

Setup Options

SYSPRO 8

Reference Guide

Published: July 2018



CONTENTS

Setup Options

Understand & Explore	2
Where does it fit in?	2
Navigation	2
Getting Started	3
Prerequisites	3
Access control	3
User Interface	4
Menu and toolbar	4
Configuration Options	8
Accounts Payable	8
Accounts Receivable	10
Assets	12
Cash Book	15
General Ledger	16
Dispatch Notes	17
Inventory	20
Purchase Orders	25
Sales Analysis	28
Sales Orders	31
Trade Promotions	43
Bill of Materials	46
Lot Traceability	48
Quotations	49
Requirements Planning	51
Work in Progress	52
Preferences Options	55
Accounts Payable	55
Accounts Receivable	56
Assets	59
Cash Book	60
Electronic Fund Transfer	61
General Ledger	62
Dispatch Notes	66
Inventory	67

Inventory Optimization - Forecast Algorithms	76
Inventory Optimization - General	80
Inventory Optimization - Modeling	82
Purchase Orders	84
Return Merchandise Authorization	90
Sales Orders	92
Trade Promotions	101
Bill of Materials	103
Quotations	106
Requirements Planning	108
Work in Progress	116
Contact Management Activities	122
Contact Management Contacts	124
Contact Management Defaults	125
Tax Options	127
Company Tax Options	127
Intrastat	131
USA 3rd Party	132
Accounts Payable	133
Accounts Receivable	136
Cash Book	137
Purchase Orders	138
Sales Orders	139
Trade Promotions	140
History Options	142
Accounts Payable	142
Accounts Receivable	144
Assets	146
Cash Book	148
Electronic Funds Transfer	149
General Ledger	150
Inventory	151
Purchase Orders	153
Return Merchandise Authorization	155

Sales Analysis	156
Sales Orders	158
Trade Promotions	160
Work in Progress	161
User-defined Fields Options	163
Accounts Payable	163
Accounts Receivable	163
Assets	164
Electronic Funds Transfer	164
Accounts	165
Despatch Notes	165
Inventory	165
Return Merchandise Authorization	166
Sales Orders	166
Bill of Materials	167
Keys Options	168
Financials	168
Distribution - Sales Management	174
Distribution - Inventory	179
Distribution - Purchasing	184
Manufacturing	187
Company Options	191
Address	191
General	192
Options	195
General Ledger Integration Options	199
General Ledger	199
Payables	205
Receivables	207
Cash Book	208
Inventory	209
Assets	211
Work in Progress	213
Trade Promotions	214



Setup Options





Understand & Explore

SYSPRO's **Setup Options** program provides a central area from which implementers are able to quickly configure SYSPRO modules as well as make information easily available to support staff - significantly speeding up the process to resolve issues.

The program lets you:

- configure setup options;
- search for and maintain setup options across all modules;
- view and compare company options;
- import and export configurations; and
- monitor changes to setup options.

Where does it fit in?

SYSPRO's setup options configure programs and dictate the way they work and/or interact with other programs and data.



These options should ideally be configured by the system administrator before operators start using the functionality.

Navigation

This program can be accessed from the SYSPRO Ribbon bar (*SYSPRO Ribbon bar > Setup > Setup Options*).



Getting Started

Prerequisites

- Ensure that the **e.net Communications Load Balancer** service is installed and properly configured within the **System Setup** program.

Access control

In order to allow full functionality to the **Setup Options** program, you should enable **Group** security access to the following:

- Module: e.net Solutions Transaction
- Module: e.net Solutions Query



User Interface

Menu and toolbar

Field	Description	
Functions	Compare to	This lets you compare the setup options of two companies. You can elect to only view options that differ between the companies. You can also generate a print preview or produce a comparison report between the companies.
	Import from	This lets you import setup options from another company.
	Export to a File	This lets you export your setup option selections from the current company to a text file. This lets you tweak options as required and import the file into other companies.
	Import from a File	This lets you import setup options from a text file (typically generated by exporting options from another company).
	View All Options	This lets you view all the setup options for the current company. You can elect to show only options that have changed and can be filtered by module.
	View Amendment Journals	This lets you view and optionally print an audit trail of all amendments made to your setup options. Information includes the date and time of the change, the before and after value, and the operator who made the change.



Field	Description		
Define	Period End Dates	This lets you set period end dates across all modules.	
	Financial Year and Month	This lets you view and define the financial year and month for all your modules.	
		Year	This column indicates the <i>year</i> in which the current financial year ends and can only be changed if no active data is held within the history details, entries or journal files.
		Month	This column indicates the <i>period</i> in which the company is running in relation to the start of the financial year and can only be changed if no active data exists within the history, details, entries or journal files.
	Message	This column indicates any messages for the module that may prevent changes from being made.	
	Initial Contacts	This lets you create an initial contacts list for your company.	
	Tax Codes	This lets you maintain the tax codes required for a basic tax system or a tax system based on geographic areas when you are not using the USA tax system. The equivalent program for the USA tax system is the Extended Tax Code Maintenance program.	
	Tax Effective Rates	This lets you maintain historical tax rates for tax codes used in a basic tax system or a tax system based on geographic areas.	



Field	Description	
	Tax Return Periods	This lets you define the start and end dates for each of your tax periods and years for generating the Tax Return report.
	Descriptive Tax Codes	This lets you view descriptive tax codes currently defined and to link descriptive tax codes to the three character SYSPRO tax codes.
	Nationalities	This lets you maintain details of nationality codes required within the system.
	Banks	This lets you maintain details of banks required within the system.
	Warehouses	This lets you maintain details of warehouses required within the system.
Information	This lists the next journal, group, entries and register numbers for your Financial modules.	
Quick search	This lets you search for specific setup options (useful if you don't know the form on which the option is located). The search dynamically matches entries as you type and when you click on an entry it navigates straight to the option on the relevant form.	
	Toggle caption help for the program. If switching on caption help for the first time, you will need to navigate to a new form before the help text is visible.	



Field	Description	
Customize-and-control-this-application	Panels	This lets you view a list of forms and listviews that you can display for the program.
	Design/Edit Web View	This loads the Visual Designer and lets you configure web views.
	Customization Profiler	This lets you view and analyze customizations that have been applied to the program.
	Reset Layout	This lets you restore the layout settings for the program to the default shipped settings.
	Show/Hide Pane Titles	This lets you toggle the display of pane titles against the program.
	Show/Hide Pin Buttons	This lets you toggle the display of the icon that lets you pin a pane to the window.



Configuration Options

Accounts Payable

Cash projection period in days

This is the number of days into which you want to accumulate supplier invoices when running the **Cash Requirements** or **Supplier Query** programs.

This lets you indicate when funds need to be available to pay invoices while taking advantage of available discounts. It should match the number of days between check runs so that you can use the **Cash Book Cash Projection Report** program to determine the cash requirements for future check runs.

Check print requirement

- **Combined** indicates your pre-printed stationery is a combined remittance and check.
- **Separate** prints checks and remittances on separate stationery or printers (e.g. you can print your checks on pre-printed stationery and your remittances on pre-printed stationery or using MS Word or SRS printing).
- **Not required** indicates you don't need to print checks (e.g. you typically pay your suppliers electronically). You will still need to print a remittance before you can generate payment registers.

GRN variance

This indicates whether the difference between the supplier's invoice value and the total merchandise value of the GRN line(s) you selected to match is based on a percentage or a value.

This occurs during processing in the **AP Invoice Posting** program.

Maximum permitted variance

This is the maximum permitted GRN variance percentage or value.

Ignore rounding variance less than %

Enter the cut-off % for variances arising when matching the value of supplier invoices to the value of selected GRN line(s).

If Inventory is integrated to GL and the difference is less than this % then the variance is posted to the **GRN suspense** account. Otherwise it is posted to the **Purchase price variance** account.

If Inventory is not integrated to GL and the difference is more than this % then the variance is posted to the **Default merchandise** account. Otherwise it must be allocated manually.



Invoice exchange rate for payment

Use default invoice exchange rate applies the exchange rate against the invoice as the default rate when the invoice is released for payment, or when a check is voided, or when a manual check payment is made.

Use currency exchange rate table applies the exchange rate from the [Browse on Currencies](#) table to the invoice as the default rate.

Apply to outstanding invoice balance

This revalues all invoices released for payment and generates a revaluation value for any exchange rate variance created.

This option is only enabled when you select **Default to currency table rate**.

The exchange variance is posted to the **Realized variance account** account defined in the [AP Currency Variance GL Interface](#) program. If not defined, then the variance is posted to the **Exchange variance** account defined against the bank.

Accounts Payable linked to Cash Book

This posts checks to the Cash Book module as withdrawal entries at the time of printing the [Payment Cycle Maintenance](#) report.



Accounts Receivable

Consolidate brought forward customers

This accumulates all invoices, debit notes and credit notes of a specific age (based on the ageing method) into a single invoice for each balance forward customer when you run the **Month end** function of the **AR Period End** program.

Once consolidated, all original invoices and associated payments, adjustments, debit notes, credit notes, multimedia and invoice notes for the age are deleted.

You cannot select this option if your invoice ageing method is set to **By invoice due date**.

Reports that print detailed information on invoices and the transactions processed against them will only report on the consolidated invoices once the month end has been processed.

Invoices for foreign currency customers are not consolidated, because each invoice can have its own fixed exchange rate. Future invoices (i.e. ones that have an invoice date in the future) are not consolidated.

Invoice ageing method

This indicates the default ageing method to use when producing AR statements.

By statement ages invoices according to the last seven period end dates. An invoice is defined as current if the invoice date is after the last period end date.

By aged statement ages invoices according to the last seven period end dates. An invoice is defined as current if the invoice date is after the second last period end date.

By invoice date ages invoices according to the difference between the invoice date and the system run date.

By invoice due date ages invoices according to the due date of the invoice. This is calculated as the invoice date plus the days till due as defined within the **AR Invoice Terms** program. The invoice remains current for as long as the due date remains greater than the ageing date.

Finance charges terms

This indicates the terms code to use for finance charge invoices created by the **AR Finance Charge Calculation** program.

Although your entry here is not validated (i.e. the **AR Invoice Terms** program is not checked to ensure that the terms code entered here exists) if you want to compound finance charges then you need to enter a valid terms code here. You should also enter a valid terms code here for credit control purposes.

Print credit or debit notes



This indicates whether debit or credit notes must be generated when settlement discount is processed as part of a customer's payment.

Local tax regulations may require generating a credit note when settlement discount is processed against a customer payment and a debit note when a payment that includes settlement discount is reversed.

The **As required** option generates discount credit and debit notes if this is selected in the **AR Payments and Adjustments** program.

Link AR to Cash Book

This option (together with the payment type defined against the deposit slip details) determines how AR payments are posted to Cash Book. The **Bank deposit slip required** option must be enabled to integrate AR payments to Cash Book.

Allow operator override in AR payments

This overrides the Cash Book integration level when capturing AR payments and is enabled if integration is set to **Posted by cash journal**.

Individual transactions are created for each payment with a type of **Check**.

A single transaction per journal is created for the total of all payments with a type of **Cash**.

A single transaction is created per journal for the total of all local currency payments with a type of **Other** and individual transactions are created for each foreign currency payment.

Consolidate payment types at line level

This consolidates the payment types (cash, check, other, post dated checks) into one amount before integrating to Cash Book.



Assets

Post book value depreciation to

Integration setup posts book value depreciation to GL according to the settings defined for asset integration. **Individual asset** posts book value depreciation values to the GL code defined against each asset. You can only access this option after completing an Asset month end and before running the **Asset Depreciation Calculation** for the current month. This is to prevent you changing the integration method between routines.

Options on addition

This indicates whether you want the system to calculate (historical) book and tax depreciation when adding a new asset purchased before your current financial month and whether it must be added historically or in the current period.

No depreciation calculation - add historically	The system will not calculate the (historical) book and tax depreciation automatically up to the end of the last financial month (i.e. no catch-up depreciation is calculated). You will need to enter the historical depreciation information for each prior period and year manually using the Asset Acquisition program
No depreciation calculation - add in current	The system will not calculate the (historical) book and tax depreciation automatically up to the end of the last financial month. You will need to enter the historical depreciation information for the prior periods manually using the Asset Acquisition program.



Depreciation - add historically	<p>The system calculates the (historical) book and tax depreciation automatically up to the end of the last financial month.</p> <p>A <i>brought forward</i> balance is created, which could mean that historical reports may not balance to current year reports. This is typically only useful in take-on situations.</p> <p>The system attempts to spread the book value depreciation across historical periods depending on the period end dates defined for the Assets Register module and the Start depreciation date defined against each asset.</p> <p>When you add an asset into a prior year, Addition and Catch-up depreciation (accumulated) entries are created plus the current year entries.</p> <p>Regardless of your selection here, tax (wear and tear) depreciation is always calculated automatically up to the end of the last financial month.</p>
Depreciation - add in current	<p>The system calculates the (historical) book and tax depreciation automatically up to the end of the last financial month and places the total value of the historical depreciation into the current period. No 'brought forward' balance is created.</p>

Basis for depreciation

Changing the basis for depreciation can result in loss of historical data and entries.

Book value

Indicate the basis of depreciation for the book value of your assets.

Tax valuation

Indicate the basis of depreciation for the tax value of your assets. **Period** calculates the current period depreciation at period end. **Year** recalculates the full current year's



depreciation at each period end. **Life of asset** recalculates depreciation for the full life of the asset.

Alternate valuation 1-10

Indicate the basis for depreciation for each of the Alternate valuations of your assets.

Defined by

Depreciation book uses the date conventions defined here against the various asset valuations, for all assets in that asset valuation. **Depreciation code** uses the date conventions defined against each individual depreciation code.

Book value

Indicate the date convention you require for book value depreciation.

xinclude.

Tax valuation

Indicate the basis of depreciation for the tax value of your assets. **Period** calculates the current period depreciation at period end. **Year** recalculates the full current year's depreciation at each period end. **Life of asset** recalculates depreciation for the full life of the asset.

Alternate valuation 1-10

Indicate the basis for depreciation for each of the Alternate valuations of your assets.



Cash Book

Automatic back reconciliation of deposit

This enables you to indicate how you want to match deposit records which are imported using the **Automatic Bank Reconciliation** program to deposit transactions in the cash book transaction file.

Reconcile by

Value only reconciles deposits automatically if the entry at the value field in the import file matches the entry in the transaction file. **Value, date and reference** reconciles deposits automatically if the entries at the value, date and reference fields in the import file match the entries in the transaction file. **Value and date** reconciles deposits automatically if the entries at the value and date fields of the import file match the entries in the transaction file.



General Ledger

Default browse sequence

Ledger code defaults to viewing the ledger file in ledger code sequence. **Description** defaults to viewing the ledger file in ledger description sequence.

Budget

This enables you to query General Ledger budget balances by section using the **GL Structure Query** program. You can only select this if you enabled the **Section analysis required** option.

Processing at year end

Retain current year budgets leaves budget information intact after running a year end. **Zeroize current year budgets** sets the current years' budgets to zero at year end (i.e. you will have to enter budgets manually for the new year). **Copy next year budgets to current year** sets next years' budgets to become the budgets for the current year after running a year end. If the budget for the next year is not defined, then the current year budget remains intact.

Definition of variable budget spread

This indicates the level at which you require variable budget amounts to be spread across each period of the year. **By company** applies the spread to all ledger codes in the company. **By group** applies the spread to ledger codes according to the groups to which they are assigned.



Dispatch Notes

Apply credit checking to dispatch notes

This extends the sales order credit checking routine to the dispatch notes system. It can be performed either at the time of creating the dispatch note or when the dispatch note is released for invoicing.

Freight charge processing

This indicates how you want to process freight lines (entered during sales order entry) on dispatch notes. You can include them on all dispatch notes, only on the first dispatch note, only on the last dispatch note, or you can exclude them from dispatch notes.

Miscellaneous charge processing

This indicates how you want to process miscellaneous lines (entered during sales order entry) on dispatch notes. You can include them on all dispatch notes, only on the first dispatch note, only on the last dispatch note, or you can exclude them from dispatch notes.

Criteria for dispatch review

This indicates the basis according to which you want include sales order lines in the dispatch review. This can be based on lines having a quantity to ship, lines having a quantity on back order, or lines having an outstanding order quantity (i.e. either a quantity to ship or a quantity on backorder). The suggested dispatch quantity will be based on your selection here, subject to stock availability.

Use non-stocked ledger control from branch

This uses the ledger account defined at the **Non-stocked misc and freight** field against the AR branch for non-stocked items, freight charges and miscellaneous charges dispatched using the **Dispatch Note Review** program. If Inventory is not installed, then this option applies only to freight charges and miscellaneous charges dispatched using the **Dispatch Note Review** program.

Acceptable percentage tolerance

If you indicated that unit of measure conversion factors are theoretical then your entry here indicates the cut-off percentage at which the stocking quantity to dispatch is allowed to deviate from the calculated percentage before it is rejected.

Over dispatches allowed

This lets the dispatch of a quantity to exceed the order quantity on a sales order line. You won't be able to over-dispatch kit type items if the **Retain original order quantity when**



over-dispatching option is also enabled.

Retain original order quantity

This retains the original order quantity against the sales order when the corresponding dispatch note is over dispatched. You will be unable to over dispatch kit type items if this option is enabled.

Under dispatches allowed

This allows the dispatch of a quantity that is less than the order quantity on the sales order line. When using the **Dispatch Note Review** program, you can under-dispatch the order line and mark the line as complete if no further dispatching against the line is required.

Amended dispatch note print required

This lets you change the status of a dispatch note to 3 (ready to print) when maintenance is performed on a dispatch note that has been previously printed (i.e. Status 5 - dispatch printed).

Dispatch note lines with zero quantity

This prints dispatch note lines even if the quantity to dispatch is zero.

Manual release to invoice

This lets the operator change the status of a dispatch note manually from 5 (dispatch printed) to 7 (ready to invoice) during dispatch maintenance. Otherwise the status of the dispatch note is set to 7 (ready to invoice) automatically once the dispatch note has been printed.

Save custom form for reprint

This retains custom form data captured against dispatch notes, for reprinting on dispatch invoices. If this option is enabled, then dispatch note custom forms are copied to the dispatch invoice reference, enabling you to reprint the forms. Dispatch invoice custom form data is created when a dispatch invoice is printed and can be viewed and maintained using the **Sales Invoice Query** program. Custom form data is not printed on consolidated dispatch invoices.

Use dispatch note to confirm delivery

This uses the dispatch note number to confirm the next invoice/dispatch. Enabling this option sets the **Use dispatch note to confirm delivery** option to selected by default in the **Contract Maintenance** program. You should not select this option if you are confirming deliveries by invoice.

Cancel dispatch note



This automatically sets the dispatch note header to cancelled when all lines on the dispatch note are cancelled in the **Dispatch Note Maintenance** program. As soon as you cancel the last line, the dispatch note itself is set to cancelled. If this option is not enabled, then the dispatch note header remains in the status it was in when you loaded the **Dispatch Note Maintenance** program.

Print individual dispatch note lines

This prints a line on the dispatch invoice for each consolidated dispatch line. Otherwise a line is printed for the total consolidation and a sub-line for each dispatch. You typically enable this to avoid rounding errors arising from consolidating different dispatches for a single sales order line and the order quantities are defined to 3 decimals or the price is defined to 4 or 5 decimals. Ensure that you also enable the **Individual dispatch lines on cons inv SO Document Formats** preference.



Inventory

FIFO valuation

This values your inventory on a first-in-first-out basis. You won't be allowed to store inventory costs in a unit of measure other than stocked and stock on hand won't be allowed to go negative in any warehouse (except for floorstock items stocked in the floorstock warehouse). This option is automatically selected if **Actual costing** is enabled, or if **Costing per warehouse** is enabled and the costing method for any warehouse is set to FIFO.

Multiple bins

This requires entry of bins upon the receipt, issue or transfer of items and when capturing stock take information. The **Purge and Archive** program runs to ensure the default bin is inserted into existing lot records and their associated transactions against your traceable or ECC-controlled items. Run the **Balance** function of the **Order Purge** and **Inventory Period End** programs to ensure there are no quantities in ship without bin allocations and to transfer any qty on hand to the default bin.

Associate serials by bin

Fixed bins

This requires a bin to exist in the newly-created `InvMultBin` table before you can transact against it. This feature is only available in a SQL environment and if the **Multiple bins** option is enabled.

Initially, all warehouses that use multiple bins will be flagged as fixed bin warehouses. Use the **Show Warehouses** function to switch off this facility selectively for individual warehouses.

Acceptable cost variance percentage

This is the percentage by which the cost of an item received into stock (and a cost change to an item) is allowed to differ from the cost of the item on file. Although a warning is displayed if this percentage is exceeded, it only applies to cost changes made to individual items and it does not apply to receipts if your costing method is set to Standard costing (items are receipted at standard cost and, therefore, no variance occurs).

Full goods in transit transfers facility

Select this to monitor inter-warehouse transfers generated from the **Inventory Movements** program, as well as supply chain transfers generated from the **Sales Order Entry** program. You must select this to perform requisition issues and/or transfers. Any stock transfers that are still in process should be completed before you enable/disable this feature. The **Warehouse Exception** program highlights unfinished transfers while the **GIT**



Conversion Program program converts existing warehouse transfers to GIT transfers.

Actual costing

Also known as item or batch-specific costing, this applies to lot traceable and batch serialized items. It uses FIFO valuation to track and process costs and overrides any other costing method defined at company or warehouse level. Manual numbering must be set for traceable items and serialized items must be set for capture at the time of receipt and not during order entry. If you are currently using serials, then first run the **Serial File Balance Report** to ensure all batch serials balance.

Aged inventory valuation required

This prints an **Inventory Initial Aged Valuation** report of stock quantities over the last five years. This is useful when you carry a limited stock of spare parts for component items that may have a long life and you need to provide for the depreciation of these items annually.

Update last cost if using standard cost

This stores the last cost entered for a receipt separately from the standard inventory cost. This only applies if the costing method is set to Standard, or if costing per warehouse is enabled.

Include non-merchandise costs

Select this to add the calculated cost multiplier value to the receipt cost of an item when using the **Inventory Movements** program to process a receipt or a GIT transfer in. You must also select the **Apply cost multiplier when processing receipts** option to include the cost multiplier in the last cost of the item. If not selected, then the cost multiplier defined against the item is ignored and its value is not reflected in the Last cost of the item.

Serial tracking system required

This records serial number information when processing transactions for serialized stock items. Once selected, you can only deselect this option when no active orders exist for any serialized item and there is no allocated quantities of serialized items.

Use same serial for multiple stock codes

This allows the same serial numbers to be used for different stock codes when accepting items into stock. When receipting batch serialized items (and you have not enabled the **Multiple batch serial receipts allowed** option) the existing serial numbers must be stocked in the warehouse in which the receipt is being processed. This does not apply to manual serials. If this option is not selected, then you cannot receipt reserved serials into an alternate stock code from inspection.

Retain all serial information



This retains the history of header and transaction details for manual serial numbers against which a negative receipt has been processed (i.e. reversing a receipt processed against the wrong serial number). You won't be able to re-use the serial number for the same stock item. If this option is not enabled, serial history is removed if the only other transaction for the serial was a receipt (i.e. the system assumes you are reversing a receipt done against an incorrect serial number).

Supplier/stock code interchange system

This enables you to alternate between entering a SYSPRO stock code or a supplier's catalogue number during **Purchase Order Entry**. You must enable this option before defining your supplier stock codes. If you enable this option and purchase a non-stocked item from a supplier, the system automatically creates an entry in the supplier/stock code interchange file.

Hold inventory cost in unit of measure

This lets you hold inventory costs in a unit of measure other than the stocking unit of measure. You define the applicable cost unit of measure when adding stock items using the **Stock Code Maintenance** program. You cannot select this option if **FIFO valuation** is enabled, or if your costing method is set to FIFO or LIFO.

Automatic depletion of lots by

Receipt date depletes lots by the earliest date that a lot was received into stock. If a lot does not already exist then it retains the date of when the lot was receipted for that stock item. Upon transfer to a new warehouse, the receipt date from the original lot is used.

Expiry date depletes lots by the earliest lot expiry date. Upon transfer to a new warehouse, the receipt date is set to the transaction date. If a lot does not already exist then it is created with the transaction date.

Costing per warehouse

This initially assigns each warehouse the chosen costing method. You can then change the method for specific warehouses (e.g. when high value, low usage items are stored in a separate warehouse and you require a different method of costing for accuracy.

Alternatively, if you manufacture and distribute a product you may want to apply standard costing to your work in progress and average costing to your distribution warehouse).

Otherwise the costing method selected is used for all warehouses.

Apply warehouse BOM costs

This uses the BOM costs held against the warehouse for costing purposes for all stock items held in that warehouse. Otherwise the BOM costs held against each individual stock item are used for costing purposes and you won't be able to process the cost implosion by warehouse. You should use the **Cost Implosion** program to roll-up costs before selecting



this option. You must select this option to be able to use the cost against an alternate route when you transfer BOM costs to Warehouse.

Costing method

This determines how your inventory is valued. **Average** averages out the new cost and the existing cost of an item. **Standard** lets you define a cost for each item that is only updated using the **Cost Change** function or **Transfer BOM Costs to Warehouse Costs** program. **Last cost** values your inventory according to the last cost entered when receipting the item. **FIFO** issues from the oldest bucket held on file. **LIFO** issues from the newest bucket held on file.

Stock on hand allowed to go negative

Indicate whether you want to allow stock on hand to go negative in warehouses for the selected company. The **Dependent on warehouse** option does not activate negative stock for the warehouse; you must maintain details against a warehouse for this option to take effect.

List

Indicate a specific list of warehouses in which stock is allowed (or not allowed) to go negative.

Range

Indicate a range of warehouses in which stock is allowed (or not allowed) to go negative.

Print FIFO journals

If you don't select this option, then FIFO journals are still created, but they are not printed. It also does not prevent FIFO journals from being displayed in the Journal Entries listview of the **Inventory Movements** program.

Balance lots from most recent bucket

This makes adjustments to lots from the most recent FIFO bucket when running the **Balance** function of the **Inventory Period End** program. This applies only when FIFO valuation is enabled.

Use zero cost bucket for returns

This allows a zero cost transaction to be processed when returning stock to a LIFO bucket that has a zero unit cost. The returned quantity is added to the LIFO bucket, but the unit cost of the bucket remains unaffected. Otherwise a new LIFO bucket is created with the returned quantity at the current warehouse cost. The **Stock Take Confirmation** program updates LIFO buckets according to your selection here.



Use Product Configurator web

This uses the web-based Product Configurator instead of the **Configurator Wizard** wizard program.



Purchase Orders

Include non-merchandise costs

This includes non-merchandise costs (entered in the **Apportion Details** function of the **PO Receipts with Apportionment** program) in the last cost of the item. It also includes the calculated cost multiplier value to the receipt cost of an item when using the **Purchase Order Receipts** program. When receipting into a standard costing warehouse, the standard cost of the item is used; non-merchandise costs are not included in the last cost.

Restrict order to single warehouse

This restricts each purchase order to a single warehouse (i.e. you cannot enter a warehouse per line). The warehouse address is used as the delivery address for the order and can only be changed if the **Allow maintenance of delivery address** option is enabled. You can define a default warehouse against operators who use the **Purchase Order Entry** program so that they don't have to manually enter the required warehouse when adding purchase orders.

GRN suspense system required

This stores all purchase order receipts entered in a special suspense file for Accounts Payable invoice matching and checking.

Liable to supplier for scrapped items

This allows an operator to decide whether the supplier must be paid for inspection items that are scrapped.

Minimum capex requisition line value

Indicate the minimum capex requisition line value permitted before the program forces the requisition user to enter a valid capex number.

Minimum line value for checking routing

You typically enter a minimum value here to ensure that any requisition line with a greater value is seen by the requisition users listed at the **Mandatory user codes to be checked in routing** field, before being approved. This lets each requisition user (to whom the line is routed) view the line and add comments, if required.

Mandatory user codes checked in routing

Indicate up to 4 user codes to which you want to route a requisition line when the **Minimum line value for checking routing** is exceeded.

Narrative not mandatory



This indicates you don't require the entry of routing narrative when saving a requisition, or when accessing additional information, or when routing the requisition to another user.

Record approvals

This automatically replaces whatever narration you entered in the **Route note** field with the routing comment: **Automatically Approved** or **Requires Approval**, depending on whether a requisition/requisition line is approved or fails approval.

Budgets required

This allows you to maintain budgets for groups of requisition users. Ensure that you have defined requisition groups and allocated all requisition users to a requisition group.

Budget level required

At stock code level defines requisition budgets at stock code level (you can enter a budget for a product class instead of stock code if you want to budget for non-stocked items at product class level). **At product class level** defines requisition budgets at product class level (you can also define a stock code within the product class).

Budget terms

Expressed in terms of value indicates the budget values are monetary amounts.

Expressed in terms of quantity indicates the budget values are quantities.

Stores requisitions

Not required means you don't want to use stores requisitions (i.e. requisitions can only be turned into purchase orders). **Create issue** creates requisitions on your warehouses to supply items. **Create transfer** creates requisitions to transfer items from another warehouse. **Request at run time** lets you to choose the type of requisition to create providing your requisition user authority level allows you access to the detailed information in the [Requisition Entry Maintenance](#) program.

Approval level checking

User performs checks based on the maximum requisition values defined against the requisition user. Automatic approval can only be done at this level. **Group** performs checks based on the maximum approval value defined against the requisition user group. Automatic approval cannot be done at this level. **Product class within group** performs checks based on product classes within user groups. Automatic approval cannot be done at this level.

Include other cost to calculate new cost

This optionally includes fixed costs and minimum charges when calculating the new landed cost of an inventory item (calculated using the [Calculate New Landed Cost](#) program). You



configure fixed costs/minimum charges against LCT elements which you attach to the various routes that you will use to ship items from the supplier to your warehouse.

Lines with zero price on shipment

This lets you add a purchase order line with a zero price to a shipment using the **LCT Shipment Maintenance** program.

Include landed costs in last cost

This includes the calculated cost multiplier value with the receipt cost of an item when using the **Shipment Receipt** program. It also includes the additional costs calculated when using calculation codes to apportion additional costs incurred within a shipment. This only applies to foreign currency suppliers. You will also need to enable the Inventory option to apply a cost multiplier when processing receipts.

Convert all quantities unit of measure

This uses an alternate unit of measure as the basis of any calculation or apportionment in Landed Cost Tracking. The quantity of a purchase order raised using an alternate unit of measure is converted to the stocking unit of measure on all lines of the shipment. This means that when calculation codes or apportionments are done, all the lines are based on the same unit of measure. Otherwise all calculations are always based on the quantity entered on the purchase order.



Sales Analysis

Budgets represent

This indicates whether you want to store month-to-date and year-to-date sales figures in the salesperson/product class file as quantities or values. Because Sales Analysis figures are held in a single set of buckets, if sales analysis history already exists and you change this option then historical information is not changed (i.e. a mix of quantities and values is displayed in the [Sales Analysis Query](#)).

Sales tax summary required

Enable this to produce an analysis of all taxable/exempt sales made against each tax code for the period, month and year-to-date from the [Sales Tax](#) program. If this option is changed at a later date, then no details are printed on the report, regardless of whether data is held on file.

Sales history update method

Batch updates your sales history files only at the time of running the [Sales Analysis Update](#) program. **Online** updates your sales history files real-time (i.e. the sales history files are updated after the completion of each AR invoice transaction, depending on your sales history selections). If you have existing sales orders, then you need to run the [Sales Analysis Update](#) program before changing this option, to ensure that all transactions are updated in the Sales Analysis files.

Retain detailed sales history

This retains a detailed history of sales transactions based on your selections at the **Detailed key options** section of the screen. The detailed history is sequenced according to these keys. If you select this option, then you must include at least one key option before you can exit the program.

Retain summary sales history

This retains a summary history of sales transactions, sequenced according to the sales history key areas defined using the **Maintain Summary** function.

Retain archive sales history data

This retains a file of all the transactions from the Accounts Receivable sales transaction detail file that has been used to create history. This enables you to re-define your sales analysis key selections after implementation and rebuild your sales history detail and summary files automatically using the [Recreate Sales History](#) program.

Retain summary zoom index



This retains the summary zoom index (maintained in the Sales Analysis zoom index on the sales history summary file). It is used by developers of 3rd party applications (e.g. ODBC-compliant programs such as Access or Excel) to drill down to the transactions making up a particular value. You would therefore only select this option if you intended to write custom reports to drill down to transaction level. You must retain the archive sales history data if you want to retain the summary zoom index.

Include miscellaneous charges in history

Miscellaneous charges (except ones processed against an underscore product class) are included in your summary, detail and archive history. When adding miscellaneous lines in **Sales Order Entry**, ensure that you review the default product class (**_OTH**) assigned. To update past history, select the **Recreate archive from transactions** option in the **Recreate Sales History** program. Then re-run the **Recreate Sales History** program and select the **Recreate history detail/summary from archive** option.

Confirm change of budget represent

Salesperson

If retaining detailed sales history, this includes the salesperson as part of the key to your detailed sales history records.

Branch

If retaining detailed sales history, this includes the branch as part of the key to your detailed sales history records.

Order type

If retaining detailed sales history, this includes the order type as part of the key to your detailed sales history records.

Customer class

If retaining detailed sales history, this includes the customer class as part of the key to your detailed sales history records.

Geographic area

If retaining detailed sales history, this includes the geographic area as part of the key to your detailed sales history records.

Customer

If retaining detailed sales history, this includes the customer as part of the key to your detailed sales history records.

Warehouse



If retaining detailed sales history, this includes the warehouse as part of the key to your detailed sales history records.

Department

If retaining detailed sales history, this includes the department as part of the key to your detailed sales history records.

Product class

If retaining detailed sales history, this includes the product class as part of the key to your detailed sales history records.

Stock code

If retaining detailed sales history, this includes the stock code as part of the key to your detailed sales history records.

Reset History



Sales Orders

Branch to be warehouse

This uses the branch as the default warehouse in [Sales Order Entry](#), [Point of Sale Entry](#) and Product Configurator. Otherwise, the default warehouse defined at operator level is used. If this is not defined, then the default warehouse defined at company level is used.

Negative quantities for sales orders

This allows the entry of negative quantities for stocked and non-stocked lines when capturing orders.

Calculate invoice discount after line

This calculates the invoice discount after line discounts have been applied. Otherwise invoice and line discounts are applied to the total merchandise value of the order entered.

Customer delivery performance file

This updates the sales order customer delivery performance file/table with details of each stocked and non-stocked order line invoiced. If using single level bill of materials, then only details of the parent part of the kit is output to the performance file. Details are not output for IBT sales, credit/debit notes, any order line containing a negative line, and any order line for which the order quantity is zero.

Billing type

This indicates how you want to be notified of stock shortages for billing-type orders. **Pre-billing** only notifies you if the back order decision is by operator (or by warehouse and stock is not allowed to go negative). **Post-billing** and **Post-billing with invoice** only notifies you if stock is not allowed to go negative (the latter also caters for entry of a manual invoice number for the first invoice produced, even if automatic invoice numbering is selected).

Days to allocate scheduled orders

This is the number of days (up to 99999) within which stock for a line must be allocated for scheduled orders. Stock is allocated if the difference between the order date and the entered ship date is less than the number of days entered here. If equal to, or greater than the number of days entered here, then stock is not allocated. If you change this entry, then any quantities already allocated and ready to be shipped are reset and placed on back order.

Default alternate key

An entry is required here if your **Default Sales Order browse sequence** preference is set



as **Alternate key**. This can be the geographic area assigned to the customer, the warehouse assigned to the order, or the branch assigned to the order. Alternate keys enable you to browse on orders in a sequence other than order number, customer, or customer purchase order number.

Alternate key mandatory

This will force an entry at the **Alternate key** field when capturing sales orders or RMAs.

Description for alternate key

Enter your own wording for the **Alternate key** field. This description does not apply to the **Point of Sale Entry** program. To avoid confusion with standard SYSPRO field descriptions in forms and listviews, we don't recommend that you use the same description as a key field in SYSPRO (e.g. customer, supplier, stock code, etc.). You'll need to manually change the **Alternate key** caption (right-click the **Alternate key** field, select **Field Properties** and change the **Caption** field).

Customer stock codes for sub-accounts

This lets you indicate the stock code cross references that must be used when adding stocked lines to an order using the **Customer/Stock Code Interchange** facility. **Only customer** uses only the stock code cross references defined against the sub-account. **Only master** uses only the stock code cross references defined against the master account. **Customer, then master** uses the stock code cross references defined against the sub-account (if they exist) or the master account.

Packaging option

When selected displays a **Packaging Details** screen when you select it from the **Dimensions** function of the **Sales Order Entry** program. **Requested but optional** and **Requested and mandatory** displays the screen when you save a stocked line with a non-zero ship quantity. The mandatory option prevents you from saving the line until these details are entered. The details are translated into comments that are attached to the order line.

Special instructions prompt

This lets you assign your own wording for the **Special instructions** field. This field can be printed on delivery notes and invoices.

Order type prompt

Assign your own wording for the **Order type** field. The field is used to classify sales orders according to the type of sale, as well as a selection criterion for the printing of Sales Order reports. It can also be used in the Sales Analysis module to provide a breakdown of the salesperson, product class and sales history reports.



Minimum price percentage above cost

Indicate the level (i.e. company or stock code) at which you want to set a minimum percentage by which the price must exceed the cost for stocked and non-stocked items. For **Stock code margin** this is only used if you have assigned a minimum margin to the item. Margin checking is only performed when the order line is entered and saved and is based on the Current cost if your costing method is Standard or Average costing and on Last cost if your costing method is FIFO, LIFO or Last cost.

Margin check based on

Gross value bases the minimum margin check on the extended order line value, excluding any line discounts. **Net value** bases the minimum margin check on the extended order line value, including line discounts. For **Kit type F** items, the check is performed on the parent. For **Kit type K** items, the check is performed on each individual component of the kit and for **Kit type S** items, no check is performed.

Pricing method

Manual indicates you want to enter a stock item's price manually for each order line. **Simple** establishes the price by combining the customer's Auto price code selection and whether the item's pricing method is coded or discounted. **Extended** matches the stock item's Price category to a position in the customer's Price category/code table to establish the price of an item. The price code/discount code is retrieved depending on whether the item's pricing method is coded or discounted.

Quantity discount price update

This option enables you to control the price update of a stocked line with quantity discounted pricing. **Always** recalculates the price on a sales order, regardless of whether changes have been made to the line (this caters for a situation where the quantity discounted price has changed). **When order quantity changed** recalculates the price only when a change is made to the order quantity of the line.

Line discount calculation

Line discount calculates line discounts by multiplying the price of an item by the quantity ordered and then applying the discount applicable. **Price discount** calculates line discounts by applying the discount to the unit price before multiplying this by the quantity ordered, letting you establish the net unit price of a line to which the quantity is then applied.

Basis for contract pricing

Document date uses the system/company date to determine the validity of the price (the date must be in the range of the valid sales order contract for the correct price to be used on a sales order). The ship date entered in the sales order header is ignored. **Order date**



uses the date entered in the **Order date** field to determine the validity of price contracts. The system date and the ship date entered in the sales order header are ignored.

After delivery note print maintenance

No maintenance allowed disables order maintenance functions if a delivery note has been produced for an order. **No maintenance allowed with option to cancel** does the same, except that it allows for the cancelling of an order line/order. **Maintenance allowed** enables the order maintenance functions if a delivery note has been produced for an order. This option is set at company level and therefore applies to all operators. However, you can prevent unauthorized access using operator activities.

Save custom form for invoice reprinting

This saves sales order custom form information against invoice reprint details and allows its retrieval at the time of reprinting the invoice. The information is deleted when you select the **Purge invoice reprint file** option in the **Order Purge** program. Custom form fields defined against the sales order (header) and individual order lines are saved for reprinting. Invoice custom form data is created when an order is printed and can be viewed and maintained by the **Sales Invoice Query** program.

Initial invoice printing

Print all lines prints all orders lines on the initial invoice, including lines with a zero quantity to ship. Subsequent invoices will print only those lines where there are goods to ship. **Print only lines with ship quantity** prints only lines with a non-zero ship quantity on the initial invoice. Regardless of your selection here, details for back-ordered lines are printed on the invoice if you enabled the **Print all back-ordered lines** option at the time of defining the invoice format.

Dates used in serial number entry

Expiry date required lets you enter an expiry date for manual serial numbers entered during sales order processing. **Scrap date required** lets you enter a scrap date for manual serial numbers entered during sales order processing."

Warehouse

This indicates the warehouse from which returnable items (e.g. crates, pallets, etc.) must be depleted. The warehouse entered here is ignored if you enable the **Use associated merchandise warehouse** option.

Use associated merchandise warehouse

This uses the warehouse associated with the stock item as the warehouse from which the returnable item must be depleted. If this option is enabled, then the entry at the **Warehouse** field is ignored. When processing a supply chain transfer, only one source and



one target warehouse can be specified. Therefore, a returnable item is always issued from, and received into, the source and target warehouses selected for the SCT.

Validate duplicates

This relates to the entry of customer purchase order numbers in the [Sales Order Entry](#) and [Quick Sales Order Entry](#) programs. **No validation** indicates you do not require unique customer purchase order numbers. **By customer** requires unique customer purchase order numbers for the customer. **By company** requires customer purchase order numbers to be unique for the company.

Order lines added

This generates order analysis files when you add order lines.

Order lines changed

This generates order analysis files when you change order lines.

Orders or lines cancelled

This generates order analysis files when you cancel orders and order lines. Ensure that you also enable the **Output detail lines for cancelled order** option. You must also select this option if you want to record lost sales when cancelling merchandise lines in programs such as [Sales Order Entry](#) or [Point of Sale Entry](#).

Include blanket sales orders

This generates order analysis files for blanket sales orders. If you enable this option together with the **Order lines added** option, then when processing a release for a new sales order the sales order is included in the [Order Intake Query](#). Similarly, if you enable this option together with the **Order lines changed** option, then any changes to a blanket sales order are included in the [Order Intake Query](#).

Changed lines for order level discount

This generates order analysis files when changes are made to order lines affecting the total value of discount applicable to the order.

Output detail lines for cancelled order

This includes all the detail lines attached to an order in the order analysis files generated when you cancel an order.

Supplier/stock code interchange required

This enables you to alternate between entering a SYSPRO stock code or the supplier's catalogue number when capturing sales orders.



Single level Bill of Materials required

This generates detail order lines for first level components automatically when capturing an order for a parent stock item. You must select this option to be able to process the return of kit items using the [RMA Issues and Receipts](#) program.

Packaging text

Define the wording you want to print/display for the packaging comment. Packaging details are printed as comment lines against sales order lines for stocked items. In addition, the wording you define here is displayed on the **Packaging Details** screen of the [Sales Order Entry](#) program.

Packages

Indicate the default wording that you want to display for the package type field. The default wording is 'packages', but this can be changed to the package type you typically use (e.g. cartons, boxes, rolls, pallets, containers, etc.).

Containing

This is the default wording you want to use for the package contents field. The default wording is 'containing', but can be changed.

Items

This is the default wording you want to use for the unit of measure contained in the package. If blank, then the order unit of measure defined on the sales order line is used for the packaging comment.

Reserving stock required

This lets you reserve stock for a customer when processing sales orders for stocked and non-stocked items (i.e. it prevents the sale of that stock to another customer, which allows you to guarantee delivery prior to the actual shipping process). Reserved quantities are not used in Dispatch notes - if you want these order quantities to be considered for dispatch then any reserved quantity must be moved to backorder or ship.

Request lots/bins/serials

This requires the entry of lot, bin and serial information when reserving stock (unless the **Capture serial numbers for orders** option is not selected; multiple bins is not in use; and the item is not traceable, in which case you are only prompted when the items are shipped). The **Apply automatic depletion in Sales orders** option takes precedence over this option (i.e. lots are allocated automatically from the first lot that can fully satisfy the requirement).

Order linked to a receipt



Quantity shipped places the quantity in ship when processing a receipt linked to a sales order. **Quantity reserved** places the quantity in reserve when processing a receipt linked to a sales order. Any lot and serial information entered against the receipt is automatically added to the order. **Reserve if status 4 or 8** reserves quantities only if the sales order is in a status of 4 or 8. Otherwise the quantity received is moved into ship.

Check customer's credit limit

This bases credit checking on whether the customer's balance and outstanding order value exceeds the credit limit. If a customer fails a credit check, then the entered order is placed into suspense until the appropriate credit authority is entered to release the order.

Check customer's invoice terms

This bases credit checking on the customer's invoice terms and is performed automatically when processing orders during sales order entry. The calculation using the invoice terms code, the invoice ageing method and settings configured against the customer.

Check terms from customer credit status

This uses the credit status of the customer when performing invoice terms credit checking. The number of days outstanding is calculated as: 30 times the credit status defined against the customer, less the number of days defined against that customer's invoice terms code. If the result is positive, then the terms are deemed to have been exceeded. Otherwise the terms credit check is based on the number of days that the oldest, non-credit transaction is outstanding against the customer.

Apply check when quantity moved to ship

This performs credit checking on current orders at the time an order is shipped and is based only on the customer's credit limit. This option only applies when the **Apply check to current order only** preference is enabled.

Include tax in customer order value

If checking the customer's credit limit, then this includes tax when calculating a customer's outstanding/released order value. If the **Apply check to current order only** preference is enabled, then tax is included when the invoice is about to be produced. If the **Apply check when quantity moved to ship** option is enabled, then tax is included when the order is shipped. It does not apply if USA tax is in use (USA tax is always exclusive, so the order value is always exclusive).

Include tax in customer invoiced value

If checking the customer's credit limit, then this includes tax when calculating a customer's invoiced order value. It does not apply if USA tax is in use (USA tax is always exclusive, so the order value is always exclusive).



Number of decimals for prices

This indicates the number of decimals to use when calculating contract prices and net unit prices. The number of decimals normally applied to pricing calculations is three. This option enables you to round the calculated price to two, three, four, or five decimals. This option only affects contract prices that are calculated (i.e. mark-up list price, mark-up cost by a percentage, quantity discount breaks, list price less a percentage, list price less chain discount, coded less chain discount)

Include in order discount breaks

This includes order lines attached to contracts that are defined as a flat price, coded, list price less a percentage, or mark-up cost by a percentage in the order line discount calculation. Contract prices based on a discount (i.e. quantity discount breaks, list price less chain discount and coded less chain discount) are excluded from the order line discount calculation.

Commissionable value calculation basis

Merchandise sales after discounts bases commission on the sale of merchandise after discounts have been applied. **Profit on merchandise sales** bases commission on the profit gained from net merchandise sales. **Merchandise quantity x list price** bases commission on the merchandise sale quantity multiplied by the list price of the item, regardless of the actual price entered against the order line.

Commission calculation

Using percentage against salesperson multiplies the commissionable amount by the commission percentage assigned to the salesperson. **Using code against price** multiplies the commissionable amount by the percentage assigned to the commission code of the price code used in the order.

Request commission code for coded prices

Select this to request the commission code whenever the commission is based on price.

Delivery notes

This enables delivery notes to be printed online when processing sales orders

Invoices

This enables invoices to be printed online when processing sales orders.

Invoice reprint allowed

This allows invoice reprints to be printed online when processing orders.

Order acknowledgements



This enables order acknowledgments to be printed online when processing sales orders.

Print lines with zero quantity to ship

This prints all order lines on delivery notes, regardless of whether there is any quantity to be shipped. This option relates only to merchandise lines on delivery notes (freight, miscellaneous and comment lines are printed if you have configured them against the document format). If you enabled the **Print all back-ordered lines** option when defining the delivery note format, then details for back-ordered lines are also printed on the delivery note.

Plus/less wording required

This prints plus/less wording on delivery notes and invoices for any chained discount percentages entered against an order.

Default customer

This indicates the default counter sales or point of sales customer you want to use when processing an order. This is used only if you have not defined a default Counter sales customer against the operator. You can also define customers as cash only customers by enabling the **Counter sales only** option in the **Customers** program. This prevents credit sale transactions from being processed for these customers.

Display change due post invoice print

This displays change due after printing a counter sales invoice or a point of sale document (either from a new order or as a result of maintaining an existing order). The change due from the last invoice is displayed when you return to either the **Customer** field or the **Order number** field.

Change to counter sale order

This changes the order type of a normal order to be a counter sales type order when processing deposit transactions against the order. If you select this option together with the **Only allow deposits if there are quantities on back order** option, then the sales order must be in a status of 4 or 8 before you can process a payment or a deposit. This option does not apply to the **Point of Sale Entry** system.

Deposits only for back order quantities

Select this if you only want to be able to process deposits for counter sales if the order has a quantity on backorder.

No payment counter sale closure

This enables you to close a counter sale without processing a payment, regardless of whether there is an undistributed amount. This is useful where, for example, the



merchandise line is on back order but the counter sale includes freight and/or miscellaneous charges which should only be invoiced when the merchandised line is shipped. If you select this option, then the **End Sales Order** function is enabled on the counter sales screen. This option does not apply to [Point of Sale Entry](#).

Change payment code for cash transaction

This allows operators to change the default payment code defined against the **Payment code for cash transaction** option when processing transactions to pay cash out or take cash in. You can prevent operators from changing the payment code by denying them access to the **Counter Sales payment code cash in/out** operator security field.

Payment code for cash transaction

This sets the default payment code to use when processing transactions where cash is paid out of the cash drawer, or taken into the cash drawer. If the **Change payment code for paying cash out/taking cash in** option is enabled, then the payment code can be changed at the time of paying cashing out or taking cash in.

Allow foreign payments to local customer

This enables you to process a payment in a foreign currency for a local currency customer. This only applies to Normal payment types processed using the [SO Counter Sales](#) program.

Show payments on sales order as comments

This displays and prints counter sales payments as comment lines against the order/invoice. If you don't select this option, then details of counter sales payments can be printed on sales order documents as payment lines.

Show deposits on sales order as comments

This displays and prints counter sales deposits as comments against the order/invoice. When more than one deposit is taken against a counter sale, an additional comment line indicates the current total deposit amount on the sales order. If you don't select this option, then counter sales deposits can be printed on sales order documents as deposit lines.

Invoice formats to print continuously

This allows you to enter a list of up to 10 invoice formats for which you want to print invoices on continuous stationery (with one header and one total section). If you leave this blank, then your invoices will print on standard invoice stationery with a header section on each page and both a header and total section on the last page.

Credit card storage method



This enables you to restrict entry of the credit card number in the **SO Counter Sales** program and the display of the credit card number on the **Counter Sales Report**. **All digits** enables you to enter up to 18 digits. **Last four digits** enables you to enter up to four digits.

Load planning

Load planning helps to improve your picking, planning, scheduling and delivery of orders. It also assists in determining when orders can be delivered, as well as improving the actual picking and loading of goods for subsequent delivery. It does not attempt to optimize routes or to monitor the actual delivery process.

Load planning required

Once enabled, you must configure a route code against each customer (or warehouse, for an SCT order) to indicate the standard delivery method as well as a distance to indicate the order in which the load must be delivered. You associate a delivery frequency to each route as well as the number of deliveries that can be made on a single day. You associate an order to a route based on the customer and as each specific line is added to the order, the appropriate route detail (load) is calculated.

Create loads on working days only

This lets you create delivery loads only on working days as defined in your company calendar.

Include counter sales

This includes sales orders created through counter sales in Load Planning.

Basis of calculating load capacity

Ship quantity calculates load capacity using the ship qty of each order line added to the load. A single order line can be part-shipped on different loads. **Order quantity** calculates load capacity using the order qty of each order line added to the load. Each order line must be delivered in full on a single load. **Dispatch note quantity** calculates load capacity using the dispatch qty of each dispatch note line added to the load. Each dispatch note must be delivered on a single load.

Basis of adding loads

When you use the **Browse on Delivery Routes** or **Delivery Loads** programs to add loads to a route, you can allow the system to automatically create additional loads based on the information you entered for the first load. **Number of loads** creates loads based on the number of loads specified at the **Number of loads/days** field. **Number of days ahead** creates loads based on the number of days specified at the **Number of loads/days** field.

Number of loads/days



This is the default number of loads/number of days for which you want the system to automatically add loads when using the [Browse on Delivery Routes](#) program.

Basis of load calculation

Required delivery date allocates sales order lines to loads based on the required delivery date and the capacity of the load. **Stock availability** allocates sales order lines to loads based on the date when stock is available for delivery and the capacity of the load.

Sales Order Entry/Dispatches loads

Allocate on request allows you to manually allocate sales order or dispatch note lines to loads when the lines are added/dispatched. **Allocate automatically** allocates lines to loads automatically when the lines are added/dispatched. **Not allocated** lets you only allocate sales order or dispatch note lines to loads using the [Load Planning Delivery Load Maintenance](#) program.

Status of orders confirmed

Delivery note/Dispatch note created checks that a delivery note or dispatch note was printed for each order line on a load before the load can be set to Confirmed. **Invoiced** checks that an invoice was generated for each order line on a load before the load can be set to Confirmed.



Trade Promotions

Text for deduction amount

This text is used to label deduction entries processed in the **AR Payments and Adjustments** program.

Text for free goods

Enter text to prefix the stock description of free goods on a free goods promotion line. This defaults to **Free:** if left blank. However, promotions that allow the addition of extra stock items to an order often carry a price, so the prefix of **Free** is not always appropriate. **{blank}** uses the description of the free goods stock item without a prefix.

Deduction debit date

Current date assigns the current system date to the debit note generated when reinstating a deduction (using the **Deduction Review** program). **Payment date** assigns the original payment date to the debit note generated when reinstating a deduction.

Apply credit checking

This applies Trade Promotions credit checking after normal customer credit checking and is only relevant if Sales Order credit checking is enabled.

Allow kit component for global promotion

This includes kit components in the qualifying totals for the relevant global promotions.

Ship full quantity line free goods

This automatically ships free goods for a sales order line qualifying for a tiered free goods promotion, if the full quantity of the free good is available and the parent item is also shipped. Otherwise free goods line quantities are automatically placed on backorder for later release.

Apply Trade Promotion customers discount

This applies order discounts in the **Sales Order Entry** and **Point of Sale Entry** programs to customers defined as **Trade promotions customers** (this does not apply to line discounts by product class). Order level discounts are not applied to customers defined with **Trade promotions pricing**.

Credit accruals from invoices

This reduces rebate accruals when credit notes are created from invoices against which trade promotions accruals apply. When a credit note is built from an existing invoice, any



accrual-type promotions applied on the invoice for the credited lines are recorded against the credit note. When the credit note is invoiced, the value of the accrual promotion for the original invoice is reduced based on the quantity credited, and a new transaction is created.

Credit off invoice lines from invoices

This controls the creation and updating of off-invoice promotions on a credit note.

Invoice discounts

This prevents order discounts from being applied to certain trade promotions lines.

Exclude free goods lines

Select this if you don't want to apply order discounts to free goods lines.

Exclude single qualifying lines

Select this if you don't want to apply order discounts to any single qualifying trade promotions lines for stocked items.

Off-invoice line product class

Indicate the default product class to use when adding off-invoice tiered promotions using the **Promotion Code** program.

Off-invoice global product class

Indicate the default product class to use when adding off-invoice global promotions using the **Promotion Code** program.

Apply for free goods

This uses the same product class code applied to the merchandise line for its promotional free goods item.

Apply for off-invoice

This uses the same product class code applied to the merchandise line for its promotional off-invoice value.

Customized stock qualifications

These options display the custom form fields defined against any inventory form. They provide additional qualifying criteria when adding promotions in **Promotion Code**.

Stock qualification 1

Select the stock custom form to be included in a promotion.



Stock qualification 2

Select a second stock custom form to be included in a promotion.

Customized customer qualification

These options display the custom form fields defined against any customer form. They will be used as variable customer qualifications in **Promotion Code**.

Customer qualification 1

Select the customized customer criteria to be included in a promotion.

Customer qualification 2

Select a second customized customer criteria to be included in a promotion.



Bill of Materials

Activity based costing required

Indicate whether you want to apportion a product's elements of cost at the point of transition in the purchasing, manufacturing and sales cycle. If you choose not to update costs, then ABC fields are accumulated in parallel with conventional costs when the **Cost Implosion** program is run, but only the conventional costs are used in the accounting system

Stock control level

You typically control engineering changes at **Stock code level** to formalize the procedures for changing your bill of materials, but don't need to retain previous iterations of the bill (i.e. this method leads to different iterations of a bill of material for the same stock code). Choosing **Revision level** requires you to indicate the revision level when processing purchase orders, sales orders and jobs. Choosing **Release level** requires you to indicate the revision and release level to use.

Allow issues from multiple rev/rels

Allow cosmetic changes for ECO

No indicates that no changes are cosmetic (i.e. the revision/release is changed for each ECO change made). **System automatically controls** lets the system decide if changes are cosmetic or major, while **Manual control by operator** lets the operator decide.

Roll-up ECO changes to update parent

If you're applying BOM changes to an ECO and a component revision/release has changed, then this updates the component revision/release against BOMs of affected parent items in which the component exists. If the component revision/release is the same as the current revision/release of the component before it was updated, then the component revision/release against the BOM is updated automatically with the new revision/release of the component, regardless of this option.

Track release

Enable this option to prevent SYSPRO incrementing the release number of an item when only minor changes (which do not materially impact the composition or functionality of the part) are made to the BOM.

Job creation

Indicate the revision/release to use (i.e. the consumption method) for jobs created from Bill of Materials.



Apply current (Component)

Enable this to change BOM components with an ECC consumption method of **Use current** to a consumption method of **Specific** and to set the current revision and release against these allocations when creating a job.

Deplete oldest rev/rel first (Component)

This issues the oldest revision/release when issuing components to a job. You can also specify whether multiple revisions/releases of components can be issued to the job by setting the **Allow issues from multiple rev/rels** option. You cannot deselect this if an MRP snapshot exists and material allocations in the snapshot tables are set to Deplete oldest. The snapshot must be deleted first. You cannot select this if you are reserving stock for WIP allocations.

Purchase order creation

These options apply to the creation of purchase orders for ECC items. No default forces manual entry of a revision/release at the time of adding a purchase order.

Inventory movements

These options apply to the creation of inventory movements for ECC items.

Backflushing deplete oldest rev/rel

This enables you to issue the oldest revision/release when issuing components during backflushing and is only available when **Deplete oldest rev/rel first (Component)** is enabled.

Sales order creation

These options apply to the creation of sales orders for ECC items. No default forces manual entry of a revision/release at the time of adding an sales order.



Lot Traceability

Parent traceable if component traceable

This prevents you from attaching a traceable component to a non-traceable parent item (ensuring that you can trace a component through all the levels as well as see where a lot has been used). You can still attach non-traceable components to a traceable parent part (e.g. you may not want to trace 'grease' as an item, but you still want to be able to use grease when making a traceable parent item). This option also affects the replacement of components.

Use same lot on multiple stock codes

This allows the same lot numbers to be used for different stock codes when adding new lot numbers in the Inventory, Purchase Orders and Work In Progress modules. Don't select this if you require lot numbers to be unique at company level. This option does not apply to adding lots if the **Automatic lot numbering** option is enabled as you won't be able to receipt in a specific lot. The option is ignored by the **Job Receipts** program if you enabled the **Lot number to be equal to job number** option.

Next archive number

This is the next number that will be used by the system when you select to purge and archive lot records. The archive is stored in C-ISAM format in the data directory, regardless of the company database format.



Quotations

Default non-stocked profit

The profit entered here is applied to non-stocked items on a quotation once any additional charges have been added. **Markup** adds a default markup percentage to each non-stocked item on a quotation (this is added to the cost of the item). **Margin** adds a default percentage margin to each non-stocked item on a quotation (this is added to the selling price of the item).

Default estimate additional labor charge

The defaults selected here are added to the total of all the labor detail lines entered. **Markup** adds a default labor markup percentage for each estimate. The markup is added to the cost of the labor. **Margin** adds a default labor percentage margin for each estimate.

Default additional material charge

The defaults selected here are added to the total of all the material detail lines entered. **Markup** adds a default material percentage markup for each estimate (this is added to the cost of the material). **Margin** adds a default material percentage margin for each estimate.

Costs to use for implosion

This determines how you want to calculate the costs and manufacturing lead times for made-in items when you use the **Cost/Lead Time Rollup** function. **Inventory** uses the current inventory cost of made-in items as the basis for the calculation. **Last** uses the last cost used for made-in items as the basis for the calculation. **BOM** uses the current Bill of Materials material cost of made-in items as the basis for the calculation.

Apply sales order/line discount break

This calculates and applies sales order discount breaks to sales orders created from quotations using the **Quotation Confirmation** program. If you don't select this, then you won't be able to apply discounts according to discount breaks to a sales order created from a quotation.

Recalculate line discount breaks

This recalculates and applies discount breaks when confirming a quotation. Otherwise the incorrect discount may be applied to the order (e.g. if you have 2 quote lines for a product class - one below the minimum quantity and the other above, both lines are discounted because the system adds the total quantity for the product class to apply discount. If you confirm the quote, but only select the line that is below the minimum quantity, the discount is not recalculated).

Versioning



This caters for a number of versions of a single quotation, instead of changing the quotation number each time you amend and save the quotation using the **Quotations** program.

Always prompt for version increases

If quotation version is enabled, then this prompts you to change the quotation version number when changing an existing quotation using the **Quotations** program. The prompt occurs once only on the first change of the quotation. Thereafter, it is only redisplayed after you save the quotation and version and later make another change. If not enabled, the quotation version number is automatically increased on a change.



Requirements Planning

Default pricing method

Choose the default pricing method to use when reviewing suggested purchase orders within the **Purchase Order Review** program. This can be the **Current inventory cost price**, the **Last price paid** or the **Purchase price**.

Requirements planning load levelling

This includes the final phase of the requirements planning calculation. If not selected, then the dynamic capacity profile is not built in the snapshot directory and load levelling is unavailable within Requirements Planning.

Frequency allowance (days)

This is added to the longest cumulative manufacturing time to calculate the manufacturing time fence.

Visibility factor (days)

This indicates the number of days into the future that you want to look for forecasting purposes (i.e. the number of days from the planning time fence that general planning will take place). The visibility factor (in days) added to the planning time fence gives the planning horizon and any date thereafter is not normally subject to any build schedules. Note: The higher the Visibility factor, the longer the **Requirements Calculation** program will take to create the snapshot.

Schedule jobs and purchase orders

This schedules supply according to the earliest demand date found, even if the supply may have been linked to a demand in the future. Selecting this may lead to inappropriate assumptions as supply dates may be suggested to be altered to new dates which are impractical to implement. Not selecting this option may lead to serious over-ordering of supplies as an unsatisfied demand generates a suggested job or purchase order, despite the availability of supply the next day.

Do not lock live files during snapshot

This leaves your live data files unlocked while snapshot files are created using the **Requirements Calculation** program. Regardless of your selection, you cannot run the **Requirements Calculation** program while any job maintenance program is being run by any operator; or when the SCT creation program is being run and you are including transfers or quotations; or when converting a customer, supplier or GL code through the respective conversion programs.



Work in Progress

Load levelling required

This enables you to load jobs onto the dynamic capacity profile so that you can identify and resolve capacity constraints that occur within the manufacturing time fence. You can determine the seriousness of work center overloads and identify the jobs contributing to the overload. You can then maintain these jobs and alter the quantity to be made, change the start/finish dates, or move operations within the job by manipulating the queue time, move time or the operation elapsed time.

Use manufacturing unit of measure

This uses the manufacturing unit of measure held against components when adding them to a bill of material. This enables you to manufacture items in the unit of measure in which you make them instead of the stocking unit of measure. Note that transactions are always calculated in the stocking unit of measure. They are then converted to the manufacturing unit of measure for display and reporting purposes, allowing you to view and report on the unit of measure you entered to manufacture the item.

APS Information

These options only apply if the relevant components of the Advanced Scheduling and Planning module are installed as part of your license agreement (i.e. Finite Capacity Scheduling, Factory Planning, Progress Tracking and Quality Monitoring).

Advanced scheduling required

This requires the advanced scheduling programs to be available for use within this company. The advanced scheduling programs are run from the **Scheduling** folder of the **Factory Scheduling** menu.

Link Sales Orders directly to APS

This updates the Advanced Planning and Scheduling system whenever a sales order is added, copied, changed or canceled. This option replaces the need to configure SYSPRO triggers to generate a link between the Sales Order module and the Advanced Planning & Scheduling system.

Link Work in Progress directly to APS

This updates the Advanced Planning and Scheduling system whenever a job is added, changed or canceled. This option replaces the need to configure SYSPRO triggers to generate a link between the Work in Progress module and the Advanced Planning & Scheduling system.

Work in Progress inspection required



This enables you to receive jobs into inspection for stocked parent parts that have been defined as traceable, or that require inspection. You cannot deselect this option once WIP inspection references are in progress; you must complete all outstanding WIP inspection references. If a parent item is defined as traceable (but without inspection) then the item is not taken into inspection, regardless of your selection here.

Capture serials at end of WIP inspection

This allows the capture of serial numbers for jobs requiring inspection only once the item is received into stock after the inspection phase. Otherwise you can capture serials at the time the item is received into inspection. You cannot deselect this option once WIP inspection references for serialized items are in progress (unless they are only for items that are serialized, but not traceable, and you are recording serial numbers during order entry). You can generate a report to identify the inspection references still to be completed.

Capture lots at end of WIP inspection

This allows the capture of lots numbers for jobs requiring inspection only once the item is received into stock after the inspection phase. Otherwise, you can capture lots at the time the item is received into inspection. You cannot deselect this option once WIP inspection references for traceable items are in progress. You can, however, generate a report to identify the inspection references that must still be completed.

Calculate and check gross profit

This sets the **Part Billings** program to calculate the gross profit automatically when processing a completed job. The gross profit is the difference between the accumulated costs to date and the selling price of the job. You won't be able to part-bill the entire quantity using the **Line details** billing method if the job is set to complete (which is automatically done when the entire quantity is part-billed). In this case, you are forced to use the **Selling price** billing method.

Low profit percentage for gross profit

This is the lowest percentage of gross profit that the system will accept if you require the **Part Billings** program to calculate the gross profit automatically. An entry of zero indicates that there is no low profit margin.

High profit percentage for gross profit

This is the highest percentage of gross profit that the system will accept if you require the **Part Billings** program to calculate the gross profit automatically. An entry of zero indicates that there is no high profit margin.

Transfer from Bill of Materials

This is used to calculate the value of allocations required. The expected value of allocations



is printed on the Job Status report to indicate any variance between the expected and actual issues. **BOM cost** values material allocations to a job at the Bill of Materials cost. **Inventory cost** values material allocations to a job at the current inventory unit cost. Regardless of your selection here, the actual value of issues to the job is not affected.

Job classification required

This forces a valid entry at the **Job classification** field when adding jobs. You use this option (together with security access settings defined against your operators) to restrict the unauthorized processing of jobs and allocations (i.e. viewing, adding, changing, importing, canceling and posting).

Reserve stock for confirmed jobs

This reserves stock for material allocations for confirmed jobs. Quantities are reserved at the time of confirming created jobs. The quantity reserved for allocations is taken into account in the various modules when calculating quantities available and quantities allocated.

Component to parent lot tracking

This tracks lots from the components through to the parent part. This enables you to track which component lot numbers were used in the production of a particular parent lot (i.e. one-to-one tracking between component lots and parent item lots).

Component to parent serial tracking

This tracks serials from the components through to the parent part. This enables you to track which component serial numbers were used in the production of a particular parent serial number. (i.e. one-to-one tracking between component serials and parent item serials).



Preferences Options

Accounts Payable

Supplier amendment journals

This enables you to monitor changes made to suppliers and currencies. You can view these changes in the **Supplier Amendment Journal** and **Currency Amendment Journal** programs.

Permanent entries required

This enables you to create and maintain a series of recurring entries that you want to post into Accounts Payable.

Notation per detail distribution entry

This enables you to enter notations against each distribution entry processed in the **AP Invoice Posting** program.

Consolidate invoices by month due

When you run the month end function of the **AP Period End** program, this accumulates all invoices, debit notes and credit notes for each supplier into a single invoice in the month that they are due.

Validate supplier class

Indicate whether you want to validate the supplier class defined against a supplier.

Validate geographic area

Indicate whether you want to validate the geographic area defined against a supplier.

Contra invoices by branch

This enables you to restrict the contra of credits and invoices belonging to the same branch when using the **Contra invoice** option of the **AP Invoice Contra** program. You typically select this if you have defined different General Ledger control accounts for your Accounts Payable branches.



Accounts Receivable

Amendment journals required

This enables you to monitor changes made to customers and currencies. You can view these changes in the [Customer Amendment Journal](#) and [Currency Amendment Journal](#) programs.

Default AR browse to operator branch

Select this for the browse on customers to default to displaying only those customers linked to the AR branch associated with the operator. The AR branch default is configured using the [Operator Browse](#) program.

Bank deposit slip required

If AR payments are linked to Cash Book, then the deposit slip posts these payments directly into Cash Book.

If integration is in detail or by bank, then payments for a single bank, currency, posting period and year are accumulated and printed on a single deposit slip.

If integration is by cash journal, then a new bank deposit slip is created for each cash journal generated. The journals are not purged if the deposit slip has not been printed.

Foreign currency sales required

This must be enabled to allow the processing of foreign currency transactions against customers.

Permanent entries invoice print required

This enables you to print an invoice for each posting made against a customer using the [AR Post Permanent Entries](#) program.

Validate customer class on AR master

This forces the entry of a valid customer class when capturing details for your customers. Customer classes are captured using the [Browse on Customer Classes](#) program and assigned to customers using the [Customers](#) program.

Allow branch override

This enables you to post to a different AR branch from the one defined against the invoice when processing payments and adjustments in the [AR Payments and Adjustments](#) program.

Ignore POS transactions



Include tax

Select this if you require the tax value to be added to the merchandised value before calculating terms discount.

Include freight

Select this if you require the freight value to be added to the merchandised value before calculating terms discount.

Include other charges

Select this if you require other charge values (e.g. miscellaneous charge lines) to be added to the merchandised value before calculating terms discount.

If you are using Trade Promotions and don't select this option, then the terms discount is calculated on the gross amount of the invoice. Off-invoice or line promotion values that appear as negative miscellaneous charges on the order are ignored.

Credit and/or debit notes

Select this if you require terms discount to be calculated for credit and debit notes.

Allow multiple invoices

This generates a single discount note document per payment processed using the [AR Payments and Adjustments](#) program. A line is printed on the note document for the discount values for each individual invoice paid with the payment.

To avoid duplicate transactions being printed on the discount notes, ensure that the next discount credit note and debit note numbers have not previously been used. If you don't select this option, then one discount note is printed for each invoice paid.

Payments by salesperson

Enable this to generate a collector list for a specific salesperson using the [AR Collector Run Maintenance](#) program and to capture payments collected for that salesperson.

Payments by geographic area

Enable this to generate a collector list for a specific geographic area using the [AR Collector Run Maintenance](#) program and to capture payments collected for that area.

Collector required

This generates documents for debt collection and recording outstanding invoice amounts collected from customers.

These documents are typically used when the salesperson must collect payment before being paid commission.



The **AR Collector Run Maintenance** program generates a collector list of invoices for which payment must be collected and to capture payments collected from customers against those invoices. The **AR Payment Run** program posts the payments received to the customers' accounts.

Authorization required

This indicates that authorization of the payment run is required before it is created.

Allocate invoices to PD checks

This allocates post dated check amounts to specific invoices in the **AR Post Dated Checks** program.

This is enabled when the **Collector required** option is enabled (and cannot be disabled).

PD check status required

This lets you run the **AR Post Dated Check Status** program to maintain the status of post-dated checks as well as ensure that only cleared post-dated checks are posted during a payment run.



Assets

Sub-assets allowed

This enables you to link assets together as master and sub assets. You would typically use sub-assets for single assets which comprise components of significant value and which can be identified separately. Depreciation for the master and the sub-assets can be calculated at different rates.

Asset amendment journals required

This enables you to monitor changes made to asset information. You can view these changes using the [Asset Amendment Journal](#) program.

Book value

This deducts the residual book value from the cost of an asset before calculating the book value depreciation. Otherwise this is calculated on the cost of the asset, ignoring the residual value. Either way, the asset is depreciated only until the book value residual amount is reached. If you enable this option during the life of an asset, then depreciation is based on the difference between the asset's original cost and its residual value from this point onwards. Historical values are unchanged.

Tax valuation

This deducts the residual tax value from the cost of the asset before calculating the tax value depreciation. Otherwise this is calculated on the tax cost of the asset. Either way, the asset is depreciated only until the tax residual amount is reached.

Alternate valuation 1-10

These options enable you to deduct the Residual value defined against an alternate valuation before calculating the depreciation value for that alternate valuation.

Include assets with no quantity change

This creates entries for assets with no count differences when you confirm an asset count. Count differences occur when the asset quantity counted is not equal to the asset quantity saved in SYSPRO. These **CNT** type entries are displayed in the **Asset Entries** pane for the Book value of the [Asset Query](#) program and are useful for audit purposes (i.e. to prove that an asset was counted).



Cash Book

Foreign currency cash book required

Select this to allow the processing of foreign currency transactions in Cash Book by maintaining foreign currency banks, or by entering foreign currency transactions against local currency banks. We recommend you run the **Balance** function of the **Cash Book Period End** program to ensure that the local value of the current balance is correctly calculated for foreign banks. This must be selected if AR is linked to the Cash Book and you want to process payments against foreign currency customers.

Permanent entries required

Select this to be able to create and maintain a series of entries that must be posted automatically into Cash Book on a given day of a particular month. De-selecting this option (after having created permanent entries) does not have any effect on the system. However, if you later decide to make use of the facility, then any currently valid entries are automatically posted when next the **CB Permanent Entries Posting** program is run.

Notation per detail distribution entry

Select this to be able to enter a notation against each GL distribution entry processed in the **Cash Book Deposits & Withdrawals** program. If Cash Book is linked to General Ledger in detail or summary, then the notation entered is passed through to the General Ledger system. The notation is printed on the **Cash Book Journal**, **Cash Book Distribution Report** and **Cash Book Print** reports.

Bank balance in deposit recap screen

This includes the current statement balance and current bank balance on the recap screen that is displayed when you exit the **Cash Book Deposits & Withdrawals** program. This option is enabled by default, so we recommend that you deselect this if you do not want operators to be able to view this information.



Electronic Fund Transfer

Amendment journals required

This enables you to monitor changes made to EFT Cash Book beneficiaries using the **EFT Cash Book Beneficiaries** program.



General Ledger

Reverse out provision journals

Select this to reverse provisional journals automatically at period and/or year end. Entries are made to the General Ledger journal and detail files in the next period. You typically process provisional journals for income accrued (but not yet received) or expenses incurred (but not yet paid) in a specific accounting period.

Global tax file required

Select this to be able to produce a single tax report for sales transactions processed in the Accounts Receivable and Sales Order modules and for transactions posted in the Accounts Payable and Cash Book modules. It also enables you to enter a tax amount when processing transactions using the [AP Invoice Posting](#), [Cash Book Deposits & Withdrawals](#) and [CB Permanent Entries Posting](#) programs (even if the Tax distribution method is set to Not required in Accounts Payable and Cash Book).

Show account balance in ledger browse

This enables you to restrict the viewing of account balances within the [General Ledger Codes](#) listview. It does not suppress the display of account balances in the [GL Query](#) or [GL Structure Query](#) programs.

Individual ledger accounts password

This enables you to prevent unauthorized postings being made to individual ledger accounts.

Integration from sub-ledger

This enables you to define different levels of integration for specific ledger account codes. This is particularly useful when the sub-ledger is linked to the General Ledger in detail, but for specific ledger accounts against which postings are made, you only want summary information passed through to the General Ledger, and vice versa.

Analysis entries

This enable you to indicate the accounts types for which you may require account analysis. Disabling all the account types against this option does not switch off GL analysis; this will need to be done against each GL account code for which analysis has been enabled.

Commitment accounting required

This enables you to monitor committed and uncommitted costs against the budgets for the ledger codes. It only applies to non-stocked items and services. For commitment accounting to function correctly, GL period end dates must be defined for the entire



current year.

Warn if budget exceeded

Select this to be warned when the value of a transaction causes the budget to be exceeded. An error is displayed (regardless of your selection here) when the operator is disallowed from any activity exceeding a commitment budget.

Unallocated text

Indicate the text to use to describe the values of committed and uncommitted costs for unallocated transactions. These are transactions which cannot be allocated to a period because they don't have a due date, or the GL period end dates are not defined.

Uncommitted

These options apply to the recording of uncommitted costs, arising from purchase order requisitions.

Requisition required

Select this to monitor uncommitted costs.

Validate against budget

Retain completed transactions

Add to budget at year end

Committed

These options apply to the recording of committed costs, arising from purchase orders.

Purchase orders required

This indicates whether you want to monitor committed costs.

Validate against budget

Retain completed transactions

Add to budget at year end

Authorization of journals before posting

This requires the authorization of journals captured using the **GL Journal Entry** or **GL Entries Import** programs before they can be posted. This does not apply to sub-module journals (i.e. ledger journals created for sub module transactions) or journals automatically posted by the **GL Period End** program (e.g. the reversal of provisional journals or the setting of expense accounts to zero at year end).

Authorization of sub module journals



This requires the authorization of journals created for sub module transactions before they can be posted. You will be unable to select the **Post GL journal** option for any sub-module within the integration options (i.e. you will be unable to use the full real time General Ledger facility, as all sub-module ledger journals will have to be authorized and manually posted to the General Ledger using the **GL Journal Entry** program).

Limit view of journals to capturer

This restricts operators to only be able to view their own journals within the **GL Journal Entry** and **GL Journal Report** programs. An operator activity enables you to restrict operators to only be able to print their own journals. However, if the operator activity to authorize GL Journals is allowed for an operator, then all journals can be viewed regardless of the setting here and the operator performing a period or year end can also view all unposted journals, regardless of the selection here.

Next journal number by period

This enables GL journal numbering by period - typically selected if you process more than 99999 journals in any single ledger year or need to comply with regulatory requirements. Otherwise, numbering is from 0 through to 99999, regardless of the ledger period. You can enable this option at any time, but we recommend only doing so immediately after a period or year end (the system will override your numbering to avoid duplication of journal numbers within a specific period).

Set to zero if next budget undefined

If copying next years' budget to the current year and next years' budgets are not found, then the system sets the current years' budget to zero and you will have to enter budgets manually for the new year.

Required for year end period

Select this if you require an additional budget period for the year end period.

Alternate budget 1

Assign your own description for the first alternate budget.

Alternate budget 2

Assign your own description for the second alternate budget.

Alternate budget 3

Assign your own description for the third alternate budget.

Alternate budget 4

Assign your own description for the fourth alternate budget.



Alternate budget 5

Assign your own description for the fourth alternate budget.

Alternate budget 6

Assign your own description for the sixth alternate budget.

Alternate budget 7

Assign your own description for the seventh alternate budget.

Alternate budget 8

Assign your own description for the eighth alternate budget.



Dispatch Notes

Default date for dispatch notes

This is the date that will be used as the default planned dispatch date when creating a dispatch note. It can be the **Company date**, the **Sales order ship date** or **No default date**.

Dispatch note print options

This enables you to indicate whether you want to print dispatch notes or dispatch invoices on-line from within the [Dispatch Note Review](#) or [Dispatch Note Maintenance](#) programs respectively.

Invoice reprint allowed

This enables you to reprint dispatch invoices on-line.



Inventory

Amendment journals required

This enables you to monitor changes made to stock information. You can view these changes using the [Inventory Amendment Journal](#) program.

Round WIP allocations

This is used when the number of decimals for a stock item differs from the number of decimals specified at the **Quantity per** field for the same item. **5-up, 4-down** round ups decimal places of .5 or larger, and rounds down decimal places of .4 or less. **Round up** and **Round down** is appropriate only where the full 3 decimal places is not held against the stock item on the product master file. In this case, you are advised to select **Round up** as values less than 0.5 will be rounded down to zero.

Reject import receipts

Select this to reject imported job and purchase order receipts if they exceed the acceptable cost variance percentage defined. This check is performed at the time of actually processing the import and not at the time of validating the import file. When this option is not enabled, no check is performed.

Do not calculate average cost

This prevents the average cost of a stock item being recalculated when you post a negative receipt using the [Inventory Movements](#), [Purchase Order Receipts](#) or [Job Receipts](#) programs. If you don't select this option, then the average cost for a stock item is recalculated only if the negative receipt does not cause the quantity on hand for the stock item to become negative. This option is only available if the **Costing method** is set to Average, or if **Costing per warehouse** is selected.

Apply cost multiplier to process receipt

This maintains accurate warehouse costs for items received into stock by allowing you to specify a part of the transaction value comprising non-merchandise costs and to store these values in ledger accounts. You must select this if you intend using the full GIT transfers facility and you want to apply a cost multiplier for transfer-supplied items (as well as if you enabled the 'Include non-merchandise costs in last cost' option to include the cost multiplier value in the last cost of an item).

Allow multiple batch serial receipts

Select this to allow a batch serial number that exists against a stock code in one warehouse to be receipted against the same stock code in another warehouse. Otherwise, a batch serial can only exist in one warehouse and subsequent receipts against the serial number



must occur in the warehouse in which it is stocked.

Allow blank list price codes

Select this if you do not require a List price code to be assigned to a stocked item. Note that if you are retaining a history of price changes then capturing a stock item without associating it to a price code will result in no price history being created for that item.

Validate product class

Select this to validate the product class assigned to a stock item. This option is ignored by the **Sales Order Import** and **EDI Sales order lines** programs as a valid product class must be defined against each line. Lines with invalid product classes are ignored by the export/import processes.

Allow backflush of bought out items

Select this to be able to backflush a bought out item and issue any attached materials and labor. This is typically an item that you purchase, but sometimes can be made-in so quickly that there is no need to set up a job. Alternatively, some companies initially purchase items but are responsible for warranty and service jobs on the item (e.g. appliances). These companies typically want to issue components and labor for the service without the overhead of maintaining a full manufacturing system.

Record movements for bin transfers

If multiple bins is enabled, then this option enables you to include bin transfers when retaining transaction movements processed for a stock item. Otherwise, the bin transfer transaction can be printed on the **Inventory Journal Report** but no movement is created.

Create bins at inventory transaction

This enables the automatic creation of new bins when a non-existent bin is supplied against a transaction. Bins are not automatically created when processing negative inventory transactions.

Apply operator access control

Select this to restrict access to the destination warehouse when performing a warehouse transfer out or a supply chain transfer. The system checks the warehouse security access settings and prevents the operator from processing supply chain transfers if that operator has been denied access to the destination warehouse. Similarly, the operator is prevented from processing a warehouse transfer out if access is denied to the destination warehouse.

Negative quantity included in valuation

Select this to include negative values arising from a negative on hand quantity in inventory valuations. This decreases the total value of stock.



Allow serial number transfer

This allows the transfer of a serial (currently selected for stock take out) of the stock take warehouse into another warehouse using the **Serial Entry for Receipts** program. This does not apply to serials created in the current stock take.

Disallow single warehouse selection

Select this to process all warehouses when running the **Balance** or **Month end** functions of the **Inventory Period End** program (i.e. you will not be able to select a specific warehouse to process). In order to finalize an Inventory month end and increment the current month number, all warehouses must be selected for processing.

Stock take variance

Select **Percentage** for the detection and subsequent reporting on variances during a stock take to be based on the percentage entered at the **Maximum permitted** field. Select **Variance** for this to be based on the fixed quantity entered at the **Maximum permitted** field.

Maximum permitted

Indicate the cut-off percentage (or quantity) according to which variances detected during a stock take can be reported on using the **Stock Take Variance** report and queried using the **Stock Take Query** program. Variances are only calculated if this field is non-zero.

Multiple bin browse default sequence

Bin defaults to browsing on multiple bins in bin number sequence. **Receipt date** defaults to browsing on multiple bins according to the date on which items were received into the bin.

New stock code in non-stocked table

This allows you to add an already existing stock code as a non-stocked item in the Quotations module. This applies to new stock codes added using the **Stock Code Maintenance**, **Stock Code Copy** and **Quotation Stock Part Creation** programs.

Default ATP presentation

Regular displays the quantity available in each period, taking into account supply and demand. **Cumulative** adds each period's regular ATP figure to the next period and displays a cumulative figure.

Request ledger code at transactions

Select this to request the ledger code to be used as the distribution entry when processing inventory transactions.



Request ledger code at transactions

Select this to request the ledger code to be used as the distribution entry when processing inventory transactions.

Allow ledger code change in backflushing

A/B percentage break

Indicate the cut-off percentage for A and B items for classifying on the ABC Analysis, based on the annual usage value of items (i.e. the total cost of each item sold or issued over the past year). This defaults to 80.

B/C percentage break

Indicate the cut-off percentage for B and C items for classifying on the ABC Analysis, based on the annual usage value of items (i.e. the total cost of each item sold or issued over the past year). This defaults to 95.

Use sales order description

This allows you to obtain the description of an in-transit item from the originating SCT - useful for customers who regularly change the description of items being transferred through the SCT process and need to see this description at all times. Any use of the stock description is obtained by tracing the appropriate information in the relevant sales order reprint file and using that description, if found. If the reprint has not been retained, then the inventory description is used.

Use absolute days

This applies throughout SYSPRO where the lead time is applied to calculate the due date or receipt date of a transfer-supplied item (typically where the transportation of goods between warehouses is handled by a third party). Non-working days are not taken into account when applying the lead time (days) defined for transferring items between warehouses. Transfer-supplied indicates a stock item for a warehouse that is supplied by another warehouse, instead of a purchase order or job.

Auto depletion of cost buckets

Select this to automatically deplete lots and/or serials when processing multiple issues for the same lot/serial. This option only applies to issues in Work in Progress and Inventory (cost buckets used in Sales Orders are always auto-depleted at the time the invoice or dispatch note is generated). This option is ignored when processing negative allocations in Work in Progress. A negative allocation mimics a receipt and therefore a new actual cost bucket is always created.

Record inventory movements

This allows you to view details of actual costs used in [Inventory Movements](#) and on lot or



serial transactions. Otherwise the unit cost displayed is the warehouse cost based on the costing method applied to that warehouse. If the **Lot traceable** or **Batch serial** option is selected at the **Actual costing** field together with this option, then it applies to all modules and a movement record is output per actual cost bucket per lot/actual cost bucket per serial.

During period end balance function

Select this to enable the equivalent option within the **Balance** function of the **Inventory Period End** program. If you select this option during the **Balance** function, the total value of the FIFO buckets and the total quantity is accumulated and used to calculate the new current cost of the item.

Changing wh costing method from FIFO

This option applies when the costing method of a warehouse is changed from FIFO to any other method. Select this to re-calculate the current warehouse cost for each item with a non-zero quantity on hand, based on the FIFO buckets. The value of each FIFO bucket is calculated and accumulated into a FIFO total value. This is then divided by the warehouse stock on hand to get the new current cost for the warehouse. If you do not select this option, then the current warehouse cost is not updated.

Default

Indicate the default unit of measure applied when capturing stock items. The default unit of measure entered here is ignored when the units of measure are defined using the **Maintain Global Defaults** option in the **Stock Code Maintenance** program.

Round quantities

Enable this to always round quantities to the maximum number of decimals indicated against the stock code when converting between the different units of measure for the stock code.

Maximum number of decimals

Indicate the maximum number of decimals to round quantities when converting to different units of measure. This enables you to calculate quantities to a set number of decimals, even if it exceeds the maximum number of decimals against the stock code. This is only applied if you are not rounding to the number of decimals specified against the stock code. The entry against the stock code cannot exceed the entry here.

Receipts

Select whether you want to print receipt documents in batch mode only or in batch mode and online.

Issues



Select whether you want to print issue documents in batch mode only or in batch mode and online.

Transfers out

Select whether you want to print transfers out documents in batch mode only or in batch mode and online.

Purchase order receipts

Select whether you want to print purchase order receipt documents in batch mode only or in batch mode and online. If you are also using multiple bins, then you can only capture a single bin per receipt in the **Purchase Order Receipts** program.

Inspections

Add inspection item in inventory receipt

Select this to print inspection items online when receipting an item into stock.

Decimals in stationary alignments

Indicate the maximum number of decimals that must be printed when aligning your pre-printed stationery.

Show multiple companies warehouse values

Select this to enable the **Multiple Company Values** option in the **Inventory Query** program, allowing you to view warehouse values and warehouse history for multiple companies. Your database format must be the same for all companies.

List of companies

Display price and quantities

This displays prices and quantities when browsing on stock codes.

Filter based on operator access list

This limits the viewing of stock items to those warehouses which the operator is authorized to access. Against the operator, you must select the **Filter reports and browses** option for Warehouse in the **Access** pane and define a list of warehouses to which access is allowed/disallowed. This option applies only to the stock code browse, and is used to reduce the number of stock codes shown.

Default warehouse to show quantities

Indicate the default warehouse to display quantities when browsing on items. **Standard** uses the warehouse defined against the operator. **Operator default** uses the default warehouse defined against the operator. **Company default** uses the warehouse defined



against the company. **Warehouse to use** uses the warehouse defined at the **Warehouse to use** field against the stock item. **Distribution warehouse** uses the warehouse defined at the **Distribution warehouse to use** field against the item.

Automatic deplete in

Kit issues allows you to deplete lots and bins automatically when processing a kit issue (stock is issued from the oldest, smallest lots and/or bins first). **Sales orders** allows you to deplete lots and bins automatically in sales order entry, return merchandise, dispatch notes and back order releases (stock is issued from the oldest, smallest lots and/or bins first). This option takes precedence over the **Request lots/bins/serials when reserving stock** Sales Order Configuration option.

Point of Sale

This depletes lots and bins automatically during Point of Sale entry. Stock is issued from the oldest, smallest lots and/or bins first.

Negative on hand deplete out default bin

This depletes the quantity (for which there is insufficient stock) from the default bin for items shipped in Sales Orders and kit issued in Work in Progress. You typically select this if you have enabled negative inventory and want to use automatic depletion to release or issue items (regardless of their stock level) for which you do not require a movement record through the system. The item cannot be serialized, traceable, or ECC-controlled.

Do not prompt for price

Select this if you don't want to be prompted for the price of a component when adding a sales order for configuration. You are prompted to specify a price only if you are required to indicate a quantity.

Accept zero price

Select this if you don't want to be prompted for the price of a component when adding a sales order for configuration, regardless of whether a price is held against the component. You are prompted to specify a price only if you are required to indicate a quantity.

No spaces in generated stock code

Enable this to prevent stock items generated by the program from containing spaces in the stock code. This applies when generating a parent part using the **Configurator Wizard** program (e.g. when the parent code is generated by selection criteria).

Cost to use for bought out items new BOM

This enables you to indicate which costs to use for bought out items at the time of creating a bill of material from within Product Configurator. **Inventory** uses the inventory cost for



bought-out items when rolling up the single level costs towards the new parent created. **BOM** to use the Bill of Material costs for bought-out items when rolling up the single level costs towards the new parent created.

Create job for existing parent

Select this to be able to create a job and add a sales order line for a generated parent part which already exists as a stocked item. Selecting this option will only be effective if you are generating parent codes according to selection criteria. The generated parent must be a made-in stocked item and a bill of material for route 0 must be held on file for the existing parent.

Override existing parent description

Select this for the generated parent part in Sales Orders and Work In Progress to use the parent description entered within Product Configurator instead of the parent description from the inventory master file. If you enable the **Update stock descriptions from inventory master file** option then the descriptions entered are overwritten by the descriptions from the inventory master file.

Don't update warehouse cost

Select this to prevent warehouse costs from being updated when configuring a product from within sales orders for an existing parent that does not have a bill of material and the quantity on hand is zero.

Set up stock code deletion options

This lets you define conditions overriding when a stock code can be deleted.

Used in a configuration

This lets you delete a stock code that has been used in a product configuration (the Product Configurator module must be installed).

Customer/stock code cross reference

This lets you delete a stock code against which a customer/stock code cross reference exists (the Accounts Receivable module must be installed).

Supplier/stock code cross reference

This lets you delete a stock code against which a supplier/stock code cross reference exists (the Accounts Payable module must be installed and the supplier/stock code interchange system must be enabled).

ECC drawing register

This lets you delete a stock code against which a valid drawing number exists (the



Engineering Change Control module must be installed).

Part of a bill of landed cost tracking

This lets you delete a stock code against which a bill of landed costs exists.

Temporary stock code with details

This lets you delete temporary stock codes that are associated with sales and/or purchase orders, providing that there are no quantities outstanding.

On partial or full hold

This lets you delete a stock code that is on hold.



Inventory Optimization - Forecast Algorithms

Default algorithm

This is the default algorithm to use when forecasting and defaults to 'Competition'. You can override this at stock code/revision/release/warehouse level.

Months for mean calculation

Months for median calculation

Months for moving average calculation

Competition options

This uses all the algorithms in turn within the look-back window to forecast what has already happened. It then compares the results of each algorithm with actual demand and uses the selected statistical formula to determine which algorithm performs best. Choosing different values for either of the two parameters can result in a different algorithm winning the competition.

Number of months to use for competition

This is the number of months into the past for which forecasts must be generated to compare algorithms. This defaults to 12.

Measure to use for competition

Cumulative Forecast Error is the difference between the forecast and the actual sales for the period. **Mean Absolute Deviation** is the average absolute deviation from the mean. **Mean Square Deviation** is the sum of the squared forecast errors for each observation divided by the number of observations. **Mean Absolute Percentage Error** is the average of the sum of all the absolute percentage errors. **Tracking Signal** is the sum of the forecast errors divided by the mean absolute deviation.

Exponential smoothing with trend

Also known as double exponential smoothing, this algorithm calculates the forecast by adding a data component to a trend component. Each of these components has its own coefficient. Depending on the value of the coefficient, the algorithm will respond more slowly or more rapidly to trends. This algorithm does not detect seasonality.

Smoothing coefficient

This is the coefficient (between 0 and 1.0) used when calculating forecasts using this algorithm. This defaults to 0.7. The coefficient determines the weighting applied to the last two historic demands. The most recent demand is multiplied by the coefficient while the older one is multiplied by one minus the coefficient. This parameter can be set as a default



at company level and overridden for one or more stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

Trend coefficient

This is the coefficient used when calculating forecasts using this algorithm. This defaults to 0.6. You can override this at stock code/revision/release/warehouse level.

Six period weighted average

This calculates the forecast by weighting the contribution of the 6 periods immediately prior to the current one. Depending on the weighting values, the algorithm will respond more slowly or more rapidly to trends. This algorithm does not detect seasonality. The weightings for all periods added together must equal one. These parameters can be set as defaults at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

Weighting for periods 1 and 2

This is the weighting that should be applied to the two periods immediately prior to the period being forecast. This defaults to 0.5, meaning that these two periods contribute 50% to the calculation of the forecast.

Weighting for periods 3 and 4

This is the weighting that should be applied to the third and fourth periods prior to the period being forecast. This defaults to 0.3, meaning that these two periods contribute 30% to the calculation of the forecast.

Weighting for periods 5 and 6

This is the weighting that should be applied to the fifth and sixth periods prior to the period being forecast. This defaults to 0.2, meaning that these two periods contribute 20% to the calculation of the forecast.

Twelve period weighted average

This calculates the forecast by weighting the contribution of the 12 periods immediately prior to the current one. Depending on the weighting values, the algorithm will respond more slowly or more rapidly to trends. This algorithm does not detect seasonality. The weightings for all periods added together must equal one. These parameters can be set as defaults at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

Weighting for periods 1, 2 and 3

This is the weighting that should be applied to the first three periods immediately prior to the period being forecast. This defaults to 0.45, meaning that these three periods



contribute 45% to the calculation of the forecast.

Weighting for periods 4, 5 and 6

This is the weighting that should be applied to the fourth, fifth and sixth periods prior to the period being forecast. This defaults to 0.25, meaning that these three periods contribute 25% to the calculation of the forecast.

Weighting for periods 7, 8 and 9

This is the weighting that should be applied to the seventh, eighth and ninth periods prior to the period being forecast. This defaults to 0.2, meaning that these three periods contribute 20% to the calculation of the forecast.

Weighting for periods 10, 11 and 12

This is the weighting that should be applied to the tenth, eleventh and twelfth periods prior to the period being forecast. This defaults to 0.1, meaning that these three periods contribute 10% to the calculation of the forecast.

Holt-Winters additive options

The Holt-Winters algorithms are complex algorithms using three smoothing equations for level, trend and seasonality. The coefficients for these components of the forecast can be calculated by SYSPRO or set by the user. In the Holt-Winters Additive algorithm, the forecast is calculated by adding the three terms together. These parameters can be set as defaults at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

Optimize coefficients

This lets the system try to find the optimum coefficient values to use when forecasting, instead of the values at the coefficient fields below. Unless you have an advanced knowledge of how these algorithms work, we suggest that you let the system calculate the optimum values for the coefficients.

Level coefficient

This is the level coefficient you want to apply when forecasting with this algorithm. This defaults to 0.

Seasonal coefficient

This is the seasonal coefficient you want to apply when forecasting with this algorithm.

Trend coefficient

This is the coefficient used when calculating forecasts using this algorithm. This defaults to



0.6. You can override this at stock code/revision/release/warehouse level.

Check trend coefficient entry

Holt-Winters multiplicative options

The Holt-Winters algorithms use three smoothing equations for level, trend and seasonality. The coefficients for these components of the forecast can be calculated by SYSPRO or set by the user. In the Holt-Winters Multiplicative algorithm, the forecast is calculated by multiplying the three terms together. These parameters can be set as defaults at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

Optimize coefficients

This lets the system try to find the optimum coefficient values to use when forecasting, instead of the values at the coefficient fields below. Unless you have an advanced knowledge of how these algorithms work, we suggest that you let the system calculate the optimum values for the coefficients.

Level coefficient

This is the level coefficient you want to apply when forecasting with this algorithm. This defaults to 0.

Trend coefficient

This is the coefficient used when calculating forecasts using this algorithm. This defaults to 0.6. You can override this at stock code/revision/release/warehouse level.

Check trend coefficient entry

Seasonal coefficient

This is the seasonal coefficient you want to apply when forecasting with this algorithm.



Inventory Optimization - General

Forecast horizon (months)

This is the number of months into the future for which you want to generate forecasts. This defaults to 12. The value chosen should be longer than the longest lead time for any stock code.

Default forecast calendar

This is the default forecast calendar that must be used for forecasting. You can override this entry either singly or for multiple stock codes at stock code/revision/release/warehouse level using the **Options Maintenance** facility in the Inventory Forecasting and Inventory Optimization modules.

Number of standard deviations outliers

When adjusting for outliers, the demand history for any sales period for a given stock code/revision/release/warehouse that differs from the mean by more than the figure entered here will have an adjustment entry generated. This defaults to 3. Periods with zero demand are not adjusted. This parameter can only be set at company level.

Seasonal profile correlation cut-off

Any stock code/revision/release/warehouse that (when tested for seasonality) has a seasonal profile correlation of less than the figure entered here will be deemed to be non-seasonal. This parameter can range from 0 to 1.0 (where 0 corresponds to no correlation and 1.0 to complete correlation) and defaults to 0.75. This parameter can only be set at company level.

Number of months to retain information

This is the number of months of demand history that must be retained in the Inventory Optimization sales forecasting tables (a minimum of 36 months). **99** retains records indefinitely.

Update sales history automatically

This automatically updates forecast history for sales and sales returns (for selected stock code/warehouse combinations) when next you run the **Manual Forecasting, Batch Forecasting, Demand History Maintenance** and **Pareto Analysis** programs. You should still run the **IO Purge and Update** program to update forecast history for all sales and sales returns. Otherwise the update to forecast history for sales and sales returns only takes place when you run the **IO Purge and Update** program.

Aggregation in families and groupings



This prompts you to aggregate sales history whenever you access the **Families and Groupings** program. You are prompted to perform the sales aggregation whenever you add to or delete an SKU, a consolidated warehouse item or a sub-collection in any collection, or when you maintain sales adjustments or adjust for outliers. Regardless of your selection here, the **IO Purge and Update** program performs the aggregation for you if an update is needed.

Families and groupings structure

This generates journals for amendments made to Families and Groupings structures using the **Families and Groupings** program and enables you to monitor information that has changed for structures such as collection additions, changes and deletions and SKU (Stock Keeping Unit) additions and deletions. These changes affect the resultant forecast. You can list the journals using the **IO Amendment Journal** program.

Selection sets

This generates journals for amendments made to selection sets using the **IO Selection Sets** program. You can list the journals using the **IO Selection Sets Amendment Journal** program. This parameter can only be set at company level.

Policy settings

This generates journals for amendments made to policy settings using the **Manual Forecasting**, **Batch Forecasting** and **Demand History Maintenance** programs. You can list the journals using the **IO Policy Amendment Journal** program. This parameter can only be set at company level.



Inventory Optimization - Modeling

Modeling options

These options allow you to evaluate the effect of a stock policy. The model defaults to taking demand from the forecast. If there is no policy, then the suggested minimum is zero and the suggested maximum is the total demand for the period. These parameters can be set as defaults at company level and overridden for one or many stock code/revision/release/warehouse instances using the **IO Stock Levels Modeling** program.

Forecast to use in demand

Because the Optimization suite of modules uses a demand-driven approach, in most cases the inventory levels are determined by the forecasted demand. **Live** uses the forecast from the **Requirements Calculation** (stored in SYSPRO's Requirements Planning tables). **Draft** uses the forecast created by the Inventory Forecasting or Inventory Families and Groupings modules. **Last snapshot** selects the last snapshot created for each stock code/revision/release/warehouse instance.

Gross requirements rule for demand

This applies the gross requirements rule defined against the stock item when calculating the demand for a stock code/warehouse. Sales order demand is used as the basis for the calculation to determine the minimum level required for each period. Otherwise, forecasts are always used as the demand.

Include dependant demand

This includes demand created by existing job allocations in calculating the model. This does not include demand from suggested jobs.

Batching rule to calculate maximum level

This calculates the maximum stock level using the batching rule. By default (with no policy in place) the model suggests a minimum of zero and a maximum equal to the total demand. If a policy is in place, the model calculates the minimum and maximum according to the policy. In either case, the calculation of the maximum will be modified by the effect of the batching rule.

Period days to use

Total uses the total days in a period as part of the modeling calculation. **Working** uses only the working days in a period as part of the modeling calculation.

Forecast accuracy defaults

These parameters define the way in which the forecast accuracy program calculates the



accuracy at each stock code/revision/release/warehouse instance and also at aggregated levels. They can be set as defaults at company level and overridden for one or many stock code/revision/release/warehouse instances using the **IO Selection Sets** program.

Comparison type

Period on period compares the chosen forecast to the actual within the same period only. The forecast accuracy calculation only uses data pertaining to the period in question.

Moving average compares the chosen forecast to the actual where both are calculated using a moving average. The forecast accuracy calculation uses data not only pertaining to the period in question but also to others near to it.

Forecast to use

This indicates the forecast to use when comparing against sales for each period. **Last** uses the last forecast taken for the period. **Last outside lead** uses the last forecast for the period outside the lead time. **Average** uses the average of the most recent snapshots within the time window defined by the number of **Snapshot months**. **Average outside lead** uses the average of the most recent snapshots outside the lead time, within the time window defined by the number of **Snapshot months**.

Months to compare

This is the time window prior to the run date selected for the forecast accuracy review. If the calendar used is in weeks, then all the periods that fall within this time window are included. The time window can be anything from 1 to 12 months.

Moving average months

This is the time window for the periods used in the calculation of the moving average forecast in the forecast accuracy review. If the calendar used is in weeks, then all the periods that fall within this time window will be included. The time window can be anything from 1 to 12 months. This value is only used if the comparison type selected is **Moving average**.

Snapshot months

This is the time window prior to the run date selected for the forecast accuracy review. If the calendar used is in weeks, then all the snapshots that fall within this time window are included. The time window can be anything from 1 to 6 months. This value is only used if the Forecast to use selected is either Average or Average outside lead.



Purchase Orders

Default pricing method for entry

Indicate the default pricing method to use during **Purchase Order Entry**. This can be based on the current inventory cost price (this defaults to a pricing method of **Manual** when capturing a stocked purchase order line if Activity Based Costing is required, or the order is for a foreign currency supplier, or FIFO or LIFO costing is implemented) the last price paid to the supplier, or the purchase price defined for the supplier.

Use alternate unit of measure

This uses either the stocking or the alternate unit of measure as the order quantity.

Allow maintenance of completed orders

Enable this option for completed orders to remain in a status of 4 until the number of days to retain completed purchase orders is exceeded. At that point the orders are purged (i.e. they are not moved to a status of 9).



You won't be able to maintain orders that were in a status 9 - Complete prior to switching on this option. Although you will be able to cancel a completed line, you won't be able to change a completed line.

Use alternate document price

This captures and prints alternate supplier prices on purchase order documents for local currency suppliers. It also enables the preference: **Use alternate supplier price** in the **Purchase Order Format** program and enables the **Alternate supplier price** field within the **Browse on Supplier Stock Code Cross Ref** program.

Retain order when created without lines

This retains purchase orders created without purchase order lines (typically to obtain the order number and later add the required lines). The header is created and retained in a status of 1 until the order is maintained. Otherwise purchase orders created without any detail lines are automatically cancelled when you exit the program. Adding a line and then cancelling it (even in the same run of the program) does not cancel the order. You have to manually cancel the order if it is not required.

Warn when acceptable variance exceeds

This displays a warning when using the **Receipt all** function of the **Purchase Order Receipts** program if the acceptable cost variance percentage is exceeded. The warning is displayed for each line that exceeds the variance.



Default shipping instructions message

This sets a default shipping instructions message that you want to print on purchase orders.

Inventory demand review during receipts

This allows you to review demand for stock at the time of receipting an item into stock using the **Purchase Order Inspection** or **Purchase Order Receipts** programs. In the case of the 'Purchase Order Inspection' program, this occurs when accepting an item into stock and, in the case of the **Purchase Order Receipts** program, when using the **Receipting Quantity** or **Apportion Quantity** functions.

Insert additional text automatically

This inserts any additional purchase order text held against a stock item being purchased as comment lines. This only applies when creating a purchase order in the Purchase Order module (i.e. not when creating a purchase order via MRP).

Insert dangerous goods text automatically

This inserts any dangerous goods text held against a stock item being purchased as comment lines.

Set 'ready to print' after maintenance

Enable this option for the status of an order that has been maintained but not printed to revert to 1 - *Ready to print*. This ignores the **Reprint completed lines** preference in the **Purchase Order Format** program and means you won't be able to reprint a purchase order with completed lines.

Don't enable this option if you want the order status to remain 4 - *Printed* after having been initially printed online. Any printing done during order maintenance is seen as a reprint and your selection at the **Reprint completed lines** option is taken into account.

Allow maintenance of delivery address

This allows changes to the delivery address in the **Purchase Order Header Information** program, providing you have enabled the option: **Restrict order to single warehouse and use for delivery address**.

Adding of new lines to contracted orders

This allows you to add stocked and non-stocked items to blanket purchase orders using the **Purchase Order Entry** program (unless the BPO contract is fixed). If the item added is already part of the BPO contract, then the line details are pulled in from the contract and the relevant fields disabled (as these must match the contract). Otherwise only freight, miscellaneous and comment lines can be added and changed for any blanket purchase



orders using the **Purchase Order Entry** program.

Validate buyer upon order creation

Mandatory forces the entry of a valid buyer when creating a purchase order, or requisition. **If entered** validates the buyer at the time of creating a purchase order only if a buyer is actually entered.

Manual entry when BPO contract exists

Base on contract allows you to manually add normal purchase order line entries using only blanket purchase order programs if contracts are fixed, and standard purchase order programs for contracts that are not fixed. **Not Allowed** prevents the manual entry of normal purchase order lines (you will only be able to add entries using the blanket purchase order programs). **Allowed** permits the manual entry of normal purchase order lines using standard purchase order programs.

When appending from sales order to order

This applies to purchase orders created from sales orders. **Retain original customer and purchase order** prevents adding a backorder line to an existing purchase order when the customer/customer purchase order numbers differ. **Change original customer and purchase order** allows the original customer and customer purchase order numbers on the p/o to be changed. **Ignore different customer and purchase order** allows a backorder line to be added to an existing p/o when the numbers differ.

Send confirmation and notification

This indicates how you want to confirm and notify the originator of a requisition when processing a partial purchase order receipt for the requisition. **Only one** routes the requisition back to the originator only for the first receipt processed. **Always** notifies the originator each time a receipt is processed, regardless of whether it is acknowledged in the originator's Routed to view. **Only confirmation** routes the requisition back to the originator for the first receipt processed.

Update capex during maintenance

Yes updates the accumulated capex value with any changes made to a purchase order (including cancelled lines, which will reduce the accumulated capex value). **No** does not update the accumulated capex value with any changes made to a purchase order. **Only when cancelling** updates the accumulated capex value when purchase order lines are cancelled (i.e. the accumulated capex value is reduced).

Check maximum value at level

Line level checks the maximum value that users can process and the maximum line value for which a requisition is automatically approved. **Requisition level** checks the maximum



value that users can process and the maximum requisition value for which a requisition is automatically approved. The total line values are summed up for each line on the requisition.

Check maximum value at time

Time of entry performs the checks at the time of entry. **Time of approval** performs the checks at the time of approval.

Auto prompt for a bill for non-stocked

This enables you to process a shipment receipt for non-stocked lines on a purchase order. If a non-stocked line is encountered during consignment maintenance, then the system allows you to create a sundry consignment. The non-stocked code and quantity is retrieved automatically from details held against the non-stocked line. A **Receive into stock** option enables you to receipt the non-stocked line at the time of processing a shipment receipt.

Auto prompt to establish exchange rate

This forces the operator to specify the exchange rate for a shipment at the time of adding the consignment advice. The entered exchange rate is applied to all purchase order lines with that currency which was added to the shipment for the current run of the program. If the exchange rate is not fixed on the purchase order, then the rate specified in the currencies table is used.

Use fixed exchange rates

This uses the fixed exchange rate entered against the purchase order, regardless of whether you maintain individual or global exchange rates using the **LCT Shipment Maintenance** program. If you select this option together with the **Auto prompt to establish exchange rate** option, then the fixed rate against the purchase order is used regardless of whether the operator enters a rate when prompted.

Update due date with vessel arrival date

This updates the due date for all order lines on all purchase orders for a shipment when you change the arrival date for an existing vessel.

Receipt quantity = back order quantity

Indicates how you want to process sales orders (i.e. set to complete, not complete or prompt operator) when using the **Shipment Receipt** program to receipt a shipment linked to a sales order (not a scheduled order) and the receipt quantity equals the back ordered quantity on the sales order.

Receipt quantity < back order quantity

Indicates how you want to process sales orders (i.e. set to complete, not complete, or



prompt operator) when using the **Shipment Receipt** program to receipt a shipment linked to a sales order (not a scheduled order) and the receipt quantity is less than the back ordered quantity on the sales order.

Receipt quantity > back order quantity

Indicates how you want to process sales orders (i.e. increase the sales order to equal the receipt quantity, leave as is or prompt the operator) when using the **Shipment Receipt** program to receipt a shipment linked to a sales order (not a scheduled order) and the receipt quantity is more than the back ordered quantity on the sales order.

Allow negative receipt when GRN matched

This enables you to reverse a receipt after the GRN has been matched. It does not, however, allow the reversal of a receipt for an item that is flagged as lot traceable or requiring inspection.

Freight charges

Local currency indicates that freight charges for foreign suppliers must be entered in local currency by default when capturing purchase orders. **Foreign currency** indicates that freight charges for foreign suppliers must be entered in foreign currency by default when capturing purchase orders.

Miscellaneous charges

Local currency indicates that miscellaneous charges for foreign suppliers must be entered in local currency by default when capturing purchase orders. **Foreign currency** indicates that miscellaneous charges for foreign suppliers must be entered in foreign currency by default when capturing purchase orders.

Include freight and miscellaneous lines

This includes freight and miscellaneous lines when exporting purchase orders in XML format (using either the **Purchase Order Export** program, or the **Purchase Order Entry** program). Previously exported freight or miscellaneous lines that are subsequently changed are not re-exported. However, freight and miscellaneous lines added to an order after it has been exported are included in the export.

Days permitted for early/late supply

This indicates the number of days before/after a purchase order's due date that it may still be supplied. **0** means no check is made for either early or late supply. Selecting the **Receipt All** option from the **Purchase Order Receipts** program, calculates the number of days between the receipt date and due date for each order line. If that number of days exceeds the number of days entered here, then those order lines are ignored.

Acceptable quantity over/under supply



This indicates the percentage according to which a purchase order receipt quantity can be more or less than the original purchase order quantity. This option comes into effect when either you attempt to receive into stock more than the original order quantity, or you attempt to specify that the order line is complete (i.e. an under supply has occurred). Only a warning message is displayed and the operator is not prevented from accepting the variance.

Expected for account payable posting

This is the percentage by which the expected costs and the actual AP invoice value can differ when apportioning the invoice value across cost elements.

To update warehouse costs

This is the percentage by which the calculated landed cost and the current inventory cost of an item can differ when using the [Calculate New Landed Cost](#) program to update inventory costs.



Return Merchandise Authorization

Print RMA document

At issue prints the document at the time of issuing the RMA (i.e. no values are printed). If you selected the cross-shipment option then you can also maintain and print the sales order. **At receipt** prints the RMA document only at the time of receipting the returned merchandise. You will be able to add/maintain jobs and credit notes as well as print the RMA document. **Both** prints the RMA document at the time of issuing and receipting the RMA (only applicable to printing RMA documents on-line).

Prompt for rev/rel at issue of ECC items

This prompts you for the revision and release of ECC-controlled items at the time of issuing an RMA or at the time of processing an RMA receipt. You are not prompted if you enabled the **Assume current rev/rel at time of adding order** BOM option. The **Rev/Rel** function is, however, enabled, allowing you to change the revision/release.

Prompt for save

This prompts you to save lines entered on a RMA in the **RMA Issues and Receipts** program. Otherwise the program saves lines automatically.

Restocking percentage

Indicate a default restocking percentage fee that you want to apply to returned merchandise for which the customer has requested a credit.

Prompt for restock

At line level prompts you to accept or change the restocking fee when you end an RMA (you are only prompted if the problem code on the RMA is blank, therefore don't enable the 'Problem code mandatory' RMA configuration option). **Apply restock automatically** automatically applies the restocking fee when you end the RMA.

Default line type

You can set RMA issues to default to a line type of **Stocked** or **Non-stocked**.

Receiving - credits

Indicate the default warehouse that must be used when receiving RMAs.

Repairs

Indicate the default warehouse that must be used for repairing RMAs.

Restocking components



Indicate the default warehouse that must be used for restocking components.

Receipt action

Archive closes the RMA without taking any action. **Credit** creates a credit note. **Exchange** creates a credit note for the returned item and a sales order for the new item shipped to the customer (not available for a cross-shipment). **Fix In-house** creates a non-stocked repair job and issues the returned material to the job. **Inspect** inspects merchandise received from a customer. **Narration** lets you add notes to the RMA line when receiving returned merchandise from a customer.

Invoice terms

Indicate the default invoice terms to use for a cross-shipment or exchange order.

Non-stocked unit of measure

Indicate the default non-stocked unit of measure to use.

Non-stocked product class

Indicate the default non-stocked product class to use.



Sales Orders

Auto insert sales order additional text

This inserts sales order additional text (defined against a stock item) automatically as comment lines when capturing orders. You assign this text to stock items using the [Inventory Query](#) program.

Auto insert dangerous goods text

This inserts dangerous goods text (defined against a stock item) automatically as comment lines when capturing orders. You assign this text to stock items using the [Inventory Query](#) program. We recommend you select this option if you have enabled the **Prompt for dangerous goods data sheets** option. This will ensure that dangerous goods data sheets are always printed.

Invoice sales recap required

This displays a sales recap page (information about the invoices produced) once order processing is complete. An order recap is displayed regardless of whether an invoice sales recap is required.

Display costs in Quick Entry

Indicate whether costs associated with a stock item can be viewed within the [Quick Sales Order Entry](#) program accessed from the [Sales Order Entry](#) program or accessed from the main menu. This enables you to restrict the unauthorized viewing of costs and to prevent profit figures from being displayed in the quote totals. If you don't select this option, then you cannot specify a cost markup or profit margin percentage when processing Quick Quotes.

Cost and gross profit in order totals

This enables the display of cost and profit information in the [Sales Order Entry](#), [Sales Order Query](#) and [Sales Invoice Query](#) programs. This information is displayed for the entire order and for each line added using the [Sales Order Entry](#) program. You can prevent the unauthorized viewing of these costs and profits by defining the **SO Show cost/profit** operator activity field.

Cancel open order previously invoiced

This lets you cancel order lines on a previously-invoiced order as well as status 2 orders without having to first mark them as complete. A status 2 order indicates a partially-delivered and invoiced shipment, with the remainder on back order. If you don't enable this option, then any previously-invoiced order (regardless of its status) cannot be cancelled, but has to be set to complete. Previously-invoiced order lines also cannot be



cancelled. This applies to the **Point of Sale Entry** program.

Ignore warning if invalid salesperson

This suppresses the warning message that is displayed when an invalid salesperson is held against the customer entered in the **Sales Order Entry**, **Quick Sales Order Entry** and **Point of Sale Entry** programs. A valid salesperson will still be required before you can add a line in **Sales Order Entry**; select and accept a stock code in **Point of Sale Entry** and convert a quote into an order in **Quick Sales Order Entry**.

Fix ship address at time of order entry

Enable this to use the **Ship to address** against the header of an order still in progress, regardless of whether you change the ship address against the customer. Otherwise, the latest **Ship to address** against the customer is used for the order header when querying or printing an order that is still in progress. The **Sales Order Query** program always displays the current **Ship to address** in the **Customer Information** pane, while the order's **Ship to address** appears in the **Order Header** pane.

Clear multiple ship address code

This clears the multiple ship address code when you manually change it on a form in the **Sales Order Entry** or **SO Header Maintenance** programs. The Ship address for the multiple ship address code is not reloaded after being manually changed.

Ignore warning if item has zero cost

This suppresses the warning message displayed in the **Sales Order Entry** program when saving a line for a stocked or non-stocked item that has a zero cost.

Order type default

Indicate (at company level) which order type to use as the default when capturing orders. This field is accessed from the **Invoice** tab of the **Order Header** function. If a default order type has been assigned to the customer, then it overrides the default order type specified here.

Validate order type

This requires a valid entry to be made at the **Order type** field.

Default Sales Order browse sequence

This indicates the default sequence in which you want to browse on sales orders. This can be by order, by customer, by customer purchase order or by alternate key (which you will have to specify).

Branch/geographic area change



Not allowed prevents operators from changing the AR branch and geographic area when processing orders (this does not, however, prevent operators from defining the default branch to use for orders). **Allowed - no GL integration check** allows the change, but does not require the system to check that GL integration accounts are defined against the branch. **Allowed - GL integration check** allows the change but also requires the system to check that GL integration is defined for the branch.

Update ship date with release date

This allows the **Sales Order Entry** program to change the order ship date when releasing an order from a status 2 (i.e. open back order). The order ship date will then be the release date entered at the start of order entry. This option does not apply to dispatch notes.

Ask reason code for new credit note

This forces operators to enter a reason code before they can successfully capture a credit note.

Order date to invoice date for billings

Select this if you want the order date entered at the time of capturing a billing to become the invoice date for the invoice. Otherwise, the system date is used as the invoice date.

Shipping via usage

Free form uses the text entered at the **Shipping instructions default message** option as the default text for the **Ship via** field when capturing sales orders. The message can be printed on delivery notes and invoices. **Coded** links your shipping messages to a two-character shipping instruction code. The message is displayed automatically when the code is entered at the **Ship via** field. If the code is not on file then you can enter a 28-character shipping message description.

Capture serial numbers for orders

This prompts you to enter serial numbers when processing order lines for serialized items. Otherwise you'll need to supply the serial numbers at the time of releasing the order for invoicing. If multiple bins is in use and the stock code is lot traceable, then you have to capture serial numbers regardless of your selection here. If the **Request lots/bins/serials** Reserving stock option is enabled, then you are only prompted for serials if multiple bins is not installed and the item is not traceable.

Quantity changes to optional components

This enables you to change order quantities and ship quantities for optional component lines when capturing orders for a parent stock item.

Change to descriptions for stocked items



This enables you to change the description of stocked items when capturing sales orders. Changes made apply only for the order being processed (i.e. the original inventory stock description held on file is unaffected). This does not apply to Quick Entry.

Shipping instructions default message

This indicates the default shipping message that is displayed at the **Ship via** field when capturing orders. The message entered here is only displayed if you selected **Free form** at the **Shipping via usage** option. This message can be overwritten when processing orders.

Reserve stock default ship status

This indicates whether the order quantity on the sales order must be shipped or reserved by default. It does not apply to the **Purchase Order Receipts**, **Job Receipts** and **Shipment Receipt** programs (which use the **Order linked to a receipt** option). **Ship quantity** ships the order quantity by default. **Reserve quantity** reserves the order quantity by default.

Default commission code

This is used as the default code by the **Sales Order Entry** program when no commission code is defined for the stock code's price code.

Include returnable item in SCT

This includes returnable items associated with a stocked item when processing a Supply Chain Transfer. When adding a line to a SCT (using either the **Sales Order Entry** or **SO Supply Chain Transfer Creation** programs, any attached service charge for a returnable item is added to the order.

Action

Warn notifies you when a customer purchase order number is entered that has already been used for the same customer or company. The warning is displayed when capturing an order (at the time of adding the first line and when you end the order) and when maintaining an order. **Reject** prevents an order from being captured if the customer purchase order number has already been used for the same customer or company.

Back order release or retain

This indicates how the **Document Print** program must treat the remaining order qty after you print an invoice for a partial shipment. **Not required** sets the order status to complete (the order qty which could not be shipped is ignored). **Manual** requires you to use the **Order Maintenance** function to move the qty from back order to ship manually. **Automatic** moves the backorder qty to shipped automatically (if there is enough stock on hand, or if you have allowed stock on hand to go negative).

Non-stocked action



Always releases non-stocked items that are on back order automatically. The back order qty is moved to the **Ship** field without checking if there are any outstanding purchase orders, requisitions or jobs for the item. **Never** requires non-stocked items on back order to be released manually. **If unattached** releases non-stocked items on back order automatically, providing they are not attached to purchase orders, requisitions or jobs.

Decision

By operator notifies the operator when any out-of-stock items are ordered. If stock on hand is allowed to go negative, then the operator can ship the order quantity. **By warehouse** ships the entire order quantity, regardless of stock availability when stock on hand is allowed to go negative. The operator is not notified. If stock on hand is not allowed to go negative, then the operator must indicate the quantity to be shipped and the quantity to be placed on back order.

Allow changes to status 4

This enables you to update the ship quantity of lines for orders that are in a status of 4 at the time of importing back order releases from an ASCII file. Back order releases are imported using the **Import Back Order Releases** program. In order to apply this option when importing back order releases, the entry at the **Status** field of the import file must be 8 and the entry at the **Update ship quantity** field must be Y.

Supply request in Sales Order Entry

This lets you indicate when the **Insufficient Stock** window must be displayed during sales order entry. **On adding a line** displays it after the order qty is entered and you tab off the field. **Whenever line is placed in backorder** displays it as soon as the shortage qty is placed into backorder. **Only by operator selection** enables the operator to manually select the option to display it. **By operator preference** displays it according to the sales order preferences defined for the operator.

Invoice

This requests the invoice number at the time of releasing a status 4 order, provided that automatic invoice numbering is not defined. If you don't select this option, but the **Sales order moved to invoice** options is enabled, then the order number is automatically assigned as the invoice number for the first invoice produced for the order. For subsequent invoices, the next invoice number is assigned based on the invoice numbering method defined.

Prompt for dangerous goods data sheets

This notifies you when dangerous goods text is held against the stock item being processed for the customer during sales order entry. Upon saving the line, you are given the option to enter a standard comment or free format comment text. This allows you to



notify customers of the delivery of dangerous goods items, where the data sheet for those items must accompany the goods, or to inform the customer of an updated specification or data sheet.

Notification frequency (in days)

Indicates how often you want to notify a customer of dangerous goods text held against an item being ordered. **0** always notifies the customer of dangerous goods text (e.g. to inform customers at least every year about dangerous goods text, enter 365 here). When capturing an order, the program checks the date when last an invoice was raised for the customer/stock code combination, and notifies the operator of dangerous goods text only if the number of days entered here is exceeded.

Credit check for order to be released

Check and authorize to release prevents an order from being released without authorization. **Check and reject if fail** prevents the release of an order for invoicing when the customer's credit terms and/or credit limit is exceeded. If the **Apply check to current orders only** option is also enabled, then the order remains in its current status until the customer's outstanding balance is reduced or the credit limit increased to allow the order to be released for invoicing.

Credit authority to release orders

This ensures that a credit authority is requested when releasing orders that were placed in a status of suspense manually.

Apply check to current order only

This applies customer credit limit checking when an invoice is about to be produced (i.e. orders in a status of 8) regardless of whether you selected **No check** at the **Credit check for order to be released** option. The check is based on the sum of the value of the invoice about to be produced; the customer's current balance; and the ship value of any orders for the customer which are in a status of ready to be invoiced. Negative orders (i.e. credit notes) are ignored from this credit check.

Exclude lines that fail credit check

This ignores order lines that fail a customer credit limit check applied at the time the order is shipped (when selecting either the **Apply release quantity** or **Release all lines** functions of the **Back Order Release** program) and to place the order into a status of 2 (i.e. open backorder). Otherwise orders are placed into a status of suspense if any order lines fail the credit check applied at the time of shipping the order.

Reset credit status after invoicing

This resets a customer's credit status after using the **Document Print** program to process



a credit note against an invoice.

Minimum price percentage above cost

Indicate the minimum percentage amount by which the price must exceed the cost. This does not apply to credit notes or inter-branch transfers. In addition, if FIFO costing is installed then the last cost is used to establish the margin check. Margin checking is based on current cost if your costing method is defined as standard or average and on last cost if your costing method is defined as FIFO, LIFO or last cost.

Minimum price % above cost margin

This enables you to continue processing an order, regardless of whether the minimum price margin has been exceeded. Otherwise you will be unable to continue processing a sales order that has exceeded this minimum price percentage above cost margin.

Order ready for printing (1)

Include orders in this status when the **Order Purge** program updates sales order prices where there have been changes to the price of a stocked item.

Held backorder (2)

Include orders in this status when the **Order Purge** program updates sales order prices where there have been changes to the price of a stocked item.

Backorder released for printing (3)

Include orders in this status when the **Order Purge** program updates sales order prices where there have been changes to the price of a stocked item.

Warehouse (4)

Include orders in this status when the **Order Purge** program updates sales order prices where there have been changes to the price of a stocked item.

Released for invoicing (8)

Include orders in this status when the **Order Purge** program updates sales order prices where there have been changes to the price of a stocked item.

Forward order (not allocated) (F)

Include orders in this status when the **Order Purge** program updates sales order prices where there have been changes to the price of a stocked item.

Credit check suspense (5)

Include orders in this status when the **Order Purge** program updates sales order prices



where there have been changes to the price of a stocked item.

Prompt for expired contracts

This enables you to apply an expired contract price (if it is the lowest price) to a contract customer during sales order entry. If the operator does not select to apply the expired contract price, then the program searches for the next lowest unexpired price as normal. This facility can be password-protected.

Use line date for contract pricing

This uses the line ship date (instead of the document or order date) as the date for checking the contract prices of scheduled orders. For normal orders, the document date or order date is used to determine contract prices. Regardless of selection here, if you maintain an order line and change the ship date, the price is not automatically recalculated according to the contract dates.

Warn if no contracts exist

This notifies you if there are no contracts on file for the current customer/stock code combination, whenever you attempt to retrieve contract prices (e.g. when entering an order or quotation).

Default uom for order quantity

Stocking uses the stocking unit of measure as the default when entering orders for stocked lines. **Alternate** uses the alternate unit of measure as the default when entering orders for stocked lines. **Other** uses the other unit of measure as the default when entering orders for stocked lines.

Request uom for order quantity

This enables you to change the default unit of measure displayed at the **Order quantity** field when capturing an order.

Theoretical uom conversion

This indicates that the relationship between the ordering and stocking units of measure is not absolute. For example: You sell fruit that you stock in kilograms but sell by the box. Theoretically, there should be 10 kilograms of fruit in a box. However, only at the time of actually selling (shipping) the fruit do you know exactly how many kilograms you have sold. An example of an absolute unit of measure is if you sell items by the dozen (i.e. there are always 12 items in a dozen).

Unit discount calculated on

This defines the quantity you want to use when calculating the total unit discount value for an order line. **Order quantity to ship** calculates the unit discount for an order line based



on the quantity specified at the **Order quantity** field. **Actual stocking quantity to ship** calculates the unit discount for an order line based on the quantity specified at the **Ship quantity** field.

Default invoice format

Indicate the default invoice format you want to use for counter sales invoices and point of sales documents. It overrides the default of 0 at the **Format number** field in the **Sales Order Entry** program.

Default deposit format

Indicate the default format you want to use for counter sales deposits. You use the **SO Document Formats** program to define the fields you want to print on the deposit document.

Use 1 as the default order quantity

Select this for the order quantity to default to 1 in sales order entry. You can override this quantity at the time of capturing the counter sale (or point of sale) during order entry.

Default payment code for change given

This enables you to set the default payment code that you want to use when giving change. You can override this code during payment entry

Document wording



Trade Promotions

Automatically select line promotions

This automatically selects and applies all qualifying tiered promotions for a sales order line. Otherwise, you will be prompted to manually select the qualifying promotions you want to apply from a list.

Automatically select global promotions

This automatically selects and applies all qualifying global promotions for a sales order line. Otherwise, you will be prompted to manually select the qualifying global promotions you want to apply from a list.

Check order for promotions

This enables the system to check if any trade promotions apply to existing sales orders that were created before the module was installed or activated (i.e. typically when you upgrade your system from a previous version of the software).

Allow global promotion selection

This enables you to apply global promotions from the **Edit** menu of the **Sales Order Entry** program while adding or maintaining an order. It also enables you to apply/maintain line promotions against an entered order line (using your right mouse button) while adding or maintaining an order. If you don't enable this option and you don't apply global promotions to an order before ending the order, you won't be able to apply global promotions when maintaining the order.

Reactivate promotion when limit reduced.

This automatically reactivates an expired promotion when a sales order is cancelled, deleted or changed and the allocated amount falls below the budget amount. Otherwise the promotion will remain expired.

Apply promotion if limit exceeded

This applies the promotion to a sales order even if an order line exceeds the budget amount. The promotion is set to expired immediately after the sales order is added. Otherwise the promotion won't apply to the sales order that exceeds the budget amount. This option also applies when called from the **Back Order Release** program.

Maintain miscellaneous line

This enables you to change a miscellaneous line generated from an **Off invoice** or **Free goods** promotion. Only the **Cost** and the **Tax** values may be changed. If the cost is changed, then any subsequent recalculation of the promotion does not change the cost.



Miscellaneous cost zero

Enable this for the cost of a miscellaneous line generated from an **Off invoice** or **Free goods** promotion to default to zero. For example: When generating a promotion from a merchandise item that already carries a cost, you may want to process the promotion as a discount only, which does not carry a cost. This option enables you to generate such a promotion line with a zero cost. If you also select the **Maintain miscellaneous line** option, then the operator can change the cost from zero.

Deduction code

Indicate the default deduction code to use when adding accrual promotions using the **Promotion Code** program. Deduction codes are used in the processing of accrual promotion rebates and deductions.

Normal

Indicate the default resolution code to use when processing a normal approved deduction resolution using the **Deduction Review** program.

Write off

Indicate the default resolution code to use when writing off a deduction and when automatically writing off several deductions using the **Deduction Review** program.

Promotion match

Indicate the default resolution code to use when resolving deductions by offsetting them with accrued promotions using the **Deduction Review** program.



Bill of Materials

Structure on/off dates

This enables you to assign dates to a structure indicating when the structure is active. Components that are Off (compared to the system date) are ignored from the **Cost Implosion** program which is designed to re-cost stock items from raw material level through to the finished part.

amendment journals required

This enables you to monitor information that has changed for structures held on file. A journal is output whenever changes are made to structures within the Structures and Routings program. This information is listed using the **Structure Amendment Journal** program.

Structure narrations

This enables you to enter text notes against a structure, allowing you to describe the link between a parent and its component parts. These narrations can be printed on a number of reports.

Standard narrations for operations

This enables you to assign coded text notes to a number of different operations. This text is linked to a narration code which is in turn assigned to your operations. If you do not select this option, then your text narrations must be unique for each operation.

Alternate routings

This enables you to assign alternate routings for each set of operations for a parent part. The primary routing defaults to 0, while any selection in the ranges: 1-9; A-Z or a-z indicates an alternate routing.

Component inclusion by job number

This applies to jobs created through WIP and MRP. It allocates BOM components to jobs based on a range of job numbers. This is similar to the concept of structure on/off dates except that it is based on job numbers instead of date ranges. Note: You cannot run the **Requirements Calculation** program when you enable this option and your job numbering method is set to 'Manual'. If set to 'Scripted' then any suggested jobs will ignore any component inclusion/exclusion logic based on job numbering.

Subcontract operation and material costs

This records subcontract and material costs separately. Otherwise these costs are recorded as a single amount. Changing your selection will prompt you to run the **Cost Implosion**



program to either split or merge the subcontract and material costs. If you don't run the program, BOM costs recorded against your stock items will be incorrect.

Progressive scrap

This enables you to take account of scrap at operation level (i.e. you capture scrap percentage and quantity against each operation configured within the **Structures and Routings** or **WIP Add an Operation** programs). When creating a job, the material allocations are inflated according to the scrap percentages and/or scrap quantities defined against the associated operations. The **Requirements Calculation** program caters for this at the time of calculating the demand of material allocations for jobs.

Use factory calendar for move times

This uses the company calendar to calculate the start or job delivery date for operations. It only calculates operation movement time and does not calculate the actual elapsed time for operations. You typically select this if the work center against the current operation does not have the same working days as the next work center. Otherwise the work center calendar is used. If the work center calendar is not defined the system assumes that every day is a working day.

Warn about incomplete cost implosion'

This displays a warning message in a number of programs if the **Cost Implosion** has not been run for all stock codes and warehouses. It indicates that the costs of the excluded items may not be up to date.

Maximum decimals in quantity per

Indicate the maximum number of decimal places (up to 6) that you want to allow when making an entry at the structure's quantity per field.

Default operation movement time

Indicate the default time required for an operation to move between work centers. This is used only when a movement matrix for the work center is not defined.

Default description of time units

Indicate a description of the time units applicable to your company. This description is displayed throughout the manufacturing modules whenever a field relates to a time unit.

Structure sequencing required

This assigns a sequence number to each structure added using the **Structures and Routings** program. It applies when you have multiple occurrences of the same parent/component combination and can also be used as a method of printing components in a sequence other than by stock code. If this option is enabled, then SYSPRO always



assumes that there should be at least one milestone operation and that you would typically post labor to that operation.

Key

Indicate whether you want to set the structure sequence key to be numeric or alphanumeric. Selecting numeric enables you to change the sequence of components assigned to the parent stock code.

Default number

Indicate the default sequence number (numeric or alphanumeric) that must be used when adding structures using the **Structures and Routings** program. If structure sequencing is not required, then the entry defined here is still assigned to each structure added, in case you enable this feature at a later stage.

Structure and routing archiving

An ECC bill of materials can only be selected for archiving when an engineering change order is moved to a status that accepts the changes made to the bill of material. Select **Batch** to archive BOM changes manually; **Immediate** to archive a BOM automatically; or **Immediate (prompted)** to be prompted to archive a BOM. If you don't archive the BOM when prompted, you can still archive it manually using the **Structure and Routing Archive** program.

Set (--/--) to current rev/rel

This sets the revision/release for an ECC-controlled component to the current revision/release when using the **Structure and Routing Archive** program to archive bills of materials. When retrieving the archived BOM, the revision/release saved at the time of archiving is retained. If you don't enable this option, then when retrieving an archived BOM, the revision/release for the component is replaced by the revision/release which is current at the time of retrieval.

Initial ECO status

This indicates the first status in your workflow. All engineering change orders are assigned this status when they are created. You can prevent users from creating engineering change orders by denying them the authority to access the initial engineering change order status.

Default ECC user

This indicates the engineering user to use when no responsible user has been assigned to an ECC-controlled stock item.



Quotations

Non-stocked profit change allowed

This enables you to make changes to the default non-stocked profit margin (or markup) when maintaining a quotation.

Estimate additional labor charge allowed

This enables you to make changes to the default labor margin (or markup) when maintaining an estimate.

Allow additional material charge change

This enables you to make changes to the default material margin (or markup) when maintaining an estimate.

Default offer descriptions

These are the default descriptions you want to display for offers assigned to a quotation. You can change these descriptions at the time of maintaining a quotation.

Offer 1

This is the default description you want to display for offer 1 assigned to a quotation. You can change this description at the time of maintaining a quotation.

Offer 2

This is the default description you want to display for offer 2 assigned to a quotation. You can change this description at the time of maintaining a quotation.

Offer 3

This is the default description you want to display for offer 3 assigned to a quotation. You can change this description at the time of maintaining a quotation.

Offer 4

This is the default description you want to display for offer 4 assigned to a quotation. You can change this description at the time of maintaining a quotation.

Offer 5

This is the default description you want to display for offer 5 assigned to a quotation. You can change this description at the time of maintaining a quotation.

Default offer



This is the default description for the default offer assigned to a quotation. You can change this description at the time of maintaining a quotation.

Use route '0'

This uses route 0 in the **Quotation Cost Implosion**, **Lead Time Calculation** and **Quotation Job Loading** programs when no components and/or operations exist on the route you selected to process in these programs. Otherwise, no operations or components are included in the cost implosion or in the created job.

Allow changes to date of query

This allows changes to the default query date when maintaining a quotation.

Allow changes to expiry date

This allows changes to the default quotation expiry date when maintaining a quotation and is enabled by default if you select the **Force entry of expiry date** option. You can't select this if the expiry date is based on the print date.

Base expiry date on

Force entry of expiry date makes the entry of an expiry date compulsory. **Date of query** calculates the expiry date from the query date. **Tender date** calculates the expiry date from the tender date. **Print date** calculates the expiry date from the print date stored against the quote header (the print date is updated when you print or preview the quote). **Allow zero expiry date** enables you to enter zeros (i.e. no expiry date) at the **Expiry date** field within the **Quotations** program.

Days from base date to expiry date

Enter the number of days that must be added to the base date to determine the expiry date of the quotation.



Requirements Planning

Default period for reports and queries

This is the default period size applicable to reports and queries. You can override this in any program that requires a period to be entered. Options include: **Single day**, **Multiple days**, **Weeks** and **Months**.

Number of days

This is the number of days that you want to be viewed as a period.

First day of week

This is the first day of the week that will be used as the default for the period (0-Sunday, 1-Monday, 2-Tuesday, 3-Wednesday, 4-Thursday, 5-Friday, 6-Saturday).

Include confirmed jobs in job review

This enables you to review jobs that have not yet been started within the **Job Review** program.

Browse stock codes with requirements

This displays the **Stock Codes with Requirements** listview when browsing on items in the **Supply Chain Review**, **Job Review**, **Blanket Purchase Order Review**, **Purchase Order Review**, and **Requisition Review** programs. Otherwise, the **Browse on Stock Codes** listview is displayed instead.

Days after stock arrival it can be used

This is the number of days before stock can be used in the **Requirements Calculation**. This is added to the dock-to-stock days for each item and is used when calculating the delivery date of a job linked to a sales order, purchase order or supply chain transfer.

Number of decimals in resource quantity

This is the maximum number of decimals (0 to 6) allowed to be held for the **quantity per** field in the resource structure file.

Default time period length (days)

This is the default number of days in each time bucket for resource planning. The **Resource Planning Query** program allows you to override this time period at run time.

Forecast amendment journals

This creates a journal of all additions, deletions or changes made to forecasts.



Build schedule amendment journals

This creates a journal of all additions, deletions, or changes made to build schedules.

Stock on hand

This must be included if you are catering for expired lots (this decreases stock on hand). If sales orders are not included, then the available quantity is subtracted from safety stock to establish the demand quantity. If included together with sales orders, then the stock on hand is subtracted from safety stock to establish the demand quantity. If neither stock on hand nor sales orders are included, then safety stock is the demand quantity.

Safety stock

This creates demand in the prior period, which could result in the creation of a purchase order or a job (the demand created is reflected in the pegging file). Safety stock is included in the calculation used to establish any oversupply/shortage: (qty on hand + supply - demand - safety stock).

Purchase orders

You can exclude/include purchase orders or purchase order lines from the MRP calculation when adding or maintaining purchase orders using the [Purchase Order Entry](#) program. Requisition lines can be excluded from the calculation using the [Requisition Entry Maintenance](#) program.

Confirmed jobs

Unconfirmed jobs

Jobs on hold

A job is placed on hold often because of a problem with the finished item, or the customer has canceled the order. So, you might want to exclude the job from the calculation to ensure that any materials attached are not incorrectly ordered. The [Requirements Calculation](#), [Forward Finite Scheduling](#) and [MRP Low Level Code Validation](#) programs will check whether to exclude/include a job on hold. Sub jobs attached to a job on hold are also excluded, even if the sub jobs themselves are not on hold.

Forecasts

Forecasts are ignored if the **Build schedule** option is enabled.

Sales orders

Orders for MPS items are ignored if build schedules are included. If orders are not included, then the available qty is subtracted from safety stock to establish the demand qty. If orders are included (as well as stock on hand) then stock on hand is subtracted from safety stock to establish the demand qty. If neither is included, then safety stock is the



demand qty. If the **Reduce qty on hand by allocated** option is enabled, then the on hand qty is reduced by the qty allocated to orders.

Quotations

A default offer must be selected against the quotation for it to be included in MRP. Otherwise MRP does not generate demand for the items on the quotation.

Build schedule

This includes the build schedule in the calculation of requirements. This ignores forecasts and orders for MPS items as MPS only supports a single level of dependent demand (i.e. demand in the form of job allocations). The only demand seen for an MPS item is the build schedule.

Orders in suspense

This includes orders in suspense in the calculation of requirements. The **Sales orders** option must be enabled.

Supply chain transfer orders

This includes supply chain transfer orders in the calculation of requirements. The **Sales orders** and **Goods in transit** options must be enabled and the **Consolidate warehouses** option must not be enabled. The Inventory option: **Use full goods in transit transfers facility** must be enabled (this creates suggested SCT's for items which are transfer-supplied).

Goods in transit

This includes goods in transit records in the calculation of requirements. If including supply chain transfer orders, ensure that the Inventory option: **Use full goods in transit transfers facility** is selected.

Apply gross requirement rules I and S

This applies forecasts only and sales orders only to determine the gross requirement of non-MPS items. If you only select this option then the gross requirement for all other non-MPS items is determined by applying rule A (sum of forecasts and sales orders). If you don't select this option then gross requirement rule A is applied to all non-MPS items assigned rule I and S.

Apply gross requirement rules H and C

This applies the highest of forecasts and sales orders and cumulative highest of forecasts and sales orders to determine the gross requirement of non-MPS items. If you only select this option, then the gross requirement for all other non-MPS items is determined by applying rule A (sum of forecasts and sales orders). If you don't select this option, then



gross requirement rule A is applied to all non-MPS items assigned rule H and C.

Period length for H and C

This determines the period to which sales orders and forecasts are allotted if you selected to apply gross requirement rules H and C.

Apply demand time fence rule

This uses only sales orders within the demand time fence, regardless of the gross requirement rule assigned to the item (i.e. forecasts within the demand time fence are excluded from the calculation of requirements).

Apply safety stock time fence rule

When a quantity on hand for an item drops below its minimum level, MRP tries to replenish the order immediately, which may result in the unnecessary expediting of orders. This option enables you to indicate a time fence during which MRP will not raise demand for safety stock. MRP applies the rule you select and inserts safety stock demand at the calculation run date plus the time fence selected. Options include: **None**, **Demand time fence**, **Manufacturing time fence** and **Planning time fence**.

Override batching rules with rule A

Override all items batching rules overrides the buying rules held against each stock code when running the **Requirements Calculation**. **Do NOT override any items' batching rules** uses the buying rule assigned to the stock item when running the **Requirements Calculation**. **Only override MPS items' batching rules** override only the buying rules held against MPS items when running the **Requirements Calculation**.

Schedule specific supply

If you elected to schedule jobs and purchase orders according to demand, then this schedules a specific supply (existing or suggested job, sub job, purchase order or requisition) to the specific demand to which it is linked (e.g. supply for a job linked to a sales order will be scheduled according to the sales order). Otherwise the **Requirements Calculation** program links the supply of an item to the first demand for the item, according to the demand dates.

Include all stock codes in requirements

This includes all stock codes and warehouses in the requirements file, regardless of whether there is demand/supply. This enables you to produce reports listing all stock code/warehouse combinations that do not have demand or supply. Selecting this option may considerably increase the size of both the requirements file and the reports generated from this file.

Reduce quantity on hand by allocated



If you are not including sales orders in the **Requirements Calculation** program, then this reduces the quantity on hand by the quantity allocated to sales orders in the warehouse file.

Make provision for lot expiry

This decreases stock on hand for expired lots when generating material requirements in the **Requirements Calculation** program. You will also need to enable the **Stock on hand** option at the **Include in requirements calculation** field, because the suggestions made by the system vary depending on your selections. If this field is disabled, then stock on hand for expired lots is included as stock on hand in the **Requirements Calculation** program.

Allow additional requisition users

This indicates that additional requisition users can be included in the **Requirements Calculation** when calculating supply for requisitions according to requisition users. By default, only requisitions created by the requisition users QOT and MRP are recognized as supplies by the **Requirements Calculation** program.

Suppress MRP ordering

This prevents the **Requirements Calculation** program from raising suggested supplies (i.e. jobs, requisitions or SCTs) for non-current revision/releases of ECC-controlled items. In addition, archived BOM structures are ignored when performing the low level calculation, except for Phantom parts (these are always included in the low level code calculation, even when archived).

Allow MRP to reschedule goods in transit

This allows goods in transit to be re-scheduled if you are scheduling supply according to demand and there is existing goods in transit. Otherwise, existing goods in transit can be moved out to fill a future requirement and the demand created by this action can be filled either by suggesting a new supply chain transfer and/or moving existing supply chain transfers in.

Apply current structures to past due job

This uses the date on which the MRP calculation is run (instead of the job start date) when checking structure off dates. If the suggested job start date is prior to the calculation date, then instead of checking that against the structure on/off dates, the calculation date is checked. This means that only structures that are current at the time of the calculation are used.

Quotations with probability greater than

Assign higher date priority



Start date assigns a higher priority to the start date of a job than the job priority held against the job, when using forward finite scheduling. **Job priority** assigns a higher priority to the job priority held against a job than the start date of a job, when using forward finite scheduling.

Assign higher priority

Suggested jobs assigns a higher priority to suggested jobs than quotations, when using forward finite scheduling. **Quotations** assigns a higher priority to quotations than suggested jobs, when using forward finite scheduling.

Finite schedule generated queue time

This indicates the maximum queue time allowed when calculating forward finite capacity, setting a limit on the insertion of operations into the capacity profile for each work center.

Warehouse option

This indicates the warehouses you want to include in the **Requirements Calculation**. Options include **All**, **Range**, **List** and **By warehouse**. The **By warehouse** option includes warehouses according to the **Include warehouse in requirements planning calculation** option defined against the warehouse itself.

Requisition users selection

By default, only requisitions created by the requisition users QOT and MRP are recognized as supplies by the **Requirements Calculation** program. **All** includes all requisition users in the MRP calculation. **Range** includes a range of requisition users in the MRP calculation. **By requisition user** includes requisitions from requisition users only if the **Include user in MRP calculation** option is enabled against the user code.

Requisition user option

Requisitions for requisition users QOT and MRP are also included/excluded according to the selection you make here. **By originator** includes requisitions originated by the requisition user. **By current holder** includes requisitions currently held by the requisition user, regardless of the user who created the requisition. This includes requisitions created by the current holder and which have not yet been routed.

Deplete forecasts

This depletes forecasts according to your selections.

Forecast depletion period type

This indicates the time frame into the future according to which you want to limit forecast depletion based on the ship date passed. Options include: **Days**, **Demand time fence**, **Planning time fence**, **Planning horizon** and **Use forecast calendar**.



Forecast period length in days

This indicates the number of days to which you want to limit forecast depletion if you chose **Days** at the **Forecast depletion period type** option.

Allow past due forecasts to be depleted

These options enable you to control forecast depletion into the past. **Yes** depletes past due forecasts from the earliest active forecast with a quantity available. **No** depletes past due forecasts from the ship date on the order. **Number of days prior to ship date** depletes past due forecasts up to a number of days prior to the ship date on the order. The depletion start date is moved back by the number of days specified.

Forecast days prior to ship

If you chose **Number of days prior to ship date** at the **Allow past due forecasts to be depleted** option, then this is the number of days prior to the ship date used to calculate the depletion start date. The depletion start date for the forecast is calculated by subtracting the number of days defined here from the ship date on the order (e.g. if you enter 15, then depletion starts 15 days earlier than the ship date for a sale or credit note and any forecast located within 15 days is depleted).

Deplete forecasts by customer

This depletes forecasts relating to the customer against the sales order followed by forecasts where the customer is spaces. Forecasts with a different customer are excluded from depletion.

Forecasts outside of depletion period

This only applies to stocked items. It works together with the **Use forecast calendar** choice against the **Forecast depletion period type** option and enables forecast depletion to take place beyond the current forecast calendar period end date. Otherwise depletion only takes place up to the end of the depletion date calculated (i.e. the current forecast calendar period end date is the end point of depletion).

Exclude forecast depletion for

This indicates the items for which you do not want to deplete forecasts. MPS items are always included in forecast depletion. You can only exclude MPS items by setting them to a gross requirements rule of **A** or **I** and then select to exclude them from depletion using the options below.

Gross requirements rule A

This excludes all MPS items with a gross requirements rule of **A - Sum of forecasts & sales orders** from forecast depletion. This only applies to stocked items. It does not apply to non-MPS items.



Gross requirements rule I

This excludes all MPS items with a gross requirements rule of **I - Forecasts only** from forecast depletion. This option only applies to stocked items. It does not apply to non-MPS items.

Non-MPS items

This excludes non-Master Production Schedule items from forecast depletion. This only applies to stocked items.

Non-stocked items

This excludes non-stocked items from forecast depletion. Depletion for non-stocked items only occurs when the item is invoiced, after the **Deplete forecasts** option is enabled and you are not excluding non-stocked items.



Work in Progress

Change operation times on existing jobs

This enables you to change the setup time, startup time, startup quantity, unit run time, teardown time and wait time during maintenance of internal operations.

Operation to end earlier than prior

This allows an operation to end earlier than the prior one when calculating the start or delivery date of a job. Otherwise an operation's end date is never calculated as being before the completion date of a prior one. Also, when working backwards and negative move time is applied to an operation that causes it to start later than the next one, the system takes the current operation and works backwards until its start date is earlier than the next one's start date.

Floor stock warehouse

This is the warehouse that will be used for floor stock items (floor stock and bulk issue). Floor stock items don't require requisitions and are issued automatically to a job upon confirmation. They are included in the costing process and are allowed to go negative, regardless of your warehouse settings. Bulk issue items are issued automatically as material allocations to a job without affecting the on hand quantity of the item. The item is included as a component in the costing process.

Multiple bins on hold during job receipt

Automatic places a bin on hold that is affected by the receipt of a job into stock, preventing issues from the bin until the hold is released. **Prompt operator** lets the operator decide whether a bin affected by the receipt of a job into stock must be placed on hold.

Job complete retain link to sales order

This allows you to view the job number when maintaining an order linked to a job after the job is set to complete. Otherwise, the details of a receipted job set to complete are not displayed in the **Sales Order Entry** program and you will need to use the **Sales Order Query** program to view these details (by selecting the **Show jobs that are complete or jobs linked to a completed detail line** preference. This applies to jobs for stocked and non-stocked items set to complete after this option is enabled.

Inventory demand review during receipts

This allows you to review all demand for stock when receipting a job (e.g. reserve, allocate or issue quantities to jobs and orders as required).

Automatically cleared variance



Percentage indicates that the maximum variance value that can be automatically cleared is a percentage of the total expected cost of the quantity to manufacture against the job. **Value** indicates that the maximum variance value that can be automatically cleared is the outstanding WIP value. This applies only if the **Job Receipts** program is used to process the receipt of a stocked item and the job is set to complete when the receipt is processed.

Automatically clear WIP variance smaller

This is the maximum allowable percentage or value that can automatically be cleared (99.99 if defined as a percentage and 99999999999.99 if defined as a value).

Auto apply variance for all cost methods

This applies the automatically cleared variance rules regardless of the Inventory costing method selected. Otherwise the automatically cleared variance rules apply only to warehouses using standard costing.

Labor service charge

Required always charges for labor costs incurred when processing a part billing. **Prompt operator** lets the operator to decide whether to charge for labor costs incurred at the time of processing a part billing.

Default labor service charge

This is the default labor service charge code to use when processing a part billing and is used if a labor service charge code has not been defined against the work center.

Print kit issue document online

This prints an on-line document for each kit issue processed for a job.

Allow kits with shortages to be issued

This enables you to perform kit issues, regardless of any shortages encountered (select this if you want to be able to substitute stock items when issuing kits in the **Job Issues** program. Otherwise, no kits are issued where shortages are encountered, forcing you to review material issues.

Allow substitution in kit issues

This enables you to substitute stock items when issuing kits in the **Job Issues** program. You must enable the **Allow kits with shortages to be issued** option.

Round material issues up to pan

For items where the manufacturing quantity basis is defined as pan size, this option rounds up to the pan size any materials issued as kits in the **Job Issues** program.



Prompt when issuing unallocated material

This ensures that the system prompts you for an operation number when you try to issue materials not defined as allocations for the job. If no operations exist for the job, then any issue of materials is added automatically as required for operation 1 (i.e. the start date of the job).

Sequence checking required by default

This enables the **Sequence checking on operations required** option by default when capturing job details.

Jobs confirmed by default

This enables the **Job confirmed** option by default when capturing job details. You can override this in the [RMA Issues and Receipts](#) program.

Overtime percentage to finite calc

This enables the **Include overtime % in date calculation** option by default when adding or maintaining jobs with a date calculation method of **Finite scheduled delivery date**.

Maximum generated queue time (days)

This is the maximum queue time allowed when calculating the forward finite capacity. It sets a finite limit on the insertion of operations into the capacity profile for each work center.

Quantity capture for co-product jobs

Notional allows you to enter the quantity to manufacture against the notional part when creating a job. The quantities of the co-products to manufacture are then calculated according to the quantity entered for the notional part. **Co-product** allows you to enter the quantity to manufacture against each co-product attached to the notional part when creating a job for a notional part. The notional part's quantity to make is then calculated according to the quantities entered for each co-product.

Capture job amendment journals

This creates amendment journals when live jobs are created, confirmed, maintained, deleted, or placed on hold as well as when job labor and material allocations are added, changed or deleted. No amendment journals are created for MRP snapshot jobs. The journals can be viewed in the [Browse on Job Amendment Journals](#) program and listed on the [WIP Job Amendment Journals Report](#).

Validate machine code

This validates the machine code during processing in the [Labor Posting](#) program.



Validate employee number

This validates the employee number during processing in the **Labor Posting** program.

Non-productive time to update job

This posts non-productive time against jobs when you select to update the job in the **Labor Posting** program. Otherwise only the productive time is updated against the job. If you don't update the job in the **Labor Posting** program, then posting is not made to a specific job. Only the BOM Work Center table is updated and the Labor journal is generated.

Last period end date

Indicate the last period end date for the Work in Progress labor analysis system. This field is updated when you run the **Labor period end** function of the **WIP Period End** program.

Last month end date

Indicate the last month end date for the Work in Progress labor analysis system. This field is updated when you run the **Labor period end** function of the **WIP Period End** program.

Last year end date

Indicate the last year end date for the Work in Progress labor analysis system. This field is updated when you run the **Labor period end** function of the **WIP Period End** program.

Reserve lots for parent

Choose whether you want to reserve lots for parent parts and co-products when confirming a job. If **No**, then lots are captured only when the job is receipted into stock. If **Yes**, then the **WIP Reserve Lots & Serials Maintenance** program is loaded for each traceable parent part and co-product when the job is confirmed. If **Prompt operator** then the operator is prompted once only to reserve lots for parent parts and co-products upon job confirmation.

Reserve serials for parent

This lets you choose whether you want to reserve serials for parent parts and co-products when confirming a job. If **No**, then serial numbers are captured only when the job is receipted into stock. If **Yes**, then serial numbers are reserved for serialized parent parts and co-products. The **WIP Reserve Lots & Serials Maintenance** program is loaded for each serialized parent part and co-product when the job is confirmed. If **Prompt operator**, then the operator is prompted once only to reserve serials for parent parts and co-products upon job confirmation.

Reserve lots for allocations

Choose whether you want to reserve lots for material allocations when confirming a job. If



No, then lots are captured only when the materials are issued to the job. If **Yes**, then the **WIP Reserve Lots & Serials Maintenance** program is loaded for each lot traceable component when the job is confirmed. If **Prompt operator**, then the operator is prompted once only to reserve lots for material allocations upon job confirmation.

Reserve serials for allocations

This lets you choose whether you want to reserve serials for material allocations when confirming a job. If **No**, then serial numbers are captured only when the materials are issued to the job. If **Yes** then the **WIP Reserve Lots & Serials Maintenance** program is loaded for each serialized component when the job is confirmed. If **Prompt operator**, then the operator is prompted once only to reserve serials for material allocations upon job confirmation.

Substitutions of lots/serials for parent

This allows a job to be receipted into stock using different lots/serials to the ones that were reserved for the parent at the time the job was confirmed.

Component substitution of lots/serials

This allows components to be issued to a job using different lots/serials to the ones that were reserved for the material allocations at the time the job was confirmed.

Check posting threshold against

This enables you to indicate which anticipated cost to use when calculating the threshold cost for a head/section. The posting threshold percentage and anticipated values are defined against each head/section using the **P&C Maintenance of Job Hierarchies** program. When adding or issuing allocations to a head/section, a warning is displayed if the threshold is exceeded.

Expand hierarchy treeview

This automatically expands the entire treeview of hierarchies before you can start posting or maintaining entries using a number of programs. Otherwise, the hierarchy maintenance and posting programs only display a single level of the treeview at a time (i.e. each level of the treeview is only loaded when you select the plus sign in the treeview). This means that large hierarchies are displayed more quickly.

Show treeviews as listviews

This defaults to displaying hierarchies in a listview rather than a treeview in a number of programs.

Print online delivery note with release

This enables you to generate a delivery note online when using the **Part Billings** program



to part-bill a non-stocked hierarchical job linked to an hierarchical sales order. The delivery note is created for the ship quantity when you release a quantity from back order in part billings (i.e. the current ship quantity on the sales order). This only applies to hierarchical sales orders linked to hierarchical jobs.

Operation number increment

This is the number by which each operation must be incremented when adding operations in the Work in Progress module (this does not apply when adding operations in the Bill of Materials module). It determines the operation numbers assigned to operations.

First operation number

This is the operation number you want to assign to the first operation added to a job.

Operation renumbering

This lets you define whether existing operations can be renumbered when the [WIP Browse on Labor Allocations](#) program is used to add operations to a job. You can prevent this if the operation has started, or a job has been added, confirmed or started. An operation is seen as started if the actual queue date or start date is set to non-zero. A job is seen as started if a value for materials exists or labor hours have been posted to the job. A job is added once created, regardless of whether it is confirmed.



Contact Management Activities

Follow up flag captions

Define your own descriptions for the selections of colors at the **Follow up flag** field of the **Contact Activity Posting** program (e.g. Red represents Urgent). The default selections are replaced by the selections you enter here.

Activity change preferences

This applies to activities against which attendees are defined (Post Activity). When you post an activity with attendees, the system automatically creates activities for the contacts listed as attendees. These activities include any attachments included by the originator of the activity. Any attendee who has the security access to maintain activities can change the activity for all other attendees.

Location

This limits the location defined against any activity to the locations currently defined in the drop down list of locations.

Regarding

This limits the **Regarding** text defined against any activity to the list of regarding texts currently defined.

Result

This limits the **Result** defined against any activity to the list of results currently defined.

User field 1

This limits the **'User field 1'** defined against an activity to the list of user defined texts defined for these fields.

User field 2

This limits the **User field 2** defined against an activity to the list of user defined texts defined for these fields.

User field 3

This limits the **User field 3** defined against an activity to the list of user defined texts defined for these fields.

Attachment settings

This configures an alternate location for storing activity attachments from the SYSPRO



Contact Management system. By default, activity attachments are stored in a sub folder of the SYSPRO `work` folder.

Folder to use

Standard attachment folder uses the standard folder as the location for attachments (`\work\crm.?\activity\attach` where ? refers to the company id). **User-defined attachment folder** defines a specific folder as the location for attachments.

Attachment folder path

This is the folder you want to use for attachments. It can exist anywhere on your server, or on any drive that has been mapped to the server.

User-defined fields

This indicates the description for the three user defined fields for Activities. They default to User field 1, User field 2 and User field 3, but can be changed here.



Contact Management Contacts

Property

Optionally enter your own description for the **Contact property** field.

Class

Optionally enter your own description for the **Contact classification** field.

Type

Optionally enter your own description for the **Contact type** field.

Category

Optionally enter your own description for the **Contact category** field.

Property captions

This enables you to define your own descriptions for the selections of colors at the **Contact property** field that is used to classify a Contact (e.g. you could specify that Blue represents your employees). The default selections for the **Contact property** field in the **Classification** pane of the **Contacts** program are replaced by the selections you enter here.

Copy contact details

This indicates the fields for which the **Contact Copy Details to Multi Contacts** program must be displayed whenever information against these fields is changed for a contact.



Contact Management Defaults

Defaults

The entries made here are used as the defaults when you use the **Contacts** program to create a new contact.

Multimedia image category

This is the default multimedia object category in which you will save the image you want to display against each contact.

Weather URL

This is the default Internet website address you want to use for viewing weather information for your contacts. This defaults to `http://www.weather.com`, but can be changed.

Map URL

This is the default Internet website address you want to use for viewing map information for your contacts. This defaults to `http://maps.google.com/maps`, but can be changed.

Include meetings and appointments

This includes the appointments and meetings added in the Contact Management System onto your SYSPRO calendar. You can indicate the types of meetings and appointments to include in your calendar which enables you to optimally configure the number of items displayed in your calendar.

Purge options

These options enable you to indicate the criteria for purging contacts and activities when using the **Contact Management Purge** program. If you don't select to purge either contacts or activities or both, then you cannot access the **Contact Management Purge** program.

Allow contact purge

This deletes contacts when running a purge. Don't enable this if you want to retain contact details indefinitely.

Delete contacts where no activity for

This indicates the number of years for which you want to retain details of contacts against whom no activity was recorded. A contact is deleted when you purge contacts and no activities were recorded against the contact for the number of years specified here or the



contact was added before the number of years specified here.

Allow activity purge

This deletes cleared activities and their associated attachments. Don't enable this if you want to retain details of Activities indefinitely.

Delete activities older than

This indicates the number of years for which you want to retain activities. An activity is deleted if it has been cleared (i.e. it is no longer active) and it is older than the number of years specified here.

Allow runtime selection

This enables you to define the **Delete contacts where no activity for** and **Delete activities older than** options at the time of running the **Contact Management Purge** program.



Tax Options

Company Tax Options

Tax system

This determines the tax applied to stocked order lines. **Basic tax system** uses the item's tax code. **Tax by geographic area** uses the tax code of the customer's area. **USA tax by advanced geocodes** uses the tax code of the customer's area (split into state, county and city rates - the total of which is used to calculate tax). **USA AVP sales tax system** uses the tax code against the postal/zip code (split into state, county and city - the total of which is used to calculate the sales tax).

Company for tax codes file

This is the company's tax code file you intend using for the USA Tax by advanced geocodes or USA AVP sales tax system options.

Canadian GST required

This levies tax according to GST (federal level) and PST (provincial level). Most provinces charge PST besides GST, but some charge PST on GST. If you are also using **Tax by geographic area**, then a stock item with a blank tax code is interpreted as being exempt from tax and the tax code assigned to the geographic area when calculating tax for that item on an order is disregarded. Enabling this after defining your product classes requires you to create the **_GST** product class manually.

Australian GST required

This levies tax on the supply of goods and services in Australia and on goods and services imported into Australia. It is essentially a value added tax (VAT) system where tax is paid at each step along the chain of transactions involving goods or services, until the end-user is reached. This is enabled when your nationality code is set to **AUS**.

USA third party tax system required

This calculates tax using a third party system. Details captured are passed as XML to the query business object supplied by the designer of the third party tax system. This option only applies if you selected the **USA tax by advanced geocodes** or **USA AVP sales tax system** options.

Sales tax integration to general ledger

Branch level integrates sales tax to General Ledger according to the branch code of the sale. The sales tax ledger account held against the AR branch is used for tax distribution. **Tax code level** integrates sales tax to General Ledger according to the ledger account held against each tax code. This does not apply to Canadian GST because GST is always



integrated at branch level.

Sales tax calculation

Invoice level calculates tax at the end of an invoice for each tax rate used in the invoice calculation. The taxable amount for each invoice line is accumulated and the tax is calculated for the total invoice amount to give the invoice level tax value. **Line level** calculates tax for each line on an invoice before it is accumulated into a total invoice tax value. You must select this option if your nationality code is USA and you want sales order programs to calculate tax based on tax limits.

GST calculation

Invoice level calculates GST at the end of an invoice for each tax rate used in the invoice calculation. **Line level** calculates GST for each line on an invoice before it is accumulated into a total invoice tax value.

Use GL periods for tax returns

This uses the period end dates defined for your General Ledger as the tax return periods for generating the Tax Return report (you will need to run the [Tax Return Setup](#) program). Otherwise you need to use the [Tax Return Period Maintenance](#) program to define the tax return period dates for the Tax Return report.

Use descriptive tax codes

This enables you to define tax codes of up to 20 characters long to comply with legislation where tax codes longer than three characters are required. This option only applies when running SYSPRO in a SQL environment.

Allow when inclusive tax exists

This allows you to reduce the taxable portion of lines by the settlement discount percentage for tax codes which are defined as inclusive (i.e. reduces the tax base by the terms discount prior to the tax being calculated). This option allows you to assume the discount is being taken prior to calculating tax. If any tax code is defined as inclusive, then you must select this option before you can reduce the taxable portion of merchandise, freight and miscellaneous charge lines.

Merchandise lines

This reduces the taxable portion of merchandise lines according to the settlement discount percentage, before tax is calculated.

Freight lines

This reduces the taxable portion of freight lines according to the settlement discount percentage, before tax is calculated.



Miscellaneous lines

This reduces the taxable portion of miscellaneous lines according to the settlement discount percentage, before tax is calculated.

Default sales tax codes

This applies if you are using the **Basic tax system** or **Tax by geographic area**. If using **Tax by geographic area** and a tax code exists for the geographic area, then that code is used (i.e. the codes defined here are only used if no corresponding tax code is held against the geographic area). If you are using the **USA tax by advanced geo codes** or **USA AVP sales tax system**, then an entry in any of the **Default sales tax code** fields indicates that the default state of the corresponding line is taxable.

Miscellaneous charges

Assign a default tax code for miscellaneous charges or leave blank to default to non-taxable.

Freight charges

Assign a default tax code for freight charges or leave blank to default to non-taxable.

Non-stocked items

Assign a default tax code for non-stocked items or leave blank to default to non-taxable.

Credit notes

Assign a default tax code for credit notes or leave blank to default to non-taxable.

Rounding options

These options apply only to Sales (including Point of Sales) Quotations and Return Merchandise.

Tax/invoice round required

This rounds your tax and invoice values to the nearest monetary unit of your currency. Rounding occurs on the total tax amount and total invoice amount (i.e. values at line level are ignored). The rounding values are output to **_RND** (for the document value) and **_TAX** (for tax value).

Round tax value

This applies rounding to the total tax amount which is applied to the net invoice value. Tax rounding is typically only necessary if required by legislation in your country.

Round invoice value



This applies rounding to the total invoice amount. You would typically use this if rounding is required because of the non-existence of small denomination coins (e.g. if the smallest denomination in your currency is 5, rather than 1 or 2). If you select to round both the tax value and the invoice value, then rounding is first applied to the tax value.

Include foreign invoices

This applies tax and/or invoice rounding to invoices for foreign currency customers.

Round values

Up rounds tax and/or invoice values up to your nearest currency unit (e.g. if rounding to the nearest 5 cents and the invoice value is 101.84, then the invoice value is rounded up to 101.85). **Down** rounds tax and/or invoice values down to your nearest currency unit (e.g. if rounding to the nearest 5 cents and the invoice value is 101.84, then the invoice value is rounded down to 101.80). **Off** rounds tax and/or invoice values to the nearest required value where 0-4 is down and 5-9 is up.

Invoices to round

All applies tax rounding to all invoices produced from Sales Orders or Dispatch Notes. **Payments** applies tax rounding only to invoices processed using the **SO Counter Sales** program. **Cash payments** applies tax rounding only to invoices processed using the **SO Counter Sales** program, where the Payment type for AR is set to **Cash** for the Payment code used.

Round to nearest

Enter the monetary or local unit of currency to which you want to round tax and invoice values. For example, if your smallest monetary unit of currency is 5 cents, then you would probably enter 5 in this field. If you are using the Point of Sale system, you may need to give change to customers. You can therefore not round invoices to a monetary unit that is less than the smallest coin available (e.g. you would not round to 1 or 2 cents if the smallest available coin is 5 cents).



Intrastat

Default nature of transaction codes

This is the type of transaction declared on the Supplementary Declaration (e.g. sales, acquisitions, goods sent for processing or free of charge goods). The Default nature of transaction codes options are disabled if you have not enabled the **EC VAT system required** setup option.

Invoices

This is the default dispatch code (goods going to other EC Member States) for invoices.

Credit notes

This is the default dispatch code (goods going to other EC Member States) for credit notes.

Arrivals

This is the default code for arrivals (acquisitions).

Default delivery terms

This is the default three-character alphanumeric Incoterms code, denoting the terms of delivery. The Incoterms code indicates the portion of costs and risks agreed to by the parties in a contract of purchase or sale. For example, the Delivery term **CIP** (Carriage and Insurance Paid) indicates that the seller pays the cost of carriage and insurance necessary to bring the goods to a named destination (i.e. Shipping location).

Invoices

This is the default Incoterms code for dispatches (goods going to other EC Member States) for invoices.

Credit notes

This is the default Incoterms code for dispatches (goods going to other EC Member States) for credit notes.

Arrivals

This is the default Incoterms code for arrivals (acquisitions).

Capture non EC members delivery terms

This allows the entry of Delivery Terms and Shipping Locations into sales order/purchase order documents for customers/suppliers who are non-EC members. This option is not dependent on the **EC VAT system required** setting.



USA 3rd Party

Apply USA 3rd party tax in Sales Orders

This uses a third party tax system for all calculations relating to order and line totals in **Sales Order Entry** and **Point of Sale Entry**. If the Business object is not found, then the SYSPRO tax calculation is used.

Interface type

This is the name of the third party tax system.

Business object

This is the 6-character name of your query business object called to interface to the selected third party routine. This business object must take XML from SYSPRO, call the third party process and pass the results back to SYSPRO as XML. `SORQT3.XML` (located in the `Base\Schemas` folder) is provided as a sample XML instance to demonstrate the use of the **Extended Tax Calculation Query** Business Object provided. `SORQT3OUT.XML` is provided as a sample XML instance returned by the **Extended Tax Calculation Query** Business Object.

Tax setup

This is the 6-character name of the NetExpress program called to maintain information specific to the third party routine used. The program must reside in SYSPRO's `Programs` folder and is only used to define additional options (i.e. specific customer parameters required which do not form part of the core SYSPRO) which may be required by the third party tax system. These parameters are defined using the **Third Party Setup** function.

Default ship from information

This is the default **ship from** fields required for non-stocked and miscellaneous lines.

Identification level

This is the level of identification required by the tax process.

Update tax for this company

This determines whether this is a test company or a company that requires updates. If enabled, a flag is passed to the business object at the appropriate time to update the tax information in the third party system. Otherwise, the flag passed is always **N**.



Accounts Payable

Tax distribution method

This indicates how you want to distribute the taxable portion of a transaction processed in the **AP Invoice Posting** and **AP Permanent Entries Posting** programs. **Detail** creates tax entries for each transaction processed, enabling you to print a detailed Tax Distribution Report. **Summary** creates tax entries summarized for each journal, enabling you to generate a summary Tax Distribution Report. **Not required** indicates you don't want to print a Tax Distribution Report.

Second tier tax required

This indicates that you want to use a two-tier tax system in conjunction with other tax systems available. It is applicable only to transactions posted within Accounts Payable against local suppliers and is calculated on the compounded amount (i.e. on the total amount after the initial tax, discounts, surcharges etc., have been calculated). This option is not available if you indicated that the Tax distribution method is not required.

Description

This is the description that must be used as the default for all fields relating to second tier tax.

Calculated on tax

This calculates QST on the selling price inclusive of tax (i.e. selling price + tax). Otherwise, QST is calculated on the selling price only (i.e. selling price exclusive of tax). This option has no effect on the calculation of tax on settlement discount. QST on settlement discount is always calculated on tax, regardless of your selection at this option.

Required for foreign currency suppliers

This calculates QST against foreign currency suppliers if you have enabled the **Foreign currency suppliers tax entry** option.

Disburse tax amount over

Multiple GL tax accounts distributes the total tax amount entered during **AP Invoice Posting** and **AP Permanent Entries Posting** to the AP tax ledger code defined against each of the tax codes that you intend using. You should not select this option if you selected to use the Withholding Tax system. **Single GL tax account** distributes the total tax amount entered to the Accounts Payable Input tax account.

Default tax code

This is the default tax code that must be used for tax distribution in the **AP Invoice Posting**



and **AP Permanent Entries Posting** programs. If the EC VAT system is enabled and you select the **Supplier default tax code required** option, then the supplier's tax code is used instead of this default code.

Default QST code

This is the default tax code that must be used for second tier tax distribution in the **AP Invoice Posting** and **AP Permanent Entries Posting** programs.

Foreign currency suppliers tax entry

This enables the **Tax code** and **Tax amount** fields when processing transactions for foreign currency suppliers in the **AP Invoice Posting** and **AP Initial Invoice Capture** programs.

Supplier default tax code required

This uses the tax code defined against the supplier when processing Accounts Payable invoices using the **AP Invoice Posting** and **Browse on AP Permanent Entries** programs. Otherwise the default code defined for invoice posting is used. The option is only available if the **EC VAT system required** option is enabled.

Request tax amount

This requests the taxable portion of a non-zero discount amount when processing a payment using the **AP Release Invoices to Pay by Review**, **AP Manual Check Entry**, **AP Void Checks** or **Payment Cycle Maintenance** programs. The default value displayed in these programs is determined by the rate assigned to the entry made at the **Default tax code** field. In addition, you need to define the Settlement discount (tax) ledger code. You cannot select this option if the Withholding tax system is in use.

Calculate tax using historical tax rates

This uses the invoice date of the transaction being paid to determine the tax rate to use for settlement discount. When this option is disabled, the current tax rate against the **Default tax code** or **Default QST code** is used to calculate the tax/QST on settlement discount. This option only applies when the **Request tax amount** option is enabled.

Default tax code

This tax code is used to calculate the tax on settlement discount when processing a payment. The rate to use is determined by the **Calculate tax using historical rates** option - if enabled, the invoice date is used to ascertain the tax rate at that date; if disabled, the current tax rate against the tax code is used. A valid default tax code must be entered if you want the value of tax on settlement discount to be printed on the Tax Return report.

Request QST amount



This requests the second tier tax portion of a non-zero discount amount when processing a payment. The default tax value displayed in the payment programs is determined by the rate assigned to the entry made at the **Default QST code** field. In addition, you need to define the Settlement discount (QST) ledger code.

Default QST code

This is used to calculate the QST on settlement discount when processing a payment. The rate to use is determined by the **Calculate tax using historical rates** option - if enabled, the invoice date is used to ascertain the QST rate at that date; if disabled, the current tax rate against the QST code is used.



Accounts Receivable

Default sales tax code

This is the default tax code to which the tax amount must be posted in the **AR Invoice Posting** program when no tax integration is selected (i.e. when sales tax integration to General Ledger is not set to **Branch level** or **Tax code level**. If no tax code is entered, then tax code A is used, even if it has not been defined.

Default sales GST code

This is the default GST tax code to which the tax amount must be posted in the **AR Invoice Posting** program when using the **Basic tax system**. If left blank then the tax status of the transaction in the **AR Invoice Posting** program is set to Exempt. This option is available only if your nationality code is **CAN** and Canadian GST is required.

Request tax portion for invoice

This automatically calculates the taxable portion on adjustments and discount entries processed using the **AR Payments and Adjustments** program. You cannot select this option if the Withholding Tax system is enabled.

Default tax code

The tax rate assigned to this tax code is used to calculate the taxable portion of an adjustment or discount amount entered within the **AR Payments and Adjustments** program.

Disburse tax portion to GL code

This disburses the taxable portion of an adjustment to the sales tax ledger code defined against the tax code during processing in the **AR Payments and Adjustments** program. If you don't select this option (or the sales tax ledger code assigned to the tax code is blank) then the taxable portion is disbursed to the Adjustment value (tax) GL control account. This option only applies if your sales tax integration to General Ledger is set to **Tax code level**.



Cash Book

Tax distribution method

This indicates how you want to distribute the taxable portion of a transaction processed in the **Cash Book Deposits & Withdrawals** and **CB Permanent Entries Posting** programs. **Detail** creates entries for each transaction, enabling you to print a Tax Report for each transaction within a journal individually, as well as a breakdown at transaction level. **Summary** creates entries for each journal, enabling you to print a Tax Report listing totals for each journal together with a breakdown at journal level.

Tax distribution required for

This indicates the type of transactions (deposit, withdrawal or both) for which you want to distribute a taxable portion during processing in the **Cash Book Deposits & Withdrawals** and **CB Permanent Entries Posting** programs.

Calculated and entered tax amounts

This either displays a warning or an error message when posting a Cash Book transaction exclusive of tax and there is a difference between the calculated tax and entered tax.

Deposits

This is the default tax code for deposit transactions processed in the **Cash Book Deposits & Withdrawals** and **CB Permanent Entries Posting** programs.

Withdrawals

This is the default tax code for withdrawal transactions processed in the **Cash Book Deposits & Withdrawals** and **CB Permanent Entries Posting** programs.



Purchase Orders

Default tax status

This sets the company's default tax status to taxable or non-taxable. If non-taxable, you will be unable to enter tax information for non-stocked lines in the **Purchase Order Entry** and **Requisition Entry Maintenance** programs.



Sales Orders

Allow changes for stocked items

This overrides the tax code assigned to stock items during processing in the [Sales Order Entry](#) program.

Use tax code for credit notes

This uses the tax code held against an item when processing credit notes for stocked lines and the tax code held against the service charge when processing service charge lines (instead of the default tax code for credit notes). If no tax code is held against the stock item or the service charge, then the program defaults to using the default tax code for credit notes. Credit notes processed for non-stocked, miscellaneous and freight charge lines will use the default tax code for credit notes.

Reduce SO value when tax is inclusive

This reduces extended sales order line values by the tax amount, if the tax code is inclusive. You won't be able to access this option if the **USA tax by advanced geocodes** or the **USA AVP sales tax system** is enabled. The order values are reduced by the tax amount for the following reports: [Dispatch Note Report](#), [Order and Booking](#), [Backlog by Stock code](#), [Sales Order Backlog by Customer](#) and [Import Back Order Releases](#) and the [Order Intake Query](#) query.

Tax registration number mandatory

This indicates whether you want the system to perform checks on a customer's company tax registration number. Certain tax authorities require the customer's company tax registration number to be printed on an invoice. You can assign this number when setting up a customer or when maintaining the order header.

Request registration number upon

Invoicing requires the customer's company tax registration number to be captured before an invoice can be produced for the customer. **Order entry** requires the customer's company tax registration number to be captured before an order can be added using the [Sales Order Entry](#) program or before processing a point of sale entry using the [Point of Sale Entry](#) program.

GST codes

Default freight

Default miscellaneous, non-stocked



Trade Promotions

Tax code

This is the default tax code for taxable promotional transactions posted directly to a sales order as miscellaneous charge lines. The **Descriptive tax code** must be used if defined. If you are using tax by geographic area and against the area you select to use the tax code from the stock item, then the tax code entered here is used for trade promotions. If no tax code is defined here, then no tax is applied to trade promotions, regardless of the tax options defined against the geographic area.

Use merchandise line tax code

This uses the same tax code applied to the merchandise line for its promotional miscellaneous charge line. This does not apply to a Global off invoice line. A Global off invoice line cannot be based on a merchandise line as it is derived from any number of merchandise lines that may have different stock codes. The system therefore uses the default tax/GST code. If blank, no tax is calculated.

GST code

This is the default GST tax code for taxable promotional transactions posted directly to a sales order as miscellaneous charge lines. The **Descriptive tax code** must be used, if defined. If you are using tax by geographic area and against the area you select to use the tax code from the stock item, then the tax code entered here is used for trade promotions. If no tax code is defined here, then no tax is applied to trade promotions, regardless of the tax options defined against the area.

Use merchandise line GST code

This uses the same tax code applied to the merchandise line for its promotional miscellaneous charge line. This does not apply to a Global off-invoice line (which cannot be based on a merchandise line as it is derived from any number of merchandise lines that may have different stock codes). The system therefore uses the default tax/GST code. If blank, no tax is calculated.

Tax included in deductions and accruals

This includes tax/GST in accrual promotions. You will need to enter a valid tax code and define the point at which accrual tax must be applied.

Tax code

This is the default tax code for deductions and accrual promotions. The **Descriptive tax code** must be used, if defined. When processing an accrual promotion, the sales invoicing process calculates the tax portion of the transaction based on this code, and adds it to the



promotion accrual amount. When you use the **AR Payments and Adjustments** program to process a deduction, the tax portion of the deduction is automatically calculated and posted according to the rate defined against this tax code.

GST code

This is the default GST tax code to use for deductions and accrual promotions. The **Descriptive tax code** must be used, if defined. When you process an accrual promotion, the sales invoicing process calculates the tax portion of the transaction based on the default GST tax code entered here and adds it to the promotion accrual amount. When you use the **AR Payments and Adjustments** program to process a deduction, the tax portion of the deduction is automatically calculated and posted according to the rate defined against this GST tax code.

Add accrual tax at time of

Accrual adds tax on accrual promotions at the time of creating the invoice that creates the accrual. **Review** calculates tax during the promotion review when posting an AP invoice, AR credit or detail credit.

Tax at promotion level

This calculates tax against the promotion using the tax code defined against the promotion in **Promotion Code**. This option is enabled if you selected to add accrual tax at the time of review. It enables you to update existing promotion transactions and current promotion codes with the default deductions and accrual tax and GST codes.



History Options

Accounts Payable

Number of months to retain

These fields enable you to define the length of time you want to retain Accounts Payable information. The minimum number of months you can retain this information is one month (i.e. you cannot delete any information until after at least one month end).

Zero balance invoices

This is the number of months for which you want to retain invoices with a zero balance. **99** retains this information indefinitely. Enter at least 3 if you are using multi-period accounting.

Expense journals

This is the number of months for which you want to retain expense journals. **99** retains this information indefinitely.

Payment cycle details

This is the number of months for which you want to retain details for payment cycles created using the **Payment Cycle Maintenance** program. The minimum retention period is six months. **99** retains this information indefinitely.

Tax distribution details

This is the number of months for which you want to retain tax distribution details for Accounts Payable transactions. This option is only displayed if you have enabled the EC VAT system (**Setup Options**). **99** retains this information indefinitely.

Number of GL periods to retain

These options no longer apply in SYSPRO 7.0. In SYSPRO 6.1 the journal and distribution entries tables/files were combined and the distribution entries tables/files were removed. Therefore, the number of months you select to retain journals also determines the number of months for which the distribution entries prior to SYSPRO 6.1 are retained.

Expenses distribution entries

This is the number of months for which you want to retain expense distribution entries.

Disbursement distribution entries

This is the number of General Ledger periods for which you want to keep your disbursement distribution entries created when you process payments for your suppliers



(if Accounts Payable is integrated to General Ledger in summary or detail). **99** retains this information indefinitely. **0** (or if not integrated in summary or detail) deletes all disbursement distribution entries that have been printed when next you select to purge records.



Accounts Receivable

Retain payments details

This retains a detail record of each payment received from the customer. This information is stored for the number of months you are retaining payment history. These details can be printed on customer statements. You must select this option to be able to calculate the average number of days it takes a customer to pay invoices in full.

Purge customer sales movements by

Date purges customer sales movements at month end according to a specific number of days. **Number** purges customer sales movements at month end according to a specific number of records held against each customer.

Pay calculation: average number of days

This determines the cut-off point for including paid invoices (i.e. zero balance invoices) in the average number of days to pay calculation. This is calculated for each customer as the total number of days taken to pay invoices divided by the total number of zero balance invoices. If you change this entry, then you must run the **Balance** function of the **AR Period End** program to recalculate the average number of days to pay against all customers.

Customer sales movements

If purging customer sales movements by date, then this refers to the maximum number of days that movement records will be retained. If purging by number, then this is the maximum number of movement records that will be retained. **99999** retains this information indefinitely. **0** removes all movement records for all customers at month end.

Zero balance invoices

This is the number of months for which you want to retain zero balance invoices. The minimum is one month. This option does not apply to consolidated invoices. Zero balance consolidated invoices are deleted by the month end routine of the **AR Period End** program when their balance is zero for the current and previous two periods.

Cash journals

This is the number of months for which you want to retain cash journals. The minimum is one month. This determines the number of months for which you can reprint the **AR Cash Journal** and **AR Payments Distribution** reports.

Payment history

This is the number of months for which you want to retain payment history. The minimum



number is one month. Payment history is retained only if you are retaining payment details.

Sales transaction summary records

This is the number of months for which you want to retain sales transaction summary records. The minimum is one month. This determines the number of months for which you can reprint the [AR Sales Distribution](#) and [AR Invoice Register](#) reports.

Sales transaction detail records

This is the number of months for which you want to retain sales transaction detail records. The minimum is one month. This determines the number of months for which you can reprint the [AR Sales Distribution](#) and [AR Invoice Register](#) reports.

Discount credit notes

This is the number of months for which you want to retain discount credit note detail records. The minimum is one month.

Discount debit notes

This is the number of months for which you want to retain discount debit note detail records. The minimum is one month.

AR payment run detail

This is the number of months for which you want to retain details for the payment runs created using the [AR Payment Run](#) program. This includes cancelled and closed collector runs associated with the payment run.

Number of GL periods to retain

These options no longer apply in SYSPRO 6.1. In SYSPRO 6.1 the journal and distribution entries tables/files were combined and the distribution entries tables/files were removed. Therefore, the number of months you select to retain the cash journals and sales transaction records also determines the number of months for which the distribution entries prior to SYSPRO 6.1 are retained.



Assets

Retain asset details (periods)

These options enable you define the number of periods for which you want to keep asset information. The minimum is 24 periods.

Distribution entries

This is the number of periods for which you want to retain your Assets Register GL distribution entries. When these records have been held on file longer than the number of periods specified here, they are deleted when you run the **Purge** function of the **Asset Period End** program. The number of periods specified here also determines the number of periods for which you can reprint ledger distribution entries using the **Asset Distribution** program. **99** retains this information indefinitely.

Disposed assets

This is the number of periods for which you want to retain entries for assets that have been disposed of using the 'Asset Disposal' program. When records have been held on file longer than the number of periods specified here, they are deleted when you run the **Purge** function of the **Asset Period End** program. It also determines the number of periods for which you can view asset information on disposed assets using the **Asset Query** and **Asset List of Disposals** programs. **99** retains this information indefinitely.

Transactions

This is the number of periods for which you want to retain Assets Register transactions processed using the **Asset Transactions** program. When entry records have been held on file longer than the number of periods specified here, they are deleted when running the **Purge** function of the **Asset Period End** program. **99** retains this information indefinitely.

Capex items

This is the number of periods for which you want to retain a record of capex items that are in a status of **Closed**. **99** retains this information indefinitely. Items are deleted when next you purge records using the **Asset Period End** program providing the current Assets period and all capex lines for the item are in a status of **Closed**.

Capex required lines

This is the number of periods for which you want to retain a record of capex requisitions lines in a status of **Closed**. This cannot exceed the number of periods for which you want to retain capex items. **99** retains this information indefinitely. Lines are deleted when next you purge records using the **Asset Period End** program providing the capex line is not linked to a requisition, purchase order or job that has not yet been purged; and there is no



asset in suspense for the capex line.

Book value

This is the number of periods for which you want to retain book value asset entries. The minimum is 24 periods.

Tax valuation

This is the number of periods for which you want to retain taxation valuation asset entries. **00** indicates that no entries must be retained. If the **Basis for depreciation for Tax value** is set to **Period** or **Year**, then you must retain tax valuation entries for at least 24 periods.

Alternate valuation 1-10

This is the number of periods for which you want to retain alternate value asset register entries. **00** indicates that no entries must be retained. If the **Basis for depreciation for an Alternate value** is set to **Period** or **Year**, then you must retain tax valuation entries for at least 24 periods for that alternate valuation.

Retain history (years)

This is the number of years that you want to retain Assets history (i.e. the summary records of the transactions processed against your assets). Records are deleted by the **Purge** function of the **Asset Period End** program when the cut-off time is reached. The number of years specified here also determines the number of years for which you can view asset history using the **Asset Query** program. **99** retains this information indefinitely. **00** indicates that no history must be retained.



Cash Book

Number of months to retain

These fields enable you to define the length of time you want to retain Cash Book information. The minimum number of months you can retain this information is one month (i.e. you cannot delete any information until after at least one month end).

Cash book journals

This is the number of months for which you want to retain your Cash Book journals. This determines the number of months for which you can reprint the **Cash Book Journal** and the **Cash Book Distribution Report** report. **99** retains this information indefinitely. These journals are deleted when next you use the **Purge** function of the **Cash Book Period End** program.

Reconciled transactions

This is the number of months for which you want to retain reconciled transactions. **99** retains this information indefinitely. These transactions are deleted when next you run the **Purge** function of the **Cash Book Period End** program. You should retain reconciled transactions for a minimum of three months so that they can be unreconciled in Previous period 1 or 2, if required.



Electronic Funds Transfer

Number of months to retain

These options enable you to indicate the number of months for which you want to keep EFT data on file. **99** retains information forever (i.e. it is not deleted when the **EFT Purge** program is run).

Extracted EFT batches

This is the number of months for which you want to retain extracted EFT batches. These batches are created by the **EFT Payments Extract** program.

Audit of extracted EFT batches

This is the number of months for which you want to retain audit of extracted EFT batches. These batches are created by the **EFT Payments Extract** program.

Audit of voided EFT entries

This is the number of months for which you want to retain audit of voided EFT entries records. These entries are created by the **EFT Payments Extract** and **AP Void Checks** programs.

EFT cash book beneficiaries

This indicates the number of months for which you want to retain details of EFT beneficiaries. These beneficiaries are created by the **EFT Cash Book Beneficiaries** program.



General Ledger

Summary history of balances

This is the number of years for which you want to retain summary history of balances (a minimum of 1). This affects the number of prior years for which you can report on summary balances. Balance history and alternate currency history for the current company is deleted when next you run the **Purge** function of the **GL Period End** program.

Detail transaction history

This is the number of years for which you want to retain detail transaction history (a minimum of 1). This affects the number of prior years for which you can report on detail transactions. Detail transaction history and alternate currency detail for the current company is deleted when next you run the **Purge** function of the **GL Period End** program. Analysis entries associated with deleted transactions are also removed.

Posted journals

This is the number of periods for which you want to retain cancelled and posted journals (a minimum of 1). This affects the number of prior periods for which you can report on posted journals. Cancelled and posted journals that have been printed are deleted when next you run the **Purge** function of the **GL Period End** program. Any notes associated with the deleted journals are also removed.

Expired recurring journals

This is the number of periods for which you want to retain expired recurring journals. Expired recurring journals are deleted when next you run the **Purge** function of the **GL Period End** program. Any notes associated with the deleted journals are also removed.

Posted group entries

This is the number of periods for which you want to retain cancelled and posted group entries (a minimum of 1). These are deleted when next you run the **Purge** function of the **GL Period End** program. This affects the number of prior periods for which you can report on posted group entries (Group entries only apply to versions of SYSPRO prior to SYSPRO 6.1).



Inventory

Sales history quantities to include

Sales includes the value of stock that has been sold in sales history quantities (but not the value of stock that has been issued). **Issues** includes the value of stock that has been issued in sales history quantities (but not the value of stock that has been sold). **Sales and Issues** includes both.

Inventory Journals

This is the number of months for which you want to retain your Inventory journals (a minimum of 1). This affects the number of months for which you can reprint the Inventory Journal and Inventory Distribution reports. **99** retains journals indefinitely. These journals are deleted when next you run the **Purge** function of the **Inventory Period End** program, if they meet all the criteria for deletion.

Documents

This is the number of months for which you want to retain inventory documents (i.e. inventory receipts, issues, transfers out and purchase order receipts). **99** retains these documents indefinitely. Printed inventory documents are deleted when next you run the **Purge** function of the **Inventory Period End** program, if they meet all the criteria for deletion.

Goods in transit entries

This is the number of ledger periods for which you want to retain completed goods in transit detail lines (a minimum of 3 months). This is only enabled if you are using the full goods in transit transfers facility. **99** retains these entries indefinitely. Completed goods in transit detail lines are deleted when next you run the **Purge** function of the **Inventory Period End** program if they meet all the criteria for deletion.

Purge movement records by

By date defines the maximum number of days that movements must be retained for each stock code/warehouse combination. **By number** defines the maximum number of movements to be retained for each stock code/warehouse combination.

Maximum records to retain

This is the cut-off number of records/days for which you want to retain each stock code/warehouse combination. **99999** retains records indefinitely. **0** deletes all movement records when next you run the **Purge** function of the **Inventory Period End** program.

Retain last 12 months' opening balance



This enables you to print a Kardex Report; print an Inventory Valuation report for previous month 1 and 2; and post adjustments, bin transfers and expense issues to a previous posting month.

Retain history of price changes

This retains a history of all changes made to the price or the price basis of an item. This information can be printed using the **Inventory Price History** program. If you are allowing blank price list codes then capturing a stock item without associating it to a price code will result in no price history being created for that item.

Number of days to retain price history

This is the number of days/months for which you want to retain a history of changes made to the selling price or the price basis of an item. **999** retains this information indefinitely. **0** deletes all price history records dated prior to when you ran the **Purge** function of the **Inventory Period End** program. Price history data is deleted by the **Purge** function of the **Inventory Period End** program when the number of days or months for which you are retaining this information is exceeded.

History retention is expressed in months

This takes the values entered at the **Number of days to retain price history** and the **Days to retain zero quantity buckets** to represent months instead of days.

Days to retain zero quantity buckets

This is the number of days/months for which you want to retain FIFO buckets with a zero quantity. **9999** retains this information indefinitely. FIFO buckets are deleted when next you run the **Balance** function of the **Inventory Period End** program if they have a zero qty on hand and the number of days/months between the current company date and the bucket's last issue date is greater than the days/months specified here.

Prior year end dates

This indicates the last five year end dates for the Inventory module.



Purchase Orders

Receipts by supplier/stock code

This records each purchase order receipt in a special receipts file, enabling you to produce a supplier performance report.

Archive incomplete shipment lines

This enables you to designate as ready for archiving, shipments that include items in inspection, items not yet received into stock and items with no invoice number. These selections are made at the **Incomplete Shipment Options** function within the **Shipment Archiving** program which is displayed only if you are allowing incomplete shipment lines to be designated as ready for archiving.

Automatic removal of completed lines

This enables you to remove completed purchase order lines when you run the **Purchase Order Purge** program. Regardless of the number of days you are retaining completed purchase orders, completed order lines are deleted if you select the **Remove completed lines** option within the **Purchase Order Purge** program.

Delete history records in order purge by

By date purges the history of receipts file according to a maximum number of days. **By number** purges the history of receipts file according to a maximum number of records.

Maximum records to retain

This is the maximum number of days for which records must be retained, or the maximum number of records that must be retained before the history of receipts file is purged.

Matched GRN's

This is the number of months for which you want to retain matched GRNs before the **GRN Purge** program deletes them. This option is only available if you have enabled the GRN suspense system.

Completed shipments before archiving

This is the number of days/months after a shipment has been received into stock, that it can be archived. To reduce the size of live Landed Cost Tracking shipment tracking files, the **Shipment Archiving** program removes any completed shipments in the Landed Cost Tracking system and archives them for later retrieval and reporting.

GRN price variances



This is the number of days/months for which you want to retain GRN price variances. **999** retains GRN price variances indefinitely.

Archived shipments before deletion

This is the number of days/months after a shipment has been archived, that it can be deleted. **999** retains archived shipments indefinitely.

GRN journals

This is the number of days/months for which you want to retain GRN journals. This determines the number of months for which you can reprint the GRN Journal Report and the GRN Distribution reports. **999** retains GRN journals indefinitely. GRN journals are purged only if they have been printed.

History retention is expressed in months

This represents the values entered for the **Retention periods** fields in months instead of days.

Completed purchase orders

This is the number of days for which you want to retain completed purchase orders before they are deleted by the **Purchase Order Purge** program. **0** deletes purchase orders when they are complete. **99999** retains purchase orders indefinitely. Completed order lines are deleted only if you enable the **Remove completed lines** option within the **Purchase Order Purge** program.

Requisition lines

This is the number of days for which you want to retain requisition lines. **9999** retains requisition lines indefinitely. The **Requisition Purge** program automatically removes cancelled requisitions, as well as any confirmed requisition lines that have exceeded the number of days specified here, based on your selections in the **Requisition Purge** program.

Completed BPO contracts

This is the number of days for which you want to retain completed Blanket Purchase Order contracts. **99999** retains BPO contracts indefinitely. The **Blanket Purchase Order Purge** program uses the number of days entered here to determine whether completed and expired BPO contracts can be purged. This does not apply to cancelled BPO contracts, as these are purged whenever you run the **Blanket Purchase Order Purge** program.



Return Merchandise Authorization

Completed RMAs

This is the number of days for which you want to retain completed RMAs. '9999' retains records indefinitely. The **RMA Purge** program automatically removes completed RMAs that exceed the number of days specified here, based on your selections in the **RMA Purge** program.



Sales Analysis

Detailed sales history

This is the number of years for which you want to retain detailed sales history. The **Sales Analysis Update** program uses this information to determine the cut-off date according to which information is deleted. **99** retains your Detailed sales history indefinitely (i.e. these records are ignored by the **Purge** function of the **Sales Analysis Update** program).

Summary sales history

This is the number of years for which you want to retain summary sales history. The **Sales Analysis Update** program uses this information to determine the cut-off date according to which information is deleted. **99** retains your Summary sales history indefinitely (i.e. these records are ignored by the **Purge** function of the **Sales Analysis Update** program).

Archive sales history data

This is the number of years for which you want to keep Archived sales history data. The **Sales Analysis Update** program uses this information to determine the cut-off date according to which information is deleted. **99** retains your Archive sales history indefinitely (i.e. these records are ignored by the **Purge** function of the **Sales Analysis Update** program).

Sales commissions

This is the number of months for which you want to retain sales commission data on file (a minimum of one month). **99** retains records indefinitely (i.e. these records are ignored by the **Purge** function of the **Sales Analysis Update** program).

Sales tax details

This is the number of months for which you want to retain sales tax details on file (a minimum of 1). **99** retains records indefinitely (i.e. these records are ignored by the **Purge** function of the **Sales Analysis Update** program).

GST tax details

This is the number of months for which you want to keep GST tax details on file (a minimum of 1). **99** retains records indefinitely (i.e. these records are ignored by the **Purge** function of the **Sales Analysis Update** program). GST records can only be purged by the **Sales Analysis Update** program if they have been printed using the **GST Report by Entry** or **GST Report by Area** programs.

EC tax details

This is the number of months for which you want to keep EC tax details on file. The **GL**



Global Tax Report uses this to delete tax distribution details where the current ledger period and year exceeds the year and month of submission against the tax distribution record by more than the number of months specified here. It is also used by the **Purge** function of the **Sales Analysis Update** program to delete records from the Sales Analysis EC VAT Sales table/file.



Sales Orders

Reprint file

This is the number of days/months for which you want to retain the invoice, dispatch invoice and consolidated dispatch invoice reprint files. These records are deleted when you run the **Order Purge** program and the number of days/months specified here is exceeded. **999** retains records indefinitely. **0** deletes all records when next you run the **Order Purge** program.

Delivery performance records

This is the number of days/months for which you want to retain delivery performance records, which are created if the **Generate customer delivery performance file** Sales Order configuration option is selected. These records are deleted when you run the **Order Purge** program and the number of days/months specified here is exceeded. **999** retains records indefinitely. **0** deletes all records when next you run the **Order Purge** program.

Order analysis records

This is the number of days/months for which you want to retain order analysis records. These records are deleted when you run the **Order Purge** program and the number of days/months specified here is exceeded. **999** retains records indefinitely. **0** deletes all records when next you run the **Order Purge** program.

Completed sales orders

This is the number of days/months for which you want to retain sales orders that are complete (i.e. orders in a status of 9). These records are deleted when you run the **Order Purge** program and the number of days/months specified here is exceeded. **999** retains records indefinitely. **0** deletes all completed sales orders that are dated prior to the date on which the **Order Purge** program is run.

Completed dispatch notes

This is the number of days/months for which you want to retain completed dispatch notes. These records are deleted when you run the **Order Purge** program and the number of days/months specified here is exceeded. **999** indicates that you want to retain records indefinitely. **0** deletes all completed dispatch notes dated prior to the date on which the **Order Purge** program is run.

History retention is expressed in months

This represents values entered for the **Number of days to retain** options in months instead of days.

Delete completed order lines



This removes completed stocked, non-stocked, freight and miscellaneous order lines from file when next the **Order Purge** program is run. This option relates only to incomplete orders (i.e. orders not in a status of 9). When an order is complete, its detail lines are purged at the same time the order is deleted (i.e. when the number of days/months to retain completed orders is exceeded).

Archive completed sales orders

This archives completed sales orders when next the **Order Purge** program is run. Orders are selected for archiving only when they exceed the number of days/months for which you are retaining completed sales orders.

Maximum sales orders per archive file

This is the maximum number of sales orders that must be saved in a single archive file. **9999** indicates an unlimited number of sales orders can be archived into a single file. When sales orders are archived using the **Order Purge** program and the number of sales orders to archive exceeds the number specified here, then more than one archive file is created. If you process a large number of sales orders, then you can define a value in this field to keep your archive files to a manageable size.



Trade Promotions

Expired promotions

This is the number of days for which you want to retain details of promotions that have expired. The validity dates for a promotion are defined against its promotion code.



Work in Progress

Permanently retain scrap analysis

This retains scrap analysis records indefinitely. Otherwise these records are deleted according to the cut-off date entered when running any **WIP Period End** program function that includes a purge option.

Permanent retain non-productive analysis

This retains non-productive analysis records indefinitely. Otherwise these records are deleted according to the cut-off date entered when running any **WIP Period End** program function that includes a purge option.

Labor posting journals

This is the number of months for which you want to retain your labor journals (a minimum of one month). It determines the cut-off date according to which labor posting journals are deleted when running any **WIP Period End** program function which includes a purge option and also the number of months for which you can reprint the **WIP Labor Journal** and **WIP Labor Distribution**.

Part billing journals

This is the number of months for which you want to retain your part billing journals (a minimum of one month). It determines the cut-off date according to which part billing journals are deleted when running any **WIP Period End** program function that includes a purge option and the number of months for which you can reprint the **WIP Part Billings Journal** and **WIP Part Billings Distribution**.

Job amendment journals

This is the number of months for which you want to retain your job amendment journals after a job is completed (a minimum of one month). It determines the cut-off date according to which job amendment journals are deleted when running any **WIP Period End** program function which includes a purge option. **99** retains the journals indefinitely.

Number of GL periods to retain

These options no longer apply in SYSPRO 6.1. In SYSPRO 6.1, the journal and distribution entries tables/files were combined and the distribution entries tables/files were removed. Therefore, the number of months you select to retain the journals also determines the number of months for which the distribution entries prior to SYSPRO 6.1 are retained.

Retention method for completed jobs

This allows the system to determine the cut-off date according to which completed jobs



must be purged from the system. It prevents operators from specifying a cut-off date in the **WIP Period End** program. The cut-off date is calculated as the system date aged by the number of days specified at the **Number of days** field. Completed jobs are deleted only if the value of the job is zero for the current and previous two months.

Number of days

This is the number of days to use to calculate the cut-off date for completed jobs.

Archive completed jobs before purging

This enables you to archive completed jobs during the purge routine of the **WIP Period End** program. For all completed jobs that qualify for purging from the system, header details are copied to a work in progress archive file. Archived jobs can be viewed in the **WIP Query** program.

Archive job's transactions

This additionally archives all the transactions that were posted against a job.

Maximum jobs per archive file

This is the maximum number of jobs allowed per archive file.



User-defined Fields Options

Accounts Payable

User-defined fields

Assign wording to these fields that are displayed in entry/display forms in the **Suppliers** program.

Field 1

Specify your own wording for this supplier field. This field allows you to store any extra information you require for the supplier (e.g. this field could hold the full description of the **Supplier Class** code).

Field 2

Specify your own wording for this supplier field (e.g. this field could store a value to use in calculations performed in the Report Writer module).

Accounts Receivable

User-defined fields

Assign wording to these fields that will be displayed in entry/display forms. User-defined fields are defined against each customer. These captions are also used in Contact Management.

Field 1

Assign your own wording to this customer field. This is a text field held against the customer that can contain any information you require. The wording defined here is also used in the Contact Management System.

Field 2

Assign your own wording to this customer field. This is a numeric field held against the customer that can contain any information you require. The wording defined here is also used in the Contact Management System.

Customized filter selections

These selections are specifically for use with the **Number of days fixed invoice terms** option which enables you to define your own ageing buckets. When customer accounts are configured to use user-defined ageing buckets, you can add up to two custom form fields against these customers, enabling you to filter reports based on the ageing buckets defined.



Custom form filter 1

Use this to filter customers for inclusion in Accounts Receivable reports. The values displayed in the drop down are the caption names of the custom form fields you added to your customers.

Custom form filter 2

Use this to filter customers for inclusion in Accounts Receivable reports. The values displayed in the drop down are the caption names of the custom form fields you added to your customers.

Assets

User-defined fields

Assign wording to these fields that will be displayed in entry/display forms.

Alternate valuation 1-10

Assign your own wording for these alternate valuation fields. The wording you enter is used instead of the default **Alternate Valuation** wording in the Assets programs.

Electronic Funds Transfer

Field 1

This indicates the default wording that you want to display for the first EFT user-defined field in the Accounts Payable module. If you leave this field blank, then the default wording **EFT User 1** is used.

Field 2

This indicates the default wording that you want to display for the second EFT user-defined field in the Accounts Payable module. If you leave this field blank, then the default wording **EFT User 2** is used.

Field 1

This indicates the default wording that you want to display for the first EFT user-defined field in the Cash Book module. If you leave this field blank, then the default wording **EFT User 1** is used.

Field 2

This indicates the default wording that you want to display for the second EFT user-defined field in the Cash Book module. If you leave this field blank, then the default wording **EFT User 2** is used.



Accounts

Field 1

The caption for this field is defined using the Accounts Receivable User-defined Fields form and is displayed here for information purposes only. Its usage is the same as that applied to customers.

Field 2

The caption for this field is defined using the Accounts Receivable User-defined Fields form and is displayed here for information purposes only. Its usage is the same as that applied to customers

Field 3

Assign your own wording for this user-defined Account field. You enter the required information for this field using the [Accounts](#) program.

Field 4

Assign your own wording for this user-defined Account field. You enter the required information for this field using the [Accounts](#) program.

Field 5

Assign your own wording for this user-defined Account field. You enter the required information for this field using the [Accounts](#) program.

Despatch Notes

Field 1

Assign a description to the first user-defined field that can be accessed at the time of creating a dispatch note. The wording assigned to the field is displayed within a number of Dispatch Note programs.

Field 2

Assign a description to the second user-defined field that can be accessed at the time of creating a dispatch note. The wording assigned to the field is displayed within a number of Dispatch Note programs.

Inventory

User-defined fields for stock codes

Assign your own descriptions for these additional stock code fields that can be configured



within the **Browse on Stock Codes** program. The fields can be used to store any extra information you require for the stock item.

User-defined fields for warehouses

Assign your own description for this additional warehouse field that can be configured when using the **Inventory Warehouses for Stock Codes** program to maintain warehouse details for stock items. The field can be used to store any extra warehouse information you require for the stock item.

User-defined fields for alternate keys

Assign your own description for an alternate key. The field can be used to change the sequence in which you want to browse on stock codes.

Return Merchandise Authorization

Header detail

Assign the prompt wording that must be displayed for the user-defined field that appears on the RMA header.

Header detail is mandatory

This indicates that an entry must be made at this field when issuing an RMA.

Line detail 1

Assign the wording that must be displayed for the first user-defined field that appears on the RMA detail line.

Line detail 1 is mandatory

This indicates that an entry must be made at this field when issuing an RMA.

Line detail 2

Assign the wording that must be displayed for the second user-defined field that appears on the RMA detail line.

Line detail 2 is mandatory

This indicates that an entry must be made at this field when issuing an RMA.

Sales Orders

Prompt

Assign your own wording to a user defined field that can be accessed for each order line



entered. This field is accessed within the **Extra** function of the **Sales Order Entry** program.

Bill of Materials

Activity based costing

Assign your own wording for these user-defined fields displayed in the **Browse on Element Descriptors** program. Element descriptors are assigned to stock items to establish their recovery costs at points of transition in the purchase, manufacturing and sales cycle.

Engineering change control

Assign the wording you want to display for the **Revision**, **Release**, **Rev** and **Rel** fields throughout the system. Leave blank to default to the original wording displayed for the fields.



Keys Options

Financials

AP auto voucher

Numbering method

This uses as the invoice number either the next available auto voucher number, or the supplier's delivery note number, or the GRN number, or the purchase order number. If the delivery note, GRN or purchase order is defined with a presentation length that is more than 15 characters, then that numbering method is disabled.

Next AP auto voucher

This is the next number that will be used if automatic numbering is defined.

AP payment run

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

This uses as the invoice number either the next available auto voucher number, or the supplier's delivery note number, or the GRN number, or the purchase order number. If the delivery note, GRN or purchase order is defined with a presentation length that is more than 15 characters, then that numbering method is disabled.

Next AR payment run

This is the next number that will be used if automatic numbering is defined.



AR invoices/settlement

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

Company generates invoice, credit and debit note numbers at company level and the branch associated with the transaction has no bearing on the document number. **Branch** generates invoice, credit and debit note numbers from the AR branch associated with the transaction. If the AR Invoice number key type is set to alphanumeric, then you can assign a single character as a prefix to the document numbers generated by each branch. This enables you to identify the branch that generated the document.

Next invoice

This is the next invoice number that will be used if automatic numbering is defined. Numbers are allocated up front and incremented during processing. Note: Cancelling or rolling back a transaction does not de-allocate this number and will result in gaps in the numbering sequence as the allocated number is not re-used.

Next credit note

This is the next credit note number that will be used if automatic numbering is defined.



Numbers are allocated up front and incremented during processing. Note: Cancelling or rolling back a transaction does not de-allocate this number and will result in gaps in the numbering sequence as the allocated number is not re-used.

Next debit note

This is the next debit note number that will be used if automatic numbering is defined. Numbers are allocated up front and incremented during processing. Note: Cancelling or rolling back a transaction does not de-allocate this number and will result in gaps in the numbering sequence as the allocated number is not re-used.

Sales order moved to invoice

This allocates the order number as the invoice number for the first invoice generated for the order. Subsequent invoices for the order assigns the next invoice number based on the invoice numbering method defined. You can't select this if the **Order release - automatic invoice numbering** option is set to **Use delivery note**. Don't select this if you intend to part-ship goods (where more than one invoice will be produced for one sales order) as this may result in missing invoice numbers.

Next discount credit note

Next discount debit note

Same invoice for different customers

This lets you use the same invoice number for different customers within a SYSPRO company when processing invoices, regardless of your order or invoice numbering methods.

Rebuild invoice index

AR payment run

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Next AR payment run



This is the next number that will be used if automatic numbering is defined.

Assets

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique code to identify each new asset added. **Automatic** allocates an asset code automatically when you add new assets.

Next asset

This is the next number that will be used if automatic numbering is defined.

Capex numbers

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for



both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique code to identify each new capex item added. **Automatic** allocates a capex code automatically when you add new capex items.

Next capex number

This is the next number that will be used if automatic numbering is defined.

Customers

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique code to identify a new customer added. **Automatic** allocates the next customer code automatically when you add a new customer. **Scripted**



assigns the next code automatically when you add a new customer, based on a user-defined script (i.e. you can use the VBScript Editor to build a unique code for each new customer added).

Next customer

This is the next number that will be used if automatic numbering is defined.

Suppliers

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique code to identify a new supplier added. **Automatic** allocates the next supplier code automatically when you add a new supplier. **Scripted** assigns the next code automatically when you add a new supplier, based on a user-defined script (i.e. you can use the VBScript Editor to build a unique code for each new supplier added).

Next supplier

This is the next number that will be used if automatic numbering is defined.



Distribution - Sales Management

Buying groups

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Delivery notes

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

By company generates delivery note numbers using the entry made at the **Next delivery note** field. **By branch** generates delivery note numbers based on the numbering defined for the branch associated with the sale. **By branch with prefix** generates delivery note numbers based on the numbering defined for the branch, together with a prefix that can assist in identifying the branch that generated the document.

Next delivery note

This is the next number that will be used if delivery note numbering by company is defined.

Dispatch notes

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with



trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique dispatch note number. **Automatic** allocates the next dispatch note number automatically. **By order** generates the dispatch note number as the order number, followed by a unique key for each dispatch note created for the order.

Next dispatch note

This is the next number that will be used if automatic numbering is defined.

EDI transmission reference

Next transmission reference

This is the next number used as a suffix to generate unique transmission references. When exporting files, it is included in the file header and is incremented by 1 each time a file is transmitted. Up to 12 characters can be entered.

Load planning

Numbering method

Automatic allocates the next load reference number automatically when adding loads. **Manual** lets you assign a load reference number manually when you use the **Load Planning Delivery Load Maintenance** program to maintain loads.

Next load reference

This is the next number that will be used if automatic numbering is defined.



RMA numbers

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

Manual lets you assign an RMA number whenever merchandise is returned from a customer. **By company** allocates the next RMA number automatically according to your entry at the **Next RMA number** field when merchandise is returned from a customer. **By branch** allocates the next RMA number held against the branch when merchandise is returned from a customer. **By branch with prefix** allocates the next RMA number and prefix from the branch when merchandise is returned from a customer.

Next RMA number

This is the next number that will be used if automatic numbering is defined.

Sales orders

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with



trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

Manual lets you assign a unique number when you add an order. **Automatic** allocates the next number automatically when you add an order. **Branch** allocates the next order number automatically using the numbering against the branch linked to the sale. If your order key type is alphanumeric, then you can assign a single character as a prefix to the document numbers generated by each branch. This helps you identify the branch that generated the document.

Next sales order

This is the next sales order number that the system will use if order numbers are being generated at company level.

Next credit note

This is the next credit note number that the system will use if order numbers are being generated at company level. This number must be in the range 800000 to 899999.

Next debit note

This is the next debit note number that the system will use if order numbers are being generated at company level. This number must be in the range 900000 to 999999.



Use source branch for SCT numbering

This assigns the next order number to a supply chain transfer order according to the numbering method of the branch assigned to the source warehouse. Otherwise the numbering method of the branch assigned to the target warehouse determines the next order number assigned to a supply chain transfer order.

Auto invoice numbering - order release

This assigns an invoice number automatically when you release an order. The number allocated to the first invoice generated for the order is the order number providing you enabled the **Sales order moved to invoice** setup option. Otherwise it is the next invoice number by branch or by company based on the AR invoice numbering method defined.

Trade promotions reference

Next TPM reference

This is the next reference number used by the **Deduction Review** program. This is used for internal purposes and should initially be set to 1.



Distribution - Inventory

Goods in transit

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

Manual lets you assign a unique GIT Reference number whenever you process an inter-warehouse or supply chain transfer of goods. **By company** allocates the next GIT Reference number automatically. **By warehouse** allocates the next GIT Reference number according to the numbering method defined against the source warehouse. **By warehouse prefix** allocates the next GIT Reference according to the numbering method defined against the source warehouse, together with a two character prefix.

Next goods in transit reference

This is the next number that will be used when you process an inter-warehouse or supply chain transfer of goods and automatic numbering is defined.



Inventory documents

Next stock receipt document

This is the number that will be assigned to the next document printed to record the receipt into stock of an item using the **Inventory Movements** program. This number is assigned only if the option to generate the next document number is enabled for your Stock receipts document format.

Next stock issue document

This is the number that will be assigned to the next document printed to record the issue of items for miscellaneous purposes using the **Inventory Movements** program. This number is assigned only if the option to generate the next document number is enabled for your Issue document format.

Next inspection document

This is the number that will be used for the next inspection document to be printed. This number is automatically updated by the system each time you print a new inspection document using the **Purchase Order Inspection** program.

Next rejection document

This is the number that will be used for the next rejection note document to be printed. This number is automatically updated by the system each time you print a new rejection note document using the **Purchase Order Inspection** program.

Next scrapped document

This is the number that will be used for the next scrap note document to be printed. This number is automatically updated by the system each time you print a new scrap note document using the **Purchase Order Inspection** program.

Lots

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion



capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique lot number. **Automatic** allocates the next lot number automatically (if the key type is numeric). The automatic option is not applicable if you enable the **Lot number equal to job number** option and you won't be able to reserve lots for parent parts.

Next lot

This is the next number that will be used if automatic numbering is defined.

Lot is equal to job

This sets the lot number to be the same as the job number when processing transactions in the **Job Receipts** program. Both your lot and job number key types must be the same (i.e. either both must be numeric, or both must be alphanumeric). This option is only applied to co-products if the **Same lot to be used on multiple stock codes** option is enabled.

Serials

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros



This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

By company lets you create ranges of manual serial numbers that are sequential within the company - created according to the prefix and suffix defined against the company (the combined prefix and suffix cannot exceed 20 characters). **By stock code** lets you track the last serial number range created for a specific stock code (you define the prefix and next suffix against each individual stock item).

Serial prefix

This is the character(s) that must form the start of the serial number when you add a range of manual serial numbers within this company.

Serial suffix

This number is appended to the prefix and together they form the serial number. The system automatically increments the next suffix for each new serial number created in the range, providing the number was created using the prefix. The number of numeric characters entered for the suffix must cater for the total quantity of serial numbers you want to add using the defined prefix. For example: A suffix of 1 character will allow 9 serials to be added for the prefix you defined.

Stock codes

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.



Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique code to identify a new stock item added. **Automatic** allocates the next code automatically when you add a new stock code (for numeric key types only). **Scripted** assigns the next code automatically when you add a new stock item, based on a user-defined script (i.e. you can use the VBScript Editor to build a unique code for each new stock item added).

Next stock code

This is the next number that will be used if automatic numbering is defined.



Distribution - Purchasing

GRN numbers

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

This indicates how you want to allocate GRN numbers for purchase order receipts (i.e. Manual, By company, By warehouse, By warehouse with prefix, By branch and By branch with prefix).

Next GRN

This is the next number that will be used if automatic numbering is defined.

Auto GRN for each purchase order line

This generates a new GRN number for each stock item receipted using the **Purchase Order Receipts** program. If any item on the purchase order requires inspection or is traceable, then a new GRN number is assigned to each line, regardless of whether this



option has been enabled.

Auto GRN for each line for receipt all

This produces a GRN number per line when using the **Receipt All** function in the **Purchase Order Receipts** program. Otherwise the **Receipt All** function generates a single GRN number for all lines. If any item on the purchase order requires inspection or is traceable, then a new GRN number is assigned to each line, regardless of whether this option has been enabled.

Auto GRN for each line for shipment

Select this to assign a GRN number to each new shipment received into stock using the Landed Cost Tracking system.

Check for duplicate GRN's

This forces GRN numbers to be unique, regardless of the supplier. You will need to create a GRN master file using the **Reindex Files** program to ensure that duplicate GRN numbers are not created.

Purchase orders

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the



prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

This indicates how you want to allocate numbers when capturing purchase orders (i.e. **Manual, By company, By warehouse, By warehouse with prefix, By branch and By branch with prefix**). If by **Warehouse** (or **Branch**) ensure that you assign a unique range of numbers for each warehouse (or branch) to avoid duplicating purchase order numbers. If by **Prefixed warehouse** (or **Prefixed branch**) ensure that the prefix is unique in order to avoid duplicate keys, which would prevent SYSPRO from allocating the next number.

Next purchase order

This is the next number that will be used if numbering is at company level (i.e. automatic).

Requisitions

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Numbering method

Manual lets you assign a unique number for each requisition. **Automatic** allocates the next requisition number automatically.

Next requisition

This is the next number that will be used if automatic numbering is defined.



Manufacturing

ECC ECO numbers

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Numbering method

Manual lets you assign a unique engineering change order number. **Automatic** allocates the next generated engineering change order number automatically.

Next ECO

This is the next number that will be used if automatic numbering is defined.

ECC releases

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Numbering method

Manual lets you assign a unique release number. Automatic allocates the next generated ECC number automatically.

Increment release within revision

This lets you automatically increment the last release of an item when you go back a revision when updating the revision/release of an item.

Your selection here is ignored when stock control is not at release level and release numbering is not automatic. This is also dependent on the option **Allow non-sequential entries**.

ECC revisions

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with



trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Numbering method

Manual lets you assign a unique revision number. Automatic allocates the next generated revision number automatically.

Allow non-sequential entries

This lets you apply a revision/release that is smaller than the one when you apply a new revision/release through an ECO. This option only applies to the revision and not the tracked release when the **Track release** option is enabled. Typically, you would set up the revision to refer to a specific location or status and the release to be incremental. It would then be necessary in each design change for an ECC-controlled item to enter a revision that does not occur after the previous revision.

Jobs

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method



Manual lets you assign a unique code to identify a new job added. **Automatic** allocates the next job number automatically when you add a job. **Job classification** numbers your jobs automatically according to the classification assigned at the time of capturing the job. **Scripted** assigns the next job number automatically when you add a new job (**Job Entry** program only) based on a user-defined script (i.e. you can use the VBScript Editor to build a unique code for each new job number added).

Next job

This is the next number that will be used if automatic numbering is defined.

Quotations

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Case

Upper automatically converts alphabetic characters in the key to uppercase. **Lower** automatically converts any alphabetic characters in the key to lowercase. **Mixed** caters for both upper and lowercase characters (i.e. no conversion is performed). This conversion capability is supported in all forms, toolbars and data grids and applies to alphanumeric key types.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

Manual lets you assign a unique code to identify a new quotation added. **Automatic** allocates the next quotation number automatically when you add a job. **By branch** numbers quotations by branch.

Next quotation



This is the next number that will be used if automatic numbering is defined.

WIP inspection

Key type

Alphanumeric allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks. **Numeric** only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

Prefix length

If you have selected a key type that can be prefixed, then this indicates the length of the prefix required. If the prefix is zero, then the prefix length is dynamic and is determined by the number of characters you define in the prefix.

Numbering method

Manual lets you assign a unique WIP inspection number at the time of receiving items into inspection. **Automatic** allocates the next available WIP inspection number automatically. **Job classification** numbers WIP inspections by job class.

Next WIP inspection reference

This is the next number that will be used when next you print your WIP inspection references.



Company Options

Address

Reference

This can be used to describe the company, although it is not used by the system or printed.

Company address

These address details can be printed on any free-format stationery.

Delivery address

These address details indicate the company's physical address to which goods must be delivered (used by the Purchase Orders module).

Geolocation

This indicates the geographic location of the address in terms of longitude and latitude. It includes a hyperlink to the map directions. An additional hyperlink is available (**Resolve GeoLocation from address**) to resolve addresses using the long or short name.



General

Company code page

This indicates the code page of the company's data and is applicable when using the BULK INSERT function and special characters exist that SQL Server needs to recognize.

Tax registration number

This is the company's tax registration number that can be printed on delivery notes, invoices, statements and purchase orders.

Company registration number

This company registration number can only be printed on delivery notes, invoices, statements, creditor's remittance advices and purchase order requisitions.

Default warehouse

This is the warehouse displayed as the default at most warehouse fields in the system. Specifying a default warehouse is useful if you are only using one warehouse in the system and do not want to have to re-enter the code repeatedly. You can override the default warehouse at operator level. Whenever you add or change the default company warehouse, you need to restart SYSPRO for your changes to become effective.

Local currency

This is the default currency in which you want to process transactions within the system. You cannot change this currency once you have added the company.

Local currency description

This is the description for the **Local currency code** assigned to the company.

Accounting periods

This is typically determined by the frequency of a company's financial and management reporting cycles. It also affects the relationship between GL and the sub-ledgers with regard to the posting of the sub-ledger transactions into General Ledger. Once defined, this should not be changed as you may lose historical information (i.e. history buckets for transactions written to the files in the sub modules are not moved, adjusted or corrected when you change the accounting periods per year).

Canadian GST

Tax system - Vertex option

Edit date format



Although always stored in a `CCYYMMDD` format, this option enables you to define how you want dates to be displayed and requested within SYSPRO, at company level. Dates in forms are determined by the Date format only (i.e. `DDMMYY` or `YYMMDD`). The short/long date format is not applied to any date fields in forms.

Override system date format

This overrides the date format settings made within the [System Setup](#) program.

Date format

This is the format in which you want all system dates to be displayed and requested within SYSPRO for this company.

User-defined date formats

This provides an alternative way of viewing and printing dates and does not affect the way in which dates are physically stored on file. You can use any character as a date separator.

Long date format

This indicates how you want the system to display the long version of the date for this company.

Short date format

This indicates how you want the system to display the short version of the date for this company.

Report date format

This indicates how you want the system to display dates on reports printed within this company.

Report date sample

This displays how the setting for the **Report date format** format will appear in the system.

Override system nationality code

This lets you set your nationality code at company level. It overrides the setting made within the [System Setup](#) program, unless this conflicts with an existing tax option that has been defined.

Nationality code

This indicates the nationality of your company (e.g. USA - United States of America; GB - Great Britain; AUS - Australia; CAN - Canada; RSA - South Africa). The list of SYSPRO nationality codes is defined in the `IMP NAT . IMP` file located in the SYSPRO Programs



folder. The nationality entered here affects the display of region-specific fields within the system (e.g. tax).

Method when emailing

In a mapped-drive environment you will need to define the network permissions to invoke an executable program over the network. **Microsoft Outlook** is typically selected if you want to use simple MAPI mail. **Outlook using Outlook email client** uses Microsoft Outlook with Outlook's rich email client interface as your preferred method of emailing within SYSPRO. **Macro using VBScript** uses any COM-aware email subsystem to email in SYSPRO

SMTP server IP address

This is the default IP address of the specific SMTP server that SYSPRO will use to send messages.

Outgoing email address

This is the default email address of the sender of the message.

Username

This the email account's user name.

Password

This is the email account's password.

Server port

This is the server port to be used.

Use SSL

This specifies that communication with the SMTP server requires SSL encryption (i.e. send email via an SSL connection).



Options

Job logging required

This creates a log file detailing each program that is accessed by each operator. You can enable job logging selectively by module and program using the **Operator Groups** program.

Job logging for business object

This includes job logging entries for business objects invoked from e.net Solutions, Web-based applications, DFM and VBScripting. This may result in excessive log entries from automated and semi-automated processes. If you disable this option, then log entries are still created for business objects invoked from a regular SYSPRO program database updates or queries.

Job logging for SRS reports

Includes job logging entries for running SRS reports. The log file lets you see the date, time and name of the operator who ran the SRS report.

Print operator name on journals

Prints the name of the operator who made any postings to the journal file, on the report. This applies to the following journals: Receivables, Payables, Cash Book, Ledger, Inventory, Supplier amendment, Customer amendment, Inventory amendment and Structure amendment.

Print report options selected

Prints the report options you selected for a report on the first page of any system report. You typically use this to indicate why entries are included/excluded from a report or if you print multiple copies of the same report with different report options. This will affect the time take to print SRS reports.

Edit postal/zip codes 5-4

Prints and displays postal codes as a 5-4 field.

Close previous month automatically

Closes a sub-ledger month automatically when you complete a month end within the relevant module. You typically use this if you generally only post to the current month. If you need to post transactions to a prior month then you will have to reopen the month manually.

Shared inventory for custom forms



If using shared inventory this indicates that custom forms configured for the shared company must be used for each of the companies sharing the same inventory files.

Shared inventory for multimedia

If using shared inventory this indicates that multimedia objects configured for the shared company must be used for all the companies sharing the same inventory files. You won't be able to view any Inventory multimedia configured in the individual shared companies.

Presentation length for multimedia %key

This instructs the Multimedia program to access the objects using the presentation key length in the file path. It does not rename the multimedia files; it simply alters the %key value returned for Multimedia. This applies when you use the %key variable in a multimedia object path. Depending on the %key, objects may not be accessible when this option is disabled.

Style for tax rate

This is the default number of decimals to use for all tax rates. This is applied to the **Tax rate decimals** field in the [Browse on Tax Codes](#) program. You can still change the number of decimals for individual tax codes, which will override your selection here. Only SRS reports support the use of 5 decimal places. For all documents on which the tax rate is printed, the use of 5 decimal places is supported on Standard, Word and SRS documents.

Shared companies

These options let you share inventories across companies with different currencies and general ledgers across companies with differing accounting periods.

Ledger file company

This is the holding company for all the GL master, history and detail transactions. It lets you produce consolidated financial reports for more than one company using the Financial Report Writer (only the Financial Report Writer can access the data of other companies). Ensure that the data paths defined for the sharing companies match those of the holding company and that the company control files are located in the same working folder for all companies sharing the GL database.

Inventory file company

This is the holding company for inventory data. It provides you with a consolidated view of the stock holding of all companies if they all sell the same inventory. If MRP is installed, then the [Requirements Calculation](#) uses the inventory and bill of materials data from the Inventory 'holding' company, together with the sources of supply and demand from the company running the [Requirements Calculation](#). Each company retains separate Order, MRP and WIP data.



Numeric formatting

All numeric formatting is also applied to any numeric custom form fields added.

Decimal character

This is the character to use for numeric fields containing decimals and must be different from the 1000's separator character. In a client/server environment, it must match the character defined in the **Regional Settings** of the client machine. Otherwise incorrect values could be saved for transaction entries processed in SYSPRO. Dots are translated to commas if the decimal character is defined as a comma (to accommodate numeric keypads that only have a dot to indicate a decimal point).

Use 1000 separator

This defines a delimiter for numeric values over 999.00 (e.g. a value of 123456789.12 can be displayed as 123,456,789.12.)

1000's separator character

This is the character (symbol) to use as the 1000's separator. It can be a space (e.g. if you want to have 1 000.00) and must be different from the decimal character. In a client/server environment, this character must match the character defined in the **Regional Settings** on the client machine. Otherwise incorrect values could be saved for transaction entries processed in SYSPRO.

Style for values

These options enable you to indicate how transaction values must be printed/displayed in SYSPRO. Reports changed to support extended field sizes remain visually unchanged unless the printed values exceed the available print space (in which case the report print line could change to print two lines instead of one). You can override these settings at operator level.

Number of digits after decimal

This is the number of decimals you want to use for numeric values. If you enter zero here, then decimals are removed from entry and display/print fields when values are used. The number of decimals to show in values defaults to 2. All values are always held to 2 decimal places, regardless of any setting. This does not affect free-format stationery which assumes a minimum of 2 decimals for any price field and 3 decimals for any Inventory unit cost field.

Style for costs/prices

You can override these settings at operator level using the **Numeric formatting** options.

Use 1000's separator (reports)



This indicates how you want to print costs/prices on reports. Reports changed to support extended field sizes remain visually unchanged unless the printed values exceed the available print space (in which case the report print line could change to print two lines instead of one).

1000's separator character (reports)

This is the character (symbol) to use as the 1000's separator (e.g. a value of 123456789.12 can be printed as 123,456,789.12).

Minimum number of decimals to print

This is the minimum number of decimals that must be printed for a cost/price field (e.g. a price of 123456789.12000 may be printed as 123,456,789.120 if the decimal option is set to 3). It does not affect free-format stationary (which assumes a minimum of 2 decimals for any price field and 3 decimals for any inventory unit cost field). The system-wide personalization option: **Maximum decimals to show for price/cost** controls the number of decimal zeros displayed in price and cost listviews.

Edit quantities using decimals

This displays stock code-related quantities in listviews according to the **Maximum number of decimals** defined against the stock item.

Maximum number of decimals to print

This indicates how many decimal places to print for all labor times in reports. It applies to the printing of all Work in Progress operation times (such as run time, teardown time, wait time, etc.) on reports. It defaults to four decimal places, but can be set anywhere from zero to six.

Triangulation required

This lets you convert from one currency to another using an intermediate currency (to conform with European Monetary Union regulations).

Print triangulation audit

This prints a currency exchange audit line for each foreign currency transaction using triangulation.



General Ledger Integration Options

General Ledger

Accounts payable integration methods

AP Integration level

Not linked generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed. **Linked in summary** prints details entries on the Expense and Disbursement distribution reports to be summarized by ledger code before being posted to GL. **Linked in detail** prints each detail entry on the Expense and Disbursement distribution reports to be posted to GL. It also enables the zoom facility within the [GL Query](#).

Create general ledger journal

If Accounts Payable is linked to General Ledger, then this creates the journal for GL from the AP transaction journal automatically whenever you successfully post a transaction in the Accounts Payable module. If you don't select this option, then you'll need to use the [AP Invoice GL Integration](#) and [AP Payments GL Integration](#) programs to manually create the journals for GL.

Post general ledger journal

This posts journals (output by the [AP Invoice GL Integration](#) program) to GL automatically. Otherwise you'll need to use the [GL Journal Entry](#) program to post the journals manually after they're created. You can't select this if you've enabled the **Authorization of sub module journals** GL preference and vice versa. Sub module journals are created, but placed on hold if a GL account used in the journal is on hold. You'll need to correct the error and post the journals manually.

Force check no

This ensures that journals from the AP Payment Cycle are created with check numbers, where applicable. Otherwise journals are created using only the [Execute AP Payment Run](#) program without check numbers. Only when you print the checks and run the [AP Payment Register](#) program are the check numbers allocated to journals not yet posted. You can only select this if you have enabled both the **Create GL journal** and **Post GL journal** options.

Force general ledger analysis

Transaction entry forces you to enter GL analysis information at the time the transaction is processed in the sub-module. **GL journal posting** lets you enter GL analysis information when the ledger journal for the transaction is posted (you can



select an **Ask Me Later** option in the **Capture GL Analysis Entries** program) and the GL analysis information must then be entered using the **GL Journal Entry** program before the ledger journal for the transaction can be posted.

Integration level

Not linked generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed. **Linked in summary** prints details entries on the Payments and Sales distribution reports to be summarized by ledger code before being posted to GL. **Linked in detail** prints each detail entry on the Payments and Sales distribution reports to be posted to GL. It also enables the zoom facility within the **GL Query**.

Accounts receivable integration methods

Create general ledger journal

If Accounts Receivable is linked to General Ledger, then this creates the journal for GL from the AR transaction journal automatically whenever you successfully post a transaction in the Accounts Receivable module. If you don't select this option, then you'll need to use the **AP Invoice GL Integration** and **AP Payment GL Integration** programs to manually create the journals for GL.

Post general ledger journal

This posts journals (output by the **AR Invoice GL Integration** program) to GL automatically. Otherwise you'll need to use the **GL Journal Entry** program to post the journals manually after they're created. You can't select this if you've enabled the **Authorization of sub module journals** GL preference and vice versa. Sub module journals are created, but placed on hold if a GL account used in the journal is on hold. You'll need to correct the error and post the journals manually.

Force general ledger analysis

Transaction entry forces you to enter GL analysis information at the time the transaction is processed in the sub-module. **GL journal posting** lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an **Ask Me Later** option in the **Capture GL Analysis Entries** program) and the GL analysis information must then be entered using the **GL Journal Entry** program before the ledger journal for the transaction can be posted.

Cash book integration methods

Cash book integration methods

If you intend processing inter-company Cash Book transactions, then we strongly recommend that you define the same General Ledger integration options in both



SYSPRO companies

Integration level

Not linked generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed. **Linked in summary** prints details entries on the Cash Book distribution report to be summarized by ledger code before being posted to the GL. **Linked in detail** prints each detail entry on the Cash Book distribution report to be posted to the GL. It also enables the zoom facility within the [GL Query](#).

Create general ledger journal

If Cash Book is linked to General Ledger, then this creates the journal for GL from the CB transaction journal automatically whenever you successfully post a transaction in the Cash Book module. If you don't select this option, then you'll need to use the [Cash Book GL Integration](#) program to manually create the journals for GL.

Post general ledger Journal

This posts journals created from the Cash Book module to GL automatically. Otherwise you'll need to use the [GL Journal Entry](#) program to post the journals manually after they're created. You can't select this if you've enabled the **Authorization of sub module journals** GL preference and vice versa. Sub module journals are created, but placed on hold if a GL account used in the journal is on hold. You'll need to correct the error and post the journals manually.

Force general ledger analysis

Transaction entry forces you to enter GL analysis information at the time the transaction is processed in the sub-module. **GL journal posting** lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an **Ask Me Later** option in the [Capture GL Analysis Entries](#) program) and the GL analysis information must then be entered using the [GL Journal Entry](#) program before the ledger journal for the transaction can be posted.

Inventory integration methods

Integration level

Not linked generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed. **Linked in summary** prints details entries on the Inventory distribution report to be summarized by ledger code before being posted to the GL. **Linked in detail** prints each detail entry on the Inventory distribution report to be posted to the GL. It also enables the zoom facility within the [GL Query](#).



Create general ledger journal

If Inventory is linked to General Ledger, then this creates the journal for GL from the Inventory or GRN transaction journals automatically whenever you successfully post a transaction in the Inventory module. If you don't select this option, then you'll need to use the [Inventory GL Integration](#) and [GRN GL Integration](#) programs to manually create the journals for GL.

Post general ledger Journal

This posts journals (output by the [Inventory GL Integration](#) and [GRN GL Integration](#) programs) to GL automatically. Otherwise you'll need to use the [GL Journal Entry](#) program to post the journals manually after they're created. You can't select this if you've enabled the **Authorization of sub module journals** GL preference and vice versa. Sub module journals are created, but placed on hold if a GL account used in the journal is on hold. You'll need to correct the error and post the journals manually.

Force general ledger analysis

Transaction entry forces you to enter GL analysis information at the time the transaction is processed in the sub-module. **GL journal posting** lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an **Ask Me Later** option in the [Capture GL Analysis Entries](#) program) and the GL analysis information must then be entered using the [GL Journal Entry](#) program before the ledger journal for the transaction can be posted.

Assets integration methods

Integration level

Not linked generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed. **Linked in summary** prints details entries on the Assets distribution report to be summarized by ledger code before being posted to the GL. **Linked in detail** prints each detail entry on the Assets distribution report to be posted to the GL. It also enables the zoom facility within the [GL Query](#).

Create general ledger journal

If Assets is linked to General Ledger, then this creates the journal for GL from the Assets transaction journal automatically whenever you successfully post a transaction in the Assets Register module. If you don't select this option, then you'll need to use the [Asset GL Integration](#) program to manually create the journals for GL.

Post general ledger Journal



This posts journals (output by the **Asset GL Integration** program) to GL automatically. Otherwise you'll need to use the **GL Journal Entry** program to post the journals manually after they're created. You can't select this if you've enabled the **Authorization of sub module journals** GL preference and vice versa. Sub module journals are created, but placed on hold if a GL account used in the journal is on hold. You'll need to correct the error and post the journals manually.

Force general ledger analysis

Transaction entry forces you to enter GL analysis information at the time the transaction is processed in the sub-module. **GL journal posting** lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an **Ask Me Later** option in the **Capture GL Analysis Entries** program) and the GL analysis information must then be entered using the **GL Journal Entry** program before the ledger journal for the transaction can be posted.

Work in progress integration methods

Integration level

Not linked generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed. **Linked in summary** prints details entries on the **WIP Part Billings Distribution** and **WIP Labor Distribution** to be summarized by ledger code before being posted to the GL. **Linked in detail** prints each detail entry on the **WIP Part Billings Distribution** and **WIP Labor Distribution** to be posted to the GL. It also enables the zoom facility within the **GL Query**.

Create general ledger journal

If Work in Progress is linked to General Ledger, then this creates the journal for GL from the Work in Progress transaction journal automatically whenever you successfully post a transaction in the Work in Progress module. If you don't select this option, then you'll need to use the **WIP Part Billings GL Integration** program to manually create the journals for GL.

Post general ledger journal

This posts journals (output by the **Inventory GL Integration** and **GRN GL Integration** programs) to GL automatically. Otherwise you'll need to use the **GL Journal Entry** program to post the journals manually after they're created. You can't select this if you've enabled the **Authorization of sub module journals** GL preference and vice versa. Sub module journals are created, but placed on hold if a GL account used in the journal is on hold. You'll need to correct the error and post the journals manually.



Force general ledger analysis

Transaction entry forces you to enter GL analysis information at the time the transaction is processed in the sub-module. **GL journal posting** lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an **Ask Me Later** option in the **Capture GL Analysis Entries** program) and the GL analysis information must then be entered using the **GL Journal Entry** program before the ledger journal for the transaction can be posted.

General ledger control accounts

Forced balance

Entries are posted to this capital-type account to correct an out-of-balance situation in the General Ledger. The posted value can then be journalized out to the correct ledger code manually.

Retained earnings

Entries are posted to this account when you run a GL Year End and choose to set expense and revenue accounts to zero, resulting in a net income/loss. This applies to ledger accounts against which a retained earnings account has not been defined. You can define multiple retained earnings accounts by defining them against your expense and revenue type ledger codes. The retained earnings account defined against a ledger code takes precedence over the account defined here.



Payables

Default merchandise

This is the account to which the merchandise value of a supplier invoice is posted during processing in the **AP Invoice Posting** program if the account is not defined against the supplier. You should only enter a default account here if you charge all inventory purchases to one account and a very large portion of the invoices posted are inventory-related. This account is not applicable if the GRN system is in use.

Default freight

This is the account to which the freight value of a supplier invoice is posted during processing in the **AP Invoice Posting** program, if the account is not defined against the supplier.

Input tax

This is the account to which tax entries are posted during processing in the **AP Invoice Posting** and **AP Permanent Entries Posting** programs, if you selected to disburse tax over a single GL tax account; your tax AP tax distribution is set to detail or summary; and you require a global tax file.

EC VAT acquisition

If using the EC VAT system, then this is the account to which 'self-charged' VAT is posted when you purchase goods from a supplier within an EC Member State (excluding local purchases) and you supplied the supplier with your VAT details (i.e. the supplier does not include VAT on the invoice to you).

Withholding tax control

This is the account to which withholding tax entries are posted when processing supplier payments using the **Payment Cycle Maintenance** program and you selected **Single GL tax account** at the **Disburse tax amount over** option (**Setup Options**). This field is only displayed if the **Withholding tax required** option is enabled (**Setup Options**).

Default QST control

This is the account to which second tier tax entries are posted during processing using the **AP Invoice Posting** and **AP Permanent Entries Posting** programs. This field is only displayed if the **Second tier tax required** option is enabled (**Setup Options**).

QST discount control

If the **Settlement discount - Request QST amount** option is enabled (**Setup Options**) then this is the account to which the 2nd tier tax portion of settlement discount must be



disbursed. Since tax is based on the gross amount before settlement discount is calculated when posting an AP invoice, when you take advantage of terms discount the amount of 2nd tier tax refundable to you must be reduced. The system passes a credit through this link to the tax recoverable account in GL.

Contra suspense

This is the account to which the value of supplier invoices offset against customer invoices is posted when using the **Customer-Supplier Contra** program (typically a credit). This could be the same code you enter at the **Contra suspense** field on the Receivables form. The credit posted from offsetting the supplier invoices and the debit posted from offsetting the customer invoices are then posted to the same account, resulting in a zero balance in this account.

Auto vouchering tax accrual

This is the account to which tax accrual entries are posted for suppliers whose tax assessment is defined as **Self** (USA tax only).

Tax relief/recovery

This is the account to which previously-claimed input tax (not yet paid to a supplier) must be repaid to the tax authority. The account is credited by the **AP Tax relief** program and debited by the **Execute AP Payment Run** program when paying invoices against which tax relief was previously processed. The account must be manually adjusted when using the **AP Invoice Posting** program to post adjustments, debit notes and credit notes against invoices for which tax relief was previously processed.

Description for merchandise

Description for freight

Description for tax input



Receivables

Exchange rate variance

This is the account to which exchange rate gains or losses are posted when using the **AR Payments and Adjustments** program. You can override this account at the time of entering a payment against a foreign customer. Also, if you did not use the **AR Currency Variance GL Interface** program to define interface ledger accounts by branch/currency, then the **AR Exchange Rate Revaluation** program also uses this account to post exchange rate variances.

Withholding tax control

Adjustment value (tax)

If you enabled the option to request the tax portion for an invoice, then the tax portion of an adjustment or discount amount is posted to this account from the **AR Payments and Adjustments** program.

Contra suspense

This is the account to which the value of customer invoices offset against supplier invoices is posted when using the **Customer-Supplier Contra** program (typically a debit). This could be the same code you enter at the **Contra suspense** field on the **Payables** form. The credit posted from offsetting the supplier invoices and the debit posted from offsetting the customer invoices are then posted to the same account, resulting in a zero balance in this account.

Balance correction rounding

This is the account to which the expense/revenue side of a Balance rounding correction is posted by the **AR Period End** program. This is an expense/revenue type account.

Balance correction control

This is the account to which the balance sheet side of a Balance rounding correction is posted by the **AR Period End** program. This is an asset type account.



Cash Book

Inter-company

This is the account to which inter-company distribution amounts are posted. It serves as the link for inter-company transactions entered in the **Cash Book Deposits & Withdrawals** program. This account is only used if Cash Book is linked to General Ledger and you intend entering distribution codes for companies other than the one in which you are working.

Tax for deposits

This is the default account to which the tax portion of any deposit (or adjustment to a deposit) is posted during processing in the **Cash Book Deposits & Withdrawals** program. All **Tax only** transactions for deposits processed in the **Cash Book Deposits & Withdrawals** program are posted to this account.

Tax for withdrawals

This is the default account to which the tax portion of any withdrawal (or adjustment to a withdrawal) is posted during processing in the **Cash Book Deposits & Withdrawals** program. All **Tax only** transactions for withdrawals processed in the **Cash Book Deposits & Withdrawals** program are posted to this account.

Interbank transfer suspense

This is the clearing account used when processing inter-bank transfers using the **Cash Book Deposits & Withdrawals** program. This should be an asset-type account. If Cash Book is linked to General Ledger, then this must be a valid SYSPRO ledger account. In addition, you can only select the **Interbank Transfers** option from the **Cash Book Deposits & Withdrawals** program if this account is specified.

Description for deposits

Description for withdrawals



Inventory

Non-stocked

This account links the Inventory Control module to the non-stocked control accounts in the General Ledger. The debit side of a non-stocked inventory receipt is passed through this link. Non-stocked items must be received against a purchase order. You cannot run the **Inventory Movements** program if you don't enter a ledger code here.

Cost of goods sold adjustment

This is the account to which cost of sales adjustments are posted, arising when the inventory balance on hand goes negative. This only applies if you are using average costing and you have allowed the warehouse to go negative. The adjustment value is calculated as the new cost less the old cost multiplied by the quantity received. This account is used when a receipt is entered where the current quantity on hand is negative and the costing method is based on average costing.

Subcontract operations

This is the account to which postings are made when the receipt of a subcontract purchase order line is made directly to a job, and the GRN suspense system is not required.

GRN suspense

This is the account to which distribution entries are posted during processing within the **AP Invoice Posting** program, where GRN matching is selected.

Purchase price variance

This is the account to which distribution entries are posted during processing in the **AP Invoice Posting** program, where GRN matching is selected and there is a variance between the actual receipt value and the invoice value. Purchase price variances that are below a pre-defined percentage that you set to ignore are posted to the GRN suspense account.

ABC costing variance

This is the account to which rounding errors are posted during the processing of a receipt into stock of an item that requires Activity Based Costing. Postings are only made to the **ABC costing variance** account if the value of the total cost of the receipt differs from the value of the new unit cost multiplied by the receipt quantity.

Goods in transit

This is the account to which postings are made for goods in transit transactions processed against a warehouse which has not been assigned a Goods in transit control account. This account (usually defined as an asset) is debited when processing a non-immediate transfer



out, and credited when processing a transfer in.

Dispatched but not invoiced

This account (usually defined as an asset) is debited at the time of creating a dispatch note, and credited once the dispatch note is invoiced. If this account is defined against the warehouse from which the items are being dispatched, then the **Dispatched but not invoiced** account held against the warehouse takes precedence. Dispatches involving non-stocked items will always use the account defined here.



Assets

Assets control

This is the account to which the cost/value amounts are posted for asset additions, asset disposals and changes to asset cost/value amounts.

Profit and loss

This is the account to which postings are made for the gain/loss you incur when you dispose of an asset using the [Asset Disposal](#) program.

Capex in progress

This is the account that is debited when you use the [Job Entry](#) to create a job for a capex requisition line and when you use the [Asset Capex Items](#) program to link a capex requisition line to an existing job and credited when you use the [Part Billings](#) program to raise an asset in suspense for a capex requisition line linked to the job.

Revaluation reserve

This is the account to which postings are made when an asset is revalued using the [Asset Revaluation](#) program.

Asset clearing

This is the account to which postings are made for asset additions, asset disposals and changes to asset cost/value amounts. The cost/cash price of asset additions is credited to this account and the disposal amount of assets disposed of is debited to this account. To clear this account (when transactions are processed against your fixed assets in the Cash Book and/or Accounts Payable modules) the asset cost or disposal value should be distributed to this account.

Depreciation

This is the expense account to which book value depreciation amounts are posted. If you are depreciating assets at individual asset level then the account entered here is ignored for book value depreciation, regardless of whether a ledger code is defined against the asset. If no ledger code for book value depreciation is defined against the asset, then the transaction journal is created with a blank ledger code (i.e. it does not default to the depreciation ledger code defined here).

Accumulated depreciation

This is the balance sheet account to which book value depreciation amounts are posted.

Asset inter-company clearing



This is the clearing account used when transferring assets between SYSPRO companies.

Profit and loss inter-company

This is the account to which the difference between the book value in the current company and the transfer book value to the new company is posted.



Work in Progress

Work in progress

This is the default account to which the value of work in progress is posted when a job is created, if a work in progress account has not been assigned to the stock item for which the job is being created. The ledger code defined in the **Capex in Progress** field is used for all jobs created for and linked to a capex requisition line.

Variance

This is the account to which postings are made during the **Backflushing** function of the **Inventory Movements** program if there is a variance between the entered cost of the manufactured item and the cost of the item's material and labor allocations calculated by the system.

Automatically cleared variances

If you're using standard costing, then this is the default account to which WIP variances (falling below your specified value) are posted automatically when receiving a finished part into stock from a completed job. The account is only used if the **Automatically cleared variance** account is not defined against the warehouse.

WIP inspection

If WIP inspection is required, then this is the default account to which the WIP value of goods received into inspection is posted. The account is used if a **WIP inspection** account is not held against the warehouse into which the goods are being received. You can't receive items from inspection into stock using the **WIP Inspection Maintenance** program if you haven't defined a WIP inspection account here or against the warehouse and you didn't enable the **Request ledger code at transactions** option.



Trade Promotions

Promotion accrual

This is the default account to which the value of accrual promotions must be credited when processing a sales order. The GL promotion accrual account defined against the promotion code is used if it differs from the code entered here.

Promotion expense

This is the default account to which the value of the accrual promotion must be debited when processing a sales order. The GL promotion expense account defined against the promotion code is used if it differs from the code entered here.

Deduction receivable

This is the default account to which deduction amounts are accumulated in the General Ledger (typically the AR Deduction Control Account). This can be changed for individual deduction codes. The GL deduction receivable account defined against the deduction code is used if it differs from the code entered here.

Deduction resolution

This is the default account to charge when a deduction is resolved for a reason other than a match to a corresponding accrual promotion account. This can be changed for individual deduction codes. The GL deduction resolution account defined against the deduction code is used if it differs from the code entered here.

Deduction writeoff

This is the expense account charged when a deduction is written off and can be changed for individual deduction codes. The GL deduction writeoff account defined against the deduction code is used if it differs from the code entered here.



www.syspro.com

Copyright © Syspro. All rights reserved.
All brand and product names are trademarks or
registered trademarks of their respective holders.

