FLEXX®

Version 7.0L0

Procedures Guide

Specialty Modules
and
Miscellaneous Functions

Δ Databyte

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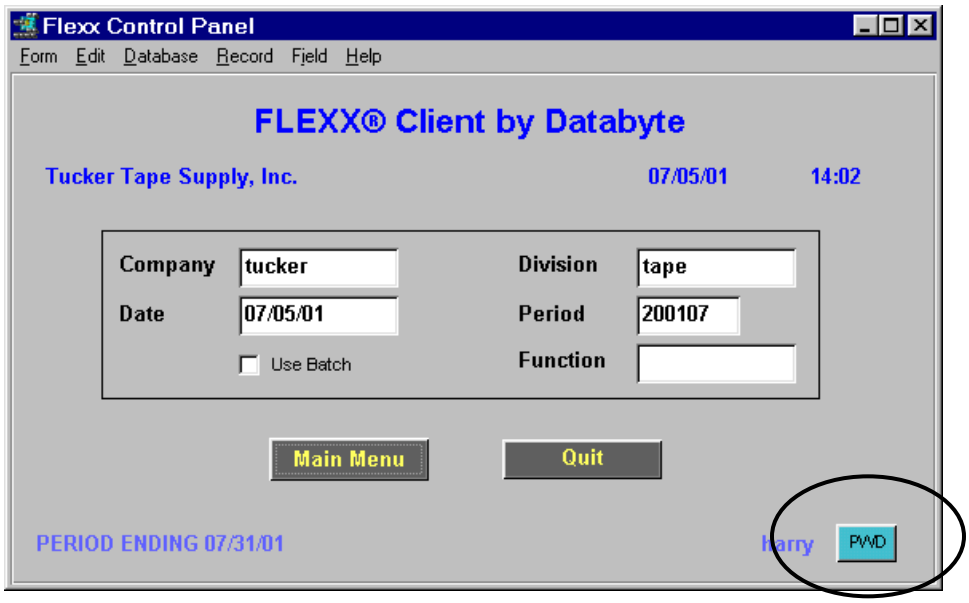
1 FLEXX User Password Change

FLEXX has been enhanced (with Version 6.4L2) to allow users to change their FLEXX logon password. Previously, this could only be accomplished by the system db administrator (Dba) by making changes to the system database.

The user's initial password is still assigned by the Dba, but thereafter can be changed at any time to any user-desired value. This function is available from either the **FLEXX Control Panel** (if Application Control has been so set up) or from the **User Master** screen.

1.1 FLEXX Control Panel Function

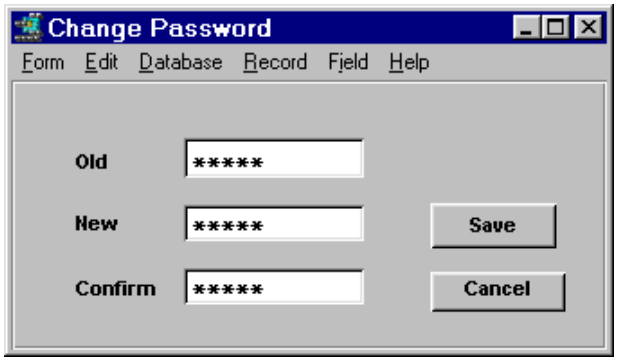


The **PWD** button is under control of the Application Control table as follows:

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

This variable is a system-wide setting so is defined for company "setup". FLEXX will need to be restarted after this variable is changed.

With the Value = Y, FLEXX will display the **PWD** button on the Control Panel. Press the PWD button to present the **Change Password** screen.

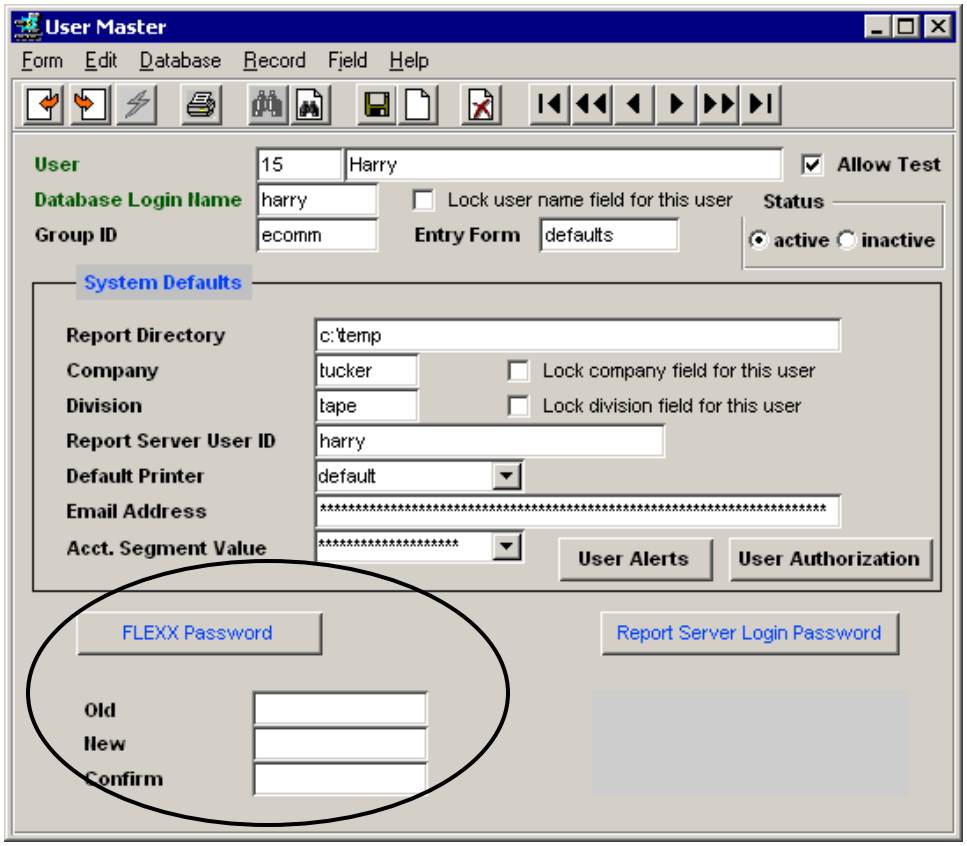


To change the password, enter your current logon password in the Old field, and any user-desired value for the new password in the New and Confirm fields.

Press Save to save the entry, or Cancel to cancel the operation. On successful completion, FLEXX will respond with message "Password has been changed".

1.2 User Master Function

The password can also be changed from the User Master screen. This requires that the user has Modify access security enabled for this screen.



To change the password, press the **FLEXX Password** button. The password entry fields will be displayed. Enter the current password in the Old field and the new user-desired value in the New and Confirm fields. Press Add/Update to save the entry, and if successful, FLEXX will display message "Password has been changed".

1.3 FLEXX Password Usage

With this enhancement, FLEXX now considers both the FLEXX **Logon** and the **Authorization** passwords to be the same value. When changing the password, both the user's logon and authorization password will be changed to that value.

The Logon password is only used to log on to the FLEXX database to be able to run FLEXX.

The Authorization password is used in the various FLEXX authorization functions (e.g. CM authorization, Credit Hold release, order price overrides, etc.), and works in conjunction with the User Authorization table definitions *(See the FLEXX Implementation Guide, User Authorization description)*.

1.4 Password Security

If this function is not desired and password changes are to be only under the control of the system administrator, the following settings can be specified:

- Set the ***pwdchange*** Application Control variable to "N";
- Deselect access to the User Master table for the user on the User or Group Access table.

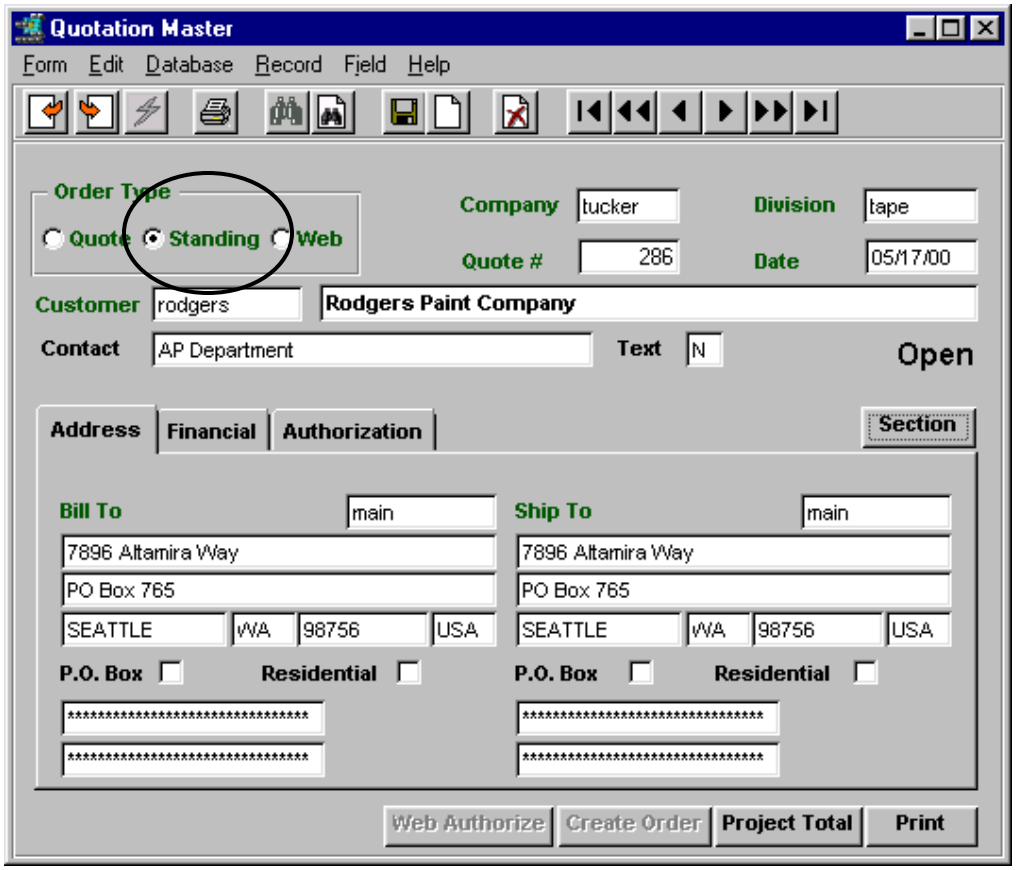
Please refer to the FLEXX Implementation Guide, User Access and Group Access descriptions for more details.

2 Quotation Manager - Standing Orders

Using the Order Type flags, a Quotation Order can be defined as a normal Quote as well as a Standing order.

2.1 Standing Order Entry

To enter a standing order, the Standing flag must be checked **before** the header form is saved. The default is Quote, and once a quote has been saved, the flag cannot be changed. Any additional data can then be entered as desired, or left to default to predefined values copied from the Customer Master.

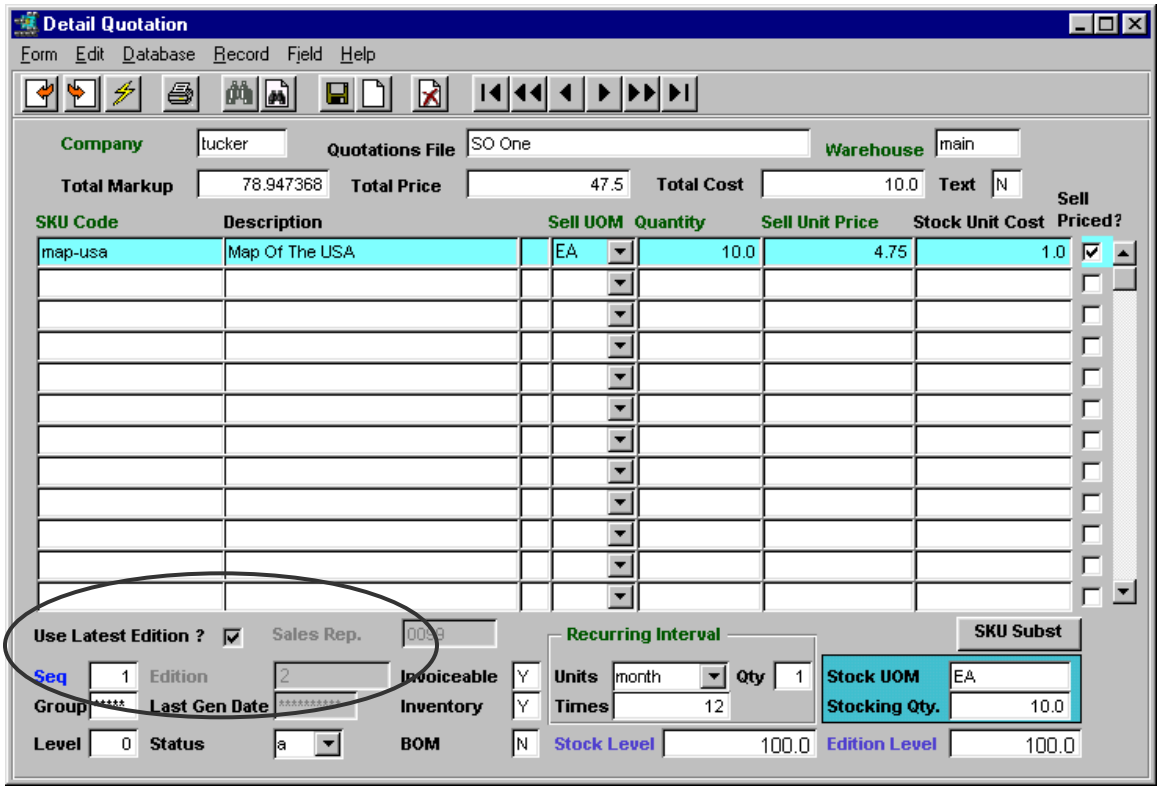


A Standing Order is handled by FLEXX as an indefinitely open quote and will be left in *'o'* status until manually closed by changing the status flag to *'c'* (on Financial form). A Standing Order can also be put in **Held** status by changing the header status to *'h'*. To release the hold, the status code is reset to *'o'*.

After saving the header, the Section form can be selected and will be used to enter the order 'Section' data, identical to the quote section. This is used to sectionalize groups of Quotes or Standing Orders.

After entering and saving the Section data (either with the Enter key or Add/Update process), the Detail form is presented.

2.2 Standing Order Detail form

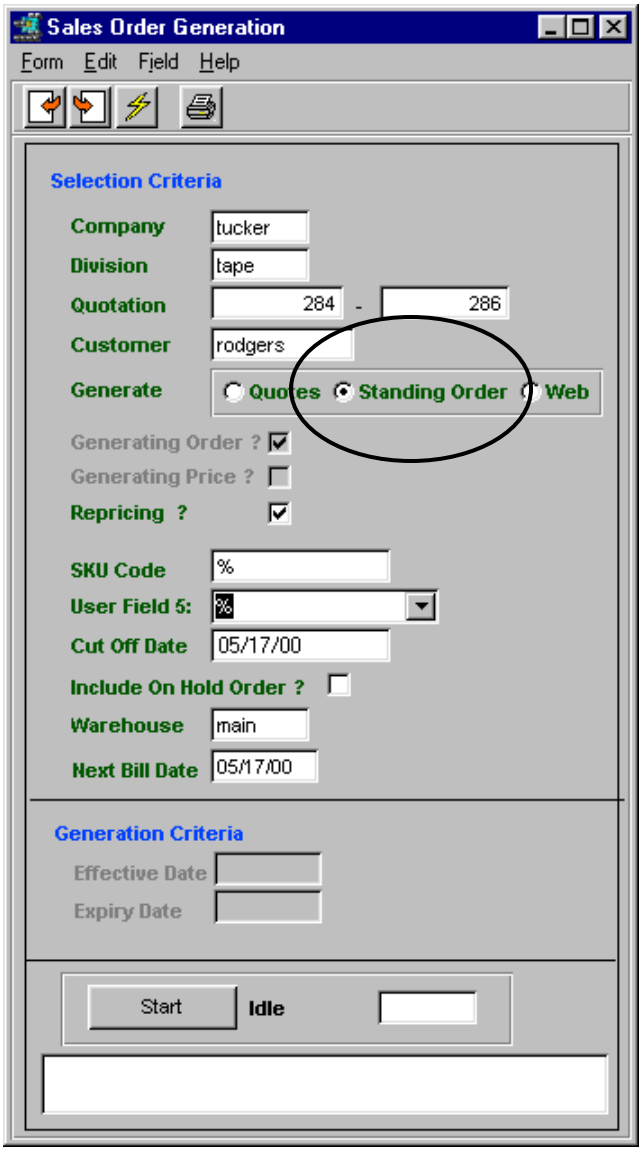


If the SKU is an Edition SKU, entering that SKU will result in the latest edition automatically being selected. This cannot be overridden, and although stippled, will be identified in the Edition field (e.g. Edition 2).

The Edition number can only be specified when submitting the order as a Quote.

To create a sales order from the Standing Order, the **Sales Order Generation** function (from Quotes menu) needs to be run, as described on the following pages. The **Create Order** button on the header is only functional when entering standard quotes. Normally, Standing Orders are run by Cycle Groups, so the 'batch' process of the sales order generation function is more practical *(described below)*.

2.3 Sales Order Generation - Standing Orders



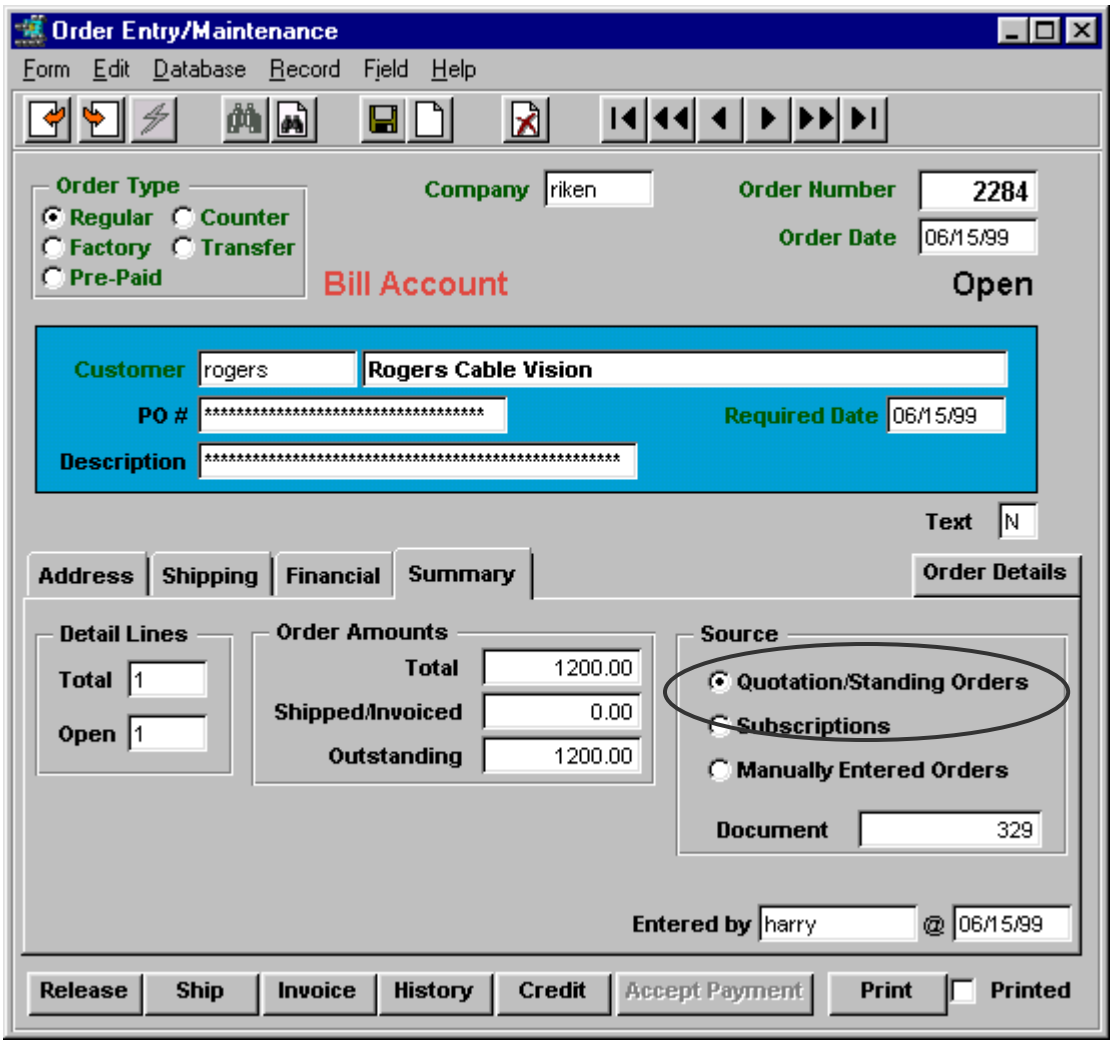
To generate sales orders from standing orders, the Standing Order flag must be selected, and the specific SO numbers entered into the Quotation fields. The sales order generation can be selected by SKU code, Cycle Group specified in the User 5 field (defined on SKU Master User 5 field), or Cutoff Date (as specified on the Standing Order Detail entry, **Last Gen Date**). The resulting sales order will have the Source marked as a Quotation/ Standing Order (see below).

With the **Include On Hold Order** flag marked, the process will also generate sales orders for those Standing Orders marked Held, but the resulting Order will be in Credit Hold status, and will need to be Credit Released before it can be processed. With the flag off, no sales orders will be generated for Held standing orders.

Each time a new 'cycle' of sales orders are required (i.e. new cutoff date), rerun the Sales Order Generation function and a new group of orders will be created.

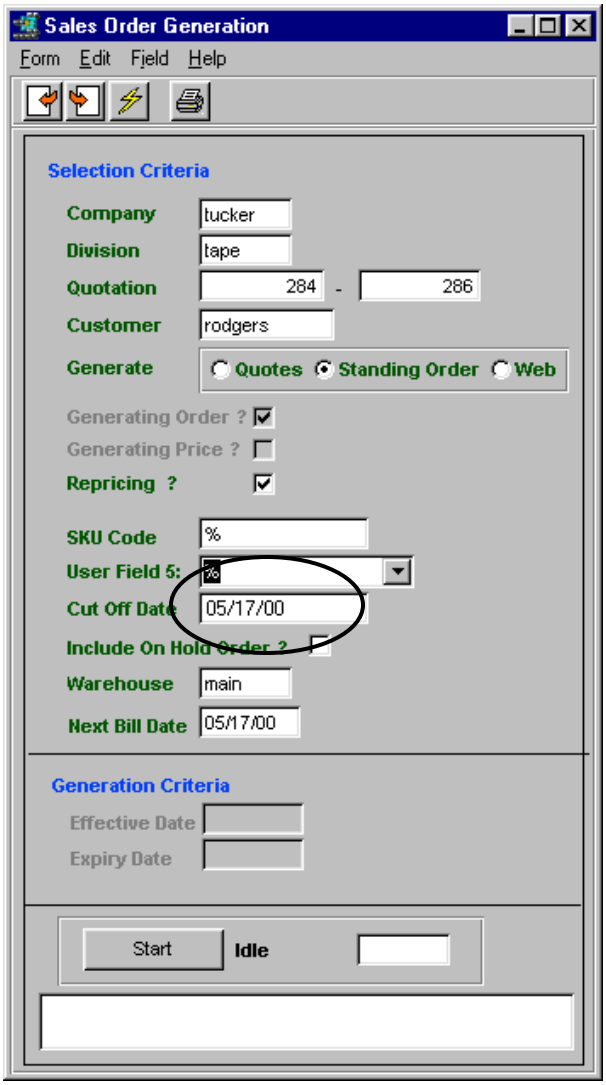
2.4 Standing Order Sales Order

A Sales Order generated from Standing Orders is identified by the Source flag 'Quotation/Standing Orders' set. Additionally, the Document number will then refer to the Standing Order that generated this Order.



As described in Order Processing, the Order Type flag will be set according to the Credit Allowed flag on the Customer Master for the specific customer. The sales order is then processed as normal. If it is in Credit Hold, it will first need to be released (Credit button) by a credit release authorized user (has *'credrels'* authorization defined).

2.5 Repeat Sales Order Generation



FLEXX uses the **Cut Off Date** to determine if the Standing Order can produce another sales order.

FLEXX checks the **Last Gen Date** value on the SO Detail entries *(see example above)* and if **Cut Off Date** is later, will generate another sales order for those entries;

- at initial detail entry, Last Gen Date will be 'null'.
- each run of the Generation process will record that date in the Last Gen Date field.

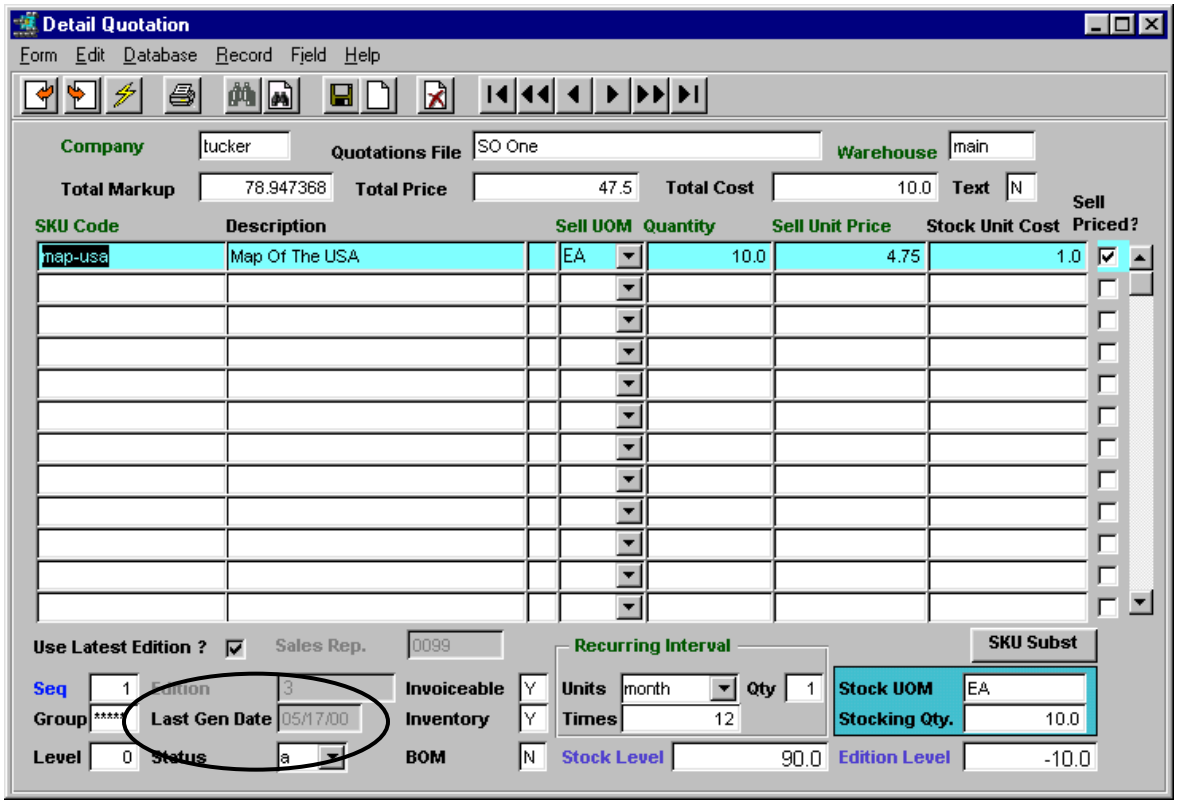
Example:

- SO's entered over a number of days,
- each day's SO's are used to generate sales orders,
- these SO's will then have a Last Gen Date of the date they generated sales orders, *(see below)*
- the following day's SO's are entered,
- are used to generate sales orders,
- if the date of this **Generate** run is later than that of the previous, all previous SO's will now also generate new sales orders.

Recommendation:

- enter all SO's for a particular run with the same date,
- this can be simplified by setting the FLEXX Session date (on Control Panel) to the desired same date over several days,
- then, when the Order Generate routine is run, and the Cutoff Date is set for this single date, only the new or changed SO's will be picked up on the generate process.

Last Gen Date is the date that FLEXX last generated a Sales Order for this item from this Standing Order, and is used by the Sales Order Generation routine on subsequent generation runs to select Standing Orders.



2.6 Reports

The **Standing Orders Report** (standord) is a report listing all Standing Orders matching the selection criteria entered on the Report Parameters form.

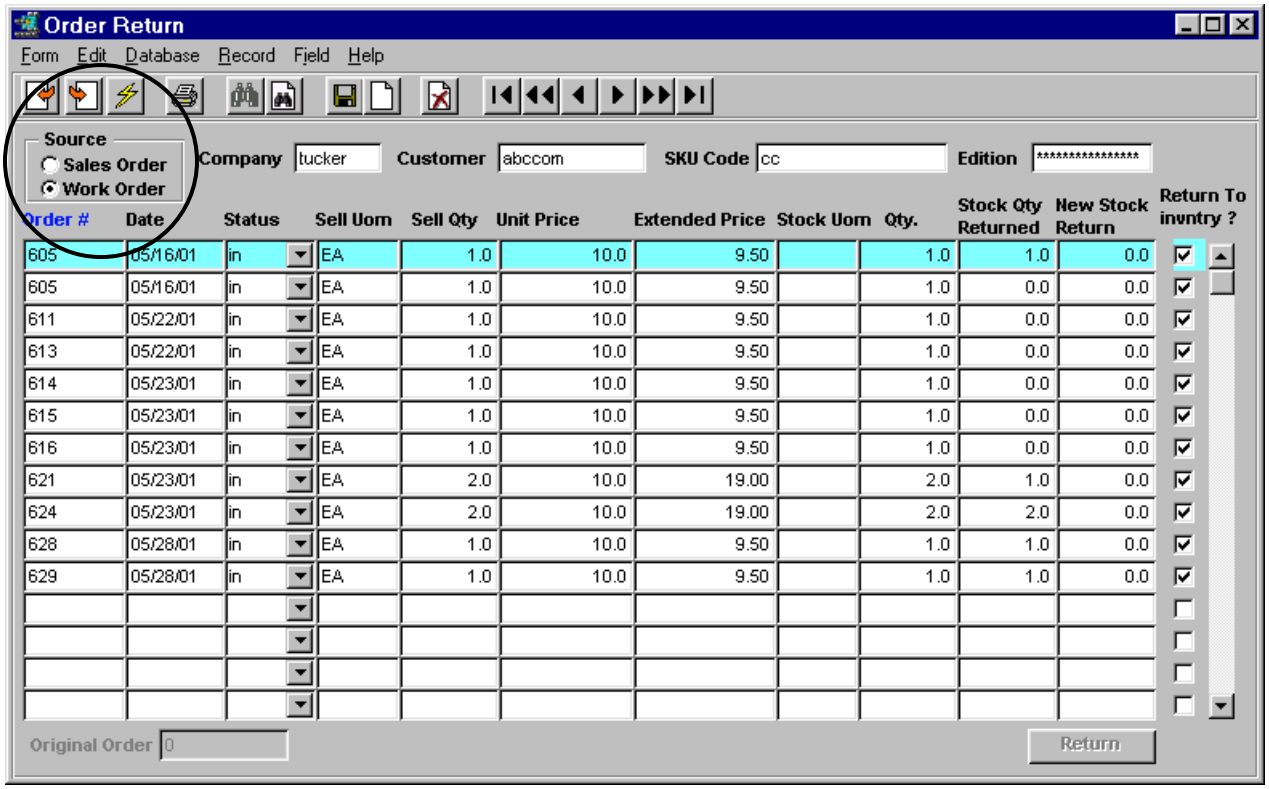
3 Time Billing

3.1 Work Order Parts Return Process

FLEXX has been enhanced to allow returning SKU's sold through Work Orders (Time Billing) by using the **Order Return** function. The process allows returning both Serialized and Non-serialized SKU's. However, Serialized SKU's can **ONLY** be returned using this process. Non-serialized items can also be returned by entering a negative WO Detail (Parts) entry (see next topic).

From the Time Billing menu, select **Order Return**. This will present the Order Return form in FIND mode. The Source **Work Order** button will be selected. Enter the desired search parameters (order #, customer code, SKU code, Date, etc.) and press <<FIND>>. Note that the more search arguments entered, the quicker the search.

3.1.1 Order Return Form



Order #	Date	Status	Sell Uom	Sell Qty	Unit Price	Extended Price	Stock Uom	Qty.	Stock Qty Returned	New Stock Return	Return To invntry ?
605	05/16/01	in	EA	1.0	10.0	9.50		1.0	1.0	0.0	☑
605	05/16/01	in	EA	1.0	10.0	9.50		1.0	0.0	0.0	☑
611	05/22/01	in	EA	1.0	10.0	9.50		1.0	0.0	0.0	☑
613	05/22/01	in	EA	1.0	10.0	9.50		1.0	0.0	0.0	☑
614	05/23/01	in	EA	1.0	10.0	9.50		1.0	0.0	0.0	☑
615	05/23/01	in	EA	1.0	10.0	9.50		1.0	0.0	0.0	☑
616	05/23/01	in	EA	1.0	10.0	9.50		1.0	0.0	0.0	☑
621	05/23/01	in	EA	2.0	10.0	19.00		2.0	1.0	0.0	☑
624	05/23/01	in	EA	2.0	10.0	19.00		2.0	2.0	0.0	☑
628	05/28/01	in	EA	1.0	10.0	9.50		1.0	1.0	0.0	☑
629	05/28/01	in	EA	1.0	10.0	9.50		1.0	1.0	0.0	☑
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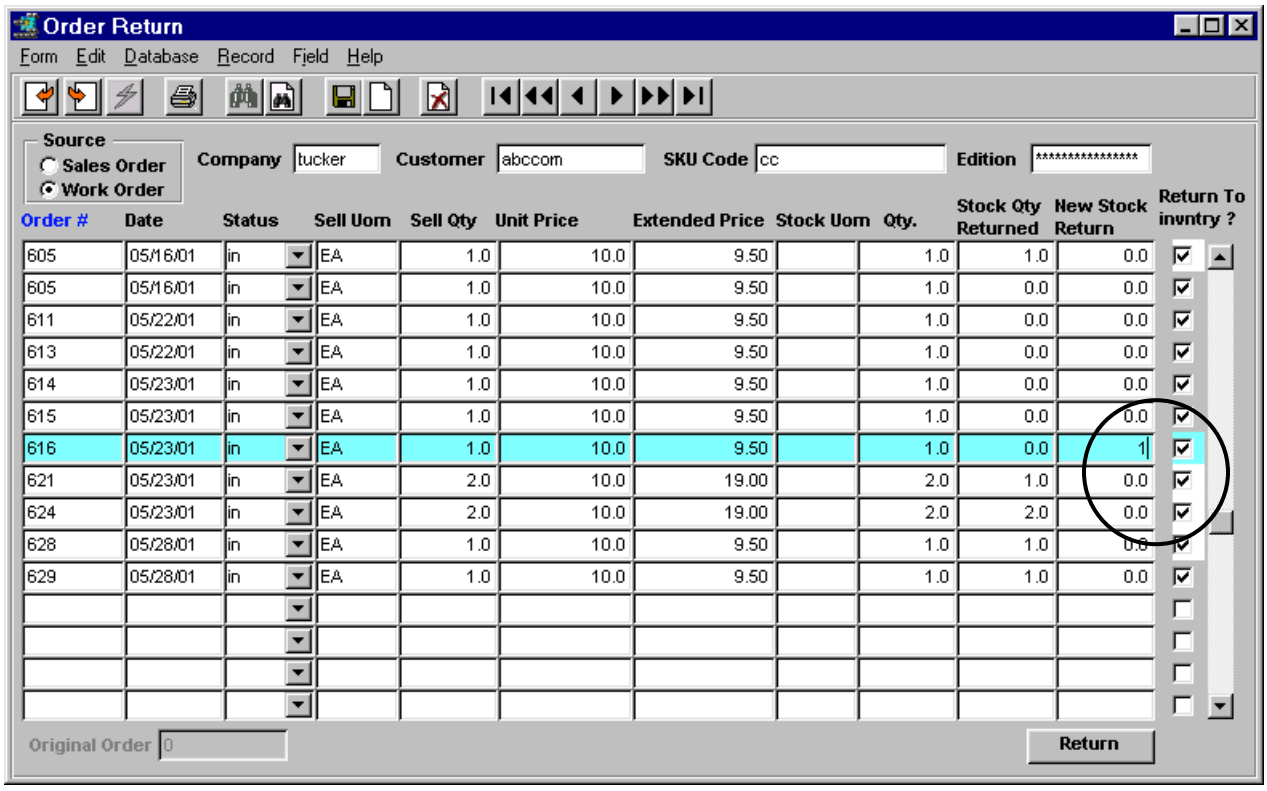
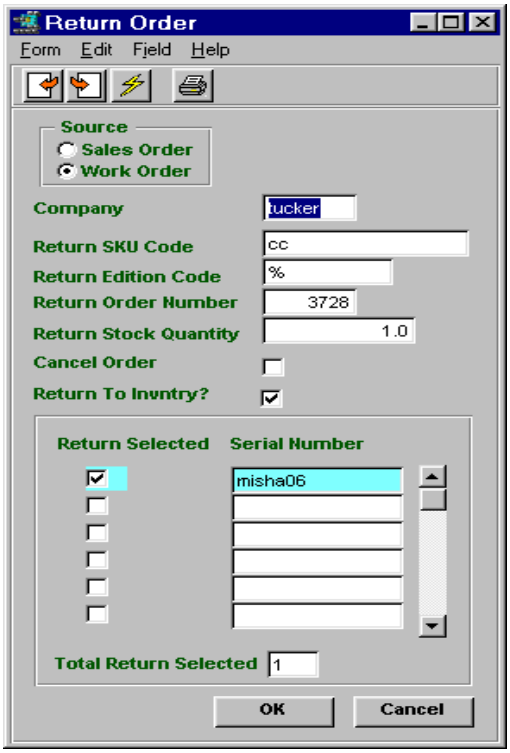
This will display all Work Orders that meet the entered selection criteria. Notice the **Return** button is not lit. This is because all items for the selected line have already been returned.

3.1.2 Return Entry

Select the line where the return is to be initiated.



Enter the quantity to be returned in the **New Stock Return** field, and press the **Return** button (now lit). This will present the **Return Order** form.



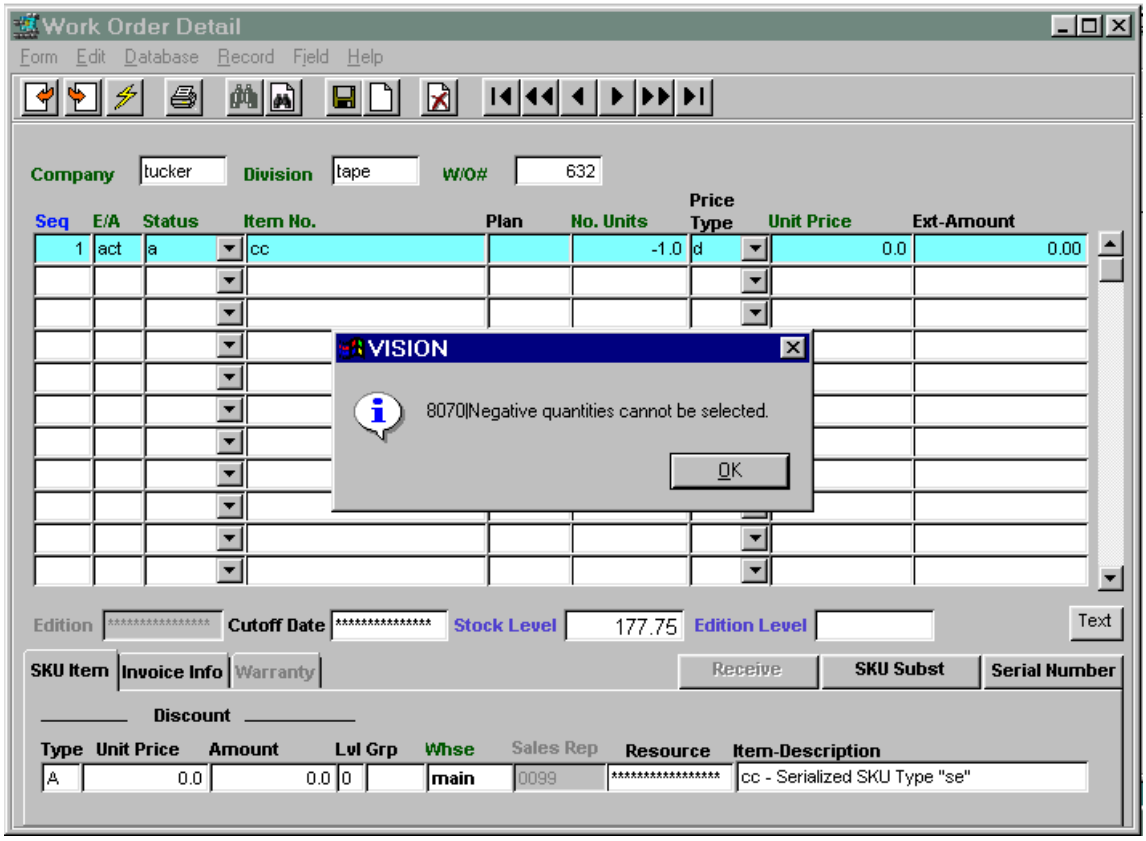
FLEXX will autogennerate a new order number. This will be an OP order, not a WO number. If the part is Serialized, the user will need to select (from the list) the serial number to be returned. A non-serialized SKU will not show the S/N list. Press the **OK** button, and FLEXX will create a new **Sales Order** (**NOT** a new Work Order) which then needs to be processed the same as any sales order (as described in Order Processing; i.e. Release/Ship, Invoice).

If additional items are to be returned from the Order Return screen, make the selections as before and press Return. The Return Order form will again be displayed. FLEXX will by default autogenerate a new return order. However, if an existing order (e.g. the previous return order) is to be used, enter that order number in the **Return Order Number** field and FLEXX will add this return to that order detail entry. This order must be in Open status and be for the same customer.

Serialized and non-serialized items can be combined on the same return order. Once all returns have been entered, exit the Time Billing module and go to Order Processing to complete the processing of the return order.

3.1.3 Negative Entries on Work Orders

The WO Detail (Parts) form can be used to do returns by entering a negative quantity value. It is perfectly valid to enter negative quantities on Work Orders, but **ONLY** for NON-serialized SKU's (SKU Attributes **Serialize** flag unchecked). FLEXX will allow the negative entry, but when trying to select a serial number, will fail with message "Negative quantities cannot be selected". The entry will then need to be cancelled (status "cn") and deleted because the particular WO cannot be processed to completion with this entry.



The negative WO is then processed the same as a normal WO (e.g. Closed, Invoiced). This process can be used if Sales Orders are not desired for the purpose of making returns from work orders.

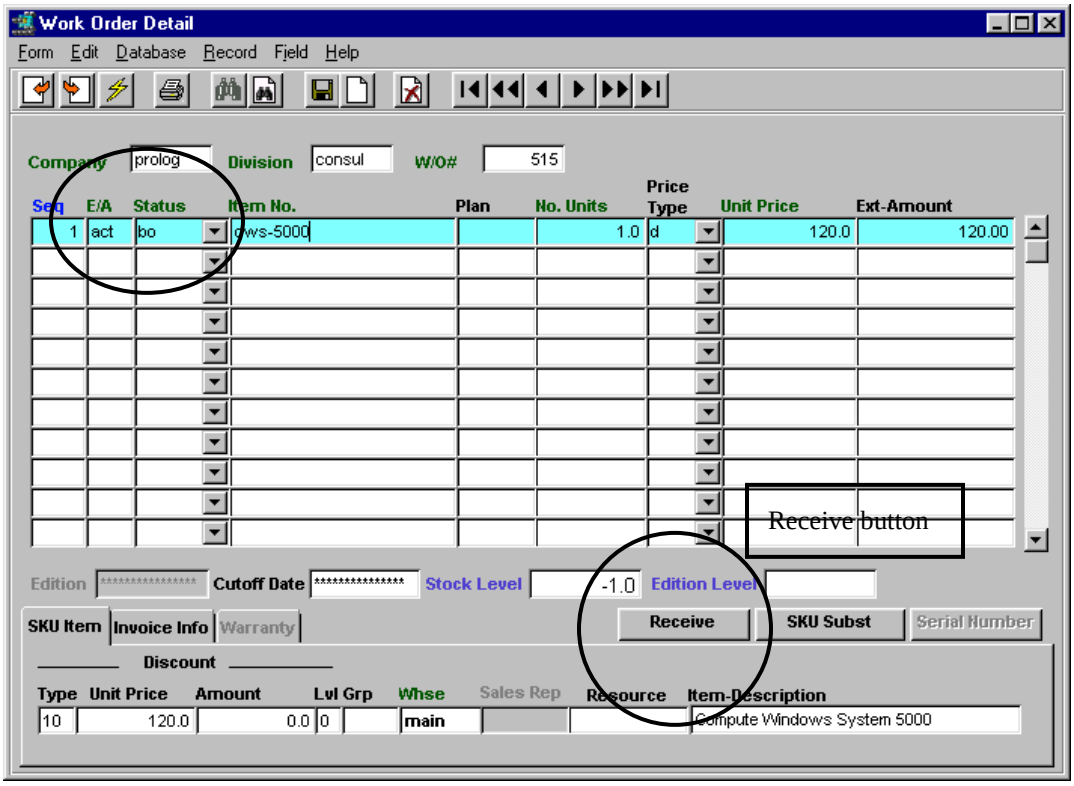
3.2 Work Order SKU Back Orders

FLEXX Work Orders function has been redesigned so as to check SKU availability and if insufficient quantity On Hand, set the WO Detail line entry to Backorder status. Following is a brief description of the process.

To implement the function, the Application Control will require the following setting:

Application	Type	Description	Value	Company
wo	wo_allowbo	Allow Back Order on Work Order	Y (N default)	default

With the above setting, when a work order Parts entry is made, and if the SKU is out of stock (On Hand is below order quantity), FLEXX will report message "Insufficient Quantity, do you wish to backorder the item? (Y/N)". Respond "Yes", and the entry will be put into "bo" status. A "No" response will result in the entry being deleted.



The order quantity will update the Committed value on the SKU Master Inventory table.

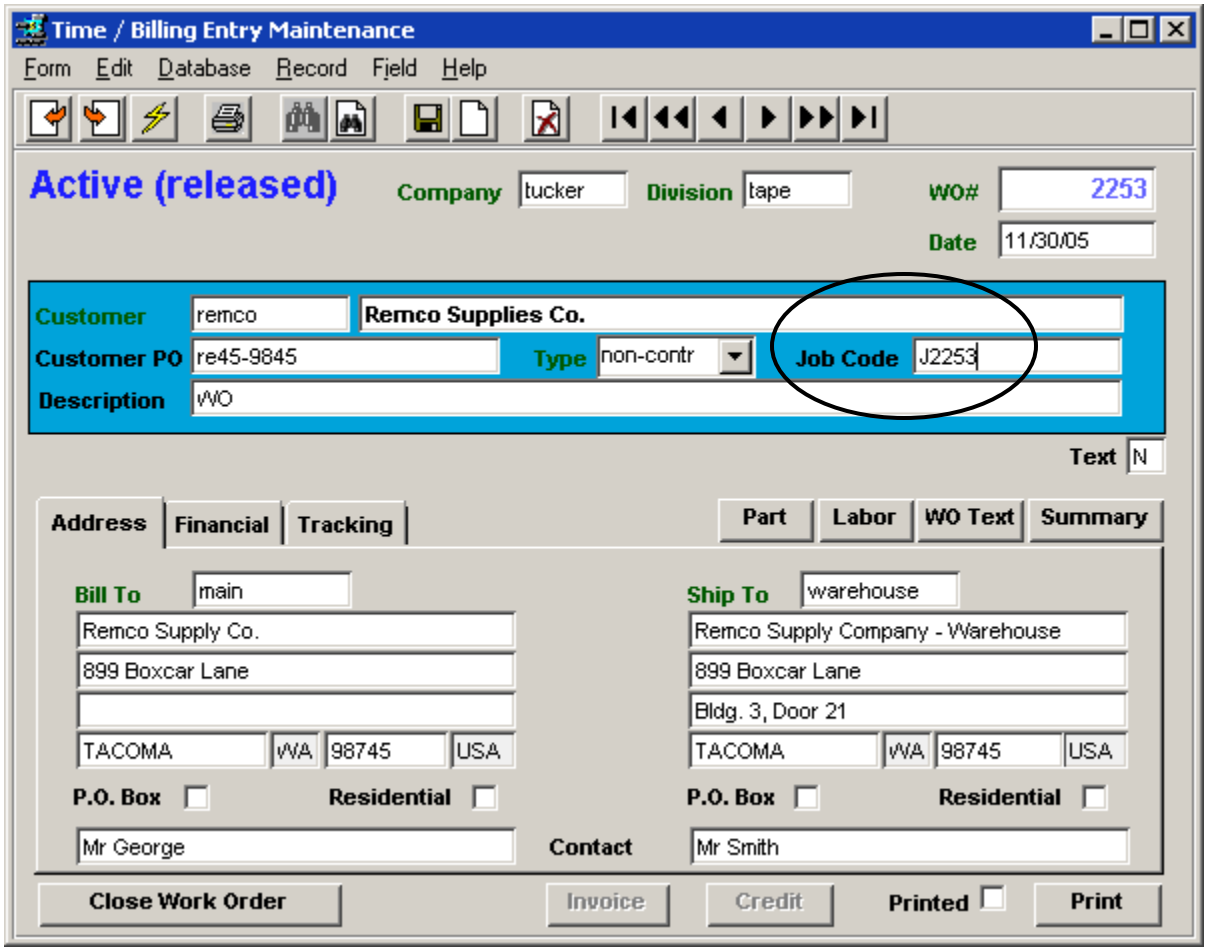
Then, when the SKU becomes available, the user will need to press the **Receive** button and FLEXX will again check availability. If On Hand is now sufficient, it will change the detail status to "a" and allow closing and invoicing the WO. However, if the On Hand is still insufficient, the status will remain "bo".

Be aware that the WO can not be closed if any detail line is in "bo" status. All entries need to be in "a" status before the WO can be closed and invoiced.

The SKU Inventory table Committed and On Hand values are updated at WO invoice completion.

3.3 Work Orders and Job Costing

The WO header form allows the entry of a Job Code which has been predefined on the Job Contract Entry form. This links the WO to that specific job and will default that Job Code on both the WO Detail (Parts) and Labor forms.



Note that the Job Code is only required if the WO transactions are to be tracked in Job Costing. The field can be left blank if the WO is not being costed.

If Job Costing is being used (Application Control *jc "install"* is set to Y), whenever a new WO is *activated* and the Job Code field is not yet entered, FLEXX will display prompt message "Do you also want to create a new Job Cost record?". Responding Yes will result in a new Job Contract "master" record also being created with its Job Code number set to the same value as the WO number but prefixed with a "J" (e.g. WO 1234 would create job J1234). If a new job is not required, respond No and only the WO will be created.

Please refer to the next chapter, Topic "Job Costing Function", specifically Topic 4.3 "Work Orders (Time Billing) and Job Costing" for complete details on this process.

4 Job Costing Function

The FLEXX Project Management module is used to perform Job Costing functions in the system. It allows the user to track any FLEXX transaction according to a predefined Job (or project). The link between the functions is the **Job Code** assigned to the Project on the Job Costing Entry form. This will give the user the ability to track costs as well as revenue for a project using transactions entered in any of the other FLEXX modules. The basic building blocks of the costing records are the SKU's and Resources entered on Work Orders (Time Billing), Sales Orders (OP), Purchase Orders (PO), Invoices (AR), Vouchers (AP), GL, and Inventory Movement (IC) transactions.

Project Management is also use in the Asset Maintenance function of Fixed Assets. Please see Chapter 5 for complete details on this function.

4.1 Job Costing Set Up

Various FLEXX tables need to be defined to enable the Job Costing function of Project Management to perform as desired. These are described as follows:

- Application Control Table settings (Topic 4.1.1)
- User Authorization Table (Topic 4.1.2)
- GL Chart of Accounts (Topic 4.1.3)
- Job Costing Category Codes (Topic 4.1.4)

4.1.1 Application Control Table

The following Application Control definitions are used for Job Costing.

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

If FLEXX Project Management is to be used, the jc *install* flag will need to be set to Y.

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

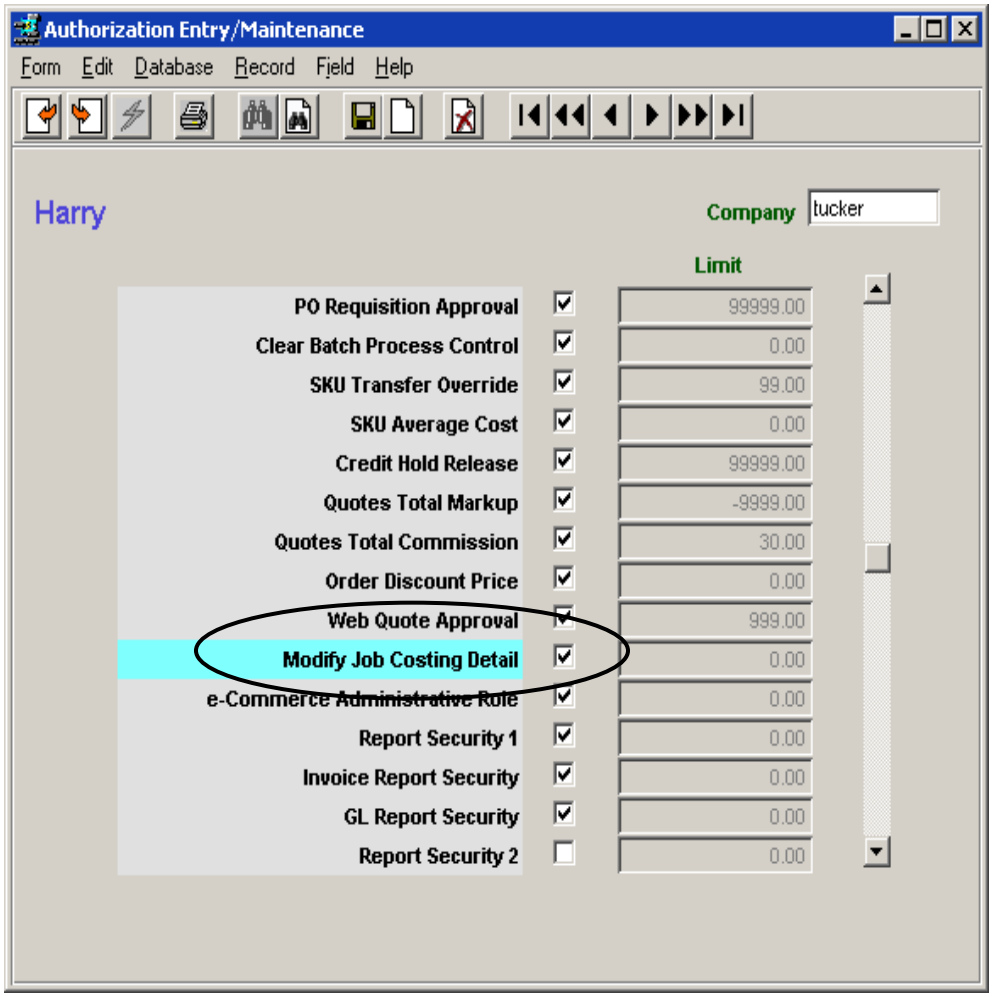
The Business Statistics form in Project Management (also in GL) will by default show the number of Purchase Orders that exceed $300.00. This "alert minimum" value can be set to any other value using the *bstats* variable, and cause FLEXX to report the number of PO's exceeding that value.

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

Used only for FLEXX Fixed Asset Maintenance Function. 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. Please refer to Chapter 5, Fixed Asset Maintenance Function for complete details.

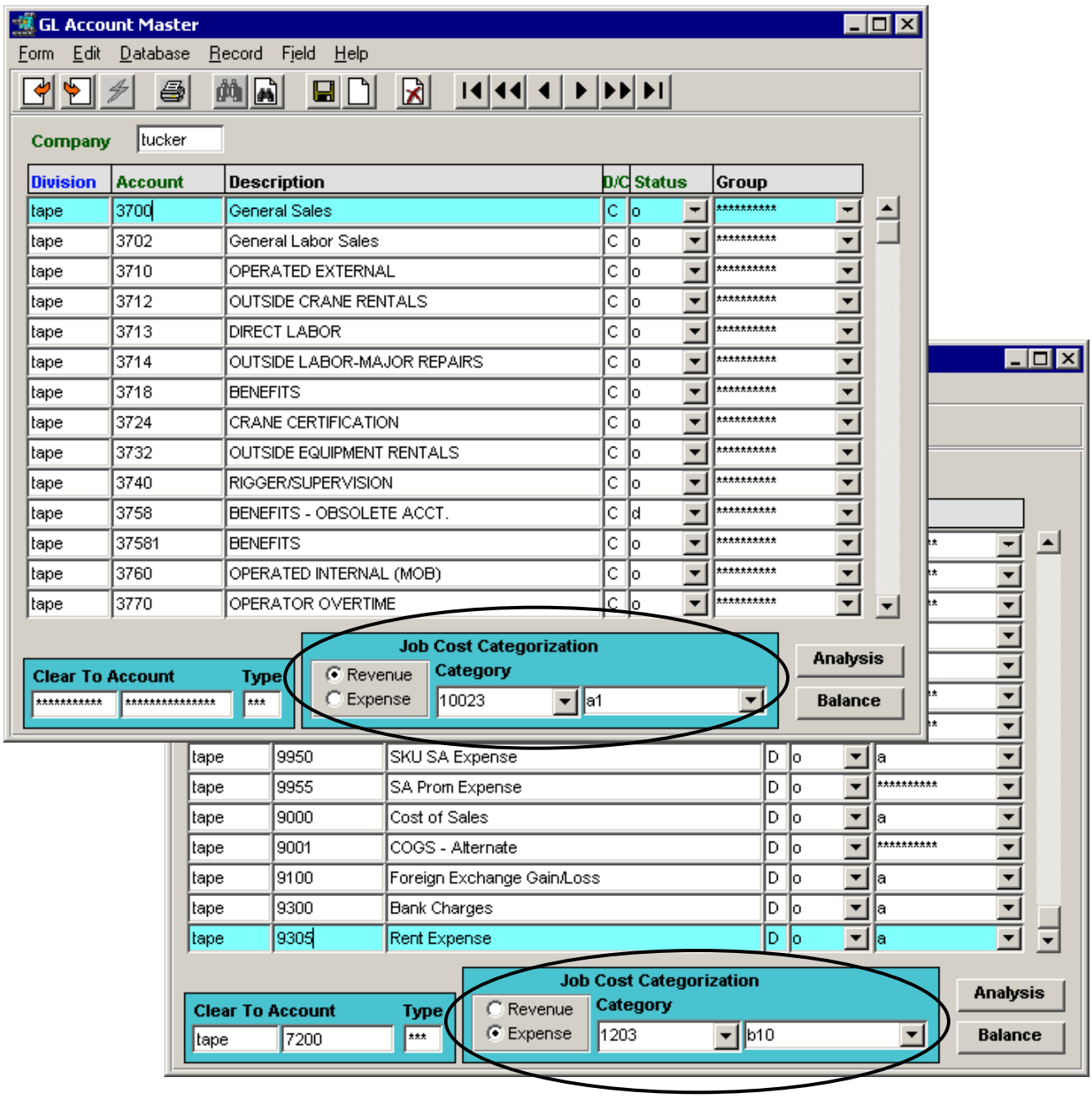
4.1.2 User Authorization

All job costing records will be posted to the Job Costing Detail table, viewed by displaying the Job Revenue/Expense Review Screen. If the FLEXX user is to be able to make changes to the these entries after they have been generated, the Authorization Entry/Maintenance table needs to have the *Modify Job Costing Detail* flag set.



4.1.3 GL Account Job Costing Categorization

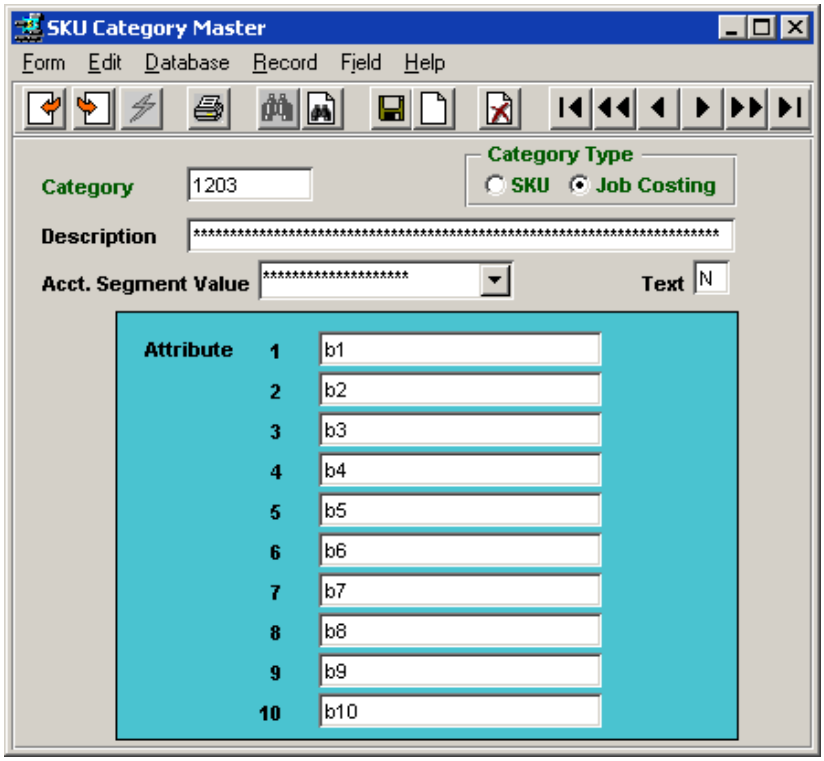
The GL accounts defined on the Chart of Accounts (GL Account Master) that are to be used in Job Costing also need to be defined with a Costing Category and Subcategory code. This is required by the Job Costing Detail Table *(described later in Topic 4.2.4, Job Revenue/Expense Review Screen)* for cost tracking and reporting.



Any GL account to be used in Job Costing must have these fields defined. FLEXX will fail on the Generate GL Transactions functions if the accounts have not been categorized. The Categorization consists of setting the costing Type (Revenue or Expense) and the Category and Subcategory codes. The Category and Subcategory need to first be defined on the **SKU Category Master** Table as described below.

4.1.4 Job Costing Category and Subcategory Codes

All Job Costing Categories and corresponding Attributes (subcategories) need to be defined on this table before they can be entered into the GL Chart of Accounts table.



The **Category** code can be any user-defined value.

Category Type will always be *Job Costing* for Job Costing use.

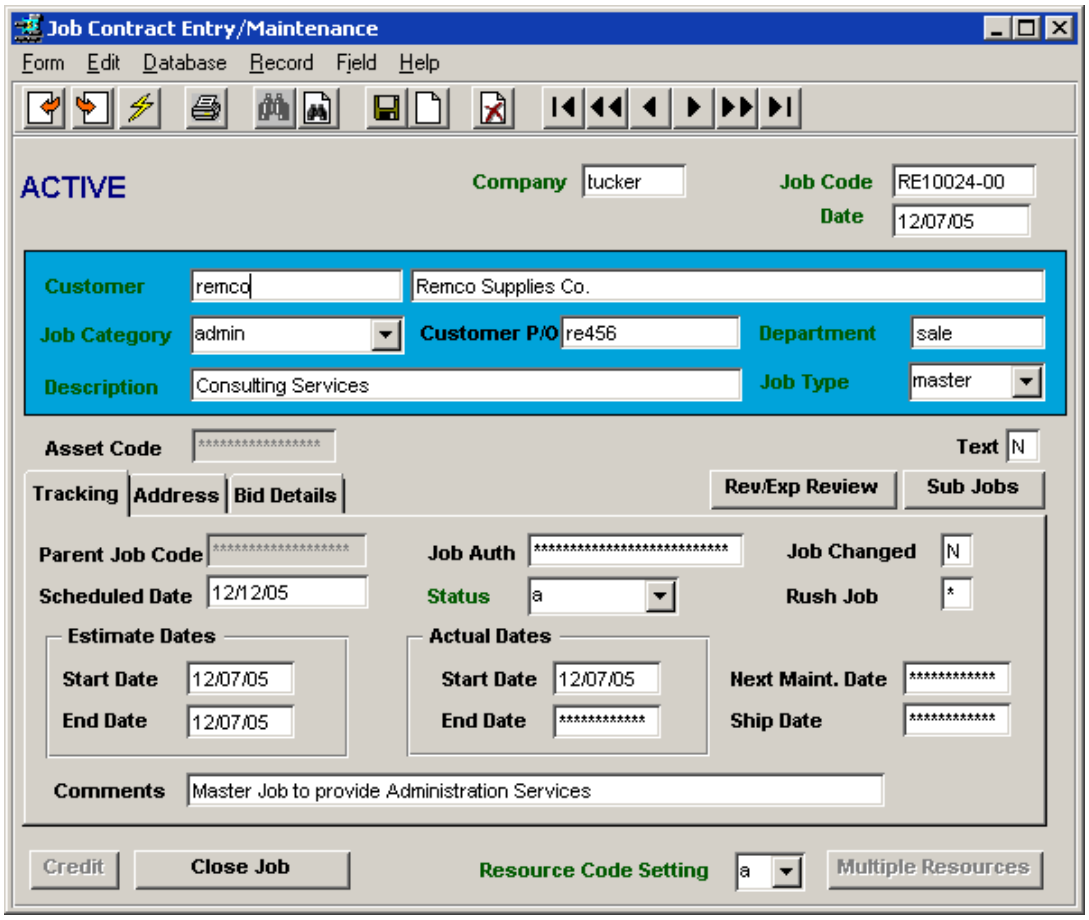
Description can be any user-defined description of the code.

Attribute 1 – 10 are the ten **Subcategory** codes and can be any user-defined value. At least one Attribute value will need to be defined when a Category is defined.

The GL accounts to be used in Job Costing can be categorized by groups of similar function; e.g. Product Sales, Labor Sales, etc. This gives the user more flexibility in Job Cost tracking and reporting.

4.2 Job Entry Function

The Job Contract Entry/Maintenance form is used to define each Job (or Project).



Required fields are the following:

Job Code can be 'autogenerated' by FLEXX or manually entered as desired. If 'autogen'ed', FLEXX will use the following algorithm:

- will be the next value selected from the Next Number Table, or
- if the Customer is defined with a **Job Code Prefix** value, that code will be prefixed to the above generated value; e.g. "remco" is defined with Prefix 'RE', job code would be RExxxx.
- if Job Type is "master", the code will have a suffix of -00
- if Job Type is "subjob", the code will have a value selected from the Job Task Codes Master Types table (see Topic 4.2.3 for more details).

Customer – the customer code as predefined on the Customer Master table

Job Category – any predefined Category Code; used mainly for tracking and reporting. If category is set to "maint", the job is recognized as a Fixed Asset maintenance job and an Asset Code value will also be required. This is further described in Chapter 5.

Department –any code as defined on the Department Table; used mainly for tracking and reporting.

- Department and Category codes are required so will need to be predefined in the corresponding tables.

Job Type can be "master" or "subjob"; subjob implies it as being part of a "Parent" job and a "master" job is then also required.

Description field is also required. Any user-desired value can be entered.

Asset Code – will only be active for category "maint" jobs, and is then required. The job is then considered to be a Fixed Asset Maintenance job (see Chapter 5 for details).

The **Resource Code Setting** code is used to specify the type of "resources" that are applicable to the job. Settings can be:

- **n –** none. No resources are used with the job.
- **a -** any. Any of the resources defined on the Job Costing Resource Table can be used.
- **s –** specific. Only the resources specified on the Required Resources table can be used.

Once the Job has been created, its code can then be used in any of the other FLEXX modules or functions. This provides the ability to track revenue and/or costs of that transaction to the specific job. The added use of SKU and Resource codes in these transactions refines the 'costing' function to a more detailed level. The user then has the capability to track revenue and costs to a near unlimited level of detail; e.g.

- By Parent Job
- By Subjob
- By Resource
- By SKU
- By GL Category
- By Date
- By GL Period
- By employee, customer, etc.

As mentioned earlier, the basic building blocks of the costing records are the SKU's and Resources entered on the various transactions.

SKU definitions will not be discussed here other than they need to be defined as per normal SKU Master table definitions described in the FLEXX Inventory Control manual. If SKU costs are to be tracked by Job, they will need to be defined with an Average Cost (inventory SKU) or Standard Cost (non-inventory SKU) value.

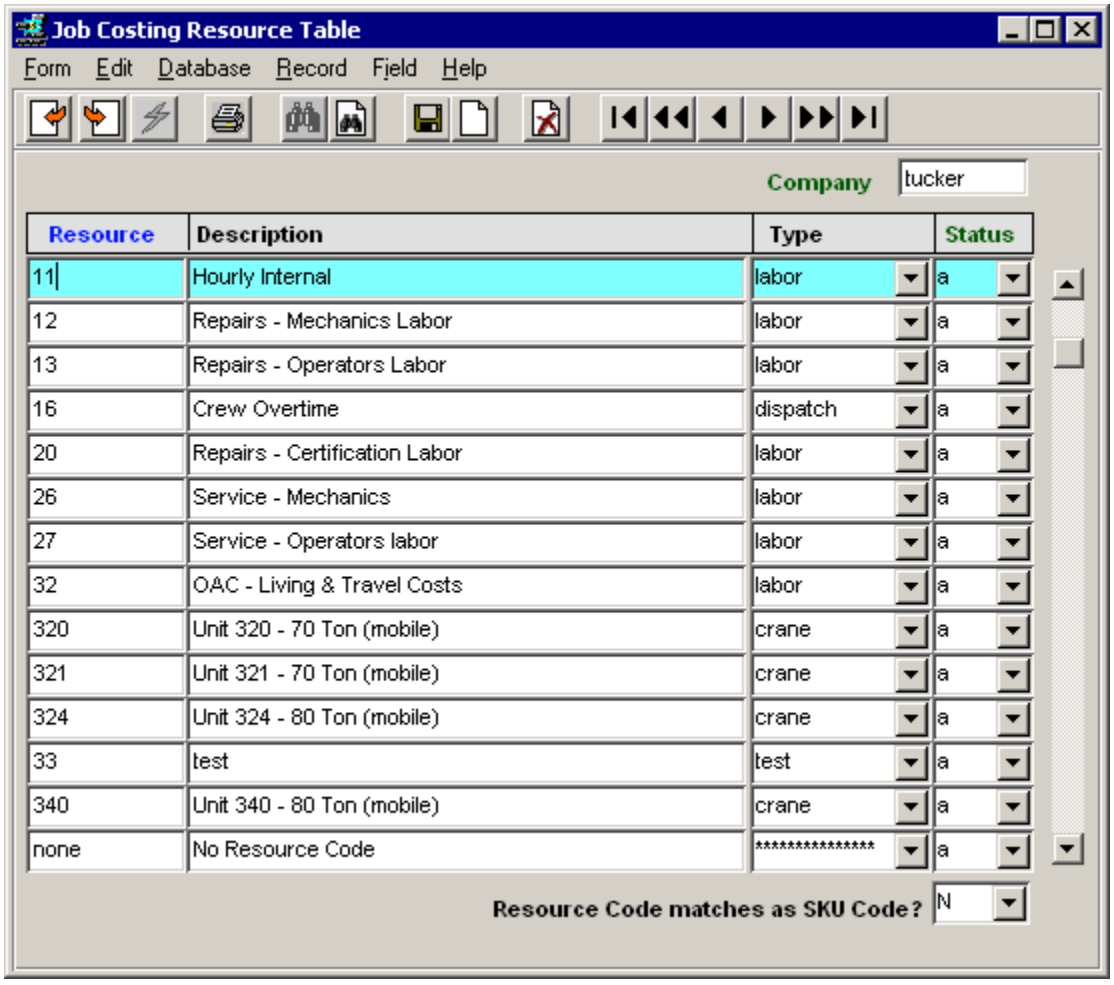
Resources to be used in Job Costing need to be defined on the **Job Costing Resource Table** (see Topic 4.2.1).

A "master" job can also have any number of "subjobs" to further define the activity to be performed as well as 'costed'. Press the **Sub Jobs** button to display the Sub Job Entry/Maintenance form associated with the selected job (see Topic 4.2.3).

Note that any FLEXX transaction created in another module where a Job Code is required, either the parent or "subjob" code can be used to generate revenue/expense records for financial tracking of that job/subjob.

4.2.1 Job Costing Resources

Job Costing Resources allow the user a somewhat broader level of 'costing' from the SKU level.



The only fields required are the **Resource Code** and **Status**. The Description and Type fields can be entered as desired.

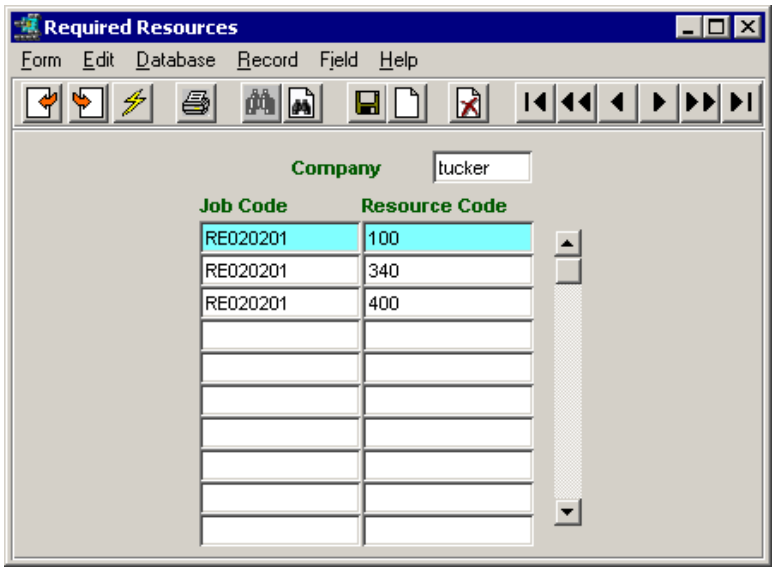
The Resource Code can be the same as a SKU code defined in the SKU Master. When it is, the **Resource Code matches as SKU Code** field will be set to "Y". When the SKU is then entered on a WO detail (parts or Labor) form, the Resource Code will automatically default to the corresponding resource code value.

Note that Resources are NOT required by the Job Costing function if cost/revenue tracking is to be provided at the SKU level only. The only required Resource Code would then be "none" and would be used on all 'costing' transactions. All Jobs would then be defined with Resource Code Setting set to "n" (which is the FLEXX default).

However, if Resources are to be used, each job needs to be defined as to which resources are eligible for its use. The **Resource Code Setting** value (on the Job Contract Header) is used for this purpose.

- If set to "a", any (or all) of the resources defined on the Resources Table can be used.
- If set to "s", only specific, selected resources are allowed. These are specified on the **Required Resources** table (see next Topic 4.2.2).

4.2.2 Required Resources Table



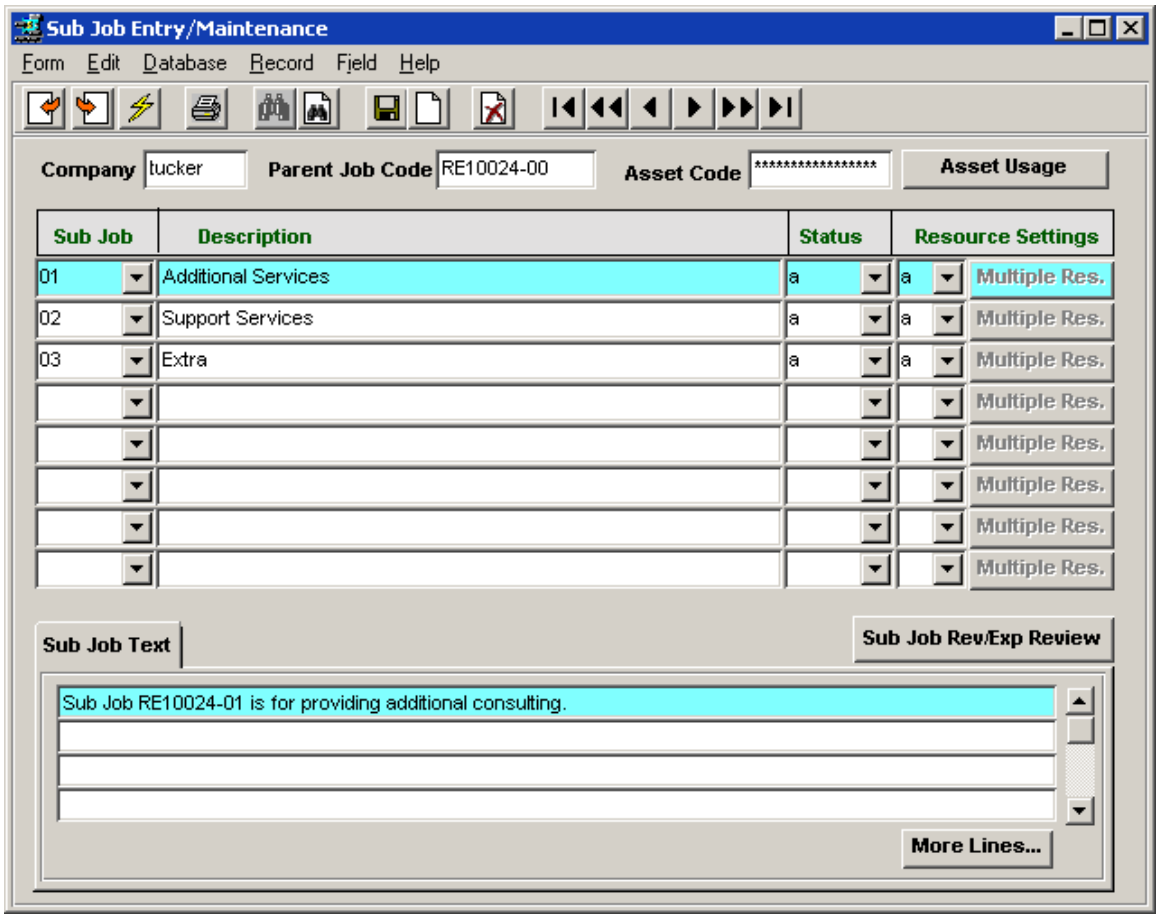
When the Resource Code Setting is set to "s", the **Required Resources** button on that job is made active (lit). Pressing the button displays the Required Resources Table. Any resource code predefined on the Job Costing Resource Table can be entered.

When this job code is now used in a FLEXX transaction, only the resources specified can be used with that job.

Now that the Job has been defined and the Resource determination has been made, any FLEXX transaction can then be entered so as to be "costed", as described in the following topics.

4.2.3 Sub Job Entry/Maintenance Form

The Sub Job Entry form is used to describe the work to be performed as well as the any other activity required to complete the "subjob" work.



The **Parent Job Code** field will be copied from the parent job record.

The particular Sub Job to be performed is selected from the Sub Job drop-down list. All potential "subjob" codes need to be predefined on the Job Task Codes Master Types table (#2324) (zoom on Sub Job field). Any user preferred code value can be predefined and used as desired.

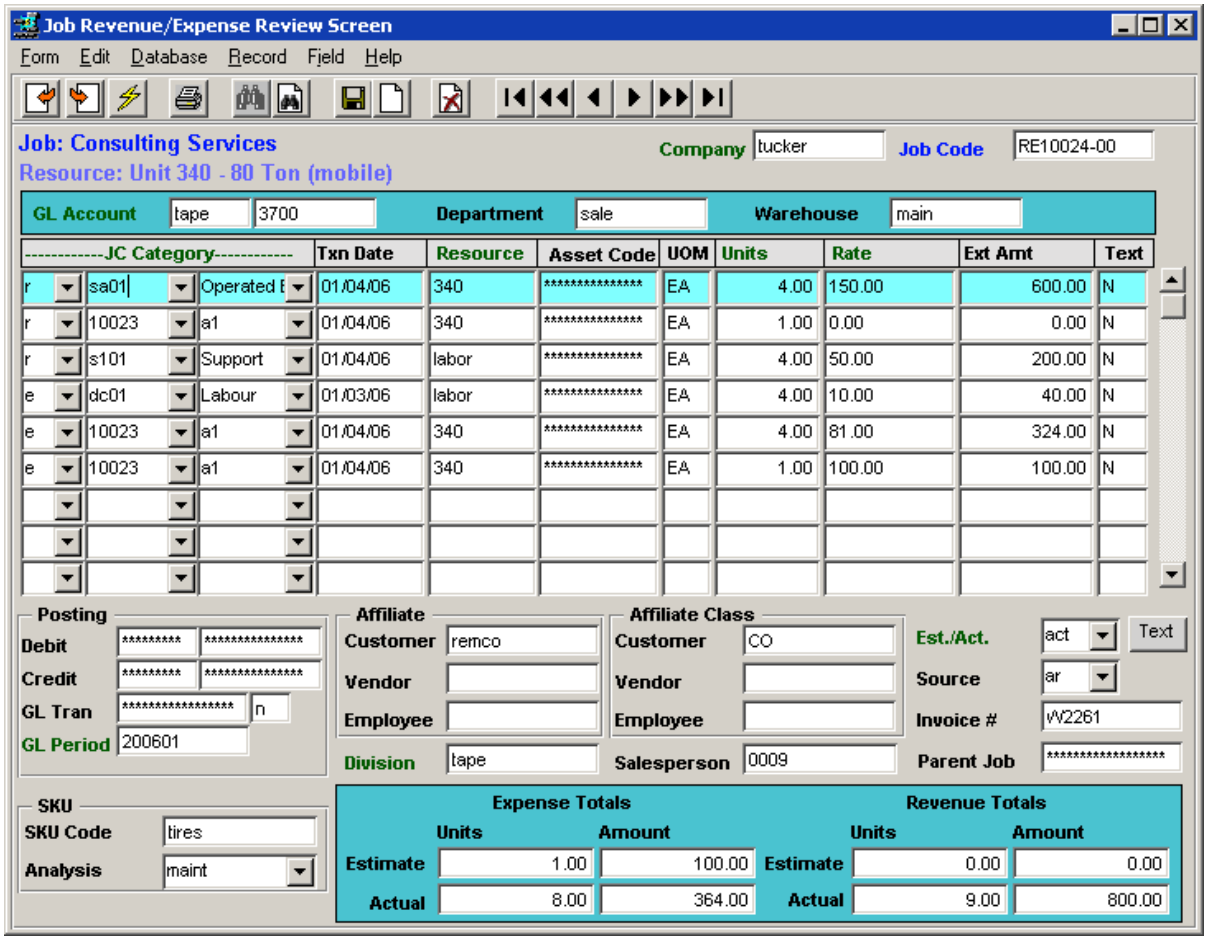
The Sub Job Text field is then used to record the details of that activity. As much text as desired can be entered beyond the three lines provided, by pressing the **More Lines…** button. Once the job is closed, no additional text can be entered, so it is important to remember to enter all text before closing the job.

Each Sub Job entry will result in another Job Contract Entry record being automatically created by FLEXX. The Job Code of each of the "subjobs" will be the parent job number, but in place of the -00 suffix will be the specified Sub Job code.

Any FLEXX transaction created in another module where a Job Code is required, either the parent or "subjob" code can be used to generate revenue/expense records for financial tracking.

4.2.4 Job Revenue/Expense Review Screen

The **Job Revenue/Expense Review** form is used to display the details of the Job Costing transaction entries posted from the various other FLEXX functions. The **Source** field will contain the code representing the source function of the entry (e.g. "ar" for entry 1).



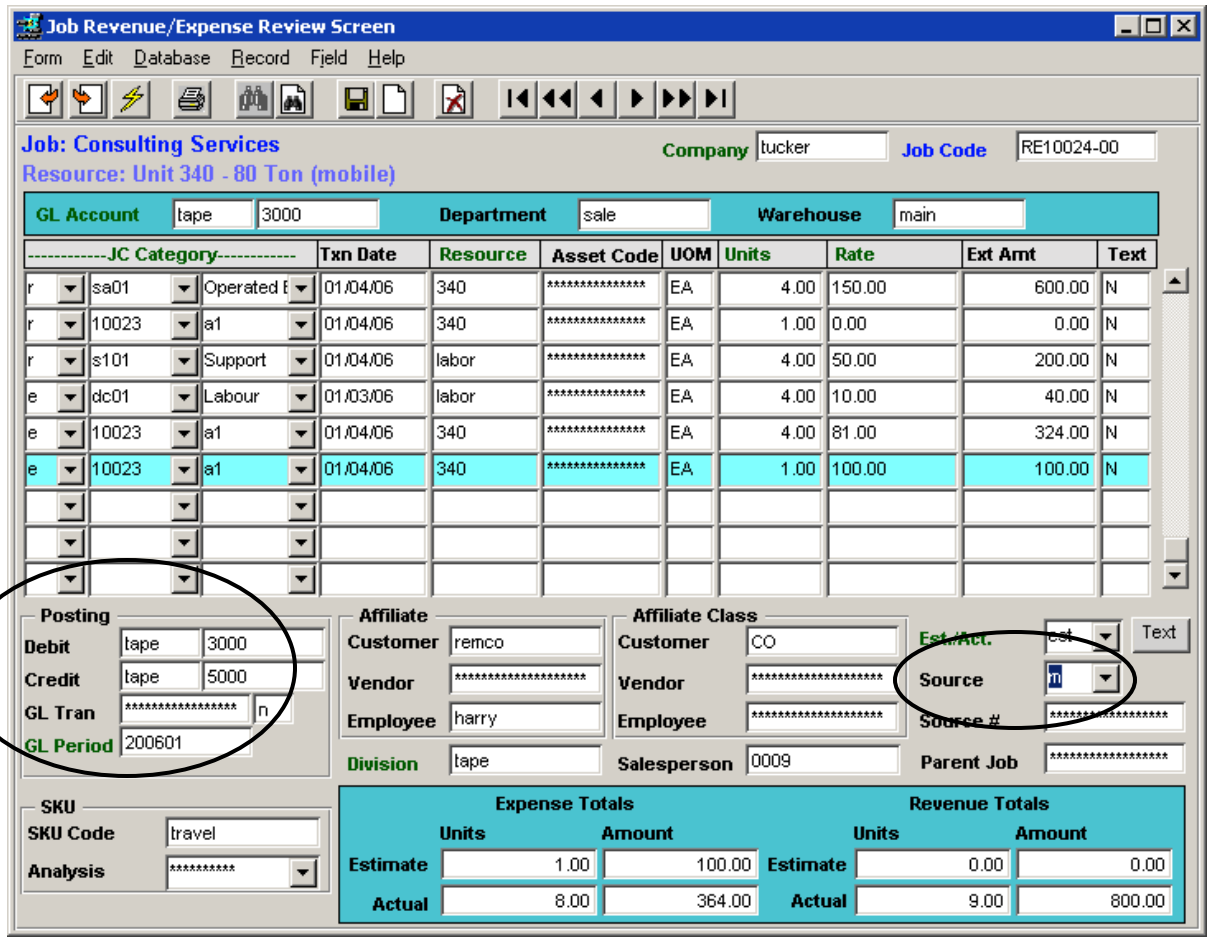
The Expense and Revenue totals are shown at the bottom of the form. These values will always be the total of all displayed detail entries.

By entering different search criteria, this form can be used to make costing inquiries by any of the displayed fields thereby allowing for almost limitless revenue and expense tracking of activity.

This form also allows manual entry of job transactions (see description below). Further, any entry can also be modified, but ONLY by an authorized user. Authorization is provided by setting the User Authorization flag labeled "Modify Job Costing Detail" for the specific user *(see Topic 4.1.2 above)*.

Please refer to the FLEXX Project Management manual for complete details on all fields.

Manual entries allow the user to enter costs and revenue to a specific job that are not related to any other FLEXX transaction.

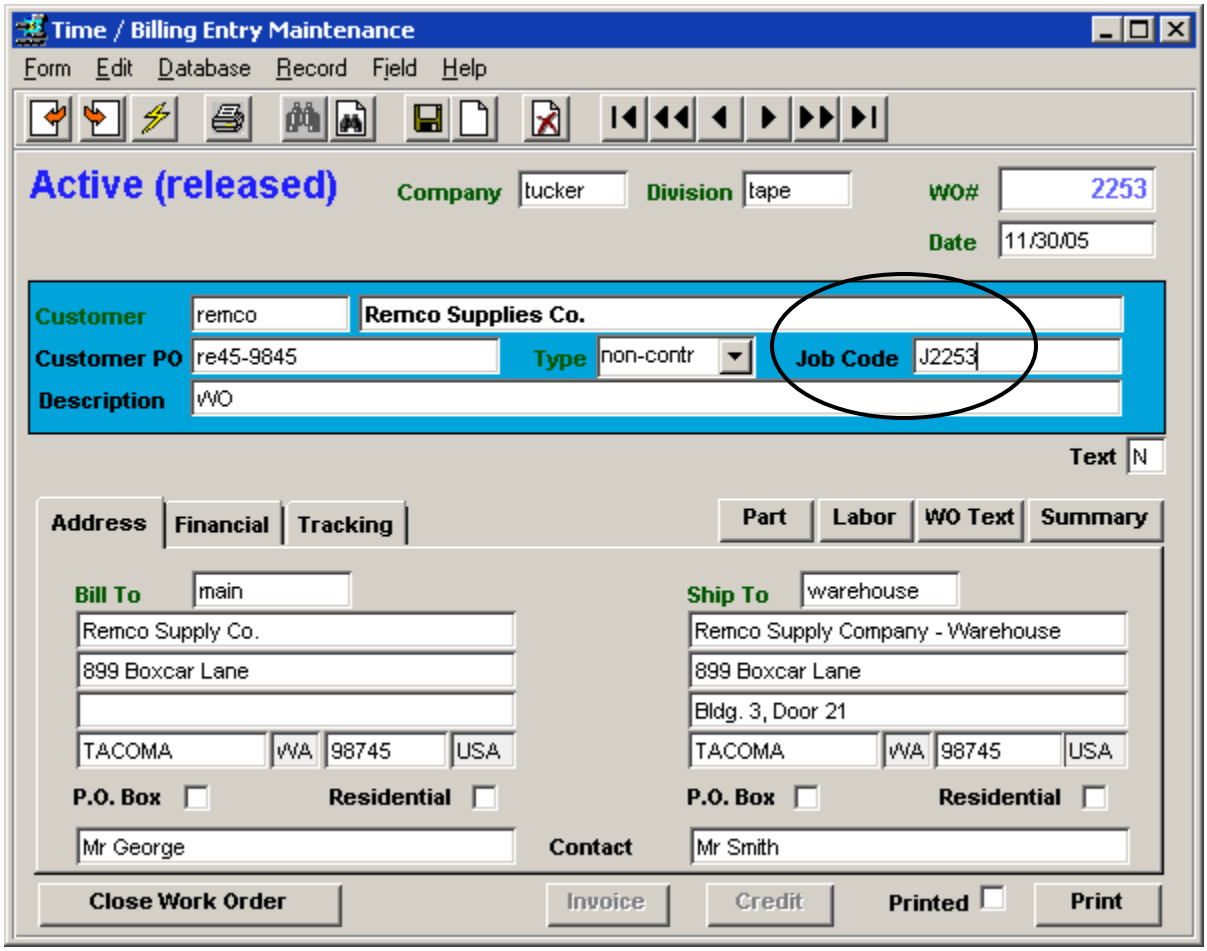


The highlighted entry (identified by Source "m") is the manual entry. It can be either a Revenue (type "r") or Expense (type "e") entry. All fields will need to be entered as required.

If the entry is to also be posted to the GL, then the **Posting** fields will need to be defined with valid GL account numbers. Then, running the Generate GL Transactions from Job Costing routine will create a GL transaction with the defined values. Be aware that if these fields are not defined, the GL Generate function will not post the entry to the GL. In that case, the entry is to be only a reporting or tracking entry related to the job, and not a financial entry recorded in the company's GL.

4.3 Work Orders (Time Billing) and Job Costing

The WO header form allows the entry of a Job Code which has been predefined on the Job Contract Entry form. This links the WO to that specific job and will default that Job Code on both the WO Detail (Parts) and Labor forms.

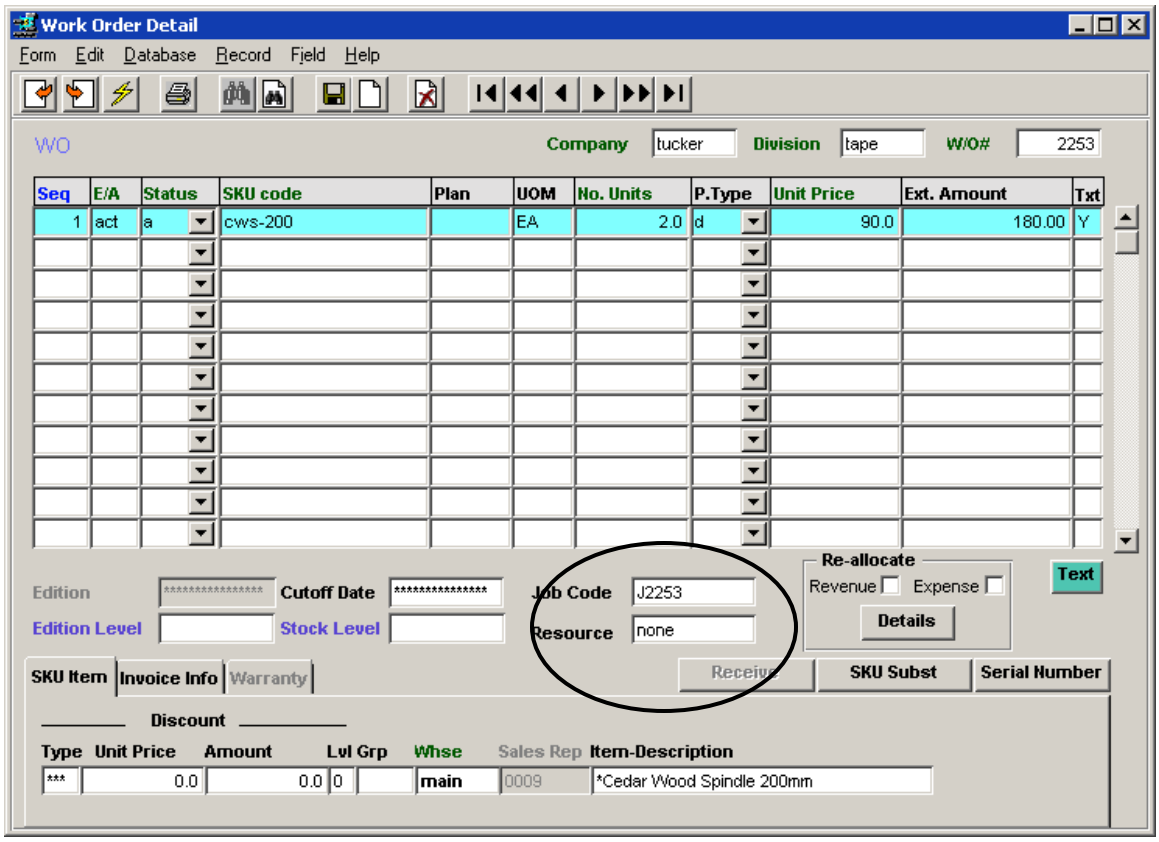


Note that the Job Code is only required if the WO transactions are to be tracked in Job Costing. The field can be left blank if the WO is not being costed.

If Job Costing is being used (Application Control *jc "install"* is set to Y), whenever a new WO is *activated* and the Job Code field is not yet entered, FLEXX will display prompt message "Do you also want to create a new Job Cost record?". Responding Yes will result in a new Job Contract "master" record also being created with its Job Code number set to the same value as the WO number but prefixed with a "J" (e.g. WO 1234 would create job J1234). If a new job is not required, respond No and only the WO will be created.

The WO Detail (Parts) and Labor forms will then require the entry of the Job and Resource codes.

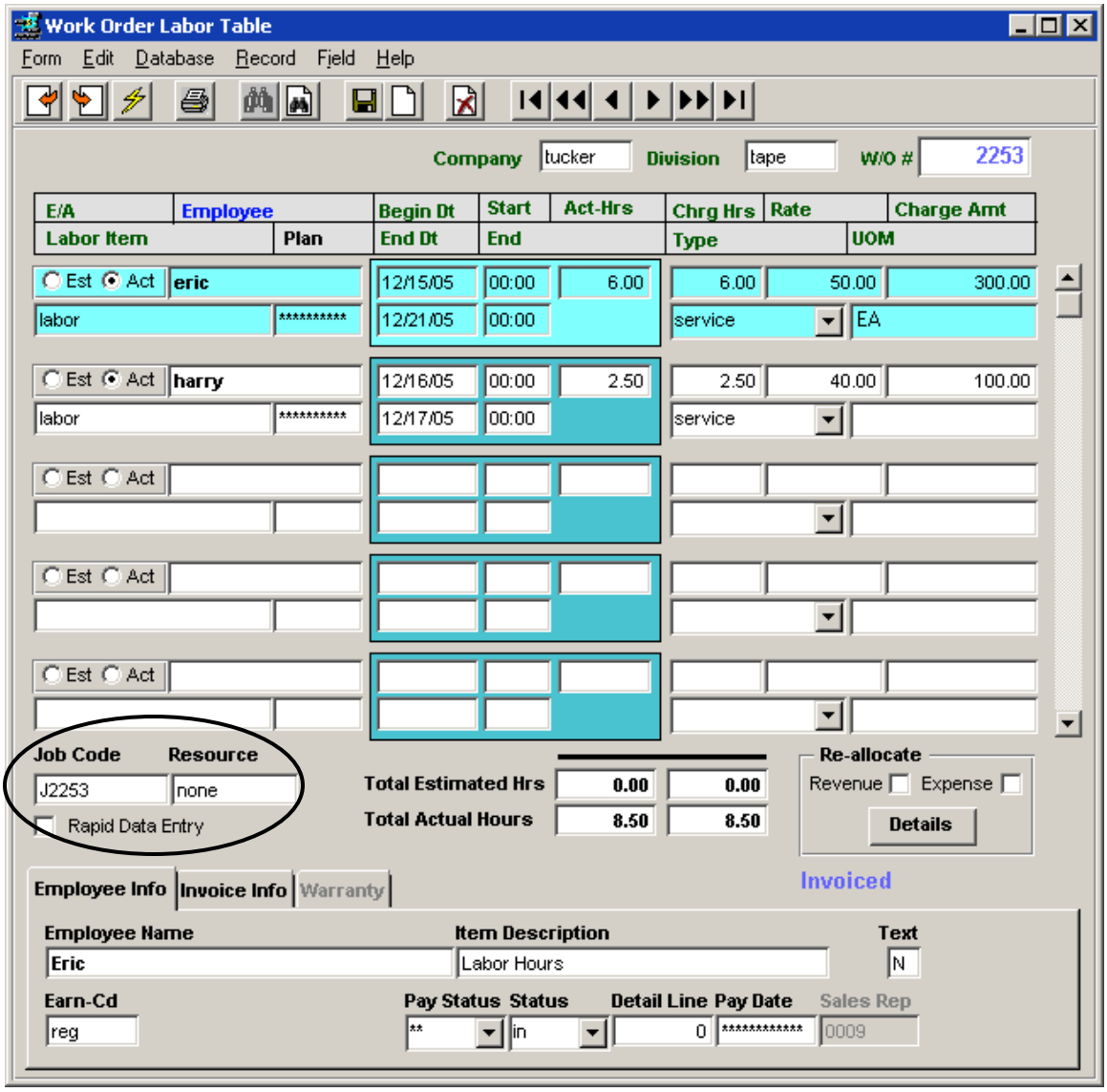
4.3.1 WO Detail (Parts) and Labor Entry



Each detail entry requires both the Job and Resource codes be defined. The **Job Code** will default to the value specified on the header form, but can be changed if desired. Depending on the Job specifications, the **Resource Code** will need to be either "none" or a valid Resource Code value.

Note that the SKU code can also be the same as a Resource Code *(see Topic 4.2.1)*. When entered, that entry will default the Resource code to that value, but can be changed to any other valid value if desired.

Similarly, the WO Labor form will require the Job and Resource codes.



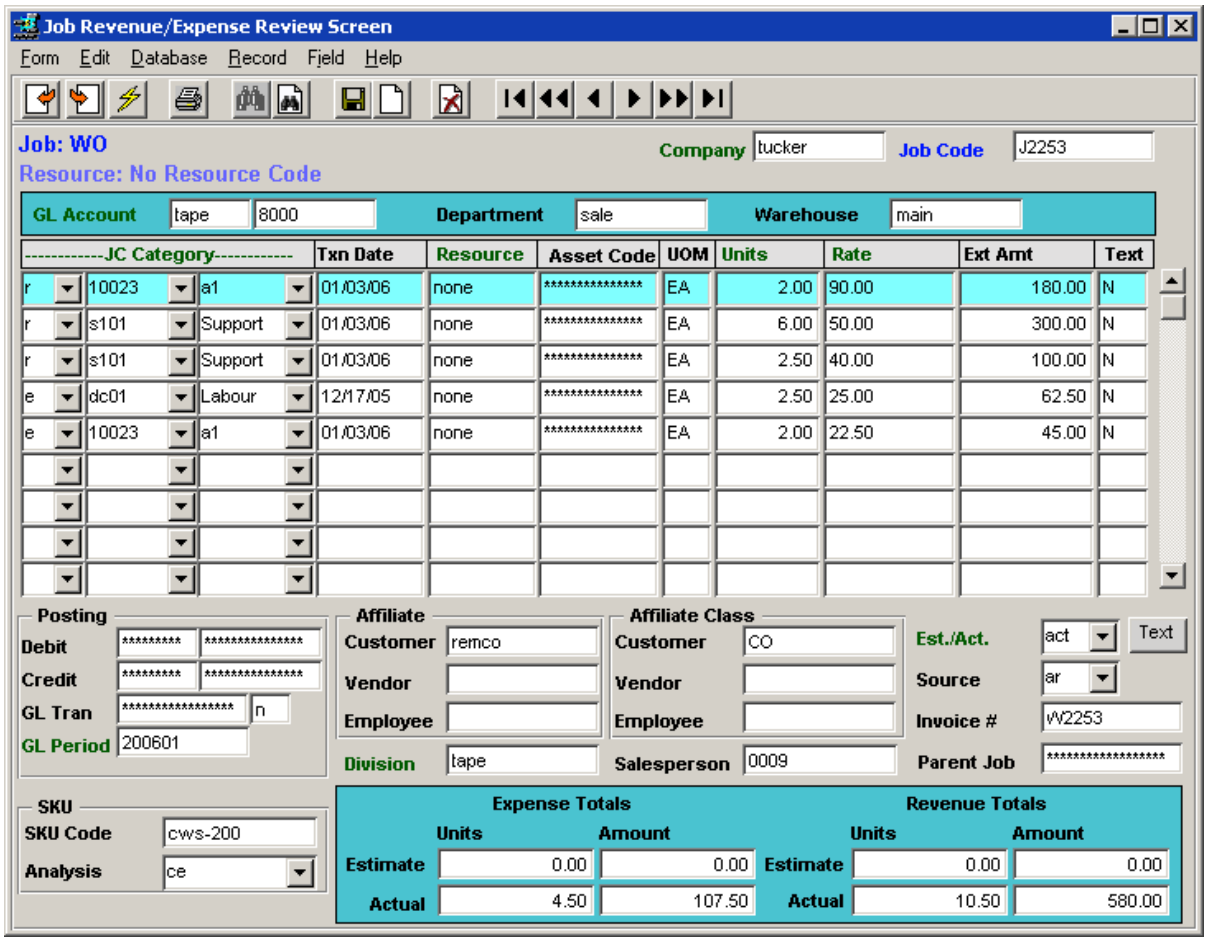
The detail records will be posted to the Job Costing function after the WO has been invoiced. The *Revenue* values are posted when the AR Generate GL Transactions (Invoices) routine has been run, and the *Expenses* are posted when Generate GL Transactions from TB/RW has been run. These values are also recorded on the Job Costing Detail table and are available for reporting and inquiry as necessary.

WO processing will not be further discussed here in any detail. Please refer to the FLEXX Time Billing manual for complete details on the WO forms and functions.

The posted Job Costing records can be displayed using the **Job Revenue/Expense Review** form.

4.3.2 Job Review for Work Orders

The details of the Work Order entries will be posted to the Job Revenue/Expense Review Screen.



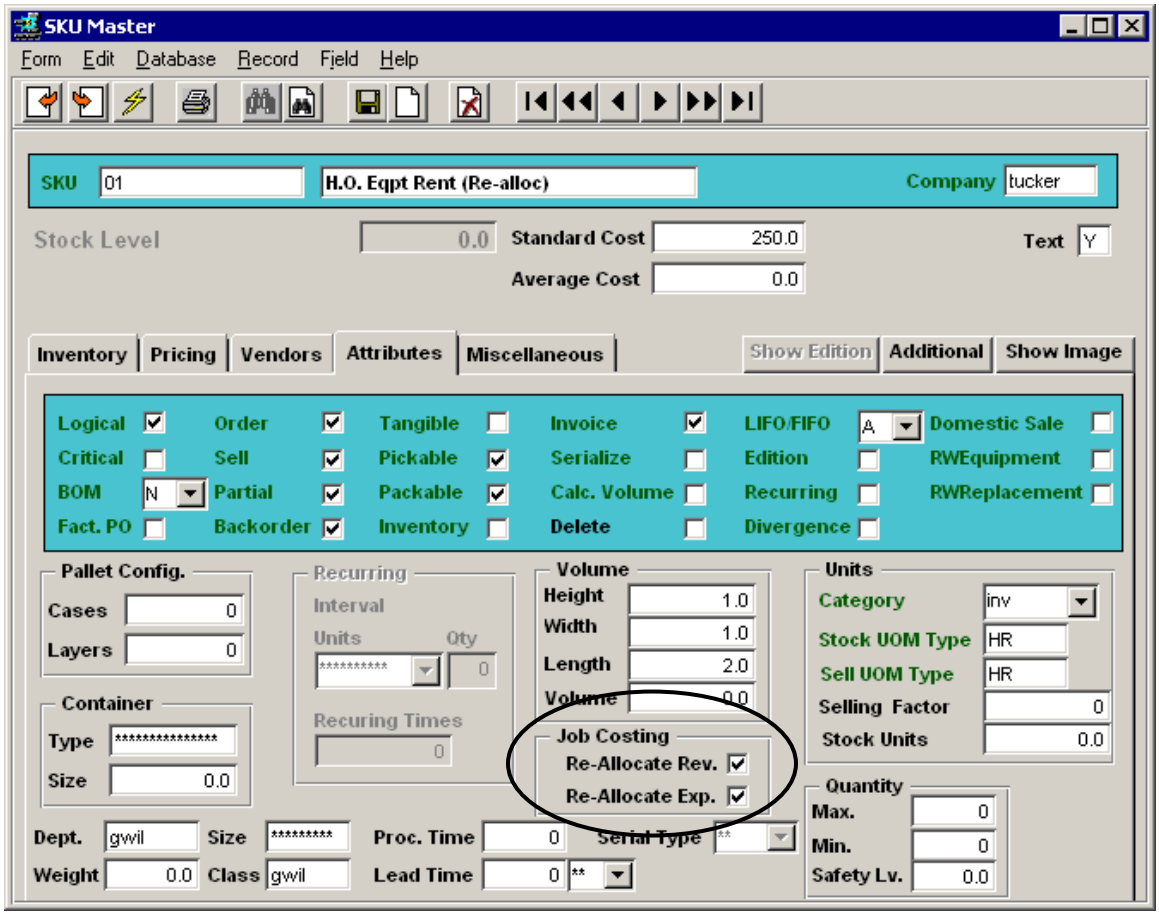
Using the above WO example (WO# 2253) which has created job J2253, the first three detail entries (type "r") represent the revenues generated from the AR Invoice at the time the Generate GL (Invoices) routine was run. The second two entries (type "e") represent the costs of the WO items that were posted by the GL Generate (TB/RW) function.

The Expense and Revenue totals are shown at the bottom of the form. These values show the total of all displayed detail entries, both in the number of items (Units) as well as the dollar value (Amount).

4.3.3 Job Costing Reallocation

The Job Costing Reallocation function has been provided in Time Billing to reallocate costs or revenue to GL accounts other than those defined for the SKU entered on the Work Order Detail or Labor form. This allows the user to show the specific SKU required by the customer on both the WO and the Invoice, yet have the sales revenue and/or COGS amounts posted to one or more additional GL accounts, thereby distributing these values to those accounts.

Any SKU can be defined on the SKU Master Attribute table to require reallocation when entered. This is accomplished by setting either or both of the Job Costing Re-Allocate flags as required.



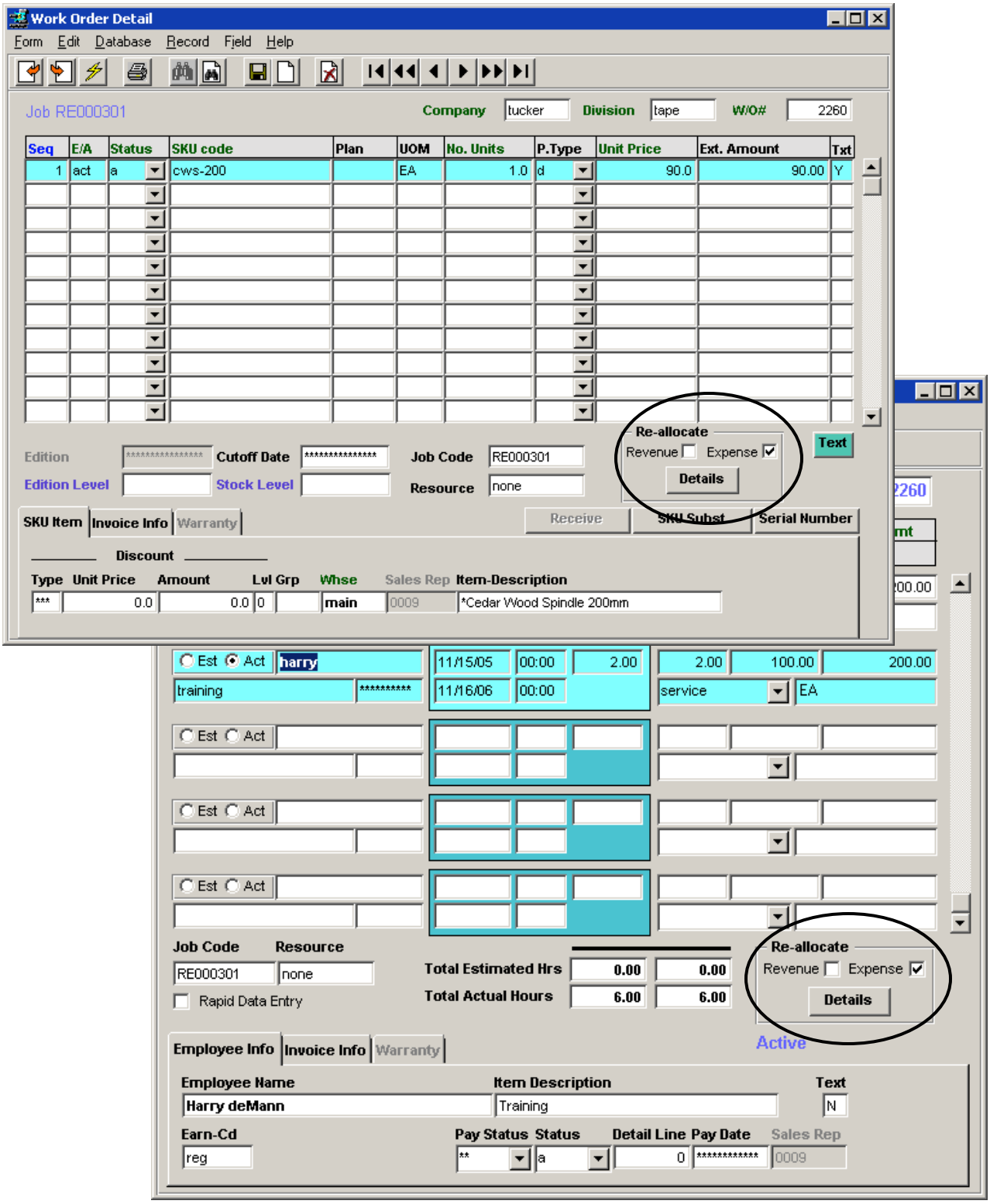
Re-Allocate Rev. – set this flag on if the Revenue GL Account of this SKU is to be re-allocated whenever it is entered on a WO.

Re-Allocate Exp. - set this flag on if the Expense GL Account of this SKU is to be re-allocated whenever it is entered on a WO.

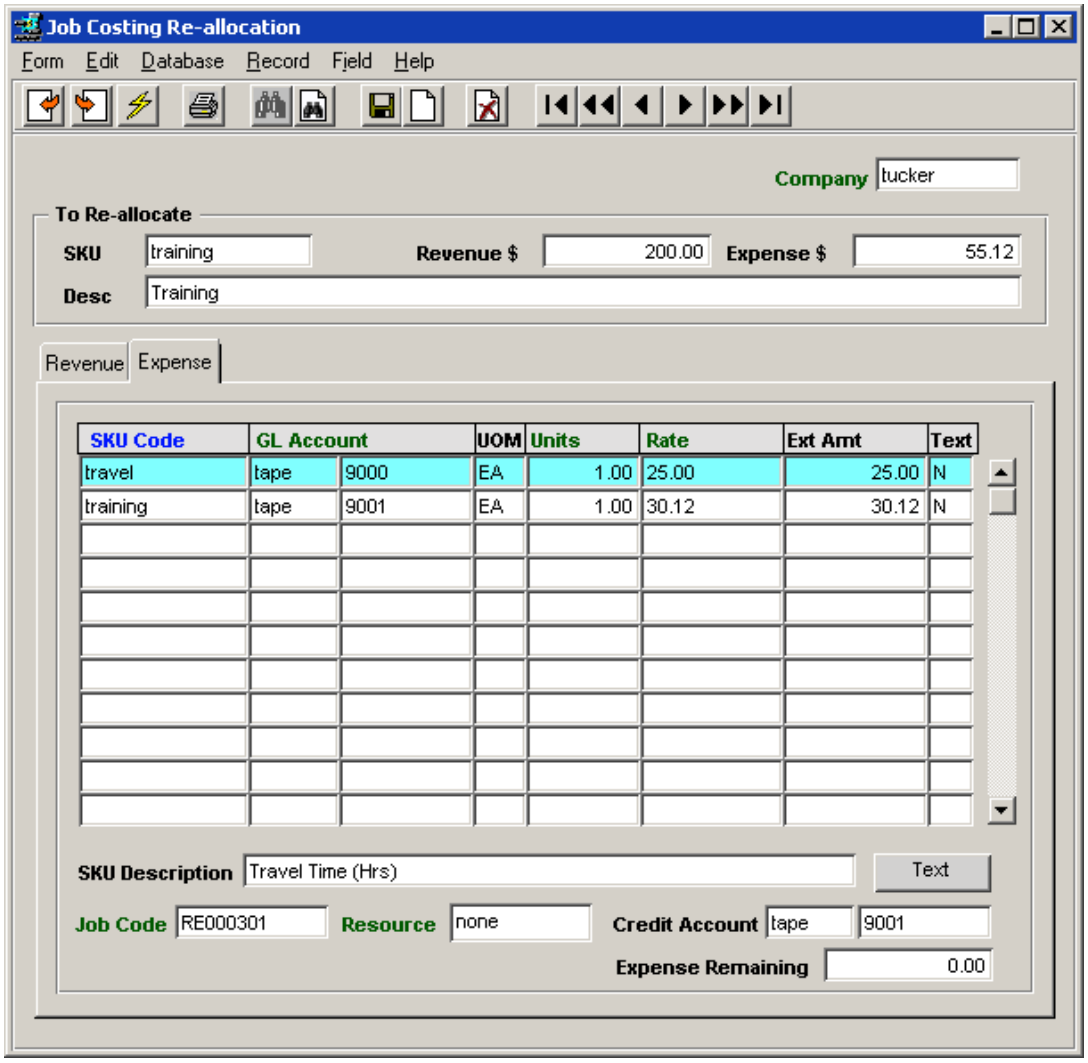
With either of these flags set, when the SKU is entered on a WO detail form (Parts or Labor), FLEXX will require the operator to complete either or both of the account re-allocations. The operator will be unable to exit the Job Costing Re-allocation screen until the required re-allocate entries are completed.

If the SKU is not defined with either of these flags set, the normal WO detail entry process will occur, as described below.

The process of reallocation is performed on either the WO Detail (Parts) or Labor forms. Whenever a Job Code is specified on a WO, the **Re-allocate** fields will be active. Select Revenue or Expense or both, and press the **Details** button. This will present the Job Costing Re-allocation form.



The Job Costing Re-allocation form is displayed blank. Select either the Revenue or Expense tab to make the required entries and Add/Update. Note that both revenues and expenses can be reallocated if required.



In this example, the total cost of the *labor* SKU ($55.12) is reallocated using two other SKU codes, and thus to two GL accounts. SKU *labor* is defined to post the COGS to account 9001. Using other SKU's, the costs are reallocated as follows:

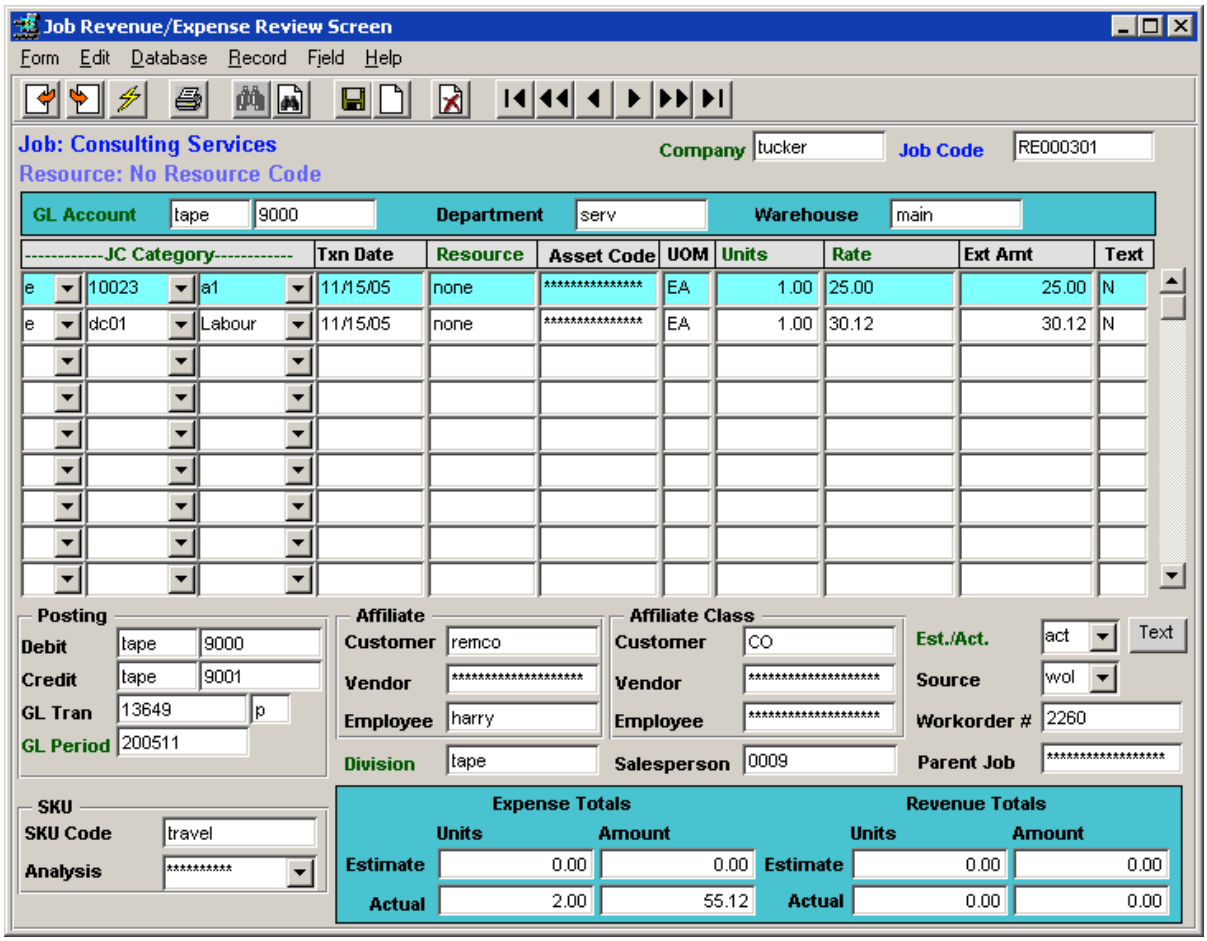
- $25.00 to account 9000
- the remaining $30.12 to account 9000 (the original SKU account).

Revenue reallocation is performed in the same way by pressing the Revenue tab and making the necessary entries.

The actual reallocation of the amounts to their respective accounts occurs when running the Generate GL Transaction routines, from TB/RW for expenses and from Invoices for revenue. Once the WO is invoiced, the *Generate GL Transaction from TB/RW* is run which also generates the JC Detail entries for the reallocations. Then the *Generate GL Transaction from Job Costing* is run to post this reallocation to the specified GL accounts.

Re-allocation Posting to JC Detail

Once the WO has been invoiced, the Generate GL (TB/RW) can be run. This will produce the following JC Detail entries.

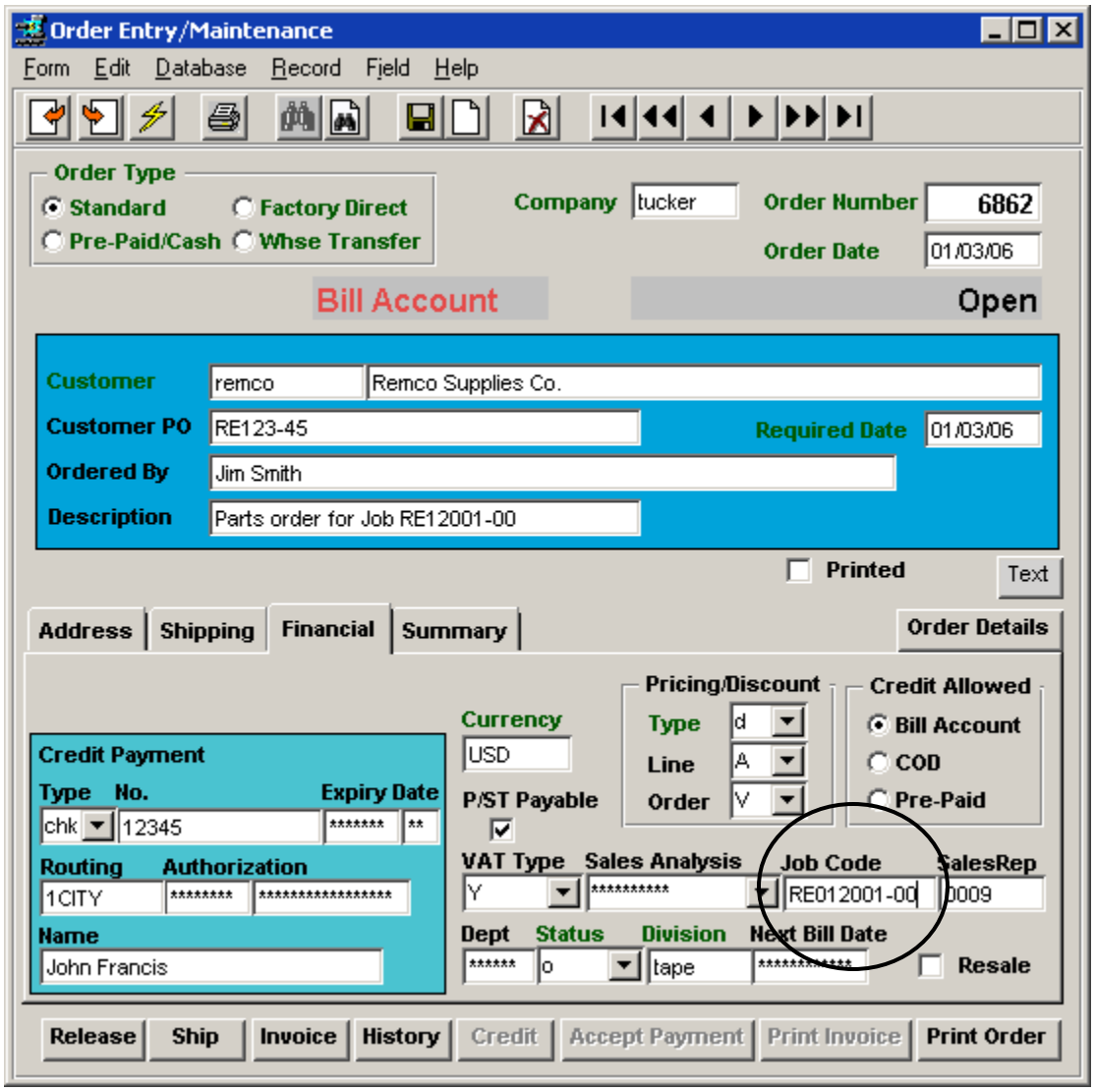


Note that the expenses (type "e" entries) of the original *labor* entry on the WO Labor form has been re-allocated. To also post this re-allocation to the GL, the *Generate GL from Job Costing* routine needs to be run.

The corresponding WO Report as well as the printed invoice will show only the original WO entries. All reallocation only takes place in the GL and the Job Costing Review table.

4.4 Order Processing and Job Costing

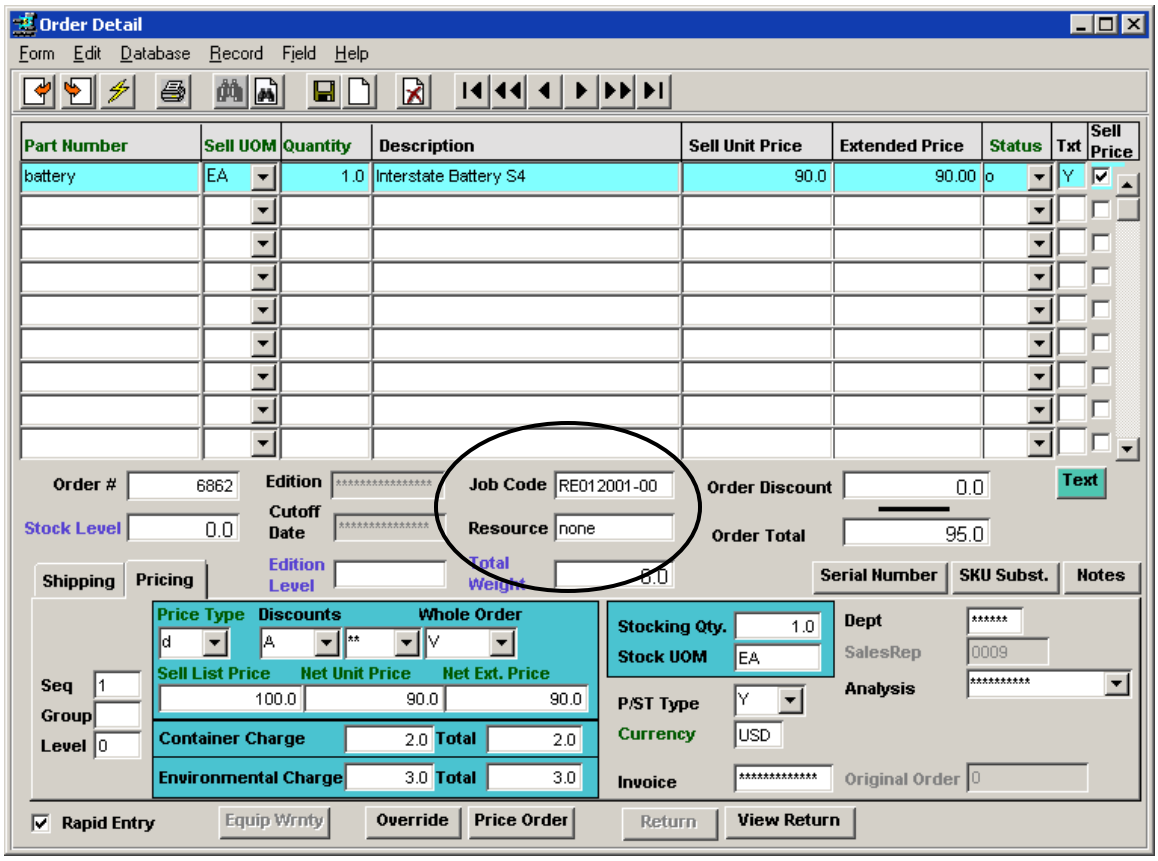
Job Costing can be used with sales orders similar to that described for work orders. The Job Code can be entered on the Order Entry form, Financial tab, and will then be defaulted on all detail entries.



The specified Job Code will need to be defined on the Job Contract Entry form before it can be entered here or on any other FLEXX forms. This can be the code of a parent ("master") job or a "subjob".

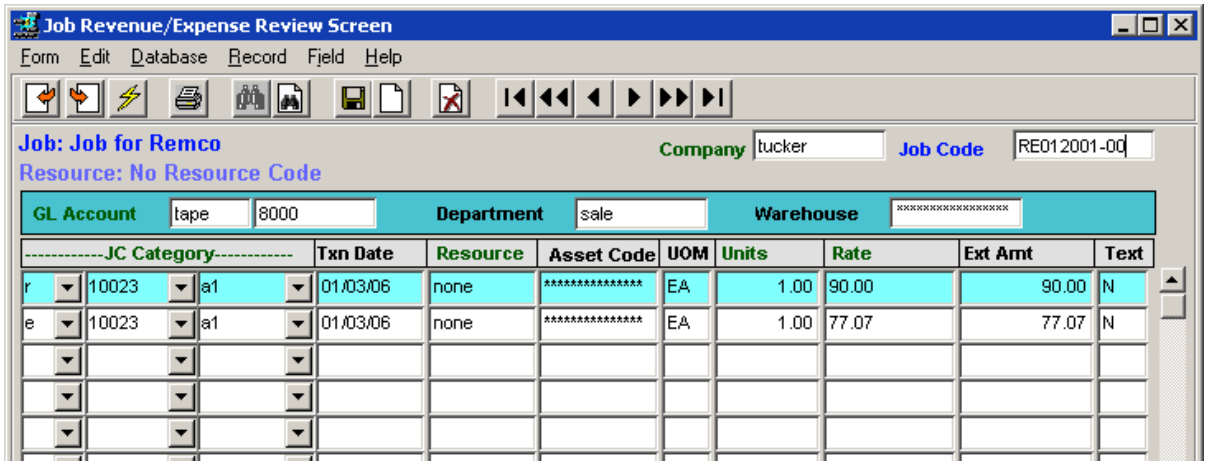
The Order Detail form will now also require a Job and Resource code for all entries.

4.4.1 Order Detail Form



The Job Code can be left to default to the value specified on the Order header, or can be changed to any other predefined value as necessary. As described for Work Orders, the Resource Code entered needs to be valid for the Resource Code Setting of the job *(see Topic 4.2.1)*.

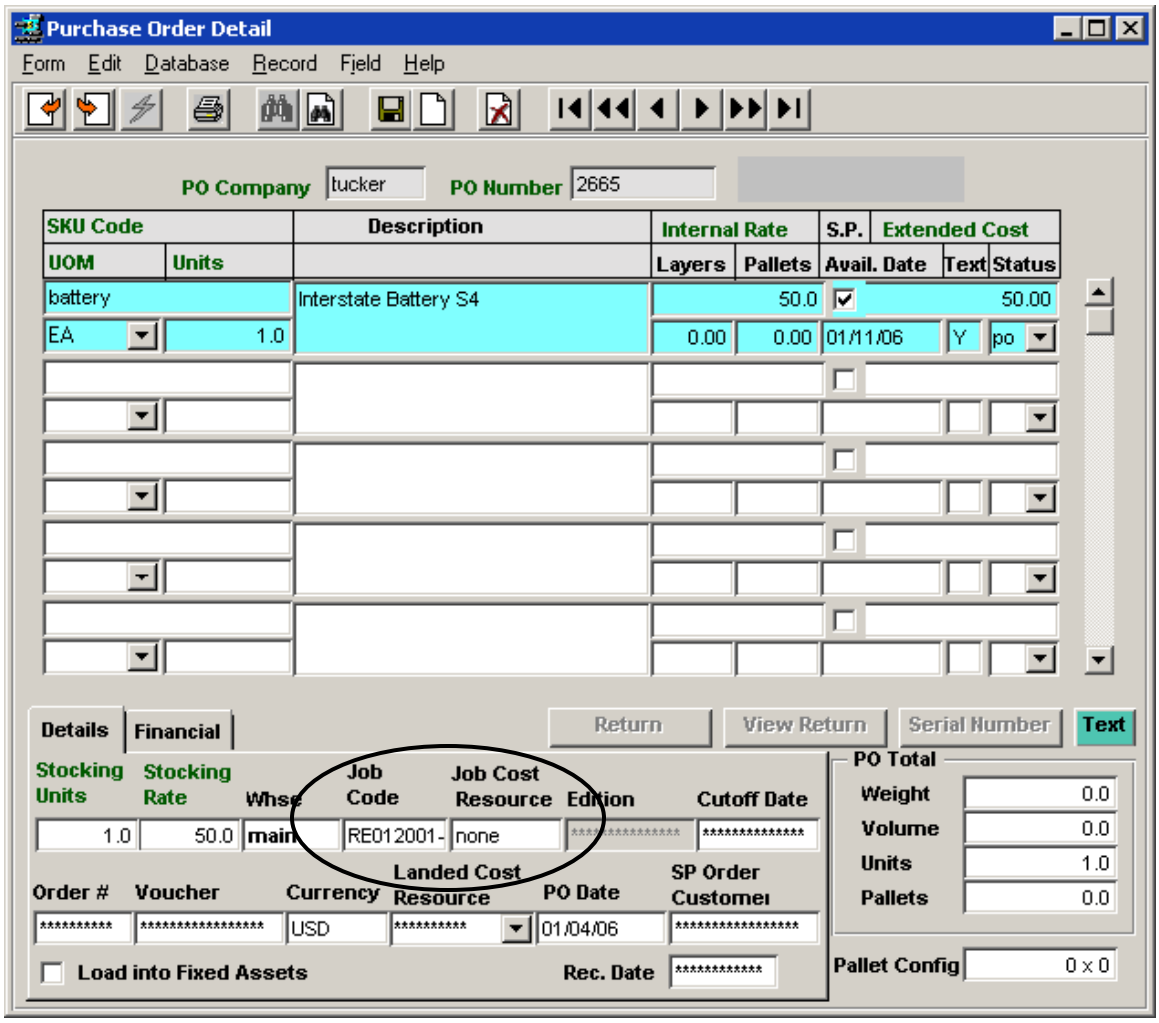
After the Order has been processed and invoiced, the details can be posted to the JC Detail Table by running the Generate GL Transactions routines; the costs (COGS) using the Generate GL (OP Inventory Movement) and the revenue by the Generate GL (Invoices) routines. These records can be viewed by displaying the Job Revenue/Expense Review form.



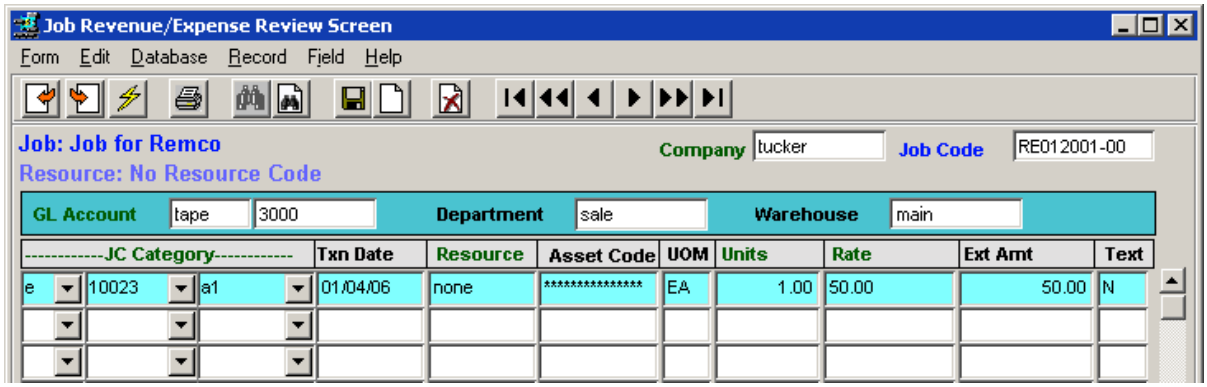
The sales order entry is recorded as type “e” (COGS expense) with Source “op” and the invoice entry as type “r” (revenue) with Source “ar”.

4.5 Purchasing/Receiving and Job Costing

As with Order Processing, the Job Costing function can be used with Purchase Orders. The Job Code to be used with any purchase is entered only on the PO Detail form.

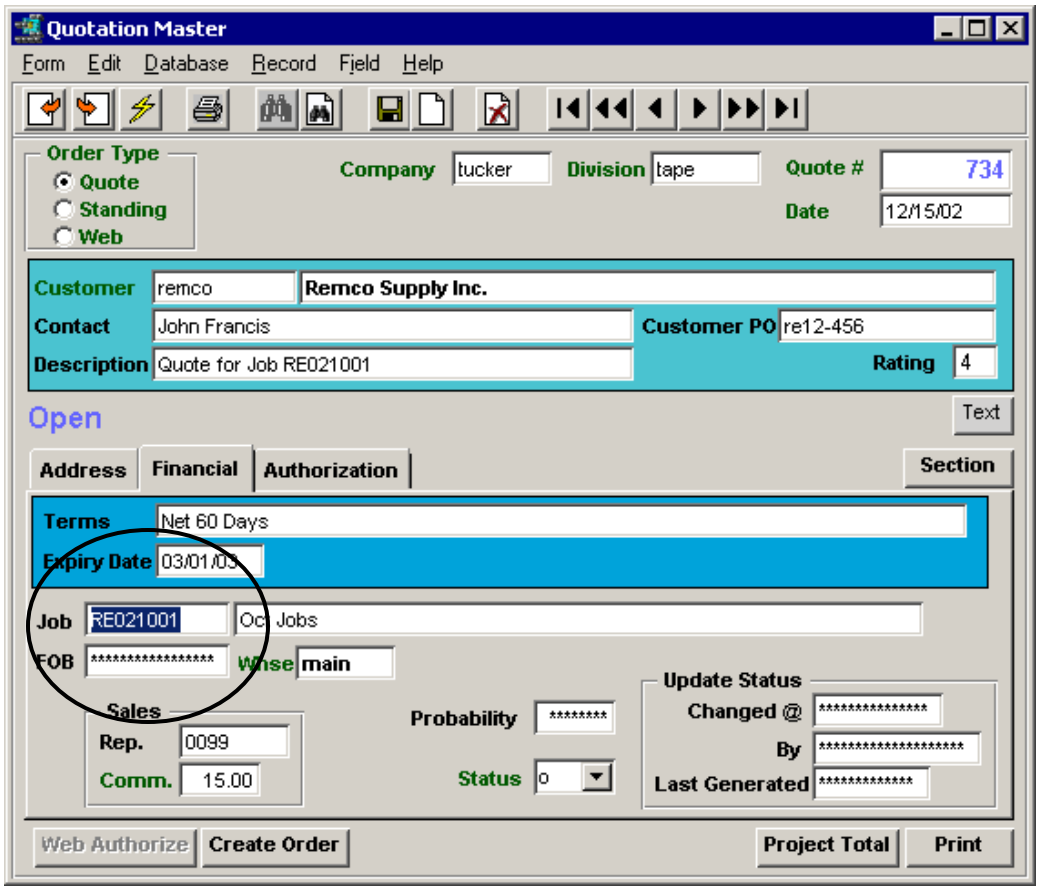


As stated earlier, the Resource Code entered needs to be valid for the Resource Code Setting of the job *(see Topic 4.2.1)*. The details will be posted to the Job Costing Detail table after the PO has been received and Vouchered and then running the Generate GL Transactions (Vouchers) routine. These records can be viewed by displaying the Job Revenue/Expense Review form and will be identified with Source "po".

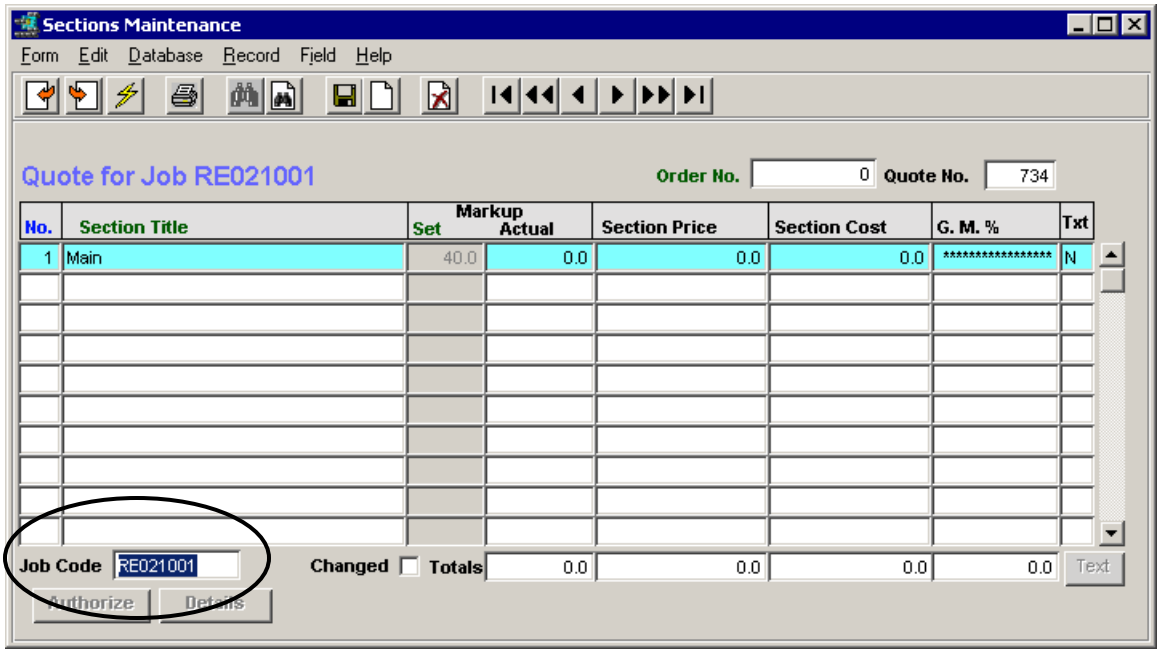


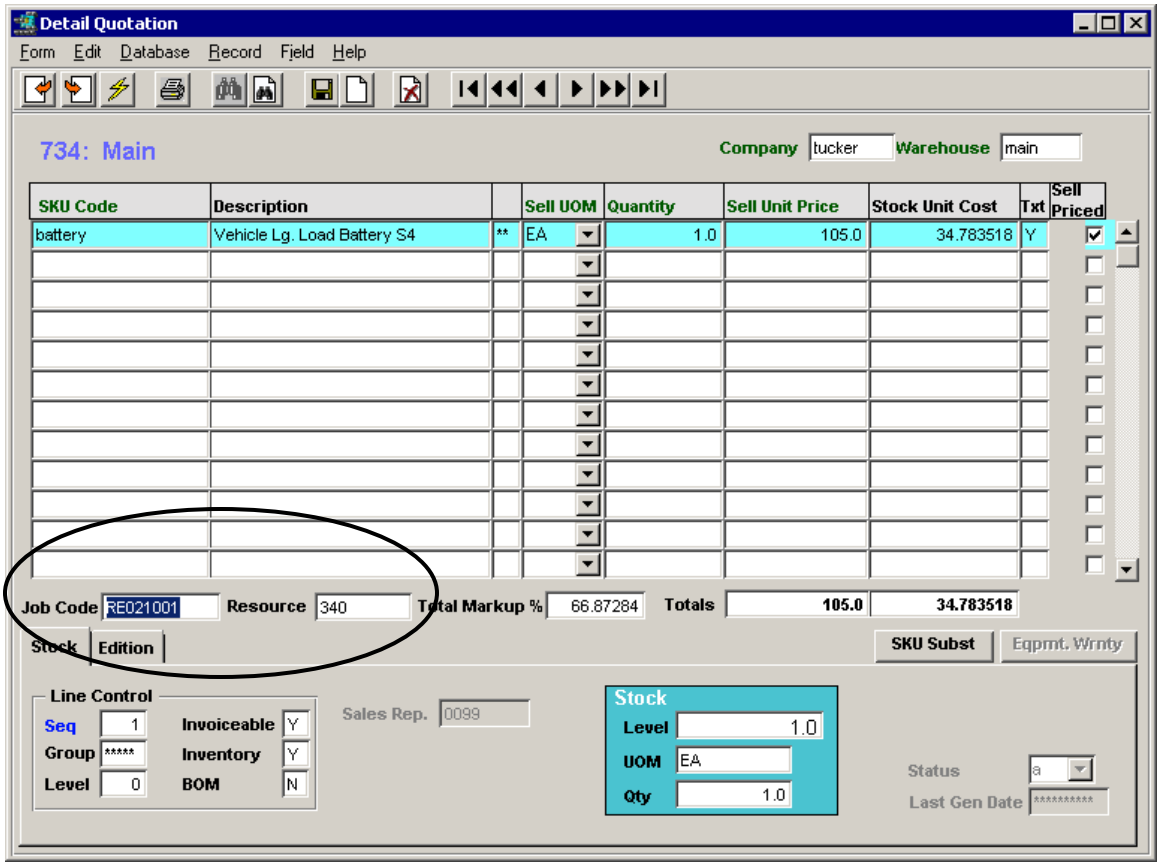
4.6 Quotation Manager and Job Costing

Job Costing can also be used with the FLEXX Quotes function. The required job code is entered on the quote header form, Financial tab.



This value will then default on the Sections and Detail forms.

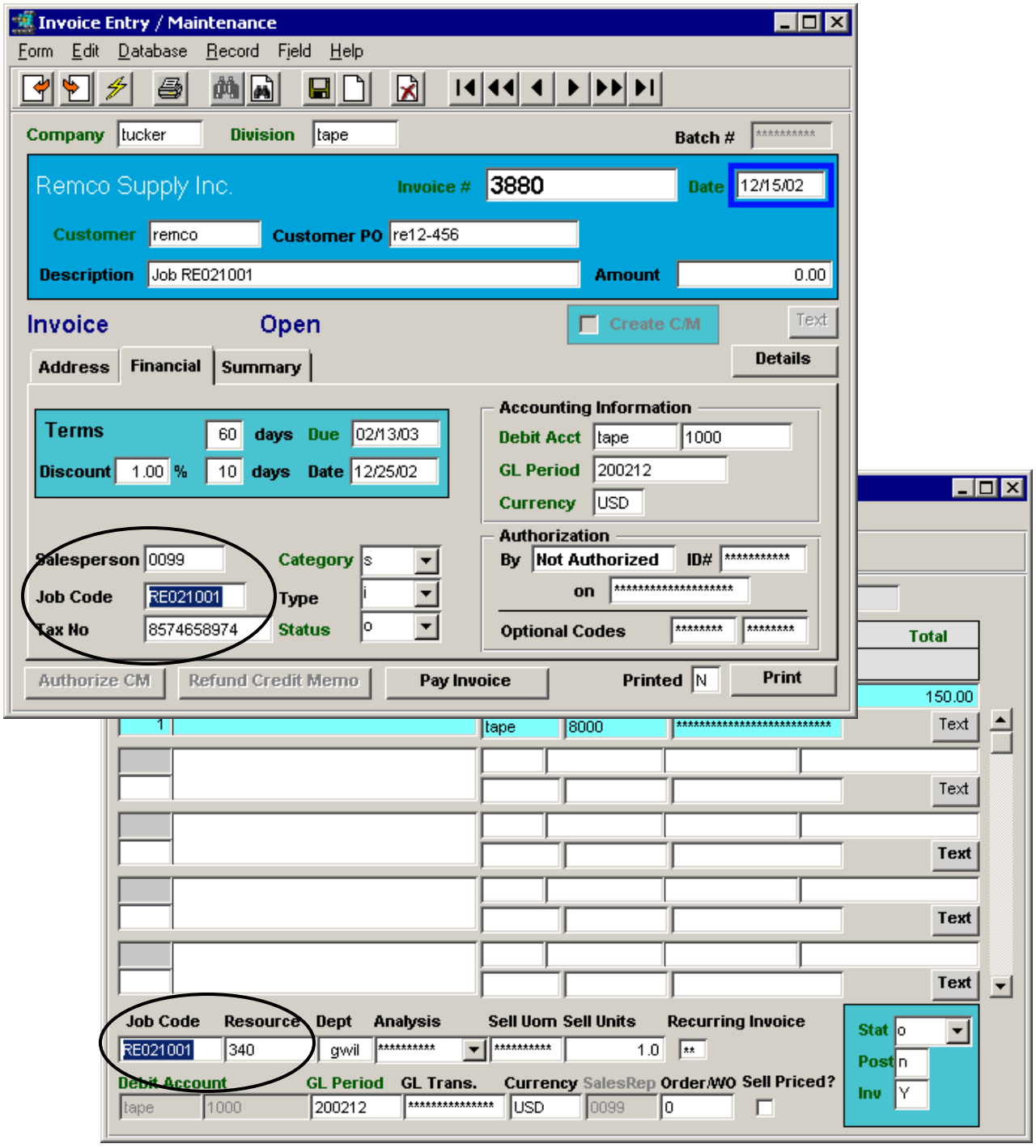




However, these entries will not be posted to the JC Detail table from the Quote. When the Quote is used to create an order, the Job and Resource Codes are copied to the resulting order. At order completion and invoicing, the records will be posted as described in the Order Processing description above *(see Topic 4.4)*.

4.7 Accounts Receivable and Job Costing

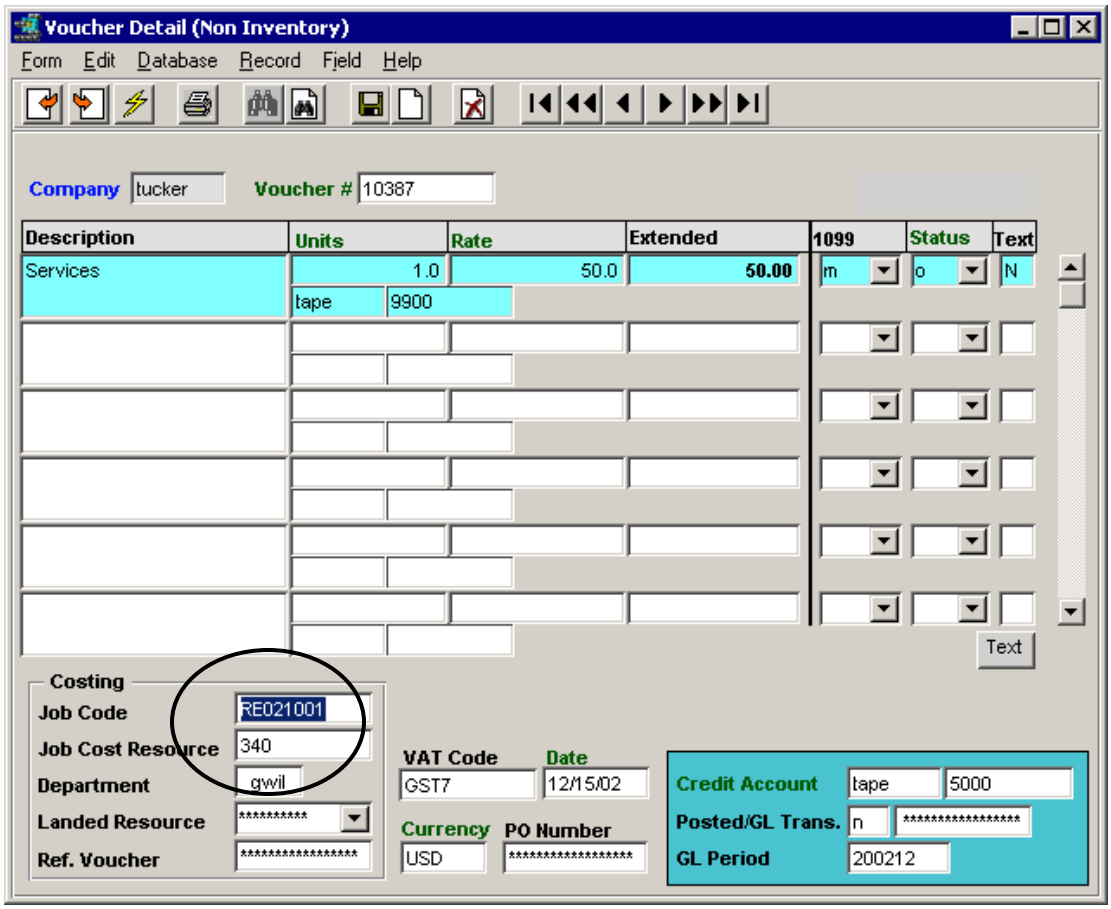
Invoices in AR can also be assigned to Jobs for revenue tracking. The Job Code can be specified on the Invoice header, Financial tab which will then be used as a default on all subsequent Detail entries.



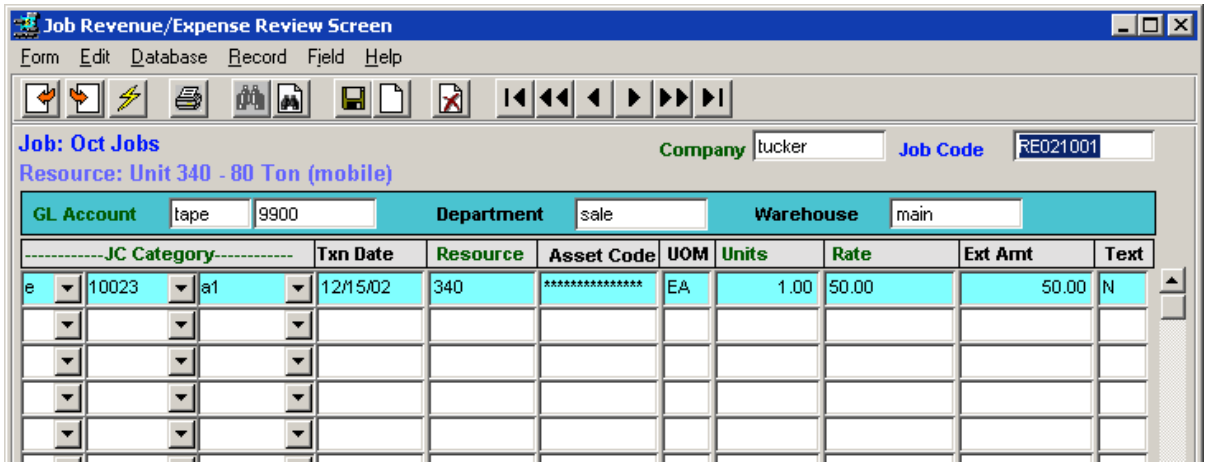
The Job and Resource codes are entered for each detail entry as required. The invoice entries will be posted to the JC Detail Table when the Generate GL Transactions (Invoices) is run. They can be displayed on the Job Revenue/Expense Review Screen and will be identified with Source "ar", similar to the OP revenue records *(see Topic 4.4).*

4.8 Accounts Payable and Job Costing

Vouchers in AP can also be used with Job Costing. The Job Code is not entered on the Voucher header form but only on the Detail form. As with all previous entries, a valid Resource Code is also required.

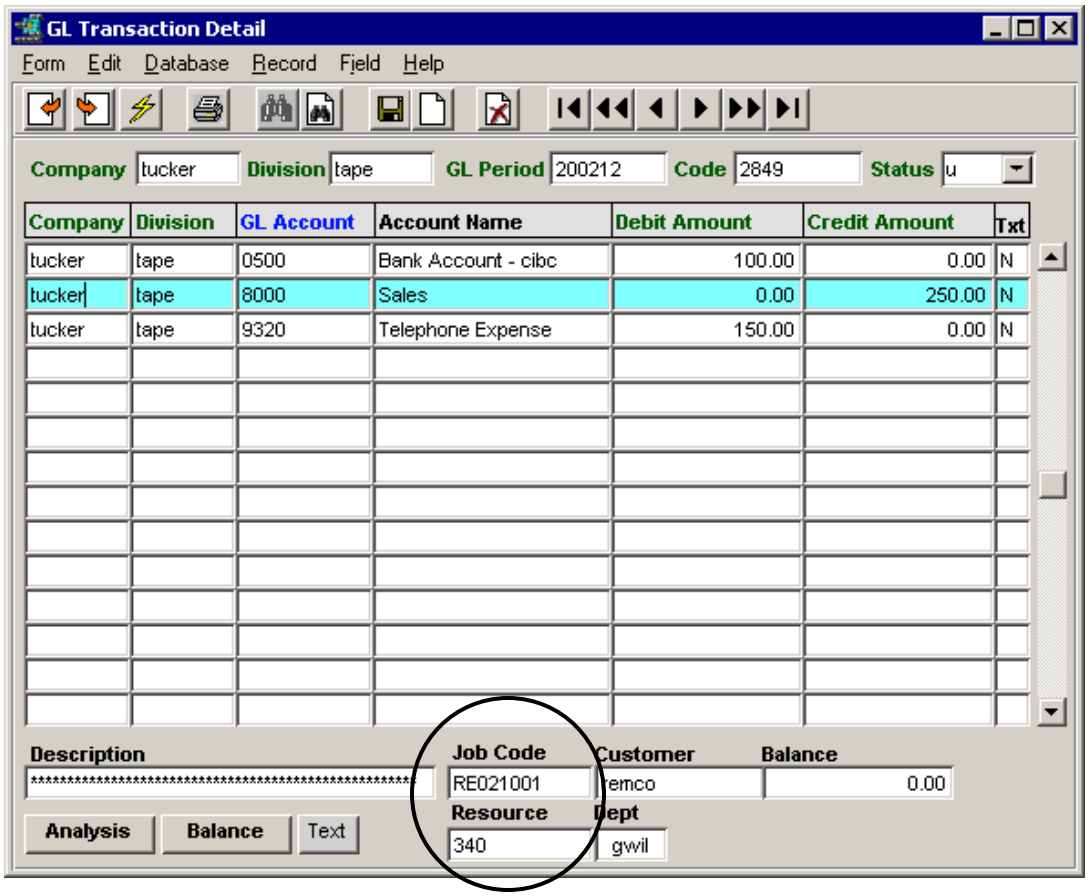


The voucher records will be posted to the JC Detail table when the Generate GL Transactions (Vouchers) is run. They can be displayed on the Job Revenue/Expense Review Screen and will be identified as expense records with Source "ap".

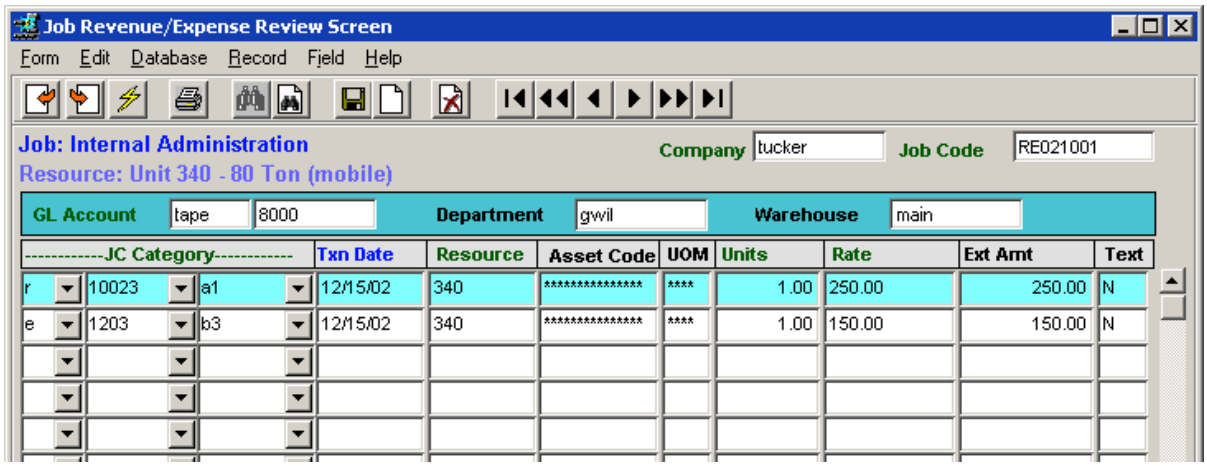


4.9 General Ledger and Job Costing

Manual GL entries can also be posted to Job Costing for tracking. The Job and Resource codes are specified on the GL Transaction Detail form.



The values will be posted to the JC Detail table when the GL Posting Procedure is run. Depending on the type of account used (revenue or expense), the records will be entered accordingly and can be displayed on the Job Revenue/Expense Review Screen.



The records are identified with Source “gl”.

4.10 Job Cost Reporting

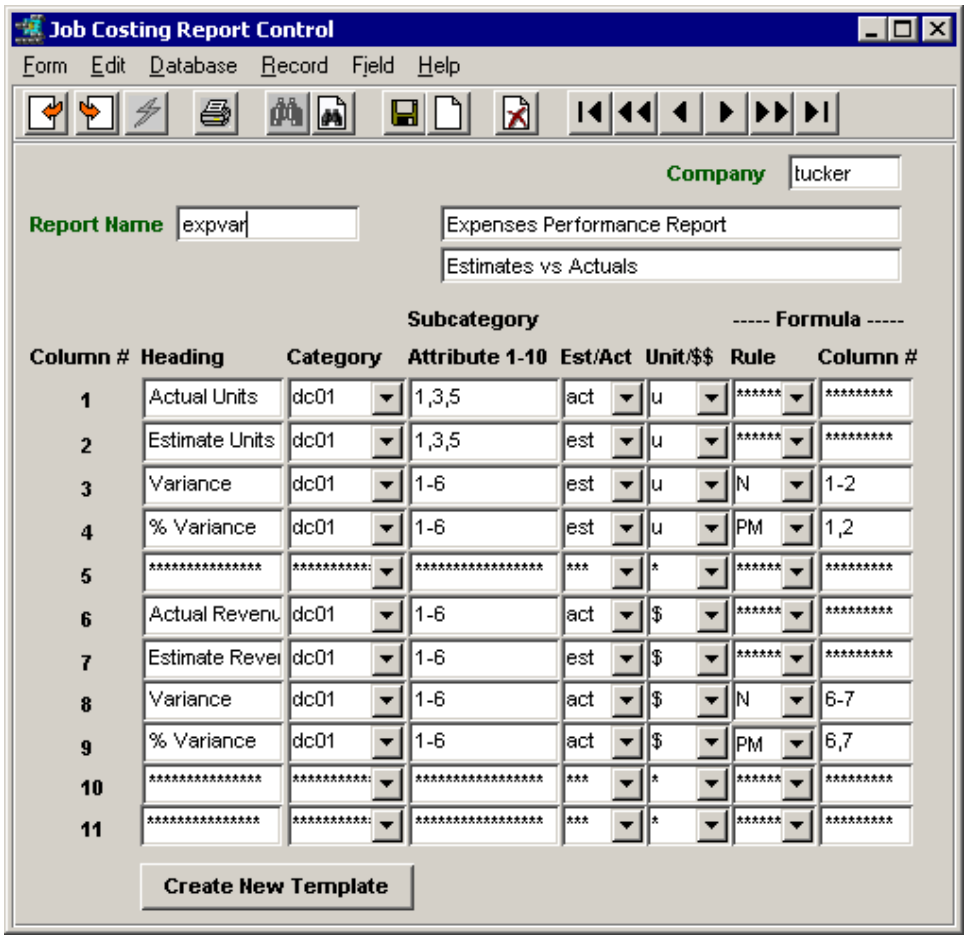
There are three reports provided with the Project Management module:

- Export Job Costing Records *(jcexport)* - a customizable job detail report where the output is exported in MS Excel file format (.xls) (described in Topic 4.10.2 below)
- Job Costing Review Report *(jcreview)* – a summary report of selected jobs
- Job Costing Report *(jcrpts)* – a customizable job detail report (described below)
- Open Job Report *(openjob)* – a report that lists all open jobs.

The Job Costing Report is described in more detail below.

4.10.1 Job Costing Report

The **Job Costing Report** is a detailed report of Job Costing data. It is a customizable report allowing the user to set the format and parameters as desired. The **Job Costing Report Control** table is used to define the layout of the report.



Report Name is the code and report title to be used. Two title lines can be predefined as desired. A third title line can be specified at the time of Report Parameter Selection.

The column headings as well as the values to be represented in each column are defined on this table. The settings can be such that the column is a simple sum of all specified fields, or is a result of some formula calculation using several fields. Up to eleven columns of data can be printed.

The **Heading** value will be the actual column heading printed on the report.

Category is the GL Account Job Costing Category to be used to extract the data from the JC Detail table *(as described in Topic 4.1.3 GL Account Job Costing Categorization)*.

Subcategory Attribute 1-10 is the Job Costing Category **Attribute** value (or values) to be used. This can be a single value from 1 to 10, a string separated by commas (e.g. 1,3,5,7), or a range (e.g. 1-6).

Est/Act is used to specify either the Estimate or Actual data is to be used.

**Unit/$$** specifies the units to be extracted, either the quantity units (u) or the dollar value ($).

FLEXX will then use these settings to extract the data from the JC Detail table according to the Formula defined in the **Rule** and **Column #** fields, as follows:

1. If the column total is to be a sum of the data, Rule and Column # are left blank (null).
2. If the column total is to be the sum of several other columns, Rule would be "S", and Column # would be the columns identified either as a string (1,2,5) or a range (1-5).
3. If the column total is to be the difference between two columns, Rule would be "N", and Column # would be the two columns identified by one minus the other (5-1).
4. If the column total is to be a percentage of two columns, Rule would be "P", and Column # would be the columns identified by one as a percentage of the other (1,5); e.g.

   $$\frac{\text{Value1}}{\text{Value2}} \times 100$$

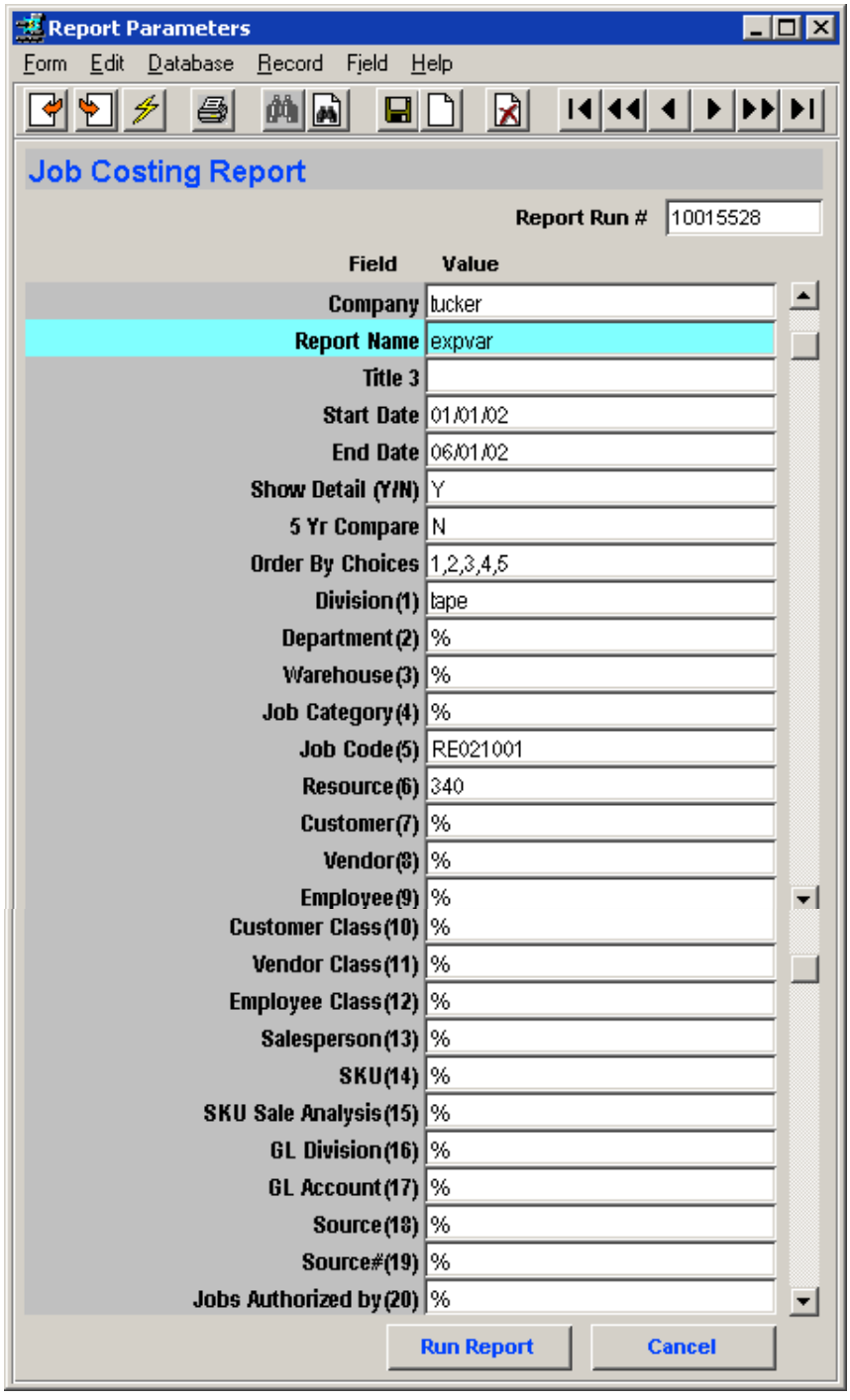
5. If the column total is to be a Percent Margin (or Profit Margin) of two columns, Rule would be "PM", and Column # would be the columns identified by one as a margin percentage of the other (1,5). The formula used is:

   $$\frac{\text{Value1 - Value2}}{\text{Value2}} \times 100$$

Along with this ability to control the output data, the Selection Parameters of the report allow for additional control of which records to be selected.

4.10.1.1 Report Selection

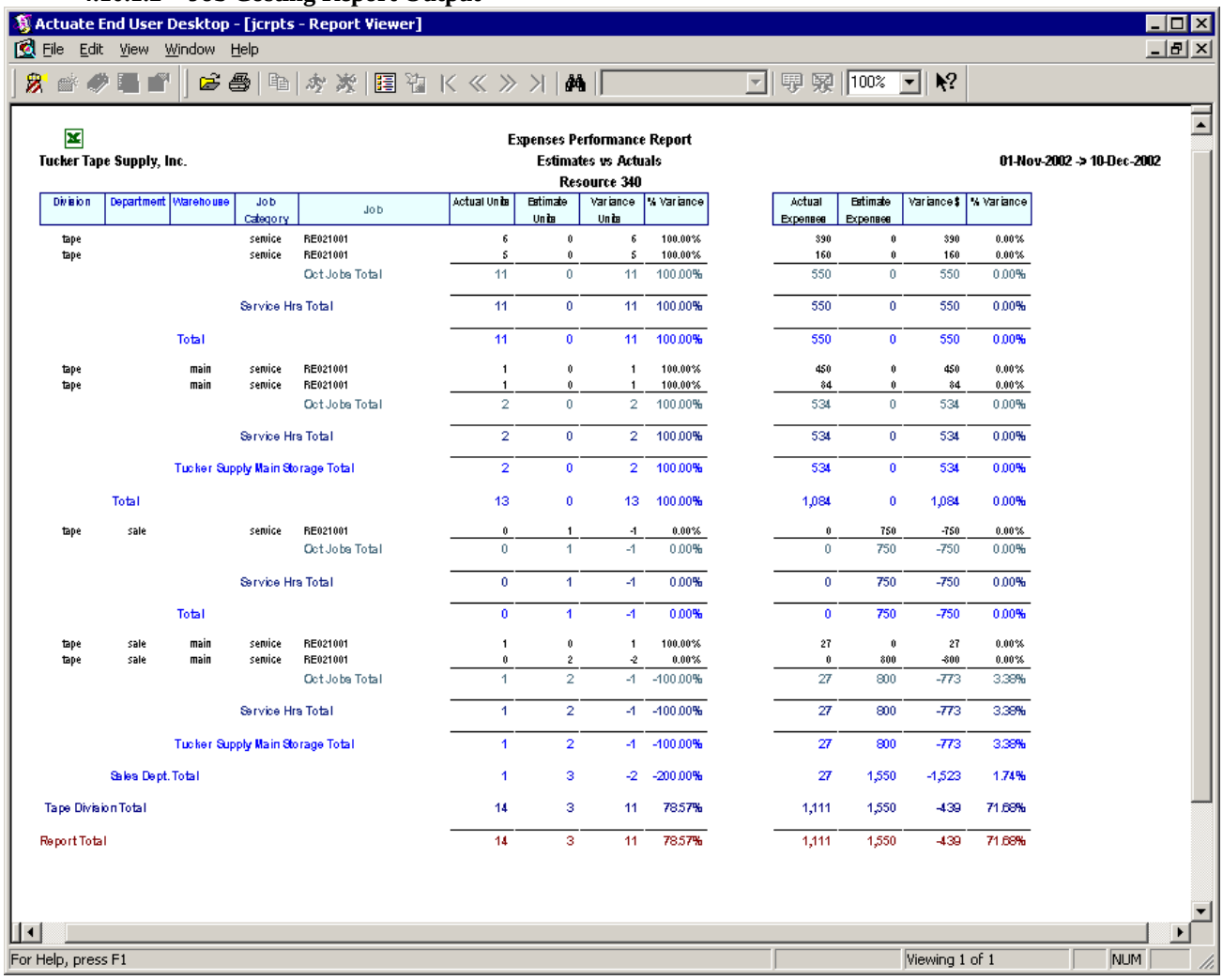
When selecting the report to be printed, numerous selection parameters are available to give the user greater control over which records to retrieve.



- **Report Name** – the name of the entry on the Report Control Table (Topic 4.10.1)
- **5 Yr Compare** – Yes or No to do a 5 year comparison of costing records.
- **Order by Choices** – enter up to 5 choices for ordering the report output; the sequence of values entered will also be the order of the listed output.
- Enter any additional select parameters as desired.

Using the above example of report "*expvar*", the output would look like the following:

4.10.1.2 Job Costing Report Output



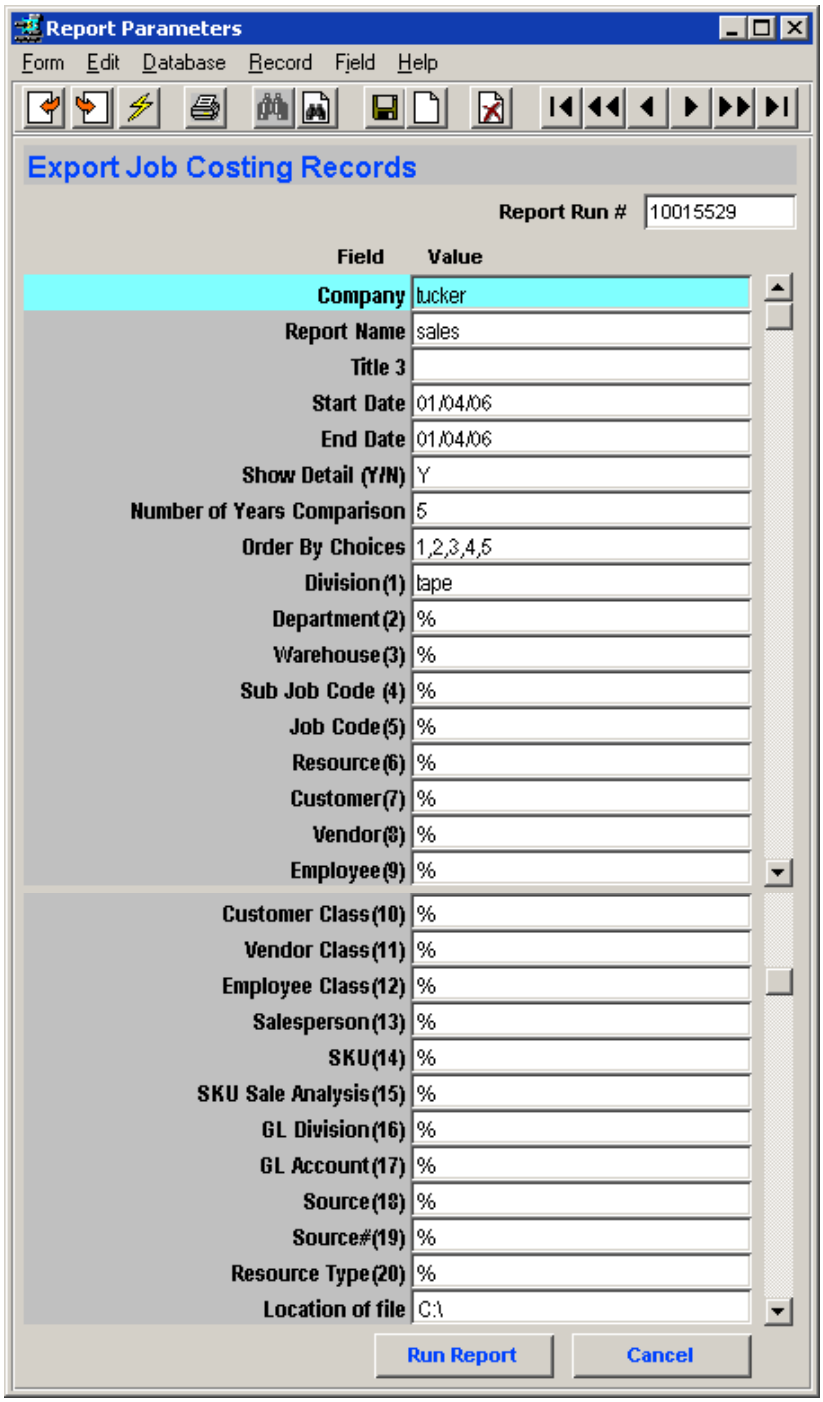
Division	Department	Warehouse	Job Category	Job	Actual Units	Estimate Units	Variance Units	% Variance	Actual Expenses	Estimate Expenses	Variance $	% Variance
tape			service	RE021001	6	0	6	100.00%	390	0	390	0.00%
tape			service	RE021001	5	0	5	100.00%	160	0	160	0.00%
				Oct Jobs Total	11	0	11	100.00%	550	0	550	0.00%
			Service Hrs Total		11	0	11	100.00%	550	0	550	0.00%
		Total			11	0	11	100.00%	550	0	550	0.00%
tape		main	service	RE021001	1	0	1	100.00%	450	0	450	0.00%
tape		main	service	RE021001	1	0	1	100.00%	84	0	84	0.00%
				Oct Jobs Total	2	0	2	100.00%	534	0	534	0.00%
			Service Hrs Total		2	0	2	100.00%	534	0	534	0.00%
		Tucker Supply Main Storage Total			2	0	2	100.00%	534	0	534	0.00%
	Total				13	0	13	100.00%	1,084	0	1,084	0.00%
tape	sale		service	RE021001	0	1	-1	0.00%	0	750	-750	0.00%
				Oct Jobs Total	0	1	-1	0.00%	0	750	-750	0.00%
			Service Hrs Total		0	1	-1	0.00%	0	750	-750	0.00%
		Total			0	1	-1	0.00%	0	750	-750	0.00%
tape	sale	main	service	RE021001	1	0	1	100.00%	27	0	27	0.00%
tape	sale	main	service	RE021001	0	2	-2	0.00%	0	800	-800	0.00%
				Oct Jobs Total	1	2	-1	-100.00%	27	800	-773	3.38%
			Service Hrs Total		1	2	-1	-100.00%	27	800	-773	3.38%
		Tucker Supply Main Storage Total			1	2	-1	-100.00%	27	800	-773	3.38%
	Sales Dept. Total				1	3	-2	-200.00%	27	1,550	-1,523	1.74%
Tape Division Total					14	3	11	78.57%	1,111	1,550	-439	71.68%
Report Total					14	3	11	78.57%	1,111	1,550	-439	71.68%

Notice the data in columns 1-4 and 6-9 with columns 5, 10 & 11 blank as was defined on the Report Control Table *(Topic 4.10.1)*.

4.10.2 Export Job Costing Records

The **Export Job Costing Records** is a the same as the Job Costing Report except that the output is a Microsoft Excel file. It is customizable the same as the Job Costing Report allowing the user to set the format and parameters as desired. The **Job Costing Report Control** table is used to define the layout of the report (see Topic 4.10.1 for details on defining this table).

4.10.2.1 Report Selection



The selection parameters are entered in the same manner as for the Job Costing Report (Topic 4.10.1.1). The only differences on this report are the following:

- **Number of Years Comparison** – this can be any value according to the number of years of data available in FLEXX.
- **Order By Choices** – can be any number of choice values (i.e. more than 5 as are available on the Job Costing Report)
- **Location of file** – specify the path where the exported Excel file is to be stored.

5 Fixed Asset Maintenance Function

FLEXX 6.5L4 provides a function whereby the maintenance of Fixed Assets can be tracked for activity as well as for revenue or expenses incurred. This function combines the Fixed Asset module with the Job Costing functions of Project Management to allow such revenue/expense tracking.

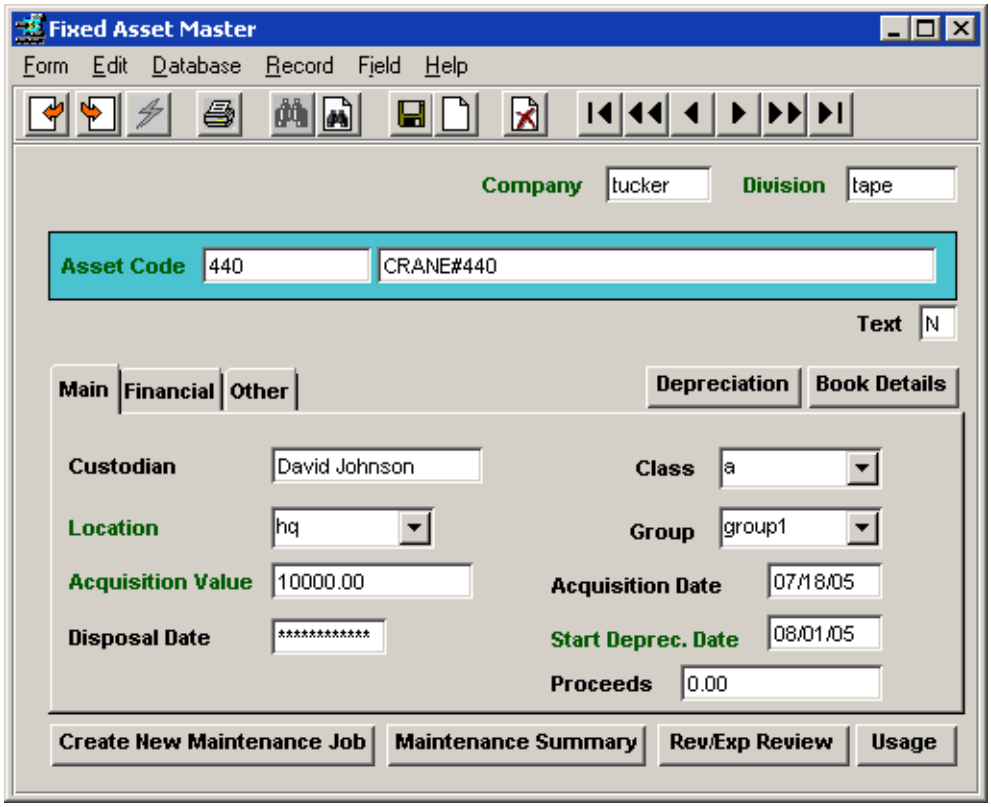
The Application Control table can be defined as follows to enable this function:

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. This will normally be the customer code of the company that owns the assets and the maintenance is provided for (i.e. your own company). This also implies that you have defined a Customer Code and definition for your company to be used for this purpose.

Any Fixed Asset defined to FLEXX (in Fixed Assets) can now be used with this function.

5.1 Fixed Asset Definition

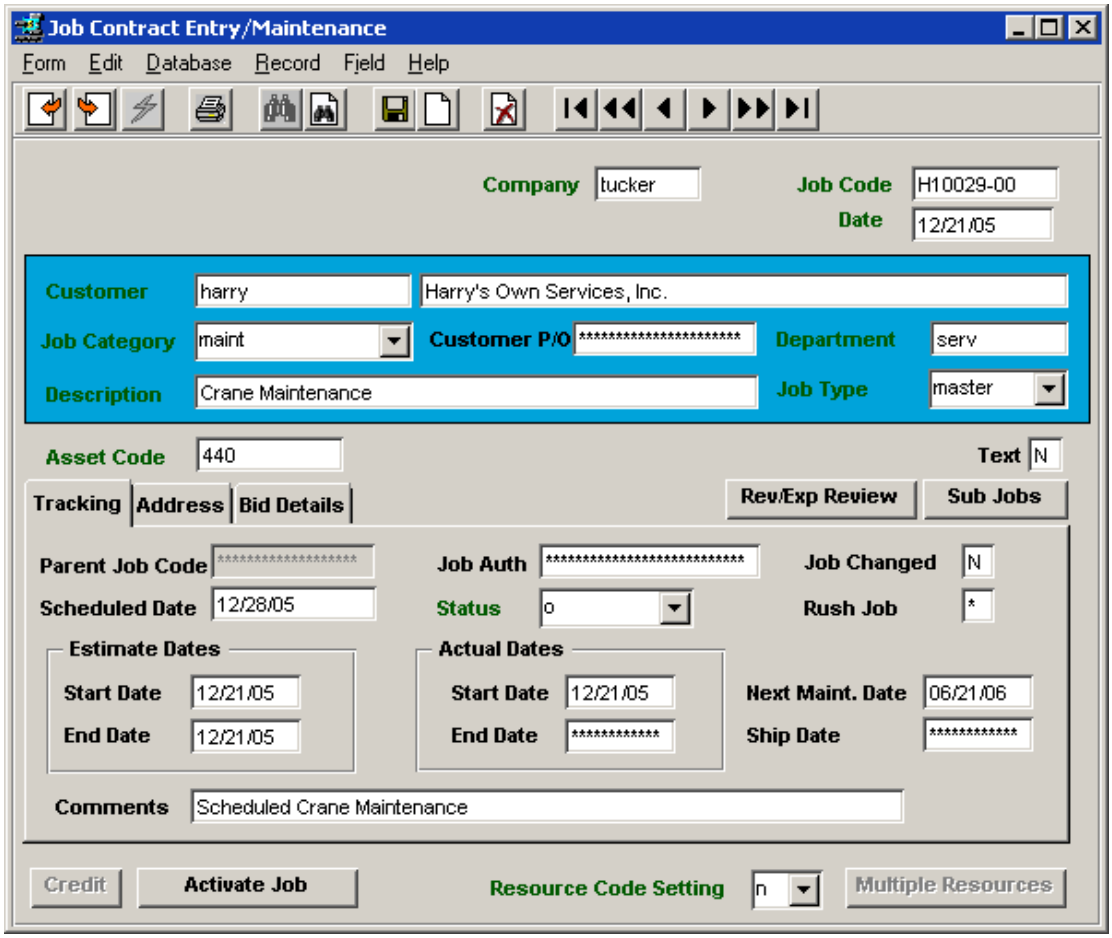


The buttons at the bottom of the screen are used to process FA Maintenance activity, and are described further below.

- **Create New Maintenance Job** – see Topic 5.2
- **Maintenance Summary** – see Topic 5.4
- **Rev/Exp Review** – see Topic 5.5
- **Usage** – see Topic 5.3

5.2 Create New Maintenance Job

Pressing this button results in FLEXX automatically creating a new Job Contract Entry record, for the customer code defined as the default for *maintcust* on the Application Control table. Additional required fields need to be entered, and then the record can be Saved.



The Job Number is automatically generated as follows:

- Use the next value from the Next Number Table;
- If a Job Code Prefix has been defined on the Customer Master, use it to prefix the value selected from the Next Number Table;
- For all "master" type jobs, add a suffix of -00 to the Next Number value.

The Customer Code will default to the value defined on the Application Control *"maintcust"* variable.

The Asset Code will be the code from the Fixed Asset Master table.

Other required fields are:

- **Job Category** – this will be *"maint"* for all FA Maintenance jobs.
- **Department** – any validly defined Department code.
- **Description** – any user desired description.
- **Job Type** – will be *"master"* for the initial parent job.

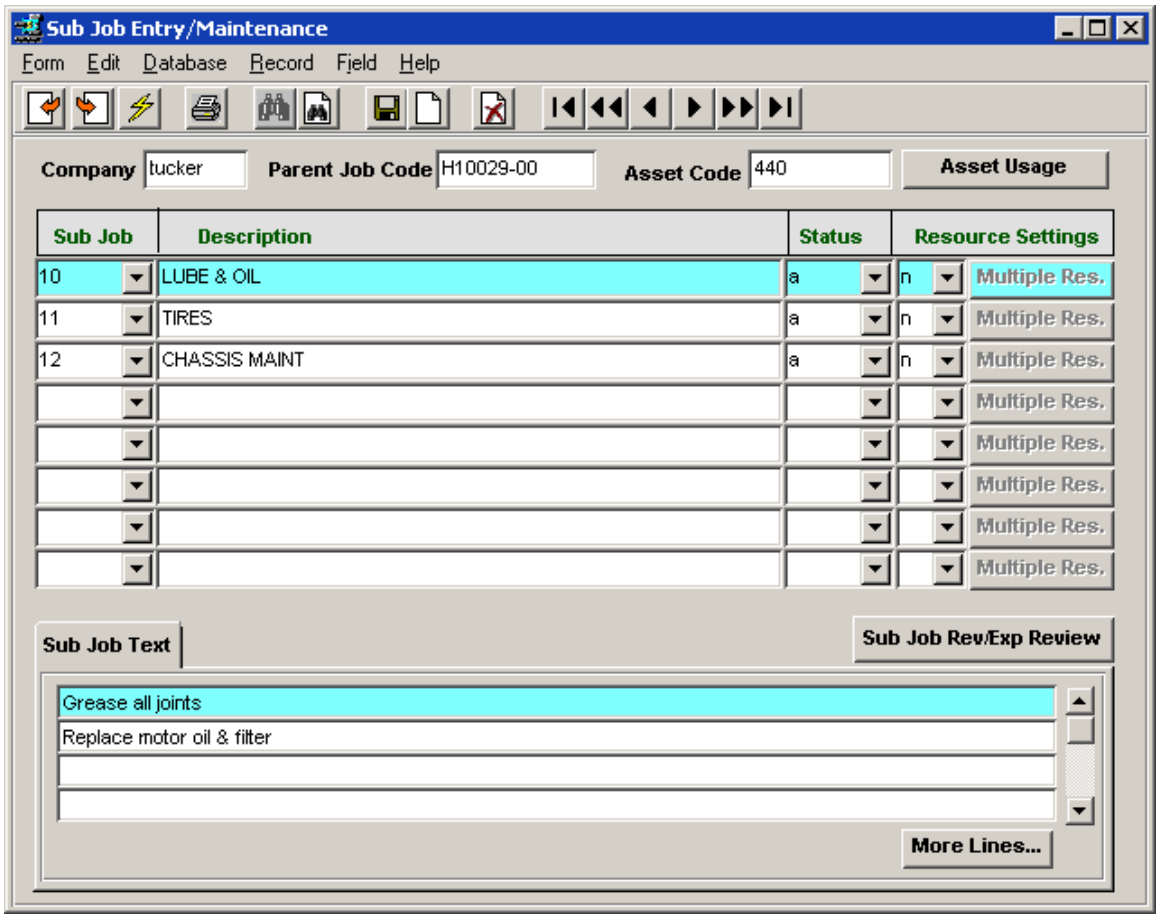
All other fields will default according to various FLEXX settings. *Please refer to the Project Management manual for more details on this form.*

Sub Jobs can then be entered to further define the job.

Press the **Sub Jobs** button to display the Sub Job Entry/Maintenance form.

5.2.1 Sub Job Entry/Maintenance Form

The Sub Job Entry form is used to describe the work to be performed as well as the any other activity required to complete the "subjob" work.



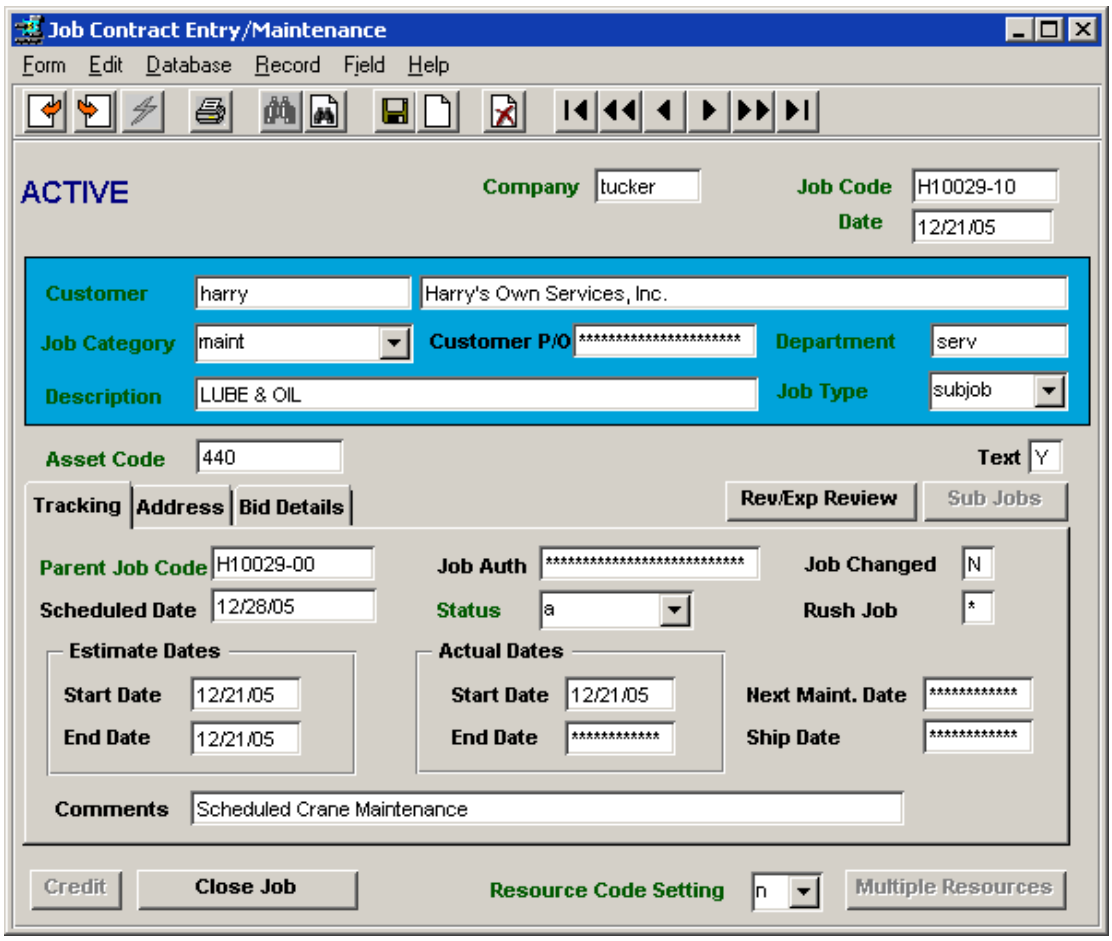
The **Parent Job Code** and **Asset Code** fields will be copied from the parent job record.

The particular Sub Job to be performed is selected from the Sub Job drop-down list. All potential "subjob" codes need to be predefined on the Job Task Codes Master Types table (#2324) (zoom on Sub Job field). Any user preferred code value can be predefined and used as desired.

The Sub Job Text field is then used to record the details of that activity. As much text as desired can be entered beyond the three lines provided, by pressing the **More Lines…** button. Once the job is closed, no additional text can be entered, so it is important to remember to enter all text before closing the job.

Each Sub Job entry will result in another Job Contract Entry record being automatically created by FLEXX. The Job Code of each of the "subjobs" will be the parent job number, but in place of the -00 suffix will be the specified Sub Job code.

5.2.2 Subjob Job Contract Entry

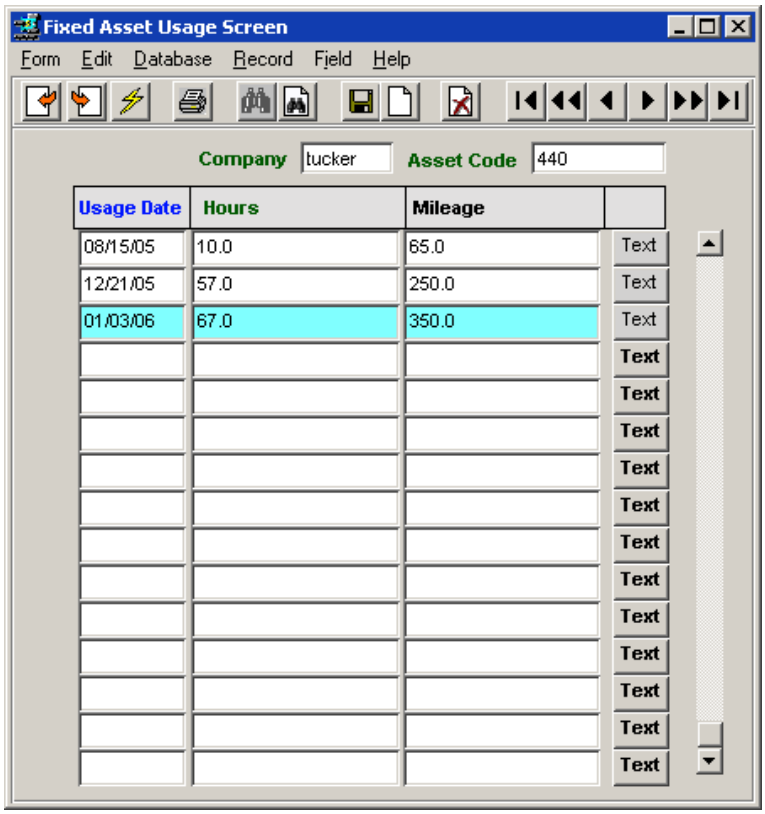


Notice the Job Code is *H10029-10* where the parent job was *H10029-00* and the Job Type is set to *subjob*. The Parent Job Code will be set to that of the parent "master" job *H10029-00.* Each new "subjob" will be put into Active status ("a") as soon as it is created.

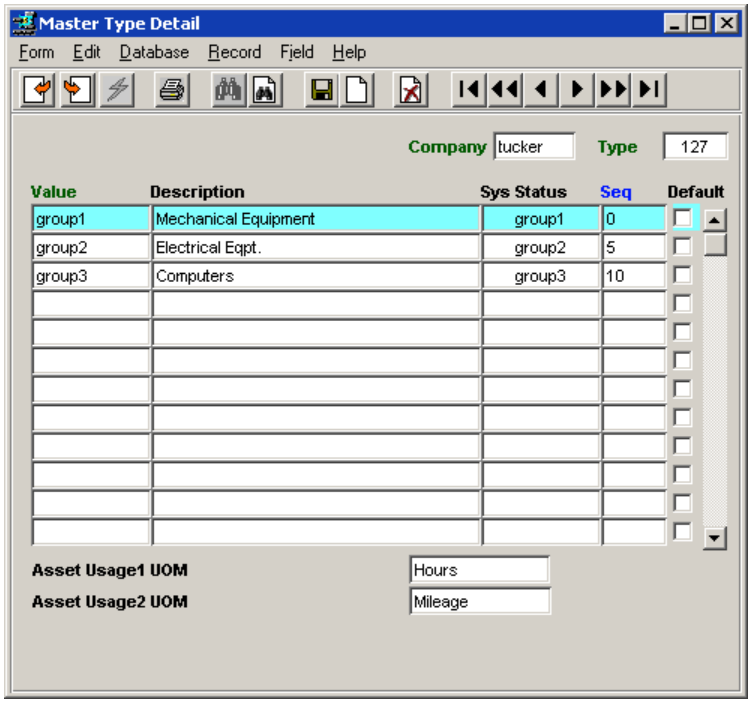
Each "subjob" can be individually tracked for incurred revenue/expense. It can also be processed separately from the "master" job if required (e.g. closed, etc.). However, closing the parent job will also automatically close all associated "subjobs".

5.3 Fixed Asset Usage

The Fixed Asset Usage screen is used to record the usage values of the particular asset. These values are used to track the asset usage on the Asset Maintenance Summary screen (topic 5.4).



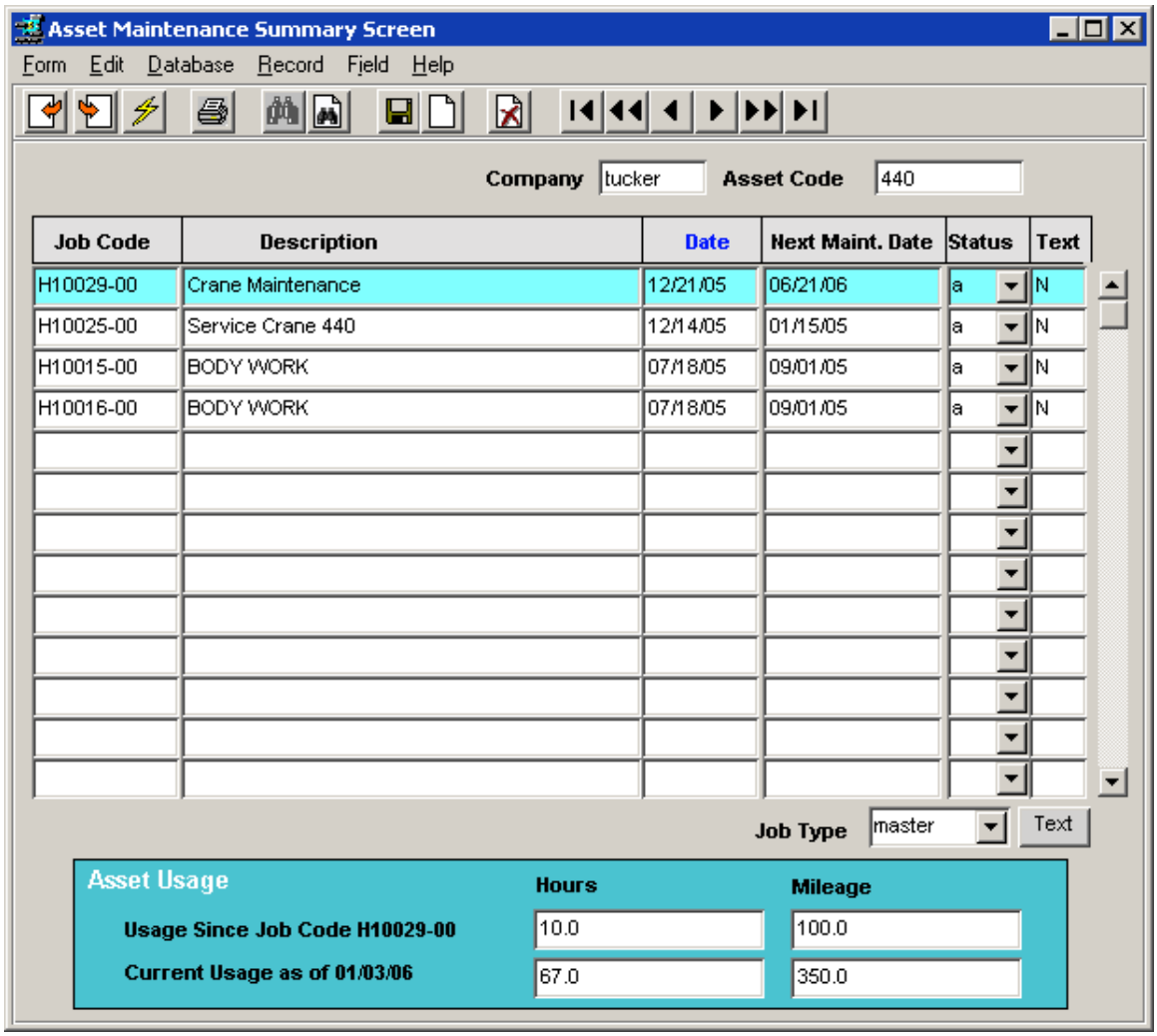
Each entry can have two usage values according to their types as defined on the Fixed Asset Group Codes Master Types table (# 127). (To access this table, zoom on the Group field of the Fixed Asset Master for the selected asset.)



Note the two usage fields **Asset Usage1 UOM** and **Asset Usage2 UOM** defined "Hours" and "Mileage". The usage units are specified here for each asset "group" and can be any desired value. These values will then become the column headings on the Fixed Asset Usage screen.

5.4 Asset Maintenance Summary

The Asset Maintenance Summary form is used to track the maintenance/service activity as well as the usage of all assets that are handled by the FA Maintenance function.

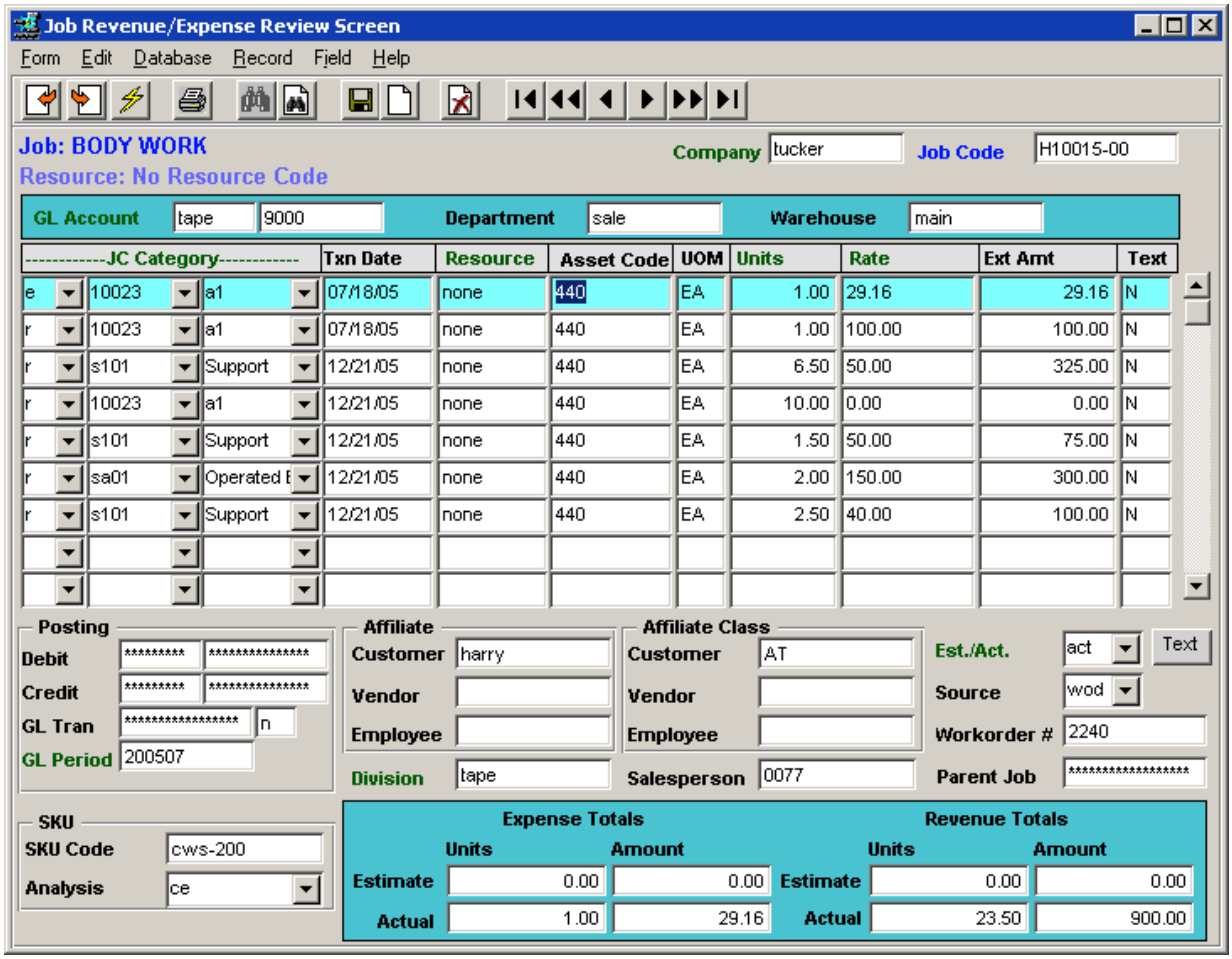


It will by default display all parent (master) jobs associated with the specific asset. If "subjobs" are also to be shown, do a FIND on the desired asset but with the Job Type field blank (or %).

The Asset Usage fields will display the usage values for the predefined units. These can be used for tracking and also scheduling future service activity; (e.g. preventative maintenance, scheduled maintenance, etc.). The Next Maint. Date field will display the value as defined on the specific Job Contract Entry form (e.g. job *H10029-00* set 06/21/06 as the Next Maint. Date). However, FLEXX does not use these values for any further processing; they are provided for user reference only.

5.5 Revenue/Expense Review

The Revenue/Expense Review form is used to display the revenue realized and expenses incurred for any jobs specified. By pressing the **Rev/Exp Review** button, this form will by default display the revenues and expenses of all jobs entered for the particular asset.



The entries displayed will be all those generated from the different FLEXX functions that were used to record financial transactions where the specific job code was also entered.

For further information on how jobs are processed, and how the job records are used to generate revenue/expense records, please refer to Chapter 4 “Job Costing Function”. Asset Maintenance revenue and expense records are generated in exactly the same process once the maintenance jobs have been created and processed.

5.6 Asset Maintenance Reports

Two reports are provided to assist the user in retrieving asset maintenance data.

- Asset Maintenance Report *(astmaint)* – this report lists all Asset maintenance jobs for the specified selection parameters.
- Up-Coming Asset Maintenance Report *(upmaint)* – this reports all maintenance jobs according to the Next Maint. Date values set on the Job headers. This can be used for scheduling future maintenance activity.

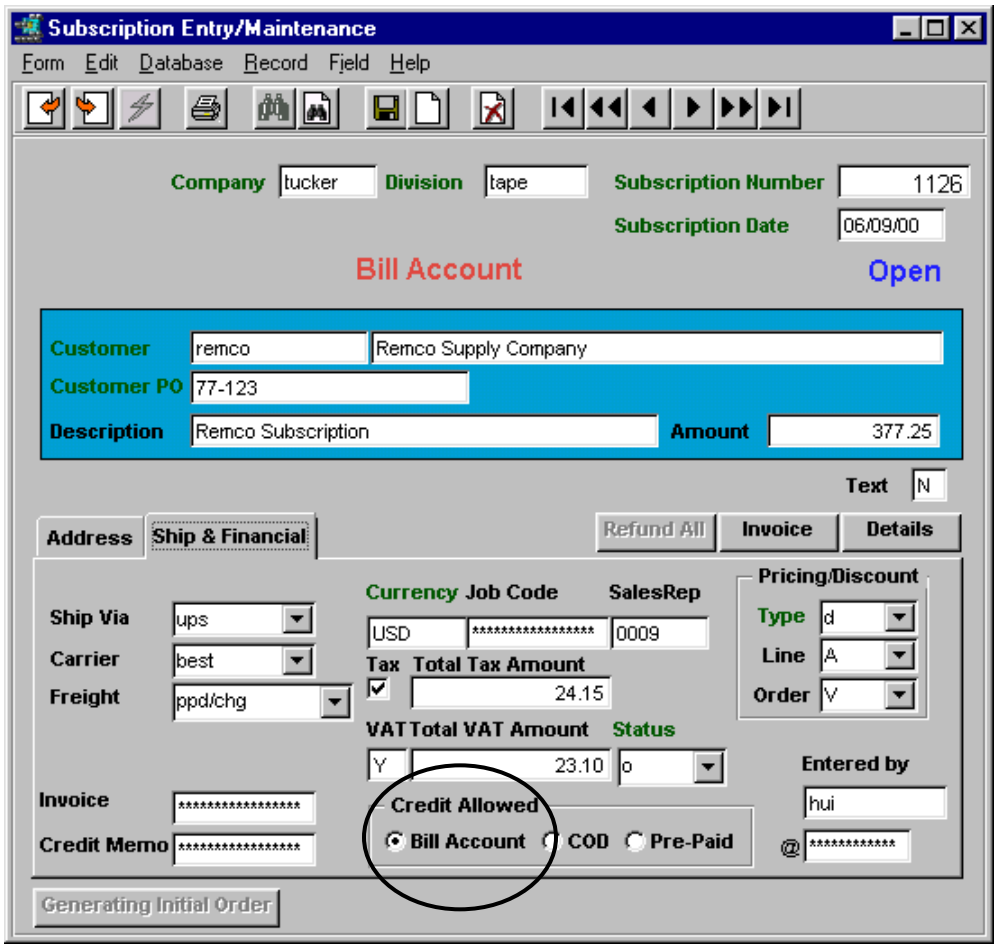
6 Subscription Process

The Subscriptions module functions are very similar to the Order Processing functions with some minor changes. It allows for Regular (Bill Account), COD, and Pre-Paid subscription orders as defined for the customer on the Customer Master. Subscription header data is copied from the Customer Master the same as for an Order Processing Order.

Just as for a standard sales order, the Subscription order can be entered for a payment type of Bill Account, COD or Pre-Paid. The same Credit criteria exist for Subscription orders as for sales orders. This is described in more detail in the *Financials manual*, Customer Master topic , under description entitled *"New Financial Credit Info fields".*

6.1 Bill Account Subscriptions

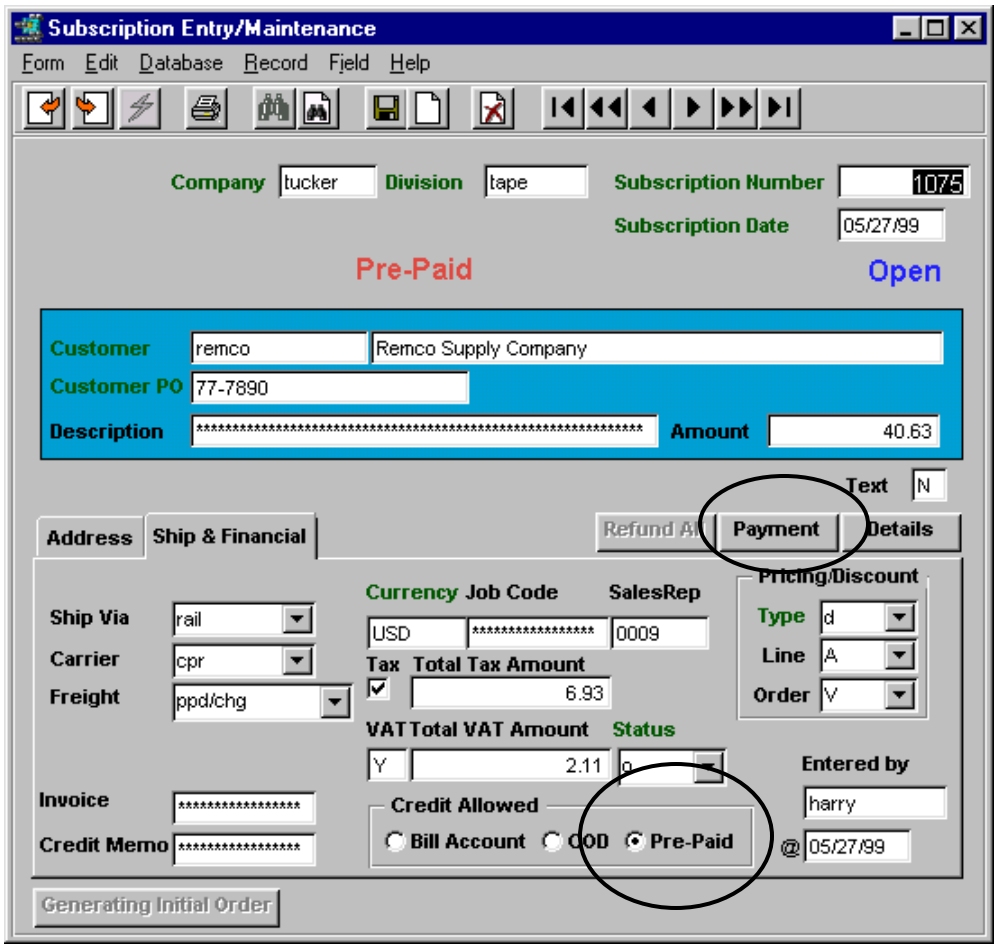
- will have the **Bill Account** flag set and the **Invoice** button displayed before it is Paid.



Any valid changes can be made to both the Address and Ship & Financial forms. On Subscription entry Save (Add/Update), the Detail form will be presented to allow entry of the specific subscription SKUs.

6.2 Pre-Paid Subscriptions

- will have the **Pre-Paid** flag set and the **Payment** button displayed before it is paid.

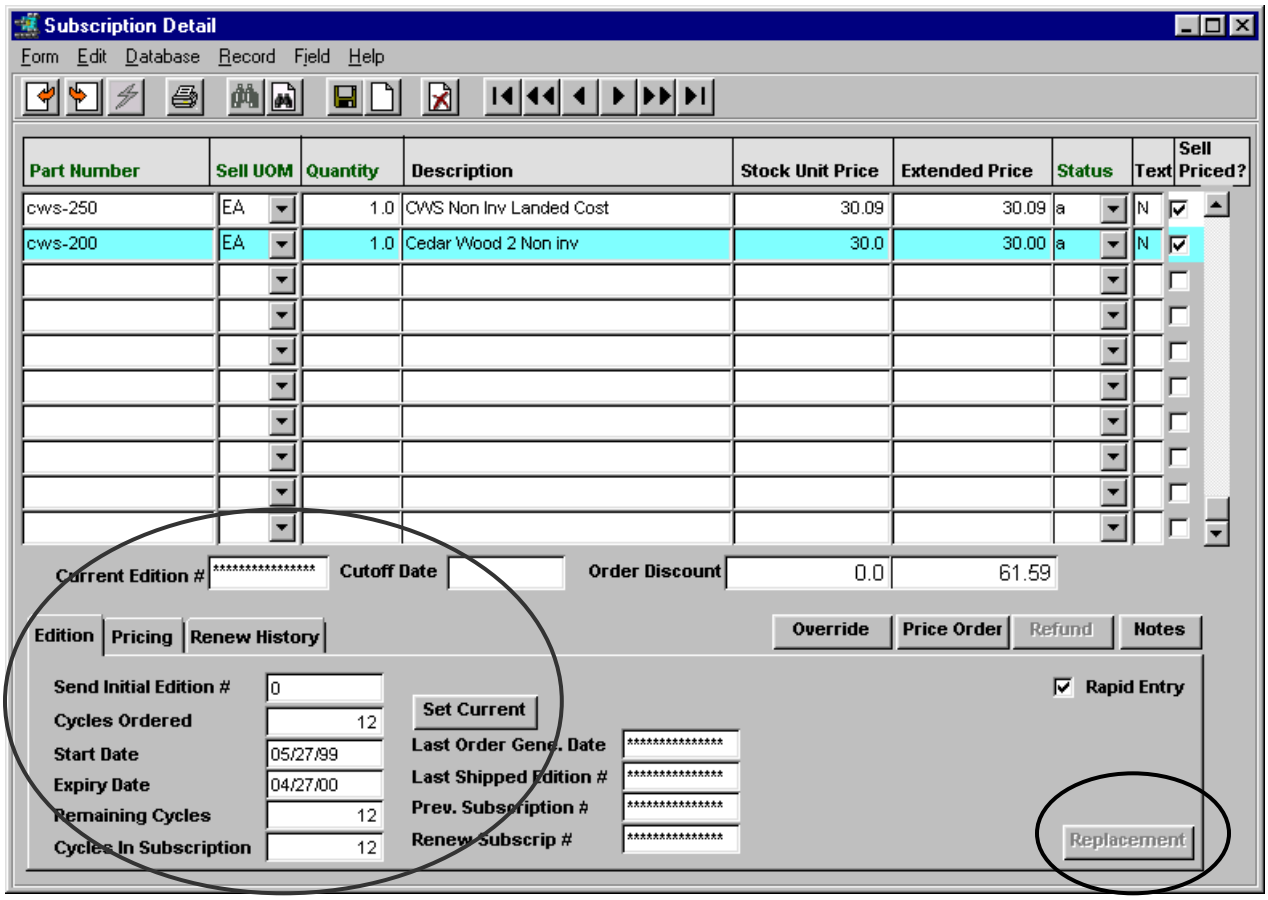


Any valid changes can be made to both the Address and Ship/Financial forms. On Subscription entry Save (Add/Update), the Detail form will be presented to allow entry of the subscription SKUs.

Payment will need to be received before the subscription can be used to generate an order.

6.3 Subscription Detail

On entering the subscription SKU, the Current Edition and Cutoff Date values will be copied from the SKU Master Miscellaneous form to their respective fields on the Detail form.



6.3.1 Edition Form

The **Edition** tab shows the Initial edition ordered, the number of cycles for this edition, the order Expiry Date, the remaining cycles of the order, and the number of cycles in this subscription. These values are taken from the SKU Master for this SKU.

The **Initial Edition** to be sent can be either set to the Current edition by pressing *Set Current* button, or by specifically entering a valid edition in the Send Initial Edition field. Note that the Current edition can only be sent if the order date is earlier than the edition Cutoff date.

The **Cycles Ordered** number can also be changed if some other value is required. This is useful if the subscription order is somewhere in the middle of the edition cycles and only the remaining cycles are to be ordered. The **Remaining Cycles** value will then be updated to show the number of cycles remaining for this edition, normally the same as the number of cycles ordered. **Cycles in Subscription** will however, still show the number of cycles of the complete edition.

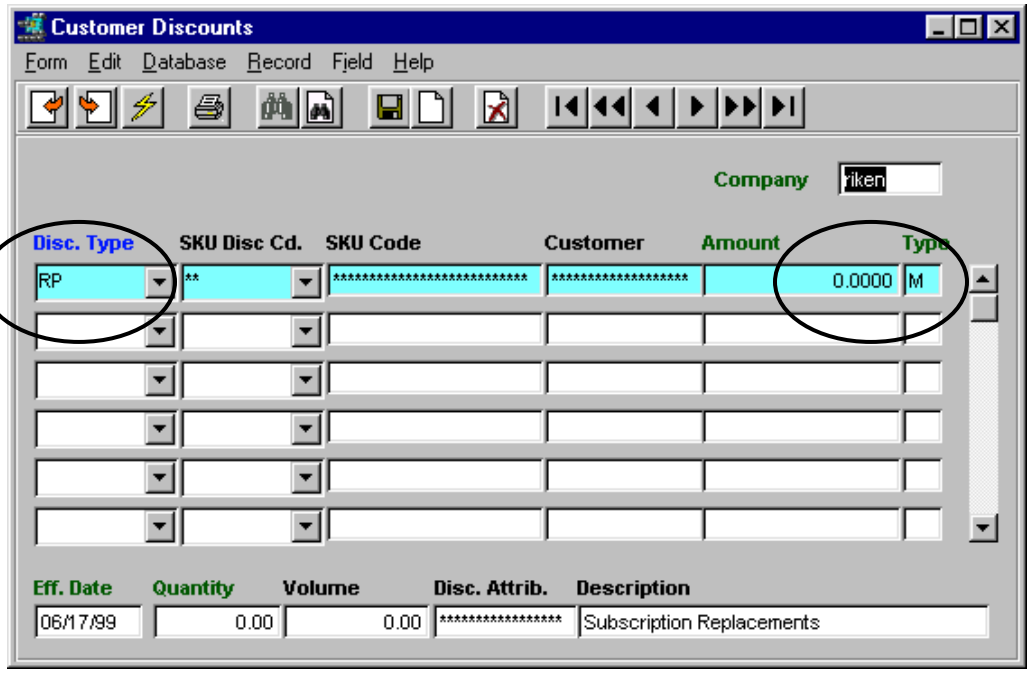
A subscription order or specific detail items can also be **'suspended'** by changing either the Subscription header or individual detail lines to *'s'* status. Then, on subsequent **'activate'** (by changing either header status to *'p'* or detail status to *'a'*), FLEXX will readjust the starting and ending dates of the existing subscriptions to take into effect the period the order was suspended.

6.3.2 Edition Replacements

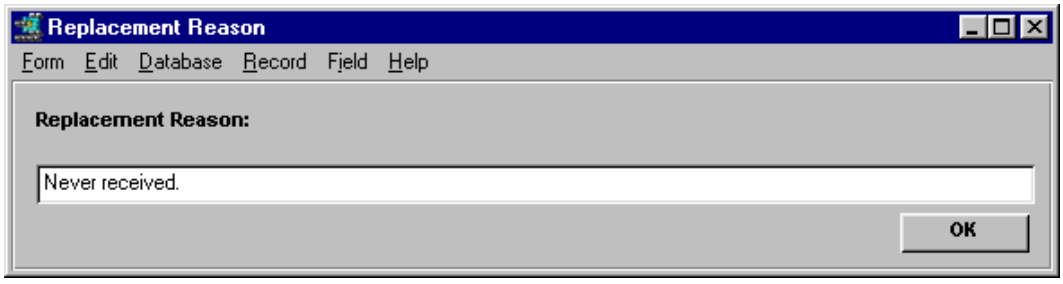
The **Replacement** function is used to cause FLEXX to generate a one-time one-cycle 'replacement' renewal subscription at zero cost, meant to replace a previous edition. This function is only active if the Application Control variable *'disc_code'* for Application *sb* has a code specified (e.g. RP), and that code is defined in the Discount Table with a zero Multiplier (0%).

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

Discount Table Definition



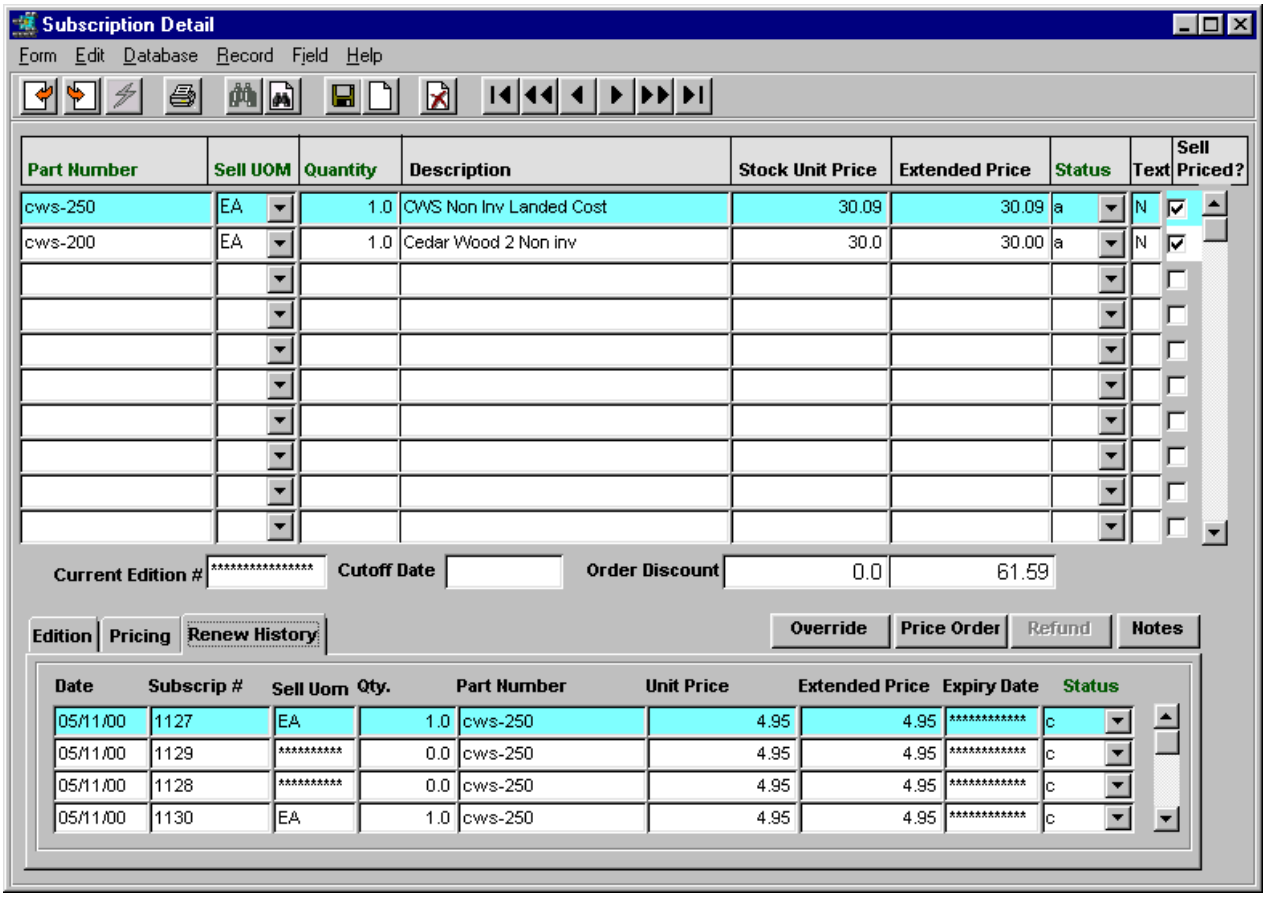
On pressing the Replacement button on the Subscription Detail form, the **Replacement Reason** form is presented, and a reason can be entered.



Pressing OK then results in FLEXX automatically creating a one-cycle renewal subscription, identified in the **Renew Subscrp #** field of the original subscription, which then needs to be processed as any other subscription, only with no cost generated.

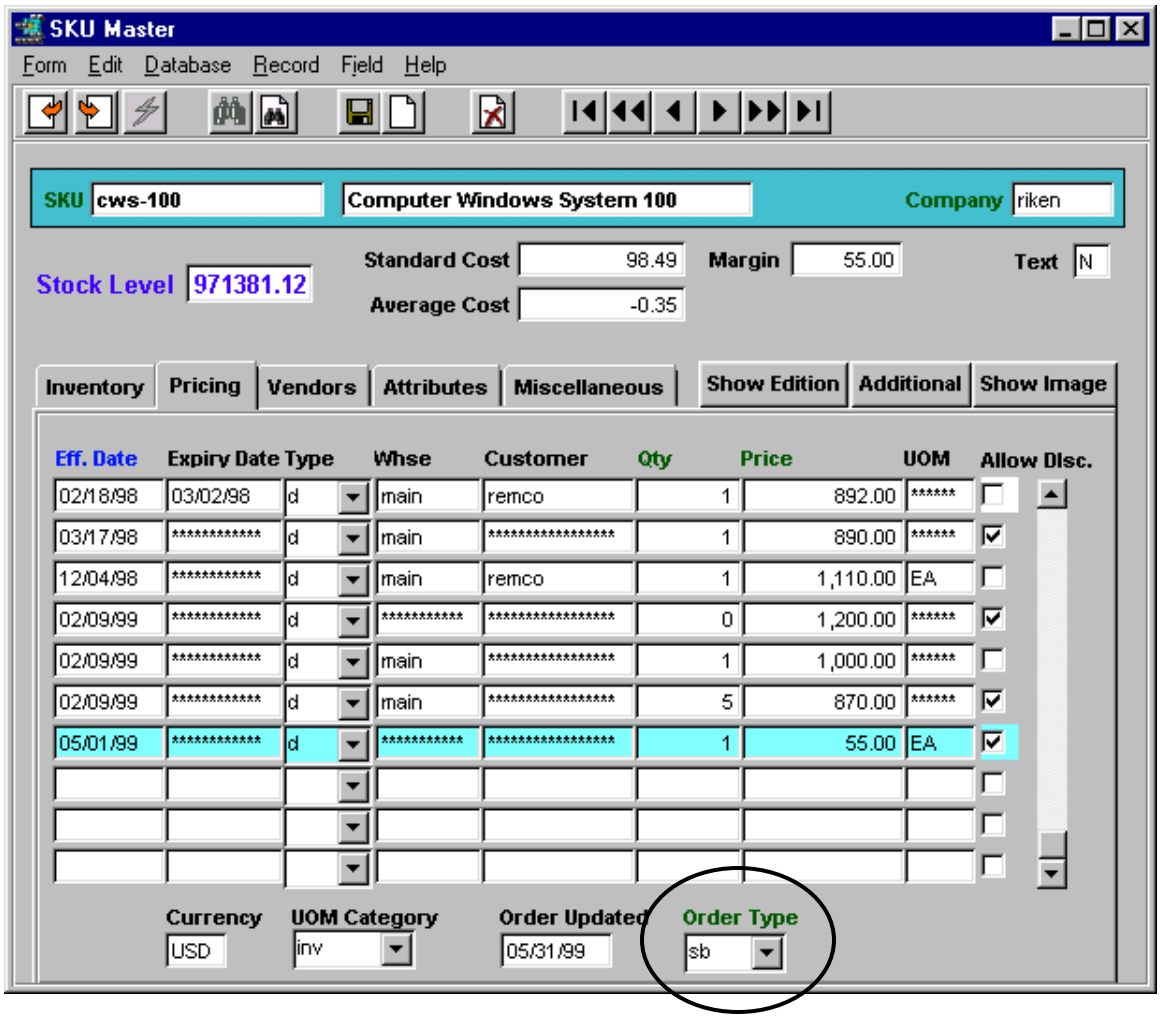
6.3.3 Renew History Form

The **Renew History** form shows the entire Renewal history of the SKU (not just this order or customer) and the Subscriptions it was ordered on *(see example)*.



6.4 Subscription Order Pricing

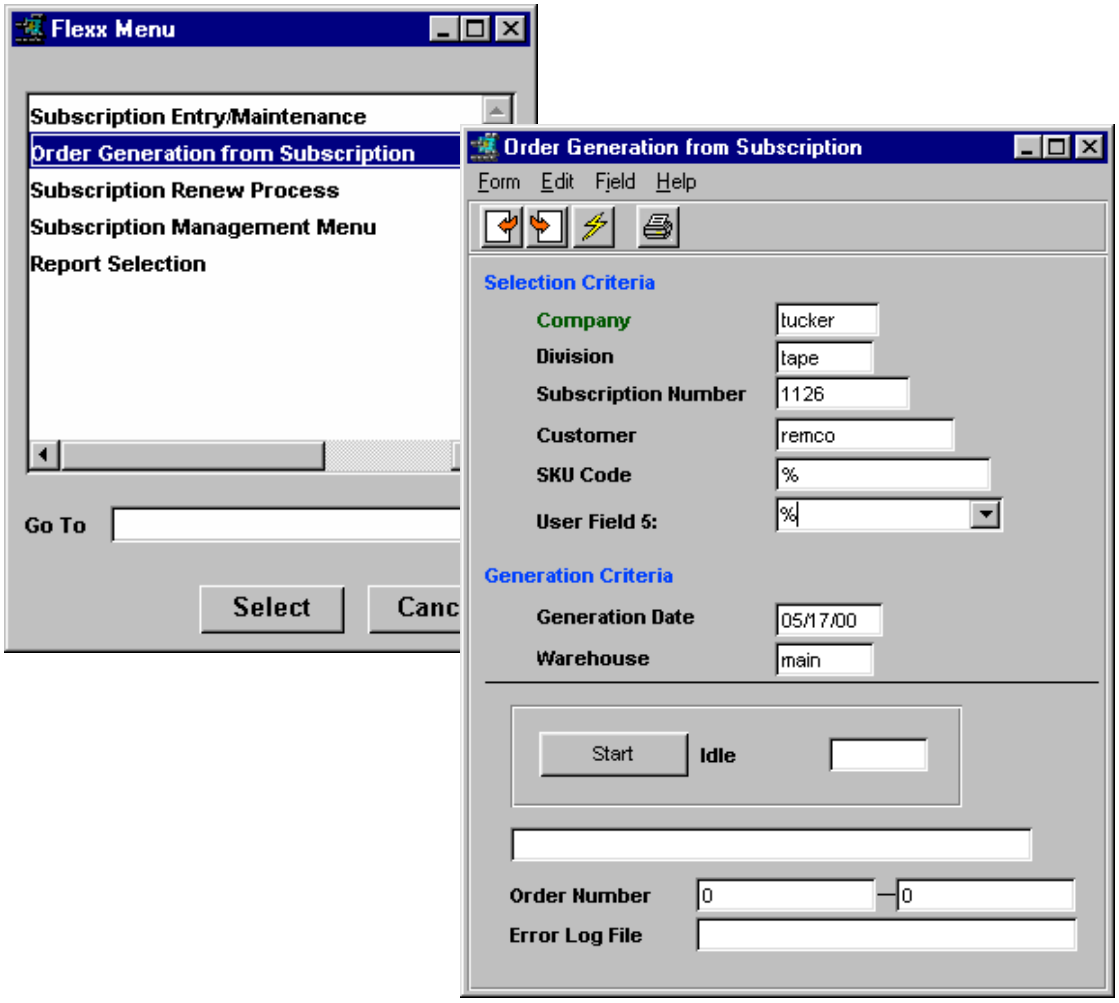
The subscription Order Detail entry will be an 'Editions' SKU (*Editions* flag set on the SKU Master Attributes form), and the List Price used will be a price entry effective for that date, and with the **Order Type** field set to ***'sb'*.**



Only those prices defined with Order Type ***'sb'*** will be used for subscription orders. If there is no price defined for Order Type 'sb', FLEXX will be unable to set a price in the order detail when the SKU is ordered, and will report message **"No price record found for the item. Please add price first".**

6.5 Sales Order Generation

Once the Subscription has been Invoiced (Invoice button on Bill Account) or Paid (Payment button on Pre-Paid), an initial Sales Order can be created by pressing the Generating Initial Order button. If an Initial order is not required, orders can be generated from *active* subscriptions by selecting the **Order Generation from Subscription** function from the menu. An order cannot be generated before first Invoicing or Paying the subscription.



The **Order Generation from Subscription** function is then presented to create the order.

The resulting Order will be marked Pre-Paid and Invoiced, and will have the Source (on Order header Summary form) marked as Subscriptions with the subscription number recorded in the Document field.

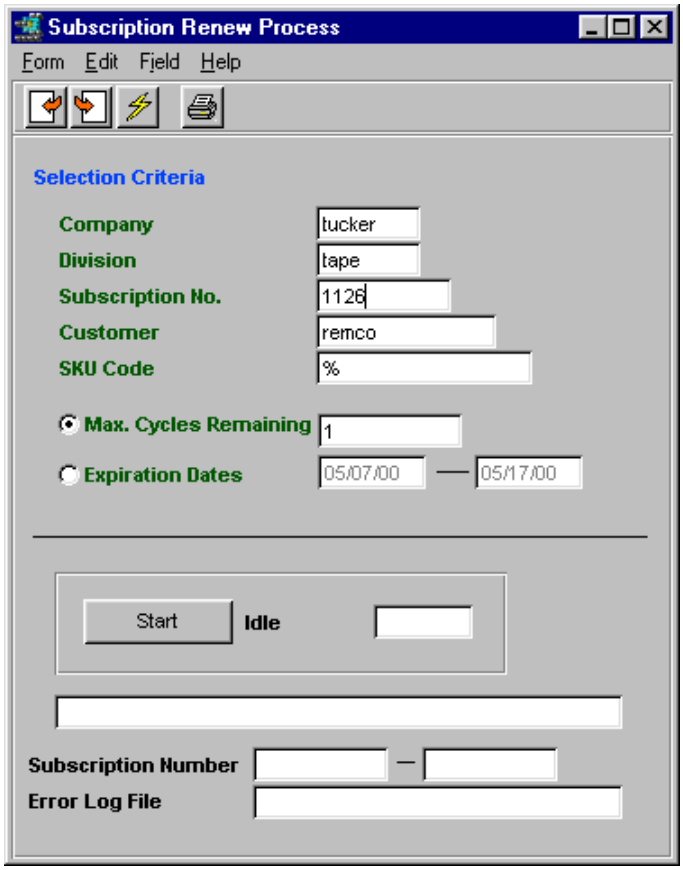
On a **Bill Account** subscription, pressing the *Invoice* button will result in an Invoice being automatically generated and numbered the same as the Subscription but with an 'S' prefix; e.g. Subscription # is 1020, resulting Invoice will be S1020 (if Application Control *'matchinvno'* is set to Y).

On a **Pre-Paid** subscription, pressing the *Payment* button will result in an invoice to be automatically generated as above, and also the Payment Entry form to be displayed allowing the payment to be recorded.

This process is the same as accepting payment for a Pre-Paid sales order. For more information, refer to the Order Processing document, topic Accepting Payment.

6.6 Subscription Renewals

The **Subscription Renew Process** is used to generate renewal subscription orders. This process will review the current active subscription list for detail items about to expire, and will then create a new subscription order with detail items to be renewed for each customer.

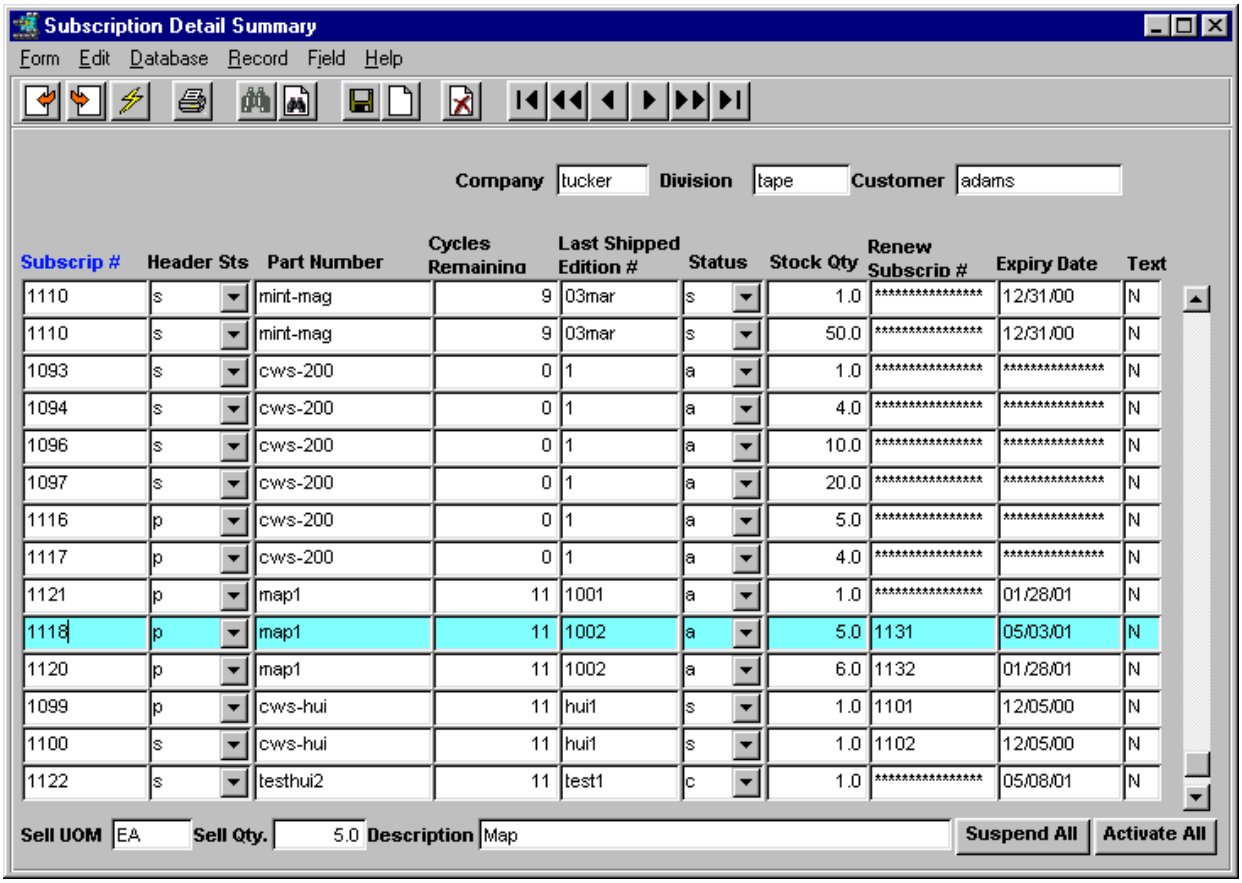


The process can be run against a specific customer code, SKU code, and/or the subscription detail expiry date range. Any detail items which already have a renewal order generated will be skipped.

To review which subscriptions are about to expire, run the **Subscription Detail Summary** process (Subscription menu item) and perform a FIND by expiry date range. This will also show all subscriptions that already have a renewal subscription order generated (see below).

6.6.1 Subscription Detail Summary

This Summary can be used to review all subscriptions, or specific subscriptions according to the search arguments entered for the FIND. It can also can be used to **Suspend** active subscriptions and **Activate** suspended subscriptions by individual line item.



Notice Subscription 1118 for item map1, edition 1002 was the last shipped, expires on 05/03/01, and was renewed with subscription 1131. Running the Renewal Process against this expiry date would skip this item since it has already been renewed.

Suspend All button – used to suspend all Active ('a') entries displayed on this form, so need to be careful which subscriptions are displayed.

Active All button – then used to re-activate those suspended ('s') orders displayed.

6.7 Subscription Reports

The following standard FLEXX reports are available with the Subscription module:

- Subscriptions Report (subscrip)
- Subscription Orders Report (suborder)
- Subscription Daily Orders Report (subdaily)
- Subscription New Address Report (subnewad)
- Suspended Subscriptions Report (suspsubs)

7 Tax Functionality

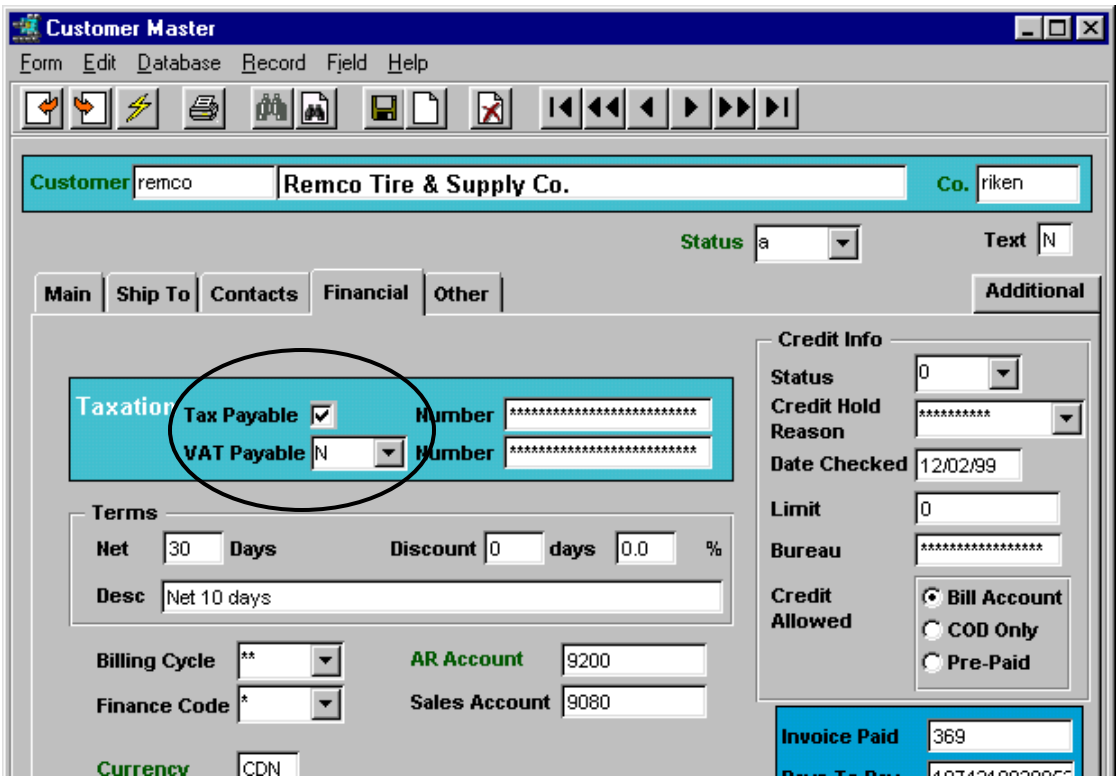
FLEXX is designed to allow the user to define numerous different tax rates that will be used when calculating the tax charges to be added to Sales and Purchase orders. These taxes can be a Provincial/State Sales tax (P/ST) and/or a Value Added Tax (VAT).

7.1 Sales Orders and Taxes

The P/ST is defined at the customer level, based on their Ship To location. The VAT is defined at the SKU and Purchase Order level.

7.1.1 Customer Tax Definitions

The Customer Master table is used to define the customer to FLEXX. It contains such data as the customer's normal mailing address, their various shipping addresses, customer contacts, as well as their financial information, as shown below. The Financial tab accesses the customer's financial definitions where the different taxes the customer is subject to are specified; **Tax Payable** for PST/State Tax and **VAT Payable** for VAT. Tax Payable is a **Yes/No** flag, and VAT Payable is a tax **Type** code in that it can be any value other than Y where N is a No.



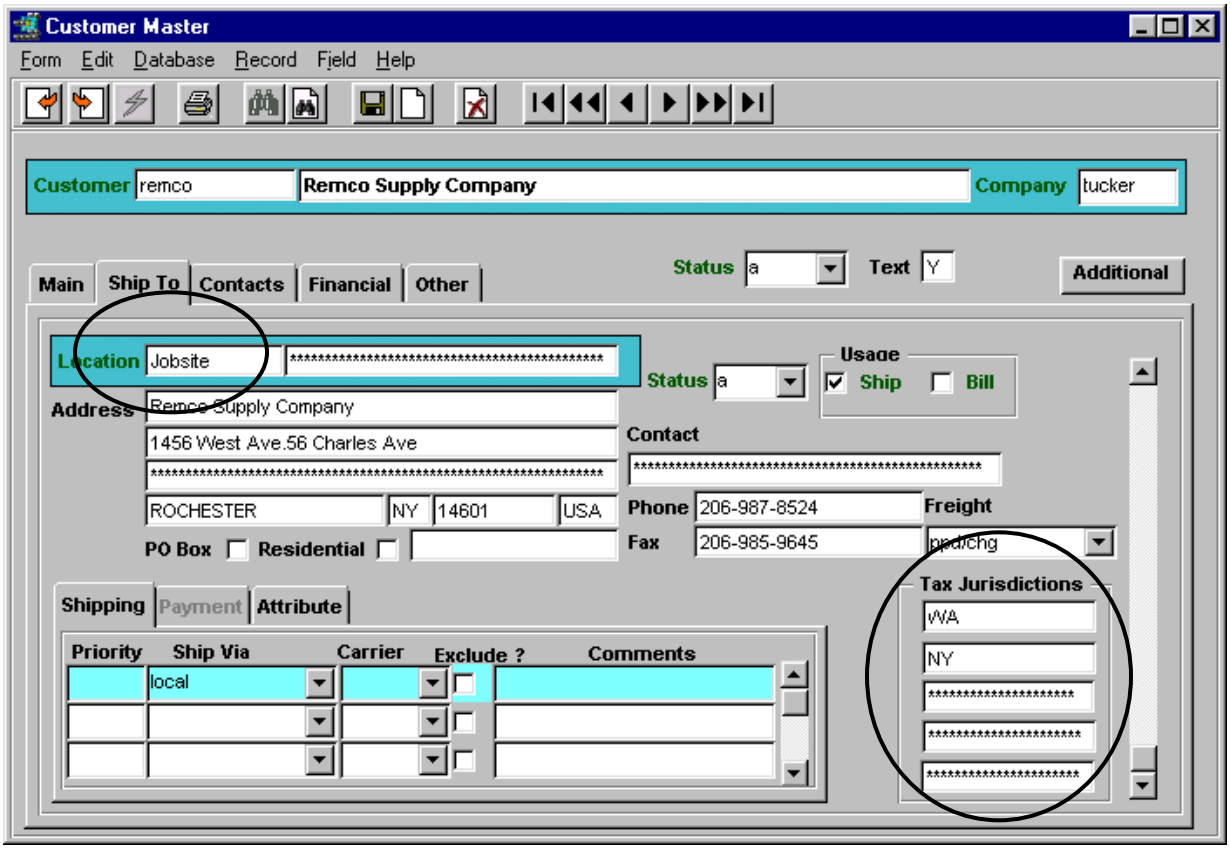
FLEXX can also be set up to default these settings at customer entry by using the following Application Control Table settings:

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

7.1.2 Tax Jurisdiction Set Up

There are numerous tax considerations in FLEXX that require the correct definitions of the Tax Table together with the Tax Code Master Type table described below.

If the customer is defined to be eligible for P/ST *(Tax Payable = Y)*, then each customer Ship To location (as defined on the Customer Ship To form) needs to be defined with the applicable Tax Jurisdiction codes. These codes refer to the values defined in the Tax Table where the different tax rates are specified for those ship to '*jurisdictions*'. Each location can have more than one jurisdiction assigned to accommodate multiple sales taxes for that jurisdiction (e.g. Provincial, County, City, etc.). The rate for each code will be used to calculate the tax charges for each item ordered. Each code will generate a separate tax detail entry on the invoice form *(described in sec. 5.1.6)*.

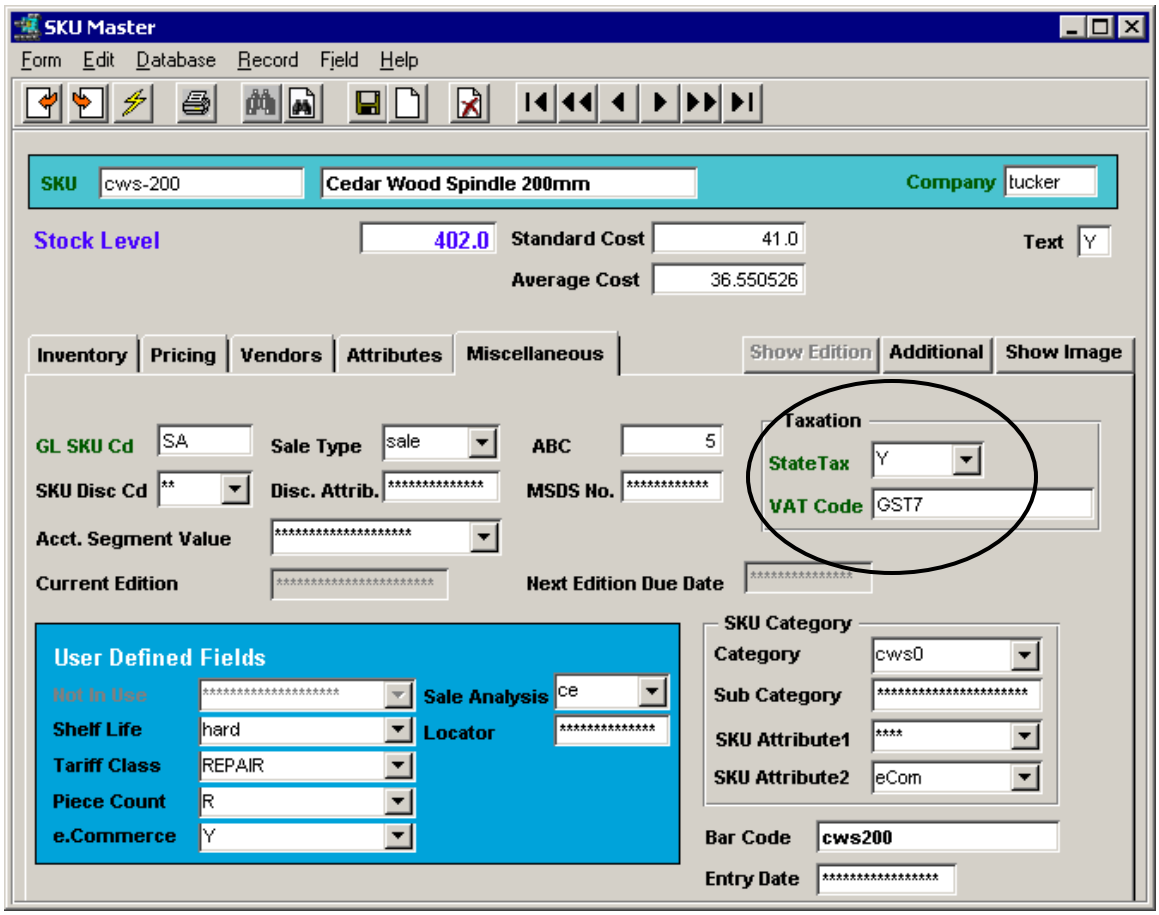


This example shows customer *remco* is subject to taxation at the NY and WA defined rates for any sales made to the *JobSite* ship to location. Additional ship to locations can be defined, and each can be defined to use different Tax Jurisdictions.

7.1.3 SKU Tax Definitions

All items to be sold (and purchased) are defined in the SKU Master Table. For the purposes of this discussion, only the tax definitions of the SKU Master will be described.

The SKU tax eligibility is defined on the SKU Master Miscellaneous form, **Taxation** fields. State Tax is used to define the State/PST **Type** code and VAT Code specifies the code defined in the Tax Table for the VAT rate to be charged on this SKU.



In this example, the sku *cws-200* is eligible for P/ST *(State Tax = Y)*, and VAT at the GST7 defined rate. If the customer is also defined to be eligible for P/ST and VAT, tax at the rate defined for their Ship To location as well as VAT at the rate defined for GST7 will be charged on this SKU.

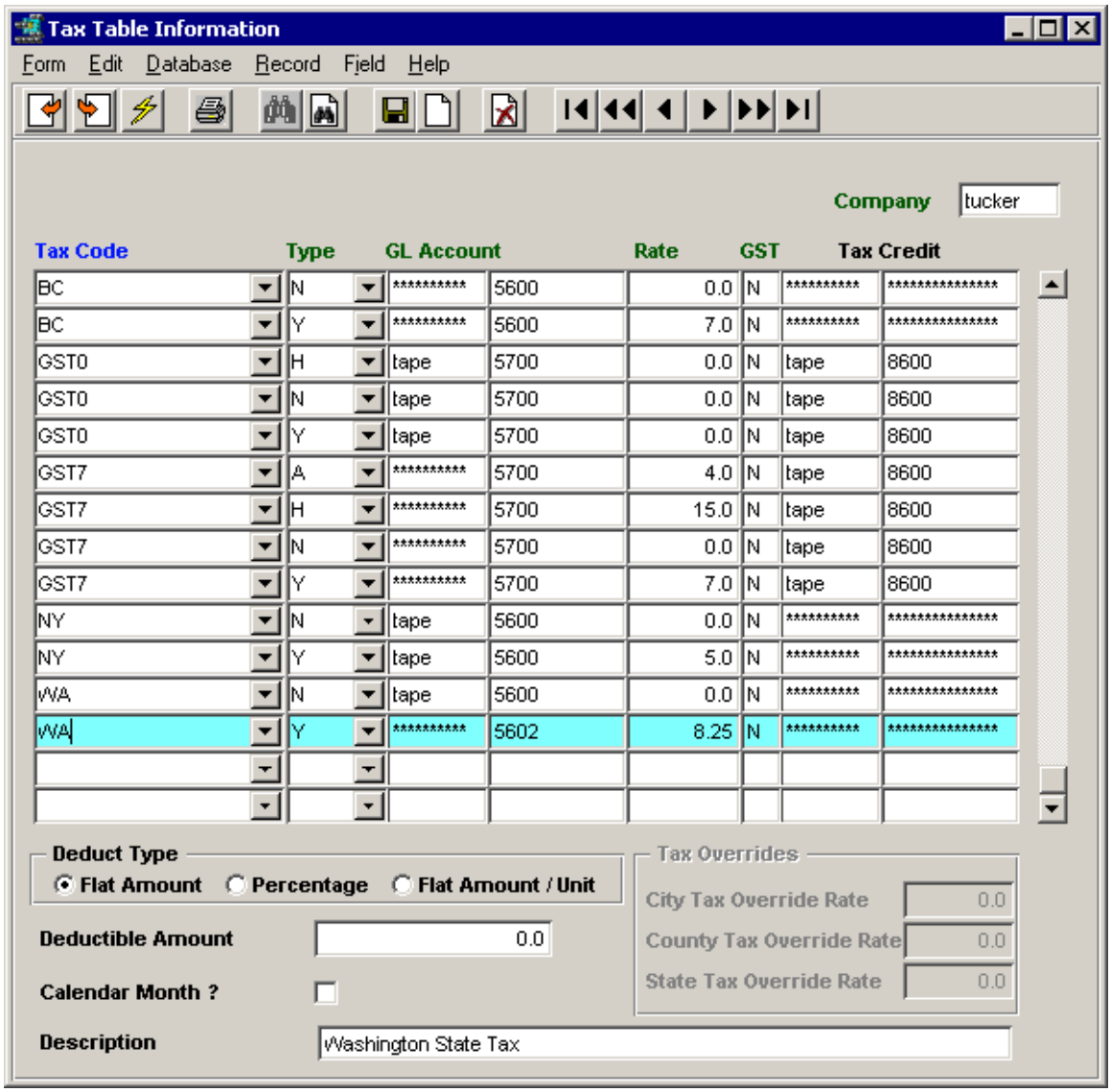
Note that the **State Tax** code is more than a Y/N representation. It is a **Type** code that can be any one-digit alphanumeric value and is used to further define the different rates of each Tax (P/ST) Jurisdiction specified for the customer's ship to location.

Example: State Tax code Y for Jurisdiction NY = 5.0%
State Tax code A for Jurisdiction NY = 5.5%
State Tax code B for Jurisdiction NY = 6.0%

Code N will however still define a No value. An explanation of the Tax Table definitions follows.

7.1.4 Tax Table Information Definitions

The **Tax Table Information** table is used to define the rates for the various tax codes that are to be used in FLEXX, both P/ST and VAT. Each **Tax Code** can be defined with any number of **Type** codes for a specific rate. Note that the Type code is not necessarily a Y/N (Yes/No) code, but an alphanumeric code that can be used to assign multiple rates to the same Tax Code *(as shown in the previous example)*.



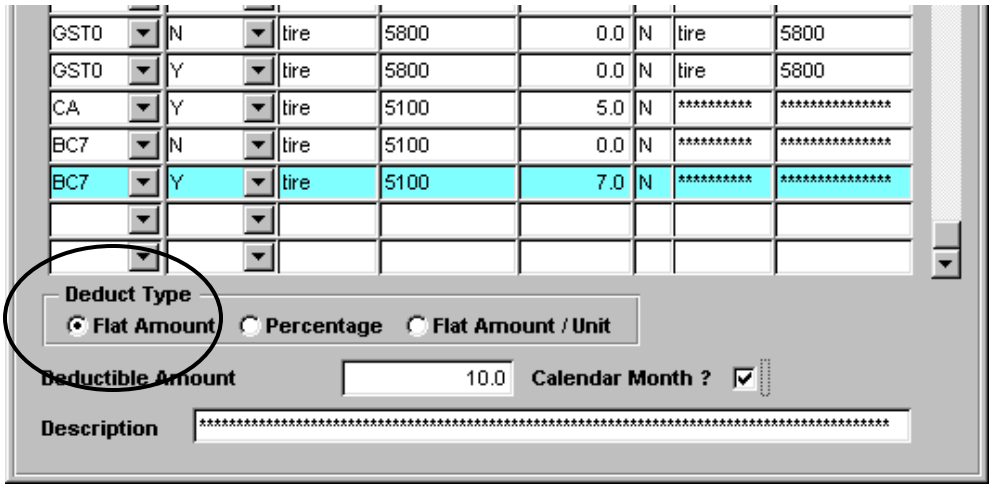
In the above example, tax code WA is defined at 8.25% for type Y, and 0% for type N. Similarly, GST7 (the VAT code) is defined at 7.0% and 0% for the Y and N types respectively. Each code is also assigned the GL account that FLEXX is to use to record the tax amounts in. If the tax is refundable, a Credit account can also be specified. Further, the VAT column is used to indicate to FLEXX whether or not VAT is to be charged on the P/ST amount. The tax amounts are recorded in the GL when the different **Generate GL Transactions** processes are run.

7.1.5 Tax Deductibles Function

FLEXX allows each tax jurisdiction to also be defined with a deductible. This is to accommodate those jurisdictions that provide tax exemptions based on a dollar value or sales quantity. The **Deduct Type** and **Deductible Amount** fields are used to define the available options, as described below.

a. Flat Amount

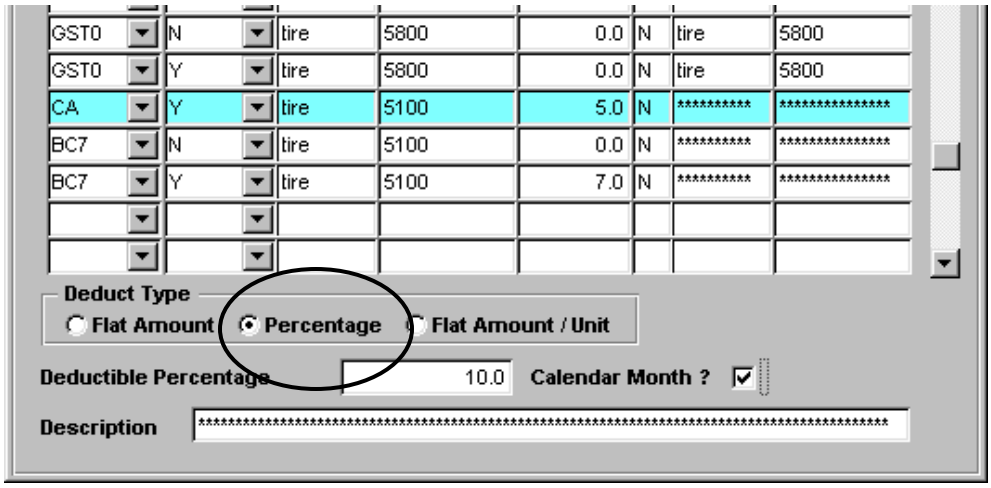
The Flat Amount definition is used to deduct the value specified in the **Deductible Amount** field from the cumulative invoice total *for the same customer*. This can be used together with the **Calendar Month** setting to deduct the first specified amount from the total taxes due for the month. Otherwise, the deduction would be made on each invoice.



Using the example above, the first $10.00 of tax for the calendar month is deductible. As each invoice for that customer is generated, FLEXX will sum the tax amounts of all previous invoices for the same calendar month and deduct $10. from the total to determine the tax due on each new invoice. Once the deductible has been used, no further deductions will be made for that customer in that month.

b. Percentage

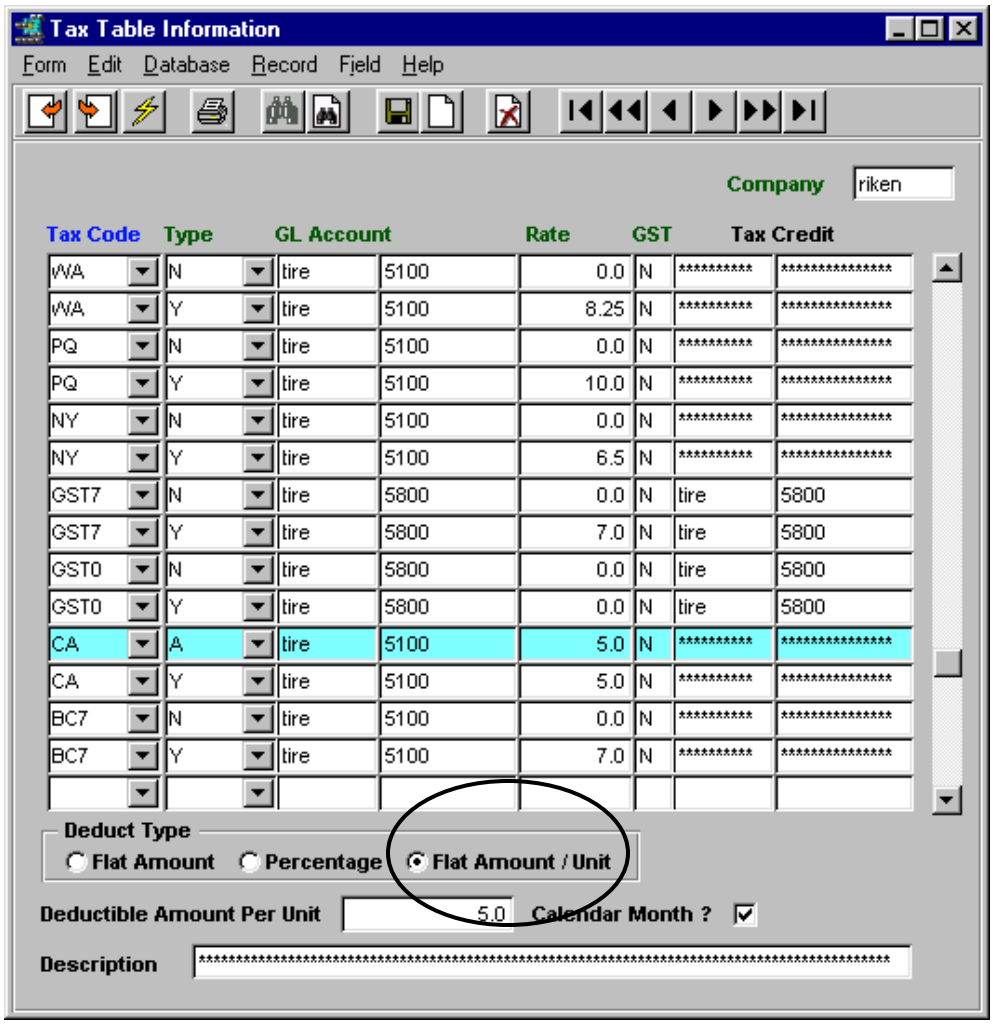
The Percentage definition is used to deduct a percentage of tax as specified in the **Deductible Percentage** field from the cumulative invoice total *for the same customer*. As for the Flat Amount, this can be used together with the **Calendar Month** setting to deduct a percentage of tax from the total taxes due for the month. Otherwise, the deduction would be made on each invoice.



Using the example above, the first 10% of tax for the calendar month is exempt. As each invoice for a particular customer is generated, FLEXX will sum the tax amounts of all previous invoices for the same calendar month and deduct 10% from the total to determine the tax due on each new invoice. Once the deductible has been used, no further deductions will be made for that customer in that month.

c. Flat Amount/Unit

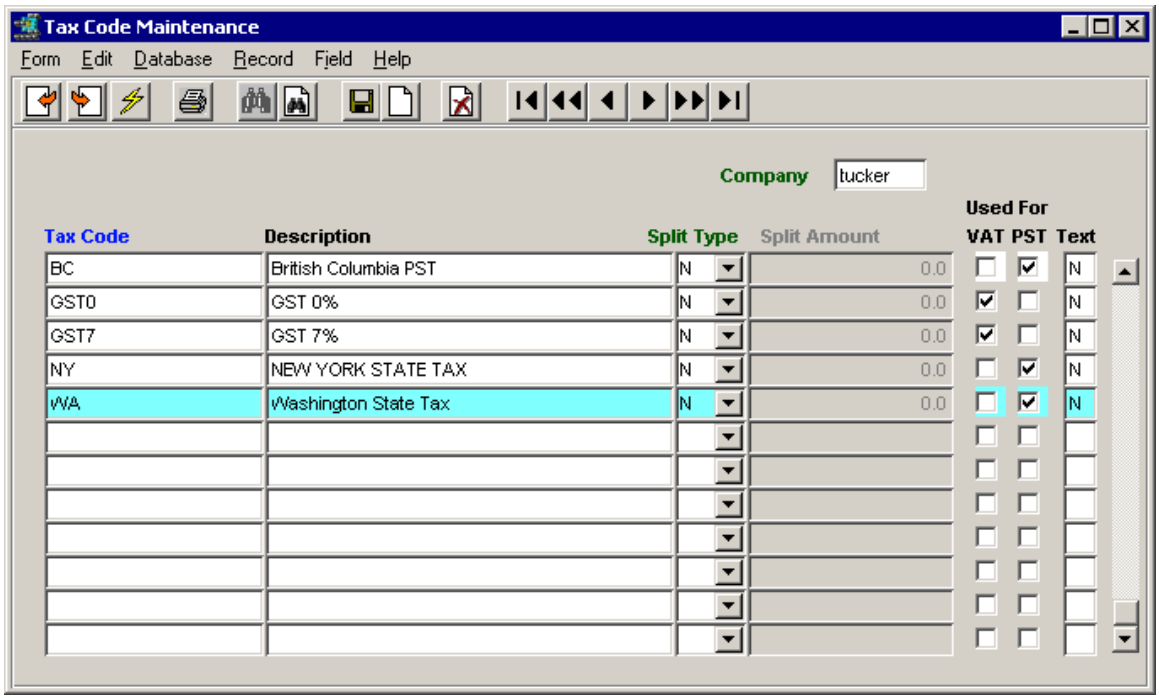
The Flat Amount/Unit definition is used to define a flat amount deduction, specified in the **Deductible Amount per Unit** field, on the number of items sold that are eligible for this exemption. When defined together with the **Calendar Month** setting, this is then used to calculate an annualized tax amount that is exempt monthly for SKU's that are ordered (sold via OP) on a yearly basis as 12 months recurring.



This example defines CA taxes at 5%, and any SKU defined with a State Tax type of **A** (instead of Y or N) will have a $5.00 exemption per month.

7.1.6 Tax Code Definitions

Each Tax Code to be used in the Tax Table first needs to be defined in the **Tax Code Maintenance Table**, as shown below. To access the table, either <<zoom>> on the Tax Code of the Tax Table, or select it from the Administration Menu.



This table will need to contain the definitions of **all** Tax Jurisdiction codes used in FLEXX. Enter and Save each Tax Code as required. Set the **Used For** flags for each code's usage, either VAT or P/ST. This will then also restrict each code's use in the various forms allowing entry of only VAT codes into VAT fields and likewise P/ST codes into Tax Payable fields.

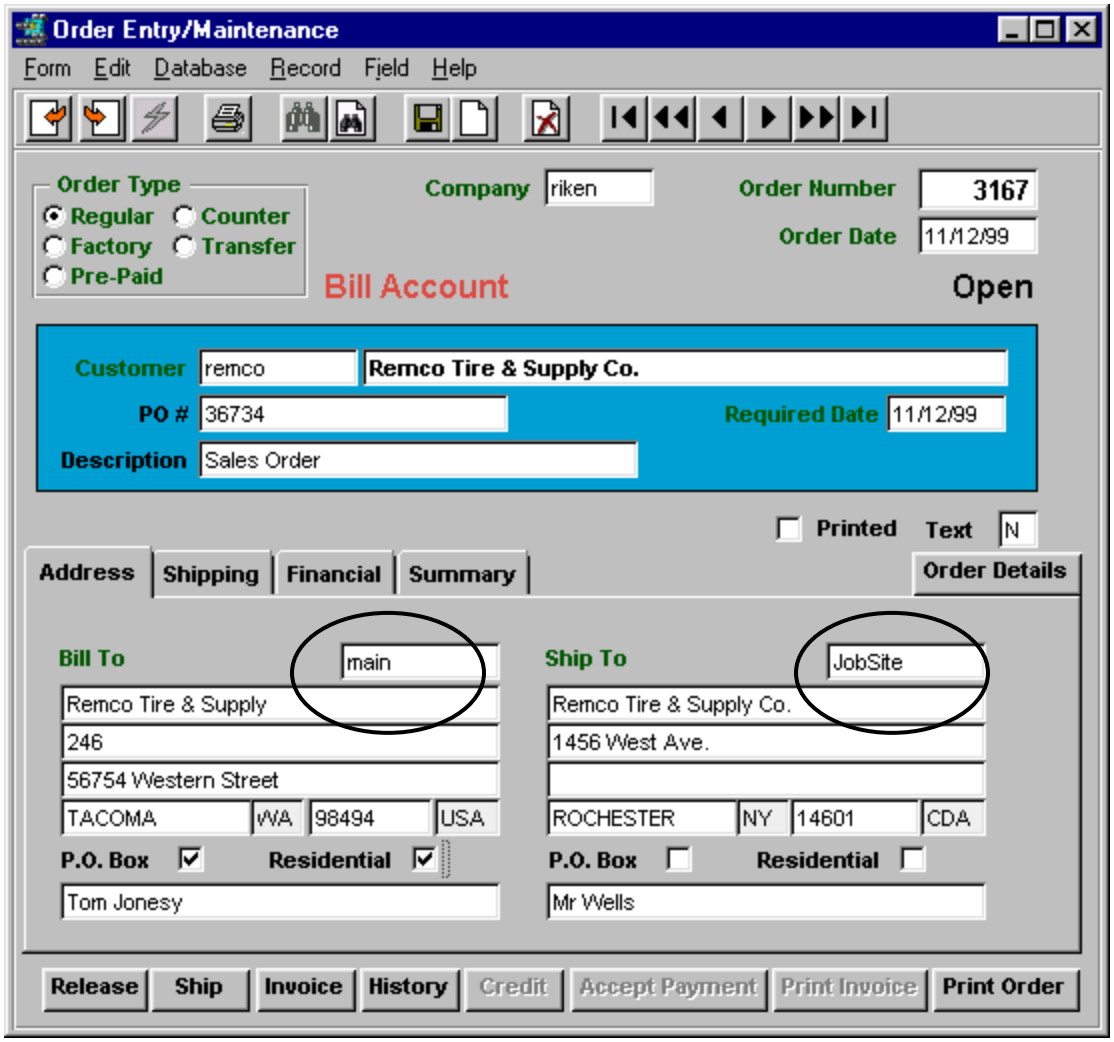
7.1.7 Tax Usage Example

Using the above definitions as an example, following is a description of how FLEXX computes the taxes on a sales order.

An order is entered for customer *remco*, to be shipped to location *JobSite*. The Customer Master definition for *remco* specified both P/ST and VAT eligibility, and Tax Jurisdictions of **WA** and **NY** for Ship To location *JobSite*. The order header will appear as shown below.

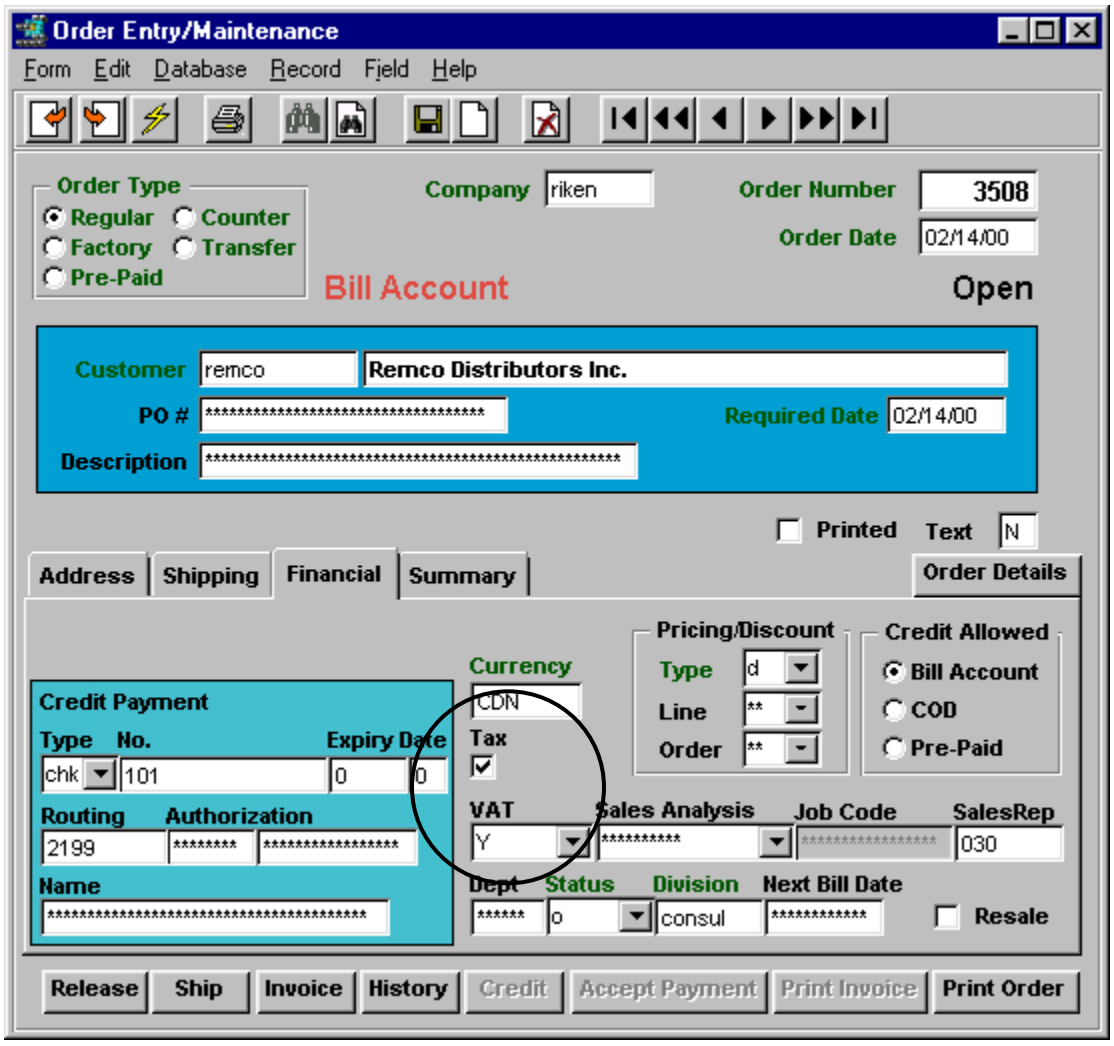
a. Order Header, Address form

The Address form will show the specified Bill To and Ship To locations as taken from the Customer Master definitions. Only the Ship To is used for tax calculations.



b. Order Header, Financial form

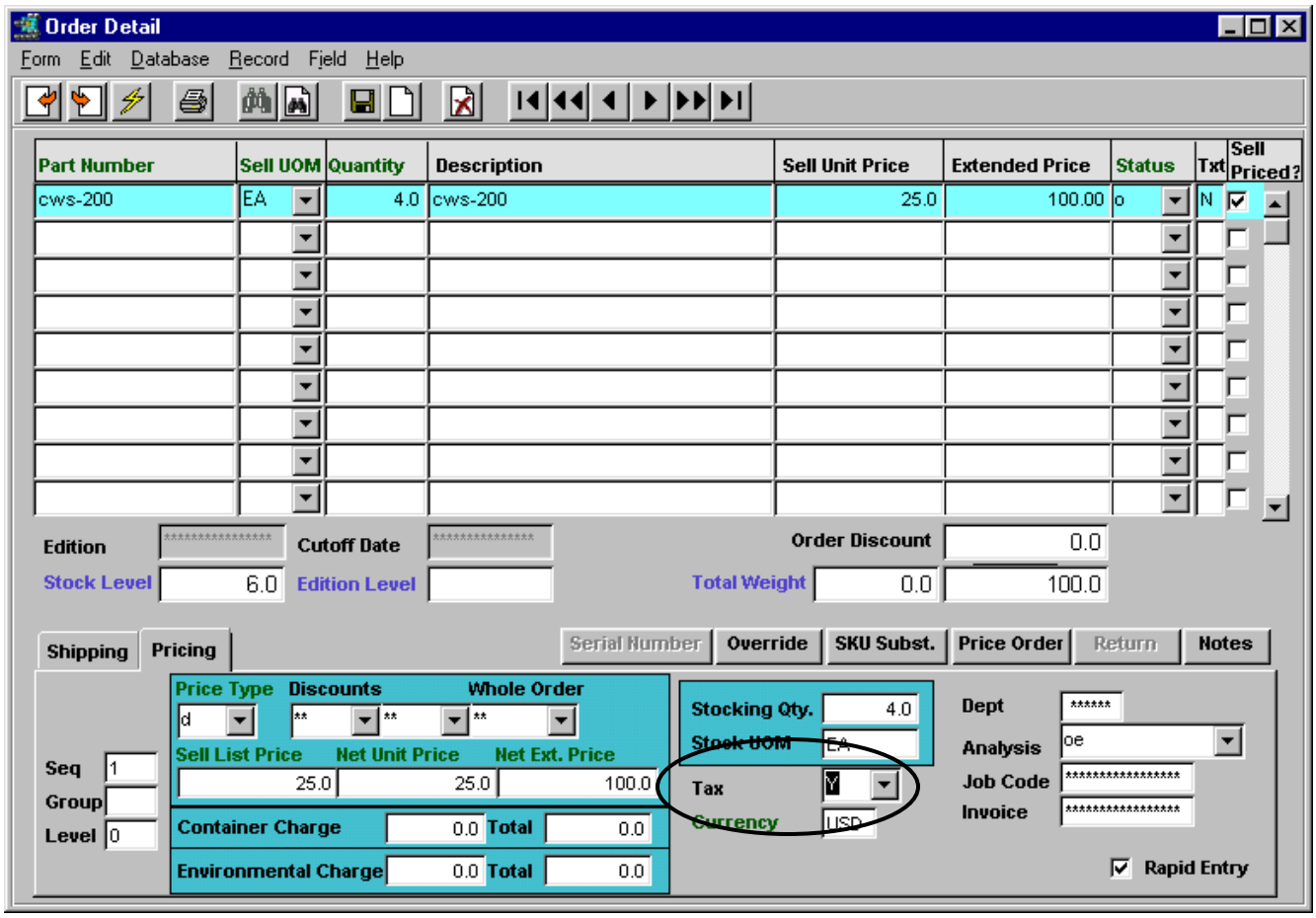
The Financial form will indicate the customer's Tax eligibility, also taken from the Customer Master Table. Note that these values can be changed at time of order entry, before it is invoiced, if they need to be different for this particular order.



Tax flagged and VAT = Y indicates this order is eligible for both P/ST and VAT charges. The Tax flag is a Yes/No flag, where the VAT code is a tax Type code as described earlier.

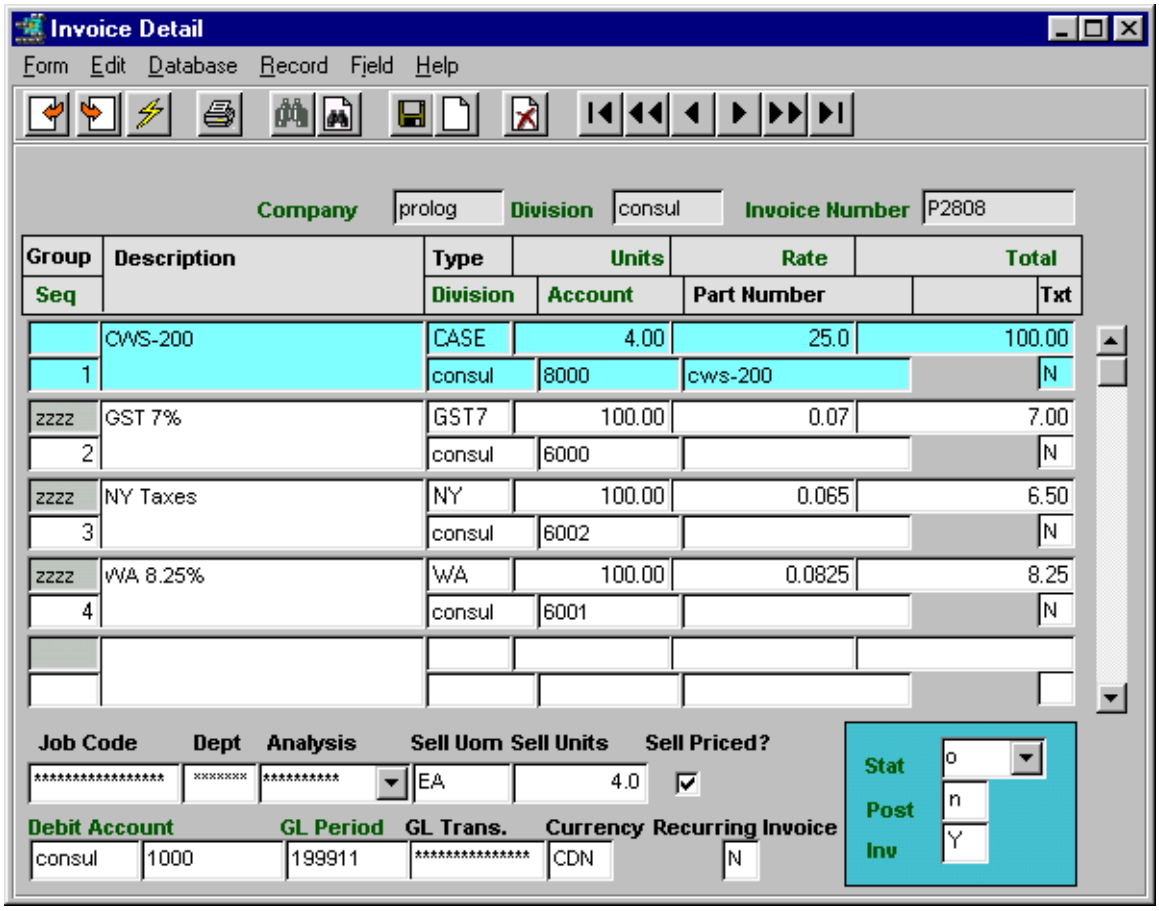
Using the Jurisdictions specified on the customer's Ship To form for location *JobSite* (WA and NY), and the rates defined in the Tax Table for WA and NY, the P/ST tax rates to be charged are 8.25% and 6.5% on any item (SKU) that is eligible for taxation.

c. Order Detail entry



Entering SKU cws-200 (described earlier) which is defined State Tax = Y and VAT = GST7, both P/ST and VAT will be calculated for this item at the rates defined in the Tax Table. These tax charges will be added to the order cost at the time of invoice generation *(shown below).*

d. Order Invoicing, Invoice Detail form

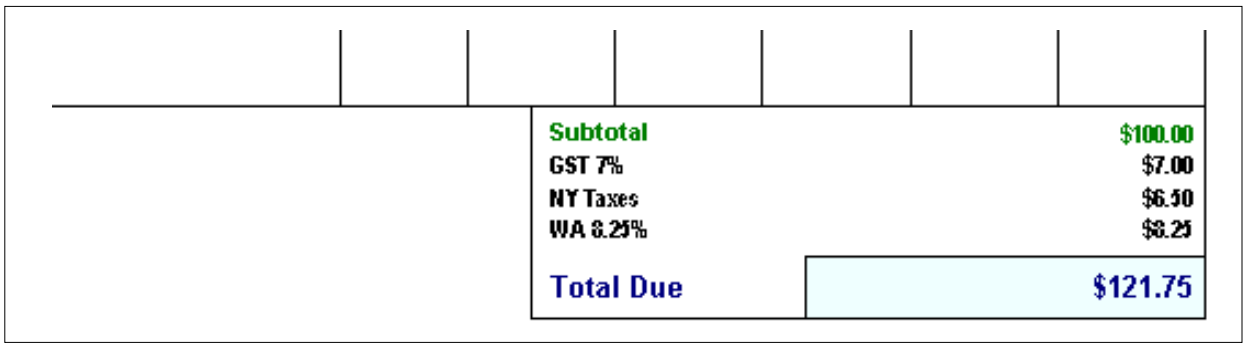


After the order has been Released and Shipped, it can be invoiced. The Invoice Generation routine will then calculate the tax charges to be added to the order, based on the defined rates for the various jurisdictions used.

Notice the tax charges added to the order amount:

- GST7 – 7% on $100. based on the VAT jurisdiction specified for the sku;
- NY – 6.5% on $100. based on the P/ST jurisdictions …
- WA – 8.25% on $100. … specified for the Ship To location

Following is a display of the printed invoice P2808 showing only the tax charges:

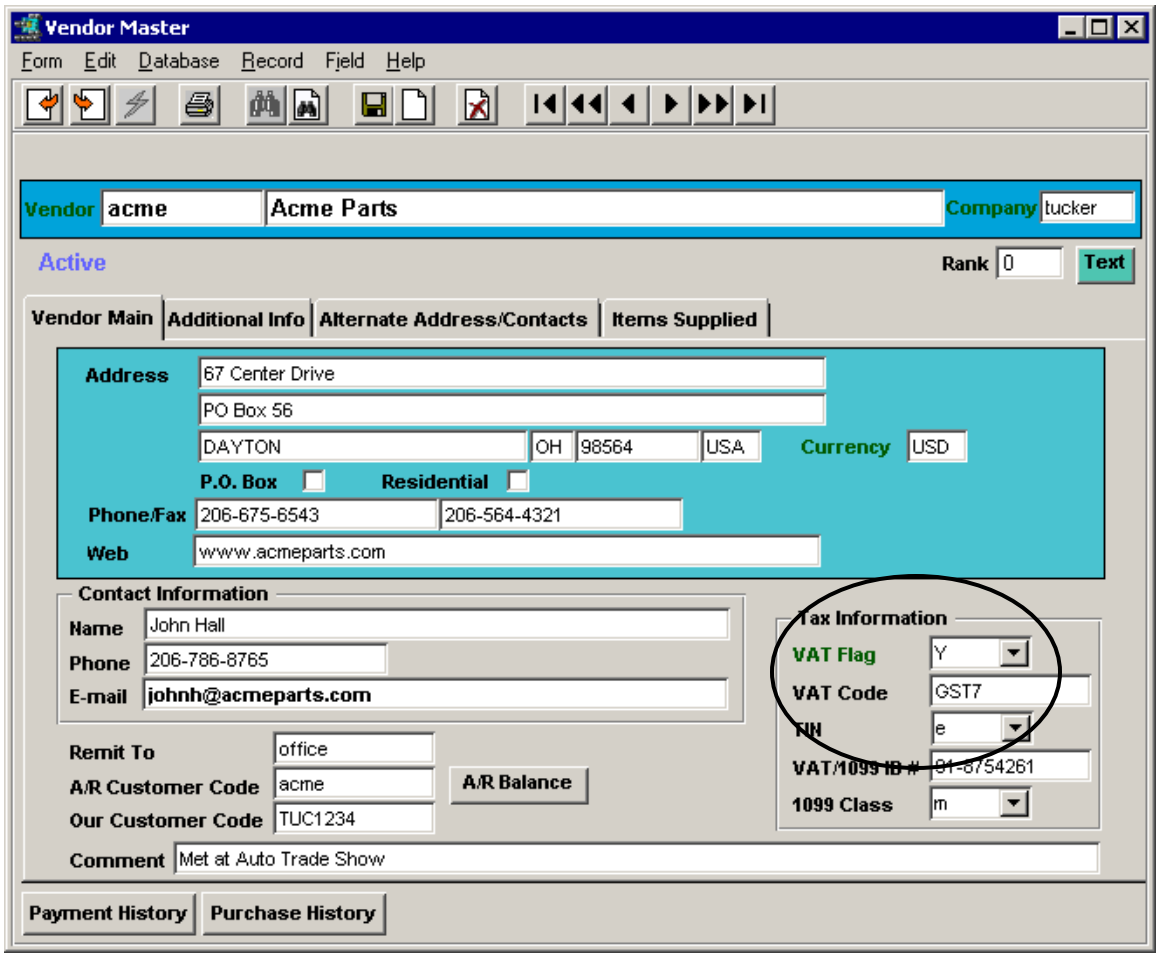


7.2 Purchasing and VAT/GST

FLEXX will calculate the VAT amount of a SKU purchase based on purchases made from vendors that are defined to be eligible for VAT, and SKU's defined VAT eligible. SKU eligibility is shown above (*see sec 5.1.3 above)*.

7.2.1 Vendor Tax Definitions

The Vendor Master table is used to define each vendor as to whether or not VAT is to be charged on purchases from that vendor.



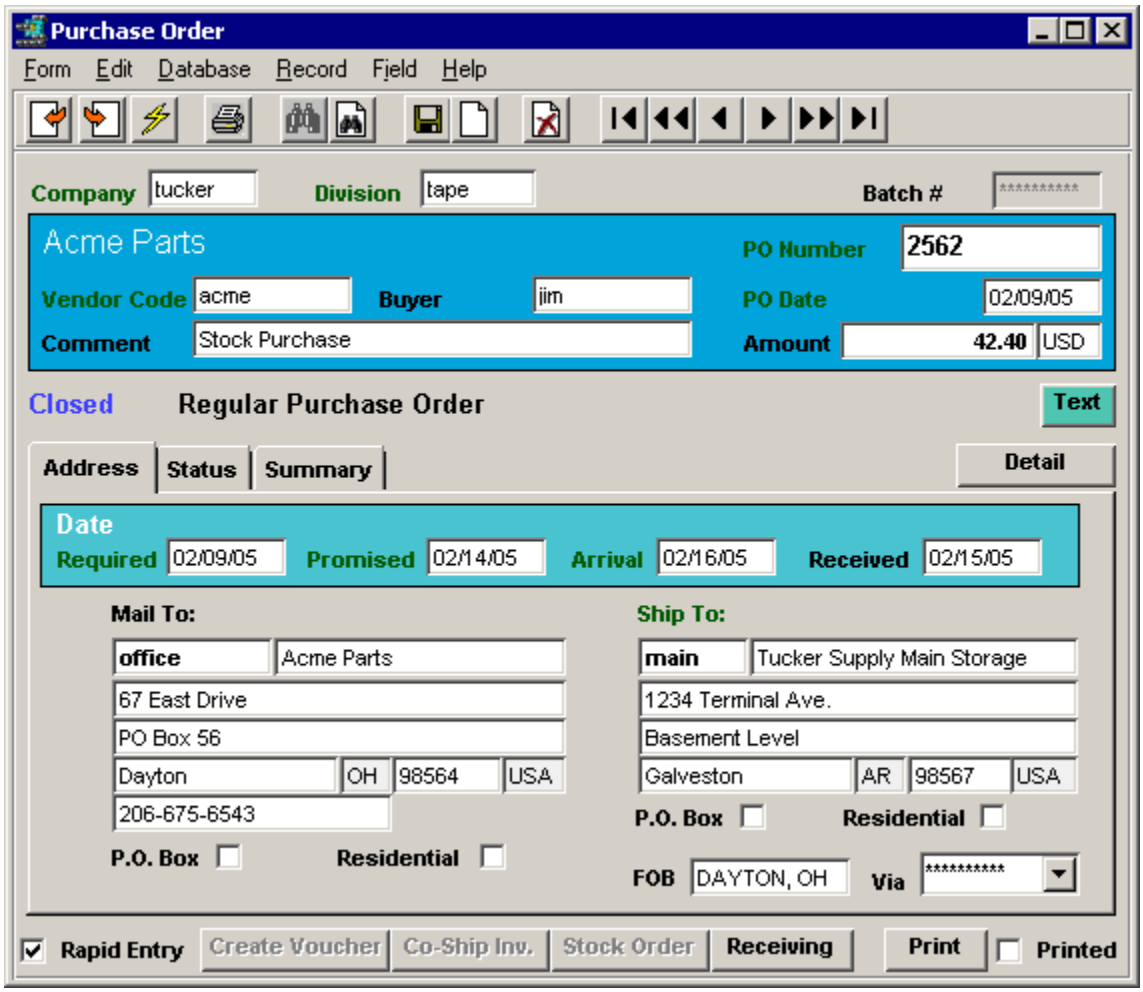
The **VAT Flag** together with the **VAT Code** determine the VAT rate the vendor is eligible to charge on purchases of VAT eligible SKU's. The rate at which VAT will be charged is determined by the definition of the VAT code in the Tax Table, as described earlier in topic 5.1.4.

7.2.2 VAT Usage Example

Using the above definitions as an example, following is a description of how FLEXX computes the taxes on a purchase order.

A purchase order is entered for vendor *acme*. The Vendor Master definition for *acme* specified VAT eligibility with a jurisdiction code of GST7. The order will appear as shown below.

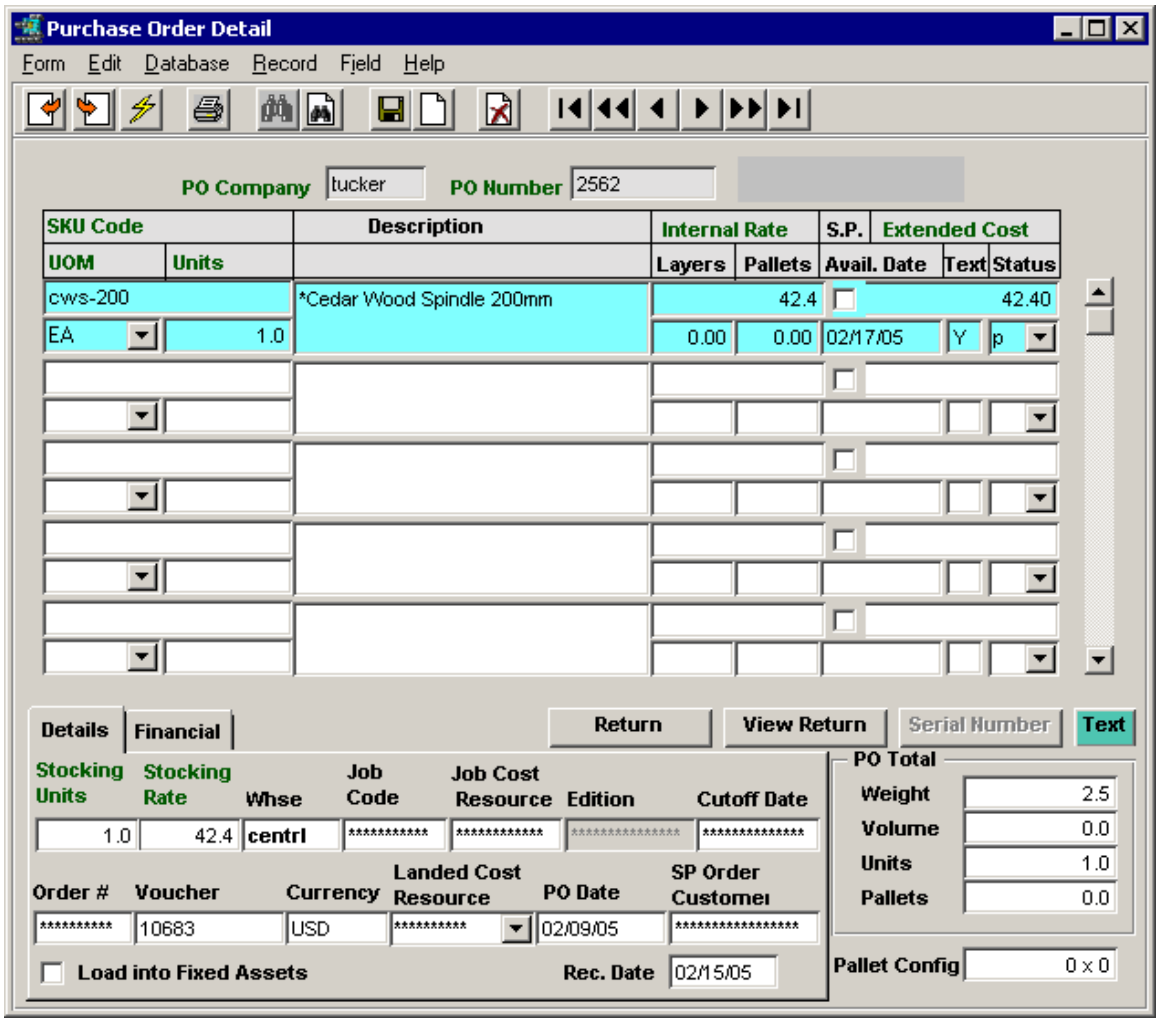
a. PO Header form



Note that there are no tax fields on the PO header. Taxes are not calculated at time of PO entry.

b. PO Detail form

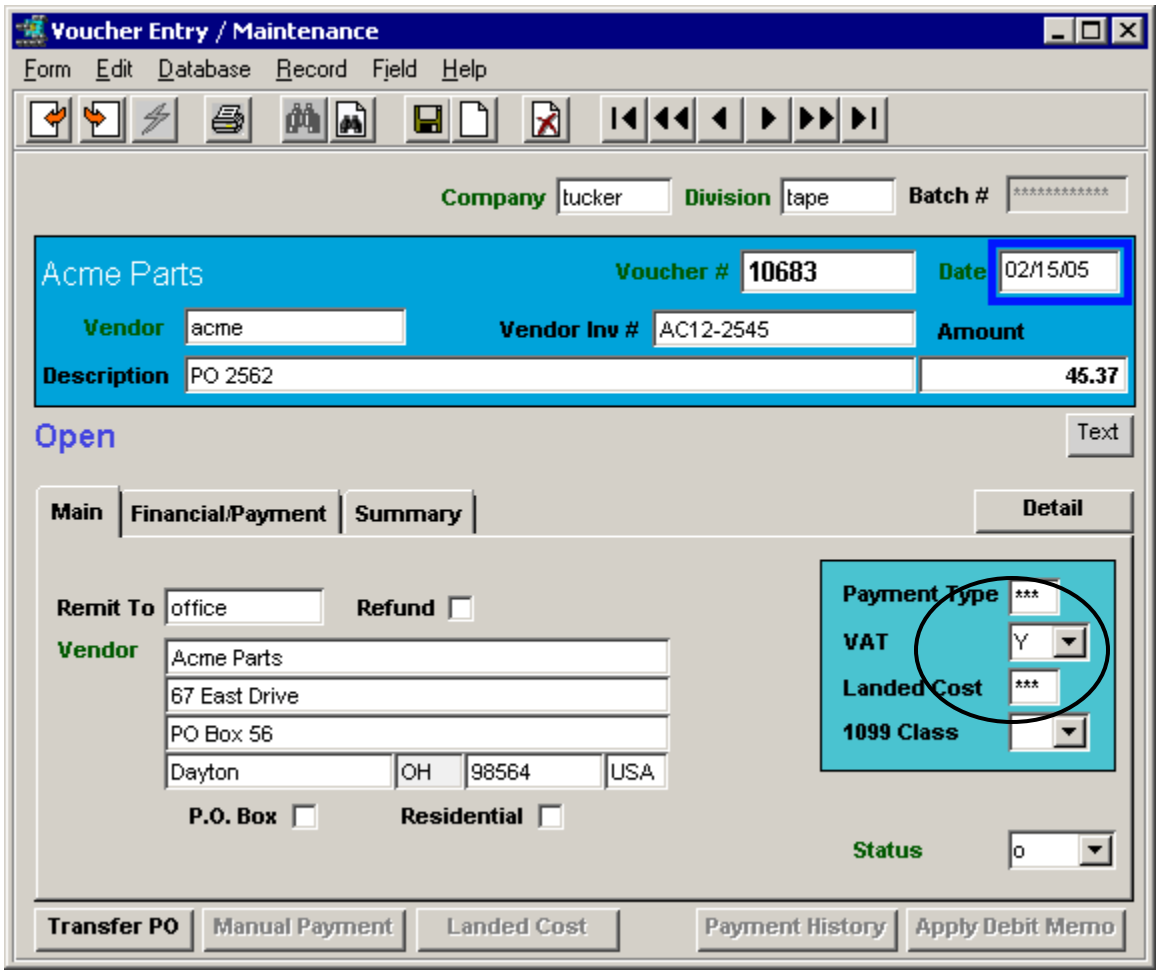
SKU *cws-200* is entered on the PO Detail form, where the Internal Rate is the Cost price defined on the SKU Vendor table for this vendor.



No indication exists on the PO of any taxes to be charged. VAT interrogation and calculation is performed only at the voucher generation process, as shown below.

c. Voucher generation

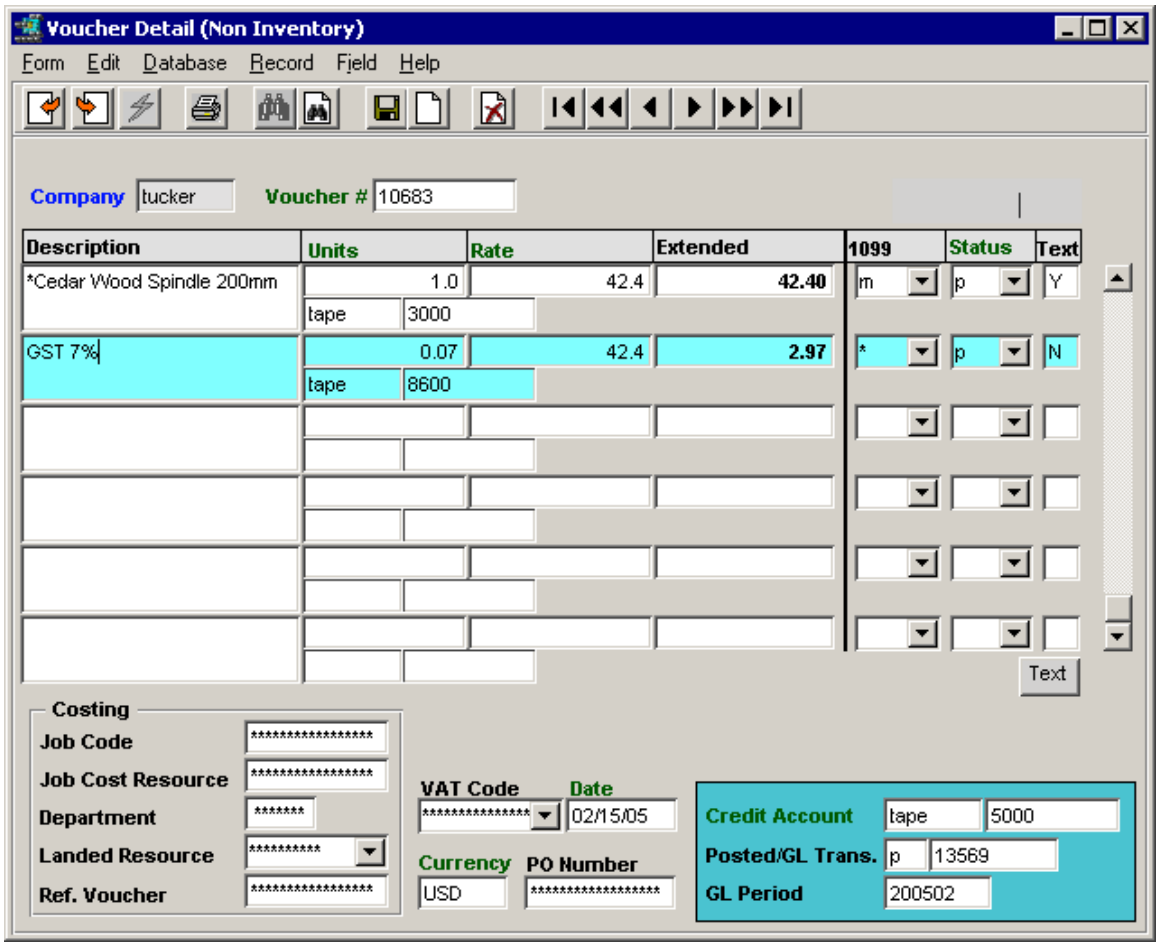
After the PO has been received, a voucher can be generated using the data from the original PO. This is accomplished with the Transfer PO to Voucher process.



At voucher creation, the VAT flag definition is copied from the Vendor Master table. Thus, as shown on the voucher header above, vendor *acme* is eligible to apply VAT to the cost of all VAT eligible purchases.

d. Voucher Detail form

FLEXX generates the voucher detail entries when the **Transfer PO to Voucher** process is run.



The detail entries will be the actual SKU items ordered plus the VAT amount to be charged for all VAT eligible SKU's. Since SKU *cws-200* was defined to be eligible for VAT, and vendor *acme* was eligible to charge VAT, FLEXX added the defined rate for GST7 to the cost of the order:

As mentioned earlier under Tax Table description, the tax amounts will be recorded in the GL at the time the Generate GL Transactions from Vouchers process is run. The GL account used will be that defined on the Tax Table for the tax code used (e.g. GST7 will use account 8600 … *see sec. 5.1.4*).

8 Text Messages

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

8.1 Customer Master Text

All keyword '*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:

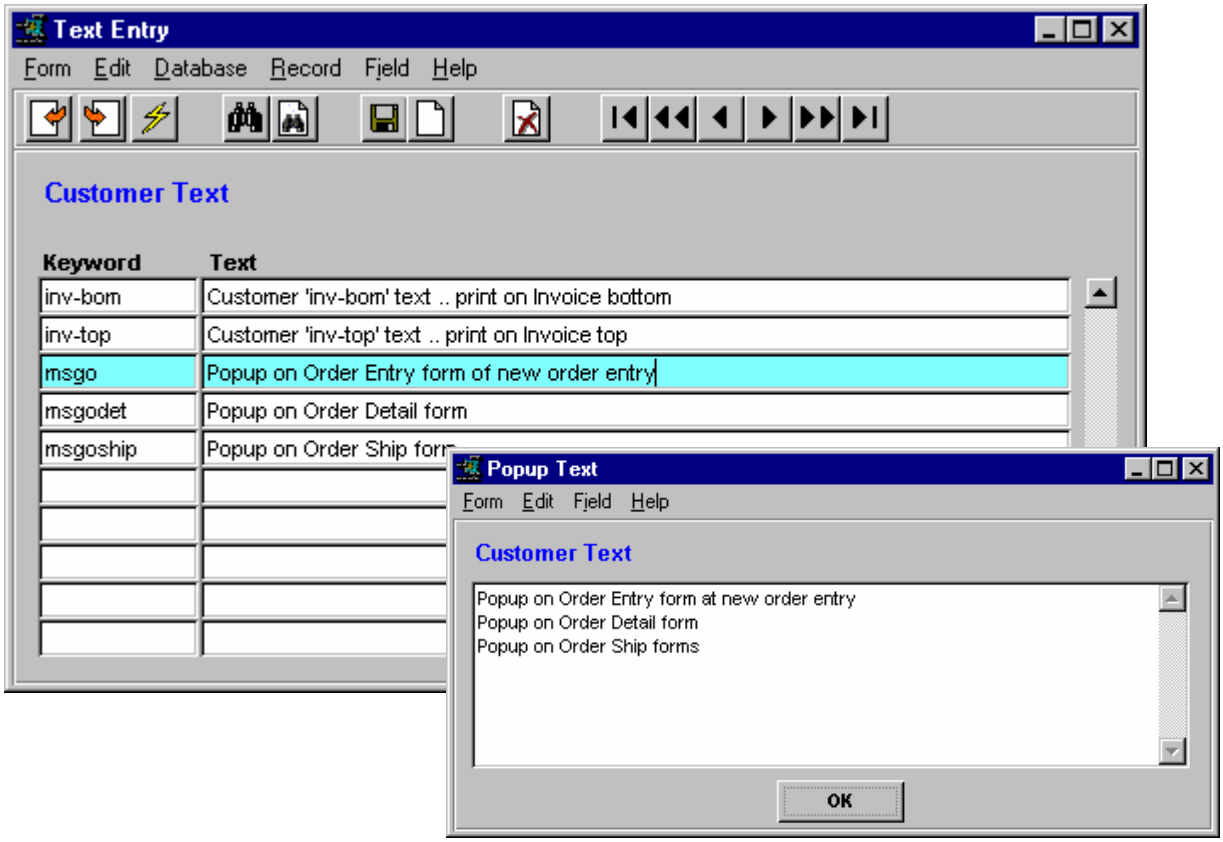
msgo	Pop up text on Order Entry form on new order Add/Update;
msgodet	Pop up text on Order Entry form and Order Detail;
msgoship	Pop up text on Order Entry form and Order Shipment forms.

Keyword '*inv-bom'* and '*inv-top'* text is copied to all Invoice forms created for this customer, and the Invoice Text table will have new keywords *top* and *bom* with the copied text;

top text will print at the top of the generated Invoice, and

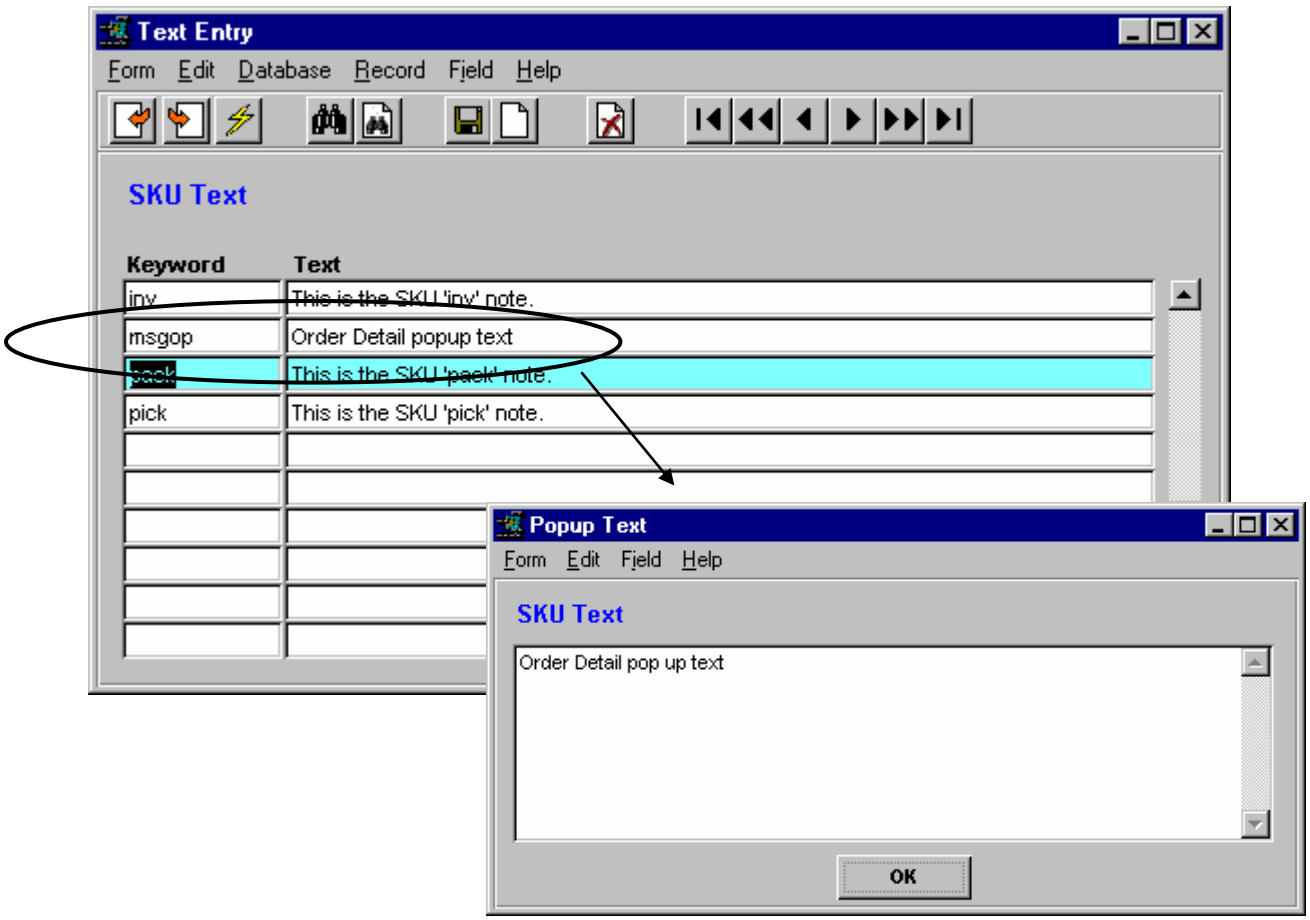
bom text will print at the bottom of the Invoice.

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



8.2 SKU Master Text

SKU Text Table definitions:



SKU Text Keywords:

msgop	- Pop up text on Order Detail, when SKU is entered on detail line
inv and *pick*	- text will be propagated from SKU Text to Order Detail entry Text table; can also be manually entered on the Order Detail text table for additional notes; - *inv* text will by default print on all Order reports; i.e. Pick slip, Pack slip, Order report, and Invoice.
inv	- will also be propagated to Purchase Order Detail line on new PO entry, and then subsequently, to the Voucher Text this PO is applied to.

8.3 Order Processing Text

8.3.1 Order Header Text

All order header text will **by default** print at the top of Order report 'ordform' for that order, but the specific keyword can be selected on the Report Parameters selection list. Order header text is not propagated to any other forms or printed on reports.

8.3.2 Order Detail Text

All order detail text is SKU specific, and is either copied from the SKU Master text table or manually entered into the Detail text table for each SKU entry. All SKU text (regardless of keyword) will **by default** be printed on the Order report 'ordform'. If the **Print** button is used on the Order form, only *'inv'* text will be printed **by default**, as defined on the *auto-order* report in the Report List Table. *See topics 5.6 & 5.7 below for an explanation of how other text can be selected.*

8.3.3 Shipment Text

pick text - will print on the Picking slip;

pack text – will print on the Packing slip;

inv text – will be copied to the Invoice Text table, and printed on invoices.

See topics 8.6 & 8.7 below for an explanation of how text can be made to be more specific.

8.4 Vendor Master Text

Vendor Text Keywords:

msg - all *msg* text defined on the Vendor Master Text table will generate a pop up message on the header form of a new Purchase Order and Voucher created for this Vendor;

- Vendor text will not be propagated or printed on any other forms or reports.

8.5 Purchase Order Text

PO Text Keywords:

inv - 'inv' text defined on the PO Text form will **by default** Print on all Purchase Order reports, including auto-po initiated reports;

- specific text other than *'inv'* can be selected on any of the 'poformxx' reports;

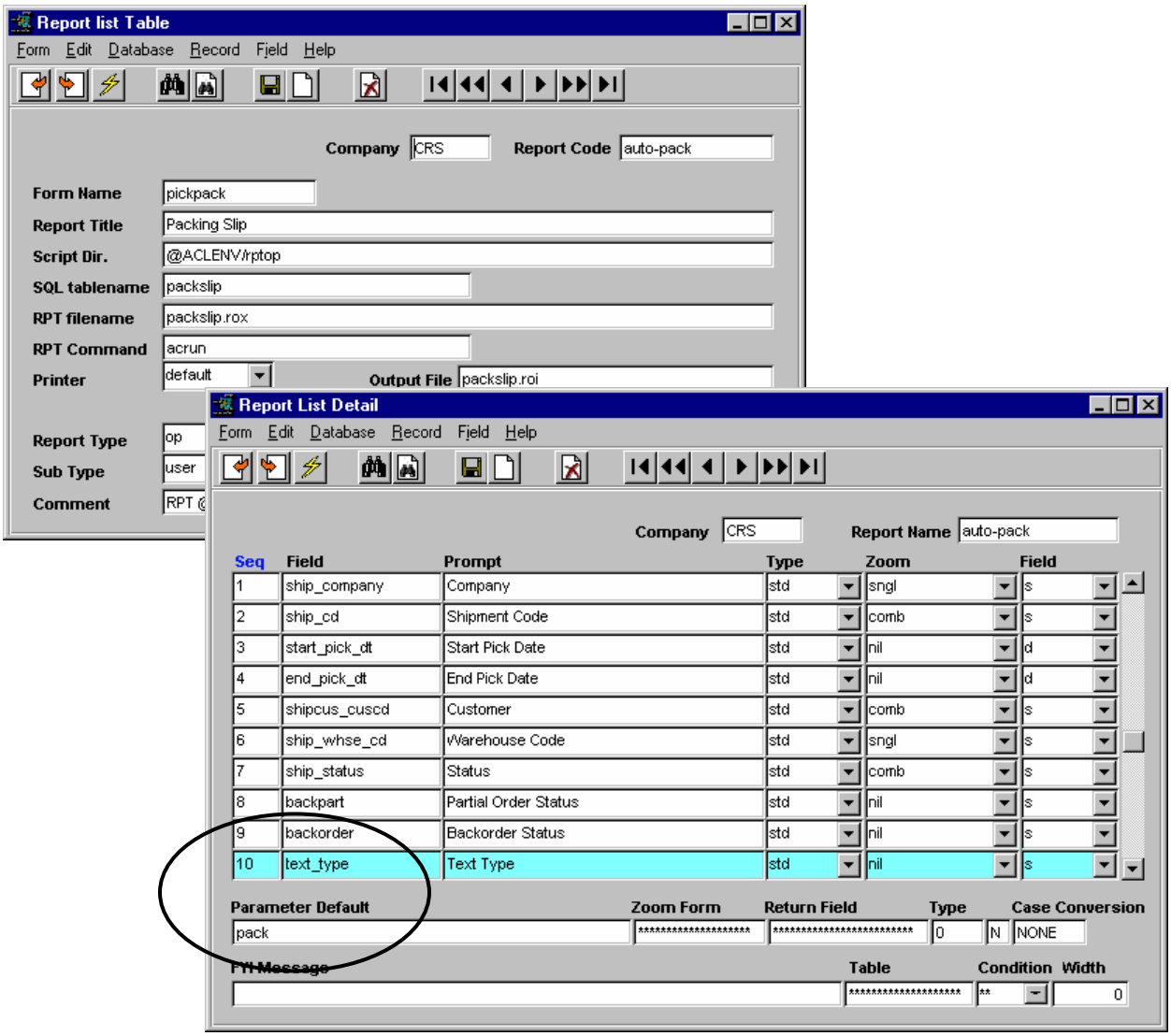
- needs to be defined as the desired *text_type* on the Report List Table for *auto-po* (Print button on PO form).

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

8.6 Report List Table

The Report List Table is used to define new or modify existing report selection criteria as would be entered on the specific Report Selection Parameters forms.

Select: Administration => select Report Services/Control => select Report List Table
<<FIND>> the desired report in Report Code field (i.e. auto-pack).

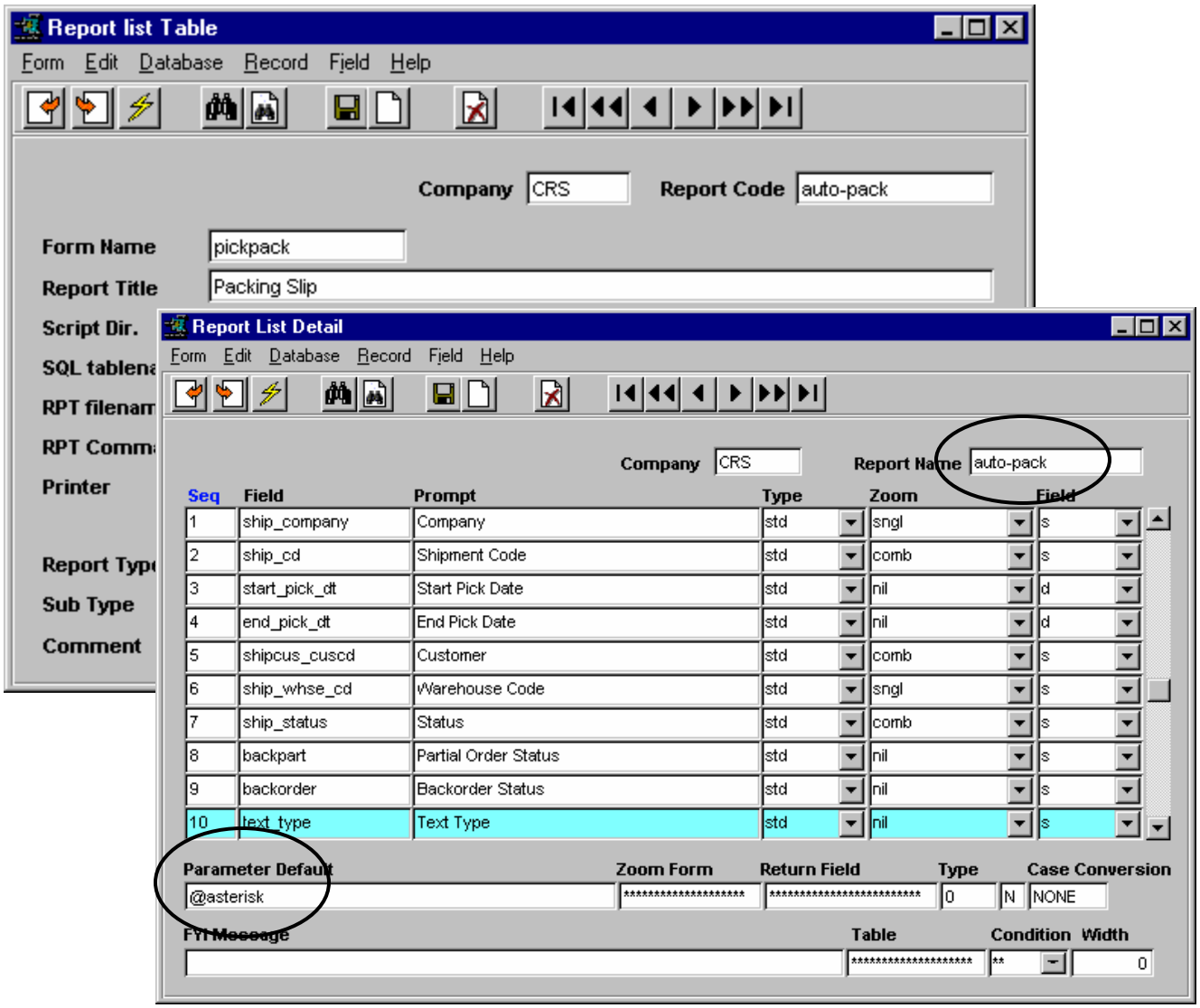


Select the *text_type* entry line. A unique text keyword (i.e. *pack*) can be defined in the Parameter Default field for any keyword code to be used to generate Notes on Printed reports, described in more detail below.

8.7 Printing Text Messages

8.7.1 Selected from Auto-Reports

Auto Reports are those reports that are produced as a result of pressing the **Print** button on the respective forms. These are auto-pack, auto-pick, auto-po, auto-order, and auto-invoice.



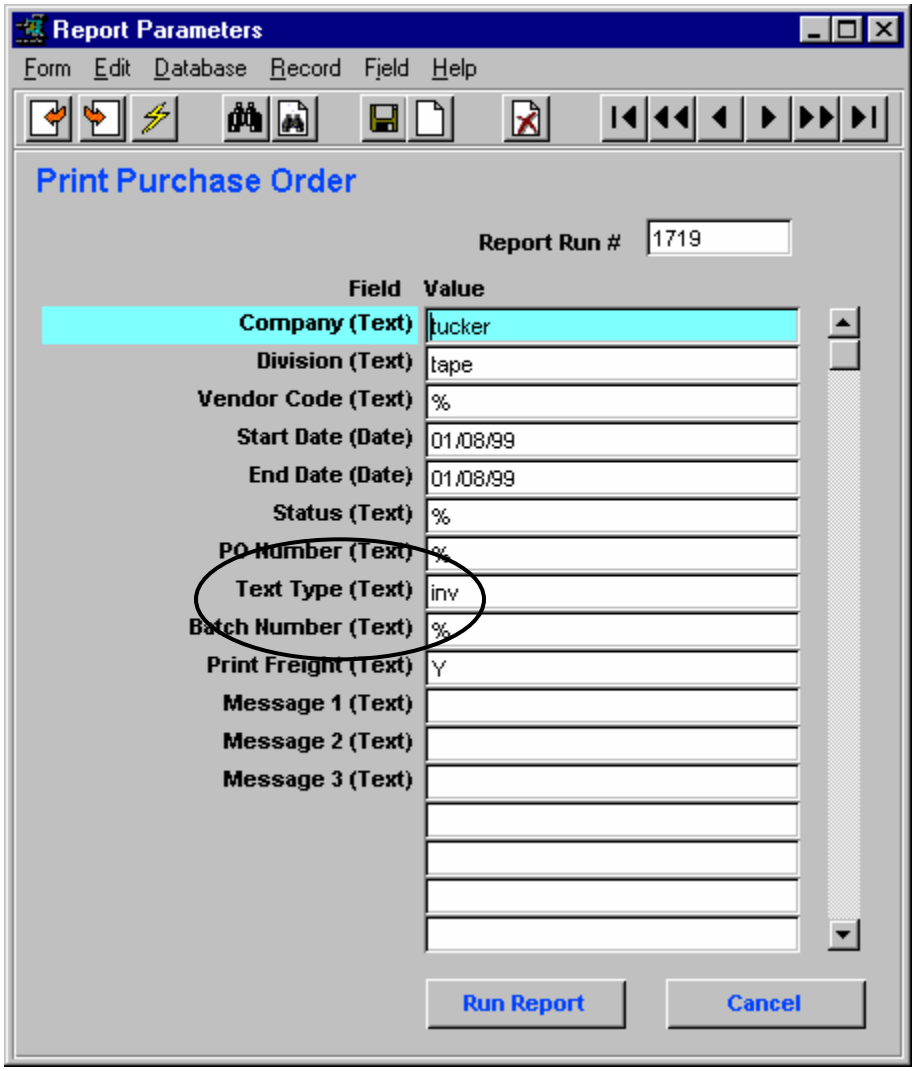
Packing Slip Example:

If only *pack* data is to be printed on the *auto-pack* report, change the Parameter Default field to *pack*, and ONLY pack keyword text will print on the packing slip.

Do the same with the other *auto*-reports and that way make Text notes unique to specific reports as desired. The default for all auto-reports is *@asterisk* (or wildcard). So, on *auto-order*, you may want just the *inv* text to print. Unfortunately, it is not possible to combine or selectively eliminate keyword codes (i.e. *inv* and *pick* but not *pack*), but you could specify a new code of your own choosing that would select that type of text note.

8.7.2 Report Selection Reports

Report Selection reports are those that are selected from the FLEXX Report Selection menu. These reports (Order, Purchase Order, Invoice, Picking and Packing slips), will provide the **Text Type** selection option whereby the desired text keyword can be specified, as shown below. The default is defined to be *inv* but can be entered as desired for the type of text to print.



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.

Purchase Order *poformxx* 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.

9 Generic Text Labeling Feature

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).

9.1 Master Type Header Table

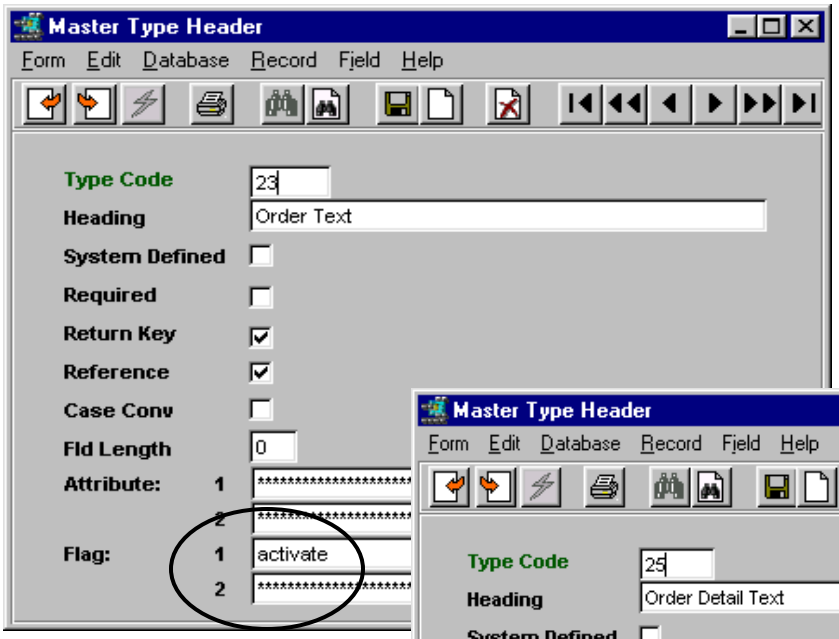


Table 23

Order Header Text Type

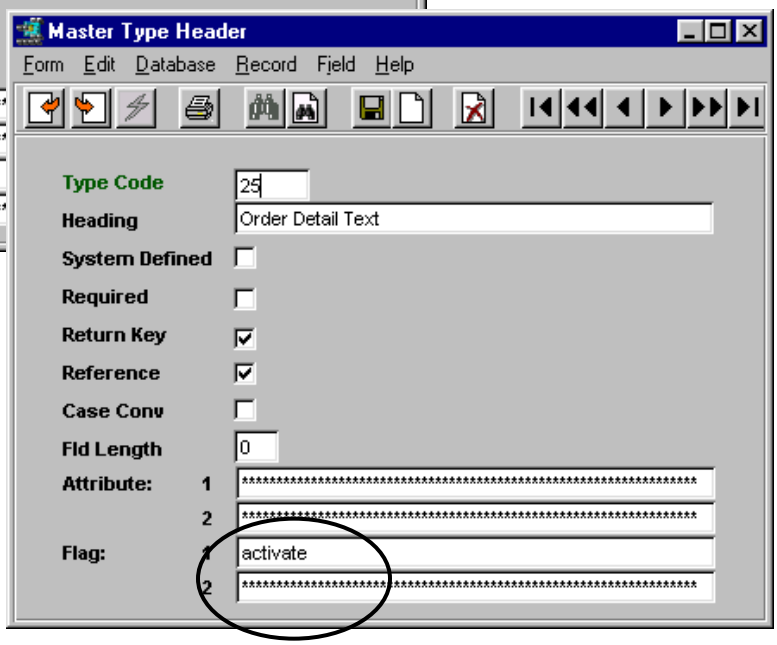


Table 25

Order Detail Text

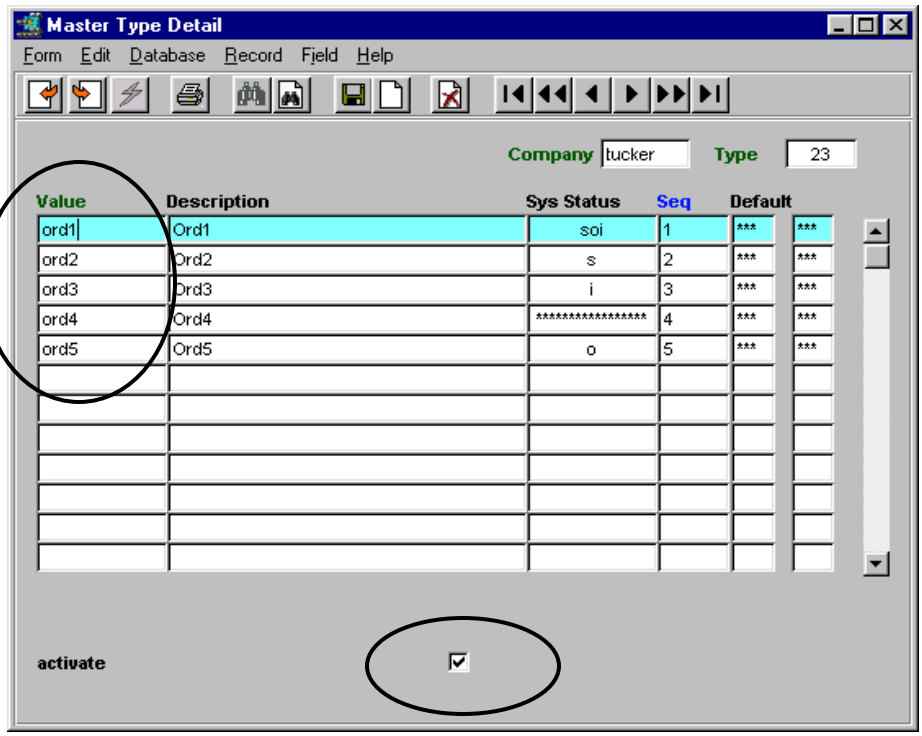
The Flag 1 **activate** definition enables the function for each specific Text table.

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

9.2 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:

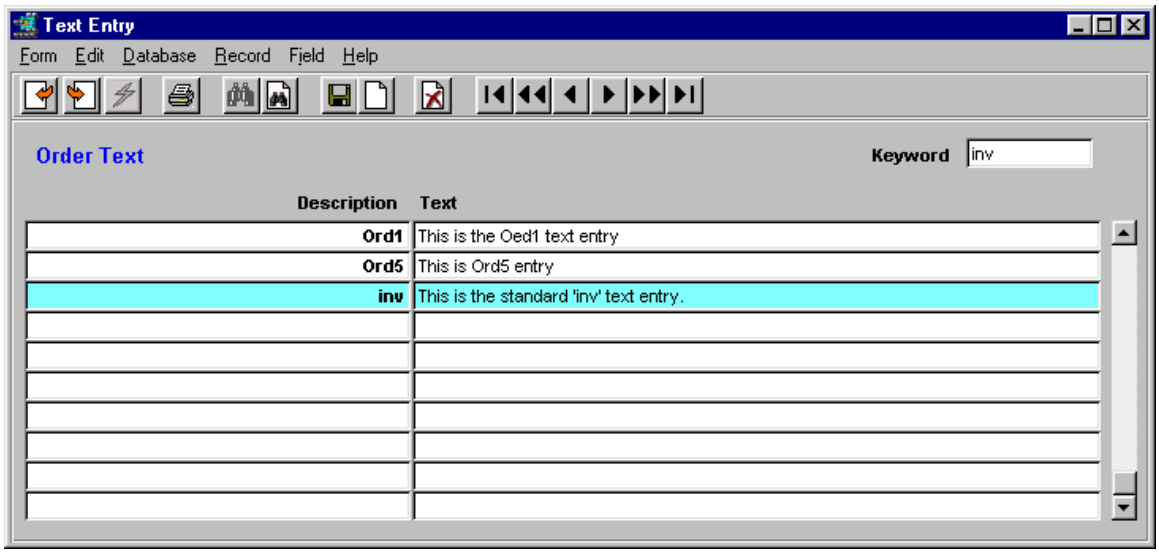
i – invoice header

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.

9.3 Text Table Format



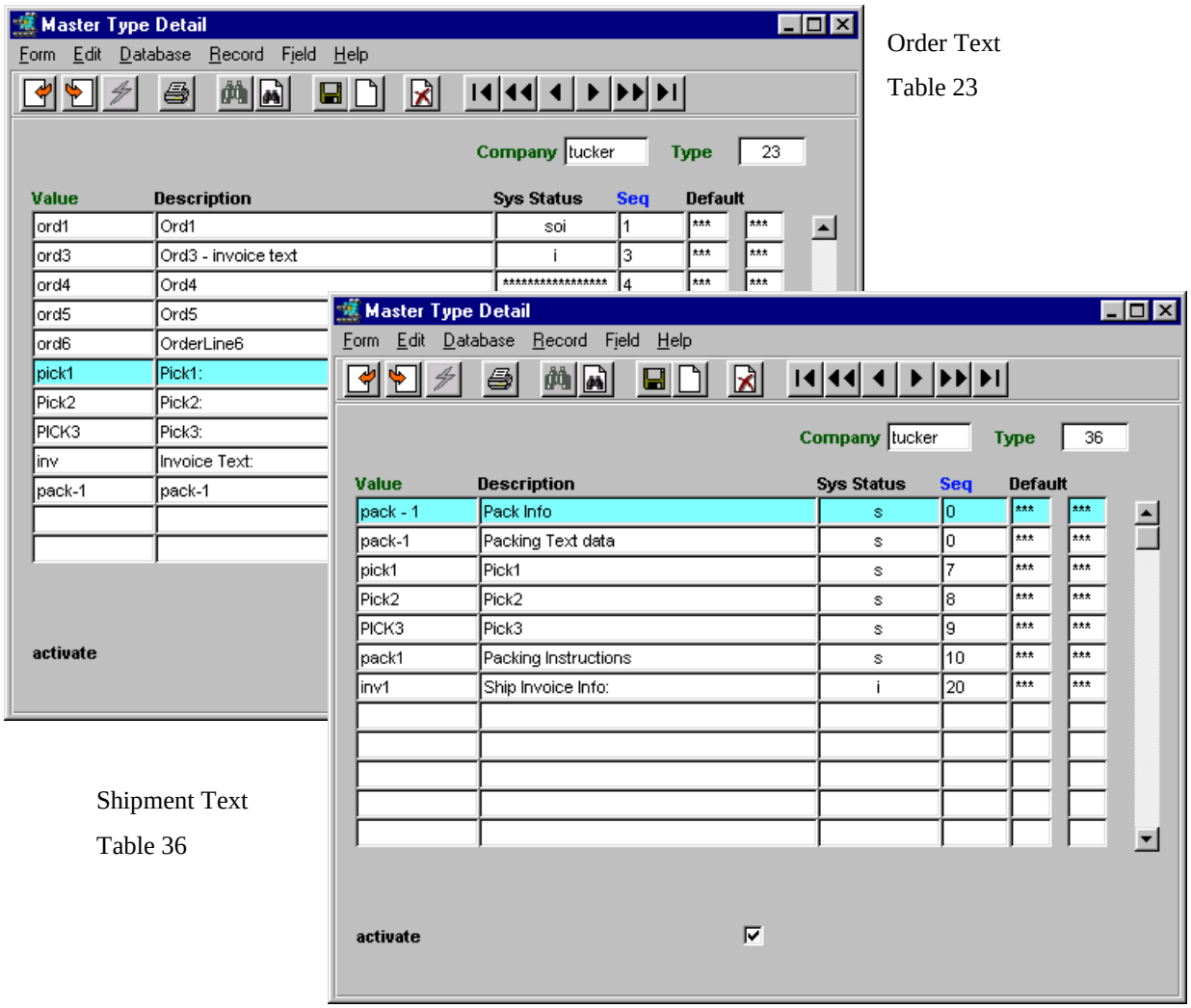
Using the above Detail entries, keywords *ord1* and *ord5* were the ones defined *activate* on the Master Type Detail table, so their Descriptions will automatically be displayed. User relevant text can then be entered in the Text fields as desired. Additionally, all user text as was previously entered 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.

9.4 Keyword Functions

Additional keyword functionality has been incorporated into these text tables.

9.4.1 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

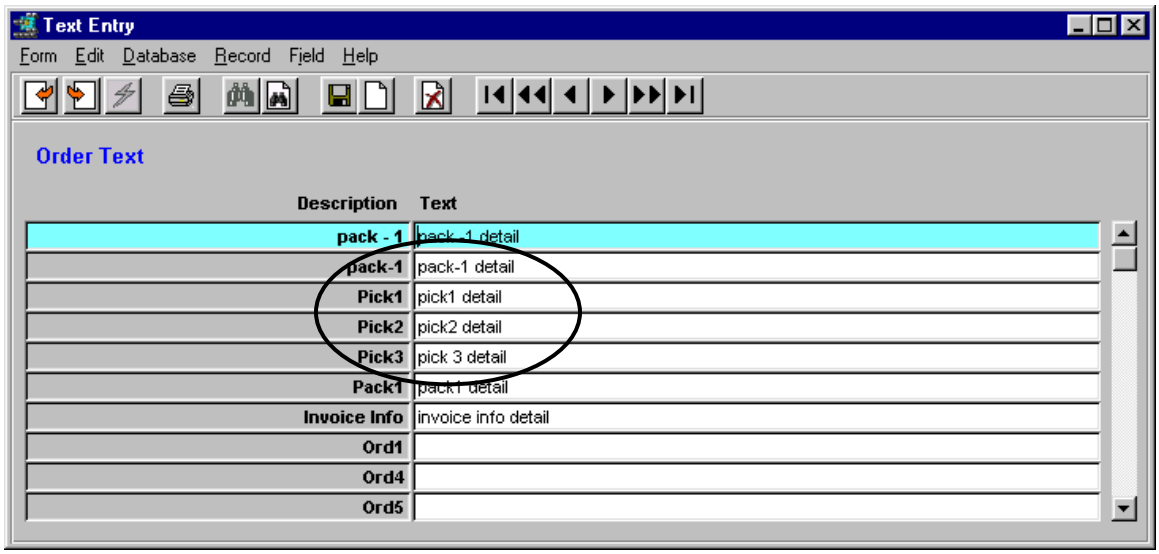
Table 36

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).

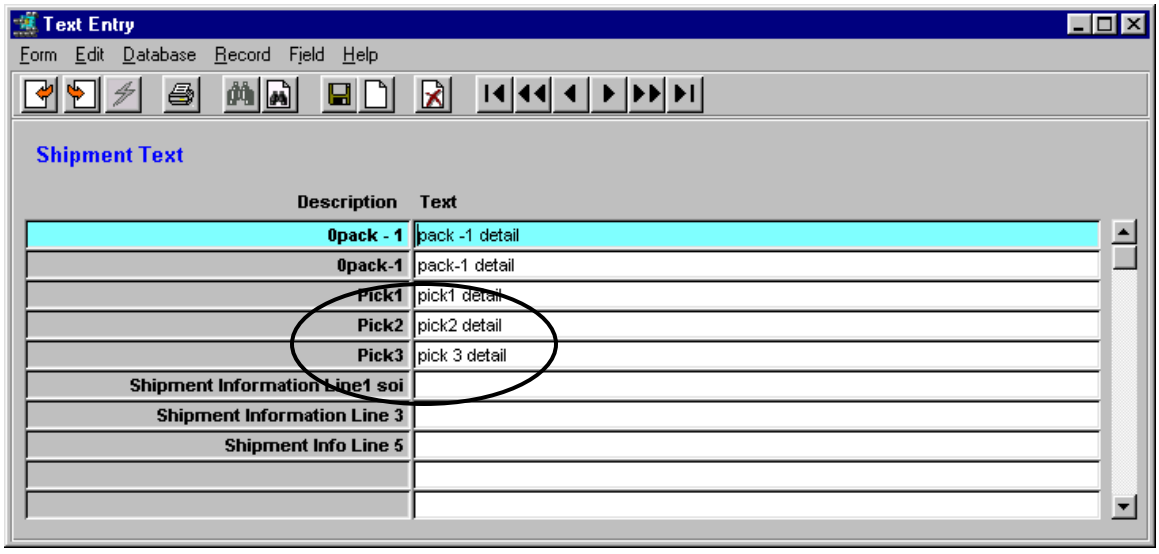
E.g. keywords *pick1, Pick2, PICK3* are defined on both tables resulting in any Order Header text defined with any of these keywords will be copied to the Shipment Text table (see example below).

Order Text Data

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



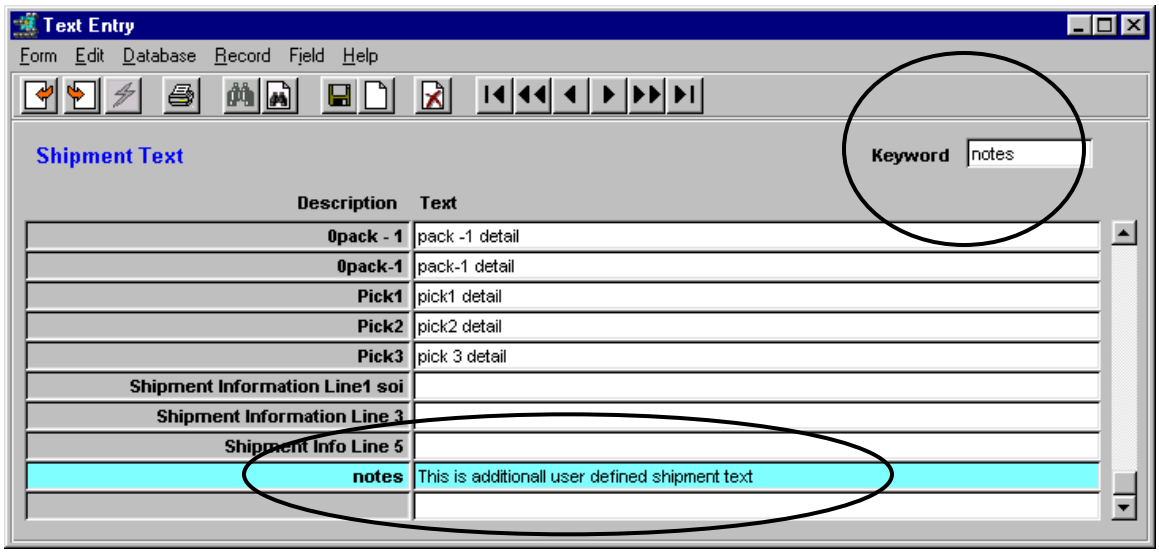
Shipment Text Data



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.

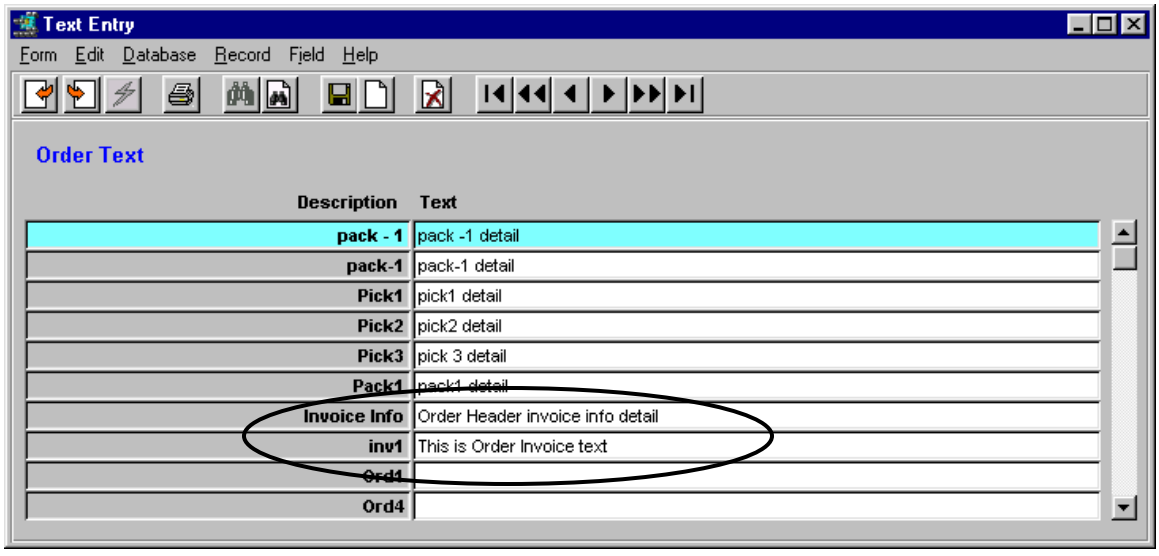
All 'pick' and 'pack' text will be printed on the corresponding Pick and Pack slips.

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

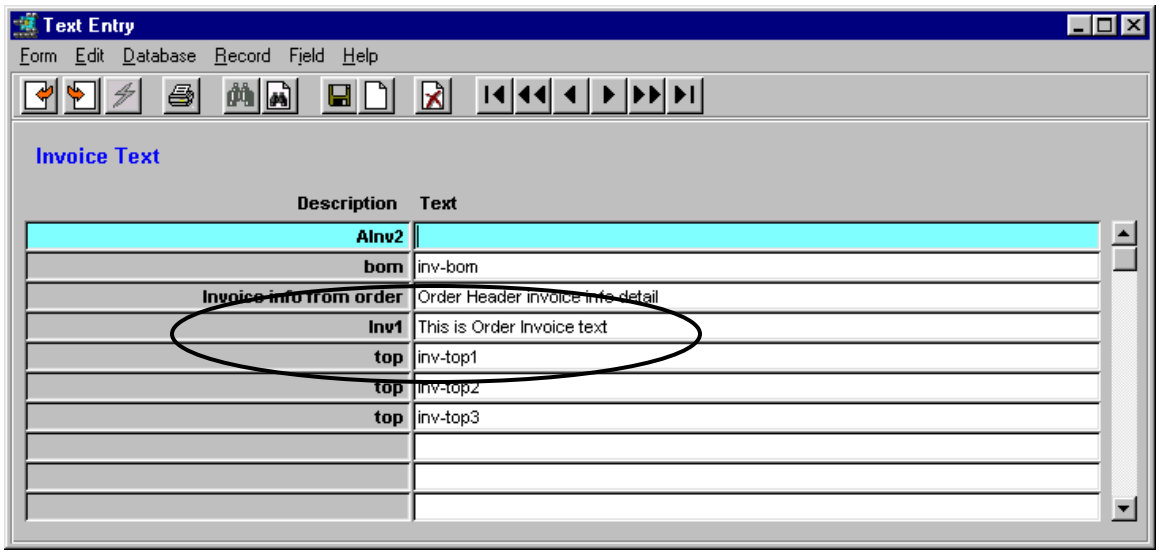
9.4.2 Order Header Invoice Text

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).

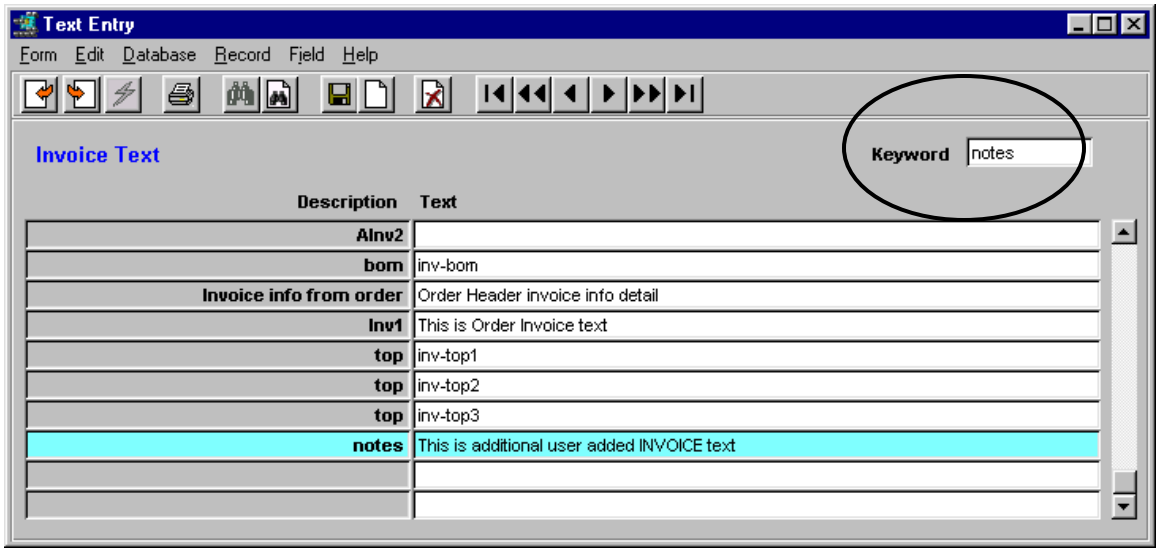
Order Text Data



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.



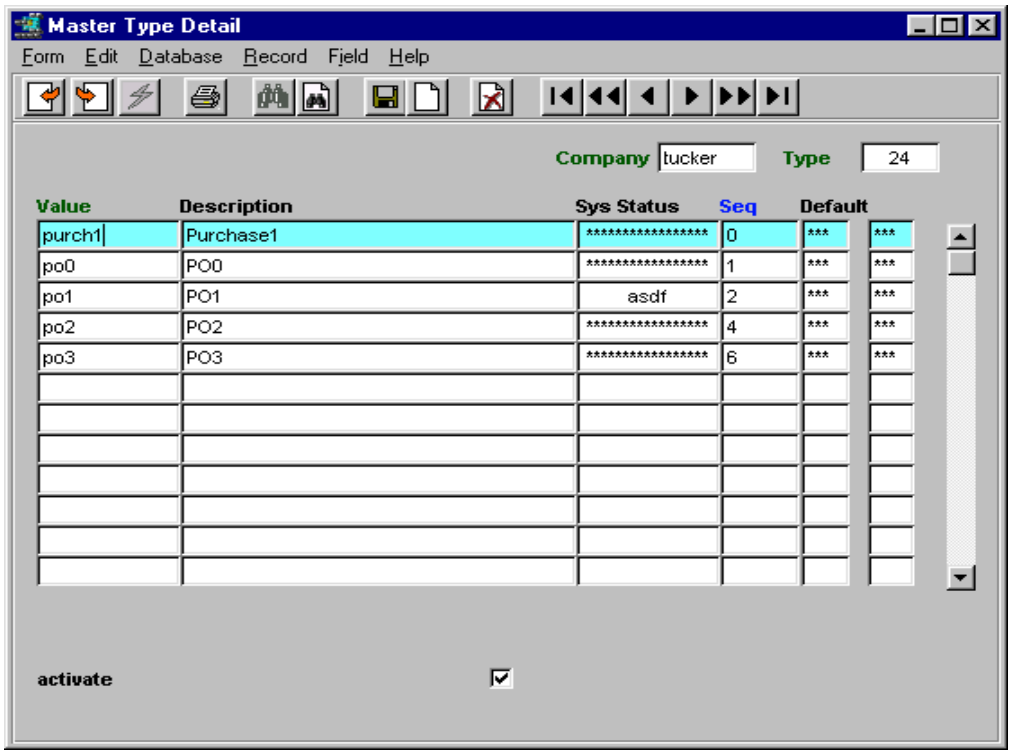
Any desired keyword can be used, and any desired text data can be entered. However, be aware this text, unless it is *inv* text, will not be recognized by FLEXX and not used in any other functions, so will only be displayed on this table.

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

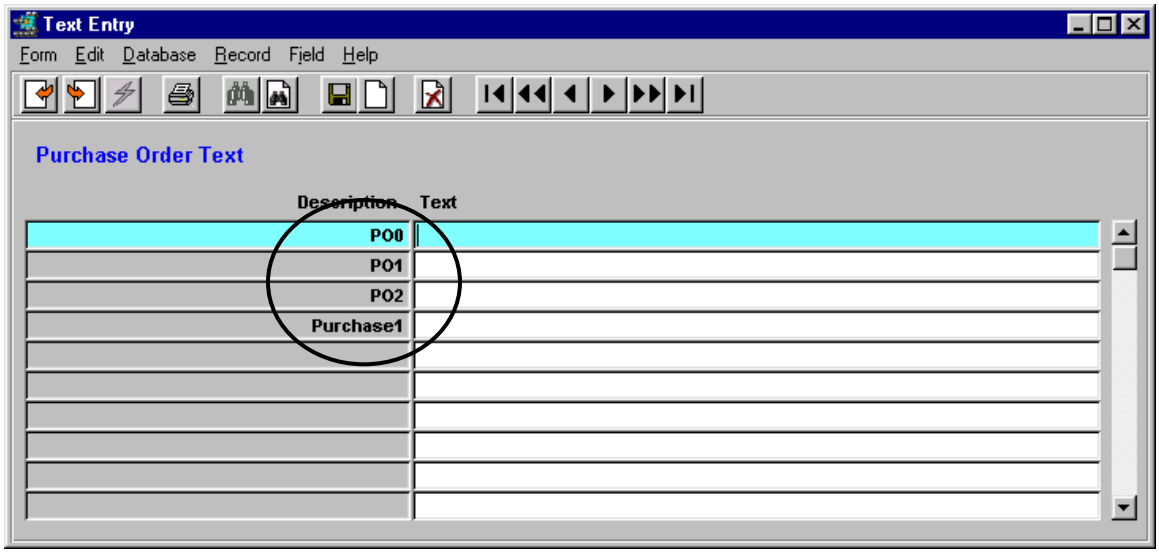
This same process can be used on all other text tables.

9.5 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



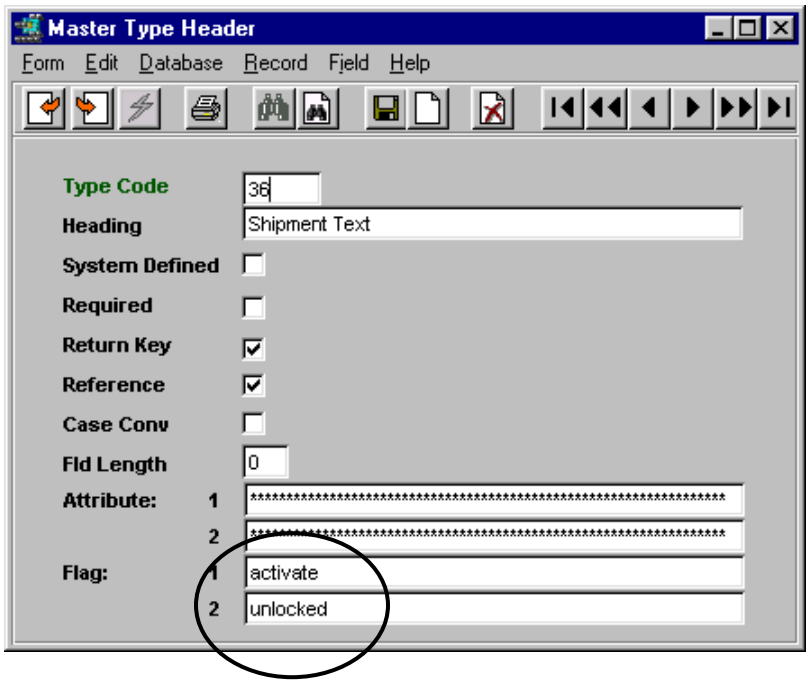
Note: PO3 was not copied because its **activate** flag was not set.

Additional text can be entered as described above for Order and Invoice text.

9.6 Generic Text Labeling Unlock Function

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

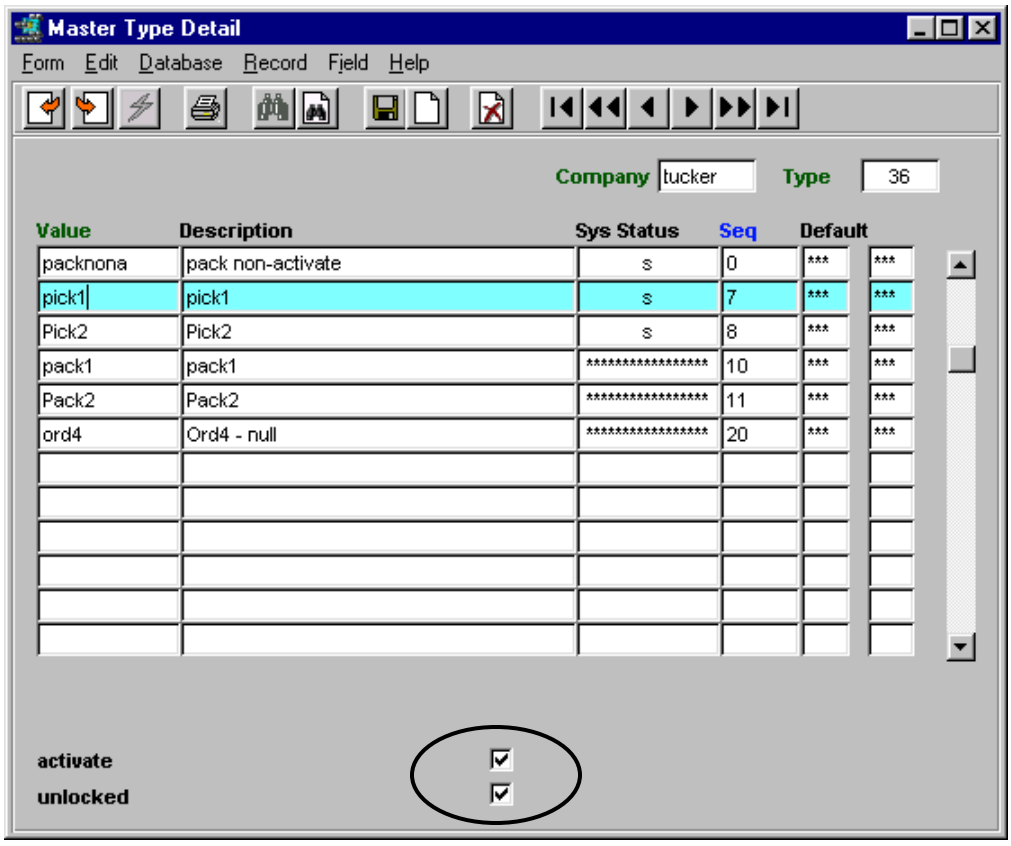


As stated in the general description of the Generic Text Labeling Feature, only the Order, Order Detail, Shipment, Invoice and Purchase Order forms currently use this function, and are enabled by defining **"activate"** for the Flag 1 value of each affected Text Master Type table.

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"

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.



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.