

## Program Master Maintenance

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### **Program Master Maintenance**

**Graphics Menu: Inventory - Templates - Program**

**Treeview Menu: Master/Codes - Maintenance - Inventory - Program Master**

This is one of the required masters used for fulfillment releases or order entry processing. Each program master is used to define fulfillment releases or order entry defaults and reporting abilities. In some cases there may be several program masters created to manage a single program. A standard example of this would be a customer owned program. Customer owned programs require a minimum of two program masters to separate activity related to purchasing of customer owned merchandise and releases to the customer or other recipient.

#### **General Tab Option**

##### **Program #**

An alpha-numeric identifier assigned to each program. This number becomes the basis for lookups and reporting sort selections.

- **Tip: Use the program number to control inventory and fulfillment reporting sorts and selection options.**

## Name

The name of the program. This is also used in lookups.

## Owned by

This is to indicate if all items are owned by the Customer or by the House. If the customer is billed up front for the merchandise, then this program must be customer owned. If some items are house owned and some customer owned, the program must still be customer owned.

## Customer #

If you wish to limit company/companies who can purchase through this program you must enter a valid customer account number. If a valid customer account number is entered, then only customers with that account number or master account number will be able to purchase through this program in Fulfillment order entry. An entry of zero will allow anyone to purchase through this program.

## Ship From Cust #

Indicates an Item Cust # that the items for this program may be released from. The customer number will limit the default look up for items during order entry. A stock item lookup can still be selected.

## Catalog #

References the catalog name or number for this program.

## Begin/End dates

If valid dates are entered in these fields, the system will only allow an order

to be processed within the date range.

- **Tip: If the dates are left blank, then fulfillment orders can be entered indefinitely.**

## Contact

The corporate contact person for this program is used only for reference.

- **Tip: A lookup is available that lists all contacts for the customer # listed.**

## Salesperson Tab Option

### SI #

Enter the salesperson number that is receiving commission on this program. The salesperson, if there is one, will come into fulfillment order entry from the program master instead of the customer master. If you leave the salesperson number zero, then the salesperson will default based on the customer master that is entered on the order. Fulfillment orders can have multiple salespeople and can use a commission table.

SI #	Name	Comm type	* Sls/Cst split %	Comm...	Tbl #
0			100.00	0.00	0

\* = Used for reporting purposes only. Does not affect earned commissions.

Add Edit Delete

Add View Edit Delete Save Cancel Report Close

## Order Tab Option

### Invoice type

Individual will create a single invoice for each order record. Consolidated invoicing will group invoices by bill to customer and program to create one invoice for that group. This field establishes a default to use during Fulfillment order entry, but may be changed at the time of order

entry.

The screenshot shows a software window titled "Viewing Program" with a menu bar containing "General", "Salesperson", "Order", "Ret addr", "G/L", "Sales", "Misc", and "Ecommerce". The "Order" tab is active. In the "Invoice type" section, the "Individual" radio button is selected, and the "Invoice msg" field contains the value "0". Below this, the "Print packing lists" and "Print order manifests" checkboxes are checked. A "Handling charge" section contains an unchecked checkbox. The "Item #", "Sub #", and "Cust #" fields are empty. The "Ship Via" and "Freight Table" fields are also empty. At the bottom of the window, there are buttons for "Add", "View", "Edit", "Delete", "Save", "Cancel", "Report", and "Close".

### Invoice message

This is the invoice message code. You can enter an invoice message code on the program master to default during Fulfillment order entry. This can be changed during order entry.

### Print packing list

A checkmark indicates that you will require a Fulfillment packing list to be created for each order.

- **Tip: Prebilling orders do not create packing lists. If this program will be used exclusively for prebilling, then uncheck this box.**

### Print order manifests

A checkmark indicates that you will require a Fulfillment manifest to be created for each order. Prebilling orders will only generate a manifest. This is also a document that may be used as an acknowledgement to the customer or may be used for in house purposes.

- **Tip: The wording can be changed in company information to read acknowledgement instead of manifest.**

### Handling charge

Fulfillment order entry allows the feature of adding an automatic handling charge to the order. To use this function a valid "MC" item master will need to be created.

### Ship via

The ship via default for Fulfillment order entry, which can be changed on any fulfillment order.

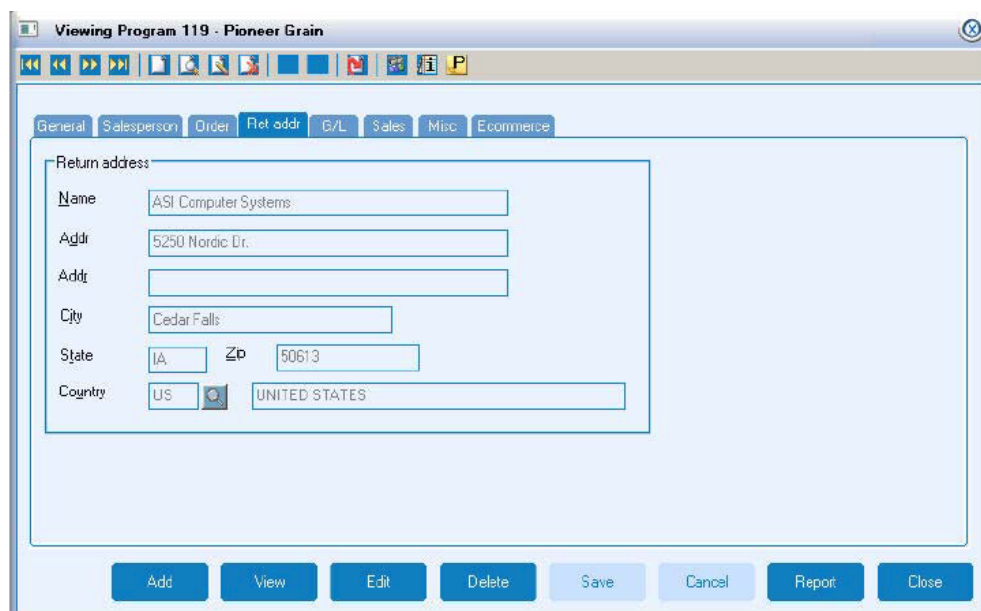
## Freight table

Enter the freight table number that you want this program to use. An entry of zero will indicate that you are not using a freight table master and will be adding freight charges during "Bill/Ship Customer Orders."

## Return Address Tab

### Return address

This is the address that you wish to return the product to if it is not deliverable. This is usually the distributors address and will print on the packing list, manifest and purchase orders.



The screenshot shows a software window titled "Viewing Program 119 - Pioneer Grain". The window has a menu bar with options: General, Salesperson, Order, Ret addr, G/L, Sales, Misc, and Ecommerce. The "Ret addr" tab is selected. Below the menu bar is a "Return address:" section with the following fields:

Name	ASI Computer Systems	
Addr	5250 Nordic Dr.	
Addr		
City	Cedar Falls	
State	IA	ZIP 50613
Country	US	UNITED STATES

At the bottom of the window are several buttons: Add, View, Edit, Delete, Save, Cancel, Report, and Close.

## G/L Tab Option

General ledger accounts can be maintained by program to override the normal company information set up. The accounts that can be maintained by program are: Sales, Cost, Inventory, Variance and Accounts Receivable. Redirection of the general ledger postings can be accomplished at the item master, program master or standard company information setup, which is also the sequence used when determining the general ledger account to be used during posting. The item master will override any of the program master or company information setup.

Viewing Program 119 - Pioneer Grain

General Salesperson Order Ret addr G/L Sales Misc Ecommerce

Sales: 301 Sales-Inventory

Cost: 401 Cost of Sales-Inv Items

Inventory: 136 Inventory

Variance: 0

A/R: 0

Add View Edit Delete Save Cancel Report Close

## Sales Tab

This will show Qty of items, Qty drop ship, total sales, total cost, profit dollars and profit percent since the program started. It will also provide MTD and YTD billed merchandise, freight and miscellaneous charges.

Viewing Program 119 - Pioneer Grain

General Salesperson Order Ret addr G/L Sales Misc Ecommerce

History

Qty of items	19	Total sales	402.50	Profit \$	208.10
Qty drop ship	7	Total cost	194.40	Profit %	52

Billed

	Merchandise	Freight	Misc charges
MTD	0.00	0.00	0.00
YTD	0.00	0.00	0.00

Add View Edit Delete Save Cancel Report Close

## Misc Tab

The last tab of information is for reference only. This includes “Was the customer satisfied?”, “Use as a referral?” and “Future suggestions for this program”.

## User defined field names

Allows label/text description of information to be used during Fulfillment Order Entry processes. The operator may access user defined information

and collect additional information against the order.

Viewing Program 119 - Pioneer Grain

General Salesperson Order Ret. addr G/L Sales Misc Ecommerce

The customer was satisfied  Use as referral

Future suggestions for this type of program:

User defined field names:

Alpha 1	<input type="text"/>	Numeric 1	<input type="text"/>	Date 1	<input type="text"/>
Alpha 2	<input type="text"/>	Numeric 2	<input type="text"/>	Date 2	<input type="text"/>
Alpha 3	<input type="text"/>	Numeric 3	<input type="text"/>	Date 3	<input type="text"/>

Print user defined fields on invoice

<input type="checkbox"/> Alpha 1	<input type="checkbox"/> Numeric 1	<input type="checkbox"/> Date 1
<input type="checkbox"/> Alpha 2	<input type="checkbox"/> Numeric 2	<input type="checkbox"/> Date 2
<input type="checkbox"/> Alpha 3	<input type="checkbox"/> Numeric 3	<input type="checkbox"/> Date 3

Add View Edit Delete Save Cancel Report Close

- **Tip: This information can then be printed on the “Generic Report Generator” located in Fulfillment Reporting.**

#### **Print user defined fields on invoice**

Allows you to select each user defined field to print on the invoice and also make part of the EDI documentation.

#### **Program notes**

It is suggested to use notes to document details regarding this program so that this information is available to your staff. Information may include a general summary of program, reports required and other pertinent information.

#### **Program Interview Overview**

The interview is a series of questions and responses for a novice operator that determines the new program's setup. The response to each question either sets a default in the program master or directs the interview to additional questions needed to determine final program master setup.