Purchasing Management eXtra

User's Guide

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Purchasing Management eXtra
User's Guide

1 – Getting Started

Overview

The *PMX User's Guide* offers step-by-step instructions to guide you through installation, set-up and maintenance of the Purchasing Management eXtra system.

This manual is divided into the following chapters:

1)	Getting Started	Offers step-by-step instructions for installing the PMX system on your computer. Also provides a brief overview on the system's Master Files and the sequence in which they should be implemented.
2)	Customizing the Corporation Record	Describes the Corporation record screens used to determine your company's operating policies and procedures for the PMX system.
3)	Other Control Files	Illustrates the 20 additional Control File record types available in PMX and offers instructions on how to implement each one. These record types are optional and may be implemented as needed.
4)	System Security	Describes PMX's security and password features. Used to define valid users for PMX and determines their access to various functions within the system.
5)	Housekeeping	Illustrates various data file utility functions that must be performed periodically for system maintenance.
6)	Importing Data Files	Offers record specifications and procedures for importing existing data files such as Vendor and Material records, to your PMX system.
7)	Fax Module	Covers the installation and operation of PMX's Fax Module.
8)	Email Routing	Describes functionality to send email messages for requisition approvals.
9)	Bar Code Interface	Outlines installation and procedures used by PMX for bar code interface with Data Collection Terminals.
10)	Email Interface	Describes functionality to email purchase orders and request for quotations to vendors.
11)	Exporting Data Files	Offers record specifications and procedures for exporting purchasing, receiving and inventory transaction information from your PMX system.

Installing PMX

Before installing PMX, please make sure that your computer meets the minimum configuration requirements listed below:

- Intel Pentium 4 1.8 GHz processor or equivalent
- 512 Megabytes (MB) of RAM
- At least 1000 MB available disk space on the server
- Windows 2000 or higher
- CD-ROM drive

To install PMX, please follow the steps outlined below.

1) If you are running PMX in full screen with screen resolution set to 800 X 600, we recommend changing your taskbar's properties to the following. Right click on your **taskbar** and select **Properties** on the pop up menu. Make sure your computer is not set to **Keep the taskbar on top of other windows**. If the Taskbar is set to appear on top, it may obscure the selection buttons that appear near the bottom of the PMX data entry screens. Alternatively, you may configure the Taskbar to '**Auto-hide**', causing the taskbar to disappear when not in use.
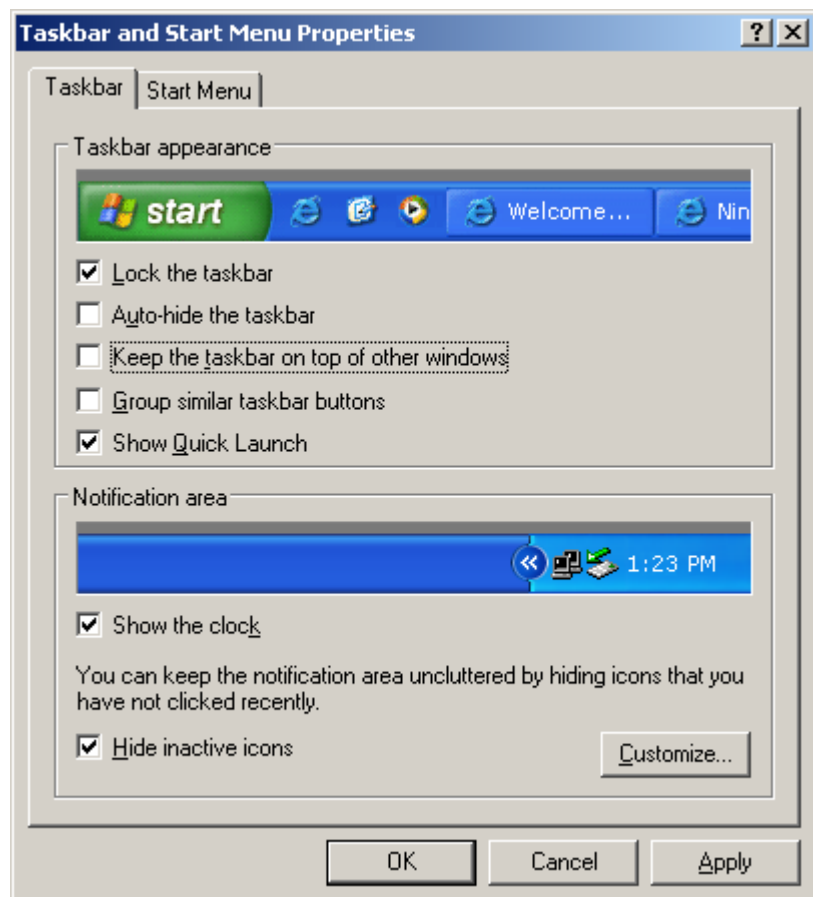
2) Insert the Purchasing Management eXtra Installation CD into your CD-ROM drive.

3) From the Windows Start menu choose **Run**. Type the command E:\PMX Setup.exe, and then choose **OK**. Remember that if your CD-ROM drive carries a designation other than **E:,** substitute the appropriate drive letter.

   Another alternative is to select the **Browse** option and double-click on the PMX Setup.exe program located in the root folder.
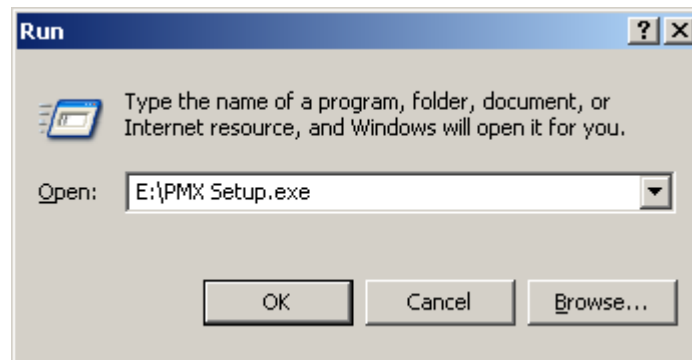
4) The installation process will start.
   Then press **Next**.

5) In the textbox, enter a location where you wish to store the PMX software. By default, the installation process creates a folder named PMX on the root of C drive. Sub-folders APBRIDGE and REPORTS are also created.
Then press **Next**.

6) The message box pops up, if the given PMX folder does not already exist. Then press **Yes** to confirm.
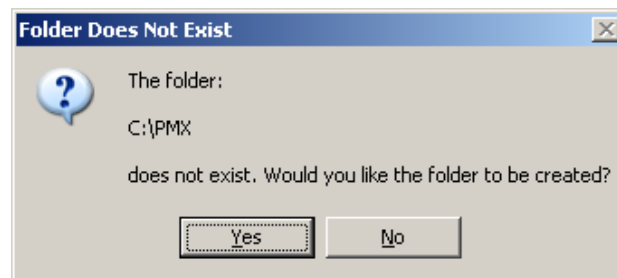
7) In the textbox, enter a location where you wish to store the PMX data files. By default, the installation process creates a subfolder named DATA under the PMX program folder.
Then press **Next**.

8) The Installation process creates a PMX program shortcut in the start menu, the default folder name is PMX.
Then press **Next**.

9) Make sure information listed here is correct.
Then press **Install**.

10) A status screen will appear on your screen as the installation transfers the required files to your computer.

11) Once the installation is complete, the following screen will display. Press **Finish** to exit the installation.
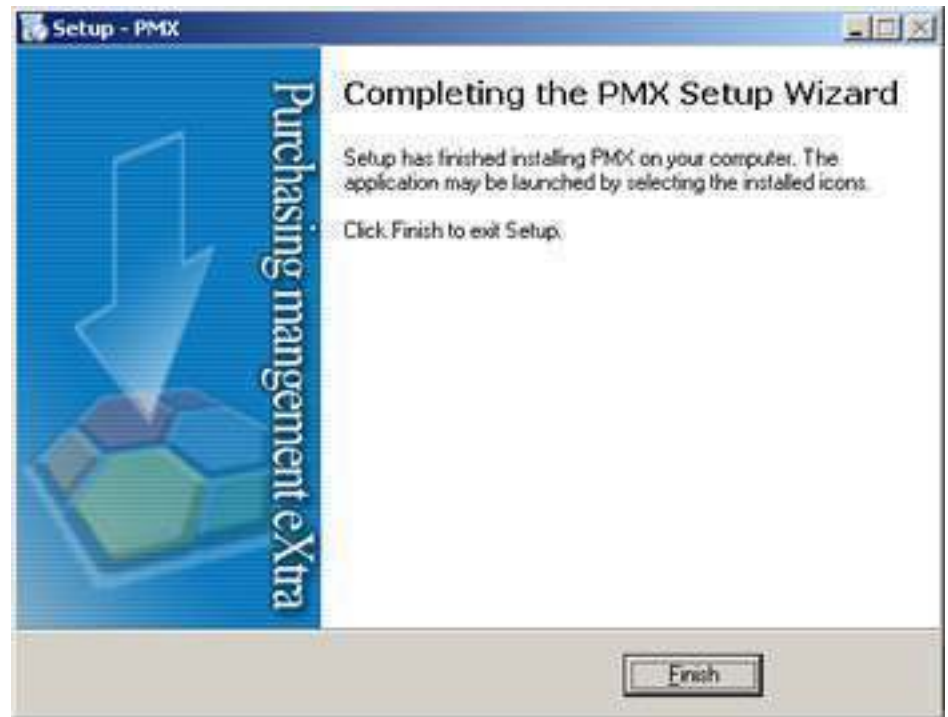
12) The installation automatically creates a PMX Software shortcut on your desktop as shown below.

Creating a Database for PMX – SQL Server 2000 version only

To set up a SQL Server 2000 database for PMX please follow the steps outlined below. NOTE: The PMX database needs to be created on a SQL server that has a case insensitive collation. You must specify "Mixed Mode Authentication" under Properties, Security tab of SQL Server if not done during installation.

Create a new database, build the PMX database tables and Stored Procedures

1) Open SQL Enterprise Manager and click on **Databases** folder.

2) Click on **Tools** and then **SQL Query Analyzer**.

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3) Click on **File** and then **Open**.
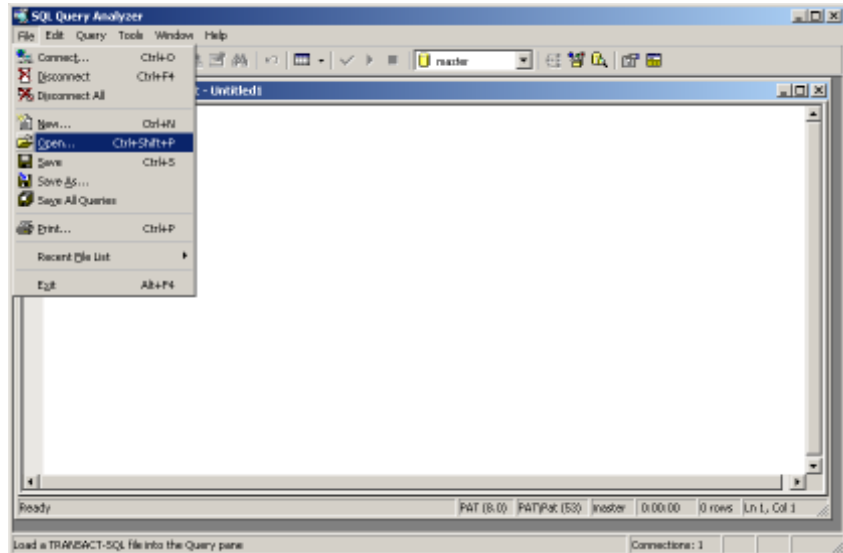
4) Browse to the SQL script titled **Create_NEW_PMX_2000.SQL** in the root of the installation CD. This script will create a new database and build the PMX database tables. Click on the script and then click on the **OPEN** button.
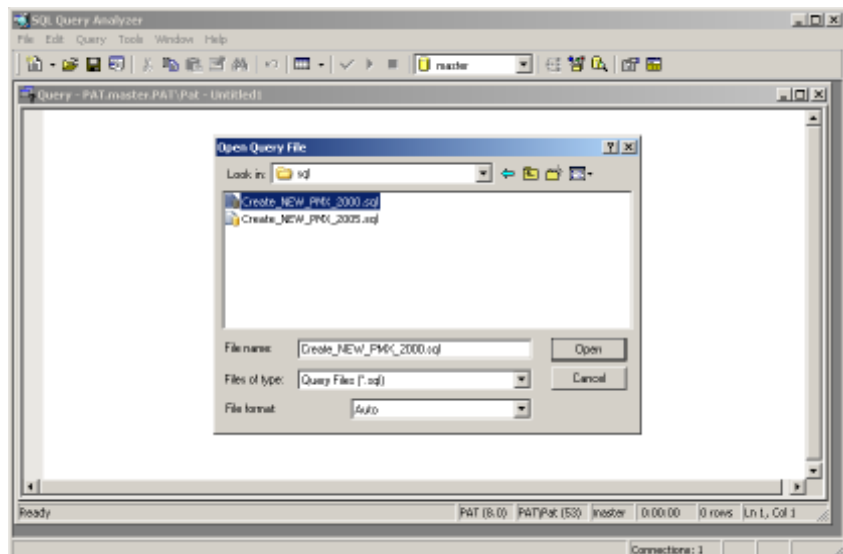
5) Click the Green Triangle button to execute the script.
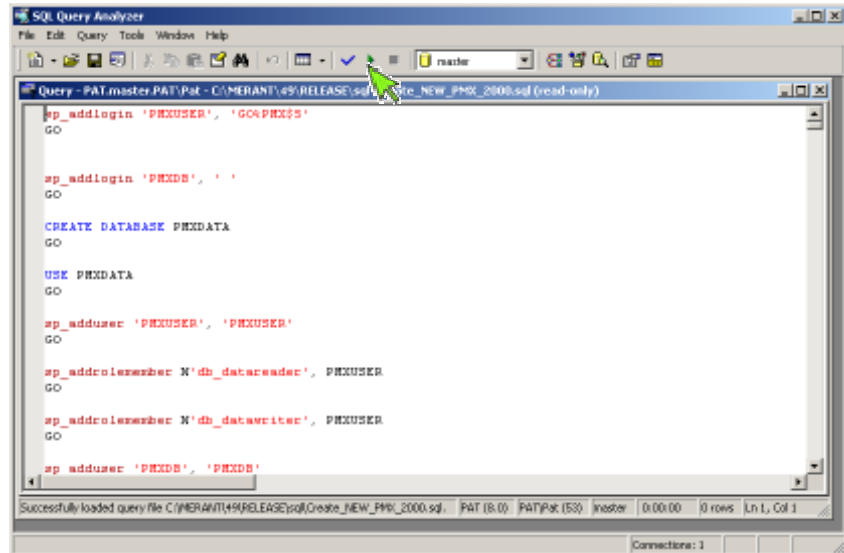
6) Close the SQL Script and then close SQL Query Analyzer

7) Repeat steps 1 thru 5 to build the PMX stored procedures. Choose the SQL script titled **STORPROC.SQL** instead of **Create_NEW_PMX_2000.SQL** in step 4.

8) Close the SQL Script and then close SQL Query Analyzer

9) Proceed to the Section titled **Completion of PMX Database setup for SQL 2000 and 2005 versions** and follow the instructions in the topic **Create an ODBC source connection on all workstations**.

Creating a Database for PMX – SQL Server 2005 version only

To set up a SQL Server 2005 database for PMX please follow the steps outlined below. NOTE: The PMX database needs to be created on a SQL server where you must specify "Mixed Mode Authentication" under Properties, Security tab of SQL Server if not done during installation.

Create a new database, build the PMX database tables and Stored Procedures

1) Open SQL Server Management Studio and click on **Databases** folder.
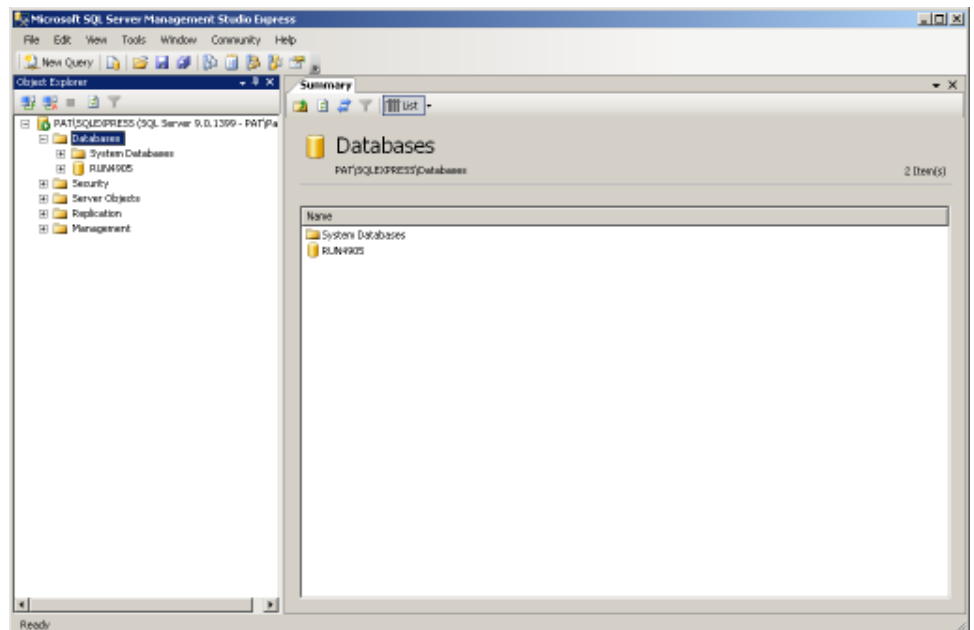
2) Click on **File** and then **Open** and then **Open**
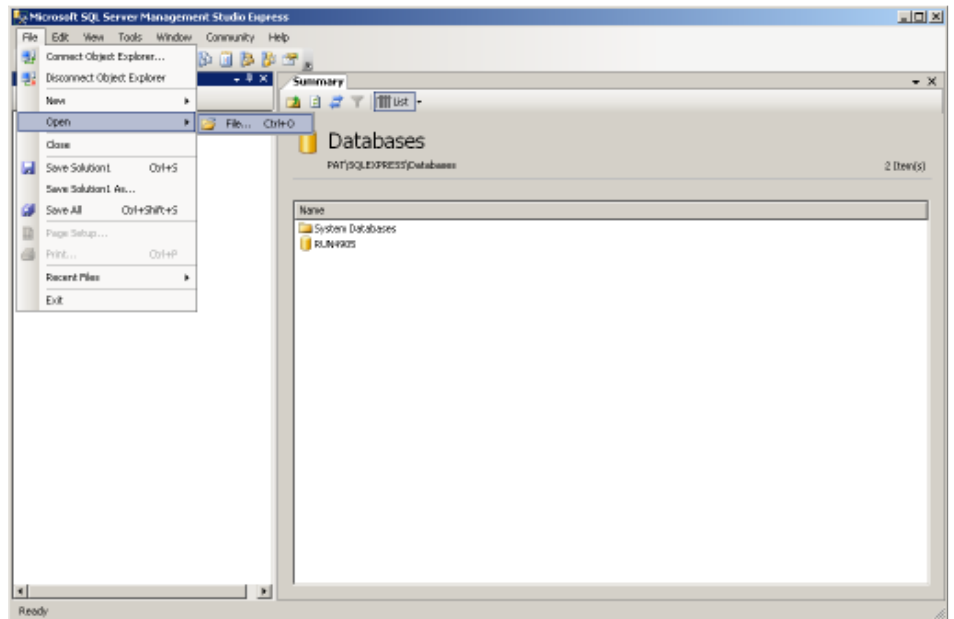
3) Browse to the SQL script titled **Create_NEW_PMX_2005.SQL** in the root of the installation CD. This script will create a new database and build the PMX database tables. Click on the script and then click on the **OPEN** button.
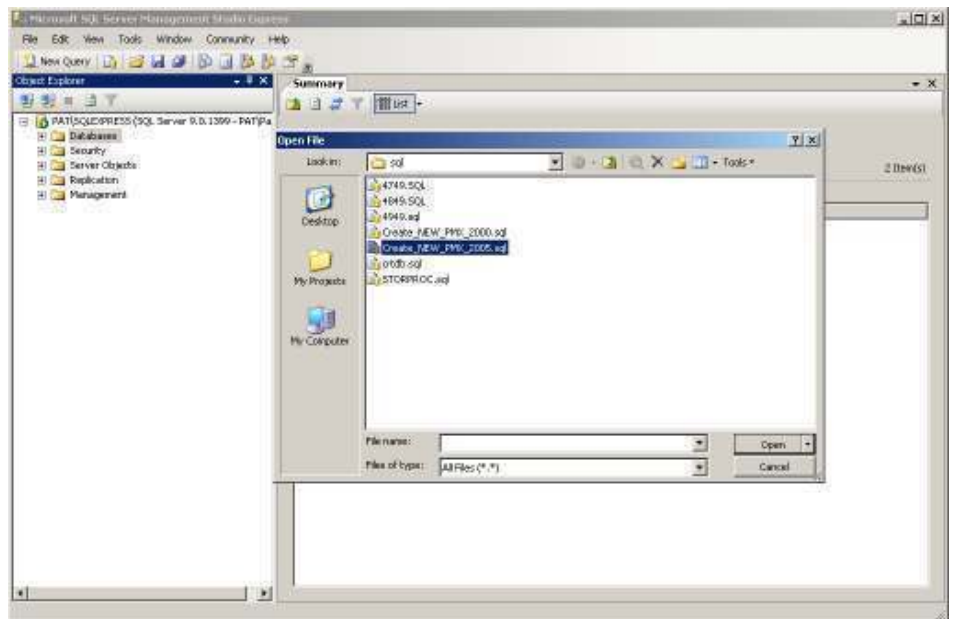
4) Click the Red Exclamation Point Execute button to execute the script.
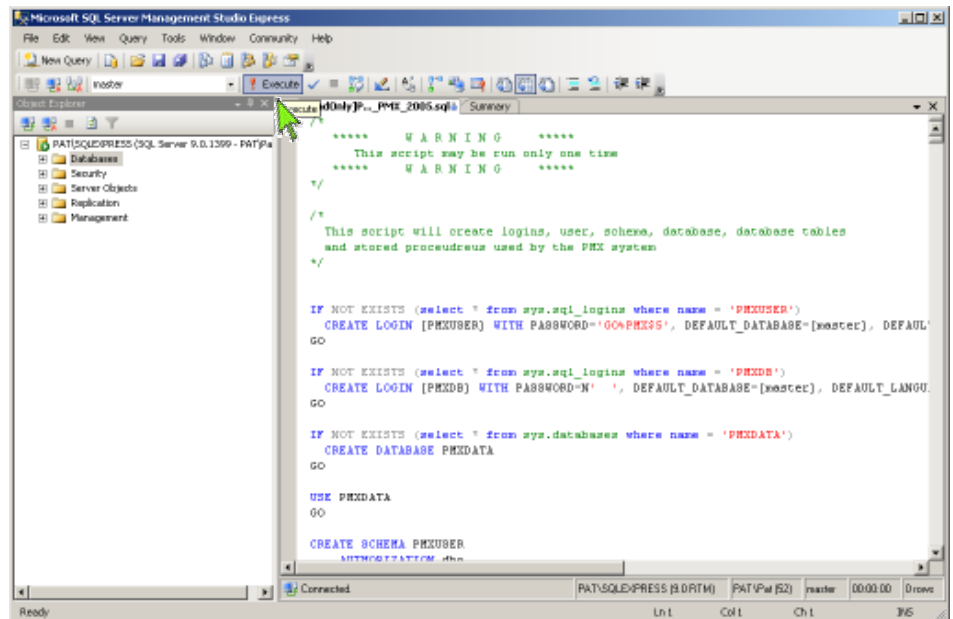
5) When the Query executes successfully, close the SQL script file.

6) Repeat steps 1 thru 5 to build the PMX stored procedures. Choose the SQL script titled **STORPROC.SQL** instead of **Create_NEW_PMX_2005.SQL** in step 3.

7) When the Query executes successfully, close the SQL Script file.

8) Proceed to the Section entitled **Completion of PMX Database setup for SQL 2000 and 2005 versions.**

Completion of PMX Database setup for SQL 2000 and 2005 versions

Create an ODBC source connection on all workstations

> 1) From the work station's desktop go to **Control Panel**, **Administrative Tools**, **Data Sources (ODBC)**. Switch to the **System DSN** tab and click on the **Add** button.
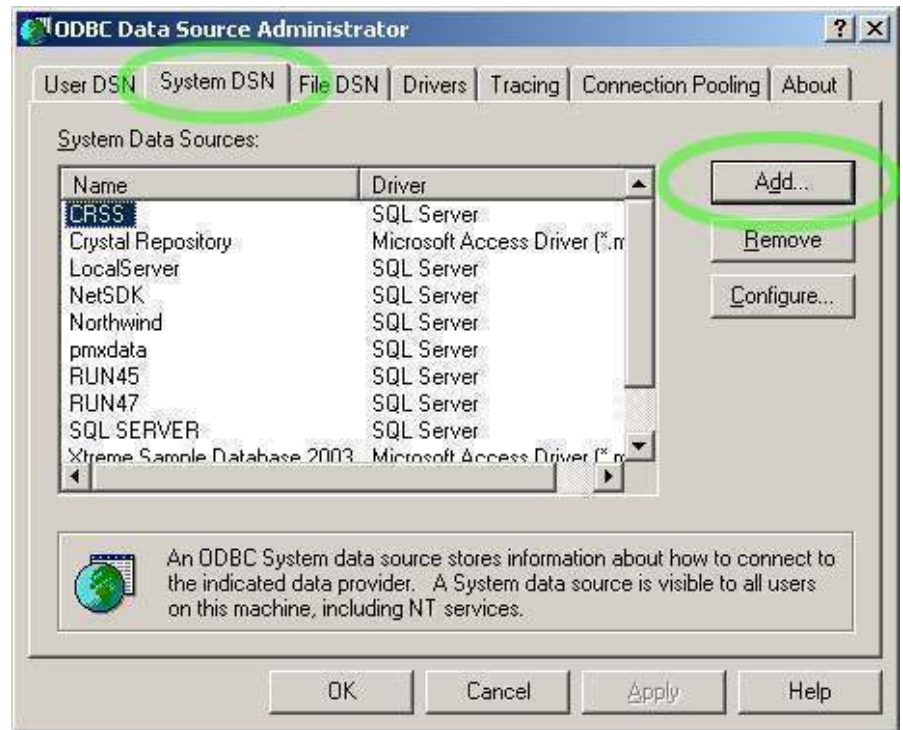
2) For SQL 2000 databases, select **SQL Server** for the data source driver and click the **Finish** button. For SQL 2005 databases, select **SQL Native Client** for the data source driver and click the **Finish** button.
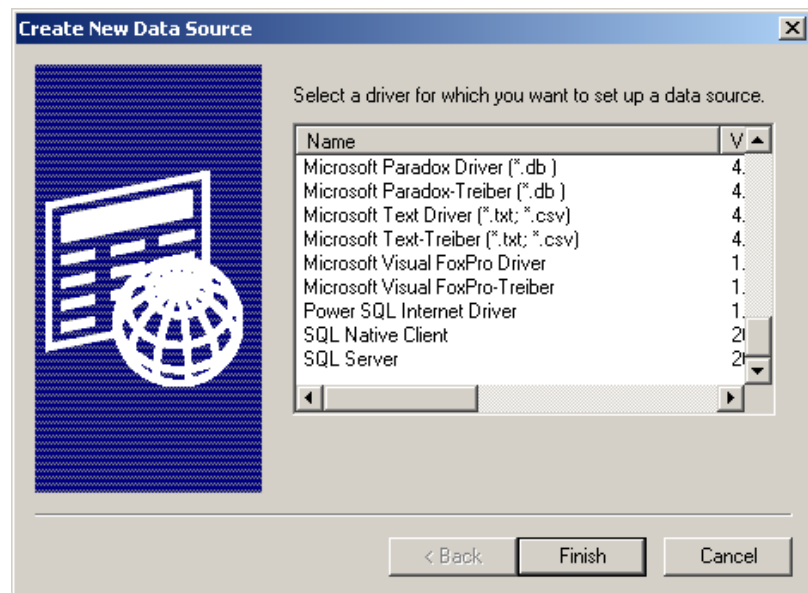
3) Enter **PMXDATA** for the data source name. Select the SQL Server that has the PMX Database and click the **Next** button.
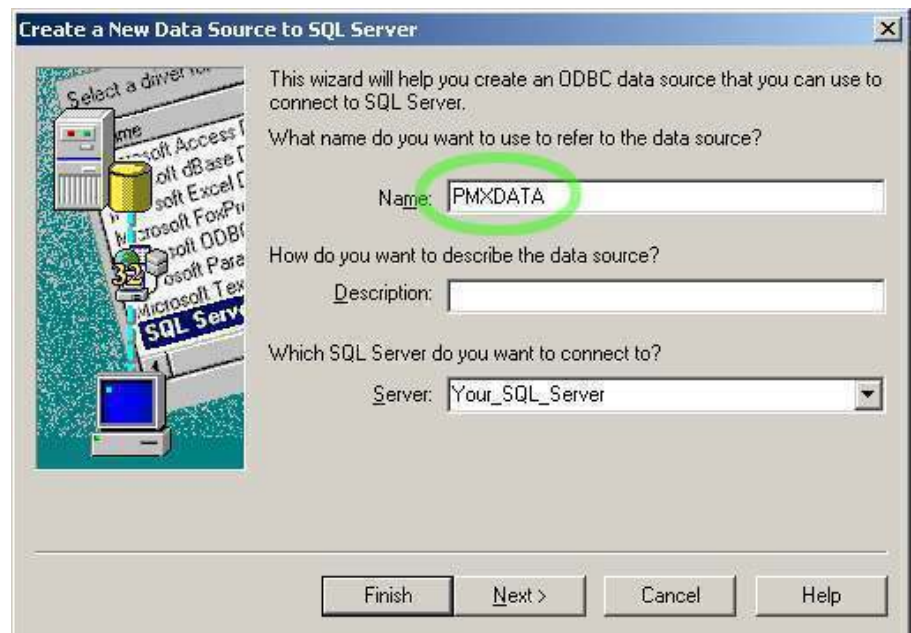
4) Select SQL Server authentication with Login ID of **PMXUSER** and Password of **GO%PMX$5**. Click the **Next** button.
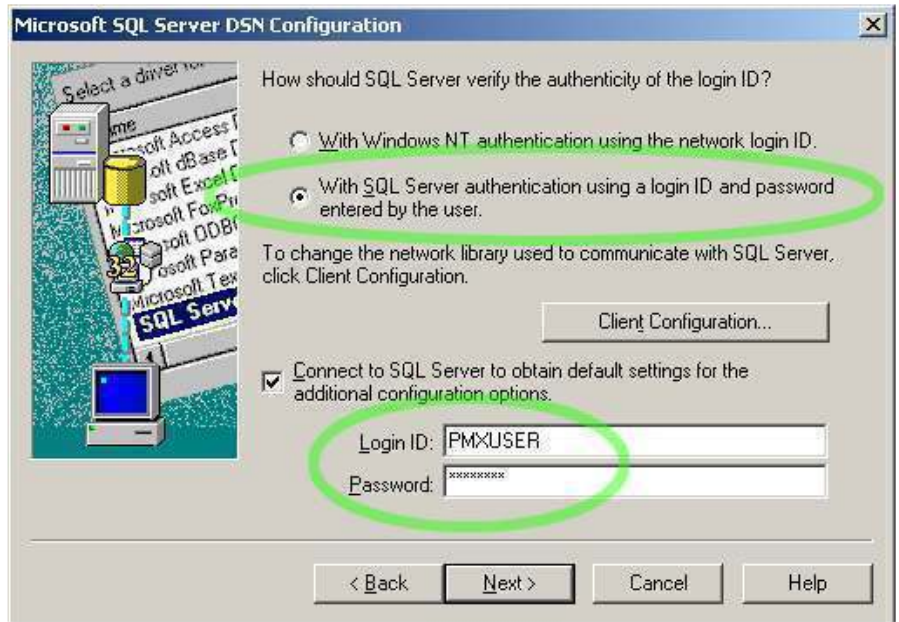
5) Change the default database to **PMXDATA**. Click on the **Next** button and then the **Finish** button.
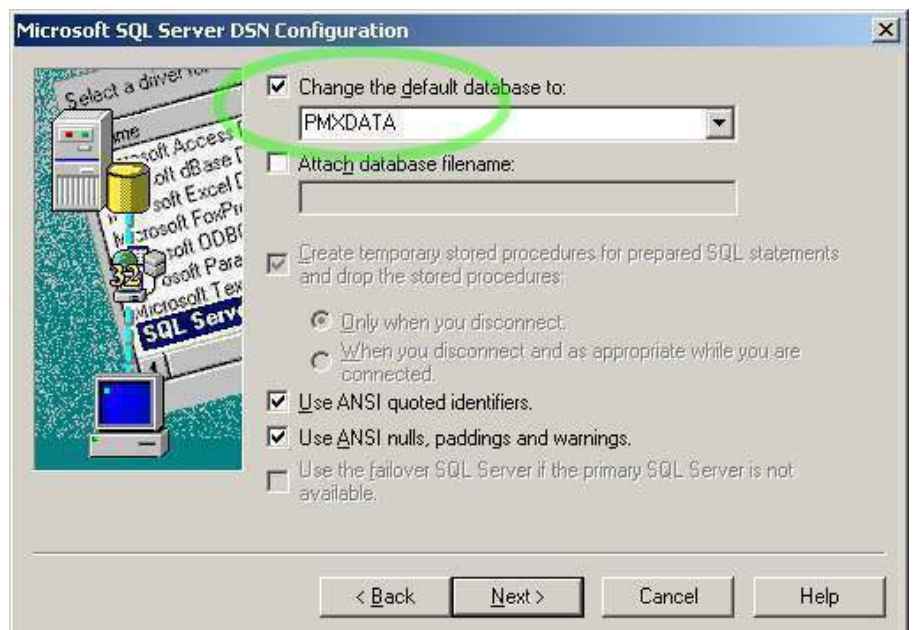
6) Click the **Test Data Source** button to make sure the DSN connection is setup properly. Then click the **OK** buttons to get back to the Administrative Tools screen. If you click the X (exit) button the connection will not be saved.
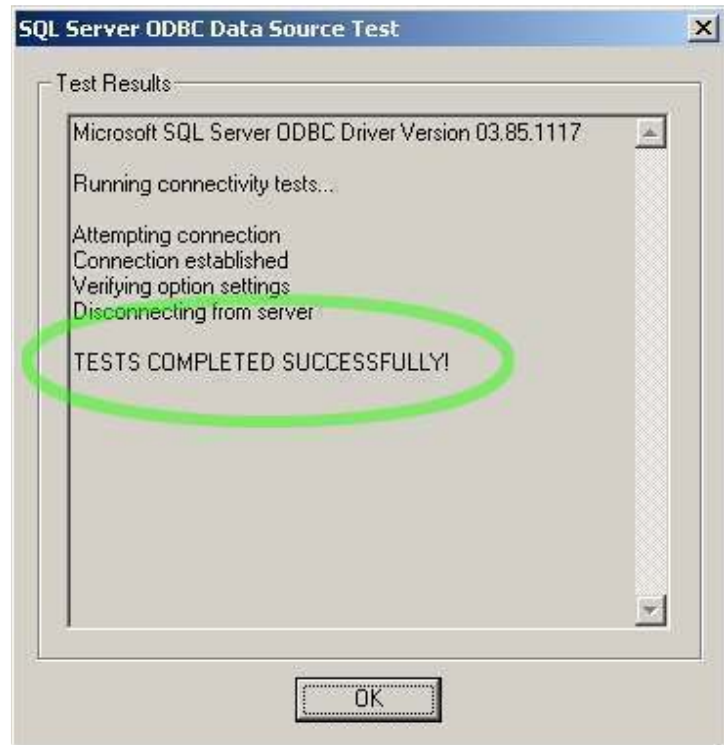
Load the required startup data in the database tables

1) Be at one of the workstations that has the DSN connection established to the PMX database.

2) From the Windows Run command type the command **C:\PMX\LOADDB.EXE** and click the OK button. If the drive where the PMX software resides has a designation other than **C:**, substitute the appropriate drive letter.
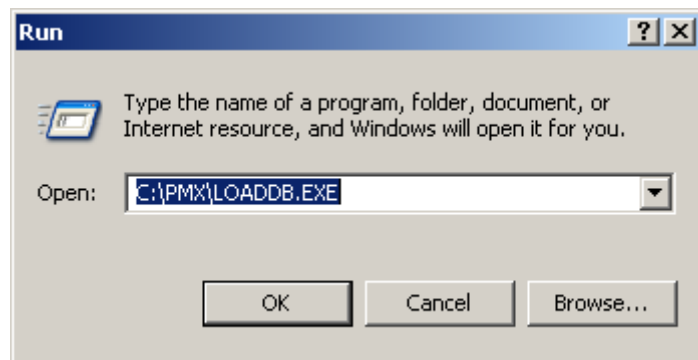
3) Four screens, similar to the following, will display as the four SQL tables are being loaded with the required startup data.

PMX

Now loading required Corporation data please wait
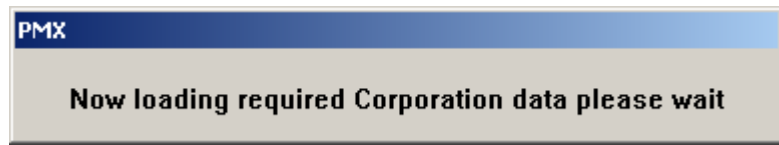
4) After all tables have been loaded with the required startup data the following screen will display. Click on the **OK** button and you will be returned to the desktop.

Finished ⊠

PMX data file load has completed

OK
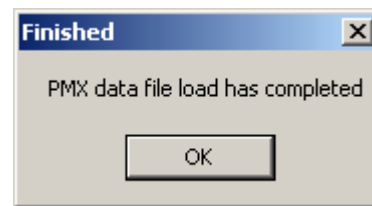
Please Note: It is strongly recommended that you set up a backup plan for the PMXDATA database and a maintenance plan that analyzes the Indexes on the tables and rebuilds them when necessary.

Installing Crystal Report Writer Runtime Files for PMX

The Crystal Report Writer Runtime Files are used by PMX to print enhanced purchase order, request for quotation and requisition document formats. They are also used to print inventory tags and bar codes in the Inventory Module. These runtime files must be installed **on each workstation** that will print any of the above-mentioned items.

To install the Crystal Report Writer Runtime Files, please make sure to close all applications you may be running and then follow the steps outlined below.

1) Insert the Purchasing Management eXtra Installation CD into your CD-ROM drive.

2) From the Windows Start menu choose **Run**. Type the command: E:\CRYSTAL\SETUP, then choose **OK**. Remember that if your CD-ROM drive carries a designation other than **E:,** substitute the appropriate drive letter.

Another alternative is to select the **Browse** option and double-click on the SETUP.EXE program located in the CRYSTAL folder.

Run	? X
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.	
Open: E:\CRYSTAL\SETUP	
OK	Cancel	Browse...
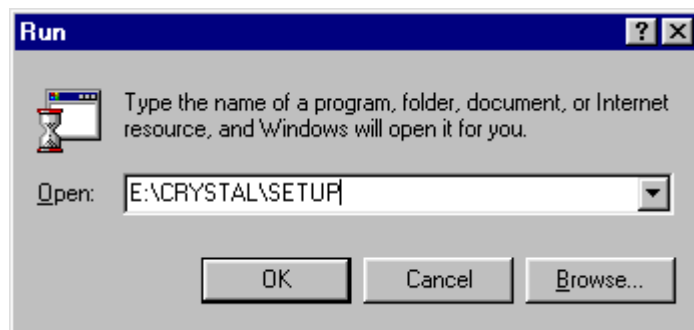
3) After a few moments, the following screens appear. Click **OK** to continue.
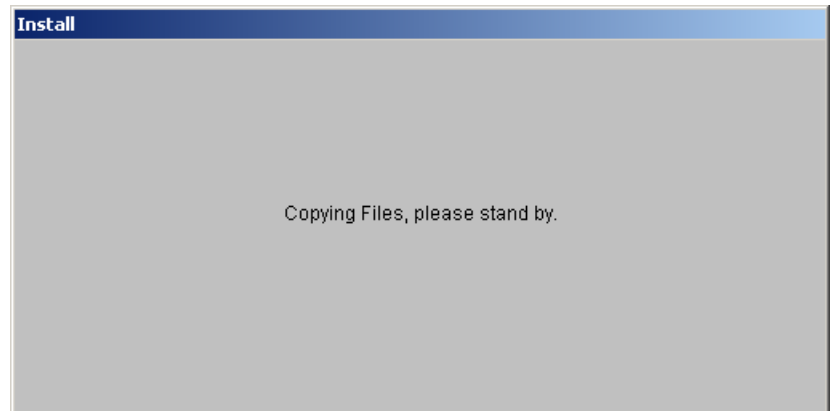
4) After the files are copied, the install displays the destination directory of C:\PMXCRW\. Accept this default by clicking the button to begin the install process.
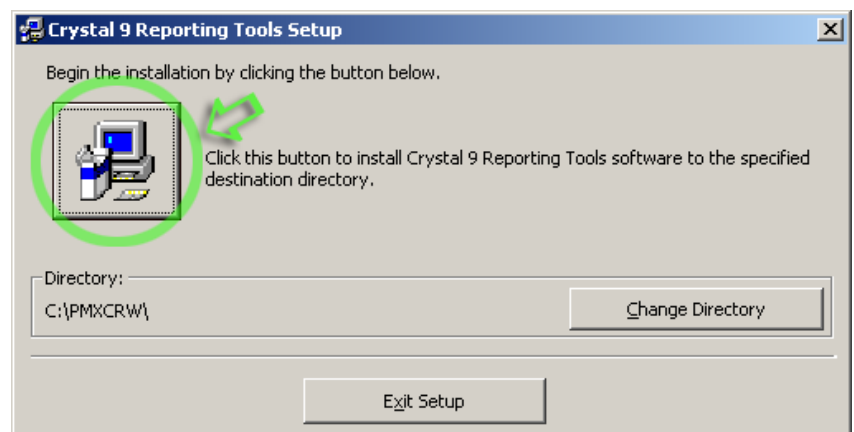
5) A status box will appear on your screen as the installation process transfers the required files to your computer.

Crystal 9 Reporting Tools Setup

Destination File:

C:\Program Files\Common Files\Crystal Decisions\2.0\bin\u2ftext.dll

4%

Cancel
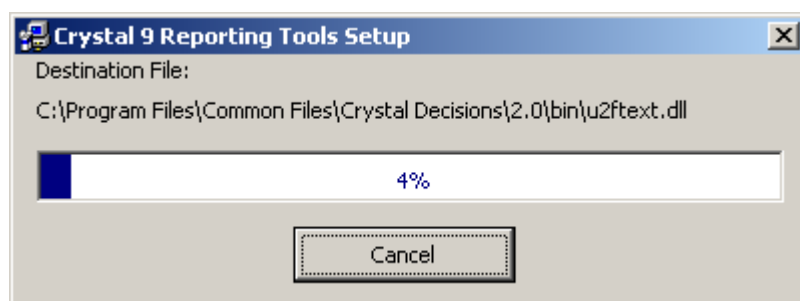
6) The installation process may encounter one or more files on your system that are newer than the one being copied. It recommends that you keep your existing file. Take this recommendation by clicking the **Yes** button to continue.
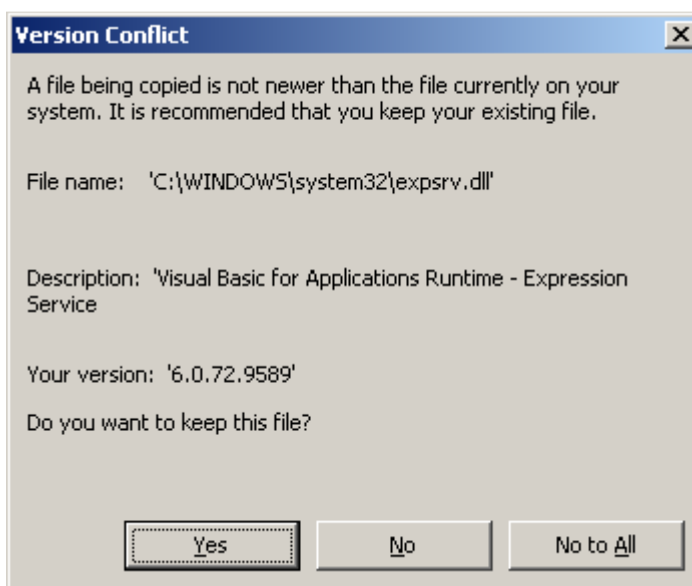
Version Conflict

A file being copied is not newer than the file currently on your system. It is recommended that you keep your existing file.

File name: 'C:\WINDOWS\system32\expsrv.dll'

Description: 'Visual Basic for Applications Runtime - Expression Service

Your version: '6.0.72.9589'

Do you want to keep this file?

Yes   No   No to All

7) After the installation has completed the following screen will be displayed. Click the **OK** button and you will be returned to your desktop.

Crystal 9 Reporting Tools Setup

Crystal 9 Reporting Tools Setup was completed successfully.

OK
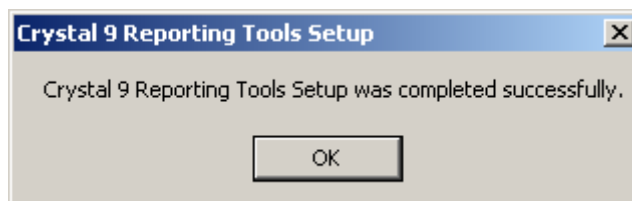
Installation is now complete. You are ready to log on to the PMX system.

Troubleshooting

Crystal must have the most current operating system files installed. If the installation detects some older files you will get the next message. Click **OK** to allow the installation to update these older system files.
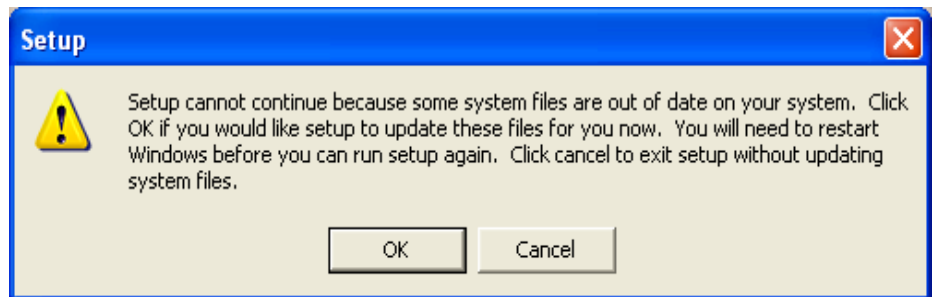
You will then get the following message to restart Windows. You must do this first and then restart the Crystal Installation. Click **Yes** to restart Windows.
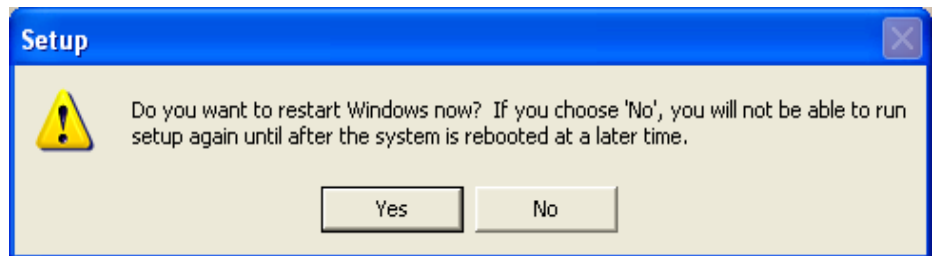
If the installation does not run the second time you will have to go to Microsoft's web site and download the latest updates for your operating system. Or run Windows Update from the Start menu.

Installing the PDF Report Setup for PMX

The PMX software can be set up to generate reports in PDF format for Preview and Print capabilities. This feature is especially useful in solving the printing problems that arise due to incompatibility issues between software, operating systems, and print drivers. To enable this feature refer to the "System Information Record" section of Chapter 3. To use this feature you also need to run the PDF Report Setup program. This installation must be performed **on each workstation** that will access the PMX software. System requirements are Adobe Reader and Microsoft .NET 1.1 framework (included in setup).

To install the PDF Report Program, please make sure to close all applications you may be running and then follow the steps outlined below.

1) Insert the Purchasing Management eXtra Installation CD into your CD-ROM drive.

2) From the Windows Start menu choose **Run**. Type the command: E:\PDF\SETUP, then choose **OK**. Remember that if your CD-ROM drive carries a designation other than **E:,** substitute the appropriate drive letter.

Another alternative is to select the **Browse** option and double-click on the SETUP.EXE program located in the PDF folder.
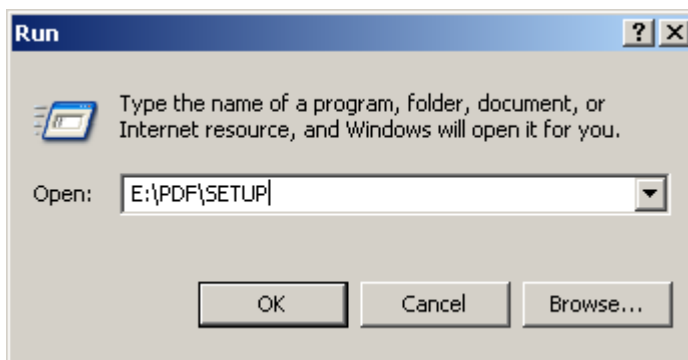
3) After a few moments, the following screen appears. Click **OK** to continue.
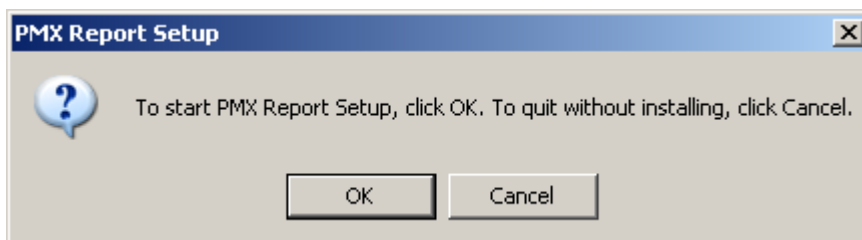
3) Then the following screen appears. Click **Next** to continue.

4) If other PMX users will be accessing the computer check the "Everyone" button to install PMX Report for anyone who uses the computer. Leave the destination directory setting. Click **Next** to continue.
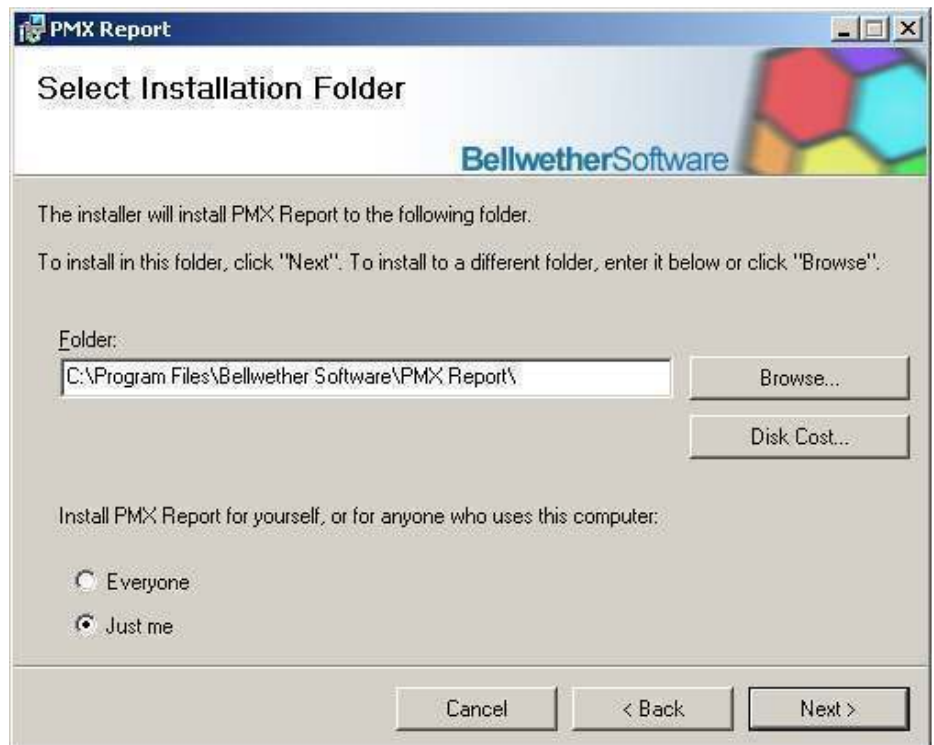
5) The Confirm Installation screen displays. Click **Next** to start the installation.
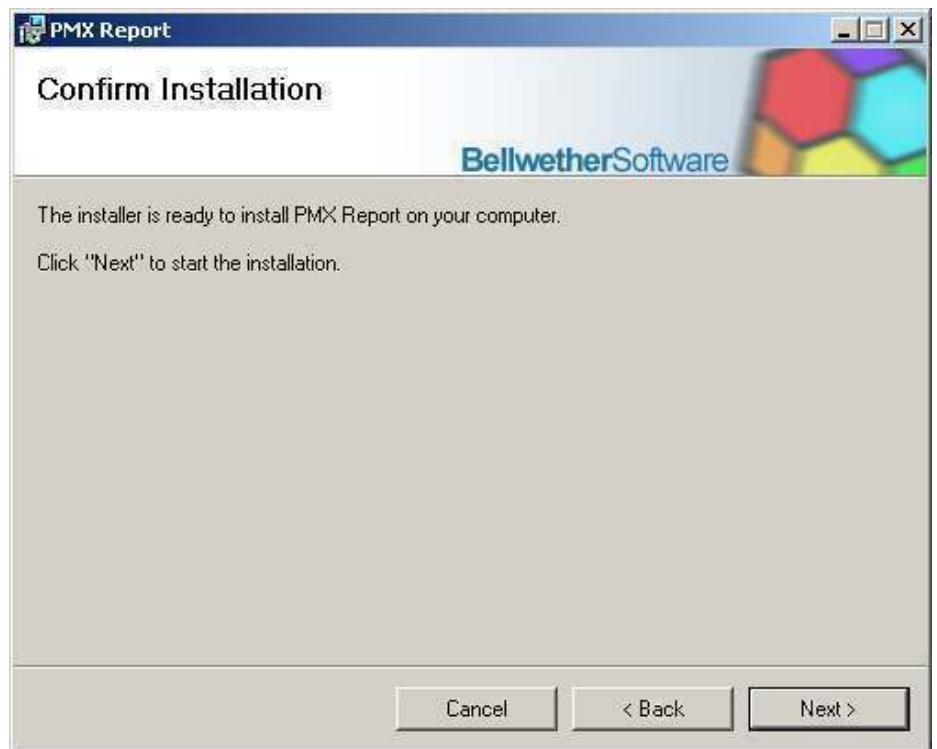
6) A status box will appear on your screen as the PMX Report is being installed.
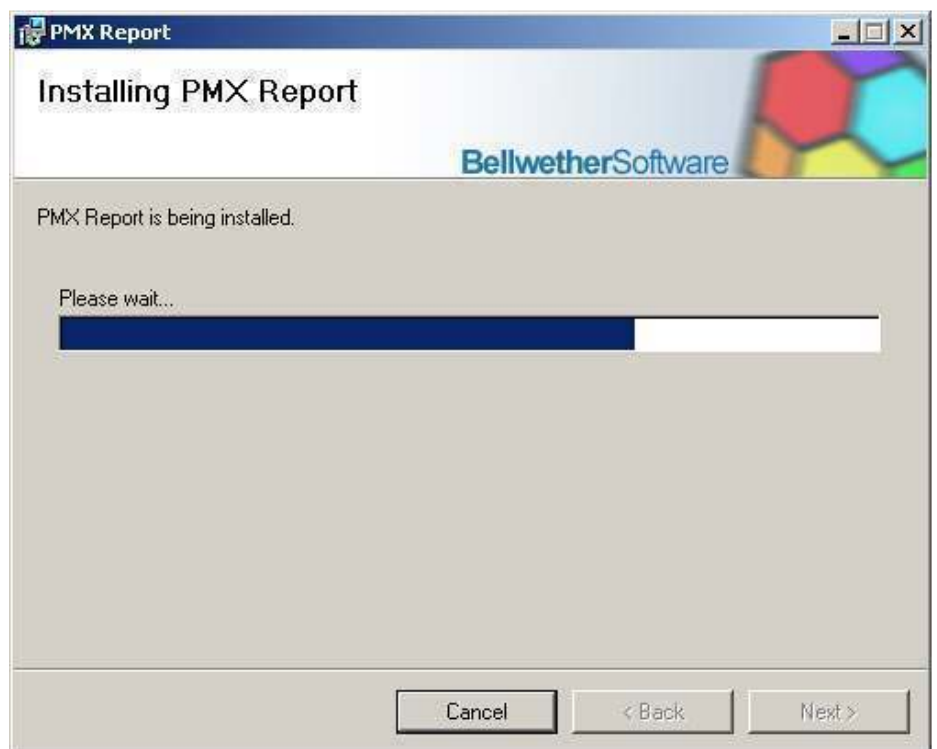
7) After the installation has completed the following screen will be displayed. Click the **Close** button.
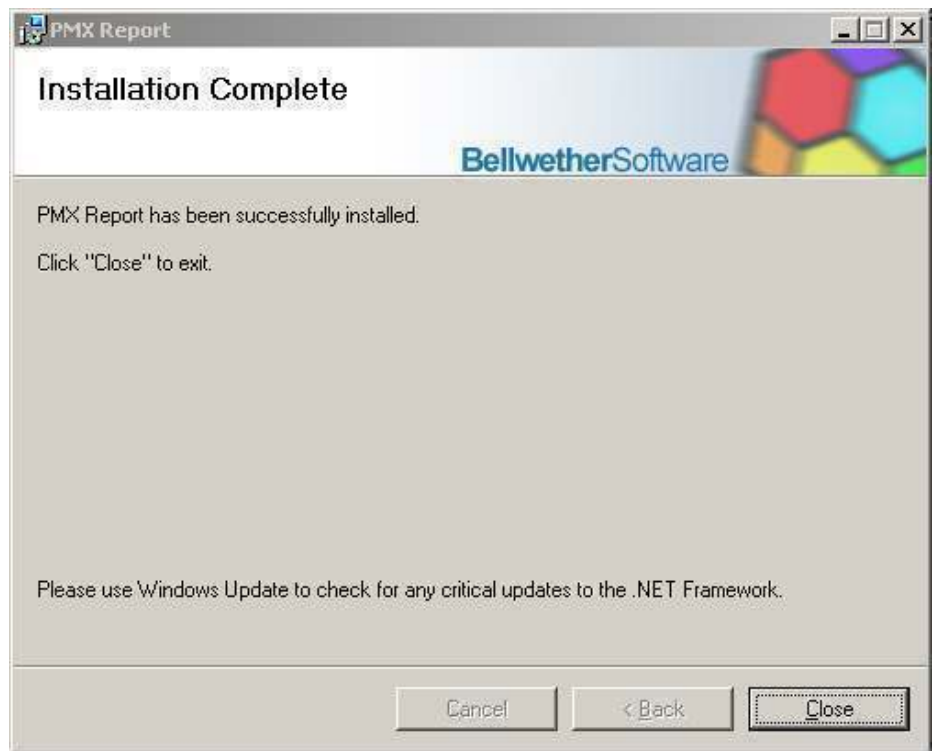
8) It is recommended that you run a Windows Update to make sure the .Net Framework has all the latest service packs and patches installed. Click the **OK** button and you will be returned to your desktop.
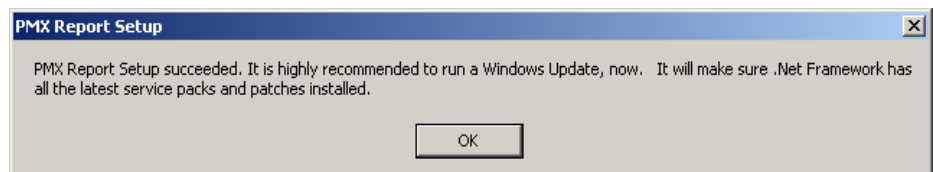
Installation is now complete.

Logging on to PMX for the First Time

The first time you log on to the system, PMX will ask you to assign a Master Password and to create at least one Password Security record for the system administrator. You will be creating additional Password Security records later to identify other uses to the PMX system.

The initial security file allows the system administrator to log on to the system, where he or she may proceed with the creation of control files to customize the system, as described in chapters 2 and 3. The Master Password allows the system administrator to access commands on the Utilities menu, where additional Password Security records may be created to allow other users to log on onto the system (described in chapter 4). The Utilities menu is also used to perform other housekeeping tasks as described in chapter 5, or to import files as described in chapter 6.

Please Note: If your workstation is running any kind of power management utility, it should be disabled before starting PMX.

1) To open the PMX application, begin by double clicking on the PMX desktop icon.

Another way to start PMX: use the **Run** option from the Windows Start menu and enter the command C:\PMX\SCROUTER.EXE, then choose **OK**. Remember that if PMX was stored on another drive or using a different folder name, substitute accordingly to match your installation.

You may also create a shortcut on the desktop to access PMX.

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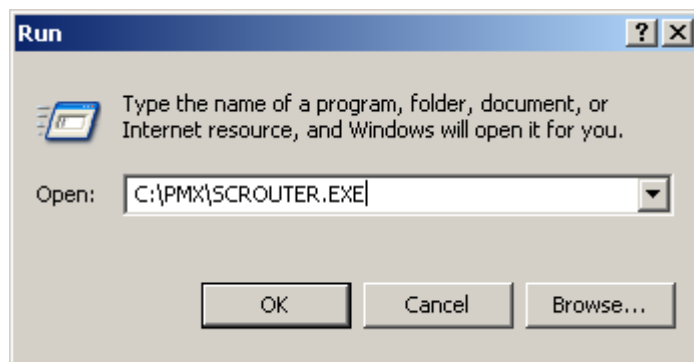
2) After launching PMX, the following screen will appear. Make sure you follow the steps outlined to assign a Master Password and create a Password Security record for the system administrator.

Welcome to PMX for Windows!

To establish security, you must create a master security password and at least one user sign-on record. Begin by entering a master password below. This password can be up to 10 characters in length. Be sure to record it and then keep it in a safe place. You will need it to make future changes to the user sign-on file!

Master Password: [   ]

Confirm Password: [   ]

[**OK**]   [E**x**it]

Type the Master Password you wish to use in the space provided. Confirm your Master Password by entering it again in the Confirm Password field. Then click the **OK** button or press the **Enter** key.

Important   Protection of the Master Password is critical to the security of the PMX system. Access to this password should be limited to system administrative staff only. The Master Password **must** be unique.

3) After entering the Master Password, the message below is displayed. Click **OK** or press the **Enter** key to proceed to the Password Security record screen, shown on the next page.

INFORMATION

Now create a user security record for access to the PMX system. This new user should be given access to the UTILITIES MENU with maintenance rights to PASSWORD SECURITY and RESET WORKSTATION ID'S.

[OK]

4) Type the desired three-character ID in the User ID field, then click the **OK** button or press the **Enter** key. Your cursor will move to the Password field. Enter the password to be utilized when the system administrator logs on to the PMX system.

Please Note: Do not confuse the password on the Password Security record screen with the Master Password defined previously. The password entered here allows the individual user associated with the User ID – in this case, the system administrator – to log on to the system and to access authorized modules. The Master Password is an additional security measure. It must be entered whenever a user with the appropriate security clearance wishes to access options on the Utilities menu. The Master Password and Password Security record password must be different.

5) Refer to the "Creating an Employee Password Security Record" section in chapter 4 for the specifics on setting up Password Security records.

Important: At a minimum, you must give the system administrator maintenance rights to the Password Security options (off the Utilities Authority screen). Otherwise, he will not be able to sign back in to PMX to change his access rights or create security

records for other users.

6) After completing the first security record, choose **Save**. PMX will clear the Password Security record screen, awaiting the next entry.

7) After creating all the desired security records for this initial phase of the system installation process, click the **Exit** button on the Security record screen. PMX will then display the User Sign-On screen, described in the next section.

Logging On to the PMX System

After the initial logon procedure, described in the previous section, all users should follow the instructions outlined in this section to log on to PMX on a daily basis.

Please Note: If your workstation is running any kind of power management utility, it should be disabled before starting PMX.

1) To start PMX, begin by opening the Bellwether Software Group and select the PMX option.
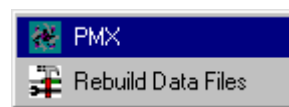
Another way to start PMX: use the **Run** option from the Windows Start menu and enter the command C:\PMX\SCROUTER.EXE, then choose **OK**. Remember that if PMX was stored on another drive or using a different folder name, substitute accordingly to match your installation.

You may also use a shortcut on the desktop to access PMX.
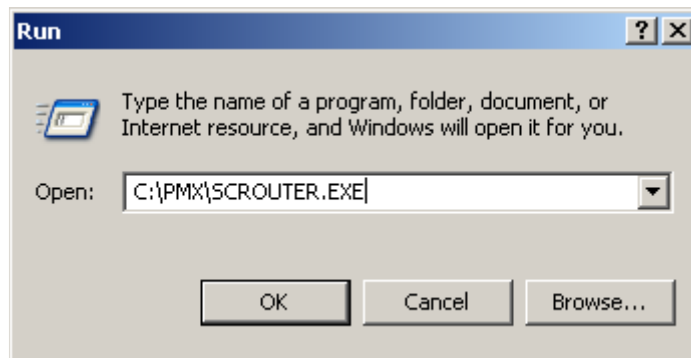
2) PMX will display the Sign-On screen shown below.

Each PMX user must enter his or her unique ID and Password on this screen. Entries in the User ID and Password fields will appear as asterisks(***).

3) There will be a brief pause as the system files are loaded.

You are now ready to begin working in PMX.

Exiting the PMX System

To shut down the Purchasing Management eXtra system, exit back to the PMX Main screen. Click on the **X** in the upper right corner of the window or press **Alt F4**.

If any other PMX screens are open, the system will display a message warning that it can not shutdown if there are any windows within PMX still open. Close the windows by pressing the **ESC** key, selecting the **Exit** button, or clicking on the **X** in the upper right corner of the window. If you wish the data on any screen to be saved, remember to press the **Save** button before closing that window.
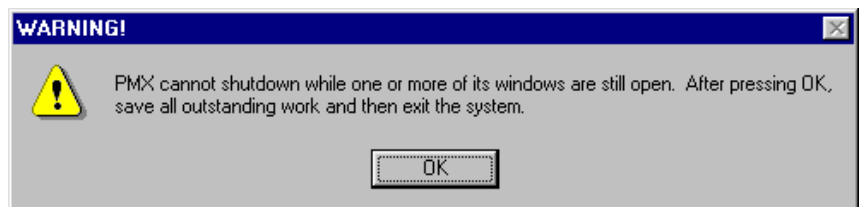
When all the PMX windows have been closed, the system will return you to your desktop.

Important: Make sure the PMX system is completely shut down before turning off your computer.

Reinstalling Initialized PMX Data Files – Express version only

The data records used by PMX are stored in the sub-folder named DATA, located under the PMX folder. You may have renamed these folders during the installation process. Each time you enter or edit a record, PMX will record the changes and additions in the DATA sub-folder.

At some point you may wish to retrieve the original (initialized) data files. For example, you may have created sample data while training or testing the PMX system. Now you are ready to "go-live" and wish to clear out the sample data and start over.

Warning! Once you began production work in PMX, restoring initialized files is NOT recommended.

To re-install the original contents of the DATA sub-folder, please follow the steps outlined below.

1) If PMX is running, exit from the program.

2) Back up the contents of the DATA sub-folder. The following steps will destroy all data existing in the DATA sub-folder.

3) Unzip the \PMX\DATA\INITFIL.ZIP file and allow files to be overlaid with same filename.

4) Choose the **Run** option from the Windows Start menu. Type the command: C:\PMX\UPDTMOD.EXE and click **OK** or press the **Enter** key. Remember that if PMX was stored on another drive or using a different folder name, substitute accordingly to match
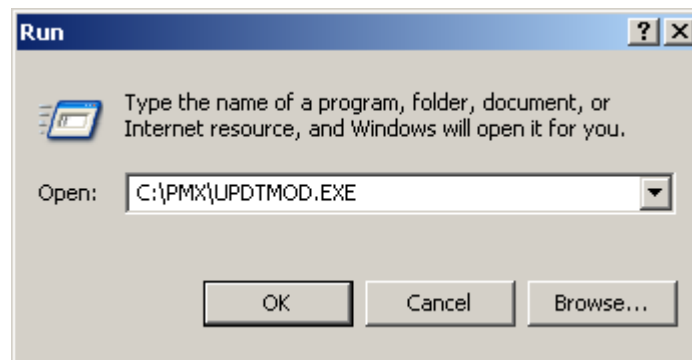
Uninstalling the PMX System

To uninstall the PMX system go to Control Panel, Add or Remove, and select PMX (Remove Only). The uninstall does not remove the PMX folders. To permanently remove the PMX system from your computer, you simply delete the PMX folder and all sub-folders.

To uninstall the Crystal 9 Runtime files go to Control Panel, Add or Remove, and select Crystal 9 Reporting Tools.

To uninstall PMX PDF Report go to Control Panel, Add or Remove, and select PMX Report.

SQL version only   On the SQL server delete the PMXDATA database and from the Security Logins delete PMXUSER and PMXDB.

Setting Up the PMX Master Files

After successfully installing PMX on your computer and logging on to the system, you are ready to customize the system to suit your needs. Up to seven types of Master Files may be implemented as you set up your PMX system: Catalog, Commodity Code, Control, Inventory, Kit, Material and Vendor files.

Catalog File	
Commodity Code	
Control File...	▶
Inventory File	
Kit File	
Material File	
Vendor File	
Reports...	▶
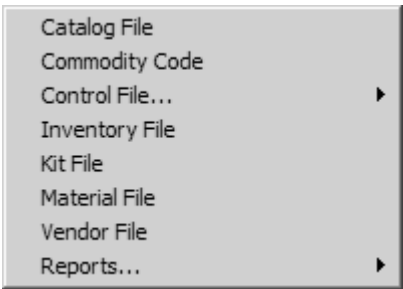
Control Files

The Control Files are the first Master File types to be created. These files allow PMX to support your special operating environment with no need for custom programming. There are 22 Control Files as shown below.

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type
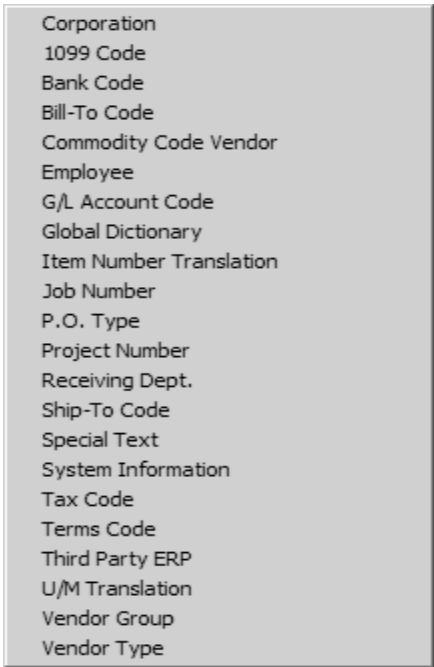
The Corporation record is the only required Control File. Refer to chapter 2 for instructions for setting up your Corporation record (s).

If you do not need the functions performed by any of the optional Control Files, there is no need to add them. However, you must create the Corporation record before moving on to any of the remaining Control Files. The optional files can be added immediately after creating the Corporation record or at a later time, as needed. Please look into the optional files as they may enhance the performance of the PMX system.

For example, before starting to create requisitions, purchase orders, requests for quotations and warehouse orders, you may find it useful to pre-define such information as Bill-To and Ship-To addresses, Project and Job Numbers, General Ledger Account Codes, etc. By developing these Control Files in advance, repetitive data entry tasks are eliminated. This also ensures consistent usage of data entry fields and greatly enhances PMX's reporting and tracking abilities.

Refer to chapter 3 for instructions on setting up these optional control files.

Other Master Files

In addition to the Control Files, six additional Master Files appear on the Master Files menu: Catalog, Commodity Code, Inventory, Kit, Material and Vendor Files. All of these files are optional except for the Vendor File. These files may be created at any time after creating the Corporation record(s).

Please Note: While the additional Master Files are briefly described below, the creation and maintenance of these files is covered in the PMX QuickStart Guide. Typically, only system administrative staff has access to the PMX Control File screens. In most companies, a variety of users may enter and edit other Master File records. Your company's policies on creation and maintenance of the PMX Master Files will be determined by the Security settings you choose (as described in chapter 4).

Catalog File

Material records can also be grouped into catalogs for ordering purposes. A catalog can contain up to 9,999 items. Items may be stored in multiple catalogs. Once a catalog is established, users can search and list catalog items by entering either the Catalog Code or the first few characters of the catalog description.

Catalog security settings allow users to requisition or order only items in their specific catalogs. Users who are not restricted to specific catalogs can requisition and order all catalog items.

For more information on Catalog Files, see the *PMX*

Commodity Code File

Use the Commodity Code File to record valid Commodity Codes, commodity descriptions and the primary buyer and vendor for each commodity group. PMX uses the Commodity Code File to validate Commodity Codes entered on material records, purchase orders and requisitions. PMX also uses the primary vendor in conjunction with the Commodity Vendor records, described in chapter 3, to list on-line all authorized vendors for a specific commodity. For more information on the Commodity Code File, see the PMX QuickStart Guide.

Inventory File

If you have installed PMX's optional Inventory Module, the Inventory record stores standard inventory information for inventory items such as warehouse and stocking locations, re-order points, re-order quantity and minimum/maximum stocking levels. For more information on the Inventory File, see the PMX QuickStart Guide.

Please Note: Before adding an item to the Inventory File, a record must first be created on the Material File. PMX will automatically transfer Material information such as Material Description, Standard Unit Cost, Unit of Measure, Commodity Code, etc. from the Material File to the Inventory File. Multiple Inventory records can be added for each Material record, one for each warehouse the material item is stored in.

Kit File

Another useful inventory management tool is the Kit File, which helps you track products that require assembly or special packaging before they can be disbursed. Once the components of a Kit are identified, PMX tracks inventory levels for all kit components as you issue, return and adjust kits.

Before an item can be identified as a part of a kit, it must first exist on the Inventory File. Kit Files are only available if you have installed PMX's Inventory Module.

For more information on Kit Files, see the *PMX QuickStart Guide*.

Material File

Use the PMX Material File to create an on-line catalog of items that your company commonly purchases. You may record such information as the material description, unit of measure,

economic order quantity, standard unit cost, tax status and so forth for each item.

Once a Material record is created, standard ordering information is automatically populated on purchase orders, requisitions and requests for quotation. Simply enter the product's unique Item Number and PMX fills in the remaining ordering information.

Material records can be categorized into like commodity groups for ordering and reporting purposes. Assign common Commodity Codes to specific groups of material records. For example, you may want to assign a common Commodity Code to all of your supply items. Users can then easily retrieve an on-line listing of all supply items by entering the Commodity Code for this category, or typing the first few characters of the commodity description.

You must assign a unique ID number to each material item. This ID number may be from 1 to 10 characters long and may contain alphabetic or numeric characters. If using strictly numeric characters, consider using the same number of characters in each ID, keeping the sequence in sync. Example: if your numbers range from 1 to 1000, enter 0001 for "1", 0010 for "10", 0100 for "100", etc.

Keep in mind that you do not have to create Material records before implementing PMX. If desired you can add new Material records 'on the fly' when generating purchase orders, requisitions or request for quotations.

If you operate in a single-corporation environment, the corporation number will automatically be filled in for you. If you operate in a multiple-corporation environment and you are adding the record 'on the fly', the corporation number will default from the corporation you are working in at the time. All Material records are used across corporations no matter what is in the corporation number field on the record. You cannot have the same material record entered in different corporations.

Please Note: If you have an existing material or parts file on another computing system, that information can be transferred electronically to PMX using the Import utility, described in chapter 6.

Vendor File

The Vendor File contains a unique record for each vendor from whom materials and services are purchased. These records contain standard information such as the vendor's name, address, shipping information and payment terms. Once a vendor record is created, vendor information does not need to be input again on purchase orders or requests for quotation. Simply enter the vendor's ID code and PMX does the rest!

You must assign a unique ID number to each vendor on the Vendor File. This ID number may be from 1 to 10 characters long and may contain alphabetic or numeric characters. If using strictly numeric characters, consider using the same number of characters in each ID, keeping the sequence in sync. Example: if your numbers range from 1 to 1000, enter 0001 for "1", 0010 for "10", 0100 for "100", etc.

Keep in mind that you do not have to create Vendor records before implementing PMX. If desired you can add new Vendor records 'on the fly' when generating purchase orders or request for quotations.

If you operate in a single-corporation environment, the corporation number will automatically be filled in for you. If you operate in a multiple-corporation environment and you are adding the record 'on the fly', you can add the vendor record in the corporation you are working in at the time. You could alternately make the vendor accessible to all corporations by entering **000** in the corporation number field. If the corporation number is other than 000, that vendor record is only accessible when working in that corporation. You can have the same vendor number on multiple records as long as the corporation numbers are filled in. You can **not** have a vendor record with a corporation number of 000 and one with the corporation number filled in for the same vendor number.

Please Note: If you have an existing vendor file on another computing system, that information can be transferred electronically to PMX using the Import utility, described in chapter 6.

Purchasing Management eXtra
User's Guide

2 – Customizing the Corporation Record

Overview

This chapter offers detailed instructions for customizing your company's Corporation record. This customization specifies exactly how you wish PMX to operate. You must create this record before you can implement any of the remaining Control File record types or Master Files in the PMX system.

A three-digit identification number is the only required entry when creating a Corporation record. PMX comes with a default set of operating rules to get you up and running. You can edit these default operating rules at any time by accessing the Corporation Record Control file.

Your first consideration is the number of Corporation records to create. PMX can operate in a single- or multi-corporation environment. While most PMX users require only one corporation, multi-corporation environments allow you to distinguish between different operating entities within your company. Each corporation is identified by a unique Corporation Record number and can have its own operating policies, editing rules and default settings. Corporation data may be processed simultaneously or individually.

To create a Corporation record, follow the steps outlined below.

First, select the **Master Files** button from the PMX Master Menu.

Choose the **Control File** option from the Master Files menu.

```
Catalog File
Commodity Code
Control File...              ▶
Inventory File
Kit File
Material File
Vendor File
Reports...                   ▶
```

Choose the **Corporation** option from the Control File menu.

```
Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type
```
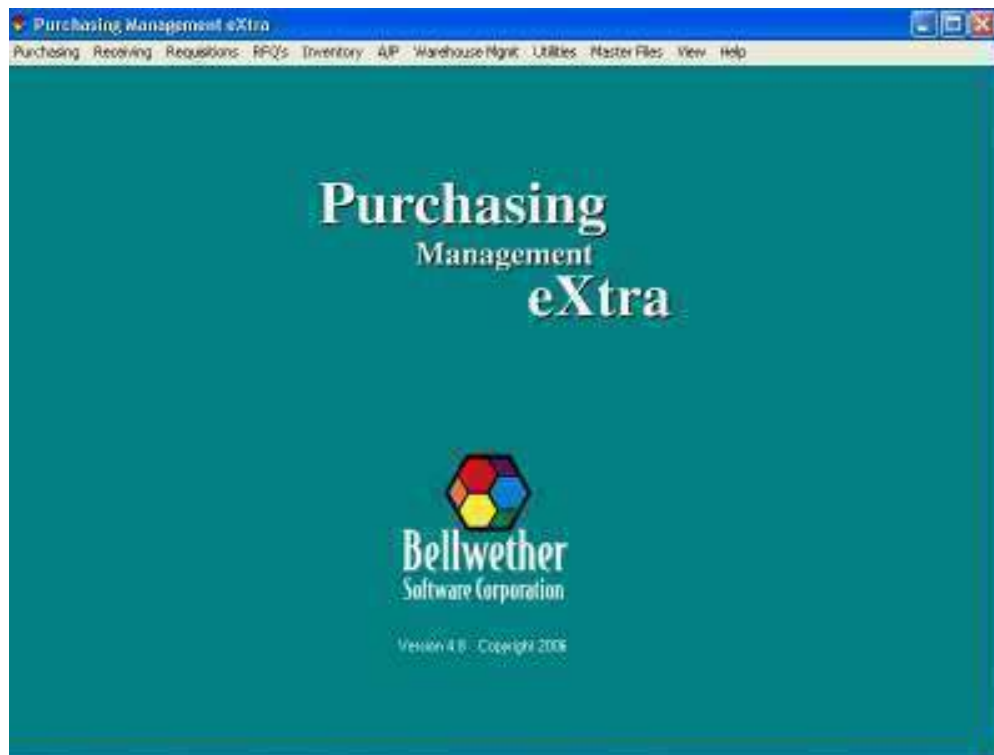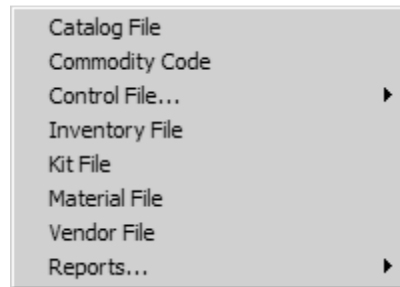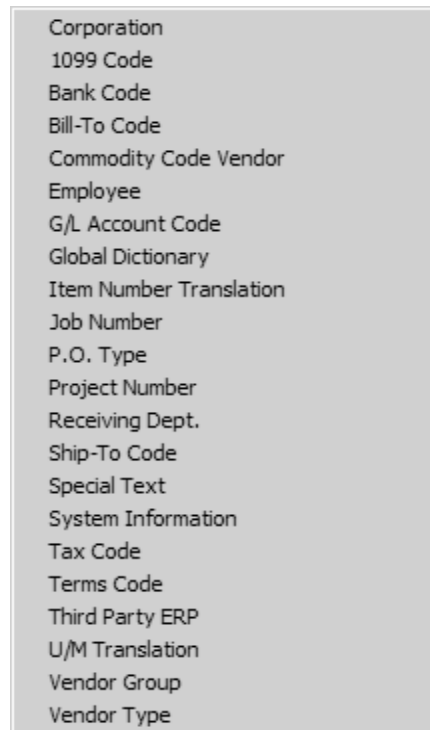
In addition to the primary Corporation Info screen, shown on the next page, you will find nine additional data entry screens pertaining to the Corporation record:

- Additional Corporation Info-1
- Additional Corporation Info-2
- Requisition Info
- Receiving Info
- A/P Info
- Additional A/P Info
- Inventory Info
- Edit Options
- Additional Edit Options

Each will be described in turn after the Corporation Info screen.

Corporation Info

Use the standard data entry and editing techniques described in chapter 2 of the PMX QuickStart Guide to complete or edit the Corporation record screens.

The data fields are described in sequence, as appearing on the screen.

Field Description

Corporation
3 digits   You must assign a unique identification number to each Corporation record you create in PMX. The Corporation number may be any numeric value from 001 to 999.

Name
25 characters   Enter the name of the corporation (company or division) in this field. This is the name that will appear on all documents pertaining to this corporation.

Date Entered
8 digits   PMX automatically enters the date on which the Corporation
MMDDCCYY or DDMMCCYY   record was created in this field. You may override the default entry by typing a new date in the format MMDDCCYY or DDMMCCYY (depending on the date format you select on the Additional Corporation Info-2 screen, described later in this chapter).

Please Note: You cannot enter the default Ship-To, Bill-To, Special Text, Buyer, Expeditor, Terms Code, or Purchasing G/L Acct settings when you initially create the Corporation record. Because these fields refer to existing data records, you must first create those records then return to the Corporation record screen to specify your desired defaults. You will find instructions for creating these records on the Optional Control files in chapter 3 of this manual.

Ship-To Code

7 characters You may specify a default shipping location in this field to indicate the location to which items should be delivered. You must enter a Ship-To Code which has already been stored in a Ship-To record on the Optional Control file, described in chapter 3 of this manual.

Enter a Ship-To Code only when you have a single shipping address or when you have multiple shipping addresses but wish to designate one as the default shipping address.

The default Ship-To code will display when entering purchase orders, requisitions, request for quotations (as the reply-to code), inventory master and transactions (as the warehouse code), and warehouse orders (as the ship-from warehouse and the ship-to code). The default can be overridden.

Bill-To Code

3 characters You may specify a default billing location in this field to indicate the location to which invoices should be delivered. You must enter a Bill-To Code which has already been stored in a Bill-To record on the Optional Control file, described in chapter 3 of this manual.

If your shipping and billing addresses are the same, leave this field blank. Enter a Bill-To Code only when you have a single billing address or when you have multiple billing addresses but wish to designate one as the default billing address.

The default Bill-To code will display when entering purchase orders and requisitions. The default can be overridden.

Special Text Code

3 characters You may specify a default Special Text Code in this field to specify standard text that you wish to include whenever you review or print a purchase order, requisition, request for quotation or warehouse order entered for this corporation. You must enter a Special Text Code which has already been stored in a Special Text Record on the Optional Control file, described in chapter 3 of this manual.

Buyer ID

3 characters You may specify a default Employee Code in this field to indicate your default buyer. You must enter an ID code which has already been stored in an Employee record on the Optional Control file, described in chapter 3 of this manual.

Enter a Buyer ID only when you have a single buyer, or when you have multiple buyers but wish to designate one as the default buyer.

The default Buyer ID code will display when entering purchase orders, requisitions, request for quotations, and warehouse orders. The default can be overridden.

Expeditor ID

3 characters You may specify a default Employee Code in this field to indicate your default expeditor. You must enter an ID code which has already been stored in an Employee record on the Optional Control file, described in chapter 3 of this manual.

Enter an Expeditor ID only when you have a single expeditor, or when you have multiple expeditors but wish to designate one as the default expeditor.

The default Expeditor ID code will display when entering purchase orders, requisitions, request for quotations, and warehouse orders. The default can be overridden.

Terms Code

3 characters You may specify a default Terms Code in this field to indicate your default payment terms. You must enter an ID code which has already been stored in a Terms Code record on the Optional Control file, described in chapter 3 of this manual.

The default Terms Code will display when entering purchase orders, requisitions, and request for quotations. If there is a default Terms Code on the Vendor Master record for the vendor used on these documents, that Terms Code will display instead. The default can be overridden.

Purchasing G/L Acct

20 characters You may specify a default G/L Account code in this field to indicate your default Purchasing General Ledger Account. You must enter a G/L Account code which has already been stored in a G/L Account Code record on the Optional Control file, described in chapter 3 of this manual.

The default G/L Account Code will only display when entering purchase orders. The default can be overridden.

Periods in Year

2 digits   Specify the number of accounting periods in your calendar year. Accounting periods are normally uniform in length so management can compare data, calculate taxes and conform with the reporting requirements of government agencies. In PMX, transactions can be expensed to either a 12- or 13-accounting period cycle.

Current Acct. Period

6 digits (MMCCYY)   This field indicates the accounting period in which transactions are expensed. You may specify the desired month and year in these fields to indicate the current accounting period.

   The accounting period entered here will display on the purchase order and requisition additional line information screens. It will be carried from the purchase order through to invoice entry. You may override the default period on the requisition, purchase order or at invoice entry.

Assign P.O. Nbr

Yes or No   An **X** in this check box indicates that you wish PMX to automatically assign purchase order numbers. Leave the check box blank if you wish the operator to enter the purchase order number.

Last P.O. # Assigned

9 digits   Enter a value in this field only if you have checked the Assign P.O. Nbr check box, described above. PMX will add 1 to this value to assign the next P.O. Number.

Assign RFQ Nbr

Yes or No   An **X** in this check box indicates that you wish PMX to automatically assign RFQ numbers. Leave the check box blank if you wish the operator to assign RFQ numbers.

Last RFQ # Assigned

9 digits   Enter a value in this field only if you have checked the Assign RFQ Nbr check box, described above. PMX will add 1 to this value to assign the next RFQ Number

Allow P.O. Date Change

Yes or No   When you create a new P.O., PMX automatically enters the current date in the P.O. Date field and you can override it at that time. An **X** in this check box indicates that you wish PMX to allow the user to change the date on the P.O. after it has been saved. Leave the check box blank and PMX will not allow the user to change the date on the P.O. after it has been saved.

Allow RFQ Date Change
Yes or No   When you create a new RFQ, PMX automatically enters the current date in the RFQ Date field and you can override it at that time. An **X** in this check box indicates that you wish PMX to allow the user to change the date on the RFQ after it has been saved. Leave the check box blank and PMX will not allow the user to change the date on the RFQ after it has been saved.

Assign P.O. Change Nbr
Yes or No   The P.O. change number indicates the number of times a purchase order has been revised. An **X** in this check box indicates that you wish PMX to automatically track the number of P.O. changes, and print that value on P.O. documents. Leave the check box blank if you wish the operator to assign P.O. change numbers.

Buyer Default is User ID
Yes or No   An **X** in this check box indicates that you wish PMX to automatically place the current user's ID code (entered when logging on) in the Buyer ID field on the P.O. Header Info screen. When this option is selected, the user can **NOT** override the Buyer ID Code.

Taxable Default
Yes or No   An **X** in this check box indicates that the corporation is typically taxed on every item purchased. Leave this field blank if most items purchased are not taxable. The default will display when entering new items on the Material File. It will also display when entering a purchase order, requisition or warehouse order line for an item that is not on the Material File. The default can be overridden.

Allow Closed RFQ/Bid Change
Yes or No   An **X** in this check box indicates that you wish PMX to allow users to be able to modify a request for quotation or bid once the RFQ has been closed.

Allow Multiple Vendors in P.O.s from RFQs
Yes or No   An **X** in this check box indicates that you wish PMX to allow users to be able to create multiple P.O.s from a single RFQ line.

Additional Corporation Info – 1

Use the Additional Corporation Info-1 screen to specify additional default settings and G/L Account Code hierarchy levels for your system.

You may access this optional screen from the other Corporation Info screens by choosing the **Addl Corp Info-1** button. Notice that the Addl Corp Info-1 button changes to Corporation Info when the Additional Corporation Info-1 screen is displayed. You may choose this button to return to the primary Corporation Info screen.

Field   Description

Export Options	The 3 check boxes in this portion of the Additional Corporation Info-1 screen indicate what information you want written to export files. Refer to chapter 11, Exports, for the file layouts.
P.O. Export Yes or No	An **X** in this check box indicates that you wish PMX to record all additions, changes, deletions and voids to purchase orders in an export file located in your data directory.

Receipt Export

Yes or No An **X** in this check box indicates that you wish PMX to record all additions, changes and deletions to receipts in an export file located in your data directory.

Transaction Export

Yes or No An **X** in this check box indicates that you wish PMX to record all inventory transactions in an export file located in your data directory.

Material Defaults The 4 check boxes in this portion of the Additional Corporation Info-1 screen indicate if you want the default values for these fields on the material record displayed whenever you create a requisition, request for quote, or purchase order line for an item on the Material file.

G/L Account Code

Yes or No An **X** in this check box indicates that you wish PMX to display the default G/L Account Code (from the Material record) when entering a purchase order, requisition, request for quotation, or warehouse order line for an item on the Material file. The default can be overridden.

Quantity

Yes or No An **X** in this check box indicates that you wish PMX to display the default Economic Order Quantity (from the Material record) when entering a purchase order, requisition, request for quotation, or warehouse order line for an item on the Material file. The default can be overridden.

Unit of Measure

Yes or No An **X** in this check box indicates that you wish PMX to display the default Unit of Measure (from the Material record) when entering a purchase order, requisition, request for quotation, or warehouse order line for an item on the Material file. The default can be overridden.

Unit Price

Yes or No An **X** in this check box indicates that you wish PMX to display the default Unit Price (from the Material record) when entering a purchase order, requisition or warehouse order line for an item on the Material file. The default can be overridden.

RFQ Options

Select this option if you wish PMX to automatically enter a default unit price for each line item on an RFQ. PMX will extract this default value from the Material Record for each item in the RFQ. If, however, the item record has Primary Vendor Information entered and the primary vendor corporation and primary vendor number are the same as the corporation number and vendor number on the RFQ line being created, PMX will extract the default value for the unit price from the Primary Vendor Information for that item.   If Primary Vendor Information does not exist, the system will check to see if any alternate vendors exist for this item and corporation. If so, the PMX will extract the default value for the unit price from the Alternate Vendor file.

Unit Price Default
Yes or No   An **X** in this check box indicates that you wish PMX to automatically enter a vendor's default unit price for each line item on an RFQ.

Account Hierarchy

You may use these fields to define your company's General Ledger Account structure. These hierarchy levels are used in the G/L Account Code Analysis Report off the Purchasing Reports Menu and the A/P G/L Account Code Analysis Report off the A/P Interface Reports Menu. Both of these reports are described in the PMX QuickStart Guide.

G/L Account structures may be divided into as many as six levels. Enter the name (maximum of 6 characters) of each level in the **Description** column, and the length of each level in the **Length** column. The total of all the length entries can **NOT** exceed 20. The sample below illustrates a G/L Account structure with five hierarchy levels with a total length of 17.

G/L Account Structure

DP	200	350	8010	AE435
DIV	REGION	DEPT	CSTCTR	ACCT
2	3	3	4	5
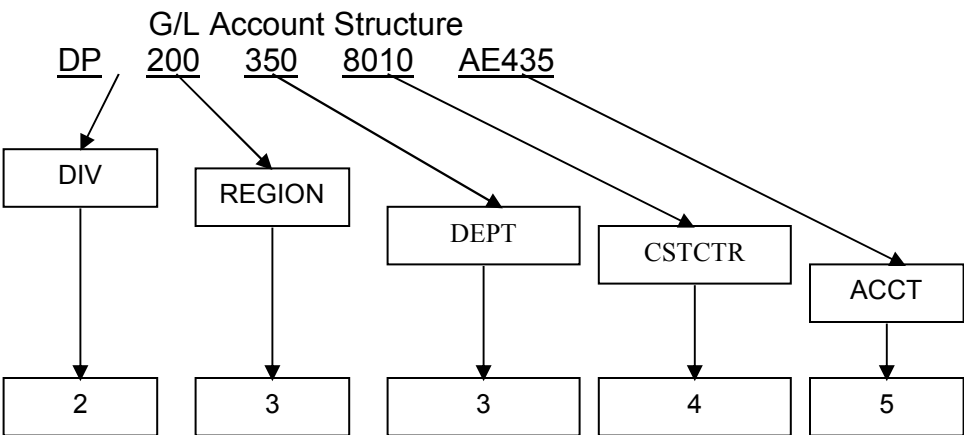
Use the Additional Corporation Info-2 screen to access more corporate operator rules, as shown on the screen below.

You may access this optional screen from the other Corporation Info screens by choosing the **Addl̲ Corp Info-2** button. Notice that the Addl Corp Info-2 button changes to Corporation Info when the Additional Corporation Info-2 screen is displayed. You may choose this button to return to the primary Corporation Info screen.

Field   Description

Reports Net Amount Formula   Choose one of the following options from the list box to determine how PMX calculates the net amount on certain PMX reports and documents.
- Gross Amount
- Gross Amount + Tax
- Gross Amount + Freight
- Gross Amount + Tax + Freight
- Gross Amount – Discount
- (Gross Amount – Discount) + Tax
- (Gross Amount – Discount) + Freight
- (Gross Amount – Discount) + Tax + Freight

Email Server Name	Enter your email server name. PMX allows entry of up to 50 characters. Examples: secure.smtp.email.msn.com, smtp.win.net, etc.
SMTP Authentication Info	The 2 entry fields in this portion of the Additional Corporation Info-2 screen allow you to enter pertinent SMTP information. These fields are used during the email process for Purchase Orders, Requisitions, and Requests for Quotes. The authentication fields are passed to the email server to verify the emails being sent are legitimate emails.
User ID	Enter a valid email address for the email server entered in the Email Server Name field. PMX allows entry of up to 200 characters. Most email servers require only the user name and NOT the entire email address. Example; if the email address were info@bellwethercorp.com you would only enter info.
Password	Enter the password for the email address entered in the SMTP Authentication User ID field. PMX allows entry of up to 15 characters.
Update Material Cost at P.O. Entry <u>Yes</u> or No	An **X** in this check box indicates that you wish PMX to track the unit cost entered on purchase orders to define the standard unit cost of material items. If the unit cost entered on a P.O. differs from the standard unit cost recorded on the Material File, PMX will update the Material File to reflect the change in price. It will also update the standard unit cost on any associated Inventory records, if the user has the Inventory Module. Leave this box blank if you wish the standard unit cost on the item's Material Record to remain unchanged, even if that cost has been overridden on an individual P.O.
Update Catalog Prices when Material Cost changes <u>Yes</u> or No	An **X** in this check box indicates that you wish PMX to change the price on all catalog items whose cost has changed on the material file. If the standard unit cost is changed on the material file, PMX will update the appropriate catalog file records to reflect the change in price. Leave this box blank if you wish the item's catalog price to remain unchanged, even if the standard unit cost has been changed on the material file.

***Update Vendor Unit Price at
PO Entry***
<u>Yes</u> or No   An **X** in this check box indicates that you wish PMX to update the vendor's item unit price to match the unit price used by the item on the PO. Line. If the unit price entered on a P.O. line differs from the unit price recorded in the associated Primary Vendor Information or alternate vendor's Item Number Translation record for this item, PMX will update the vendor's unit price to reflect the change in price at line time. Leave this box blank if you wish the unit price in the Primary Vendor Info or Item Number Translation Record to remain unchanged, even if that price has been overridden on an individual P.O.

Date Format   Choose one of the following options from the list box to define the date format to be used throughout the PMX system.

Option	Description
MMDDCCYY	American date format
DDMMCCYY	European date format

Buyer Limit   Buyer limits can be recorded in the Control File's Employee records. PMX monitors buyer limits during the P.O. creation process and can alert you when a P.O. total exceeds the buyer limit. Choose one of the following options from the list box to define how you want buyer limits to work. For more information, see the description of the Employee record in chapter 3.

Option	Description
No Buyer Limit	PMX takes no action if P.O. total exceeds the set buyer limit.
Over Limit…Warning	PMX displays a warning message if P.O. total exceeds the set buyer limit. Processing will continue.
Over Limit…Error	PMX displays an error message if P.O. total exceeds the set buyer limit. Processing will not continue until the error condition is corrected.

Text Window Size Choose one of the following options from the list box to define the width of text windows used for entering special text, material additional description, instructions and line text on purchase orders, requisitions, request for quotations and warehouse orders. When you review or print any of the above the text will come out in the same length as entered.

Option	Description
30	30 position text lines
45	45 position text lines
60	60 position text lines

Purchasing Budget Info Budget amounts and budget periods can be recorded in the Control File's G/L Account Code records. PMX tracks actual expenses during the requisitioning and ordering process and can alert you when actual expenses exceed the budget amount. Choose one of the following options from the list box to define how you want budget control to work in Purchasing. For Requisition Budget Control information, see the Req info screen of the corporation record. For more information, see the description of the G/L Account Code record in chapter 3.

Option	Description
No Budget Control	PMX takes no action if actual expenses exceed the set budget limit.
Over Budget…Warning	PMX displays a warning message if actual expenses exceed the set budget limit. Processing will continue.
Over Budget…Error	PMX displays an error message if actual expenses exceed the set budget limit. Processing will not continue until the error condition is corrected.

Customizing the Corporation Record

Determine Budget Period Using   Choose one of the following options from the list box to define how you want to determine the budget period for budget control:

- P.O. Date – PMX update the accumulated budget amount based on the P.O. Date for Purchasing Budget Control, or Requisition Date for Requisition Budget Control

- Revised Delivery Date – PMX updates the accumulated budget amount based on the Revised Delivery Date of the P.O. or Requisition.

Display Budget Info   The check box in this portion of the Additional Corporation Info-2 screen indicates if you want PMX to display budget information at the bottom of the P.O. line screen during document creation or maintenance.

Requisition Info

If you are using PMX's Requisition module, complete the Requisition Info screen, shown below, to establish default settings for the module.

This screen is accessed by selecting the **Req Info** button at the bottom of the Corporation Record screen.

Customizing the Corporation Record

Email Alerts   The check boxes in this grouping allow you to control when and to whom an email is sent based on the disposition of the requisition.

Email Requisitioner When   These 3 check boxes allow you to dictate when an email is sent to a requisitioner based on the disposition of the requisition.

Requisition is Approved
Yes or No   An X in this check box indicates that you wish PMX to automatically send an email to the requisitioner when the requisition has been approved.

Requisition is Ordered
Yes or No   An X in this check box indicates that you wish PMX to automatically send an email to the requisitioner when the requisition has been converted to a P.O.

Requisition is Received
Yes or No   An X in this check box indicates that you wish PMX to automatically send an email to the requisitioner when the requisition has been received.

Email Buyer When   This check box allows you to dictate when an email is sent to a buyer based on the disposition of the requisition.

Requisition is Approved
Yes or No   An X in this check box indicates that you wish PMX to automatically send an email to the buyer when the requisition has been approved.

Requisition Number Info   The fields in this portion of the Requisition Info screen indicate if you want PMX to automatically assign the next requisition number, and if so, what number to use as the last requisition number in use.

Assign Req. Nbr
Yes or No   A check in this box indicates that you wish PMX to automatically generate the next available requisition number.

Last Req. # Assigned
9 digits   Enter a value in this field only if you have checked the Assign Req. Nbr check box, described above. PMX will add 1 to this value to assign the next requisition number.

Delivery Date

The 2 check boxes in this portion of the Requisition Info screen indicate if you want PMX to calculate delivery dates on the requisitions or not. The check boxes are mutually exclusive. You can check one or the other but not both.

Do Not Calculate
<u>Yes</u> or No

An **X** in this check box indicates that you do not wish PMX to calculate a default delivery date for you.

Current Date + User Entry
<u>Yes</u> or No

An **X** in this check box indicates that you wish PMX to calculate a default delivery date for you by adding a specified number of days to today's date. Enter the number of days to be used in the calculation in the entry box. The default delivery date can be overridden on a requisition.

Requisition Budget Control

Budget amounts and budget periods can be recorded in the Control File's G/L Account Code records. PMX tracks actual expenses during the requisitioning and ordering process and can alert you when actual expenses exceed the budget amount. Choose one of the following options from the list box to define how you want budget control to work in Requisitions. For Purchasing Budget Control information, see the Additional Corp Info-2 screen of the corporation record. For more information, see the description of the G/L Account Code record in chapter 3.

Option	Description
No Budget Control	PMX takes no action if actual expenses exceed the set budget limit.
Over Budget…Warning	PMX displays a warning message if actual expenses exceed the set budget limit. Processing will continue.
Over Budget…Error	PMX displays an error message if actual expenses exceed the set budget limit. Processing will not continue until the error condition is corrected.
Over-Budget…Approval	PMX displays a warning message if actual expenses exceed the set budget limit. Processing will continue and a requisition line will be flagged as "pending approval" until the line is approved.
	Note: An approval hierarchy must be established for the line's

requisitioner ID or project number to enable approver routing. The line will be routed sequentially to each approver in the approval hierarchy.

Display Budget Info The check box in this portion of the Requisition Info screen indicates if you want PMX to display budget information at the bottom of the requisition line screen during document creation or maintenance.

Req. Default is User ID
Yes or No   An **X** in this check box indicates that you wish PMX to automatically place the current user's ID code (entered when logging on) in the Req. ID field on the Requisition Header Info screen. When this option is selected, the user can **NOT** override the Req. ID Code.

Copy Req. Instr to P.O.
Yes or No   An **X** in this check box indicates that you wish PMX to automatically copy Requisition header instructions to a P.O. when creating a P.O. from a requisition. **NOTE:** This option is only effective when copying lines from the same requisition to a P.O.

Stock Requisitions Choose one of the following options from the list box to define how you want Item Requisitions to be handled at save time. **NOTE: Quantity Available** = Quantity on Hand - Quantity Allocated + Quantity on Order + Quantity Requisitioned.

Option	Description
No Stock Requisitions	Item requisition lines are always processed as standard requisition lines.
Stock Reqs Or Purchase Reqs	If the quantity available (see definition above) for an item is greater than zero, the item requisition line is flagged as a stock requisition and the item will be pulled from inventory.
	If the quantity available (see definition above) for an item is zero or below, the item requisition line is processed as a standard requisition line which can be converted to a purchase order.
Stock Requisitions Only	All item requisition lines are flagged as stock requisitions.

Requisition G/L Account Code

20 characters — You may specify a default G/L Account Code in this field to indicate your default Requisitioning General Ledger Account. This field cannot be entered when initially creating a Corporation record. It refers to a G/L Account Code which has already been stored in a G/L Account Code record on the Optional Control file, described in chapter 3 of this manual. The default G/L Account Code will only display when entering requisitions. The default can be overridden.

Requisition Approval Options

Choose one of the following options from the list box to define how you want the Requisition Approval process to work. You can set up Approvers on the Requisitioner's Employee record and the Project Number record in the Optional Control files, described in chapter 3 of this manual. If both are present PMX will use the approvers off the Project Number record.

Option	Description
No Approvals	No approval is necessary for a requisition item. PMX flags the requisition with an 'approved' status.
Use Minimum Hierarchy	Requisitions must be approved sequentially by each approver in the approval hierarchy until PMX encounters an approver with the proper dollar authorization. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.
Use Entire Hierarchy	Requisitions must be approved sequentially by each approver in the approval hierarchy. The requisition remains on-hold until the last approver in the hierarchy has approved it. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.
Use Approver with Proper Dollar Limit	Requisitions will be routed directly to the first approver in the approval hierarchy with the proper dollar authorization. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit' at save time for the requisition.

Item Requisition Approval Options Choose one of the options from the list box to define how you want the Item Requisition Approval process to work. You can set up Approvers on the Requisitioner's Employee record and the Project Number record in the Optional Control files, described in chapter 3 of this manual. If both are present PMX will use the approvers off the Project Number record. See the Requisition Approval Options, described above, for a description of the approval methods.

Amount Approval Options Choose one of the following options from the list box to define which requisition amount to use when approving requisitions.

Option	Description
Approve by Requisition line	Each requisition line is compared to the purchase dollar limit of the requisitioner or the approval dollar limit of an approver before that line is flagged with an "approved" status for that employee.
Approve by Requisition total	The total of all line amounts in a requisition is compared to the purchase dollar limit of the requisitioner or the approval dollar limit of an approver before each line is flagged with an "approved" status for that employee.

Approval Options for P.O.s from Requisitions Choose one of the following options from the list box to define how to select requisitions for the process which creates P.O.s from requisitions.

Option	Description
Select if Req. line is approved	Select any approved requisition line which meets the selection parameters you have entered.
Select if entire Req. is approved.	Only select approved requisition lines which meet the selection parameters you have entered when all of the lines in that requisition have been approved.

Restrict Requisition Access to: If you wish to restrict access to requisitions to a particular category of employees, select from the following categories those employees who will have access to requisitions. If no categories are selected, all employees will have access to requisitions.

Option	Description
Originator	PMX will allow the Requisitioner ID on the requisition to access the requisition.
Approvers	PMX will allow any employee in the approval hierarchy of any line of the requisition to access the requisition.
System Administrators	PMX will allow any employee identified as a System Administrator to access the requisition.

Customizing the Corporation Record

Receiving Info

If you are using PMX's Receiving module, complete the Receiving Info screen, shown below, to establish default settings for the module.

    This screen is accessed by selecting the **Rec Info** button at the bottom of the Corporation Record screen.

Field	Description
Delivery Schedule	The delivery schedule contains early, on-time and late delivery ranges and their associated percentages. The system uses this schedule to calculate the Percent On-Time on the Vendor Performance Report (off the Receiving Reports Menu) and to calculate the Percent On-Time on the Product Line screen (on the Vendor Record off of the Master Files Menu). You must enter the complete Delivery Schedule if you want to use this feature. If you leave the Delivery Schedule set to all zeros, the Percent On-Time will come out as 100%.

Days Early/Days Late

2 digits Enter the desired upper and lower ranges in these fields to specify the number of days early or late a delivery may be received.

Percent

3 digit Indicate what percentage deliveries that fall within this range will receive.

Please Note: Deliveries that fall outside the Days Early or Days Late ranges specified above receive the Percent value accorded to the maximum number of days early or late that you have specified. For example, for the delivery schedule shown on the previous page, deliveries received more than 9 days early would receive a 70% while deliveries received more than 12 days late would receive a 50%.

You may also specify a delivery schedule in each item's Material record. PMX uses the delivery schedule specified in the Corporation record only when a delivery schedule has not been defined for a particular item on the Material file.

Quantity Variance Lower % / Upper %

3 digits Use these two fields to define acceptable variances between the purchase order quantity and receipt quantity. PMX displays a warning message for receipts falling outside the specified variance limits. For example, for the variance limits shown on the previous page, a warning message would display if the quantity received is less than the quantity ordered and the difference is greater than 10% of the quantity ordered. In this example, if you ordered 100 and received 90 or more, you would not get a warning. If you received less than 90 you would get a warning. Because the Upper field is set to 0, the system would always display a warning message if you received more than you ordered. You can set the Lower field to 0 if you want to be warned whenever you receive less than you ordered. However, if you want to use this feature, you must enter a value in at least one of the fields. If both fields are set to zeros PMX will accept any shipment without displaying a warning message.

Please Note: You may also specify quantity variance limits in each item's Material record. PMX uses the variance limits specified in the Corporation record only when no variance limit has been defined for a particular item on the Material file.

Evaluation Weights   PMX is currently **NOT** using this feature. In a future release, PMX will use these 3 fields to rate a vendor's performance based on Price, Quality and Delivery.

   You are allowed to enter a value in these fields at this time. If you choose to do so, the total of the three fields must equal 100. You may also specify evaluation weights in each item's Material record. PMX will use the evaluation weights specified in the Corporation record only when they have not been defined for a particular item on the Material file.

Price

3 digits   PMX will calculate price points by dividing the unit price on the purchase order by the Standard Unit Cost listed for each item's Material Record, described in chapter 3 in the PMX QuickStart Guide. The resulting percentage will be multiplied by the price factor to calculate price points. If you do not use the Material File, enter a value of 0 in the price field.

Quality

3 digits   PMX will calculate quality points by dividing the number of acceptable, non-damaged items received by the total number of items received. The resulting percentage will be multiplied by the quality factor to calculate quality points.

Delivery

3 digits   PMX will use the values you specify in the Delivery Schedule fields, described above, to rate the vendor's delivery performance. The delivery percentage will be multiplied by the delivery factor to calculate delivery points.

Receiver Default is User ID

Yes or No   An **X** in this check box indicates that you wish PMX to automatically place the current user's ID code (entered when logging on) in the Receiver ID field on the Material Receipt screen.   When this option is selected, the user can **NOT** override the Receiver ID Code.

Receipt Required

Yes or No   An **X** in this check box indicates that you want the system to default to requiring a receipt entry to close a purchase order line.   Leave the check box blank if you want the system to default to not requiring a receipt entry to close a purchase order line. The default will display when entering new items on the Material File. It will also display when entering a purchase order or requisition line for an item that is not on the Material File. The default can be overridden.

Bypass P.O. Instructions on A/P Receiving Report
Yes or No An **X** in this check box indicates that you want the system to bypass printing the P.O. Instructions on the A/P Receiving Report. Leave this check box blank if you want to print the P.O. Instructions on the A/P Receiving Report.

Email Buyer when P.O. is Received
Yes or No An **X** in this check box indicates that you wish PMX to automatically send an email to the buyer when the P.O. has been received.

Receiving Ticket/ Bar Code Labels These two fields determine if a Bar Code Label or what type of Receiving Ticket will print.

Print Cost on ticket
Yes or No An **X** in this check box indicates that you wish PMX to print the unit price, extended amount, and total cost for the items received on the Receiving Ticket. Leave the check box blank if you do not wish these costs to appear on the Receiving Ticket.

Please Note: The total cost for the items received will only appear if the Print Option chosen is Whole page – Multiple items.

Print Options
Choose one of the following options from the list box to determine if a Bar Code Label or what type of Receiving Ticket will print.
- Do not print ticket or labels
- Half page – 1 item per ticket
- Whole page – 1 item per ticket
- Whole page – Multiple items
- Bar Code Labels

Calculate Delivery Performance Using Choose one of the following options from the list box to define how PMX should calculate the delivery performance of a vendor.

Option	Description
Original Delivery Date	PMX will compare the Original Delivery Date entered on the PO to the Receipt Date when calculating the vendor's delivery performance.
Revised Delivery Date	PMX will compare the Revised Delivery Date entered on the PO to

the Receipt Date when calculating the vendor's delivery performance. If the delivery date has never been changed, Original and Revised Delivery Dates are the same.

Display Options

The 4 check boxes in this portion of the Receiving Info screen are used to determine if PMX will display the associated fields on the Material Receipt screen and on a Review PO from the Material Receipt screen.

Quantity Ordered

Yes or No   An **X** in this check box indicates that you wish PMX to display the Quantity Ordered. Leave the check box blank if you do not wish the Quantity Ordered displayed.

Quantity Received

Yes or No   An **X** in this check box indicates that you wish PMX to display the Quantity Received. Leave the check box blank if you do not wish the Quantity Received displayed.

Quantity Remaining

Yes or No   An **X** in this check box indicates that you wish PMX to display the Quantity Remaining. Leave the check box blank if you do not wish the Quantity Remaining displayed.

Cost Information

Yes or No   An **X** in this check box indicates that you wish PMX to display the Cost Information. Leave the check box blank if you do not wish the Cost Information displayed.

A/P Info

If you are using PMX's Accounts Payable Interface module, complete the A/P Info screen, shown below, to establish default settings for the module.

This screen is accessed by selecting the **A/P Info** button at the bottom of the Corporation Record screen.

Field	Description

Assign Batch Number

Yes or No — An **X** in this check box indicates that you wish PMX to automatically assign Batch Numbers on the A/P Batch Information screen. Leave the check box blank if you wish the operator to enter the Batch Number.

Last Batch Number

5 digits — Enter a value in this field only if you have checked the Assign Batch Number check box, described above. PMX will add 1 to this value to assign the next Batch Number.

Assign Voucher Number

<u>Yes</u> or No   The Voucher Number is a unique control number assigned to each invoice processed by the A/P module. An **X** in this check box indicates that you wish PMX to automatically assign a Voucher Number to each invoice. Leave the check box blank if you wish the operator to assign the Voucher Number.

Last Voucher Number

6 digits   Enter a value in this field only if you have checked the Assign Voucher Number check box, described above. PMX will add 1 to this value to assign the next Voucher Number.

Bank Code

3 characters   You may specify a default Bank Code to indicate the bank responsible for paying invoices. This field cannot be entered when initially creating a Corporation record. It refers to a Bank Code which has already been stored in a Bank Code record on the Optional Control file, described in chapter 3 of this manual.

     The default Bank Code will display when entering invoices. The default can be overridden.

1099 Code

2 characters   You may specify a default 1099 Code to indicate a specific category for 1099 reportable income. This field cannot be entered when initially creating a Corporation record. It refers to a 1099 Code which has already been stored in a 1099 Code record on the Optional Control file, described in chapter 3 of this manual.

     The default 1099 Code will display when entering invoices. The default can be overridden.

Freight Amount

Choose one of the following options from the list box to indicate how you wish PMX to distribute freight charges.

- Prorate over lines
- Distribute to acct , when you choose this option you must indicate the account to which freight charges are to be distributed in the Freight Account field, described later in this section.

Tax Amount

Choose one of the following options from the list box to indicate how you wish PMX to distribute tax charges.

- Prorate over lines
- Distribute to acct , when you choose this option you must indicate the account to which tax charges are to be distributed in the Tax Account field, described later in this section.

Distribution

Choose one of the following options from the list box to indicate how you wish PMX to credit discounts.

- Net – Prorate discount
- Gross – Post discount, when you choose this option you must indicate the account to which discounts are to be distributed in the Discount Account field, described later in this section. You must also indicate the accounts payable liability account for the offsetting credit entry in the A/P Account field, described later in the section.

Default G/L Codes

Use the following 4 fields to specify the default accounts to which various invoice charges are to be distributed. You may override these default account settings during invoice entry.

To choose the desired general ledger accounts, you may click on the **?** button to the right of the fields to look up account data.

Please Note: These fields cannot be entered when initially creating a Corporation record. They refer to G/L Account Codes which have already been stored in the G/L Account Code records on the Optional Control files, described in chapter 3 of this manual.

A/P Account
20 characters Use this field to indicate the default accounts payable liability account for offsetting credit entries.

Discount Amount
20 characters Use this field to indicate the default accounts payable discount account to which discounts are to be distributed.

Tax Account
20 characters Use this field to indicate the default accounts payable tax account to which taxes are to be distributed.

Freight Account

20 characters Use this field to indicate the default accounts payable freight account to which freight charges are to be distributed.

Price Variance These fields allow you to define acceptable variances between the unit price and extended price on the purchase order and the unit price and extended price on the invoice. A warning message is displayed for invoices falling outside any of these three ranges or variance limits.

Unit Price Amount

5 digits The Lower Amount price is the amount by which the invoice line item unit price may not be less than the purchase order line item unit price. The Upper Amount is the amount by which the invoice line item unit price may not exceed the purchase order line item unit price. The Lower and Upper Amount fields do not contain decimal points.

Unit Price %

3 digits The Lower % is the ratio by which the invoice line item unit price may not be less than the purchase order line item unit price. The Upper % is the ratio by which the invoice line item unit price may not exceed the purchase order line item unit price. To enter a value of 1% in this field, type 001. To enter a value of 10%, type 010.

Upper Extended Price

3 / 7 digits The Percent is the ratio by which the line item extended price on the invoice may not exceed the line item extended price on the purchase order. The Amount is the number of dollars by which the line item extended price on the invoice may not exceed the line item extended price on the purchase order. The Amount field does not contain decimal points.

Please Note: You may also specify price variance limits in each item's Material record. PMX uses the variance limits specified in the Corporation record only when no variance limit has been defined for a particular item on the Material file.

Additional A/P Info

Use the Additional A/P Info screen to create user-defined data entry fields for the Invoice Entry screen. Use these custom invoice header and invoice line fields to pass information to your Accounts Payable system.

You may access this optional screen by choosing the **Add!
A/P Info** button at the bottom of the A/P Info screen. Notice that this screen has a **A/P Info** button that you may choose to return to the primary A/P Info screen.

Field	Description
Invoice Header Fields	You may create as many as 3 user-defined fields in the Invoice Header portion of the Invoice Entry screen.
Field Name 10 characters	Enter the name of the user-defined field in the Field Name column.
Length 2 digits	Enter the length of the user-defined field in the Length column. Each field may be up to 19 characters in length.

Invoice Line Fields

You may create as many as 4 user-defined fields in the Invoice Line portion of the Invoice Entry screen.

Field Name

9 characters   Enter the name of the user-defined field in the Field Name column.

Length

2 digits   Enter the length of the user-defined field in the Length column. Each field may be up to 19 characters in length. The total length for all 4 user-defined invoice line fields cannot exceed 27 characters.

Inventory Info

If you are using PMX's Inventory module, complete the Inventory Info screen, shown below, to establish the default settings for the Inventory module and the Warehouse Order module.

   This screen is accessed by selecting the **Inv Info** button at the bottom of the Corporation Record screen.

Field	Description
Inv Trans Duplicated Fields	The 5 fields listed in this portion of the Inventory Info screen refer to fields that can be entered on the Inventory Transaction or the Kit Component Transaction screen. The check box will be used to determine if PMX will duplicate that field for the user as he moves from transaction to transaction within a session. You can override any of the duplicated fields. If you override the field the new value will be what is duplicated on the next transaction.
Consumer Yes or No	An **X** in this check box indicates that you wish PMX to duplicate the Consumer field. Leave the check box blank if you do not wish to have the Consumer field duplicated.

G/L Account Code
Yes or No   An **X** in this check box indicates that you wish PMX to duplicate the G/L Account Code field.   Leave the check box blank if you do not wish to have the G/L Account Code field duplicated.

Miscellaneous
Yes or No   An **X** in this check box indicates that you wish PMX to duplicate the Miscellaneous field.   Leave the check box blank if you do not wish to have the Miscellaneous field duplicated.

Job Number
Yes or No   An **X** in this check box indicates that you wish PMX to duplicate the Job Number.   Leave the check box blank if you do not wish to have the Job Number field duplicated.

Receiving Dept.
Yes or No   An **X** in this check box indicates that you wish PMX to duplicate the Receiving Dept. field.   Leave the check box blank if you do not wish to have the Receiving Dept. field duplicated.

Allow Transaction Date Change
Yes or No   PMX automatically enters the current date in the date field when you start a new Inventory Transaction or Kit Component Transaction Session. An **X** in this check box indicates that you wish PMX to allow the user to change the transaction date. Leave the check box blank and PMX will not allow the user to change the transaction date.

Allow Quantity On-Hand Change
Yes or No   An **X** in this check box indicates that you wish PMX to allow the user to manually change the quantity on-hand on the Inventory Master. Leave the check box blank and PMX will not allow the user to manually change the quantity on-hand on the Inventory Master.

Lot Expiration Date Required
Yes or No   An **X** in this check box indicates that PMX will require the user to enter a lot expiration date when entering a lot number and quantity for an inventory item in this corporation.

Shipper Default is User ID
Yes or No   An **X** in this check box indicates that PMX will use the default shipper id stored on the corporation record when starting a new inventory transaction. NOTE: This field is not yet available.

Calculate Inventory Cost At   Choose one of the following options from the list box to determine when and how PMX calculates inventory costs.

Option	Description
Material Receipt	P.O. Cost
Material Receipt, Include Freight	P.O. Cost + Pro-Rated Freight Charges
Material Receipt, Include Tax	P.O. Cost + Tax Amount
Material Receipt, Include Tax and Freight	P.O. Cost + Tax Amount + Pro-Rated Freight Charges
Invoice Entry	Invoice Cost
Invoice Entry, Include Freight	Invoice Cost + Pro-Rated Freight Charges
Invoice Entry, Include Tax	Invoice Cost + Tax Amount
Invoice Entry, Include Tax and Freight	Invoice Cost + Tax Amount + Pro-Rated Freight Charges

Warehouse Order Info   The 5 fields listed in this portion of the Inventory Info screen are used to establish default settings for the Warehouse Order module.

Assign W.O. Nbr
Yes or No   An **X** in this check box indicates that you wish PMX to automatically assign Warehouse Order numbers. Leave the check box blank if you wish the operator to enter the Warehouse Order numbers.

Last W.O. # Assigned
9 characters   Enter a value in this field only if you have checked the Assign W.O Nbr field, described above. PMX will add 1 to this value to assign the next W.O. Number

Assign W.O. Change Nbr
<u>Yes</u> or No   The W.O. change number indicates the number of times a warehouse order has been revised. An **X** in this check box indicates that you wish PMX to automatically track the number of W.O. changes and print that value on W.O. documents. Leave the check box blank if you wish the operator to assign W.O. change numbers.

Buyer Default is User ID
<u>Yes</u> or No   An **X** in this check box indicates that you wish PMX to automatically place the current user's ID code (entered when logging on) in the Buyer ID field on the W.O. Header Info screen. When this option is selected, the user can **NOT** override the Buyer ID Code.

Receipt Required
<u>Yes</u> or No   An **X** in this check box indicates that you want PMX to default to requiring a receipt entry to close a warehouse order. Leave the check box blank if you want the system to default to not requiring a receipt entry to close a warehouse order. The default will display when entering a line on the warehouse order. The default can be overridden.

Unit Price Default   Choose one of the following options from the list box to determine Unit Price default calculation.

Option	Description
Average Price	PMX uses the Average Unit Cost from the Inventory Record as the default unit price for the item.
Current Price	PMX uses the Current Unit Cost from the Inventory Record as the default unit price for the item.
Standard Price	PMX uses the Standard Unit Cost from the Inventory Record as the default unit price for the item.

Line Sequence   Choose one of the following options from the list box to determine the sequence of W.O. lines on the W.O., backorder, and packing slip documents.

Option	Description
WO Line Number	PMX prints the W.O. lines on the

	W.O., backorder, and packing slip documents in W.O. Line Number Sequence.
Primary Location	PMX prints the W.O. lines on the W.O., backorder, and packing slip documents in Primary Location Sequence

Edit Options

Use the Edit Options screens to determine the validity of entries made on PMX data entry screens. Before a record is saved, data entered on the screen will be validated using the edit options established here. If a data entry error occurs, PMX displays an error message and the fields in error are highlighted in red.

The Edit Options are entered in the two screens shown below. The first screen is accessed by selecting the **Edit Options** button at the bottom of the Corporation Record screen. The second screen is accessed by choosing the **Addl Edit Options** button at the bottom of the Edit Options screen.

The Edit Options are divided into seven parts.

Section	Function
Purchasing	Controls the treatment of selected fields on the Purchase Order data entry screens.
Receiving	Controls the treatment of the Receiver ID field on the Material Receipt Entry screen.
Vendor	Controls the treatment of the Vendor Type and Vendor Group fields on the Vendor record entry screen.
A/P Interface	Controls the treatment of selected fields on the Invoice Entry screen.
Requisitions	Controls the treatment of selected fields on the Requisition data entry screen.
Warehouse	Controls the treatment of selected fields on the Warehouse Order date entry screens.
Inventory	Controls the treatment of selected fields on the Inventory Transaction entry screen.

Edit Options Screen groups Purchasing, Receiving, Vendor, A/P Interface.

Addl Edit Options Screen groups Requisitions, Warehouse, Inventory.

Four general edit options are available:

1. The field is required but its contents are not validated. PMX ensures that the field is not left blank. If the field is blank, the system displays an error message and will not accept the record until an entry is made.
2. Do not validate. The field is optional and may contain any entry.
3. The field is required and its contents are validated. PMX ensures that the field is not blank and that the entry is present on the related Control File. If the field is blank or contains an invalid entry, PMX will not accept the record until a valid entry is made.
4. The field is optional but if an entry is made its contents are validated. PMX ensures that any entry made is present on the related Control File. If the field contains an invalid entry, PMX will not accept the record until a valid entry is made or the field is spaced out.

PMX can only verify the validation of a field if there is a corresponding Control File for that field. Options 1, 2, 3 and 4 are available for the fields that have a corresponding Control file. Only options 1 and 2 are available for the fields that do not have a corresponding Control File.

The edit options for the following fields are the exceptions:

- Purchasing and Requisitions Delivery Date. Must be a 3.
- Purchasing and Requisitions Prepaid Freight. Must be a 3 or 4.
- Purchasing and Requisitions Special Text Code. Must be a 2 or 4.
- A/P Interface Alternate Payee. Must be 2 through 4.
- A/P Interface Duplicate Invoice. Must be 2 through 4.
- A/P G/L Account Code. Must be 2 through 4.
- A/P Tax Code. Must be 2 through 4.
- A/P User ID. Must be 2 through 4.
- Inventory Unit of Measure. Must be 1 or 3.

Purchasing, Requisition and Warehouse G/L Account Codes have the following 5 options:
1. The Account Code is required on both the Header and Line records but its contents are not validated. PMX ensures that the field is not left blank. If the field is blank, the system displays an error message and will not accept the record until an entry is made.
2. The Account Code is optional on both the Header and Line records and is not validated. The field is optional and may

contain any entry.

3. The Account Code is required on both Header and Line records and its contents are validated. PMX ensures that the field is not blank and that the entry is present on the related Control File. If the field is blank or contains an invalid entry, PMX will not accept the record until a valid entry is made.

4. The Account Code is optional on both the Header and Line records but if an entry is made its contents are validated. PMX ensures that any entry made is present on the related Control File. If the field contains an invalid entry, PMX will not accept the record until a valid entry is made or the field is spaced out.

5. The Account Code is optional on the Header record but required on the Line record and its contents are validated. PMX ensures that any entry made on the Header record is present on the related Control File. If the field on the Header record contains an invalid entry, PMX will not accept the record until a valid entry is made or the field is spaced out. PMX ensures that the field is not blank on the Line record and that the entry is present on the related Control File. If the field on the Line record is left blank or contains an invalid entry, PMX will not accept the record until a valid entry is made.

When all the options have been set, select the **Save** button to update the Corporation Record, or select a button from the bottom of the Corporation Record screen to access a different screen.

Corporation Record Report

PMX provides a detailed report that lists the options you have selected for each corporation record in the Control File.   You may wish to print and file configuration settings for future reference. This hard-copy of your settings may be used if settings have been changed and you have lost track of how PMX used to be configured. Or, in the event of hardware disaster and no backups, this report will be a useful tool in getting your system back up and operational. To print this report, follow the steps outlined in this section.

First, select the **Master Files** button from the PMX Master Menu.

Choose the **R**eports option from the Master Files menu.

Catalog File
Commodity Code
Control File...   ▶
Inventory File
Kit File
Material File
Vendor File
Reports...   ▶
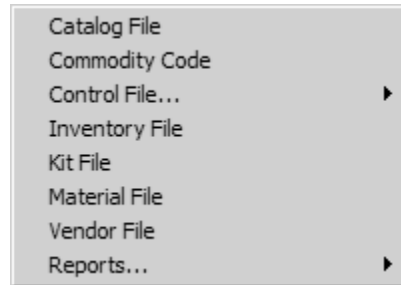
Choose the **Control File Reports** option from the Master File Reports menu.

Catalog File Report
Commodity Code Report
Control File Reports...   ▶
Inventory File Report
Kit Components Report
Material File Report
Vendor File Report

Choose the **Corporation Report** option from the Control File Reports menu.

Corporation Report
1099 Report
Bank Code Report
Bill-To Code Report
Commodity Code Vendor Report
Employee Report
G/L Account Code Report
Item Number Trans. Report
Job Number Report
P.O. Type Report
Project Number Report
Receiving Dept. Report
Ship-To Code Report
Special Text Report
Tax Code Report
Terms Code Report
Third Party ERP Report
U/M Trans. Report
Vendor Group Report
Vendor Type Report

After choosing the **Corporation Report** option from the Control File Reports menu, the following screen displays:

```
┌─────────────────────────────────────────────────────────────────────┐
│ ■ Corporation Report Options                                 _ □ ✕  │
│ File  System Menu  Reports Menu  Help                                │
│ ┌──────────┬───────────────┬────────────┐                           │
│ │  Clear   │  Print Setup  │    Exit     │                          │
│ └──────────┴───────────────┴────────────┘                           │
│                                                                      │
│        ┌─ Selection Criteria ─────────────────────────────┐         │
│        │                                                   │         │
│        │                                                   │         │
│        │                                                   │         │
│        │                                                   │         │
│        │    Corporation:  [009]  [Select Corps]            │         │
│        │                                                   │         │
│        │                                                   │         │
│        │                                                   │         │
│        └───────────────────────────────────────────────────┘         │
│                                                                      │
│                    [ Preview ]      [ Print ]                        │
└─────────────────────────────────────────────────────────────────────┘
```

If you operate in a single corporation environment, PMX will fill in the Corporation Number automatically. If you operate in a multi-corporation environment, you can select one, several, or all Corporations to report on.

After the corporation selection has been made, you can view the report, before printing, by pressing the **Preview** button. Choose the **Print** button to print the report. There will be 6 pages for every corporation selected. The report contains all the business rules currently selected for the corporation.

Purchasing Management eXtra
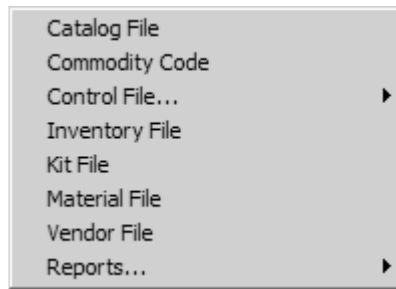User's Guide

3 – Optional Control Files

Overview

In the previous chapter you customized your company's Corporation record to set up your system's operating policies and procedures. The remaining items on the Control file menu let you record commonly used information such as billing and shipping addresses, employee IDs, P.O. and Vendor Types, and so forth. These optional records are used throughout the system to make data entry more efficient and to improve data accuracy. Each of these optional Control File records is described in the following pages as presented on the Control File menu.

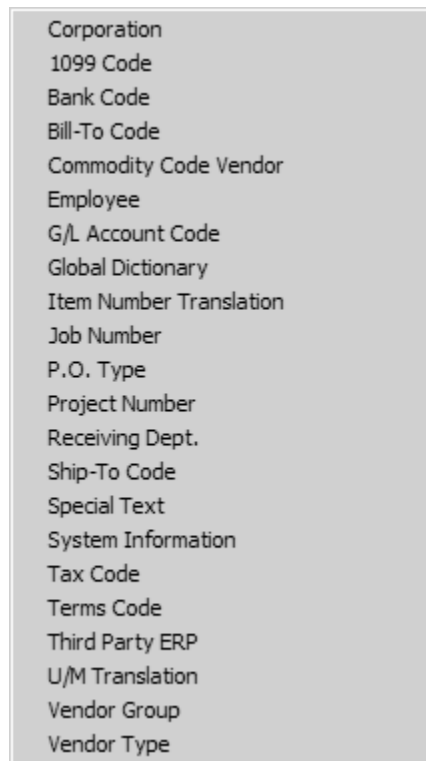To access the optional PMX Control Files, follow the steps outlined below.

First, select the **Master Files** button from the PMX Master Menu.

Choose the **Control File** option from the Master Files menu.

```
Catalog File
Commodity Code
Control File...                        ▶
Inventory File
Kit File
Material File
Vendor File
Reports...                             ▶
```

Choose the desired button from the Control File submenu to access the data entry screens described on the following pages.

```
Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type
```
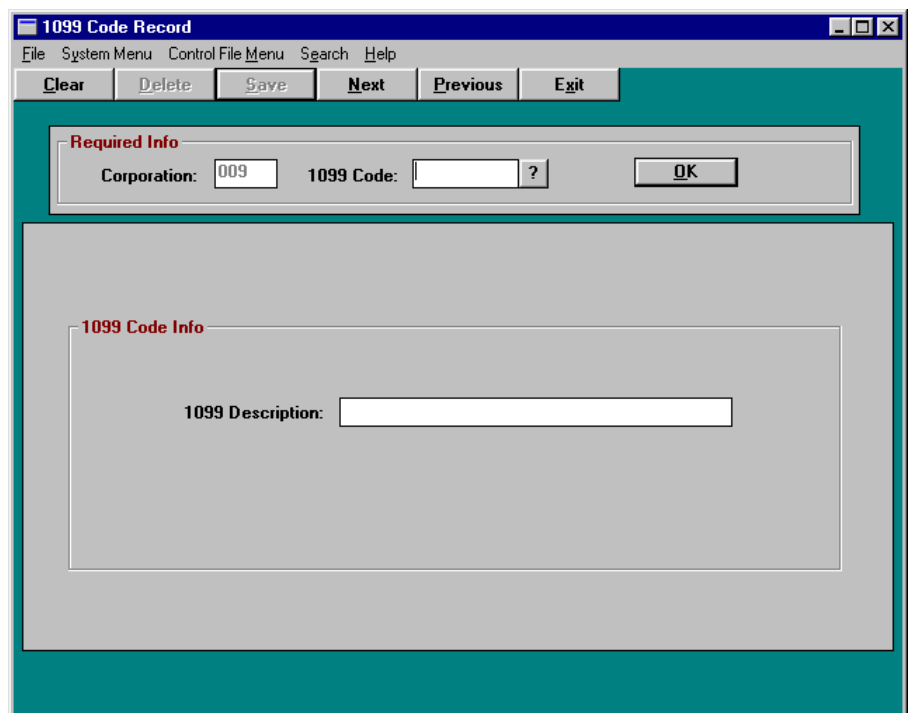
Please Note: The procedures for adding, changing, deleting and reactivating Control File records are identical to the file-handling techniques you use for working with other types of data records in PMX. For a detailed description of these file-handling techniques, see the PMX QuickStart Guide.

1099 Code Record

The Federal Government requires each company to track and report monies paid to non-employees. Use the 1099 Code record screen, shown below, to create a list of valid 1099 payment categories. After defining at least one valid 1099 Code, one may be identified as the default on the Corporation Record A/P Info screen (described in chapter 2). PMX automatically assigns this 1099 Code to each invoice entered into the system. The default 1099 Code may be overridden at invoice entry.

Please Note: 1099 Code records are optional. They can be added to the Control file at any time after Corporation set up.

Corporation

3 digits   The Corporation Number links the 1099 Code record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Please Note: 1099 Code records can be made available to all corporations by entering 000 in the corporation field on the 1099 Code record.

1099 Code

8 characters   You must assign a valid 1099 Code to each 1099 Code record.

1099 Code Description

35 characters   You may use this optional field to assign a descriptive name to each 1099 Code stored on the 1099 Code record.

Bank Code Record

Use the Bank Code record screen, shown below, to create a listing of valid banks used to pay invoices. After defining at least one valid Bank Code, one may be identified as the default on the Corporation Record A/P Info screen (described in chapter 2). PMX automatically assigns this Bank Code to each invoice entered into the system. The default Bank Code may be overridden at invoice entry.

Please Note: Bank Code records are optional. They can be added to the Control file at any time after Corporation set up.

Field	**Description**
Corporation 3 digits	The Corporation Number links the Bank Code record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.
Bank Code 3 characters	You must assign a unique ID code to each Bank Code record.
Bank Name 30 characters	You may use this optional field to assign a descriptive name to each Bank Code stored on the Bank Code record.

Bill-To Records

Use the Bill-To record screen, shown below, to store one or more billing addresses for each corporation on the Control file.

When adding a Bill-To record, a unique ID code must be assigned to that record. Once a billing address is stored, you can simply enter the appropriate Bill-To code on each purchase order rather than entering the entire address.

Bill-To address info is only needed if the Corporation's Bill-To and Ship-To addresses are different.

After defining at least one valid Bill-to record, one may be identified as the default on the Corporation Record Info screen (described in chapter 2). PMX automatically assigns this Bill-To code to each purchase order and requisition entered into the system. The default Bill-To may be overridden at purchase order and requisition entry.

Please Note: Bill-To records are optional. They can be added to the Control file at any time after Corporation set up.

Corporation

3 digits   The Corporation Number links the Bill-To record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Bill-To Code

3 characters   You must assign a unique ID code to each Bill-To Code record.

Company Name

30 characters   Enter the name of the billing location as you wish it to appear, on the printed P.O.

Address Lines

30 characters each   You may enter up to 3 lines of address information. This information will be stored and printed on P.O. documents. PMX suppresses blank address lines when printing purchase orders.

City

23 characters   Enter the name of the city in this field.

State

2 characters   Enter the two-character state abbreviation in this field.

Zip Code

9 digits   Enter the five- or nine-digit postal Zip Code in this field.

Commodity Code Vendor Records

Use the Commodity Code Vendor record screen, shown below, to define alternate vendors for a commodity code group.

Before creating a Commodity Code Vendor record, you must create the associated Commodity Code and Vendor records. Use procedures described in the PMX QuickStart Guide. One primary vendor may be defined for each commodity code group as you create the Commodity Code record. To define additional vendors for that commodity code group, use the screen below.

PMX uses the Commodity Code record in conjunction with the Commodity Code Vendor record, shown below, to list on-line all authorized vendors for a specific commodity code. This list can be accessed for vendor selection on requisitions, purchase orders and requests for quotations.

Please Note: Commodity Code Vendor records are optional. They can be added to the Control file at any time after Corporation set up.

Corporation
3 digits   The Corporation Number links the Commodity Code Vendor record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Commodity Code
5 characters   Enter the ID code of the Commodity Code group for which you wish to assign the alternate vendor. You must enter a Commodity Code that already has been entered on the Commodity Code File.

Vendor Number
10 characters   Enter the ID code of the vendor whom you wish to identify as an alternate vendor for the commodity code group. You must enter a Vendor Number that has already been recorded on the Vendor File.

Commodity Code Vendor Search Button

Use the Commodity Code Vendor Search button to see a listing of existing Commodity Code groups and their alternate vendors, as shown below.

Employee Records

Use Employee records to identify employees who will be using the PMX system. While Employee records are optional you must create an Employee record for the following:

- Any employee you wish to designate as the default buyer or expeditor on the Corporation Record Info screen (see chapter 2).
- Any employee with access to create requisitions when the 'Req Default is User ID' option is enabled on the Corporation Record Requisition Info screen (see chapter 2).
- Any employee with access to enter material receipts when the 'Receiver Default is User ID' option is enabled on the Corporation Record Receiving Info screen (see chapter 2).
- Any employee you wish to specify as an approver in the 'Requisition Approval Hierarchy' section of another employee's record (see the description of Approver Ids on the following page) .
- Any employee you wish to specify as an approver in the 'Project Approval Hierarchy' section of a Project Number record. (see the Project Number Records section of this chapter.) .

Please Note: Employee records are optional. They can be added to the Control file at any time after corporation set up. While the Employee record is optional, you must create a Password Security record for each person who will use the PMX system. The procedures for creating and maintaining Password Security records are described in chapter 4 of this manual. The Employee record should use the same ID code as his corresponding Password Security record.

Field   Description

Corporation
3 digits   The Corporation Number links the Employee record to an
            existing Corporation record. If you operate in a single-
            corporation environment, PMX will automatically supply the
            Corporation number.

Employee ID
3 characters   You must assign a unique code to each Employee record.
                Commonly, the Employee ID consists of the individual's initials.

Employee First Name
10 characters   Enter the employee's first name in this field.

Employee Last Name
12 characters   Enter the employee's last name in this field.

Employee Phone Number
20 characters   Enter the employees phone number in this field. Optional.

Purchase Dollar Limit

13 digits   Indicates an employee's purchase/requisition dollar limit. Optional field. Formatted: 9(13), decimal resides after the 13th position.

- Effect on P.O.s: Based on the value of the Buyer Limit option on the Additional Corporation Info-2 screen, the operator is alerted with a warning or error message if the P.O. being maintained exceeds the buyer's purchase dollar limit. If this field is not populated or the buyer limit option is set to "No Buyer Limit", the buyer has no dollar limit.
- Effect on Requisitions: If a requisition is created that exceeds this number, it is placed on "pending approval" status until all the designated approvers have approved the requisition. If this field is not populated, all requisitions must go through the approval process. Be aware that the Requisition Approval option on the Corporation record must be set to something other than 'No Approvals' to cause PMX to place requisitions on "pending approval" status.

Approval Dollar Limit

13 digits   Indicates an approver's requisition approval dollar limit. Optional field. Formatted: 9(13), decimal resides after the 13th position.

- Effect on Requisitions: If a requisition is created that requires approval, it is placed on "pending approval" status until all the designated approvers have approved the requisition. This amount is the maximum amount for which an approver has authority to approve a requisition. If this field is not populated, the employee has no authority to approve requisitions. Be aware that the Requisition Approval option on the Corporation record must be set to something other than 'No Approvals' to cause PMX to place requisitions on "pending approval" status.

Proxy Approver   Enter the Employee ID of an *individual* who can approve requisitions in place of this employee. Optional.

Route Email to Proxy Approver   When this option is selected an email alerting approvers of requisitions needing attention will be sent to the Proxy Approver in place of this employee.

Suspend Requisition Approval   When this option is selected, the employee is bypassed in the approval hierarchy processing

Please Note: If both the Route Email to Proxy Approver and Suspend Requisition Approval boxes are checked the Suspend Requisition Approval feature takes precedence,

Active Directory User ID Enter the Microsoft Active Directory User ID for this employee.
255 characters Optional. See the PMX Interface with Microsoft Active Directory section in Chapter 4 for a complete description of the interface.

Email Address
255 characters Enter the employee's e-mail address in this field. Optional. Used in the requisition approval process to alert approvers of requisitions needing attention. See Chapter 8 (E-mail Routing) for a complete description of the E-mail Requisition Approvals process.

Approver IDs
3 characters Enter the Employee IDs of the *individuals* responsible for approving the requisitions entered by this employee. Optional. Approvers must already exist on the Employee ID file. Up to five levels of approvers may be entered. There are four Requisition Approval options on the Corporation Record Requisition Info screen:

- No Approvals: no approval is necessary for a requisition item. PMX flags the requisition with an 'approved' status.
- Use Minimum Hierarchy: requisitions must be approved sequentially by each approver in the approval hierarchy until PMX encounters an approver with the proper dollar authorization.   If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.
- Use Entire Hierarchy: requisitions must be approved sequentially by each approver in the approval hierarchy. The requisition remains on-hold until the last approver in the hierarchy has approved it. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.
- Use Approver with Proper Dollar Limit: requisitions will be routed directly to the first approver in the approval hierarchy with the proper dollar authorization. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit' at save time for the requisition.

G/L Account Code Records

Use the G/L Account Code record screen shown below to record valid General Ledger Account Codes. PMX uses these codes to check the validity of the G/L account codes entered on purchase orders, requisitions, request for quotations, warehouse orders, inventory transactions and invoices. After defining at least one valid G/L Account code, one may be identified as the default Purchasing G/L Acct on the Corporation Record Info screen, the default Requisition G/L Account Code on the Corporation Record Requisition Info screen, and as the default A/P Account, Discount Account, Tax Account and Freight Account Codes on the Corporation Record A/P Info screen. (See chapter 2). PMX will assign these defaults to the purchase orders, requisitions, and invoices when they are entered. The default code may be overridden.

You may also store thirteen budget amounts and thirteen budget periods on each G/L Account Code record. PMX tracks actual expenses during requisitioning and ordering. An alert is provided when expenses exceed the specified budget amount for a G/L Account Code. Depending on the option selected on the Corporation Record, you may instruct PMX to continue processing or to suspend processing when budget amount is exceeded. For more information, see Budget Control options on the Additional Corporation Info-2 screen in chapter 2.

Please Note: General Ledger Account Code records are optional. They can be added to the Control file at any time after corporation set up.

Corporation
3 digits   The Corporation Number links the G/L Account Code record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

G/L Account Code
20 characters   You must enter a unique identification number for each General Ledger Account Code record.

G/L Account Code Description
30 characters   You may use this optional field to describe the General Ledger Account.

Please Note: Thirteen sets of Budget Periods are contained in the Budget Info portion of the Account Number record screen.

Budget Control Amount
11 digits   Use this field to record the budget dollar limit for each G/L Account Code. Formatted: 9(9)V9(2). Decimal is implied between ninth and tenth digits.

Budget Period
8 characters   Use these two fields to record the beginning and ending dates of the budget period. Enter the dates in the format MMDDCCYY or DDMMCCYY, depending on the date format you selected on the Corporation record.

Budget Accumulated Amount
12 digits   This field is used by PMX to record the accumulated actual expenses incurred during the recorded budget period for each G/L Account Code. You will be alerted when this accumulated amount exceeds the Budget Control amount. Formatted: 9(10)V9(2). Decimal is implied between tenth and eleventh digits.

Global Dictionary Records

Use the Custom Field Names screen, shown below, to assign your own names to selected fields in the PMX system. When you enter a custom name for a field, PMX will change the name of that field on screens and reports throughout the system.

If you operate in a multiple-corporation environment and want to enter one record of custom names to apply to **all** corporations, you can do so, or you can enter custom names for desired corporations.

Field   Description

Corporation

3 digits   If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.   If you operate in a multiple-corporation environment you can enter 000 for the Corporation and enter one record to apply to **all** corporations, or you can enter the correct Corporation Number for this set of Custom Names

Customized Long Field Names

Variable   Enter (right justify) the desired name for your custom field in this column, next to the standard PMX field name. For example, if you wish the Consumer field to be listed as the User field, simply type User in the data entry field to the right of the Consumer field. You can then sort and track material usage data by employing the User field in your selection criteria.

Customized Short Field Names

Variable   Enter an abbreviated name for your custom field in this column. PMX will use this short name on screens and reports where space does not allow the full name to appear.

Choose the **Addl Custom Names** button at the bottom of the screen to access a second list of field names that may be customized in the PMX system. The screen shown below lists the additional fields that may be customized.

Custom Field Names

File   Help   Search

| Clear | Delete | Save | Next | Prev | Exit |

Required Info

Corporation: [000] [?]   [OK]

Additional Custom Info

Default Long Field Names	Customized Long Field Names	Default Short Field Names	Customized Short Field Names
Inspection Code	[ ]	Insp Cd	[ ]
Job Number	[ ]	Job Nbr	[ ]
Master Agreement Number	[ ]	Mstr Agree #	[ ]
Miscellaneous	[ ]	Misc	[ ]
P.O. Type	[ ]	PO Type	[ ]
Parent Duns Number	[ ]	Parent Duns #	[ ]
Project Number	[ ]	Proj Nbr	[ ]
Receiving Dept	[ ]	Rcv Dept	[ ]
Req ID/Name	[ ]	Req ID	[ ]
Routing Code	[ ]	Routing	[ ]
Ship-To Code	[ ]	Ship-To	[ ]
Tax Code 2	[ ]	Tax Cd 2	[ ]
Vendor's Item Number	[ ]	Vendor Item #	[ ]
Vendor Type	[ ]	Vndr Typ	[ ]

[Custom Names]

Item Number Translation Records

Whenever you add an item to PMX's Material File you assign a unique internal identification code to that item. Usually, the vendors supplying the item have assigned different item numbers (or manufacturer's part numbers) to describe the same material item. Use the Item Number Translation record to cross-reference your internal item number to the vendor's item number.

Then vendor's item number will appear on the Material Receipt Entry screen, alongside the item number assigned in the PMX Material record. Also, the vendor's item number and your internal item number will print on requisition, purchase order and request for quotation documents.

You may also define the primary vendor supplying an item that vendor's item number, and that vendor's unit price in the Material record. PMX uses the Material record in conjunction with the Item Number Translation record, shown below, to list on-line all authorized vendors for a specific item. This list can be accessed for vendor selection on requisitions, purchase orders and requests for quotations.

Please Note: Item Number Translation records are optional. They can be added to the Control file at any time after Corporation set up. However, you must create the associated Material and Vendor records before creating the Item Number Translation record.

Field	Description
Corporation	
3 digits	The Corporation Number links the Item Number Translation Record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.
Item Number	
15 characters	Enter your company's identification number for the material item. You must enter an ID number that has already been defined on the Material File.
Vendor Number	
10 characters	Enter your company's identification number for the vendor. You must enter an ID number that has already been defined on the Vendor File.
Vendor Item Number	
15 characters	Enter the vendor's identification number for the item in this optional field. PMX will print this item number along with your internal item number on all P.O.s and RFQs issued to that vendor. PMX will also display this item number, along with your internal item number, on the Material Receipt entry screen.
Vendor Unit Price	
13 digits	Enter the vendor's unit price for the item in this optional field.
Vendor Unit of Measure	
3 characters	This field is DISPLAY ONLY and can not be changed. It is always the same value as the unit of measure for the item on the material record.

Translation Record Search Button

Use the Item Number Translation Record Search button to see

a cross-listing of Vendor Item Numbers and PMX Item Numbers, as shown below.

Job Number Records

If your company tracks purchases or material usage by job, use this data entry screen to define valid Job Number Codes. PMX uses these Job Number records to check the validity of Job Numbers entered on purchase orders, requisitions, requests for quotations, warehouse orders, inventory transactions, and invoices. You may also link each Job Number to a predefined G/L Account Code to automatically track material usage by G/L Account Code.

Please Note: Job Number records are optional. They can be added to the Control file at any time after Corporation set up. However, if you wish to link a Job Number to a specific G/L Account Code, you must create the G/L Account Code record before you can link it to the Job Number record. Refer to the G/L Account Code section of this chapter for details on setting up the G/L Account Code records.

Field   Description

Corporation

3 digits The Corporation Number links the Job Number record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Job Number

7 characters Enter a unique identification code for each job for which you wish to track material usage and expenditures.

Description

30 characters You may use this optional field to describe the job.

G/L Account Code

20 characters You may link the Job Number Code to a G/L Account Code in order to track material usage by G/L Account Code. If you use this optional field, you must enter a G/L Account Code that has already been defined on the G/L Account Code record screen. Use the **?** button to the right of the G/L Account Code field to look up valid G/L Account Codes.

Once this link is established, PMX automatically assigns this G/L Account Code to each inventory transaction entered for this Job Number. You may override the default G/L Account Code during inventory transaction entry.

P.O. Type Records

If your company tracks purchases by specific catetgories or types, use this screen to define valid P.O. Type codes. PMX uses P.O. Type records to check the validity of P.O. Type codes entered on purchase orders and requisitions.

Please Note: P.O. Type records are optional. They can be added to the Control file at any time after Corporation set up.

Field   Description

Corporation
3 digits   The Corporation Number links the P.O. Type record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

P.O. Type
4 characters   You must enter a unique P.O. Type code for each type of purchase order you define.

P.O. Type Description
20 characters   You may use this optional field to describe the purchase order type.

Project Number Records

If your company tracks purchases and material usage by project, use this data entry screen to define valid Project Number Codes. PMX uses these Project Number records to check the validity of Project Numbers entered on purchase orders, requisitions, requests for quotations, warehouse orders, inventory transactions and invoices.

Please Note: Project Number records are optional. They can be added to the Control file at any time after Corporation set up.

Corporation

3 digits   The Corporation Number links the Project Number record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Project Number

10 characters   You must enter a unique ID code for each project you define.

Project Description

30 characters   You may use this optional field to describe the project

Approver IDs

3 characters   Enter the Employee IDs of the individuals responsible for approving the requisitions entered for this project (optional). Approvers must already exist on the Employee ID file. Up to five levels of approvers may be entered. If Approver IDs are entered on both the Project Number record and the Requisitioner's Employee record, PMX will use the Approver IDs on the Project Number record. There are four Requisition Approval options on the Corporation Record Requisition Info screen:

- No Approvals: no approval is necessary for a requisition item. PMX flags the requisition with an 'approved' status.
- Use Minimum Hierarchy: requisitions must be approved sequentially by each approver in the approval hierarchy until PMX encounters an approver with the proper dollar authorization. If the requisition exceeds the purchase dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.
- Use Entire Hierarchy: requisitions must be approved sequentially by each approver in the approval hierarchy. The requisition remains on-hold until the last approver in the hierarchy has approved it. If the requisition exceeds the purchase dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.
- Use Approver with Proper Dollar Limit: requisitions will be routed directly to the first approver in the approval hierarchy with the proper dollar authorization. If the requisition exceeds the purchase dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit' at save time for the requisition.

Receiving Department Records

If your company tracks material usage by receiving department, use this screen to define valid Receiving Department Codes. PMX uses the Receiving Department records to check the validity of Receiving Department Codes entered on inventory transactions and warehouse orders. You may also link each Receiving Department Code to a predefined G/L Account Code to automatically track usage by G/L Account Code.

Please Note: Receiving Department records are optional. They can be added to the Control file at any time after Corporation set up. However, if you wish to link a Receiving Department to a specific G/L Account Code, you must create the G/L Account Code record before you can link it to the Receiving Department record. See the G/L Account Code section of this chapter for more details on setting up the G/L Account Code records.

Corporation

3 digits   The Corporation Number links the Receiving Department record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Receiving Department

10 characters   Enter a unique identification code for each department for which you wish to track material usage and expenditures.

Description

30 characters   Enter a description of the Receiving Department code in this optional field.

G/L Account Code

20 characters   You may link the Receiving Department Code to a G/L Account Code in order to track expenditures by G/L Account Code. If you use this optional field, you must enter a G/L Account Code that has already been defined on the G/L Account Code record screen. Use the **?** button to the right of the G/L Account Code field to look up valid G/L Account Codes.

Once this link is established, PMX automatically assigns this G/L Account Code to each inventory transaction entered for this Receiving Department. You may override this default G/L Account Code during inventory transaction entry.

Miscellaneous

8 characters   This field is a user-defined field whose name can be customized by using the Global Dictionary. If entered, this field will be displayed on the Inventory Transaction screen along with the G/L Account Code.

Ship-To Records

Use the Ship-To screen, shown below, to store one or more receiving addresses for each corporation on the Control File. When adding a Ship-To record, a unique ID code must be assigned to that record. Once a receiving address is stored, you can simply enter the appropriate Ship-To Code on each purchase order, requisition, request for quotation and warehouse order. Ship-To code records are also used to store warehouse locations for your Inventory. You enter these 'Warehouse Codes' on warehouse orders, inventory master records and inventory transactions. PMX uses the Ship-To code entered on the purchase order and warehouse order to determine what warehouse the item should be received into or issued out of.

After defining at least one valid Ship-To record, one may be identified as the default on the Corporation Record Info screen (described in chapter 2). PMX automatically assigns this Ship-To code to each purchase order, requisition, request for quotation, warehouse order, inventory master record, and inventory transaction entered into the system. The default code may be overridden.

Please Note: Ship-To records are optional. They can be added to the Control file at any time after Corporation set up.

Corporation

3 digits The Corporation Number links the Ship-To record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Ship-To Code

7 characters Each Ship-To record must have a unique ID code.

Company Name

30 characters Enter the name of the delivery location as you wish it to print on your formal documents (purchase orders, requisitions, requests for quotations and warehouse orders).

Address Lines

30 characters each You may enter up to three lines of address information. This information will be stored and printed on your formal documents. PMX suppresses blank address lines when printing these documents.

City

23 characters Enter the name of the city in this field.

State

2 characters Enter the two-character state abbreviation in this field.

Zip Code

9 digits Enter the five- or nine-digit postal Zip code in this field.

Tax Code

4 characters The Tax Code links the Ship-To record to a pre-defined Tax Code record. You must enter the Tax Code record on the Control File before entering the Tax Code on the Ship-To screen. PMX uses the tax percent specified in the Tax Code record to calculate sales tax on orders shipped to this Ship-To location.

Last Whse Session Assigned

8 digits When on-hand inventory is tracked at this Ship-To location, PMX uses this field to store the last inventory Transaction Session number used for this location. This field is maintained by the PMX system and is not a user-entry field. This field only displays if the Inventory Module has been purchased.

Track Inventory When this option is selected, inventory is tracked for this warehouse. This field only displays if the Inventory Module has been purchased.

Special Text Records

Use Special Text records to store standard paragraphs or "boilerplate" text. After entering this text in the Special Text record, you can include it on P.O.s, requisitions and requests for quotations simply by entering the associated Special Text Code. You may also add a Special Text Code to the Corporation and Vendor records. The associated text lines will then appear on all P.O.s, requisitions and requests for quotations for the corporation or selected vendor.

Field	Description
Corporation	
3 digits	The Corporation Number links the Special Text record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.
Text Code	
3 characters	You must enter a unique Text Code for each special text record stored on the Control File.
Special Text Window	
30/45/60 character lines maximum 30,000 characters	Text can be entered in lines of 30, 45 or 60 characters. To define line length, see Text Window Size on the Additional Corporation Info-2 Screen in Chapter 2.

System Information Record

The System Information record lets you define a range of global rules for such actions as date formats, catalog security, corporation security, usage of the **Enter** key and E-mail Requisition Approvals. You may also use this screen to define how PMX edits Vendor Groups, Vendor Types and Terms Code across corporations.

Please Note: The System Information record applies to all corporations on the PMX system. If you have defined more than one Corporation record, any changes made on this screen will be reflected across all corporations. Date Format is the exception (see note below).
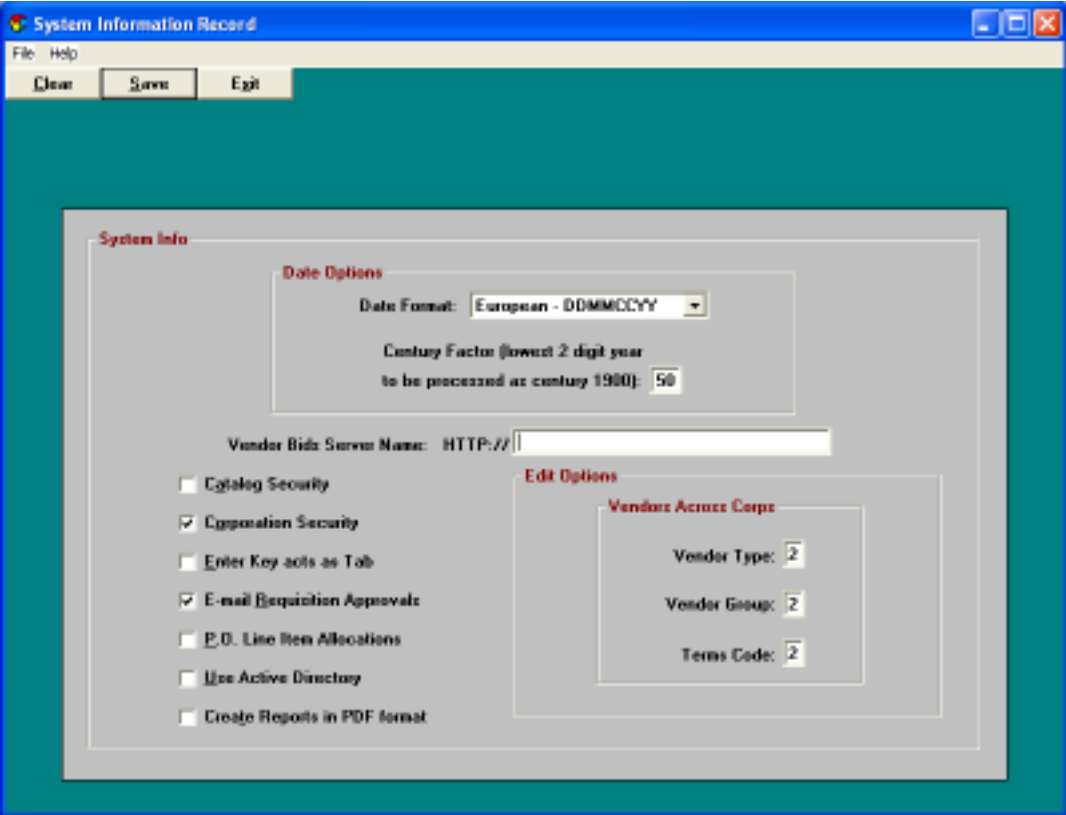
Field   Description

Date Format

MMDDCCYY or DDMMCCYY Choose the date format (American or European) that you wish to use from the list box. All date fields on PMX data entry screens and reports will reflect the date format selected.

Please Note: This is the default date format for any corporation being **added**. You may override this default on each Corporation Record (see the Corporation Record Addl Corp Info-2 screen described in chapter 2). PMX will use the date format entered here in screen displays when users request information without entering a selection for corporation number.

Century Factor

2 digits Enter the lowest 2 digit year to be interpreted as being in century 1900.

Please Note: All dates are entered with only two positions for the year, but are stored on data files with two more positions for the century. The Century Factor determines whether 19 or 20 is stored in the two position century

Examples: If the Century Factor is 50 and 03 is entered for the year of the date, the year is stored as 2003.

If the Century Factor is 50 and 91 is entered for the year of the date, the year is stored as 1991.

If the Century Factor is 50 and 50 is entered for the year of the date, the year is stored as 1950

Vendor Bids Server Name

If your company uses a PMX database (SQL) and has installed the optional Requests for Quotation module and Web RFQ Vendor Bids module, enter your Vendor Bids Server Name in the field provided. Vendors will receive emailed RFQs with a link to this site for entry of RFQ vendor bids.

Catalog Security

Yes/No Use this check box to turn catalog security on or off. When this box is checked, users who are recorded on the Catalog Security record may only requisition or order items from a predefined set of catalogs. See the Catalog Security section in Chapter 4 for a complete description of Catalog Security procedures

Corporation Security

Yes/No Use this check box to turn corporation security on or off. Should not be turned on if you are set up in a single corporation. When this box is checked, users can only access records in the corporation(s) for which they are set up. See the Corporate Security section in Chapter 4 for a complete description of Corporation Security procedure

---

Enter Key Acts as Tab

Yes/No   PMX defaults to using the **Enter** key as the **Save** button on data entry screens. If desired, PMX may be configured to treat the **Enter** key like a **Tab** key. When this box is checked, pressing the **Enter** key will cause PMX to move the cursor forward to the next data entry field.

E-mail Requisition Approvals

Yes/No   Use this check box to turn on E-mail Requisition Approvals. See Chapter 8 (E-mail Routing) for a complete description of the E-mail Requisition Approvals process.
          This box will be disabled if you have not purchased the Requisition Module.

P.O. Line Item Allocations

Yes/No   Use this check box to turn on the capability of allocating P.O. line item information between one of three allocation categories (Distribution Account, Job Number, or Project Number).

          Note: Only corporate users can activate P.O. Line Item Allocations. When P.O. Line Item Allocations are activated, at save time Purchasing Management extra will automatically update the Report Net Formulas Amount option on each corporation record to "Gross Amount:".

          Note: You will not be allowed to allocate a P.O. line if the item is a stock item or flagged for serial number or lot number tracking. Additionally, you will not be given the opportunity to allocate a line if the corporation has Budget Control processing turned on in the Additional Corporation Information –2 screen.

Use Active Directory

Yes/No   When this checkbox is set on, access to the PMX software will be determined by Microsoft's Active Directory security process. Users will not login to PMX using their PMX User ID and password. See the PMX Interface with Microsoft Active Directory section in Chapter 4 for a complete description of the interface procedure.

Create Reports in PDF format

Yes/No   When this checkbox is set on the PMX software will generate reports in PDF format for Preview and Print capabilities. You must also run the PDF Report Setup program for this feature to work properly. See the Installing the PDF Report Setup for PMX section in Chapter 1 for details on the installation.

Edit Options

If you operate in a multi-corporation environment, the three edit options on this screen are used to validate the contents of the Vendor Type, Vendor Group and Terms Code fields entered on cross-corporation Vendor records.

Please Note: Vendor records can be made available to all corporations by entering **000** in the Corporation field on the Vendor record.

Edit Option	Meaning
1	Field entry is required. Do not validate.
2	Field entry is optional. Do not validate.
3	Field entry is required. Validate it against the appropriate control file.
4	Field entry is optional. If entered, validate it against the appropriate control file.

Tax Code Records

Use the screen shown below to record sales tax percentages. PMX uses the tax percentages to calculate the sales tax on all taxable items. The total calculated sales tax can be printed on your purchase order and requisition documents. You may also link a Tax Code to one or more Ship-To records to establish the specific tax percent at each Ship-To location. See the section on Ship-To records earlier in this chapter.

Please Note: Tax records are optional. They can be added to the Control file at any time after Corporation set up.

Field   Description

Corporation
3 digits   The Corporation Number links the Tax Code record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

Tax Code
4 characters   You must assign a unique code to each Tax Code record to identify the taxing authority.

Tax Percent
5 digits   Enter the percentage of tax owed to the taxing authority. Formatted 9(3)V9(2). Decimal is implied between the third and fourth digits. Example: if the tax is 5.25%, enter 5.25.

Taxing Authority
15 characters   If desired, you may enter a description of the taxing authority.

Terms Code Records

Use the Terms Code Record screen, shown below, to store a list of standard payment terms to be used for calculating invoice payment dates. When you add a Terms Code record to the Control File, you must assign a unique ID code to that record. Once you store a set of payment terms, you only need to enter the Terms Code on each purchase order, requisition, request for quotation and invoice, rather than the complete payment terms.

After defining at least one valid Terms code record, one may be identified as the default on the Corporation Record Info screen (described in chapter 2) or on the Vendor Master record (described in the PMX QuickStart Guide). PMX will automatically assign this Terms Code to each purchase order, requisition, request for quotation and invoice entered into the system. If a Terms Code default exist on both the Corporation record and the Vendor record PMX will use the one off the Vendor record. The default code may be overridden.

Please Note: Terms Code records are optional. They can be added to the Control file at any time after Corporation set up.

Corporation

3 digits   The Corporation Number links the Terms Code record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number. If you operate in a multi-corporation environment and wish this Terms Code record to be available to cross-corporation Vendor records, enter 000 in the Corporation field.

Please Note: Vendor records can be made available to all corporations by entering **000** in the Corporation field on the Vendor record.

Terms Code

3 characters   You must assign a unique identification code to each set of payment terms defined.

Terms Type

(list box)   Choose one of the following options from the Term Type list box:

Terms Type	Description
End-of-Month	Shows your payment is due on the last day of the month following the invoice date. The system will calculate the last day of the month accordingly.
Late Charge	A late charge is assessed if you do not pay the full amount within a fixed number of days after the invoice date. Enter the number of days in the Due Days field, the number of late days in the Disc Days field, and the late charge percent in the Disc % field.
Normal	You must pay the full amount within a fixed number of days after the invoice date. Enter the number of days in the Due Days field. If a discount is available from this vendor for paying the full amount within a fixed number of days after the invoice date, you may also type the number of days in the Disc Days field and the discount percent in the Disc % field.
Proximo	Shows your payment due on a certain day of the month. Enter the day of the month in the Due Days field. The invoice is due by that day in the month following the invoice date. No discount is available.

Description

30 characters   Enter a description of the Term Code in this field (2% 10, net 30; 2% 10th EOM, etc.). This description is displayed when a Terms Code is entered into the system.

Please Note: The content of the following three field varies depending on the Term Type you have selected.

Disc%

4 digits   Used by Normal and Late Charge term types. Formatted 9(2)V9(2). Decimal is implied between the second and third digits. Example: if the discount is 2.5%, enter 2.5.

Disc Days

3 digits   Used by Normal and Late Charge term types.

Due Days

3 digits   Used by Normal, Proximo and Late Charge term types.

Unit of Measure Translation Records

Use the screen shown on the next page to record valid units of measure (U/M). PMX uses these units of measure to check the validity of units of measure entered on PMX transactions. You may also use this same screen to store formulas to convert one unit of measure to another. PMX uses the formulas you enter to perform the following functions:

Module	Function
Receiving	When receiving U/M is different than the ordering U/M, PMX converts the receiving U/M to the ordering U/M. After performing this conversion, PMX compares the quantity received to the quantity ordered.
Inventory	When the receiving U/M is different than the stocking U/M, PMX converts the receiving U/M to the stocking U/M. In addition, when the issuing U/M is different than the stocking U/M, PMX converts the issuing U/M to the stocking U/M. After performing either of these conversions, PMX updates the total quantity on hand.

Please Note: U/M Translation records are optional. They can be added to the Control file at any time after Corporation set up. However, if you wish to apply the U/M conversion to a particular material item, you must create the Material record before creating the Unit of Measure Translation record. (See the PMX Quickstart Guide for more information on creating a Material record).

If you are using this Control file for validation purposes only (no conversion) the U/M From and U/M To fields are the same. The operand is multiply and the factor is 1.

Field Description

Corporation
3 digits

The Corporation Number links the U/M Translation record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number.

U/M From
3 characters

Specify the unit of measure you wish to convert from. For example, if you are converting from dozen to each, you might enter **DZ** in this field.

U/M To
3 characters

Specify the unit of measure you wish to convert to. For example, if you are converting from dozen to each, you might enter **EA** in this field.

Item Number
15 characters

Enter an Item Number only when the U/M translation formula is unique to a particular material item. For example, a roll of Type 1 cable might equal 200 feet while a roll of Type 2 cable might equal 100 feet.

Operand
(list box)

Select the appropriate mathematical operand to translate one unit of measure to another. For example, when converting dozen to each you would use the **M** operand along with a factor of **12**.
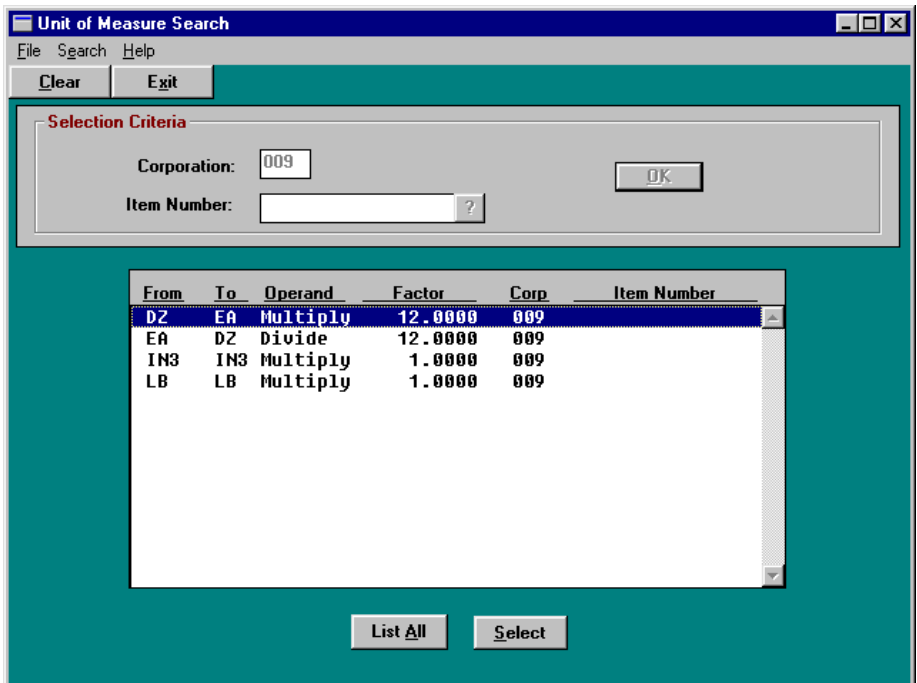
Factor

9 digits Specify the mathematical factor to be used along with the Operand described above, to translate one unit of measure to another. Formatted 9(5)V9(4). Decimal is implied between the fifth and sixth digits. For example, when converting dozen to each, you would use a factor of **12** along with an Operand of **M**.

Please Note: When the U/M From is the larger unit, the operand is Multiply or Add. When the U/M From is the smaller unit, the operand is Divide or Subtract.

Translation Record Search Button

Use the Translation Record Search button to see a listing of conversion formulas stored on the Control File, as shown below.

Vendor Group Records

Vendor Group Records link vendors for reporting purposes. For example, if several vendors operate under a common corporate "umbrella", you may wish to define them as members of a common vendor group. If you wish to assign a Vendor Group code to a Vendor record, you must create the Vendor Group record before entering the Vendor Group code on the Vendor record screen. See the PMX Quickstart Guide for more information on creating Vendor records.

Please Note: Vendor Group records are optional. They can be added to the Control file at any time after Corporation set up.

Field Description

Corporation

3 digits The Corporation Number links the Vendor Group record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number. If you operate in a multi-corporation environment and wish this Vendor Group record to be available to all cross-corporation Vendor records, enter **000** in the Corporation field.

Please Note: Vendor records can be made available to all corporations by entering **000** in the Corporation field on the Vendor record.

Vendor Group
6 characters Enter a unique number to identify the Vendor Group.
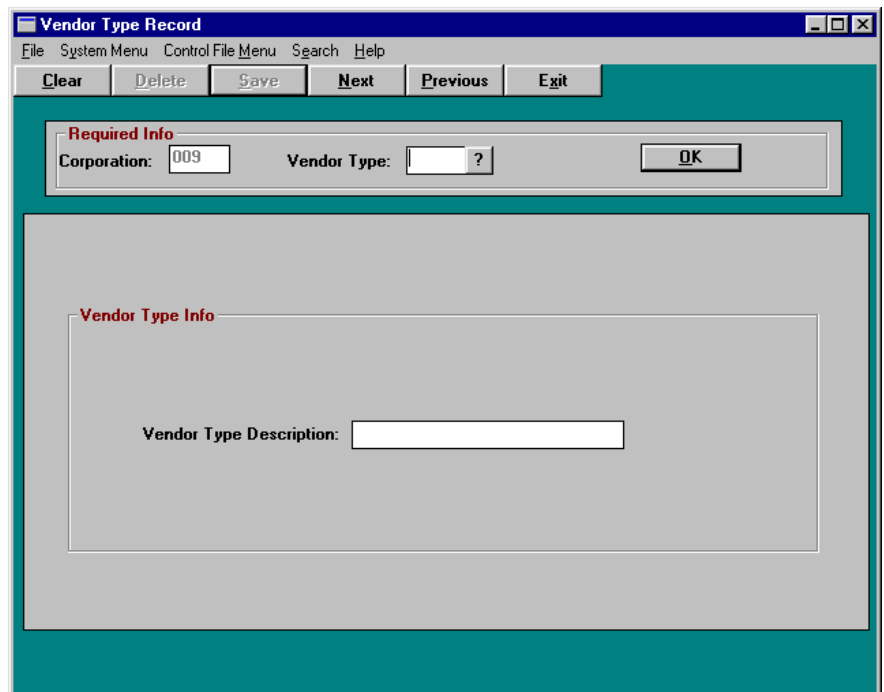
Vendor Group Description
20 characters You may enter a description of the Vendor Group in this optional field.

Vendor Type Records

Use the Vendor Type records to create your own classification system for categorizing vendors according to your unique needs. For example, you might create categories for small business vendors, minority vendors and so forth. Using the vendor classification feature, you can run special versions of PMX's standard reports showing purchasing activity for specific categories of vendors. If you wish to assign a Vendor Type code to a Vendor record, you must create the Vendor Type record before entering the Vendor Type code on the Vendor record screen. See the PMX Quickstart Guide for more information on creating Vendor records.

Please Note: Vendor Type records are optional. They can be added to the control file at any time after Corporation set up.

Corporation

3 digits   The Corporation Number links the Vendor Type record to an existing Corporation record. If you operate in a single-corporation environment, PMX will automatically supply the Corporation number. If you operate in a multi-corporation environment and wish this Vendor Group record to be available to all cross-corporation Vendor records, enter **000** in the Corporation field.

Please Note: Vendor records can be made available to all corporations by entering **000** in the Corporation field on the Vendor record.

Vendor Type

3 characters   Enter a unique identification code to identify the Vendor Type.

Vendor Type Description

20 characters   You may enter a description of the Vendor Type in this optional field.

Control File Reports

If desired, you can print the contents of your PMX Control File for review. To print a Control File Report, please follow the steps outlined below.

```
Catalog File
Commodity Code
Control File...                          ▶
Inventory File
Kit File
Material File
Vendor File
Reports...                               ▶
```

Choose **Reports** from the Master Files menu.

```
Catalog File Report
Commodity Code Report
Control File Reports...                   ▶
Inventory File Report
Kit Components Report
Material File Report
Vendor File Report
```
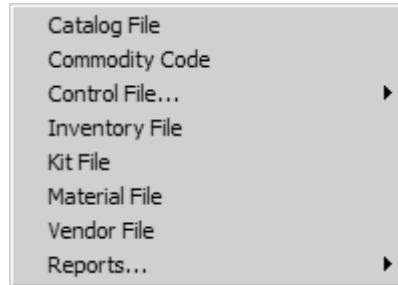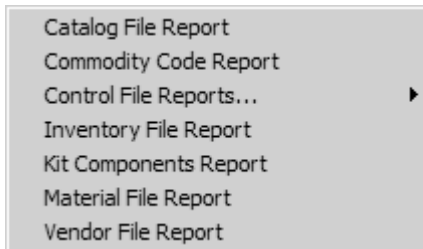
Choose **C**ontrol File Reports from the Master File Reports menu.

```
Corporation Report
1099 Report
Bank Code Report
Bill-To Code Report
Commodity Code Vendor Report
Employee Report
G/L Account Code Report
Item Number Trans. Report
Job Number Report
P.O. Type Report
Project Number Report
Receiving Dept. Report
Ship-To Code Report
Special Text Report
Tax Code Report
Terms Code Report
Third Party ERP Report
U/M Trans. Report
Vendor Group Report
Vendor Type Report
```

Choose the desired report from the Control File Reports menu. PMX will display a report options screen, like the one shown below, that you can use to select the specific Control File records you wish to print.
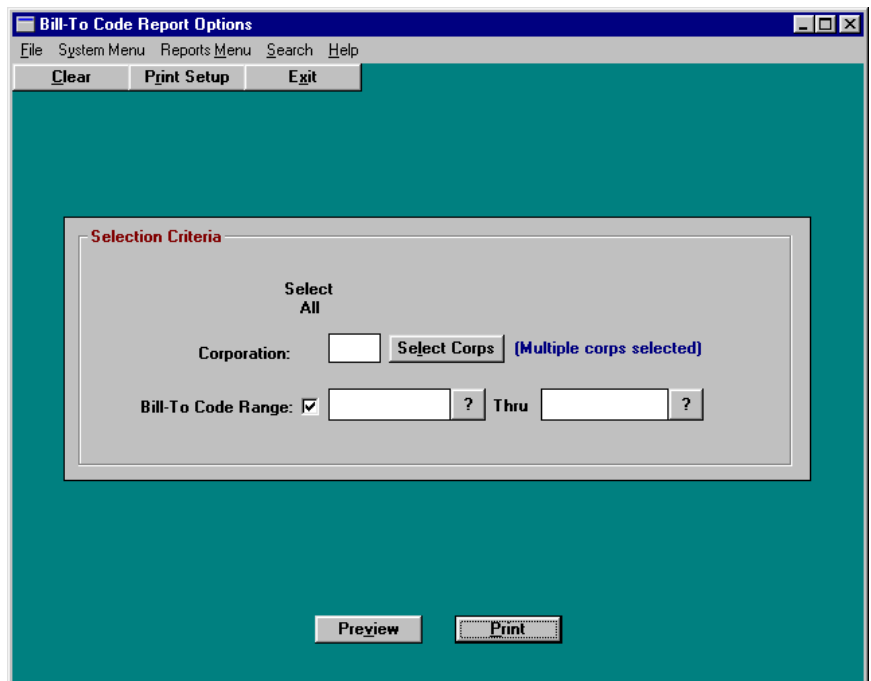
Printing Control File Records by Corporation

If your company operates in a multi-corporation environment, you may indicate which corporation records you wish to print by typing the corporation ID number in the Corporation field. Click on the **Select Corps** button to choose two or more sets of corporation records. The **Select Corps** button appears only if you are operating in a multi-corporation environment

Printing Selected Control File Records

In addition to choosing which corporation's records you wish to print, you may also specify the range of records you wish to print for each corporation. Simply enter the beginning and ending record numbers in the Range fields. Use the **?** button to help you choose the desired record ranges if needed.

To print all of the Control File records for the selected corporation(s), leave the **Select All** check box selected.

Purchasing Management eXtra
User's Guide

4 – PMX Security

Overview

Before an operator may log on to PMX, the system administrator must create a Security record to identify that user to the system. This Security record defines the unique code and password that each user must enter before logging on to the system. It also determines which PMX functions each user may perform by defining which menus and options that user may access.

This chapter guides you through the procedures required to set up Password Security records, Catalog Security records, and Corporate Security records. It also documents the steps you will need to take if you want to interface with Microsoft Active Directory in conjunction with the Password Security record. The remaining options available on the PMX Utilities Menu are covered in chapter 5, Housekeeping and Chapter 6, Imports.

Creating a Password Security Record

You must use the Password Security option to assign a unique user ID and password to each PMX user before he or she can log on to the PMX system. You may change a user's password and access privileges at any time by altering his or her Password Security record. However, you cannot alter the user's ID (except by deleting it, then re-creating it).

To create a new Password Security record, please follow the steps described in this section.

```
Maintain System Files...    ▶
Catalog Security
Clear Ownership IDs
Corporate Security
Password Security
Reset Workstation IDs
Users Logged On PMX
Req. Approval Email Log
Imports...                  ▶
```

Choose the **Password Security** button from the PMX Utilities menu. PMX will display a dialog box prompting you to enter the Master Password before allowing you to proceed to the Password Security record screen.

```
Entry of the Master Password is required to
maintain security records.


Master Password: [            ]


    OK        Change        Exit
```

Type the Master Password, then choose **OK**. For security purposes, the characters you type will appear as asterisks (*) in the dialog box.

If you wish to change the current Master Password, choose **CHANGE**. Enter the new Master Password. Confirm the new password by entering the Confirm Password. Select **OK** to save the new Master Password.

Once you have successfully entered the Master Password, PMX will display the screen shown below:

Until a 3-character User ID code is entered, all options are disabled. First, enter the User ID code you wish to view or edit. (User ID cannot begin with spaces, contain embedded blanks, or contain any of the following characters: *?.\) Press the **Enter** key or **OK** button to initiate the process.

Please Note: If you create an Employee record and/or a Corporate Security record for this employee, make sure that you assign the same ID code to each related record.

   For example: if this employee will also be listed in the optional Employee File, described in chapter 3 of this manual, you should ensure that the same 3-character ID is assigned to both records. By using the same ID for both the Employee record and the Password Security record, you ensure that the employee's name is correctly listed on the PMX Security Report.

   In addition, if you create an associated Employee record for each Password Security record, you may use PMX's search facility to look up the employee's Password Security record by entering his or her name (as recorded on the Employee record) on the Employee Search screen.

Fill in the employee's password. The log on process requires each user to enter a password in addition to his User ID. The

password may be up to 10 characters.

Use the check boxes on the right side of the screen to determine which modules the user may access. Each checkbox represents one of the modules on the PMX Master Menu. Only those modules that are currently available in your version of PMX will be available for selection. The remaining Module Authority options will be dimmed.

As a default, no checkboxes are selected, indicating the user will be unable to access any of the options on the PMX Master System Menu. Click on the desired checkboxes to activate them. To deactivate a selection, simply click on the checkbox a second time. You may also use the **Tab** key to move from one box to the next, then press the Space Bar to select or deselect each option.

Checking a box on the Module Authority screen gives the user access to that particular PMX Menu, but not to the individual options on that menu. You must also choose the related section button at the bottom of the Password Security record screen for each menu that you have "enabled". (If you check System Administrator, however, the user is given automatic access to all individual options behind any Module Authority that is checked.)
   After choosing the modules you wish the employee to access, click on the selection buttons at the bottom of the screen. Note that the corresponding section button at the bottom of the screen becomes available only after you have activated the corresponding checkbox in the Module Authority portion of the screen.

As an example, choose the **PUR** button to access the Purchasing Authority screen for our sample Security record.

All of the access options for the Purchasing Authority module are initially set to **None**. Until you specify otherwise, the user will be unable to access any of the options on the Purchasing Menu. You may also choose to grant the user authority to inquire against selected data records without the ability to actually alter those records.

In addition, PMX lists the related reports available for each module. Choose the desired options to indicate which reports you wish the user to be able to preview and print. The sample screen on the previous page shows the Purchasing Authority screen with all of the purchasing options enabled.

After enabling the desired options, you may click on another selection button at the bottom of the screen to continue the selection process for any other menus that you have enabled on the primary Module Authority screen. To return to the Module Authority screen, click the **MOD** button.

Important: The Master Files Authority screen and the Utilities Authority screen both have several additional screens. Make sure to check the access rights on all of these additional screens.

After completing the authorization process for this user be sure to click the **Save** button before exiting the screen or creating another Password Security record.

Creating a Password Security Record from an Existing Security Record

Periodically you may want to create a Password Security record for an employee whose access rights will be the same or nearly the same as an existing employee's. This is helpful when a group of employees need to be added to the security file and they all are to have the same or similar access rights.

Simply enter the ID code of the employee whose access rights are to be duplicated in the User ID field of the Password Security record screen. Click **OK** and PMX will display the desired record.

Select Save As from the File Menu. The dialog box below will appear on the screen.

```
┌─────────────────────────────────────────────┐
│ Save New User ID                          [X]│
├─────────────────────────────────────────────┤
│                                              │
│              User ID: [      ]               │
│                                              │
│            [  OK  ]    [ Cancel ]            │
│                                              │
└─────────────────────────────────────────────┘
```
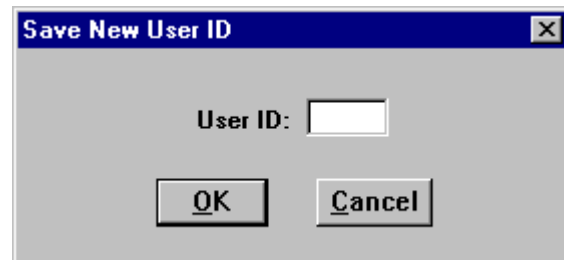
Enter up to 3 characters to identify the new user to the system. Select OK. This is the ID the user will enter when logging on to the system. A unique ID code must be assigned to each user.

Once a unique ID is entered, a security record with the same security rights as the original ID entered will be created for the new ID. This new record can be changed or saved as is.

Enter the password that the employee must use to log on to the system. This password can be up to ten characters. If the newly created ID is to have the same security rights as the original ID entered, click the **Save** button. Otherwise, follow the procedures outlined on the previous pages to modify the record. Then choose **Save** to record your changes

Changing, Deleting, or Printing a Password Security Record

From time to time you may need to print an employee's Password Security record or modify it in order to assign new access rights. If an employee is no longer to have access to the PMX system, you must delete that employee's Password Security record. By deleting the record, you invalidate the logon ID and password that he used to enter the system.

Modifying or deleting an employee's Password Security record is just like editing any other file. Simply type the employee's ID code in the User ID field of the Password Security record screen. Click **OK** and PMX will display the desired record.

Follow the procedures outlined on the previous pages to modify the record. Then choose **Save** to record your changes.

To delete an employee's Password Security record choose **Delete**. PMX will display the dialog box shown below, asking you to verify the deletion.
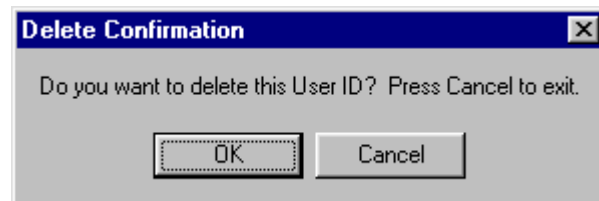
Please Note: Whenever you delete an employee's Password Security record the system will automatically delete an associated Catalog Security or Corporation Security record if they exist. If you add this employee back on the Password Security file the system will not automatically add them back on the Catalog Security and Corporation Security files.

To print an employee's Password Security record choose Print from the File Menu.   PMX will display the window shown below.
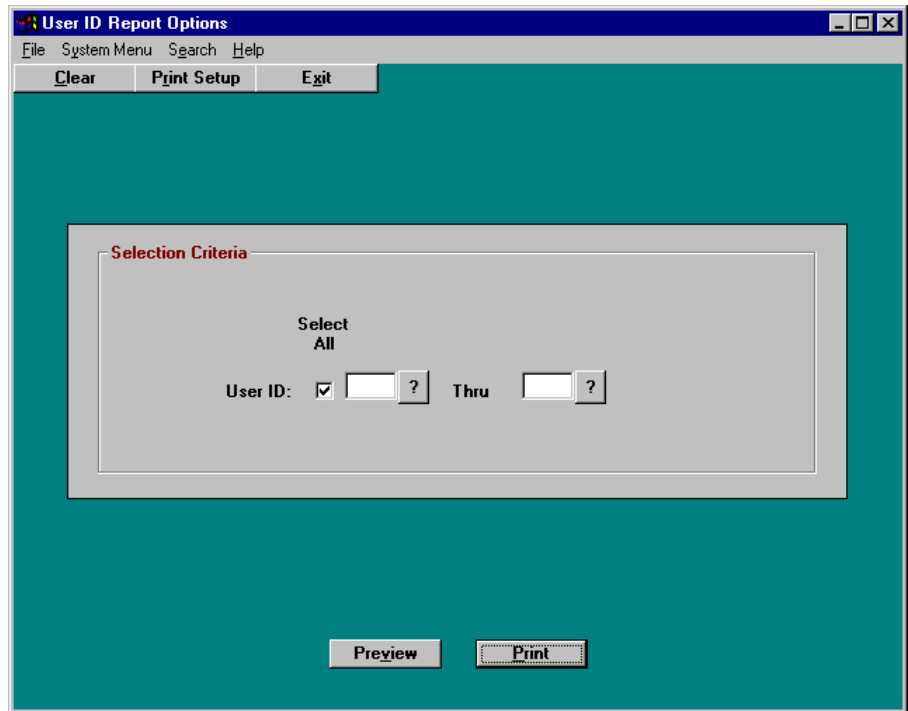
Specify the range of User IDs to print, or mark the Select All checkbox. Use the **?** buttons to help select the appropriate record range, if necessary. (See "Looking Up Password Security Records" below).

   If desired, use the **Print Setup** button to set additional print parameters for this report.

   Select the **Preview** button to display the report on screen before printing it. To print the report, select the **Print** button.
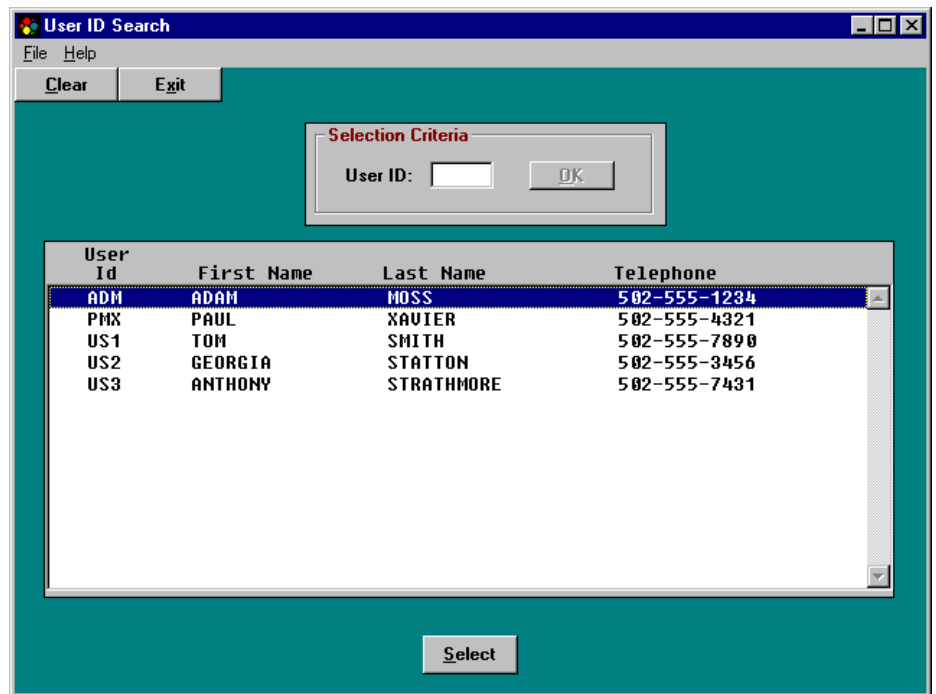
   There will be 18 pages for every User ID selected. The report contains all the access rights currently selected for the user.

   Choose **Exit** to close the report options window and return to the Password Security screen.

Looking Up Password Security Records

When modifying or deleting a Password Security record, you may wish to see a list of existing records to aid you in selecting the record you want. You may access the User ID Search screen either by clicking on the **?** button to the right of the **User ID** field on the Password Security record screen or by choosing the **User ID** option from the Search menu.

PMX will display the lookup window shown below.

Creating Catalog Security Records

PMX's Catalog Security system allows you to regulate what items users may requisition or purchase by restricting access to on-line Catalog Files. Once a user is added to the Catalog Security File, he or she will only be allowed to requisition or purchase items contained in the specified Catalog File(s). Use the Catalog Security record to specify which catalogs each user may access. If you omit a User ID from the Catalog Security record, that user will have access to all catalogs. If you do include a User ID, that user will be able to access only those catalogs you have specified.

Use the Catalog Security option on the Control File System Information Record screen (described in chapter 3) to enable or disable catalog security. When catalog security is disabled, users may requisition or purchase items from any catalog, regardless of their catalog status.

You must create both the Password Security record and the Catalog File records before you can create a Catalog Security record for a PMX user. The process for Password Security records is described earlier in this chapter. The procedures for developing a Catalog File are outlined in chapter 2 of the QuickStart Guide.

Important   Once a user has been added to the Catalog Security File, that user will no longer be able to add, change or delete a Catalog record or Catalog Security record.

Maintain System Files...   ▶
Catalog Security
Clear Ownership IDs
Corporate Security
Password Security
Reset Workstation IDs
Users Logged On PMX
Req. Approval Email Log
Imports...   ▶
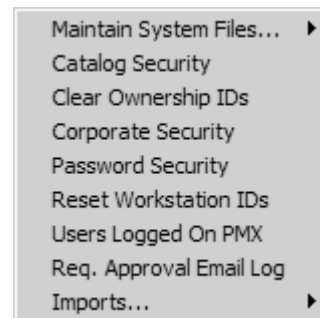
Choose the **Catalog Security** button from the PMX Utilities menu. PMX will display a dialog box prompting you to enter the Master Password before allowing you to proceed to the Catalog Security record screen.
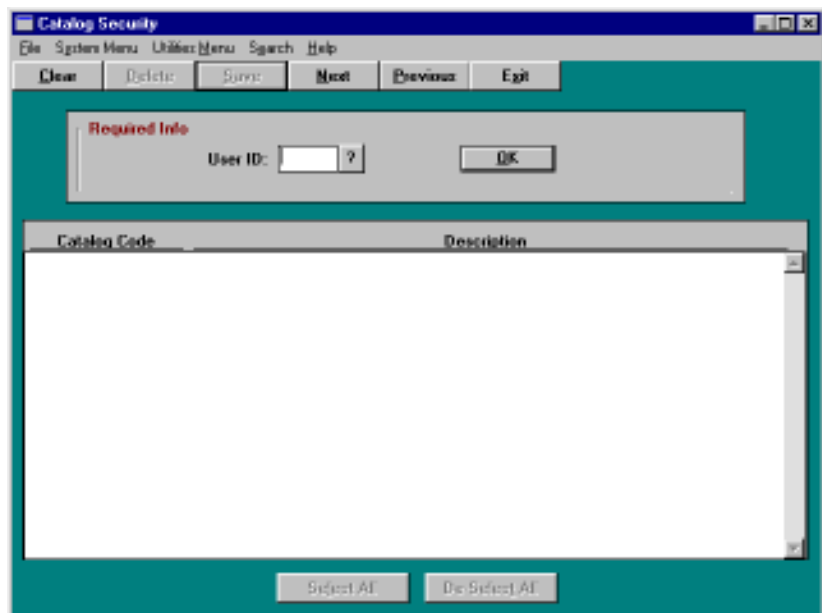
Entry of the Master Password is required to maintain catalog security records.

Master Password: [   ]

OK   Exit

Type the Master Password, then choose **OK**. For security purposes, the characters you type will appear as asterisks (*) in the dialog box.

Once you have successfully entered the Master Password, PMX will display the Catalog Security screen, shown below.

Enter the User ID, then press **Enter** or **OK**. PMX will display a listing of available catalogs, as shown on the next page.
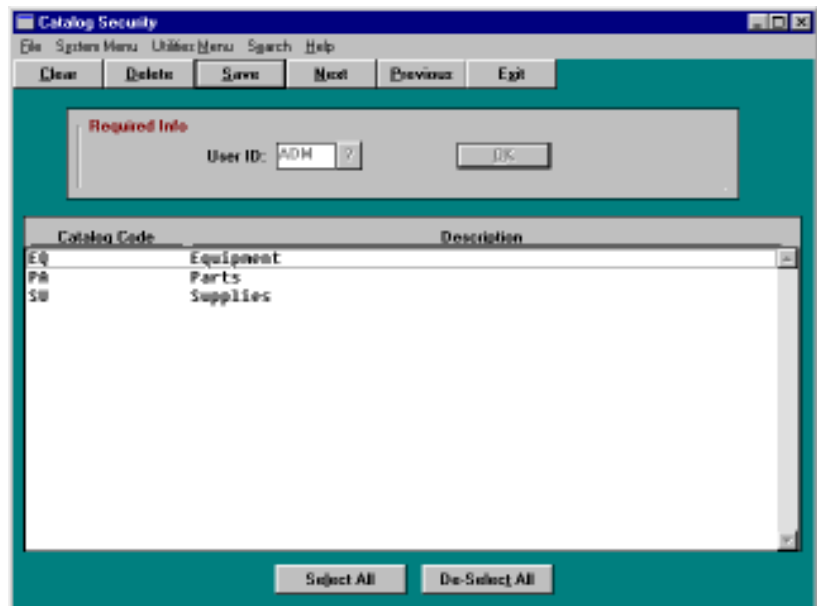
Simply click on the catalog file(s) that you wish the user to access. To deselect a highlighted catalog, click on it again. The **Select All** or **Deselect All** buttons will speed up the process.

After the desired files have been highlighted, choose **Save** to update the Catalog Security record. PMX will clear the screen to await your next entry.

Creating Corporate Security Records

PMX's Corporate Security feature allows you to regulate what corporations users may access. Use the Corporation Security option on the Control File System Information Record screen (described in chapter 3) to enable or disable corporation security. Once corporation security is enabled, the user will not be able to access any records until you set him up on the Corporation Security File.

Please Note: You must create the Password Security record before you can create a Corporate Security record for a PMX user. That process is described earlier in this chapter.

Maintain System Files...   ▶
Catalog Security
Clear Ownership IDs
Corporate Security
Password Security
Reset Workstation IDs
Users Logged On PMX
Req. Approval Email Log
Imports...   ▶
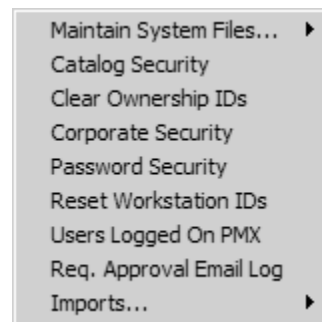
Choose the **Corporate Security** button from the PMX Utilities menu. PMX will display a dialog box prompting you to enter the Master Password before allowing you to proceed to the Corporate Security record screen.

Entry of the Master Password is required to maintain corporate security records.

Master Password: [   ]

OK   Exit

Type the Master Password, then choose **OK**. For security purposes, the characters you type will appear as asterisks (*) in the dialog box.

Once you have successfully entered the Master Password, PMX will display the Corporate Security screen.

Enter the User ID, then press **Enter** or **OK**. PMX will display a listing of available corporations, as shown below.

```
┌─ Corporate Security ──────────────────────────────── _ □ ✕ ┐
│ File  System Menu  Utilities Menu  Search  Help             │
│ ┌───────┬────────┬────────┬───────┬──────────┬───────┐      │
│ │ Clear │ Delete │  Save  │  Next │ Previous │  Exit │      │
│ └───────┴────────┴────────┴───────┴──────────┴───────┘      │
│   ┌─ Required Info ──────────────────────────────────┐      │
│   │                                                  │      │
│   │       User ID: │WJA│ ? │       │    OK    │      │      │
│   │                                                  │      │
│   └──────────────────────────────────────────────────┘      │
│                                                             │
│              ┌──────────────────────────────┐               │
│              │ Corp      Corporation Name    │               │
│              │ 001    CORPORATION 001      ▲ │               │
│              │ 002    CORPORATION NUMBER 2   │               │
│              │ 008    CORP 008 FOR PHH SYSTTEST │            │
│              │ 009    TEST CORPORATION       │               │
│              │ 099    DEMO CORPORATION       │               │
│              │ 999    DEMO CORPORATION       │               │
│              │                               │               │
│              │                             ▼ │               │
│              └──────────────────────────────┘               │
│                ┌───────────┐  ┌──────────────┐              │
│                │ Select All │  │ De-Select All │             │
│                └───────────┘  └──────────────┘              │
└─────────────────────────────────────────────────────────────┘
```

Simply click on the corporation(s) that you wish the user to access. To deselect a highlighted corporation, click on it again. The **Select All** or **Deselect All** buttons will speed up the process.

Please Note: Any user set up with access to all corporations is considered a corporate user. When corporation security is enabled only corporate users can maintain records that have 000 entered as their corporation number, meaning they are accessible for use by all corporations. Records that can be set up this way are: the Vendor Master record and the Vendor Type, Vendor Group, Terms Code and 1099 Code control records.

After the desired corporations have been highlighted, choose **Save** to update the Corporation Security File. PMX will clear the screen to await your next entry.

PMX Interface with Microsoft Active Directory

After you have set up the Password Security and Employee Control records for your employees you can enable the feature which allows the PMX system to interface with Microsoft Active Directory and use the Microsoft Active Directory login. When your employees bring up the PMX software this feature eliminates the entry of the ID and Password login set up for them in the Password Security file.

In the documentation for creating the Password Security and Employee Control records you are instructed to make sure that you assign the same ID code to each related record. This ID code ties the records together. To interface with Microsoft Active Directory you need to enter the employee's Microsoft Active Directory User ID on his Employee Control record. Refer to the "Employee Records" section of Chapter 3. The Employee Control record ID code will in turn tie his Microsoft Active Directory User ID to his Password Security record.

Once all the Employee Control records are updated with the Microsoft Active Directory User IDs you can enable the Interface to Microsoft Active Directory feature in the PMX system. Refer to the "System Information Record" section of Chapter 3.

Problems with the PMX Interface with Microsoft Active Directory

You may occasionally experience problems with the PMX Interface with Microsoft Active Directory where no one is able to get into the PMX system. This could occur, for example, if the Microsoft Active Directory User IDs were changed before you had a chance to update them on the Employee Control records. There is a Backdoor into the PMX system. Sign onto a workstation as the Administrator. Then bring up the PMX system. It will not use the Interface with Microsoft Active Directory feature but instead prompt you for the Password Security ID and Password login. To allow the other employees to sign into the PMX system using the prompt for the Password Security ID and Password you need to disable the Interface with Microsoft Active Directory feature. Refer to the "System Information Record" section of Chapter 3.

Purchasing Management eXtra
User's Guide

5 - Housekeeping

Overview

There are a number of housekeeping functions that the system administrator will need to perform regularly to keep PMX running efficiently. In this chapter you will find instructions for performing the following housekeeping operations:

- ▼ Reorganizing and Rebuilding data files for optimal processing. Also used to recover lost or damaged files.
- ▼ **Express version only.**
- ▼ Clearing Ownership ID's allows reset of data file ownership ID's in the event of a system failure.
- ▼ Resetting Workstation ID's allows reset of operator logon ID's in the event of a system failure.
- ▼ A listing of users logged on to PMX may be accessed by choosing the Users Logged On PMX option.
- ▼ System File maintenance options include: changing codes on files, archiving purchase orders, purge of system files, condense of system files and accessing archived P.O's.

For every function described in this chapter, except Reorganizing and Rebuilding Data Files, start off by choosing the **Utilities** button from the PMX Master Menu.

```
Maintain System Files...   ▶
Catalog Security
Clear Ownership IDs
Corporate Security
Password Security
Reset Workstation IDs
Users Logged On PMX
Req. Approval Email Log
Imports...                 ▶
```
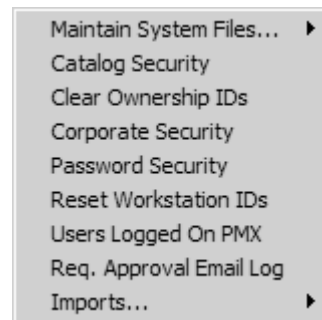
Please Note: The Security functions are described in chapter 4 of this manual. The Import functions are described in chapter 6.

Reorganizing and Rebuilding Data Files – Express version only.

Most of the records created in PMX are stored in indexed data files. All data files usually reside in the DATA sub-folder under the PMX folder. Because these files are accessed and updated repeatedly in the course of normal system processing, data may become fragmented. As a result, the system administrator may need to reorganize data files periodically to free up disk space and improve system performance.

The reorganize utility may be run at any time to ensure the most efficient processing in PMX. It is a good idea to run the reorganize utility after deleting numerous records in a data file. This frees up disk space occupied by the delete records.

If you experience a system failure or other processing error while PMX data files are open, data files may become corrupt. The rebuild utility will recover corrupted files by rebuilding file indexes and reorganizing data as needed, to ensure the integrity of your data files. Anytime you get an error with a file status of 9/0041, that indicates a corrupt index. You would need to run this utility to "rebuild" the indexes on the file in error.

Please Note: *If a data file has been corrupted, the rebuild procedure can only recover valid data from the damaged file; other data may be lost. To guard against potential loss of data, we strongly recommend that you create backup copies of your PMX data files before running rebuild or reorganize utilities.*

The same procedure is used to run both the reorganize and rebuild utilities. Please follow the steps outlined below to reorganize or rebuild one or more PMX data files:

Open the Bellwether Software group and select the **Rebuild Data Files** option. Alternately, you may choose the **Start** button, then select **Run**. Type the command line **F:\PMX\USREBLD.EXE,** then choose **OK**. Note that if PMX was installed on a drive designation other than **F**, please specify the appropriate drive letter.
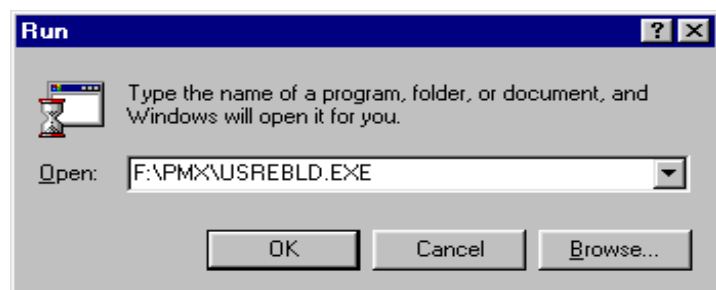
As soon as the program is started, the following warning message will appear. Make sure that all users are logged off PMX, then click the **OK** button to proceed with the reorganize/rebuild procedure.
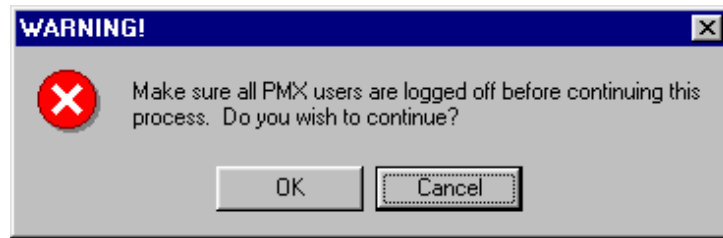
A second warning message will appear, as shown below. Please make sure the data files you wish to rebuild or reorganize have been copied to another storage device before proceeding. If you have not yet backed up the necessary files, click the **No** button and do so before proceeding. Otherwise click the **Yes** button to proceed.
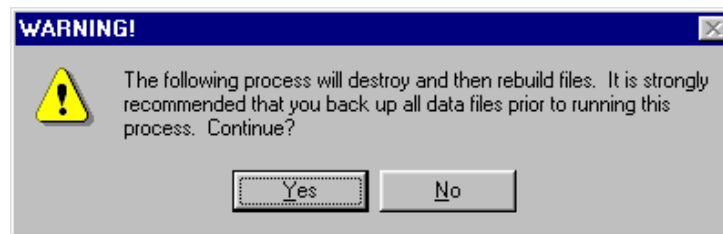
The utility will next display the selection window shown below. Click on the desired option to indicate whether you wish to rebuild or reorganize data. Choosing **Exit** will exit you from the rebuild/reorganize utility.
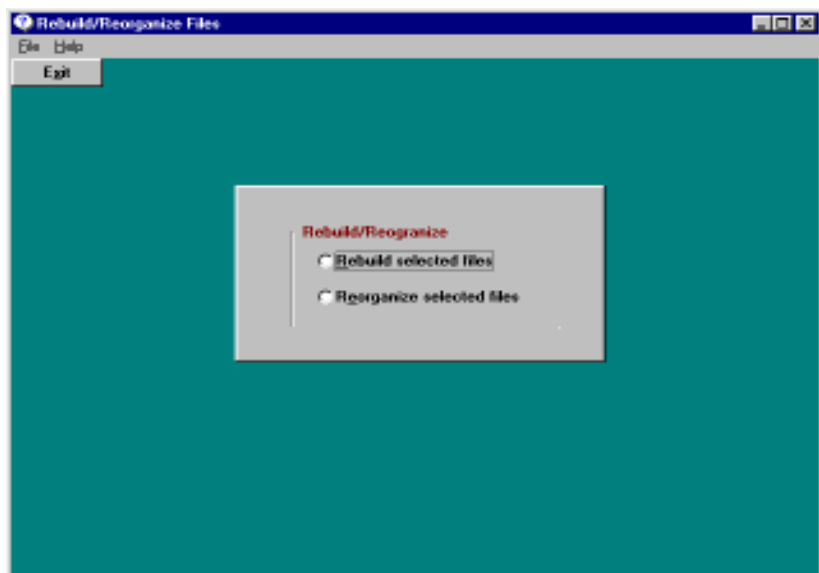
Next, you will see a listing of the data files located on your PMX DATA sub-folder. Choose the file(s) you wish to reorganize or rebuild, then click the **Rebuild** button to proceed. This button will read **Reorganize** if you chose the Reorganize option on the previous screen.

Select file for processing

File Name	Description of File
APBATCH	A/P Batch File
APHDR	A/P Header File
APLNR	A/P Line File
CATALOG	Catalog Master File
CATSEC	Catalog Security File
COMM	Commodity Master File
CRP109	1099 Code File
CRPACT	Distribution Account File
CRPBIL	Bill-To Code File
CRPBKC	Bank Code File
CRPDPT	Receiving Department File
CRPEMP	Employee Code File
CRPENT	Corporation Control File
CRPITM	Item Number Trans & Comm Vendor File
CRPJOB	Job Number File
CRPPRJ	Project Number File

[**Rebuild**] [**Select All**] [**Cancel**]

Alternatively, you may choose the **Select All** button to rebuild or reorganize all of your PMX data files. If you choose **Select All**, the utility program will display a dialog box (shown below) to verify your selection. Click **Yes** to continue.

All files have been selected for processing. Is this correct?

[Yes] [No]
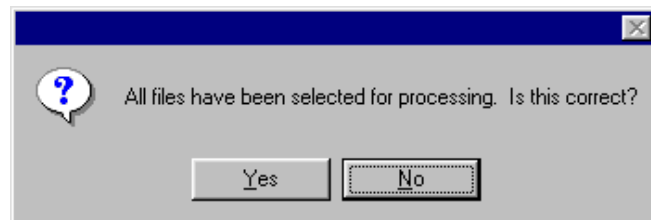
You will see a series of status messages as the utility rebuilds or reorganizes the selected data file(s). After the reorganize or rebuild process is complete, the following message displays. Click **OK** or press the **Enter** key to acknowledge the successful completion of the rebuild or reorganize procedure.

Rebuild of APBATCH was successful.

[OK]

Please Note: If you press the **ESC** button during the rebuild or reorganize procedure, PMX will display a warning message to verify that you wish to discontinue processing of any remaining files that were selected for processing.

This action will not change the status of any files that have already been rebuilt or reorganized. The rebuild or reorganize procedures cannot be reversed after a data file has been processed. The processed data file can be replaced with the backup file you created before running the rebuild or reorganize procedure.

After acknowledging the "successful run" message, PMX returns to the screen displaying files to be selected for processing. More files may be selected or select the **Exit** button to exit completely.

Clearing Ownership IDs

When a network user accesses a PMX record, he or she is said to "own" that record. Once the record has been saved, the system clears the record for use by another user on the network. Occasionally, however, a system error may occur that prevents PMX from properly releasing ownership associated with a data record. For example, if a power outage prevents PMX from shutting down properly, some data records may remain attached to a user's operator ID, even though the user is no longer accessing that record. When this error condition occurs, the system administrator must clear the ownership ID on that record before other users can access it.

To clear ownership IDs on records in one or more files, begin by choosing **Clear Ownership IDs** from the Utilities menu. After presenting the master password authorization screen, PMX will present a utility screen as shown below.

If the entire network went down you would want to clear all Ownership ID's. In this case, check the Select All box for User ID and make sure all users are logged off the PMX system before you press the Clear ID's button. If you only need to clear the Ownership ID's for a given user, enter his ID in the

User ID field and make sure that user is logged off the PMX system before you press the Clear ID's button.

Resetting Workstation IDs

PMX keeps track of which operators are using the system at all times, ensuring that two or more users cannot be logged on simultaneously under the same operator ID. When an operator logs off of PMX, the user ID is cleared. Once this ID is cleared, the user may log back on to the system. When system processing is terminated under an abnormal situation, user IDs may not be cleared properly. When the user tries to bring PMX back up he may get the message that his ID is already in use. He has the option at that time to reset his own ID and go on. If the networked crashed, the system administrator can use the Reset Workstation ID's command on the Utilities menu to manually clear user IDs so that all users may log in normally.

To reset one or more workstation IDs, please follow the steps outlined in this section.

Choose the **Reset Workstation IDs** command from the PMX Utilities Menu.

PMX will prompt you to enter the master password before proceeding. Type the appropriate password, then click **OK** or press the **Enter** key.

Entry of the Master Password is required to reset workstation IDs.

Master Password: [ ]

OK   E_xit

Type the three-character logon ID of the operator whose ID you wish to clear, then click the **Reset ID** button or press the **Enter** key.
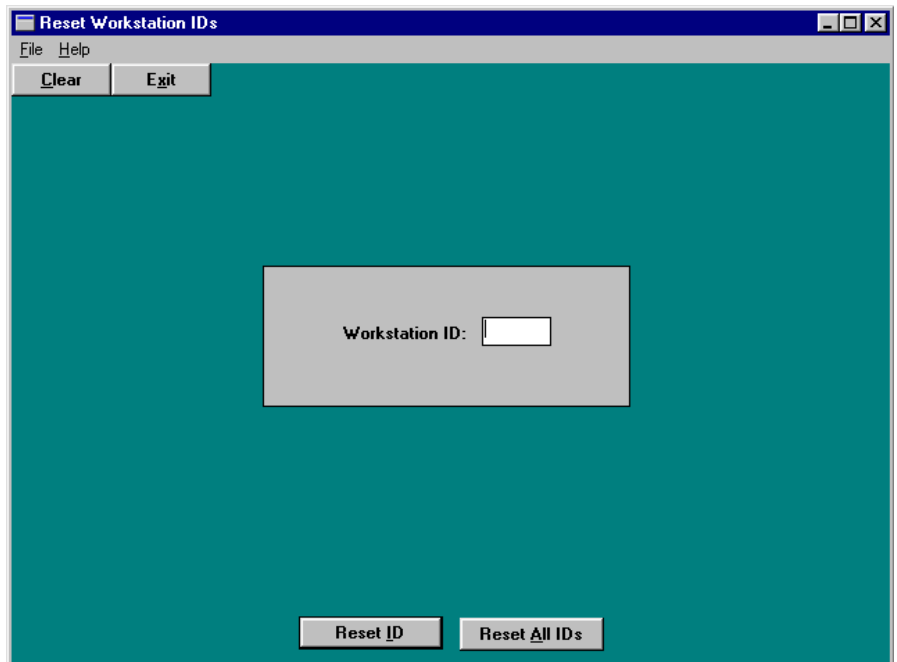
If a number of users were logged on to PMX when the system failure occurred, you may wish to choose the **Reset All IDs** button to ensure that all operator IDs are cleared. If this option is selected, PMX will display the warning message shown below. Please make sure that all users are logged off PMX, then click **Continue** to proceed.
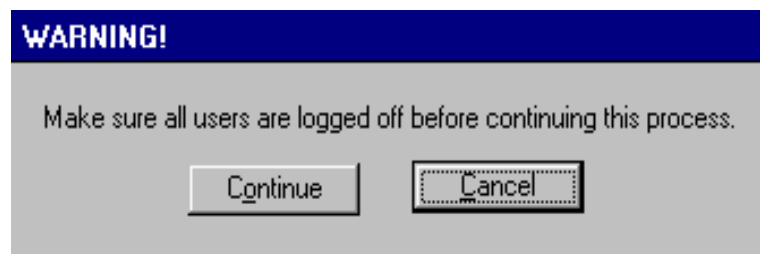
After workstations have been reset, PMX will display the confirmation message shown below. Click **OK** to acknowledge that workstation IDs have been cleared.

JOB SUCCESSFUL!

All Workstation IDs have been reset.

[OK]

After acknowledging the "successful run" message, PMX returns to the screen where workstation IDs may be entered or all IDs may be cleared. More workstation IDs may be selected or select the **Exit** button to exit completely.

Monitoring Users Logged on to PMX

Select the **Users Logged on to PMX** option from the Utilities Menu. To see all users currently logged on to the PMX system, leave the User ID field blank and press OK. The informational screen shown below is useful when you need to ensure that all users are logged off of the system before performing system maintenance procedures. If you want to see if a particular user is logged into the system, enter his ID in the User ID field and press the OK button. If he is not logged in you will get a "No Matching Records" message.

Maintaining System Files

Choose the **Maintain <u>S</u>ystem Files** option from the PMX Utilities Menu.

Maintain System Files options include:

```
Archive Purchase Orders
Change Commdoity Cdoe
Change Corporation Number
Change G/L Acconut Cdoe
Change Item Number
Change Terms Code
Change Vendor Number
Change Vendor Number on P.O.
Condense System Files...              ▶
Purge System Files...                 ▶
Access Archived P.O.s...              ▶
```
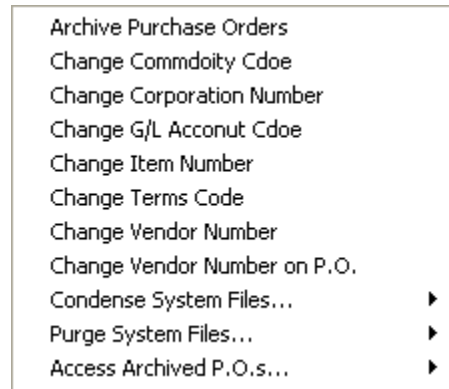
In chapter 3 of this manual, you learned how to create a variety of Control File records to identify Corporation Numbers, Commodity Codes, G/L Account Codes, and so forth. From time to time you may need to revise one of these codes.

For example, suppose your company is revising its Commodity Code structure and you need to change all references to commodity SU001 to COM01. If you were to delete the old commodity record and create a new one, all references to the existing commodity record would be lost. Instead, you can instruct PMX to revise all references to the existing record throughout the system.

The procedures for changing a Commodity Code, Corporation Number, G/L Account Code, Item Number, Terms Code, and Vendor Number and are all the same. We will step through changing a Commodity Code as an example.

Choose **Change Commodity Code** option from the Maintain System Files menu.

PMX presents a reminder that all users should be logged off the system. Once all users are logged off the system, select **Continue** to proceed.

WARNING!

Make sure all users are logged off before continuing this process.

[Continue]   [Cancel]

After confirming that all users are logged off, PMX presents a reminder to back up the system.

WARNING!

The following procedure makes changes to multiple files. All PMX data files should be backed up before continuing with this process.

[Continue]   [Cancel]
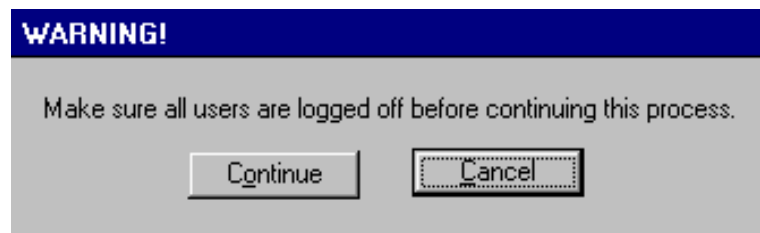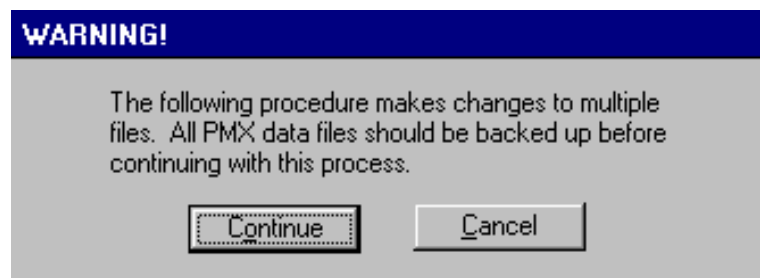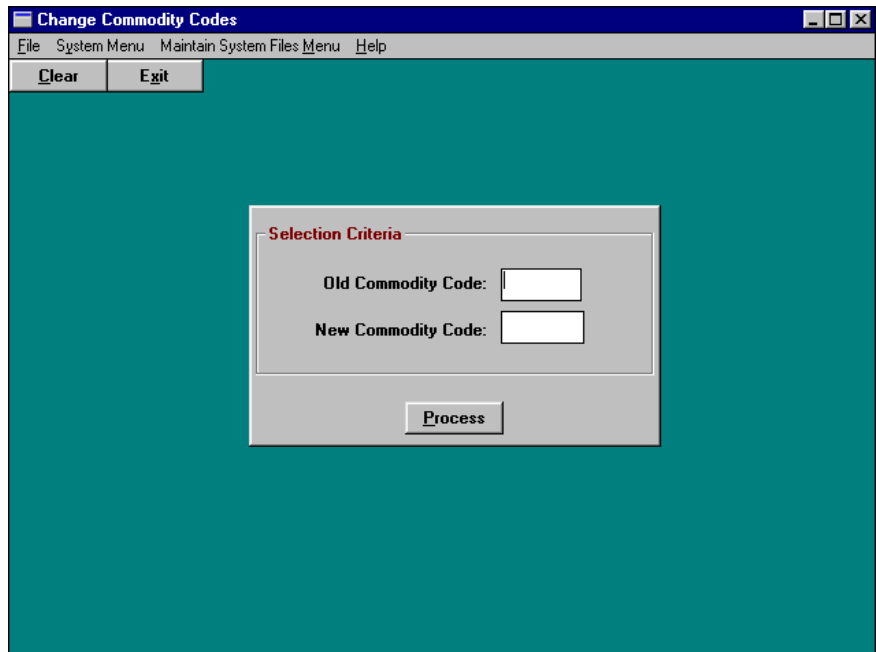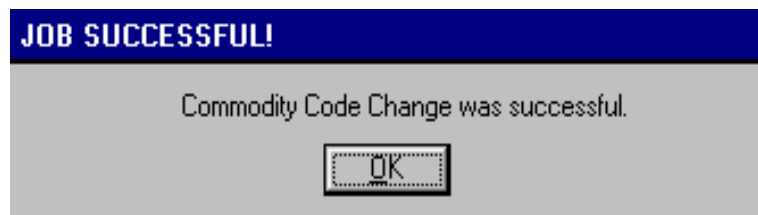
If your files are backed up, choose **Continue** to proceed to the Change Commodity Codes screen, shown below.

Now, simply enter the old Commodity Code and the replacement code in the fields provided. Please note: the replacement code **can not** already exist on the file. Choose the **Process** button to proceed.

PMX will display a confirmation message after the change is complete. Choose **OK** to return to the Change Commodity Codes screen. After entering all desired commodity code changes are complete, chose **Exit** to return to the PMX Master System menu.

Please Note: When changing Corporation, G/L Account Codes, Item Numbers, Terms Codes or Vendor Numbers, please keep in mind that PMX will not change any codes that have already been passed to the A/P Interface Invoice Bridge. Please process all Invoice Bridge files before changing any of these codes.

Change Vendor Number on Existing P.O.

PMX provides the capability of changing a vendor number on a P.O. that has already been created. For example, suppose you have created a P.O. with many lines and you suddenly realize the P.O. is for the wrong vendor. Rather than deleting the sizeable P.O. and re-creating it with a new vendor number, you can simply change the vendor number on the P.O.

To change the vendor number on an existing P.O., begin by choosing the **Change Vendor on Existing P.O.** option from the PMX Maintain System Files Menu. PMX presents a reminder that vendor defaults for the new vendor will not be carried down to the existing P.O. Select **Continue**.
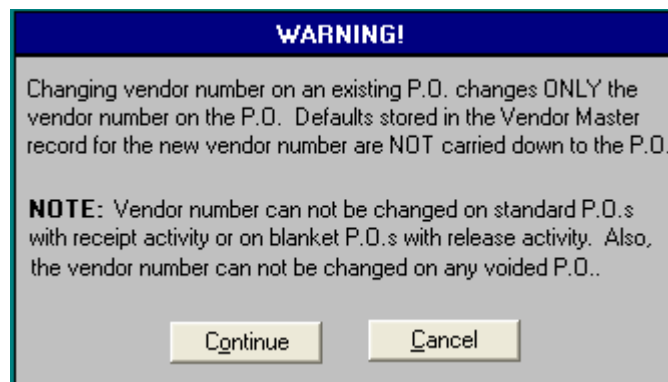
WARNING!

Changing vendor number on an existing P.O. changes ONLY the vendor number on the P.O. Defaults stored in the Vendor Master record for the new vendor number are NOT carried down to the P.O.

NOTE: Vendor number can not be changed on standard P.O.s with receipt activity or on blanket P.O.s with release activity. Also, the vendor number can not be changed on any voided P.O..

[Continue]   [Cancel]

The following screen appears.

Enter the corporation number and P.O. number of the P.O. whose vendor number you wish to change. Press **TAB**. The Vendor number and name currently assigned to the P.O. are displayed.

Enter the new vendor number for the P.O. The vendor
name for the new vendor number displays on the screen.

Select **Process.**   The new vendor number is assigned to
the P.O. and the screen is automatically cleared.

Archive Purchase Orders

The Archive Purchase Orders function is used to move selected purchase orders from the active files to archived files. Be aware that ALL purchase orders meeting the selection criteria are removed, regardless of their status.

The Access Archived Purchase Orders option on the Maintain System Files menu may be used to view archived purchase orders.

Your company must determine frequency to run this function. Depending on the volume of purchase orders generated, once a month may be required or once a year may be sufficient.

In preparation for using the Archive Purchase Orders function, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Archive Purchase Orders** option from the PMX Maintain System Files Menu. PMX presents a reminder that all users should be logged off the system. Press **Continue**.
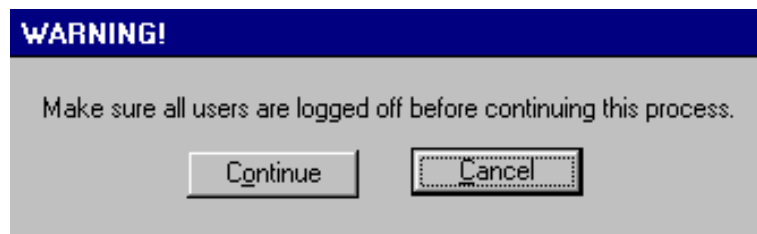
After confirming that all users are logged off, PMX presents a reminder to back up the system. Press **Continue**.
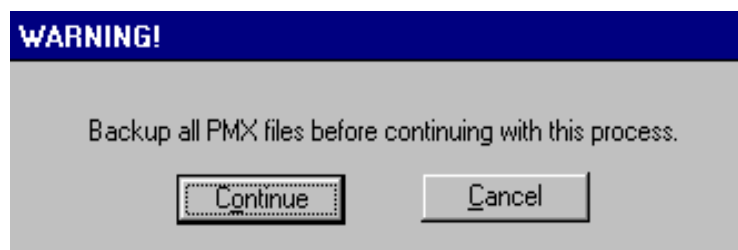
If the archive files already exist in the PMX Data folder, the following message appears:

P.O. ARCHIVED FILES EXIST!

The "POARCH" files already exist. Press Continue to add to the existing files, press Create New to create new archived files, or press Cancel to exit this program.

[Continue]   [Create New]   [Cancel]

To add the newly archived purchase orders to the existing archive files, select the **Continue** button.

To create new archive files, press the **Create New** button. This option will wipe out the existing archive files.

If you wish to store the newly archived purchase orders in separate files, but haven't backed up the existing archive files, press the **Cancel** button to exit. Backup the existing archive files, then delete them from the PMX Data folder. Archived purchase order files are named POARCH.DAT and POARCH.IDX. Be sure to label the backed up files as to what they contain based on the selection criteria entered on the run(s) in which they were created.

The next screen allows selection of purchase orders to be archived.

Archive Purchase Orders

File   System Menu   Maintain System Files Menu   Search   Help

[Clear]   [Exit]

Selection Criteria

Select All

Corporation: 009

P.O. Nbr. Range: ☑ [   ] [?]   Thru [   ] [?]

P.O. Date Range: ☑ [   ]   Thru [   ]

P.O. Type Range: ☑ [   ] [?]   Thru [   ] [?]
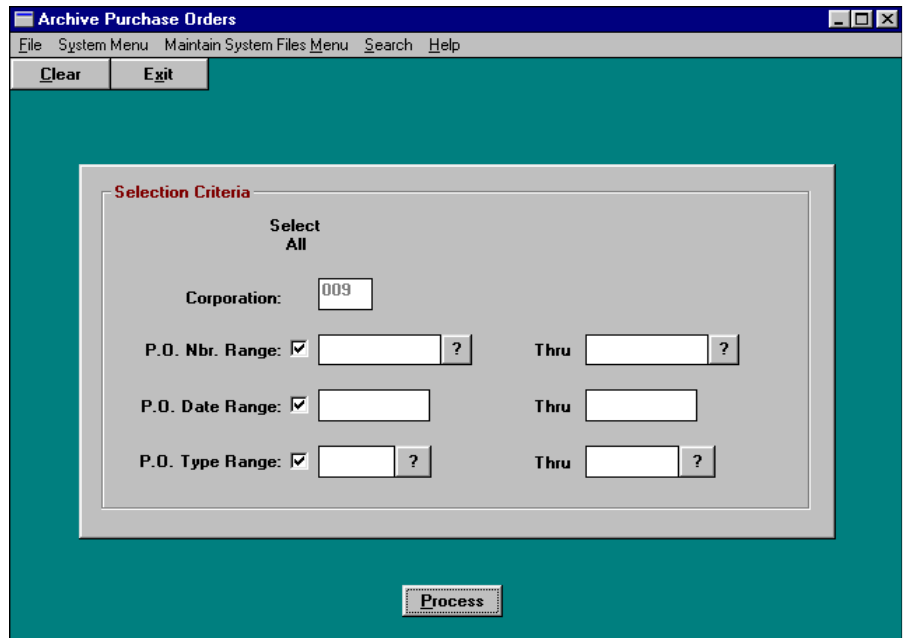
[Process]

If the **Process** button is selected before any selection criteria has been entered, a final confirmation screen will display.

CONFIRMATION TO ARCHIVE ALL RECORDS

All purchase orders and receipts for selected corporation(s) will be archived. Press Continue to begin this process or Cancel to exit this message.

[Continue]   [Cancel]

If **Continue** is selected, PMX will archive selected purchase order records. After processing is complete, the following confirmation screen displays, indicating the number of records processed.

JOB SUCCESSFUL!

34 Purchase Order Header record(s) successfully archived.
75 Purchase Order Line record(s) successfully archived.
 4 Purchase Order Text record(s) successfully archived.
14 Receipt record(s) successfully archived.

[OK]
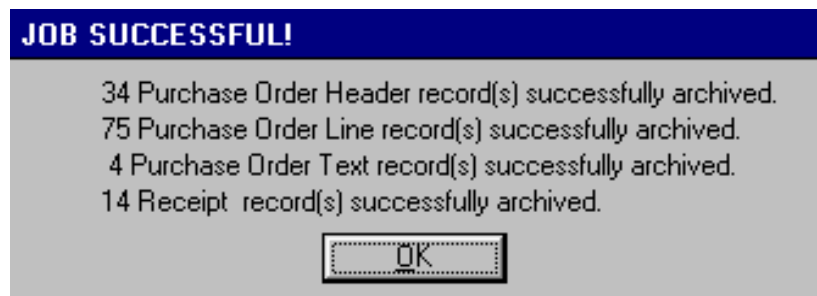
Upon completion of archive, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be run at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

Purchase Order and Receipt files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

[Continue]   [Cancel]
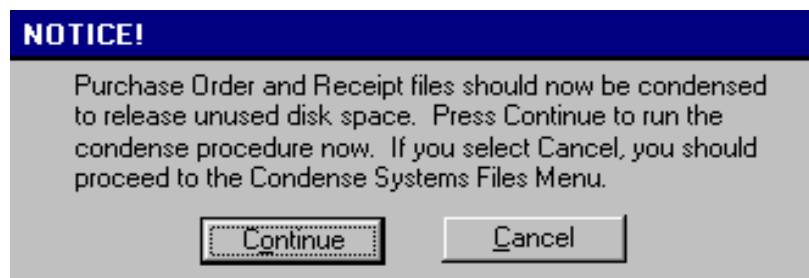
Periodically, you may decide to backup the archive files and delete them from the PMX Data folder. The archived purchase order files are named POARCH.DAT and POARCH.IDX. Be sure to label the backed up files as to what they contain based on the selection criteria entered on the run(s) in which they were created.

Purge System Files

The Purge System Files menu is available on the Maintain System Files menu, accessed by choosing the Utilities menu from the main PMX screen.

Purge options include:

Accounts Payable Files
Commodity Code
Control Files... ▶
Inventory Transaction File
Kit File
Material Files
Requisition Files
RFQ Files
Vendor Files

Accounts Payable Files

In preparation for purging the Accounts Payable files, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **<u>A</u>ccounts Payable Files** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system. Press **C<u>o</u>ntinue**.

WARNING!

Make sure all users are logged off before continuing this process.

[C<u>o</u>ntinue]   [<u>C</u>ancel]

Next, a reminder to back up the system before proceeding.

WARNING!

The following procedure purges multiple files. All PMX data files should be backed up before continuing with this process.

[<u>C</u>ontinue]   [<u>C</u>ancel]
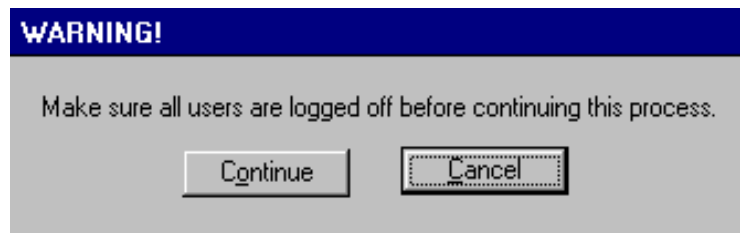
The next screen shows Accounts Payable purge selection criteria.

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

If **Continue** is selected, PMX will purge selected Accounts Payable records. After processing is complete, the screen below displays. Indicates number of records removed.

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

Account Payable files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

[Continue]   [Cancel]

Commodity Code File

In preparation for purging the Commodity Code file, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

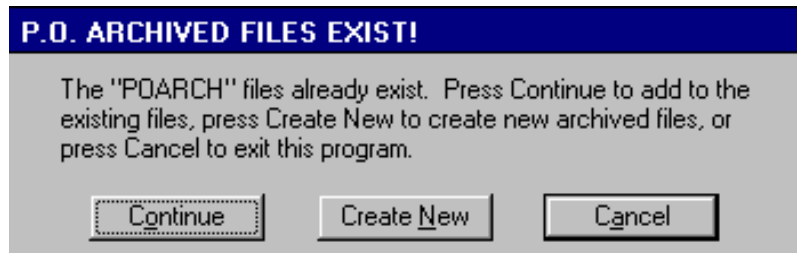Choose the **Commodity Code File** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system. Press **Continue**.

WARNING!

Make sure all users are logged off before continuing this process.

[Continue] [Cancel]

Next, a reminder to back up the system before proceeding.

WARNING!

Backup all PMX data files before continuing!

[Continue] [Cancel]

The next screen shows Commodity Code purge selection criteria.

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

If **Continue** is selected, PMX will purge selected Commodity Code records. After processing is complete, the screen below displays. Indicates number of records removed.

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

The Commodity Code file should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

[Continue]   [Cancel]

Control Files

In preparation for purging the Control Files, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Control Files** option from the PMX Purge System Files Menu.

The following screen shows an option for each control file that may be purged:

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

The process to purge each control file is the same. Purging of Corporation Control Files will be detailed to illustrate the process used for each control file.

Choose the **Corporation** option from the Purge Control Files menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

Continue   Cancel
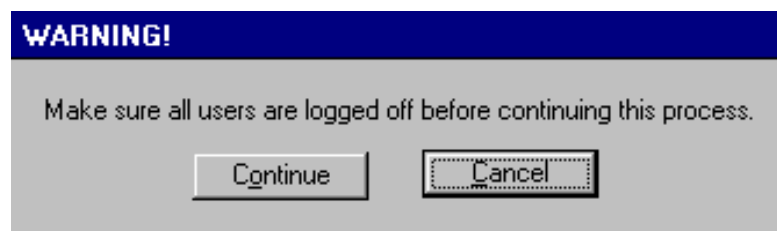
Next, a reminder to back up the system before proceeding. Be aware that only records marked for deletion will be purged. This is true for all Control files.
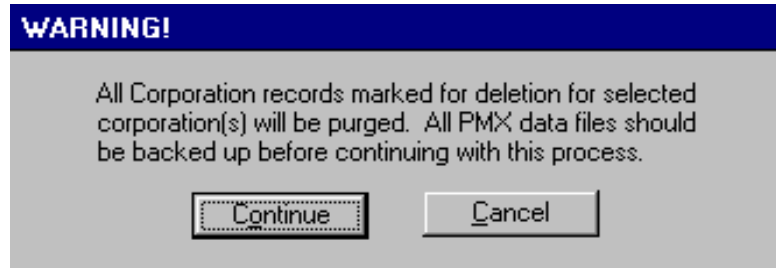
Next, PMX requires the corporation number for which control records are to be removed.
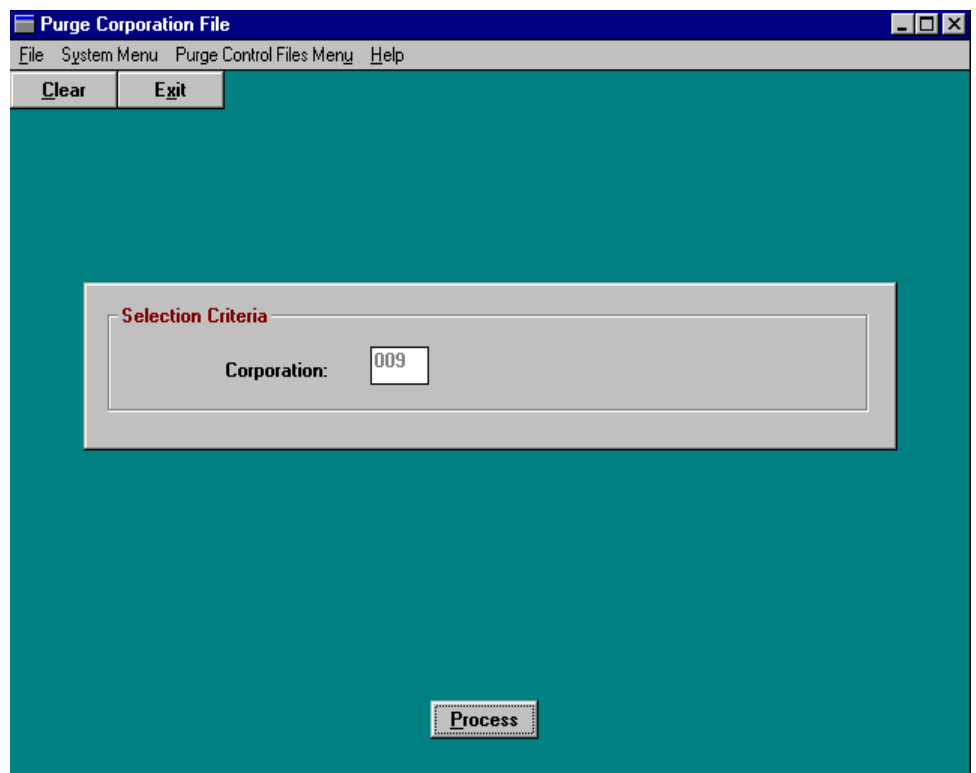
Finally, PMX shows a confirmation screen indicating when purge is complete. If records were removed, the total number of purged records is shown.

PURGE COMPLETE!

1 Corporation record(s) successfully purged.

[OK]

Upon completion of the purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

The Corporation file should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

[Continue]   [Cancel]
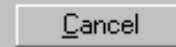
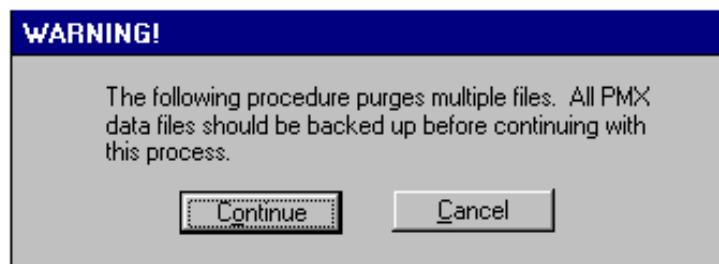# Inventory Transaction File

In preparation for purging the Inventory Transactions File, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Inventory Transaction File** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

[Continue]   [Cancel]

Next, a reminder to back up the system before proceeding.

WARNING!

The following procedure purges multiple files. All PMX data files should be backed up before continuing with this process.

[Continue]   [Cancel]

The next screen shows Inventory Transaction purge selection criteria.

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

If **Continue** is selected, PMX will purge selected Inventory Transaction records. After processing is complete, the screen below displays. Indicates number of records removed.

PURGE COMPLETE!

1 record(s) successfully purged.

OK

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.
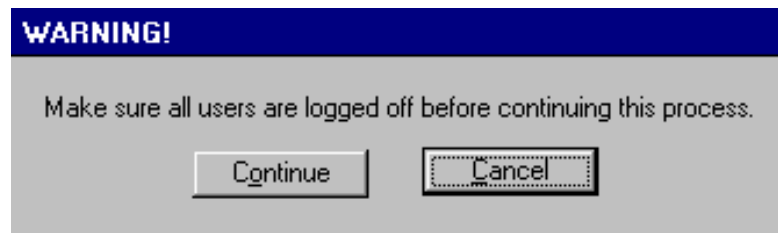
NOTICE!

Inventory Transaction files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

Continue   Cancel

Kit File
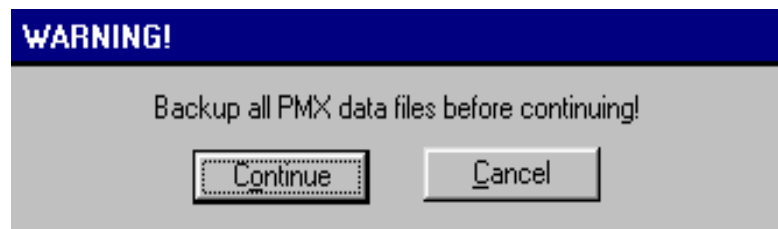
In preparation for purging the Kit File, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Kit File** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

[Continue]   [Cancel]

Next, a reminder to back up the system before proceeding.

WARNING!

Backup all PMX data files before continuing!

[Continue]   [Cancel]
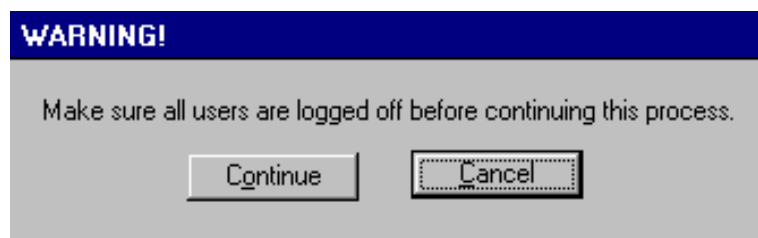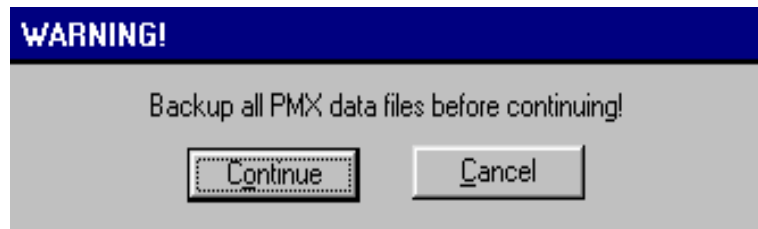
The next screen shows Kit purge selection criteria.

Purge Kit File

File   System Menu   Purge System Files Menu   Search   Help

| Clear | Exit |

Selection Criteria

Select
All

Corporation: 009

Kit Number Range: ☑ [   ] ? Thru [   ] ?

Process

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

CONFIRMATION TO PURGE ALL RECORDS

ALL Kit records for selected corporation(s) will be purged. Press Continue to begin this process or Cancel to exit this message.

| Continue | Cancel |

If **Continue** is selected, PMX will purge selected Inventory Transaction records. After processing is complete, the screen below displays. Indicates number of records removed.

PURGE COMPLETE!

No Kit File records purged.

[**OK**]

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.
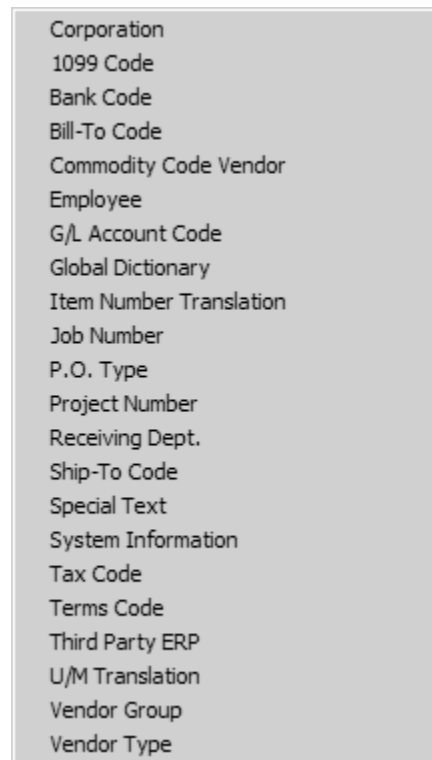
NOTICE!

The Kit file should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

[Continue] [Cancel]

Material Files

In preparation for purging the Material Files, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Material Files** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

Continue   Cancel

Next, a reminder to back up the system before proceeding.

WARNING!

The following procedure purges multiple files. All PMX data files should be backed up before continuing with this process.

Continue   Cancel
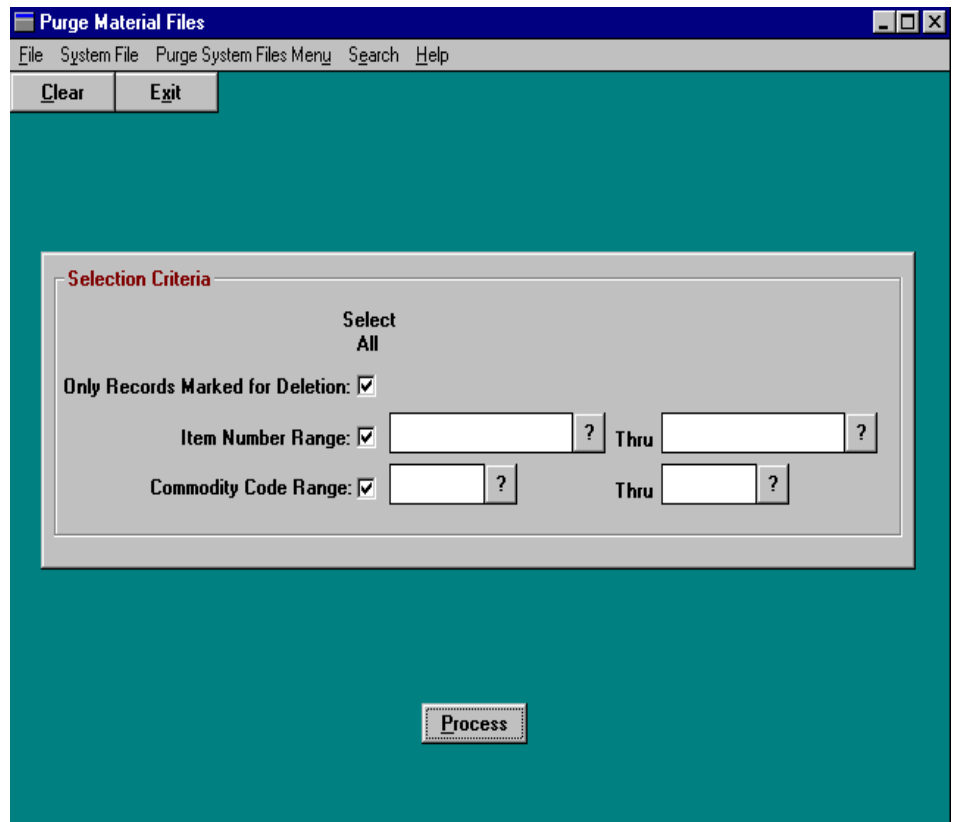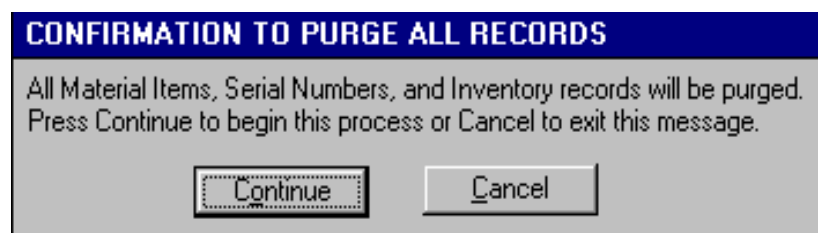
The next screen shows material purge selection criteria.

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

If **Continue** is selected, PMX will purge selected material records. After processing is complete, the screen on the next page displays. Indicates number of records removed.

PURGE COMPLETE!

6 Material record(s) successfully purged.
1 Material Text record(s) successfully purged.
3 Inventory record(s) successfully purged.
No Serial Number Records purged.

[OK]

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

Material files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.
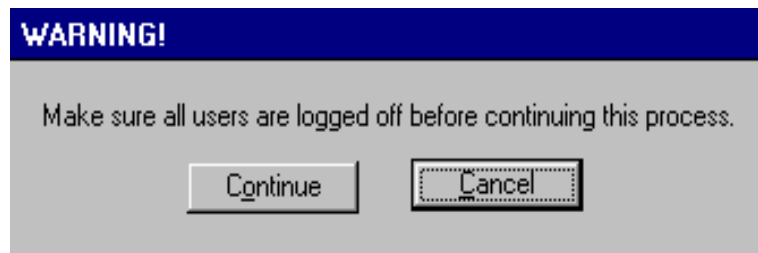
[Continue]   [Cancel]
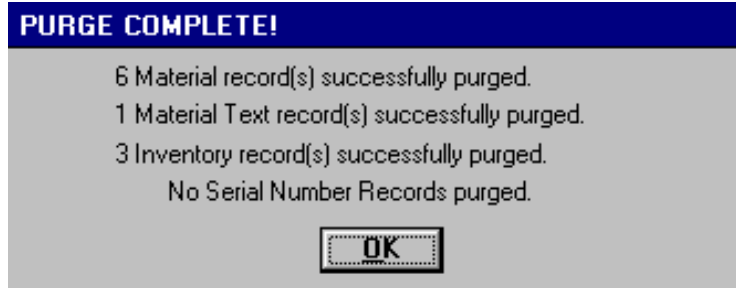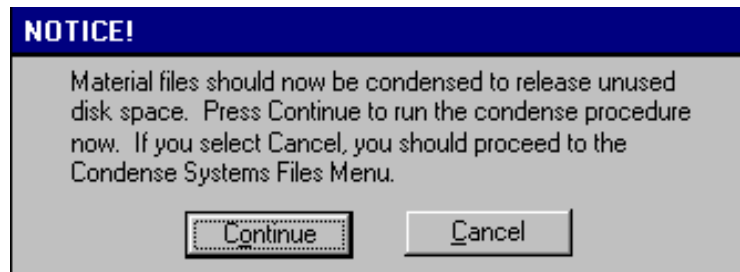
Requisition Files
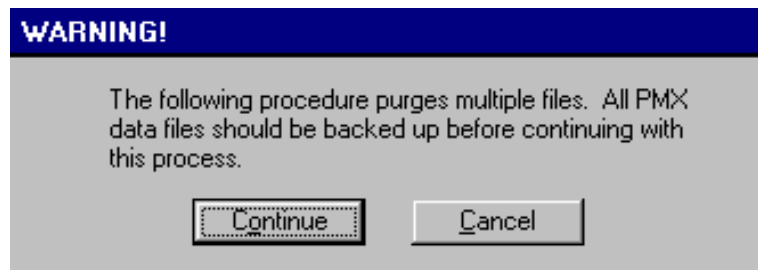
In preparation for purging the Requisition Files, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Requisition Files** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

[Continue]   [Cancel]

Next, a reminder to back up the system before proceeding.

WARNING!

The following procedure purges multiple files. All PMX data files should be backed up before continuing with this process.

[Continue]   [Cancel]
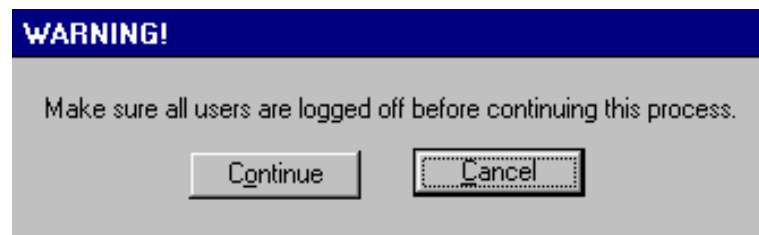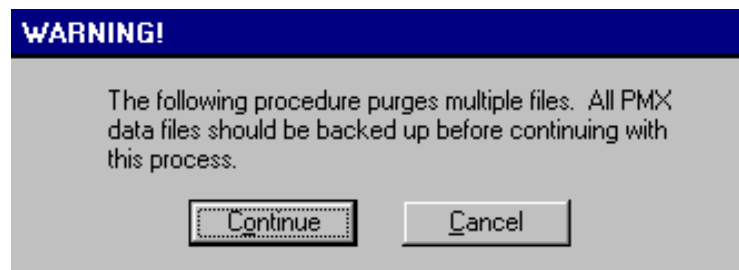
The next screen shows requisition purge selection criteria.

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

If **Continue** is selected, PMX will purge selected Requisition records. After processing is complete, the screen on the next page displays. Indicates number of records removed.

PURGE COMPLETE!

3 Requisition Header record(s) successfully purged.

4 Requisition Line record(s) successfully purged.

No Requisition Text records purged.

OK

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

Requisition files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

Continue   Cancel
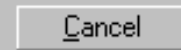
RFQ Files

In preparation for purging the RFQ (Request for Quotation) Files, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **RFQ Files** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

Continue   Cancel

Next, a reminder to back up the system before proceeding.

WARNING!

The following procedure purges multiple files. All PMX data files should be backed up before continuing with this process.

Continue   Cancel
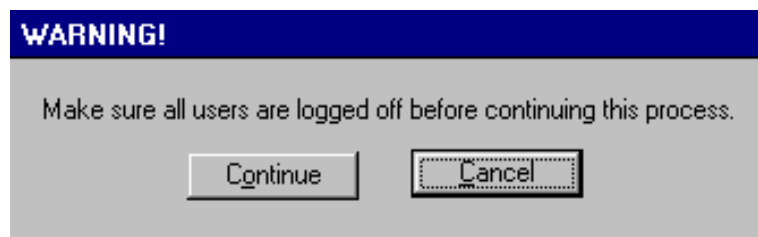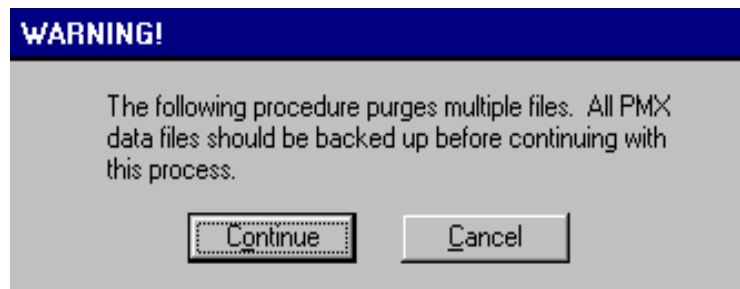
The next screen shows RFQ purge selection criteria.

Purge RFQ Files

File   System Menu   Purge System Files Menu   Search   Help

Clear   Exit

Selection Criteria

Select
All

Corporation: 009

RFQ Nbr. Range: ☑ [   ] ?   Thru [   ] ?

RFQ Date Range: ☑ [   ]   Thru [   ]

P.O. Type Range: ☑ [   ] ?   Thru [   ] ?

Process

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

CONFIRMATION TO PURGE ALL RECORDS

ALL RFQ records for selected corporation(s) will be purged. Press Continue to begin this process or Cancel to exit this message.

Continue   Cancel

If **Continue** is selected, PMX will purge selected RFQ records. After processing is complete, the screen below displays. Indicates number of records removed.

PURGE COMPLETE!

5 RFQ Header record(s) successfully purged.

35 RFQ Line record(s) successfully purged.

1 RFQ Text record(s) successfully purged.

    OK

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.

NOTICE!

The RFQ files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

    Continue   Cancel

Vendor Files

In preparation for purging the Vendor Files, two steps must be performed: a-Make sure all users are out of the PMX system and b-Backup the PMX system.

Choose the **Vendor Files** option from the PMX Purge System Files Menu.

PMX presents a reminder that all users should be logged off the system.

WARNING!

Make sure all users are logged off before continuing this process.

[Continue]   [Cancel]

Next, a reminder to back up the system before proceeding.

WARNING!

The following procedure purges multiple files. All PMX data files should be backed up before continuing with this process.

[Continue]   [Cancel]
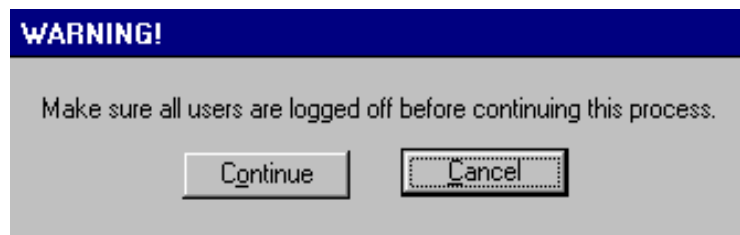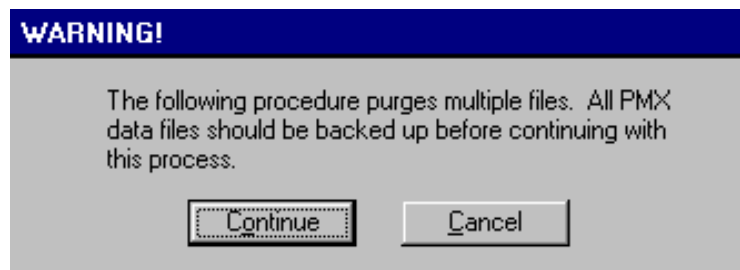
The next screen shows vendor purge selection criteria.

If the **Process** button is selected without entering any selection criteria, a final confirmation screen will display.

If **Continue** is selected, PMX will purge selected vendor records. After processing is complete, the screen on the next page displays. Indicates number of records removed.

PURGE COMPLETE!

5 Vendor record(s) successfully purged.

No Vendor Notes purged.

[OK]

Upon completion of purge, it is recommended that the files be condensed to free unused disk space. The condense operation may be performed immediately or may be selected from the Maintain System Files menu at a later time.

Please Note: The condense operation is not available to users whose PMX files reside on a database.
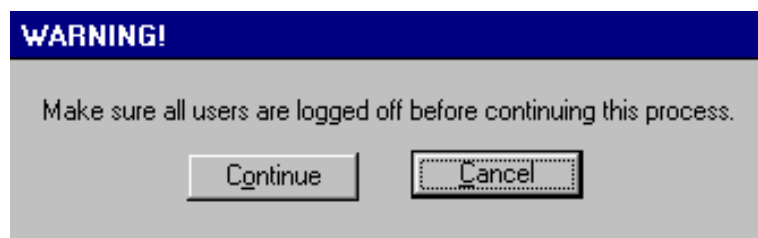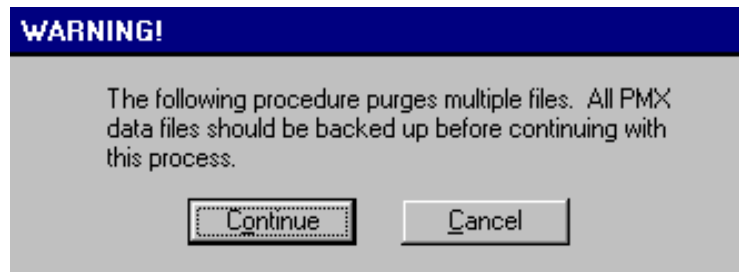
NOTICE!

The Vendor files should now be condensed to release unused disk space. Press Continue to run the condense procedure now. If you select Cancel, you should proceed to the Condense Systems Files Menu.

[Continue]   [Cancel]
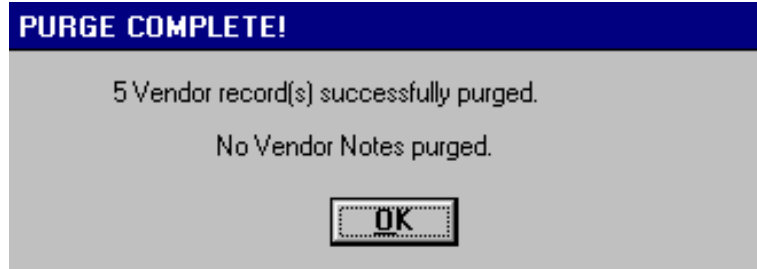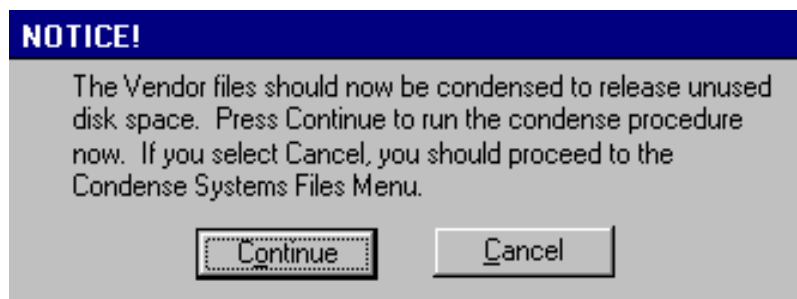
Condense System Files

Please Note: This option is not available to users whose PMX files reside on a database.

The Condense System Files menu is available on the Maintain System Files menu, accessed by choosing the Utilities menu from the main PMX screen.

Condense System Files options include:

The procedures for condensing Accounts Payable, Commodity Code, Control, Inventory Transaction, Kit, Material, P.O., Requisition, RFQ and Vendor files are all the same. We will step through condensing a Commodity Code as an example.

Choose **Commodity Code File** option from the Condense System Files menu.

PMX presents a reminder that all users should be logged off the system. Once all users are logged off the system, select **Continue** to proceed.
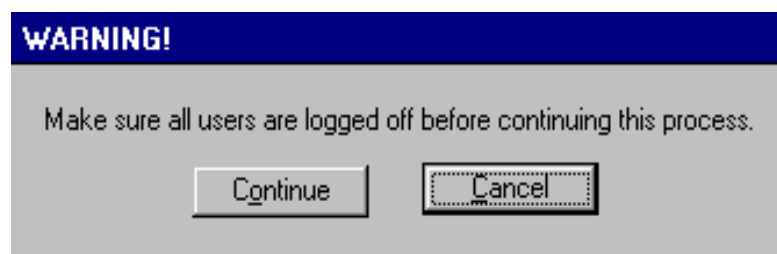
After confirming that all users are logged off, PMX presents a reminder to check available disk space.

WARNING!

Make sure you have adequate disk space on your workstation hard drive for a temporary copy of the file(s) being condensed. All PMX files should be backed up before continuing with this process.

[Continue]   [Cancel]
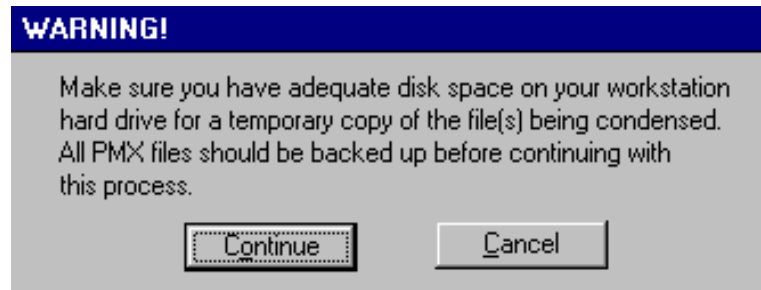
If you have adequate disk space, choose **Continue** to proceed.

PMX will display a confirmation message after the condense operation is complete. Choose **OK** to return to the PMX Master System menu.

CONDENSE COMPLETE!

1 Commodity Code record(s) successfully condensed.

[OK]

Access Archived Purchase Orders

Once purchase orders have been removed from active files, they are stored in archive files. If the archive files have been removed from your system, they must be restored to the PMX data directory to view archived purchase orders. The archived purchase order file names are: POARCH.DAT and POARCH.IDX.

The Access Archived P.O.s menu is available on the Maintain System Files menu, accessed by choosing the Utilities menu from the main PMX screen.

Access Archived P.O.s options include:

Automated History Card
Blanket P.O. Status Report
G/L Account Code Analysis
P.O. Analysis Report
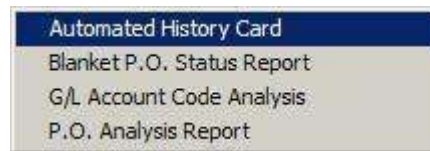
Automated History Card
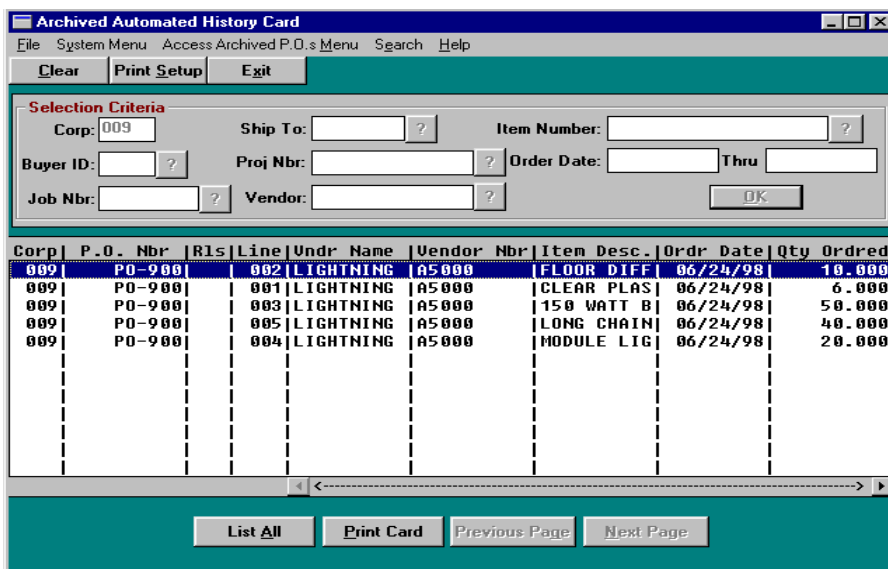
This option allows the search of archived purchase orders and list selected orders in reverse date sequence (most recent purchase first).

Choose **Automated History Card** option from the Access Archived P.O.s menu.

When this option is selected, a reminder first displays. The message warns that the POARCH files must be loaded in the PMX data directory.
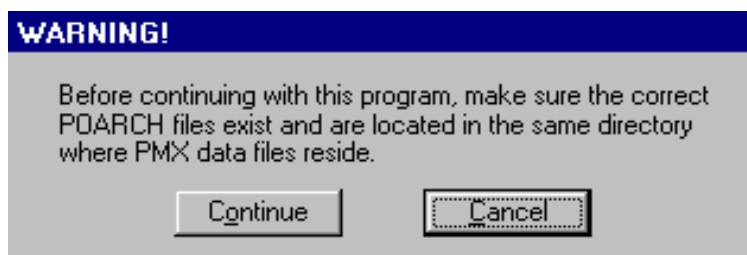
After confirming wish to continue, the following screen displays. Selection criteria is entered in the top portion of the screen, then select the **OK** button to submit.

If the **Print Card** option is pressed, the records selected will be printed.

Blanket P.O. Status Report
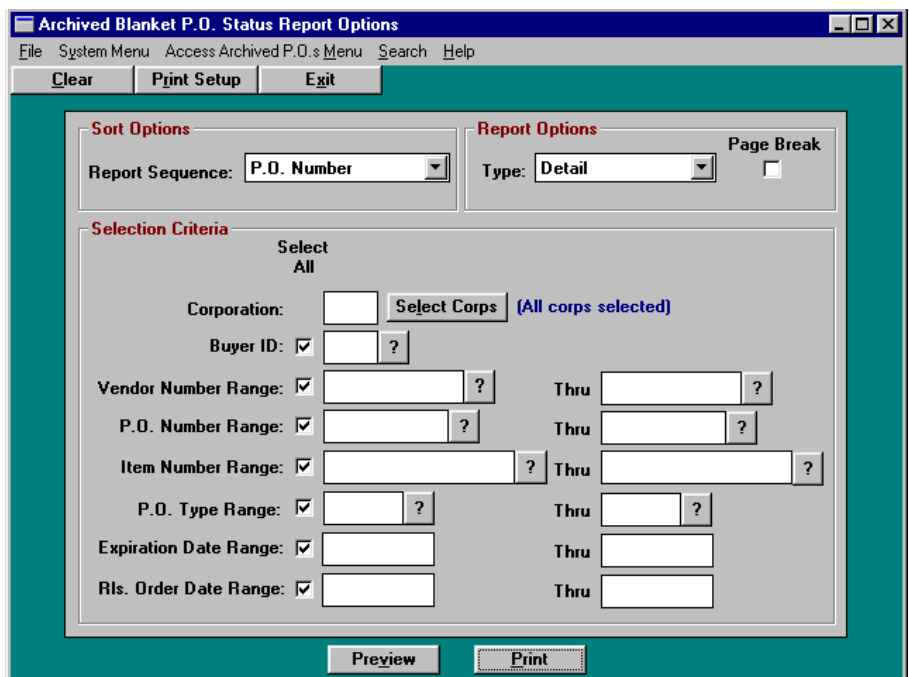
This option allows searching of archived purchase orders to retrieve blanket & blanket release orders.

Choose **Blanket P.O. Status Report** option from the Access Archived P.O.s menu

When this option is selected, a reminder first displays. The message warns that the POARCH files must be loaded in the PMX data directory.

After confirming your wish to continue, the following screen displays, presenting quite a few search options.

Once criteria has been entered, the report may be previewed or printed. Sample preview:

```
┌─ Preview Report ──────────────────────────────────────── _ □ ✕ ┐
│ File  Help                                                       │
├──────────────────────────────────────────────────────────────┬──┤
│ CORPORATION: 009              ARCHIVED BLANKET P.O. STATUS REPORT          PAGE: │▲│
│                                                                          ├──┤
│ PHARCBLK                           P.O. NUMBER SEQUENCE                   DATE: │  │
│                                                                          │  │
│   P.O.      VENDOR      BUYER                        QUANTITY  QUANTITY  ORDER DT/ EXP DT/    BLN │
│   NUMBER    NAME     LINE  ID   ITEM NUMBER  DESCRIPTION  SHIP-TO  ORDERED  RECEIVED  RLSE DT DUE DATE U/M REL│  │
│ --------- ---------------- ---- --- ---------------- --------------- ------- ----------- ----------- -------- -------- --- ---│  │
│                                                                          │  │
│        41 BRAINTREE APPLI  001 WUA ASERNER      TEST ITEM FLAG 100    5.0000           08/27/97 09/01/97 EA │  │
│           REL 001 LINE 001     WUA ASERNER      TEST ITEM FLAG 100    2.0000    2.0000 08/27/97 09/01/97 EA │  │
│                                                                          │  │
│                                 LINE 001 QUANTITY REMAINING    3.0000           AMOUNT REMAINING │  │
│                                                                          │  │
│                                              PO NUMBER       41 TOTAL AMOUNT CONTRACTED │  │
│                                                                  RELEASED │  │
│                                                                  REMAINING │  │
│                                                                          │  │
│     JC-05 LIGHTNING ELECT  001 WUA AA-2000      LONG CHAIN NOS 100   40.0000           08/31/88 12/31/88 EA │  │
│           REL 001 LINE 001     WUA AA-2000      LONG CHAIN NOS 100   20.0000           08/31/88 10/15/88 EA │  │
│           REL 001 LINE 002     WUA AA-2000      LONG CHAIN NOS 101    5.0000           08/31/88 12/01/88 EA │  │
│                                                                          │  │
│                                 LINE 001 QUANTITY REMAINING   15.0000           AMOUNT REMAINING │  │
│                                                                          │  │
│     JC-05 LIGHTNING ELECT  002 WUA AB-1789      U-BOLT FLOOR H 100   50.0000           08/31/88 12/31/88 EA │  │
│                                                                          │  │
│     JC-05 LIGHTNING ELECT  003 WUA AC-3000      FLOOR DIFFUSER 100   10.0000           08/31/88 12/31/88 EA │  │
│           REL 001 LINE 003     WUA AC-3000      FLOOR DIFFUSER 100    6.0000           08/31/88 11/15/88 EA │▼│
│                                                                          │  │
│                                 LINE 003 QUANTITY REMAINING    4.0000           AMOUNT REMAINING │  │
│ ◄                                                                      ► │
├──────────────────────────────────────────────────────────────────┤
│                          ┌────────┐  ┌───────┐                         │
│                          │ Cancel │  │ Print │                         │
│                          └────────┘  └───────┘                         │
└──────────────────────────────────────────────────────────────────┘
```

G/L Account Code Analysis
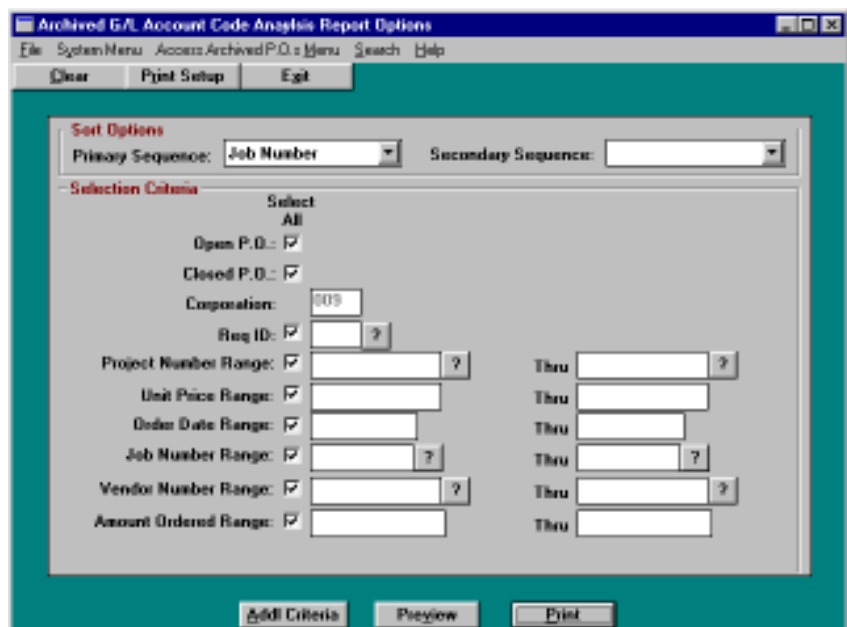
This option allows searching of archived purchase orders by G/L account code information.

Choose **G/L Account Code Analysis** option from the Access Archived P.O.s menu

When this option is selected, a reminder first displays. The message warns that the POARCH files must be loaded in the PMX data directory.
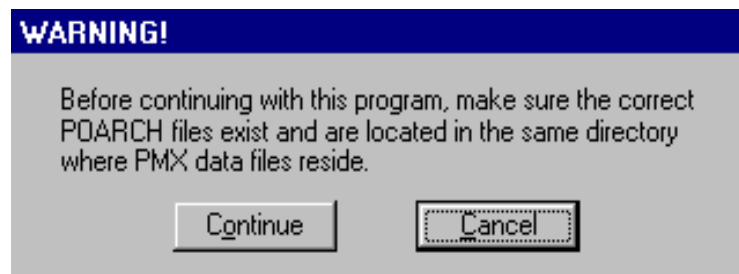
After confirming your wish to continue, the following screen displays, presenting first level of search criteria.

The **Addl Criteria** button is available if the G/L Account Code

hierarchy levels are set up on the Corporation Control record. The following example screen shows the three levels of division, department and account.

Once criteria has been entered, the report may be previewed or printed. Sample preview:

P.O. Analysis Report

This option allows searching of archived purchase orders using a wide variety of criteria.

Choose **P.O. Analysis Report** option from the Access Archived P.O.s menu

When this option is selected, a reminder first displays. The message warns that the POARCH files must be loaded in the PMX data directory.

WARNING!

Before continuing with this program, make sure the correct POARCH files exist and are located in the same directory where PMX data files reside.

Continue   Cancel
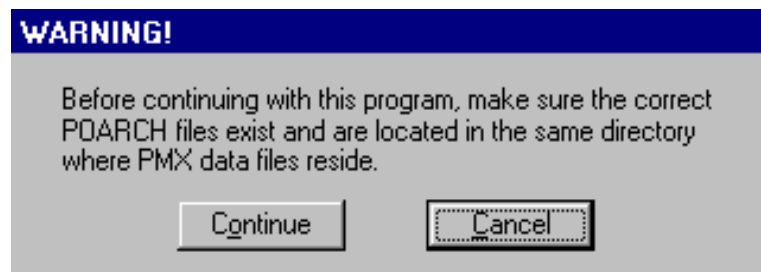
After confirming your wish to continue, the following screen displays, presenting quite a few search options.

Archived Purchase Order Analysis Report Options

File   System Menu   Access Archived P.O.s Menu   Search   Help

Clear   Print Setup   Exit

Sort Options

Primary Sequence: P.O. Number

Secondary Sequence:

Report Options

Type: Detail

Page Break

Selection Criteria

Select All

Corporation:	009		
Buyer ID Range: ☑	?	Thru	?
Ship To Code Range: ☑	?	Thru	?
Order Date Range: ☑		Thru	
Vendor Number Range: ☑	?	Thru	?
P.O. Number Range: ☑	?	Thru	?
Item Number Range: ☑	?	Thru	?
Project Number Range: ☑	?	Thru	?
Job Number Range: ☑	?	Thru	?
Commodity Code Range: ☑	?	Thru	?
Vendor Type Range: ☑	?	Thru	?
P.O. Type Range: ☑	?	Thru	?

Preview   Print

Once search criteria has been entered, the purchase orders may be previewed or printed. Sample preview:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ ▓▓ Preview Report                                                        _ □ X     │
│ File  Help                                                                         │
├──────────────────────────────────────────────────────────────────────────────────┤
│ CORPORATION: 009              ARCHIVED PURCHASE ORDER ANALYSIS REPORT      PAGE:  ▲ │
│                                                                                    │
│ PHARCANL                             P.O. NUMBER SEQUENCE                  DATE:    │
│                                                                                    │
│  P.O.          ORDER    VENDOR    BUYER                      QUANTITY  QUANTITY   A │
│  NUMBER  RLS LNE DATE    NAME      ID    ITEM NUMBER  DESCRIPTION  ORDERED  RECEIVED  U/M DLV DATE  O │
│ --------- --- --- -------- --------------- --- --------------- ------------------ ----------- ----------- --- -------- --- │
│                                                                                    │
│    PO-1   001 05/04/87 ABC CORPORATION  WUA AA-2000     LONG CHAIN NOSE P  30.0000            EA 05/12/86 │
│                                                                                    │
│    PO-2   001 05/01/87 ABC CORPORATION  WUA AB-1789     U-BOLT FLOOR HOUN  50.0000            EA 05/11/87 │
│                                                                                    │
│    PO-3   001 04/10/87 HART CORPORATIO  WUA AD-4000     AIR FILTER         20.0000  20.0000 EA 04/20/87 │
│                                                                                    │
│    PO-4   001 04/15/87 LIGHTNING ELECT  WUA AE-5000     MODULE LIGHT       20.0000  20.0000 EA 05/05/87 │
│                                                                                    │
│    PO-5   001 04/30/87 BRAINTREE APPLI  WUA AD-4000     AIR FILTER         25.0000  20.0000 EA 05/11/87 │
│           002                           WUA AB-1789     U-BOLT FLOOR HOUN  50.0000  40.0000 EA 05/11/87 │
│                                                                                    │
│    PO-6   001 05/04/87 BRAINTREE APPLI  WUA AE-5000     MODULE LIGHT       20.0000  20.0000 EA 05/18/87 │
│           002                           WUA AB-1789     U-BOLT FLOOR HOUN  40.0000  38.0000 EA 05/18/87 │
│                                                                                    │
│    PO-7   001 05/15/87 BRAINTREE APPLI  WUA AA-2000     LONG CHAIN NOSE P  50.0000            EA 05/29/87 │
│           002                           WUA AB-1789     U-BOLT FLOOR HOUN  50.0000            EA 05/29/87 │
│                                                                                    │
│    PO-8   001 05/20/87 ABC CORPORATION  WUA AB-1789     U-BOLT FLOOR HOUN  50.0000  50.0000 EA 06/04/87 │
│                                                                                    │
│    PO-9   001 04/15/87 BRAINTREE APPLI  WUA AA-2000     LONG CHAIN NOSE P  40.0000            EA 05/01/87 │
│                                                                                    │
│    JC-01  001 08/31/88 BRAINTREE APPLI  WUA AA-2000     LONG CHAIN NOSE P  40.0000            EA 10/15/88 │
│           002                           WUA AB-1789     U-BOLT FLOOR HOUN  50.0000            EA 10/15/88 ▼ │
│  ◄ ►                                                                            ► │
│                         ┌──────────┐  ┌─────────┐                                  │
│                         │ Cancel   │  │ Print   │                                  │
│                         └──────────┘  └─────────┘                                  │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Purchasing Management eXtra
User's Guide

6 - Imports

Overview

The Imports Menu allows you to import or "upload" data into PMX. The import options allow for an electronic interface so that you don't have to manually enter data in PMX.

The system uploading information must send the data in a specific format outlined in this chapter.

To access the Imports Menu, follow the steps outlined below.

Choose the **Utilities** button from the PMX Master Menu.

Maintain System Files... ▸
Catalog Security
Clear Ownership IDs
Corporate Security
Password Security
Reset Workstation IDs
Users Logged On PMX
Req. Approval Email Log
Imports... ▸
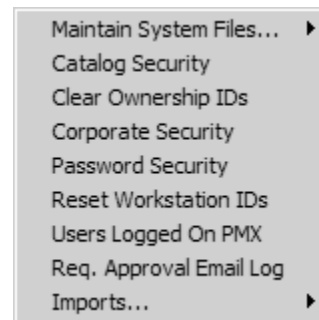
Choose the **Imports Menu** button from the PMX Utilities Menu.

To Maintain Addl. Matl. Text
To Maintain G/L Account Codes
To Maintain Material Items
To Maintain Vendors
To Upload Inventory. Trans.
To Upload Receipts
To Upload Requisitions
To Upload Standard P.O.s
To Maintain Inventory
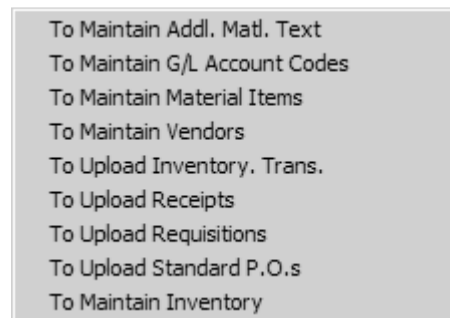
Choose the desired button from the Imports Menu to access the import programs described on the following pages.

Please Note: **Bellwether CANNOT support external data that was imported into PMX by any means other than the imports described in this chapter.**

Import to Maintain Additional Material Text

This import program allows another system to maintain additional material text. PMX can receive this information and store along with other Material information.

Please Note: Additional Material Text is optional and can be added as needed.

Overview of the import Additional Material Text process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Maintain Additional Material Text program. The import program reads the file and validates the information before updating the PMX databases.

Import Additional Material Text File Format

The Import Additional Material Text File must be formatted as follows:

Position	Length	Format	Field	Required?
1	1	Alphanumeric	Transaction code A = Add C = Change D = Delete *Note: not case sensitive, will accept either upper or lower case values*	Y
2-4	3	Numeric	Corporation The Corporation Number links the Additional Material Text to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record.	Y
5-19	15	Alphanumeric	Item Number Item Number must exist on the Material file in the corporation entered above.	Y
20-30019	30,000	Alphanumeric	Additional Material Text All 30,000 bytes are not required to be filled. You may populate as much of this field as required for an item number.	N

Please Note: This import file layout may be of variable length depending on

the length of the 'Additional Material Text' field.

The Additional Material Text field must be populated for the "add" or "change" transaction codes.

Import Additional Material Text Procedure

Steps required to import additional material text:

Step	Action
1.	Format Import Additional Material Text file.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be MTXIMP.DAT
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Maintain Additional Material Text".

Once you select the "Import to Maintain Additional Material Text" option PMX reminds you to place the import file in the appropriate folder:
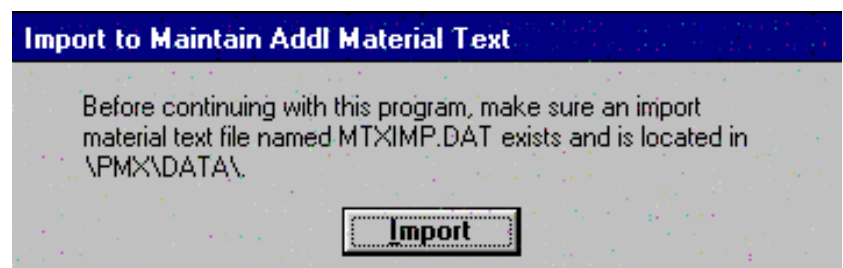
After the **Import** button is selected, the import file is validated. If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

If any of the import records failed validation , the number of records in error will display. The PMX database is updated with all records that pass validation. The Troubleshooting section at the end of this chapter can help you identify the problem with records that do not pass validation.

Import Records in Error

9 Import record(s) in error
1 Import record(s) successfully processed

Error report has been generated.

[Preview]   [Print]
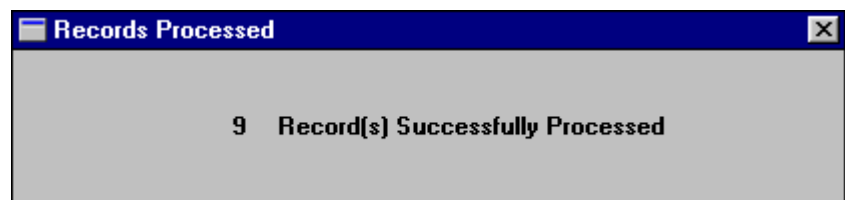
Import to Maintain General Ledger Accounts

This import program allows another system to maintain valid General Ledger Account Numbers. PMX can confirm the validity of general ledger account numbers entered on purchase orders, requisitions, requests for quotations and invoices.

Refer to the chapter "Optional Control Files – G/L Account Code Records" for information on manually setting up G/L Account Codes.

Please Note: *General Ledger Account Codes are optional and can be added as needed.*

Overview of the import G/L Account code process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Maintain G/L Accounts program. The import program reads the file and validates the information before updating the PMX databases.

Import General Ledger Account File Format

The Import General Ledger Account File format is shown below. The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1	1	Alphanumeric	Transaction code A = Add C = Change D = Delete *Note: not case sensitive, will accept either upper or lower case values*	Y
2-4	3	Numeric	Corporation	Y

			The Corporation Number links the Account Code to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record. If G/L account number is to be used across corporations it must be set up in each corporation.	
5-24	20	Alphanumeric	Account Number Each G/L account must have a unique identification number.	Y
25-54	30	Alphanumeric	Description Describes the G/L account.	N

55-66	12	Numeric	Period One
			    Budget Control Amount 9(9)V9(2)
			    Implied decimal between ninth and tenth digits.
			    Sign trails budget control amount.
				N

67-79	13	Numeric	Period One
			    Budget Accumulated Amount 9(10)V9(2)
			    Implied decimal between tenth and eleventh digits.
			    Sign trails budget accumulated amount.
				N

80-87	8	Numeric	Period One Budget Period From Date CCYYMMDD	N
88-95	8	Numeric	Period One Budget Period Thru Date CCYYMMDD	N

96-107	12	Numeric	Period Two
			    Budget Control Amount 9(9)V9(2)
			    Implied decimal between ninth and tenth digits.
			    Sign trails budget control amount.
				N

108-120	13	Numeric	Period Two
			    Budget Accumulated Amount 9(10)V9(2)
			    Implied decimal between tenth and eleventh digits.
			    Sign trails budget accumulated amount.
				N

121-128	8	Numeric	Period Two Budget Period From Date CCYYMMDD	N
129-136	8	Numeric	Period Two Budget Period Thru Date CCYYMMDD	N

Please Note: Spaces in any of the fields (that are not required) on an "add" transaction will result in spaces in the file.

Spaces in any of the fields (that are not required) on a "change" transaction will not change the existing fields in the file.

Asterisks in any of the fields (that are not required) on a "change" transaction will space out the existing fields in the file.

Import General Ledger Account Code Procedure

Steps required to import General Ledger Account Codes:

Step	Action
1.	Format Import General Ledger Account file.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be ACTIMP.DAT(ASCII file) or ACTIMP.CSV (Spreadsheet file.)
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Maintain G/L Accounts".

Once you select the "Import to Maintain G/L Accounts" option, PMX reminds you to place the import file in the data subdirectory created when the Purchasing Management eXtra software was installed. (If defaults were used in the install, this directory is named \PMX\DATA\.)
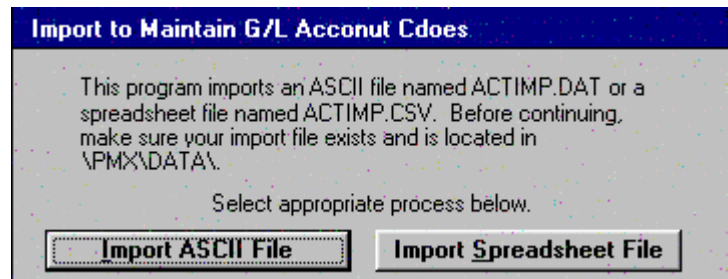
After the **Import** button is selected, the import file is validated. All import records that pass validation update the PMX database. Number of records successfully processed is displayed.
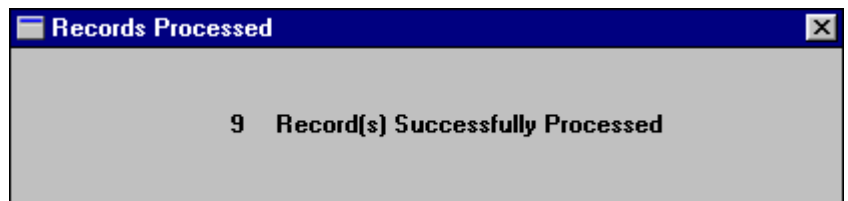
If any of the import records failed validation, the number of records in error will display. The Troubleshooting section at the end of this chapter can help you identify the problem.

Import to Maintain Material Items

This import program allows another system to maintain the Material File. This file contains an on-line catalog of items that your company commonly purchases. If an item is listed in the Material File you will not have to re-enter standard ordering information on purchase orders, requisitions, or requests for quotations.

Please Note: *Listing items in the Material File is optional. Items can be added as needed.*

Overview of the import Material Items process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Maintain Material Items program. The import program reads the file and validates the information before updating the PMX databases.

Import Material Items File Format

The Import Material file format is shown below. The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1	1	Alphanumeric	Transaction code A = Add C = Change D = Delete *Note: not case sensitive, will accept either upper or lower case values*	Y
2-4	3	Numeric	Corporation The Corporation Number links the Account Code to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record. See note below regarding corporation number.	Y
5-19	15	Alphanumeric	Item Number	Y

20-49	30	Alphanumeric	Description Describes the item.	N
50-54	5	Alphanumeric	Commodity Code	N
55-57	3	Alphanumeric	Unit of Measure	N
58-70	13	Numeric	Standard Unit Cost 9(9)V9(4) Decimal is implied between the ninth and tenth digits.	N
71-77	7	Alphanumeric	Routing Code	N
78-87	10	Numeric	Economic Order Quantity 9(6)V9(4) Decimal is implied between the sixth and seventh byte.	N
88-107	20	Alphanumeric	G/L Account Code	N
108	1	Alphanumeric	Taxable Y = Yes, item is taxable N = No, item is not taxable Blank = If item being imported is new, the Taxable Default for Corporation will be used for item. If item being imported already exists, a blank in this field will not change the taxable value on the record. *Note: not case sensitive, will accept either upper or lower case values.*	N
109-111	3	Numeric	Primary Vendor Corporation If you are running with multiple corporations, the Primary Vendor Corporation links the item to its primary vendor by the Corporation ID to which the vendor is assigned. If left blank, defaults to the Corporation of the item.	N
112-121	10	Alphanumeric	Primary Vendor Number This must be an existing vendor ID on the vendor master file.	N
122-136	15	Alphanumeric	Primary Vendor Item ID assigned to the item by the primary vendor.	N
137-149	13	Numeric	Primary Vendor Unit Price 9(9)V9(4) Decimal is implied between the ninth and tenth digits.	N
150	1	Alphanumeric	Stock Item Y = Yes, item is stocked N = No, item is not stocked Blank = If item being imported is new, the Stock Item Default for Corporation will be used for item. If item being imported already exists, a blank in this field will not change the stock item value on the record. (Note: The value for Stock Item Default is "Y" if you have purchased the Inventory Module; otherwise it is "N".) *Note: not case sensitive, will accept either upper or lower case values.*	N

Please Note: If you are running with multiple corporations all material records are available to all corporations regardless of the corporation number. It is recommended that the corporation number be consistent. The same material record cannot be created with different corporation numbers.

Spaces in any of the optional fields on an "add" transaction will result in spaces in the file except in the cases of Taxable and Stock Item fields. See individual fields above.

Spaces in any of the optional fields on a "change" transaction will not change the existing fields in the file.

Asterisks in any of the optional fields on a "change" transaction will space out the existing fields in the file except for Taxable and Stock Item fields. These fields cannot be spaced out and will render an error if an asterisk is entered in these fields.

The Commodity Code, Unit of Measure, and the G/L Account Code fields are validated based on the fields' Edit Option values in the Control File for the specified Corporation Number. For example, if the edit option for one of these fields requires an entry, you must import the record with an entry in that field.

Import Material Items Procedure

Steps required to import Material Items:

Step	Action
1.	Format Import Material Items file using another information system.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be MTLIMP.DAT (ASCII file) or MTLIMP.CSV (Spreadsheet file.)
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Maintain Material Items".

Once you select the "Import to Maintain Material Items" option PMX reminds you to locate the import file in the appropriate folder:
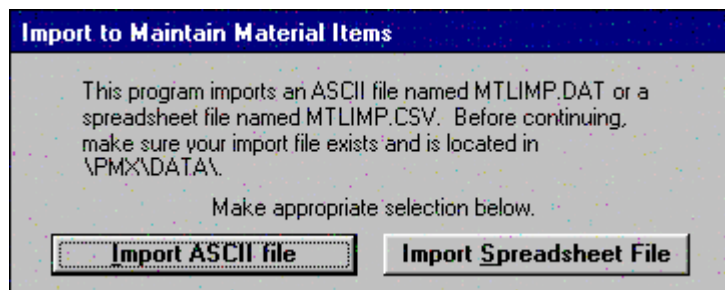
After the **Import** button is selected, the import file is validated. If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

Records Processed   ☒

              9   Record(s) Successfully Processed

If any of the import records failed validation, the number of
records in error will display. The PMX database is updated
with all records that pass validation. The Troubleshooting
section at the end of this chapter can help you identify the
problem with records that do not pass validation.

Import Records in Error

              3 Import Record(s) in Error
       5 Records imported. Error report has been generated.

              [Preview]   [Print]
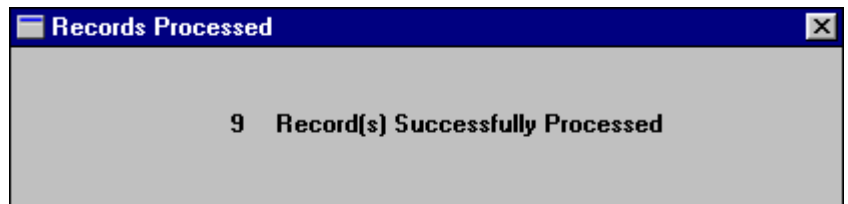
Import to Maintain Vendors

This import program allows another system to maintain the Vendor File information. Any time you wish to issue a request for quotation or a purchase order to that vendor, you need only enter the desired ID code to recall all information for that vendor.

Please Note: *A vendor is required on any P.O. Vendors can be added as needed.*

Overview of the import Vendors process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Maintain Vendors program. The import program reads the file and validates the information before updating the PMX databases.

Import Vendors File Format

The Import Vendor Inventory file format is shown below. The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1	1	Alphanumeric	Transaction code A = Add C = Change D = Delete *Note: not case sensitive, will accept either upper or lower case values*	Y
2-12	11	Alphanumeric	DUNS Number	N
13-15	3	Numeric	Corporation If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record.	Y

			If you are operating in a multiple-corporation environment and you want the vendor to be accessible across corporations, enter "000". If running with multiple corporations and you do not wish the vendor accessible to all corporations, enter the corporation number. Create one record for each corporation and vendor.	
16-25	10	Alphanumeric	Vendor Number	Y
26-55	30	Alphanumeric	Vendor Name	N
56-85	30	Alphanumeric	Address 1	N
86-115	30	Alphanumeric	Address 2	N
116-145	30	Alphanumeric	Address 3	N
146-168	23	Alphanumeric	City	N
169-183	15	Alphanumeric	State	N
184-192	9	Alphanumeric	Zip	N
193-211	19	Alphanumeric	Contact Name	N
212-231	20	Alphanumeric	Phone Number	N
232-235	4	Alphanumeric	Extension	N
236-254	19	Alphanumeric	2nd Contact Name	N
255-274	20	Alphanumeric	2nd Contact Phone Number	N
275-278	4	Alphanumeric	2nd Contact Extension	N
279-281	3	Alphanumeric	Vendor Type	N
282-287	6	Alphanumeric	Vendor Group	N
288-302	15	Alphanumeric	FOB Point	N
303-321	19	Alphanumeric	Ship Via	N
322-331	10	Alphanumeric	FreeForm Terms	N
332-334	3	Alphanumeric	Terms Code: Freeform Terms and Terms Code are mutually exclusive.	N
335-337	3	Numeric	Alternate Payee Vendor Corporation This field must be "000" or match the corporation field.	N
338-347	10	Alphanumeric	Alternate Payee Vendor Number	N
348-348	1	Alphanumeric	Fax/Email Flag – F = Fax, E = Email, blank = neither	N
349-368	20	Alphanumeric	Fax Phone Number Required if Fax/Email flag is set to F	N
369-418	50	Alphanumeric	Email Address Required if Fax/Email Flag is set to E	N

Please Note: *The Vendor Type and Vendor Group are edited based on the value in the edit option of the control file for the corporation number specified. Example: if the edit option for one of these fields requires an entry, the user must import the record with an entry in this field.*

Import Vendor File Procedure

Steps required to import Vendor information:

Step	Action
1.	Format Import Vendor file using another information

	system.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be VENIMP.DAT.(ASCII file or VENIMP.CSV (Spreadsheet file.)
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Maintain Vendors".

Once you select the "Import to Maintain Vendors" option PMX reminds you to locate the import file in the appropriate folder:
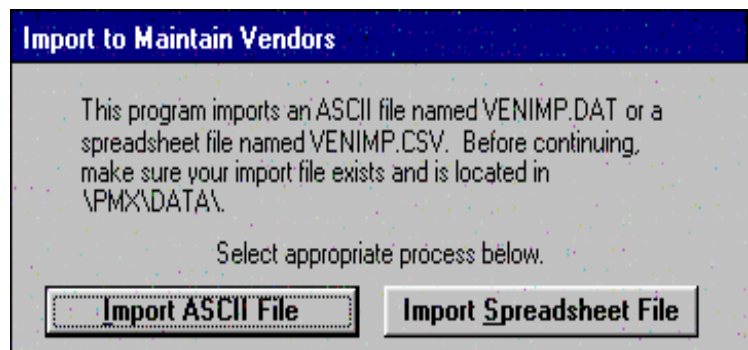
Import to Maintain Vendors

This program imports an ASCII file named VENIMP.DAT or a spreadsheet file named VENIMP.CSV. Before continuing, make sure your import file exists and is located in \PMX\DATA\.

Select appropriate process below.

[Import ASCII File]   [Import Spreadsheet File]

After the **Import** button is selected, the import file is validated. If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

Records Processed   ✕

9   Record(s) Successfully Processed

If any of the import records failed validation, the number of records in error will display. The PMX database is updated with all records that pass validation. The Troubleshooting section at the end of this chapter can help you identify the problem with records that do not pass validation.

Import Records in Error

3 Import Record(s) in Error

5 Records imported. Error report has been generated.

[Preview]   [Print]

Import to Upload Inventory Transactions

This import program allows another system to notify PMX of reductions in inventory. This will keep the PMX inventory balances accurate.

Overview of the import Inventory Transactions process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Upload Inventory Transactions program. The import program reads the file and validates the information before updating the PMX databases.

Import Inventory Transactions File Format

The Import Inventory Transactions File format is shown below. The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1-3	3	Numeric	Corporation The Corporation Number links the Inventory Transaction to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record.	Y
4-10	7	Alphanumeric	Warehouse Number Must be a valid warehouse number in the "ship to" configuration.	Y
11-13	3	Alphanumeric	Shipper ID	N
14-21	8	Numeric	Issue Date The issue date format must be: CCYYMMDD. If no date is supplied the import program will write the current date in the transaction.	Y
22-36	15	Alphanumeric	Item number Item number must be valid in the inventory file for the	Y

			warehouse and corporation in this transaction.	
37-49	13	Numeric	Quantity issued 9(9)V9(4) Decimal is implied between the ninth and tenth digits Quantity issued cannot be zero, negative or non-numeric	Y
50-52	3	Alphanumeric	Unit of Measure If unit of measure in this transaction does not match the unit of measure on the inventory master file, a conversion record must exist.	Y
53-72	20	Alphanumeric	G/L Account Code	N
73-82	10	Alphanumeric	Receiving Department	N
83-89	7	Alphanumeric	Job Number	N
90-101	12	Alphanumeric	Consumer	N
102-110	9	Alphanumeric	Stock Requisition Number	N
111-113	3	Numeric	Stock Requisition Number Line Number	N

Import Inventory Transaction File Procedure

Steps required to import Inventory Transactions:

Step	Action
1.	Format Import Inventory Transactions file using another information system.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be TRNIMP.DAT(ASCII file) or TRNIMP.CSV (Spreadsheet file.)
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Upload Inventory Transactions".

Once you select the "Import to Upload Inventory Transactions" option PMX reminds you to place the import file in the appropriate folder:

Import to Upload Inventory Transactions

This program imports an ASCII file named TRNIMP.DAT or a
spreadsheet file named TRNIMP.CSV. Before continuing,
make sure your import file exists and is located in
\PMX44\FILES\.

Select appropriate process below.

Import ASCII File | **Import Spreadsheet File**
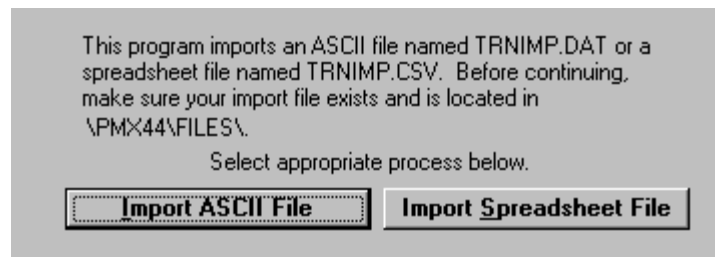
After the appropriate import button is selected, the import file is
validated.   If any of the import records would reduce the
balance on an inventory record to below zero a warning will be
displayed.

Negative Items Found   ✕

9   records processed.

One or more will reduce inventory to below zero.

Do you wish to continue?

Continue | Preview | Print | Exit
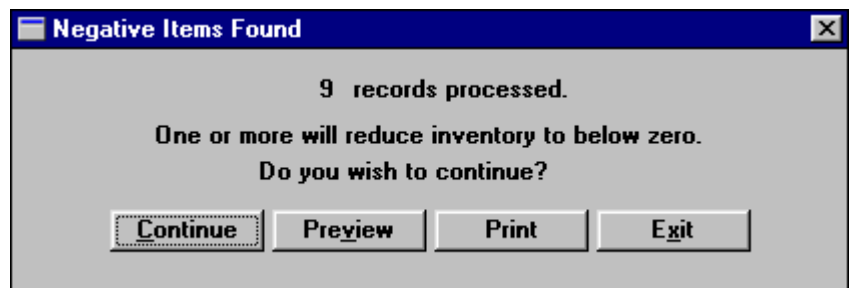
If all import records passed validation, the PMX database is
updated. Number of records processed is displayed.
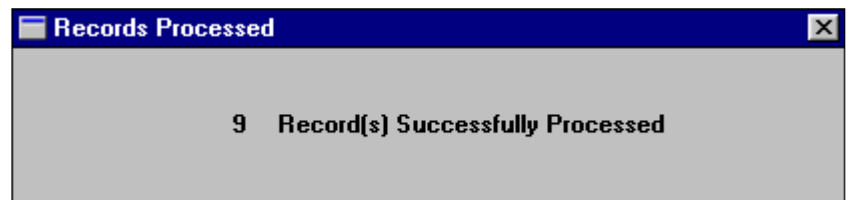
Records Processed   ✕

9   Record(s) Successfully Processed

If any of the import records failed validation, the number of
records in error will display. The Troubleshooting section at
the end of this chapter can help you identify the problem.

Import to Upload Receipts

This import program allows another system to notify PMX of increases in inventory due to receipt of incoming product. This will keep the PMX inventory balances accurate.

Please Note: *The Inventory Module is not required for this process. Receipts may be imported simply to close out purchase orders.*

Overview of the import Upload Receipts process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Upload Receipts program. The import program reads the file and validates the information before updating the PMX databases.

Import Receipts File Format

The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1-3	3	Numeric	Corporation The Corporation Number links the Receipt Transaction to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record.	Y
4-12	9	Alphanumeric	P.O. Number	Y
13-15	3	Numeric	P.O. Release Document Number	Y
16-18	3	Numeric	P.O. Release Line Number	Y
19-21	3	Numeric	P.O. Line Number	Y
22-24	3	Numeric	P.O. Release Number	Y
25-32	8	Numeric	Receipt Date CCYYMMDD If not supplied, PMX uses current date as Receipt Date.	N
33-35	3	Alphanumeric	Receiver ID	N
36-47	12	Alphanumeric	Packing Slip Number	N
48-50	3	Alphanumeric	Unit of Measure	N
51-60	10	Numeric	Quantity Accepted 9(6)V9(4) Implied decimal between sixth and seventh digits.	Opt.

61	1	Alphanumeric	Quantity Accepted Sign. Quantity Accepted is assumed to be a positive quantity unless a value of "-" is entered in this field.	Opt.
62-71	10	Numeric	Quantity Rejected 9(6)V9(4) Implied decimal between sixth and seventh digits.	Opt.
72	1	Alphanumeric	Quantity Rejected Sign. Quantity Rejected is assumed to be a positive quantity unless a value of "-" is entered in this field.	Opt.
73	1	Numeric	Shipment Code P = Partial Shipment C = Complete Shipment	N

Please Note: *The Receiver ID and Unit of Measure are edited based on the value in the edit option of the control file for the corporation number specified. Example: if the edit option for one of these fields requires an entry, the user must import the record with an entry in this field.*

At a minimum, either Quantity Accepted or Quantity Rejected may be filled. Both are not required but at least one must be filled.

Import Receipts Procedure

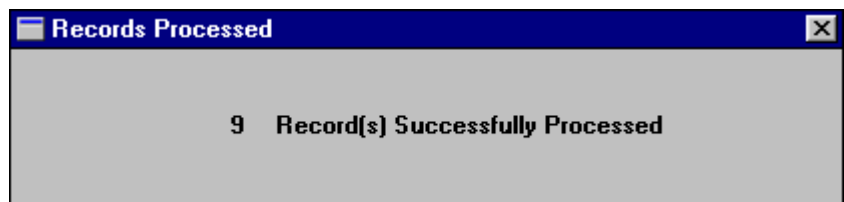Steps required to import Receipts:

Step	Action
1.	Format Import Receipts file using another information system.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be RECIMP.DAT
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Upload Receipts".

Once you select the "Import to Upload Receipts" option PMX reminds you to place the import file in the appropriate folder:
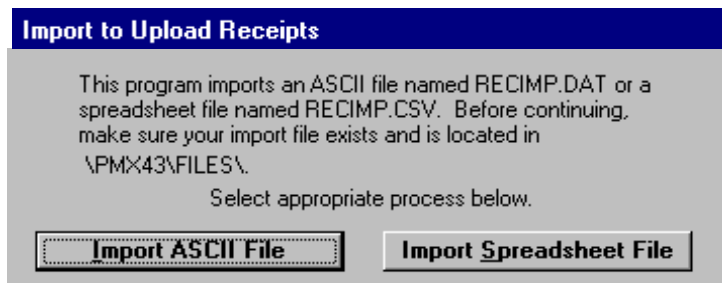
Import to Upload Receipts

This program imports an ASCII file named RECIMP.DAT or a spreadsheet file named RECIMP.CSV. Before continuing, make sure your import file exists and is located in \PMX43\FILES\.

Select appropriate process below.

Import ASCII File   Import Spreadsheet File

After the appropriate Import button is selected, the import file is validated. If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

Records Processed   ⊠

9   Record(s) Successfully Processed
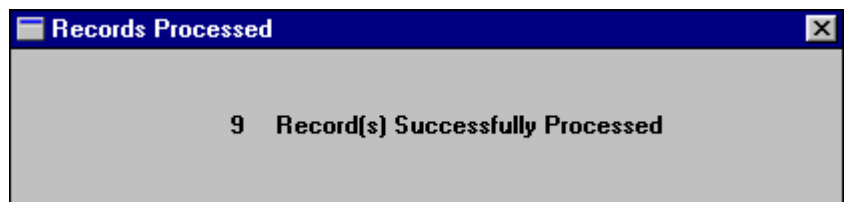
If any of the import records failed validation, the number of records in error will display. The Troubleshooting section at the end of this chapter can help you identify the problem.

Import to Upload Requisitions

This import program allows Requisitions to be maintained in another system, then imported into PMX. The Import Requisition file contains an on-line catalog of requisitions requested.

Please Note: *Requisitioned items must be listed in the Material Master File.*

Overview of the import Requisition process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Upload Requisitions program. The import program reads the file and validates the information before updating the PMX databases.

Import Requisition File Format

The Import Requisition file must be formatted as follows:
The import file can be an ASCII file or a spreadsheet file.
The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below

Position	Length	Format	Field	Required?
1-3	3	Numeric	Corporation The Corporation Number links the Requisition to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record. See note below regarding corporation number.	Y
4-12	9	Alphanumeric	Requisition Number Must be unique. This number cannot already exist in the Requisition File.	Y
13-15	3	Numeric	Line number	Y
16-23	8	Numeric	Requisition Date CCYYMMDD If not filled, import fills with current date.	N
24-31	8	Numeric	Date Needed CCYYMMDD	Y
32-38	7	Alphanumeric	Ship-To Code	N
39-41	3	Alphanumeric	Bill-To Code	N
42-59	18	Alphanumeric	Ship Via	N
60-74	15	Alphanumeric	FOB Point	N
75-78	4	Alphanumeric	P.O. Type	N
79-88	10	Alphanumeric	Project Number	N

89-91	3	Alphanumeric	Prepaid Freight		N
92-101	10	Alphanumeric	Suggested Vendor Number		N
102-120	19	Alphanumeric	Vendor Contact		N
121-135	15	Alphanumeric	Vendor's Item Number		N
136-155	20	Alphanumeric	G/L Account Code		N
156-162	7	Alphanumeric	Job Number		N
163-165	3	Alphanumeric	Buyer ID		N
166-177	12	Alphanumeric	Buyer Name		N
178-180	3	Alphanumeric	Expeditor ID		N
181-192	12	Alphanumeric	Expeditor Name		N
193-195	3	Alphanumeric	Requisitioner ID		N
196-207	12	Alphanumeric	Requisitioner Name		N
208-222	15	Alphanumeric	Item Number Must be valid in Material Master file. If an Item Number is not provided, the Import program will fill the Item Number field with an asterisk (*).		Y
223-227	5	Alphanumeric	Commodity Code		N
228-257	30	Alphanumeric	Material Description		N
258-267	10	Numeric	Quantity 9(6)V9(4) Decimal is implied between the sixth and seventh digits. A quantity of "zero" is not valid data. If a quantity is not supplied (or zero), the quantity on the requisition created will default to the 'Economic Order Quantity' found on the Material Master file for the item. If the 'Economic Order Quantity' is not filled, the import will be rejected. A quantity should be provided.		Y
268-270	3	Alphanumeric	Unit of Measure		N
271-281	11	Numeric	Unit Price 9(7)V9(4) Decimal is implied between the seventh and eighth digits. If a unit price is not supplied, the unit price on the requisition created will default to the 'Unit Price' found on the Material Master file for the item.		N
282-288	7	Numeric	Discount Amount 9(5)V9(2) Decimal is implied between the fifth and sixth digits. Discount Amount and Percentage are mutually exclusive. Populate one field or the other. PMX will not accept a requisition with both fields filled.		N
289-292	4	Numeric	Discount Percent 99V99 Decimal is implied between the second and third digits. Discount Amount and Percentage are mutually exclusive. Populate one field or the other. PMX will not accept a requisition with both fields filled.		N
293-299	7	Alphanumeric	Routing Code		N
300-305	6	Alphanumeric	Current Accounting Period Formatted: MMCCYY		N
306	1	Alphanumeric	Receipt Required Y = Yes, receipt is required N = No, receipt is not required If this field is not populated at import, default from Material Master or Corporation Control is moved in to the newly created requisition.		N
307	1	Alphanumeric	Inspection Required		N

			Y = Yes, inspection is required N = No, inspection is not required If this field is not populated at import, default from Material Master or Corporation Control is moved in to the newly created requisition.	
308-313	6	Alphanumeric	Inspection Code		N
314	1	Alphanumeric	Taxable Y = Yes, item is taxable N = No, item is not taxable If this field is not populated at import, the default from Material Master or Corporation Control is moved in to the newly created requisition.		N
315	1	Numeric	Priority Code A default value of "1" is populated in the newly created requisition if this field is not filled at import.		N

> *Please Note: Corporation number is a required field. It must be numeric and existing on PMX's Corporation record. Corporation may not be flagged for deletion.*
>
> *The appropriate fields will be validated based on configured Requisitions Edit Options, entered on the Corporation Control record.*

Import Requisition Procedure

Steps required to import Requisitions:

Step	Action
1.	Format Import Requisition file using another information system.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be REQIMP.DAT or REQIMP.CSV
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Upload Requisitions".

Once you select the "Import to Upload Requisitions" option PMX reminds you to locate the import file in the appropriate folder:

Import to Upload Requisitions

This program imports an ASCII file named REQIMP.DAT or a spreadsheet file named REQIMP.CSV. Before continuing, make sure your import file exists and is located in E:\PMX\DATA\.

Select appropriate process below.

[Import ASCII File]   [Import **S**preadsheet File]

After the **Import** button is selected, the import file is validated. If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

Records Processed   ☒

        9   Record(s) Successfully Processed
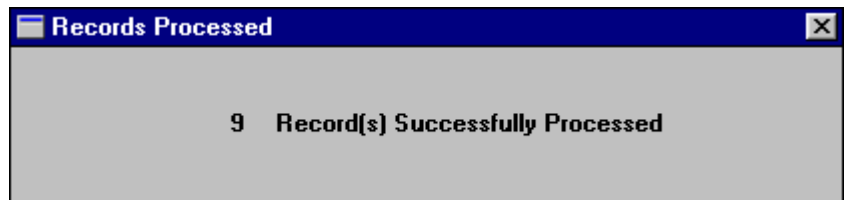
If any of the import records failed validation the number of records in error will display. The Troubleshooting section at the end of this chapter can help you identify the problem.

Import to Upload Standard Purchase Orders

This import program allows Standard Purchase Orders to be maintained in another system, then imported into PMX. The Import Standard Purchase Orders file contains an on-line catalog of standard purchase orders.

Please Note: *Ordered items must be listed in the Material Master File.*

Overview of the import Standard Purchase Order process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Upload Standard Purchase Orders program. The import program reads the file and validates the information before updating the PMX databases.

Import Standard Purchase Order File Format

The Import Standard Purchase Order file must be formatted as follows. The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1-3	3	Numeric	Corporation The Corporation Number links the Purchase Order to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record. See note below regarding corporation number.	Y
4-12	9	Alphanumeric	Purchase Order Number Must be unique. This number cannot already exist in the Purchase Order File.	Y
13-15	3	Numeric	Line number	Y
16-23	8	Numeric	Purchase Order Date CCYYMMDD If not filled, import fills with current date.	N
24-31	8	Numeric	Delivery Date CCYYMMDD	Y
32-39	8	Numeric	Closed Date CCYYMMDD Required if the line has been received complete.	N
40-46	7	Alphanumeric	Ship-To Code	N

47-49	3	Alphanumeric	Bill-To Code		N
50-67	18	Alphanumeric	Ship Via		N
68-82	15	Alphanumeric	FOB Point		N
83-86	4	Alphanumeric	P.O. Type		N
87-96	10	Alphanumeric	Project Number		N
97-99	3	Alphanumeric	Prepaid Freight DST = Included in price Y = Prepaid by vendor N = 3rd Party Carrier Blank = No freight charges If this field is not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.		N
100-109	10	Alphanumeric	Vendor Number		Y
110-128	19	Alphanumeric	Vendor Contact		N
129-143	15	Alphanumeric	Vendor's Item Number		N
144-163	20	Alphanumeric	G/L Account Code		N
164-170	7	Alphanumeric	Job Number		N
171-173	3	Alphanumeric	Buyer ID If this field is not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.		N
174-185	12	Alphanumeric	Buyer Name If this field is not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.		N
186-188	3	Alphanumeric	Expeditor ID If this field is not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.		N
189-200	12	Alphanumeric	Expeditor Name If this field is not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.		N
201-203	3	Alphanumeric	Requisitioner ID		N
204-215	12	Alphanumeric	Requisitioner Name		N
216-230	15	Alphanumeric	Item Number Must be valid in Material Master file. If an Item Number is not provided, the Import program will fill the Item Number field with an asterisk (*).		Y
231-235	5	Alphanumeric	Commodity Code		N
236-265	30	Alphanumeric	Material Description		N
266-275	10	Numeric	Quantity Ordered 9(6)V9(4) Decimal is implied between the sixth and seventh digits. A quantity of "zero" is not valid data. If a quantity is not supplied (or zero), the quantity on the Purchase Order created will default to the 'Economic Order Quantity' found on the Material Master file for the item. If the 'Economic Order Quantity' is not filled, the import will be rejected. A quantity should be provided.		Y
276	1	Alphanumeric	Quantity Ordered Sign Quantity Ordered is assumed to be a positive quantity unless a value of "-" is entered in this field.		N
277-286	10	Numeric	Quantity Received 9(6)V9(4) Decimal is implied between the sixth and seventh digits.		N
287	1	Alphanumeric	Quantity Received Sign Quantity Received is assumed to be a positive quantity unless a value of "-" is entered in this field.		N
288-290	3	Alphanumeric	Unit of Measure The quantity ordered and quantity received MUST be in the same unit of measure.		N

291-301	11	Numeric	Unit Price 9(7)V9(4) Decimal is implied between the seventh and eighth digits. If a unit price is not supplied, the unit price on the Purchase Order created will default to the 'Unit Price' found on the Material Master file for the item.	N
302	1	Alphanumeric	Unit Price Sign Unit Price is assumed to be a positive quantity unless a value of "-" is entered in this field.	N
303-309	7	Numeric	Discount Amount 9(5)V9(2) Decimal is implied between the fifth and sixth digits. Discount Amount and Percentage are mutually exclusive. Populate one field or the other. PMX will not accept a Purchase Order with both fields filled.	N
310	1	Alphanumeric	Discount Amount Sign Discount Amount is assumed to be a positive quantity unless a value of "-" is entered in this field.	N
311-314	4	Numeric	Discount Percent 99V99 Decimal is implied between the second and third digits. Discount Amount and Percentage are mutually exclusive. Populate one field or the other. PMX will not accept a Purchase Order with both fields filled.	N
315-321	7	Alphanumeric	Routing Code	N
322-327	6	Alphanumeric	Current Accounting Period Formatted: MMCCYY	N
328	1	Alphanumeric	Receipt Required Y = Yes, receipt is required N = No, receipt is not required If this field is not populated at import, default from Material Master or Corporation Control is moved in to the newly created Purchase Order.	N
329	1	Alphanumeric	Inspection Required Y = Yes, inspection is required N = No, inspection is not required If this field is not populated at import, default from Material Master or Corporation Control is moved in to the newly created Purchase Order.	N
330-335	6	Alphanumeric	Inspection Code	N
336	1	Alphanumeric	Taxable Y = Yes, item is taxable N = No, item is not taxable If this field is not populated at import, the default from Material Master or Corporation Control is moved in to the newly created Purchase Order.	N
337-340	4	Alphanumeric	Tax Code 1 If this field and Tax Percent 1 field are not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.	N
341-344	4	Numeric	Tax percent 1 99V99 Decimal is implied between the second and third digits.	N

345-348	4	Alphanumeric	Tax Code 2		N
349-352	4	Numeric	Tax percent 2 99V99 Decimal is implied between the second and third digits.		N
353	1	Numeric	Priority Code A default value of "1" is populated in the newly created Purchase Order if this field is not filled at import.		N

354	1	Alphanumeric	Override Matching Variance Limits
			Identifies policy for accepting over/under shipments for this line. Used in conjunction with Variance Limits set up in Material Master and Corporation records.
			
			Y = Under/over shipments for this line will not be
			       accepted
			N = The Variance Limits parameters will be used to
			       determine acceptable under/over shipments.
			
			A default of "N" is populated in the newly created Purchase Order if this field is not filled at import.
					N

355	1	Alphanumeric	Can be Prepaid Y = Line can be invoiced before receipt N = Line cannot be invoiced before receipt A default of "N" is populated in the newly created Purchase Order if this field is not filled at import.		N
356-366	11	Numeric	Invoice Amount 9(9)V9(2) Decimal is implied between the ninth and tenth digits. Total dollar amount invoiced for this P.O. line.		N
367	1	Alphanumeric	Invoice Amount Sign Invoice Amount is assumed to be a positive quantity unless a value of "-" is entered in this field.		N
368-378	11	Numeric	Invoice Quantity 9(7)V9(4) Decimal is implied between the seventh and eighth digits. Total quantity invoiced for this P.O. line.		N
379	1	Alphanumeric	Invoice Quantity Sign Invoice Quantity is assumed to be a positive quantity unless a value of "-" is entered in this field.		N
380-382	3	Alphanumeric	Terms Code User-defined code which references P.O. payment terms information. Used to calculate discount and net payments. Terms Code and Free-form Payment Terms are mutually exclusive. Populate one field or the other. PMX will not accept a Purchase Order with both fields filled. If this field and Free-form Payment Terms field are not populated at import, default from Vendor Master is moved in to the newly created Purchase Order.		N
383-392	10	Alphanumeric	Free-form Payment Terms Description of payment terms for the P.O. Free-form Payment Terms and Terms Code are mutually exclusive. Populate one field or the other. PMX will not accept a Purchase Order with both fields filled.		N

393-400	8	Numeric	Estimated Freight Amount 9(6)V9(2) Decimal is implied between the sixth and seventh digits.	N
401	1	Alphanumeric	Estimated Freight Amount Sign Estimated Freight is assumed to be a positive amount unless a value of "-" is entered in this field.	N

Please Note: *Corporation number is a required field. It must be numeric and existing on PMX's Corporation record. Corporation may not be flagged for deletion.*

The appropriate fields will be validated based on configured Purchasing Edit Options, entered on the Corporation Control record.

Import Standard Purchase Orders Procedure

Steps required to import Standard Purchase Orders:

Step	Action
1.	Format Import Purchase Order file using another information system.
2.	Place the import file in the same directory as the rest of the PMX data files. File name must be POIMP.DAT(ASCII file) or POIMP.CSV (Spreadsheet file.)
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Upload Standard Purchase Orders".

Once you select the "Import to Upload Standard Purchase Orders" option PMX reminds you to locate the import file in the appropriate folder:
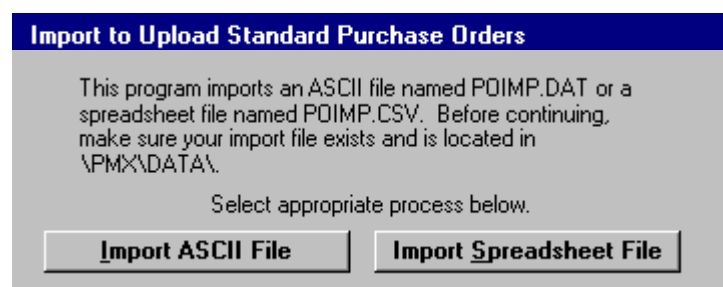
Import to Upload Standard Purchase Orders

This program imports an ASCII file named POIMP.DAT or a spreadsheet file named POIMP.CSV. Before continuing, make sure your import file exists and is located in \PMX\DATA\.

Select appropriate process below.

Import ASCII File   **Import Spreadsheet File**

After the **Import** button is selected, the import file is validated.

If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

Records Processed ☒

9   Record(s) Successfully Processed

If any of the import records failed validation, the number of records in error will display. The PMX database is updated with all records that pass validation. The Troubleshooting section at the end of this chapter can help you identify the problem with records that do not pass validation.

Import Records in Error

3 Import Record(s) in Error

5 Records imported. Error report has been generated.

[Preview]   [Print]
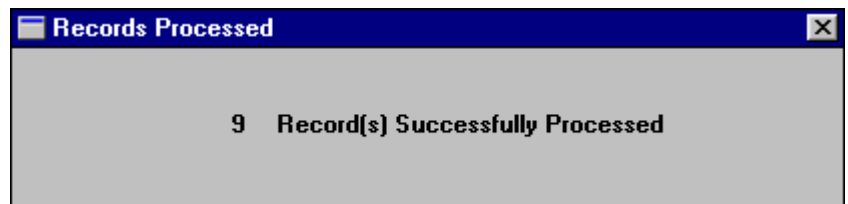
Import to Maintain Inventory

This import program allows another system to maintain the Inventory File. This file contains stocking information on material items.

Please Note: *Listing items in the Inventory File is optional. Items can be added as needed.*

Overview of the import Inventory process:

- Host system formats information to be imported in PMX.
- Import file is placed in the appropriate folder on the PMX computer.
- Run Import to Maintain Inventory program. The import program reads the file and validates the information before updating the PMX databases.

Import Inventory File Format

The Import Inventory file format is shown below. The import file can be an ASCII file or a spreadsheet file.

The ASCII file must be formatted exactly as shown below.

Fields in the Spreadsheet file must be comma delimited and entered in the sequence listed below. Decimals in the Spreadsheet file must be entered instead of implied. Fields in the Spreadsheet file can vary from the size listed below but will be converted to the size shown below.

Position	Length	Format	Field	Required?
1	1	Alphanumeric	Transaction code A = Add C = Change D = Delete *Note: not case sensitive, will accept either upper or lower case values*	Y
2-4	3	Numeric	Corporation The Corporation Number links the import record to an existing Corporation Record. If you operate in a single-corporation environment, you must still supply a Corporation Number in the import record.	Y
5-19	15	Alphanumeric	Item Number Must be a valid Item Number on the Material File.	Y
20-26	7	Alphanumeric	Warehouse Code	Y

			Must be a valid Ship-to code on the Ship-to control file.	
27-36	10	Alphanumeric	Primary Location	N
37-46	10	Alphanumeric	Alternate Location	N
47-59	13	Numeric	Quantity on Hand 9(9)V9(4) Decimal is implied between the ninth and tenth digits.	N
60	1	Alphanumeric	Quantity on Hand sign Quantity on Hand is assumed to be a positive quantity unless a value of "-" is entered in this field.	N
61-71	11	Numeric	Minimum Quantity 9(7)V9(4) Decimal is implied between the seventh and eighth digits.	N
72-84	13	Numeric	Maximum Quantity 9(9)V9(4) Decimal is implied between the ninth and tenth digits.	N
85-96	12	Numeric	Reorder Point 9(8)V9(4) Decimal is implied between the eighth and ninth digits.	N
97-106	10	Numeric	Economic Order Quantity 9(6)V9(4) Decimal is implied between the sixth and seventh digits.	N
107	1	Alphanumeric	ABC Code	N
108-110	3	Alphanumeric	Stocking Unit of Measure	N
111-113	3	Alphanumeric	Buyer ID	N
114-124	11	Numeric	Standard Unit Cost 9(7)V9(4) Decimal is implied between the seventh and eighth digits.	N
125	1	Alphanumeric	Standard Unit Cost sign Standard Unit Cost is assumed to be a positive quantity unless a value of "-" is entered in this field.	N
126-136	11	Numeric	Current Unit Cost 9(7)V9(4) Decimal is implied between the seventh and eighth digits.	N
137	1	Alphanumeric	Current Unit Cost sign Current Unit Cost is assumed to be a positive quantity unless a value of "-" is entered in this field.	N
138-148	11	Numeric	Average Unit Cost 9(7)V9(4) Decimal is implied between the seventh and eighth digits.	N
149	1	Alphanumeric	Average Unit Cost sign Average Unit Cost is assumed to be a positive quantity unless a value of "-" is entered in this field.	N

Please Note: *Corporation number is a required field. It must be numeric and existing on PMX's Corporation record. Corporation may not be flagged for deletion.*

Spaces in any of the fields (that are not required) on an "add" transaction will result in spaces in the file.

Spaces in any of the fields (that are not required) on a "change" transaction will not change the existing fields in the file.
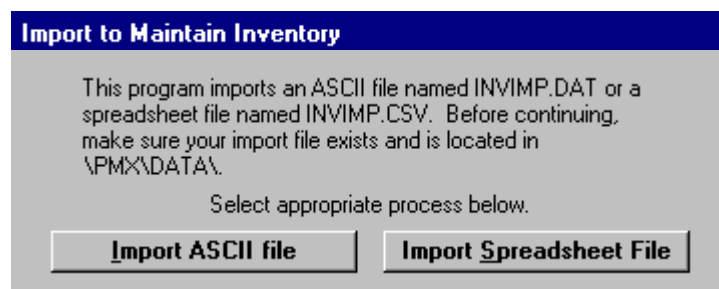
Asterisks in any of the fields (that are not required) on a "change" transaction will space out the existing fields in the file.
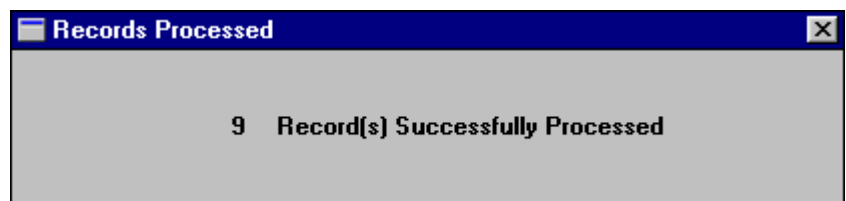
Import Inventory Procedure

Steps required to import Inventory records:

Step	Action
1.	Format Import Inventory file using another information system.
2..	Place the import file in the same directory as the rest of the PMX data files. File name must be INVIMP.DAT (ASCII file) or INVIMP.CSV (Spreadsheet file.)
3.	Sign in to PMX.
4.	Select "Utilities" menu.
5.	Select "Imports" menu.
6.	Select "Import to Maintain Inventory Items".

Once you select the "Import to Maintain Inventory" option PMX reminds you to locate the import file in the appropriate folder:

Import to Maintain Inventory

This program imports an ASCII file named INVIMP.DAT or a spreadsheet file named INVIMP.CSV. Before continuing, make sure your import file exists and is located in \PMX\DATA\.

Select appropriate process below.

| **Import ASCII file** | **Import Spreadsheet File** |

After the **Import** button is selected, the import file is validated. If all import records pass validation, the PMX database is updated. Number of records processed is displayed.

Records Processed

9   Record(s) Successfully Processed

If any of the import records failed validation, the number of records in error will display. The PMX database is updated with all records that pass validation. The Troubleshooting section at the end of this chapter can help you identify the problem with records that do not pass validation.

Import Records in Error

3 Import Record(s) in Error

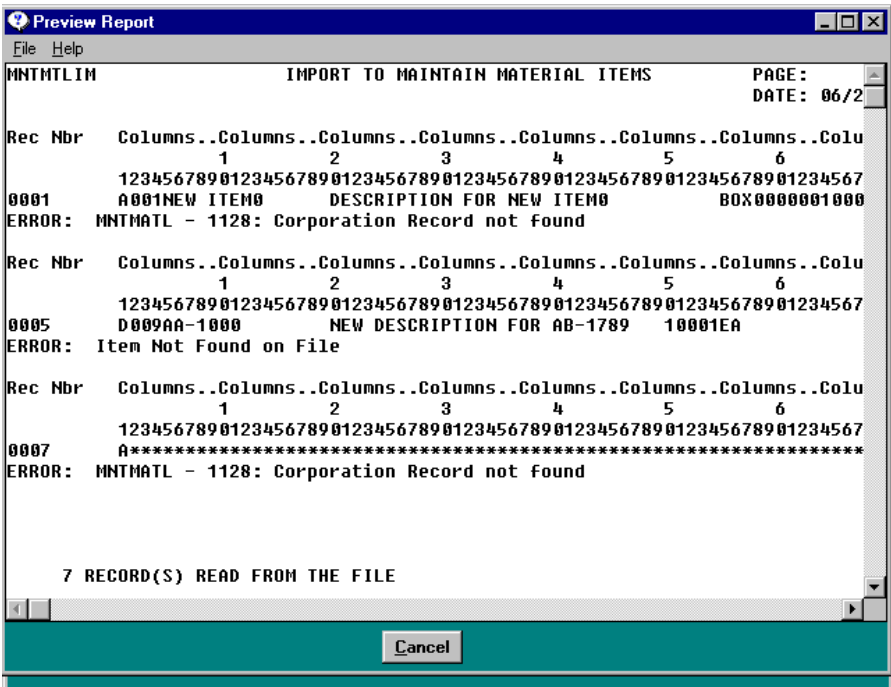5 Records imported. Error report has been generated.

Preview   Print

Troubleshooting

This section describes troubleshooting procedures if any of your import records are rejected. After your import run is completed, PMX lets you know if any records were rejected.

The following screen shows a sample Import to Maintain Material Items run with rejected records:

Reasons your import records may be rejected:

- Required field does not contain a value.
- Required fields contain data that is inconsistent with the PMX databases. Example: a record contains an item that is not on the Item Master file.
- Field(s) contain incorrect values. Example: a numeric field contains alpha characters.

Import

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7 – Fax Module

Overview

This fax module was developed using Windows Fax, which is a Windows component that is not installed by default during Windows setup. See Windows Help documentation for "Fax" for a description of Windows Fax and installation instructions.

The PMX Fax module lets you fax requests for quotation and purchase orders directly to vendors. This chapter offers procedures for installing the Fax module and setting up your PMX system to send faxes. Step-by-step instructions appear for faxing PMX documents.

After installing the Fax module, you will enter purchase orders and requests for quotations as usual. If the vendor is set up as a fax vendor, when you press the **Save** button to update purchase orders, you may optionally 'Update and Fax'. Likewise, when entering vendors on a request for quotation and the vendor is set up as a fax vendor, you may optionally 'Update and Fax'.

Installing the Fax Module

Please Note See the Windows Help documentation for Windows Fax installation instructions. (Search on "Fax".)

Windows Fax must be installed on each workstation that will be faxing purchase orders or requests for quotes.

Before proceeding to PMX faxing, test your Windows Fax installation:
- Open or create any brief document with Microsoft Word, WordPad or Notepad.
- Click on File and then Print.
- In the printer selection box, select Fax and the Send Fax Wizard will appear.
- Follow the Wizard's instructions and enter the Name and Fax Number of the fax recipient. (If you are unsure of the fax number to use, enter our fax number 502-423-8963.)
- For your initial test, you do not need to enter any Cover Page information.
- When you select Finish in the Fax Wizard, Microsoft Fax will attempt to fax your document.
- Your fax should be sent automatically.

Use the Fax Console to verify your fax was sent successfully:
- Click on Start, All Programs, Accessories, Communications, Fax, Fax Console
- Select the Sent Items Folder.
- You should see your fax listed in this folder. If it is not there, check the Outbox Folder and view the status column for information regarding the fax status.
- If your fax cannot be sent successfully, please view Help in Microsoft Fax Console for detailed information on fax setup and fax assistance information.
- When you have successfully sent a fax and viewed that fax in the Sent Item Folder of Fax Console, you are ready to proceed with faxing in PMX.

Other Fax Considerations

Below is a list of considerations to remember when using the Fax module:

- Windows Fax requires a cover page. The PMX default fax cover page is installed in your PMX root directory and is named FaxCover.cov. This cover page can be edited and customized using Fax Cover Page Editor, which can be accessed by selecting Start, All Programs, Accessories, Communications, Fax, Fax Cover Page Editor.
- When PMX passes the document to Microsoft Fax for faxing, the document will momentarily appear in a Word document screen which will then disappear as the actual faxing process begins.
- To set up a vendor to receive faxes, use the Vendor Record screen and select the FAX radio button. The vendor's fax number must also be input in the FAX field. Valid values are numbers 0-9 only. Do not enter dashes or blank spaces. When the FAX radio button is selected, the following window appears. Enter the default choice on how you wish faxes to be processed.

- Whichever PMX print format you use is the format that will be faxed (see the example at the end of the chapter). If you are printing a customized purchase order document, the Fax module will send the fax in that format.

Faxing a Purchase Order/Request for Quotation

Please follow the instructions below to fax a purchase order or request for quotation using the Fax module.

Please Note: The procedures for faxing purchase orders and requests for quotation are almost the same. In the procedure for faxing purchase orders, described here, you start from the Purchasing menu. When faxing requests for quotations, you start from the Request for Quotation menu.

1) When a purchase order is saved and the vendor is flagged as a faxing vendor (see chapter 2 of the QuickStart manual for details) you will have the Update and Fax option to choose in addition to the Update and Print. You may select both options and PMX will print the document and fax it to the vendor.
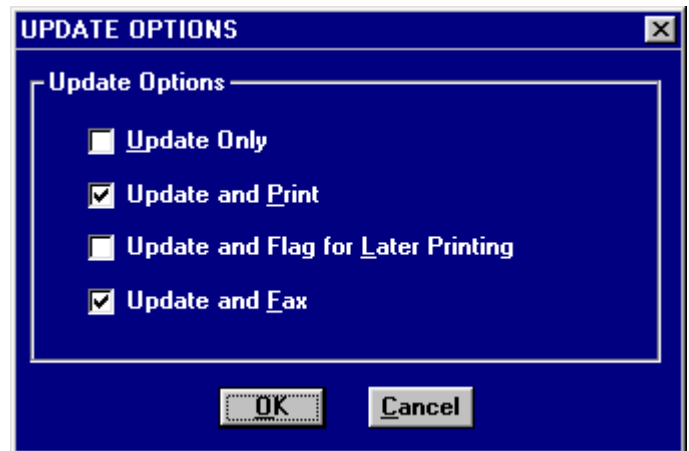
Select options by clicking in the box to its left then click **OK**.

2) When a request for quotation is saved, the fax is automatically sent to all vendors flagged for faxing on the RFQ Vendors screen (see chapter 9 of the QuickStart manual for details.)

Review the Fax Log

Periodically you may wish to review the fax log to check on the status of faxes that were selected for transmission.   This option is available from both the Purchasing Menu and Request for Quotation Menu.

Choose the **Review Fax <u>L</u>og** option from the Purchasing or Quotations Menu.

The Sent Items folder is the archive for all successfully sent faxes. A sample Sent Items folder is shown below. The original folder list is displayed with the earliest date/time showing first. The folder list can be sorted in varying sequences for each column.
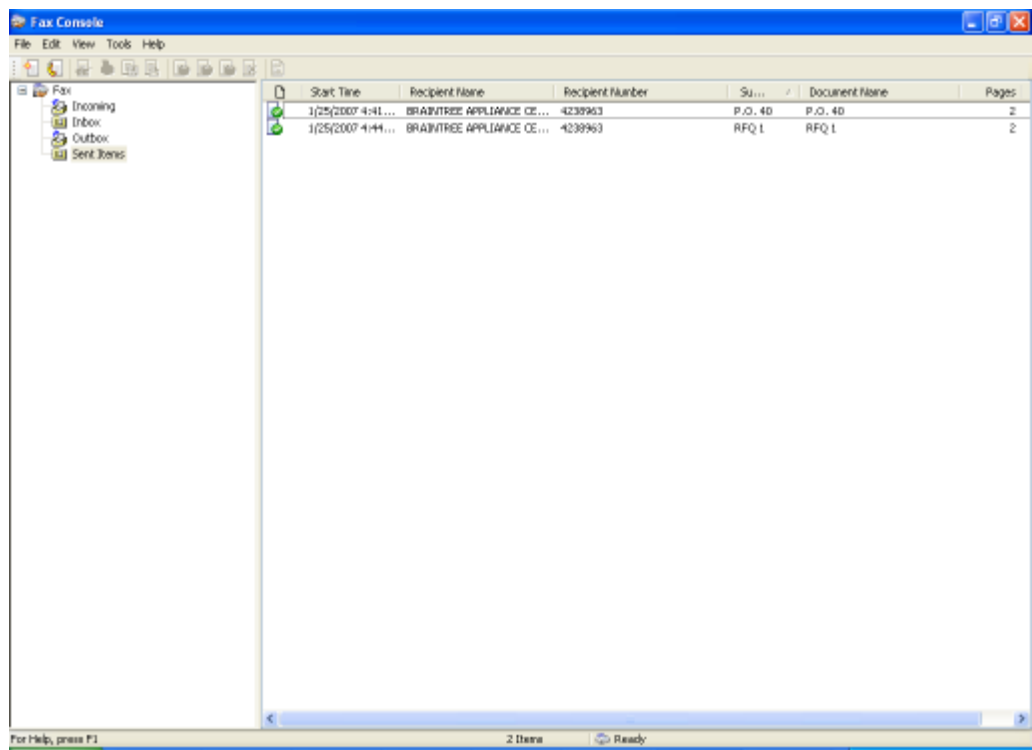
Clearing the Fax Log

Each time a document goes through the fax process, an entry is made in the Fax log in the Sent Items folder. It is recommended that the Fax Log be cleared periodically to remove old information. If the Fax Log becomes too large, fax performance may be adversely effected.

1) Choose the **Review Fax Log** option from the Purchasing or Quotations menu.

2) Choose the Sent Items folder.
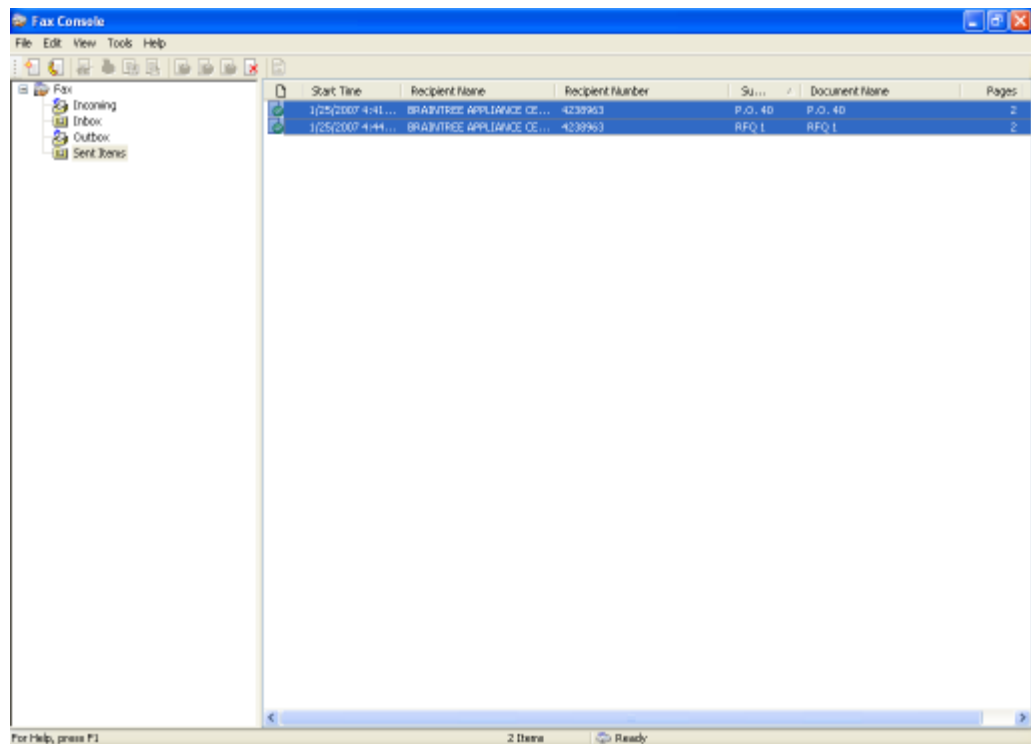
3) Highlight the lines you wish to delete (multiple lines may be highlighted by holding down the shift key) and select **Delete**.

Sample Fax Document

A sample document, in the PMX demo format, is shown below.

Bellwether
Software
Corporation

REQUEST FOR QUOTE

THIS NUMBER MUST APPEAR ON
ALL INVOICES, BILLS OF LADING
AND PACKAGES

No. FAX-RFQ3

DATE: 09/17/01
PAGE: 1
REPLY BY: 12/12/00

VENDOR NO. A0000

VENDOR: XYZ CORPORATION
2225 NEW CASTLE ROAD
SUITE 6F
LOUISVILLE KY 40222

REPLY TO: MAIN WAREHOUSE
DEMO CORPORATION
1212 PRESTON HIGHWAY
LOUISVILLE KY 40222

Ship Via	F.O.B	Prepaid Freig	Requisition	Vendor Contact & Pho
LOUISVILLE	UPS RED			JAMES SMITH

Buyer	Delivery Dat	Terms	G/L Account N	Job Numbe	Project Numbe
BILL ANDERSON	12/12/00	5.00/10-N30			

Line	Quantity	U/M	Item Number/Description	Unit Price	Amount	Tax
1	40	EA	AB-1789 U-BOLT FLOOR MOUNT G/L ACCT: 024001			Y
				TOTAL		

AUTHORIZED SIGNATURE

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8 - Email Approval Routing

Overview

PMX provides the capability to send email messages for requisition approvals, by authorized users. This chapter describes configuration and use of this feature.

The PMX Email Routing feature requires your computer to be configured properly for electronic messaging. This configuration requires installing and configuring the proper operating system components.

Operating system and components to send/receive email messages must be set up using that provider's instructions. Software packages such as Microsoft Exchange or Outlook may be utilized to send emails from the PMX system.

Please note: The PMX Email Routing feature runs in conjunction with the email software installed on your desktop (such as Microsoft's Outlook, Lotus Notes, etc.). Your email system must be installed, configured and operational for PMX's Email Routing feature to work properly. PMX posts messages that need to be sent directly to the outgoing (SMTP) mail server.

Your email system must support SMTP message protocol to use PMX Email Routing. In an Exchange server environment, the SMTP virtual server must be created under the SMTP connector.
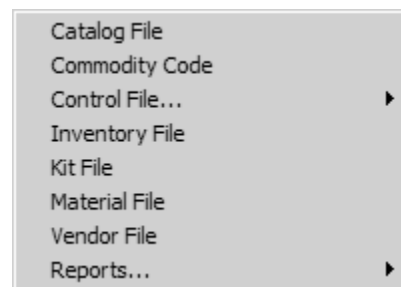
PMX Corporation Email Configuration

Prior to sending emails, the outgoing mail server name (SMTP) must be configured for the corporation(s) using this feature. Contact your system administrator or ISP for this name.
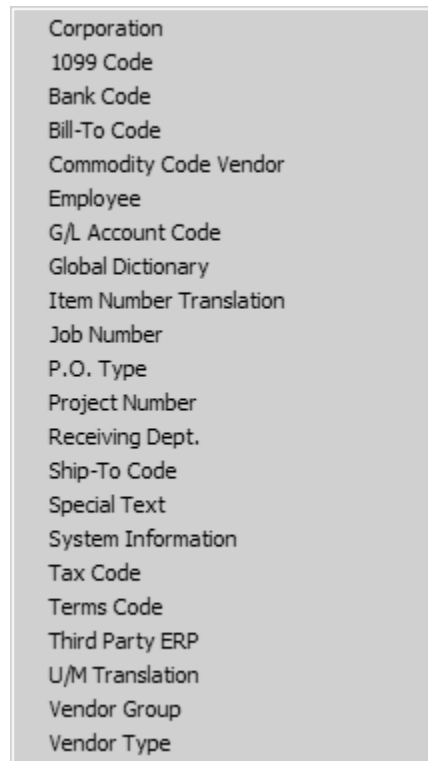
First, choose the **Master Files** option from the main menu.

Next, choose the **Control File** option.

Choose the **Corporation** option from the Control File menu.

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

If you are running in a single-corporation environment the
Corporation Record will come up automatically. If you are
running in a multi-corporation environment you must enter the
corporation number and press the **OK** button to display the
Corporation Record.

Corporation Record

File System Menu Control File Menu Search Help

| Clear | Delete | Save | Next | Previous | Exit |

Required Info

Corporation: 009   OK

Corporation Info

Name: TEST CORPORATION   Periods In Year: 12

Date Entered: 07/22/1986   Current Acct. Period: 07 / 1986

Defaults

Ship-To Code: 100 ?   ☐ Assign P.O. Nbr
                              Last P.O. # Assigned: 36

Bill-To Code: ?

Special Text Code: 100 ?   ☐ Assign R.F.Q. Nbr
                                   Last R.F.Q # Assigned: 0

Buyer ID: WJA ?

Expeditor ID: RAA ?   ☐ Allow P.O. Date Change
                              ☐ Allow RFQ Date Change
Terms Code: 001 ? 2.50/10-N30   ☑ Assign P.O. Change Nbr

Purchasing G/L Acct: ?   ☐ Buyer Default is User ID
                                ☐ Taxable Default

| Addl Corp Info - 1 | Addl Corp Info - 2 | ☐ Allow Closed RFQ/Bid Change

| Corp Info | Req Info | Rec Info | A/P Info | Inv Info | Edit Options |

Choose the **Addl Corp Info - 2 option**. The Additional Corporation Info - 2 screen displays. Fill the Email Server Name field with your email server name.

In the field "SMTP Authentication User ID", enter a valid email address for the server displayed in the Email Server Name field. PMX allows up to 200 characters in this field. Most email servers require only the user name and NOT the entire email address. Example; if the email address were info@bellwethercorp.com you would only enter info.

In the field "SMTP Authentication Password", enter the password for the email address entered in the "SMTP Authentication User ID" field. PMX allows up to 15 characters for this field.

Once the email server name and the SMTP Authentication Info have been entered, press the **Save** button to save changes. Then, press the **Exit** button to return to the PMX Master Menu.

PMX Requisition Approval Options

There are two options that you need to set before you can use the PMX Email Routing feature. First, you must enable the Email Requisition Approvals option on the System Information record. Second, you must select the Requisition Approval Option that you want to use on the Corporation record. Please follow the steps outlined below to set these two options.

Enabling Email Requisition Approvals

Choose the **Master Files** option from the PMX Master menu.

Choose the **Control File** option from the Master Files menu.
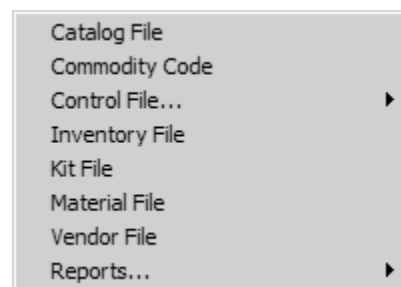
Choose the **System Information** option from the Control File menu.

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

Enable the **E-mail Requisition Approvals** check box on the System Information Record screen to turn on approval routing.
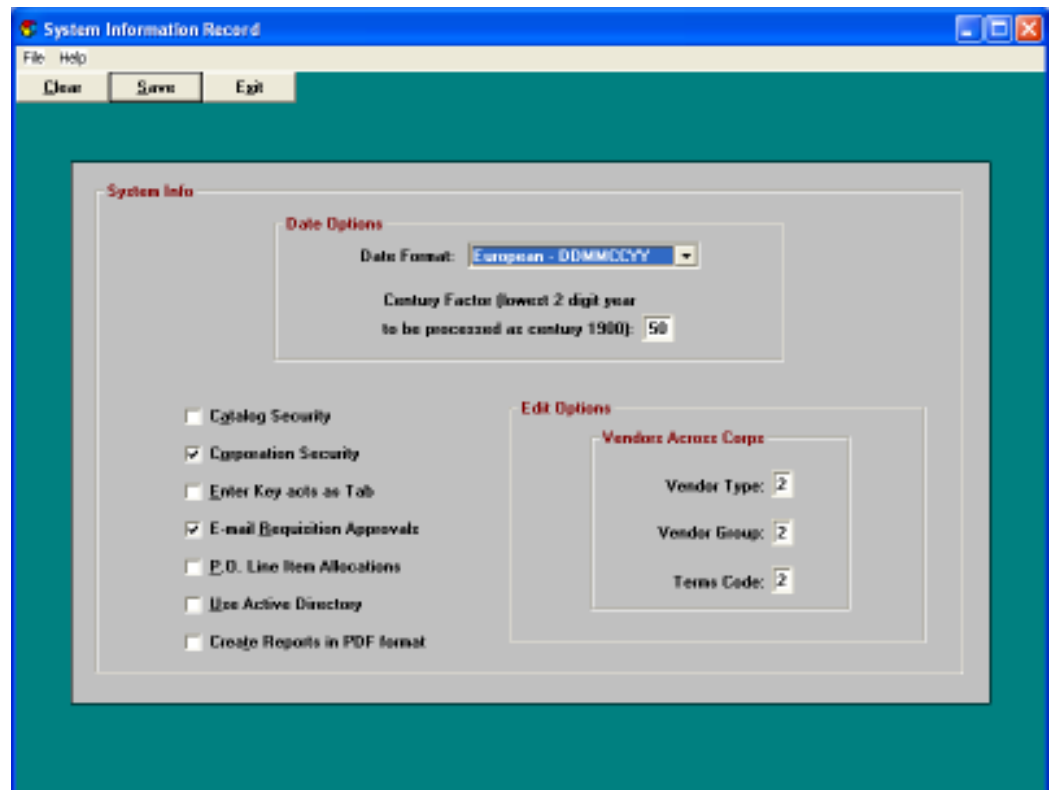
Please note: The System Information record applies to all corporations on the PMX system. Any corporation that is set up for requisition approval will use the Email Routing feature once this check box has been enabled.

Press the **Save** button on the System Information Record to save changes. Then, press the **Exit** button on the System Information Record and you will be sent back to the PMX Master menu.
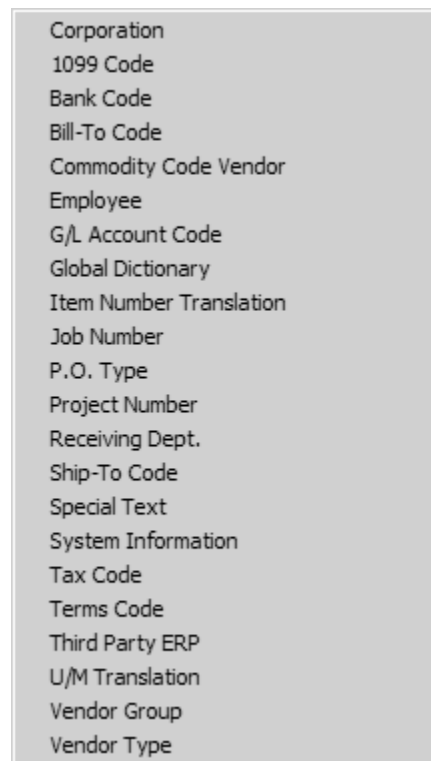
Requisition Approval Options

Choose the **Master Files** option from the PMX Master menu.

Choose the **Control File** option from the Master Files menu.

Catalog File
Commodity Code
Control File...   ▶
Inventory File
Kit File
Material File
Vendor File
Reports...   ▶

Choose the **Corporation** option from the Control File menu.

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

If you are running in a single-corporation environment the
Corporation Record will come up automatically. If you are
running in a multi-corporation environment you must enter the
corporation number and press the **OK** button to display the
Corporation Record.

Choose the **Req Info** button from the Corporation Record
screen to access the Requisition Info screen.

Select your approval option from the **Requisition Approval Options** drop down list.

The four options for Requisition Approval are:

- **No Approvals**: no approval is necessary for a requisition item. PMX flags the requisition with an 'approved' status.

- **Use Minimum Hierarchy**: requisitions must be approved sequentially by each approver in the approval hierarchy until PMX encounters an approver with the proper dollar authorization. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.

- **Use Entire Hierarchy**: requisitions must be approved sequentially by each approver in the approval hierarchy. The requisition remains on-hold until the last approver in the hierarchy has approved it. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit'.

- **Use Approver with Proper Dollar Limit**: requisitions will be routed directly to the first approver in the approval hierarchy with the proper dollar authorization. If the requisition exceeds the approval dollar limit of all approvers, PMX flags the requisition as 'Over $ Limit' at save time for the requisition.

Select your approval option from the **Item Requisition Approval Options** drop down list. The four options available are the same as for **Requisition Approval Options** described above.

Select your amount approval option from the **Amount Approval Options** drop down list.

The two options for Requisition Amount Approval are:
- **Approve by Requisition line**: Each requisition line amount is compared to the purchase dollar limit of the requisitioner or approval dollar limit of an approver before that line is flagged with an "approved" status for that employee.
- **Approve by Requisition total**: The total of <u>all</u> line amounts in a requisition is compared to the purchase dollar limit of the requisitioner or the approval dollar limit of an approver before <u>each</u> line is flagged with an "approved" status for that employee.

Select your option for listing available approved requisitions from the **POs from Requisitions Approval Options** drop down list.

The two options for POs from Requisitions are:
- **Select if Req. Line is approved**: Any approved requisition line which meets the selection parameters you have entered will be listed on the screen.
- **Select if entire Req. is approved**: Only lines from requisitions with <u>all</u> lines approved and which meet the selection parameters you have entered will be listed on the screen.

Press the **<u>S</u>ave** button to save the changes you have just made to the corporation record. If you are running in a multi-corporation environment enter the number for the next corporation record that you need to change. Once you have changed all the corporation records press **E<u>x</u>it**.

PMX Employee Configuration

Every employee who can create or maintain a requisition plus all employees listed as approvers must be configured for email processing. The steps below outline the requirements.

Choose the **Master Files** option from the PMX Master menu.

Choose the **Control File** option from the Master Files menu.

Choose the **Employee** option from the Control File menu

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

If you are running in a single-corporation environment the Corporation Number will come up automatically. If you are running in a multi-corporation environment you must enter the Corporation Number. Enter the Employee ID of the employee's record that you want to change. Press the **OK** button and the information from the employee record will display.

Enter the employee's dollar limit in the **Purchase Dollar Limit** field. Formatted 9(13), decimal resides after the 13th position.

   If the employee is a requisitioner, anytime he enters a requisition line that exceeds this amount, that line is put on hold and must go through the approval process. An email message is sent to the appropriate approver in his Requisition Approval Hierarchy (dictated by the 'Requisition Approval Option' selected on the Corporation record)..

Enter the employee's approval dollar limit in the **Approval Dollar Limit** field. Formatted 9(13), decimal resides after the 13th position.

   If the employee is an approver, he has the authority to approve requisition lines that do not exceed this amount.

If the employee is an approver you can assign a different approver to approve requisitions in his place. Enter that approver's Employee ID in the **Proxy Approver** field. If you check the **Route Email to Proxy Approver** box emails will be sent to the Proxy Approver instead of this employee. If you check the **Suspend Requisition Approval** box this employee will be skipped in the approval process and an email will be sent to the next approver in the approval hierarchy. The **Suspend Requisition Approval** feature takes precedence over the **Proxy Approver** feature.

Enter the employee's email address in the **Email Address** field. The address can be up to 50 characters long.

   If the employee is a requisitioner, enter the Employee IDs of the individuals responsible for approving the requisitions that he creates in the **Approver ID** fields. Up to five levels of approvers may be entered.

Press the **Save** button to save the changes you have just made to the employee record. Enter the corporation number and employee ID of the next employee record that you need to change. Once you have changed all the necessary employee records press **Exit**.

Using PMX Email

After the corporation and employees are configured you are ready to begin using the PMX Email Routing feature. PMX Email runs without operator intervention based on system configuration.

Sending PMX Email

As soon as the requisition is saved, the email is automatically sent. No other action is required. The message "Processing email…Please wait" displays.

While approving or rejecting requisitions, email is not sent until the session is complete. All accumulated emails are automatically sent when the clear or exit button is pressed. At that time, the "Processing email…Please wait" displays.

PMX maintains a log of all requisition approval emails. Details about the email such as: sender, recipient, email addresses, date and time, requisition and line number and status are stored.

If an email processing error occurs, a descriptive error message displays. The error message is also stored in the requisition approval email log for the requisition line.

Please refer to the Troubleshooting section for details on error messages and techniques to track down problems.

Troubleshooting

If you think emails are not being sent or received:

1. Check the email address that was entered on the Employee record for both the sender and all approver employees.

2. Check the Requisition Approval Email log, using the procedures listed below.

3. Check the error messages section for additional help, page 8-21.

Requisition Approval Email Log

Select the **Utilities** option from the PMX Master menu.

Select the **Req. Approval Email Log** option from the Utilities menu.

Maintain System Files... ▶
Catalog Security
Clear Ownership IDs
Corporate Security
Password Security
Reset Workstation IDs
Users Logged On PMX
Req. Approval Email Log
Imports... ▶

The Requisition Approval Email Log displays.

Requisition Approval Email Log

File System Menu Utilities Menu Search Help

Clear   Exit

Selection Criteria

Corp: 009   Req. #: [   ] [?]   Email From: [   ] [?] Email To: [   ] [?]

Req ID: [   ] [?]   Status: All ▼   Email Date: [   ]   Thru [   ]

Buyer ID: [   ] [?]   OK

Req Nbr |Lin|Req ID|Byr|Email From|Email To|Email Date|Email Time|Status

Addl Info   Rev. Approvers   Delete   Delete All   Prev Page   Next Page

Options available on the Requisition Approval Email Log screen:

Option	Description
Addl Info	Use the additional info button to display additional email information, including error messages described in the following section.
Rev. Approvers	The review approvers button displays approvers and approval dates for the highlighted log record.
Delete	Used to delete the highlighted log record.
Delete All	Used to delete all log records that meet the entered selection criteria.
Prev Page	Scrolls to previous page of log records that meet the entered selection criteria.
Next Page	Scrolls to next page of log records that meet the entered selection criteria.

PMX logs every time a requisition is emailed. The top portion of the screen allows entry of selection criteria to focus on specific emails by searching on one or a combination of the following:

- **Corporation**. Search by corporation if your PMX system is set up to support multiple corporations.
- **Requisition Number**. Search by a specific requisition number.
- **Email From**. Search by email sender.
- **Email To**. Search by email recipient.
- **Requisitioner ID**. Search by requisitioner ID.
- **Status**. Search by status: All, Completed or Failed.
- **Email date**. Search by date email was issued. A date range may be supplied.
- **Buyer ID**. Search by Buyer ID.

Error Messages

The following error messages may appear when the requisition is "saved" and PMX is trying to send the email:

Message	Corrective Action
Email Server Name has not been entered on Corporation Record for Corporation XXX. Cannot process email.	Go to the Corporation record and enter the email server name, as described in the "PMX Corporation Email Configuration" section of this chapter.
Over $ Limit for Project Approvers for line nbr XXX. Cannot process email.	Amount exceeds dollar limit for all approvers for project. Modify purchase dollar limit(s) in approval hierarchy for project.
Cannot process email due to Suspended Project Approver(s) for line XXX.	Modify approval hierarchy for project.
Over $ limit for Requisitioner Approvers for line nbr XXX. Cannot process email.	Amount exceeds dollar limit for all approvers for requisitioner. Modify purchase dollar limit(s) in approval hierarchy for requisitioner.
Cannot email due to Suspended Approver(s) for line XXX.	Modify approval hierarchy for requisitioner.
Email address has not been entered on employee record for approver XXX for line number XXX. Cannot process email.	The employee identified as the next approver in approval hierarchy does not have a PMX email address. Enter employee's email address as described in the "PMX Employee Configuration" section of this chapter.
Over $ Limit for Approvers for Project XXX in Corporation XXX. Cannot process email.	Amount exceeds dollar limit for all approvers for project. Modify purchase dollar limit(s) in approval hierarchy for project.
Cannot email due to Suspended Approver(s) for Project XXX.	Modify approval hierarchy for project.
Over $ Limit for Approvers for Requisitioner XXX in Corporation XXX. Cannot process email.	Amount exceeds dollar limit for all approvers for requisitioner. Modify purchase dollar limit(s) in approval hierarchy for requisitioner.
Email address has not been entered on employee record for requisitioner XXX for line number XXX. Cannot process email.	The employee identified as the requisitioner does not have a PMX email address. Enter employee's email address as described in the "PMX Employee Configuration" section of this chapter.
Cannot connect to SMTP server: XXX. SEE msg is: XXX.	Check Email Server Name and SMTP Authentication Info entries on the Corporation Control record for

	correctness. Refer to the "PMX Corporation Email Configuration" section of this chapter. In an Exchange server environment, the SMTP virtual server must be created under the SMTP connector. Most email servers require only the user name (not entire email address) as the Authentication User ID.
Cannot send email. SEE msg is: XXX.	PMX experienced a problem after connecting with the SMTP server. Authentication may be required. Check to make sure the SMTP Authentication Info entry fields are filled in on the Corporation Control record. Refer to the "PMX Corporation Email Configuration" section of this chapter.

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9 - Bar Code Interface

PMX Bar Code Interface

Overview

PMX's Bar Code Interface uses bar codes and a data collection device to count items for physical inventory or to record stock requisition issues out of inventory. PMX updates inventory records to reflect new inventory balances.

Features of the Bar Code Interface include:

- The Bar Code Interface may be used to print bar code reports/labels to be used in the physical inventory count or to record stock requisition issues. The bar code reports/labels, by default, print in code 39.

- Physical counts are performed using the data collection terminal. Item number is scanned and quantity is entered. After counting is complete, information is uploaded from the device to PMX. Count information is held, pending variance review.

  Variances are printed and manually analyzed. Items may be recounted or updated in PMX's Inventory Master.

  Once inventory counts have been validated, PMX may be updated to reflect new inventory totals.

  Remember that all inventory operations should be suspended while the physical count is in process. You could end up with invalid inventory balances if on-hand quantities are changing while the physical count is being performed.

- Stock requisitions ready to be issued can be selected for printing of pick tickets. The pick tickets can be reprinted in various report sequences with either detail lines or total lines.

  A portable scanner is used to record the items issued out of inventory for the stock requisitions on the pick ticket report. For each total line on the pick ticket, an item number is scanned and the total quantity issued is entered.

  After each pick ticket item number is scanned and quantities are entered, the scanned issue count is uploaded from the device to PMX. PMX will generate an inventory issue transaction record for each stock requisition line that has been picked. All pertinent information from the stock requisition will be applied to the inventory issue transaction. Stock requisition totals will be updated with the quantity

issued.

Please note: Additional hardware and software are required to use this feature. Please refer to the "Additional Requirements" section for details.

Additional Requirements and Software Installation

Hardware

The Data Collection Terminal must be able to scan bar codes printed in code 39. It is used to create the scanned file of physical inventory counts and stock requisition issues. Each scanned record consists of an item number (maximum of 15 positions), followed by a comma, and the quantity (maximum of 15 positions; a negative sign if applicable and maximum of 9 to the left and 4 to the right of the decimal point).

If using PMX to print our default bar codes, we recommend using a DeskJet or LaserJet printer. Either will produce good quality bar codes. We have customized the bar codes to print on our clients thermal printers.

A serial (RS232) cable is required. This cable is used to connect the Data Collection Terminal to the PC's serial port for transfer of information. Please refer to the Data Collection Terminal documentation for specifications and connection instructions.

Third Party Software

The Data Collection Terminal should come with software. This software must be installed on at least one PC to communicate the count information back to PMX. You may also use this software to change settings on the devices.

If using PMX to print bar codes, the bar code fonts must be installed on your workstation. Four Skan Pack fonts are included on the PMX Installation CD in the \Crystal\Fonts folder.

Label Stock

PMX may print bar codes on a report or labels. The report prints on normal 8 ½" X 11" paper. The labels, by default, print on Avery form #5262. This form is a 1 1/3 X 4" label with 14 labels per sheet. The system can be customized to print on your labels.

Printer Configuration

The printer used to print PMX bar codes (if using this feature) must be added to your workstation. If the printer you plan to use is already installed, you are ready to begin. You can confirm printer installation by bringing up the Windows **Start** menu on your workstation. Select **Settings** and then **Printers**. You should see the printer listed.

Create Bar Code Labels

Material should be bar coded to facilitate the counting process. This section describes steps required to print bar code labels using PMX.

Select the **Inventory** button from the Main PMX menu.

Choose the **Bar Code Interface** button from the PMX Inventory menu
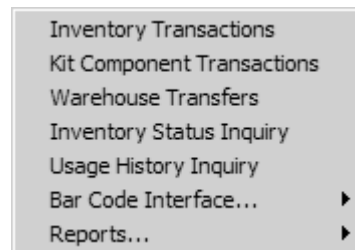
Choose the **Create Bar Codes** button from the PMX Bar Coding menu.

PMX's processing options allows for printing a report or labels. Corporation and Warehouse Code entries are required.

After the print selection criteria is entered, press the **Create** button. The report / labels are printed on the configured printer. The printed report is illustrated on the next page.

Sample Reports

This illustration shows how a barcode report should print.

PMBCCRT	BAR CODE REPORT	DATE: 7/6/2000
		PAGE 1
BAR CODE / ITEM NUMBER		MATERIAL DESCRIPTION
‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖		
* A B - 1 7 8 9 *		U-BOLT FLOOR MOUNT

This illustration shows how a barcode report would print when the fonts have not been installed. You need to install the four Skan Pack fonts which were included on the PMX Installation CD in the \Crystal\Fonts folder.

PMBCCRT	BAR CODE REPORT	DATE: 7/6/2000
		PAGE 1
BAR CODE / ITEM NUMBER		MATERIAL DESCRIPTION
*AB-1789_____ *		U-BOLT FLOOR MOUNT

Performing Physical Inventory Count

The Data Collection Terminals make the counting process easy. The wireless unit allows flexibility and the use of bar codes facilitates data entry.

Remember that PMX accepts only one corporation and warehouse when importing count information. The count should be organized so that Item Numbers for one corporation and warehouse are counted, then uploaded. Then items for another corporation and warehouse may be counted.

The counting procedure is outlined below:

1) If the previous count has not been "erased" from the device, you may want to erase this file. If the previous count is not erased, it will be uploaded to PMX again when this count is completed.

Press the function key to perform counting operations

2) The device first asks for the Item Number. The Item Number may be scanned or manually entered. Scanning is the easiest method, but manual entry is allowed if the bar code cannot be scanned. NOTE: You may also scan a UPC code representing the vendor's item number. PMX will automatically check the item translation file and convert the scanned UPC code into the corresponding item number that is stored on the PMX material file.

3) Next the operator is prompted to enter the quantity found.

4) Device comes back to prompting for the next Item Number. It is the counting operator's responsibility to make sure each Item Number is counted.

After the operator has completed counting, the data must be uploaded to PMX. See the 'Upload Physical Inventory Count to PMX' section for details.

Upload Physical Inventory Count to PMX

During the counting process, Item Numbers and quantities were input into the Data Collection Terminal. Now, that information must be transferred to PMX. There are several steps involved in the upload:

- Extract data from Data Collection Terminal to a file on the computer.
- Import the count data into PMX.

Details of each step are covered in this section.

Create Data File

Connect the Data Collection Terminal to the workstation (PC) where the Data Collection Terminal software has been installed. This software must be run to extract the data from the device and create a file on the PC. The documentation that came with the device and software will provide details.

Be aware that if the upload file already exists on your workstation, the Data Collection Terminal software may append the new data to the existing file. If you do not wish the new count to be added to the existing file, you must first delete or rename the existing upload file.

The steps required are:

1) Connect the workstation (PC) to your Data Collection Terminal using a serial cable.

2) Go to the workstation and, using the Data Collection Terminal software, select to upload.

3) The Data Collection Terminal software may allow you to view/edit the upload file. You may wish to view or edit the count results before importing into PMX.

Select the **Inventory** button from the Main PMX menu.

Choose the **Bar Code Interface** button from the PMX Inventory menu

Choose the **Import Physical Count** button from the PMX Bar Coding menu.
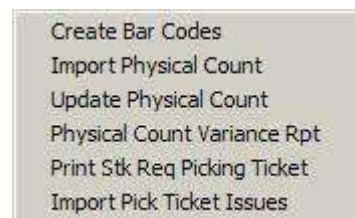
The PMX Import Physical Count screen is displayed. The Corporation Number and Warehouse Code for the Item Numbers to be imported must be entered. When ready to import, select the **Import** button to begin processing.
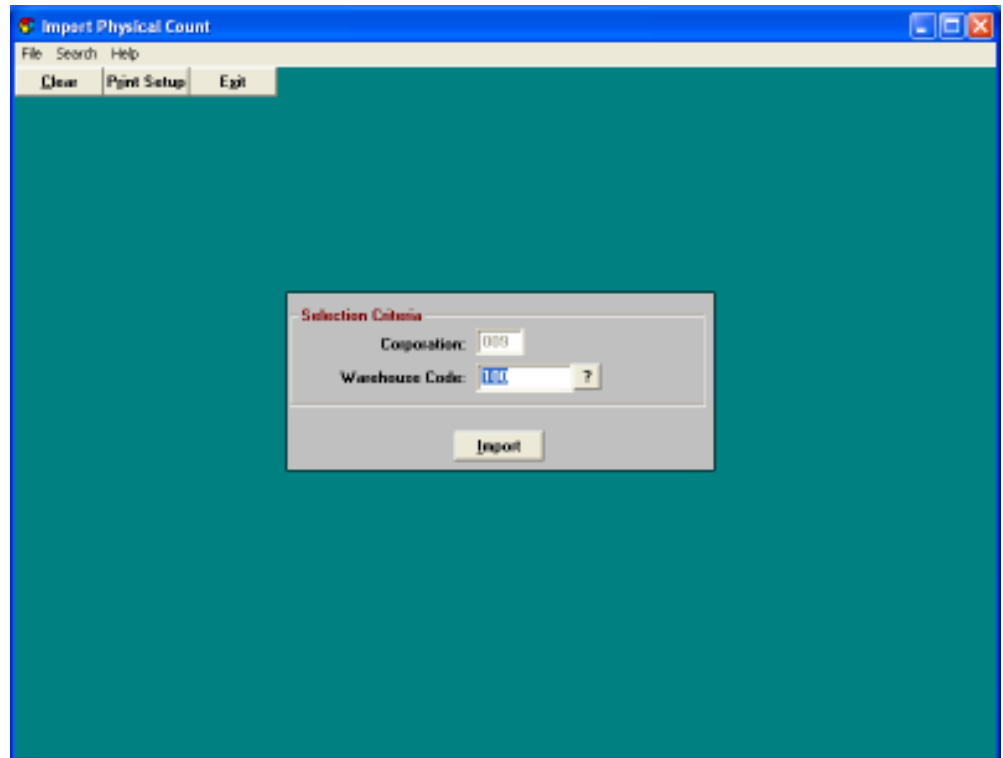
Browse to the location of the upload file, click on the upload file to highlight it, then press the Open button to select it.

When processing is complete the following screen displays.

IMPORT SUCCESSFUL!

15 Record(s) Read

11 Record(s) Successfully Processed

4 Record(s) In Error

OK
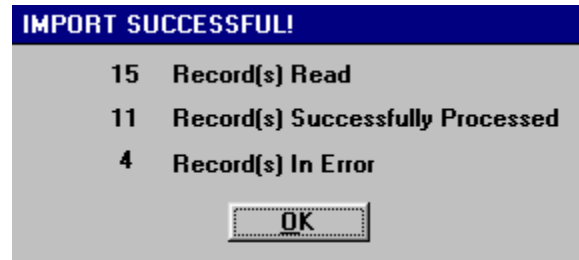
Note: In the event the import was unable to process any of the count transactions an error report is generated. If an item number imported is configured for a warehouse code other than the code entered on this screen, the count will not be processed.

Print Physical Inventory Count Variances

After counts have been uploaded, use the Count Variance Report to confirm count results. This report lists each Item Number where the quantity count is different from PMX's expected inventory on-hand balance.


Select the **Inventory** button from the Main PMX menu.
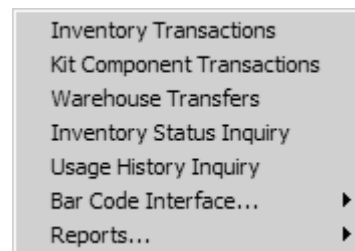
Choose the **Bar Code Interface** button from the PMX Inventory menu
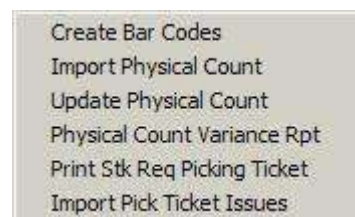
Choose the **Physical Count Variance Report** button from the PMX Bar Coding menu.

The above screen displays. You can select the report type and sequence the variances are printed in. It may be easier to work with smaller groups of items at a time.

Report type options: Report Sequence options:
  All Items   Item Number
  Scanned Items   Warehouse
  Unscanned items

After the report options and selection criteria are entered, you can view the report, before printing, by pressing the **Pre<u>v</u>iew** button. Choose the **<u>P</u>rint** button to print the report.

Sample Report

```
Corporation:  009                Physical Count Variance Report              Page:       1
PMBCVAR                            Warehouse Code Sequence                    Date: 09/05/00

WAREHOUSE     ITEM NUMBER     DESCRIPTION      QTY ON HAND  PHYSICAL COUNT DIFFERENCE   %OVER/UNDER
   100        AA-1000         TEST ITEM #1      12.0000        10.0000     2.0000-        16.66-
   100        ABC-1789        TEST ITEM #2      23.0000        24.0000     1.0000          4.34
   100        AE-3000         TEST ITEM #3        .0000         1.0000     1.0000           .00
```

Performing Physical Inventory Recounts

After reviewing the variance report, you may decide one or more Item Numbers need to be recounted. There are two ways to get the revised counts into PMX:

- Erase data from the device, then go use the device to recount the necessary Item Numbers. The new counts may be uploaded to PMX.

- If you only have one or two items to be recounted, this option may be easier. Manually count, then change the quantity found in the upload file using the Data Collection Terminal software. Re-import and validate again with the variance report.

Update PMX Inventory Balances

This step should only be performed after the variances have been validated. Once this program is run, current on-hand inventory balances are overlaid with the new physical counts. When updating, the count can only contain information for one corporation at a time.

Select the **Inventory** button from the Main PMX menu.

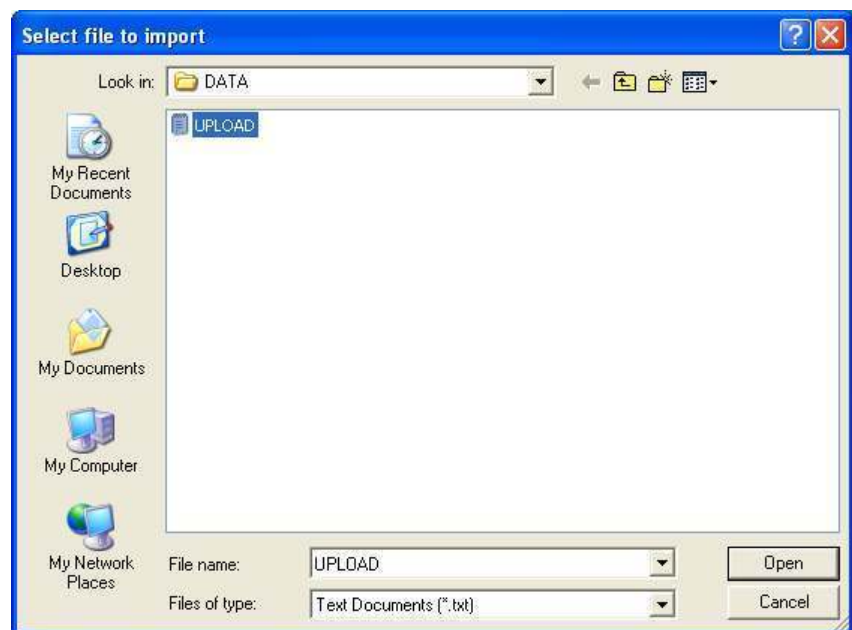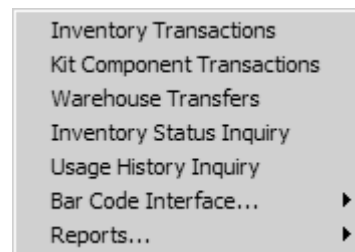Choose the **Bar Code Interface** button from the PMX Inventory menu
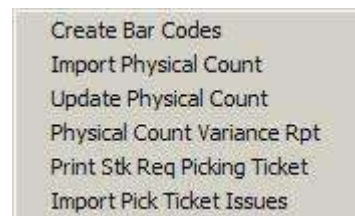
Choose the **Update Physical Count** button from the PMX Bar Coding menu.
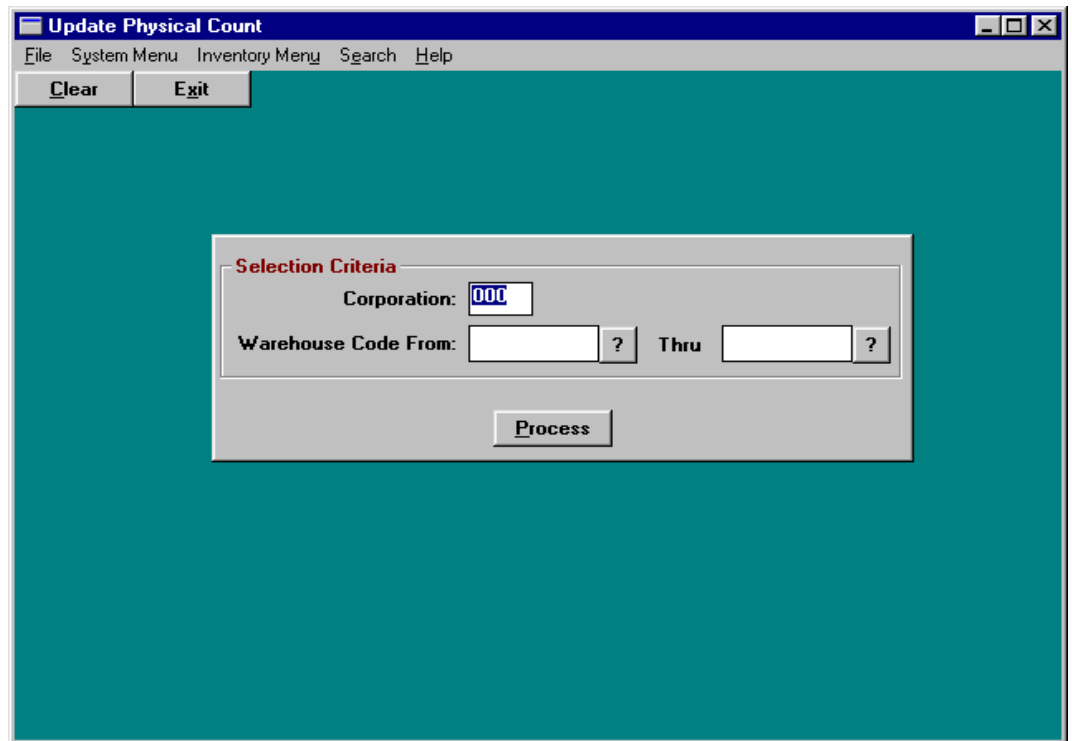
The above screen displays.

You must specify the Corporation Number. A range of Warehouse Codes may also be entered.

After the selection criteria is entered, press the **Process** button to begin processing.

After the update is complete, the Inventory Master will reflect new on-hand quantities. A few "clean-up" steps may be done to aid the next count:

- Remove the upload file from the workstation.
- Perform the Erase File function on each Data Collection Terminal.

Print Stock Requisition Picking Ticket

Once a stock requisition has been approved, it is ready to be picked from inventory. You simply select the line items to be picked and print the lines in the desired format and report sequence. Selected lines can then be reprinted in different formats and report sequences until the pick ticket issues have been imported.

Select the **Inventory** button from the Main PMX menu.

Choose the **Bar Code Interface** button from the PMX Inventory menu
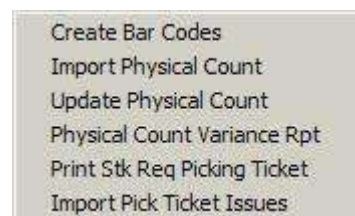
Choose the **Prin̲t Stock Requisition Picking Ticket** button from the PMX Bar Coding menu.

The Print Stock Requisition Picking Ticket screen appears. This search screen allows you to select the requisition lines you wish to include in the pick tickets. PMX offers several ways to locate the desired requisitions and several ways to print them.

The top portion of the screen allows entry of options for the Picking Ticket report:

- **Report Sequence.** Select from the drop down list the sequence in which you wish selected requisition lines to appear on the report.
- **Report Type**. Select from the drop down list the type of report you wish to print.
- **Page Break**. Select the Page Break check box if you wish to force a page break after each break in the selected report sequence.

The top portion of the screen also allows entry of selection criteria to focus on specific categories of requisition lines to be printed and picked:

- **Corporation**. Search by corporation if your PMX system is set up to support multiple corporations.
- **Status**. Search by status: All Requisitions, Back Orders, or New Requisitions.
- **Ship From**. Search by Warehouse Code where picking will take place. Only one Warehouse Code is allowed per session.
- **Requisitioner ID**. Search by requisitioner ID.
- **Requisition Number**. Search by a specific requisition number.
- **Delivery date**. Search by the date when delivery is required. A date range may be supplied.
- **Receiving Department**. Search by the department where the item is to be delivered.

After the criteria have been entered and requisition lines are displayed, the following options are available on the Print Stock Requisition Picking Ticket screen:

Option	Description
Print All Lines	Selects for printing all lines that meet the entered selection criteria.
Review Req.	Displays the entire requisition for a highlighted requisition line.
Print Selected Lines	Selects for printing all lines that have been highlighted.
Prev Page	Scrolls to previous page of requisition lines that meet the entered selection criteria.
Next Page	Scrolls to next page of requisition lines that meet the entered selection criteria.

After the criteria have been entered and the report has been printed, the above Reprint Ticket Options screen displays. You can reprint the selected requisition lines as many times as desired in any of the sequences and options.

To view the reprinted lines before actually printing them, press the **Review** button. Choose the **Reprint** button to reprint the selected lines.

You will not be allowed to select more line items to be picked from this warehouse until the current pick ticket issues have been imported.

Sample Report

```
CORPORATION: 001                STOCK REQUISITION PICKING TICKET              PAGE:       1

LBMSTRQP                             ITEM NUMBER SEQUENCE                   DATE: 07/23/03
                                  SHIP-FROM WAREHOUSE: 001

ITEM NUMBER/       QUANTITY         PRIMARY LOCATION/   REQ    REQ                          REQ DATE/
ITEM DESCRIPTION   REQUESTED U/M    ALTERNATE LOCATION  NBR    LIN   REQ DI RCV DETP  CONSUMER   DLV DTAE
----------------   --------- ---    ------------------  ------ ---   ------ --------   ---------  --------
AA-1000               5.000 EA      TOP SHELF           I-001  002   WJA    DEPT. A    SERVICE    05/22/03
BLOWER MOTOR,2HP                    MIDDLE SHELF                                                  12/31/03

AA-1000               4.000 EA      TOP SHELF           I-002  001   SPW    DEPT. B    REPAIRS    05/23/03
BLOWER MOTOR,2HP                    MIDDLE SHELF                                                  12/31/03

                      9.00  EA FOR ITEM NUMBER AA-10000   BLOWER MOTOR,2HP
```

Import Pick Ticket Issues

This step should only be performed after inventory has been picked to satisfy stock requisition pick tickets. During the picking process, picked item numbers and quantities were input into the Data Collection Terminal. That information must now be transferred to PMX.

There are several steps involved in the import process:

- Extract data from Data Collection Terminal to a file on the computer.
- Import the scanned data into PMX.

Details of each step are covered in this section:

Create Data File

Connect the Data Collection Terminal to the workstation (PC) where the Data Collection Terminal software has been installed. This software must be run to extract the data from the device and create a file on the PC. The documentation that came with the device and software will provide details.

Be aware that if the upload file already exists on your workstation, the Data Collection Terminal software may append the new data to the existing file. If you do not wish the new count to be added to the existing file, you must first delete or rename the existing upload file.

The steps required are:

1) Connect the workstation (PC) to your Personal Data Collection terminal using a serial cable.

2) Go to the workstation and, using the Data Collection Terminal software, select to upload.

3) The Data Collection Terminal software may allow you to view/edit the upload file. You may wish to view or edit the count results before importing into PMX.

Import Pick Ticket Issues

Select the **I**nventory button from the Main PMX menu.

Choose the **B**ar Code Interface button from the PMX Inventory menu
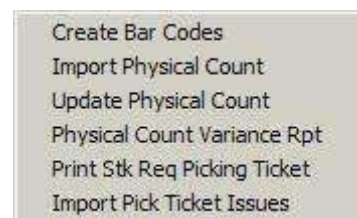
Choose the **Imp**o**rt Pick Ticket Issues** button from the PMX Bar Coding menu.
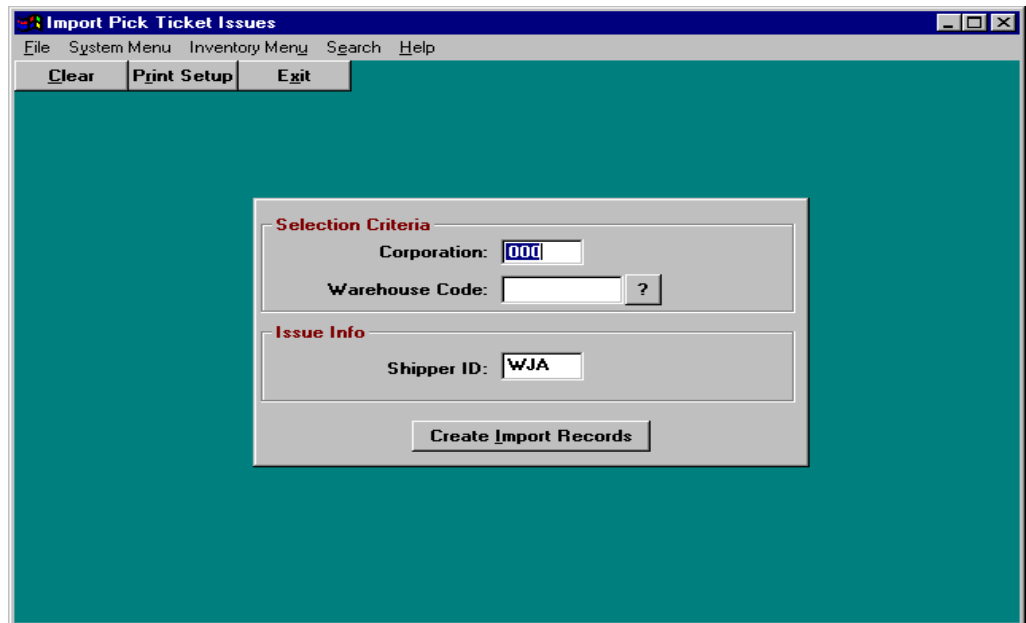
The above screen displays.

You must specify the Corporation Number and Warehouse Code of the item numbers to be issued and imported.

Enter the Shipper ID.

When ready to create the import records, select the **Create Import Records** button to begin processing.
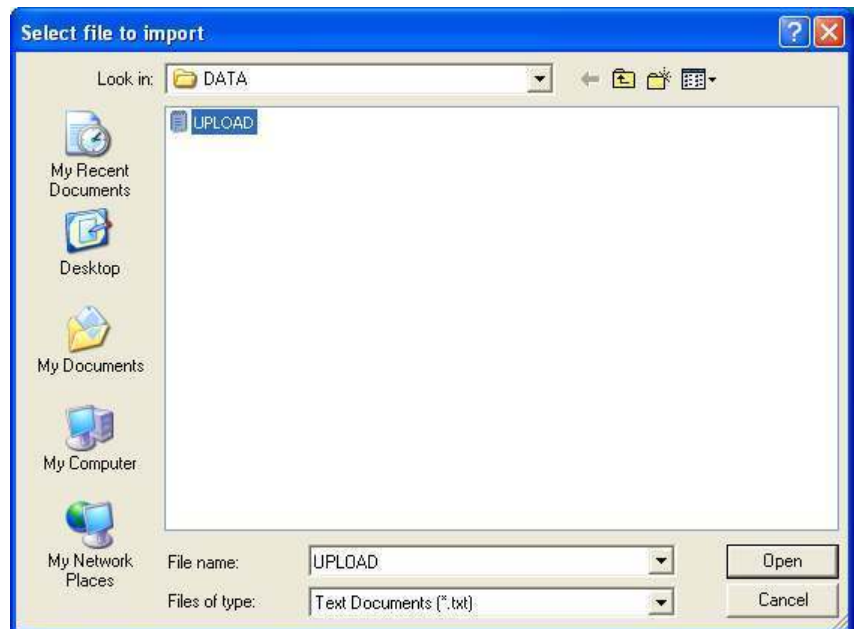
Browse to the location of the upload file, click on the upload file to highlight it, then press the Open button to select it.

While processing, multiple entries for any item will be totaled and the total will be issued to the stock requisitions being picked. If insufficient inventory has been picked and more than one requisition requested the item, the total picked will be prorated and divided among the requisitions.

If the Create Import Records process was unable to process any of the scanned data transactions, or if any of the inventory has to be prorated and divided among requisitions, PMX prints an exception/error report. The report displays the item number and quantity entered.

If the quantity has been prorated, import records are created with the prorated quantity.

A summary window will appear for the Create Import Records process. You can decide to begin the import process or to cancel the import process. A sample summary window follows.
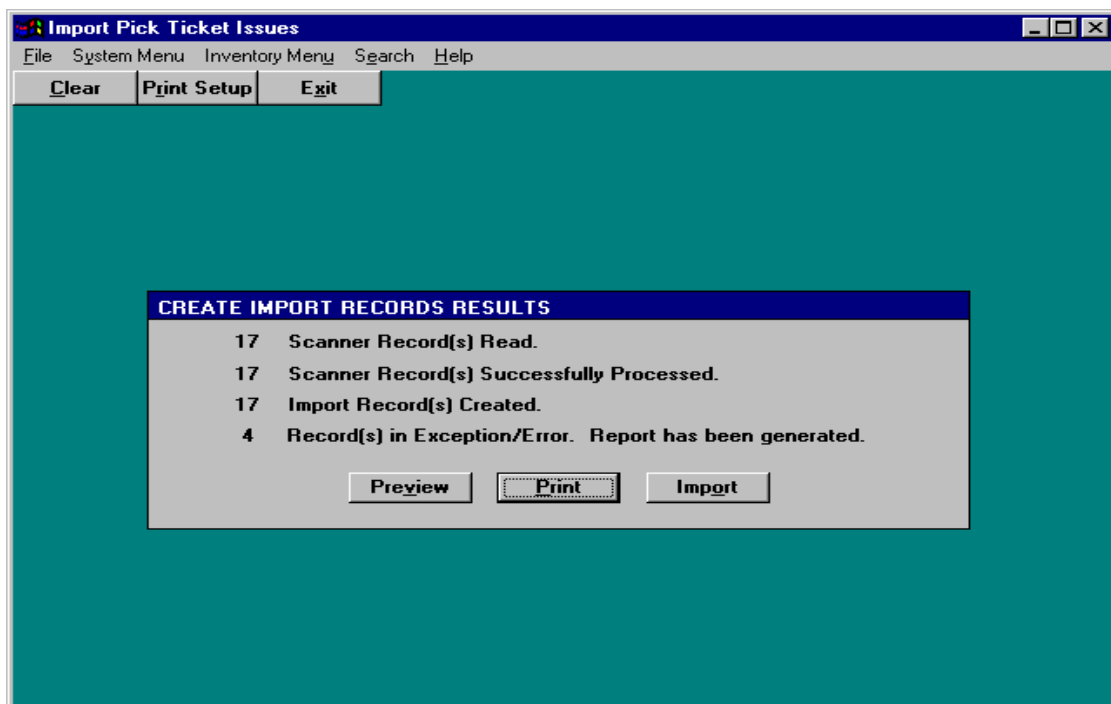
After choosing to begin the import process, PMX calls the Import to Upload Inventory Transactions function to process and apply the import records that have been created. This user must have security access to run the Import Inventory Transactions option under the Utilities Menu.

After the pick ticket issues have been imported, the corresponding stock requisition picking tickets are deleted. The Inventory Master will reflect new on-hand quantities. Stock requisitions will reflect the quantity issued.

A few "clean-up" steps may be performed to aid the next import of stock requisition pick tickets:

- Remove the upload file from the workstation.
- Perform the Erase File function on each Data Collection Terminal.

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10 - Email Interface

Overview

PMX has an optional feature, if purchased, to send email attachments of Purchase Orders or Requests For Quotations to your vendors instead of faxing them. This chapter describes configuration and use of this feature.

The PMX Email Interface feature requires your computer to be configured properly for electronic messaging. This configuration requires installing and configuring the proper operating system components.

Operating system and components to send/receive email messages must be set up using that provider's instructions. Software packages such as Microsoft Exchange or Outlook may be utilized to send emails from the PMX system.

Please note: The PMX Email Interface feature runs in conjunction with the email software installed on your desktop (such as Microsoft's Outlook, Lotus Notes, etc.). Your email system must be installed, configured and operational for PMX's Email Interface feature to work properly. PMX posts messages that need to be sent directly to the outgoing (SMTP) mail server.

Your email system must support SMTP message protocol to use PMX Email. In an Exchange server environment, the SMTP virtual server must be created under the SMTP connector.

Whichever of PMX's print format you use is the format that will be emailed (see the example at the end of the chapter). If you are printing a customized purchase order document, the Email module will send the email in that format.

PMX Corporation Email Configuration

Prior to sending emails, the outgoing mail server name (SMTP) must be configured for the corporation(s) using this feature. Please refer to chapter 8, section entitled "PMX Corporation Email Configuration" for detailed procedures.

PMX Employee Configuration

Each employee entering purchase orders and requests for quotation must have an email address configured. The steps below outline the requirements:

Choose the **Master Files** option from the PMX Master menu.

Choose the **Control File** option from the Master Files menu.

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

Choose the **Employee** option from the Control File menu

Corporation
1099 Code
Bank Code
Bill-To Code
Commodity Code Vendor
Employee
G/L Account Code
Global Dictionary
Item Number Translation
Job Number
P.O. Type
Project Number
Receiving Dept.
Ship-To Code
Special Text
System Information
Tax Code
Terms Code
Third Party ERP
U/M Translation
Vendor Group
Vendor Type

If you are running in a single-corporation environment the Corporation Number will come up automatically. If you are running in a multi-corporation environment you must enter the Corporation Number. Enter the Employee ID of the employee's record that you want to change. Press the **OK** button and the information from the employee record will display.

Enter the employee's email address in the **E-mail Address** field. The address can be up to 255 characters long.

Press the **Save** button to save the changes you have just made to the employee record. Enter the corporation number and employee ID of the next employee record that you need to change. Once you have changed all the necessary employee records, press **Exit**.

PMX Vendor Configuration

You must flag the vendor as an Email vendor and enter the Email address for that vendor. Please follow the steps outlined below.

Choose the **Master Files** option from the PMX Master menu.
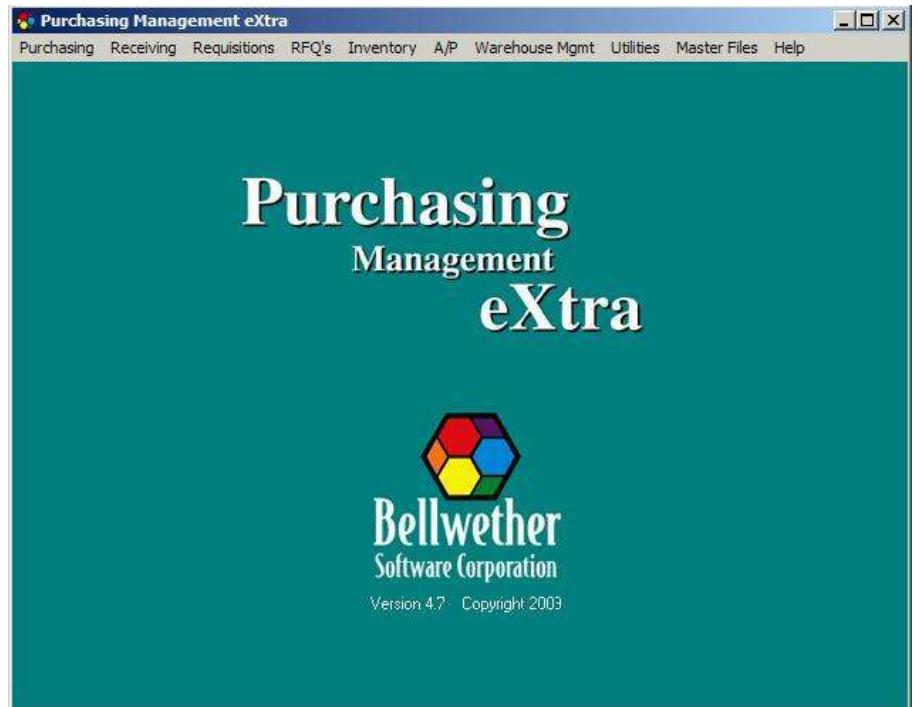
Choose the **Vendor File** option from the Master Files menu.
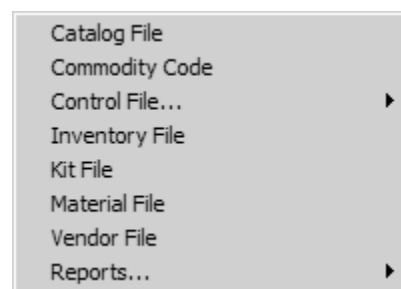
If you are running in a single-corporation environment the Corporation Number will come up automatically. If you are running in a multi-corporation environment you must enter the Corporation Number. Enter the Vendor Number of the vendor record that you want to change. Press the **OK** button and the information from the vendor record will display.

Flag the vendor as an email vendor by selecting the email button. The 'E-mail Default Choices for P.O. Update' window will appear. (See the screen displayed above). Select the option(s) that you wish the system to default to when you save a Purchase Order or add a vendor to a Request For Quotation. More than one option may be selected. After you have made your selection(s) press the **OK** button.

The 'E-mail Default Choices for P.O. Update' windows will disappear. Enter the vendor's email address. The address can be up to 50 characters long. The entry field will scroll to the right as you type.

Press the **Save** button to save the changes you have just made to the vendor record. Enter the corporation number and vendor number of the next vendor record that you need to change. Once you have changed all the necessary vendor records press **Exit**.

Using PMX Email

After the vendor records are configured you are ready to begin using the PMX Email Interface feature. When you save a Purchase Order or add a vendor to a Request For Quotation you will have a new option to send it as an email attachment.

In the example displayed below, the default options 'Update and Print' and 'Update and E-Mail' came in from the Vendor record when the **Save** button was pressed to save the Purchase Order. The default options can be overridden. In the example displayed below, the Purchase Order will print and be emailed to the vendor once the **OK** button is pressed.

In this example, the vendor will receive an email with the 'Subject' field containing 'P.O. 20913', an attachment named 'PO_20913.PDF' and the message 'Attached is purchase order number 20913 requiring your attention'.

Note: Request for Quotation attachments are named RFQ_XXX where XXX is the RFQ number.

Sending PMX Email

As soon as the purchase order or request for quotation is saved, the email is automatically sent.

PMX keeps a log of all vendor emails sent. Details about the email such as: sender, recipient, email addresses, date/time stamp, buyer ID, purchase order/request for quotation number and status are stored.

If an email processing error occurs, an error message is stored in the email log for the purchase order/request for quotation.

Please refer to the Troubleshooting section for details on error messages and techniques to track down problems.

Troubleshooting

If you think emails are not being sent or received:

1. Check the email address that was entered on the Vendor Master record.

2. Check the purchasing email log, using the procedures listed on the next page. Use the same procedures to check on requests for quotations; simply replace the reference purchase order number with the request for quotation number.

3. Check the error messages section for additional help, page 14.

Purchase Order Email Log

Select the **Purchasing** option from the PMX Master menu.
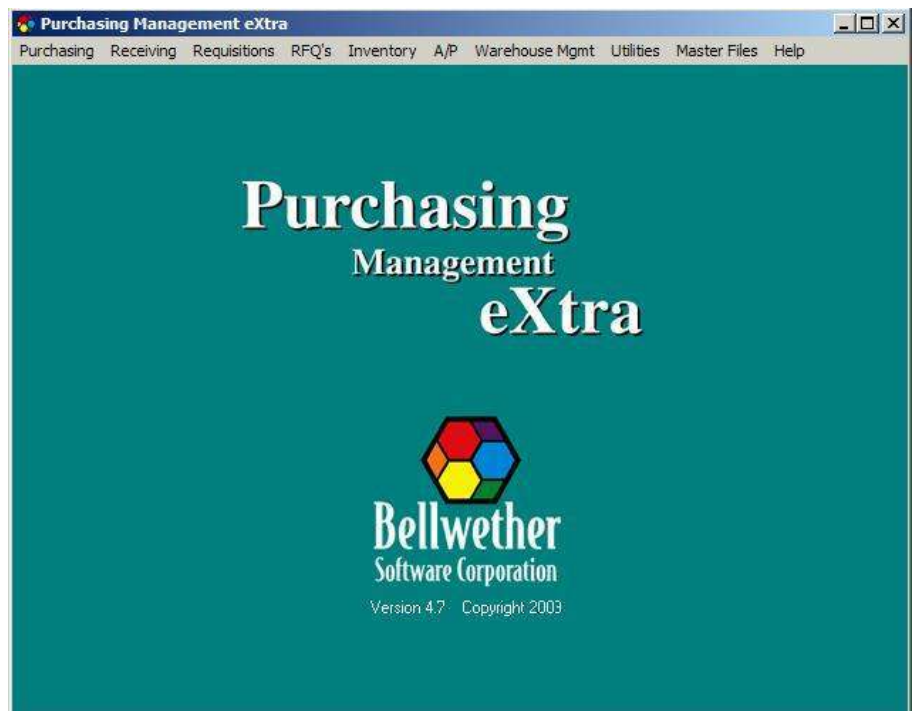
Select the **Review Email Log** option from the Purchasing menu.

The screen below is displayed. PMX logs each purchase order or request for quotation attempt. The top portion of the screen allows filtering of log contents to focus on emails by searching on one or a combination of the following:

- **Corporation**. Search by corporation if your PMX system is set up to support multiple corporations.
- **P.O. Number**. Search by a specific purchase order number.
- **Email From**. Search by email sender.
- **Buyer ID**. Search by buyer ID.
- **Status**. Search by status: All, Completed or Failed.
- **Email date**. Search by date email was issued. A date range may be supplied.
- **Vendor**. Search by Vendor Number.

Options available on the Purchase Order Email Log screen:

Option	Description
Addl Info	Use the additional info button to display additional email information, including error messages described in the following section.
Delete	Used to delete the highlighted log record.
Delete All	Used to delete all log records that meet the entered selection criteria.
Prev Page	Scrolls to previous page of log records that meet the entered selection criteria.
Next Page	Scrolls to next page of log records that meet the entered selection criteria.

Error Messages

Below is a list of some of the more common messages that may come out in the email log:

Message	Corrective Action
Email Server Name has not been entered on Corporation Record for Corporation XXX.	Go to the Corporation record and enter the email server name, as described in the "PMX Corporation Email Configuration" section of Chapter 8.
Email address has not been entered or it is invalid on Vendor Record for Vendor XXX.	The specified vendor does not have a valid email address listed in PMX. Go to the vendor record and enter a valid email address, as described in the "PMX Vendor Configuration" section of this chapter.
Email address has not been entered or it is invalid on employee record for XXX.	The employee who entered the purchase order/request for quotation does not have a valid email address listed in PMX. Enter employee's valid email address as described in the "PMX Employee Configuration" section of this chapter.
Cannot connect to SMTP server: XXX. SEE msg is: XXX.	Check Email Server Name and SMTP Authentication Info entries on the Corporation Control record for correctness. Refer to the "PMX Corporation Email Configuration" section of Chapter 8. In an Exchange server environment, the SMTP virtual server must be created under the SMTP connector. Most email servers require only the user name (not entire email address) as the authentication User ID.

Cannot send email. SEE msg is: XXX.	PMX experienced a problem after connecting with the SMTP server. Authentication may be required. Check to make sure the SMTP Authentication Info entry fields are filled on the Corporation Control record. Refer to the "PMX Corporation Email Configuration" section of Chapter 8.

Sample Email Document

A sample document, in the PMX demo format, is shown below.

Bellwether
Software Corporation

REQUEST FOR QUOTE

THIS NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING AND PACKAGES

No.   FAX-RFQ3

DATE: 09/17/01
PAGE: 1
REPLY BY: 12/12/00

VENDOR NO. A0000

VENDOR: XYZ CORPORATION
2225 NEW CASTLE ROAD
SUITE 6F
LOUISVILLE KY 40222

REPLY TO: MAIN WAREHOUSE
DEMO CORPORATION
1212 PRESTON HIGHWAY
LOUISVILLE KY 40222

Ship Via	F.O.B	Prepaid Freig	Requisition	Vendor Contact & Pho
LOUISVILLE	UPS RED			JAMES SMITH

Buyer	Delivery Dat	Terms	G/L Account N	Job Numbe	Project Numbe
BILL ANDERSON	12/12/00	5.00/10-N30			

Line	Quantity	U/M	Item Number/Description	Unit Price	Amount	Tax
1	40	EA	AB-1789 U-BOLT FLOOR MOUNT G/L ACCT: 024001			Y

TOTAL

AUTHORIZED SIGNATURE

Purchasing Management eXtra
User's Guide

11 - Exports

Overview

PMX may be configured to automatically export information about Purchase Orders, Receipts or Inventory Transactions whenever changes are made to these files (add, change, delete, void, etc.). Refer to the Additional Corporation Info - 1 section in chapter 2 of this manual to enable or disable the export features discussed in this chapter.

This export functionality allows you to export data from PMX to another system. The export options allow for an electronic interface so that you don't have to manually enter data from PMX into another system.   The system receiving this information must accept the data in the format outlined in this chapter, and as necessary, convert it to the format that system expects.

Export Purchase Orders

This export program extracts purchase order information for notification to another system. An exported file is created by PMX when the Corporation Control File option for P.O. Export is turned on. A record is created any time a P.O. line is updated (added, changed, deleted or voided).

The Exported Purchase Orders File name is EXPPO.DAT and it is stored in the same directory as the other PMX data files.

PMX either adds export records to an existing file or creates a new one if it does not already exist. It is up to the user to delete the export file from the PMX data directory once it has been transferred to the other system.

Exported Purchase Order File Format

The Export Purchase Order File must be formatted as follows:

Position	Length	Format	Field
1-3	3	Numeric	Corporation Links the purchase order to a corporation.
4-12	9	Alphanumeric	Purchase Order Number Field is right justified.
13-15	3	Numeric	Blanket Release Document Number For Blanket Release documents, this field contains the number associated with which release against the Blanket P.O. it is on (001 for 1st, 002 for 2nd, etc). For all other documents this field contains zeros.
16-18	3	Numeric	Blanket Release Line Number For Blanket Release documents, line number is sequentially assigned by PMX for each line on the release document. For all other documents this field contains zeros.
19-21	3	Numeric	P.O. Line Number For Blanket Release documents, this field contains the line number on the Blanket the release is against. For all other documents, line number is sequentially assigned by PMX for each line on the document.
22-24	3	Numeric	Blanket Line Release Number For Blanket Release documents, this field contains the number associated with which release against the Blanket line it is on (001 for 1st, 002 for 2nd, etc.).

			For all other documents this field contains zeros.
25-34	10	Alphanumeric	Vendor Number Unique number or code identifying the vendor from whom the material is ordered.
35-64	30	Alphanumeric	Vendor Name The official vendor name stored in the PMX Vendor Information record.
65-67	3	Alphanumeric	Buyer ID A unique code used to link the buyer for the P.O. Line to the employee file.
68-79	12	Alphanumeric	Buyer Name Contains the P.O. Buyer Name.
80-94	15	Alphanumeric	Item Number The unique number or code which is used to identify material ordered.
95-98	4	Alphanumeric	P.O. Type The user-defined field used to classify P.O.s into groups.
99-103	5	Alphanumeric	Commodity Code The user-defined code which represents a general category or group of material items.
104-133	30	Alphanumeric	Material Description The first 30 positions of text that describes material ordered.
134-143	10	Numeric	Original Quantity Ordered Formatted 9(6)V9(4) Decimal is implied between the sixth and seventh digits. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add**: Contains Zero. **Change, Delete, or Void**: Contains the quantity ordered at the time the P.O. line was last saved, prior to this action.
144	1	Alphanumeric	Original Quantity Ordered Sign Contents will vary based on ORIGINAL QUANTITY ORDERED. • Contains "+" when ORIGINAL QUANTITY ORDERED value is zero or greater. • Contains "-" when ORIGINAL QUANTITY ORDERED value is less than zero.
145-154	10	Numeric	Quantity Ordered Formatted 9(6)V9(4) Decimal is implied between the sixth and seventh digits. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add or Change**: Contains the quantity ordered at the time the P.O. line was saved. **Delete or Void**: Contains the quantity ordered at the time the P.O. line was last saved, prior to this action.

155	1	Alphanumeric	Quantity Ordered Sign Contents will vary depending on QUANTITY ORDERED. ● Contains "+" when QUANTITY ORDERED value is zero or greater. ● Contains "-" when QUANTITY ORDERED value is less than zero.
156-165	10	Numeric	Quantity Received Formatted 9(6)V9(4) Decimal is implied between the sixth and seventh digits. Contains the total quantity received for the P.O. Line.
166	1	Alphanumeric	Quantity Received Sign Contents will vary depending on QUANTITY RECEIVED. ● Contains "+" when QUANTITY RECEIVED value is zero or greater. ● Contains "-" when QUANTITY RECEIVED value is less than zero.
167-169	3	Alphanumeric	Original Unit of Measure Refers to either a user-defined or standard measurement. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add**: Not filled, contains spaces. **Change, Delete, or Void**: Contains the unit of measure code at the time the P.O. line was last saved, prior to this action.
170-172	3	Alphanumeric	Unit of Measure Refers to either a user-defined or standard measurement. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add or Change**: Contains the unit of measure code at the time the P.O. line was saved. **Delete or Void**: Contains the unit of measure code at the time the P.O. line was last saved, prior to this action.
173-183	11	Numeric	Unit Price Formatted 9(7)V9(4) Decimal is implied between the seventh and eighth digits.
184	1	Alphanumeric	Unit Price Sign Contents will vary based on the value of UNIT PRICE. ● Contains "+" when UNIT PRICE value is zero or greater. ● Contains "-" when UNIT PRICE value is less than zero.
185-195	11	Numeric	Extended Amount Formatted 9(9)V9(2) Decimal is implied between the ninth and tenth digits. Contains the extended amount for the P.O. line. PMX calculates automatically.
196	1	Alphanumeric	Extended Amount Sign Contents will vary depending on the value of EXTENDED AMOUNT. ● Contains "+" when EXTENDED AMOUNT value is zero or greater. ● Contains "-" when EXTENDED AMOUNT value is less than zero.

197-200	4	Numeric	P.O. Line Discount Percent Formatted 9(2)V9(2) Decimal is implied between the second and third digits. Percentage to be used when calculating the applicable discount for the P.O. line. *Note*: P.O. Line Discount Percent and P.O. Line Discount Amount are mutually exclusive fields. When one is populated, the other should be zeros.
201-207	7	Numeric	P.O. Line Discount Amount Formatted 9(5)V9(2) Decimal is implied between the fifth and sixth digits. The actual discount amount for the P.O. line. *Note*: P.O. Line Discount Percent and P.O. Line Discount Amount are mutually exclusive fields. When one is populated, the other should be zeros.
208	1	Alphanumeric	P.O. Line Discount Amount Sign Contents will vary based on the value of P.O. LINE DISCOUNT AMOUNT. • Contains "+" when PO LINE DISCOUNT AMOUNT value is zero or greater. • Contains "-" when PO LINE DISCOUNT AMOUNT value is less than zero.
209-216	8	Numeric	Delivery Date Formatted: CCYYMMDD Original entry for expected delivery date.
217-224	8	Numeric	Revised Delivery Date Formatted: CCYYMMDD Contains the Last entry for delivery date. If no changes were made to the expected delivery date, this field contains the same value as DELIVERY DATE.
225-244	20	Alphanumeric	Distribution Account Contains the General Ledger account code this P.O. line is charged against.
245-256	12	Alphanumeric	Requisitioner Name Contains the Requisitioner Name on the P.O. line.
257-259	3	Alphanumeric	Requistioner ID Unique code linking the requistioner on the P.O. line to the Employee file.
260-274	15	Alphanumeric	Vendor's Item Number Item Number the Vendor uses to reference the material ordered.
275	1	Alphanumeric	Inspection Required Identifies if inspection notice is required prior to closing the purchase order. Y = Inspection notice is required. N = Inspection notice is not required.

276-278	3	Alphanumeric	Expeditor ID Unique code linking the Expeditor on the P.O. line to the Employee file.
279-290	12	Alphanumeric	Expeditor Name Contains the Expeditor Name on the P.O. line.
291-297	7	Alphanumeric	Routing Code User-defined field which is used to specify where an item is to be routed upon delivery.
298-303	6	Alphanumeric	Inspect Code User-defined code representing a specific inspection procedure for the P.O. line.
304	1	Numeric	Priority Code User-defined code used to classify ordered item's priority.
305	1	Alphanumeric	Receipt Required Identifies if a receipt is required to close the P.O. line. Y = Receipt is required. N = Receipt is not required.
306-311	6	Alphanumeric	Accounting Period Formatted: MMCCYY Represents the proper accounting period to expense the material.
312	1	Alphanumeric	Taxable Indicates tax status of material on P.O. line. Y = Item is taxable. N = Item is not taxable.
313	1	Alphanumeric	Override Matching Variance Limits Identifies policy for accepting over/under shipments for this line. Used in conjunction with Variance Limits set up in Material Master and Corporation records. Y = Under/over shipments for this line will not be accepted. N = The Variance Limits parameters will be used to determine acceptable under/over shipments.
314-321	8	Numeric	P.O. Line Closed Date Formatted: CCYYMMDD Represents the date on which the last of the material was received for the line, closing the P.O. Line.
322	1	Numeric	P.O. Class PMX internal code used to distinguish class of P.O. Valid values: 1 = Standard P.O. 3 = Blanket P.O. or Blanket Release
323	1	Alphanumeric	Can Be Prepaid Y = Line can be invoiced before receipt N = Line cannot be invoiced before receipt
324-331	8	Numeric	P.O. Date

			Formatted: CCYYMMDD
			Represents the date the P.O. was entered into the PMX system.
332-342	11	Numeric	Blanket Line Accumulated Release Amount Formatted: 9(9)V9(2) Decimal is implied between ninth and tenth digits. For Blanket documents, this field contains the accumulated dollar amount ordered (via releases) against this Blanket line. For all other documents this field contains zero.
343	1	Alphanumeric	Blanket Line Accumulated Release Amount Sign Contents will vary based on the value of BLANKET LINE ACCUMULATED RELEASE AMOUNT. • Contains "+" when BLANKET LINE ACCUMULATED RELEASE AMOUNT value is zero or greater. • Contains "-" when BLANKET LINE ACCUMULATED RELEASE AMOUNT value is less than zero.
344-346	3	Numeric	Blanket Line Last Release Number For Blanket and Blanket Release documents, this field contains the number of the last release issued against the blanket line. For Standard P.O.'s this field contains zeros.
347-354	8	Numeric	Date Last Revised Formatted: CCYYMMDD Contains the date the P.O. Line was last modified.
355-362	8	Numeric	Blanket Release Date Formatted: CCYYMMDD For Blanket Release documents, this field contains the date the Blanket Release was first created. For all other documents this field contains zeros.
363-369	7	Alphanumeric	Ship To Code User-defined code which references the ship to name and address for the P.O. Line.
370-377	8	Numeric	Blanket Expiration Date Formatted: CCYYMMDD For Blanket and Blanket Release documents, this field contains the date after which you cannot issue a release against the Blanket. For Standard P.O.s this field contains zeros.
378-384	7	Alphanumeric	Job Number User-defined code which charges a P.O. Line to a particular job number.
385-395	11	Numeric	Invoice Amount Formatted: 9(9)V9(2) Decimal is implied between ninth and tenth digits. Total dollar amount invoiced for this P.O. Line.
396	1	Alphanumeric	Invoice Sign

			Contents will vary based on the value of INVOICE AMOUNT. • Contains "+" when INVOICE AMOUNT value is zero or greater. • Contains "-" when INVOICE AMOUNT value is less than zero.
397-407	11	Numeric	Invoice Quantity Formatted: 9(7)V9(4) Decimal is implied between seventh and eighth digits. Contains the total quantity invoiced for this P.O. Line.
408	1	Alphanumeric	Invoice Quantity Sign Contents will vary based on the value of INVOICE QUANTITY. • Contains "+" when INVOICE QUANTITY value is zero or greater. • Contains "-" when INVOICE QUANTITY value is less than zero.
409-418	10	Alphanumeric	Project Number User-defined code which charges a P.O. Line to a particular project.
419-422	4	Alphanumeric	Tax Code User-defined code representing a tax percentage to be used when calculating taxable amount on a taxable P.O. Line.
423-426	4	Numeric	Tax Percent Formatted: 9(2)V(2) Decimal is implied between second and third digits. Tax Percentage to be used when calculating tax amount on a taxable P.O. Line.
427-430	4	Alphanumeric	Tax Code 2 User-defined code representing an additional tax percentage to be used when calculating taxable amount on a taxable P.O. Line.
431-434	4	Numeric	Tax Percent 2 Formatted: 9(2)V(2) Decimal is implied between second and third digits. Additional Tax Percentage to be used when calculating tax amount on a taxable P.O. Line.

Please Note: Positions 435-534 contain information from the P.O. Header record associated with this P.O. Line record.

435-437	3	Numeric	P.O. Change Number Number of times the P.O. has been amended.
438-440	3	Alphanumeric	P.O. Bill To Code User-defined code which references the bill to name and address for the P.O.
441-459	19	Alphanumeric	Vendor Contact Name Name of the contact person at the vendor's site.
460-477	18	Alphanumeric	P.O. Ship Via Method of shipment used for the P.O.
478-492	15	Alphanumeric	P.O. FOB Point FOB Point for the P.O.
493-495	3	Alphanumeric	P.O. Prepaid Freight

			Contents will vary based on freight charges associated with the P.O.
			DST = Included in price
			Y = Prepaid by vendor
			N = 3rd Party Carrier
			Blank = No freight charges
496-503	8	Numeric	P.O. Freight Amount Formatted: 9(6)V9(2) Decimal is implied between the sixth and seventh digits. This is the estimated freight for the entire P.O.
504	1	Alphanumeric	P.O. Freight Amount Sign Contents will vary based on the value of P.O.FREIGHT AMOUNT. ● Contains "+" when P.O.FREIGHT AMOUNT value is zero or greater. ● Contains "-" when P.O.FREIGHT AMOUNT value is less than zero.
505-514	10	Alphanumeric	P.O. Free-form Payment Terms Description of payment terms for the P.O. P.O. FREE-FORM PAYMENT TERMS and P.O. TERMS CODE are mutually exclusive fields. When one of these fields is entered, the other is not filled.
515-517	3	Alphanumeric	P.O. Terms Code User-defined code which references P.O. payment terms information. Used to calculate discount and net payments. P.O. FREE-FORM TERMS and P.O. TERMS CODE are mutually exclusive fields. When one of these fields is entered, the other is not filled.
518-524	7	Numeric	P.O. Discount Amount Discount amount entered for the entire P.O.
525	1	Alphanumeric	P.O. Discount Amount Sign Contents will vary based on the value of P.O. DISCOUNT AMOUNT. ● Contains "+" when P.O. DISCOUNT AMOUNT value is zero or greater. ● Contains "-" when P.O. DISCOUNT AMOUNT value is less than zero.
526-532	7	Alphanumeric	P.O. Ship To Code User-defined code which references the ship to name and address for the P.O.
533	1	Alphanumeric	P.O. Acknowledgement Required Specifies whether an "Acknowledgement Required" message prints on the purchase order document. Y = Print message on purchase order N = Do not print message on purchase order
534	1	Numeric	P.O. Separate Handling Allows a P.O. to be separated into a "set" of all P.O.s issued to this vendor. Optional field. Valid values are 1 through 9.
535	12	Alphanumeric	Master Agreement Number This field is provided for user reference purposes only.
547	1	Alphanumeric	Export Passed Indicator PMX always loads "N" at the time the export record is created. You

			can have your transfer process change the value of this field to indicate that the record has been passed. You may want to do this if you choose not to delete the export file from the PMX data directory every time you transfer data.
548	1	Alphanumeric	Export Action Code A = P.O. Line was added to the system. C = P.O. Line was changed D = P.O. Line was deleted from the system V = P.O. Line was voided
549-556	8	Numeric	Export Date Stamp Formatted: CCYYMMDD Date record was created.
557-562	6	Numeric	Export Time Stamp Formatted: HHMMSS Time of day export record was created.

Export Receipts

This export program extracts receipt information for notification to another system. An exported file is created by PMX when the Corporation Control File option for Receipt Export is turned on. A record is created any time a Receipt is updated (added, changed or deleted).

The Exported Receipts File name is EXPREC.DAT and it is stored in the same directory as the other PMX data files.

PMX either adds export records to an existing file or creates a new one if it does not already exist. It is up to the user to delete the export file from the PMX data directory once it has been transferred to the other system.

Exported Receipts File Format

The Export Purchase Order File must be formatted as follows:

Position	Length	Format	Field
1-3	3	Numeric	Corporation Links the receipt to a corporation.
4-12	9	Alphanumeric	Purchase Order Number Field is right justified.
13-15	3	Numeric	Blanket Release Document Number For a receipt on a Blanket Release, this field contains the number associated with which release against the Blanket P.O. it is on (001 for 1st, 002 for 2nd, etc.). For all other receipts this field contains zeros.
16-18	3	Numeric	Blanket Release Line Number For a receipt on a Blanket Release, line number is sequentially assigned by PMX for each line on the release document. For all other receipts this field contains zeros.
19-21	3	Numeric	P.O. Line Number For a receipt on a Blanket Release, this field contains the line number on the Blanket the release is against. For all other receipts, line number is sequentially assigned by PMX for each line on the purchase order.
22-24	3	Numeric	Blanket Line Release Number For a receipt on a Blanket Release, this field contains the number associated with which release against the Blanket line it is on (001 for 1st, 002 for 2nd, etc.).

				For all other receipts this field contains zeros.
25-31	7	Alphanumeric		Receipt Number Receipt Number is sequentially assigned by PMX for each receipt on the purchase order line.
32-46	15	Alphanumeric		Item Number The unique number or code which is used to identify material received.
47-54	8	Numeric		Receipt Date Formatted: CCYYMMDD Date entered during the receiving process.
55-57	3	Alphanumeric		Receiver ID Unique code linking the person responsible for receiving this shipment of material to the Employee file.
58-69	12	Alphanumeric		Packing Slip Number Optional field containing the packing slip number associated with this receipt.
70-72	3	Alphanumeric		Receipt Unit of Measure Refers to either a user-defined or standard measurement.
73-82	10	Numeric		Original Quantity Accepted Formatted 9(6)V9(4) Decimal is implied between the sixth and seventh digits. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add**: Contains Zero. **Change or Delete**: Contains the quantity accepted at the time the receipt line was last saved, prior to this action.
83	1	Alphanumeric		Original Quantity Accepted Sign Contents will vary based on ORIGINAL QUANTITY ACCEPTED. ● Contains "+" when ORIGINAL QUANTITY ACCEPTED value is zero or greater. ● Contains "-" when ORIGINAL QUANTITY ACCEPTED value is less than zero.
84-93	10	Numeric		Quantity Accepted Formatted 9(6)V9(4) Decimal is implied between the sixth and seventh digits. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add or Change**: Contains the quantity accepted at the time the receipt line was saved. **Delete**: Contains the quantity accepted at the time the receipt line was last saved, prior to this action.
94	1	Alphanumeric		Quantity Accepted Sign Contents will vary depending on QUANTITY ACCEPTED. ● Contains "+" when QUANTITY ACCEPTED value is zero or greater. ● Contains "-" when QUANTITY ACCEPTED value is less than zero.
95-104	10	Numeric		Original Quantity Rejected

			Formatted 9(6)V9(4) Decimal is implied between the sixth and seventh digits. Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add**: Contains zero. **Change or Delete**: Contains the quantity rejected at the time the receipt line was last saved, prior to this action.
105	1	Alphanumeric	Original Quantity Rejected Sign Contents will vary depending on ORIGINAL QUANTITY REJECTED. ● Contains "+" when ORIGINAL QUANTITY REJECTED value is zero or greater. ● Contains "-" when ORIGINAL QUANTITY REJECTED value is less than zero.
106-115	10	Numeric	Quantity Rejected Contents will vary depending on the EXPORT ACTION CODE in the export record. **Add or Change**: Contains the quantity rejected at the time the receipt line was saved. **Delete**: Contains the quantity rejected at the time the receipt line was last saved, prior to this action.
116	1	Alphanumeric	Quantity Rejected Sign Contents will vary depending on QUANTITY REJECTED. ● Contains "+" when QUANTITY REJECTED value is zero or greater. ● Contains "-" when QUANTITY REJECTED value is less than zero.
117-122	6	Numeric	Voucher Number Unique number representing a Voucher that was entered for an invoiced receipt.
123-125	3	Numeric	Invoice P.O. Line Number P.O. Line Number for an invoiced receipt.
126-145	20	Alphanumeric	Carrier Name Not currently used.
146-165	20	Alphanumeric	Freight Bill Not currently used.
166-195	30	Alphanumeric	Notes - Not currently used.
196	1	Alphanumeric	Export Passed Indicator PMX always loads "N" at the time the export record is created. You can have your transfer process change the value of this field to indicate that the record has been passed. You may want to do this if you choose not to delete the export file from the PMX data directory every time you transfer data.
197	1	Alphanumeric	Complete or Partial Indicator C = Receipt line is complete P = Receipt line is partially received

Please Note: Positions 198-248 contain information taken from the P.O. Line record associated with this receipt record.

198-207	10	Alphanumeric	P.O. Line Vendor Number Unique number or code which is used to identify the vendor from whom the material was ordered.
208-214	7	Alphanumeric	P.O. Line Ship To Code User-defined code which references the ship to name and address.
215-224	10	Alphanumeric	P.O. Line Project Number User-defined code which charges a P.O. line to a particular project.
225-231	7	Alphanumeric	P.O. Line Job Number User-defined code which charges a P.O. line to a particular Job Number.
232-242	11	Numeric	P.O. Line Unit Price Formatted: 9(7)V9(4) Decimal is implied between the seventh and eighth digit.
243	1	Alphanumeric	P.O. Line Unit Price Sign Contents will vary depending on P.O. LINE UNIT PRICE. ● Contains "+" when P.O. LINE UNIT PRICE value is zero or greater. ● Contains "-" when P.O. LINE UNIT PRICE value is less than zero.
244-248	5	Alphanumeric	Commodity Code The user-defined code which represents a general category or group of material items.
249	1	Alphanumeric	Export Action Code A = Receipt line was added C = Receipt line was changed D = Receipt line was deleted
250-257	8	Numeric	Export Date Stamp Formatted: CCYYMMDD Date export record was created.
258-263	6	Numeric	Export Time Stamp Formatted: HHMMSS Time of day export record was created.

Export Inventory Transactions

This export program extracts inventory transaction information for notification to another system. An exported file is created by PMX when the Corporation Control File option for Transaction Export is turned on. A record is created any time an inventory transaction occurs.

The Exported Inventory Transaction File name is EXPISS.DAT and it is stored in the same directory as the other PMX data files.

PMX either adds export records to an existing file or creates a new one if it does not already exist. It is up to the user to delete the export file from the PMX data directory once it has been transferred to the other system.

Exported Inventory Transaction File Format

The Export Inventory Transaction File must be formatted as follows:

Position	Length	Format	Field
1-3	3	Numeric	Corporation Links the inventory transaction to a corporation.
4-10	7	Alphanumeric	Ship to Warehouse For transactions created in the Inventory transaction, Kit transaction and PO Receipt processes this is the warehouse in which the transaction took place. For Warehouse Transfer Out transactions this is the warehouse the material was transferred from. For Warehouse Transfer In transactions this is the warehouse the material was transferred to. If the transaction was generated in the Warehouse Order Shipping process this is the Ship-from Warehouse. If the transaction was generated in the Warehouse Order Receiving process this is the Ship-to Warehouse.
11-19	9	Alphanumeric	Warehouse Order Number Field is right justified. If the transaction was generated in the Warehouse Order module, this field contains the Warehouse Order Number. In all other instances this field is blank.
20-28	9	Numeric	Session Number

			Sequentially assigned by PMX. Used to group inventory transactions. Once a session has been saved, you can only generate adjustments to existing transactions in that session.
29-31	3	Numeric	Line Number Sequentially assigned by PMX for each line within the session.
32-51	20	Alphanumeric	Serial Number If the item is flagged for serial number tracking this field contains the serial number for the item involved in the transaction. In all other instances this field is blank.
52-66	15	Alphanumeric	Item Number The unique number or code which is used to identify the material involved in the transaction. On the Kit transaction itself this field is blank. An additional transaction record is generated for every item in the kit. These transactions will have the item number filled in.
67	1	Alphanumeric	Action Code I = Issue R = Return A = Adjustment T = Receipt X = Warehouse Transfer Out Y = Warehouse Transfer In
68-75	8	Numeric	Inventory Transaction Date Formatted: CCYYMMDD Represents the date the transaction occurred.
76-83	3	Alphanumeric	Shipper ID A unique code used to link the shipper entered on the transaction to the employee file.
84-88	5	Alphanumeric	Commodity Code The user-defined code which represents a general category or group of material items.
89-94	3	Alphanumeric	Stock Unit of Measure Refers to either the user-defined or standard measurement in which the material is stocked.
95-99	13	Numeric	Quantity Formatted: 9(9)V9(4) Decimal is implied between the tenth and eleventh digits.
100	1	Alphanumeric	Quantity Sign Contents will vary depending on QUANTITY. ● Contains "+" when QUANTITY value is zero or greater. ● Contains "-" when QUANTITY value is less than zero.
101-110	10	Alphanumeric	Receiving Department Generally used in Issue and Return transactions to indicate the department the material is issued to or being returned from.
111-117	7	Alphanumeric	Job Number

			User-defined code which charges a transaction to a particular Job Number.
118-129	12	Alphanumeric	Consumer Generally used to describe the end-user of the material.
130-149	20	Alphanumeric	Distribution Account Contains the General Ledger account code this transaction is charged against.
150-156	7	Alphanumeric	Transfer Warehouse For Warehouse Transfer Out transactions this is the warehouse the material was transferred to. For Warehouse Transfer In transactions this is the warehouse the material was transferred from. If the transaction was generated in the Warehouse Order Shipping process this is the Ship-to Warehouse. In all other instances this field is blank.
157-169	13	Numeric	Standard Unit Cost Formatted 9(9)V9(4) Decimal is implied between the seventh and eighth digits. The Standard Unit cost that was on the Inventory Master file record at the time the transaction was created.
170	1	Alphanumeric	Standard Unit Cost Sign Contents will vary depending on STANDARD UNIT COST. ● Contains "+" when STANDARD UNIT COST value is zero or greater. ● Contains "-" when STANDARD UNIT COST value is less than zero.
171-183	13	Numeric	Current Unit Cost Formatted: 9(9)V9(4) Decimal is implied between the seventh and eighth digits. The Current Unit Cost that was on the Inventory Master file record at the time the transaction was created.
184	1	Alphanumeric	Current Unit Cost Sign Contents will vary depending on CURRENT UNIT COST. ● Contains "+" when CURRENT UNIT COST value is zero or greater. ● Contains "-" when CURRENT UNIT COST value is less than zero.
185-197	13	Numeric	Average Unit Cost Formatted: 9(9)V9(4) Decimal is implied between the seventh and eighth digits. The Average Unit Cost that was on the Inventory Master file record at the time the transaction was created.
198	1	Alphanumeric	Average Unit Cost Sign Contents will vary depending on AVERAGE UNIT COST. ● Contains "+" when AVERAGE UNIT COST value is zero or greater.

			• Contains "-" when AVERAGE UNIT COST value is less than zero.
199-213	15	Alphanumeric	Kit Number The unique number or code which is used to identify the kit involved in the transaction. On the Kit transaction itself and the additional transaction records generated for every item in the kit, this field contains the kit number. In all other instances this field is blank.

Please Note: Positions 214-259 contain the key information used to link the inventory transaction generated in the P.O. receipt process to the P.O. Receipt record. These fields will contain blanks or zeros for all other inventory transactions.

214-216	3	Numeric	P.O. Receiving Corporation Number
217-225	9	Alphanumeric	P.O. Receiving P.O. Number Field is right justified.
226-228	3	Numeric	P.O. Receiving Release Document Number
229-231	3	Numeric	P.O. Receiving Release Line Number
232-234	3	Numeric	P.O. Receiving Line Number
235-237	3	Numeric	P.O. Receiving Release Number
238-244	7	Numeric	P.O. Receiving Receipt Number
245-259	15	Alphanumeric	Asset Tag Number Another number that can be used, in addition to the serial number, to track a material in inventory.

Please Note: Positions 260-274 are only filled for issue transactions generated in the Warehouse Order (WO) Shipping process. These fields will contain blanks or zeros for all other inventory transactions.

260-262	3	Numeric	W.O. Shipping Corporation
263-271	9	Alphanumeric	W.O. Shipping W.O. Number Field is right justified.
272-274	3	Numeric	W.O. Shipping W.O. Line Number

Please Note: Positions 275-289 are only filled for transactions generated for Stock Requisitions. These fields will contain blanks or zeros for all other inventory transactions.

275-277	3	Numeric	Stock Requisition Corporation Number
278-286	9	Alphanumeric	Stock Requisition Number Field is right justified.
287-289	3	Numeric	Stock Requisition Line Number

Please Note: Positions 290-306 are only filled for issue transactions generated in the Warehouse Order (WO) Shipping process and transactions generated for Stock Requisitions. These fields will

contain blanks or zeros for all other inventory transactions.

290-302	13	Numeric	Back Order Quantity Formatted: 9(9)V9(4) Decimal is implied between ninth and tenth digits. This field contains the quantity left on-order when you are not able to ship the entire quantity requested on a Warehouse Order, or issue the entire quantity requested on a Stock Requisition.
303	1	Alphanumeric	Back Order Quantity Sign Contents will vary depending on BACK ORDER QUANTITY. ● Contains "+" when BACK ORDER QUANTITY value is zero or greater. ● Contains "-" when BACK ORDER QUANTITY value is less than zero.
304-306	3	Alphanumeric	Back Order Quantity Unit Of Measure This field contains the user-defined or standard measurement in which the material has been back ordered.

Please Note: Positions 307-337 contain the key information used to link the inventory transaction generated in the Warehouse Order (WO) Receiving process to the Warehouse Order (WO) Receipt record. These fields will contain blanks or zeros for all other inventory transactions.

307-309	3	Numeric	W.O. Receiving Corporation Number
310-318	9	Alphanumeric	W.O. Receiving W.O. Number Field is right justified.
319-321	3	Numeric	W.O. Receiving Release Document Number
322-324	3	Numeric	W.O. Receiving Release Line Number
325-327	3	Numeric	W.O. Receiving Line Number
328-330	3	Numeric	W.O. Receiving Release Number
331-337	7	Numeric	W.O. Receiving Receipt Number
338-345	8	Alphanumeric	Misc. This is a user-defined field.
346	1	Alphanumeric	Export Passed Indicator PMX always loads "N" at the time the export record is created. You can have your transfer process change the value of this field to indicate that the record has been passed. You may want to do this if you choose not to delete the export file from the PMX data directory every time you transfer data.
347	1	Alphanumeric	Export Action Code A = Added record Because PMX requires an audit trail when dealing with inventory you cannot change or delete an inventory transaction. You can only create an adjustment transaction to reverse the affect of a previous transaction. Therefore, all inventory transactions are new records (add action code).
348-355	8	Numeric	Export Date Stamp

			Formatted: CCYYMMDD Date export record was created.
356-361	6	Numeric	Export Time Stamp Formatted: HHMMSS Time of day export record was created.