FLEXX®

Version 7.0L0

Implementation Guide

Δ Databyte

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1. About This Manual

This Guide is designed to assist the user in setting up FLEXX including the various FLEXX control tables. It is not meant to take the place of either the *FLEXX Getting Started* or the *FLEXX Administration Guide* manuals but only to supplement them in providing additional information on the various tables and user-definable fields. These manuals are still required as reference for the various forms and functions employed to implement and run FLEXX.

Using screen displays, the various fields and their relationships will be described. In addition, Table Listings and parameter descriptions will be included to enable the user in choosing values to provide for the desired results.

Please refer to the *FLEXX Version 7.0L0 Upgrade Guide* for information on the specific changes made to this version of FLEXX.

2. FLEXX System Implementation

FLEXX Initial System Implementation consists of completing the setup of all required FLEXX tables shown in the following list. Each table will be discussed in more detail in the subsequent topics of this section.

You need to carefully consider how all codes are to be entered; alphanumeric, or just alpha or numeric; upper/lower case mixed or just upper or lower case. Databyte recommendation is to use a single case (upper or lower) throughout the system to simplify searching and sorting the records. FLEXX is a “case-sensitive” system.

The first six tables are required to run FLEXX for the client company and should be defined in the listed order.

1. Currency Code Table
2. Company Master
3. Division Table
4. Company/Division Table
5. GL Period
6. GL Account Master (Chart of Accounts)

Once these tables have been set up, the following additional FLEXX tables need to be entered as required. They can be defined at initial set up if the information is known, or at a later time as information becomes available.

7. Country Table
8. Province/State Table
9. Bank Table
10. Foreign Exchange Rate Table
11. Tax Code Table
12. Tax Table Information
13. Warehouse Table
14. Department Table
15. Territory Table

The following Master tables are required once FLEXX has been initially set up, to enter specific transaction data in the various FLEXX modules (e.g. OP, AR, etc.).

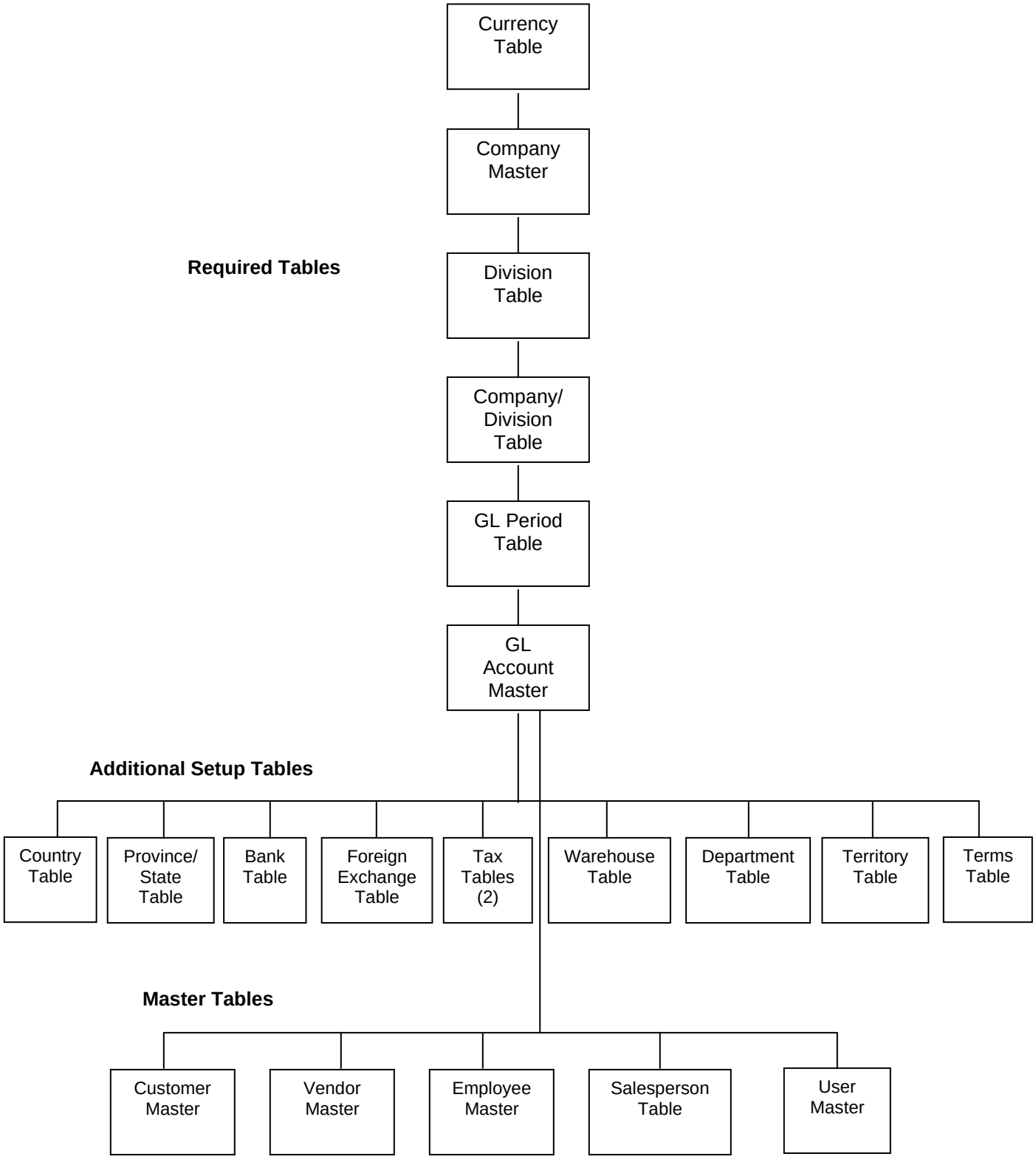
16. Customer Master
17. Vendor Master
18. Employee Master
19. Salesperson Table
20. User Master

Additionally, the following Internal File Maintenance tables need to be defined to further optimize the performance and operation of the FLEXX system:

21. Report Table set up *(Topic 6.1, Report Copy from setup Company)*
22. Application Control Table *(Topic 5, Application Control Table)*
23. Next Number Table *(Topic 7, Next Number Table)*
24. Group Master *(Topic 3, User and Group Set Up)*
25. User Access Control Table (User security) *(Topic 3, User and Group Set Up)*
26. Group Access Control (Group security) *(Topic 3, User and Group Set Up)*

For complete details on each table, please see to the specific manual referenced at the start of each topic.

2.1 Table Set Up Order

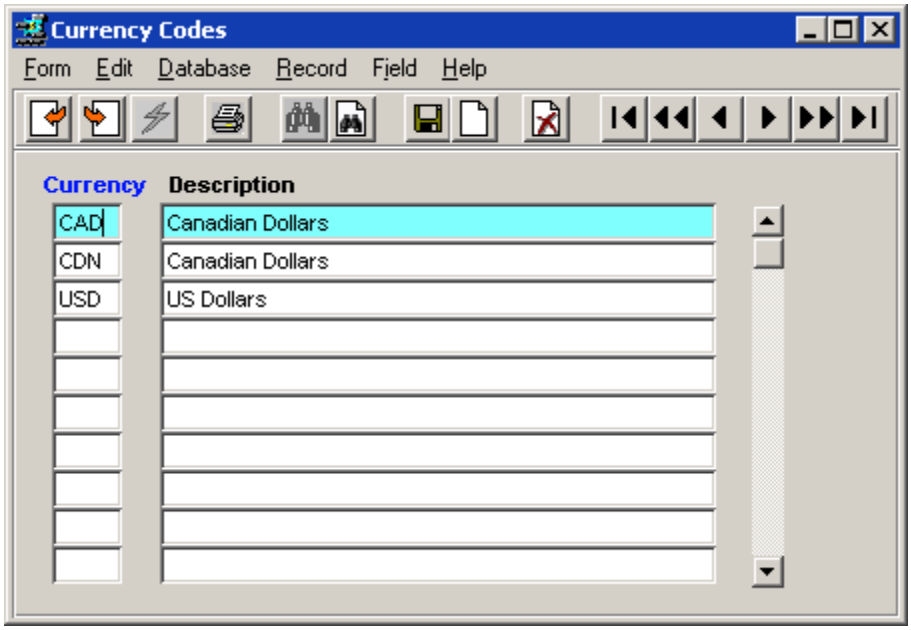


2.2 Currency Code Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Currency Code Maintenance

Reference: Getting Started Manual, Topic 3.19



The Currency Code Table is used to define the various currencies to be used in FLEXX. At this time, only the company operating currency needs to be entered. All other currencies that will be used in the future can be added once FLEXX has been fully implemented.

Fields required are:

Currency Code – any user-desired value can be entered, though it would be to your advantage to use the country standard code (e.g. USD – US Dollar, CAD – Canadian Dollar, etc.). This code will also be the currency code printed on all reports that show currency values (e.g. invoices, checks, customer statements, etc.).

The Description field can be entered when and as desired. It is not required at this time.

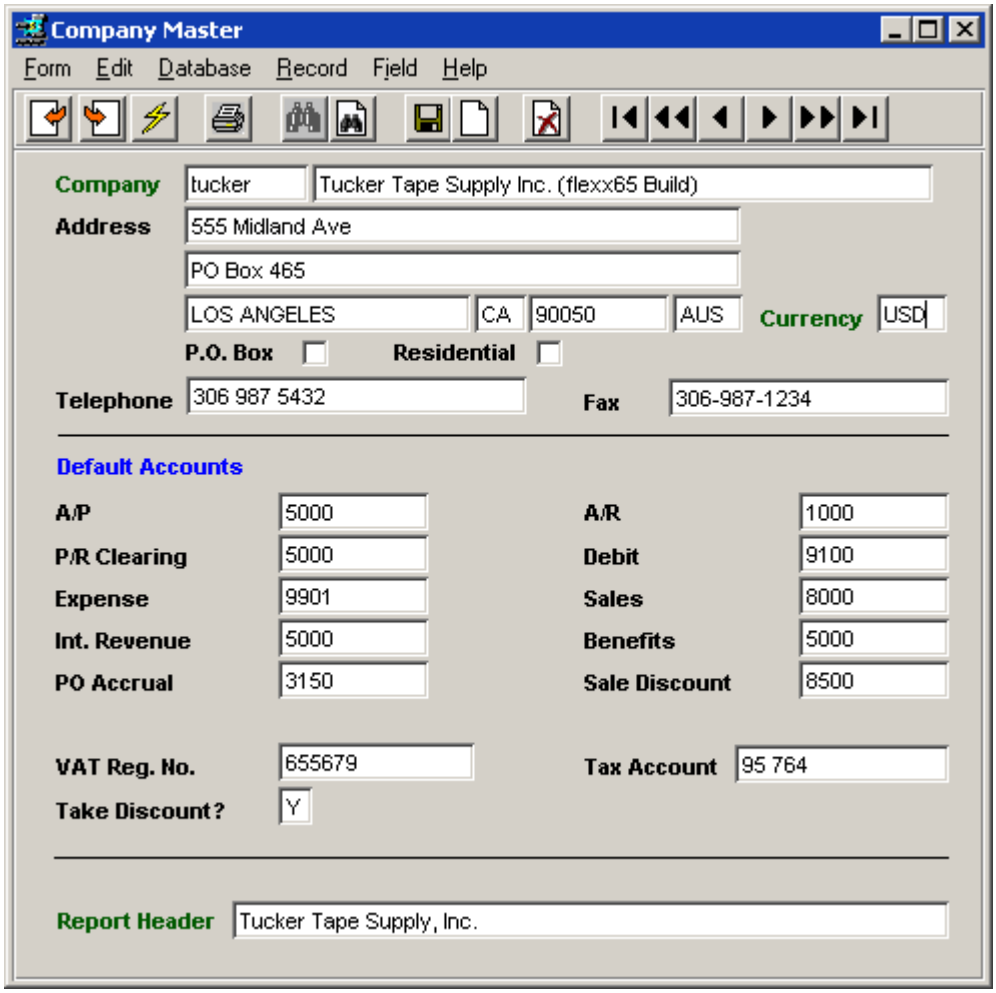
Please also refer to Topic 9 in this manual, *Currency Code/Foreign Exchange Rate Tables* for more details on these two tables (Currency Code Table & Foreign Exchange Table).

2.3 Company Master Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Company Master

Reference: Getting Started Manual, Topic 3.1



The Company Master Table is used to define the operating company to FLEXX. More than one company can be defined to FLEXX. Each is a separate and unique entity; there is no accounting link between them. Fields initially required are:

Company Code – any 6-character alphanumeric value can be entered. It is recommended to use a single-case (upper or lower) code word.

Currency Code - any valid code from the Currency table.

Report Header – the company header to be printed at the top of all printed reports.

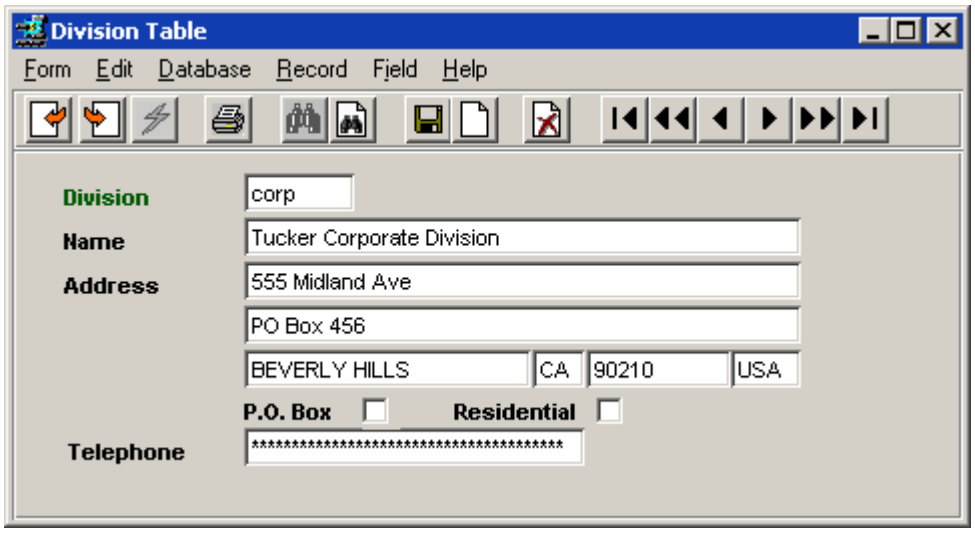
All other fields can be left blank at this time. They will need to be entered later, once FLEXX has been fully set up and their values have been predefined in their respective tables. Once the Company Code has been defined, a Division Code can be defined.

2.4 Division Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Division Table

Reference: Getting Started Manual, Topic 3.2



The Division Table is used to define the accounting divisions to FLEXX. Each defined company can have any number of divisions, but for the initial set up, only one division is required.

The 'Division' in FLEXX is considered to be a cost or revenue center of the company, or could also be described as an accounting division of the company. Each of these accounting divisions that are to be separately tracked and posted need to have a unique code. Also, if financial statements are to be produced for individual 'departments' of the company, these will need to be defined to FLEXX with their own Division codes.

Be aware that 'Departments' in FLEXX are not accounting divisions, and accounting records will not be recorded or posted to them. They are only used for sales and employee department-alization.

Fields required are:

Division Code – any user-desired code value to represent the division.

All other fields can be left blank at this time. They will need to be entered later, once FLEXX has been fully set up and their values have been predefined in their respective tables.

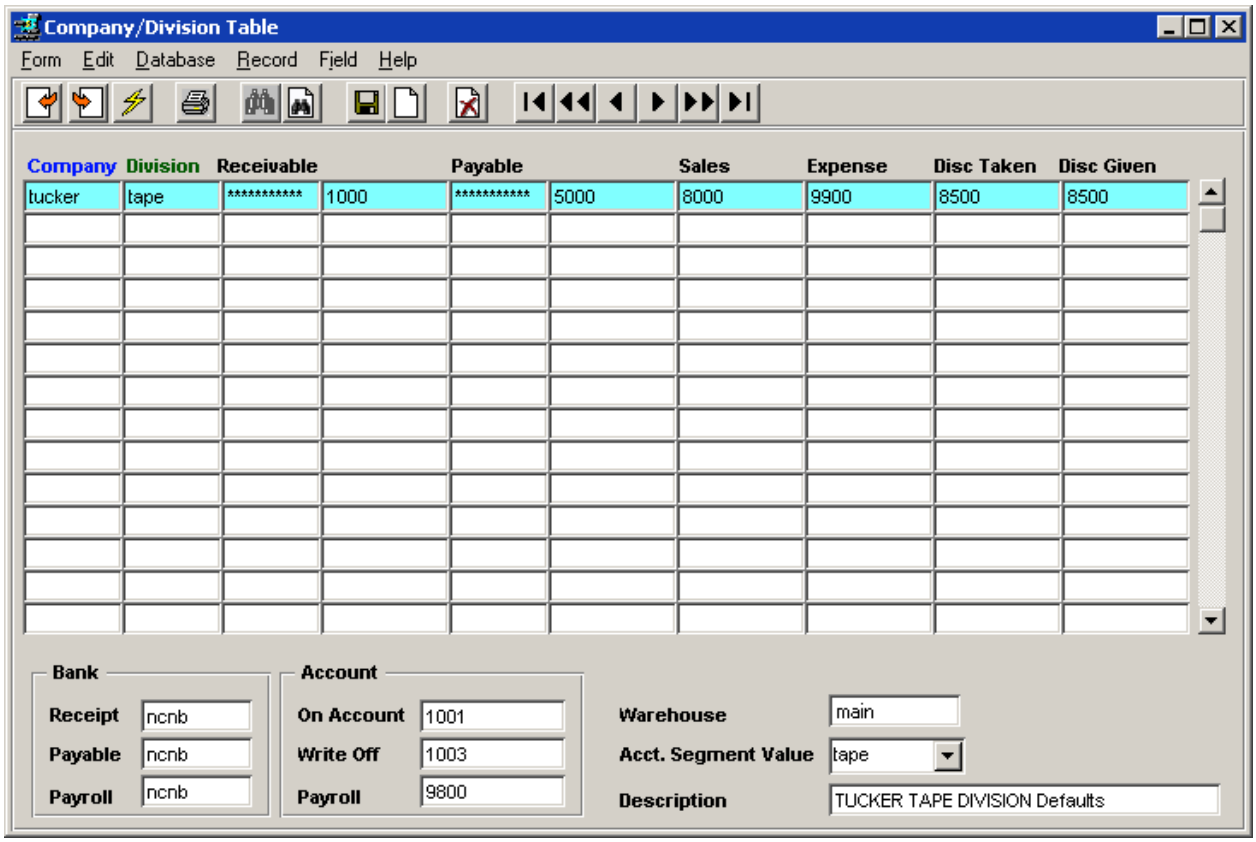
Once the Division Code has been set up, the Company/Division Table needs to be defined.

2.5 Company/Division Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Company/ Division Table

Reference: Getting Started Manual, Topic 3.3



The Company/Division Table is used to link the various divisions defined earlier to the specific company defined in FLEXX. This is required since FLEXX allows more than one company to be defined to it, and thereby assign each division to its respective company. Each division defined on the Division Table that is to be used in FLEXX will need an entry in this table. However, for the initial set up, only one company/division definition is required.

Required fields for each entry are:

Company Code – the code defined on the Company Table.

Division Code – the code used to define the division.

All other fields can be left blank at this time. They will need to be entered later, once FLEXX has been fully set up and their values have been predefined in their respective tables.

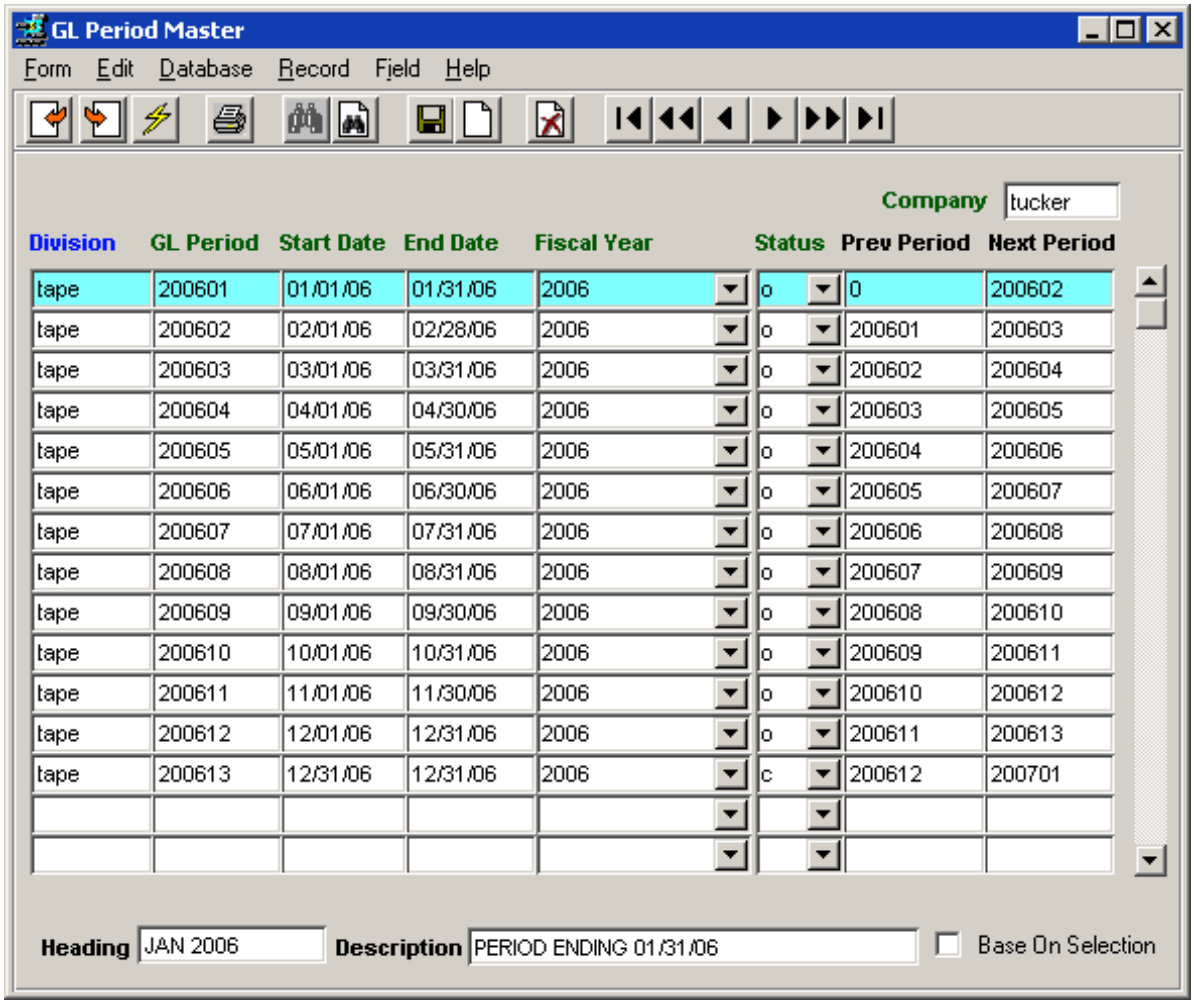
Once the Company/Division record has been defined, the GL Period Table and the GL Account Master need to be defined.

2.6 GL Period Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	GL Period Table

Reference: Getting Started Manual, Topic 3.16



The GL (General Ledger) Period Table is used to define all the accounting periods to FLEXX. Each individual FLEXX Division needs to have its own GL Period table defined. For initial set up, only the first period is required; however, to accommodate all the months of the first year, it is suggested all periods for that year be entered.

The GL periods normally correspond to the months of the year, though are not required to do so. Further, the fiscal year can correspond to the calendar year, though is not required to do so (e.g. could be July 1, 2006 to June 30, 2007). There can also be more than 12 periods defined to each fiscal year. This is especially useful when defining an intermediate (7^{th}) and clearing (13^{th}) period for each year.

The GL Period Code needs to be defined in a fairly self-explanatory format so it is easy to recognize. Also, the codes must be unique and entered in a sequential ascending order (e.g. 200601b cannot precede 200601a).

Examples that would be acceptable are:

- 200601, 200602, 200603, etc.
- 2006-01, 2006-02, 2006-03, etc.
- 7th period could be 200606a (between 200606 and 200607)
- 13th period could be 200613 or 200612a – would be used only for Year-End clearing functions.

Also be aware that once a GL Period has been entered and subsequently used, an earlier period can no longer be entered preceding it. So it is important that the periods are initially defined at the correct starting point since earlier periods could not be entered once transactions had been entered into FLEXX.

Required fields are:

Company Code – as defined on the Company Table.

Division Code – as defined on the Division Table and entered on the Company/Division Table.

GL Period Code – the code to be used for each fiscal accounting period (keep it simple).

Start Date – the calendar date the period starts.

End Date – the calendar date the period ends (defaults to the last day of the Start month).

Fiscal Year – the code used to defined the **Fiscal** year (can be the same, but not necessarily so, as the calendar year).

- This value will need to be predefined in the **Fiscal Year Master Type** table. To accomplish this, zoom (double-click) on the Fiscal Year field (displays the *green* Fiscal Year table); <<Next Form>> to the Detail table and enter/save the Fiscal Year code desired.

Status Code – the status of the period being entered; can be:

- o – Open – ready to be used in all FLEXX transactions
- n – Never Opened – available but not ready for use
- c – Closed - previously opened, but since closed; can be reopened for further use
- p – Preclosed – previously opened, and temporarily closed for now, to be reopened for later use.
- x – Permanently Closed – period is permanently closed, and cannot be used or reopened.

Prev Period – the period code immediately preceding this one. Note that the **first** GL period of each Division will have a Prev Period value of 0 (zero) indicating it as the first period.

Next Period – the period code that will immediately follow this one.

The Heading and Description fields will default to predefined values, but can be changed if desired.

Be aware that FLEXX does not allow inserting periods between already defined entries. If the periods have not yet been used, it may be possible to delete them, and then re-enter the correct periods as desired.

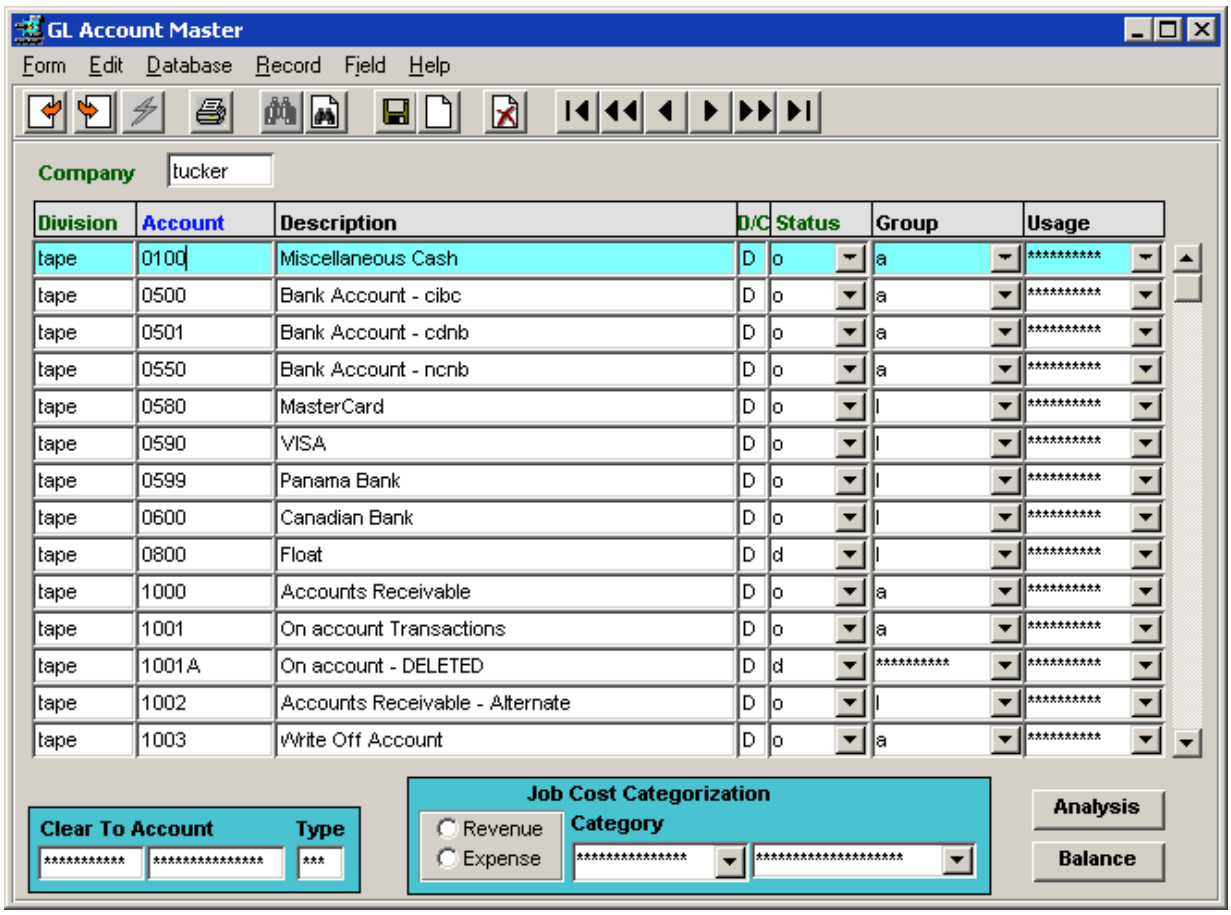
Please refer to the *Getting Started Manual, GL Period Table* for more details.

2.7 GL Account Master Table (GL Chart of Accounts)

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	GL Account Master

Reference: Getting Started Manual, Topic 3.15



The GL Account Master Table is used to define the company's Chart of Accounts to FLEXX. Careful consideration needs to be given to how this table is set up. The user needs to have a fairly clear understanding of how they want the FLEXX Chart of Accounts to be formatted. The account number composition needs to be such that each of the various accounting functions are well defined (e.g. AR – all 10000 accounts, AP – all 20000 accounts, etc.).

The Account number can have up to 50 characters, both numeric and alphabetic. For ease of use, both reporting and sorting, the numbers should all be the same length. Also, as stated earlier, FLEXX is case sensitive, so any alpha code should be in a consistent case (upper/lower). Thus it is important that you begin with an adequate account number size to be able to accommodate future account expansions.

Required fields are:

Company Code - as defined on the Company Table.

Division Code – as defined on the Division Table and entered on the Company/Division Table.

Account Number – the account number (as described above).

D/C – D- Debit or C- Credit – defines the type of account; used in financial reporting.

Status – the status of the account; initially should all be defined “a” – Active.

All other fields are optional (including Description), though it would be advisable to enter as much data initially as is available.

Note that if you are defining the **Foreign Exchange** account (only required if you are expecting to record transactions in more than one currency), that account will need to have the **Usage** field defined “foreignex” (selectable on the drop-down box list).

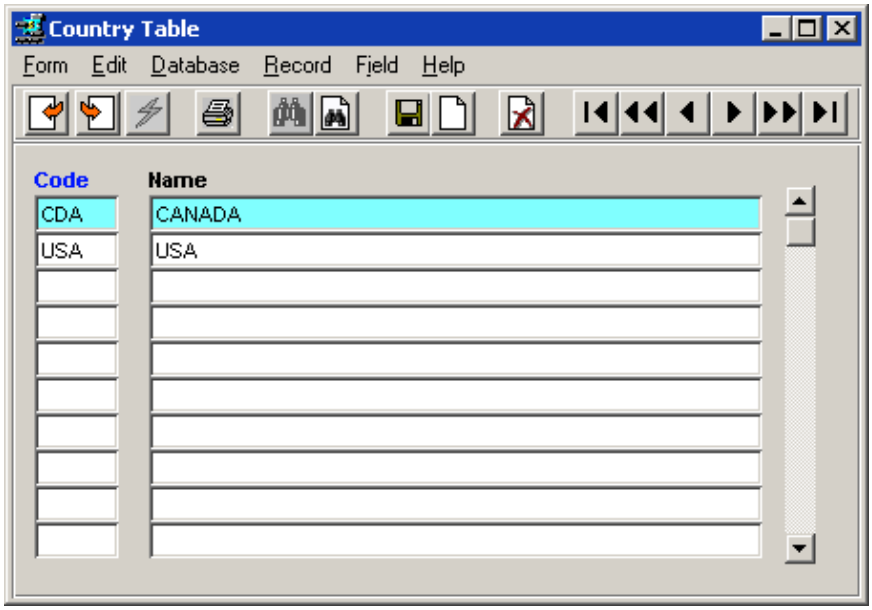
Once these initial 6 tables have been set up, the following FLEXX tables need to be entered as required. They can be defined at initial set up if the information is known, or at a later time as information becomes available. Again, be aware that the formats of all codes should be consistent with the case being used; e.g. if lower case, ALL should be entered in lower case, etc.

2.8 Country Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Country Table

Reference: Getting Started Manual, Topic 3.6



The Country Table is used to define all countries that will be used when entering addresses in the various other tables and forms. Initially, enter at least the country code of the 'company' country so the address fields for you Company Table definition can be completed.

Required fields are:

Country Code – the code to be used in FLEXX for each country; it is recommended that the generally accepted abbreviations of each country name be used (e.g. USA, CDA or CAN, UK, etc.).

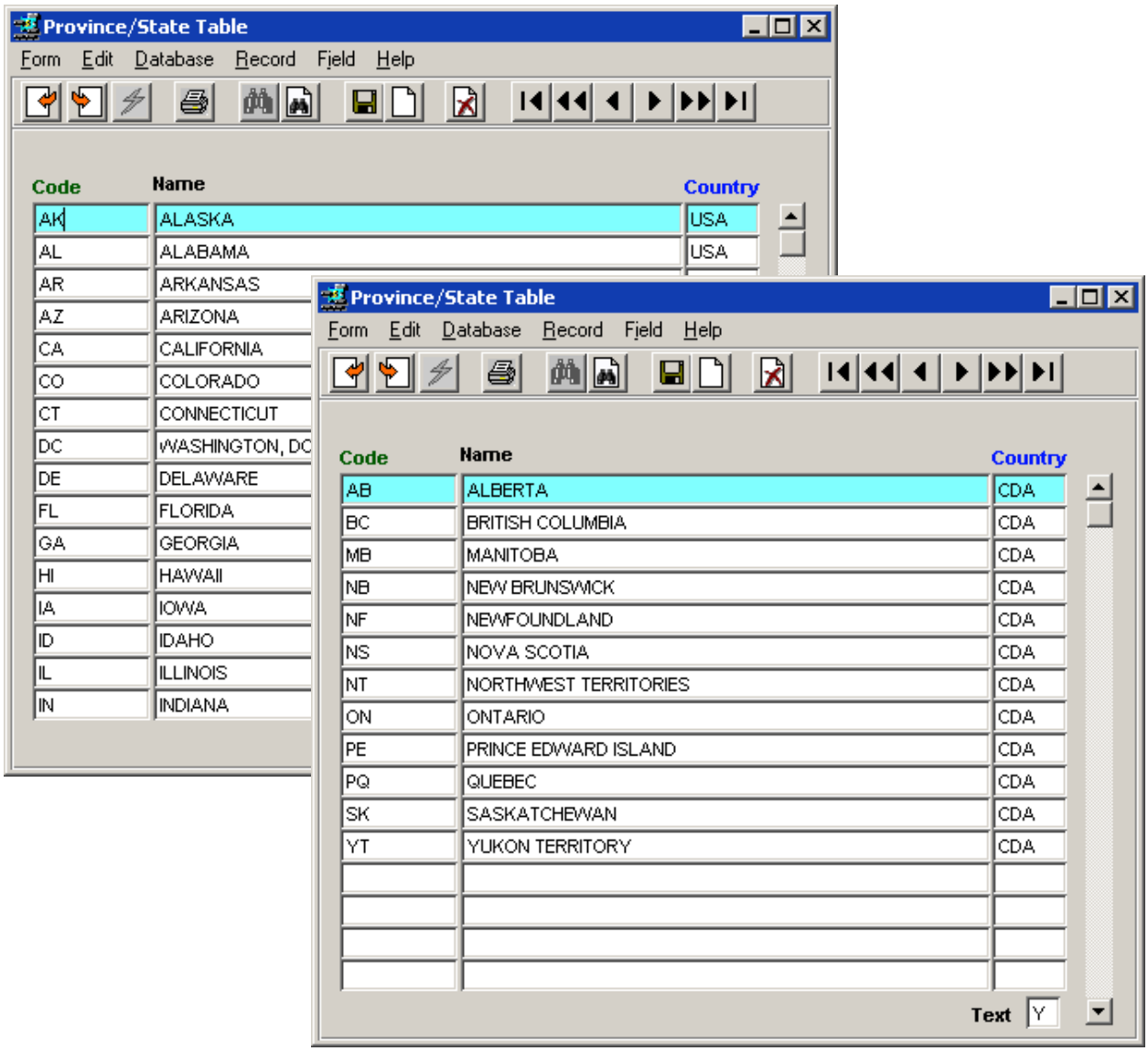
The Name field can be entered when and as desired.

2.9 Province/State Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Province/ State Table

Reference: Getting Started Manual, Topic 3.5



The Province/State Table is used to define all the Province (Canada) and State (USA) codes to be used when entering addresses in the various tables and forms. This table will already be populated with the most common US State and Canadian Province codes, and can be changed or added to as desired.

Required fields are:

Code – the Province or State code to be used.

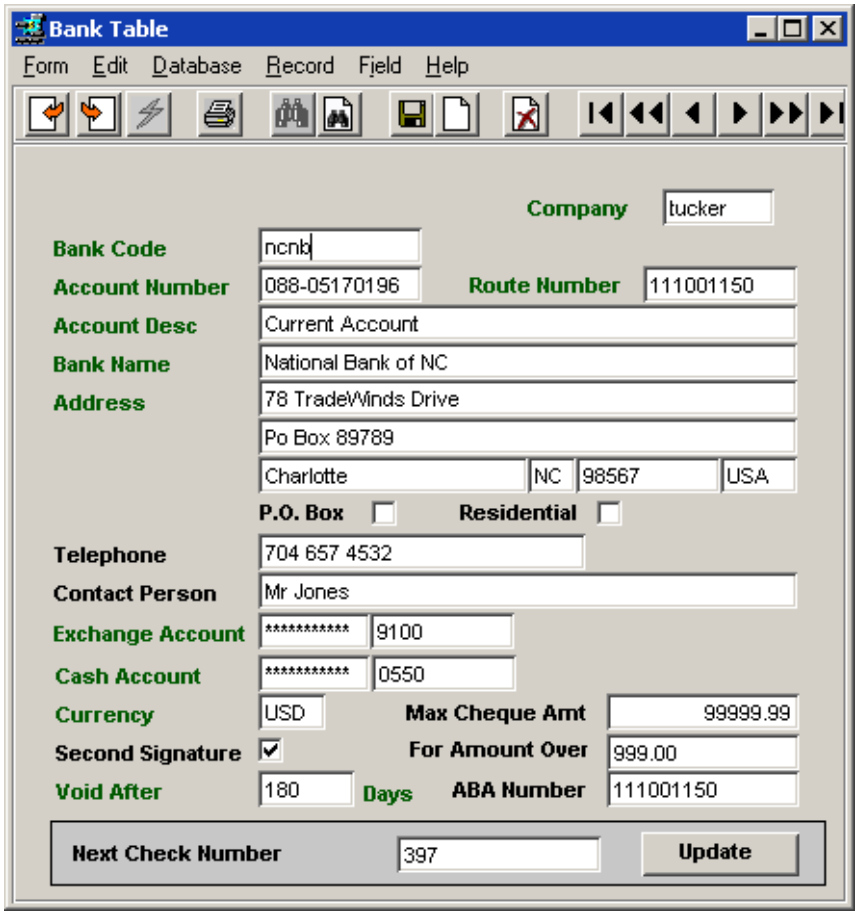
Country – the Country Code the entry is associated with.

2.10 Bank Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Bank Table

Reference: Getting Started Manual, Topic 3.7



The Bank Table is used to define all banks that will be used in FLEXX to record payments and receipts. If all transactions will use the same bank, only that bank will need to be defined. However, be aware that a bank that is defined to use a certain currency cannot be used by FLEXX for any other currency. Another definition would then need to be entered for the same bank, but for the other currency.

Required fields are:

Company Code - as defined on the Company Table.

Bank Code – the code assigned to this bank definition (suggest to make it representative of the bank name, e.g. 1city for First City Bank, etc.).

Account Number – the company's bank account number (should match exactly so checks printed will have the correct number).

Route Number – the bank Routing number (reason as above).

Account Description – a user-defined description (e.g. Checking Account, Current Account, etc.).

Bank Name – the exact bank name, as should be printed on payment checks.

Address – the exact bank address, as should be printed on payment checks.

Exchange Account – the account number entered into the GL Account Master as the "foreignex" account.

Cash Account – the GL account to be used for posting payments (AP) and receipts (AR), and defined on the GL Account Master as the Cash or Bank GL account.

Currency – the currency that is used by this bank.

Void After __ Days – the number of days after which any check produced will be void if not processed. This will also be printed on all printed checks.

Also, the starting **Check Number** can be set on this table by entering that value in the **Next Check Number** field and pressing the **Update** button.

All other fields are optional though it would be advisable to enter as much data initially as is available.

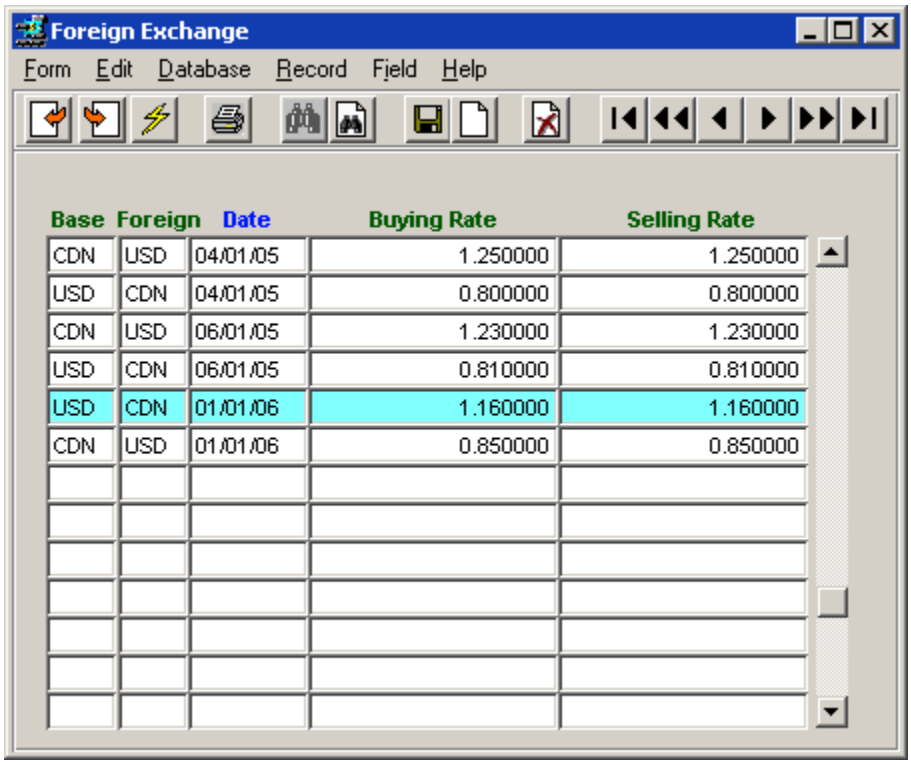
Once these tables have been set up, it is possible and recommended to return to the Company Master and the Company/Division tables and complete their definitions. This will then make them fully functional and usable for subsequent FLEXX transaction entry.

2.11 Foreign Exchange Rate Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Master File Maintenance	->	Foreign Exchange Rate

Reference: Getting Started Manual, Topic 3.8



The Foreign Exchange Rate Table is used to define all exchange rates for currency different from the company currency. The rates for exchanges in both directions needs to be defined. Additionally, the rates for Buying (AP payments) and Selling (AR sales and receipts) can be defined differently as required.

Required fields are:

Base – the base currency code for this entry (e.g. the 'from' currency).

Foreign – the other currency code for this entry (e.g. the 'to' currency).

Date – the starting date the rate is effective.

Buying Rate – the exchange rate in percent when 'buying' that currency (e.g. AP payments)

Selling Rate - the exchange rate in percent when 'selling' that currency (e.g. AR receipts, sales)

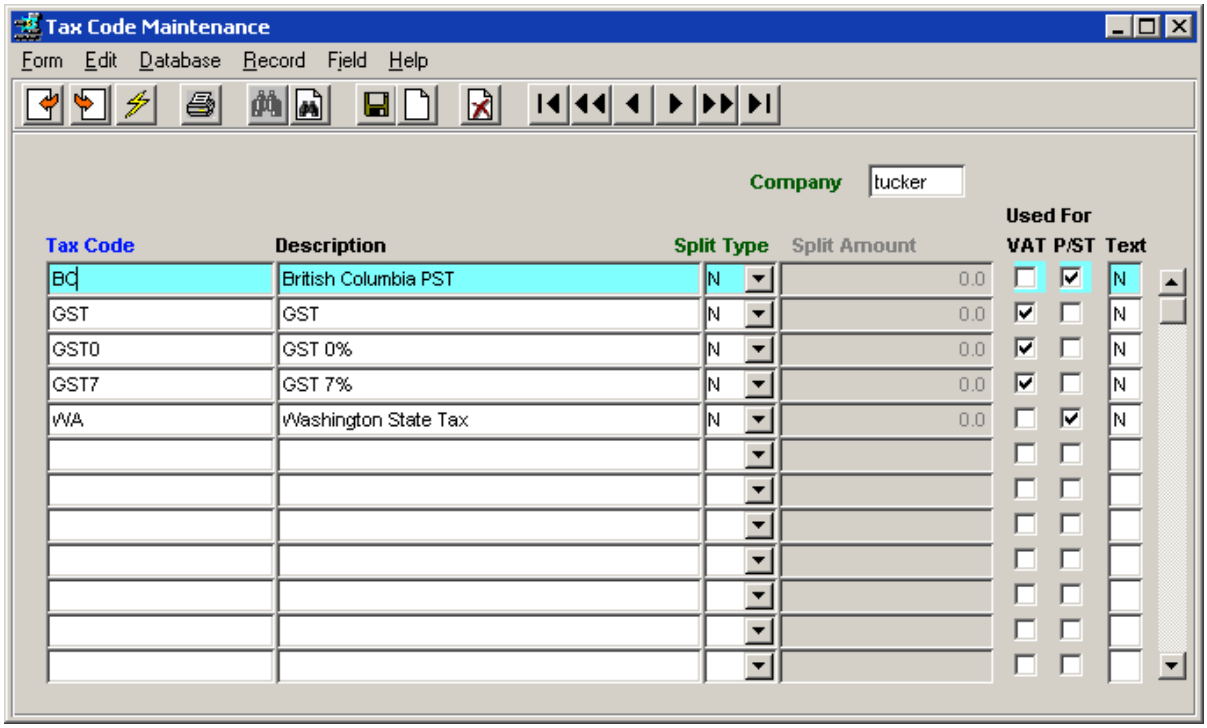
Note that both Buying and Selling Rates can be set to the same value to simplify the set up process. However, for processing accuracy, it might be advisable to later adjust these values to be more accurate.

2.12 Tax Code Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Tax Code Maintenance Table

Reference: Getting Started Manual, Topic 3.20



The Tax Code Maintenance Table is used to define all possibly required tax codes when running FLEXX. This includes all Provincial/State sales taxes as well as any Value Added Taxes (VAT/GST) to be recorded. Only the codes are defined in this table; the rates will be defined in the next table, Tax Table Information table.

It is recommended that at least code GST0 be defined since it is used as a default in Inventory Control when defining SKU's to FLEXX.

Required fields are:

Company Code - as defined on the Company Table.

Tax Code – the user-defined code representing the tax to be processed.

Used For – either the VAT or P/ST box needs to be checked to identify the use of this code.

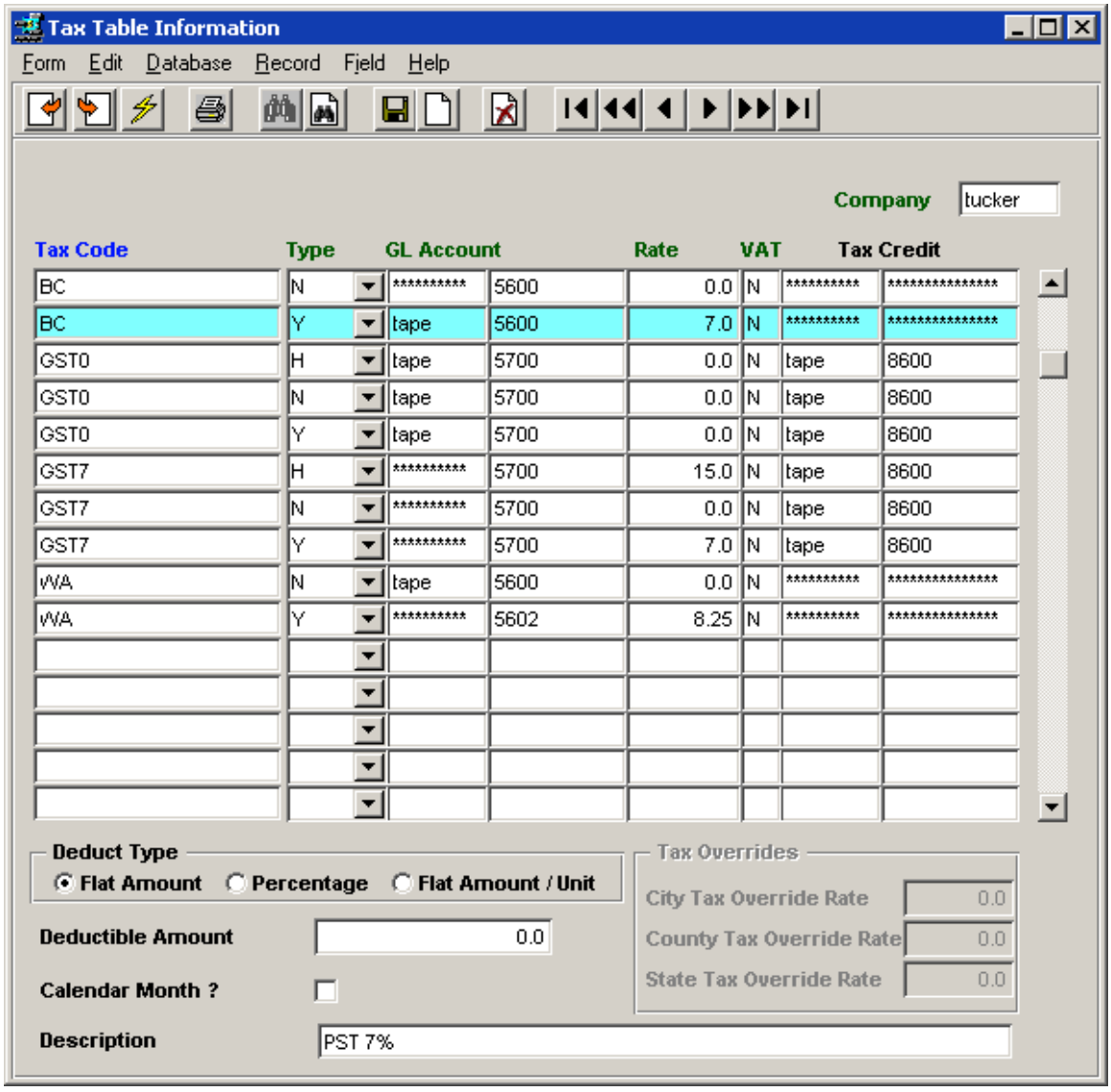
All other fields are optional though it would be advisable to enter as much data initially as is available.

2.13 Tax Table Information

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Tax Table Information

Reference: Getting Started Manual, Topic 3.21



The Tax Table Information table is used to define the various details of each tax code, such as the rates, GL accounts to be used for their posting, etc. There are several fields that have unique purposes and will not be explained here; please refer to the Reference Manual for complete details.

Required fields are:

Company Code - as defined on the Company Table.

Tax Code – the code defined in the Tax Code Table.

Type – the Type Code of each tax code; can be any alphanumerical value, and is used to further categorize each tax code. It can also be used as a Yes/No value where Type "N" would have a Rate of zero defined, and Type "Y" would have a Rate greater than zero. An example of multiple Types for one Tax jurisdiction is:

- Type A – Rate = 5.0%
- Type B – Rate = 5.5%
- Type C – Rate = 6.0%

GL Account – the GL Account to be used for posting the tax collected (in AR) or payable (in AP). This value consists of the Division code and Account number previously defined on the Chart of Accounts table.

- Note that the Division field can be left blank. This will allow FLEXX to default the posting division of the account to be the division the user is working in at the time the transaction was entered.
- If the Division field is defined, that tax entry will always be posted to that division's GL account.

Rate – the percentage rate to be charged (or calculated). This value is in percent, so that a rate of 7.0 % is entered 7.0 (NOT 0.07).

VAT – this is a Y/N value, and determines if VAT is charged on this tax jurisdiction. Normally this would be "N", but could be "Y" depending on the tax implications of your jurisdictions.

- Canada – set to N
- USA – no VAT, so set to N

Tax Credit is not required, but for Canada, the GST is refundable in certain cases, so a credit is allowed. This field is used to define the GL Account to be used for posting the refundable taxes collected.

All other fields are optional though it would be advisable to enter as much data initially as is available.

Be aware that the **Description** value entered is what will be printed on customer invoices for each tax charge. So ensure the description is adequately descriptive yet not too large for the invoice when printed.

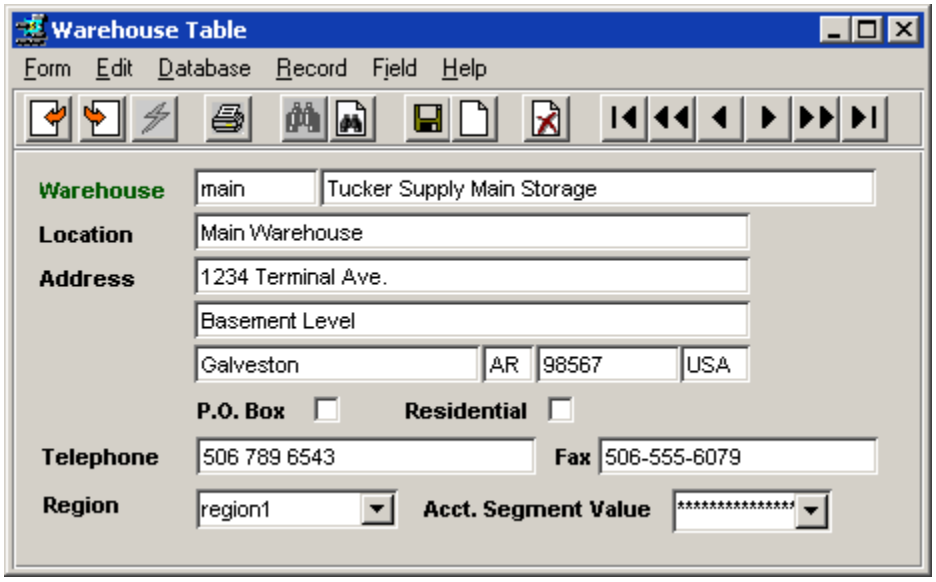
Please also refer to Topic 8 in this manual, *Tax Jurisdiction Set Up* for more details on these two tables.

2.14 Warehouse Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Warehouse Table

Reference: Getting Started Manual, Topic 3.12



The Warehouse Table is used to define the warehouses that will be used to hold inventory.

In FLEXX, every item or commodity that will be sold (through Order Processing) or purchased (through Purchasing/Receiving) needs to be defined with a warehouse code identifying its location. This is true for both stocked (e.g. parts) and non-stocked (e.g. labor, freight) commodities and services.

The warehouse definitions can be for both real, actual warehouses as well as for 'virtual' warehouses or warehouses within a real warehouse. If all products being purchased or sold are non-stocked (also called Logical vs. Tangible), at least one warehouse will need to be defined to designate the sale or purchase.

Required fields are:

Warehouse Code – any user-defined code representing the name of the storage location.

- It is recommended that code "main" be defined since it can be used as a default in certain FLEXX functions.

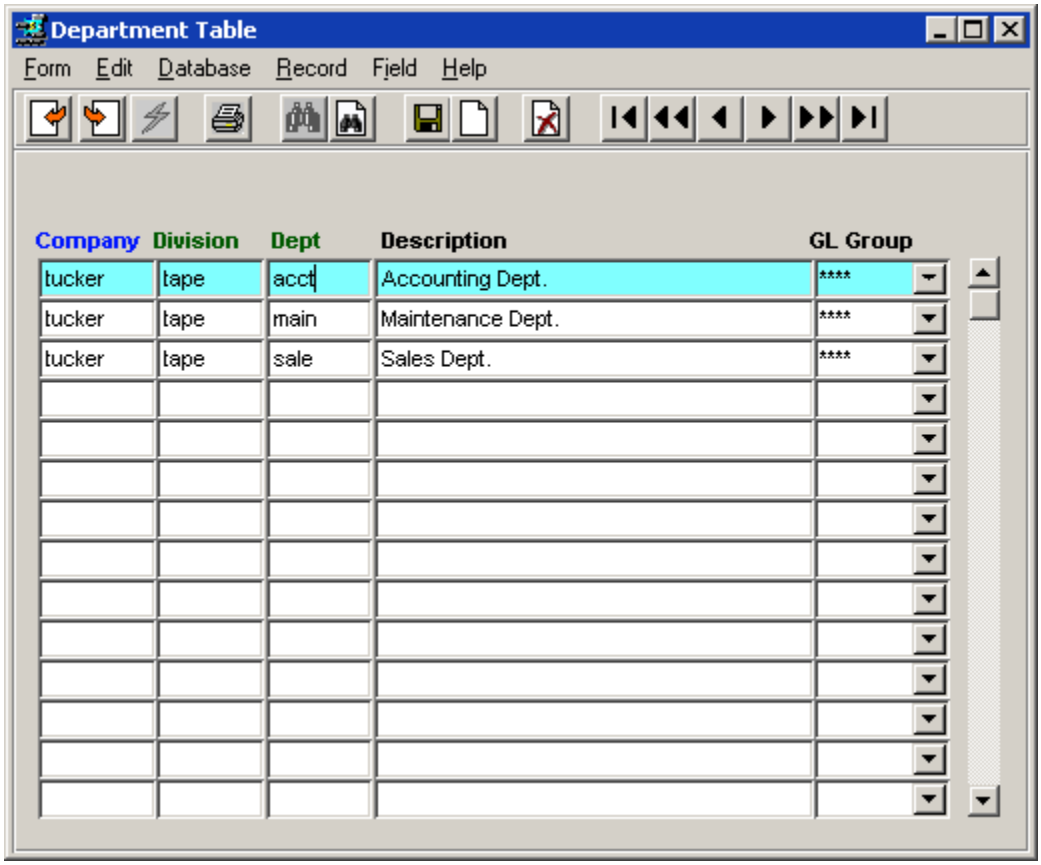
All other fields are optional though it would be advisable to enter as much data initially as is available.

2.15 Department Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Department Table

Reference: Getting Started Manual, Topic 3.14



The Department Table is used to define departments to FLEXX. Departments are only used in Order Processing for sales order designations and in Project Management for job costing designations. Departments are not used in posting accounting transactions. If this is required, the corresponding departments need to be defined as Divisions *(see Topic 1.4, Division Table)*.

Required fields are:

Company Code – the company code as defined on the Company Master associated with this department.

Division Code – the division code as defined on the Division Table associated with this department.

Department Code – any user-defined code representing the department to FLEXX.

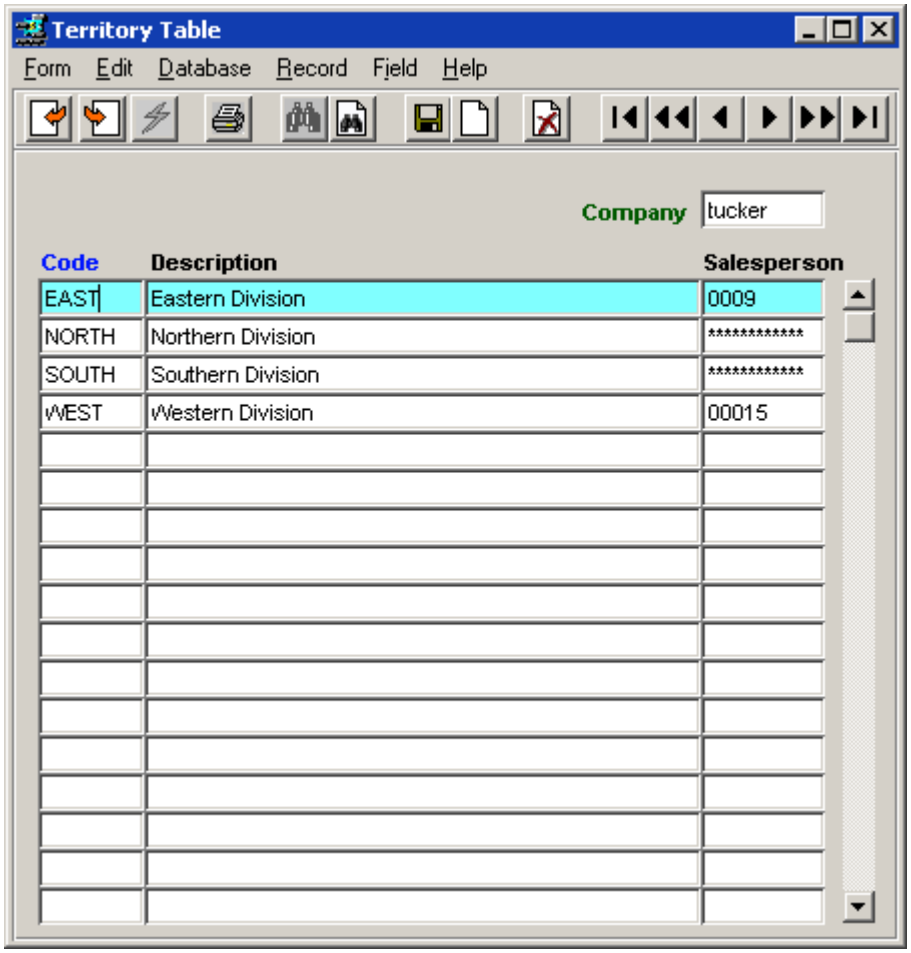
All other fields are optional though it would be advisable to enter as much data initially as is available.

2.16 Territory Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Setup File Maintenance	->	Territory Table

Reference: Getting Started Manual, Topic 3.9



The Territory Table is used to define Sales territories to FLEXX. This is only required in Order Processing for Salesperson designations.

Required fields are:

Company Code – the company code as defined on the Company Master.

Territory Code - any user-defined code representing the territory to FLEXX.

All other fields are optional though it would be advisable to enter as much data initially as is available.

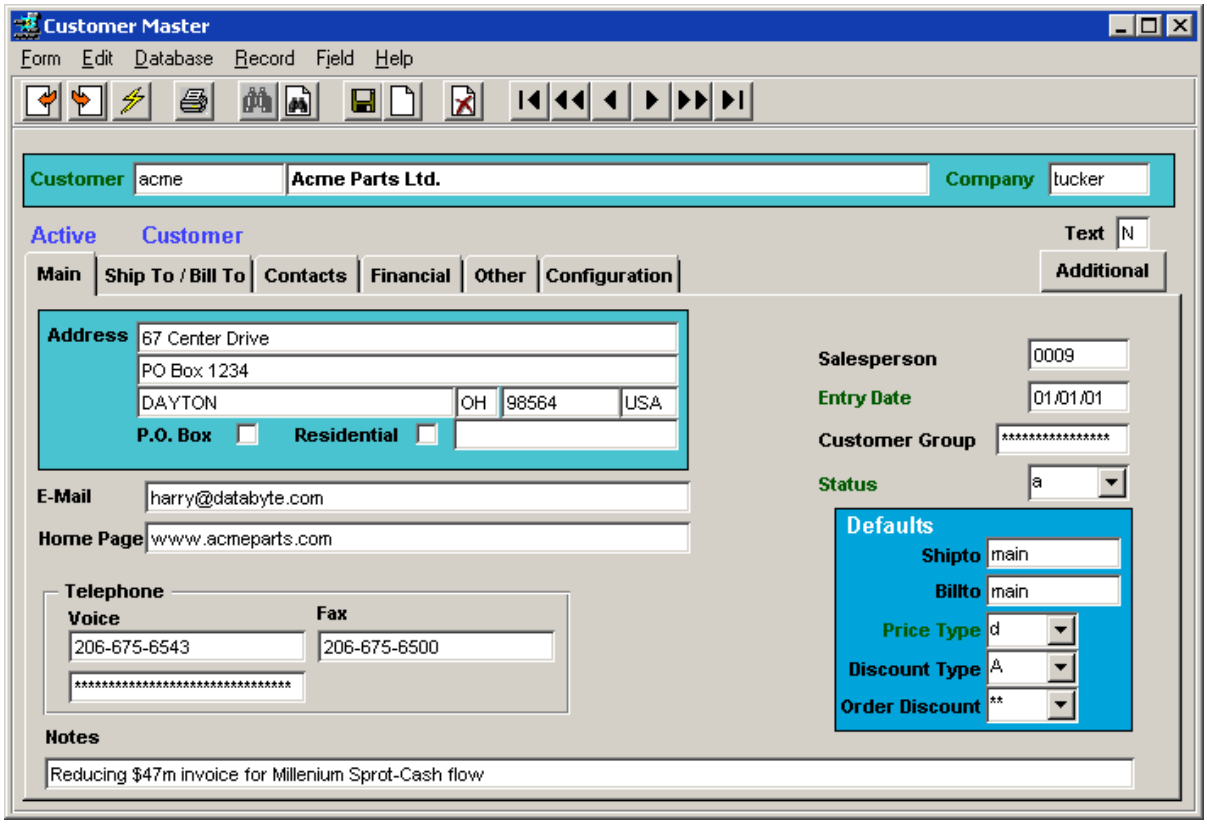
The next 6 tables are considered to be FLEXX Master Tables, and although they are not designated as required, are definitely necessary to perform most functions within FLEXX. They are however not required to get FLEXX to the state where it will run.

2.17 Customer Master

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Master File Maintenance	->	Customer Master

Reference: Getting Started Manual, Topic 4.1



The Customer Master is used to define all customers to FLEXX. The form is made up of 6 tabs (or sub-forms), and each needs to be completed as required for each customer.

The **Customer Code** can be any user-defined alphanumeric value, or can be allowed to be 'Auto-generated' by FLEXX. FLEXX will then use the **Next Number Table** to generate the code in a sequential ascending order.

Be aware that each customer can be defined to have an unlimited number of alternate locations (billing and/or shipping). This enables the user to define a single customer code yet be able to service that customer at numerous other locations; e.g. one billing location (the main address), and multiple shipping locations. Taxation is calculated by shipping location, so each alternate customer location can have its unique tax jurisdiction designation. This then avoids the problem of having multiple customer definitions for the same actual customer.

The table will not be describe further here.

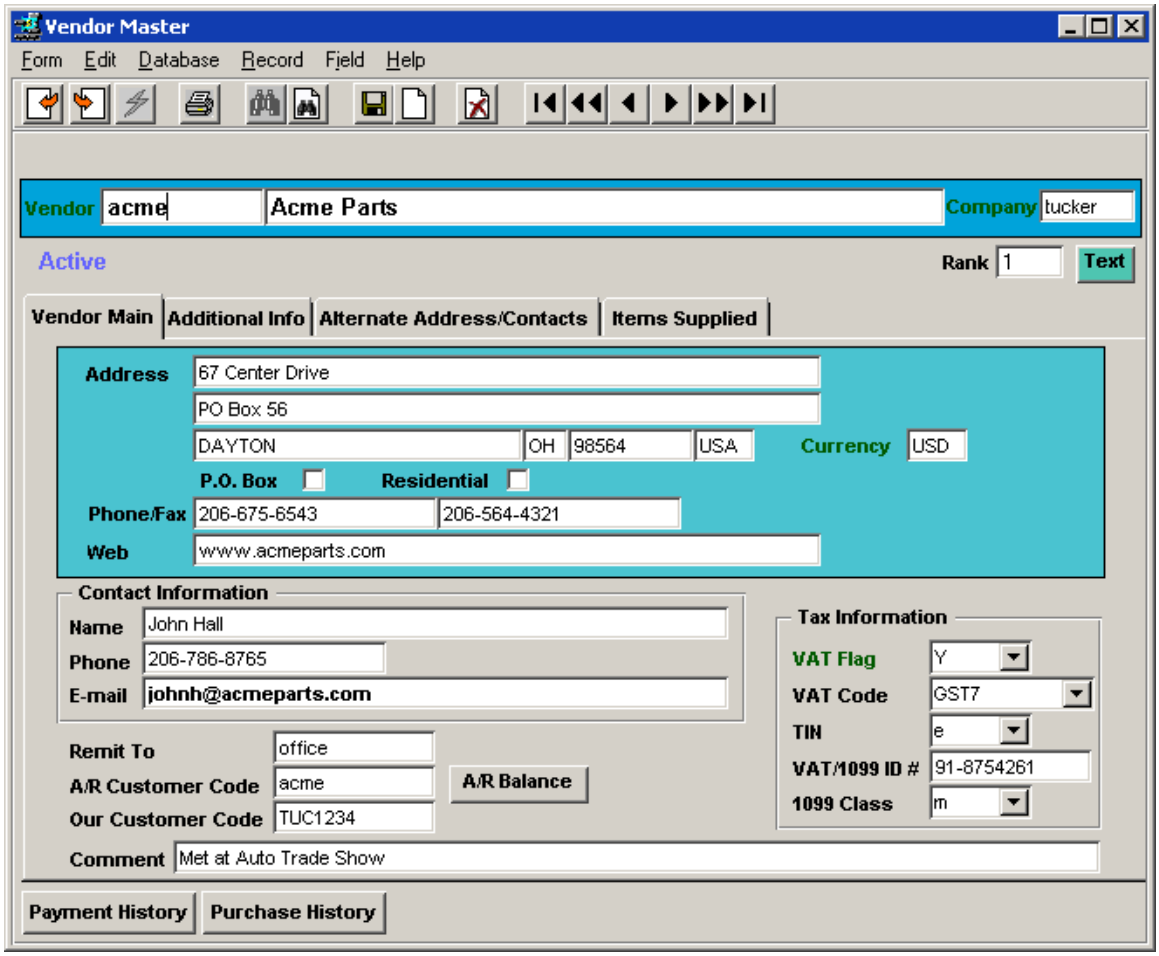
Please refer to the *Getting Started Manual, topic 4.1* for complete details on all fields.

2.18 Vendor Master

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Master File Maintenance	->	Vendor Master

Reference: Getting Started Manual, Topic 4.13



The Vendor Master is used to define all vendors to FLEXX. The form is made up of 4 tabs (or sub-forms), and each needs to be completed as required for each vendor. It will not be describe further here.

The **Vendor Code** can be any user-defined alphanumeric value, or can be allowed to be 'Auto-generated' by FLEXX. FLEXX will then use the **Next Number Table** to generate the code in a sequential ascending order.

Be aware that as with the Customer Master, each vendor can also be defined to have an unlimited number of alternate locations; e.g. one "remit to" location, and multiple warehouse (or PO) locations.

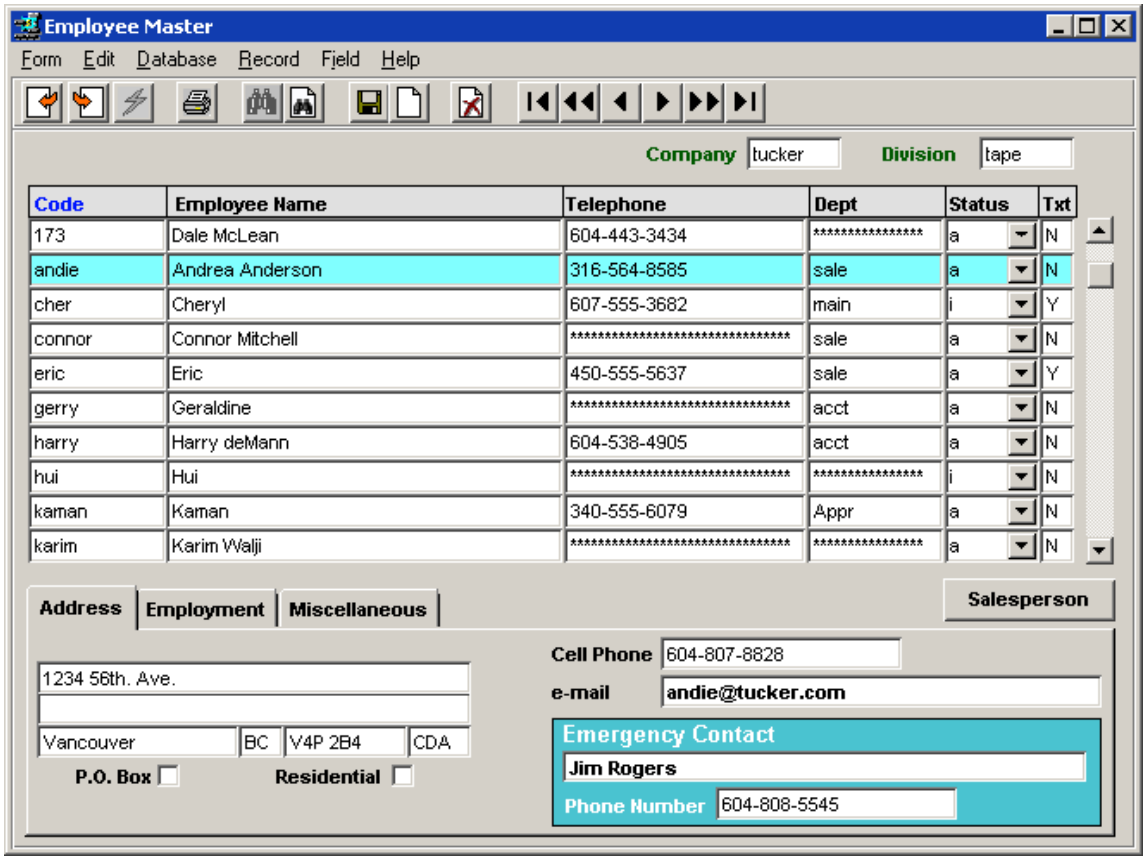
Please refer to the *Getting Started Manual, topic 4.13* for complete details on all fields.

2.19 Employee Master

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Master File Maintenance	->	Employee Master

Reference: Getting Started Manual, Topic 4.18



The Employee Master is used to define the company's employees to FLEXX. It is not necessary to define all employees to FLEXX; only those employees that will be using FLEXX, or will be designated as 'salespersons' to FLEXX (on Salesperson Table, topic 2.19) need to be defined.

Required fields are:

Company Code – the company code as defined on the Company Master the employee is associated with.

Division Code – the code of the division the employee is working in (home division). This value is not critical and any predefined value from the Division Table can be used.

Employee Code – any unique user-defined alphanumeric code representing the employee. It is recommended to use the same code as will be used for the User Code when defining a user to FLEXX (on the User Master, topic 1.21), or it can be allowed to be 'Auto-generated' by FLEXX. FLEXX will then use the **Next Number Table** to generate the code in a sequential ascending order.

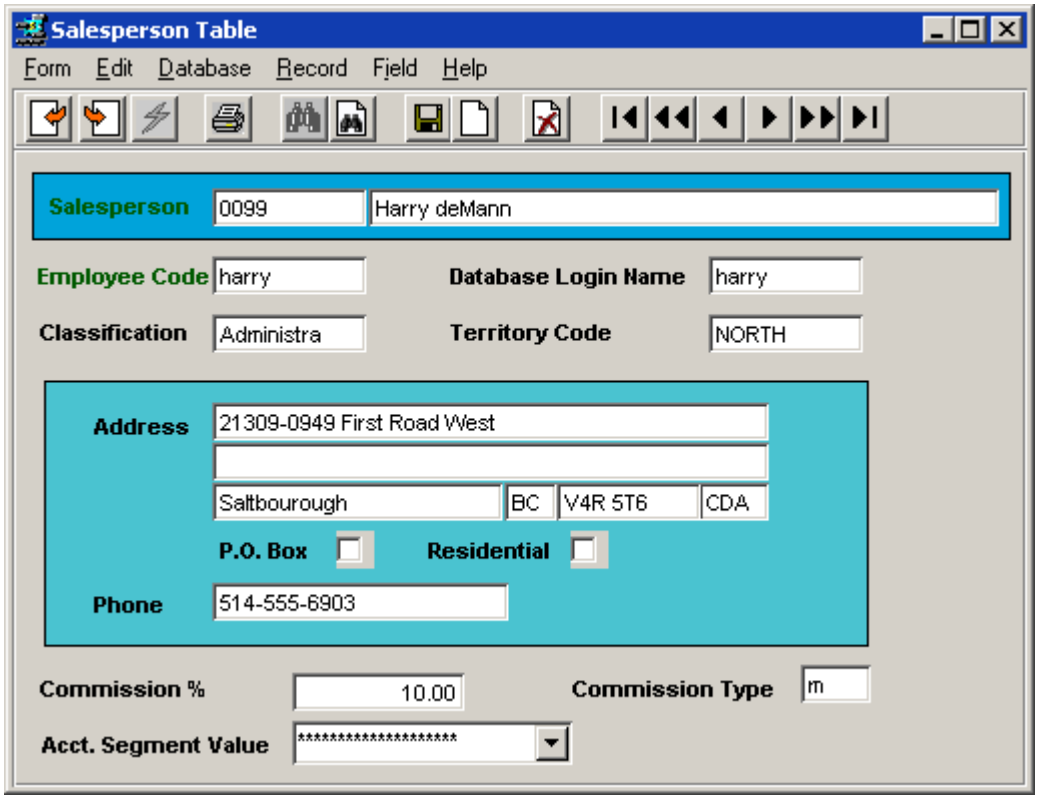
All other fields are optional though it would be advisable to enter as much data initially as is available.

2.20 Salesperson Table

Select:

Main Menu	->	Administration Menu	->	System File Maintenance	->	Master File Maintenance	->	Salesperson Table

Reference: Getting Started Manual, Topic 4.19



The Salesperson Table is used to define the company's salespersons to FLEXX. Only predefined employees can be defined as salespersons. The definition is used in Order Processing and Quotation Management to designate sales commissions. If this is not required, then the table can be omitted.

Required fields are:

Salesperson Code – any unique user-defined alphanumeric code representing the salesperson, or it can be allowed to be 'Auto-generated' by FLEXX. FLEXX will then use the **Next Number Table** to generate the code in a sequential ascending order.

Employee Code – the code for the employee from the Employee Master corresponding to this salesperson.

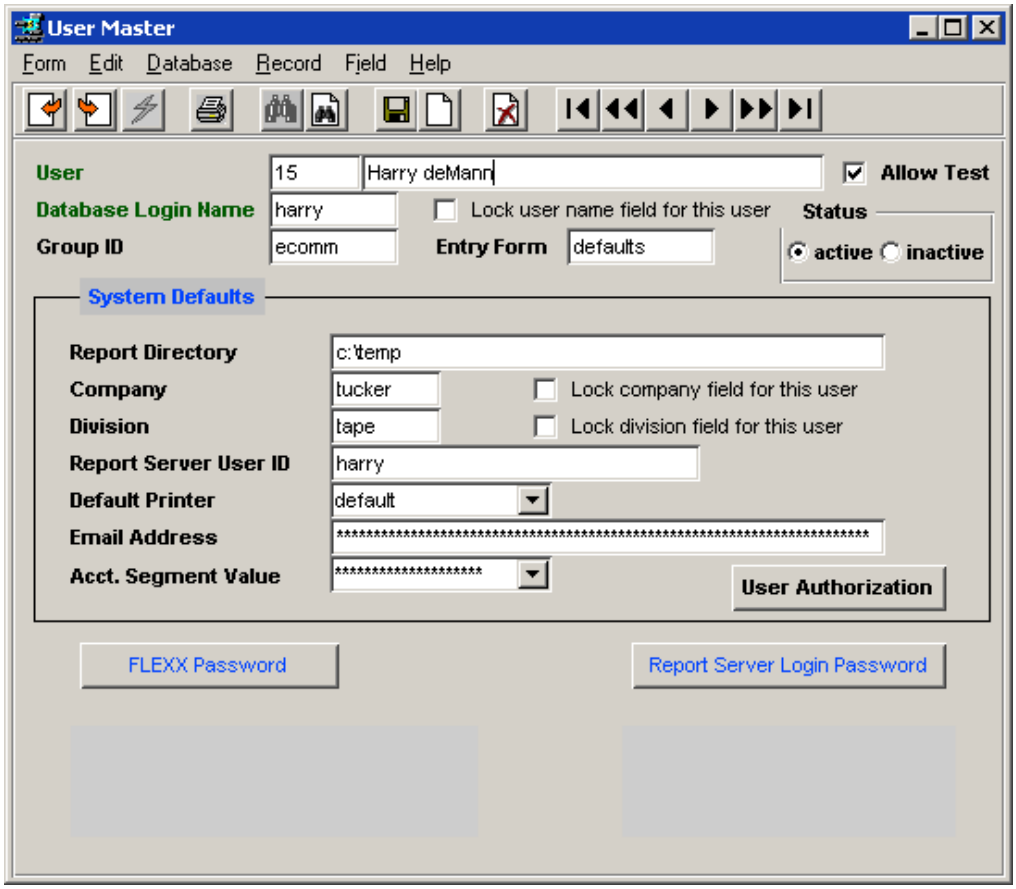
All other fields are optional though it would be advisable to enter as much data initially as is available.

2.21 User Master

Select:

Main Menu	->	Administration Menu	->	Form Flow/ Security	->	User Master

Reference: Administration Guide, Topic 3.1



The User Master Table is used to define all system users to FLEXX. Anyone that will be logging on to FLEXX will need to be defined on the User Master as a FLEXX user. However, all potential users will first need to be defined to the FLEXX database as a 'Database' user. This is normally performed by the system database administrator (company IT personnel). Once the users have been defined to the database, and have been assigned as 'Database Login ID', they can be defined to FLEXX.

Required fields are:

User Code – any **numeric** code value; however, it is recommended to allow FLEXX 'autogenerate' the value to ensure it is the next value in sequence order.

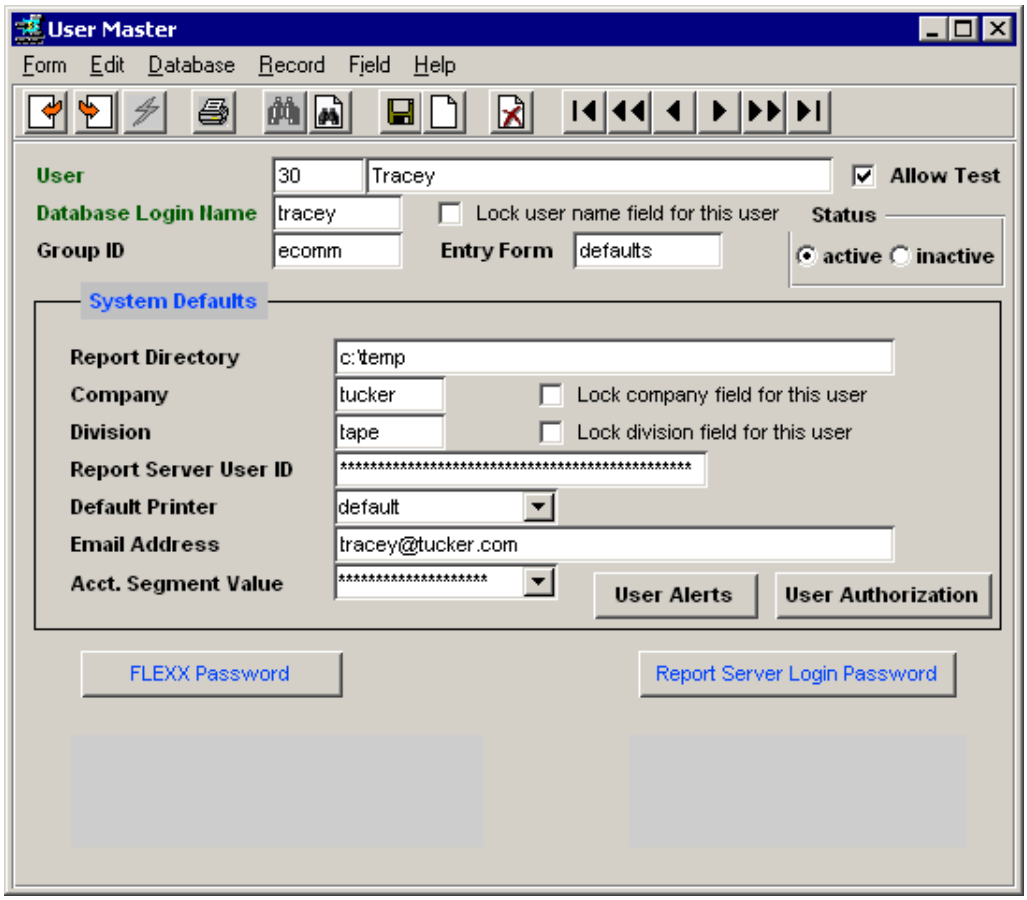
Database Login Name – this **must** be the same as the login id assigned to the user by the database administrator.

All other fields are optional though it would be advisable to enter as much data initially as is available. Please also refer to Topic 3 below, *User and Group Set Up* for more details on User definition as well as User Security.

3. User and Group Set Up

(Refer to Administration Guide, Sec. 3.0 for more detail)

3.1 User Master



User ID - can be any unique numerical value (e.g. 30) used to identify each FLEXX User assigned to the Database Login Name.

Allow Test – used with the FLEXX Form Integrity Control function (*see Chapter 3 for a detailed description of this function).*

Database Login Name - the id (e.g. tracey) assigned to the user in the FLEXX database (MS/SQL, Oracle, etc.) and must match exactly (all characters and case).

Group ID - the FLEXX user can be assigned to a FLEXX Group by specifying a **Group ID** value (e.g. ADMIN) and defining this group in the Group Master form as described in topic 2.2 (below). This can be useful in assigning access security levels to users using the Group access process *(see topic 2.3)*.

Entry Form – used to specify the initial screen (Entry Form) this User will be presented at logon to FLEXX. For example, if this user were to be presented with the Order Entry/ Maintenance form at logon, *ord* would be specified in this field *(see Appendix A for a description of all form entry points).*

Status – used to specify whether the user is **active** or **inactive**. An inactive user will have no access to any FLEXX forms regardless of the security settings. An active user will have access according to the access definitions defined *(see the following topics)*.

For the Report printing functions, each user can be assigned a **Default Printer** selected from the list of printers defined in FLEXX through the database. An **Email Address** can also be specified on this form to be used for sending report print confirmations (only when using the Report Scheduler). These, along with the **Report Directory** are the *default* destinations that all FLEXX reports selected by this user will be sent. Unique destinations can still be specified if desired at the time of printing.

Report Server ID – used to define the id of the user as he is defined on the Report Server system. Further, the user will also need to define a password on this form which allows him access to the Report Server database *(see topic Report Server Login Password below)*.

3.1.1 FLEXX Password (6.4L2)

The FLEXX user can change or assign a FLEXX password using the **FLEXX Password** button. It is used for two purposes:

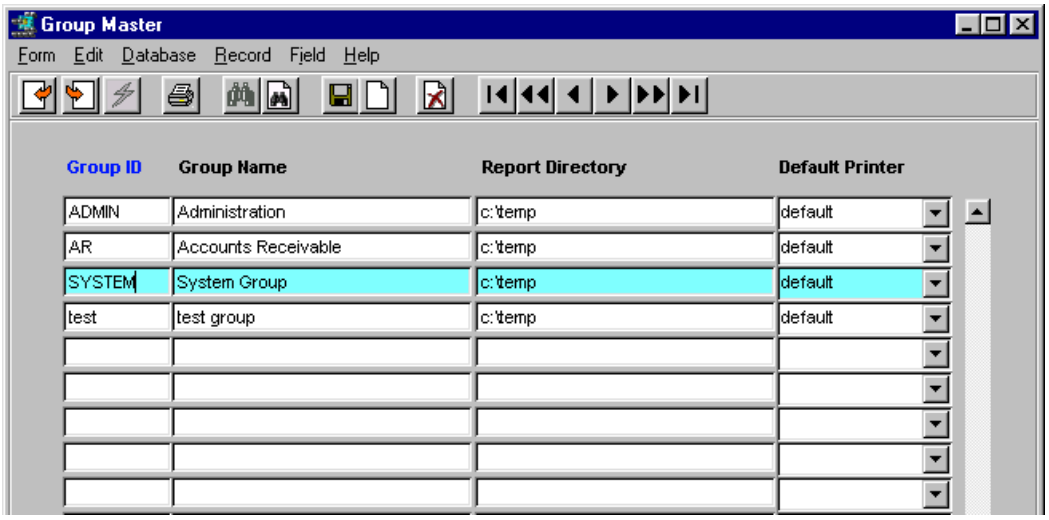
- initially to enter the FLEXX Authorization password *(see topic 2.4 below)*;
- to change both the FLEXX Logon and Authorization passwords. However, this has the following Database requirement:
    - MS/SQL – user must be defined as "sysadmin" user.
    - Oracle SQL – user must be defined "SECURITY USER".

3.1.2 Report Server Login Password (6.4L3)

If the user is to be able to send reports to be printed to the Report Server (via the Report Scheduler function), then that user will need to define his Report Server password in FLEXX. Press the **Report Server Login Password** button to display the password entry fields. At initial entry, leave the **Old** field blank and enter only the **New** and **Confirm** fields with the required password. This value will need to be the same as the password value set up on the Report Server database for this user id.

3.2 Group Master

The Group Master is used to define the groups that a Company's users will be assigned to. Its main purpose is to group users by function for Security assignments.



Each group can be defined with a Default Printer and Report Directory. These values will take effect if undefined on the User Master (User Master definitions override Group Master).

3.3 Access Security Definitions

Both User and Group access can be assigned to different Security levels where the User Access will override the Group Access. This will enable you to define a certain Security level to a group of users working in a common function (i.e. AR), and then defining specific Security levels to individual users. *Refer to the Administration Guide, Sec. 3.2 for more detail on this function.*

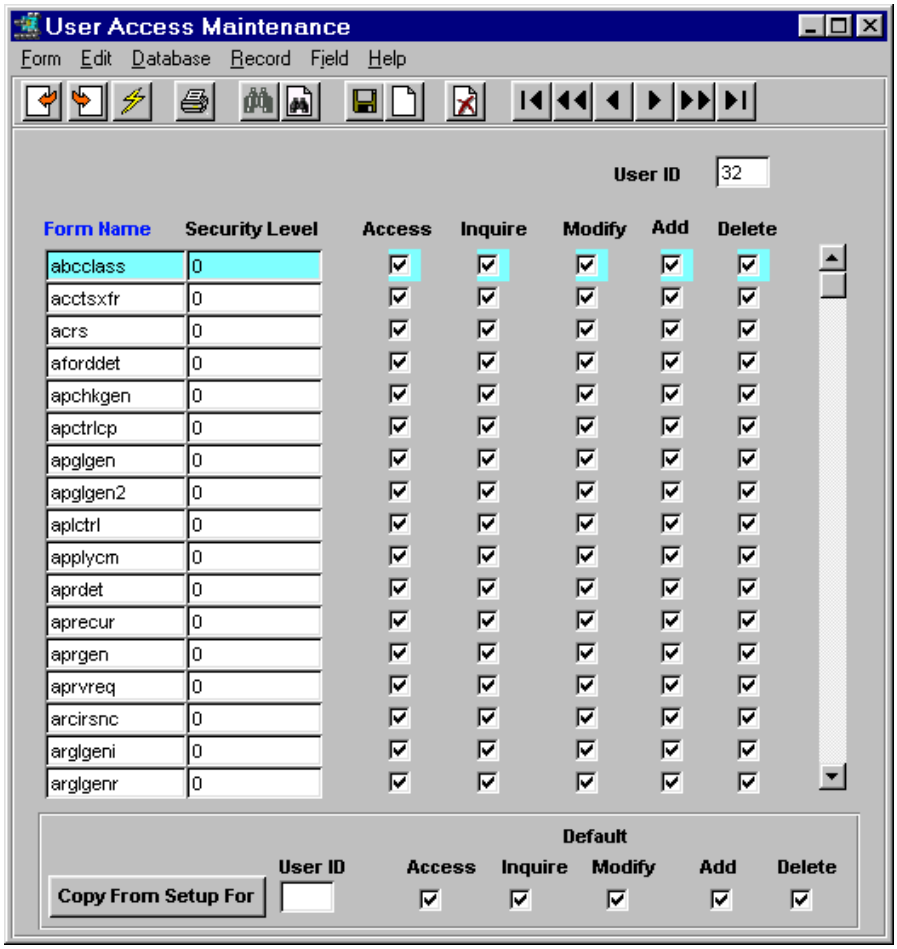
Users and Groups are by default given full access to all FLEXX forms and functions at initial User/Group set up (i.e. no restrictions, as if all forms had all security levels marked). To set restrictions, it is necessary to specify the level of restriction of the selected form(s) for the specific User/Group and this by marking the selected level on the particular User/Group Access Table.

3.3.1 User Access Maintenance

Rather than enter each specific form on the Access table for each user, and define its access levels, it is possible to initially create a complete User Access Maintenance Table (containing all forms) for the user. This will create an Access Table for this user with all levels marked as shown below. It is then possible to manually change those levels as desired for the particular user. All changes entered are automatically saved so Add/Update will not need to be performed.

The **User Access Maintenance** form is used to define the user access security as follows:

- Press <<Clear to Add>>,
- specify the User ID in the 'Copy From Setup For' User ID field,
- mark the flags for the desired access levels,
- press the 'Copy From Setup For' button.



Appendix A, Form Information Maintenance Table (at the end of this document) contains a list of all available FLEXX forms. This list can be used as a reference to define the Access level of your Users/Groups. Be aware that the higher the level of the form, the greater the restriction to its functions. For example, by deselecting (unmarking) *mainap* which is the Accounts Payable entry form, the Accounts Payable function will not even appear on the initial FLEXX selection menu for that User/Group.

The Security Level field is currently not used on the User Access form so any value can be entered and would be used for reference only.

Note that only **exceptions** to the default levels need to be coded. It is not necessary to enter all form names, or to enter those forms where full access is to be permitted. Full access is assumed if there is no entry for the particular form name.

A setting as shown below would allow the user to Access the *'customer'* (Customer Master) form, perform Inquiries on that form (i.e. zoom on selected fields or <<Next Form>> to additional forms), but be unable to Add, Modify or Delete any data on that particular form.

Form Name	Security Level	Access	Inquire	Modify	Add	Delete

customer	0	✓	✓			

3.3.2 Group Access Maintenance (6.4L2)

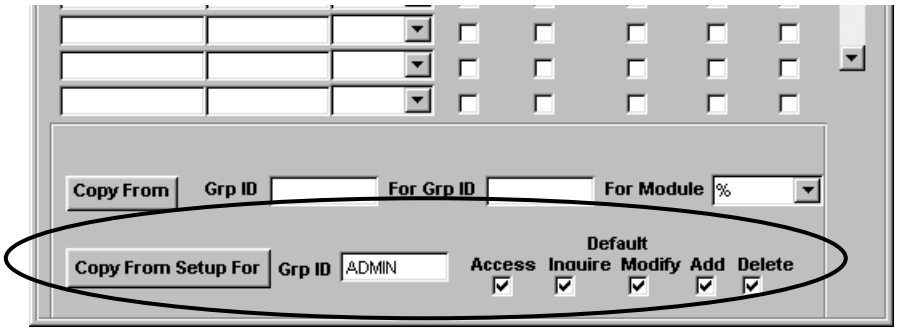
Defining users to access groups and then defining security levels by groups simplifies the process somewhat in that fewer access tables will need to be defined. Further, it is also possible to selectively copy the group access definitions from one group to another, and then make specific changes to the group unique to its requirements (with Version 6.4L2 or later).

Just as on the User Access, rather than enter each specific form on the Access table for each group and define its access levels, it is possible to initially create a complete Group Access Maintenance Table (containing all forms) for the group. This will create an Access Table for this group with all levels marked as shown below. It is then possible to manually change those levels as desired for the particular group.

To accomplish this, use the '**Copy From Setup For'** process:

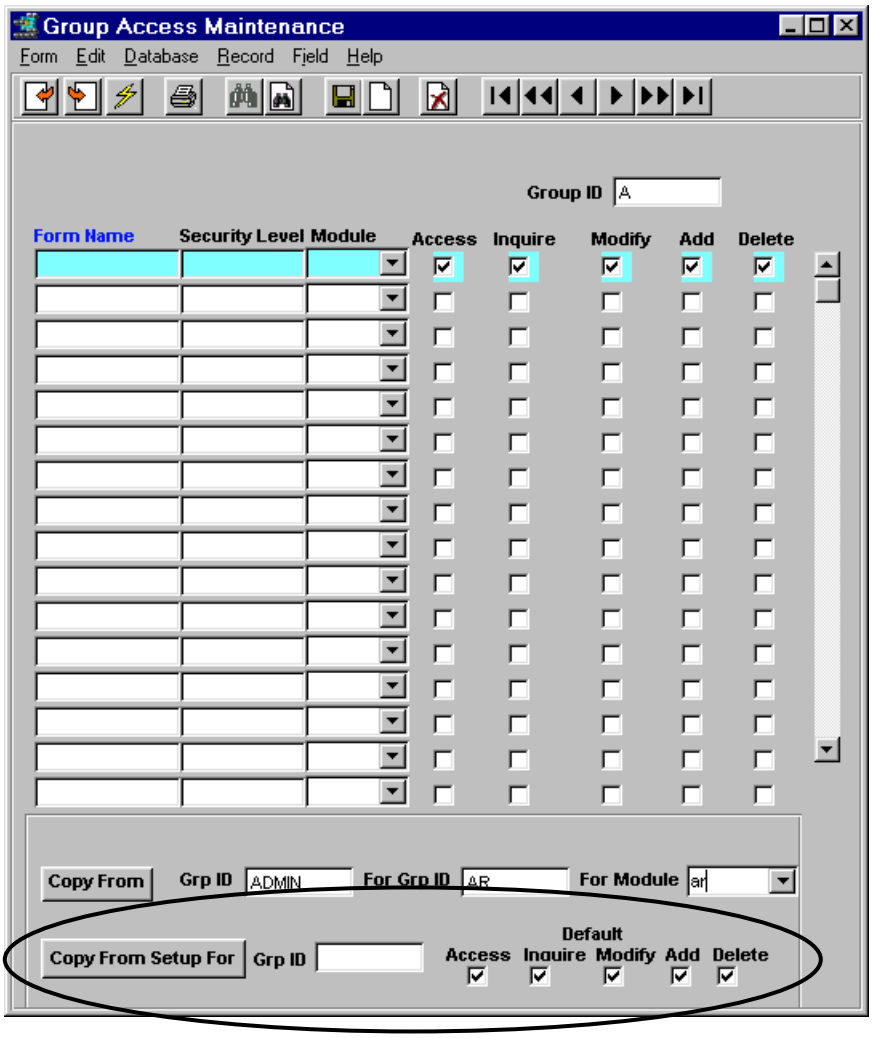
- Press <<Clear to Add>>,
- specify the Group ID in the 'Copy From Setup For' Grp ID field,
- mark the flags for the desired access levels,
- press the 'Copy From Setup For' button.

This will build a table for that group with all forms set to that level.



The individual settings can then be changed as required for that group. Enter the changes to the required fields for each selected detail line and press <<Add/Update>> to save the entry. Be aware that the **Security Level** setting is significant for group access definitions. This is used in the next process where you can copy the settings from one group to another, and only those with the same or higher level (higher number) will overwrite those already defined.

It is also possible to copy the settings of an already security-defined group to another group's access table. This can be done selectively by **Module** (e.g. ar, ap, etc.) and by **Security Level** using the '**Copy from Grp ID**' process.



This is accomplished using the following procedure:

- Press <<Clear to Add>>,
- specify the group id in the 'Copy From' **Grp ID** field (e.g. ADMIN),
- specify the 'To' group id in the **For Grp ID** field,
- if only the forms for a certain module are to be copied, select the **For Module** code,
- Press the **Copy From** button.

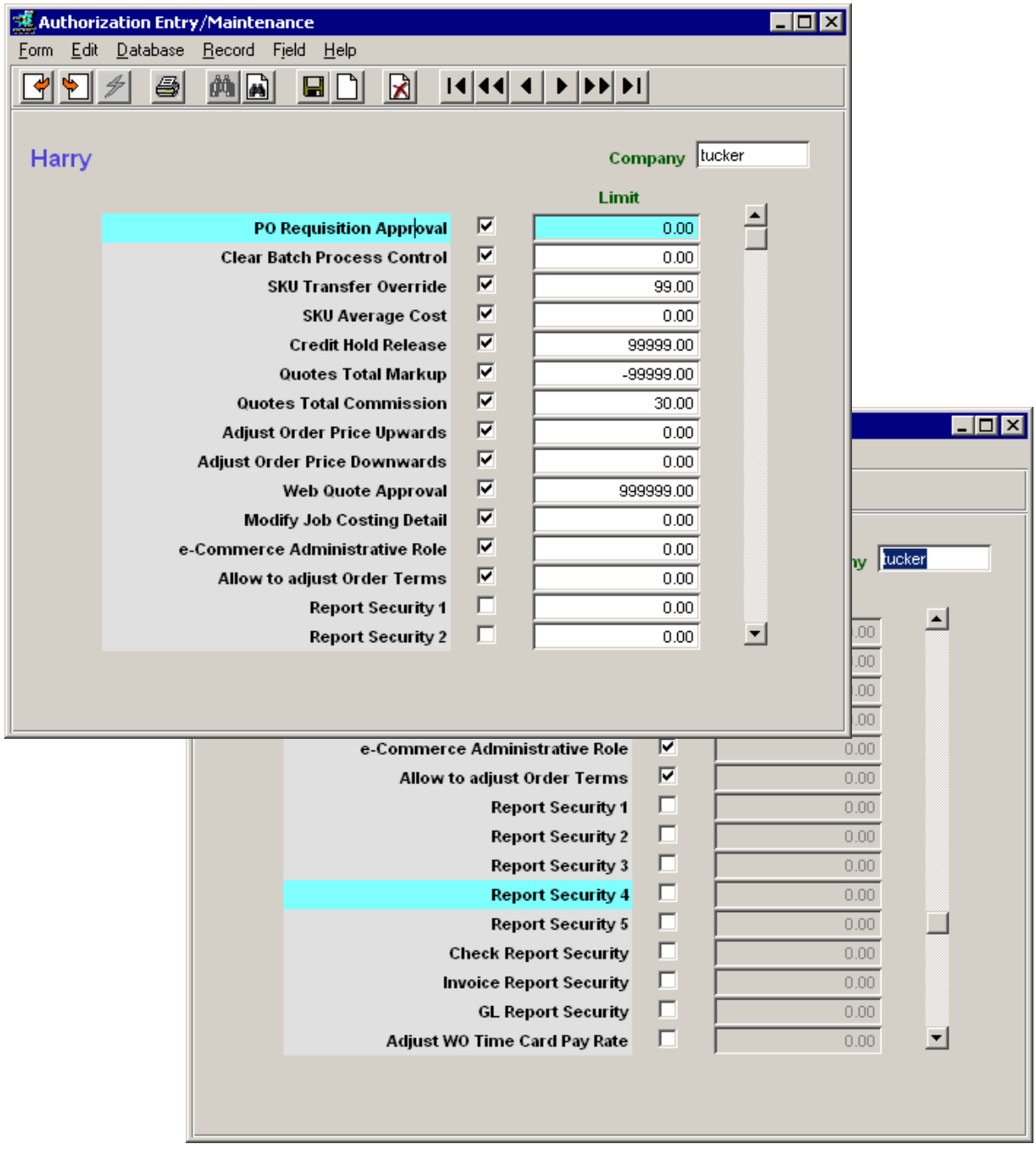
FLEXX will copy all forms to the **For** group that are defined on the **From** group at a security level setting either the same or higher. This means that if the 'For' group already has security levels assigned at a certain level, say for a different module, and the copy is performed, only those forms will be overlaid on the 'For' table that are at a lower security level.

Changes can then be made as required to individual entries. Enter the changes to the required fields for each selected detail line and press <<Add/Update>> to save the entry.

3.4 User Authorization

3.4.1 Authorization Parameters

Select: User Master => Press *User Authorization* button



User Authorization set up can be a two-step process. The specific authorization parameters need to be defined for each user on the **Authorization Entry/Maintenance Table**. Then, for certain

authorization levels, an authorization **Password** also needs to be entered on the User Master form *(see topic 3.4.2 below)*.

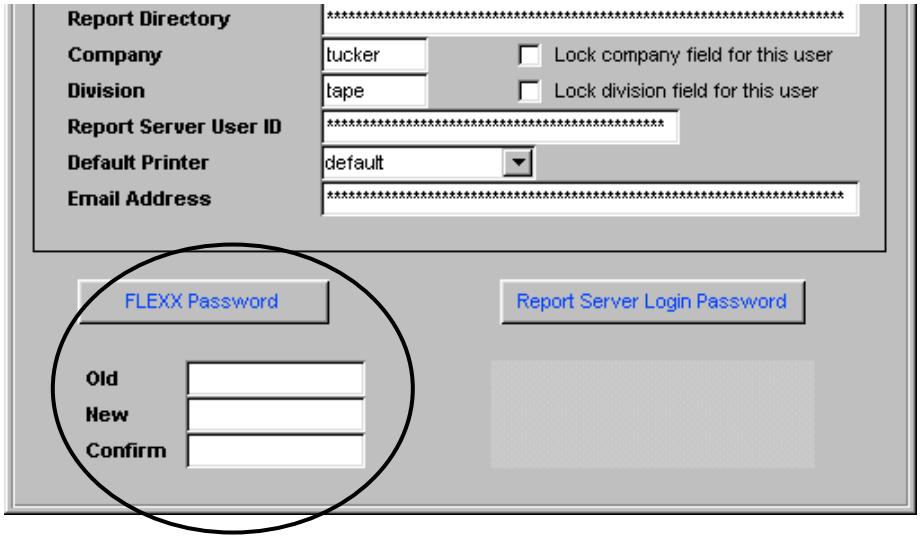
Following are the descriptions of each level:

Parameter	Description	Limit
PO Requisition Approval	Authorization to approve PO Requisitions and approve PO Budget overages.	$ value
Clear Batch Process Control	Authorization to clear the Batch Process Control Log. *(See Administration Guide, Sec. 4.0 for more detail)*	0.0
SKU Transfer Override	Authorization to approve Transfer orders in OP. (not required for warehouse transfers performed in Inventory Control).	$ value
SKU Average Cost	Authorization for user to see "Standard Cost" and "Average Cost" on SKU Master form.	0.0
Credit Hold Release	Authorization to Release OP orders in Credit Hold status and Credit Memos in Hold status.	$ value
Quotes Total Markup	Authorization to approve quotes if markup is less than minimum Gross Margin as defined in Application Control.	% value
Quotes Total Commission	Authorization to override sales commission if greater than defined in Application Control Table.	% value
Adjust Order Price Upwards	Authorization to increase the SKU price on an order in OP.	0.0
Adjust Order Price Downwards	Authorization to lower the SKU price on an order in OP.	0.0
Web Quote Approval	Authorization to use eCommerce internet access and approve Web orders.	$ value
Modify Job Costing Detail	Authorization to modify Job Costing Detail records after having been entered.	0.0
Allow to adjust Order Terms	Authorization to change the Terms values on sales orders in OP.	0.0
eCommerce Administrative Role	Allow user to access eCommerce Administration screens	0.0
Report Security 1 to 5	Report Security authorization – 5 different generic levels.	0.0
Invoice Report Security	Report Security authorization for AR reports.	0.0
GL Report Security	Report Security authorization for GL reports.	0.0
Check Report Security	Report Security authorization for AP reports.	0.0
Adjust WO Time Card Pay Rate	Allow the user to adjust WO Time Card pay rate from the pre-defined value.	0.0

The use of certain authorization codes also require a password. This password is defined as follows.

3.4.2 Authorization Password

Certain authorization codes also require a password be defined. This is done using the **FLEXX Password** function. Press the **FLEXX Password** button on the User Master form to display the password fields.



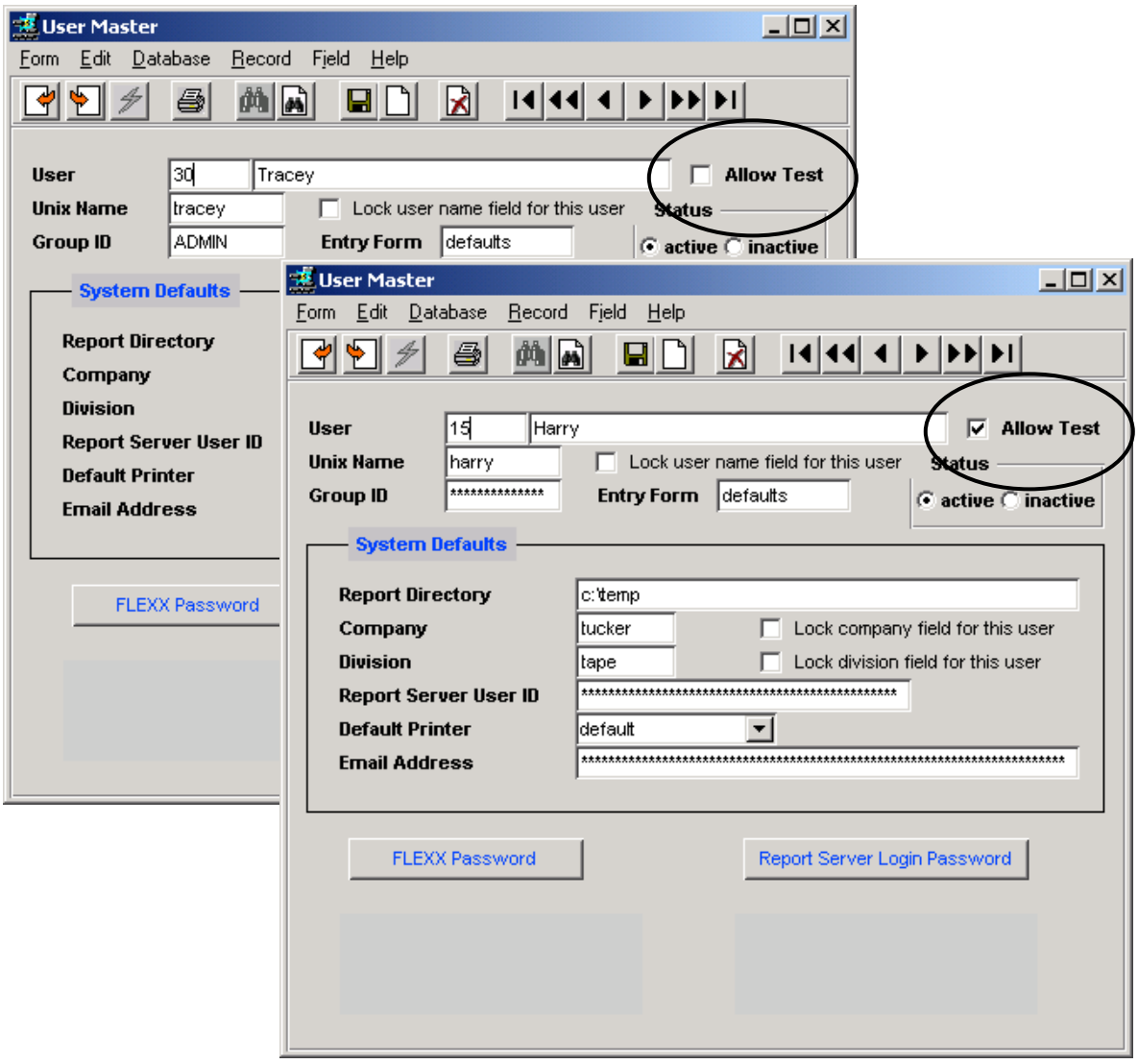
To enter the initial password, leave the Old field blank and enter the desired password in the New and Confirm fields. Add/Update the entry when completed. If successful, FLEXX will respond with message "Password has been changed".

Note: The Password entered will then also become the user's FLEXX logon password. If the Authorization password is to be the same as the logon password, enter that value when setting the Authorization password here.

4. FLEXX Form Integrity Control

The FLEXX Form Integrity Control function is designed to provide a facility whereby the versions of each of the system forms (screens) can be controlled. This control is meant to ensure that the form to be displayed is either at the current or a later than current version of FLEXX, and so ensure the latest version of the programming function is employed. If the form is at a lower (earlier) level, FLEXX will display a message informing the operator of the discrepancy, and will not allow the operator to proceed before the condition is resolved. The system administrator would then need to contact Databyte Support for the correct version of the form.

This function is under the control of the **Allow Test** User Master definition setting as shown in the following examples.

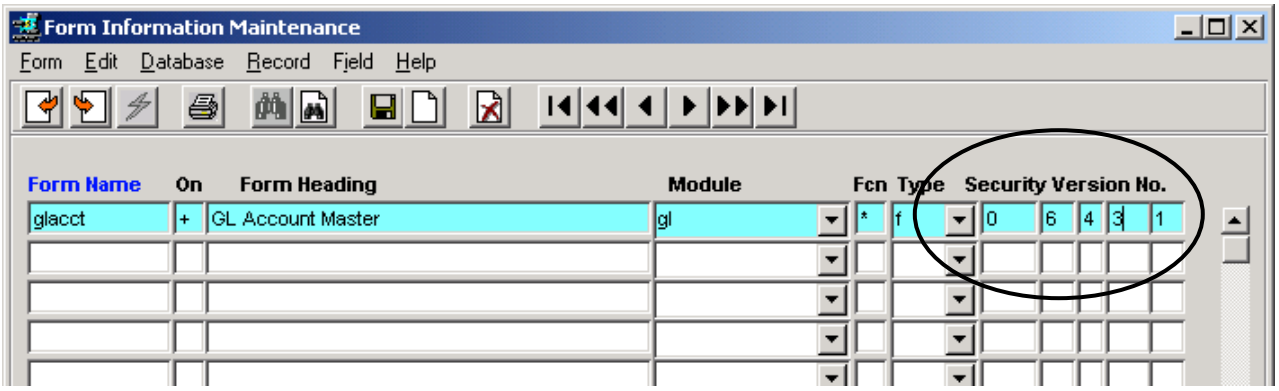


The normal FLEXX user will be defined with the flag set OFF. All users need to be individually defined. This will then prevent those users from accessing any forms that are not current.

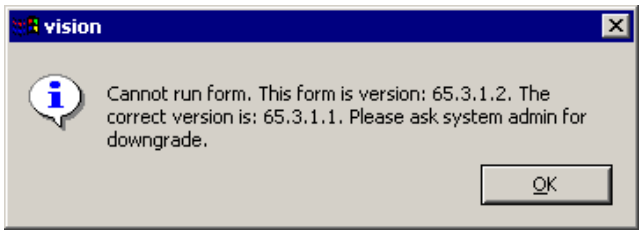
The administrative user(s) would be defined with the flag set ON. This gives that user override status over the version control and so be able to access those forms that are not at the current version.

4.1 Integrity Function Operation

This function uses the Form Information Table settings to record the current level of the forms. The new **Version No.** fields are used to record the current version number of the installed forms. These fields should not be manually adjusted.

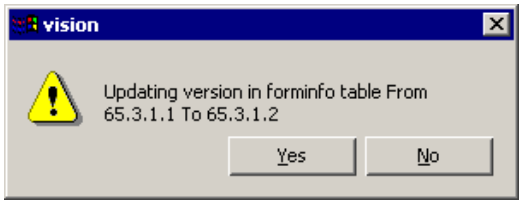


When a form is accessed where its version is later than that specified on the table, and the user is defined with Allow Test **unchecked**, FLEXX will display the following message:



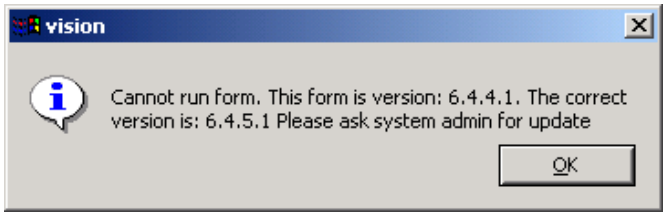
FLEXX will not allow the user to access this form until the Form Information record has been adjusted or the correct version has been installed.

For a user that has Allow Test **checked**, FLEXX will display the following message:



On clicking Yes, the table will be updated with the current form version value and the form will be displayed.

If a user tries to access a form where its version is lower (earlier) than the current version (as recorded on the Form Information Table), FLEXX will display the following message:



The current version of the form will need to be installed on the user's FLEXX system before it can be accessed.

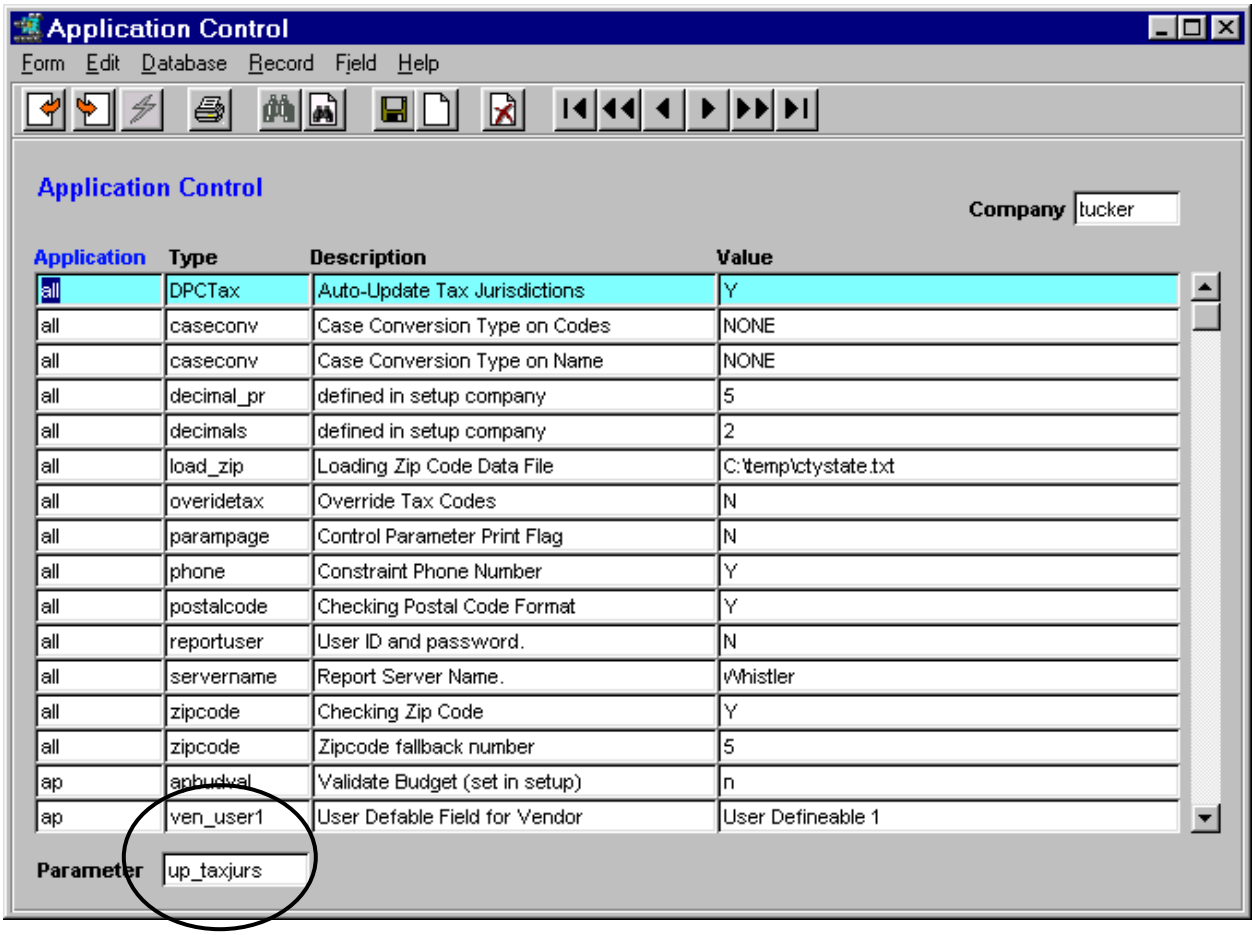
5. Application Control Table

The Application Control Table is used to define variable parameters to customize FLEXX to fit company specific needs.

Following FLEXX installation and set up, the Application Control Table for your company will be empty, and if not defined, FLEXX will use the default values specified either in the '*setup*' company or FLEXX program code. To customize it for your company, you can use the Application Control Copy Function *(described in Administration Guide, sec. 1.2)* to copy the default values from 'setup' company, and then modify, add and delete variables as required and described in section 5.1 below. Be aware that the 'setup' company table will not contain all possible required values and so defining additional parameters to your company Application Control table will likely be required.

Select:

Main Menu => Administration Menu => System File Maintenance => Internal File Maintenance => Application Control



Certain Application Control **Type** values are further defined with an additional **Parameter** value as described for those codes (e.g. *up_taxjurs* shown above). This is not required for all parameters so must be considered when entering definitions to ensure proper operation of the definition.

Following is an explanation of all variables with their Value and Parameter settings. Additional explanations as to how you may want to define them are also provided.

5.1 Application Control Definitions

Application Control settings can be defined for the default company (the login company specified on the Control Panel) or the "*setup*" company. All definition descriptions will indicate the Company the definition needs to be defined on.

If the definition is for company "*setup*", the setting is a FLEXX wide setting and will affect all companies defined in FLEXX. This setting is accessed upon initial start up of FLEXX so if changed, FLEXX must be restarted.

It is also recommended that FLEXX be restarted whenever any definitions are entered or modified even though they may not be for company "*setup*". This is to ensure the setting is active and being used by FLEXX.

5.1.1 Common Settings

The following settings are common to all FLEXX modules and the default Values are recommended.

Application	Type	Description	Value	Company
defaults	division	Use default division?	N (default) or Y	**setup**

When *division* is set to Y, the Division field on the Session Default form *(FLEXX Control Panel)* at FLEXX logon is populated with the default division as specified on the user's User Master form. If the flag is set to N, the division field will be set to null.

Application	Type	Description	Value	Company
main	batctrl	Default Batch Control	OFF or ON (default Off)	**setup**

When *batctrl* is set to ON, the *Use Batch* field on the Session Default form at FLEXX logon will be selected. This assumes all transactions will be assigned batch numbers and processing will be performed in Batch mode. If the flag is set to OFF, an end user can manually select the Use Batch field if batch processing is desired.

Application	Type	Description	Value	Company
main	demo	Demonstration	OFF (default)	**setup**

The *demo* variable is an internal setting used only with a demo system.

Application	Type	Description	Value	Company
main	pwdchange	Change Password Button Y/N?	N (default) or Y	**setup**

The *pwdchange* variable is used to allow the FLEXX user to change his password from the FLEXX Control Panel. With this set to Y, the Control Panel will display a **PWD** button which when pressed will present a Change Password form to allow entry of a new password. (6.4L2)

Application	Type	Description	Value	Company
main	security	FLEXX Security	OFF or ON (Default ON)	**setup**

This setting can be used to turn the FLEXX security options ON or OFF. This setting needs to be coded in *'setup'* company.

Application	Type	Description	Value	Company	Parameter
all	DPCTax	Auto-Update Tax Jurisdictions	N (default) or Y	default	up_taxjurs

The *'DPCTax'* setting with *up_taxjurs* parameter is used to indicate to FLEXX to automatically update the tax Jurisdiction codes when running the Update Tax Codes process.

Application	Type	Description	Value	Company	Parameter
all	caseconv	Case Conversion Type on Codes	NONE (default), UPPER, LOWER	default	codes
all	caseconv	Case Conversion Type on Names or Description fields	NONE (default), UPPER, LOWER	default	name

The *caseconv* variable is used to set the case specification for the code and/or name fields of the SKU, Customer and Vendor definitions. The default value of *NONE* will allow any case, where *UPPER* and *LOWER* will result in the fields to be entered in that case only. This will be used at initial entry of the fields as well as entry for searching.

Application	Type	Description	Value	Company
all	decimal_pr	Number of Decimals for Unit Price	5 (default) or any user defined value	**setup**
all	decimals	Number of Decimals in Reports	4 (default) or any user defined value	**setup**

The *'decimals'* and *'decimal_pr'* parameters are used to control the number of decimal places to be used in FLEXX.

The *'decimal_pr'* parameter is used to define to FLEXX the number of decimal places to use when calculating the sku Unit Price on a sales order. By default, FLEXX will calculate the price to 5 decimal places. If only a 2-decimal unit price is desired, this parameter needs to be set to 2.

The *'decimals'* parameter is used to indicate to FLEXX the number of decimal places to print on reports for the Quantity and Price amounts that allow for more than 2 decimal places (i.e. SKU price, Order quantity, etc).

Application	Type	Description	Value	Company
all	load_zip	Loading Zip Code Data File	C:\temp\ctystate.txt	default

Variable *load_zip* is used in Flexx to define the default file path/name to use for loading the Zip Code file.

Application	Type	Description	Value	Company
all	overidetax	Override Tax Codes	N (default) or Y	default

Variable Type *'overidetax'* is used to set the Tax Override function of the tax process.

Application	Type	Description	Value	Company
all	parampage	Control Parameter Print flag	Y (default) or N	default

The *'parampage'* variable is used to control the setting of the "Print parameters page" flag on the Report Scheduler form. With this set to N, the flag will not be set thereby avoiding having to print the parameters page with each report printout. The flag can still be manually set when selecting a report printout if the parameters page is required. (6.4L3)

Application	Type	Description	Value	Company
all	phone	Constraint Phone Number	N (default) or Y	default
all	postalcode	Constraint Postal Code	N (default) or Y	default

With the flag set to Y, all FLEXX modules are checked for Telephone Number and Postal Code entries. Where Telephone Numbers and Postal Codes are entered, they must meet a predefined format of xxx-xxx-xxxx for Telephone Numbers and A#A-#A# (Canada), ##### or #####-#### (United States) for Postal/Zip Codes.

Application	Type	Description	Value	Company
all	servername	Report Server system name	no default	**setup** or default

The *'servername'* variable is obsolete and no longer used in FLEXX. It may still appear in your Application Control table and can be either deleted or ignored.

Application	Type	Description	Value	Company
all	webserver	Internet Web Server name	no default	default

The *'webserver'* variable is used to identify the Internet Web Server system name to FLEXX (6.5L2). This is required for the following web browser functions used by FLEXX:

- View Image function in Inventory Control.
- Confirmation e-mail from OP
- eCommerce module functionality

Application	Type	Description	Value	Company	Parameter
all	zipcode	Check Zip Code	N (default) or Y	default	checkflag
all	zipcode	Zipcode fallback number	3 (default) or any user defined value	default	length

The *zipcode* variable with Parameter '*checkflag'* is used to have Flexx validate the entered zip code against the values defined in the Zip Code table.

The *zipcode* variable with Parameter '*length'* is used with the Zip to Zone and freight Carrier determination function. It defines the length of the zip code to be used if the code entered is not the complete value.

Report Scheduler

All *report* settings in **setup** company can be left as they are. However, use the descriptions below to assist you if changes are required.

Application	Type	Description	Value	Company	Parameter
report	rptctrl	Default report prompt interval	# min.	**setup and** default	promptival

If a report is being run locally (versus using the Report Scheduler), the value entered represents how long the report will run before an error message appears. The error message "Continue waiting for report to complete?" appears after the stated time interval in minutes. The report will continue to run if no action is taken. However, if the No button is pressed, the report will be terminated and error message "Report failed to run or did not complete" will be displayed.

Application	Type	Description	Value	Company	Parameter
report	rptctrl	Default report time out (min)	10 (default)	**setup**	rpttimeout

The value entered here is how long the report has to update the database with a new page number. In this example as long as the page numbers of the report are being updated at least every 10 minutes, the report will be allowed to continue to run. If page numbers are not updated within the time allowed the report will time-out. The report will then be terminated.

Application	Type	Description	Value	Company	Parameter
report	rptctrl	Report status check interval (sec)	10 (default)	**setup**	statusival

The value entered here represents the time interval in between which the progress of the report print is displayed. I.e., with a value of 10 seconds entered, the progress of the report is checked every 10 seconds and the result displayed as number of pages generated (Page 1, 2, etc.).

Application	Type	Description	Value	Company
report	rptdefault	Use default printer?	Y (default) or N	**setup**

The *rptdefault* variable is used to specify whether or not to use the system default printer as the default FLEXX printer.

5.1.2 Module Specific Settings

General Ledger

The next 3 parameters have been included for a future FLEXX enhancement and are not currently used. Please leave them set to the default values.

Application	Type	Description	Value	Company	
gl	*Glacctseg*	GL Account Segments Implemented (Y/N)	N (default)	**setup**	
Application	**Type**	**Description**	**Value**	**Company**	**Parameter**
gl	indicator	GL Account Segment Replacement Indicator	# (default) or user defiend	**setup**	acctsegmnt
Application	**Type**	**Description**	**Value**	**Company**	**Parameter**
gl	separator	GL Account Segment Separator	- (default) or user defiend	**setup**	acctsegmnt

These parameters are not currently used in FLEXX but have been included for reference only.

Application	Type	Description	Value	Company
gl	gltranfile	Name of GL Transaction Import file	C:\temp\gltran.dat	default

If it is required to import a GL Transaction file, the default file name can be specified using the above settings.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
gl	*interdiv*	Balance Inter-Division Transactions	N (default) or Y	default

The GL Transaction Detail entries are normally checked for being balanced over all the entered records regardless of the division the accounts are in. If it is required to balance the transactions by division as well, the *interdiv* variable can be set to Y and FLEXX will check all records for inter-divisional balance as well.

Application	Type	Description	Value	Company	Parameter
gl	startpd	Period Flexx First Used	no default	default	division code

The *startpd* variable is used to specify to FLEXX which GL Period to use as the starting period of the system. This is only used in the GL Balance Resyncing Function, and is designed to restrict the Resyncing process from beginning the actual resyncing earlier than desired. If resyncing is to be permitted from the very first period entered on the GL Period Table, that period needs to be entered here. Along with that, the Parameter field needs to be defined with the Division code applicable to this setting. (6.5L1)

Application	Type	Description	Value	Company
gl	use_pr_pd	Use Previous GL Period as Default	N (default) or Y	default

If you want FLEXX to default the user to the previous GL Period at logon, change this setting to Y. Normally, FLEXX is operated at the current GL Period. This can be useful if month-end processing is to be completed in a following period.

Accounts Payable

Application	Type	Description	Value	Company
ap	apbudval	Valid Budget for AP	N (default) or Y	**setup**

Accounts Payable can be set up using Application Control to compare the transaction details against a predetermined budget code. If this is desired, the Application Control Table should have the Value set to Y in the *setup* company.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ap	*miscven*	Vendor for Miscellaneous Payments	No default (e.g. “miscven”)	default

Set this value to the vendor code defined in the Vendor Master Table to be used as the default Miscellaneous AP Payment vendor when creating miscellaneous AP cash payments.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ap	po_desc	Copy PO Description to Vouchers	N (default) Y	default

Set this value to “Y” if the Comment data on the PO header form is to be copied to the corresponding Voucher when a voucher is created from a PO. This is only functional when the *Create Voucher* button is pressed on a PO.

****** New 6.6L0 ******

Application	Type	Description	Value	Company	Parameter
ap	up_file	Voucher Upload Default File Name	User Defined (e.g. c:\temp\vouchgen.dat)	default	
ap	upload	Field delimiter for Upload Data File	User Defined (e.g. |)	default	delimiter

If the AP Voucher Upload Function is used, the *up_file* variable is used to specify the path and file name that contains the voucher upload text data; e.g. C:\temp\vouchgen.dat.

The *upload delimiter* parameter is used to define the field delimiter used on the Voucher text data file to separate the data records.

Application	Type	Description	Value	Company
ap	ven_user1	User Definable field for Vendor	User Definable 1 (default)	default
ap	ven_user2	User Definable field for Vendor	User Definable 2 (default)	default

If additional information is required to describe a specific Vendor, there are two User-definable fields on the Vendor Master - Additional Info form. The Labels for these fields can be defined using these variables.

Application	Type	Description	Value	Company	Parameter
ap	voucher	Sort Field for Voucher Header	*vou_no* (default) or *vou_received_dt*	default	sortcol

FLEXX allows sorting vouchers by either the entry Date or voucher Number field. The value *vou_no* is used to specify sorting by the voucher number, and the value *vou_received_dt* is used to specify the voucher date. It is still possible to resort the vouchers by clicking on either the number or date fields of the specific voucher. (6.4L3)

Application	Type	Description	Value	Company
vendor	GST flag	GST/VAT Payable on vouchers?	N (default) or Y	default

The *vendor* GST flag variable is used to define the default setting for the VAT Flag on the Vendor Master. This flag determines whether or not the vendor is eligible to charge GST on purchases.

Accounts Receivable

Application	Type	Description	Value	Company
ar	CMAuth	Credit Memo Authorization	N (default) or Y	default

The CMAuth parameter is used to control the application or refunding of Credit Memos. When set to Y, any newly created CM will be initially set in Hold (“h”) status. This CM will then also need to be Authorized by a user with the proper authority level (credrels) before it can be processed.

Application	Type	Description	Value	Company
ar	clearing	Clearing Account for Migration	(no default)	default

The ar *‘clearing’* variable is used to define the GL *‘migration’* Account number to be used in the FLEXX **Group Receipts** function. This account also needs to be defined in the Account Master (Chart of Accounts), and will only be used to record the *‘migration’* invoice and credit memo when processing a ‘group’ receipt *(See the AR Procedures Guide – Group Customer Function description for more detail*.

Application	Type	Description	Value	Company	Parameter
ar	creditchk	Credit check level 1 (days)	15 (default)	default	level1
ar	creditchk	Credit check level 2 (days)	30 (default)	default	level2

Variables *creditchk* with Parameters *level1* and *level2* are used in AR to set the number of days to check the customer's outstanding balance, and if he is overdue beyond these values, will automatically put the customer on Credit Hold. If this automatic setting is not desired, substantially large values can be specified for the *creditchk* variables.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ar	depslip	Number of Deposits on Single Deposit Slip	0 (default)	default

The *depslip* variable is used when printing Deposit Slips. The value entered will determine the number of entries (deposits) to print on each deposit slip. A value of 0 (default) specifies an unlimited number. Any numerical value can be specified.

Application	Type	Description	Value	Company
ar	icat_usage	Usage of invoice category	source (default)	default

It is possible to have the Category field on the invoice header display the source of the FLEXX module that created the particular Invoice. If *icat_usage* is not set up with the value *"source"*, then the resulting invoices will display the default category as defined on the Customer Master.

Application	Type	Description	Value	Company	Parameter
ar	icverify	Multiple Merchants (Y/N)	N (default) or Y	default	mult_merch
ar	icverify	Merchant Identifier	no default	default	merch_id
ar	icverify	Shared Request Directory	C:\temp	default	req_dir
ar	icverify	Verify Address (Y/N)	N (default) or Y	default	verify_adr
ar	icverify	Wait time for Response File	5	default	wait_time

The ***icverify*** variables are used in AR to define default settings for use with the ICVERIFY Credit Card Authorization product. The parameters have the following meanings:

- *mult_merch* is used to determine whether multiple merchants are set up in the master work station with ICVERIFY.
- *merch_id* is used to specify a unique merchant number if multiple merchants are used.
- *verify_adr* determines whether the customer's address needs to be verified as part of the authorization process.
- *req_dir* specifies the path/directory where the ASCII file is to be placed for the ICVERIFY process.

- *wait_time* specifies the time in seconds to wait before checking for the response file to have been created.

Application	Type	Description	Value	Company	Parameter
ar	invoice	Sort Field for Invoice Header	*inv_no* (default) or *inv_dt*	default	sortcol

FLEXX allows sorting invoices by either the entry Date or invoice Number field. The value *inv_no* is used to specify sorting by the invoice number, and the value *inv_dt* is used to specify the invoice date. It is still possible to resort the invoices by clicking on either the number or date fields.

Application	Type	Description	Value	Company	Parameter
ar	int_gen	Interest Gen after no. of days overdue	30 (default)	default	days
ar	int_gen	Interest Rate (%)	1 (default)	default	rate
ar	int_gen	Minimum charge	1.00 (default)	default	minimum
ar	int_gen	Interest Calc grace period	30 (default)	default	rerun

The *int_gen* parameters are used in AR to define the interest to be charged on overdue balances. Parameter *days* defines the number of days after which interest will be charged, *rate* defines the percentage to be charged on the overdue balance, and *minimum* sets the minimum interest dollar amount to be invoiced, and *rerun* is used to set the rerun period in days.

Application	Type	Description	Company
ar	*max_index*	Maximum Invoice Details to Post to GL	**setup** or default

This definition is obsolete as of Version 6.5L2 and can be deleted if still in the table.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ar	misccust	Customer for Miscellaneous Cash Receipts	No default	default

The *misccust* variable defines the customer code to be used when entering Miscellaneous Cash Receipts into AR and is required whenever a miscellaneous cash receipt is to be entered. The code then also needs to be defined on the Customer Master table, but only with the minimum of parameters entered.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ar	ppbank	Default Bank Code for Pre-Paid orders	User defined	default

When a cash (Pre-Paid) order is paid (Accept Payment button is pressed), the Payment Entry form can have the bank code default to a predetermined bank code. This needs to be a validly defined code on the Bank table. If a Bank Code is not specified, the field will be blank and need to be filled before the payment can be processed.

***** NEW 6.6L0 *****

Application	Type	Description	Value	Company
ar	pst_type	Default P/ST Type for manual Invoice Entry	N (default)	default

The *pst_type* parameter is used in Accounts Receivable to assign the default Provincial (Canadian) or State (U.S.) sales tax **type** code to be used when calculating taxes on AR transactions.

Application	Type	Description	Value	Company
ar	recur	Recurring Invoice heading	Recurring Invoice (default)	default

On Recurring Invoices, it is possible using the *recur* parameter to define a default Heading to be printed on all recurring Invoice reports.

Application	Type	Description	Value	Company	Parameter
ar	refund	Default AR Refund Vendor Code	(no default) e.g. *refund*	default	vendor

On cash returns (where Credit Memos are not desired), the Refund Credit Memo requires a Voucher to be generated to enable FLEXX to generate a refund payment. This voucher requires a vendor code, and rather than defining a separate vendor for each refund, a Default vendor can be defined in the Vendor Master and then specified using the *refund* variable. Each CM refund will then by default use this 'refund' vendor code when creating the refund voucher.

****** New 6.6L0 ******

Application	Type	Description	Value	Company	Parameter
ar	up_file	Invoice Upload Default File Name	User Defined (e. g. c:\temp\invgen.dat)	default	
ar	upload	Field delimiter for Upload Data File	User Defined (e.g. |)	default	delimiter

If the AR Invoice Upload Function is used, the *up_file* variable is used to specify the path and file name that contains the invoice upload text data; e.g. C:\temp\invgen.dat.

The *upload delimiter* parameter is used to define the field delimiter used on the Invoice text data file to separate the data records.

***** NEW 6.6L0 *****

Application	Type	Description	Value	Company
ar	vat_code	Default VAT Code for manual Invoice Entry	N (default)	default

The *vat_code* parameter is used in Accounts Receivable to assign the default VAT code to be used when calculating VAT/GST on AR transactions.

Application	Type	Description	Value	Company
ar	writeoff	Max % of Balance to Write Off	10	default

The *writeoff* parameter is used to control the Write Off function in AR Receipts processing. The value specified will be used by FLEXX to limit the amount of the write off for both the invoice or receipt by a percentage of the original value *(See AR manual, Group Receipts description)*.

Application	Type	Description	Value	Company
customer	PST flag	Default PST flag	N (default) or Y	default
customer	GST flag	Default GST flag	N (default) or Y	default
customer	addrcode	Default Customer ship to/bill to	main (default)	default

When a customer is created in FLEXX, the Ship To/Bill To address code, PST and VAT Payable fields are set to default values as shown above. These can be defined as required.

Application	Type	Description	Value	Company	Parameter
customer	default	Customer to use as default customer	(no default)	default	user Login name or 'default'

When defining a new customer, it is possible to use an existing Customer definition as a default for entering new customer definitions, by specifying that customer code for the *default* value, and defining the FLEXX user name in the Parameter field this setting is effective for. If the Parameter is defined '*default',* this setting will be effective for all FLEXX users. The default customer to be used must however have the Customer Type field set to 'D' (Customer Master Other form) and cannot be used for any other transactions.

Application	Type	Description	Value	Company
customer	*termdesc*	Default Term Description		default
customer	*terms*	Default Terms		default

Note that the *termdesc* and *terms* definitions if defined are obsolete and can be deleted. They have been replaced by the Terms Maintenance Table on the Customer Master form.

Fixed Assets

Application	Type	Description	Value	Company
fa	category	Default Fixed Asset Category	no default	default

When defining a new entry in the Fixed Asset Master, a 'category' code is required. The *'category'* variable can be used to define a default FA category.

Application	Type	Description	Value	Company
fa	deprc_meth	Default FA Depreciation Method	reducing	default

A default Depreciation Method can be specified using the *deprc_meth* variable. The method defined must be one of the valid FLEXX categories, as described in the Fixed Asset manual.

Inventory Control

Application	Type	Description	Value	Company
ic	Allow Disc	Allow Discount Y/N?	Y (default) or N	default

The Allow Disc parameter is used as a default setting of the Allow Disc flag when entering a new SKU in the SKU Master form.

Application	Type	Description	Value	Company
ic	EnvironFee	Environmental Fee Charges	N (default) or Y	default

This variable is used during Order Processing, together with the *'container'* parameter in the Order Processing module to indicate that an Environmental Fee is to be added to the price of an item having a valid Container type defined in the Container Table.

Application	Type	Description	Value	Company
ic	abcpcnt	ABC Classification Percentage	7.5 7.5 10.0 10.0 8.0 8.0 8.0 8.0 8.0 8.0 9.0	default

The various ABC Classifications are set up and defined through the use of the *abcpcnt* parameter. *(See the Inventory Control manual, sec. 7.0* for a detailed description of ABC Classification.)

Application	Type	Description	Value	Company
ic	bank_dist	Distribution type for Bank	Dollar (default), Fixed or Weight	default
ic	brok_dist	Distribution type for Brokering	Dollar (default), Fixed or Weight	default
ic	duty_dist	Distribution type for Duty	Dollar, Fixed (default) or Weight	default
ic	frght_dist	Distribution type for Freight	Dollar, Fixed or Weight (default)	default
ic	ins_dist	Distribution type for Insurance	Dollar (default), Fixed or Weight	default
ic	misc_dist	Distribution type for Misc.	Dollar (default), Fixed or Weight	default
ic	rmd_dist	Distribution type for RMD	Dollar (default), Fixed or Weight	default

When using the Landed Cost function, the individual Landed Cost factors (bank, brokerage, duty, freight, miscellaneous, insurance, and rmd) can be distributed based on predefined default criteria: on dollar value, SKU weight, or a Fixed amount, using the parameters shown above.

Application	Type	Description	Value	Company	Parameter
ic	bombuild	Default Vendor for Serial BOM	User defined (no default)	default	bom

When building a Serialized BOM SKU, a serial number will need to be specified on the Serial Number Information table. This entry requires a Vendor Code even though the BOM will not be purchased from a vendor. The *bombuild* setting can be used to specify a default vendor code that FLEXX will automatically enter into the Vendor Code field. (6.5L0)

Application	Type	Description	Value	Company
ic	catalogue	Use Catalogue management	N (no default) or Y	default

This variable is a custom setting for a special catalog creation function in Inventory Control.

Application	Type	Description	Value	Company
ic	default	SKU for Attribute defaults	(no default)	default

Enter a SKU code to be used as default for setting the initial Attributes values when entering a new SKU in the SKU Master form. This code needs to be for a SKU defined on the SKU Master.

Application	Type	Description	Value	Company
ic	ed_user_1	Label for edition field 1	User definable (edition field 1)	default
ic	ed_user_2	Label for edition field 2	User definable (edition field 2)	default

These parameters are used to define Labels for the User Defined Fields on the SKU Edition table. The Value entry will become the label for the particular field.

Application	Type	Description	Value	Company
ic	invntrylog	Inventory Log of Qty Changes	N (default) or Y	default

Variable *'invntrylog'* is used by FLEXX to determine if a log of inventory quantity changes is to be maintained, and can be accessed using the Inventory Log of Quantity Changes process in Inventory Control.

Application	Type	Description	Value	Company
ic	invwhse	Auto Create warehouse	all (default) or no or warehouse list	default

When a new SKU is created, by default, a separate entry will be created on the Inventory form for each warehouse defined to FLEXX in the Warehouse Table. If this is not desired, through the use of the *invwhse* variable, a single or specific selected warehouses can be defined to be used for the new SKU entry.

E.g. If only the warehouse defined as the *main* warehouse on the **op *'warehouse'*** variable, specify Value "*no"*. If a select list of warehouses are to be used, enter the codes separated by commas (*main,centrl,altrnt)*. Or, if all defined warehouses are to be used, enter the Value *"all".*

Application	Type	Description	Value	Company
ic	negqty	Allow Negative Qty On Hand	Y (default) or N	default

'negqty' is used to determine if a negative On Hand value is to be allowed for Inventory SKU's on the inventory table. FLEXX will report error message "Could not update inventory quantity" on the transaction that would result in the negative value to be generated.

Application	Type	Description	Value	Company
ic	overhead	Overhead Price Cost Multiplier	User defined (enter 0 if no overhead cost)	default

When using the Landed Cost/Price Update function, it is possible to include in the calculation of the Average Cost figure, a value to represent allocation of overhead costs to that SKU cost by defining a multiplier value (e.g. .01) for *overhead.*

Application	Type	Description	Value	Company
ic	po_whse	Use Default PO Warehouse at SKU Level	N (default) or Y	default

The *po_whse* variable is used to define SKU level warehouse control for PO ordering and receiving. The value specified in the Purchasing Default Warehouse field on the SKU Master Miscellaneous screen will be used as the Detail entry default on all Purchase Orders.

Application	Type	Description	Value	Company
ic	pricebom	Price BOM when cost changes?	N (default) or Y	default

The *pricebom* variable is used to indicate to FLEXX how a BOM SKU is to be priced. Value "N" will result in the BOM being costed only when it is built, and pricing will be adjusted manually. Value "Y" is used with the Price Update function. When a child of a parent BOM is received and its cost has increased by the *pricevar* value or more, the Price Update screen will also display the 'parent' along with the 'child' sku and allow the user to adjust its price. (6.5L2)

Application	Type	Description	Value	Company
ic	sale_whse	Use Default Sales Warehouse at SKU Level	N (default) or Y	default

The *sale_whse* variable is used to define SKU level warehouse control for sales order shipping. The value specified in the Sales Default Warehouse field on the SKU Master Miscellaneous screen will be used as the Detail entry default on all Sales Orders (OP, WO, Quote, RW).

Application	Type	Description	Value	Company
ic	sku_gl	Default SKU GL Code	user defined (no default)	default

The *sku_gl* variable can be defined to specify the default SKU GL Code that is to be used at new SKU creation. The SKU GL Code is a required field (SKU Master, Miscellaneous form) and setting a default may allow for quicker new SKU entry.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ic	transfer	Include “transfers” in Inventory Turns calculation	Y (default) or N	default

The *transfer* parameter is used to specify if warehouse transfers are to be included in the Inventory Period Balance process, and in the corresponding Inventory Value and Turns Report. The default will be Y (Yes) and can be set to N to exclude all transfers from the ‘Turns’ calculation. Please refer to the Inventory Control manual for more details.

Application	Type	Description	Value	Company
ic	volume	Volume Unit of Measure	default meters	default
ic	weight	Weight Unit of Measure	default lbs	default

The *weight* and *volume* variables are used to define the unit of measure to be used for SKU weight and volume values. This will affect the values entered in the SKU Master Attributes form, Volume section, where the Height, Width, Length will be in the defined units (e.g. meters) and the Volume in cubic units (e.g. cubic meters). In addition, the Weight unit on the same Attributes form will be in the defined weight unit (e.g. Kg.)

Application	Type	Description	Value	Company
ic	zerocost	Allow Zero Cost on SKU’s	Y (default) or N	default

‘zerocost’ is used to determine if a zero Average Cost value is allowed for Inventory SKU’s in Inventory Control. If N (no), then on Order Release, FLEXX will report message “System does not allow sku average cost to be zero cost. Please fix the sku setup on inventory”. FLEXX will allow the order to be released and shipped, however, it will fail at Invoice generation with the same error message, and no invoice will be created.

Order Processing

Application	Type	Description	Value	Company
op	check_qty	Check Order Entry qty (Y/N)	N (default) or Y	default

It is possible in FLEXX to set a maximum order quantity level for each SKU using the *Max Quantity* value on the SKU Master Attributes form. To use this value, the *check_qty* parameter is defined Y and FLEXX will compare the order quantity with the Max value to ensure the quantity ordered is not greater.

Application	Type	Description	Value	Company
op	container	Container Charge	N (default) or Y	default

If Containerization is used in Inventory Control, container charges can be added to the price of an item with a valid container type. These charges need to be set up in the container table. To enable this function, define the variable *container* with Y.

Application	Type	Description	Value	Company
op	courrate	Use Zip, Courier Rate for freight	N (default) or Y	default

The *courrate* variable is used to define the freight charge method on a sales order. With Y, FLEXX uses the Courier Rate table and Zip to Zone table to determine the freight charges for either "best" or "ppd/chg" shipping methods. Set to N, FLEXX will not use the Courier Rate table, and method "best" will have no effect, and "ppd/chg" will allow a freight charge to be entered on the Shipment form, freight Amount field *(see OP manual for more detail)* (6.4L1).

Application	Type	Description	Value	Company
op	disc_line	Create Whole Order Disc Line	N (default) or Y	default

Whole Order discounts can either be applied to each order detail line or a separate discount line can be created on the invoice. Define *disc_line* to Y if a separate line is required.

Application	Type	Description	Value	Company
op	discount	Discount Type M/L	M (default) or L	default

The *discount* variable is used when FLEXX searches the Customer Discount Table for the eligible sales discount.

M - FLEXX will take the highest priority discount for the matching customer/SKU.

L - It will use the lowest price discount for the matching customer/SKU.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
op	disp_ship	Display Additional Shipments Popup	N (default) or Y	default

With this variable set to Y, a popup will be displayed on the Shipment form if there are additional open shipments for this customer. This popup will list all open shipments for this same customer allowing the operator to make a decision on whether or not to process them at this time as well.

Application	Type	Description	Value	Company
op	enclosure	Enclosure Text	N (default) or Y	default

Enclosure text can be entered on the Order Header screen which will then be printed on the Picking and Packing slips. If this is desired as a default, define the *enclosure* variable with Y. Be aware that this will not provide for any particular text, but only set On the Text flag on the Order header form and enter the 'enclosure' keyword into the Text form. Any desired text will still need to be added into the Text form.

Application	Type	Description	Value	Company	Parameter
op	invform	Use simplified Invoice layout for OP	N (default) or Y	default	oplayout

The printed Invoice (report *invform*) can have a simplified layout. If this is desired, define *invform* with Y. This is provided to provide a quicker printed output; however various fields will be omitted.

Application	Type	Description	Value	Company
op	invgenmeth	Combine Invoice in Inv. Gen.	none (default), order, all	default

The invgenmeth variable is used to set the Combine flag default on the Invoice Generation procedure of OP *(see Order Processing, Sec. 3.7)* to determine whether Orders are to be combined on one Invoice, and then to specify how they are to be combined. The values have the following meaning:

none – orders are not combined

order – orders are combined by Shipments, if they have matching Order numbers

all – all orders of the same date to the same Customer (same Ship To location) will be combined.

Application	Type	Description	Value	Company
op	matchinvno	Invoice No. matching Order number (Y/N)	N (default) or Y	default

It is possible in OP to have the number of the generated invoice match the order number with the *matchinvno* variable set to Y. The generated invoice number will then match the order number but prefixed with a P (e.g. order 2379 will generate invoice P2379).

Application	Type	Description	Value	Company
op	ordtext	Modify Text for Closed Orders	N (default) or Y	default

The *ordtext* setting allows the operator to enter or modify Sales Order header text after the order is closed.

Application	Type	Description	Value	Company
op	piececount	Display piece count by category	N (default) or Y	default

The number of Containers used to ship orders can be different from the number of units sold since multiple orders can be repacked and will then alter the piece count of the shipment. The order's piece count can be displayed by SKU category; i.e. by the user defined SKU field *user_4* and the *piececount* set to Y.

Application	Type	Description	Value	Company
op	pomandat	Mandatory PO Number	N (default) or Y	default

It is possible to have the Customer PO number field on the Order Entry header form designated as a required field by defining *pomandat* with Y. This is a company wide setting.

If this company-wide setting is not desired, but only by selected customers, that can be specified by setting the *Customer PO Number Required* field to Y on the Customer Master Configuration form and leaving *pomandat* set to N.

Application	Type	Description	Value	Company
op	rapid	Set Rapid Entry to on/off	Y (default) or N	default

Use the *rapid* variable to set on or off the Rapid Entry flag on the Order Detail form. This allows for quicker entry of detail records.

Application	Type	Description	Value	Company
op	re-price	Re-Calc Price during shipment?	N (default) or Y	default

Use the *re-price* variable to set on or off the Price Order button on the Shipment Maintenance form. Though not required, this allows the user to re-price the order at the time of shipment if the shipped quantities have been changed from the order quantities.

Application	Type	Description	Value	Company	Parameter
op	salesman	Salesperson Tracking Method	1 (default) or 4	default	method

The *salesman* variable with parameter *method* is used to define the method of Salesperson to Customer assignment. A value of 1 indicates there is only one salesperson assigned to all customers. A value of 4 indicates FLEXX will allow multiple salespersons to be assigned to any customers through the use of the **Salesperson Allocation Table.**

Application	Type	Description	Value	Company
op	ship_price	Change Price during overship	Y (default) or N	default

At time of order shipping, it is possible to specify a larger quantity to be shipped than was entered on the order. If this 'over shipment' is to be re-priced so the order price reflects the actual shipped quantity, set this variable to Y. With the variable set to N (No), any overshipment will not be re-priced, and the order price will remain as initially calculated from the initial order.

Application	Type	Description	Value	Company
op	shipbo	Auto Ship bo, cf, and bp items	N (default) or Y	default

Use the *'shipbo'* variable to cause FLEXX to automatically ship SKU items listed on the Shipment form in 'bo', 'bp', or 'cf' status, but that are physically available (on hand) though not yet received into FLEXX inventory.

Application	Type	Description	Value	Company
op	shipcompl	Ship Complete?	Y (default) or N	default

Use the *shipcompl* setting to specify the default for how an order is to be shipped; Y if the order is to be shipped only after all detail entries are completed, or N if each detail entry can be shipped separately.

Application	Type	Description	Value	Company
op	skudesc	Modify SKU Description on Orders/Subscriptions/Quotes	N (default) or Y	default

The *skudesc* setting allows the operator to Modify the SKU description on an order (OP, Subscription, or Quote) after the order has been entered.

Application	Type	Description	Value	Company	Parameter
op	slscmsn	Default Sales Commission	# percent (default 15)	**setup**	dfltpct

Use the *salescmsn* variable with the *dfltpct* Parameter to define a default Sales Commission percentage.

Application	Type	Description	Value	Company
op	sp_prepaid	Speed up Pre-Paid Process	N (default) or Y	**setup**

The *sp_prepaid* variable is used to speed up the order completion process of a Pre-Paid (cash) sales order. With *sp_prepaid* set to "Y", the cash payment process will automate all the normal order completion functions (e.g. invoicing, receipting, release, shipping, and invoice printing).

Application	Type	Description	Value	Company
op	up_file	Order upload file	User Defined	default

If the OP Upload Orders function is used, the *up_file* variable is used to specify the file name that contains the order upload data; e.g. C:\temp\order.dat.

Application	Type	Description	Value	Company	Parameter
op	upload	Field delimiter for Data File	User Defined (e.g. |)	default	delimiter
op	upload	Error Log for Order upload file name	C:\temp\order.log	default	errfile

On the Upload Orders function of OP, the *upload* variable with *delimiter* Parameter is used to define the field delimiter used on the Customer Order upload file to separate the upload order data.

Variable *upload* with Parameter *errfile* is used to define the file name that is to record errors during the Customer Order file upload process.

Application	Type	Description	Value	Company
op	upc_expand	Expand UPC	0	default

When running the Upload Orders in OP, this parameter defines the location in the UPC (bar code) where a space is located. E.g. The order upload file has the UPC entered as 12345678, and the UPC defined on the SKU Master is 1234 5678, a value of 5 for *upc_expand* would indicate to FLEXX to locate the space in the fifth character location.

Application	Type	Description	Value	Company
op	up_excl	Order Upload SKU Exclude Mask	0 (e.g. 99%)	default

When running the Upload Orders in OP, the *up_excl* variable is used to indicate to FLEXX which UPC codes to exclude from the upload.

Application	Type	Description	Value	Company
op	warehouse	Default whse to use	whse name (default main)	default

Define the *warehouse* variable to indicate to FLEXX the default warehouse to be used in Order Processing where the ordered SKU will be shipped from. This warehouse code will be used only if a default warehouse is NOT defined on the Company/Division Table.

Application	Type	Description	Value	Company
op	xfrcust	Transfer Order Customer	N (default) or cuscode	default

The *xfrcust* variable is used to define the customer code on the Customer Master that FLEXX is to use when creating Warehouse Transfer Orders in OP. This is required for printing transfer order Picking and Packing slips (6.4L2).

Purchasing & Receiving

Application	Type	Description	Value	Company
po	install	Is PO installed?	N (default) or Y	default

If FLEXX Purchase Order is installed **and will be used to create voucher detail records**, then the *install* flag should be set to Y. This will also allow *zooming* to the Purchase Order from Accounts Payable. The *zoom* will also validate the PO Number entered in AP.

Application	Type	Description	Value	Company
pur	poaccrual	Enable PO Accrual to GL (Y/N)	N (default) or Y	default

Variable *poaccrual* is used in Purchasing/Receiving to post PO *accrual* accounting records to the GL using the Generate GL Transactions from PO process. With this set to Y, the accounting values will be created at time of PO Detail entry and PO Receiving.

Application	Type	Description	Value	Company
pur	pobudval	Validate Budget for PO	N (default) or Y	**setup**

Use *pobudval* to utilize the comparison to budget option when creating PO's. The 'Y' setting will require a Budget to be defined in FLEXX and the Budget Code to be specified on every PO generated.

Application	Type	Description	Value	Company	Parameter
po	pricevar	SKU Price Variance in %	-1 (default) or any user value	default	cost or margin or margincost

The *pricevar* variable together with the Parameter setting is used to determine how a SKU is priced when the FLEXX Price Update function is used. A Value of –1 indicates the Price Update function will not be used. Any other positive value will be used by the Price Update function as a cost percentage increase factor. If the SKU cost increase equals or is greater than this value, Price Update will record the SKU on the Price Update Table to allow an update of its price

according to the Parameter settings. *Please refer to the FLEXX Inventory Control Manual, Topic Price Update for details on this function.* (6.5L2)

****** New 6.6L0 ******

Application	Type	Description	Value	Company	Parameter
po	up_file	PO Upload Default File Name	User Defined (e.g. c:\temp\pogen.dat)	default	
po	upload	Field delimiter for Upload Data File	User Defined (e.g. |)	default	delimiter

If the PO Upload Function is used in Purchasing, the *up_file* variable is used to specify the path and file name that contains the purchase order upload text data; e.g. C:\temp\vouchgen.dat.

The *upload delimiter* parameter is used to define the field delimiter used on the Voucher text data file to separate the data records.

Quotation / Standing Orders

Application	Type	Description	Value	Company	Parameter
quotes	markup	Min Quotes gross margin	# percent (default 40)	default	minpercent

To specify a default minimum percentage markup on all Quotes, define the desired value for *markup* and specify *minpercent* in the Parameter field. The *Company* value is now the default value (as of Rel. 6.5L3).

Application	Type	Description	Value	Company
quotes	matchven	Use warehouse that matches skuven?	N (default) or Y	default

matchven is used in the Standing Orders function of FLEXX Quotation Manager, at the Sales Order Generation Process, to use the Warehouse code that matches the number 1 ranked Vendor code (in SKU Vendor table) as the shipping warehouse for the generated order.

Application	Type	Description	Value	Company
quotes	quote_term	Expiry date of Quote (in days)	30 (default)	default

To define the standard time period (in days) that a quote is valid define the *quote_term* variable with the desired term in days (default is 30 days).

Application	Type	Description	Value	Company
quotes	so_expiry	number of days Standing Order effective	365	default

so_expiry is used in the Standing Order function of Quotation Manager to define a default for the number of days the Standing Order is effective.

Application	Type	Description	Value	Company
quotes	unit_price	Price Matrix or Cost Plus pricing	P (default) or C	default

The Quotation module can be set up to do pricing in one of two ways, using the *unit_price* variable, as follows:

1. Based on the pricing matrix in FLEXX Inventory Control by defining P, or

2. Cost plus pricing where the pricing is based upon the cost of the items being quoted plus a predetermined mark up percentage by defining C. This percentage is defined per customer on the Customer Master form, Quotation Markup field.

Time Billing

Application	Type	Description	Value	Company
wo	combwo_def	WO Inv. Gen. Combine Default	N (default) or Y	**setup**

On the WO Invoice Generation routine, the Combine W/O's flag can be set to default according to the *combwo_def* definition. This flag is used to combine multiple WO's for the same customer on one invoice. (6.5L1)

Application	Type	Description	Value	Company
wo	elapseterm	Elapse Month after Bid Date	user defined	default

To set the default date indicating when a Contract will expire, set the *elapseterm* variable as the number of months for the Work Order to run.

Application	Type	Description	Value	Company	Parameter
wo	labor	Labor Overhead Burden	user defined (default 30)	default	burden

When using the Time Billing or Repair/Warranty functions, this setting is used to define the Overhead cost (in percent) to be added to the labor SKU cost. E.g. if SKU 'labor' was defined with a cost of $100., and *'burden'* was defined 10, FLEXX would add 10% to the $100. cost making it $110. which would then be the amount posted to the GL.

Application	Type	Description	Value	Company	Parameter
wo	labor	WO invoice layout	0,0,0,0,1,Y	default	layout

The *layout* parameter is used in the WO Invoice Generate function to define the format of the invoice detail entries . *See the Work Order Invoice Generation description in the FLEXX Time Billing manual for more detail.*

Application	Type	Description	Value	Company	Parameter
wo	labor	Default daily labor hours	user defined (default 8)	default	reghrs

To make use of the rapid entry WO Time Card form, the typical number of hours an employee works in a day must be defined using the *labor* setting, and specifying *reghrs* in the Parameter field.

Application	Type	Description	Value	Company	Parameter
wo	labor	Labor Source Type from SKU	user defined (no default)	default	source

When using the Time Billing or Repair/Warranty functions, this setting is used to specify which SKU User Attribute field (as defined on the SKU Master) is used to define the WO Labor Type value. Valid values are 'sku_attr2', 'sku_attr3', 'sku_attr4', 'sku_attr5' and 'sku_attr6'.

Application	Type	Description	Value	Company
wo	matchinvno	Invoice No. Matching for WO	N (default) or Y	default

It is possible in Time Billing to have the number of the generated invoice match the work order number with the *matchinvno* variable set to Y. The generated invoice number will then match the order number but prefixed with a "W" (e.g. work order 579 will generate invoice W579). (6.4L3)

Project Management

Application	Type	Description	Value	Company	Parameter
jc	bstats	Alert Minimum for Business Statistics	300.00 (default) or user defined.	default	alert

The Business Statistics form in Project Management (also in GL) will by default show the number of Purchase Orders that exceed $300.00. This "alert minimum" value can be set to any other value using the *bstats* variable, and cause FLEXX to report the number of PO's exceeding that value. (6.5L0)

Application	Type	Description	Value	Company
jc	install	Job Costing Enabled Flag	N (default) or Y	default

If FLEXX Project Management is to be used, the jc *install* flag will need to be set to Y. This flag is no longer required to enable Time Billing or Repair/Warranty functionality. That will be automatically set when either of the modules are installed. (6.5L0)

Application	Type	Description	Value	Company
jc	maintcust	Default Customer for Asset Maintenance Job	none (default) or customer code	default

The *maintcust* variable is used in the Project Management module to assign the default Maintenance Customer code to be used when entering Fixed Asset maintenance transactions.

Repair & Warranty

Application	Type	Description	Value	Company
rw	matchinvno	Invoice No. Matching for RW	N (default) or Y	default

It is possible in Repair & Warranty to have the number of the generated invoice match the repair order number with the *matchinvno* variable set to Y. The generated customer invoice number will then match the order number but prefixed with a "C" (e.g. repair order 379 will generate invoice C379). Any warranty vendor invoice would likewise match the repair order number but prefixed with a "V". (6.4L3)

Subscriptions

Application	Type	Description	Value	Company
sb	disc_code	Replacement Subscr. Discount Code	(no default) i.e. RP	default

disc_code is used in Subscriptions to define the Replacement Discount Code required for replacing a subscription using the Replacement button. This code then needs to be defined in the Discount Table with a Multiplier value of 0 (zero) so that the replacement subscription is invoiced at no charge.

eCommerce

Application	Type	Description	Value	Company
all	webserver	Internet Web Server name	no default	default

The *'webserver'* variable is used to identify the Internet Web Server system name to FLEXX. This is required for the FLEXX eCommerce function. Other FLEXX browser functions also use this setting so may already be defined.

****** New 6.6L0 ******

Application	Type	Description	Value	Company
ecomm	cc_aoitokn	eComm Credit Card Moneris API Token	no default	default

The API token required to access the Moneris Credit Card authorization system.

Application	Type	Description	Value	Company
ecomm	cc_disc	eComm Credit Card Usage Discount percentage	0 (default)	default

The discount rate to be given to customers when using a Credit Card to pay for their purchases. If no discounts are to be given, leave the Value set to 0.

Application	Type	Description	Value	Company
ecomm	cc_storeid	eComm Credit Card Moneris Store ID	no default	default

The store ID assigned by Moneris for Credit Card authorization.

Application	Type	Description	Value	Company
ecomm	comm_rate	Default Commission rate for eComm orders	no default e.g. 10	default

The default salesperson commission rate for eComm sales made by customers they are assigned to on the FLEXX Company Master table.

Application	Type	Description	Value	Company
ecomm	em_cc	eComm CC Email Address	no default	default

The default Email address to be used for sending CC email order confirmations.

Application	Type	Description	Value	Company
ecomm	em_error	eComm Errors Contact Email Address	no default	default

The default Email address to be used for sending eCommerce error emails.

Application	Type	Description	Value	Company
ecomm	em_reply	eComm Reply Email Address	no default	default

The default Email address used as the Reply address shown on order confirmation emails.

Application	Type	Description	Value	Company
ecomm	em_replynm	eComm Email Reply Name	no default	default

The Reply Name to be shown with the Reply Address on the order confirmation emails.

Application	Type	Description	Value	Company
ecomm	em_sender	eComm Email Sender Address	no default	default

The Name to be shown as the Sender of the order confirmation email.

Application	Type	Description	Value	Company
ecomm	em_subject	eComm Email Subject	no default	default

The email Subject text to be entered on the order confirmation email.

Application	Type	Description	Value	Company
ecomm	markup	Minimum Markup for eComm Cost Price orders	no default e.g. 40	default

The Minimum Markup rate to be used if item pricing is based on Cost plus a markup percentage. This setting works together with the parameter defined for the “quotes” setting set to “C”. See the description of this setting in the Quotation topic above.

Data Warehousing

If the Data Warehousing module is installed and is to be used, set the *install* flag to Y.

Application	Type	Description	Value	Company	Parameter
warehous	install	Data Warehouse is installed ?	N (default) or Y	**setup**	

The *warehous* parameters are used to define the Data Warehousing function used by FLEXX. If *install* is coded Y, then the additional *warehous* settings will need to be considered*. Please refer to the FLEXX Administration Guide for more details on the Data Warehousing function.*

warehous	purgedelay	Delay Period until Invoice Records are Purged	14 (default)	**setup**	**invoice**
warehous	prugedelay	Delay period until Order Records are Purged	14 (default)	**setup**	**job**
warehous	prugedelay	Delay period until Voucher Records are Purged	14 (default)	**setup**	**voucher**

5.1.3 Other Settings

There are additional parameters in the Table that can either be left to default or be deleted from the company specific table as desired.

Note that the system '*fkeys'* parameters (as defined in the 'setup' Company table) are no longer used and can all be deleted if desired.

Application	Type	Description	Value	Company
main	demo	Demonstration	OFF (default)	**setup**

The *demo* variable is an internal setting used only with a demo system.

6. Report Services Set Up

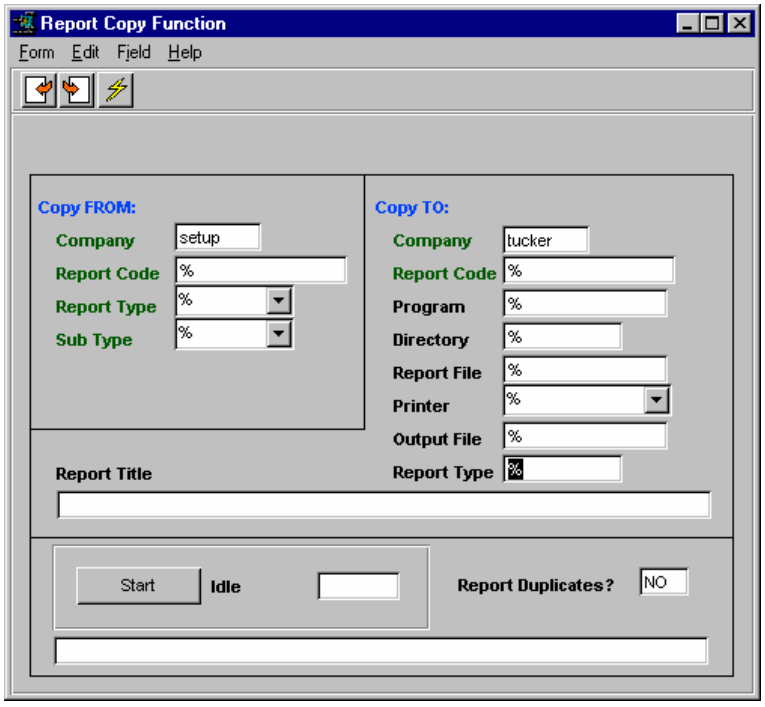
Select:

Main Menu => Administration Menu => Report Services/Control

6.1 Report Copy From *'setup'* Company

At initial FLEXX installation, the Report Selection Table will have no reports available for printing. The Report Selection Table contains all standard FLEXX reports. To propagate these reports into your company's Report Selection Table, run the Report Copy Function to copy them from the *'setup'* company to your company. Please refer to the *Administration Guide, sec. 2.2* for a full description of this function.

You will need to only specify the FROM and TO Company names where FROM is *'setup'* and TO is your new Company code, and all other fields should be coded with a % (wildcard). Do not just Tab over these fields but ensure each field has the % entered, including the Report Title field.



6.2 Report Control Table

The Report Control Table is a log of all the reports that have been run in FLEXX. Each time a report is run it is logged here with additional information such as the status of the report (completed, failed, etc.), the user name who selected it and the name of the output file it was stored in. This is a view only screen and no new information should be added. The log information stored in this table is kept until the Clear Report Control Records function is run *(See Administration Guide, Sec. 2.4)*. The Clear Report Control Records process should be run on a regular basis to ensure the table does not get too large, which can result in performance loss when running reports.

6.3 Report Security Function (6.4L1)

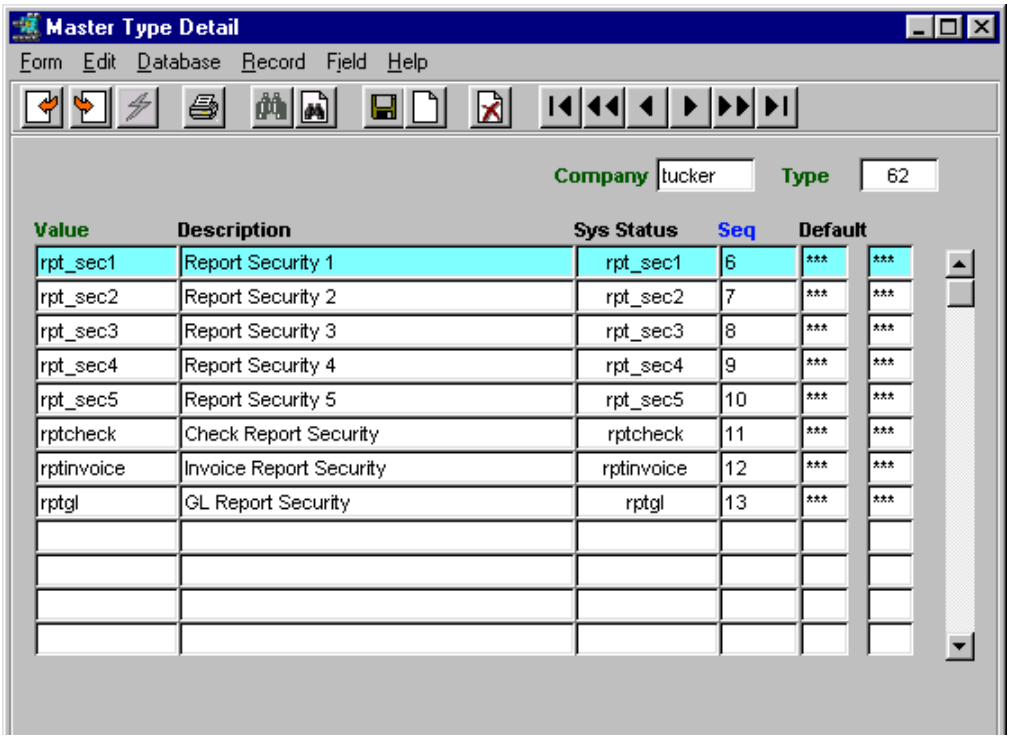
FLEXX has been enhanced to provide security on user-selected FLEXX reports. Each report that is to be secured is defined with a specific code. Then, in conjunction with this, each user that is to have access to such 'secured' reports is assigned an associated Authorization code.

Reports that do not need to be secure are left to default so that any user is still able to run them.

Following is a description of these definitions.

6.3.1 Master Type Table Definition

The security codes that will be used are defined in Master Type Table 62. Only those shown below are valid for this function.



Value	Description	Sys Status	Seq	Default	
rpt_sec1	Report Security 1	rpt_sec1	6	***	***
rpt_sec2	Report Security 2	rpt_sec2	7	***	***
rpt_sec3	Report Security 3	rpt_sec3	8	***	***
rpt_sec4	Report Security 4	rpt_sec4	9	***	***
rpt_sec5	Report Security 5	rpt_sec5	10	***	***
rptcheck	Check Report Security	rptcheck	11	***	***
rptinvoice	Invoice Report Security	rptinvoice	12	***	***
rptgl	GL Report Security	rptgl	13	***	***

Codes:

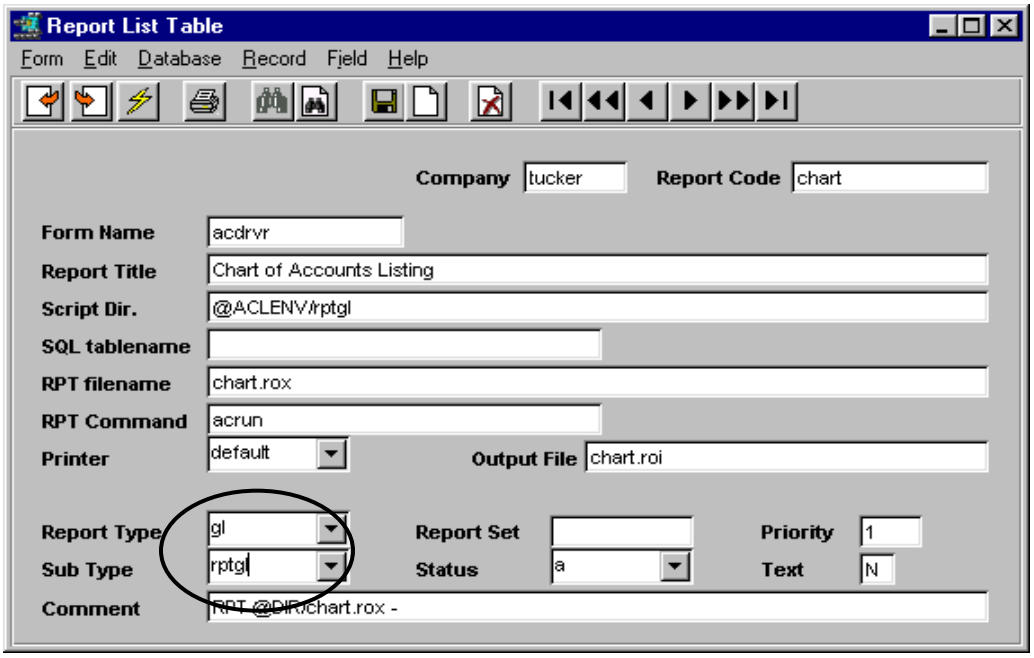
- rptcheck is intended to secure AP Check printing (report *apcheck*)
- rptinvoice is intended to secure AR Invoice printing (report *invform*)
- rptgl is intended to secure GL report printing.
- rpt_sec1 to 5 are provided to give 5 additional generic security levels to be used as desired.

The specific report is then defined on the Report List Table **Sub Type** field as follows.

6.3.2 Report List Table Definition

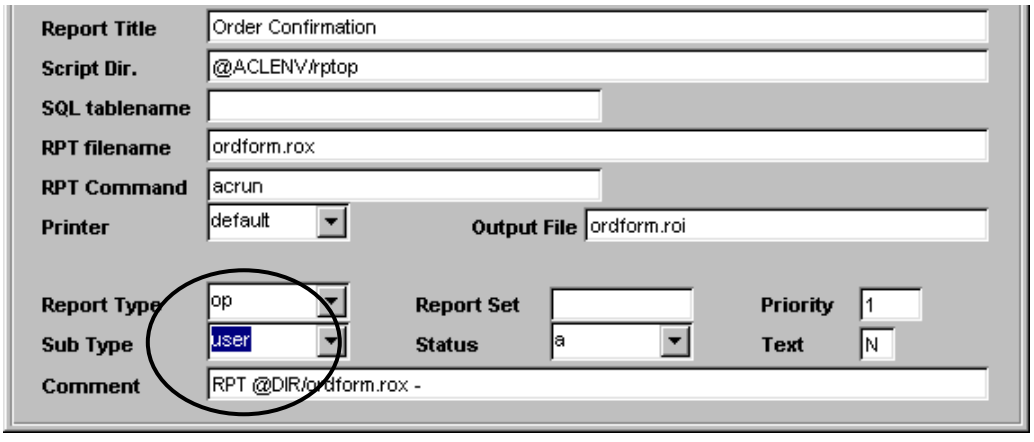
Select:

Main Menu => Administration Menu => Report Services/Control => Report List Table



Any one of the Master Type 62 codes shown above can then be entered into the **Sub Type** field for any of the installed reports.

Each FLEXX user that is to have access to this report will then also need to be authorized. This is done on the User Authorization Table (next topic).

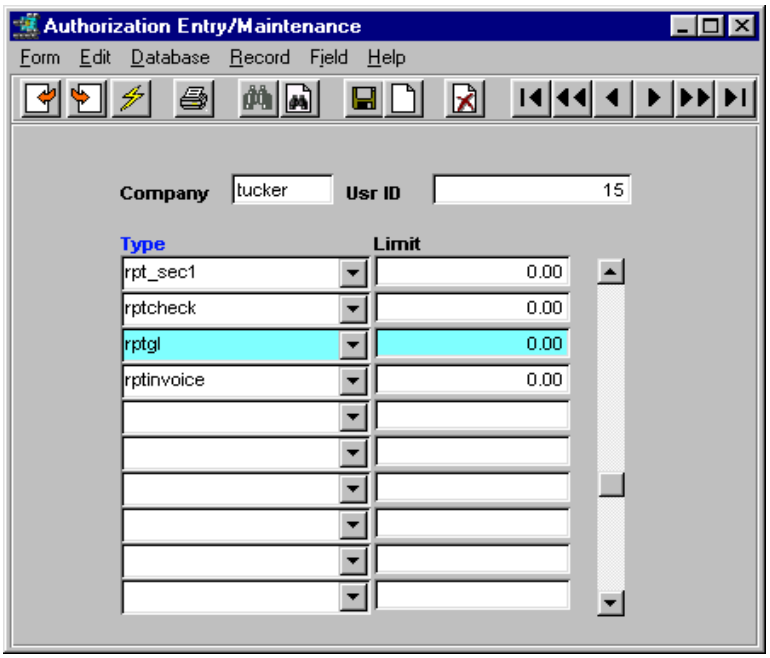


By default, the Sub Type field of each report is set to *user*. This determines that any user regardless of security authorization will have access to that report and will not need to have any specific Authorization codes defined to access those reports.

6.3.3 User Authorization Table Definition

Select:

Main Menu => Administration Menu => Form Flow/Security => User Master & FIND User => <<Next Form>> select Authorization Entry/Maintenance



The **Type** code of the specific Report Security code is entered with a value of 0.0 to indicate the user has access to all reports defined with the corresponding Report **Sub Type** code. As mentioned earlier, reports that are not secured (Type Code *user*) will then also not require the user to be authorized.

Please refer to Topic 2.4 for more details on this table.

7. Next Number Table

The Next Number Table identifies to the various FLEXX modules what numeric value to assign the next transaction if FLEXX is allowed to 'Autogen' those values; i.e. receipt number, invoice number, voucher number, payment number, check number, etc. The default settings are generated for each company at the time of company creation. These default settings are copied from company '*setup'* to the newly created company. It is then possible to change these defaults to conform to each individual company's numbering scheme *(See Administration Guide, Sec. 1.3 for a more detailed description).*

If Autogen of the fields is not used, (e.g. Customer Code or Vendor Code is always a uniquely defined value), then the Next Number value will not be a consideration in that module.

Be aware that string fields need to be carefully defined so as to ensure sorting will continue to occur in the correct order. String variables are those that can be alphanumerical in format, and so sorting is performed according to the leading characters regardless of the length of the record.

The following fields are considered in FLEXX as string fields; all other fields are Numeric only, which can be defined to begin with any numerical value, and will increment normally to a length of 10 digits, and then wrap.

Field	Description
cus_cd	Customer Code
inv_no	Invoice Number
inv_onacct_no	On Account Invoice Number
payment	Payment Number
po_no	Purchase Order Number
rct_no	Receipt Number
ship_cd	Shipment Number
subs_cd	Subscription Number
ven_cd	Vendor Code
vou_no	Voucher Number

To define these fields with a starting value, and maintain their string sorting functionality, you need to code them as follows (using cus_cd as an example):

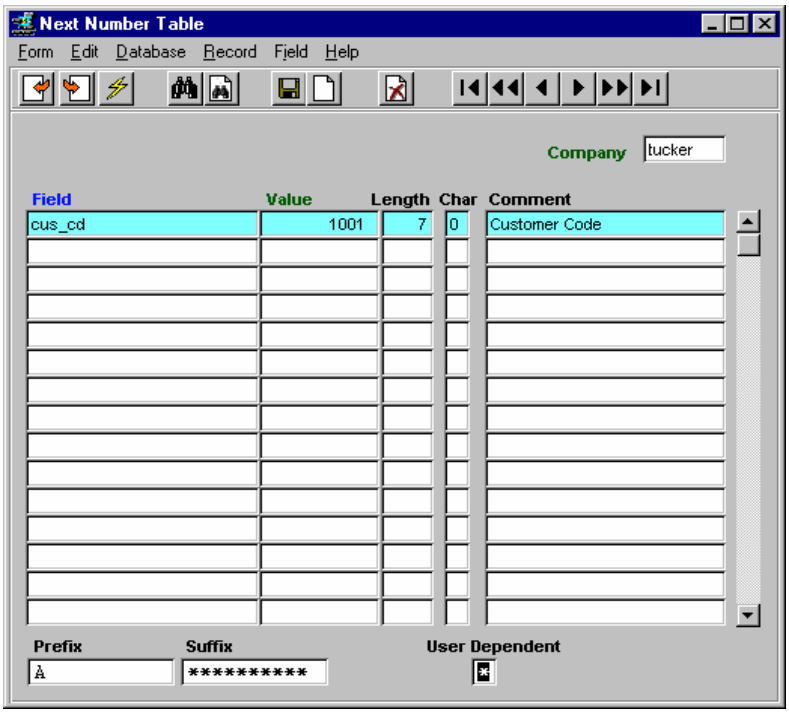
If you wanted a 7-digit customer code, starting with 1001, define the table as:

Field	Value	Length	Char	Comment
cus_cd	1001	7	0	Customer Code

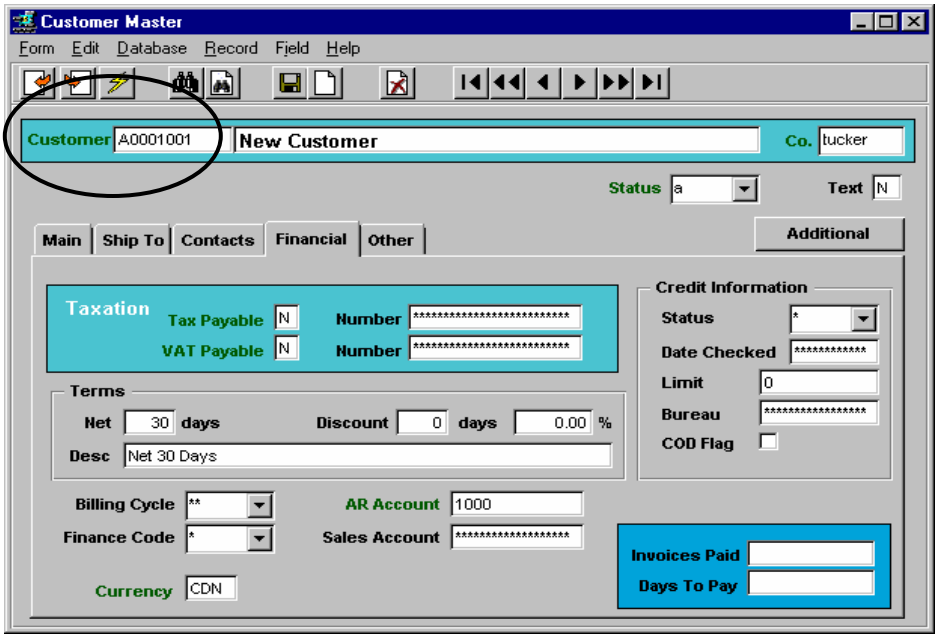
This will allow for a 7 digit Customer Code, starting with 0001001; the 0 fill characters are the *Char* value specified in the table. You could specify any other fill characters as desired.

To prefix or suffix the defined field value with a specific string or number, specify that value in the Prefix and/or Suffix fields of the Table. Be aware that the specified prefix/suffix is included in the total length of that number which has a limit of 10 characters. **Note that an alphabetical prefix or suffix can only be added to a string field.**

The Next Number Table shown has been defined for a Customer Code with a prefix value of “A”.



The resulting new AUTOGEN Customer entry would be created as displayed here:



8. Tax Jurisdiction Set Up

There are numerous Tax considerations in FLEXX that require the correct definitions of the Tax Code Table and the Tax Information table.

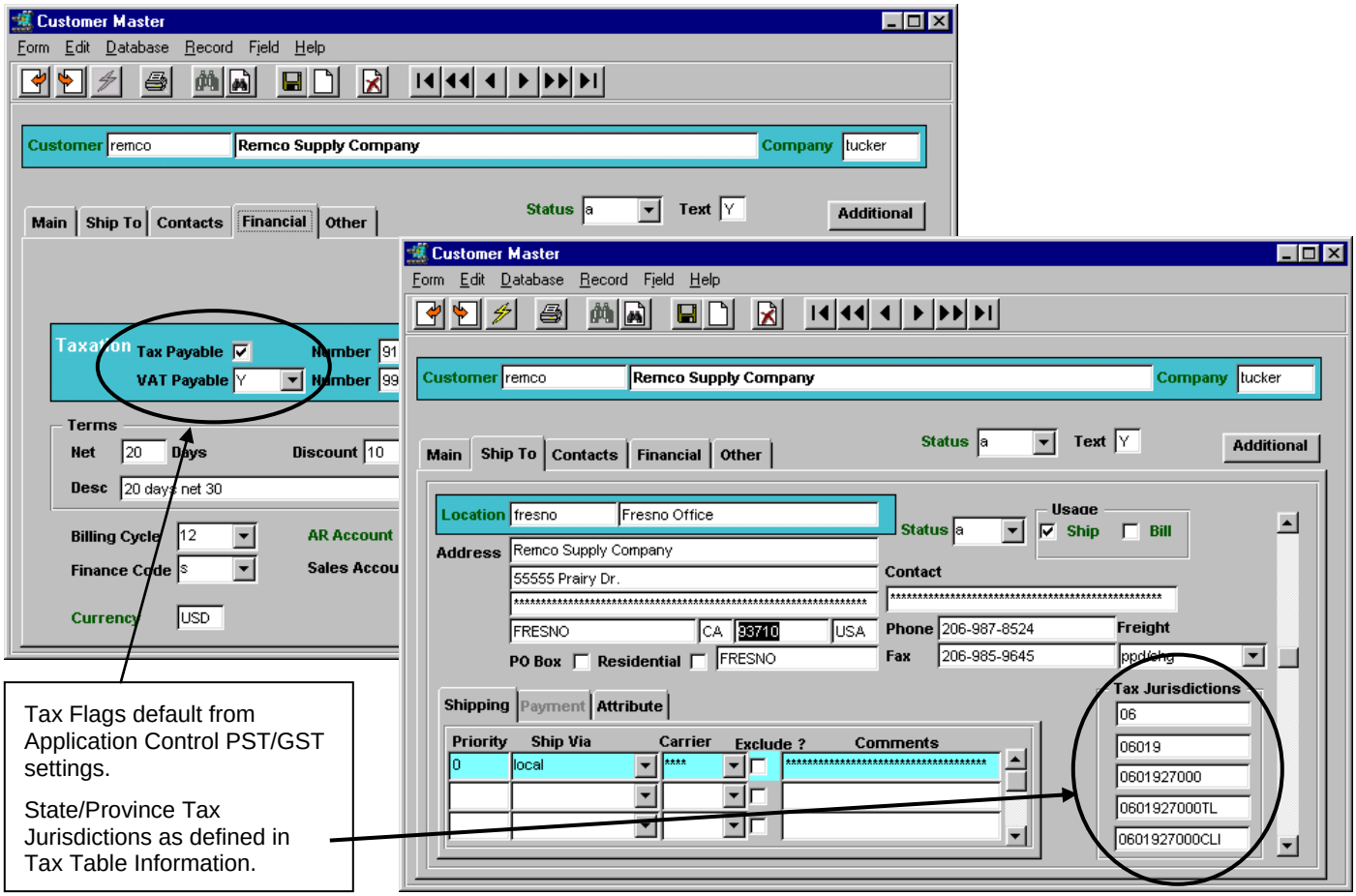
8.1 PST/GST Flags in Application Control

With either PST and/or GST flags set to Y in the Application Control Table, FLEXX will propagate these values to the Customer Master Financial form, Tax Payable and VAT Payable fields. Example:

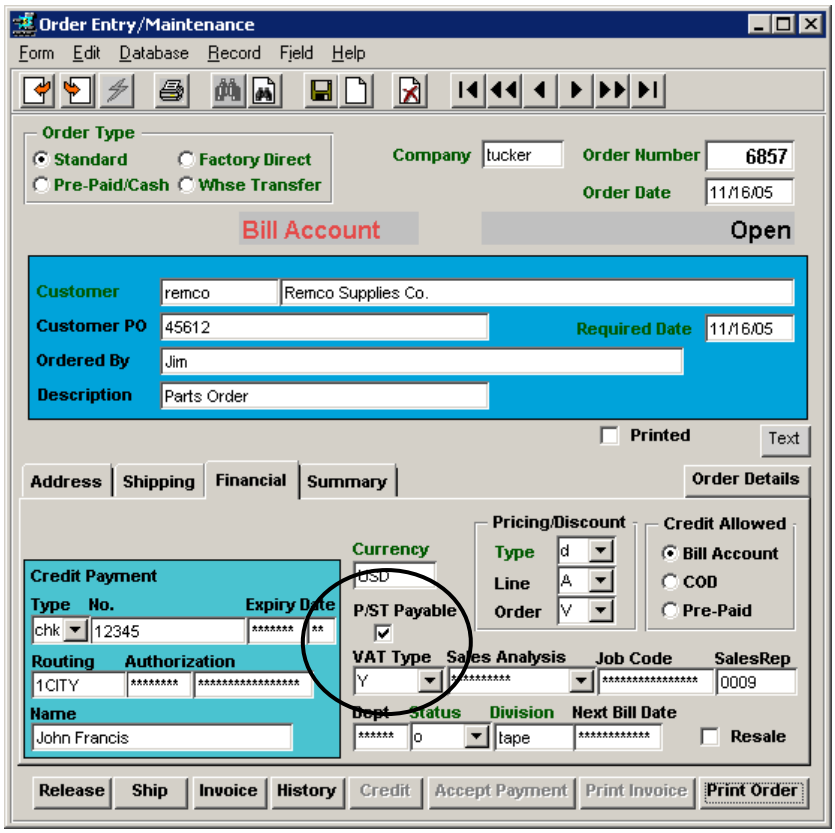
Application	Type	Description	Value	Company
customer	PST flag	Default PST flag	Y (N default)	default
customer	GST flag	Default GST flag	Y (N default)	default

This will then determine if FLEXX is required to calculate tax on a Sales Order (in Order Processing), or a Work Order (in Time Billing or Repair/Warranty). Further, these flags, as defined on the Customer Master, will then also be defaulted on the OP, RW, and TB Entry forms so that when an order is entered, FLEXX will look for a Tax Jurisdiction code that further defines the tax rate to be used.

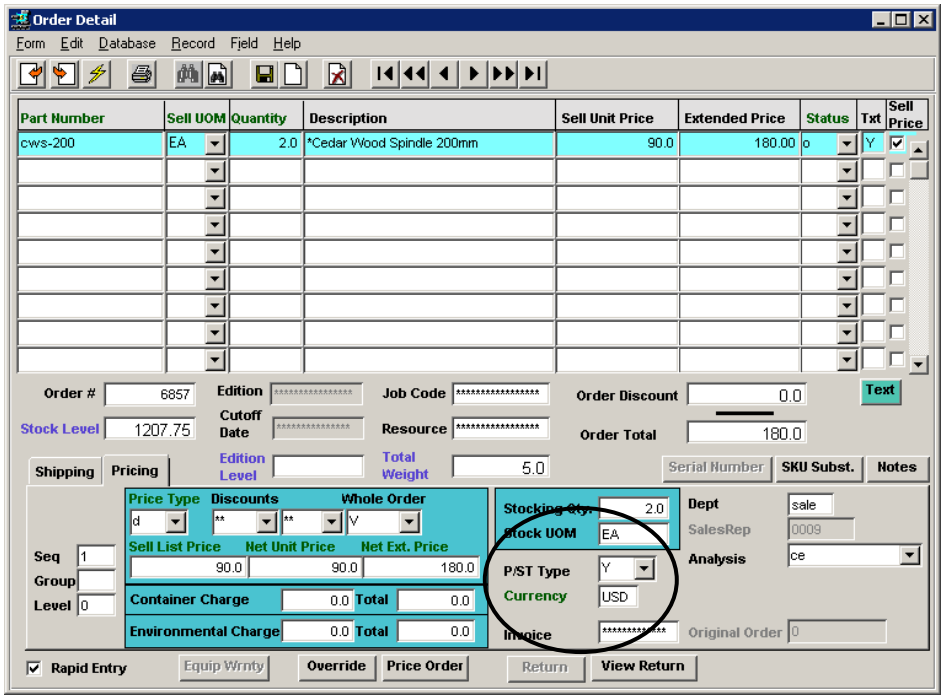
Below are the screens showing the various tax fields concerned.



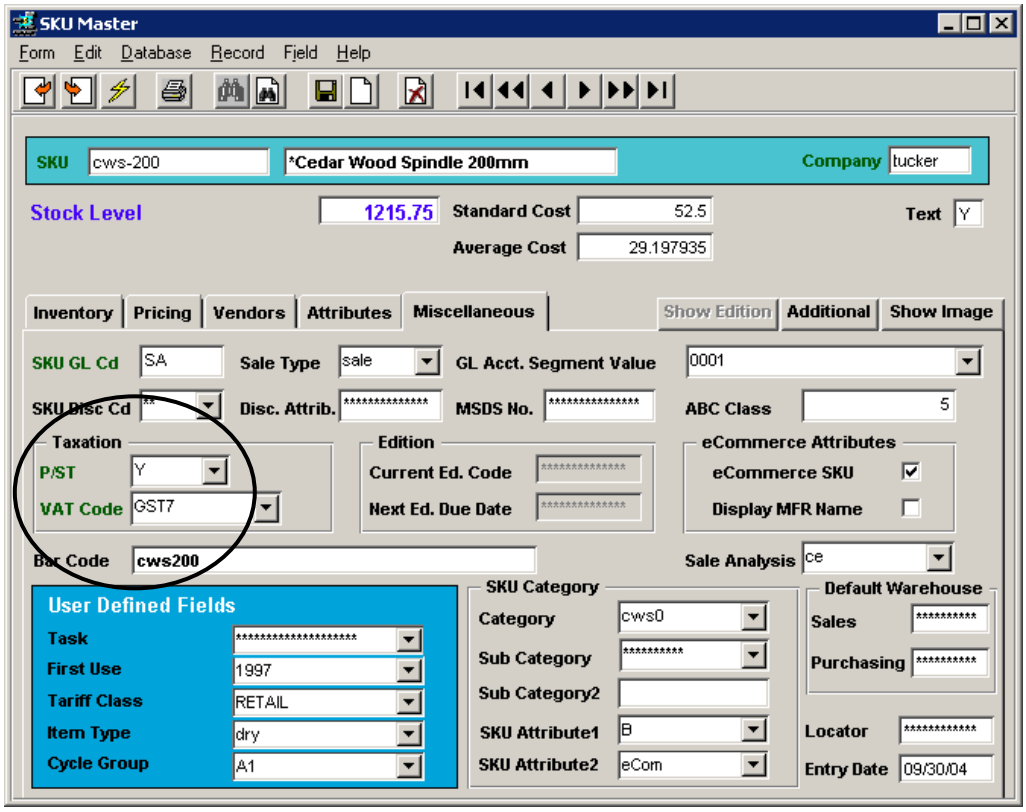
On the Order Entry form Financial tab, the P/ST Payable and VAT Type fields will default to the values set on the Customer Master for the customer placing the particular sales order. These values can be changed if this order is to be taxed differently than the default settings.



Then, on the Order Detail form Pricing tab, the P/ST Type flag is set for each line item being ordered, and will default to the value set on the SKU Master Miscellaneous tab, P/ST field (shown on next page).



The following example uses SKU 'cws-200' which is defined to be eligible for both /Provincial/State sales tax (P/ST = Y) as well as a VAT tax (VAT Code = GST7). The VAT tax jurisdiction (GST7) needs to be defined in the Tax Table Information table for its relevant rate, just as the P/ST rate is defined.



When the order is invoiced, FLEXX will calculate all eligible taxes using these settings and the Tax Table Information definitions. Using the above example, State tax will be calculated according to the rate defined for jurisdiction codes 06, 06019, and 0601927000, and VAT for jurisdiction GST7. These Tax Codes and Jurisdictions need to be defined to FLEXX as follows (with reference to the above screen displays).

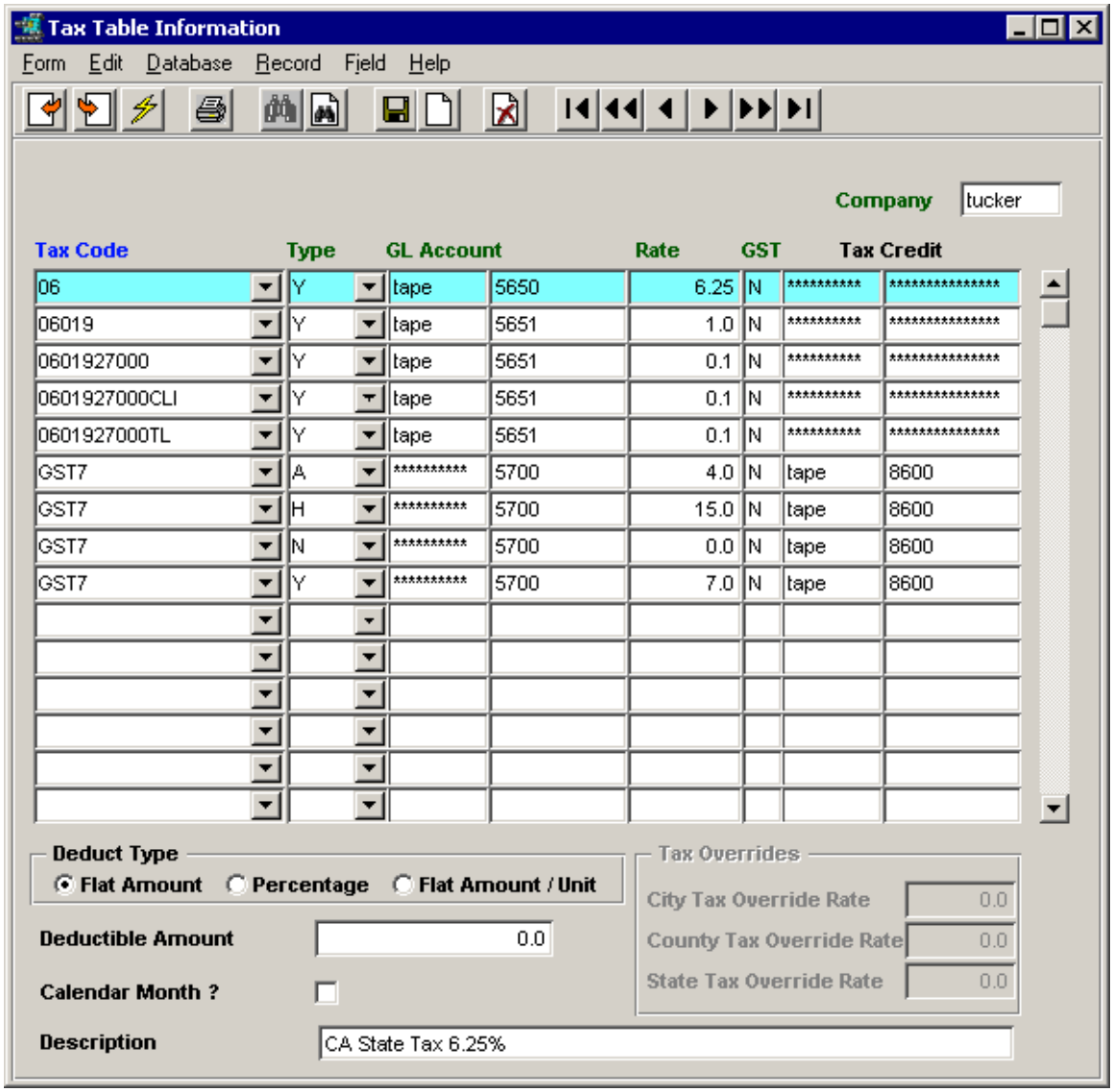
If Provincial/State Sales Tax is specified (P/ST field is checked), then FLEXX will look at the Customer Master Ship To location for a Tax Jurisdiction specification. Using the above Customer Master example (customer 'remco'), the Tax Jurisdictions fields show 06, 06019, 0601927000, 0601927000TL, and 0601927000CLI. These codes all need to have their rates defined in the Tax Table.

Also, if VAT (or GST) is specified in the VAT Payable field, then FLEXX will look for a code in the VAT Code field of the SKU Master for this item, which then also needs to be defined in the Tax Jurisdiction Table (i.e. GST7 above).

Another consideration when defining the Tax Table is that both the Sales Tax and VAT/GST codes can have a Type qualifier of Y or N, as well as any other code value (i.e. A, B, etc.). If both Y and N (or any other code) are to be used with the various Jurisdictions, they will each need to have a Rate definition for that code (e.g. SKU 'cws-200' has a P/ST code of Y. This could be any other Type code which would then also need a rate definition).

This is shown in the following example of Tax Table Information and Tax Codes definitions.

8.2 Tax Table Information Definitions



The Customer Master used above specified Tax Jurisdictions of 06, 06019, 0601927000, 0601927000TL, and 0601927000CLI which all need to be defined. Further, since GST7 was specified on the SKU Master as a VAT Code for the specific SKU, that code also needs to be defined.

In addition, since each Jurisdiction can have a Type code Y or N (or any other code) specified (e.g. VAT = Y, N or H) on the Order Entry header; each of them also needs to be defined. Therefore, the multiple entries for each Jurisdiction code (e.g. GST7). This is only required if the Jurisdiction will have more than only Y specified. If you are certain that only one qualifier (Y or N) will ever be used, only that code is required. However, it may be easier to code both Y and N so as to accommodate both eventualities. (Note: The GL Accounts are the accounts assigned to record the Tax transactions.). *Please refer to the Getting Started manual, Sec. 3.19 for more detail on each of the fields.*

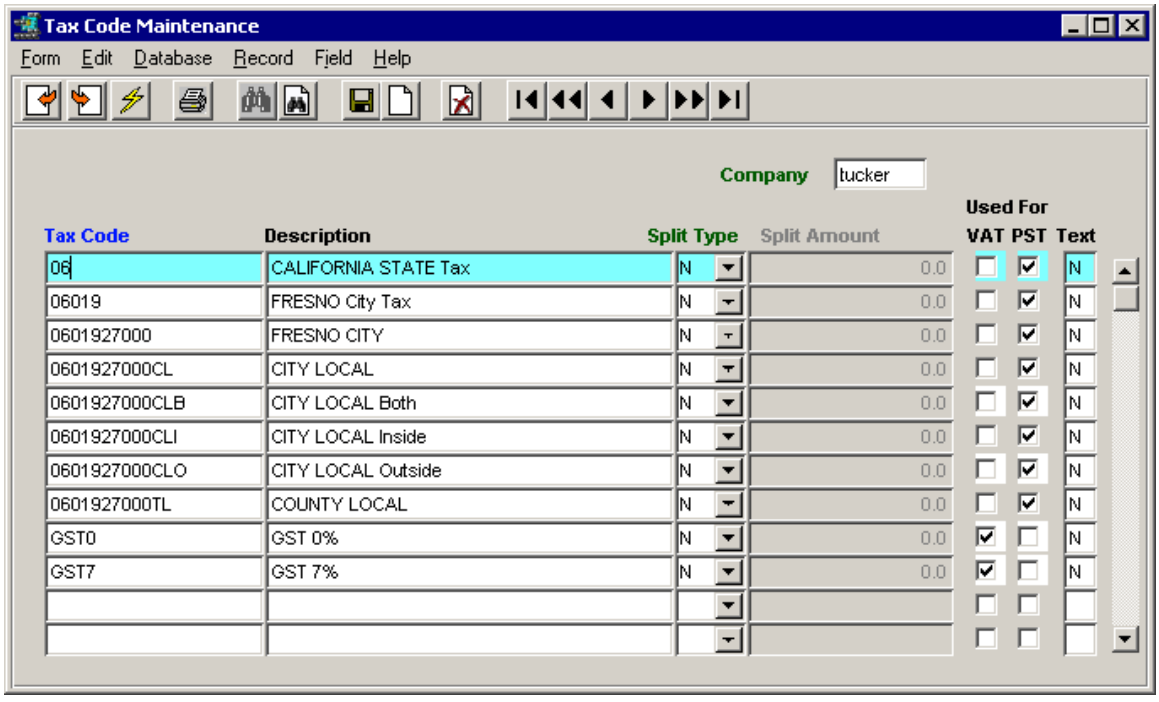
Tax Calculation Formula using deductibles:

- Sum all taxes of the invoice by Tax Type,
- Check for deductibles:
    - if by Net amount, then reduce taxable amount by the deductible, either flat or percentage amount, and apply the tax rate to the remaining balance if positive.
    - if by Flat amount per unit, then extend the deductible amount by the number of units, and use this total as the deductible amount.
- Check for Calendar Month flag, and if set and the deduction is a Flat amount by invoice Net, then review any other existing invoices for the same customer issued during the calendar month of the current invoice, and the tax type is the same, then reduce the current deductible amount by the amount used in the previous invoices.
    - Note for flat amounts, sum the net totals of all invoices and remove the deductible,
    - if amount greater than current invoice amount, tax the whole amount;
    - if amount less than current invoice, tax that amount.

However, before you can define a particular Tax Jurisdiction code, that Code will need to defined in the Tax Code Maintenance Table, as shown in the following displays. Either <<zoom>> on the Tax Code field, or select Tax Code Maintenance from the Administration menu.

8.3 Tax Code Maintenance Table

Enter and Save the Tax Codes as required.



This table will need to contain the definitions of **all** Tax Jurisdiction codes used in FLEXX.

Fields have the following meaning:

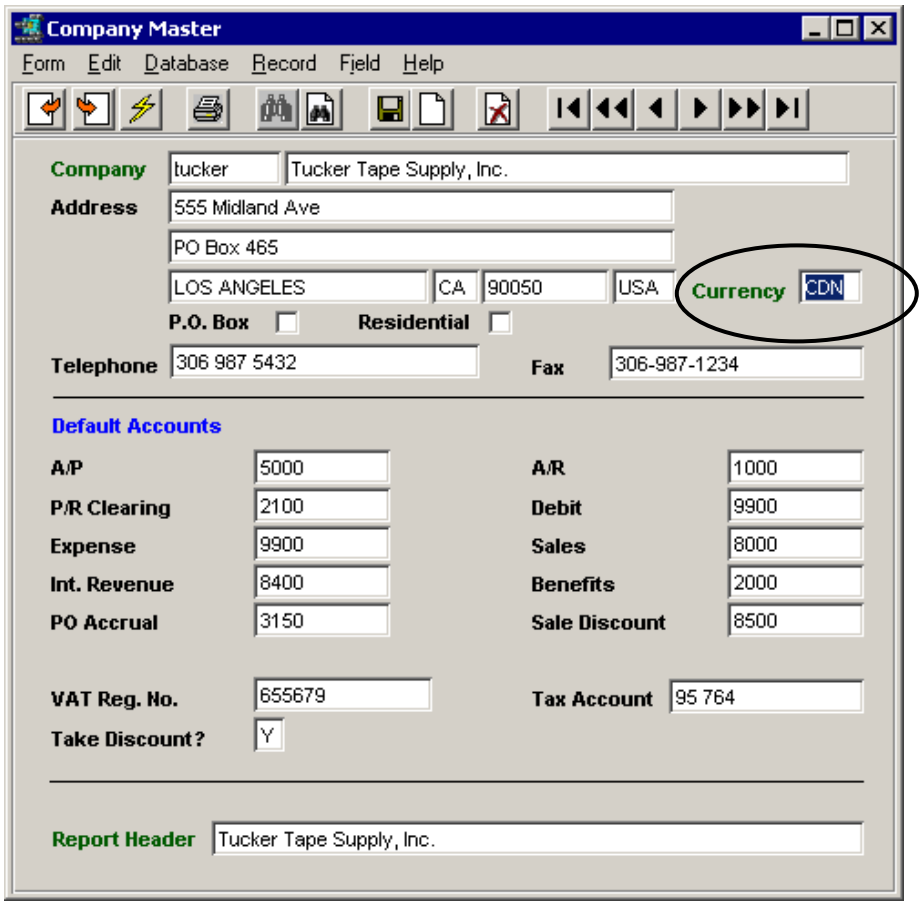
Field	Description	Value
Tax Code	The tax jurisdiction code used	
Description	A user-defined description – for user reference only.	
Split Type	The type of Maximum Tax defined in the Split Amount field.	N - no max tax M - max tax amount S – max sale amount to be taxed
Split Amount	This field defines the maximum amount of taxation, and will be stippled for “N” Split Type.	M – the actual max tax dollar amount. S – the max sales order amount that is subject to taxation.
VAT	This code is used for VAT only.	Either one or the other, or both can be checked as required.
P/ST	This code is used for Provincial/State Sales tax only.	
Text	User text can be entered to further describe the entry.	

9. Currency Code/Foreign Exchange Rate Tables

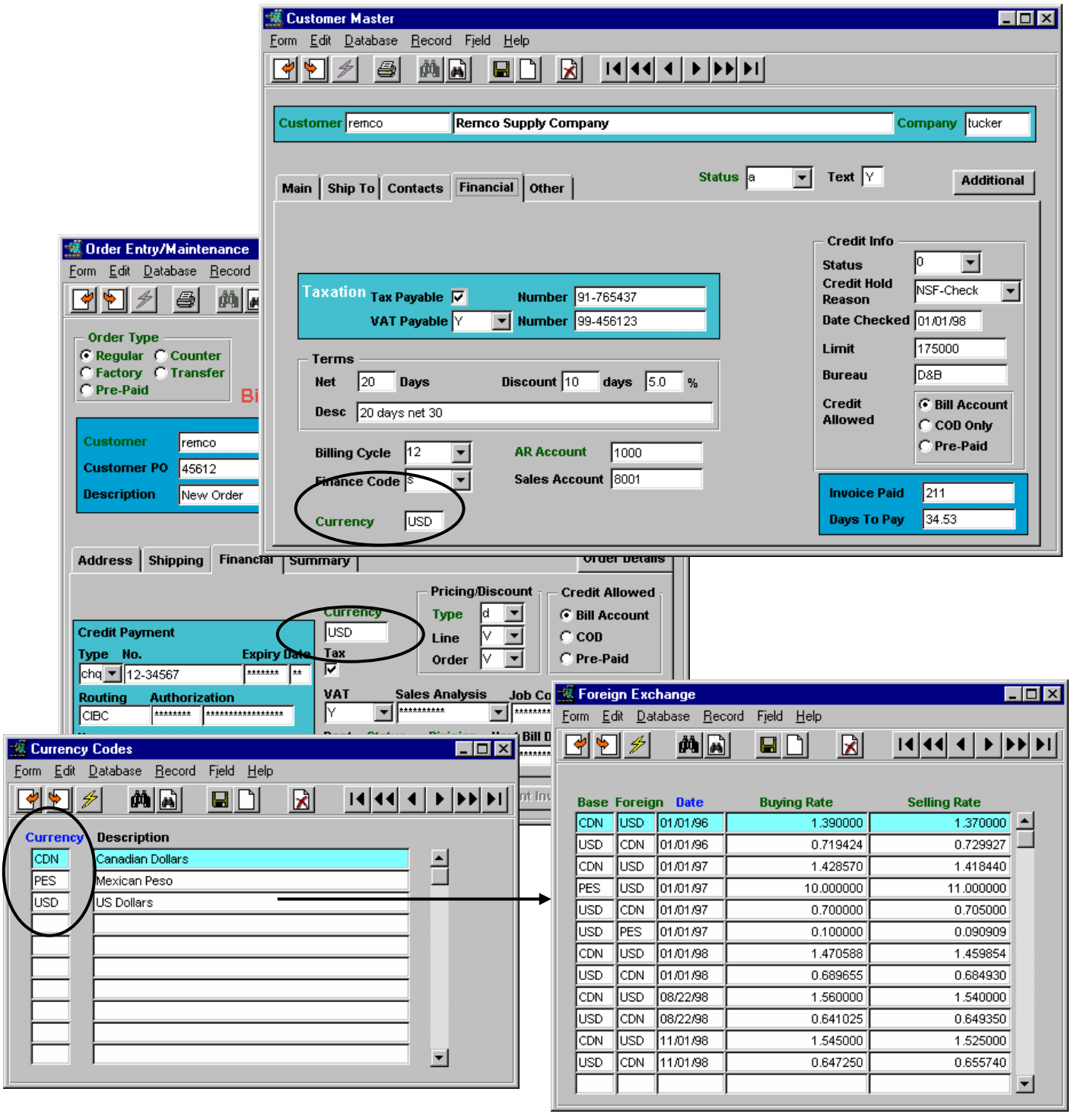
The Currency Codes table is required to define all the various Currencies that will be used in FLEXX (*refer to Getting Started manual, Sec. 3.13 for more detail*). The Codes used to define those currencies are user definable and do not need to conform to any specific predetermined abbreviation (e.g., Canadian could be defined CAD, CDN, CAN, etc.).

If more than one currency is to be used, FLEXX also requires a Foreign Exchange Rate table to be set up defining the relationships between those currencies *(refer to Getting Started manual, Sec. 4.15 for more detail).*

In the following example, the company *'tucker'* has been set up in the Company Master with *CDN* as the home currency. The Sales Order has been entered for a customer (*remco*) dealing in *USD* currency. This requires both *CDN* and *USD* currencies to be defined; and since the one (*USD*) is foreign to the other (*CDN*), FLEXX also requires a Foreign Exchange Rate table to define the exchange rates between the two. These rates would then need to be redefined for every subsequent rate change as required by the company to recalculate the effective value of each FLEXX transaction as of that date. Old rates should not be deleted until you are confident there are no incomplete transactions within those dates.

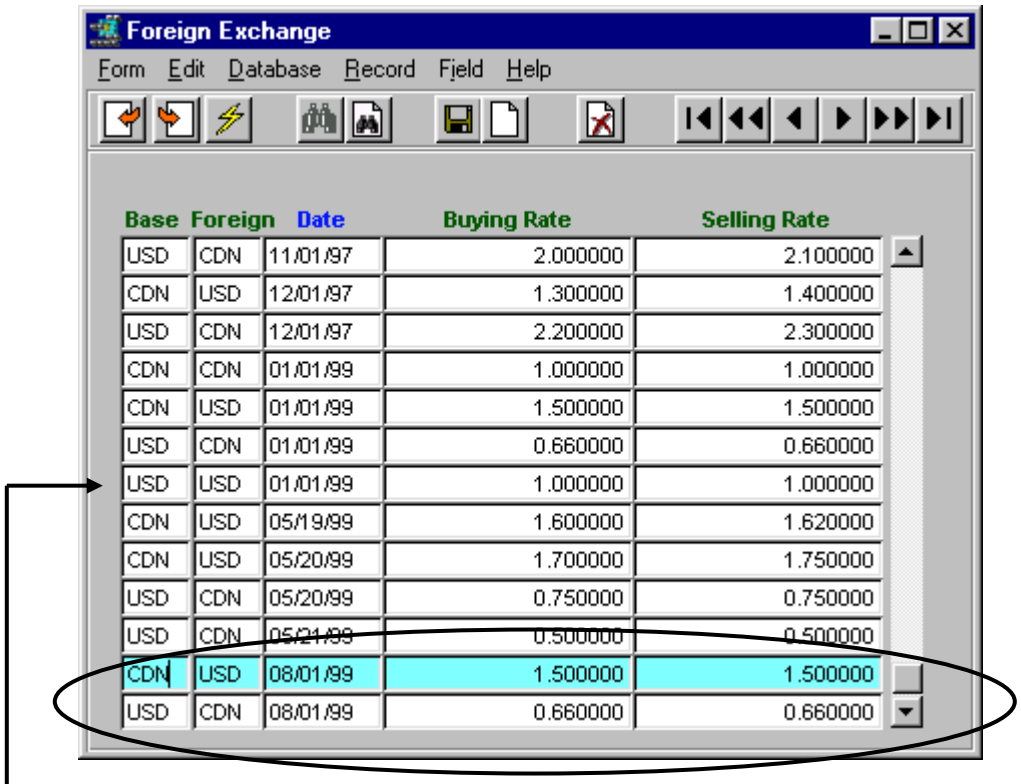


Example of Currency relationships:



Notice that there should be an exchange rate definition for each exchange ‘direction’. This is to accommodate any exchange transaction between the two currencies (example next page).

Example: CDN to USD and USD to CDN as shown:



Base	Foreign	Date	Buying Rate	Selling Rate
USD	CDN	11/01/97	2.000000	2.100000
CDN	USD	12/01/97	1.300000	1.400000
USD	CDN	12/01/97	2.200000	2.300000
CDN	CDN	01/01/99	1.000000	1.000000
CDN	USD	01/01/99	1.500000	1.500000
USD	CDN	01/01/99	0.660000	0.660000
USD	USD	01/01/99	1.000000	1.000000
CDN	USD	05/19/99	1.600000	1.620000
CDN	USD	05/20/99	1.700000	1.750000
USD	CDN	05/20/99	0.750000	0.750000
USD	CDN	05/21/99	0.500000	0.500000
CDN	USD	08/01/99	1.500000	1.500000
USD	CDN	08/01/99	0.660000	0.660000

It is also recommended to define a conversion for the 'company's' defined currency when there is no Foreign Currency used in the operation. This is to ensure that FLEXX will be able to perform a conversion on a currency entry on any of the transactions. **Note that this MUST then be set at a rate of 1.0.** Any other rate will result in errors when posting payments in AP.

The Buying Rate definition is used by the FLEXX Accounts Receivable functions (OP sales order, invoices, receipts), and the Selling Rate definition is used by the Accounts Payable functions (PO's, vouchers, AP payments). They can be defined with the same rate value if purchases/payments are to be converted at the same rate as sales/receipts.

10. Salesperson Definitions

10.1 Salesperson Options

FLEXX provides several options on how a salesperson is to be assigned to the customers defined in FLEXX. FLEXX Order Processing and Quotation Manager modules require a salesperson be defined on every order being created. With version 6.3L3, it is now possible to assign more than one salesperson to a particular customer. This is under the control of the Application Control Table, *salesman* parameter, as follows:

Application	Type	Description	Value	Company	Parameter
op	salesman	Salesperson Tracking Method	1 (default) or 4	default	method

With a Value of 1, FLEXX will operate as formerly in that only one salesperson is defined to each customer. A Value of 4 indicates more than one salesperson can be defined. **Be aware that this setting is company-wide, meaning that it will affect all customers defined to the company with this Application Control setting.**

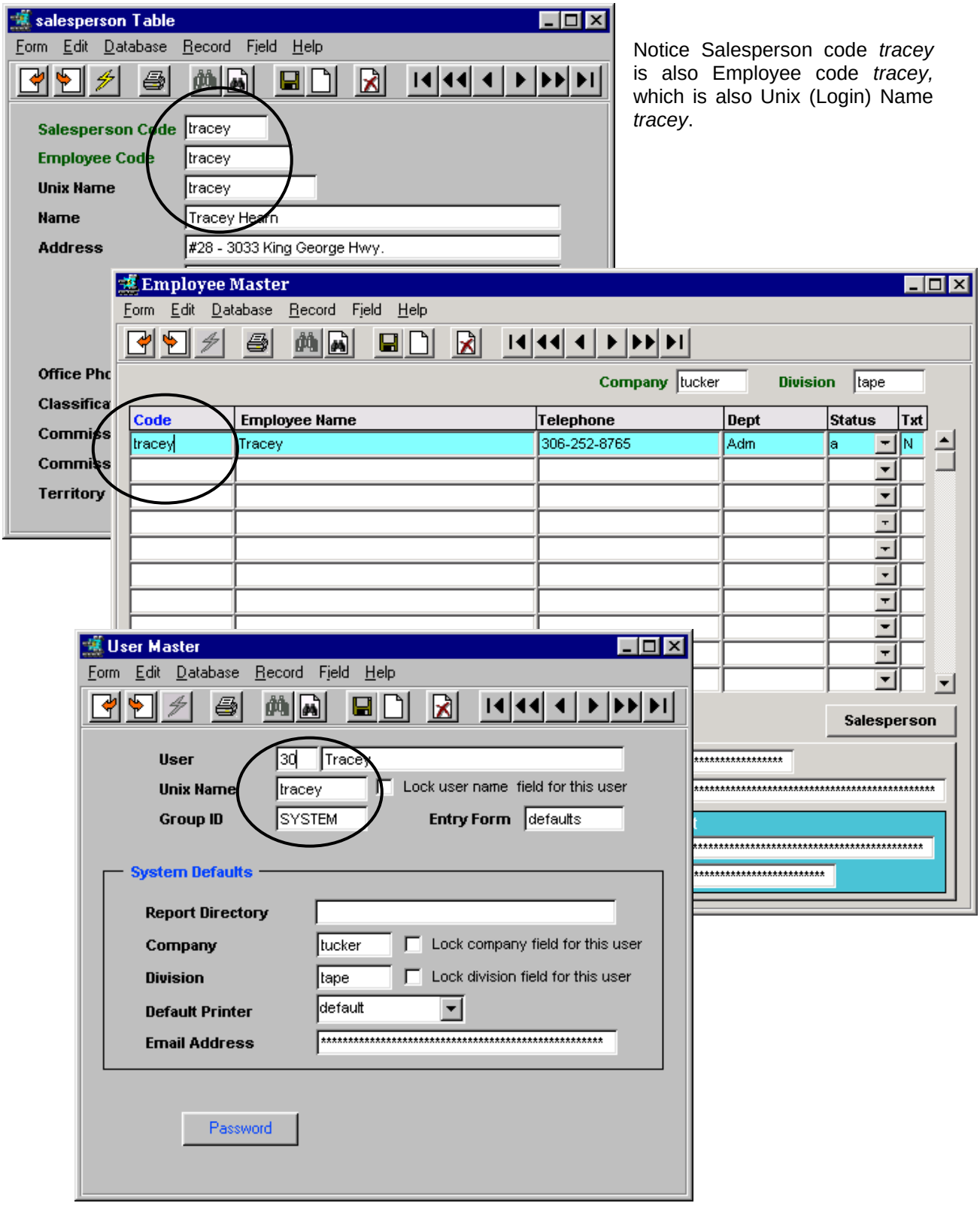
For both settings, the Salesperson Table will need to be defined as described in Sec. 9.2 following. Additionally, if the Application Control value is set at 4, allowing for multiple salespersons to be assigned per customer, the Salesperson Allocation Table will need to be defined, as described in Sec. 9.3 even if the customer has only one salesperson assigned.

10.2 Salesperson / Employee Code / User Master Relationships

Each Salesperson code specified for a particular customer (Customer Master Salesperson) or sales order (SalesRep field) needs to be defined in the Salesperson Table *(see Getting Started manual, Sec. 4.14 for more detail).* However, that Salesperson code also first needs to be defined to FLEXX as an employee in the Employee Master table *(see below*).

If this employee is also defined as a FLEXX user, he will then first need to be defined to FLEXX in the User Master table *(see Sec. 2.0 for detail on User set up).* The FLEXX *Unix Name* defined to the employee is also the Unix Name used on the Salesperson Table. In addition, the salesperson Employee Code is the value defined in the Employee field of the Employee Master table for this user. Note that these 'names' could conceivably all be defined with the same value.

See the following screens for the definition relationships.



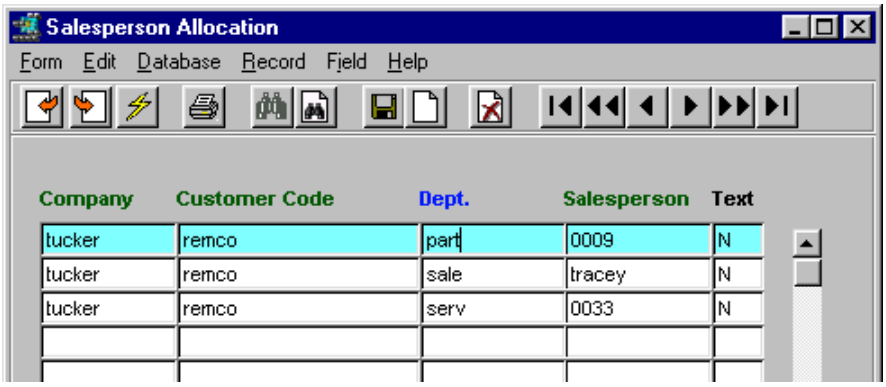
Notice Salesperson code *tracey* is also Employee code *tracey,* which is also Unix (Login) Name *tracey*.

10.3 Salesperson Allocation Table

When the Application Control *salesman* parameter is defined with a Value of 4 *(shown above in Sec. 9.1)* implying multiple salespersons per customer, the **Salesperson Allocation Table** will also need to be defined.

Select:

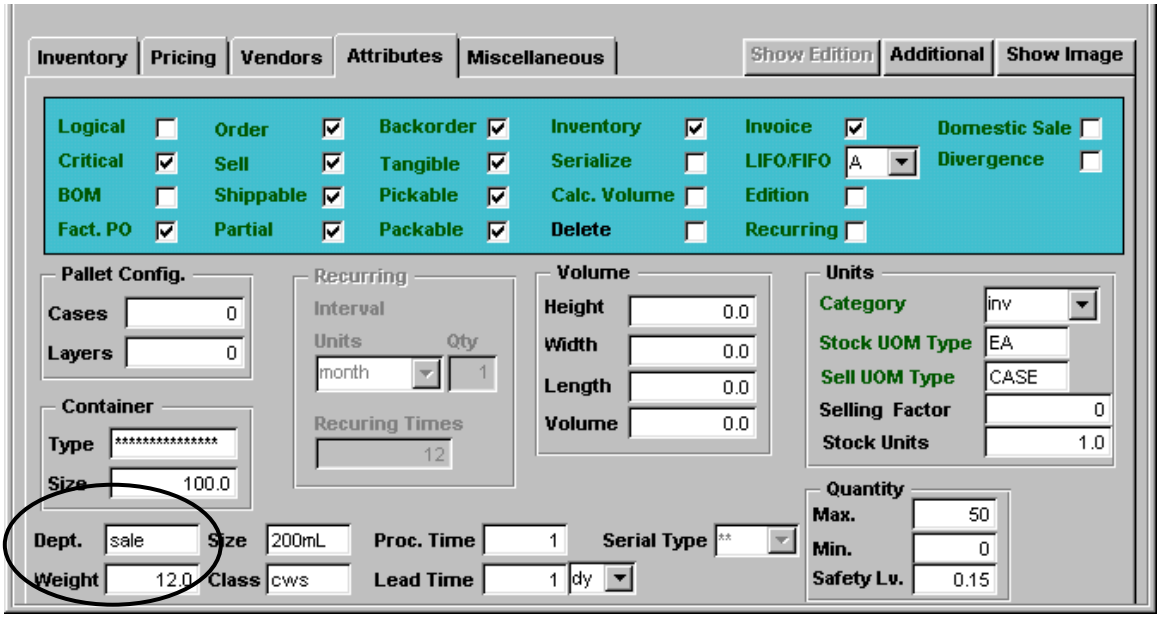
Customer Master	=>	<<Find>> customer	=>	Press Additional button	=>	Select Salesperson Allocation Maintenance



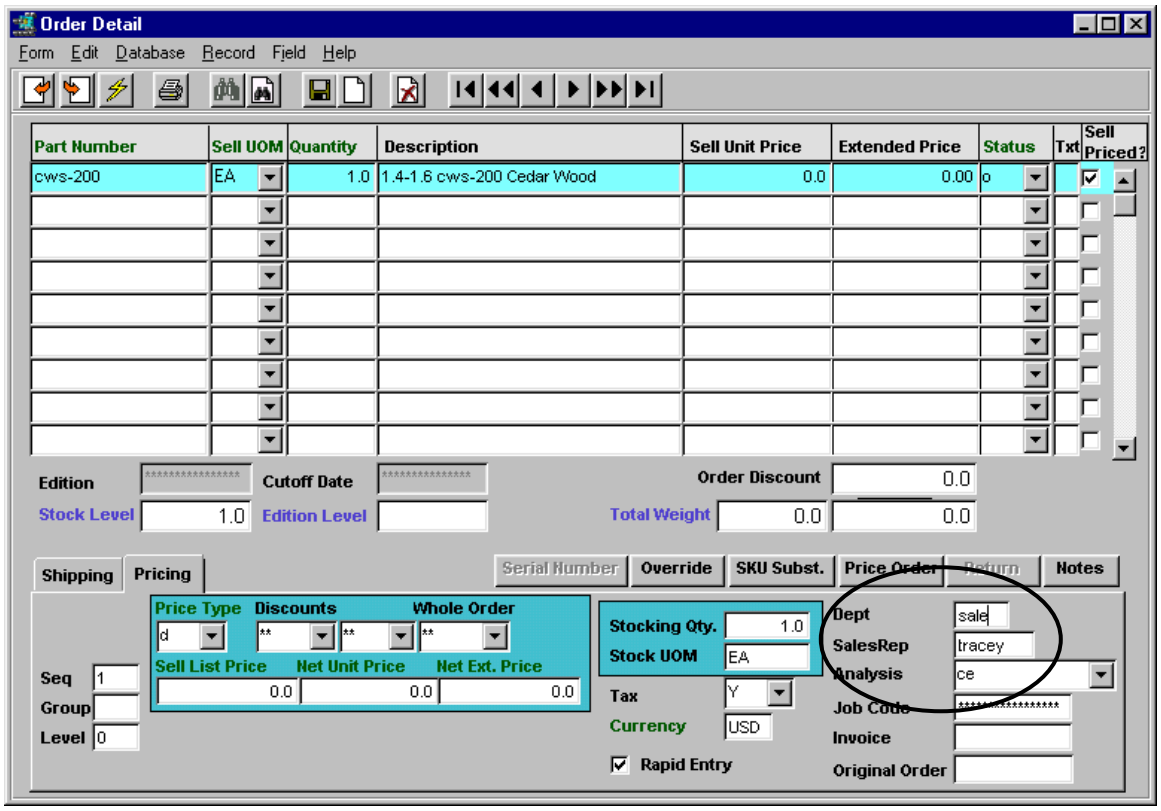
With this definition, the Salesperson code specified on the Customer Master Header form will not be used, but FLEXX will get the assigned salesperson from the Salesperson Allocation Table. The particular salesperson accessed will be the one defined for the Department that the SKU is also defined for. In other words, salesperson assignments are made by customer and SKU departments.

This then also requires all SKU's to be defined with a valid Department code, as follows.

On the SKU Master:



Then, at Order Entry, each SKU detail line will be assigned the salesperson code for that department and customer, as defined on the allocation table.



In the above example, Customer *remco* has been defined to have 3 salespersons assigned:

- 009 dept. *part*
- tracey dept. *sale*
- 0033 dept. *serv*

Further, SKU *cws-200* has been defined to be in Department *sale*.

As a result, the Order Detail entry shows *tracey* as the Salesperson for SKU *cws-200*.

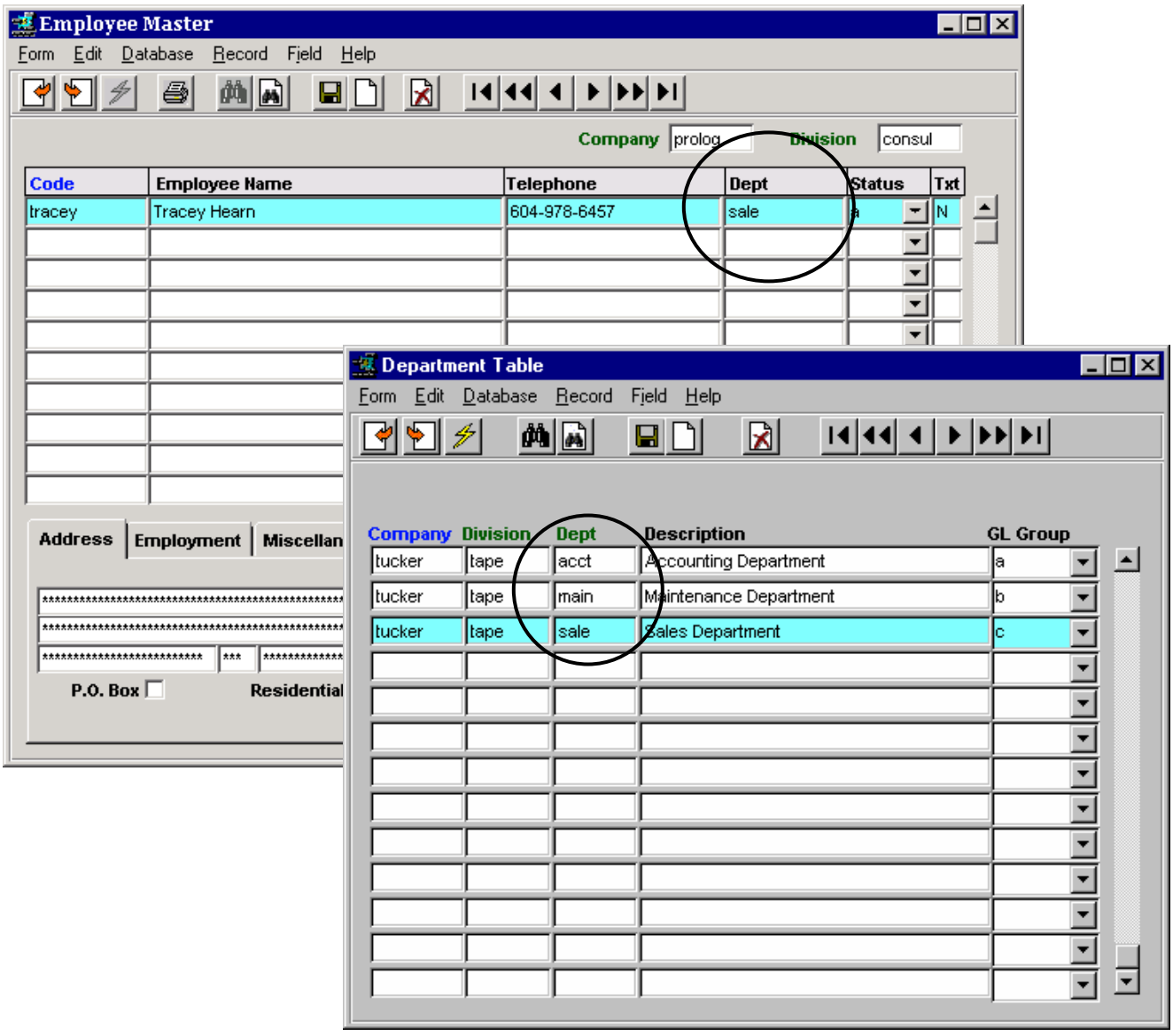
It must be remembered that for this process to be functional, **ALL** SKU's need to be defined with a valid Department code. Additionally, there can only be one salesperson defined to any one department.

10.4 Employee Department Definition

Further, if an employee is also assigned to a particular department (i.e. has a Dept code defined on Employee Master), that Dept code also needs to be defined in the Department Table as shown below:

Select:

Employee Master	=>	<<Zoom>> on Dept field



The *salesperson* to be used must first be defined in the Employee Master, where the Department Code is also specified.

11. GL SKU Code / Sale Type Relationship

When a SKU is defined to FLEXX (on the SKU Master form), it must also be assigned a *GL SKU Code*. This is required for FLEXX to know which GL Accounts to use for posting costs and revenue against this SKU when it is either purchased (via PO) or sold (via OP or R/W). Additionally, the *Sale Type* field also needs to be defined to further define the usage of this SKU.

Further, a *Sale Type* value can also be defined on the Customer Master, Other form. This value, if defined will override the SKU Sale Type defined value.

This definition then allows you to assign various different GL account codes to each specific SKU depending on its intended use, either at the Customer or SKU level.

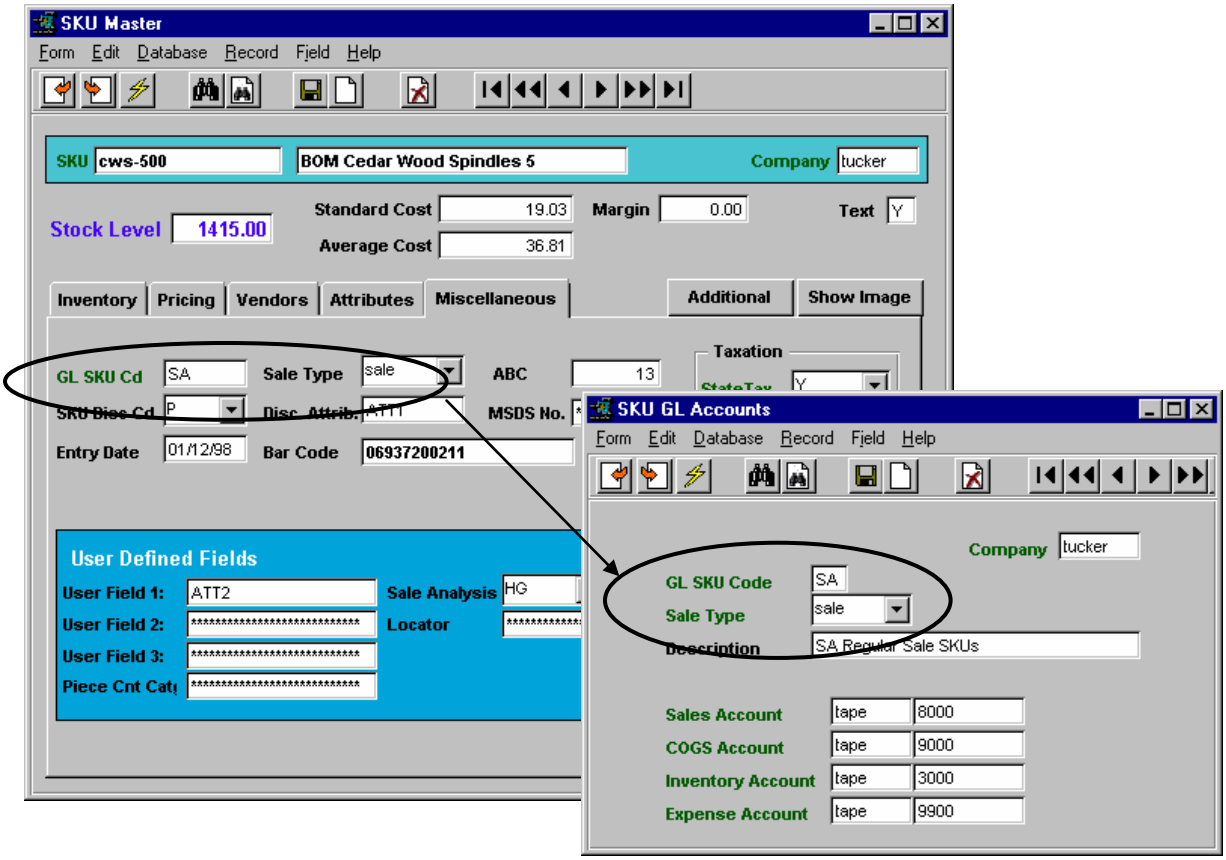
For example, a SKU can be sold as either a Sample item, a Promotional item, or a Regular sale item, and each type of sale requires a different GL account to post the particular transaction. This is possible by defining the SKU GL Accounts table for each particular sale type, using a different Sale Type code for the different transactions (e.g. *promo* for Promotional, *samp* for Sample and *sale* for Regular sale).

For a more detailed description of both the GL SKU Code and Sale Type code, refer to the Inventory Control manual, Sec. 3.1, Miscellaneous form description.

Select:

SKU Master => <<Zoom>> on GL SKU Code => SKU GL Accounts form

Enter/Add the new GL SKU codes as required.

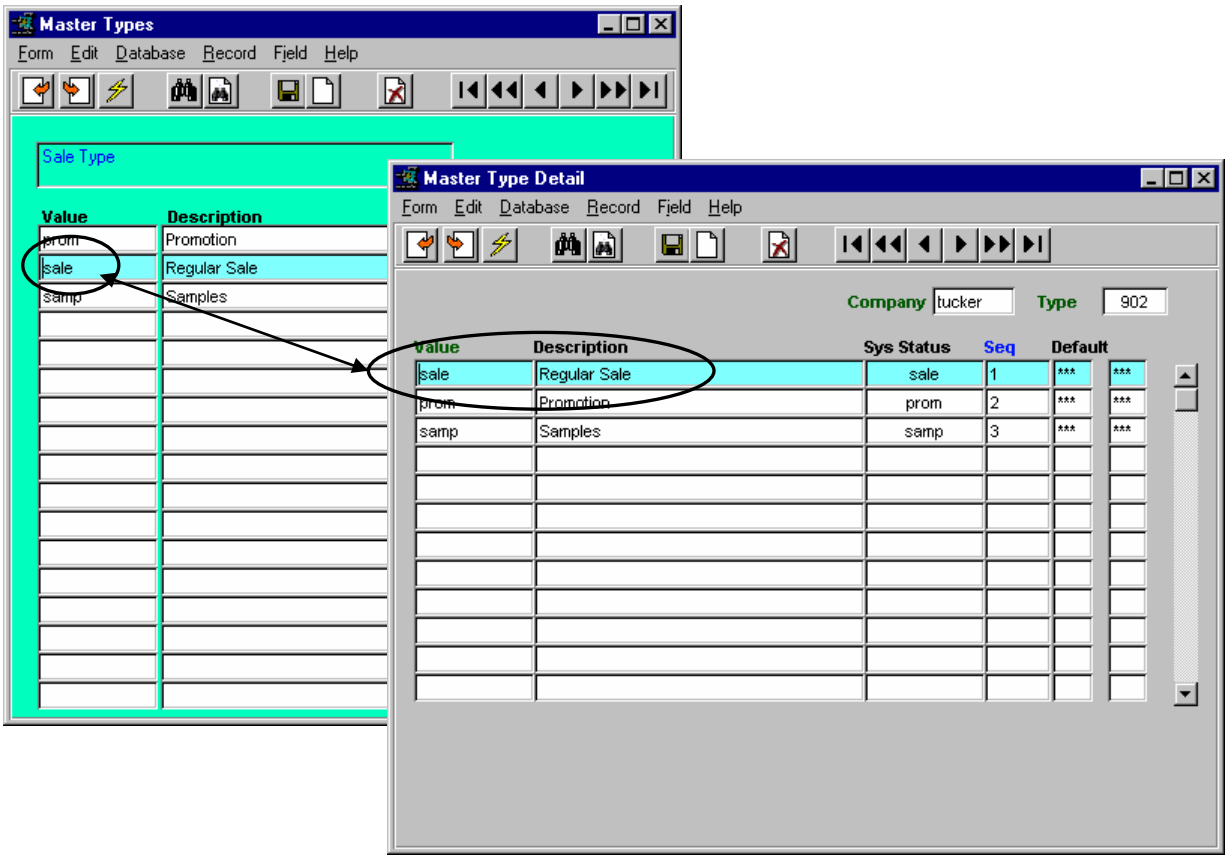


Additional Sale Type codes can be defined as required. Be aware this Sale Type code also needs to be defined in the Master Types 'Sale Type' table as shown below:

Select:

SKU GL Accounts	=>	<<Zoom>> on Sale Type Fields	=>	Master Types Sale Type table	=>	<<Next Form>> to Master Type Detail

Enter/Add the new Sale Type codes as required.



12. Container and Environmental Charges

If SKUs are containerized items (bottles, cans, etc), and there are fees to be charged for the containers, these charges are defined using the Container Maintenance Table *(refer to Inventory Control, Sec. 3.10 for more detail on the individual fields).*

Container and Environmental charges are generated on the Order Detail based on the specific SKU Code and customer Ship To Province/ State Code. Additionally, the following Application Control variables need to be set:

Application	Type	Description	Value	Company
ic	EnvironFee	Environmental Fee	Y (N default)	default

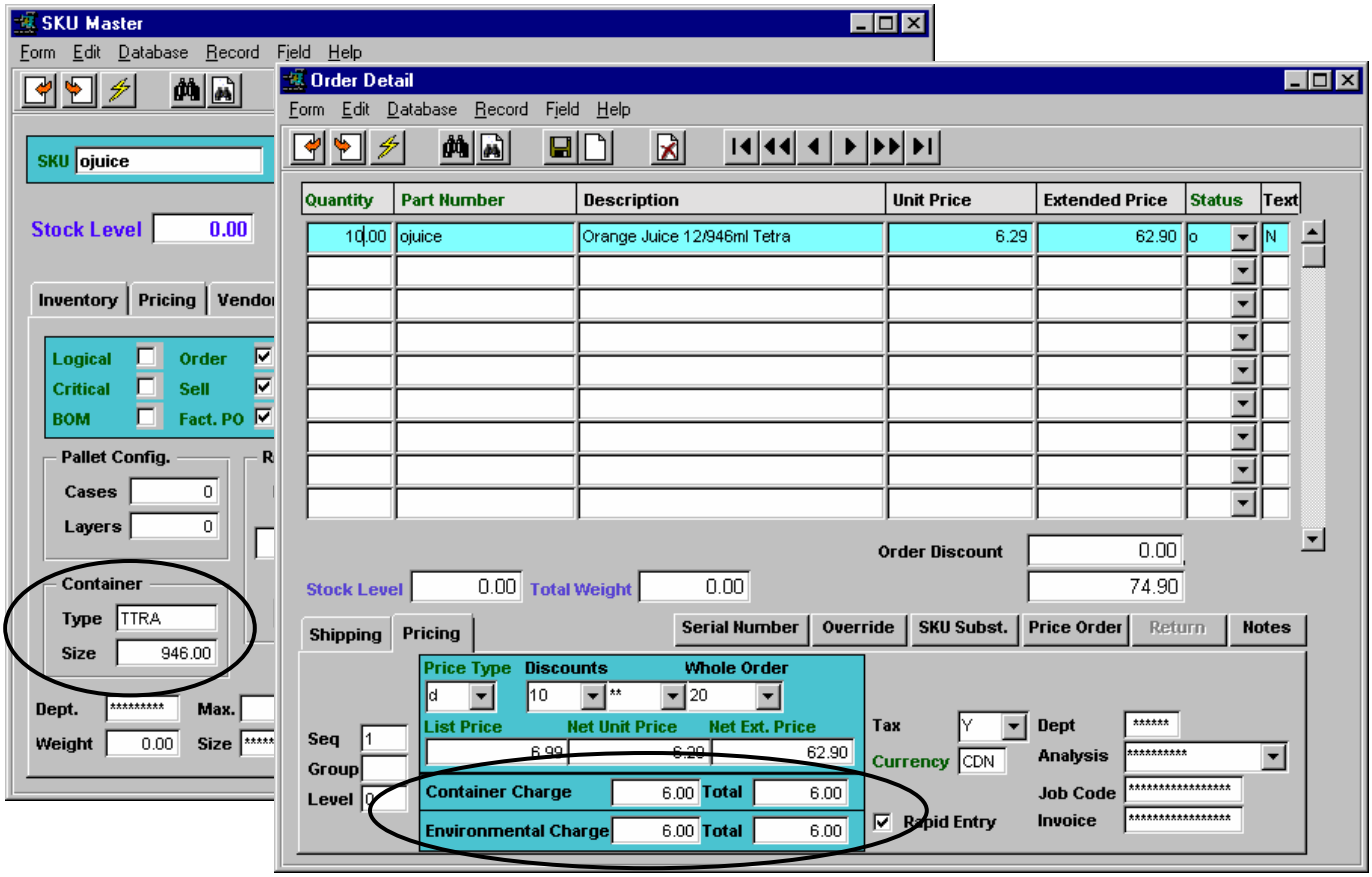
Set *EnvironFee* Value to Y if Environmental Fee is to be added.

op	container	Container Charge	Y (N default)	default

Set *container* value to Y if Container Charges are to be added.

The SKU Master, Attributes form, Container fields *Type* and *Size* are used to specify the type and size of the specific SKU container which must first be defined in the Container Maintenance Table, as shown in the following example:

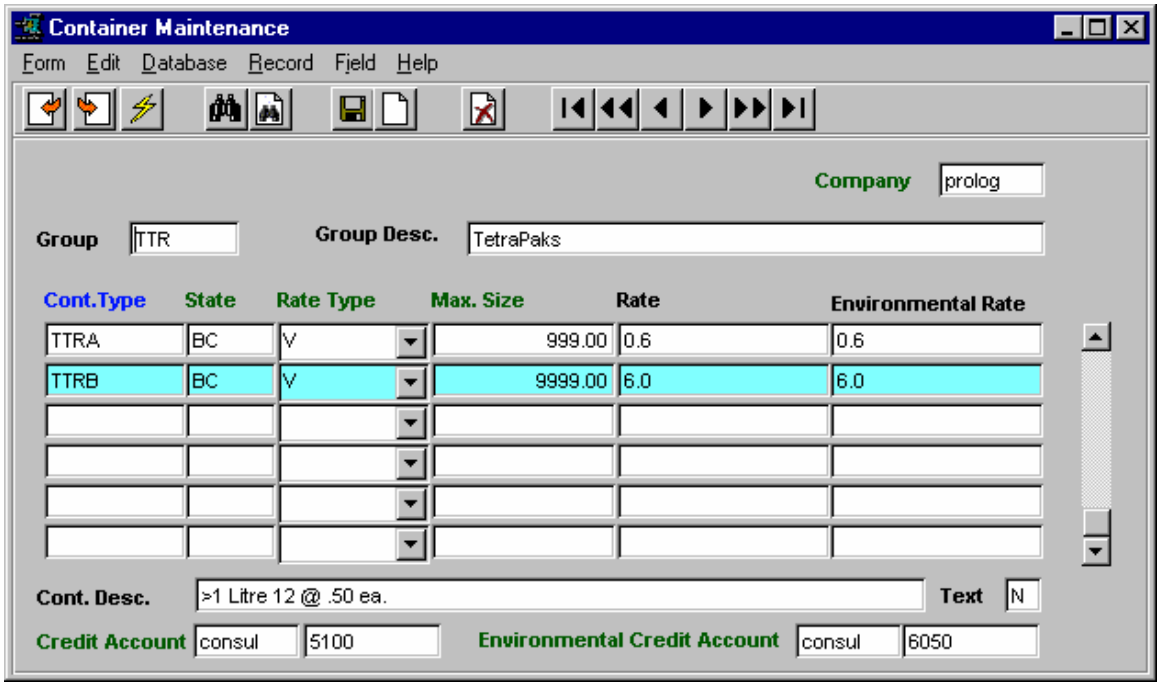
- assume order Ship To location is BC;
- SKU Code *ojuice* is defined as Container Type TTRA and Size 946.00.



Notice the Container Charge and Environmental Charge, an amount of 6.00 for each has been generated. This value is the result of the Quantity ordered multiplied by the Rate defined in the Container Maintenance Table (i.e 10 SKUs @ 0.60 per SKU).

This requires the Container Maintenance Table to have an entry for code *TTRA*, with Max Size to include the size specified on the SKU Master *Size* field (i.e. 946) and the location BC as the following display indicates *(zoom on SKU Container Type field to access)*.

Notice the SKU consists of 12 - 946ml containers, so the Rates need to be defined for that number of individual containers (i.e. 12 containers/SKU @ 0.05/container = 0.60/SKU).



This example confirms the resulting Container and Environmental Charges generated, in that qty 10 at 0.60 each equals 6.00.

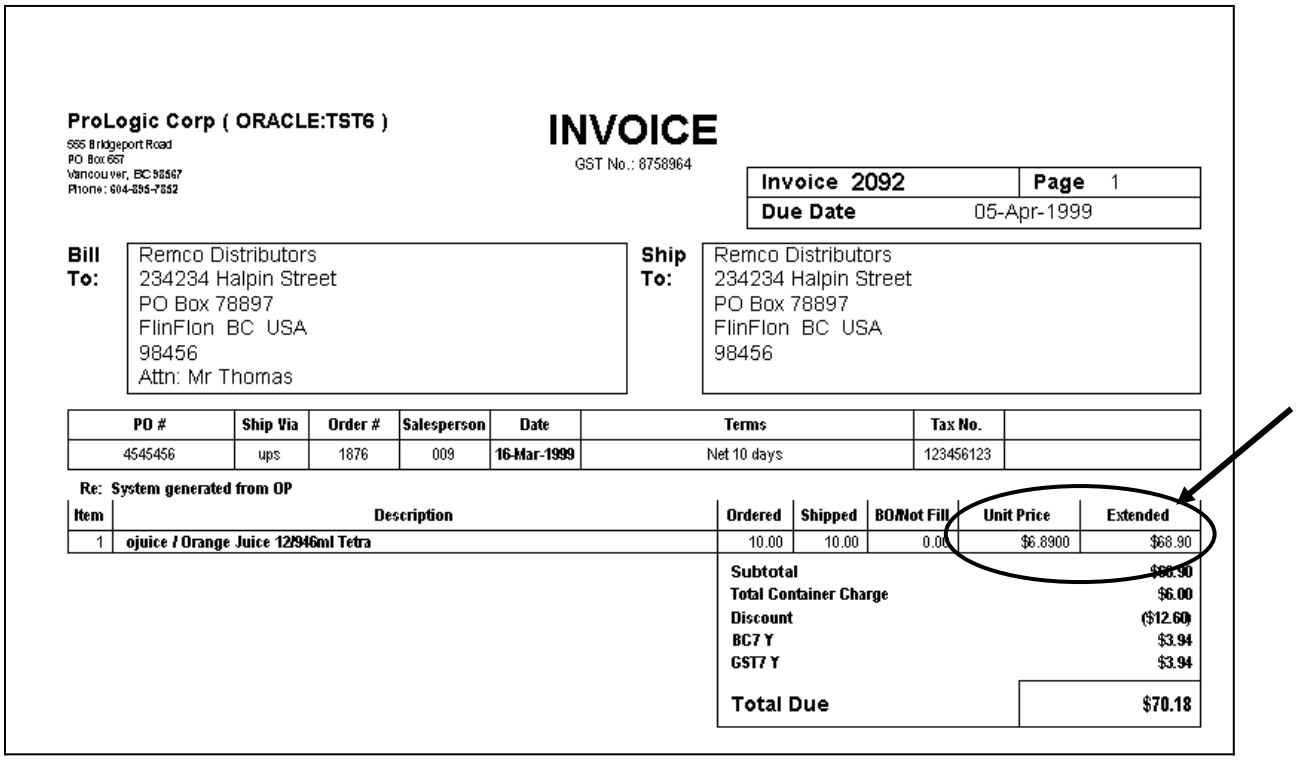
You use this same table to define additional containers and rates; e.g.

TTRB BC V 9999 6.0

meaning, for containers with max size larger than 1 Litre, the charge is $6.00/SKU (or 0.50/container).

At Invoice Generation of this order, the Container/Environmental Charges are recorded as separate entries on the Invoice Detail form. However, the printed invoice will show only the Container Charges; the Environmental Charges will be included in the SKU price (i.e. hidden) since they are a non-refundable cost added to the SKU price.

Using the above example, the SKU Price of 6.29 will be reported as 6.89 and the Extended Price of 62.90 will be reported as 68.90 on the Invoice, with an entry of 6.00 for Container Charges as shown on the Invoice Report below.



ProLogic Corp (ORACLE:TST6)
555 Bridgeport Road
PO Box 657
Vancouver, BC 98567
Phone: 604-555-7552

INVOICE

GST No.: 8758964

Invoice 2092	Page 1
Due Date	05-Apr-1999

Bill To:
Remco Distributors
234234 Halpin Street
PO Box 78897
FlinFlon BC USA
98456
Attn: Mr Thomas

Ship To:
Remco Distributors
234234 Halpin Street
PO Box 78897
FlinFlon BC USA
98456

PO #	Ship Via	Order #	Salesperson	Date	Terms	Tax No.	
4545456	ups	1876	009	16-Mar-1999	Net 10 days	123456123	

Re: System generated from OP

Item	Description	Ordered	Shipped	BO/Not Fill	Unit Price	Extended
1	ojuice / Orange Juice 12/946ml Tetra	10.00	10.00	0.00	$6.8900	$68.90

Subtotal	$68.90
Total Container Charge	$6.00
Discount	($12.60)
BC7 Y	$3.94
GST7 Y	$3.94
Total Due	**$70.18**

However, be aware that errors in defining the Container/Environmental parameters are normally not reported by FLEXX until the Invoice Generation function is run. So, if you experience failures during Invoicing of 'Containerized' SKUs, you should first ensure the Container Maintenance Table is correctly defined.

13. Text Messages

Certain Text forms can be defined to provide both Pop Up messages on forms as well as Text messages to print on various reports. This is accomplished through the use of specific *keywords* associated with the desired text data. There are numerous predefined keywords that FLEXX will use if specified, and others can be defined as desired to make text more unique to a user's needs. The predefined keywords will be described below, as well as the procedure necessary to define user-unique keywords.

An additional text formatting feature is available in FLEXX called the Generic Text Labeling Feature. This is described in detail in the FLEXX *Specialty Modules* Procedures Guide.

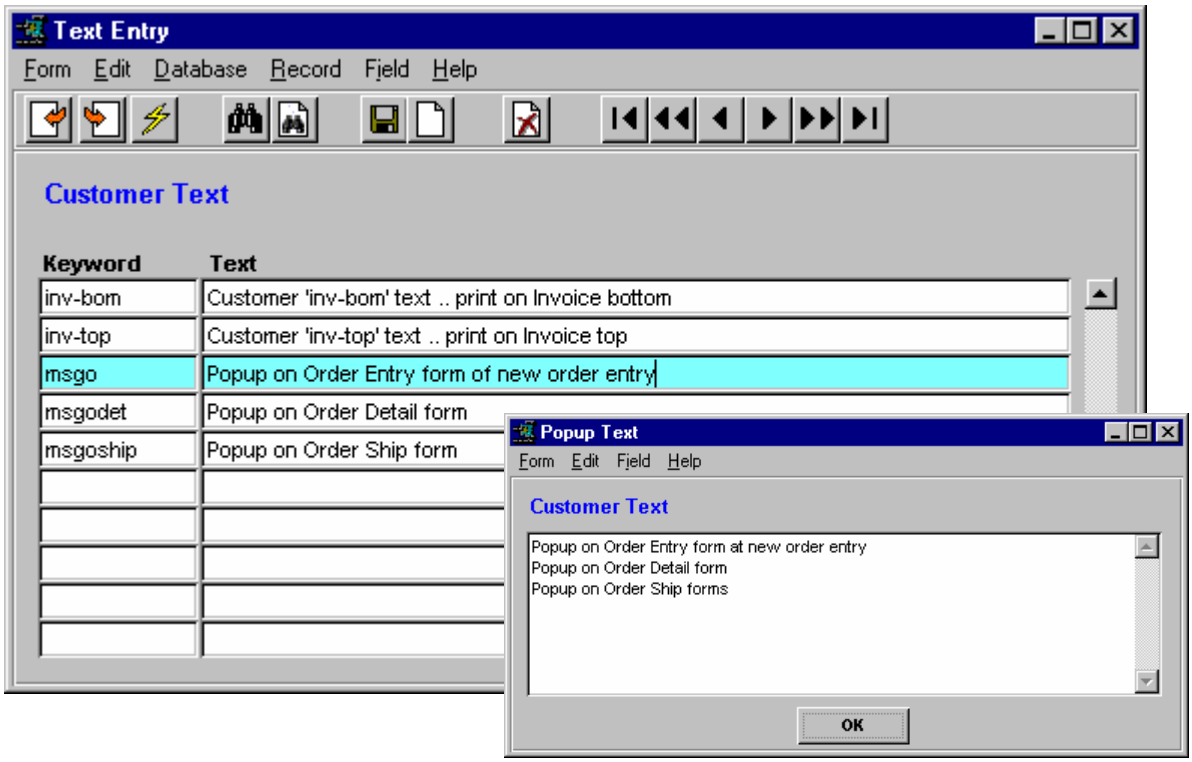
13.1 Customer Master Text

- All ***msgo*** text will become Pop Up text on all new orders entered for this customer, but will not be propagated to any other Text fields or printed on any reports. Pop Ups will appear a follows:
  msgo Pop up text on Order and Quote entry forms on new order entry;
  msgodet Pop up text on Order Entry form and Order Detail;
  msgoship Pop up text on Order Entry form and Order Ship forms.

- ***inv-bom*** and ***inv-top*** text is propagated to all Invoices created for this customer, and the Invoice Text form will have new keywords *top* and *bom* with the propagated text;
  - ***top*** text will print at the top of the generated Invoice, and
  - ***bom*** text will print at the bottom of the Invoice.

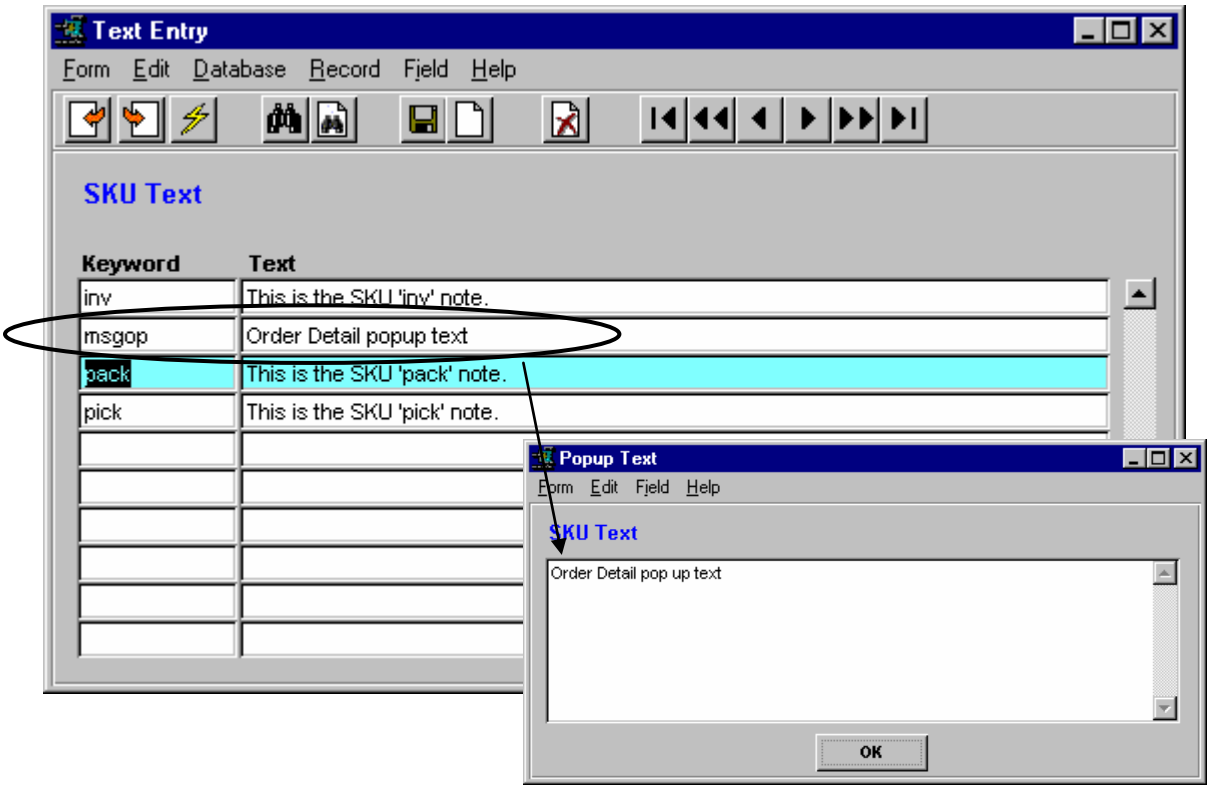
- Note that *'inv'* text entered on the Customer Master Text form has no effect on other processes; i.e. OP, PO, Invoices, etc.

Example of Text Entry form:



13.2 SKU Master Text

Text Entry form:



Keywords:

msgop Pop up text on Order Detail only, when SKU entered on detail line.

inv will be propagated from SKU Text to the following modules:

- Order Detail text,
- Quote Detail text,
- Time Billing (WO) Detail text,
- RW Detail text,
- PO and Voucher Detail text *(more details in topic 13.6)*.

"inv" text can also be manually entered on any of the detail SKU text forms for additional notes.

By **default**, only *'inv'* text will be printed on the Order, Picking and Packing reports.

See topics 13.7 & 13.8 below for an explanation of how text can be made to be more specific.

13.3 Order Processing Text

Order Header Text
- all text will **by default** print at top of Order Form report 'ordform', but can be selected on Report Parameters selection list;
- text is not propagated to other forms or reports.

Order Detail Text
- all text is SKU specific, and either propagated from SKU Master text or manually entered into Detail text for each SKU entry;
- all SKU text (regardless of keyword) will **by default** be printed on the Order Form report 'ordform'.
- if the Print button is used on the Order, only *'inv'* text will be printed **by default**, as defined on the *auto-order* report in the Report List Table. *See topics 13.7 & 13.8 below for an explanation of how other text can be selected.*

Shipment Text
- *pick* and *pack* text will **by default** print on the Picking and Packing slips respectively.
- all *inv* text will print on both the Picking and Packing slips.
- user-desired text to be printed can be specified by defining the *text_type* parameter in the *auto-pick* and *auto-pack* reports for the desired keyword (i.e. *pick* for Pick slip text, *pack* for Pack slip text).

See topics 13.7 & 13.8 below for an explanation of how text can be made to be more specific.

13.4 Work Order Text (6.4L2)

The same conditions exist on Time Billing work orders as described above for Order Processing text, other than there is no Shipment text for work orders. All "inv" text will print on the Work Order Detail report.

13.5 Vendor Master Text

msg - all msg text will pop up on the header form of a new Purchase Order and Voucher for this Vendor;
- Vendor text will not be propagated or printed on any other forms or reports.

13.6 Purchase Order Text

inv - will **by default** Print on all PO (including auto-po) reports;
- specific text if other than inv can be selected on any of the 'poformxx' reports;
- needs to be defined as the desired *text_type* on the Report List Table for auto-po (Print button on PO form).

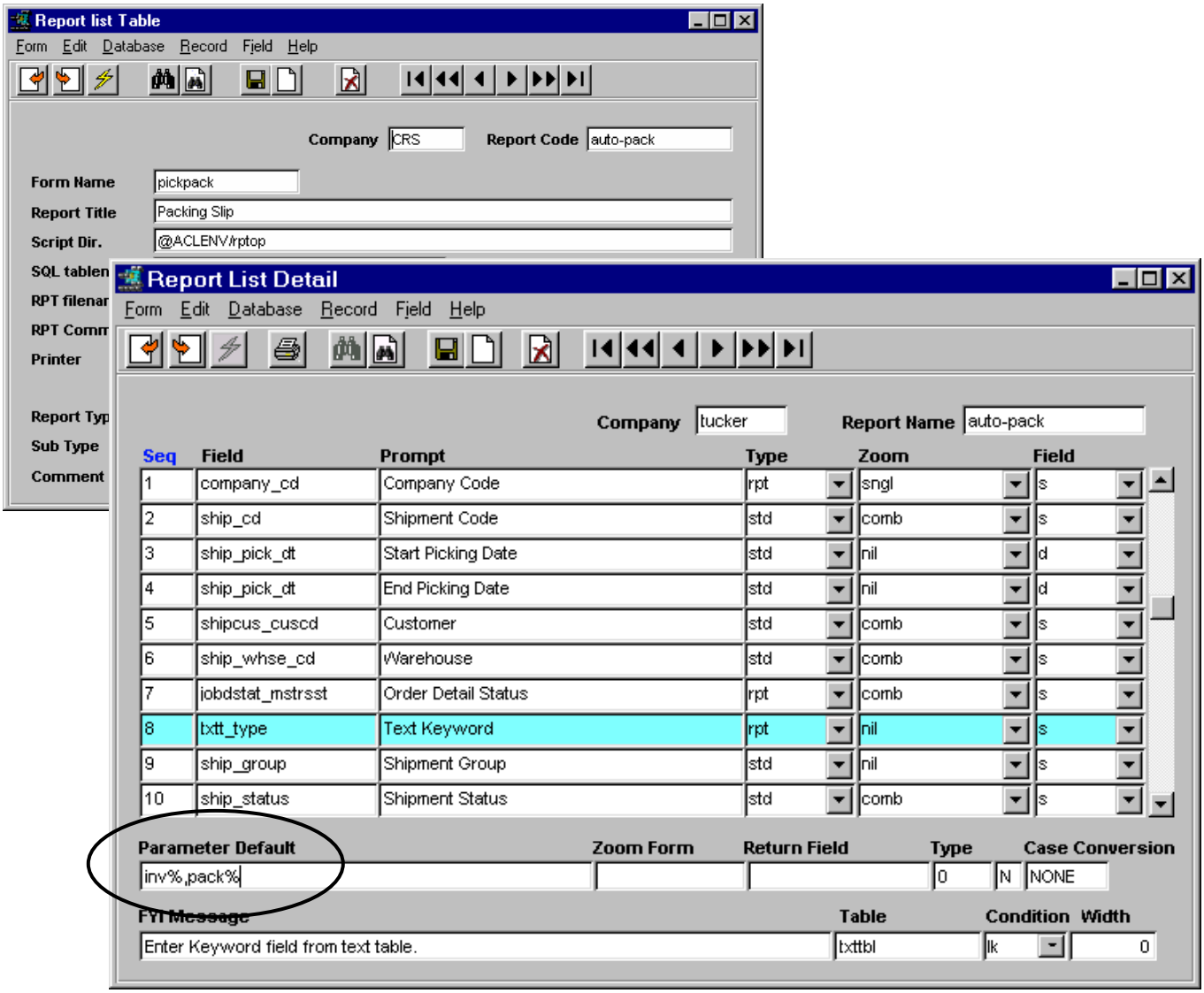
See the following topics for an explanation of how text can be defined to be more specific.

13.7 Report List Table

The Report List Table is used to define new or modify existing report selection criteria.

Select:

Administration Menu	=>	Report Services/Control	=>	Report List Table	=>	<<FIND>> desired Report Code (e.g. auto-pack)

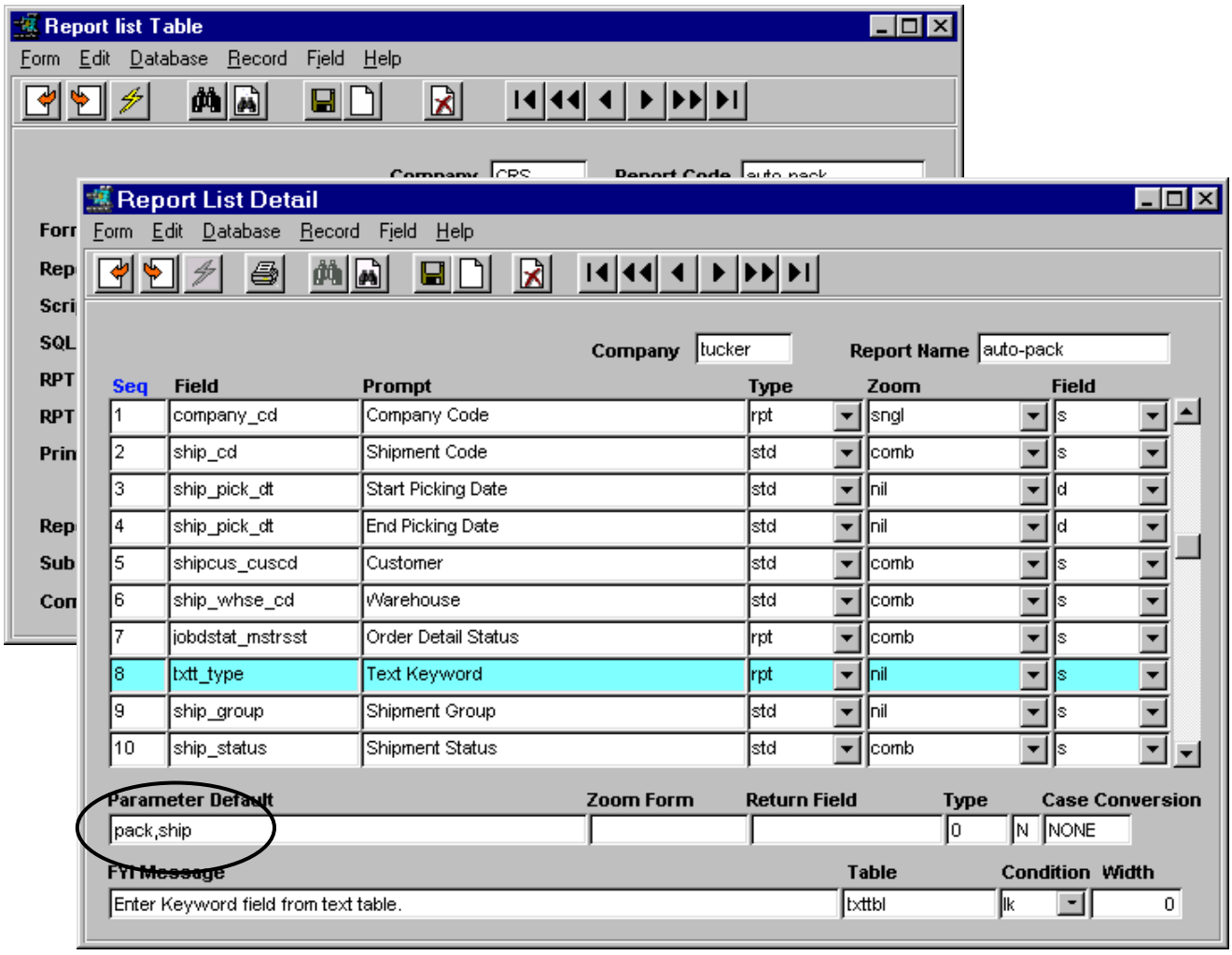


By default, the text keywords that will be printed on the Packing slip are *pack* or *inv*. If additional or other keyword text is to be printed, the *text_type* value can be defined in the Parameter Default field for any keyword code to be used to generate Notes on Printed reports. This is described in more detail below.

13.8 Text Notes Printing

a. Auto Reports (auto-pack, auto-pick, auto-po, auto-order):

These are reports that are produced as a result of selecting the *Print* button on the respective forms.

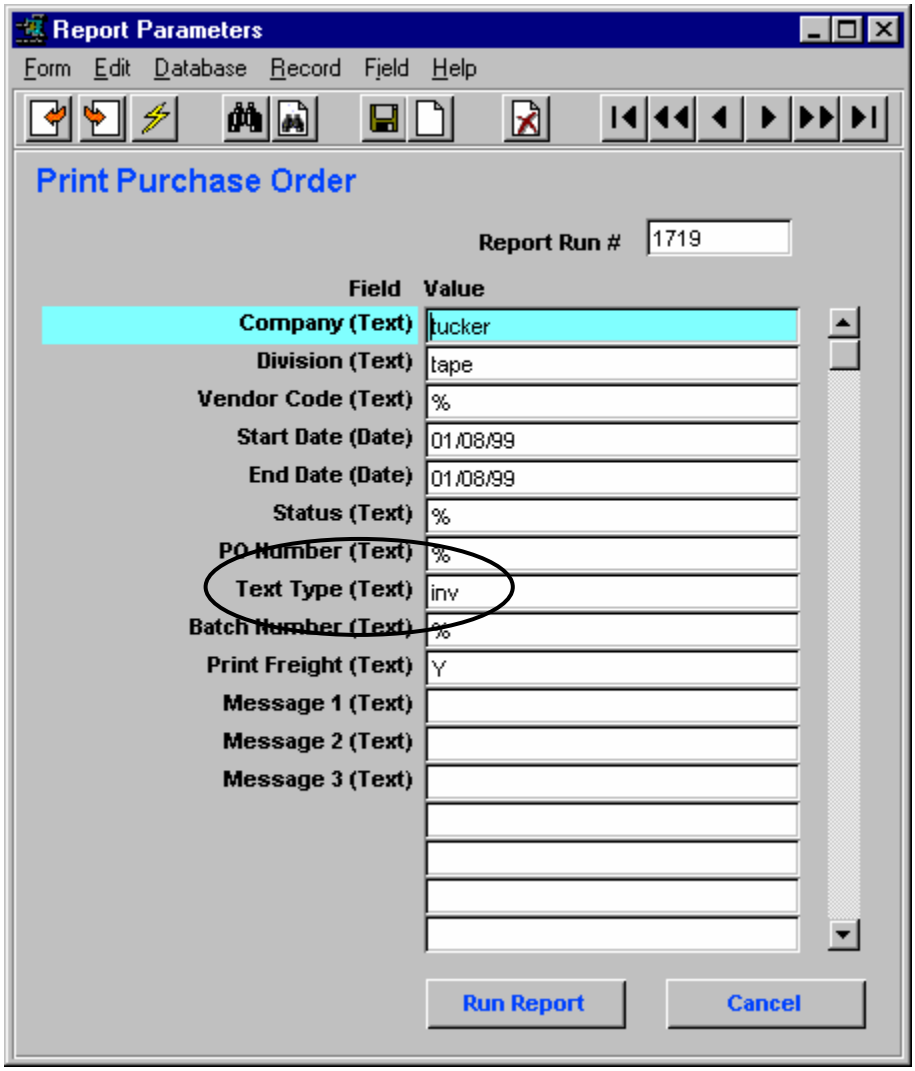


Change the Parameter Default field to *pack,ship*, and ONLY pack and ship keyword text will print on the *'auto-pack'* (Packing button on Order Shipment form) slip.

Do the same with the other *auto*-reports and that way make Text notes unique to specific reports as desired.

b. *Report Selection reports (reports selected from Report Select menu entry)*

Report Selection reports are reports that are selected from the Report Selection menu. These reports (Order, Purchase Order, Invoice, Picking and Packing slips), will have the Text Type selection option whereby the desired text keyword can be specified, as shown below:



It is possible to select any defined text keyword and have only that text print on the selected report, even though it is not one of the FLEXX predefined values. This allows users to define unique text more suited to their requirements.

Example:
If *po* keyword had been specified on the PO Text form, and po was entered on the Text Type field, only po text would print on the PO report. Similarly on all other reports where Text Type is an option, unique text can be specified and then defined on the Text forms.

14. Generic Text Labeling Feature (6.4L1)

The Generic Text Labeling feature is currently only available for Orders, Invoices, and Purchase Orders. It is enabled by making the following definitions on the Text Master Type tables. Note that each Text table has its own Master Type table thereby allowing each Text table to be individually defined for this function.

To access the specific table, go to the form that shows the text button (e.g. Order header), and press the Text button. This will display that form's Text table. Press <<Next Form>> which will display the 'green' Master Types form. Again, press <<Next Form>> which will display the Master Type Detail table (explained in more detail later). <<Zoom>> on the Type field to display the blank Header form, and do a FIND on the specific table desired (e.g. Type 23).

14.1 Master Type Header Table

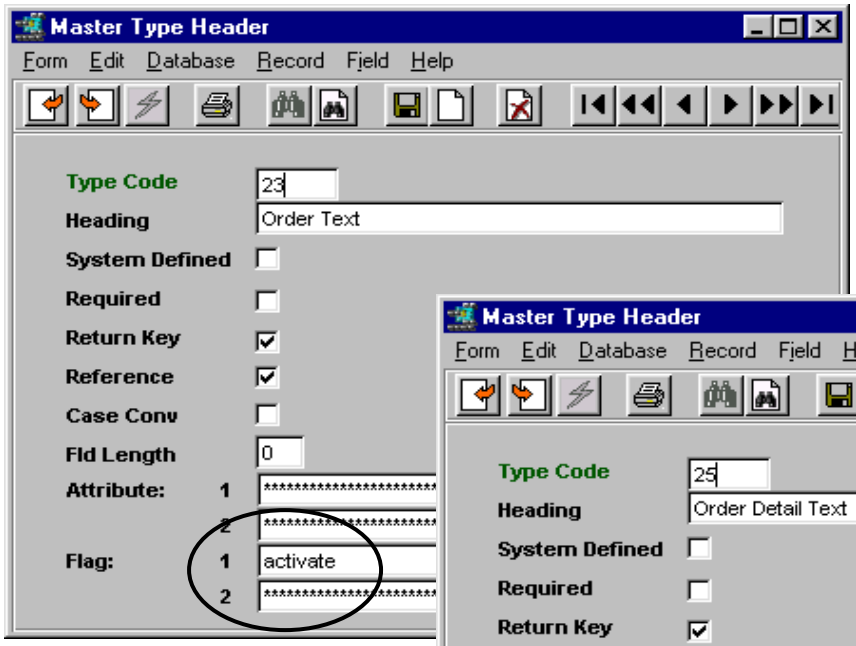


Table 23
Order Header Text Type

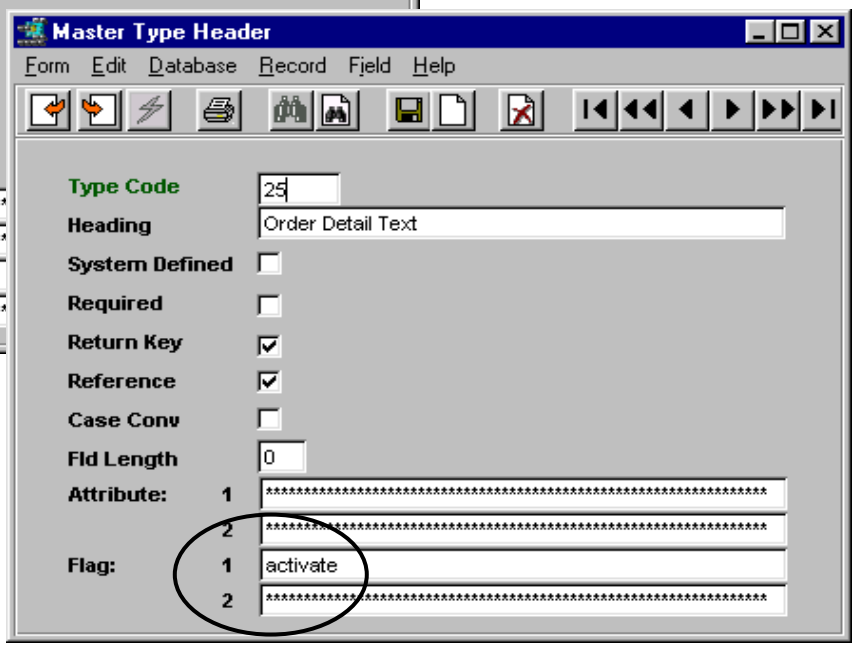


Table 25
Order Detail Text

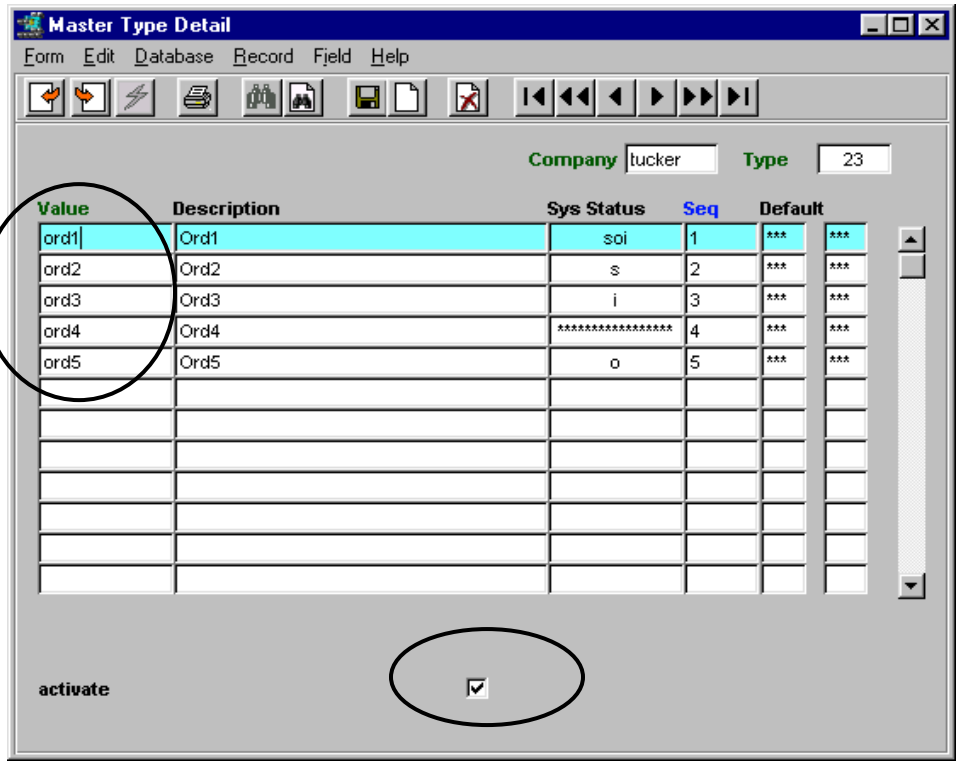
The Flag 1 defined **activate** enables the function for each specific Text table.

These definitions are used on each the following tables:

- Table 10 – Invoice Text
- Table 23 – Order Text
- Table 25 – Order Detail Text
- Table 36 – Shipment Text
- Table 24 – Purchase Order Text

14.2 Master Type Detail

You will also need to set the **activate** flag on the Detail form for each desired keyword that is to be displayed on the Text entry form.



The user predefined text 'keywords' are entered on the Master Type Detail table Value field. These Value fields will become the Keywords on the corresponding Text Tables. Any desired values can be used for keywords, the Description of which will then be displayed, depending on either the **activate** flag or the **Sys Status** value. Certain predefined keywords can be used which will have an effect on Text Table operation, as described later in topic **Keyword Functions.**

The '**Sys Status**' values determine if the keywords will be displayed on that Text table. Only the following codes are defined.
For Order Text:
- o – order header
- null – order header

For Order Detail Text:
- o – order detail
- null – order detail

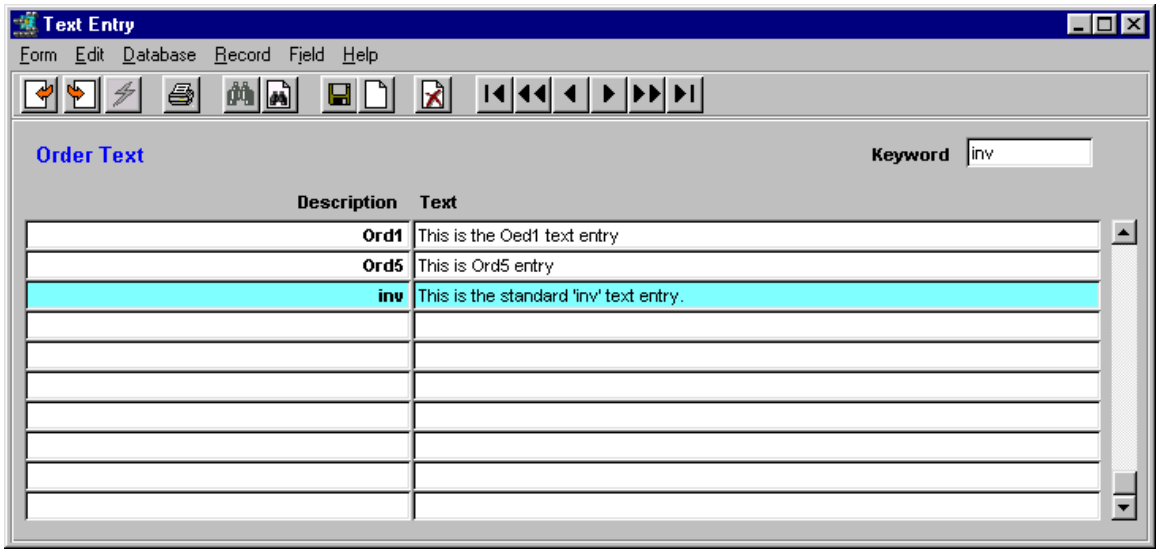
For Shipment Text:
- s – shipment text
- null – shipment text

For Invoice Text:
- i – invoice header
- null – invoice header

For PO Text – no specific codes.

Any other Sys Status values will result in the keyword not being displayed on the corresponding Text table.

14.3 Text Table Format



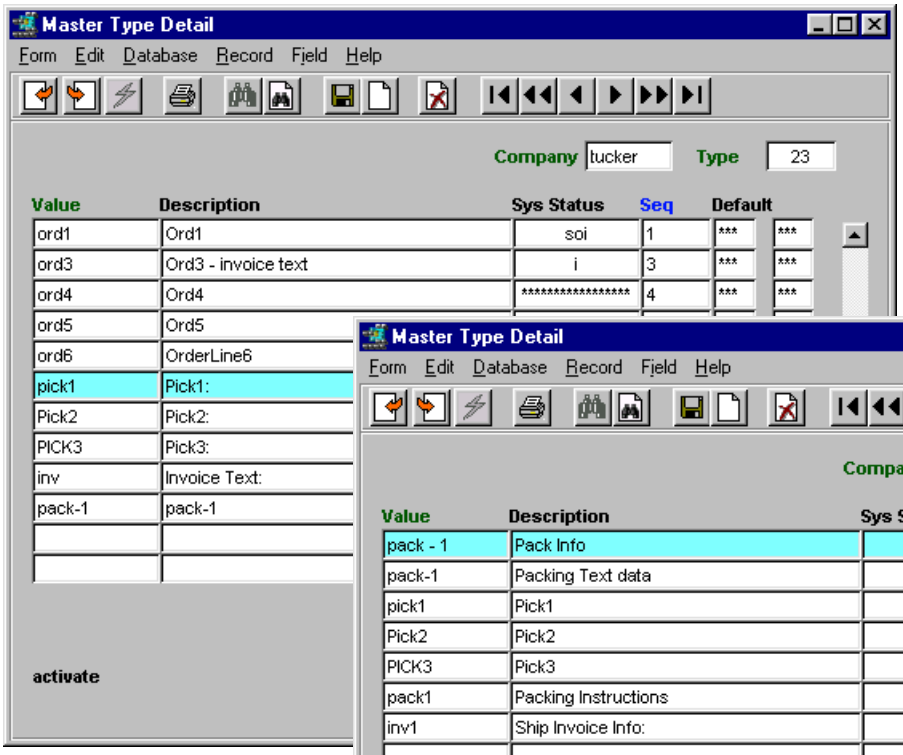
Using the above Detail entries, keywords *ord1* and *ord5* were the ones defined *activate* on the Master Type Detail table, so their Descriptions will automatically be displayed. User relevant text can then be entered in the Text fields as desired. Additionally, all user text as was previously entered or required can still be entered (i.e. inv, pick, pack) by pressing <<Clear To Add>>, entering the keyword desired and any additional text, which will continue to function as before.

14.4 Keyword Functions

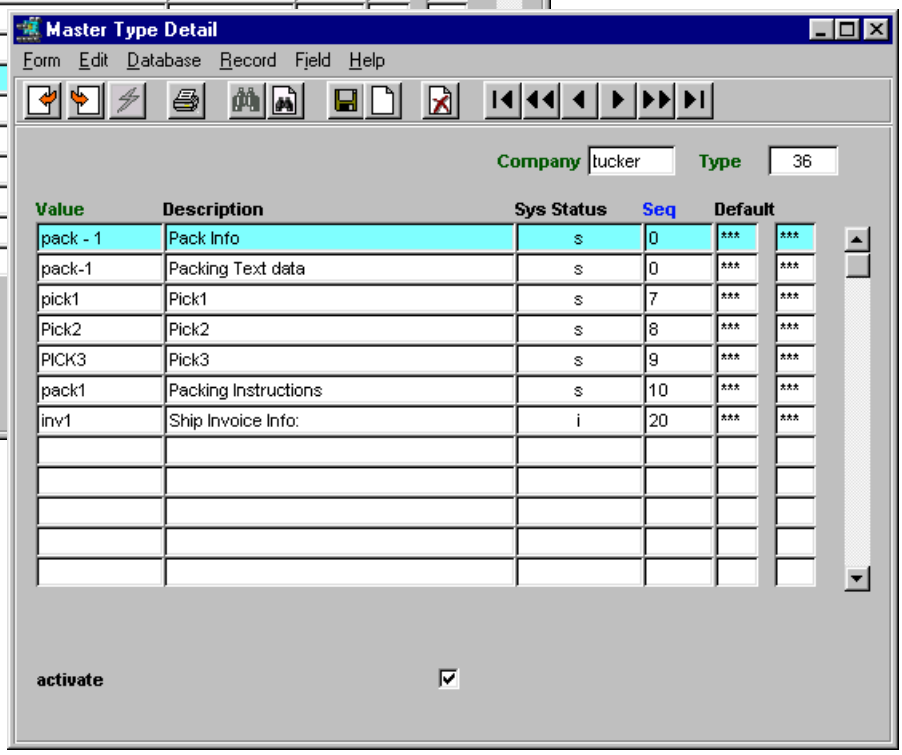
Additional keyword functionality has been incorporated into these text tables.

14.4.1 Order Header Shipment Text

If the keyword contains the words ‘pick’ or ‘pack’ in any case, that keyword along with its data will be copied to the Shipment text table (e.g. .



Order Text
Table 23

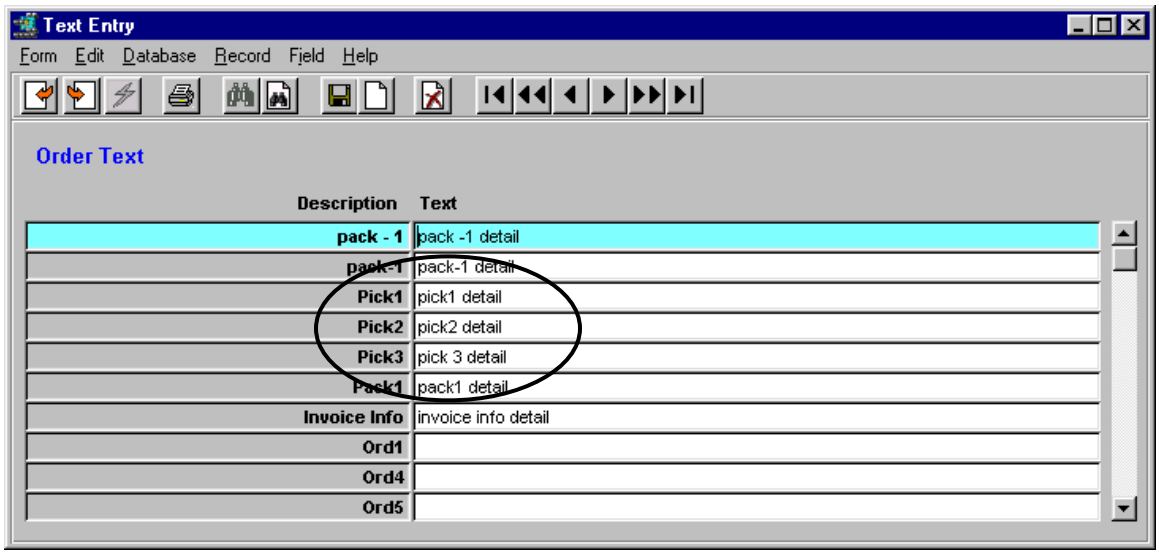


Shipment Text
Table 36

The above Order keyword entries (with Sys Status ‘o’) will be displayed on the Order Header Text table. If the ‘pick’ and ‘pack’ text is to also display on the Shipment Text table, those keywords desired will also need to be defined on the Shipment Type Detail table (table 36).

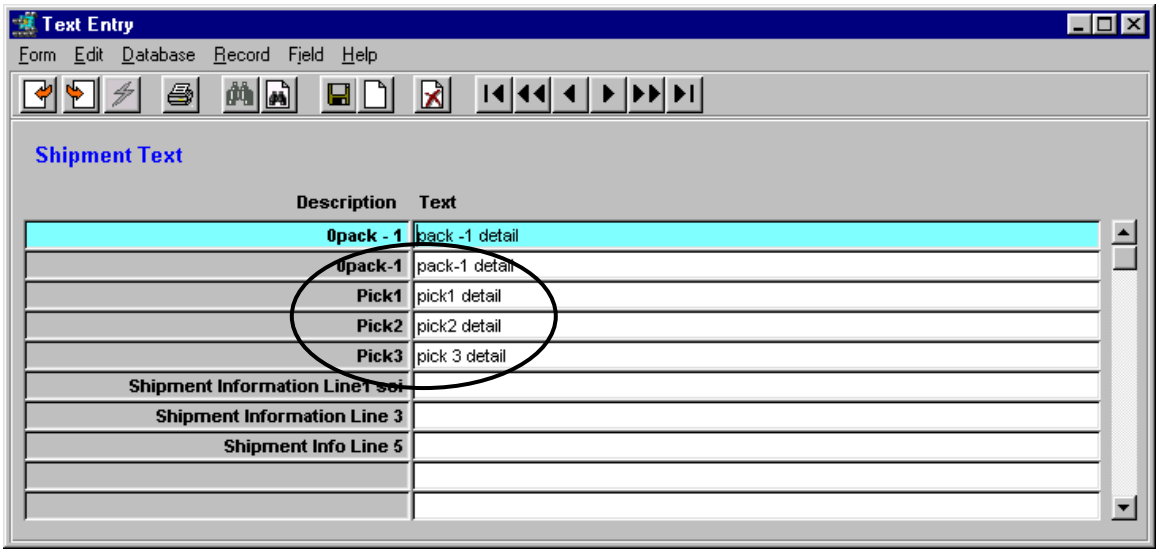
E.g. keywords *pick1, Pick2, PICK3* are defined on both tables resulting in any Order Header text defined with any of these keywords will be copied to the Shipment Text table (see example below).

Order Text Data
The following Text data was entered on the Order Header Text table.



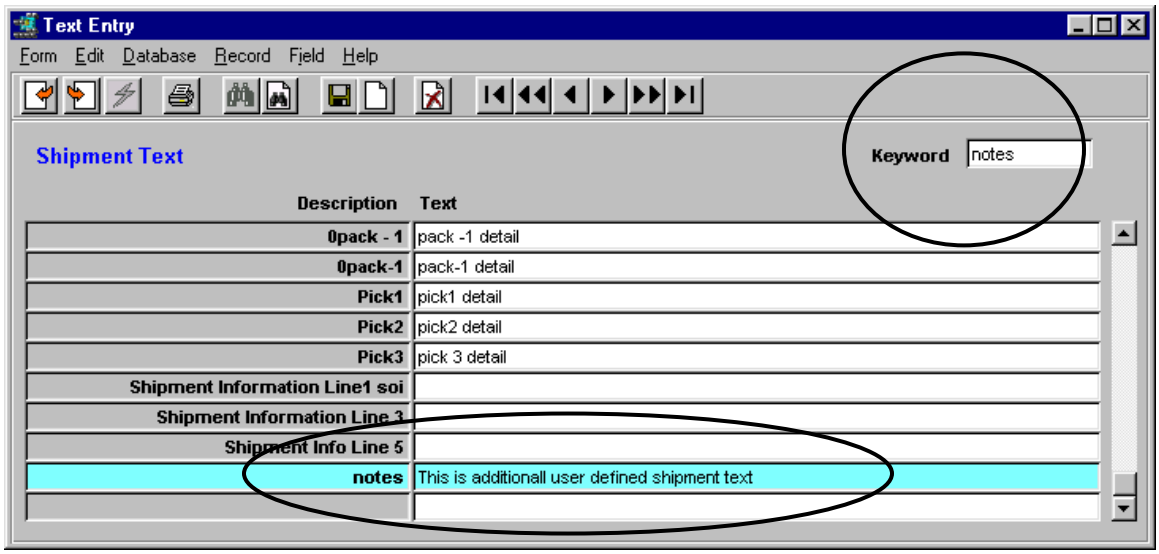
Shipment Text Data

The Pick1, Pick2, and Pick3 text data has been copied from the Order Text table to the Shipment Text table.



Any additional shipment specific text can also be entered into the preset Shipment Text entries as required.

If more text is to be entered, pressing <<Clear to Add>> will present a new text entry line and a keyword field.



Any desired keyword can be used, and any desired text data can be entered. However, be aware this text, unless it uses keywords *inv, pick,* or *pack* will not be recognized by FLEXX and not used in any other functions, so will only be displayed on this table.

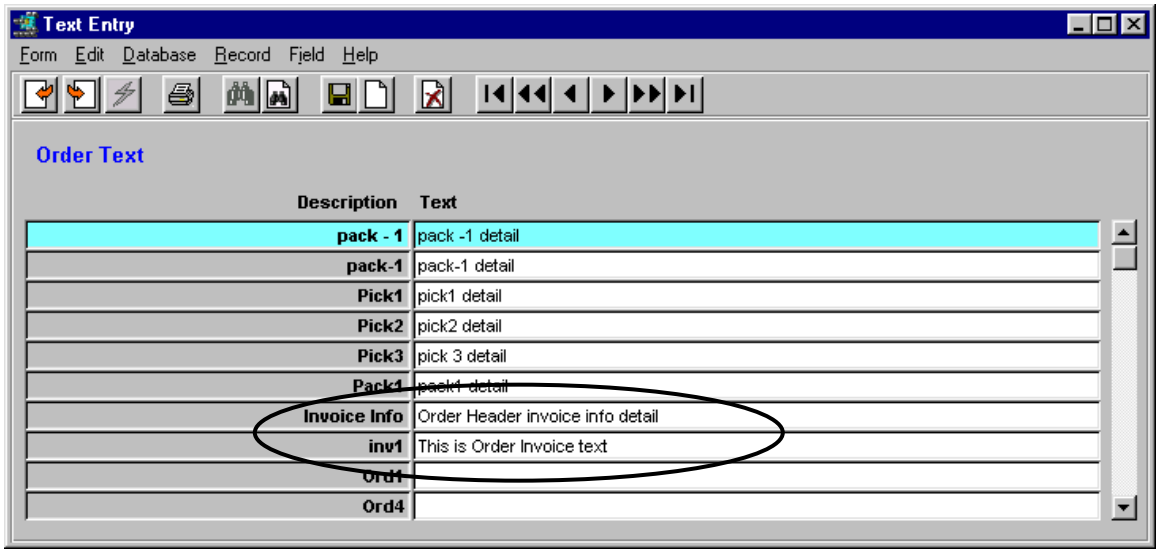
All 'pick' and 'pack' text will be printed on the corresponding Pick and Pack slips.

This same process can be used on all other text tables.

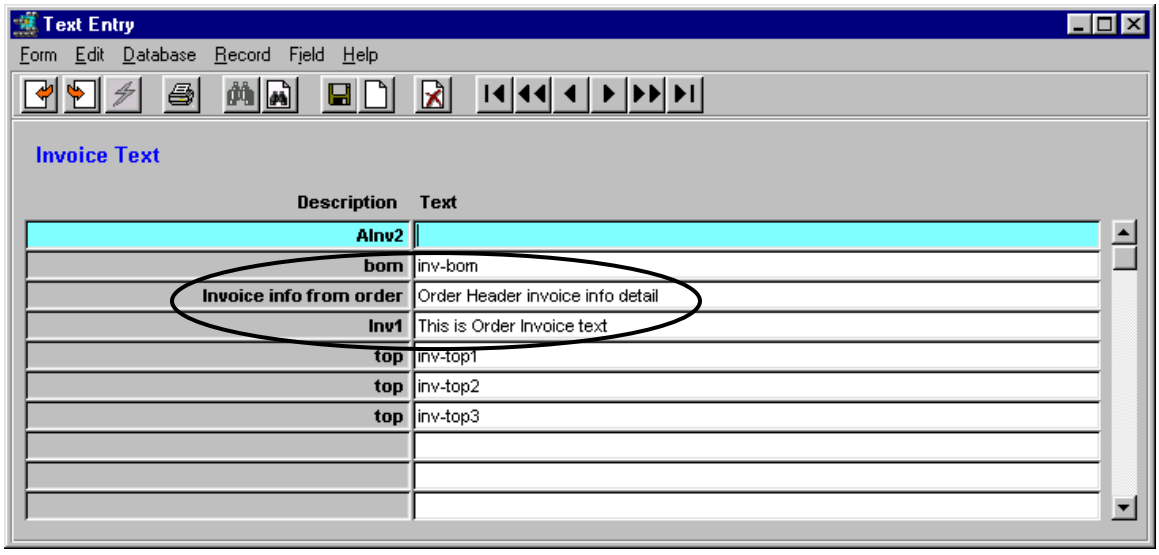
14.4.2 Order Header Invoice Text

If the keyword contains the word *'inv'* in any case, that keyword along with its data will be copied to the Invoice Header Text table. As described above with the Shipment text, text to be copied also requires the *inv* keywords be defined in both Text Master Type tables (Invoice – #10, and Order - #23).

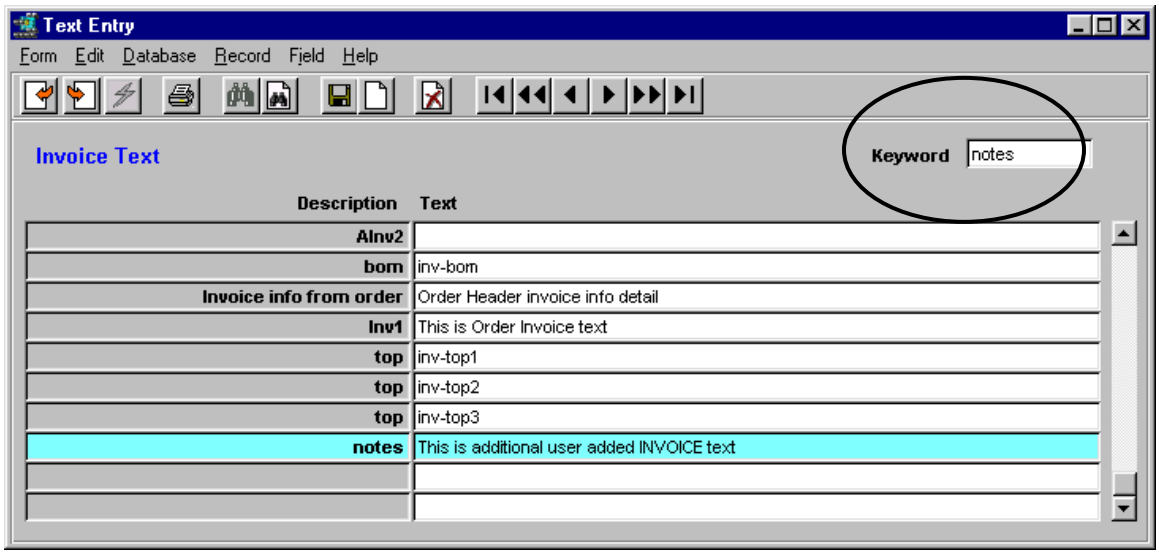
Order Text Data



Invoice Text Data



If more text is to be entered, pressing <<Clear to Add>> will present a new text entry line and a keyword field.



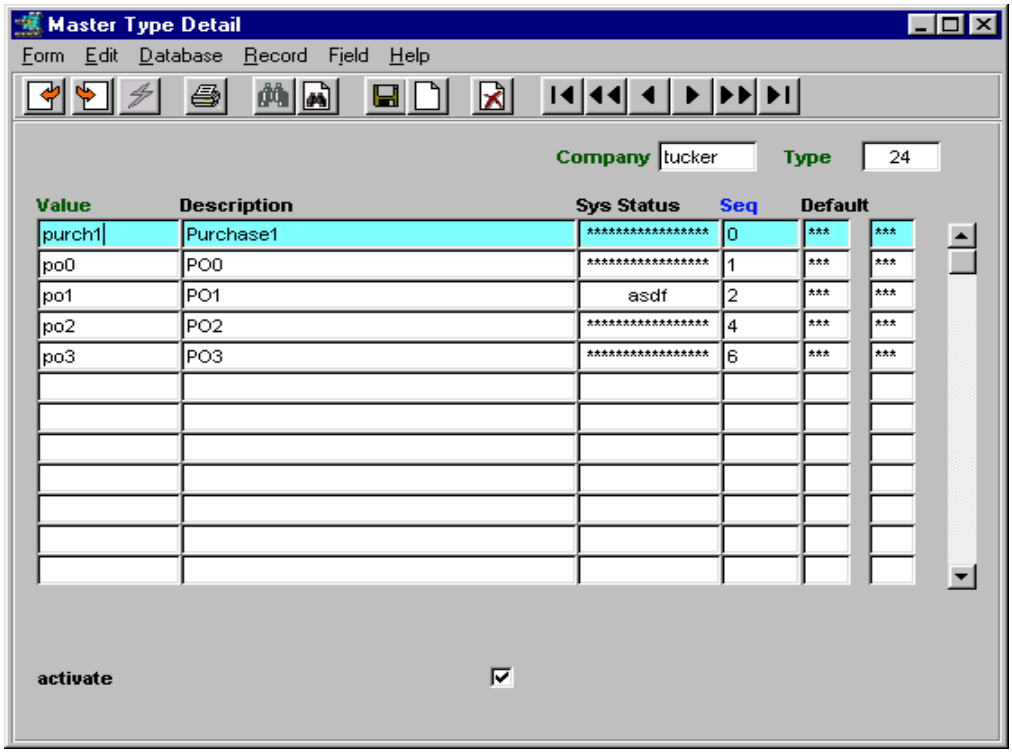
Any desired keyword can be used, and any desired text data can be entered. However, be aware this text, unless it is *inv* text, will not be recognized by FLEXX and not used in any other functions, so will only be displayed on this table.

All 'inv' text will be printed on the invoice report *invform*.

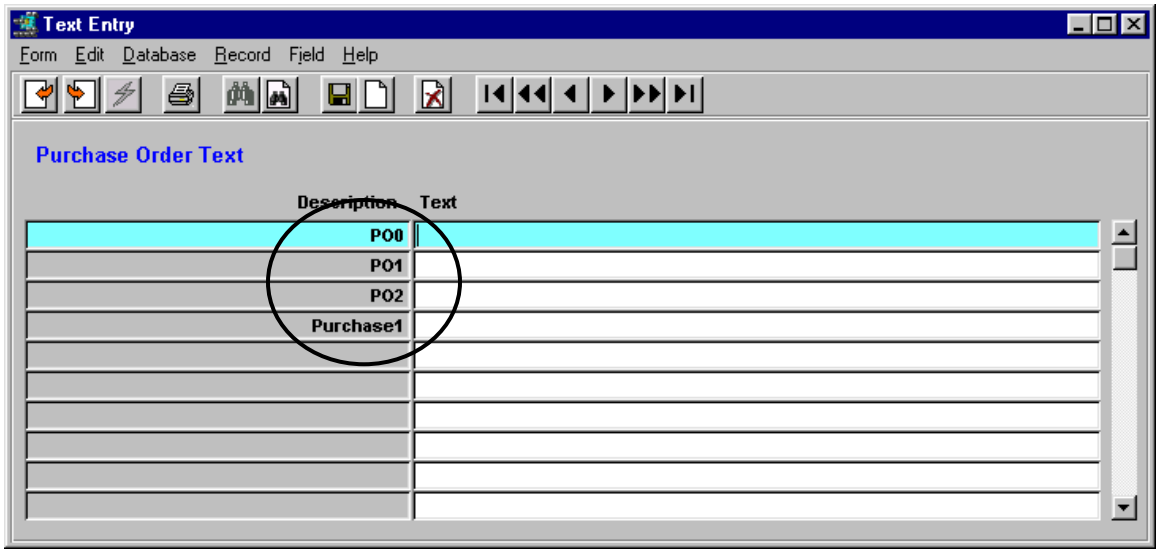
This same process can be used on all other text tables.

14.5 Purchase Order Text

PO Text is defined on only the PO Header Text table. The Master Type table definition is the same as described earlier for the Order Text, except using table 24. However, the **Sys Status** codes have no significance on this table. Only the **activate** flag is used to define the text as displayable.



PO Text Table

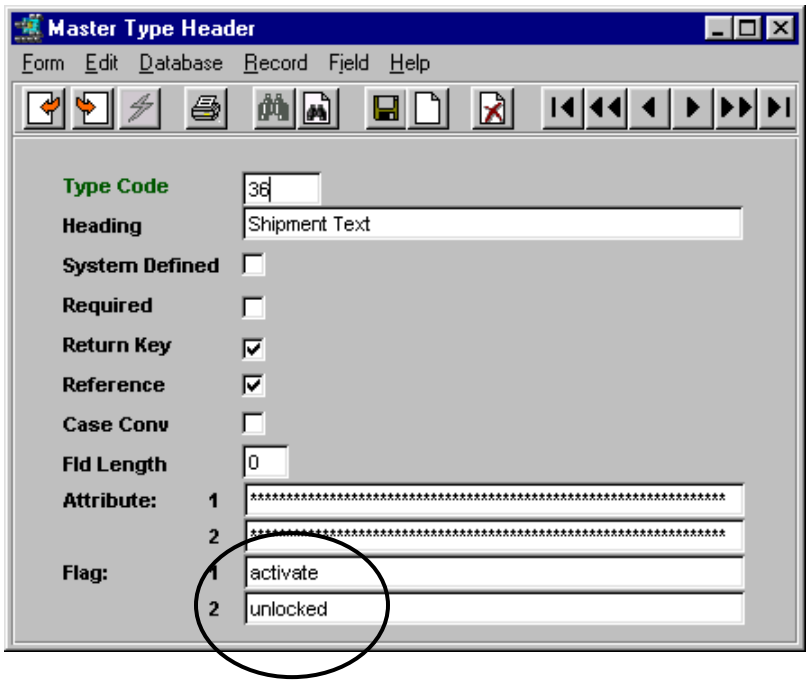


Note: PO3 was not copied because its **activate** flag was not set.
Additional text can be entered as described above for Order and Invoice text.

14.6 Generic Text Labeling Unlock Function (6.4L2)

Normally, text can only be entered on the particular Text table if the header or "parent" record has not been completed. The Generic Text Labeling Feature has been enhanced to allow text entry on the affected text tables even after the header record has been closed. A new status flag named **"unlocked"** has been added to each of the GTL Text Tables which is used to unlock text entry. Following is a description of its function.

Example: Shipment Text table 36



As stated in the general description of the Generic Text Labeling Feature, only the Order, Order Detail, Shipment, Invoice and Purchase Order forms currently use this function, and are enabled by defining **"activate"** for the Flag 1 value of each affected Text Master Type table.

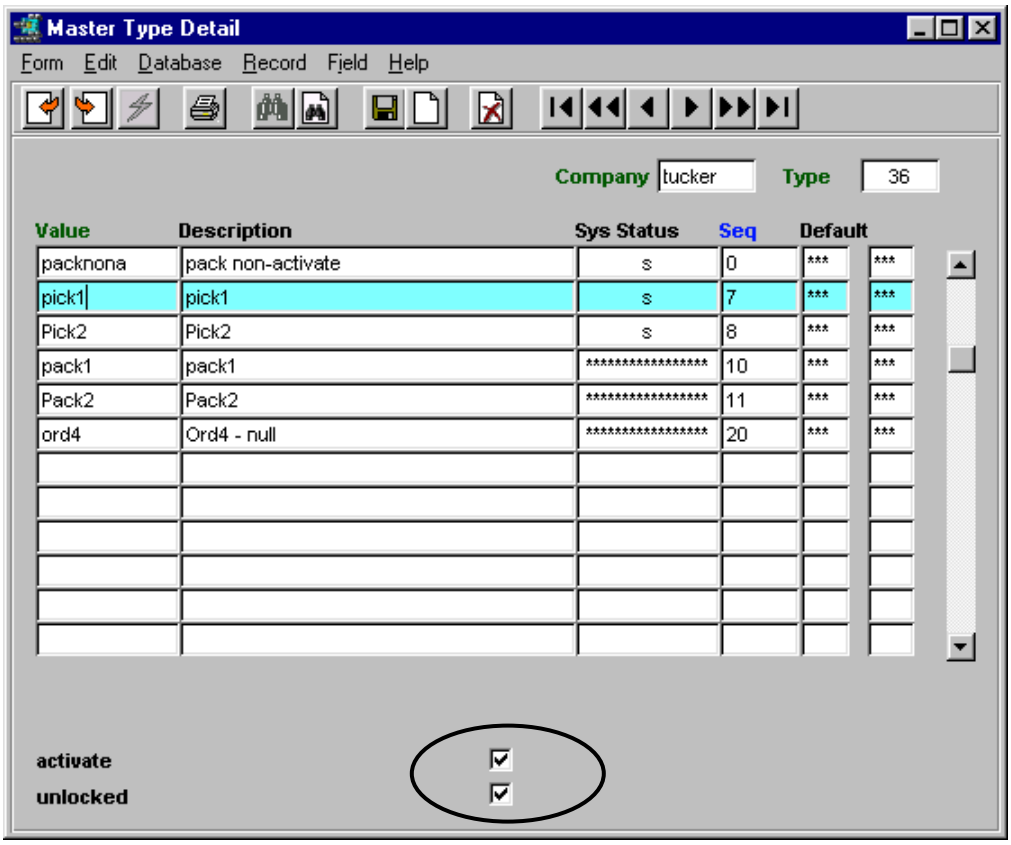
Along with this, if the text table is to also allow entries after the header has been completed, Flag 2 needs to be defined **"unlocked"** to enable this function. A header form is considered to be completed under the following conditions:

- Order is Invoiced - status "in"
- Shipment is Shipped or Invoiced - status "sh" or "in"
- Invoice is Paid - status "p"
- PO is Closed - status "c"

Normally, with these forms in these conditions, additional text would not be allowed to be entered on the corresponding Text table.

Flag 2 defined "unlocked" only enables the function on this table. With this flag defined, the corresponding Master Type Detail table also needs to defined for each individual text keyword that is to be unlocked.

Text Detail Table



Each text label that is to allow entry after “parent“ form completion also needs to have the **unlocked** flag checked. By this means it is possible to place further controls on text entry so that only certain text fields can be entered or modified after a record has been completed. Keywords that are not unlocked will result in message “Cannot update text table” when text data is entered/saved in their fields.

15. APPENDIX A. FORM INFORMATION TABLE

Module	Form Name	Form Description	Type
Accounts Payable			
ap	apchkgen	AP Payment Generation	f
ap	apglgen	GL Transaction Generation for Voucher	f
ap	apglgen2	GL Transaction Generation for Payment	f
ap	aprdet	AP Recurring Entries Detail	f
ap	aprecur	A/P Recurring Entries Header	f
ap	aprgen	AP Recurring Entries Generation	f
ap	cancvou2	Cancel Voucher Routine	f
ap	duperr	Duplicate Voucher Error Form	f
ap	mainap	Accounts Payable	m
ap	manual	Manual Payment Creation	r
ap	markvou	Mark Vouchers For Payment	f
ap	menuapa	A/P Recurring Entries	m
ap	menuapb	A/P Management Menu	m
ap	miscpmt	Misc. Payment Entry/Maintenance	f
ap	miscpmtd	Miscellaneous Payment Detail	f
ap	payment	Payment Summary	f
ap	pmtdet	Payment Detail	f
ap	pmterr1	Payment Error Message	f
ap	pmtnumb	Payment Renumbering Routine	f
ap	pmtstupd	Check Print Status Update	f
ap	rscuvo3	Voucher Detail Non-Inventory Form	f
ap	rscuvou	Voucher Detail (Resource Usage) Form	f
ap	splitfx	Voucher Detail Line Split Function (Pre- 6.3L3 only)	f
ap	sumdet	Voucher Summary Detail	f
ap	voidchk	Void Payment	f
ap	vouchdup	Duplicate Voucher Form	f
ap	voucher	Voucher Entry/Maintenance	f
ap	vouchsum	Voucher Summary	f
ap	vouerr1	Voucher Error Message	f
Accounts Receivable			
ar	applycm	Apply Credit Memo/Invoice	f
ar	arcirsnc	AR Days To Pay Resyncronization	f
ar	arglgeni	GL Transaction Generation for Invoice	f
ar	arglgenr	GL Transaction Generation for Receipt	f
ar	createcr	Credit Reference Credit Memo	f
ar	cusbal	Customer Balance Table	f
ar	cusbalsn	Customer Balance Resyncing Program	f
ar	cussum	Customer Summary	f
ar	deprev	Deposit Slip Review	f
ar	depslip	Deposit Slip Generation	f
ar	depupd	Bank Deposit Date Update	f
ar	emialinv	Email Invoice Process	f
ar	invage	Invoice Aging Inquiry	f
ar	invdet	Invoice Detail	f

ar	invdet2	Invoice Detail (Acct version)	f
ar	invoice	Invoice Entry/Maintenance	f
ar	invsum	Invoice Summary Screen	f
ar	itinvgen	Interest Charge Invoice Generation	f
ar	mainar	Accounts Receivable Menu	m
ar	menuara	AR Management Menu	m
ar	menudep	Deposit Slip Menu	m
ar	misccshd	Miscellaneous Cash Receipts Detail	f
ar	onacct	Generate On Account Transaction	f
ar	prtstupd	Invoice Print Status Update	f
ar	rcinvgen	Recurring Invoice Generation	f
ar	rctdet	Application Detail	f
ar	rctdetc	Create Receipt Detail	s
ar	rctdetcg	Create Group Receipt Detail	f
ar	rctview	Payment History	f
ar	rctviewd	Payment History Detail	f
ar	receipt	Receipts Entry/Maintenance	f
ar	recurinv	Invoice Recurring Entry/Maintenance	f
ar	subpay	Subscription Payment Entry	f
ar	voidrct	Void Receipt	f
eCommerce			
ecomm	emessage	eCommerce Message	f
ecomm	estate	eCommerce State	f
ecomm	etemplat	eCommerce Template	f
ecomm	mainecom	eCommerce Setup Menu	m
ecomm	menueadm	Administration Tools	e
ecomm	page13	Enter New Work Order	e
ecomm	page2	Ecommerce Home Page	e
ecomm	page3	Product Search	e
ecomm	page4	Sales Order Search	e
ecomm	page42	Customer Review	e
ecomm	page5	Work Order Search	e
ecomm	page6	Shopping Cart	e
ecomm	page7	Change Fixed Asset Code Routine	e
Fixed Assets			
fa	acrs	Depreciation Percentage Maintenance	f
fa	depglgen	Generate J.E. from Fixed Assets	f
fa	depgroup	Depreciation Category	f
fa	deprec	Depreciation Overview	f
fa	depsched	Build Depreciation Schedule	f
fa	disposal	Fixed Asset Disposal	f
fa	fa_serv	Service Company Information	f
fa	fachg	Change Fixed Asset Code Routine	f
fa	fajobsum	Asset Maintenance Summary Screen	f
fa	famaint	Fixed Asset Warranty Information	f
fa	famove	Fixed Asset Movement	f
fa	fasetup	Fixed Asset Control Table	f
fa	fausage	Fixed Asset Usage Screen	f
fa	fixasset	Fixed Asset Entry/Maintenance	f
fa	fixsub	FA Sub Entry Maintenance	f

fa	mainfa	Fixed Assets	m
fa	menufa	Fixed Assets Management	m
fa	methmove	Switch Depreciation method	f
fa	method	Depreciation Method	f
fa	movehist	Fixed Asset Movement History	f
File Maintenance			
filemain	bank	Bank Table	f
filemain	codiv	Company Division	f
filemain	company	Company table	f
filemain	country	Country Table	f
filemain	courrate	Carrier Rate Table	f
filemain	currency	Currency Table	f
filemain	cuschg	Customer Code Change Routine	f
filemain	cuscon	Customer Contact	s
filemain	cusconfg	Customer Configuration Screen	s
filemain	cuscopy	Customer Copy Routine	f
filemain	custcont	Contact Personal Information	f
filemain	customer	Customer Master	f
filemain	dept	Department Maintenance	f
filemain	discount	Customer Discount Table	f
filemain	division	Division Maintenance	f
filemain	emailtxt	Email Template	f
filemain	employee	Employee Maintenance	f
filemain	exchange	Exchange Rate Table	f
filemain	filepr	Payroll Master Files	m
filemain	flximage	Flexx Image Master	f
filemain	loaddpc	DPC Tax Files Loading Process	f
filemain	loadzip	Zip Code Files Loading Process	f
filemain	mainfile	System File Maintenance	m
filemain	menuint	Internal File Maintenance	m
filemain	menumstr	Master File Maintenance	m
filemain	menustup	Setup File Maintenance	m
filemain	mstrst1	Master Status Detail	f
filemain	mstrstat	Master Status Table	f
filemain	mstrstp	Master Status Header	f
filemain	mstrtabl	Master Type Table	f
filemain	mstrtbl1	Master Type Detail	f
filemain	mstrttp	Master Type Header	f
filemain	muom	Units of Measure Table	f
filemain	nextno	Next Number Maintenance	f
filemain	resource	Resource Maintenance	f
filemain	rscprice	Resource Price Maintenance	f
filemain	salesall	Salesperson Allocation Maintenance	f
filemain	salesper	Salesperson Maintenance	f
filemain	shipto	Shipto Maintenance	s
filemain	shiptoS1	Ship Via Subform for shipto screen	s
filemain	shipvia	Ship Via Table	f
filemain	state	Province/State Table Maintenance	f
filemain	taxcodes	Tax Code Maintenance	f
filemain	taxtbl	Tax Table Maintenance	f

filemain	terms	Terms Maintenance Screen	f
filemain	terr	Territory Table Maintenance	f
filemain	upcustax	Update Customer Tax Jurisdiction	f
filemain	uptaxcd	Update Tax Code Process	f
filemain	vencopy	Vendor Copy Routine	f
filemain	vendchg	Vendor Code Change Routine	f
filemain	venditem	Vendor Item Display	s
filemain	vendmain	Vendor Master	f
filemain	verify	System Verification Function	f
filemain	vmailto	Alternate Vendor Address	s
filemain	whse	Warehouse Table	f
filemain	zip	Zip Code Maintenance	f
filemain	zipzone	Zip to Zone Table	f
filemain	zmvend	Search By Vendor Name/Address	f
Form Flow			
formflow	authoriz	Authorization Entry	f
formflow	forminfo	Form Information Maintenance	f
formflow	formnext	Next Form Information	f
formflow	grp	Group Maintenance	f
formflow	grpacc	Group Access Maintenance	f
formflow	mainflow	Form Flow / Security	m
formflow	usr	User Maintenance	f
formflow	usracc	User Access Maintenance	f
formflow	wprstupd	Work Order Print Flag Update	f
Form Lib			
formlib	batctrl	Batch Control	f
formlib	poptext	Popup Text	f
formlib	skuplook	SKU Price Lookup	f
formlib	txttbl	Text Table	f
formlib	txttbl1	Custom Text	f
General Ledger			
gl	actsgmt	GL Account Segments Maintenance	f
gl	actsgmtd	GL Account Segment Validation Details	f
gl	bstats	Business Statistics	f
gl	cashpos	Cash Position	f
gl	glaccseg	GL Account Number	f
gl	glacct	GL Account Master	f
gl	glacct2	GL Account – Used for Zooming only	f
gl	glacctbl	GL Balance detail	f
gl	glact	GL Activity Review Form	f
gl	glactchg	Change GL Account Routine	f
gl	glapfexp	AP Foreign Exchange Gain/Loss Explosion	f
gl	glarfexp	AR Foreign Exchange Gain/Loss Explosion	f
gl	glbalprf	GL Acct Balance Table Verification	f
gl	glbudcp	GL Budget Copy Function	f
gl	glbudgen	GL Budget Generation	m
gl	glbudget	GL Budget Master	f
gl	glclear	Clear to Account Process	f
gl	glcogexp	GL Cost of Goods Sold Explosion	f

gl	glcopy	Chart Of Accounts/Period Copy Function	f
gl	glfaexp	GL Fixed Assets Explosion	f
gl	glinvexp	GL Invoice Explosion	f
gl	glmovexp	GL Inventory Movement Explosion	f
gl	glperiod	GL Period Table	f
gl	glpmtexp	GL Payment Explosion	f
gl	glpost	GL Posting	f
gl	glprlexp	GL Canadian Payroll Explosion	f
gl	glpusexp	US Payroll Cost Explosion	f
gl	glrecexp	GL Bank Charges Explosion	f
gl	glrctexp	GL Receipt Explosion	f
gl	glrecgen	GL Recurring Transaction Generation	f
gl	glrecur	Recurring GL Transactions	f
gl	glrecurd	GL Recurring Detail	f
gl	glresync	GL Balance Resyncing Function	f
gl	gltran	GL Transactions	f
gl	gltrand	GL Transactions Detail	f
gl	gltrnpre	GL Transactions Preview	f
gl	glvouexp	GL Voucher Explosion	f
gl	glwod	GL Cost of Work Order Explosion	f
gl	glwol	GL Cost of Work Labor Explosion	f
gl	glwomain	Work Order/Labor Explosion	f
gl	intcheck	Business Operations Review	f
gl	loadgl	GL Flat File Loading Process	f
gl	maingl	General Ledger	m
gl	menugla	GL Administration Menu	m
gl	menuglb	GL Budget Menu	m
gl	menuglc	GL Custom Report Menu	m
gl	periogen	GL Period Generation	f
gl	poststat	Posting Processes Status	f
gl	reviewap	Accounts Payable Review Screen	f
gl	reviewar	Accounts Receivable Review Screen	f
gl	reviewbr	Bank Reconciliation Review Screen	f
gl	reviewfa	Fixed Assets Review Screen	f
gl	reviewgb	GL Account Balance Review Screen	f
gl	reviewgp	GL Periods Review Screen	f
gl	reviewgt	GL Transactions Review Screen	f
gl	reviewic	Inventory Control Review Screen	f
gl	reviewop	Order Processing Review Screen	f
gl	reviewpm	Project Management Review Screen	f
gl	reviewpr	Purchase/Receiving Review Screen	f
gl	reviewqt	Quotation Management Review Screen	f
gl	reviewrw	Repair and Warranty Review Screen	f
gl	reviewsb	Subscriptions Review Screen	f
gl	reviewtb	Time Billing Review Screen	f
Inventory Control			
ic	abcclass	ABC Classification Analysis	f
ic	bomcopy	SKU BOM Copy Function	f
ic	catlogen	Catalogue Listing Output	f
ic	boxes	SKU Box Maintenance	f
ic	contain	Container Maintenance	f

ic	edition	Edition Table	f
ic	editqty	Editions Inventory	s
ic	invengen	Inventory Generator Process	f
ic	invglgen	Generate GL Txns (Inventory Movement)	f
ic	invnbala	Inventory Period Balance Process	f
ic	invnlifo	Inventory LIFO/FIFO Table	f
ic	invnlocn	Inventory Location Table	f
ic	invnlog	Inventory Log of Quantity Changes	f
ic	invnperd	Inventory Period Table	f
ic	invntry	Inventory Table	s
ic	landcost	Landed Cost Maintenance	f
ic	lcpurge	Purge Landed Cost Review Records	f
ic	lcreview	Landed Cost Review Screen	f
ic	mainic	Inventory Control	m
ic	menuica	Inventory Administration Menu	m
ic	menuicb	Stock Count Menu	m
ic	nvm_ser	Serial Number Review	f
ic	pricedel	Purge SKU Price Records	f
ic	pricegen	SKU Price Generation from Existing Price	f
ic	pricegn2	SKU Price Generation from Average Cost	f
ic	priceup	Price Update Maintenance	f
ic	priceupd	Price Update Detail	f
ic	prmargin	Price Margin	f
ic	purgelog	Purge Inventory Log Process	f
ic	serdet	BOM Serial Detail	f
ic	serdisp	Serial Display Screen	f
ic	serdisp2	Serial Display Screen(RW)	f
ic	serial	Serial Number Information	f
ic	serlist	Serial Number List	f
ic	sku	SKU Entry/Maintenance	f
ic	skubom	SKU BOM Entry/Maintenance	f
ic	skucat	SKU Category Master	f
ic	skuchg	Change SKU Code Routine	f
ic	skucopy	SKU Copy Routine	f
ic	skugl	SKU GL Accounts	f
ic	skulook	SKU Search Screen	f
ic	skuprice	SKU Price Table	s
ic	skusub	SKU Substitute Numbers	f
ic	skuven	SKU Vendors	s
ic	skuview	SKU Review	f
ic	stkcnt	Stock Count Table Maintenance	f
ic	stkdel	Remove Stock Count Records	f
ic	stkpost	Post Stock Count Adjustment	f
ic	stkser	Serialized SKU Stock Count Update	f
ic	stksheet	Generate Stock Count Records	f
ic	subpick	SKU Substitute Items	f
ic	uploadinv	Invoice Upload Process	f
ic	uploadpo	PO Upload Process	f
ic	uploadvou	Voucher Upload Process	f
ic	whsexfr1	Whse -> Whse Transfer/Build/Receive	f
ic	whsexfr2	Warehouse -> Warehouse Component/Transfer	f

ic	whsexupd	Update Warehouse Transfer	f
ic	xfrview	Inventory Movement Review	f
Project Management - Also called Job Costing			
jc	jcdetail	Job Costing Review	f
jc	jcglgen	Generate GL Transactions from Job Costing	f
jc	jcontrct	Job Contract Entry/Maintenance	f
jc	jcreallo	Job Costing Re-allocation	f
jc	jcrequir	Required Resources	f
jc	jcrpts	Job Costing Report Control	f
jc	job	Job Order Entry/Maintenance	f
jc	jobstat	Job Status Update Function	f
jc	mainjc	Project Management Menu	m
jc	subjobs	Sub Jobs Maintenance Screen	f
Main System Functions			
main	alerts	Alerts Entry Maintenance Screen	f
main	chgpwd	Change Password	f
main	defaults	FLEXX Control Panel	f
main	menuadm	Administration Menu	m
main	sndemail	Send Email	f
Order Processing			
op	Rorders	RMA Return Detail	f
op	autoship	Batch Shipment Process	f
op	calqty	Calculate Quantity	f
op	cussrch	Customer Search	f
op	factgen	Factory Direct PO Generation	f
op	factrecm	Factory Direct PO Receiving	f
op	factrecp	Factory Direct PO Shipping	f
op	invgen	Invoice Generation from OP	f
op	jobstupd	Order Print Status Update	f
op	loadconf	Load Confirmation File	f
op	mainop	Order Processing	m
op	menuopa	Factory Direct Menu	m
op	menuopb	Management Menu	m
op	oeglgen	GL Transaction Generation	f
op	ord	Order Entry/Maintenance	f
op	orddet	Order Detail	f
op	ordgen	Upload Order	f
op	ordmark	Mass Order Marking Routine	f
op	ordover	Order Overview	f
op	ordrcv	Transfer Order Receiving	f
op	ordrcvd	Transfer Order Receiving Detail	f
op	ordretur	Order Return	f
op	ordxfer	Transfer Order Entry	f
op	ordxferd	Transfer Order Entry Detail	f
op	pickers	Shipment Pickers Detail Screen	f
op	piececnt	Piece Count	f
op	purchgen	Generate New Edition and Print Orders	f
op	purgeord	Purge Orders Process	f
op	rapidord	Rapid Order/Quote Entry Screen	f

op	release	Mass Release Process	f
op	repack	Repacking	f
op	rma	RMA Process	f
op	rmarev	Customer RMA Review	f
op	rtrnitem	Return Item Entry	f
op	shipadj	Shipment Adjustment	f
op	shipgen	Electronic Order Generation By Warehouse	f
op	shipment	Shipping Process	f
op	shipmntd	Shipment Detail	s
op	shipstup	Shipment Slip Print Status Update	f
op	unreleas	Product Unrelease Process	f
Contact Manager - Also called Prospect Maintenance			
prosmnt	clntmnt	Contact Maintenance	f
prosmnt	clntmnt_fu	Client Maintenance Follow Up Subform	f
prosmnt	cuscint	Interest of Contact	f
prosmnt	detlist	Conversation Context Detail	f
prosmnt	followup	Prospects to Follow Up	f
prosmnt	headmnt	Text Header Maintenance	f
prosmnt	intmnt	Prospect's Interests	f
prosmnt	mainpros	Contact Manager	m
prosmnt	textsrch	Text Searching	f
prosmnt	zmcomp	Search By Company Name/Address	f
prosmnt	zmcont	Search By Contact	f
prosmnt	zmday	Prospect Follow Up Date	f
prosmnt	zmpfile	Search By Interest Profile	f
Purchasing/Receiving			
pur	aprvreq	P.O. Requisition Approval	f
pur	budaprv	Budget Overage Approval	f
pur	glpoexp	GL PO Explosion	f
pur	mainpur	Purchasing / Receiving	m
pur	ordhist	History of SKU usage by order	f
pur	ordrev	Reviews current orders for a SKU	f
pur	po	Purchase Order	f
pur	poglgen	Generate GL Transactions (PO Accruals)	f
pur	poreq	P.O. Requisition Entry	f
pur	poreturn	PO return	f
pur	poreview	Review current purchase orders	f
pur	postatup	PO Print Status Update	f
pur	receive	Receiving Form	f
pur	rscupo	PO Detail	f
pur	rscuvo2	Transfer PO Detail -> Voucher Detail	f
pur	skuorder	SKU Order - Manual	f
pur	splitpo	Split PO Detail Line	f
Quotation Manager			
quotes	cpquote	Quotations Copy Function	f
quotes	detail	Detail Quotations	f
quotes	getauth	Quotes Authorization	f
quotes	header	Quotation Master	f
quotes	mainquot	Quotation Management	m

quotes	purgequo	Purge Quotation Process	f
quotes	quotgen	Quote Generation Process Screen	f
quotes	quotjob	Sales Order Generation	f
quotes	subhead	Quotation Sections Maintenance	f
quotes	zquote	Quote Overview	f
quotes	ztotal	Zoom to compute totals	f
Bank Reconciliation			
recon	acctrev	Review Accounting Records	
recon	acctsxfr	Transfer Accounting Records	f
recon	bkcharge	Bank Charges Maintenance Screen	f
recon	mainrecn	Bank Reconciliation Menu	m
recon	menuabr	BR Management Menu	m
recon	recenter	Reconciliation Process	f
recon	recglgen	Generate GL Transactions (Bank Charges)	f
recon	recstmt	Statement Reconciliation Entry	f
recon	recstupd	Bank Statement Status Update	f
recon	stmtload	Bank Statement Upload Process	f
Report Services			
report	clrrpt	Clear Report Control Records	f
report	mainrpt	Report Services / Control	m
report	makespac	Make gap in report parameters	f
report	ppreview	Report Preview Form	f
report	resched	Report Rescheduler	f
report	rptchist	Report Control History	f
report	rptcopy	Report Copy Function	f
report	rptctrl	Report Control Table	f
report	rptctrld	Report Control Detail	f
report	rptdel	Delete Report Registration	f
report	rptdfpar	Default Report Parameters	f
report	rptlist2	Report List Table	f
report	rptlistd	Report List Detail	f
report	rptparam	Report Parameters Entry Form	f
report	rptprint	Default User Printer Table	f
report	rptsel	Report Selection Form	f
report	schedule	Report Scheduler	f
report	setsched	Report Set Scheduler	f
rptgl	glrpt	Custom Statement Header	f
rptgl	glrptdet	Custom Statement	f
rptgl	glrptren	GL Custom Statement Renumbering Function	f
rptgl	statemnt	Custom Statement Generator	f
rptgl	stmcopy	Custom Statement Copy Function	f
Repair/Warranty			
rw	custeq	Customer Equipment	f
rw	eqpwrty	Equipment Warranty Maintenance	f
rw	equipmdl	Equipment Model Table	f
rw	equipmnt	Equipment Maintenance	f
rw	job_time	Repairs Service Detail	f
rw	mainrw	Repair/Warranty Maintenance	m

rw	menurwa	Equipment Entry/Maintenance	m
rw	packlist	Packing List Detail	f
rw	plans	Equipment Auxiliary Plan Maintenance	f
rw	rtrnitm2	Return Item Entry(Warranty)	f
rw	rwexpire	Repair Warranty Expiration	f
rw	rwheader	Repair Entry/Maintenance	f
rw	rwhistry	Repair/Warranty Equipment Customer History	f
rw	rwinvgen	Repair Warranty Invoice Generation	f
rw	rwsumm	Repair/Warranty Summary	f
rw	serlist2	Serlist Number List(Warranty)	f
rw	warrplan	Warranty Plan Detail	f
wo	wodtl	Repair/Warranty Detail	f
rw	womast	Repairs/Job Maintenance	f
rw	wotext	Work Order Text	f
rw	wrinvgen	RW Vendor Invoice Generation	f
Subscriptions			
sub	mainsub	Subscription Process	m
sub	menusuba	Subscription Management Menu	m
sub	purgesub	Purge Subscriptions Process	f
sub	refunsku	Refund Subscription Detail Record	f
sub	replstr	Replacement Reason	f
sub	sbdetsum	Subscription Detail Summary	f
sub	sbordgen	Order Generation from Subscription	f
sub	subdet	Subscription Detail	f
sub	subord	Subscription Entry/Maintenance	f
sub	subrenew	Subscription Renew Process	f
ar	subpay	Subscription Payment Entry	f
System Functions			
system	apctrlcp	Application Control Copy Function	f
system	aplctrl	Application Control Table	f
system	calendar	Calendar display	f
system	chkauth	Check Authorization	f
system	cpright	Copyright Notice & Version Number	f
system	datawhse	Data Warehouse Transfer	f
system	fldctrl	Field Control	f
system	flexproc	Data Warehouse Maintenance	f
system	flxhelp	Flexx Help	f
system	goto	Goto Function	f
system	mainwhse	Data Warehouse Control	m
system	popstamp	Popup to view Time Stamp	f
system	proctrl	Batch Process Control	f
system	purgewhse	Data Warehouse Purge	f
Time Billing - Also called Work Order			
jc	jcontrct	Job Contract Entry/Maintenance	f
wo	cancinv	Cancel WO Invoice Routine	f
wo	jcwotime	Work Order Time Card	f
wo	mainwo	Time/Billing	m
wo	problog	Work Order Entry	f
wo	tcglgen	Generate GL Transaction from Time Card	f

wo	wodtl	Work Order Detail	f
wo	woglgen	Generate GL Transactions	f
wo	woheader	Time/Billing Entry/Maintenance	f
wo	wohistory	Work Order Customer History	f
wo	woinvgen	TB/RW Invoice Generation	f
wo	wolabor	Work Order Labor Time	f
wo	wolabsum	WO labor Summary	f
wo	wolist	Work Order List	f
wo	wostupd	Workorder Status Update	f
wo	wotexts	Search WO Text	f
WHMIS - Workplace Hazardous Materials Information System			
whmis	cas	Chemical Abstract Service	f
whmis	hazard	MSDS Hazardous Ingredients	f
whmis	mainwh	Work Place Haz. Materials Info System	m
whmis	msds	Material Safety Data Sheet	f
whmis	msdscust	MSDS Customers	f