Data Conversion

User Guide

Version 6.00

Fourth Generation is constantly making improvements to the product, some of which involve changes to the tables. Please email support@fitrix.com to get the latest table layouts and/or Data Conversion Guide.

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INITIAL DATA SET UP

The data conversion validation program checks to make sure the data that has been loaded into the tables is valid.

For example, a customer has payment terms of Net 30 days and the terms code used in your current software is N30. The code of Net 30 must be set up in the Update Customer Terms program in the Fitrix database prior to running the data conversion validation. If it is not set up, the code N30 will be considered an invalid value and report an error. Below is a listing of the data that needs to be entered prior to running the data conversion validation programs.

Note: Prior to entering the data below you must run the data conversion and validation program for your chart of accounts. This is because many of the default values you need to enter listed below rely on a valid general ledger account number being in the Fitrix chart of accounts table.

GENERAL COMPANY INFORMATION

(See Chapters 9 and 10 of the Getting Started with Fitrix manual for more information on set up)

1. Update Company Information (General/Admin-1-a)

    a. Enter Company Name & Address
    b. Set multilevel tax flags to applicable setting – for more information on multilevel sales tax please refer to the *Getting Started with Fitrix* manual, Chapter 10.
    c. Enter department codes – if not using department codes you must at least set up department code 000.
    d. Enter Credit Card Information if using SkipJack credit card interface.
    e. Enter AR payment remit address if you want this address to print on customer invoices.

2. Update Account Number Ranges (General/Admin-1-c)

    These ranges identify the type of account (asset, liability, etc.). The totals on the financial statements are grouped by these ranges.

3. Update Checking Accounts (General/Admin-1-g)

    Set up all checking accounts that must interface with the AP Checking Account Reconciliation program.

4. Multilevel Tax -

    a. Update Tax Codes (Financial Management-7-a)
    b. Update Tax Periods (Financial Management-7-b)
    c. Update Tax Groups (Financial Management 7-c)

The software comes with a pre-defined code **NOTAX** for transactions that are not taxable. You must change the GL account numbers assigned to it to your valid account numbers.

GENERAL LEDGER

(See Chapter 4 and 5 of the Fitrix General Ledger Guide for more information on set up.)

1. Update Defaults (Financial Management-1-4-a):

a. Define current period and year. This is your start date. Transactions dated prior to this date will not post to the general ledger.
b. Define retained earnings account number.
c. Direct DB/CR entry: If this value is set to N, you will have to enter a (-) sign in front of dollar amounts when entering journal entries in order to credit account numbers that are normally debited and vice versa. If set to Y, you will always enter positive dollar amounts and are allowed to change the DB/CR field as needed.
d. Ledger Complete Set Up Date: This should be day 1 of the period defined in (a) above. All transactions with a date equal to or greater than this date will post to the general ledger.
e. Ledger Set Up Complete: Do not change this flag to Y until you have converted beginning balances. Once this flag is set to Y, balances cannot be changed except through transaction processing.
f. Batch Journal: Set to Y if you will be using batch control.

g. Steam-line GL Setup - If the Post General Journal box is checked, journal entries will post immediately after the edit report has been run. If the Print Post Report box is checked a posting report will also print.

h. Require approval to post: Set to Y if batch journal is set to Y and manger approval is needed to post journal entries.
i. Approval code: Enter manager password for batch posting approval.
j. Periods back: Enter the number of accounting periods back to which a user can post a transaction.
k. Periods forward: Enter the number of accounting periods forward to which a user can post a transaction.
l. Period Maintenance (Ctrl TAB to get to this section of screen): Enter the date range for your beginning period.

For example, if current period and year set up in defaults is 01 2012, you will enter the following:

PERIOD	START DATE	END DATE	GL CONTROLLED
01 2012	01/01/12	01/31/12	(system maintained)

You can enter as many periods as you want here and should enter one for each period/year of GL data being converted.

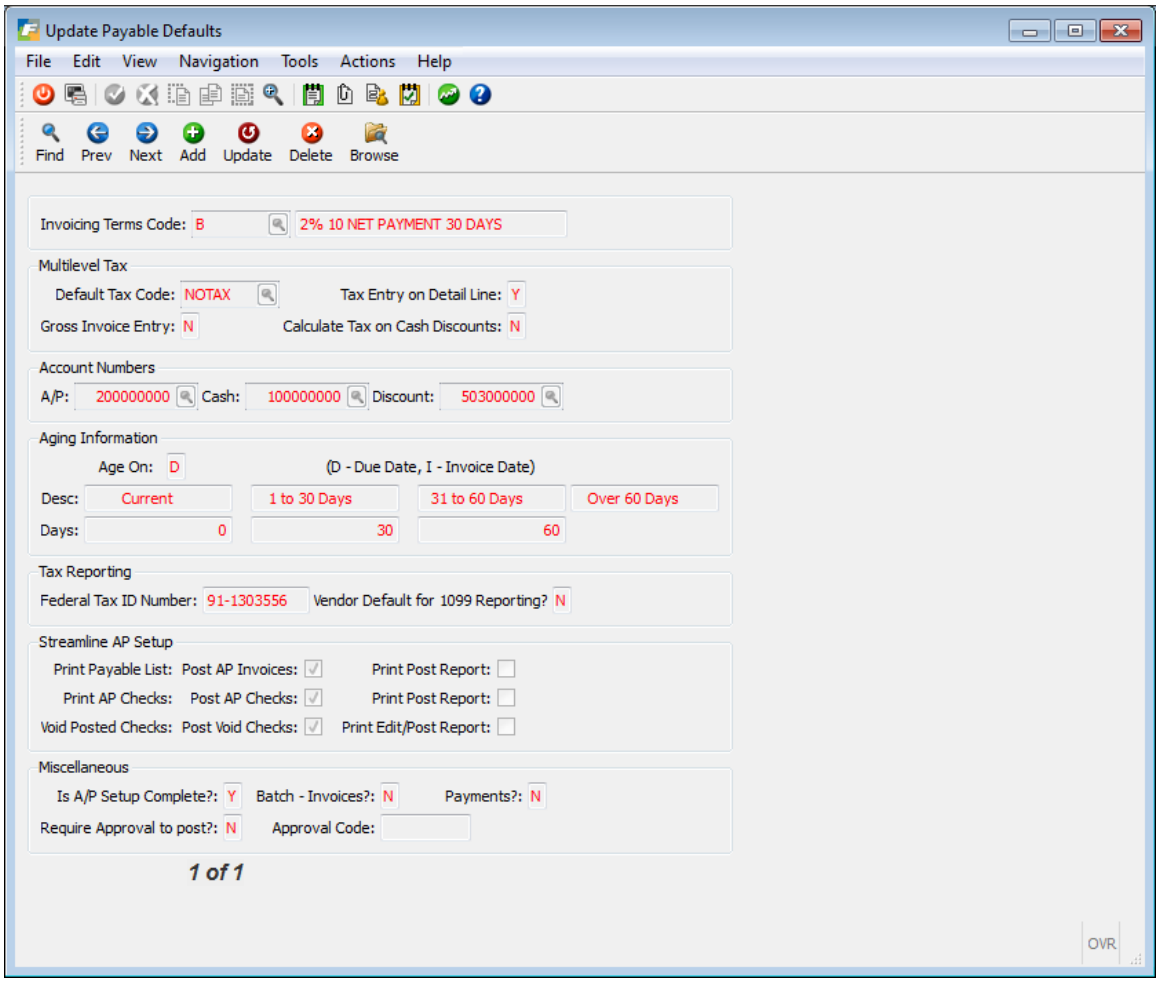
For example, if your start date is 01/01/12 but you are converting a year of data prior to this so that it is available for current/prior year comparison reporting, you will also enter period 01 through 12 for year 2011.

m. Last purge date – leave this blank as it is not used until you have multiple years of new data in the Fitrix database. See the General Ledger User Guide for more information.

ACCOUNTS PAYABLE

(See Chapter 4 of the Fitrix Accounts Payable User Guide for more information on set up.)

1. Update vendor payment terms (Financial Management-3-3-d).
2. Update AP defaults (Financial Management- 3-4-a)- leave **AP Setup Complete** flag set to N until you have converted all open items and verified total of items is correct.



This screen is divided into seven sections.

Invoicing—defaults that control certain automatic aspects of A/P invoice entry.

Multilevel Tax—defaults for multiple-level taxes.

Account Numbers—default account numbers used by Fitrix Accounts Payable**.**

Aging Information—default values for aging periods**.**

Tax Reporting—default information for vendor 1099 reporting**.**

Streamline AP Setup- controls when posting programs are called and reports printed.

Miscellaneous— set up complete setting and batch control fields.

Warning!

The default value for the "Setup Complete?" field is "N". Changing the field to "Y" (indicating that A/P setup is complete) should be the last action you take in the entire setup process. Be certain you have completed all company, vendor, tax, and ledger account setup tasks.

Invoice Section—Field Description

Terms Code:

This six-character field stores the default terms code to use during invoice entry. If you do not specify a default terms code for the vendor, this is the code that displays during invoice entry. The terms code must have been previously set up using the Update Vendor Terms option of the Vendor Information menu. The Zoom feature is provided.

Multilevel Tax Section—Field Descriptions

Default Tax Code:

This is the default tax code used for the Update Payable Documents and Update Non-A/P Checks options if a tax code cannot be found in the Vendor Pay-To program or the Vendor Information program.

Gross Invoice Entry:

This field determines the default mode for entering amounts for the Update Payable Documents and Update Non-A/P Checks options. It is the default for the Gross Amt

Entry field found on the Payable Documents and Non-A/P Checks screens. If set to "Y", amounts entered include the tax. The net amount is computed and this is the amount posted to the chart of accounts for the line item.

The tax is posted to a different account, as determined by the Accounts Payable account specified for the Multilevel Tax code with Update Multilevel Tax Codes.

Tax Entry on Detail Line:

Entering a "Y" in this field allows you to assign a Multilevel Tax code to each detail line of documents entered through Update Payable Documents and Update Non-A/P Checks. If set to N then the tax code in the header section will populate all detail lines.

Calculate Tax on Cash Discounts:

This field determines the behavior of the Update A/P Checks option. If a "Y" is entered into this field, a Multilevel Tax transaction is generated to automatically back out the tax discounted when discounts are taken on A/P invoice.

This is necessary because when an A/P invoice is posted, an entry is posted to the Multilevel Tax activity program for the full amount of tax charged, regardless of any discount available for timely payment.

When a discount is taken on an invoice, the full amount of tax for the invoice is posted and a separate entry to the Multilevel Tax activity program is required to show the effect of the discount. If the Calculate Tax on Cash Discounts field is set to "Y" a transaction is automatically generated to adjust the Multilevel Tax information.

The ledger account that these adjustments are posted to is the ledger account entered as the A/P Discount Account in Update Multilevel Tax Codes. If this field contains an "N", no such adjustment is generated when cash discounts are taken.

Account Numbers Section—Field Descriptions

A/P:

This field stores the default Accounts Payable account number. If you do not specify a default Accounts Payable account for the vendor, this is the account that displays on the Payable Documents screen. The account number used must have been previously set up as a liability account using the Update Ledger Accounts option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

Cash:

This field stores the default cash account. This is the account that displays as the default for the Cash Account on the A/P Checks screen, the Update Vendor Information screen, and the Non-A/P Checks screen. The account number used must have been previously set up as a cash account using the Update Ledger Accounts option of the Setup Payables menu or the Payable Ledger menu and the Update Checking Accounts option of the Setup Company menu. The Zoom feature is available.

Discount:

This field stores the account number used for posting discounts. The account number used must have been previously set up using the Update Ledger Accounts option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

Aging Information Section—Field Descriptions

Age On:

This field determines how outstanding invoices are aged. If this field contains a D, the invoices are aged by the Due Date. If this field contains an I, the invoices are aged by the Invoice Date. D and I are the only valid entries for this field.

Descriptions:

The description fields are used to define the descriptions for four aging periods. Each description that you enter here displays as a heading on the Vendor Aging reports.

Days:

Defines the number of days in each aging period.

Each field pertains to the aging period directly above it. The number entered in the days field is the upper limit to the number of days defined in any one period. Invoice amounts are distributed to an aging period based on the days field for the aging periods and the age of the invoice.

The age of an invoice is determined using the date you enter, when prompted, while printing the Vendor Aging report. The start of the current aging period is the value in the days field for the previous aging period plus one. The end of an aging period is the number of days in the days field under the period description.

For example, the Days fields are filled left to right with the values 0, 30, 60, and blank. The first period is 0 days or today. The second period starts at 0 + 1 or 1 day of age and ends at day 30. The third defined period starts at 31 days and ends at day 60. The fourth period begins at 61 day and has no upper limit. There are, therefore, four defined periods. For example, an invoice has an age of 45 days and thus falls between the periods defined as 30 and 60 days for period boundaries, respectively. The age is greater than or equal to the Days field of aging period two but less than the Days field of aging period three, so the transaction is distributed to aging period two.

Notice, there is no Days field for aging period four. This is because all invoices with an age greater than or equal to the number of days in the days field of aging period three will be distributed to this aging period.

Tax Reporting Section—Field Descriptions

Federal Tax Identification Number:

This field contains your company's nine-character tax ID number. This field requires that this number be in the standard report xx-xxxxxxx and prints on the 1099 screens.

Vendor Default for 1099 Reporting?:

The value (Y or N) entered into this field is the default that will display in the 1099 Required field on the Vendor Information screen if that field is left blank. A "Y" in this field means that the 1099 Required field on the Vendor Information screen will default to "Y" if it is left blank, indicating that you want to use 1099 reporting for that vendor.

Streamline AP Setup

- Check the Post AP Invoices box if you want to automatically post invoices after the edit report is run
- Check the Print Post Report if you want a hard copy of the posting report
- Check the Post AP Checks box if you want to automatically post checks after they print
- Check the Print Post Report if you want a hard copy of the posting report
- Check the Post Void Checks box if you want to automatically post after entry
- Check the Print Post Report if you want a hard copy of the posting report

Miscellaneous Section—Field Description

Accounts Payable Setup Complete?:

This field shows whether or not all vendor beginning balances have been entered. If this field contains an "N", you may enter vendor beginning balances and On Account amounts using "Update Vendor Open Items" (Setup Payables menu). Enter a "Y" when you have set up all vendor balances and your Account Payables is in balance. The Accounts Payable is in balance when balances in Accounts Payable are equal to your accounting records.

After you have entered a "Y" and saved the record, two prompts display. The first prompt tells you that the accounts payable will be totaled and displayed, and asks you if you want to continue. The second prompt displays the sum of all open items, tells you that transactions will be created for open items and amounts on account for vendors, and again asks you if you want to continue.

Use the amount displayed as a check that open items have been correctly entered. Before you load your open items into the standard company database, you should calculate manually the sum of all open items. Then, after you enter your open items into the system, compare the manually calculated number to the sum displayed by the system. This comparison helps to catch data entry errors in open items before you tell the system you have completed set up.

Once you respond with a Yes answer to this prompt, you can no longer enter open items. This prevents anyone from changing payable balances without entering a transaction through the system. Transactions may not be posted until this field contains Y.

It is possible to change the Setup Complete field from "Y" to "N", but this is not recommended. Doing so deletes all A/P transactions except open items. It may leave unattached entries and cause problems with your accounting system.

Batch Invoices

Indicates whether or not batch control is used when entering AP invoices. See *Getting Started with Fitrix* for more information on Batch Control.

Payment

Indicates whether or not batch control is used when entering / created AP checks. See *Getting Started with Fitrix* for more information on Batch Control.

Require Approval to Post

Indicates whether management approval is required before batch can be posted. See *Getting Started with Fitrix* for more information on Batch Control.

Approval Code

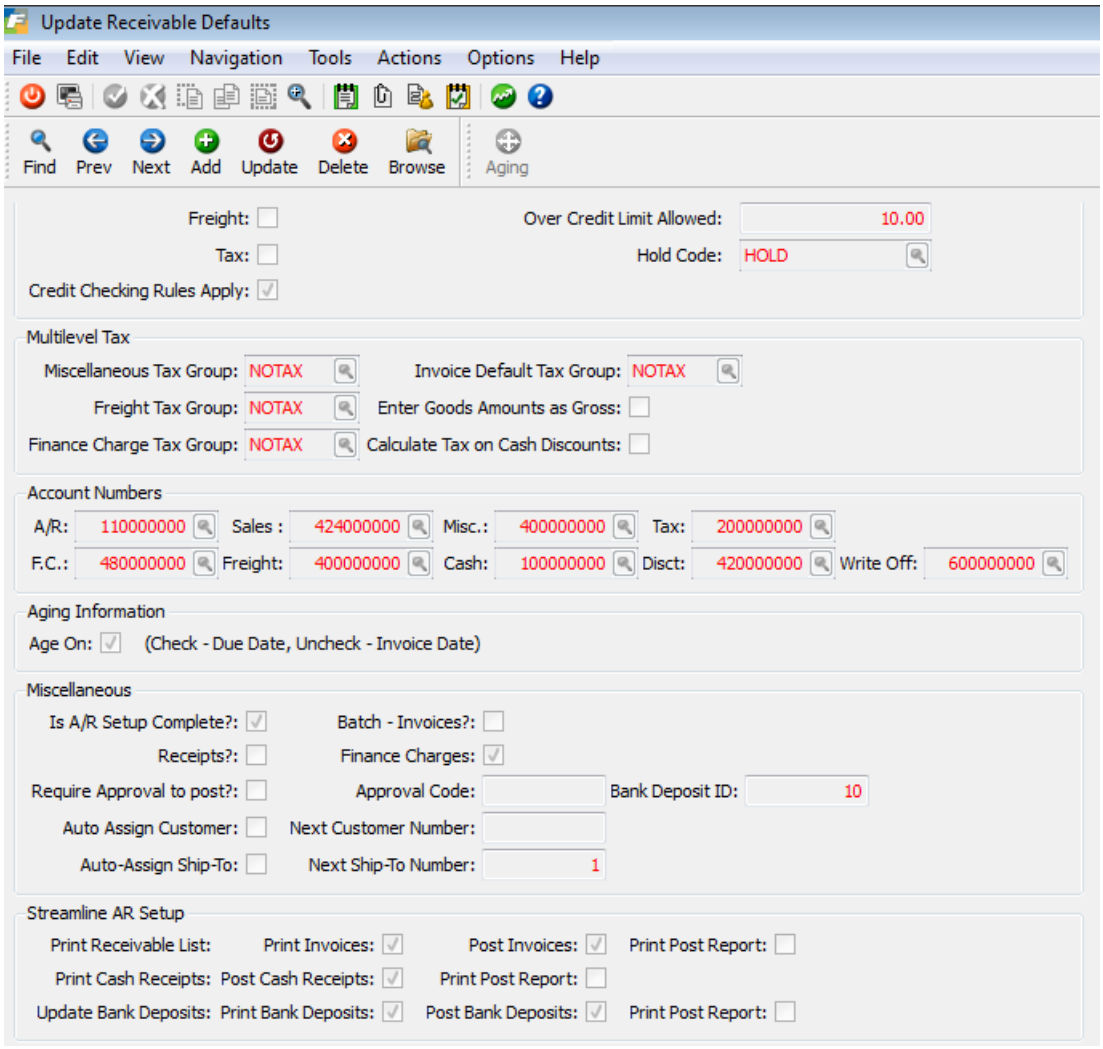
Batch approval code. See *Getting Started with Fitrix* for more information on Batch Control.

3. Update 1099 accounts (Financial Management- 3-4-j)- enter cash account #'s through which disbursements will be tracked for those vendors that have the 1099 required field in vendor master set to Y.
4. Update Payment Methods (Financial Management- 3-4-k)- enter payment methods (ie- On Account, COD, Cash, etc.).

ACCOUNTS RECEIVABLE

(See Chapter 4 of the Fitrix Accounts Receivable User Guide for more information on set up.)

1. Update customer payment terms (Financial management-2-2-d).
2. Update credit hold codes (Financial management-2-2-l-a).
3. Set up users in the User and Group Permissions security table so that you can define a default credit manager in the Update Receivables Defaults program. See the *Getting Started with Fitrix User Guide* for more information on accessing the security programs.
4. Update AR defaults (Financial management-2-3-a). Leave the **AR Setup Complete** flag set to N until you have converted all open items and verified total of items is correct.



The Accounts Receivable Defaults screen contains the following fields:

Invoicing and Credit Management

Terms Code

When setting up customers under Update Customer Information this field provides a default for the Terms Code field. These codes must have previously been setup in the Customer Terms table. The Customer Terms table is maintained with the Update Customer Terms option of the Customer Information Menu. If no terms code is found in the customer record, this default terms code will be used.

Terms Description

After entering a valid code in the Terms Code field, its description is displayed adjacent to the code. This description is retrieved automatically from the Customer Terms table.

Take Discount on

check boxes that determine whether terms discount will be calculated on miscellaneous charges, freight, and tax. Check for Yes or leave blank for No. Each field defaults to No.

Credit Checking Rules Apply

Check this box to turn on real time credit checking in sales order entry. This can be overridden at the customer level.

Credit Manager

Enter default credit manager here. This can be updated at the customer level. Must be valid user set up in the security user and group table.

Over Credit Limit Allowed

Enter percent over credit limit allowed. This can be overridden at the customer level.

Hold Code

Enter valid default credit hold code. This can be updated at the customer level.

Multilevel Tax

The following fields appear on the Accounts Receivable Defaults screen, but you can only access them if the Multilevel Tax module is installed on your system.

Miscellaneous Tax Code

This is the multilevel tax code to use for miscellaneous charges that you enter through the Update Receivable Documents option. It determines the rate at which these miscellaneous charges are taxed. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

Invoice Default Tax Code

This is the default multilevel tax code used in Update Receivable Documents and Update Non-A/R Cash Receipts in cases where a multilevel tax code cannot be obtained from the Customer Ship-To or Customer record files. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

Freight Tax Code

This is the multilevel tax code to use for freight charges that you enter through the Update Receivable Documents option. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

Enter Goods Amount as Gross

This field determines the default for the Gross Amt Entry field for both Update Receivable Documents.

Gross Amounts are amounts with tax included. When gross amounts are entered, the net amount is calculated by backing out the amount of tax. This net amount is posted to the ledger account which you specify using Update Multilevel Tax Codes (Multilevel Tax Menu).

Finance Charge Tax Code

This is the multilevel tax code to use for finance charges that you enter through the Update Receivable Documents option. Required when using Multilevel Tax. Zoom is available. (6 characters, alphanumeric)

Calculate Tax on Cash Discounts

This field determines the behavior of the Update A/R Cash Receipts option. If a Y is entered, a multilevel tax entry is generated to automatically back out tax when cash discounts are taken on an A/R invoice.

When an A/R invoice is posted, an entry is posted to the Multilevel Tax activity table for the full amount of the tax charged. When a discount is taken on an invoice, the full amount of tax has not been collected from the customer. An entry must be posted to the Multilevel Tax table to adjust the tax collected on the discounted invoice.

The adjustments are posted to the ledger account designated as the A/R Discount Account using the menu option Update Multilevel Tax Codes.

If this field contains the value N, no adjustment is generated when cash discounts are taken.

Account Numbers

This section provides the default account numbers to use when creating invoices or entering cash receipts. All fields are numeric. The default account numbers must be changed to your actual General Ledger account numbers before you can begin transaction processing.

A/R

This field stores your most commonly used Accounts Receivable (asset) account.

Sales

This field stores your most commonly used Sales (income) account.

Misc

This field stores your used Miscellaneous (income) account.

Tax

This field stores your Accrued Sales Tax (liability) account.

F.C.

This field stores your Finance Charge Income (income) account.

Freight

This field stores your Freight Income (income) account.

Cash

This field stores your most commonly used Cash (asset) account.

Disc

This field stores your Discounts Allowed (income contra) account. Discounts allowed to customers represent a reduction to income, and therefore, are considered to be a contra account.

Write off

If write off memos are created in cash receipts, it is this account number that will be debited.

Aging Periods Setup

Click on the Aging button on the toolbar to access

Accounts Receivable Setup

Complete

Check this check box when set up is complete. During the setup procedures (after first installing your Accounts Receivable system) this box is not checked. While not checked you may enter customer open items and even delete customers that have a non-zero balance.

After completing the setup of your company's information (setup using the Setup Receivables Menu options) and when you are ready to begin entering transactions, check this box. You must indicate that setup is complete before you are able to post transactions. After checking this box the system will display the grand total of all open

items entered. If the total is incorrect, enter a "N" to the "Continue?" prompt and correct your data.

Batch Processing

See the Getting Started with Fitrix User Guide on how batching works.

Bank Deposit ID

Set to 1

Finance Charges

If you charge finance charges on overdue invoices check this box. When setting up your customers their finance charge field will default to the value found here but it can be overridden on a customer by customer basis.

Auto Assign Customer

Check this box if you want the program to assigned the next sequential customer number when setting up new customers.

Next Customer Number

Next sequential customer number. Set this to your beginning value and the system will maintain this number going forward.

Auto Assign Ship-To

Check this box if you want the program to assigned the next sequential ship to number when setting up new customer ship-tos.

Next Customer Number

Next sequential Ship-To number. Set this to your beginning value and the system will maintain this number going forward.

Streamline AR Setup

Print Receivable List

- Check the Print Invoices box to automatically print invoices after the edit report is run
- Check the Post Invoices box if you want to automatically post invoices after printing
- Check to Print Post Report box if you want a hard copy of the posting report

Print Cash Receipts

- Check the Post Cash Receipts box is you want to automatically post receipts after the edit report is run
- Check to Print Post Report box if you want a hard copy of the posting report

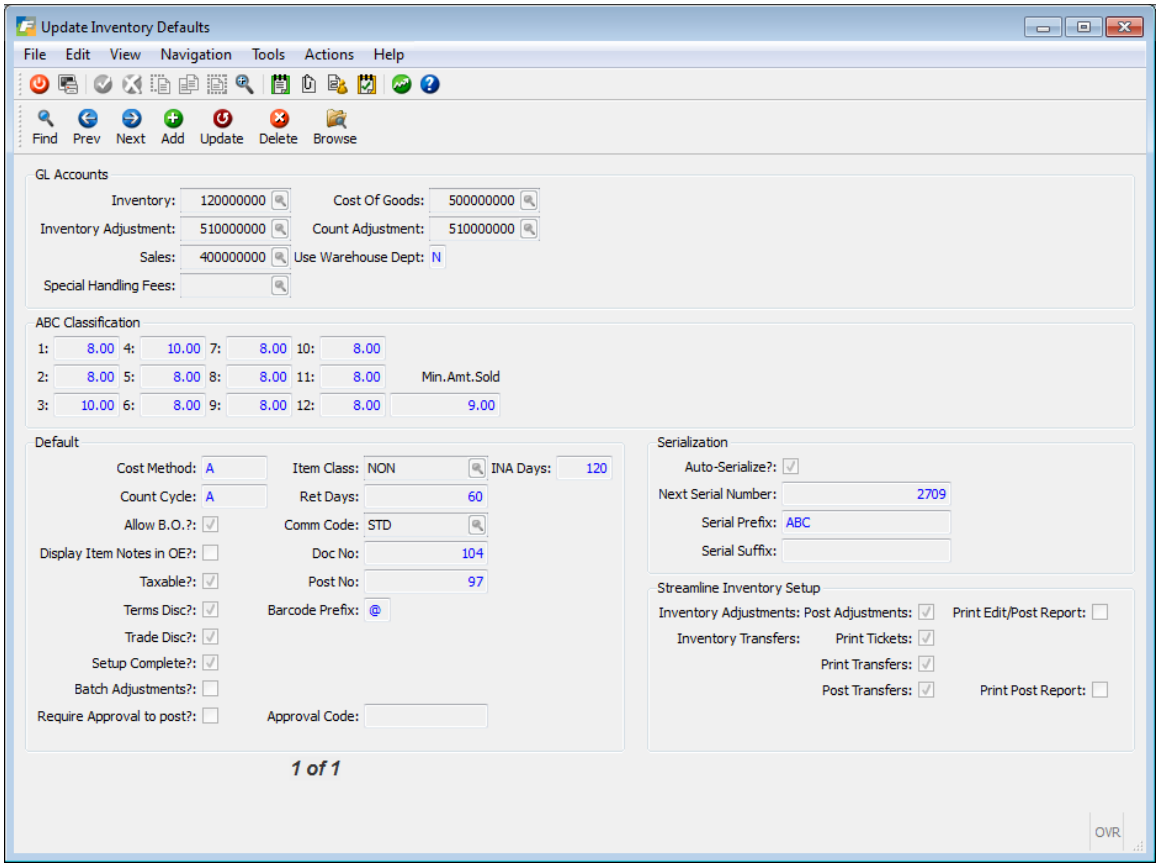
Update bank Deposits

- Check the Print Bank Deposits box to automatically print edit report
- Check the Post Deposits box if you want to automatically post deposits after printing
- Check to Print Post Report box if you want a hard copy of the posting report

INVENTORY CONTROL

(See Chapter 2 of the Fitrix Inventory Control User Guide for more information on set up)

1. Enter Warehouse Definitions (Item Management-1-5-b) Set up a Warehouse record for each warehouse.
2. Enter Commission Definitions (Item Management-1-5-c) This allows you to associate a commission code with specific inventory items.
3. Enter Bin Locations (Item Management-1-5-k). Needed if you are using multiple bin locations per item in your warehouse
4. Enter Item Classifications (Item Management-1-5-d) This optional feature allows you to group inventory items for various functions and reports.
5. Enter Inventory Defaults (Item Management-1-5-a) Leave **Inventory Setup Complete** to N until the inventory items and quantities on hand are converted.



The data in the Inventory Control Defaults program is unique to each database (i.e. company). It contains only one record and therefore, the commands on the toolbar, with the exception of Update and Quit, have been disabled.

When you enter inventory items and run inventory transactions, the system automatically assigns the default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data, the system saves the user from retyping the same information for each transaction.

The user can overwrite default values when the transaction is entered by simply typing over the default.

Both the sample database and the live database of the Inventory Control package come with data already entered into the default fields. You should modify this data to fit your company's application before using the software.

Below you will find a description of each field on the Inventory Defaults screen:

Inventory

This field stores a nine-digit Inventory account number. This account is increased (debited) when you purchase inventory items and decreased (credited) when you sell inventory items. Zoom is available to select an account number from the defined

ledger accounts. If you have the inventory account number set up at the item level it will be used instead of this one.

Cost Of Goods

In this field, you enter the Cost of Goods (sold) account number. As you sell inventory, this account is increased (debited). It stores the amount of the sale that represents the cost of the item. The Zoom feature is available. If you have the cost of goods account number set up at the item level it will be used instead of this one.

Inventory Adjustment

When you adjust quantity on hand and average cost of your inventory, the system creates a balancing transaction to the Inventory Adjustment account. That account number is stored in this field. You may use the Zoom function to select an account.

Count Adjustment

When posting the results of your physical inventory, if there is a discrepancy between the quantity on hand stored in the computer, and the quantity counted, the system makes an adjustment to quantity on hand and a balancing transaction is made to the account number stored in this Count Adjustment field. Typically, this is the same account number as your Inventory Adjustment account. The Zoom feature is available.

Sales

The Sales field contains the income account number to which sales of inventory are posted. This account is increased (credited) when you sell inventory items. You may use the Zoom function to select an account. If you have the sales account number set up at the item level it will be used instead of this one.

Use Warehouse Dept.

If you are not using multiple departments, you may ignore this one-character field. This field labeled accepts a Y for “Yes” or an N for “No.” It defaults to N. Y tells the system to use the departments associated with the warehouses for items when posting to the Inventory Ledger account. An N tells the system to always use the default 000 department code when posting to the Inventory account.

Special Handling Fees

In the item master there is a field for a special handling fee that can be utilized if the item sold requires special handling. This fee will be automatically added to the customer’s invoice and when the sale order is posted the dollar amount of this fee will post to this general ledger account number.

ABC Classification

This section of the screen contains thirteen fields that allow you to classify your inventory items based on item sales or the amount of money an item moves through your inventory. It is an expanded version of the old ABC code.

These classes are then assigned to the individual item code in the Modify Reorder Detail screen. These ABC classifications are used in conjunction with the Replenishment module formulas so if you are not using replenishment there is no need to adjust these values.

Classes 1 and 2—highest categories

These two numeric fields make up the old A code and represent the items that move the most money through your inventory. Both of these fields default to 8.00%, which means the top 16% of your inventory will be classified as levels 1 and 2.

Classes 3 and 4—mid-level category

These two numeric fields make up the old B code and represent those items that move moderate amounts of money through your inventory. Both of these fields default to 10.00%, i.e., 20% of your inventory will be classified as medium movers at levels 3 and 4.

Classes 5 thru 12—lowest category

These eight numeric fields make up the old C code and represent those items that move less money through your inventory. All of these fields default to 8.00%, which means that 64% of your inventory will be classified as low money movers at levels 5 to 12, 12 being the slowest moving items.

Min $ Value

This field holds the minimum monetary value that an item must move in a year to be assigned to one of the twelve classifications.

The lower section of the screen contains the default values the system assigns when you set up items in warehouses. Under the Inventory Maintenance Menu, using the Update Inventory Information option, you may setup one or more warehouses for each inventory item. The values entered here on the Defaults screen are the default values provided by the system when you are setting up the warehouses for an item.

Note

After setting up the first warehouse for a particular item, you can use the Copy Warehouse to Another function to copy the warehouse detail information if it is the same for both warehouses.

Item Class

This field establishes the default item class code. Your inventory may be organized into various item categories that are useful for organizing reports, physical inventory, etc. The code entered must have previously been setup in the Item Class program. You maintain the Item Class codes via Update Product Classifications option on the Setup Inventory Menu. The Zoom feature is available. When you initially set up items their class will default t this value but can be overridden.

Cost Method

This field accepts one of three different codes, each indicating a method of determining the cost of the items in your inventory. The three codes for costing methods are

- **A**— Average Cost
- **F**—FIFO (First In, First Out)
- **L**—LIFO (Last In, First Out)
- **S** – Standard (see the *Standard Costing User Guide* for more information on this cost method)

The I/C system must know how you cost items purchased to correctly calculate margins and post correct amounts to the ledger Cost of Goods accounts. It is quite common for you to have a single item where you purchased different quantities at different costs. In this case, how does the system know which cost to use when you sell one of these items? The cost method determines what cost the system will use.

- **Average Cost** method handles different costs by calculating the average amount paid for each item on hand. Whenever new items are purchased, the system re-calculates the average by dividing the total amount paid for all items by the total number of items.
- **FIFO (First-In First-Out**) method tracks cost by assuming that items sold or otherwise removed from inventory are the oldest; that is, first purchased, items. The system maintains a record of the number of items purchased at each different cost (the cost stack). When you sell an item, the system uses the oldest cost until the entire quantity of items purchased at that cost are sold. The next oldest cost is then used until the quantity purchased at that price is sold, and so on.
- **LIFO (Last-In First-Out)** method is, as the name implies, the opposite of the FIFO method. LIFO assumes that items sold are the most recently purchased items. The system maintains the same records for LIFO as it does for FIFO. However, when you sell an item, the cost is taken from the opposite end of the cost stack. The system uses the most recently paid cost until all items purchased at that cost are sold (unless more items are purchased at a new cost in the meantime). The value of your inventory is therefore based upon the oldest amounts you paid for any items in stock.

- **Standard** method gives users a way to record costs at a standard cost and then compare this cost to actual cost and analyze and book the variance between the two (see the *Actual Costing User Guide* and *Standard Costing User Guide* for more information on this cost method)

INA Days—inactive days

This field is currently a reference only field, there is no functionality.

Count Cycle—cycle count code

In this one-character field you specify your default count cycle code. Count cycle codes provide a means of organizing the items printed on Inventory Count Sheets, which you can use to record the results of physical inventory counts. (See "Create Count Sheets" in this User Guide).

When you run the Create Count Sheets menu option, the system allows you select the items to include on the sheets by entering the Count Cycle and other criteria. Using count cycles allows you to designate categories of items for counting purposes. For example, you may spread your count over time: on one day, you may opt to count those items in category A and the next count day, you may count category B, and so forth.

Ret Days—retention days

This field is currently a reference only field, there is no functionality.

Allow B.O.—allow this item to go on backorder?

Use this field to provide a default entry for the Allow Backorder field on the Item Warehouse detail. If this box is checked , when someone enters an order for the item and it is out of stock, the system will create a backorder.

Display Item Notes in OE – if checked any freeform notes you enter with the item in the item master record will display in sales order entry.

Comm Code—commission code

This field stores the default code for the sales commission rate the system applies when you set up inventory items. You must have previously set the code up in the Commission program. You maintain the Commission codes with the Update Commission Definitions option on the Setup Inventory Menu. The Zoom feature is available.

Taxable

Check this box if you want the default for items to be taxable (subject to sales tax).

Doc No—last document number

When initially setting up your inventory, use this field to set the starting document number you would like the first document to have. For example, if you wish the first number to be 2000, enter a value of 1999.

As you enter transactions, this field stores the last document number the system assigned to a transaction. The system uses document numbers as a unique key to identify transactions and it assigns the number when you enter or update a transaction.

Note

Once you assign a beginning number and run transactions, it is a good idea not to change this number because if you accidently reset this number to a number preceding the original, you will get duplicate document numbers assigned.

Post No

You use this field to set the starting number for posting reports created when you post transactions under the Inventory Transactions menu. These numbers help you to track and organize the posting reports. Once you post transactions, the system increments the number in this field to show the "last post number."

Terms Disc—subject to term discounts

Checking this box means that items are subject to Terms Discount. The system applies the default you enter here to the Subject To Terms Disc. field on the Item Warehouse Detail screen when you set up an item. The Order Entry system uses this field in the process of determining whether to apply a terms discount to this item when it is sold.

Trade Disc— subject to trade discount

Checking this box means that items are subject to Trade Discounts. The system applies the default you enter here to the Subject To Trade Disc. field on the Item Warehouse Detail screen when you set up an item. The Order Entry system uses this setting to determine whether or not to include the item in the calculation of a trade discount at the time of sale.

Auto- Serialize

Check this box if you want the PO Receipts program to automatically generate serial numbers when serialized items are received. If this is unchecked you will need to manually enter serial numbers.

Next Serial Number

If auto serialize is checked set this value to your starting serial number.

Serial Prefix and Serial Suffix

If auto serialize is checked and you want the serial number to have a prefix and suffix set up those values here.

Batch Adjustments, Require Approval, Approval Code

See the *Getting Started with Fitrix* user guide for information on how batch control works.

Streamline Inventory Setup

- Check the Post Adjustments box if you want to automatically post after entry
- Check the Print Edit/Post Report box if you want a hard copy of the posting report
- Check the Print Tickets box if you want to automatically print a transfer ticket after entry
- Check the Print Transfers box if you want to automatically print a transfers listing after ticket print
- Check the Post Transfers box if you want to post automatically after the transfer listing
- Check the Print Post Report box if you want a hard copy of the posting report

Setup Complete

When you first install I/C, you set up the reference information and enter defaults, and enter inventory items into the system. During this setup phase, this field is unchecked meaning “No I have not completed setup of my inventory.” When Setup Complete is unchecked, you can enter values in the Average Cost and Quantity On Hand in the fields on the Item Warehouse Detail screen, and you can enter history and cost stack information in the Usage History screen LIFO/FIFO Cost Setup screen. Once you complete the setup process and check this box meaning “Yes setup is complete,” then you can no longer update the Average Cost or Quantity On Hand: only inventory transactions (shipping, receiving, adjustments, and transfers) will

cause the system to update these fields. And the Usage History and Cost Stack screens become “view only” screens.

Once all setup is completed, you will run the Inventory Valuation Report and verify the total value matches your GL balance for your inventory account.

You can change the Setup Complete flag, but changing from a checked to unchecked and vice versa only allows the user to change system maintained fields when unchecked, and allows the system to post to inventory when checked. So if you need to make changes to system maintained fields, think about if you will need to reflect those changes in G/L, and make sure no one else on the system is trying to post to I/C.

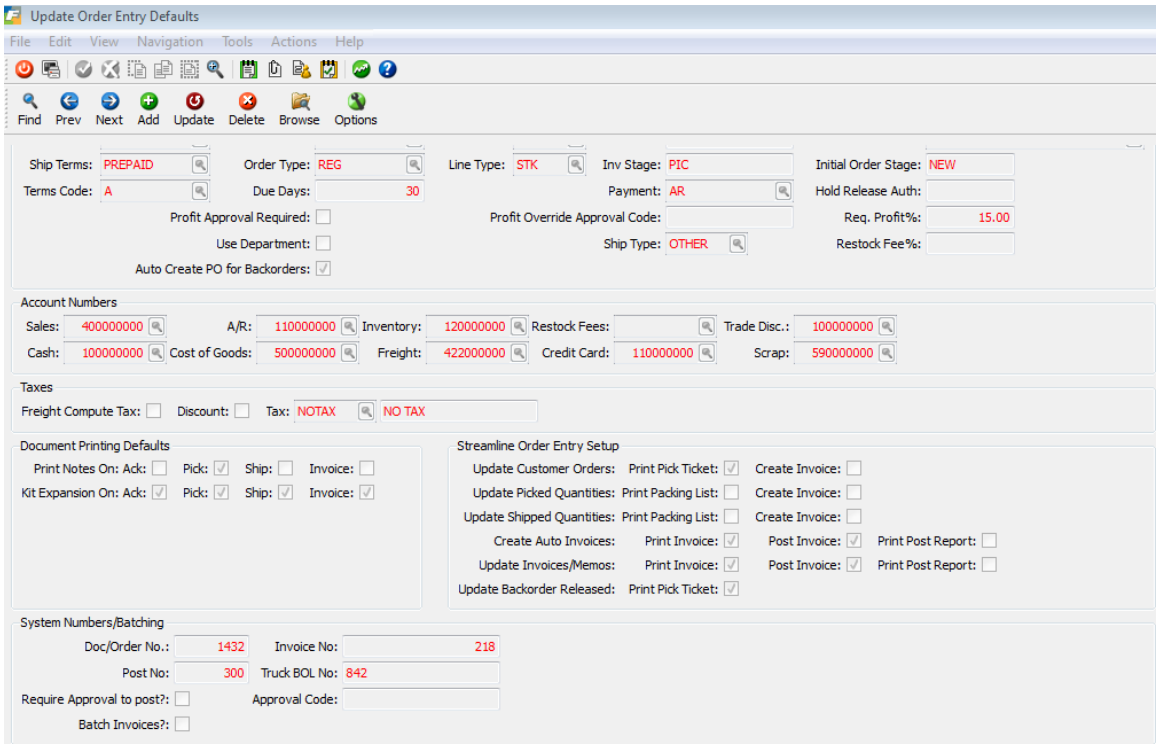
6. Enter Alternate/Substitute Item (Item Management-1-5-e)- these cannot be set up until your items have be converted, make a note to come back to this.
7. UOM Lists (Item Management-1-5-o) – if you sell or purchase items in varying units of measure (each, case, etc.), you must set up valid units of measures and lists prior to importing your item codes. See the Inventory Control User Guide for more information on how to set up and use these values.
8. Enter Cross Sell Items (Item Management 1-5-p) - these cannot be set up until your items have been converted, make a note to come back to this.
9. If using Quality Control enter reason codes (IC-1-4-a-1) and corrective action codes (IC-1-4-a-2)

ORDER ENTRY

(See Chapter 2 of the Fitrix Order Entry User Guide for more information on set up.)

1. Add or Modify Order Definitions (Sales Order Management-2-4-c-a)
2. Add or Modify Line Type Definitions (Sales Order Management-2-4-c-b)
3. Add Alias Definitions (Sales Order Management-2-4-c-c) – these cannot be set up until you have converted your customer codes and item codes
4. Add Kit Definitions (Sales Order Management-2-4-c-d) – these cannot be set up until you have converted your item codes
5. Add Discount Definitions (Sales Order Management-2-4-c-e)
6. Add Special Price Defaults (Sales Order Management-2-4-c-f), these cannot be set up until you have converted your customer codes and item codes.
7. Add RMA/Debit/Credit Types (Sales Order Management-2-4-c-g)
8. Add RMA reasons (Sales Order Management-2-4-c-h)
9. Add RMA status (Sales Order Management-2-4-c-i)
10. Add Tax Definitions (Sales Order Management-2-4-c-q) If they were not setup in other module setups
11. Add Commission Definitions (Sales Order Management-2-4-c-j) If they have not been setup during Inventory Control Setup

12. Add Salesperson Definitions (Sales Order Management-2-4-c-k)
13. Add Warehouse Definitions (Sales Order Management-2-4-c-l) If they have not been setup during Inventory Control Setup
14. Add or Modify Payment Methods (Sales Order Management-2-4-c-m)
15. Add Shipping terms (Sales Order Management-2-4-c-n)
16. Add Ship Codes/UPS services (Sales Order Management-2-4-c-o)
17. Add Staging Area Definitions (Sales Order Management-2-4-c-p)
18. Add Split Payment Terms (Sales Order Management – 2-4-c-r) – AR payment term codes must be set up before these can be set up. If you offer split terms to your customers (i.e. 30, 60, or 90 days on a single invoice), see the Order Entry user guide on how to use and set up these split terms.
19. Add Order Entry Defaults (Sales Order Management-2-4-c-a)



When you enter orders and other transactions, the system automatically assigns default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data the system saves the user from having to enter information for each transaction. You can overwrite most default values by simply entering the desired value.

The data in the Order Entry Defaults screen is unique to each company's database.). Therefore, the commands on the command prompt are disabled, with the exception of Update and Quit. For example, you cannot Use Find because there is only one document to find and it shows up automatically.

Note

If your system is setup to run more than one company, you must enter defaults for each company.

The Order Entry Defaults serve contains the following fields:

Warehouse

This field allows you to define a default warehouse location for orders entered in the system.

Zoom to select from the current list of defined warehouse codes

Credit Reason

The Credit Reason field provides a default explanation for credit memos. When entering a credit memo, you have the opportunity to enter a code that explains why the credit memo is being created.

Zoom to select from a list of currently defined credit reason codes.

Debit Reason

The Debit Reason field provides a default explanation for debit memos. When entering a debit memo, you are given the opportunity to enter a code explaining why the debit memo is being created.

Zoom to select from a list of currently defined debit reason codes.

FOB Point

Use this field to enter the default free on-board point for freight; that is, the point at which the buyer assumes ownership and liability for items on an order.

Ship Via

Use this field to enter the default ship via that will be used in sales order entry.

Zoom to select from currently defined ship via codes.

Shipping Terms

This field stores the default Shipping Terms used for customers that do not have specific shipping terms set up at either the ship-to code level or customer code level. The code entered here must have previously been set up through the Update Carrier Information Program. Zoom is available.

Order Type

When entering a new order, this field provides a default for the Type field on the Customer Order. The code must have previously been setup through the Update Order Type Definitions option on the Update Order Definitions Submenu.

Zoom to select from currently defined order types.

Line Type

This field stores the default for the Typ column in the detail section on the Customer Order. The code entered here must have previously been setup through the Update Line Type Definitions option on the Update Order Definitions submenu.

Zoom to select from currently defined line types.

Inv Stage

This value determines what order lines are ready to be invoiced by the Create Automatic Invoice program.

If you print picking tickets and then want to invoice, set this value to ORD.

If you use the Update Picked Quantities program and then invoice, set this value to PIC.

If you use the Update Shipped Quantities program and then invoice, set this value to SHP.

Initial Order Stage

Valid values are NEW and HLD. When orders are initially entered the stage will default to whatever value is found here.

Terms Code

This value is not functional. Due Date is calculated based upon the terms code.

Due Days

This value is not functional. Due date is calculated based on the payment terms code.

Payment

The Payment field provides a default payment method for customer orders. The Payment Method file is maintained with the Update Payment Type option on the Update Order Definitions Menu.

Zoom is available to select from currently defined payment methods.

Hold Release Auth

Enter the password that must be used to change the stage on the purchase order from HLD to ORD.

Profit Approval Required

Check this box if approval is required to sell below the minimum profit required.

Profit Override Approval Code

Enter the code that must be entered to approve selling below the minimum profit required.

Req Profit %

This is the required profit percent your company requires on all items sold. If a user enters a price on an order and the profit percent is below this value, they will receive a warning message. You can also set up a different required profit percent at the item code level. Entry in the field is not mandatory.

Use Department

You enter Y or N in this field to determine whether or not you want to use department numbers when posting to revenue and expense accounts, and when posting to asset and liability accounts. To use this feature, department codes must have been set up in the Company file. The Company file is maintained with the Update Customer Information option on the Setup Company Menu.

Ship Type

Use this field to enter the default ship type used in sales order entry. Zoom to select from currently defined ship types.

Restock Fee%

Use this field to enter the default restocking fee percentage. This is the percentage of the price/cost that is charged if an item is returned and restocked. The account numbers section contains the following fields:

Auto Create Po for Backorders:

Check this box if you want to be prompted to create vendor purchase orders when sales order are saved and there is a backorder on the order.

Sales

The Sales account is your general sales income account. If Inventory Control is installed, the sales account from the Fitrix Inventory Control Defaults file is used, rather than the

AR

This field stores the default Accounts Receivable account used on orders for customers that do not have a specific A/R account in their Customer file.

Inventory

This field is used only if you are also using the Inventory Control module. It stores the default inventory (asset) account that is decreased when you sell inventory items.

Restock Fee

This is the revenue account number used for any restocking fees you may charge your customers for merchandise that is returned via an RMA order type.

Trade Disc.

This field stores the default account number used during order entry for posting trade discounts allowed to customers.

Cash

This field records the default account used for posting orders that are paid in cash.

Cost of Goods

This field is used only if you are also using the Inventory Control module. It records the default Cost of Goods Sold account that is increased when you sell items.

Freight

This field contains the default freight sales account used for posting freight charged to a customer.

Credit Card

This field stores the default account used for posting orders that are paid by credit card. Typically this is the same as the cash account.

Scrap

This is the default account increased when inventory items are damaged and cannot be re-sold. It is either a contra asset or a cost of goods account.

The Taxes section contains the following fields:

Freight Compute Tax

This setting defines a default for whether or not to compute sales tax on freight charges. Check this box to allow tax to be computed on freight amount.

Discount Freight

This entry is the default value for whether or not trade discounts are applied to freight charges. Check this box to

allow trade discount to be applied to freight amount.

Tax

Enter the default tax group code that was set up in Multi-level tax.

The Document Printing Defaults section contains fields that control where the various order entry notes and kit expansions print.

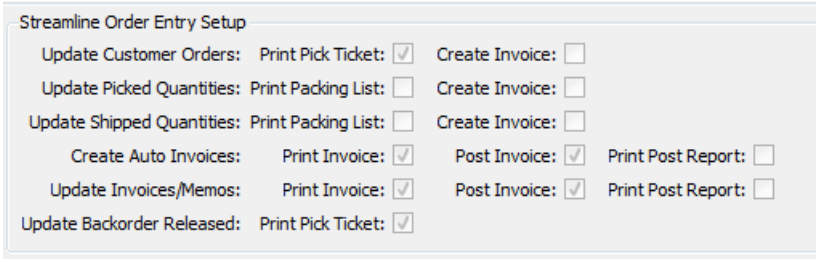
Print Notes On

Check each of these four boxes (Ack, Pick, Ship, Invoice) to indicate whether order notes entered during order entry should be printed on the order acknowledgement, picking ticket, shipping manifest, or invoice.

Kit Expansion On

Check each of these four boxes (Ack, Pick, Ship, Invoice) to indicate whether the "expanded" version of any kits ordered should appear on the order acknowledgement, picking ticket, shipping manifest, or invoice.

The Streamline Order Entry Setup section contains fields that control when pick tickets and invoices are created. The set up here shows that the user will be prompted to print a pick ticket once the sales order is stored and will be prompted to print and post the invoice once it is created. Because the Print Post Report box is not checked there will be no hard copy of the posting report produced after the invoices have been processed. The user will also be prompted to print a picking ticket when backorders on sales orders are filled



The System Numbers section of the screen contains values that are used by the system to automatically number reports and transactions. Although the system maintains the numbers, incrementing each by 1 whenever it is used, you can modify the values to change the starting numbers.

Doc/Order No.

This field stores the last "document number" assigned to an order. Document numbers are used by the system as a unique key to identify transactions. The number is assigned when you enter and save an order and may not be changed. The document number should not be confused with the Order Number, which is an optional number assigned by you to identify the order. If you do not assign an order number, the system uses the document number as the default order number.

If you intend to use the automatically assigned order numbers, you should set the value to the number preceding the first number you want: for example, if you want the first order to be numbered 2000, enter a value of 1999. If you do not intend to use the document numbers as order numbers, it is best to set this field to 0.

Invoice No.

The Invoice No. field is used to assign the starting document number to invoices. The value in this field is used only if the Fitrix Accounts Receivable package is NOT installed. If A/R is installed on your system, the first invoice number is retrieved from A/R, and is set to 1000 in the system. See your system administrator if you want to change the beginning A/R document (invoice) number.

Like the order document number, the invoice document number is assigned as the Invoice Number if you enter nothing in the optional Invoice number field. Invoice document numbers are assigned when you print invoices. You may specify Invoice numbers when you create the invoice and also when you print the invoice.

Note

It is possible to change any of the System Numbers at any time. However, to maintain the integrity of audit trail information, do not change the Document/Order No. after order have been entered or the Invoice No. after invoices have been printed.

Post No.

This field is used to number posting reports created by the Post Order Entry Documents option of the Order Maintenance Menu. These numbers help you to track and organize the posting reports. The starting number is usually set to 0 at setup time.

Truck BOL No.

This is a display only field. This number is automatically assigned when the sales order is entered and prints on the bill of lading. The beginning truck bill of lading number for your company should be entered on this screen.

Require Approval To post?

Check this box if Order Entry batches require management approval to post.

Approval Code:

If approval is required, enter an approval code. This value will not be visible. This is the approval code the manager will need to enter.

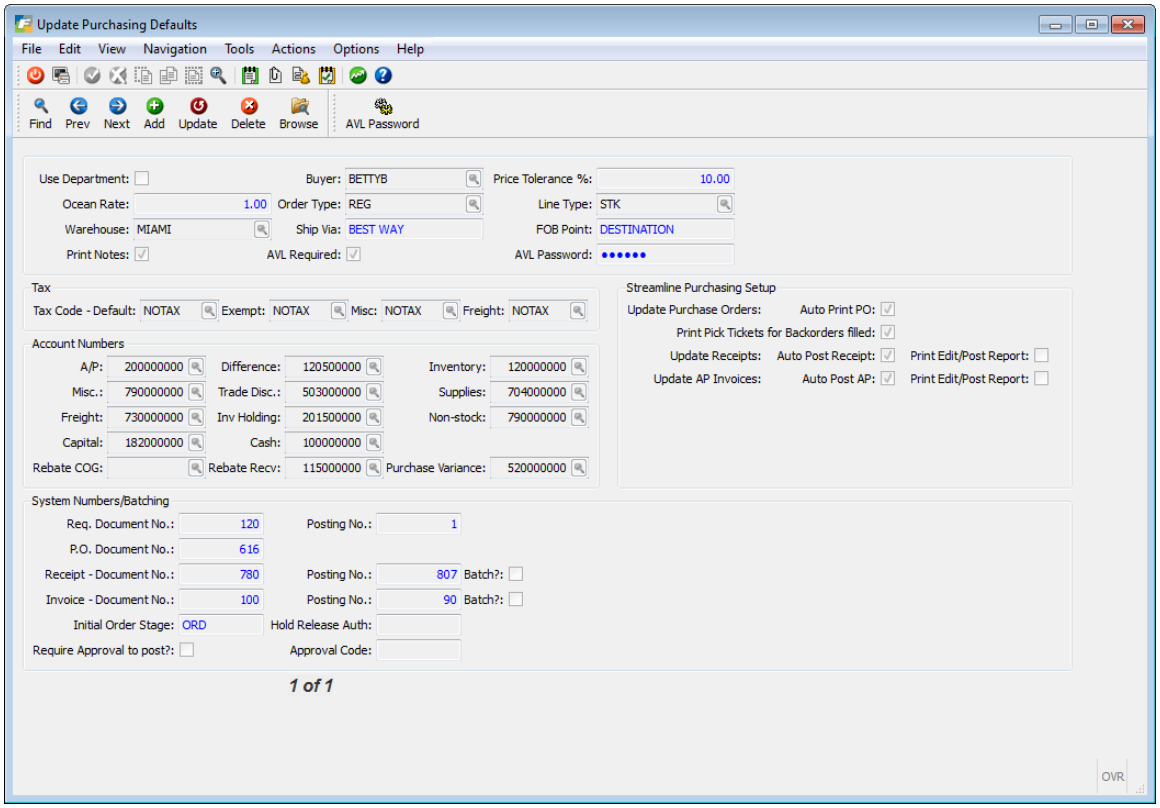
Batch Invoices:

Check this box if Order Entry invoices should be processed in batch by User ID. See the section on **Batch Processing** in the *Getting Started with Fitrix* manual for more information on batch processing.

PURCHASING

(See Chapter 4 of the Fitrix Purchasing User Guide for more information on set up.)

1. Add or Modify Order Type Definitions (Purchase Management-1-5-c-a)
2. Add or Modify Order Line Type Definitions (Purchase Management-1-5-c-b)
3. Add Buyer Definitions (Purchase Management-1-5-c-c)
4. Add Warehouse Definitions (Purchase Management-1-5-c-d) If it has not been setup in Inventory Control Setup.
5. Add Requestor Definitions (Purchase Management-1-5-c-e)
6. Add Purchasing Defaults (Purchase Management-1-5-c-a)



Default values that are used throughout the Purchasing system are entered in this screen, as opposed to those associated with a particular vendor, warehouse, or other specific reference information. Before setting up defaults on this screen, you must set up reference files using the other Update options on this menu and those on the Update Miscellaneous Definitions submenu. For example, before you can enter a default warehouse code, it must be defined through Update Warehouse Definitions option.

Most of the entries made in this screen will be validated against the values entered in the appropriate Update Definitions screen programs described in this chapter. Whenever this type of validation is appropriate, you can click on the magnifying glass or press Ctrl Z to see a list of valid entries for that field.

Entry Defaults section

The Entry Defaults section contains the following fields:

Use Department

Use Department Codes allows you to enter a Y into this field if you want to use department codes when posting amounts to General Ledger accounts.

Buyer

This field stores the default Buyer Code. All purchase orders will have a buyer assigned at the time of creation. Zoom is available.

Price Tolerance %

Price Tolerance is the percentage you enter to determine the maximum allowable difference that will be accepted when an invoice price is modified. During the invoicing phase of the purchasing cycle, the invoiced price for a particular item may be different from the original P.O. price. Setting this tolerance allows for some editing control to eliminate data entry errors. This tolerance can be overridden during invoice entry.

Ocean Rate(optional)

Enter the insurance rates for your ocean shipments. This rate will be applied to the cost of the shipment, calculate the insurance amount, and display this amount on the OE shipments tracking screen's Accounting Info screen.

Order Type

Default Order Type for new purchase orders. It will almost always be a regular purchase order (REG). If your particular operation requires an order type other than the default, you would enter it here. Zoom is available.

Line Type

Here you choose the default type of item to purchase if no line type is specified during requisition or order entry. If most of your purchases are of inventory items, you would enter STK here for stocked items. Zoom is available.

Warehouse

This field holds the default ship-to warehouse location. If a particular requestor or buyer does not have a ship-to assigned, the program will use the value in this field as the default. Zoom is available.

Ship Via

This field holds the default freight carrier/method.

FOB Point

This field holds the default designated point at which responsibility for the shipped items changes from the vendor to your company.

Print Notes

This field accepts Y or N as whether or not you want to have notes entered when entering a purchase order print on the purchase order.

AVL Required

Check this box if purchase orders can only be issued to approved vendors in the vendor catalog.

AVL Password

Enter password used to approve PO line items for non-approved vendors.

Tax section

You choose the values entered in the three fields of this section from the valid Tax Group codes set up in the Multilevel Tax menu.

Default Tax Code

This field holds the default multilevel tax group code. You must have set up multilevel tax and created tax group codes. See the Chapter on *Multilevel Tax* for details.

Exempt Tax Code

This will be a tax group code for multilevel tax that will correspond to tax exempt purchases. (Not implemented with this release.)

Misc. Tax Code

The Miscellaneous Tax Code will be the default tax group for taxation of miscellaneous amounts entered on invoices.

Freight Tax Code

This tax group code will be used as a default for all taxable freight charges.

Account Numbers Section

The Account Numbers section of the form allows you to set up default General Ledger account numbers for the following types of accounts:

A/P

This holds the Accounts Payable account number default used on orders from vendors that do not have a specific A/P account in the vendor file.

Difference

The Difference account is used to track differences between the original purchase order amounts and the final invoiced amounts.

Inventory

This field stores the default Inventory (asset) account that is affected when you receive goods into inventory. It will be overridden with the STK Line Type default account number if one has been specified.

Misc.

The Miscellaneous account default is for tracking miscellaneous amounts entered when invoicing.

Trade Disc.

This is the Trade Discount account default. It is used for posting discounts allowed by vendors.

Supplies

This is the default account for Supplies (expense purchases). If a default account is specified for the SUP Line Type, that account number will be used instead of the account number entered here.

Freight

This is the default Freight expense account number for any freight added to the PO.

Inv Holding

The Inventory Holding account number entered here is a liability account to balance the increased inventory asset value upon the receipt of inventory items. The Inventory Holding account is then reduced when invoices are posted to AP.

Non-Stock

This is the default account number for Non-Stock purchases. Note that each Line Type also has a default account number, and that the Line Type account number will be used as a default if it exists. In general, it is better to specify the Line Type account defaults with the Line Types rather than specify them here.

Capital

This is the default account number for Capital asset purchases. It will only be used if the CAP Line Type does not have a default account number assigned to it.

Cash

This field records your company's default Cash account.

Rebate COG

The journal entry created by the Process Rebates report program will credit this cost of goods account for any rebate due you from the manufacturers of the products you buy.

Rebate Recv

The journal entry created by the Process Rebates report program will debit this receivable account for any rebate due you from the manufacturers of the products you buy. When you receive a check from them this account can then be credited.

Purchase Variance

Reserved for future use with the Standard Costing module

System Numbers/Batching section

The System Numbers section of the form contains values that are used by the system to automatically number documents and postings. Although the system maintains the numbers, incrementing by 1 whenever used, you may modify the values to change the starting numbers. This section contains the following fields:

Requisition Document No.

This field stores the last "document number" assigned to a requisition. Document numbers are used by the system as a unique key to identify transactions.

If you intend to use the automatically assigned document numbers, you should change this value to the number directly preceding the first number to use; for example, if you wish the first requisition to be numbered 2000, enter a value of 1999.

Requisition Posting No.

The creation of purchase orders from requisitions is a posting process. In order to provide a complete audit trail each time this process is run, the Requisition Posting Number is automatically assigned and stored with the requisition. In all other respects this number is identical in function to the Document No. described above.

Purchase Order Document No.

This field stores the last document number assigned to a P.O. See Requisition Document Number above. The number is assigned when you enter a purchase order and may not be changed. The document number should not be confused with the P.O. Number, which is the number assigned by you to identify the order. If you do not assign a P.O. number at the time you enter a purchase order, the system uses the document number.

Receipt Document No.

This field stores the last document number assigned to a receipt.

Note

The P.O. Number used to reference a purchase order when entering receipts is the number in the P.O. No. field from a specific purchase order, which is not necessarily the same as the number in the Document

No. field on the PO. In the case where no number has been manually assigned to the purchase order via the P.O. No. field, these fields will contain the same number.

Receipt Posting No.

The receiving of goods and creation of receipts from purchase orders is a posting process. In order to provide a complete audit trail each time this process is run, the Receipt Posting Number is automatically assigned and stored with the receipt. In all other respects this number is identical in function to the Document No. described above.

Invoice Document No.

This field stores the last document number assigned to an invoice. See Requisition Document Number above.

Invoice Posting No.

The creation of invoices from receipts of purchase orders is a posting process. In order to provide a complete audit trail each time this process is run, the Invoice Posting Number is automatically assigned and stored with the requisition. In all other respects, this number is identical in function to the Document No. described above.

Initial Order Stage

Set this to the initial stage you want the PO to be set to upon entry. Valid values are ORD for ordered or HLD for held if you want purchase orders to be approved prior to processing.

Hold release Auth

This is the authorization code that must be entered to release the purchase order from HLD to ORD status so that it can be printed and processed.

Batching

Receipt Batch

Set the value to Y if you want receipts to post in batch by user id.

Invoice Batch

Set this value to Y if you want AP invoices to post in batch by user id.

Require Approval to Post

Set this value to Y if management approval is required to post batches.

Approval Code:

Enter management approval code that must be entered to approve a batch for posting.

Note

See the Batch Processing chapter in the *Getting Started with Fitrix* manual for more information or batch processing.

Streamline Purchasing Setup

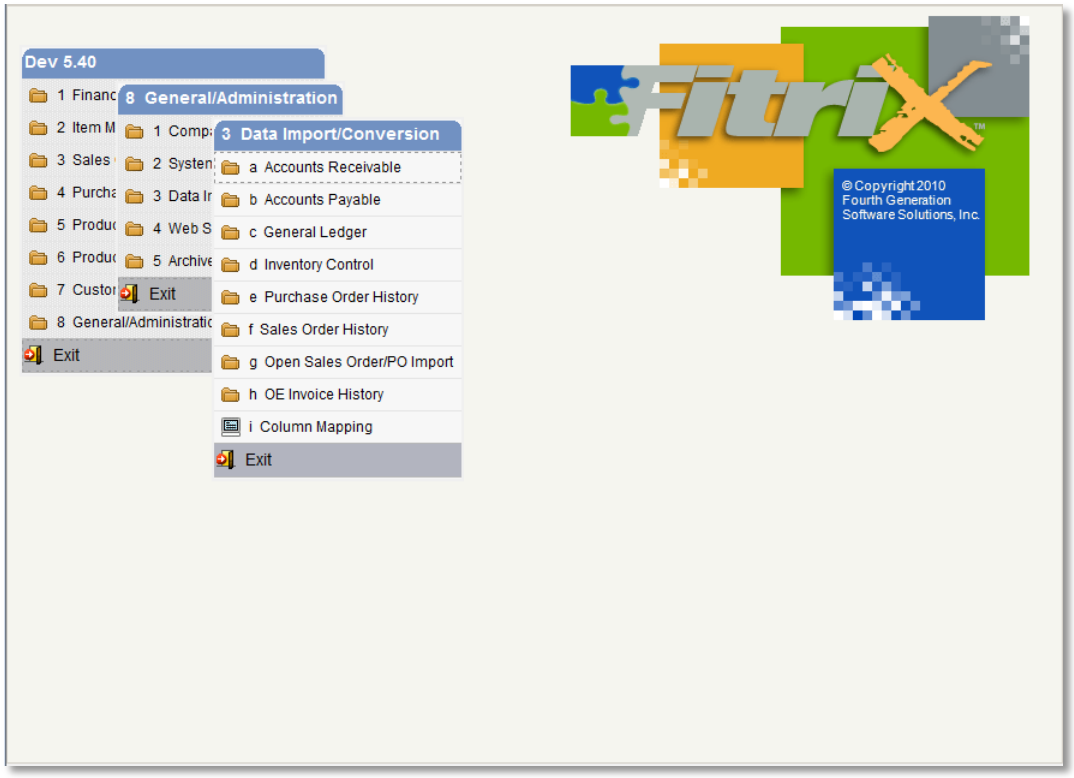
- Check the Auto Print PO box if you want POs to automatically print when saved
- Check the Print Pick Tickets for Backorders filled box if you want to automatically print pick tickets for any backordered items a PO receipt fulfills
- Check the Auto Post Receipts box if you want to automatically post the receipt when saved
- Check the Print Edit/Post Report box if you want a hard copy of the receipt posting list
- Check the Auto Post AP box if you want Invoice to automatically post when saved
- Check the Print Edit/Post Report box if you want a hard copy of the invoice posting list

7. Update item catalog (Purchase Management-1-5-c-g) – this set up cannot be done until your item codes and vendors have been converted so make a note to come back to this after the data is available.
8. Add landed cost categories (Purchase Management-1-5-c-h)

DATA CONVERSION APPLICATION

SUMMARY

The data conversion programs can be found on the Data Import/Conversion menu.



1. Launch Fitrix from the Fitrix Dev Login link on your desktop or Programs menu.
2. Click **General Administration**.
3. Click **Data Import/Conversion**.

This application supports the load of data into the Fitrix database from a source other than direct data entry. It is especially useful in situations where a pre-existing system has already accumulated large amounts of business information, and the resulting data must be transferred to Fitrix.

The programs in this application provide the functionality to:

- Load information into a temporary holding area.
- Edit the holding area data for validity prior to conversion.
- Change the data in the holding area prior to load.
- Transfer the edited information to the appropriate Fitrix tables.

- Provide audit listings of edited and loaded information.

PREREQUISITES

The Data Conversion application is an optional Fitrix module, distinct from the other Fitrix applications. The Fitrix business applications must be installed and all pre-requisite data and setup steps done before the Data Conversion application.

It also assumes the pre-existing application has a facility to unload the business data to either a text file, or a spreadsheet-compatible file, such as Microsoft Excel. This support may be provided directly by the business application, or by a related database application which stores the business data, such as Informix, DB2, Oracle, SQL Server, etc.

TEXT FILE CHARACTERISTICS

The text files used by the Data Conversion application require a specific format to be compatible for load into the temporary holding area:

- They must contain one line per row to be loaded
- The line must be terminated with a <line feed>.
- Each column in the line must be separated by column delimiter. This is usually special character, such as a comma, a tab, a slash (/), a 'pipe-sign' (|), etc. Our data conversion utility currently supports the "pipe" (|), the comma (,), the "tab", and the "tilde" (~) , and uses the 'pipe-sign' (|) by default, but you can change it. It is important to use a symbol which would not exist naturally in the data. For example, if a mailing address has a comma as part of the address, it could be interpreted as a column delimiter. You may be forced to use a character which might conflict with the natural data. For example, Microsoft Excel supports the unload of data to a .csv file, which can only use comma as delimiters. In this case, you must ensure that no commas exist within the data. Excel also supports unload to a tab-delimited file.

An example of the text file follows. In this case, it is a sample of data to load the customer table in Fitrix Accounts Receivable and Order Entry:

```
12340|0|ABC Company - A division of Fourth Generation Software|N|John Doe|713-
555-1212|713-555-9999|222 Maple Street P.O. Box 111333444555|Suite
10020030040050060070080 0|AtlantaAtlantaAtlantaAtlanta|GA|30338|USA|1|Y|0|1|Y|10
00|1000|N30|AAAAAA|0|0|12/31/2004|0|12/31/2004|12/31/2004|12/31/2004|12/31/2004
|0|0|SLSPN1|A|GA|GWINNT|ATL|A|CASH|111-222-333-444|12/05|John
Doe|VISA|0|USD|0|0|BST|GRND|1234567890|jdoe@abc.com|0||
```

COLUMN TYPE REQUIREMENTS

Each Fitrix table supported by the Data Conversion application is included in this document. The columns in each of the tables are identified, along with their data types and descriptions of how they are used by Fitrix. Each column is also marked as required (Yes or No); required columns must have data supplied in the text file.

The valid data types and their allowed values are:

char – this field allows a combination of numbers and alphabetic characters. The number in parenthesis next to it is the allowed number of characters. You should not include either single or double quotes in the data. If your data has uses more places than the length of the column, the characters to the right of the maximum will be truncated.

date – this column stores calendar dates in the form of mm/dd/yyyy, with the slashes included in the data. Formats other than mm/dd/yyyy are supported, with special setup options (See Informix DBDATE for further options).

decimal – this is a numeric field with a definable precision and scale. The total number of digits the number will hold is the precision and the number of places to the right of the decimal point is the scale. For instance, if a type is defined as decimal 6,2 this column will store a 6-digit number with four digits before the decimal point and 2 after. If your text file has numeric data for this type of column, remember that if a decimal point is not provided, the load will assume that all digits are to be placed to the left of the decimal point. If your number has more decimal places than the indicated scale, the remaining digits will be truncated. If your number have uses more places than the precision allows, the higher order digits will be truncated.

smallint and integer – these columns store whole numbers – numbers that have no fractional portion. Smallint columns store whole numbers from –32,767 to 32,767. Integer columns store whole numbers from –2,147,483,647 to 2,147,483,647. Number larger than these values will be truncated on the left.

float – these columns store numbers with fractional portions.

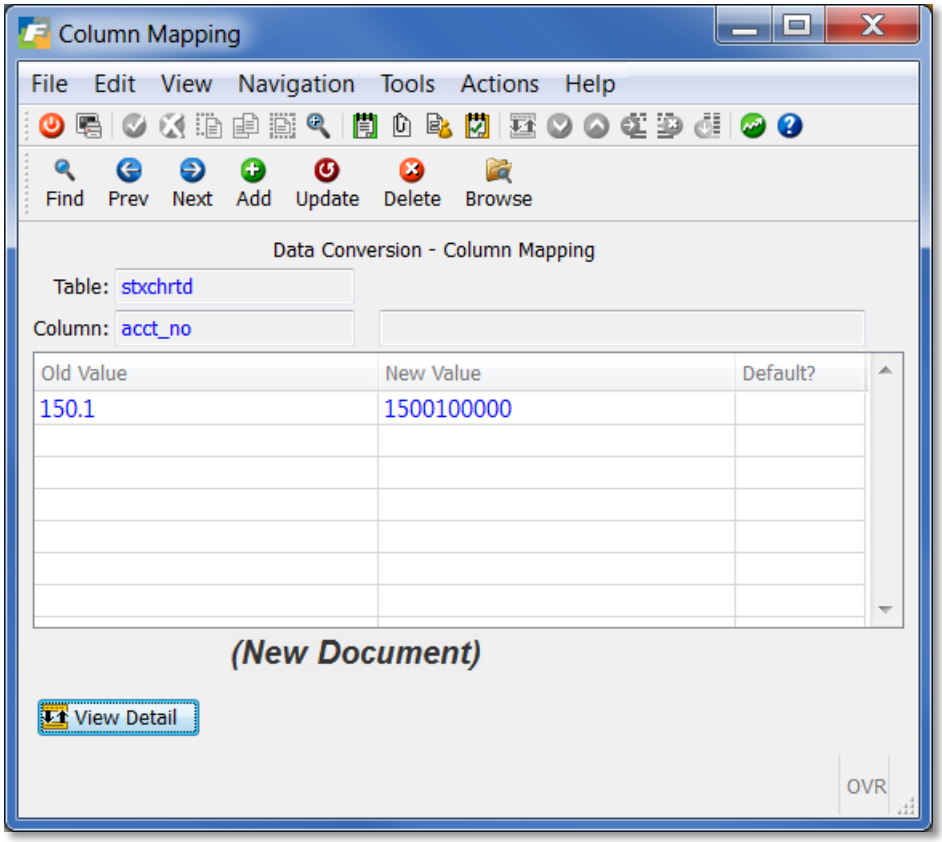
FIELD MAPPING AND CONVERSION SUPPORT

The data conversion process supports the translation of column values from the pre-existing system to values consistent with Fitrix requirements. Using this feature, it is possible to instruct the conversion process to ‘map’ an old value to a new one, for a specific table and column value. The function is accessed via the Data Conversion menu.

The mapping program allows the entry of a table and column name on the summary portion of the screen, and one or more old-to-new value combinations in the detail portion of the screen.

In addition, you may specify a new value, with a 'default' flag. This instructs the conversion program to assign the defined new value, if the old value is blank.

In the example below we are converting data that has a GL account number of 150.1 and we want the conversion program to convert it to 150010000:



The following columns can be mapped:

CHART OF ACCOUNTS

stxchrtr.acct_no

stxchrtr.acct_type

stxchrtr.acct_desc

stxchrtr.acct_cat

stxchrtr.processing_seq

stxchrtr.incr_with_crdt

stxchrtr.subtotal_group

stxchrtr.manual_journal

GL BALANCES

stxchrtd.acct_no

stxchrtd.department

AP INVOICES

stpinvce.currency_code

stpinvce.terms_code

stpinvce.file_type

stpinvce.posted

stpinvce.recurring

stpinvce.disc_acct_no

stpinvce.disc_department

stpinvce.disc_debit_credit

stpinvce.ap_acct_no

stpinvce.ap_department

stpinvce.ap_debit_credit

stpinvce.cash_acct_no

stpinvce.cash_department

stpinvce.def_mtaxcd

stpinvce.currency_code

stpinvce.orig_journal

stpinvcd.line_no

stpinvcd.acct_no

stpinvcd.department

stpinvcd.debit_credit

stpinvcd.mtax_code

AR INVOICES

strinvce.file_type

strinvce.tax

strinvce.posted

strinvce.recurring

strinvce.terms_code

strinvce.disc_acct_no

strinvce.disc_department

strinvce.disc_debit_credit

strinvce.tax_acct_no

strinvce.tax_department

strinvce.tax_debit_credit

strinvce.frght_acct_no

strinvce.frght_department

strinvce.frght_debit_credit

strinvce.misc_acct_no

strinvce.misc_department

strinvce.misc_debit_credit

strinvce.ar_acct_no

strinvce.ar_department

strinvce.ar_debit_credit

strinvce.recurr_ref

strinvce.gross_entry

strinvce.currency_code

strinvce.orig_journal

strinvcd.inv_no

strinvcd.line_no

strinvcd.acct_no

strinvcd.item_no

strinvcd.department

strinvcd.pack

strinvcd.debit_credit

strinvcd.mtax_code

CUSTOMER MASTER

strcustr.bus_name

strcustr.mtax_freight

strcustr.address1

strcustr.mtax_misc

strcustr.address2

strcustr.currency_code

strcustr.city

strcustr.act_grp

strcustr.stmt_cycle

strcustr.ar_acct_dflt

strcustr.ar_type

strcustr.ar_department_dflt

strcustr.fin_chg

strcustr.comm_code

strcustr.terms_code

strcustr.sls_psn_code

strcustr.taxable

strcustr.trd_ds_code

strcustr.mtax_fc

strcustr.ship_terms

INVENTORY ITEMS

stiinvtr.item_type

stiinvtr.sales_acct_no

stiinvtr.item_class

stiinvtr.sell_unit

stiinvtr.price_group

stiinvtr.bill_unit

stiinvtr.desc1

stiinvtr.stock_unit

stiinvtr.desc2

stiinvtr.sell_factor

stiinvtr.weight

stiinvtr.bill_factor

stiinvtr.weight_unit

stiinvtr.purch_factor

stiinvtr.volume

stiinvtr.serialized

stiinvtr.inv_acct_no

stiinvtr.market_price

stiinvtr.cog_acct_no

stiinvtr.commodity_code

stiinvtr.vend_code

stiinvtr.incr_purch_unit

stiinvtr.incr_sell_unit

INVENTORY LOCATIONS

stilocar.warehouse_code

stilocar.vend_code

stilocar.count_cycle

stilocar.vend_prod_no

stilocar.loc_aisle

stilocar.abc_code

stilocar.loc_row

stilocar.seasonal

stilocar.loc_bin

stilocar.avg_ld_tm

stilocar.stock_location

stilocar.lst_ld_tm

stilocar.comm_code

stilocar.pri_ld_tm

AP OPEN ITEMS

stpopend.vend_code

stpopend.ap_department

stpopend.pay_to_code

stpopend.po_no

stpopend.inv_no

stpopend.cash_acct_no

stpopend.inv_desc

stpopend.cash_department

stpopend.ap_acct_no

stpopend.currency_code

AR OPEN ITEMS

stropend.ar_acct_no

stropend.currency_code

stropend.ar_department

stropend.sls_psn_code

stropend.item_type

AP PAY TOS

stppytor.pay_to_name

stppytor.city

stppytor.contact

stppytor.state

stppytor.address1

stppytor.zip

stppytor.address2

stppytor.country

stppytor.bo_allowed

stppytor.taxable

stppytor.take_dscnt

stppytor.trd_ds_code

stppytor.buyer_code

stppytor.pay_method

stppytor.st_tx_code

stppytor.co_tx_code

stppytor.ci_tx_code

CUSTOMER SHIP TO

strshipr.bus_name

strshipr.address1

strshipr.address2

strshipr.city

strshipr.mtax_freight

strshipr.mtax_misc

strshipr.comm_code

strshipr.sls_psn_code

strshipr.trd_ds_code

strshipr.ship_terms

VENDOR MASTER

stpvendr.bus_name

stpvendr.address1

stpvendr.address2

stpvendr.city

stpvendr.bo_allowed

stpvendr.taxable

stpvendr.mtax_frght

stpvendr.mtax_misc

stpvendr.hold_pymnt

stpvendr.take_dscnt

stpvendr.trd_ds_code

stpvendr.buyer_code

stpvendr.terms_code

stpvendr.act_grp

stpvendr.pay_method

stpvendr.federal_tax_id

stpvendr.print_1099

stpvendr.currency_code

stpvendr.cash_acct_no

stpvendr.cash_department

stpvendr.ap_acct_dflt

stpvendr.ap_department_dflt

stpvendr.exp_acct_no

stpvendr.exp_department

THE CONVERSION PROCESS

The data conversion process is a sequence of menu options that starts with the load of data from a text file and ends with the data being added to the associated Fitrix table.

DATABASES TO USE FOR DATA CONVERSION TESTING

The database used for your day to day business is typically named “live”. For data conversion purposes two other databases may be created:

Live_prep – this database will be the repository for all static data and will be updated with transactional data converted prior to go live. The live database will then be created from live_prep

Convert_db – this database will be used for conversion practice runs and cloned for training classes if the training needs to be conducted using your real data.

The process is as follows:

1. Create the convert_db by cloning database live. To clone the live database, execute the following commands:

   - Log into the the Linux server with the ‘informix’ user name.
   - `. /fitrix/bin/env_prod.sh`
   - `cd $fg/accounting/data`
   - `mkdir exports`
   - `chmod 777 exports`
   - `cd exports`
   - `dbexport live`

   This will create a new subdirectory, named live.exp. Inside the live.exp directory is a file named live.sql. Take the following steps:

   - `mv live.exp convert_db.exp`
   - `cd convert_db.exp`
   - `mv live.sql convert_db.sql`
   - `cd ..`
   - `dbimport convert_db -d datadbs` – This may run for a few minutes
   - `ontape -s -u convert_db` – This turns on database logging for the new database

2. Enter/convert the chart of accounts and other pre-requisite data outlined in this user guide into database convert_db. Also enter any other static date that you will not be converting (customers, vendors, etc..)
3. Clone live_prep from convert_db.
4. Do a dbexport of convert_db so that it can be recovered after each test conversion run.
5. Run test conversion runs of all data that is being converted as many times as needed until it can be done without errors using a fresh copy of convert_db each time.
6. Run final conversion using live_prep not convert_sb.
7. Run balancing reports to confirm old and new systems balance:

   AR and AP open item reports
   Inventory valuation
   Work in process
   Trial balance

8. If everything is in balance set modules set up flags to Y in IC,AR,AP,GL

PRE-CONVERSION STEPS

In preparation for the conversion, the following steps must be completed:

- The text file(s) for the associated Fitrix table(s) must be placed in the `$fg/data/load directory`, and must be given the name defined in the **Table Attributes** section below. If you do not see this directory, create one by running the `mkdir` command while in the `$fg` directory:

  ```
  cd $fg/data

  mkdir load
  ```

- An example of a command file for the AR Customer Master load is shown below:

  ```
  FILE dcrcustr.unl DELIMITER "|" 52:

  INSERT INTO dcrcustr;
  ```

- Your file must have the exact same number of columns that the table has. For any columns that are not required set to | |.

The Data Conversion menu options are as follows:

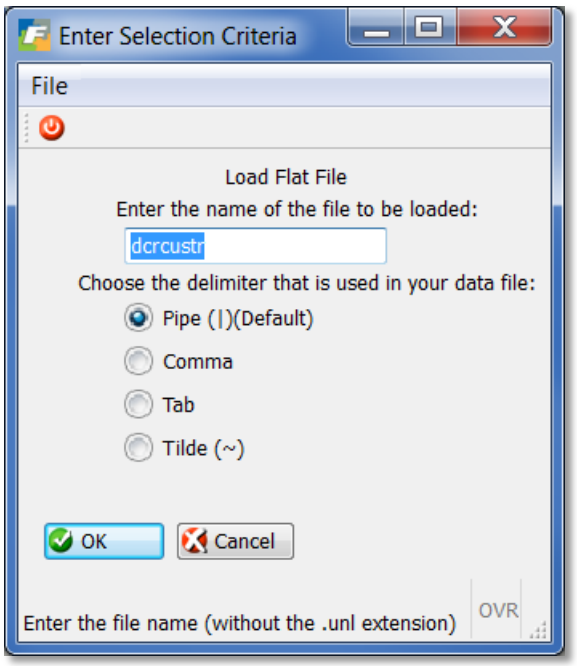
Load Flat File(s) to Import Table(s) – loads information from the text file(s) (created by the pre-existing system) into the Import Table(s). The option will display any errors encountered during the load. Text lines with errors will not be loaded into the import table. (Note that the Import tables will all be empty when you first install Fitrix. If you have used the Import table, you may

need to run the Clear Import Table step below). The option prompts the user to enter the name of the file to be processed. The prompt displays a default name, but it can be changed, if needed. A suffix of '.unl' will be added to the name automatically.

When a flat file is successfully loaded into its corresponding conversion table, the flat file is renamed from "{filename}.unl" to "{filename}.loaded".This will prevent the file from being accidentally loaded more than once. It also provides an easy way to modify and re-load the flat file if the "Clear Import Table" option is used. To re-load the flat file after clearing the import table, rename it from "{filename}.loaded" back to "{filename}.unl".

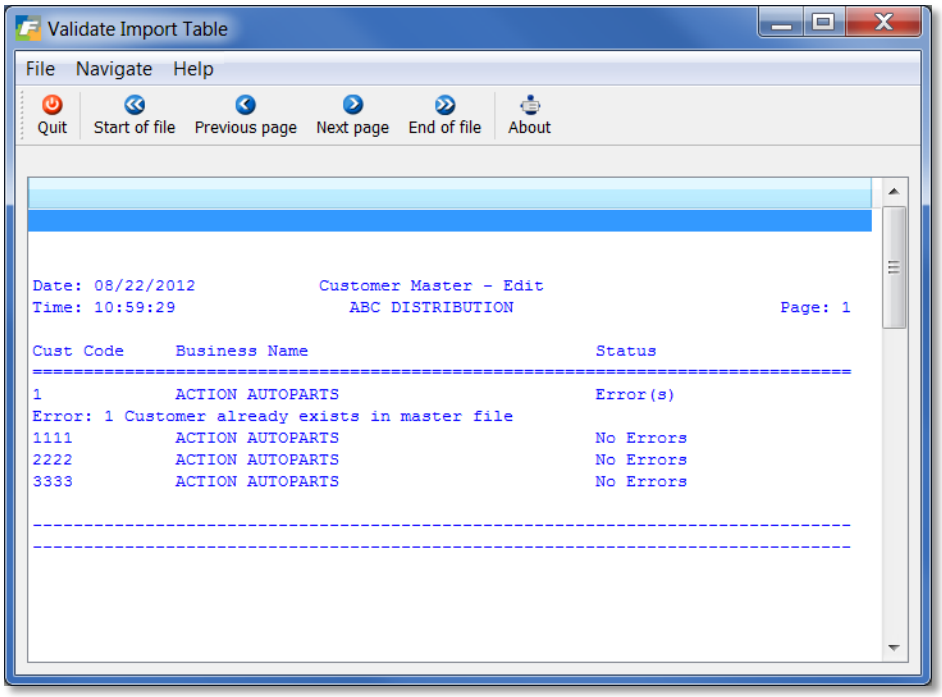
Edit the file, if necessary, to make changes to the raw data, then re-run the "Load Flat File to Import Table" option.

After this menu option is selected and the printer chosen, this screen displays:



Enter the name of the file you are importing if it differs from the default name displayed and also select the delimiter you are using in your file. This will create a 'filename,cfg' file on the fly based on the number of columns in the table being loaded and the selected delimiter,

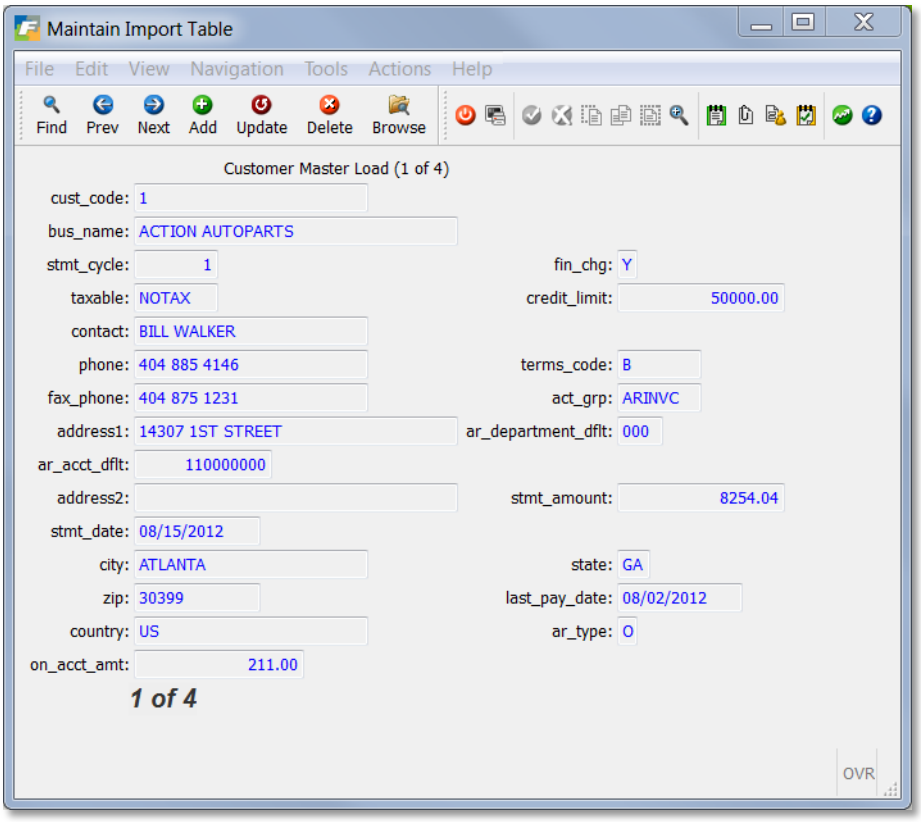
Validate Import Table – Analyzes the data in the Import Table, and generates an edit report listing the rows with their edit status (Either "Errors" or "No Errors"). Any rows with errors will also print a detailed message describing the error. If a row has an error, it will not load to the associated Fitrix table. Here is a sample of the edit report for a load of AR customers:



Note the line highlighted in blue is an error for the customer code TESTC1. This error will need to be fixed using the Maintain Import table program, which is run next in the process.

Maintain Import Table – Allows you to maintain any rows in the Import Table. You can perform the normal add, find, update and delete operations on rows in the table. Use this option when the Edit prints an error, and you want to correct the error before the load. After completion of maintenance, you should run another Edit Import Table option to re-validate the rows.

The error in the customer code conversion report above is fixed using this program. Do a Find and find customer code TESTC1. This screen will display:



Note that **Customer Master Load (1 of 4)** displays at the top of the screen. This means that there are four data screens for every customer due to the amount of data that is stored at the customer level.

For example, the error in the previous screenshot is that the finance charge flag was null. To correct this issue, you would click the Update icon here and set the flag to either Y or N.

Post Import Table – Performs that same data analysis as the 'Validate Import Table', and for rows with no errors, loads the associated Fitrix table from the Import Table. Generates the same report, with a notation of the rows loaded or rejected (because of errors). This option will only add rows to the existing Fitrix table. As rows are added, the Import table row is deleted to prevent it from being added as a duplicate later.

Other options are available to perform miscellaneous functions:

Clear Import Table – Removes all rows in the Import Table.

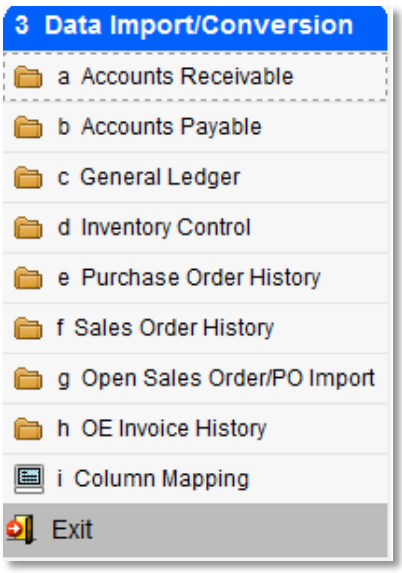
In some cases, there may be a large percentage of errors from an Import Table Edit, which could be more efficiently corrected with a re-creation of the text file from your pre-existing system. In this case, you would clear the Import Table, place the new contents of your text file in the Flat File load directory, and perform another **Load Flat File to Import Table**.

Clear Fitrix Table – Removes all rows in the associated Fitrix table.

Use this option only under very special circumstances, as this option will delete any data you have posted to the real Fitrix tables.

For example, if you have created some Customer Master rows for training or sampling, and you are now ready to load the production customer rows. Use this option to remove all the sampling/training data, to prepare for the load of production rows. The option warns you that master file data will be lost, and gives you an option to stop.

TABLES SUPPORTED



Tables with green text have not yet been released to the base package.

ACCOUNTS RECEIVABLE

Customer Master

- dcrcustr One row per row in table strcustr
- dcrshipr One row per row in table strshipr

Open and Posted Invoices

- dcrinvce One row per row in table strinvce
- dcrinvcd One row per row in table strinvcd
- dcropend One row per row in table stropend

Customer Ship-To Reference

- dcrshipr One row per row in table stpshipr

ACCOUNTS PAYABLE

Vendor Master

- dcpvendr One row per row in table stpvendr

Vendor Pay-To reference

- dcppytor One row per row in table stppytor

Open and posted Invoices

- dcpinvce One row per row in table stpinvce
- dcpinvcd One row per row in table stpinvcd

Please note that the conversion program must be run twice, once for header records (dcpinvce) and again for detail records (dcpinvcd).

Vendor Open AP Items

- dcpopend One row per row in table stpopend

GENERAL LEDGER

Transactions (posted)

- dcgactvd One row per row in table stgactvd

  One row per posting in table stgtranr

  One row per posting in table stxtranr

Account Balances

- dcxchrtd One row per row in table stxchrtd

Chart of Accounts

- dcxchrtr One row per row in table stxchrtr

INVENTORY CONTROL

Item Master

- dciinvtr One row per row in stiinvtr

Inventory Balance

- dcilocar One row per row in stilocar

ORDER ENTRY

Orders

- dcoordre One row per row in table stoordre
- dcoordrd One row per row in table stoordrd

  One row per row in table stoshipd

  One row per stoshtxd

  One row per stiserle

Posted Invoices

- dcoinvce One row per row in table stoinvce
- dcoinvcd One row per row in table stoordrd

PURCHASING

Open and Posted Purchase Orders.

- dcuordre One row per row in table stuordre
- dcuordrd One row per row in table stuordrd

Receipts

- **dcurecte One row per row in table sturecte**
- **dcurectd One row per row in table sturectd**

Invoices

- **Stuinvce** **Invoice Header**
- **Stuinvcd** **Invoice Detail**

Item Catalog

TABLE ATTRIBUTES

GENRAL LEDGER

GENERAL LEDGER ACTIVITY (DCGACTVD)

TABLE DESCRIPTION

This table stores the posted General Ledger Activity.

Flat File Name

dcgactvd.unl – text file lines

dcgactvd.cmd – command file

ASSOCIATED FITRIX TABLE

Stgactvd, stgtranr, stxtranr

Column	Column name	Reqd	Type	Description
1	reference	Y	char(6)	Ref code for stxtranr. The following are acceptable for each orig_journal: oe cust_code ic set to null cd vend_code cr cust_code ap vend_code ar cust_code pu vend_code pr vend_code py empl_code gj doc_src ye set to AUTO
2	description	N	char(30)	Description for stxtranr
3	orig_journal	Y	char(2)	OE/IC/CD/CR/AP/AR/PU/PR/PY YE/GJ
4	doc_no	Y	integer	Document number. Required to group specific transactions together.
5	acct_no	Y	integer	GL Account Number
6	department	Y	char(3)	GL Department
7	amount	Y	decimal(12)	Amount
8	date	Y	date	Transaction date
9	debit_credit	Y	char(1)	D/C

Values in transaction tables are set as follows:

Stxtranr

post_no – next sequential post_no based on orig_journal

post_date – current date

doc_date – from scgactvd

doc_desc – from dcgactvd

user_id – null

stgtranr

acct_period – period according to doc_date in dcgactvd

acct_year – period according to doc_date in dcgactvd

Validity checks include:

Acct_no (stxchrtr)

Department (stxinfor)

Period and year (stxperdr)

Amount must be > 0

Debit_credit must be D or C

GENERAL LEDGER – CHART OF ACCOUNTS (DCXCHRTR)

TABLE DESCRIPTION

This table stores the General Ledger Chart of Accounts.

Flat File Name

dcxchrtr.unl – text file lines

dcxchrtr.cmd – command file

ASSOCIATED FITRIX TABLE

Stxchrtr

Column	Column name	Reqd	Type	Description
1	acct_no	Y	integer	GL Account Number
2	acct_type	Y	char(15)	Account Type – CURRENT ASSETS,FIXED ASSETS,CUR LIABILITIES,L/T LIABILITIES,CAPITAL, INCOME,COST OF GOODS, EXPENSES
3	acct_desc	Y	char(30)	Description
4	acct_cat	Y	char(1)	Account category – A = asset account B = liability account C = capital account D = income account E = cost of goods account F = expense account
5	processing_seq	Y	char(1)	Processing sequence 1 Current asset 2 Fixed asset 3 Current Liability account 4 Long term liability 5 Capital 6 Income 7 Cost of goods 8 Expenses
6	incr_with_credit	Y	char(1)	Increase with credit (Y/N)
7	subtotal_group	N	char(30)	Subtotal group
8	manual_journal	Y	char(1)	Manual Journal- set to Y if this account number can be used in journal entries or N if it cannot be.

GENERAL LEDGER – ACCOUNT BALANCES (DCXCHRTD)

TABLE DESCRIPTION

This table stores the General Ledger account balances.

Flat File Name

dcxchrtd.unl – text file lines

dcxchrtd.cmd – command file

ASSOCIATED FITRIX TABLE

Stxchrtd

IMPORTANT NOTE: When converting balances you do not need to enter a minus sign in front of accounts that typically have a credit balance like revenue accounts. Setting the increase with credit flag to Y in stxchrtr tells the system that this account has a credit balance. Inserting a minus sign will actually convert the balance as a debit balance.

Column	Column_name	Reqd	Type	Description
1	acct_no	Y	integer	GL Account Number
2	department	Y	char(3)	GL Department
3	period_month	Y	char(2)	Accounting period or month
3	period_year	Y	char(4)	Accounting year
4	activity	y	decimal(12)	The activity column plus the this_month column represent all activity posted to an account for a particular period. transactions initially post to the this_month column. begin a new period rolls the this_month amount into activity and null this_month.
5	balance	Y	decimal(12)	Balance at end of period
7	this_month	N	decimal(12)	When a given period is current, transaction amounts accumulate in the this_month column. during the "begin a new period" process, the this_month amount is transferred to the activity column and the this_month column is nulled. this_month will then accumulate prior period postings. i.e., expect all postings to the current month to hit the this_month column. for

				prior periods, if you notice an amount in the this_month column it indicates that a posting to that period has occurred from the current period. using the this_month column in this fashion allows the financial reports to flag those accounts that show a prior period posting possibly indicating a problem that needs to be looked into.)
8	budget	N	decimal(12)	Budget amount or 0 if not known

ACCOUNTS PAYABLE

VENDOR MASTER (DCPVENDR)

TABLE DESCRIPTION

This table stores the Vendor Master load data.

Flat File Name

dcpvendr.unl – text file lines

dcpvendr.cmd – command file

ASSOCIATED FITRIX TABLE

stpvendr

Col	Column name	Reqd	Type	Description
1	vend_code	Y	char(20)	Vendor code. Each vendor must be assigned a unique code.
2	bus_name	Y	char(30)	Vendor's business name
3	contact	N	char(20)	Vendor's primary contact person
4	phone	N	char(20)	Vendor's primary phone number
5	address1	N	char(30)	First line of address
6	address2	N	char(30)	Second line of address
7	city	N	char(20)	City
8	state	N	char(2)	State
9	zip	N	char(10)	Zip code
10	country	N	char(2)	Country
11	credit_limit	N	decimal(12)	Vendor's credit limit
12	terms_code	N	char(6)	Vendor's terms code
13	act_grp	N	char(6)	GL account group
14	spec_billing	N	char(50)	Special billing instructions
15	ap_acct_dflt	N	integer	Default gl ap account when posting to general ledger. If no value is supplied, defaults to the account assigned in AP setup.
16	ap_department_dflt	Y	char(3)	Default gl department when posting to general ledger. Set to 000 if not using departments
17	last_pay_date	N	date	Last payment date
18	hold_pymnt	N	char(1)	Payment on hold. Enter a Y is payments should be held, or N if not.
19	take_dscnt	N	char(1)	Take discount y/n or always. Enter Y is discounts should be taken, or N if not.
20	acct_bal	Y	decimal(12)	Balance due from customer. Set to null. This will be set to the sum of open items and any unapplied funds when you change the AR set up complete flag to Y. See *** note below on

				acct_bal
21	on_acct_amt	N	decimal(12)	On account amount
22	arch_bal	N	decimal(12)	Last archive balance
23	spec_shipping	N	char(50)	Special shipping instructions
24	taxable	N	char(6)	Multilevel tax code
25	bo_allowed	N	char(1)	Backordering allowed. Enter Y if backordering is allowed, or N if not.
26	pay_method	N	char(6)	Payment method code. Validated against the AP Payment Methods table.
27	buyer_code	N	char(6)	Buyer code. Validate against the Buyer table in purchasing.
28	trd_ds_code	Not used		
29	eta_days	N	smallint	Estimated time of arrival days
30	st_tx_code		char(6)	not used
31	co_tx_code		char(6)	not used
32	ci_tx_code		char(6)	not used
33	cash_acct_no	Y	integer	Cash account number used when posting to general ledger
34	cash_department	Y	char(3)	Cash account department used when posting to general ledger
35	exp_acct_no	N	integer	Expense account number used when posting to general ledger. If no value is supplied, defaults to the account assigned in AP setup.
36	exp_department	Y	char(3)	Expense account department used when posting to general ledger. If not using departments enter 000.
37	print_1099	N	char(1)	Print 1099? Enter Y if 1099 is to be printed, or N if not.
38	federal_tax_id	N	char(11)	Vendor's federal tax id. Must be in the format 99-9999999 or 999-99-9999.
39	currency_code	N	char(3)	Vendor's currency code. Validate against the currency code table.
40	acct_bal_date	N	date	The date the account balance was last changed.
41	on_acct_date	N	date	The date the on account amount was last changed.
42	sdb_code	N	char(10)	
43	vendor_rating	N	smallint	Vendor’s performance rating
44	fax_phone	N	char(20)	FAX telephone number
45	telex_no	N	char(20)	Telex number
46	mtax_frght	N	char(6)	Tax group code for freight
47	mtax_misc	N	char(6)	Tax group code for miscellaneous
48	email	N	char(50)	E-mail address
49	web_address	N	char(50)	Web address
50	cell_phone	N	char(20)	Cell phone
51	account_no	N	char(20)	Your account # with the vendor
52	ytd_purchases	N	decimal(14)	Year to date $ purchases
53	lifetime_purchases	N	decimal(14)	Lifetime $ purchases
54	open_po_amt	N	decimal(14)	$ amt on open Pos
55	reb_recv_acct_no	N	integer	Rebate AR account number
56	cc_template	N	char(20)	Credit card import template ID

Note on acct_bal value – if user has run the DC AP open item conversion program there will be activity in the tables and they will not be able to set the setup complete to Y using the Update Payables Defaults program. Therefore to set the stpvendr.acct_bal this SQL must be run after loading in the open items (dcpopend/stpopend):

```
update stpvendr set acct_bal = (sum (stpopend.balance) from stpopend where
stpopend.vend_code = stpvendr.vend_code
```

VENDOR PAYTO (DCPPYTOR)

TABLE DESCRIPTION

This table stores the Vendor Master remittance address codes.

Flat File Name

dcppytor.unl – text file lines

dcppytor.cmd – command file

ASSOCIATED FITRIX TABLE

Stppytor

Col	Column name	Reqd	Type	Description
01	vend_code	Y	char(20)	Vendor code
02	pay_to_code	Y	char(6)	Pay to code
03	pay_to_name	Y	char(30)	Pay to name
04	contact	N	char(20)	Contact Name
05	phone	N	char(20)	Ph
06	address1	Y	char(30)	Address 1
07	address2	N	char(30)	Address 2
08	city	Y	char(20)	City
09	state	Y	char(2)	State
10	zip	Y	char(10)	Zip
11	country	Y	char(2)	Country
12	take_discount	Y	char(1)	Take discount y/n or always. Enter Y is discounts should be taken, or N if not.
13	spec_billing	N	char(50)	Special billing instructions
14	taxable	Y	char(6)	Multilevel tax code
15	bo_allowed	N	char(1)	Backordering allowed. Enter Y if backordering is allowed, or N if not.
16	pay_method	Y	char(6)	Payment method code. Validated against the AP Payment Methods table.
17	buyer_code	N	char(6)	Buyer code. Validate against the Buyer table in purchasing.
18	trd_ds_code	N	char(6)	Trade discount code. Validated against the discount code table.
19	eta_days	N	smallint	Estimated time of arrival days

20	st_tx_code	not used		
21	co_tx_code	not used		
22	ci_tx_code	not used		
23	email	N	char(50)	Email address
24	web_aadress	N	char(50)	Web address
25	cell_phone	N	char(20)	Cell phone number
26	fax_phone	N	char(20)	Fax number
27	cc_ap_acct_no	N	integer	Credit card import account number
28	cc_ap_department	N	char(3)	Credit card import department

AP OPEN AND POSTED INVOICES - HEADER (DCPINVCE)

Note

There are two menu options for AP invoices found on the AP conversion menu.

Import Invoices – these are open invoices that have not yet posted to the vendor's account or to general ledger. Once these invoices are converted you must run the Print Payable Listing program (edit list) and Post Payable Documents program to post these invoices.

Convert Invoice History – these invoices have already been posted to the vendor's account and the general ledger and you are converting them for informational/research purposes only. Please note that if you are not converting a corresponding AP open item that is due to your vendor (because it has been paid) there will be no activity records created for these posted invoices. Because of this they will not display in the vendor activity screen or print on various reports. You will however be able to view these records in the Update Payable Documents program located on the Payable Ledger menu.

TABLE DESCRIPTION

This table stores the Accounts Payable Invoice Header load data.

Flat File Name

dcpinvce.unl – text file lines

dcpinvce.cmd – command file

ASSOCIATED FITRIX TABLE

stpinvce

Col	Column name	Reqd	Type	Description
1	inv_no	Y	char(20)	Invoice number
2	department	N	char(3)	Default department
3	file_type	Y	char(1)	File type
	I=Invoice			
			D=Debit memo	
			C=Credit memo	
4	ref_no	N	integer	Inv doc# affected by DB/CR
5	inv_desc	Y	char(30)	Document description
6	doc_date	Y	date	Document date
7	vend_code	Y	char(20)	Vendor code
8	pay_to_code	N	char(6)	Vendor payto code
9	posted	Y	char(1)	Should be N if running Import Invoices process and Y if running the Convert Invoice History process.
10	recurring	N	char(1)	Marked for recurring y/n
11	terms_code	Y	char(6)	Payment terms code
12	inv_date	Y	date	Invoice date
13	to_pay_date	N	date	Date to pay invoice
14	due_date	Y	date	Invoice due date
15	disc_date	N	date	Date discount must be taken by
16	disc_pct	N	decimal(6)	Discount percent
17	po_date	N	date	Purchase order date
18	po_no	N	char(10)	Purchase order number
19	disc_acct_no	N	integer	Discount account number
20	disc_department	N	char(3)	Discount department
21	disc_amount	N	decimal(12)	Discount amount
22	disc_debit_credit	N	char(2)	Discount debit/credit
23	ap_acct_no	Y	integer	AP account number
24	ap_department	Y	char(3)	AP department number
25	ap_amount	Y	decimal(12)	AP amount
26	ap_debit_credit	Y	char(2)	AP debit/credit
27	ok_to_post	N	char(1)	For open invoices set to N. When the edit list is run this will be set to Y. For posted invoices set to Y.
28	cash_acct_no	Y	integer	Cash account number
29	cash_department	Y	char(3)	Cash account department
30	recurr_ref	N	char(10)	Recurring reference number
31	def_mtaxcd	N	char(6)	Default multilevel tax code
32	gross_entry	N	char(1)	Use gross entry
33	currency_code	N	char(3)	Multicurrency code
34	curr_ex_rate	N	decimal(16)	Multicurrency exchange rate
35	home_curr_amount	N	decimal(12)	Home currency amount
36	fix_date_flag	N	char(1)	Fix dates flag
37	batch_id	N	integer	If batch control is turned on the import post will set this to the next batch ID.used
38	recurr_cnt	N	integer	Recurring count
39	orig_journal	N	char(2)	Originating journal - AP
40	trans_doc_no	N	integer	Set to null

AP OPEN AND POSTED INVOICES – DETAIL (DCPINVCD)

Note

There are two menu options for AP invoices found on the AP conversion menu.

Import Invoices – these are open invoices that have not yet posted to the vendor's account or to general ledger. Once these invoices are converted you must run the Print Payable Listing program (edit list) and Post Payable Documents program to post these invoices.

Convert Invoice History – these invoices have already been posted to the vendor's account and the general ledger and you are converting them for informational/research purposes only. Please note that if you are not converting a corresponding AP open item that is due to your vendor (because it has been paid) there will be no activity records created for these posted invoices. Because of this they will not display in the vendor activity screen or print on various reports. You will however be able to view these records in the Update Payable Documents program located on the Payable Ledger menu.

TABLE DESCRIPTION

This table stores the Accounts Payable Invoice Line Item load data.

Flat File Name

dcpinvcd.unl – text file lines

dcpinvcd.cmd – command file

ASSOCIATED FITRIX TABLE

stpinvcd

Col	Column_name	Reqd	Type	Description
1	vend_code	Y	char(20)	Vendor Code
2	inv_no	Y	char(20)	Invoice Number
3	line_no	Y	smallint	Line number
4	acct_no	Y	integer	Account number
5	department	Y	char(3)	Department number
6	amount	Y	decimal(12)	Amount
7	debit_credit	Y	char(2)	DB=debit, CR=credit
8	mtax_code	N	char(6)	Multilevel tax code
9	goods_amt	N	decimal(12)	Goods amount

Note

After you run this conversion process you should run the Print Vendor Open Items report located on the Set Up Payables menu to confirm that the total AP converted matches the AP balance on your existing system. If it does go to the Update Payables Default program located on the Set Up Payables menu and set "Is A/P Setup Complete" = Y. Doing this will automatically create the corresponding activity tables so that you can now view these open items in the vendor activity screen and so that they also print on the AP aging and various other reports.

VENDOR OPEN AP ITEMS (DCPOPEND)

TABLE DESCRIPTION

This table stores the Accounts Payables Open Invoice Balances that make up the amount due to each vendor.

Flat File Name

dcpopend.unl – text file lines

dcpopend.cmd – command file

ASSOCIATED FITRIX TABLE

stpopend

l	Column name	Reqd	Type	Description
1	vend_code	Y	char(20)	Vendor code
2	pay_to_code	Y	char(6)	If no pay-to code set to PAYTO
3	inv_no	Y	char(20)	Invoice number
4	inv_desc	N	char(30)	Invoice description
5	inv_date	Y	date	Invoice date
6	orig_amount	Y	decimal(12)	Original invoice amount
7	disc_amt	Y	decimal(12)	Discount amount or set to 0.00
8	balance	Y	decimal(12)	Current balance due on invoice
9	disc_bal	Y	decimal(12)	Current discount balance or set to 0.00
10	due_date	Y	date	Invoice due date
11	disc_date	Y	date	Date to take discount.If no discount set to due_date
12	ap_acct_no	Y	integer	GL account number for AP
13	ap_department	Y	char(3)	Set to 000
14	po_no	N	char(20)	Your PO number
15	po_date	N	date	PO date
16	to_pay_amt	Y	decimal(12)	Amount to pay
17	to_take_disc	Y	decimal(12)	Discount to take else 0.00
18	to_pay_date	Y	date	Set to disc_date if discount else set to due_date
19	cash_Acct_no	Y	integer	GL account for checking account
20	cash_department	Y	char(3)	set to 000
21	currency_code	N	char(3)	If using multicurrency this field is required and should be

				set to the vendor's currency code or you home currency code.
22	curr_ex_rate	N	decimal(16)	If using multicurrency this field is required and should be set to the exchange rate effective when invoice was entered.
23	home_curr_amount	Y	decimal(12)	Set to balance
24	last_pay_date	N	date	Last pay date

ACCOUNTS RECEIVABLE

CUSTOMER MASTER (DCRCUSTR)

TABLE DESCRIPTION

This table stores the Customer Master load data.

Note: There is another column in this table that stores the customer deposit amount. It is included in the mapping below but set this value to 0.00 because these deposits will need to be entered manually through cash receipts so that user can enter what contract number/sales order number the deposit relates to. When the cash receipt is posted the deposit balance in the customer record will be updated as well as the customer's balance due. If any of the deposits you are entering are already included in your converted GL balances, you should do a journal entry to reverse the GL affect the cash receipt posting had on your GL

(ie - debit AR, credit Cash)

Added mr 1729 05/11/09 - SET STXFDDRD PRINT = 1 FOR ALL CONVERTED CUSTOMERS.

Flat File Name

dcrcustr.unl – text file lines

dcrcustr.cmd – command file

ASSOCIATED FITRIX TABLE

strcustr

Col	Column name	Reqd	Type	Description
1	cust_code	Y	char(20)	Customer code. Each customer must be assigned a unique code.
2	bridge_code		char(20)	Reserved for future use
3	bus_name	Y	char(30)	Customer's business name
4	taxable	N	char(6)	Sales tax code. If no entry is made here then all transactions for this customer will default to the Invoice Default Tax Group in Update Receivable Defaults.
5	contact	N	char(20)	Customer Contact person
6	phone	N	char(20)	Telephone number
7	fax_phone	N	char(20)	Fax number
8	address1	N	char(30)	First line of street address
9	address2	N	char(30)	Second line of street address
10	city	N	char(20)	City
11	state	N	char(2)	State
12	zip	N	char(10)	Zip code
13	country	N	char(2)	Country
14	ar_type	Y	char(1)	Determines how statements will

				print. Enter O for all open items to print or B for balance forward from last statement and any new open items since last statement date.
15	preferred	char(1)		not used
16	frequent	char(1)		not used
17	stmt_cycle	N	smallint	Used to print statements in groups, enter unique identifier here. For instance, if you print statements for a certain group of customer on the 15th of the month and the rest print on the last day of the month, you would assign a different group code to each group of customers. Valid values are 0 through 9 or null.
18	fin_chg	Y	char(1)	Finance charge. Enter Y if you want to charge a finance charge on past due invoices or N for No.
19	credit_limit	N	decimal(12)	Credit limit
20	order_limit		decimal(12)	not used
21	terms_code	N	char(6)	AR payment terms code (ie NET10). If no value entered here, all documents for this customer will default to the terms code in the Update Receivable Defaults program. These codes must be set up in the Update Customer Terms prior to going live.
22	act_grp	N	char(6)	Account group code. See Accounts Receivable user manual for explanation on account groups.
23	ar_acct_dflt	N	integer	General ledger account number for Accounts Receivable. If no value entered here, all transactions for this customer will default to the default account number in the Update Receivable Defaults program.
24	ar_department_dflt	N	char(3)	General ledger department code. If no value entered here, all transactions for this customer will default to 000.
25	stmt_date	N	date	Last date statement printed. This date will be maintained by system and updated every time statement is printed once live on system.
26	stmt_amount	N	decimal(12)	Total amount of last statement printed. This value will be maintained by system every time a statement is printed once live on system.
27	acct_bal	Y	decimal(12)	Balance due from customer. Set to null. This will be set to the sum of open items and any unapplied funds when you change

				the AR set up complete flag to Y. See *** below
28	obtained_date		date	not used
29	last_order_date		date	not used
30	last_pay_date	N	date	Last date payment received. This date will be maintained by system and updated every time a cash receipt is posted once live on system.
31	inactive_date		date	not used
32	on_acct_amt	Y	decimal(12)	Total $ of any unapplied payments and should be converted as a negative number. If there are none, set value to 0.
33	arch_bal		decimal(12)	not used
34	sls_psn_code	N	char(6)	Salesperson code
35	trd_ds_code	N	char(6)	Trade discount code. This value is only used if Order Entry module is used in conjunction with Accounts Receivable.
36	st_tx_code		char(6)	not used
37	co_tx_code		char(6)	not used
38	ci_tx_code		char(6)	not used
39	comm_code		char(6)	not used
40	pay_method	Y	char(6)	Pay method (AR, CASH, VISA)
41	card_no	N	char(20)	Credit card number. This only applies if Order Entry module is being used in conjunction with Accounts Receivable.
42	exp_date	N	char (5)	Expiration date
43	card_holder	N	char(20)	Name on credit card. This only applies if Order Entry module is being used in conjunction with Accounts Receivable.
44	cc_method	N	char(6)	Name of credit card company. This only applies if Order Entry module is being used in conjunction with Accounts Receivable.
45	mtax_fc	N	char(6)	Sales tax code for finance charges. If no entry is made here then all transactions for this customer will default to the Invoice Default Tax Group in Update Receivable Defaults.
46	currency_code	If MC in use	char(3)	Only used if multi-currency installed. See Multi-currency user manual for more details.
47	mtax_freight	N	char(6)	Sales tax code for freight charges. If no entry is made here then all transactions for this customer will default to the Invoice Default Tax Group in Update Receivable Defaults.
48	mtax_misc	N	char(6)	Sales tax code for miscellaneous charges. If no entry is made here then all transactions for this customer will default to the Invoice Default Tax Group in Update Receivable Defaults.
49	ship_via_cd		char(3)	not used
50	ship_terms	N	char(15)	Default shipping terms

51	ups_account	N	char(10)	Account number for associated carrier
52	email	N	char(50)	E-mail address for primary contact
53	web_address	N	char(50)	Web address
54	cell_phone	N	char(20)	Cell phone #
55	credit_hold hold.	N	char(1)	Set Y If customer on credit
56	credit_manager	N	char(8)	Linux login id of credit manager
57	credit_letter	Y	char(1)	Set to Y or N if customer is to receive dunning letters when past due.
58	credit_hold_date	N	date	Date placed on credit hold
59	residential_cust	N	char(1)	Set to Y if residence. Needed for UPS interface.
60	ship_complete	Y	char(1)	Set to Y orders must always ship complete.
61	deposit_amt	Y	decimal(12,2)	Set to 0. See note above.
62	route_code	N	char(10)	Route code for shipping.
63	resale_no	N	char(15)	Tax resale #
64	resale_expiry	N	date	Expiration date of resale #
65	discount_level	N	char(1)	Determines % off list customer will be charged.
66	ytd_sales	N	decimal(14)	Year to date sales $
67	lifetime_sales	N	decimal(14)	Lifetime sales$
68	label1	N	char(10)	Label for additional phone #
69	phone1	N	char(20)	Additional phone #
70	label2	N	char(10)	Label for additional phone #
71	phone2	N	char(20)	Additional phone #
72	label3	N	char(10)	Label for additional phone #
73	phone3	N	char(20)	Additional phone #
74	label4	N	char(10)	Label for additional phone #
75	phone4	N	char(20)	Additional phone #
76	label5	N	char(10)	Label for additional phone #
77	phone5	N	char(20)	Additional phone #
78	label6	N	char(10)	Label for additional phone #
79	phone6	N	char(20)	Additional phone #
80	label7	N	char(10)	Label for additional phone #
81	phone7	N	char(20)	Additional phone #
82	label8	N	char(10)	Label for additional phone #
83	phone8	N	char(20)	Additional phone #
84	label9	N	char(10)	Label for additional phone #
85	phone9	N	char(20)	Additional phone #
86	label10	N	char(10)	Label for additional phone #
87	phone10	N	char(20)	Additional phone #
88	split_payment_terms	N	char(6)	Split payment terms code
89	account_type	N	char(25)	Account Type
90	account_source	N	char(25)	Account Source
91	warehouse_code	N	char(10)	Warehouse code if different than default warehouse
92	duns_no	N	char (9)	Dun &Bradstreet subscriber number
93	active	Y	char(1)	Set to Y for active customers
94	acct_established	N	date	Date customer added
95	collection_contact	N	char(30)	Contact for AR collections
96	collection_phone	N	char(20)	Contact telephone number
97	credit_check	Y	char(1)	Set to Y if credit checking should be done in order entry
98	over_credit_pct	N	decimal(4,2)	% over credit limit allowed
99	credit_approve_dt	N	date	Date credit limit changed
100	credit_approve_by	N	char(8)	user id that approved limit

101	avg_pay_days	N	smallint	Average days to pay
102	last_payment	N	decimal(12,2)	Date of last payment
103	open_orders	N	decimal(12,2)	Total of open orders
104	hold_code	Y/N	char(6)	Required if credit checking is turned on

Note on acct_bal value – if user has run the DC OE Invoice post program and/or the DC AR open item conversion program there will be activity in the tables and they will not be able to set the setup complete to Y using the Update Receivable Defaults program. Therefore to set the strcustr.acct_bal this SQL must be run after loading in the open items (dcropend/stropend):

```
update strcustr set acct_bal = (sum (stropend.balance) from stropend where
stropend.cust_code = strcustr.cust_code
```

CUSTOMER SHIP TO (DCRSHIPR)

TABLE DESCRIPTION

This table stores the Customer Ship To load data.

Flat File Name

dcrshipr – text file lines

dcrshipr– command file

ASSOCIATED FITRIX TABLE

Strshipr

Col	Column name	Reqd	Type	Description
01	cust_code	Y	char(20)	Customer code
02	ship_to_code	Y	char(6)	Ship to code
03	bus_name	Y	char(30)	Business name
04	taxable	Y	char(6)	Sales tax code. If no tax charged set to your code for no tax.
05	contact	N	char(20)	Contact person
06	phone	N	char(20)	Contact phone
07	address1	N	char(30)	Street address
08	adresss2	N	char(30)	Street address
09	city	N	char(20)	City
10	State	N	char(2)	State
11	zip	N	char(10)	Zip code
12	country	N	char(2)	Country
13	sls_psn_code	N	char(6)	Salesperson code
14	trd_disc_code	N	char(6)	Trade discount code
15	st_tx_code	not used		
16	co_tx_code	not used		
17	ci_tx_code	not used		
18	comm_code	not used		
19	mtax_freight	Y	char(6)	Sales tax code for freight. If no tax charged set to your code

				for no tax.
20	mtax_misc	Y	char(6)	Sales tax code for freight. If no tax charged set to your code for no tax.
21	ship_via_cd	not used		
22	ship_terms	N	char(15)	Shipping terms(ie-prepaid, collect,etc.)
23	email	N	char(50)	Email address
24	web_address	N	char(50)	Web address
25	cell_phone	N	char(20)	Cell phone.
26	fax_phone	N	char(20)	Fax number
27	residential	Y	char(1)	For UPS purposes. Set to Y if residential else set to N.
28	route_code	N	char(10)	Route code for shipping.
29	warehouse_code	N	char(10)	Warehouse code if different than default warehouse

AR OPEN AND POSTED INVOICES - HEADER (DCRINVCE)

Note

There are two menu options for AR invoices found on the AR conversion menu.

Import Invoices – these are open invoices that have not yet posted to the customer's account to general ledger. Once these invoices are converted you must run the Print Receivable Listing program (edit list) and Post Receivable Documents program to post these invoices.

Convert Invoice History – these invoices have already been posted to the customer's account and the general ledger and you are converting them for informational/research purposes only. Please note that if you are not converting a corresponding AR open item that is due from your customer (because it has been paid) there will be no activity records created for these posted invoices. Because of this they will not display in the customer activity screen or print on various reports. You will however be able to view these records in the Update Receivable Documents program located on the Receivable Ledger menu.

TABLE DESCRIPTION

This table stores the Accounts Receivable Invoice header load data.

Flat File Name

dcrinvce.unl – text file lines - header

dcrinvce.cmd – command file – header

ASSOCIATED FITRIX TABLE

strinvce

Col	Column name	Reqd	Type	Description
1	inv_no	Y	char(10)	Invoice number
2	department	Y	char(3)	Default department. It must exist in the Fitrix department master.
3	file_type	Y	char(1)	It must be one the following values: I - invoice D - debit memo C – credit memo
4	ref_no	N	char(10)	If the file_type is D or C, ref_no can refer to an existing invoice to which this item will be used to adjust the balance. For file_type D or C with no reference, the line item will be posted to the AR Open Line Items as a separate item.
5	tax	N	char(6)	Multi-level tax code. If not blank, validated against Fitrix tax table.
6	inv_desc	N	char(30)	Document description
7	inv_date	Y	date	The date the invoice was processed.
8	inv_note	N	char(30)	Note to show on invoice
9	cust_code	Y	char(6)	Customer reference code. It must exist in the Fitrix customer master table.
10	ship_to_code	Y	char(6)	Customer default ship-to code. It must be either 'SHIPTO', or must be a valid ship-to location for this customer in the Fitrix Ship-To reference table.
11	posted	Y	char(1)	Should be 'N' if running Import Invoices process and P if running the Convert Invoice History process.
12	recurring	Y	char(1)	recurring code if this is a Recurring invoice else set to null.
13	terms_code	Y	char(6)	Payment terms code. Must exist in the Fitrix payment terms table.
14	due_date	Y	date	Date this invoice is due
15	disc_date	N	date	Date discount must be taken by
16	disc_pct	N	float	Discount percent (for calculations)
17	po_no	N	char(20)	Customer's purchase order number
18	po_date	N	date	Customer's purchase order date
19	disc_acct_no	N	integer	Discount account number. If not blank, must exist in the Fitrix GL chart of accounts.
20	disc_department	N	char(3)	Discount department. If not blank, must exist in the Fitrix department master.
21	disc_amount	N	decimal(10,2)	Discount amount
22	disc_debit_credit	N	char(2)	Discount "CR" or "DB" (credit or debit)
23	tax_acct_no	N	integer	Tax account number. If not blank, must exist in the Fitrix GL chart of accounts.

24	tax_department	N	char(3)	Tax department. If not blank, must exist in the Fitrix department master.
25	tax_amount	N	decimal(10,2)	Tax amount
26	tax_debit_credit	N	char(2)	Tax "CR" or "DB" (credit or debit)
27	frght_acct_no	N	integer	Freight account number. If not blank, must exist in the Fitrix GL chart of accounts.
28	frght_department	N	char(3)	Freight department. If not blank, must exist in the Fitrix department master.
29	frght_amount	N	decimal(10,2)	Freight amount
30	frght_debit_credit	N	char(2)	Freight "CR" or "DB" (credit or debit)
31	misc_acct_no	N	integer	Miscellaneous account number. If not blank, must exist in the Fitrix GL chart of accounts.
32	misc_department	N	char(3)	Miscellaneous department. If not blank, must exist in the Fitrix department master.
33	misc_amount	N	decimal(10,2)	Miscellaneous amount
34	misc_debit_credit	N	char(2)	Miscellaneous "CR" or "DB" (credit or debit)
35	ar_acct_no	N	integer	Accounts Receivable account number. If not blank, must exist in the Fitrix GL chart of accounts.
36	ar_department	N	char(3)	Accounts Receivable department. If not blank, must exist in the Fitrix department master.
37	ar_amount	N	decimal(10,2)	Accounts Receivable amount
38	ar_debit_credit	N	char(2)	Accounts Receivable "CR" or "DB" (credit or debit)
39	ok_to_post	N	char(1)	For open invoices set to N. When the edit list is run this will be set to Y. For posted invoices set to Y.
40	recurr_ref	N	char(10)	Reference code for Credit/Debit memo
41	gross_entry	N	char(1)	Flag: use gross entry for initial price entry
42	currency_code	N	char(3)	Defaults to USD
43	curr_ex_rate	N	decimal(16)	Defaults to 1.00
44	home_curr_amount	N	decimal(12)	Defaults to ar_amount
45	batch_id	N	integer	If batch control is turned on the import post will set this to the next batch id.
46	orig_journal	N	char(2)	Set to 'AR'
47	trans_doc_no	N	integer	Set to null
48	doc_date	Y	date	Accounting period to post to
49	pay_method	Y	char(6)	Set to customer's payment_method
50	card_name	N	char(20)	Credit card name
51	card_number	N	char(30)	Credit card #
52	auth_amt	N	decimal(10,2)	Amount authorized on credit card
53	auth_code	N	char(8)	Credit card authorization code
54	auth_date	N	date	Authorization date
55	decline_code	N	char(8)	Credit card decline code

56	decline_message	N	char(60)	Declined message
57	settle_decl_code	N	char(8)	Settlement declined code
58	settle_decl_mssg	N	char(60)	Declined message
59	cc_batch_id	N	char(12)	Skip Jack batch ID
60	cc_batch_name	N	char(12)	Skip Jack batch name
61	settled	N	char(1)	Settled Y or N
62	trans_ref_no	N	char(40)	Skip Jack transaction reference
63	cc_s_batch_id	N	char(12)	Skip Jack settle batch ID
64	cc_s_batch_name	N	char(12)	Skip Jack settle batch name
65	inv_printed	Y	char(1)	Invoice printed? Y or N

AR OPEN AND POSTED INVOICES - DETAIL (DCRINVCD)

Note

There are two menu options for AR invoices found on the AR conversion menu.

Customer Active Invoices – these are open invoices that have not yet posted to the customer's account to general ledger. Once these invoices are converted you must run the Print Receivable Listing program (edit list) and Post Receivable Documents program to post these invoices.

Customer Posted AR Invoices – these invoices have already been posted to the customer's account and the general ledger and you are converting them for informational/research purposes only. Please note that if you are not converting a corresponding AR open item that is due from your customer (because it has been paid) there will be no activity records created for these posted invoices. Because of this they will not display in the customer activity screen or print on various reports. You will however be able to view these records in the Update Receivable Documents program located on the Receivable Ledger menu.

TABLE DESCRIPTION

This table stores the Accounts Receivable Invoice detail load data.

Flat File Name

dcrinvcd.unl – text file lines - detail

dcrinvcd.cmd – command file – detail

ASSOCIATED FITRIX TABLE

strinvcd

Col	Column name	Reqd	Type	Description
1	inv_no	Y	char(10)	Invoice number
2	line_no	Y	smallint	Line number (for sorting purposes)
3	acct_no	Y	integer	Account number
4	department	Y	char(3)	Department. If not entered, defaults to zero.
5	amount	Y	decimal(10,2)	Amount. Must be a positive value.
6	debit_credit	Y	char(2)	"DB" or "CR" (debit or credit)
7	item_no	N	char(8)	Item number to show on invoice
8	quantity	N	float	Quantity
9	pack	N	char(6)	Unit (pack) description
10	description	N	char(20)	Line item description
11	price	N	decimal(14,4)	Price per

12	mtax_code	N	char(6)	Tax code applied (multi-tax form)

CUSTOMER OPEN AR ITEMS (DCROPEND)

Note

After you run this conversion process you should run the Print Customer Open Items report located on the Set Up receivables menu to confirm that the total AR converted matches the AR balance on your existing system. If it does go to the Update Receivables Default program located on the Set Up Receivables menu and set "Is A/R Setup Complete" = Y. Doing this will automatically create the corresponding activity tables so that you can now view these open items in the customer activity screen and so that they also print on the AR aging and various other reports.

TABLE DESCRIPTION

This table stores the Accounts Receivable Open Invoice Balances that make up the amount due from each customer.

Flat File Name

dcropend.unl – text file lines

dcropend.cmd – command file

ASSOCIATED FITRIX TABLE

stropend

Col	Column name	Reqd	Type	Description
1	cust_code	Y	char(20)	Customer code
2	inv_no	Y	char(10)	Invoice number
3	inv_desc	N	char(30)	Invoice description
4	inv_date	Y	date	Invoice date
5	orig_amount	Y	decimal(10,2)	Original $ amount
6	disc_amount	Y	decimal(10,2)	Discount amount
7	balance	Y	decimal(10,2)	Current balance due
8	disc_balance	Y	decimal(10,2)	Discount balance
9	due_date	Y	date	Invoice due date
10	disc_date	Y	date	Discount due date
11	ar_acct_no	Y	integer	GL account number for AR
12	ar_department	Y	char(3)	Set to 000
13	po_no	N	char(10)	Customer PO number
14	po_date	N	date	PO date
15	item_type	Y	char(2)	CM,DM,FC,IN
16	currency_code	N	char(3)	Defined code for use in multi-currency
17	curr_ex_rate	N	decimal(16)	Units per one home_curr unit exchange
18	home_curr_amt	N	decimal(12)	Amount of transaction in home currency

19	last_pay_date	N	date	Date of last payment applied to this invoice.
20	sls_psn_code	N	char(6)	Salesperson code
21	order_doc_no	N	integer	Set to null unless there was a deposit applied to the sales order then set to the sales order doc_no.

INVENTORY CONTROL

INVENTORY CONTROL – ITEM MASTER (DCIINVTR)

TABLE DESCRIPTION

This table stores the Item information. It contains one row per item to be loaded.

Flat File Name

dciinvtr.unl – text file lines

dciinvtr.cmd – command file

ASSOCIATED FITRIX TABLE

stiinvtr

Col	Column name	Reqd	Type	Description
01	item_code	Y	char(20)	Unique code to identify item
02	item_type	Y	char(1)	Item type: S-stock, N-non-stock
03	item_class	N	char(6)	This is CWI's sales category
04	price_group	N	char(6)	Group items for price discount.
05	desc1	Y	char(30)	Item description line 1
06	desc2	N	char(30)	Item description line 2
07	weight	N	decimal(8,3)	Weight of item
08	weight_unit	N	char(2)	Weight unit label - "OZ", "LB"
09	volume	N	decimal(8,3)	Volume of unit
10	inv_acct_no	N	integer	Inventory asset account number
11	cog_acct_no	N	integer	Cost of good account number
12	sales_acct_no	N	integer	Sales account number
13	sell_unit	Y	char(2)	Selling unit - "BX", "CT", "EA"
14	bill_unit	not used		
15	stock_unit	Y	char(2)	Stocking unit - "BX", "CT", "EA"
16	purch_unit	Y	char(2)	Purchase unit - "BX", "CT", "EA"
17	sell_factor	Y	decimal(6)	Selling unit to stocking unit conversion factor
18	bill_factor	not used		
19	purch_factor	Y	decimal(6)	Purchase unit to stocking unit conversion factor
20	serialized	N	char(1)	Serialized? null for non-serial
				S-serial control
				L-lot control
				B-both lot and serial
21	market_price	Y	char(1)	Subject to market price. Set to N if you don't want users to be able to change prices in the Update invoice program. Set to Y if they should be able to. this field will let OE change the price at the shipment phase.
22	commodity_code	N	char(10)	Reference only
23	vend_code	N	char(20)	Primary vendor code for purchases

24	incr_sell_unit	Y	decimal(10)	Incremental selling unit (ie-set to 1 if sold individually or 2 if sold in pairs,etc.
25	incr_purch_unit	Y	decimal(10)	Incremental purchase unit (ie-set to 1 if sold individually or 2 if sold in pairs, etc.)
26	comm_code	N	char(6)	Sales commission code.
ROWS IN RED BELOW ARE NEEDED ONLY IF USING BILL OF MATERIALS				
27	type_it	Y	char(1)	M= manufactured, P=purchased
28	prod_type_it	Y	char(1)	S=make-to-stock, A=assemble-to-order
29	abc_code_it	N	char(1)	A, B, C, D, or E
30	product_it	N	char(3)	Leave blank
31	acctcd_it	Y	char(13)	Set to 'DEFAULT'
32	department_it	Y	char(3)	Set to 000
33	low_level_it	N	smallint	Leave blank
34	revision_level_it	N	char(3)	Leave blank
35	num_eng_change_it	N	char(6)	Leave blank
36	date_eng_change_it	N	date	Leave blank
37	eng_drawing_it	N	char(15)	Leave blank
38	bill_chng_date_it	N	date	Leave blank
39	rout_chng_date_it	N	date	Leave blank
40	standard_cost_it	N	decimal(14,4)	Standard/Expected Cost per Unit
41	date_last_cost_it	N	date	Leave blank
42	order_policy_it	N	char(1)	MRP Ordering policy: 1=Discrete 2=No Order 3=Std Order Qty 4=EOQ 5=Days of supply
43	cur_order_qty_it	N	decimal(10)	Standard qty to order
44	eoq_order_qty_it	N	decimal(10)	Economic Order Qty
45	min_order_qty_it	N	decimal(10)	Minimum Order Qty
46	max_order_qty_it	N	decimal(10)	Maximum order Qty
47	mult_order_qty_it	N	decimal(10)	Multiples Ordering Qty
48	safety_stock_it	N	decimal(10)	Safety stock
49	shrinkage_it	N	decimal(10)	Set to 0
50	planner_it	N	char(5)	Leave blank
51	buyer_it	N	char(5)	Valid purchasing buyer code
52	component_count_it	N	smallint	Leave blank
53	routing_count_it	N	smallint	Leave blank
54	mfg_alloc_qty_it	N	decimal(10)	Set to 0
55	mfg_order_qty_it	N	decimal(10)	Set to O
56	loc_control_it	N	char(1)	Leave blank
57	fifo_control_it	N	char(1)	Leave blank
58	lot_control_it	N	char(1)	Leave blank
59	serial_control_it	N	char(1)	Leave blank
60	group_it	N	char(3)	Leave blank
61	cost_method_it	Y	char(3)	Set to ROL
62	cur_suhr_std_it	N	decimal(10)	Leave blank
63	cur_runhr_std_it	N	decimal(10)	Leave blank
64	cur_machr_std_it	N	decimal(10)	Leave blank
65	mrp_interval_it	N	char(1)	Set to A
66	issue_method_it	Y	char(1)	P = for component items used in final assembly, all others blank
67	phantom_it	Y	char(1)	Set to 0
68	cur_last_roll_it	N	date	Leave blank
69	days_supply_it	N	smallint	Number of days to maintain supply (if order_policy_it = 5)
70	mrp_qty_work_it	N	float	Leave blank

71	mfg_sched_rcp_it	N	decimal(10)	Set to 0
72	cost_roll_sts_it	N	smallint	Leave blank
73	est_annual_usg_it	N	decimal(10,3)	Estimated annual usage
74	master_schedule_it	y	char(1)	Set to N
75	mps_group_it	N	char(15)	Leave blank
76	mps_interval_it	Y	char(2)	Set to A
77	interval_ofst_it	N	smallint	Leave blank
78	auto_rsc_build_it	Y	char(1)	Set to N
79	rough_rsc_id_it	N	char(10)	Leave blank
80	rough_conv_it	N	decimal(8,4)	Leave blank
81	demand_source_it	Y	char(1)	S=sales orders, F=forecast,G=greater of the two
82	forecast_it	Y	char(1)	Set to N
83	fcst_group_it	N	char(15)	Leave blank
84	fcst_interval_it	N	char(2)	Leave blank
85	qty_or_amount_it	Y	char(1)	Q=forecast by quantity,A=forecast by $ amount
86	default_bom_it	Y	char(5)	Set to MFG
87	default_rtg_it	Y	char(5)	Set to MFG
88	last_rsc_gen_it	N	date	Leave blank
89	rev_prod_lt_it	N	decimal(12,6)	Lead time in days for general Review
90	fix_prod_lt_it	N	decimal(12,6)	Fixed lead time in days (independent of order qty)
91	var_prod_lt_it	N	decimal(12,6)	Variable lead time (per std order qty)
92	cumulative_lt_it	N	decimal(12,6)	Cumulative lead time
93	auto_msg_prod_it	N	char(6)	Leave blank
94	pur_rel_type_it	N	char(1)	P=purchase order,R=requisition,H=Held purchase order
95	configurable_it	N	char(1)	Set to N
96	config_group_it	N	char(15)	Leave blank
97	td_disc_code	N	char(1)	If item type is N and the item is eligible for a trade discount set to Y else N
98	tax	N	char(1)	If item type is N and the item is taxable set to Y else N
99	upc_code	N	char(15)	UPC code for item
100	disc1	N	decimal(14,4)	Price level 1
101	disc2	N	decimal(14,4)	Price level 2
102	disc3	N	decimal(14,4)	Price level 3
103	disc4	N	decimal(14,4)	Price level 4
104	disc5	N	decimal(14,4)	Price level 5
105	handling_fee	N	decimal(8,4)	Special handling fee
106	special_order	N	char(1)	Set to Y for special order Items
107	uom_list_code	N	char(10)	Unit of measure list code
108	extended_description	N	varchar(255)	Extended item description
109	fmd_required	N	char(1)	Set to Y if Full Material Declaration document is required
110	mfg_name	N	char(25)	Manufacturer’s name
111	mfg_item	N	char(25)	Manufacturer’s part number
112	rohs_compliant	N	char(1)	Set to Y if items is RoHS compliant
113	warr_days	N	smallint	For serialized inventory covered by a warranty agreement enter the number of warranty days

INVENTORY CONTROL – ITEM WAREHOUSE (DCILOCAR)

TABLE DESCRIPTION

This table stores the Item/Warehouse information. It contains one row per item/warehouse combination to be loaded.

Flat File Name

dcilocar.unl – text file lines

dcilocar.cmd – command file

ASSOCIATED FITRIX TABLE

stilocar

Col	Column name	Reqd	Type	Description
01	item_code	Y	char(20)	Item code
02	warehouse_code	y	char(10)	Warehouse location
03	line_no	N	smallint	No longer used
04	count_cycle	N	char(1)	Count cycle
05	purchase_date	N	date	Last purchase date
06	count_date	N	date	Last count date
07	sold_date	N	date	Last sold date
08	obsolete	N	char(1)	Is this item obsolete Y or N?
09	inactive_date	N	date	Not used
10	lst_act_date	N	date	Not used
11	loc_aisle	N	char(4)	Aisle in warehouse
12	loc_row	N	char(4)	Row in warehouse
13	loc_bin	N	char(4)	Bin in warehouse
14	stock_location	N	char(14)	Combination of above three fields
15	avg_unit_cost	N	decimal(12)	Average unit cost - cost when you initially setup item. Then it is system maintained.
16	purch_unit_cost	N	decimal(12)	Purchase unit cost
17	last_cost	N	decimal(12)	Last purchase cost
18	comm_code	N	char(6)	Commission code
19	price	N	decimal(12)	List selling price
20	allow_bo	Y	char(1)	Can this item go on backorder? Y or N
21	taxable	Y	char(1)	Is this item taxable? Y or N
22	terms_disc	Y	char(1)	Subject to terms discount? Y or N
23	trade_disc	Y	char(1)	Subject to trade discount? Y or N
24	vend_code	N	char(20)	Vendor code
25	vend_prod_no	N	char(20)	Vendor's item code
26	abc_code	N	char(1)	ABC code
27	reorder_point	N	decimal(10)	Reorder point(used with Replenishment Module)
28	qty_reorder	N	decimal(10)	Quantity to reorder
29	safety_stock	N	decimal(10)	Safety stock
30	safety_factor	N	decimal(6)	Safety factor
31	qty_on_hand	Y	decimal(10)	Quantity on hand
32	last_qty	N	decimal(10)	Last quantity received
33	stk_out_date	N	date	Not used

34	seasonal	N	char(1)	Not used
35	avg_ld_tm	N	smallint	Average lead time from vendor
36	lst_ld_tm	N	smallint	Last lead time from vendor
37	pri_ld_tm	N	smallint	Previous lead time
38	freez_flag	N	char(1)	Not used
39	freez_date	N	date	Not used
40	freez_expir	N	date	Not used
41	min_sell_qty	N	decimal(10)	Minimum sell quantity for orders
42	usage_rate	N	decimal(10)	not used
43	req_profit_pct	N	decimal(6)	Required profit % item should be sold for in order entry
ROWS IN RED BELOW ARE NEEDED ONLY IF USING BILL OF MATERIALS				
44	mfg_alloc_qty_iw	N	decimal(10,3)	Set to 0
45	standard_cost_iw	N	decimal(14,4)	Standard/expected cost
46	mfg_sched_rcp_iw	N	decimal(10,3)	Set to 0
47	type_iw	N	char(1)	M=manufactured, P=purchased
48	acctcd_iw	N	char(13)	Set to DEFAULT
49	department_iw	N	char(3)	Set to 0
50	stock_uom_iw	N	char(2)	Leave blank
51	prod_type_iw	N	char(1)	S=make-to-stock, A=assemble-to-Order
52	lead_time_iw	N	smallint	Leave blank
53	cuml_lead_time_iw	N	smallint	Leave blank
54	planner_iw	N	char(5)	Leave blank
55	buyer_iw	N	char(5)	Valid purchasing buyer code
56	order_policy_iw	N	char(1)	MRP Ordering policy: 1=Discrete 2=No Order 3=Std Order Qty 4=EOQ 5=Days of supply
57	cur_order_qty_iw	N	decimal(10,3)	Standard order qty
58	eoq_order_qty_iw	N	decimal(10,3)	Economic order qty
59	min_order_qty_iw	N	decimal(10,3)	Minimum order qty
60	max_order_qty_iw	N	decimal(10,3)	Maximum order qty
61	mult_order_qty_iw	N	decimal(10,3)	Multiples ordering qty
62	safety_stock_iw	N	decimal(10,3)	Safety stock
63	days_supply_it	N	smallint	Number of days to maintain Supply (if order_policy_it = 5)
64	mrp_qty_work_iw	N	decimal(10,3)	Leave blank
65	cost_method_iw	N	char(3)	Set to ROL
66	default_bom_iw	N	char(5)	Set to MFG
67	default_rtg_iw	N	char(5)	Set to MFG
68	issue_method_iw	N	char(1)	P = for component items used in final assembly, all others blank
69	mrp_interval_iw	N	char(1)	Set to A
70	est_annual_usg_iw	N	decimal(10,3)	Estimated annual usage
71	shrinkage_iw	N	decimal(8,4)	Set to 0
72	master_schedule_iw	N	char(1)	Set to N
73	mps_group_iw	N	char(15)	Leave blank
74	mps_interval_iw	N	char(2)	Set to A
75	interval_ofst_iw	N	smallint	Leave blank
76	auto_rsc_build_iw	N	char(1)	Set to N
77	rough_rsc_id_iw	N	char(10)	Leave blank
78	rough_conv_iw	N	decimal(8,4)	Leave blank
79	demand_source_iw	N	char(1)	S=sales orders, F=forecast,G=greater of the two
80	forecast_iw	N	char(1)	Set to N
81	fcst_group_iw	N	char(15)	Leave blank

82	fcst_interval_iw	N	char(2)DA=	Daily,WK=weekly,MO=monthly,BI=bi-weekly,4W=4-weekly, Qt=quarterly
83	qty_or_amount_iw	N	char(1)	Q=forecast by quantity,A=forecast by $ amount
84	last_rsc_gen_iw	N	date	Leave blank
85	rev_prod_lt_iw	N	decimal(12,6)	Lead time in days
86	fix_prod_lt_iw	N	decimal(12,6)	Fixed lead time in days
87	var_prod_lt_iw	N	decimal(12,6)	Variable lead time
88	cumulative_lt_iw	N	decimal(12,6)	Cmulative lead time
89	pur_rel_type_iw	N	char(1)	P=purchase order, R=requisition, H=Held purchase order
90	mrp_chg_flag_iw	N	char(1)	Leave blank
91	configurable_iw	N	char(1)	Set to N
92	config_group_iw	N	char(15)	Leave blank
93	prod_line_iw	N	char(5)	Leave blank
94	loc_control_iw	N	char(1)	Leave blank
95	lot_control_iw	N	char(1)	Leave blank
96	serial_control_iw	N	char(1)	Leave blank
97	fifo_control_iw	N	char(1)	Leave blank
98	serial_auto_iw	N	char(1)	Leave blank
99	next_serial_iw	N	decimal(10,0)	Leave blank
100	lot_auto_iw	N	char(1)	Leave blank
101	next_lot_iw	N	decimal(10,0)	Leave blank
102	primary_bin	N	char(15)	Required if using multiple bin locations. Set this to the primary receiving/shipping bin location. Must be a predefined bin location.
103	secondary_bin	N	char(15)	Required if using multiple bin locations. Set this to the secondary receiving/shipping bin location. Must be a predefined bin location.
104	date_added	N	date	Date you added the item to your inventory
105	added_by	N	char(8)	login id of person that added the item to your inventory

INVENTORY CONTROL – ITEM COSTS (DCICSTVR)

The program to load FIFO/LIFO cost stacks is not yet written.

TABLE DESCRIPTION

This table stores the costs stacks for each item/warehouse combination.

Flat File Name

Dcicstvr.unl – text file lines

dcicstvr.cmd – command file

ASSOCIATED FITRIX TABLE

Sticstvr

Col	Column name	Reqd	Type	Description
1	heirarchy_no	Y	serial	serial #
2	item_code	Y	char(20)	item code
3	warehouse_code	Y	char(10)	warehouse code
4	quantity	Y	decimal(10)	item quantity
5	cost	Y	decimal(12)	item cost
6	vend_code	Y	char(20)	vendor code purchased
7	po_no	N	char(20)	vendor purchase order #
8	rec_doc_no	N	integer	po receipt document #
9	receipt_date	N	date	po receipt date
10	recv_qty	N	decimal(10)	quantity received
11	recv_cost	N	decimal(12)	received cost

MULTI-BIN LOCATIONS/SERIAL AND LOT #S (DCISERLD)

(Note- both the item and warehouse location conversion programs must be run prior to this program) This conversion program is used for the following:

1. If you store items in multiple bin locations vs. one static location (and you therefore have the location controlled flag set to Y in the Update Warehouse Definitions program), you will use this program to convert the quantities that are in your various bin locations.

2. If you have products that are serial number or lot number controlled you will use this program to convert your existing serial and lot numbers.

TABLE DESCRIPTION

This table stores the Item /multi-bin, lot, serial # information. It can contain many rows per item/warehouse.

Flat File Name

dciserld.unl – text file lines

dciserld.cmd – command file

ASSOCIATED FITRIX TABLE

stiserld

Col	Column name	Reqd	Type	Description
1	item_code	Y	char(20)	Item code
2	warehouse_code	Y	char(10)	Must be a valid warehouse code
3	seq_no	N	serial	Assigned by conversion program
4	lot_no	?	char(20)	If the item is lot controlled then this is a required value.
5	serial_no	?	char(20)	If the item is serial controlled then this is a required value.
6	lot_qty	Y	decimal(10)	This is the lot qty or if serial controlled this should be set to If the warehouse is location controlled = Y this is the bin qty.
7	cost	?	decimal(14,4)	Required only if lot or serial number controlled.
8	vend_code	N	char(20)	Vendor purchased from if lot/serial.
9	expiry_date	N	date	Lot expiration date.
10	po_no	N	char(20)	PO # purchased with for lot/serial.
11	rec_doc_no	N	integer	Set to null.
12	receipt_date	N	date	Set to null.
13	recv_qty	N	decimal(10)	Set to null.
14	recv_cost	N	decimal(14,4)	Set to null.
15	bin_location	?	char(15)	Required if warehouse is location controlled = Y. This must be a valid bin location

ORDER ENTRY

Note

There are two menu options for Sales Orders found on the conversion menu.

Open Sales Order/PO Import- these are sales orders that are not entirely closed. Some lines may have been shipped but some may still be open and waiting to be shipped. The open sales order /PO conversion programs have been combined so that we can link DIR/DRW purchase orders to their respective sales orders. The process is as follows:

1. Load (don't post) DRW Sales Orders, with stage NEW, and make sure they enter their corresponding po_no and po line_no in the flat file.
2. Load (don't post) DRW Purchase Orders, and make sure they enter the corresponding order_no and order line_no in the flat file.
3. The Validate program will look at each sales order and corresponding PO to validate order_no <--> po_no and order line_no <--> po line_no.
4. Once all are validated, we must post OE and PU (all at once).
5. During the posting process, we update the corresponding table pairings with stoordre.doc_no and stuordre.doc_no.
6. During the posting process, take the rec_qty from stuordrd and update the corresponding stoshipd to SHP. We'll have to split lines that are partially received.
7. Sets the hi_stage, lo_stage, commit qty, etc.

Convert Sales Order History – these sales orders have been 100% shipped and invoiced. Note that dcoordre.po_no is not required for converting history but is required for converting open sales orders.

It is imperative that you process and post all imported sales orders prior to processing sales order history.

Prerequisites:

1. If any of your orders have items that are Lot and/or Serial controlled you will need to set up your lot/serial numbers prior to importing your orders, as lot/serial numbers will be validated and therefore needs to exist.

2. If importing Direct Ship orders or order lines, you must follow the steps in the “Open Sales Order/PO Import” menu. This requires the import of Purchase Order data in conjunction with the Order Entry data.

ORDER ENTRY – ORDER HEADER (DCOORDRE)

TABLE DESCRIPTION

This table stores the summary information for an Order Entry order.

Flat File Name

dcoordre.unl – text file lines

dcoordre.cmd – command file

ASSOCIATED FITRIX TABLE

stoordre

Col	Column name	Reqd	Type	Description
1	orig_doc_no		not used	
2	order_no	Y	char(20)	Sales order number
3	inv_doc_no		not used	
4	inv_no	N	char(10)	For credit/debit memos, this is the invoice number that is being credited or debited. This is null for orders.
5	po_no		char(24)	Purchase order number. Used for referencing the customers po number on the order. Required when converting orders that are not completely closed. (Open Sales Order/PO Import) Not required when converting sales history. (Convert Sales Order History)
6	pic_ticket		not used	
7	Next_kit		not used	
8	ack_printed	N	char(1)	Has an order acknowledgement been printed for this order(Y/N)? A NULL value means that there is no acknowledgement needed for this order type. A "N" value means that an acknowledgement needs to be printed, but hasn't been printed yet for this order. A "Y" value means that the acknowledgement has already been printed for this order.
9	order_type	Y	char(3)	These are entered at order entry time. They are validated from the stootypr table. The order types define process characteristics that affect the order. Order types include: REG: Regular order DIR: Direct ship aka (DPS: Drop ship) DRW: Direct ship to warehouse CRM: Credit Memo DBM: Debit Memo QUO: Quotation RMA/RMU: Returned merchandise Authorization BLO: Blanket order

10	like_type	Y	char(3)	An order type can be defined by the user, yet there are many controls that are needed based on the order type. To accommodate this, when the user creates an order type, it must act "like" one of the types known to the system. The order_type may be "DPS" (because the industry knows a direct shipment as a drop shipment), but the DPS order type is "like" the hard coded "DIR" (direct ship). If not supplied, the value is the same as the order_type.
11	order_status	Y	char(3)	Set to: ACT for open orders PST for posted orders REF for quotations (order type QUO)
12	hi_stage	N*	char(3)	*Value will be automatically set by the import process based on the line item stages. These columns only show the highest and lowest of all of the line stages in the order. The lo_stage column is shown on the screens as the order stage. stages are hardcoded and not operator entered. Available hi/lo order stages: NEW: New - Waiting (for some reason) to be put on order BKO: On Backorder - Waiting to arrive ORD: Ordered (and committed) - Waiting to pick PIC: Has been picked - Waiting to ship SHP: Has been shipped - Waiting for invoice approval INV: OK to invoice. Ready to post after invoice is printed. PST: Has been posted - OK to archive (when age is met) CAN: Has been canceled
13	lo_stage	N	char(3)	See hi_stage settings
14	bo_allowed	Y	char(1)	Set to Y
15	recur_unit	future use		
16	recur_every	future use		
17	recur_times	future use		
18	recur_through	future use		
19	prev_recur	future use		
20	next_recur	future use		
21	num_releases	future use		
22	release_type	future use		
23	order_date	N	date	This is the date this order is accepted. It defaults to the load date. It is used for informational purposes only. It is not used for any A/R or G/L postings. For contract type master orders, this is the contract starting date.

24	to_ship_date	Y	date	This is the date that the shipment is to be made for this order. It is for "future", "tag & hold, and "ship when complete" order types. All other (non-reference) type orders fill this column with the order date. Picking lists won't print ship-to addresses (only staging areas) and shipping manifests won't print at all until this date occurs.
25	alloc_date	future use		
26	Ship_date	not used		
27	Complete_date	future use		
28	warehouse_code	Y	char(10)	This defaults to the warehouse code in the order entry control table. It can be overridden by the operator. The warehouse_code is used as the default warehouse_code on the order lines. It can be overridden on the order lines.
29	department	N	char(3)	Default g/l department to use. defaulted to the department in the customer table. If that is null, or no customer exists, then this is defaulted to "000". Default department is used on the order lines for revenue and cost of goods department. It is also used to default the department code in the header for trade discount, and freight amounts. If the control table's "use_department" flag is set to 'Y', then this code is also used to default the liabilities(taxes) and assets(cash/ar/card) departments. If the "use_department" flag is set to 'N', then the liabilities(taxes) and assets(cash/ar/card) departments are defaulted to "000".
30	sls_psn_code	N	char(6)	Sales person code. Defaults to the salesperson code in the customer record If that is null, then it is defaulted to the login name (if it can be validated in stxinfor). If the salesperson code is changed on any line of the order, the changed salesperson code is recorded here so subsequent added order lines will default to the new salesperson code.
31	cust_code	Y	char(20)	This is the sell-to customer code. Orders can have different sell-to and bill-to customers. Sales analysis information is posted to the sell-to customer. Billing is posted to the bill-to customer. Normally, they are the same. Exceptions include credit card sales and 3rd party (leasing company)sales. If the cust_code refers to a "bridge" type customer, then there may be several different sell-to codes for this order. They will all belong to the same bridge customer. If it is not a bridge type customer, then there can only be one sell-to customer for the order.

32	ship_to_code	N	char(6)	Shipping address code for the customer. This is validated from the customer/ship-to tables. If you use a value of"SHIPTO" then the system uses the customer's billing address as the shipping address. The ship-to code is always attached to the sell-to customer, not the bill-to customer.
33	bill_to_code	N	char(20)	same as cust_code
34	bus_name	N	char(30)	Will auto set based on cust_code
35	Contact	N	char(20)	Will auto set based on cust_code
36	Address1	N	char(30)	Will auto set based on cust_code
37	Address2	N	char(30)	Will auto set based on cust_code
38	City	N	char(20)	Will auto set based on cust_code
39	State	N	char(2)	Will auto set based on cust_code
40	Zip	N	char(10)	Will auto set based on cust_code
41	Country	N	char(2)	Will auto set based on cust_code
42	terms_code	Y	char(6)	A/R terms code. Retrieved from the bill-to customer record. If the OE setup file says it's ok to override this, then the order entry person may change the terms_code. They may be required to provide an override code. The terms_code may be set to "COD" if the customer's credit limit is exceeded and the OE setup file says it's ok to process COD orders exceeding the customer's credit limit.
43	Terms_approval	future use		
44	pay_method	Y	char(6)	This code is defaulted from the customer table. It is defaulted from the stocntrc table and validated from the stxinfor table. CASH/AR/CCARD are pay_method examples.
45	payment	Y	char(1)	This code determines which of the 3 different types of payment method used. If not supplied, it is looked up from the stxinfor table based on the key entered in pay_method (above). A - accounts receivable C - cash V - credit card
46	card_no	N	char(20)	Used to store the credit card number if paying by card. It is defaulted from the customer table, but can be overridden. This data is only valid for credit card type payments
47	exp_date	N	char(5)	Expiration date for credit card payments.
48	card_holder	N	char(20)	Name on the credit card.
49	check_no	N	char(8)	If paying via cash, this would be the check number used for payment. If paying via credit card, this column contains the credit card companies' authorization code for this purchase.
50	trd_ds_code	N	char(6)	Trade discount code. This is defaulted from the customer/shipto table. Trade discounts don't affect product pricing. The trade discount is taken from a total of all discountable lines invoiced.

51	trd_ds_type	N	char(1)	Trade discount type. This is null if trd_ds_code is null. Otherwise, it is "D" if the discount type is "discount" or "M" if it is "markup". ("MARKUP" and "DISCNT" are possible values in stxinfor.src_char_desc where src_type = "I" and src_key = trd_ds_code.) When the value is "D", trd_ds_type affects pricing two ways: if trd_ds_rate is not zero, then a trade discount is computed from a total of all discountable lines invoiced. Whether zero or not, trd_ds_code will be used as part of the key to retrieve the quantity discount information for each line item. When the value is "M", prices for all stock items are computed from the standard cost (stilocar.purch_unit_cost) using the trd_ds_rate as a markup rate. The pricing table is not used in this case.
52	trd_ds_rate	N	decimal(6)	When trd_ds_type = "D", this is a rate to apply to the sum of the discountable order lines to determine the amount of trade discount to apply to the order. When trd_ds_type = "M", this is a markup rate used to compute the price of all the stock line items. 20% would be stored as .2
53	Multi_shipto	future use		
54	Tax_rate	not used		
55	Staging_area		char(6)	Location in warehouse the order is placed to be staged
56	fob_point	N	char(15)	Free On Board point. Printed on the order acknowledgement, picking and shipping documents, and invoice. The FOB point is where the title to the goods is transferred. The customer is responsible for freight charges from the FOB point to the shipment destination.
57	ship_via	N	char(30)	Default shipment carrier. This is a required field of entry for non reference type orders. Since an order can have many shipments (and many shipping carriers), the REAL shipment carrier is stored with the invoice total (in the stoinvce table).
58	Ship_weight	N	decimal(14)	Total weight of order. Will be calculated based on the total of the line items, using the weight value from the inventory master.
59	Item_amount	not used		
60	Discountable	not used		
61	Trd_ds_amount	not used		
62	Taxable	not used		
63	Tax_amount	N	decimal(14)	Total tax for order
64	Frght_amount	N	decimal(14)	Total freight charge for order
65	Total_amount	Y	decimal(14)	Mdse + tax + freight
66	Create_date	N	date	Date entered
67	Create_time	N	char(8)	Time created
68	Create_id	N	char(8)	User id that entered order

69	L_mod_date	N	date	Date last modified
70	L_mod_time	N	char(8)	time modified
71	L_mod_id	N	char(8)	User ID that modified
72	System_order	not used		
73	Spr_no	not used		
74	Cust_ord_date	future use		
75	Cust_po_date	future use		
76	Fact_ack_date	future use		
77	Fact_rec_date	future use		
78	Moto_rec_date	not used		
79	Sent_to_wwop	not used		
80	mtaxg_code	N	char(6)	Sales tax code
81	Intl_order	not used		
82	Ntl_lic_no	not used		
83	currency_code	N	char(3)	If not supplied, defaults to USD
84	curr_rate_type	N	char(6)	Multi-currency rate type
85	currency_rate	N	decimal(16)	Multi-currency rate
86	Edi_sent	future use		
87	Blo_exp_date	future use		
88	Dpas_rating	not used		
89	Resale_cust	not used		
90	Resale_po	not used		
91	Actual_frght_amt	N	decimal(12)	Actual freight charged
92	Orig_frght_amt	N	decimal(12)	Original freight amount entered
93	ship_terms	N	char(15)	Shipment terms. Optional.
94	residential_cust	N	char(1)	Valid values are Y/N. Default is N.
95	email	N	char(50)	E-mail address
96	ups_account	N	char(10)	UPS account number
97	mtax_freight	N	char(6)	Sales tax code for freight charges
98	Auth_amt	N	decimal(10,2)	Amount authorized on credit card
99	Auth_code	N	char(8)	Credit card authorization code
100	Auth_date	N	date	Authorization date
101	Decline_code	N	char(8)	Credit card declined code
102	Decline_message	N	char(60)	Credit card declined message
103	Ship_complete	N	char(1)	Set to Y if order must ship complete else set to N
104	contract_no	N	char(20)	Set to range of sales orders in the contract if this order is part of a contract.
105	multiple_orders	Y	char(Y)	set to Y if this order is one of multiple orders that must be linked else set to N.
106	deposit	N	decimal(10,2)	Leave this set to null even if the customer has sent a deposit. You will need to enter any deposits you have and apply to your orders using the cash receipts program. You will also then need to do a journal entry to reverse their affect since this cash is already included in the GL balances you are converting.
107	docs_sent	N	date	For export shipments. Date customs documents sent to broker/customer.
108	destination	N	char(30)	For export shipments. Shipment Destination
109	consignee_name	N	char(20)	For export shipments.Consignee name
110	consignee_addr1	N	char(30)	For export shipments. Consignee address
111	consignee_addr2	N	char(30)	For export shipments.Consignee address
112	consignee_city	N	char(20)	For export shipments. Consignee city
113	consignee_state	N	char(2)	For export shipments. Consignee state

114	consignee_zip	N	char(10)	For export shipments. Consignee zip
115	consignee_country	N	char(20)	For export shipments. Consignee country
116	notify_name	N	char(20)	For export shipments. Consignee contact
117	notify_info	N	char(240)	For export shipments. Consignee contact information (email, etc.)
118	truck_bol	N	char(20)	For export shipments. Number that should be assigned to the bill of lading.
119	route_code	N	char(10)	Route code from customer master. This code will then group pick ticket by route when they are printer
120	resale_no	N	char(15)	Tax resale #
121	resale_expiry	N	date	Expiration date of resale #.
122	rma_reason	Y/N	char(6)	Required field for orders with order type RMA or RMU. Must be a valid RMA reason (stormarr.rma_reason).
123	base_doc_no	N	integer	Enter original sales order # if order type is RMA or RMU
124	rma_doc_no	N	integetr	Enter RMA/RMU document # if order type is WEX or WRP
125	order_description	N	char (255)	General description of order.
126	ready_to_invoice	N	char (1)	
127	required_date	N	date	Date customer requires mdse
128	default_rma_type	Y/N	char(3)	Required field for orders with order type RMA or RMU. Must be a valid RMA type(stormarr.rma_reason).
129	restock_fee	N	decimal(8,2)	Enter restock fee amount if order type is RMA or RMU if you are using a set amount rather than a %.
130	ship_to_name	N	char(30)	Ship to business name (on the fly)
131	one_time_cust	N	char(1)	Internal flag to print address on order rather than retrieving it from customer or ship to record (on the fly)
132	ship_type	N	char(6)	Ship carrier code (ie-UPS)
133	restock_percent	N	decimal(6,2)	% restocking fee for RMA/RMU orders
134	restock_amount	N	decimal(8,2)	Amount calculated if you are using a % rather than entering a fixed amount in the restock_fee column
135	rma_status_code	N	char(20)	Status code for RMA/RMU orders
136	ship_type	Y	char(6)	Shipping method (FEDEX, etc)
137	handling_fee	N	decimal(8,4)	Special handling fee
138	phone	N	char(12)	Primary phone number
139	split_terms_code	N	char(6)	Split terms code
140	contact_name	N	char(20)	Contact for this sales order
141	contact_phone	N	char(20)	Phone number for contact
142	fixed_price	N	char(1)	For job shop orders with price rollups. Set to Y if price should be update by production costs or N if fixed price.
143	rlse_no	N	integer	Release # for orders released from blanket sales orders
144	hold_code	Y/N	integer	Required if order is on credit hold
145	credit_approved	N	char(1)	Credit approved Y/N
146	approved_by	N	char(8)	User that approved credit
147	date_approved	N	date	Date credit approved

ORDER ENTRY – ORDER DETAIL (DCOORDRD)

TABLE DESCRIPTION

This table stores the line item information for an Order Entry order.

Flat File Name

dcoordrd.unl – text file lines

dcoordrd.cmd – command file

ASSOCIATED FITRIX TABLE

stoordrd

stoshipd

stoshtxd

stiserle

Col	Column name	Reqd	Type	Description
1	order_no	Y	char(20)	Sales order number
2	line_no	Y	smallint	This is a sequence number starting at 1 for the order. It is used with order_no to uniquely identify the line, and to provide line ordering
3	ship_no	Y	smallint	Sequential shipment number of this line_no. If partial shipments are processed, the order line is divided into 2 or more shipments. An order line must be divided whenever there are multiple stages such as partially PST and partially BKO.
4	kit_group	N	smallint	This is a number that is used to group together all order lines that are a part of an exploded kit. It is an Internal grouping number, and not displayed or reported anywhere. This column should be null if the line is not part of a kit.
5	kit_line_no	N	smallint	This column, when used with alias_code forms a unique join to the kit line that this order line makes reference to. It is used only for order lines that have been made up from kit lines.
6	price_lock		char(1)	Reserved for future use

7	line_type	Y	char(3)	These are entered at line entry time. They are validated from the stoltypr table. The line types define process characteristics that affect the line. Default line types includes: STK: Stock NON: Non-stock STN: Stock - Handle as a nonstock SUR: Surplus - No history posting FOU: Found item There are 2 Hardcoded line types for processing purposes: KIT: Kit - this converts the line (and subsequent lines) into the breakdown of the kit. The line types of the converted lines are set to their type in the kit definition. CAN: This is the mechanism for cancelling a line. The line type is changed back to its original type, but the line_state is set to'CAN'. Lines can't be cancelled if they are on or above the stage of SHP (shipped). Allocated inventory is unallocated. DRS: direct ship stock DRN: direct ship nonstock
8	like_type	Y	char(3)	A line type can be defined by the user, yet there are many controls that are needed based on the line type. To accommodate this, when the user creates a new line type, it must act "like" one of the types known to the system.
9	stage	Y	char(3)	Stage of this order shipment line. See hi_stage above for description of stages.
10	cm_dm_reason	N	char(3)	Used for credit and debit memos only. Reason codes are kept in the stxinfor reference table. The text from the reference record is displayed on the cm/dm forms and on the edit list and posting reports. The reason type is used to determine what accounts to update and what to do with inventory. **sales / cog / inventory / scrap** 1) goods returned and scrapped — decrease / decrease / no chg / increase (scrappage acct increase) 2) goods returned and restocked — decrease / decrease / increase / no chg 3) overpriced, not returned — decrease / no chg / no chg / no chg 4) underpriced, not returned — increase / no chg / no chg / no chg 5) return and exchange/repair — decrease / decrease / no chg / no chg The default codes for credit and debit memos are in the order entry control table.
11	our_po_no	N	char(10)	This is our purchase order number that the backorder quantity is purchased on. It is used for information as well as for knowing that an actual PO has been created from the bko_qty. At first, the column will contain "RQ# ABCD" where ABCD is the purchase order request number. When the PO request is turned into a real PO, then this column will

				contain the real PO number. In the rare case that this order line has several backorders posted to it, this column will contain the backorder reference number of the last backorder processed.
12	sls_psn_code	N	char(6)	Sales person code. Defaults to the salesperson code in the order header. If the salesperson code is changed on any line of the order, the changed salesperson code is recorded in the header so subsequent added order lines will default to the new salesperson code.
13	warehouse_code	Y	char(10)	This specifies the default warehouse that this item will be shipped from. The actual warehouse it is shipped from is stored in the shipment record. This warehouse code is here only to provide a default for the shipment record.
14	item_code	Y	char(20)	Code for inventory item. This must be entered at order time. Keyed to the inventory table except for non-stock items. For stocking items, when this is entered or changed, the item information (descriptions, costs, prices, etc) is re-loaded.
15	desc1	N	char(30)	
16	desc2	N	char(30)	Two lines of item description. They can be overridden at order entry time. If more lines of item description are required, they can be entered as order/line notes.
17	alias_code	N	char(2	Your customer’s item code if it is different than your item code. See Update Alias Definitions section of Order Entry User Guide for more information on how aliases are used in sales order entry.
18	vend_code	N	char(20)	When backordering, if the item is a non-stocking item, the system will ask for the vendor of the merchandise. This is not required, but is usually known at the time the order is taken, so it is recorded here. If the purchasing module is installed, the vendor code is passed so the purchasing agent doesn't have to decide on a vendor before creating the purchase order. For stocking items, the vend_code is retrieved from the default vendor in the item location record.
19	interchanged	N	char(1)	Marked 'Y' if this alias_code was the original requested stocking item, and the customer accepted an interchange. If this is marked 'Y', then the sales history for the original requested item (stored in alias_code) will be updated vs. the sales history for the item_code on the order. This column is for internal use. It is not shown on the screen.
20	serialized	N	char(1)	Marked 'L' if this stocking item is kept track of via lots or ‘S’ if by serial numbers in the inventory control module. If the item is

				marked as serialized, the picking ticket will print a message to have the picking clerk pencil in the serial numbers of the items picked. When the item is marked in the system as picked, a window will open for the entry of those serial and/or lot numbers.
21	td_disc_allowed	N	char(1)	Trade discount allowed indicator. It comes from the item location record for stocking items, and is a field of entry for non-stocking items. It is used to determine whether this item is subject to the customer's trade discount.
22	tax	N	char(1)	Indicator as to whether this order line is taxable. This is defaulted from the item location record, but can be overridden by the operator.
23	ordr_qty	Y	decimal(10)	Quantity that has been ordered for this line. For credit/debit memos, this is the quantity credited/debited. It is stored in selling units.
24	ship_qty	Y	decimal(10)	Shipment quantity of this order line that corresponds to the ship_no of this order Line. The total of the ship_qty's for each order line_no must equal the ordr_qty.
25	Sell_unit	Y	char(2)	Selling unit if measure
26	Unit_factor	N		System maintained
27	price	Y	decimal(12)	Unit price is computed based on the pricing table mechanism. The operator can override the computed price if authorized to do so. If quantity, item code, warehouse code, or unit of measure is changed, the price will be recomputed. The price stored at the line level is for informational uses only. It represents the latest price used for the item. The actual price used on the invoice, posting, and sales reports is stored in the line/shipment record for the actual shipment.
28	price_code	N	integer	If this column is not null, then it will contain the unique price_code from the pricing table that was used to determine the price of this item.
29	Net_amount	Y	decimal(14)	Extended total line amount.
30	Ship_weight	N	decimal(14)	Weight of this line item. Will be drawn from the inventory master.
31	inv_acct	N	integer	Inventory g/l account number. Defaults from the item table unless blank, then defaults from the o/e control table. If item is non-stock, this account is blank.
32	inv_dept	N	char(3)	Inventory g/l department. If the inventory control table indicates that warehouse department should be used for the inventory account, then get it and use it. Otherwise, if order entry control table says use order department for asset/liability accounts, use the order department. Otherwise, use department "000".

33	sls_acct	N	integer	Sales g/l account number. If item is a stocking inventory item, then defaults from the item table. If item table sls_acct is blank or if the item is a non-stocking item, then defaults from the o/e control table.
34	sls_dept	N	char(3)	Sales g/l department. Warehouse department should be used for the sales account, then get it and use it, if the warehouse does not have a department defined, then use the order department.
35	cog_acct	N	integer	Cost of goods g/l account number. Defaults from the item table unless blank, then defaults from the o/e control table. If item is non-stock, this account is blank.
36	cog_dept	N	char(3)	Cost of goods g/l department. Warehouse department should be used for the cog account, then get it and use it, if the warehouse does not have a department defined, then use the order department.
37	intl_lic_no	N	char(30)	Reserved for future use
38	release_qty	N	decimal(10)	Reserved for future use
39	resale_price	N	decimal(18)	Reserved for future use
40	mtaxg_code	N	char(6)	Tax group for this item
41	new_date	Y	date	Date that this line_no/ship_no was added.
42	bko_date	N*	date	Date that this line_no/ship_no was backordered. *Required if stage is BKO.
43	ord_date	Y	date	Order Date – Same value that is entered in dcoordre order_date.
44	pic_date	N	date	Date that this line_no/ship_no was processed by the pick-ticket program. Will be set by the system.
45	shp_date	N*	date	Date that this line_no/ship_no was shipped. *Required if stage is PST.
46	inv_date	N*	date	Date that this line_no/ship_no was invoiced. *Required if stage is PST.
47	pst_date	N*	date	Date that this line_no/ship_no was posted. *Required if this line_no/ship_no is PST.
48	can_date	N*	date	Date that this line_no/ship_no was canceled. *Required if stage is CAN
49	po_no	N*	char(20)	Corresponding PO Number. Required for DIR/DRW order type, DRS/DRN line type.
50	item_cost	N	decimal(12)	Item Cost
51	blanket_doc_no	N	integer	The document # of the blanket order this order was created/released from

ORDER ENTRY – ORDER SHIPMENT DETAIL

Note to user:

When Importing open orders, you can import line stages of NEW, ORD, BKO, CAN, PIC, SHP, INV, and PST.

When converting order history, the line stage must be PST or CAN.

Direct-shipment line items (order type DIR/DRW or line type DRS/DRN) will be updated to stage "SHP" if the corresponding Purchase Order line is at REC or INV stage.

ORDER ENTRY – ORDER LOT DETAIL (DCOSERLD)

TABLE DESCRIPTION

This table stores the Lot Number or Serial Number information for an Order Entry order.

Flat File Name

dcoserld.unl – text file lines

ASSOCIATED FITRIX TABLE

stiserle

Table dcoserle

Col	Column name	Reqd	Type	Description
1	order_no	Y	char(20)	Corresponding order_no from stoordre table
2	line_no	Y	smallint	set to stoshipd line_no
3	ship_no	Y	smallint	set to stoshipd ship_no
4	lot_no	Y	char(20)	Lot number if stiinvtr.serialized = "L"
5	serial_no	Y	char(20)	Serial number if stiinvtr.serialized = "S"
6	lot_qty	Y	decimal(10)	Quantity for lot, 1 for serial.
7	bin_location	Y	char(15)	Valid bin location. Only required if you are using multiple bin locations
8	cost	Y	decimal(14,4)	Cost
9	seq_no	Y	integer	Sequence number- used to join table with stiserld. Convert stiserld first so this seq_no will be valid

ORDER ENTRY – ORDER TAX DETAIL (DCOORTXD)

The program to add sales tax detail lines is not yet written.

TABLE DESCRIPTION

This table stores the sales tax information for each line item for an Order Entry order. There is one record for each tax code in the tax group for each line. For example, if the tax group is made up of county tax and city tax, there will be one line for county and one line for city for each line item on the order.

Flat File Name

dcoortxd.unl – text file lines

dcoortxd.cmd – command file

ASSOCIATED FITRIX TABLE

stoshtxd

Col	Column name	Reqd	Type	Description
01	doc_no	Y	integer	Assigned by conversion program
02	line_no	Y	smallint	Set to dcoordrd line_no
03	ship_no	Y	smallint	Set to dcoordrd ship_no
04	tax_code	Y	char(6)	Set to dcoordrd mtax_code tax Code (the group's tax code).
05	tax_rate	Y	decimal(6)	Set to the code's tax rate (10 % is set to 10.00)
06	net_amt	Y	decimal(12)	Set to stoordrd net_amount
07	tax_amt	Y	decimal(12)	tax_rate x net_amt

ORDER ENTRY – ORDER TRACKING DETAIL (DCOTRCKD)

TABLE DESCRIPTION

This table stores Order Tracking information for an Order Entry order.

Flat File Name

dcotrckd.unl – text file lines

ASSOCIATED FITRIX TABLE

stotrckd

Table dcotrckd

Note to End User: An entry is made into this tracking program for every order entered in the Fitrix software. Use of this information and updating additional information is strictly optional. Therefore the import program will set all values that are required and whether or not your import file contains the additional information is strictly up to you.

Col	Column name	Reqd	Type	Description
1	contract_no	Y	char(20)	Set to stoordre contract_no
2	order_no	Y	char(20)	stoordre order_no
3	po_no	Y*	char(20)	Required only for DIR/DRW order types. Set this to stoshipd po_doc_no.
4	fwdr_invoice	N	char(20)	Forwarder invoice nu,ber
5	sales_basis	not used		
6	loadg_location	N	char(30)	Loading location
7	port_of_exit	N	char(30)	Port of exit
8	gross_weight	N	decimal(10)	Gross weight
9	net_weight	N	decimal(10)	Net weight
10	tare_weight	N	decimal(10)	Tare weight
11	container_no	N	char(20)	Ocean container number
12	bill_lading	N	char(20)	Set to stoordre truck_bol
13	ocean_bol	N	char(20)	Ocean bill of lading number
14	booking_no	N	char(20)	Booking number
15	vessel	N	char(25)	Vessel
16	voyage	N	char(25)	Voyage
17	cutoff_date	N	date	Cut off date
18	loadg_date	N	date	Loading date
19	release_date	N	date	Release date
20	est_depart	N	date	Estimated departure date
21	est_arrive	N	date	Estimated arrival date
22	pymt_due_date	N	date	Payment due date
23	est_demurrage	N	decimal(10,2)	Estimated demurrage charges
24	insurance	N	decimal(10,2)	Ocean insurance charges
25	relse_rqstd	N	date	Date release requested
26	relse_recvd	N	date	Date release received
27	draft_obl_rcvd	N	date	Proof BOL received date
28	consignee_name	N	char(20)	Set to stoordre value
29	consignee_addr1	N	char(30)	Set to stoordre value
30	consignee_addr2	N	char(30)	Set to stoordre value

31	consignee_city	N	char(20)	Set to stoordre value
32	consignee_state	N	char(2)	Set to stoordre value
33	consignee_zip	N	char(10)	Set to stoordre value
34	consignee_country	N	char(20)	Set to stoordre value
35	notify_name	N	char(20)	Set to stoordre value
36	notify_info	N	char(240)	Set to stoordre value
37	gross_mt	N	decimal(8,2)	Gross wt metric tons
38	net_mt	N	decimal(8,2)	Net wt metric tons
39	tare_mt	N	decimal(8,2)	Tare wt metric tons
40	forwarder_name	N	char(20)	Forwarder name
41	carrier	N	char(20)	Carrier name
42	send_docs	N	char(20)	Contact to send docs to
43	container_size	N	char(20)	Container size
44	transhipment1	N	char(20)	Transhipment 1
45	vessel1	N	char(20)	Vessel 1
46	voyage1	N	char(10)	Voyage 1
47	eta1	N	date	ETA date 1
48	etd1	N	date	ETD date 1
49	transhipment2	N	char(20)	Transhipment 2
50	vessel2	N	char(20)	Vessel 2
51	voyage2	N	char(10)	Voyage 2
52	eta2	N	date	ETA date 2
53	etd2	N	date	ETD date 2
54	transshipment3	N	char(20)	Transshipment 3
55	vessel3	N	char(20)	Vessel 3
56	voyage3	N	char(10	Voyage 3
57	eta3	N	date	ETA date 3
58	etd3	N	date	ETA date 3
59	transhipment4	N	char(20)	Transshipment 4
60	vessel4	N	char(20)	Vessel 4
61	voyage4	N	char(10)	Voyage 4
62	eta4	N	date	ETA date 4
63	etd4	N	date	ETD date 4
64	transhipment5	N	char(20)	Transhipment 5
65	vessel5	N	char(20)	Vessel 5
66	voyage5	N	char(10)	Voyage 5
67	eta5	N	date	ETA date 5
68	etd5	N	date	ETD date 5
69	port1	N	char(10)	Port 1
70	port2	N	char(10)	Port 2
71	port3	N	char(10)	Port 3
72	port4	N	char(10)	Port 4
73	port5	N	char(10)	Port 5
74	seal_no	N	char(10)	Seal number

ORDER ENTRY – POSTED INVOICES (DCOINVCE)

TABLE DESCRIPTION

This table stores the posted Order Entry invoices.

Flat File Name

dcoinvce.unl – text file lines

dcoinvce.cmd – command file

ASSOCIATED FITRIX TABLE

stoinvce

stropend – Creates a new row if dcoinvce.balance > 0, and adds balance to Customer Account Balance (strcustr.acct_bal)

Col	Column name	Reqd	Type	Description
1	doc_no	Set to null. Conversion program will assign		
2	order_no	Y	char(20)	Order number
3	bill_to_code	Y	char(20)	Customer code
4	sell_to_code	Y	char(20)	Customer code
5	ship_to_code	Y	char(6)	Ship to code. If no ship to Code set to SHIPTO
6	inv_doc_no	Set to null. Conversion program will assign		
7	stage	Y	char(3)	Set to PST
8	inv_no	Y	char(10)	Invoice number
9	inv_date	Y	date	Invoice date
10	inv_printed	Y	char(1)	Set to Y
11	ok_to_post	Y	char(1)	Set to Y
12	terms_code	Y	char(6)	Customer payment terms code
13	terms_approval	Not used		Set to null
14	pay_method	Y	char(6)	Set to AR
15	payment	Y	char(1)	Set to A
16	card_no	N	char(20)	Set to null
17	exp_date	N	char(5)	Set to null
18	check_no	N	char(8)	Set to null
19	fob_point	N	char(15)	Shipment FOB point
20	ship_via	Y	char(15)	Ship via code. Must validate
21	ship_weight	Y	decimal(10)	Total weight
22	freight_doc	Not used		Set to null
23	st_tx_code	Not used		Set to null
24	co_tx_code	Not used		Set to null
25	ci_tx_code	Not used		Set to null
26	st_tx_rate	Not used		Set to null
27	co_tx_rate	Not used		Set to null
28	ci_tx_rate	Not used		Set to null
29	tax_rate	Not used		Set to null
30	trd_ds_rate	N	decimal(6)	Set to 0.00
31	item_amount	Y	decimal(12)	Total amount of merchandise sold.
32	discountable	N	decimal(12)	Set to 0.00
33	trd_ds_amount	N	decimal(12)	Set to 0.00

34	taxable	Not used		Set to null
35	st_tx_amount	Not used		Set to null
36	co_tx_amount	Not used		Set to null
37	ci_tx_amount	Not used		Set to null
38	frght_amount	Y	decimal(12)	Freight amt. If no freight set to 0.00
39	total_amount	Y	decimal(12)	item_amount + frght_amount + tax_amount
40	td_ds_acct	Y	integer	Set to stocntrc disc_acct_no
41	st_tx_acct	Not used		Set to null
42	co_tx_acct	Not used		Set to null
43	ci_tx_acct	Not used		Set to null
44	freight_acct	Y	integer	Set to stocntrc frght_acct_n
45	asset_acct	Y	integer	Set to stocntrc ar_acct_no
46	td_ds_dept	Y	char(3)	Set to 000
47	st_tx_dept	Not used		Set to null
48	co_tx_dept	Not used		Set to null
49	ci_tx_dept	Not used		Set to null
50	freight_dept	Y	char(3)	Set to 000
51	asset_dept	Y	char(3)	Set to 000
52	mtaxg_code	Y	char(6)	Set to valid tax code (NOTAX is default value)
53	tax_amount	Y	decimal(12)	Set to tax_amount (0.00 is default value)
54	currency_code	Not used		Set to null
55	curr_rate_type	Not used		Set to null
56	currency_rate	Not used		Set to null
57	batch_id			Set to 0
58	ship_terms	Y	char(15)	Shipping terms. Must validate
59	mtax_freight	Y	char(6)	Set to NOTAX
60	settle_decl_code	Not used		Set to null
61	decline_message	Not used		Set to null
62	settled	Not used		Set to null
63	cc_batch_id	Not used		Set to null
64	deposit_applied	Y		Set to null
65	restock_fee	N	decimal(8,2)	Enter restock fee if order type RMA/RMU
66	handling_fee	N	decimal(8,4)	Special handling fee
67	balance	N	decimal(12)	Unpaid invoice balance

ORDER ENTRY – POSTED INVOICES (DCOINVCD)

TABLE DESCRIPTION

This table stores the posted Order Entry Invoices detail information (must join with dcoinvce using the same inv_no & order_no)

Flat File Name

dcoinvcd.unl – text file lines

dcoinvcd.cmd – command file

ASSOCIATED FITRIX TABLE

Stoshipd –

Col	Column name	Reqd	Type	Description
1	inv_no	Y	char(10)	Set to dcoinvce inv_no
2	order_no	Y	char(20)	Set to dcoinvce order_no
3	line_no	Y	smallint	Set to dcoordrd line_no
4	ship_no	Y	smallint	Set to dcoordrd ship_no

ORDER ENTRY – POSTED LOT / SERIAL NUMBERS (DCISERLA)

TABLE DESCRIPTION

This table stores the posted Order Entry Invoices Item /multi-bin, lot, serial # information (must join with dcoinvce using the same inv_no & order_no)

Flat File Name

dciserla.unl – text file lines

dciserla.cmd – command file

ASSOCIATED FITRIX TABLE

stiserla

Col	Column name	Reqd	Type	Description
1	inv_no	Y	char(10)	Set to dcoinvce inv_no
2	order_no	Y	char(20)	Set to dcoinvce order_no
3	line_no	Y	smallint	Set to dcoordrd line_no
4	ship_no	Y	smallint	Set to dcoordrd ship_no
5	lot_no	?	char(20)	If the item is lot controlled then this is a required value.
6	serial_no	?	char(20)	If the item is serial controlled then this is a required value.
7	lot_qty	Y	decimal(10)	This is the lot qty or if serial controlled this should be set to If the warehouse is location controlled = Y this is the bin qty.
8	cost	?	decimal(14,4)	Required only if lot or serial number controlled.

CUSTOMER PRICING

Program to load customer pricing is not yet written.

Header section stopricr

Col	Column name	Reqd	Type	Description
1	price_code	Y	serial	Unique sequential #. Ties header to detail
2	description	Y	char(30)	Description of pricing
3	price_level	Y	smallint	Valid values are 0-9
4	item_code	N	char(20)	Part number
5	item_class	N	char(6)	Item class in item master
6	cust_code	N	char(20)	Customer code
7	trd_ds_code	N	char(6)	Customer
8	order_type	N	char(3)	Sales order type (REG,DRW,etc.)
9	sell_unit	N	char(2)	Selling unit (EZ,BX,etc)
10	begin_date	Y	date	Date price goes into affect
11	end_date	Y	date	Date price ends
12	disc_type	Y	char(1)	A for specific $ amt D for discount % M for markup from standard cost % C for discount code
13	tolerance_level	N	not used	

Detail section stopricd

Col	Column name	Reqd	Type	Description
1	price_code	Y	integer	Set to same thing as Col 1 in header to link header to detail
2	disc_type	Y	char(1)	Set to same thing as Col 12 in header for matching detail record
3	disc_qty	N	decimal(10)	Set to 1 or set Qtys for qty breaks
4	disc_code	Y	char(12)	Discount code if discount type = C

PURCHASING

PURCHASING – ORDER SUMMARY (DCUORDRE)

Note

There are two menu options for Purchase Orders found on the conversion menu.

Open Sales Order/PO Import- these are sales orders that are not entirely closed. Some lines may have been shipped but some may still be open and waiting to be shipped. The open sales order /PO conversion programs have been combined so that we can link DIR/DRW purchase orders to their respective sales orders. The process is as follows:

1. Load (don't post) DRW Sales Orders, with stage NEW, and make sure they enter their corresponding po_no and po line_no in the flat file.
2. Load (don't post) DRW Purchase Orders, and make sure they enter the corresponding order_no and order line_no in the flat file.
3. The Validate program will look at each sales order and corresponding PO to validate order_no <--> po_no and order line_no <--> po line_no.
4. Once all are validated, we must post OE and PU (all at once).
5. During the posting process, we update the corresponding table pairings with stoordre.doc_no and stuordre.doc_no.
6. During the posting process, take the rec_qty from stuordrd and update the corresponding stoshipd to SHP. We'll have to split lines that are partially received.
7. Set the hi_stage, lo_stage, commit qty, etc.

Convert Purchase Order History – these purchase order have been 100% received.

TABLE DESCRIPTION

This table stores the Purchase Order summary information to be loaded.

Flat File Name

dcuordre.unl – text file lines

dcuordre.cmd – command file

ASSOCIATED FITRIX TABLE

stuordre

Col	Column name	Reqd	Type	Description
01	vend_code	Y	char(20)	Vendor code for this purchase.
02	po_no	Y	char(20)	Purchase order number, assigned by the user. This field is tested to make sure a duplicate PO does not already exist in this table the vendor.
03	buyer_code	N	char(6)	Buyer code.
04	po_type	Y	char(3)	REG for out of whse and DIR for direct ship from vendor to customer.
05	po_date	Y	date	Date order is accepted. This is used to calculate the expected receipt date.
06	po_status	Y	char(3)	Display status of order for user. Possible codes. Should be ACT for active if running Import Purchase Orders or either COM for complete or CAN for cancelled if running Convert Purchase Order History.
07	po_stage	Y	char(3)	Stage reflects the lowest stage of the individual purchase order lines. Data entry to document is only allowed when status is ORD. See line_stage field in stuordrd table for further details. If running the Convert Purchase Order History program this stage should be set to INV.
08	complete_date	N	date	The system maintains the date when the order has been completed. This occurs when invoicing is complete, or when all non-invoiced order lines have been cancelled. If running the Covert Purchase Order History program set this date should be set to the date the PO was completed.
09	required_date	Y	date	The date goods are required.
10	whse_billto	not used		
11	whse_shipto	Y	char(10)	Warehouse shipto address code.
12	department	Y	char(3)	This department code is used by the receipt and invoice posting programs to determine which department code to use when posting to the general ledger. If blank, defaults to 000.
13	mtaxg_code	Y	char(6)	Tax group code to be used as default for computing sales tax on purchases. Required if taxes are to be computed for invoice. If blank defaults to system control default. Set to NOTAX if no tax is to be calculated

14	pay_to_code	Y	char(6)	Remit to address code for the vendor. If there exists a pay-to record for this vendor which has PAYTO as the code, then the pay-to information will be retrieved from that record. If such a pay-to record does not exist, then the information from the vendor record will be used. If the operator enters any other code, there must exist a pay-to record with that code. If pay-to's are not used, this value should be PAYTO.
15	bus_name	Y	char(30)	Business name of vendor for the purchase order.
16	order_no	N	char(20)	The sales order doc_no for DIR/DRW customer orders.
17	order_doc_no	N	integer	The sales order doc_no for DIR/DRW customer orders.
18	cust_code	N	char(20)	sales order cust_code for DIR/DRW Orders or any order created from a production work order that is linked to a sales order.
19	order_no_vnd	not used		
20	order_reference	N	char(13)	Used for sales order document and line numbers for orders converted to purchase orders from requisitions. When Po is received the sales backorder will be filled because of this link between PO and sales order.
21	currency_code	N	char(3)	For use with Multicurrency Module) Currency of the purchase order determined by the currency code of the vendor (stpvendr.currency_code). This column is null if not using multicurrency, but required if using multicurrency.
22	ord_printed	Y	char(1)	This field must be either N(PO not printed) or Y(PO printed).
23	total_weight	Y	decimal(12)	The total weight of the order, computed as the sum of the weights stored in the item table.
24	item_amount	not used		
25	discountable	N	decimal(12)	Total of order amounts that are discountable. Items in lines may or may not be discountable (this is set in the item record in the inventory control module).
26	trd_ds_amount	N	decimal(12)	Amount of the trade discount for the order. Computed by taking the discountable amount multiplied by the trd_ds_pct. This amount is deducted from the order total.
27	tax_amount	N	decimal(12)	Total of order amounts that are taxable. Also, freight and

				miscellaneous may or may not be taxable. This is set in the purchasing control table.
28	frght_amount	N	decimal(12)	Freight cost expected for this purchase order.
29	misc_amount	N	decimal(12)	Miscellaneous expected costs for purchase order.
30	goods_amount	y	decimal(12)	Total of extended amounts from all order lines.
31	total_amount	Y	decimal(12)	Order total amount. This consists of this sum: goods_amount + trd_ds_amount - tax_amount + frght_amount + misc_amount +
32	prepay_amount	not used		
33	freight_terms	not used		
34	create_date	Y	date	Date created
35	create_time	Y	char(8)	Time created
36	create_id	Y	char(8)	User ID that created PO
37	l_mod_date	N	date	Date last modified
38	l_mod_time	N	char(8)	Time last modified
39	l_mod_id	N	char(8)	User id that last modified
40	ship_via	N	char(15)	Ship via
41	fob_point	N	char(15)	FOB Point
42	reprint_no	N	smallint	Reprint Number. If the ord_printed is 'N', this should be zero also. If ord_printed is 'Y', this is the count of reprints.
43	confirmed_to	N	char(20	Name of person that confirmed The order
44	curr_rate_type	N	char(6)	For use with Multicurrency Module). This field is not currently used. The rate type to use for the order is stored here. Initially this rate type would be the same rate type as is stored in stmcntrc.pu_rate_type but later on we may want to provide the flexibility to change the rate type on a transaction by transaction basis. This column is null if not using multicurrency in Purchasing.
45	currency_rate	N	decimal(16)	(For use with Multicurrency Module). Actual exchange rate used for pricing of the purchase order. All amounts on the purchase order appear in the foreign currency. The currency_rate is the exchange rate used when the purchase order is initially entered. The rate is retrieved by the rate type, date, and currency code. It is required that an exchange rate exists for a currency in order for a purchase order to be entered. This column is null if

				not using multicurrency, but required if using multicurrency.
46	terms_code	Y	char(6)	Vendor terms code
47	frght_tax_code	Y	char(6)	Multicurrency tax code for freight charges
48	frght_acct_no	Y	integer	General ledger account number
49	frght_department	Y	char(3)	General Ledger department code for freight charges
50	misc_tax_code	Y	char(6)	Multicurrency tax code for miscellaneous charges
51	misc_acct_no	Y	integer	General Ledger account code for miscellaneous charges
52	misc_department	Y	char(3)	General Ledger department code for miscellaneous charges
53	confirm_date	N	date	Date of order confirmation. Reference only.
54	on_board_date	N	date	Date on board. Reference only.
55	Multiple orders	Y	char(1)	Set to Y if PO is one of multiple purchase orders created else set to N
56	Contract_no	N	char(20)	Set to range of customer orders (contract number) if the PO is part of a customer contract.
57	Container_no	N	char(20)	Shipping line's container number.
58	orig_order_doc_no	N	integer	If PO was initially linked to a specific sales order and then unlinked and assigned to another set this value to the original order doc_no for audit purposes.
59	Contact_name	N	char(20)	Name of person that the PO should be sent to the attention of.
60	order_ref_no	N	char(20)	Enter original PO # if this is a PO with order type RET
61	return_reason	N	char(10)	Enter return reason for RET PO types.
62	prod_order	N	char(7)	Enter production work order number if this PO was created from one.

PURCHASING – ORDER LINE ITEMS (DCUORDRD)

Note

There are two menu options for Purchase Orders found on the PO conversion menu.

Import Purchase Orders- these are purchase orders that are not entirely closed. Some lines may have been received into inventory but some may still be open and waiting to be received.

Convert Purchase Order History – these purchase order have been 100% received.

TABLE DESCRIPTION

This table stores the Purchase Order line item information to be loaded.

Flat File Name

dcuordrd.unl – text file lines

dcuordrd.cmd – command file

ASSOCIATED FITRIX TABLE

stuordrd

Col	Column name	Reqd	Type	Description
01	vend_code	Y	char(20)	Vendor code for this purchase – must correspond to vend_code of related dcuordre record.
02	po_no	Y	char(20)	Purchase order number, Must correspond to po_no of related dcuordre record.
03	line_no	Y	smallint	Sequential line number.
04	cm_dm_reason	not used		
05	mtaxg_code	N	char(6)	Multilevel Tax group code for this order line. If blank, defaults to mtaxg from dcuordre.
06	line_type	Y	char(3)	Line type for this order line. Allowed values are: STK(stocked item)STN (stock treated as nonstock (DIR orders), or NON(non-stocked).
07	line_stage	Y	char(3)	Processing stage for this order line. Set as follows: ORD - entry: Order information for line can be changed. POG - noentry: Purchase order printed REC - noentry: Line fully received INV - noentry: Line fully invoiced. Set to this if running the Convert Purchase Order

				History program CAN - noentry: Line cancelled
08	receiver_printed	N	smallint	Set to null
09	request_date	N	date	Requisition date for this line item.
10	po_date	N	date	Date of purchase order. If blank, defaults to po_date in dcuordre.
11	rcpt_date	N	date	Date of last receipt for this line item.
12	inv_date	N	date	Last invoicing date for this line item.
13	required_date	Y	date	Required date for receipt of this item.
14	whse_shipto	N	char(10)	Ship-to warehouse code for this line item. If blank, defaults to value in dcuordre.
15	whse_billto	N	char(10)	Bill-to warehouse for this line item. If blank, defaults to value in dcuordre.
16	item_code	Y	char(20)	Item code for this purchase line item. Must exist in Item Master.
17	desc1	N	char(30)	First description line for this item.
18	desc2	N	char(30)	Second description line for this item.
19	td_disc_allowed	N	char(1)	Trade discount flag as set in stpvendr (vendor master). Allowed values are Y(yes) or N(no). If blank, defaults to N.
20	bo_allowed	not used		
21	ordr_qty	Y	decimal(10)	Quantity of the item being ordered on this line. In purchasing units.
22	rlse_qty	not used		
23	rjct_qty	N	decimal(10)	Quantity already rejected during receipt process.
24	recv_qty	N	decimal(10)	Quantity of this line item already received to date.
25	cost_qty	N	decimal(10)	Quantity of this line item already invoiced (costed) to date.
26	acpt_qty	not used		
27	exp_rec_qty	Y	decimal(10)	Expected quantity remaining to be received. Should be ordr_qty before any receipts or 0 when the line has been fully received.
28	exp_inv_qty	Y	decimal(10)	Expected quantity remaining to be invoiced. Should be recv_qty if no quantity has been invoiced.
29	sell_unit	not used		
30	purch_unit	N	char(2)	Purchase unit for this line item.If blank, defaults to purch_unit in Item Master.
31	stock_unit	N	char(2)	Stocking unit for this item. If blank, defaults to stock_unit in Item Master.
32	unit_factor	N	decimal(6)	Conversion factor. If blank, defaults to value in Item Master.
33	cost	Y	decimal(12)	Unit cost for this line item.
34	gl_acct_no	Y	integer	General ledger account number for

				The item code as defined in the item record.
35	net_price	Y	decimal(10)	Extended cost * quantity
36	department	Y	char(3)	Accounting department for posting of this purchase line.
37	instruct_code	N	char(6)	Free-form: handling instructions code.
38	authorization_code	not used		
39	inspection_code	not used		
40	alias_code	N	char(20)	Vendor item code for this purchase item.
41	weight	Y	decimal(8,3)	Item weight
42	staging_area	not used		
43	order_no	N	char(20)	DIR sales Order Number
44	order_doc_no	N	integer	DIR sales Order Document Number
45	order_line_no	N	integer	DIR sales Order Line Number
46	order_ship_no	N	integer	DIR sales Order Order Ship Number
47	note_flag	not used		
48	unit_tax	N	decimal(12)	Tax on item when tax is included
49	confirm_date	N	date	Date of order confirmation.
50	on_board_date	N	date	Date on board.
51	volume	N	decimal(8,3)	Volume in cubic feet of item
52	return_reason	N	char(10)	Enter return reason if order type = RET
53	comp_sequence	N	char(10)	If PO was created from a production work order enter the item's component sequence from that production work order

PURCHASE RECEIVING – RECEIPT SUMMARY (DCURECTE)

Program to import PO receipts is not yet written.

TABLE DESCRIPTION

This table stores the Purchase Order Receipt summary information to be loaded

Flat File Name

dcurecte.unl – text file lines

dcurecte.cmd – command file

ASSOCIATED FITRIX TABLE

Sturecte

Col	Column name	Reqd	Type	Description
01	rec_doc_no	Y	integer	Unique document number for this receipt. Number is normally taken from next rec_doc_no field in purchasing control table. Used to join with receipt detail.
02	receipt_date	Y	date	Date of this receipt.
03	receipt_ref	N	char(10)	Free-form reference field. When entering DIRect ship bills of lading this field is used to store the carrier reference number.
04	po_no	Y	char(20)	Purchase order number used for selection of PO to receive against. This is stuordre.po_no NOT stuordre.doc_no. These two will be the same if user has not filled in po_no field during data entry.
05	po_doc_no	Y	integer	Used as join criteria. This is the doc_no of the related purchase order. Note that this is NOT the po_no of the purchase order.
06	ok_post	Y	char(1)	Posting control flag set to: N: upon entry of new receipt line Y: by receipt edit list process if receipt entry passes all posting criteria. P: after receipt has been posted C: if line has been cancelled
07	ship_via	N	char(10)	This field is used only for DIRect ship orders generated in OE. When a bill of lading is received from the vendor this field is updated with the

				carrier used to ship the goods to the customer.
08	batch_id	N	integer	Reference only
09	ship_date	N	date	Ship Date

PURCHASE RECEIVING – RECEIPT DETAIL (DCURECTD)

Program to import PO receipts is not yet written.

TABLE DESCRIPTION

This table stores the Purchase Order Receipt line item information to be loaded.

Flat File Name

dcurectd.unl – text file lines

dcurectd.cmd – command file

ASSOCIATED FITRIX TABLE

Sturectd

Col	Column name	Reqd	Type	Description
01	rec_doc_no	Y	integer	Unique document number for receipt. Number is normally taken from next rec_doc_no field in purchasing control table. Used to join with receipt summary.
02	rec_line_no	Y	integer	Unique line number for this receipt line
04	recv_qty	Y	decimal(10)	Quantity of the item on this line received on this receipt.
05	rjct_qty	N	decimal(10)	Quantity of the item on this line rejected.
06	rjct_code	N	char(10)	Freeform text describing rejection reason.
07	po_doc_no	Y	integer	Used as join criteria. This is the doc_no of the related purchase order. Note that this is NOT the po_no of the purchase order.
08	po_line_no	Y	smallint	Purchase order line number
09	item_cost	Y	decimal(14,4)	Item cost
10	landed_cost	Y	decimal(14,4)	Item's landed cost
11	extended_cost	Y	decimal(12,2)	Landed cost x qty received

PURCHASE INVOICE – INVOICE SUMMARY (DCUINVCE)

Program to import PO invoices is not yet written.

TABLE DESCRIPTION

This table stores the Purchase Order Invoice header information to be loaded.

Flat File Name

dcuinvce.unl – text file lines

dcuinvce.cmd – command file

ASSOCIATED FITRIX TABLE

stuinvce

Col	Column name	Reqd	Type	Description
01	po_no	Y	char(20)	Purchase Order Number. Your PO number that matches this vendor's invoice.
02	inv_no	Y	char(20)	Vendor's invoice number. The combination of PO and invoice must be unique.
03	pay_to_code	Y	char(6)	Vendor pay-to code. If vendor has no specific pay-to, should be 'PAYTO'.
04	description	N	char(20)	General Description of Invoice
05	inv_date	N	date	Invoice Date - Defaults to current date
06	terms_code	N	char(6)	Terms code on vendor's invoice. Defaults to vendor's terms code.
07	pay_date	Y	date	Pay on date. The date the balance will be paid.
08	due_date	Y	date	Due Date. Date payments are due
09	discount_date	N	date	Discount Date. Date thru which the discounts are available.
10	discount_percent	N	decimal(10)	Discount Percent
11	misc_amount	Y	decimal(10)	Total of any miscellaneous costs on this invoice. If none exist, should be zero.
12	frght_amount	Y	decimal(10)	Total freight on this invoice. If none, should be zero.
13	goods_total	Y	decimal(10)	Total goods amount on this. Should equal the sum of dcuinvcd.net_price for this invoice.
14	tax_total	Y	decimal(10)	Total tax amount on this invoice. Should equal the sum of dcuinvcd.exp_tax_amt. If no taxes exit, should be zero.
15	inv_total	Y	decimal(10)	Total invoice amount. Should be the sum of misc_amount, frght_amount, goods_total, tax_total.
16	diff_total	Y	decimal(10)	Difference between invoice total and Purchase Order total. If no difference, should be zero.

17	ok_to_post	Y	char(1)	Should be zero. A successful edit will change this to a Y.
18	currency_code	N	char(3)	(For use with Multicurrency Module) Currency of the invoice originally determined by the currency code of the vendor (stpvendr.currency_code). This currency code is taken from stuordre instead of performing a lookup to vendor to plan ahead for this flexibility. This column remains null if not using multicurrency but, required if using multicurrency.
19	curr_rate_type	N	char(6)	(For use with Multicurrency Module) The rate type to use for the invoice is stored here. This rate type is the same rate type as is stored in stmcntrc.pu_rate_type. This column remains null if not using multicurrency but required if using multicurrency.
20	currency_rate	N	decimal(16)	(For use with Multicurrency Module) Actual exchange rate used for posting to gl. All amounts on the invoice appear in the foreign currency. The currency_rate is the exchange rate when the invoice is initially entered. The rate is retrieved by the rate type, date, and currency code. An exchange rate must exist for a currency in order for an invoice to be entered. This column remains null if not using multicurrency but required if using multicurrency.
21	batch_id	N	integer	Batch Control ID. Defaults to zero.
22	po_doc_no	Y	integer	Purchase Order Document Number assigned by the system. Should be zero.
23	inv_doc_no	Y	integer	Invoice Document Number. Each invoice is assigned a unique, sequential number when posted. Should be zero.
24	inv_post_no	N	integer	Invoice Post Number, assigned during posting. Should be zero.
25	inv_post_date	N	date	Invoice Posted Date, assigned during posting.

PURCHASE INVOICE – INVOICE DETAIL (DCUINVCD)

Program to import PO invoices is not yet written.

TABLE DESCRIPTION

This table stores the Purchase Order Invoice line item information to be loaded.

Flat File Name

dcuinvcd.unl – text file lines

dcuinvcd.cmd – command file

ASSOCIATED FITRIX TABLE

stuinvcd

Col	Column name	Reqd	Type	Description
01	po_no	Y	char(20)	Purchase Order number. Must match PO number in invoice summary (dcuinvce).
02	inv_no	Y	char(20)	Vendor's invoice number. Must match invoice number in invoice summary (dcuinvce).
03	inv_line_no	Y	smallint	Invoice Line Number - used for sorting
04	po_line_no	Y	smallint	Purchase Order line number
05	cost_qty	N	decimal(10)	Quantity on Invoice. Defaults to PO expected invoice quantity.
06	cost	N	decimal(10,3)	Unit Cost Price. Defaults to price on PO
07	net_price	N	decimal(10)	Net Price. Defaults to system calculation (cost * cost_qty).
08	gl_acct_no	Y	integer	General Ledger account number to post this line item.
09	department	Y	char(3)	General Ledger department to post this line item.
10	mtaxg_code	N	char(6)	Multilevel tax code group for line item.
11	exp_tax_amt	Y	decimal(10)	Tax amount for this line. If none, should be zero.
12	exp_tax_frz	N	char(1)	Not currently used.

PURCHASING – ITEM CATALOG (DCUCTLGD)

Program to load item catalog is not yet written.

TABLE DESCRIPTION

This tables stores the item catalog (vendor you purchase from and cost)

Flat File Name

dcuctlgd.unl – text file lines

dcuctlgd.cmd – command file

Col	Column_name	Reqd	Type	Description
1	vendor_code	Y	char(20)	Vendor code
2	item_code	Y	char(20)	Item code
3	cost	Y	decimal(14,4)	Cost
4	vend_item_code	N	char(20)	Vendor item code
5	primary_vendor	Y	char(1)	Set to Y for primary vendor (each item must have one primary vendor) or N if not the primary vendor.
6	currency_code	N	char(6)	If using multicurrency enter the vendor's multicurrency code. If not, leave null.
7	line_code	N	char(6)	Replenishment line code.

APPENDIX A: TROUBLESHOOTING

1. **Error:** "File name not valid or not found"

   Solution: Verify user is logged into the live_prep database.

   Verify the file is named properly (dc*xxxxxx*.unl where *xxxxxx* is name of file being loaded)

   Verify that file has full read permissions for all users (chmod 777 dc*xxxxxx*.unl to allow all user access)

2. **Error:** After running an import, the report says 'successfully loaded', but there is no data.

   Solution: Verify the data was loaded into the right database

   View the error log in $fg/data/load/errlog – it should log rows successfully loaded, 5000 rows at a time.

3. **Error**: "-256 Transaction Not Available"

   Solution: Turn logging on.

   Additional Details: It is OK for user to have transaction logging TURNED OFF in the live_prep database when trying to load data ONLY. However, if user tries to use any other Fitrix menu options, they will fail, until transaction logging is turned back on.

4. **Error**: "A character to numeric conversion process failed"

   Solution: In a specific column a character is found in a decimal column

   Additional Details: This error is issued when a character is in a column that is defined as numeric or decimal. In the flat file, columns are defined for specific types of information.

   The data loaded in the columns must match the data type defined.

5. **Error**: "567 – cannot write sorted rows"

   Solution: Increase db temp space

   Additional Details: There is not enough Informix db temp space to sort the data. The db temp space needs to be increased by system administrator.