

# Setup Options

SYSPRO 8

Reference Guide

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# Setup Options

## Exploring

## Where it fits in?

SYSPRO's **Setup Options** program provides a central location from which implementers can quickly configure SYSPRO modules (and make information easily available to support staff) and significantly speed up the process to resolve issues.

Things you can do in this program include:

- Configure setup options.
- Search for and maintain setup options across all modules.
- View and compare company options.
- Import and export configurations.
- Monitor changes to setup options.

## Navigation

This program is accessed from the SYSPRO Ribbon bar:

- *SYSPRO Ribbon bar > Setup*

# Starting

## Prerequisites

- Ensure that the **SYSPRO 8 e.net Communications Load Balancer** service is installed and properly configured within the **System Setup** program.
- Because SYSPRO's setup options affect the way programs 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.

## Security

### Activities

#### Operators

You can prevent operators from seeing or accessing module setup options by configuring **Setup Option** activities within the **Operator Maintenance** program (*Security > Activities > Configure activities > Edit*).

#### FOR EXAMPLE:

Denying an operator access to the **Accounts Payable** module hides all form information relating to **Accounts Payable** (e.g. Configuration, Preferences, etc.). It also hides disallowed form options from being displayed in the search bar.

You can also prevent operators from accessing functions available from the toolbar by configuring **Setup Option** activities that restrict access to functions within the program (e.g. Compare, Import, Export, etc.). Functions to which an operator has been denied access are grayed out.

### Roles

If you are using role-based security then you can prevent operator roles from seeing or accessing module setup options by configuring **Setup Option** activities within the **Role Management** program (*SYSPRO Ribbon bar > Setup*).

1. For the role you want to secure, ensure that the **Activities and fields** role configuration option is set to *Configured by role*.
2. Click on the **Configure** icon to load the **Role Activities and Fields Maintenance** program.
3. Access the activities you want to secure (e.g. in this case, it would be the **Module: Setup Options** section).

You can also prevent roles from accessing functions available from the toolbar by configuring **Setup Option** activities that restrict access to functions within the program (e.g. Compare, Import, Export, etc.). Functions to which a role has been denied access are grayed out.



## Considerations



- By default, access to all the module setup options and functions is allowed.
- Although you can configure a **Setup Option** activity to control access to **View Amendment Journals** from within this program, this security does not extend to running the **Setup Amendment Journal** program when selected from the SYSPRO ribbon bar.



- You can't selectively restrict access to setup options that aren't grouped by module (e.g. Tax Options, Keys, Company Options). Denying or allowing access to them applies to all the forms and options in that group.
- Module activity restrictions that you configure will also apply when selecting to **View All Options** (i.e. you won't be able to view options to which you have been denied access) as well as the **Help Caption** text.

# Referencing

## Menu and Toolbar Company

This defaults to the company you are currently logged into.




Only the companies to which you have access are displayed here. You configure this using the **Operator Maintenance** program.

### 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.
Migrate Files to SQL	<p>This lets you migrate RTF and CMS data to the SQL database instead of retaining them on the file system.</p> <p>You can also use this option to migrate data back to the file system if you later decide that storing the RTF and CMS data in SQL Server is not suitable for your environment (e.g. third party applications require access to the files).</p>

## Define

Period End Dates	<p>This lets you set period end dates across all modules.</p> <div>  <p>We recommend that you only use this feature for take-on purposes.</p> </div>						
Financial Year and Month	<p>This lets you view and define the financial year and month for all your modules.</p> <table> <tr> <td>Year</td><td>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.</td></tr> <tr> <td>Month</td><td>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.</td></tr> <tr> <td>Message</td><td>This column indicates any messages for the module that may prevent changes from being made.</td></tr> </table>	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.
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.						
Configure e.net License	This lets you apportion e.net licenses across operators.						
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.						
Tax Return Periods	This lets you define the start and end dates for each of your tax periods and years for generating the <b>Tax Return</b> 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.						
Withholding Tax Codes	This lets you take on and maintain the withholding tax codes required within SYSPRO (EC VAT only). Withholding tax is an advance payment of company tax that is collected by the company when paying a supplier.						
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 provides you with a quick glance of information relating to your financial modules across a specific company.

Information includes:

- The next number to be used for journals, registers and other items
- Information on **forced balance** and **retained earnings** accounts
- The date certain financial programs were last run



The details displayed are for informational purposes only (i.e. you won't be able to make changes).

## 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.

# Configuration Options

## Accounts Payable Configuration

*Setup Options > Configuration > Financial > 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

Option	Description
Combined check & remittance	This indicates your pre-printed stationery is a combined remittance and check.
Separate check & remittance	This 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).
Remittance only	This indicates that you only want to print remittances (e.g. you typically pay your suppliers electronically).
Defined by bank	This indicates that you want to configure your check print requirements against the bank.

### 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.

## Purchase price variance

### 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.

## Payment release and voiding

### Invoice exchange rate for payment

Option	Description
Use default invoice exchange rate	This 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	This applies the exchange rate from the <a href="#">Browse on Currencies</a> 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.

## Integration

### 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 Configuration

*Setup Options > Configuration > Financial > 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.

Option	Description
By statement	This 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	This 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	This ages invoices according to the difference between the invoice date and the system run date.
By invoice due date	This 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 <b>AR Invoice Terms</b> 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.

## Settlement discount

### 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.

## Integration

### Accounts Receivable link 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 Configuration

Setup Options > Configuration > Financial > Assets Register

## Post book value depreciation to

Option	Description
Integration setup	This posts book value depreciation to GL according to the settings defined for asset integration.
Individual asset	This 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 <b>Asset Depreciation Calculation</b> 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.

Option	Description
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 <b>Asset Acquisition</b> 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 <b>Asset Acquisition</b> program.

Option	Description
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 <b>Start depreciation date</b> defined against each asset.</p> <p>When you add an asset into a prior year, <b>Addition</b> and <b>Catch-up</b> 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.

Option	Description
Period	This calculates the current period depreciation at period end.
Year	This recalculates the full current year's depreciation at each period end.
Life of asset	This 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.

### Date conventions

#### Defined by

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

### Book value

Indicate the date convention you require for book value depreciation.

### Tax valuation

Indicate the date convention you require for tax value depreciation.

## Alternate valuation 1-10

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

# Cash Book Configuration

*Setup Options > Configuration > Financial > Cash Book*

## Automatic bank reconciliation of deposit

This lets you 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

Option	Description
Value only	This 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	This 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	This 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 Configuration

*Setup Options > Configuration > Financial > General Ledger*

## Default browse sequence

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

## Budget

This lets you 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

Option	Description
Retain current year budgets	This leaves budget information intact after running a year end.
Zeroize current year budgets	This 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	This 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.

Option	Description
By company	This applies the spread to all ledger codes in the company.
By group	This applies the spread to ledger codes according to the groups to which they are assigned.



# Dispatch Notes Configuration

*Setup Options > Configuration > Distribution > 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.

## Comment line processing

This indicates how you want to process comment 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 code 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.

## Theoretical unit of measure

### 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.

## Dispatch quantities allowed

### 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.

## Printing options

### 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.

## Blanket sales order

### 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.

## Consolidation options

### Print individual dispatch note lines

Select this to print a line on the dispatch note invoice for each dispatch line that was consolidated.

This option is only applied if the dispatched lines have the same:

- unit cost
- tax code
- line discounts
- unit of measure and conversion factors
- price and price unit of measure
- tariff codes (for EU companies)

If these fields are the same then the [Dispatch Note Consolidation](#) program consolidates the dispatch lines into one line for printing. The option then determines whether it should print the dispatches that make up that consolidated line as sub-lines on the invoice, or print all the dispatches as separate invoice lines.

If you don't select this option, then a line is printed for the total consolidation and a sub-line for each dispatch. You typically select this option to avoid rounding errors. Rounding errors may occur if you consolidate a number of different dispatches for a single sales order line and the sales order quantities are defined to 3 decimal places or the price is defined to 4 or 5 decimal places.

If you select this option, then ensure that you also enable the **Individual dispatch lines on cons inv** preference ([SO Document Formats](#))





## Use sales order price on invoice

This lets you choose to use the sales order price on a dispatch note consolidated invoice instead of defaulting to the dispatch note price.

## Line cancellation options

### 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.

# Inventory Configuration

*Setup Options > Configuration > Distribution > 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

This is only available if multiple bins is enabled and the serial tracking system is required. You typically use this to track serialized items by bin location.



Once activated, you won't be able to switch off multiple bins at company level, or switch off the **ASSOCIATE SERIALS BY BIN** option. A conversion process migrates your lot/bin/serial tables, which cannot be reversed. If you need the system to function as before, you'll need to switch off multiple bins at warehouse level.

## Fixed bins

This requires a bin to exist in the newly-created `InvMulttBin` 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** hyperlink to switch off this facility selectively for individual warehouses.



The **Show Warehouses** hyperlink is also used to maintain the **WMS CONTROL** options against the warehouse (**Warehouse Maintenance**).

## 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 TO PROCESS RECEIPT** 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

Option	Description
Receipt date	This 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	This 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 doesn't already exist, then it's created with the transaction date.

## Costing method

### 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.

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

## Negative stock on hand

### 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 **Yes** and **Dependent on warehouse** options do not activate negative stock for the warehouse; you must maintain details against the warehouse(s) for this option to take effect.

### List

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

### From warehouse/To warehouse

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

### Negative quantity in selected warehouses

This lets you choose whether to allow or disallow negative stock for the selected warehouses.

## FIFO/LIFO options

### 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.



## Product configurator web setup

### Use Product Configurator web

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

#### Path

Enter the path to the logon screen of the Product Configurator website.



# Purchase Orders Configuration

*Setup Options > Configuration > Distribution > 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.

## Purchase order inspection

### Liable to supplier for scrapped items

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

## Requisition line options

### 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 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.



## Requisition value for RFQ

This indicates the minimum value from which you can create an RFQ from a requisition.

## Mandatory user codes checked in routing

### User code 1

Indicate the first user code to which you want to route a requisition line when the **MINIMUM LINE VALUE FOR CHECKING ROUTING** amount is exceeded.

### User code 2

Indicate the second user code to which you want to route a requisition line when the **MINIMUM LINE VALUE FOR CHECKING ROUTING** amount is exceeded.

### User code 3

Indicate the third user code to which you want to route a requisition line when the **MINIMUM LINE VALUE FOR CHECKING ROUTING** amount is exceeded.

### User code 4

Indicate the fourth user code to which you want to route a requisition line when the **MINIMUM LINE VALUE FOR CHECKING ROUTING** amount is exceeded.

## Routing

### 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.

## Requisition budgets

### 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

Option	Description
At stock code level	This 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	This defines requisition budgets at product class level (you can also define a stock code within the product class).

## Budget terms

Option	Description
Expressed in terms of value	This indicates the budget values are monetary amounts.
Expressed in terms of quantity	This indicates the budget values are quantities.

## Requisitions Stores requisitions

Option	Description
Not required	This means you don't want to use stores requisitions (i.e. requisitions can only be turned into purchase orders).
Create issue	This creates requisitions on your warehouses to supply items.
Create transfer	This creates requisitions to transfer items from another warehouse.
Request at run time	This 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 <b>Requisition Entry Maintenance</b> program.

## Approval level checking

Option	Description
User	This performs checks based on the maximum requisition values defined against the requisition user. Automatic approval can only be done at this level.
Group	This 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	This performs checks based on product classes within user groups. Automatic approval cannot be done at this level.

## Landed cost tracking

### 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.

# Return Merchandise Authorization Configuration

*Setup Options > Configuration > Distribution > Return Merchandise Authorization*

## For fix in-house

Option	Description
Create sales order	This creates an order when cross-shipping an item that has been returned by a customer for repairs or refurbishment. Cross-shipping is typically required when the customer is unable to return the defective item before receiving the replacement.
Create job	This creates a works order for the repair of merchandise that has been returned by a customer.
No action required	This only prints the RMA.

## Problem code mandatory

This forces the operator to enter a problem code at the time of issuing an RMA. Don't enable this if you want the system to prompt you for a restocking code 'At line level' as the prompt is only displayed if the problem code on the RMA is blank.

## Cross shipment options

### Create sales order

This automatically creates a sales order when issuing an RMA which requires a cross-shipment (i.e. a customer requires the replacement item before being able to return the defective item).

### Capture serial numbers

This prompts you to enter serial numbers when processing a cross-shipment. Otherwise you only need to supply the serial numbers at the time of invoicing (i.e. when the order goes to a status of 8). If multiple bins is installed in the warehouse, or the stock code is lot traceable or ECC-controlled, then you have to capture serial numbers regardless of your selection here.

### Max days allowed for returned product

This indicates the maximum number of days that merchandise returned for cross-shipments can be received before warning messages are displayed.

### Restocking product class

This indicates the default product class for restocking.



## Apply restocking fee to **Defective credit**

This indicates that restocking is required when the customer is credited for the return of defective items.

## **Defective in warranty**

This indicates that restocking is required for the repair of items that are still under warranty.

## **Defective out of warranty**

This indicates that restocking is required for the repair of items that are no longer under warranty.

## **General return**

This indicates that restocking is required when the customer is unhappy with the product and requires a credit.

## **Incorrect order**

This indicates that restocking is required for a returned item that was incorrectly ordered by a customer.

## **Incorrect shipment**

This indicates that restocking is required for a returned item that was incorrectly shipped to a customer.

## **Short shipment**

This indicates that restocking is required when the customer needs to be credited for the balance of a shipment that was short-supplied.



# Return to Supplier Configuration

*Setup Options > Configuration > Distribution > Return to Supplier*

## **Non-stocked product class**

This indicates the default product class that will be used for non-stocked items when adding an RTS.

## **Create a credit for freight or handling**

This generates AP credit invoices for a supplier for any freight and/or handling costs incurred on returned merchandise.

# Sales Analysis Configuration

*Setup Options > Configuration > Distribution > 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

Option	Description
Batch	This updates your sales history files only at the time of running the <b>Sales Analysis Update</b> program.
Online	This 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 <b>Sales Analysis Update</b> program before changing this option, to ensure that all transactions are updated in the Sales Analysis files.

## History setup options

### 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:

1. Select the **Recreate archive from transactions** option in the **Recreate Sales History** program.
2. Re-run the **Recreate Sales History** program and select the **Recreate history detail/summary from archive** option.

## Detailed key options

### 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.

# Sales Orders Configuration

*Setup Options > Configuration > Distribution > 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.

Option	Description
Pre-billing	This only notifies you if the back order decision is by operator (or by warehouse and stock is not allowed to go negative).
Post-billing	This only notifies you if stock is not allowed to go negative.
Post-billing with invoice	This only notifies you if stock is not allowed to go negative and 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, then stock isn't allocated. If you change this entry, then 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** (i.e. the geographic area assigned to the customer, the warehouse assigned to the order, or the branch assigned to the order). Alternate keys let you 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.

Option	Description
Only customer	This uses only the stock code cross references defined against the sub-account.
Only master	This uses only the stock code cross references defined against the master account.
Customer, then master	This uses the stock code cross references defined against the sub-account (if they exist) or the master account.

## Packaging option

Option	Description
When selected	This displays a <b>Packaging Details</b> screen when you select it from the <b>Dimensions</b> function of the <b>Sales Order Entry</b> program.
Requested but optional	This displays the <b>Packaging Details</b> screen when you save a stocked line with a non-zero ship quantity.
Requested and mandatory	This displays the <b>Packaging Details</b> screen when you save a stocked line with a non-zero ship quantity, but 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.

## Pricing method

Option	Description
Manual	This indicates you want to enter a stock item's price manually for each order line.
Simple	This establishes the price by combining the customer's <b>Auto price code selection</b> and whether the item's pricing method is coded or discounted.
Extended	This matches the stock item's <b>Price category</b> 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.

Option	Description
Always	This 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	This recalculates the price only when a change is made to the order quantity of the line.

## Line discount calculation

Option	Description
Line discount	Line discounts are calculated by multiplying the price of an item by the quantity ordered and then applying the discount applicable.
Price discount	Line discounts are calculated 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

Option	Description
Document date	This 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	This uses the date entered in the <b>Order date</b> 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

Option	Description
No maintenance allowed	This disables order maintenance functions if a delivery note has been produced for an order.
No maintenance allowed with option to cancel	This disables order maintenance functions if a delivery note has been produced for an order but allows for the cancelling of an order line/order.
Maintenance allowed	This 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

Option	Description
Print all lines	This 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	This 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 <b>Print all back-ordered lines</b> option at the time of defining the invoice format.

## Dates used in serial number entry

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

## Sales margins

### Minimum price percentage above cost

This lets you indicate the level at which you want to set a minimum percentage by which the price must exceed the cost for stocked and non-stocked items. This does not apply to credit notes or inter-branch transfers.

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. It is based on the current cost (if your costing method is Standard or Average) and on Last cost (if your costing method is FIFO, LIFO or Last cost).

### Margin check based on

Option	Description
Gross value	This bases the minimum margin check on the extended order line value, excluding any line discounts.
Net value	This 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.

For **Kit type S** items, no check is performed.

### 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.

## Returnable item

### 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 receipted into, the source and target warehouses selected for the SCT.

## Customer purchase order number

### Validate duplicates

This relates to the entry of customer purchase order numbers in the **Sales Order Entry** and **Quick Sales Order Entry** programs.

Option	Description
No validation	This indicates you do not require unique customer purchase order numbers.
By customer	This requires unique customer purchase order numbers for the customer.
By company	This requires customer purchase order numbers to be unique for the company.

## Order analysis files to be generated

### 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.

## Order entry detail options

### 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

### 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 **AUTOMATIC DEplete IN** Inventory preference 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

Option	Description
Quantity shipped	This places the quantity in ship when processing a receipt linked to a sales order.
Quantity reserved	This 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	This reserves quantities only if the sales order is in a <b>STATUS 4</b> or <b>STATUS 8</b> . Otherwise the quantity received is moved into ship.

## Credit checking

### 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).

## Contract and net unit price calculation

### 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.

## Commission

### Commissionable value calculation basis

Option	Description
Merchandise sales after discounts	This bases commission on the sale of merchandise after discounts have been applied.
Profit on merchandise sales	This bases commission on the profit gained from net merchandise sales.
Merchandise quantity x list price	This 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

Option	Description
Using percentage against salesperson	This multiplies the commissionable amount by the commission percentage assigned to the salesperson.
Using code against price	This 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.

## Online printing options

### 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.

## Delivery note options

### 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.

## Counter sales

### 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 **DEPOSITS ONLY FOR BACK ORDER QUANTITIES** option, then the sales order must be in a **STATUS 4** or **STATUS 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, for example, where 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 restricting 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 CASH TRANSACTION** 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 lets you 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**.

Option	Description
All digits	This lets you enter up to 18 digits.
Last four digits	This lets you enter up to four digits.

## Load planning

### 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

Option	Description
Ship quantity	This 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	This 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	This 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 let the system automatically create additional loads based on the information you entered for the first load.

Option	Description
Number of loads	This creates loads based on the number of loads specified at the <b>NUMBER OF LOADS/DAYS</b> field.
Number of days ahead	This creates loads based on the number of days specified at the <b>NUMBER OF LOADS/DAYS</b> 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

Option	Description
Required delivery date	This allocates sales order lines to loads based on the required delivery date and the capacity of the load.
Stock availability	This 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

Option	Description
Allocate on request	This allows you to manually allocate sales order or dispatch note lines to loads when the lines are added/dispatched.
Allocate automatically	This allocates lines to loads automatically when the lines are added/dispatched.
Not allocated	This lets you only allocate sales order or dispatch note lines to loads using the <b>Load Planning Delivery Load Maintenance</b> program.

## Status of orders confirmed

Option	Description
Delivery note/Dispatch note created	This checks that a delivery note or dispatch note was printed for each order line on a load before the load can be set to <b>CONFIRMED</b> .
Invoiced	This checks that an invoice was generated for each order line on a load before the load can be set to <b>CONFIRMED</b> .



# Trade Promotions Configuration

*Setup Options > Configuration > Distribution > 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

Option	Description
Current date	This assigns the current system date to the debit note generated when reinstating a deduction (using the <b>Deduction Review</b> program).
Payment date	This 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.

## Ship full quantity global free goods

This automatically ships free goods for a sales order qualifying for a global free goods promotion, if the full quantity of the free good is available and the parent items are also shipped. Otherwise free goods global quantities are automatically placed in 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.

## Promotions defaults

### 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.

## Merchandise line product class

### **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 qualifications

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 Configuration

*Setup Options > Configuration > Manufacturing > 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

## Engineering change control

### Stock control level

This lets you formalize changes to your bill of materials without needing to retain previous iterations of the bill.

Option	Description
Revision	This requires you to indicate the revision level when processing purchase orders, sales orders and jobs.
Release	This requires you to indicate the revision and release level to use. <div>  <p>If you change from release to revision, then you won't be able to view or maintain bills for ECC-controlled items. Before changing the stock control level, you must unset ECC for all items.</p> </div>

## Allow issues from multiple rev/rels

This lets you create more than one allocation against the same job at the time of issuing ECC material allocations to the job and depleting the oldest revision/release (only if the **DEplete OLDEST REV/REL FIRST (COMPONENT)** option is enabled).

When this option is enabled, all ECC components against BOMs and jobs with an ECC consumption method of **Use oldest** are set to **Use current (Structures and Routings)**. An allocation is created per revision/release, from the available quantity to issue of the rev/rel, for the quantity required for the job.

If not enabled, it prevents mixing different revisions/releases in one transaction when issuing ECC components to a job, or when backflushing using the **Inventory Movements** program if the **BACKFLUSHING DEplete OLDEST REV/REL** option is enabled. In this case, the oldest rev/rel is not depleted when there is insufficient quantity to issue and the next single revision/release with sufficient quantity on hand is used instead.

Component reservation and depletion are mutually exclusive, so this option is not available when **RESERVE STOCK FOR CONFIRMED JOBS** is enabled (*Setup Options > Configuration > Manufacturing > Work in Progress*).

## Allow cosmetic changes for ECO

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

## 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 Configuration

*Setup Options > Configuration > Manufacturing > 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.



# Quotations Configuration

*Setup Options > Configuration > Manufacturing > 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.

Option	Description
Markup	This adds a default markup percentage to each non-stocked item on a quotation (this is added to the cost of the item).
Margin	This 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.

Option	Description
Markup	This adds a default labor markup percentage for each estimate. The markup is added to the cost of the labor.
Margin	This 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.

Option	Description
Markup	This adds a default material percentage markup for each estimate (this is added to the cost of the material).
Margin	This 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.

Option	Description
Inventory	This uses the current inventory cost of made-in items as the basis for the calculation.

Option	Description
Last	This uses the last cost used for made-in items as the basis for the calculation.
BOM	This 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

### Quotation versioning required

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 Configuration

*Setup Options > Configuration > Manufacturing > 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.

## Forecast planning

### Frequency allowance (days)

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.

## Planning

### 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 Configuration

*Setup Options > Configuration > Manufacturing > 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.

## WIP Inspection

### 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 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.

## Part billings

### 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.

## Job creation

### 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.

Option	Description
BOM cost	This values material allocations to a job at the Bill of Materials cost.
Inventory cost	This 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.

## Tracking lots and serials

### 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 Preferences

*Setup Options > Preferences > Financials > Accounts Payable*

### **Amendment journals required**

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.

### **General options**

#### **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 accumulate 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 Preferences

*Setup Options > Preferences > Financials > 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

This displays only customers linked to the AR branch associated with the operator when browsing on customers. 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

This prevents Point of Sale transactions from being posted by the **AR Bank Deposit Slip** program.

## Calculation for terms discount

### 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.

### Determine tax based on invoice paid

Enable this to calculate the taxable portion of settlement discount according to the tax code applied at line level for the invoice. Otherwise, the taxable portion is calculated using the single tax code assigned at the time of payment.

## Credit or debit settlement 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.

## Payment run

### 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 Preferences

*Setup Options > Preferences > Financials > 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.

## Amendment journals required

This enables you to monitor changes made to asset information. You can view these changes using the **Asset Amendment Journal** program.

## Exclude residual from depreciation for 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.

## Asset count

### 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 Preferences

*Setup Options > Preferences > Financials > 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 and 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 and 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 Preferences

*Setup Options > Preferences > Financials > 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 Preferences

*Setup Options > Preferences > Financials > 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 and 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** list view. 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.

## Commitments

### **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**

This validates requisitions against the ledger account's budget.

### **Retain completed transactions**

This retains transactions once an uncommitted value becomes committed, or a committed value becomes an actual cost. The completed transactions are retained for the current year and removed at year end.

### **Add to budget at year end**

This increases the budget for the first period of a new year by any outstanding uncommitted value from the previous year (e.g. unposted commitments from the previous year are added to the budget for the new year).





## 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

This validates this type of commitment against the ledger account's budget.

### Retain completed transactions

This retains transactions once a committed value becomes an actual value. The completed transactions are retained for the current year and removed at year end.

### Add to budget at year end

Select this if the budget for the first period of a new year should be increased by any outstanding committed value.

## Journals

### 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).

## Budget

### 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.

## Budget descriptions

### 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 Preferences

*Setup Options > Preferences > Distribution > 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**.

## Online printing options

### 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 Preferences

*Setup Options > Preferences > Distribution > 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.

Option	Description
5-up, 4-down	Round ups decimal places of .5 or larger, and rounds down decimal places of .4 or less.
Round up/Round down	This 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 <b>Round up</b> 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 **Bins, Lots & Serial Capture** 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

Option	Description
Percentage	Select this for the detection and subsequent reporting on variances during a stock take to be based on the <i>percentage</i> entered at the <b>Maximum permitted</b> field.
Variance	Select this for the detection and subsequent reporting on variances during a stock take to be based on the <i>fixed quantity</i> entered at the <b>Maximum permitted</b> 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

Option	Description
Bin	This defaults to browsing on multiple bins in bin number sequence.
Receipt date	This 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

Option	Description
Regular	This displays the quantity available in each period, taking into account supply and demand.
Cumulative	This 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.

## Goods in transit amendment journal

This creates amendment journals for all changes processed against goods in transit. This information can be viewed using the [GTR Detail Amendment Journals](#) program.

## Request ledger code for Receipts

This requests a ledger code when processing an inventory receipt transaction (i.e. this excludes purchase order receipts which are defined separately)

## Adjustments

This requests a ledger code when processing an inventory adjustment transaction.

## Issues

This requests a ledger code when processing an inventory issue transaction or an issue from stores requisitions.

## Cost modifications

This requests a ledger code when processing an inventory cost modification transaction.

## Cost changes

This requests a ledger code when processing an inventory cost change transaction.





## **Physical**

This requests a ledger code when processing an inventory physical transaction.

## **Stock transfers**

This requests a ledger code when processing an inventory stock transfer transaction.

## **Purchase order receipts**

This requests a ledger code when processing a purchase order receipt transaction.

## **Debits (Non stocked)**

This lets you change the default ledger code (typically an expense account) when processing the receipt of a non-stocked item.

## **Credits**

This lets you change the default ledger code (typically the GRN suspense account) when processing the receipt of a stocked item or accepting an item from inspection into stock.

## **Non merchandise**

This lets you change the default ledger code when processing a non-merchandise receipt.

## **Allow ledger code change in backflushing**

This lets you override the default WIP control account when processing a backflushing transaction.

## **Percentage breaks for ABC analysis**

### **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.

## Good in transit

### 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.

## Actual costing

### 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.

## FIFO buckets current cost recalculate

### 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.

## Unit of measure

### 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.

## Document selections

### 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

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

## Add inspection item in inventory receipt

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

## Decimals in stationery alignments

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

## Inventory query

### 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

This lets you to indicate the companies for which you want to view warehouse values and warehouse history values in the **Inventory Query** program.

## Stock code browse options

### 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.

Option	Description
Standard	This uses the warehouse defined against the operator.
Operator default	This uses the default warehouse defined against the operator.
Company default	This uses the warehouse defined against the company.
Warehouse to use	This uses the warehouse defined at the <b>Warehouse to use</b> field against the stock item.
Distribution warehouse	This uses the warehouse defined at the <b>Distribution warehouse to use</b> field against the item.

## Apply automatic depletion in Automatic deplete in

Option	Description
Kit issues	This 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	This 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 <b>Request lots/bins/serials when reserving stock</b> 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.

## Configurator

### 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.

Option	Description
Inventory	This uses the inventory cost for bought-out items when rolling up the single level costs towards the new parent created.
BOM	This uses 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.

### **Define delete options**

#### **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.



# IO Forecast Algorithms Preferences

*Setup Options > Preferences > Distribution > 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

Indicate the number of months (from 2 to 12) to include when calculating the mean. This defaults to 12. If the calendar is defined in weeks, the calculation still uses the number of months defined here to calculate the equivalent number of weeks. This parameter can be set as a default at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

## Months for median calculation

Indicate the number of months (from 2 to 12) to include when calculating the median. This defaults to 12. If the calendar is defined in weeks, the calculation still uses the number of months defined here to calculate the equivalent number of weeks. This parameter can be set as a default at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

## Months for moving average calculation

Indicate the number of months (from 2 to 6) to include when calculating the moving average. This defaults to 3. If the calendar is defined in weeks, the calculation still uses the number of months defined here to calculate the equivalent number of weeks. This parameter can be set as a default at company level and overridden for one or many stock code/revision/release/warehouse instances using the [Forecast Calendars](#) program.

## 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

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

## 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.

## **Seasonal coefficient**

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



# IO General Preferences

*Setup Options > Preferences > Distribution > 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.

## Amendment journals required

### 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.

# IO Modeling Preferences

*Setup Options > Preferences > Distribution > 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.

Option	Description
Live	This uses the forecast from the <b>Requirements Calculation</b> (stored in SYSPRO's Requirements Planning tables).
Draft	This uses the forecast created by the Inventory Forecasting or Inventory Families and Groupings modules. <b>Last snapshot</b> 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 dependent 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

Option	Description
Total	This uses the total days in a period as part of the modeling calculation.
Working	This 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

Option	Description
Period on period	This 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	This 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.

Option	Description
Last	This uses the last forecast taken for the period.
Last outside lead	This uses the last forecast for the period outside the lead time.
Average	This uses the average of the most recent snapshots within the time window defined by the number of <b>Snapshot months</b> .
Average outside lead	This uses the average of the most recent snapshots outside the lead time, within the time window defined by the number of <b>Snapshot months</b> .





## 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 Preferences

*Setup Options > Preferences > Distribution > 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.

## Purchase order entry options

### Insert additional text automatically

This insert 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 good text automatically

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

### 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 allow 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

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

## Manual entry when BPO contract exists

Option	Description
Base on contract	This 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	This prevents the manual entry of normal purchase order lines (you will only be able to add entries using the blanket purchase order programs).
Allowed	This 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.

Option	Description
Retain original customer and purchase order	This prevents adding a backorder line to an existing purchase order when the customer/customer purchase order numbers differ.
Change original customer and purchase order	This allows the original customer and customer purchase order numbers on the p/o to be changed.

Option	Description
Ignore different customer and purchase order	This allows a backorder line to be added to an existing p/o when the numbers differ.

## Requisition

### 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.

Option	Description
Only one	This routes the requisition back to the originator only for the first receipt processed.
Always	This notifies the originator each time a receipt is processed, regardless of whether it is acknowledged in the originator's Routed to view.
Only confirmation	This routes the requisition back to the originator for the first receipt processed.

### Update capex during maintenance

Option	Description
Yes	This updates the accumulated capex value with any changes made to a purchase order (including cancelled lines, which will reduce the accumulated capex value).
No	This doesn't update the accumulated capex value with any changes made to a purchase order.
Only when cancelling	This updates the accumulated capex value when purchase order lines are cancelled (i.e. the accumulated capex value is reduced).

### Check maximum value at level

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

Option	Description
Requisition level	This 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

Option	Description
Time of entry	This performs the checks at the time of entry.
Time of approval	This performs the checks at the time of approval.

### Landed cost tracking

#### 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.

## Reversing GRN

### 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.

## Default charges

### Freight charges

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

## Miscellaneous charges

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

## Receipt exception rules

### 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.

## Acceptable cost percentage 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.

# RMA Preferences

*Setup Options > Preferences > Distribution > Return Merchandise Authorization*

## Print RMA document

Option	Description
At issue	This 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	This 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	This 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 selected the **Assume current rev/rel at time of adding order** option at the **SALES ORDER CREATION** setup option (*Setup Options > Configuration > Manufacturing > Bill of Materials*). 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 components

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

Option	Description
At line level	This 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, so don't enable the <b>PROBLEM CODE MANDATORY</b> setup option ( <i>Setup Options &gt; Configuration &gt; Distribution &gt; Return Merchandise Authorization</i> )).

Option	Description
Apply restock automatically	This 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**.

## Default warehouse for 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.

## Defaults

### Receipt action

Option	Description
Archive	This closes the RMA without taking any action.
Credit	This creates a credit note.
Exchange	This 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	This creates a non-stocked repair job and issues the returned material to the job.
Inspect	This inspects merchandise received from a customer.
Narration	This lets you add notes to the RMA line when receiving returned merchandise from a customer.

## Invoice terms

Indicate the default invoice terms toimp040 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 Preferences

*Setup Options > Preferences > Distribution > 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

Option	Description
Not allowed	This 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	This allows the change, but does not require the system to check that GL integration accounts are defined against the branch.
Allowed - GL integration check	This 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

Option	Description
Free form	This uses the text entered at the <b>Shipping instructions default message</b> option as the default text for the <b>Ship via</b> field when capturing sales orders. The message can be printed on delivery notes and invoices.
Coded	This links your shipping messages to a two-character shipping instruction code. The message is displayed automatically when the code is entered at the <b>Ship via</b> 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 doesn't apply to the **Purchase Order Receipts**, **Job Receipts** and **Shipment Receipt** programs (which use the **Order linked to a receipt** option).

Option	Description
Ship quantity	This defaults to shipping the order quantity on the sales order.
Reserve quantity	This defaults to reserving the order quantity on the sales order.

## 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.



## Duplicate customer purchase order number

### Action

Option	Description
Warn	This 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	This prevents an order from being captured if the customer purchase order number has already been used for the same customer or company.

## Back orders

### 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.

Option	Description
Not required	This sets the order status to complete (the order qty which could not be shipped is ignored).
Manual	This requires you to use the <b>Order Maintenance</b> function to move the qty from back order to ship manually.
Automatic	This 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

Option	Description
Always	This releases non-stocked items that are on back order automatically. The back order qty is moved to the <b>Ship</b> field without checking if there are any outstanding purchase orders, requisitions or jobs for the item.
Never	This requires non-stocked items on back order to be released manually.

Option	Description
If unattached	This releases non-stocked items on back order automatically, providing they are not attached to purchase orders, requisitions or jobs.

## Decision

Option	Description
By operator	This 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	This 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.

Option	Description
On adding a line	This displays it after the order qty is entered and you tab off the field.
Whenever line is placed in backorder	This displays it as soon as the shortage qty is placed into backorder.
Only by operator selection	This enables the operator to manually select the option to display it.
By operator preference	This displays it according to the sales order preferences defined for the operator.

## Request when order release from status 4

### Invoice

This lets you request the invoice date or number (provided automatic numbering is not defined) at the time of releasing a status 4 order or when a dispatch note is released for invoicing. Otherwise, the order number is automatically assigned as the invoice number for the first invoice produced for the order (if the **SALES ORDER MOVED TO INVOICE** option is enabled). For subsequent invoices, the next invoice number is assigned based on the invoice numbering method defined.

## Dangerous goods data sheets

### 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 checking

### Credit check for order to be released

Option	Description
Check and authorize to release	This prevents an order from being released without authorization.
Check and reject if fail	This prevents the release of an order for invoicing when the customer's credit terms and/or credit limit is exceeded. If the <b>APPLY CHECK TO CURRENT ORDER ONLY</b> 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.

## Order status codes used

### 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 (S)

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.

## Contract pricing

### 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).

## Unit of measure options

### Default uom for order quantity

Option	Description
Stocking	This uses the stocking unit of measure as the default when entering orders for stocked lines.
Alternate	This uses the alternate unit of measure as the default when entering orders for stocked lines.
Other	This 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.

Option	Description
Order quantity to ship	This calculates the unit discount for an order line based on the quantity specified at the <b>Order quantity</b> field.
Actual stocking quantity to ship	This calculates the unit discount for an order line based on the quantity specified at the <b>Ship quantity</b> field.

## Counter sales

### 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



# Trade Promotions Preferences

*Setup Options > Preferences > Distribution > 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 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.

## Promotion limits

### **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.



## Miscellaneous line options

### 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.

## Promotions defaults

### 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.

## Deduction resolution codes

### 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 Preferences

*Setup Options > Preferences > Manufacturing > 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.

## Default WIP branch

This is the company default Work in Progress branch that will be used when capturing jobs, if you selected **WIP branch level** at the **APPLY INTEGRATION LEVEL AT** setup option (*Setup Options > General Ledger Integration > General Ledger Codes*).



- This default WIP branch is not used if you've configured a default against a bill of material routing or an operator.
- The **WIP Branch Update** program lets you update existing, active jobs if no material or labor has been posted. The WIP control accounts are updated and saved against the jobs. If ledger accounts haven't been defined against a WIP branch, then the accounts defined at company level will be used by default.

## Sequencing

### 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.

## Engineering change control

### 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.

Option	Description
Batch	This let you archive BOM changes manually.
Immediate	This archives a BOM automatically.
Immediate (prompted)	This prompts you to archive a BOM. If you don't archive the BOM when prompted, you can still archive it manually using the <b>Structure and Routing Archive</b> 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 Preferences

*Setup Options > Preferences > Manufacturing > 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.

## Cost implosion/job creation

### 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.

## Date options

### 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

Option	Description
Force entry of expiry date	This makes the entry of an expiry date compulsory.
Date of query	This calculates the expiry date from the query date.
Tender date	This calculates the expiry date from the tender date.
Print date	This 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	This enables you to enter zeros (i.e. no expiry date) at the <b>Expiry date</b> field within the <b>Quotations</b> 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 Preferences

*Setup Options > Preferences > Manufacturing > 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.

## Resource planning

### 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.



## Amendment journals required

### 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.

## Include in requirements calculation

### 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

Select this to include confirmed jobs in the calculation of requirements.

### Unconfirmed jobs

Select this to include unconfirmed jobs in the calculation of requirements.

### 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 QUANTITY 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 SELECTED WAREHOUSES** option must not be enabled.

The Inventory option: **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: **FULL GOODS IN TRANSIT TRANSFERS FACILITY** is selected.

## Non-MPS items

### 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).

## Planning

### 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

Option	Description
Override all items batching rules	This overrides the buying rules held against each stock code when running the <b>Requirements Calculation</b> .
Do NOT override any items' batching rules	This uses the buying rule assigned to the stock item when running the <b>Requirements Calculation</b> .
Only override MPS items' batching rules	This override only the buying rules held against MPS items when running the <b>Requirements Calculation</b> .

## 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

Select this to take account of quotes that are likely to become firm orders, by including them in the calculation of material requirements. In this way you could start purchasing raw materials with long lead times in anticipation of the order.

## Scheduling

### Assign higher date priority

Option	Description
Start date	This 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	This 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

Option	Description
Suggested jobs	This assigns a higher priority to suggested jobs than quotations, when using forward finite scheduling.
Quotations	This 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 selection

### 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

### Requisition users selection

By default, only requisitions created by the requisition users QOT and MRP are recognized as supplies by the **Requirements Calculation** program.

Option	Description
All	This includes all requisition users in the MRP calculation.
Range	This includes a range of requisition users in the MRP calculation.
By requisition user	This includes requisitions from requisition users only if the <b>Include user in MRP calculation</b> 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.

Option	Description
By originator	This includes requisitions originated by the requisition user.
By current holder	This 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.

## Forecast depletion

### 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.

Option	Description
Yes	This depletes past due forecasts from the earliest active forecast with a quantity available.
No	This depletes past due forecasts from the ship date on the order.
Number of days prior to ship date	This 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 date

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 Preferences

*Setup Options > Preferences > Manufacturing > 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

Option	Description
Automatic	This 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	This 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).

## Cleared variance

### Automatically cleared variance

Option	Description
Percentage	This 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	This indicates that the maximum variance value that can be automatically cleared is the outstanding WIP value. This applies only if the <b>Job Receipts</b> program is used to process the receipt of a stocked item and the job is set to complete when the receipt is processed.

### Auto clear WIP variance value

This is the maximum allowable variance value (up to 999999999999.99) that can automatically be cleared.

### Auto clear WIP variance percentage

This is the maximum allowable variance percentage (up to 99.99) that can automatically be cleared.

### 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

### Labor service charge

Option	Description
Required	This always charges for labor costs incurred when processing a part billing.
Prompt operator	This 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.

## Issues

### 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).

## Job creation

### 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

Option	Description
Notional	This 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	This 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](#).

## Labor posting options

### 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.

## Lots and serials

### Reserve lots for parent

Choose whether you want to reserve lots for parent parts and co-products when confirming a job.

Option	Description
No	This captures lots only when the job is receipted into stock.
Yes	This loads the <b>WIP Reserve Lots &amp; Serials Maintenance</b> program for each traceable parent part and co-product when the job is confirmed.
Prompt operator	This prompts the operator 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.

Option	Description
No	This captures serial numbers only when the job is receipted into stock.
Yes	This reserves serial numbers for serialized parent parts and co-products. The <b>WIP Reserve Lots &amp; Serials Maintenance</b> program is loaded for each serialized parent part and co-product when the job is confirmed.
Prompt operator	This prompts the operator 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.

Option	Description
No	This captures lots only when the materials are issued to the job.
Yes	This loads the <b>WIP Reserve Lots &amp; Serials Maintenance</b> program for each lot traceable component when the job is confirmed.
Prompt operator	This prompts the operator 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.

Option	Description
No	This captures serial numbers only when the materials are issued to the job.
Yes	This loads the <b>WIP Reserve Lots &amp; Serials Maintenance</b> program for each serialized component when the job is confirmed.
Prompt operator	This prompts the operator once only to reserve serials for material allocations upon job confirmation.

## Choose alternate lots and serials

### 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.

## Projects and contracts

### 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 list view rather than a tree view 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 numbering 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 Preferences - Activities

*Setup Options > Preferences > 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. 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 security access to maintain activities can change the activity for all other attendees.

## Activity selection criteria

### 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

Option	Description
Standard attachment folder	This uses the standard folder as the location for attachments ( <code>\work\crm.?\activity\attach</code> where ? refers to the company id).
User-defined attachment folder	This 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 Preferences - Contacts

*Setup Options > Preferences > Contact Management > Contacts*

## Classification captions

### 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 Preferences - Defaults

*Setup Options > Preferences > 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.

## Calendar

### 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

*Setup Options > Tax > Company Tax Options*

### Tax system

This determines the tax applied to stocked order lines.

Option	Description
Basic tax system	This uses the item's tax code.
Tax by geographic area	This uses the tax code of the customer's area.
USA tax by advanced geo-codes	This 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	This 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.

### Reverse charge tax required

Enabling this option lets you capture reverse charge ledger codes and rates in the **Tax Code Setup** program.

The **VAT reverse charges for tax submission** feature lets SYSPRO record VAT that would've been paid by a company if services were procured from within their EU state, but which were in fact procured from another EU state. It caters for VAT requirements in UK and EU countries that need to disclose reverse charges when submitting tax reports.

### Canadian GST

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

Option	Description
Invoice level	This 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	This 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

Option	Description
Invoice level	This calculates GST at the end of an invoice for each tax rate used in the invoice calculation.
Line level	This 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.

## Reduce tax base by terms discount

### 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 the 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

Option	Description
Up	This 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	This 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	This 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).

## Invoices to round

Option	Description
All	This applies tax rounding to all invoices produced from Sales Orders or Dispatch Notes.
Payments	This applies tax rounding only to invoices processed using the <b>SO Counter Sales</b> program.
Cash payments	This applies tax rounding only to invoices processed using the <b>SO Counter Sales</b> program, where the Payment type for AR is set to <b>Cash</b> 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).

## Withholding tax

### Withholding tax required

This indicates that the purchaser is responsible for remitting the tax portion of the purchase to the tax office (i.e. the purchaser makes one payment to the supplier of the goods/services purchased and another payment to the tax office for the withholding tax portion of the transaction).

### Automatic calculation of withholding tax

This calculates the value of withholding tax automatically at the time of making a payment in the **Accounts Payable** module ( $\text{Taxable Amount} * \text{Withholding Tax Rate} / 100$ ). You should not select this option if you are disbursing tax over multiple general ledger tax accounts. For each invoice processed using the **AP Invoice Posting** program, the withholding tax system recognizes only the first tax code entered.

## Accounts Payable withholding

### Accounting basis

Option	Description
Payment	This calculates withholding tax when the actual invoice payment is made.
At point of capture	This calculates withholding tax when capturing the supplier invoice.

### Tax applicable to foreign companies

This applies withholding tax to foreign companies/suppliers only.

### Tax applicable to local companies

This applies withholding tax to local companies/suppliers only.

### Tax applicable to individual

This applies withholding tax to an individual supplier. This can include contractors or consultants.

### Tax applicable to

Option	Description
Goods	This calculates withholding tax on goods only.
Service	This calculates withholding tax on services only.
Both	This calculates tax on both goods and services.



## Tax calculation basis

Option	Description
Fixed rate	This bases the calculation on the fixed rate defined in the Withholding Tax Codes Maintenance program (currently only the Fixed rate is used, and is selected by default).
Fixed value	This is similar to tax brackets in which a different % is used depending on the amount (e.g. 0-1000 is 1%, 1001-9999 is 5%, etc.).
Base value plus percentage	This is like a fixed rate, but if the amount is over a certain number (e.g. over 1 million) then an additional % tax is withheld."

## Tax calculation based on

Option	Description
Gross invoice value less tax	This calculates withholding tax on the net invoice value (gross invoice value less tax and less QST if applicable) of the good or service.
Invoice value after trade discounts	This calculates withholding tax on the invoice amount less any trade discounts.



# Intrastat Tax

*Setup Options > Tax > 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.

# Sales and Use Tax

*Setup Options > Tax > Sales and Use Tax*

## Sales and use tax system required

This uses the third-party tax system (as defined against the **INTERFACE TYPE** option) for all calculations relating to tax. The following configuration must already be defined within the **Company Tax Options** form (*Setup Options > Tax > Company Tax Options*):

- The **TAX SYSTEM** option must be set to **USA tax by advanced geocodes**.
- The **SALES TAX CALCULATION** option must be set to **Invoice level**.

Once enabled, you need to indicate your preferred tax connector at the **INTERFACE TYPE** option, followed by selecting the [Run Setup](#) hyperlink to proceed with configuring the selected tax connector. If this option is deselected, then the standard SYSPRO tax calculation is used.

## Apply USA 3rd party tax in Sales Orders

Enabling this option allows the system to call the relevant Tax Connector platform to immediately calculate the tax and total values displayed for every sales order line added or maintained within the **Sales Order Entry** and **Point of Sale Entry** programs.

If this option is disabled, then the system calculates the tax based on the advanced geocodes (which map to the imported tax rates) when querying the sales order values.



Enabling this option adds a performance overhead that may slow down the sales order process. It can also result in higher costs as the Tax Connector platforms generally charge for every query transaction.

## Tax interface

### Interface type

This is the name of the third party tax system.

When the **SALES AND USE TAX SYSTEM REQUIRED** option is enabled, this lets you indicate the cloud-based tax calculation system you want SYSPRO to use when calculating the tax requirements on sales orders. Once you've indicated your preferred third party platform, select the [Run Setup](#) hyperlink to proceed with the Tax Connector configuration.

## Default ship from information

This is the default **ship from** fields required for non-stocked and miscellaneous lines.



## Identification

### 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

*Setup Options > Tax > 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.

Option	Description
Detail	This creates tax entries for each transaction processed, enabling you to print a detailed Tax Distribution Report.
Summary	This creates tax entries summarized for each journal, enabling you to generate a summary Tax Distribution Report.
Not required	This indicates you don't want to print a Tax Distribution Report.

## Second tier tax

### 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.

## Invoice posting

### 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.

## Settlement discount

### 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.

## Determine tax based on invoice paid

Enable this to calculate the taxable portion of settlement discount according to the tax code applied at line level for the invoice. Otherwise, the taxable portion is calculated using the single tax code assigned at the time of payment.

## Calculate tax using historical tax rates

**Current** uses the current tax rate against the **Default tax code** or **Default QST code** to calculate the tax/QST on settlement discount.

**Historical** uses the invoice date of the transaction being paid to determine the tax rate to use for 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 your selection at the **Calculate tax using historical rates** option.

**Historical** uses the invoice date to ascertain the tax rate at that date. **Current** uses the current tax rate against the tax code. 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 your selection at the **Calculate tax using historical rates** option. **Historical** uses the invoice date to ascertain the QST rate at that date. **Current** uses the current tax rate against the QST code.



# Accounts Receivable Tax

*Setup Options > Tax > 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.

## Payments and adjustments

### 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.

## Tax portion of adjustment

### 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

*Setup Options > Tax > Cash Book*

## Tax distribution method

This indicates how you want to distribute the taxable portion of a transaction processed in the **Cash Book Deposits and Withdrawals** and **CB Permanent Entries Posting** programs.

Option	Description
Detail	This 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	This 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 and 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.

## Default tax code

### Deposits

This is the default tax code for deposit transactions processed in the **Cash Book Deposits and Withdrawals** and **CB Permanent Entries Posting** programs.

### Withdrawals

This is the default tax code for withdrawal transactions processed in the **Cash Book Deposits and Withdrawals** and **CB Permanent Entries Posting** programs.



## Cash book posting

### Disburse tax over

Option	Description
Single GL code	This distributes all tax transactions in the General Ledger (regardless of tax code) to a single ledger code (i.e. there is only one ledger account for all tax transactions).
GL code by tax code	This distributes tax transactions to the ledger code defined against the individual tax code (i.e. each tax code has a separate ledger code - defined using the <a href="#">Tax Code Setup</a> ).



# Purchase Orders Tax

*Setup Options > Tax > 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 Tax

*Setup Options > Tax > Sales Orders*

## Tax options

### 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.

## Customer's company tax registration

### 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

Option	Description
Invoicing	This requires the customer's company tax registration number to be captured before an invoice can be produced for the customer.
Order entry	This requires the customer's company tax registration number to be captured before an order can be added using the <b>Sales Order Entry</b> program or before processing a point of sale entry using the <b>Point of Sale Entry</b> program.





# Trade Promotion Tax

*Setup Options > Tax > Trade Promotion*

## Promotion tax

### 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.

## Deductions and accrual tax

### 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

Option	Description
Accrual	This adds tax on accrual promotions at the time of creating the invoice that creates the accrual.
Review	This 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 History

*Setup Options > History > Financials > 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

#### 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 History

*Setup Options > History > Financials > 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

Option	Description
Date	This purges customer sales movements at month end according to a specific number of days.
Number	This 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.

## Maximum records to retain

### 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.

## Number of months to retain

### 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.

## Complaints history

This indicates the number of months for which you want to retain customer complaint history. The minimum is one month.



## Number of GL periods to retain Sales distribution entries

This is the number of periods for which you want to retain your Receivables sales 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 **AR 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 **AR Sales Distribution** program. 99 retains this information indefinitely.

## Payments distribution entries

This is the number of periods for which you want to retain your Receivables payments 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 **AR 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 **AR Payments Distribution** program. 99 retains this information indefinitely.

# Assets History

*Setup Options > History > Financials > 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.

## Retain entries (periods)

### 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 History

*Setup Options > History > Financials > 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 Fund Transfer History

*Setup Options > History > Financials > Electronic Fund 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 History

*Setup Options > History > Financials > General Ledger*

## Number of years to retain

### 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.

## Number of periods to retain

### 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 History

*Setup Options > History > Distribution > Inventory*

## Sales history quantities to include

Option	Description
Sales	This includes the value of stock that has been sold in sales history quantities (but not the value of stock that has been issued).
Issues	This 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	This includes both.

## Number of months to retain

### 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.

## Number of days to retain

### Cycle counts

This is the number of days for which you want to retain cycle counts.

## Number of periods to retain

### 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.

## Movement records

### Purge movement records by

Option	Description
By date	This defines the maximum number of days that movements must be retained for each stock code/warehouse combination.
By number	This 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.

## Stock balances

### 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.

## Price change history

### 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.

## FIFO buckets

### 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

### Prior year end dates

This indicates the last five year end dates for the Inventory module.



# Purchase Orders History

*Setup Options > History > Distribution > 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

Option	Description
By date	This purges the history of receipts file according to a maximum number of days.
By number	This 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.

## Number of days to retain

### 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.

## Retention periods

### 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.

## Number of days to retain

### 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.

## Requests for quotes

This is the number of days for which you want to retain requests for quotes. **99999** retains requests for quotes indefinitely.

## Completed returns to supplier

This is the number of days for which you want to retain completed returns to supplier. **99999** retains completed returns to suppliers indefinitely.



# Return Merchandise Authorization History

*Setup Options > History > Distribution > Return Merchandise Authorization Setup*

## Number of days to retain

### 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 History

*Setup Options > History > Distribution > Sales Analysis*

## Number of years to retain

### 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).

## Number of months to retain

### 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 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 History

*Setup Options > History > Distribution > Sales Orders*

## Number of days to retain 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.



## Sales orders purge program

### 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 History

*Setup Options > History > Distribution > Trade Promotion*

Number of days to retain

## **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 History

*Setup Options > History > Manufacturing > Work In Progress*

## Retention options

### 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.

## Number of months to retain

### 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 Labor distribution entries

This is the number of periods for which you want to retain your labor 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 **WIP 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 **WIP Labor Distribution** program. **99** retains this information indefinitely.

## Part billing distribution entries

This is the number of periods for which you want to retain your part billing 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 **WIP 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 **WIP Part Billings Distribution** program. **99** retains this information indefinitely.

## Job retention

### 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.

## Archiving

### 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.



# User-defined Fields Options

## Accounts Payable User-defined Fields

*Setup Options > User Defined Fields > Financials > Accounts Payable*

### User-defined fields

Wording you assign to these fields is 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

*Setup Options > User Defined Fields > Financials > Accounts Receivable*

## User-defined fields

Wording you assign to these fields is 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

*Setup Options > User Defined Fields > Financials > Assets*

## User-defined fields

Wording you assign to these fields is 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 Fund Transfer User-defined Fields

*Setup Options > User Defined Fields > Financials > Electronic Funds Transfer*

## Accounts payable supplier EFT

### 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.

## Cash book beneficiary EFT

### 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.



# CMS Accounts User-defined Fields

*Setup Options > User Defined Fields > Contact Management > Accounts*

## User-defined fields

### 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.



# Dispatch Notes User-defined Fields

*Setup Options > User Defined Fields > Distribution > Dispatch Notes*

## User-defined fields

### 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

*Setup Options > User Defined Fields > Distribution > 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 these additional warehouse fields that can be configured when using the **Inventory Warehouses for Stock Codes** program to maintain warehouse details for stock items. The fields 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 alternate keys. The fields can be used to change the sequence in which you want to browse on stock codes.





# Return Merchandise Authorization User-defined Fields

*Setup Options > User Defined Fields > Distribution > Return Merchandise Authorization*

## User-defined fields

### 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 User-defined Fields

*Setup Options > User Defined Fields > Distribution > Sales Orders*

## User-defined field per order line

### **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 User-defined Fields

*Setup Options > User Defined Fields > Manufacturing > 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 Keys

*Setup Options > Keys > 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 Goods received note 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This 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

Option	Description
Automatic	This allocates a payment run number automatically to each new payment run created (numeric keys only).
Manual	This lets you assign a unique code to each payment run created when using the <b>Payment Cycle Maintenance</b> program.

## Next payment run

This is the next number that will be used if automatic numbering is defined.

## AR collector run

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This 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

Option	Description
Automatic	This allocates a payment run number automatically to each new payment run created (numeric keys only).
Manual	This lets you assign a unique code to each payment run created when using the <b>Payment Cycle Maintenance</b> program.

## Next AR collector run

This is the next collector run number that will be used if automatic numbering is defined.

## AR invoices/settlement

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Company	This generates invoice, credit and debit note numbers at company level and the branch associated with the transaction has no bearing on the document number.

Option	Description
Branch	This 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.



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 **AUTO INVOICE NUMBERING - ORDER RELEASE** 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

This is the next discount credit note number that will be used if numbering is by company.

## Next discount debit note

This is the next discount debit note number that will be used if numbering is by company.

## 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

If you chose the **SAME INVOICE FOR DIFFERENT CUSTOMERS** option, then this lets you delete the invoice cross reference table and rebuild it.

## AR payment run

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.



## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique code to identify each new asset added.
Automatic	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.



## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique code to identify each new capex item added.
Automatic	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.



## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Automatic	This allocates the next customer code automatically when you add a new customer.
Manual	This lets you assign a unique code to identify a new customer added.
Scripted	This 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.

## Customer complaints

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique code to identify each new complaint added.
Automatic	This allocates a customer complaint number automatically when you add new complaints.

### Next complaint

This is the next number that will be used if automatic numbering is defined.



## Suppliers

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Automatic	This allocates the next supplier code automatically when you add a new supplier.
Manual	This lets you assign a unique code to identify a new supplier added.
Scripted	This assigns the next code automatically when you add a new supplier, based on a user-defined script (i.e. you can use the <b>VBScript Editor</b> 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 Keys

*Setup Options > Keys > Distribution - Sales Management*

## Buying groups

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This 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

Option	Description
By company	This generates delivery note numbers using the entry made at the <b>NEXT DELIVERY NOTE</b> field.
By branch	This generates delivery note numbers based on the numbering defined for the branch associated with the sale.
By branch with prefix	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique dispatch note number.
Automatic	This allocates the next dispatch note number automatically.
By order	This 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

Option	Description
Automatic	This allocates the next load reference number automatically when adding loads.
Manual	This lets you assign a load reference number manually when you use the <b>Load Planning Delivery Load Maintenance</b> program to maintain loads.

### Next load reference

This is the next number that will be used if automatic numbering is defined.

## Quick quotes

### Numbering method

Option	Description
By company	This generates quick quote numbers using the entry made at the <b>NEXT QUICK QUOTE</b> field.
By branch	This generates quick quote numbers based on the numbering defined for the branch associated with the sale.
By branch with prefix	This generates quick quote numbers based on the numbering defined for the branch, together with a prefix that can assist in identifying the branch that generated the document.

## Presentation length

This restricts the number of characters that can be entered or displayed in a key field.

## Suppress leading zeros

This suppresses the display of zeros that appear before the numeric key.

## 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.

## Next quick quote

This is the next number that the system will use if quick quote numbers are being generated at company level (at the time a quote is created). If the quote is converted to a sales order, then the unique quick quote number is saved against the sales order header.

## Picks

### Numbering method

Option	Description
Numeric from 0000000000000001	This is a 15-digit number incremented with each new pick.
Sales order + 99999	This is a 5-digit number incremented with each new pick and prefixed by the original sales order from which it originated.
Date (CCYYMMDD) + 99999	This is a 5-digit number incremented with each new pick and prefixed by the date (in CCYYMMDD format) the pick was created.
Warehouse + date (YYMMDD) + 99999	This is a 5-digit number incremented with each new pick and prefixed by the warehouse of the first picking line and the date (in YYMMDD format) when the pick was created.



## RMA numbers

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign an RMA number whenever merchandise is returned from a customer.

Option	Description
By company	This allocates the next RMA number automatically according to your entry at the <b>NEXT RMA NUMBER</b> field when merchandise is returned from a customer.
By branch	This allocates the next RMA number held against the branch when merchandise is returned from a customer.
By branch with prefix	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique number when you add an order.
Automatic	This allocates the next number automatically when you add an order.
Branch	This 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 generated at company level. The number must be in the range 800000 to 899999. The number of characters will depend on the presentation length selected.

## Next debit note

This is the next debit note number that the system will use if order numbers are generated at company level. The number must be in the range 900000 to 999999. The number of characters will depend on the presentation length selected.

## 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 Keys

*Setup Options > Keys > Distribution - Inventory*

## Goods in transit

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique GIT Reference number whenever you process an inter-warehouse or supply chain transfer of goods.
By company	This allocates the next GIT Reference number automatically.
By warehouse	This allocates the next GIT Reference number according to the numbering method defined against the source warehouse.
By warehouse prefix	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique lot number.
Automatic	This allocates the next lot number automatically (if the key type is numeric). The automatic option is not applicable if you enable the <b>LOT IS EQUAL TO JOB</b> 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 **USE SAME LOT ON MULTIPLE STOCK CODES** option is enabled.

## Serials

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
By company	This 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	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.



## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique code to identify a new stock item added.
Automatic	This allocates the next code automatically when you add a new stock code (for numeric key types only).
Scripted	This 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 Keys

*Setup Options > Keys > Distribution - Purchasing*

## GRN numbers

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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. automatic, manual, 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 by 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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. automatic, manual, 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique number for each requisition.
Automatic	This allocates the next requisition number automatically.

### Next requisition

This is the next number that will be used if automatic numbering is defined.





## RFQ reference

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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 RFQ. **Automatic** allocates the next RFQ number automatically.

## RTS number

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.

Option	Description
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique number for each RTS.
Automatic	This allocates the next RTS number automatically.

## Next RTS invoice

This is the next number that will be used if automatic numbering is defined.

## Next RTS number

This is the next number that will be used if automatic numbering is defined.



# Manufacturing Keys

*Setup Options > Keys > Manufacturing*

## ECC ECO numbers

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Numbering method

Option	Description
Manual	This lets you assign a unique engineering change order number.
Automatic	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Numbering method

Option	Description
Manual	This lets you assign a unique release number.
Automatic	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

### Numbering method

Option	Description
Manual	This lets you assign a unique revision number.
Automatic	This 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

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.



## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique code to identify a new job added.
Automatic	This allocates the next job number automatically when you add a job.
Job classification	This numbers your jobs automatically according to the job classification assigned at the time of capturing the job.
Scripted	This assigns the next job number automatically when you add a new job ( <b>Job Entry</b> program only) based on a user-defined script (i.e. you can use the <b>VBScript Editor</b> to build a unique code for each new job number added).

Option	Description
Branch	<p>This numbers jobs by WIP branch.</p> <div>  <p>If the Prefix length is greater than zero then the Key type must be defined as <b>Alphanumeric</b>. If zero, then the Key type must be defined as <b>Numeric</b>.</p> </div>

## Next job

This is the next number that will be used if automatic numbering is defined.

## Quotations

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This only allows the entry of numeric characters (i.e. 0-9). Data is right-aligned with preceding zeros.

## Case

Option	Description
Upper	This automatically converts alphabetic characters in the key to uppercase.
Lower	This automatically converts any alphabetic characters in the key to lowercase.
Mixed	This 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

Option	Description
Manual	This lets you assign a unique code to identify a new quotation added.
Automatic	This allocates the next quotation number automatically when you add a job.
By branch	This numbers quotations by branch.

## Next quotation

This is the next number that will be used if automatic numbering is defined.

## WIP inspection

### Key type

Option	Description
Alphanumeric	This allows for both alphabetic and numeric characters. Data is left-aligned with trailing blanks.
Numeric	This 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

Option	Description
Manual	This lets you assign a unique WIP inspection number at the time of receiving items into inspection.
Automatic	This allocates the next available WIP inspection number automatically.
Job classification	This numbers WIP inspections by job class.
Branch	This numbers WIP inspection references by WIP branch.

### Next WIP inspection reference

This is the next number that will be used when next you print your WIP inspection references.





# Company Options

## Company Address

*Setup Options > Company > 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.



# Company General

*Setup Options > Company > General*

## Company code page

This indicates the language character set applicable to the data for this company. The system uses it to display and print languages properly. It typically applies when using the BULK INSERT function when special characters exist that SQL Server needs to recognize.



The code page configured here takes precedence over the one defined against the **BULK INSERT CODE PAGE** setup option.

## Company values

### 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).

## VAT registration number

This is the company's VAT registration number. This number is issued when a company registers for VAT with the relevant government tax authority in certain countries.

## User defined tax reference

This is an additional unique taxpayer reference number issued by the relevant government tax authority in certain countries.

## 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.



This does not apply to the date stamp format within notepad editors.

## 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.



This format is used when you insert the date stamp during the editing of text notes in SYSPRO, if the **OVERRIDE SYSTEM DATE FORMAT** option is enabled.

## Report date format

This indicates how you want the system to display dates on reports printed within this company.

## Long date sample

This displays how the setting for the **Long date format** will appear in the system.

## Short date sample

This displays how the setting for the **Short date format** will appear in the system.

## Report date sample

This displays how the setting for the **Report date format** format will appear in the system.

## Company nationality code

### 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 \Base\Store folder. The nationality entered here affects the display of region-specific fields within the system (e.g. tax).

## Email/SMTP settings



The **EMAIL/SMTP SETTINGS** of the **System Setup** program are required for the following facilities:

- Forgot Password
- Multi-Factor Authentication
- Single Sign-on
- SYSPRO Supply Chain Portal

## 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.

Option	Description
Outlook using Outlook email client	This uses <b>Microsoft Outlook</b> (with its rich email client interface) as your preferred method of emailing within SYSPRO.
Macro using VBScript	This uses any COM-aware email subsystem to email in SYSPRO

## Use system-wide SMTP details

This uses the system-wide SMTP options configured within the **System Setup** program, instead of the options configured here.

If you enable this option, the Email/SMTP details configured here are disabled, but stored in the company record.



The following facilities rely on the **EMAIL/SMTP SETTINGS** configured in the **System Setup** program to work:

- Forgot Password
- Multi-Factor Authentication
- Single Sign-on
- SYSPRO Supply Chain Portal

## 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.

This entry must contain a valid email structure, such as `auto.generated.mail@company.com`.

## 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).

## Supply chain portal

### Supply chain portal URL

Indicate the **SYSPRO Supply Chain Portal** Website address (e.g.

[http://localhost/SYSPROSupplyChainPortal\\_CompanyID](http://localhost/SYSPROSupplyChainPortal_CompanyID)).



# Company Options

*Setup Options > Company > Options*

## 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 option lets the **Multimedia** program access objects using the presentation key length in the file path when you're using the %key variable in the multimedia object path.

It doesn't rename the multimedia files, it just alters the %key value returned for multimedia.



This option only applies to keys that contain a **single** field (e.g. supplier, customer, stock code). It doesn't apply to multimedia types with **compound** keys (e.g. customer invoices) where multiple fields make up the key and where the field affected by the presentation length is defined as numeric.

### FOR EXAMPLE: Single field - Customer 40

The key length of the **Customer** field is 15 characters. If you set the presentation length to 7 characters then the system looks for:

- 0000040.bmp if you have enabled the **Presentation length for multimedia %key option**
- 000000000000040.bmp if you have not enabled the **Presentation length for multimedia %key option**

### FOR EXAMPLE: Compound field - Customer 40; Invoice 1:

The key length of the **Customer** field is 15 characters. The key length of the **Invoice** field is 15 characters. If you set the presentation length of the **Invoice** field to 6 characters and the **Customer** field to 7 characters, then the system looks for:

- 000000000000040000000000000001.bmp regardless of whether the **Presentation length for multimedia %key option** is enabled.



## Style for tax rate

### Number of decimals

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 enable you to share inventories and general ledgers across companies.

If both Inventory and General Ledger are shared, then the Inventory Interface setup in the Inventory *holding* company is used to determine the ledger accounts to which transactions processed in the **Inventory Movements** program are posted.

If only Inventory is shared, then Inventory transactions update the files of the *holding* company and the General Ledger side of the transactions are posted to that company's own General Ledger files.



It isn't advisable to share Inventory files across companies that have different base currencies (GAAP assumes that the value of inventory is stated in the local currency of the company).

The value of any purchase or cost of sale costs is processed in the currency of the host company (i.e. transactions in the sharing companies aren't translated into the currency of any shared company).

A mixture of currencies results in inaccurate costs in both the host and sharing companies. However, if no transactions are processed across the companies' warehouses (e.g. you want to share Inventory for query purposes only) then this can be done without compromising the integrity of the General Ledger.

## 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.

## Style for quantities in 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.

## Style for labor times

### 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.

## Multiple currency options

### 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 Codes

*Setup Options > General Ledger Integration > General Ledger Codes*

### Accounts payable integration methods

#### Integration level

Option	Description
Not linked to GL distribution report	This generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed.
Linked to GL in summary	This prints detail entries on the Expense and Disbursement distribution reports to be summarized by ledger code before being posted to GL.
Linked to GL in detail	This prints each detail entry on the Expense and Disbursement distribution reports to be posted to GL. It also enables the zoom facility within the <b>GL Query</b> .
Control account in detail	This prints detail lines for control accounts on distribution reports which can be viewed using the <b>GL Query</b> program and from within the relevant journals maintenance program.

#### 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

Option	Description
Transaction entry	This forces you to enter GL analysis information at the time the transaction is processed in the sub-module.
GL journal posting	This lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an <b>Ask Me Later</b> option in the <b>Capture GL Analysis Entries</b> program) and the GL analysis information must then be entered using the <b>GL Journal Entry</b> program before the ledger journal for the transaction can be posted.

## Accounts receivable integration methods

### Integration level

Option	Description
Not linked to GL distribution report	This generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed.
Linked to GL in summary	This prints detail entries on the Payments and Sales distribution reports to be summarized by ledger code before being posted to GL.
Linked to GL in detail	This prints each detail entry on the Payments and Sales distribution reports to be posted to GL. It also enables the zoom facility within the <b>GL Query</b> .
Control account in detail	This prints detail lines for control accounts on distribution reports which can be viewed using the <b>GL Query</b> program and from within the relevant journals maintenance program.

## 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 **AR Invoice GL Integration** and **AR Payments 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

Option	Description
Transaction entry	This forces you to enter GL analysis information at the time the transaction is processed in the sub-module.
GL journal posting	This lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an <b>Ask Me Later</b> option in the <b>Capture GL Analysis Entries</b> program) and the GL analysis information must then be entered using the <b>GL Journal Entry</b> program before the ledger journal for the transaction can be posted.

## Cash book integration methods

### Integration level



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

Option	Description
Not linked to GL distribution report	This generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed.
Linked to GL in summary	This prints detail entries on the Cash Book distribution report to be summarized by ledger code before being posted to GL.

Option	Description
Linked to GL in detail	This prints each detail entry on the Cash Book distribution report to be posted to GL. It also enables the zoom facility within the <b>GL Query</b> .
Control account in detail	This prints detail lines for control accounts on distribution reports which can be viewed using the <b>GL Query</b> program and from within the relevant journals maintenance program.

## 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

Option	Description
Transaction entry	This forces you to enter GL analysis information at the time the transaction is processed in the sub-module.
GL journal posting	This lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an <b>Ask Me Later</b> option in the <b>Capture GL Analysis Entries</b> program) and the GL analysis information must then be entered using the <b>GL Journal Entry</b> program before the ledger journal for the transaction can be posted.



## Inventory integration methods

### Integration level

Option	Description
Not linked to GL distribution report	This generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed.
Linked to GL in summary	This prints detail entries on the Inventory distribution report to be summarized by ledger code before being posted to GL.
Linked to GL in detail	This prints each detail entry on the Inventory distribution report to be posted to GL. It also enables the zoom facility within the <b>GL Query</b> .
Control account in detail	This prints detail lines for control accounts on distribution reports which can be viewed using the <b>GL Query</b> program and from within the relevant journals maintenance program.

### 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

Option	Description
Transaction entry	This forces you to enter GL analysis information at the time the transaction is processed in the sub-module.
GL journal posting	This lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an <b>Ask Me Later</b> option in the <b>Capture GL Analysis Entries</b> program) and the GL analysis information must then be entered using the <b>GL Journal Entry</b> program before the ledger journal for the transaction can be posted.

## Assets integration methods

### Integration level

Option	Description
Not linked to GL distribution report	This generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed.
Linked to GL in summary	This prints detail entries on the Assets distribution report to be summarized by ledger code before being posted to GL.
Linked to GL in detail	This prints each detail entry on the Assets distribution report to be posted to GL. It also enables the zoom facility within the <b>GL Query</b> .



There is no **Control account in detail** option for assets because posting to asset control accounts have always been in detail.

## 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

Option	Description
Transaction entry	This forces you to enter GL analysis information at the time the transaction is processed in the sub-module.
GL journal posting	This lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an <b>Ask Me Later</b> option in the <b>Capture GL Analysis Entries</b> program) and the GL analysis information must then be entered using the <b>GL Journal Entry</b> program before the ledger journal for the transaction can be posted.

## Work in progress integration methods

### Integration level

Option	Description
Not linked to GL distribution report	This generates a distribution report from which manual postings to GL can be made. Accounts aren't validated and account descriptions aren't printed.
Linked to GL in summary	This prints detail entries on the <b>WIP Part Billings Distribution</b> and <b>WIP Labor Distribution</b> reports to be summarized by ledger code before being posted to GL.
Linked to GL in detail	This prints each detail entry on the <b>WIP Part Billings Distribution</b> and <b>WIP Labor Distribution</b> reports to be posted to GL. It also enables the zoom facility within the <b>GL Query</b> .
Control account in detail	This prints detail lines for control accounts on distribution reports which can be viewed using the <b>GL Query</b> program and from within the relevant journals maintenance program.

## 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

Option	Description
Transaction entry	This forces you to enter GL analysis information at the time the transaction is processed in the sub-module.
GL journal posting	This lets you enter GL analysis information when the ledger journal for the transaction is posted (you can select an <b>Ask Me Later</b> option in the <b>Capture GL Analysis Entries</b> program) and the GL analysis information must then be entered using the <b>GL Journal Entry</b> program before the ledger journal for the transaction can be posted.

## Apply integration level at

Option	Description
Company level	This applies integration to General Ledger using the ledger accounts defined against the WIP company options.
WIP branch level	This applies integration to General Ledger using the ledger accounts defined against the WIP branch.
Job classification level	This applies integration to General Ledger using the WIP branch and ledger accounts defined against the job classification.

## 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 Ledger Codes

*Setup Options > General Ledger Integration > Payables Ledger Codes*

## General ledger control accounts

### 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** setup option. This field is only displayed if the **WITHHOLDING TAX REQUIRED** setup option is enabled.

### 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** setup option is enabled.

## QST discount control

If the **REQUEST QST AMOUNT** setup option is enabled 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.

## Ledger descriptions

### Description for merchandise

This is the ledger account description for merchandise printed on the Accounts Payable distribution report if Accounts Payable integration to General Ledger is set to **Not linked to GL distribution report**.

### Description for freight

This is the ledger account description for freight printed on the Accounts Payable distribution report if Accounts Payable integration to General Ledger is set to **Not linked to GL distribution report**.



## Description for tax input

This is the ledger account description for input tax printed on the Accounts Payable distribution report if Accounts Payable integration to General Ledger is set to **Not linked to GL distribution report**.



# Receivables Ledger Codes

*Setup Options > General Ledger Integration > Receivables Ledger Codes*

## General ledger control accounts

### 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

This is the account to which withholding tax entries are posted when processing customers' payments using the **AR Payments and Adjustments** program. You can only access this field if the **WITHHOLDING TAX REQUIRED** option is enabled against the *Setup Options > Tax > Company Tax Options* form.

### 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.

### Tax relief/recovery

This account is used for tax relief and recovery in Accounts Receivable (reserved for future use).

### 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 Ledger Codes

*Setup Options > General Ledger Integration > Cash Book Ledger Codes*

## General ledger control accounts

### 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 and 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 and Withdrawals** program. All **Tax only** transactions for deposits processed in the **Cash Book Deposits and 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 and Withdrawals** program. All **Tax only** transactions for withdrawals processed in the **Cash Book Deposits and 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 and 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 and Withdrawals** program if this account is specified.

## Ledger descriptions

### Description for deposits

This is the ledger account description for deposits printed on the Cash Book distribution report if Cash Book integration to General Ledger is set to **Not linked to GL distribution report**.

### Description for withdrawals

This is the ledger account description for withdrawals printed on the Cash Book distribution report if Cash Book integration to General Ledger is set to **Not linked to GL distribution report**.



# Inventory Ledger Codes

*Setup Options > General Ledger Integration > Inventory Ledger Codes*

## General ledger control accounts

### 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 Ledger Codes

*Setup Options > General Ledger Integration > Assets Ledger Codes*

## General ledger control accounts

### 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 Ledger Codes

*Setup Options > General Ledger Integration > Work in Progress Ledger Codes*

## General ledger control accounts

### 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 Ledger Codes

*Setup Options > General Ledger Integration > Trade Promotions Ledger Codes*

## General ledger control accounts

### **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.

# System Setup

## General

*Setup Options > System Setup > General*

### Options

#### Language

This is the two-character language code you want to use by default for all users (e.g. EN, FR, ES, DE, ZH).

#### Multi-language for document printing

This lets you save and print inventory notes against stock items in up to 80 languages.

Any existing stock code narrations (i.e. narrations saved in your database with spaces against the language field) are then labeled as Global Notes.

The global narrations print by default when printing documents (if you don't select the **Print Foreign Text** option).

#### Available languages

If the **MULTI-LANGUAGE FOR DOCUMENT PRINTING** option is enabled, then you can select the **Configure List** hyperlink to select up to 80 language codes that you want to use within the system for multi-language document printing.

#### Nationality

This indicates the nationality of your site.

Entering one of the reserved nationality codes (i.e. CAN, USA, AUS, RSA, UK) affects the display of certain fields (e.g. tax-related) within the system.



The list of SYSPRO nationality codes is defined in the `IMP NAT . IMP` file located in the `\Base\Store` folder.

#### Use double byte character set (DBCS)

This ensures that characters are rendered correctly when using **SYSPRO Reporting Services**.



This facility is only applicable to systems configured with a double-byte language (e.g. Simplified Chinese).




## Site

This is used by support personnel to identify your site.

## Diagnostics

This is used to output a script or text file in the `\Base\Settings` folder to monitor and debug problems in e.net or SQL environments.

Option	Description
dev02	<p>This enables the <b>Show Events Window</b> diagnostics option on the SYSPRO Ribbon bar (<i>SYSPRO Ribbon bar &gt; Administration &gt; Diagnostics</i>).</p> <p>The events window traces all application events that occur in the normal running of SYSPRO.</p> <p>The output of the events window is saved in <code>\settings\operator_dev02_debug.txt</code> on the client machine.</p> <p>This debug file can be sent to SYSPRO for analysis to help troubleshoot problems.</p>
enet01	<p>This creates an <code>enetlog.dat</code> and <code>enetlog.idx</code> file in the <code>\Base\Settings</code> folder on the application server.</p> <p>Each time a business object is executed, this diagnostic code causes the <b>e.net Solutions</b> infrastructure to write to these files.</p> <p>Typical information written to these files includes:</p> <ul style="list-style-type: none"> <li>■ Transaction date</li> <li>■ Transaction time</li> <li>■ Operator Business object</li> <li>■ Method name (Post, Logon, Query, Log off, etc.)</li> <li>■ Return status ( a non-zero return status indicates an exception was raised)</li> <li>■ GUID Error messages</li> </ul> <p>You use the <b>Diagnostics Manager</b> program to view these e.net transactions in a list view. The program also lets you to clear the transaction log.</p> <p>These log files can grow rapidly in size.</p>

Option	Description
enetxx	<p>This outputs a diagnostic log of all XML strings being parsed or generated (both <code>XmlIn</code> and <code>XmlOut</code>). The files are generated in the <code>\Base\Settings\Diag_log</code> folder.</p> <div>  <ul style="list-style-type: none"> <li>■ Sensitive information (such as licensing information) is not logged (e.g. <code>COMLGN</code> does not log the XML passed).</li> <li>■ This log file can grow rapidly in size.</li> </ul> </div>
enetxi	<p>This outputs a diagnostic log of all XML strings parsed (<code>XmlIn</code> only). The files are generated in the <code>\Base\Settings\Diag_log</code> folder.</p> <div>  <ul style="list-style-type: none"> <li>■ Sensitive information (such as licensing information) is not logged (e.g. <code>COMLGN</code> does not log the XML passed).</li> <li>■ This log file can grow rapidly in size.</li> </ul> </div>
enetxo	<p>This outputs a diagnostic log of all XML strings generated (<code>XmlOut</code> only). The files are generated in the <code>\Base\Settings\Diag_log</code> folder.</p> <div>  <ul style="list-style-type: none"> <li>■ Sensitive information (such as licensing information) is not logged (e.g. <code>COMLGN</code> does not log the XML passed).</li> <li>■ This log file can grow rapidly in size.</li> </ul> </div>
san001	<p>This initiates Analytics client logging.</p> <p>The server side logging in a live environment is in a sub folder called <code>SYSPROAnalytics</code> in the system temporary folder of the machine on which the SYSPRO Analytics Server components are installed (e.g. <code>C:\Windows\Temp</code>).</p> <p>The client side logging is written to a <code>SYSPROAnalytics</code> sub folder in the client side temp folder.</p>
san002	<p>This initiates Analytics server logging that is output to a sub folder (<code>SYSPROAnalytics</code>) in the temporary folder of the machine on which the SYSPRO Analytics Server components are installed.</p>
san003	<p>This is a combination of <code>san001</code> and <code>san002</code>.</p>
san004	<p>This saves the business object and business layer XML to your temp folder.</p>

Option	Description
san005	This is equivalent of enabling <code>san001</code> through to <code>san004</code> .
soi001	<p>This causes the <b>SYSPRO Office Integration</b> infrastructure to output a log of the process that follows each time a user makes use of the Office plugins.</p> <p>The file is generated in your temp folder and has the naming convention: <code>SOI_OperatorCode DateTime.txt</code> (e.g. <code>SOI_ADMIN 20xx-xx-xx 08-17-24.txt</code>).</p> <p>A new file is created each time a new instance of the SOI addin is created.</p>
sql01	<p>This causes various programs that have been optimized for SQL to output a trace of the SQL statement being issued. This includes the SQL statements issued by the Report Writer.</p> <p>Only a trace of the last SQL statement issued is output.</p> <p>The generated file <code>{oper}.sql</code> is created in the <code>\Base\Settings</code> folder (where <code>{oper}</code> indicates the operator code).</p> <div> <p><b>FOR EXAMPLE:</b></p> <p>The ADMIN operator would create a file called:</p> <pre> Base Settings ADMIN.SQL.</pre> </div>
sql02	<p>This causes various programs that have been optimized for SQL to output a trace of the SQL statement being issued. This includes the SQL statements issued by the Report Writer.</p> <p>This accumulates all SQL statements to the log file.</p> <p>The generated file <code>{oper}.SQL</code> is created in the <code>\Base\Settings</code> folder (where <code>{oper}</code> is the operator code).</p> <div> <p><b>FOR EXAMPLE:</b></p> <p>The ADMIN operator would have a file called:</p> <pre> Base Settings ADMIN.SQL.</pre> </div> <p>This log file can grow rapidly in size.</p>

Option	Description
srs001	<p>This causes the <b>SYSPRO Reporting Services</b> infrastructure to output a log of the process that follows each time a report is run. It also outputs the xml in that was passed to the business object.</p> <p>The file is generated in your temp folder and has the naming convention: SRS_OperatorCode DateTime.txt (e.g. SRS_ADMIN 20xx-xx-xx 08-17-24.txt).</p> <p>A new file is created each time a new instance of SRS is launched.</p>
srsd01	<p>This initiates server-side logging for all SRS document printing processes, except archiving.</p> <p>The {oper}.txt log file (\Base\Settings) is generated on the application server - where {oper} is the operator code. <b>For example:</b> the ADMIN operator would have a file called:  Base Settings ADMIN.TXT.</p>
srsd02	<p>This initiates client-side logging for all SRS document printing processes except archiving.</p> <p>The client side logging is created in the client side temp folder and is called Comp_?_Oper_{oper}_SRSLog.txt where ? is the company code and {oper} is the operator code.</p>
srsd03	<p>This is a combination of srsd001 and srsd002 (i.e both server side and client side logging is enabled).</p>
srsd04	<p>This initiates SRS Document client side archive logging only.</p>
srsd05	<p>This saves SRS Document Archiving business object XML to the temp folder.</p>

## System-wide maintenance

### Prevent login

This lets you place the entire system into maintenance mode and prevent unauthorized access to all companies in your environment while conducting maintenance. It solves the issue of having to maintain each SYSPRO company to prevent operators from capturing data in SYSPRO or **e.net Solutions** when you're conducting maintenance (e.g. upgrading to a new release).

The login process checks this configuration before the company-specific maintenance mode (in the **Company Maintenance** program) to either allow or deny access to the system.



Only operators who form part of a group with system administrator rights can log into SYSPRO while this option is enabled.



If other operators still require access to SYSPRO during the maintenance period, you can enable the **OVERRIDE WHEN COMPANY LOGINS PREVENTED** option against their operator code (**Operator Maintenance**). This override only applies to operators logging into SYSPRO (i.e. it does not apply to **e.net Solutions**).

## Reason

Indicate the message to display to any unauthorized operator attempting to access the company during the maintenance period.

## License usage options

These options let you to monitor **SYSPRO** and **CMS only** license usage to more accurately predict when you are about to run out of licenses.

### Log when approach user limit

This logs a record when the number of SYSPRO licenses used reaches the value set in the **Log within x users of maximum** field.

### Log within x users of maximum

This lets you indicate the point at which you want to record a log entry for SYSPRO license limits.

#### FOR EXAMPLE:

If you currently have a 50-user SYSPRO license and you enter 5 in this field, then an audit log entry is created when the 45th operator logs in.

The log entry created is: `Login attempted - license limit approached` and is output to the **System Audit Query** program.

### Log when approach CMS user limit

This lets you log a record when the number of **CMS only users** reaches the value set against the **Log within x CMS users of maximum** field.

## Log within x CMS users of maximum

This lets you indicate the point at which you want to record a log entry for **CMS only user** license limits.

### FOR EXAMPLE:

If you currently have a 10 **CMS only user** license and you enter 3 in this field, then an audit log entry is created when the 7th **CMS only user** operator logs in.

The log entry created is: `Login attempted - CMS license limit approached` and is output to the **System Audit Query** program.

## License setup

### Edit license information

This lets you configure system-wide license parameters.

Changes are validated as part of the registration mechanism and will require you to update the license registration details for each company.

### Number of licensed users

This indicates the maximum number of companies that can be used concurrently on a site.

An entry of 0 means that up to 36 companies may be defined for this system.

### Number of CMS only users

This indicates the number of Contact Management users allowed to run the system concurrently.

- Denoted by `IMPCMO=` in the `IMPACT.INI` file.

### Number of Point of Sales users

This indicates the number of Point of Sale users allowed to run the system concurrently.

- Denoted by `IMPPOS=` in the `IMPACT.INI` file.

### Number of ODBC seats

This defines the maximum number of users that may access the Universal Data Dictionary concurrently via ODBC. You won't be allowed to make any changes to the dictionary.

- Denoted by `IMPODB=` in the `IMPACT.INI` file.



## Number of U/SQL Manager seats

This defines the maximum number of users that may be running the U/SQL Manager concurrently. An entry other than 0 indicates that you intend modifying the Universal Data Dictionary (UDD) using the U/SQL Manager software.

- Denoted by `IMPUSQ=` in the `IMPACT.INI` file.

## Number of Dialog System seats

This indicates the number of Dialog System seats you have purchased (if you purchased the Micro Focus Dialog System), which allows you to customize screens using the **Screen Customization Kit**.

## Number of CALs

This indicates the number of Client Access Licenses (i.e. SQL Server seats) as defined by Microsoft that matches your license information.

- Denoted by `IMPCAL=` in the `IMPACT.INI` file.

## Number of Analytics Viewer seats

This indicates the maximum number of users who may access the SYSPRO Analytics Viewer concurrently.

- Denoted by `IMPSVS=` in the `IMPACT.INI` file.

## Number of Report Designer seats

This indicates the maximum number of users who can concurrently be defined as report designers and may therefore design reports using the **SYSPRO Reporting Services** program.

- Denoted by `IMPRSD=` in the `IMPACT.INI` file.

## Number of Licensed Companies

This indicates the maximum number of companies that can be used concurrently on a site.

## Number of Espresso seats

This indicates the number of Espresso seats you are licensed to use.

Espresso user licenses are allocated using the **Espresso User Licenses** program.

- Denoted by `IMPESP=` in the `IMPACT.INI` file.

## Number of Espresso External seats

This indicates the number of Espresso licenses that you have given your customer, allowing them limited access to queries and transaction posting applications.

- Denoted by `IMPESX=` in the `IMPACT.INI` file.

## Number of Licensed Workflows

This indicates the number of licensed workflows, if you are using the **Workflow Services Professional** module.

- Denoted by `IMPWFL=` in the `IMPACT.INI` file.

## Number of Portal seats

This indicates the number of named-users that have access to the **SYSPRO Supply Chain Portal**.

Portal users are created and maintained using the **Portal User Management** program. These users have limited access to portal-specific functions.

- Denoted by `IMPPOR=` in the `IMPACT.INI` file.

## Espresso Linked users

This lets you indicate that each of your SYSPRO concurrent licensed users has access to **SYSPRO Espresso**.

- Denoted by `IMPESL=` in the `IMPACT.INI` file (where 1 means checked).

## System date format

### Edit system date format

This lets you change the format in which you want all system dates to be displayed and printed within SYSPRO.

Although your selection here does not affect the way in which dates are stored in the system (i.e. this is always in a `CCYYMMDD` format), there are instances where SYSPRO overrides your preferred date display format and shows dates in a `CCYYMMDD` format.

This typically occurs in list views where the date column can be used for sorting purposes.

## Presentation format

This lets you indicate your preferred date display format.



Dates in forms are determined by the **Presentation format** only (i.e. `DDMMYY` or `YYMMDD`).

The short/long date format isn't applied to any date fields in forms

## User defined date formats

You can tailor your date format using separators (e.g. / , -), as well as additional text within single quotation marks.

### FOR EXAMPLE:

'Today is my birthday' dddd dd MM.

### Date key

dddd	The day of week (e.g. Monday)
ddd	Abbreviated day (e.g. Mon)
dd	A two-digit day of month (e.g. 01 through 31)
d	A zero-suppressed one digit day
D	A zero-suppressed day of month with 'st', 'nd', 'rd' and 'th' (e.g. 1st, 2nd, 3rd, 4th, etc.)
MMMM	The month in full (e.g. September)
MMM	The month abbreviated (e.g. Sep)
MM	A two-digit month
M	A zero-suppressed one digit month
YYYY	A four-digit year (e.g. 2007)
YYY	A three-digit year (e.g. 007)
YY	A two-digit year (e.g. 07)
Y	A one-digit year (e.g. 7)

### Time key

H	A zero-suppressed 24 hour format
HH	A two-digit 24 hour
h	A zero-suppressed 12 hour format
hh	A two-digit 12 hour format
m	A zero-suppressed minute
mm	A two-digit minute
s	A zero-suppressed second

ss	A two-digit second
tt	A two-character AM/PM indicator

## Long date format

This indicates how the system will display the long version of the date.

It does not affect the way dates are physically stored on file, it merely provides an alternative way of viewing and printing them.

## Short date format

This indicates how the system will display the short version of the date.

It does not affect the way dates are physically stored on file, it merely provides an alternative way of viewing and printing them.



This format is used when you insert the date stamp during the editing of text notes in SYSPRO. You can override this at company level using the **VERRIDE SYSTEM DATE FORMAT** option (*Setup Options > Company > General*).

## Report date format

This indicates how you want to represent the `Printed:` date that appears in the footer of reports alongside the name of the operator who printed the report.

The other dates printed on the report are rendered according to the short date format.

## Long date sample

This indicates a sample of how the **LONG DATE FORMAT** will appear in the system.

## Short date sample

This indicates a sample of how the **SHORT DATE FORMAT** will appear in the system.

## Report date sample

This indicates a sample of how the **REPORT DATE FORMAT** will appear in the system.

## Server-side folders

### Temporary folder

This indicates the folder that is used for creating temporary files typically used for sorting.

## Multimedia folder

This indicates the default folder in which you should store all your multimedia files. If undefined, this defaults your working directory.

Although this field is disabled on the client, you can use the **Edit Client Configuration** function to define the path on the client.

## Data server-side folders

### Data folder 1

This indicates the primary location for your SYSPRO data files. You may define alternate folders and configure companies to use alternate locations as required.

### Data folder 2

This indicates the 2nd folder in which you want to store data files for your companies.

### Data folder 3

This indicates the 3rd folder in which you want to store data files for your companies.

### Data folder 4

This indicates the 4th folder in which you want to store data files for your companies.

### Data folder 5

This indicates the 5th folder in which you want to store data files for your companies.

### Data folder 6

This indicates the 6th folder in which you want to store data files for your companies.

### Data folder 7

This indicates the 7th folder in which you want to store data files for your companies.

### Data folder 8

This indicates the 8th folder in which you want to store data files for your companies.

### Data folder 9

This indicates the 9th folder in which you want to store data files for your companies.



## Snapshot folder (for MRP)

This indicates the location of your Requirements Planning snapshot files.

These files are created when you take a new snapshot from within the **Requirements Calculation** program (if the **Requirements Planning** module is installed).



# Login

Setup Options > System Setup > Login

## User name options



These options are ignored for operators configured for **Single Sign-on**.

### User name represents

This lets you indicate whether your entry at the **User name** login prompt refers to the operator code, or whether the system must use the network user name to establish the operator code.



You won't be allowed to select the **Network user name** option if the system detects that there are operators with duplicate network user names. You will first need to ensure that the network user name is unique for all operators.

### User name default

Indicate the default entry you want to use at the **User name** field of the **Login** window.

### User name prompt

This lets you indicate whether access to the **User name** field is allowed.

### User name history

This lets you indicate whether you want the system to remember previous successful user names entered.



These are stored in the `\Base\Settings` folder on the server (in the `[UserName]` section of the `Login_Dialog_XXXX.TXT` file, where `XXXX` is the network user name).

## Company options

### Company default

This lets you indicate the default entry you want to use at the **Company** field of the Login window.

### Company history

This lets you indicate whether you want the system to remember previous successful login attempts.



These are stored in the `\Base\Settings` folder on the server (in the `[UserName]` section of the `Login_Dialog_XXXX.TXT` file, where `XXXX` is the network user name).

### Company prompt

This lets you indicate whether access to the **Company** field is allowed.

## Single sign-on

### Active Directory sync required

Enable this option if you require SYSPRO operators to be managed by **Microsoft Active Directory (AD)** once assigned within the **Active Directory User Management** program (i.e. access to SYSPRO will be controlled by **Microsoft Active Directory (AD)** for the defined operators).

### AD sync service endpoint

Define the endpoint for the **SYSPRO 8 Active Directory Sync Service** used when installing the service (e.g. `net.tcp://MachineName:8733/SYSPRO.AD.Sync.Service`).

Select the [Test AD connection](#) hyperlink to confirm that your settings are configured correctly.

### Review email required

Enable this option to receive an email whenever operators managed by **Microsoft Active Directory (AD)** require configuration or management in the **Active Directory User Management** program.

The following variables are passed to the email template when the Microsoft Active Directory (AD) synchronization takes place:

- `$SsoUserCount$`: Count of users added for review.
- `$SsoOpChanged$`: Count of operators with changes (email, name, etc.).
- `$SsoOpActivated$`: Count of operators whose status has changed to active from disabled or removed.
- `$SsoOpDisabled$`: Count of operators whose status has changed to disabled.
- `$SsoOpRemoved$`: Count of operators whose status has changed to removed.



Select the [Configure review email template](#) hyperlink to define the review email template and indicate who must be notified when new users (belonging to the `SYSPRO.ERP` security group) are added to Microsoft Active Directory (AD)

## Failure email required

Enable this to receive an email if the **SYSPRO 8 Active Directory Sync Service** fails.

The following variables are passed to the email template when the Microsoft Active Directory (AD) synchronization takes place:

- `$FailedMsg$`: If the synchronization fails then this contains the message as it is written to the log file.

Select the [Configure failure email template](#) hyperlink to define the failure email template and indicate who must be notified if synchronization fails.

## Success email required

Enable this to receive an email every time the **SYSPRO 8 Active Directory Sync Service** runs successfully.



To avoid receiving excessive emails we recommend that you direct these to a specific address for later viewing.

Select the [Configure success email template](#) hyperlink to define the success email template and assign which email address must be used.

## Multi-factor authentication

### Multi-factor authentication required



Enable this option if **Multi-Factor Authentication** is required when an operator logs into SYSPRO. This option is disabled by default.



**Multi-Factor Authentication** ensures that operators are required to enter an additional authentication method over and above their normal user name and password.

## User applicability

Indicate the operators that require **Multi-Factor Authentication**:

Option	Description
All operators except 'ADMIN'	<p>Select this to ensure that all operators require <b>Multi-Factor Authentication</b> when logging into SYSPRO (except for SYSPRO operators that have the operator code <code>ADMIN</code> - who should already have a strong password).</p> <div>  Be careful when selecting this option if you don't have an <code>ADMIN</code> operator.         </div>
All operators except administrators	<p>Select this to ensure that all operators require <b>Multi-Factor Authentication</b> when logging into SYSPRO (except for SYSPRO administrators - who should already have a strong password).</p> <div>  This option is useful if your systems are down and operators can't access the defined authentication method in order to login to SYSPRO.  An administrator can then still access SYSPRO (without requiring validation by the authentication methods that have been configured) to suspend <b>Multi-Factor Authentication</b> and allow operators to login.         </div>
Specific operators	<p>Select this to ensure that <b>Multi-Factor Authentication</b> only applies to specific operators.</p> <p>Select the <a href="#">Define specific operators</a> hyperlink to define the operators to which this applies.</p>

## Multi-factor authentication methods



Authentication emails make use of system-wide **EMAIL/SMTP SETTINGS**, therefore ensure that the **USE SYSTEM-WIDE SMTP DETAILS** setup option is enabled in the **Setup Options** program.

## Email authentication required

This method sends an email to the defined MFA operators containing a Time-based One-time Password (TOTP) that is required as part of the verification process.



Each password is valid for 5 minutes.

## Operator can set own email address

Indicate whether an operator can enter their own email address when first configuring the email authentication for logging into SYSPRO.

If this option is disabled, the email address defined against the operator code is used and can't be changed.

## Email must match pattern

If the **OPERATOR CAN SET OWN EMAIL ADDRESS** option is enabled, use this field to define the pattern to which the manually entered email address should conform.

Use the `;` character to separate multiple entries, without spaces.

## Show email address during login

Indicate whether an operator is allowed to see the email address when logging into SYSPRO.

Select the [Configure PIN email template](#) hyperlink to define the email template that operators receive.

## Google authenticator required

Select this to make use of the **Google Authentication app** (or **FreeOTP**) for authentication.

A QR code is generated when operators first configure their Google authentication for logging into SYSPRO and a Time-based One-time Password (TOTP) then becomes required as part of the verification process for the defined MFA operators.

A Time-based One-time Password (TOTP) is then required for all subsequent logins to SYSPRO.



Each password is valid for 5 minutes.



# SQL

Setup Options > System Setup > SQL

## Company database connection

### Authentication

Option	Description
SQL authentication	<p>This validates operator access according to the SQL Server standard user login and password for all operators logging into SYSPRO by default.</p> <p>You can override this at operator level (<b>Operator Maintenance</b>) which will allow you to trace SQL usage by SQL login.</p>
Windows authentication	Select this if the operator login and password required is the network login id that was authenticated by Windows NT.

### SQL Server name

This indicates the SQL Server name that will be used. This is typically the name of the computer on which SQL is running.

### SQL Driver to use

This indicates the SQL driver used in the connection string:

- SQL Server (the default selection)
- ODBC Driver 13 for SQL Server
- ODBC Driver 17 for SQL Server



Only drivers that you have installed are displayed and available for selection.

### Encrypted connection string

Select this to ensure that the connection between SYSPRO and Microsoft SQL Server is encrypted.

## Self-signed server certificate

If you enabled the Encrypted connection string option then you can select this to indicate that the encryption must use a self-signed server certificate.



This option is not available when the SQL Driver to use is defined as SQL Server.



Self-signed certificates don't guarantee security, as the encrypted handshake is based on NT LAN Manager (NTLM). We highly recommend that you provision a verifiable certificate on SQL Server for secure connectivity. Transport Security Layer (TLS) can only be made secure with certificate validation.

## System-wide database information

### Database

This indicates the database of SYSPRO's configuration tables.

## SQL login configuration

### SQL Login preference

Option	Description
Use system-wide SQL user details	Select this to use the SQL Server standard user login and password for all operators logging into SYSPRO.
Use operator-specific SQL user details	Select this to use the <b>Login name</b> and <b>Password</b> defined against the operator when logging into SYSPRO.
Use generated SQL user details	Select this if you want SYSPRO to generate SQL login details for operators. This becomes the default <b>SQL Login preference</b> for all operators created in future.

### Generated SQL user prefix

If you enabled the **Use generated SQL user details** option then you can enter characters that you want to prefix the operator code with and use as the SQL login name. Leave blank if no prefix is required.

Up to 20 characters can be used. These characters cannot contain backslash or embedded spaces or start with \$ or @.

## Minimum password length

Enter the minimum number of characters for the password. This can be a value of between 0 and 99, however a warning is displayed if less than 8 characters.

## Maximum password length

Enter the maximum number of characters for the password. This can be a value of between 0 and 128 but cannot be less than the minimum password length.



The combined length of the following cannot exceed the Maximum password length:

- Minimum digits required
- Minimum letters required
- Minimum special characters required

## Minimum digits required

Enter the minimum number of digits (0 – 9) that must be included in the password. This can be a value between 0 and 99.

## Minimum letters required

Enter the minimum number of alphanumeric characters (A – Z, a-z) that must be included in the password. This can be a value between 0 and 99.

## Minimum special characters required

Enter the minimum number of special characters (excluding [ ] { } ( ) , ? \* ! @) that must be included in the password.

This can be a value between 0 and 99.

## SQL Server administrative information

### Login

This indicates the administrator login with the authority to perform advanced SQL functions.



This must be an account login that is a member of the **sysadmin fixed server** role.

## Password

This indicates the password assigned to the administrator login.

## SQL Server standard user information

### Login

Indicates the standard user login.

The user entered here must have the following permissions enabled:

- datareader
- datawriter

## Password

This indicates the password assigned to the SQL Server standard user login.

## SQL bulk insert information

### Bulk insert code page

This indicates the system-wide language character set used by the BULK INSERT statement when special characters exist that SQL Server needs to recognize.



The code page configured at company level takes precedence over the code page defined here.

### Bulk insert temp folder

Indicates the temporary folder for storing intermediate bulk copy format files (\*.bcp).

In a 3-tier environment, ensure that the temporary folder is available to both SQL server and the application tier.

Typically, use a Universal Naming Convention (UNC) address (e.g. \\server-name\path-to-shared-resource).

## Azure managed Instance configuration

### Use managed instance

This lets you use a **SQL Managed Instance** created in Azure (i.e. this makes programs use logic written specially for **SQL Managed Instance**).

### Blob storage container address

This is the address that is used to store objects in Azure.



## Shared access signature

This indicates the credentials that will be used when accessing resources in the Azure Blob storage container.

## External data source

This is the Azure external data source name (used by SYSPRO for Bulk Inserts).

## SRS reporting database connection

### Authentication

Option	Description
SQL authentication	This relies on SQL authentication for access to the database.
Windows authentication	This passes the Windows NT credentials to SQL for authentication.

### SQL Server name

This indicates the name of the SQL Server hosting the database.

### Login

Specify the SQL authentication login here.

### Password

Specify the SQL authentication password here.

## Harmony database connection

### Authentication

Select an authentication mode to use when processing transactions on the Harmony database.

### SQL Server name

Indicate the name of the SQL server that will be used for the Harmony database.

### Login

Provide a valid SQL login name for the Harmony database.

### Password

Indicate the corresponding password for the SQL login.



# Reporting

Setup Options > System Setup > Reporting

## Reporting

### Reporting configuration

Option	Description
Server-side reporting using SQL	<p>This improves report rendering by moving the XML into a temporary SQL database before binding the data to the <code>.RPT</code> file.</p> <p>It also frees up resources on the client workstation by transferring processing tasks to the server. The server generates a <code>.PDF</code> file which is sent to the client machine.</p> <p>This option doesn't require Crystal on the client machine; only an appropriate report reader (e.g. Adobe Acrobat Reader, SYSPRO Office Integration, Espresso).</p> <p>When enabling this option for the first time, the <code>Documents.XML</code> files are copied to <code>Documents_Server.XML</code>. When you subsequently update printers for documents, the relevant file is updated (i.e. <code>Documents.XML</code> for client-side and <code>Documents_server.XML</code> for server-side printing).</p>
Client-side reporting using SQL	<p>This improves report rendering by moving the XML into a temporary SQL database before binding the data to the <code>.RPT</code> file. All the processing is completed on the client machine.</p>
Client-side reporting using XML	<p>This initiates client-side reporting (as it was in prior versions of SYSPRO) binding the report to the <code>.XML</code> file on the client machine.</p>

## Server-side configuration

### Reporting service

This indicates the address to the reporting host service (e.g. `localhost:1979`).

## Scheduler authentication

### User name

Enter the scheduler authentication user name (i.e. the **Windows Task Scheduler** permission that allows the operator to create and maintain schedules on the server).

## User password

Enter the scheduler authentication password (i.e. the **Windows Task Scheduler** permission that allows the operator to create and maintain schedules on the server).

## Document printing

These options are only available for server-side printing (i.e. you enabled the **Server-side reporting using SQL** option).

## Automatically purge queue

This lets you purge the document print queue automatically.

## Days to keep queue item

Enter the number of days (up to 999) you want an item to remain in the queue before it is automatically purged.



# E.Net Service Details

*Setup Options > System Setup > E.Net Service Details*

## Server name

This indicates the IP address or server name where the **SYSPRO 8 e.net Communications Load Balancer** is installed.

## SOAP port

This indicates the SOAP (Simple Object Access Protocol) port that has been configured for the **SYSPRO 8 e.net Communications Load Balancer**.

## REST port

This indicates the REST (Representational State Transfer) port that has been configured for the **SYSPRO 8 e.net Communications Load Balancer**.



# Connectivity

Setup Options > System Setup > Connectivity

## Email/SMTP settings



The **EMAIL/SMTP SETTINGS** of the **System Setup** program are required for the following facilities:

- Forgot Password
- Multi-Factor Authentication
- Single Sign-on
- SYSPRO Supply Chain Portal

### SMTP server IP address

This is the default IP address of the specific SMTP server that SYSPRO will use to send messages when the user requests a password reset.

### Outgoing email address

This is the default email address of the sender of the message.

This entry must contain a valid email structure (e.g. `auto.generated.mail@company.com`).

### Username

This the user name of the email account.

### Password

This is the password of the email account.

### Server port

This is the server port to be used.

### Use SSL

This indicates that communication with the SMTP server requires SSL encryption (i.e. send email via an SSL connection).

## Use system-wide settings

Select this to use the **EMAIL/SMTP SETTINGS** defined in the **System Setup** program for your companies (i.e. system-wide).

When you enable this option and save your selections, you are prompted to apply the settings to all your companies.

If you choose to update all companies, the **USE SYSTEM-WIDE SMTP DETAILS** in the **Setup Options** program is enabled against each company.

If you choose not to update all companies, then the settings defined in the **System Setup** program only apply to new companies (i.e. existing companies are unaffected).

## Setup option considerations

You can still manage these settings selectively by company using the **Setup Options** program (*Setup Options > Company > General*).

Unchecking the **USE SYSTEM-WIDE SMTP DETAILS** option in the **Setup Options** program will use the settings configured in that program for the company.



The following facilities rely on the **EMAIL/SMTP SETTINGS** configured in the **System Setup** program to work:

- Forgot Password
- Multi-Factor Authentication
- Single Sign-on
- SYSPRO Supply Chain Portal

## Office 365

Once you have registered and configured your application within **Microsoft Azure**, you need to configure your setup here and then configure the **Office 365** credentials per operator (*SYSPRO Ribbon bar > Home*).

### Tenant id

This indicates your active directory in the **Microsoft Azure** portal.

Your **SYSPROOfficeCloud** application will be added to this folder.

### Exchange web service

This indicates the **URI** address to your exchange web service provider.

This setting is used when resolving email addresses.

If you don't have an exchange server, you can use the default provided by **Microsoft Office 365** (i.e. <https://outlook.office365.com/ews/exchange.asmx>).

## Client id

This indicates the client ID of the **SYSPROOfficeCloud** application added to your active directory in **Microsoft Azure**.

## Authority

This is pre-populated with <https://login.microsoftonline.com>.



The **System Setup** program needs to be accessed and saved so that the pre-populated entry in this field can take effect.

## Discovery resource id

This is pre-populated with <https://graph.microsoft.com>.



The **System Setup** program needs to be accessed and saved so that the pre-populated entry in this field can take effect.

## Avanti settings

### Avanti service address

Indicate the SYSPRO Avanti website address on your local system (e.g. <http://localhost/SYSPROAvanti>).

This enables you to use the **Notifications Inbox** in **SYSPRO Avanti**.

## Espresso settings

### Notification address

Indicate the address of the Espresso Server which is used to push notifications to a user's devices (e.g. <http://localhost/SYSPRO8Espresso>).

# Rules Engine/Harmony

*Setup Options > System Setup > Rules Engine/Harmony*

## Rules engine options

### Active company list

This lets you indicate the companies for which you want to enable the Rules Engine.

After configuring this setting the following processes occur in the background:

- The applicable SQL tables are created within the SYSPRO database (prefixed by: `Rules`).
- A new SYSPRO operator (`__RUL`) is created (required for services to run).

## Harmony options

### Active company list

This lets you indicate the companies for which you want to enable Harmony.

### Harmony API service address

Indicate the `URL` of the **SYSPRO 8 Harmony API Service** (i.e. the Harmony service installed within IIS).

#### FOR EXAMPLE:

`http://localhost/SYSPRO8HarmonyAPI/` (where `localhost` is replaced by your server IP address).

### Harmony service address

Indicate the **SYSPRO 8 Harmony Service** address (used to process Harmony transactions).

#### FOR EXAMPLE:

`net.tcp://localhost:30141/HarmonyService` (where `localhost` is replaced by your server IP address).



The port number must match the entry made when installing the **SYSPRO 8 Harmony Service**.

## Harmony purge options

These options let you indicate how much beat information (beat records and beat record information) is retained in the `_Hrm` database.

### Automatically purge

Enable this option for records to be permanently deleted from the database automatically.

This option is disabled by default.

### Months to retain

Indicate how long beat records and beat information must be retained in the database (the default is 3 months).

#### FOR EXAMPLE:

If you enter 4 months, then no beat information will be older than 4 months.

### Purge after (years)

This indicates the period after which purging will take place.

## Harmony data visibility

The data visibility options let you indicate the preferred time span when surfacing data inside Harmony.

### Detailed data visibility (months)

This indicates how old data can be when surfaced to the Harmony client (the default is 3 months).

#### FOR EXAMPLE:

If you enter 3 months, then only beats 3 months old and younger will be surfaced to the Harmony client.

### Detailed data visibility (years)

This reflects how data is surfaced to the Harmony client in years (i.e. if the entry at the Detailed data visibility (months) option exceeds 12 months).

### Summary data visibility (months)

This option is related to how data is surfaced to the Harmony client. It is used for calculating various aspects across beats within the system. These include:





- Minimums
- Maximums
- Averages
- Standard deviations
- Importance of beats based on historical data in the system

In other words, all of these counters are used to determine how important a certain beat is.

By default this value is 3 months.

### **Summary data visibility (years)**

This reflects how summary data is surfaced to the Harmony client in years (i.e. if the entry at the Summary data visibility (months) option exceeds 12 months).



# Artificial Intelligence

*Setup Options > System Setup > Artificial Intelligence*

## Machine learning

### Prediction endpoint

This is the prediction endpoint address of the **SYSPRO Artificial Intelligence** service (e.g. <http://localhost:30238/SYSPROMLE/rest>) that is used by the **SYSPRO Machine Learning** module to perform predictions.

### Training endpoint

This is the training endpoint address to the **SYSPRO Artificial Intelligence** service (e.g. <http://localhost:30238/SYSPROMLE/rest>) that is used to train projects to generate a model that can be used to perform predictions.

## Bot

### Azure Bot website

Indicate the Azure App service URL/endpoint where the **SYSPRO Bot** is hosted (e.g. <https://sysproken.azurewebsites.net>).

### Fixed menu

This lets you start Bot conversations with an options menu instead of a "What can I do for you" message.

### Diagnostics

This lets the **SYSPRO Bot** respond with debugging informational messages (i.e. additional error details).

## Bot document formats

### Order Acknowledgement

Indicate the SRS order acknowledgment format to be used by the **SYSPRO Bot**.

### Order Acknowledgement description

This indicates the description of the SRS order acknowledgment format.

### Delivery note

Indicate the SRS delivery note format to be used by the **SYSPRO Bot**.



## Delivery note description

This indicates the description of the SRS delivery note format.

## Invoice

Indicate the SRS invoice format to be used by the **SYSPRO Bot**.

## Invoice description

This indicates the description of the SRS invoice format.

## Bot sign-in screen

### Header image

Enter the server image path to be displayed on the **SYSPRO Bot** login screen

### Organization name

Enter the organization name to be displayed on the **SYSPRO Bot** login screen.

### Organization website

Enter the website URL to be displayed as a link on the **SYSPRO Bot** login screen (e.g. <https://syspro.com>).

# Password Definition

*Setup Options > System Setup > Password Definition*

## Password options

### Allow operator to change password

This lets operators change their own passwords.

Choose the [Select operators](#) hyperlink to select the operators you want to force to change their passwords.

This forces operators to define a new password when next they load SYSPRO. This can be applied to a single operator, a range of operators, or all operators.

You would typically use this when adding new operators and applying an arbitrary password to the operator code. When the new operator logs into SYSPRO for the first time, the operator can define a new password as required.

Operators who don't define a password are locked out of SYSPRO (with the exception of the `ADMIN` operator). This lock can be removed manually using the [Operator Maintenance](#) program.

### Password expiry required

This forces an entry at the **Expiry period** field, ensuring that operators change their passwords at prescribed intervals.

### Expiry period in days

Enter the number of days that must elapse before operators are required to change their passwords. A daily countdown is activated by the system 7 days before a password is due to expire, warning operators to change their passwords.



To prevent operators from trying to bypass the system the server's operating system date is used when calculating the expiry period (i.e. the system date on the client workstation is ignored).

When a password expires, the operator is prompted to change the password immediately by entering the old password, followed by the new password. The expiry period is calculated from the time you set the password.

#### FOR EXAMPLE:

If you set the expiry period to 60 days, but only define the password against the operator on the following day, then the 60 day count down begins from the following day.



Passwords for operators belonging to a system administrator group never expire.

## Warning period in days

Enter the number of days prior to the expiry of the current password that the operator must be warned that the password is going to expire.

The default warning period is 14 days.

The warning is only relevant in a SYSPRO login environment and does not apply to the e.net login process.

## Send password change email notifications

This lets you send auto-generated emails to the user and system administrator when a request to reset the password is received or when the password has been reset.

Select the [Configure change email template](#) hyperlink to use the **Send Email** program to change the template that is used to send out the email regarding a password change request.

## Supervisor options

### Supervisor password required

This lets you create a password that can be used as a substitute whenever an operator password is requested.

This is useful when access to an operator's account is required but the operator is either unavailable or has forgotten the password.

The supervisor password can also be used instead of the **Alternate Password** defined against the operator.



The supervisor password is only applicable when an operator password is defined. If the password against the operator is blank, then an `Invalid operator password` message is displayed.

### Supervisor password

This lets you configure the supervisor password.

### Confirm password

This lets you confirm the supervisor password.

## Forgotten password options

### Allow operator to reset password

This lets you allow the operator to reset the password.

This will enable the **Forgot password** link on the SYSPRO login window.

## Hours before reset password expires

Enter the number of hours for which the temporary password is valid.

Select the [Configure forgot password email template](#) hyperlink to use the **Send Email** program to change the template that is used to send out the email with the temporary password details.

## Notify when login attempt exceeded

### Email administrator

This lets you notify the system administrator when an operator has exceeded the number of login attempts permitted.



The maximum number of login attempts is set in the **Security** pane of the **Operator Maintenance** program.

Select the [Configure login exceeded email template](#) hyperlink to use the **Send Email** program to edit the email template of the email that is sent to the administrator when the number of login attempts is exceeded.

## Password rules

### Password rules required

This lets you define the rules governing the entry of new passwords.

### Minimum password length

Indicate the minimum number of characters for a password.

A minimum of 4 characters is recommended.

### At least one digit required

This lets you indicate that at least one numeric character must be included in the password.

A combination of words and numbers in a password makes it more secure.

### At least one letter required

This lets you indicate that at least one alphabetic character must be included in the password.

You can optionally specify whether the alphabetic character must be in uppercase or lowercase.

Forcing passwords to contain a mix of upper and lowercase characters makes it more secure.

### At least one uppercase letter

This lets you indicate that at least one uppercase alphabetic character must be included in the password.

## At least one lowercase letter

This lets you indicate that at least one lowercase alphabetic character must be included in the password.

## Verify password against old passwords

This lets you prevent operators from recycling their passwords. The system verifies any new password against an encrypted file of previously-used passwords.

## Number of passwords to retain

If you enabled the **VERIFY PASSWORD AGAINST OLD PASSWORDS** option, then you can enter the number of previously-used passwords to retain for comparison purposes. The default is 3.

When an operator enters a new password, that password is compared to the previously-used passwords.

Select the [Reset operator password history](#) hyperlink to remove all records of password history generated for operators.



# System-Wide Personalization

*Setup Options > System Setup > System-Wide Personalization*

## Restore defaults

This resets all the values in this form to their original settings. Click the [Restore](#) hyperlink to restore all the system-wide personalization options to their default values.

## Theme

### Enable minimalist user interface

This applies a minimalist theme (Office 2013) to the SYSPRO interface to give it an uncluttered feel. It hides icons (e.g. Menu, Autohide, Maximize and Close) and titles for docking panes ([F12](#) toggles these titles).

Also, a field's caption is not displayed in **bold** type when the field is highlighted.

### Overall theme

This lets you select a specific visual theme for each type of control (e.g. docking pane, list view column, calendar and toolbar) and apply it throughout SYSPRO.

If you do not want to override the individual operators' setting for this option, select **Not set by administrator**.

### Apply Ribbon Bar

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Always use ribbon	This always displays the SYSPRO Ribbon bar.
Always use toolbar	This always displays the standard SYSPRO menu bar and toolbar.

## Ribbon style

Indicate the style you want to apply to the ribbon bar.

Select **Not set by administrator** if you don't want to override the individual operators' setting for this option.



## Workspace

### Use Predictive Search

The Predictive Search facility in SYSPRO automatically shows suggestions of search results as you type text into any key field in the product (e.g. stock code, customer, supplier, etc).

The search uses a web service (configured within the **System Setup** program) to interrogate the database and return values based on a pre-defined configuration.

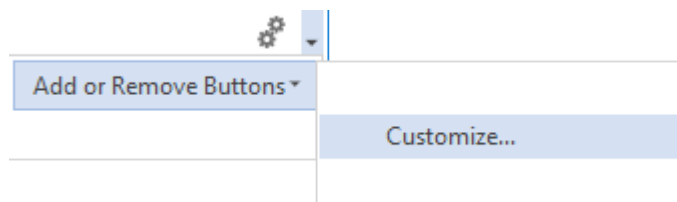
### Show toolbar navigation buttons

This shows the **Next**, **Prev**, etc., toolbar navigation buttons when the **ENABLE MINIMALIST USER INTERFACE** option is in use. By default, these options are hidden except for browse-style programs.



You may have to reset the toolbar to see these buttons if they were previously hidden.

You can reset the toolbar of a *specific* program in SYSPRO by selecting the program's **Customize** option from the **Add or Remove buttons** submenu (available from the small drop down arrow located at the far right end of the toolbar).



Alternatively, you can reset the toolbars of *all* programs, by selecting the **Reset Toolbar Settings** function from the **Toolbars** tab of the **Personalize** program (*SYSPRO Ribbon bar > Home*).

### Enable Task Dialog customization

This enables the **Customize Task Dialogs** option (*SYSPRO Ribbon bar > Administration > Customization*).

### Enable Toast Notifications

This lets you show dialogs with single buttons as auto-expiring messages.

### Toast Notifications delay

This lets you set how long you want the toast notification to be displayed on the screen before disappearing.

The default is 4 seconds and can be set to a maximum of 2 minutes.

## Close Toast Notification when typing

This lets you override the toast notification delay (if defined) and close the toast notification as soon as you start typing into a form field or a toolbar entry field.

## Web Browser emulates highest IE version

By default the web browser control is currently an embedded version of Internet Explorer 7, as this is how Microsoft originally published the control. However, by applying a setting to the registry, the SYSPRO web browser can be made to emulate any version of IE.

Enable this option to allow SYSPRO to create new registry entries that indicate to the web browser control to default to IE11 compatibility mode.

These entries reside in:

```
HKLM (or HKCU)
SOFTWARE
Microsoft
Internet Explorer
Main
FeatureControl
FEATURE_BROWSER_EMULATION
SYSPRO.exe = (11000) version
SYSPROClient.exe = (11000) version
```

## Save primary window settings upon exit

Select this to save the primary window position of a program upon exiting the program. When next the program is loaded, the primary window is restored to its saved position.

Primary windows for each program default to being centered within the MDI frame of the main menu.

## Validate G/L sections as you type

This only applies if you enabled the Structured General Ledger facility (**GL Structure Definition**).

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Validate sections	This <i>validates</i> a ledger code, section by section as you enter it. When you select this option, you cannot type ahead of the validation process as the system must first complete validating the section you entered before you can enter the next section of the ledger code.
Do not validate sections	This lets you enter the full ledger code and only validate the code when you move off the ledger code field (i.e. using the <b>TAB</b> or <b>ENTER</b> key).

## Display G/L sections as drop-down list

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Display sections	<p>This <i>displays</i> a list of valid ledger codes that can be entered wherever a ledger code must be entered in a program.</p> <p>The list of available ledger codes is displayed by default, but can be switched off by selecting <b>CTRL+L</b> at any ledger code field.</p>
Do not display sections	<p>This hides the list of valid ledger codes by default.</p> <p>The list is displayed only when you select <b>CTRL+L</b> at any ledger code field.</p>

## Launch help from status bar

This applies to the launching of the system help when clicking on SYSPRO version in the status bar of the Main SYSPRO menu.

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Launch help	This always opens the help system when you click on the SYSPRO version in the status bar.
Do not launch help	This prevents the help from loading when you click on the SYSPRO version in the status bar.

## Show system-wide view when logging in

This applies when a system-wide view has been designed to be contained in the main menu.

Selecting this option forces the system-wide view in the main menu to be visible when the operator logs in.

## Show role view when logging in

This applies when a role view has been designed to be contained in the main menu **and** the operator is associated with a role.

Selecting this option forces the role view in the main menu to be visible when the operator logs in.

## Enable roaming users

This lets SYSPRO work with roaming users - a configuration that allows operators to seamlessly access documents from any computer on the same network, without losing their desktop settings or preferences.

This is typically used by system administrators and when a workstation is accessed by different users.



When you enable this option, all the operator's settings are saved to the `\Users\%username%\AppData\Roaming\SYSPRO\settings` folder. Any existing preference files are automatically copied from `\Base\Settings` to the roaming folder when the operator next logs in.

## Persist operator UI settings to SQL

Enable this to store operator user interface settings (e.g. personalized views of toolbars, charts, etc.) in the [SysSettings](#) table of the system-wide database for backup purposes. These settings are usually stored in the `\Base\Settings` folder. The files are compressed and inserted into the SQL table when an operator exits SYSPRO. Once the operator logs in again, these files are restored from the database, overwriting the local settings.

## Forms

### Address formatting

This allows address lines in forms to be formatted, such as the wording for Building, Street, City, etc.

When you select the [Configure](#) hyperlink, a window is displayed with the following field and column information:

#### *Address Line 1*

Building

#### *Address Line 2*

Street

#### *Address Line 3*

City

#### *Address Line 4*

Locality

#### *Address Line 5*

State

*Address Line 6*

Country

*Address Line 7*

Zip

*Geolocation*

This indicates the geographic location of the address in terms of longitude and latitude and 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. For this to resolve correctly, ensure that you provide as much information related to the physical address as possible.



The **USE SHORT NAMES WHEN RESOLVING ADDRESSES** option (**System-wide Personalization**) determines which name to use by default.

**FOR EXAMPLE:**

Short names are NY and USA; whereas long names are New York and United States of America.

SYSPRO reads the name returned from the map provider in XML. If the short name returned in the XML is the same as the long name, then no short names are available from the map provider.

*Default wording*

This indicates the default wording currently associated with each address line field.

*Use default wording*

This uses the system default wording displayed.

*6.1 compatibility*

This lets you use the unstructured address system that was applicable in **SYSPRO 6.1**.

*User-defined*

This lets you override the default wording with your own descriptions.

*User-defined wording*

Enter your own wording for the address line.

This wording is used as the form caption or list view column heading for the **ADDRESS FIELD** field throughout SYSPRO.



This list view column cannot be sorted.

### *Hide on form*

This prevents the address line from being displayed on forms.

## Override font

This sets the font to use for all forms and list views in SYSPRO.

### Font

Indicate the font you want to use.

## Show captions in bold

This displays all form captions in bold.

## Default numeric alignment

Indicate how you want to align numeric values system-wide (e.g. to the left, right or center of the available column or field).

## Always apply numeric alignment

Enabling this option ensures that the **DEFAULT NUMERIC ALIGNMENT** the option is always applied to all forms, regardless of any previously-saved alignment options.



This option only applies to forms that have not yet been loaded.

Once the form is loaded, the alignment options assigned to that form are automatically saved and re-applied each time the form is loaded.

## Show description of keys in caption

This option applies to the descriptions for key fields entered on a form (e.g. Branch, GL code, Currency, etc).

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.

Option	Description
Show description	<p>This displays the description for key fields for all operators. The matching description for the code appears in brackets within the caption portion of the field.</p> <p>When enabled, the option configured within the <b>Personalize</b> SYSPRO Desktop function (<i>SYSPRO Ribbon bar &gt; Home</i>) is automatically set to <i>selected</i> when you reload SYSPRO.</p> <p>Although operators can still change the option, this is ignored and the captions are displayed.</p>
Do not show description	<p>This hides the description for key fields for all operators.</p> <p>When enabled, the option configured within the <b>Personalize</b> SYSPRO Desktop function (<i>SYSPRO Ribbon bar &gt; Home</i>) is automatically <i>deselected</i> when you reload SYSPRO.</p> <p>Although operators can still change the option, this is ignored and the captions are not displayed.</p>

## Highlight editable form fields

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Highlight fields	This highlights all editable form fields.
Do not highlight fields	This never highlights editable form fields.

## Highlight color

Indicate the color you want to use to highlight editable form fields.

## Map URL to use for directions

Indicate the Map application you want to use for directions (e.g. Google Maps, Bing Maps, etc.).

You can use any map product that accepts latitude and longitude as parameters.

## Map URL

If you selected **Use other** at the **MAP URL TO USE FOR DIRECTIONS** field, then enter the URL of the Map application you want to use for directions.

## Google API key

Enter the key (obtained from Google) that will allow you to resolve addresses to GPS co-ordinates within SYSPRO.



Google's policy on this function changed as of July 2018 and the feature is now a billable service. You need to register with Google to receive the key.

Although SYSPRO has registered an account for the resolving of addresses that we use, once the monthly quota has been depleted, no SYSPRO clients will be able to use this account to resolve addresses in SYSPRO.

To avoid downtime, you can register your own account with Google and enable billing on the account to receive your own Google API key.

Read more:

<https://developers.google.com/maps/documentation/geocoding/start>

## Use short names when resolving addresses

Enable this to use the short names when applying a selected address from Google Maps (e.g. **NY** instead of *New York* and **UK** instead of *United Kingdom*).

Additionally, you can toggle between using short and long names directly from the address list when you click on the **Resolve GeoLocation from address** option at the **GEOLOCATION** form field.

The drop-down list indicates whether the long or short name is in use. The operator can use the hyperlink to toggle between them, but this applies only to the current run of SYSPRO.

The system-wide setting is re-applied the next time the operator logs in.

## Listviews

### Use Excel for exporting

This uses Microsoft Excel to export data from SYSPRO list views and forms.

Deselect this option to be able to export list views to an application other than Excel.

The **Export application** field then becomes enabled for you to specify the application to use.



## Export application

Enter the program to use (including the full path) to export list views when not using Microsoft Excel. You can use any application that accepts a file containing an HTML table as its first parameter.

## Export application name

Enter a description for the export application.

## Override quick view font

This lets you change the default font and font attributes (e.g. bold, italic) of the **Quick View** displays in SYSPRO.

## Quick view font

Indicate the default font.

## Date format

Indicate the format you want to use for all dates displayed in a list view.

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
{short}	18/03/2019
{long}	Monday 18 March 2019
dd MMMM yyyy	18 March 2019
ddd yyyy/MM/dd	Mon 2013/03/19

## Indicate optimized list views

Optimized list views perform faster the more columns are not visible. Select an icon to indicate list views that support optimization.

## Icon

Select the Edit icon hyperlink to select the icon to be shown in a list view header to indicate an optimized list view.

## Show icons for custom columns

This displays icons alongside the various types of custom form fields (including dates) in forms.


Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Show icons	This always displays icons alongside custom fields in forms
Do not show icons	This never display icons alongside custom fields in forms.

## Show built-in toolbar



This displays the built-in toolbar for list views, where applicable.

When enabled, operators won't be able to deselect the **Show List view Toolbar** option by clicking on a list view column to customize the list view.



Changing this option does not affect an operator's preference and setting of the **Show List view Toolbar** option from the  icon on the Ribbon Bar

## Company watermarks

Option	Description
Edit	<p>This lets you define for each SYSPRO company, a suitable image to display as a watermark in list views.</p> <p>If you have already defined watermark entries, then the <a href="#">Edit</a> hyperlink is replaced by a string of characters representing the watermarks defined for your companies (e.g. <a href="#">[A] image.png</a> <a href="#">[B] image2.png</a>, where <b>A</b> and <b>B</b> indicates the Company id and <a href="#">image.png</a> and <a href="#">image2.png</a> indicates the Watermark image).</p> <div>  <p>The total length of the string cannot exceed 256 characters.</p> </div>
Company ID	Indicate the code of the SYSPRO company to which you want to apply the watermark.
Watermark image	<p>Indicate the image to use as the watermark.</p> <div>  <p>The image must exist in the <code>\Base\Samples</code> folder on the application server.</p> </div>

## System-wide watermark

This shows a watermark image for list views against all companies (typically useful if want to avoid having to apply the same image to multiple companies).



The image must be located in the `\Base\Samples` folder.

## Watermark transparency

Indicate the watermark transparency required.



The value must be between 0-255, where 0 is totally transparent and 255 is totally visible.

## Watermark alignment

Indicate the required alignment of the watermark image.

## Maximum decimals to show for price/cost

Indicate the number of decimals to display in list views for prices and costs. This applies to list view columns that include the words: **price**, **cost**, **prc** or **cst** in the column heading.

The purpose of this option is to only reduce trailing decimal zeroes to a minimum.

So, if the number of decimals of the actual cell value is greater than the minimum number defined here, then the number of actual decimals in the value is displayed.

### For example:

If the **Maximum decimals to show for price/cost** is set to **2**, then:

- 5.12 is displayed as 5.12
- 5.12000 is displayed as 5.12
- 5.1234 is displayed as 5.1234
- 5.10 is displayed as 5.10

## Default number of rows to return

This lets you indicate the default number of rows to display when first loading a limitless list view (defaults to 100 rows).

The default number of rows is only applied for the initial loading of a list view because, thereafter, the number of rows can be controlled by list view by operator.

To enforce this default number of rows on initial load for all operators, enable the **ALWAYS APPLY DEFAULT NUMBER OF ROWS** option.

## Always apply default number of rows

This lets you always load the number of rows specified at the **DEFAULT NUMBER OF ROWS TO RETURN** option in list views, regardless of any operator preferences set for displaying the number of list view rows.

Although the operator can change the required number of rows to display during the run of a program, the **DEFAULT NUMBER OF ROWS TO RETURN** is re-applied when the program is closed.

## Threshold limit for returned rows

Indicate the maximum number of list view rows to display before the threshold option below applies.

This option can be used to overcome issues when there is a large number of rows to display in a list view (this does not apply to editable data-grids).

## Threshold option

This lets you indicate what you want the system to do when the threshold limit for returned rows is reached. Options include:

- Give warning message (the warning is only displayed once)
- Prompt operator to continue (the question is only displayed once)
- Do not add more rows

## Toolbars

### Autosave entries for key fields

Enable this to save a history of previously-queried entries for key fields. The history is displayed in a drop-down when scrolling on the entry field for the key.

When this option is disabled and then re-enabled, the previously saved drop-down list is restored.

## Number of days in first week of year

Indicate the number of days from the previous year that occur in the first week of the current year.



This only applies if you enabled the option: **Show week numbers in date navigator**.

This enables you to control the week numbering against SYSPRO's **Date Navigator**.

If the first week of the current year contains four or more days from the previous year, then the first week of the year is numbered as week 53. If it contains three or less days from the previous year, then it is numbered as week 1.

## Show non-working days


Select this to highlight non-working days within SYSPRO's **Date Navigator** utility.

You use the **Calendar** program to define the specific working and non-working days on your company calendar.

## Calendar

The **Calendar** SYSPRO Desktop function lets you manage appointments and schedules.

### Calendar data provider

Option	Description
Not set by administrator	Select this if you don't want to override the individual operators' setting for this option.
Use Outlook	<p>This synchronizes Outlook's appointments, schedules, events, etc., with your SYSPRO calendar.</p> <p>Details captured in SYSPRO's calendar are also automatically synchronized to Outlook.</p> <div>  <p>Some details (e.g. body text, attendees, attachments, regarding, result, etc.) are not synchronized to Outlook.</p> </div>
Use local file	<p>Capture events, schedules, appointments, etc., without synchronizing to Outlook.</p> <p>The captured details are stored in the <code>xxxxxx_calendarevents.xml</code> file of the <code>\Base\Settings</code> folder (where <code>xxxxxx</code> refers to the operator name).</p>
No calendar	<p>Select this if you don't want to use the calendar control.</p> <p>This does not affect the running of SYSPRO, as the calendar control is not currently linked to any SYSPRO functionality.</p>

## Messages

### Check for messages on startup

This lets you automatically check for messages that have not yet been actioned, upon loading the system.

Messages are posted to the Inbox from various sources within the system.

You can also check for new messages by launching the **Message Inbox** window (right-click within the window and select **Refresh Inbox**).

## VBScript Security

### VBScripts are saved on server only

This prevents unauthorized access to VBScripts by ensuring that they are only stored on the server.

### VBScripts are encrypted on client

This ensures that all VBScripts are encrypted on all client machines.

## Key fields

### Prevent special characters being entered

This prevents operators from entering invalid or special characters (including spaces) into a key field.

### Special characters

Enter the list of special characters you want to restrict operators from entering in key fields.

If no special characters are entered, then this implies that the `{space}` character must be prevented from being entered.

### Prevent leading spaces

This lets you strip all leading spaces from key fields in toolbars, entry fields, form fields and data-grid cells after entry (e.g. tabbing off the field).




This does not apply to description fields.

## SRS Document Printing

### Optimize by pre-loading Crystal runtime

This lets you improve the performance of documents produced using SRS document printing (by pre-loading the Crystal runtime when SYSPRO loads).

Option	Description
Set at operator level (Personalize options)	This allows individual operators to decide whether to pre-load the Crystal runtime when SYSPRO loads.

Option	Description
Optimize for all operators	<p>This pre-loads the Crystal runtime for all operators when SYSPRO loads.</p> <div>  This does consume more system resources. </div>
Do not optimize	Select this if you do not want to pre-load the Crystal runtime when SYSPRO loads.

## KeepAlive options

### KeepAlive timeout (minutes)

Indicate the time interval (not less than 1 minute) within which you require SYSPRO to send a blank message to the server to keep the connection alive.

SYSPRO stops responding if it is idle for longer than the timeout time.

This only applies in a client/server environment where timeouts have been configured.



- If you are also defining operator timeouts, then you must ensure that the operator **Timeout period** is less than the **KEEPALIVE TIMEOUT (MINUTES)**.
- You typically only use this setting if you are running SYSPRO in a hosted environment

## Communication service

### Client/server open timeout (seconds)

The **SYSPRO 8 Communications Service** defaults to a 30 second timeout if the connection to the server fails, after which the system allows the operator to **Retry** or **Cancel** (to exit gracefully).

This option lets you configure the length of time (in seconds) before the **Retry** message appears when the Internet connection is lost.



This cannot be set to less than 30 seconds.

If set to more than 30 seconds, then when logging into SYSPRO in client/server mode, the `SYSPROSCSTimeouts.txt` file is created in the `\Base` folder on the client. This file contains the configured open timeout.

If the default timeout is subsequently changed back to 30 seconds, then the `SYSPROSCSTimeouts.txt` file is deleted from the client when logging in.



## SYSPRO Avanti

### Timeout before password required

Indicate the time interval (in minutes) before **SYSPRO Avanti** will require the operator to re-enter their password, after the system becomes idle.

A value of 0 indicates no timeout.

### Timeout before exiting

Indicate the time interval (in minutes) before **SYSPRO Avanti** will exit, if no password is entered.

A value of 0 indicates no timeout.

### Maximum number of instances allowed

Indicate how many additional instances of **SYSPRO Avanti** is allowed per user. You should consider restricting this facility as each instance consumes memory on the application server. A new instance is typically created when a user is logged into a **SYSPRO Avanti** program and then runs another program from the hamburger menu.

A value of 0 indicates no additional instances are allowed.





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