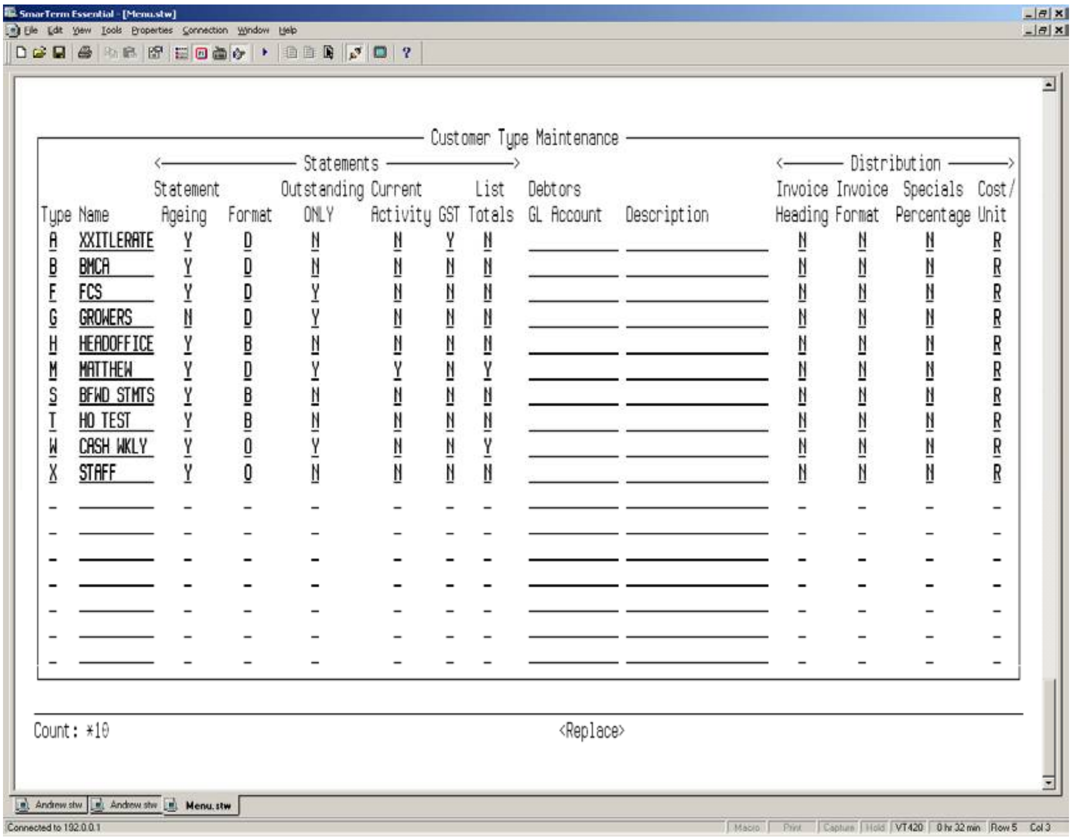
Menu 1 - Table of Contents

1.1 Customer Type Maintenance

Each Customer belongs to a single customer type which can be used to group customers with similar features. Customer types can be used to produce invoices for selected groups of customers such as for all interstate customers. The customer types are created and maintained on this form.

Examples of customer types include I for interstate, S for Staff, B for credit association members.



Customer Type Maintenance

		Statements								Distribution			
Type	Name	Statement Ageing	Format	Outstanding ONLY	Current Activity	GST	List Totals	Debtors GL Account	Description	Invoice Heading	Invoice Format	Specials Percentage	Cost/ Unit
A	XXITLERATE	Y	D	N	N	Y	N			N	N	N	R
B	BMCA	Y	D	N	N	N	N			N	N	N	R
F	FCS	Y	D	Y	N	N	N			N	N	N	R
G	GROWERS	N	D	Y	N	N	N			N	N	N	R
H	HEADOFFICE	Y	B	N	N	N	N			N	N	N	R
M	MATTHEW	Y	D	Y	Y	N	Y			N	N	N	R
S	BFWD STMTS	Y	B	N	N	N	N			N	N	N	R
T	HO TEST	Y	B	N	N	N	N			N	N	N	R
W	CASH WKLY	Y	O	Y	N	N	Y			N	N	N	R
X	STAFF	Y	O	N	N	N	N			N	N	N	R

Count: *10 <Replace>

The following information is required for each customer type:

Type A single character that is used to indicate this customer type. Allowable types are A-Z and 0-9.

Name A description of the customer type.

Statement Ageing A flag set to Y or N. Y indicates that aged balances are to be shown on the statement and N indicates that no aged balances are to be shown on the statement.

Format Three Statement formats are available for customers. (O)pen item, (B)alance Forward and (D)ocument.
Open Item: No balance forward, invoices are listed by date and receipts are listed under the relevant invoice in which it was allocated.
Balance Forward: Lists an opening balance and invoices and receipts in that period only. These are listed in date order.
Document: No balance forward, invoices and receipts are listed in date order. Receipts do not display the invoice in which it was allocated.

Outstanding Only If this flag is set to Y then all invoices that are not fully paid will appear on the statement. All payment details and invoices that have been fully paid will not be shown on the statement.

If this flag is set to N then all invoices and payments either carried over from the last statement, raised or received from the last statement will be shown on the current statement.

Current Activity A flag set to Y or N. Y indicates that transactions for the current period are to be printed on the statement. N indicates that transactions for all periods are to be printed on the statement. The current period date range is established in the accounts periods table.

GST Enter (Y)es to show the Current Period GST Total on Statements, otherwise enter (N)o.

List Totals A flag set to Y or N. Y indicates that customer balances are to be listed in a strip form on the statements. N indicates that no customer balances are to be listed in strip form. This option is used when the statements are printed by customer type. The strip list is a list of customer codes and the current balance. The listing is printed at the end of each group of customer types.

Debtors GL Code The General Ledger account code to be used for the posting of payments and invoices for this customer type. This field is optional. If this field is left blank then the system will use the Debtors General Ledger code specified in the system configuration. When entered a description will be displayed.

Invoice Heading Enter Y in this field to print invoice details at the top of every page.

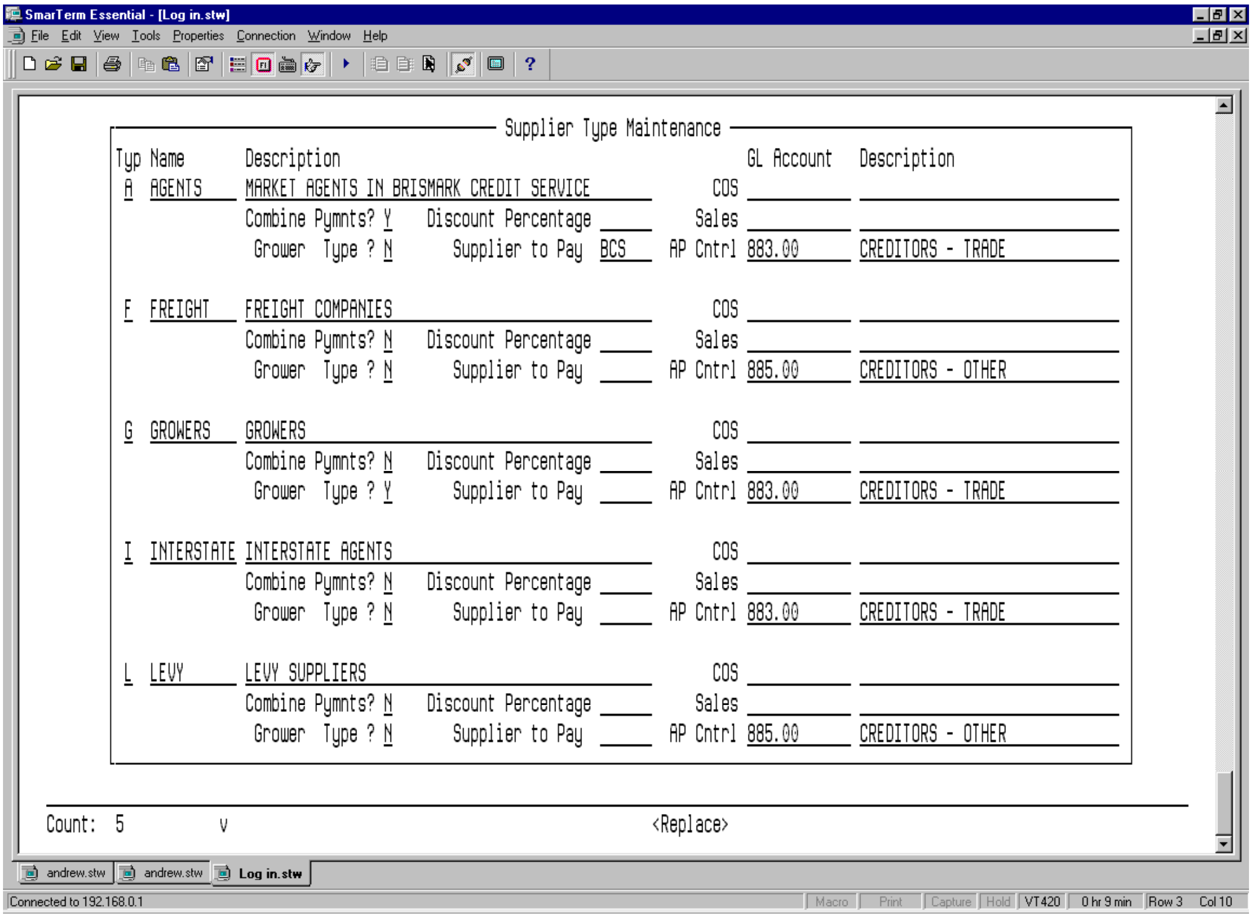
Invoice Format Enter (N)ormal or (1) for Special Format.

Specials Percentage Enter Y to print the percentage of the invoice retail total is made up of specials.

Cost/Unit If this flag is set to Y then in addition to the normal cost price being shown in sell units, the cost price will be shown calculated in retail units. For example if a product was sold at $20.00/ctn and was retailed at $2.009/kg, assuming a ratio of 10kg:1ctn, the cost price would also show as $2.00/kg. This simplifies the calculation of retail margins when the retail price is advised by the seller.
This functionality is only available in the LETTUS Distribution system.

1.2 Supplier Type Maintenance

Each supplier belongs to a supplier type group. The supplier types are created and maintained using this form.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File Edit View Tools Properties Connection Window Help

Supplier Type Maintenance

Typ	Name	Description			GL Account	Description
A	AGENTS	MARKET AGENTS IN BRISMARK CREDIT SERVICE		COS		
		Combine Pymnts? Y	Discount Percentage	Sales		
		Grower Type ? N	Supplier to Pay BCS	AP Cntrl	883.00	CREDITORS - TRADE
F	FREIGHT	FREIGHT COMPANIES		COS		
		Combine Pymnts? N	Discount Percentage	Sales		
		Grower Type ? N	Supplier to Pay	AP Cntrl	885.00	CREDITORS - OTHER
G	GROWERS	GROWERS		COS		
		Combine Pymnts? N	Discount Percentage	Sales		
		Grower Type ? Y	Supplier to Pay	AP Cntrl	883.00	CREDITORS - TRADE
I	INTERSTATE	INTERSTATE AGENTS		COS		
		Combine Pymnts? N	Discount Percentage	Sales		
		Grower Type ? N	Supplier to Pay	AP Cntrl	883.00	CREDITORS - TRADE
L	LEVY	LEVY SUPPLIERS		COS		
		Combine Pymnts? N	Discount Percentage	Sales		
		Grower Type ? N	Supplier to Pay	AP Cntrl	885.00	CREDITORS - OTHER

Count: 5 v <Replace>

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Information required for each supplier type:

Type One character unique code, id supplier type. Examples of supplier types are G - for grower, L - for levy, O for other, T for trade.

Name A short description of the supplier type.

Desc A long description of the supplier type.

Combine Payments A flag set to Y or N. Y indicates that supplier cheques are combined and only one cheque is drawn. The supplier that is paid in this manner is set in the Pay to Supplier field and must be of the same supplier type as this supplier.

Grower Type If this flag is set to Y then a grower return remittance will be produced for purchases from this supplier. If this flag is N then a grower return remittance will not be produced.

Discount Percentage Optionally entry the discount as a percentage for this Supplier Type.

Supplier to Pay The code of the supplier that will be given a combined payment. This field is only required if the Combine Payments flag is set to Y.

The update of the general ledger will require the following values only when the general ledger update flag is set to supplier type in the system configuration file. Otherwise these fields should be left blank.

GL Code COS The General ledger code that will be charged with the value of the purchase when processing grower returns or supplier stock invoices. This is also known as the cost of sales account.

GL Code Sales The general ledger code that will be credited with the value of the sale when processing invoices.

GL Code AP Control The General Ledger code that refers to the Creditor control account.

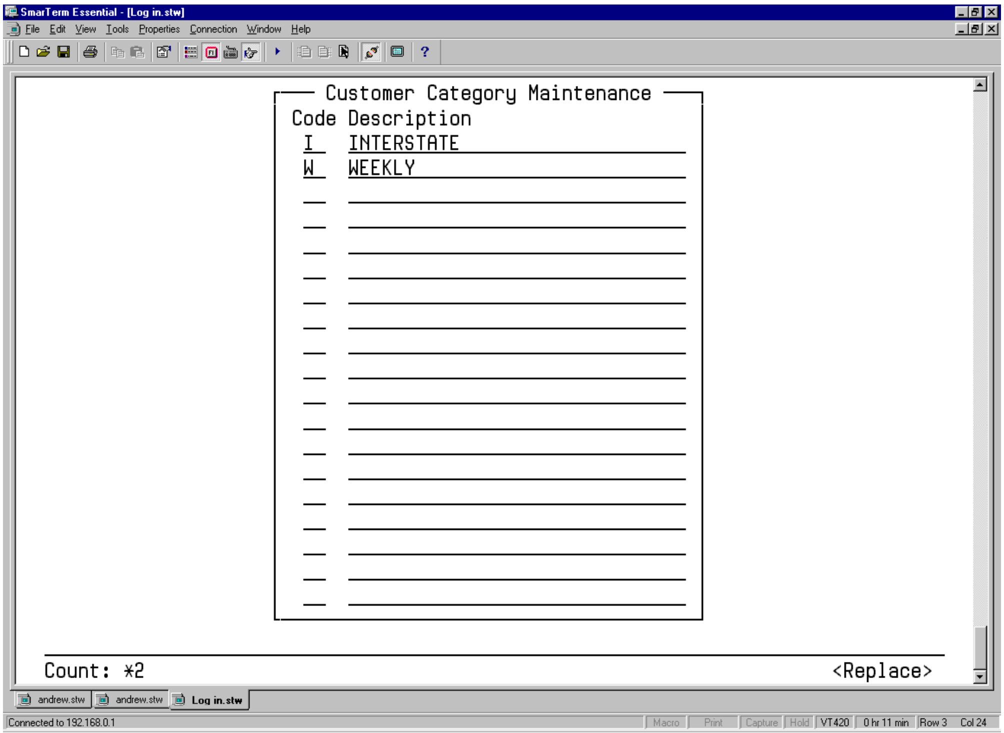
1.3 Customer Category Maintenance

This form allows for the creation or alteration of customer categories.

Each customer may optionally belong to a customer category. Customer categories provide an additional means to customer areas for sorting customers. The product group is generally not used by the LETTUS wholesale module but is available for user queries.

A customer may belong to one customer category. There is no correlation between customer category and customer areas.

Customers are assigned to a customer category in Customer Maintenance.



Each customer category record requires the following:

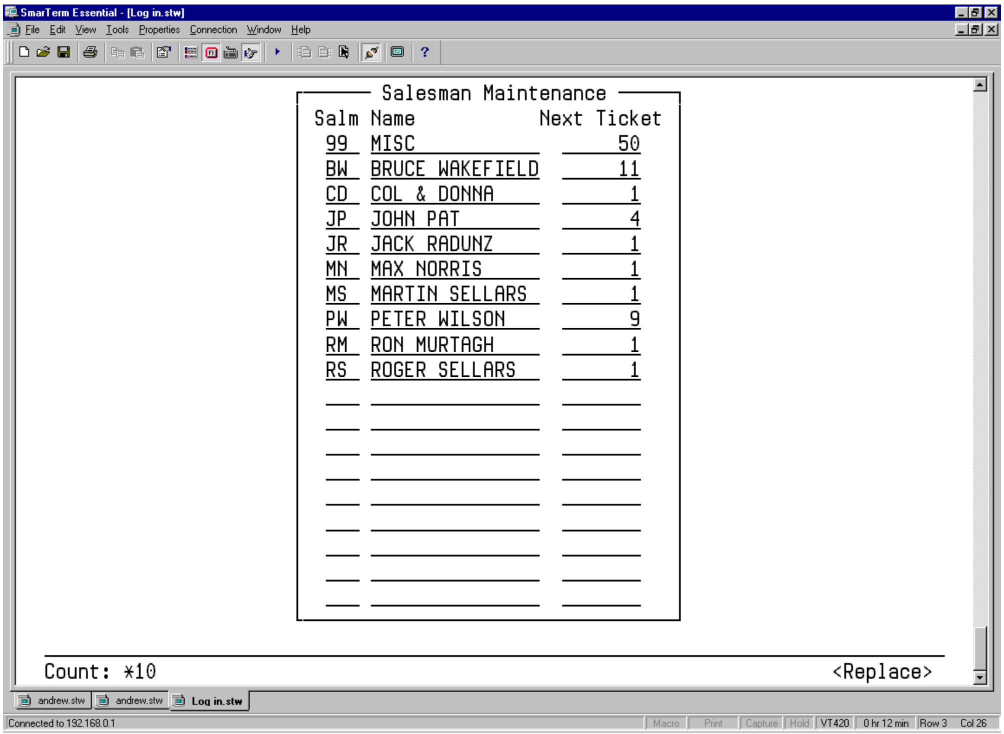
Code A unique code used to identify the customer category. Up to 2 alphanumeric characters may be used.

Description The description of the customer category. Up to 30 characters may be used.

1.4 Salesman Maintenance

Every sale entered in the LETTUS system is recorded against a salesman code. This allows for a range of information and reports to be produced including profitability information.

Select the Salesman Maintenance option from the Masterfile Maintenance menu (1) and the following screen will be displayed:



Each salesman record requires the following information:

Salesman Code Enter a unique code for this salesman. Up to 3 characters may be used. The salesman's initials are commonly used.

Salesman Name Enter the salesman's name in this field. Up to 20 characters may be used.

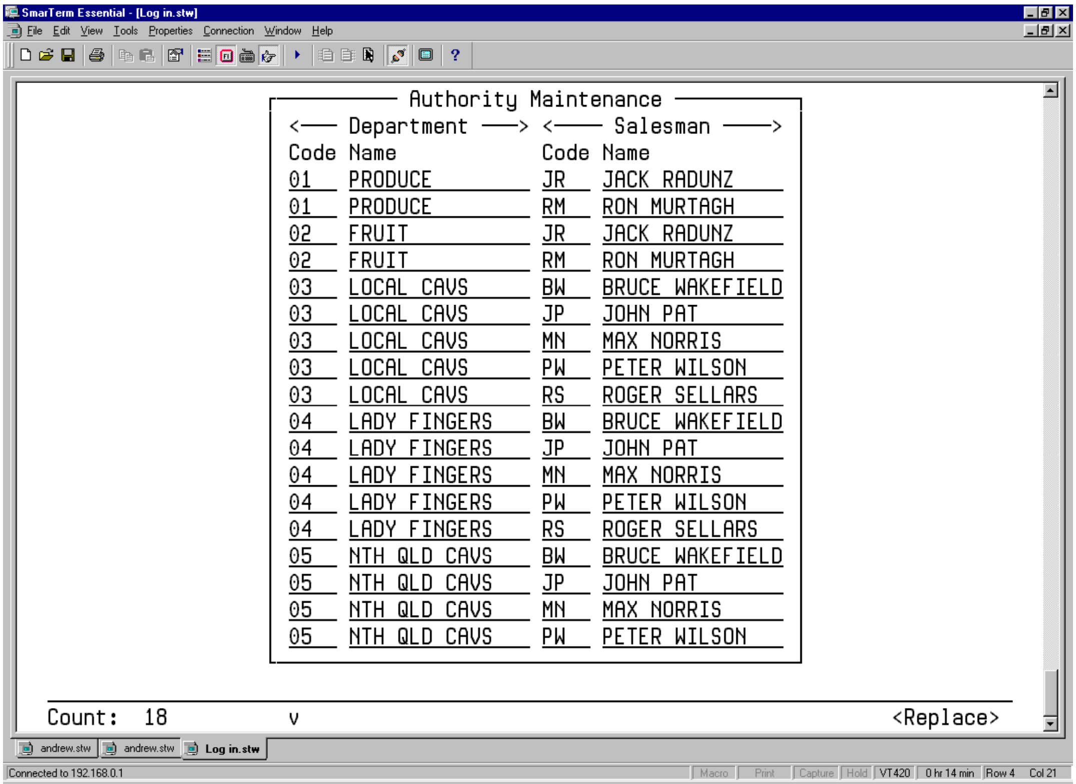
Next Ticket Enter the next pre-numbered Customer Sale Ticket for this Salesman or enter (1) if not applicable.

Press [Commit] to save the changes to the database.

1.5 Authority Maintenance

The system allows a user to specify which salesman has the "authority" or allowed to sell out of each department. If this authority is not established when sales are entered (see Section 4 for more information) a warning is displayed informing the user that this salesman does not have the authority to sell this produce from this department.

Select the Authority Maintenance option from the Masterfile Maintenance menu and the following screen will be displayed:



To setup authority between salesmen and departments enter the following fields:

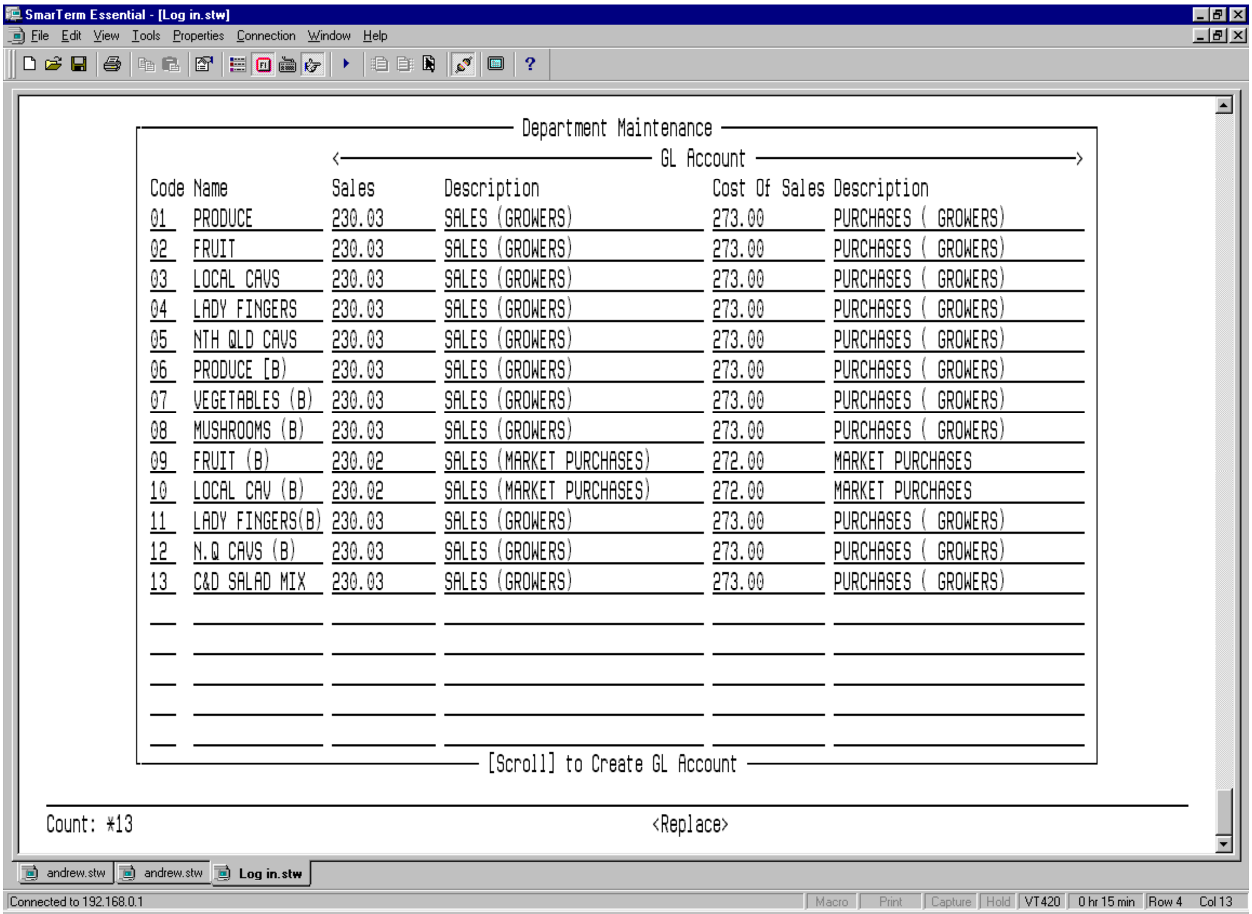
Department Code Enter the department code for a salesman to have authority to. [ListVal] may be used to assist in the selection of a department code. Upon entry of a valid code the department name is displayed in the next field.

Salesman Code Enter the salesman code that is to have authority to this department. [ListVal] may be used to assist in the selection of a salesman code. Upon entry of a valid code the salesman's name is displayed in the next field.

Press [Commit] to save the changes to the database.

1.6 Department Maintenance

Under LETTUS each purchase lot or pool is assigned to a department. This assignment or grouping is done to assist updating or reporting. This form allows for the creation or alteration of departments.



Each department record requires the following:

Code A unique code used to identify the department.

Name The full department name.

Sales The Sale's General Ledger Account that will be credited with the value of the sale when processing invoices.

Description The description of the above Sale General Ledger Account.

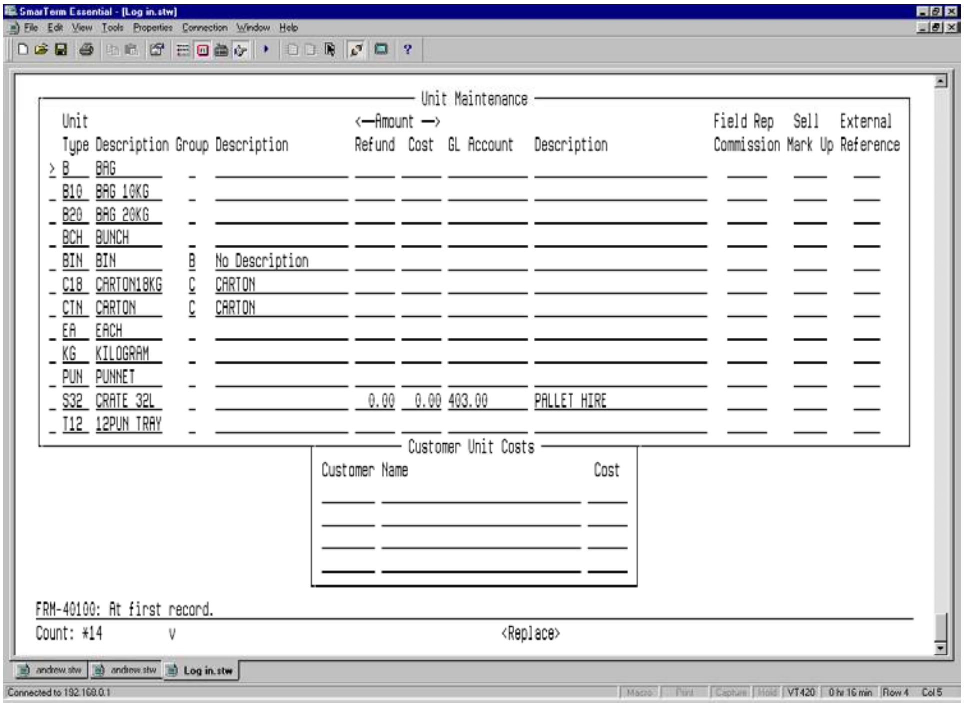
Cost Of Sales The General ledger code that will be charged with the value of the purchase when processing grower returns or supplier stock invoices.

Description The description of the above Sale General Ledger Account.

The update of the general ledger will only be by department when the general ledger update flag is set to department in the system configuration file.

1.7 Unit Maintenance

This form allows you to create and maintain purchase, sale and stock units for products within the system.



Once a unit has been created it is linked to the stock item. A stock item may only have one unit associated with it.

Each unit record requires the following:

Unit Type A unique code used to identify the stock unit. Up to 4 characters may be used.

Description The description of the stock unit.

Group The Unit group as per Unit Group Maintenance.

Description The description of the Unit Group.

Refund Amount to be refunded by the Crate Service (optional)

Cost Leave Blank or Enter Cost per Unit to charge Customer (optional)

GL Account Enter General Ledger Sales Account (optional)

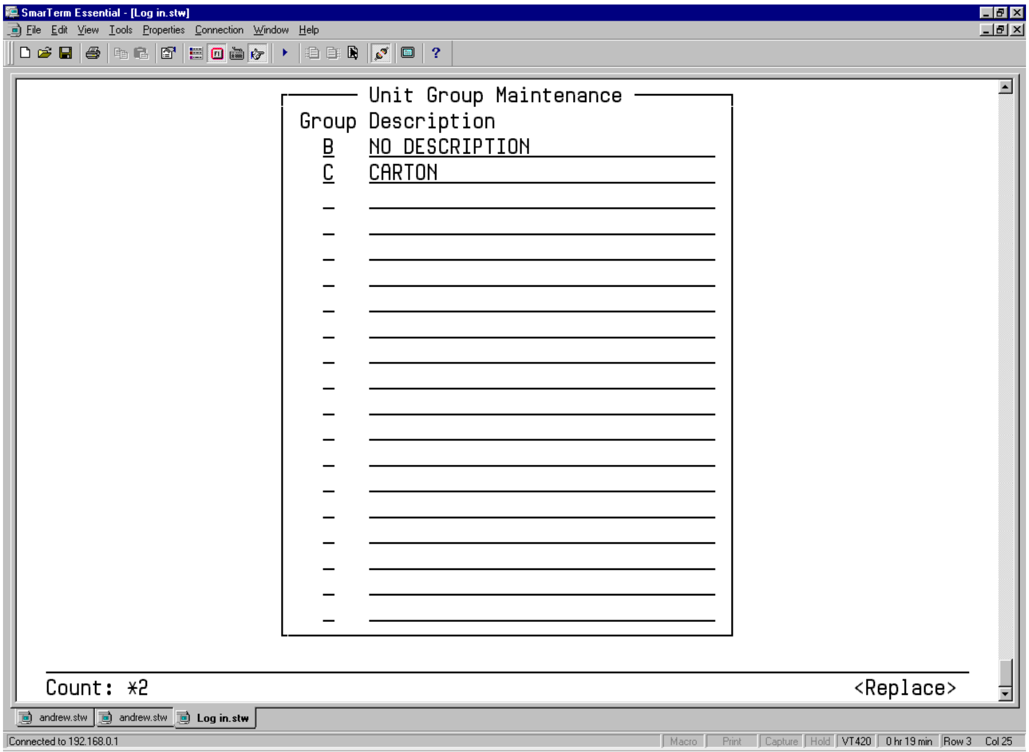
Description Description of GL Account (default)

Field Rep Commission (Cents/Unit)
The commission rate associated with this unit for field representatives who sell the wholesaler's services to the suppliers. It is used in conjunction with the Field Rep Commission report (optional)

Sell Mark up Enter the Mark Up (in Dollars and Cents) for this Unit

External Reference Optionally enter an external interface Unit

1.8 Unit Group Maintenance



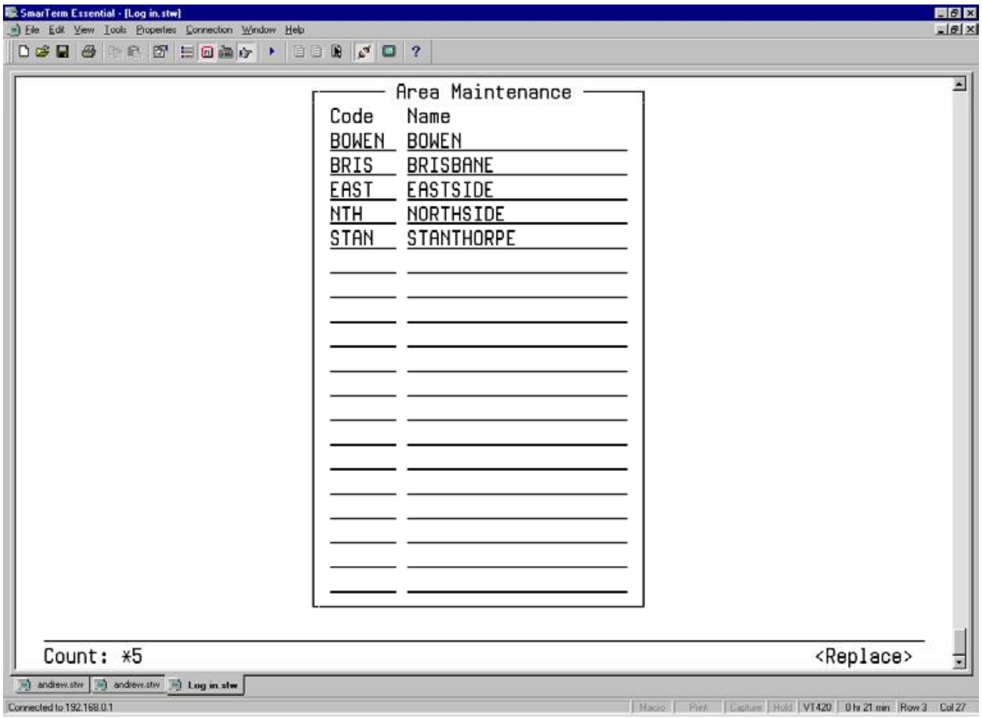
This field is used to group same Units for reporting and displaying of information.

Group A unique character used to identify the Group.

Description The description of the group.

1.9 Area Maintenance

This form is used to establish areas on the system. The area field is used in both Customers and Supplier Maintenance. Areas already established will be displayed automatically.



Enter the following highlighted fields:

Code A code representing a specific area. Up to 6 characters may be entered. For example BOWEN may represent Bowen (Queensland).

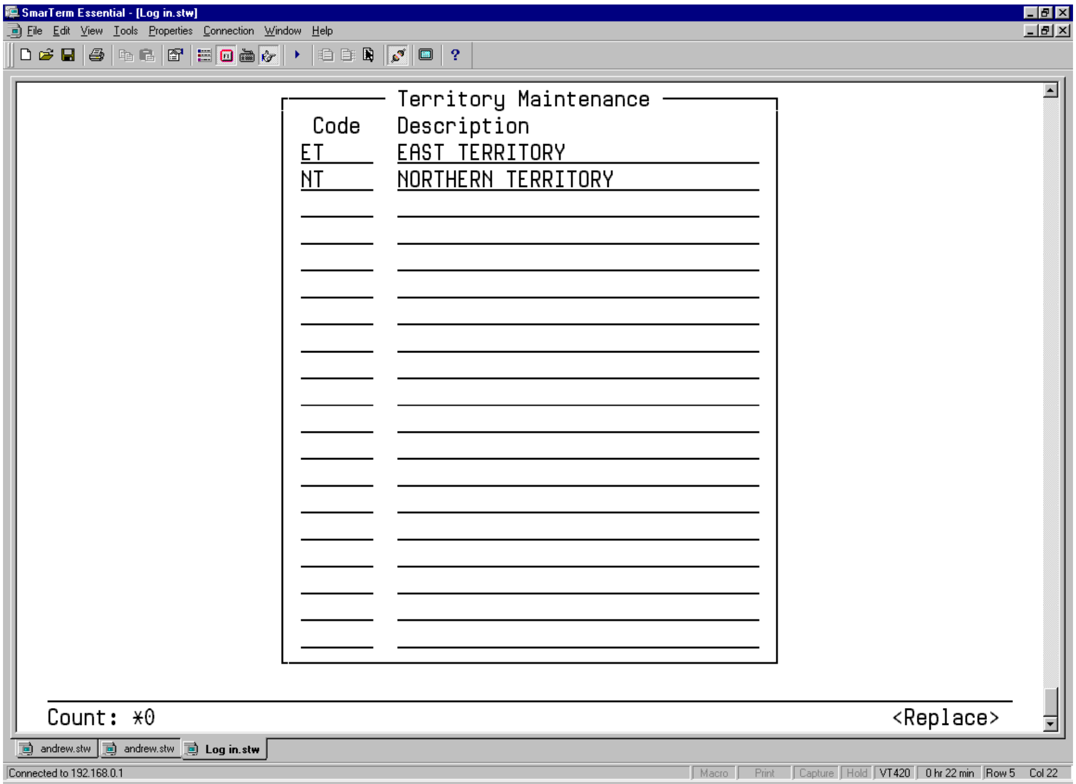
Name The full name of the area.

1.10 Territory Maintenance

Each customer may optionally be allocated to a territory. The territory is used for reporting purposes only an may be used in conjunction with Area codes e.g. an Area of Bowen can be broken into say two territories of North and South, or a territory of Australia can be broken into a number of areas.

The Customer is allocated to a territory in the territory code field in the Customer Maintenance option (see Section 5 for more information).

To setup and maintain Territory Codes select the Customer Territory Maintenance option from the Masterfile Maintenance menu. The following screen will be displayed:



Enter the following fields to setup a new territory code:

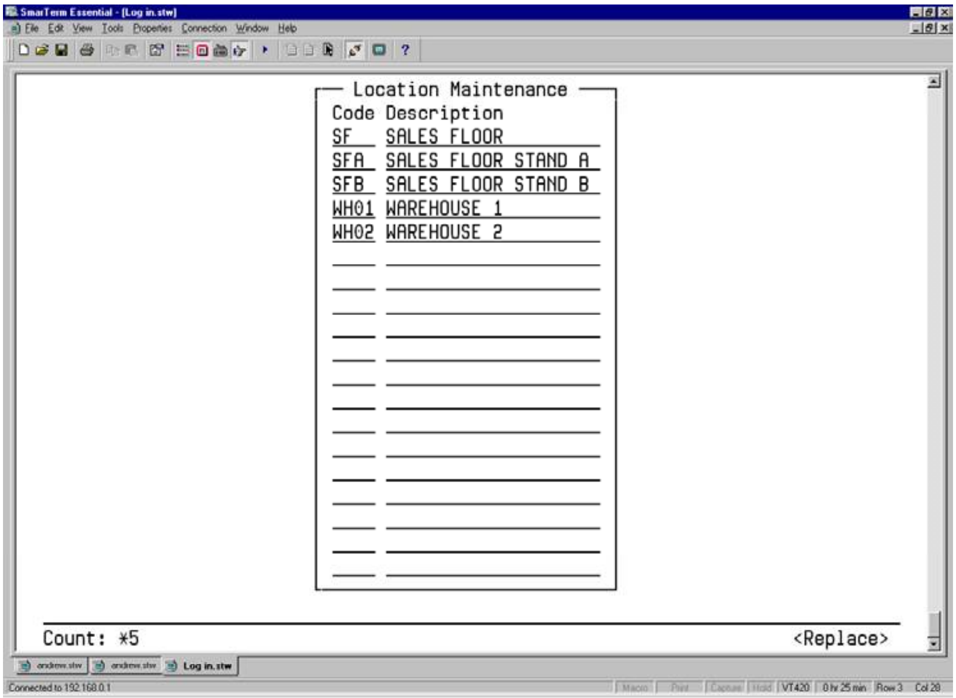
Code Enter a unique territory code. Up to six characters may be used.

Description Enter the description for the territory code in the previous field. Up to 30 characters may be used.

To modify a territory code or description position the cursor on the record to be changed (by using [NxtRec] and [PrvRec]), make the required changes and press [Commit] to save the changes to the database.

To delete a territory code position the cursor on the record to be deleted (using [NxtRec] and [PrvRec]) and press [DelRec].

1.11 Location Maintenance



This field is an optional code used to show the location of an Item/Lot. Each Item within a Lot can be identified by a Location code when coded.

Code A unique 4 character code used to specify a Location.

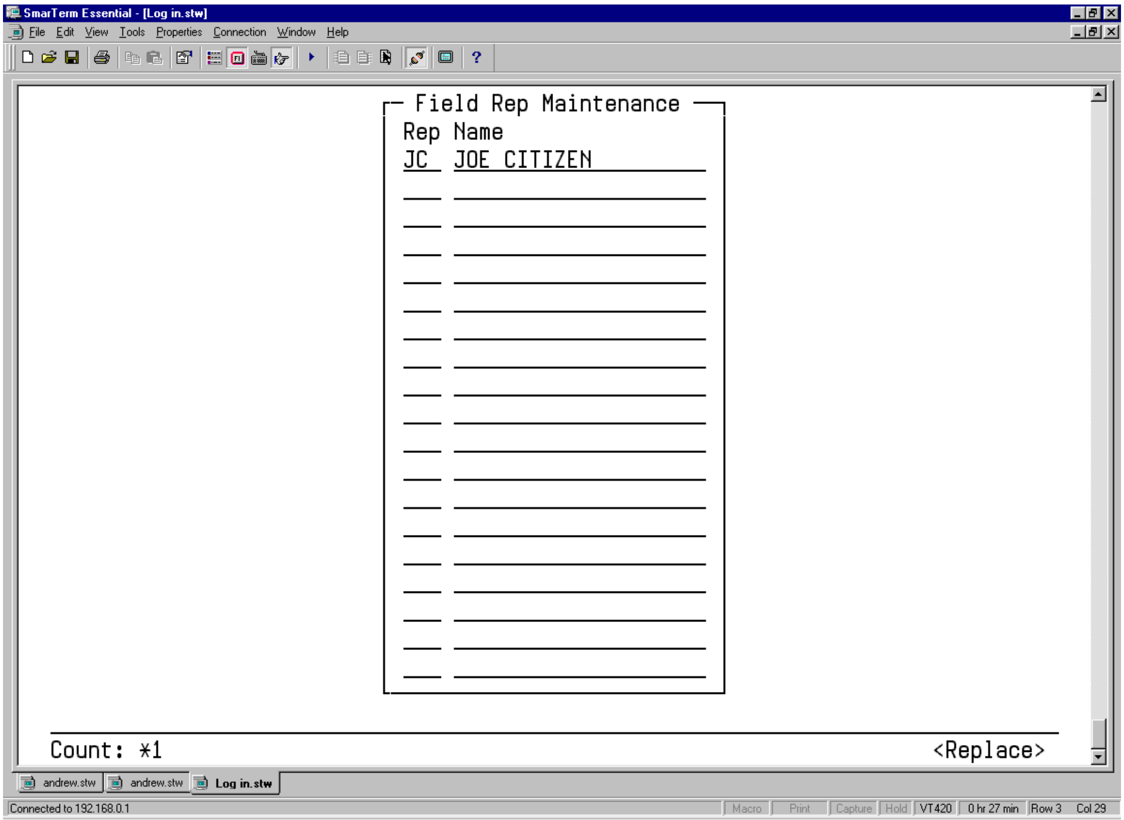
Description The description of the above location. (20 Characters)

1.12 Field Rep Maintenance

Field Representative is a term used for an "agent" who refers Suppliers to you and receives remuneration for this, usually in the form of commission based on cents per unit.

The Field Representative feature in the system allows a Field Rep code to be setup against a Supplier's record and an amount (cents) per unit is setup in Unit Maintenance. Thus when lots are received from the Supplier the commission, based on this information, may be calculated. The amount payable can be calculated using the Field Rep Commission List (refer Menu 2).

Field Rep codes and names are established and maintained in the Field Rep Maintenance option.



To create a new Field Rep enter the following fields:

Code Enter a unique code for this Field Rep. Up to three characters may be used.

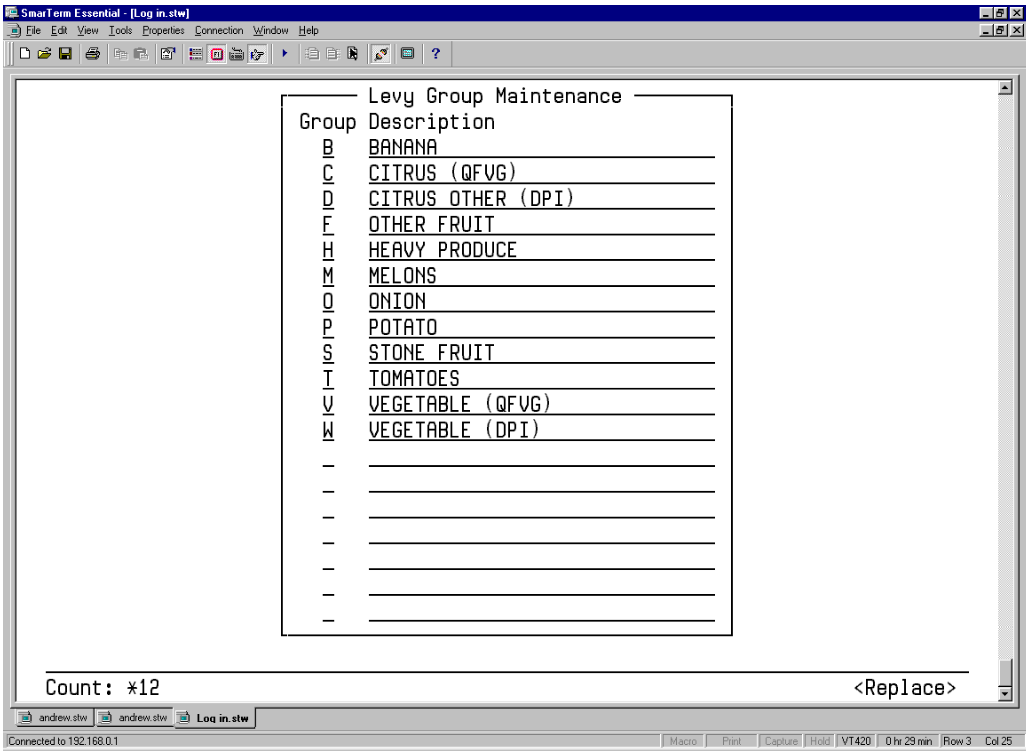
Name Enter the name of the Field Rep. Up to 20 characters may be used.

To modify a Field Rep code or name, position the cursor on the record to be changed (using [NxtRec] and [PrvRec]), make the required changes and press [Commit] to save the changes to the database.

To delete a Field Rep code, position the cursor on the record to be deleted (using [NxtRec] and [PrvRec]) and press [DelRec].

1.13 Levy Group Maintenance

Levies are assigned to levy groups. These groups are used in determining whether a purchase is subject to a levy charge.



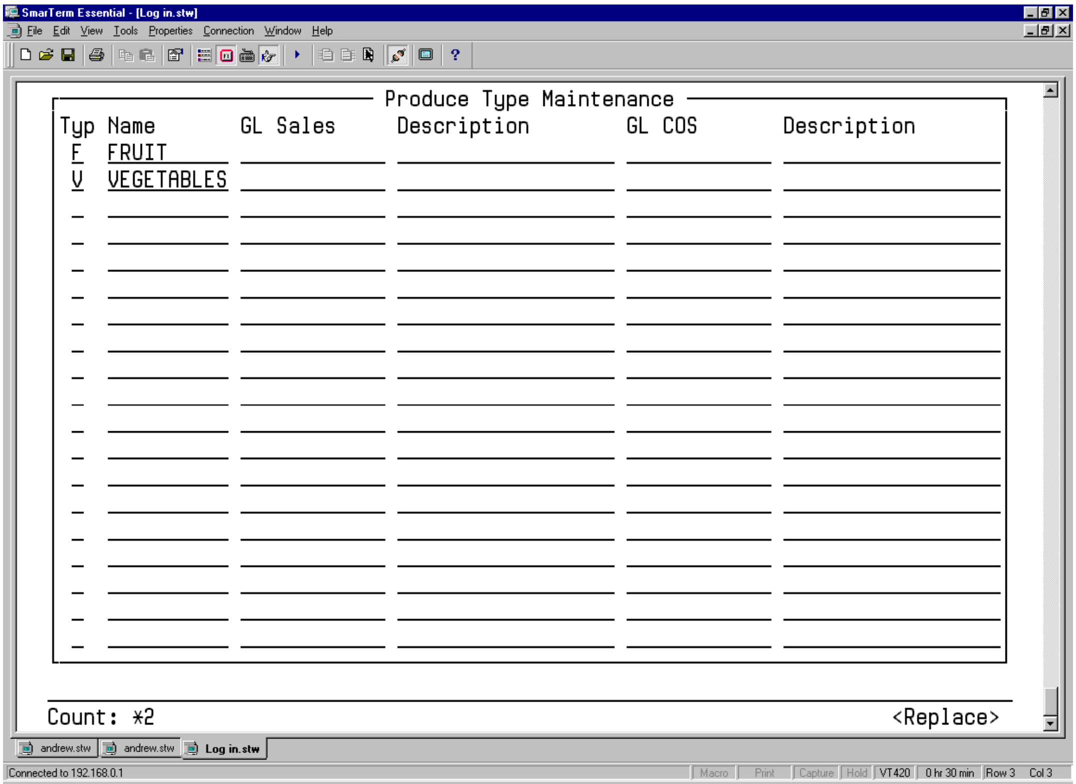
Information required for each levy group:

Levy Group A unique one character code that identifies the levy group.

Levy Group Name Name of the levy group.

1.14 Produce Type Maintenance

Each produce record is grouped into a produce type group. Produce types can be created and maintained in this form.



Each produce type requires the following information:

Produce Type A single character code that can be used to define the produce type. Allowable values are A-Z and 0-9.

Produce Name The name of the produce type.

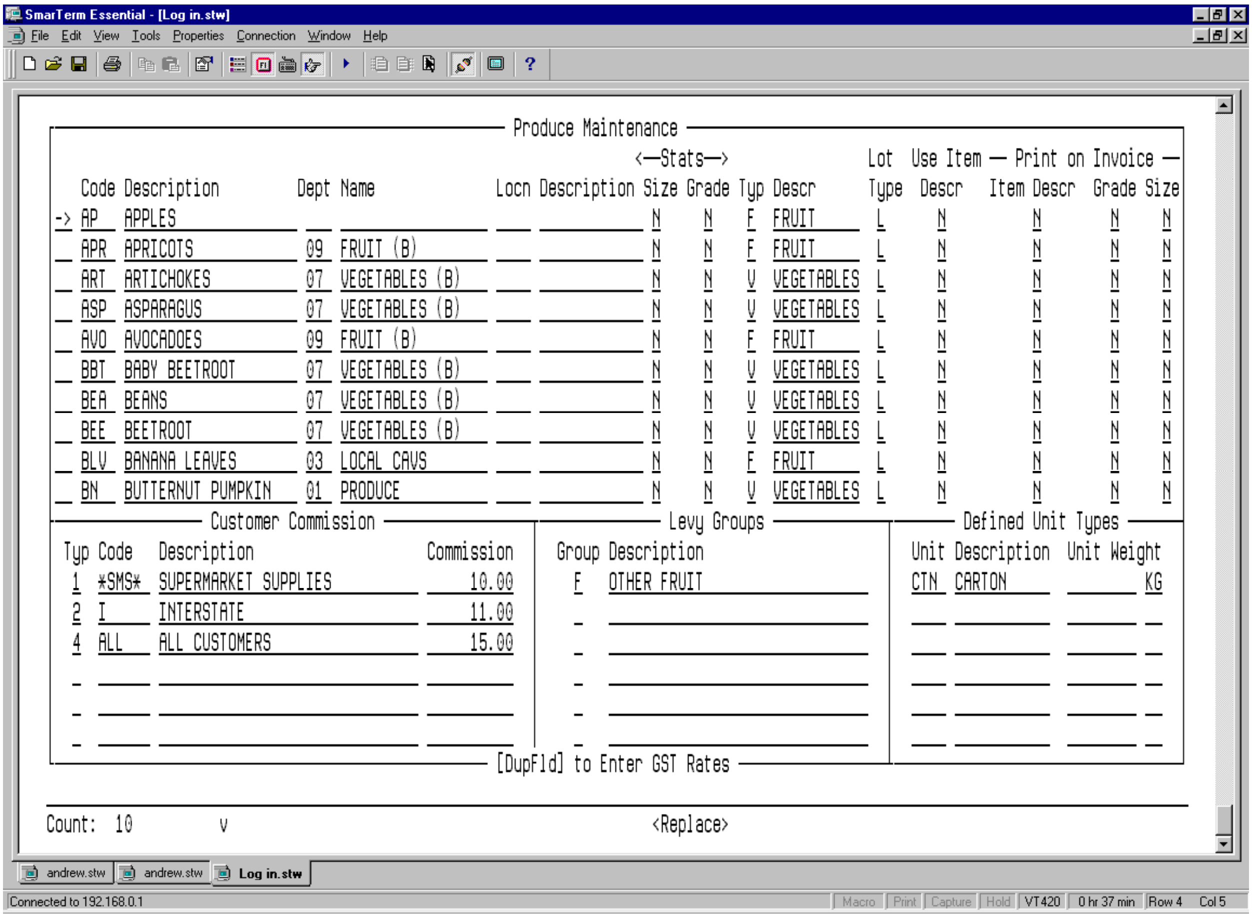
GL Sales The General ledger code that will be charged with the value of the purchase when processing grower returns or supplier stock invoices. Upon entry of a valid GL code the description will be displayed.

GL COS The General Ledger code that will be credited with the value of the sale when processing invoices. Upon entry of a valid code the description will be displayed.

Note: The update of the general ledger will only be by product type when the general ledger update flag is set to product type in the system configuration file.

1.15 Produce Maintenance

Use this form to create or alter produce master records. An example of produce master records are CAR - for Carrots.



Information required on the form includes:

Produce Code A code, of up to 4 characters, used to define this produce. This is followed by the description of this produce.

Department Code The department associated with the produce. Press [ListVal] to display valid department codes. The Department Name is displayed upon entry of a valid department code.

Location Code Enter the default location for this produce. Press [ListVal] to display all valid location codes. The location description is displayed on entry of a valid location code.

Size Flag Enter (Y) to update stats by size.

Grade Code Enter (Y) to update stats by grade.

Produce Type The produce type that the produce belongs to. Press [ListVal] to display valid Produce types. The Produce type descriptor is displayed on entry of a valid Produce code.

Lot Type (P) indicates the produce can be pooled, (L) indicates that the produce is not normally pooled and (A) indicates that the produce is averaged.

Print on Invoice:

Use Item Descr

Enter Y here to print the item description on the invoice in place of the Produce description.

Item Descr Enter (Y) to print Item Description on all invoices.

Grade Enter Y here to print the grade of the item on the invoice. Enter N if the grade is not required on the invoice.

Count Size Enter Y here to print the count size of the item on the invoice. Enter N if the count size is not required on the invoice.

Customer Commission

Type Enter the type of customer to be applicable to the commission. Valid codes are

1: Customer Code
2: Customer Category
3: Area
4: All Customers

Code After selecting the applicable type press [NxtFld] to select the code relevant to the type. Press [ListVal] to be displayed all relevant codes for that type.

Commission Enter the Commission to be applied.

Levy Groups

Groups The produce can be associated with a number of levy groups, these associations are entered. Press [ListVal] for the full list of valid Levy groups.

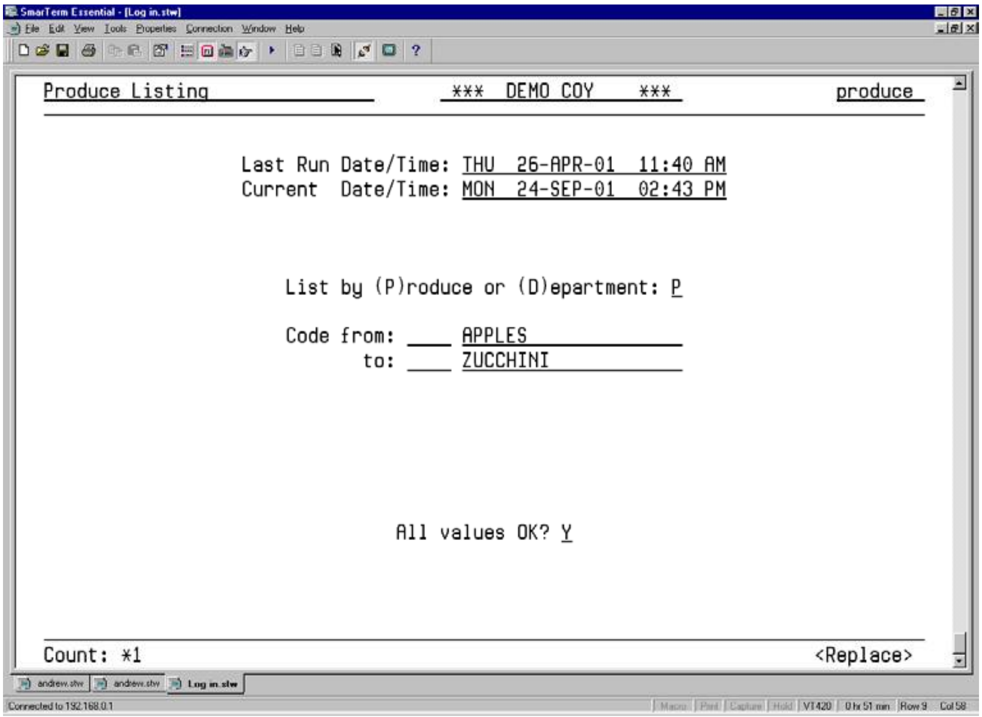
Defined Unit Types

Unit Types The produce can be associated with a number of unit types. Press [ListVal] to display valid unit types. When type has been selected the description will be displayed. Press [NxtFld] to enter the optional field 'Unit Weight'.

The [DupFld] key has been mapped to shortcut to the 'Produce GST Maintenance' form for easy and quick keying of GST information.

1.16 Produce List

A list of produce established on the system can be produced through this option. Select the Produce List option from the Masterfile Maintenance menu. After selecting the print/display option from the printer selection screen, and the following screen will be displayed:



Make your report selection by completing the following fields:

List by (P)roduce or (D)epartment

Enter P for the report to be listed by produce or D for the report to be listed by department.

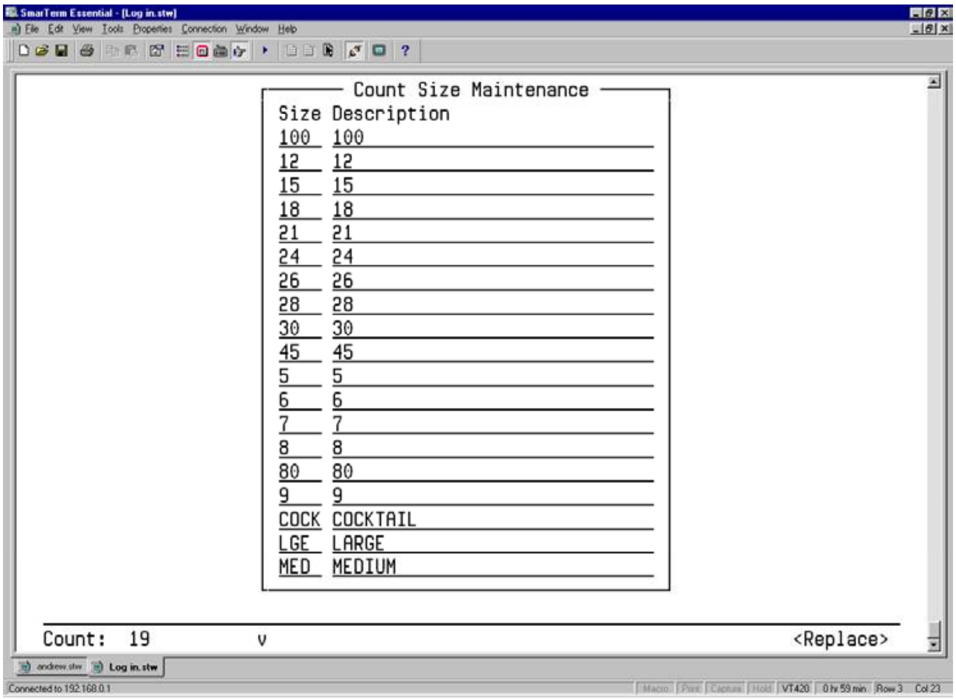
Code from Enter the beginning produce or department code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code.

to Enter the ending produce or department code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the last code.

All value OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

1.17 Count Size Maintenance

Count-size denotes the size of the produce. This screen allows the user to establish the valid types of count-size. Details needed are the Count-size and it's Description.



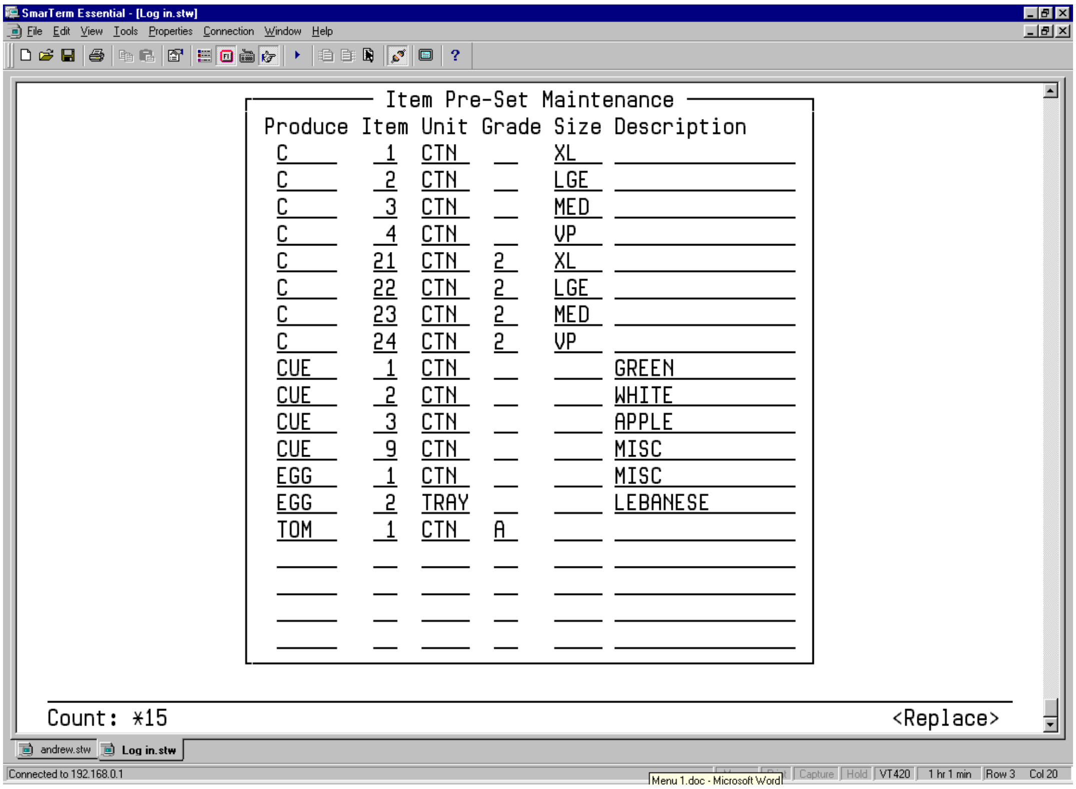
Enter the following fields:

Size Enter a unique 4 character code to be used for nominating the count size of the produce.

Description Enter a description for the count size entered in the previous field.

1.18 Item Pre-Set Maintenance

This screen is used in conjunction with Lot entry. Data Entry Standards in the way Lots are entered into the system can be established and maintained in this screen. An example of a such standard could be: the first item of every lot of tomatoes is to be entered as Cartons with a Grade of 'A'. To establish this standard select the Item Pre-set Maintenance option from the Grower Crop/Yield Maintenance menu and the following screen will be displayed:



Enter the following fields:

Produce Enter the product code or press [ListVal] to display valid entries. To select all produce codes enter '*'. (In the example above enter the produce code for Tomatoes.)

Item Enter the item number to be used in the Lot Entry screen. (In the example above enter the item number as '1'.)

Unit Enter the unit type or press [ListVal] to display valid entries. (In the example above enter the unit type code for cartons.)

Grade Enter the grade of the produce. (In the example enter the Grade of 'A'.)

Size Enter the count size of the produce or press [ListVal] to display valid entries.

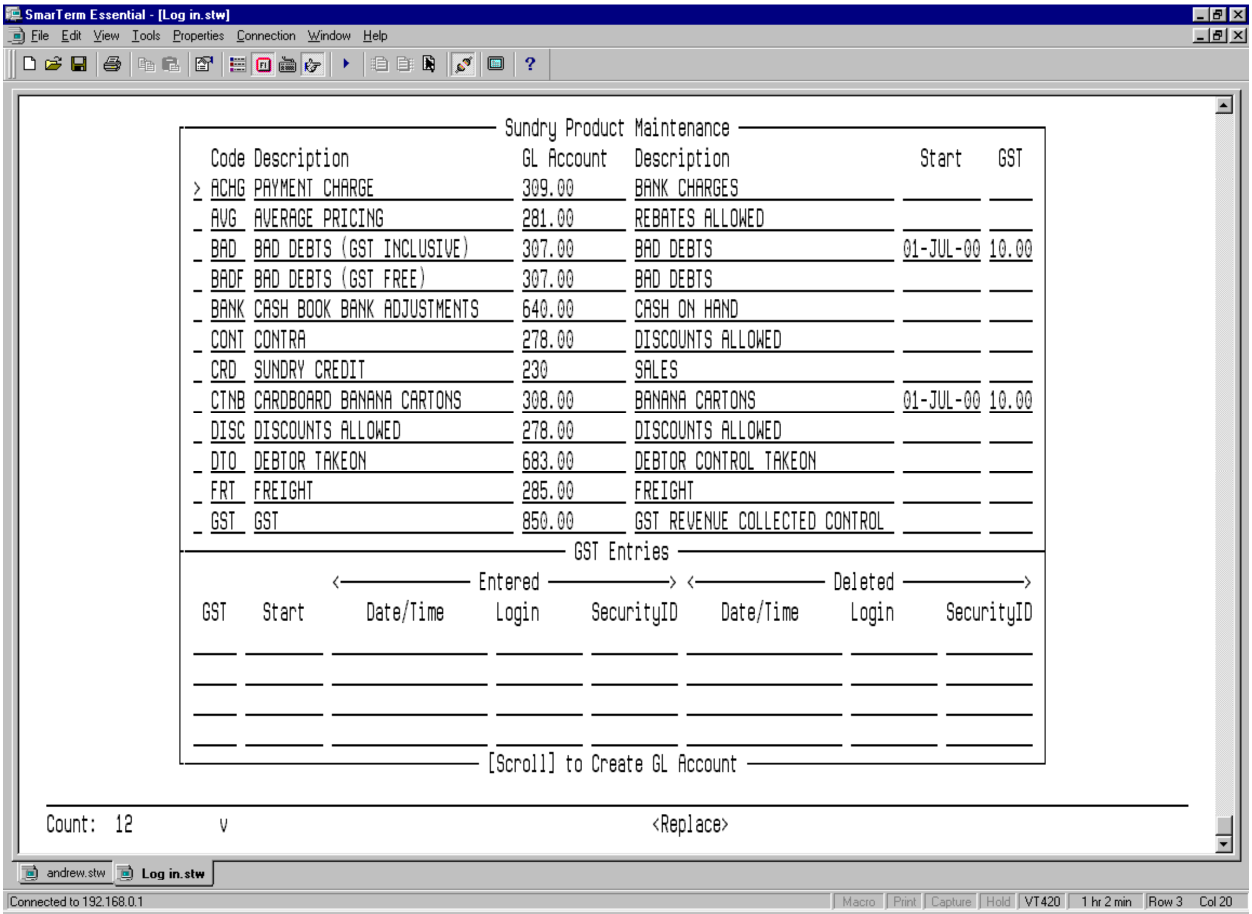
Description Enter the item description.

Press [Commit] to save these entries.

Information entered into this screen is used as a default only. Upon entry of a Lot all information entered into this screen will be used.

1.19 Sundry Product Maintenance

Non stock sales can be processed by LETTUS, instead of processing a sale with a produce code, a sundry product code is used. A sundry product is a predefined link to the general ledger.



Each sundry product record requires the following information:

Product Code The sundry product code to be used. Examples of sundry products CRD – Sundry Credit, INTR - Interest charges.

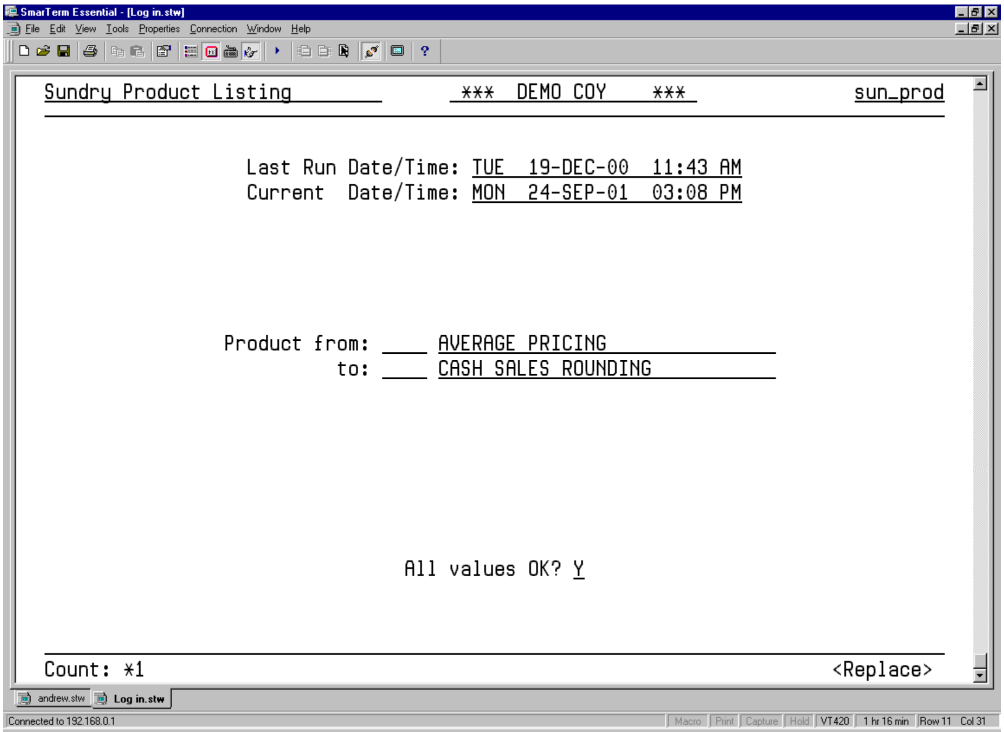
Description The description of this sundry product code.

GL Account The general ledger code that will be credited with the value of the sale when processing invoices. Once entered the description of this account will appear to the right of the account.

GST Entries Press [NxtBlk] to enter GST rate and start date.

1.20 Sundry Product List

Select this option to print a list of sundry product codes established on the system. After selecting the print/display option from the printer selection screen the following screen will be displayed:



Make your report selection by completing the following fields:

Product from Enter the beginning product code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the first code.

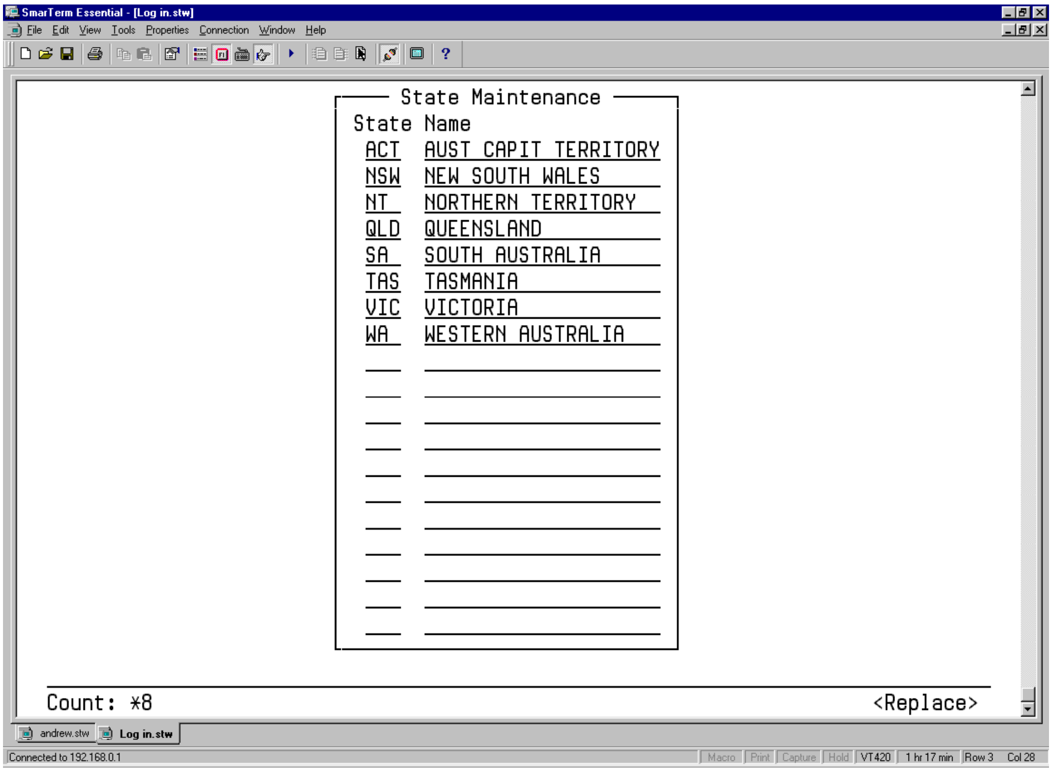
to Enter the ending product code of the range to report on. [ListVal] may be used to assist in the selection of a code. Pressing [NxtFld] will default this field to the last code.

All value OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

1.21 State Master Maintenance

This form allows you to create valid abbreviations for address states used within the system.

The states are used throughout the system in address details, shipping details and invoicing. In each of these areas you may only select a state if it has been established via this maintenance screen.



Each state record requires the following:

State A unique 3 character code used to identify the state. For example QLD or NSW.

Name The full name of the state. For example Queensland or New South Wales.

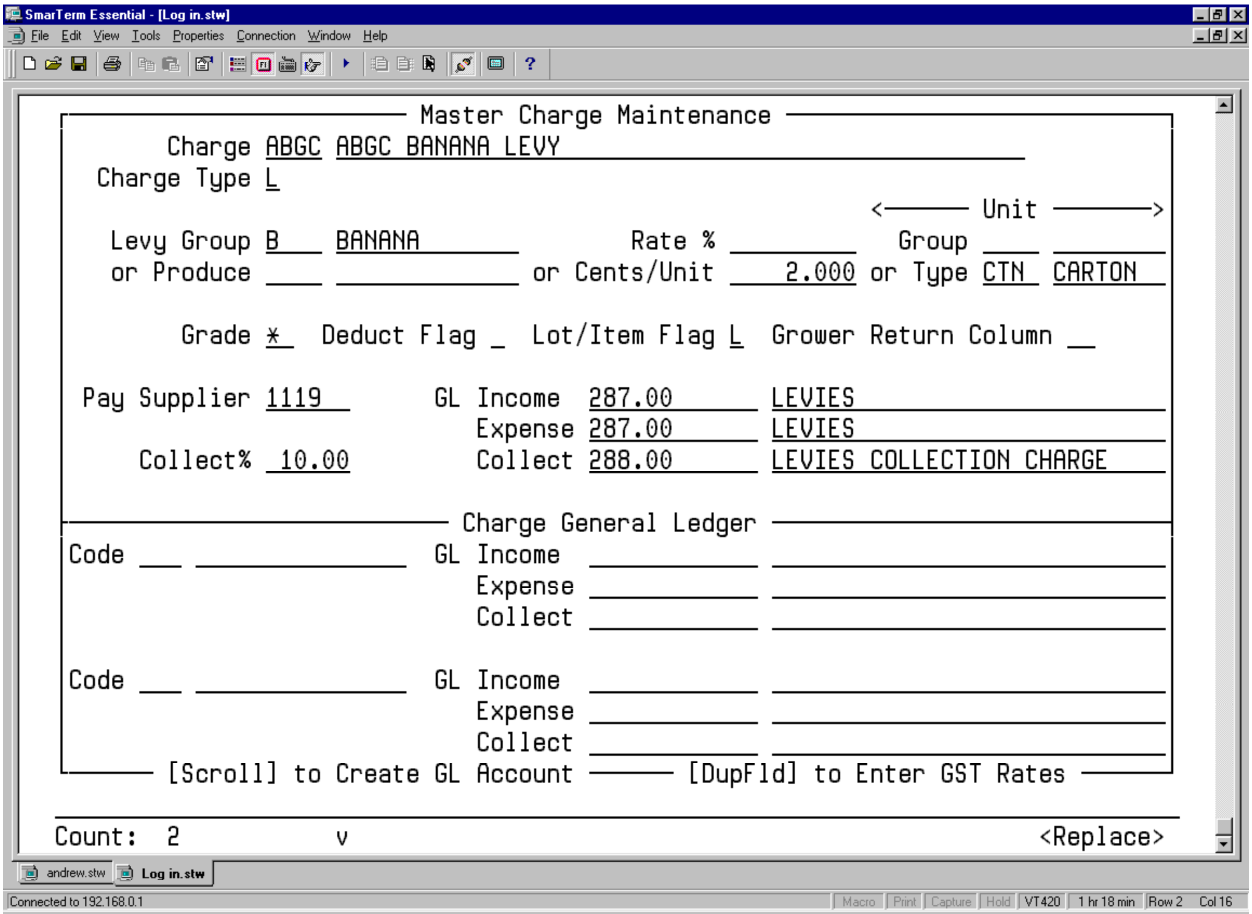
1.22 Master Charge Maintenance

Master Charge Records provide the mechanism to deduct or add charges to a grower return.

Examples of master charge records are:

- Freight Charges - These can be recovered from the grower,
- Levies - These can be charged to the grower,
- Bin Hire - Hire costs can be recovered from the grower.

This form is used to create and maintain master charge records.



The following fields are available on this form:

Charge Code A code used to define this charge. This is followed by the description of this charge code.

Charge Type Four types of charges are supported by the LETTUS system. These are:

(L)evy Where a levy is imposed either by levy group or by product and this is collected on behalf of a third party. A commission for collecting the levy is charged to the third party.

(F)reight Where freight charges are imposed and collected on behalf of the transport company. A commission may be charged to the transport company.

(C)ommission Where sales commissions are charged to the grower.

	(M)iscellan.	Where a variety of miscellaneous charges are made as a result of a sale. If required a collection fee may be charged.

Levy Group This field contains the levy group that this charge belongs to. This group must have already been set up using the Levy Group Maintenance.

This field is optional. For charge types of L and M either this field or the produce field must have an entry. So if this field is not entered then the produce field must be entered.

Rate% This field shows the levy rate as a percentage of the sale to which the levy applies. You may either enter the rate as a percentage using this field or as a flat rate using the Cents/Unit field. You may change this rate if you wish.

Produce The single produce for which a levy is to be charged. This field is available only if the levy group is blank.

Cents/Unit If the Rate% field is blank then you may enter a flat cents per unit levy rate here. If a Rate% was entered then this field will not be available.

Group Either enter a valid Unit group or press [NxtFld] to enter a unit type. Press [ListVal] to display all Valid Unit Groups.

Type Enter a valid unit to which the Cents/Unit charge applies. Press [ListVal] to display all valid Unit codes. Enter an asterisk (*) to have this rate apply to all units.

Grade Here you enter the grade of the produce that will attract this charge. Only produce that have a matching grade will be subject to this charge.

If this field is left blank then grades of a blank, A, and 1 will attract this charge. Enter an asterisk (*) to apply this charge to all grades.

Deduct Flag Enter (A) to force charge to be average deduct, (Y) to be deduct and (N) to be no deduct.

Lot/Item Flag If this flag is set to (L) then the charges will be applied at Lot level. If this is set to (I) then the charges will be applied at Item level.

Grower Return Column Number
If Grower Return Stationery type 2 (132 column) is chosen in the configuration file (refer Menu 0), enter the column number in which to print levy deductions.

Pay Supplier This field shows the code of the supplier to whom the charges will be paid.

Collect % This is the commission percentage that will be kept by the wholesaler for collecting this charge on behalf of the supplier nominated in the Pay Supplier field.

GL Income The default General Ledger account that will be credited with the income from the levy.

GL Expense The default General Ledger account that will be credited with the payment of the levy to the supplier.

GL Collect The default General Ledger account that will be credited with the commission paid for the collection of the levy.

The General Ledger may be based on Department, Supplier Type or Produce type. For each of these types you may specify a specific General Ledger code to be used instead of the default codes. If codes are entered under Charge General Ledger then these codes will be used instead of the default codes for the specific Department, Supplier Type or Produce type.

Thus you may have a specific set of General Ledger codes for some departments where you need this level of control and allow the others to default (by leaving them blank).

Charge General Ledger block

Code The code for the department, supplier type or produce type for which it is desired to specify specific General Ledger accounts. The type of code that is allowed will depend on how the General Ledger has been established.

GL Income The specific General Ledger account that will be credited with the income from the levy.

GL Expense The specific General Ledger account that will be credited with the payment of the levy to the supplier.

GL Collect The specific General Ledger account that will be credited with the commission paid for the collection of the levy.

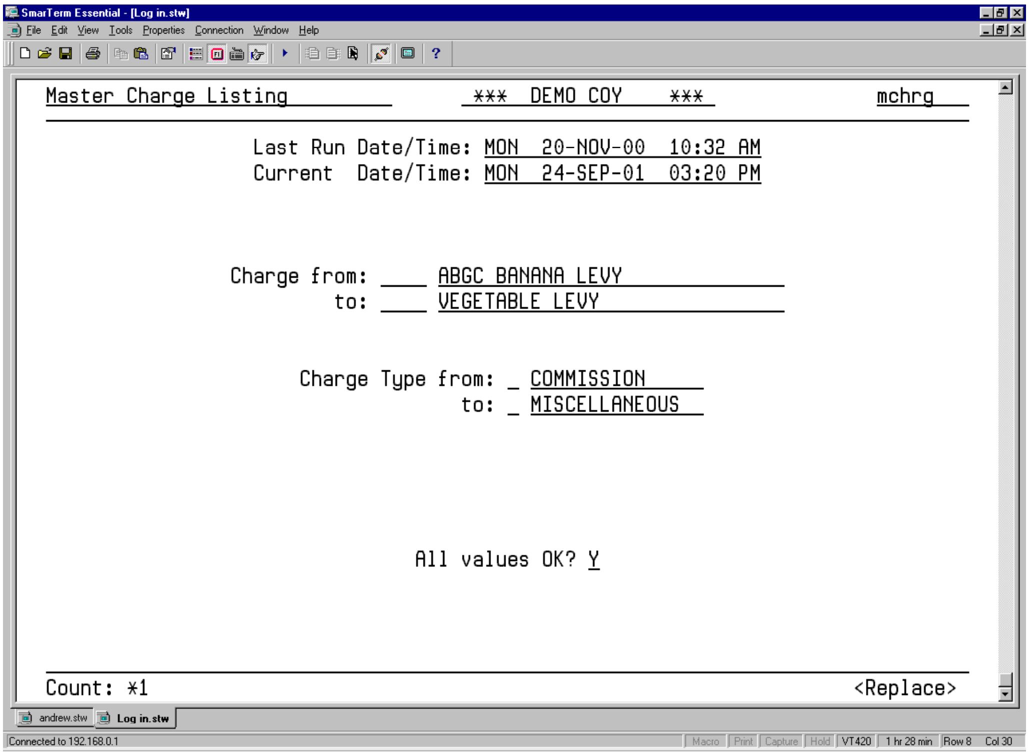
See Section 6 (Auto-Charge Generation) for more information on automatically applying Master Charges to Supplier records.

The [DupFld] key has been mapped to shortcut to the ‘Master Charge GST Maintenance’ form for easy and quick keying of GST information. While in the form Master Charge Maintenance press [DupFld] to display additional form. Press [Exit/Cancel] to return to original form.

The [Scroll] key has been mapped to shortcut to the ‘General Ledger Account Maintenance’ form for quick and easy adding of General Ledger Account information. While in the form Master Charge Maintenance press [Scroll] to display additional form. Press [Exit/Cancel] to return to original form.

1.23 Master Charge List

Select this option to print a list of master charge records established on the system. After selecting the print/display option from the printer selection screen the following screen will be displayed:



Make your report selection by completing the following fields:

Charge from Enter the beginning charge code of the range to report on. [ListVal] may be used to assist in the selection of a charge code. Pressing [NxtFld] will default this field to the first charge code.

to Enter the ending charge code of the range to report on. Pressing [NxtFld] will default this field to the last charge code. If only one code is required enter the same code in this field as entered in the charge from field.

Charge Type Enter the beginning charge type of the range to report on. [ListVal] may be used to assist in the selection of a charge code. Pressing [NxtFld] will default this field to the first charge type.

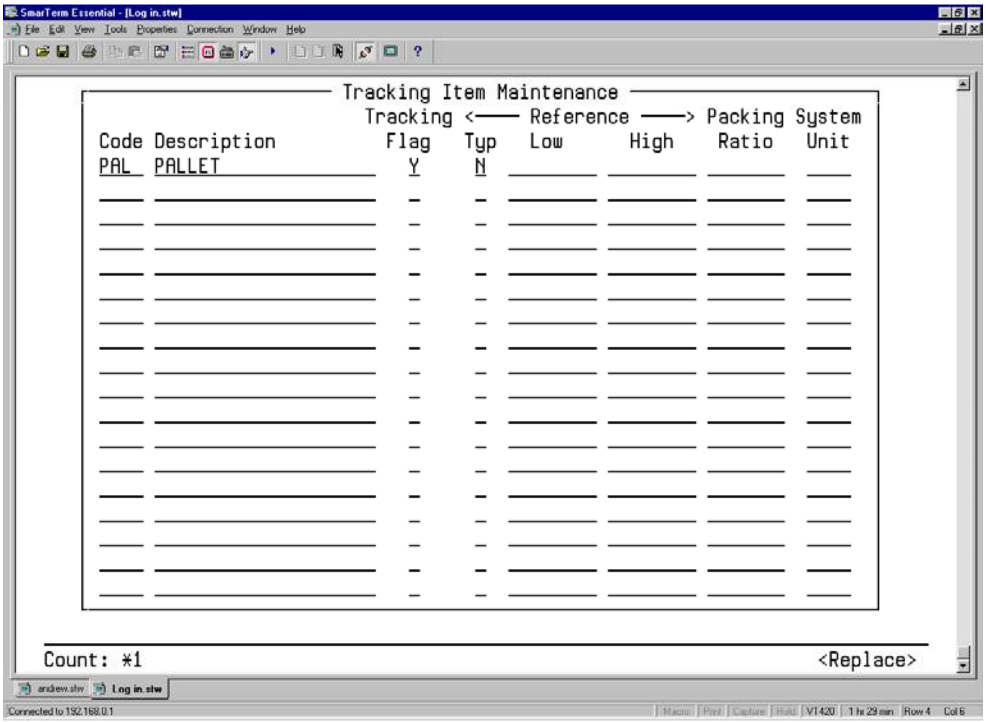
to Enter the ending charge type of the range to report on. Pressing [NxtFld] will default this field to the last charge type. If only one charge code is required enter the same type in the field as entered in the charge type to field.

All Values OK? If you need to change any report selection values enter N and press [NxtFld]. If all of the values entered are acceptable then you may accept the default value here by pressing [NxtFld]. The report will now be printed to the device specified in the printer selection form.

1.24 Tracking Item Maintenance

Items to be tracked are maintained through the Tracking Item Maintenance form. It details item codes, item descriptions and optional user references.

On selection of the Tracking Item Maintenance menu option the following form will be displayed:



To set up an item record the following fields are entered:

Code Enter here a unique code for the tracking item. For example: 'DPAL' for Domestic Pallets.

Description Enter here a description for the code entered in the previous field.

Flag If this Item is used for Tracking enter (Y)es otherwise (N)o

Reference Type Enter the User Item Reference type here. Valid options are:

- Y - The User Item reference field will be mandatory when entering a tracking transaction i.e. the system will force a value to be entered in the reference field.
- N - No User Item reference is to be entered.
- O - An entry into the user item reference field when entering tracking transactions is optional.

Reference Low For those items where the user reference is mandatory or optional a range can be entered. Enter here the beginning reference value for this item. Characters can be either Alphabetical or Numeric.

Reference High Enter here the ending reference value for this code.

When entering a transaction the entered value is validated against these two fields. The entry must be between these two fields. Note that numerical characters are considered lower than alphabetical characters.

Packing Ratio Optionally enter the ratio of this Item to the System base Packing Unit