Epicor ERP
Feature Summary
10.2.100

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10.2.100

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Contents

Epicor ERP Version 10 Feature Summary....41
Features by 10 Releases....42
10.2.100 Feature Highlights....42
Epicor University....42
Embedded Education - Courses....42
Sales Management....43
Configurator Management....43
Configurator - Database Purge and Summarize....44
Customer Relationship Management....44
Salesperson Workbench Tracker - Customer Specific Information....45
Epicor Mobile CRM....45
Salesforce Synchronization Enhancements....45
Order Management....48
Legal Numbers in Order Management....48
RMA Disposition Entry - Displaying Receipt Numbers....50
Credit Card Processing - Epicor Payment Gateway....50
Production Management....51
Legal Numbers in Production Management....51
Auto Receive Transaction on a Job - Legal Numbers....54
Manufacturing Execution System (MES)....55
Handheld / MES Menu Security Maintenance....55
Handheld Menu - Security Logic with Handheld / MES Security Maintenance....56
MES Menu - Security Logic with Handheld / MES Security Maintenance....57
ERP and Mattec MES Integration Enhancements....57
MES - Viewing Docstar Attachments....74
MES - Modified License Requirements....74
Job Management....75
PLM - Last Modified Revision....75
Production and Inventory Processes - PartTran and PartTranKey Table Fields....75
Material Management....76
Inventory Management....76
Legal Numbers in Inventory Management....76
Shipping / Receiving....82
Legal Numbers in Shipping / Receiving....82
Customer Shipment Entry - Warranty....87
Drop Shipments Invoicing....88
Container Receipt Entry - Tax Logic....88
Receipt Entry - Receive from Sub-contract....88
Handheld....89
Legal Numbers on the Handheld....89
Service Management....94

Field Service Automation....95
Epicor Integration - Main Menu....95
Epicor Integration - External System....95
Epicor Integration - Synchronize Data....96
Epicor FSA Mobile Interface....96
Epicor FSA - Main Menu....97
Project Management....97
Revenue Recognition - Non-Reimbursable Expenses....97
Financial Management....97
Legal Numbers in Financial Management....97
Financial Transaction Legal Number Generation and Void....99
Legal Number Maintenance - Change History....106
Legal Number Maintenance - Legal Number Format....107
Legal Number Maintenance - Generate SSCC Legal Number Format....110
Legal Number Maintenance - Manual Generation Type Generate On Options....111
Legal Number Maintenance - Use Pre Numbered Formats Enabled when Generate On is Print....112
Legal Number Change History Report....112
Legal Number History Report....112
Legal Number Report....113
Accounts Payable....113
Non Recoverable Taxes....113
Currency Master - ISO Currency Code Support....117
Accounts Receivable....117
VAT Tax Report - Date Basis and Backdated Items....117
Asset Management....118
Asset Annual Schedule Report Enhancements....118
Asset Depreciation Methods....118
Cash Management....119
General Ledger....119
GL Transaction Type Maintenance - Posting Rules Customization Enhancements....119
GL Transaction Type Maintenance - Concatenate Strings....120
External Payroll Integration....120
Split Export Lines by Hour - Company Configuration....120
Holiday Time - External Payroll Class Maintenance....121
System Management....122
Mass Void Credit Card Authorizations....122
System Setup....122
Company....122
Company Maintenance - Time Zone....122
Company Maintenance - Company Logo....123
Security....123
Blank Password Policy....123
Reset Password....124
Site....124

Site Maintenance - Site Logo....124
Framework and Tools....125
Business Activity Queries (BAQs)....125
Company Time Zone....125
Extension Table....125
Security ID....125
Business Process Management....125
BPM Workflow Designer Toolbar....125
Epicor Administration Console....126
Admin Console Endpoint Binding....126
Automatic Token Authentication Configuration....127
Telemetry and License Data....127
Epicor Data Discovery (New)....127
Home Page....127
Data Visualization....129
Epicor Web Access....130
Credit Card Processing....130
Interface Configuration Settings....130
Personalization....130
Active Home Page....132
Report Tools....133
Electronic Compliance Maintenance Enhancements....133
Reporting Framework - Company Time Zone....133
Searches....133
Additional Options on Quick Search Form....134
Copy Quick Search....134
Solution Management....135
Custom Solution Version....135
Solution Build Number....135
Database Scripts....135
Checksum Solutions....136
Customization....137
Extended UD Forms Renamed....137
Developer Mode Hot Keys....137
Country Specific Functionality....138
Australia....138
GST Tax Report - Date Basis and Backdated Items....138
China....138
Transactions with Cut-off Date in Stock Movement Report....139
India....139
Transactions with Cut-off Date in Stock Movement Report....139
Tax Validation Rules for SEZ and EOU Business Categories....139
GSTR1 Report Modifications....140
GSTR Report Import Modifications....140
GSTR2 Report Export....140

Advance Billing Receipt....140
AP Invoice Entry - Purchase Points Enhancements....141
AP Self-Invoice....141
Malaysia....141
Transactions with Cut-off Date in Stock Movement Report....141
VAT Tax Report - Date Basis and Backdated Items....142
GAF Version 2.0 Support....142
Mexico....143
Electronic Invoice V3.3....143
CFDI 3.3 Payment Supplement....144
Changes in Electronic International Trade CFDI Supplement....145
Changed Filenames for XML Reports....145
Changes in AP Payment Entry....146
Netherlands....146
Fiscal Unity Tax ID in ICP Report....146
New Zealand....147
GST Tax Report - Date Basis and Backdated Items....147
Peru....147
PLE 3.3 Electronic AR Invoice Balance Report....147
PLE 3.12 Electronic AP Invoice Balance Report....148
PLE 3.17 Electronic Trial Balance Report....148
Transfers and Cancellations GL Journals....148
SEPA....149
Changed Behavior of ServiceLevelForNonSEPA Property....149
Thailand....149
Report Date Format....149
Transactions with Cut-off Date in Stock Card Report....150
Shipment Date Restriction Removal....150
Thailand RD Reports Compliance....150
Create Material Correction Invoice....151
United States....151
1099 Conversion US Process....151
1099 User Definable Forms....151
TIN Validation....152
1096 Form Printing....152
Vietnam....153
Transactions with Cut-off Date in Stock Movement Report....153
Extension and Companion Programs....153
Epicor Mobile CRM....153
10.1.600 Feature Highlights....154
Epicor Education....154
Epicor Education - Course Launcher....154
Embedded Education - Redesign of SSRS Courses....154
Embedded Education - Security Manager Access Requirements....155
Sales Management....155

Configurator Management....155
Configurator Rules - Column Options....155
Configurator Designer - 2D Viewer....156
Configurator Entry - Single Level Configuration....157
Expression Builder - Parenthesis....158
Customer Relationship Management....158
Customer Tracker - Invoice Header Level Tracker....158
ERP Salesforce.com Integration....159
Order Management....162
Taxes in SO Acknowledgment....162
Taxes in Pro-Forma Invoice....162
Sales Order Entry - Payment Schedule....163
Sales Order - Manifest Rate Shopping Application....163
Price List - Price List Import/Export Client Path....163
Quote Management....164
Opportunity/Quote Entry - Conclusion Sheet....164
Opportunity/Quote Entry - Layout Changes....164
Opportunity/Quote Entry - Manifest Rate Shopping Application....164
Opportunity/Quote Entry - Ready To Process....165
Opportunity/Quote Entry - Quote Line Tax....165
Opportunity/Quote Entry - Quote Header Tax....166
Opportunity/Quote Entry - Quote Form Miscellaneous Charge Subtotal Fields....166
Opportunity/Quote Entry - Quote Form Includes Taxes....166
Production Management....167
Engineering....167
Circular Reference Validation....167
Handheld....168
Process Queue by ID (Handheld) - Filter Part/Warehouse Quantities for Current Site....168
Queued Purchase Receipt Transactions - To Warehouse/To Bin Fields....169
Job Management....169
Backflush Log....169
Make To Order Creates WIP Record....170
Production Detail Report - Salvage Material Cost....170
Quality Assurance....171
Primary Contact ID Key....171
Material Requirements Planning....171
Scheduling....171
Backward Scheduling Start....172
Time Management....172
HCM Pay Hours Integration....172
Pay Hours Summary in Time Management for HCM....173
Material Management....173
Inventory Management....173
Company Configuration - Defer Lot Attributes....174
Company Configuration - Tracking Options for Lot Attributes....174

Count Cycle Maintenance - Include Non Nettable Bins....174
Mass Issue to Manufacturing - Logic....175
Part - Defer Lot Attributes....176
Part - No Revisions Change Option....178
Part - Tracking Options for Lot Attributes....178
Time Phased Material Requirements Report - Print Zero On Hand Qty if No Exceptions....179
Purchase Management....179
Inspection Required Disabled for Buy to Order and Drop Ship PO Lines....180
New PO Suggestions - Supplier Purchase Point....180
Purchase Order - Error Msg for Line Misc Cost Non-WithHolding Taxes....180
Purchase Order Entry/Tracker - Header / Lines Miscellaneous Charge Detail and List Sub-Sheets....181
Purchase Order Entry/Tracker - Header / Line Miscellaneous Charge Tax Detail and List Sheets....182
Purchase Order Entry/Tracker - Lines Tax Sheet....183
Purchase Order - Miscellaneous Charge Tax Table Conversion....184
Purchase Order Entry/Tracker - Release Tax Detail and List Sub-Sheets....185
Shipping / Receiving....186
Container ID Field Renamed to Reference....186
Overview - Taxes on Container Landed Costs and Container Receipts....186
Container Receipt Entry - Lines Sheets....196
Container Receipt Entry - Line Receipt Type Field....197
Container Receipt Entry - Line Tax Inclusive Pricing Indicator....197
Container Receipt Entry - Tax Sheet....197
Container Receipt Entry - Unit Price Change Warning for Inclusive Tax....198
Customer Shipment Entry - Manifest Rate Shopping and Ship Via Field....198
Miscellaneous Shipment Entry - Phone....199
Receipt Entry - Inter-Company Mass Receipt Serial Number....199
Removed Duty and Tax Tables and Table Columns....199
Overview - Taxes On Receipts....200
Supplier Relationship Management....211
Advanced Material Management....211
Data Collection....212
Manufacturing Execution System (MES)....212
Service Management....212
Field Service....212
Financial Management....212
Accounts Payable....213
Aged Payables Report - Payment Schedule....213
AP Invoice Entry - Header Payment Schedule....213
AP Invoice Entry - Miscellaneous Charge Tax....214
AP Invoice Entry - Legal Number Generation / Void Logic....215
AP Invoice Entry - Line Taxes....215
AP Invoice Tracker - Header Payment Schedule Sheet....216
AP Payment - Void Legal Numbers....216

AP Payment Invoice Selection - Discount Horizon....216
AP Posted Invoice Update - Header Payment Schedule....217
Bank Adjustment Entry - Assign and Void Legal Numbers....217
Bank Statement Import in the BTRS Format....218
Logged AP Invoice Entry - Assign and Void Legal Numbers....219
MICR Check Printing....219
Positive Pay....220
Payment Tracker - Legal Number Search....220
Payment Proposal Report - Display Available Discounts....221
Purchasing Terms Maintenance - Maintain Payment Schedule....221
Supplier Tracker - Invoice Aging Payment Schedule Table References....222
Tax Boxes by Effective Rate....222
Warning or Error Message for Future AP Invoice and Apply Dates....222
Accounts Receivable....223
AR Invoice Entry - Delete Multiple Invoices....224
AR Invoice Entry - Legal Number Generation / Void Logic....224
AR Invoice Entry - Payment Schedule....225
AR Invoice Entry - Select Field Service Calls to Invoice....225
AR Posted Invoice Update - Header Payment Schedule....226
Cash Receipts Entry - Amount Due....227
Cash Receipts Entry - Assign and Void Legal Numbers....227
Customer Maintenance - Business Category and Business Model....228
Customer Tracker - Invoice Aging Net Invoice Total....228
AR Invoice Entry - Generate Shipment Invoices - Include Drop Shipments....229
Lockbox Processing....229
Miscellaneous Charge Entry - Include In Terms Discount....229
Taxes in AR Invoice Edit List....230
General Ledger....230
Book - Conversion Settings....230
Company Configuration - Keep Revision History....230
Customers and Suppliers in GL Journals....231
GL Import Process Invalid Lines Handling Option....231
GL Journal Entry - Hold Journal....231
GL Journal Entry - Legal Number Generation / Void Logic....232
GL Transaction Type Source Document Line....232
Legal Number Maintenance - Generation Config Options and Default Sequence Sheet....232
Legal Number Maintenance - Generation Config Options and Default Sequence Sheet....233
Posting Rules - Manufacturing Variances Split for Each Cost Component....234
SaaS Compatible Posting Rules Import and Export....235
External Payroll Integration....236
Create ADP Export File Layout....236
System Management....236
BL Tester - Validate WCF....236
BPM / BAQ Conversion Tasks Sequence Change....236
Conversion Log....237

Database Migration Options....237
Default Transaction Types in Generic Integration Server Process....237
Enterprise Content Management....238
Document Types - Multiple Libraries....238
SharePoint® Attachments....238
Microsoft® Office 365® Attachments....239
Save SharePoint Credentials....239
Integration with DocStar....240
Multiple Help Extensions....240
Generic Import / Integration Process - AP / AR Payment Schedule Tables....240
Extended Events....241
Regenerate TaxBoxTran....241
REST Services....241
Set Receipt Tax Defaults....242
Processing....242
System Setup....244
Company....244
Company Configuration - Allow Employees without Resource....244
Company Configuration - PO/AP Tax Reported at Line Level....244
Company Configuration - Central Tax Configuration Options....245
Company Configuration - Calculate Taxes on Quotes....246
Company Configuration - Calculate Taxes for Receipt and Include Duty on Taxable Amount....246
Company Configuration - Include Duty on Taxable Amount....247
Epicor Commerce Connect....247
Customer Maintenance - Select Payment Method and Ship Via for ECC....248
ECC Extended Messaging for DDA and CUST....248
ECC UD Field Map Maintenance....249
Global Help and Education URLs....249
Site Configuration Control - Manifest Rate Shopping Options....249
Site Maintenance - Ability to Delete Site if Another Site Defined as Default....250
Stop/Start Task Agents....250
View Service Settings....250
Certificates Maintenance....250
Framework and Tools....251
Business Activity Queries (BAQs)....251
BAQ Security....251
Business Process Management....251
Directive Validation Enhancement....251
Create Programming Interface Enhancements....251
Auto Print BAQ Reports and Electronic Compliance Files....252
Epicor Social Enterprise....252
External Users....252
Notification Source Cleanup....253
Performance Tuning....253

Command Line PDT....253
Extended Events....253
Report Tools....254
DocStar Attachment Actions....254
Electronic Compliance Engine....254
Multiple BAQ/Electronic Interface Reports....255
Solution Management....256
User-Defined Map Elements....256
Styling and Themes....257
Menu Animation Control....257
Country Specific Functionality....257
Argentina....257
Electronic Invoicing....258
Australia....258
Enhancements in ABA Payment Electronic Interfaces....258
China....259
Tax Invoice Types in Golden Tax Interface....259
Voucher Attachments....259
Booking Voucher Reports Enhancements....259
New GTI Version....260
Colombia....260
Default Definition for Magnetic Media 2014 Reports....260
Invoicing Report CO....260
GL Auxiliary Report CO....260
One-Time Enhancements....260
One-Time Functionality for Asset Additions....261
Estonia....261
Correspondent Bank Accounts in SEPA Payment Files....261
Special Rules for Generating SEPA Credit Transfers for SwedBank....261
India....261
Stock Movement Report....262
Stock Aging Report....262
Withholding Tax Payment Report....262
Number to Words Conversion....263
GSTR1 Report....263
GSTR2 Report....264
AR Invoice Layout....264
Japan....264
Consumption Tax Report....264
Default Consumption Tax Rate....265
Tax Liability Enhancement....265
Billing Statement Enhancements....265
AP Shime Payment Cycle....265
Malaysia....266
LMW Reports Enhancements....266

Mexico....267
AR Electronic Invoice Changes Per SAT Catalog....267
Electronic International Trade CFDI Supplement....268
SAT AR Report Enhancement....268
Electronic Accounting Enhancements....268
Norway....268
E-Invoice Upgrade to 2.0.6....269
R1 Rejected Bank Reply File Processing....269
Peru....269
Generation of Multiple AR BoE with Different Customers....270
AR Electronic Invoice Printout per SUNAT....270
SUNAT Codes Conversion....270
Electronic Perception Certificate....270
Electronic Retention Certificate....270
Poland....271
SAF-T Reports....271
SEPA....273
Changes in the SEPA Pain and SEPA Direct Debit Formats....273
Changes in the ChargeBearerForNonSEPA Property....274
Changed Behavior of ServiceLevelForNonSEPA Property....274
Sweden....274
Sales List Report Enhancements....275
AP Payment Files in ANSI Encoding....275
Extended PO3 Banking Interface....275
Regulatory Reporting Code in SEPA Credit Transfers....276
Taiwan....276
AR E-Invoices....276
Booking Voucher Reports....277
Thailand....277
Monthly VAT Report Includes Payment Time Tax....277
Payer Type for AP....277
Date Control....278
Invoice Reference in AP Invoices and AP Payments....278
Report Style for Service Tax Invoices....278
Vietnam....279
GL Report Enhancements....279
Cashbook in Foreign Currency....279
Purchase Invoice List Report Enhancement....279
Stock Movement Report....279
Data Export Tool....280
Structured XML Export....280
10.1.500 Feature Highlights....280
Sales Management....280
Fulfillment Workbench - Discard All....281
Project Tracker Detail Cost Sheet Shows Unknown Class and ID....281

Order Job Wizard Not Available when Job Type is No Job....281
Price List - New Import/Export Number Format of 9999.00....281
Price List - Price List Type Disabled After Save....282
Configurator Management....282
Configuration Trackers Review....282
Duplicate Configuration....283
Costing Logic for FIFO and LOTFIFO Returns from RMA Disposition....283
Update Sales Order Salesperson When Ship To Changes....285
Order Management....285
RMA Processing - Multiple Credit Memo Requests for a Single RMA Entry....285
Production Management....286
Engineering....286
Company Configuration - Default Qty/Parent....286
Job Management....287
Cost Adjustment for FIFO and Lot FIFO....287
Costing Logic for FIFO and LOTFIFO Returns from RMA Disposition....287
Sum of Actual FIFO/LotFIFO Costs Determines Extended Cost....289
Kanban Receipts - Non-Stock Parts....289
Site Maintenance - Manufacturing Lead Time Includes Receive Time for Subcontracts....289
MES Context Menu - Ability to Change Site, Company, and Enter Customization....289
Production Reports - Service Job Type....290
Planning Contract Maintenance - Part Description....290
Planning Contracts - Warehouses and Bins Validation....290
Resource Group Maintenance Limited to Current Site....291
Time - Backflush Quantity....291
Time Phase Inquiry - Planning Contracts....292
Top Level Time - Part Maintenance....292
Material Requirements Planning....293
Product LifeCycle Management Overview....293
Company Configuration - PLM....293
Scheduling....294
Company Configuration - Enable Scheduling Debug Log....294
Multi-Job Options in the Job Scheduling Board....294
Overload Informer Set to Zero....295
Time Management....295
HCM Pay Hours and State in Time Entry....295
Material Management....296
Inventory Management....296
Unskip a Previously Unlinked Global Part....296
Purchase Management....296
BTO Purchase Release Promise, Due and Need By Dates....296
Company Configuration - Skip Last PO Supplier....297
New PO Suggestions - Generate Purchase Order Fields....297
Purchase Order Change Suggestion Entry - Arrived Qty, On Order Qty, Comments Fields....297
Supplier Tracker - From Order Date and To Order Date Fields....298

Tax Inclusive Pricing for Purchases....298
Shipping / Receiving....301
Container Landed Cost Entry - Indirect Costs Fields....301
Customer Shipment Summary....301
Receipt Line Supplier Part Cross-References....302
Supplier Relationship Management....302
Supplier Wizard - RoHS Compliance Selection....302
Data Collection....303
Material Queue - Filtering and Paging....303
Material Queue - From/To Warehouse Buttons....303
Advanced Material Management....304
Package Control....304
Service Management....306
Field Service....306
Service Job Tracker....306
Financial Management....306
Accounts Payable....307
AP Partial Invoicing....307
Customized Fields in Tax Box Report....309
Due Date Adjustment in AP Invoices....309
Payment Entry Group Options....310
Payment Proposal Report Filters....310
Payment Proposal Report Totals....310
Selecting PI in Supplier Payment Report....311
Sort Search Results in Void Payment Entry....311
Sorting in Check Register Report....311
Supplier Statements Report....311
Withholding Collection Method Option for Tax Type....312
Print AP Debit Memos....312
Tax Inclusive Pricing for Purchases....312
Revenue and Expense Analysis with Tax Details....314
Change Log in Tax Box Summary Maintenance....314
Transfer Multiple AP Invoices....314
Select Invoices in Payment Entry....315
Selected Boxes for Get DMR Debit Memos....315
Accounts Receivable....315
Consolidate Shipping Details....315
Credit Card Processing for Cash Receipts....316
Mass Credit Information Update....316
Reverse Miscellaneous Cash Receipts....317
Change Payment Method in Posted AR Invoice Update....317
Transfer Multiple AR Invoices....317
General Ledger....317
COA Category Filter in Trial Balance and Structured Trial Balance Report....318
Enhancements in Annual Total Journal Report....318

Omit Zero Balances in Trial Balance and Structured Trial Balance Reports....318
External Payroll Integration....318
External Payroll Holiday Maintenance....319
External Payroll Class Maintenance....319
External Pay Type Maintenance....319
External Payroll Employee Maintenance....319
Export File Layout Configuration....320
Payroll Processing....320
System Management....321
BPM / BAQ Conversion Tasks Sequence Change....321
Server Process Extended Logging Level Option....321
System Setup....322
Company....322
Company Configuration - Payroll Integration....322
Site....322
Site Configuration Control - Putaway Transaction Priority....322
Site Maintenance - Ability to Delete Site if Another Site Defined as Default....323
Site Maintenance - Time Zone Field....323
ICE 3.1.500 Framework and Tools....324
Business Activity Queries....324
External BAQs Company Visibility....324
External Datasource Maintenance Enhancements....324
Business Process Management....325
Extended Email Template Properties....325
Expression Security....325
C# Code Syntax Validation....325
Pause Loading Assemblies....325
Usings and References....325
Epicor Service Connect....325
Asynchronous Pool Assignment for Input Channel....326
Service Connect Service Restart Enhancement....326
Performance Counters and Alerts Support....326
Running Workflows Node....326
Sorting for Incoming SFTP and FTP .NET Channels....326
Document Tracking for Asynchronous Pools....326
Support of New E10.1 Bindings in Web References....327
Enhanced Attachments in SMTP Output Channels....327
Epicor Enterprise Performance Management....327
New, More Scalable, Cube and ETL Engine....327
SQL Server 2016 Support....327
Historical Transaction Loading....327
Miscellaneous Usability Improvements....328
Localization....328
Wrap Label Text....328
Performance Tuning....328

Client Log Enhanced....328
Report Tools....329
Export/Import Data Definitions....329
Security....329
Service Security Maintenance....329
Logon Failure Audit Report....330
Solution Management....330
Quick Search Elements....330
Install Queries with Extended Features....331
Styling and Themes....331
Modern Shell Access....331
System Management....332
Application Request Routing (ARR)....332
Custom Bindings....332
Data Model Regeneration Launch Options....332
HTTP and HTTPS Bindings....333
REST Technical Preview....333
SSL Certificates with Multiple Sites....334
Country Specific Functionality....334
Australia....334
EFT BPAY Format....334
Enhancements in ABA Payment Electronic Interfaces....335
Belgium....335
Payment Reference Numbers in Remittance Information....335
China....335
Non-Nettable Bins in Stock Movement Report....335
Transaction Sequence in Stock Movement Report....336
GTI File Encoding....336
GTI Usability Enhancements....336
Chart of Accounts Import and Export....336
Tax Invoice Types in Golden Tax Interface....337
Colombia....337
IFRS Inventory Report....337
Net Present Value (NPV) Calculation....337
Net Present Value Report....338
Revelations Entry and Report....338
Denmark....338
Payment Reference Numbers in Remittance Information....338
Estonia....338
Payment Reference Numbers in Remittance Information....339
Special Rules for Generating SEPA Credit Transfers for SwedBank....339
Finland....339
Payment Reference Numbers in Remittance Information....339
France....340
DEB Report....340

DES Report....340
Nature of Transactions Code in Intrastat....340
Update Intrastat Data with Contract Details....340
Intrastat....341
Intrastat Details Tracker....341
IDEP Report....341
Sales Kit Handling in Intrastat....342
Japan....342
Consumption Tax Report....342
Default Consumption Tax Rate....342
Tax Liability Enhancement....343
Billing Statement Enhancements....343
AP Shime Payment Cycle....343
Malaysia....344
Non-Nettable Bins in Stock Movement Report....344
Transaction Sequence in Stock Movement Report....344
Mexico....345
Credit Memo for Partial Payments....345
Digital Tax Receipt Enhancements....345
Supplier TAR Code....345
Tax Regime Enhancement....346
Netherlands....346
SEPA Direct Debit Payments....346
SEPA SCT Payments....346
Audit File Format in GL Export....346
ICP Report....347
VAT Declaration Report....347
Tax ID Validation and Format Check....347
New Zealand....348
EFT ANZ Transactive Format....348
EFT ASB FASTNET Format....348
Norway....348
Payment Reference Numbers in Remittance Information....348
R1 Rejected Bank Reply File Processing....349
Peru....349
3.12 Accounts Payable Balance Report....350
3.3 Accounts Receivable Balance Report....350
Electronic Invoicing Enhancements....350
Electronic Reports (PLE)....350
Map COA and Document Type Codes....350
SEPA....351
EI Properties for Non-SEPA Payments....351
Prepayment Description in Remittance Information....351
Manual Payment Description....351
Changes in the SEPA Pain and SEPA Direct Debit Formats....352

Changes in the ChargeBearerForNonSEPA Property....352
Sweden....353
Payment Reference Numbers in Remittance Information....353
Sales List Report in the SKV574008 Format....353
Sales List Report Enhancements....353
Regulatory Reporting Code in SEPA Credit Transfers....354
Taiwan....354
GUI Codes....354
GUI Numbers in Sales Orders....355
Voided and Blank GUI Legal Numbers....355
Packing Slips Consolidation....355
AR Computer Invoice....355
GUI Reports....356
Thailand....357
Non-Nettable Bins in Stock Movement Report....357
Transaction Sequence in Stock Card Report....357
Vietnam....358
Stock Movement Report....358
Cashbook in Foreign Currency....358
GL Report Enhancements....358
10.1.400 Feature Highlights....359
Material Management....359
Advanced Material Management....359
Advanced Material Management Module Access....359
Package Control....359
Inventory Management....380
Company Configuration - Use Job Number as a Lot Default....380
Count Cycle Maintenance - Post Counts for Allocated Parts....380
Count Variance Calculation/Report - Prev Count....381
In Transit Stock Report....381
Inventory/WIP Reconciliation Report....381
Issue Miscellaneous Material Warehouse Bins Grid....382
Job Receipt to Job - Override Standard Costs....382
Kanban Consider Safety Stock in Monitors....382
Mass Issue - Options for Issuing Material When Insufficient Quantity....383
Mass Issue to Manufacturing - Issue Selected....383
Mass Return from Manufacturing....383
Min/Max/Safety Stock Calculation Settings....383
Min Max Safety Mass Update....384
Part Maintenance - UOM Product Codes HIBC....385
Part Transaction History Tracker - Inventory Management Menu Access....385
Part Transaction History Tracker - Starting Date....385
Part Transaction History Tracker - Reason Code....385
PCID Display Hidden Check Box....386
Planning Contract Location Defaults (Manufacturing)....386

Planning Contract Maintenance....386
Return Miscellaneous Material Warehouse Bins Grid....387
Slow Moving Stock Report....387
Staging Lot Number....387
Stock Status Report - Part Filtering....387
Stock Status Report - Planning Contracts....388
Stock Status Report - Weighted Average Cost Check Box....388
Time Phased Inquiry for Multiple Parts....388
Transfer Order Entry - Planning Contracts....388
Warehouse Bin Maintenance - Planning Contracts....389
Purchase Contracts Management....389
Purchase Schedule Approval Detail Fields....389
Purchase Schedule Approval - Total Arrived Qty....390
Purchase Schedule Quantities Generation - Decimal Precision and Rounding....391
Purchase Management....391
Change PO Suggestions - Reviewed Check Box and Search Fields....391
Company Configuration - Close Release At Setting....392
Company Configuration - Disable Override Price List and Prompt to Override Price....393
Company Configuration - Default Line Taxable Setting....393
Contract Purchase Lines Overlap Checking....394
Default Supplier Ship Via....394
Duplicate PO Fields....394
FOB Maintenance - Inactive Code....395
Generate Purchasing Suggestions - Filter Sheets....395
New PO Suggestions - Planning Contracts....396
Open Purchase Orders Report - Release Status....396
PO Approval Activity Fields....396
PO Suggestions - Reviewed Check Box and Search Fields....397
Purchase Order Entry - Planning Contracts....398
Purchase Advisor - Multiple UOMs....398
Purchase Advisor Fields....399
Purchase Line Unit Price Rounding....399
Purchase Order Entry Promise and Due Date Header Fields....399
Purchase Order Search - Confirmed/Unconfirmed Status Selection....400
Purchase Orders - Miscellaneous Charge Description....400
Purchase Release Container Fields....400
Purchase Release Status Field....401
Requisition Entry - Print Requisition Actions Menu Selection....401
Supplier Price List Maintenance - Import / Export File Culture Fields....401
Supplier Updates on Existing Purchase Orders....402
Shipping / Receiving....402
Bill of Lading Entry - One Time Ship To....402
Container Landed Cost Date Fields....402
Container Landed Cost Entry Deletion Restrictions....403
Container Receipt Entry / Container Landed Cost Tracker - Simplified Operation....404

Container Receipt Entry / Container Landed Cost Tracker - Ordered / Arrived / Received / Remaining Fields....404
MES - Master Pack Shipment Entry....405
MES - Stage Ship Confirm....405
Master Pack Shipment Entry - Summary and Line Sheets Pack ID Search....405
Miscellaneous and Subcontract Shipment Transaction Attachments....406
Packing Slip Report - Salespersons....406
Planning Contract Location Defaults (Supply Chain)....406
Receipt Entry / Receipt Tracker - Ordered / Arrived / Received / Remaining Fields....407
Receipt Entry / Receipt Tracker - Simplified Operation....407
Receipt Entry - Purchase Order Release Search Release Status Field....408
Company Configuration - Use Last Warehouse/Bin in Receiving....409
To Location - Contract Warehouse and Bin....409
Workstation Maintenance - Delete a Workstation....410
Workstation Maintenance - Log Manifest Messages....410
Workstation Maintenance - Timeout....410
Supplier Relationship Management....411
Processing Restrictions for RFQs Created from Quotes....411
Handheld....411
Move Inventory Lot Generation Prompt....411
Production Management....411
Engineering....412
BOM Zero Quantity/Parent....412
Epicor PLM Bill of Operations....413
Engineering Workbench - Machine MES....413
Get Details Creates Revision and BOM for Non Master Part Subassemblies....414
Inspection Plans in Quote, Job, and Engineering Workbench....414
Engineering Workbench - Approve and Check In....414
Job Management....414
Backflushing - Planning Contracts....414
Backflush Labor Server Process....415
BarTender Generic Job and Generic Receipt Reports....416
FIFO Layers Honored When Over-Issued Materials are Returned to Inventory or Material is Pulled for Nonconformance....416
Get Details - Planning Contracts....417
Issued Complete Determines Material Usage....417
Job Completion/Closing Maintenance - Actual Scrapped Quantity....417
Job Completion/Closing Maintenance - Co-Parts....418
Job Completion/Closing Maintenance - Planning Contracts....418
Job Entry - Auto Schedule On Release....418
Job Entry - Co-Parts....418
Job Entry - Final Operation....418
Job Entry - Get Details and Schedule....419
Job Entry - Latest Part Costs....419
Job Entry - Planning Contracts....419

Job Entry - Quick Job Entry....420
Job Entry - Resequence Operations and Materials....420
Job Entry - Suspend Cost and Quality Rollups....421
Job Manager - Planning Contracts....422
Job Scheduling - Planning Contracts....422
Job Search....423
Job Search - Planning Contracts....423
Job Tracker - Comments....424
Job Tracker - Total Costs of Assemblies....424
Job Traveler Report - Print Operation Instructions....424
Job Traveler Report - Print Operation Instructions....424
Kanban Receipt - Planning Contracts....424
Kanban Receipts - Transaction Document Type....425
Machine MES....425
Outstanding Qty....425
Part Maintenance - Link To Contract....426
Phantom Material - Collapse Assembly....426
Planning Contract Maintenance....427
Planning Contracts - Transactions....428
Planning Workbench - Planning Contracts....429
Production Detail Report - Print Downtime....429
Production Planner Workbench Process - Planning Contracts....429
Production Planner Workbench Process - Planning Contracts....430
Quick Job Entry....430
Sales Kit - Job Entry....431
WIP Report....431
Work in Process Report....431
Material Requirements Planning....433
Export Sales History - Export File Field....433
MRP Load Balancing....433
Part Maintenance - Part Run MRP....433
Planning Contracts - Multi-Level Pegging....434
Process MRP - Filter Sheets....434
Process MRP - Planning Contracts....435
Process MRP - Short Horizon Planning Part Settings....436
Time Phase Inquiry - Planning Contracts....437
Time Phased Material Requirements Report - Planning Contracts....438
Project Management....438
Add an Attachment in Project Entry for a WBS Phase and a Checklist Task....438
Project Entry - Planning Contract Details....438
Quality Assurance....439
Employee Training Course Report....439
Inspection Processing Search by PO Number....439
Nonconformance Inventory Default....439
Nonconformance Reporting Operation and Location....439

Planning Contracts - Quality Assurance....440
Request Move Default Settings In Company Configuration....440
Scheduling....440
Allow Move Jobs Across Sites....441
Backward Scheduling When Due Time is 12:00 AM....441
CTP Calculations for Jobs Backwards from Required Date....441
Enable Scheduling Debug Log....443
Fixed Quantity in Batched Operations....444
Ignore Constrained Materials in Global Scheduling....444
Minimize WIP in Schedule Job....444
Resource Estimated Hours Display on Resource Group Scheduling Detail Sheet....444
Resource Schedule Load Graph Standardized as BAQ....444
Schedule Multi-Job....445
Supplier Due Date Horizon....448
Use Third Party Scheduling Software....448
Time Management....449
Parameters in Time and Expense Approval Search....449
Print Time Report for Open Range of Dates....449
Sales Management....449
Configurator Management....450
Code Editor - Add References....450
Code Editor - Refresh....450
Code Editor - Set Part Defaults....451
Code Editor - Text Input Attribute....451
Code Editor - User Defined Methods Tree....451
Code Editor - Utilities....451
Combo Box Settings....452
Configurator Designer - Initial Value....452
Configurator Lookup Table Maintenance Export/Import....453
Configurator Rule Entry - Primary....453
Convert PcInValues....453
Don't Send Inputs....454
Expression Builder....454
Image Maintenance and Picture Box....454
Local Variables....455
No Inputs Configurator....455
On Page Leave Functions....456
Part Maintenance - Duplicate Part Linked to a Configurator....456
Part Maintenance - Primary....456
Sort Inputs By Tab Order....457
Customer Relationship Management....457
Customer Maintenance - External CRM....458
Company Configuration - External CRM....458
Opportunity/Quote Entry - Integrations....458
Part Maintenance - External CRM....458

Demand Management....458
Capable to Promise - Demand Schedule Sales Kit Items....458
Check for Run Out Parts....459
Demand Entry / Demand Workbench - Ship By Time Field....459
Multi-Currency Support....460
Outbound Order Advanced Shipping Notice/Manifest Ship Date/Time....461
User Hooks BPMs....461
Quote Management....461
Customer Maintenance - Web Customer and Type....461
Default Expected Quantity in Quote Management....462
Quote Line Miscellaneous Charges/ODC....462
Opportunity/Quote Entry - Machine MES....462
Opportunity/Quote Entry - Planning Contracts....462
Opportunity/Quote Entry - Web Quotes....464
Primary Salesperson on Summary Sheet in Opportunity/Quote Entry....464
Order Management....464
Available To Promise - Planning Contracts....464
Capable to Promise - Avail Qty Field....465
Capable to Promise - Make To Order / Make To Stock Site Settings....465
Capable to Promise - Part Lead Time....465
Capable to Promise - Past Due Completion Date Indicator....466
Capable To Promise - Planning Contracts....466
Capable to Promise - PO Receipts in Inspection as Supply Source....466
Capable to Promise - Sales Kit Processing....466
Capable to Promise - Source Field....467
Customer Part Cross Reference Package Control ID Fields....468
Forecast Entry - Order Management > General Operations Menu Access....468
Order Job Wizard - Planning Contracts....468
Projected Sales Order Shortages Dashboard....469
RMA Processing - Web Originated RMAs....470
RMA Header Comments....470
Sales Order Entry - Planning Contracts....470
Sales Order Entry - Ready to Fulfill....471
Sales Order Entry - Tax Liability....471
Sales Order Entry / Sales Order Tracker - Ship By Time, Demand Reference Fields....472
Sales Order Entry/Tracker - Web Orders....472
Service Management....472
Field Service....473
Service Call Center - Memos....473
Maintenance Management....473
Maintenance Job Entry - Machine MES....474
Maintenance Plan Processor - Filter....474
Project Management....475
Include Project Billing Costs from Unrecognized Revenues....475
Include Quotes without link to SO to Projected Revenue....475

Project Entry - Planning Contracts....475
Time Management....476
Billable Service Rate....476
Financial Management....476
Accounts Payable....477
Supplier Payment Report....477
Tax Reconciliation Report....477
Taxable AP Adjustments....478
Bank Reconciliation....478
Payment Batching....480
Print Remittance Advice....481
Supplier Multiple Remit To....482
Deferred Expenses....483
Program Category in Electronic Interface....484
Report Parameters Printing in AP Reports....485
Change Tracking for Key Transactions....486
AP Open Invoice Load with Tax Data....486
Received Not Invoiced Report....486
Bank Adjustments in Purchase List Report....487
Edit List....487
Accounts Receivable....488
Aged Receivable Report Legal Number Printing....489
Alt Bill To Options for Tax Connect....489
Currency and Tax Connect....489
Assign Legal Numbers to Unapplied Receipt Credit Memos....490
Reverse Cash Receipt Legal Number Search....490
AR Reconciliation Report....490
Cash Receipt Batching....492
Cash Receipts in the Deposit Slips Report....494
Cash Receipt Tracker....494
Itemized Sales List Report....495
Parsing Parameter for a Customer....495
Program Category in Electronic Interface....495
Report Parameters Printing in AR Reports....496
Change Tracking for Key Transactions....497
AR Open Invoice Load with Tax Data....497
Require Letter of Credit Option for Terms....497
Edit List....497
Asset Management....499
Asset Revaluation....499
Report Parameters Printing in AM Reports....499
Cash Management....500
Reconciled Bank Balances....500
Currency Revaluation in Recalculate Bank Balances....501
Deposit Slips Report....501

Edit List....501
Currency Management....503
Currency Revaluation with Substitution Rate Type....503
Report Parameters Printing in Currency Revaluation Report....503
Deferred Revenue Accounting....504
Carve-Out for Multi-Element Sales....504
Report Parameters Printing in DRA Reports....505
General Ledger....505
Set Default Revaluation Option for GL Book....505
Currency Account Setup....506
Import/Export of Budgets....506
Natural Account Mass Update....507
Mass Delete GL Accounts....508
Filter GL Account Generation/Deletion by Category and Category Type....508
Preview GL Accounts Before Generation....509
Global Chart of Accounts....509
Global Transform COA Mapping....512
Chart of Accounts Export/Import....513
Add Attachments to GL Journal Entry....513
Multi-Company GL Allocations....513
Multiple Budgets Support....514
Non-Financial Data Support....514
Report Parameters Printing in GL Reports....515
Deferred Expenses....516
Multi-Site Management....517
Periodic Consolidation Delta and Retrospective Adjustment....517
Report Parameters Printing in Import Log Listing Report....519
Consolidation Monitor....519
Payroll....520
Employee Search Cross-Reference....520
Report Parameters Printing in Payroll Reports....520
System Management....521
Create Initial ExtSystem Records....521
Data Fix Workbench....521
Data Health Check Workbench....521
Detect Redundant BOMs....522
ECC Convert Web Customer / Part UOM....522
Fix Book Detail Records....522
Fix Book Release Records....523
Live Memory Inspection....523
Multi-Company and Enterprise Server - Continuous Processing Delay and Company Filters....524
Refresh Order Release Quantity....524
Refresh Part Quantities and Allocations....525
Remove Orphaned PickedOrder / Mtl Queue....525
Retrieval Properties....526

Recalculate Customer Credit....526
Server File Download....526
UD Codes Creation for Intrastat....526
Unlock Bank Statement....527
Unlock Batch....527
System Setup....527
Company....527
Tax Connect Country Validation....527
Alt Bill To Options for Tax Connect....527
Tax Engine Document Level Taxes....528
AR Real Time Balance Update....528
Ready to Fulfill....528
Asynchronous Shipping....529
File Transfer Mode....529
Help and Education URLs....529
ODBC....530
Only Use MPS Demand in Window....530
Prompt to allow Scheduling an Unengineered Job....531
Ready to Process from Quotes to Order....531
Company Configuration - Starting BOL Number....531
Deferred Expense Currency Settings....531
Currency Management....532
Grid Currency Format....532
Identify Transactional Currencies....532
Epicor Commerce Connect....532
Enhanced ECC Interface Parameters....533
External Company Configuration - Customer ID Prefix....534
Epicor Commerce Connect Quote Processing....534
Site....534
Site Configuration Control - Package Control....534
Site Maintenance - Ability to Delete Site if Another Site Defined as Default....535
Change Part Action....535
Site Configuration Control - Machine MES....536
Site Configuration Control - Planning Contracts....536
Require Ready to Fulfill....536
Site Configuration Control - AMM....537
Site Maintenance - Detail Planning....537
Site Maintenance - Time Zone Field....537
System Agent....538
DNS Endpoint Identity....538
System Maintenance....538
Image Management....538
Image Category Maintenance....539
Image Maintenance....539
User Accounts....539

Save Settings On Exit....539
User Account Search Options....540
ICE 3.1.400 Framework and Tools....540
Epicor Administration Console....540
Enterprise Search BAQ Refresh Action Runs Validation Action....540
Export/Import Multiple Licenses....540
Publish Extension Installers....541
Business Activity Queries....541
Advanced BAQ Deployment....541
BAQ Reports - Select Company....541
Field Attributes Editor....541
General Properties....542
Move Item(s) to SubQuery....542
Business Process Management....543
Auto Print Email and Fax Options....543
Directive Level Variables....543
Copy and Paste Workflow Elements....543
Enable Standard Directive....544
Fill Table By Query....544
Including Directive Name in Exception Details....544
Invoke BO Method Action....545
Referencing Variables Using Context Menu....545
Showing Actual Table Names....545
Specify C# Expression....546
Update Table By Query....546
Customization....546
Force Validation for Customizations/Personalizations....547
Hidden By Default....547
New Data Types....547
Storing Generated Assemblies in the Database....548
Dashboards....548
Owning Company....549
Reusing URL/XSLT Views....549
Enterprise Content Management....549
File Attachment Maintenance....549
Enterprise Search....550
Planning Contracts - Enterprise Search....550
Epicor Enterprise Performance Management....551
New EPM Installer....551
SQL Statement Error Details....551
EPM Server Operational Settings Enhancement....551
Cube Processing Interruption Option....552
Replication Setup Utility: SQL 2014 Support....552
Glossary Designer, Cube Editor: Recursive Hierarchy Support....552
Glossary Designer, Cube Editor: Dimension Member Custom Sort Order 552

Service Content Pack: New Services Profit Analysis....552
Inventory Cube Scalability Improvements....552
Customer Credit Analysis....552
Epicor Mobile Access 2.0....552
Key Features....553
Epicor Service Connect....553
Task Workflow Element Enhancements....554
Email Template Builder Enhancement: URL Link in Email Template....554
Epicor Log Converter Support for E10 and E10.1 Log....554
SMTP Channels Settings for the Task Workflow Element....554
DBOperation Workflow Element Protection from SQL Injection....554
DBOperation enhancement: Null Values Processing....554
Lib Reference Type Support....555
Response Processing for DBOperation....555
UpdateExt Method Response Parsing....555
Workflow Converter Enhancement....555
Partial .NET Reference Settings Update During Mass Re-import....555
excel2xml Output Converter File Format Option....555
E10.1 SOAP Web Services Import....555
Specifying Company and Plant at Runtime for WCF E10.1 BO....556
'nil' Attribute Generation in Test Method....556
Supplying Call Context for Test Method....556
Supplying Call Context to the Epicor 10.1 WCF Web Service Call Test Method and Getting it Back....556
InfoPrompts Support....557
SFTP and FTP .NET Channels....557
Asynchronous Pool Message Searchable Attribute....557
Office 2013 Compatibility....557
Windows 10 Compatibility....557
Windows Service Bus 1.1 Compatibility....557
Current Configuration Report....557
Epicor Social Enterprise....557
One-Click Return to Top of Column....558
Auto-Generate Rule List for Selected Data Record or Notification Rule....558
Email Alerts for Conversation Starter and Participant....558
Add Columns Action and My Columns Column....558
Data Notifications and Status Notifications....558
Notification Source Version Upgrade Action....559
Epicor Web Access....559
Enhanced Context Menu....559
Epicor Social Integration....559
Export and Import Files....560
EWA Developer Tools....560
Images in Person Contact Maintenance....560
Localization....560

Table/Column Localization....560
Grid Caption Translations....561
Performance Tuning....561
Auto Capture Client Logs....561
Automated Log Capture....561
Customize Client Logs....562
Export Network Tests....562
Full Screen Button....562
Client Log Thresholds....562
Personalization....563
Home Page Layouts....563
Background and Font Colors....563
Process Sets....564
Select Company....564
Report Tools....564
Copy Reports....564
E-Mail and Fax Report....564
Excel - Data Only Print Preview....565
Exclude/Include Columns and Labels....565
Routing Rules....565
SSRS Client Printers....566
Synchronize Dataset....566
Update Report Data....566
Upload/Download Reports....567
Security....567
Account Lockout Policy....567
Automatic Sign On....568
Expire All Passwords....568
Global Security Manager Only....568
Owning Company....568
Password Policy Maintenance....569
Token Authentication....570
Track Locked Accounts....570
Unlock User Account (Account Level)....570
Unlock User Account (Server Level)....570
Solution Management....570
XXXDef MetaData Elements....571
Dependent Items....571
System Management....572
TcpKeepAlive Setting....572
Multiple Task Agents....572
Tracing Options....572
Activate Client Trace Log....573
Current Log File....573
Custom Trace Logs....573

Tracing Options Button....574
Documentation and Education....574
Integrated User Guides....574
System Administration Guide....574
Troubleshooting Sections....574
New to Embedded Education....574
Country Specific Functionality....575
Argentina....575
Relocation of Menu Items....575
Tax Output Reports....576
Legal Numbering....577
CAI Codes Selection....577
CUIT Code Validation....578
Use Good Category in Sales Order....578
Withholding Taxes by Product Tax Category....578
Australia....579
Electronic Interface for AP Balance Processing....579
Different IDs for EFT Payments....579
Storing Batch ID Generated by Electronic Interface for AR Balance Processing....579
Belgium....580
VAT Declaration Report....580
Local Sales List Report....580
Intracom Report....580
NAE Report....581
Payment Reference Numbers....581
China....582
Stock Aging Report....582
Unposted Transactions in Booking Voucher Reports....582
China Electronic Funds Transfer (EFT)....582
Full Account with Partial Wildcards in Balance Sheet and Income Statement....582
Booking Voucher Report Enhancements....583
Language Dependent UOM and Part Descriptions....583
Financial Report Configurations Conversion....583
GTI Data Conversion....583
Zero Rate Invoices in GTI....583
Colombia....584
Assign One-Time ID to Bank Account....584
Withholding Tax Certificate....584
Additional One-Time Information....584
Magnetic Media Reports....584
Denmark....584
Check Digit Conversion....585
Banking Reference Number Tracker....585
Estonia....585
Check Digit Conversion....585

Banking Reference Number Tracker....586
Finland....586
Credit Memo Matching in OCR Import Files....586
Storing Batch ID Generated by SEPA AP Payment EI....586
BBAN in SEPA Payment Files....586
Check Digit Conversion....587
Banking Reference Number Tracker....587
NoBankAccountCheck Payment Method Property....587
Germany....587
Copy GL Controls from Tax Rate to Tax Effective Rate....588
Date Format in Data Export Tool....588
Z4/Z10 Reports....588
Malaysia....589
Business Registration Numbers....589
Customer Statements Report....589
Data Export Tool....589
Opening Balance Records in GAF Export File....590
Tax Box Report Enhancements....590
TAP Return File....590
MSIC Codes....590
Mexico....591
Cancellation of Digital Tax Receipt AR Invoices....591
Customer Legal Name for Digital Tax Receipt....591
Invoice Fiscal Folio Update....592
Journal Fiscal Folio Update....592
Localization Reports....592
Reconciled Date....593
Supplier Legal Name for DIOT Report....593
Withholding Tax Certificate....593
New Zealand....593
AR Electronic Payments....593
Storing Batch ID Generated by AR Balance Processing and Direct Debit Payments EI in AR....594
Norway....594
Banking Reference Number Tracker....594
Check Digit Conversion....594
E-Invoice Company ID Attribute....594
Norway E-Invoicing EHF v.2.0....595
Storing Batch ID Generated by TelePay (Export) EI....595
Transaction Reason Codes in AP Invoices....595
Peru....595
AP BoE Groups Creation....596
Generation of Multiple AP BoE....596
Lookup Tables Setup for the Kardex Report....596
SUNAT Reports....596
Poland....597

Credit Memos in RMA Processing....597
SEPA....597
Basic Bank Account Number (BBAN) in SEPA Payment Files....597
Non-Euro AP Payment Files....597
PayInBankCurrency Electronic Interface Property....598
SEPA DD AR Payments to Collect List....598
Storing Batch ID Generated by SEPA AP Payment and Direct Debits EI....598
Singapore....598
Data Export Tool....598
Tax Setup Import....599
Sweden....599
Bank Account Types for SEPA Pain.001.001.03 Files....599
Banking Reference Number Tracker....599
Check Digit Conversion....600
Credit Memo Matching in OCR Import Files....600
Switzerland....600
Bank Customer Number Position and Length....600
Banking Reference Number Tracker....600
Check Digit Conversion....601
Red ISRs in AP Invoice Entry....601
Selecting Invoices for Urgent Payment....601
Thailand....601
AR Tax Invoice....601
Change Tracking for Key Transactions....602
Credit Note....602
Report Styles for Withholding Tax Certificate....602
Withholding Tax Report Enhancements....602
Withholding Tax Certificate Enhancements....602
United States....603
1099 Adjustment Entry....603
1099 AP Payment Entry....603
1099 Box Numbers for 1099 Forms....603
1099 Code in AP Invoice Entry....603
1099 Code in AP Posted Invoice Update....604
1099 Code Maintenance for 1099 Reporting....604
1099 Company Settings....604
1099 Export....604
1099 Form Entry....605
1099 Form Printing....605
1099 Generation....605
1099 Processing....606
1099 Report....606
1099 Suppliers....607
1099 US Conversion and Updates....607
10.0.700 Feature Highlights....608

Material Management....608
Purchase Management....608
Override Price List....608
Shipping / Receiving....608
Quantity Disbursement Method UOM Quantity Conversion....609
Production Management....609
Data Collection....609
Job Details and Document Maintenance Accessible from MES Menu....609
Job Management....609
Job Manager - Refresh....610
Job Manager - Job Due Date....610
Project Management....610
Project Entry - Schedule Process Milestones....610
Invoice Method of None....610
Time Management....610
Time and Expense Approval Has Comments....611
Quality Assurance....611
Job, Assembly and Mtl Searches in Inspection Processing > Materials > Detail....611
Nonconformance - Scrap Reason Type....611
Sales Management....611
Configurator Management....612
Copy Rules....612
Configurator Lookup Table Import Column and Values Options....613
Service Management....613
Field Service....613
Service Contract Entry - Invoice Timing....613
System Setup....614
Company/Site Maintenance....614
Enhanced SMTP Options....614
Security....614
Select Companies....614
Copy Menu Nodes to Companies....615
Financial Management....615
Accounts Payable....615
Bank Fee Default Account Calculation in Payment Instrument Payable Entry....615
Bank IBAN and SWIFT in AP Payment Entry....616
Check Payment Sorting Criteria....616
Show Excluded / Show Reported in Intrastat Search....616
Zero Discount Invoices....616
Framework and Tools....617
ICE 3 Architecture....617
Control Amount of Log Backups....617
Epicor 10 Schema Changes....618
Business Activity Queries....618
Advanced Summarizing Options....618

Enhanced BAQ Testing....619
PIVOT Aggregation....619
Using Offset and Fetch Clause....619
Enhanced ESC Workflow Dialog....620
Business Process Management....620
Perform Mass Update of ESC Credentials....620
Extended Directive Scope....620
Epicor Service Connect....621
XML Mapper View Modes Refactoring....622
"Show only fake nodes" View Mode Refactoring....622
Delete Descendant Fake Nodes Functionality in XML Mapper....622
Workflow Converter Enhancement....622
Workflow Converter Support for BPM Workflows....622
Folder Change during Mass .NET Reference Re-import....622
DB Operation Workflow Element Tracking....622
SQL 2014 Compatibility....622
Epicor Social Enterprise....622
Adjust Group Ownership....623
Edit Posted Message....623
Epicor Social Toolbar Button on Epicor ERP Home Page....623
Followers List for a Selected Notification....623
Initially Display Collapsed View of Long Messages....624
Invite User Action on Group Detail Page....624
Invite User Step Added to Group Creation 624
Post Message to Group via Email....624
Epicor Web Access....624
Secure File Transfer....625
Performance Tuning....625
Performance Tuning Guides Reorganized....625
Country Specific Functionality....625
Australia....625
Balancing Record in ABA Format....626
Enhanced AR Invoice Header....626
China....626
Cash Balances Report....626
GL Account in Booking Voucher Reports....626
Supplementary Financial Reports....626
Stock Movement Report....627
Filter by Site in Stock Movement Report....627
Unposted Journals in Structured Trial Balance Report....627
External References in Financial Report Configurations....627
Intrastat....628
One Time Shipment Entry for Intrastat....628
Malaysia....628
Stock Movement Report....628

Tax Invoices and Credit Notes....628
GST Report....629
Mexico....629
Advance Billing AR Invoices....629
Peru....629
Information about Total Detractions....629
AR Perception Certificate....629
Sweden....630
PlusGiro TotalIn Electronic AR Payments....630
Switzerland....630
Import of AR Bank Payment Files....630
Thailand....630
Stock Card Report....631
Filter by Site in Stock Card Report....631
Assign Legal Numbers to Withholding Tax Certificates....631
United Kingdom....631
Summarized Data in Intrastat Export File....631
Vietnam....631
Vietnam-Specific Conversion Program for Automatic UD Column Creation....632
10.0.600 Feature Highlights....632
Material Management....632
Data Collection....632
MES Menu - Downtime....632
Inventory Management....633
Cancel Cycle....633
Delete Cycle Schedules and Undo Part Selection....633
Shipping / Receiving....634
Container Landed Cost Due Date Renamed to Promise Date....634
Supplier Relationship Management....634
Buyer Workbench Supplier - Received Deviation Quantity....634
Production Management....635
Engineering....635
Import Rates....635
Refresh Operation Description....635
Export to Mattec....636
External MES - Engineering Workbench....636
External MES - Method Tracker....636
Job Management....637
Downtime....637
Epicor Mobile Resource....638
External MES - Job Entry....638
External MES - Operation Maintenance....639
External MES - Part Maintenance....639
External MES - Resource Group Maintenance....640
External MES - Resource Type Maintenance....640

External MES - Employee....641
Import Labor/Scheduling Parameters Process....641
Job Entry - Operation Instructions....641
Job Manager - Refresh....641
Quality Assurance....642
Configure Inspection Plan....642
IQS Options....642
Sales Management....643
Configurator Management....643
Alternate Methods....644
Code Editor....644
Configurator Designer....644
Configurator Entry....644
Configurator Events....645
Configurator Listing Report....645
Configurator Rule Entry....645
Configurator Trackers....646
Context Functions....646
Deploy To EWA....646
Document Rules....647
Document Variables....647
Dynamic List....647
Get Smart String....648
Input Control Actions....648
Input Control Properties....649
Input Page Actions....649
Input Page Properties....650
Configurator Lookup Table Maintenance....650
Method Rules....651
Method Variables....651
Page Properties....652
Part Creation....652
Pricing....653
Read Only Expressions....653
Smart String Processing....653
Toolbox....653
Configurator User Defined Methods Maintenance....653
Quote Management....654
External MES....654
Service Management....654
Maintenance Management....655
External MES....656
Field Service....656
Asset Condition Maintenance....657
Asset Class Maintenance....657

Customer Maintenance - Mobile Field Service....657
Employee Maintenance - Mobile Field Service....658
Indirect Labor Account Maintenance - Mobile Field Service....658
Part Maintenance - Mobile Field Service....658
Serial Numbers - Mobile Field Service....659
Time and Expense Entry - Labor Rate....659
Mobile Operation....659
Field Service Job Status....660
Service Call Center - PO Fields....660
System Setup....660
Company/Site Maintenance....660
External MES....660
Advanced Labor Rates....661
Security....661
Change Mobile Password....661
Financial Management....662
Accounts Payable....662
AP Recurring Invoices....662
Supplier Quick Search....662
Accounts Receivable....663
AR Invoice Tax Connect Batch Service....663
AR Recurring Invoices....663
Customer Quick Search....664
Mandates in Customer Maintenance....664
ICE 3.0.600 Framework and Tools....664
ICE 3 Architecture....664
WCF Services Developers Guide....665
Epicor 10 Schema Changes....665
Epicor Administration Console....666
Database Server Management....666
Task Agent Configuration....666
Add Application Server....666
Automatic Processing....667
Simultaneous Task Processing....667
User Access to System Agent....667
Task Agent Rules....667
Business Activity Queries....668
Using SubQueries....668
New BAQ ID Naming....669
BAQ Application Server Options....670
Adding Correct Fields....670
Business Process Management....672
BPM Workflow Designer....672
BPM Auto Print and Change Log Actions Replace BAM Functionality....675
Disable BPM....675

BPM Logging....676
Conversion Workbench....676
Customization....678
User-Defined Fields....678
Documentation and Education....679
Annotation Features....679
Course Annotations....679
Epicor Mobile Access....679
Multi-Line Editor....679
Epicor Service Connect....681
DBOperation Workflow Element Enhancements....681
Passing Sub-workflow Errors to the Main Workflow....682
Collection Copy in XML Mapper....682
XML Mapper Conversion Enhancement....682
Workflow Converter....682
DateTime Functoids That Work with Second Fractional Part....682
Default Configuration for .NET and REST References....683
Only Fake Nodes Mode in XML Mapper....683
Multiple Configurations for a Conversion....683
dbLookup Functoid Connection String Mass-update....683
Custom Binding for Workflow Exposed as WCF Service....683
Call Context Exposure from .NET References....683
Info Messages Support....683
Info Prompts Support....683
Schedule Channel Configuration Enhancement....684
Copy and Move Workflows....684
Windows Service Bus Channel....684
Communication Channels Filtering....684
SSL Mode Setting....684
Pausing, Resuming and Clearing Asynchronous Pools....684
Enhanced .NET 4 Anonymous Authentication....684
DateTime Formatting in Excel Conversion....684
Document Tracking Filtering up to a Minute....685
Conversions Node Enhancement....685
Browsers Compatibility....685
Epicor Social Enterprise....685
Home Page....685
Follow and Communicate with People....686
Follow Epicor ERP Data and Events....686
Epicor Social Enterprise in ERP Client....687
Epicor Web Access....687
Enabling the Enhanced Menu....688
New Menu Interface....688
Executive Dashboards Table Change....688
External Business Activity Queries....689

External Datasource Type Maintenance....689
External DataSource Maintenance....689
External DataSource Metadata Maintenance....690
External Business Activity Query Designer....691
Epicor Service Connect Integration....691
Secure Authentication Using SSL....692
Performance Tuning....692
Include Server Trace....692
Personalization....692
Predictive Search....692
Preserving Active Forms....693
Report Tools....693
Print Preview....693
Client and Server Printers....694
Security....694
Field Security by Schema....694
Solution Management....695
Solution Workbench....695
Theming....696
Country Specific Functionality....697
China....697
Journal Printing....697
Asset Depreciation Report in China Format....697
Invoice Split and Merge....697
Colombia....698
Search for Customers and Suppliers by Tax ID....698
Denmark....698
Check Digit Algorithm Maintenance....698
Estonia....698
Check Digit Algorithm Maintenance....699
Finland....699
Check Digit Algorithm Maintenance....699
France....699
Journal Audit Export....700
India....700
Removed Validation from AR Miscellaneous Invoice....700
Intrastat....700
Second Transaction Line for Returns....700
Mexico....700
Custom PAC Adapter....701
New Zealand....701
Credit Memo Layout....701
Tax Invoice Layout....701
Norway....701
Check Digit Algorithm Maintenance....701

SEPA....702
Generic SEPA EFT Direct Debit (SDD) Output Format....702
Sweden....702
Additional Bank Format for BG-International (Nordea Bank)....702
Check Digit Algorithm Maintenance....703
Switzerland....703
ISR Processing....703
Thailand....704
VAT Reporting Changes....704
Withholding Tax Certificate....704
Vietnam....704
Inventory Card Report Interface....705
Manual Due Date Entry for AP Invoices....705
Epicor University Resources....706
Release Documents....706
Start Here Cards....706
Release Notes....706
Install Guides....707
Embedded Education Courses....707
Instructor-Led Education....708
Live Classroom Training....708
Live Virtual Courses....708
On-Site Training....708
Demonstration Database....709
User Guides....709
Application Help....710
Technical Reference Guides....711

Epicor ERP Version 10 Feature Summary

Welcome to the Epicor ERP Feature Summary—an overview of the features in the Epicor ERP version 10 application.

This document is a high-level overview of the major capabilities contained in the current release, and is intended for anyone who wants a general understanding of overall features and functionality. This document assumes the reader has no detailed knowledge of current functionality, but has general business knowledge relative to this Epicor application.

- **Features by 10 Releases** - This section documents the features available within each Epicor 10.x.xxx release.
- **Epicor University Resources** - This section documents the current educational resources available through Epicor University. Review this section to learn about these resources and where you can locate them.

The Feature Summary is available in both online and printable (.pdf) formats. If you are using the .html version of the Epicor ERP Version 10 Features Summary, links to these .pdf files display below.

However if you are using the .pdf version of the Epicor ERP Version 10 Feature Summary and you need to review features released with either **Epicor 9.05** or **Epicor 9.00**, these feature summaries are available on **EPICWeb**. Navigate to this website: https://epicweb.epicor.com/Education/Pages/FeatureSummaries.aspx You will need to enter your EPICWeb user account and password.

Features by 10 Releases

This section contains the features introduced in Epicor 10.0.600 and each subsequent Epicor 10.x release.

The features are organized first by release. Within each service pack section, the features are then organized module group (for example, Sales Management) followed by module (for example (Demand Management). If you are upgrading the Epicor 10.x application, review this section to see the features added with each release.

10.2.100 Feature Highlights

The following section contains a list of features released with the Epicor ERP 10.2.100 version. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Epicor University

Embedded Education is a licensed module that contains a series of courses within your Epicor ERP application. It also provides you direct access to additional Training on Demand video courses that you can access from within the application or through the Epicor Learning Center.

To launch courses from the ERP application, use one of the following methods based on whether you access the application through the Modern Shell or the Classic Style.

- **Modern Shell** - On the **Home** screen, click the **Help** tile to launch the **Help** screen. Click **Education Courses**.
- **Classic Style** - On the Application Toolbar, click the Education Courses button.

The Education Courses window displays the available embedded courses, organized by functional area. These self-paced courses provide users with the knowledge they need, and they can work through them during a convenient time in their schedules.

Course updates include new functionality available in the product with each release.

Epicor University maintains a large and ever-expanding collection of educational materials. This collection consists of different types of deliverables, and each type focuses on a specific aspect of the Epicor ERP application.

Because of the focus for each type, virtually all aspects of the application are supported through accurate, regularly updated educational materials. Epicor University listens closely to customers, partners, and employees, ensuring the available information reflects both current functionality and the needs of the worldwide community of users that log into the Epicor ERP application every day.

Embedded Education - Courses

The embedded education courses have been updated to include the following changes:

- **Epicor Data Discovery Course** - Added new course exploring the features of the Epicor Data Discovery tool.
- The following SSRS courses changed their names:

From	To
Epicor SSRS Reporting: Shipping Reports and BAQ Reports	Customizing Standard Epicor SSRS Reports

From	To
Epicor SSRS Reporting: Direct Access to SQL Database	Creating Custom SSRS Reports Using Epicor and External Databases
Advanced Printing Routing Rules	Automating Epicor SSRS Reports Using Advanced Printing Routing Rules

- **Automating Epicor SSRS Reports Using Advanced Printing Routing Rules Course** - The Workshop - Overdue jobs section is replaced with the Workshop - Auto Email Invoices section.
- **Creating Custom SSRS Reports Using Epicor and External Databases** - Added the **Appendix** section which contains workshops on creating custom SSRS reports in SQL Data Tools.
- **Advanced General Ledger Course** - The workshops on advanced allocation were moved to the newly created **Appendix** section.

Sales Management

Quoting and managing sales orders enables the vital coordination of activities between your sales, site, shipping, and accounting groups.

You dictate whether to hold all companies in a single database, or each company in individual databases, where each company can have its own chart(s), currencies, and calendars.

Use the Quote Management and Order Management modules to capture orders and seamlessly integrate the information with supply chain, production, fulfillment, and accounting systems.

By streamlining the sales process—centralizing access to product, pricing, customer information - orders can be generated with a minimal number of steps. It automates and improves labor-intensive processes for quoting, proposal generation, configuration, and order entry. You can increase sales productivity by ensuring accuracy during the quote and order processes and identifying the right solution to meet your customers' needs.

Important If your Customer Relationship Management (CRM) license is installed and functional, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the Sales Management module is referred to as **Customer Relationship Management**.

Configurator Management

The Configurator process allows for on-the-fly configuration of highly customizable and dimensional products. You can configure products through a straightforward question and answer evaluation, or entry of straightforward question and answer evaluation, or by entry of Smart Strings (intelligent part numbers) used to identify a particular configuration of an item.

You can launch a Configurator page from within **Opportunity/Quote Entry**, **Order Entry**, **Job Entry**, **Purchase Order Entry**, **Demand Entry** or the **Epicor Commerce Connect Web Basket**. This application is web-enabled, and is also available to disconnected users employing Mobile Connect.

The configuration process is centered around the **Configurator Designer**. This single program is used to fully set up the required configuration, including method rules, document rules, pricing rules, part creation, dynamic lists, and so on.

Configurator Designer functions are divided among the following entry programs:

- Configurator Entry
- Configurator Designer
- Configurator Rule Entry

There are two main reasons for dividing the Configurator Designer into three different programs:

- **Performance** - Having fewer functionality panels in three single entry programs improves the performance.
- **Ease of Use** - With three different entry programs, you can go directly to the functionality you require. For instance, splitting off Configurator Entry and Configurator Rule Entry provides you with **more** space to set up the configurator functions and **less** sheets to navigate through. It also allows you to have a different user interface (UI) concept, with most functions included in the **Property** section of the Configurator Designer.

Configurator - Database Purge and Summarize

To stop your database growing in size, you can purge the Configuration Input values older than three months.

In the **Database Purge and Summarize** process, if you select the **Configuration Inputs** check box only and leave the rest of the check boxes cleared, the process will delete the configured records older than three months. If you select the Configuration Inputs check box together with other purge options, the process will delete the configured records older than eighteen months.

The following rules apply:

- If you need to delete the PcValueSet from quotes, the following conditions apply:
  - Expiration Date < = Cut Off Date
  - Quotes must be expired.
- If you need to delete the PcValueSet from sales orders, the following conditions apply:
  - Order Date < = Cut Off Date
  - Sales orders must be closed.
- If you need to delete the PcValueSet from jobs, the following conditions apply:
  - Closed Date < = Cut Off Date
  - Jobs must be closed.
- If you need to delete the PcValueSet from purchase orders, the following conditions apply:
  - Order Date < = Cut Off Date
  - Purchase orders must be closed.
- If you need to delete the PcValueSet from demand, the following condition apply:
  - Demand Process Date < = Cut Off Date

Menu Path: System Management > Purge/Cleanup Routines > Database Purge and Summarize

Customer Relationship Management

Customer Relationship Management (CRM) is equipped with the tools you need to find more prospects and quickly convert them to satisfied customers. Your sales people can manage the complete prospect-to-customer life cycle, give accurate revenue forecasts to management and automate many administrative tasks.

With CRM you can manage and analyze the effectiveness of marketing campaigns and events. Marketers can pinpoint targets, capture highly qualified leads, and perform cost/benefit and return on investment (ROI) analyses on promotional activities. The campaign manager can track the number of leads, opportunities, orders, and costs per campaign. Once you have the lead, the CRM functionality helps manage the entire sales process more effectively, with features such as workflow and forecasting.

Important If your Customer Relationship Management (CRM) license is installed, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the functionalities that correspond to the Customer Relationship Management folder are found under the **Sales and Marketing Management** folder.

Contacts can be shared across the Epicor application. For example, a payroll employee can now be added as an authorized user for a buyer records reducing time and ensuring consistency You can share contacts between the following records:

- shop employees (Shop Employee Maintenance)
- payroll employees (Payroll Employee Maintenance)
- workforce people (Workforce Maintenance)
- buyers (Buyer Maintenance)
- supplier contacts (Supplier Maintenance)
- purchase point contacts (Supplier Maintenance)
- customer contacts (Customer Maintenance)

Salesperson Workbench Tracker - Customer Specific Information

The **Salesperson Workbench Tracker** displays the information that only relates to the customer(s) record that you select.

If you select a specific customer using the Binoculars search icon, located on the standard toolbar, the Ship to, Contacts, Quotes, Orders, Jobs, Invoices, Shipments, RMA, Service Call, Task, and CRM display only information that relates to the selected customer(s).

Menu Path: Sales Management > Customer Relationship Management > General Operations > Salesperson Workbench Tracker

Epicor Mobile CRM

Epicor Mobile CRM is a Companion Mobile Application designed to implement the Epicor ERP 10 back office CRM capability optimized for Mobile devices. The application leverages a RESTful services model to connect directly to the back office business logic offering real time transactions.

The Mobile CRM Application is directly connected to your Back Office system ensuring real-time access to live data. All transactions from Mobile CRM are updated directly to the Back Office ensuring that the Mobile Sales Force and the Back Office team are sharing the exact same information at all times. Data is synchronized to the mobile device and is available for offline viewing.

Salesforce Synchronization Enhancements

Use extended integration features to provide enhanced synchronization capabilities between Epicor ERP and Salesforce.com.

Use data integration to synchronize customer, contact, part, and opportunity/quote data between Epicor ERP and Saleforce.com, a cloud-based Customer Relationship Management (CRM) application.

To expand integration points between the two applications and provide greater flexibility when synchronizing CRM data, the following features were implemented:

- Support for sales kit support when importing quotes from Salesforce.com
- Bi-directional quote synchronization between Epicor ERP and Salesforce.com
- Synchronization process that can include all customer/contact, part and quote records set to synchronize with Salesforce.com. Last sync dates are ignored.

- On hand data is included in part export to Salesforce.com
- Review tasks and task logs for Salesforce synchronization processes initiated through **Salesforce Synchronization**.

Important These features may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Salesforce Synchronization - Part On Hand Quantity Synchronized

When you synchronize part data between Epicor ERP and Salesforce.com, the ERP on hand quantity for each synchronized part is sent to Salesforce.com.

For sales personnel, when working with potential sales opportunities in Salesforce.com, it is useful to be able to see how much of the product is on hand.

When a part synchronizes between ERP and Salesforce.com, the ERP on hand quantity for the part is summed up and sent to Salesforce.com. In Salesforce.com, an **Epicor 10 Quantity On Hand = XXXX** note related to the product is created (where XXXX is the on hand quantity).

If there is an existing note, it is overwritten by the new note. If the processing type is **Net Change**, only new or changed on hand quantities are sent to Salesforce.com.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Salesforce Synchronization

Salesforce Synchronization - Bidirectional Quote Synchronization

Use **Salesforce Synchronization** to synchronize quote and quote line data between Epicor ERP and Salesforce.com. When you update quote and quote line data in ERP, the synchronization process sends the updated data to Salesforce.com.

When a Salesforce synchronization process runs that includes quotes, quote and quote line data synchronizes between Epicor ERP and Salesforce.com

The data that synchronizes between ERP and Salesforce.com is based on the selected **Processing Type**:

- **Net Change** - Salesforce.com is queried for new and updated quotes (opportunities) and quote lines and those records are retrieved from Salesforce.com. New quotes (opportunities) and quote lines created in Salesforce.com import into Epicor ERP with a link to the quotes (opportunities) and quote lines in Salesforce.com. Updated quote (opportunities) and quote line data in Salesforce.com update the linked quotes and quote lines in Epicor ERP. ERP is queried for updates to quotes and quote lines that synchronize with Salesforce. Any updated quote data is used to update the opportunity records on Salesforce.com. The quote synchronization process between Epicor ERP and Salesforce.com is bidirectional.
- **Net Change and Regenerative** - Salesforce.com is queried for quotes (opportunities) and quote lines and those records are retrieved from Salesforce.com and updated in Epicor ERP. ERP is queried for updates to quotes and quote lines that synchronize with Salesforce. Any updated quote data is used to update the opportunity records on Salesforce.com.

Note When a quote imports into Epicor ERP, the stage/status is not updated in Epicor ERP. You will need to set the status manually.

Important After you upgrade your application and migrate your data, we recommend that you first run a **Net Change and Regenerative** synchronization process to synchronize your quotes and quote lines before running a **Net Change** synchronization. The purpose is to ensure optimal functionality with the synchronization enhancement. Once you have run a post upgrade **Net Change and Regenerative** synchronization process, you can run **Net Change** synchronization processes.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Salesforce Synchronization

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Opportunity / Quote Entry - Salesforce.com Sales Kit Support

When you import quote data from Salesforce.com and a quote is created in **Opportunity / Quote Entry**, kit component lines are created for quote lines if the part is marked as a **Sales Kit** in ERP.

When you import quotes for sales kits from Salesforce.com, it is beneficial to also create the kit component lines for the quote line. This way, the quote can include all the components of a sales kit and you have the flexibility to use component or parent pricing for the sales kit.

In **Opportunity / Quote Entry**, when a quote is created through the Salesforce.com import process and the quote line part has a type of **Sales Kit**, component lines for the quote line part are also created based on the quote line order quantity and the bill of materials defined for the active part revision in **Engineering Workbench**.

Kit component lines for a quote line appear in the **Line > Kit Details > List sheet**.

When a quote line for a sales kit is created during the import process, the sales kit pricing is based on the **Price Type** assigned to the sales kit in **Part Maintenance > Part > Sites > Sales Kits**:

- If the **Price Type** is **Parent Pricing**, the price imported from Salesforce.com is used as the unit price.
- If the **Price Type** is **Component Pricing**, the unit price is based on prices defined for the kit component parts in ERP.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Salesforce Synchronization - Processing Type Field

Use the **Processing Type** field in **Salesforce Synchronization** to determine if all or only new and changed part, customer / contact and quote data set to synchronize with Salesforce.com is included in the synchronization process between Epicor ERP and Salesforce.com.

Sales and customer relationship management personnel need the flexibility to decide if data records synchronized between Epicor ERP and Salesforce.com should contain all data or only contain new and changed data.

In Salesforce Synchronization, the **Processing Type** field determines the processing type to use when the synchronization process runs. You can select **Net Change** or **Net Change and Regenerative**.

- **Net Change** - Customer/contact, part and quote records selected to be synchronized that are new or have changed since the last synchronization date are included in the synchronization process.
- **Net Change and Regenerative** - All customer/contact, part and quote records set to synchronize with Salesforce.com are included in the synchronization process. The last sync date is ignored.

Note A part, customer or contact must have the **Sync to External CRM** check box selected to be included in the synchronization process with Salesforce.com.

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Salesforce Synchronization

Menu Path: Sales Management > Quote Management > General Operations > Salesforce Synchronization

Menu Path: Sales Management > Order Management > General Operations > Salesforce Synchronization

System Maintenance - Process Review

Use **Process Review** to retrieve and review tasks for the selected process type. You can view task detail information and log entries for a selected task.

Example For the **Salesforce Synch** process type, you can view a log of the synchronization process tasks between ERP and Salesforce.com.

This program displays the tasks launched by users within your Epicor ERP application for a selected process type.

- Use the **Summary** sheet to retrieve a list of all tasks for the selected process type that ran between the selected start and end dates. You can also select to view only the last process.
- Use the **Detail** sheet to view the task log for a selected task. Select a log entry to view message details for the selected entry.

Note You can only review process task logs for your current company.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Order Management

The **Order Management** module virtually drives the Enterprise Resource Planning (ERP) system. From the time you place an order, its progress is tracked through final shipment while producing timely reports on demand.

With Order Management, all orders and change orders are effectively managed online, reducing the chance for error and smoothing out the order-to-delivery process for maximum customer satisfaction.

Legal Numbers in Order Management

Use automatic and manual legal number generation in **Legal Number Maintenance** to control how to generate legal numbers for document. Use the **Document Type** or **Transaction Document Type** field to select what transaction document type to use when generating a legal number for a document. **The Legal Number** field displays the generated legal number.

Legal numbers uniquely identify a transaction. These identifiers are required by some countries and have controls to prevent gaps in sequence and provide an additional tracking method.

You can generate legal numbers automatically or manually for a transaction when you click **Save**, based on the selected transaction document type. The legal number configuration connected to the transaction document type determines formatting and generation options for the legal number.

You can view legal numbers in various programs, trackers, logs and reports.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

When you delete a transaction, the legal number automatically voids and **Transaction Deleted** displays as the voiding reason. You can change the voiding reason that displays in **Legal Number Maintenance**.

Note In Basic Search for RMA receipts, you can sort results by legal number. A Legal Number option has been added to the Sort By field. You can search for RMA receipts by legal number. The search results display legal number as the first column and is sorted by legal number in descending order.

Note When you search for a specific transaction record using the **Legal Number** option, the **Search** engine retrieves only records with legal numbers that start with the value entered in the Search window's **Starting At** field. The **Search Results** grid lists the retrieved legal number records in a descending order. If you don't enter a value in the Starting At field, the Search engine retrieves all legal number records in a descending order, including those with blank Legal Number values.

To implement this feature, the following fields were added:

- **Transaction Document Type** or **Document Type** - Specifies the transaction document type for the transaction. The document type links the transaction document type to the legal number format.

  Note For a transaction document type to appear as the default value in this field, the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

- **Legal Number** - Specifies the legal number for the transaction type. Legal numbers are generated automatically or manually, based on the selected **Document Type** or **Transaction Document Type**. Legal number formats and generation methods are defined for transaction document types in **Legal Number Maintenance**.
  - If the **Generation Type** is **Automatic**, the legal number generates automatically when the transaction is saved.
  - If the **Generation Type** is Manual, a **Legal Number** prompt appears when you save the transaction. You manually enter the legal number and click **OK**.

Note If you use legal numbers for a transaction type, a legal number must be generated to save the transaction.

The Transaction Document Type / Document Type and Legal Number fields were added in the following program and tracker locations:

Program	Transaction Type	Transaction Document Type	Location
RMA Distribution Entry	Failed, stock and material RMA dispositions	Inspection Processing	• Disposition > Detail sheet • Disposition > List sheet
RMA Processing	RMA receipts	RMA Receipt	• Receipt > Detail sheet • Receipt > List sheet (Legal Number Only)
RMA Tracker	RMA receipts and failed, stock and material RMA dispositions	Tracker is View Only	• Receipt > Detail sheet • Receipt > List sheet (Legal Number Only) • Receipts > Dispositions sheet

Menu Path: Sales Management > Order Management > General Operations > RMA Dispositions

Menu Path: Sales Management > Order Management > General Operations > RMA Processing

RMA Disposition Entry - Displaying Receipt Numbers

The RMA receipt number is displayed on the following sheets in RMA Disposition Entry: **Receipts** (RMA Receipts grid) and **Disposition > List**.

Menu Path: Sales Management > Order Management > General Operations > RMA Dispositions

Credit Card Processing - Epicor Payment Gateway

Epicor Payment Gateway is a comprehensive standalone payment-handling solution that processes credit card transactions via Epicor Cloud Retail Environment (CRE) while also providing authorization and settlement functionality.

Epicor Payment Gateway uses a client-server architecture to transfer transactions from you to the financial processing networks, and then return the authorization results. It can process real-time credit card transactions, and other transaction types, to most financial processing centers.

With Epicor Cloud Retail Environment (CRE), a processing environment, payment card information is securely stored in the CRE server. By handling data from inception through storage, Epicor CRE maintains data privacy by providing neighboring applications with a token for reference rather than specific credit card details. Connected systems then pass this token into the data stream, and Epicor CRE utilizes the token's data to determine the credit card information needed for processing each transaction.

It is designed to remove any restrictions that a single gateway may have, as well as move any PCI DSS compliance to the payment gateway or processing vendors and out of scope from your business.

To implement this feature, the following changes were made:

Credit Card Configuration

The **Gateway** field is added to the Credit Card Processing program to allow you to select a credit card processing option:

- **Epicor Gateway via CRE** - Use Epicor Payment Gateway for processing credit card transactions via Epicor Cloud Retail Environment (CRE)
- **Pay Flow Pro via SDM** - Use Payflow Pro credit card processing service for authorizing credit card transactions via Secure Data Manager (SDM).

To connect to the CRE payment processor, you additionally specify PayGate Host Server, Processor Name and Third Party Processor ID.

Menu Path: Sales Management > Order Management > Setup > Credit Card Configuration

CRE Credit Card Entry

Use **CRE Credit Card Entry** to enter any credit card information a transaction requires.

You can access Credit Card Entry from clicking the **Credit Card Entry** button on the Credit Card sheet in Sales Order Entry or Cash Receipts Entry.

Note The CRE Credit Card Entry is available when **Gateway** is set to **Epicor Gateway via CRE** in the **Credit Card Configuration** program.

System Credit Card Types

To identify the credit card types handled by Epicor Cloud Retail Environment (CRE), the **System** label is added to the Credit Card Types program. If the current card type is a system card type, you cannot delete it.

Menu Path: Sales Management > Order Management > Setup > Credit Card Type

Credit Card Transactions

The Epicor application can now conduct transactions using credit cards via Epicor Payment Gateway. You can process credit cards in several programs throughout the Epicor application, including Sales Order Entry and Cash Receipt Entry. Enter the specific credit card charged in the sales transaction within these programs.

Mass Void Credit Card Authorizations

Use **Mass Void Credit Card Authorizations** to manually remove all pending payment authorizations from the application prior to selecting a different payment processor in the Credit Card Configuration program to process credit card transactions.

Menu Path: System Management > Rebuild Processes > Finance > Mass Void Credit Card Authorizations

Production Management

The Epicor suite of production management applications, comprised of Job Management, Scheduling, Material Requirements Planning, and Quality Assurance, uses sophisticated technologies to model your best practices and empowers your personnel to make decisions that result in optimization of your production process.

Whether you are a global, multi-site enterprise or a single-site manufacturer, the fundamental need for precise and flexible planning and scheduling is an ever present requirement for your business. Specific functionality like consolidated purchasing, transfer functionality, and consolidated financials helps global enterprises manage the complexity of their size and take advantage of the efficiencies that smaller organizations enjoy.

Legal Numbers in Production Management

Use automatic and manual legal number generation in **Legal Number Maintenance** to control how to generate legal numbers for documents in Production Management. Use the **Document Type** or **Transaction Document Type** field to select what transaction document type to use when generating a legal number for a document. **The Legal Number** field displays the generated legal number.

Production staff need the ability to maintain legal numbers for transactions to uniquely identify them. These identifiers have controls to prevent gaps in sequence and provide an additional tracking method

In **Legal Number Maintenance**, you can define multiple legal number configuration / transaction document type combinations for a transaction type that contain legal number format and generation type settings. When you create a transaction, select a transaction document type and click **Save**, the legal number generates based on the legal number information defined for the selected transaction document type.

You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

Note When you search for a specific transaction record using the **Legal Number** option, the **Search** engine retrieves only records with legal numbers that start with the value entered in the Search window's **Starting At** field. The **Search Results** grid lists the retrieved legal number records in a descending order. If you don't enter a value in the Starting At field, the Search engine retrieves all legal number records in a descending order, including those with blank Legal Number values.

When you delete a transaction, the legal number automatically voids and **Transaction Deleted** displays as the voiding reason. You can change the voiding reason that displays in **Legal Number Maintenance**.

To implement this feature, the following fields were added:

- **Transaction Document Type** or **Document Type** - Specifies the transaction document type for the transaction. The document type links the transaction document type to the legal number format.

  Note For a transaction document type to appear as the default value in this field, the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

- **Legal Number** - Specifies the legal number for the transaction type. Legal numbers are generated automatically or manually, based on the selected **Document Type** or **Transaction Document Type**. Legal number formats and generation methods are defined for transaction document types in **Legal Number Maintenance**.

  - If the **Generation Type** is **Automatic**, the legal number generates automatically when the transaction is saved. If you select the **Display Number After Generation** check box in Legal Number Maintenance, a message with the generated legal number displays.

    Note In Kanban Receipt entry, the legal number message does not display for Backflushed Legal Numbers, since the application generates a unique Backflushed Legal Number for each Backflushed item on the Bill of Material (BOM).

  - If the **Generation Type** is Manual, a **Legal Number** prompt appears when you save the transaction. You manually enter the legal number and click **OK**.

Note If you use legal numbers for a transaction type, a legal number must be generated to save the transaction.

Note When you generate a legal number for material or subcontract job cost adjustment, the legal number displays in the transaction log for the transaction.

For each of the following programs, the chart displays the transaction document type, the button to initiate legal number generation and the locations of the new **Transaction Document Type** / **Document Type** and **Legal Number** fields:

Program	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
DMR Processing Entry	Operation, inventory, material, or PO receipt DMR	DMR Process	**Save**	Transaction Document Type • Header > Detail Legal Number • Accept > Material > Detail • Accept > Operation > Detail • Accept > Material > Stock • Reject > Detail • Debit / Credit > Detail

Program	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
Inspection Processing Entry	Operation, inventory, material, or PO receipt inspection entry	Inspection Processing	**Save**	**Passed** and **Failed** panes of these sheets: • Operation • Inventory • Material • PO Receipt
Job Entry	Split Job where split generates a part transaction.	WIP to WIP	**Save**	Legal number prompt window appears if split generates part transaction and legal number generation type is Manual.
Nonconformance	Material, subcontract, operation, inventory, purchase order receipt or RMA nonconformance (not Other)	Nonconformance	**Save**	• Material • Subcontract • Operation • Inventory • PO Receipts • RMA • List
Kanban Receipts	Receive to inventory, nonconformance and backflush material **Important** The Epicor ERP application also automatically generates legal numbers for Kanban Receipts using	• **Receive to Inventory** - WIP to Stock • **Nonconformance** - Nonconformance • **Backflush material** - Stock to WIP	**Update** **Note** For backflush material transaction document types, you cannot manually enter legal numbers.	**Fields** in **Transaction Document Types** pane: • Receive to Inventory • Non-Conformance • Backflush Material

Program	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
	the Handheld device.			
Job Cost Adjustment	Material cost adjustments and subcontract cost adjustments	• **Material Cost Adjustment** - Stock Value Adjustment • **Subcontract Cost Adjustment** - AR Adjustment	**Save** or **Adjust**	**Transaction Document Type** field • Material > Detail • Material > List • Subcontract > Detail • Subcontract > Detail
Quick Job Entry	Job	WIP to Stock	**Save**	Only the **Document Type** field displays

Menu Path: Production Management > Quality Assurance > General Operations > DMR Processing

Menu Path: Production Management > Quality Assurance > General Operations > Inspection Processing

Menu Path: Production Management > Quality Assurance > General Operations > Nonconformance

Menu Path: Production Management > Job Management > General Operations > Kanban Receipts

Menu Path: Production Management > Job Management > General Operations > Job Adjustment

Menu Path: Production Management > Job Management > General Operations > Quick Job Entry

Auto Receive Transaction on a Job - Legal Numbers

When a job operation for a transaction document type that uses legal numbers is set to Auto Receive, legal numbers generate automatically when the material transaction is auto received.

When a job operation material transaction (MFG-STK or MFG-WIP) that is set to auto receive and requires legal numbers, the legal number for that transaction generates automatically.

These auto receipt MFG-STK or MFG-WIP material transactions can be initiated by the following MES activities:

- End Activity
- Report Activity
- Time and Expense
- Job Adjustment

When a legal number automatically generates for the auto receipt material transaction, the following logic is used:

- First, the process looks for the first active legal number configuration (alphabetically) that has a generation type of **Automatic** and has a selected **WIP to WIP** or **WIP to Stock** Transaction Document Type marked as **System Default** for the transaction type. The legal number configuration is used to determine the legal number format when it is automatically generated.
- If the process cannot locate a legal number configuration that meets the first set of criteria, the process looks for the first active legal number configuration (alphabetically) that has a **Generation Type** of **Automatic**

and has a selected **WIP to WIP** or **WIP to Stock** transaction document type. The legal number configuration is used to determine the legal number format when it is automatically generated.

- If the process cannot locate an active legal number configuration that has a **Generation Type** of **Automatic** and has a selected **WIP to WIP** or **WIP to Stock** transaction document type, no legal number is generated.

Note You define transaction document types for transactions in **Transaction Document Type Maintenance**. You define legal number configurations in **Legal Number Maintenance**.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Manufacturing Execution System (MES)

Handheld / MES Menu Security Maintenance

Use **Handheld / MES Menu Security Maintenance** to customize the Menu interface for MES and Handheld Menus within your Epicor application. You can select programs and make them available to user roles within your company. You can also select to hide handheld menus and menu items for all users in your company.

System administrators need to be able to customize security for MES and handheld menu items based on employee roles and or package control specific roles.

You can select employee roles and package control permissions for employees in **Employee Maintenance**. In **Handheld / MES Menu Security Maintenance**, you can define which employee roles have access to menu items and which employee roles and package control permission have access to handheld package control menu items. If a menu item has an employee role and/or package control check box selected, all employees that have the employee role and / or package control check box selected in **Employee Maintenance** have access to the menu item. All employees that do not have the checkbox selected in **Employee Maintenance** do not have access to the menu item.

Note The check boxes in the **Package Control** pane are only available for handheld Package Control programs. They are not available for MES package control programs or non package control Handheld programs.

To determine which employees have access to an MES package control menu item or a non package control Handheld menu item, the following rules apply:

- If there are employee roles selected for a menu item, employees must have at least one of the selected employee roles have access to the menu item.
- If there are no employee roles selected for a program, no employees have access to the menu item.

To determine which employees have access to a handheld package control menu item, the following rules apply:

- If there are both employee roles AND package control roles selected for a menu item, employees must have at least one of the selected employee roles AND at least one of the selected package control roles to access the menu item.
- If there are no employee roles selected for a menu item, employee roles are ignored when determining access to that menu item. Employees that have at least one of the selected package control roles have access to the menu item.
- If there are no package control roles selected for a menu item, package control roles are ignored when determining access to that menu item. Employees that have at least one of the selected employee roles have access to the menu item.

- If there are no employee roles AND no package control roles selected for a menu item, no employees have access to the menu item.

Example Jim Simpson is selected as a material handler in **Employee Maintenance** and has an **Outbound** package control role. Mark Daniels is selected as **Shipping / Receiving** in **Employee Maintenance** and does not have an **Outbound** package control role. In **Handheld / MES Menu Security Maintenance**, the **Material Handler** and **Shipping / Receiving** employee roles are selected for the **Parent PCID Master** handheld program and so is the **Outbound** package control check box.

Jim Simpson has access to the **Parent PCID Master** program because Jim Simpson has both a selected employee role AND a selected package control role. Mark Daniels does not have access to the **Parent PCID Master** program because, although he has one of the selected employee roles, he DOES NOT have the selected **Outbound** package control role.

Both a selected employee role and a selected package control role are required to have access to this program.

To implement this feature, a Handheld / MES Menu Security Maintenance program was added to allow you to maintain MES and handheld security by menu item. You can also hide menus and menu items so they do not display when the employee logs on to the menu.

The **Handheld / MES Menu Security Maintenance** program has the following features:

- A Menu tree where you can select menu items for which to define security. The menu tree has two main nodes:
  - The **Handheld** node contains the menu items for the Handheld application.
  - The **MES** node contains the menu items for the MES application.
- A **Detail** sheet where you can set security access for a selected menu item. You can also select to hide a menu or menu item.
- A **List** sheet where you can maintain all of the menu items for the selected Handheld or MES menus in a grid format.

  Note You cannot set security access for menus. You can only select if a menu is hidden. If a menu is hidden, all menus and menu items under the menu are also hidden for all employees.

- The **Actions > Reset MES Menu Security** action allows you to reset MES and Handheld security settings to the default values.

Important To access this program, a user must have Security Manager rights.

Menu Path: System Setup > Security Maintenance > Handheld / MES Menu Security Maintenance

Handheld Menu - Security Logic with Handheld / MES Security Maintenance

When you define access for security roles in **Handheld / MES Menu Security Maintenance**, those settings impact what programs an employee can access in the Handheld Menu.

System administrators need to be able to customize security for handheld menu items based on employee roles and or package control specific roles.

In the Handheld Menu, employees have access to options based on the security roles and PCID roles assigned to the employee in **Employee Maintenance** and the employee roles / package control permissions selected for different menu items in **Handheld / MES Security Maintenance**. If a package control menu item has an employee role / package control check box selected in **Handheld / MES Security Maintenance**, all employees that have the employee role/ package control check box selected in **Employee Maintenance** have access to the menu item. If a non-package control menu item has an employee role selected, all employees that have the employee role selected in Employee Maintenance have access to the menu item. All employees that do not have

the appropriate employee role / package control checkbox selected in **Employee Maintenance** do not have access to the menu item.

Note The check boxes in the **Package Control** pane are only available for handheld package control programs. They are not available for non package control Handheld programs.

Example Genevieve Richards is selected as a Material Handler in **Employee Maintenance**. Martin Wong is not selected as a Material Handler in **Employee Maintenance**. In **Handheld / MES Menu Security Maintenance**, only material handlers have access to the **Job Receipt to Inventory** handheld program. Genevieve Richards has access to the **Job Receipt to Inventory** handheld program and Martin Wong does not have access to the **Job Receipt to Inventory** program.

If the **Hidden** check box is selected for a handheld menu or menu item, that menu or item does not appear in Handheld menu.

Example Acme Manufacturing does not use the **Job Receipt to Salvage** handheld program. The shipping / receiving manager decides to hide the program from employees and selects the **Hidden** check box for the program in **Handheld / MES Menu Security Maintenance**. When an employee logs into their handheld device, the **Job Receipt to Salvage** menu item does not appear in the **Material Handling > Inbound Process** menu.

Note If no security role is selected for a menu or menu item in **Handheld / MES Security Maintenance**, NO users have access to that menu or menu item.

Menu Path: Production Management > Data Collection > Handheld > Handheld Menu

MES Menu - Security Logic with Handheld / MES Security Maintenance

When you define access for security roles in **Handheld / MES Menu Security Maintenance**, those settings impact what package control programs an employee can access in the MES Menu.

System administrators need to be able to customize security for MES package control menu items based on employee roles.

In the MES Menu, employees have access to options based on the security roles assigned to the employee in **Employee Maintenance** and the employee roles selected for different menu items in **Handheld / MES Security Maintenance**. If a menu item has an employee role selected in **Handheld / MES Security Maintenance**, all employees that have the employee role selected in **Employee Maintenance** have access to the menu item. All employees that do not have the checkbox selected in **Employee Maintenance** do not have access to the menu item.

Example David Martin is selected as a shop supervisor in **Employee Maintenance**. Juan Miranda is not selected as a shop supervisor in **Employee Maintenance**. In **Handheld / MES Menu Security Maintenance**, only shop supervisors have access to the **Partial PCID** program. David Martin has access to the **Partial PCD** and Juan Miranda does not have access to the **Partial PCID** program.

Note If no security role is selected for a menu or menu item in **Handheld / MES Security Maintenance**, NO users have access to that menu or menu item.

Menu Path: Material Management > Data Collection > General Operations > Office MES

ERP and Mattec MES Integration Enhancements

Use expanded integration features to provide enhanced functionality and greater flexibility when synchronizing data between Epicor ERP and Mattec MES.

Use Data Integration to manage production from a central location and seamlessly integrate data flow between Epicor ERP and Mattec MES. Epicor ERP production planning and job data are exported to Mattec MES for use

when performing and monitoring shop floor activities. In Mattec MES, production data is monitored and recorded for use in process and quality control monitoring and analysis. Labor and production data recorded in Mattec MES will then flow back to Epicor ERP where the data can be used for costing, reporting and production analysis.

To enhance this integration, the following synchronization and production standard features were implemented:

- Synchronization between ERP and Mattec MES has been enhanced to increase the processing speed and reduce potential synchronization issues by sending only new or changed information since the last export. You can also select which resource groups and resources to include in the synchronization.
- You can send a synchronization process from ERP to Mattec MES to clear existing production schedules on Mattec when you need to change the production schedule to respond to changes in priority in the production environment.
- The export process can evaluate each job operation for multiple operation jobs to prevent Mattec jobs from being scheduled and holding capacity when the prior Mattec job has produced no pieces.
- When jobs with co parts and a final operation export, the Co Part record is connected to the final operation.
- You can integrate machine parameters so that they can be maintained in one location but tracked in both Epicor ERP and Mattec MES.
- Process sheet data exported from ERP includes any resource capable of producing a part rather than maintaining multiple BOMs and revisions of the part for each resource in a resource group.
- For operations, you can define the number of completed cycles per minute or per hour and the number of pieces completed per cycle.

Company Configuration - Default Standard Format Cycles per Time

Use the **Cycles/Hours** and **Cycles/Minutes** options in the Default Standard Format field in Company Configuration to define the number of machine cycles per minute or per hour.

Production managers need to be able to define the default number of cycles that machines can complete per minute or hour.

In the **Modules > Production > Job** sheet of **Company Configuration**, the **Default Standard Format** field indicates the default format, like Minutes per Piece, for your operations. The format may vary for each operation, but this value controls the default format selected on all new job and quote operations.

The following two options were added to the field:

- **Cycles/Minutes** - Number of Machine cycles that complete per minute.
- **Cycles/Hours** - Number of Machine cycles that complete per hour.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Machine MES Synchronization - Sync Required Information

Use the **Machine MES** check box to select data records to synchronize with Mattec MES. Use the **Sync Required** check box and the **Machine MES Last Sync** field in **Reason Code Maintenance** to display if data needs to synchronized between ERP and your machine MES system and when the last synchronization occurred.

The synchronization between ERP and Mattec MES has been enhanced to increase the processing speed and reduce potential synchronization issues by sending only new or changed information since the last export.

When a net change synchronization process runs, only new or changed information is exported from ERP to Mattec MES.

To implement this feature, the following fields were added:

- **Sync Required** - Indicates that a synchronization is required between ERP and Mattec MES to synchronize the data record. If this check box is selected, this record is included the next time the Export to Mattec process runs. If you clear the check box, this record is not included.

- **Machine MES Last Sync** - Displays the date and time the data record was last synchronized between ERP and Mattec MES.

The **Sync Required** and **Machine MES Last Sync** fields were added in the following program locations:

- **Reason Code Maintenance** - The **Machine MES** pane in the **Detail** sheet

  Note To be included in the synchronization, reason codes must have a type of **Scrap** and must be either new or have changed since the last synchronization.

- **Indirect Labor Code Maintenance** - The **Machine MES** pane in the **Detail** sheet

  Note If the **Downtime** check box for a indirect labor code is clear, the indirect labor code is not included in the synchronization process.

- **Part Maintenance** - The **Integrations > Machine MES** sheet and the **Part > Revisions > Detail** sheet (for part revisions)

  The **Sync Required** check box is automatically selected when a new part is added or one of the following types of data changes for an existing part and / part revision:

  - Part description
  - Machine MES check box
  - Parts per container
  - Unit of measure

  Note In Mattec MES, manufactured items are parts and raw materials are materials and they are maintained separately. Only manufactured parts in ERP that have the **Machine MES** check box selected on the **Sites** sheet are included in the synchronization process. Manufactured part revisions that have the **Machine MES** check box selected on the **Revisions** sheet are included in the synchronization process as unique part numbers. All raw material requirements for manufactured items are included in the synchronization process if they are related to a Mattec integrated operation in the Machine MES integrated revision. Materials do not require the **Machine MES** check box to be selected.

- **Part Tracker** - The **General > Integrations > Machine MES** sheet and the **Part > Revisions > Detail** sheet
- **Employee Maintenance** - The **Integrations > Machine MES** sheet

  The **Sync Required** check box is automatically selected when a new employee is added or one of the following types of data changes for an existing employee:

  - Employee name
  - Employee status
  - Machine MES check box
  - Employee Machine MES permissions

  Note To be included in the synchronization, employees must have the **Machine MES** check box selected in the **Production Info** sheet.

- **Job Entry / Job Tracker** - The **Machine MES** sheet

  The **Sync Required** check box is automatically selected when a new job, operation, assembly and material is added or one of the following types of data changes for an existing job:

  - On the job header
    - Part number
    - Process mode

- On the job assembly or job material
  - Part number
- On the job operation
  - Job number
  - Assembly sequence or operation sequence
  - Start date or start hour
  - Due date
  - Run quantity
- On the job part
  - Part number
  - Part quantity

Note To be included in the synchronization, jobs must have the **Machine MES** check box selected in the **Job** sheet or the operation must have the **Machine MES** check box selected in the **Job Details > Operations > Detail** sheet.

Note These values are based on the source job operation details and the fields are display only.

Menu Path: Production Management > Job Management > Setup > Reason Code

Menu Path: Production Management > Job Management > Setup > Indirect Labor

Menu Path: Production Management > Job Management > Setup > Employee

Menu Path: Production Management > Engineering > Setup > Part

Menu Path: Production Management > Engineering > General Operations > Part Tracker

Capability Maintenance - Machine MES Synchronization

Use the **Machine MES** check box in the **Detail** sheet of **Capability Maintenance** to select the capabilities to synchronize with Mattec MES. Use the **Sync Required** check box and the **Machine MES Last Sync** field in the **Additional Capabilities** and **Resources** sheets to display if additional resource group and resource data needs to synchronized between ERP and your machine MES system and the date and time when the last synchronization occurred.

The resources within capabilities are synchronized with machines in Mattec MES. When synchronization occurs, new or updated resource information in capabilities is exported from ERP to Mattec MES.

Note To be included in the synchronization, capabilities must have the **Machine MES** check box selected in the **Detail** sheet.

To implement this feature, the following changes were made in **Capability Maintenance**:

- A **Machine MES** check box was added to the **Detail** sheet.
- The following two fields were added to the **Additional Capabilities** and **Resources** sheets:
  - **Sync Required** - Indicates that a synchronization is required between ERP and Mattec MES to synchronize the data for this record. If this check box is selected, this record is included the next time the Export to Mattec process runs. If you clear the check box, this record is not included.
  - **Machine MES Last Sync** - Displays the date and time the data was last synchronized for this record between ERP and Mattec MES.

The **Sync Required** check box is automatically selected when a new resource is added or one of the following types of data changes for an existing capability:

- Capability resource link
- Additional resource link

Note If the **Machine MES** check box is selected, all resources on the capability must be a machine.

Note If the **Machine MES** check box is selected, all additional capabilities defined for the capability must also have the **Machine MES** check box selected.

Menu Path: Production Management > Scheduling > Setup > Capability

Resource Group - Machine MES Synchronization

Use the **Machine MES** check box and **Resource Type** field in the **Detail** sheet of **Resource Group Maintenance** to select the resource groups to synchronize with Mattec MES. Use the **Sync Required** check box and the **Machine MES Last Sync** field in the **Resources > Machine MES** and the **Resources > Capabilities** sheets to display if data needs to synchronized between ERP and your machine MES system and the date and time when the last synchronization occurred.

The synchronization between ERP and Mattec MES has been enhanced to increase the processing speed and reduce potential synchronization issues by sending only new or changed information since the last export.

Resource groups, resources and capabilities are synchronized with machines and tools in Mattec MES. When synchronization occurs, new or changed resource information is exported from ERP to Mattec MES.

Note To be included in the synchronization:

- Resource groups must have the **Machine MES** check box selected and a **Resource Type** of **M** (machine) in the **Detail** sheet.
- Capabilities must have the **Machine MES** check box selected in the **Resources > Capabilities** sheet.
- Resources must have the **Machine MES** check box selected in the **Resources > Details** sheet.

Note If the resource group has a **Resource Type** of **M** (machine) and the **Machine MES** check box is selected, all resources moved to the group must also have a **Resource Type** of **M** (machine) and the **Machine MES** check box must be selected. If the resource has a **Resource Type** of **M** (machine) and the **Machine MES** check box is selected, it can only move to a resource group with a **Resource Type** of **M** and a selected **Machine MES** check box.

To implement this feature, the following changes were made in **Resource Group Maintenance**:

- The following fields were added to the **Detail** and **List** sheets:
  - **Machine MES** - Select this check box if the machine resources in this group should be synchronized with an external Manufacturing Execution System (MES). You can assign resources in this group to operation records which are integrated with a machine MES.

    When you select this check box, a confirmation message notifies you that the machine type for all resources in the group will be changed to M (Machine). Click **Yes** to continue or **No** to cancel.

    If the select resource type is not **M** (Machine), this check box is disabled.

    Note If the **Machine MES** check box is selected and the **Resource Type** for the resource group is **M** (Machine), all resources in the resource group must have a resource type of Machine.

  - **Resource Type** - Specifies the resource type assigned to this resource group to classify it for custom reporting purposes.

Note If the Machine MES check box is selected and the resource group is integrated with Mattec MES, this field indicates how the resource group integrates with Mattec.

- **Machine** - Indicates resource group contains Mattec MES machine resources. These resources are manually synchronized with Mattec MES as a Machine Configuration.
- **Tool** - Indicates resources in the group are Mattec MES tool resources. This resource is exported to Mattec MES as a Tool ID.

Note If the **Resource Type** is M (machine) and the **Machine MES** check box is selected, all resources in the resource group must have a resource type of **M** (machine).

- The following two fields were added to the **Resources > Detail** and **Resources > Capabilities** sheets:
  - **Sync Required** - Indicates that a synchronization is required between ERP and Mattec MES to synchronize the data for this record. If this check box is selected, this record is included the next time the Export to Mattec process runs. If you clear the check box, this record is not included.
  - **Machine MES Last Sync** - Displays the date and time the data was last synchronized for this record between ERP and Mattec MES.
- The **Sync Required** check box is automatically selected when a new resource is added or one of the following types of data changes for an existing resource:
  - Resource type
  - Machine MES check box
  - Number of cavities

    Note If the resource type for the resource is **T (Tool)**, the field value cannot be 0.

  - Runner weight
  - Resource description
  - Setup time and tear down time
  - Status
  - Miscellaneous info
  - Brand and location
  - (PM) Preventative maintenance map
  - Setup URL

  Note If a resource does not have a resource type of **T (Tool)**, all fields on the **Resources > Machine MES** sheet are disabled. Select the resource type for the resource in the **Resources > Detail** sheet.
- The **Sync Required** check box is automatically selected when a new capability is added or one of the following types of data changes for an existing capability:
  - Capability resource link
  - Additional resource link

Menu Path: Production Management > Job Management > Setup > Resource Group

Operation Pieces Per Cycle Field

Use the **Pcs/Cycle** or **Pieces per Cycle** field to specify the number of pieces produced per machine cycle during an operation.

Production managers need to be able to define the number of parts that the operation can produce per machine cycle. This value is used by Cycle/Minute and Cycle/Hour standards to calculate the total production hours for the job operation.

Example An injection mold has four cavities. Each time a machine cycle completes, four parts are produced.

The following changes have been made to implement this feature:

- A **Pcs/Cycle** or **Pieces per Cycle** field was added. Use this field to specify the number of pieces produced per machine cycle. This field is enabled if the production standard value is **Cycle/Minute** or **Cycle/Hour**. For all other production standards, this field is disabled.

  Note If the **Machine MES** check box is selected, the production rate must be expressed in cycles per hour or cycles per minute. Only **Cycles / Minute** or **Cycles / Hour** can be selected in the **Prod Std** format field.

- The field was added to the following program and tracker locations:
  - **Engineering Workbench** - The **Method of Manufacturing > Operations > Detail** sheet
  - **Operation Maintenance** - The **Detail** sheet of **Operation Standard Maintenance**. To access **Operation Standard Maintenance**, select **Standards** from the **Actions** menu in **Operation Maintenance**.
  - **Opportunity / Quote Entry** - The **Line > Manufacturing > Details > Operations > Detail** sheet
  - **Job Entry / Tracker** - The **Job Details > Operations > Detail** sheet

    Note When you split a job with values in the Pcs/Cycle field for the operation, the pieces per cycle field value is copied and used in the estimated production hours calculation.

  - **Service Job Entry / Tracker** - The **Job Details > Operations > Detail** sheet
  - **Office MES** - The **Start Production Activity > More Info > Job Details** sheet and the **More Info > Job Details** sheet

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Production Management > Engineering > Setup > Operation

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Job Management > General Operations > Job Tracker

Menu Path: Service Management > Field Service > General Operations > Service Job Entry

Menu Path: Service Management > Field Service > General Operations > Service Job Tracker

Menu Path: Production Management > Data Collection > General Operations > Office MES

Opportunity/Quote Entry - Quote Worksheet Report QtyPerCycle Field

Use the **QtyPerCycle** field in the **Quote Worksheet** report in **Opportunity/Quote Entry** to display the number of parts produced per machine cycle.

When using quote worksheets, production managers need to be able to view the number of pieces that the operation can produce per machine cycle. This value is used by Cycle/Minute and Cycle/Hour standards to calculate the total production hours for the operation.

To implement this feature, a **QtyPerCycle** field was added to the **Production** section of the **Quote Worksheet** report. To print the report, select **Print Worksheet** from the **Actions** menu.

The **QtyPerCycle** value only displays for **Cycle/Minute** and **Cycle/Hour** production standards.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Operation Machine Type Selection and Validation Logic

Selection and validation logic in **Operation Maintenance**, **Engineering Workbench**, **Opportunity/Quote Entry** and **Job Entry** determines if an operation is linked to a machine.

In Mattec MES, a production process links together a manufactured part, a machine and a tool. To synchronize with Mattec MES, ERP operations must be linked to at least one machine and one tool. In ERP, you now have the flexibility to link an operation to a resource, resource group or capability that has a resource type of Machine.

Each ERP operation integrated with a machine MES must be linked to:

- One resource which is linked to a resource type marked as **Machine MES** with the **Tool** type selected.
- One resource, resource group or capability which is linked to a resource type marked as **Machine MES** with the **Machine** type selected.

The following changes have been made to validate that a machine resource exists for an operation:

- In **Operation Maintenance**, to select the **Machine MES** check box for an operation, a resource, resource group or capability with a resource type of Machine and a resource with a resource type of Tool must exist.
- In **Engineering Workbench**, **Opportunity/Quote Entry** and **Job Entry**, the following logic was added when determining if a machine is linked to the operation:
  - If there is a resource, verify if the resource type is **Machine**.
  - If the resource is not available, use the resource group to determine if the resource type is **Machine**.
  - If both the resource and resource group are not available, use the Machine MES selected capability to determine if the resource type is **Machine**.

Menu Path: Production Management > Scheduling > Setup > Operation

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Menu Path: Production Management > Job Management > General Operations > Job Entry

Engineering Workbench / Job Entry / Quote Entry - Operation Machine MES Validations

In **Engineering Workbench**, **Job Entry** and **Opportunity / Quote Entry**, validations are required in the **Expected Cycle Time**, **Expected Good** and **Non Production Limit** fields when the **Machine MES** check box for the operation is selected.

When you select the **Machine MES** check box for an operation, it indicates that the operation integrates with Mattec MES. To integrate an operation with Mattec MES, there must be values in the **Expected Cycle Time**, **Expected Good** and **Non Production Limit** fields.

When you select the **Machine MES** check box in the **Operation > Detail** sheet, validations are required for the following fields in the **Operations > Machine MES** sheet:

- **Expected Good** and **Non Production Limit** fields - If the **Machine MES** check box is selected for the operation, the value in this field cannot be 0.
- **Expected Cycle Time** - If the **Machine MES** check box is selected for the operation, the value for this field comes from the **Expected Cycle Time** field for the production standard and is display only. The value is displays in seconds so the calculation is one of the following, based on the selected standard format.
  - If the standard format is **Cycles/Hour**, then the **Expected Cycle Time** calculation is **3600 / Production Standard**.
  - If the standard format is **Cycles/Minute**, then the **Expected Cycle Time** calculation is **60 / Production Standard**.

In **Engineering Workbench**, **Job Entry**, and **Opportunity / Quote Entry**, the **Machine MES** sheet is located in the following locations:

- **Engineering Workbench** - Method of Manufacturing > Operations > Machine MES
- **Job Entry** - Job Details > Operations > Machine MES
- **Opportunity / Quote Entry** - Line > Manufacturing > Details > Quote Details > Operations > Machine MES

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Engineering Workbench / Job Entry / Quote Entry - Operation Machine MES Machine Parameters

Use the **Machine Parameters > Detail** and **Machine Parameters > List** sheets to track machine parameter information for machine data that synchronizes with Mattec MES.

Production planners for ERP and Mattec need to be able to track machine parameters for machine data that is integrated between ERP and Mattec so they can keep track of the parameters in both ERP and Mattec.

To implement this feature, the following sheets and fields were added: :

- A **Detail** sheet was added under the **Machine MES** sheet. All fields on the **Machine MES** sheet were moved to the **Detail** sheet.
- A **Machine Parameters** sheet was added under the **Machine MES** sheet.
- A **Detail** and **List** sheet was added under the **Machine MES > Machine Parameters** sheet to allow you to maintain or view production information for a machine parameter.
  - Use the **Details** sheet to maintain or display details for a selected machine parameter.
  - Use the **List** sheet to maintain or display information for all defined machine parameters in a list view.

- The following fields were added to the **Detail** and **List** sheets:
  - **Machine Parameter Seq** -Specifies the machine parameter sequence for the operation.
  - **Part Number** - Specifies the part produced by the production process.
  - **Parameter Number** - Specifies the number of the process parameter to be monitored when performing the production process on the machine.
  - **Parameter Upper Limit** - Specifies the upper specification limit for the parameter. The upper specification limit is the upper bound of the engineering limit that defines the range of acceptable values for a monitored process parameter or part characteristic to produce a good part.
  - **Parameter Normal Value** - Specifies the target value for the monitored process parameter.
  - **Parameter Lower Limit** - Specifies the lower specification limit for the parameter. The lower limit is the lower bound of the engineering limit that defines the range of acceptable values for a monitored process parameter or part characteristic to produce a good part.
  - **Parameter Delay Value** - Specifies the amount of time the MIU should delay prior to measuring the process parameter.
  - **Spec Enable** - If selected, statistical process control sample data is automatically collected for this process parameter.
  - **Spec Control Alarm** - If selected, the alarm is enabled for the process parameter control. If the value of the process parameter is above or below the control limits set, the machine turns red in the Real Time Display in Mattec MES, indicating a process violation.
  - **Spec Run Alarm** - Specifies whether the SPC alarm flag should be turned on when a run condition occurs on this parameter.
  - **Proc Spec Alarm** - If selected, the alarm is enabled for process parameter specification. If the value of the process parameter is above or below the specification limits set for the parameter, the machine turns red in the Real Time Display in Mattec MES, indicating a process violation.
  - **Proc Control Alarm** - If selected, the alarm is enabled for the process parameter control. If the value of the process parameter is above or below the control limits set, the machine turns red in the Real Time Display in Mattec MES, indicating a process violation.
  - **Part Qual Spec Enable** - If selected, the part qualification specification feature is enabled for this parameter. Epicor Mattec MES uses specification and control limits defined for monitored parameters in the process sheet to qualify parts during production.
  - **Part Qual Control Enable** - If selected, the part qualification feature is enabled for this parameter. Epicor Mattec MES uses specification and control limits defined for monitored parameters in the process sheet to qualify parts during production.
- In **Engineering Workbench** and **Opportunity/ Quote Entry**, you can add machine parameters to an operation by selecting the following options from the **Actions** menu:
  - **Engineering Workbench** - Select **Add Machine Parameters** from **Actions > Operation** menu.
  - **Opportunity/Quote Entry** - Select **New Machine Parameters** from the **Actions > Quote Line > Mfg Details** menu.

These changes were implemented in the following locations:

- **Engineering Workbench** - The **Method of Manufacturing > Operations > Machine MES** sheet
- **Opportunity / Quote Entry** - The **Line > Manufacturing > Details > Quote Details > Operations > Machine MES** sheet
- **Job Entry / Job Tracker** - **Job Details > Operations > Machine MES** sheet

Note The Machine Parameter fields in **Job Entry** and **Job Tracker** are display only.

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Job Management > General Operations > Job Tracker

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Resource Group Scheduling Board / Multi Resource Scheduling Board - External MES

Use the **Queue Cleared External MES** Action in **Resource Group Scheduling Board** and **Multi Resource Scheduling Board** to add the selected resource groups / resources to the **Clear External MES** queue. Use the **Clear External MES Schedule** action to launch **Export to Mattec Process** program for the selected resource groups / resources.

Production schedulers need to be able to clear the job schedule on Mattec so, when there are changes in priority, a new schedule can be loaded.

In the **Resource Group Scheduling Board** and the **Multi Resource Scheduling Board**, the following actions have been added to the Action menu:

- **Queue Cleared External MES** - Add selected resource groups or resources to the **Clear External MES** queue. When you add a resource group / resource to the **Clear External MES** queue, you are selecting for its job schedule to be cleared on Mattec. The **MESQueue** field for the resource group / resource is set to **Yes**.

  When you run the **Export to Mattec** process with the **Clear Schedule** field set to **Clear Now** or **Clear and Resend**, the job schedules for the selected resource groups are cleared on Mattec (in addition to any other selected resources and resource groups).

  In **Resource Group Scheduling Board**, you can only add a selected resource or the resources for a selected resource group to the queue. In **Multi Resource Scheduling Board**, you can add multiple selected resources to the queue.

- **Clear External MES Schedule** - Use the **Clear External MES Schedule** action to launch **Export to Mattec Process** program for the selected resource groups or resources.

  - When you run the Action in **Resource Group Scheduling Board**, the selected resource groups appear in **Export to Mattec** in the **Filter > Resource Groups** sheet.
  - When you run the Action in **Multi Resource Scheduling Board**, the selected resources appear in **Export to Mattec** in the **Filter > Resources** sheet.

  When you run the Export to Mattec process with the **Clear Schedule** field set to **Clear Now** or **Clear and Resend**, it initiates a **SD360 - Clear Production Schedule** process. The job schedules for the selected resource groups / resources are cleared on Mattec (in addition to any other selected resources and resource groups).

Note For more information on the **Clear Production Schedule** process, refer to the **Export to Mattec - Clear Production Schedule Process** feature summary entry.

Note These actions only apply to resource groups and resources with a resource type of **M (Machine)**.

Menu Path: Production Management > Scheduling > General Operations > Resource Scheduling Board

Important This program is not available in Epicor Web Access.

Menu Path: Production Management > Scheduling > General Operations > Multi Resource Scheduling Board

Important This program is not available in Epicor Web Access.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Add Resource Groups/Resources to Filter List

Use the **Filter > Resource Groups** sheet in **Export to Mattec** to add resource groups to the **Resource Groups** filter list. Use the **Filter > Resources** sheet to add resources to the **Resources** filter list.

When adding resource groups or resources to Filter lists, there can sometimes be multiple resource groups/resources to include or delete and it is beneficial to be able to perform these functions quickly and easily.

In **Export to Mattec**, you can now manually add and delete resources and resource groups on the filter list.

- **Resource Groups** - You can add or delete resource groups in the **Filter > Resource Groups** sheet.
  - To add a resource group in the grid, navigate to the **Filter > Resource Groups** sheet and click **New**. A new line appears where you can enter the resource group ID and any other available information. You can also select a field in the last line and press the **Enter** key to add a new line under that line.

    Note To add a resource group, you must know the resource group ID and the resource group must have a **Resource Type** of **M (Machine)**.

  - To delete a resource group, select the group in the list and click **Delete**.
- **Resources** - You can add or delete resources in the **Filter > Resources** sheet.
  - To add a resource in the grid, navigate to the **Filter > Resources** sheet and click **New**. A new line appears where you can enter the resource ID and any other available information. You can also select a field in the last line and press the **Enter** key to add a new line under that line.

    Note To add a resource, you must know the resource ID and the resource must have a **Resource Type** of **M (Machine)**.

  - To delete a resource, select the resource in the list and click **Delete**.

Note If the **Clear Schedule** field value is **None**, **Resource Group** and **Resource** filters are disabled.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Clear Production Schedule Process

Use the **Clear Schedule** field in **Export to Mattec** to determine how to clear the existing job schedule on Mattec MES before the new exported job schedule is loaded. Use the **Filter > Resource** Groups and **Filter > Resources** sheets to select the resource groups and machine resources that should have their existing production schedules cleared in Mattec MES.

Production schedulers need the ability to clear existing production schedules on Mattec to respond to changes in priority that require changes to the production schedule.

Example The production scheduler wants to export a new production schedule for a machine on a daily basis. Before the new production schedule is imported into Mattec, the existing schedule must be cleared.

Using the Mattec SD360 process, you can clear jobs from the machine schedule, except for the currently running job.

To clear job schedule information, you must select the resource groups and/or resources for which you want to clear the job schedule in the **Filter > Resource Groups** and **Filter > Resources** sheets in **Export to Mattec**. If a resource group or resource is not selected, the schedule for that resource or resource group is not cleared.

To implement this feature the following changes were made in Export to Mattec:

- A **Clear Schedule** field was added to the Selection field to specify how you want to clear the existing job schedule on Mattec MES before the new exported job schedule is loaded. To make a change to the Mattec MES job schedule from ERP, you must first clear the existing schedule.
  - **None** - the job schedule is not cleared and standard processing occurs.
  - **Clear Now** - Clears the existing job schedule in Mattec for the selected resource groups and resources. No other information is exported from ERP.
  - **Clear Now and Resend** - Clears the existing job schedule in Mattec for the selected resource groups and resources. Exports the job descriptors for the selected resource groups and resources. The exported production job schedule is based on the job descriptors, the selected **Export Option** and whether the **Net Change** check box is selected.
- A **Resource Groups** sheet was added under the **Filter** sheet to select the resource groups that should have their existing production schedules cleared in Mattec MES.
- A **Resources** sheet was added under the **Filter** select the machine resources that should have their existing production schedules cleared in Mattec MES.

  Note Only resources with a resource type of **Machine** are available for selection.

Note If the **Clear Schedule** field value is **None**, the **Resource** filters are disabled.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Net Change Check Box

Use the **Net Change** check box in **Export to Mattec** to include only data records in the export process that have the **Sync Required** check box selected.

Production managers need to be able to send only new information or information that has been changed since the last synchronization to Mattec MES. Synchronizing only new or changed data makes the export and import process faster and also helps to avoid import and sequencing problems on the Mattec side.

Epicor ERP tracks changes to the following types of data for synchronization with Mattec MES:

- Parts and Part Revisions
- Resources
- Scrap type reason codes
- Indirect codes with Downtime
- Jobs and job operations
- Shop employees

When changes are made to a record or a new record is added, the **Sync Required** check box for that record automatically selects.

Note You can clear the Sync Required check box for a record, if you do not want to include the record in the export process.

Each time a record is included in the export to Mattec process, the **Machine MES Last Sync** field in the record displays the date and time of the synchronization.

When you select the **Net Change** check box and run the Export to Mattec process, all changes to records where the Sync Required is selected are included in the export process.

Jobs are synchronized with operators in Mattec MES. When synchronization occurs, new or changed job, operation, material and assembly information is exported from ERP to Mattec MES.

To implement this feature, a Net Change field was added to **Export to Mattec**. If selected, the export process only includes part, part revision, resource, scrap reason code, indirect labor code, shop employee, job and job operation records that have the Sync Required check box enabled. When the **Sync Required** check box for a record is selected, it indicates that the record is new or that there have been changes since the last synchronization that should be included in the next export process. The new or changed data for the selected records is exported.

Note If the **Sync Required** check box for a record is clear, any changes to that record since the last synchronization are not included in the export process.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Export Option Field

Use the **Export Option** check box in **Export to Mattec** to determine how operations are exported to Mattec MES.

Production managers need the ability to have more control of the operation information sent to Mattec. For long running jobs with several operations, there can be different methods of scheduling based on the status of the previous operation. The export process needs to be able to evaluate each job operation to prevent Mattec jobs from being scheduled and holding capacity when the prior Mattec job has produced no pieces that can be processed.

In **Export to Mattec**, an **Export Option** field was added to the **Selection** sheet. The selected **Export Operation** value determines the method to use to export operations from ERP to Mattec MES.

Select one of the following options:

- **Job Start Date** - Creates Mattec jobs for all operations that are not complete and have the **Machine MES** check box selected.
- **Operation Start Date** - Creates Mattec jobs for all operations that are not complete, that have the **Machine MES** check box selected and whose operation start date falls within the selection parameters.
- **Operation Start Date with Prior Operation Status** - Evaluates the prior operation status before creating a Mattec job for an operation that has the **Machine MES** check box selected. The export process differs based on the scheduling relationship between the prior operation and the current operation.
  - **Finish to Start Relationship** - The operation export does not create a Mattec job until the prior operation is complete and the start date of the operation with the selected Machine MES check box is within the selection range.
  - **Start to Start Relationship** - The operation is sent when the prior operation is started. This operation also considers the scheduling offset value on the secondary operation.
  - **Finish to Finish Relationship** - The secondary operation creates a Mattec job as soon as the primary operation job is created.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Export CoParts Connect to Final Job Operation

When you export CoPart information for a job to Mattec, it is connected to the final operation of the job.

When a job containing a Co Part is exported to Mattec, and there is an operation marked as the final operation, the JF630 Co Part record is connected to that JB813 operation record marked as the final operation.

Example A job has three operations that are exported to Mattec, OP10, OP20 and OP30. OP10 is marked as the final operation. Co Part A is added to the job. When you export the job, the JF630 Co Part record for Co Part A is after the JB813 operation record for OP10.

If there is no operation marked as the final operation, the JF630 record is connected to the last physical operation of the job being sent.

Note If there is no selected final operation and the start date for the last physical operation is after the selected cutoff date for the export process, the last physical operation is not included in the export process. If there are Co Parts associated with the last physical operation, there are no JF630 Co Part records and Co Parts do not get exported.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Export Machine Parameter Process

Use **Export to Mattec** to export process sheet machine parameters to Mattec MES.

Production planners who use both Epicor and Mattec MES need to be able to integrate machine parameters associated with a process sheet so that they can be maintained in one location but tracked in both Epicor ERP and Mattec MES.

A new **PE630** export process has been created to export the machine parameters defined for a process sheet. When you run an export to Mattec process, all machine parameters defined for a unique part / machine type resource / tool type resource export to Mattec MES.

When a **PP800** process sheet gets generated for a unique part / operation record, **PE630** machine parameters are then generated for the machine parameter records defined for that part / operation record.

Note If the export process has a selected **Net Change** check box, only machine parameters that have the **ExternalMESSyncRequired value = true** are sent.

The **Machine Parameter** action request record consists of the five-character request code **PE630**, the name of the Machine Number, the name of the Tool Number, the name of the Part Number, and additional fields.

Important To export machine parameters for a process sheet, you must first export the process sheet. To export PE630 Machine Parameters records for a process sheet, you must first export a PP800 process sheet record for that process sheet. You can then export up to 64 PE630 machine parameter entries for the process sheet.

Example Two machine parameter records for the mach01 / Mold22 / Fastener22 process sheet are exported.

```
PP800,"mach01","Mold22","Fastener22",100,0,0,0.00,,"CH-2.00000000","",0,0.0
0,0,0,0,0,,,,,,,,,,,0,
PE630,mach01,Tool01,MES Part,10,120.000,100.000,10.000,0,0,,0,1,1,0,0,0
PE630,mach01,Tool01,MES Part,12,0,0,0,0,0,,1,0,0,0,0,0
```

You can omit optional fields from an import process sheet request record. However, field separators (commas) are required as placeholders for a field unless the omitted field is at the end of the record.

If an optional field is omitted and the Machine Parameter record already exists, the field is not modified. If an optional field is omitted and the Machine Parameter record does not already exist, the field is set to blanks for String type fields or 0 for Integer or Float type fields.

#	Mattec Field	Description	Type	Req	Mattec DB	ERP Source
1	PE630	The request code PE630 - 5 char	String	Yes		PE630
2	MachNo	Machine Number - 6 char	String	Yes	dboPSEng	PartOperMachParam.MachineNum
3	MoldNo	Tool Number - 20 char.	String	Yes	dboPSEng	PartOprMachParam.ToolNum
4	PartNo	Part Number - 25 char	String	Yes	dboPSEng	PartOprMachParam.PartNum

#	Mattec Field	Description	Type	Req	Mattec DB	ERP Source
5	ParmNo	Parameter Number. Valid values are 0 - 63.	Integer	Yes	dboPSEng	PartOprMachParam.ParamNum
6	UpperLim	Upper Limit - the upper specification limit for the parameter	Decimal	No	dboPSEng	PartOprMachParam.ParamUpperLimit
7	NomVal	Nominal Value - the target value for the monitored process parameter	Decimal	No	dboPSEng	PartOprMachParam.ParamNominalValue
8	LowerLim	Lower Limit - the lower specification limit for the parameter	Decimal	No	dboPSEng	PartOprMachParam.ParamLowerLimit
9	DelayVal	Delay Value in seconds - the amount of time the MIU should delay prior to measuring the process parameter	Decimal	No	dboPSEng	PartOprMachParam.ParamDelayValue
10	SpcEnable	Specification Enable (0 = off, 1 = on) - If enabled, statistical process control sample data is automatically collected	Integer	No	dboPSEng	PartOprMachParam.SpecEnable
11	SpcControlAlarm	Specification Control Alarm (0 = off, 1 = on) - If enabled, the specification control alarm is enabled for the parameter.	Integer	No	dboPSEng	PartOprMachParam.SpecControlAlarm
12	SpcRunAlarm	Specification Run Alarm (0 = off, 1 = on) - If enabled, the SPC alarm flag should be turned on when a run condition occurs on this parameter.	Integer	No	dboPSEng	PartOprMachParam.SpecRunAlarm
13	ProcessSpecAlarm	Process Specification Alarm (0 = off, 1 = on) - If enabled, the process specification alarm is enabled for the parameter.	Integer	No	dboPSEng	PartOprMachParam.ProcSpecAlarm
14	ProcessControlAlarm	Process Control Alarm (0 = off, 1 = on) - If enabled, the process control alarm is enabled for the parameter.	Integer	No	dboPSEng	PartOprMachParam.ProcControlAlarm
15	PartQualSpecEnable	Part Qualification Specification Enable (0 = off, 1 = on) - If enabled,	Integer	No	dboPSEng	PartOprMachParam.PartQualSpecEnable

#	Mattec Field	Description	Type	Req	Mattec DB	ERP Source
		the part qualification specification feature is enabled for this parameter.				
6	PartQualControlEnable	Part Qualification Control Enable (0 = off, 1 = on) - If enabled, the part qualification feature is enabled for this parameter	Integer	No	dboPSEng	PartOprMachParam.PartQualControlEnable

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

Export to Mattec - Process Sheet Machine Resource Export Logic

Use **Export to Mattec** to export process sheet data records that include logic to support resources and capabilities.

When producing parts, there can be multiple resources capable of producing that part. Mattec process sheets use a combination of machine, tool and part to maintain production process information for the part. Production managers need the flexibility to be more easily able to export process sheet data that includes any resource capable of producing a part instead of having to maintain multiple BOMs and revisions of the part for each resource in a resource group.

In **Resource Group Maintenance**, you can select the **Machine MES** check box for machine resource groups and/or resources to identify them as machines for Mattec integration.

In **Capability Maintenance**, you can select the **Machine MES** check box for machine capabilities that contain machine resource groups and/or resources to identify them as machines for Mattec integration.

Note All capabilities, resource groups and resources that integrate with Mattec MES must have a resource type of **M (Machine)**.

When using **Engineering Workbench**, **Opportunity/Quote Entry** and **Job Entry**, machine resource validations use the following rules when looking for an available resource:

- If a resource exists, use the resource type on the resource to determine if it is a machine.
- If a resource is not available, use the resource type on the operation resource group to determine if it is a machine.

When you export a process sheet (machine/tool/part), the machine resource element of the process sheet is located using the following logic:

- If a machine part operation detail with a part operation detail resource ID is located, the resource is used.
- If a machine cannot be found through the resource, use the part operation detail resource group to determine if a machine resource group exists.
- If the machine cannot be found through the resource or resource group, use the part operation detail capability Machine MES setting to locate the machine.

When a machine is located during the export process, one export line for each tool/machine combination for the part is created.

- If the machine is a resource, an export line is created for the one part/machine/tool combination.
- If the machine is a resource group, an export line is created for each resource in the resource group to create all available machine/tool combinations for the part.

- If the machine is a capability, an export line is created for each of the following to create all available machine/tool combinations for the part:
  - Each resource in the capability
  - Each resource within a resource group in the capability
  - Each resource in a defined additional capability
  - Each resource within a resource group in a defined additional capability

Important During the export process, if the **Net Change** check box is selected, only resource, resource group and capability data that has been added or changed since the last synchronized date is included in the exported data.

Note Machines are not exported to Mattec during the export process. To integration production data, there must be an existing machine configuration on Mattec MES with a machine ID that matches the ERP resource ID for the resource.

Menu Path: Production Management > Engineering > General Operations > Export to Mattec

MES - Viewing Docstar Attachments

You can view now attachments of the Docstar document type from the Manufacturing Execution System (MES) interface.

Menu Path: Material Management > Data Collection > General Operations > Office MES

MES - Modified License Requirements

Some options in MES have had their license requirements modified.

- The following button requires the AMM license:
  - **MES > Production**: Get Request
- The following buttons do not require the AMM license:
  - **MES > Production**: UOM Split/Merge
  - **MES > Material**:
    - Mfg Receipts
    - Serial Tracker
    - UOM Split/Merge
    - Issue Material
    - Issue Assembly
    - Issue Misc
    - Mass Issue
    - Return Material
    - Return Assembly
    - Return Misc
    - Tran Log
    - Where Used
    - Move Inventory
    - Adjust Inventory

- Count Entry

- **MES > Shipping/Receiving**:
  - Salvage Material Receipt
  - Job Receipt
  - Serial Tracker

Menu Path: Material Management > Data Collection > General Operations > Office MES

Job Management

Job Management is a comprehensive manufacturing control solution, designed specifically for the routing, scheduling, costing, and tracking of either custom or repetitive parts manufactured on the shop floor.

Job Entry for a repeat part takes minimal effort. Analysis tools provide the quick and accurate reference necessary for re-quoting a part or identifying the types of work at which your company is most profitable.

PLM - Last Modified Revision

The **Revision** field, located on the **Company Configuration > Modules > Production > PLM** sheet, includes the **Last Modified** option.

Business Scenario

You want the PLM Server Process to send back the last revision information so the data is the same in ProCad and Epicor ERP, regardless of the Effective Date and the Approved revision status.

If you select this option the **PLM Server Process** will search for the last modified revision, no matter whether it is currently approved or not. The process will not consider the Effective Date.

Example A part includes the following revisions with respective Effective dates:

Revision	Effective Date
A	Two weeks ago
B	One week ago
C	Today

Based on this example, it depends which revision was modified last. For instance, you made modification to revision B, but have not touched revisions A and C. As a result, the PLM Server Process exports revision B, irrespective of whether the revision is currently approved or not.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Production and Inventory Processes - PartTran and PartTranKey Table Fields

RelatedtoFile and ForeignKeys table fields are now populated for all Production and Inventory processes.

The following processes have been updated with RelatedToFile, Foreign Key and special notes:

Note PartTranKey = PartTran.SysDate~PartTran.SysTime~PartTran.TranNum

- **CommonProcessKanbanReceipts** (Kanban Receipts) - PartTran, PartTranKey (for both receipt and material backflush transactions).
- **JobCompletionClosing** (Job Closing) - JobHead, JobNum

- **CCCountCycle** (Cycle Count Schedule Maintenance) - CCHdr, CCHdr.WarehouseCode~CCHdr.CCYear~CChdr.CCmonth~CCHr.CycleSeq
- **InspProcessing** (Inspection Processing) - PartTran, PartTranKey
- **JobAdjustment** (Job Adjustment) - PartTran, PartTranKey
- **MassIssueToMfg** (Mass Issue to Manufacturing) - PartTran, PartTranKey
- **QuickJobEntry** (Quick Job Entry) - JobHead, JobNum
- **ReceiptsFromMfg** - PartTran, PartTranKey
- **SplitJob** (Job Entry) - PartTran, PartTranKey

Menu Path: Production Management > Job Management > General Operations > Kanban Receipts

Menu Path: Production Management > Job Management > General Operations > Job Closing

Menu Path: Material Management > Inventory Management > General Operations > Cycle Count Schedule Maintenance

Menu Path: Production Management > Quality Assurance > General Operations > Inspection Processing

Menu Path: Production Management > Job Management > General Operations > Job Adjustment

Menu Path: Material Management > Inventory Management > General Operations > Mass Issue to Mfg

Menu Path: Production Management > Job Management > General Operations > Quick Job Entry

Material Management

The Material Management module refers to the approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization. The scope of materials management include materials planning and control, purchasing, inventory control, data collection, and shipping and receiving.

Inventory Management

Use Inventory Management to update and maintain raw materials, WIP, and finished goods inventory quantities and costs.

Use MRP to create inventory allocations for jobs entered through Job Management or generated from Order Management. These allocations are relieved as inventory items are issued to the job or as purchase order receipts are posted.

Issued inventory reduces quantities on hand, which are continually replenished by processing purchased or manufactured item receipts into inventory. Receipt processing provides a continual update of inventory FIFO, average, last, or standard costs for every item. A variety of inquiries provide management analysis of MRP, shortage monitoring, reorder analysis, stock status, valuation, and other critical items such as the Excess Stock Provision, Stock Status, and Obsolete Stock reports.

Legal Numbers in Inventory Management

Use automatic and manual legal number generation in **Legal Number Maintenance** to control how to generate legal numbers for documents in Inventory Management. Use the **Document Type** or **Transaction Document Type** field to select what transaction document type to use when generating a legal number for a document. **The Legal Number** field displays the generated legal number.

Supply chain and manufacturing employees need the ability to generate legal numbers for transactions to uniquely identify them. Legal numbers can be required by some countries and have controls to prevent gaps in sequence and provide an additional tracking method.

In **Legal Number Maintenance**, you can define multiple legal number configuration / transaction document type combinations for a transaction type that contain legal number format and generation type settings. When

you create a transaction, select a transaction document type and click **Save**, the legal number generates based on the legal number information defined for the selected transaction document type.

You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

For the following types of inventory transaction document types, you can only generate a legal number on **Save** and you cannot automatically void legal numbers. The **Automatic Voiding** check box and **Voiding Reason** field are disabled in Legal Number Maintenance for these transaction document types.

- Stock to Stock
- Stock Quantity Adjustment
- Stock Value Adjustment
- Stock to WIP
- WIP to Stock
- WIP to WIP

When you delete a transaction, the legal number automatically voids and **Transaction Deleted** displays as the voiding reason. You can change the voiding reason that displays in **Legal Number Maintenance**.

Note When you search for a specific transaction record using the **Legal Number** option, the **Search** engine retrieves only records with legal numbers that start with the value entered in the Search window's **Starting At** field. The **Search Results** grid lists the retrieved legal number records in a descending order. If you don't enter a value in the Starting At field, the Search engine retrieves all legal number records in a descending order, including those with blank Legal Number values.

Note If you use legal numbers for a transaction type, a legal number must be generated to save the transaction.

Inventory Transaction Legal Numbers

To implement this feature, the following fields were added:

- **Transaction Document Type** or **Document Type** - Specifies the transaction document type for the transaction. The document type links the transaction document type to the legal number format.

  Note For a transaction document type to appear as the default value in this field, the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

- **Legal Number** - Specifies the legal number for the transaction type. Legal numbers are generated automatically or manually, based on the selected **Document Type** or **Transaction Document Type**. Legal number formats and generation methods are defined for transaction document types in **Legal Number Maintenance**.
  - If the **Generation Type** is **Automatic**, the legal number generates automatically when the transaction is saved. If you select the **Display Number After Generation** check box in Legal Number Maintenance, a message with the generated legal number displays.
  - If the **Generation Type** is Manual, a **Legal Number** prompt appears when you save the transaction. You manually enter the legal number and click **OK**.

Note If you use legal numbers for a transaction type, a legal number must be generated to save the transaction.

Note For some transactions, you can view the transaction log, including legal number entries directly from the program.

Note Manually generated legal numbers with alternate prefixes are not permitted in Mass Issue to Manufacturing or Mass Return from Manufacturing. If the legal number is manually generated and the Number Option is Sequence, the legal number generates automatically and the generated legal number displays.

Note In **Package Return Adjustments**, if the part quantity of an internal part in a package is consumed when the package return is adjusted, legal numbers are automatically generated for the internal part adjustment based on the following logic:

- If the default stock quantity adjustment document type is assigned to a legal number configuration with an **Automatic** generation type, that legal number configuration is used when the legal number generates.
- If the default stock quantity adjustment document type is assigned to a legal number configuration with a **Manual** generation type, the process looks for a legal number configuration for the transaction document type with an **Automatic** generation type. The legal number configuration with the **Automatic** generation type is used when the legal number generates.
- If the default stock quantity adjustment document type is assigned to a legal number configuration with a **Manual** generation type and the process cannot find a legal number configuration for the transaction document type with an **Automatic** generation type, no legal number generates.
- If there is no legal number configuration for the transaction document type, no legal number generates.

The **Legal Number History Report** displays all generated legal numbers.

For each of the following programs, the chart displays the transaction document type, the button to initiate legal number generation and the locations of the **Transaction Document Type** / **Document Type** and **Legal Number** fields:

Note Not all fields appear in each program.

Program	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
Cost Adjustment	Cost adjustment	Stock Value Adjustment	**Save**	• Detail • List
Inventory Transfers	Inventory transfers	Stock to Stock	**Transfer** or **Save**	• **Transaction Document Type** field • Change log displays legal number only
Issue Assembly	Assembly issue	Stock to WIP	**Save** or **OK**	• **Transaction Document Type** field • Change log displays legal number
Issue Material	Material issue	Stock to WIP	**Save** or **OK**	• **Transaction Document Type** field • Change log displays legal number
Issue Miscellaneous Material	Miscellaneous Material	Stock to Stock	**Save** or **OK**	• **Transaction Document Type** field on Detail and List sheets • Change log displays legal number
Job Receipt to Inventory by PCID	Job receipt	WIP to Stock	**Process** or **Save**	• **Transaction Document Type** field • Transaction log displays legal number
Job Receipt to Job	Job receipt	WIP to WIP	**Save** or **OK**	• **Transaction Document Type** field on **Detail** and **List** sheets

Program	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
				• Change log displays legal number
Job Receipt to Salvage	Job receipt	WIP to Stock	**Save** or **OK**	• **Transaction Document Type** field on **Detail** and **List** sheets • Change log displays legal number
Mass Issues to Manufacturing	Material issue	Stock to WIP	**Save** or **OK**	**Transaction Document Type** field • Issue > Detail • Issue > List
Mass Return from Manufacturing	Material return	WIP to Stock	**Save** or **OK**	**Transaction Document Type** field • Return > Detail • Return > List
Quantity Adjustments	Quantity adjustment	Stock Quantity Adjustment	**Adjust** or **Save**	• **Transaction Document Type** field • Change log displays legal number
Unpick Sales Order	Unpick sales order and unpick sales order with PCID	Stock to Stock	**OK**	**Document Type** field
Unpick Transfer Order	Unpick transfer order	Stock to Stock	**OK**	**Document Type** field
Material Request Queue	WIP/material movement	Stock to Stock	**OK**	**Document Type** field in **WIP/Material Movement Transaction** window

Program	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
Package Return Adjustments	Package return adjustments, Consume expendable and consume returnable	Stock Quantity Adjustment	**Adjust** or **Save**	**Transaction Document Type** field
Void PCID / Label	Void PCID and Void PCID and Inventory Adjustment	Stock to Stock and Stock Quantity Adjustment	**Void PCID**, **Void PCID / Inv** or **Save**	**Transaction Document Type** field on the **Void PCID / Inv** sheet.

Menu Path: Material Management > Inventory Management > General Operations > Cost Adjustment

Menu Path: Material Management > Inventory Management > General Operations > Inventory Transfer

Menu Path: Material Management > Inventory Management > General Operations > Issue Assembly

Menu Path: Material Management > Inventory Management > General Operations > Issue Material

Menu Path: Material Management > Inventory Management > General Operations > Issue Miscellaneous Material

Menu Path: Material Management > Inventory Management > General Operations > Job Receipt to Job

Menu Path: Material Management > Inventory Management > General Operations > Job Receipt to Salvage

Menu Path: Material Management > Inventory Management > General Operations > Mass Issue to Mfg

Menu Path: Material Management > Inventory Management > General Operations > Mass Return from Mfg

Menu Path: Material Management > Inventory Management > General Operations > Quantity Adjustment

Menu Path: Material Management > Advanced Material Management > General Operations > Unpick Sales Order

Menu Path: Material Management > Advanced Material Management > General Operations > Unpick Transfer Order

Menu Path: Material Management > Advanced Material Management > General Operations > Material Request Queue

Menu Path: Material Management > Advanced Material Management > General Operations > Package Return Adjustments

Menu Path: Material Management > Advanced Material Management > General Operations > Package Return Adjustments

Menu Path: Material Management > Advanced Material Management > General Operations > Void PCID / Label

Legal Number History Report

Use the **Legal Number History Report** to display the history for unique legal numbers generated for transaction documents.

Financial clerks, shipping / receiving personnel and manufacturing personnel need the ability to view the history of legal number generations and voids for auditing purposes.

Example A financial clerk needs to find out when a legal number for a transaction was created.

A **Legal Number History Report** was added to the following menus to display all legal number activities that occurred during a selected transaction date range.

- Financial Management > General Ledger > Reports
- Material Management > Inventory Management > Reports

In the report, the legal numbers are organized by legal number ID. For each legal number ID, the following information displays:

- **Legal Number** - the unique generated legal number.
- **Document Reference** - The document with which the legal number is associated.
- **Date** - Date of legal number activity
- **Document Type** - The transaction document type.
- **Created On** - The date the legal number was created.
- **Created By** - The user who created the legal number.
- **Voided** - Indicates if the legal number has been voided.

You can also filter the report by the users who created the transaction document or by legal number ID.

Menu Path: Financial Management > General Ledger > Reports > Legal Number History

Menu Path: Material Management > Inventory Management > Reports > Legal Number History

Voided Legal Number Report Added to Inventory Management Reports Menu

The **Voided Legal Number Report** displays information about legal numbers that have been voided.

The **Voided Legal Number Report** has been added to the **Material Management > Inventory Management > Reports** directory.

Menu Path: Material Management > Inventory Management > Reports > Voided Legal Numbers Report

Shipping / Receiving

Use the Shipping / Receiving module to monitor incoming and outgoing part quantities, whether they are shipments against an order, subcontract parts sent to a supplier, raw material received from a purchase order to a job or into inventory, or filling a sales order from stock.

Through this functionality, you can perform and track all activity relating to shipments and receipts.

Online transaction processing promotes efficiency and ease of use, while online editing promotes accuracy. With Shipping / Receiving, a consistent interface processes all shipments and receipts in an efficient, accurate, and cost-effective manner.

Legal Numbers in Shipping / Receiving

Use automatic and manual legal number generation in **Legal Number Maintenance** to control how to generate legal numbers for documents in Shipping / Receiving. Use the **Document Type** or **Transaction Document Type** field to select what transaction document type to use when generating a legal number for a document. **The Legal Number** field displays the generated legal number.

Supply chain and manufacturing employees need the ability to generate the legal numbers in the shipped and received materials. Legal numbers can be required by some countries and have controls to prevent gaps in sequence and provide an additional tracking method.

In **Legal Number Maintenance**, you can define multiple legal number configuration / transaction document type combinations for a transaction type that contain legal number format and generation type settings. The **Generation Type** and **Generate On** values determine if the legal number generates automatically or manually

and when the legal number generates. When you create a transaction and select a transaction document type, the legal number generates based on the legal number information defined for the selected transaction document type.

You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**. One must have a selected **Default for System Transaction** check box.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

For shipments, legal numbers can be generated in the following ways (based on the **Generate On** value for the legal number format):

- If the legal number is automatically generated:
  - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
  - **Print** - The legal number generates when the packing slip prints.
  - **Close** - The legal number generates when the shipment has a status of **Closed**, **Staged** or **Shipped**.
- If the legal number is manually assigned:
  - **Assign** - The legal number generates when you manually assign it to the document, using the **Actions** >**Legal Numbers** > **Assign Legal Numbers**, menu option.
  - **Save** - When you save the document, a prompt appears where you can enter the legal number for the document.

For receipts, legal numbers can be generated in the following ways (based on the **Generate On** value for the legal number format):

- If the legal number is automatically assigned:
  - **Save** - The legal number generates the moment you generate and save the packing slip.
  - **Received** - The legal number generates the moment you receive a line on the packing slip.

    Note The **Received** option is not available for transfer order receipts.

- If the legal number is manually assigned:
  - **Assign** - The legal number generates when you manually assign it to a pack ID, using the **Actions** >**Legal Numbers** > **Assign Legal Numbers** command.

    Note The **Assign** option is not available for transfer order receipts.

  - **Save** - When you save the pack ID, a prompt window displays where you manually enter a legal number for the shipment.

In Basic Search for some transactions and documents, you can sort results by legal number. A Legal Number option has been added to the Sort By field. You can search by legal number The search results display legal number as the first column and is sorted by legal number in descending order.

Note When you search for a specific record using the **Legal Number** option, the **Search** engine retrieves only records with legal numbers that start with the value entered in the Search window's **Starting At** field.

The **Search Results** grid lists the retrieved legal number records in a descending order. If you don't enter a value in the Starting At field, the Search engine retrieves all legal number records in a descending order, including those with blank Legal Number values.

Note For some transactions, you can view legal numbers in the transaction log, including legal number entries directly from the program.

Based on the **Automatic Voiding** check box located in **Legal Number Maintenance**, the following occurs when you try to delete a packing slip with an assigned legal number:

- If the check box is selected, the legal number is automatically voided when you delete the packing slip. If the check box is clear, you must manually void the document, using the **Actions > Legal Numbers > Void Legal Number** command.

  Note In Legal Number Maintenance, if you select the **Receipt** number type and the **Automatic** generation type, the **Automatic Voiding** check box is selected by default and inactive (greyed out).

- You cannot void a legal number for packing slip that contains a received line. If you attempt to void a legal number that contains a received line, using the **Actions > Legal Numbers > Void Legal Numbers** command, the **Cannot void legal number when received line exists** message displays. To void the legal number, you must first un-receive all lines on the packing slip.

Note If the status of a shipment is **Closed**, **Freighted**, **Staged**, or **Shipped**, the **Void Legal Number** menu option is disabled. To void a legal number for a closed shipment, you must first re-open the shipment.

To implement the legal number feature, the following was added:

- In some programs, new commands were implemented in the **Actions** menu:
  - **Assign Legal Number** - allows you to assign a legal number to a shipment or receipt.
  - **Void Legal Number** - allows you to void a legal number on a shipment or receipt.
- **Transaction Document Type** or **Document Type** field - Specifies the transaction document type for the transaction. The document type links the transaction document type to the legal number format.

  Note For a transaction document type to appear as the default value in this field, the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

- **Legal Number** field - Specifies the legal number for the transaction type. Legal numbers are generated automatically or manually, based on the selected **Document Type** or **Transaction Document Type**.

Note If you use legal numbers for a transaction type, a legal number must be generated to save the transaction.

Program	Transaction Type	Transaction Document Type	Location
Container Receipt Entry	Container receipt	Receipt	• **Document Type** field on the **Contents** sheet • **Legal Number** field in **Arrived Lines**, **Received Lines** and **All Lines** lists • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**
Customer Shipment Entry	Pack ID	Packing Slip	• **Document Type** and **Legal Number** fields on the **Summary** and **Packout** sheets • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**
Master Pack Shipment Entry	Master pack	Master Pack	• **Document Type** and **Legal Number** fields in **Summary** sheet. • **Document Type** and **Legal Number** fields in **Header > Detail** sheet • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**
Miscellaneous Shipment Entry	Shipment	Miscellaneous Shipment	• **Document Type** and **Legal Number** fields in **Summary** sheet. • **Document Type** and **Legal Number** fields in **Header > Detail** sheet • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**
Receipt Entry	Receipt	Receipt	• **Transaction Document Type** and **Legal Number** fields in **Summary** sheet. • **Transaction**

Program	Transaction Type	Transaction Document Type	Location
			Document Type and **Legal Number** fields in **Header > Detail** sheet • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**
Stage Ship Confirm Entry	N/A	N/A	• Display only **Legal Number** column in **Detail > Packs/Masterpack** list • Display only **Legal Number** column in **Processing Errors > Ship Confirm Processing Error Log** list
Subcontractor Shipment Entry	Shipment	Subcontractor Shipment	• **Document Type** and **Legal Number** fields in **Summary** sheet. • **Document Type** and **Legal Number** fields in **Header > Detail** sheet • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**
Transfer Order Receipt	Receipts to job and receipts to stock	• Receipt to stock - **Stock to Stock** • Receipt to job - **Stock to WIP**	**Transaction Document Type** field on the following sheets: • Stock > Detail • Stock > List • Jobs > Detail • Jobs > List **Note** No **Actions > Legal Numbers** option
Transfer Order Shipment	Shipment	Transfer Order Shipment	• **Document Type** and **Legal Number** fields in **Summary** sheet. • **Document Type** and **Legal Number** fields in

Program	Transaction Type	Transaction Document Type	Location
			Header > Detail sheet • **Transaction Document Type**, **Legal Number** and **LegalNumberMessage** columns in **Packout > Details** list • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**
Void Pack	N/A	N/A	• Display only **Legal Number** field

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Master Pack Shipment Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Miscellaneous Shipment Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Stage Ship Confirm Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Subcontractor Shipment Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Receive Transfer Order

Menu Path: Material Management > Shipping / Receiving > General Operations > Transfer Order Shipment Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Void Pack

Customer Shipment Entry - Warranty

Customer Shipment Entry includes the **Lines > Customer Shipment Entry > Warranty** sheet where you can change a warranty code for a shipment line.

Business Scenario

As a sales person you want to add or change a warranty code at the moment of shipment, so that you can give more options to the customers purchasing from you.

Once you add a line to your packing slip you can change the existing warranty tied to the shipped item via Part Maintenance and Product Group or add a new one, if the shipped item is not linked to a warranty code.

Note The Warranty sheet is also included in the Customer Shipment Tracker.

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry

Drop Shipments Invoicing

You can only generate invoices for **Drop Shipments** if you ship all the sales order lines and releases.

If you select the **Invoice when Complete** check box, located on the **Sales Order Entry > Header** sheet, the packing slip will not display when you execute **Get Shipments** > **Drop Shipments** in **AR Invoice Entry**, unless you have shipped all the sales order lines/releases.

Example Your **Buy To Order** sales order includes two lines and it is marked as **Invoice when Complete**. Using **Customer Shipment Entry**, you ship one line and mark it as **Shipped**. When you try to invoice the shipped line, the packing slip will not display once you execute **Get Shipments** > **Drop Shipments** in **AR Invoice Entry**, because you have not shipped the sales order in full.

Note The same logic applies to the **Get Shipments Process**.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Generate Shipment Invoices

Container Receipt Entry - Tax Logic

Tax calculation logic for Container Receipts has been adjusted and follows a specific logic.

Business Scenario

As an Inventory Manager you need to calculate inclusive and exclusive taxes on Container Receipts, so any updates made to a container receipt reflect what is being posted to stock costs.

In Container Receipt Entry, the following Tax logic applies:

- Taxes calculations are complete when you mark a container line as Received.
- Taxes that display on Container Receipt come from Container Landed Cost. Taxes will not change if you modify the quantity/unit price values.
- Any updates on price or quantity recalculate taxes.
- Manual taxes from Container Landed Cost are being ignored.
- To review Header and Line taxes for Container Receipt, review the Receipt Tracker.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Receipt Entry - Receive from Sub-contract

In Receipt Entry, you won't be able to select the Transaction Document Type that carries the **Receive from Sub-contract** system transaction.

When you try to receive a purchase order with sub-contract lines, the **Receipt Entry > Transaction Document Type** field will not list the Receive from Sub-contract option.

- If you are receiving a purchase order with a sub-contract line(s), you must now select the **Receipt** option, for the application to generate a legal number for the Header only. The generated legal number is copied to all the subcontract receipt lines associated with the packing slip. This Legal Number will be saved on any Part Transaction created for this Packing Slip. You can review the legal number for the line(s) using the Part Transaction History Tracker.

  Note The same logic applies to stock receipt, job material receipt, and miscellaneous receipt.

- If you are receiving a purchase order with no sub-contract lines, you select the Receipt option for the legal number to generate for the Header only.

Note Historically, if you selected the **Receive from Sub-contract** system transaction in **Transaction Document Type Maintenance**, and in Receipt Entry selected the Receive from Sub-contract option, located in the **Transaction Document Type** field, the application would create legal numbers for subcontract purchase order lines only, where each line would include a different legal number.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Handheld

The handheld application is an easy-to-use, online application that allows you to enter labor and inventory transactions using handheld RF (Radio Frequency) devices while work is performed on the shop floor. Transaction entry is rapid and straight forward with the use of a touch-screen, light-pen, or bar coding technology.

The Handheld functionality provides accurate labor reporting, which is a vital concern in job costing and job status. Online transaction tracking gives management a current picture of what occurs on the shop floor by employee and by job. Because the Handheld functionality is integrated with Job Management and Scheduling, the latest shop floor scheduling issues are always available.

Legal Numbers on the Handheld

Use automatic and manual legal number generation in **Legal Number Maintenance** to control how to generate legal numbers for documents on the Handheld application.

Supply chain and manufacturing employees need the ability to generate legal numbers on transactions performed on the handheld. Legal numbers can be required by some countries and have controls to prevent gaps in sequence and provide an additional tracking method.

In **Legal Number Maintenance**, you can define multiple legal number configuration / transaction document type combinations for a transaction type that contain legal number format and generation type settings. When you create a transaction and click **Save**, the legal number generates based on the legal number information defined for the selected or default transaction document type.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**. One must have a selected **Default for System Transaction** check box.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

The following rules apply to legal numbers on the handheld:

- You cannot assign a different Transaction Document Type for the transaction. Transactions performed on Handheld uses the Transaction Document Type set as the system default for the transaction in Transaction Document Type Maintenance.
- You cannot void legal numbers in Handheld. Use the non-handheld program accessed from the main menu to void the legal number(s).
- In some handheld programs, you cannot view the generated legal number. Use the main menu to view legal numbers in various programs, trackers, logs and reports.

For inventory transactions within a site and transfer receipts, legal numbers can be generated in the following ways:

- If the **Generation Type** is **Automatic**, the legal number generates automatically when the transaction is saved. If you select the **Display Number After Generation** check box in Legal Number Maintenance, a message with the generated legal number displays.
- If the **Generation Type** is Manual, a **Legal Number** prompt appears when you save the transaction. You manually enter the legal number and click **OK**.

For shipments, legal numbers can be generated in the following ways (based on the **Generate On** value for the legal number format) on the handheld:

- If the legal number is automatically generated:
  - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
  - **Print** - The legal number generates when the document prints.

    Note For transfer order shipments, the generate on print option behaves differently based on whether you are accessing the Transfer Order Shipment program on the handheld or through the main application. On the handheld application, the legal number DOES NOT generates when the document prints. The legal number generates when you ship the shipment. On the main menu application, the legal number generates when the document prints. If, after you print a shipment on the handheld and the legal number does not generate, you can reprint the packing slip from Transfer Order Shipment on the main menu and generate the legal number. If you go not reprint the packing slip, the number generates when you ship or close the shipment.

  - **Close** - The legal number generates when the shipment has a status of **Closed**, **Staged** or **Shipped**.
- If the legal number is manually assigned:
  - **Save** - When you save the document, a prompt appears where you can enter the legal number for the document.
  - **Assign** - You cannot manually assign legal numbers on the handheld. When you save the document, a prompt appears where you can enter the legal number for the document.

    Note For transfer order shipments that generate on assign, the Transfer Order Shipment program behaves differently based on whether you are accessing it on the handheld or through the main application. On the handheld, you can print the packing slip without receiving an error that you must assign the legal number before printing. In Transfer Order Shipment on the main application, you will receive an error that you must print assign the legal number to the transfer order shipment before you can print the packing slip.

For purchase order receipts, legal numbers can be generated in the following ways (based on the **Generate On** value for the legal number format) on the handheld:

- If the legal number is automatically assigned:
  - **Save** - The legal number generates the moment you generate and save the packing slip.
  - **Received** - The legal number generates the moment you receive a line on the packing Slip.
- If the legal number is manually assigned:
  - **Save** - When you save the packing slip, a prompt window displays where you manually enter a legal number for the packing slip.

To implement this feature, the following was added:

- For shipment transactions, a legal number entry screen was added. If the legal number has a generation type of **Manual** and the pack does not have an assigned legal number, a screen appears when you press **Confirm**, **Ship**, **Close Ship** or **Stage**. Enter the legal number for the pack and click **Add**.
- An **LN** field was added to some programs to display the generated legal number for the transaction.
- A **Transaction Document Type** or **Document Type** field displays the default transaction document type for the transaction.

Note If you use legal numbers for a transaction type, a legal number must be generated to save the transaction.

The processes to initiate legal number generation and the **LN** field are located in the following program locations:

Note Not all fields appear in each program and the buttons that initiate the generation process can differ. Refer to chart for more information.

Handheld Program(s)	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
• Adjust Inventory • Package Return Adjustment	Inventory adjustment	Stock Quantity Adjustment	**Save F2**	Field is not in this program
• Confirm Customer Shipment • Confirm Miscellaneous Shipment • Confirm Subcontract Shipment	Shipment confirmation	Packing Slip	• Generate on Save - **Confirm F2** • Generate on Print - **Print F6**	• **LN** field • Legal number entry screen appears when you press **Confirm F2**.
Container Receipt	Container receipt	Receipt	**Rcv Line F3** and **Rcv All F2**	Field is not in this program

Handheld Program(s)	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
Customer Mass Shipment	Shipment	Packing Slip	**Confirm F7** and **Ship F2**	• **Legal Number** field on **Process Customer Shipment** screen • Legal number entry screen appears when you press **Confirm F7** or **Ship F2**.
• Master Pack	Master pack	Master Pack	• Generate on Save - **Save F2** • Generate on Close - **Close Ship F4** and **Stage F6**	• **LN** field • Legal number entry screen appears when you press **Save F2**, **Close Ship F4** or **Stage F6**.
• Intercompany PO Receipt • PO Receipt	Receipt	Receipt	**Receive F2**	Field is not in this program
• Issue Assembly • Issue Material	Issue	Stock to WIP	**Save F2**	Field is not in this program
• Job Receipt to Inventory • Job Receipt to Salvage	Job receipt	WIP to Stock	**Save F2**	Field is not in this program
Job Receipt to Job	Job receipt to job	WIP to WIP	**Save F2**	Field is not in this program
Move Inventory	Inventory move	Stock to Stock	**Save F2**	Field is not in this program
Packout	Shipment	Packing Slip	**Save F2**	• **LN** field in Packout tab • **Legal Number** field in Packout list
• Return Assembly • Return Material	Return	WIP to Stock	**Save F2**	Field is not in this program

Handheld Program(s)	Transaction Type	Transaction Document Type	Initiates Legal Number Gen	Location
Transfer Order Receipt	Receipts to stock and receipts to job	• **Receipt to Stock** - Stock to Stock • **Receipt to Job** - Stock to WIP	**Receive F2**	Transaction Document Type field in list
Transfer Order Shipment	Transfer order shipments	Transfer Order Shipment	**Process F2**	• **LN** field on **Transfer Order Shipment** screen • Legal number entry screen appears when you press **Process F2**.

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Adjust Inventory

Important This program is not available in Epicor Web Access.

Menu Path: Production Management > Data Collection > Handheld > Shipping / Receiving > Confirm Customer Shipment

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Confirm Miscellaneous Shipment

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Confirm Subcontract Shipment

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Confirm Subcontract Shipment

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Customer Mass Shipment

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Master Pack

Menu Path: Production Management > Data Collection > Handheld > Shipping / Receiving > Intercompany PO Receipt

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Issue Assembly

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Issue Material

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Job Receipt to Inventory

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Job Receipt to Job

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Job Receipt to Salvage

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Master Pack

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Move Inventory

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Package Control > Package Return Adjustments

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Packout

Important This program is not available in Epicor Web Access.

Menu Path: Production Management > Data Collection > Handheld > Shipping / Receiving > PO Receipt

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Transfer Order Receipt

Important This program is not available in Epicor Web Access.

Menu Path: Material Management > Data Collection > Handheld > Shipping / Receiving > Transfer Order Shipment

Important This program is not available in Epicor Web Access.

Service Management

Service management capabilities (for example, Field Service) include such areas such as production and facilities maintenance.

This suite of modules is particularly important for businesses where maintenance and repair are often more cost-effective than new capital acquisition.

Field Service Automation

The **Field Service Automation** module allows you to integrate Epicor ERP with Epicor FSA.

Epicor FSA is a fully integrated third party application used to manage all aspects of servicing, including the mobile experience.

Epicor FSA supports the following functionalities:

- Call Center, Scheduling, and Dispatch Management
- Service Order Life-Cycle Management
- Contract and SLA Management
- Asset and Warranty Management
- Resource Tracking and Performance Management
- Customer Portal
- Inventory Management
- Maps Integration
- Mobile Experience

Important To use the Field Service Automation module, you must install the Field Service Management or Field Service Automation licenses.

Epicor Integration - Main Menu

The **Main Menu** in the Epicor ERP application includes the **Field Service Automation** module.

The module includes the **Operation** and **Setup** programs used to set up different integration points necessary to connect data between Epicor ERP and Epicor FSA.

Note The Epicor FSA application enables you to manage the service lifecycle. When you integrate the two applications, Epicor ERP holds data for CRM, Inventory, Sales, and Accounts Receivable while Epicor FSA is the main repository of Service Orders, Warranties, and Service Scheduling.

Use Epicor FSA to:

- Plan, Receive, dispatch and execute Service calls (including preventive maintenance).
- Calculate prices, taxes and charges to customers.
- Calculate prices, taxes and charges to customers.

Epicor Integration - External System

Before you set up the required integration points in Epicor ERP, you must first define the External System and Company Data following the integration hierarchy below.

1. **External System Maintenance** - Includes the **FSA** transfer method option used to integrate Epicor ERP with the Epicor FSA application.

   Note For data to flow between the two applications, in Epicor ERP you must first define an external system that will communicate with Epicor FSA.

   Menu Path: System Setup > External System Integration > Setup > External System Maintenance

2. **External Company Maintenance** - Define the Epicor FSA external system and external company with a description.

   Important External Company ID must match the existing company for this External System.

   Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

   Important This program is not available in Epicor Web Access.

3. **External Company Configuration** - Configure the direct relationship with the company created in Epicor FSA.

   Menu Path: System Setup > External System Integration > Setup > External Company Configuration

   Important This program is not available in Epicor Web Access.

Epicor Integration - Synchronize Data

Once you set up communication between the two systems, you can establish what data you wish to transfer from Epicor ERP to Epicor FSA.

Epicor ERP and Epicor FSA Integration Synchronization is available for:

- Company and Site
- Customers
- Employees (Technicians)
- Miscellaneous Charges
- Taxes
- Parts
- Warehouses and bins
- Service Contracts
- Customer Shipments Warranties
- AR Invoices and Cash Receipt
- Inventory
- Labor

Note For more information about each integration point, refer to the **Application Help** and **Delta SCM/MFG** course.

Epicor FSA Mobile Interface

Epicor FSA supports a mobile experience where you can connect your mobile device to the back-end application to extend Epicor FSA to the field. Once connected, you can then review your service appointments schedule, perform time and expense capture, review inventory information, including current stock levels in each warehouse (vehicle) for items that you will need to fulfill service orders, or review sales orders and quotes.

Note Epicor FSA Mobile also supports navigation, directing you to the required service location. You connect your mobile device to Epicor FSA through a web browser.

Note Any update you make via your mobile device while doing servicing, for example you report labor after you finish your work day, automatically updates Epicor FSA.

Epicor FSA - Main Menu

Epicor FSA includes the **Scheduler**, **Search**, and **Organizations** nodes. Similar to Epicor ERP's Setup and General Operations menu nodes, each node in Epicor FSA lists a set of different functions that you launch by clicking a particular menu option.

Project Management

The Project Management module is enhanced to provide more accuracy for tracking costs and managing project phases. Use this functionality to gain more oversight over the progress of each project.

Revenue Recognition - Non-Reimbursable Expenses

The **Build Project Analyses Process** recognizes the Non-Reimbursable Expense on approval.

Business Scenario

On a project, you want to recognize a Non-Reimbursable expense as Other Direct Cost (ODC) without need to create and post an AP invoice for a Job Miscellaneous charge(s) linked to the expense.

Example You create a Non-Reimbursable Expense using Time and Expense Entry and link it to a project. When you approve the expense, the Epicor ERP application creates a **ADJ-PUR** transaction. Once you run the **Build Project Analysis** process for the project, it recognizes the Non-Reimbursable Expense as ODC cost, without need to create and post an AP invoice for a Job Miscellaneous charge(s) linked to the expense.

Note Historically, the application would not recognize a Non-Reimbursable expense as ODC cost, unless you created and posted an AP Invoice for a Job Miscellaneous charge(s) linked to the expense.

Important If you link an AP Invoice for a Job Miscellaneous Charge to a Non-Reimbursable Expense, the application doesn't create a ADJ-PUR transaction, unless there is a variance between the Invoice Amount and the approved Expense Amount. In such a case, the AP Invoice Posting creates an additional ADJ-PUR transaction to cover the amount difference. The Build Project Analysis can recognize multiple ADJ-PUR transactions and report the Project's Cost of Sales ODC without duplicating costs.

Menu Path: Service Management > Project Management > General Operations > Build Project Analysis

Menu Path: Service Management > Project Management > General Operations > Project Entry

Financial Management

Epicor financial management solutions provide manufacturers with the tools needed to create value through monitoring financial conditions and timely decision making.

This functionality reduces costs and improves cash flow. Epicor Financials can help improve your ability to drop more to your bottom line—the ultimate test of your success and competitive advantage.

Legal Numbers in Financial Management

Use automatic and manual legal number generation in **Legal Number Maintenance** to control how to generate legal numbers for documents in financial management. Use the **Document Type** or **Transaction Document Type** field to select what transaction document type to use when generating a legal number for a document. **The Legal Number** field displays the generated legal number. Use the Legal Number options in the Action menu to assign or void legal numbers.

Financial clerks need additional legal number functionality to enhance the process of legal number generation. Legal numbers can be required by some countries and have controls to prevent gaps in sequence and provide an additional tracking method.

In **Legal Number Maintenance**, you can define multiple legal number configuration / transaction document type combinations for a transaction type that contain legal number format and generation type settings. The **Generation Type** and **Generate On** values determine if the legal number generates automatically or manually and when the legal number generates. When you create a transaction, and select a transaction document type, the legal number generates based on the legal number information defined for the selected transaction document type.

You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in **Transaction Document Type Maintenance**. One must have a selected **Default for System Transaction** check box.
- At least one legal number configuration for the transaction type defined in **Legal Number Maintenance**. The transaction document type must be selected.

Legal numbers can be generated in the following ways (based on the **Generate On** value for the legal number format):

- If the legal number is automatically generated:
  - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
  - **Print** - The legal number generates when the document prints and after the validations to print the document are complete.

    Note Some payment methods do not use process payment (printed checks). If the payment method does not use process payment, the legal number is assigned when the transaction posts.

  - **Post** - The legal number generates when you click **Submit** to post the document.
- If the legal number is manually generated:
  - **Assign** - The legal number generates when you manually assign it to the document, using the **Actions** >**Legal Numbers** > **Assign Legal Numbers**, menu option.
  - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.

Note Based on the transaction document type, certain **Generate On** options may not be available. Refer to **Financial Transaction Legal Number Generation and Void** to view more information about which legal number generation options are available for a transaction document type.

Note In **Bank Statement Processing**, if you create a document for miscellaneous cash receipts (MiscRcpt), invoice payments (ARRcpt), AP payments(APPay) or deposit payments (DepRcpt) through **Actions > Statement Line > Create New Document**, you can assign legal numbers for the documents by selecting **Assign Legal Numbers** in the **Actions > Legal Numbers** menu.

Note For some transactions, you can view legal numbers in the transaction log, including legal number entries directly from the program.

Important If you post a group where one or more documents have a generation type of **Manual** and no assigned legal number, an error message displays. After all required legal numbers are assigned, you can continue with the posting process.

Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete a document with an assigned legal number:

- If the check box is selected, the legal number is automatically voided when the document is deleted and the automatic voiding text displays as the legal number void reason.
- If the check box is clear, an error message displays that the legal number must be voided prior to deleting the document. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the document.

Financial Transaction Legal Number Generation and Void

To implement the financial legal number enhancements, the following was added:

- In some programs, new commands were implemented in the **Actions** menu:
  - **Assign Legal Number** - allows you to assign a legal number to a document or transaction.
  - **Void Legal Number** - allows you to void a legal number on a document or transaction.
- **Transaction Document Type** or **Document Type** field - Specifies the transaction document type for the transaction. The document type links the transaction document type to the legal number format.

  Note For a transaction document type to appear as the default value in this field, the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

- **Legal Number** field - Specifies the legal number for the transaction type. Legal numbers are generated automatically or manually, based on the selected **Document Type** or **Transaction Document Type**.
- **Reason** field - Before reversing a cash receipt or voiding a payment, use the **Reason** field to describe the reason for the receipt reversal or void payment.

  Note If you require a **Reverse Reason** for **Reverse Cash Receipts** for audit purposes, a BPM can be used for validating the entry of a reason code.

For each of the following programs, the chart displays the transaction document type, the generation and void options, the locations of the **Transaction Document Type** / **Document Type** and **Legal Number** fields and if the Legal Number Action Menu items are available:

Note Not all fields and menu options appear in each program.

Note This grid does not contain all programs with legal numbers. It includes programs that enhanced legal number functionality in this release.

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location
AP Adjustment Entry	AP adjustment	AP Adjustment	• Generate on **Save** (Automatic and Manual Generation Type) • **Automatic Voiding** disabled	• **Document Type** and **Legal Number** fields • **Payment Legal Number** and **Invoice Legal Number** columns in **Transaction Applied to This Invoice** grid

AP Invoice Entry	• AP invoice
	• Debit Memo
	• Manual GRNI clearing document
		• AP invoice - AP Invoice
		• Debit Memo - Debit Memo
		• Manual GRNI clearing document - Manual GRNI Clearing
			• For Automatic
			  • Save
			  • Print (Debit Memo Only)
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Legal Number** fields on the **Summary** sheet
				• **Document Type** field on **Header > Detail** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

AP Payment Entry	AP payment	AP Payment	• For Automatic
			  • Save
			  • Print
			  Note Some payment methods do not use process payment (printed checks). If so, legal number is assigned when the transaction posts.
			  • Post
				• **Document Type** and **Legal Number** fields in **Payment > Header** sheet.
				• **Document Type**, **Payment Legal Number** and **Invoice Legal Number** fields in **Invoice List** and **Misc List** sheets.
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location

			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding	

AR Invoice Entry	• AR invoice
	• Credit Memo
		• AR invoice - AR Invoice
		• Credit Memo - Debit Memo
			• For Automatic
			  • Save
			  • Print
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Legal Number** fields in **Summary** and **Header > Detail** sheets
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**

Bank Adjustment	Bank adjustment	Bank Adjustment	• For Automatic
			  • Save
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Legal Number** fields in **Adjustment** sheet
				• **Tran Doc Type** and **Legal Number** columns in **Bank Adjustment** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Bank Funds Transfer	Bank funds transfer	Bank Funds Transfer	• Generate on **Save** (Automatic and Manual Generation Type) • **Automatic Voiding** disabled	• **Document Type** field
Bank Statement Processing	Bank statement	Bank Statement	• For Automatic • Save	• **Document Type** and **Legal**

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location

			• Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				Number fields in **Statement > Header** sheet.
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Number**
				Note If you create a document for MiscRcpt, ARRcpt, APPay or DepRcpt through **Actions > Statement Line > Create New Document**, assign a legal number to it by selecting **Assign Legal Numbers** in the **Actions > Legal Numbers** menu

Cash Receipts Entry	Cash receipts	Cash Receipts	• For Automatic
			  • Save
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Receipt Legal Number** fields in **A/R Receipt > Header** sheet
				• **Document Type** and **Legal Number** fields in **A/R Receipt > Header** sheet
				• **Legal Number** field on **A/R Receipt > Detail** sheet
				• **Assign Legal Number** and **Void Legal**

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location
				Number in **Actions > Legal Numbers**

GL Journal Entry	GL journal	GL Journal Entry	• For Automatic
			  • Save
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Legal Number** fields on the **Journal > Header** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Logged AP Invoice Entry	• Logged AP invoice
	• Logged debit memo
		• Logged AP invoice - AP Invoice
		• Logged Debit Memo - Debit Memo
			• For Automatic
			  • Save
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** field on **Header > Detail** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Payment Instrument Payable Entry	Payment instrument payable	Payment Instrument AP	• For Automatic
			  • Save
			  • Print
			  Note Legal number generates when you print the edit list
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Legal Number** fields on the **Payment Instrument Payable > Header** sheet
				• **Legal Number** field on **Payment Instrument Payable > Invoice Detail** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location
Payment Instrument Payable Status Change	PI movement AR	PI Movement AP	• Generate on **Save** (Automatic and Manual Generation Type). Generates when you change the status and click **OK**. **Note** If you do not manually assign the legal number, it generates automatically when you click **OK.** • **Automatic Voiding** disabled	• **Document Type** and **Legal Number** fields in **Actions > Status Change** window • **Assign Legal Number** button. Click to assign legal number.

Payment Instrument Receivable Entry	Payment instrument receivable	Payment Instrument AR	• For Automatic
			  • Save
			  • Print
			
			Note If the **Generation Type** is **Received**, the legal number generates when you print the edit list or post the transaction.
			
			  • Post
			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Transaction Document Type** and **Legal Number** fields on the **Payment Instrument Payments** grid
				• **Document Type** and **Legal Number** fields on the **Header > Detail** sheet
				• **Legal Number** field on **Detail** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Payment Instrument Receivable Status Change	PI movement AR	PI Movement AR	• For Automatic
			  • Save
			  • Post
				• **Legal Number** field on the **Payment Instruments** grid

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location

			• For Manual
			  • Assign
			  • Save
			• Automatic or Manual Voiding
				• **Document Type** and **Legal Number** fields on the **Payment Instrument** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Petty Cash Entry	Petty cash issue and receipt	• Issue - Petty Cash Issue
		• Receipt - Petty Cash Receipt
			• For Automatic
			  • Print
			• For Manual
			  • Assign
			• Automatic or Manual Voiding
				• **Legal Number** field on the **Petty Cash Document** sheet
				• **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Reverse Cash Receipts	Reverse cash receipt	Cash Receipt Cancellation	• Generate on **Save** (Automatic and Manual Generation Type) • **Automatic Voiding** disabled	• **Document Type**, **Legal Number** and **Reason** fields on the Detail sheet • **Transaction Document Type**, **Legal Number** and **Reason** fields on the List sheet

Void Payment Entry	Void payment	AP Void Payment	• For Automatic
			  • Save
			  • Post
			• For Manual
			  • Assign
			• **Automatic Voiding** disabled
				• **Document Type**, **Legal Number** and **Reason** fields on the **Detail** and **List** sheet
				• **Void Legal Number** and **Assign** button on the **Detail** sheet.
				• **Transaction**

Program	Transaction Type	Transaction Document Type	Gen and Void Options	Location
				Document Type, **Legal Number** and **Reason** fields on the List sheet • **Assign Legal Number** and **Void Legal Number** in **Actions > Legal Numbers**

Menu Path: Financial Management > Accounts Payable > General Operations > Adjustment

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Funds Transfer

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Statement Processing

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Instrument

Menu Path: Financial Management > Accounts Payable > Setup > Payment Instrument Status

Menu Path: Financial Management > Accounts Receivable > General Operations > Payment Instrument

Menu Path: Financial Management > Accounts Receivable > General Operations > Payment Instrument Status Change

Menu Path: Financial Management > Cash Management > General Operations > Petty Cash Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Reverse Cash Receipt

Menu Path: Financial Management > Accounts Payable > General Operations > Void Payment Entry

Legal Number Maintenance - Change History

Use the **Change History** sheet in **Legal Number Maintenance** to display the history of changes made to a selected legal number configuration. Use the **Enable Change History** sheet in the **Detail** sheet to enable the change history for a selected legal number configuration.

Shipping auditors need the ability to view a history of any modifications a legal number configuration so that the changes can be traced, reported and audited by internal and external auditors.

In **Legal Number Maintenance**, you can view details for all changes made to a legal number configuration. You can view what change was made, when it was made and who made the change. You can also select whether you want to record and view changes made to a legal number configuration.

The following changes have been made to implement this feature:

- An **Enable Change History** check box was added to the **Detail** sheet. If selected, all changes made to the legal number configuration are logged. If not selected, changes are not logged.

  Important It is recommended to set up field security through **Field Security Maintenance**

- A **Change History** sheet was added to display change history details for the legal number configuration. Click **Retrieve** to display change records for the legal number configuration.
- A **Change History** list displays details for all changes made to the legal number configuration. For each change entry, the following information displays:
  - **Created On** - Displays the date and time that the change was made.
  - **Action** - Indicates whether the change was an **Insert**, **Update** or **Delete** action.
  - **Table Name** - Displays the name of the table where the field value was changed.
  - **Field** - Displays the name of the field whose value was changed.
  - **Field Label** - Displays the label for the field name.
  - **Old Value** - Displays the value of the field before the change.
  - **New Value** - Displays the value of the field after the change.
  - **Created By** - Displays the user who created the change.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Legal Number Maintenance - Legal Number Format

Use the **Format** sheet in **Legal Number Maintenance** to define the legal number format for a legal number configuration.

Employees responsible for system configuration need the ability to define a flexible format for legal numbers based on the type of transaction document and the needs or your company. For example, you may want to display additional information for AR payments but not need that information for inventory adjustments.

In the **Format** sheet in **Legal Number Maintenance**, you can construct legal number formats for selected transaction types and legal number configurations . You can select which elements to include and the order in which the elements display. You can select which separators to include and where to place them. You can also define additional formatting attributes.

When the legal number for the transaction document type generates, it uses the format you define.

Note You want to create a legal number configuration for AP invoices that includes a system journal prefix, the site, the fiscal period and the unique sequence number. You want each element divided by a "-" separator. The legal number configuration for the AP invoice has the following format: **Prefix, Separator (1), Site, Separator (2), Fiscal Period, Separator (3), Sequence**.

You generate a legal number for an AP invoice. The generated format is **SJ-Main-012-123456789**.

The following changes have been made in **Legal Number Maintenance** to implement this change:

- A **Format** sheet was added to allow you to define the format of a legal number configuration.

- In the **Format** sheet, two panes were added:
  - The **Available Elements** pane contains available elements that can be included in the legal number. **Click the double-right arrow** to move all elements to the Selected Elements pane.
  - The **Selected Elements** pane contains all elements selected to be part of the legal number.
  - Between the **Available Elements** and **Selected Elements** pane, the following controls are available:
    - Select an element in the **Available Elements** pane and click the right arrow to move the element to the **Selected Elements** pane.
    - Click the double-right arrow to move all elements in the **Available Elements** pane to the **Selected Elements** pane.
    - Select an element in the **Selected Elements** pane and click the left arrow to move the element back to the **Available Elements** pane.
    - Click the double-right arrow to move all optional elements in the **Selected Elements** pane to the **Available Elements** pane.
    - Select an element in the **Selected Elements** pane and click the up arrow to move the element up the list. This places the element earlier in the legal number configuration.
    - Select an element in the **Selected Elements** pane and click the down arrow to move the element down the list. This places the element later in the legal number configuration.

  The following table displays the elements that can be included in the legal number configuration.

Element	Definition	Mandatory
Conditional Separator	The alternate or conditional separator used to separate different elements of the legal number. Typically, this is used to separate the fiscal year suffix.	No
Day	The date the document was created	No
Fiscal Year	The fiscal year of the document date, based on the fiscal calendar	No
Fiscal Year Suffix	The suffix of the fiscal year of the document date, based on the fiscal calendar	No
Fiscal Period	The fiscal period of the document date, based on the fiscal calendar	No
Free Text	Free text to be used in legal numbers. This text can be up to 12 characters in length. This text is defined in the Free Text field.	No
Legal Number ID	The current legal number configuration	No
Prefix	The main, alternative or fiscal period-specific prefix	**Yes**
Quarter	The fiscal quarter of the document date, based on the fiscal calendar A fiscal quarter is a number of full or not full three month ranges	No

Element	Definition	Mandatory
	starting from the Fiscal Year start date. For example, if the fiscal year starts on October 1st, 2016, the four fiscal periods are the following: • Period 1 - October 1st, 2016 to December 31st, 2016 • Period 2 - January 1st, 2017 to March 31st, 2017 • Period 3 - April 1st, 2017 to June 30th, 2017 • Period 4 - July 1st, 2017 to September 30th, 2017 If a document is created on March 21st, 2017, the fiscal period value is 2.	
Separator	Specifies the character used to separate different elements of a legal number. The default value is the hyphen "-".	No
Sequence	A unique numeric sequence for the legal number prefix. The element length defaults to 8 digits but you can change it.	**Yes**
Site	Site associated with the document. If the document is not associated with a specific site, the current site is used.	No
Transaction Document Type	The transaction document type associated with the document	No

Note The **Prefix** and **Sequence** elements are mandatory.

- The following fields were added to allow you to define additional format options for the legal number configuration:
  - Alternative/Conditional Separator - Specifies the alternate or conditional separator used to separate different elements of the legal number. Typically, this is used to separate the fiscal year suffix. This separator value can be the same as the **Separator Symbol** value or it can be different.

    Example 2017-PR-123456

    2016/Q1-PR-234567

    In this example, the "/" character is the alternative separator.

    Note This separator does not display if the following element is empty.

  - **Free Text** - Specifies free text to be used in legal numbers. This text can be up to 12 characters in length.

- **Fiscal Year Format** - Specifies whether the fiscal year displays in four or two digits.
- **Align Fiscal Period length to** - Specifies whether the fiscal period displays with one, two or three digits.
- **Add Leading Zero to 1-digit Day** - If selected, the one digit day is aligned to two digits by adding a leading zero. If clear, the Day value is displays without leading zeros.
- **Formatted Legal Number Sample** - Displays a sample of the formatted legal number. It includes all selected elements, all separators and any other defined format options. This field updates automatically based on changes made to the format.
- **Estimated Length of LN** - Displays the estimated character length of the formatted legal number displays. The maximum number of characters is 30.
- **Length Indicator** - Displays a color coded indicator that determines if the length is within 30 characters or if it exceeds 30 characters.
  - If the legal number is under 30 characters, a green **Length is OK** indicator displays.
  - If the legal number exceeds 30 characters, a red **Length exceeds maximum** indicator displays.

- The **Sequence Length** and **Separator Symbol** fields were moved from the **Detail** sheet to the **Format** sheet.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Legal Number Maintenance - Generate SSCC Legal Number Format

Use the **Generate SSCC** check box in **Legal Number Maintenance** determines the legal number format used for **Master Pack** and **Packing Slip** number types that generate unique SSCC (Serial Shipping Container Code) numbers.

Shipping managers need to be able to maintain the unique legal number formats for shipments and master pack shipments that use SSCC numbering.

The unique SSCC legal number format includes the following values in order and with no separators:

- Extension Digit
- Prefix
- Sequence
- Check Digit

Example The SSCC legal number for a shipment has the following values:

Extension Digit	Prefix	Sequence	Check Digit
000	223344	0000000002	5

When you generate the legal number for the shipment, it is **00022334400000000025**.

In **Legal Number Maintenance**, the following formatting changes were made if the **Generate SSCC** check box in the **Detail** sheet is selected:

- In the **Format** sheet, all fields are disabled.
  - The selected elements are **Prefix** and **Sequence**.
  - The **Sequence Length** calculation is 16 digits - Prefix length and the field is view only.

  - The **Separator Symbol** field is blank. There is no separator symbol.
  - The **Conditional Separator** value is blank. There is no conditional separator.

- In the **Detail** sheet, the following fields are disabled or affected:
  - The **Extension Digit** field is enabled.
  - The **Allow Prefixes by Sites**, **Allow Prefixes by Warehouse** and **Allow Prefixes by User** check boxes are disabled.
  - The **Use Pre Numbered Formats** check box is disabled.
  - The **Calendar** field is disabled.
  - The **Type** field value is **User Defined** and the field is view only.

Important The Generate SSCC check box is only available for legal numbers with a number type of **Packing Slip** or **Master Pack**. For all other number types, this check box is disabled.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Legal Number Maintenance - Manual Generation Type Generate On Options

Use the **Generate On** field in **Legal Number Maintenance** to define when manually generated legal numbers are created.

In **Legal Number Maintenance** you are able to easily set up timing for legal number manual generation.

The following changes have been made in **Legal Number Maintenance** to implement this change:

- In the **Detail** sheet, the following options have been added to the **Generate On** fields for legal numbers with a **Generation Type** of **Manual**:
  - **Assign** - The legal number generates when you manually assign it to the document, using the **Actions** >**Legal Numbers** > **Assign Legal Numbers**, menu option.
  - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.

Note If you post a document group where one or more documents have a generation type of Manual and no assigned legal number, the following occurs:

  - If there is only one document in the group with a manual generation type and no assigned legal number, a prompt appears where you enter the legal number. After the legal number is assigned, you can continue with the posting process.
  - If there are multiple documents in the group without assigned legal numbers, a validation error appears. You must assign the legal numbers before you can post.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Legal Number Maintenance - Use Pre Numbered Formats Enabled when Generate On is Print.

Use the **Use Pre Numbered Formats** check box in the **Legal Number Maintenance > Detail** sheet to print the transaction and legal number using a pre-numbered format.

The **Pre Numbered Formats** check box enables if the **Generate On** value is **Print** and the **Generation Type** is **Automatic**. If other generation type or generate on options are selected, the **Use Pre Numbered Formats** check box is disabled.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Legal Number Change History Report

Use the **Legal Number Change History Report** to display the history of all changes made to legal number configurations during a selected date range.

Financial clerks need the ability to view a history of changes made to legal numbers for auditing purposes.

A **Legal Number Change History Report** was added to the **Financial Management > General Ledger > Reports** menu to display a log of legal number changes made during a selected date range.

The report displays a change history of all legal number configurations, grouped by the legal number configuration ID and in ascending order by the change date and time. For each legal number, it displays what field has changed, the user who changed it and the timestamp for the change.

You can also filter the report by legal number ID.

Menu Path: Financial Management > General Ledger > Reports > Legal Number Change Log

Legal Number History Report

Use the **Legal Number History Report** to display the history for unique legal numbers generated for transaction documents.

Financial clerks, shipping / receiving personnel and manufacturing personnel need the ability to view the history of legal number generations and voids for auditing purposes.

Example A financial clerk needs to find out when a legal number for a transaction was created.

A **Legal Number History Report** was added to the following menus to display all legal number activities that occurred during a selected transaction date range.

- Financial Management > General Ledger > Reports
- Material Management > Inventory Management > Reports

In the report, the legal numbers are organized by legal number ID. For each legal number ID, the following information displays:

- **Legal Number** - the unique generated legal number.
- **Document Reference** - The document with which the legal number is associated.
- **Date** - Date of legal number activity
- **Document Type** - The transaction document type.
- **Created On** - The date the legal number was created.

- **Created By** - The user who created the legal number.
- **Voided** - Indicates if the legal number has been voided.

You can also filter the report by the users who created the transaction document or by legal number ID.

Menu Path: Financial Management > General Ledger > Reports > Legal Number History

Menu Path: Material Management > Inventory Management > Reports > Legal Number History

Legal Number Report

Use the **Legal Number Report** to display the setup information for legal numbers.

Financial clerks need the ability to view the setup of legal numbers for auditing purposes.

A **Legal Number Report** was added to the **Financial Management > General Ledger > Reports** menu to display the setup information for all defined legal numbers.

The report displays the legal numbers defined in **Legal Number Maintenance**. For each legal number, setup information such as the legal number ID and description, number type, generation type, prefix type, journal code and number option is displayed. For each legal number, the report also displays all linked document types, the create and change dates and the user who created and changed the legal number information.

If the **Print Details** check box is selected, the report also includes any Alternate Prefixes and Default Sequences values for each legal number.

You can also filter the report by legal number ID.

Menu Path: Financial Management > General Ledger > Reports > Legal Number Report

Accounts Payable

Use the Accounts Payable (AP) module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. Adjustments are created if the purchase price does not match the invoiced price.

The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely. With Accounts Payable, you know how much you owe and when it is due.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs.

Non Recoverable Taxes

The **ADJ-PUR** Part Transaction records factor in the **Non Recoverable Cost** difference between the AP Invoice and Receipt. Therefore, for inventory purchases the non-recoverable tax amount is recognized as part of the material unit cost.

The **Part Transaction History Tracker** and **Part Tracker** include the non-recoverable cost. The amount calculates based on the Receipt Header and Receipt Line tax records by subtracting the total Deductable tax from the Total tax.

Business Scenarios

- As an Inventory Manager, you would like to be able to store the amount of non recoverable taxes in part transactions so that it can be accounted on a different GL account.
- As an AP clerk, you want a non-recoverable tax amount to be considered in the cost of the items you purchase from your suppliers, so the application reflects the real material unit cost.

Currently all taxes are recoverable, meaning that they are not included in a material unit cost, because they are recovered once you sell the items. However, based on certain legislation around the world, some companies are not able to recover taxes on their purchases. For instance, the tax for Swedish clinics is non-recoverable. If the tax is non-recoverable, it represents a cost that the company has to take. Therefore, the non-recoverable portion of the tax has to be considered in the cost of the purchased material or the cost of the subcontracted item. This means that the cost of the transaction should be calculated correctly by the time the material or the service is received, so the cost is accurate when the goods are used.

Examples

- **Example** You enter a purchase order for **10** units of **Part A**. The unit cost on the purchase order is **USD 10.00**, and the tax liability carries a **10%** tax type/rate. Therefore, the order total equals to **USD 110.00**.

  ```
  10 (Order Qty) x 10 (Unit Cost in USD) + 10 (Tax in USD) = USD 110.00
  ```

  Next, you received the purchase order in full and invoiced your supplier. When you enter the invoice you change the **Unit Cost** from **10** to **12**. As a result, the **Header** amount equals to **USD 132.00**.

  ```
  120 (10 units x USD 12.00) + 12 (10% Tax from USD 120.00) = USD 132.00
  ```

  The transactions in the **Transaction History Tracker** display as follows:

Type	Amount	Mtl Unit Cost	Non-Recoverable Cost
ADJ-PUR	22.00	22.00	2.00

  - **Material Unit Cost Calculation**

    ```
    USD 132.00 (Invoice Line Ext Amount) – USD 110.00 (Receipt Ext Amount)
     = USD 22.00 (Mtl Unit Cost)
    ```

  - **Non-Recoverable Tax Calculation**

    ```
    USD 12.00 [(10% from USD 120 (USD 12/Per Unit x 10 Qty) -  USD 10.00 (
    10% from USD 110.00) = USD 2.00
    ```

- **Example** John works as a salesperson who sells washers. In the state where John does business, there's a sales tax called Non-Recoverable **(NRC-2)**. The tax rate in that state is **10%**. When John sells **USD 100.00** of washers, he charges **10%** of NRC-2. As a result, he collects **USD 10.00** in NRC-2. When John buys office stationary for **USD 20.00**, he pays **10%** of NRC-2, therefore **USD 2.00**. Since NRC-2 is non-recoverable, when it comes time to remit the tax he's collected to the government, John ignores the tax that he has paid, and sends the government all the money he collected, therefore **USD 10.00**.

The following rules apply:

- If the receipts or drop shipments are captured by the Capture COS/WIP process, the value of the non-recoverable tax posts to the inventory or expense account.
- If there is a subsequent price adjustment on the invoice which leads to non-recoverable tax adjustment, the application generates corresponding inventory adjustment transactions to account for the change in cost.
- If you create and post an AP invoice for a receipt, the AP clearing account also clears the amount of the non-recoverable tax.
- If a partial invoice exists and the **Final Invoice** check box, located on the **AP Invoice Entry > Lines > Detail** sheet, is selected then the previously invoiced quantity are added to the invoice line amount. The non-recoverable cost associated with this previous invoice is added to the variance.

Note In the **Part Tracker**, locate the **Non Recoverable Cost** field on the **General > Costs > FIFO** sheet.

Inspection Processing

The application created a part transaction record when a receipt passes inspection. When you receive a PO Receipt to an inspection, the Non-Recoverable Tax is included in the **Material Unit Cost** or **Subcontract Unit Cost** fields located in the **Part Transaction History Tracker**, depending on where you received the inspected items, Stock, Job Material or Job Subcontract.

The following rules apply:

- When a PO Receipt passes an inspection, the Non-Recoverable Tax is included in the Material Unit Cost for the following transaction types:
  - INS-STK
  - INS-MTL
  - INS-SUB
- When a PO Receipt fails an inspection and goes to the DMR Processing, the Non-Recoverable Tax is included in the Material Unit Cost for the following transaction types:
  - INS-DMR
- When a part is rejected during the DMR Processing, the Non-Recoverable Tax is included in the Material Unit Cost for the following transaction types:
  - DMR-REJ
- When a part is accepted during the DMR Processing, the Non-Recoverable Tax is included in the Material Unit Cost for the following transaction types:
  - DMR-STK
  - DMR-MTL
  - DMR-SUB

Example You receive a purchase order for Part-A that includes the following setup:

Quantity (Each)	Unit Price (USD)	Tax%	Tax (USD)	Order Total (USD)
10	100	10	100	1000

During the Inspection Process you pass **8** units and reject **2**. As a result, the **Part Transaction History Tracker** displays the following values:

Type	Quantity	Amount	Material Unit Cost	Non-Recoverable Cost
INS-DMR	2	220	110	0
ADJ-CST	8	-880	-110	0
INS-STK	8	880	110	0
PUR-INS	10	1100	110	100

Note While the Non-Recoverable Cost is added to the Material Unit Cost for each transaction type, the overall Non-Recoverable value displays only for the PUR-INS transaction.

Next, during the DMR Process you pass **1** unit and reject **1**. As a result, the **Part Transaction History Tracker** displays the following values:

Type	Quantity	Amount	Material Unit Cost	Non-Recoverable Cost
ADJ-CST	1	-110	-110	0
DMR-STK	1	110	110	0
DMR-REJ	1	110	110	0
INS-DMR	2	220	110	0
ADJ-CST	8	-880	110	0
INS-STK	8	880	110	0
PUR-INS	10	1100	110	100

Posting Rules

The **AP Invoice GL Transaction Type** includes the **Allocated Tax** document line and **Post Allocated Non-Deductible Tax** posting rule.

Use the document line and posting rule to allocate Non-Deductible Tax amount to the Expense account if the Non-Deductible Tax account has not been defined.

Business Scenario

As an Accounts Payable Clerk, you need to post the Non-Deductible Tax amount to the General Ledger against the Expense Account or Non-Deductible Tax accounts.

The following rules apply if you select the **PO/AP Tax Reported at Line Level** check box, located on the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet:

- Non-Deductible account set on GL Control Code:
  - **PO Receipt Line/ Un-received Line** - Non-Deductible tax amount adds to the Expense amount.
  - **Other Line Types** - Non-Deductible amount is reported in the account assigned for Non-Deductible.
- Non-Deductible account not set on GL Control Code:
  - **PO Receipt Line/ Un-received Line** - Non-Deductible tax amount adds to the Expense amount.
  - **Other Line Types** - Non-Deductible amount is reported in the Expense account assigned on the **AP Invoice Entry > Lines > GL Analysis** sheet. In this case the **Post Allocated Non-Deductible Tax** posting rule executes.

Note If you clear the **PO/AP Tax Reported at Line Level** check box, the Non-Deductible Header tax amount is split among lines and the same line level logic applies.

Important The Non-Deductible Tax amount is posted to the GL Account with the following hierarchy:

- First it looks for the Non-Deductible Tax Account Context in Tax GL Control Code.
- If not available, it looks for the Inventory/Expense Account.

New fields were implemented on the **Lines - GL Analysis** sheet in AP Invoice Entry:

- **Expenses** - displays the total expenses on the current line
- **Non Deductible Tax** - displays the non-deductible tax amount of the line.

Menu Path: Material Management > Inventory Management > General Operations > Part Transaction History Tracker

Menu Path: Material Management > Inventory Management > General Operations > Part Tracker

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Currency Master - ISO Currency Code Support

An **ISO Currency Code** field was added to Currency Master Maintenance allowing you to identify the International Organization for Standardization currency for all transactions in credit card processing. You must define this value when you first create a currency record. After you save the record, you cannot change this value.

To navigate to this field, use the **Currency Master > Details** sheet.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Currency Master
- Financial Management > Accounts Receivable > Setup > Currency Master
- Financial Management > Currency Management > Setup > Currency Master

Important This program is not available in Epicor Web Access.

Accounts Receivable

Use the Accounts Receivable (AR) module to bill your customers as orders are shipped and then track payments as they are received.

Since you can specify the creation of invoices through the order release process, it is possible to reduce billing for a different quantity than for what was actually shipped.

Customer invoices may be previewed, printed on laser or continuous preprinted forms, faxed or emailed directly to your customer. With Accounts Receivable, you know who is buying what, and who is paying their bills on time.

VAT Tax Report - Date Basis and Backdated Items

Use the **Date Basis** and **Backdated Items** fields on the **Detail** sheet in **VAT Tax Report** to specify date selection in the report and how backdated items are displayed.

The following Date Basis options are available:

- **Apply Date** - tax records are selected by Document Apply Date.
- **Tax Date** - tax records are selected by Tax Date that is equal to Tax Point Date. For some tax details like GL transactions or payments, Tax Point may be empty.
- **Transaction Date** (default) - tax records are selected by tax transaction date.

You can select the following options for displaying backdated items:

- **Backdated Items Are Included** (default)
- **Backdated Items Are Excluded**
- **Only Backdated Items Are Included**

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > VAT Tax
- Financial Management > Accounts Receivable > Reports > VAT Tax

Asset Management

The Asset Management module (Fixed Assets) is designed to handle complex calculations of asset depreciation and asset valuation. You can use either the depreciation methods included with the module, or create custom depreciation methods to reflect the standards required in your locality.

In business and accounting, assets are everything of value owned by a person or company. This module handles the needs of companies involved in the buying, selling, depreciation, and management of fixed assets. The functionality matches the global requirements for managing and accounting for assets. When your organization uses this module, you have the details to support the values on the balance sheet.

Use the Asset Management module to set up assets using various depreciation methods and conventions. You can record asset additions, impairments, and disposals, and calculate and post depreciations and revaluations.

Asset Annual Schedule Report Enhancements

To enable reconciliation of Asset Management transactions with corresponding GL entries, several enhancements have been introduced to the **Asset Annual Schedule Report**.

You can use the Asset Annual Schedule report to print:

- Posted or unposted asset transactions. Use the **GL Posting Status** group of radio buttons on the **Selection** sheet to run the report for posted, unposted, or both posted and unposted asset transactions.
- Transactions related to any specific date range. Use the date range fields to set up the start and end dates for the report. These dates can belong to different fiscal years.

Depending on the selected report parameters, the report header displays the fiscal year and cut-off date or a date range. Report header also displays the posting status of the included transactions.

Menu Path: Financial Management > Asset Management > Reports > Asset Annual Schedule

Asset Depreciation Methods

There are several methods used to calculate depreciation. Methods are generally based on either the passage of time or the level of activity (or use) of the asset. You can also define a custom formula to calculate depreciation.

Asset depreciation methods in Epicor ERP now are NOT based on the rule of the first year which meant that any change in asset cost that was introduced with asset addition or asset impairment in the first year of depreciation, always impacted depreciation base as if the change had happened at the very first day of depreciation. Now the behavior is defined by Retrospective Adjustment option on Asset Maintenance in both the first and subsequent years of asset life.

Below are the new formulas used to calculate depreciation:

- **Life Straight-Line**: Annual Charge = (Book Value - Residual Value) / Remaining Years
- **Sum of the Years Digits**: Annual Charge = (Asset Cost - Residual Value) * Remaining Years as of Beginning of the Year / Sum of Year Digits
- **Declining Balance**: Annual Charge = Book Value as of Beginning of the Year * Annual Depreciation Rate / 100 / Estimated Life Years as of Beginning of the Year

Such pre-defined calculation methods as **Declining Balance to Straight Line** or **MACRS (USA)** do not exist anymore. If you want to use them, you can use the **Switch to Alternative Method** functionality in Depreciation Method Maintenance with pre-defined formulas **Declining Balance** and **Life Straight Line**.

If you have a depreciation method that calculates depreciation, using one of the formulas mentioned above, your depreciation formula is preserved or converted to give the same result after the update is installed and marked as User Defined.

Menu Path: Financial Management > Asset Management > Setup > Depreciation Method

Asset Addition

Now you can specify whether the addition extends asset life when creating a record. To do this, select the **Affects Asset Life** check box and use the **New Estimated** field to specify the new estimated asset lifetime.

Menu Path: Financial Management > Asset Management > General Operations > Asset Addition Entry

Cash Management

Improve your cash management processing cycle through the automatic handling and reporting of discounts available, payment due dates and payment selection methods.

Cash Management includes setup programs used to define bank accounts and bank fees associated with cash receipts, cash payments, bank statements, and bank adjustments. The setup programs also prepare you to import payment files and to make electronic payments.

You can also use the Cash Management module to manage the company's general ledger cash accounts, as well as to reconcile a bank balance with cash balances in the company's books.

With an additional license from Epicor, you can use the Petty Cash functionality to create petty cash document forms in compliance with the requirements needed by many government organizations. Key features are in place to support legal requirements for legal numbering, document forms, and daily balances and reports.

General Ledger

General Ledger (GL) processes and posts entries created by Job Management, AR, AP and Payroll, as well as manual entries made directly in the general ledger.

A chart of accounts is easily established to control how you want the application to report on your business. You can even export your general ledger data to a spreadsheet to handle any special requirements. When you set up legal numbers for transactions, the sequences can be assigned by user IDs and warehouses.

GL Transaction Type Maintenance - Posting Rules Customization Enhancements

Use the **Revisions > Book > Booking Rules > Operations** sheets to configure either the base or customized part of the booking rules.

The following sheets are now available under the Operations sheet:

- **Base** - allows for configuring the base part of the posting rules/functions (core posting rules). You may want to configure rules on this sheet for the purposes of backward compatibility. In most cases it is not recommended that you configure the base part of the rules.
- **Customization** - allows for configuring the customization part of the posting rules/functions (customized posting rules). The rules customization part is not a different rule but an integral part of the existing posting rule which remains intact during the upgrades.

During ERP application updates, only the base part of the posting rule which was not modified is replaced with the one that comes in an update. This logic allows you to divide your posting rules operations-related activities.

Unmodified core posting rules available on the Base sheet will be upgraded regardless of whatever changes you made in the customized part. Both sheets have identical interface.

Modified base posting rule never receive any change from the updates or release unless you change the VBD (Virtual Business Document). Changes in the VBD may or may not be merged to modified posting rules depending on complexity of the change. It is a common practice to merge the VBD changes automatically.

When you copy a posting rule using the **Actions** commands, both base and customized parts of the posting rule are copied as a whole. You can copy an operation from a function from either a base or customization part of a posting rule and paste it within the same transaction type in any function of either part of the rule.

You can use the **Customization Enabled** check boxes to disable customizations in order to diagnose issues that could have been potentially introduced by customization. The following customizations can be disabled:

- All customizations created for a ruleset (**Revisions > Book > Detail > Fields**)
- Customization for an individual rule (**Revisions > Book > Posting (Booking) Rules > Detail > Fields**)

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

Important This program is not available in Epicor Web Access.

GL Transaction Type Maintenance - Concatenate Strings

A new system function has been implemented - **Concatenate String + String ...**.

It constructs text from multiple strings using single formula and adds the next string for concatenation when you click on **...** in the formula. The function returns value of type String applicable to containers of type String.

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

Important This program is not available in Epicor Web Access.

External Payroll Integration

The External Payroll Integration module enables you to configure external payroll setup in order to create files to export to an external payroll provider. The programs under Setup in this module enable you to create payroll employees, pay types and classes, holidays, and configuration of the export file that will be sent to the external provider. The External Payroll Processing program, under General Operations, enables you to create the payroll file to send to the external payroll provider.

In order to use the External Payroll Integration module, the External Payroll license must be installed.

Note You also have to set up and activate the external payroll configuration in **Company Configuration**, on the **Modules > Finance > Payroll Integration** sheet.

Split Export Lines by Hour - Company Configuration

The **Company Configuration > Modules > Finance > Payroll Integration** sheet includes the **Split Export Lines by Hour Type** check box.

Business Scenario

As a Payroll Manager, you need to configure the Epicor ERP application to create separate lines in the Exported file for non-zero **Base**, **Overtime**, and **Premium** hours.

The Split Export Lines by Hour Type check box determines whether the Epicor ERP application creates separate lines for non-zero Base, Overtime, and Premium hours in the Export File.

The following rules apply:

- If you clear this check box, the application exports all the hours in a single export line.

  Note The check box remains clear by default.

- If you select this check box, the application creates separate lines in the Export file for non-zero Base, Overtime, and Premium hours.

Note If you need to have all the hours in the same position in the Export file, use **Total Hours**.

Important You can use this option with both the **Detailed** and **Cumulative** exports.

Example Once the line splits, the Total Hours value represents either Base, Overtime or Premium, rather than the total of all three.

- **Split Export Lines by Hour Type** check box selected:

Base (Hours)	Overtime (Hours)	Premium (Hours)	Total Hours
6.30	0.00	0.00	6.30
0.00	2.20	0.00	2.20
0.00	0.00	1.50	1.50

- **Split Export Lines by Hour Type** check box cleared:

Base (Hours)	Overtime (Hours)	Premium (Hours)	Total Hours
6.30	2.20	1.50	10.00

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Holiday Time - External Payroll Class Maintenance

External Payroll Class Maintenance includes the **Holiday (Labor Time)** and **Holiday (Additional Time)** fields.

Business Scenario

As a Payroll Manager, you need an option to configure the application so it uses a special pay type for Holiday Labor when data transfers to EPP, so you can pay employees using different rates if they work during holiday.

Holiday (Labor Time)

The field indicates the default pay type used for Labor Hours reported against a holiday date. If you keep this field blank, the application uses the pay type you define for **Monday - Friday**, **Saturday** or **Sunday**.

Example Today is **8/1/2017** and you are on your holiday, but due to emergency you need to come to work to complete an urgent job. As a result, you report three hours in Time and Expense Entry, since you spent three hours finishing off the urgent job. If this field has the **Overtime** option selected and you generate hours, using the **Payroll Processing > Actions > Generate Hours** command, the value of three displays for the **Overtime** Pay Type ID, located on the **Payroll Processing > Hours** grid for date 8/1/2017.

Note If this field has any other External Pay Type option selected, whether an existent record or user defined using **External Pay Type Maintenance**, and you report labor during your holiday, the hours will always generate based on the value you define in the **Time and Expense Entry > Time > Daily Time > Summary > Detail > Pay Hours** field.

Holiday (Additional Time)

This field has been renamed and was previously called **Holiday**.

The field indicates the default pay type used for Holiday Additional Hours that you define in **External Payroll Holiday Maintenance**.

Example Today is **8/1/2017** and in External Payroll Holiday Maintenance you define eight hours in the **Full Time Hours** field. If this field has the **Holiday** option selected and you generate hours, using the **Payroll Processing > Actions > Generate Hours** command, the value of eight displays for the **Holiday** Pay Type ID, located on the **Payroll Processing > Hours** grid for date 8/1/2017.

Note If this field has any other External Pay Type option selected, whether an existent record or user defined, using **External Pay Type Maintenance**, the hours will always generate based on the value you define in External Payroll Holiday Maintenance.

Important You cannot leave this field blank.

Menu Path: Financial Management > External Payroll Integration > Setup > Payroll Class Maintenance

System Management

Use this area of functionality to maintain system-wide maintenance information. Examples of maintenance areas include custom field maps, database records, menus, process calling, report data, report styles, sub process menus, system agent and system monitor applications.

Mass Void Credit Card Authorizations

Use **Mass Void Credit Card Authorizations** to manually remove all pending payment authorizations from the application prior to selecting a different payment processor in the Credit Card Configuration program to process credit card transactions.

Menu Path: System Management > Rebuild Processes > Finance > Mass Void Credit Card Authorizations

System Setup

The System Setup module is important for setting up system-wide information, such as company, security configuration, integration with external systems and other system level tasks.

Company

Company Maintenance and Company Configuration are the setup programs you use to configure companies within the Epicor ERP application.

Company Maintenance - Time Zone

Select the time zone for the local time in the company. You can configure each company independent of the application server time zone. It is no longer required to set up multiple application servers for each time zone and override the transaction date. This is useful for a multi-company environment with companies in different time zone locations.

Example A global company can have a server in Chicago and companies in California and Sydney. It can utilize the single server in Chicago and still allow all data in each individual company to be processed on the correct date. This benefits financial departments of those companies by ensuring transactions are booked to the proper period, as well as data entry personnel as they are no longer required to manually update transaction dates when they are working in a company that is in a different time zone than the server that results in a different date than the server date.

This setting does not change any of the current behavior of the Site Maintenance Time Zone, it is an additional place to override the server time zone at a company level.

When logged into a company using a different time zone than the application server, depending on time zone, you will see the dates in screens and reports be consistent with the current date and time of that time zone region.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Company Maintenance - Company Logo

A **logo image** grid displays in the **Company Maintenance > General Settings** sheet. Use this option to place a logo image of your company on the Home Page in the Modern Shell interface.

You can add the following image types:

- png
- jpg
- gif

This image overrides any of the current logo image you specify in the Appearance sheet in the Home Page Settings when you create a custom Home Page layout.

Security

Leverage the security functionality to prevent unauthorized external and internal access to the Epicor ERP application. You control access to the Epicor ERP application through the Authentication Security features and control access to the user interface through the Authorization Security features.

Authentication Security encompasses the features that ensure the identity of the user logging into the Epicor ERP application. These security features verify the user who made the logon call, preventing malicious, unauthorized access to the application. To set up user identity security, you first determine whether you will authenticate through Windows account security or Epicor account security. If you decide to use Windows account security, you determine password complexity requirements and the account lockout threshold through the Windows operating system. If you decide to use Epicor account security, you set up the password complexity and the account lockout policy internally within Epicor ERP. Through both methods, you can also set up automatic, single sign on access to the application.

Authorization Security controls access to the user interface. You set up these features through security groups and users. Through Security Group Maintenance, you create groups that define user related areas within your organization. You then assign all users to these security groups through User Account Security Maintenance. Now with security groups and their selected users defined, you can assign security privileges throughout the application. For example, you may want to prevent access to Payroll programs for most users. You can use the security privilege tools to only give members of the Payroll security group access to these specific programs.

Blank Password Policy

You use **Password Policy Maintenance** to determine the complexity requirements for user account passwords. Each new or updated password users enter must follow the requirements you define in this program.

Menu Path: System Setup > Security Maintenance > Password Policy

A new check box **Allow blank password** controls whether Security Managers should be allowed to reset user passwords to a temporary value of blank. When this check box is selected, Security Manager can set a user password to blank, so users are allowed to log in up to three times with the blank password. Each time they login with the blank password they are prompted to create a password that conforms to password policy. If they do not create a conforming password after three logins, they are locked out until a System Manager again resets their password.

You can also use two new commands on the Action menu - **Expire All Blank Passwords** and **Disable All Accounts with Blank Passwords** - to manage the existing user accounts with blank passwords.

If you keep the **Allow blank password** check box cleared, when a System Manager resets password for an existing user or saves a new user, the Set Temporary Password dialog does not allow the Security Manager to reset the user's password to blank.

Reset Password

System Managers use the User Account Security Maintenance program to enter basic information, security access, and application privileges for users.

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

When they need to update user credentials, they click the **Reset Password** button. The Set Temporary Password dialog displays where they can either enter/accept the email address associated with the user or select the **Set temporary password to blank** check box. When blank password is set, users have three login attempts with blank password and each time they are prompted to enter a proper password.

If you do not want to use blank passwords for security reasons, you can disable the **Set temporary password to blank** check box in Password Policy Maintenance for users to always log in with temporary password for the first time or after password reset. To do this, you clear **Allow blank password** check box on Password Policy Maintenance, when a Security Manager clicks the **Reset Password** button for an existing user or saves a new user, the Set Temporary Password dialog does not allow the Security Manager to reset the user's password to blank. Instead, a temporary password is generated and e-mailed to either the e-mail address on the user record or an e-mail address entered immediately by the Security Manager.

Site

Site Maintenance and Site Configuration Control are the setup programs you use to configure sites within the Epicor ERP application.

Site Maintenance - Site Logo

A **logo image** grid displays in the **Site Maintenance > Detail > Detail** sheet. Use this option to place a logo image of your site on the Home Page in the Modern Shell interface.

You can add the following image types:

- png
- jpg
- gif

This image overrides any of the current logo image you specify in the Appearance sheet in the Home Page Settings when you create a custom Home Page layout.

Framework and Tools

The following section contains a list of features released with the Epicor ICE platform. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Business Activity Queries (BAQs)

The following topics describes key features for business activity queries.

Company Time Zone

When a BAQ is executed, Today and other dependent constants, as well as the current date value for current date-based condition, are calculated one time per query run, and their values are based on company time zone of the company from which the BAQ is executed. For Cross-Company BAQ, it means the value of Today and dependent constants is calculated based on company time zone of user's current company; it is not recalculated for each company from which the data is retrieved by Cross-Company BAQ.

The Company Time Zone is set in **Company Maintenance > General Setting**.

Extension Table

BAQ Designer displays extension tables relevant to the current company in table list. Table information, as well as Field information, is displayed when you select the table. Fields from extension tables are used similar to fields from regular tables.

When using Analyze, Test, and Get List buttons, as well as during query execution, the tables referenced by the query are checked. For standard tables, which belong to Ice or ERP database schema, it is verified that tables are published through zData and accessible in the configuration the query is executed in (for example, access to some of the tables is disallowed on SaaS installations). For tables, which belong to Extension sets, even if the Extension set is installed in the system, but not activated in the current company, the query is allowed to proceed. If one of extension tables referenced by a query, which belongs to unknown Extension set, query execution is disallowed. When query execution is disallowed, a message is displayed in Query Execution Messages pane of the BAQ Designer.

Security ID

Use the **Security ID** to select a security code to give or block access to the BAQ for specific users.

Security codes limit access to user groups, specific users, and/or both.

Business Process Management

Use Business Process Management (BPM) to create workflows that automate, execute and monitor business processes. The workflows extend your system's base functionality without requiring customizations or affecting your ability to take future releases of the software.

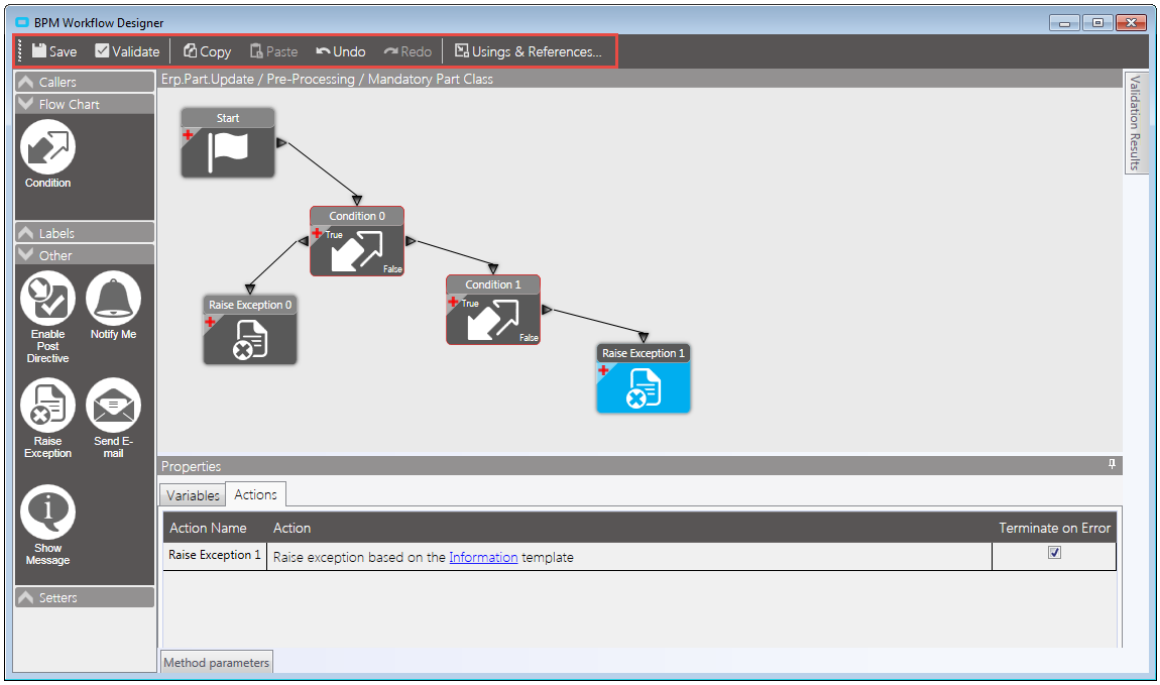
BPM Workflow Designer Toolbar

The BPM Workflow Designer now includes a toolbar that gives you quick access to commonly used actions and features while designing your workflow.

The list of available toolbar options includes:

- Save - enabled after changes to a directive are made; security validation is applied on each Save. This button is not enabled in a read-only state.

- Validate - always enabled, controls if all element parameters are set up in the way BPM expects.
- Copy/Paste- use these buttons to copy and paste workflow items within the currently opened directive or to another directive. Note you can perform the same actions using the Ctrl+C and Ctrl+V keyboard shortcuts.
- Undo/Redo- use these buttons to revert or restore your previous design actions with the BPM workflow.
- Usings and References - provides access to Directive usings and references window. Available to BPM Advanced Users only.



Epicor Administration Console

The Epicor Administration Console provides the ability to manage multiple Epicor server installations on multiple physical servers from a single interface.

Epicor Administration Console can be installed on one or more computers and enables you to manage:

- Application databases
- Application servers
- Enterprise Search servers

Important This topic or section describes functionality or uses a process that is only available to on-premise ERP installations.

Admin Console Endpoint Binding

Endpoint Binding defines how the application server checks for authentication certificates through Internet Information Services (IIS). When a user logs into the application, the selected method checks whether the user can access the Epicor application.

When setting up an application server, you can select one binging of each type - HTTP, HTTPs, and Net.TCP - to use for deploying Admin Console and extensions or accessing your server from client.

You now define a binding to use for Admin Console on the **Admin Console Settings** sheet. The **Endpoint Binding** drop-down displays the available options of the endpoint bindings you selected on the Application Server Settings sheet.

Automatic Token Authentication Configuration

Token Authentication is now configured automatically during application server deployment. If you have issues with automatic configuration, you may need to run the process manually.

If you get a warning that the system was not able to set up token authentication when you deploy an application server, this does not affect the deployment and the application server is installed correctly. To set up Token Authentication manually, use the Configure Token Authentication option either in the Action menu or in the Actions pane that displays for the application server.

Telemetry and License Data

To help troubleshoot issues, analyze trends, and improve our products and services, Epicor will, unless you affirmatively opt-out, automatically collect and process general license, usage, and non-personal telemetric data. The data includes date and time of access, IP addresses, computer/browser types, active features, and performance metrics. The collected information is non-personal, non-identifiable, and subject to the Epicor Privacy Policy which is hereby incorporated by reference.

Important Russia and China do not participate in the telemetry data collection process due to regulatory requirements in these countries.

When you deploy an application server in the Administration Console, the **Telemetry and License Data** message displays, informing you that the telemetry tracking is enabled.

If you choose to decline participation in this data collection process, you may opt-out at any time. Open Administration Console, and select the **Telemetry Tracking: Opt Out** check box in **Company Properties** to disable this service.

Note If you choose to opt out, Epicor will not collect the telemetry data; however, it will continue to collect the general license data and module usage information.

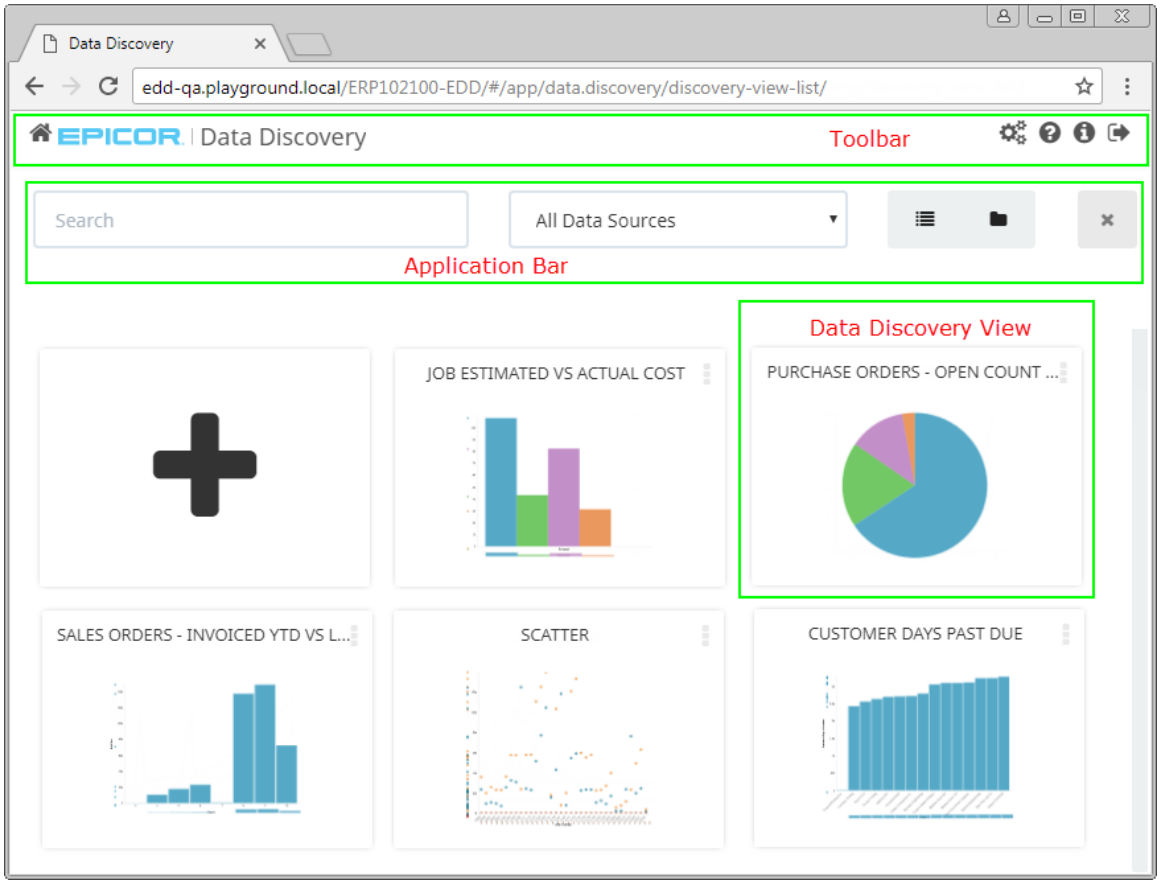
Epicor Data Discovery (New)

Epicor Data Discovery (EDD) is a Business Intelligence solution intended to provide an extremely easy to use sense-making, data exploration, data visualization experience. EDD is a major component of the overall Epicor Data Platform which encompasses a broad set of capabilities for managing, accessing, sharing, cleansing, visualizing, and extracting insights from data created by or related to Epicor created data.

Home Page

Learn how to use individual elements and customize the Home Page in Epicor Data Discovery to best fit your preferences.

The Home page consists of the Toolbar, Application Bar, and Data Discovery Views:



Home Page Toolbar

Found in the top of the Home page, the toolbar offers to access session-specific options such as administrating Epicor Data Discovery and changing a user.

The following table lists the options available on the Toolbar:

Icon	Description
	Use this icon to display the EDD Home page.
	Use this icon to access procedures and supporting information for Epicor Data Discovery administrators.
	Use this icon to access Epicor Data Discovery Help
	Use this icon to display additional information about Epicor Data Discovery.
	Use this icon to terminate your current session.

Application Bar

Use the application bar to control the menu interface view mode and search the views.

- Search views on the Home page.
- Switch between **List View** and **Folder View**
- Filter views on the Home Page using the Data Source drop-down list.

- Clear all filters.

Data Discovery Views

A view is the main building block of the Home Page. The view displays charts and graphs from data created by or related to Epicor created data. This interface displays both individual views and predefined views that are shipped with Epicor Data Discovery.

To open a view worksheet, either click the view or use the button on the view to select the **Open** action on the menu.

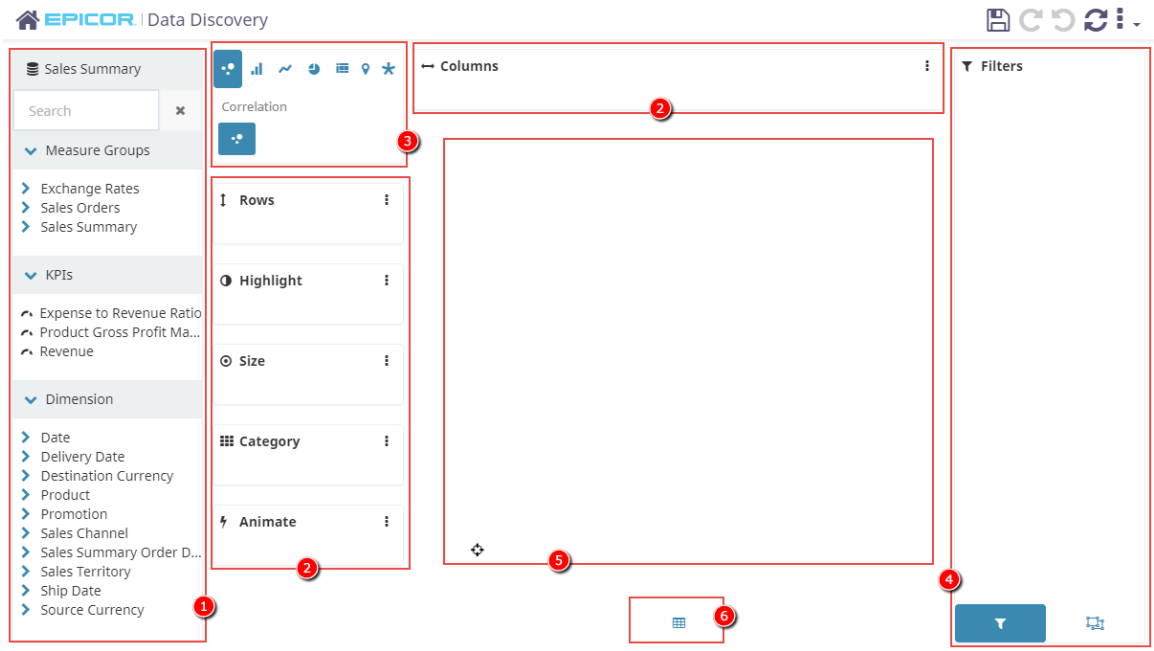
To create a new view, click the **Create New Discovery View** icon on the left side of the page.

In addition to adding and removing views, you can group views to create a Home Page layout that streamlines your use of the Epicor Data Discovery. There are two main types of views and folders in the application: **shared** (available to many users) and **private** (available to one person). You designate the type of view or folder when you save the view.

Data Visualization

With little or no training required, you can monitor the status of complex business processes by graphically displaying performance in a Data Discovery View and simply drag and drop new pieces of data on Views to analyze them further by drilling into details.

Review the Data Discovery View workspace which has the following features:



1. **Data Pane** - Contains measures (fields that contain numbers) and dimensions (fields that contain data like text or dates). For more information about measures and dimensions.

2. **Visualization Data Mappings** - Drag fields to the mappings in the workspace to add data to your view. Click the menu button on the mapping to access additional feature to swap the mapping with columns, rows, sizes or categories.

3. **Visualization Data Types** - Use different types of charts to visualize your view such as **Circles/Bubbles**, **Bars**, **Lines**, **Pies**, **Pivots** and **Maps**

4. **Filters** - Drag dimensions and measures to the Filters panel to filter the data on the view. Use this panel to switch between **Filters** and **Data Selection** panes.

5. **View** - This is the workspace where you create your data visualizations.

6. **Transaction Details** - Click the button to display transaction lines for the selected mark on the chart.

Epicor Web Access

The Epicor Web Access displays programs as web forms within a browser window and is significant part of the Epicor Everywhere™ Framework.

These forms are generated from Epicor ERP programs. Because of this, the appearance and functionality of the Epicor Web Access forms is nearly identical to the Epicor smart client programs, but do not require the installation of the Epicor client. You can run Epicor Web Access programs on multiple operating systems and on multiple devices including handheld devices.

Credit Card Processing

You can now use web forms to enter credit card details for processing credit card transactions through Epicor Payment Gateway.

You access Credit Card Entry from clicking the **Credit Card Entry** button on the Credit Card sheet in Sales Order Entry or Cash Receipts Entry.

Note The Credit Card Entry is available when **Gateway** is set to **Epicor Gateway via CRE** in the **Credit Card Configuration** program.

Interface Configuration Settings

The configuration settings file defines the main settings for both your server installation and each client installation. If the .exe file can see the default.sysconfig file (or a different .sysconfig file specified through a run time argument), the application launches on the workstation. The configuration settings file is an .xml formatted file that uses syntax understood by the application.

Two new interface controls are available in User Settings of the .sysconfig file.

- **<IgnoreWhiteSpaceOnLabelClick>** defines the interface label area affected by click. When set to **"false"**, interface elements, for example, fields, check boxes, or radio buttons, are activated when user clicks any part of the label, including blank spaces. You can change this setting to **"true"** if you want interface elements to be activated only when user clicks the text part of the label.
- **<SetFormToScreenSize>** controls the size of Epicor form window at opening. The default value of this setting is **"false"** which means that windows are normal size when opened. When your screen resolution is 1024 x 768 or smaller, you can set this to **"true"** to have your Epicor form windows maximized at opening in order to see the whole working area.

Personalization

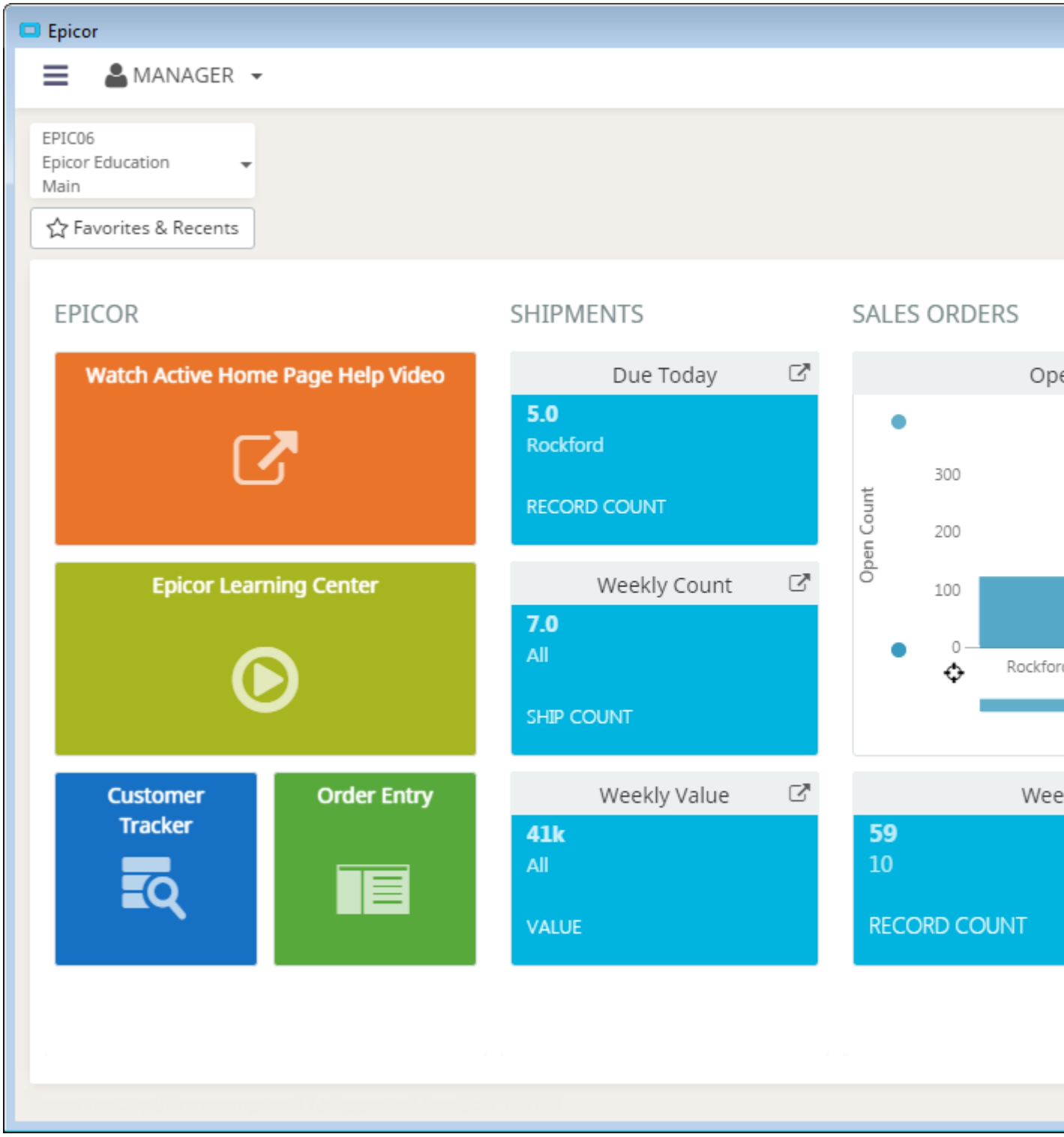
Each user has different needs. Some users want the columns on a grid placed in a different sequence. Others need different options available on a program status bar. Still others need a program to verify data after they perform specific actions. You set up the application to reflect your individual needs.

Use the Epicor Personalization Tools to modify each program interface. You can personalize every program you use in order to refine the interface to better match the tasks you perform every day.

Note Personalizations are saved with your User ID and do not affect other users within the application. If you wish to change a program interface and make it available to multiple users within the company, you must customize the program. Review the Customization topics in the Application Help for complete information.

Active Home Page

The Active Home Page serves as your starting point and a place to keep your favorite Epicor programs and applications. It provides an extremely easy to use sense-making, dashboarding, data exploration, and data visualization experience.



Here are a few highlights:

- Use **Tiles** - main building blocks of the home page to quickly access Epicor Forms, URL Links, documents or programs you use the most. You can organize tiles into **Tile Groups** or maintain your custom groups, for example, most frequently used Purchase Management forms.
- Add customizable and interactive charts, graphs and metrics populated via **Epicor Data Discovery**. When you attach a Discovery View to the Active Home page, you can select to periodically refresh the results to make sure you work with the latest database output. To dig deeper into your business data, drill into the relevant metric with the provided link on each tile.
- Use Active Home Page Templates - **Finance**, **Supply Chain Management**, and **Manufacturing**, which are built to suit your role in the company. Each template has suitable Favorites and Data Discovery Views.

You can add, remove, and modify tiles to create a Home Page layout that streamlines your use of the Epicor ERP application. You can also save Home Page layouts for use as the default Home Page for specific companies and users. Leverage these features to create a Home Page that works best for you.

Report Tools

Electronic Compliance Maintenance Enhancements

Several enhancements have been introduced for the Electronic Compliance Management program.

- **Drag&Drop Elements**

  Use the **Definition** panel in the Electronic Compliance Maintenance program to modify the electronic compliance file structure by dragging and dropping elements in the tree view. The dropped element becomes the new root and the previous root becomes a child of this root element. If the node that is dragged has child nodes, the entire branch is moved and the previous root becomes the last child of the new root.

- **Define Element Description**

  Use the **Description** field to add additional descriptive information for the element on the **Structured Output File > Mapping** sheet. This description is for informational purpose only and cannot be included in the electronic compliance file. If you need to update the description, you can enter your new description in this field.

Menu Path: System Management > Reporting > Electronic Compliance Maintenance

Important This program is not available in Epicor Web Access.

Reporting Framework - Company Time Zone

Use the **Time Zone** field, located on the Company Maintenance > General Settings sheet, to enable time zone at the company level, so that each company can be configured independent of the application server time zone.

For printing reports, you can set up most date parameters to run using **Dynamic** values. These values are date variables that populate with the dynamic date. When you set up a report to print to a Today's value, the date value is retrieved from the current company time zone. If the company time zone is not set in the Company Maintenance program, the system uses the application server time zone.

Searches

Search programs are available throughout the application. Use these programs to find and select specific records to open within another program.

Use each search program to filter and organize the search results through record-specific criteria.

You can launch search programs by clicking a button found next to a key field or on the Navigation toolbar. Within Customer Maintenance, for example, you click the Customer button to launch the Customer Search program. Within Sales Order Entry, you click the Sales Order button. On either program, you can also click the Search (Binoculars icon) button on the Navigation toolbar to display their respective search programs.

Some fields also have a Triangle icon in their top right corners. If you right-click these fields, you display a context menu that contains an Open With... sub-menu. This sub-menu displays links to the various search and entry programs related to the selected field. You can launch a search program by selecting the appropriate link.

Regardless of the way you launch the search program, each program has identical functionality you can leverage to locate the records you want. The Basic tab contains the primary search fields available for each program. The Quick Search tab displays any user-defined configurable searches available; you can create quick search options exclusively for your user account or share them publically throughout your company. The BAQ tab contains a list of business activity queries you can use to generate search results; these queries are either system or custom queries. The Advanced Search tab gives you access to related dashboards that each contain a complex series of searchable fields which return precise search results. Other functionality, like Data Tag Searches and Named Searches are also available to improve the accuracy and performance of searches. Leverage this powerful functionality to return the records you need.

Example You are searching for sales order 3014. You launch Sales Order Entry and click the Sales Order button. In the Sort By field, you select the Sales Order option. In the Starting At field, you enter 3000. Click Search, and the search grid returns all the sales orders that start with 3000. These records are also sorted by sales order number, so you quickly find sales order 3014.

If the record for which you are searching has multiple tables like orders, jobs, customers, suppliers, and so on, and you select multiple records in the Search window, the program's Tree View only shows the one record in context. Use the navigation functionality within the Tree View to go between tables or pages within that record. The Navigation toolbar contains a list of all the records you selected in the Search window.

Additional Options on Quick Search Form

The Quick Search functionality is a dynamic tool you use to create configurable searches that improve the productivity of search results.

A quick search can be the default search program that displays when a search is launched either from the Standard toolbar's Search button or from a specific field's search button. When you use Quick Search as the default search program, you can still use other tabs, such as Quick Search, BAQ, Advanced, and Data Tags on the Quick Search form to select alternate search criteria.

You can also create a named search for quick search using the Named Search button on the Quick Search form.

Copy Quick Search

You can use the **Copy Quick Search** command in Quick Search Maintenance to create a copy of a System quick search or any other existing quick search and adjust it according to your needs.

System quick searches are indicated by the selected System check box on the Detail sheet. They are installed with the Epicor ERP application, and Epicor recommends not to change them.

Solution Management

Use the **Solution Management** module to distribute your new items – custom programs, business objects, new dashboards, Business Process Management directive groups, user-defined codes, extended properties, and so on - all at the same time.

Custom Solution Version

When you build a solution, it is automatically stamped with the Epicor version it was built in. In the Solution Workbench, you may now use a field labeled **Solution Reference** to enter a custom version of the solution. It allows the creator of a solution to use their own scheme to track what instance of a solution package was installed or is being installed.

The value you enter in this field is written to the manifest data within the generated CAB file, and solution history when installing a solution. It is displayed as a visual reference when installing a solution and displays on the grid used to delete installed solutions. This field is not checked by any Epicor business rules, it is used for informational purposes only.

Solution Build Number

Each solution is now provided with a build number.

This value automatically displays in the Solution Workbench in a read-only field named **Build Iteration**. When the solution is installed, the system checks this value. If you attempt to install an older version of the current solution, a warning message displays, indicating you are attempting to overwrite a newer build.

Database Scripts

You can use the Add To Solution feature to add **Database SQL Scripts** (.sql) into a solution.

When the solution is built and installed on a system, database scripts become available for execution from within the **Run Database Script Runner** action found in **Database Server Management** in the **Epicor Administration Console**. The Database Script Runner displays and executes scripts in the order defined in the solution package on the **Database Scripts** tab. You can move the sequence of the currently selected script by right-clicking a row and using the **Move Up** and **Move Down** actions accessible from the context menu. You can enter notes describing the purpose of each script; this information displays in the Database Script Runner.

Note

- Database scripts are not meant to replace any migration or data preparation activities, but to support them. It is responsibility of a script creator to write an SQL statement that can be safely executed on a system.
- Database scripts added to a solution are not validated by the Solution Workbench.
- In a SaaS Environment, importing a solution containing Database Scripts is restricted to Global Security Managers with the right to Install Solutions.
- Database scripts are company specific.
- In the Database Script Runner, scripts are executed and completed successfully in the order they are defined in a solution. If execution of a script fails, consequential script(s) won't get executed.
- Successfully executed DB scripts are not re-runable and may only be executed once.
- If the solution is re-installed in a company, the existing script(s) are removed from the DB for that solution and replaced with new one(s).

- When you build a script, you can use the **'$(CompanyID)'** company context parameter to provide it with the company information it is running for. When the script executes, this parameter is replaced with the assigned CompanyID. For example:

```
update [ERP].[ABCCODE] set countfreq = 8 where company = '$(CompanyID)'
```

Example During the process of implementing Epicor ERP, a data issue occurred in the Pilot environment. The problem is debugged and an update script is created. The DB script is packed and imported to a Live environment, where it is executed.

Checksum Solutions

When you generate a solution file (.cab), it is accompanied with a checksum.

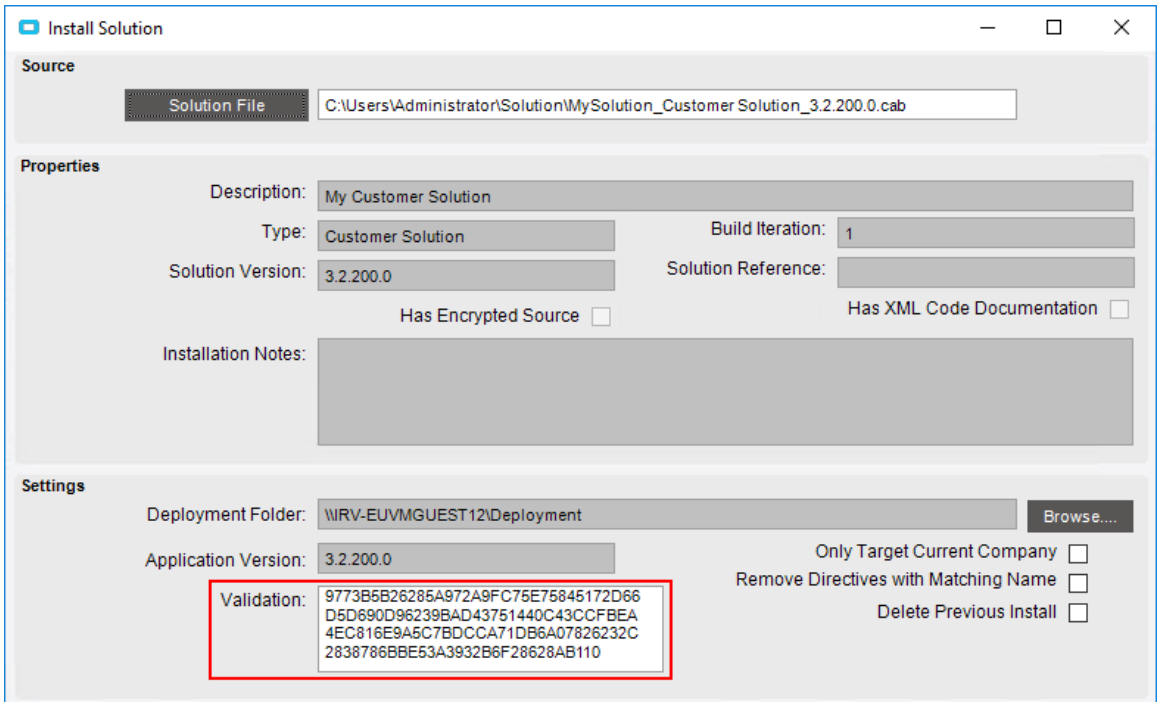
The hash value is generated using the SHA-2 algorithm and displays on the Build Solution dialog:

```
[9/8/2017 6:30:11 AM]  Temporary working directory successfully created-
C:\Users\Administrator\AppData\Local\Temp\2\1to3zjrc.2yy
[9/8/2017 6:30:11 AM]  Building the CAB file...
[9/8/2017 6:30:11 AM]  Successfully created
C:\Users\Administrator\Documents\MySolution_Customer Solution_3.2.200.0.cab
[9/8/2017 6:30:11 AM]  Validation Hash = A88F58522EF72B54B714EC3C24085BF9DF9195...
```

Also, a text file containing the hash string is automatically generated in the same output folder as a .cab file.

A solution consumer, when provided with the hash key from its creator, may use it to verify authenticity of a solution.

The verification is performed by entering a hash key in the **Validation** text field found on the **Install Solution** dialog. This field is optional, leaving it blank ignores the validation check. Entering anything but a valid hash throws an exception. Entering a valid hash continues the import. If the validation txt file is in the same folder with the .cab file, the hash will populate in the text box without having to manually copy it in.



The Solution command line tool (Solution.exe found in the root of the client), is also capable of testing the hash for validation, while installing a package.

Command line usage: Solution install -cabPath="" -validationHash="" -userID="" -password="" -config="c.sysconfig"

Example

```
Client\Solution install -cabPath="D:\Temp\Tip_Customer
Solution_3.2.100.0.cab" -validationHash="68B012B037E4BDBD97C1ACD95A29C7D4...."
-userID="manager" -password="manager"
-config="C:Epicor\ERP10\ERP10.2.100.0\Deployment\Client\config\default.sysconfi
g"
```

Customization

You can customize nearly every program within the Epicor application. A powerful tool, Customization, can save you time and money as you use these modifications to directly match the Epicor application to your business needs.

The Epicor application offers you a variety of customization tools. You can add controls such as text boxes and lists, which are then linked to a data source you can select. You can also create new sheets and make them available to all users, specific users, and even different companies. You can also activate your own customized code through events or new buttons and use this feature to run processes that are unique for your company.

Tip Customizations can potentially be used by everyone within your company, so you need to make sure these customizations work properly. If you want to significantly customize the application, consider getting assistance from your consultant.

Extended UD Forms Renamed

To avoid confusion with newly added Extension Maintenance form, where new extended tables and their columns will be managed, existing Extended UD forms were renamed.

Following are the changes found on the Main Menu:

- Formerly known Extended UD Table Maintenance is now called **User Defined Column Maintenance**.

  Menu Path: System Setup > System Maintenance > UD Column Maintenance

  Important This program is not available in Epicor Web Access.

  Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

- Formerly known Extended UD Field Map Maintenance is now called **User Defined Column Map Maintenance**.

  Menu Path: System Setup > System Maintenance > UD Column Map

Developer Mode Hot Keys

If you have customization rights, you use Developer Mode to access to the program customization tools.

To activate Developer Mode:

- When you run the application using the Classic Style (Epicor 9.xx style), on the Main menu, from the Options menu, select Developer Mode.
- When you run the application using the Modern Shell (Epicor 10.xx style), click the bottom arrow to display the toolbar; select the Developer Mode (wrench) button.

- Alternately in the Modern Shell menu, click the Settings tile; from the General Options list, select the Developer Mode option.

Now you can also press **Ctrl +Shift +D** to activate Developer Mode both in Classic Style and in Modern Shell menu.

Country Specific Functionality

The Country Specific Functionality (CSF) is used to deliver localization capabilities for specific markets throughout the world.

Each country contains topics which detail the Epicor ERP modifications created for the specified country. For additional program information, refer to the topics in the Application Help.

The following section contains a list of CSF features released with the Epicor ERP application. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Australia

The Australia CSF delivers localized capabilities within Epicor ERP to support business operations in Australia.

The Australia CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with Australian GST and BAS (Business Activity Statement) reporting requirements.

GST Tax Report - Date Basis and Backdated Items

Use the **Date Basis** and **Backdated Items** fields on the **Detail** sheet in **GST Tax Report** to specify date selection in the report and how backdated items are displayed.

The following Date Basis options are available:

- **Apply Date** (default) - tax records are selected by Document Apply Date.
- **Tax Date** - tax records are selected by Tax Date that is equal to Tax Point Date. For some tax details like GL transactions or payments, Tax Point may be empty.
- **Transaction Date** - tax records are selected by tax transaction date.

You can select the following options for displaying backdated items:

- **Backdated Items Are Included**
- **Backdated Items Are Excluded** (default)
- **Only Backdated Items Are Included**

Menu Path

You can launch this program from the Main Menu in these locations:

- Financial Management > Accounts Payable > Reports > GST Tax
- Financial Management > Accounts Receivable > Reports > GST Tax

China

The China CSF delivers localized capabilities within Epicor ERP to support business operations in China.

The China CSF solution uses the functionality of Epicor ERP General Ledger and System modules. You can use it to generate data for legal reporting required for private and public companies, and reports for system certification. The China CSF provides a two-way interface between Epicor ERP and Golden Tax Interface System (GTIS). The

localized reports and files are required when registering your company's computerized accounting system with the China Ministry of Finance. You also need to set up an interface to upload an output file into Golden Tax Invoice System.

Transactions with Cut-off Date in Stock Movement Report

The **Cut-off Date** field in the Stock Movement Report defines the balance and cost prior to the period, which are used as initial values in calculations for the **Transaction** cost option.

For example, when you are printing the March report, you should set the cut-off date to February 1st, to ensure that the opening cost for that report is equal to the closing cost of the report printed in February.

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements CN

India

The India CSF delivers localized capabilities within Epicor ERP to support business operations in India.

The India CSF supports localization requirements for excise tax transactions and Central Sales Tax and Service Tax requirements for a manufacturing plant. India CSF helps in calculation of excise duty, along with education cess and higher secondary education cess on assessable value and on duty value for ECC registered manufacturers.

Transactions with Cut-off Date in Stock Movement Report

The **Cut-off Date** field in the Stock Movement Report defines the balance and cost prior to the period, which are used as initial values in calculations for the **Transaction** cost option.

For example, when you are printing the March report, you should set the cut-off date to February 1st, to ensure that the opening cost for that report is equal to the closing cost of the report printed in February.

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements IN

Tax Validation Rules for SEZ and EOU Business Categories

Two business categories have been added to the India CSF: SEZ (Special Economic Zone) and EOU (Export Orient Units). These business categories are added when you run the **Business Categories Creation** process.

Use **Customer Maintenance** to set up business categories for customers. You must add at least one standard business category to an Indian customer. If the customer belongs to the EOU or SEZ business category, you can select this business category along with the Registered category. You can also add other non-standard business categories besides the standard option.

Use **Supplier Maintenance** to set up business categories for suppliers. You must add at least one standard business category to an Indian supplier. If the supplier belongs to the EOU or SEZ business category, you can select this business category along with the Registered category. You can also add other non-standard business categories besides the standard option.

Only the **Inter-State** tax liability is applicable for the SEZ/SEZ Developer company business category when you enter an AR invoice. Only the **Inter-State** tax liability is applicable for the SEZ/SEZ Developer supplier business category when you enter an AP invoice. For AP invoices, no validation of AP Invoice Tax Liability is performed for suppliers with the Government attribute selected on the **Attributes** sheet in **Supplier Maintenance**.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

GSTR1 Report Modifications

The **GSTR1 Outward Supplies** report sections for the Excel and JSON output have been modified and updated according to the new structure defined by the government.

Menu Path: Financial Management > Accounts Receivable > Reports > GSTR1 Report IN

GSTR Report Import Modifications

The **GSTR2** report import has been modified and updated according to the new structure defined by the government.

The algorithm of retrieving invoice tax data has been changed from based on report line data to matching taxes grouped by Tax Rate. The report now contains the following sections:

- GSTR 2-3 Inward Supplies from a Registered Person
- GSTR 2-6C Credit/Debit Notes

Menu Path: Financial Management > Accounts Payable > General Operations > GSTR2 Import IN

GSTR2 Report Export

The GSTR2 Report Export is export of details of purchase received. Use the **GSTR2 Report Export** program to select the criteria to prepare GSTR2 report export, preview the report layout, and to generate the data file to submit to the government portal.

The report can be generated in two formats: csv and JSON (JavaScript Object Notation), a lightweight data-interchange format. A separate json file is generated for each GSTR2 report section. The default output format for printed file is Excel. A generated Excel file will have a separate sheet for each generated GSTR2 section.

The report contains the following sections:

- GSTR 2-5A/B Inputs/Capital Goods received from Overseas or from SEZ units on a Bill of Entry (imp_g)
- GSTR 2-4B Inward supplies on which tax is to paid on reverse charge (bur)
- GSTR 2-4C Services imported from foreign suppliers (imp_s)
- GSTR 2-7 Supplies received from Composition taxable person and other exempt/Nil rated/Non GST supplies received (nil_suppliers)
- GSTR 2-13 HSN summary of inward supplies (hsnsum)

Menu Path: Financial Management > Accounts Payable > Reports > GSTR2 Export IN

Advance Billing Receipt

Use **Cash Receipts Entry** to print receipt vouchers for invoice payments that are allocated against Advance Billing invoices.

Select the **Print Receipt Voucher** command on the **Actions** menu to print the **Receipt Voucher** report. The command is available on the following conditions:

- You are working with invoice payment
- One or more invoices are already allocated against this invoice payment
- The invoices allocated against this invoice payment are Advance Billing invoices

The **Receipt Voucher** report displays company data, customer data, the legal number of the cash receipt, and a list of invoice lines for each invoice allocated to the cash receipt. For each invoice allocated to the cash receipt, the report displays a list of invoice lines. For each invoice line, the report displays Part Code, Part Description,

Advance Amount, and the Reverse Charge flag where Reverse Charge is set to Yes if at least one tax type applied to a line has the Self-Assessment or Self-Assessment Dual Entry type. Applicable taxes are displayed in a separate section after invoice lines, as a single joint list for all lines. Taxes are taken from the corresponding Advance Billing invoice lines.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

AP Invoice Entry - Purchase Points Enhancements

The AP invoice enhancements provide the capability to have the tax liability on AP invoices to be driven by Purchase Points.

Use the **Purchase Point** field on the **Header > India** sheet to specify a purchase point for an invoice header. This field becomes disabled after the first invoice line is entered.

When you add lines to an AP invoice, the following rules apply:

- When you enter a receipt line, you can select only un-invoiced receipts with purchase points having the same tax liability as the one in the invoice header or un-invoiced receipts with purchase points without tax liability.
- When you enter a miscellaneous line, you can select only line purchase points having the same tax liability as the one on the invoice header or line purchase points without tax liability.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Self-Invoice

According to section 31(3)(f) of the CGST Act, 2017, a registered person under GST Law needs to raise a self-invoice in case the following conditions are met.

- Procurement of goods or services or both is made from a supplier who is not registered on the date of receipt of goods or services or both.
- Such a registered recipient is liable to pay tax under section 9(3) or section 9(4) of the CGST Act.

For self-invoicing, legal numbers must be set up to be generated on save only, because a legal number is required to be printed in a self-invoice document. To enter an AP self-invoice, on the invoice header, select a document type set up for self-invoicing. Taxes under self-assessment are calculated and displayed in AP self-invoice layout as subject to reverse charges.

Menu Path: Financial Management > Cash Management > Setup > Transaction Document Type

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Malaysia

The Malaysia CSF delivers localized capabilities within Epicor ERP to support business operations in Malaysia.

The customizations to Epicor ERP support Licence Manufacturing Warehouse (LMW) processing, Sales Tax Exemption (CJ5) processing, Goods and Services Tax (GST) processing, and Taxpayer Audit Portal (TAP) return file production. Use the Data Export Tool functionality to produce a GST Audit File (GAF) in a format required by Jabatan Kastam Diraja Malaysia (JKDM) for auditing purposes.

Transactions with Cut-off Date in Stock Movement Report

The **Cut-off Date** field in the Stock Movement Report defines the balance and cost prior to the period, which are used as initial values in calculations for the **Transaction** cost option.

For example, when you are printing the March report, you should set the cut-off date to February 1st, to ensure that the opening cost for that report is equal to the closing cost of the report printed in February.

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements MY

VAT Tax Report - Date Basis and Backdated Items

Use the **Date Basis** and **Backdated Items** fields on the **Detail** sheet in **GST Tax Report** to specify date selection in the report and how backdated items are displayed.

The following Date Basis options are available:

- **Apply Date** (default) - tax records are selected by Document Apply Date.
- **Tax Date** - tax records are selected by Tax Date that is equal to Tax Point Date. For some tax details like GL transactions or payments, Tax Point may be empty.
- **Transaction Date** - tax records are selected by tax transaction date.

You can select the following options for displaying backdated items:

- **Backdated Items Are Included**
- **Backdated Items Are Excluded** (default)
- **Only Backdated Items Are Included**

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > VAT Tax
- Financial Management > Accounts Receivable > Reports > VAT Tax

GAF Version 2.0 Support

Epicor ERP supports version 2.0 of GAF (GST Audit File). Use **Data Export Tool** to GAF v.2.0.

The GAF v. 2.0 contains section C (Company), section P (Purchase), section S (Supply), and section L (Ledger Entry). The following modifications have been made to the MY_GAF_Purchases electronic interface to support:

- Taxes on line level. If the **PO/AP Tax Reported at Line Level** check box is selected in Company Configuration, tax details (taxable amounts and tax amounts) are taken for each AP invoice header miscellaneous charge, each late cost entry, each AP invoice line, and each line miscellaneous charge separately. Tax lines where taxable and tax amounts are zero are skipped.
- Taxes on header level. If the **PO/AP Tax Reported at Line Level** check box is clear, AP invoices with late costs and without lines are exported now to support third-party Late Costs.

The rules defining the default value of import declaration number in **AP Invoice Entry** have changed. The default import declaration number for AP invoice header is taken from the Ref PO Number and prefixed by **PO**. For AP invoice lines, if the line type is Received Line, the default import declaration number is taken from Import Number. If the supplier's country number and the company country number are not empty and not equal, the value is taken from the packing slip. In other cases, the default number is taken from the invoice header.

The **AR Posted Invoice Update** program now displays the **Export Document Number** and **Export Document Date** fields on the **Header > Malaysia** sheet. You can change these values when updating posted AR invoices.

Menu Path: System Setup > System Maintenance > Data Export MY

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

Mexico

The Mexico CSF delivers localized capabilities within Epicor ERP to support business operations in Mexico.

After the installation and setup of the Mexico CSF, you can use Epicor ERP to support digital tax receipts, automatic calculation of ISR (corporate tax), and localization reports. The localization reports comply with basic regulations to complete taxes for SAT (Servicio de Administracion Tributaria) compliance in Mexico.

Electronic Invoice V3.3

To facilitate sorting of information, the Mexican Tax Agency (SAT) has changed CFDI version 3.2 to 3.3 by adding catalogs in order to standardize options in some of the fields. Some validations were added to eliminate most errors found in calculations. The future goal of these changes is electronic auditing.

Use the **Solution Workbench** program to import a cab file with dictionaries and code values provided by SAT.

To apply values to the **PayMethod.MXPaidAs** and **InvcHead.MXPaidAs** DB fields, run the **Payment Method (SAT) Update** conversion program.

Use the **Miscellaneous Charge Maintenance** program to set up miscellaneous charges with the required **Product or Service Codes**, which you can select from other programs. Products or service codes are also set up in **Part Maintenance** for parts used in digital tax receipts.

The **SAT AR Invoice** form has been modified according to CFDI 3.3. Use the **Actions > Print** command in AR Invoice Tracker to print the SAT AR Invoice form.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

Menu Path: Financial Management > Accounts Receivable > Setup > Miscellaneous Charge

Menu Path: Material Management > Inventory Management > Setup > Part

Menu Path: System Management > Rebuild Processes > Finance > Payment Method (SAT) Update MX

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Multiple AR Invoice References

You can now link a current AR invoice to several other AR invoices. The linked AR invoices must belong to the same customer as the original invoice, have the same currency, and be posted.

Use the **Header > Mexico > Ref. Invoices** sheet in **AR Invoice Entry** to link invoices. The Invoices grid on this sheet displays the invoice number, type, invoice date, apply date, and invoice balance. The sheet is also available in the following programs:

- **AR Invoice Tracker** (the fields are read-only)
- **AR Posted Invoice Update**

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

AR Invoice Posting

To support CFDI version 3.3, changes have been introduced to AR invoice posting.

AR invoices are now posted only after SAT accepts a corresponding XML. If errors occur during XML generation or a response from PAC contains errors, the AR invoice is not posted to GL. A new record for the AR invoice is created in Review Journal where you can review the error text.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Digital Tax Receipt Generation

Digital Tax Receipt (DTR), an XML file that is sent to SAT after invoice posting, has been changed to support CFDI version 3.3 in the following way.

The XML file corresponds to the following xsd schemas provided by SAT: http://www.sat.gob.mx/sitio_internet/cfd/3/cfdv33.xsd, http://www.sat.gob.mx/sitio_internet/cfd/tipoDatos/tdCFDI/tdCFDI.xsd, http://www.sat.gob.mx/sitio_internet/cfd/catalogos/catCFDI.xsd

- Several nodes and attributes are removed from the XML file.
- Several nodes and attributes are added to the XML.

CFDI 3.3 Payment Supplement

Mexican electronic invoices v3.3 have a payment supplement that is generated within an XML structure each time a payment is done against an invoice that will be paid in several parts and in a few other scenarios. Tax authorities have created this payment supplement to confirm what part of each invoice has actually been paid for tax calculation purposes.

When an AR invoice is created, you can specify that it will be paid in multiple payments. This invoice is posted and digitally sealed. On a future date when a payment is received, a cash receipt is created along with a new XML, and validated including the payment supplement containing the invoice details. This is done every time in case of a partial payment against an invoice. XML is validated and digitally sealed through the same process as a regular invoice - sent to PAC through a web service and returned once sealed.

Use **Cash Receipts Entry** to enter cash receipts with payment supplements that will be sent to PAC for validation. Use the A/R Receipt > Mexico sheet to indicate that a payment supplement is required. In this case, an XML file is created and sent to PAC for validation during posting of the payment. Request and response XMLs for cash receipts are saved to the disk. A response XML is also attached to the cash receipt in **Cash Receipt Tracker**.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Tracker

Cash Receipt Posting

To support CFDI v 3.3, the following changes have been made to rules of cash receipt posting.

- Cash receipts are posted to GL after an electronic XML is accepted, in other words, a response from PAC without errors is received.
- If errors occur during XML generation, or a response from PAC contains errors, a new record is created in **Review Journal** where you can view the error text.
- If an error occurs during posting, you should correct the receipt, and then post it again. A new XML will be generated.

- If a response from PAC contains no errors and the receipt can be posted, the following additional actions are performed in the application:
  - The CashHead.MXFiscalFolio field is updated with the value of the **Resultado/cfdi:Comprobante/cfdi:Complemento/tfd:TimbreFiscalDigital/@UUID** attribute from the response XML.
  - The CashDtl.MXPaymentNum field is updated with a calculated {Payment Number} value.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Changes in Electronic International Trade CFDI Supplement

According to SAT requirements, customers in Mexico must accompany electronic invoices with a supplement that corresponds to the customs information Annex 22. The Electronic International Trade CFDI Supplement XML has been updated to version 1.1 in scope of changes for CFDI 3.3. When an AR invoice that you create is related to an International Trade transaction, you can use this functionality to include international trading information to XML. If an Operation Type is specified for an AR invoice, additional nodes are included into the XML.

The **MXSATCatalogs_Customer Solution_3.2.100.0.cab** file now includes the following user defined dictionaries: MXCustDoc (Custom Document Code), MXMoveReas (Moving Reason), MXUOMCust (Customs Unit of Measure), MXCountry (Country Code), and INCOTERM.

Use the **Header > Mexico > Export Data** sheet in **AR Invoice Entry** to select the **Export** operation type and add export data to an AR invoice. This sheet is also available in **Posted AR Invoice Update** and **AR Invoice Tracker** programs, with the fields on the sheet read-only.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Changed Filenames for XML Reports

The format of file names for generated XMLs have been changed for the following Mexico-specific reports.

- **List of Accounts Report**

  The XML file is named **{Company.StateTaxId} + {Fiscal Year} + {Fiscal Period} + CT.xml**. For example, for a company with Tax ID ESC840101JQ7 in February 2017, the file name will be ESC840101JQ7201702CT.xml.

  Menu Path: Financial Management > General Ledger > Reports > List Of Accounts MX

- **Trial Balance Report**

  The XML file is named **{Company.StateTaxId} + {Fiscal Year} + {Fiscal Period} + {Type}.xml** where **{Type}** is:

  - **BN** for a new report.
  - **BC** for a revised report.

  For example, for a company with Tax ID ESC840101JQ7 in February 2017, the file name for a new trial balance will be ESC840101JQ7201702BN.xml.

  Menu Path: Financial Management > General Ledger > Reports > Trial Balance MX

- **GL Journals Report**

  The XML file is named **{Company.StateTaxId} + {Fiscal Year} + {Fiscal Period} + PL.xml**. For example, for a company with Tax ID ESC840101JQ7 in February 2017, the file name will be ESC840101JQ7201702PL.xml.

  Menu Path: Financial Management > General Ledger > Reports > GL Journals MX

- **Folio Number's Auxiliary (Report E)**

The XML file is named **{Company.StateTaxId} + {Fiscal Year} + {Fiscal Period} + XF.xml**. For example, for a company with Tax ID ESC840101JQ7 in February 2017, the file name will be ESC840101JQ7201702XF.xml.

Menu Path: Financial Management > General Ledger > Reports > GL Journals MX

- **Account's Auxiliary (Report F)**

  The XML file is named **{Company.StateTaxId} + {Fiscal Year} + {Fiscal Period} + XC.xml**. For example, for a company with Tax ID ESC840101JQ7 in February 2017, the file name will be ESC840101JQ7201702XC.xml.

  Menu Path: Financial Management > General Ledger > Reports > GL Journals MX

Changes in AP Payment Entry

The behavior of the **Bank Account**, **Bank Identifier**, and **RFC** fields on the **Mexico** sheet in **AP Payment Entry** has been changed.

- **RFC** - If Supplier ID is not specified, the field is available for any type of payments. In the other case, the field is disabled.
- **Bank Account** and **Bank Identifier** - If Supplier ID is not specified, the fields are available for payments with a type different from **Check**. In other cases, the fields are disabled.

Before saving a payment, if a supplier was not specified, the following validations are performed:

- If the payment type is other than **Check** (CheckHed.PMUID-> PayMethod.MXSATCode <> 02), the **Bank Account**, **Bank Identifier**, and **RFC** fields cannot be empty. If the fields are empty, an error message displays and the payment cannot be saved.
- If the payment type is **Check** (CheckHed.PMUID->PayMethod.MXSATCode = 02), the **RFC** field cannot be empty. If the field is empty, an error message displays and the payment cannot be saved.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Netherlands

The Netherlands CSF delivers localized capabilities within Epicor ERP to support business operations in the Netherlands.

Fiscal Unity Tax ID in ICP Report

Companies that are part of a fiscal unity need to provide a fiscal unity tax ID in the ICP report, in addition to the company tax ID. The exported ICP report assigns a fiscal unity tax ID as the identifier and the company tax ID to the `VATIdentificationNumberNLFiscalEntityDivision` element.

Use the **Modules > All Modules > Localization > Netherlands** sheet in **Company Configuration** to enter a required value in the **Fiscal Unity Tax ID** field. This value will be exported into the ICP report as an entity identifier instead of company tax ID, while the company tax ID will be exported into the `VATIdentificationNumber NLFiscalEntityDivision` element.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

New Zealand

The New Zealand CSF delivers localized capabilities within Epicor ERP to support business operations in New Zealand.

The New Zealand CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with GST and BAS (Business Activity Statement) reporting requirements.

GST Tax Report - Date Basis and Backdated Items

Use the **Date Basis** and **Backdated Items** fields on the **Detail** sheet in **GST Tax Report** to specify date selection in the report and how backdated items are displayed.

The following Date Basis options are available:

- **Apply Date** (default) - tax records are selected by Document Apply Date.
- **Tax Date** - tax records are selected by Tax Date that is equal to Tax Point Date. For some tax details like GL transactions or payments, Tax Point may be empty.
- **Transaction Date** - tax records are selected by tax transaction date.

You can select the following options for displaying backdated items:

- **Backdated Items Are Included**
- **Backdated Items Are Excluded** (default)
- **Only Backdated Items Are Included**

Menu Path

You can launch this program from the Main Menu in these locations:

- Financial Management > Accounts Payable > Reports > GST Tax
- Financial Management > Accounts Receivable > Reports > GST Tax

Peru

The Peru CSF delivers localized capabilities within Epicor ERP to support business operations in Peru.

Use the Peru CSF to create bill of exchange records for Accounts Receivable and Accounts Payable and to generate financial reports to review and print bill of exchange documents.

Peru has three different withholding types, Retentions (retenciones), Perceptions (percepciones), and Detractions (detracciones). All three types of withholdings are subject to minimum values and to the vendor status provided by the National Superintendency of Tax Administration (SUNAT). Use the Peru CSF to set up and calculate all the three types of withholding taxes.

PLE 3.3 Electronic AR Invoice Balance Report

According to SUNAT requirements, companies in the Greatest National Contributors list must present a list of reports in electronic format starting from January, 2016. However, some companies need the printed format as well.

Use the **Electronic Reports (PLE) PE** process to generate an **Electronic AR Invoice Balance Report** (Format 3.3) in csv format, which can be then sent to SUNAT. Before generating a report, verify that an electronic interface for the report exists in **Electronic Interface Maintenance**.

After you run the report, an *.csv file with report data is created. Fields in the file are separated by bars **|** and each transaction is displayed on a separate line. The report displays the following data:

1. Fiscal Period
2. Unique transaction code
3. Correlative number of the journal
4. Customer ID Document Type
5. ID Document number
6. Customer name
7. Document apply date (invoice)
8. Invoice balance (open invoices)
9. Transaction status

Menu Path: Financial Management > General Ledger > General Operations > Electronic Reports (PLE) PE

PLE 3.12 Electronic AP Invoice Balance Report

According to SUNAT requirements, companies in the Greatest National Contributors list must present a list of reports in electronic format starting from January, 2016. However, some companies need the printed format as well.

Use the **Electronic Reports (PLE) PE** process to generate an **Electronic AP Invoice Balance Report** (Format 3.12) in csv format, which can be then sent to SUNAT. Before generating a report, verify that an electronic interface for the report exists in **Electronic Interface Maintenance**.

After you run the report, an *.csv file with report data is created. Fields in the file are separated by bars **|** and each transaction is displayed on a separate line. The report displays information on AP invoices posted or open on the last date of the fiscal year and fiscal period specified in the selection.

Menu Path: Financial Management > General Ledger > General Operations > Electronic Reports (PLE) PE

PLE 3.17 Electronic Trial Balance Report

Use the **Electronic Reports (PLE) PE** process to generate an **Electronic Trial Balance Report** (Format 3.17) in csv format, which can be then sent to SUNAT. Before generating a report, verify that an electronic interface for the report exists in **Electronic Interface Maintenance**.

After you run the report, an *.csv file with report data is created. Fields in the file are separated by bars **|** and balances for each COA account are displayed on separate lines. The report displays information based on GL account balances for the fiscal period specified in the selection.

Menu Path: Financial Management > General Ledger > General Operations > Electronic Reports (PLE) PE

Transfers and Cancellations GL Journals

During manual entry of GL journals, you can select a journal code enabled for transfers and cancellations for GL transactions.

Use the **Transfers and Cancellations** check box on the **Peru** sheet to indicate that the GL journal code you create can be used for transfers and cancellations.

Use **GL Control Type Maintenance** to add the transfers and cancellations journal to the **Bank Account** control type. Then, assign this transfers and cancellations journal to the **Bank Funds Transfer** context of the **Bank Account** GL control. You can now use the transfers and cancellations journal in **Bank Transfer Maintenance**.

Menu Path: Financial Management > General Ledger > Setup > Journal Code

Menu Path: Financial Management > General Ledger > Setup > GL Control Type

Menu Path: Financial Management > General Ledger > Setup > GL Control Code

SEPA

The SEPA CSF enables Epicor ERP to support a generic Single Euro Payment Area (SEPA) format in an Electronic Funds Transfer (EFT) payment output file for credit transfers.

SEPA enables customers to make cashless Euro payments to anyone within the SEPA area of member states using only a single bank account and a single set of payment tools. The SEPA initiative improves the efficiency of cross border payments as all electronic payments across the SEPA member states are considered domestic transactions.

SEPA provides a generic standard for headers, trailers, and line items for EFT in the European Area using the single payment function. The messages are based on the ISO 20022 standard, of which SEPA uses a subset.

In addition to country-specific SEPA localizations, Epicor ERP supports **Structured**, **Unstructured**, and **SEPA Direct Debits (SDD)** payment file formats.

Changed Behavior of ServiceLevelForNonSEPA Property

To make electronic payment files with Euro payments outside the European Union accepted by bank, the behavior of the ServiceLevelForNonSEPA property has been changed.

If the payment currency is EUR and the ServiceLevelForNonSEPA is not set up in the payment method, the `<Svc Lvl>` section is printed as follows:

```
<SvcLvl>
                <Cd>SEPA</Cd>
        </SvcLvl>
```

If ServiceLevelForNonSEPA is set up in the payment method, the `<SvcLvl>` section is not printed, regardless of the payment currency used.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Thailand

The Thailand CSF delivers localized capabilities within Epicor ERP to support business operations in Thailand.

The Thailand CSF automatically performs many necessary calculations, and loads localized report formats and files to support VAT reporting. You can use Epicor ERP to calculate VAT tax base, produce input and output VAT reports, and produce withholding tax reports, and withholding tax certificates.

Report Date Format

To bring tax submission reports to compliance with the Thailand Revenue Department, hard-coding of date format has been removed from SSRS reports.

Before running Withholding Tax Reports and Withholding Tax Certificate Report, make sure that you have set up the Thai Culture Format in order for the dates to be correct (Thai calendar based).

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Report TH

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Certificate TH

Transactions with Cut-off Date in Stock Card Report

The **Cut-off Date** field in the Stock Card Report defines the balance and cost prior to the period, which are used as initial values in calculations for the **Transaction** cost option.

For example, when you are printing the March report, you should set the cut-off date to February 1st, to ensure that the opening cost for that report is equal to the closing cost of the report printed in February.

Menu Path: Material Management > Inventory Management > Reports > Stock Card Report TH

Shipment Date Restriction Removal

The restriction that prevents shipments with a Ship Date earlier than the prior shipment of the same Sales Order line has been removed.

Removing the restriction makes it easier to process orders in Thailand where documentation flow preceding transaction input may not follow date sequence. When entering an AR invoice, credit memo, or a customer shipment, you can now enter a partial shipment out of order today, and tomorrow, when documents arrive you can enter a prior shipment made a few days earlier.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry

Thailand RD Reports Compliance

To comply with the requirements of the RD (Royal Thai Revenue Department) certification process, the contents, usage and Thai translations of Thailand-specific reports have been updated.

The reports have been enhanced as follows:

- **Withholding Tax Report**. The report layout has been changed and restructured. The report displays PND-53 in the header.
- **Withholding Tax Certificate**. The report layout has been changed and restructured. The **Standard TH (PND-50, 2016)** report style has been added to print the PND-50 report form in Thai.
- **Stock Card Report**.The report layout has been changed and the report header in Thai has been updated.
- **Monthly VAT Reports**.
  - The report title translations for Input VAT Report and Output VAT Report have been updated.
  - The Output VAT Report prints a Credit Memo reason field and AP Debit Memo reason field. Invoices in the Output VAT Report are sorted by invoice number, and invoices in the Output VAT Report are sorted by legal number.
  - The report prints withholding taxes along with VAT.
  - The **Collection Method** field has been added to the report **Filter** sheet.
  - The Calc_DocRefDate and Calc_DocRef fields have been added to the report RDD to that you can customize the report output.
- **Posting Summary Reports**. All the posting summary reports display a number of posted journals printed in the report. The following details are printed: Apply Date, Invoice Date and Reference or Cheque Reference, the date and time of last change in the DD/MM/YY HH:MM format, and the user who last changed or who last posted the journal.

Create Material Correction Invoice

In Thailand, some non-financial changes on an invoice require cancellation of the original invoice and creation of a new invoice with the same details. The following changes can be made, which can affect the calculation of tax rates and tax amounts: invoice date, apply date, and description of reason for change.

Use the **Create Material Correction Invoice TH** command on the **Actions** menu to record non-financial information changes to AR invoices that have been posted. The application creates a Credit Memo that cancels the original invoice and a revise invoice with new information.

The layout of tax invoices that you print for correction invoices has changed. The tax invoice prints additional lines and an additional section in the footer. The Credit Memo created for the original invoice is not printed.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

United States

The United States CSF delivers localized capabilities within Epicor ERP to support 1099 forms and reporting in the United States.

1099 forms are legally required in the United States. There are many different types of information returns, and each type is used to report a different type of payment or transaction. Most information returns fall within the 1099 series of forms. Besides the existing 1099-Misc (Miscellaneous Income) form, additional 1099 forms could be required.

The Internal Revenue Service (IRS) requires businesses to file a 1099 form to report certain payments made to individuals and organizations. Whether a payment is reportable on Form 1099 depends upon the payment amount, payment type and the supplier's business entity type. In order to facilitate the tax reporting process and provide a way to fulfill IRS regulations, AP1099 functionality has been enhanced in the Epicor ERP application with a United States CSF license. This functionality includes 1099 setup, processing, and reporting. Epicor provides three predefined 1099 forms: 1099-Misc, 1099-DIV, and 1099-INT. You can also add other required forms.

1099 Conversion US Process

The **1099 Conversion US** process has been developed to replace the Cvap0042 conversion program. The conversion process creates boxes and codes for the 1099-MISC (Miscellaneous Income) form, 1099-DIV (Dividends) form, and 1099-INT (Interest Income) form and sets the **System** flag for the boxes and codes it creates. After the conversion, the 1099-MISC form type is set as default.

The process can be run in two modes: **Report Only** (creates a log file with actions that will be performed) or **Report and Update** (creates a log file, updates entities, and lists actions that were performed). In both cases, a log file is created and stored in <Server Data Directory>\Companies\<Company ID>\Log\<User ID>.

Menu Path: System Management > Rebuild Processes > Finance > 1099 Conversion US

1099 User Definable Forms

Use the **1099 Form Type Maintenance** program to create 1099 form types that you use for setting up 1099 boxes and codes.

The form types you created are linked to **1099 Box Number Maintenance** where you can view and create boxes that belong to the selected form. Verify the **1099 Conversion US** process has been run from **Rebuild Processes > Finance** before adding new box numbers. This conversion process loads the most current 1099 US functionality.

Use the **1099 Form** field on the Supplier > USA sheet in **Supplier Maintenance** to set up the default 1099 code for a selected supplier. However, you can change this code at invoice entry.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Form Type Entry US

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Box Number US

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

TIN Validation

The United States CSF includes the ability to prepare 1099 information returns for the U.S. Internal Revenue Service (IRS).These forms identify the payee and payment recipient through their federal identification number that can be an EIN, TIN, or SSN. The IRS offers a TIN Matching service that can validate in batches up to 100,000 TIN and name combinations through submission of a text file.

Use the **TIN Validation** program to export TINs into a flat file for bulk validation through a TIN validation service provided by IRS. To perform TIN validation export:

1. In the **TIN Validation** program, define a batch of suppliers that need their TINs validated.
2. Print or preview a list of suppliers to ensure that the data is correct.
3. Export the data into a flat file.
4. Log onto the IRS Web service and upload the file for validation. Note the tracking number.
5. In the **TIN Validation** program, enter the tracking number for reference and mark the record as Submitted.

Use the **TIN Validation Results Maintenance** program to import the file with results of TIN validation received from the Web service. Each import of validation results can be linked to a previously entered TIN validation. To perform TIN validation results import:

1. In the **TIN Validation Results Maintenance** program, select a file to be imported.
2. (Optional) Look up a previously entered TIN validation and link it to the current import.
3. Perform data import. The application will update the supplier records according to the data in the response file. If there is a linked TIN validation record, its status is updated with an indication that validation results are received.
4. If necessary, print or preview a **TIN Validation Results Report** and review it to ensure no further action is required.

Menu Path: Financial Management > Accounts Payable > Setup > TIN Validation US

Menu Path: Financial Management > Accounts Payable > Setup > TIN Validation Results US

1096 Form Printing

Using the United States CSF, you can prepare 1099 Information Returns for the U.S. Internal Revenue Service. These forms can be submitted electronically or on paper. When submitted on paper, the 1099 forms must be accompanied by a 1096 Form Annual Summary and Transmittal of U.S. Information Returns. It summarizes the type and number of forms being submitted, the amount of federal tax withholding, and the total amount of the payments being reported on the included forms.

Use the **Print 1096 Form** report program to print a 1096 form in a pre-printed format. A separate 1096 form is required with the submission of each type of 1099 form (1099-MISC, 1099-DIV, 1099-INT, or others required by IRS, if they are defined).

Use the **Taxes > 1099 Reporting** sheet in **Company Configuration** to set up contact person information for 1099 payer (Contact Person, E-mail, and Fax).

The report program uses the default year set up as **Current Tax Year** in Company Configuration and the **Standard US 1096 2017-SSRS** report style designed specifically for this pre-printed form.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Payable > Reports > Print 1096 Form US

Vietnam

The Vietnam CSF delivers localized capabilities within Epicor ERP to support business operations in Vietnam.

The Vietnam CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Vietnam-specific AR and AP invoices. The Vietnam CSF provides the **Financial Report Designer VN** program to create VAS financial reports that contain report details and rows. You can use this program to design various financial reports from simple to complex. You can then print them using the **Financial Report VN** program. Also, the Vietnam CSF offers a list of localized reports such as financial reports, inventory reports, and General Ledger reports.

Transactions with Cut-off Date in Stock Movement Report

The **Cut-off Date** field in the Stock Movement Report defines the balance and cost prior to the period, which are used as initial values in calculations for the **Transaction** cost option.

For example, when you are printing the March report, you should set the cut-off date to February 1st, to ensure that the opening cost for that report is equal to the closing cost of the report printed in February.

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements VN

Extension and Companion Programs

This section describes programs designed specifically for ERP and the ICE framework, programs designed for ERP and other Epicor products, and integrations to third-party products. These programs extend the base functionality of your ERP application.

Epicor Mobile CRM

Epicor Mobile CRM is a Companion Mobile Application designed to implement the Epicor ERP 10 back office CRM capability optimized for Mobile devices. The application leverages a RESTful services model to connect directly to the back office business logic offering real time transactions.

The Mobile CRM Application is directly connected to your Back Office system ensuring real-time access to live data. All transactions from Mobile CRM are updated directly to the Back Office ensuring that the Mobile Sales Force and the Back Office team are sharing the exact same information at all times. Data is synchronized to the mobile device and is available for offline viewing.

10.1.600 Feature Highlights

The following section contains a list of features released with the Epicor ERP 10.1.600 version. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Epicor Education

Epicor Education includes online help, courses, and application features that are designed to support your productivity as you use the Epicor application.

Embedded Education is a licensed module that contains a series of courses within your Epicor ERP application. It also provides you direct access to additional Training on Demand video courses that you can access from within the application or through the Epicor Learning Center.

To launch courses from the ERP application, use one of the following methods based on whether you access the application through the Modern Shell or the Classic Style.

- **Modern Shell** - On the **Home** screen, click the **Help** tile to launch the **Help** screen. Click **Education Courses**.
- **Classic Style** - On the Application Toolbar, click the Education Courses button.

The Education Courses window displays the available embedded courses, organized by functional area. These self-paced courses provide users with the knowledge they need, and they can work through them during a convenient time in their schedules.

Course updates include new functionality available in the product with each release.

Epicor Education - Course Launcher

The Embedded Education Course Launcher form includes an **Introduction to Education Launcher Form** course in the **Getting Started** category. The course explains how to navigate to the different course types offered from the Embedded Education Course Launcher.

Within each functional area of the Course Launcher form, a link to **Video Training** displays. Click this link to launch the Epicor Learning Center and display a list of available Training On Demand courses for the functional area.

Note You must use your EpicWEB login to access the Epicor Learning Center.

The Delta Education category is now titled **What's New**.

Embedded Education - Redesign of SSRS Courses

The SSRS embedded education course has been redesigned and divided into three separate courses.

SSRS embedded education now includes the following three courses:

- Advanced Print Routing Rules
- Epicor SSRS Reporting - Shipping Reports and BAQ Reports
- Epicor SSRS Reporting - Direct Access to SQL Server

Embedded Education - Security Manager Access Requirements

For many embedded education courses, **epicor/epicor** user credentials must be used to access programs required to complete the course.

In the Epicor Application, many of our courses include programs that require a user ID with **Security Manager** access rights.

In the **Before you Begin** section of Epicor embedded education courses, the **Environment Setup** sheet displays the user credentials required to complete the course. For several of our courses, the required user credentials are now **epicor/epicor**.

Sales Management

Quoting and managing sales orders enables the vital coordination of activities between your sales, site, shipping, and accounting groups.

You dictate whether to hold all companies in a single database, or each company in individual databases, where each company can have its own chart(s), currencies, and calendars.

Use the Quote Management and Order Management modules to capture orders and seamlessly integrate the information with supply chain, production, fulfillment, and accounting systems.

By streamlining the sales process—centralizing access to product, pricing, customer information - orders can be generated with a minimal number of steps. It automates and improves labor-intensive processes for quoting, proposal generation, configuration, and order entry. You can increase sales productivity by ensuring accuracy during the quote and order processes and identifying the right solution to meet your customers' needs.

Important If your Customer Relationship Management (CRM) license is installed and functional, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the Sales Management module is referred to as **Customer Relationship Management**.

Configurator Management

The Configurator process in the Epicor application facilitates ordering items with complex requirements and a variety of options, and enables on-the-fly configuration of highly customizable and dimensional products when creating quotes, sales orders, purchase orders, jobs or demand orders. After you create and approved a configuration, you can select the required product characteristic and so determine a specific attribute for the configurable product.

The Configuration process is performed using the following main programs:

- Configurator Entry
- Configurator Designer
- Configurator Rule Entry

Note You can launch the Configurator page from within Opportunity/Quote Entry, Order Entry, Job Entry, Purchase Order Entry, Demand Entry or the Epicor Commerce Connect Web Basket.

The Epicor application processes the rules and associated data in different product models based on inputs from the user interface.

Configurator Rules - Column Options

If you click the **equal to** link in the 'Column **Specified** of current element is **equal to Specified**' rule condition, when creating a document or method rule, and in the **Entity Selection Editor** you select the **String** or **Boolean**

column, you won't be able to select the **greater than**, **greater or equal than**, **less than**, and **less or equal than** options.

Note The **greater than**, **greater or equal than**, **less than**, and **less or equal than** options are available only for the **Decimal** or **Integer** columns.

Example In Configurator Rules, you create a method rule condition for one of the operation in your method of manufacture and select the 'Column **Specified** of current element is **equal to** **Specified**' rule condition. Using the first **Specified** link in the rule condition, you select the **String** or **Boolean** column. Next, when you click the **equal to** link, it will automatically change to **not equal to**. If you select the **Decimal** or **Integer** column and click the **equal to** link, from within the condition rule, the **Option List Editor** displays listing the following options:

- equal to
- not equal to
- greater than
- greater or equal than
- less than
- less or equal than

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Important This program is not available in Epicor Web Access.

Configurator Designer - 2D Viewer

The Configurator Designer includes the **2D Viewer** toolbox option used to create a two dimensional based configuration.

When you drag and drop the 2D Viewer input control onto the page, the **Input Properties** pane activates the **Image Properties** and **Image Mapping** actions.

Important You cannot deploy a configurator record that includes the 2D Viewer input control to the Epicor application accessible over the web (EWA).

Image Properties

On the **Page Designer** sheet, when you select the **2D Viewer** control, click the button located to the right of the Image Properties line to launch **Image Design**.

Image Design is a product visualization tool that allows for on-the-fly creation of a 2D product drawing inside the Configuration interface. It provides dimensionally accurate visual confirmation of configurations, where 2D model images display during a configuration session. It can run interactively as an integral part of the configuration process or after you have made all configuration selections.

Image Mapping

On the **Page Designer** sheet, when you select the **2D Viewer** control, and you create your drawing and add input controls to the page, click the button located to the right of the Image Mapping line to launch **Image Mapping**.

Image Mapping enables the Configurator Designer to tie the configurator inputs to the graphic elements designed in Image Design. Using Image Mapping, you map input control(s) added to the page to object(s) added in Image Design. When you change a value on the added input(s) or you activate them (for example, check box, radio button, button), during a configuration session, the object(s) added to Image Design changes accordingly.

Important You cannot map the Browser, Picture Box, Date, Button, Rectangle or another 2D Viewer input controls, meaning mapping one 2D Viewer with another.

Example You add the Arc object to your drawing and want to make it invisible, when you select the check box input control during a configuration session. In this case you map the check box (Boolean) with the Invisible object parameter (Boolean).

Important The mapped input must have the same data type as the 2D Viewer object. For example:

Type (Input)	Object Parameter Type
String	String
Decimal	Decimal
Boolean	Boolean

However, you can map the Combo Box input (String) to the Boolean and Decimal object parameters.

You can also map the Decimal input (Decimal Type) to Integer (Int32) object parameter, but only when zero decimals are defined in the format string.

Example Your drawing includes the Circle shape and you want to tie it to the Decimal input on your page. Before you map it, on your page you select the Decimal input, and using the button located on the Input Properties > Control Details > Format line you launch the Data Format Editor where you enter 0 (zero) into the Number of Decimals field.

Configurator Entry - Single Level Configuration

If you have defined multi-level Method of Manufacture for the part revision for which the configuration process is being defined, this check box governs the Bill of Materials (BOM) and Bill of Operations (BOO) levels of the indenture for which method rules can be defined. If the check box is selected, you can define method rules at the top-level of indenture only.

This prevents you from defining method rules for subassemblies. If it is cleared, you can define method rules for all levels of indenture within the Method of Manufacture, including subassemblies.

Note If a configurator includes a sub-configurator(s) (sequence), the Single Level Configuration is cleared and disabled.

If a configurator includes a sub configurator(s), but the sequence has not been created and you select this check box and next run the Rebuild Configurator Sequence process, the process validates, if there is an existing sequence, and clears this check box.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

Important This program is not available in Epicor Web Access.

Expression Builder - Parenthesis

The Expression Builder includes the Parenthesis setting used to control the order in which a calculation (expression) is formed without the need to create UD Methods to break up calculations.

Customer Relationship Management

Customer Relationship Management (CRM) is equipped with the tools you need to find more prospects and quickly convert them to satisfied customers. Your sales people can manage the complete prospect-to-customer life cycle, give accurate revenue forecasts to management and automate many administrative tasks.

With CRM you can manage and analyze the effectiveness of marketing campaigns and events. Marketers can pinpoint targets, capture highly qualified leads, and perform cost/benefit and return on investment (ROI) analyses on promotional activities. The campaign manager can track the number of leads, opportunities, orders, and costs per campaign. Once you have the lead, the CRM functionality helps manage the entire sales process more effectively, with features such as workflow and forecasting.

Important If your Customer Relationship Management (CRM) license is installed, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the functionalities that correspond to the Customer Relationship Management folder are found under the **Sales and Marketing Management** folder.

Contacts can be shared across the Epicor application. For example, a payroll employee can now be added as an authorized user for a buyer records reducing time and ensuring consistency You can share contacts between the following records:

- shop employees (Shop Employee Maintenance)
- payroll employees (Payroll Employee Maintenance)
- workforce people (Workforce Maintenance)
- buyers (Buyer Maintenance)
- supplier contacts (Supplier Maintenance)
- purchase point contacts (Supplier Maintenance)
- customer contacts (Customer Maintenance)

Customer Tracker - Invoice Header Level Tracker

Use the **All**, **Open** and **Closed** sub-sheets under the **Customer Tracker > Invoice** sheet to display invoice header information for a selected customer and use the **Invoice Lines** sub-sheet to display invoice line details for a selected customer.

This feature provides an enhanced organization of invoices. Employees can quickly locate invoices for a selected customer by status.

The Invoice **All**, **Open** and **Closed** sheets allows users to view header invoice information for a selected customer instead of having to group invoice line information by invoice number.

- The **All** sheet lists all invoices for the selected customer.
- The **Open** sheet lists all open invoices for the selected customer.
- The **Closed** sheet lists all closed invoices for the selected customer.
- The **Invoice Lines** sheet listed all invoice line details for the selected customer.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Customer Shipment Tracker

ERP Salesforce.com Integration

You can integrate Epicor ERP with Salesforce.com. Select data to integrate with Salesforce and create a synchronization process to schedule the automatic import and export of customer relationship management (CRM) data between the two applications.

Salesforce.com is a cloud-based Customer Relationship Management (CRM) application that manages customer relationship, sales pipeline and quote information and analytics. Through scheduled processes that export and import information automatically, customer, contact, part, and opportunity/quote data is synchronized between Epicor ERP and Salesforce.com.

Sales clerks and customer relationship management personnel need to be able to view Salesforce.com created customer information in Epicor ERP. They also need to be able to push information created within ERP to Salesforce.com so that they don't have to review and maintain information in two different applications.

Important To use Salesforce synchronization, your company must have both a Salesforce.com and an External CRM license.

To synchronize ERP customer relationship management (CRM) data with Salesforce.com, the following data must be defined:

- **Company Configuration** - Define Salesforce integration information and security.
- **Customers** - For each customer to synchronize, select the **Sync to External CRM** check box in **Customer Maintenance > Integrations > External CRM**.
- **Contacts** - For each contact to synchronize, select the **Sync to External CRM** check box in **Customer Maintenance > Contacts > Integrations > External CRM**
- **Parts** - For each part to synchronize, select the **Sync to External CRM** check box in **Part Maintenance > Integrations > External CRM**.

Use **Salesforce Synchronization** to create and submit a process to synchronize customers and contacts, parts and/or quotes with Salesforce.com based on the defined synchronization schedule.

The synchronization process between Epicor ERP and Salesforce.com is bidirectional. There is both an import and export process.

- **Import Process** - At a specified interval, a scheduled synchronization process within Epicor queries Salesforce.com for new and updated customer, contacts, parts and won quotes. The records are retrieved from Salesforce.com and the Epicor data is updated. If an error occurs, it is logged into the System Monitor. New customer records created in Salesforce are brought into Epicor as suspects. These suspects will require the usual process within the Epicor application to promote them to prospects/customers.

  Note Once a won opportunity/quote processes through to the Epicor application, changes to the data in Salesforce will not synchronize with the Epicor data. If changes are required, you must delete the opportunity/quote within Epicor. You can then alter the status of the opportunity/quote in Salesforce to one that is not won/closed and make amendments. The status is then reset to won/closed. The next synchronization will create a new opportunity/quote in Epicor.

- **Export Process** - At a specified interval, a scheduled synchronization process within Epicor polls for changes in the Customer and Contacts data tables as well as any new or updated SFDC integrated parts. Results are then used to update records on Salesforce.com. If an error occurs, it is logged into the System Monitor.

Note If an error occurs during the synchronization process, it is logged into the **System Monitor**.

Important This feature may not be available, or operate under certain restrictions in Epicor Cloud ERP

Customer Maintenance - Synchronization to External CRM Logic

Use CRM integration fields in **Customer Maintenance** to synchronize customers and contacts to an external CRM.

Sales clerks need to be able to integrate customer and contact information with an external CRM so that data does not need to be maintained in two locations.

Example A sales clerk updates customer contact information that is also in SalesForce.com and needs to integrate the contact information in both locations.

The following field logic changes have been made in **Customer Maintenance** to facilitate this integration:

- If the **Global** check box in the **Customer > Detail** sheet is selected, the customer or contact cannot integrate with an external CRM. The **Sync to External CRM** check boxes in the **Customer > Integrations > External CRM** and **Contacts > Integrations > External CRM** sheets are disabled.
- If the **Sync to External CRM** check box in the **Customer > Integrations > External CRM** sheet or **Contacts > Integrations > External CRM** sheet is selected, the customer cannot be selected as a global part. The **Global** check box in the **Customer > Details** sheet is disabled.
- The External CRM Customer ID and External CRM Contact ID fields are now read only. The external customer ID and external contact ID are populated automatically during the synchronization process.

Important This feature may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Menu Path: Sales Management > Order Management > Setup > Customer

Opportunity/Quote Entry - Synchronization to External CRM

Use the CRM Quote ID field in **Customer Maintenance** to view the external quote number for a quote synchronized to an external CRM.

Sales personnel need to be able to integrate quote information with an external CRM so that data does not need to be maintained in two locations.

Example A quote is created in SalesForce.com and is synchronized with ERP.

The following field logic changes have been made in **Opportunity/Quote Entry** to facilitate this integration:

- The External CRM Quote ID is now read only. The external quote ID value is populated automatically during the synchronization process.
- The **Sync to CRM** check box and the **CRM Order ID** field have been removed as they are not currently in use.

Important This feature may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Part - Synchronization to External CRM Logic

Use CRM integration fields In **Part Maintenance** to synchronize parts to an external CRM.

Sales clerks need to be able to integrate part information with an external CRM so that data does not need to be maintained in two locations.

Example A sales clerk updates a part that is also in SalesForce.com and needs to integrate the part information in both locations.

The following field logic changes have been made in **Part Maintenance** to facilitate this integration:

- If the **Global** check box in the **Part > Details** sheet is selected, the part cannot integrate with an external CRM. The **Sync to External CRM** check box in the **Part > Integrations > External CRM** sheet is disabled.
- If the **Sync to External CRM** check box in the **Part > Integrations > External CRM** sheet is selected, the part cannot be selected as a global part. The **Global** check box in the **Part > Details** sheet is disabled.
- The External CRM Part ID field is now read only. The external part ID is populated automatically during the synchronization process.

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Menu Path: Material Management > Inventory Management > Setup > Part

Salesforce Synchronization

Use **Salesforce Synchronization** to synchronize customer relationship management data between Epicor ERP and Salesforce.com.

Sales and customer relationship management personnel need to be able to synchronize customer, contact, part and quote data between Epicor ERP and Salesforce.com so that they are not required to review and update data for their customers in both applications.

Salesforce Synchronization was added to allow you to synchronize customer/contact, part and/or quote data between the specified Epicor ERP company and Saleforce.com based on a defined synchronization schedule.

You can select to include customers/contacts, parts and/or quote in the synchronization process.

Salesforce Synchronization has the following selection fields:

- **Customers/Contacts** - If selected, when the Salesforce Synchronization process runs, Salesforce.com is queried for new and updated customers and contacts and those records are retrieved from Salesforce.com and updated in Epicor ERP. ERP is queried for new and updated customers and contacts that synchronize with Salesforce. Any new or updated customer or contact data is used to update the records on Salesforce.com. The customer and contact synchronization process between Epicor ERP and Salesforce.com is bidirectional.

  Note For a customer to synchronize with Salesforce.com, the **Sync to External CRM** check box must be selected for that customer in the **Customer Maintenance > Integrations > External CMS** sheet. If the check box is clear, the customer is excluded from the synchronization process.

  Note For a contact to synchronize with Salesforce.com, the **Sync to External CRM** check box for that contact must be selected in the **Customer Maintenance > Contacts > Integrations > External CRM** sheet. If the check box is clear, the contact is excluded from the synchronization process.

- **Parts** - If selected, when the Salesforce Synchronization process runs, Salesforce.com is queried for new and updated parts and those records are retrieved from Salesforce.com and updated in Epicor ERP. ERP is queried for new and updated parts that synchronize with Salesforce. Any new or updated part data is used to update the records on Salesforce.com. The part synchronization process between Epicor ERP and Salesforce.com is bidirectional. For each part selected to synchronize with Salesforce.com, changes to information such as the product ID, part number and description and unit price synchronize. The part synchronization process between Epicor ERP and Salesforce.com is bidirectional.

  Note For a part to synchronize with Salesforce.com, the **Sync to External CRM** check box for that part must be selected in the **Part Maintenance > Integrations > External CMS** sheet. If the check box is clear, the part is excluded from the synchronization process.

- Quotes - If selected, when the Salesforce Synchronization process runs, quotes created in Salesforce.com import into Epicor ERP. Quotes are only imported from Salesforce.com to Opportunity/Quote Entry when they are won.

  Note Once a won opportunity/quote imports from Salesforce.com to Epicor ERP, changes to the quote in Salesforce do not synchronize with Epicor data. To make changes, you must delete the quote within Epicor and change the status of the quote in Salesforce to a status that is not won or closed. You can then make changes to the quote in Salesforce.com and change the status back to won or closed. The next synchronization creates a new quote in Epicor.

  Note When a quote imports into Epicor ERP, you need to manually set the quote as Won in Epicor ERP.

You can select to process the synchronization now, when your task schedule starts or select an existing processing schedule used by your company. You can also select that the process be run on a repeating basis.

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Note If an error occurs during the synchronization process, it is logged into the **System Monitor**.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Salesforce Synchronization

Menu Path: Sales Management > Quote Management > General Operations > Salesforce Synchronization

Menu Path: Sales Management > Order Management > General Operations > Salesforce Synchronization

Order Management

The **Order Management** module virtually drives the Enterprise Resource Planning (ERP) system. From the time you place an order, its progress is tracked through final shipment while producing timely reports on demand.

With Order Management, all orders and change orders are effectively managed online, reducing the chance for error and smoothing out the order-to-delivery process for maximum customer satisfaction.

Taxes in SO Acknowledgment

The application includes the tax information on the sales order level and line levels in SO Acknowledgment.

Sales employees can now print a sales acknowledgment that includes taxes on the order level and line level to send to customers.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Taxes in Pro-Forma Invoice

The application includes the tax and miscellaneous charge information on the sales order level and line levels in pro-forma invoice.

Sales employees can now print a pro-forma that includes taxes on the order level and line level for accurate record keeping.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Sales Order Entry - Payment Schedule

Use the **Payment Schedule** sheet in **Sales Order Entry** to adjust the payment schedule for the term.

Sales employees need the ability to generate a payment schedule for a sales order and define the number of payments , days, percentage and amounts of the payments for the negotiated deal.

By default the payment schedule is taken from the terms selected for this sales order. You can adjust it for the specific order if required.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Sales Order - Manifest Rate Shopping Application

Use the **Rate Shopping** application in **Order Entry** to shop for different shipping options to determine the most cost effective way to ship your order.

Quote entry, order entry or shipping clerk personnel need the ability to easily shop the different shipping options to determine the most cost effective way to ship. The web-based **Rate Shopping** tool allows you to search the various shipping options that are allowed for your site and select the best way to ship your order.

To shop for shipping rates in **Order Entry**, press the button to the right of the **Ship Via** field in the **Header > Detail** sheet. **A Rate Shopping for XXXX** (where XXXX is the document number) browser window displays and retrieves details from your document, such as the line items, the quantity and the estimated weight and size of the products. You will then be able to use this information to shop for shipping options and get estimates of shipping costs for the order.

The following change was made to implement this feature:

- In **Order Entry**, a **Rate Shopping** button was added beside the **Ship Via** field in the **Header > Detail** sheet. When you click it, the **Rate Shopping** application launches.

  Note The **Rate Shopping** button is only enabled if the order is open, the **Enable Rate Shopping** check box in the **Site Configuration > Modules > Shipping Receiving > General** sheet is selected and the web URL to the Manifest Rate Shopping site is entered in the **URL** field.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Price List - Price List Import/Export Client Path

In Price List Maintenance, you can import or export price lists from a Client, Server or local(PC) path.

This feature provides employees in a cloud environment the ability to import price lists from a local or client resource and export to the central server.

If you use Price Lists in Epicor Cloud ERP, the price list import/export process functions in the following way:

- **Import** - You can only navigate to import .CSV fields from a Client resource, or local (PC) resource. During the Import process, the file transfers from the client to the server and then the export process is submitted to the Import task agent.
- **Export** - You can only navigate to export .CSV fields to a server path. Once the export process is complete, navigate to System Setup > Schedule Processes > Server File Download to download the export file from the server to your client or local (PC) resource.

Menu Path

Navigate to this program from the Main Menu:

- Sales Management > Customer Relationship Management > Setup > Price List
- Sales Management > Order Management > Setup > Price List
- Sales Management > Quote Management > Setup > Price Lists

Quote Management

Quote Management is often the starting point for the supply chain cycle. When a quote is entered, manufacturing details are entered for the record. These records give your organization a solid head start for job management, scheduling, purchasing, and other functions of the application. Best of all, the result is greater efficiency.

Opportunity/Quote Entry - Conclusion Sheet

The **Opportunity/Quote Entry** program includes the **Conclusion** sheet. The sheet is located under the **Header** tab.

Sales teams require the ability to record the reason why a quote has been won or lost. This information can be helpful in analysis or in recognizing trends.

Use the Conclusion sheet to define the reason code and conclusion that indicate why the selected quote has been won or lost.

Note The Conclusion sheet also displays in the Opportunity/Quote Tracker.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Layout Changes

The **Opportunity/Quote Entry** program includes the following layout changes:

- The **Mfg Details** tab has been renamed to **Manufacturing**.
- A new **Details** tab has been added under the **Manufacturing** tab. The tab holds the previous **Mfg Details** tabs/sheets structure.
- A new **Revision** sheet has been added and placed under the **Manufacturing** tab.
- The **Co-Parts** sheet displays under the **Manufacturing** tab.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Manifest Rate Shopping Application

Use the **Rate Shopping** application in **Opportunity/Quote Entry** to shop for different shipping options to determine the most cost effective way to ship your quoted parts.

Quote entry, order entry or shipping clerk personnel need the ability to easily shop the different shipping options to determine the most cost effective way to ship. The web-based **Rate Shopping** tool allows you to search the various shipping options that are allowed for your site and select the best way to ship.

To shop for shipping rates in **Opportunity/Quote Entry**, press the button to the right of the **Ship Via** field in the **Header > Detail** sheet. **A Rate Shopping for XXXX** (where XXXX is the quote number) browser window displays and retrieves details from your document, such as the line items, the quantity and the estimated weight and size of the products. You will then be able to use this information to shop for shipping options and get estimates of shipping costs for the quote.

The following changes were made to implement this feature:

- In **Opportunity/Quote Entry**, a **Rate Shopping** button was added beside the **Ship Via** field in the **Header > Detail** sheet. When you click it, the **Rate Shopping** application launches.

  Note The **Rate Shopping** button is only enabled if the quote is open, the **Enable Rate Shopping** check box in the **Site Configuration > Modules > Shipping Receiving > General** sheet is selected and the web URL to the Manifest Rate Shopping site is entered in the **URL** field.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Ready To Process

The **Opportunity/Quote Entry > Header > Detail** and **Summary** sheets include the **Ready To Process** check box.

Some customers use quotes as preliminary documentation to obtain financing for their projects. It is important for sales personnel to provide quotes to customers that accurately reflect the bottom line of a sales order including tax estimates. If taxes are automatically calculated, it is beneficial to have an indicator that the tax calculations for the quote are complete and ready to be shared.

The **Ready to Process** check box indicates when you both want to update all cost and tax amounts on the current quote and then send the updated tax amounts to the Avalara® AvaTax® website. When you select this check box, you launch several dynamic calculations; only select this check box when you are ready to complete the quote. You typically will have better quote entry performance when this check box is clear, as this prevents the additional processing and Internet data transfer from placing demands against your network resources.

Important This check box only activates if you select the **Calculate Taxes for Quote** check box located on the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Quote Line Tax

The **Opportunity/Quote Entry > Line** tab includes the **Tax > Detail/List** sheets. Use these sheets to enter or view taxes applied to a quote line. You can adjust taxes manually or allow the application to recalculate them automatically before posting the quote.

If a customer use quotes as preliminary documentation to obtain financing for their projects, it is important for sales personnel to have the ability to provide quotes to customers that accurately reflect tax estimates on a quote. Some countries such as Australia, Malaysia or Spain have also a legislative requirement to include taxes on quotes. With quote line tax and totals calculation, sales personnel have the ability to send a quote with an estimation of line taxes and totals to their customers.

- The **Tax** sheet displays tax, withholding and self-assessed tax total information for the quote line. An indicator displays whether the quote line has inclusive taxes, exclusive taxes or no taxes.

  The **Tax** sheet has the following sub-sheets:

  - The **Detail** sheet includes information about Tax Type, Rate Code, Percent, Fixed Amount, Collection, Taxable Amount, Reportable Amount, Tax Amount, and Currency.
  - The **List** sheet displays the same information, but in columns.

Important For the taxes to calculate for the entered quote line(s), you must select the **Ready to Process** check box located on the **Opportunity/Quote Entry > Summary** or **Header** sheets.

For the Ready to Process check box to be active, you must select the **Calculate Taxes for Quotes** check box, located on the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

The **Line > Detail** sheet displays the **Tax** and **Total** fields.

- The **Tax** field displays the total amount of sales tax that is added to the quote line. The tax amount automatically calculates when you select the Ready to Process check box located on the Summary sheet.
- The **Total** field specifies the quote line total, which includes the sum total of the potential, misc charges, and tax values.

```
Quote Line Total = Potential + Misc Charges + Tax
```

Note To add a new line tax manually, from the **New** menu, select the **New Line Tax** option. This option is disabled if the quote line has a tax liability that is tax inclusive.

Note If the quote line has a tax liability that is tax inclusive, you cannot add, delete or manually calculate a quote line tax. The **New Line Tax** option is disabled and the **Manual Tax Calculation** check box on the **Line > Tax > Detail** sheet is disabled.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Quote Header Tax

The **Opportunity/Quote Entry** program includes the **Tax** sheet. The sheet is located under the **Header** tab.

Use the Tax sheet to enter or view all of the taxes that are levied against a quote.

Note The Header > Tax sheet also displays in the Opportunity/Quote Tracker.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Quote Form Miscellaneous Charge Subtotal Fields

The **Line Miscellaneous Charges** and **Quote Miscellaneous Charges** fields in the **Quote** form display subtotal information for the miscellaneous charges of a quote at the header, line and / or quantity break level.

When providing quotes to customers, sales teams require the ability to display the total miscellaneous charges for the quote.

In the Quote Form the following fields in the Subtotal section display miscellaneous charges subtotal and total for the quote:

- **Line Miscellaneous Charges** - Displays the total miscellaneous charges defined for the lines and quantity breaks in a quote.
- **Quote Miscellaneous Charges** - Displays the total miscellaneous charges defined for the quote header.

The Line Miscellaneous Charges and Quote Miscellaneous Charges are used in the calculation to determine the Quote Total value.

- Line Totals + Total Taxes + Line Miscellaneous Charges + Quote Miscellaneous Charges = Quote Total

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Opportunity/Quote Entry - Quote Form Includes Taxes

On the **Quote** form, tax information displays to provide customers the ability to see taxes on their provided quotes.

Sales teams need to be able to provide customers visibility of taxes on quote form reports so customers are aware of these taxes when they receive the printed quote.

In the **Quote** form, the following layout changes were made to include tax information and to standardize the form with the **Sales Order Acknowledgment** report:

- The **Description** field is now under the **Part** field.
- The **Drawing** field is now under the **Revision** field.
- The **Expected Quantity**, **Unit Price**, **Extended Price** and **Discounts** fields display for each line.
  - If the tax liability for the quote line uses exclusive pricing, the **Unit Price** and **Net Price** values do not include taxes.
  - If the tax liability for the quote line uses inclusive pricing, the **Unit Price** and **Net Price** values include taxes.
- The line headers now display once at the top of the from instead of before each quote line.
- A **Quantity Breaks** section name was added above the price breaks header.
- The **Discount %**, **Disc Amt** and **Net Price** fields were removed from **Price Breaks** section.
- Tax recap section is added above the **Quote Totals** to display taxes applied to the quote. The tax level that displays is based on the **Tax Method** value on the first tax code in the selected tax liability for the quote:
  - If the tax method is document level, one record for each tax code displays. The sum of all taxes also displays.
  - If the tax method is line level, tax information displays for each line.
- Quote subtotals now display at the bottom of the report.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Production Management

The Epicor suite of production management applications, comprised of Job Management, Scheduling, Material Requirements Planning, and Quality Assurance, uses sophisticated technologies to model your best practices and empowers your personnel to make decisions that result in optimization of your production process.

Whether you are a global, multi-site enterprise or a single-site manufacturer, the fundamental need for precise and flexible planning and scheduling is an ever present requirement for your business. Specific functionality like consolidated purchasing, transfer functionality, and consolidated financials helps global enterprises manage the complexity of their size and take advantage of the efficiencies that smaller organizations enjoy.

Engineering

The Engineering module (Product Data Management - PDM), serves as a central knowledge repository for process and product history. It also promotes integration and data exchange among all enterprise users who interact with the product - including project managers, engineers, salespersons, buyers, and quality assurance representatives.

Epicor offers a solution for manufacturers that manages the powerful information traditionally contained in engineering documents, site floor routings, changes, sales orders, and quality documentation. It does this within a single online solution easily shared across the enterprise business.

Circular Reference Validation

A **Circular Reference** validation message displays in Job Entry and Opportunity/Quote Entry, if the assembly part includes subassembly(s) that include the same assembly part as a material in its method of manufacture.

The Circular Reference Validation applies to the following levels:

Example

```
1. Asm:0 Part1
              Mtl:10 Part 1
2. Asm:0 Part1
               Asm:1 Part2
                           Mtl:10 Part 1
3. Asm:1 Part1
              Mtl:10 Part 1
4. Asm:0 Part2
              Asm:1 Part1
                         Asm:2 Part3
                                    Mtl:10 Part 1
```

Note The parts and assemblies numbers in the example are for presentation purposes only. However, the example logic displays the maximum of two levels only.

Circular Reference Validation Rules/Logic

- If you add or change any assembly or material on a job or quote, the Circular Reference Validation will not display unless you engineer the job or quote.
- When you engineer a job or quote, the application checks all the assemblies and materials in the method of manufacture. If it finds at least one Circular Reference, the **Circular reference of Part1 was found from Asm:1 to Asm:3, Material Seq: 20. Engineering is not allowed.** message displays.

  Note The part and assemblies numbers are for presentation purposes only.

- If you modify or add a new material or subassembly on an engineered job or quote line, the application drills down the method of manufacture and identifies a circular reference.

Note If you attempt to add the same assembly part as a material in the method of manufacture for the assembly part, the Circular Reference message also displays in the Engineering Workbench.

```
Parent: Part1
                     Material: Mtl:10 Part 1
```

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Handheld

Process Queue by ID (Handheld) - Filter Part/Warehouse Quantities for Current Site

To lookup on hand and allocated quantities for a part you are processing in **Process by Queue ID (Handheld)**, click **Lookup F7** in the **Part** field. The **Part Lookup** window displays on hand or allocated quantities for the part in all warehouses in the current site or for those warehouses shared with the current site, if any.

Menu Path: Material Management > Data Collection > Handheld > Material Handling > Process By ID

Important This program is not available in Epicor Web Access.

Queued Purchase Receipt Transactions - To Warehouse/To Bin Fields

If the queued transaction you are processing in **Process by Queue ID (Handheld)** is a purchase-related receipt (the assigned transaction type starts with PUR-, such as PUR-STK, PUR-SUB, PUR-MTL), the entries for the **To Warehouse** and **To Bin** fields come from the value you select using the Lookup button search, rather from the values in the **From Warehouse** and **From Bin** fields, as is the case with other types of transactions.

This allows warehouse inventory clerks that are stocking supplies that just arrived to the site to search for the specific locations where they must be stored, because the system recommended location (default) might be full.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Data Collection > Handheld > Handheld Menu
- Production Management > Data Collection > Handheld > Handheld Menu

Job Management

Job Management is a comprehensive manufacturing control solution, designed specifically for the routing, scheduling, costing, and tracking of either custom or repetitive parts manufactured on the shop floor.

Job Entry for a repeat part takes minimal effort. Analysis tools provide the quick and accurate reference necessary for re-quoting a part or identifying the types of work at which your company is most profitable.

Backflush Log

The Backflush Log generated through the Backflush Labor Server Process includes more information about Backflush operations and materials transactions.

The log includes the following information:

Backflush Operations

- Company
- Labor Header Sequence
- Labor Detail Sequence
- Assembly Sequence
- Operation Sequence
- Job Number

Backflush Part Transactions

- Part Transaction Type
- Employee ID
- Material Sequence
- Part Number
- Warehouse
- Warehouse Bin
- Transaction Quantity
- Start /End Dates and Times

Note The log generates in the **C:\EpicorData\Companies\[CompanyName]\Processes\[UserName]** location. If you need, you can change both the directory path and the file name.

Example

```
11:22:18 Backflush Labor Server Process - Started
11:22:18 Backflush Labor Server Process - Processing
11:22:19 Processing Company: EPIC06 LaborHedSeq: 122585 LaborDtlSeq: 242778
0 JobNum: 2421 AssemblySeq 0 OperationSeq 20
11:22:19 -----> Backflush Factor 1
11:22:19 -----> Labor Production Created For B Operation: Company:EPIC06 La
borDtlSeq: 2427781 Job: 2421/0/10
11:22:19 -----------> PartTran Created TranType STK-MTL EmpID  MtlSeq 20 Pa
rtNum lot1 Whse CHI Bin 00-00-00 TranQty 10 EA
11:22:19 -----------> Deferred Update executed for updating PartBin CHI/00-
00-00 LotNum  Qty 10 EA
11:22:19 Backflush Labor Server Process - Completed
11:22:19 Backflush Labor Server Process - Stopped
```

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Inventory Management > General Operations > Backflush Labor Server Process
- Production Management > Job Management > General Operations > Backflush Labor Server Process

Make To Order Creates WIP Record

Operations that are marked as auto receive into inventory instead create a WIP record when the job is Make to Order.

The application will not create automatic receipts to inventory for jobs that are Make Direct, because the quantity needs to be shipped and not entered into inventory. The quantity is visible for shipping as a Part WIP record. You can see this in the Job Tracker.

Production Detail Report - Salvage Material Cost

The **Production Detail Report** includes a **Salvage** column field that is located in the **RAW MATERIALS** report section. The column field contains the total Salvage Cost (Salvage Credit) performed against a specific material. The cost is reflected as a deduction.

Example The standard cost of **Part B** (purchased part) is **USD 55.00**. To manufacture **1** unit of **Part A** (part on the fly), you need **40** inches of **Part B**. You add a job to produce one unit of **Part A**, and in Job Entry add **Part B** as its material, with the **Qty/Parent** value set to **40** inches. Next, you issue **67** units of **Part B** to the job. You are close to completing the job and return the remaining **27** units of **Part B** back to stock using Job Receipt to Salvage. When you review the job using the Job Tracker, the **Actual Total** cost of the **Part B** material is **2,200** (40 x 55 = 2,200). This is because you salvaged **27** units. When you run the Production Detail Report, the cost and quantity results display as follows:

Quantity (Estimate)	Cost (Estimate)	Quantity (Actual)	Cost (Actual)	Salvage (Actual)
40	2,200 (40 x 55)	67	3,685 (67 x 55)	1,485 (27 x 55)

Menu Path

Navigate to this program from the Main Menu:

- Production Management > Job Management > Reports > Production Detail

Quality Assurance

The Quality Assurance module ties together all quality functions, whether it is scrapping end parts, rejecting raw materials, or tracking first article inspections.

Inspectors have queues of items to inspect with full disposition and corrective action follow-up. Shop floor employees can indicate parts are non-conformant, which moves them into an inspection queue. Parts that fail inspection may be selected for review by a material review board.

Primary Contact ID Key

The **Primary Contact ID** field in the Advanced Quality Assurance application displays the correct key.

Example The key displays as follows:

```
Customer (DALTON) + Ship To Num (Plant1) + Contact Num (1)
```

therefore

```
DALTON_PLANT1_1
```

When you load a *.csv file into API Toolkit and synchronize it, you launch the IQS web and, on the Customer sheet, enter a Customer ID. Next, you navigate to the Primary Contact sheet, click on Search, and the application displays the primary contact information previously loaded using the API Toolkit.

Material Requirements Planning

Use the Material Requirements Planning (MRP) tools to both estimate potential demand and propose the supply that answers this demand.

The MRP tools do this by generating job, purchase, and transfer order suggestions. MRP is designed primarily for companies that manufacture make to stock quantities or for mixed-mode manufacturers that run both custom and stock products. By using MRP, you can anticipate the future demand for your products and ensure materials are in the right place at the right time.

Scheduling

The scheduling functionality helps ensure your jobs are manufactured on time to meet the demand of your customers.

The scheduling engine uses several factors that affect production - quantity, setup time, production time, capacity, priority, and so on - to calculate how long it takes each job to complete. It then displays the schedule through the Job Scheduling Board, the Resource Scheduling Board, and the Multi-Resource Scheduling Board.

Scheduling offers the following tools:

- **Base Scheduling** - Multiple resource views and online scheduling tools such as the Change Impact Informer offer the master scheduler and management the ability to visually locate overload problems and slack conditions. You can use this tool to perform cost and throughput analysis on schedule changes before they are firmly committed.
- **Advanced Scheduling (APS License Required)** - An extension of scheduling, APS incorporates the strength of the Scheduling engine and enhances it with advanced functionality such as multiple constraint scheduling, a wide range of scheduling methods, visual drag-and-drop scheduling, capability and dependent capability-based scheduling, real-time capable-to-promise functionality, and advanced material planning functionality.

Backward Scheduling Start

Use the **Backward Scheduling Start** field to define a default Backward scheduling Due Time value.

The value you enter in this field defaults in the **Due Time** field, when you schedule a job in Job Entry, Service Job Entry, Job Manager, Job Scheduling Board (Move Job), Resource Scheduling Board (Move Job), Multi-Resource Scheduling Board ((Move Job), and so on.

Example You enter a value of 04:00 AM in this field and schedule a job that is due five days out, for example, 25th September 2017. When you schedule the job Backward, using the Job Entry > Actions > Schedule > Job Scheduling command, the value of 04:00 AM displays in the Schedule Job > Due Time field.

Note The Backward scheduling logic begins with the Due Date/Due Time on the job and then moves backward through the Production Calendar used at the resource, resource group, site, or company, and uses the lengths of time required on each operation (Operation Time) - taking into account any operations that can run concurrently (peer assemblies) - to arrive at the Start Date/Start Time.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Multi-Site > Setup > Site Maintenance
- Material Management > Inventory Management > Setup > Site Maintenance
- Production Management > Job Management > Setup > Site Maintenance
- System Setup > Company/Site Maintenance > Site Maintenance

Time Management

The Time Management module contains the functionality you need to approve and enter employee time entries against a specific project. By leveraging this functionality, you can then accurately track how much labor is being used to complete each project.

You first define time types, like Regular Time, Over Time, Vacation, and so on. These time types define the specific kinds of time used to calculate the current and complete expenses placed against a project. You select these time types within Time and Expense Entry.

The module contains an approval process through which employee time is verified against a selected project. Users first launch the Time Approval program to indicate how much time is budgeted to be placed against a specific project. After the employee time is approved, the employee time is then available to place against the project through Time and Expense Entry.

You can then monitor the amount of time being placed against each project. Launch the Time report to review all of the time entries entered between a specific Start Date and End Date period. Likewise, you can use the Time Booking Exception report to review any indirect labor entries currently entered against one or multiple projects.

Through this functionality, you can monitor the labor costs being accumulated against a project. This functionality improves planning and calculates more accurate expense calculations.

HCM Pay Hours Integration

You can integrate pay hours entered for an employee either on summary or detail level.

When an employee enters labor pay hours, you can specify how the HCM and ERP integration is performed. Depending on the company requirements you are able to provide total information on pay hours in **Time and**

Expense Entry without details (on the Time Summary level) or with details (on the Time Detail level). These requirements may vary depending on site or employee.

It is possible to configure specific sites and employees to ensure the HCM and ERP integration is performed on the required level.

To configure integration for the employee, use the **Integrate Labor Pay Hours at** list on the **Time and Expense > Time > Detail** sheet in **Employee Maintenance**.

To configure integration for the site, use the **Integrate Labor Pay Hours at** list on the **Modules > Time and Expense > Time** sheet in **Site Configuration Control**.

To specify if you can select the pay hours type used by the HCM integration on site and employee levels or on the site level only, use the **Allow Override Integrate Labor Pay Hours at Employee** field on the **Modules > Time and Expense > Time** sheet in **Site Configuration Control**.

To verify whether integration is performed on the header or detail level in Time and Expense Entry, review the **Integrated with HCM** field on the **Time > Daily Time > Summary** sheet.

Important This feature is not available in Epicor Cloud ERP.

Menu Path: Service Management > Expense Management > General Operations > Time and Expense Entry

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Menu Path: Service Management > Time Management > Setup > Employee

Pay Hours Summary in Time Management for HCM

In Time and Expense Entry, on the Time > Daily Time > Detail > Detail screen, Pay Hours displays in place of Payroll in the Summary section when the HCM Integration Enabled check box is selected in Company Configuration. The Pay Hours field shows the sum of the Pay Hours registered in the HCM pane.

Material Management

The Material Management module refers to the approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization. The scope of materials management include materials planning and control, purchasing, inventory control, data collection, and shipping and receiving.

Inventory Management

Use Inventory Management to update and maintain raw materials, WIP, and finished goods inventory quantities and costs.

Use MRP to create inventory allocations for jobs entered through Job Management or generated from Order Management. These allocations are relieved as inventory items are issued to the job or as purchase order receipts are posted.

Issued inventory reduces quantities on hand, which are continually replenished by processing purchased or manufactured item receipts into inventory. Receipt processing provides a continual update of inventory FIFO, average, last, or standard costs for every item. A variety of inquiries provide management analysis of MRP, shortage monitoring, reorder analysis, stock status, valuation, and other critical items such as the Excess Stock Provision, Stock Status, and Obsolete Stock reports.

Company Configuration - Defer Lot Attributes

If the lot attribute is defined as **Tracked**, the application prompts you on different stages of lot processing that this attribute can be defined.

For some inventory transactions, an inventory manager may not have all of the required attributes at the time they need to create a lot. They need to be able to create lots for these transactions without being required to add the attributes. The attributes can be entered at a later time when the information is available.

In the **Defer Lot Attribute Entry** pane on the **Modules - Materials - Inventory - Lot** sheet you can specify for each stage whether you do not want to receive such prompts from the application. These settings can be overridden for specific parts in the **Part Maintenance - Part - Lots - Attributes** sheet.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Tracking Options for Lot Attributes

You can define whether the specific lot attribute is mandatory, tracked, or not tracked during lot creation and processing at the company level.

For some inventory transactions, an inventory manager may not have all of the required attributes at the time they need to create a lot. Some attributes might be required to create the lot. Some attributes might not be required at the point of lot creation but might be needed later during the life cycle of the lot. Other attributes might not be required. Inventory managers need to ability to select which lot attributes are mandatory, which ones should be tracked for later entry when the information is available and which attributes are not required.

The following values can be selected for an attribute on the **Modules - Materials - Inventory - Lot** sheet:

- **Mandatory** - this attribute is required at the moment of the lot creation.
- **Tracked** - this attribute can be specified at any stage of the lot processing, either at the moment of the lot creation or later.
- **Not tracked** - this attribute is not used for the lot.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Count Cycle Maintenance - Include Non Nettable Bins

The **Generate Count Tags** window, launched via the **Actions** menu, includes the **Include Non Nettable Bins** check box.

Warehouse managers can count items that are in non-nettable locations to give them a more accurate look at their real stock.

Select this check box to include items located in non-nettable bins for the specified cycle sequence.

Note A non-nettable bin inventory is not used in a production planning process (considered to be zero for the purpose of fulfilling demand).

Example

- Quality control - the goods arrive from the supplier and you want to first inspect them before they can be available for shipment. They are in stock, but located in a non-nettable bin.
- Products that need to be scrapped.
- Products that you purchase and resell, but do not track as inventory.

Note If an item's location is non-nettable, the quantity is not included in the on-hand amount. MRP does not use the non-nettable quantity in calculating requirements.

Menu Path: Material Management > Inventory Management > General Operations > Count Cycle Maintenance

Mass Issue to Manufacturing - Logic

If you Mass Issue only a portion of the required materials, the Epicor Application does not reverse any previously issued quantity, the second time you Mass Issue the materials. However, the application still considers the total quantity issued.

Example This example explains the non-reversal Mass Issue logic. The example uses the following data:

- Parts

Part ID	Type	Current Stock Quantity
Part 1	Manufactured (Assembly)	0
Part 2	Purchased	200
Part 3	Purchased	100

- Job

Job Number	Demand Link	Production Quantity	Material 1/Qty Parent	Material 2/Qty Parent
2016	Make To Stock	100	Part 2; Qty/Parent = 2	Part 3; Qty/Parent = 1

The Method of Manufacture (MOM) for Part 1 includes two materials with different Quantity/Parent values. In this example, we Mass Issue materials three times and then review material transactions.

Mass Issue #1

First, we change the default Quantity value from **100** to **20**. When we issue the materials, the **Qty Issued** field displays the following values:

Material	Qty Issued
Part 2	40 (the value of 40 displays because of the Qty/Parent = 2)
Part 3	20 (the value of 20 displays because of the Qty/Parent = 1)

Note Next, to make the two materials out of sync, we issue additional **10** units of Part 2 to the job, but using Issue Material. This results in the following material transactions:

Material	Material Transaction #1	Material Transaction #2
Part 2	40 (created using Mass Issue to Mfg)	10 (created using Issue Material)
Part 3	20 (created using Mass Issue to Mfg)	N/A

Mass Issue #2

Now, as we Mass Issue the second time, we change the default Quantity value from **100** to **22**. When we issue the materials, the **Qty Issued** field displays the following values:

Material	Qty Issued
Part 2	0 **Note** The value of **0** displays, because we have already issued 50 units to the job, so there is nothing more to issue. Since we have tried to issue quantities that are below the already issued quantity of 50, the value of **0** displays.
Part 3	2 **Note** The value of **2** displays, because we have so far issued only 20 units to the job. Since we have tried to issue quantities that are above the already issued quantity of 20, the value of **2** displays. `22 - 20 = 2`

Mass Issue #3

Finally, we Mass Issue the third time, but keep the default Quantity value of **100**. When we issue the materials, the **Qty Issued** field displays the following values:

Material	Qty Issued
Part 2	150 **Note** The value of **150** displays, because we have only issued 50 units so far, but require 200. `100 (Production Quantity) x 2 (Qty/Parent) = 200`
Part 3	78 **Note** The value of **78** displays, because we have only issued 22 units so far, but require 100. `100 (Production Quantity) x 1 (Qty/Parent) = 100`

Menu Path: Material Management > Inventory Management > General Operations > Mass Issue to Mfg

Part - Defer Lot Attributes

If the lot attribute is defined as **Tracked**, the application prompts you on different stages of lot processing that this attribute can be defined.

When creating lots, an inventory manager may not have all of the required attributes at the time. They need to be able to create lots without being required to add the attributes and the attributes will be entered at a later time when the information is available.

You can specify for each stage whether you do not want to receive such prompts from the application. The default values for the attributes come from the settings in the **Company Configuration > Inventory > Lots** sheet for the current company and can be overridden for specific parts on the **Part Maintenance - Part - Lots - Attributes** sheet.

If the **Manual Entry** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the **Lot Number Entry** program.

If the **Purchase Receipt** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the following programs:

- Container Receipt
- Container Receipt (Handheld)
- PO Receipt (Handheld)
- Receipt Entry (MES)

If the **Job Receipt** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the following programs:

- Job Receipt to Job
- Job Receipt to Salvage
- Job Receipt to Inventory
- Kanban Receipts (MES)
- Kanban Receipts (Handheld)
- Job Receipt to Inventory (Handheld)
- Job Receipt to Salvage (Handheld)
- Job Receipt to Job (Handheld)

If the **Inspection** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the Inspection Processing program.

If the **Quantity Adjustment** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the following programs:

- Quantity Adjustment
- Adjust Inventory (Handheld)

If the **Inventory Move** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the following programs:

- Inventory Transfer
- Inventory Transfer (Handheld)

If the **Shipments** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the following programs:

- Customer Shipment
- Subcontractor Shipment
- Drop Shipment
- Sales Order (Counter Sales)
- Packout (Handheld)
- Packout (MES)
- Customer Mass Shipment (Handheld)

If the **Inventory Counts** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the Count Tag program.

If the **Asset Disposal** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the Asset Disposal program.

If the **RMA** check box is selected on the **Defer Lot Attributes** pane, the application does not prompt you to enter values on the Lot Attributes screen when you create lots in the RMA Processing program.

Menu Path:

- Material Management > Inventory Management > Setup > Part
- Material Management > Inventory Management > Setup > Lot
- Material Management > Shipping / Receiving > General Operations > Container Receipt Entry
- Production Management > Data Collection > Handheld > Shipping / Receiving > Container Receipt
- Material Management > Data Collection > Handheld > Shipping / Receiving > PO Receipt
- Manufacturing Execution System (MES) Menu > Shipping/Receiving > Receipt Entry
- Material Management > Inventory Management > General Operations > Job Receipt to Job
- Manufacturing Execution System (MES) Menu > Production > Kanban Receipts
- Material Management > Inventory Management > General Operations > Job Receipt to Salvage
- Material Management > Data Collection > Handheld > Handheld Menu
- Material Management > Data Collection > Handheld > Material Handling > Job Receipt to Salvage
- Material Management > Data Collection > Handheld > Material Handling > Job Receipt to Job
- Production Management > Quality Assurance > General Operations > Inspection Processing
- Material Management > Data Collection > Handheld > Material Handling - Adjust Inventory
- Material Management > Inventory Management > General Operations > Inventory Transfer
- Material Management > Data Collection > Handheld > Material Handling > Move Inventory
- Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry
- Material Management > Data Collection > Handheld > Shipping / Receiving > Customer Mass Shipment
- Material Management > Shipping / Receiving > General Operations > Subcontractor Shipment
- Sales Management > Order Management > General Operations > Order Entry
- Material Management > Data Collection > Handheld > Shipping / Receiving > Packout
- Manufacturing Execution System (MES) Menu > Shipping/Receiving > Customer Shipment Entry > Packout
- Material Management > Inventory Management > General Operations > Count Tag Entry
- Financial Management > Asset Management > General Operations > Asset Disposal Entry
- Financial Management > Accounts Receivable > General Operations > RMA Processing

Part - No Revisions Change Option

In **Part Maintenance**, the **Change** option is no longer in use and has been removed from the **Actions > Revisions** menu.

Menu Path: Material Management > Inventory Management > Setup > Part

Part - Tracking Options for Lot Attributes

You can define whether the specific lot attribute is mandatory, tracked, or not tracked during lot creation and processing at the part level.

For some inventory transactions, an inventory manager may not have all of the required attributes at the time they need to create a lot. Inventory managers need to ability to select which lot attributes are mandatory, which ones should be tracked for later entry when the information is available and which attributes are not required.

The lot attributes' values you define for the specific part override the values specified at the company level.

The following values can be selected for an attribute:

- **Mandatory** - this attribute is required at the moment of the lot creation.

- **Tracked** - this attribute can be specified at any stage of the lot processing, either at the moment of the lot creation or later.
- **Not tracked** - this attribute is not used for the lot.

Menu Path: Material Management > Inventory Management > Setup > Part

Time Phased Material Requirements Report - Print Zero On Hand Qty if No Exceptions

The **Time Phased Material Requirements Report** includes the **Print Zero On Hand Qty if No Exceptions** check box.

To get a more accurate picture of their material requirements, warehouse personnel may need to know what parts carry zero on hand quantities.

The **Print Zero On Hand Qty if No Exceptions** check box indicates whether you want the Time Phased Material Requiements report to include parts that carry zero on hand quantities. If a part doesn't meet any of the current exceptions and you select this check box, the report will display parts with zero on hand quantities.

Example You have two manufactured stocked parts that include the following settings:

Part ID	Min On-Hand	Max On-Hand	Part Class	Stock Qty (Current)
Part A	1	100	FG-Fabricated	zero
Part B	N/A	N/A	FG-Fabricated	zero

There is not demand or supply entered for the parts yet.

- If you generate the report with the **Print Zero On Hand Qty If No Exceptions** check box selected, it will display both parts.
- If you generate the report with the **Print Zero On Hand Qty If No Exceptions** check cleared, it won't display either part.
- If you generate the report with the **Print Zero On Hand Qty If No Exceptions** check cleared, but you select the **Below Minimum** check box, it will display Part A only.
- If you enter a make to stock job for 100 units of Part A and then generate the report, with the **Print Zero On Hand Qty If No Exceptions** check box cleared, it will display Part A only, because there is a supply now. If you select the check box and generate the report again, both parts will be included in the report, since they still carry zero stock quantities.

Menu Path: Material Management > Inventory Management > Reports > Time Phased Mtl. Requirements

Purchase Management

Use the Purchase Management module to create purchase orders and track supplier performance. Detailed line items indicate planned receipts to inventory or a job, although their destination can be changed at the time of actual receipt entry.

Purchase order receipt processing updates suggested supplier and detailed purchase history files, which provides continual reference to aid in making purchasing decisions.

An online time-phased material requirements report provides a strategic planning tool to buy the right amount of material - at the right time. With Purchase Management, you can reduce inventory levels, improve on-time deliveries, enhance your cash flow, and increase your profit levels.

Inspection Required Disabled for Buy to Order and Drop Ship PO Lines

You use the **Inspection Required** check box in the **Purchase Order Entry > Lines > Detail** sheet to designate that parts on the purchase order line must be inspected when received in **Receipt Entry**.

Inspections are not required for buy to order parts (tied to sales order line) or for drop ship parts.

This **Inspection Required** check box is only available for use if the **Quality Assurance** module licensed, and is automatically selected if:

- You have specified that the parts that belong to a specific part class should be inspected after purchase order receipt by selecting the **Inspection Required** check box in the **Part Class Maintenance > Detail** sheet, or
- You have specified that purchase order lines for specific suppliers should be inspected during purchase order receipt by selecting the **Inspection Required** check box in the **Supplier Maintenance > Detail** sheet.
- However, the **Inspection Required** check box is automatically disabled for the purchase order line if it is a Buy to Order line (tied to a sales order line), or if the **Drop Ship** check box is selected in the Releases > Detail sheet for the associated release detail line, even if the above conditions are true.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

New PO Suggestions - Supplier Purchase Point

Use the **New Purchase Order Suggestion Search** and **Supplier Purchase Point Search** in **New PO Suggestions** to list supplier purchase points and filter lists by supplier and purchase points.

Purchase Points are locations from which the supplier ships material or provides services for your company. When searching for purchase order suggestions created by the Generate Suggestions process, buyers can make more informed choices when they can search and filter suggestions based on the location that will be performing the service or shipping the part.

The following changes have been made to implement this feature:

- In **New Purchase Order Suggestion Search**, a **Purchase Point** field has been added to the **Basic Search** window. It is located to the right of the **Supplier ID** field.
- In **New Purchase Order Suggestion Search**, you can filter the list by **Supplier ID** and **purchase point**.
- In the New Purchase Order Suggestion Search, a **Purchase Point** column has been added to the Search Results list.
- A **Supplier Purchase Point Search** window has been added to the **Suggestion > Detail** sheet. Click **Supplier...** to access the **Supplier Purchase Point Search** window and browse for the supplier purchase point ID. When a record is selected, the supplier ID and purchase point displays in the **Purchase Order Suggestion Search**.

Menu Path: Material Management > Purchase Management > General Operations > New PO Suggestions

Purchase Order - Error Msg for Line Misc Cost Non-WithHolding Taxes

An error message displays if you try to add a non-withholding tax to a purchase order line miscellaneous charge and both the tax liability is not tax inclusive **AND** the **PO/AP Tax Reported at Line Level** check box in **Company Configuration** is clear.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Entry/Tracker - Header / Lines Miscellaneous Charge Detail and List Sub-Sheets

Use the **Detail** and **List** sub-sheets in **Purchase Order Entry** to review and adjust miscellaneous charge record information for purchase orders and purchase order lines.

You can view and adjust miscellaneous charges on both the purchase order and the purchase order line level.

- You review and update miscellaneous charge information for the purchase order on the **Header > Miscellaneous Charges** sheets.
- You review and update miscellaneous charge information for the purchase order line on the **Lines > Miscellaneous Charges** sheets.

For ease of use and flexibility, the **Miscellaneous Charges** sheet has three sub-sheets:

- **Detail** - Review or update information for a selected order or line miscellaneous charge in a detail view.
- **List** - Review or update miscellaneous charge information for an order or line in a grid view.
- **Tax** - Review or update miscellaneous charge tax information for an order or line.

To implement this feature, the following changes were made:

- A **Detail** and **List** sub-sheet was added to the **Purchase Order Entry > Header > Miscellaneous Charges** and **Purchase Order Entry > Lines > Miscellaneous Charges** sheets.
- The **Miscellaneous Charges Tax** sheets were renamed to **Tax** sheets.
- On the **Detail** and **List** sheet, you can update the following fields:
  - Charge ID
  - Type
  - Amount
  - Percentage
  - Cost Amount
  - Reportable Amount
  - Landed Cost Method
  - Tax Category
  - Taxable option
- For both header and line miscellaneous charges, a **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator was added to the **Miscellaneous Charges, Miscellaneous Charges > Detail, Miscellaneous Charges > List** and **Miscellaneous Charges > Tax** sheet to display if the purchase order header, miscellaneous charge or line uses tax inclusive pricing, tax exclusive pricing or has no taxes.
  - If tax inclusive pricing is used, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
  - If tax exclusive pricing is used, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
  - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Entry/Tracker - Header / Line Miscellaneous Charge Tax Detail and List Sheets

Use the **Detail** and **List** sub-sheets under the **Header > Miscellaneous Charges >Tax** and **Lines > Miscellaneous Charges > Tax** sheets in **Purchase Order Entry** to review and adjust miscellaneous charge tax record information for purchase orders and purchase order lines.

You can view and adjust miscellaneous charge taxes on both the purchase order and the purchase order line level.

- You review and update miscellaneous charge tax information for the purchase order on the **Header > Miscellaneous Charges > Tax** sheets.
- You review and update miscellaneous charge tax information for the purchase order line on the **Lines > Miscellaneous Charges > Tax** sheets.

For ease of use and flexibility, the **Tax** sheet now has two sub-sheets; the **Detail** and **List** sheets. You can use either sheet to enter, view and update tax details for a miscellaneous charge.

- **Detail** - Review or update tax information for a selected order or line miscellaneous charge in a detail view.
- **List** -Review or update miscellaneous charge tax information for an order or line in a grid view.

To implement this feature, the following changes were made:

- The following fields appear on the **Tax** sub-sheet:
  - **Charge ID** - Navigate between different miscellaneous charges and specify the miscellaneous charge for which you are defining tax information.
  - **Line ID (for PO line miscellaneous charge taxes only)** - Navigate between defined purchase order lines. You can specify the purchase order line and charge for which to define tax information.
  - **System Tax Update / Manual Tax Update** - Indicates if the tax calculations should be performed manually for the header miscellaneous charges for this purchase order or if calculations should be performed automatically.
  - **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** - An indicator that displays if the purchase order header uses tax inclusive pricing, tax exclusive pricing or has no taxes. If the purchase order header uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**. If the purchase order header uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**. If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
  - **Tax** - Specifies the total tax amount for the miscellaneous charges. You cannot edit this field; it is only displayed for your information.
  - **Deductible Tax** - Specifies the total deductible amount for the miscellaneous charges.
  - **Self-Assessed Tax** - Specifies the sum of self-assessed taxes for the miscellaneous charges.
- a navigation bar was added to the **Header > Miscellaneous Charges > Tax** sheet to allow you to navigate between different miscellaneous charges.
- A navigation bar was added to the **Lines > Miscellaneous Charges > Tax** sheet to allow you to navigate between different purchase order lines and miscellaneous charges.
- A **Detail** and **List** sub-sheet was added to the **Purchase Order Entry > Header > Miscellaneous Charge > Tax** and **Purchase Order Entry > Lines > Miscellaneous Charge > Tax** sheets.
- On the **Detail** and **List** sheet, based on the **Manual Tax Calculation** setting, you can update the following fields:
  - Tax ID
  - Rate Code
  - Percent
  - Manual Tax Calculation

- Taxable Amount
- Tax Amount
- Reportable Amount
- Fixed Amount
- Ded Tax Amount

The following fields are display only:

- Currency
- Collection Type

A navigation bar was added to the **Tax > Detail** sheet to allow you to navigate between different tax codes.

- A **Deductible Amount** field was added to both **Tax** sheets. The **Deductible Amount** field specifies the deductible amount of the tax, displayed in the document currency. This is based on the deductible percentage specified in the tax type's effective rate.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Entry/Tracker - Lines Tax Sheet

Use the **Tax** sheet in **Purchase Order Entry > Lines** to view total tax amounts for the purchase order lines.

When entering a purchase order with multiple taxes that needs to be recorded and reconciled at line level, purchasing personnel can record the tax amount at the line level. In several countries, there is a requirement to be able to record tax amounts on both the header and the line level for reconciliation and tax reporting purposes.

All total tax information defined for all purchase order line releases for the purchase order are displayed in the Lines > Tax sheet.

To implement this feature, the following changes were made:

- A **Tax** sub-sheet was added to the **Purchase Order Entry > Line** sheet.
- The following header fields were added to the Tax sub-sheet:
  - **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** - An indicator that displays if the purchase order header uses tax inclusive pricing, tax exclusive pricing or has no taxes. If the purchase order header uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**. If the purchase order header uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**. If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
  - **Tax** - Specifies the total tax amount for this purchase order line. You cannot edit this field; it is only displayed for your information.
  - **Deductible Tax** - Specifies the total deductible amount for the line.
  - **Self-Assessed Tax** - Specifies the sum of self-assessed taxes for this line.
- A Purchase Order Line Taxes list was added to the Tax sub-sheet. For each defined purchase order line tax, the following fields display:
  - **Tax Type** - Displays the unique identifier for the tax code used to calculate sales tax for this purchase order. Select a tax from the list; you can only select taxes that are linked to the current **Tax Region**
  - **Rate Code** - Displays the rate code for the selected tax type.
  - **Percent** - Displays the tax rate percentage levied against this purchase order. The rate defined on the associated sales tax code appears as the default.

    - **Manual Tax Calculation** - Indicates if the tax calculations were performed manually for this purchase order.
        - Selected check box - the **Reportable Amount**, **Taxable Amount**, **Tax Amount** and **Percent** fields were enabled for manual entry of tax amounts and the appropriate sales tax amounts were entered manually.
        - Cleared check box - the **Reportable Amount**, **Taxable Amount**, **Tax Amount** and **Percent** fields were disabled preventing manual entry of tax amounts.
    - **Taxable Amount** - Displays the purchase order line taxable amount to which tax is applied, displayed in the document currency. This includes any taxable miscellaneous charges entered for this line.
    - **Tax Amount** - Displays the sales tax amount for the purchase order line.
    - **Reportable Amount** - Displays the reportable amount in the document currency.
    - **Fixed Amount** - Displays the fixed amount in the document currency.
    - **Ded Tax Amount** - Displays the deductible amount of the tax, displayed in the document currency. This is based on the AP deductible percentage specified in the tax type's effective rate.
    - **Collection Type** - Displays the collection type for the invoice.
- A **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator was added to the **Line > Detail** sheet to display if the purchase order line uses tax inclusive pricing, tax exclusive pricing or has no taxes.
    - If the purchase order line uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
    - If the purchase order line uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
    - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.

Purchase Order - Miscellaneous Charge Tax Table Conversion

For purchase orders, miscellaneous charge taxes are stored in two different data tables based on whether the miscellaneous charge tax is on the purchase order header or line level.

Previously, all purchase order miscellaneous charge taxes were maintained in the same data table (PoRelTax). To maintain consistency with other aspects of ERP data storage, miscellaneous charge taxes are now placed in two different tables, based on the purchase order level.

The purchase order miscellaneous charges are stored in the following two new tables:

- **POHeaderMiscTax** - Stores purchase order header miscellaneous charge taxes
- **PODetailMiscTax** - Stores purchase order line miscellaneous charges taxes

The **PORelTax** table now stores only the purchase order release taxes.

The following changes were made to implement this feature:

- A conversion program was created to migrate the header and detail miscellaneous tax lines from the PORelTax table to either the POHeaderMiscTax or the PODetailMiscTax tables.
- The **POMisc.NoTaxRecalc** flag updates based on the **POHeader.HdrNoTaxUpdt** setting for Header level miscellaneous charges and the **PODetail.NoTaxRecalc** setting for line level miscellaneous charges where manual miscellaneous charge taxes were present.
- A **Migrated** column was added to the Misc Charge Taxes grid on the **Header > Miscellaneous Charges > Tax > List** and **Lines > Miscellaneous Charges > Tax > List** sheets to indicate that a miscellaneous charge was migrated from the PORelTax table.

Note All migrated data is set against the first miscellaneous charge as taxes are generated per miscellaneous charge.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Entry/Tracker - Release Tax Detail and List Sub-Sheets

Use the **Detail** sheet in the **Purchase Order Entry > Releases > Tax** sheet to review and adjust the purchase order release tax record. If the purchase order line uses tax inclusive pricing, use this sheet to view or adjust the taxes applied to a purchase line, including its miscellaneous charges. Use the **List** sheet to review the information about tax records related to this purchase order release in a grid format.

For ease of use and flexibility, the **Tax** sheet now has two sub-sheets; the **Detail** and **List** sheets. You can use either sheet to enter, view and update tax details for a purchase order release.

To implement this feature, the following changes were made:

- In the **Purchase Order > Releases > Tax** sheet, the following elements were added:
  - A navigation bar allows you to navigate between different tax codes.
  - **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** - An indicator that displays if the purchase order release tax uses tax inclusive pricing, tax exclusive pricing or if there are no taxes.
    - If the purchase order release tax uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
    - If the purchase order release tax uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
    - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
  - The **Deductible Tax** field specifies the deductible amount of the tax, displayed in the document currency. This is based on the deductible percentage specified in the tax type's effective rate.
  - The **Tax** field displays the total tax amount entered for this purchase order release.
  - The **Self-assessed Tax** field specifies the sum of values in the column **Tax Amount** for all lines with the Collection Methods **Self-Assessed** or **Self-Assessed (double entry)**.
- A **Detail** sub-sheet was added to the **Purchase Order Entry > Releases > Tax** sheet. On that sheet, you can update the following fields:
  - Tax ID
  - Rate Code
  - Percent
  - Taxable Amount
  - Reportable Amount
  - Deductible Tax
  - Manual Tax Calculation

  The following fields are display only:
  - Currency
- The tax list on the **Tax** sheet was moved to the **Tax > List** sheet.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Shipping / Receiving

Use the Shipping / Receiving module to monitor incoming and outgoing part quantities, whether they are shipments against an order, subcontract parts sent to a supplier, raw material received from a purchase order to a job or into inventory, or filling a sales order from stock.

Through this functionality, you can perform and track all activity relating to shipments and receipts.

Online transaction processing promotes efficiency and ease of use, while online editing promotes accuracy. With Shipping / Receiving, a consistent interface processes all shipments and receipts in an efficient, accurate, and cost-effective manner.

Container ID Field Renamed to Reference

To avoid confusion with the **Container ID** field in the **Container Land Cost Entry > Header > Detail** sheet, the **Container ID** field is now the **Reference** field in the following programs and sheets:

- Container Land Cost Entry > Lines > Detail
- Container Land Cost Tracker > Lines > Detail
- Container Land Cost Report > Selection
- Container Shipment Status Report > Selection. The Container ID column in the report output is now the Reference column.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Tracker

Menu Path: Material Management > Shipping / Receiving > Reports > Container Landed Cost

Menu Path: Material Management > Shipping / Receiving > Reports > Container Shipment Status

Overview - Taxes on Container Landed Costs and Container Receipts

Use the **Taxes on Container Landed Costs and Container Receipts** feature to view, edit, automatically calculate and maintain taxes during the container shipment process and view tax information during the container receipt process.

Receiving personnel need to have the ability to see and update the taxes related to container shipments to allow them to capture the correct taxes that the supplier provides. This provides more accurate tax information before the AP invoice arrives, which benefits timely decision making.

In **Container Landed Cost Entry**, you can maintain line and indirect cost tax information for container shipments. You can calculate taxes automatically or manually edit them. You can also create new container shipment line and indirect cost taxes or select to calculate all taxes.

Note To calculate taxes for container shipments, you must select the **Calculate Taxes for Receipt** check box in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet. To report taxes at the line level, you must select the **PO/AP Tax Reported at Line Level** check box in the same location.

When you create a container shipment for purchase orders, the shipment inherits the tax calculations from the purchase order. If the **Calculate Taxes for Receipt** check box is selected in **Company Configuration**, you can update the tax calculations at the container shipment. If the check box is clear, you cannot calculate tax at the container shipment.

Based on the **Manual Tax Calculation** / **Manual Tax Update** check boxes in **Container Landed Cost Entry**, you can maintain tax information for a container shipment line or indirect cost manually or calculate the taxes automatically.

- If you maintain the tax information manually, the tax fields are enabled and you can enter in the tax data manually.
- If the tax information is calculated, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry), price, or quantities. Taxes also recalculate automatically when you add or delete container shipment lines.

In **Container Receipt**, you can view total tax information for the container receipt

Important Taxes for specific duties are not supported and are not calculated. The specific duty amount overrides any tariffs listed in the **Lines > Duties** sheet of **Container Landed Cost Entry**. You define specific duty for a container shipment on the **Header > Detail > Carrier** sheet in **Container Landed Cost Entry**.

Important WithHolding taxes are currently not supported for containers. You define specific duties for a container shipment in the Specific Duty field.

Important You cannot have both tax inclusive and tax exclusive tax liability types on container indirect costs and container shipment lines. When calculating taxes, you cannot add indirect costs or container shipment lines that reference a tax liability of a different type than the existing indirect costs or shipment lines on the container.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Container Indirect Costs / Lines Tax Conversion Processing Logic

To implement taxes on receipts, new tax fields exist for container indirect costs and container lines. The values on those fields are automatically converted for existing containers based on their related transactions and data.

The container indirect costs and container lines tax conversion processes for all existing Ordered containers. This process is run automatically as part of the data migration process during the upgrade.

Important This migration process does not generate taxes for containers. To calculate taxes for a container based on this migrated information, you must select the **Calculate Taxes for Receipts** check box in **Company Configuration** and change the status of the container shipment to **Shipped**.

The following processing logic was added when converting container indirect cost and container line tax values for existing containers.

Container Indirect Costs

It performs the following processing for container indirect costs:

1. The ContainerMisc.TaxCatID tax category value populates based on the AP invoice if the miscellaneous charge has an invoice. If the charge does not have an invoice, the value populates based on the selected miscellaneous charge.

2. The ContainerMisc.Taxable value is based on the selected tax category.

3. The ContainerMisc.TaxRegionCode is populated based on the following logic:

    - If the indirect cost is linked to an invoice, the Tax Liability value comes from the Tax Liability on the invoice header.

- If the indirect cost is not linked to an invoice but is linked to a supplier, the value comes from the Tax Liability assigned to the supplier.
- If the indirect cost is not linked to an invoice or to a supplier, the Tax Liability field is blank.

4. The ContainerMisc.IncPrice is set to True if the associated tax liability uses inclusive taxes.

5. If the ContainerMisc_IncPrice value is True, the following values on ContainerMisc are set to represent the original values and assumed to be inclusive of taxes:
   - InEstimateAmt = EstimateAmt
   - DocInEstimateAmt = DocEstimateAmt
   - Rpt1InEstimateAmt = Rpt1EstimateAmt
   - Rpt2InEstimateAmt = Rpt2EstimateAmt
   - Rpt3InEstimateAmt = Rpt3EstimateAmt
   - InHstEstimateAmt = HstEstimateAmt
   - DocInEstimateAmt = DocEstimateAmt

Container Lines

It performs the following processing for the associated container lines:

1. The ContainerDetail.TaxCatID field is populated based on the Tax Category value on the PODetail to which the container line is linked.

2. The ContainerDetail.Taxable field is populated based on the Taxable setting on the PODetail to which the container line is linked.

3. The ContainerDetail.TaxExempt field is populated based on the Tax Exempt setting on the PODetail to which the container line is linked.

4. If the **Container Detail Line Tax Liability** is Tax Inclusive, the ContainerDuty.InDutyAmt is set to ContainerDuty.DutyAmt.

Container Landed Cost Entry - Calculate All Taxes Action

Use the **Calculate All Taxes** action in **Container Landed Cost Entry** to calculate taxes for a container.

Employees can use this action to calculate all taxes for a container.

Note This action is only available if the **Calculate Taxes for Receipts** check box is selected in **Company Configuration**. If the check box is clear, this action is disabled.

To access this functionality in Container Landed Cost Entry, select **Calculate All Taxes** from the **Actions** menu.

Note To calculate taxes for a container, all taxes must have the same tax liability type. If the container has a mix of **Tax Inclusive** and **Tax Exclusive** liability types, an **A Mixture of Tax Inclusive and Tax Exclusive liabilities exists on this container. Cannot calculate taxes** error message displays.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Container Landed Cost Entry - Include Duties on Taxable Amount

Use container shipment line duty details to include duty in the container line taxable amount. The taxable amount is used to calculate taxes for a container shipment.

Importers need to be able to include duties on the taxable amount on the container line to calculate taxes correctly as required by their countries.

If the **Include Duties on Taxable Amount** check box in **Company Configuration** is selected, the total line duty assigned for a container line in the Duty > Details sheet is included as part of the taxable amount used to calculate taxes.

Important Taxes for specific duties are not supported for container shipments and are not calculated.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Container Landed Cost Entry - New Shipment Tax Options

Use the **New Shipment Indirect Costs Tax** menu option in **Container Landed Cost Entry** to add or update tax codes for a container shipment indirect cost. Use the **New Shipment Line Tax** menu option to add or update tax codes for a container shipment line.

Receiving personnel need to be able to see and update taxes related to indirect costs and shipment lines when receiving so they can capture the right taxes that the supplier might have printed in their packing slip. Capturing this information is important so there is more accurate information available before the AP invoice arrives.

In **Container Landed Cost Entry**, you have the ability to add and update taxes for indirect costs and shipment lines to capture tax details provided by the supplier, in case you need to make adjustments to override system calculations.

To access the **New Shipment Indirect Costs Tax** option, click **New > New Shipment Indirect Costs Tax**. All added tax codes appear in the **Header > Indirect Costs > Tax > List** sheet.

To use the **New Shipment Indirect Costs Tax** option, the following must be true:

- An existing indirect cost must be defined for the shipment.
- One of these two options must be true:
  - On the **Header > Indirect Costs > Detail** sheet, the **Tax Liability** value must be tax inclusive.
  - The **PO/AP Tax Reported at Line Level** check box must be selected in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

To access the **New Shipment Line Tax** option, click **New > New Shipment Line Tax**. All added tax codes appear in the **Lines > Tax > List** sheet.

To use the **New Shipment Line Tax** option, the following must be true:

- An existing shipment line must be defined.
- One of these two options must be true:
  - On the **Header > Tax** sheet, the **Tax Liability** value must be tax inclusive.
  - The **PO/AP Tax Reported at Line Level** check box must be selected in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

Important You cannot have both tax inclusive and tax exclusive tax liability types. When calculating taxes, you cannot add an indirect cost or shipment line that references a tax liability of a different type than the existing indirect costs or shipment lines on the container.

On the **Header > Indirect Costs > Tax** and the **Lines > Tax** sheets, you can edit the following tax fields:

- **System Tax Update / Manual Tax Update** - Indicates if the tax calculations are performed manually.
- **Tax** - Specifies the total tax amount. Depending on the setting of the **System Tax Update/ Manual Tax Update** check box, you can either let the Epicor application automatically calculate this amount, or you can manually enter this amount.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.
- **Self-assessed Tax** - Specifies the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry.**

In the **Header > Indirect Costs > Tax > Detail**, **Header > Indirect Costs > Tax > List**, **Lines > Tax > Detail**, and **Lines > Tax > List** sheets, you can edit the following fields for each tax:

- **Tax ID** - Specifies the unique identifier for the tax code used to calculate sales tax. Select a tax from the list; you can only select taxes that are linked to the current **Tax Region**.
- **Rate Code** - Specifies the rate code for the selected tax type.
- **Percent** - Specifies the tax rate percentage levied against the shipment indirect cost or shipment line. The rate defined on the associated sales tax code appears as the default.
- **Fixed Amount** - Specifies the fixed amount in the document currency.
- **Taxable Amount** - Specifies the taxable amount to which tax is applied, displayed in the document currency.
- **Manual Tax Calculation** - Indicates if the tax amount values are being manually calculated. If this is a tax code created in Container Landed Cost Entry, this check box is selected and read only.
- **Reportable Amount** - Specifies the reportable amount in the document currency.
- **Tax Amount** - Specifies the sales tax amount.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.

Note To add a non-withholding tax for a container shipment line, either the tax liability must be tax inclusive **OR** the **PO/AP Tax Reported at Line Level** check box in **Company Configuration** must be selected. If neither of the above is true, an error message displays.

You can also delete tax codes.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Container Landed Cost Entry - New Shipment Line Tax Option

Use the **New Shipment Line Tax** menu option in **Container Landed Cost Entry** to add or update tax codes for a container shipment line.

Receiving personnel need to be able to maintain taxes related the item when shipping a container to a supplier to capture the right taxes. Capturing this information is important so there is more accurate information before the AP invoice arrives

In **Container Landed Cost Entry**, you have the ability to add and update taxes for shipment lines to capture tax details provided by the supplier, in case you need to make adjustments to override system calculations.

Important You cannot have both tax inclusive and tax exclusive tax liability types on container lines. When calculating taxes, you cannot add container lines that reference a tax liability of a different type than the existing container lines.

To access the **New Shipment Line Tax** option, click **New > New Shipment Line Tax**. All added tax codes appear in the **Lines > Tax > List** sheet.

To use the **New Shipment Line Tax** option, the following must be true:

- An existing shipment line must be defined.

- One of these two options must be true:
  - On the **Header > Tax** sheet, the **Tax Liability** value must be tax inclusive.
  - The **PO/AP Tax Reported and Line Level** check box must be selected in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

On the **Lines > Tax >** sheet, you can edit the following tax fields for each shipment line:

- **System Tax Update / Manual Tax Update** - Indicates if the tax calculations are performed manually for this container landed cost line.
- **Tax** - Specifies the total tax amount for the shipment line. Depending on the setting of the **System Tax Update/ Manual Tax Update** check box, you can either let the Epicor application automatically calculate this amount, or you can manually enter this amount.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.
- **Self-assessed Tax** - Specifies the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry.**

In the **Lines > Tax > Detail** sheet and **Lines > Tax > List** sheet, you can edit the following fields for each tax:

- **Tax ID** - Specifies the unique identifier for the tax code used to calculate sales tax. Select a tax from the list; you can only select taxes that are linked to the current **Tax Region**.
- **Rate Code** - Specifies the rate code for the selected tax type.
- **Percent** - Specifies the tax rate percentage levied against the shipment line. The rate defined on the associated sales tax code appears as the default.
- **Fixed Amount** - Specifies the fixed amount in the document currency.
- **Taxable Amount** - Specifies the shipment line taxable amount to which tax is applied, displayed in the document currency.
- **Manual Tax Calculation** - Indicates if the tax amount values are being manually calculated. If this is a tax code created in Container Landed Cost Entry, this check box is selected and read only.
- **Reportable Amount** - Specifies the reportable amount in the document currency.
- **Tax Amount** - Specifies the sales tax amount for the purchase order receipt line.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.

Note To add a non-withholding tax for a container shipment line, either the tax liability must be tax inclusive **OR** the **PO/AP Tax Reported at Line Level** check box in **Company Configuration** must be selected. If neither of the above is true, an error message displays.

You can also delete tax codes.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Container Landed Cost Entry / Tracker - Totals and Taxes Sheets

Use the **Totals** sheet in **Container Landed Cost Entry** to view totals information for a container shipment. Use the **Tax** sheet and the **Detail** and **List** sub-sheets to review and adjust tax record information for container shipments and container shipment lines and indirect costs. In **Container Landed Cost Tracker**, view totals, tax and detail information for the container shipment.

An employee, such as a shipping manager, may need to have visibility of what a container shipment is worth so that they can include those estimations on their balances.

You can view header totals for a container shipment on the **Header > Detail > Totals** sheet.

You can also view and adjust taxes on the container shipment and container shipment line level.

- You review and update header tax information for the container shipment on the **Header > Tax** sheet.

Important Witholding Taxes are currently not supported for containers.

- You review and update indirect cost tax information for the container shipment on the **Header > Indirect Costs > Tax** sheets.
- You review and update tax information for the container shipment line on the **Lines > Tax** sheets.

Important You cannot have both tax inclusive and tax exclusive tax liability types on container lines. When calculating taxes, you cannot add container lines that reference a tax liability of a different type than the existing container lines.

The **Tax** sheet on the **Lines** and **Indirect Costs** sheet has two sub-sheets; the **Detail** and **List** sheets. You can use either sheet to enter, view and update tax details.

- **Detail** - Review or update tax information in a detail view.
- **List** -Review or update miscellaneous charge tax information in a grid view.

To implement this feature, the following changes were made:

- A **Totals** sheet was added to the **Header > Detail** sheet. The **Totals** sheet has the following fields:
  - **Volume** - Specifies the volume of the shipment. The default value comes from the **Volume** field defined for the associated supplier shipment class code in Supplier Shipment Class Maintenance, but can be overridden for specific container shipments.
  - **Weight** - Specifies the weight of the shipment. The default value comes from the **Weight** field defined for the associated supplier shipment class code in Supplier Shipment Class Maintenance, but can be overridden for specific container shipments.
  - **Number of Containers** - Specifies the number of containers in this shipment. The default value comes from the **Number of Containers** field defined for the associated supplier shipment class code in Supplier Shipment Class Maintenance, but can be overridden for specific container shipments.
  - **Number of Packages** - Specifies the number of packages in this shipment. The default value comes from the **Number of Packages** field defined for the associated supplier shipment class code in Supplier Shipment Class Maintenance, but can be overridden for specific container shipments.
  - **Line Amount** - Displays the total part amount of all lines in the container shipment. This value is the sum of the **Transaction Value** for all lines in the container shipment.
  - **Indirect Costs** - Displays the total indirect cost amount for the container shipment. This value is the sum of the **Actual Amount** value for all indirect costs in the container shipment.
  - **Duties** - Displays the total duties amount for the container shipment.
  - **Tax** - Displays the total tax amount for the container shipment.
  - **Total** - Displays the **Total** amount for the container shipment. This value is the sum of all other total fields.
- A **Carrier** sheet was added to the **Header > Detail** sheet. The following fields were moved from the **Detail** sheet to the **Carrier** sheet:
  - Carrier
  - Contact
  - Email
  - Specific Duty
  - Phone
  - Fax
  - Uplift %

- A **Tax** sheet was added to the **Header** sheet to display header tax information. You can update the following fields:
  - **Tax Point** - Stored with the transaction to be used as the date when the tax is reported. It is also used by the tax engine as the date for getting the effective tax rate if no Tax Rate Date has been specified.
  - **Tax Rate Date** - Specifies the date used for calculation of the effective tax rate. If no Tax Rate Date is specified, the tax engine uses the Tax Point Date or the Apply Date.
- A **Tax** sheet with a **Detail** and **List** sub-sheet was added to the **Header > Indirect Costs** and **Lines** sheets.
- On the **Detail** and **List** sheets, based on the **Manual Tax Calculation** setting, you can update the following fields:
  - Percent
  - Manual Tax Calculation
  - Taxable Amount
  - Tax Amount
  - Reportable Amount
  - Fixed Amount
  - Deductible Tax / Ded Tax Amount

  The following fields display:
  - Tax ID
  - Rate Code
  - Currency
  - Collection

  A navigation bar was added to allow you to navigate between different tax codes.
- A **Deductible Amount** field was added to both **Tax** sheets. The **Deductible Amount** field specifies the deductible amount of the tax, displayed in the document currency. This is based on the deductible percentage specified in the tax type's effective rate.
- On the Header > Indirect Costs > Detail and Lines > Detail sheets, the following fields were added:
  - **Taxable** - Indicates if this detail is subject to taxation. Select this check box to indicate that the detail is taxable; clear it if it is non-taxable (default). Indicates if this detail is subject to taxation. If you enter a value in the **Tax Exempt** field, this check box is automatically cleared and disabled.

    Note The default value for this check box comes from the setting of the Taxable check box for the associated purchase order detail line in the Lines > Detail sheet; as necessary, you can override it for specific details.
  - **Tax Category** - Sales tax categories divide taxes into groups that apply to different products. This value defaults from the associated purchase order's Lines > Detail record. If you need, however, you can select a different category from the list.
- On the Lines > Detail sheet, these additional Tax fields were added:
  - **Tax Exempt** - Indicates if this detail is exempt from taxation. If the detail is not tax exempt, leave the field blank. If the detail is tax exempt, enter free form text into this field for tax analysis purposes; the entry is not validated. If you enter a value, the **Taxable** check box is automatically cleared and disabled if you previously selected it. If you do remove the entry in the Tax Exempt field, tax calculations take place for the detail.
  - **Tax Liability** - Specifies the code that uniquely identifies the tax region.

Important If taxes are calculated, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry), price or quantities. Taxes also recalculate automatically when you add or delete container shipment lines.

Menu Path: Material Management > Shipping / Receiving > Reports > Container Landed Cost

Container Landed Cost Report - Includes Taxes

Use the **Container Landed Cost Report** to display a report showing the landed costs applied to container shipments.

Sales and AP personnel can view shipment line and indirect costs taxes applied to container shipments, which gives a more accurate report of the true container shipment landed costs.

If the **Calculate Taxes for Receipts** check box is selected in the **Company Configuration > All Modules > Tax** sheet, container shipment line and indirect cost taxes are included in this report.

At the end of each container, a **Container Totals** section displays totals information for the container. This information includes information such as total lines, indirect charges and taxes.

The following changes have been made to the Container Landed Cost Report to implement this feature:

- A **Tax** display field was added for each container shipment line under the Duty field.
- A **Tax** column was added to the **Indirect Costs** section to display taxes for each indirect cost.
- A **Taxes** section was added to display taxes for the container shipment. For each entry, information such as the tax code, taxable amount and percentage displays.
- A **Totals** section was added. It displays totals information for the container shipment such as the total lines, indirect costs, duties and taxes.

Menu Path: Material Management > Shipping / Receiving > Reports > Container Landed Cost

Container Landed Cost Tracker - Indirect Costs Fields

The **Container Landed Cost Tracker > Indirect Costs > Details** sheet contains the following fields, which you can used to toggle between **Percentage** and **Amount** disbursements, preventing the amount in the **Disbursed** field from being automatically recalculated:

- **Type** - Specifies the miscellaneous type code used in calculation of indirect costs:
  - **Amount** - Miscellaneous charge is calculated as a flat amount or as a percentage of the extended price.
  - **Percentage** - Miscellaneous charge is calculated as a percentage of the extended price.
- **Percentage** - If **Percentage** was selected in the **Type** field (indicating that the miscellaneous charge is calculated as a percentage of the extended price), this field displays the associated percentage rate.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Tracker

Container Landed Cost Tracker - Receipt Tax and Lines Sheets

Use the **Receipt > Tax** sheet in **Container Landed Cost Tracker** to review tax record information for container receipts. Use the **Lines > General** and **Lines > List** sheets to display general information for the container receipt.

An employee, such as a receiving manager, may need to have visibility of what a container receipt is worth so that they can include the estimations on their balances.

To implement this feature, the following tax changes were made:

- A **Receipt > Tax** sheet was added to display tax information.

- On the **Receipt > Tax** sheet, the following header fields display:
  - **Tax** - Displays the total tax amount for the container receipt.
  - **Deductible Tax** - Displays the deductible amount of the tax. This is based on the AP deductible percentage specified in the tax type.
  - **WithHolding Tax** - Displays the sum of values in the column **Tax Amount** for all lines with the Collection Method of **Withholding.**

    Important WithHolding taxes are currently not supported for containers. This field is not in use.

  - **Self-Assessed Tax** - Displays the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry**.
- On the **Receipt > Tax** sheet, a **Container Taxes** grid displays all the taxes defined for the container receipt. For each tax, the following fields were added:
  - **Tax ID** - Displays the unique identifier for the tax code used to calculate sales tax for this container receipt.
  - **Rate Code** - Displays the rate code for the selected tax type.
  - **Manual** -Indicates if the tax calculations were performed manually for this sales tax.
  - **Percent** - Displays the tax rate percentage levied against this invoice.
  - **Taxable Amount** - Displays the total container receipt taxable amount to which tax is applied, displayed in the document currency.
  - **Tax Amount** - Displays the sales tax amount for the container receipt.
  - **Reportable Amount** - Displays the reportable amount in the document currency.
  - **Fixed Amount** - Displays the fixed amount in the document currency.
  - **Doc Dec Tax Amt** - Displays the deductible amount of the tax, displayed in the document currency. This is based on the AP deductible percentage specified in the tax type's effective rate.
  - **Desc. Collection Type** - Displays the description of the collection type.
  - **Changed By** - Displays the name of the logged in person (if any) who entered or changed the displayed tax amounts for this container receipt.
  - **Changed On** - Displays the date on which the displayed tax amounts for this container shipment were entered or changed.

The following changes were made to the **Receipt > Lines** sheets:

- A **General** sheet was added under the **Lines > Detail** sheet to maintain general details for the receipt line. The following tax fields were added to the General sheet:
  - **Taxable** - Displays if the receipt detail line is subject to taxation.

    Note The default value for this check box comes from the setting of the Taxable check box for the associated purchase order detail line in the Lines > Detail sheet; as necessary, you can override it for specific receipt lines.

  - **Tax Category** -Displays the sales tax category for the container receipt line.
  - **Tax Exempt** - Indicates if this receipt line is exempt from taxation.

    The following fields were moved from the **Detail** sheet to the **General** sheet:
  - Supplier Price
  - Unit Cost
  - No of Labels
  - Planning Contract

- Net Weight
- Gross Weight

  The following fields were moved from the **Import** sheet to the **General** sheet.

- Import Number
- Imported From

- A **Receipt > Lines > List** sheet allows you to maintain and display container receipt line data in a grid format.
- The **Receipt > Lines > Import** sheet was removed.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Container Receipt Entry - Lines Sheets

The **Container Receipt Entry**, the **Lines > List**, **Lines > Detail** sheets have been rearranged to include additional fields and an organized and more centralized display of receipt line information. The **Lines > Detail > General** sheet allows you to maintain general details for the receipt line.

To implement this feature, the following changes were made:

- A **General** sheet was added under the **Lines > Detail** sheet to maintain general details for the receipt line. The following tax fields were added to the General sheet:
  - **Taxable** - Displays if the receipt detail line is subject to taxation.

    Note The default value for this check box comes from the setting of the Taxable check box for the associated purchase order detail line in the Lines > Detail sheet; as necessary, you can override it for specific receipt lines.

  - **Tax Category** -Displays the sales tax category for the container receipt line.
  - **Tax Exempt** - Indicates if this receipt line is exempt from taxation.

    The following fields were moved from the **Detail** sheet to the **General** sheet:

  - Supplier Price
  - Unit Cost
  - No of Labels
  - Planning Contract
  - Net Weight
  - Gross Weight

    The following fields were moved from the **Import** sheet to the **General** sheet.

  - Import Number
  - Imported From

- A **Lines > List** sheet allows you to maintain and display container receipt line data in a grid format.
- The **Lines > Import** sheet was removed.

Important Taxes calculated in **Container Landed Cost Entry** are displayed in **Container Receipt Entry** but are not updated on the container receipt or created through Container Receipt Entry. We recommend that users do not update the price in the container receipt as this impacts the price in the part transaction instead of excluding the price.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Container Receipt Entry - Line Receipt Type Field

Use the **Receipt Type** field on on the **Container Receipt Entry > Lines > Detail** sheet to select whether the receipt line is a receipt of purchase order or miscellaneous (other) items .

The **Purchase Order** and **Miscellaneous** radio buttons were replaced by a **Receipt Type** field.

The **Receipt Type** field has the following two options:

- **Purchase Order** - A receipt of materials purchased from a supplier using a purchase order. These are related to specific purchase releases stored in PORel (PO Release) table records. When you select this, the **Transaction Type** field indicates the source purchase release is an inventory, job material, job subcontract or other material purchase.
- **Miscellaneous** - A receipt of miscellaneous (other) materials; you can create container receipt lines for these as needed. You then use the **Transaction Type** field to specify you are creating an inventory, job material, job subcontract or other material purchase receipt. For Other type receipts, have to enter a purchase order number into Container Receipt Entry; you can manually create receipt lines for non-inventory miscellaneous items (such as office supplies) as needed.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Container Receipt Entry - Line Tax Inclusive Pricing Indicator

The **Tax Inclusive Pricing** indicator on the **Container Receipt Entry > Lines > Detail > General** sheet displays if the container receipt line detail uses tax inclusive pricing.

When a container receipt line has a tax liability with tax inclusive pricing, a red **Tax Inclusive Pricing** indicator displays to inform you that the container receipt line uses tax inclusive pricing.

If the receipt line does not use tax inclusive pricing, the indicator does not display.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Container Receipt Entry - Tax Sheet

Use the **Tax** sheet in **Container Receipt Entry** to review tax record information for container receipts.

An employee, such as a receiving manager, may need to have visibility of what a container receipt is worth so that they can include those estimations on their balances.

Important Taxes calculated in **Container Landed Cost Entry** are displayed in **Container Receipt Entry** but are not updated on the container receipt or created through Container Receipt Entry. We recommend that users do not update the price in the container receipt as this impacts the price in the part transaction instead of excluding the price.

To implement this feature, the following changes were made:

- A **Tax** sheet was added to display tax information.
- On the **Tax** sheet, the following header fields display:
  - **Tax** - Displays the total tax amount for the container receipt.
  - **Deductible Tax** - Displays the deductible amount of the tax. This is based on the AP deductible percentage specified in the tax type.
  - **WithHolding Tax** - Displays the sum of values in the column **Tax Amount** for all lines with the Collection Method of **Withholding.**

    Important WithHolding taxes are currently not supported for containers. This field is not in use.

  - **Self-Assessed Tax** - Displays the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry**.

- On the **Tax** sheet, a **Container Receipt Taxes** grid displays all the taxes defined for the container receipt. For each tax, the following fields were added:
  - **Tax ID** - Displays the unique identifier for the tax code used to calculate sales tax for this container receipt.
  - **Rate Code** - Displays the rate code for the selected tax type.
  - **Manual** -Indicates if the tax calculations were performed manually for this sales tax.
  - **Percent** - Displays the tax rate percentage levied against this invoice.
  - **Taxable Amount** - Displays the total container receipt taxable amount to which tax is applied, displayed in the document currency.
  - **Tax Amount** - Displays the sales tax amount for the container receipt.
  - **Reportable Amount** - Displays the reportable amount in the document currency.
  - **Fixed Amount** - Displays the fixed amount in the document currency.
  - **Doc Dec Tax Amt** - Displays the deductible amount of the tax, displayed in the document currency. This is based on the AP deductible percentage specified in the tax type's effective rate.
  - **Desc. Collection Type** - Displays the description of the collection type.
  - **Changed By** - Displays the name of the logged in person (if any) who entered or changed the displayed tax amounts for this container receipt.
  - **Changed On** - Displays the date on which the displayed tax amounts for this container shipment were entered or changed.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Container Receipt Entry - Unit Price Change Warning for Inclusive Tax

A warning message displays if the tax inclusive pricing and you attempt to change the unit cost to inform you that the unit cost change will not trigger a tax recalculation for the container receipt line and that the new value will be used as the unit cost on the stock transaction. You can select to continue or to not continue the unit cost change.

If the receipt line does not use tax inclusive pricing, the warning message does not display.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Customer Shipment Entry - Manifest Rate Shopping and Ship Via Field

Use the **Rate Shopping** application in **Customer Shipment Entry** to shop for different shipping options to determine the most cost effective way to ship your parts.

Quote entry, order entry or shipping clerk personnel need the ability to easily shop the different shipping options to determine the most cost effective way to ship. The web-based **Rate Shopping** application allows you to search the various shipping options that are allowed for your site and select the best way to ship.

To shop for shipping rates in **Customer Shipment Entry**, press the button to the right of the **Ship Via** field in the **Header > Detail** sheet. **A Rate Shopping for XXXX** (where XXXX is the PackID number) browser window displays and retrieves details from your document, such as the line items, the quantity and the estimated weight and size of the products. You will then be able to use this information to shop for shipping options and get estimates of shipping costs for the shipment.

The following change was made to implement this feature:

- In **Customer Shipment Entry**, a **Rate Shopping** button was added beside the **Ship Via** field in the Header > Detail sheet. When you click it, the **Rate Shopping** application launches.

Note The **Rate Shopping** button is only enabled if the **Ship Via** field is enabled, the **Enable Rate Shopping** check box in the **Site Configuration > Modules > Shipping Receiving > General** sheet is selected and the web URL to the Manifest Rate Shopping site is entered in the **URL** field.

- In Customer Shipment Entry, The Ship Via field is now enabled or disabled based on the following status criteria:
  - The **Ship Via** field is enabled if the pack status is **OPEN** or **CLOSED** (if pack is not on a master pack).
  - The **Ship Via** field is disabled If the pack status is **FREIGHTED**, **STAGED**, **SHIPPED**, **INVOICED** or **CLOSED** (and pack is on a Master Pack).
  - The **Ship Via** field becomes disabled if a pack is freighted, staged or shipped.
  - The **Ship Via** field becomes enabled if a pack is unfreighted or unshipped.

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry

Miscellaneous Shipment Entry - Phone

The **Miscellaneous Shipment Entry > Summary** and **Header** sheets include the **Phone** field

The Phone field specifies a business phone number for the ship to location.

Menu Path: Material Management > Shipping / Receiving > General Operations > Miscellaneous Shipment Entry

Receipt Entry - Inter-Company Mass Receipt Serial Number

Use the **Serial Number** button in the **Receipt Entry > Action Menu > Mass Receipts window** to enter serial numbers for inter-company receipt lines where the part is serial tracked at your company but not serial tracked at the purchase order supplier site.

For receipt parts tracked at your location but not tracked at the supplier, receiving personnel need the ability to create serials to start the serial tracking process when the parts arrive at your shipping dock.

If the part is serial tracked at the supplier location, use the **Serial Number** button to select the existing supplier serial number for the part. For all other scenarios, the **Serial Number** button is disabled.

Note To use the **Serial Number** button for inter-company receipt lines, the **Inter-Company** check box must be selected for the supplier in **Supplier Maintenance.**

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Removed Duty and Tax Tables and Table Columns

With the addition of new receipt duty and tax tables, the RcvDutyTax and ContainerDutyTax tables have been removed as they are no longer used. In addition, some tax fields are removed from tables as they are no longer in use.

The following database tables are no longer in use and they have been removed:

- RcvDutyTax
- ContainerDutyTax

The following table fields were removed:

Table	Removed Field
ContainerHeader	HdrNoTaxUpdt

Table	Removed Field
ContainerHeader	InLCAppliedAmt
RcvDtl	TaxRegionCode

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Overview - Taxes On Receipts

Use the **Taxes on Receipts** feature to view, edit, automatically calculate and maintain taxes during the receipt process.

Receiving personnel need to have the ability to see and update the taxes related to receipt to allow them to capture the correct taxes that the supplier prints on their packing slip. This provides more accurate tax information before the AP invoice arrives, which benefits analysis and decision making.

In **Receipt Entry**, you can create and update receipt header, indirect costs and line level taxes in Receipt Entry. You can also calculate taxes automatically.

When you create a receipt for a purchase order, the receipt inherits the tax calculations from the purchase order. If the **Calculate Taxes for Receipt** check box is selected in **Company Configuration**, you can update the tax calculations at receipt. If the check box is clear, you cannot calculate tax at receipt.

Note To calculate taxes at the receipt level, you must select the **Calculate Taxes for Receipt** check box in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

Based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration**, you either maintain taxes on the receipt header level or line level.

- When you maintain exclusive taxes on the receipt header level, taxes are not calculated at the receipt line or indirect cost level. You can create receipt header tax codes and maintain tax information for the receipt as a whole. You cannot create indirect cost or receipt line tax codes.
- When you maintain exclusive taxes on the receipt line level, exclusive taxes are calculated at the line and indirect cost level. You can create receipt line tax codes and tax codes for indirect costs. The values of the calculated line and indirect cost tax values are summarized and displayed at the receipt header level.
- For inclusive taxes, calculations are performed at line and indirect cost level and summarized at the header level. The **PO/AP Tax Reported at Line Level** setting is ignored.

Based on the **Manual Tax Calculation** / **Manual Tax Update** check boxes in **Receipt Entry**, you can maintain tax information for a receipt, receipt line or indirect cost manually or calculate the taxes automatically.

- If you maintain the tax information manually, the tax fields are enabled and you can enter in the tax data manually.
- If the tax information is calculated by the system, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

Important Taxes for specific duties are not supported and are not calculated.

Important Taxes for specific duties are not supported and are not calculated. The specific duty amount overrides any tariffs listed in the **Lines > Duties** sheet of **Receipt Entry**. You define specific duty for a receipt on the **Landed Costs** sheet in **Receipt Entry**.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - Indirect Costs Taxes Sheet

Use the **Tax** sheet in **Receipt Entry > Header > Indirect Costs** to define and view tax information for a receipt's indirect costs.

The **Tax** sheet has the following header fields:

- **System Tax Update/Manual Tax Update** - Indicates if the tax calculations should be performed manually for the indirect costs for this receipt or automatically calculated.
  - Select the check box to perform manual tax calculations for the header indirect costs for this receipt. When selected, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are enabled for manual entry of tax amounts. This allows you to manually enter the appropriate sales tax amount. If there are multiple tax lines on the receipt, all lines are set to manual tax calculation.
  - Clear the check box if the Epicor application should perform all tax calculations for the indirect costs for this receipt. When cleared, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are disabled and prevent manual entry of tax amounts.

  If calculations are performed automatically, how the tax is calculated is based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration** and whether the tax is inclusive or exclusive.
  - For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is clear, tax calculations are performed only at the receipt header level.
  - For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is selected, tax calculations are performed at the line level and summarized at the receipt header level.
  - For inclusive taxes, the calculations are performed at line level and summarized at the header. The **PO/AP Tax Reported at Line Level** setting is ignored.

  Important If the **Manual Tax Update** check box is clear and **System Tax Update** displays, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

  Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**

- **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** - Indicator displays if the receipt indirect cost tax uses tax inclusive pricing, tax exclusive pricing or if there are no taxes.
  - If the receipt indirect cost tax uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
  - If the receipt indirect cost tax uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
  - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
- **Tax** - Specifies the total tax amount for the receipt header indirect costs. Depending on the setting of the **Manual** check box, you can either let the Epicor application automatically calculate this amount, or you can manually enter this amount directly.
- **Deductible Tax** - Specifies the deductible amount of the tax for the indirect costs. This is based on the AP deductible percentage specified in the tax type's effective rate. If manual tax calculation is enabled, this field is available for manual adjustment.
- **Self-Assessed Tax** - Displays the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry**.

The **Tax** sheet has two sub-sheets:

- **List** - View or update details for receipt indirect cost details in a grid format.
- **Details** - Maintain tax detail information for taxes defined for indirect costs.

  The Details sheet has the following fields:

  - **Tax ID** - Displays the description of the selected tax code used to calculate sales tax for the receipt indirect cost. This is the tax type description as found in **Tax Type Maintenance**
  - **Rate Code** - Specifies the rate code for the selected tax type. It is only accessible in case of manual calculation or for new lines added manually.
  - **Percent** - Specifies the tax rate percentage levied against the purchase order receipt independent cost. The rate defined on the associated sales tax code appears as the default.
  - **Taxable Amount** - Specifies the total purchase order receipt indirect cost to which tax is applied, displayed in the document currency. If manual tax calculation is enabled, this field is available for manual adjustment.
  - **Reportable Amount** - Specifies the reportable amount in the document currency.
  - **Tax Amount** - Specifies the total taxable amount for the indirect cost. You cannot edit this field; it is only displayed for your information.
  - **Deductible Tax** - Specifies the deductible amount of the tax. This is based on the AP deductible percentage specified in the tax type's effective rate. If manual tax calculation is enabled, this field is available for manual adjustment.
  - **Manual Tax Calculation** - Indicates if the tax calculations should be performed manually for this purchase order receipt indirect cost.

    - Select the check box to perform manual tax calculations for the indirect costs for this purchase order receipt. When selected, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are enabled for manual entry of tax amounts. This allows you to manually enter the appropriate sales tax amounts.
    - Clear the check box if the Epicor application should perform all tax calculations for the indirect costs for this purchase order receipt. When cleared, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are disabled and prevent manual entry of tax amounts.

    Important If the **Manual Tax Calculation** check box is clear and **System Tax Calculation** displays, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

    Note If calculations are performed automatically, how the tax is calculated is based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration** and whether the tax is inclusive or exclusive.

    - For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is clear, tax calculations are performed only at the receipt header level.
    - For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is selected, tax calculations are performed at the line level and summarized at the receipt header level.
    - For inclusive taxes, the calculations are performed at line level and summarized at the header. The **PO/AP Tax Reported at Line Level** setting is ignored.

    Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - New Header Tax Code Option

Use the **New Header Tax Code** menu option in **Receipt Entry** to add or update tax codes for the receipt as a whole.

In **Receipt Entry**, you have the ability to add and update taxes for the receipt header to correctly capture the tax information provided by the supplier at the time of receipt, in the event that you need to use that information before the final AP invoice arrives.

To access the **New Header Tax Code** option, click **New > New Header Tax Code**. All added tax codes appear in the **Receipt Taxes** grid in the **Header > Tax** sheet.

In the **Receipt Taxes** grid, you can edit the following fields for each tax:

- Tax ID - Specifies the unique identifier for the tax code used to calculate sales tax for this purchase order receipt. Select a tax from the list; you can only select taxes that are linked to the current **Tax Region**.
- Rate Code - Specifies the rate code for the selected tax type.
- Manual - Indicates if the tax calculations should be performed manually for this purchase order receipt. When selected, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are enabled for manual entry of tax amounts. This allows you to manually enter the appropriate sales tax amounts.

If you select the **Manual** check box, you can edit the following fields for each tax:

- **Percent** - Specifies the tax rate percentage levied against the purchase order receipt. The rate defined on the associated sales tax code appears as the default.
- **Taxable Amount** - Specifies the total purchase order receipt taxable amount to which tax is applied, displayed in the document currency. This includes any taxable miscellaneous charges entered for this purchase order receipt.
- **Tax Amount** - Specifies the sales tax amount for the purchase order receipt.
- **Reportable Amount** - Specifies the reportable amount in the document currency.
- **Fixed Amount** - Specifies the fixed amount in the document currency.
- **Doc Dec Tax Amt** - Specifies the deductible amount of the tax, displayed in the document currency.

If calculations are performed automatically, how the tax is calculated is based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration** and whether the tax is inclusive or exclusive.

- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is clear, tax calculations are performed only at the receipt header level.
- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is selected, tax calculations are performed at the line level and summarized at the receipt header level.
- For inclusive taxes, the calculations are performed at line level and summarized at the header. The **PO/AP Tax Reported at Line Level** setting is ignored.

Important If the **Manual Tax Update** check box is clear and **System Tax Update** displays, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**

You can also delete taxes from the **Receipt Taxes** grid.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - New Receipt Line Tax Code Option

Use the **New Receipt Line Tax Code** menu option in **Receipt Entry** to add or update tax codes for a receipt line.

In **Receipt Entry**, you have the ability to add and update taxes for receipt lines to capture tax information provided by the supplier, in case you need to use that information before the AP invoice arrives.

To access the **New Receipt Line Tax Code** option, click **New > New Receipt Line Tax Code**. All added tax codes appear in the **Lines > Tax > List** sheet.

To use the **New Receipt Line Tax Code** option, the following must be true:

- On the receipt line, the **Taxable** check box must be selected.
- One of these two options must be true:
  - On the **Header > Tax** sheet, the **Tax Liability** value must be tax inclusive.
  - The **PO/AP Tax Reported and Line Level** check box must be selected in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

On the **Lines > Tax** sheet, you can edit the following tax fields for each receipt line:

- **System Tax Update / Manual Tax Update** - Indicates if the tax calculations are performed manually for this purchase order receipt line.
- **Tax** - Specifies the total tax amount for the receipt detail. Depending on the setting of the **System Tax Update/ Manual Tax Update** check box, you can either let the Epicor application automatically calculate this amount, or you can manually enter this amount.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.
- **Self-assessed Tax** - Specifies the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry**

In the **Lines > Tax > Detail** sheet and **Lines > Tax > List** sheet, you can edit the following fields for each tax:

- **Tax ID** - Specifies the unique identifier for the tax code used to calculate sales tax for this purchase order receipt line. Select a tax from the list; you can only select taxes that are linked to the current **Tax Region**.
- **Rate Code** - Specifies the rate code for the selected tax type.
- **Percent** - Specifies the tax rate percentage levied against the purchase order receipt. The rate defined on the associated sales tax code appears as the default.
- **Fixed Amount** - Specifies the fixed amount in the document currency.
- **Taxable Amount** - Specifies the total purchase order receipt taxable amount to which tax is applied, displayed in the document currency. This includes any taxable miscellaneous charges entered for this purchase order receipt.
- **Manual Tax Calculation** - Indicates if the tax amount values are being manually calculated. If this is a tax code created in Receipt Entry, this check box is selected and read only.
- **Reportable Amount** - Specifies the reportable amount in the document currency.
- **Tax Amount** - Specifies the sales tax amount for the purchase order receipt.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.

The following fields display but cannot be edited:

- **Currency** - Displays the currency code associated with the tax code.

You can also delete tax codes.

Important If the **Manual Tax Calculation** check box is clear and **System Tax Calculation** displays, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check

box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

Note If calculations are performed automatically, how the tax is calculated is based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration** and whether the tax is inclusive or exclusive.

- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is clear, tax calculations are performed only at the receipt header level.
- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is selected, tax calculations are performed at the line level and summarized at the receipt header level.
- For inclusive taxes, the calculations are performed at line level and summarized at the header. The **PO/AP Tax Reported at Line Level** setting is ignored.

Note To add a non-withholding tax for a receipt line, either the tax liability must be tax inclusive **OR** the **PO/AP Tax Reported at Line Level** check box in **Company Configuration** must be selected. If neither of the above is true, an error message displays.

Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - Receipt Lines Tax Sheet

Use the **Tax** sheet in **Receipt Entry > Lines** to define and view tax information for a receipt line.

The **Tax** sheet has the following header fields:

- **System Tax Update/Manual Tax Update** - Indicates if the tax calculations should be performed manually for this receipt line or automatically calculated.
  - Select the check box to perform manual tax calculations for the receipt line. When selected, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are enabled for manual entry of tax amounts. This allows you to manually enter the appropriate sales tax amount. If there are multiple tax lines on the receipt, all lines are set to manual tax calculation.
  - Clear the check box if the Epicor application should perform all tax calculations for this receipt line. When cleared, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are disabled and prevent manual entry of tax amounts.
- **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** - Indicator displays if the receipt line uses tax inclusive pricing, tax exclusive pricing or if there are no taxes.
  - If the receipt line uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
  - If the receipt line uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
  - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
- **Tax** - Specifies the total tax amount for the receipt line. Depending on the setting of the **Manual** check box, you can either let the Epicor application automatically calculate this amount, or you can manually enter this amount directly.
- **Deductible Tax** - Specifies the deductible amount of the tax for the receipt line. This is based on the AP deductible percentage specified in the tax type's effective rate. If manual tax calculation is enabled, this field is available for manual adjustment.

- **Self-Assessed Tax** - Displays the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry**.

The **Tax** sheet has two sub-sheets:

- **List** - View or update tax details for receipt lines in a grid format.
- **Details** - Maintain tax detail information for receipt lines.

  The Details sheet has the following fields:

  - **Tax ID** - Displays the description of the selected tax code used to calculate sales tax for the receipt line. This is the tax type description as found in **Tax Type Maintenance**
  - **Rate Code** - Specifies the rate code for the selected tax type. It is only accessible in case of manual calculation or for new lines added manually.
  - **Percent** - Specifies the tax rate percentage levied against the purchase order receipt line. The rate defined on the associated sales tax code appears as the default.
  - **Collection** - Displays the invoice collection type.
  - **Taxable Amount** - Specifies the total purchase order receipt line to which tax is applied, displayed in the document currency. If manual tax calculation is enabled, this field is available for manual adjustment.
  - **Reportable Amount** - Specifies the reportable amount in the document currency.
  - **Tax Amount** - Specifies the total taxable amount for the receipt line. You cannot edit this field; it is only displayed for your information.
  - **Deductible Tax** - Specifies the deductible amount of the tax. This is based on the AP deductible percentage specified in the tax type's effective rate. If manual tax calculation is enabled, this field is available for manual adjustment.
  - **Currency** - Displays the currency of the receipt detail tax amounts.
  - **Manual Tax Calculation** - Indicates if the tax calculations should be performed manually for this purchase order receipt line.

    - Select the check box to perform manual tax calculations for this purchase order receipt line. When selected, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are enabled for manual entry of tax amounts. This allows you to manually enter the appropriate sales tax amounts.
    - Clear the check box if the Epicor application should perform all tax calculations for this purchase order receipt line. When cleared, the **Reportable Amount**, **Taxable Amount**, and **Tax Amount** fields are disabled and prevent manual entry of tax amounts.

    Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**.

Important If the **Manual Tax Update** check box is clear and **System Tax Update** displays, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

Note If calculations are performed automatically, how the tax is calculated is based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration** and whether the tax is inclusive or exclusive.

- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is clear, tax calculations are performed only at the receipt header level.
- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is selected, tax calculations are performed at the line level and summarized at the receipt header level.
- For inclusive taxes, the calculations are performed at line level and summarized at the header. The **PO/AP Tax Reported at Line Level** setting is ignored.

Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - Centralized Lines Detail Information

In **Receipt Entry**, the **Lines** and **Lines > Detail** sheets and their sub-sheets have been rearranged to include additional fields and an organized and more centralized display of receipt line information.

To implement this feature, the following changes were made:

In the **Lines > Detail** Sheet:

- A **General** sheet was added to maintain general details for the receipt line. The following tax fields were added to the General sheet:
  - **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** - Indicator displays if the receipt line uses tax inclusive pricing, tax exclusive pricing or if there are no taxes.
    - If the receipt line uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
    - If the receipt line uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
    - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
  - **Taxable** - Indicates if this receipt detail line is subject to taxation. Select this check box to indicate that the receipt detail line is taxable; clear it if it is non-taxable (default). Indicates if this receipt detail line is subject to taxation. If you enter a value in the Tax Exempt field, this check box is automatically cleared and disabled.

    Note The default value for this check box comes from the setting of the Taxable check box for the associated purchase order detail line in the Lines > Detail sheet; as necessary, you can override it for specific receipt lines.

  - **Tax Category** - Sales tax categories divide taxes into groups that apply to different products. This value defaults from the purchase order's Lines > Detail record when you create a receipt line. If you need, however, you can select a different category from the list.
  - **Tax Exempt** - Indicates if this receipt line is exempt from taxation. If the receipt line is not tax exempt, leave the field blank. If the receipt line is tax exempt, enter free form text into this field for tax analysis purposes; the entry is not validated. If you enter a value, the Taxable check box is automatically cleared and disabled if you previously selected it. If you do remove the entry in the Tax Exempt field, tax calculations take place for the receipt line.

    The following fields were moved from the **Detail** sheet to the **General** sheet:

- Supplier Price
- Unit Cost
- No of Labels
- Planning Contract
- Net Weight
- Gross Weight

  The following fields were moved from the **Import** sheet to the **General** sheet.

- Import Number
- Imported From

- A **Totals** sheet was added to main totals information for the receipt line. In the **Totals** sheet, the following fields are available:
  - **Lines Amount** - Specifies the value of the receipt line amount. By default, this is the purchase order line value, including discounts and excluding tax.
  - **Indirect Costs** - Displays the indirect cost amount for the receipt line.
  - **Duties** - Displays the duty amount for the receipt line.
  - **Tax** - Specifies the total tax amount for the receipt line detail.
  - **Total** - Specifies the **Total** amount for the receipt line.
- In the **Lines > Detail** sheet, the fields are placed in the following sections: Supplier, Receipt Type, Quantities, Receiving Quantity and Location
- The **Duties** sheet was moved from the **Landed Costs** sheet to the **Details** sheet.
- A **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator was added to the **Lines > Duty > Detail** sheet to display if the receipt duty amount uses tax inclusive pricing, tax exclusive pricing or has no taxes.
  - If the duty amount uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
  - If the duty amount uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
  - If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.
- The **Line > Import** sheet was removed.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - New Receipt Indirect Costs and Receipt Line Tax Code Options

Use the **New Receipt Indirect Costs Tax Code** menu option in **Receipt Entry** to add or update tax codes for a receipt indirect cost. Use the **New Receipt Line Tax Code** menu option to add or update tax codes for a receipt line.

In **Receipt Entry**, you have the ability to add and update taxes for indirect costs and receipt lines to capture tax details provided by the supplier, in case you need to use that information before the AP invoice arrives.

To access the **New Receipt Indirect Costs Tax Code** option, click **New > New Receipt Indirect Costs Tax Code**. All added tax codes appear in the **Header > Indirect Costs > Tax > List** sheet.

To use the **New Receipt Indirect Costs Tax Code** option, the following must be true:

- An existing indirect cost must be defined for the receipt.
- One of these two options must be true:
  - On the **Header > Tax** sheet, the **Tax Liability** value must be tax inclusive.
  - The **PO/AP Tax Reported at Line Level** check box must be selected in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

To access the **New Receipt Line Tax Code** option, click **New > New Receipt Line Tax Code**. All added tax codes appear in the **Lines > Tax > List** sheet.

To use the **New Receipt Line Tax Code** option, the following must be true:

- On the receipt line, the **Taxable** check box must be selected.
- One of these two options must be true:
  - On the **Header > Tax** sheet, the **Tax Liability** value must be tax inclusive.

- The **PO/AP Tax Reported and Line Level** check box must be selected in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet.

On the **Header > Indirect Costs > Tax** and **Lines > Tax** sheets, you can edit the following tax fields for each indirect cost or receipt line:

- **System Tax Update / Manual Tax Update** - Indicates if the tax calculations are performed manually.
- **Tax** - Specifies the total tax amount. Depending on the setting of the **System Tax Update/ Manual Tax Update** check box, you can either let the Epicor application automatically calculate this amount, or you can manually enter this amount.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.
- **Self-assessed Tax** - Specifies the total tax amount for all taxes with collection methods **Self-Assessment** and **Self-Assessment, dual entry.**

In the **Header > Indirect Costs > Tax > Detail**, **Header > Indirect Costs > Tax > List**, **Lines > Tax > Detail** and **Lines > Tax > List** sheets, you can edit the following fields for each tax:

- **Tax ID** - Specifies the unique identifier for the tax code used to calculate sales tax. Select a tax from the list; you can only select taxes that are linked to the current **Tax Region**.
- **Rate Code** - Specifies the rate code for the selected tax type.
- **Percent** - Specifies the tax rate percentage levied against the purchase order receipt indirect cost or purchase order receipt line. The rate defined on the associated sales tax code appears as the default.
- **Fixed Amount** - Specifies the fixed amount in the document currency.
- **Taxable Amount** - Specifies the taxable amount to which tax is applied, displayed in the document currency.
- **Manual Tax Calculation** - Indicates if the tax amount values are being manually calculated. If this is a tax code created in Receipt Entry, this check box is selected and read only.
- **Reportable Amount** - Specifies the reportable amount in the document currency.
- **Tax Amount** - Specifies the sales tax amount.
- **Deductible Tax** - Specifies the deductible amount of the tax, displayed in the document currency.

The following fields display but cannot be edited:

- **Currency** - Displays the currency code associated with the tax code.

You can also delete tax codes.

Important If the **Manual Tax Update** check box is clear and **System Tax Update** displays, tax recalculations occur automatically when changes are made to the tax category, tax liability, **Taxable** check box (either manually or by entering a tax exempt entry) or when changes are made to fields that affect part transactions like price, date or quantities. Taxes also recalculate automatically when you add or delete receipt lines.

Note If calculations are performed automatically, how the tax is calculated is based on the **PO/AP Tax Reported at Line Level** setting in **Company Configuration** and whether the tax is inclusive or exclusive.

- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is clear, tax calculations are performed only at the receipt header level.
- For exclusive taxes where the **PO/AP Tax Reported at Line Level** check box is selected, tax calculations are performed at the line level and summarized at the receipt header level.
- For inclusive taxes, the calculations are performed at line level and summarized at the header. The **PO/AP Tax Reported at Line Level** setting is ignored.

Note To add a non-withholding tax for a receipt line, either the tax liability must be tax inclusive **OR** the **PO/AP Tax Reported at Line Level** check box in **Company Configuration** must be selected. If neither of the above is true, an error message displays.

Note For taxes to be automatically calculated at receipt, the **Calculate Tax for Receipt** check box must be enabled in **Company Configuration**

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - Receipt Headers Sheet

Use the **Receipt Headers** sheet to define receipt header details, tax information, import details, indirect costs and comments for the receipt. You can also view receipt totals.

The **Headers** sheet has the following sub-sheets:

- **Detail** - Define purchase order, supplier, packing slip, receipt weight and import information. You can also view totals for the receipt.
- **Tax** - Select tax calculation parameters and view total tax amounts for the receipt as a whole.
- **Indirect Costs** - Add indirect costs and comment text for a shipment receipt.
  - **Detail** - Add indirect costs to a shipment receipt. Indirect costs are prorated across the container landed cost lines and include miscellaneous charges such insurance, freight, and handling.
  - **List** - A grid view of all indirect costs included in the receipt.
  - **Comments** - Enter free form comment text for the receipt indirect cost line. You can create new comments or review existing comments previously entered for the record.
- **Comments** - Enter free form comment text for the entire receipt. You can create new comments or review existing comments previously entered for the record.

The following changes have been made to implement this feature:

- A new **Header** sheet and **Header > Detail** sub-sheet was added.
- A **Totals** pane is added to the **Header > Detail** sheet. It contains the following new fields:
  - **Lines Amount** - Displays the total part amount of all lines in the receipt. This value is the sum of the **Transaction Value** for all lines in the receipt.
  - **Indirect Costs** - Displays the total indirect cost amount for the receipt. This value is the sum of the **Actual Amount** value for all indirect costs in the receipt.
  - **Duties** - Displays the total duties amount for the receipt. This value is the sum of all duty and landed cost duty amounts for the receipt.
  - **Tax** - Displays the total tax amount for the receipt.
  - **Total** - Displays the **Total** amount for the receipt. This value is the some of all the other total fields.
- A **Weight** pane is added to the **Header > Detail** sheet. It contains the following fields:
  - **Net Weight** - Displays the combined net weight of all receipt line items.
  - **Gross Weight** - Specifies the combined gross weight of all receipt lines in the receipt. For each line item, the gross weight is calculated as Gross Weight = Received Quantity in Base UOM * Weight Defined in Part Master. This information can be used for Intrastat reporting and landed cost disbursement.
- The **Indirect Costs** sub-sheet has moved from the **Landed Costs** sheet to the **Header** sheet.
- The **Comments** sub-sheet has moved from the bottom of the **Summary** sheet to the **Header** sheet.
- A **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator was added to the **Detail** and **List** sheets under the **Header > Indirect Costs** sheet to display if the receipt indirect cost uses tax inclusive pricing, tax exclusive pricing or has no taxes.
  - If the receipt indirect cost uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.

- If the receipt indirect cost uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
- If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Receipt Entry - Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes Indicator

The **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator displays if the receipt header, indirect cost, receipt line uses tax inclusive pricing, tax exclusive pricing or has no taxes.

The **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator display if the receipt, receipt line or indirect cost uses tax inclusive pricing, tax exclusive pricing or has no taxes.

- If the receipt indirect cost uses tax inclusive pricing, the indicator is color-coded red and displays **Tax Inclusive Pricing**.
- If the receipt indirect cost uses tax exclusive pricing, the indicator is color-coded green and displays **Tax Exclusive Pricing**.
- If there are no applied taxes, the indicator is color-coded gray and displays **No Taxes**.

The **Tax Inclusive Pricing / Tax Exclusive Pricing / No Taxes** indicator appears on the following sheets in **Receipt Entry**:

- **Header > Tax** - Displays tax inclusive/exclusive pricing information for the receipt header.
- **Header > Indirect Costs > Detail** and **Header > Indirect Costs > List** - Displays tax inclusive/exclusive pricing information for receipt indirect costs.
- **Lines > Detail**, **Lines > List** and **Lines > Tax** - Displays tax inclusive/exclusive pricing information for the receipt line.
- **Lines > Duties > Details** - Displays tax inclusive/exclusive pricing information for the receipt line duty amount.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Supplier Relationship Management

Supplier Relationship Management (SRM) is a toolset used to request quotes for raw materials or subcontract services from one or multiple suppliers. Request for quotations (RFQs) are generated with one or more lines; each line has the ability to request pricing from one or more suppliers.

Supplier RFQ responses automatically build or add to existing part price-break tables. They contain current effectivity dates that are used in other areas of the application.

Advanced Material Management

Advanced Material Management (AMM) enables distributors and manufacturers to produce electronic requests for materials, dispatch those materials, and track inventory movements of all inventory including raw materials and work in process.

Using wireless terminals and bar coding technology, distributors and manufacturers are able to track inventory in real-time. The Advanced Material Management module provides complete control and visibility of raw materials and work in process as it travels throughout the enterprise.

Data Collection

Shop employees use the Data Collection module to enter their labor information directly from the manufacturing center into the application. As labor information is applied to jobs and as jobs are completed, the shop floor activity is recorded and monitored through this module.

Manufacturing Execution System (MES)

Report Quantity - Completed Quantity

The **Report Quantity** program includes the **Completed Qty** field.

When reporting a completed quantity, a shop floor employee needs to be able to see how much of the job operation is complete.

The **Completed Quantity** field specifies the overall quantity completed for the selected job operation, irrespective of whether you restart the activity or not.

Example Towards the end of a work day an employee ends production activity by reporting 100 units produced during his work day. The next day he logs back into the MES and starts activity on the same job, since the job requirement is for 200 units. As he reports quantity produced just before his lunch break using the Report Quantity program, the Complete Quantity would display the value of 100 units.

Menu Path: MES > Production > Report Quantity

Service Management

Service management capabilities (for example, Field Service) include such areas such as production and facilities maintenance.

This suite of modules is particularly important for businesses where maintenance and repair are often more cost-effective than new capital acquisition.

Field Service

The Field Service module is designed to manage the installation, repair, and on-going service of equipment for your customers at their facilities or out in the field. Use Field Service to schedule service calls on a timetable you define. The Service Call Center centralizes all processes related to dispatching technicians and cost reporting of service calls in the field.

Field service also includes valuable reports that provide detailed information on individual contracts and warranties to know whether you are making or losing money.

The Epicor application supports drop shipment of service parts directly to the customer site. The application is set up for a single interface, so a dispatcher can track all stages of each service call with just a few mouse clicks.

Financial Management

Epicor financial management solutions provide manufacturers with the tools needed to create value through monitoring financial conditions and timely decision making.

This functionality reduces costs and improves cash flow. Epicor Financials can help improve your ability to drop more to your bottom line—the ultimate test of your success and competitive advantage.

Accounts Payable

Use the Accounts Payable (AP) module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. Adjustments are created if the purchase price does not match the invoiced price.

The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely. With Accounts Payable, you know how much you owe and when it is due.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs.

Aged Payables Report - Payment Schedule

In the Aged Payables Report, display the open payment schedule amount of each invoice, grouped by the selected aging parameters.

AP clerks require the ability to view payment amounts to track current and future payments amounts due to a vendor, grouped by due date time period. Open payment schedule amounts display in aging columns, based on the payment due date. Partial payments display only the remaining schedule amount to be paid.

Once a payment has been fully paid, it no longer appears in the report.

Menu Path: Financial Management > Accounts Payable > Reports > Aged Payables

AP Invoice Entry - Header Payment Schedule

Use the **AP Invoice Entry > Header > Payment Schedule** sheet to view the payment schedule for an AP invoice.

In **AP Invoice Entry**, you have the ability to view and adjust the payment schedule for invoices generated by the application based on the purchasing terms selected for the invoice. In case you need to edit days, due date, percentage and amount information for multiple payments, it can be done for the specific invoice.

To implement this feature, the following changes were made to AP Invoice Entry:

- A new **Payment Schedule** sub-sheet has been added to the **Header** sheet.
- A new **Payment Schedule** grid displays the payment schedule for the invoice. For each payment, the following fields display:
  - **Payment** - Displays the automatically generated sequence number for the payment.
  - **Days** - Specifies the number of days for the payment to be paid.
  - **Due Date** - Specifies the due date of the scheduled payment.
  - **Percentage** - Specifies the percent of the payment to be paid. This value is used to calculate the amount to be paid per payment.

    Note The Percentage field displays six decimal points. If there are variance decimals to sum up to 100 percent, the variance decimals appear in the last payment row.

  - **Amount** - Specifies the amount in the document currency to be paid for the payment. The default value calculates based on the invoice total amount and the payment percentage.
- The **Payment Schedule** option was removed from the **Actions > Invoice** menu.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Invoice Entry - Miscellaneous Charge Tax

The **Lines > Misc Charges > Misc Charge Tax** and **Header > Misc Charges > Misc Charge Tax** tabs include the **Detail** and **List** sheets. Use these sheets to view or adjust taxes applied to miscellaneous charges.

In **AP Invoice Entry**, you are able to view and adjust taxes applied to miscellaneous charges for the selected AP invoice both on header and line levels. You can adjust taxes manually or allow the application to recalculate them automatically before posting the invoice.

If you select the **PO/AP Tax Reported at Line Level** check box, located on the **Company Configuration > All Modules > Taxes > Detail** sheet, use the Misc Charge Tax sheets to view taxes applied to miscellaneous line or header charges, even if the invoice tax liability is not set up for tax inclusive pricing.

Example Tax inclusive indicates that your price includes tax. For instance, in Russia or England when you buy a product in a shop, you see prices which include taxes. Tax inclusive pricing is common for countries which have one tax. However, some countries such as Malaysia, Australia, Thailand, Germany, Switzerland or Austria have a legal requirement not to only record tax amounts as a separate amount on the invoice header, but also must be able to record, store, and edit taxes at the invoice line level for reconciliation and tax reporting purposes.

If you clear the **PO/AP Tax Reported at Line Level** check box, taxes will not display on these sheets, unless the invoice tax liability is set up for tax inclusive pricing.

If you need to adjust tax manually, select the **Manual Tax Calculation** check box. When you save the changes, the **System Tax Update** indicator changes to a yellow **Manual Tax Update** indicator, and its check box is selected. This applies to Tax Inclusive Pricing only.

If you want to revert to an automatic system tax update, clear the **Manual Tax Update** check box. The following warning displays:

- **Lines > Misc Charges > Misc Charge Tax > Detail**

  Turning off the manual tax update will recalculate the taxes for this invoice line when saved. All manual updates will be lost. Do you wish to continue?

  Note Applies to Tax Inclusive Pricing only.

- **Header > Misc Charge > Misc Charge Tax > Detail**

  Turning off the manual tax update will recalculate the taxes for the Header charge when saved. All manual updates will be lost. Do you wish to continue?

  Note Applies to Tax Inclusive Pricing only.

If you select **Yes**, then click **Save**, any manual tax adjustments are removed. The **Manual Tax Update** indicator then changes back to **System Tax Update** and its check box is cleared.

Note The **Misc Charge Tax** tab also displays in the **AP Invoice Tracker**.

Important To test this functionality, review the workshops located in the AP Invoice Entry > Line Taxes topic.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Invoice Entry - Legal Number Generation / Void Logic

Use automatic generation and voiding options in **Legal Number Maintenance** to control how and when to generate and void legal numbers in **AP Invoice Entry**.

The following rules were added to legal number generation and voiding in AP Invoice Entry based on settings in Legal Number Maintenance:

- Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete an AP invoice with an assigned legal number:
  - If the check box is selected, the legal number is automatically voided when the invoice is deleted and the automatic voiding text displays as the legal number void reason.
  - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the invoice. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the invoice.
- If the generation type is **Automatic**, an AP Invoice legal number is generated based on the **Generate On** setting in **Legal Number Maintenance**:
  - **Save** - The legal number generates when the invoice is saved and after the validations to save the invoice are complete.
  - **Print** - The legal number generates when the invoice prints and after all the validations to print the document are complete.
  - **Post** - The legal number generates when you click **Submit** to post the invoice.
- If the invoice already has an assigned legal number, the legal number for that invoice will not be created again.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Invoice Entry - Line Taxes

The **AP Invoice Entry > Lines > Tax** tab includes the **Detail** and **List** sheets. Use these sheets to enter or view taxes applied to an invoice line.

In **AP Invoice Entry**, you are able to view and adjust taxes applied to the selected AP invoice line. You can adjust taxes manually or allow the application to recalculate them automatically before posting the invoice.

- The **Detail** sheet includes information about Tax Type, Rate Code, Percent, Fixed Amount, Collection, Taxable Amount, Reportable Amount, Deductible Tax, Tax Amount, and Currency.
- The **List** sheet displays the same information, but in columns.

If you select the **PO/AP Tax Reported at Line Level** check box, located on the **Company Configuration > All Modules > Taxes > Detail** sheet, use the **Lines > Tax** sheets to view or adjust the taxes applied to an invoice line.

If you clear the **PO/AP Tax Reported at Line Level** check box, taxes will not display on these sheets, unless the invoice tax liability is set up for tax inclusive pricing.

Example Tax inclusive indicates that your price includes tax. For instance, in Russia or England when you buy a product in a shop, you see prices which include taxes. Tax inclusive pricing is common for countries which have one tax. However, some countries such as Malaysia, Australia, Thailand, Germany, Switzerland or Austria have a legal requirement not to only record tax amounts as a separate amount on the invoice header, but also must be able to record, store, and edit taxes at the invoice line level for reconciliation and tax reporting purposes.

If you need to adjust tax manually, select the **Manual Tax Calculation** check box. When you save the changes, the **System Tax Update** indicator changes to a yellow **Manual Tax Update** indicator, and its check box is selected. This applies to Tax Inclusive Pricing only. All other tax lines, defined for this line, also convert to manual tax calculation, which preserves the entered values and excludes this invoice line from further system tax updates.

If you want to revert to an automatic, system tax update, clear the Manual Tax Update check box. The following warning displays: **Turning off the manual tax update will recalculate the taxes for this invoice line when saved. All manual updates will be lost. Do you wish to continue?**. This applies to Tax Inclusive Pricing only.

If you select **Yes**, then click **Save**, any manual tax adjustments or additional manual tax lines are removed. The Manual Tax Update indicator changes back to **System Tax Update** and its check box is cleared.

Note The **Tax** tab also displays in the **AP Invoice Tracker**.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Invoice Tracker - Header Payment Schedule Sheet

Use the **AP Invoice Tracker > Header > Payment Schedule** sheet to view the payment schedule for an AP invoice.

In **AP Invoice Tracker**, the **Payment Schedule** sheet displays the payment schedule for an invoice without requiring the data to be manually retrieved and displays the percentage of the payment sequence.

The following information displays for each payment on the **Payment Schedule** sheet:

- **Payment** - Displays the automatically generated sequence number for the payment.
- **Days** - Specifies the number of days for the payment to be paid.
- **Due Date** - Specifies the due date of the scheduled payment.
- **Percentage** - Specifies the percent of the payment to be paid. This value is used to calculate the amount to be paid per payment.
- **Amount** - Specifies the amount in the document currency to be paid for the payment. The default value calculates based on the invoice total amount and the payment percentage.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Tracker

Menu Path: Executive Analysis > Trackers > A/P Invoice Tracker

AP Payment - Void Legal Numbers

When deleting a payment in AP Payment Entry, you can use the **Legal Numbers > Void Legal Numbers** Action command to void the legal number that had been assigned to the payment. You will be required to specify a reason for voiding the number.

In **AP Payment**, you are able to quickly void the legal number of the payment being deleted using the **Void Legal Numbers** command in the **Actions** menu.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

AP Payment Invoice Selection - Discount Horizon

Use the **Discount Horizon** field in the **AP Payment Entry > Select Invoices** action window to display invoices with a discount date before or on the selected discount date.

In **AP Payment Entry**, you are able to analyze the discount dates for AP invoices. For this purpose, you can retrieve and review invoices with discount dates on or before the specified discount date (**Discount Horizon**).

The **Discount Horizon** field works in conjunction with the **Consider Discount Dates** check box.

In the **Actions > Select Invoices** window, select the **Consider Discount Dates** check box to limit the results to invoices with discount dates on or before the specified **Discount Horizon** date.

In the **Discount Horizon** field, select the discount horizon date used to select the invoices. The function returns all invoices with a discount date on or before this date. If the **Consider Discount Dates** check box is clear, this field is not used.

Navigate to this program from the Main Menu:

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Cash Management > General Operations > Payment Entry

AP Posted Invoice Update - Header Payment Schedule

Use the **Posted Invoice Update > Header > Payment Schedule** sheet to view and update the payment schedule for an AP invoice.

In **AP Posted Invoice Update**, you have the ability to view and adjust the payment schedule for the posted invoices generated by the application based on the purchasing terms selected for the invoice. In case you need to edit days, due date, percentage and amount information for multiple payments, it can be done for the specific posted invoice.

Note You can only change payment terms if the posted invoice has no payments or partial payments.

To implement this feature, the following changes were made to Posted Invoice Update:

- A new **Payment Schedule** sub-sheet has been added to the **Header** sheet.
- A new **Payment Schedule** grid displays the payment schedule for the posted invoice. For each payment, the following fields were added:
  - **Payment** - Displays the automatically generated sequence number for the payment. This field is display only.
  - **Days** - Specifies the number of days for the payment to be paid.
  - **Due Date** - Specifies the due date of the scheduled payment.
  - **Percentage** - Specifies the percent of the payment to be paid. This value is used to calculate the amount to be paid per payment.
  - **Amount** - Specifies the amount in the document currency to be paid for the payment. The default value calculates based on the invoice total amount and the payment percentage.
- In the **Terms** field on the **Header > Detail** sheet, you can update the payment terms for the posted invoice. The field is display only if a payment or partial payment exists for the posted AP invoice.

Menu Path: Financial Management > Accounts Payable > General Operations > Posted Invoice Update

Bank Adjustment Entry - Assign and Void Legal Numbers

Use the **Legal Numbers > Assign Legal Numbers** Action command in Bank Adjustment Entry to assign a legal number to a bank adjustment. To void a legal number assigned to the adjustment, use the **Legal Numbers > Void Legal Numbers** Action command. You will be required to specify a reason for voiding the number.

Financial clerks need the ability to maintain legal numbers for bank adjustments to uniquely identify a specific bank adjustment transaction. These identifiers have controls to prevent gaps in sequence and provide an additional tracking method.

To implement this feature, the following changes were made:

- A **Legal Numbers** submenu was added to the Action Menu. It has two options:
  - Assign Legal Number
  - Void Legal Number
- An **Assign Legal Number** action was added to the Action Menu. You can assign a legal number to a bank adjustment.

  Based on the generation type defined for bank adjustments in Legal Number Maintenance, you either enter the legal number manually or it automatically generates.
  - If you have set the generation type to **Manual** in the **Legal Number Maintenance** program, a legal number prompt screen displays where you can enter the new legal number.
  - If you have set the generation type to **Automatic**, a legal number is assigned based on your settings.

  Note If the invoice already has an assigned legal number, the legal number for that invoice will not be created again.
- A **Void Legal Number** action was added to the Action menu. You can void a legal number assigned to a bank adjustment.

  Note Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete a bank adjustment with an assigned legal number:
  - If the check box is selected, the legal number is automatically voided when the adjustment is deleted and the automatic voiding text displays as the legal number void reason.
  - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the bank adjustment. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the bank adjustment.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry

Menu Path: Financial Management > Cash Management > General Operations > Bank Adjustment Entry

Bank Statement Import in the BTRS Format

You can import bank statements in the ANSI-X9/BTRS (Balance and Transaction Reporting Standard) format so that you can match payments to invoices and have the latest balance updated in bank accounts. The BTRS establishes a common format for exchanging cash management account data.

Use the **Codes > Detail** sheet in **Bank Statement Transaction Codes Maintenance** to set up transaction codes types as credit or debit transfer or reverse.

The **StatementImportBTRS.cs** file has been developed to import bank statement in the BTRS format. You can configure this file according to your needs. Use **Electronic Interface Maintenance** to create an electronic interface for BTRS import.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Bank Statement Transaction Codes
- Financial Management > Accounts Receivable > Setup > Bank Statement Transaction Codes
- Financial Management > Cash Management > Setup > Bank Statement Transaction Codes

Logged AP Invoice Entry - Assign and Void Legal Numbers

Use the **Legal Numbers > Assign Legal Numbers** Action command in Logged AP Invoice Entry to assign a legal number to a logged AP invoice. To void a legal number assigned to the invoice, use the **Legal Numbers > Void Legal Numbers** Action command. You will be required to specify a reason for voiding the number.

Financial clerks need the ability to maintain legal numbers for logged AP invoices to uniquely identify the specific logged AP invoice. These identifiers have controls to prevent gaps in sequence and provide an additional tracking method.

To implement this feature, the following changes were made:

- A **Legal Numbers** submenu was added to the Action Menu. It has two options:
  - Assign Legal Number
  - Void Legal Number
- An **Assign Legal Number** action was added to the Action Menu. You can assign a legal number to a logged AP invoice.

  Based on the generation type defined for logged AP invoices in Legal Number Maintenance, you either enter the legal number manually or it automatically generates.
  - If you have set the generation type to **Manual** in the **Legal Number Maintenance** program, a legal number prompt screen displays where you can enter the new legal number.
  - If you have set the generation type to **Automatic**, a legal number is assigned based on your settings.

  Note If the invoice already has an assigned legal number, the legal number for that invoice will not be created again.
- A **Void Legal Number** action was added to the Action menu. You can void a legal number assigned to a logged invoice.

  Note Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete an invoice with an assigned legal number:
  - If the check box is selected, the legal number is automatically voided when the invoice is deleted and the automatic voiding text displays as the legal number void reason.
  - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the logged AP invoice. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the logged invoice.

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

MICR Check Printing

The **Magnetic Ink Character Recognition** (MICR) is a character recognition technology used by the banking industry to facilitate the processing and clearance of checks.

You can set up the Epicor ERP application to print MICR checks. In addition, you can print logos and signature images. This eliminates the need for pre-printed check stock.

- The logo and signature printing parameters related to the MICR payment method are available on the new **Bank Account Maintenance > Payment Methods > MICR Printer** sheet. To activate this sheet, you must select a payment method that includes the **MICR Check Printing** pay method type.

  Note This pay method is used in AP only.

- To set up the Epicor ERP application to print checks with MICR encoding, use **MICR Check Printer Maintenance**, where you configure the MICR printer, including the logo and signature printing parameters.

  Note The MICR encoding, called the MICR line, includes the check number, American Bankers Association (ABA) routing and transit number, and the bank account number at the bottom of the check.

Menu Path:

- Financial Management > Accounts Receivable > Setup > Bank Account
- Financial Management > Accounts Payable > Setup > Bank Account
- Financial Management > Accounts Receivable > Setup > Payment Method
- Financial Management > Accounts Payable > Setup > Payment Method
- Financial Management > Accounts Payable > Setup > MICR Check Printer

Positive Pay

Positive Pay is a cash-management service which deters check fraud. Use the **Positive Pay** program to create a file with checks to be verified by a bank.

Positive Pay matches the details of each check presented for payment against a list of checks previously authorized and issued by the company. In the **Positive Pay** program, you are able to generate a list of checks in multiple bank-specific formats using the selection criteria and export this list as a file.

The new EI type has been implemented in **Electronic Interface Maintenance** - **Positive Pay**. Using this type you can create a number of EI for the specific report styles corresponding to the individual banks authorized to pay the checks.

It is possible to specify the following information related to Positive Pay files export in **Bank Account Maintenance**:

- **Default Positive Pay EI** - the default electronic interface required to export files
- **Default Positive Pay Remote ID** - the specific code that can be required by a bank
- **Default Positive Batch ID** - the specific code that can be required by a bank

After completing the setup, you can the Positive Pay export file in the Positive Pay program using filtering criteria.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account

Menu Path: Financial Management > Accounts Receivable > Setup > Bank Account

Menu Path: Financial Management > Accounts Receivable > Setup > Bank Account

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > General Operations > Positive Pay

Payment Tracker - Legal Number Search

Use the **Payment Tracker** to search for a payment by legal number.

AP clerks need the ability to search AP payments by its assigned legal number.

When you enter a legal number in the Legal Number field and click Refresh, the payment tracker retrieves payments that contain the assigned legal number and match all other search criteria.

To implement this feature, the following changes were made in Payment Tracker:

- A **Legal Number** search criteria field was added to the **Advanced Search** pane.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Tracker

Payment Proposal Report - Display Available Discounts

Use the discount selection fields in **Payment Proposal Report** to display invoices with available discounts and which are not yet due.

AP clerks need the ability to see what discounts are available for invoices which are not paid and which are not yet due. With this information, they can make decisions on when to pay invoices to get the full benefit of available discounts.

In the **Payment Proposal** report, you can select to review unpaid invoices with available discounts whose discount dates are on or before the specified discount horizon date.

The **Discount Horizon** and **Payment** fields works in conjunction with the **Consider Discount Dates** check box. If you select the **Consider Discount Dates** check box in the Selection sheet, you can enter a Discount Horizon and a Payment date.

- The **Discount Horizon** date determines the end date for the discount horizon. All invoices where the settlement discount due date is prior to or on the selected discount horizon date appear in the report. The default value of the Discount Horizon date is based on the entered Due Date.
- The **Payment** date determines the value of the discount. For all discounts where the discount settlement date is before or on the payment date, the full value of the discount displays in the report. The default value of this field is today's date.

Note If the discount horizon date is different than the due date, **Discount Horizon: xx/xx/xx** (where xx/xx/xx is the discount horizon date) displays in the report heading.

Note If the report is selected based on the discount horizon date, the discount date displays in the **Due Date** column and an asterisk (*) prints next to the **Due Date**.

Menu Path: Financial Management > Accounts Payable > Reports > Payment Proposal

Purchasing Terms Maintenance - Maintain Payment Schedule

Use the **New Payment Schedule** option in Purchasing Terms Maintenance to add a new payment schedule sequence for a purchasing term. This schedule defines the number of days and percentage for each payment sequence within the selected purchasing term.

In **Purchasing Terms Maintenance**, you can view and adjust the payment schedule generated by the application based on the selected purchasing term settings to be used in AP Invoices. It can be modified according to payment conditions agreed with the supplier. It is possible to add new payment sequences to the schedule.

When you specify the terms details and save them, the application automatically creates a payment schedule based on these details, namely, number of payments and due dates. If you adjust the number of payments afterwards, the application updates the payment schedule based on these adjustments.

In **Purchasing Terms Maintenance**, you can add new sequences to a payment schedule using the **New Payment Schedule** option from the **New** menu or by adjusting the existing schedule. Note that the sum of all payments percentages should be equal to 100.

The following changes were made to implement this feature:

- A **Payment Schedule** sheet was added to **Purchasing Terms Maintenance** to display or edit the purchasing schedule for a selected purchasing term.
- On the **Payment Schedule** sheet, a **Purchasing Terms** grid was added with the following columns:
  - **Payment** - Displays the payment sequence number in the schedule. This value is automatically generated and is display only.

- **Days** - Specifies the number of days for the payment sequence to be paid. This value is used to calculate the payment due date in Invoice Payment Schedule.
- **Percentage** - Specifies the percentage of the total payment to be paid by this payment sequence. This value is used to calculate the amount to be paid per payment in **Purchase Order Entry** and **Invoice Payment Schedule**. Note that the sum of all payments percentages should be equal to 100.

  Note The Percentage field displays six decimal points. If there are variance decimals to sum up to 100 percent, the variance decimals appear in the last payment row.

- A **New Payment Schedule** option was added to the **New** menu. Click **New Payment Schedule** to add new sequences to a purchasing term payment schedule.

Menu Path: Financial Management > Accounts Payable > Setup > Purchasing Terms

Menu Path: Material Management > Purchase Management > Setup > Purchasing Terms

Supplier Tracker - Invoice Aging Payment Schedule Table References

Use the **Aging** sheet in **Supplier Tracker > Links > Invoice to** display aging information for each selected invoice linked to the supplier.

With the new payment schedule enhancements, the fields reference for the payment schedule in the Aging sheet has been updated to the **APInvSched** table.

Menu Path: Financial Management > Accounts Payable > General Operations > Supplier Tracker

Tax Boxes by Effective Rate

Use the **Rates > Effective Rate > Tax Box** sheet in **Tax Type Maintenance** to assign tax boxes to tax effective rates. When creating a tax box, you can copy it from a tax box existing for the tax rate level or copy the last tax box existing for another effective rate.

Some countries require more complex functionality for **VAT** reporting. Tax boxes can be used to report taxes to authorities and can be used with VAT tax statements, Australian BAS statements, and tax documents sent to U.S. workers.

In **Tax Type Maintenance**, you have the ability to assign tax boxes to tax effective rates. This implementation allows you to specify which tax box is used by default when the application creates a tax box transaction.

A tax box assigned to a regular rate will be used if no tax box exists for an effective rate.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Type
- Financial Management > Accounts Receivable > Setup > Tax Type
- Material Management > Purchase Management > Setup > Tax Type
- Sales Management > Order Management > Setup > Tax Type
- Sales Management > Quote Management > Setup > Tax Type
- Service Management > Field Service Automation > Setup > Tax Type

Warning or Error Message for Future AP Invoice and Apply Dates

Use the **Future Invoice Dates** fields in **Company Configuration** to determine the action to be performed when a user attempts to apply an invoice and the **Invoice Date** or **Apply Date** is a future date. You can select a warning message to appear to notify you that the date is a future date, an error message to appear and prevent you from continuing the transaction or for the transaction to continue without notification.

When applying an invoice, you can accidentally select a future invoice date or apply date. To prevent the accidental application of an invoice to a future date, in **Company Configuration** you can configure a warning message to notify the user or an error message to stop the transaction.

The following changes have been made to implement this feature:

In the **Company Configuration > Modules > Finance > Accounts Payable** sheet, the following fields were added to the **Future Invoice Dates** panel.

- **Days Horizon** - When you apply an invoice in **AP Invoice Entry**, **AP Invoice Load** and **Logged Invoice Entry**, if the value in the **Action** field is **Stop** or **Warn**, this field specifies the number of days in the future that the **Stop** or **Warn** action would take place.

  The calculation to determine the date the action takes place is today's date + the **Days Horizon** value.

  - If the **Invoice Date** or **Apply Date** for the invoice is prior to the future days horizon after the current date, no action occurs
  - If the **Invoice Date** or **Apply Date** for the invoice if after the current date plus the future days horizon, the selected action is performed.

- **Action** - Specifies the action performed when the **Invoice Date** or Apply Date for the invoice passes the future **Days Horizon** threshold (current date + Days Horizon).

  - **Warning** - A warning message displays. You can bypass the message and continue with the transaction. This is the default value.
  - **Stop** - An error message displays preventing the future date from being selected.
  - **None** - No message appears.

In **AP Invoice Entry**, **AP Open Invoice Load** and **Logged AP Invoice Entry**, a warning message or error message displays when you attempt to apply an invoice when the **Invoice Date** or **Apply Date** is after the **Future Invoice Dates** settings defined in **Company Configuration**.

Note If the value in the **Action** field in **Company Configuration** is **None**, no error message or warning message appears.

Navigate to this program from the Main Menu:

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > Setup > Open Invoice Load

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Accounts Receivable

Use the Accounts Receivable (AR) module to bill your customers as orders are shipped and then track payments as they are received.

Since you can specify the creation of invoices through the order release process, it is possible to reduce billing for a different quantity than for what was actually shipped.

Customer invoices may be previewed, printed on laser or continuous preprinted forms, faxed or emailed directly to your customer. With Accounts Receivable, you know who is buying what, and who is paying their bills on time.

AR Invoice Entry - Delete Multiple Invoices

In the Invoices list in **AR Invoice Entry > Group**, delete multiple invoices at the same time.

In **AR Invoice Entry**, you have the ability to delete multiple invoices at once instead of deleting them one by one.

To delete multiple invoices in the AR Invoice group list, perform the following steps:

1. In **AR Invoice Entry**, navigate to the **Group** sheet.
2. Press and hold the **Ctrl** key while you select the invoices to delete.
3. Click the **X** delete button on the toolbar or press the **Delete** key on your keyboard to delete the selected invoices.

   A **You have selected rows for deletion. Choose Yes to delete the rows or No to exit.** message displays.
4. Click **Yes** to confirm the deletion.

   a. If you click **Yes**, the selected invoices are deleted.

   b. If you click **No**, the invoices are not deleted.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

AR Invoice Entry - Legal Number Generation / Void Logic

Use automatic generation and voiding options in **Legal Number Maintenance** to control how and when you can generate and void legal numbers in **AR Invoice Entry**.

The following rules were added to legal number generation and voiding in AR Invoice Entry based on settings in Legal Number Maintenance:

- Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete an AR invoice with an assigned legal number:
  - If the check box is selected, the legal number is automatically voided when the invoice is deleted and the automatic voiding text displays as the legal number void reason.
  - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the invoice. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the invoice.
- If the generation type is **Automatic**, an AR Invoice legal number is generated based on the **Generate On** setting in **Legal Number Maintenance**:
  - **Save** - The legal number generates when the invoice is saved and after the validations to save the invoice are complete.
  - **Print** - The legal number generates when the invoice prints and after all the validations to print the document are complete.
  - **Post** - The legal number generates when you click **Submit** to post the invoice.
- If the invoice already has an assigned legal number, the legal number for that invoice will not be created again.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

AR Invoice Entry - Payment Schedule

Use the Payment Schedule sheet in **Terms Maintenance** to add or adjust the payment schedule for the customer's terms in AR invoice.

In **AR Invoice Entry**, you can review the payment schedule set up for the terms of the invoiced customer. It is possible to adjust this schedule on the AR invoice level - change days, due date, percentage, and amount.

The payment schedule defines the number of days and percentage for each payment sequence within the selected term. When you specify the terms details and save them, the application automatically creates a payment schedule based on these details, namely, number of payments and due dates.

When you create an invoice for the customer which has terms with a schedule, you can adjust this schedule on the Header - Payment Schedule sheet.

Note If the invoice is associated with a sales order and they both have the same terms, the payment schedule for the sales order is the default payment schedule for the invoice.

To implement this feature, the following changes were made to AR Invoice Entry:

- A new **Payment Schedule** sub-sheet has been added to the **Header** sheet.
- A new **Payment Schedule** grid displays the payment schedule for the invoice. For each payment, the following fields display:
  - **Payment** - Displays the automatically generated sequence number for the payment.
  - **Days** - Specifies the number of days for the payment to be paid.
  - **Due Date** - Specifies the due date of the scheduled payment.
  - **Percentage** - Specifies the percent of the payment to be paid. This value is used to calculate the amount to be paid per payment.
  - **Amount** - Specifies the amount in the document currency to be paid for the payment. The default value calculates based on the invoice total amount and the payment percentage.

Menu Path: Sales Management > Demand Management > Setup > Terms

Menu Path: Sales Management > Order Management > Setup > Terms

Menu Path: Financial Management > Accounts Receivable > Setup > Terms

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Misc Invoice Entry

AR Invoice Entry - Select Field Service Calls to Invoice

Use Get > Field Service Calls in the **AR Invoice Entry > Action** menu to generate invoices for one or more field service calls that match the selected criteria.

Users should be able to select which service calls they are ready to invoice for customers, instead of being required to invoice all applicable service calls for customers at once.

In **AR Invoice Entry**, you can select one or more field service calls and generate invoices from the selected field service calls. You can also select to generate invoices for all field service calls that match the selected criteria.

To generate AR invoices for one or more fields service calls, perform the following steps:

1. In **AR Invoice Entry**, select **Get > Field Service Calls** from the **Action** menu.

   The **Generate Field Service Invoices** window displays.

2. Click the **Sold To Customers...** button and select one more sold to locations to generate AR invoices for only the selected customer sold to locations.

3. Click the **Call Types...** button and select one or more call types to generate AR invoices for only selected types of service calls.

4. Choose one of the following options to generate AR invoices for field service calls:

   - To select all closed field service calls that meet the selected criteria, click the **Select All** button. Invoices are generated and the **Generate Fields Service Invoices** window closes. The generated invoices appear in AR Invoice Entry.
   - To manually select one or more field service calls for which to generate an invoice, click the **Manual Selection...** button. All invoices that meet the criteria display in the list. Click **Select All** to generate invoices for all service calls in the list or select service calls in the list and click **Select** to select a specific service call. Click **OK** to close the window. The invoices generate for the selected service calls and appear in AR Invoice Entry.

     Note You can also use the Shift and Ctrl keys to select multiple service calls in the list. You can then use the **Select** or **Clear** buttons for the selected service calls.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

AR Posted Invoice Update - Header Payment Schedule

Use the **Posted Invoice Update > Header > Payment Schedule** sheet to view and update the payment schedule for an AR invoice.

In **AR Posted Invoice Update**, you have the ability to view and adjust the payment schedule for the posted invoices generated by the application based on the terms selected for the invoice. In case you need to edit days, due date, percentage and amount information for multiple payments, it can be done for the specific posted invoice.

Note You can only change payment terms if the posted invoice has no payments or partial payments.

To implement this feature, the following changes were made to Posted Invoice Update:

- A new **Payment Schedule** sub-sheet has been added to the **Header** sheet.
- A new **Payment Schedule** grid displays the payment schedule for the posted invoice. For each payment, the following fields were added:
  - **Payment** - Displays the automatically generated sequence number for the payment. This field is display only.
  - **Days** - Specifies the number of days for the payment to be paid.
  - **Due Date** - Specifies the due date of the scheduled payment.
  - **Percentage** - Specifies the percent of the payment to be paid. This value is used to calculate the amount to be paid per payment.
  - **Amount** - Specifies the amount in the document currency to be paid for the payment. The default value calculates based on the invoice total amount and the payment percentage.
- In the **Terms** field on the **Header > Detail** sheet, you can update the payment terms for the posted invoice. The field is display only if a payment or partial payment exists for the posted AR invoice.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > General Operations > Posted Invoice Update
- Financial Management > Deferred Revenue Accounting > General Operations > Posted Invoice Update

Cash Receipts Entry - Amount Due

The **Amount Due** field on the **A/R Receipt > Invoice Selection** sheet indicates the amount due for the selected invoice based on cash receipt transaction apply date and payment schedule dates.

When you select this invoice, the **Allocated Amount** value defaults to the value in this column.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Cash Receipts Entry - Assign and Void Legal Numbers

Use the **Legal Numbers > Assign Legal Numbers** Action command in Cash Receipt Entry to assign a legal number to a cash receipt. To void a legal number assigned to the receipt, use the **Legal Numbers > Void Legal Numbers** Action command. You will be required to specify a reason for voiding the number.

Financial clerks need the ability to maintain legal numbers for cash receipts to uniquely identify a specific cash receipt transaction. These identifiers have controls to prevent gaps in sequence and provide an additional tracking method.

To implement this feature, the following changes were made:

- A **Legal Numbers** submenu was added to the Action Menu. It has two options:
  - Assign Legal Number
  - Void Legal Number
- An **Assign Legal Number** action was added to the Action Menu. You can assign a legal number to a cash receipt.

  Based on the generation type defined for cash receipts in Legal Number Maintenance, you either enter the legal number manually or it automatically generates.
  - If you have set the generation type to **Manual** in the **Legal Number Maintenance** program, a legal number prompt screen displays where you can enter the new legal number.
  - If you have set the generation type to **Automatic**, a legal number is assigned based on your settings.

  Note If the cash receipt already has an assigned legal number, the legal number for that cash receipt will not be created again.
- A **Void Legal Number** action was added to the Action menu. You can void a legal number assigned to a cash receipt.

  Note Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete a cash receipt with an assigned legal number:
  - If the check box is selected, the legal number is automatically voided when the cash receipt is deleted and the automatic voiding text displays as the legal number void reason.
  - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the cash receipt. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the cash receipt.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Customer Maintenance - Business Category and Business Model

Use the **Business Category** sheet in **Customer Maintenance** to assign a business category to a customer.

When creating a customer record in **Customer Maintenance**, you can define to which customized business category this customer belongs.

Before assigning business categories to customers, you need to create business categories in the **Business Category Maintenance**.

The **Type** field on the **Customer > Detail** sheet has been renamed to **Business Model**. The field is available irrespective of whether you have selected the **Web Customer** check box next to it. You can select the following field values:

- Blank (default)
- **B2B** (Business to Business)
- **B2C** (Business to Customer)

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Business Category
- Financial Management > Accounts Receivable > Setup > Business Category
- Financial Management > Deferred Revenue Accounting > Setup > Business Category
- Financial Management > Multi-Site > Setup > Business Category
- Material Management > Inventory Management > Setup > Business Category
- Material Management > Purchase Contracts Management > Setup > Business Category
- Material Management > Purchase Management > Setup > Business Category
- Material Management > Supplier Relationship Management > Setup > Business Category
- Production Management > Job Management > Setup > Business Category
- Production Management > Material Requirements Planning > Setup > Business Category
- Production Management > Quality Assurance > Setup > Business Category
- Sales Management > Customer Relationship Management > Setup > Business Category
- Sales Management > Demand Management > Setup > Business Category
- Sales Management > Order Management > Setup > Business Category
- Sales Management > Quote Management > Setup > Business Category
- Service Management > Expense Management > Setup > Business Category
- Service Management > Field Service > Setup > Business Category
- Service Management > Time Management > Setup > Business Category

Customer Tracker - Invoice Aging Net Invoice Total

Use the **Net Invoice Total** fields in the **Customer Tracker > Financial > Invoices > Aging** sheet to display the net AR invoice total information.

In **Customer Tracker**, you can now view the AR net invoice total aging information for the current and previous year.

To retrieve the net invoice totals, click the **Invoice Aging** button in the **Customer Tracker > Financial > Invoices > Aging** sheet . The following two fields update:

- **Net Invoice Total** - Displays the current year to date net invoice total. This value is the sum of all invoices except for invoices with an invoice type of Unapplied Receipt or Debit Memo.
- **Last Years Total Net Invoice Total** - Displays the net invoice total for the previous year. This value is the sum of all invoices for the previous year except for invoices with an invoice type of Unapplied Receipt or Debit Memo.

Menu Path: Financial Management > Accounts Receivable > General Operations > Customer Tracker

AR Invoice Entry - Generate Shipment Invoices - Include Drop Shipments

Use the **Include Drop Shipments** check box on the **Generate Shipment Invoice > Selection** sheet to indicate if drop shipments should be generated along with shipment invoices.

In **Generate Shipment Invoices**, you can easily add drop shipments to the shipment invoices generation process.

- If selected, invoices generate for all drop shipments that meet the selected criteria.
- If the check box is clear, drop shipments are not included in the generate shipment invoice process.

Menu Path: Financial Management > Accounts Receivable > General Operations > Generate Shipment Invoices

Lockbox Processing

You can process the Lockbox file issued by a bank, validate the file records and process valid cash receipts.

In **Lockbox Layout Entry** you can customize multiple file layouts required to process the Lockbox bank files you received. After customizing the layout it is possible to load the Lockbox bank file in **Lockbox Processing** and validate cash receipts from this file. Validate cash receipts are then posted as a group. The application generates a log with the information about invalid cash receipts and creates a separate group for them.

Menu Path: Financial Management > Accounts Receivable > Setup > Lockbox Layout Entry

Menu Path: Financial Management > Cash Management > Setup > Lockbox Layout Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Lockbox Processing

Menu Path: Financial Management > Cash Management > General Operations > Lockbox Processing

Miscellaneous Charge Entry - Include In Terms Discount

Use the **Include In Terms Discount** check box on the **Miscellaneous Charge Entry > Detail** sheet to indicate if the terms discounts for a miscellaneous charge should be included in invoices.

In **Miscellaneous Charge Entry**, you are able to specify whether you want to include terms discounts for a miscellaneous charge in the invoices and in such a way specify how the discount is calculated.

- If selected, the discount calculated in **Cash Receipt Entry** is based on the **Total Invoice** amount, including the miscellaneous charge.
- If the check box is clear, the discount is calculated on the **Invoice Line Amount** and does not include the **Miscellaneous Charge** amount.

Menu Path: Financial Management > Accounts Receivable > Setup > Miscellaneous Charge

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Taxes in AR Invoice Edit List

The application includes the subtotals for lines, miscellaneous charges and taxes in the invoice's Edit List.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

General Ledger

General Ledger (GL) processes and posts entries created by Job Management, AR, AP and Payroll, as well as manual entries made directly in the general ledger.

A chart of accounts is easily established to control how you want the application to report on your business. You can even export your general ledger data to a spreadsheet to handle any special requirements. When you set up legal numbers for transactions, the sequences can be assigned by user IDs and warehouses.

Book - Conversion Settings

Use the **Posting > Conversion** sheet in **Book Maintenance** to configure settings related to the posting rules conversion.

In **Book Maintenance** during the posting rules conversion you can set up the parameters related to using default package with posting rules and mapping COA segments in your current book.

During the posting rules conversion process the application may not find an active revision with ruleset(s). For this purpose you can specify the default posting rules package. The application creates a new revision, adds the main book and loads the posting rules for this book from the package selected from the **Default Package for Main Book** list.

The COA segments delivered in the ERP's posting rules package may differ from the COA segments in the book you are working with. If this is the case you need to map the package segments to the segments in the book. On the Conversion sheet you can select the required package from the list and configure segment mapping for all packages supported by ERP using the mapping grid.

Menu Path: Financial Management > General Ledger > Setup > Book

Company Configuration - Keep Revision History

The **Keep Revision History** parameter on the **Modules > Finance > General Ledger** sheet in **Company Configuration** defines the behavior of the posting rules conversion program during the revisions update.

You may want to keep the history of revisions during the posting rules conversion. In **Company Configuration** you can specify whether the application should create a copy of the current active revision.

- If the checkbox is selected, the application creates a copy of the current active revision and merges this copy with the revision provided in the update making it active. The revision itself is blocked and kept in the database for reference purposes.
- If the checkbox is not selected, the application merges the current active revision with the revision provided in the update without saving your revision history.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Customers and Suppliers in GL Journals

Use **Journal Entry** to assign a customer, supplier, bank and invoice, or bank transaction number to a GL journal line.

In **Journal Entry**, you are able to add a reference to the selected GL journal line. The following details can be added as a reference to the line:

- Customer ID and AR invoice number
- Supplier ID and AP invoice number
- Bank account number and bank slip number

These references can be added on the **Reference** sheet in **Journal Entry**.

You can view defined references for a journal line in **Review Journal**, **Journal Tracker** and **Journal Detail Tracker**.

You can also view references for journal details in financial reports.

Example The **Tax Box Report** displays the **Customer ID**, **Supplier ID**, or **Bank Account Number** reference for associated tax box linked to an AR Invoice journal. You access the **Tax Box Report** from the **Actions** menu in **Vat Tax Report**.

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

Menu Path: Financial Management > General Ledger > General Operations > Journal Detail Tracker

Menu Path: Financial Management > Accounts Payable > Reports > VAT Tax

GL Import Process Invalid Lines Handling Option

In **General Ledger Import**, you can select which option to use if there are invalid lines found in the import file you are using to import data.

In **General Ledger Import**, you are able to define how the application behaves in case it encountered an issue during data importing. You can choose either to skip invalid lines and import the valid ones, or cancel the entire process.

For this purpose use the **Invalid Lines Handling Option** field.

Menu Path: Financial Management > General Ledger > General Operations > General Ledger Import

GL Journal Entry - Hold Journal

Use the Hold Journal check box in the Journal > Header sheet in GL Journal Entry to place a journal on hold.

In **Journal Entry**, you have the ability to put the journal on hold. Journals that are on hold cannot be posted.

When you place a journal on hold, a yellow indicator displays to indicate the journal is on hold. When you post a journal group containing one or more journals that are on hold, the on hold journals are not posted and remain in Group unposted. All other journals in the group that are not on hold are posted.

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

GL Journal Entry - Legal Number Generation / Void Logic

Use automatic generation and voiding options in **Legal Number Maintenance** to control how and when you can generate and void legal numbers in **GL Journal Entry**.

The following rules were added to legal number generation and voiding in GL Journal Entry based on settings in Legal Number Maintenance:

- Based on the **Automatic Voiding** check box in **Legal Number Maintenance**, the following occurs when you try to delete a GL journal with an assigned legal number:
  - If the check box is selected, the legal number is automatically voided when the journal is deleted and the automatic voiding text displays as the legal number void reason.
  - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the journal. Once you void the legal number using the **Action > Void Legal Number** option, you can delete the journal.
- If the journal already has an assigned legal number, the legal number for that journal will not be created again.

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

GL Transaction Type Source Document Line

In **GL Transaction Type Maintenance**, you can see the document line to which a function applies after using the Copy Ruleset option. This information displays in the **Source Document Line** field (Revisions > Book > Functions > Detail).

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

Important This program is not available in Epicor Web Access.

Legal Number Maintenance - Generation Config Options and Default Sequence Sheet

Use the Default Sequence sheet in Legal Number Maintenance to define default sequence information for a legal number. You can also use Legal Number Maintenance to set options to use when generating or voiding legal numbers.

In **Legal Number Maintenance** you are able to easily set up timing for legal numbers generation and legal numbers voiding when deleting documents with an already assigned legal number.

The following changes have been made in Legal Number Maintenance to implement this change:

- In the **Detail** sheet, a **Voiding Option** panel was added. It contains the following fields:
  - **Automatic Voiding** - Indicates if the legal number should be automatically voided when the associated document is deleted.
    - If the check box is selected, the legal number is automatically voided when the document is deleted and the automatic voiding text displays as the legal number void reason.
    - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the document. Once you void the legal number using the Action > Void Legal Number option, you can delete the document.

    Note Automatic voiding is only available for AR Invoice, Credit Memo, AP Invoice, Bank Adjustment, GL Journal and Cash Receipt transaction types. For all other transaction types, this check box is disabled.

- **Voiding Reason** - Specifies the automatic voiding reason text. This text displays when the legal number is voided.

- In the **Detail** sheet, the following automatic generation field was added to the **Generation Type** panel:
  - **Generation On** - For automatic generation, this field indicates when the legal number should generate; on save, print or post.
    - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
    - **Print** - The legal number generates when the document prints and after all the validations to print the document are complete.
    - **Post** - The legal number generates when you click **Submit** to post the document.

    For AP adjustment, AR adjustment, AR tax confirmation, bank funds transfer, petty cash day report and withholding tax certificate number types, this field is disabled.

    If the **Generation Type** value is **Manual**, this field is disabled.

  Important This field is only available for legal numbers with a number type of **AR Invoice**, **Credit Memo**, **AP Invoice**, **Debit Memo** or **Bank Adjustment**. For all other number types, this field is disabled.

- The **Default Sequence** grid was moved from the **Detail** sheet and placed in a new **Default Sequence** sheet.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Legal Number Maintenance - Generation Config Options and Default Sequence Sheet

Use the Default Sequence sheet in Legal Number Maintenance to define default sequence information for a legal number. You can also use Legal Number Maintenance to set options to use when generating or voiding legal numbers.

In **Legal Number Maintenance** you are able to easily set up timing for legal numbers generation and legal numbers voiding when deleting documents with an already assigned legal number.

The following changes have been made in Legal Number Maintenance to implement this change:

- In the **Detail** sheet, a **Voiding Option** panel was added. It contains the following fields:
  - **Automatic Voiding** - Indicates if the legal number should be automatically voided when the associated document is deleted.
    - If the check box is selected, the legal number is automatically voided when the document is deleted and the automatic voiding text displays as the legal number void reason.
    - If the check box is clear, an error message displays that the legal number must be voided prior to deleting the document. Once you void the legal number using the Action > Void Legal Number option, you can delete the document.

    Note Automatic voiding is only available for AR Invoice, Credit Memo, AP Invoice, Bank Adjustment, GL Journal and Cash Receipt transaction types. For all other transaction types, this check box is disabled.

  - **Voiding Reason** - Specifies the automatic voiding reason text. This text displays when the legal number is voided.

- In the **Detail** sheet, the following automatic generation field was added to the **Generation Type** panel:
  - **Generation On** - For automatic generation, this field indicates when the legal number should generate; on save, print or post.
    - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
    - **Print** - The legal number generates when the document prints and after all the validations to print the document are complete.
    - **Post** - The legal number generates when you click **Submit** to post the document.

    For AP adjustment, AR adjustment, AR tax confirmation, bank funds transfer, petty cash day report and withholding tax certificate number types, this field is disabled.

    If the **Generation Type** value is **Manual**, this field is disabled.

  Important This field is only available for legal numbers with a number type of **AR Invoice**, **Credit Memo**, **AP Invoice**, **Debit Memo** or **Bank Adjustment**. For all other number types, this field is disabled.

- The **Default Sequence** grid was moved from the **Detail** sheet and placed in a new **Default Sequence** sheet.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > Cash Management > Setup > Legal Number

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Legal Number

Posting Rules - Manufacturing Variances Split for Each Cost Component

When posting manufacturing variances between standard and actual manufacturing costs, variance amounts are split by the different cost components. Cost variances post to variance accounts assigned to material, labor, burden, subcontract, material burden, and rounding variance account contexts.

Financial personnel need the ability to post variances to multiple accounts based on the cost component. This allows greater accuracy when debiting and crediting manufacturing variance amounts.

In **GL Control Type Maintenance**, you can define the following cost component-specific variance account contexts for Product Group and Inventory, COS and WIP GL control types:

- Variance Material
- Variance Labor
- Variance Burden
- Variance Subcontract
- Variance Material Burden
- Variance Rounding

In **GL Control Maintenance**, you can assign GL accounts to the variance account contexts. When production costs occur and there are variances between the standard manufacturing costs and the actual manufacturing costs, when you post the transaction where the variance occurs, those variances between standard and actual costs are posted to the account defined for the cost component in **GL Control Maintenance**.

Note If an account context is not defined for a cost component, the standard variance account is used.

Example You create a job to manufacture 500 EA of part ADF-T45 for customer ACE Molding. Part ADF-T45 belongs to product group ADF-T. ADF-T has variance accounts defined for a material cost

component and a labor cost component. The standard costs for part ADF-T45 include the following costs per unit:

- Labor - 0.27
- Material - 1.18

While performing a job operation, you add a labor cost adjustment and a material cost adjustment. They result in the following variances between the standard and actual cost:

- Labor Variance = + .03 per unit
- Material Variance = + .05 per unit

When you complete production on the job and close, the cost variances debit to the defined variance accounts:

- 15.00 (.03 labor cost variance x 500 units) is debited to the variance account for the labor cost component.
- 25.00 (.05 material cost variance x 500 units) is debited to the variance account for the material cost component.

Important The variance account context hierarchy is Product Group, then Inventory, COS and WIP.

The following is a sample of the changes to the MFG-VAR: Post Burden Cost to WIP and Variance Accounts posting rule.

```
Variance Account = Determine Manufacturing Variance Account For 'Variance Burden'
 Context and Plant Division
        If Variance Account is not Available
                Variance Account = Determine Manufacturing Variance Account
Using Plant Division
```

These changes were made to implement this feature:

- In **GL Control Type Maintenance**, **Variance Material**, **Variance Labor**, **Variance Burden**, **Variance Subcontract**, **Variance Material Burden**, and **Variance Rounding** account contexts were added for Product Group and Inventory, COS and WIP GL control types.
- As part of the upgrade conversion process, the current account number selected for the GL Control Type's standard variance account was copied to the cost component variance accounts. You can then change the variance account for the cost component as needed.
- The posting rules were updated. All **MFG-VAR** accounts are pulled from the account contexts, using the Product Group then Inventory, COS and WIP transaction hierarchy.

Menu Path: Financial Management > General Ledger > Setup > GL Control Type

Menu Path: Financial Management > General Ledger > Setup > GL Control Code

SaaS Compatible Posting Rules Import and Export

It is now possible to import default GL transaction types from the posting rules package.

You can select the posting rules package and load default GL transaction types from this package. You may find this approach convenient and time-saving when you want to simply import default transaction types or work with multiple delivered packages. You are able to select default types from the list instead of browsing through your folders and files.

Importing an XML file with transaction type from the user-defined location is still available.

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

Important This program is not available in Epicor Web Access.

External Payroll Integration

The External Payroll Integration module enables you to configure external payroll setup in order to create files to export to an external payroll provider. The programs under Setup in this module enable you to create payroll employees, pay types and classes, holidays, and configuration of the export file that will be sent to the external provider. The External Payroll Processing program, under General Operations, enables you to create the payroll file to send to the external payroll provider.

In order to use the External Payroll Integration module, the External Payroll license must be installed.

Note You also have to set up and activate the external payroll configuration in **Company Configuration**, on the **Modules > Finance > Payroll Integration** sheet.

Create ADP Export File Layout

Use the **Create ADP Export File Layout** command to create the file layout suitable for integration with ADP.

ERP Payroll can be integrated with a specific payroll calculation provider - ADP. You are able to create the ADP export file layout and start working with the file right away.

This command is available in case you have enabled ADP license.

Menu Path: Financial Management > External Payroll Integration > Setup > Export File Layout Configuration

System Management

Use this area of functionality to maintain system-wide maintenance information. Examples of maintenance areas include custom field maps, database records, menus, process calling, report data, report styles, sub process menus, system agent and system monitor applications.

BL Tester - Validate WCF

Within the Business Layer (BL) Tester, you can verify the connection between this program and Windows Communication Foundation (WCF).

You validate this connection on the **Setup Options** window. To do this, select the **Validate WCF Certificate** check box to verify the connection between the BL Tester and the WCF service. When you activate this check box, the verification process determines if the WCF Certificate is current.

BPM / BAQ Conversion Tasks Sequence Change

In order to avoid unexpected execution of BPM directives during execution of ERP conversion tasks while migrating to ERP 10, the conversion tasks BPM0001 (conversion of BPM directives) and BAQ0001 (conversion of BAQs) are moved to the end of the task list.

This ensures the DB does not contain compiled directives during the conversion process and no BPM directives are activated by the business logic.

Conversion Log

After you have run a conversion through the **Conversion Workbench**, either double-click the conversion entry or click **Actions > Maintain Conversion Program** to display **Data Conversion Maintenance**. Use this program to review details about the selected conversion process.

To see the progress of the conversion, click the **Conversion Log** sheet. If the conversion resulted in an error, use this log to determine whether the error was caused by the system or a data issue.

Menu Path: System Management > Upgrade/Mass Regeneration > Conversion Workbench

Important This program is not available in Epicor Web Access.

Database Migration Options

When you migrate an existing Progress database to a SQL Server database, you run this migration process multiple times to ensure your data moves into the new database. To successfully migrate your data, you select a different radio button option for each run.

Available options:

- **Generate Only Overflow Report** - Select this option to generate a **Microsoft® Excel®** file that uses the .xml format; this file contains the skipped and truncated records that will occur when you migrate this Progress database into SQL Server. Before you first migrate Progress data, you typically run this report. This report generates in the **Output folder** location.
- **Process All Tables** - The default option, select this radio button to migrate the Progress tables to the SQL Server tables. Run this option when you are ready to move your Progress data into SQL Server. Before you select the Process All Tables option, you should generate the overflow report; this report tracks any records that will not migrate during this run.
- **Process Only Failed Table List** - Select this option to migrate the skipped and truncated records contained within the **FailedTableList.txt** file. This file automatically generates either after you run the overflow report or process all tables; it contains the tables you wish to migrate again. If you generate the overflow report, review the records specified in this report and then make the database changes you need. Then after you run the Process All Tables option, run this radio button option to launch a second round of migration. During this process, existing tables truncate at the intermediate database, so you only import the tables defined in the FailedTableList.txt file. This moves data into the intermediate database faster.

You access these options through the **Epicor Administration Console**. When you select a database server and then the **Migrate Epicor 9 Database** option, the **Configuration** window displays. When you select the **Enable Progress Database** check box, these radio button options display.

Default Transaction Types in Generic Integration Server Process

When an AR invoice is generated via **Generic Integration Server Process** without a transaction document type, the application assigns the default transaction document type to such invoice.

The application assigns the system default transaction document type in case this value comes empty from the XML file. The process does not allow posting invoices without transaction document types. Therefore it should either exist in the XML file (and used in the invoice) or be assigned by the application during the invoice creation.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Schedule Processes > Generic Integration Server Process

Enterprise Content Management

The Enterprise Content Management functionality contains the features you use to manage and link outside documents to specific Epicor records. These attached documents can be stored on your network either within a server file location or within a Microsoft® SharePoint® site library.

Once you define where your source documents will be stored, you can then indicate which file formats are available to attach onto Epicor records within the current company. However to prevent these file formats from being used everywhere, you can also restrict which formats can be attached to which specific Epicor records. You can then further define how these files interact with the SharePoint library and/or the external file system. To complete the setup, you then indicate which third-party programs automatically launch when users select the attached file.

Document Types - Multiple Libraries

You can specify a separate attachment library for each document type. This feature gives you flexibility to both store documents by version and ensure the libraries do not contain too many files.

For each library, you select its **File Transfer Mode**; this mode determines how the files move between the storage location and the Epicor application. Available modes:

- **Always Use Company Level Setting** - Select this mode to indicate this document type will store files using the mode selected in **Company Maintenance**. You define the default file transfer mode for the entire company on the **Attachment** sheet.
- **Client System Direct Copy** - Select this mode to cause the files to copy directly from the client installation out to the server file location. This mode uses the shared directory access permissions on the client machine to determine if the user can attach or view the files.

You then use the **Base URL** field to enter the directory path for the network server folder, local SharePoint Site, SharePoint® Online® Site, or the directory path for an alternate storage location.

When the File Transfer Mode is set to Always Use Company Level Setting and the attachments will be stored in a SharePoint location, the **Set Server Credentials** button activates. Click this button to enter a different account than the logon credentials used by the application server.

Menu Path: System Management > Document Management > Document Type Maintenance

SharePoint® Attachments

When you link to file attachments stored on a SharePoint library, it becomes possible to access these files using your SharePoint credentials.

As you link files to a record within the database, they automatically save to the central network location defined for the attachment type. This functionality ensures other users within the current company can select and view these same file attachments. When you attach documents from a SharePoint library, you can use the account defined on the application pool to complete this connection.

To set up your primary attachment libraries, launch **Company Maintenance** and modify the settings on the **Attachments** sheet. Use this sheet to define the specific location where users automatically store attached files within the current company.

Use the **Document Transfer Mode** drop-down list to define how files move between the client and the SharePoint library:

- Select the **Client System Direct Copy** option to upload files from the client using the client's account logon credentials.
- Select the **File Transfer Using Service** option to upload attachment files from the server for storage on the SharePoint site; this transfer uses the application server's logon credentials.

If you select the **File Transfer Using Service** transfer mode option, the **Set Server Credentials...** button activates. Click this button to enter a different account than the logon credentials used by the application server.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Microsoft® Office 365® Attachments

You can store file attachments within a Microsoft® Office 365® SharePoint library. You can link to an Office 365 SharePoint library through either **Document Type Maintenance** or **Company Maintenance**.

Within Company Maintenance, you link to these libraries by defining the **Document Transfer Mode**. When you select the **File Transfer Using Service** transfer mode option, the **Set Server Credentials...** button activates. Click this button to enter your logon credentials. Click the **Logon type** drop-down list to indicate whether you will connect to this SharePoint library through **Windows** or **SharePoint Online**. If you select SharePoint Online, you log onto this library through your Microsoft® Office 365® account, connecting this library to this Microsoft Cloud location.

You link to these libraries in a similar way within **Document Type Maintenance**. When you set the **File Transfer Mode** to the **Always Use Company Level Setting** and the attachments will be stored in a SharePoint location, the **Set Server Credentials** button activates. Click this button to enter a different account than the logon credentials used by the application server. On this window, you also click the **Logon type** drop-down list to indicate whether you will connect through **Windows** or **SharePoint Online**.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Menu Path: System Management > Document Management > Document Type Maintenance

Save SharePoint Credentials

Within **Document Type Maintenance**, when you set the **File Transfer Mode** to use the **Client System Direct Copy** option and the attachments are stored in a SharePoint library, you can cause the SharePoint logon window to display when users access these attachments.

You activate this window by updating the client .sysconfig file for each client installation. You navigate to the **<userSettings>** node and then change the **<SpLogonMode>** setting to the **Interactive** value. Now when users access the SharePoint library from these client installations, a logon window displays; users enter account credentials to access the attachments in this library.

Users can then indicate they want this window to save their user account credentials by selecting the **Remember me** check box on this window. The system pulls these credentials from the database and this SharePoint logon window no longer displays. If users need to change these credentials later, they can cause the SharePoint logon window to display again. To do this, they activate an option within the **Preferences** window. When users select the **Clear SharePoint account cache** check box, their credentials are removed from the database. The next time they access an attachment in the SharePoint library, this logon window displays and they can update their SharePoint account credentials.

For more information on the client .sysconfig file and the Preferences window, review these locations within the application help:

- **Epicor ERP User Guides > Epicor Implementation User Guide > Startup Configurations > Configuration Settings File > Configuration Settings List > User Settings**
- **Epicor ERP 10 Getting Started > Interface Navigation > Modern Shell Menu > Settings > General Options > Preferences**

Integration with DocStar

The Epicor ERP attachments functionality can now be integrated with DocStar, a cloud-based document management system used to automate documentation processes. This integration provides the ability to synchronize data between DocStar and Epicor ERP and perform real time updates to existing files.

After you enable DocStar integration on the Attachment sheet in **Company Maintenance**, click the **Create Company Folder** button to add a new folder in DocStar that has your company name and is used to store the files you add as attachments on various records throughout Epicor ERP. This also creates three custom fields in DocStar that define Epicor ERP attachment properties:

- **Author** - specifies an Epicor ERP user that created the attachment;
- **TableName** - defines the name of the table within Epicor ERP that contains the attachment;
- **TableSysRowID** - specifies the row identifier in the table where attachment is added.

If you select the **View in DocStar** check box in Company Maintenance, you can open the files in the DocStar repository by selecting this option on Epicor ERP records. However, you can also disable this option for specific users in User Account Maintenance.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Create a DocStar document type in **Document Type Maintenance** to use for attachment files that are stored in the DocStar repository. This updates the DocStar repository in the following ways:

- creates a subfolder with the Document Type ID name under your company folder to store the attachments added using this document type.
- creates a new Content Type and an empty Security Class named in the following pattern: DocumentTypeID_CompanyName. You can then adjust how these settings work for the documents of this type in DocStar.

Menu Path: System Management > Document Management > Document Type Maintenance

When you assign the DocStar document type to use for specific tables in Epicor ERP in **Document Type Control**, the primary key field's metadata is created for this attachment type and synchronized with DocStar. When you open a record that uses the DocStar document type, it has an empty DocStar attachment node where you can drag the files to add to DocStar library if you select the Expose in Tree check box for DocStar documents.

Menu Path: System Management > Document Management > Document Type Control

Multiple Help Extensions

Each tenant environment can customize the application help through annotations and custom help links. To prevent these customizations from displaying in other tenant environments, each application server can have multiple Epicor Help extensions.

You create and add multiple Epicor Help extensions through the **Application Server Setup** program; launch this program from the **Epicor Administration Console**. Use the **Existing Deployment** and **Deployment Name** fields to create a new help extension or add an existing help extension.

Generic Import / Integration Process - AP / AR Payment Schedule Tables

Use **Generic Import Process** and **Generic Integration Server Process** to import payment schedules for AP invoices and AR invoices into Epicor ERP.

In **Generic Import Process** and **Generic Integration Server Process**, you can import the following scheduled payment data:

- Import AP invoice scheduled payment records into the **APINVSched** table.

- Import AR invoice scheduled payment records into the **InvcSched** table.

Imported payment schedule data records for an AP invoice appear in the **AP Invoice Entry > Payment Schedule** sheet for that invoice.

Imported payment schedule data records for an AR invoice appear in the **AR Invoice Entry > Payment Schedule** sheet for that invoice.

Menu Path: System Management > Schedule Processes > Generic Import Process

Menu Path: System Management > Schedule Processes > Generic Integration Server Process

Extended Events

SQL Server Extended Events can be created in your database to be used for various diagnostic purposes.

You can enable creating Extended Events when configuring your database in Epicor Administration Console. To do this, select the **Extended Events** check box on the **Target Database** sheet of the **Configuration** screen when creating or migrating your database. Logging Extended Events is turned off by default in SQL Server, but you may be instructed to turn it on for Epicor Support to use the log files for diagnostic purposes.

Use the **Extended Events Location** field to specify the Extended Events log file location. When Logging Extended Events is turned on, this location must have minimum 10 GB free disk space.

Regenerate TaxBoxTran

You can regenerate Tax Box Transactions records for the current company starting from a specific date.

The **Regenerate TaxBoxTran** program deletes all Tax Box Transactions starting from the date you specified and recreates them.

Menu Path: System Management > Rebuild Processes > Finance > Regenerate TaxBoxTran.

REST Services

Representational State Transfer (REST) services are a type of web service based on the architecture of the World Wide Web. Through this Application Program Interface (API), these services link applications more easily through internet type connections.

These services use the OData REST Protocol which adds query capabilities and metadata descriptions to enable OData aware applications such as Microsoft® Excel®, Microsoft® PowerBI®, or similar third party applications to display real time Epicor data. REST does this by exposing data and functions as unique Uniform Resource Locators (URLs) resources. Applications can then communicate with the REST services in the same way a web browser interacts with a website.

You activate REST on application servers. To do this, launch the **Epicor Administration Console**, select an application server, then click the **Application Sever Configuration** option. When the **Application Server Settings** window displays, navigate to the **Application Server** sheet; activate the **Enable RESTful Services** check box. You can now use a third party application to link to these RESTful services and display real time data from the Epicor ERP application.

For more information on how REST integrates with your Epicor application, review the **REST Implementation** section in the application help. From the **Table of Contents** pane, this documentation is located under the **System Management > Working With** node.

Set Receipt Tax Defaults

Use **Set Receipt Tax Defaults** to set receipt header, indirect costs and receipt line tax defaults for un-invoiced receipts within a specified date range. You can use this function to update historical receipts so they are consistent with new receipts for which you are calculating inclusive and exclusive tax amounts.

Note The default date range is within the past two years.

Numerous countries require support of taxes in receipts, including reviewing, adjusting and printing taxes on receipt forms. Receipt tax calculations are especially necessary for correct cost accounting for tax inclusive pricing, because inventory should be recorded excluding recoverable taxes.

- As of Release 10.1.600, you can (optionally) calculate inclusive and exclusive taxes for receipts; this taxation is controlled at the company level in the **Company Configuration > Modules > Material > Purchase** sheet.
- Receipt Entry calculates taxes based on tax exclusive and tax inclusive pricing per receipt based on the receipt tax liability, receipt line tax category and taxable flag and tax rate date.
- In Receipt Entry, you can calculate taxes on the receipt header or on the receipt line and receipt indirect cost level. The tax values used in calculations populate in the following ways:
  - **Receipt Header** - The Tax Liability field populates from the associated purchase order.
  - **Receipt Line Detail** - The Tax Category field and Taxable check box values populate from the associated purchase order line / release. If the receipt is not linked to a purchase order, the Taxable value is set via the GetTaxableFlag shared process, the tax category value is retrieved from the part and a Tax Exempt blank value.
  - **Receipt Indirect Cost** - The Taxable flag calculates based on the Tax Category value in Miscellaneous Charge Maintenance.
- Tax exclusive calculation for purchase orders are calculated for all collection methods (Invoicing, Withholding, Self-Assessment, Self-Assessment Dual Entry).

Note You typically run Set Receipt Tax Defaults from the menu to set receipt tax defaults for open, closed and invoiced receipts in a Multi-Tenant SaaS environment.

You can also use it as needed in a non-SaaS (internally hosted or locally installed) environment. However, if you operate in that type of environment, and have upgraded from earlier releases, if you have selected the conversion script that runs to set receipt tax defaults, the **Conversion Workbench** automatically updates open historic receipts for the previous two years.

- As needed, you can run Set Receipt Tax Defaults from the menu to convert receipts for other dates. For example, if the conversion script processed receipts for the previous two years, you could use it as needed
- If you inadvertently include a date range in which receipts were already processed, it either skips over the previously converted receipts, or corrects receipt tax defaults if needed.

Menu Path: System Management > Rebuild Processes > Mfg / Distribution > Set Receipt Tax Defaults

Processing

When you run **Set Receipt Tax Defaults**, it performs the processing for all receipts, receipt lines and receipt indirect costs whose received date is within the selected date range.

Receipt Header

It performs the following processing in the receipt header:

1. If it is blank, updates the tax region code (tax liability) assigned to the receipt header (RcvHead.TaxRegionCode) with the tax region code assigned to the associated purchase order header. If there is no associated purchase order, the tax region code is updated based on the tax region code for the supplier.

2. Updates the tax inclusive price on the receipt header (RcvHead.InPrice), based on the tax region inclusive price (TaxRgn.InPrice) for the assigned tax region code.

3. If the receipt header uses tax inclusive pricing, for each RcvDuty row associated with RcvHead, it sets the RcVDuty.InDutyAmt to the RcvDuty.DutyAmt.

Receipt Indirect Costs

It performs the following processing for the associated receipt indirect costs:

1. Updates the **Taxable** check box value based on the **Tax Category** assigned to the selected miscellaneous charge.

   Note The tax category is assigned to the miscellaneous charge in **Miscellaneous Charge Maintenance**.

Receipt Detail Lines

It performs the following processing for the associated receipt line details:

1. Updates the **Tax Category** value and **Taxable** flag based on the associated purchase order line/release.

   If there is no linked purchase order, the following logic is used:

   1. The **Taxable** value is set via the GetTaxableFlag shared process.

   2. The **Tax Category** value uses the tax category code (TaxCatID) assigned to the associated part record (if Tax Exempt check box is clear). If the tax category code is not assigned to the associated part record, it uses the tax category code from the product category to which the part is assigned.

   Note For existing receipts, if the **Calculate Taxes for Receipts** check box in **Company Configuration** is selected when you run this process, the tax liability for the receipt header and the tax liability for the associated receipt lines may be different.

2. If there is not inclusive or exclusive vendor cost, set the following receipt detail fields:

   - OurUnitCost = InOurCost
   - DocInUnitCost = DocUnitCost
   - Rpt1InUnitCost = Rpt1UnitCost
   - Rpt2InUnitCost = Rpt2UnitCost
   - Rpt3InUnitCost = Rpt3UnitCost
   - DocInVendorUnitCost = DocVendorUnitCost
   - Rpt1InVendorUnitCost = Rpt1VendorUnitCost
   - Rpt2InVendorUnitCost = Rpt2VendorUnitCost
   - Rpt3InVendorUnitCost = Rpt3VendorUnitCost

   Important The tax information may potentially be set for all receipts in the selected date range, regardless of receipt status.

Important When this process runs, it checks the **Calculate Taxes for Receipts** setting in **Company Configuration**. If it is selected, the tax values are calculated if ALL of the below conditions are true:

- Any of the receipt header, receipt indirect costs and receipt details **Tax Category**, **Tax Liability** or **Taxable** settings change or the **Tax Inclusive** price on the receipt header changes.
- The RcvHead.TaxCalculated value is true. This indicates that taxes were already generated against the receipt.
- No receipt lines in the receipt have a status of **Received**.

Note If you attempt to add a receipt line for a second purchase order with a different tax liability than the tax liability on the receipt header, you will receive an error. To add the second purchase order line to the receipt, you must first change the **Tax Liability** value on the receipt header to the same **Tax Liability** as the purchase order you want to add to the receipt.

System Setup

The System Setup module is important for setting up system-wide information, such as company, security configuration, integration with external systems and other system level tasks.

Company

Company Maintenance and Company Configuration are the setup programs you use to configure companies within the Epicor ERP application.

Company Configuration - Allow Employees without Resource

The **Modules > All Modules > General** sheet includes the **Allow Employees without Resource** check box.

- If you select this check box and on the Employee Maintenance > Production Info sheet select a resource group and save, the Epicor application will not automatically create a resource of the employee record.
- If you clear this check box and on the Employee Maintenance > Production Info sheet select a resource group and save, the Epicor application will automatically create a resource of the employee record.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - PO/AP Tax Reported at Line Level

The **Company Configuration > Modules > All Modules > Taxes > Detail** sheet includes the **PO/AP Tax Reported at Line Level** check box.

When entering an AP invoice with multiple taxes that needs to be recorded and reconciled at line level, employees need to be able to record the tax amount on the invoice at the line level. In several countries, there is a requirement to be able to record the tax amounts for the AP invoice on both the line level and as a separate amount on the header. The tax rate and the tax amount on the line level need to be recorded for reconciliation and tax reporting purposes.

When selected, this check box indicates that taxes are calculated for AP Invoices at the line level only. In Purchase Order Entry, taxes are calculated for each release separately, considering both the product Tax Category and tax exemptions.

If you select this check box, the following rules apply:

- Tax Line Level calculation applies to all tax collection methods except Withholding. Tax calculations with the Withholding collection method are kept at the Header level only.
- Calculated tax details for each line display in the **AP Invoice Entry > Lines > Tax > Detail/List** sheets, irrespective of whether the tax liability used is set up for tax inclusive pricing or not.

Example Tax inclusive indicates that your price includes tax. For instance, in Russia or England when you buy a product in a shop, you see prices which include taxes. Tax inclusive pricing is common for countries which have one tax. However, some countries, such as Malaysia, Australia, Thailand, Germany, Switzerland or Austria have a legal requirement not to only record tax amounts as a separate amount on the invoice header, but must also be able to record, store, and edit taxes at the invoice line level for reconciliation and tax reporting purposes.

- You can manually modify taxes at the Line level only, using the **Manual Tax Calculation** check box.
- You can manually add or modify taxes at the Header level only for tax types with the Withholding collection method.
- You can manually add taxes at the Release level using the **New Release Tax Code** option.
- You can manually add taxes for miscellaneous charges at the line level using the **New Line Charge Tax Code** option.
- You can manually add taxes for miscellaneous charges at the header level using the **New Header Charge Tax Code** option.
- The **New Header Tax Code** option is disabled.

Important If you select this check box, the **This setting affects POs and AP Invoices going forward. Taxes on open POs and unposted AP Invoices can be manually recalculated if required** message displays.

If you clear this check box, taxes calculate at the Document level only (set in Tax Liability Maintenance). The following rules apply:

- Calculated tax details for each line will not display on the **AP Invoice Entry > Lines > Tax > Detail/List** sheets, unless the tax liability used is set up for tax inclusive pricing.
- If you link the tax liability record to a supplier, using Supplier Maintenance, then the Tax engine will calculate taxes for each line separately, even if the PO/AP Tax Reported at Line Level check box is cleared.
- You can manually add taxes at the Header level using the **New Header Tax Code** option.
- The **New Release Tax Code**, **New Header Charge Tax Code**, and **New Line Charge Tax Code** options are disabled.
- Tax details are not displayed for miscellaneous charges and you cannot modify taxes at the miscellaneous charge level, unless the tax liability used is set up for tax inclusive pricing.

Note To test this functionality and learn how it works, refer to the **Workshop - AP Invoice Line Taxes** located in the Delta Financial course.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Central Tax Configuration Options

In Company Configuration, tax configuration options are centralized in a new **Taxes** sheet, which is located in **Modules > All Modules**. Financial employees can now easily locate and set tax options and settings for all modules in one location.

The **Taxes** sheet has two sub-sheets:

- **Details** - Specify tax controls for business document types from different modules.
- **Tax Interface** - Define how the application will interact with the **Avalara® AvaTax®** service.

In Company Configuration, the following fields and check boxes have been moved from the **Modules > All Modules > Localization > Detail** sheet to the **Modules > All Modules > Taxes > Detail** sheet:

- Use Tax Boxes (check box)
- Enable Tax Withholdings for Invoice Total (check box)

- Tax Rate for Withhold Tax Based on (field)
- Exch Rate for Invoices Tax Based on (field)

The following check boxes have been moved from the **Modules > All Modules > Taxes > Detail** sheet to the **Modules > All Modules > Taxes > Tax Interface** sheet:

- Use alternative Bill To Address
- User Alternative Bill To Customer ID

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Calculate Taxes on Quotes

The **Calculate Taxes for Quote** check box, located on the **Modules > All Modules > Taxes > Detail** sheet, specifies if taxes should be calculated on quotes.

Select this check box for the entered quotes to automatically calculate taxes based on Expected Qty, Tax Liability, Line Product Tax Category, and the Tax Rate date.

Example Some companies have customers who are using quotes as preliminary documentation to obtain financing for their projects. Therefore, it is important for the companies to have quotes that accurately reflect the bottom line of a sales order including tax estimates. The possible scenarios include:

- Company needs to calculate and print tax information in quotes using tax engine calculations.
- Company needs to calculate and print tax info in Quotes using Tax Connect (Avalara) integration.

Note If you select this check then printed quotes also include the taxable amount, percentage, and tax amount.

Important You can exempt a quote line from tax calculations by manually adding a tax exempt code to the line.

Note The Tax Engine uses the Tax Liability, Tax Category, and Tax Exempt defined on each quote line to calculate the exclusive taxes. Each line creates its own set of quote detail tax records.

Important This check box activates the **Ready to Process** check box located on the **Modules > Sales > Quote** sheet.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Calculate Taxes for Receipt and Include Duty on Taxable Amount

Use the **Calculate Taxes for Receipt** check box in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet to determine if taxes should be calculated for receipts. When entering or editing a receipt, you can view or update taxes related to the item when you receive it. Use the **Include Duty on Taxable Amount** check box to determine if duty should be included in receipt or container shipment taxable amounts.

Receiving personnel need to have the ability to see and update the taxes related to receipt to allow them to capture the correct taxes that the supplier prints on their packing slip. An importer may need to include duties on the Taxable amount at receipts so that taxes are calculated correctly as required for the receiving country. The importer may also need to include duties on the Taxable amount when shipping a container to another country.

The following check boxes have been added to **Company Configuration** to implement this feature:

- **Calculate Taxes for Receipt** - Select this check box to allow you to view or update tax calculations for the receipt. The default tax calculation is based on the tax calculations for the original purchase order but you can update them as needed.

Example When suppliers send purchased items to a company, there may be tax information included in their packing slip. Therefore, it is important for some companies to capture this accurate tax information before the AP invoice arrives. The company may need to make important decisions where this information is used before the final AP invoice is received from their suppliers.

Note If the **Calculate Taxes for Purchase Orders** check box is not selected, the **Calculate Taxes for Receipt** check box is disabled.

- **Include Duty on Taxable Amount** - Specifies if duty should be included in receipt and container shipment taxable amounts.
  - If selected, taxable amounts on receipt lines used to calculate taxes include both the items cost plus the total duties (line duty and specific duty). Taxable amounts on container shipment lines include both the items cost plus the total line duties.
  - If clear, taxable amounts on receipt lines include only the items cost and do not include the duties.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Include Duty on Taxable Amount

Use the **Include Duty on Taxable Amount** check box in the **Company Configuration > Modules > All Modules > Taxes > Detail** sheet to determine if duty should be included in receipt or container shipment taxable amounts.

An importer may need to include duties on the Taxable amount at receipts so that taxes are calculated correctly as required for the receiving country. The importer may also need to include duties on the Taxable amount when shipping a container to another country.

An **Include Duty on Taxable Amount** check box has been added to specify if duty should be included in receipt and container shipment taxable amounts.

- If selected, taxable amounts on receipt lines used to calculate taxes include both the items cost plus the total duties (line duty and specific duty). Taxable amounts on container shipment lines include both the items cost plus the total line duties.
- If clear, taxable amounts on receipt lines include only the items cost and do not include the duties.

Important Taxes for specific duties are not supported for container shipments and are not calculated.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Epicor Commerce Connect

Epicor Commerce Connect (ECC) is an eCommerce connector and toolset developed, implemented, and supported by Epicor. It is a cross-brand solution that supports advanced B2C, B2B or B2B2C online commerce requirements, and is integrated to multiple Epicor ERP platforms. ECC enables you to streamline, optimize and maximize your business' potential, increase your Web presence and help drive new business—both from your existing customers and from new, untapped business opportunities and sales channels.

With ECC, you can manage customers, merchandise, inventory, order history—basically the entire order life cycle. Together with Epicor ERP, it enables you to effectively manage the entire customer experience. You no longer need to have two separate systems to accept wholesale and consumer orders.

Product information tiered pricing, customers and inventory levels can be displayed directly from your production ERP database. Orders can be submitted and processed immediately, allowing the customer to use their terms or credit card for purchase. Epicor Commerce Connect also provides deep integration with your order fulfillment process and makes it available to your customers online. At the time of requesting a quote or placing an order, customers will be able to select the available shipping methods and determine their freight cost. Once the orders

are placed, online tracking allows them to see when their product was shipped and lets them track the shipment through the carrier.

Customer Maintenance - Select Payment Method and Ship Via for ECC

Use the **Customer Maintenance > Integrations > Web** sheet to select payment methods and ship vias for use with Epicor Commerce Connect synchronization.

Sales personnel need the ability to control the payment method and ship vias that synchronize with Epicor Commerce Connect by customer.

In the **Integrations > Web** sheet, you can select payment methods and ship vias to be included in the ECC web interface synchronization for a customer. During synchronization, the selected payment methods and ship vias are uploaded to ECC in the CUS message used to integrate the customer entered in the Epicor ERP application with Epicor Commerce Connect.

Excluded ship vias and payment methods are added to the CUS message as available choices to be selected.

The following changes were made in Customer Maintenance to implement this feature:

- A **Web** sheet was added to **Customer Maintenance > Integrations** where you can select payment methods and ship vias to include for the customer in the synchronization between Epicor ERP and Epicor Commerce Connect.
- Two panes were added to the Web sheet. The **Payment Methods** pane contains all payments available for the customer. The **Ship Via** pane contains all ship vias available for the customer.
- To select a payment method or ship via, select the item in the **Available Choices** pane and click the right arrow to move the payment method/ship via to the **Selected Choices** pane.
- To select all payment methods or ship vias, click the double-right arrow to move them to the **Selected Choices** pane.
- You can remove a payment method/ship via from the selection list by selecting it and clicking the left arrow to move it back to the **Available Choices** pane. To remove all selections, click the double-left arrow.

Important You must select at least one payment method and one ship via for the customer to be included in the integration as a web customer.

Menu Path: Sales Management > Order Management > Setup > Customer

ECC Extended Messaging for DDA and CUST

You can use BPMS to override the standard logic processing of ECC DDA and MSQ.

New methods were added to the ECC Extension BO to allow BPMs to be written against the method to override standard logic. The methods are called by web service ECCCustomer.

The processing logic is the following:

- **DDA** - You can override each line using a BPM. You can also override the entire XML output with a BPM. If no BPM is used, standard DDA logic applies.
- **MSQ** - You can override the price with a BPM.

ECC UD Field Map Maintenance

If you have custom data that you want to synchronize with Epicor Commerce Connect (ECC), you can use **ECC UD Field Map Maintenance** to define which user-defined (UD) columns and custom fields to include in mapping.

When you select a mapping you want to modify, the UD Field Map List table displays all user-defined columns related to this mapping, and you can select which ones you need to include in synchronization with ECC. You can also create custom fields to add to synchronization, but they need to be assigned with BPM workflows.

This program also allows you to specify the UD columns and custom fields you want to work as attributes. ECC can process these items as attributes and return data to Configurator in Epicor ERP.

Menu Path: System Setup > Commerce Connect > ECC UD Field Mapping

Global Help and Education URLs

You can streamline setting up access to the application help and the embedded courses within Company Maintenance.

Each company can be linked to a separate Unified Resource Locator (URL) for the application help and embedded courses. However both the **Epicor Help URL** and the **Education Courses URL** fields have corresponding **Global URL** check boxes. Select one or both of these check boxes to indicate these URLs are the central location for the application help and/or embedded courses across all companies within your organization. Users from other companies then launch these resources from these Global URL locations.

If you do not select these check boxes, only users from the current company can access the embedded courses and/or the application help from these URL locations.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Site Configuration Control - Manifest Rate Shopping Options

Use the **Manifest Rate Shopping** fields, located on the **Site Configuration Control > Modules > Shipping Receiving > General** sheet to set options for the Epicor Manifest Rate Shopping application.

Shipping clerks and quote entry and order entry personnel need the ability to determine the most cost effective way to ship parts to their customers. The Epicor Manifest Rate Shopping web-based application provides the ability to easily search through different shipping options available for their site to determine the most cost effect way to ship.

The following fields were added to define site configuration options for the Epicor Manifest Rate Shopping application:

- **Enable Rate Shopping** - Indicates if the Epicor Manifest Rate Shopping application is used at this site. Selecting this option enables URL field where you can enter the URL to the Manifest Rate Shopping application website.
- **URL** - Specifies the URL for the Manifest Rate Shopping website for this site.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Maintenance - Ability to Delete Site if Another Site Defined as Default

You can delete a site in **Site Maintenance** if a different site is defined as the default site in System Setup > Company/Site Maintenance > Company Configuration. You cannot delete a site if no default site is defined in **Company Configuration**.

Example Your company defines a first site, **Site A**. Your company does **NOT** select a default site in **Company Configuration**. An employee at your company attempts to delete **Site A**. An error message displays and the employee cannot delete **Site A**. Your company then defines a second site, **Site B** and selects it as the default site in **Company Configuration**. An employee attempts to delete **Site A** and is able to delete the site.

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Stop/Start Task Agents

You can stop and start task agents from a context menu within **Task Agent Service Configuration**.

To do this, right click a task agent on the list; from the context menu, select the **Stop Agent...** option. Then to restart this task agent, right click it again on the list and select the **Start Agent...** option.

View Service Settings

To prevent both server and Internet Information Services (IIS) resources from becoming overloaded when the task agent service starts up, the task agents launch through a staggered schedule.

If you have multiple task agents, they start in pairs. Each pair then launches through this staggered time interval. While the first task agent in the pair starts, the second task agent sleeps. Then when this time interval finishes, the second task agent starts.

This default time interval is 30 seconds. You can change this time interval in **Task Agent Service Configuration**. Click **Actions > View Service Settings**. You can enter values between 0 (zero) to 60 seconds.

Certificates Maintenance

Use the **Certificates Maintenance** program to store, load, and maintain X.509 certificates in Epicor ERP.

X.509 certificates are digital certificates that use the international X.509 public key infrastructure (PKI) standard to verify that a public key belongs to the user, computer, or service identity contained within the certificate. For example, in the Mexico CSF, this program is used to store Digital Seal Certificate (SAT) and Connection Certificate (Interfactura).

Menu Path: System Setup > Company/Site Maintenance > Certificates Maintenance

Framework and Tools

The following section contains a list of features released with the Epicor ICE platform. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Business Activity Queries (BAQs)

The following topics describes key features for business activity queries.

BAQ Security

You can specify a Security ID for Business Activity Queries which give or block access to the selected BAQ.

To define BAQ security, click the **Security ID** button on the **BAQ Designer > General** sheet, search for and select a security code to use for the BAQ.

Security codes limit access to user groups, specific users, and/or both; the codes are configured in the **Menu Maintenance** program. Review the **Menu Maintenance - Security** topic in Online Help for more information.

Menu Path: System Management > Business Activity Queries > Business Activity Query

Important This program is not available in Epicor Web Access.

Business Process Management

Use Business Process Management (BPM) to create workflows that automate, execute and monitor business processes. The workflows extend your system's base functionality without requiring customizations or affecting your ability to take future releases of the software.

Directive Validation Enhancement

The BPM Validate function now controls whether syntax used within expressions or custom code blocks is valid. For users without advanced BPM rights, this feature also performs a security check of expressions, as base BPM users are only allowed to use simple expressions.

Problematic parts of the workflow are presented in the Validation Results pane as separate messages marked with either a Syntax error or Security issue icon. Double-clicking the message that reports a problem within an expression or custom code automatically brings up the corresponding editor window for reviewing. The same syntax and security check reporting mechanism is applied directly in the Custom Code Editor and C# Expression Editor windows across BPM and BAQ subsystems.

Create Programming Interface Enhancements

The **Create Programming Interface** command now supports public constructor generation.

Constructor declaration contains only one parameter **context** based on Ice.IceDataContext. This parameter is casted to ErpContext or IceContext and is stored at the class member named **DataContext**. By using this member, you can access Epicor Data Model and database.

When Epicor ERP searches for external method, the following rules apply:

- Class with a customized method must be public
- The constructor must be public
- The constructor can be non-parameterized or can have only one argument derived from the **IceDataContext** class. This single parameter is provided during instantiation of the custom class (if it is not static).

Auto Print BAQ Reports and Electronic Compliance Files

The BPM data directive Auto Print allows you to automatically preview, print, e-mail, or fax reports based on Business Activity Queries and Electronic Interfaces designed in the Report Data Definition program, as well as BAQ Reports designed in the BAQ Report Designer. You could also create a data directive that automatically generates an Electronic Compliance file along with the reports based on BAQs and electronic interfaces.

Typically you set up this action to run when a significant database change occurs and want to review the affected records through a report. Because this report automatically generates, you can distribute the report to key individuals. For example, you could create a data directive that automatically prints the Job Traveler for released jobs on a printer in your production center. You could also create a data directive that automatically emails Sales Order Acknowledgments to specific customer contacts and generates an electronic compliance file.

To configure the Auto Print action, you first select a report. When the report selected contains the Report Criteria Set defined on the Report Data Definition form, the Auto Print Report Parameters grid displays the prompts and filters as report parameters. Similarly, if the report selected is a BAQ report designed using the BAQ Report Designer, the option fields and filters are displayed as report parameters. You then configure any parameters for the report and then define the print action by selecting a preview, print, or e-mail/fax option. Lastly you specify how the rule processes row updates.

Epicor Social Enterprise

Epicor Social Enterprise is an information network designed to support information exchange across your business enterprise.

The following resources are available to you as an Epicor Social Enterprise user:

- Use Epicor Social Enterprise through its integration with the Epicor ERP application client or through a browser.
- Follow and exchange messages with other Epicor Social Enterprise users. These typically are people within the organization, although people from the outside can be invited to join.
- Join and start user groups that bring together people who have common interests.
- Create and follow notifications that send messages informing you when a change occurs in your Epicor ERP business data.
- Search for and view information in your message stream and in your Epicor ERP business data.

External Users

In order to support limited interactions with their ultimate customers, Epicor Social Enterprise is implementing support for **External** users.

An external user is not an employee of the company hosting social enterprise but is allowed access to the social platform only as a member of an **External** group a focused, specific private group.

An external group allows social users to interact with external social users outside their organization. Only users with **Moderator** rights can create external groups. A moderator is a standard user with the additional ability to create external groups and to invite external users to Epicor Social Enterprise.

Note External groups are not available in Epicor Social Enterprise standard edition. An Epicor Social Enterprise premium edition license is required to enable external groups.

The following resources are available to you as an external Epicor Social Enterprise user:

- Follow and exchange messages with other external Epicor Social Enterprise users.
- View standard users (no interaction is allowed).
- Join and leave external user groups that bring together people who have common interests.

- View public and private groups (no interaction is allowed).
- Search for and view information in your message stream.

Notification Source Cleanup

When the application fails to generate notification rules, it usually indicates problems related to the interaction with the Epicor ERP database. In order to reduce the development interaction needed, improve customer satisfaction and free up support resources to deal with other issues, the **Verify and Repair** action is added to find and resolve as many of the common issues in the notification source as possible. Once the process is complete, the results list displays indicating the status of each action performed. Any errors encountered during the process will be displayed in the results.

The action is also available when Epicor Social Enterprise is functioning in a multi-tenant (hosted) Epicor ERP environment.

Performance Tuning

Command Line PDT

You can run the Performance and Diagnostic Tool (PDT) through a command line interface. Use this option to run a performance test either immediately through a saved command line or .bat file; you can also launch the PDT automatically when a performance issue occurs.

To run the command line version of the Performance and Diagnostic Tool, you need to launch the program with a configuration file. This configuration file can contain one or multiple tasks that you wish to run. The command line version contains all the functionality of the Performance and Diagnostic Tool except for the Log Capture feature; these functionality may be included in a future release.

This command line tool also directly interfaces with both the **Microsoft® Task Scheduler®** and **Microsoft® Performance Monitor®**, so you can use these tools together to monitor performance. To do this, you set up a counter that contains a stop condition. When the system passes the threshold that triggers the stop condition, it actives the command line PDT. The command line tool can then record performance data and/or system information.

For information on how to set up and run the Performance and Diagnostic Tool through a command line, review the **Performance Tuning Guide**. This guide available in the application help:

- **System Management > Working with System Management > Performance Tuning Guide > Command Line PDT**

Extended Events

A new check box **Extended Events** was added on the database configuration screen in Admin Console. When this check box is selected, SQL Server Extended Events are created in your database.

Note this option just creates the extended events tracing features for the SQL Server instance connected to your database; it does not activate them. You can activate these tracing features later within SQL Server. They trace performance issues like deadlocks, query efficiency, and system health.

The **Extended Events Location** field displays the default log file location on the SQL Server machine. You can enter any other location in your environment to be used as log file storage. When logging Extended Events is turned on, this location must have minimum 10 GB free disk space.

Report Tools

DocStar Attachment Actions

Two new workflow actions are available in **Breaking and Routing Rule Designer**.

- Use the **Add DocStar Attachment** routing action to add the processed report as a DocStar attachment to a record in Epicor ERP. You define the conditions when an attachment should be added to a record, specify the table and row where you want to add the attachment, and when the routing rule activates, the workflow connected to the Add Attachment action adds the report as a DocStar attachment to the specified record using provided conditions.
- Use the **Take DocStar Attachment** action to retrieve a DocStar attachment from a record in Epicor ERP and process it along with the report. For example, you can use this action to retrieve the attachment and send it as an email together with the processed report, or you can send it to printing together with report.

These actions are only available when the Break node is used on the canvas. You first need to create a Break node and define break column(s), and then you can add the actions for each report.

Electronic Compliance Engine

Different countries have different data and formatting requirements for file-based (or hardcopy/printed) compliance reporting. To make the production of such reports more flexible, the Epicor 10 ERP data extraction and output file formatting capabilities allow you to configure data extraction sources and define output file formats in the **Electronic Compliance Definition Maintenance** program to support the multiple compliance file requirements.

Note This program is only available if the **Electronic Compliance Reporting** license is installed.

Use the **Electronic Compliance Definition Maintenance** program to configure and generate electronic compliance files (both XML and JSON) from reporting data. A report style can be configured to generate either an SSRS report only or an electronic compliance file only, or both an SSRS report and an electronic compliance file based on the same extracted data.

After you set up the report data definition to use custom BAQs or Electronic Interfaces, you can define an **Electronic Compliance Definition** that will control generation of one or more XML or JSON files when it is referenced by a Report Style. To customize an existing system definition, you can create a copy of it by using the **Duplicate Electronic Compliance Definition** action.

As the starting point for defining the needed XML or JSON output structure, you can import sample XML or JSON files and immediately see a tree representation of the parent-child structure of the file that will be generated.

The following actions are available for importing files:

- **Import Sample XML - Ignore Values** - Used to import XML data and exclude field values from the definition.
- **Import Sample XML and Values** - Used to import XML data and include field values into the definition.

In the same program, you then map fields from the BAQ or Electronic Interface result sets to the individual nodes in the XML or JSON parent-child tree structure. When you finish the mapping process, use the **Validate File Structure** action to validate the parent-child structure and associated value mappings for all XML or JSON elements on the selected electronic compliance file.

Once you set up the electronic compliance definition, use the **Electronic Compliance** sheet in the Report Style Maintenance program to enable generation of the electronic compliance file when you submit the report for printing.

Menu Path: System Management > Reporting > Electronic Compliance Maintenance

Important This program is not available in Epicor Web Access.

Multiple BAQ/Electronic Interface Reports

The Report Data Definition program allows Report Administrators to choose multiple Business Activity Queries (BAQs) and Electronic Interfaces as data sources for custom SSRS reports.

The feature gives different advantages for custom reports design, including:

- Using BAQs and Electronic Interfaces as data sources on the report data definition.
- Setting up parent-child relationships between BAQs.
- Creating Report Criteria sets of Prompts and Filter controls to accept user-defined values when the report is submitted.
- Using the Create SSRS Report feature of the Report Style Maintenance program to generate an .rdl file into SSRS as the starting point for designing the visual SSRS report.

Review the following topics for more details.

Report Data Sources

In addition to Epicor ERP database tables, you can create SSRS Reports based on the data returned by BAQs and Electronic Interfaces. In general, three types of data sources are now available for your report data definition:

- **Epicor ERP Tables** - Use Epicor ERP database tables to create custom reports.
- **BAQ -** Use both system and custom Business Activity Queries to create custom reports. You can select one or several BAQs for your report data definition. When multiple BAQs are chosen, you optionally define parent-child relationships between the BAQ columns.
- **Electronic Interfaces -** Use Electronic Interfaces to create custom reports.

Menu Path: System Management > Reporting > Report Data Definition, Data Sources

Parent/Child Relationships

As with Epicor ERP database tables, the Report Data Definition program allows parent-child relationships to be defined for the BAQ result sets. To set parent-child relationships between BAQs, use the **Relationships** sheet in the Report Data Definition program.

Note The child-parent relationships cannot be defined for Electronic interfaces you select as a data source for your report definition.

The BAQ report definition supports multiple levels of parent/child relationships, for example, Order Header - Order Details to Order Release - Order Release Tax. Relationships can be se between any BAQ columns.

Menu Path: System Management > Reporting > Report Data Definition, Relationships

Report Criteria Sets

Report Criteria Sets allows you to create and configure the prompts and filter controls that accept user input when the report is submitted. Each prompt or filter is mapped to a BAQ or Electronic interface defined parameter. Therefore when the report is submitted and the user enters prompted values, the BAQs and Electronic Interfaces filter the retrieved data.

You can create as many report criteria sets for the current report definition as required. You then use the **Report Style maintenance** program to select the criteria set to be applied to your report style.

Use the **Report Criteria Sets** sheet in the Report Data Definition Maintenance program to specify the following criteria set details:

- **Criteria Prompts** - Used to create a Criteria prompt that represents a single control on the report form. The same Criteria Prompt can be mapped to multiple BAQ defined parameters and to multiple Electronic Interface parameters.

- **Criteria Filters** - Used to create a Filter which can be applied to multiple BAQ defined parameters. Filters appear as separate tabs on the report submission form and allow you to search and select multiple keys to apply as criteria.
- **Criteria Mapping** - Maps the Criteria Set Prompts and Filters to BAQ and Electronic Interface defined parameters.

After you create a new report criteria set, use the **Report Criteria Set** field found on your report style in the **Report Style Maintenance** program to select the criteria set to be applied to your report style, and then to generate an .rdl file into SSRS as the starting point for designing the visual SSRS report.

Menu Path: System Management > Reporting > Report Data Definition, Report Criteria Sets.

Solution Management

Use the **Solution Management** module to distribute your new items – custom programs, business objects, new dashboards, Business Process Management directive groups, user-defined codes, extended properties, and so on - all at the same time.

Within **Solution Workbench**, there are two ways of adding items into a solution:

- Tracking your current activity within the ICE environment.
- Adding the existing items into a solution.

To define which items you want to track when building your solution, select an appropriate **Solution Type**. The Epicor ERP application comes with a series of delivered solution types, but users can define their custom types using the **Solution Type Maintenance**.

A Solution Type is a collection **Elements** (items) you want to track within the type. The Epicor ERP application comes with a series of predefined elements, such as BAQs or Dashboards, but users can define their custom elements using the **Element Maintenance**.

Tip A user creating an element type should have an understanding of the current Epicor ERP database structure, business objects and application framework.

Once you define items you want to include in your solution, you can build a .cab file that contains all object you bundled together. This single file contains all files and data for the solution and can easily be distributed and imported into another Epicor ERP application environment. You review the tracked items and build the .cab file in the Solution Workbench.

User-Defined Map Elements

You can track and include **User Defined Maps** (UDMaps) in a solution. These elements copy, or map, user-defined fields from one table to another table.

These maps can only define columns between user-defined tables. They save you time when creating user-defined tables, as you can map columns from on user-defined table for use in another user-defined table. The mapping process utilizes predefined mapping templates installed with your application. You create custom columns within **Extended User Defined Table Maintenance** and UDMaps within **Extended Field Map Maintenance**. As of ERP 10.2.100, these forms are named **User Defined Column Maintenance** and **User Defined Column Map Maintenance** respectively.

UDMaps are included as a default element within **Element Maintenance**. You can also add them to a solution type within **Solution Type Maintenance**.

Menu Path: System Management > Solution Management > Solution Element Entry

Important This program is not available in Epicor Web Access.

Menu Path: System Management > Solution Management > Solution Type Maintenance

Important This program is not available in Epicor Web Access.

Styling and Themes

The Styling and Themes functionality gives you complete control over the look and feel of the entire user interface (UI). Set this tool to display a pre-built design or theme and access it from the options installed with the Epicor application. Use this tool to edit an existing theme and create a new theme.

Use the styling functionality to manipulate the look of each item or component within the interface, including buttons, check boxes, and fields. It gives you complete control over the look of each component, as you can update the different states in which they display. For example, you can create multiple button states - normal, selected, or pressed - in a graphics program and then add these various states as the default look for all buttons within the Epicor application. Since you are updating one user interface definition, or UI role, the changes you make are displayed globally throughout the interface.

Your updated or new theme can then be made available to everyone within your organization. This tool set contains export and import functions so you can pass along your revised or new theme to anyone.

Use the styling functionality to create a user interface that is unique to your company, departments, or users. By refining the look of existing themes or creating new themes, you can transform the Epicor application to display an entirely different look and feel.

Menu Animation Control

When you browse through the menu to access companies, modules and programs within the Epicor ERP application, the menu items are animated by default. You can now disable animation if you do not want to use it or if it slows down your system.

To disable menu animation, navigate to **Settings > Home Page** screen and clear the **Show menu animation** check box.

Country Specific Functionality

The Country Specific Functionality (CSF) is used to deliver localization capabilities for specific markets throughout the world.

Each country contains topics which detail the Epicor ERP modifications created for the specified country. For additional program information, refer to the topics in the Application Help.

The following section contains a list of CSF features released with the Epicor ERP application. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Argentina

The Argentina CSF delivers localized capabilities within Epicor ERP to support business operations in Argentina.

The Argentina CSF generates multiple tax output reports related to specific applications. It applies a special algorithm to check the validity of the supplier and customer Tax IDs linked to ID document types. You can specify Printing Authorization Codes (Código de Autorización de Impresión) that AFIP (Administración Federal de Ingresos Públicos) assigns to emission points. Using the Use Good and Trade Good part categories you can define whether the VAT (IVA) tax rate calculation is affected.

Electronic Invoicing

According to General Resolution 2485 of AFIP, a special schema for issuing and storing electronic invoices is established to support the operations of sales of personal properties, leases, and services made in the domestic market.

AFIP will authorize or reject the issuing authorization request, by giving CAE (Electronic Authorization Code) for each commercial document requested. An electronic commercial document will have no tax effect until the Agency gives the CAE. The following commercial documents are affected by this general resolution:

- Invoices of the A, B, C, and E types.
- Debit and credit memos of the A, B, C, and E type.

To enable data submission to Argentinian authorities, Epicor ERP generates an XML file for AR invoice, which is sent to AFIP Web Service for approval. To successfully exchange XML data between Epicor ERP and AFIP Web service, complete setup tasks in the following programs:

- **Certificate Maintenance** - to load a certificate provided by AFIP into the Epicor DB.
- **Web Service Configuration Maintenance** - to set up electronic invoicing parameters.
- **Company Configuration** - to select the created web service configuration.

AR invoice posting goes simultaneously with sending invoice information to AFIP if the Emission Point for the current AR invoice is electronic (has the E type). Epicor ERP performs required validations, generates an XML file, and sends the generated file to AFIP Web Service.

Menu Path: System Setup > Company/Site Maintenance > Invoicing Certificates Maintenance

Menu Path: System Setup > Company/Site Maintenance > AFIP Web-service Configuration AR

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Australia

The Australia CSF delivers localized capabilities within Epicor ERP to support business operations in Australia.

The Australia CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with Australian GST and BAS (Business Activity Statement) reporting requirements.

Enhancements in ABA Payment Electronic Interfaces

You can process ABA domestic payments and generate a payment file that supports withholding taxes and payments in the AUD currency irrespective of the base currency.

Withholding taxes contained in AP payments are automatically calculated by the EI that uses the **Payment_AU_ABA.cs** file. Withholding taxes contained in AR cash receipts are automatically calculated by the EI that uses the **ARPayment_AU_ABA.cs** file.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

China

The China CSF delivers localized capabilities within Epicor ERP to support business operations in China.

The China CSF solution uses the functionality of Epicor ERP General Ledger and System modules. You can use it to generate data for legal reporting required for private and public companies, and reports for system certification. The China CSF provides a two-way interface between Epicor ERP and Golden Tax Interface System (GTIS). The localized reports and files are required when registering your company's computerized accounting system with the China Ministry of Finance. You also need to set up an interface to upload an output file into Golden Tax Invoice System.

Tax Invoice Types in Golden Tax Interface

Use **AR Invoice Entry** to set up China-specific tax invoice types on AR Invoices. You can then export this information to GTIS or import it from GTIS.

When entering an AR invoice, select an appropriate value in the **Tax Invoice Type** field on the **Header > China** sheet. To review tax invoice types for specific AR invoices, use the **AR Invoice Tracker**.

When merging invoices in **Golden Tax Interface Export**, make sure that all the invoices have the same tax invoice type.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export CN

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Import CN

Voucher Attachments

Use the **Voucher Attachments** program to record the number of attachments for each posted GL transaction. This information will be included in the Booking Voucher reports. You can also update the number of attachments manually.

Menu Path: Financial Management > General Ledger > General Operations > Voucher Attachments CN

Booking Voucher Reports Enhancements

The **Booking Voucher** and **Booking Voucher FC** reports provide accounting information such as the legal number of the corresponding transaction document in the **Legal Number** field and the number of document attached in the **No. of Document Attached** field.

Before running the reports, you can use the **Number of Lines per Voucher** check box to set up the number of supporting documents (receipts, invoices, and others) if they are needed. You can enter the maximum of **20** journal lines. If you leave the default value **0**, no limits of lines per voucher are applied.

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher CN

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher FC CN

New GTI Version

Shanghai becomes the first pilot program city for new version of G3 golden tax system. The system requires entry of information related to product tax category code into the GTI documents. Starting from August 2016, more areas will be required to use the new G3 system.

Use the **China** sheet in **Part Maintenance** to set up what information must be exported into the GTI system.

To include the product tax category code into the GTI export, select the **Include Product Tax Category** check box in the **GTI Export Process** window in **Golden Tax Interface Export**.

Menu Path: Material Management > Inventory Management > Setup > Part

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export CN

Colombia

The Colombia CSF delivers localized capabilities within Epicor ERP to support business operations in Colombia.

After the installation and setup of the Colombia CSF, you can use Epicor ERP to add one-time supplier and customer entries, enter one-time transactions into journals, and run fiscal reports sorted by one-time information.

Default Definition for Magnetic Media 2014 Reports

You can import and apply the Magnetic Media 2014 reports default definition delivered by ERP.

To generate and review the Magnetic Media 2014 reports to be submitted to tax authorities you can use import the default definition delivered by Epicor ERP. This definition can be imported using **Data Export Tool**.

Menu Path: System Setup > System Maintenance > Data Export CO

Invoicing Report CO

Use the **Invoicing Report CO** to produce a report containing all posted AR invoices with the apply date within the selected period. All invoices (with or without taxes) are shown in the report.

Menu Path: Financial Management > Accounts Receivable > Reports > Invoicing Report CO

GL Auxiliary Report CO

Use the **GL Auxiliary Report CO** program to produce a report that shows the account balance movements for all accounts.

Menu Path: Financial Management > General Ledger > Reports > GL Auxiliary Report CO

One-Time Enhancements

Use the **Colombia** sheet on **Customer Maintenance**, **Supplier Maintenance**, and **Bank Account Maintenance** to search for and link one-time code to customers, suppliers, and bank accounts records.

If the one-time code does not exist for the record yet, it is possible to start the **One-Time ID CO** program where some fields with customer/supplier/bank account detail will be already automatically populated to make the process easier.

In the **One-Time ID CO** program, use the **Actions - Create Segment Value** command to create a segment value for the existing one-time ID.

One-Time Functionality for Asset Additions

You can search for and specify the one-time code for asset addition in the **Asset Addition Entry** program.

It is possible to generate the report in the **Asset Overview Report** program showing the status of your assets filtered by one-time codes.

Estonia

The Estonia CSF delivers localized capabilities within Epicor ERP to support business operations in Estonia.

The Estonia CSF automatically loads localized report formats used to modify AR invoice processing and to support use of bank or account reference numbers. These reference numbers identify the specific invoice being paid, or for large suppliers (such as Estonian Energy) the account being paid. You can enter bank reference numbers on AR and AP invoices. You can also use the Telehansa Domestic Payment File Formats to electronically pay AP invoices in Estonia.

Correspondent Bank Accounts in SEPA Payment Files

In Estonia, correspondent bank accounts are used in SEPA payments for international payments. Support of correspondent accounts is available the SEPA electronic interface for the version pain.001.001.03. If the supplier's bank account contains correspondent bank account information, it will be included in the SEPA payment file.

Use the **ServiceLevelForNonSEPA** property of the SEPA Pain electronic interface to set the service level (the <SvcLvl> element) for the SEPA payment file. Use **Supplier Maintenance** to assign the SEPA payment method to a supplier.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Special Rules for Generating SEPA Credit Transfers for SwedBank

To enable special rules for generating SEPA credit transfer files to be submitted to SwedBank, the **SpecialBankRules** property has been added to the **Payment_SEPA_Pain_001_001_03** electronic interface.

Use **Electronic Interface Maintenance** to add the **SpecialBankRules** property to the **Payment_SEPA_Pain_001_001_03** electronic interface. If the property value is SwedBank (case insensitive), the following rules apply when generating SEPA payment files.

- <InstrId> with application sequence number (the **Own Reference** field in **Payment > Header**) is added to the <PmtId> element.
- Correspondent invoice number is added to /DOC in the <RmtInf>/<Ustrd> element.
- If at least one invoice in the payment has a non-empty payment reference number, the payment reference number of the first selected invoice is written to the <RmtInf>/<Strd> element. Payment reference numbers of other invoices are not written. If all invoices in the payment do not have payment reference numbers, the <RmtInf>/<Strd> element is not used.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

India

The India CSF delivers localized capabilities within Epicor ERP to support business operations in India.

With the introduction of GST, India will be moving from an origin-based tax structure to destination-based tax structure. Unlike the earlier indirect tax structure with multiple taxable events like excise duty on manufactured goods, sales tax on sale of goods, and service tax on provision of services, GST is a single tax on both goods and

services. GST will help in seamless flow of input tax credit. India will follow a Dual GST system, which will subsume some of the existing central taxes and state-level taxes.

One of the modes of collecting taxes is TDS/TCS (Tax Deducted At Source / Tax Collected at Source) or Withholding taxes. According to this mode, a certain percentage of amounts are deducted by a person at the time of making or crediting certain specific nature of payment to the other person, and the deducted amount is remitted to a government account. At the end of a specified period, the deductor has to file statements of tax deducted or collected in the prescribed format and time.

Stock Movement Report

Use the **Stock Movement Report** to view in and out movements summarized for a given period. The report displays part, base UOM, opening balance, quantity in, quantity out, and closing balance.

You can filter the report by a range of dates.

You can create the following two types of the stock movement report:

- Summary stock movement report
- Detail stock movement report

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements IN

Stock Aging Report

Use the **Stock Aging Report** to view the current stock on hand by part, UOM, age of stock, and value of the aged stock.

Before running the report, set up aging buckets using the **Stock Provision Report Format Maintenance** program.

Menu Path: Material Management > Inventory Management > Setup > Stock Provision Report Format

Menu Path: Material Management > Inventory Management > Reports > Stock Aging Report IN

Withholding Tax Payment Report

The **Withholding Tax Payment Report** is a part of TDS/TCS reporting otherwise known as withholding taxes. It is one of the modes of collection of taxes, by which a certain percentage of amounts are deducted by a person at the time of making or crediting certain specific nature of payment to the other person, and deducted amount is remitted to a government account. At the end of a specified period, the deductor must file statements of taxes deducted or collected in the prescribed format and time.

Use the **Withholding Tax Payment Report** program to determine how much you will pay for corporate and non-corporate tax types, and to mark all the withholding taxes paid for invoices selected in the previous periods as paid. You can also use the report program to submit the payment files to the government with the challan numbers and other payment details.

To determine how much withholding taxes your company will pay for corporate and non-corporate tax types, you can use the **Withholding Tax Payment Details** dashboard. You can mark all the withholding taxes paid for invoices selected as Paid and submit the payment files to the government with the challan numbers and other payment details.

Use the **Withholding Tax Payment Export** program to export a Withholding Tax Payment Report in the 26Q, 27Q, and 27EQ formats and submit and post reports.

Menu Path: Financial Management **>** Accounts Receivable **>** Reports **>** Withholding Tax Payment Report IN

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Payment Report IN

Menu Path: Financial Management > Accounts Payable > General Operations > Withholding Tax Payment Details IN

Menu Path: Financial Management > Accounts Receivable > Reports > Withholding Tax Payment Export IN

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Payment Export IN

Number to Words Conversion

According to the legal requirements, several programs localized for the India CSF support number to word conversion. Total amounts are printed in words when the country of the document recipient (customer, supplier, bank, or another party) is the same as the country of the company (India). If the recipient of documents is outside India, a prefix of a foreign currency is added against the amount, for example USD, EUR, GBP, or others.

Numbers are printed in words on the following documents:

- AR Invoice
- Sales Order
- Purchase Order
- AP Debit Memo
- AP Payment

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Menu Path: Material Management > Purchase Contracts Management > General Operations > Purchase Order Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

GSTR1 Report

GSTR1 report is outward supplies made by a taxpayer (other than compounding taxpayer and ISD). Use the **GSTR1 Report** program to select the criteria to prepare GSTR1 report, preview the report output, and generate the data file to submit to the government portal.

The report can be generated in two formats: Microsoft Excel™ and JSON (JavaScript Object Notation), a lightweight data-interchange format. The report contains the following sections:

- GSTR 1-5 Outward Supplies to a Registered Person
- GSTR 1-6 Interstate B2C Sales Above Minimum Amount
- GSTR 1-7 Remaining B2C Sales
- GSTR 1-8 Credit/Debit Notes
- GSTR 1-9 NIL Rated, Exempted and Non-GST Sales
- GSTR 1-10 Exports
- GSTR 1-11 Advance Billing Invoices
- GSTR-12 Tax already paid (on advance receipt/on account of time of supply)
- GSTR 1-14 Invoices issued in the selected period

Menu Path: Financial Management > Accounts Receivable > Reports > GSTR1 Report IN

GSTR2 Report

The GSTR2 Report shows details of inward supplies of taxable goods and or services claiming input tax credit. Use the Details of Purchase Received (GSTR2) program to parse GSTR2 files and to process their contents by comparing them against AP invoices.

GSTR2 files are downloaded either as a file including information for several sections or as separate files for each section. You can select to import all sections or a particular section. You are responsible for providing the file to parse and the type of the GSTR2 report. The report contains the following sections.

- GSTR 2-4 Inward Supplies from a Registered Person (b2b)
- GSTR 2-5 Import of Goods Invoices (imp_g)
- GSTR 2-6 Import of Services Invoices (imp_s)
- GSTR 2-7 Debit Notes (cdn_data)
- GSTR 2-8 NIL Rated Inward Supplies (nil_supplies)
- GSTR 2-10(1) Get TDS Credit (tds_credit)

Each section contains the **List** sheet, **Detail** sheet, and **Transactions** sheet that displays unmatched transactions. The **List** and **Detail** sheets display the data imported from GSTR2 file (on the left side) and the data from a matched invoice (on the right side). The **Transactions** sheet with unmatched transactions displays the data from Epicor ERP suitable for a particular section.

Before creating a GSTR2 report, you must set up an electronic interface in **Electronic Interface Maintenance**.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > General Operations > Details of Purchase Received (GSTR2) IN

AR Invoice Layout

The AR invoice layout has been enhanced for India. Depending on the type of invoice, the following additional information is printed when you select the **Standard IN - SSRS** report style:

- **Credit memo** - the invoice title is Tax Invoice (Credit Memo).
- **Tax invoice export** - the invoice header contains an endorsement (Supply Meant for Export on Payment of IGST or Supply Meant for Export Under Bond Without Payment of IGST).
- **Advance billing invoice** - the invoice contains an additional row **Less Advance Billing** with details.
- **Deposit billing invoice** - the additional **Allocated Deposit Invoices** section is printed in details and the totals has the additional **Less Prepaid Deposit** row.
- **Invoices with reverse charges** - the **Amount of Tax subject to Reverse Charges** row is printed.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Japan

The Japan CSF delivers localized capabilities within Epicor ERP to support business operations in Japan.

Consumption Tax Report

Use the **Consumption Tax Report** program to generate a report for consumption taxes.

First, you create a new report that can be limited to specific customers, suppliers, tax liabilities, tax types, report categories, and tax jurisdiction. Use the **Actions > Print Consumption Tax Report** command to print a report. Use the **Actions > Post Consumption Tax Report** command to post the report.

Menu Path: Financial Management > Accounts Receivable > Reports > Consumption Tax JP

Default Consumption Tax Rate

You can set up a tax rate as the default tax rate for consumption as you create or update a tax type record.

Use the **Japan** sheet in the **Tax Type Maintenance** program to indicate whether a selected rate is the default for consumption within the company.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Type
- Financial Management > Accounts Receivable > Setup > Tax Type
- Material Management > Purchase Management > Setup > Tax Type
- Sales Management > Order Management > Setup > Tax Type
- Sales Management > Quote Management > Setup > Tax Type
- Service Management > Field Service Automation > Setup > Tax Type

Tax Liability Enhancement

Use **Tax Liability Maintenance** to indicate whether consumption tax reporting is considered in the current tax liability record.

When you create or update a tax liability record, use the **Japan** sheet to indicate whether the consumption tax type linked to this liability is taxable, non-taxable, or exempt (if it exists).

Menu Path: Financial Management > Accounts Payable > Setup > Tax Liability

Billing Statement Enhancements

Most Japanese companies bill their regular customers every certain period, so that for this certain period they summarize (shi-me process) the accounts receivable for each customer. The Billing Statement acts as a formal bill for all summarized monthly invoices based on pre-agreed payment and billing terms with a customer.

The following enhancements are introduced:

- The **Invoice Date** field is added to Billing Statement RDD, so it can be used for customization of AR Billing Statement report.
- The **Taxes By Totals** check box on the **Billing Proposal** sheet is used to calculate taxes globally. If there is a difference between the sum of the individual taxes against the global taxes, either a credit memo or a miscellaneous invoice will be created. This invoice is printed in the billing proposal too, but does not affect the customer's total amounts.

Menu Path: Financial Management > Accounts Receivable > General Operations > Billing Statement Entry JP

AP Shime Payment Cycle

Shime is a method of billing once per agreed cycle with customer's payments or payments to suppliers covering all invoices from this cycle. The method uses the summarizing date on which all open transactions are accumulated into a single exchange-of-funds transaction, typically processed via Zengin.

Epicor ERP supports the Shime payment cycle for Accounts Payable to enable periodic payments to suppliers.

Periodic Billing Maintenance for AP

Use **Periodic Billing Maintenance** to enter and edit periodic billing for suppliers. You can generate a billing schedule for the selected supplier.

Use the **Detail** sheet to enter and edit basic details for a periodic billing. Use the **Schedule** sheet to enter a billing schedule for the selected supplier.

Menu Path: Financial Management > Accounts Payable > Setup > Periodic Billing JP

Payment Statement Entry

Use **Payment Statement Entry** to create a payment statement that summarizes AP invoices due to be paid. The program provides recommendations based on purchasing terms and summarization date setup for suppliers. You can also print the **Payment Statement Report** in the Proposal or Final mode.

To complete a payment statement for a supplier, use the following tasks.

1. Create a new payment proposal for a supplier by using the **New Supplier Payment Proposal** menu option, or for several suppliers by using the **Get Suppliers** command on the **Actions** menu.

2. Print the payment statement proposal by selecting the **Statement > Print Payment Statement** command on the **Actions** menu.

3. Print the final payment statement by selecting the **Statement > Print Final Payment Statement** command on the **Actions** menu. During this task, a payment statement number is assigned.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Statement Entry JP

AP Payment Entry

Use **AP Payment Entry** to enter a payment and select payment statements to be paid.

Use the **Select Payment Statements** command on the **Actions** menu to select payment statements for specific suppliers. In the **Select Payment Statement** window that opens, you can filter records by supplier groups or suppliers.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Malaysia

The Malaysia CSF delivers localized capabilities within Epicor ERP to support business operations in Malaysia.

The customizations to Epicor ERP support Licence Manufacturing Warehouse (LMW) processing, Sales Tax Exemption (CJ5) processing, Goods and Services Tax (GST) processing, and Taxpayer Audit Portal (TAP) return file production. Use the Data Export Tool functionality to produce a GST Audit File (GAF) in a format required by Jabatan Kastam Diraja Malaysia (JKDM) for auditing purposes.

LMW Reports Enhancements

Several enhancements have been introduced for the **LMW Raw Material Movement Report** and **LMW Finished Goods Report**.

Use the **Modules > All Modules > Localization > Malaysia** sheet in Company Configuration to enter LMW certificate number, expiry date, and an address to which the certificate applies.

Use **Receipt Entry** to enter receipts of LMW materials to stock inventory. For LMW parts, the **Import Number** field on the **Lines > Detail** sheet on the General tab is mandatory.

Use **Quantity Adjustments** to adjust the part master quantity on-hand. For parts with the **LMW Processing** option enabled, navigate to the **Malaysia** sheet and enter an appropriate value in the **Import Number** field.

The **LMW Raw Material Movement Report** has been enhanced as follows:

- The report header contains the LMW related address and LMW certificate expiry date.
- The Rejected Raw Material column contains the summary of the quantity of rejected materials.
- You can run the report for parts without movements.
- Parts with the Part Lot option disabled are also included into the report.
- The Total Import column displays the date of import, custom form number, quantity in inventory UOM, and CIF price.
- The report layout has been changed to comply with the RMKD requirements.

The **LMW Finished Goods Report** has been enhanced as follows:

- The report header contains the LMW related address and LMW certificate expiry date.
- LMW license is retrieved from the **LMW License, Manufacturing** field in Company Configuration.
- Columns **Raw Material Used in Manufacturing** and **Input/Output Ratio** show only description and usage per each of the finished goods.
- Stock Value is added to columns **Stock at Beginning of Month** and **Balance Quantity of Finished Goods** for the opening and closing value of stock for the selected period.
- You can run the report for parts without movements.
- Parts with the Part Lot option disabled are also included into the report.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Inventory Management > General Operations > Quantity Adjustment

Menu Path: Material Management > Shipping/Receiving > LMW Raw Material Movement Report MY

Menu Path: Material Management > Shipping/Receiving > LMW Raw Finished Goods Report MY

Mexico

The Mexico CSF delivers localized capabilities within Epicor ERP to support business operations in Mexico.

After the installation and setup of your Mexico CSF, you can use Epicor ERP to support digital tax receipts, automatic calculation of ISR (corporate tax), and localization reports. The localization reports comply with basic regulations to complete taxes for SAT (Servicio de Administracion Tributaria) compliance in Mexico.

AR Electronic Invoice Changes Per SAT Catalog

Specifying payment method is mandatory when you enter a digital tax receipt AR invoice.

When you create SAT payment methods, you must select a SAT code for a method. Use **User-Defined Codes Maintenance** to enter SAT codes into the application.

Menu Path: System Setup > System Maintenance > User Codes

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Electronic International Trade CFDI Supplement

You can generate an XML supplement to the electronic invoice with the information about international trading as required by SAT.

Implementation of this functionality allows you to specify the information related to customs, taxes, origin certificate, reliable exporter, external country code, and Incoterm rules when entering AR invoice and customer data.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Receivable > Setup > Country

Menu Path: Financial Management > Accounts Receivable > Setup > UOM

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Material Management > Shipping/Receiving > General Operations > Customer Shipment Entry

SAT AR Report Enhancement

Accountants who maintain AR invoices need to print the report with AR invoice data to be submitted to authorities. The layout of this report is defined by the Mexican Tax Agency (SAT).

The **SAT AR Report** layout has been enhanced to include the deposit billing amount that is printed after the total amount.

Use the **Print** command on the **Actions** menu in **AR Invoice Tracker** to print the SAT AR Report. When specifying report options, select the **Standard MX - SSRS** report style.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Electronic Accounting Enhancements

The following enhancements have been introduced in the **AP Payment Entry** program and **GL Journals MX Report**.

- When an AP payment is made to a one-time supplier, the **RFC** field is available for all payment methods. You should enter a tax payer ID in this field if no supplier is specified. The GL Journal MX Report uses this value in the mandatory <Cheque/@RFC> field.
- The <Cheque/@RFC> field in the GL Journals MX Report is modified to display the Vendor.TaxPayerID value if supplier is specified or the CheckHed.MXRFC value otherwise.
- The <CompExt/@TaxID> field in the GL Journals MX Report is modified to display the Customer.FederalID, because for foreign customers, a tax ID is entered in the **Federal ID** field.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > General Ledger > Reports > GL Journals MX

Norway

The Norway CSF delivers localized capabilities within Epicor ERP to support business operations in Norway.

Use the Norway CSF to make payments using TelePay payment methods, import AP and AR bank files, generate electronic invoices, and run Norway localization reports.

E-Invoice Upgrade to 2.0.6

The EHF (Electronic Commerce Format) supported by Epicor was 2.0.0. since 2014. The current version of EHF published in Norway is 2.0.6. It incorporates changes, taking into account the issues and practices that companies and government authorities faced.

The following changes are supported for version 2.0.6 by Epicor ERP:

- Electronic address for a company and customers is restricted to nine digits and only numbers are allowed for entry.
- For companies located in Norway, the `PartyTaxScheme/CompanyID` is printed as a 9-digit Tax ID followed by **MVA**.
- The name of the contact person who issued the invoice or credit note is printed in the `AccountingSupplierParty/Party/Contact/ID` element.
- The name of the contact person who sent the purchase order is printed in the `AccountingCustomerParty/Party/Contact/ID` element.
- If the invoice is based on a single purchase order number, the customer purchase order number is printed.
- The customer purchase order number line is printed as PONum##POLine.
- ContractDocumentReference is printed. If there are multiple contract numbers, for each contract number, an entry of ContractDocumentReference is created. If no contract number is available:
  - if the invoice is based on a single Sales Order Number, sales order number and sales order date are printed;
  - if the invoice is based on several Sales Order Numbers, for each Sales Order Number a ContractDocumentReference is created.

R1 Rejected Bank Reply File Processing

When you import a bank reply file with payment orders, some of the records can contain errors in Return Codes. A payment order with an error is assigned the **Has Errors** status and is displayed in red in the **Imported Payments** grid. Detailed descriptions of errors are shown on the **Import Errors** sheet.

Use the **Bank Payment Confirmation Import** program to work with bank reply files with and without errors. After payment import and matching, you select the **Process** command from the **Actions** menu. The information message displays: The replay file contains rejected payment orders due to errors. Would you like to remove them from the system?

- If you select **No**, all payment orders with errors are moved to a separate group.
- If you select **Yes**, all payment orders with errors are removed from the application.

Payment orders without errors remain in the original group in Payment Entry. Therefore, it is convenient and easy to further process them.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import

Peru

The Peru CSF delivers localized capabilities within Epicor ERP to support business operations in Peru.

Use the Peru CSF to create bill of exchange records for Accounts Receivable and Accounts Payable and to generate financial reports to review and print bill of exchange documents.

Peru has three different withholding types, Retentions (retenciones), Perceptions (percepciones), and Detractions (detracciones). All three types of withholdings are subject to minimum values and to the vendor status provided

by the National Superintendency of Tax Administration (SUNAT). Use the Peru CSF to set up and calculate all the three types of withholding taxes.

Generation of Multiple AR BoE with Different Customers

It is possible to generate multiple AR BoE documents for the case when bill to customers and sold to customers are different.

Menu Path: Financial Management > Accounts Receivable > General Operations > AR Bill of Exchange Entry

AR Electronic Invoice Printout per SUNAT

You can print the report containing the AR Invoice information with the layout required by SUNAT.

This report can be printed either from **AR Invoice Entry** or **AR Invoice Tracker** for the following documents:

- AR Invoice
- Sales Note
- Credit Memo
- Debit Note

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

SUNAT Codes Conversion

SUNAT part type and SUNAT part UOM codes can be shown in full on the **Peru** sheet in Part Maintenance - both codes and code descriptions.

To ensure codes are shown in full, run the PESUNATUDCodesUpdate conversion in Conversion Workbench.

Menu Path: System Management > Upgrade/Mass Regeneration > Conversion Workbench

Electronic Perception Certificate

An Electronic Perception Certificate is an XML file to be submitted to SUNAT and containing tax information.

Use the **Customer > Peru > Details** sheet in Customer Maintenance to set up the address ID and select a perception regime for specific customers.

Use the **Perception Certificate Generation** program to generate an XML file or several files and save them to the specified directory. The files contain data retrieved for the certificate in the XML format. One XML corresponds to one certificate. XML files are generated only for the certificates that have been printed on paper.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Receivable > Reports > Electronic Perception Certificate PE

Electronic Retention Certificate

An Electronic Retention Certificate is an XML file to be submitted to SUNAT and containing tax information.

Use the **Supplier > Peru** sheet in Supplier Maintenance to set up the address ID and select a retention regime for specific suppliers.

Use the **Retention Certificate Generation** program to generate an XML file or several files and save them to the specified directory. The files contain data retrieved for the certificate in the XML format. One XML corresponds to one certificate. XML files are generated only for the certificates that have been printed on paper.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Payable > Reports > Electronic Retention Certificate PE

Poland

The Poland CSF delivers localized capabilities within Epicor ERP to support business operations in Poland.

Use Poland CSF to create AR and AP correction invoices, define red storno transactions, generate legal numbers for the deposit/miscellaneous payments in cash receipts, source invoice for the RMA processing, and print Inventory Movement report from various programs.

SAF-T Reports

The SAF-T XML is a taxation audit file generated by the ERP system and provided to the tax authority during audits. The tax authority in Poland will require companies to provide an XML file including accounting details and the account balances for a certain period, and VAT amounts for sales and purchasing for a certain period. It will be required for all companies from 2018.

Epicor ERP supports the following Poland-specific SAF-T reports:

- Receivables and VAT Report
- Accounting Report
- VAT for Purchases and Sales Report
- Bank Statements Report
- Stock Movements Report

Use the **Modules > All Modules > Localization > Poland** sheet in Company Configuration to set up the header information mandatory for the XML file of all SAT-T reports.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: System Setup > System Maintenance > SAF-T PL

AR and AP VAT Export

The tax authority in Poland requires companies to provide an XML file including the VAT amounts for sales and purchasing for a certain period. It will be required for all companies from 2018. The tax codes used for VAT can be mapped to attributes for which created tax amounts can be accounted.

Use **Solution Workbench** to install a code type and user defined SAF-T codes into Epicor ERP. Use the **Tax Type Maintenance** program to enter SAF-T codes for tax types.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

Menu Path: Financial Management > Accounts Receivable > Setup > Tax Type

Sales Order Entry - Export Information

Use the **Header > Poland** sheet in **Sales Order Entry** to enter export information that will be included in the XML that you provide to the tax authorities.

On the **Poland** sheet, you specify tax exemption information by selecting required check boxes and entering required values in the fields that become available.

The same read-only fields are available on the **Header > Poland** sheet in **Sales Order Tracker**.

Menu Path

Navigate to this program from the Main Menu:

- Sales Management > Customer Relationship Management > General Operations > Order Entry
- Sales Management > Order Management > General Operations > Order Entry

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > Order Tracker
- Financial Management > Accounts Receivable > General Operations > Order Tracker
- Material Management > Shipping / Receiving > General Operations > Order Tracker
- Production Management > Scheduling > General Operations > Order Tracker
- Sales Management > Customer Relationship Management > General Operations > Order Tracker
- Sales Management > Order Management > General Operations > Order Tracker
- Sales Management > Quote Management > General Operations > Order Tracker
- Service Management > Field Service > General Operations > Order Tracker

Accounting Report

The tax authority in Poland requires companies to provide an XML file including the accounting details and the account balances for a certain period.

Use the **Accounting Report** program to generate an XML file including the accounting details and the account balances for a certain period. The generated file must be submitted to tax authorities.

When you generate a report, the following XML file is created: <Epicor>\EpicorData\Reports\<User>\ **JPK_KR_YYYYMMDD_<counter>.xml** where counter is a sequence (1, 2, 3, and so on).

Menu Path: System Setup > System Maintenance > SAF-T PL > JPK_KR - Accounting Report PL

VAT for Purchases and Sales Report

Use the **Report - JPK_VAT XML - Report VAT for Purchases and Sales** program to generate an XML file to be provided to tax authorities. The JPK_VAT report for the previous month must be submitted to tax authorities on 25th each month.

When you generate a report, the following XML file is created: <Epicor>\EpicorData\Reports\<User>**JPK_VAT_YYYYMMDD_<counter>.xml** where counter is a sequence (1, 2, 3 and so on).

Menu Path: System Setup > System Maintenance > SAF-T PL > JPK_VAT - VAT for Purchases and Sales PL

Stock Movements Report

Use the **Stock Movement Report** program to generate an XML file including stock movements made during the period of the report. The report is an audit file to be submitted to tax authorities.

The header of the XML file contains information of the company main data. When you generate a report, the following file is created <Epicor>\EpicorData\Reports\<User>**JPK_MAG_YYYYMMDD_<counter>.xml** where counter is a sequence (1, 2, 3 and so on).

Menu Path: System Setup > System Maintenance > SAF-T PL > JPK_MAG - Stock Movements PL

Bank Statements Report

Use the **Bank Statements Report** program to generate an XML file that includes bank statements received during the reporting period. The report is an audit file to be submitted to tax authorities.

When you generate a report, the following file is created <Epicor>\EpicorData\Reports\<User>**\JPK_WB_YYYYMMDD_<counter>.xml** where counter is a sequence (1, 2, 3 and so on).

Menu Path: System Setup > System Maintenance > SAF-T PL > JPK_WB - Bank Statements PL

Receivables and VAT Report

Use the **Receivables and VAT Report** program to generate an XML file including the receivables and the linked tax for the reporting period. The report is an audit file to be submitted to tax authorities.

The header of the XML file contains information of the company main data. When you generate a report, the following file is created <Epicor>\EpicorData\Reports\<User>**\JPK_FA_YYYYMMDD_<counter>.xml** where counter is a sequence (1, 2, 3 and so on).

Menu Path: System Setup > System Maintenance > SAF-T PL > JPK_FA - Receivables and VAT Report PL

SEPA

The SEPA CSF enables Epicor ERP to support a generic Single Euro Payment Area (SEPA) format in an Electronic Funds Transfer (EFT) payment output file for credit transfers.

SEPA enables customers to make cashless Euro payments to anyone within the SEPA area of member states using only a single bank account and a single set of payment tools. The SEPA initiative improves the efficiency of cross border payments as all electronic payments across the SEPA member states are considered domestic transactions.

SEPA provides a generic standard for headers, trailers, and line items for EFT in the European Area using the single payment function. The messages are based on the ISO 20022 standard, of which SEPA uses a subset.

In addition to country-specific SEPA localizations, Epicor ERP supports **Structured**, **Unstructured**, and **SEPA Direct Debits (SDD)** payment file formats.

Changes in the SEPA Pain and SEPA Direct Debit Formats

The following changes were made to the SEPA Pain and SEPA Direct Debit formats.

1. For the **Payment_SEPA_Pain_001_001_03** EI, the **ServiceLevelForNonSEPA** property is used. The property sets the service level and can be used for non-SEPA or non-Euro payments.

2. For SEPA Pain and SEPA Direct Debits, the `<SchmeNm>` element is used only in Denmark, Sweden, Finland, and Norway.

3. For SEPA Pain and SEPA Direct Debits in Belgium, the `<PstlCd>` element is not printed in the payment file. Address Line 3 and Postal Code are added to Address Line 2.

Changes in the ChargeBearerForNonSEPA Property

The ChargeBearerForNonSEPA property is used by the **Payment_SEPA_Pain_001_001_03** electronic interface and sets the value of the <ChrgBr> element.

For Euro payments to banks outside the SEPA area, the following rules apply:

- If this property is set up in the payment method, the <ChrgBr> element uses the set up value in the SEPA payment file.
- If this property is not set up, the <ChrgBr> element uses the SLEV value (<ChrgBr>**SLEV**</ChrgBr>).

For the Netherlands CSF, the following rules apply:

- If the supplier's bank country is in the SEPA area, then <ChrgBr>SLEV</ChrgBr> is used on the <CdtTrfTxInf> level.
- If the supplier's bank country is not in the SEPA area and the ChargeBearerForNonSEPA is set up in the payment method, the set value is used on the <CdtTrfTxInf> level. For example, <ChrgBr>DEBT</ChrgBr>.
- If the supplier's bank country is not in the SEPA area and the ChargeBearerForNonSEPA is not set up in the payment method, <ChrgBr>SHAR</ChrgBr> is used on the <CdtTrfTxInf> level.

Use the **Included in SEPA** check box in **Country Maintenance** to indicate that the selected country is included in the SEPA area.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Country
- Financial Management > Accounts Receivable > Setup > Country
- Material Management > Purchase Management > Setup > Country
- Sales Management > Customer Relationship Management > Setup > Country
- Sales Management > Order Management > Setup > Country
- Sales Management > Quote Management > Setup > Country

Changed Behavior of ServiceLevelForNonSEPA Property

To make electronic payment files with Euro payments outside the European Union accepted by bank, the behavior of the ServiceLevelForNonSEPA property has been changed.

If the payment currency is EUR and the ServiceLevelForNonSEPA is not set up in the payment method, the <SvcLvl> section is printed as follows:

```
<SvcLvl>
                <Cd>SEPA</Cd>
        </SvcLvl>
```

If ServiceLevelForNonSEPA is set up in the payment method, the <SvcLvl> section is not printed, regardless of the payment currency used.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Sweden

The Sweden CSF delivers localized capabilities within Epicor ERP to support business operations in Sweden.

The Sweden CSF automatically performs many necessary calculations to support the use of banking reference numbers or OCRs to identify invoices. You can use OCRs to create AP invoices and import the resulting payment

files, automatically matching the payment to an OCR. When you create AP invoices, you can enter suppliers' OCRs and export resulting payment files to the bank.

Sales List Report Enhancements

Several enhancements are introduced for the Sales List Report in the SKV574008 format.

- VAT ID is exported in the [Country Fiscal Code][Customer VAT Number] format. If the customer's VAT ID does not start with a country ISO code, the country ISO Code (as specifies in **Bill To Country** or **Customer Address Country**) and VAT ID are concatenated. Any transactions for **Customer Tax ID** beginning with **SE** or where the prefix cannot be determined or is missing are excluded from export.
- The **Standard SE - SSRS** report style allows printing a Sweden-specific Sales List Report with the following changes from the base report:
  - The report header includes Contact Person, Contact Phone Number, and Contact Email Address from the **Export** sheet.
  - Amount columns include Goods, Triangulation, and Services.
  - The report prints the customer's VAT ID in the [Country Fiscal Code][Customer VAT Number] format.
  - Transactions with missing Fiscal Code or VAT Number are printed in the second section of the report - **Records with missing VAT Number/Fiscal Code**.

Menu Path: Financial Management > Accounts Receivable > Reports > Sales List

AP Payment Files in ANSI Encoding

In addition to the UTF-8 encoding that is the default, you can generate AP payment files in the ANSI encoding.

Use the **Electronic Interface Maintenance** program to add the **Encoding** property with the **ANSI** value to the BankGiro Domestic AP Payment electronic interface. When setting up an AP payment method, select the **ANSI** property for this payment method.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Extended PO3 Banking Interface

You can generate payment files in the PO3 format, containing Giro transfer of type 09 to deposit bank accounts.

The PO3 Domestic payments electronic interface supports the direct payments type (Giro transfer to deposit account). You can also use the supplier's bank account for account deposits if you select the **Direct** type in the **Bank Type** field.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Regulatory Reporting Code in SEPA Credit Transfers

Regulatory reporting code is available for Swedish SEPA credit transfer messages. This code is used for purchases from foreign suppliers.

Use the **Additional AP** sheet in **Payment Method Maintenance** to enter the **Default Payment Code** for a SEPA payment method. For suppliers whose primary purchase points are outside Sweden, the SEPA payment file will contain the following sections:

- For Payment_SEPA_Generic.cs, Payment_SEPA_BankRef.cs, and Payment_FI_SEPA.cs:

```
<RgltryRptg>
            <DbtCdtRptgInd>DEBT</DbtCdtRptgInd>
            <RgltryDtls>
                <Cd>[reg_rep_code]</Cd>
            </RgltryDtls>
</RgltryRptg>
```

- For Payment_SEPA_Pain_001_001_03.cs:

```
<RgltryRptg>
             <DbtCdtRptgInd>DEBT</DbtCdtRptgInd>
             <Dtls>
                 <Cd>[reg_rep_code]</Cd>
             </Dtls>
</RgltryRptg>
```

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Taiwan

The Taiwan CSF delivers localized capabilities within Epicor ERP to support business operations in Taiwan.

The Taiwan CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Taiwan-specific AR and AP invoices and assign Uniform Invoice Number (UIN) issued by Taiwanese tax authorities. Uniform invoice numbers are supplied by the Taiwanese government with number formats based on customer and supplier type, invoice type, and the method of creating the GUI.

AR E-Invoices

You can print Taiwan-specific AR e-invoices according to the government requirements.

Before you are able to print e-invoices, complete the following setup tasks:

- Install the DataWorks Bar 39 (TrueType) font.
- Import GUI (Government Unified Invoice) Codes and their descriptions into Epicor ERP using **Solution Workbench**.
- Set up GUI codes in Epicor ERP.
- Set up encryption key for e-invoices using **Company Configuration**.
- Set up Tax Payer type for customers using the **Customer > Taiwan** sheet in **Customer Maintenance**.

To print AR invoices using a Taiwan-specific layout, use the **Print Invoices** command on the **Actions** menu in AR Invoice Entry and AR Invoice Tracker. In the **Print Invoice** window, select the **Standard TW E-Invoice - SSRS** report style that represents Taiwan e-invoice. You can select e-invoice options in the E-Invoice section on the **Taiwan** sheet.

The e-invoice layout includes the **Main**, **Transaction Details**, and **Prize Collection** parts. To reprint AR e-invoices, use **Invoice Tracker** selecting respective options on the **Taiwan** sheet. Reprinted invoices contain the word **Copy** in their header.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Booking Voucher Reports

Use the **Booking Voucher Report** and **Booking Voucher Report FC** to display journal transactions for the selected year and period range. The reports display a separate page for each document or voucher.

The Booking Voucher Report is delivered in two versions: for domestic currency and for foreign currency. The Booking Voucher FC (Foreign Currency) report displays foreign currency information, the journal transaction amounts on the currency that the document was made, and the exchange rate.

Use the **Taiwan** sheet to enter Taiwan-specific information to be displayed on the report.

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher

Financial Management > General Ledger > Reports > Booking Voucher FC

Thailand

The Thailand CSF delivers localized capabilities within Epicor ERP to support business operations in Thailand.

The Thailand CSF automatically performs many necessary calculations, and loads localized report formats and files to support VAT reporting. You can use Epicor ERP to calculate VAT tax base, produce input and output VAT reports, and produce withholding tax reports, and withholding tax certificates.

Monthly VAT Report Includes Payment Time Tax

The Thailand-specific Monthly VAT Report includes payment time taxes.

Use the **Filter** sheet to filter the records on the report by tax code. The report supports taxes with different timing - invoice, partial payment, and fully paid . Records on the report are grouped and totals are calculated by tax code.

Menu Path: Financial Management > Accounts Payable > Reports > Monthly VAT Report TH

Payer Type for AP

The PayerType user-defined code is added to the CSF Thailand solution. Use these values to assign a payer type to a supplier during AP payment entry.

Use the **Solution Workbench** program to install the **CSF_Thailand_Epicor_10.1.cab** file with user-defined codes.

Use the **Payment > Thailand** sheet in **AP Payment Entry** to select a payer type. The type you selected will be printed on the Withholding Tax Certificate Report.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Date Control

Thailand-specific date control rules has been implemented in the following programs.

AR Invoice Entry:

If the invoice date is the same as tax point date, the following rules apply:

- Invoice date must not be earlier than the apply date.
- Invoice date must not be later than six months from the current date.
- Invoice date must not be later than six months from the apply date.

If the tax point date is the same as the apply date, the following date rule applies:

- Apply date must not be earlier that the invoice date.

Note The tax point is set up on the Modules > Finance > Accounts Receivable > General sheet in Company Configuration. Select the Tax Point check box and select the Invoice Date or Apply Date option.

AR Invoice Entry (credit memo entry). If you are creating a credit memo for RMA, the **Shipment Date**, **Invoice Date**, and **Apply Date** fields are unavailable.

Customer Shipment Entry. You cannot change the **Ship Date** field on the **Header > Detail** sheet after the pack header has been saved for the first time.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry

Invoice Reference in AP Invoices and AP Payments

You can reference AP invoices when entering an AP invoice or AP payment, while paying invoices that are not directly the supplier's invoices. Such invoices include import invoices that come from third parties who have imported and pre-paid the tax on imported goods, for example, freight forwarders.

Use the **Reference Supplier** and **Reference Invoice** buttons on the **Thailand** sheet in several entry programs to assign a supplier and to select a posted invoice for this supplier to be used as a reference. You can view the reference supplier and reference invoices in the **Monthly VAT Report** and **AP Invoice Posting Report**.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > Reports > Monthly VAT Report TH

Menu Path: Financial Management > Accounts Payable > Reports > AP Invoice Posting Report TH

Report Style for Service Tax Invoices

A report style for printing Thailand-specific service tax invoices has been implemented.

In **AR Invoice Entry**, select the **Invoice > Print Invoice** command on the **Actions** menu, and then select the **Standard TH Tax Invoice - SSRS** report style in the **Report Style** field.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Vietnam

The Vietnam CSF delivers localized capabilities within Epicor ERP to support business operations in Vietnam.

The Vietnam CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Vietnam-specific AR and AP invoices. The Vietnam CSF provides the **Financial Report Designer VN** program to create VAS financial reports that contain report details and rows. You can use this program to design various financial reports from simple to complex. You can then print them using the **Financial Report VN** program. Also, the Vietnam CSF offers a list of localized reports such as financial reports, inventory reports, and General Ledger reports.

GL Report Enhancements

Use the **General Ledger** report program to run a Vietnam-specific GL Report where you can filter the results by GL accounts. The report has a changed layout to comply with the local requirements.

You can view the transaction source and respective transaction details on the report by adding the following customized fields:

- Journal Code
- Journal Number
- Journal Line
- Legal Number
- Currency Code
- Document Number

Menu Path: Financial Management > General Ledger > Reports > General Ledger VN

Cashbook in Foreign Currency

In Vietnam, accountants provide verification of value of cash transactions against a bank account. Therefore, the cashbook listing must be printed in foreign currencies as evidence of forex transactions, with an option to run in the local currency to enable reconciliation with internal accounts.

When running the **Cash In Bank** report, use the **Amounts In Base Currency** check box to indicate whether the report will be in the base currency or in the foreign currency.

Menu Path: Financial Management > Cash Management > Reports > Cash In Bank VN

Purchase Invoice List Report Enhancement

In Vietnam, legal numbers are required to be displayed on reports. You can view respective transaction details on the **Purchase Invoice List** report by adding the **InvoiceNum** customized field.

Menu Path: Financial Management > Accounts Payable > Reports > Purchase Invoice List VN

Stock Movement Report

Use **Stock Movement Report** to view in and out movements summarized for a given period. The stock report lists all transactions related to quality adjustment or inventory cost adjustment.

You can create the following two types of stock reports:

- Summary stock movement report

- Detail stock movement report

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements VN

Data Export Tool

Data Export Tool is a program developed for several countries and used to export country-specific files.

Data Export Tool is available for the following countries:

- **Colombia** - used to prepare Magnetic Media 2014 reports
- **Germany** - used to export GDPdU data
- **Malaysia** - used to produce a GST Audit File (GAF) in a flat file or XML file format
- **Singapore** - used to produce IRAS Audit File (IAF) in a flat file or XML file format

Menu Path: System Setup > System Maintenance > Data Export CO

Menu Path: System Setup > System Maintenance > Data Export DE

Menu Path: System Setup > System Maintenance > Data Export MY

Menu Path: System Setup > System Maintenance > Data Export SG

Structured XML Export

You can export structured XML files when one element (a table in Data Export Tool) includes several child elements with a complex structure, where each element is prepared by its own BAQ or electronic interface.

Use the **Tables > Columns > Link** sheet to set up the parent table and child tables for columns with the Table type. Use the **Tables > Columns > Attributes** sheet to set up an attribute name and value for the selected column node in the output XML file. Use the **Tables > Attributes** sheet to set up an attribute name and value for the selected table node in the output XML file.

After you have completed setup, use the **Generate** command on the **Actions** menu to generate a structured XML file and save it to the specified location.

10.1.500 Feature Highlights

The following section contains a list of features released with the Epicor ERP 10.1.500 version. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Sales Management

Quoting and managing sales orders enables the vital coordination of activities between your sales, site, shipping, and accounting groups.

You dictate whether to hold all companies in a single database, or each company in individual databases, where each company can have its own chart(s), currencies, and calendars.

Use the Quote Management and Order Management modules to capture orders and seamlessly integrate the information with supply chain, production, fulfillment, and accounting systems.

By streamlining the sales process—centralizing access to product, pricing, customer information - orders can be generated with a minimal number of steps. It automates and improves labor-intensive processes for quoting, proposal generation, configuration, and order entry. You can increase sales productivity by ensuring accuracy during the quote and order processes and identifying the right solution to meet your customers' needs.

Important If your Customer Relationship Management (CRM) license is installed and functional, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the Sales Management module is referred to as **Customer Relationship Management**.

Fulfillment Workbench - Discard All

The **Discard All** option allows you to discard the **Select** check box for all previously selected lines in the List sheet. This allows you to reset them to a cleared condition so you can reselect different line items as needed.

When you press **Discard All**, the **Select** check box in all lines in the list clear, including lines that have been filtered out of the list using the **Demand Selection Filter** sheet.

Discard All is located on the following **Fulfillment Workbench** sheets:

- List
- Order Fulfillment
- Job Fulfillment
- Transfer Order Fulfillment

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > General Operations > Fulfillment Workbench
- Material Management > Inventory Management > General Operations > Fulfillment Workbench
- Production Management > Job Management > General Operations > Fulfillment Workbench
- Sales Management > Order Management > General Operations > Fulfillment Workbench

Project Tracker Detail Cost Sheet Shows Unknown Class and ID

If you add a part on the fly in **Opportunity/Quote Entry** and it has subcontracted operations, the **Class ID** field will not be available in the **Project Tracker > Detail Cost** sheet. This is the case unless you add a part master record with a Class ID and description in **Part Maintenance**. Instead, the Class ID and Description display the message "Unknown."

Menu Path: Service Management > Project Management > General Operations > Project Tracker

Order Job Wizard Not Available when Job Type is No Job

In Order Entry, the Order Job Wizard is not available for order lines where the Job Type is **No Job**.

Note The Order Job Wizard is available for an order if at least one of the order release lines is set to **Make Direct**, has a **Ship By Date** and if the order line associated to the release does not have a job type of **No Job**.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Price List - New Import/Export Number Format of 9999.00

In Price List Maintenance, you can import and export numeric values using the 999.00 number type.

To import or export price list numeric values, select one of the following available types:

- 9,999.00
- 9.999,00

- 9999.00

Menu Path

Navigate to this program from the Main Menu:

- Sales Management > Customer Relationship Management > Setup > Price List
- Sales Management > Order Management > Setup > Price List
- Sales Management > Quote Management > Setup > Price Lists

Price List - Price List Type Disabled After Save

In Price List Maintenance, once you save a new price list, you cannot change the price list type. The **Type** field becomes read only.

Menu Path: Sales Management > Order Management > Setup > Price List

Configurator Management

The Configurator process allows for on-the-fly configuration of highly customizable and dimensional products. You can configure products through a straightforward question and answer evaluation, or entry of straightforward question and answer evaluation, or by entry of Smart Strings (intelligent part numbers) used to identify a particular configuration of an item.

You can launch a Configurator page from within **Opportunity/Quote Entry**, **Order Entry**, **Job Entry**, **Purchase Order Entry**, **Demand Entry** or the **Epicor Commerce Connect Web Basket**. This application is web-enabled, and is also available to disconnected users employing Mobile Connect.

The configuration process is centered around the **Configurator Designer**. This single program is used to fully set up the required configuration, including method rules, document rules, pricing rules, part creation, dynamic lists, and so on.

Configurator Designer functions are divided among the following entry programs:

- Configurator Entry
- Configurator Designer
- Configurator Rule Entry

There are two main reasons for dividing the Configurator Designer into three different programs:

- **Performance** - Having fewer functionality panels in three single entry programs improves the performance.
- **Ease of Use** - With three different entry programs, you can go directly to the functionality you require. For instance, splitting off Configurator Entry and Configurator Rule Entry provides you with **more** space to set up the configurator functions and **less** sheets to navigate through. It also allows you to have a different user interface (UI) concept, with most functions included in the **Property** section of the Configurator Designer.

Configuration Trackers Review

In **Configurator Entry**, if you clear the **Display Configuration Summary Grid** check box and launch a configuration from within the **Sales Order Tracker**, **Purchase Order Tracker**, or **Opportunity/Quote Entry Tracker**, the read - only version of the actual configuration displays. You cannot define, modify, or save inputs when viewing the configuration.

The following rules apply when viewing a configuration using the trackers:

- No expressions run when you open and navigate through a configuration launched using the trackers.

- If a configuration for a part has changed, the trackers will display only the pages and inputs that existed when the part was configured.
- When skipping a page, all the inputs remain inactive and the logic executes correctly.
- When skipping a page from a code expression, the logic does not execute (since expressions do not run in trackers), but the page displays.
- The Navigation Bar contains page numbers and configurations you can navigate through during a configuration tracker review. The Navigation Bar does not display any pages that did not belong to the original configuration, but it will display the skipped pages.

Menu Path: Sales Management > Order Management > General Operations > Order Tracker

Menu Path: Sales Management > Order Management > General Operations > Opportunity / Quote Tracker

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Tracker

Duplicate Configuration

Use the **Configurator Entry > Actions > Duplicate Configuration** command to duplicate the selected configurator.

The following records will not duplicate since they are product of two different entities (Configurator and Part Revision) or are not directly linked to a single configurator:

- Method Rules
- Method Variables
- Lookup Tables
- Sequence
- Global Variance (Definition)
- Images (Definition)
- Memos
- Change Logs

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

Important This program is not available in Epicor Web Access.

Costing Logic for FIFO and LOTFIFO Returns from RMA Disposition

When material that was originally costed using FIFO or LOTFIFO is returned, the application uses the following costing logic to apply a cost. The following rules apply:

- The **Use Reference Invoice Costs** option in **Company Configuration** does not apply to FIFO and LOTFIFO returns.
- If an RMA line specifies and invoice number and line, the application finds the related invoice and uses the shipping information to find the last invoice shipment transaction for the pack and line. This transaction is linked to the PartFIFOTran which stores the breakdown of actual FIFO cost layers used for the shipment. If the shipment is not yet completely returned, then the shipped FIFO layers with "remaining/eligible" quantity can be used by the RMA Disposition for the return. This will use the original FIFO layers from the shipment. Multiple layers can be created.

  If the invoice shipment does not have enough quantity left for RMA return or the RMA line does not have an invoice number and line, the application will find the LAST generic shipment transaction for the part regardless of the customer to which it was shipped. This generic shipment also stores the breakdown of actual FIFO costs, which can be used as reference costs for the RMA Disposition. It does not matter if the generic shipment

has been returned completely. The application will create a single FIFO layer for the remaining RMA quantity using the aforementioned reference costs.

Important Notes

LOTFIFO follows the same logic as the FIFO return. The FIFO layers used during shipment will be assessed/returned in the same REVERSE order regardless of the LOTNUM used.

New layers are created using the actual date the RMA is disposed/received to stock.

One or more FIFO Layers from the original shipment can be returned thru RMA if the invoice and line number are specified and the related invoice shipment transaction still has "unreturned" FIFO Layers. The shipped FIFO Layers will be returned in REVERSE. The LAST FIFO layer will be returned first.

Invoice Shipment is not found or no unreturned shipped FIFO layers then we use the generic shipment for the Part to get the Last FIFO Layer used by the shipment as Reference Costs. A single FIFO Layer will be returned for the full/remaining RMA quantity using the reference costs.

If RMA Disposition has one of the **Override Costs** or **Use Current Costs** set to enabled, then the system will ignore the FIFO layers from the Invoice/Generic Shipment transaction and will use the RMA Disposition Costs entered by the user to create a Single FIFO layer for the RMA return.

FIFO Layers returned from RMA Disposition to Job or Fail (DMR) will be processed as individual or distinct FIFO layers during DMR Processing and Return Material applications and will retain the multiple FIFO Layers when finally received to stock.

Examples

Part 01-FIFO has the following FIFO layers:

- FIFO1: 02/01/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 100
- FIFO2: 02/02/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 200
- FIFO3: 02/03/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 300
- FIFO4: 02/04/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 400
- FIFO5: 02/05/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 500

The following shipments occur against part 01-FIFO:

Shipment	Quantity	Invoice Number	Invoice Line	Layers
1	01-FIFO Qty = 3	10100	1	FIFO1: 02/01/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 100 FIFO2: 02/02/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 200
2	01-FIFO Qty = 4	10200	1	FIFO2: 02/02/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 200 FIFO3: 02/03/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 300 FIFO4: 02/04/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 400
3	01-FIFO Qty = 3	10300	1	FIFO4: 02/04/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 400 FIFO5: 02/05/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 500

RMA #1 is created for part 01-FIFO for a quantity of 6 and disposed to Stock on 07/14/16 (Current System Date). The invoice number and line are 10100/1. The customer is returning a quantity from 10100 that is more than the quantity shipped.

INS-STK: (RMA to Stock) Qty = 6

Returned FIFO Layers:

- FIFO2: 07/14/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 200
- FIFO1: 07/14/16 Seq = 2 SubSeq = 0 Qty = 2 Cost = 100
- FIFO5: 07/14/16 Seq = 3 SubSeq = 0 Qty = 3 Cost = 500

RMA #2 is created for part 01-FIFO for a quantity of 3 and disposed to Stock on 07/14/16 (Current System Date). The invoice number and line are 10300/1. The customer is returning the material from invoice #3.

Note Although FIFO5 was used as Reference Costs under RMA#1, the shipped quantity was not actually "returned" and will actually be returned here under RMA#2.

INS-STK: (RMA to Stock) Qty = 3

Returned FIFO Layers:

- FIFO2: 07/14/16 Seq = 4 SubSeq = 0 Qty = 2 Cost = 500
- FIFO1: 07/14/16 Seq = 5 SubSeq = 0 Qty = 1 Cost = 400

Update Sales Order Salesperson When Ship To Changes

If you change the ship to value for an existing sales order with associated salespersons, the salespersons update based on the new ship to and or sales territory.

If you change the ship to value for an existing sales order with associated salespersons, the following occurs:

- If the sales territory for the new ship to equals the sales territory for the previous ship to, one of the following occurs:
  - If the previous salesperson equals the new salesperson, the salesperson information remains on the order and nothing changes.
  - If the previous salesperson does not equal the new salesperson, the previous salesperson is replaced by the new salesperson and the **Rate %** value changes to **100**.
- If the sales territory for the new ship to does not equal the sales territory for the previous ship to, the previous sales person values are cleared and replaced by the salespersons for the new selected ship to.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Order Management

The **Order Management** module virtually drives the Enterprise Resource Planning (ERP) system. From the time you place an order, its progress is tracked through final shipment while producing timely reports on demand.

With Order Management, all orders and change orders are effectively managed online, reducing the chance for error and smoothing out the order-to-delivery process for maximum customer satisfaction.

RMA Processing - Multiple Credit Memo Requests for a Single RMA Entry

When you create multiple credit memos for a single RMA (Return Material Authorization) entry, a warning message displays if at least one credit invoice has already been created for RMA line and you try to create a new invoice for it.

This warning depends on the settings of the **Allow Multiple Credit Invoices** check box on the **Modules > Sales > Order** sheet in Company Configuration:

- **Selected** (default value) - you can create multiple credit invoices against the same RMA. If at least one credit invoice has already been created and you try to create a new invoice, a warning message will display. If you answer yes, a credit memo invoice is created. If you answer no, the request will be cancelled.

- **Clear** - you cannot create multiple credit invoices against the same RMA. If one invoice has already been created, the **Add Credit Memo** button in RMA Processing is disabled.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > General Operations > RMA Processing
- Material Management > Shipping / Receiving > General Operations > RMA Processing
- Sales Management > Customer Relationship Management > General Operations > RMA Processing
- Sales Management > Order Management > General Operations > RMA Processing
- Service Management > Field Service > General Operations > RMA Processing

Production Management

The Epicor suite of production management applications, comprised of Job Management, Scheduling, Material Requirements Planning, and Quality Assurance, uses sophisticated technologies to model your best practices and empowers your personnel to make decisions that result in optimization of your production process.

Whether you are a global, multi-site enterprise or a single-site manufacturer, the fundamental need for precise and flexible planning and scheduling is an ever present requirement for your business. Specific functionality like consolidated purchasing, transfer functionality, and consolidated financials helps global enterprises manage the complexity of their size and take advantage of the efficiencies that smaller organizations enjoy.

Engineering

The Engineering module (Product Data Management - PDM), serves as a central knowledge repository for process and product history. It also promotes integration and data exchange among all enterprise users who interact with the product - including project managers, engineers, salespersons, buyers, and quality assurance representatives.

Epicor offers a solution for manufacturers that manages the powerful information traditionally contained in engineering documents, site floor routings, changes, sales orders, and quality documentation. It does this within a single online solution easily shared across the enterprise business.

Company Configuration - Default Qty/Parent

The value you enter in the **Company Configuration > Modules > Production > Job > Default Qty/Parent** field will default in the **Qty/Parent** field, when you add a material to a method of manufacture in the following programs:

- Job Entry
- Engineering Workbench
- Quote Entry
- Service Job Entry

Example In the **Default Qty/Parent** field, enter a value of one. Next, in **Job Entry** add material by right-clicking on the **Tree View > Materials** node and selecting the **Add Material** option. As a result, the value of one defaults in the **Qty/Parent** field located on the **Job Entry > Job Details > Materials > Detail** sheet.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Job Management

Job Management is a comprehensive manufacturing control solution, designed specifically for the routing, scheduling, costing, and tracking of either custom or repetitive parts manufactured on the shop floor.

Job Entry for a repeat part takes minimal effort. Analysis tools provide the quick and accurate reference necessary for re-quoting a part or identifying the types of work at which your company is most profitable.

Cost Adjustment for FIFO and Lot FIFO

If you make a cost adjustment for a FIFO or Lot FIFO part, the transaction is registered for the date when the adjustment was made instead of when the FIFO batch was created. For example, you receive a batch in September and two months pass. In November, you add some extra cost by way of an invoice for freight. This cost is added to the warehouse with a November date rather than a September date.

The transaction date was enabled for all cost methods except for FIFO/Lot FIFO prior in the past, but now there are no restrictions.

Costing Logic for FIFO and LOTFIFO Returns from RMA Disposition

When material that was originally costed using FIFO or LOTFIFO is returned, the application uses the following costing logic to apply a cost. The following rules apply:

- The **Use Reference Invoice Costs** option in **Company Configuration** does not apply to FIFO and LOTFIFO returns.
- If an RMA line specifies and invoice number and line, the application finds the related invoice and uses the shipping information to find the last invoice shipment transaction for the pack and line. This transaction is linked to the PartFIFOTran which stores the breakdown of actual FIFO cost layers used for the shipment. If the shipment is not yet completely returned, then the shipped FIFO layers with "remaining/eligible" quantity can be used by the RMA Disposition for the return. This will use the original FIFO layers from the shipment. Multiple layers can be created.

  If the invoice shipment does not have enough quantity left for RMA return or the RMA line does not have an invoice number and line, the application will find the LAST generic shipment transaction for the part regardless of the customer to which it was shipped. This generic shipment also stores the breakdown of actual FIFO costs, which can be used as reference costs for the RMA Disposition. It does not matter if the generic shipment has been returned completely. The application will create a single FIFO layer for the remaining RMA quantity using the aforementioned reference costs.

Important Notes

LOTFIFO follows the same logic as the FIFO return. The FIFO layers used during shipment will be assessed/returned in the same REVERSE order regardless of the LOTNUM used.

New layers are created using the actual date the RMA is disposed/received to stock.

One or more FIFO Layers from the original shipment can be returned thru RMA if the invoice and line number are specified and the related invoice shipment transaction still has "unreturned" FIFO Layers. The shipped FIFO Layers will be returned in REVERSE. The LAST FIFO layer will be returned first.

Invoice Shipment is not found or no unreturned shipped FIFO layers then we use the generic shipment for the Part to get the Last FIFO Layer used by the shipment as Reference Costs. A single FIFO Layer will be returned for the full/remaining RMA quantity using the reference costs.

If RMA Disposition has one of the **Override Costs** or **Use Current Costs** set to enabled, then the system will ignore the FIFO layers from the Invoice/Generic Shipment transaction and will use the RMA Disposition Costs entered by the user to create a Single FIFO layer for the RMA return.

FIFO Layers returned from RMA Disposition to Job or Fail (DMR) will be processed as individual or distinct FIFO layers during DMR Processing and Return Material applications and will retain the multiple FIFO Layers when finally received to stock.

Examples

Part 01-FIFO has the following FIFO layers:

- FIFO1: 02/01/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 100
- FIFO2: 02/02/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 200
- FIFO3: 02/03/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 300
- FIFO4: 02/04/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 400
- FIFO5: 02/05/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 500

The following shipments occur against part 01-FIFO:

Shipment	Quantity	Invoice Number	Invoice Line	Layers
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2	01-FIFO Qty = 4	10200	1	FIFO2: 02/02/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 200 FIFO3: 02/03/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 300 FIFO4: 02/04/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 400
3	01-FIFO Qty = 3	10300	1	FIFO4: 02/04/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 400 FIFO5: 02/05/16 Seq = 1 SubSeq = 0 Qty = 2 Cost = 500

RMA #1 is created for part 01-FIFO for a quantity of 6 and disposed to Stock on 07/14/16 (Current System Date). The invoice number and line are 10100/1. The customer is returning a quantity from 10100 that is more than the quantity shipped.

INS-STK: (RMA to Stock) Qty = 6

Returned FIFO Layers:

- FIFO2: 07/14/16 Seq = 1 SubSeq = 0 Qty = 1 Cost = 200
- FIFO1: 07/14/16 Seq = 2 SubSeq = 0 Qty = 2 Cost = 100
- FIFO5: 07/14/16 Seq = 3 SubSeq = 0 Qty = 3 Cost = 500

RMA #2 is created for part 01-FIFO for a quantity of 3 and disposed to Stock on 07/14/16 (Current System Date). The invoice number and line are 10300/1. The customer is returning the material from invoice #3.

Note Although FIFO5 was used as Reference Costs under RMA#1, the shipped quantity was not actually "returned" and will actually be returned here under RMA#2.

INS-STK: (RMA to Stock) Qty = 3

Returned FIFO Layers:

- FIFO2: 07/14/16 Seq = 4 SubSeq = 0 Qty = 2 Cost = 500
- FIFO1: 07/14/16 Seq = 5 SubSeq = 0 Qty = 1 Cost = 400

Sum of Actual FIFO/LotFIFO Costs Determines Extended Cost

When FIFO/Lot FIFO layers are consumed, the application uses the sum of the actual FIFO costs to determine the extended cost instead of deriving it from the weighted average unit costs of all the consumed FIFOs. This eliminates reliance on the weighted average unit costs which could have limited decimal precision, lessening the possibility of reporting rounding variance.

Rounding on FIFO and LOTFIFO transactions use the Extended Subcomponent Costs in PartTran. The application stores the weighted FIFO average unit costs in PartTran, but also populates the actual FIFO subcomponent costs for the transaction. All areas where the subcomponent costs are derived will use the Extended Subcomponent Costs when available. The **Capture COS/WIP** process also uses the Extended Subcomponent Costs when posting to the General Ledger. Whenever job costs are updated, these Extended Subcomponent Costs are used.

Kanban Receipts - Non-Stock Parts

Kanban Receipts will automatically generates, completes, and closes a job for manufactured parts marked as Non-Stock in Part Maintenance, under the following conditions:

- It must own a valid revision.
- It must include a valid method of manufacture with at least operation and material.
- It cannot be marked as Phantom BOM.

Note Non-Stock parts used in Kanban Receipts can be Serial Number and Lot tracked.

Menu Path: Production Management > Job Management > General Operations > Kanban Receipts

Site Maintenance - Manufacturing Lead Time Includes Receive Time for Subcontracts

Manufacturing Lead Time includes Receive Time set on the material when having days out in a subcontract operation and receive time on the material.

The **Receive Time** check box in **Site Maintenance** on the **Planning** sheet specifies if receive time values should be included in Manufacturing Lead Time calculations in a site. Select the check box to include receive time values in Manufacturing Lead Time calculations. Clear the check box if they should not.

If the check box is selected then the Receive Time will be included when calculating the Lead Time of a part, and the Lead Time of a material will be used without adding the Receive Time of that material again, as the Lead Time already includes it.

Menu Path: Production Management > Job Management > Setup > Site Maintenance

MES Context Menu - Ability to Change Site, Company, and Enter Customization

The Manufacturing Execution System (MES) Context Menu includes the following options:

- **Change Company** - Select this option to switch a company that the user logged into the MES is authorized to work with.

  Note To set up company privileges, navigate to the **User Account Security Maintenance > Company > Detail** sheet and define the required company(s).

- **Change Site** - Select this option to switch a site that the user logged into the MES is authorized to work with.

  Note To set up site privileges, navigate to the **User Account Security Maintenance > Company > Detail** sheet and define the required site(s).

- **Developer Mode** - Select this option to launch the Selected Customization window. Use this window to select or import an existing customization.

  If you select this option and don't select an existing customization, right-click in the MES Menu and select the **Customization** command. This launches the default **Customization Tools Dialog** window used to create and save a new customization.

  Important For the MES Context Menu to display the Customization command, you must activate the Developer Mode.

  Important Only users with activated customization rights can access the Developer Mode.

  To activate the customization rights, select the **Customize Privileges** check box located on the **User Account Maintenance > Options** sheet.

Note For more information about Customization, refer to the **Select Customization**, **Begin Customization**, and **Advanced Customization** topics in the Application Help.

Production Reports - Service Job Type

You can filter service jobs using the **Service** job type option located in the **Job Search > Job Type** field.

You can now filter by Service job(s) in the following reports:

- Job Traveler Report
- Production Detail Report
- Work in Process Report
- Inventory/WIP Reconciliation Report

Note The reports are located in the following **Main Menu** location:

- Production Management > Job Management > Reports

Planning Contract Maintenance - Part Description

Planning Contract Maintenance includes the **Part Description** field.

The Part Description field displays in the following sheets:

- Header > Demand
- Header >Supply
- Line > Demand
- Line >Supply

Note The Part Description field also displays in the Planning Contract Tracker.

Menu Path: Production Management > Job Management > General Operations > Planning Contract

Planning Contracts - Warehouses and Bins Validation

In **Planning Contract Maintenance**, you can create and save a new planning contract without defining the Inventory and Receiving warehouse and bin locations. For the warehouse and bin validation message to display, you must active the planning contract.

Menu Path: Production Management > Job Management > General Operations > Planning Contract

Resource Group Maintenance Limited to Current Site

Resource Group Maintenance is restricted to neither display or allow you to perform maintenance on resources or resource groups that were created in a site other than the current site.

Menu Path: Production Management > Job Management > Setup > Resource Group

Time - Backflush Quantity

The **Labor Entry** field includes the **Time - Backflush Qty** option allowing for reporting time only on operations that have this option selected.

The Time - Backflush Qty allows you to track actual time against operations, and backlush quantity based on the quantity recorded on the final operation.

Note Dalton manufacturing needs the ability to track actual time against operations, but to backflush the completed quantity based on the completed quantity recorded on the final operation. This will enable them to operate in scenarios where they don't know how much was produced on every operation and/or they don't have a way to know this, because it is critical to know the real amount of time invested on each operation, and not the estimate.

The following rules apply:

- If an operation is marked as Time - Backflush Qty and you report time against this operation using Time and Expense Entry, the Labor Qty, Scrap Qty, and Non-Conform Qty fields are disabled and set to zero.

  Example An employee reports time only against the first three operations on a job. The three operations include **Labor Type = Time – Backflush Qty**, so the employee is prevented from entering completed quantities on the first three operations. The fourth operation is marked as **Labor Type = Time and Quantity**, enabling the employee to report quantities as well.

- You can start setup/production Activity for operations with Labor Type = Time – Backflush Qty through MES Entry, Handheld, and Work Queue.
- You can end setup/production Activity for operations with Labor Type = Time – Backflush Qty through MES Entry, Handheld, and Work Queue. Therefore, you can enter real time labor against these operations even if you don’t know how much is being produced at that moment. However, the Current Qty, Scrap Qty, and Non-Conform Qty fields are disabled and set to zero.
- Using Job Cost Adjustments, you cannot adjust labor quantities for operations with Labor Type = Time – Backflush Qty. However, you can adjust times.
- You cannot report quantity against operations with Labor Type = Time – Backflush Qty using MES.

Example All operations are marked for Time - Backflush Qty, except the last one. This is a cell, or production line, environment where the team lead reports the quantity based on the final entry, but still needs to report time against each operation in a method of manufacture.

Operation Sequence	Labor Entry	Time Entered	Quantity Entered	System Determined
10	Time - Backflush Qty	Yes	No (Inactive)	Quantity upon entry of Op 40
20	Time - Backflush Qty	Yes	No (Inactive)	Quantity upon entry of Op 40
30	Time - Backflush Qty	Yes	No (Inactive)	Quantity upon entry of Op 40
40	Time and Quantity	Yes	Yes	Accepts manual entry

Example Operation sequences 10 and 20, where only time is important to register, are a prerequisite for 30, which is an operation where actual time and quantity reporting is important. Operation sequences 50 (time entry allowed) and 60 (no time and quantity allowed) are a prerequisite for 70 on which time and/or quantity will be based for dependent operations.

Operation Sequence	Labor Entry	Time Entered	Quantity Entered	System Determined
10	Time – Backflush Qty	Yes	No (Inactive)	Quantity, upon entry of Op 30
20	Time – Backflush Qty	Yes	No (Inactive)	Quantity, upon entry of Op 30
30	Time and Quantity	Yes	Yes	Accepts manual entry
40	Time and Quantity	Yes	Yes	Accepts manual entry
50	Time – Backflush Qty	Yes	No (Inactive)	Quantity, upon entry of Op 70
60	Backflush	No (Inactive)	No (Inactive)	Time and Quantity, upon entry of Op 70
70	Time and Quantity	Yes	Yes	Accepts manual entry

The **Time - Backflush Qty** option is available in the following programs on the Operations sheet:

- Engineering Workbench
- Method Tracker
- Quote Entry
- Quote Tracker
- Job Entry
- Job Tracker
- Service Job Entry
- Service Job Tracker

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Menu Path: Production Management > Engineering > General Operations > Method Tracker

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Tracker

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Job Management > General Operations > Job Tracker

Time Phase Inquiry - Planning Contracts

In the **Time Phase Inquiry**, you can search for and select inactive planning contract records.

Upon search, all the inactive planning contracts display in the **Search Results** grid. The **Contract ID** column field displays the identifier of the selected planning contract.

Menu Path: Production Management > Job Management > General Operations > Time Phased Inquiry

Top Level Time - Part Maintenance

The **Top Level Time (System)** and **Top Level Time (Manual)** fields display the manufacturing lead time calculated by the application or entered manually. This is the lead time needed to generate the part at the level

of this part only. This does not include the time on lower level parts. The user cannot edit the Top Level Time (System) value.

Note The Top Level Time field is located on the **Part Maintenance > Sites > Planning** sheet.

Menu Path: Production Management > Job Management > Setup > Part

Material Requirements Planning

Use the Material Requirements Planning (MRP) tools to both estimate potential demand and propose the supply that answers this demand.

The MRP tools do this by generating job, purchase, and transfer order suggestions. MRP is designed primarily for companies that manufacture make to stock quantities or for mixed-mode manufacturers that run both custom and stock products. By using MRP, you can anticipate the future demand for your products and ensure materials are in the right place at the right time.

Product LifeCycle Management Overview

Product LifeCycle Management (PLM) is made by the PROCAD company. PLM includes storage, administration and supply of all product-related as well as all supplement data during the entire operational order processing and thereafter.

PLM is the product data management system that supervises the entire process, the product life history. It interacts with project managers, engineers as well as employees in quality assurance. Foremost support is given to the design department. It provides all required functions for design management, including those for passing work results from the technical designers to the neighboring departments. Workflow management, scan and plot management as well as document viewing in large heterogeneous networks and over the Internet complete the range of powerful PLM features employed.

Most modern knowledge management solutions evolve from a comprehensive embedding of a consistent product data management. PLM meets all requirements for a comprehensive product life cycle management. PLM's modular structure makes it an extremely flexible instrument, which can easily be adapted to the respective requirements in an enterprise.

Company Configuration - PLM

The **Company Configuration > Production > PLM** sheet includes **Revision** field.

The field specifies the type of part revision that the PLM Server Process exports when transferring Product LifeCycle Management integration data from the Manufacturing system to the PLM system. The field includes the following options:

- **Current** - The PLM Server Process will search the last approved revision with the Effective date equal or less than today.

  Example A part includes the following revisions with respective Effective dates:

Revision	Effective Date
A	Two weeks ago
B	Today
C	Two weeks in the future

  Based on this example, the process exports revision B. If revision B is not approved, the process exports revision A.

- **Last Approved** - The PLM Server Process will search for the last approved revision, no matter whether it is currently approved or not. The process will not consider the effective date.

  Example A part includes the following revisions with respective Effective dates:

Revision	Effective Date
A	Two weeks ago
B	Today
C	Two weeks in the future

  Based on this example, the process exports revision C. If revision C is not currently approved, but was in the past approved last, the process still exports revision C to PLM.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Scheduling

The scheduling functionality helps ensure your jobs are manufactured on time to meet the demand of your customers.

The scheduling engine uses several factors that affect production - quantity, setup time, production time, capacity, priority, and so on - to calculate how long it takes each job to complete. It then displays the schedule through the Job Scheduling Board, the Resource Scheduling Board, and the Multi-Resource Scheduling Board.

Scheduling offers the following tools:

- **Base Scheduling** - Multiple resource views and online scheduling tools such as the Change Impact Informer offer the master scheduler and management the ability to visually locate overload problems and slack conditions. You can use this tool to perform cost and throughput analysis on schedule changes before they are firmly committed.
- **Advanced Scheduling (APS License Required)** - An extension of scheduling, APS incorporates the strength of the Scheduling engine and enhances it with advanced functionality such as multiple constraint scheduling, a wide range of scheduling methods, visual drag-and-drop scheduling, capability and dependent capability-based scheduling, real-time capable-to-promise functionality, and advanced material planning functionality.

Company Configuration - Enable Scheduling Debug Log

If you clear the **Enable Scheduling Debug Log** check box and run Process MRP with the **MRP and Scheduling** logging level selected, the Epicor application will still generate the Control, MRP, Schedulers, and Individual Scheduling logs.

Note The Enable Scheduling Debug Log check box is located on the **Company Configuration > Modules > Production > Job** sheet.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Multi-Job Options in the Job Scheduling Board

If you move a job that uses the multi-job functionality in the **Job Scheduling Board**, you can select **Minimize WIP**, **Ignore Locks**, and **Recalculate Expected Yield** in the **Move Job** window.

The following are the conditions under which these options can be used:

- **Minimize WIP -** Select this check box to reduce the gaps between operations on a single job or a group of associated jobs that are scheduled via the Schedule Multi-Job feature. When selected, once scheduling is

complete the scheduling engine runs the process again - but this time backwards from the end date of the successor job - to minimize WIP between operations/jobs. This reduces scheduling gaps. is available only when the **Move Option** is set to **Job - All Jobs**, and **Job - All Operations**.

- **Ignore Locks** -- Enabled only when the Move Option is set to **Job - All Jobs**, **Job - Successor Jobs**, and **Job - Predecessors Jobs**, this check box determines whether scheduling locks are respected for linked jobs.
- **Recalculate Expected Yield** -- Available if the selected job has the **Production Yield** option enabled in **Job Entry**, determines whether you want the application to adjust the job production yield of any job that uses this operation and has been flagged to use the automatic recalculation feature.

Menu Path: Production Management > Scheduling > General Operations > Job Scheduling Board

Important This program is not available in Epicor Web Access.

Overload Informer Set to Zero

If the **Overload Horizon** value is zero, then the **Overload Informer** will not display any record for overload resource groups and related resources.

- If a job is scheduled manually or if you are using Global Scheduling, in Job Entry, the rough cut is ignored.
- In Global Scheduling, the rough cut horizon is honored first and then the finite horizon.

Time Management

The Time Management module contains the functionality you need to approve and enter employee time entries against a specific project. By leveraging this functionality, you can then accurately track how much labor is being used to complete each project.

You first define time types, like Regular Time, Over Time, Vacation, and so on. These time types define the specific kinds of time used to calculate the current and complete expenses placed against a project. You select these time types within Time and Expense Entry.

The module contains an approval process through which employee time is verified against a selected project. Users first launch the Time Approval program to indicate how much time is budgeted to be placed against a specific project. After the employee time is approved, the employee time is then available to place against the project through Time and Expense Entry.

You can then monitor the amount of time being placed against each project. Launch the Time report to review all of the time entries entered between a specific Start Date and End Date period. Likewise, you can use the Time Booking Exception report to review any indirect labor entries currently entered against one or multiple projects.

Through this functionality, you can monitor the labor costs being accumulated against a project. This functionality improves planning and calculates more accurate expense calculations.

HCM Pay Hours and State in Time Entry

The HCM Pay Hours and State fields display if the Epicor ERP application is integrated with Human Capital Management (HCM).

The Pay Hour field indicates the value of the labor hours entered against the job operation, and defaults to the value entered in the Labor field. This information is passed to HCM once the hours are approved. Pay Hours initially defaults from Labor Hours, but once the Labor Detail is saved you have to modify the Pay Hours manually. Once the record is processed by HCM, you cannot modify the Pay Hours.

The State field indicates the status of the pay hour data. The following settings are possible: S (Sent) for records that have been imported into HCM; R (Received) for records that have been created in ERP Labor Detail from the

HCM PTO integration; E (Error) for records HCM attempted to import, but for which the import process failed; and IP (In Progress) for records HCM is in the process of importing.

Material Management

The Material Management module refers to the approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization. The scope of materials management include materials planning and control, purchasing, inventory control, data collection, and shipping and receiving.

Inventory Management

Use Inventory Management to update and maintain raw materials, WIP, and finished goods inventory quantities and costs.

Use MRP to create inventory allocations for jobs entered through Job Management or generated from Order Management. These allocations are relieved as inventory items are issued to the job or as purchase order receipts are posted.

Issued inventory reduces quantities on hand, which are continually replenished by processing purchased or manufactured item receipts into inventory. Receipt processing provides a continual update of inventory FIFO, average, last, or standard costs for every item. A variety of inquiries provide management analysis of MRP, shortage monitoring, reorder analysis, stock status, valuation, and other critical items such as the Excess Stock Provision, Stock Status, and Obsolete Stock reports.

Unskip a Previously Unlinked Global Part

In the **Part Maintenance > Integrations > Link Part** sheet, you can, as needed, "unskip" a previously unlinked global part. To do this, select the part and then click the **Unskip** button. When you do this, you are reversing it back to a linked item, and reassigning to the global parts list so that is not skipped when you run the **Multi-Company Direct Server Process**.

Menu Path: Material Management > Inventory Management > Setup > Part

Purchase Management

Use the Purchase Management module to create purchase orders and track supplier performance. Detailed line items indicate planned receipts to inventory or a job, although their destination can be changed at the time of actual receipt entry.

Purchase order receipt processing updates suggested supplier and detailed purchase history files, which provides continual reference to aid in making purchasing decisions.

An online time-phased material requirements report provides a strategic planning tool to buy the right amount of material - at the right time. With Purchase Management, you can reduce inventory levels, improve on-time deliveries, enhance your cash flow, and increase your profit levels.

BTO Purchase Release Promise, Due and Need By Dates

If you are creating a purchase release in the **Purchase Order Entry > Releases > Detail** sheet for a Buy to Order (BTO) item, you entered sales order, line and release numbers into the **Order** and **Line/Rel** fields in the **Sales Order** pane, the defaults for these date fields are as follows:

- **Due Date** - If the **Due Date** field was left blank in the **Header > Detail** sheet, the default comes from the Ship By date specified for the associated order in the **Order Entry > Lines > Releases > Detail** sheet.
- **Promise Date** - If the **Promise Date** field was left blank in the Header > Detail sheet, the default for this field is blank; if you wish, you can manually enter a promise date into this field.

- **Need By Date (Releases > Line)** - If the **Promise Date** field was left blank in the Header > Detail sheet, this field displays the Need By date for the associated sales order line release.

Menu Path: Material Management > Purchase Contracts Management > General Operations > Purchase Order Entry

Company Configuration - Skip Last PO Supplier

The **Skip Last PO Supplier check box** displays on the **Company Configuration > Modules > Production > MRP** sheet.

If you select this check box and run the **Generate Purchasing Suggestions** process, the Epicor application will skip the supplier defined on the last purchase order and will suggest to buy a part using the approved supplier defined on the part's supplier price list. If you clear this check box, the application will suggest to purchase the part using the supplier defined on the last purchase order, ignoring the part's supplier price list.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

New PO Suggestions - Generate Purchase Order Fields

Use the **Generate Purchase Orders** selection on the Actions menu in **Purchase Order Suggestion Entry** to generate purchase orders from purchase suggestions for all buyers or for a single selected buyer.

In the **Generate Purchase Orders** dialog:

1. Select the **Generate Orders for All Buyers** check box if you wish to generate purchase orders from purchase suggestions for all buyers. Clear it if you wish to generate purchase orders from purchase suggestions for a selected buyer.

2. If you cleared the **Generate Orders for All Buyers** check box, select the **Generate Orders for Selected Buyer** check box if you wish to generate purchase orders from purchase suggestions for a selected buyer.

3. If you selected the **Generate Orders for Selected Buyer** check box, use the **Buyer** field to select the buyer for which you wish to generate purchase orders from purchase suggestions.

4. Click **OK**. In the **Continue with Generate?** message, click **Yes**.

Menu Path: Material Management > Purchase Management > General Operations > New PO Suggestions

Purchase Order Change Suggestion Entry - Arrived Qty, On Order Qty, Comments Fields

The **Change PO Suggestions > Detail** sheet contains the following fields:

- **Arrived Qty** - Displays the total order quantity that has arrived for this purchase order release (also displays in the **List** sheet).
- **On Order Qty** - Displays the total quantity currently on order for this purchase order release part that has not arrived or has been received.
- **Comments** - Used to enter free form comment text for the PO suggestion.

Menu Path: Material Management > Purchase Management > General Operations > Change PO Suggestions

Supplier Tracker - From Order Date and To Order Date Fields

You can use the following sheets, located under **Links > Purchase Orders** tab in the **Supplier Tracker** to display all the purchase orders your company has placed with a specified supplier. They display the following information for the specified in the **From Order Date** and **To Order Date** fields:

- **Open** - Displays open purchase orders currently being processed by the supplier.
- **Closed** - Displays closed purchase orders this supplier has completed.

  All - Displays all open and closed purchase orders linked to this supplier.

Purchase orders for this supplier that contain order dates within the specified order date range display in each sheet after you click **Retrieve**. Specifying an order date range significantly enhances processing speed when the Supplier Tracker retrieves purchase order records.

Menu Path: Material Management > Purchase Management > General Operations > Supplier Tracker

Tax Inclusive Pricing for Purchases

Tax Inclusive Pricing is available for purchase orders and purchase invoices. Purchase order tax calculations are necessary for accurate cost accounting for tax inclusive pricing, as inventory should be recorded excluding recoverable taxes. This is in compliance with legal requirements in numerous countries to support taxes in purchase orders, including reviewing, adjusting, and printing taxes in the Purchasing forms.

Company Configuration - Calculate PO Taxes, Ready to Process, PO Line Taxable

The following check boxes are located in the **Purchase Order Defaults** group on the **Company Configuration > Modules > Materials > Purchase** sheet. The existing **Default Line Taxable** check box is now named **PO Line Taxable**.

These check boxes work as follows:

Calculate PO Taxes

When you select this check box, you designate that taxes can be calculated for purchase orders. When entering or editing a specific purchase order, you specify if taxes should be calculated (for associated purchase order detail lines designated as taxable) when you select the **Ready to Process** check box in the **Purchase Order Entry > Summary** or **Header > Detail** sheets.

Note If you clear the Calculate PO Taxes check box, it disables the accompanying Ready to Process check box.

Ready to Process

If you select the **Calculate PO Taxes** check box, you can use this check box to set the company default for the Ready to Process check box in **Purchase Order Entry**; you can override this default for specific purchase orders.

Note If you select this check box, it also designates that inclusive and exclusive taxes should automatically be calculated when you approve purchase orders (with taxable purchase order lines) that were generated from the following types of transactions:

- Change PO Suggestions
- New PO Suggestions > Actions Menu > Generate Purchase Orders
- Buyer Workbench > RFQ's > Ready > Decision Wizard
- Supplier Responses > Actions Menu > Create PO
- Capable to Promise

- Kanban PO Releases

This affects purchase orders approved in the **Purchase Order Entry > Summary** sheet, the **Buyer Workbench > POs > Approvals** sheet or the **PO Approval > Detail** sheet.

- When you attempt to approve a purchase order, the Epicor application compares the purchase order amount against the buyer approval limit to determine if it can be approved by the buyer, it uses the net purchase order total, less taxes that may have already been calculated, for the comparison.
- For example, if the purchase order total is 110.00, and it includes 10.00 of calculated taxes, it uses the net purchase order amount of 100.00 in the comparison against the buyer approval limit.

PO Line Taxable

Use this check box to set the default value for the **Taxable** check box for purchase orders (header miscellaneous charges, purchase detail lines, line miscellaneous charges and purchase releases), requisition detail lines or PO suggestion detail lines.

- The PO Line Taxable check box works in conjunction with specific processing hierarchies when you enter purchase order header miscellaneous charges, detail lines, line miscellaneous charges and release lines into **Purchase Order Entry**.
- As soon as a condition is satisfied in the hierarchy, the Epicor application sets the **Taxable** check box accordingly and stops further processing of the remaining steps.

Note For more details, refer to the field help for the Taxable check box in the following Purchase Order Entry sheets:

- **Header Miscellaneous Charges (Header > Miscellaneous Charges)** - Purchase order header miscellaneous charges taxable status
- **Purchase Detail Lines (Lines > Details)** - Purchase order detail line taxable status
- **Line Miscellaneous Charges (Lines > Miscellaneous Charges)** - Purchase order line miscellaneous charges taxable status
- **Purchase Release Lines (Releases > Details)** - Purchase order release line taxable status

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Purchase Order Tax Liability, Tax Category and Tax Exempt Settings

When you create a purchase order, you specify the tax liability, tax category and tax exempt settings in the following sheets in Purchase Order Entry:

- **Header > Tax** - The **Tax Liability** field specifies the tax region code used to calculate tax liability amounts for releases associated with purchase order detail lines for which the **PO Line Taxable** check box has been selected on this purchase order. The default comes from the tax liability code assigned to the supplier in the **Tax Liability** field in the **Supplier Maintenance > Header** sheet.
- **Lines > Detail** - The **Tax Category** field specifies the tax category code (if any) you are using to calculate inclusive taxes in the **Releases > Tax** sheet for release lines associated with this purchase order line.
- **Releases > Detail** - The **Tax Exempt** field indicates if this release line is exempt from taxation. If the release line is tax exempt, you can enter free form text for tax analysis purposes; the entry if not validated.

When you create an AP invoice for a receipt line, an unreceived line, or an advanced billing line in **AP Invoice Entry**, the Tax Liability, Tax Category, and Tax Exempt fields default from the purchase order.

Note For more details, refer to **Purchase Invoice Tax Liability, Tax Category and Tax Exempt Details** topic.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Tax Engine

Inclusive and exclusive taxes can now be calculated for purchase orders. Supporting taxes in purchase orders are in compliance with legal requirements in numerous countries.

Purchase Order Entry calculates taxes based on tax exclusive and tax inclusive pricing per release based on purchase order tax liability, line product tax category and tax rate date. Tax exclusive calculation for purchase orders are calculated for all collection methods (Invoicing, Withholding, Self-Assessment, Self-Assessment Dual Entry).

- For tax exclusive pricing, the tax records are summarized and are displayed on the **Header > Tax** sheet (no tax records are created on the PO release or Misc Charges level).
- For tax inclusive pricing, the tax records are created for each taxable purchase release and miscellaneous charge; these can be viewed and (optionally) manually updated in the following sheets:
  - **Header > Miscellaneous Charges > Miscellaneous Charges Tax** - View or adjust the taxes applied to header miscellaneous charges for the purchase order as a whole.
  - **Header > Tax** - Select tax calculation parameters and view total tax amounts for the purchase order as a whole. It also contains a Tax Summary for display only.
  - **Line > Miscellaneous Charges > Miscellaneous Charges Tax** - View or adjust the taxes applied to line miscellaneous charges.
  - **Releases > Tax** - View taxes calculated for release lines for the current purchase order. If the purchase order line uses tax inclusive pricing, use this sheet to view or adjust the taxes applied to a purchase line, including its miscellaneous charges.

Note You can view the calculated tax amounts in the corresponding sheets in the **Purchase Order Tracker**.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Tracker

Tax Information Printed on Purchase Order Forms

When you use the **Print** or **Mass Print** selections on the **Actions** menu in **Purchase Order Entry** to print hard copy forms for a purchase order (or purchase orders), the following information also prints If taxes have been calculated for the purchase order:

- For each affected purchase order line item, a **Tax** field displays the calculated inclusive amount. This is the sum total of the inclusive tax amounts calculated for each associated release line.
- For each affected purchase release line, a **Tax** flag indicates if the release line is taxable.
- A separate **PO Header Taxes** section on the purchase order form includes the calculated tax amounts for the purchase order header (the same information displayed in the **Header > Tax** sheet).
- A **Tax** subtotal prints with the other totals at the bottom of the purchase order form.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Set PO Totals and Tax Defaults

Use **Set PO Totals and Tax Defaults** as needed to set tax defaults and recalculate PO totals for selected open (and optionally closed) purchase orders within a specified date. You can use this function to update historical purchase orders so they are consistent with new purchase orders for which you are calculating inclusive and exclusive tax amounts.

Note You typically run Set PO Totals and Tax Defaults from the menu to set PO totals and tax defaults for open and (optionally) closed purchase orders in a Multi-Tenant SaaS environment.

You can also use it as needed in a non-SaaS (internally hosted or locally installed) environment. However, if you operate in that type of environment, and have upgraded from earlier releases, if you have selected the conversion script that runs to set PO totals and tax defaults, the **Conversion Workbench** automatically updates open historic purchase orders for the previous two years.

- As needed, you can run Set PO Totals and Tax Defaults from the menu to convert open (and optionally closed, if selected) purchase orders for other dates. For example, if the conversion script processed purchase orders for the previous two years, you could use it as needed
- If you inadvertently include a date range in which purchase orders were already processed, it either skips over the previously converted purchase orders, or corrects PO totals or tax defaults if needed.

Menu Path: System Management > Rebuild Processes > Mfg / Distribution > Set PO Total and Tax Defaults

Shipping / Receiving

Use the Shipping / Receiving module to monitor incoming and outgoing part quantities, whether they are shipments against an order, subcontract parts sent to a supplier, raw material received from a purchase order to a job or into inventory, or filling a sales order from stock.

Through this functionality, you can perform and track all activity relating to shipments and receipts.

Online transaction processing promotes efficiency and ease of use, while online editing promotes accuracy. With Shipping / Receiving, a consistent interface processes all shipments and receipts in an efficient, accurate, and cost-effective manner.

Container Landed Cost Entry - Indirect Costs Fields

The Container Landed Cost Entry > Indirect Costs > Details sheet contains the following fields, which you can use to toggle between **Percentage** and **Amount** disbursements, preventing the amount in the **Disbursed** field from being automatically recalculated:

- **Type** - Specifies the miscellaneous type code used in calculation of indirect costs:
  - **Amount** - Miscellaneous charge is calculated as a flat amount or as a percentage of the extended price.
  - **Percentage** - Miscellaneous charge is calculated as a percentage of the extended price.
- **Percentage** - If **Percentage** was selected in the **Type** field (indicating that the miscellaneous charge is calculated as a percentage of the extended price), this field displays the associated percentage rate.

Customer Shipment Summary

Use **Customer Shipment Summary** to view summarized information for a customer shipment.

The Customer Shipment Summary displays the requested, shipped and remaining quantities for each order release in a shipment. Weight information for each release also displays.

For each selected shipment order release that contains PCIDS, the package code, PCID count and package quantity for that release displays. In addition, each packaging detail displays if the package is expendable or returnable.

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Summary

Receipt Line Supplier Part Cross-References

Use the **Supplier Part** field in the **Receipt Entry > Lines > Detail** and **Container Receipt Entry > Lines > Detail** sheets as needed to enter a supplier part number cross-reference for the base part number being received, or access **Supplier Part Cross Reference** to select one,

If a supplier part number cross-reference has been defined in **Qualified Manufacturer**, **Approved Supplier Maintenance** or **Supplier Price List Maintenance**, it displays as a default in this field. If no supplier or qualified manufacturer cross-references exist, no default displays. You can do one of the following:

- Skip use of this field (accept the displayed default supplier part number, if any),
- Manually enter a supplier part number or,
- Click **Supplier Part** to access Supplier Part Cross Reference to review all existing supplier and qualified manufacturer's part cross-references currently associated with the part and supplier. The Supplier Part button is enabled for use only if supplier and manufacturer part cross-references currently exist for the part you are receiving.

This field can be used for both Purchased and Miscellaneous type receipts.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Supplier Relationship Management

Supplier Relationship Management (SRM) is a toolset used to request quotes for raw materials or subcontract services from one or multiple suppliers. Request for quotations (RFQs) are generated with one or more lines; each line has the ability to request pricing from one or more suppliers.

Supplier RFQ responses automatically build or add to existing part price-break tables. They contain current effectivity dates that are used in other areas of the application.

Supplier Wizard - RoHS Compliance Selection

If you are using RoHS Processing and launch the **Supplier Wizard** from **RFQ Entry**, click **Compliance** to access the **RoHS Compliance Picker** group box window where you can select the RoHS compliant restriction types you wish to include when performing the supplier search.

- To include specific RoHS restriction types in the supplier search, in the **Available Restriction Types** list, select the RoHS restriction types you wish to include
- Then click the right arrow button to move them to the **Compliant Restriction Types** list.

RoHS compliance is tested against the supplier master record and price lists defined for the supplier. If you select multiple RoHS compliance restriction types, the supplier must be compliance against each one in order to be returned by the supplier search.

Note In order to access and use the **RoHS Restriction Types** group box window, the **Previously received an RFQ for this part**, **Provided price break information** and **Sold us the part check boxes** must be cleared.

Menu Path: Material Management > Supplier Relationship Management > General Operations > RFQ Entry

Data Collection

Shop employees use the Data Collection module to enter their labor information directly from the manufacturing center into the application. As labor information is applied to jobs and as jobs are completed, the shop floor activity is recorded and monitored through this module.

Material Queue - Filtering and Paging

You can filter data and set paging as follows to improve the performance of the **Material Queue Manager** and **Material Request Queue** when they retrieve and display material request transactions:

- Using the **Material Queue Rows Per Page** field in the **Site Configuration Control > Modules > AMM > Material Queue** sheet, you can designate the number of data records that display per page in the Material Queue Manager and Material Request Queue.
- **From Date / To Date** - Using these fields, you can specify the date range for the material request transactions you wish to select.
- **Transaction Type** - Using this field, you can select the type of transaction you wish to retrieve.
- **From Warehouse** / **To Warehouse** - Using these fields, you can specify the range of warehouses for which you wish to select material request transactions.
- **Tab Count** - Displays the total number of material request transactions displayed on each sheet in the Material Queue Manager and Material Request Queue.
- **Total Records** – This control displays the total number of material request transactions that matched the filter criteria.

For the Material Request Queue only, using the **Only My Selections** check box, you can designate if you want to view only your own selections in the **My Selections** sheet. For the Material Queue Manager only, using the **Only Unselected** check box, you can designate if only material request transactions that are unassigned to specific employees are returned.

Menu Path: Material Management > Advanced Material Management > General Operations > Material Queue Manager

Menu Path: Material Management > Advanced Material Management > General Operations > Material Request Queue

Material Queue - From/To Warehouse Buttons

Use the **From Warehouse** and **To Warehouse** fields in the **Material Queue Manager** and **Material Request Queue** to specify a warehouse range for selection and display of material request transactions. You can click the From Warehouse and To Warehouse buttons to access **Warehouse Search** to search for and select warehouse identifiers. The Epicor application selects and displays material request transactions with warehouse identifiers within the specified range.

Menu Path: Material Management > Advanced Material Management > General Operations > Material Queue Manager

Menu Path: Material Management > Advanced Material Management > General Operations > Material Request Queue

Advanced Material Management

Advanced Material Management (AMM) enables distributors and manufacturers to produce electronic requests for materials, dispatch those materials, and track inventory movements of all inventory including raw materials and work in process.

Using wireless terminals and bar coding technology, distributors and manufacturers are able to track inventory in real-time. The Advanced Material Management module provides complete control and visibility of raw materials and work in process as it travels throughout the enterprise.

Package Control

The **Package Control** functionality provides you with the ability to track, manage, or transact a group of items via a unique ID. This ID at the company level is called a **Control ID**. At the site level, this ID is called a **Package Control ID** (PCID).

Package Control functionality allows you to track any item from sales order picking through sales order shipment of the item to the customer. The Control ID is the unique identifier against which you place these transaction types. You can perform pick transactions and shipping transactions against a PCID, such as picking a sales order into PCID and shipping a PCID. These PCIDs have an associated set of predetermined or user-defined physical characteristics. A PCID also has an associated set of predetermined or user-defined controlling characteristics.

There are two entities involved in the Package Control functionality. The first entity is the properties and contents; the package itself and its contents. The second entity is the identifying label. This identifying label is particularly important to the automotive industry. Each entity can have its own identity and process lifecycle. They each have their own rules of control, process flow, and status. They are not exclusive of each other and can share rules of controls, processes, and statuses.

PCIDs can be single level or multi-level (nested) PCIDs. A single level PCID contains individual part items. A multi-level PCID can contain the individual items as well as other PCIDs. There are two types of PCIDs - **Static** and **Dynamic**. A static PCID is a PCID type that you associate with a container that is available for reuse, such as a tote or a cart on the shop floor. A dynamic PCID is a PCID that you place on a container where the PCID collapses after its use and cannot be reused, such as a shipping box. You use the programs within the Epicor application, provided by the Package Control functionality, to create these PCID definitions at the company and site levels.

A PCID can also have a controlled label identification process with which it synchronizes.

Important This functionality is only available if you purchase an **Advanced Material Management** license.

Note For more a more hands-on experience with the Package Control functionality, refer the **Package Control** section in the **Advanced Material Management** course.

Employee Maintenance - Suppress Print Messages

Use the Suppress Print Messages check box in the **Employee Maintenance > Package Control** sheet to designate if display of PCID generation print messages should be suppressed when this employee uses PCID-related programs.

- Select the check box to suppress display of PCID print generation messages in PCID-related programs. **PCID(s) xx have been generated. Print Now?** or **PCID(s) xx through xx a total of nn have been generated. Print Now?** messages (xx represents the alphanumeric PCID number, while nn represents the number of generated PCIDs) do not display but are instead automatically sent to the assigned printer.
- Clear the check box to display PCID print generation messages. When they do display in PCID-related programs, and the employee clicks **Yes**, the displayed PCID generation message is sent to the assigned printer, and then dismissed. If the employee clicks **No**, the message is dismissed but is not sent to the printer.

Important This feature is currently not functional. The functionality available for this feature will be available in a future release.

Menu Path: Material Management > Inventory Management > Setup > Employee

Package Control ID Configuration Numeric / Alpha Starting At Segment Values

You can (optionally) use the **Numeric Starting At** or **Alpha Starting At** fields in the **Package Control ID Configuration > Segments > Detail** sheet as a one-time setup (prior to implementation of Package Control) to designate the beginning numeric or alpha values for PCID segment generation. When the Epicor application generates a PCID number, it uses this value as the starting numeric value for this PCID segment.

Example If you enter 1150 into this field, when the Epicor application first generates a PCID number, it generates a segment number of 1150, and then increments it by one the next time it generates this segment for another PCID.

This is a one time one use setup you can (optionally) use prior to implementation of Package Control. Generally, the only reason you would use these fields is if PCID segments with specific numeric or alpha values have already been generated and used outside the Epicor application. Specify restrictions apply to the use of these fields, and you cannot modify this value once it has been set, once the configuration is in use, or once a PCID number has been generated.

Important This feature is currently not functional. The functionality available for this feature will be available in a future release.

Menu Path: Material Management > Advanced Material Management > Setup > Package Control ID Configuration

Package Control ID Maintenance - PCID Activities

Use the **Package Control ID Maintenance > PCID > Activities** sheet to view when a specified PCID was repacked, overlaid or created by a partial PCID. You can view this information for a selected source or target PCID.

Important This feature is currently not functional. The functionality available for this feature will be available in a future release.

Menu Path: Material Management > Advanced Material Management > General Operations > Package Control ID

PCID Records Not Deleted or Archived Until Related Invoice is Posted

If you create an invoice in **AR Invoice Entry** for a shipment pack associated with a Package Control ID (PCID), the Epicor application sets the status of the PCID header and item records to INVOICED. The status of both PCID records, and an internal element within the PCID header record (PkgControlItem.PkgControlCharacter01) remain as INVOICED.

If the **Archive PCID History** check box in the **Package Control ID Configuration > Detail** sheet is selected for the PCID you are processing, the associated PCID header and item records are not deleted nor archived (moved to history) until the pack is fully processed.

- The shipment pack is considered fully processed only when you post the related invoice using the **Group > Post** selection on the Actions menu in AR Invoice Entry.
- In this case, an internal element within the PCID header record (HXPkgControlItem.PkgControlCharacter01) is set to POSTED when it is archived

Note If this is a parent PCID and its "children" PCIDs have different Archive PCID History check box settings, the Epicor application uses the setting for the "top-most" parent that was added to the pack for all of its chid PCIDs when performing archiving.

The purpose of this enhancement is to prevent a PCID from being archived or deleted until the associated shipment pack is fully invoiced, and that invoice has posted to the General Ledger.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Repack Reclass by PCID - Customer Part Cross Reference

In **Repack Reclass by PCID**, when the source and target internal part numbers are different, the target customer part number must have a defined customer part cross reference record where the source customer part number is specified as the production part number or service part number.

Menu Path: Material Management > Data Collection > Handheld > Package Control > Repack Reclass by PCID

Service Management

Service management capabilities (for example, Field Service) include such areas such as production and facilities maintenance.

This suite of modules is particularly important for businesses where maintenance and repair are often more cost-effective than new capital acquisition.

Field Service

The Field Service module is designed to manage the installation, repair, and on-going service of equipment for your customers at their facilities or out in the field. Use Field Service to schedule service calls on a timetable you define. The Service Call Center centralizes all processes related to dispatching technicians and cost reporting of service calls in the field.

Field service also includes valuable reports that provide detailed information on individual contracts and warranties to know whether you are making or losing money.

The Epicor application supports drop shipment of service parts directly to the customer site. The application is set up for a single interface, so a dispatcher can track all stages of each service call with just a few mouse clicks.

Service Job Tracker

Use the **Service Job Tracker** to review current information about a selected job record. You cannot add or edit records in a tracker.

Each tracker can contain sheets from the primary entry program and supplemental sheets unique to the tracker. Information on primary sheets and fields is included in the Application Help for the entry program. Supplemental sheet information is included in the Application Help for the specific tracker.

Menu Path: Service Management > Field Service > General Operations > Service Job Tracker

Financial Management

Epicor financial management solutions provide manufacturers with the tools needed to create value through monitoring financial conditions and timely decision making.

This functionality reduces costs and improves cash flow. Epicor Financials can help improve your ability to drop more to your bottom line—the ultimate test of your success and competitive advantage.

Accounts Payable

Use the Accounts Payable (AP) module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. Adjustments are created if the purchase price does not match the invoiced price.

The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely. With Accounts Payable, you know how much you owe and when it is due.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs.

AP Partial Invoicing

In the Accounts Payable module of Epicor ERP, you can enter more than once invoice against a receipt line. The non-invoiced quantity will be available for selection on future invoices and will be properly reflected on the AP Received Not Invoiced report.

Programs affected by AP partial invoicing include:

- **Company Configuration** - **Allow Multiple Invoicing of Receipts** check box and **Manual GRNI Clearing** tolerance fields available.
- **Legal Number Maintenance/Transaction Document Type** - Set up legal numbers for GRNI (Goods Received Not Invoiced) clearing system type.
- **AP Invoice Entry** - Enter more than one invoice against a receipt line and create manual or mass GRNI clearing documents.
- **AP Invoice Tracker** - Track partial invoices and clearing documents.
- **AP Posted Invoice Update** - View the final invoice status for GRNI clearing documents.
- **AP Received Not Invoiced Report** - Review the receipts which are not yet invoiced or invoiced partially.

AP Partial Invoicing Company Configuration

Use options in Company Configuration to allow multiple invoicing of receipts lines.

Select the **Allow Multiple Invoicing of Receipts** check box on the Modules > Finance > Accounts Payable sheet of Company Configuration to enable this functionality. You can enter any necessary information in the fields that display in the Manual GRNI (Goods Received Not Invoiced) Clearing pane.

Note This functionality is not available for drop shipments.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

AP Partial Invoicing Legal Number Support

Use **Legal Number Maintenance** and **Transaction Documentation Type** to identify the transactions created during cleanup of not yet invoiced receipts. This helps to reconcile the AP clearing accounts.

You can use the Manual GRNI (Goods Received Not Invoiced) clearing system type to set up legal numbers when using this system type.

Menu Path: Financial Management > Accounts Payable > Setup > Legal Number

Menu Path: Financial Management > General Ledger > Setup > Transaction Document Type

AP Partial Invoicing AP Invoice Entry

Use **AP Invoice Entry** to enter and post more than one invoice against a receipt line. Un-invoiced quantities will be available for selection on future invoices.

Clear the **Final Invoice** check box on the Selected Receipt lines grid and update the **Invoice Qty** field, as necessary, to use the partial invoicing functionality. For your final invoice, verify the Final Invoice check box is selected.

You can also use the **New Manual GRNI Clearing** option in AP Invoice Entry to create a GRNI clearing document that uses the Manual GRNI Clearing system transaction type. A **GRNI Clearing** highlighted indicator will display. Only the New Receipt Line option is enabled from AP Invoice Entry when this option is set.

In **AP Invoice Tracker**, the GRNI Clearing indicator displays next to the invoice number and you can see the Final Invoice check box selected in the Line > Detail sheet.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Tracker

AP Posted Invoice Update

In **AP Posted Invoice Update**, you can view the final invoice status for GRNI (Goods Received Not Invoiced) Clearing documents. A highlighted GRNI Clearing indicator displays next to the invoice number and you can see the Final Invoice check box selected in the **Summary > Invoice Lines** grid.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Posted Invoice Update

AP Partial Invoicing Mass Creation of AP Documents

Use the **Get > Get Not Invoiced Receipts for Clearing** Action option in **AP Invoice Entry** to select not-invoiced receipts that meet tolerance criteria, to create new AP documents that use the Manual GRNI Clearing system transaction type.

You can set the tolerance criteria in **Company Configuration**. You can assign or void legal numbers for each document or delete them.

Note You cannot create standard invoices in the same Group as GRNI clearing invoices.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Partial Invoicing AP Document Posting

Use the **Group > Post Actions** option in **AP Invoice Entry** to post AP documents that use the Manual GRNI Clearing system transaction type. This allows processing the receipts that will not be invoiced by suppliers. An AP invoice transaction is not created or posted to the GL. However, the AP document that is posted can be viewed in the **AP Invoice Tracker**.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Partial Invoicing AP Invoice Edit List

You can use the Edit List option from **AP Invoice Entry** to view purchase price variance amounts created during AP invoice processing.

For partial invoicing, you can view an additional line in the report that displays the original receipt details. This line displays when the line type of the invoice is **Receipt** and a purchase price variance was generated for the line. Purchase price variances displayed in the report are informative only and will not be posted until the time of running the Capture COS/WIP Activity process.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

AP Partial Invoicing AP Received Not Invoiced Report

Use the **AP Received Not Invoiced Report** to review the receipts which are not yet invoiced or invoiced partially. Additional details are added to the report to differentiate partial invoices.

For receipt lines that are partially invoiced the following fields display:

- Received Qty
- Invoice
- Legal Number
- Matched Qty

Menu Path: Financial Management > Accounts Payable > Reports > Received Not Invoiced

Customized Fields in Tax Box Report

Use the **Print Tax Box Report** command in **VAT Tax Report** to generate a tax box report with transaction details.

You can view the transaction source and respective transaction details on the report by adding the following customized fields:

- Transaction Type
- Legal Number
- Document Number
- Document Reference

Menu Path: Financial Management > Accounts Payable > Reports > VAT Tax

Due Date Adjustment in AP Invoices

The AP invoice due date field can be adjusted in case there is only one payment set for the invoice terms.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Payment Entry Group Options

AP Payment Entry has an **Auto Retrieve Payments** Actions menu option to auto retrieve the payments of a group. Alternately, you can use the **Select Group Payments** button from the Group sheet to select payments, if you do not have the Auto Retrieve Payments option set.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Payment Proposal Report Filters

In the Payment Proposal Report form, use the four sheets under the Filter sheet to add filters to the report. You can filter by Currency, Payment Method, Supplier Group, and Supplier.

To add a filter, navigate to the relevant filter sheet, then click **New** on the Standard toolbar. A new line displays in the grid, where you can enter the required record ID, or click the button to search and select a record. You can add multiple records for each filter, according to your reporting requirements.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Payment Proposal
- Financial Management > Cash Management > Reports > Payment Proposal Report

Payment Proposal Report Totals

At the end of the Payment Proposal Report, the **Report Totals** section displays the total payment amount for each currency, followed by the total payment amount of all invoices, displayed in the company's base currency.

Each total provides the following information:

- Gross Payment
- Discount
- Net Payment
- Number of Payments

Also, select the **Group by payment currency** check box to sort the report into separate sections for each payment currency.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Payment Proposal
- Financial Management > Cash Management > Reports > Payment Proposal Report

Selecting PI in Supplier Payment Report

Use the **Include Not Settled Payment Instruments** and **Include Settled Payment Instruments** fields to specify whether payment instruments of different status will be included into the report.

Menu Path: Financial Management > Accounts Payable > Reports > Supplier Payment

Sort Search Results in Void Payment Entry

A **Payment Number** and **Supplier** button were added to the Void Payment Entry form.

Click the Payment Number button to launch the **Void Payment Search** form. The search form enables you to sort by Payment Number, Legal Number, Supplier, Bank Account, or Reference. The search form also includes the **Starting At**, **Bank Account**, **From Date / Dynamic** and **To Date / Dynamic** fields, to narrow down your search.

If you click the **Supplier** button first, you can select a supplier. If you then click Payment Number, the Void Payment Search form is already set to filter by the selected supplier.

Alternatively, you can enter a payment number manually. If you enter a duplicated payment number, the Void Payment Search form will open, with the warning, "Multiple entries were located with this payment number." All filters will be clear (except Sort By = Payment Number), so you can click the Search button see only the duplicated payments in the grid.

Menu Path: Financial Management > Accounts Payable > General Operations > Void Payment Entry

Sorting in Check Register Report

You can sort data in Check Register Report by payment date, payment number, and supplier.

Menu Path: Financial Management > Accounts Payable > Reports > Check Register

Supplier Statements Report

Use the Supplier Statements Report to review invoice transactions and balances up to a specific cut-off date for a supplier, then send the Statement of Account to suppliers for confirmation and agreement.

You can also filter the report by supplier and/or supplier group.

The report displays the following details:

Header:

- Company name and address
- Page number
- Company Phone and Fax #

Body:

- Supplier ID, Name, and Address
- Invoice
- Type
- Invoice Date
- Due Date
- PO/Ref
- Amount

- Balance

Totals: Total Balance per Currency

Menu Path: Financial Management > Accounts Payable > Reports > Supplier Statement

Withholding Collection Method Option for Tax Type

The Withholding collection method in **Tax Type Maintenance** now has a new Payment Discount Treatment option.

When you select Withholding as the Collection Method in Tax Type Maintenance, there are two options for the Payment Discount Treatment field:

- Discount Does Not Affect Tax (default)
- Payment Discount Reduces Tax - This discount reduces both the total taxable amount and the total tax amount

Menu Path: Financial Management > Accounts Payable > Setup > Tax Type

Print AP Debit Memos

Companies often do not wait for their suppliers to issue credit memos for defective material and create debit memos immediately upon receiving bad material. In this case, they have to print a document for a debit memo.

Use the **Print Debit Memo** command in the **Actions > Group** menu or the **Actions > Invoice** menu to print documents for a group of debit memos or for a single debit memo respectively. The document prints all amounts in the invoice currency with negative signs.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Tax Inclusive Pricing for Purchases

Tax Inclusive Pricing is available for purchase orders and purchase invoices. Purchase order tax calculations are necessary for accurate cost accounting for tax inclusive pricing, as inventory should be recorded excluding recoverable taxes. This is in compliance with legal requirements in numerous countries to support taxes in purchase orders, including reviewing, adjusting, and printing taxes in the Purchasing forms.

Purchase Order Tax Engine

Inclusive and exclusive taxes can now be calculated for purchase orders. Supporting taxes in purchase orders are in compliance with legal requirements in numerous countries.

Purchase Order Entry calculates taxes based on tax exclusive and tax inclusive pricing per release based on purchase order tax liability, line product tax category and tax rate date. Tax exclusive calculation for purchase orders are calculated for all collection methods (Invoicing, Withholding, Self-Assessment, Self-Assessment Dual Entry).

- For tax exclusive pricing, the tax records are summarized and are displayed on the **Header > Tax** sheet (no tax records are created on the PO release or Misc Charges level).
- For tax inclusive pricing, the tax records are created for each taxable purchase release and miscellaneous charge; these can be viewed and (optionally) manually updated in the following sheets:
  - **Header > Miscellaneous Charges > Miscellaneous Charges Tax** - View or adjust the taxes applied to header miscellaneous charges for the purchase order as a whole.
  - **Header > Tax** - Select tax calculation parameters and view total tax amounts for the purchase order as a whole. It also contains a Tax Summary for display only.
  - **Line > Miscellaneous Charges > Miscellaneous Charges Tax** - View or adjust the taxes applied to line miscellaneous charges.

- **Releases > Tax** - View taxes calculated for release lines for the current purchase order. If the purchase order line uses tax inclusive pricing, use this sheet to view or adjust the taxes applied to a purchase line, including its miscellaneous charges.

Note You can view the calculated tax amounts in the corresponding sheets in the **Purchase Order Tracker**.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Tracker

Purchase Invoice Tax Liability, Tax Category and Tax Exempt Defaults

When you create an AP invoice for a receipt line, an unreceived line, or an advanced billing line in **AP Invoice Entry**, the Tax Liability, Tax Category, and Tax Exempt fields default from the purchase order. This results in the calculation of taxes based on the same tax codes, rates, and exemptions.

The Tax Liability default comes from the purchase order's Header > Tax record. The Tax Category code default comes from the purchase order's Line > Detail record, while the Tax Exempt default comes from the purchase order's Releases > Detail record.

Note For more details, refer to **Purchase Order Tax Liability, Tax Category and Tax Exempt Details** topic.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Withholding Taxes for Tax Inclusive Pricing

You can add withholding taxes to an AP invoice and purchase order when the Tax Liability is marked as Tax Inclusive. The withholding tax can be added for the AP Invoice or purchase order header only. This is common business for many countries.

When the Tax Liability is marked as Tax Inclusive Pricing, the Withholding tax type cannot be added for the Tax Liability which is marked as **Used in AR**. It is valid only for **Used In AP**. Withholding tax included in the Tax Liability is calculated on the AP invoice / Purchase Order Header level.

Menu Path: Financial Management > Accounts Payable > Setup > Tax Liability

Purchase Invoice Tax Calculation

Tax inclusive pricing for a purchase invoice with an Advance Billing, Receipt, or Unreceived line is now available when the AP invoice has a Tax Inclusive tax liability. Tax inclusive pricing is calculated based on tax liability, line product tax category, and tax rate date.

If price tax inclusive calculations are used, Supplier Unit Cost and Misc. Charges are shown and adjusted with amounts inclusive of taxes. Line extended amount should be entered as inclusive tax as well, but after taxes are calculated, it should be shown as exclusive tax the same way it’s done for Inclusive functionality for Misc. lines.

Taxes are recalculated and tax transaction records are created in the purchase invoices, independent from the already calculated purchase order taxes. After posting the AP invoice, if any advance billing was involved, the corresponding purchase order lines advance billing tax inclusive totals are updated.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Revenue and Expense Analysis with Tax Details

Use the **Tax Reconciliation Report** to generate a revenue and expense report where the postings for AR and AP invoices are listed with tax details such as liability, tax type, tax code, and percentage so that it will help in tax audits.

To print an extended Tax Reconciliation Report with tax details, select the **Extended - SSRS** report style.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Tax Reconciliation
- Financial Management > Accounts Receivable > Reports > Tax Reconciliation

Change Log in Tax Box Summary Maintenance

Sometimes there is a business need to update calculated tax figures manually by tax box rather than doing a taxable GL Journal. You use the **Tax Box Summary Maintenance** program to manually edit tax box amounts.

The **Change Log** field specifies the history of manual changes for the tax box. Each change is saved in the following format:

- **User name**
- **Date and time** of the tax box change
- **Previous Amount** - displays the amount before it was changed
- **Change Reason**

When you select or clear the **Manual** and **Voided** check boxes, you must define a change reason in the **Change Reason** field. After that, the change record will be added to **Change Log**.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Tax Box Entry
- Financial Management > Accounts Receivable > General Operations > Tax Box Entry

Transfer Multiple AP Invoices

You can transfer multiple AP Invoices using the **Invoices > Transfer** Actions menu option in **AP Invoice Entry**. The **Transfer Invoices to Another Group** window displays where you can select a group of invoices to transfer to a current or new Group ID.

When the **Transfer Invoice** button is selected, all the invoices with the **Selected** check box selected are transferred to the selected group. You can modify the **Apply Date** on the grid for each individual invoice.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Invoice Entry

Select Invoices in Payment Entry

You can use the **Selected** check boxes in the Invoice Payment Selection screen of **Payment Entry** to individually select invoices to pay. The **Selected** field displays the correct total of the selected invoices as the individual check boxes are selected and cleared.

It is no longer necessary to use the Ctrl key to select multiple invoices or to use personalization or customization to view the Selected check boxes. A warning message displays when no invoices are selected from the Select Invoices screen and you click OK.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Selected Boxes for Get DMR Debit Memos

When you use the **Get > Get DMR Debit Memos** Actions option from **AP Invoice Entry** and you select the **Manual Selection** button, the DMR Debit Memos Selection screen now displays **Selected** check boxes next to each individual DMR debit document, for easier selection.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Invoice Entry

Accounts Receivable

Use the Accounts Receivable (AR) module to bill your customers as orders are shipped and then track payments as they are received.

Since you can specify the creation of invoices through the order release process, it is possible to reduce billing for a different quantity than for what was actually shipped.

Customer invoices may be previewed, printed on laser or continuous preprinted forms, faxed or emailed directly to your customer. With Accounts Receivable, you know who is buying what, and who is paying their bills on time.

Consolidate Shipping Details

Use the **Consolidate Shipment Lines** setting, on the **Billing > Detail** sheet in **Customer Maintenance**, to consolidate the shipment lines for the same part, same order line, and same packing slip for a customer into one invoice line. This check box can be used in conjunction with the Consolidate Sales Orders and Combine Packing Slips check boxes.

Get Shipments / Generate Shipments
When you use the **Get Shipments** action in AR Invoice Entry, and Consolidate Shipment Lines is selected on a customer record, the system will automatically consolidate invoice lines according to the above criteria.

Costs on Consolidated Lines

If an invoice line consolidates shipping details, the unit cost is held on a sub-table and the average is calculated at the invoice line.

Ship Details Sheet in AR Invoice Entry / Tracker / Posted Invoice Update

In AR Invoice Entry, AR Invoice Tracker, and Posted Invoice Update, use the **Line > Ship Details** sheet to view consolidated shipment lines under each invoice line.

When you click **Retrieve**, the grid displays shipment details relating to the current invoice line, including packing slip, line, and costs.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > Setup > Customer
- Financial Management > Deferred Revenue Accounting > Setup > Customer
- Financial Management > Multi-Site > Setup > Customer
- Production Management > Material Requirements Planning > Setup > Customer
- Sales Management > Customer Relationship Management > Setup > Customer
- Sales Management > Demand Management > Setup > Customer
- Sales Management > Order Management > Setup > Customer
- Sales Management > Quote Management > Setup > Customer
- Service Management > Field Service > Setup > Customer
- Service Management > Field Service Automation > Setup > Customer

Credit Card Processing for Cash Receipts

Use the **Credit Card** check box in **Cash Receipt Entry** to allow access to Credit Card Entry to enter information for credit card processing of cash receipts and to process a credit card payment.

You can enter credit card transactions for customer payments, customer credits, or miscellaneous cash amounts. Once entered the information displays as read-only in the Credit Card sheet.

Once processed, the masked credit card information is retrieved in the future for the customer so it does not have to be reentered each time.

This functionality works similarly to credit card processing in **Sales Order Entry**.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Mass Credit Information Update

Use **Mass Credit Information Update** to update the credit information of selected customers, including credit hold changes, and recalculation of credit amounts.

For example, if you have received payments from customers that should remove their credit hold, you can run this process for all customers, or a subset of customers, and the system will remove their credit hold and update their current credit.

On the **Filters** sheets, you can filter by Customer, Customer Group, and Terms Code.

Also, the update is a process, therefore you can assign it to a process on the **Selection** sheet.

Note You can also access this program from the **Actions** menu in **Customer Credit Manager**.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > General Operations > Mass Credit Information Update

Reverse Miscellaneous Cash Receipts

Use the **Reverse Cash Receipt** program to reverse miscellaneous cash receipts.

Menu Path: Financial Management > Accounts Receivable > General Operations > Reverse Cash Receipt

Menu Path: Financial Management > Cash Management > General Operations > Reverse Cash Receipt

Change Payment Method in Posted AR Invoice Update

In situations when, after an invoice has been posted, you agree with your customer that it should be paid by a different payment method, you need to change the payment method for the invoice. It is critical to countries that use direct debits or generated payment instruments to be able to change to or from one of the payment methods that cause payment processes to occur.

Use the **Payment Method** field on the **Header > Detail** sheet in the **Posted Invoice Update** program to change a payment method for a posted AR invoice.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > General Operations > Posted Invoice Update
- Financial Management > Deferred Revenue Accounting > General Operations > Posted Invoice Update

Transfer Multiple AR Invoices

You can transfer multiple AR Invoices using the **Invoices > Transfer** Actions menu option in **AR Invoice Entry**. The **Transfer Invoices to Another Group** window displays where you can select a group of invoices to transfer to a current or new Group ID.

When the **Transfer Invoice** button is selected, all the invoices with the **Selected** check box selected are transferred to the selected group. You can modify the **Apply Date** on the grid for each individual invoice.

Menu Path

Navigate to this program from the Main Menu:

- Restricted Invoice Entry
- Financial Management > Accounts Receivable > General Operations > Invoice Entry
- Financial Management > Accounts Receivable > General Operations > Misc Invoice Entry
- Service Management > Field Service Automation > General Operations > Invoice Entry

General Ledger

General Ledger (GL) processes and posts entries created by Job Management, AR, AP and Payroll, as well as manual entries made directly in the general ledger.

A chart of accounts is easily established to control how you want the application to report on your business. You can even export your general ledger data to a spreadsheet to handle any special requirements. When you set up legal numbers for transactions, the sequences can be assigned by user IDs and warehouses.

COA Category Filter in Trial Balance and Structured Trial Balance Report

When generating a trial balance report, you can filter records by a Chart Of Accounts (COA) Code.

Use the **Filter > COA Category** sheet to specify which COA category to include into the report. Filtering is done by categories assigned to natural account segments, disregarding the hierarchy of COA categories.

Menu Path: Financial Management > General Ledger > Reports > Structured Trial Balance

Menu Path: Financial Management > General Ledger > Reports > Trial Balance

Enhancements in Annual Total Journal Report

It is possible to specify whether unposted transactions should be include in Annual Total Journal Report.

You can limit this report to only display records linked to specific journals.

Menu Path: Financial Management > General Ledger > Reports > Annual Total Journal Report

Omit Zero Balances in Trial Balance and Structured Trial Balance Reports

In the Trial Balance and Structured Trial Balance reports, the Exclude Accounts drop-down list gives you the option to exclude accounts with a zero balance, or accounts without movements in the period.

On the Selection sheet, the Exclude Accounts drop-down list offers three options:

- **None** - Displays all accounts.
- **With Zero Balance** - Excludes accounts with zero balance.
- **Without Period Movements** - Excludes accounts which have no movements in the period.

Menu Path: Financial Management > General Ledger > Reports > Trial Balance

Menu Path: Financial Management > General Ledger > Reports > Structured Trial Balance

External Payroll Integration

The External Payroll Integration module enables you to configure external payroll setup in order to create files to export to an external payroll provider. The programs under Setup in this module enable you to create payroll employees, pay types and classes, holidays, and configuration of the export file that will be sent to the external provider. The External Payroll Processing program, under General Operations, enables you to create the payroll file to send to the external payroll provider.

In order to use the External Payroll Integration module, the External Payroll license must be installed.

Note Refer to the System Tasks - Activate Module Licenses section in the System Administration Guide for details.

Note You also have to set up and activate the external payroll configuration in **Company Configuration**, on the **Modules > Finance > Payroll Integration** sheet.

Tip If you intend to access the External Payroll Integration module in the Epicor Education environment, click **Change User** on the Standard toolbar, and log in using the credentials: **epicor/epicor**.

External Payroll Holiday Maintenance

Use the **External Payroll Holiday Maintenance** program to specify days identified as non-working days that should be paid to employees according to their classification. Payroll processing will consider the days for pay within the appropriate pay period start and end dates.

Menu Path: Financial Management > External Payroll Integration > Setup > Holiday Maintenance

External Payroll Class Maintenance

Use **External Payroll Class Maintenance** to configure and update the various payroll classes, including parameters such as overtime and double-time threshold hours, pay type according to weekdays, the number of exempt holiday days, and whether or not the holiday, vacation, sick and/or personal hours will be included in the overtime calculation.

Important Prior to configuring payroll classes run the following conversions in **Conversion Workbench**:

- 1080 - External Payroll Integration Setup
- 1090 - External Payroll Layout for ADP

Menu Path: Financial Management > External Payroll Integration > Setup > Payroll Class Maintenance

External Pay Type Maintenance

Use External Pay Type Maintenance to create and maintain the pay types required to indicate how employee pay hours are identified in the payroll export file. This enables them to be associated with a particular indirect code linked to the employee's labor, and to determine if the hours should be included in overtime pay calculations.

Menu Path: Financial Management > External Payroll Integration > Setup > Pay Type Maintenance

External Payroll Employee Maintenance

Use External Payroll Employee Maintenance to set up payroll employees to be included in the export file, including details such as payroll class, classification, pay method and frequency, and hire date.

Important You do not **create** external payroll employee records in this program. External payroll employee records are taken from Employee Maintenance records which have the Payroll Employee check box selected.

Initially, external payroll employees have **Inactive** status. You have to enter payroll details before you can set the record to Active.

You can update the status of External Payroll Employee Maintenance / Employee Maintenance (Shop Employee) records in the following ways:

- When you set an external payroll employee as **Terminated**, the **Inactive** check box is automatically selected. You cannot clear the Inactive check box unless the Terminated flag is cleared first. The Terminated status is also updated for the shop employee in Employee Maintenance.
- If you clear the Terminated flag, the external payroll employee will remain as Inactive, and the status of the shop employee (in Employee Maintenance) will be updated to Inactive as well.
- If you also clear the Inactive check box in External Payroll Employee Maintenance, the Employee Maintenance (shop employee) record will also change to Active.

Note If you change status from Inactive to Active in Employee Maintenance (shop employee), this will **not** affect the status in External Payroll Employee Maintenance.

You can only terminate an external payroll employee through External Payroll Employee Maintenance.

Menu Path: Financial Management > External Payroll Integration > Setup > Payroll Employee Maintenance

Export File Layout Configuration

Use **Export File Layout Configuration** to create the layout of the export file, according to the requirements of the external payroll provider. For example, you can select and adjust the sequence of fields, and include custom fields in various formats, for supplemental requirements.

Use the **Detail** sheet to select the fields to include in the export file, and to sort them into the correct order, according to the requirements of the external payroll provider.

Use the **Custom Fields** sheet to include specific company details in your payroll export file. The field labels specify the type of value they accept. They are available to be included in the layouts where a more proper description can be entered.

Menu Path: Financial Management > External Payroll Integration > Setup > Export File Layout Configuration

Payroll Processing

Use the **Payroll Processing** program to calculate the hours to pay employees, and write the calculations to a .csv file for export to the external payroll provider.

In the Payroll Processing program, you create a group for the particular payroll processing, and set the period end date, pay frequencies, and payroll classes. This enables the program to select the employees and their hours records to be processed, in order to create the export file.

Note Only labor details with the following status are included in the calculation of hours for Hourly employees:

- Submitted
- Approved
- Partially Approved

Run the **Generate Hours** process from the **Actions** menu to create employee and hour details. You can edit them if required. To add employee details to the External Payroll Processing group, select **New Employee Detail** from the New menu. Then, to add hours to an employee, select **New Hours** from the New menu.

Run the **Calculate Overtime/Double Time** action to calculate any overtime or double time hours for the employees

Use the **Export File** action to create the file to export to the external payroll provider. You can perform this multiple times if required.

Finally, you can run the **Close Pay Group** action to close the group used to create the export file, and stop further changes to the External Payroll Processing group details.

Menu Path: Financial Management > External Payroll Integration > General Operations > Payroll Processing

System Management

Use this area of functionality to maintain system-wide maintenance information. Examples of maintenance areas include custom field maps, database records, menus, process calling, report data, report styles, sub process menus, system agent and system monitor applications.

BPM / BAQ Conversion Tasks Sequence Change

In order to avoid unexpected execution of BPM directives during execution of ERP conversion tasks while migrating to ERP 10, the conversion tasks BPM0001 (conversion of BPM directives) and BAQ0001 (conversion of BAQs) are moved to the end of the task list.

This ensures the DB does not contain compiled directives during the conversion process and no BPM directives are activated by the business logic.

Server Process Extended Logging Level Option

In **Multi-Company Direct Server Process**, **Multi-Company Server Process**, **Enterprise Configurator Server Process** and **Enterprise Configurator Direct Server Process**, you can select one of three logging levels.

The following levels of logging are available:

- **Basic** level is the minimum logging level and provides counts of the inbound and outbound records processed.
- **Verbose** level generates the same logging as Basic and also provides detailed information for each individual record processed, including the record type, IntQueID and processing time.
- **Extended** level generates the same logging as Basic and Verbose, as well as a copying the XML document to disk. Multi-Company Direct Server Process writes one XML file to disk and Multi-Company Server Process writes two xml files, one outbound from one company and the second inbound from the other company.

Verbose and Extended logging levels can be used temporarily when trying to understand the flow of data or debug an issue, or they can be kept on if the information they provide is considered helpful.

Note To include verbose logging level record type, IntQueID and processing time information to the server log entries, add a **<add uri="trace://erp/mc" />** line to the AppServer.config file. This information is useful if an issue is encountered that needs further review by Epicor Support and Development.

Menu Path: System Management > Schedule Processes > Multi-Company Server Process

Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

Menu Path: System Management > Schedule Processes > Enterprise Configurator Server Process

Menu Path: System Management > Schedule Processes > Enterprise Configurator Direct Process

System Setup

The System Setup module is important for setting up system-wide information, such as company, security configuration, integration with external systems and other system level tasks.

Company

Company Maintenance and Company Configuration are the setup programs you use to configure companies within the Epicor ERP application.

Company Configuration - Payroll Integration

Use the **Payroll Integration** sheet in **Company Configuration** to set up parameters, at company level, to create the required file for export to an external payroll provider. Use this configuration sheet to establish which output layout file to use, to specify your company ID as used by the provider, and to determine the delimiter character used.

Note Required information is exported even if the delimiter character is also part of the string values sent to the export file. However, it is **not** possible to use quotation marks, single (**'**) or double (**"**), as the delimiter.

If you require semi-monthly payroll export, you can also set the start day for the second period. The Export File Options section enables you to determine how the payroll hour records are grouped or detailed.

Note You can only create one external payroll configuration file in each company.

This configuration sheet is for use specifically with the External Payroll Integration module in Financial Management.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Site

Site Maintenance and Site Configuration Control are the setup programs you use to configure sites within the Epicor ERP application.

Site Configuration Control - Putaway Transaction Priority

Use the **Putaway Transaction Priority** field, located on the **Site Configuration Control > Modules > Advanced Material Management > Material Queue** sheet to select the default priority value assigned to putaway transactions that insert into the Material Queue from the Fulfillment Workbench for the current site.

These priority codes denote the relative importance of each transaction, in a numerical integer, and suggests the best order in which to process them. The transactions with a priority level of **1** are deemed those with the highest priority. This setting applies to the following inventory transaction types:

- **ASM-STK** - Return Assembly / Material Request on an Issued Subassembly
- **INS-STK** - Inspection Processing (Production Management/Quality Assurance) Request Move for Passed Inventory
- **MFG-STK** - End Activity on Last Operation of a Make to Stock Job with Request Move
- **MTL-STK** - Return Assembly Material Request (Material Management / Shipping and Receiving / Advanced Material Management)

- **PLT-STK** - Receive Transfer Order (Material Management / Shipping and Receiving)
- **PUR-STK** - PO Receipt to Stock / Miscellaneous Receipt to Stock
- **SVG-STK** - Return Salvage Request / Job Material Salvage (Material Management / Shipping and Receiving / Advanced Material Management) -
- **UKN-STK** - Return Miscellaneous Request (Material Management / Shipping and Receiving / Advanced Material Management)

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Maintenance - Ability to Delete Site if Another Site Defined as Default

You can delete a site in **Site Maintenance** if a different site is defined as the default site in System Setup > Company/Site Maintenance > Company Configuration. You cannot delete a site if no default site is defined in **Company Configuration**.

Example Your company defines a first site, **Site A**. Your company does **NOT** select a default site in **Company Configuration**. An employee at your company attempts to delete **Site A**. An error message displays and the employee cannot delete **Site A**. Your company then defines a second site, **Site B** and selects it as the default site in **Company Configuration**. An employee attempts to delete **Site A** and is able to delete the site.

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Site Maintenance - Time Zone Field

Use the **Time Zone** field, located on the **Site Maintenance > Detail > Detail** sheet, to select the time zone in which the site is located.

The Time Zone field allows you to select a time zone in which you can record a transactional timestamp at the local time for the site, not the server location. In the **Time Zone** field in **Site Maintenance**, you select the time zone for the local time for the site. You can select an available UTC time zone value for your site. When you select a time zone in the **Time Zone** field, the system also takes Daylight Savings Times into consideration for the transactional timestamp. The application automatically adjusts for Daylight Savings Time. This is useful for multi-site companies with sites in different companies that begin Daylights Savings Times at different times in the year.

Example A company can have the server in New York and a site in California. They need to capture the transactional time stamps for their site transactions in Pacific Standard Time (PST), the local California time. This requires that the application know the time zone for the site and the time zone offset based on the company server location and its time zone. In the **Time Zone** field, they select the **PST** time zone. The application then stamps the time zone transactions at the California site in UTC-Pacific Time (US and Canada).

The **Time Zone** field denotes the primary timestamp for your selected site. However, if you previously defined a value in the **Time Zone Offset** field, this value is still recognized and the **Time Zone** field is blank until you need to change the value for any reason.

Important If your company currently uses the **Time Zone Offset** field available in **Site Configuration Control**, the application still recognizes the time zone offset you previously defined. However, if you need to change for Daylight Savings Time or for any other reason and you use the **Time Zone** field in **Site Maintenance** to recognize the new time you want to use for transactional time stamps, the **Time Zone Offset** field becomes disabled and can no longer be used.

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

ICE 3.1.500 Framework and Tools

The following section contains a list of features released with the Epicor ICE 3.1.500 platform. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Business Activity Queries

Use the Business Activity Query (BAQ) Designer to create personalized queries (BAQs) and to copy system queries so you can modify them. Queries can be accessed in different ways throughout the Epicor application.

Use BAQs to request information from database to generate SSRS Reports, create searches, view and update data through a dashboard or a mobile device. Queries can also be exported as .xml or ASCII files, so you can edit their data in third party applications as well. The functionality has some security options, as you can create queries only available for your personal use, or create shared queries available to everyone within your company.

External BAQs Company Visibility

Following the concept already implement for ordinal BAQs, External BAQ records can be made available to only a single company or to all companies in an on-premise server (or all companies within a SaaS tenancy).

The **All Companies** property controls whether the current BAQ Definition is visible to all companies on the same database server. When the Epicor application uses multiple companies within a single database, the BAQ usage and visibility is applied regardless of multi-company direct configuration. For companies hosted on different databases, this check box initiates the Service Bus processing, when it is configured to synchronize BAQs to external companies. If the custom BAQ is created from a Company that is running under a multi-tenant license, the query definition becomes visible to all companies within the same Tenancy as the Owning Company.

The **Owning Company** field displays the company inside which the current external BAQ was created. You cannot change this value; only users within the Owning Company can modify this BAQ.

External Datasource Maintenance Enhancements

Several modifications were made to enhance the External Datasource Maintenance form.

For OleDB, ODBC and SQL providers, you now build the connection string by entering adapter properties on the Key properties tab. For the remaining ADO. Net providers, build the connection string using the DB Connection tab. On the Advanced Properties tab, you can specify detailed properties for each Windows supported .NET provider. Epicor Specific keys such as SkipLoadErrors or AliasMaxLength are now available directly within the Properties tabs.

To enhance security of an external database management system connection, the password used in the Connection string is no longer exposed to users; it now displays as <Concealed>.

Business Process Management

Use Business Process Management (BPM) to create workflows that automate, execute and monitor business processes. The workflows extend your system's base functionality without requiring customizations or affecting your ability to take future releases of the software.

Extended Email Template Properties

The Design E-mail Template window now includes the **Bcc** field. If needed, use this field to conceal the specified email recipient(s) from the other recipient(s).

Furthermore, you can set a **Reply to** address that's different than the **From** address. Responses to messages you send with an alternate Reply to address are delivered to that address.

Expression Security

While Advanced BPM users are not limited when creating expressions, for users without these rights, a security check is applied. Base BPM users can only use types, methods and members that are explicitly allowed.

For the list of allowed simple expression constructions, see the Expression Security - BPM Rights topic found in Application Help.

C# Code Syntax Validation

As you create custom code expressions, you can use the Check Syntax button to validate your C# code. You can perform validations of code expressions any time during the entry process.

Syntax errors, if present, are reported in the grid below the Code editor. By double-clicking the error, the problematic part of the code is presented to the user. Syntax of custom code(s) used within the directive is automatically checked when closing the BPM Workflow Designer using the Save and Exit option.

Pause Loading Assemblies

Loading of assemblies and methods from the application server may take a while.

If needed, you can interrupt and resume the process using the **Pause** button.

Usings and References

The Usings and References button is now accessible at any stage of a workflow preparation directly from the main BPM Workflow Designer window.

When you design a custom code, you can use this button to specify additional C# usings for the directive. You also add additional references to assemblies from Server\Assemblies or \Server\Customization\Externals folders of your Epicor ERP installation using this feature.

This functionality is only allowed to users with BPM Advanced User privileges.

Epicor Service Connect

Epicor Service Connect is built to support specific collaborative processes, connecting different business entities, applications or users.

Service Connect uses open, industry-wide standards and technologies, enabling businesses to deploy solutions now and to be confident that their investment will remain mainstream for the foreseeable future. Epicor Service

Connect harnesses the power of XML, electronic message transfer and processing environments to deliver reliability combined with ease of use.

Asynchronous Pool Assignment for Input Channel

You can now assign an asynchronous pool to a non-sequential input channel.

The pool will be used to execute the workflows triggered by the channel. If you have several input channels and a significantly larger number of workflows that use them, it is preferable to set the asynchronous pool on the channel level.

Asynchronous pool usage can help prevent overload for high-loaded channels.

Service Connect Service Restart Enhancement

The evaluation of Document Tracking Activities statuses in case when workflow processing was interrupted unexpectedly is improved.

Additional synchronization between ScaDESRouter and ScaTrackSrv services to request ScaTrackSrv service to find and correct Document Tracking Activities with the In progress status is implemented.

Performance Counters and Alerts Support

Service Connect Performance Counters are a notification mechanism you can use for better troubleshooting performance and stability issues in Service Connect.

Configure Windows Performance Monitor to watch the Service Connect Performance Counters and automatically send an email notification when a certain condition is met.

For example, you can use the Performance Counters to notify a system administrator when a particular Service Connect channel is overloaded.

Running Workflows Node

The Running Workflows node is added to Service Connect Administration Console under the Connectivity node. The node displays all workflows that are being executed.

This enhancement simplifies troubleshooting of performance and stability issues in ESC, makes workflow execution process observable, and provides the way to cancel the execution of the workflow that is currently in progress.

You can quickly find hanging workflows and particular executors that delay processing.

Sorting for Incoming SFTP and FTP .NET Channels

You can now set up incoming files sorting order for SFTP and FTP .NET input channels.

The files can be sorted by creation, modification or last access date, or by name.

Document Tracking for Asynchronous Pools

New **Asynchronous Pool** executor to trace asynchronous execution is implemented.

In Document Tracking, you can see asynchronous execution marked with a special icon.

Support of New E10.1 Bindings in Web References

Epicor Service Connect now supports four more web service client bindings:

- HttpsBinaryUsernameChannel
- HttpsBinaryWindowsChannel
- HttpBinaryUsernameSslChannel
- HttpsOffloadBinaryUserNameChannel

Enhanced Attachments in SMTP Output Channels

You can now attach multiple files from the ESC server hard disk to the email an SMTP output channel sends.

You can specify names for the attached files as well. You can use XPath to define the path to the file that should be attached and its name.

Epicor Enterprise Performance Management

The Epicor Enterprise Performance Management (EPM) suite provides complete data analysis across several Epicor products.

Important This topic or section describes functionality or uses a process that is only available to on-premise ERP installations.

New, More Scalable, Cube and ETL Engine

The EPM data warehouse creation and ETL generation are replaced with an all new model that provides for much better scalability and resource consumption for large cube processing.

Cubes based upon typically high record count transaction tables like GL Journal Detail and Part Tran now process in less time and scale much more linearly than in previous versions of EPM. Upgrading to 10.1.500 will result in all cubes being recreated with the new underlying schema model transparently.

SQL Server 2016 Support

Epicor EPM and all related utilities now support SQL Server 2016 Standard and Enterprise.

Historical Transaction Loading

You can now utilize new set of transaction loading tables to load historical transactions from a third party system into a cube.

In prior versions Epicor Consulting was able to offer custom loading of historical transactions into a cube from a third party system such as a legacy ERP system with old sales data. This enabled viewing third party transactions as history alongside data from an Epicor created ERP system in a single cube.

In 10.1.500, EPM introduces a new set of transaction loading tables specifically for this purpose to formalize this type of customization and provide more protection for data loaded in this manner. A new flat loading table is created for each cube into which custom ETL may load transaction data for the cube. EPM will load any data placed into the table into the cube as history.

This feature includes protections against unexpected loss of third party loaded data when the cubes are customized. It also provides a much more robust and clear way to load these type of transactions into the system.

Miscellaneous Usability Improvements

Usability enhancements have been added throughout the user interface in the Cube Editor, Glossary Designer, Management Console, installers, and content pack deployment application.

Minor functional improvements like improved behavior when aborting a running cube, and more robust automatic installation of application dependencies were added as well to improve the overall experience.

Localization

Wrap Label Text

The .sysconfig file contains a setting that improves how languages display within interface labels. This **<WrapLabelText>** setting is available within the **UserSettings** section of the .sysconfig file.

The <WrapLabelText> setting indicates whether the text on interface labels will wrap to the next line. This setting is useful when you install languages that contain longer strings that need to appear on the interface. Available options:

- **True** -- The default value, this setting causes the label text to wrap to the next line on the interface.
- **False** -- Use this option to automatically truncate the label text. The full text value then displays in a tooltip; users hover their mouse over the label to display this tooltip. These tooltips will only appear when the label text is truncated.

Performance Tuning

Client Log Enhanced

The client trace log is enhanced to include more details on the execution time for method calls.

Each trace packet in the client log traces the results of a method call to the server. The **<executionTime>** tag now contains additional values that detail how much time it took for the method call to go and return from the server. The additional values:

- **total** - Displays the length of time it took for the entire method call to run from start and finish. This value includes the retries the call made to the server (if any).
- **roundTrip** - Contains the length of time it took the call to go to and return from the server. This value only displays the length of time for the successful call; it does not include any retries.
- **channel** - Details how long it took channel management to create a new channel and remove stale channels (TTL).
- **bpm** - Displays how long Business Process Management (BPM) took to run the BpmContext method (if this call was sent).
- **other** - Contains any time not accounted for in the above categories. This value is calculated by subtracting the other categories from the total time (other = total - roundTrip - channel - bpm). Reasons for this additional time include how long it takes to run the trace and how long it took to run the conversion between datasets and tablesets (DatasetAdapter).

Each trace packet also includes a **<retries>** tag as well. This tag indicates the number of times the call was re-sent to the server (if any). When a call fails to reach the server, the application sends it again. This additional call is recorded as a retry.

Report Tools

Export/Import Data Definitions

If you have a report data definition you wish to make available in other Epicor ERP environments, you can export this definition to a central directory location. Users can then access this directory and import your custom report data definition for use in their Epicor ERP environments.

You launch the export and import feature within **Report Data Definition Maintenance**. To export a report data definition, click **Actions > Export Report Data Def**. By default, you can save the report definition in the **Export** folder. Then to import a report data definition, click **Actions > Import Report Data Def**. Use the **Open** window to find and select the report you wish to import into the current Epicor ERP environment.

The report data definition is now available within this Epicor ERP environment. Within Report Data Definition Maintenance, click the **Code...** button to find and select this file.

Menu Path: System Management > Reporting > Report Data Definition

Important This program is not available in Epicor Web Access.

Security

Leverage the security functionality to prevent unauthorized external and internal access to the Epicor ERP application. You control access to the Epicor ERP application through the Authentication Security features and control access to the user interface through the Authorization Security features.

Authentication Security encompasses the features that ensure the identity of the user logging into the Epicor ERP application. These security features verify the user who made the logon call, preventing malicious, unauthorized access to the application. To set up user identity security, you first determine whether you will authenticate through Windows account security or Epicor account security. If you decide to use Windows account security, you determine password complexity requirements and the account lockout threshold through the Windows operating system. If you decide to use Epicor account security, you set up the password complexity and the account lockout policy internally within Epicor ERP. Through both methods, you can also set up automatic, single sign on access to the application.

Authorization Security controls access to the user interface. You set up these features through security groups and users. Through Security Group Maintenance, you create groups that define user related areas within your organization. You then assign all users to these security groups through User Account Security Maintenance. Now with security groups and their selected users defined, you can assign security privileges throughout the application. For example, you may want to prevent access to Payroll programs for most users. You can use the security privilege tools to only give members of the Payroll security group access to these specific programs.

Service Security Maintenance

Process Security Maintenance has been renamed to **Service Security Maintenance**. This name more accurately reflects the internal structure of the Epicor ERP application.

Menu Path: System Setup > Security Maintenance > Service Security Maintenance

Important This program is not available in Epicor Web Access.

Logon Failure Audit Report

Use the Failed Logon Audit Log Report to review invalid logon attempts during a date range you define.

This report audits failed user account logon activity. It displays the invalid user account, password, and the date/time the attempt occurred. This audit report does not have additional filter options.

Menu Path: System Setup > Security Maintenance > Logon Failure Audit Report

Solution Management

Use the **Solution Management** module to distribute your new items – custom programs, business objects, new dashboards, Business Process Management directive groups, user-defined codes, extended properties, and so on - all at the same time.

Within **Solution Workbench**, there are two ways of adding items into a solution:

- Tracking your current activity within the ICE environment.
- Adding the existing items into a solution.

To define which items you want to track when building your solution, select an appropriate **Solution Type**. The Epicor ERP application comes with a series of delivered solution types, but users can define their custom types using the **Solution Type Maintenance**.

A Solution Type is a collection **Elements** (items) you want to track within the type. The Epicor ERP application comes with a series of predefined elements, such as BAQs or Dashboards, but users can define their custom elements using the **Element Maintenance**.

Tip A user creating an element type should have an understanding of the current Epicor ERP database structure, business objects and application framework.

Once you define items you want to include in your solution, you can build a .cab file that contains all object you bundled together. This single file contains all files and data for the solution and can easily be distributed and imported into another Epicor ERP application environment. You review the tracked items and build the .cab file in the Solution Workbench.

Quick Search Elements

The Quick Search functionality is a dynamic tool you use to create configurable searches that improve the productivity of search results. You can privately restrict quick searches for your own user account or share them publicly for other user accounts.

You can track quick searches and add them to a solution. You can then install these custom quick searches in other environments. You indicate whether you want to track quick searches within **Solution Element Entry**.

Menu Path: System Management > Solution Management > Solution Element Entry

Important This program is not available in Epicor Web Access.

Install Queries with Extended Features

Business activity queries (BAQs) can be extended through connections with external databases and links to Epicor Service Connect (ESC) workflows.

When you install a solution that has a query with one or both of these extended features, you must define some additional setup parameters during installation:

- If the BAQ is an external query, the **Select External Datasource** window displays. Select the external datasource you use with the external BAQ.
- When the imported query uses Epicor Service Connect, the **Select Epicor Service Connect Server** window displays. Define the ESC server and run-time credentials you want to save with the imported query.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

Styling and Themes

The Styling and Themes functionality gives you complete control over the look and feel of the entire user interface (UI). Set this tool to display a pre-built design or theme and access it from the options installed with the Epicor application. Use this tool to edit an existing theme and create a new theme.

Use the styling functionality to manipulate the look of each item or component within the interface, including buttons, check boxes, and fields. It gives you complete control over the look of each component, as you can update the different states in which they display. For example, you can create multiple button states - normal, selected, or pressed - in a graphics program and then add these various states as the default look for all buttons within the Epicor application. Since you are updating one user interface definition, or UI role, the changes you make are displayed globally throughout the interface.

Your updated or new theme can then be made available to everyone within your organization. This tool set contains export and import functions so you can pass along your revised or new theme to anyone.

Use the styling functionality to create a user interface that is unique to your company, departments, or users. By refining the look of existing themes or creating new themes, you can transform the Epicor application to display an entirely different look and feel.

Modern Shell Access

Previously the Styling tools were only available through the Classic interface. You can now launch the Styling tools from the Modern Shell interface as well.

To access the Styling tools from the **Home** page, click the **Settings** icon. By default the **General Options** display; you can click the links to the tools under the **Form Styling** section.

Note The **Style Tracking** feature is not available in the Modern Shell interface. This feature can only track components in the Classic interface, so you cannot use this option within the Modern Shell interface.

System Management

Use this area of functionality to maintain system-wide maintenance information. Examples of maintenance areas include custom field maps, database records, menus, process calling, report data, report styles, sub process menus, system agent and system monitor applications.

Application Request Routing (ARR)

Application Request Routing (ARR) is an Internet Information Services (IIS) extension you can use to load balance your system.

When you set up ARR, a server farm can also run as a load balancer between application servers. Now the server farm can route incoming message calls to multiple application servers, improving network performance.

If you would like to use ARR to load balance your system, review the **Epicor Installation Guide**.

Custom Bindings

The Epicor application supports custom bindings on client installations.

This custom binding is a class you define in the Epicor.ServiceModel. Each service has this class so that the server installation can use the custom binding to connect with the client installation.

To set up a custom binding, you first modify the **web.config** file on the server installation so it identifies both the custom binding and your binding configuration. You next modify the **.sysconfig** file for the client installation so it contains a node for this custom binding.

For details on how to set up custom bindings, review the **System Administration Guide** in this application help location:

- **System Management > Working with System Management > System Administration Guide**

Within this guide, the documentation is found in the **Epicor Architecture > Network Protocol Bindings > Custom Bindings** section.

Data Model Regeneration Launch Options

You can configure the data model regeneration process to run through a standalone launch option. Use these options when you frequently need to regenerate the data model.

Users can customize their Epicor application database by adding either user-defined (UD) table and column extensions to existing tables or new tables through the Software Developers Kit (SDK). To complete a database customization, the data model must be regenerated to incorporate the new and extended tables.

While you can run data model regeneration from the Epicor Administration Console, you can also launch the data model regeneration through these standalone options:

- **Command-Line** - Run this process by executing it from either the **Command** or **Powershell** windows.
- **Desktop Icon** - Create a shortcut icon for the data model regeneration process. You can then launch this process from your desktop.
- **Recurring System Task** - Add this process as a system task and assign it to a schedule. When the system clock activates this schedule, the data model regenerates.

For information on these launch options, review the **System Administration Guide** embedded in the application help. To locate this guide within the Tables of Contents pane, navigate to **System Management > Working with System Management > System Administration Guide**.

HTTP and HTTPS Bindings

As you set up the network protocol bindings (Endpoint Binding) for an application server, you can now select both HTTP and HTTPS binding options. These options define how this application server checks for authentication certificates through Internet Information Services (IIS).

Available HTTP and HTTPS options:

- **HttpBinaryUsernameSslChannel** - This HTTP binding protocol authenticates using a Secure Sockets Layer (SSL) X509 certificate. The data transfers between the client and server using Hypertext Transfer Protocol (HTTP). Instead of the transport, the message which contains the data transfer is encrypted. Because this binding does not use Hypertext Transfer Protocol Secure (HTTPS), it tends to be slower than bindings which use HTTPS.

  Use this method for application servers that handle smart client installations when users reside in different domains. By using an SSL certificate, users from these different domains can log into the Epicor ERP application.

- **HttpsBinaryUsernameChannel** - This HTTPS binding authenticates transactions using an Epicor Username and Password. The data transfers between the client and server using Hypertext Transfer Protocol Secure (HTTPS). HTTPS encrypts the data transfer.
- **HttpsBinaryWindowsChannel** - This HTTPS binding authenticates transactions using a Windows Username and Password. The data transfers between the client and server using Hypertext Transfer Protocol Secure (HTTPS).

  You can select this method for application servers that handle smart client installations and Epicor Web Access (EWA) installations where users access the application through the same domain. Any user with a Windows Username and Password within this domain can successfully log into the Epicor application.

- **HttpsOffloadbinaryUserNameChannel** - This HTTPS protocol binding is a configuration that offloads encryption handling to an intermediary Application Request Router such as an F5.

  The binding authenticates using an Epicor Username and Password token. The data transfers between the client and server using Hypertext Transfer Protocol Secure (HTTPS). This protocol is configured to move encryption handling to an intermediary Application Request Router like F5 or a similar router.

You can select these bindings within the **Epicor Administration Console**, **Application Server Setup**, **Task Agent Configuration**, **BL Tester**, and **System Agent Maintenance** programs. For more information on how you set up each binding option, review either the **Epicor 10 Architecture Guide** or the **System Administration Guide**.

REST Technical Preview

Representational State Transfer (REST) services are a type of web service based on the architecture of the World Wide Web. Through this Application Program Interface (API), these services link applications more easily through internet type connections.

These services use the OData REST Protocol which adds query capabilities and metadata descriptions to enable OData aware applications such as Microsoft® Excel®, Microsoft® PowerBI®, or similar third party applications to display real time Epicor data. REST does this by exposing data and functions as unique Uniform Resource Locators (URLs) resources. Applications can then communicate with the REST services in the same way a web browser interacts with a website.

Important This feature is in technical preview and is not yet officially supported; features and functionality may differ in the final release.

You activate REST on application servers. To do this, launch the **Epicor Administration Console**, select an application server, then click the **Application Sever Configuration** option. When the **Application Server Settings** window displays, navigate to the **Application Server** sheet; activate the **Enable RESTful Services**

Preview check box. You can now uses a third party application to link to these RESTful services and display real time data from the Epicor ERP application.

For more information on how REST integrates with your Epicor application, review the **REST Implementation** section in the application help. From the **Table of Contents** pane, this documentation is located under the **System Management > Working With** node.

SSL Certificates with Multiple Sites

If you use .NET 4.6.1 or later with either the **UsernameSslChannel** or **HttpBinaryUsernameSslChannel** bindings, you can create certificates that contain additional host names.

The .NET system checks the SSL certificate for these additional host names detailed in a **Subject Alternative Names** (SAN) field. You typically create a SSL certificate in this way to secure multiple sites across different domains. However due to conflicts with systems that use older SSL certificates, this feature is disabled in Epicor ERP.

To use this .NET 4.6.1 feature, activate this **<appSettings>** option in the client .syconfig file:

- **<EnableMultipleDNSEntriesInSANCertificate value="True"/>**

The client installation can now use the multiple sites defined in the SAN field for the SSL certificate. The system checks the **Domain Name System** (DNS) identities for each site included in the certificate, establishing a connection with these sites.

Country Specific Functionality

The Country Specific Functionality (CSF) is used to deliver localization capabilities for specific markets throughout the world.

Each country contains topics which detail the Epicor ERP modifications created for the specified country. For additional program information, refer to the topics in the Application Help.

The following section contains a list of CSF features released with the Epicor ERP application. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Australia

The Australia CSF delivers localized capabilities within Epicor ERP to support business operations in Australia.

The Australia CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with Australian GST and BAS (Business Activity Statement) reporting requirements.

EFT BPAY Format

You can generate an electronic payment file according to the specified format for processing payments to suppliers through Australian banks using the generic BPAY (BillPay) service.

Use **Electronic Interface Maintenance** and **Payment Method Maintenance** to set up a BillPay electronic interface and create a payment method for the BillPay service respectively.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Enhancements in ABA Payment Electronic Interfaces

You can process ABA domestic payments and generate a payment file that supports withholding taxes and payments in the AUD currency irrespective of the base currency.

Withholding taxes contained in AP payments are automatically calculated by the EI that uses the **Payment_AU_ABA.cs** file. Withholding taxes contained in AR cash receipts are automatically calculated by the EI that uses the **ARPayment_AU_ABA.cs** file.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Belgium

The Belgium CSF delivers localized capabilities within Epicor ERP to support business operations in Belgium.

The Belgium CSF is used to produce the VAT Declaration Report and XML file to be submitted to the Belgian government. It also supports payment reference numbers in AR and AP invoices, SEPA payment files, and localized financial reports.

Payment Reference Numbers in Remittance Information

In Belgium, you can use payment reference numbers as remittance info in SEPA payments.

If multiple invoices are linked to a payment, unstructured remittance is used. In case of a single payment per invoice, structured or unstructured remittance info is used depending on the validation of a payment reference number.

- if a payment is validated using Modulo 97, the payment reference number is exported to the **structured** section of the SEPA payment file.
- if a payment is not validated using Modulo 97, the payment reference number is exported to the **unstructured** section of the SEPA payment file.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

China

The China CSF delivers localized capabilities within Epicor ERP to support business operations in China.

The China CSF solution uses the functionality of Epicor ERP General Ledger and System modules. You can use it to generate data for legal reporting required for private and public companies, and reports for system certification. The China CSF provides a two-way interface between Epicor ERP and Golden Tax Interface System (GTIS). The localized reports and files are required when registering your company's computerized accounting system with the China Ministry of Finance. You also need to set up an interface to upload an output file into Golden Tax Invoice System.

Non-Nettable Bins in Stock Movement Report

Accountants in a taxable business need to report periodic transaction movement summaries with which to reconcile accounts and tax reports. You can include non-nettable amounts in the Stock Movement Report.

On the **Selection** sheet of the report, select the **Include Non-Nettable** check box to include non-nettable bins to the report.

Menu Path:Material Management > Inventory Management > Reports > Period Stock Movements CN

Transaction Sequence in Stock Movement Report

The **Stock Movement Report** lists all transactions related to quality adjustment or inventory cost adjustment.

The transactions within each group are listed in the following order:

- Transaction date
- System date
- System time
- Transaction number

The **Ref No** (Reference Note) column of the report is populated with values in the following order:

- **Transaction Reference** if it is not empty, or
- **Legal Number** if it is not empty, or
- **Pack Slip** if it is not empty, or
- **Transaction Number**

Menu path: Material Management > Inventory Management > Reports > Period Stock Movements CN

GTI File Encoding

In a global company environment, GTI files can be generated in a selected encoding format that may be different from the server settings.

Use the **Encoding Format** field in Company Configuration to select an encoding format for a GTI file.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

GTI Usability Enhancements

GTI and the invoice line split algorithm have the following usability enhancements.

- You can enter **Quantity** on a new line, and then the application splits the rest of the required values automatically.

  You can review the calculated line amounts right after you changed the line quantity, to adjust the amounts calculated automatically and after that to save the new line to the DB.

- The restriction of the **Tax ID** field length that was set to 15 characters is removed and the respective check is eliminated.

  The application accepts 20 characters, which is the current length of the fields in several tables, for example, Customer.ResaleID and ShipTo.ResaleID.

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export CN

Chart of Accounts Import and Export

Use the **COA Import** program to set up a China-specific Chart of Accounts. Use the **COA Export** program to export a Chart of Accounts in order to edit it and import to another company. You can transfer the whole COA setup with one click or select some segments of the setup for export.

When importing COA, use the **E10_CSF_China_STD_PRC_COA.xls** file that you can download from https://epicweb.epicor.com/products/epicor-erp/downloads/.

Menu Path: Financial Management > General Ledger > Setup > COA Import

Important This program is not available in Epicor Web Access.

Menu Path: Financial Management > General Ledger > Setup > COA Export

Tax Invoice Types in Golden Tax Interface

Use **AR Invoice Entry** to set up China-specific tax invoice types on AR Invoices. You can then export this information to GTIS or import it from GTIS.

When entering an AR invoice, select an appropriate value in the **Tax Invoice Type** field on the **Header > China** sheet. To review tax invoice types for specific AR invoices, use the **AR Invoice Tracker**.

When merging invoices in **Golden Tax Interface Export**, make sure that all the invoices have the same tax invoice type.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export CN

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Import CN

Colombia

The Colombia CSF delivers localized capabilities within Epicor ERP to support business operations in Colombia.

After the installation and setup of the Colombia CSF, you can use Epicor ERP to add one-time supplier and customer entries, enter one-time transactions into journals, and run fiscal reports sorted by one-time information.

IFRS Inventory Report

Using the **IFRS Inventory** report you can generate the net realization value for your stock.

Menu Path: Material Management > Inventory Management > Reports > IFRS Inventory CO

Net Present Value (NPV) Calculation

You can calculate the Net Present Value (NPV) in **AR Invoice Entry** and **AP Invoice Entry** for the created invoice.

The application uses the following information and calculates the NPV and the financial charge:

- Future Value (FV) - taken from the **Line Amounts** field on the invoice header.
- Number of Periods for Payment - taken from **Terms Maintenance** (for AR invoices) and **Purchasing Terms Maintenance** (for AP invoices).
- IFRS Interest Rate - taken from **Company Configuration**.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > Setup > Terms

Menu Path: Financial Management > Accounts Payable > Setup > Purchasing Terms

Net Present Value Report

Use the **Net Present Value Report** to display net present values for the AR and AP invoices.

Menu Path: Financial Management > Accounts Receivable > Reports > Net Present Value Report CO

Menu Path: Financial Management > Accounts Payable > Reports > Net Present Value Report CO

Revelations Entry and Report

You can create a revelation note and provide information pertaining to the differences between IFRS and main accounting books.

The information about the revelation notes can be generated using the Revelations report.

Menu Path:

- Financial Management > General Ledger > General Operations > Revelations Entry CO
- Financial Management > General Ledger > Reports > Revelations Report CO

Denmark

The Denmark CSF delivers localized capabilities within Epicor ERP to support business operations in Denmark.

The Denmark CSF supports cash payment and receipt processes in Denmark. Use it to perform necessary calculations to support the use of banking reference numbers (OCRs) when identifying invoices. You can use OCRs in AR when you enter sales invoices, and import the resulting payment files, automatically matching a payment to an OCR. You can use OCRs in AP when you enter purchase invoices, and import the resulting payment files to the bank, including supplier OCRs.

Payment Reference Numbers in Remittance Information

In Denmark, you can use payment reference numbers as remittance info in SEPA payments.

If multiple invoices are linked to a payment, unstructured remittance is used. In case of a single payment per invoice, structured or unstructured remittance info is used depending on the validation of a payment reference number.

- if a payment is validated using Modulo 10 DK, the payment reference number is exported to the **structured** section of the SEPA payment file.
- if a payment is not validated using Modulo 10 DK, the payment reference number is exported to the **unstructured** section of the SEPA payment file.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Estonia

The Estonia CSF delivers localized capabilities within Epicor ERP to support business operations in Estonia.

The Estonia CSF automatically loads localized report formats used to modify AR invoice processing and to support use of bank or account reference numbers. These reference numbers identify the specific invoice being paid, or for large suppliers (such as Estonian Energy) the account being paid. You can enter bank reference numbers on AR and AP invoices. You can also use the Telehansa Domestic Payment File Formats to electronically pay AP invoices in Estonia.

Payment Reference Numbers in Remittance Information

In Estonia, you can use payment reference numbers as remittance info in SEPA payments.

If multiple invoices are linked to a payment, unstructured remittance is used. In case of a single payment per invoice, structured or unstructured remittance info is used depending on the validation of a payment reference number.

- if a payment is validated using Modulo 10, the payment reference number is exported to the **structured** section of the SEPA payment file.
- if a payment is not validated using Modulo 10, the payment reference number is exported to the **unstructured** section of the SEPA payment file.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Special Rules for Generating SEPA Credit Transfers for SwedBank

To enable special rules for generating SEPA credit transfer files to be submitted to SwedBank, the **SpecialBankRules** property has been added to the **Payment_SEPA_Pain_001_001_03** electronic interface.

Use **Electronic Interface Maintenance** to add the **SpecialBankRules** property to the **Payment_SEPA_Pain_001_001_03** electronic interface. If the property value is SwedBank (case insensitive), the following rules apply when generating SEPA payment files.

- `<InstrId>` with application sequence number (the **Own Reference** field in **Payment > Header**) is added to the `<PmtId>` element.
- Correspondent invoice number is added to `/DOC` in the `<RmtInf>/<Ustrd>` element.
- If at least one invoice in the payment has a non-empty payment reference number, the payment reference number of the first selected invoice is written to the `<RmtInf>/<Strd>` element. Payment reference numbers of other invoices are not written. If all invoices in the payment do not have payment reference numbers, the `<RmtInf>/<Strd>` element is not used.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Finland

The Finland CSF delivers localized capabilities within Epicor ERP to support business operations in Finland.

Use the Finland CSF to perform necessary calculations to support the use of banking reference numbers (OCRs) to identify invoices. You enter AR and AP invoices with OCRs and process electronic cash receipt files (AR payment files, domestic AP payment files, and international AP payment files).

Payment Reference Numbers in Remittance Information

In Finland, you can use payment reference numbers as remittance info in SEPA payments.

If multiple invoices are linked to a payment, unstructured remittance is used. In case of a single payment per invoice, structured or unstructured remittance info is used depending on the validation of a payment reference number.

- if a payment is validated using Modulo 10, the payment reference number is exported to the **structured** section of the SEPA payment file.
- if a payment is not validated using Modulo 10, the payment reference number is exported to the **unstructured** section of the SEPA payment file.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

France

The France CSF delivers localized capabilities within Epicor ERP to support business operations in France.

After the installation and setup of the France CSF, you can use Epicor ERP to support bank interfaces to perform electronic funds transfers (EFT) and to submit Payment Instrument Applications (Effets de Commerce, ETEBAC). Furthermore, you can use the application to complete tasks specific to the France localization, such as tracking information for DAS2 reporting.

DEB Report

You can use **Intrastat Report** to create and export an Intrastat report file specific to France - Customs Declaration of Goods Exchange report (DEB report).

It is possible to create an electronic interface for exporting DEB report.

Menu Path: Financial Management > Accounts Payable > Reports > Intrastat Report

Menu Path: Financial Management > Accounts Receivable > Reports > Intrastat Report

DES Report

You can use **Sales List** report to create European Customs Service Declaration (DES report).

This report contains the list of services sold to the customers within EU countries other than France. It is possible to create an electronic interface for exporting DES report.

Menu Path: Financial Management > Accounts Receivable > Reports > Sales List

Nature of Transactions Code in Intrastat

You can use the user-defined **Nature of Transactions** code in Intrastat that described the nature of Intrastat transactions.

This code (UDCodeType_ITRSpec.xml) is available in the .cab file that can be loaded using Solution Workbench.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

Update Intrastat Data with Contract Details

When entering service contract details, you can specify whether the information about the parts used in this contract will affect the Intrastat functionality.

If you select the **Include in Intrastat** check box on the **Header** sheet in Service Contract Entry, the application populates the Intrastat value with the contract part's HS Commodity code in the invoice line in AR Invoice Entry.

Menu Path: Service Management > Field Service > General Operations > Service Contract Entry

Intrastat

The Intrastat logic facilitates business transactions that take place in Europe, or other locations where Intrastat considerations are necessary.

Intrastat Details Tracker

Use the **Intrastat Details Tracker** to view details of Intrastat data in a given time interval for the AR and AP modules.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Intrastat Details Tracker
- Financial Management > Accounts Receivable > General Operations > Intrastat Details Tracker

IDEP Report

IDEP (Intrastat Date Entry Platform) has been used to import and submit Intrastat records in Austria, Belgium, Luxembourg, Sweden, the Netherlands, France, Portugal, and Spain since late 2014. In IDEP, data can be entered either by using a standalone application or a Web application (IDEP.WEB). An IDEP report is generated every month and is submitted to tax authorities through an IDEP package or a Web application.

IDEP reports use file structures that can be imported using the IDEP platform. The application comes with a system interface used to export IDEP Intrastat reports. Use the **Electronic Interface Maintenance** program to set up an electronic interface for the IDEP Report.

Use the **IDEP Report** command on the **Actions** menu to print an Intrastat report in the IDEP format. When printing the report, you can select one of the following styles:

- **Standard Excel Line - SSRS**

  The report prints the following columns: Intrastat Commodity Code, Transaction Type, Country Code, Net Mass, Supplementary Units, Invoice Value. Invoice records are grouped and sorted by Intrastat Commodity Code, Transaction Type, and Country Code and aggregated by amount and quantity fields. Section names (Arrivals and Despatches) are printed fo reach section. The number of records in each section is printed below a separator line and marks the end of the section.

- **Standard Multi-Excel - SSRS**

  The report prints the following columns: VAT No, Stat. Period, Flow, Intrastat Commodity Code, Transaction Type, Country Code, Net Mass, Supplementary Units, and Invoice Value. Invoice records are grouped and sorted by VAT No, Statistical Period, Flow, Intrastat Commodity Code, Country Code and are aggregated by amount and quantity fields. Section names (Arrivals and Despatches) are printed for each section. The number of records in each section is printed below a separator line and marks the end of the section

Use the **Export** to file command on the **Actions** menu to export an Intrastat report in the IDEP format. IDEP report is exported into Excel files. Depending on the electronic interface setup, arrivals and despatches can be exported into two different Excel files or to the same work sheet in one Excel file.

If you selected an IDEP electronic interface, use the **Interface Properties** grid to specify the type of export. The **Type** property has the following options:

- **Excel Line** - arrivals and despatches for the report are exported into two different Excel files.

  <name>_ Arrivals_yyyyMMdd.xlsx is created for the Arrival flow and **<name>_ Despatch_yyyyMMdd.xlsx** is created for the Despatch flow, where **<name>** is the name of the export File. The excel line format contains the following columns: Intrastat Commodity Code, Transaction Type, Country Code, Net Mass, Supplementary

Units, and Invoice Value. Invoice records are grouped and sorted by Intrastat Commodity Code, Transaction Type, and Country Code, and are aggregated by amount and quantity.

- **Multi-Excel** - arrivals and despatches for the report are exported into the same work sheet in one Excel file **<name>_ yyyyMMdd.xlsx** , where **<name>** is the name of the export File. The multi-excel format contains the following columns: VAT No, Stat. Period, Flow, Intrastat Commodity Code, Transaction Type, Country Code, Net Mass, Supplementary Units, Invoice Value, Declarant Ref. No. Statistics period is calculated as defined in the **Period Format** field in Company Configuration > Modules > Localization > Intrastat > Detail. The values for flow are **1** for Arrivals (imports) and **2** for Despatches (exports). Invoice records are grouped and sorted by VAT No, Statistical Period, Flow, Intrastat Commodity Code, Transaction Type, Country Code and are aggregated by amount and quantity.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Intrastat Report
- Financial Management > Accounts Receivable > Reports > Intrastat Report

Sales Kit Handling in Intrastat

In case of complete Sales Kit shipping (the **Must Ship Kit Complete** check box in Part Maintenance is selected for the Sales Kit part), the Intrastat report or export contains only a record for the parent line. Lines for components are not reported or exported. The weight of the Sales Kit is taken from the shipment. If the weight is not set up in shipment, it is calculated as a summary weight of all Sales Kit components.

Menu Path: Material Management > Inventory Management > Setup > Part

Menu Path: Financial Management > Accounts Payable > Reports > Intrastat Report

Menu Path: Financial Management > Accounts Receivable > Reports > Intrastat Report

Japan

The Japan CSF delivers localized capabilities within Epicor ERP to support business operations in Japan.

Consumption Tax Report

Use the **Consumption Tax Report** program to generate a report for consumption taxes.

First, you create a new report that can be limited to specific customers, suppliers, tax liabilities, tax types, report categories, and tax jurisdiction. Use the **Actions > Print Consumption Tax Report** command to print a report. Use the **Actions > Post Consumption Tax Report** command to post the report.

Menu Path: Financial Management > Accounts Receivable > Reports > Consumption Tax JP

Default Consumption Tax Rate

You can set up a tax rate as the default tax rate for consumption as you create or update a tax type record.

Use the **Japan** sheet in the **Tax Type Maintenance** program to indicate whether a selected rate is the default for consumption within the company.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Type

- Financial Management > Accounts Receivable > Setup > Tax Type
- Material Management > Purchase Management > Setup > Tax Type
- Sales Management > Order Management > Setup > Tax Type
- Sales Management > Quote Management > Setup > Tax Type
- Service Management > Field Service Automation > Setup > Tax Type

Tax Liability Enhancement

Use **Tax Liability Maintenance** to indicate whether consumption tax reporting is considered in the current tax liability record.

When you create or update a tax liability record, use the **Japan** sheet to indicate whether the consumption tax type linked to this liability is taxable, non-taxable, or exempt (if it exists).

Menu Path: Financial Management > Accounts Payable > Setup > Tax Liability

Billing Statement Enhancements

Most Japanese companies bill their regular customers every certain period, so that for this certain period they summarize (shi-me process) the accounts receivable for each customer. The Billing Statement acts as a formal bill for all summarized monthly invoices based on pre-agreed payment and billing terms with a customer.

The following enhancements are introduced:

- The **Invoice Date** field is added to Billing Statement RDD, so it can be used for customization of AR Billing Statement report.
- The **Taxes By Totals** check box on the **Billing Proposal** sheet is used to calculate taxes globally. If there is a difference between the sum of the individual taxes against the global taxes, either a credit memo or a miscellaneous invoice will be created. This invoice is printed in the billing proposal too, but does not affect the customer's total amounts.

Menu Path: Financial Management > Accounts Receivable > General Operations > Billing Statement Entry JP

AP Shime Payment Cycle

Shime is a method of billing once per agreed cycle with customer's payments or payments to suppliers covering all invoices from this cycle. The method uses the summarizing date on which all open transactions are accumulated into a single exchange-of-funds transaction, typically processed via Zengin.

Epicor ERP supports the Shime payment cycle for Accounts Payable to enable periodic payments to suppliers.

Periodic Billing Maintenance for AP

Use **Periodic Billing Maintenance** to enter and edit periodic billing for suppliers. You can generate a billing schedule for the selected supplier.

Use the **Detail** sheet to enter and edit basic details for a periodic billing. Use the **Schedule** sheet to enter a billing schedule for the selected supplier.

Menu Path: Financial Management > Accounts Payable > Setup > Periodic Billing JP

Payment Statement Entry

Use **Payment Statement Entry** to create a payment statement that summarizes AP invoices due to be paid. The program provides recommendations based on purchasing terms and summarization date setup for suppliers. You can also print the **Payment Statement Report** in the Proposal or Final mode.

To complete a payment statement for a supplier, use the following tasks.

1. Create a new payment proposal for a supplier by using the **New Supplier Payment Proposal** menu option, or for several suppliers by using the **Get Suppliers** command on the **Actions** menu.

2. Print the payment statement proposal by selecting the **Statement > Print Payment Statement** command on the **Actions** menu.

3. Print the final payment statement by selecting the **Statement > Print Final Payment Statement** command on the **Actions** menu. During this task, a payment statement number is assigned.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Statement Entry JP

AP Payment Entry

Use **AP Payment Entry** to enter a payment and select payment statements to be paid.

Use the **Select Payment Statements** command on the **Actions** menu to select payment statements for specific suppliers. In the **Select Payment Statement** window that opens, you can filter records by supplier groups or suppliers.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Malaysia

The Malaysia CSF delivers localized capabilities within Epicor ERP to support business operations in Malaysia.

The customizations to Epicor ERP support Licence Manufacturing Warehouse (LMW) processing, Sales Tax Exemption (CJ5) processing, Goods and Services Tax (GST) processing, and Taxpayer Audit Portal (TAP) return file production. Use the Data Export Tool functionality to produce a GST Audit File (GAF) in a format required by Jabatan Kastam Diraja Malaysia (JKDM) for auditing purposes.

Non-Nettable Bins in Stock Movement Report

Accountants in a taxable business need to report periodic transaction movement summaries with which to reconcile accounts and tax reports. You can include non-nettable amounts in the Stock Movement Report.

On the **Selection** sheet of the report, select the **Include Non-Nettable** check box to include non-nettable bins to the report.

Menu Path:Material Management > Inventory Management > Reports > Period Stock Movements MY

Transaction Sequence in Stock Movement Report

The **Stock Movement Report** lists all transactions related to quality adjustment or inventory cost adjustment.

The transactions within each group are listed in the following order:

- Transaction date
- System date

- System time
- Transaction number

The **Ref No** (Reference Note) column of the report is populated with values in the following order:

- **Transaction Reference** if it is not empty, or
- **Legal Number** if it is not empty, or
- **Pack Slip** if it is not empty, or
- **Transaction Number**

Menu Path:Material Management > Inventory Management > Reports > Period Stock Movements MY

Mexico

The Mexico CSF delivers localized capabilities within Epicor ERP to support business operations in Mexico.

After the installation and setup of your Mexico CSF, you can use Epicor ERP to support digital tax receipts, automatic calculation of ISR (corporate tax), and localization reports. The localization reports comply with basic regulations to complete taxes for SAT (Servicio de Administracion Tributaria) compliance in Mexico.

Credit Memo for Partial Payments

When a partial payment is received, you create an invoice cash receipt along with a special credit memo for this payment.

Before creating and posting a credit memo for partial payments the Mexican posting rule should be imported. After enabling the partial payment functionality for your credit memo the application uses the information from the reference invoice to create a credit memo.

The application considers this credit memo as fully paid after posting - it does not create any additional GL transactions. The customer balance is not affected.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Digital Tax Receipt Enhancements

Multiple enhancements were implemented in the Digital Tax Receipt functionality. It is possible to load certificates using the **Certificates Maintenance MX** program.

PACs (Authorized Certification Providers) can be configured in the **PAC Configuration MX** program.

Menu Path:

- System Setup > Company/Site Maintenance > Certificates Maintenance MX
- System Setup > Company/Site Maintenance > PAC Configuration MX

Supplier TAR Code

Use **Supplier Maintenance** to specify the TAR code.

This code is automatically populated in the AP invoice entry record where you can adjust it if necessary.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Tax Regime Enhancement

Tax regimes for processing digital tax receipts are created in the separate ERP program.

Use the **Tax Regime Maintenance** program to create a tax regime and set is as a default one if required.

Menu Path: Financial Management > Accounts Receivable > Setup > Tax Regime MX

Netherlands

The Netherlands CSF delivers localized capabilities within Epicor ERP to support business operations in the Netherlands.

SEPA Direct Debit Payments

You can send SEPA payment files generated with the rules implemented for banks operating in the Netherlands. The Netherlands-specific rules apply to ING bank, ABN Amro bank, and RABO bank.

Use **Bank Account Maintenance** to set up the bank identifier (BIC) for the company's bank account. Use **Electronic Interface Maintenance** to set up an electronic interface for SEPA Direct Debits (DD) payments. Use **Payment Method Maintenance** to set up a payment method for SEPA DD.

Menu Path: Financial Management > Accounts Receivable > Setup > Bank Account

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

SEPA SCT Payments

You can send SEPA SCT payment files generated with the rules implemented for banks operating in the Netherlands. The Netherlands-specific rules apply to ING bank, ABN Amro bank, and RABO bank.

Use **Bank Account Maintenance** to set up the bank identifier (BIC) for the company's bank account. Use **Electronic Interface Maintenance** to set up an electronic interface for SEPA SCT payments. Use **Payment Method Maintenance** to set up a payment method for SEPA SCT.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Audit File Format in GL Export

An audit file is a database where important data is stored. The output shows a standard statement of all transactions posted to the ledgers. The tax-auditor can easily import the data in his own computer and exercise the usual tax audits. According to the law, businesses should store and provide this data in a sound digital way, unless their books are very small so that hard copies will easily be audited. Use this file to create an electronic interface for the Standard Audit File. These files control the output file format.

The XML Auditfile Financial has been developed by the XML-forum, which is a cooperation of Certified and Non-certified accountants software distributors and the tax authorities.

The four most important components of the XML audit file are:

- Header
- GeneralLedger
- CustomersSuppliers

- Transactions

Use **Electronic Interface Maintenance** to set up an interface for the Standard Audit File. Use the GL Export process to export the electronic interface format created for the Netherlands audit file.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > General Ledger > General Operations > GL Export

ICP Report

Use the **ICP Report** program to generate the Netherlands-specific ICP report for goods (ICV), services (ICL) and drop shipments sold to and bought from EU countries.

Use the report program to generate an electronic ICP report file in the XBRL format to submit to tax authorities. You can also review the report status; if the report was rejected, you can view the rejection code and message.

Menu Path: **Menu Path**: Financial Management > Accounts Receivable > Reports > ICP Report NL

VAT Declaration Report

Use the **VAT Declaration Report** program to generate mandatory Netherlands-specific VAT declarations.

Using the report program, you can:

- print a Sales VAT declaration report
- generate a Sales VAT declaration report file in the XBRL format
- submit the files to tax authorities via Digipoort
- view the status of the report submission (successful or rejected) and view a rejection code and message
- retrieve the list of detailed transactions of AR/AP invoices for the selected fiscal period and year

To access the report, in the **Tax Report** program, from the **Actions** menu, select **VAT Declaration Report**.

Menu Path: Financial Management > Accounts Receivable > Reports > VAT Tax

Tax ID Validation and Format Check

Tax ID is validated for the company, customer, and supplier in the Netherlands CSF. To provide validation, a Check Digit Algorithm hard-coded in the application is used.

The following format should be used for company, customers, and suppliers from the Netherlands:

- NL999999999B99 (except for NL999999999B00)

Tax ID is validated against the following hard-coded algorithm:

- Check digit algorithm **Elfproef** is used
- Modulus: 11
- Weight sequence: 2,3,4,5,6,7,8,9
- Special remainder: 10
- Special character: 1

The same Tax ID validation is automatically used for companies, customers, and suppliers from the Netherlands (when the Tax ID starts with the **NL** country code) in any other EU country.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

New Zealand

The New Zealand CSF delivers localized capabilities within Epicor ERP to support business operations in New Zealand.

The New Zealand CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with GST and BAS (Business Activity Statement) reporting requirements.

EFT ANZ Transactive Format

You can generate an electronic payment file according to the specified format for processing payments to suppliers through New Zealand banks using the ANZ Transactive format.

Use **Electronic Interface Maintenance** and **Payment Method Maintenance** to set up an ANZ Transactive electronic interface and create a payment method for the ANZ Transactive service respectively.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

EFT ASB FASTNET Format

You can generate an electronic payment file according to the specified format for processing payments to suppliers through New Zealand banks using the ASB FASTNET format.

Use **Electronic Interface Maintenance** and **Payment Method Maintenance** to set up an ASB FASTNET electronic interface and create a payment method for the ASB FASTNET service respectively.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Norway

The Norway CSF delivers localized capabilities within Epicor ERP to support business operations in Norway.

Use the Norway CSF to make payments using TelePay payment methods, import AP and AR bank files, generate electronic invoices, and run Norway localization reports.

Payment Reference Numbers in Remittance Information

In Norway, you can use payment reference numbers as remittance info in SEPA payments.

If multiple invoices are linked to a payment, unstructured remittance is used. In case of a single payment per invoice, structured or unstructured remittance info is used depending on the validation of a payment reference number.

- if a payment is validated using Modulo 10 or Modulo 11, the payment reference number is exported to the **structured** section of the SEPA payment file.
- if a payment is not validated using Modulo 10 or Modulo 11, the payment reference number is exported to the **unstructured** section of the SEPA payment file.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

R1 Rejected Bank Reply File Processing

When you import a bank reply file with payment orders, some of the records can contain errors in Return Codes. A payment order with an error is assigned the **Has Errors** status and is displayed in red in the **Imported Payments** grid. Detailed descriptions of errors are shown on the **Import Errors** sheet.

Use the **Bank Payment Confirmation Import** program to work with bank reply files with and without errors. After payment import and matching, you select the **Process** command from the **Actions** menu. The information message displays: The replay file contains rejected payment orders due to errors. Would you like to remove them from the system?

- If you select **No**, all payment orders with errors are moved to a separate group.
- If you select **Yes**, all payment orders with errors are removed from the application.

Payment orders without errors remain in the original group in Payment Entry. Therefore, it is convenient and easy to further process them.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import

Peru

The Peru CSF localizes the Epicor ERP application to match the legal requirements needed to conduct business in Peru.

After the installation and setup of the Peru CSF, you can use Epicor ERP to create and process bills of exchange, pre-payment invoices to pay the Customs Unique Declaration (DUA) agency for products bought from vendors that are not located in Peru, and non-resident invoices for services provided from vendors that are not based in Peru. We also support Retenciones and Detracciones Withholding Taxes, Peru Purchase Accounting, and Late Cost and Invoice Price Variance allocation to Inventory.

An Identity Document Type and withholding status can be assigned to a customer and supplier. The SUNAT details can be specified for the AP and AR invoices that are subjects for detractions. You can create a supplier bank account for detractions and select for payment only the invoices that are subject to detractions.

You can set a collection status and date for a customer and move all open AR invoices for this customer to the Collections account. You can also set the Collection status for the bills of exchange. In this case, the BOE will not update GL accounts, they are just flagged as collections.

The following implementations were made for the AR Bill of Exchange functionality:

- You can enter the guarantee information for the AR BoE.
- Statuses **Protested**, **Bank Collection**, **Cancelled**, and **Discount** are supported.
- An AR Bills of Exchange status changes report can be generated using BAQ Designer and copied to Excel. This is a user-created report.

Indirect and direct costs can be applied to the costs of materials by the end of period.

Before receiving a Customs Agency Invoice (DUA), you can specify the ad valorem tax amount paid to DUA.

It is possible to specify user-defined codes for the SUNAT Part Type and SUNAT Part UM to have them displayed in the Kardex report.

A number of reports (3.6 Provision For Doubtful Collection Amounts, 6.1 General Ledger, AP Invoice Balance, AR Invoice Balance, Journal Listing, Kardex, Trial Balance, and Withholding Schema Book reports) can be generated.

3.12 Accounts Payable Balance Report

Use the **3.12 Accounts Payable Balance Report** to generate the AP Invoice Balance report complying with SUNAT legal requirements.

This report shows the total balance of open invoices and BoEs based on the specified As Of date, book, and suppliers.

Menu Path:

Financial Management > Accounts Payable > Reports > 3.12 Accounts Payable Balance Report PE

3.3 Accounts Receivable Balance Report

The **3.3 Accounts Receivable Balance Report** program generates the AR Invoice Balance report complying with SUNAT legal requirements.

This report shows the total balance of open invoices and BoEs based on the specified As Of date, book, and customers.

Menu Path: Financial Management > Accounts Receivable > Reports > 3.3 Accounts Receivable Balance Report PE

Electronic Invoicing Enhancements

When you post an AR invoice, debit note, or credit memo, the application generates an XML file and its zipped archive. This file is generated according to the specific schema provided by SUNAT.

It is possible to specify user defined codes for sales taxes required by SUNAT in the **User Codes** program.

Menu Path:

- Financial Management > Accounts Receivable > General Operations > Invoice Entry
- System Setup > System Maintenance > User Codes

Electronic Reports (PLE)

Use the **Electronic Reports (PLE) PE** program to generate the following General Ledger reports: Format 5.1, 5.3, 6.1, 8.1, and 8.2.

It is possible to create electronic interfaces required for generating these reports.

Menu Path: Financial Management > General Ledger > General Operations > Electronic Reports (PLE) PE

Map COA and Document Type Codes

To ensure that SUNAT reports work correctly, you can map user-defined COA and document type codes to ERP codes.

After installing a .cab file with user code types in Solution Workbench, you can map SUNAT COA and transaction document type user codes to ERP codes. This operation is performed on the **Peru** sheet in Chart of Account Structure Maintenance and Transaction Document Type Maintenance. Alternatively, you can enter all required codes manually.

Menu Path:

- Setup - SUNAT Reports Setup - Solution Workbench
- Setup - SUNAT Reports Setup - General Settings - COA Setup

- Setup - SUNAT Reports Setup - General Settings - Document Type Setup
- Setup - Chart of Account Structure Maintenance
- Setup - Transaction Document Type Maintenance - Document Types Related to SUNAT Reports

SEPA

The SEPA CSF enables Epicor ERP to support a generic Single Euro Payment Area (SEPA) format in an Electronic Funds Transfer (EFT) payment output file for credit transfers.

SEPA enables customers to make cashless Euro payments to anyone within the SEPA area of member states using only a single bank account and a single set of payment tools. The SEPA initiative improves the efficiency of cross border payments as all electronic payments across the SEPA member states are considered domestic transactions.

SEPA provides a generic standard for headers, trailers, and line items for EFT in the European Area using the single payment function. The messages are based on the ISO 20022 standard, of which SEPA uses a subset.

In addition to country-specific SEPA localizations, Epicor ERP supports **Structured**, **Unstructured**, and **SEPA Direct Debits (SDD)** payment file formats.

EI Properties for Non-SEPA Payments

Three additional Electronic Interface properties extend the use of the SEPA Pain payment method for non-SEPA payments.

When you set up Electronic Interfaces in **Electronic Interface Maintenance** and **Payment Method Maintenance**, you add the following properties:

- DisableBatchBooking
- ChargeBearerForNonSEPA
- SyncAmountWithRemitInfo

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Prepayment Description in Remittance Information

When you enter a prepayment for **Payment_SEPA_Pain_001_001_03.cs** (the **Pre-Payment** check box is selected) and Description is defined, the Description will be shown in the unstructured remittance information section as `/TXT [Description]`. In case of a prepayment without a description, the unstructured remittance section will contain `/TXT Miscellaneous`.

The prepayment is exported in unstructured remittance information section the SEPA payment file as follows:

```
<RmtInf>
          <Ustrd>/TXT [Description] </Ustrd>
</RmtInf>
```

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Manual Payment Description

Use the **ManualPaymentDescription** property for a SEPA electronic interface to enable manual entry of SEPA Payment Description in **AP Payment Entry**.

The description you enter in the **SEPA Payment Description** field will be added to the remittance information as unstructured (in the `<Ustrd>` element) followed by a list of invoice numbers included in the payment, for

invoices without payment reference. If the **SEPA Payment Description** field is empty, only the invoice numbers will be included in the <Ustrd> element.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Changes in the SEPA Pain and SEPA Direct Debit Formats

The following changes were made to the SEPA Pain and SEPA Direct Debit formats.

1. For the **Payment_SEPA_Pain_001_001_03** EI, the **ServiceLevelForNonSEPA** property is used. The property sets the service level and can be used for non-SEPA or non-Euro payments.

2. For SEPA Pain and SEPA Direct Debits, the <SchmeNm> element is used only in Denmark, Sweden, Finland, and Norway.

3. For SEPA Pain and SEPA Direct Debits in Belgium, the <PstlCd> element is not printed in the payment file. Address Line 3 and Postal Code are added to Address Line 2.

Changes in the ChargeBearerForNonSEPA Property

The ChargeBearerForNonSEPA property is used by the **Payment_SEPA_Pain_001_001_03** electronic interface and sets the value of the <ChrgBr> element.

For Euro payments to banks outside the SEPA area, the following rules apply:

- If this property is set up in the payment method, the <ChrgBr> element uses the set up value in the SEPA payment file.
- If this property is not set up, the <ChrgBr> element uses the SLEV value (<ChrgBr>**SLEV**</ChrgBr>).

For the Netherlands CSF, the following rules apply:

- If the supplier's bank country is in the SEPA area, then <ChrgBr>SLEV</ChrgBr> is used on the <CdtTrfTxInf> level.
- If the supplier's bank country is not in the SEPA area and the ChargeBearerForNonSEPA is set up in the payment method, the set value is used on the <CdtTrfTxInf> level. For example, <ChrgBr>DEBT</ChrgBr>.
- If the supplier's bank country is not in the SEPA area and the ChargeBearerForNonSEPA is not set up in the payment method, <ChrgBr>SHAR</ChrgBr> is used on the <CdtTrfTxInf> level.

Use the **Included in SEPA** check box in **Country Maintenance** to indicate that the selected country is included in the SEPA area.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Country
- Financial Management > Accounts Receivable > Setup > Country
- Material Management > Purchase Management > Setup > Country
- Sales Management > Customer Relationship Management > Setup > Country
- Sales Management > Order Management > Setup > Country
- Sales Management > Quote Management > Setup > Country

Sweden

The Sweden CSF delivers localized capabilities within Epicor ERP to support business operations in Sweden.

The Sweden CSF automatically performs many necessary calculations to support the use of banking reference numbers or OCRs to identify invoices. You can use OCRs to create AP invoices and import the resulting payment files, automatically matching the payment to an OCR. When you create AP invoices, you can enter suppliers' OCRs and export resulting payment files to the bank.

Payment Reference Numbers in Remittance Information

In Sweden, you can use payment reference numbers as remittance info in SEPA payments.

If multiple invoices are linked to a payment, unstructured remittance is used. In case of a single payment per invoice, structured or unstructured remittance info is used depending on the validation of a payment reference number.

- if a payment is validated using Modulo 10, the payment reference number is exported to the **structured** section of the SEPA payment file.
- if a payment is not validated using Modulo 10, the payment reference number is exported to the **unstructured** section of the SEPA payment file.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Sales List Report in the SKV574008 Format

Use the **Sales List Report** program to export a Sales List Report in the Sweden-specific SKV574008 format.

Before exporting the report, use **Electronic Interface Maintenance** to set up an electronic interface for the EU Sales List Report export. Use **Tax Type Maintenance** to set up the Goods, Services, and Third-Party Goods tax types used in the report.

To export the report, select the electronic interface you created in the **Electronic Interface** field on the **Export** sheet. Use the **Export Report** command on the Actions menu to export the report as a *.txt file to the specified location.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Tax Type

Menu Path: Financial Management > Accounts Receivable > Reports > Sales List

Sales List Report Enhancements

Several enhancements are introduced for the Sales List Report in the SKV574008 format.

- VAT ID is exported in the [Country Fiscal Code][Customer VAT Number] format. If the customer's VAT ID does not start with a country ISO code, the country ISO Code (as specifies in **Bill To Country** or **Customer Address Country**) and VAT ID are concatenated. Any transactions for **Customer Tax ID** beginning with **SE** or where the prefix cannot be determined or is missing are excluded from export.
- The **Standard SE - SSRS** report style allows printing a Sweden-specific Sales List Report with the following changes from the base report:
  - The report header includes Contact Person, Contact Phone Number, and Contact Email Address from the **Export** sheet.
  - Amount columns include Goods, Triangulation, and Services.
  - The report prints the customer's VAT ID in the [Country Fiscal Code][Customer VAT Number] format.

- Transactions with missing Fiscal Code or VAT Number are printed in the second section of the report - **Records with missing VAT Number/Fiscal Code**.

Menu Path: Financial Management > Accounts Receivable > Reports > Sales List

Regulatory Reporting Code in SEPA Credit Transfers

Regulatory reporting code is available for Swedish SEPA credit transfer messages. This code is used for purchases from foreign suppliers.

Use the **Additional AP** sheet in **Payment Method Maintenance** to enter the **Default Payment Code** for a SEPA payment method. For suppliers whose primary purchase points are outside Sweden, the SEPA payment file will contain the following sections:

- For Payment_SEPA_Generic.cs, Payment_SEPA_BankRef.cs, and Payment_FI_SEPA.cs:

```
<RgltryRptg>
            <DbtCdtRptgInd>DEBT</DbtCdtRptgInd>
            <RgltryDtls>
                <Cd>[reg_rep_code]</Cd>
            </RgltryDtls>
</RgltryRptg>
```

- For Payment_SEPA_Pain_001_001_03.cs:

```
<RgltryRptg>
             <DbtCdtRptgInd>DEBT</DbtCdtRptgInd>
             <Dtls>
                 <Cd>[reg_rep_code]</Cd>
             </Dtls>
</RgltryRptg>
```

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Taiwan

The Taiwan CSF delivers localized capabilities within Epicor ERP to support business operations in Taiwan.

The Taiwan CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Taiwan-specific AR and AP invoices and assign Uniform Invoice Number (UIN) issued by Taiwanese tax authorities. Uniform invoice numbers are supplied by the Taiwanese government with number formats based on customer and supplier type, invoice type, and the method of creating the GUI.

GUI Codes

GUI code is a mandatory requirement for Taiwan GUI (Government Uniform Invoice).

Use **Company Configuration** to set up a GUI code for a company. Use **Customer Maintenance** to set up a GUI code for a customer. Use **Supplier Maintenance** to set up a GUI code for a supplier.

When you create an AR invoice, the default value in the **Seller GUI Code** field is taken from Company Configuration, and the default value in the **Buyer GUI Code** field is taken from Customer Maintenance. When you create an AP invoice, the default value in the **Seller GUI Code** field is taken from Supplier Maintenance and the default value in the **Buyer GUI Code** field is taken from Company Configuration.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

GUI Numbers in Sales Orders

Use **Sales Order Entry** to enter GUI information on sales orders prior to entering AR invoices.

Use the **Header > Taiwan** sheet in the Sales Order Entry program to enter GUI information for the sales order. You can then assign a legal number to the created sales order by using the **Legal Number > Assign Legal Number** command on the **Actions** menu.

When you enter a GUI number during sales order entry, you must generate only one AR invoice, otherwise you must void and reassign the GUI numbers at AR invoice entry, or do not enter GUI number for the sales order.

Use the **Print Sales Order Acknowledgment** command on the **Actions** menu to print a Sales Order Acknowledgment report in a Taiwan-specific layout that shows GUI information and tax data.

Use the **Header > Taiwan** sheet in the **Sales Order Tracker** to review GUI information for sales orders.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Tracker

Voided and Blank GUI Legal Numbers

You can generate a report with voided and blank GUI legal numbers and send it to tax authorities.

Use the **Voided and Blank GUI Legal Numbers** program to view GUI properties by selecting respective legal numbers. Use the **Voided and Blank Legal Number Lists Report** to print all voided and blank GUI numbers for a particular period.

Menu Path: Accounts Receivable > General Operations > Voided and Blank GUI Legal Numbers TW

Menu Path: Accounts Receivable > Reports > Voided and Blank Legal Number Lists TW

Packing Slips Consolidation

You can consolidate selected packing slips with the existing non-posted invoices and create new shipped invoices in the same way as by selecting the **Combine Packing Slips** check box in the Customer Maintenance program.

Use **Company Configuration** to set up packing slips consolidation. Select the **Consolidate Packing Slips** check box in the **Get Shipments** dialog of **AR Invoice Entry** to consolidate shipments and add lines to existing invoices or create new shipment invoices.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

AR Computer Invoice

In Taiwan, AR invoices must comply to government requirements and support the sample from the Ministry of Finance of Taiwan.

When printing AR invoices, use the **Standard TW - SSRS** report style to get an invoice in the Taiwan-specific layout.

Seller Authorization

Use **Seller Authorization Maintenance** to store the authorization data received from the tax office, which must be printed on AR invoices later.

Menu Path: Financial Management > Accounts Receivable > Setup > Seller Authorization TW

AR Invoice Layout

Epicor ERP support Taiwan-specific AR invoice layout required by the Ministry of Finance.

Use the **Print Invoices** command on the Actions menu in AR Invoice Entry to print Taiwan-specific AR invoices. Use the **Print** command on the Actions menu in AR Invoice Tracker to re-print Taiwan-specific AR invoices with the exact data that was displayed on the originally printed invoices.

The **Taiwan** sheet contains check boxes indicating part 1, part 2, and the front and back of part 3 of AR invoices. When printing invoices, select the **Standard TW - SSRS** report style that represents Taiwan computer invoice.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path:

- Financial Management > Accounts Receivable > Reports > Mass Print AR Invoices
- Sales Management > Demand Management > Reports > Mass Print AR Invoices

Numbers in Words, Chinese Simplified (Taiwan)

The total amount in Taiwan-specific AR computer invoice is printed in words. Prior to printing, the amount is rounded to an integer value.

The max. invoice limit is 99,999,999. Amounts bigger than this figure will be printed using digits.

GUI Reports

Tax accountants in Taiwan must generate GUI Report to track the usage of legal numbers issued by tax authorities. Later, a company has to report the usage of the GUI to the tax authority when they do periodical tax filing.

AP Invoice List Report

Use the **AP Invoice List Report** to print a report that includes all posted AP invoices for the selected fiscal period.

Menu Path: Financial Management > Accounts Payable > Reports > AP Invoice List TW

AR Invoice List Report

Use the **AR Invoice List Report** to print a report that includes all posted AR invoices for the selected fiscal period.

Menu Path: Financial Management > Accounts Receivable > Reports > AR Invoice List TW

AR GUI Report

Use the **AR GUI Report** to view all GUI numbers for a particular period.

Menu Path: Financial Management > Accounts Receivable > Reports > AR GUI Report

AP Debit Memo

Use the **Invoice > Print Debit Memo TW** command from the **Actions** menu in **AP Invoice Entry** to print an AP debit memo in Taiwan-specific layout.

Navigate to the **Taiwan** sheet to select which parts of the document layout must be included in the debit memo.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Export Details for Zero-Rated Tax Types

Use the **AR Posted Invoice Update** program to enter export information for posted zero-rated AR invoices.

Use the **AR Invoice Tracker** to view the export information entered for posted zero-rated AR invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

AR Zero-rated Sales List Report

Use the **AR Zero-rated Sales List Report** to print all posted AR invoices for the selected fiscal period, where the GUI tax type is **2 Zero rated**.

Menu Path: Financial Management > Accounts Receivable > Reports > AR Zero-rated Sales List TW

Thailand

The Thailand CSF delivers localized capabilities within Epicor ERP to support business operations in Thailand.

The Thailand CSF automatically performs many necessary calculations, and loads localized report formats and files to support VAT reporting. You can use Epicor ERP to calculate VAT tax base, produce input and output VAT reports, and produce withholding tax reports, and withholding tax certificates.

Non-Nettable Bins in Stock Movement Report

Accountants in a taxable business need to report periodic transaction movement summaries with which to reconcile accounts and tax reports. You can include non-nettable amounts in the Stock Movement Report.

On the **Selection** sheet of the report, select the **Include Non-Nettable** check box to include non-nettable bins to the report.

Menu Path:Material Management > Inventory Management > Reports > Stock Card Report TH

Transaction Sequence in Stock Card Report

The **Thailand Stock Card Report** lists all transactions related to quality adjustment or inventory cost adjustment.

The transactions within each group are listed in the following order:

- Transaction date
- System date
- System time
- Transaction number

The **Ref No** (Reference Note) column of the report is populated with values in the following order:

- **Transaction Reference** if it is not empty, or

- **Legal Number** if it is not empty, or
- **Pack Slip** if it is not empty, or
- **Transaction Number**

Menu Path: Material Management > Inventory Management > Reports > Stock Card Report TH

Vietnam

The Vietnam CSF delivers localized capabilities within Epicor ERP to support business operations in Vietnam.

The Vietnam CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Vietnam-specific AR and AP invoices. The Vietnam CSF provides the **Financial Report Designer VN** program to create VAS financial reports that contain report details and rows. You can use this program to design various financial reports from simple to complex. You can then print them using the **Financial Report VN** program. Also, the Vietnam CSF offers a list of localized reports such as financial reports, inventory reports, and General Ledger reports.

Stock Movement Report

Use **Stock Movement Report** to view in and out movements summarized for a given period. The stock report lists all transactions related to quality adjustment or inventory cost adjustment.

You can create the following two types of stock reports:

- Summary stock movement report
- Detail stock movement report

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements VN

Cashbook in Foreign Currency

In Vietnam, accountants provide verification of value of cash transactions against a bank account by printing the Cash Book listing in foreign currencies as evidence of the forex transactions. Cash Book can be printed in the local currency to enable reconciliation with internal accounts.

Use the **Amounts in Base Currency** check box in the **Cash In Bank Report** program to print amounts in the base currency. When the check box is clear, the report displays amounts in the bank account currency.

Menu Path: Financial Management > Cash Management > Reports > Cash In Bank VN

GL Report Enhancements

Use the **General Ledger** report program to run a Vietnam-specific GL Report where you can filter the results by GL accounts. The report has a changed layout to comply with the local requirements.

You can view the transaction source and respective transaction details on the report by adding the following customized fields:

- Journal Code
- Journal Number
- Journal Line
- Legal Number
- Currency Code
- Document Number

Menu Path: Financial Management > General Ledger > Reports > General Ledger VN

10.1.400 Feature Highlights

The following section contains a list of features released with the Epicor ERP 10.1.400 version. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Material Management

The Material Management module refers to the approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization. The scope of materials management include materials planning and control, purchasing, inventory control, data collection, and shipping and receiving.

Advanced Material Management

Advanced Material Management (AMM) enables distributors and manufacturers to produce electronic requests for materials, dispatch those materials, and track inventory movements of all inventory including raw materials and work in process.

Using wireless terminals and bar coding technology, distributors and manufacturers are able to track inventory in real-time. The Advanced Material Management module provides complete control and visibility of raw materials and work in process as it travels throughout the enterprise.

Advanced Material Management Module Access

The **Advanced Material Management** module is available directly from the **Material Management** menu.

Previously, the Advanced Material Management module was located in the **Data Collection** folder.

- The AMM module contains the same **Setup**, **General Operations**, and **Report** menu structure found elsewhere in the Epicor application. Related AMM module programs moved into the corresponding folders.
- For example, **Control ID Maintenance** and **Package Control ID Configuration** are located in the Setup folder, while **Adjust Material** and **Move Material Request** are located under the General Operations menu.

Package Control

The **Package Control** functionality provides you with the ability to track, manage, or transact a group of items via a unique ID. This ID at the company level is called a **Control ID**. At the site level, this ID is called a **Package Control ID** (PCID).

Package Control functionality allows you to track any item from sales order picking through sales order shipment of the item to the customer. The Control ID is the unique identifier against which you place these transaction types. You can perform pick transactions and shipping transactions against a PCID, such as picking a sales order into PCID and shipping a PCID. These PCIDs have an associated set of predetermined or user-defined physical characteristics. A PCID also has an associated set of predetermined or user-defined controlling characteristics.

There are two entities involved in the Package Control functionality. The first entity is the properties and contents; the package itself and its contents. The second entity is the identifying label. This identifying label is particularly important to the automotive industry. Each entity can have its own identity and process lifecycle. They each have their own rules of control, process flow, and status. They are not exclusive of each other and can share rules of controls, processes, and statuses.

PCIDs can be single level or multi-level (nested) PCIDs. A single level PCID contains individual part items. A multi-level PCID can contain the individual items as well as other PCIDs. There are two types of PCIDs - **Static** and **Dynamic**. A static PCID is a PCID type that you associate with a container that is available for reuse, such as a tote or a cart on the shop floor. A dynamic PCID is a PCID that you place on a container where the PCID

collapses after its use and cannot be reused, such as a shipping box. You use the programs within the Epicor application, provided by the Package Control functionality, to create these PCID definitions at the company and site levels.

A PCID can also have a controlled label identification process with which it synchronizes.

Important This functionality is only available if you purchase an **Advanced Material Management** license.

Note For more a more hands-on experience with the Package Control functionality, refer the **Package Control** section in the **Advanced Material Management** course.

Ad Hoc PCID Receipt to Inventory (Handheld)

Use **Ad Hoc Receipt to Inventory (Handheld)** to move Staged PCID records from the staging area (non inventory) into Inventory (PCID inventory tables).

You can enter the warehouse and bin that will receive the inventory and enter or scan the PCID number. After you do this, associated information displays. This includes the package code, warehouse and bin, part (if single part), receipt quantity and UOM.

The **Prev** field displays the previous PCID (if any) assigned to the ad hoc inventory receipt transaction.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Data Collection > Handheld > Package Control > Ad Hoc PCID Receipt To Inventory

Bartender Report - Package Control ID

You can setup the Epicor application to print a Bartender Report called **GenPCID**.

To facilitate label printing for **PCIDs** (Package Control IDs), you can use the **GenPCID** data definition and report style. You can use this data definition and report style to print a report that includes the fields from the **Standard Inventory PCID** tables. These tables hold the information for a PCID including the associated items, packaging, and customer and ship to information. Additionally, these new parameters allow you to generate a Bartender label using Auto Print when you create a new PCID that is **Label Print Controlled**. After you establish the Auto Print BPM with the PCID definitions, you can then print a label for a PCID.

Confirm Master/Mixed (Handheld)

Use **Confirm Master/Mixed (Handheld)** to confirm a previously printed parent master or mixed PCID label.

After you print a parent master or mixed PCID label from the **Parent PCID Master (Handheld)** or the **Parent PCID Mixed (Handheld)** programs, you can use this program to confirm the PCID master or mixed records. You can then scan the parent and a child to confirm the label is correct for the parent PCID. You want to use this program to confirm that you place the correct parent PCID label onto the correct container that contain the correct associated child PCIDs.

Example You previously printed out a label from the Parent PCID Master (Handheld) program for a pallet that contains shipping boxes. The printer from which it prints is on the other side of the warehouse. You as a warehouse worker pick up the printed PCID label for the pallet. Before you place it on the pallet, you can confirm that it is the correct pallet with the correct shipping boxes. You scan one of the child PCIDs into this program. You then scan the PCID from the printed label for the parent PCID. A prompt appears stating **Confirmed** that indicates it is the correct pallet and that you can place the parent PCID label onto the pallet.

You can either scan the parent or the child PCID first. The first PCID you scan populates the **PCID** field. This starts the process to determine if it is a child PCID or a parent PCID. If the first PCID you scan is a child PCID, this populates the **Child PCID** field, disables the **PCID** field, and enables the **Parent PCID** field. You can then scan a mixed or master parent PCID. You then receive a message that confirms that the child PCID is associated to the parent, or an error if the two PCIDs are not associated. You can also scan a Parent PCID label first. In this scenario, the Parent PCID field populates with the PCID and is disabled and the Child PCID field is enabled. After you scan and confirm the child PCID, the label status for the parent and child PCID updates to **Confirmed**.

Control ID Extract Maintenance

Use **Control ID Extract Maintenance** to create the rules that determine how to extract a **Control ID** from a manually inputted or scanned **License Plate**.

Use the Control ID Extract Maintenance program to define rules for the **Data Identifier** codes that specify the initial characters on the left side of a License Plate. These rules specify how you extract a Control ID from a license plate. A license plate is a label that you generally find when receiving a shipment from a customer. The **Control ID** is a serial ID of alphanumeric characters within a constructed barcoded string, the License Plate. In Control ID Extract Maintenance, after you create the Data Identifier codes, you create the rules that are used to extract a Control ID. These rules indicate the minimum and maximum lengths for a variable license plate, if a license is a fixed length, and the number of digits to extract. After you create these rules, they are used to determine what is extracted from the right side of the license plate. The alphanumeric string that is extracted then acts as the Control ID. If no data identifier is encountered, the entire string is a Control ID and the full string is used.

The value you enter in the **Extract Sequence** field determines the order you want to analyze the data identifiers to examine a license plate and determine if an appropriate match is available. The data identifiers on the left side of a license plate are reviewed in sequential order of the Extract Sequence value until a match is found. For example, if a match fails on the data identifier that has the Extract Sequence Value of 1, the Extract Sequence value of 2 is examined, and so on, until a match is found. Once a match is identified, the PCID is extracted from the string from the right according to the rules defined.

Note Within a company, you cannot add duplicate entries of a **Data Identifier** or an **Extract Sequence** value. You can only enter a value once for each of these fields within a company.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Control ID Extract

Control ID Maintenance

Use **Control ID Maintenance** to create **Control ID** codes at a company level.

A Control ID is a serial number against which you place transactions to track the movement of stock throughout the inventory processes. For example, a picker places item A into PCID1234. The Control ID in this situation is PCID1234. You can use Control ID Maintenance to create the Control ID codes, specify their ranges, and define their segments. A Control ID's **Control ID Type** defaults as **Package**.

If you are in a multi-site environment, you can create the ranges available for the entire company. You can then use **Package Control ID Configuration** to assign a portion of this range to your company's sites. This ensures that no duplicate Control IDs exist within the system, and that transfers involving control ID codes can process.

You can also use Control ID Maintenance to define a Control ID's segments. You use the **Segment Detail** sheet to determine a Control ID code's segment's ranges and a segment's generation type, format, and position. You can also determine the action a segment is to take when a segment reaches its **Rollover Trigger**. A Control ID defaults as **Inactive**. A Control ID is **Active** only after you create at least one segment. After you create a segment, you can activate the Control ID. After a Control ID is active, you cannot delete the last segment. Furthermore,

once a Control ID code is referenced in Package Control ID Configuration, the Control ID code is marked as **In Use** and cannot be inactivated until the last reference is deleted from the database.

A Control ID can be found by itself, or as part of a **License Plate**. A License Plate is a barcode string with a predefined construct. To specify how to extract a Control ID from a license plate, you use **Control ID Extract Maintenance**.

Important When creating a Control ID, you cannot begin a Control ID with the initial characters **M** and **S**. These are standard reserved characters for industry use.

Note This feature is only available with the **Advanced Material Management** license.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Control ID

Customer Maintenance - Our Supplier Code

Customer Maintenance contains a field in which you can enter a unique **Our Supplier Code**.

If a customer requests that you include your Supplier ID when sending goods to them, use the **Our Supplier Code** field to enter the unique code, assigned by the selected customer, that represents your supplier code for this customer. When you create a Pack ID in **Customer Shipment Entry**, this code is copied and stored with the Pack ID in the Shipment Header table (ShipHead). Additionally, when the Pack ID is added to an AR Invoice in **AR Invoice Entry**, the code is copied and stored in the Invoice Header table (InvcHead). This code is then available to add to reports and labels.

To enter the Our Supplier Code, navigate to Customer Maintenance, and then navigate to the **Customer > Detail** sheet.

Menu Path: Sales Management > Quote Management > Setup > Customer

Customer Shipment Entry - PCID

Use the **PCID** fields in **Customer Shipment Entry** to pack a PCID (Package Control Identifier) that you previously picked through a sales order pick transaction (such as the **Material Request Queue** in MES or the Epicor application).

You can use the PCID fields on the **Summary**, **Header > Detail**, and **Packout** sheets to search for and select, manually enter, or scan a PCID into the selected **Pack ID**. You can only select the PCIDs that you previously picked through the handheld sales order pick transactions. The selected PCIDs store the order, line, and release numbers for the items contained within the PCID. You can select multiple PCIDs to add them to a pack. This means that the same pack rules that apply when you add items to a pack ID also apply when you add a PCID to a pack. You can only add PCIDs that contain sales order items for the same customer and the same ship to location. A PCID can contain items for multiple sales orders for that customer and its ship to location. The PCID also displays for the line items on the **Lines > Customer Shipment Entry > Detail** sheet.

You can also use the **Actions > Picked Orders** option in Customer Shipment Entry to view PCIDs you previously picked and are now ready to pack and ship. In the **Picked Order** window, you can select a PCID, or multiple PCIDs, to add to a pack. When you select a PCID, you add all items contained within that PCID to the pack.

In Customer Shipment Entry, on the Summary, Header > Detail, and Packout sheets, you can select a PCID and then press tab to move from the PCID field. This creates a new pack ID and the appropriate line details. After you add a PCID to a pack ID, this updates the status of the PCID record and updates the record with the pack ID number. If the PCID is a **Static** PCID, the PCID collapses after it is packed. If a static PCID is tracked, it also updates the **Collapse Counter** for the PCID. If the PCID is a **Dynamic** PCID, the PCID collapses after you mark the pack

ID record as shipped. If you archive the history of a dynamic PCID, the records for the PCID move from the standard inventory tables and are copied to the archive tables after you invoice for the pack ID that contains the PCID.

Note The PCID fields are enabled only if you install the **Advanced Material Management** license and select the **Enable Package Control** option on the **Site Configuration Control > AMM > Package Control** sheet.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry
- Service Management > Field Service Automation > General Operations > Customer Shipment Entry

Customer Shipment Entry > Print Pack Slips > Include PCID Details

Use the **Include PCID Details** check box to include the package control details when you print a packing slip in **Customer Shipment Entry**.

When you create a Pack ID in Customer Shipment Entry you can add a PCID to a pack. If you include a PCID in a Pack ID, you have the option to include the PCID details on the packing slip. To indicate that you want to include the **PCID** (Package Control ID) details on a packing slip, select the **Include PCID details** on the **Print Packing Slips/Label** window that you access from the **Actions** menu in Customer Shipment Entry. The check box defaults as unchecked.

Even if you select the Include PCID Details check box and indicate that you want to include the PCID details, the pack slip also includes the quantities for items in the pack ID that you did not assign to a PCID.

This check box is enabled only if you install the **Advanced Material Management** license and select the **Enable Package Control** check box on the **Site Configuration Control > AMM > Package Control** sheet.

To locate this check box, navigate to **Customer Shipment Entry > Actions > Print > Print Packing Slips/Labels**.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry
- Service Management > Field Service Automation > General Operations > Customer Shipment Entry

Customer Shipment Tracker - PCID

Use the **PCID** sheet available in **Customer Shipment Tracker** to view any PCIDs for a selected Pack ID.

After you select a Pack ID on the **Summary** sheet, you can navigate to the PCID sheet to view any PCIDs associated with the selected pack ID. You can use this sheet to view any of the PCIDs attributes such as whether you allow voids, can delete a PCID, or archive the PCID history. Additionally, if a PCID is **Label Print Controlled** you can examine if a PCID is an overlaid PCID, a repacked PCID, and when you generated the label. You can also determine from which the PCID originates, if the PCID holds any child PCID, and any label values associated with the PCID.

To view a dynamic PCID associated with the selected Pack ID, click the **Retrieve** button. This populates the table with all the PCID numbers and their information for the shipping pack. Static PCIDs records are not returned because, at this point, the static PCID is packed and collapsed and is available for use for another order.

For a static PCID, the application checks the PkgControlItem tables for the pack and PCID for any PCID item records for the selected Pack ID after you click Retrieve. For a dynamic PCID, if the PCID status is not invoiced, the application looks at the PkgControlHeader and PkgControlItem tables for any PCID information for the

selected pack. If the PCID status for a dynamic PCID is **Invoiced**, the application looks to the history tables when retirieve any records for PCIDs for the selected Pack ID.

Note This is a tracker program; you cannot enter information for the PCID fields. These fields are display only.

This feature is only available if you install the **Advanced Material Management** license.

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > Customer Shipment Tracker
- Material Management > Shipping / Receiving > General Operations > Customer Shipment Tracker
- Sales Management > Customer Relationship Management > General Operations > Customer Shipment Tracker
- Service Management > Field Service Automation > General Operations > Customer Shipment Tracker

Employee Maintenance - Package Control

Use the **Package Control** sheet in **Employee Maintenance** to define the allowable package control activities for an employee for the current site.

You can use the Package Control check boxes, located on the Package Control sheet, to create restrictions on who can execute transactions that involve a **PCID** (Package Control ID) on the shop floor. This allows you to verify that an employee has the right to perform the transactions that involve package control IDs. This is important for the automotive industries as it allows you to create strict restrictions on employees that perform tasks on the shop floor. These fields are enabled only if you install the **Advanced Material Management** license and select the **Enable Package Control** check box in **Site Configuration Control**. These check boxes include the following:

- **Inbound Allowed**
- **Outbound Allowed**
- **Inventory Allowed**
- **Manufacturing Allowed**
- **Quality Allowed**

These check boxes all default as unchecked.

Important Currently, these check boxes are display only. The functionality will be added in a future release.

You can view these check boxes on the **Employee Maintenance > Package Control** sheet.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > External Payroll Integration > Setup > Employee Information
- Material Management > Data Collection > Setup > Employee
- Material Management > Inventory Management > Setup > Employee
- Production Management > Data Collection > Setup > Employee
- Production Management > Job Management > Setup > Employee
- Service Management > Expense Management > Setup > Employee
- Service Management > Field Service > Setup > Employee
- Service Management > Field Service Automation > Setup > Employee

- Service Management > Project Management > Setup > Employee
- Service Management > Time Management > Setup > Employee

Export Master Mixed Label - Data Move to Calc Values

When you export master and mixed labels to Bartender files, label part data is placed in calc entries within the file.

Based on the type of label, data is placed in the following ways:

- **Master Label** - All item data is placed in entries that begin with **_PkgControlItem_Calc_**.
- **Mixed Label** - All item data is placed in entries that begin with **_PkgControlCustPartNumRows_Calc_**.

Menu Path: Material Management > Data Collection > Handheld > Package Control > Parent PCID Master

Menu Path: Material Management > Data Collection > Handheld > Package Control > Parent PCID Mixed

Fixed Length Control ID Segments

If **Numeric Sequential** or **Date Numeric** were selected in the **Segment Type** field in the **Control ID Maintenance > Detail > Segment Detail** sheet, use the **Fixed Length** check box to specify if the generated numbers in PCIDs that use this Control ID are fixed lengths and should be padded with zeros. This check box is disabled for other selected segment types.

Once the associated Control ID is associated with a PCID in **Package Control ID Configuration**, you cannot modify this setting. When the Control ID is associated with a PCID in the Package Control ID Configuration > Detail sheet, the display only **Fixed Length** check box in the Segments sheet indicates if the generated numbers in PCIDs that use this Control ID are fixed lengths and should be padded with zeros.

Generate Partial PCID Label Type

When you generate a partial PCID, the label type is internal or generic.

- If the label is print controlled, the label type is Internal.
- If the label is not print controlled, the label type is Generic.

Menu Path: Material Management > Advanced Material Management > General Operations > Partial PCID

Generate PCID Messaging

When you click the **Generate PCID** button to start the PCID generation process in Ad Hoc Job Output by PCID, Ad Hoc PCID, Overlay PCID and Partial PCID, the following messages display:

- If Auto Printing rules are not enabled, and less than five PCIDs are generated, the **PCID(s) nnnnn, nnnnn, nnnnn, nnnnn, nnnnn have been generated. Print Now?** message displays.
- If Auto Printing rules are not enabled, and more than five PCIDs are generated, the **PCID(s) nnnnn, thru nnnnn have been generated. Print Now?** message displays.
- If Auto Printing rules are enabled, the PCID is generated based on the label type determined by combinations you create in **Package Control Label Type Maintenance** for the selected customer, ship to, and part. A **Successful** message displays and the PCID is automatically printed.

Menu Path: Material Management > Advanced Material Management > General Operations > Ad Hoc Job Output by PCID

Menu Path: Material Management > Advanced Material Management > General Operations > Ad Hoc PCID

Menu Path: Material Management > Advanced Material Management > General Operations > Overlay PCID

Menu Path: Material Management > Advanced Material Management > General Operations > Partial PCID

Handheld OLR / PCID Fields

The **Auto Select Transactions**, **My Material Queue** and **Process by Queue ID** handheld programs contain **OLR** (Order/Line/Release) and **PCID** (Package Control ID) fields. They display associated order, line and release numbers, and assigned PCID when an employee processes Package Control-related transactions that display in their material queues.

You can use the handheld programs to process the following types of transactions to a PCID (Package Control ID) if you select the **Enable Package Control** check box for the current site in the **Site Configuration Control > Modules > AMM > Package Control** sheet.

- **STK-SHP** - Picking of inventory (allocated in the Fulfillment Workbench) for a sales order line.
- **CMP-SHP** - Picking of inventory (allocated in the Fulfillment Workbench) for a Sales Kit components on a sales order line.

Note The PCID functionality is disabled for all other types of transactions.

To pick material from its appropriate warehouse and bin, begin by entering, scanning or generating a PCID if needed. The warehouse and bin locations default to those from which you originally reserved in the Fulfillment Workbench, however, you can specify the exact pick quantity for the part and specify the warehouse and bin from where it is being picked. You can also click the following buttons to perform processing tasks for the items you are picking:

- If this pick transaction requires a dynamic PCID, click **Gen PCID F4** to access the **Generate PCID** window to generate a dynamic PCID.
- Click **Prt PCID F3** to access the **Print PCID Label** window to print labels for items picked to a PCID.

Menu Path: Production Management > Data Collection > Handheld > Material Handling > Auto Select Transactions

Important This program is not available in Epicor Web Access.

Menu Path: Production Management > Data Collection > Handheld > Material Handling > My Material Queue

Important This program is not available in Epicor Web Access.

Menu Path: Production Management > Data Collection > Handheld > Material Handling > Process By ID

Important This program is not available in Epicor Web Access.

Handheld Overlaid/Void PCID - Delete/Archive Configuration Settings

When selected or source PCIDs are overlaid or voided in Overlay PCID Label Validate (Handheld) or Void PCID and Label (Handheld), the Epicor application verifies the settings of the **Allow Delete** and **Archive PCID History** check boxes in the **Package Control ID Configuration > Detail** sheet:

- If the **Allow Delete** and **Archive PCID History** check boxes have been selected, the header and item records copy to the history tables and are removed from the active PCID tables (the deleted PCID is archived and written to the PCID history tables).
- If they are both marked as cleared, the source PCID is simply voided, but not deleted or archived.

Menu Path: Material Management > Data Collection > Handheld > Package Control > Overlay PCID Label Validate

Menu Path: Material Management > Data Collection > Handheld > Package Control > Void PCID / Label

Label Print Check Boxes Disabled for Static PCIDs

The **Label Print Controlled** and **Label Print Counter** check boxes in the **Package Control ID Configuration > Detail / List** sheets are only enabled for Dynamic type PCIDs; they are disabled when you are defining a Static type PCID.

Menu Path: Material Management > Advanced Material Management > Setup > Package Control ID Configuration

Master Pack Shipment Entry > Print Master Packing Slips/Labels

Use the **Include PCID Details** check box to include the details for a **PCID** (Package Control ID) on a master pack packing slip.

When you navigate to the **Print Master Packing Slips/Labels** window from **Master Pack Shipment Entry** to print a master pack packing slip, you can select the **Include PCID Details** check box. If you select this check box, it indicates that you want to include the PCID details for a package control ID on the master pack packing slip. The packing slip then displays the details for PCIDs contained within the pack IDs associated with the selected master pack. Clear this check box to indicate that you do not want to include the PCID details on the master pack packing slip. This check box defaults as unchecked.

If you select the Include PCID Details check box and indicate that you want to include the PCID details, the master pack packing slip also includes the quantities for items in a pack ID that you did not assign to a PCID.

This check box is enabled only if you install the **Advanced Material Management** license and select the **Enable Package Control** check box on the **Site Configuration Control > AMM > Package Control** sheet.

To locate this check box, navigate to **Master Pack Shipment Entry > Actions > Print > Print Packing Slips/Labels**.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Shipping / Receiving > General Operations > Master Pack Shipment Entry

MES - Package Control

Use the **Package Control** sheet to access programs related to the package control functionality from the **MES** interface.

The following programs are included in the Package Control sheet:

- **Package Control ID Tracker**
- **Package Return Adjustments**

Important The programs on this sheet are only available if the **AMM** (Advanced Material Management) module is licensed and installed on your system and the **Enable Package Control** check box is selected in **Site Configuration Control**.

Overlay PCID Label Validate (Handheld)

Use the **Overlay PCID Label Validate** handheld program to verify that an existing **PCID** (Package Control ID) and replacement PCID records contain matching information.

If you are a part of the materials or production departments at a site that utilizes the Package Control functionality, a situation can occur (such as out of date EDI information) that can cause you to need a replacement PCID. If a replacement PCID is needed, you overlay the existing PCID with a new PCID that contains the new information. After you use **Overlay PCID** to create a replacement PCID, you can use the Overlay PCID Label Validate handheld program to verify that the existing PCID and the replacement contain matching information. You overlay a PCID if a customer number, customer part number, ship to, customer container code codes change for an existing PCID. You also can overlay a PCID for repack reasons.

After you scan in your existing PCID, the **Label Status**, **Quantity**, and **UOM** fields populate. You can then scan the replacement PCID that will overlay the existing PCID. After you scan the replacement PCID, this updates the PCID header and item records for both the original and replacement PCIDs.

The following record updates occur for the existing PCID:

- Label Status is set to VOID
- Package Control Header is marked as Overlaid

The following record updates occur for the replaced PCID:

- Label status is set to STOCK
- Package Control Header records update the warehouse and bin locations
- Package Control Item records update

Note This feature is available only if you use the **Advanced Material Management** module.

Important This program is currently not functional. The functionality available for this program will be available in a future release.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Data Collection > Handheld > Package Control > Overlay PCID Label Validate

Package Code Maintenance

Package Code Maintenance contains additional fields and sheets to support Package Control processing. You use it to define package codes that denote various kinds of shipping containers (for example, 8 x 10 Container, Multi-Unit Box). A package code is not required for shipping of items, but you can use it for reference if necessary.

- For each package code, you can specify internal/external dimensional measurements (Width, Height and Length), internal/external volumes, and tare/maximum gross weights. For each type of measurement, you also specify if a user can override the standard values (defined in the **Detail** sheet) at time of shipment.
- You can designate a package code as Returnable or Expendable. Returnable packages are shipping containers your recipients can send back to your facilities for refill or reuse; package codes designated as Expendable are those that are non-returnable and non-refillable.
- Using the **Internal Part by Site** and **Ship To Cross Reference** sheets, you can also associate the package code to specific internal parts, sites, and customer ship to cross references.

Menu Path: Material Management > Shipping / Receiving > Setup > Package Code

Package Code - Part/UOM Code Assignment

The **Package Code** section in the **Part Maintenance Part UOMs Detail** sheet contains **Package Code**, **Description**, **Default** and **Display Sequence** fields. If using Package Control ID (PCID) functions in the Epicor application, you can use these fields to assign active package codes (defined in **Package Code Maintenance**) to specific part/UOM combinations.

Using these fields, you can designate the type of packaging used for transactions for a specific part, expressed in a given unit of measure. You control access to these fields for a specific part by selecting the **Package Control Specific UOMs** check box in the **Part Maintenance Part Detail** sheet. If you do not wish to assign specific package codes to specific part/UOM code combinations, the package code assigned at the UOM code/UOM class level (in the **UOM Class Maintenance UOMs** sheet) is used to determine the type of packaging that should be used for transactions expressed in a given unit of measure. For more details, refer to Unit of Measure Package Code Assignment.

Menu Path: Material Management > Inventory Management > Setup > Part

Package Code Label Value Maintenance

Use **Package Control Label Value Maintenance** to view, modify, or delete existing Package Control ID (PCID) label values stored in the PkgControlLabelValue and PkgControlLabelValueImport tables. You can also use it to manually create new PCID label value records in these tables for a specific customer, ship to identifier and part number.

The Epicor application initially creates, and later updates PCID label values stored in these tables after an inbound EDI transaction file is fully processed using the **Import EDI Demand Process**, or when you correct any error conditions preventing import of the inbound EDI transaction file and the file is successfully reprocessed using the **Demand Workbench**. These are customer-specific PCID labeling requirements for shipping transactions that are generated for the items they order from you. The Epicor application pairs these values with demand records for the specified customer/ship to/part number, and uses them to associate PCID label values with shipping transactions generated for the ordered items.

Menu Path: Sales Management > Demand Management > General Operations > Package Control Label Values

Package Code - Unit of Measure Assignment

The **UOMs > Detail** sheet, available in **UOM Class Maintenance** contains the following fields: **Package Code**, **Description**, **Default** and **Display Sequence**.

If you use Package Control functions, you can assign active package codes (defined in **Package Code Maintenance**) to specific units of measure associated with a Unit of Measure (UOM) class. Doing this, you can designate the type of packaging that is used for transactions expressed in a given unit of measure.

Example You assign package codes to UOM codes in the Count UOM class. These consist of various count measurements (Each, Box, Pallet). For the UOM code representing Each, you designate that the item should be packed using a package that represents a single-unit box. For the UOM code representing Box, you designate that transactions expressed in a box quantity are packaged in a multi-unit box. You cannot assign the package code to more than one of these unit measurements.

Note You can change the packaging code - UOM code associations in the UOMs > Detail or List sheets at any time. Any changes you make are only reflected in new parts for which you assign the UOM class in the **UOM Class** and accompanying UOM fields in the **Part Maintenance > Part > Detail** sheet.

You can also use the **Part Maintenance > Part > UOMs** sheet to assign specific package codes to specific part/UOM code combinations. These assignments take precedence over package codes assigned at the UOM code/UOM class level that determines the type of packaging that should be used for transactions for a specific part, expressed in a given unit of measure. For more details, refer to Part/UOM Package Code Assignment.

Menu Path: Material Management > Inventory Management > Setup > UOM Class

Package Code - Part/UOM Code Assignment

The **Package Code** section in the **Part Maintenance Part UOMs Detail** sheet contains **Package Code**, **Description**, **Default** and **Display Sequence** fields. If using Package Control ID (PCID) functions in the Epicor application, you can use these fields to assign active package codes (defined in **Package Code Maintenance**) to specific part/UOM combinations.

Using these fields, you can designate the type of packaging used for transactions for a specific part, expressed in a given unit of measure. You control access to these fields for a specific part by selecting the **Package Control Specific UOMs** check box in the **Part Maintenance Part Detail** sheet. If you do not wish to assign specific package codes to specific part/UOM code combinations, the package code assigned at the UOM code/UOM class level (in the **UOM Class Maintenance UOMs** sheet) is used to determine the type of packaging that should be used for transactions expressed in a given unit of measure. For more details, refer to Unit of Measure Package Code Assignment.

Menu Path: Material Management > Inventory Management > Setup > Part

Package Control ID Configuration

Use **Package Control ID Configuration** to assign portions of the predefined ranges for a Package Control ID (PCID) to a specific site.

After defining the **Control IDs** at the company level in the **Control ID Maintenance** program, you then assign portions of the defined ranges to each site. This is especially important for companies with a multi-site environment because duplicate PCIDs cannot exist within the same site. By assigning the portions of the available ranges to a site, you ensure that there are no duplicate PCIDs within the system. This means that transfers can occurs between sites and avoids the issue of duplicate PCIDs.

You first select the site for which you define a PCID, and then you can assign the ranges for both **Static** and **Dynamic** PCIDs. A static PCID is one that can be reused for different purposes, such as a bin or cart. A dynamic PCID is one that is generated and then disappears after it is used, such as the shipping box. After you select the **Package Control Type**, you can then define the attributes and available ranges for the static and dynamic PCIDs at the selected site. Some of these attributes include:

- **Allow Parent PCID**
- **Allow Mixed Child PCIDs**
- **Allow Void**
- **Archive PCID History**
- **Active**

Important When creating a Package Control ID, you cannot begin a PCID with the initial characters **M** and **S**. These are standard reserved characters for industry use.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Package Control ID Configuration

Package Control ID Maintenance

Use **Package Control ID Maintenance** view and maintain an existing **PCID** (Package Control ID).

You can use Package Control ID Maintenance to perform the following tasks:

1. Modify and view a PCID and its associated items. These items include the child PCIDs or parts contained within the PCID.

   Important You cannot use Package Control ID Maintenance to delete or add a PCID; you can only modify an already existing PCID.

2. You can also use Package Control ID Maintenance to view activities, packaging, labels, and customer container information for a PCID.

3. You can view the current status, prior status, and labeling specifications for a PCID. If a label is associated with a PCID, you can also view the label's current status and attributes.

   - A PCID has a set of rules that define what the movements and transactions are available for the PCID.
   - The label also has its own rules, based upon the state of the PCID and what is in the PCID. If the **Label Print Controlled** check box is selected for the PCID, then you mark that the rules for the labels also apply when you process a PCID.
   - These label rules are also the rules that determine when and how to overlay labels and reprint labels. A PCID status is not necessarily the same as the label status. This concept is especially important for the automotive industries where you tightly control label rules.

     Note To view more information on available PCID and label status codes and their usages, refer to the **Advanced Material Management > Working With Advanced Material > Package Control Statuses and Usage** topic in the application help.

   - You also use Package Control ID Maintenance to update location information. This includes supplier, ship to and site information. You can see all the label values that you tie to the PCID. When you look at the items, you can examine the demand that you associate with items inside the PCID. This includes sales order demands, jobs, purchase orders, transfer orders, and RMAs that apply to some item in a PCID.

4. Reprint selected Inventory or Staged PCIDs as needed. To do this, enter the PCID into the **PCID** field, then click the **Print** icon, located on the **Standard** toolbar.

Menu Path: Material Management > Advanced Material Management > General Operations > Package Control ID

Package Control ID Parent Child Tracker

Use **Package Control ID Parent Child Tracker** to view high level information about selected Package Control IDs (PCIDs); this includes information about parent and child relationships as well as current location and quantity. Inventory planners can use it to easily monitor the current status of a specified PCID.

The Package Control ID Parent Child Tracker consists of a **Parent PCID** that displays information about the parent PCID (if any) to the child PCID you select in the **PCID** panel. **PCID Items Detail** displays detailed information about each part and the child PCIDs (if any) that are associated with the PCID you select.

Menu Path: Material Management > Advanced Material Management > General Operations > Package Control ID Parent Child Tracker

Package Control ID Parent Child Tracker

Use **Package Control ID Parent Child Tracker** to view high level information about selected Package Control IDs (PCIDs); this includes information about parent and child relationships as well as current location and quantity. Inventory planners can use it to easily monitor the current status of a specified PCID.

The Package Control ID Parent Child Tracker consists of a **Parent PCID** that displays information about the parent PCID (if any) to the child PCID you select in the **PCID** panel. **PCID Items Detail** displays detailed information about each part and the child PCIDs (if any) that are associated with the PCID you select.

Menu Path: Material Management > Advanced Material Management > General Operations > Package Control ID Parent Child Tracker

Package Control ID Tracker (Handheld)

Use **Package Control ID Tracker (Handheld)** to view high level details related to a specified Package Control ID (PCID).

You can enter or scan the PCID number, or access **Package Control ID Search** to search for and select a PCID number. After you do this, associated information displays. This includes the PCID label type, print status, packing slip number, return dock and other fields that indicate if mixed child PCIDs are allowed, if the PCID is returnable or expendable, and if an Advanced Shipping Notice has been sent.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Data Collection > Handheld > Package Control > PCID Tracker
- Production Management > Data Collection > Handheld > Package Control > PCID Tracker

Important This program is not available in Epicor Web Access.

Package Control Job Output by PCID - Jobs/Partials Sheets

Use **Job Output by PCID** to generate and print a PCID for a selected job that is in its final operation.

If you are a member of a production department, and you are at a site that utilizes the Package Control functionality, you need the ability to print a PCID for a selected job. After you generate and print the PCID, you can then place this PCID on the container that holds the goods produced from the job. You can access Job Output by PCID from both the standard UI and MES.

- The **Jobs** sheet populates with jobs and their final operations. It also displays the job quantity completed for the selected jobs and the printer ID associated with that job.

  You select the job for which you want to generate a PCID in the Jobs sheet. After you select a job, you press the **Generate PCID** button and determine the PCID code you want to generate. After you select a PCID, you send the PCID to print from the printer ID associated with selected job, which you can then place on the job's container.

  When you generate a PCID, the logged in employee's current time and expense record for the selected job/operation increments the labor quantity by the **Pkg Code Qty**. All prior operations within the method of manufacture also update. The Time and Expense record is approved when you end the activity for the job.

- You can also use the **Partials** sheet to add and consume previously created partial PCIDs to the PCID you intend to generate from this program.

  You click the **Retrieve Partials** button to load the available partial PCIDs into the Partials sheet. You can then select any partial PCIDs for items that match the selected jobs to consume with this PCID. Partial PCIDs are

PCIDs that contain items that you complete from a job, but do not produce enough to create a full container. This means that you can take a partial PCID and move the items into the PCID you intend to generate to give you a full container.

You also have the option to reprint a PCID. The **Reprint Last Label** button reprints the last job you selected in the grid. You can also use the **Package Code** button to select an alternative package code to associate with the PCID for a selected job.

To access this menu item in the handheld and MES, and an employee needs to be marked as a **Material Handler** in **Employee Maintenance**.

Note This feature is available only if you install the **Advanced Material Management** module.

Important Currently this feature is not functional and will be available for future release.

Menu Path: Material Management > Advanced Material Management > General Operations > Job Output By PCID

Package Control Label Type Maintenance

Use **Package Control Label Type Maintenance** to determine, based on the label type, what Package Control ID number generates as the **PCID** (Package Control ID) for the label and the label format that prints for the current site.

The available label types you can define are:

- **Internal**
- **Generic**
- **Static**
- **Individual**
- **Master**
- **Mixed Master**

When you create an Internal, Generic, Individual, Master, and Mixed Master label type you must enter information into the **Package Control ID Code**, **Number of Labels to Print**, and **Report Style** fields. For the Static label types, you can only create one record per site for specific package code. The report ID that prints for the label is the **GenPCID** BarTender label format. You can also associate a **Package Code** to a label type to specify the package attributes associated with the label.

After you select your label type, you use the **Customer**, **Ship To**, and **Part** optional field to create more flexible label types. You can define label types at one, two, or all three of these available levels. During a transaction that requires a label to print, the available label types are analyzed to determine which label type has the greatest number of matches, the highest order match, with the optional fields. The label type with the greatest number of field matches is the label format that prints. You can also determine if a selected label type is the default label type for a part. If you select the Mixed Master type label, you also have the option of determining the number of parts that you can associate with that label.

Important This functionality is only available if you install the **Advanced Material Management** license.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Package Control Label Type

Package Return Adjustments

Use **Package Return Adjustments** or **Package Return Adjustments (Handheld)** to adjust returnable package on-hand quantities (for a selected internal part, customer container part or package code) in designated warehouse bins. They operate in a manner similar to the standard **Quantity Adjustments** and **Adjust Inventory (Handheld)** programs used for inventory quantity adjustments; you can adjust a returnable package quantity up or down, and can also use it to establish initial returnable package quantities stored in designated warehouse bins.

It is common practice in many businesses that their customers request their orders be shipped in specific containers (usually containers or pallets made of various materials). These containers are sometimes owned by the supplier and other times they are owned by the customer. Typically, customers require their suppliers to keep track of how many shippable containers are on hand, and how many they have shipped, in order to know if their supply is running low and will need more containers in order to fulfill any future demand that might get shipped. A receiving clerk can use Package Return Adjustments to adjust on hand quantities when package containers are returned by customers; it uses the adjustment codes defined for the package container in the **Reason Code In** and **Reason Code Out** fields in the **Package Code Maintenance > Internal Part by Site** sheet.

To use either version of the Package Return Adjustments, you must select the **Enable Package Control** check box for the current site in the **Site Configuration Control > Modules > AMM > Package Control** sheet. The **Track Returnable** check box is validated for the internal part/package code combination in the **Package Code Maintenance > Internal Part by Site** sheet after you enter the internal part number and select a package code.

Menu Path: Material Management > Data Collection > Handheld > Package Control > Package Return Adjustments

Menu Path: Material Management > Advanced Material Management > General Operations > Package Return Adjustments

Package Type Maintenance

Use **Package Type Maintenance** to define package type codes stored in the PackingType table you can assign to package codes defined in **Package Code Maintenance**.

Package type codes represent user-defined packaging classification types (for example, cardboard box, shipping container, pallet) you can assign to specific packaging codes defined in Packaging Code Maintenance. When you assign specific packaging codes to specific order transactions, the shop floor personnel reviews the associated packing type to determine which package/container type to use when packaging items for shipment.

Menu Path: Material Management > Advanced Material Management > Setup > Package Type

Packout (Handheld) - PCID

You can use **Packout (Handheld)** to pack a **PCID** (Package Control ID).

You can scan or enter a PCID that you previously picked through a handheld sales order pick transaction into a pack ID on the Packout (Handheld) screen. To select the PCID, you scan or enter the PCID into the **PCID** field, located below the **Order** field. This field functions similar to the PCID field located on the **Customer Shipment Entry > Packout** sheet in the Epicor application. When you scan or enter the PCID, the PCID record is updated to indicate that the PCID is packed. If the PCID is a static PCID, the PCID collapses after you pack the selected PCID. If the PCID is a dynamic PCID, the PCID collapses after you ship the selected PCID.

To pack a PCID, the items contained within the PCID must all be for the same customer and ship to locations. They can be for multiple sales orders, but they must have the same customer and ship to values for the sales order.

Note This field is enabled only if you install the **Advanced Material Management** license and select the **Enable Package Control** option on the **Site Configuration Control > AMM > Package Control** sheet.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Data Collection > Handheld > Shipping / Receiving > Packout
- Production Management > Data Collection > Handheld > Shipping / Receiving > Packout

Important This program is not available in Epicor Web Access.

Pack Verify by PCID (Handheld)

Use **Pack Verify by PCID (Handheld)** to verify all Package Control IDs (PCIDs) added to a specified packing slip.

Throughout the course of a day as items are associated to a PCID and moved into a box or on a pallet, those boxes and pallets are moved to the shipping area. Before a packing slip can be marked as shipped. using Pack Verify by PCID ensures that all quantities requested on a sales order match with the pack lines and contents of the PCID. The contents of the packer are validated in terms of parts/PCIDs and the quantity. Using Pack Verify by PCID, a warehouse worker can walk down a row of boxes and/or pallets and scan and verify that contents the are ready to be loaded on a truck match what the sales order is requesting.

Parent PCID Mixed/Master Bartender Label Printing

To print Mixed/Master Bartender labels using **Parent PCID Mixed (Handheld)**, you can press **F3** or click the **Print F3** button. An internal print routine collects and allocates the required information used to print the labels.

Parent PCID Master - Print, Done, Close Buttons

The Parent PCID Master (Handheld) program contains the following buttons:

- **Print F3** - Click this button or press **F3** to print parent/child PCID master information.
- **Done F2** - Click this button or press **F2** to close the current parent/child PCID master information.
- **Close ESC** - Click this button or press **ESC** to close Parent PCID Master.

Menu Path: Material Management > Data Collection > Handheld > Package Control > Parent PCID Master

Part Maintenance - PCID Attributes

Part Maintenance contains an **Attributes** sheet you can use to enter attribute information utilized by the Package Control functionality when it processes this part. These attributes include:

- Dimensional information (length, width, height, thickness and inner/out diameters) used to ensure the part will fit in a specified container/package.
- A image file and general information for the part, including durometer, specification, engineering alert, and condition.
- Commercial information for the part, including branding, category, style, size, and color.
- Designation if the part is compliant, a restricted item, a safety item or is a gift card item.

Menu Path: Material Management > Inventory Management > Setup > Part

Picked Order Transaction Serial Number Selection

Use **Select Serial Numbers** to select serial numbers for the part you are transacting. It displays when you process a transaction for a serialized part in **WIP/Material Movement Transaction** that was selected in the **Material Request Queue**.

If you are using the Package Control functionality, and process a picked order transaction in **WIP/Material Movement Transaction**, you cannot enter or select a serial number that is currently on an open cycle count tag.

Resource Printer Maintenance

You can use **Resource Printer Maintenance** to assign a printer to a resource from which labels, for Package Control purposes, can print.

In this program, you assign a predefined printer to a predefined resource. A **Resource** is a manufacturing or maintenance asset that belongs to the Company; a resource can be a tool, piece of equipment, or even an employee. Use the **Resource Detail** sheet, located in **Resource Group Maintenance** to create a resource for a **Resource Group**. To define the printer and its network path, use **Printer Maintenance**. To assign a printer to a resource, the resource you select must be an **Active** resource. After you select a resource, you can then select available printers and assign them to that resource.

In Resource Printer Maintenance, you can also define if a printer is a resource's default printer. To remove a printer from the list of a resource's available printers, select the printer you wish to remove and select the **Delete** button on the **Standard Toolbar**.

Note This feature is only available with the **Advanced Material Management** license.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Resource Printer

Serial Number Maintenance / Serial Number Tracker - PCID Field

If you use the Package Control functionality, the **PCID** field in the following sheets display the PCID number (if any) associated with the selected serial number.

- Serial Number Maintenance > Detail
- Serial Number Maintenance > List
- Serial Number Tracker > Detail
- Serial Number Tracker > List

Menu Path: Material Management > Inventory Management > Setup > Serial Number

Menu Path: Material Management > Inventory Management > General Operations > Serial Number Tracker

Station Resource Maintenance

You can use **Station Resource Maintenance** to create a **Package Control** station and assign a resource to that station.

Use Station Resource Maintenance to create and modify package control stations. After you create a station, you can then assign a resource to that package control station. To assign a resource such as an employee, that resource must be a predefined, active resource. A **Resource** is a manufacturing or maintenance asset that belongs

to the Company; a resource can be a tool, piece of equipment, or even an employee. To create a resource record, use **Resource Group Maintenance** and create a resource on the **Resources > Detail** sheet.

In Station Resource Maintenance, you also have the option to make a package control station **Active** or **Inactive**. This allows you to retain a station record, but remove it from available station options at which you can perform package control activities. Additionally, you can inactivate a resource at a station. This means you can retain an associated resource's record as an option for that station, but no longer make it available to perform package control activities.

This program works in conjunction with **Resource Printer Maintenance**. You can assign a printer to a resource in Resource Printer Maintenance, and then you can assign that resource to a package control station. When the resource performs a package control activity at its assigned station that requires a package control label, the label prints from the resource's assigned printer while at its station.

Note This feature is only available if you install the **Advanced Material Management** license.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Station Resource

Transaction Routing Maintenance

Use **Transaction Routing Maintenance** to assign a **Printer** to a **Transaction Type** for the current site.

You can use Transaction Routing Maintenance to associate a predefined printer with a fixed transaction type for the current site. You can then use this program to utilize the package control functionality; you can set up a printer and transaction association so you can print a **PCID** (package control ID) label for specific processes that you execute that result in the generation of a part transaction record. The transactions that are available for you to select and associate with a printer are the transactions types already hardcoded into the Epicor application. After you select a transaction type, you can then select a predefined printer record and assign it to the transaction type.

You cannot use this program to create transaction type or printer records. A transaction type is a hardcoded identifier that classifies an activity that generates a part transaction record. To create a printer record, you use **Printer Maintenance**.

You can assign multiple printers to a transaction types and specify the order in which they display. You can then place the printers you use most often when printing labels towards the top of the list of printer options. You also have the option to make a printer **Active** or **Inactive**. This allows you to retain the printer and transaction type association, remove the print from the list of options, without permanently removing the printer record assignment.

Note This feature is available only if you install the **Advanced Material Management** license.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > Setup > Transaction Routing

Unpick by PCID

Use **Unpick Sales Order** or **Unpick Sales Order (Handheld)** to return material to stock after it has been picked for an order, an order line/release, or into a Package Control ID (PCID). You might do this if an order or order/line/release is canceled after picking or if you need to reallocate material needs to another order.

- When you enter a PCID into the **PCID** field, but do not specify an order/line/release number in the **Order/Line/Release** field, you return the full quantity for all parts associated with the PCID; it unpicks **all** associated order lines and releases.
- When you unpick material for an individual order/line/release (that is, you are not unpicking the **entire** sales order), you enter a specific order line and release number into the **Order/Line/Release** field. If you do not know this information, you can scan or enter the part.

  The warehouse and bin locations default to those from which you originally picked the parts, however, you can choose the quantity of the part to return to stock and specify the warehouse and bin where it should be returned, though the list of available bins is limited to those that hold this part.

This functionality is available in the Epicor application and in the MES and Handheld.

Menu Path: Material Management > Advanced Material Management > General Operations > Unpick Sales Order

Menu Path: Production Management > Data Collection > Handheld > Material Handling > Unpick Sales Order

Void Pack

Use **Void Pack** to void a Pack ID prior to shipping the Pack ID.

Use Void Pack to void a Pack ID that has yet to ship and leave behind an audit trail. This is extremely useful for the automotive industries because of the highly regulated labeling processes. You can then, if requested by the customer, reassign a PCID included in the selected pack. If a Pack ID is marked as shipped or invoiced you cannot void the Pack ID.

- When you void a Pack ID you delete the line items from the Pack ID and clear the pack number and pack line numbers from a corresponding PCID.
- When you void a Pack ID you also create updates to the ShipHead status and the label status of PCID that is **Label Print Controlled** that is in the selected pack.
- After you select a Pack ID to void and click the **Void Pack** button, you mark the ShipHead for the selected pack as Voided. You also update the label statuses of the PCIDs contained within a pack.
- If there is a PCID associated with an **Individual** label type, when you void a Pack ID you update the label status to **Stock**.
- If there is a PCID you associated with a **Master** or **MixedMaster** label type, you update the label status to **Confirmed** when you void a Pack ID. You can view the status for the current pack in the **Status** field.
- You can also select to cancel the void of a pack.

After you click the **Void Pack** button, **Shipper Comments** displays. You must enter a reason why the pack is being voided in this comments window. If you do not enter a reason for the void pack, you receive an error message you that notifies you that you have yet to enter a comment. The pack does not void until you enter a comment.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Shipping / Receiving > General Operations > Void Pack

Warehouse Maintenance - Package Control

Use the **Package Control** fields to enable and disable package control functionality at the warehouse level.

Navigate to the **Warehouse Maintenance > Detail** sheet to specify the package control parameters for a selected warehouse for the current site. The available options you can define for a warehouse are:

- **Enforce Transactional Rules**
- **Build Parent PCID Allowed**
- **Hold**
- **Warehouse Type**
- **Is Default**

Select the Enforce Transactional Rules check box to indicate that you want to enforce the package controlled transactions at the site level. If you select this check box, you must selected a Warehouse Type and identify if the warehouse is the default warehouse type. Select the Build Parent Allowed PCID to indicate if you allow the building of parent PCIDs within the warehouse. A parent PCID is a PCID that can contain other PCIDs (child PCIDs) and parts. If a PCID contains both child PCIDs and parts this is a mixed parent PCID. You can also identify if a warehouse is a Hold warehouse. If you do enforce the transactional rules you must select a warehouse type. You can select if a warehouse is a **Quality**, **Work in Process**, or **Stock** warehouse type. After you specify the warehouse type, you can then determine a default warehouse for the selected warehouse type.

Note This feature is available only if you install the **Advanced Material Management** license and select the **Enable Package Control** check box on the **Site Configuration Control > AMM > Package Control** sheet.

Important These fields are currently display only and the functionality will be available in a future release.

WIP/Material Movement Transaction (MES)

Use **WIP/Material Movement Transaction** to process material movement transactions you select from the Material Request Queue in the MES Main Menu that requires confirmation of material movement.

Note You cannot access WIP/Material Movement Transaction directly from a menu; it displays when you select a transaction from the Material Request Queue in the MES Main Menu that requires confirmation of material movement.

Package Control Pick Processing

You can use WIP/Material Movement Transaction to process the following types of transactions to a PCID (Package Control ID) if the **Enable Package Control** check box is selected for the current site in the **Site Configuration Control > Modules > AMM > Package Control** sheet.

- **STK-SHP** - Picking of inventory (allocated in the Fulfillment Workbench) for a sales order line.
- **CMP-SHP** - Picking of inventory (allocated in the Fulfillment Workbench) for a Sales Kit components on a sales order line.

  Note The PCID functionality is disabled for all other types of transactions.

If this pick transaction requires a dynamic PCID, click **Generate PCID** to access the **Generate PCID** window to generate a dynamic PCID. Click **Print PCID** to access the **Print PCID Label** window to print labels for items picked to a PCID.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Advanced Material Management > General Operations > Material Request Queue

Inventory Management

Use Inventory Management to update and maintain raw materials, WIP, and finished goods inventory quantities and costs.

Use MRP to create inventory allocations for jobs entered through Job Management or generated from Order Management. These allocations are relieved as inventory items are issued to the job or as purchase order receipts are posted.

Issued inventory reduces quantities on hand, which are continually replenished by processing purchased or manufactured item receipts into inventory. Receipt processing provides a continual update of inventory FIFO, average, last, or standard costs for every item. A variety of inquiries provide management analysis of MRP, shortage monitoring, reorder analysis, stock status, valuation, and other critical items such as the Excess Stock Provision, Stock Status, and Obsolete Stock reports.

Company Configuration - Use Job Number as a Lot Default

The **Use Job Number as a Lot Default** check box displays on the **Company Configuration > Materials > Inventory > Lot** sheet.

If you select this check box and a part (assembly part) entered on a job includes the following Part Maintenance setup:

- The **Non Part Specific** check box is selected.
- The **Global Lot Sequence** is defined.

then, the job number automatically displays in the **Job Receipt to Inventory > Lot** field.

Note You define both Part Maintenance settings on the **Part Maintenance > Lots > Generate** sheet.

Note If you clear the Use Job Number as a Lot Default check box, the **Job Receipt to Inventory > Lot** field displays a global lot sequence value linked to the job assembly part.

Note To link a global lot sequence value to a part, use the **Part Maintenance > Lots > Generate > Global Lot Sequence** field.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Count Cycle Maintenance - Post Counts for Allocated Parts

For parts that are allocated, included in a cycle count, and ready to post, the following two situations may occur:

- Allocated Inventory parts recorded with equal or greater amounts will post and adjust inventory quantities.
- Allocated Inventory parts with numbers below the necessary allocated amount posts a notice in the log. This indicates that there is no longer the required amount that was previously allocated.

If the second of the two situations occurs, the **Change Log** prompts you to make changes to the inventory amount for the allocated part, which you can do through programs such as Fulfillment Workbench, to move the number of parts that is necessary to fulfill the allocated amount.

Menu Path: Material Management > Inventory Management > General Operations > Count Cycle Maintenance

Navigate to the **Actions** menu and select **Post Count**.

Count Variance Calculation/Report - Prev Count

When you generate **Recount** tag in **Count Cycle Maintenance**, the **Prev Count** field on the **Count Variance Calculation/Report** displays the counted quantity from the last tag generated. You can use this report to view the prior tag count in comparison to the recount tag for the part.

Menu Path: Material Management > Inventory Management > General Operations > Count Cycle Maintenance

Navigate to the **Actions** menu and select **Count Variance Calculation/Report**.

In Transit Stock Report

Use the **In Transit Stock Report** to view detailed information about materials moving on transfer orders between specified outbound and inbound locations, or those transfer orders you have already received in their specified inbound locations. It reports the quantity and total cost value of in transit materials for audit purposes.

Using this report, you can:

- Use the **Shipped Date as of** and **Received Date as of** to limit the amount of transfer order data included on the report. Use these "as of" dates to filter transfer order information to match up with specific fiscal period date ranges for auditing the cost of in transit materials for reconciliation of inventory values in the general ledger.
- Include or exclude purchased and/or manufactured parts.
- Include or exclude job materials on transfer orders.
- Print an In Transit section that lists transfer orders that currently in transit between the outbound From Site and inbound To Site locations specified on each transfer order.
- Print a Received section that lists transfer orders have already been received in the inbound To Site location specified on each transfer order.
- Filter and limit the reported data to specific parts, warehouses or "to" sites (the sites in which in transit materials are due to arrive).

The In Transit and Received sections of the report sort transfer orders by From Site, by To Site, by Packing Slip number, and then by Pack Line number.

Menu Path: Material Management > Inventory Management > Reports > In Transit Stock

Inventory/WIP Reconciliation Report

You can run the **Inventory/WIP Reconciliation Report** based on the following user-defined criteria:

- By transaction date or for a specific fiscal year/suffix/journal code and journal number. By selecting **Transaction Apply Date** or **Transaction System Date**, you can specify if the report should include transactions in a specified transaction date range or with dates within a specified system entry date range.

  The Transaction Apply Date is the actual date on which the transactions took place, while the Transaction System Date is the date in which the transactions were entered into and created in the Epicor application.
- If necessary, you can filter this report by using specific transaction types (for example, STK-SVR, STK-ASM, Labor, Invoice) and jobs.
- You can indicate the Account Level and G/L Posting details you want to include in the report.
- If you are using Project Management, you can run the report for a specific project and WBS phase within the project. You can filter transactions included on the report based on the Project ID associated with the jobs. If you select a specific project, all transactions related to the jobs (in all phases) are included. If a phase has child phases, all transactions related with the parent and child phases are included. If a phase doesn't have

child phases, only those transactions related with the jobs of the phase are included. When printing the report for a specific project, the project ID is included in the subtitle of the report.

- The report can be sorted by G/L account by date (transaction apply or system date), by G/L account by part by date, or by part by G/L account by date.

Menu Path: Material Management > Inventory Management > Reports > Inventory/WIP Reconciliation

Issue Miscellaneous Material Warehouse Bins Grid

Issue Miscellaneous Material displays a **Warehouse Bins** grid similar to the one in **Quantity Adjustment**. Use this grid to select the warehouse and bin from which you want to issue material.

When you enter the warehouse ID, the Warehouse Bin grid shows all of the bins in that warehouse that are assigned to the part. For each bin, the bin ID, description, and quantity on hand displays. If the part is lot tracked, the lot number displays. If inventory values stored in a bin are not included in quantity on hand totals, the **Non-Nettable** check box is selected.

Job Receipt to Job - Override Standard Costs

You can select the **Override Costs** check box in the **Job Receipt to Job > Costs** sheet to gain access to the **Labor**, **Burden**, **Subcontract** and **Mtl Burden** fields in the **Receiving Unit Cost** section, and the **Material**, **Labor**, **Burden** and **Subcontract** fields in the **Material Breakdown** section. This allows override of the displayed costs for the current job receipt transaction.

Previously, you could not access this check box if the part being received used the Standard Cost method. You can now access this check box and override costs as necessary for a standard costed part.

Menu Path: Material Management > Inventory Management > General Operations > Job Receipt to Job

Kanban Consider Safety Stock in Monitors

The **Kanban Monitor** dashboards, **Bin Monitor** and **Warehouse Monitor** consider Safety Stock values when determining the conditions of inventory.

The monitor dashboards use the following color-coding scheme to visually alert you to critical inventory quantity balance conditions that require immediate attention:

- **Complete Yellow Line** - This visual cue appears on detail lines in Kanban Monitor sheets if the quantity on hand for the Kanban controlled item in a warehouse bin location is between the Minimum Quantity and the Safety Stock quantity specified for the part/warehouse bin in the **Threshold/Safety Qty** field (in the Part Maintenance > Part > Sites > Warehouses > Bin Information > Detail sheet), but is greater than a quantity of zero.
- **Complete Red Line** - This visual cue appears on displayed detail lines in Kanban Monitor sheets if the quantity on hand for the Kanban controlled item in the warehouse bin location is equal to or less than the Safety Stock quantity.
- **Yellow Qty on Hand and Request Level** - This visual cue appears on **Qty on Hand** and **Request Level** fields in Kanban Bin Monitor sheets if the quantity on hand for the Kanban controlled item in a warehouse bin location is greater than the quantity specified in the **Request Level** field for the item/warehouse bin location.

Mass Issue - Options for Issuing Material When Insufficient Quantity

Mass Issue to Manufacturing allows you to choose whether or not you want to issue lines that have enough quantity when other lines do not. A message displays and presents the choices when parts that have insufficient on-hand quantity are set to warn or to stop.

If a part is out of stock and the **Negative Quantity Action** field in the **Part Class Maintenance > Detail** sheet is set to Warn for the associated part class, a message displays with three choices. You can:

- Issue all of the material with enough stock on hand (including those with a negative warning status, but not those with a stop status).
- Issue only the lines with enough on hand Qty in Stock. If a line has a Warn or Stop status, those lines won't be issued.
- Issue no lines (even those with a positive stock quantity).

If a part is out of stock and the Negative Quantity Action field is set to Stop, a different message displays to alert you that a stop action exists on the part and it will not be issued. Once you click **OK**, only parts with stock will be issued.

Menu Path: Material Management > Inventory Management > General Operations > Mass Issue to Mfg

Mass Issue to Manufacturing - Issue Selected

When you click the **Issue Selected** button located on the **Issue > List** sheet you confirm the selection of materials in the Material grid.

Example The Bill of Material (BOM) includes five sub-assemblies, but you want to issue only three. Hold down the **Ctrl** key on your keyboard and in the **Material** grid select/highlight the three required material lines. Once selected, click the **Issue Selected** button. The Material grid only displays the three selected/highlighted materials.

Mass Return from Manufacturing

Use **Mass Return from Manufacturing** to return the already issued job material from the job (Production Floor) back to stock.

When jobs have several raw materials requirements, you can use the Mass Return functionality to expedite the return process. The mass return function works well with job materials not controlled by serial numbers. If the job calls for lot-tracked material, select the appropriate lot number when you process the mass return.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Inventory Management > General Operations > Mass Return from Mfg

Min/Max/Safety Stock Calculation Settings

The following fields in the **Part Class Maintenance > Detail** and **Part Maintenance > Part > Site > Detail** sheets support automated calculation and update, by the **Min Max Safety Mass Update** process, of the **Min On-Hand**, **Max On-Hand** and **Safety Stock** fields (in the Part Maintenance > Part > Site > Detail sheet) for selected parts in the current site and warehouse in which you are logged.

- **Include in Calculation (Part Class Maintenance only)** - Specifies if the part class, and the part records assigned this part class, should be included in Min/Max/Safety Stock calculations.

- **Exclude Calculation (Part Maintenance only)** - Specifies if this part/site record should be excluded from Min/Max/Safety Stock calculations performed on its assigned part class.
- **Include Sales History** - Specifies if sales history should be included in calculations for the part class or part/site record.
- **Include Job Materials** - Specifies if job material usage history should be included in calculations for the part class or part/site record.
- **History Window** - Specifies, in number of days, how far back from the current date the Min Max Safety Mass Update process should include sales usage in calculations for the part class or part/site record. For example, if you enter **180**, the calculation process includes sales history for the last 180 days before the date on which it is being run.
- **Safety Factor** - Specifies the safety stock factor used in the calculations for the part class or part/site record. This is the percentage of the Min Stock Qty calculated as the safety stock quantity for the part. For example, if the Min Stock Qty calculated for the part is 30, and you specify **80** in this field, the calculated Safety Stock quantity is 24 (30 x 80%).
- **Max Factor** - Specifies the safety stock factor used in the calculations for the part class or part/site record. This is the multiplier that should be used when calculating a new Max On-Hand quantity for the part, based on its Min On-Hand and Safety Stock quantities.

  - Max Factor: **2**
  - Minimum On-Hand: **75**
  - Safety Stock: **90**

  New Max: ((Minimum On-Hand (**75**) x Max Factor (**2**)) + New Safety (**90**) = **240**
- **Default Part Lead Time (Part Class Maintenance only)** - Default part lead time for the part class if none exists at the part/site level for the current warehouse. This is the number of days that pass between the day this part is ordered from a supplier and the day it arrives at the site.

Note When you run the Min Max Safety Mass Update process, the settings, if any, you enter into the Part Maintenance > Part > Site > Detail sheet for an individual part/site and current warehouse take precedence over the corresponding settings defined in the Part Class Maintenance > Detail sheet for the part class assigned to the part record.

Menu Path: Material Management > Inventory Management > Setup > Part

Menu Path: Material Management > Inventory Management > Setup > Part

Min Max Safety Mass Update

Use **Min Max Safety Mass Update** to perform regular updates to the **Min On-Hand**, **Max On-Hand** and **Safety Stock** fields in the **Part Maintenance > Part > Detail** sheet for selected parts in the current site in which you are logged.

Using this program, you can perform two types of mass updates to part/site records:

- Recalculation and mass copying of updated Minimum, Maximum and Safety Stock quantities based on usage history (Sales, WIP or both) in a designated transaction history window.
- Manual update and mass copying of Minimum, Maximum and Safety Stock quantities to selected part/site records. Using this method, you do not use the available recalculation functions; you simply manually enter these quantities into Min Max Safety Mass Update, select the parts you wish to copy and then perform the actual mass copying.

As an inventory planner, you can use the **Time Phased Material Requirements Report** to manage minimum, maximum and safety stock levels for parts in specified sites and warehouses. The report selection contains an **Exceptions Only** section with **Below Minimum**, **Below Safety** and **Over Maximum** check boxes; when these

are selected, the report compares the on-hand balance for each selected part against the quantities contained in the following fields in the Part Maintenance > Part > Sites > Detail sheet:

- **Min On-Hand** - Specifies the minimum amount of inventory that should be on hand for a part in a designated site and warehouse.
- **Safety On-Hand** - Specifies the minimum amount of inventory that should be on hand for a part in a designated site. It is a "purchasing cushion" limit; the amount you would need to have to cover your requirements until a shipment arrives from the supplier. If your on-hand quantity falls below this limit, it means that there is a good chance that you may run out of material before the next shipment arrives.
- **Max On-Hand** - Specifies the maximum quantity of inventory that should be on hand for this part in this site. This value is used to alert you that the inventory quantity is too high.

Menu Path: Material Management > Inventory Management > General Operations > Min Max Safety Mass Update

Part Maintenance - UOM Product Codes HIBC

Specifies the HIBC (Health Industry Barcode) product code for this part.

This product code is intended for medical devices that you distribute throughout the United States. This code allows you to apply a unique device identifier to these medical devices, as required by the FDA. You can enter a up to 25 characters for a HIBC product code.

To navigate to this field, navigate to Part Maintenance.

Menu Path: Material Management > Inventory Management > Setup > Part

Navigate to the **Part > UOM > Detail** sheet. The field is located in the **Product Codes** pane, located at the bottom of the sheet.

Part Transaction History Tracker - Inventory Management Menu Access

The **Part Transaction History Tracker** displays as a selection on the **Inventory Management > General Operations** menu. Previously, you could only access it by right-clicking **Part** fields and selecting it from the Context menu; it can still be accessed in this manner.

Menu Path: Material Management > Inventory Management > General Operations > Part Transaction History Tracker

Part Transaction History Tracker - Starting Date

You can specify a transaction start date in the **Part Transaction History Tracker**. Click **Retrieve** to display part transactions that contain a transaction with a date on or after the specified start date. This allows you to limit the amount of data that the Part Transaction History tracker retrieves.

Menu Path: Material Management > Inventory Management > General Operations > Part Transaction History Tracker

Part Transaction History Tracker - Reason Code

The **Reason Code** field in the **Part Transaction History Tracker** displays the description of the reason code (if any) assigned to the part transaction. These are codes that denote the reasons for inventory adjustments; you also use them as needed on labor scrap, rework, inspection processing and Return Material Authorizations (RMA) transactions.

Menu Path: Material Management > Inventory Management > General Operations > Part Transaction History Tracker

PCID Display Hidden Check Box

The **Display Hidden** check box, located on the **UOM Class Maintenance > UOM > Detail** and **Part Maintenance > Part > UOMs > Detail** sheets, designates if the package code assigned to the UOM class (or part and UOM class) should be hidden when using **Job Output by PCID**.

If the check box is cleared for the associated UOM class (or part and UOM class), the package code is hidden from use in Job Output by PCID. If selected, the package code should **not** be hidden (that is, should be displayed and is valid for use) when using Job Output by PCID.

Menu Path: Material Management > Inventory Management > Setup > UOM Class

Menu Path: Material Management > Inventory Management > Setup > Part

Planning Contract Location Defaults (Manufacturing)

These are the Manufacturing location planning defaults for a Planning Contract:

- The **From** Warehouse/Bin fields located in **Issue Assembly**, **Issue Material**, and **Mass Issues to Manufacturing** default the planning contract warehouse/bin if a job material is linked to a Planning Contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract (Planning Contract Maintenance).
- The **To** Warehouse/Bin fields located in **Return Assembly** and **Return Material** default the planning contract warehouse/bin if the job assembly/job material is linked to a Planning Contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract.
- The **To** Warehouse/Bin fields located in **Job Receipt to Inventory** default the planning contract warehouse/bin if a job is linked to a Planning Contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract.
- The **To** and **From** Warehouses/Bins fields located in **Job Receipt to Job** default the planning contract warehouse/bin if a job is linked to a Planning Contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract.
- The Warehouse/Bin fields located in **RMA Disposition Entry** default the planning contract warehouse/bin if the inspected material is linked to a planning contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract.
- The Warehouse/Bin fields located in the **DMR Processing > Accept > Material > Detail** sheet default the planning contract warehouse/bin if the inspected material is linked to a planning contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract.
- The **Passed** Warehouse/Bin fields located in the **Inspection Processing > Inventory, Materials, PO Receipts** sheets default the planning contract warehouse/bin if the inspected material is linked to a planning contract. The default warehouse/bin comes from the warehouse/bin defined on the Planning Contract.

Menu Path: Service Management > Project Management > General Operations > Planning Contract

Planning Contract Maintenance

The following changes apply to Planning Contract Maintenance:

- The **Header > Supply** and **Line > Supply** sheets display the purchase order, transfer order, and job numbers linked to the planning contract in focus. The sheets also include an internal reference of the PO Suggestion ID.
- The **PO Column** was moved from the **Header > Demand** and **Line > Demand** sheets to the **Head > Supply** and **Line > Supply** sheets.

Return Miscellaneous Material Warehouse Bins Grid

Return Miscellaneous Material displays a **Warehouse Bins** grid similar to the one in **Quantity Adjustment**. Use this grid to select the warehouse and bin from which you want to return material.

Enter the warehouse and the Warehouse Bin grid shows all of the bins in that warehouse that are assigned to the part. For each bin, the bin ID, description, and quantity on hand displays. If lots are tracked for the part, the lot number is shown. If inventory values stored in a bin are not included in quantity on hand totals, the **Non-Nettable** check box is selected.

Menu Path: Material Management > Inventory Management > General Operations > Return Miscellaneous Material

Slow Moving Stock Report

For lot tracked parts, the Slow Moving Stock Report only includes transactions for a given part that are related to the current setting of the **Track Lots** check box in the **Part Maintenance > Part > Detail** sheet.

- If the current setting of the Track Lots check box is selected, the report only includes lot tracked transactions; it excludes non-lot tracked transactions (if any).
- If you clear the Track Lots check box at some point (you reclassify a lot tracked part as non-lot tracked), the report does not include any current or historical lot tracked transactions for the part.

You use the **Stock Status as of** field to select the date as of which you wish to run the Slow Moving Stock Report; the default is the current system date.

- This date controls which part transactions (stored in the PartTran table) are selected; those that contain Last Used Dates falling before the specified date are used to calculate on hand quantities that print on the report. It also takes into consideration the transaction types associated with the provision code selected in the **Slow Moving Format Code** field.
- If you use an historical date (one earlier than the current system date), and no PartTran records exist with a date equal to or prior to the specified date, the reported On Hand quantity for the part is zero.
- If PartTran records exist that contain Last Used Dates equal to or less than the specified date, it subtracts the transactional quantities for PartTran records with dates greater than the specified date from the current total On Hand quantity for the part; in this case, a negative number can result and is considered valid.

Note For all cost types, the Slow Moving Stock Report uses the current unit cost for each selected part, regardless of whether you are printing the report for the current date or for an historical (past) date. It calculates the reported extended cost by multiplying the calculated on hand quantity for each part by its current unit cost. It does not calculate the unit cost as of the specified date.

Menu Path: Material Management > Inventory Management > Reports > Slow Moving Stock

Staging Lot Number

The **Staging Lot Number** field displays in the **Job Entry > Job Details > Materials > List** sheet. The field specifies a lot number of the material in the Staging Warehouse/Bin.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Stock Status Report - Part Filtering

Use the **Part Filter** sheet on the **Stock Status Report** to filter warehouses and part classes, as well as part numbers.

Menu Path: Material Management > Inventory Management > Reports > Stock Status

Stock Status Report - Planning Contracts

The following Planning Contract fields display on the Stock Status Report:

- **Planning Contract Info** - Select this check box to include Planning Contract bin quantities in the report. The Planning Contract bin quantities display in the report for all the parts that are linked to approved and active contracts.
- A **Planning Contract Filter** sheet - Use this sheet to select specific Planning Contracts that you want to display in the report. The report will display current Planning warehouse/bin quantities for that contract.

  Note You must clear the Planning Contract Info check box to be able to select a Planning Contract record.

Menu Path: Material Management > Inventory Management > Reports > Stock Status

Stock Status Report - Weighted Average Cost Check Box

A **Weighted Average Cost** check box displays on the **Selection** sheet of the **Stock Status Report**.

- When you clear it, it designates that the type of cost that prints for each part is based on the costing method defined for it in the **Costing Method** field in the **Part Maintenance > Part > Detail** sheet (default).
- When you select it, it designates that a weighted average cost should print for all parts on the report, regardless of the setting of the Costing Method field in Part Maintenance for individual parts.

  Note If you select the check box, it uses a specific logic sequence to calculate the weighted average cost for parts that use a costing method other than Average Cost. For detailed information, refer to the Stock Status Report Field Help.

Menu Path: Material Management > Inventory Management > Reports > Stock Status

Time Phased Inquiry for Multiple Parts

In **Time Phased Inquiry**, you can navigate across multiple parts. You can retrieve more than one part using the Part search and navigate through them using the VCR buttons or the Tree menu.

Menu Path: Material Management > Inventory Management > General Operations > Time Phased Inquiry

Transfer Order Entry - Planning Contracts

The following Planning Contract fields display on **Transfer Order Entry** and the **Transfer Order Workbench**:

- A **Contract** button displays on the **Transfer Order Entry > Line > Detail** sheet. Click this button to search for and select an existing Planning Contract record. You can only select planning contracts which are **Approved** and **Active**.
- A **Contract ID** field displays on the **Transfer Order Entry > Line > Detail** sheet. The field specifies a planning contract linked to the **line** in focus.

  Note This field also displays in the Transfer Order Lines grid located on the Summary sheet.

- A **Link to Contract** check box displays on the **Transfer Order Entry > Line > Detail** sheet. The check box indicates that the ordered item (part record) is supplied from a planning contract.

  Note If the item is marked as Link To Contract on the **Part Maintenance > Site > Detail** sheet the check box is automatically selected. You can override the check box.

Note This check box also displays in the Transfer Order Lines grid located on the Summary sheet.

- The **Link to Contract** check box and **Contract ID** field also display on the **Transfer Order Workbench > New Suggestions > Detail** sheet. The check box and the field are inactive and only populate when you run the **Process MRP** or **Generate Purchasing Suggestions** processes.

  Note When you convert a Transfer Order Suggestion into a Transfer Order, the Link to Contract check box and the Contract ID default in the Transfer Order line.

Menu Path: Material Management > Inventory Management > General Operations > Transfer Order Entry

Warehouse Bin Maintenance - Planning Contracts

The **Contract** radio button displays on the **Warehouse Bin Maintenance > Detail** sheet.

Select this radio button if you want to tie this bin to a planning contract in Planning Contract Maintenance, where you define **Receiving** and **Inventory** warehouse bin locations for each planning contract.

Note You define Contract bins in Warehouse Bin Maintenance. You assign a Contract bin to a planning contract in Planning Contract Maintenance. When you assign a part to a planning contract that carries a Contract bin, that Contract bin becomes the Inventory or Receiving location for the Link To Contract part that you assigned to the planning contract.

Example You link Planning Contracts to demand and supply. The demand linked to a planning contract is filled by the supplies linked to the same planning contract. As a result, the demand is fulfilled specifically from assigned Contract warehouse/bin locations, **excluding** other non-planning contract warehouses/bins from the fulfillment process. You can link demand to a job, project or sales order indicating where the demand will be consumed.

Note The Contract radio button also displays in the **Warehouse Bin Setup Wizard > Commit** sheet.

Menu Path: Material Management > Inventory Management > Setup > Warehouse Bin

Purchase Contracts Management

Use Purchase Contracts to purchase inventory quantities on a recurring basis. You can establish delivery schedules to regularly re-issue material against which recurring deliveries are made.

The advantage of this functionality is ease and accuracy. For example, if you need to purchase a quantity of Part ABC monthly, you do not need to enter a discrete purchase order each month. Instead, you can set up a contract PO schedule and maintain this record automatically. You can assign contract line items to purchase orders. These line items automate delivery schedules with delivery dates, prices, and corresponding quantities. Requirements determined by Generate PO Suggestions are calculated and realized into delivery schedules. You can adjust the schedules manually in order to conform to supplier requirements, inventory control, production efficiency, and business expediency.

Purchase Schedule Approval Detail Fields

The following read-only fields display on the **Purchase Order Contract**, **Scheduling Parameters** and **Receipts** sections of the **Purchase Schedule Approval > Schedule > Detail** sheet. The Epicor application retrieves this from the part scheduling and contract purchase order records associated with the purchase schedule. This provides you with a complete picture of generated purchase schedules you are approving in Purchase Schedule Approval.

Purchase Order Contract

- **Start Date** - Start date of the associated contract purchase order.
- **End Date** - End date of the associated contract purchase order.
- **Active** - Indicates if the contract purchase order is active.
- **Percentage Share** - Percentage share the associated contract purchase line represents of purchases of the part for this purchase schedule.
- **Contract Qty** - Total contract quantity for the associated contract purchase line.
- **Consumed Qty** - Total quantity consumed to date for the associated contract purchase line. This is the portion of the total contract quantity that was ordered from the supplier.

Scheduling Parameters

- **Start Date** - Start date of the associated contract purchase order.
- **Minimum Period 1 Shift Days** - Number of **working days** after which the scheduling logic shifts from use of the periodicity code specified in the **Period 1** field, to use of the periodicity code (if any) specified in the **Period 2** field.
- **Date** - Calculated Minimum Period 1 Shift date for the associated contract purchase line.
- **Minimum Forward Span** - Number of working days into the future that the minimum quantity delivery (specified in the **Min. Quantity** fields for Period 1 or Period 2) should be applied.
- **Date** - Calculated Minimum Forward Span date for the associated contract purchase line.
- **Schedule Firm** - Number of actual calendar days for which the current schedule is considered firm and will not be overwritten by a new proposed schedule.
- **Date** - Calculated Schedule Firm date for the associated contract purchase line.
- **Schedule Length** - Maximum period length (actual calendar days) for which the **Generate Purchase Schedules** process includes purchase suggestions when creating purchase schedules using the associated part schedule.
- **Print Length** - Number of actual calendar days for which the part purchase schedule will be printed on the resulting purchase order.
- **Order Cover** - Number of actual calendar days into the future you can update or create purchase order releases for the associated contract purchase line.

Scheduling Parameters

- **Total Receipt Quantity** - Calculated total receipt quantity of all receipts for the contract purchase line associated with this purchase schedule.

Menu Path: Material Management > Purchase Contracts Management > General Operations > Purchase Schedule Approval

Purchase Schedule Approval - Total Arrived Qty

The **Total Arrived Quantity** field in the **Purchase Schedule Approval > Summary** and **Schedule > Detail** sheets displays the total arrived quantity of all receipts for the contract purchase line associated with the purchase schedule.

Menu Path: Material Management > Purchase Contracts Management > General Operations > Purchase Schedule Approval

Purchase Schedule Quantities Generation - Decimal Precision and Rounding

When you use the Purchase Contracts module, you generate purchase order suggestions using the **Generate Purchase Suggestions** process; this results in suggested PO suggestion records on a particular due date. You then generate purchase schedules for these suggestions using one of the following processes:

- Generate Purchase Schedules.
- Generate Purchase Suggestions, through selection of the **Include Contract PO Parts** and **Run Generate Purchase Schedules** check boxes.
- Process MRP, through selection of the **Include Contract PO Parts** and **Run Generate Purchase Schedules** check boxes.

When you calculate purchase quantities for each part schedule, the settings for the **Decimals** and **Rounding** fields in the **UOM Maintenance > Detail** sheet are used for the associated part to determine decimal precision and how to round the calculated quantities. When you view the resulting quantities in **Purchase Schedule Approval > Schedule > List** sheet, they display in two decimals, but when you edit or select them, all calculated decimal places display.

Menu Path: Material Management > Purchase Contracts Management > General Operations > Purchase Schedule Approval

Purchase Management

Use the Purchase Management module to create purchase orders and track supplier performance. Detailed line items indicate planned receipts to inventory or a job, although their destination can be changed at the time of actual receipt entry.

Purchase order receipt processing updates suggested supplier and detailed purchase history files, which provides continual reference to aid in making purchasing decisions.

An online time-phased material requirements report provides a strategic planning tool to buy the right amount of material - at the right time. With Purchase Management, you can reduce inventory levels, improve on-time deliveries, enhance your cash flow, and increase your profit levels.

Change PO Suggestions - Reviewed Check Box and Search Fields

Use the **Reviewed** check box in **Change PO Suggestions** as needed to designate a purchase order suggestion was reviewed by internal personnel. You leave it cleared if the PO suggestion was not reviewed (default). You use it to flag specific PO suggestions for filtering when using searches in **Change PO Suggestions** or **New PO Suggestions** at a later time.

When you click **Search** (binocular icon) on the **Standard** toolbar, Change Purchase Order Suggestion Search contains the following fields; you can use these fields to filter the specific PO suggestions included in the returned results:

1. **Sort By** - Sorts the returned search results by part number (default), or by purchase order number.

2. **Starting At** - If you select **Part** in the **Sort By** field, you can enter the starting part number; it then returns PO suggestions that contain part numbers greater than the specified part number.

   If you select **PO** in the **Sort By** field, the sort is in descending order, which means that the most recent purchase orders appear first. In this case, you should enter the highest purchase order number into the **Starting At** field. It then returns PO suggestions associated with purchase order numbers less than the specified purchase order number. This field is disabled you do not make a selection in the **Sort By** field.

3. **Suggestion Type** - Limits the returned results to those PO suggestions that require cancellation (Cancel), those that should be expedited (Expedite), those for which quantities should be increased (Increase), those that should be postponed (Postpone) and those for which quantities should be decreased (Decrease).

4. **Buyer** - Limits the returned results to only those PO suggestions for a selected buyer.

5. **Contract** - Limits the returned results to only those PO suggestions for a selected planning contract.

6. **Supplier** - Limits the returned results to only those PO suggestions for a selected supplier.

7. **Reviewed** - Use this to select reviewed, unreviewed or all PO suggestions. This drop down list contains the following options:

   - **<All>** - Select all PO suggestions (reviewed and unreviewed).
   - **Reviewed-** Select only those PO suggestions that were reviewed (**Reviewed** check box was selected in New PO Suggestion or Change PO Suggestion).
   - **Not Reviewed-** Select only those PO suggestions that weren't reviewed (**Reviewed** check box was cleared in New PO Suggestion or Change PO Suggestion).

The following **Review**, **Buyer** and **Suggestion** columns display on the **Search Results** grid:

- **Review** - Indicates the setting of the **Review** check box for the returned PO suggestion.
- **Buyer** - Displays the assigned buyer for the PO suggestion.
- **Suggestion** - Indicates the type (Cancel, Expedite, Increase, Postpone or Reduce) for the returned PO suggestion.

Menu Path: Material Management > Purchase Management > General Operations > Change PO Suggestions

Company Configuration - Close Release At Setting

You can use the **Close Release at** field on the **Company Configuration > Modules > Materials > Purchase** sheet to designate the point in the purchasing / receiving / invoicing processing flow at which purchase releases should be assigned a Closed status. Select one of the following:

- **Arrived** - Close purchase releases that have arrived at your facilities once the **Complete** check box is selected in **Receipt Entry** or **Container Receipt Entry** (default).
- **Receipt** - Close purchase releases when all of the arrived items on this purchase release are fully received into Stock inventory using Container Receipt Entry, Receipt Entry, or the **Mass Receipt** selection on the Actions menu in Receipt Entry, and the **Complete** check box is selected in the Receipt Entry > Lines > Detail or Container Receipt Entry > Lines > Detail sheets.

  Note If the items on the receipt line are received into an Inspection location, the status of the purchase release is only changed to Closed when the sum of failed and passed quantities recorded in **Inspection Results Entry** matches the arrival quantity.

- **Invoice** - Close purchase releases when all of the received items are marked as Complete (in Receipt Entry or Container Receipt Entry) and fully invoiced in **AP Invoice Entry**. When invoicing a Drop Shipment receipt, the **Received /Shipped** check box must be selected in **Drop Shipment Entry** before the status of the purchase release formally changes to Closed.

Note You can view the status of specific purchase release lines using the **Status** field in the **Purchase Order Entry > Release > Detail** sheet, and on the **Open POs Report**.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Disable Override Price List and Prompt to Override Price

Use the **Disable Override Price List** and **Prompt to Override** check boxes in the **Company Configuration > Modules > Material > Purchase** sheet to control the behavior of the **Override Price List** check box and the **Unit Price** fields when:

- Entering a purchase order detail line into the **Purchase Order Entry > Lines > Detail** sheet.
- Entering a purchase requisition detail line into the **Requisition Entry > Lines > Detail** sheet.
- Processing a generated PO suggestion detail line in the **New PO Suggestion Entry > Suggestion > Detail** sheet.

If you select the Disable Override Price List check box, it disables access to the Override Price List check box for an associated company. This prevents user override of the displayed unit prices that come from associated price lists.

If you select the Prompt to Override Price check box, it designates that an **Overriding Supplier Price List - Confirm?** prompt should display when a user attempts to manually override the price displayed in the **Unit Price** field that comes from associated price lists. This prompt states that the override unit price does not match the price on the price list and asks the user if they want to update the price.

Note When using the **Override Price List** check box during entry of a purchase order, requisition or suggestion detail line, its specific behavior, and that of the **Unit Price** field, is governed by the settings of both the **Disable Override Price List** and **Prompt to Override** check boxes for the associated company in the Company Configuration > Modules > Materials > Purchase sheet. For detailed information for each of the setting combinations, refer to the **Effect of Company Configuration Check Boxes on Detail Line Pricing** topic in the Application Help.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Company Configuration - Default Line Taxable Setting

A **Default Line Taxable** check box displays on the **Company Configuration > Modules > Materials > Purchase** sheet. Select the check box to designate that purchase order, requisition, or PO suggestion detail lines are normally taxable; clear it if they are normally non-taxable (default).

The Default Line Taxable check box works within a structured processing hierarchy, involving the associated purchase line part and supplier, to set the default value for the Taxable check box when:

- Entering a purchase order detail line into the **Purchase Order Entry > Lines > Detail** sheet.
- Entering a requisition detail line into the **Requisition Entry > Lines > Detail** sheet.
- Generating PO suggestions using **Generate PO Suggestions**, **Process MRP** or **Capable to Promise**, located on the Actions menus in **Order Entry** and **Demand Entry**.
- Processing generated PO suggestion detail lines in the **New PO Suggestion Entry > Suggestion > Detail** sheet.
- Creating a new purchase order and accompanying detail lines from an RFQ using the **Decision Wizard** in the **Buyer Workbench > RFQ's > Ready** sheet.
- Creating a new purchase order and accompanying detail lines from an RFQ when you click the **Supplier Response** button in the **Supplier Response** program. You can also access this from the **Buyer Workbench > RFQ's > Open RFQ's** sheet.

The **Taxable** check box normally defaults to selected (the respective transaction is taxable), unless one of the conditions in the processing hierarchy is true:

- If a default setting based on the hierarchy cannot be determined, the Taxable check box is set accordingly (selected or cleared), based on the setting you designate for the associated company in the Default Line Taxable check box.
- You can override the Taxable check box default when entering, creating or updating specific purchase order, requisition or PO suggestion detail lines.

Note For more details on this processing hierarchy, refer to Taxable Check Box Processing Hierarchy in the Application Help for the Default Line Taxable check box in Company Configuration > Modules > Materials > Purchase sheet.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Contract Purchase Lines Overlap Checking

When you add a new line in the **Purchase Order Entry > Lines > Detail** sheet for a contract purchase order, if other contract purchase order lines exist for the same part / supplier / plant, and the contract start and end dates (specified in the **Header > Detail** sheet) for the associated contract purchase orders overlap, a **This Contract Purchase Order overlaps another PO for this time period.** message displays when you save the contract purchase line.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Default Supplier Ship Via

You can use the **Ship Via** field in the **Supplier Maintenance > Detail** sheet to specify the default shipping method (for example, FedEx or Company Truck) the supplier uses to ship purchased materials to your receiving location.

The selected shipping method becomes the default Ship Via for all purchase orders created for this supplier. You can override it for individual purchase orders in the **Ship Via** field, located in the **Purchase Order Entry > Header > Detail** sheet.

Example You have a shipping method called Priority Mail. When you set up the supplier record for ABC Metals, you select this method on the Ship Via list. When you create a purchase order for ABC Metals, Priority Mail displays automatically in the Ship Via field, but you can override it as needed.

Menu Path: Material Management > Purchase Management > Setup > Supplier

Duplicate PO Fields

Promise Date and **Buyer** fields display on the **Duplicate PO** selection, located on the **Actions** menu in **Purchase Order Entry**.

You can enter a promise date default into the **Promise Date** field. This is the date by which the supplier has promised to ship the entire purchase order.

- This becomes the default date displayed in the **Promise Date** field in the **Header > Detail** sheet, and in the **Releases > Detail** sheet for all release lines for the new purchase order.
- You can override the promise date for specific release lines in the Releases > Detail sheet.
- If different promise dates are required for different lines or releases, change the promise dates in Purchase Order Entry after the Duplicate PO function completes and generates the new purchase order.

In the **Buyer** field, you must select the buyer who is responsible for the new purchase order you are creating. The default is the buyer assigned to the purchase order you are duplicating; only those authorized buyers designated in **Buyer Maintenance** for the currently logged in user display in the list.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

FOB Maintenance - Inactive Code

In **FOB Maintenance**, use the **Inactive** check box to hide an FOB code and prevent a user from selecting it if obsolete.

This allows the FOB record to remain in the Epicor application and not be permanently deleted. You only see the applicable FOB codes in a sales order or purchase order.

Menu Path: Material Management > Purchase Management > Setup > FOB

The Inactive check box is located on the **Detail** sheet of FOB Maintenance.

Generate Purchasing Suggestions - Filter Sheets

You can use the following Filter sheets in the **Generate Purchasing Suggestions** to filter report data by part, part class, and product group:

- **Part** - Use the **Part** sheet to search for and select a part(s) that you want to include in the Generate Purchasing Suggestions process. Only parts that you select in this sheet are processed.

  Using this sheet you can search for and select a maximum of 200 parts. For each of the parent parts the Generate Purchasing Suggestions process reviews the Bill of Materials (BOM) and consider demand for materials and sub-assemblies that are part of the Method of Manufacture (MOM) of the parent part(s).

  Important Once you select a part(s), you can run the Generate Purchasing Suggestions process in the **Net Change** mode only.

- **Part Class** - Use the **Part Class** sheet to search for and select a part class(es) that you want to include in the Generate Purchasing Suggestions process.

  Only parts that belong to a part class that you select in this sheet are processed.

  You can search for and select a maximum of 200 part classes.

  Important Once you select a part class(es), you can run the Generate Purchasing Suggestions process in the **Net Change** mode only.

- **Product Group** - Use the **Product Group** sheet to search for and select a product group(s) to include in the Generate Purchasing Suggestions process.

  Only parts that belong to a product group that you select in this sheet are processed.

  You can search for and select a maximum of 200 product groups.

  Important Once you select a product group(s), you can run the Generate Purchasing Suggestions in the **Net Change** mode only.

Menu Path: Material Management > Purchase Management > General Operations > Generate Suggestions

New PO Suggestions - Planning Contracts

The **Contract** field and **Link To Contract** check box display in Purchase Order Suggestion Entry.

- **Contract** - Specifies a planning contract. When you convert a purchase order suggestion, the Contract that displays in this field defaults to the purchase order line and release.
- **Link To Contract** - Indicates that supply will satisfy demand from a contract. When you convert a purchase order suggestion, the Link to Contract check box defaults to the purchase order line and release.

  Note The check box defaults to checked if the purchased item is marked as Link To Contract in Part Maintenance.

Note You can search for PO Suggestions by a specific Planning Contract using the **Contract** button located in the **New Purchase Order Suggestion Search** window.

Menu Path: Material Management > Purchase Management > General Operations > New PO Suggestions

Open Purchase Orders Report - Release Status

A **Release Status** column displays on the **Open Purchase Orders**. It reports the status of purchase release lines; the following are valid statuses:

- **Open** - Open purchase release detail line for which the ordered items have not arrived at your facilities; this is the default status assigned when you first enter a new release detail line.
- **Arrived** - All items ordered on this purchase release detail line have completely arrived at your facilities, but have not been received using **Receipt Entry** or the **Mass Receipt** selection on the Actions menu in Receipt Entry.
- **Inspection** - Items ordered on this purchase release detail line were sent to Inspection, but are still pending approval.
- **Received** - All ordered items on this purchase release detail line are fully received in Stock inventory using Receipt Entry or the Mass Receipt selection on the Actions menu in Receipt Entry.
- **Closed** - Purchase release detail line is no longer pending receipts.
- **Void** - Purchase release detail line was manually closed (voided).

Menu Path: Material Management > Purchase Management > Reports > Open Purchase Orders

PO Approval Activity Fields

Access the functionality found in **PO Approval Activity** by selecting **Approvals** on the **Actions** menu in **Purchase Order Entry**.

- The Approvals selection is enabled on the Actions menu as soon as you access Purchase Order Entry; you do not have to retrieve a purchase order before you can select Approvals.
- The **Buyers** drop down list shows all buyers who the currently logged in user is authorized to use, and who are not designated as Inactive in **Buyer Maintenance**.
- An **All Authorized** check box has been added; if you select it, PO Approval Activity displays for all buyers the user is authorized to use. If you select this check box, it disables the Buyer drop down list, preventing selecting a specific buyer.
- A **Retrieve** button has been added so you can enter all required selection criteria and control when purchase orders are retrieved and displayed.
- The entire form is now resizable.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

PO Suggestions - Reviewed Check Box and Search Fields

Use the **Reviewed** check box in **New PO Suggestions** or **Change PO Suggestions** as needed to designate a purchase order suggestion was reviewed by internal personnel. You leave it cleared if the PO suggestion was not reviewed (default). You use it to flag specific PO suggestions for filtering when using searches in **Change PO Suggestions** or **New PO Suggestions** at a later time.

You use it to flag specific PO suggestions for filtering when using searches in **Change PO Suggestions** or **New PO Suggestions** at a later time.

Example A purchasing manager has reviewed a PO suggestion and selected the **Reviewed** check box to flag it as such.

When you click **Search** (binoculars) on the **Standard** toolbar, New Purchase Order Suggestion Search contains the following fields; you can use these fields to filter the specific PO suggestions included in the returned results:

1. **Sort By** - Sorts the returned search results by part number (default), by part class, by requisition number, by job number, or by order number.

2. **Starting At** - If you select an option other than **Order Number** or **Requisition** in the **Sort By** field, you can enter the starting identifier number (part, part class or job number); PO suggestions that contain identifier numbers greater than the specified part, part class, or job number display.

   If you select **Order Number** or **Requisition**, the sort is in descending order; the most recent orders (or requisitions) appear first. In this case, enter the highest number into the **Starting At** field. It then returns PO suggestions associated with numbers less than the specified number. This field is disabled if no selection is made in the **Sort By** field.

3. **Supplier** - Limits the returned results to only those PO suggestions for a selected supplier.

4. **Create RFQ** - If selected, only those PO suggestions for which you selected the **Create RFQ** check box in New PO Suggestions display. If cleared, all PO suggestions, regardless of the setting of their respective **Create RFQ** check boxes, display.

5. **Buy** - If selected, only those PO suggestions for which you selected the **Buy** check box in New PO Suggestions display. If cleared, all PO suggestions, regardless of the setting of their respective **Buy** check boxes, display.

6. **Review** - Use this to select reviewed, unreviewed or all PO suggestions. This drop down list contains the following options:

   - **<All>** - Select all PO suggestions (reviewed and unreviewed).
   - **Reviewed -** Select only those PO suggestions that were reviewed (**Reviewed** check box was selected in New PO Suggestion or Change PO Suggestion).
   - **Not Reviewed -** Select only those PO suggestions that were not reviewed (**Reviewed** check box was cleared in New PO Suggestion or Change PO Suggestion).

The following columns display in the **Search Results** grid:

- **Order Number** - Displays the order number associated with the PO suggestion.
- **Order Line** - Displays the order line associated with the PO suggestion.
- **Order Release** - Displays the order release associated with the PO suggestion.
- **Create RFQ** - Indicates the setting of the **Create RFQ** check box for the returned PO suggestion. This denotes that you should create a Request for Quote (RFQ) for the PO suggestion.

- **Buy** - Indicates the setting of the **Buy** check box for the returned PO suggestion. This denotes that you should create a Request for Quote (RFQ) for the PO suggestion.
- **Review** - Indicates the setting of the **Review** check box for the returned PO suggestion.

Menu Path: Material Management > Purchase Management > General Operations > New PO Suggestions

Menu Path: Material Management > Purchase Management > General Operations > Change PO Suggestions

Purchase Order Entry - Planning Contracts

The following Planning Contract fields are located in Purchase Order Entry:

- A **Contract** button is located on the **Purchase Order Entry > Lines > Detail** and **Purchase Order Entry > Releases > Detail** sheets. Click this button to search for and select an existing Planning Contract record. You can only select **Active** planning contracts.
- A **Contract ID** field displays on the **Purchase Order Entry > Lines > Detail** and **Purchase Order Entry > Releases > Detail** sheets. The field specifies if a planning contract linked to the **line** or **release** in focus.

  Note If you link a purchase order release to a contract, the warehouse record defined in the **Planning Contract** defaults in the **Warehouse** field located in the **Releases > Detail** sheet. You cannot change the warehouse record.

  Note The Contract ID at the **Release** level defaults from the Contract ID defined at the **Purchase Order Line** level.

- A **Link to Contract** check box displays in the **Purchase Order Entry > Lines > Detail** and **Purchase Order Entry > Releases > Detail** sheets. The check box indicates that the ordered item (supply) is going to cover demand from a contract.

  Note This check box defaults to checked on the **Release** level if you mark the ordered item as Link To Contract in the **Purchase Order Entry > Lines > Detail** sheet. You can override this check box.

Note This functionality is also found in the Purchase Order Tracker.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Advisor - Multiple UOMs

Use the **Multiple UOMs** check box in **Purchase Advisor** to determine if you have any on hand stock of the selected part in multiple units of measure.

You use the **Do I have any on hand?** sheet in Purchase Advisor to review on-hand quantities for a selected part at a specific site. You can use the Multiple UOMs check box on this sheet to determine if you have the selected part in inventory stocked in more than one unit of measure.

- If this check box is selected, it indicates that the part is stocked in more than one unit of measure.
- If this check box is clear, it signifies that the selected part is stocked in only one unit of measure.

Note This is only applicable to parts flagged as **Track Multiple UOMs**. If a part is not flagged as tracking multiple units of measure, then this check box remains clear. You can then use the **Current Locations** sheet to view the multiple units of measure for the selected part.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Advisor

Menu Path: Material Management > Purchase Management > General Operations > Purchase Advisor

Purchase Advisor Fields

The following fields display in the **Purchase Advisor**:

- A **Lead Time** field displays on the **Do I have any one order?** sheet.
- **Lead Time**, **Life Cycle Status** and **Market Availability** fields display on the **Do I have a supplier price list?** sheet.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Advisor

Purchase Line Unit Price Rounding

Use the **Price** field (located in the **Number of Decimals** section of the **Currency Master Maintenance > Currency > Detail** sheet) to determine the rounding of the Unit Price field on the **Purchase Order Entry > Line > Detail** sheet. This setting is used with the currency selected for a purchase order in the **Currency** field in the **Header > Detail** sheet.

Example You select the United States Dollar for the purchase order, and the rounding setting is **2** in Currency Master Maintenance; the purchase line unit price rounds to two decimal places. If rounding is set to **5**, the unit price rounds to five decimal places.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Entry Promise and Due Date Header Fields

Due Date and **Promise Date** fields display on the **Purchase Order Entry > Header > Detail** sheet. Use these fields to set default dates that automatically populate Promise Date and Due Date fields for associated purchase order and release lines, potentially saving you labor when entering these dates.

Due Date - Use this field to set an optional default due date for the entire purchase order. This is the date by which you need to receive shipped releases of ordered items.

- If you enter a due date into this field prior to creation of purchase order and release lines, it becomes the default date displayed for the associated line items in the **Due Date** field in the **Lines > Detail** sheet. You can override the due date for specific purchase order lines in the Lines > Detail sheet.
- The due date entered into this field also becomes the default date displayed in the **Due Date** field in the **Releases > Detail** sheet if you do not override the due date for the associated purchase order line. You can override the due date for specific release lines in the Releases > Detail sheet.

Promise Date - Use this field to set an optional default promise date for the entire purchase order. This is the date by which the supplier has promised to ship the entire purchase order.

- If you enter a promise date into this field prior to creation of release lines, it becomes the default date displayed in the **Promise Date** field in the **Releases > Detail** sheet.
- You can override the promise date for specific release lines in the Releases > Detail sheet.

Note If you change the dates in these fields for a purchase order with existing purchase order and release lines, a message displays stating that you have changed the due or promise date. You are prompted to refresh all open lines and releases with the changes.

  - If you click **Yes**, the current due or promise dates on all purchase order and release lines are overridden with the new due date entered into this field.
  - If you click **No**, the existing due or promise dates remain.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Order Search - Confirmed/Unconfirmed Status Selection

Using **Purchase Order Search**, you can perform searches for purchase orders based on selection of Confirmed or Unconfirmed statuses that are added to the **PO Status** drop-down list. A purchase order with a Confirmed status indicates that the supplier has confirmed shipment of the ordered items.

A **Confirmed** check box is located between the **Approved Status** and **Buyer Name** columns in the Search Results grid. If selected, it indicates that a purchase order on a specific grid line has a Confirmed status; if cleared, it indicates it has an Unconfirmed status. This displays regardless of the Approved status (Approved, Unapproved, Pending, Rejected) for the purchase order.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Orders - Miscellaneous Charge Description

Use the **Description** field to enter the description for the miscellaneous charge you attach to the purchase order in **Purchase Order Entry**.

The description fields on the **Header > Miscellaneous Charges** and the **Lines > Miscellaneous Charges** sheets in Purchase Order Entry display the description you enter for the **Charge ID** you select. This description then prints on the purchase order. If you need to update the description, you can enter your new description in this field. If you add a miscellaneous charge to the purchase order, this field cannot be empty. The description defaults from the description you define for the Charge ID in **Purchasing Miscellaneous Charge/Credit Maintenance**.

This field is also available in **Purchase Order Tracker**. The tracker is a view-only program and, as such, the description fields are display only. You cannot use update the description fields in this program.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Purchase Contracts Management > General Operations > Purchase Order Entry
- Material Management > Purchase Management > General Operations > Purchase Order Entry

Purchase Release Container Fields

Container ID, **Container Promise Date**, **Container Due Date** fields and a **Shipped/Not Shipped** indicator are found on the **Purchase Order Entry > Lines > Releases > Detail** sheet and the **Purchase Order Tracker > Releases > Detail** sheets. Use these fields to view related container shipment information when the PO release line is linked to a container shipment in the **Container Landed Cost > Lines > Detail** sheet.

- **Container ID** - Displays the identifier of the container to which the PO release line is linked.
- **Container Promise Date** - Displays the promised arrival date provided by the shipper of the container.
- **Container Due Date** - Displays the date on which the container shipment is due to arrive.
- **Shipped/Not Shipped** - Indicates if the associated container has been shipped.

Note If you link a PO release to a container shipment and you change the **Shipped**, **Shipping Days**, **Due Date** or **Shipment Class** fields in the **Container Landed Cost Entry > Header > Detail** sheet at a later time, you can update the due dates for each of the associated PO release lines.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Tracker

Purchase Release Status Field

The **Status** field on the **Purchase Order Entry > Lines > Releases > Detail** sheet displays the current status of the purchase release detail line.

Valid statuses are:

- **Open** - This is an open purchase release for which the **Complete** check box was not selected in the **Receipt Entry > Lines > Detail** or **Container Receipt Entry > Lines > Detail** sheets; this is the default status assigned when you enter a new purchase release.
- **Arrived** - Ordered items on this purchase release have arrived at your facilities, and the **Complete** check box was selected in the Receipt Entry > Lines > Detail or Container Receipt Entry > Lines > Detail sheets but have not yet been received into Stock inventory.
- **Inspection** - Indicates that items ordered on this purchase release were received and sent to Inspection, but are still pending inspection processing and recording of failed/passed quantities in **Inspection Processing Entry**.
- **Received** - Indicates that all of the arrived items on this purchase release were fully received into Stock inventory using Container Receipt Entry, Receipt Entry, or the **Mass Receipt** selection on the Actions menu in Receipt Entry, and the Complete check box was selected in the Receipt Entry > Lines > Detail or Container Receipt Entry > Lines > Detail sheets.
- **Consumed** - Indicates that items on the purchase release were received into a Supplied Managed Inventory (SMI) inventory location, and have been consumed.
- **Drop Shipped** - Indicates that items on the purchase release are designated for drop shipment to a customer. These items are processed by selecting the **Received /Shipped** check box in **Drop Shipment Entry**.
- **Closed** - Indicates that this purchase release is closed, based on the setting of the **Closed At Release** field in the **Company Configuration > Modules > Material > Purchase** sheet.
- **Voided** - Indicates that this purchase release was manually closed (voided).

When you first create a purchase release, an Open status is assigned. This status automatically updates as the associated items arrive, are sent to Inspection and are fully received into Stock. A Closed release status is automatically assigned based on the setting of the **Close Release At** field in the **Company Configuration > Modules > Material > Purchase** sheet.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Requisition Entry - Print Requisition Actions Menu Selection

You can use the **Print** selection on the **Actions** menu in **Requisition Entry** to print a hard copy that contains detailed header and line information for a selected requisition.

Menu Path: Material Management > Purchase Management > General Operations > Requisition Entry

Supplier Price List Maintenance - Import / Export File Culture Fields

Import Files and **Export Files** selections are located on the Actions menu in **Supplier Price List Maintenance**.

- Use the **Import File** selection as needed to import supplier price list data on a .csv (Comma Separated Values) spreadsheet into the Epicor application. You can import .csv files for a specified effective date and supplier.
- Use the **Export File** selection as needed to export supplier price list data defined in **Supplier Price List Maintenance** to an external .csv (Comma Separated Values) spreadsheet. You can export supplier list data for a specified effective date and supplier to .csv files.

You can use the **List Separator** and **Number Format** fields to import .CSV files that can be used by users of different cultures. For example, if a supplier price list has been exported by a user using English (United States)

culture, then a user using Dutch (Netherlands) culture can import this file but they would set the List Separator field to a comma and the Number Format field to 9,999.00 (using a point as the decimal mark).

Menu Path: Material Management > Purchase Management > Setup > Supplier Price List

Supplier Updates on Existing Purchase Orders

The following processing takes place in the **Supplier** field in the **Purchase Order > Header > Detail** or **Summary** sheets If when you attempt to change the supplier identifier for an existing purchase order:

- If you create a purchase order with an specific supplier and then link one of its purchase release lines to a sales order release in the **Buy To Order** section of the **Order Entry > Release > Details** sheet, the **Supplier** field is disabled and you cannot change the supplier identifier in this field.
- If one of the purchase order lines contains a part that has approved suppliers, you are only allowed to change the supplier to a valid approved supplier for all of the ordered parts. If the specified supplier is not approved, an error message displays.
- If this is a contract purchase order, and you change the supplier, the Epicor application verifies, for all associated purchase order lines, that active part schedules have been defined for the supplier in **Part Schedule Maintenance**. This allows you to switch to different suppliers for which active part schedules have been defined in Part Schedule Maintenance.

  A **This Contract Purchase Order contains Parts which do not have an active part schedule for the selected Supplier**." error displays if active part schedules have not been defined for all of the contract lines.

Shipping / Receiving

Use the Shipping / Receiving module to monitor incoming and outgoing part quantities, whether they are shipments against an order, subcontract parts sent to a supplier, raw material received from a purchase order to a job or into inventory, or filling a sales order from stock.

Through this functionality, you can perform and track all activity relating to shipments and receipts. Online transaction processing promotes efficiency and ease of use, while online editing promotes accuracy. With Shipping / Receiving, a consistent interface processes all shipments and receipts in an efficient, accurate, and cost-effective manner.

Bill of Lading Entry - One Time Ship To

Use the **One Time Ship To** sheet in **Bill of Lading Entry** to view the One Time Ship To information that generates from a sales order entry.

Previously the **One Time Ship To** sheet in Bill of Lading Entry only displayed the name, address, city, state, postal code and country code associated with the customer's sales order. Now this sheet also displays the **Contact**, **Phone**, and **Fax** associated with the One Time Ship To information. However, when you generate a BOL, and if there is no information associated with these fields, the fields remain blank.

Menu Path: Material Management > Shipping / Receiving > General Operations > Bill of Lading Entry

Container Landed Cost Date Fields

Shipped, **Shipping Days**, **Due Date**, **Need By Date** and **Promise Date** fields display on the **Container Landed Cost Entry > Header > Detail** sheet and the **Container Landed Cost Tracker > Header > Detail** sheets. This allows you to view important dates related to a container shipment and its linked purchase release lines.

- **Shipped** - Specifies the date on which the container was shipped.

- **Shipping Days** - Specifies the lead time (in days) that this container shipment requires to reach its destination after being shipped. The default is the **Shipping Days** field setting in the **Supplier Shipment Class Maintenance > Detail** sheet for the shipment class code selected in the **Shipment Class** field.
- **Due Date** - Specifies the date on which the container shipment is due to arrive. The displayed default date is the sum of the lead time (in days) you enter into the **Shipping Days** field, and the container ship date you enter into the **Shipped** field.

  Example

  Shipping Days - **10**

  Ship Date - **12/01/14**

  Calculated Due Date - **12/15/14**

  This date also displays in the **Container Promise Date** field in the **Purchase Order Entry > Lines > Releases > Detail** sheet for each of the PO releases linked to this container shipment.

  Note If you link PO release lines to a container shipment and you change the Shipped, Shipping Days, Due Date or Shipment Class fields at a later time, you can update the due dates for each of the associated PO release lines. When you update any of these fields, the other fields are automatically recalculated and displayed. For example, if you select a new shipment class, the Shipping Days field is updated, which in turn recalculates the Due Date field.

- **Need By Date** - Displays the earliest Need By Date for all of the PO release lines linked to the container shipment in the **Lines > Detail** sheet. The date displayed is dependent on the type of demand (if any) associated with the linked PO release lines.
- **Promise Date** - Specifies the promised arrival date (if any) provided by the shipper of the container. This date also displays in the Container Promise Date field in the Purchase Order Entry > Lines > Releases > Detail sheet for each of the PO releases linked to this container shipment.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Tracker

Container Landed Cost Entry Deletion Restrictions

The following restrictions apply to deletion of container shipment lines, indirect costs and shipment duty lines in **Container Landed Cost Entry** once you use **Container Receipt Entry** to record the arrival of the shipment or receive any container shipment lines:

- You cannot delete container shipment lines once they arrive or have been received. An error message displays if you attempt to do so.
- You cannot delete indirect costs or shipment duty cost lines for container shipment lines once they arrive or have been received. If the container has arrived, **Container has Arrived - Do you want to continue** message displays. If you have already received the container shipment line, **Container has been Received - Do you want to continue** message displays. Click **Yes** to complete the deletion, or click **No** to skip deletion.

  When you delete an indirect cost or shipment duty line, it just affects the landed cost value held against the Container. This value can then be redisbursed and applied to the receipts, which updates the Applied Variance value.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Container Receipt Entry / Container Landed Cost Tracker - Simplified Operation

In **Container Receipt Entry**, a single **Lines > Detail** sheet and accompanying **Detail > Stock** and **Detail > Job** subsheets incorporate functionality formally found on individual **Stock**, **Job Material**, **Job Subcontract**, and **Other Material** sheets. This structure also applies to the **Container Landed Cost Tracker**.

This greatly simplifies the operation of Container Receipt Entry when receiving materials; receiving personnel no longer have to determine what types of materials are being received and decide which individual Receipt Entry sheet is appropriate to use.

Inventory, Job Material and Job Subcontract Receipts

After you select the purchase order, line and release number you are receiving, the **Purchase Order** button indicates this a purchase order receipt, and the **Transaction Type** field indicates the type of material purchase transaction. Depending on the transaction type displayed, the program accordingly enables (or disables) specific fields for entry of the appropriate receipt information.

- **Inventory** - Material purchased for receipt to stock inventory. You indicate the warehouse and bin location to which you are receiving the materials. For received items that are marked as Buy To Order (BTO) items on the source purchase order release, the **Detail > Stock** sheet displays pertinent information about the linked sales order releases. This allows for receipt in the same manner as a regular stock receipt lines.
- **Job Material** - Material purchased for receipt to the job subcontract sequence you specify the **Detail > Job** sheet.
- **Job Subtract** - Material purchased for receipt to the job material sequence you specify the **Detail > Job** sheet.

Tip Purchase receipts update inventory or jobs using the unit cost from the purchase order. Accounts payable invoices create audit records of any cost variance between the receipt cost and the invoice cost.

Other Material Receipts

To manually create a container receipt line that is not associated with a purchase release, click the **Miscellaneous** radio button. You then use the **Transaction Type** field to specify that you are manually creating an inventory, job material, job subcontract or other (non-inventory) material purchase receipt. You do not have to enter a purchase order number into Container Receipt Entry; you can manually create receipt lines for non-inventory miscellaneous items (such as office supplies) as needed.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Tracker

Container Receipt Entry / Container Landed Cost Tracker - Ordered / Arrived / Received / Remaining Fields

Use **Container Receipt Entry** to record the physical receipt of materials to stock inventory, directly to a job, to a job subcontract operation, or to manually create receipts of non-inventory parts such as office supplies that are not associated with a specific purchase order release.

The **Container Receipt Entry > Lines > Detail** and **Container Landed Cost Tracker > Lines > Detail** sheets contain the following quantity reporting fields:

- **Ordered** - Displays the quantity that was originally ordered for the associated purchase release line.
- **Arrived** - Displays the total quantity that has arrived to date for the associated purchase order release.
- **Received** - Displays the total quantity that you received to date for the associated purchase order release.

- **Remaining** - Displays the remaining quantity to be received for the associated purchase release line. This is the difference between the quantity ordered and the quantity that has arrived to date.

The **Container Receipt Entry > Contents > All Lines** sheet combines the contents of the **Summary > Arrival Lines** and **Summary > Received Lines** sheets.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Tracker

MES - Master Pack Shipment Entry

Use **Master Pack Shipment Entry** to combine separate pack IDs (master packs) into one master pack group to ship as a single shipment.

You can access Master Pack Shipment Entry from the **Shipping/Receiving** tab in the MES menu. You can use Master Pack Shipment Entry to group together previously separates packs into a single master pack shipment. You select the type of shipment associated with the master pack, but then the pack is restricted to only shipments of that type. Additionally, all pack IDs entered into a master pack must contain the same ship-to address and ship via code as the first pack added to the group.

To navigate to this program:

Menu Path: Manufacturing Execution System (MES) **>** Shipping/ Receiving **>** Master Pack Shipment Entry

To navigate to this program in the Main Menu:

Menu Path: Material Management > Shipping / Receiving > General Operations > Master Pack Shipment Entry

MES - Stage Ship Confirm

Use **Stage Ship Confirm** to confirm shipments of staged Pack IDs or Master Packs.

You can access Stage Ship Confirm in the **Shipping/Receiving** sheet in MES. You can use the Stage Ship Confirm process to group Pack IDs which are intended to be shipped together into stages. Once Pack IDs are assigned a stage, and their status is set to **Staged**, they are available in **Stage Ship Confirm**. In Stage Ship Confirm, you can select a group of Pack IDs and mark them as shipped all at once.

To navigate to this program:

Manufacturing Execution System (MES) Menu > Shipping/Receiving > Stage Ship Confirm

Master Pack Shipment Entry - Summary and Line Sheets Pack ID Search

Use **Master Pack Shipment Entry** to search for and select previously entered Master Packs and individual packs.

Navigate to the **Summary** sheet and select the **Pack ID** button to search for and select previously entered Master Packs.

- You can filter by Status, Shipment Type, Customer, Ship To, Ship Via, Ship Date, and Starting Number.
- The available **Status** filters include <All>, Open, Closed, Freighted, Staged, and Shipped.
- The available **Shipment Type** filters include Sales Order, Inter-Company Transfer, Subcontract, and Miscellaneous.
- To filter by **Customer**, you click the customer button and search for and select the appropriate customer name. If you select a customer, this enables the **Ship To** field where you can select a customer's Ship To address.

Navigate to the **Lines > Detail** sheet and select the **Pack** button to search for and select individual packs.

- You can search for individual packs through the Shipment Type, Customer, Ship To, Ship Via, and Ship Date filters. The available Shipment Type filters include, Sales Order, Inter Company Transfer, Subcontract, and Miscellaneous.
- Click the **Customer** button to search for customer records. If you select a customer, this enables the **Ship To** field that allows the user to search by a customer's alternate Ship To addresses.

In the **Lines > Detail** sheet search, you are able to select multiple packs at once to add to a master pack. To do so, select multiple rows in the **Search Results** grid and click **OK**.

Menu Path: Material Management > Shipping / Receiving > General Operations > Master Pack Shipment Entry

Miscellaneous and Subcontract Shipment Transaction Attachments

You can use the **Attachments** selection, located on the **Actions** menus in **Miscellaneous Shipment Entry** and **Subcontract Shipment Entry**, to associate documents (and files created by other applications) to specific miscellaneous and subcontract shipment transactions.

Example You can attach a picture graphic file (.jpg, .bmp) of the actual load shipment as a proof of shipment. This could function as a legal document, which affects payment of supplier invoices, billing for customer invoices, liability of product and transfer of title.

Menu Path: Material Management > Shipping / Receiving > General Operations > Miscellaneous Shipment Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Subcontractor Shipment Entry

Packing Slip Report - Salespersons

Use the Packing Slip Report to view all the salesperson associated with a sales order associated with the Pack ID for which you run the packing slip report.

After you create a pack ID for a sales order, you can use the Packing Slip Report to view the items included within a pack and the sales order associated with those line items. If a salesperson or salespersons are associated with the sales order, these salespersons names display on the report. They display below the sales order and purchase order numbers. The report can display multiple salespersons if more than one is associated with the sales order.

To view the salespersons on a packing slip report, you must print of print preview the packing slip in **Customer Shipment Entry**. To print the packing slip, you navigate to Customer Shipment Entry and then use the **Actions > Print** menu. The **Print Packing Slips/Labels** window displays.

Menu Path

Navigate to this program from the Main Menu:

- Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry
- Service Management > Field Service Automation > General Operations > Customer Shipment Entry

Planning Contract Location Defaults (Supply Chain)

These are the Supply Chain location planning defaults for a Planning Contract:

- **Customer Shipment** - When you ship a sales order release linked to a planning contract, the **From Inventory** pane located on the **Lines > Customer Shipment Entry > Detail** sheet defaults the warehouse/bin defined in Planning Contract Maintenance.

Note The Planning Contract warehouse/bin location also defaults when you execute **Mass Shipment** or you ship sales kit components.

- **Receive Transfer Order** - When you receive a transfer order line linked to a planning contract, the **Warehouse** and **Bin** fields located on the **Stock > Detail** sheet default the warehouse/bin defined in Planning Contract Maintenance.

  Note If you receive a transfer order via a Receiving warehouse, a transaction creates to move the items from the **Receiving** to the **Inventory Planning Contract** location defined in Planning Contract Maintenance.

- **Container Receipt Entry** and **Receipt Entry** - When you receive a purchase order release linked to a planning contract, the **Warehouse** and **Bin** fields located in the **Stock Location** pane default the Inventory Planning Contract warehouse/bin defined in Planning Contract Maintenance. For the warehouse/bin to default, click the **To Location** button.

  Note If you receive a purchase order release via a Receiving warehouse, a transaction creates to move the items from the Receiving to the Inventory Planning Contract location defined in Planning Contract Maintenance.

- **Inventory Transfer** - You cannot transfer items **TO** or **FROM** a warehouse/bin defined as the location for a planning contract.

Menu Path: Service Management > Project Management > General Operations > Planning Contract

Receipt Entry / Receipt Tracker - Ordered / Arrived / Received / Remaining Fields

Use **Receipt Entry** to record the physical receipt of materials to stock inventory, directly to a job, to a job subcontract operation, or to manually create receipts of non-inventory parts such as office supplies that are not associated with a specific purchase order release.

The **Receipt Entry > Lines > Detail**, **Receipt Tracker > Lines > Detail** and the **Container Receipt Entry > Lines > Detail** contain the following quantity reporting fields:

- **Ordered** - Displays the quantity that was originally ordered for the associated purchase release line.
- **Arrived** - Displays the total quantity that has arrived to date for the associated purchase order release.
- **Received** - Displays the total quantity that been received to date for the associated purchase order release.
- **Remaining** - Displays the remaining quantity to be received for the associated purchase release line. This is the difference between the quantity ordered and the quantity that has arrived to date.

The **Receipt Entry > Summary > All Lines** sheet combines the contents of the **Summary > Arrival Lines** and **Summary > Received Lines** sheets.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Purchase Management > General Operations > Receipt Tracker

Receipt Entry / Receipt Tracker - Simplified Operation

In **Receipt Entry**, a single **Lines > Detail** sheet, and accompanying **Detail > Stock** and **Detail > Job** subsheets incorporate functionality formally found on individual **Stock**, **Job Material**, **Job Subcontract**, and **Other Material** sheets. This structure also applies to the **Receipt Tracker**.

This greatly simplifies the operation of Receipt Entry when receiving materials; receiving personnel no longer have to determine what types of materials are being received and decide which individual Receipt Entry sheet is appropriate to use.

Inventory, Job Material and Job Subcontract Receipts

After you select the purchase order, line and release number you are receiving, the **Purchase Order** button indicates this a purchase order receipt, and the **Transaction Type** field indicates the type of material purchase transaction. Depending on the transaction type displayed, the program accordingly enables (or disables) specific fields for entry of the appropriate receipt information.

- **Inventory** - Material purchased for receipt to stock inventory. You indicate the warehouse and bin location to which you are receiving the materials. For received items that are marked as Buy To Order (BTO) items on the source purchase order release, the **Detail > Stock** sheet displays pertinent information about the linked sales order releases. This allows for receipt in the same manner as a regular stock receipt lines.
- **Job Material** - Material purchased for receipt to the job subcontract sequence you specify the **Detail > Job** sheet.
- **Job Subcontract** - Material purchased for receipt to the job material sequence you specify the **Detail > Job** sheet.

Tip Purchase receipts update inventory or jobs using the unit cost from the purchase order. Accounts payable invoices create audit records of any cost variance between the receipt cost and the invoice cost.

Other Material Receipts

To manually create a receipt line that is not associated with a purchase release, click the **Miscellaneous** radio button. You then use the **Transaction Type** field to specify that you are manually creating an inventory, job material, job subcontract or other (non-inventory) material purchase receipt. You do not have to enter a purchase order number into Receipt Entry; you can manually create receipt lines for non-inventory miscellaneous items (such as office supplies) as needed.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Purchase Management > General Operations > Receipt Tracker

Receipt Entry - Purchase Order Release Search Release Status Field

A **Release Status** drop down is found on the **Purchase Order Search**, which you access by clicking the **Line/Rel** button in the **Receipt Entry > Summary > Detail** sheet. You can use it to select purchase releases to receive, based on their current assigned statuses.

Valid statuses are:

- **Open** - Indicates this is an open purchase release detail line for which the ordered items have not arrived at your facilities; this is the default status assigned when you enter a new release detail line.
- **Arrived** - Indicates that all items ordered on this purchase release detail line have completely arrived at your facilities, but have not been received using **Receipt Entry** or the **Mass Receipt** selection on the Actions menu in Receipt Entry.
- **Inspection** - Indicates that items ordered on this purchase release detail line were sent to Inspection, but are still pending approval.
- **Received** - Indicates that all of the ordered items on this purchase release detail line have been fully received in Stock inventory using Receipt Entry or the Mass Receipt selection on the Actions menu in Receipt Entry.
- **Closed** - Indicates that this purchase release detail line is no longer pending receipts.
- **Void** - Indicates that this purchase release detail line was manually closed (voided).

The statuses displayed in the **Release Status** drop down list are dependent on the setting of the **Close Release at** field in the **Company Configuration > Modules > Materials > Purchase** sheet; only those statuses that are currently open display.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Company Configuration - Use Last Warehouse/Bin in Receiving

A **Use Last Warehouse/Bin** check box displays on the **Company Configuration > Modules > Materials > Shipping Receiving** sheet. This check box designates how the **Warehouse** and **Bin** fields should behave in **Receipt Entry** (and the **Mass Receipt** selection on the Actions menu) when you create multiple receipt lines when receiving the same part on the same packing slip. You might do this for a part that is lot controlled, or for when you receive multiple shipments on different days for a part purchased on a single purchase order.

Selecting the check box causes the display of the same warehouse and bin that was used for the last receipt of the same part number on the same packing slip. Your installation of the Advanced Material Management (AMM) license determines how the functionality works:

- If AMM is installed, the user entering the receipt must click the **To Location** button in the **Receipt Entry > Stock > Detail** sheet to refresh the Warehouse and Bin fields with the same warehouse and bin numbers used the last time the same part was received on the same packing slip.
- If AMM is not installed, the default values that display in the Warehouse and Bin fields in Receipt Entry are the same warehouse and bin number used the last time the part was received on the same packing slip you already created.
- If you create a mass receipt with no receipt lines in the Mass Receipt selection, the standard logic for determining default warehouse and bin numbers is used. If receipt lines have been created for a mass receipt, and you create another receipt for the same part and same packing slip, the default values that display in the Warehouse and Bin fields are the same warehouse and bin numbers used the last time the same part was received on the same packing slip.

  Note This check box has no impact on receipt lines flagged for inspection, or for lines that are not received to stock.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

To Location - Contract Warehouse and Bin

If the purchase order release in focus is linked to a Planning Contract at the Purchase Order Entry level, a Contract warehouse/bin defaults in the **Warehouse** and **Bin** fields located in the **Receipt Entry > Stock > Detail** and **Container Receipt > Stock > Detail** sheets once you click the **To Location** button.

Example Select the **Contract** radio button to enter a new Contract Warehouse bin in Warehouse Bin Maintenance. Once you create a contract warehouse bin, you link it to a contract in Planning Contract Maintenance. Next, you mark a material at the Purchase Order Entry Line/Release levels as **Link To Contract** (Link To Contract check box) and select the Planning Contract with the previously-defined contract warehouse/bin. Once you click the To Location button in Receipt Entry or Container Receipt, the contract warehouse/bin defaults, as the contract that carries the contract warehouse/bin is linked to the material at the Purchase Order Entry Level.

Important If you don't click the **To Location** button and accept the defaulted **Receiving** warehouse/bin, a **PUR-STK** material queue transaction generates, suggesting to move the received quantity from the Receiving to the Contract warehouse/bin. You can review the material queue transaction using the Material Request Queue.

Note If you attempt to change the defaulted Receiving bin and select a non-contract bin, a message displays informing you that the selected bin does not match the planning contract bin.

Note The same logic applies to **Mass Receipt** launched from Receipt Entry. Once you select your line and select the **Set To Location** check box (per individual line) or click the **Set All To Locations** button, the Contract warehouse/bin defaults in the **Warehouse** and **Bin** fields. If you accept the

defaulted **Receiving** warehouse/bin, a **PUR-STK** material queue transaction generates, suggesting to move the received quantity from the **Receiving** to the **Contract** warehouse/bin.

Menu Path: Material Management > Shipping / Receiving > General Operations > Receipt Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Receipt Entry

Workstation Maintenance - Delete a Workstation

Use **Workstation Maintenance** to delete a workstation from available workstation options.

To delete a workstation, navigate to the **Standard Toolbar** and click the **delete** button. However, if there is a user currently logged into a workstation an error message displays that prevents a user from deleting a workstation currently in use.

Menu Path: Material Management > Shipping / Receiving > Setup > Workstation

Workstation Maintenance - Log Manifest Messages

You can use the **Log Manifest Messages** to indicate if XML files should be written to the Epicor server log with the freight requests and responses data.

When you select the Log Manifest Messages check box, you indicate that you want to write XML files to the Epicor server log with freight request and response data. You allow the check box to remain clear if you do not want these messages written to the server log. The XML files that are written are saved with the associated pack number in the file name; this ensures that you never overwrite an XML file.

Note To enable or disable this option, you must be a System Manager.

The purpose of this flag is for use of the log as a trouble shooting tool by Epicor Technical Support. With this function, you can see the raw date you send into the manifest interface and the raw date being returned. This means you can more quickly determine when an issue originates because you can see the information you pass to a freight service and the information that freight service returns.

Menu Path: Material Management > Shipping / Receiving > Setup > Workstation

Workstation Maintenance - Timeout

Use **Workstation Maintenance** to specify the timeout length, in seconds, that the client waits for a response from a freight service.

You can use the Epicor application to interface with manifest software for freight services. These freight services can then send you tracking numbers, print labels, and shipping charges. Previously the Epicor application had a fixed timeout of one minute. You can now adjust the length of time you wait for this reply from the freight service before the communication attempt ends. If field is left blank, the length of time specified in the XML file is used. If none specified in the XML, a default of 60 seconds is used.

Navigate to the **Workstation Maintenance > Workstation** sheet, and then locate the **Manifest** pane.

Menu Path: Material Management > Shipping / Receiving > Setup > Workstation

Supplier Relationship Management

Supplier Relationship Management (SRM) is a toolset used to request quotes for raw materials or subcontract services from one or multiple suppliers. Request for quotations (RFQs) are generated with one or more lines; each line has the ability to request pricing from one or more suppliers.

Supplier RFQ responses automatically build or add to existing part price-break tables. They contain current effectivity dates that are used in other areas of the application.

Processing Restrictions for RFQs Created from Quotes

You can create Request for Quotes (RFQs) from quotes by selecting the **RFQ Needed** check box in the **Line > Mfg Details > Quote Details > Operations > Subcontract Detail** or the **Line > Mfg Details > Quote Details > Materials > Detail** sheets in **Opportunity/Quote Entry**.

Note When you select the **RFQ Needed** check box for a quote material in Opportunity/Quote Entry, it creates an entry in the **Buyer Workbench** to initiate a Request For Quote for the material. In the **Buyer Workbench**, use **Supplier Responses** to obtain a response from your supplier for the cost of the material. Use the **Quote Worksheet** to factor that quote material cost in the price to charge your customer.

The following restrictions apply when processing this type of RFQ in the **Buyer Workbench** and **Supplier Responses Detail**:

- You cannot convert it into an actual purchase order using the **Create PO** button in **Supplier Responses Detail**; it is disabled in this situation. You normally access Supplier Responses Detail by clicking **Supplier Responses** in the **Buyer Workbench > RFQ's > Open RFQ's** sheet; it is also disabled for RFQs created from quotes.
- You cannot invoke the Decision Wizard by clicking the **Decision Wizard** button in the **Buyer Workbench > RFQ's > Ready** sheet; it is also disabled for RFQs created from quotes.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Menu Path: Material Management > Supplier Relationship Management > General Operations > Buyer Workbench

Handheld

Move Inventory Lot Generation Prompt

When you use **Move Inventory (Handheld)** to record a movement of an inventory item from one location to another within the same site, and the part is designated as lot controlled, you designate both the "from" and "to" lot numbers.

If you leave the **To Lot** field blank, when you press **F2** or click **Save F2**, a prompt displays, asking if you want to autogenerate a new lot number or generate a lot record using the characters you entered into the **To Lot** field.

Production Management

The Epicor suite of production management applications, comprised of Job Management, Scheduling, Material Requirements Planning, and Quality Assurance, uses sophisticated technologies to model your best practices and empowers your personnel to make decisions that result in optimization of your production process.

Whether you are a global, multi-site enterprise or a single-site manufacturer, the fundamental need for precise and flexible planning and scheduling is an ever present requirement for your business. Specific functionality like consolidated purchasing, transfer functionality, and consolidated financials helps global enterprises manage the complexity of their size and take advantage of the efficiencies that smaller organizations enjoy.

Engineering

The Engineering module (Product Data Management - PDM), serves as a central knowledge repository for process and product history. It also promotes integration and data exchange among all enterprise users who interact with the product - including project managers, engineers, salespersons, buyers, and quality assurance representatives.

Epicor offers a solution for manufacturers that manages the powerful information traditionally contained in engineering documents, site floor routings, changes, sales orders, and quality documentation. It does this within a single online solution easily shared across the enterprise business.

BOM Zero Quantity/Parent

You can enter a material with a zero quantity on a BOM when working with a revision in the **Engineering Workbench**, in **Quote Manufacturing Details**, or in **Job Entry**. Prior to the addition of this feature, entering a value of zero in the Qty/Parent field caused an error message to display.

The following are scenarios for using the zero quantity per parent:

- You can add a reference material in a BOM that may or may not be used during the manufacturing of the part.

  Example A metal worker adds a rust inhibitor on parts meant for marine use. He does not use this material on parts destined for other uses. You can add the rust inhibitor material to a revision as a material with a zero Qty/Parent and the worker can use it as needed.

  Example Customers can purchase a bicycle item assembled or as a kit. When the bike is packaged as a kit, an instruction booklet for the assembly must be included. The booklet is entered with a zero Qty/Parent and added only when the bicycle is ordered without assembly.

  Example A repair shop lists all the parts on the BOM that may be required for a repair to a faulty unit. Each material is listed with a zero Qty/Parent and the employee performing the repair can use each material as necessary.

- You can replace one material with another after a job has been started. The original material can be returned but this is not required.

  Example A job to build a motherboard for a laptop is started. Part-way through the job, the production team decides to use a processor from a different manufacturer on the laptop assembly. The original processor's Qty/Parent is changed to zero and the replacement processor material is added to the BOM.

Materials with a zero required quantity are depicted in the Tree View with a special icon:

- If no materials have been issued, the icon is blue.
- If materials have been issued, the icon is green.

	Indicates a material with a zero quantity per parent for which nothing has been issued. The icon will display even after the job is completed and closed, so long as the material is not issued.
	Indicates a material with a zero quantity per parent for which material has been issued on this job. The icon will display even after the job is completed and closed.

Note In Kanban Receipts you can process parts with revisions that include a zero Qty/Parent. However, you cannot process them for lot tracked parts if the picked quantity is greater than the required quantity.

A workaround is to change the required quantity to one, process the receipt and then change it back to zero.

Issue and Return Materials

If Qty/Parent is equal to zero, you can issue inventory to this material if the production worker uses it, using either Issue Material or Mass Issue.

The shop floor worker can use Return Materials to return excess inventory for zero quantity materials.

Backflush Materials

You can backflush materials to jobs that include a material (or materials) with a zero Qty/Parent. Materials with zero Qty/Parent are skipped by the process so no unnecessary Part Trans records will be created.

Job Actual Costing and Costing Workbench

The Production Detail Report, Job Tracker, Inventory/WIP Reconciliation Report and other reports and trackers show the actual costs for completed jobs and those that are in progress. You can review the actual profitability of a job because the costs for the actual materials issued to the job (including those with a zero Qty/Parent) are shown.

- Estimated costs use 0.00 as a Required Quantity.
- Actual Costs use the Actual Quantity issued to the job for any material with a 0.00 Required Quantity.
- There will be a variance between Estimated and Actual Costs for any materials with a 0.00 Required Quantity if inventory was issued to the job for that material.

In the Costing Workbench, when calculating rolled up costs for the manufactured part, 0.00 is used as the cost for materials with a 0.00 Required Quantity.

Epicor PLM Bill of Operations

Epicor PLM is a third party integration you can use to create and modify Epicor parts through the **Engineering Workbench**. Operations, as well as materials, can be manipulated.

The purpose of Epicor PLM is to store and maintain CAD documents, CAD 3D models, CAD Bills of Materials (BOM), part data , and office documents . PLM provides the ability to link these documents to each other in various ways. Epicor PLM also provides security, workflow and search capabilities to structure the use of objects and to stimulate collaboration within the company and with partners.

Epicor PLM is integrated with your Epicor application at three levels: Parts, ECO (BOM), and Quotes.

In the Epicor application, a product's method of manufacture consists of a bill of materials (BOM) and a bill of operations (BOO). The ability to define and manipulate the completed method of manufacture within the PLM system provides Engineering with a comprehensive and integrated product data structure, which can be cloned and re-used in a make-to-order environment.

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Engineering Workbench - Machine MES

The **External MES** sheet and check box are named **Machine MES** in the following programs:

- Engineering Workbench
- Method Tracker

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Get Details Creates Revision and BOM for Non Master Part Subassemblies

If you are using Get Details to copy details from a quote or a job to a method of manufacturer (bill of material) in the Engineering Workbench, the Epicor application automatically creates parts in the Part Master table for those parts that are not there already. The revision and its bill of material are also created. This is to satisfy the requirement that all parts that are associated with a bill of material must exist in the Part Master table.

Inspection Plans in Quote, Job, and Engineering Workbench

Inspection Plans are retrieved and displayed on the tree when parts with plans are dragged and dropped. This is the case for Assemblies, Operations, and Materials in Opportunity/Quote Entry, Job Entry, and in the Engineering Workbench.

Engineering Workbench - Approve and Check In

You can approve and check in a revision or a group of revisions using the following Engineering Workbench > Actions menu commands:

- Actions > Revision > Approve and Check In
- Actions > Group > Approve and Check In All

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

Job Management

Job Management is a comprehensive manufacturing control solution, designed specifically for the routing, scheduling, costing, and tracking of either custom or repetitive parts manufactured on the shop floor.

Job Entry for a repeat part takes minimal effort. Analysis tools provide the quick and accurate reference necessary for re-quoting a part or identifying the types of work at which your company is most profitable.

Backflushing - Planning Contracts

If you mark a Job Material as **Backflush** and you link it to a contract in **Job Entry**, the material is backflushed from a **Contract** warehouse/bin (source) defined in Planning Contract Maintenance. The Contract warehouse/bin must carry on hand quantities.

If there are no on hand quantities available in the Contract warehouse/bin, the **standard** material backflushing logic for picking a source warehouse/bin is executed, considering only Contract bin locations.

Note Once you specify a planning contract in the **Job Entry > Job** sheet, all the job materials marked as Link To Contract either in Part Maintenance or part's Bill of Materials (BOM) and the corresponding demand automatically links to that contract.

Standard Material Backflushing Logic

- If the available quantity on hand is greater than zero, the input warehouse/bin (defined in the **Input Warehouse** and **In Bin** fields in the Resource Group Maintenance > Resources > Detail sheet) for the resource associated with the job operation is used.
- If an inadequate available inventory balance exists in the input warehouse/bin defined in the Resource Group Maintenance > Resources > Detail sheet (or none has been defined), the input warehouse/bin defined in the **Input Warehouse** and **In Bin** fields in Resource Group Maintenance for the resource group associated with the job operation (if the available quantity on hand is greater than zero) is used.

- If an inadequate available inventory balance exists in the input warehouse/bin defined in Resource Group Maintenance (or none has been defined), the backflush warehouse/bin (defined in the **Backflush Warehouse** and **Backflush Bin** fields in the Resource Group Maintenance > Resources > Detail sheet) for the resource associated with the job operation (if the available quantity on hand is greater than zero) is used.
- If an inadequate available inventory balance exists in the backflush warehouse/bin defined the Resource Group Maintenance > Resources > Detail sheet (or none has been defined), the backflush warehouse/bin (defined in the **Backflush Warehouse** and **Backflush Bin** fields in Resource Group Maintenance) for the resource group associated with the job operation (if the available quantity on hand is greater than zero) is used.
- If an inadequate available inventory balance exists in the backflush warehouse/bin defined in Resource Group Maintenance (or none has been defined), the primary bin defined in the **Primary Bin** field in Warehouse Maintenance for the associated job material warehouse (if the available quantity on hand is greater than zero) is used.
- If an inadequate available inventory balance exists in the primary bin defined in Warehouse Maintenance (or none has been defined), the first bin for the associated job material warehouse that contains a quantity for the Inventory unit of measure defined for the component part being backflushed (if the available quantity on hand is greater than zero) is used.
- If an inadequate available inventory balance exists in a warehouse bin for the Inventory unit of measure defined for the component part being backflushed, the first bin in the job material warehouse that has an available quantity, regardless of unit of measure is used.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Backflush Labor Server Process

The **Backflush Labor Server Process** will process labor entries with the **Approved** status only.

Example There are four operations in a method of manufacture (MOM). The operations are sequenced as follows:

Operation Sequence	Labor Entry	Manually Entered	System Determined
10	Backflush	No	Time and Qty, upon entry of Opr 40
20	Backflush	No	Time and Qty, upon entry of Opr 40
30	Backflush	No	Time and Qty, upon entry of Opr 40
40	Backflush	Quantity	Time and Quantity

Once you report labor for operation **40** against the job that carries this MOM, but do not approve it, labor transactions for operations **10**, **20**, and **30** are not generated after the **Backflush Labor Server Process** is complete. To generate labor transactions for the first three operations in the job's method of manufacture, you must first approve time for operation **40** and then run the Backflush Labor Server Process.

The process does not consider time entries with the following statuses:

- **Entered** - Time entered against a job operation.
- **Rejected** - Time rejected against a job operation.
- **Partially Approved** - Time already approved, but pending second approval.

Menu Path: Production Management > Job Management > General Operations > Backflush Labor Server Process

BarTender Generic Job and Generic Receipt Reports

Use the BarTender Generic Job report to print a report for a single material that you issue. You can also use the BarTender Generic Receipt report to print a report for a single material you receive through **Receipt Entry**.

You can define data directives to print the **BTGenJob** and **BTGenRcpt** reports that you run through Auto Print for a single material you issue or receive. For the BTGenJob report you can use the **AssemblySeq** (assembly sequence) and **MtlSeq** (material sequence) report parameters to print a report for the single part. This means that after you create the data directive for the **GenJob** data definition, you can establish if the report prints for a single material in the Auto Print report parameters. For the BarGenRcpt report, you use the PackLine report parameter for the **GenRcpt** data directive to print the report for the single part.

To establish a report parameter for a single material, you use the **BPM Workflow Designer**.

FIFO Layers Honored When Over-Issued Materials are Returned to Inventory or Material is Pulled for Nonconformance

When materials are over-issued to a job and later returned to inventory, the cost of those items are calculated using the reverse order of the FIFO layers. The same applies when material is issued to a job and then pulled for inspection due to nonconformance. The functionality is identical for items that are lot tracked and those that are not lot tracked.

Example

This example demonstrates how material that is returned to inventory from a job, or material that is pulled from a job because of nonconformance, is costed.

A job material requires 250 items:

Layer 1	200 items at $10
Layer 2	50 items at $50

The total value is (200 * 10) + (50 * 50) = $4500

The average unit cost is $4500/250 = $18

15 items are over-issued and must be returned to inventory (or pulled because of nonconformance - the same rules apply). The reverse order of the FIFO layers will be used to cost the returned items. The 15 items will be returned at $50 each (the cost from Layer 2), for a total of $750. A new sequence is added to the end of the FIFO layer for this transaction.

If instead of 15 items, 60 items are returned to inventory, then two FIFO layers will be restored:

Layer 2	50 items at $50
Layer 1	10 items at $10

The total value of the returned items is (50 * 50) + (10 *10) = $2600

If there are intermediate transactions that consume a layer, no corrections will be made to those intermediate transactions.

Get Details - Planning Contracts

The **Get Details** functionality honors the **Link To Contract** check box selected in the **Part Maintenance > Part > Sites > Detail** sheet.

If the part that you are getting the details from (method of manufacture) includes materials (part records) that have this check box selected, the Link To Contract check box for the materials is selected by default once you complete the Get Details for a job.

Note The same logic also applies if you get details from the Job or Quote templates.

You can link a part to a contract at the Sales Order Entry, Job Entry, and Purchase Order Entry levels.

Note At the Job Entry level, if after the Get Details a job material is marked as Link To Contract and a Contract ID is defaulted from the Job Header, then the demand created for the materials is linked to that contract.

If you define a Contract ID for a job and there are already existing demand links, the orders and jobs in the demand link are validated and linked to the same contract.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Issued Complete Determines Material Usage

Job costing logic for calculating the material usage for one of the related operation quantities considers the **Issued Complete** flag to determine if actual issued materials or the estimated required materials should be used in the calculation. If the materials are completely issued, then the material unit cost is proportionate to the actual issued materials. If the materials are not completely issued, then the material unit cost is proportionate to whichever is greater between the expected required materials and actual issued materials.

Job Completion/Closing Maintenance - Actual Scrapped Quantity

Job Completion/Closing Maintenance displays the actual scrapped quantity value entered for the operation in focus in Time and Expense Entry.

Example You have a job with two operations to manufacture ten units of a metal hinge. When you reported time using Time and Expense Entry you scrapped two units. When you try to complete/close the job using Job/Completion Closing Maintenance, the **Act Qty Scrap** field informs you about the previously scrapped quantities of two units.

Note The Act Qty Scrap field is located on the **Detail > Operations** sheet.

Menu Path: Production Management > Job Management > General Operations > Job Closing

Job Completion/Closing Maintenance - Co-Parts

Use the **Co-Parts** sheet to review information related to Co-Parts, if the revision of the part manufactured on the job is associated with Co-Parts records. Use this sheet to review information about what has been produced and received for each of the Co-Parts on the job.

Job Completion/Closing Maintenance - Planning Contracts

The **Contract ID** field and **Link To Contract** check box display in **Job Completion/Closing Maintenance**.

- The **Contract ID** field specifies a Planning Contract tied to the job material. Once you link a job to a contract, all the job materials marked as Link To Contract either in Part Maintenance or part's Bill of Materials (BOM) and the corresponding demand automatically links to that contract.

  If the material is linked to a Planning Contract then demand is supplied from a Planning Contract warehouse/bin.

  Note You define a Planning Contract warehouse/bin in Planning Contract Maintenance.

- The **Link To Contract** check box indicates that the material in focus is linked to a Planning Contract.

  A demand is generated and tied to a contract if you mark a job material as Link to Contract and there is a Contract ID linked to the material.

  Available quantities in Planning Contract warehouse/bin are considered if the material is linked to a Planning Contract.

Menu Path: Production Management > Job Management > General Operations > Job Closing

Job Entry - Auto Schedule On Release

When you select the **Auto Schedule On Release** check box located in the **Actions** menu, the Schedule window automatically displays upon selecting the **Released** check box.

Note To select this check box, in Job Entry, select the Actions command to display the list of options.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Entry - Co-Parts

If you attempt to delete a Co-Part record and there is labor reported against the assembly part, the **Deletion of this Co-Part is not allowed. There is at least one labor reported against it that should be deleted at first** message displays.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Entry - Final Operation

The **Job Entry > Job** sheet displays the completion date of the operation marked as Final in the Method of Manufacture (MOM) for the assembly part. If the operation in the MOM is not marked as Final, the Scheduling engine uses the last operation in the MOM to calculate the completion date.

The **Job Entry > Job** sheet displays the Receive Time in days for the assembly part. The Receive Time is subtracted from the Requested by Date.

Example The method of manufacture for **Part A** includes one operation with the Production Standard of **1** Pieces/Hour. The production quantity on the job is **1** unit and the **Receive Time** for Part A is **5** days.

On the job, if you define the **Required By** date of two weeks from now and schedule the job **Backwards**, the Scheduling engine will calculate the **Start** date for the job. In this case, the **Final Operation** date will be identical to the **Start** date, because it takes only one hour to manufacture one unit of **Part A**.

Note The **Final Op** and **Receive Time** fields also display in the Job Tracker.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Production Management > Job Management > General Operations > Job Tracker

Job Entry - Get Details and Schedule

A **Get Details and Schedule** command displays in the **Actions** menu in **Job Entry**.

Once you select this command the **Get Details** window displays, where you select and confirm job's revision by clicking the **OK** button. After you confirm the selected revision, the **Schedule Job** window automatically displays. Use this window to select the **Backward** or **Forward** scheduling options.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Entry - Latest Part Costs

You can determine the place from which costs are copied when creating quotes and jobs. Two settings display in Company Configuration:

- On the Modules > Sales > Quote sheet, the **Get Costs from Inventory** check box determines if costs are taken from inventory or from the quote. The default can be overridden during the creation of quote.
- On the Modules > Production > Job sheet, the **Get Costs from Job** check box determines if costs are taken from the job template or from inventory. The default can be overridden during the creation of a job.

Job Entry - Planning Contracts

The following Planning Contract fields display in Job Entry:

- A **Contract** button displays on the **Job Entry > Job** sheet. Click this button to search for and select an existing Planning Contract record. You can only **Active** planning contracts.
- A **Contract ID** field displays on the **Job Entry > Job** sheet. Specifies a planning contract linked to the job in focus.

  Note The orders and jobs in the demand link are also linked to the same contract (warehouse for Make to Order), if you define a Contract ID for a job and there are already existing demand links.

  Note You can select only a warehouse record defined in the Planning Contract if you create a job with a **Make to Stock** demand link and define a Contract ID for this job.

  Note Only orders and jobs linked to the same Contract ID defined in this field are validated if you create a job with **Make to Order** or **Make to Job** demand links.

  Example If you assign a Planning Contract to the assembly part and the part's Method of Manufacture (MOM) includes five materials, three of which have the Link To Contract check box selected, then only three materials automatically link to the assigned Planning Contract.

- A **Contract ID** field displays on the **Job Entry > Job Details > Materials > Detail** sheet. Specifies a planning contract defined in the **Contract** field located in the **Job Entry > Job** sheet.
- A **Link to Contract** check box displays on the **Job Entry > Job Details > Materials > Detail** sheet.

Note If you manually add a material which is marked as Link To Contract on the **Part Maintenance > Part > Sites > Detail** sheet, this check box is marked automatically. You can override this check box.

Note If the added material is marked as Link to Contract and there is a Contract ID linked to the material, then demand tied to that contract is generated.

Note If the added material is marked as Link to Contract, but there is no a Contract ID linked to the material, demand is still generated.

Important You cannot link on-the-fly parts to a Planning Contract.

- A **Contract ID** field displays on the **Job Entry > Job Details > Assemblies > Assembly** sheet. Specifies a planning contract defined in the **Contract** field located in the **Job Entry > Job** sheet.
- A **Link to Contract** check box displays on the **Job Entry > Job Details > Assemblies > Assembly** sheet.

  If a demand is marked as Link to Contract, the Process MRP will consider that demand as part of the Planning Contract.
- A **Contract ID** field displays on the **Job Entry > Job Details > Assemblies > Subassembly > Detail** sheet. Specifies a planning contract defined in the **Contract** field located in the **Job Entry > Job** sheet.
- A **Link to Contract** check box displays on the **Job Entry > Job Details > Assemblies > Subassembly > Detail** sheet.

  Note All the materials marked as Link To Contract in the Method of Manufacture (MOM) for the subassembly will be tied to the same Planning Contract.

  If a Planning Contract is assigned to an Assembly part, then:

  - All the Link To Contract materials in the MOM for the assembly are tied to the same Planning Contract.
  - All the Link To Contract subassemblies in the MOM for the assembly are tied to the same Planning Contract.
  - All the Link To Contract materials in the MOM for the subassembly are tied to the same Planning Contract.

Note The **Contract** button, **Contract ID** field, and **Link to Contract** check box also display in the Job Tracker.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Entry - Quick Job Entry

The **Quick Job Entry** command displays on the **Actions** menu in **Job Entry**.

Use **Quick Job Entry** to create, engineer, schedule, and release a job through one window. Once you close the Quick Job Entry window, the details of the job you created display in Job Entry.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Entry - Resequence Operations and Materials

The following **Actions** menu commands are available in Job Entry.

- **Resequence Operations** - Select this command to resequence operations in your method of manufacture back to the default sequence numbers of 10, 20, 30, 40, and so on.

Example The operations in your method of manufacture are sequenced 1, 2, 3, and 4. Once you select this command, the operation sequences change to 10, 20, 30, and 40.

Select this command using the following path: **Job Entry > Actions > Job Details > Operation > Resequence Operations**.

- **Resequence Materials** - Select this command to resequence materials in your method of manufacture back to the default sequence numbers of 10, 20, 30, 40, and so on.

  Example The materials in your method of manufacture are sequenced 1, 5, 10, and 15. Once you select this command, the material sequences change to 10, 20, 30, and 40.

  Select this command using the following path: **Job Entry > Actions > Job Details > Material > Resequence Materials**.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Entry - Suspend Cost and Quality Rollups

Select the **Suspend Cost and Quality Rollups** command to suspend cost and quality rollups on a job. You suspend cost and quantity rollups on a job to improve the transaction processing time to the Server and back to the Client when you modify the job's method of manufacture.

If you make an update to a job's method of manufacture while the job has suspended cost and quantity rollups, and you process the suspended rollups, you reduce the transaction time of the dataset that contains the method of manufacture information.

Important You process suspended cost and quality rollups using the **Job Entry > Actions > Job > Process Suspended Rollups** command.

Note The Suspended Cost and Quantity Rollups concept is used for jobs with a complex method of manufacture that include a large number of Bill of Operations and Bill of Materials.

Important The Suspend Cost and Quality Rollups and Process Suspended Rollups commands are inactive on service jobs, maintenance jobs, and project jobs.

Suspended Cost Validations

- If you attempt to engineer a job that does not have suspended cost and quantity rollups processed, the **Suspended Rollups must be processed before Job can be changed to Engineered** message displays. The Engineered status will not be saved till you process the suspended cost and quantity rollups.
- If you attempt to release a job that does not have suspended cost and quantity rollups processed, the **Suspended Rollups must be processed before Job can be changed to Released** message displays. The Released status will not be saved till you process the suspended cost and quantity rollups.
- If you select the **Actions > Job > Process Suspended Rollups** command, the **Required quantities and costs will be updated for any suspended cost and quantity rollups and automatic cost and quantity rollups will be enabled on this job?** message displays. You can click **Yes** or **No** to the message.
- If you attempt to suspend cost and quantity rollups on an Engineered job, the **Suspend Cost and Quantity Rollups cannot be selected on Jobs that are Engineered. You have to first un-engineer the job before you can select Suspend Cost and Quantity Rollups.** message displays.
- If you exit a job that has suspended cost and quantity rollups, the **Required quantities and costs will be updated for any suspended cost and quantity rollups before you exit this Job?** message displays.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Manager - Planning Contracts

Using the Job Manager, you have the visibility into, and validations for Planning Contracts.

The following enhancements were added to the Job Manager:

- The **Contract ID** and **Contract Description** fields display on the **Detail** pane. Specify a Planning Contract to which the part in focus is linked. Once you search for and select a Planning Contract, the Demand pane displays only demand linked to this contract.

  Example You enter two sales orders for the same manufactured part (Link To Contract), but link the part to a Planning Contract on one order only. If you search for and select the Planning Contract you linked the part to, the Demand pane displays only demand for that Planning Contract. In this case, only one sales order. If you clear this field, the demand coming from both sales orders displays.

- The **Contract ID** field and **Link To Contract** check box display on the **Demand** pane. The Contract ID field specifies a Planning Contract to which the part in focus in linked. The Link To Contract check box indicates that the part in focus is linked to a Planning Contract. You can link a part to a contract at the Sales Order Entry, Job Entry, and Purchase Order Entry levels.

  Note If you create a job for demand that is tied to a Planning Contract, the Planning Contract defaults to the **Contract** field located in the **Job Entry > Job** sheet.

  Note If you try to link the existing demand to a job that is linked to a different contract, a message displays informing you that Demand and Supply are linked to a different Planning Contract.

  You can only link demand to the job that is tied to the same Planning Contract.

- The **Contract ID** field and **Link To Contract** check box display on the **Supply** pane. The Contract ID field specifies a Planning Contract to which the job in focus in linked. The Link To Contract check box indicates that the job in focus is linked to a Planning Contract.

  Note When you split a job that is tied to a Planning Contract, then the Planning Contract is transferred from the original job.

- If you are moving demand from a job that is linked to a Planning Contract using the **Transfer** button located in the **Supply Links** pane, the job highlighted in the **Demand** grid must be also linked to the same contract.
- If you are moving demand from a job that is linked to a Planning Contract using the **Transfer** button located in the **Demand Links** pane, the job highlighted in the **Supply** grid must be also linked to the same contract.

Menu Path: Production Management > Job Management > General Operations > Job Manager

Job Scheduling - Planning Contracts

Job Scheduling considers Contract bins when scheduling a job.

1. When you schedule a job that includes Link To Contract and Constrained purchased materials (part records) in its Method of Manufacture and you define a contract on that job in Job Entry, only stock quantities in the Contract bin to satisfy material demand for the job are considered. If there are sufficient quantities in the Contract bin, the quantities are considered as available. If the Contract bin is empty, the job is scheduled considering the material lead time value defined in Part Maintenance.

   Example You link **'Contract A'** to a job in Job Entry. **'Contract A'** includes **'Warehouse A'** and **'Warehouse A'** includes two bins, **'Bin A'** (Contract) and **'Bin B'** (Standard). The Method of Manufacture (MOM) for the job includes **'Material A'** (Purchased Part). This material is marked as **'Link To Contract'** and is linked to two warehouses in Part Maintenance, **'Main'** and **'Warehouse**

A'. Once you schedule the job with the Link To Part material in its MOM, the following three scenarios illustrate the scheduling results that occur:

- **'Bin A'** and **'Bin B'** are empty - The material lead time when scheduling the job is considered.
- **'Bin B'** (Standard) includes sufficient material quantities to fulfill the job - The material lead time when scheduling the job is used. The quantities are not considered as available, because there is a contract defined on the job and that contract includes a Contract bin ('Bin A'), which is currently empty.
- **'Bin A'** (Contract) includes sufficient material quantities to fulfill the job - The material is considered as available.

Note You setup Contract bins in Warehouse Bin Maintenance and link them to contracts in Planning Contract Maintenance.

2. As explained in point #1, if the Contract bin is empty and the contract is defined in Job Entry, the material is not considered as available and the lead time to schedule the job is used instead.

   If there is an approved Purchase Order (PO) for the Link To Contract material that would fully satisfy the job demand, and the PO and job are linked to the same Planning Contract, the Due Date defined on the PO release line is used when the job is scheduled.

   Note The Planning Contract must be defined on the **Purchase Order Entry > Releases > Detail** sheet.

Job Search

The **Planner** field displays on the **Job Search** window in the following programs:

- Job Completion/Closing Maintenance
- Mass Issue to Manufacturing
- Job Status Maintenance
- Return Material
- Return Assembly
- Issue Material
- Issue Assembly
- Job Receipt to Job
- Job Receipt to Inventory
- Job Receipt to Salvage
- Job Cost Adjustments
- Job Tracker

Example If you select Jimmy Johnson in this field and click the **Search** button, the **Search Results** grid displays only the set of jobs maintained by Jimmy Johnson.

Job Search - Planning Contracts

The **Contract** button was added to the **Job Search** window in the following programs:

- Job Entry
- Job Completion/Closing Maintenance

- Job Cost Adjustments
- Job Status Maintenance
- Job Tracker

Click this button to search for and select a Planning Contract record. Based on the Planning Contract you select, a list of jobs linked to the selected contract displays.

Job Tracker - Comments

The Job Tracker includes the **Comments** sheet located under the **Job Details > Assemblies** tab.

Menu Path: Production Management > Job Management > General Operations > Job Tracker

Job Tracker - Total Costs of Assemblies

The **Job Details > Assemblies > Costs** sheet displays totals in the following sections:

- This Level
- Lower Level
- Assembly Totals

The Total value calculates as follows:

```
Material Cost + Labor Cost + Burden Cost
 + Subcontract Cost + Material Burden Cost
```

Menu Path: Production Management > Job Management > General Operations > Job Tracker

Job Traveler Report - Print Operation Instructions

The report displays operation instructions defined on the **Job Entry > Job Details > Operations > Comments > Operation Instructions** sheet.

Menu Path: Production Management > Job Management > Reports > Job Traveler

Job Traveler Report - Print Operation Instructions

The report displays operation instructions defined on the **Job Entry > Job Details > Operations > Comments > Operation Instructions** sheet.

Menu Path: Production Management > Job Management > Reports > Job Traveler

Kanban Receipt - Planning Contracts

The **Kanban Receipt** program includes a Planning Contract.

Once you specify a Planning Contract in Kanban Receipt, all the materials marked as **Link To Contract** in Part Maintenance automatically link to that contract when the Kanban executed the Get Details (pulls the method of manufacture).

The Backflush logic that runs for Kanban honors the Planning Contract settings in that a material is backflushed from the Planning Contract location tied to a Planning Contract.

Example If a method of manufacture for the part that you enter in the **Part** field includes a material marked as **Link To Contract** and **Backflush**, material is backflushed from a **Contract** warehouse/bin (source) defined in Planning Contract Maintenance.

If there are no on hand quantities available in the Contract warehouse/bin, the **standard** material backflushing logic is executed for picking a source warehouse/bin, considering **only** Contract bin locations.

Menu Path: Production Management > Job Management > General Operations > Kanban Receipts

Kanban Receipts - Transaction Document Type

The **Transaction Document Type** field displays in Kanban Receipts where you can select a particular Transaction Document Type based on which the application generates a legal number.

Menu Path: Production Management > Job Management > General Operations > Kanban Receipts

Machine MES

The **External MES** sheet and check box are named **Machine MES** in the following programs:

- **Menu Path:** Production Management > Job Management > Setup > Employee Maintenance
- **Menu Path:** Production Management > Job Management > General Operations > Job Entry
- **Menu Path:** Production Management > Job Management > General Operations > Job Tracker
- **Menu Path:** Production Management > Job Management > Setup > Operation Maintenance
- **Menu Path:** Production Management > Job Management > Setup > Resource Group Maintenance
- **Menu Path:** Production Management > Job Management > Setup > Resource Type Maintenance
- **Menu Path:** Production Management > Job Management > Setup > Part Maintenance
- **Menu Path:** Production Management > Job Management > General Operations > Part Tracker

Outstanding Qty

The **WIP Qty** field is named **Outstanding Qty**.

The field is located in the following programs and sheets:

- Job Entry > Job > Demand Summary
- Job Entry > Job > Make To Stock > Detail
- Job Entry > Job > Make To Stock > List
- Job Entry > Job > Make To Order > Detail
- Job Entry > Job > Make To Order > List
- Job Tracker > Job > Demand Summary
- Job Tracker > Job > Make To Stock > Detail
- Job Tracker > Job > Make To Stock > List
- Job Tracker > Job > Make To Order > Detail
- Job Tracker > Job > Make To Order > List

Part Maintenance - Link To Contract

A **Link To Contract** check box displays in Part Maintenance. You can link a part to a contract at the Sales Order Entry, Job Entry, and Purchase Order Entry levels.

The Link To Contract check box is located in the following sheets in Part Maintenance:

- **Part > Detail** - If you select this check box, the part record in focus is considered to be linked to a planning contract, and the Link To Contract check box is marked on **Save** in the **Part > Sites > Detail** sheet.
- **Part > Sites > Detail** - Indicates the Link to Contract check box will be automatically selected in:

  1. The **Job Entry > Job Details > Materials > Detail** sheet once you execute **Get Details** for a part (parent part) that includes this material (part record) in its method of manufacture.

     Example If the part that you are getting the details from (method of manufacture) includes materials (part records) that have this check box selected, the Link To Contract check box for the materials is selected by default once you complete the Get Details for a job.

     If you assign a contract to a job in Job Entry, and the job's Method of Manufacture (MOM) includes five materials, three of which have the Link To Contract check box selected, then only these three materials will automatically link to the assigned contract.

     The same logic applies if you execute **Get Details** from the **Job** or **Quote** templates.

  2. The **Sales Order Entry > Lines > Detail** sheet.

     Example If you select this check box in the **Sales Order Entry > Lines > Detail** sheet and you assign a Contract ID to a sales order line, the assigned Contract ID defaults to the Contract field in Job Entry, once you create a job using the Order Job Wizard.

  3. The **Purchase Order Entry > Lines > Detail** sheet.

- **Part > Sites > List**

Note The check box was also added to the Part Tracker.

Note In Job Entry and Opportunity/Quote Entry, if you add a **Non-Stock** material (Purchased or Manufactured) which is marked as **Link To Contract** for a method of manufacture, the added material will not be marked by default as Purchase Direct or Make Direct. The Purchase Direct and Make Direct check boxes are greyed out (inactive).

To activate the **Purchase Direct** or **Make Direct** check boxes, clear the **Link To Contract** check box and manually select the check boxes, as necessary.

You cannot mark part-on-the-fly material as Link To Contract when you add material into the method of manufacture in Job Entry or Opportunity/Quote Entry.

Menu Path: Production Management > Job Management > Setup > Part

Phantom Material - Collapse Assembly

In **Job Entry** and **Opportunity/Quote Entry**, the Bill of Operations (BOO) and Bill of Materials (BOM) belonging to the phantom part's Method of Manufacture (MOM) are automatically passed on to an assembly (ASM: 0) under the following conditions:

- When you add a phantom part as material to the MOM for an assembly (ASM: 0; Assembly 0).

- The phantom part includes an approved revision, with a BOM and BOO that are effective for the required date of a job.

If you add a phantom part as a subassembly to the MOM for assembly ASM: 0, it will automatically become assembly ASM: 1, displaying its BOM and BOO. To pass the BOM and BOO belonging to assembly ASM: 1 to assembly ASM: 0, select assembly ASM: 1 and from the **Context** menu select the **Collapse Assembly** command.

Example Create a Manufactured, Non-Stock, Phantom part as follows:

Part ID	PH-01
Non-Stock Item (Check box)	Select
Phantom BOM (Check Box)	Select
Revision A	Includes operation **Painting** and material **Bracket**

Next, create a job in **Job Entry** for a manufactured part (any part) with the **Required By** date two weeks from today and auto-load parts using the **Actions > Auto Load Engineering Data > Load Parts** command.

Now, if you drag and drop the **PH-01** part on to the **Materials** node in the **Job Entry > Tree View**, material **Bracket** and operation **Painting** automatically display under the **Materials** and **Operations** nodes for **Assembly 0** (ASM:0). In the Tree view, the PH-01 part is not visible, just its material (Bracket) and operation (Painting).

If you drag and drop the PH-01 part on Assembly 0 (ASM:0) in the Tree view, the PH-01 part with its BOM and BOO (material: Bracket; operation: Painting) displays under the **Subassembly** node in the Tree view as assembly **ASM: 1 PH-01**.

If you right-click assembly ASM: 1 PH-01 and select the **Collapse Assembly** command, then assembly ASM: 1 PH-01 clears from the Subassembly node and its BOM and BOO automatically pass on to the Operations and Materials nodes for Assembly 0 (ASM: 0).

Menu Path: Production Management > Job Management > General Operations > Job Entry

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Planning Contract Maintenance

Use **Planning Contract Maintenance** to create planning contracts which you can link to **demand** and **supply**.

You can use planning contracts to record demand for long lead items while engineering a new project or job concurrently. You can use planning contracts in the following ways:

- By **Contract Reference** - Engineers build a new Bill of Materials (BOM) using the Engineering Workbench and mark long lead time materials as **Link To Contract** materials in the **Part Maintenance > Part > Sites > Detail** sheet or upon entering a job using the **Job Entry > Job Details > Materials > Detail** sheet. If you use Reference By Contract then only a Planned Contract Header is required as it includes a **warehouse/bin** location. When a Contract ID is associated with a project, sales order, and ultimately an unfirm job, the Contract ID is copied to job materials with long lead times, which drives the **MRP Process** and **PO Suggestions** to make or buy (stock) materials specifically for the contract job materials. These materials are received into the contract warehouse/bin location before they are issued to the job.
- By **Contract Item List** - The Contract Item List option works similarly, but allows you to list long lead time materials in a contract before generating an unfirm job. When you generate a job then duplicate demand is prevented by consumption of the contract list items by the contract job materials.

Note You can combine these options.

Important Supply for contract materials is kept distinct from other general supply. This means that PO order lines cannot combine demand for a contract item with any other demand for the same part number.

Once you create a Planning Contract you can link it to:

- Sales Order Line/Release
- Purchase Order Line/Release
- New PO Suggestions
- Job/Job Materials/Job Assemblies

Note You can associate a contract with one or more projects. New sales orders, purchase orders or jobs linked to a project will inherit the Contract ID.

Note The Process MRP will independently process the demand that is tied to a contract.

Note Scheduling/Capable To Promise (CTP) will only consider on hand quantities in the planning warehouse/bin location to fulfill demand tied to a planning contract. For example, if a sales order or job material is linked to a particular planning contract, the on hand quantities are reviewed only in the warehouse/bin location defined in Planning Contract Maintenance to see whether the demand can be fulfilled. Any other warehouses/bins that the item may be stored in are ignored.

Note The Planning Contract Tracker displays in the same locations as Planning Contract Maintenance and is a read only version of this program.

Menu Path: Service Management > Project Management > General Operations > Planning Contract

Planning Contracts - Transactions

The **Transactions** sheet was added to Planning Contract Maintenance and the Planning Contract Tracker to retrieve transactions for the Link To Contract parts.

The application retrieves part transactions based on:

- Purchase Order Release
  - Receipt Entry (When is set as Receipt)
- Job Assembly
  - Issue Assembly
  - Return Assembly
  - Job Receipt to Inventory
  - Job Receipt to Job
  - Mass Issue to Manufacturing (Assembly)
- Job Material
  - Issue Material
  - Return Material
  - Job Receipt to Salvage
  - Mass Issue to Manufacturing (Material)
- Order Release
  - RMA Disposition Entry (To Job, To Fail, To Stock)
  - Customer Shipment Entry (When is set as Shipped)

- Transfer Order Suggestion (the Contract ID comes from the demand transaction)
  - Transfer Order Shipment
- Transfer Order that supplies the demand
  - Transfer Order Receipt
- Planning Contract Entry (Warehouse Bin of active Contract)
  - Inventory Quantity Adjustment

Planning Workbench - Planning Contracts

A **Contract ID** field displays on the Planning Workbench to identify planning suggestions linked to planning contracts.

The field specifies a Planning Contract tied to the planning suggestion (demand) in focus. If you link demand to a Planning Contract, the demand will be supplied from a Planning Contract warehouse/bin location.

Example If you link Part A (a manufactured part marked as **Link To Contract** in Part Maintenance) to a Planning Contract at the Sales Order Entry level, a planning suggestion to satisfy this demand is generated.

- The demand is satisfied from the Planning Contract warehouse/bin location tied to the Planning Contract defined on the sales order.
- If you create a job from the planning suggestion, and the manufactured assembly part (sold part) includes materials marked as Link To Contract, then the material demand is also tied to the same contract.

  For instance, if the Method of Manufacture for the assembly part includes five materials, two of which are marked as Link To Contract, then only two materials will be tied to the Planning Contract.

Note You link a Contract warehouse/bin to a Planning Contract in Planning Contract Maintenance.

Menu Path: Production Management > Job Management > General Operations > Planning Workbench

Production Detail Report - Print Downtime

You can print downtime on the **Production Detail Report** by selecting the **Print Downtime** check box.

Downtime is used when the resource is in production and something interrupts that production and the resource is down requiring immediate attention. This is different from indirect codes which are used to track non-production time for a variety of reasons.

Note Downtime is a variant of indirect time and never is costed to a job. The downtime record holds the job number for analytical purposes as identification of root cause can lead to downtime reduction and increased productivity.

Menu Path: Production Management > Job Management > Reports > Production Detail

Production Planner Workbench Process - Planning Contracts

The **Production Planner Workbench** displays jobs and materials linked to a planning contract.

This includes the following:

- The **Contract ID** field displays on the **Parts** and **Jobs** tabs specifying assembly parts and jobs tied to a Planning Contract.

- The **Contract ID** field and **Link To Contract** check box displays on all the sheets located in the **Materials** pane.

  If you mark a job material as Link to Contract and there is a Contract ID linked to the material then demand is generated and tied to that contract.

  Once you link a job to a contract, all the job materials marked as **Link To Contract** either in Part Maintenance or part's Bill of Materials (BOM) and the corresponding demand automatically links to that contract.

  If you link a material a Planning Contract, the available quantities are considered only in the Planning Contract warehouse/bin location.

  Note You define a Planning Contract warehouse/bin in Planning Contract Maintenance.

- The **Contract ID =** field displays on the **Advanced Selection** pane. When you enter a Contract ID in this field, only jobs tied to this contract display in the **Shortage Jobs**, **Jobs With Full Availability**, and **All Jobs** sheets.
- Ignore Planning Contract Links - If you select this checkbox, the process ignores the planning contract links in both the planning contract and non-planning contract supply warehouse/bin locations, when calculating material shortages. If you clear it, the process looks for the on hand quantities in planning contract and non-planning contract supply warehouse/bin locations.

The Production Planner Workbench Process also includes a new **Planning Contract** sheet located under the **Filter** tab. Use this sheet to filter by a single or multiple planning contracts. The process evaluates only planning contracts that you select on this sheet.

Menu Path: Production Management > Job Management > General Operations > Production Planning Process

Production Planner Workbench Process - Planning Contracts

The **Production Planner Workbench Process** includes a new check box called **Ignore Planning Contract Links**.

If you select this checkbox, the process will ignore the planning contract links in both the planning contract and non-planning contract supply warehouse/bin locations, when calculating material shortages.

If you clear this check box, the process will look for the on hand quantities in planning contract and non-planning contract supply warehouse/bin locations.

The Production Planner Workbench Process also includes a new **Planning Contract** sheet located under the **Filter** tab. Use this sheet to filter by a single or multiple planning contracts. The process evaluates only planning contracts that you select on this sheet.

Quick Job Entry

Quick Job Entry includes the following:

- **Next Job** - Use this button to create a new job number. A new job upon a program launch is not generated. You must click this button for the new job number to display. You can also enter a job number manually. If the job number that you enter already exists, a validation message displays informing you that you must enter a different number.
- **Scheduled** - Select this check if you want to schedule a newly created job record when you click **Save**. If this check box is cleared and you click Save, a job is created but not scheduled.
- **Contract** (button) - Click this button to search for and select a planning contract. You can only select **Active** contracts.
- **Contract ID** - Specifies a Planning Contract identifier linked to this job. The selected Planning Contract will display in the job's header in Job Entry.

If the method of manufacture for the job in focus includes materials marked as **Link To Contract**, the Contract ID also defaults to the **Contract ID** field located on the **Job Entry > Job Details > Materials > Detail** sheet, so the material demand is also linked to that contract.

Menu Path: Production Management > Job Management > General Operations > Quick Job Entry

Sales Kit - Job Entry

You are prevented from creating a job for a Sales Kit part if the part is parent (assembly part) and a configured item. If you attempt to create a job, the **Job creation for a Configured Sales Kit is not allowed.** message displays.

Menu Path: Production Management > Job Management > General Operations > Job Entry

WIP Report

The following updates display in the Work in Process Report:

- The **Include Jobs not Closed** check box displays on the **Work in Process Report > Selection** sheet. Select this check box to display open jobs with a WIP balance.

  Note You can select this check box in conjunction with defining the Job Closed Date Range. If you define the Job Closed range, using the Start and End fields, and select this check box, then the report will also include all open jobs with a WIP balance. If you define the Job Closed range and clear this check box, then the report will only display closed jobs.

- The name for the **WIP Cleared Job** pane changed to **WIP Cleared**.
- The name for the **Only WIP Cleared is No** radio button changed to **Only if WIP Cleared is No**.
- The name for the **Only WIP Cleared is Yes** radio button changed to **Only if WIP Cleared is Yes**.
- The name for the **WIP Cleared is Both** radio button changed to **Include Both**.

Menu Path: Production Management > Job Management > Reports > Work In Process

Work in Process Report

The **Work in Process Report** includes the following:

WIP Cleared Job

The **WIP Cleared Job** section dictates whether the jobs with the **WIP Cleared** check box (cleared/selected) located in Job Completion/Closing Maintenance display in the report.

The section includes the following radio buttons:

- **Only WIP Cleared is No** - If you select this radio button and run the report, the report will display only jobs that have the **WIP Cleared** check box located in **Job Completion/Closing Maintenance** cleared (unchecked).

  Example If you select five jobs using the **Filter > Job** sheet and four jobs would have the **WIP Cleared** check box cleared (unchecked) and one job would have the check box selected, then the report would display only four jobs.

- **Only WIP Cleared is Yes** - If you select this radio button and run the report, the report will display only jobs that have the **WIP Cleared** check box located in **Job Completion/Closing Maintenance** selected.

  Example If you select five jobs using the **Filter > Job** sheet and four jobs would have the **WIP Cleared** check box cleared and one job would have the check box selected, then the report would display only one job.

- **WIP Cleared is Both** - If you select this radio button and run the report, the report will display all the jobs that have the **WIP Cleared** check box located in **Job Completion/Closing Maintenance** selected or cleared.

  Example If you select five jobs using the **Filter > Job** sheet and four jobs would have the **WIP Cleared** check box cleared and one job would have the check box selected, then the report would display all five jobs.

Job Closed Date Range

The **Job Closed Date Range** section dictates whether closed jobs display in the report.

The section includes the following fields:

- **Start** - Specifies the start date for the report. All the closed jobs dated from this date through the **End Date** will be included in the report. Enter the date directly, or click the arrow to the right of the field to access a calendar and select a date.
- **End** - Specifies the end date for the report. All the closed jobs dated from the **Start Date** though this date will be included in the report. Enter the date directly, or click the arrow to the right of the field to access a calendar and select a date.

MFG-VAR

The **MFG-VAR** section dictates whether Phantom Purge WIP transactions and manufacturing variance amount on the C.O.S.\MFG-VAR row display in the report.

The section includes the following check boxes:

- **Include Phantoms** - Select this check box to include Phantom Purge WIP transactions in the report. Phantom variances are created during the Capture COS/WIP Activity process. If you clear this check box, the MFG-VAR amount is included on the last WIP report row.

  Note Jobs with the **WIP Cleared** check box cleared in Job Completion/Closing Maintenance do not have MFG-VAR transactions in PartTrans. Instead Phantom Transactions are calculated during the generation of the Inventory WIP Reconciliation Report and WIP Report.

- **Include Non-Posted** - Select this check box to include manufacturing variance amount on the C.O.S.\MFG-VAR row. If you clear the Include Non-Posted check box then the PartTrans MFG-VAR Transactions for the selected Jobs that are Not Posted to GL will not be included on the COS row on the report. They will display in WIP Balance row on the report instead.

  Note Jobs with the WIP Cleared check box selected in Job Completion/Closing Maintenance have MFG-VAR transactions in PartTrans. They can be either Posted to GL = Yes or No.

Transaction Date Range

The **Transaction Date Range** section dictates whether jobs with part and labor transactions display in the report.

The section includes the following fields:

- **Start** - Specifies the start date for the report. All the jobs with part and labor transactions dated from this date through the **End Date** are included in the report. Enter the date directly, or click the arrow to the right of the field to access a calendar and select a date.
- **End** - Specifies the end date for the report. All the jobs with part and labor transactions dated from the **Start Date** though this date are included in the report. Enter the date directly, or click the arrow to the right of the field to access a calendar and select a date.

Menu Path: Production Management > Job Management > Reports > Work In Process

Material Requirements Planning

Use the Material Requirements Planning (MRP) tools to both estimate potential demand and propose the supply that answers this demand.

The MRP tools do this by generating job, purchase, and transfer order suggestions. MRP is designed primarily for companies that manufacture make to stock quantities or for mixed-mode manufacturers that run both custom and stock products. By using MRP, you can anticipate the future demand for your products and ensure materials are in the right place at the right time.

Export Sales History - Export File Field

Use the **Export** field in **Export Sales History** to specify the name of the file (for example, **Sales History_HKD100_Aug03.csv**) that you want to generate and export for forecasts. As a default, the file is saved in the Server Data folder, as specified in **System Agent Maintenance**.

Note Do not enter a file path into this field, just an export file name. If you erroneously enter a file path preceding the export file name, an error message is displayed.

Menu Path: Production Management > Material Requirements Planning > General Operations > Forecast Entry

From the **Actions** menu, select **External Forecast > Export Sales History**.

MRP Load Balancing

If you use a load balancer to improve performance, modify the system agent so it can find the main application server that handles load balancing. This improves the performance of MRP processing.

You update the system agent using **System Agent Maintenance**.

Menu Path: System Setup > System Maintenance > System Agent

Important This program is not available in Epicor Web Access.

You enter the load balancing application server within the **Appserver URL** field. An optional field, enter the URL for this application server. Because MRP is a sub-process, it runs on this specific application server. Your other application servers now have more resources available to handle other processes, improving the overall performance of your Epicor ERP application.

Example net.tcp://OurAppServer/ERP10/

Part Maintenance - Part Run MRP

A **PartRunMRP** check box displays on the **Part Maintenance > Part > Sites > List** sheet. Once you select this check box, Process MRP includes sub-assemblies of the processed manufactured part, even if they were not selected.

Example You select part **A** (manufactured part) using the **Process MRP > Filter > Part** sheet. The Process MRP will go through the Bill of Materials (BOM) and consider demand for sub-assemblies that are part of the Method of Manufacture (MOM) of part **A**. The Process MRP will only recalculate demand for part **A** and will assume that the demand requirements for the not selected sub-assemblies remain unchanged.

Menu Path: Production Management > Material Requirements Planning > Setup > Part

Planning Contracts - Multi-Level Pegging

The **Multi-Level Pegging Display** displays planning contract information for the demand and supply.

The Multi-Level Pegging Process pegs demand and supply, if they are linked to the same planning contract.

Note The Multi-Level Pegging Process also pegs demand and supply not linked to a planning contract. You cannot peg demand tied to a planning contract to supply that is not linked to a planning contract.

The Contract ID field displays in the following sheets:

- Select > Job
- Select > Purchase Order
- Select > Sales Order
- Select > Transfer Order
- Select > Part
- Detail > Demand
- Detail > Material
- Detail > Supply

Note This is a read only field. The planning contract that defaults in this field comes from the corresponding Job, Purchase Order Release, Sales Order Release, and Transfer Order Line.

Note The Contract field also displays on the Part sheet, allowing the user to filter to only show demand/supplies linked to the planning contract in focus. The Contract field in this sheet is active.

Note For more information on planning contracts, refer to the **Planning Contract Maintenance** topic in the Application Help.

Process MRP - Filter Sheets

Filter sheets in the **Process MRP** allow you to filter by **Part**, **Part Class**, and **Product Group**. The new filter sheets are as follows:

- **Part** - Use the **Part** sheet to search for and select part(s) to include in the MRP process. Only parts that you select in this sheet are processed.

  Use this sheet to search for and select any number of parts to process. For each of the parent parts the Process MRP will go through the Bill of Materials (BOM) and consider demand for materials and sub-assemblies that are part of the Method of Manufacture (MOM) of the parent part(s).

  Important Once you select a part(s), you can run the MRP process in the **Net Change** mode only.

  If you run Process MRP by part, the process also looks for subassemblies and materials in job tables.

  Example You enter a sales order (demand) for **10** units of **Part A** (manufactured part). **Part A** includes **Part B** (purchased material; Qty/Parent: 1) in its method of manufacture (MOM).

  - Next, you run the Process MRP and review the unfirm job for **10** units of **Part A**.
  - If you change the **Quantity** value for **Part A** on the generated job in Job Entry from **10** to **8** and run the Process MRP again, the process will review the existent job table and create an additional job for **2** units of **Part A**.
  - If you change the **Qty/Parent** value for **Part B** on the generated job in Job Entry from **1** to **2** and run the Process MRP again, the process will double the suggestion from **10** to **20**.

- **Part Class** - Use the **Part Class** sheet to search for and select part class(es) that you want to include in the MRP process. Only parts that belong to a part class that you select in this sheet are processed.

  Use this sheet to search for and select any number of part classes to process. For each of the parent parts that belong to the selected part class the Process MRP will go through the Bill of Materials (BOM) and consider demand for materials and sub-assemblies that are part of the Method of Manufacture (MOM) of the parent part(s).

  Important Once you select a part class(es), you can run the MRP process in the **Net Change** mode only.

- **Product Group** - Use the **Product Group** sheet to search for and select product group(s) that you want to include in the MRP process. Only parts that belong to a product group that you select in this sheet are processed.

  Use this sheet to search for and select any number of product groups to process. For each of the parent parts that belong to the selected product group the Process MRP will go through the Bill of Materials (BOM) and consider demand for materials and sub-assemblies that are part of the Method of Manufacture (MOM) of the parent part(s).

  Important Once you select a product group(s), you can run the MRP process in the **Net Change** mode only.

Menu Path: Production Management > Material Requirements Planning > General Operations > Process MRP

Process MRP - Planning Contracts

The Process MRP processes demand for **Link to Contract** parts as individual part numbers.

Example You create three sales orders for the same part, for instance **Part_A**, which is a Link To Contract part, and link each sales order do a different Planning Contract. When you run the MRP process, it will process the part in three separate cycles:

- It will treat Part_A - Contract 1 as it were a unique Part number.
- It will treat Part_A - Contract 2 as it were a unique Part number.
- It will treat Part_A - Contract 3 as it were a unique Part number.

Four log files are created as follows:

- `03:18:52 Processing Part:Part-A Site:MfgSys Contract:`
- `03:18:52 Processing Part:Part-A Site:MfgSys Contract:Contract-1`
- `03:18:53 Processing Part:Part-A Site:MfgSys Contract:Contract-2`
- `03:18:54 Processing Part:Part-A Site:MfgSys Contract:Contract-3`

Note The Process MRP will generate three unfirm jobs for a Contract (Contract Warehouse Bin) location defined in Planning Contract Maintenance.

Note You mark a part record as Link to Contract in the **Part Maintenance > Sites > Detail** sheet.

The MRP Planning Contracts Logic

- If a part on the Sales Order is a **manufactured** item that is linked to a Planning Contract, and the Method of Manufacture (MOM) for the part includes **purchased** materials that are marked as **Link To Contract** in the Part Maintenance > Sites > Detail sheet, then:
  - When an unfirm job is generated, the Contract ID on the Job Header, inherited from the Sales Order, is automatically linked to the Link To Contract materials in the job's MOM.
  - The Process MRP generates new Purchase Order Suggestions for the Link To Contract materials. The purchase order suggestions will displays the same Contract ID once you review them in Purchase Order Suggestion Entry. When you convert the suggestions to the Purchase Order, the Contract ID is inherited.

  Note The parent part and the materials will be stocked in a Contract bin defined in Planning Contract Maintenance.

  Note If the MOM includes a sub-assembly with the Link To Contract materials, those materials will also inherit the Contract ID from the Job Header.

- If a Sales Order release is for a **Purchased** part (including **Buy To Order**) then:
  - The Process MRP will create a purchase suggestion that is linked to the same contract and the relevant Purchase Order when convert the suggestion.

  Note The purchased part will be stocked in a Contract bin defined in Planning Contract Maintenance.

Important The supply generated to fulfill a Contract is consumed by the actual demand linked to the same part at the same Planning Contract.

Example If there is a Planning Contract line for 100 units and there is demand (Sales Order, Job Materials, or Transfers) for 75, the MRP will also plan to fulfill the remaining 25 units defined at the Planning Contract line (at the Due Date of the Contract).

Important Planning parameters for a part (Min, Max, Safety Stock) are not considered when planning a Part - Contract supply.

Menu Path: Production Management > Material Requirements Planning > General Operations > Process MRP

Process MRP - Short Horizon Planning Part Settings

The **Process MRP** honors the Short Horizon Lot parameters defined in Part Maintenance when splitting a job.

Example You have demand (Sales Order; Due Date 5 days from today) for 100 units of **Part A** (Manufactured Stocked Part) and **Part A** includes **Part B** (Purchased Stocked Constrained Material) in its method of manufacture. **Part A** includes the following planning and manufacturing (Part Maintenance) setup parameters:

Parameter	Value
Min Lot Size	20
Lead Time (Start Min Lot Qty)	30
Min Start Qty (Start Min Lot Qty)	25
Manufacturing Lead Time	65

Part B includes the following Purchasing setup (Part Maintenance) parameters:

Parameter	Value
Lead Time (Purchasing)	60

Note You carry 30 units of Part B in stock.

If you run the MRP process, the Epicor application generates two un-firm jobs for **Part A** as follows:

- Job 1 with a quantity of 30 that meets the Sales Order Due Date. This is because you carry 30 units of **Part B** in stock. Additionally, the stock quantity of 30 exceeds both the **Min Start Qty** and the **Short Horizon Min Lot Qty**.
- Job 2 with a quantity of 70 that is pushed out 60 days from today. This is because the purchasing lead time for **Part B** is 60 days.

Now, you update the **Short Horizon Planning** parameters (Part Maintenance) as follows and run the MRP process again:

Parameter	Value
Horizon Days (Short Horizon Planning)	10
Min Lot Size (Short Horizon Planning)	50

The Epicor application creates one un-firm job pushed out 60 days. This is because the on hand material quantity of 30 for Part B is less than the **Min Lot Size** value of 50.

Menu Path: Production Management > Material Requirements Planning > Setup > Part

Time Phase Inquiry - Planning Contracts

The following enhancements were added to the Time Phase Inquiry program:

- A **Planning Contract Info** check box displays in the program indicating whether the details that display in the grid will display demand and supply that is linked to all planning contracts.

  Example If you clear this check box then only demand and supply that is not linked to planning contracts displays.

- A **Contract** button displays in the program. Use this button to search for and select a planning contract record. If you select a planning contract then the Time Phase will only display supplies and demands for the selected planning contract.

  Note You can only select **Approved** and **Active** planning contracts.

- A **Contract ID** field displays in the program. This field displays a selected planning Contract ID.
- The Time Phase Inquiry displays the time of the last MRP run. This is useful if you run MRP by more often. For example, if you run MRP by part.

Menu Path: Production Management > Material Requirements Planning > General Operations > Time Phase Inquiry

Time Phased Material Requirements Report - Planning Contracts

The following fields display on the Time Phased Material Requirements Report:

- A **Planning Contract Info** check box displays in the report indicating whether the details that display in the report will display demand and supply that is linked to all planning contracts.
- A **Contract** button displays in the report. Use this button to search for and select a planning contract record. If you select a planning contract then the report will only display supplies and demands for the selected planning contract.

  Note You can only select **Approved** and **Active** planning contracts.

- A **Contract ID** field displays in the report. This field displays a selected planning Contract ID.

Menu Path: Production Management > Material Requirements Planning > Reports > Time Phased Mtl. Requirements

Project Management

The Project Management module is enhanced to provide more accuracy for tracking costs and managing project phases. Use this functionality to gain more oversight over the progress of each project.

Add an Attachment in Project Entry for a WBS Phase and a Checklist Task

The Attachment Management functionality is enabled for both WBS phases and checklist tasks within the Project Entry window.

Project Entry - Planning Contract Details

Project Entry includes the **Planning Contract Details** sheet used to review information about a planning contract linked to the project in focus. The Planning Contract Details grid displays lines added to a Planning Contract associated with the project in focus.

- If you modify data entry information for a planning contract using the Planning Contract Maintenance > Line sheet, the changes made will display on this sheet.
- If you delete a planning contract line using the Planning Contract Maintenance > Line sheet, the line will no longer display on this sheet.
- If the planning contract is no longer associated with the project in focus, the Planning Contract details will not display on this sheet.

Note You cannot edit fields located on this sheet or delete a Planning Contract line.

Note The Planning Contract Details sheet also displays in the Project Tracker.

Menu Path: Service Management > Project Management > General Operations > Project Entry

Quality Assurance

The Quality Assurance module ties together all quality functions, whether it is scrapping end parts, rejecting raw materials, or tracking first article inspections.

Inspectors have queues of items to inspect with full disposition and corrective action follow-up. Shop floor employees can indicate parts are non-conformant, which moves them into an inspection queue. Parts that fail inspection may be selected for review by a material review board.

Employee Training Course Report

The Employee Training Course Report shows employee training that is up for renewal during a particular date range.

The report shows the Employee ID, Course ID and Status, the Start and End Date that were assigned, as well as the Actual Start and End Dates, and the Expiration Date.

Inspection Processing Search by PO Number

The binoculars search in **Inspection Processing** can be sorted by PO number.

When searching in Inspection Processing, you can use a special **Sort By** option to search for a specific PO number. The PO Number search provides unique functionality to return only an exact match of the PO number you enter in the **Starting At** field.

To return only an exact match, enter the PO Number in the Starting At field. Follow the number with a period (.) character. For example, if the PO number is 3456, you would enter "3456." in the Starting At field. The search results will include only PO 3456, if that PO indeed exists. If there is no exact match, the closest results are returned.

Menu Path: Production Management > Quality Assurance > General Operations > Inspection Processing

Nonconformance Inventory Default

When creating a new Scrap reason code in **Reason Code Maintenance**, the **Nonconformance Inventory** check box is selected by default. The new scrap reason can be used for **Quality Assurance** transactions related to nonconformance inventory.

Nonconformance Reporting Operation and Location

The **Operation** sheet in **Nonconformance** contains a **Reporting and Operation Location** pane. This pane indicates where the nonconforming parts are located now and the operation that is reporting it. The Nonconforming Operation is for the job that is out of spec.

Example A job has three operations: 10, 20, and 30. Five parts are completed for operation 10 and they are now in operation 20. Three of these parts are found to be out of spec. The **Operation** field in the **Reporting Operation and Location** pane should be set to operation 20, because that is where the out of spec parts are now. The **Operation** field in the **Nonconforming Operation** pane should be set to operation 10, because that is the operation that caused the nonconformance.

Planning Contracts - Quality Assurance

Based on the **None**, **Stop**, or **Warn** option selected in Planning Contract Maintenance, the validation message displays or no action is taken in the following programs:

- **DMR Processing** - If you select the **Warn** action and you attempt to accept **Link To Contract** parts (materials) using the **Accept > Material > Detail** sheet to a bin which is not the original Planning Contract bin, a message displays informing you that the selected warehouse bin is not tied to the planning contract that the processed material(s) belong to. If you select the **Stop** action, the DMR Processing prevents you from accepting materials to any bin other than the one defined on the planning contract.

  Note If you accept materials to the Planning Contract warehouse bin, the warning message does not display.

- **Inspection Processing** - If you select the **Warn** action and you attempt to pass Link To Contract parts (materials) to a bin which is not the original Planning Contract bin, a message displays informing you that the selected warehouse bin is not tied to the planning contract that the inspected material belongs to. If you select the **Stop** action, the Inspection Process prevents you from passing the inspected quantities to any bin other than the one defined on the planning contract.

  If you select the **Warn** action and you attempt to fail **Link To Contract** parts (materials) to the original Planning Contract bin, a message displays informing you that the warehouse bin that you are sending the failed parts to is the Planning Contract bin. If you select the **Stop** action, the Inspection Process prevents you from failing the inspected quantities to the Planning Contract bin.

- **RMA Disposition** - If you select the **Warn** action and you attempt to return **Link To Contract** parts (materials) to a bin which is not the original Planning Contract bin, a message displays informing you that the selected warehouse bin is not tied to the planning contract that the inspected material belongs to. If you select the **Stop** action, you are prevented from returning materials to any bin other than the one defined on the planning contract.

Request Move Default Settings In Company Configuration

There are two default settings for Request Move in the Company Configuration > Modules > Production > QA sheet: **Request Move for Passed Items** and **Request Move for Failed Items**. These check boxes, which are enabled and functional with an Advanced Material Management license, determine the default settings of the Request Move fields in Inspection Processing and in DMR Processing.

These same fields also appear on the **Modules > Sales > Order** sheet to determine the default settings of the Request Move field in RMA Disposition Entry.

If Advanced Material Management is not enabled, these check boxes are disabled and unchecked.

Scheduling

The scheduling functionality helps ensure your jobs are manufactured on time to meet the demand of your customers.

The scheduling engine uses several factors that affect production - quantity, setup time, production time, capacity, priority, and so on - to calculate how long it takes each job to complete. It then displays the schedule through the Job Scheduling Board, the Resource Scheduling Board, and the Multi-Resource Scheduling Board.

Scheduling offers the following tools:

- **Base Scheduling** - Multiple resource views and online scheduling tools such as the Change Impact Informer offer the master scheduler and management the ability to visually locate overload problems and slack conditions. You can use this tool to perform cost and throughput analysis on schedule changes before they are firmly committed.

- **Advanced Scheduling (APS License Required)** - An extension of scheduling, APS incorporates the strength of the Scheduling engine and enhances it with advanced functionality such as multiple constraint scheduling, a wide range of scheduling methods, visual drag-and-drop scheduling, capability and dependent capability-based scheduling, real-time capable-to-promise functionality, and advanced material planning functionality.

Allow Move Jobs Across Sites

In **Company Configuration**, the **Allow Move Jobs Across Sites** option determines whether you can reschedule and move jobs that are in a different site from the one where you are currently logged in.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

The option is found on the **Production > Job** sheet in the **Multi-Job** pane.

Select this check box if you want to enable to functionality to move jobs across sites within the company. This option is associated with the Schedule Multi-Jobs function, which makes it possible to schedule and re-arrange manufacturing jobs for a parent assembly and its child subassemblies (called predecessor and successor) all at the same time.

When you select **Allow Move Jobs Across Sites** and you are running in Multi-Job mode, if you are working with a group of jobs that includes a job in another site, the scheduling engine will treat that job as part of the group and any rescheduling efforts will also reschedule the job in the other site. This works for any site; it is not limited to the site where the user is logged on.

The Scheduling Board shows jobs in other sites when they are linked to a job in the current site. The jobs from the other sites are read-only, but you can move them as a group by selecting and moving a linked job from the current site.

Note For example, a project to build a school includes several jobs (300, 310, and 320) to be completed on Site A, and one job (400) to be completed on Site B. When you are logged in to Site A, the Scheduling Board will show all four jobs. You can see job 400, but it can only be moved if you move 300, 310, or 320. To move job 400 directly, you must log in to Site B.

If you do not select **Allow Move Jobs Across Sites** and you are working with jobs that are linked via multi-job, any job that is not in the same site for which you are scheduling is considered a constraint and cannot be moved. The job in the other site will behave as if it were a locked job.

Backward Scheduling When Due Time is 12:00 AM

Backward Scheduling indicates that a job is scheduled using a **Due Date** and **Due Time**. Based on this date and time, the job's part method is evaluated by the scheduling process. The times for each operation, minus any overlapping operations, are used to calculate the date on which this job needs to begin.

If the job's Due Time is set for 12:00 AM, which is the default, the scheduling engine will schedule the job so that it is ready by 11:59 PM of the previous day. The part will be ready for the day required.

CTP Calculations for Jobs Backwards from Required Date

Jobs are backward scheduled to determine the start date when using capable-to-promise.

Capable-to-promise (CTP) allows you to determine the date by which a sales order may be promised to the customer. These dates are calculated for the current order and jobs are created for the demand needed to fulfill the sales order. The jobs are then incorporated into the production schedule. You can indicate whether this functionality is run on each or only on a specific order detail line on the sales order. You can also enter a projected start date for each detail line to help in scheduling the jobs.

If a part is non-stock, the following CTP rules apply:

- An unfirm job is created, similar to the logic behind MRP unfirm jobs.

- The job's method comes from a linked quote. If no quote exists, the method comes from the part.
- The **Engineered** check box is selected.
- The job is backward scheduled to determine the start date. If the process doesn't hit the proposed start date then the Ship By is set as the Calculated Completion Date. If the process hits the proposed start date, then the job will bounce forward from the proposed start date and the new Calculated Completion Date is determined.

If a part is stocked, the following CTP rules apply:

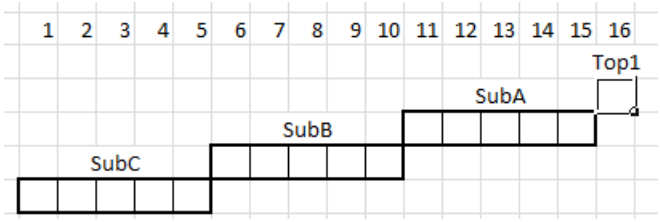
- If there is sufficient stock to fulfill the order demand, the capable-to-promise date is set to the need by date of the order release.
- If there is not sufficient stock for the part, the Time Phase logic is used to determine when there will be sufficient stock.
- If the sales order line part is a manufactured item and there is no supply to meet the requirement, the non-stock part logic applies.
- If the sales order line part is a purchased part and there is no supply to meet the requirements, the capable-to-promise date is determined by adding the purchase lead time to the current date and using this as the capable-to-promise date.

Example -- Recalculating the Pull Quantities

The top part in an assembly has three sub parts. The following is true:

- The Top Part is called Top1. The operations to produce 10 pieces of this part take one day. To complete this part, you need 10 pieces of subassembly SubA.
- SubA is a subassembly. The operations to produce 10 pieces of SubA take 5 days. Each SubA needs a subassembly SubB.
- SubB is a subassembly. The operations to produce 10 pieces of SubB take 5 days. Each SubB needs a subassembly SubC.
- SubC is a subassembly. The operations to produce 10 pieces of SubC take 5 days.

Imagine today is August 1st. The typical schedule, assuming we have no stock or supply on hand, would be the following:



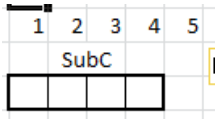
So an order for 10 pieces of Top 1 would be finished by August 17th.

Now imagine the following:

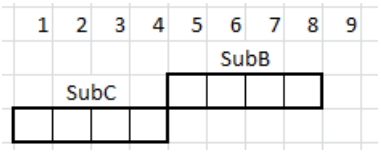
- We need the order complete by August 12th
- We have a purchase order for 2 pieces of SubA on August 2nd
- We have another purchase order for 6 pieces of SubA on August 8th

The scheduler schedules the job normally, backwards from Aughts 12th. From the rough cut schedule, he knows that the jobs don't fit. However, the application bounces the job forward and recalculates the pull quantities.

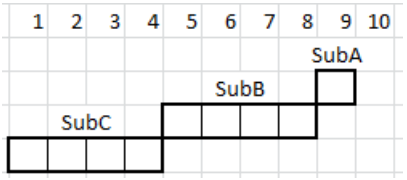
Starting with SubC today (August 1st), he has none ready. There is no Pull Quantity. He schedules SubC for 4 days to make 8 pieces, finishing on August 5th.



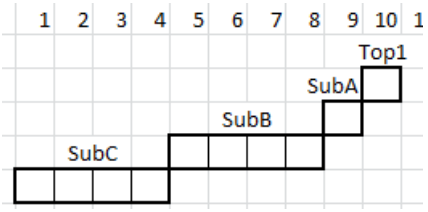
Using August 5th, the application calculates the Pull Quantity for SubB. We need 8, but none are available. There is no Pull Quantity, so he schedules SubB for 4 days, finishing on August 9th.



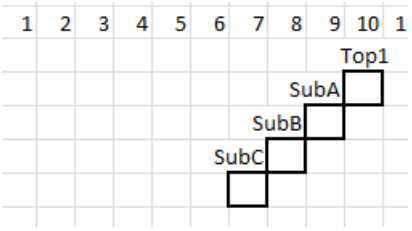
Using August 9th, the application calculates the Pull Quantity for SubA. He requires 10, but he already has a Pull Quantity of 8 because he has received these items on purchase orders. He updates the Pull Quantity to 8, and changes the required quantities of SubB and SubC to only 2. As they were already scheduled, he need to reschedule with the new quantities after this run. He continues scheduling the operations to make just 2 pieces of SubA, which will take just 1 day when an end date of August 10th.



Using August 10th, he schedules the operation for the Top1 part. The Pull Quantity is not calculated for this. The end date is August 11th.



Using the end date of August 11th, everything is rescheduled backwards. This time, only the new required quantities (2 for SubB and 2 for SubC) are scheduled. The resulting schedule is as follows:



CTP calculated an on-time completion date for the sales order.

Enable Scheduling Debug Log

In the **Company Configuration > Modules > Production > Job** sheet, you can enable a log to log processes in the scheduling engine to help you troubleshoot problems.

There are two fields that control this log.

- Select **Enable Scheduling Debug Log** to turn on a summary version of the log.
- Select **Include Extra Details** to keep more detailed information in the log.

The log shows information such as the parameters of the scheduling engine, the version of the program, the processing and times of each operation that is scheduled, resources, resource groups, and capabilities. You can use the information in this log to diagnose scheduling problems.

Fixed Quantity in Batched Operations

When batching operations in a new job, the Required Quantity of the materials is calculated to use Quantity Per Parent field unless all of the materials in the original jobs that were batched together have the **Fixed Qty** check box marked. In that case the new job will calculate the Required Quantity of the materials with Fixed Qty check box also marked.

Ignore Constrained Materials in Global Scheduling

The **Global Scheduling Process** includes an **Ignore Material Constraints** check box, similar to the one in the MRP process.

When a material is constrained, use the scheduling engine to determine when a material is available for an operation. This date is used as the operation's Start Date. If a material is not available, the operation is not scheduled until it becomes available.

In some situations, however, you may wish to ignore these material constraints. To do this, you can select the **Ignore Material Constraints** check box within the Global Scheduling Process. This modifier causes the scheduling engine to ignore that it is a constrained material and handle it as it is available. The operation is scheduled at the resource group or resource at a point where there is capacity available.

Minimize WIP in Schedule Job

Typically, the production planner uses the Minimize WIP modifier to reduce the gaps that can occur between operations and assemblies during the Global Scheduling process. You can do the same when using the Schedule Multi-Job functionality, to minimize the WIP between the related jobs.

When you apply Minimize WIP against a typical job, the modifier will minimize WIP between the operations on that job. When you apply Minimize WIP against a group of associated jobs that are scheduled via the Schedule Multi-Job functionality, the modifier will minimize WIP between the associated jobs.

Check boxes for Minimize WIP display on the Schedule Job and Global Scheduling windows. When checked, once scheduling is complete the scheduling engine runs the process again - but this time backwards from the end date of the last operation or the successor job - to minimize gaps.

Resource Estimated Hours Display on Resource Group Scheduling Detail Sheet

Estimated hours for the Operation Detail display on the Resource Group Scheduling Board on the Detail and List sheets. The field, **Resource Est Hours**, displays beneath the operation detail information on the Detail sheet and at the end of the row on the List sheet.

Resource Schedule Load Graph Standardized as BAQ

In previous versions, the **Resource Schedule Load Graph** was a cube that used temporary tables to prepare schedule load information for display. It now uses standardized BAQs (Business Activity Queries), found in the new ShopLoadRGA definition, rather than temporary tables.

It also uses system query ZshopCapAndLoad and four maps:

- Load Summarized by Company
- Load Summarized by Department

- Load Summarized by ResourceGroup
- Load Summarized by Resource

This eliminates the need to run the **Fill Shop Capacity** process (located on the **System Management > Schedule Processes** menu) to update these temporary tables every time you use the Resource Schedule Load Graph. All grids and graphs used in earlier versions have been retained; the Resource Schedule Load Graph functions and presents the same data in the same manner as before.

Menu Path: Production Management > Scheduling > General Operations > Resource Schedule Load Graph

Schedule Multi-Job

Use the Scheduling Multi-Job option to schedule a group of associated jobs as if it were a single job. Jobs are associated via make-to-job relationships. This feature makes it possible to schedule and re-arrange manufacturing jobs for a parent assembly and its child subassemblies (called predecessor and successor jobs) all at the same time. Prior to the introduction of this functionality, the scheduling planner had to watch linked jobs closely to ensure that they were scheduled together so that all demands were met.

This feature includes the following:

- **Site Maintenance** - Several check boxes in Site Maintenance to control: the default value of the **Schedule Multi-Job** check box throughout the application; whether or not predecessor and successor jobs related to a selected job are automatically loaded to the Scheduling Board; the default value of the **Minimize WIP** check box in the scheduling programs, which determines if the application minimizes gaps in the schedule between the related jobs.
- **Calculate Global Scheduling Order** - A parameter, **Schedule Multi-Job**, determines whether the scheduling engine performs in multi-job mode (that is, whether associated jobs are scheduled together).
- **Adjust Global Scheduling Order** - Two columns on the display: **Batch Job** and **Parent Job**. The Batch Job column shows the main job (the top parent) to which a job is linked. The Parent Job column shows the direct parent of a job. When the production planner changes the order of the batch job, the entire group of jobs underneath it will move as well.
- **Schedule Job** - Several check boxes on the Schedule Job window determine if and how scheduling is performed in multi-job mode: **Schedule Multi-Job**, **Minimize WIP**, and **Ignore Locks**. The default values of these check boxes are determined in Site Maintenance.
- **Global Scheduling** - The production planner can see how the Schedule Multi-Job and Ignore Locks check boxes were set during the generation of jobs in Calculate Global Scheduling Order. These are display only.

  Job Scheduling Board - Production planners can load and schedule a group of jobs in multi-job mode on the Job Scheduling Board, according to the settings in Site Maintenance. There are several ways to move a group of jobs on the board. You can move all related jobs as a unit, move a selected job and its predecessors as a unit, or move a selected job and its successors as a unit. The new Move Options are: **Job-All Jobs**, **Job-Successors Jobs**, and **Job-Predecessor Jobs**.

Schedule Multi-Job Setting in Site Maintenance

Use the **Schedule Multi-Job** check box in **Site Maintenance** to set the default value of Schedule Multi-Job in the scheduling engine programs, determining if the scheduling engine processes in Multi-Job mode. Check this box to set the default to schedule in Multi-Job mode.

In Multi-Job mode, if a job is rescheduled, then any jobs that are linked to it are also rescheduled. The linked jobs are rescheduled to be just-in-time to supply the main job.

Schedule Multi-Job Calculate Scheduling Order

Use this process to find each job's best End Date. The End Date is compared to the Requested By Date to determine if the job is early or late. This Early Days or Late Days is multiplied with the job's Priority code to determine a scheduling order sequence.

Schedule Multi-Job - Determines whether the scheduling engine looks for assemblies or materials that have a direct job link. If so, those linked jobs get rescheduled in order to be just-in-time to supply the main job. This check box defaults to the value set in Site Maintenance, and is available if you enable the Scheduling license.

When scheduling in multi-job mode, the End Date is determined by scheduling all the jobs related the parent job so that the parent job is complete. To determine if the parent job is early or late, the End Date is then compared to the Requested By date of the parent job.

If you select **Schedule Rough Cut Jobs Only**, only rough cut scheduled jobs are selected to be scheduled. If the rough cut jobs are linked, they are scheduled in multi job mode.

Global Scheduling with Schedule Multi-Job

As part of the Multi-Job functionality, the production planner can see how the Multi-Job and Ignore Locks check boxes were set during the generation of jobs in Calculate Global Scheduling Order. The planner cannot change the settings here; they are displayed for informational purposes only.

Rough Cut Scheduling

For rough cut scheduling, when defining the order of the predecessor jobs, the predecessor job's Required By date is reviewed to see if it is outside the horizon. If this is the case, the successor jobs are sequenced and scheduled individually and not as a grouped multi-job. Those successor jobs that fall inside the horizon are scheduled in firm and not rough cut. The end date is used if the scheduling is backwards and the start date if the scheduling is forwards.

If you select the Schedule Rough Cut Jobs, only rough cut scheduled jobs are selected to be scheduled. If the rough cut jobs are linked, they will be scheduled in multi-job mode.

Example Today is 12/16 and the rough cut horizon is 10 days. The horizon is 12/26. A job has a required date of 12/29 - therefore outside of the horizon. The job is rough cut scheduled and the start date falls within the horizon. Any successor jobs that are associated with the main job are also scheduled individually. If a successor job falls within the horizon, it is scheduled as firm.

Adjust Global Scheduling Order in Multi-Job Mode

Use **Adjust Global Schedule Order** to fine-tune the scheduling priorities generated by the Calculate Global Scheduling Order process. The Schedule Multi-Job functionality adds information to the display so that the production planner can see which jobs belong to the same parent when making adjustments the order of the jobs that are scheduled.

Two columns display in Adjust Global Scheduling Order:

Batch Job - Shows the main job (the top successor) to which a job is linked.

Parent Job - Shows the direct successor of a job.

When the production planner changes the order of the batch job, the entire group of jobs will move along with it. Reschedule one job on the scheduling job by changing the sequence, and the entire group of linked jobs is rescheduled and reordered beneath it.

Example Batch Job 2042 and four jobs that are linked to it have the sequence numbers 30, 30.1, 30.2, 30.3, and 30.4. The production planner moves job 2042 higher in the priority list to sequence number 19. The child jobs also are re-sequenced to 19.1, 19.2, 19.3, and 19.4.

Note that the Multi-Job functionality will not allow you to change the sequence of a predecessor within the group itself. The jobs will be scheduled as a unit in the sequence shown, unless you choose to pull a predecessor job from the group and schedule it independently, as follows.

To change the sequence of one of the predecessor jobs in a particular batch, you must move it to either before the batch job or after the last job in the group. The predecessor job is then marked as an independent job and when you run Global Scheduling it is scheduled individually. If you do this, a message displays informing you that you will be splitting the batch and you can choose to continue or cancel.

The next time you execute Calculate Global Scheduling Order, any adjustments or changes made here are overridden.

Schedule Multi-Job in the Schedule Job Window

As part of the Multi-Job functionality, several check boxes display on the Schedule Job window, which is called from many places within the ERP application. These are:

- **Schedule Multi-Job** - Defaults to the setting in Site Maintenance. The check box is accessible if the Scheduling license is enabled. Note that if you select this checkbox, you can choose whether to move all jobs associated with the current job, the job and its successor jobs, or the job and its predecessor jobs.
- **Minimize WIP** - Minimizes the gap in scheduling between associated jobs.

  Note This parameter can be used for jobs that are scheduled outside of multi-job mode. In those cases, gaps between operations are minimized.

- **Ignore Locks** - Enabled when Multi-Job is checked. The clear setting is the default, so that locks are respected by default.

Multi-Job Mode in the Job Scheduling Board

Production planners can load and schedule a job or group of jobs in multi-job mode in the Job Scheduling Board.

When the planner uses the board for a job that is linked to other jobs, the settings in Site Maintenance are used to determine if related predecessor/successor jobs should also be loaded.

The Move Option dropdown on the Move Job window allows for several ways to move a group of jobs:

- **Job-All Jobs** - All jobs related to the selected job (meaning the predecessor, successor, and itself) are scheduled as a unit.
- **Job - Predecessor Jobs** - All predecessor jobs related to the selected job, including itself, are scheduled as a unit.
- **Job - Successor Jobs** - All successor jobs related to the selected job, including itself, are scheduled as a unit.

Minimize WIP in Schedule Job

Typically, the production planner uses the Minimize WIP modifier to reduce the gaps that can occur between operations and assemblies during the Global Scheduling process. You can do the same when using the Schedule Multi-Job functionality, to minimize the WIP between the related jobs.

When you apply Minimize WIP against a typical job, the modifier will minimize WIP between the operations on that job. When you apply Minimize WIP against a group of associated jobs that are scheduled via the Schedule Multi-Job functionality, the modifier will minimize WIP between the associated jobs.

Check boxes for Minimize WIP display on the Schedule Job and Global Scheduling windows. When checked, once scheduling is complete the scheduling engine runs the process again - but this time backwards from the end date of the last operation or the successor job - to minimize gaps.

Supplier Due Date Horizon

Use the **Supplier Due Date Horizon** fields in the **Site Maintenance > Detail > Planning** sheet, and in the **Supplier Maintenance > Supplier > Detail** sheet, to define the number of days from the purchase order (PO) release due date that the Scheduling engine considers incoming purchase order releases for a site (or supplier) to be late. Available to Promise (ATP) Capable to Promise (CTP) also use this setting to determine if incoming PO releases for the supplier should be considered in the calculations as a potential sources of supply.

- If the PO release due date plus the specified supplier due date horizon is earlier than the current system date, a given PO release in Scheduling engine is included and considered in ATP and CTP calculations as a potential source of supply.
- If the PO release due date plus the specified supplier due date horizon is equal to or later than the current system date, a given PO release in Scheduling engine, ATP and CTP calculations is not included; the release is considered to be late and thus, is not a potential source of supply.
- For ATP calculations, this factor is subtracted from the current system date to calculate an acceptable horizon date window, and each PO release due date is compared to this date window.

  Example If the current system date is **10/30**, and the factor is **10**, any PO release due date that falls between **10/20** and **10/30** is considered an "acceptable" due date, even though it is late with respect to the current date. PO releases with due dates within this window are considered late, but are acceptable sources of supply. Any PO release with a due date earlier than 10/20 is "unacceptably" late and is not considered an acceptable source of supply. For purposes of the ATP calculations, PO release is discarded and then replanned for.

Note If defined for the supplier associated with the incoming PO release, the setting of the Supplier Due Date Horizon field in the Supplier Maintenance > Supplier > Detail sheet takes precedence over the setting (if any) defined for the site in the Site Maintenance > Detail > Detail sheet. The Scheduling engine, ATPand CTP only use the site level setting if the Supplier Due Date Horizon field in Supplier Maintenance is set to zero for the supplier.

Menu Path: Material Management > Inventory Management > Setup > Supplier

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Use Third Party Scheduling Software

Use the **Use Third Party Scheduling Software** check box, found in the **Site Configuration Control > Modules > Production Management > General** sheet as needed to disable Epicor ERP scheduling functionality when using third party scheduling software. When you select this option, some applications are completely disabled. Others are partially functional with some buttons and Action menu options disabled.

All scheduling functionality will occur in the third party software and then the data will be imported into the ERP application. Note that, since the data is not generated within the ERP application, you will not be able to run certain scheduling reports or view certain scheduling data.

Time Management

The Time Management module contains the functionality you need to approve and enter employee time entries against a specific project. By leveraging this functionality, you can then accurately track how much labor is being used to complete each project.

You first define time types, like Regular Time, Over Time, Vacation, and so on. These time types define the specific kinds of time used to calculate the current and complete expenses placed against a project. You select these time types within Time and Expense Entry.

The module contains an approval process through which employee time is verified against a selected project. Users first launch the Time Approval program to indicate how much time is budgeted to be placed against a specific project. After the employee time is approved, the employee time is then available to place against the project through Time and Expense Entry.

You can then monitor the amount of time being placed against each project. Launch the Time report to review all of the time entries entered between a specific Start Date and End Date period. Likewise, you can use the Time Booking Exception report to review any indirect labor entries currently entered against one or multiple projects.

Through this functionality, you can monitor the labor costs being accumulated against a project. This functionality improves planning and calculates more accurate expense calculations.

Parameters in Time and Expense Approval Search

You can limit the Approver ID search in **Time and Expense Approval** by WBS Phase ID and Job Number.

Menu Path: Service Management > Time Management > General Operations > Time and Expense Approval

Print Time Report for Open Range of Dates

You can print the **Time Report** for an open range of dates. You can generate the report for any range of dates and the range can span multiple weeks and time periods. You are not limited to printing for a weekly period, or to setting the From Date to a Sunday and the To Date to a Saturday.

Sales Management

Quoting and managing sales orders enables the vital coordination of activities between your sales, site, shipping, and accounting groups.

You dictate whether to hold all companies in a single database, or each company in individual databases, where each company can have its own chart(s), currencies, and calendars.

Use the Quote Management and Order Management modules to capture orders and seamlessly integrate the information with supply chain, production, fulfillment, and accounting systems.

By streamlining the sales process—centralizing access to product, pricing, customer information - orders can be generated with a minimal number of steps. It automates and improves labor-intensive processes for quoting, proposal generation, configuration, and order entry. You can increase sales productivity by ensuring accuracy during the quote and order processes and identifying the right solution to meet your customers' needs.

Important If your Customer Relationship Management (CRM) license is installed and functional, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the Sales Management module is referred to as **Customer Relationship Management**.

Configurator Management

The Configurator process allows for on-the-fly configuration of highly customizable and dimensional products. You can configure products through a straightforward question and answer evaluation, or entry of straightforward question and answer evaluation, or by entry of Smart Strings (intelligent part numbers) used to identify a particular configuration of an item.

You can launch a Configurator page from within **Opportunity/Quote Entry**, **Order Entry**, **Job Entry**, **Purchase Order Entry**, **Demand Entry** or the **Epicor Commerce Connect Web Basket**. This application is web-enabled, and is also available to disconnected users employing Mobile Connect.

The configuration process is centered around the **Configurator Designer**. This single program is used to fully set up the required configuration, including method rules, document rules, pricing rules, part creation, dynamic lists, and so on.

Configurator Designer functions are divided among the following entry programs:

- Configurator Entry
- Configurator Designer
- Configurator Rule Entry

There are two main reasons for dividing the Configurator Designer into three different programs:

- **Performance** - Having fewer functionality panels in three single entry programs improves the performance.
- **Ease of Use** - With three different entry programs, you can go directly to the functionality you require. For instance, splitting off Configurator Entry and Configurator Rule Entry provides you with **more** space to set up the configurator functions and **less** sheets to navigate through. It also allows you to have a different user interface (UI) concept, with most functions included in the **Property** section of the Configurator Designer.

Code Editor - Add References

As needed, click the **Add References** button in the Code Editor to launch **Add References** Use the references to invoke base or custom business logic from methods within an assembly through C#. You can call methods in Epicor services or to call methods in you own assemblies.

Note To use this functionality you must have basic programming knowledge. For more information about Add References, refer to the Configurator Technical Reference Guide.

Code Editor - Refresh

A **Refresh** node displays in the **Code Editor > Available Selections** pane to refresh **Page Events** and **Dynamic List**.

Example You can target a specific Page Event to refresh as follows:

The syntax for all Page Events:

```
Refresh.Events("");
```

You can also specify a specific Page Event:

```
Refresh.Events("Page1Leave");
```

Important The Refresh Events functionality is currently used for Page Events only. For example:

- Page1Leave
- Page1Load
- Page1Loaded

Code Editor - Set Part Defaults

The **Set Part Defaults** rule function is available in the Code Editor and Expression Builder. You can drag and drop the rule function into the expression.

Example You create a method rule that changes the material part number and you want to update it with that part's defaults. To achieve this, you create the **Execute Specified rule function** rule action for the material part and select the **Set Part Defaults** rule function.

Code Editor - Text Input Attribute

A **Text** Combo Box input attribute displays in the **Code Editor > Available Selections > Inputs** pane, allowing you to read the currently selected value's description. Use this description for creating a code expression.

Note You define the text (description) that displays next to this attribute in the **Description** field located in the **Value/Description List Editor**. Launch the Value/Description List Editor using a button located in the **Configurator Designer > Design > Page Designer > Input Properties > Behavior > List Items** setting.

Code Editor - User Defined Methods Tree

The **User Defined Methods** node, located in the **Code Editor > Available Selections** pane, contains sub-nodes that list User Defined methods executed on the **Client** side, and those executed on the **Server** side. You create User Defined functions in **Configurator User Defined Methods Maintenance**.

Code Editor - Utilities

The **Code Editor** includes a **Utilities** section used in constructing the code syntax for the **Server** side expressions. For example, the On Page Load action or the On Load and On Save events.

The Utilities section includes the **KeyCompare**, **KeyEquals**, and **testMode** options.

Example You may have an existent rule that inserts rows into the database, but you don't want to add rows when you execute Test Inputs or Test Rules. As a result, and to skip this logic, you use the **testMode** utility (boolean variable) to detect whether you are in a Production environment (Quote, Job, and so on) or a Test environment.

```
if (testMode)
        {
         Inputs.epiPcTextBox1.Value = ''You are in a test environment'';
        }
        else
        {
          Inputs.epiPcTextBox1.Value = ''You are in a production environmen
t'';
```

When you test your configurator, the TextBox input displays the 'You are in a test environment' comment, based on the entered expression.

Section	Tree View	Editor View	Expression

Utilities	KeyCompare	KeyCompare	Use KeyCompare to create Server side expressions, in memory string comparisons.
			Example:
			`if (Inputs.epiPcTextBox1.Value.KeyCompare(Inputs.epiPctextBox2.Value) == 0)`
			`Inputs.epiPcCheckBox1.Value = true;`

Utilities	KeyEquals	KeyEquals	Use KeyCompare to create Server side expressions, in memory string comparisons.
			Example:
			`if (Inputs.epiPcTextBox1.Value.KeyEquals("1234"))`
			`Inputs.epiPcCheckBox1.Value = true;`

Utilities	testMode	if (testMode)	Use testMode to control program execution in Server side expressions when running Test Inputs or Test Rules.
			Example:
			`if (!testMode)`
			`Inputs.epiPcCheckBox1.Value = true;`

Combo Box Settings

The **Auto Size List** and **List Width** input properties display in the **Configurator Designer > Input Properties** pane.

If you set the **Auto Size List** setting to **True**, the Combo Box drop down list (not the Combo Box itself) is automatically resized, so it is in line with the largest listed element. If you set the **Auto Size List** setting to **False**, the value defined in the **List Width** setting is used.

Note If you don't define the **List Width** value and set the **Auto Size List** setting to **False**, the drop down list will remain the same width as the Combo Box.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Configurator Designer - Initial Value

The **Initial Value** input property displays in the **Configurator Designer > Input Properties > Behavior** section.

Specifies the image file placed on the page. To search for the required image, click the button located in the **Initial Value** line to launch the Image Search window. You enter images using Image Maintenance launched using the **Configurator Designer > Actions > Image Maintenance** command.

Important For the Initial Value control to display, you must place the **Picture Box** input on the page. The Picture Box input control is located in the **Configurator Designer > Design > Page Designer > Toolbox** menu.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Configurator Lookup Table Maintenance Export/Import

Use the **Export** and **Import** selections, located on the **Actions** menu in **Configurator Lookup Table Maintenance**, to export selected single or multiple configurator lookup tables to external CSV or XML files, or import selected single or multiple external CSV or XML files into configurator lookup tables in the Epicor application.

Menu Path: Sales Management > Configurator Management > Setup > Configurator Lookup Table

Configurator Rule Entry - Primary

A **Primary** check box displays in the **Configurator Rule Entry > Part/Rev** sheet.

You mark a part as Primary in the **Part Maintenance > Part > Revisions > Detail** sheet. In Part Maintenance, once you link a part to a Configurator using the **Configurator ID** field and then select the Primary check box, the part you are linking the Configurator with will automatically default in the **Configurator Rule Entry > Part/Rev > Part/Rev** field once you search for and select the Configurator record.

Example You create **Part A** (a non-stock, manufactured part) and link it to **Configurator A**, using the **Part Maintenance > Part > Revisions > Detail > Configurator ID** field. Next, you select the **Primary** check box to mark this part as Primary. If you search for and select Configurator A in Configurator Rule Entry, Part A will default in the **Part/Rev** field and the Primary check box will be selected by default.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Convert PcInValues

Use the **Convert PcInValues** process as needed to convert saved input values history data (stored in the PcInValue table) in designated batches. PcInValues are saved Configurator input values, such as configured order or quote lines.

You use this process when you wish to migrate an existing Configurator implementation from Epicor ERP version 9 to version 10 and wish to perform on-demand conversion of stored Configurator data in manageable "chunks". This is especially useful when you are managing a large amount of stored data and wish to use computing resources in off-hours to complete the conversions.

When you select conversion options, the Convert PCInValues process uses the following list of user controlled dates to select and then convert stored Configurator data:

- **Quotes** - QuoteHed.EntryDate
- **Orders** - NeedByDate
- **Jobs** - JobHead.CreateDate
- **Demand** - DoNotShipBeforeDate
- **PO: PoRel.DueDate** – The first PORel for the POLine

Important If you do not run the conversion, your saved input values data is converted on demand at the time you access records in the Epicor application.

Menu Path: System Management > Rebuild Processes > Mfg / Distribution > Convert PcInValues

Don't Send Inputs

The **Don't Send Inputs** check box displays in the **Configurator User Defined Methods Maintenance > Method** sheet. The check box controls whether you can send the inputs and their properties over to the server when you call the Server User Defined (UD) method.

When you select this check box and launch the **Code Editor** from within **Configurator User Defined Methods Maintenance**, the inputs are not listed in the **Available Selections** pane in the Code Editor. To use the inputs in the expression, manually type the input value or input property in the Code Editor.

Note The check box is only available (active) for the Server Side UD methods. It also displays on the **List** sheet.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator User Defined Methods Entry

Expression Builder

An **Expression Builder** displays in the **Code Editor** to establish expressions that determine how input values are evaluated in controls placed on a configuration input page.

You launch the Expression Builder from within the Code Editor by clicking the **Expression Builder** button. The expression that you build is inserted at the point of the current cursor in the Code Editor.

Image Maintenance and Picture Box

A **Picture Box** input control displays in the **Configurator Designer > Design > Page Designer > Toolbox** menu. Use this control to place an image on the page. You can add the following image types:

- JPEG
- JPG
- GIF
- BMP
- PNG

You can dynamically change the entered images by creating the **On Field Changed** expression for a Combo Box.

Example You can link employee pictures with their names (Combo Box). When you select a particular name in the Combo Box input, a picture of the selected employee displays.

When you place the Picture Box on the page, use the **Image Source** control detail to search for the required image file. When you define a new image file name, you can either browse for images or import them using the **Actions > Import Images** command. You can import **Multiple Images** or the whole **Directory**.

Use **Image Maintenance** to create image files used to store images. You can add images when configuring an item in the Configurator Designer by adding the **Picture Box** input control to your Page. You can also access Image Maintenance from System Setup > System Maintenance.

Important To successfully complete the workshops, you must first create three color range PNG images and save them locally in a folder on your Desktop.

Tip Use the available web browser to search for **Blue**, **Green**, and **Purple** color range images.

Save the images using the following naming convention:

Color Name (PNG)	Color (Image Example)
Blue.PNG	
Green.PNG	
Purple.PNG	

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Local Variables

Use **Local Variables** as needed to create reusable variable IDs and their associated data types for the associated configurator you are defining. You can access this function by selecting **Local Variables** in the Actions menus in the **Configurator Designer** and **Configurator User Defined Method Maintenance**.

This provides the ability define a set of local variable IDs and their associated data types once instead of in every expression that requires use of that variable/data type. Once defined, this is a single set of variables that is available for all configuration and page events, as well as user defined methods you create for the associated configurator. You can then use or select them in the **Expression Builder** (accessible from the **Code Editor**) when defining both client and server side events in the **Configurator Designer** and **Configurator User Defined Method Maintenance**.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator User Defined Methods Entry

No Inputs Configurator

The **No Inputs Configurator** option displays in the **Configuration Type** field located in the **Configurator Entry > Detail** sheet

Select the **No Inputs Configurator** type if you wish to create a non-input based configurator. Using a No Inputs Configurator, you can define method rules that execute at **Get Details** in the **Job Entry** and **Quote Entry** programs without having to enter input values.

Example You create a configurator with the No Inputs Configurator type. Once you link the configurator to a part and define Method Rules for the part's method of manufacture (Operations & Materials), the method rules automatically execute once you run the **Get Details** command in either the Job Entry or Quote Entry programs.

Example Your **Method** and **Keep When** rules do not have to be input values based. You could use a customer Context Function using the quoted customer.

The Get Details function in quoting will only keep this operation (Keep When expression below defined on an operation) when a customer being quoted for this part (part is linked to the No Inputs Configurator configurator) is DALTON.

```
if (Context.CustomerID=="DALTON")
{
```

```
return true;
}
else
{
return false;
}
```

Important The No Inputs Configurator type does not support **Client** side processing.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

On Page Leave Functions

The following two **On Page Leave** functions display in the **Code Editor > Available Selections > Method and Lookup > Page Leave Functions** node.

- **Set Next Input Page** - Allows you to set the next input page in a product configuration. It is executed when paging forward through the configuration. The numeric data type value that is passed to this function is the next input page displayed to a user.
- **Set Previous Input Page** - Allows you to set the previous input page in a product configuration. It is executed when paging backward through the configuration. The numeric data type value that is passed to this function is the previous input page displayed to a user.

Note The functions are only available in the Code Editor if you create an **On Page Leave** event.

Part Maintenance - Duplicate Part Linked to a Configurator

You can create a new Configurator ID, add an existing Configurator or copy a current Configurator when you duplicate a part linked to a Configurator. If you link a part to a Configurator, you can execute the following functions using the **Configurator Mode** field located in the Duplicate Part window:

- **Copy current configurator (if any)** - Select this option to copy the Configurator linked to the copied part. This is the default option.
- **Add existing configurator** - Select this option to add an existing Configurator record. When you select this option, the Duplicate Part window will expand to display the **Configurator ID** search button. Use this button to search for and select an existing Configurator.
- **Create new configurator** - Select this option to add a new Configurator record. When you select this option, the Duplicate Part window will expand to display the **Configurator ID**, **Configurator Type**, and **Description** fields. Use this fields to enter a new Configurator ID, select the Configurator Type (Product Configurator, Method Rule Configurator), and enter a short description.

Menu Path: Sales Management > Configurator Management > Setup > Part

Part Maintenance - Primary

A **Primary** check box displays in the **Part Maintenance > Part > Revisions > Detail** sheet.

Select this check box to mark the part in focus as a Primary part. Once you link a part to a Configurator using the **Configurator ID** field and select this check box, the part you are linking the Configurator with will automatically default in the **Configurator Rule Entry > Part/Rev > Part/Rev** field when you search for and select the Configurator record.

Note To be able to select this check box you must first select a Configurator record in the Configurator ID field. If you attempt to select this check box without selecting a Configurator, the **A Configurator ID must be defined to select this Part as Primary** message displays.

Note If you clear the Configurator ID from a part that is marked as Primary, the Primary check box automatically clears.

Note If you add another part record and link it to the same Configurator ID and mark this part as Primary, the current primary part is replaced and the Primary checkbox clears on the replaced part.

Example You create **Part A** (a non-stock, manufactured part) and link it to **Configurator A**, using the **Part Maintenance > Part > Revisions > Detail > Configurator ID** field. You select the **Primary** check box to mark this part as Primary. Next, you create **Part B** (a non-stock, manufactured part) and link it to the same Configurator A. Once you select the Primary check box for Part B, the Primary check box for Part A automatically clears. In Configurator Rule Entry, Part B will automatically default once you select Configurator A.

Sort Inputs By Tab Order

The **Sort Inputs by Tab Order** check box displays in the Configurator Designer. Select this check box to view the added input controls in the tree view in the order they were added.

Note If you clear this check box, the page input controls display in the tree view alphabetically.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer Tracker

Important This program is not available in Epicor Web Access.

Customer Relationship Management

Customer Relationship Management (CRM) is equipped with the tools you need to find more prospects and quickly convert them to satisfied customers. Your sales people can manage the complete prospect-to-customer life cycle, give accurate revenue forecasts to management and automate many administrative tasks.

With CRM you can manage and analyze the effectiveness of marketing campaigns and events. Marketers can pinpoint targets, capture highly qualified leads, and perform cost/benefit and return on investment (ROI) analyses on promotional activities. The campaign manager can track the number of leads, opportunities, orders, and costs per campaign. Once you have the lead, the CRM functionality helps manage the entire sales process more effectively, with features such as workflow and forecasting.

Important If your Customer Relationship Management (CRM) license is installed, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the functionalities that correspond to the Customer Relationship Management folder are found under the **Sales and Marketing Management** folder.

Contacts can be shared across the Epicor application. For example, a payroll employee can now be added as an authorized user for a buyer records reducing time and ensuring consistency You can share contacts between the following records:

- Shop employees (Shop Employee Maintenance)
- Payroll employees (Payroll Employee Maintenance)
- Workforce people (Workforce Maintenance)
- Buyers (Buyer Maintenance)
- Supplier contacts (Supplier Maintenance)
- Purchase point contacts (Supplier Maintenance)
- Customer contacts (Customer Maintenance)

Customer Maintenance - External CRM

Customer Maintenance includes the **External CRM** sheet. Use this sheet to define options used to integrate a customer and contacts entered in the Epicor ERP application with an external Customer Relationship Management (CRM).

The sheet displays in the following program locations:

- Customer Maintenance > Contacts > Integrations > External CRM
- Customer Maintenance > Integrations > External CRM

Menu Path: Sales Management > Customer Relationship Management > Setup > Customer

Company Configuration - External CRM

The Company Configuration includes the **External CRM** sheet. Use this sheet to define options used to integrate the Epicor ERP application with an external Customer Relationship Management (CRM).

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Opportunity/Quote Entry - Integrations

Opportunity/Quote Entry includes the **Integrations** sheet. Use this sheet to define options used to integrate the quote entered in the Epicor ERP application with an external Customer Relationship Management (CRM).

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Part Maintenance - External CRM

Part Maintenance includes the **External CRM** sheet. Use this sheet to define options used to integrate a part entered in the Epicor ERP application with an external Customer Relationship Management (CRM).

Menu Path: Production Management > Job Management > Setup > Part

Demand Management

Use **Demand Management** to more efficiently manage short and long term contracts, turning the demand from these contracts into sales orders and Material Requirements Planning (MRP) forecasts.

Demand Management incorporates the framework and business logic necessary to efficiently manage long term contracts. These contracts encompass forecasts, sales orders, changes to sales orders, and shipping schedules, whether the information is entered manually, electronically, or both.

You can enter demand information manually, electronically through EDI (Electronic Data Interchange), or both. The EDI feature suite generates electronic information that passes both to and from your customers.

Important This topic or section describes functionality or uses a process that is only available to on-premise ERP installations.

Capable to Promise - Demand Schedule Sales Kit Items

The Sales Kitting functionality allows you to sell a part type that contains a series of related parts called a sales kit. These part records define the individual component parts needed to complete the kit. A sales kit is sold using a single detail line on a sales order. As you process the sales order, the component part quantities needed to

satisfy each kit are manufactured and pulled from your stock in the quantities required to complete the final sales kit quantity.

- When you manually run **Capable to Promise** from the Actions menu in **Demand Entry**, the Epicor application does not attempt to calculate completion dates for demand schedules containing sales kit items because it does not have access to kit component information. It skips these demand schedules and writes an error message to the Error Text field, located in the Capable to Promise window.
- When processing demand using the **Import EDI Demand Process**, or using the **Process** selection (located on the Demand Header submenu in the Actions menu in Demand Entry), demand schedules containing sales kit items are processed, but a warning message is written to the **Demand Log** indicating that CTP could not be calculated for the sales kit demand.

Menu Path: Sales Management > Demand Management > General Operations > Import EDI Process

Menu Path: Sales Management > Demand Management > General Operations > Demand Entry

Check for Run Out Parts

A **Check For Run Out Part** check box and an accompanying **Action** field are located the **Customer Maintenance > Customer > Demand** and **Customer Maintenance > Ship To > Demand** sheets.

Use these settings to designate if part records on inbound EDI demand transactions received from a customer trading partner (or ship to customer trading partner) are validated as run out parts. Run out parts are those you want to phase part out of your business; they are designated as such by selecting the **Run Out** check box in the **Part Maintenance > Part > Detail** sheet.

If you select the **Check For Run Out Part** check box, you use the **Action** field to designate what action should take place (when you run the Process Demands selection on the Demand Entry Actions menu) if a part record on inbound demand is as a run out part or is placed on hold in your database.

- **Stop** - Designates that inbound demand received from this customer trading partner (or ship to customer trading partner) **should not** be accepted and processed if it contains a part number that is designated as a run out part within your Epicor application database.

  The demand record is marked as **System Rejected** in Demand Entry; however, you can manually accept the incoming demand by selecting the **Override System Reject** check box. This allows you to designate that schedule/line/demand header can be processed to generate an order or forecast in the Epicor application. Error messages display on the **Demand Log** (on the **Demand Entry Actions** menu) or on the **Demand Review Report**, explaining why demand was rejected and not processed.

- **Warning** - Designates that inbound demand received from this customer trading partner (or ship to customer trading partner) should be automatically accepted and processed even if it contains a part number that is designated as a run out part within your Epicor application database. Warning messages display on the Demand Log or on the Demand Review Report informing you that the incoming demand contains a part number that is designated as a run out part.

  Note Incoming demand for parts placed on hold within your Epicor application database are never processed into sales orders. These are parts for which the **Hold** check box has been selected, and a hold reason and hold date have been entered in the **Part Maintenance > Part > Detail** sheet.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Demand Entry / Demand Workbench - Ship By Time Field

A **Ship By Time** field is located on the following sheets in **Demand Entry** and the **Demand Workbench**:

- Demand Entry > Header > Detail
- Demand Entry > Schedules > Detail

- Demand Entry > Schedules > List
- Demand Workbench > Header > Detail
- Demand Workbench > Releases > Detail
- Demand Workbench > Releases > List

The Ship By Time field denotes the time of day by which you must ship items on an order release. If a Ship By Time is included in a demand schedule line on an inbound EDI transaction sent by a trading partner, it updates the Ship By Time field on order release transactions created from demand entries generated by the **Inbound EDI Demand Process**. You can find the Ship By Time field for order releases on the **Order Entry > Schedule > Detail** and **List** sheets, and on the corresponding sheets in the **Order Tracker**.

Menu Path: Sales Management > Demand Management > General Operations > Demand Entry

Menu Path: Sales Management > Demand Management > General Operations > Demand Workbench

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Tracker

Multi-Currency Support

Multi-currency support is available in **Demand Contract Entry**, **Demand Entry** and the **Import EDI Demand Process**.

These programs support use of the Multi-Currency drop-down list on the Standard Toolbar. This enables you to review the impacts of selected base, document and reporting currencies on the valuation and pricing of a demand line.

- Price tolerance comparisons are performed between the internal and customer prices on demand lines at **base** currency. The price tolerance percentage defined for the associated demand contract in the **Tolerance** field in the **Demand Contract Entry > Line > Detail** sheet; its default comes from the price tolerance percentage defined for the associated customer trading partner or ship to trading partner in the **Tolerance** field in the **Customer Maintenance > Customer > Demand** and **Ship To > Demand** sheets.
- To learn about this module and its functionality, refer to the topics located in the **Working with Currency Management** section of the Currency Management Application Help.

Example You receive an inbound EDI file from this trading partner, requesting you ship 100 units of a widget at a unit price of $1.90. However, your current unit price in the Epicor application is set at $2.00. If you set the **Tolerance** field to **10.00**, the Epicor application would accept a unit price minus 10% of the internal price.

- In this example, it would consider $1.90 as an acceptable price, because would be within 10% of the $2.00 internal price.
- Conversely, it would not consider $1.75 or $1.50 acceptable prices, because they are outside of the 10% tolerance range (from $1.80 to $2.00).

Menu Path: Sales Management > Demand Management > General Operations > Demand Contract Entry

Menu Path: Sales Management > Demand Management > General Operations > Demand Entry

Menu Path: Sales Management > Demand Management > General Operations > Import EDI Process

Menu Path: Sales Management > Demand Management > Setup > Customer

Outbound Order Advanced Shipping Notice/Manifest Ship Date/Time

If you are using EDI / Demand Management functions, you produce **EDI 856/DESADV (Outbound Order Advanced Shipping Notice/Manifest - ASN)** documents. This is an electronic version of a printed packing slip that tells your customer trading partner how you, the supplier, has packed their items for shipment.

Whether processed automatically or manually, the Epicor application uses the report data definition specified in Report Style Maintenance to generate an outbound EDI ASN packing slip document file. Correspondingly, if you ship an order release using Master Pack Shipments Entry and use the **Print** selection on its Actions menu, it uses the **EDIMstPk** record definition to generate a similar ASN Master Pack document file. The printed document and the outbound EDI file also contain the date and time at which the ASN document was generated. The date is in the format YYYY-MM-DD.

User Hooks BPMs

You can use several pre-defined method directives for further manipulation of data contained in inbound text-based EDI .app files (inbound EDI transactions) you receive from your customer trading partners that is being processed using the Import EDI Demand Process.

If used, these method directives, which you select in Method Directives Maintenance, can be associated with Business Process Managers (BPMs) that contain custom code, developed by technically adept personnel, for custom processing of inbound EDI transactions in your enterprise. The method directives are as follows:

- **ImportEDIb4tran** - Manipulates inbound EDI data stored in Intermediate Demand tables before the ImportEDI routine runs and processes translations on the data.
- **ImportEDIb4val** - Manipulates translated inbound EDI data stored in Intermediate Demand tables before the ImportEDI routine runs and performs validations on the data.
- **ImportEDIpreProcessDemand** - Manipulates validated inbound EDI data stored in the regular Demand tables before the ImportEDI routine processes the demand data into actual sales orders or forecasts.
- **ImportEDIpostProcessDemand** - Manipulates inbound EDI data after the ImportEDI routine processes the demand data into actual sales orders or forecasts.
- **ImportEDIonUDImport** - Manipulates inbound EDI data when more than 95 User Defined (UD) fields exist on an inbound EDI transaction map you are importing. The ImportEDIonUDImport method directive is only available in Release 10.1.400.12 and above.

Menu Path: System Management > Business Process Management > BPM Data Form Designer

Important This program is not available in Epicor Web Access.

Quote Management

Quote Management is often the starting point for the supply chain cycle. When a quote is entered, manufacturing details are entered for the record. These records give your organization a solid head start for job management, scheduling, purchasing, and other functions of the application. Best of all, the result is greater efficiency.

Customer Maintenance - Web Customer and Type

Use the **Web Customer** check box and **Type** options on the **Customer > Detail** sheet in **Customer Maintenance** to indicate that a customer record is to sync with Epicor Commerce Connect and identify the type of web customer.

You can select the Web Customer check box to indicate that the selected customer record is to sync with **ECC** (Epicor Commerce Connect). This check box defaults as unselected. To sync a customer contact to Epicor Commerce Connect, navigate to the **Contacts > Detail** sheet and select the **Web User** check box.

You can also select the Type for a web customer for ECC. The available options for a web customer are **B2C** (Business to Customer) and **(B2B)** Business to Business. When you identify if a customer is B2B or B2C in the **Type** drop-down menu, it restricts customers to specific web sites.

These options are also available as display only on the **Customer Tracker**.

Menu Path: Sales Management > Quote Management > Setup > Customer

Default Expected Quantity in Quote Management

You can set options in Company Configuration to default the expected quantity for a quote. You can also set an option so that the order quantity is updated if the expected quantity changes.

The following fields display in **Company Configuration > Modules > Sales > Quotes**:

- **Default Expected Quantity To** - Determines how the **Expected Quantity** defaults when creating a quote. There are two settings for this field: **Constant** and **First Quantity Break**. Note that if you choose Constant, you must enter a value to be used as the default Expected Qty.

  When you enter a quote line in Quote Management, the Expected Qty defaults based on the setting here. If the Expected Qty is set to default to a constant, the value in the quote details is rounded according to the UOM rounding options selected for the part. If the Expected Qty is set to default to a quantity break and the user entering the quote changes the quantity fo the first quantity break then the Expected Qty is refreshed.

- **Default Order Qty to Expected Qty** - Select this box if the **Order Qty** should be updated when the **Expected Qty** from the quote changes.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Quote Line Miscellaneous Charges/ODC

You can specify a miscellaneous charge on a quote line for a material. **Build Project Analysis** can differentiate between the materials flagged as miscellaneous charges (rolled into ODC Quoted), and those not flagged as miscellaneous charges (rolled into Material Quoted).

Opportunity/Quote Entry - Machine MES

The **External MES** sheet and check box have been renamed to **Machine MES** in the following programs:

- Opportunity/Quote Entry
- Opportunity/Quote Tracker

Menu Path: Sales Management > Quote Management > General Operations > Opportunity/Quote Entry

Menu Path: Sales Management > Quote Management > General Operations > Opportunity/Quote Tracker

Opportunity/Quote Entry - Planning Contracts

You can tie a quoted assembly part to a Planning Contract. When you execute Gets Details using a Quote template in Job Entry, the Planning Contract information transfers to the newly created job record. When you convert a quote to a sales order, the Planning Contract information transfers to the newly created sales order record.

The Planning Contract fields display on the following sheet in Opportunity/Quote Entry:

- **Line > Detail** - The **Contract ID** field and **Contract** button display on this sheet.

  The field specifies a Planning Contract linked to the quote line in focus.

  Note If you assign a **Contract ID** to a quote line, the assigned Contract ID defaults to the **Contract** field located in the **Sales Order Entry > Lines > Detail** and **Releases > Detail** sheets, when you convert a quote to a sales order.

Note If a Planning Contract is assigned to an Assembly part, then:

- All the Link To Contract materials in the MOM for the assembly are tied to the same Planning Contract.
- All the Link To Contract subassemblies in the MOM for the assembly are tied to the same Planning Contract.
- All the Link To Contract materials in the MOM for the subassembly are tied to the same Planning Contract.

Note The field also displays on the **Line > List** sheet.

- **Line > Mfg Details > Quote Details > Assemblies > Assembly** - The **Contract ID** field and **Link To Contract** display on this sheet.

  The field specifies a Planning Contract to which the assembly part is tied. If you mark the assembly part as **Link To Contract** and link it to a Planning Contract, all the materials marked as Link To Contract either in Part Maintenance or part's Bill of Materials (BOM) automatically link to that contract.

  Example If you assign a Planning Contract to the quoted part in the **Line > Detail** sheet and the part's Method of Manufacture (MOM) includes five materials, three of which have the **Link To Contract** check box selected, then only three materials automatically link to the assigned Planning Contract.

  Note If you Get Details from a Quote, when executing the **Get Details** command in Job Entry, the Planning Contract tied to the assembly part defaults to the Contract ID field located in the **Job Entry > Job Details > Assemblies > Assembly** sheet.

  The check box indicates that the Assembly quoted part can be linked to a Planning Contract. You mark a part as **Link To Contract** in the **Part Maintenance > Part > Sites > Detail** sheet.

  Note This check box defaults to checked if the assembly part is marked as **Link To Contract** in Part Maintenance.

- **Line > Mfg Details > Quote Details > Materials > Detail** - The **Contract ID** field and **Link To Contract** check box displays on this sheet.

  The field specifies a Planning Contract to which the material in focus is tied. If you mark the assembly part as **Link To Contract** and tie it to a Planning Contract, all the materials marked as Link To Contract either in Part Maintenance or part's Bill of Materials (BOM) automatically link to that contract.

  Note If you Get Details from a Quote, when executing the **Get Details** command in Job Entry, then the Planning Contract tied to the material defaults to the Contract ID field located in the **Job Entry > Job Details > Materials > Detail** sheet.

  The check box indicates that the material in focus can be linked to a Planning Contract.

  Note The field and the check box also display on the **Materials > List** sheet.

- **Line > Mfg Details > Quote Details > Assemblies > Subassemblies > Detail** - The **Contract ID** field and **Link To Contract** check box display on this sheet.

  The field specifies a Planning Contract to which the subassembly part in focus is tied. If you mark the assembly part as **Link To Contract** and tie it to a Planning Contract, all the subassemblies marked as Link To Contract either in Part Maintenance or part's Bill of Materials (BOM) automatically link to that contract.

  Note If you Get Details from a Quote, when executing the **Get Details** command in Job Entry, then the Planning Contract tied to the subassembly part defaults to the Contract ID field located in the **Job Entry > Job Details > Assemblies > Subassemblies > Detail** sheet.

The check box indicates that the subassembly part can be linked to a Planning Contract.

Note All the materials marked as Link To Contract in the Method of Manufacture (MOM) for the subassembly will be tied to the same Planning Contract.

Note The field and the check box also display in the **Subassemblies > List** sheet.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity/Quote Entry

Opportunity/Quote Entry - Web Quotes

Opportunity/Quote Entry supports processing of web quotes transferred to Epicor ERP from Epicor Commerce Connect (ECC), Consumer Connect or Customer Connect sites.

- A **Web Ready** check box displays in the **Opportunity/Quote Entry > Header > Detail** sheet. If you are licensed to use Epicor Commerce Connect (ECC), you can use this check box to designate if an ECC web user can confirm or reject the quote in a Consumer Connect or Customer Connect site.

  Note This check box is disabled if you are not licensed to use ECC.

- You can use the **Header > Comments > Web** sheet to view comment text entered on web quotes created in Commerce Connect, Consumer Connect or Customer Connect sites.

Menu Path: Sales Management > Customer Relationship Management > General Operations > Opportunity / Quote Entry

Primary Salesperson on Summary Sheet in Opportunity/Quote Entry

A customer's principal sales representative displays in the **Primary Salesperson** field on the **Summary** sheet in Opportunity/Quote Entry and you can edit it here. Salesperson information also displays on the **People** sheet.

Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Order Management

The **Order Management** module virtually drives the Enterprise Resource Planning (ERP) system. From the time you place an order, its progress is tracked through final shipment while producing timely reports on demand.

With Order Management, all orders and change orders are effectively managed online, reducing the chance for error and smoothing out the order-to-delivery process for maximum customer satisfaction.

Available To Promise - Planning Contracts

The **Available To Promise** functionality accommodates scheduling of jobs that are linked to planning contracts.

If a job material is Constrained and is linked to a planning contract, the Scheduling engine considers only the planning Warehouse/Bin when searching for material availability. A material that is NOT linked to a planning contract cannot use inventory in a contract location (warehouse/bin).

Note You link a planning warehouse/bin to a contract in Planning Contract Maintenance. For more information, refer to the Planning Contract Maintenance topic in the Application Help.

On the supply side, the Scheduling engine only considers supply linked to a planning contract. You link a planning contract to a purchase order in Purchase Order Entry.

Note Supplies in a planning contract location (warehouse/bin) are not considered when running scheduling for Constrained job materials that are NOT linked to a planning contract.

Capable to Promise - Avail Qty Field

The **Avail Qty** field, in the **Capable to Promise** window (accessed from the Actions menu in **Sales Order Entry**), displays the on hand inventory quantity that is projected to be available on the requested order release ship date that is not already committed to other demand, as of the current system date.

In the case where the CTP calculation is for a partial shipment, and additional release lines are generated by the CTP calculation, it reflects the quantity available for the ship date on the original order release, regardless of what the new ship date may be on any newly generated releases.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable to Promise - Make To Order / Make To Stock Site Settings

Make To Order and **Make To Stock** fields are available in the **Site Configuration Control > Modules > Inventory Management > General > Detail** sheet. You use them to specify if Capable to Promise (CTP), when processing a manufactured part on Make to Order (MTO) or Make to Stock (MTS) order release, should create a firm job, unfirm job, or no job when you click the **Confirm** button in the **Capable to Promise** window (accessed from the Actions menu in **Order Entry**) and there is there is insufficient supply available to cover the demand for the part.

Valid selections are as follows:

- **Create Firm Job** - Create a firm job when processing MTO or MTS items on an order release, and a job must be created as a source of supply to cover unfulfilled demand (default).
- **Create Unfirm Job** - Create an unfirm job when processing MTO or MTS items on an order release, and a job must be created as a source of supply to cover unfulfilled demand.
- **No Job** - Create no jobs for MTO or MTS items on an order release. The CTP job (if any) is deleted, but the calculated Completion Date affects the order release date.

Note You perform CTP calculations for a selected order release using the **Capable to Promise** selection on the Actions menu in **Sales Order Entry**.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable to Promise - Part Lead Time

A **Part Lead Time** check box is available in the **Site Configuration Control > Modules > Inventory > General > Detail** sheet. You use it to specify if Capable to Promise (CTP) calculations, when determining whether an order can be filled on the requested shipment date for this site, should include all demand for the part when comparing demand against all expected supply within the part's lead time.

- Select the check box if CTP calculations should net out all demand for the part against all expected supply within the part's lead time to determine whether an order can be filled on the requested shipment date (default value).

  For purchased parts, the purchasing lead time specified in the **Lead Time** field in the **Purchasing** section of the **Part Maintenance > Part > Sites > Detail** sheet is used.

  For manufactured parts, it uses the manufacturing lead time (calculated or manually entered) in the **Part Maintenance > Part > Sites > Planning** sheet.

- Clear the check box if CTP calculations should only consider demand from the current order. This causes CTP to function in the same manner as it did previously.

Note You perform CTP calculations for a selected order release using the **Capable to Promise** selection on the Actions menu in **Sales Order Entry**.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable to Promise - Past Due Completion Date Indicator

If the **Calc Completion > Ship By** check box displays as selected in the **Capable to Promise** window (accessed from the Actions menu in **Sales Order Entry**), it indicates that the completion date calculated by the Capable to Promise functionality is past the Ship By date on the selected order release. The accompanying **Days Past Ship By** field displays the number of days that the calculated completion date is past the order release Ship By date.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable To Promise - Planning Contracts

Scheduling/Capable To Promise (CTP) only considers on hand quantities in the planning warehouse/bin location when fulfilling demand tied to a planning contract. For example, if a sales order or job material is linked to a particular planning contract, the on hand quantities only in the warehouse/bin location defined in **Planning Contract Maintenance** are reviewed to see whether the demand can be fulfilled. Any other warehouses/bins that the item may be stored in are ignored.

When you mark a sale order release as **Buy To Order** and link it to a planning contract, the PO suggestion or purchase order created upon confirmation (depends on a Company Configuration settings) will be linked to the planning contract.

When you mark a order release as **Make Direct** and link it to a planning contract, the CTP displays the same dates as if you were creating a job manually in **Job Entry**.

Note You perform CTP calculations for a selected order release using the **Capable to Promise** selection on the Actions menu in **Sales Order Entry**.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable to Promise - PO Receipts in Inspection as Supply Source

When calculating a Capable To Promise (CTP) date, purchase order receipts currently in inspection are considered on hand quantities and a source of supply for fulfillment of demand on an order. You perform CTP calculations for a selected order release using the **Capable to Promise** selection on the Actions menu in **Sales Order Entry**.

Note CTP does not consider other types of supply (work order receipts, RMAs) that currently are in inspection as sources of supply.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable to Promise - Sales Kit Processing

To calculate an accurate completion date for a selected order release with a kit parent and kit child lines, Capable to Promise always considers the **Must Ship Kit Complete** check box (in the **Part Maintenance > Part > Sites**

> Sales Kit sheet) and the **Ship Lines Complete** check box (in the **Sales Order Entry > Lines > Detail** sheet) as selected, even if they have been cleared for the sales kit item and order release being processed.

In essence, it assumes that all of the components of the kit must be available to be shipped at the same time for calculation of an accurate complete date. To perform this calculation, it then uses the same standard logic it uses for non-kitted items.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Capable to Promise - Source Field

The **Job** field in the **Capable to Promise** selection on the Actions menu in **Sales Order Entry** and **Demand Entry** is named the **Source** column. Its column width is resized to display more of the job number or associated text.

The Source field displays the source of supply for the order release:

- **CTPnnnnnnnn** - Displays the job number (if any) generated for the order release.
- **OK - Outside Lead Time** - Indicates that the requested ship date for the order release is later than the lead time for the part; the item can be shipped by its requested ship date.
- **Lead Time** - Indicates that the ship date on the order release is earlier than the lead time defined for the part, and there is not enough supply on-hand within that lead time period to fulfill the order release demand.
- **OK - Stock** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the part. There is currently sufficient free on hand supply within the lead time defined for the part to fulfill the order release demand.
- **OK - Planned Stock** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the part. There is currently sufficient scheduled incoming supply within the lead time defined for the part to fulfill the order release demand.
- **Planned Stock** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the part. There is currently insufficient stock on hand to fulfill demand by its requested ship date, but there is scheduled incoming supply that will provide sufficient on hand quantities within the lead time defined for the part to fulfill the order release demand.
- **OK - PO Suggestion** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the part. There is currently sufficient scheduled incoming supply within the lead time defined for the part due to generation of a PO suggestion to fulfill the order release demand.
- **PO Suggestion** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the part. There is currently insufficient stock on hand to fulfill demand by its requested ship date, but a PO suggestion has been generated to fulfill the requirement for the Buy to Order or Drop Ship order release to fulfill the demand.
- **OK - Sales Kit** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the sales kit part. There is currently sufficient scheduled incoming supply within the lead time defined for the sales kit part to fulfill the order release demand.
- **Sales Kit** - Indicates that the requested ship date on the order release is earlier or equal to the lead time defined for the sales kit part. There is currently insufficient stock on hand to fulfill demand for the sales kit part by its requested ship date, but there is scheduled incoming supply that will provide sufficient on hand quantities within the lead time defined for the sales kit part to fulfill the order release demand

Note The OK - Sales Kit and Sales Kit messages do not display in the Capable to Promise window in Demand Entry.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Customer Part Cross Reference Package Control ID Fields

The following fields are located in **Customer Part Cross Reference Maintenance** to support Package Control ID (PCID) processing:

- **Customer EDI Container Type** - Specifies the EDI container type used when processing the customer part number.
- **Customer Production Part Number** - Specifies the part number the customer uses for production of this part.
- **Validated** - Designates if the customer production part number should be validated when used in the Epicor application.
- **Customer Production Part Number** - Specifies the part number the customer uses for servicing of this part.
- **Validated** - Designates if the customer service part number should be validated when used in the Epicor application.

Menu Path: Sales Management > Order Management > Setup > Customer Part Cross Reference

Forecast Entry - Order Management > General Operations Menu Access

Use **Forecast Entry** to project part quantities you need for particular customers. Forecasts are done by part, then customer. If no customer is entered, all the current forecasts for a part display. If a customer is entered, then only the forecasts for that customer display. Forecast Entry can be accessed from the **Order Management > General Operations** menu if Order Management and Purchase Management licenses are enabled in your operations, but a Material Requirements Planning (MRP) license is not.

Menu Path: Production Management > Material Requirements Planning > General Operations > Forecast Entry

Menu Path: Sales Management > Order Management > General Operations > Forecast Entry

Order Job Wizard - Planning Contracts

The following Planning Contract fields display in the Order Job Wizard:

- A **Contract ID** field displays in the **Order Lines**, **Jobs**, and **Releases** grids.
- A **Link to Contract** check box displays in the **Order Lines** and **Releases** grids.

Order Lines

- **Contract ID** - Specifies a planning contract linked to the order line in focus.

  Note If you generate a job from the Sales Order record in focus, all the materials in the job's method of manufacture marked as Link To Contract in the Part Maintenance > Part > Sites > Detail sheet will be automatically linked to the contract defined at the Sales Order Entry level. For each material you don't wish to be tied to a contract, you can override this check box in Job Entry.

- **Link To Contract** - Indicates that the ordered item (part record) is going to be supplied from a planning contract.

  This check box is marked automatically if you select the **Link To Contract** check box in the Part Maintenance > Part > Sites > Detail sheet.

Releases

- **Contract ID** - Specifies a planning contract linked to the order release in focus.
- **Link To Contract** - Indicates that the ordered item (part record) is going to be supplied from a planning contract.

Note This check box automatically selects if the ordered item is marked as Link To Contract in the Sales Order Entry > Releases > Detail sheet.

Jobs

- **Contract ID** - Specifies a planning contract linked to the job in focus. Once you link a job to a contract, all the job materials marked as **Link To Contract** and the corresponding demand automatically links to that contract.

  Note You can mark a part (material) as Link To Contract on the **Part Maintenance > Detail** or **Job Entry > Job Details > Materials > Detail** sheets.

  Example If you assign a Planning Contract to the assembly part and the part's Method of Manufacture (MOM) includes five materials, three of which have the Link To Contract check box selected, then only three materials automatically link to the assigned Planning Contract.

  Note The Jobs grid only displays jobs that are linked to the contract defined at the Order Release level. If there is not a contract defined on the Order Release level, only jobs that are not linked to the contract display.

Projected Sales Order Shortages Dashboard

You can use the **Projected Sales Order Shortage** dashboard to examine sales orders that have reservations (soft allocations) and allocations placed against them to avoid any sales orders becoming overdue.

The Projected Sales Order Shortage dashboard allows you to examine sales orders, based on customer ID, customer name, order number, or need by dates, and determine where potential shortage in supply may occur. This provides you with information concerning demand that needs to be adjusted to prevent the sales order from becoming overdue. This dashboard attempts to answer the following three questions:

1. Which sales orders do not have supply placed against them?
2. Which sales orders will be supplied late?
3. How is a sales order intended to be fulfilled?

You can view the results in the upper pane, based on the specified advanced search criterion, that contains views of a summary of all orders, orders with potential shortage, orders that will potentially be overdue, sales orders that you make direct, sales orders that you fulfill by pulling stock from inventory, and sales orders that are buy-to-order.

There is also the option to view the pegged supply details for a part associated with a selected sales order in the lower pane. Multi-Level Pegging, in Material Requirements Planning (MRP) provides the capability to identify the demand for a specific part and to analyze the supply. The Epicor application then pegs supply against a sales order by pegging the supply to the sales order with the earliest due dates. You can view the pegged supply through the following sheets:

- **All Pegged Supply for a Selected Order**
- **Pegged Supply for a Selected Order Line**
- **Pegged Supply for a Selected Order Release**
- **Stock Pegging for Order Line Part**

In the lower pane, you can also view all the supply sources and demand sources for the part of an order line. This means if there is a potential shortage caused by the supply source, you can view alternative supply sources to see if another might prevent a sales order from becoming overdue.

Menu Path

Navigate to this program from the Main Menu:

- Sales Management > Order Management > General Operations > Projected Sales Order Shortages

RMA Processing - Web Originated RMAs

If a Return Material Authorization (RMA) transaction originated from an Epicor Commerce Connect (ECC) Consumer Connect or Customer Connect site, you can view the assigned RMA number in the **RMA** field in the **Web** section of the **RMA Processing > Header > Detail** sheet. You can also enter free form comment for the web RMA into the **Details > Comments > Web** sheet.

Menu Path: Sales Management > Order Management > General Operations > RMA Dispositions

RMA Header Comments

In **RMA Processing**, you can enter free form comments and web RMA comments for the RMA header. The **RMA Processing > Header** tab contains the following sheets:

- **Detail** - Enter return authorization heading information such as Return Material Authorization (RMA) number, date, and customer. Use this sheet to create a new return or change an existing return.
- **Comments** - Enter free form comment text for RMAs directly entered into RMA Processing, or for those RMAs that originated from an Epicor Commerce Connect (ECC) Consumer Connect or Customer Connect site. Comment text for an RMA might consist of explanations for a returned item, customer comments, order and manufacturing instructions, inspection results, and billing detail or questions.

  The **Comments** tab contains the following two sheets:

  - **RMA** - Enter comments for RMAs entered into RMA Processing.
  - **Web** - Enter comments for RMAS originated from an ECC Consumer Connect Customer Connect site.

Menu Path: Sales Management > Order Management > General Operations > RMA Processing

Sales Order Entry - Planning Contracts

The following Planning Contract enhancements were added to the Sales Order Entry program:

- A Contract button displays on the **Sales Order Entry > Lines > Detail** and **Sales Order Entry > Releases > Detail** sheets. Click this button to search for and select an existing Planning Contract record. You can only select **Active** planning contracts.
- A **Contract ID** field displays on the **Sales Order Entry > Lines > Detail** and **Sales Order Entry > Releases > Detail** sheets. The field specifies a planning contract linked to the **line** or **release** in focus.
- A new **Link to Contract** check box displays on the **Sales Order Entry > Lines > Detail** and **Sales Order Entry > Releases > Detail** sheets. The check box indicates that the ordered item (part record) is going to be supplied from a planning contract.

  Note This check box is automatically marked on the **Release** level if the ordered item is marked as Link To Contract in the **Sales Order Entry > Lines > Detail** sheet. If required, you can override this check box.

  If you select this check box and there is no a Contract ID linked to the order release, the release still generates demand.

  If you select this check box and there is a Contract ID linked to the job material, the release generates demand tied to the contract.

Note The enhancements also display in the Sales Order Tracker.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Sales Order Entry - Ready to Fulfill

The **Ready to Fulfill** check box on the sales order entry **Summary** or **Header** sheets determines the default value for the sales order release. The Ready to Fulfill check box on the **Release** sheet determines if a sales order release can load into the Fulfillment Workbench.

You use the Summary and Header check boxes to indicate the default value for the Ready to Fulfill check box at the Release level. Whatever value you mark for the Summary or Header sheet, this is the value that any new sales order release takes. You can also use the check box located on the Summary and Header sheets to mass update the value for the sales order releases. If at any time you change the Summary or Header sheet values for a sales order, a prompt appears that asks you if you want to refresh the Ready to Fulfill value for all releases. You have the option to make the changes or ignore them. If you answer **Yes** to the refresh prompt, all releases update to match the value on the Summary/Header sheet. If you respond **No** to the refresh prompt, the releases retain the previous values.

When you select this check box at the Release level, you indicate that the selected sales order release is ready to fulfill and can load into the Fulfillment Workbench. When this check box is clear at the Release level, you indicate that the release is not ready to fulfill and cannot load into the Fulfillment Workbench.

The Ready to Fulfill check box for the Summary and Header sheets defaults based on the similarly labeled check box located in **Company Configuration**. If the check box remains unchecked in Company Configuration, it is unchecked on the Summary and Header sheets of a sales order. This then means that the default value at the sales order release is also unchecked. However, if the check box is selected in Company Configuration, the check box defaults as selected on the sales order. It is important to note that this is applicable only to newly created sales orders and does not affect previously created sales orders.

If you create a sales order through the **Action > Get Opportunity/Quote** path in Order Entry or the **Actions > Quote > Create Sales Order** path in the Opportunity/Quote program, the Summary/Header check box takes the value from that which you specify in Company Configuration. If you copy a sales order, the flags default from the source of the copy. This default action does not apply to those orders you create through **Quote > Task**, tasks won through CRM, and Demand Entry.

This check box is only available if you install the **Advanced Material Management** license. If you do not install the Advanced Material Management license you find the check box disabled.

Important If you select the **Require Ready to Fulfill** check box, located in **Site Configuration Control**, you must select this check box on the sales order release level to load the release into the Fulfillment workbench. If the Site Configuration Control check box is not checked, this check box is not taken into consideration and no action is required. For more information, please refer to the **Site Configuration Control - Require Ready to Fulfill** feature summary page.

To navigate to this program:

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Sales Order Entry - Tax Liability

You can use the **Tax Liability** field to enter a unique identifier for the tax region for a sales order.

Previously, you were unable to adjust the tax liability for a customer with a Tax Inclusive liability to a Tax Exclusive liability. Now you can adjust a customer's tax liability from inclusive to exclusive and vice versa. The Epicor application then recalculates the tax amounts for the sale accordingly.

To adjust a tax liability, navigate to:

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Navigate to the **Order Entry > Header > Tax** sheet.

Sales Order Entry / Sales Order Tracker - Ship By Time, Demand Reference Fields

Ship By Time and **Demand Reference** fields are available on the following sheets in **Sales Order Entry** and the **Sales Order Tracker**:

- Sales Order Entry > Summary - Ship By Time
- Sales Order Entry > Header > Detail - Ship By Time
- Sales Order Entry > Releases > Detail - Ship By Time and Demand Reference
- Sales Order Entry > Releases > List - Ship By Time and Demand Reference
- Sales Order Tracker > Summary - Ship By Time
- Sales Order Tracker > Header > Detail - Ship By Time
- Sales Order Tracker > Releases > Detail - Ship By Time and Demand Reference
- Sales Order Tracker > Releases > List - Ship By Time and Demand Reference

The Ship By Time field denotes the time of day by which you must ship items on an order release. The Demand Reference field displays a demand reference number that might be supplied by a trading partner on an inbound EDI transaction file. This is optional information that may display in these fields for orders created from demand entries generated from inbound EDI transaction files by the **Inbound EDI Demand Process**.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Tracker

Sales Order Entry/Tracker - Web Orders

The following functionality is found on Sales Order Entry and Sales Order Tracker to support display of information for existing web orders originating from Epicor Commerce Connect (ECC) Consumer Connect and Customer Connect sites:

- A **Web** sheet displays in the **Sales Order Entry > Header** and **Sales Order Tracker > Header** sheets. If the order originated from ECC, this sheet indicates that the order is a web order, and displays the web order number, associated purchase order number and payment method.
- If you are viewing an existing web order that originated from a Consumer Connect site, sold to and bill to information displayed in Sales Order Entry or Sales Order Tracker is what was entered by the consumer into the website. It is not sold to or bill to information established for the customer record in **Customer Entry** in the Epicor application.

Menu Path: Sales Management > Order Management > General Operations > Order Entry

Menu Path: Sales Management > Order Management > General Operations > Order Tracker

Service Management

Service management capabilities (for example, Field Service) include such areas such as production and facilities maintenance.

This suite of modules is particularly important for businesses where maintenance and repair are often more cost-effective than new capital acquisition.

Field Service

The Field Service module is designed to manage the installation, repair, and on-going service of equipment for your customers at their facilities or out in the field. Use Field Service to schedule service calls on a timetable you define. The Service Call Center centralizes all processes related to dispatching technicians and cost reporting of service calls in the field.

Field service also includes valuable reports that provide detailed information on individual contracts and warranties to know whether you are making or losing money.

The Epicor application supports drop shipment of service parts directly to the customer site. The application is set up for a single interface, so a dispatcher can track all stages of each service call with just a few mouse clicks.

Service Call Center - Memos

The **Memo** functionality displays on the **Standard Toolbar** within the **Service Call Center** program. You can use the memo functionality to view and maintain memo records that reference a specific service call.

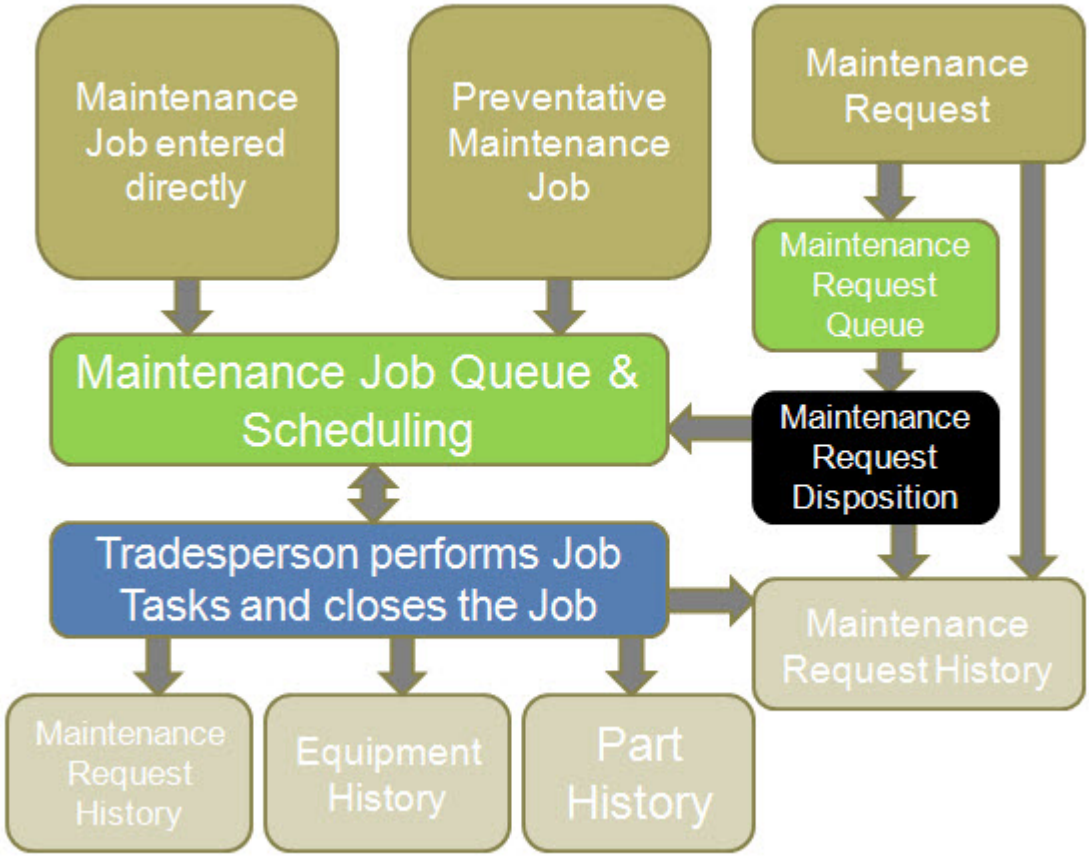
Menu Path: Service Management > Field Service > General Operations > Service Call Center

Maintenance Management

Use the Maintenance Management module to plan and track preventative maintenance tasks performed on equipment used or installed in a manufacturing or distribution facility. This can include internal capital equipment, tools, gauges and fixtures such as air conditioning units, forklifts, shelving, and shop floor tools.

Preventative maintenance can be performed according to predefined schedules, based on elapsed use time or meter values. You can also use functions within the module to manage manual requests for maintenance on specific pieces of capital equipment. Maintenance jobs can originate from three sources:

- **Entered directly by a trades person/manager** - At times unplanned maintenance is necessary for tools or equipment and can be entered directly for service. For example, a trades person is aware that maintenance is suddenly needed for a torque wrench due to malfunction, he or she directly creates a maintenance job through **Maintenance Job Entry**.
- **Planned Preventative Maintenance** - Preventative maintenance jobs can be planned in advance and scheduled based on a calendar schedule or usage (meter reading).
- **Maintenance Work Order Requests (MWOR)** - Any user with access to **Maintenance Request Entry** can enter a request for maintenance against a specific tool or piece of equipment. Access to this program is provided through the application's Main Menu, the Manufacturing Execution System (MES), the Web application, and the handheld applications.



Note The Maintenance Management module is not intended to manage preventative maintenance performed on equipment that is sold to customers. You must use the Field Service module to manage service performed on customer-managed items.

Maintenance Job Entry - Machine MES

The **External MES** sheet and check box are renamed to **Machine MES** in the following programs:

- Maintenance Job Entry
- Maintenance Job Tracker

Menu Path: Service Management > Maintenance Management > General Operations > Maintenance Job Entry

Menu Path: Service Management > Maintenance Management > General Operations > Maintenance Job Tracker

Maintenance Plan Processor - Filter

Use the **Filter** sheets in **Maintenance Plan Processor** to select a **Site**, **Equipment Location**, **Status,** or **Type** for which you want the process to run.

The Maintenance Plan Processor, a background process that scans maintenance plans, has the ability to filter by site, location, type, or status for the current company. This means that you can select equipment records you want to run and avoid running the process for all maintenance plans. This cuts down the processing time. You can use the filter tab to access the various sheets from which you can select the records you want to filter. After you select a record, the **Filter Summary** fields, update from **All Selected** to **Some Selected** indicating you selected filter items.

Menu Path

Navigate to this program from the Main Menu:

- Service Management > Maintenance Management > General Operations > Maintenance Plan Processor

Project Management

The Project Management module is enhanced to provide more accuracy for tracking costs and managing project phases. Use this functionality to gain more oversight over the progress of each project.

Include Project Billing Costs from Unrecognized Revenues

A **Include Project Billing Costs from Unrecognized Revenues** check box displays in the **Capture COS/WIP Activity** program allowing you to recognize costs even though the related revenue has not been recognized.

Example You have a project that is invoiced based on **Cost Plus**. For this project you incur and invoice **USD 1,000** of labor costs, but do not recognize this amount. Therefore, you do not execute the **Capture Revenue Recognition** process. If you execute the **Capture WIP/COS Activity** with the **Post Cost of Sales/MFG Variance** and **Include Project Billing Costs from Unrecognized Revenues** check boxes selected, the **USD 1,000** of labor costs will be recognizes as Cost of Sales (COS). The costs are recognized even though the revenue has not been recognized.

If you execute the **Capture Revenue Recognition** after invoicing followed by the **Capture WIP/COS Activity** with the **Post COS/MFG Variance** check box selected, then the **USD 1,000** of labor costs will be recognizes as **COS**, regardless of whether you select or clear the **Include Project Billing Costs from Unrecognized Revenues** check box. Costs are recognized because the related revenue has already been recognized.

Menu Path: Service Management > Project Management > General Operations > Capture COS/WIP Activity

Include Quotes without link to SO to Projected Revenue

An option in Company Configuration on the Services > Project Billing sheet determines whether quotes that are not linked to sales orders are included in the projected revenue for projects. Clear this checkbox if those quotes should be excluded.

Project Entry - Planning Contracts

A **Contract ID** field displays on the **Project Entry > Project > Detail** sheet.

You can associate a contract with one or more projects. New sales orders, purchase orders or jobs linked to a project will inherit the Contract ID. Therefore, you link demand and supply to the project.

The field specifies a Planning Contract record linked to the project in focus.

Note You can only select **Active** planning contract records.

- If you create a project job from Project Entry, the Contract ID defined at the Job Entry level will default to the Contract ID in Project Entry.
- If you manually link a job to a project using Job Entry, the Contract ID defined at the Project Entry level will default to the Contract ID in Job Entry.

  Note All the job's materials marked as **Link To Contract** in Part Maintenance will automatically update with the Contract ID as well.

- If you add an **SO Line** or **PO Line** to a project in Project Entry, the Contract ID defined at the SO Lines/Rel or PO Lines/Rel levels will default to the Contract ID in Project Entry.
- If you add an **SO Line/Rel** or **PO Line/Rel** to a project using Sales Order Entry or Purchase Order Entry, the Contract ID defined at the Project Entry level will default to the SO Line/Rel or PO Line/Rel.

Menu Path: Service Management > Project Management > General Operations > Project Entry

Time Management

The Time Management module contains the functionality you need to approve and enter employee time entries against a specific project. By leveraging this functionality, you can then accurately track how much labor is being used to complete each project.

You first define time types, like Regular Time, Over Time, Vacation, and so on. These time types define the specific kinds of time used to calculate the current and complete expenses placed against a project. You select these time types within Time and Expense Entry.

The module contains an approval process through which employee time is verified against a selected project. Users first launch the Time Approval program to indicate how much time is budgeted to be placed against a specific project. After the employee time is approved, the employee time is then available to place against the project through Time and Expense Entry.

You can then monitor the amount of time being placed against each project. Launch the Time report to review all of the time entries entered between a specific Start Date and End Date period. Likewise, you can use the Time Booking Exception report to review any indirect labor entries currently entered against one or multiple projects.

Through this functionality, you can monitor the labor costs being accumulated against a project. This functionality improves planning and calculates more accurate expense calculations.

Billable Service Rate

Use the **Billable Service Rate** check box to determine the pricing for the labor entered for a service call job.

Previously you entered the pricing for labor for a service call in the **Labor Rate** field. This field no longer displays, and you enter it in the Billable Service Rate field.

You can use the Billable Service Rate check box on the **Time and Expense Entry > Time > Daily Time > Detail > Detail** sheet to define or view the service labor rate for a service call job. The value for this field defaults from the **Fixed Rate** field on the **Employee Maintenance > Mobile > Labor Rate > Detail** sheet. The fixed rate that defaults is determined by the **Expense Code** you select in Time and Expense Entry for the service call job. It takes the fixed rate for the selected expense code for the selected .

The billable service rate value is then used to calculate the **Actual** and **Billable** service prices on the **Service Call Center > Line > Line Pricing** sheet.

Important This field is only available on Time and Expense Entry when you select the **Advanced Labor Rate** check box in the **Labor** pane on the **Company Configuration > Modules > Production > Job** sheet.

Menu Path: Time and Expense > Time Management > General Operations > Time and Expense Entry

Financial Management

Epicor financial management solutions provide manufacturers with the tools needed to create value through monitoring financial conditions and timely decision making.

This functionality reduces costs and improves cash flow. Epicor Financials can help improve your ability to drop more to your bottom line—the ultimate test of your success and competitive advantage.

Accounts Payable

Use the Accounts Payable (AP) module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. Adjustments are created if the purchase price does not match the invoiced price.

The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely. With Accounts Payable, you know how much you owe and when it is due.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs.

Supplier Payment Report

Use the **Supplier Payment Report** to display payments to suppliers who are required to report payments to a tax collection agency and have been designated as a reportable supplier. This report presents the required information for a designated year or time period that can be presented to the tax collection agency.

Important A supplier must be designated as a reportable supplier in **Supplier Maintenance** by selecting the **Payment Reporting** check box for the report to display. You must select either the Standard -SSRS or Form 1099-MISC SSRS report style for this report.

Tip Although available, this report is typically replaced by the 1099 report for those who have a United States CSF license.

Menu Path: Financial Management > Accounts Payable > Reports > Supplier Payment

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Tax Reconciliation Report

Use the **Tax Reconciliation Report** to verify and match the figures in your tax reports against the source documents and general ledger (GL) postings. This includes any tax movements from AR and AP transactions, taxable bank adjustments and fees, and GL journals with tax entries.

You can also select an option to display only transaction lines with differences, if any should occur, in the sub-ledger journals section of the report.

The Tax Reconciliation Report displays the taxes along with the corresponding GL transactions. You can verify that transactions, such as the following, are in agreement or easily see differences:

- AP or AR invoices taxes
- Apply debit memo taxes
- Apply credit memo taxes
- AP logged invoice taxes
- AP or AR invoice taxable adjustments
- Multi GL journal tax transactions
- Single GL journal tax transactions
- AP Payment taxes
- Cash Receipt taxes
- AP or AR Payment Instrument taxes
- Bank Fee taxes

Note S displays next to the **Difference** column in the report for tax records which are summarized into one GL journal line (i.e. have the same journal code, journal number, and line number).

For example, if you have the **Summarization** option selected in **GL Transaction Type Maintenance** for AR Invoice posting, AR Invoice Line taxes will be summarized into one journal.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Tax Reconciliation
- Financial Management > Accounts Receivable > Reports > Tax Reconciliation

Taxable AP Adjustments

In **AP Adjustment Entry**, you can adjust taxes for AP invoices. When you create an AP invoice adjustment, select the **Taxable Adjustment** check box to apply a prorated taxable adjustment to all taxes. The default is for the check box to be clear and for taxes not to be adjusted.

The adjustment amount will be prorated to reduce the tax amount. The tax adjustment will be posted to a corresponding Tax account and the offset will be posted to an Invoice Adjustment account.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Adjustment

Bank Reconciliation

Bank reconciliation in Epicor ERP affects many programs. Before processing statements you may need to set up the application which includes setup of quick search, specifying parsing parameters, and entering transaction codes.

Programs affected by bank reconciliation include:

- Bank Statement Processing
- Bank Account Maintenance
- Bank Statement Parsing Parameters
- Bank Statement Transaction Codes

Bank Statement Processing

Bank Statement Processing allows you to create a new bank statement either via import of electronic statement files from the bank into Epicor ERP or via manual entry of a new bank statements and statement lines, review the information, search for the Epicor transactions available for matching or create new transactions. You can perform bank reconciliation in automatic (using reconciliation algorithm) and manual (matching the transactions to statement lines) modes.

The base system allows for incorporation of custom programs to support individual bank formats, and includes generic templates for camt.053, MT940 and Comma Separated .csv files.

The main functions of Bank Statement Processing include the following:

- Import of an electronic bank statement or manual creation of a new statement.

- Automatic matching unmatched transactions to the statement lines. The line statuses icons help you to quickly review the results of automatic matching.
- Quick ("one-click") manual matching of existing transactions to the statement lines.
- Quick search of partners by a partner name (identifier) during reconciliation.
- Automatic creation of new transactions.
- Manual creation of new transactions.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Statement Processing

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Statement Processing

Menu Path: Financial Management > Cash Management > General Operations > Bank Statement Processing

Bank Reconciliation Settings in Bank Account Maintenance

It is possible to specify the settings for automatic reconciliation on the Bank Reconciliation sheet of Bank Account Maintenance for use with the imported bank statements.

On this sheet you can select the electronic interface used for importing bank statements, specify parsing parameters, select a set of transaction codes, specify the tolerance value, enable performing automatic reconciliation and set up the application to automatically create different types of transactions for matching. You can also specify the parameters that the application takes into consideration during automated recognition of the AR and AP transactions.

In addition to using reconciled balances for AR and AP, you can set reconciled balances and separate GL accounts for all other transactions such as bank fees and transfers.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account Maintenance

Menu Path: Financial Management > Accounts Receivable > Setup > Bank Account Maintenance

Menu Path: Financial Management > Cash Management > Setup > Bank Account Maintenance

Bank Account Quick Search

You can add and specify any bank account cross-references you wish to use in **Bank Account**. As bank statements can be used to report bank transfers, you can use it to store the description of the bank as it is given on a statement. It helps you to easily identify the bank from that description. Bank Account Quick Search can be used with Bank Statement Import to create transfers automatically if the statement carries sufficient information. You can access these cross-references through the **Quick Search** functionality.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account

Bank Statement Parsing Parameters

Bank Statement Parsing Parameters Maintenance sets up rules for extracting invoice references from the lines of an imported bank statement.

This operation applies during bank reconciliation where the bank statements include receipts with some remittance information. Parsing invoice references from the line makes reconciliation more efficient.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Statement Parsing Parameters

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Statement Processing

Menu Path: Financial Management > Cash Management > General Operations > Bank Statement Processing

Bank Statement Transaction Codes

Bank Statement Transaction Codes Maintenance allows you to define bank transaction codes assigned to the bank statement lines. The imported statements may include a transaction code to enable recognition of specific transaction types. Usually a bank provides the list of such codes.

You need to create a template for a set of transaction codes and enter codes to be included into this template. It is possible to assign this template to a bank account used during bank statement processing.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Statement Transaction Codes

Menu Path: Financial Management > Accounts Receivable > Setup > Bank Statement Transaction Codes

Menu Path: Financial Management > Cash Management > Setup > Bank Statement Transaction Codes

Bank Statement Import

Bank Statement Import allows you to import bank files containing statements into the Epicor ERP application.

If the import file contains multiple statements for different accounts, you can filter the statements in the multi-bank import file by bank account and import them into each of the applicable banks within the company. When the import is completed, you process the applicable part of the file relating to each bank individually in the **Bank Statement Processing** functionality.

Note The currently supported standard banking statement formats are generic versions of MT940, camt.053 and an Epicor ERP-standard csv format. As there are many different bank formats, you may need to manipulate your bank file to match one of these, or have an electronic interface developed that matches the particular format of your bank.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Statement Import

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Statement Import

Menu Path: Financial Management > Cash Management > General Operations > Bank Statement Import

Payment Batching

Payment Batching is an optional feature used in some payment methods when the bank amalgamates multiple payments into a single line on the bank statement. It enables simple one-to-one matching in Bank Statement Processing.

Batch Settings for an AP Payment Method

On the **Additional AP** sheet you can specify parameters related to batches for an AP payment method.

- **Interface Generated Group ID**. If the check box is selected, identifiers generated via an electronic interface program during processing payments are used as batch IDs. When it is not selected, you must enter a new batch ID either manually or via auto-generation.

You must select this check box only if the documentation confirms that the particular interface you are using generates a batch ID.

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Creating Payment Batches in AP

When you create batches in AP, a batch identifier is generated or you are able to enter it manually depending on the electronic interface program settings.

Usually payment batch identifiers are generated against groups of payments via electronic interface programs. If an electronic interface program is not supposed to generate a batch ID, you must enter a new ID either manually or via auto-generation using a counter, or using an existing batch.

You set up the application to generate identifiers only if the documentation confirms that the particular interface you are using generates a batch ID.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Payment Batch Maintenance

Use **Payment Batch Maintenance** to work with existing batches and create new batches.

When editing existing batches, you can:

- delete any of its payments.
- delete the whole batch.
- add an individual payment to the batch.
- move a payment from the batch to another batch.

When you delete a payment from a batch, this action does not delete the payment, but ungroups it. Similarly, deleting the batch ungroups all payments within it.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Batch Maintenance
- Financial Management > Cash Management > General Operations > Payment Batch Maintenance

Payment Batch Tracker

You can use **Payment Batch Tracker** to display information about payment batches in AP in a dashboard format. This tracker is useful for analyzing payment batches during bank reconciliation.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Batch Tracker

Menu Path: Cash Management > General Operations > Payment Batch Tracker

Print Remittance Advice

Use **AP Payment Entry** to print a remittance advice form for **Manual** payments to report selected items.

To print a remittance advice, use the **Print Remittance Advice** command on the **Actions** menu. The **Remittance Advice** window displays where you can filter records for the report by supplier or by payment.

Note Printing of remittance advice for manual payments is optional, you can still post a group without printing a remittance advice.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Supplier Multiple Remit To

In **Supplier Maintenance**, You can now define multiple bank or remit to addresses on suppliers. Use a remit to for check-based payments where no bank information is known or required. In AP Invoice Entry, AP Payment Entry, and various other related programs, you can select a particular bank or remit to for that record. You can also set up a primary bank/remit to record for a supplier, which is used by default in the entry programs.

In **Supplier Maintenance**, the Bank sheet is now the **Bank/Remit To** sheet. Several fields on the **Detail** and **List** sheets were renamed to suit the use of the sheets for bank or remit to details:

- **Bank/Remit To ID**
- **Bank/Remit To Name**
- **Primary Bank/Remit To** - Select this check box to set the default option on supplier payments and other records, where another option is not selected.

These fields, along with the **Payment Method** field, are in the **Bank/Remit To Information** pane on the **Detail** sheet.

One bank/remit to record must be the **Primary Bank/Remit To** record. The first bank/remit to record you create for a supplier is automatically marked as the Primary Bank/Remit To. If you create additional bank/remit to records, you can make any one of them the Primary Bank/Remit To.

Note You cannot delete the Primary Bank/Remit To record if no other bank/remit to records exist for the supplier. If other bank/remit to records **do** exist, and you attempt to delete the primary bank/remit to, the system will first prompt you to select a different primary bank/remit to, before deletion is permitted.

To add a new remit to address, select **New Bank/Remit To** from the **New** menu. If the payment method is **not** electronic, bank details are not required. The **Bank/Remit To ID** and **Bank/Remit To Name** are required fields.

The same field name updates also apply in the **Supplier Tracker** and **Supplier Display** programs.

You can select a supplier Bank/Remit To record when you create invoices, payments, and payment instruments, in the following programs:

- AP Invoice Entry
- AP Payment Entry
- AP Posted Invoice Update
- Logged Invoice Entry
- PI Payable Entry
- PI Payable Status Change

Note The record set as the Primary Bank/Remit To for the supplier displays in the field by default. You can select an alternative bank/remit to if required.

In AP Invoice Entry, the Bank/Remit To is not a required field. If the supplier has a bank/remit to set up, the primary bank/remit to record is selected by default, but you can clear the field. If the supplier does not have a bank/remit to, the invoice defaults with **None Selected** in the Bank/Remit To field.

You can also view the Bank/Remit To field in the corresponding trackers - AP Invoice Tracker, Payment Tracker, Logged Invoice Tracker, and PI Payable Tracker.

When you print documents, such as a Remittance Advice, or an AP payment instrument, the Bank/Remit To information is included, so you can also send items to the correct supplier address.

In **AP Payment Entry**, when you open the Invoice Payment Selection window (accessed via **Actions > Select Invoices**), the **Bank/Remit To ID** and **Bank/Remit To Name** display for each invoice (if they exist). If you select to pay more than once invoice for a supplier, and the invoices have different bank/remit to details, separate payments are created in AP Payment Entry.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Payable > General Operations > Supplier Tracker

Deferred Expenses

Your organization may often receive AP invoices from suppliers, which will need to be apportioned over one or more fiscal periods. You can apportion these costs into the periods where these will be recognized using a single AP entry process. Epicor ERP will then create the journal entries to ensure that the portion of the costs is posted into the correct period.

Amortization Maintenance

Use **Amortization Maintenance** to set up amortization parameters for deferred expense accounting. You can set up the duration of amortization, frequency of amortization periods, and the recognition amount for each period.

If you are using the Deferred Expenses functionality, you add the Amortization GL control type to be used for the amortization code you create.

Note Previously, this program was available for deferred revenue accounting in AR. Starting from Epicor 10.1, you can use it from AP and GL.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Amortization Code
- Financial Management > Deferred Revenue Accounting > Setup > Amortization Code
- Financial Management > General Ledger > Setup > Amortization Code

Amortization Details in AP Invoice Entry

Use the **Lines > Detail** sheet and the **Lines > Amortization** sheet in **AP Invoice Entry** to activate, create amortization schedules, and post deferred expenses for AP invoice miscellaneous lines.

You can create and update deferred expenses for miscellaneous lines using various schedules and calculation types, manually enter expense distribution, print an Edit List, and post AP invoices with deferred expenses on some miscellaneous lines.

The **Amortization** sheet is also displayed in **AP Invoice Tracker**.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Tracker

Deferred Expense Recognition

Use the **Deferred Expense Recognition** process to recognize deferred expenses for selected amortization periods.

Use the **Selection** sheet to define the process parameters. You can use the **Filter** sheets to limit the expense recognition process by supplier, invoice, GL journal, or amortization code. From the Actions menu, select **Get Amortizations** to populate the Amortization List grid with available invoices. You can use the **Legal Numbers** sub-menu from the Actions menu to assign legal numbers to transactions created during deferred expense recognition, which helps to reconcile expenses later on.

When you submit the process, the appropriate GL journals with assigned legal numbers are created, and expenses move from the deferred expense account to the corresponding purchase account.

Menu Path: Financial Management > Accounts Payable > General Operations > Deferred Expense Recognition

Deferred Expense Amortization Forecast Report

Use the **Deferred Expense Amortization Forecast Report** to forecast the deferred expense recognition for AP invoice miscellaneous lines.

The report is grouped by amortization code and supplier. Each report contains four columns or buckets and a column that shows amounts not included into the first four buckets and related to future periods. You can view the amount to be recognized for each of the four columns and the **Later** amount that reflects the total deferred expense to be recognized in future periods. At the end of the report, you can view the **Expense Distribution** section printed on a separate page. The distribution of expenses is printed in base currency.

Menu Path: Financial Management > Accounts Payable > Reports > Deferred Expense Forecast

Deferred Expense Reconciliation Report

Use the **Deferred Expense Reconciliation Report** to review discrepancies between expenses that should be posted at a specified date and the actual date when the expense is recognized. The report is based on full GL accounts.

Use this report to reconcile between the remaining outstanding values held against the individual items deferred and the total value held on the GL accrual account. The report columns display legal number, date, sub-ledger (with opening balance, movement, and closing balance), ledger, and variance. Reversed journal lines are marked with **R** (reversed) and reversal journal lines are marked with **S** (reversal).

Menu Path: Financial Management > Accounts Payable > Reports > Deferred Expense Reconciliation

Program Category in Electronic Interface

In Electronic Interface Maintenance, the **Program Category** drop-down list enables you to choose between default source files and customised, company specific source files. Also, the **Program** field does not offer direct access to the ERP\EI folders. Instead, a read-only list of available source files displays, where you can select the required file.

When you create an interface in Electronic Interface Maintenance, select from two options in the Program Category field:

- **Default** - Enables you to select from the list of default programs (.cs source files). These are the standard programs delivered with the Epicor ERP system. The list of available files is compiled from folders in the default directory: Deployment\Server\Erp\EI.
- **Company Specific** - Enables you to select from a list of customised files created specifically for the current company, and saved in the company specific directory: Deployment\Server\Companies\{CompanyID}/EI.

  Note To see the company-specific list, the company-specific directory must already exist. You have to create this directory manually, and place the modified .cs source files there.

After you make your selection in the Program Category field, click the **Program** button to select the required source (.cs) file. When you click this button, the system retrieves a list of available source files, based on your selection in the Program Category field.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Electronic Interface
- Financial Management > Accounts Receivable > Setup > Electronic Interface

Report Parameters Printing in AP Reports

The **Print Report Parameters** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameters** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Report parameter printing is available in the following AP module reports:

- **Advance Payment Balance Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Advance Payment Balance
- **Aged Payables Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Aged Payables
- **AP Invoice Balance Report**

  Menu Path: Financial Management > Accounts Payable > Reports > AP Invoice Balance
- **Check Register Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Check Register
- **Discount Analysis Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Discount Analysis
- **AP Expense Distribution Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Expense Distribution
- **AP Letter of Credit Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Letter of Credit
- **Logged Invoice Suspense Balance Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Logged Invoice Suspense Balance
- **Payment Proposal Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Payment Proposal
- **Purchase List Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Purchase List Report
- **Received But Not Invoiced Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Received Not Invoiced

- **Tax Reconciliation Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Reconciliation

- **Supplier Payment Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Supplier Payment

- **VAT Tax Report - Edit List**

  Menu Path: Financial Management > Accounts Payable > Reports > VAT Tax

- **Use Tax Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Use Tax

Change Tracking for Key Transactions

For the reporting and filing purposes, a Change Log displays on some AP Trackers.

Use the **Changed By** field to view the username of the person who last changed the selected record. The **Change Date** field displays the date and time of the last change.

You can add the Change Log function to other tables manually in the Data Directive Maintenance program.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Tracker

AP Open Invoice Load with Tax Data

When your organization is implementing Epicor ERP, you may have to import AP invoices from the legacy system. AP invoices are imported with tax data as part of the load. The easiest way to do it is to copy the records to Microsoft Excel™ in the source system and paste it into an Epicor ERP grid. This functionality is particularly important for countries where settlement or early payment discounts are taken from the gross amount and VAT or tax clawback is required for the tax portion of the discount amount. Importing the tax information with the invoice load prevents the need of recalculating VAT or tax and generating rounding errors between systems.

Use the Detail sheet of the **AP Open Invoice Load Maintenance** program to define a tax rate, taxable value, and tax value for up to four tax types.

Menu Path: Financial Management > Accounts Payable > Setup > Open Invoice Load

Received Not Invoiced Report

You can sort the data displayed in the **Received Not Invoiced Report** by Supplier Name, Supplier ID, or Purchase Order.

Use this report to display purchase orders whose parts were shipped to your company for which no invoice has been created. When creating the criteria for the report, the Sort By drop down menu has the following available options:

- By Supplier ID
- By Supplier Name
- By PO

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > Received Not Invoiced

Bank Adjustments in Purchase List Report

Use the **Purchase List Report** to view taxable bank adjustments with bank fees for selected tax reports and tax codes.

You can print the report in the aggregated or detailed format. Use the **Summary** check box on the **Detail** sheet to select a report format.

Menu Path: Financial Management > Accounts Payable > Reports > Purchase List Report

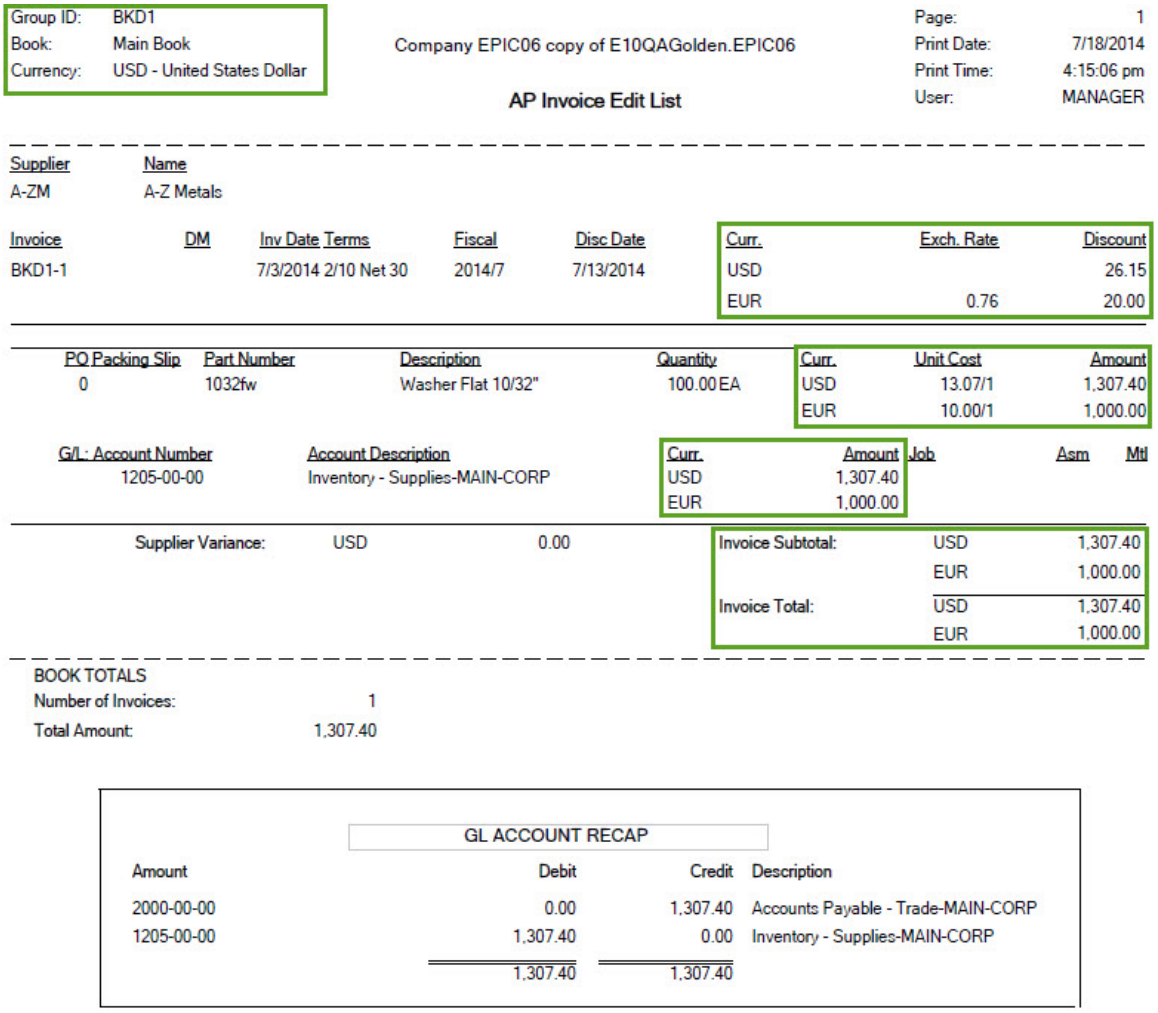
Edit List

You can view the journal items to be posted against financial documents before they are actually posted in order to check transaction amounts in the document currency and the base currency, exchange rate between document and base currencies, dates, account numbers, and corresponding amounts.

This is applicable when you post against the following documents:

- AR invoice
- AR cash receipt
- AR payment instruments
- AP invoice
- AP payment
- AP logged invoice
- AP bank adjustment
- AP payment instruments
- Petty cash lists

The following image shows an **AP Invoice Edit List** with an example of an AP invoice with the invoice currency different from the book currency.



Group ID: BKD1
Book: Main Book
Currency: USD - United States Dollar

Company EPIC06 copy of E10QAGolden.EPIC06

Page: 1
Print Date: 7/18/2014
Print Time: 4:15:06 pm
User: MANAGER

AP Invoice Edit List

Supplier	Name
A-ZM	A-Z Metals

Invoice	DM	Inv Date Terms	Fiscal	Disc Date	Curr.	Exch. Rate	Discount
BKD1-1		7/3/2014 2/10 Net 30	2014/7	7/13/2014	USD		26.15
					EUR	0.76	20.00

PO Packing Slip	Part Number	Description	Quantity	Curr.	Unit Cost	Amount
0	1032fw	Washer Flat 10/32"	100.00 EA	USD	13.07/1	1,307.40
				EUR	10.00/1	1,000.00

G/L: Account Number	Account Description	Curr.	Amount	Job	Asm	Mtl
1205-00-00	Inventory - Supplies-MAIN-CORP	USD	1,307.40			
		EUR	1,000.00			

Supplier Variance:	USD	0.00	Invoice Subtotal:	USD 1,307.40
				EUR 1,000.00
			Invoice Total:	USD 1,307.40
				EUR 1,000.00

BOOK TOTALS
Number of Invoices: 1
Total Amount: 1,307.40

GL ACCOUNT RECAP

Amount	Debit	Credit	Description
2000-00-00	0.00	1,307.40	Accounts Payable - Trade-MAIN-CORP
1205-00-00	1,307.40	0.00	Inventory - Supplies-MAIN-CORP
	1,307.40	1,307.40	

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Payment Instrument

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Instrument

Menu Path: Financial Management > Cash Management > General Operations > Petty Cash Entry

Accounts Receivable

Use the Accounts Receivable (AR) module to bill your customers as orders are shipped and then track payments as they are received.

Since you can specify the creation of invoices through the order release process, it is possible to reduce billing for a different quantity than for what was actually shipped.

Customer invoices may be previewed, printed on laser or continuous preprinted forms, faxed or emailed directly to your customer. With Accounts Receivable, you know who is buying what, and who is paying their bills on time.

Aged Receivable Report Legal Number Printing

Use the Print Legal Numbers option in the **Aged Receivables Report** to print legal numbers as transaction identifiers on your report.

Legal numbers are used for internal and external identification of documents in many countries. Selecting the Print Legal Numbers check box allows the printing of legal numbers on the report. The Print Legal Numbers check box is disabled by default.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > Reports > Aged Receivables

Alt Bill To Options for Tax Connect

The **Use Alt Bill To Cust ID** check box in **AR Invoice Entry** provides you with a choice between selecting the **Use Alt Bill To Cust ID** or **Use Alt Bill To Address** option for **Tax Connect**. You can set one of these options as your default in **Company Configuration**. These check boxes will also display in **AR Invoice Tracker**.

Having these two Alt Bill To options found on the **Header > Tax** sheet of AR Invoice Entry, allows for scenarios where some Tax Connect sites set up customer exemptions in AvaTax for their sold-to customers, whereas other sites set up customer exemptions in AvaTax for alternate bill-to customers. For transactions which reference alternate bill-to customers, some users need the alternate bill-to customers' addresses to be sent to AvaTax for tax calculations instead of the ship-to addresses.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Currency and Tax Connect

The Currency ID must adhere to ISO 4217 currency codes in order to work with **Tax Connect**.

If you are setting up currencies for use in multiple companies, be sure to verify the currency codes match on the currency master records used by all companies. Each record has both a **Currency Code** and a **Currency ID** value. The Currency ID defines how the currency displays on various reports and programs within the company; the Currency Code defines the entire currency record for uses such as consolidation and other application processes.

A typical error can occur when you set up a new child company. For example, you create a child company which uses US dollars. The first currency you create is by default assigned the BASE currency code and then you enter a currency ID of USA; this record indicates US dollars in the new company. You then create a currency record in the parent company to consolidate with this child company, and you enter a currency code and a currency ID with **USA** values. Because these currency code values are different, the Epicor application will treat these records as separate currencies, and the exchange rate is calculated as a zero value.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Currency Master
- Financial Management > Accounts Receivable > Setup > Currency Master
- Financial Management > Currency Management > Setup > Currency Master

Important This program is not available in Epicor Web Access.

Assign Legal Numbers to Unapplied Receipt Credit Memos

Use the **Use Cash Receipt LN for Unapplied Receipts** check box in **Company Configuration** to determine what legal numbers to use when the system creates credit memos from unapplied cash receipts.

The check box is located on the **Modules > Finance > Accounts Receivable > General** sheet in Company Configuration. The setting affects system behavior as follows:

- **Selected** - The unapplied receipt credit memo uses the same legal number as the cash receipt itself.
- **Clear** - The unapplied receipt credit memo employs the standard procedure for legal number generation, based on the Transaction Document Type specifically defined for **Unapplied Receipt (CM)**.

If you opt for the system to create a separate legal number, you can set up a document type for the Unapplied Receipt (CM) system transaction in **Transaction Document Type Maintenance**. You can then set up a legal number configuration for this transaction type in **Legal Number Maintenance**.

In such a case, you can also set a particular default document type to use for Unapplied Receipt (CM) at the customer level, on the **Customer > Document Types** sheet in **Customer Maintenance**. The system uses the following hierarchy to find the default Transaction Document Type for an unapplied receipt: Customer default (takes precedence) > User default > System default.

Note Only the **Automatic** Generation Type for legal numbers is supported for the Unapplied Receipt (CM) type. If a legal number configuration has the Manual Generation Type, the system will not consider it in this process.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Reverse Cash Receipt Legal Number Search

Use the Legal Number search option in **Reverse Cash Receipt** to search and sort cash receipts by legal number, to easily locate transactions for reversal.

Legal numbers are used for identification of cash receipts in many countries. To search and retrieve data by legal number, from the Cash Receipts Search screen, select **Legal Number** from the **Sort By** drop down list. The search results display legal numbers in the first column of the Search Results screen in ascending order.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > General Operations > Reverse Cash Receipt
- Financial Management > Cash Management > General Operations > Reverse Cash Receipt

AR Reconciliation Report

Use the **AR Reconciliation Report** to print a single report to assist in reconciling Accounts Receivable (AR) balances with the General Ledger (GL). The AR Reconciliation Report shows any differences between amounts and transactions that post to the GL and the AR sub-ledger.

With this report, you no longer need to use multiple reports and trackers to reconcile your AR balances. The report includes opening balances and displays movements for both the sub-ledger and GL. The report is run by fiscal year/period and GL book. It can be grouped by GL account or document.

General ledger transactions to receivables control account(s) are displayed on the report even if they do not have corresponding movement transactions (for example, manual journals).

The AR Reconciliation Report displays the following types of transactions:

- Cash movements (invoice payments and unapplied cash, debit notes)
- Invoice movements (all types)
- Credit memo application movements
- Reverse cash movements (invoice payment, unapplied cash, credit memo, and gain\loss)
- Invoice adjustment movements
- Open Load invoices (Startup)
- Payment instrument settlement movements
- Payment instrument cancellation movements

The AR Reconciliation Report separates linked transactions that have different apply dates in different periods. If the apply date between the invoice and the corresponding GL transaction are in different periods, the transactions are not grouped together. Instead, each one displays their corresponding transactions and the discrepancies between the two on the report for period closing. The movement transactions display under the account that they are posted to without the corresponding GL data and variances. The GL transaction displays in a separate row, where the Type, Document Reference, and Transaction Reference still display, but not the movement amounts or the variance.

Important

- Each row with a variance displays an asterisk at the end of the row that indicates the difference is due to posting in a different fiscal period.
- Transactions that are posted to a period prior to the original transaction display an asterisk in the **Difference** column. (For example, cash receipt in a period prior to the corresponding invoice Apply Date and reverse cash receipt in a period prior to the original cash receipt).

You can select the **Summary Only** option to suppress transaction details from your report. You can also select an option to display only transaction lines with differences, in the movements section of the report. Options to print opening and closing balances are also available.

The totals for the report are grouped by Detail Balance Account, with a subtotal section for the full GL account that includes the sub-ledger totals.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > Reports > AR Reconciliation

Balance Update Process

Use the Balance Update Process to update Accounts Receivable (AR) balances when they are not set for automatic updates (i.e. the Real Time Update check box is clear in Company Configuration). Run this process before running the **AR Reconciliation Report** to have accurate balances on your report if you have not set automatic updates.

You can update the balances or regenerate them when running this process.

Tip Run this process for each company after data migration to correctly calculate the balances of the migrated data.

Menu Path: Financial Management > Accounts Receivable > General Operations > Balance Update

AR Reconciliation Tracker

Use the **AR Reconciliation Tracker** to assist in the reconciliation between your Accounts Receivable sub-ledger and General Ledger to reduce month-end processing time.

You can select the criteria to retrieve and display transactions and calculated totals for specific periods you want to reconcile, to avoid sorting through all transactions in your database. Retrieved records can be copied to Excel.

From the **Movement Variance** calculated field, you can right-click and select **Drill Down** so you can drill down into the transactions that cause a difference between the GL and subledger. The transactions from the time period specified display in the **Differences** sheet so they can be reviewed in detail.

Difference reasons include:

- **Amount** - Posted amount different between GL and subledger
- **Backdated Settlement** - Settlement (or reversal) in a period prior to initial document posting
- **Fiscal Period** - Fiscal period difference between GL and subledger
- **Missing GL** - No GL transaction linked to the movement (for example, open load invoice)
- **Missing Subledger** - No subledger transaction linked to the GL movement (for example, manual journal)

You can right-click on the **GL Movements** or **Subledger Movements** calculated fields and select **Drill Down** to drill down into either GL movement or AR subledger movement transactions. The transactions from the time period specified then display in the **GL Movements** or **Subledger Movements** sheets so they can be reviewed.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Receivable > General Operations > AR Reconciliation Tracker

Cash Receipt Batching

Cash Receipt Batching is an optional feature used in some payment methods when the bank amalgamates multiple cash receipts into a single line on the bank statement. It enables simple one-to-one matching in Bank Statement Processing.

Batch Settings for an AR Payment Method

On the **Additional AR** sheet you can specify parameters related to batches for an AR payment method.

- **Interface Generated Group ID**. If the check box is selected, identifiers generated via an electronic interface program during processing payments are used as batch IDs. When it is not selected, you must enter a new batch ID either manually or via auto-generation.
- **Timing**. If you select the **In Cash Receipts** option, AR receipts are grouped in batches when you enter a cash receipt. If you select the **In Deposit Slip Printing** option, AR receipts are grouped in batches when you print a deposit slip.

You must select this check box only if the documentation confirms that the particular interface you are using generates a batch ID.

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

Creating Cash Receipt Batches in AR

When you create batches (optionally), a batch identifier is generated or you are able to enter it manually depending on the electronic interface program settings.

Processing bank supplied pre-numbered deposit slips is one reason for entering a batch number. You can also get them via electronic interface generating Direct Debit EFT files but this is not the typical method. If you just need a grouping but the bank will not report the number, you can just use the next number as a grouping tool for internal identification.

You set up the application to generate identifiers only if the documentation confirms that the particular interface you are using generates a batch ID.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Cash Receipt Batch Maintenance

Cash Receipt Batch Maintenance allows you to work with existing batches and create new batches.

When editing existing batches you can:

- delete any of its cash receipts.
- delete the whole batch.
- add an individual cash receipt to the batch.
- move a cash receipt from the batch to another batch.

When you delete a receipt from a batch, this action does not delete the receipt but just ungroups it. Similarly, deleting the batch ungroups all receipts within it.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Batch Maintenance

Menu Path: Cash Management > General Operations > Cash Receipt Batch Maintenance

Batching in Cash Receipts Entry

Use **Cash Receipts Entry** to create cash receipt entry groups with bank batch IDs if required and to print cash receipts with the batch ID for a selected group in the Deposit Slips Report.

Use the following payment method setup on the **Additional AR** sheet to create a new group with a batch reference and to print it :

- **Statement Grouping** - **Grouped**
- **Deposit Slips** - **Detail** or **Summary**
- **Timing** - **In Cash Receipts**

Use the **Actions > Print Deposit Slips** command to print out a deposit slip for the selected cash receipt group. If you are using batching, the next available batch number is generated or you can enter a desired batch number manually. The batch reference ID is printed on the report heading.

Menu Path: Financial Management > Cash Management > General Operations > Cash Receipt Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Cash Receipt Batch Tracker

You can use **Cash Receipt Batch Tracker** to display information about cash receipt batches in AR in a dashboard format. This tracker is useful for analyzing cash receipt batches during bank reconciliation.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Batch Tracker

Menu Path: Cash Management > General Operations > Cash Receipt Batch Tracker

Creating Cash Receipt Batches during Bank Receipts File Import

The application can create cash receipt batches when you import a bank receipts file.

When you import a file in the Bank Receipt File Import program and this file contains information about batches, the application creates cash receipt batches during import. The electronic interface selected in the payment method settings must be set up to generate identifiers as batch IDs.

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import

Menu Path: Financial Management > Cash Management > General Operations > Bank Receipt File Import

Cash Receipts in the Deposit Slips Report

On the **Additional AR** sheet you can specify how cash receipts in the Deposit Slips Report are treated.

You can print deposit slips irrespective of whether they group items since it is optional. If the grouping payment method was applied, you can define whether deposit slips are printed from the cash receipt process for an individual group, or whether a single bank batch is created for the deposit slip amalgamating multiple cash groups together.

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

Cash Receipt Tracker

The **Cash Receipt Tracker** has a standard Epicor user interface, replacing the dashboard format in previous versions. This provides greater ease of use for users.

The tracker is structured in a similar way to the Cash Receipt Entry program, with separate **A/R Receipt**, **Deposit**, **Credit Card**, **Misc**, and **GL Transactions** sheets. As well as providing simple navigation, the tracker also enables users to view, open, and retrieve files attached to cash receipts.

Click **Search** (binoculars) to open the **Cash Receipt Search** window, where you can search by various criteria, including Customer, Check/Ref, Invoice, Transaction Type, and Bank Account. The Search Results grid also provides various details, including Customer ID, Customer Name, Type, Currency, and Bank Account, to help you select the required record(s).

The **Summary** sheet populates if you select multiple cash receipts. The sheet displays as a grid/list view, and is useful when multiple check/ref records display in the tracker at the same time. The A/R Receipt, Deposit, Credit Card, and Misc sheets display data according to the type of cash receipt selected. In addition, use the GL Transactions sheet to retrieve details of transactions associated with the receipt.

To view documents attached to a cash receipt, select **Attachments** from the **Actions** menu. The Attachments sheet displays in the tracker, with a list of all attachments. Select an attachment, and click **View** to open it.

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Tracker

Itemized Sales List Report

You can print an Itemized Sales List report with additional details of the invoices making up the totals shown in the standard Sales List. Invoice details are printed for each sales total per Fiscal Code,VAT registration number, and Direct line.

To print an Itemized Sales List report, use the **Print Sales List** command on the **Actions** menu, and select the **Standard Itemized - SSRS** report style.

The report prints sub-lines that contain invoice details such as invoice date, tax point date, legal number, invoice number, tax code, tax rate, taxable amount, tax amount, doc currency, and base currency. Invoice tax information is printed and sorted by invoice date and invoice number. You can create adjustment tax records at the time of payment if you are using a settlement discount. These records will be listed separately in the report.

Menu Path: Financial Management > Accounts Receivable > Reports > Sales List

Parsing Parameter for a Customer

On the **Bank Statement** sheet in **Customer Maintenance** you can specify the parsing parameter ID.

Use this parameter for extracting invoice references from the lines of an imported statement during automatic bank reconciliation. It is relevant if there is a customer specific format to the remittance information transferred as part of a bank statement.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Program Category in Electronic Interface

In Electronic Interface Maintenance, the **Program Category** drop-down list enables you to choose between default source files and customised, company specific source files. Also, the **Program** field does not offer direct access to the ERP\EI folders. Instead, a read-only list of available source files displays, where you can select the required file.

When you create an interface in Electronic Interface Maintenance, select from two options in the Program Category field:

- **Default** - Enables you to select from the list of default programs (.cs source files). These are the standard programs delivered with the Epicor ERP system. The list of available files is compiled from folders in the default directory: Deployment\Server\Erp\EI.
- **Company Specific** - Enables you to select from a list of customised files created specifically for the current company, and saved in the company specific directory: Deployment\Server\Companies\{CompanyID}/EI.

Note To see the company-specific list, the company-specific directory must already exist. You have to create this directory manually, and place the modified .cs source files there.

After you make your selection in the Program Category field, click the **Program** button to select the required source (.cs) file. When you click this button, the system retrieves a list of available source files, based on your selection in the Program Category field.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Electronic Interface
- Financial Management > Accounts Receivable > Setup > Electronic Interface

Report Parameters Printing in AR Reports

The **Print Report Parameters** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameters** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Report parameter printing is available in the following AR module reports:

- **Advance Billing/Deposit Balance Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Advance Billing/Deposit Balance
- **AR Aged Receivables Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Aged Receivables
- **AR Invoice Balance Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > AR Invoice Balance
- **Commission Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Commission
- **Deferred VAT Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Deferred VAT
- **GL Distribution Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > G/L Distribution
- **Discount Analysis Report**

  Menu Path: Financial Management > Accounts Payable > Reports > Discount Analysis
- **AR Letter of Credit Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Letters of Credit
- **Payment Instruments Submission Proposal Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Payment Instruments Submission Proposals
- **Sales Analysis Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Sales Analysis
- **Sales Gross Margin Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Sales Gross Margin
- **Sales Tax Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Sales Tax
- **Itemized Sales List Report**

Menu Path: Financial Management > Accounts Receivable > Reports > Sales List

- **Unapproved Payment Instruments Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Unapproved Payment Instruments

- **Tax Reconciliation Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > Tax Reconciliation

- **VAT Tax Journal Report**

  Menu Path: Financial Management > Accounts Receivable > Reports > VAT Tax

- **VAT Tax Report - Edit List**

  Menu Path: Financial Management > Accounts Receivable > Reports > VAT Tax

Change Tracking for Key Transactions

For the reporting and filing purposes, a Change Log is displayed on some AR Trackers.

Use the **Changed By** field to view the username of the person who last changed the selected record. The **Change Date** field displays the date and time of the last change.

You can add the Change Log function to other tables manually in the Data Directive Maintenance program.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Tracker

AR Open Invoice Load with Tax Data

When your organization is implementing Epicor ERP, you may have to import AR invoices from the legacy system. AR invoices are imported with tax data as part of the load. The easiest way to do it is to copy the records to Microsoft Excel™ in the source system and paste it into an Epicor ERP grid. This functionality is particularly important for countries where settlement or early payment discounts are taken from the gross amount and VAT or tax clawback is required for the tax portion of the discount amount. Importing the tax information with the invoice load prevents the need of recalculating VAT or tax and generating rounding errors between systems.

Use the Detail sheet of the **AR Invoice Load Maintenance** program to define a tax rate, taxable value, and tax value for up to four tax types.

Menu Path: Financial Management > Accounts Receivable > Setup > Open Invoice Load

Require Letter of Credit Option for Terms

Select the **Require Letter of Credit** check box to determine if the terms record in focus requires a Letter of Credit when used. If you create a sales order using these terms, you have to enter a letter of credit on the order.

Menu Path: Financial Management > Accounts Receivable > Setup > Terms

Edit List

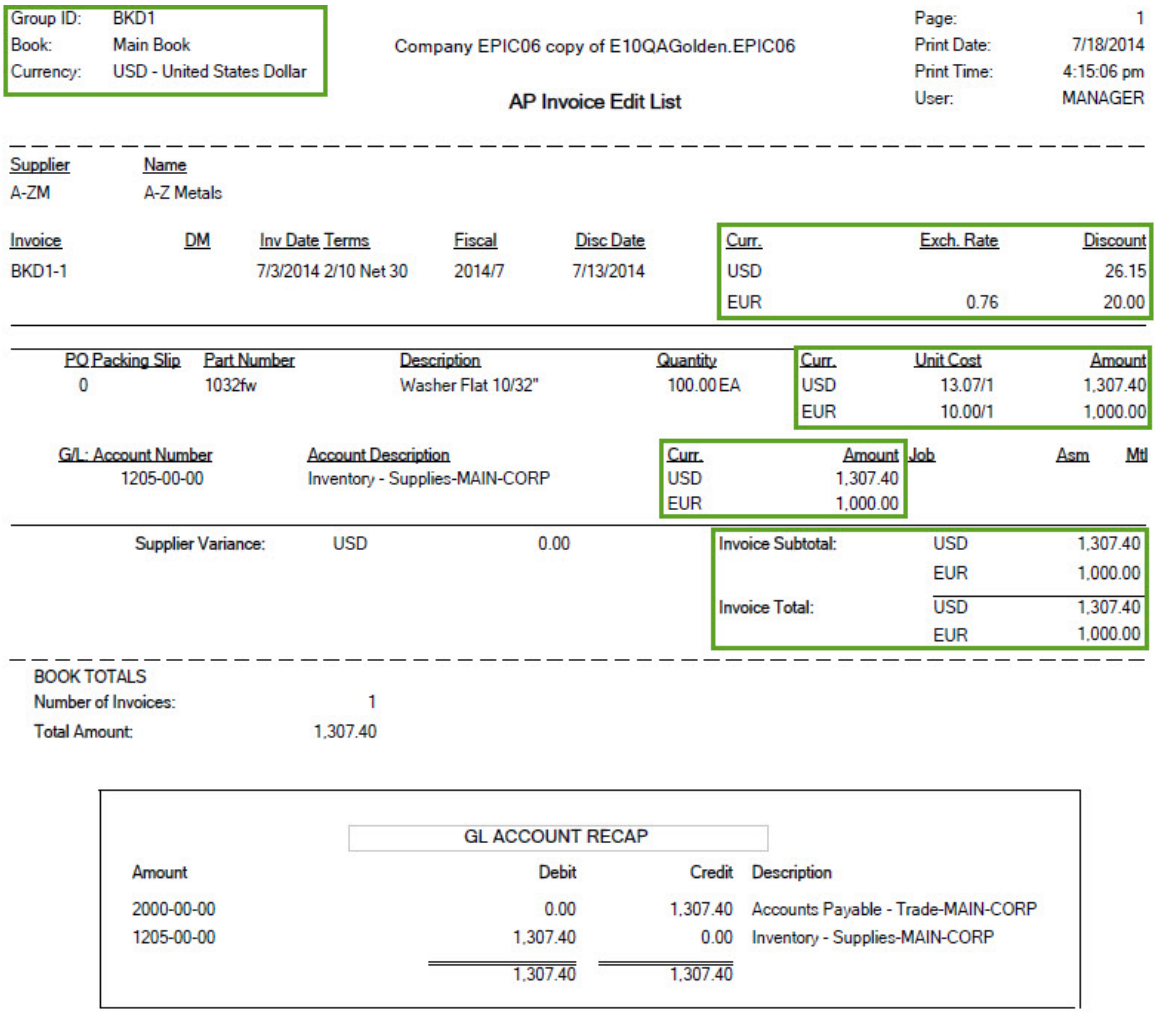
You can view the journal items to be posted against financial documents before they are actually posted in order to check transaction amounts in the document currency and the base currency, exchange rate between document and base currencies, dates, account numbers, and corresponding amounts.

This is applicable when you post against the following documents:

- AR invoice

- AR cash receipt
- AR payment instruments
- AP invoice
- AP payment
- AP logged invoice
- AP bank adjustment
- AP payment instruments
- Petty cash lists

The following image shows an **AP Invoice Edit List** with an example of an AP invoice with the invoice currency different from the book currency.



Group ID: BKD1
Book: Main Book
Currency: USD - United States Dollar

Company EPIC06 copy of E10QAGolden.EPIC06

AP Invoice Edit List

Page: 1
Print Date: 7/18/2014
Print Time: 4:15:06 pm
User: MANAGER

Supplier	Name
A-ZM	A-Z Metals

Invoice	DM	Inv Date	Terms	Fiscal	Disc Date	Curr.	Exch. Rate	Discount
BKD1-1		7/3/2014	2/10 Net 30	2014/7	7/13/2014	USD		26.15
						EUR	0.76	20.00

PO Packing Slip	Part Number	Description	Quantity	Curr.	Unit Cost	Amount
0	1032fw	Washer Flat 10/32"	100.00 EA	USD	13.07/1	1,307.40
				EUR	10.00/1	1,000.00

G/L: Account Number	Account Description	Curr.	Amount	Job	Asm	Mtl
1205-00-00	Inventory - Supplies-MAIN-CORP	USD	1,307.40			
		EUR	1,000.00			

Supplier Variance: USD 0.00

Invoice Subtotal:	USD	1,307.40
	EUR	1,000.00
Invoice Total:	USD	1,307.40
	EUR	1,000.00

BOOK TOTALS
Number of Invoices: 1
Total Amount: 1,307.40

GL ACCOUNT RECAP

Amount	Debit	Credit	Description
2000-00-00	0.00	1,307.40	Accounts Payable - Trade-MAIN-CORP
1205-00-00	1,307.40	0.00	Inventory - Supplies-MAIN-CORP
	1,307.40	1,307.40	

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Payment Instrument

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Instrument

Menu Path: Financial Management > Cash Management > General Operations > Petty Cash Entry

Asset Management

The Asset Management module (Fixed Assets) is designed to handle complex calculations of asset depreciation and asset valuation. You can use either the depreciation methods included with the module, or create custom depreciation methods to reflect the standards required in your locality.

In business and accounting, assets are everything of value owned by a person or company. This module handles the needs of companies involved in the buying, selling, depreciation, and management of fixed assets. The functionality matches the global requirements for managing and accounting for assets. When your organization uses this module, you have the details to support the values on the balance sheet.

Use the Asset Management module to set up assets using various depreciation methods and conventions. You can record asset additions, impairments, and disposals, and calculate and post depreciations and revaluations.

Asset Revaluation

Use **Asset Revaluation** when the asset carrying value changes, in order to record correct values in asset reports, trackers and financial statements. This program allows you to create new revaluations, edit them, and post them to the journal tracker. Note, that after the revaluation is posted you cannot edit it.

When you dispose of a revalued asset, the balance of the revaluation surplus account associated with the asset is transferred from the revaluation surplus account to a Disposal Revaluation Surplus context account. If the asset being revalued holds Grant Amount, then a **grant depreciation** amount is applied to the asset cost and the remaining part of the grant is written off to an unrecognized grant (liability account). If the revaluation is not posted in beginning of the year, the depreciation calculation for the following periods should treat revaluation in the same way as any other activity that changes the asset cost.

Menu Path: Financial Management > Asset Management > General Operations > Asset Revaluation Entry

Report Parameters Printing in AM Reports

The **Print Report Parameter** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report.

The **Print Report Parameter** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Report parameter printing is available in the following Asset Management reports:

- **Asset Annual Schedule Report**

  Menu Path: Financial Management > Asset Management > Reports > Asset Annual Schedule

- **Asset Depreciation Report**

  Menu Path: Financial Management > Asset Management > Reports > Asset Depreciation

- **Asset Depreciation Forecast Report**

  Menu Path: Financial Management > Asset Management > Reports > Asset Depreciation Forecast

- **Asset Overview Report**

Menu Path: Financial Management > Asset Management > Reports > Asset Overview

Cash Management

Improve your cash management processing cycle through the automatic handling and reporting of discounts available, payment due dates and payment selection methods.

Cash Management includes setup programs used to define bank accounts and bank fees associated with cash receipts, cash payments, bank statements, and bank adjustments. The setup programs also prepare you to import payment files and to make electronic payments.

You can also use the Cash Management module to manage the company's general ledger cash accounts, as well as to reconcile a bank balance with cash balances in the company's books.

With an additional license from Epicor, you can use the Petty Cash functionality to create petty cash document forms in compliance with the requirements needed by many government organizations. Key features are in place to support legal requirements for legal numbering, document forms, and daily balances and reports.

Reconciled Bank Balances

In order to have accurate current and historical records about cash on hand and cash movements, you can view reconciled bank balances as well as ongoing (current) bank balances. You can also view non-reconciled (pending) balances, as the difference between ongoing and reconciled balances. When tracking reconciled bank balances, you have the option to use them as the basis for currency revaluation gain/loss calculations, instead of ongoing balances.

Recalculate Bank Balances

Newly-created bank accounts automatically include the reconciled balances feature. For legacy accounts already created in a previous version of Epicor ERP, you have to run the **Recalculate Bank Balances** program, and select **Reconciled** in the **Balance Type** field, then run the process.

In general, use the Recalculate Bank Balances program to correct discrepancies between expected balances and balances stored in the system. Use the Balance Type drop-down list to select which balances to recalculate.

- When reconciled balances are not yet created, the default option is **Ongoing**.
- When reconciled balances are already created, the default is option is **Both**.
- To initiate reconciled balances on a legacy bank account (created in a previous version of Epicor ERP), select **Reconciled**.

Menu Path: Financial Management > Cash Management > General Operations > Recalculate Bank Balances

Balance Tracking in Bank Account Tracker

In the **Bank Account Tracker**, on the **Balance** sheet, you can view **Ongoing**, **Reconciled**, and **Non-Reconciled** balances. All balance types display in the **Bank Balances** grid, however you can use the **Balance Type** drop-down list to select which balances you want to display on the left side of the grid:

- Ongoing (**Bold**)
- Reconciled (***Bold Italics***)
- Non-reconciled (Normal typeface)

Menu Path: Financial Management > Cash Management > General Operations > Bank Account Tracker

Use Balances in Revaluation

In **Bank Account Maintenance**, the **Revalue Reconciled Balances** check box determines whether currency gain/loss calculation in the Revaluation process/report is performed based on ongoing balances (check box clear) or on reconciled balances (check box selected).

Note Both ongoing and reconciled balances are updated by calculated gains/losses after the revaluation is posted, regardless of which balances are revalued.

Menu Path: Financial Management > Cash Management > Setup > Bank Account

Currency Revaluation in Recalculate Bank Balances

If you select the **Revalue when Bank Balance is changed** check box in the **Recalculate Bank Balances** program, currency revaluation is run again by the Recalculate Bank Balance process. This is done for each period where the bank balance was changed, if a currency revaluation for the bank was already done in that period.

If you select the check box, use the **Revaluation Journal** field to select the journal type to be used for the currency revaluations.

- Financial Management > Accounts Payable > General Operations > Recalculate Bank Balances
- Financial Management > Accounts Receivable > General Operations > Recalculate Bank Balances
- Financial Management > Cash Management > General Operations > Recalculate Bank Balances

Deposit Slips Report

Use the **Deposit Slips Report** to print a deposit slip of items being paid in.

You can define the following report options and filters:

- Transaction dates range
- Group range
- Payment method range
- Batch reference range
- Transactions to print (all, posted only, unposted only)

If you are using batching, the next available batch number is generated or you can enter a desired batch number manually.

- Financial Management > Accounts Receivable > Reports > Print Deposit Slips
- Financial Management > Cash Management > Reports > Print Deposit Slips

Edit List

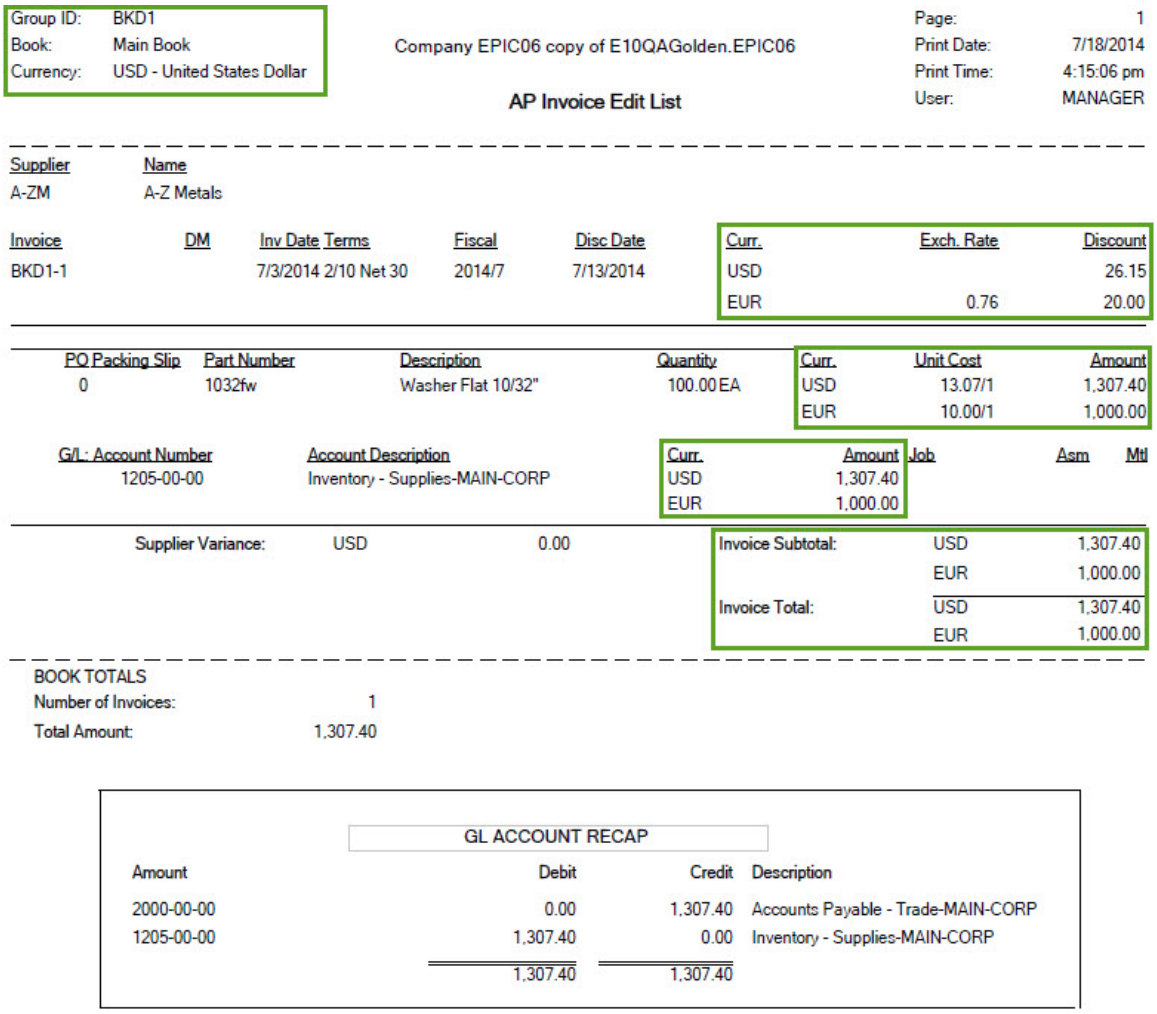
You can view the journal items to be posted against financial documents before they are actually posted in order to check transaction amounts in the document currency and the base currency, exchange rate between document and base currencies, dates, account numbers, and corresponding amounts.

This is applicable when you post against the following documents:

- AR invoice
- AR cash receipt
- AR payment instruments
- AP invoice
- AP payment

- AP logged invoice
- AP bank adjustment
- AP payment instruments
- Petty cash lists

The following image shows an **AP Invoice Edit List** with an example of an AP invoice with the invoice currency different from the book currency.



Group ID: BKD1
Book: Main Book
Currency: USD - United States Dollar

Company EPIC06 copy of E10QAGolden.EPIC06

AP Invoice Edit List

Page: 1
Print Date: 7/18/2014
Print Time: 4:15:06 pm
User: MANAGER

Supplier	Name
A-ZM	A-Z Metals

Invoice	DM	Inv Date Terms	Fiscal	Disc Date	Curr.	Exch. Rate	Discount
BKD1-1		7/3/2014 2/10 Net 30	2014/7	7/13/2014	USD		26.15
					EUR	0.76	20.00

PO Packing Slip	Part Number	Description	Quantity	Curr.	Unit Cost	Amount
0	1032fw	Washer Flat 10/32"	100.00 EA	USD	13.07/1	1,307.40
				EUR	10.00/1	1,000.00

G/L: Account Number	Account Description	Curr.	Amount	Job	Asm	Mtl
1205-00-00	Inventory - Supplies-MAIN-CORP	USD	1,307.40			
		EUR	1,000.00			

Supplier Variance: USD 0.00

Invoice Subtotal:	USD	1,307.40
	EUR	1,000.00
Invoice Total:	USD	1,307.40
	EUR	1,000.00

BOOK TOTALS
Number of Invoices: 1
Total Amount: 1,307.40

GL ACCOUNT RECAP

Amount	Debit	Credit	Description
2000-00-00	0.00	1,307.40	Accounts Payable - Trade-MAIN-CORP
1205-00-00	1,307.40	0.00	Inventory - Supplies-MAIN-CORP
	1,307.40	1,307.40	

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Payment Instrument

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Adjustment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Instrument

Menu Path: Financial Management > Cash Management > General Operations > Petty Cash Entry

Currency Management

Use the Currency Management module to automate the process of conducting transactions internationally through multiple currencies.

You can use this module to create multiple currency records. The module automatically pairs each currency with the other currencies to create source and target currency relationships. Through rate types, you define the conversion rules for each currency pair.

You can then enter and update exchange rates as often as you need. These exchange rates are applied against the international transactions generated through the current company. If required, you can override rates, and lock them for specific transactions.

Currency Revaluation with Substitution Rate Type

In **Company Configuration**, on the **Modules > All Modules > Currency** sheet, use the **Substitution Rate Type** field to set a default rate type to use specifically for the Currency Revaluation Process. Use of this specific rate type may be a legal requirement, or based on corporate policy.

In the **Currency Revaluation Process**, on the **Revalue** sheet, the default set up in Company Configuration displays in the **Legal/Corporate Substitution Rate Type** field, but you can select another active rate type from the drop-down list. The substitution rate type only applies to items set for **Immediate Reverse**. Therefore, the field is only available if at least one item is selected and set to Immediate Reverse.

Note The substitution rate type does NOT apply to the following:

- Items not set to Immediate Reverse
- Purchase Orders and Sales Orders

When you run the **Revaluation Report** for the Currency Revaluation Process, the revaluation mode displays (**No Reverse** / **Immediate Reverse**). Also, the rate type used for calculations displays against each revalued item:

- **Own Rate Type** - Displays when a substitution rate type is not used, or when the default rate type is the same as the substitution rate type.
- **Substitution Rate Type** - Displays when a substitution rate type is specified and applied, and it is different from the Own Rate Type.

Note Entry of a Substitution Rate Type is optional. If you leave this field blank, the Currency Revaluation Process will use the transaction's own rate type.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Currency Management > General Operations > Currency Revaluation Process

Report Parameters Printing in Currency Revaluation Report

The **Print Report Parameters** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameters** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.

- Print an appendix to the report to use it for reference.

Menu Path: Financial Management > Currency Management > General Operations > Currency Revaluation Process

Deferred Revenue Accounting

Deferred revenue is a revenue recognition procedure; through this procedure revenues are recognized only when the earnings process is complete.

If funds are received and no goods or services have been provided, the process is not complete and revenue cannot be recognized. In this case, a deferred revenue liability is recorded. Specifically, the deferred revenue account is credited and cash, or other assets, are debited.

Through the Deferred Revenue Accounting module, you can activate deferred revenue billing for customers, product groups, service contracts, and specific Accounts Receivable invoice lines. You can define a fiscal calendar to structure amortization dates. Select the fiscal calendar on the revenue amortization code to generate appropriate amortization periods and dates.

After you post a deferred revenue invoice, recognize revenue based on the defined amortization code and schedule. If necessary, place amortization periods on hold or update posted invoice details.

Use the module's reports to review amortization and revenue recognition details.

Programs within the Deferred Revenue Accounting module include:

- Revenue Amortization Maintenance
- Hold/Unhold Amortization Periods
- Revenue Recognition
- Reclassification Code Maintenance
- DRA Forecast Report
- DRA Reconciliation Report

Carve-Out for Multi-Element Sales

The Carve-out feature introduces the ability to split a single AR Invoice line amount between deferred portion and portion to recognize at posting to sales. The Carve-out function also includes the ability to reclassify prior revenue and deferred revenue postings via **Posted Invoice Update** program.

Menu path: Financial Management > Deferred Revenue Accounting > Operation Programs > Posted Invoice Update.

Menu path: Financial Management > Accounts Receivable > Operation Programs > Posted Invoice Update.

The need to partially defer revenue on an invoice line mainly comes from contracts need to be split partly as new license revenue and part as maintenance revenue (which is deferred over the life of the agreement). At the time of contract, it is unknown what the breakdown may be, and it can also change internally after the contract has been created, so the ability to define this during or after invoicing is essential.

Reclassification Code Maintenance defines specific reclassification codes and descriptions for different types of reclassification. These reclassification codes are also available for selection in Posted Invoice Update.

The Carve Out process for multi-element sales consists of two key features:

- The ability to partially defer revenue and recognize the remaining amount during, or after, creating and posting of AR invoices for specific lines.
- The ability to reclassify recognized revenue to revenue or deferred revenue in different GL accounts based on different revenue streams.

Note, that Reclassification is an independent process, you can run it with or without deferral.

Menu path: Financial Management > Deferred Revenue Accounting > Setup > Reclassification Code

Menu path: Financial Management > Accounts Receivable > Setup > Reclassification Code.

Report Parameters Printing in DRA Reports

The **Print Report Parameters** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameters** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Report parameter printing is available in the following Deferred Revenue Accounting module reports:

- **DRA Forecast Report**

  Menu Path: Financial Management > Deferred Revenue Accounting > Reports > DRA Forecast

- **DRA Reconciliation Report**

  Menu Path: Financial Management > Deferred Revenue Accounting > Reports > DRA Reconciliation

General Ledger

General Ledger (GL) processes and posts entries created by Job Management, AR, AP and Payroll, as well as manual entries made directly in the general ledger.

A chart of accounts is easily established to control how you want the application to report on your business. You can even export your general ledger data to a spreadsheet to handle any special requirements. When you set up legal numbers for transactions, the sequences can be assigned by user IDs and warehouses.

Set Default Revaluation Option for GL Book

The **Revaluation** tab in the **Book Maintenance** program enables you to set default GL currency revaluation options for a specific book.

In the **Revaluation Option** field, select the default behaviour for the book: **No Revaluation** (default), **Only losses**, **Only profits**, or **Profits and Losses**.

Select a separate currency Rate Type to be used on **Credit** and **Debit** items.

You can then specify a default **Currency GL Control Context** for the Gain Account and the Loss Account. Select the desired context from the drop-down list. The available contexts are taken from the **Currency** GL control type. Alternatively you can enter a GL **Account/Mask** to be the default used in the revaluation process. To enter an account mask, use the underscore (_) as a wildcard. For example, 6565-__-00.

Note If you set the default option in a book to No Revaluation, this does NOT mean the book cannot be revalued. It means that individual currencies / currency accounts set to the **Book Default** revaluation option in Account Segment Maintenance will not be revalued.

Menu Path: Financial Management > General Ledger > Setup > Book

Currency Account Setup

Use the **Currency Account** sheet on the **Natural Account Options** tab to apply currency account settings for a natural account, including GL Currency Revaluation account settings. You can now specify a full GL account string, instead of just the natural account segment, to enable revaluations to post to a single GL account. Alternatively, you can use an account mask for other segments.

In the Account Segment Values program, once you have selected a natural account segment to work with, navigate to the **Natural Account Options > Currency Account** sheet. Use the **Currency Account Type** drop-down list to select the type of currency account you need for the natural account:

- **Not a currency account**
- **Multi-currency account** - all available currencies are set to **Allowed**.
- **Single-currency account** - select a single currency to allow.
- **Restricted currencies account** - select several currencies to allow.

Use the Revaluation Option to determine which items will be revalued - **No Revaluation**,**Profits and Losses**, **Only Profits**, or **Only Losses**. Alternatively, select **Set for each Currency** to enable the **Revalue Option** field in the currency grid, where you can set different options for each allowed currency.

Important If you select the **Book Default** option, the revaluation option is taken from the defaults set for the current book in **Book Maintenance**.

You also have to select the currency rate type for revaluations in the **Credit** and **Debit** fields.

Use the **Gain Account Defaults** pane to set revaluation accounts for all applicable currencies, unless you specify different settings for individual currencies in the grid. You can specify separate **Gain Account**, **Loss Account**, and **Accrual Account** values. Alternatively, you can select the **GL Control Context** to use for gains and for losses. The available contexts are taken from the **Currency** GL control type.

GL Account / Mask

Important You can enter a single GL account string as a destination account, so all applicable items post to one account. You can also define GL account masks for other segments. Use the underscore (_) to define a mask. For example, your chart of accounts has three segments: Natural-Division-Department. In natural account 1200, you set the Gain Account to **9090-__-00**. When you run GL Currency Revaluation, gains with account 1200 post to a single Natural/Department combination, but separated according to the account's respective Division.

Note The Currency Account sheet also is also featured in the new Natural Account Mass Update program. For more details on that program, refer to the Natural Account Mass Update topic in this Feature Summary.

Menu Path: Financial Management > General Ledger > Setup > Account Segment Values

Import/Export of Budgets

Use the Import Budget and Export Budget options from **Account Budget Maintenance** to considerably speed up your budgeting process in the Epicor system. You can also import budgets into Epicor from the EFP (Epicor Financial Planner).

Budgets are imported and exported in Excel format. Both Import and Export Budgets options are only available in the Account Budget Maintenance > Actions Menu.

Export supports a single combination of Book, Fiscal Year and Budget Code. The feature is enabled only when all three parameters are set in the main Account Budget entry form. If the file for export contains different types of budgets (financial, statistical, accounts without budgets) you can select the types of accounts for export by checking the corresponding check boxes.

Import processes data according to the parameters (Book, Fiscal Year, Budget Code) form the imported file. After you select the local file for import, the system automatically transfers it to the server. You can change Book, Fiscal Year and Budget Code for the imported budget. If any of the values you select are not valid, the system displays an error.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > General Ledger > Setup > Account Budget

Natural Account Mass Update

The **Natural Account Mass Update** program, found on the **General Ledger > Setup** menu, enables you to save time by selecting a group or range of several natural accounts, and make the same changes to all of them at once.

On the **Filter > COA Category** sheet, you can select a group of accounts by COA Category, or filter by Balance Sheet or Income Statement accounts. The categories display in a hierarchy to help identify parent and child categories in sequential order. An asterisk (*****) next to a category signifies that category has associated natural accounts. On the **Filter > Natural Accounts** sheet, you can set Starting and Ending values to select a range of natural account values to include.

Use the **Detail** sheet to set basic parameters, similar to the fields for updating individual segment values in the Account Segment Values program, for example, Category, Effective From/To Date, Normal Balance. Select the **Override** check box for a setting, then select the required value.

Use the sheets under the **Update Options** tab to specify which options you want to override or add to the existing natural accounts. The options are similar to those available for natural accounts in the Account Segment Values program, including **Currency Account** settings, **Segment Options**, and **Restrictions**. These sheets include three options which determine how changes are handled:

- **Add** - Existing segment options for the selected natural accounts remain unchanged, but any new options are applied in addition to the existing options.
- **Override** - All existing segment options for the selected natural accounts are overridden by the options specified on this sheet, and new options are added in addition to existing options.
- **Replace** - Works in the same way as Override but also **deletes** any options that are no longer specified on the Segment Options sheet.

Important If you leave blank values, and select the **Override** option, changes are not made to those values. However, if you select the **Replace** option, blank values will **clear** the existing values on the selected natural accounts.

For more details on Currency Account settings, refer to the Currency Account Setup topic in this Feature Summary.

Before you submit the update, you can run a preview, to ensure the changes are what you intend. Select **Print Edit List** from the **Actions** menu.

The update is a process, therefore you can run it in the background, while continuing to work in other areas of the application. When you are satisfied with the selections you have made, click **Process** to open the **Submit Natural Account Mass Update** window, where you can submit the process.

Note You can also access the Natural Account Mass Update program from within the Account Segment Values program. From the **Actions** menu, select **Mass Update Natural Accounts**.

Menu Path: Financial Management > General Ledger > Setup > Natural Account Mass Update

Mass Delete GL Accounts

The **Delete Accounts** program, found under the **Actions** menu in **General Ledger Account Maintenance**, enables you to delete multiple GL accounts, instead of deleting them one-by-one.

The **Delete All Unused Accounts** check box offers the option to delete all GL accounts eligible for deletion.

Note The logic used to determine unused accounts is the same as if you manually delete an individual account.

An account **cannot** be deleted if:

- A transaction has been posted against the account
- The account is included in an open (unposted) journal
- The account is assigned to a GL control

Alternatively, use the **Target Segments Definition** grid to specify segment ranges to include or exclude, or manually select particular segment values. This works in a similar way to the Target Segments Definition sheet in the Generate Accounts program.

Once you select items to include or exclude, click **Preview** to launch the **Print Edit List** window, where you can preview or print a report which details the GL accounts to be deleted. Finally, click **Delete** to launch the **Delete GL Accounts Process**, where you can submit the process and delete the accounts.

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

Filter GL Account Generation/Deletion by Category and Category Type

In the **Generate Accounts** and **Delete Accounts** programs, you can filter natural accounts by COA category or category type (Income Statement or Balance Sheet).

When you manually select a category in combination with natural account segment values, the process will only run for the natural accounts that are both selected AND linked to the selected category.

Note The categories you filter by will only affect accounts directly linked to those categories. Natural accounts linked to child categories of a selected category will **not** be processed.

You access the Generate Accounts and Delete Accounts programs from the **Actions** menu in **General Ledger Account Maintenance**. In the **Target Segments Definition** grid, the following fields are found:

- **Balance Sheet** - select the check box to include all balance sheet natural accounts in the generation or deletion.
- **Income Statement** - select the check box to include all income statement natural accounts in the generation or deletion.
- **Category Selection** - select this check box to launch the **COA Account Category Search**, where you can search and select particular categories.
- **Category Selection List** - displays the categories included, based on the above check boxes you selected.

If you select the Balance Sheet check box, the Income Statement check box is disabled, and vice versa. Also, the categories of the selected type display in the Category Selection List field.

If you select the Category Selection check box to select categories manually, the Balance Sheet and Income Statement check boxes are cleared and disabled, and the manually-selected categories display in the Category Selection List field.

Note To differentiate between segment value selection and category selection, the ManualSelection and ManualSelectionList fields are now called **Seg Value Selection** and **Seg Value Selection List**.

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

Preview GL Accounts Before Generation

In the **Generate Accounts** function, accessed from the **Actions** menu in **General Ledger Account Maintenance**, you can preview the GL accounts that will generate based on your current selections. The preview displays in the form of an edit list report, which you can view or print out as required.

In the Generate Accounts window, once you have made your selections (for example, Generation Mode, Target Segments, and so on), click **Preview**. The **Generate Accounts - Print Edit List** window displays. Click **Print Preview** to launch the **Preview GL Accounts** report.

The report lists all the GL accounts that will be created or updated when you click **Generate**. The **New/Updated** column displays whether an account is New (**N**) or Updated (**U**). The **Active** column gives the account's status - **Y** = Active, **N** = Inactive. The **M/C** column displays whether the account is multi-company enabled - **Y** = Enabled, **N** = Not enabled.

Note Except for segment 1 - natural account, the **Abbreviation** field, found in the **Account Segment Values** program, determines the **Account Description**.

At the end of the report, the **Total New** and **Total Updated** fields display the total number of accounts of each type that will be created.

Note The **Delete GL Accounts** function, also accessed from the Actions menu in General Ledger Account Maintenance, includes a similar preview feature.

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

Global Chart of Accounts

The global chart of accounts (COA) functionality enables you to define a COA once in a parent company, then distribute it automatically to subsidiary companies via the multi-company process.

As well as initial distribution of a new COA, subsequent updates to the COA in the parent company can also update the COA in subsidiary companies. In addition, you can select which segments to distribute across companies.

External Company Configuration

In **External Company Configuration** (in the parent company), you can subscribe a subsidiary company to receive global COA updates. On the **Detail > Multi-Company > Detail** sheet, select the **Send Global COA** check box, then select an option from the drop-down list:

- **Send Selected Segments** - This option transfers:
  - COA structure defined in Chart of Account Structure Maintenance.
  - COA segments marked as **Global Segment** in Chart of Account Structure Maintenance.
  - Segment values for global segments whose **Global Segment Values** check box is selected.
  - Account categories.
- **Send All Segments and GL Accounts** - When you set a chart of accounts to Global:
  - Transfers the COA structure defined in Chart of Account Structure Maintenance.
  - All COA segments are set to **Global Segment**. The segments transfer to subsidiary company.
  - All segments are set to **Global Segment Values**. The segment values transfer to subsidiary company.
  - Account categories transfer to subsidiary company.
  - GL accounts and their descriptions transfer to the subsidiary company (the Multi-Company flag on GL accounts is NOT transferred).

Important If you select the Send All Segments and GL Accounts option, and set a chart of accounts to Global, the current settings for the Global Segment and Global Segment Values check boxes are ignored. All Segments, and Segment Values for Controlled segments, and GL accounts, will transfer to the subsidiary company.

Note Self-balancing segment setup is NOT transferred.

Important If you select the **Send Global COA** check box before you create the elements of a global COA, the global elements transfer to the subsidiary via the multi-company process as soon as you save them.

If you set up the global COA while the **Send Global COA** check box is still clear, you will need to initialize the global COA transfer after you select the Send Global COA check box: In External Company Configuration (in the parent company), open the external company record for each subsidiary company to which you want to send Global COA data. From the **Actions** menu, select **Initialize Global COA**.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

Important This program is not available in Epicor Web Access.

Chart of Account Structure Maintenance

In Chart of Account Maintenance, the following check boxes relate to the global COA functionality:

- **Global** - Select this check box to mark the COA as global. This enables its transfer to subsidiary companies via the multi-company process.
- **Global COA and GL Account Lock** - In subsidiary companies, if you select Global COA and GL Account Lock, changes made in the parent COA will no longer transfer to the subsidiary. This also enables independent update of the COA in the subsidiary.
- **Global Segment** - If the COA is global, this check box is automatically selected for segment 1 (natural account). For other segments, select this check box if you want to transfer that segment to subsidiaries. This is only enabled if the COA is set to Global.

  Note You cannot select this check box if the preceding segment is not also set to global.

- **Global Segment Lock** - In subsidiary companies, if you select Global Segment Lock, changes made to segments in the parent COA will no longer transfer to the subsidiary. This also enables independent update to segments in the subsidiary COA.
- **Global Segment Values** - Select this check box to enable transfer of account segment values for the segment. This is only enabled when the Global Segment check box is selected.

  Note You cannot select this setting for Dynamic segments.

- **Global Values Lock** - In subsidiary companies, if you select Global Values Lock, changes made to segment values in the parent COA will no longer transfer to the subsidiary. This also enables independent update to segment values in the subsidiary COA.

  Note If you select the Global Values Lock check box in a subsidiary, the Global COA and GL Account Lock check box is also selected automatically.

Menu Path: Financial Management > General Ledger > Setup > Chart of Accounts

Account Segment Values

In the Account Segment Values program, if you select a global chart of accounts, the green **Global** indicator displays beneath the **Chart of Account** field. Likewise, if you select a global segment, the green Global Segment indicator displays beneath the **Segment** field.

If segment values are also global, the green **Global Values** indicator displays beside the Segment Values field when you enter new segment values, or select existing values. In subsidiary companies that have received global segment values, you can select the **Global Lock** field to prevent further updates coming from the parent company. This check box also enables you to make independent changes to the segment value within the subsidiary company.

Menu Path: Financial Management > General Ledger > Setup > Account Segment Values

General Ledger Account Maintenance

In General Ledger Account Maintenance, if you select a global chart of accounts, the **Global** indicator displays beneath the **Chart of Account** field. In child companies, the **Global Account** indicator is also green if the selected GL account came from the parent company via the global COA functionality.

In subsidiary companies that have received a global COA, you can select the **Global COA and GL Account Lock** field to prevent further updates to the GL accounts coming from the parent company. This check box also enables you to make independent changes to the GL accounts within the subsidiary company.

Note You can still mark an individual GL account as Multi Company (only in the master COA); this is not affected by the new global COA functionality, and does not require the COA to be marked as global.

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

COA Category Maintenance

In COA Category Maintenance, if you select a global chart of accounts, the **Global** indicator displays beneath the **Chart of Account** field. Likewise, if you select a global category, the **Global Category** indicator displays beside the **Category ID** field.

Note COA categories are automatically sent as part of the Global COA functionality.

Menu Path: Financial Management > General Ledger > Setup > COA Category

Global Tables

To determine which tables and fields will receive updates through Global COA transfers, after the initial transfer, use **Global Table Maintenance**. The new **COAACCTCAT**, **COA**, **COASEGMENT**, and **COASEGVALUES** tables and their fields are available for selection for external companies.

Note In Global Table Maintenance, you can elect to only transfer certain global COA fields when changes are made in the parent company. When you select the relevant Global Lock check box in a subsidiary, you can update all fields in the subsidiary, as the global connection is effectively severed.

However, if a field is **not** selected in Global Table Maintenance for transfer, you can manually update that field in the subsidiary regardless of whether the relevant Global Lock check box is selected or not.

Menu Path: System Setup > External System Integration > Setup > Global Table

Global Transform COA Mapping

In **Chart of Accounts Mapping**, use the **Global Transform** type of COA mapping to update global COA segment values in an external company with different, specified values.

Example You use the same chart of accounts across multiple companies. The COA includes a Company segment, which represents the company in which the COA resides, so all GL transactions contain a company ID. You create a Global Transform map to ensure the Company segment has the correct company ID in the Description and Abbreviation.

To create a Global Transform COA map, select **New Transform Map** from the **New** menu. A green Global Transform indicator displays. As with any COA mapping, you have to select a **Source Chart of Account**. However, the **Target Chart of Account** field is disabled, and automatically displays the same COA as the Source Chart of Account. Also, the Map Type is automatically set to **Accounting Segment Map**.

In the **External Company** field, you must select the external company record to which this mapping applies.

To create the mapping links between the source and target COAs, navigate to the COA Mapping > Segment sheet, and select the required **Source Segment** from the drop-down list. The **Target Segment** is automatically set to the same segment.

Next, select **New Segment Mapping** from the **New** menu. In the **Source Segment Value** field, select the required value from the drop-down list. You can now specify a different **Target Segment Value**, **Abbreviation**, and **Description**.

Example The source company is EPIC06 - Epicor Education, the target company is EPIC02 - Epicor Distribution. In the source company, Epic06, the Company segment value is as follows:

Field	Value
Segment Values	Epic06
Description	Epic06 - Epicor Education
Abbreviation	EP06

In the segment mapping, you select this value in the Source Segment Value. In the Target Segment Value, you specify the following:

Field	Value
Target Segment Value	Epic02
Abbreviation	EP02
Description	Epic02 - Epicor Distribution

Important Global Transform maps do **not** allow duplicate target segments to be entered. This restriction does not apply to standard COA maps.

Once you initialize the Global COA transfer, the Company segment value in the target company is created with the values you set up in the Global Transform COA mapping.

Important To ensure COA segment values and GL accounts are created according to the settings in the Global Transform COA mapping, do **not** initialize the transfer of a global COA until you have set up the chart of accounts, COA segment values, general ledger accounts, and global transform COA mapping.

Menu Path: Financial Management > General Ledger > Setup > Accounting Segment Mapping

Chart of Accounts Export/Import

Use the Chart of Accounts Export/Import feature to export **Chart of Accounts** and related settings from one company or system and import those settings to another company/system. You can transfer whole COA setup with one click or select some segments of the setup for **import/export**. The setup file is in the Excel format. It is stored on disk and can be created, edited or extended manually.

Menu path: Financial Management > General Ledger > Operation Programs > COA Export

Menu path: Financial Management > General Ledger > Operation Programs > COA Import

Add Attachments to GL Journal Entry

You can add attachments to journal headers and individual journal lines in **GL Journal Entry**. You can also retrieve and view the attachments in the **Journal Tracker**, **Journal Detail Tracker**, and **Chart Tracker**.

This is particularly useful for cases where a manual journal is needed as a result of an incorrect posting, and you want to attach the original journal edit list as a reference.

There are several ways to add an attachment to a header or line in **GL Journal Entry**:

- Right-click on the header or line node in the tree view, and select **Add new Attachment**. The **Attachment Management** window displays, where you can search and select the file to attach, and enter a suitable **Title**.
- Select the header or journal line in the tree view, then select **Attachments** from the **Actions** menu (or click the paperclip icon on the Standard toolbar). The **Attachments** pane displays. Click **New** to launch the **Add new Attachment** window then proceed as above. Alternatively, you can drag and drop files from Windows® Explorer (or similar program) into the Attachments pane. You can also select existing attachments and **View** or **Delete** them.
- Drag a file from Windows Explorer (or similar program) onto the required header or line node in the tree view.

You can also view journal attachments in the **Journal Tracker**, **Journal Detail Tracker**, and **Chart Tracker**. From the **Actions** menu in these programs, select **Attachments** to display the Attachments grid, with details of attachments for the particular journal header or line. Items attached to the header display in the grid regardless of which journal line is selected. The **Description** field clearly marks items as either **HEADER** or **DETAIL**. Select an attachment in the grid, then click **View** to open it.

Note The Attachments icon on the Standard toolbar displays an asterisk (*****) if the journal already contains attachments.

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

Menu Path: Financial Management > General Ledger > General Operations > Journal Tracker

Menu Path: Financial Management > General Ledger > General Operations > Journal Detail Tracker

Menu Path: Financial Management > General Ledger > General Operations > Chart Tracker

Multi-Company GL Allocations

The **Multi-Company** pane on the **Target Accounts** sheet in **Allocation Code Maintenance** enables you to set up GL allocations that include target accounts in external companies, using the multi-company functionality.

This feature works in a similar way to the existing multi-company journal functionality available in GL Journal Entry. When you want to set up target accounts in a GL allocation in **Allocation Code Maintenance**, select **New Target Account** from the **New** menu.

To specify a GL account in an external company, select the **Multi-Company** check box, and select the required company from the **External Company** drop-down list. You can only select companies with an existing external

company relationship set up. Also, you must select the **GJ Allocations** check box on the **Multi-Company** sheet for the external company record in **External Company Configuration**.

You can then enter the required GL account, or click **External G/L Account** to search for an account. The search function is filtered by the company selected in the External Company field.

When you have selected an external GL account, the **Target Account** field defaults to the local account in the **GL Intercompany** GL control context. To change that target account, select the **Override** check box and enter or search for the required account.

Note Both the Multi-Company and Advanced Allocation licenses are required to make use of this feature.

Menu Path: Financial Management > General Ledger > Setup > Allocation Code

Multiple Budgets Support

Multiple Budget functionality allows you to create multiple budgets against the same GL book. It allows you to track budgets based on different calculations (for example, based on different forecasts). Also GL trackers can display budget amounts from multiple budget codes.

The **Budget Code Entry** introduces the ability to enter budget codes used to identify different budgets entered against GL books. You can set any budget code as the default.

Menu Path: Financial Management > General Ledger > Setup >Budget Code

GL Account Budget Maintenance includes a Budget Code field, allowing you to enter and copy multiple budgets for the same book.

Menu Path: Financial Management > General Ledger > Setup > Account Budget

You can define Budget Codes for the company without linking them to a particular GL book. The **Financial Reports** menu has a Budget Code parameter. Budget amounts are taken from the budget associated with this code.

Financial Report can print a single selected budget report or all amounts from multiple budgets in the same Financial Report for the purpose of comparison.

Menu Path: Financial Management > General Ledger > Reports > Financial Reports

Non-Financial Data Support

Non-financial data support provides an option to keep non-financial (statistical or quantitative) data, such as employee headcount and warehouse footage, against GL accounts.

Statistical data support also allows you to choose whether the account is purely statistical or to keep both types of data, financial and non-financial. Non-financial data support includes the posting of data against a statistical account in the form of a manual journal entry.

Posted non-financial figures are included in the following reports and trackers:

- Chart Tracker
- Journal Tracker
- Financial Reports
- Journal Listing
- General Ledger Report

Use the **General Ledger Import** process to recognize and import statistical amounts, which are entered in a separate column in the import file.

Menu Path: Financial Management > General Ledger > General Operations > General Ledger Import

Non-Financial Data is supported in the **Automatic Transaction Reversal** process, which allows you to reverse GL transactions with statistical amounts in them.

Menu Path: Financial Management > General Ledger > General Operations > Automatic Transaction Reversal

Non-Financial Budgets are defined and stored the same way as financial budgets through **GL Account Budget Maintenance**, which now allows entering statistical amount data.

Menu Path: Financial Management > General Ledger > Setup > Account Budget

Non-financial Data support in **Allocation Code** introduces the option to use statistical amounts (balances) to calculate the allocation ratios. Statistical amounts posted against GL accounts are used as a base for amount distribution. The GL Allocations allows to use statistical balances as parameters. Settings of formula parameters indicate what kind of balance to use.

Menu Path: Financial Management > General Ledger > Setup > Allocation Code

Report Parameters Printing in GL Reports

The **Print Report Parameters** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameters** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Report parameter printing is available in the following GL module reports:

- **Annual Total Journal Report**

  Menu Path: Financial Management > General Ledger > Reports > Annual Total Journal Report
- **Chart of Accounts Listing**

  Menu Path: Financial Management > General Ledger > Reports > Chart of Accounts Listing
- **Currency Account Report**

  Menu Path: Financial Management > General Ledger > Reports > Currency Account Report
- **General Ledger Report**

  Menu Path: Financial Management > General Ledger > Reports > General Ledger
- **General Ledger Account Summary Report**

  Menu Path: Financial Management > General Ledger > Reports > General Ledger Account Summary
- **General Ledger Segment Report**

  Menu Path: Financial Management > General Ledger > Reports > General Ledger Segment Report
- **Journal Listing**

  Menu Path: Financial Management > General Ledger > Reports > Journal Listing
- **Structured Trial Balance**

  Menu Path: Financial Management > General Ledger > Reports > Structured Trial Balance
- **Trial Balance**

Menu Path: Financial Management > General Ledger > Reports > Trial Balance

- **Voided Legal Numbers Report**

  Menu Path: Financial Management > General Ledger > Reports > Voided Legal Numbers

Deferred Expenses

Your organization may need to recognize and post deferred expenses based on the amortization schedules created for GL journals and defining the cut-off date.

Amortization Maintenance

Use **Amortization Maintenance** to set up amortization parameters for deferred expense accounting. You can set up the duration of amortization, frequency of amortization periods, and the recognition amount for each period.

If you are using the Deferred Expenses functionality, you add the Amortization GL control type to be used for the amortization code you create.

Note Previously, this program was available for deferred revenue accounting in AR. Starting from Epicor 10.1, you can use it from AP and GL.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Amortization Code
- Financial Management > Deferred Revenue Accounting > Setup > Amortization Code
- Financial Management > General Ledger > Setup > Amortization Code

Amortization Maintenance in Journal Entry

You are able to maintain amortization schedules for a GL journal line.

When you receive payments, you may need to apportion them over fiscal periods and put them on a special deferred GL account. You can create, adjust, auto-complete, and delete amortization schedules for journal lines in **Journal Entry**. These amounts are posted on the regular account into correct period according to the entered schedule and recognized.

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

Menu Path: Financial Management > Multi-Site > General Operations > Journal Entry

Deferred Expense Recognition

Use the **Deferred Expense Recognition** process to recognize deferred expenses for selected amortization periods.

Use the **Selection** sheet to define the process parameters. You can use the **Filter** sheets to limit the expense recognition process by supplier, invoice, GL journal, or amortization code. From the Actions menu, select **Get Amortizations** to populate the Amortization List grid with available invoices. You can use the **Legal Numbers** sub-menu from the Actions menu to assign legal numbers to transactions created during deferred expense recognition, which helps to reconcile expenses later on.

When you submit the process, the appropriate GL journals with assigned legal numbers are created, and expenses move from the deferred expense account to the corresponding purchase account.

Menu Path: Financial Management > General Ledger > General Operations > Deferred Expense Recognition

Deferred Expense Reconciliation Report

Use the **Deferred Expense Reconciliation Report** to review discrepancies between expenses that should be posted at a specified date and the actual date when the expense is recognized. The report is based on full GL accounts.

Use this report to reconcile between the remaining outstanding values held against the individual items deferred and the total value held on the GL accrual account. The report columns display legal number, date, sub-ledger (with opening balance, movement, and closing balance), ledger, and variance.

Menu Path: Financial Management > General Ledger > Reports > Deferred Expense Reconciliation

Reversal of Journal Lines with Linked Amortization Schedule

If you reverse journal lines with the linked amortization schedule, the application reverses all journals for already posted amortization schedule lines if such journals were not yet reversed.

All non-posted amortization schedule lines linked to original journal lines are deleted. The latest of the two dates (reversing apply date and particular journal apply date) is used as the apply date for each journal.

Menu Path: Financial Management > General Ledger > General Operations > Automatic Transaction Reversal

Menu Path: Financial Management > Multi-Site > General Operations > Automatic Transaction Reversal

Multi-Site Management

Use the Multi-Site Management module to synchronize distribution of data across multiple sites.

This single set of tools provides visibility and consolidation of resources in multiple facilities. It also supports running business functions centralized with separate production functions, or running them separately with the ability to consolidate financials at month-end or quarter-end.

Multi-Site Management also provides support for centralized accounting and purchasing. At the same time, however, it also ensures the separation of these production facilities.

Important The Multi-Site Management module is only available for organizations who purchase the Enterprise edition of Epicor ERP.

Periodic Consolidation Delta and Retrospective Adjustment

The Periodic Consolidation Delta functionality enables financial controllers to consolidate results from a fiscal period, and then restate those results after adjustments have been made, by posting the net change (delta) for each account. This allows for timely initial consolidations, then corrections to final balance, without the need for manual adjustments or complete reversal and restatements. Also, you can apply consolidation amendments to previous periods, via Retrospective Adjustment.

In **Consolidation Definition Maintenance**, the **Delta Generation Mode** check box displays. This setting determines how you can handle consolidation for a period that has already been consolidated:

- **Override** (check box clear) - Posts the full consolidation again, so you have to reverse the original journals manually. This option is the default for consolidation definitions converted from previous versions of Epicor ERP.
- **Delta** (check box selected) - Posts transactions for the net change between the existing consolidation and the new calculation. This option is the default when you create a new consolidation definition.

In **Consolidate to Parent Entry**, there are two options on the **New** menu:

- **New Consolidation** - select this option to create consolidation in a period following previously consolidated periods.
- **New Retro Adjustment** - select this option when you want to generate Delta consolidation for periods that were already consolidated.

When you run a periodic consolidation in Consolidate to Parent Entry, the Delta Generation Mode of the consolidation definition displays in the **Target Options** pane: **Delta Mode** (green label) or **Override Mode** (gray label).

Additional options and fields are also available on the **Source Control > Detail** sheet, **only** when the Delta generation mode is selected:

- You can select a fiscal year / period that has already been consolidated, to perform **Retrospective Adjustment** of previous periods.
- The **Adjust From Period** field displays. Enter a fiscal period (for the selected fiscal year), or click the button to search and select a fiscal period. This value must be less than or equal to the current fiscal period. Consolidation will run for all periods from the Adjust From Period value through to the selected Fiscal Period value.
- Different labels display, according to the adjustment mode, for example, **Retrospective Adjustment**, **Last Period Delta Adjustment**. For more details, review the Adjustment Mode topic in the Application Help for Consolidate to Parent Entry.

Important For consolidations with the Delta generation mode selected: If you have already run consolidation for a period, you can use the same Consolidation ID to re-run the same consolidation (for example, if you have entered additional journals in the period), but only if you have not consolidated a subsequent period with the same consolidation definition. You cannot have more than one active consolidation ID for a particular consolidation definition. To select an existing consolidation ID in Consolidate to Parent Entry, click the **Search** button (binoculars).

Note Retrospective adjustment is only performed within one fiscal year. If you require adjustment of previous fiscal years, proceed as follows:

- Perform consolidation of previous fiscal year(s) - select the required period range within that year.
- Run the Consolidation Year End routine to transfer consolidation balances to the following year.
- Repeat the above two steps for each year until the current fiscal year is processed.

Consolidation rates previously calculated and used for consolidated periods can be recalculated or manually updated before you perform retrospective adjustments. In Consolidate to Parent Entry, the **Source Control > Detail** and **Source Rates > List** sheets display all the rates in the **Consolidation Source Rates List**. Click **Retrieve All** to get the default rates (if the period was not yet consolidated), or the rates that were used in the previous consolidation (if the period was already consolidated). In the list, you can select the rates for which you want to get the default rates, then click **Get Defaults Selected Rates** to retrieve default rates for those items.

Note If you reload an existing consolidation, and its fiscal period end date is after the last calculation date for consolidation rates, a message displays: **Some consolidation rates were calculated before the end of the fiscal period. Would you like to recalculate all the rates, or only rates calculated by the system and not modified by user?** Similarly, if you create a Retrospective Adjustment, and the previous rates are retrieved, the warning message will display if the calculation date for any rates is before the corresponding period end date.

You can select from three options:

- **No** - Retain the existing rates. (This is the default option. You can still review and adjust rates later, using the existing means.)
- **All** - Recalculate all the rates, **including** rates which were manually adjusted.
- **System Calc.** - Recalculate the rates, **except** rates which were manually adjusted.

When you run the **Consolidation Report**, the consolidation ID and definition are included, as well as **Posted By** and **Posted Date/Time** details. The report contains cumulative details of each consolidation that affected the period.

Menu Path: Financial Management > Multi-Site > Setup > Consolidation Definition

Menu Path: Financial Management > Multi-Site > General Operations > Consolidate to Parent

Menu Path: Financial Management > Multi-Site > Reports > Consolidation Report

Report Parameters Printing in Import Log Listing Report

The **Print Report Parameter** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameter** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Menu Path: Financial Management > Multi-Site > Reports > Import Log Listing

Consolidation Monitor

Use the **Consolidation Monitor** to assess the completeness of consolidated data and the readiness of corporate books for reporting. In the target company, you can view the status of consolidations you expect to receive from subsidiaries (source), you can review consolidation definitions, and verify consolidation rates used to calculate consolidation journals.

In the **Target Book** field, select the target book for consolidations in the current company. Therefore, ensure you open the Consolidation Monitor in the target company. In the **Fiscal Year/Suffix** and **Fiscal Period** fields, enter the year/period that corresponds with the last period covered by the consolidation(s) you want to retrieve. Once you have selected the required values, click **Retrieve**. All applicable consolidation definitions and consolidations load into the monitor.

The Consolidation Monitor displays the current status of consolidations that were already created, or posted to the intermediate book, or transferred to the target book.

Use the sheets under the **Consolidation Definition** tab to view details of individual consolidation definitions, including target and source details. These sheets are similar to the sheets in Consolidation Definition Maintenance, but read-only.

Use the sheets under the **Consolidations** tab to view details of individual consolidations retrieved for the selected fiscal year/period. This includes the consolidation ID, the current consolidation status, and the target and source details, including exchange rates used. These sheets are similar to the sheets in Consolidate to Parent Entry, but read-only.

If more than one consolidation ID is retrieved, use the **Consolidations > List** sheet to select a consolidation. You can then view data on the selected consolidation on the **Consolidations > Detail** sheet.

Note If your consolidation setup uses the Multi-Company or Multi-Company Direct process, use the **Actions > Initialize/Send Data for Consolidation Monitors** command in **External Company Configuration**. You should run this command in each source company, to transfer data to the target company, specifically for use in the Consolidation Monitor. This enables the Consolidation Monitor to display accurate data, including data on consolidations that were created but not yet posted from the source book.

When you run this command, you can select a starting date from which to transfer data.

Menu Path: Financial Management > Multi-Site > General Operations > Consolidation Monitor

Payroll

Use the Payroll functionality to handle the processing of all employee paychecks and provide necessary company and governmental reporting.

Leverage the comprehensive employee information and memo fields to track employee personnel information like performance reviews and outside training.

Because payroll is integrated with Job Management and Data Collection, you normally only have to review your payroll entries, make adjustments, print your checks, and then post the resulting records. If you use the Payroll module, you no longer need to have your payroll done through an outside service, as you can now easily run payroll internally.

Employee Search Cross-Reference

Use the **Search Cross-References** sheet in **Payroll Employee Maintenance** to add and specify any employee cross-references you wish to use during bank reconciliation of payroll checks. This program allows you store the identifiers of an employee (for example, nicknames) given on a payroll check to enable the employee to be found from that description. Cross-reference is a pair of an employee ID and any other employee identifier which can be used by a bank.

Menu Path: Financial Management > Payroll > Setup > Payroll Employee

Report Parameters Printing in Payroll Reports

The **Print Report Parameters** setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated since printing the original report).

The **Print Report Parameters** check box on the **Selection** sheet enables you to print the report parameters in an appendix at the end of the report.

Use this setting to:

- Know what parameters were used on the report for audit confirmation.
- Identify which filters were used for the original report.
- Print an appendix to the report to use it for reference.

Report parameter printing is available in the following Payroll module reports:

- **Deduction Report**

  Menu Path: Financial Management > Payroll > Reports > Deduction

- **Employee Earnings Report**

  Menu Path: Financial Management > Payroll > Reports > Earnings

- **Employee Expense Report**

  Menu Path: Financial Management > Payroll > Reports > Employee Expense

- **Employee Master Listing**

  Menu Path: Financial Management > Payroll > Reports > Employee Listing

- **Workers' Compensation Report**

Menu Path: Financial Management > Payroll > Reports > Workers' Compensation

System Management

Use this area of functionality to maintain system-wide maintenance information. Examples of maintenance areas include custom field maps, database records, menus, process calling, report data, report styles, sub process menus, system agent and system monitor applications.

Create Initial ExtSystem Records

Use **Create Initial ExtSystem Records** to update the TransferMethod field in external system records stored in the ExtSystem (External System) table. The Transfer Method indicates the method by which data is transferred between companies in the Epicor application.

Note Create Initial ExtSystem Records contains no fields that require entry of data prior to submission.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > Create Initial ExtSystem Records

Data Fix Workbench

Epicor Technical Support periodically releases data fix scripts that can correct database corruption.

If you are experiencing database problems, you should import the appropriate data fix script into your system. You import these database fix (.df) scripts through the Epicor Administration Console by accessing the **Import DB Health(s)** program.

After you import the fix .df scripts, you then run them inside the Epicor ERP application through the **Data Fix Workbench**. Use this program to find and select the database fix script you wish to run. You select the database records you wish to update and then run the fix script.

To check on the integrity of database records, you can also use the **Actions** menu to run the **Data Health Check** program. This program runs any database health scripts you imported.

Important If you run Epicor ERP in SaaS or a similar hosted environment, only users with Global Security Manager rights can run the Data Fix Workbench.

Menu Path: System Management > Upgrade/Mass Regeneration > Data Fix Workbench

Data Health Check Workbench

Epicor Technical Support periodically releases data health scripts that can check for database issues.

If you would like to verify the integrity of your database, you should import the appropriate data health script into your system. You import these database health (.df) scripts through the Epicor Administration Console by accessing the **Import DB Health(s)** program.

After you import the health .df scripts, you then activate them in the Epicor ERP application through the **Data Health Check Workbench**. Use this program to find and select the database health script you wish to run. You then select the database records you wish to validate and run the health script.

Important If you run Epicor ERP in SaaS or a similar hosted environment, only users with Global Security Manager rights can run the Data Health Check Workbench.

You can access the Data Health Check Workbench from the **Data Fix Workbench** by launching it from the **Actions** menu.

Detect Redundant BOMs

Use **Detect Redundant BOMs** to run a report that shows information that will help you to identify which manufactured parts in your database have circular references in your database, so that you can fix them.

Menu Path: System Management > Rebuild Processes > Mfg / Distribution > Detect Redundant Boms

A circular reference in the BOM should not typically occur, as there is a validation in the application that prevents this. However, in the event that redundancies pre-existed the validation, you can find and correct them using this process.

For example, to manufacture part 001MP, Revision A (001MP/A), you need part B, Revision BB (B/BB). To produce B/BB, you need C/CC, and to produce that one you need D/DD. To produce a completely different part, DCD-200-ML, you also need D/DD, but in this case to produce D, you need 001MP.

For part DCD-200-ML, this does not create a redundancy. The report would show something like this:

```
13:34:27 Process Started
13:34:36 Processing selected Parts: DCD-200-ML
13:34:37 Processing >>>> DCD-200-ML/A
13:34:38 Process Completed
```

For part 001MP, however, there is a redundancy. The report would show this:

```
13:34:27 Process Started
13:34:36 Processing selected Parts: 001MP
13:34:38 Processing >>>> 001MP/A
13:34:39 CR Found, Path PartNum/RevNum/MtlSeq:001MP/A/0 >>>> B/BB/20 >>>> C/CC/
10 >>>>
 D/DD/10 >>>> 001MP/A/10
13:34:40 Process Completed
```

ECC Convert Web Customer / Part UOM

Use **ECC Convert Web Customer / Part UOM** to run the rebuild process to convert Web Customers and/or Part UOMs for the current company in a multi-tenant SaaS environment.

This rebuild process is a current conversion program that is accessible through the Main Menu of the Epicor application. You can only use this rebuild process for the current company, it does not run for any other company in your system. Additionally, for this rebuild process, you can select to run the conversions for Web Customers, Part UOMs, or both.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > ECC Convert Web Customer / Part UOM

Fix Book Detail Records

Use the **Fix Book Detail Records** program to run the rebuild process to fix the **Book Detail** records for the lines of a sales order for the current company in a multi-tenant SaaS environment.

This rebuild process is a current conversion program, **CVXA1301**, that is accessible through the Main Menu of the Epicor Application. You can run the rebuild process for the current company, and it does not run for any other company.

This process will update the Book Details records associated with the line of a sales orders. This program updates the book detail records with any of the following changes:

- **New** - A new line was added to a sales order
- **Chg** - A price or quantity changed on the order line
- **Del** - The line was deleted from the order
- **Void** - The line was closed on the order with an outstanding quantity not shipped

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > Fix Book Detail records

Fix Book Release Records

Use the **Fix Book Release Records** to run the rebuild process to fix the **Book** records for the releases of a sales order for the current company in a multi-tenant SaaS environment.

This rebuild process is a current conversion program, **CVAX1302**, that is accessible through the Main Menu of the Epicor application. You can run the rebuild process for the current company, and it does not run for any other company.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > Fix Book Release records

Live Memory Inspection

The **Performance and Diagnostic Tool** now has the Live Memory Inspection series of tests. You run the Live Memory Inspection tests to both review how a .NET process runs during a specific date and time and analyze memory crashes caused by a .NET process.

The Performance and Diagnostic Tool is a utility included with your Epicor ERP application. You install this tool by launching it from the **Epicor Administration Console**.

Use the Live Memory Inspection tests to determine why sometimes the Epicor ERP temporarily slows down. These tests are also useful when you are experiencing unusually high CPU activity and high memory utilization. When application servers require over 10 gigabytes (GB) to run, you should evaluate the reasons why your system needs so much memory.

You first select the process you want to review. You then decide if you will generate a stack trace, a memory trace, or both traces:

- **Stack Trace** – Displays the method flow the .NET process ran, detailing a list that starts from the last method to the first method called in each thread.
- **Memory Trace** – Records the objects stored in memory while the .NET process ran, displaying both a count of how many objects of the same type ran as well as the size (in kilobytes) of each object.

If the stack trace and/or the memory trace does not return enough performance information or if a crash dump you generated from the Microsoft operating system did not return enough results, you can also use this feature to generate **memory dump** files. A memory dump file takes a snapshot of the memory required to run the selected process. You can then review this file through the Performance and Diagnostic Tool or send this file to Epicor Technical Support for further analysis.

Multi-Company and Enterprise Server - Continuous Processing Delay and Company Filters

When you use the **Multi-Company Server Process**, **Multi-Company Direct Server Process**, **Enterprise Configurator Server Process**, and **Enterprise Configurator Direct Server Process**, you can (optionally) submit them as continuous processes by selecting the **Continuous Processing** check box and using the **Continuous Processing Delay** field to stagger processing start time.

You also use the **Filter** sheet to filter the external companies used in data transfer during multi-company processing; each company must submit an individual multi-company process. Previously, these four processes ran for the entire database; this resulted in records in the **Multi-Company Log** that reflected all external companies.

- You now navigate to the **Filter** sheet for these four process and limit the number of external companies that run during these processes. This filter sheet defaults with all **ExtCompanyID** s, defined in the **ExtCompany** table, as selected.
- You then unselect any of the companies that they do not wish to include in any of these four processes.

Note Each individual company must submit at least one multi-company process (either Multi-Company Server Process or Multi-Company Direct Server Process). This requirement for submission of at least one multi-company process per company was instituted for two reasons - to enforce Software as a Service (SaaS) compliancy, and to provide the ability to process data between different external companies in different ways. To prevent the same company being processed multiple times, the Task Agent verifies that the companies entered before submitting are not already processing.

For more details about scheduling these processes, refer to the Schedule Multi-Company (Direct) Server Processes (10.1 and Above) and Schedule Multi-Company Server Processes Steps topics in the Multi-Site Company Setup Technical Reference Guide.

The filter sheets default with the ExtCompanyIDs that are defined in External Company Maintenance, based on the following criteria for each process:

- Multi-Company Server Process - where ExtSystemID = 'MULTI' and TransferMethod = 'SERVICEBUS'
- Multi-Company Direct Server Process - where ExtSystemID = 'MULTI' and TransferMethod = 'DIRECT'
- Enterprise Configurator Server Process - where ExtSystemID = 'ENTPRSCONF' and TransferMethod = 'SERVICEBUS'
- Enterprise Configurator Direct Server Process - where ExtSystemID = 'ENTRPSCONF' and TransferMethod = 'DIRECT'

Menu Path: System Management > Schedule Processes > Multi-Company Server Process

Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

Menu Path: System Management > Schedule Processes > Enterprise Configurator Server Process

Menu Path: System Management > Schedule Processes > Enterprise Configurator Direct Process

Refresh Order Release Quantity

Use the **Refresh Order Release Quantity** program to run the rebuild/fix-up process to update the order release quantities for the current company in a Multi-Tenant SaaS environment.

This rebuild process is a current conversion program, **CVOM0022**, that is accessible through the Main Menu of the Epicor Application. You can run the rebuild process for the current company, and it does not run for any other company.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > Refresh Order Release Quantity

Refresh Part Quantities and Allocations

Use **Refresh Part Quantities and Allocations** to refresh on hand quantities and part allocation records for selected parts (or all parts) for the current company within a Multi-Tenant SaaS environment.

When you run this process, you indicate whether you wish to generate a report only, or generate a report and perform actual database updates. You can also use the **Filter** sheet to select specific parts for processing.

If you select **Report and Update** to perform actual database updates in the Epicor application, it refreshes and updates PartQty, PartAlloc and PartWhse table records, deletes any orphaned records in the MtlQueue table, and updates the Allocated Quantity field in PartBin table records.

Note Before Refresh Part Quantities and Allocations runs in **Report and Update** mode, it first verifies if the UOM class codes associated with part records selected for processing have valid non-zero conversion factors in the **UOM Class Maintenance > UOM Class** sheet.

This applies to the specific parts selected in the **Filter** sheet, or to all parts if you did not select specific parts for filtering. If any of the parts contain UOM class codes with zero conversion factors, a **UOM Conversion factors are zero for some parts. Please review and correct before continuing** message displays.

To resolve this issue, revisit the appropriate UOM class codes in UOM Class Maintenance, correct any zero conversion factors you find, and then rerun Refresh Part Quantities and Allocations in the **Report and Update** mode.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > Refresh Part Quantities and Allocations
- System Management > Upgrade/Mass Regeneration > Refresh Part Quantities and Allocations

Remove Orphaned PickedOrder / Mtl Queue

Use **Remove Orphaned PickedOrder / Mtl Queue** to run the rebuild process to remove any orphaned Picked Order or Material Queue records due to a sales order release being closed for the current company in a Multi-Tenant SaaS environment.

This rebuild process is a current conversion program **CVAM0001** (Remove orphaned PickedOrder and MtlQueue Records) that you can access through the Main Menu of the Epicor ERP application. You can run the rebuild process for the current company only; it does not run for any other company. When you run this rebuild process, it deletes records that have their releases closed but are still registering the in Picked Order and Material Queue records of your SaaS environment. To verify that the rebuild process is complete, you can view the process status in the **System Monitor**.

Menu Path

Navigate to this program from the Main Menu:

- System Management > Rebuild Processes > Mfg / Distribution > Remove Orphaned PickedOrders / MtlQueue

Retrieval Properties

You use the Retrieval Properties options to control how long the System Monitor displays information and also determine how the System Monitor notifies you about errors, report results, and process results.

Though these options, you activate or disable status balloon notifications that display next to the System Monitor icon on the Windows Tray. You define which notifications display. The options you select are linked to your user account, so they only activate when you log into the Epicor ERP application with your account.

You also use these options to define how long report and history data displays in the System Monitor. You determine both the interval type (days, hours, minutes, records) and the length of time these records display on the grids. This automatically removes older records from the System Monitor, which improves performance and makes it easier to locate the records you need to review.

To display these properties, launch the **System Monitor** and click **Actions > Retrieval Properties**.

Menu Path: System Setup > System Maintenance > System Monitor

Important This program is not available in Epicor Web Access.

Recalculate Customer Credit

Use the **Recalculate Customer Credit** process to easily schedule or run the recalculation of individual or all customer credit data.

You can filter this process by any combination of customer, customer group, or terms code.

Menu Path

Navigate to this program from the Main Menu:

- **System Management > Rebuild Processes > Finance > Recalculate Customer Credit**

Server File Download

Use the Server File Download process to download a file from the Epicor server to a client. Download any file saved in the Server Data Directory folder, such as a log file, so that you can access it on your own computer.

Use this functionality to review files when you don't have direct access to the server file system, such as with SaaS and Early Access. It transfers one file at a time from one of three directories on the server: Company, User, or Reports) to the client. Specify the file type, select the file, and then browse for a path for the download.

UD Codes Creation for Intrastat

Use the **UD codes creation for Intrastat** process to automatically populate new user-code tables with the Intrastat information for the current company in a multi-tenant SaaS environment.

This conversion process is useful if you have already entered your own Intrastat codes into the application and you need validation of Intrastat codes. You can only use this rebuild process for the current company, it does not run for any other company in your system.

Menu Path: System Management > Rebuild Processes > Finance > UD codes creation for Intrastat

Unlock Bank Statement

Using the **Unlock Bank Statement** program, you can unlock bank statements for the current company that are locked.

Menu Path: System Management > Rebuild Process > Finance > Unlock Bank Statement

Unlock Batch

Using the **Unlock Batch** program, you can unlock cash receipt and payment batches with errors.

Menu Path: System Management > Rebuild Process > Finance > Unlock Batch

System Setup

The System Setup module is important for setting up system-wide information, such as company, security configuration, integration with external systems and other system level tasks.

Company

Company Maintenance and Company Configuration are the setup programs you use to configure companies within the Epicor ERP application.

Tax Connect Country Validation

A **Validate ISO Country Code** check box was added to **Company Configuration** allowing you to determine which behavior to use for the country portion of Tax Connect address validation.

When this check box is selected, the ISO country code that is returned from Avalara is validated against the ISO code in Country Maintenance, if one exists. The address validation will update the customer/ship to country with the country description that corresponds to the ISO country code returned from Avalara.

If this check box is clear, the ISO country code that is returned from Avalara is ignored for a successful validation and the current country is retained.

To navigate to this check box, use the **Company Configuration > Modules > Finance > Tax Interface** sheet.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Alt Bill To Options for Tax Connect

A new **Use Alt Bill To Cust ID** check box was added to **Company Configuration** allowing you to have a choice between setting the **Use Alt Bill To Cust ID** or **Use Alt Bill To Address** options as your default for **Tax Connect**.

When you select **Use Alt Bill To Cust ID**, Epicor sends the bill-to customer ID to AvaTax, along with the invoice's **ship-to** address. When you select **Use Alt Bill to Address**, Epicor sends the bill-to customer's address to AvaTax instead of the ship-to addresses of the invoice lines. When the Use Alt Bill To Address check box is selected, the Use Alt Bill to Cust ID check box is also selected and disabled by default.

To navigate to these check boxes, use the **Company Configuration > Modules > Finance > Accounts Receivable > General** sheet. This check box is located in the **Sales Tax** pane.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Tax Engine Document Level Taxes

A new **Adj Doc Level Taxes To Sum** check box was added to **Company Configuration** allowing you to specify that for the Document Level tax types, the invoice total tax amounts in base and reporting currencies are converted from the total amount in Document currency. All amounts of tax for invoice lines are adjusted to match to these total amounts.

To navigate to this check boxes, use the **Company Configuration > Modules > Finance > Accounts Receivable > General** sheet. This check box is located in the **Sales Tax** pane.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

AR Real Time Balance Update

The **Real Time Update** balance option in **Company Configuration** allows real time AR balance updates when the check box is selected (the default). When a new movement is created, the balance tables are updated. When this check box is clear, new movements are not updated to the balance tables, which is required for an accurate **AR Reconciliation Report**. If this check box is clear, the Balance Update process will need to be run prior to creating an AR Reconciliation Report.

To navigate to this check box, use the **Company Configuration > Modules > Finance > Accounts Receivable > General** sheet. This check box is located in the **Balance Options** pane.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Ready to Fulfill

The **Ready to Fulfill** check box is a configuration flag that determines the default value for the Ready to Fulfill check box on the sales order Summary and Header sheets. This value then determines if the Ready to Fulfill check box at the release level defaults as selected or unchecked. This check box is only applicable to users with the **Advanced Material Management** license.

This check box determines if the flag defaults on the **Sales Order > Summary** and the **Sales Order > Header > Detail** sheets. If t you select this check box, the **Ready to Fulfill** check box on the sales order summary and headers defaults as selected. If the you clear the check box, the check box on the sales order summary and header also remains unchecked. The default for the check box is unchecked. If you do not use the Advanced Material Management module, this check box remains disabled.

Note This check box is only applicable to new orders and does not update existing orders.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

The check box is located on the **Modules > Sales > Order** sheet.

Asynchronous Shipping

Use the **Asynchronous Shipping** check box in **Company Configuration** to continue using **Customer Shipment Entry** for credit card order shipments while waiting for another credit card order to complete processing. You can create your next shipment at the same time you are processing an invoice and cash receipt for a credit card by selecting this check box.

To navigate to this check box, use the **Company Configuration > Modules > Sales > Order** sheet. This check box is located in the **Credit Card Payments** pane.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

File Transfer Mode

Use the **File Transfer Mode** drop-down list to define how this company will move file attachments to the central file location. This drop-down list is available within both Company Maintenance and Document Type Maintenance.

When users attach a file to a record and then click **Save**, the file uses this mode to upload the file attachments. Available modes:

- **File Transfer Using Service** - Select this mode to move the attached files to the central file location using the application pool. The default option, this mode simplifies how you manage security, as each Windows User does not need access to the file server location.
- **Client System Direct Copy** - Select this mode to cause the files to be copied directly from the client installation out to the central file location. This mode uses the shared directory access permissions on the client machine to determine if the user can attach or view the files.

You define the default option for the company using **Company Maintenance**; this drop-down list is on the **Attachments** sheet. If you need, you can also select different file transfer modes for specific document types in **Document Type Maintenance**. This gives you flexibility, as you could use document types to restrict access to sensitive documents.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Menu Path: System Management > Document Management > Document Type Maintenance

Help and Education URLs

Use the **Education Courses URL** and **Epicor Help URL** within Company Maintenance to define the uniform resource locators (URLs) for the Epicor education courses and the application help.

When users launch the embedded courses or the application help, the system looks for the documentation and education source files in these server locations. Optionally you can leave these fields blank and then specify the URLs in the .sysconfig file within the client\config folder. You can then have default URL locations you use across companies.

These fields are in **Company Maintenance** on the **General Settings** sheet.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

ODBC

If your company will run Crystal Reports, use Company Maintenance to define the default user account that will connect with SQL Server.

You set up this account on the **Email and Reporting** sheet. Enter a user account in the **ODBC Connection** fields to indicate the default user account this company needs for an Open Database Connectivity (ODBC) connection. Users can then generate Crystal Reports.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Only Use MPS Demand in Window

The **Only Use MPS Demand in Window** check box displays on the **Site Configuration Control > Modules > Production > MRP** sheet.

Select this check box for the MRP to consider demand coming from the Master Production Schedule (MPS) only. The Process MRP ignores any other demand.

Important New jobs are created to fulfill demand after the last MPS schedule. Therefore, demand after the last MPS schedule is not added to the last MPS bucket.

Example

Setup:

Program	Date	Qty
Master Production Schedule Entry	03/05/16	5
Master Production Schedule Entry	04/06/16	5
Master Production Schedule Entry	05/05/16	5
Sales Order Entry	03/19/16	23

The Process MRP creates **three** jobs of **5** units for 03/05/16, 04/06/16 and 05/05/16. On 03/19/16 the Time Phased Inquiry shows negative by **18** units. The two jobs on 04/06/16 and 05/05/16 bring the balance up to **-8**. Therefore, the Process MRP creates a job for **8** units on 05/05/16 to fulfill the outstanding demand.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Prompt to allow Scheduling an Unengineered Job

Use the **Prompt to allow Scheduling an Unengineered Job** check box in **Company Configuration** to schedule a job that is not marked as Engineered in **Job Entry** and **Maintenance Job Entry**.

Note Each job that you enter must be engineered before you can schedule it. If you attempt to schedule a job that has not been engineered, a **Scheduling an un-engineered Job is not allowed. Would you like to mark job as engineered and schedule it?** message displays. If you click **Yes** to the message, the application automatically engineers and schedules the job in focus.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Ready to Process from Quotes to Order

Use **Company Configuration** to establish the Ready to Process settings for sales orders made directly from quotes.

This check box indicates if a new sales order, that is made direct from a quote, defaults as Ready to Process. This applies to the sales order that are made from both the **Create Sales Order** action menu in **Quote Entry** and the **Get Opportunity/Quote** actions menu item in **Order Entry**. If the check box is selected the sales order defaults with the **Ready to Process** flag checked; if this check box is not selected the sales order does not default with the Ready to Process flag checked. Sales taxes are then automatically calculated against the AR invoice created for this sales order.

To navigate to this check box, use the **Company Configuration > Modules > Sales > Order** sheet. This check box is located in the **Order Options** pane.

If you use the **Tax Connect** functionality (**Avalara® AvaTax®**), this check box also indicates that sales taxes against each sales order are automatically calculated and validate through this service. To use this service, you first need to define parameters on the **Tax Interface** sheet; review the Company Configuration

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Company Configuration - Starting BOL Number

Use the **Starting BOL Number** field to specify the number that will be assigned to the first Bill of Lading. If you do not enter a number here, BOL numbers begin with one.

Bill of Lading numbers are always generated in the Epicor application. Once you enter a bill of lading, a new bill of lading number is assigned as the last used number on file plus one. This field allows you to synchronize the BOL number and the packing slip number.

To enter the starting BOL number, navigate to **Company Configuration**. The **Starting BOL Number** field is located on the **Module > Sales > Order** sheet in the **Shipping** pane.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Deferred Expense Currency Settings

Use **Company Configuration** to set up the document currency to be used for each book in deferred expense recognition.

Navigate to the **Modules > Finance > Accounts Payable** sheet and use the **Deferred Expense Currency** field to select one of the following options:

- Base Currency - amounts in reporting currencies are recalculated from the base currency on the date of recognition. The difference with the original amounts stored in the schedule line is posted to the Gain/Loss account.

- Book Currency - amounts in reporting currencies are used from the schedule line as is. There is no Gain/Loss amount in this case

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Currency Management

Use the Currency Management module to automate the process of conducting transactions internationally through multiple currencies.

You can use this module to create multiple currency records. The module automatically pairs each currency with the other currencies to create source and target currency relationships. Through rate types, you define the conversion rules for each currency pair.

You can then enter and update exchange rates as often as you need. These exchange rates are applied against the international transactions generated through the current company. If required, you can override rates, and lock them for specific transactions.

Grid Currency Format

Use **Company Maintenance** to define the numeric format for financial data in grids. The format you select then displays on all grids throughout the Epicor ERP application.

This feature is available on the **General Settings** sheet. Select the **Grids display base currency format** check box if you want the base currency format to display on all currencies in grid columns. Clear (de-select) this check box if you want each currency to display using its own numeric format.

For new companies, this check box is selected by default; however on existing companies this option is not selected.

Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

Important This program is not available in Epicor Web Access.

Identify Transactional Currencies

You can determine which currencies are transactional currencies on the Currency toolbar. When you click the drop-down list on this toolbar, each transactional currency displays "**(Doc)**" after its name.

Epicor Commerce Connect

Epicor Commerce Connect (ECC) is an eCommerce connector and toolset developed, implemented, and supported by Epicor. It is a cross-brand solution that supports advanced B2C, B2B or B2B2C online commerce requirements, and is integrated to multiple Epicor ERP platforms. ECC enables you to streamline, optimize and maximize your business' potential, increase your Web presence and help drive new business—both from your existing customers and from new, untapped business opportunities and sales channels.

With ECC, you can manage customers, merchandise, inventory, order history—basically the entire order life cycle. Together with Epicor ERP, it enables you to effectively manage the entire customer experience. You no longer need to have two separate systems to accept wholesale and consumer orders.

Product information tiered pricing, customers and inventory levels can be displayed directly from your production ERP database. Orders can be submitted and processed immediately, allowing the customer to use their terms or

credit card for purchase. Epicor Commerce Connect also provides deep integration with your order fulfillment process and makes it available to your customers online. At the time of requesting a quote or placing an order, customers will be able to select the available shipping methods and determine their freight cost. Once the orders are placed, online tracking allows them to see when their product was shipped and lets them track the shipment through the carrier.

Enhanced ECC Interface Parameters

When defining configuration parameters for the interface between Epicor ERP 10 and Epicor Commerce Connect, the **External Company ID** field in **External Company Maintenance** now verifies that the company identifier you enter is the same as the company into which you are current logged.

Example You are currently logged into company EPIC06; you would enter EPIC06 as the company identifier into the External Company ID field. The Epicor application validates this entry when you save external company records paired with ECC Customer and ECC Supplier external system records created in **External System Maintenance**; you cannot enter another value into this field.

- When you run **ECC Customer/Consumer Synchronization**, it synchronizes customer/consumer data between the specified Epicor ERP company, the ECC Admin Panel and Customer Connect / Consumer Connect ECC sites.
- When you run **ECC Supplier Synchronization**, it synchronizes supplier data between the specified Epicor ERP company, the ECC Admin Panel and Supplier Connect ECC sites.

The following enhancements have also been incorporated into the **External Company Configuration > ECC** sheet to simplify its use:

- If you are not defining interface parameters for Consumer Connect, the **Customer** field is now disabled.
- If you are defining interface parameters for Supplier Connect, the **Customer, Misc Charge Code** and **Discount** fields are disabled.
- The **User ID** field has been enhanced to allow an entry of up to 75 characters in length.
- A new **Doc Type ID** field has been added; if you use the Document Management module, you can associate a specific document type code that the Epicor application uses to determine the location on the ERP server where downloaded files (such as quotation attachments) generated in ECC are stored.
- A **Timeout** field has been added. Use this field to specify the length of time in seconds that the synchronization process waits for a response from the ECC web site.
- A **Recycle Count** field has been added. Use this field to specify the number of times the synchronization process will attempt to reprocess a previously failed synchronization.
- A **Use Location** field has been added for Customer Connect and Customer Connect transactions. Use this option to select external companies to use when synchronizing stock inquiries and created orders with the ECC web site.

  Note This parameter only applies to Customer Connect and Customer Connect transactions; this field is disabled for Supplier Connect.

- A **Test ECC Configuration** button has been added; you can use it to quickly test the interface between ECC and Epicor ERP 10. When used, it initiates the transmission of a Heartbeat (HRT) message to ECC.

Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

Important This program is not available in Epicor Web Access.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

Important This program is not available in Epicor Web Access.

External Company Configuration - Customer ID Prefix

Use the **Customer ID Prefix** field to a define a prefix for new customers you create through **Epicor Commerce Connect - Customer Connect**.

Specifies the customer ID prefix for new customers created with **ECC - Customer Connect**. When you get a new customer through ECC - Customer Connect, this prompts this application to create a customer ID. This unique customer ID is this prefix appended to an incremental number. You can then use this prefix to search in **Customer Maintenance** for any new Customer Connect customers and can change their customer ID to a more meaningful ID with the **Change ID** button. For example, you enter the prefix ECC to identify any new customers generated through ECC - Customer Connect. You can then navigate to Customer Maintenance use the **Customer ID** button and search for ECC. Your search results return ECC5678 and 5679. You can use the Change ID button to rename these customer ID's to something that is more appropriate for their business.

This field is only available when you select **ECC Customer Connect** in the **External System** drop-down menu. This field is disabled for **ECC Supplier Connect**.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

Important This program is not available in Epicor Web Access.

Epicor Commerce Connect Quote Processing

The underlying **ECC Customer/Consumer Synchronization** program code has been enhanced to process CQRC (Customer Quote Request) request, quote reject and accept messages, which are processed as additions or changes to quote transactions in the Epicor application.

Menu Path: System Setup > Commerce Connect > ECC Customer/Consumer Synchronization

Site

Site Maintenance and Site Configuration Control are the setup programs you use to configure sites within the Epicor ERP application.

Site Configuration Control - Package Control

To support the Package Control functionality, settings are available in the **Package Control** sheet in the **Site Configuration Control** program.

It is on this sheet that you can determine if you want to enable this package control functionality in the Epicor application for the current site. If the **Enable Package Control** check box is selected, this enables package control logic for the current site. If the check box remains unselected, the package control functionality is disabled for the site. This field is currently the only field on this sheet that is functional.

This sheet also includes the following fields:

- **Enforce Job Receipt to Inventory**
- **Adjust Container Quantity at Job Output**
- **Default Repack Reason Code**
- **Time and Expense Default Employee ID**
- **Supervisor Override Password**
- **Maximum Number of PCIDs to Generate**.

These fields give you options for settings for employees and Job Receipt to Inventory that allow you to indicate if the package control processes are to be enforced during any Job Receipt to Inventory transactions. You define

when to adjust the container quantity inventory for returnable containers. You can assign a default package employee for Time and Expense purposes, create a package control supervisor override password, and provide a default reason for a repack transaction. Additionally, you can also designate the number of PCIDs to generate by entering a numeric value into the **Maximum Number of PCIDs to Generate** field. This defines the number of any Package Control IDs you configure in **Package Control ID Configuration** that generate for the the selected site. Currently these fields are **not** functional. Their functionality will be available in a future release.

Navigate to the **Modules > AMM > Package Control** sheet in Site Configuration to view the Package Control sheet and fields.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Maintenance - Ability to Delete Site if Another Site Defined as Default

You can delete a site in **Site Maintenance** if a different site is defined as the default site in System Setup > Company/Site Maintenance > Company Configuration. You cannot delete a site if no default site is defined in **Company Configuration**.

Example Your company defines a first site, **Site A**. Your company does **NOT** select a default site in **Company Configuration**. An employee at your company attempts to delete **Site A**. An error message displays and the employee cannot delete **Site A**. Your company then defines a second site, **Site B** and selects it as the default site in **Company Configuration**. An employee attempts to delete **Site A** and is able to delete the site.

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Change Part Action

Use the **Change Part Action** field to define the action the Epicor ERP application is to take when a user attempts to change a part number for a job material against which a quantity has already be issued.

Use drop-down menu to choose an action that the system is to take from these options:

- **None** - Indicates that no action is to be taken by the system when a user attempts to change a part number and allows the part number change to occur.
- **Warn** - Indicates that the system warns the user but allows the change to the part number, even with material issued.
- **Error** - Indicates that the system warns the user that material is issued for the original part number and does not allow the change in part number to occur.

To specify change part action, navigate to the **Modules > Production Management > General** sheet in **Site Configuration Control** and locate the **Change part on Job Material already issued** pane.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Configuration Control - Machine MES

The **External MES** sheet has been renamed to **Machine MES** in the Site Configuration.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Configuration Control - Planning Contracts

A new **Warehouse** field displays on the **Site Configuration Control > Modules > Production Management > General** sheet.

The field specifies a default Planning Contract warehouse. The warehouse you define in this field displays in the **Planning Contract > Header > Detail > Warehouse** field.

Note Only warehouses with a bin marked as **Contract** are available in this field.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Require Ready to Fulfill

The **Require Ready to Fulfill** check box determines if sales order releases need their **Ready to Fulfill** check box selected on the sales order releases sheet to load the release into the **Fulfillment Workbench**. This check box is only applicable if you use the **Advanced Material Management** module.

This check box determines if sales order releases must be ready to fulfill before they can load into the Fulfillment Workbench. If the check box is selected, only those order releases with the Ready to Fulfill check box selected on the **Sales Order > Release > Detail** or the **Sales Order > Release > List** sheets can load into the Fulfillment Workbench. This means that you must select the Ready to Fulfill check box for the sales order release before it can load into the Fulfillment Workbench. Those with the Ready to Fulfill check box unchecked cannot be considered by the Fulfillment Workbench and do not load. This affects the **Order Fulfillment** search and a search initiated through the **binoculars** icon in Fulfillment Workbench.

Note This flag does not affect allocations you make externally from the Fulfillment Workbench. For example, when you create a customer shipment, the order allocates immediately without regards to what the flag reads in Site Configuration Control.

This check box is located on the **AMM > Fulfillment Workbench** sheet of **Site Configuration Control**.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Configuration Control - AMM

The **Advanced Material Management** module sheet is broken down into four sheets. Previously, all AMM settings were contained within one sheet.

These four sheets are:

- **Fulfillment Workbench**
- **Material Queue**
- **Picking**
- **Package Control**

Use the **Fulfilment Workbench** to define parameters for the Fulfillment Workbench, including how quantity search results sort for sales orders, jobs, and transfer orders. It is also on this sheet that you define the defaults for Net Weight and Net Volume and determine if the Ready to Fulfill check boxes needs to be selected in order for a sales order release to load into the Fulfillment Workbench.

The **Material Queue** sheet contains the settings that determines the pick, putaway, and replenish bin-to-bin priority levels. Additionally it is on this sheet that you can decide if orders are to be locked when a pick transaction is placed against the line of a sales order and if queues are to be sorted by priority.

Use the **Picking** sheet to control orders that can be released for picking. You can also define the settings for inventory reservations for job releases and the number of transactions to be automatically selected by the Handheld functionality.

The **Package Control** sheet features the newest functionality. For more information regarding this sheet, refer to the **System Setup > Company Site Maintenance > AMM - Package Control** feature summary.

To view the changes, navigate to the **Modules > AMM** sheet within Site Configuration Control.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Site Configuration

Important This program is not available in Epicor Web Access.

Site Maintenance - Detail Planning

The **Site Maintenance > Detail > Planning** sheet contains planned-related fields in the **Planning**, **Multi-Job** and **Include in Manufacturing Lead Time Calculation** panes, previously located in the **Detail > Detail** sheet. The **Detail > Detail** sheet retains fields in the **Site**, **Costing**, **Transfer Requirement Planning** and **Official Registration** panes.

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Site Maintenance - Time Zone Field

Use the **Time Zone** field, located on the **Site Maintenance > Detail > Detail** sheet, to select the time zone in which the site is located.

The Time Zone field allows you to select a time zone in which you can record a transactional timestamp at the local time for the site, not the server location. In the **Time Zone** field in **Site Maintenance**, you select the time zone for the local time for the site. You can select an available UTC time zone value for your site. When you select a time zone in the **Time Zone** field, the system also takes Daylight Savings Times into consideration for

the transactional timestamp. The application automatically adjusts for Daylight Savings Time. This is useful for multi-site companies with sites in different companies that begin Daylights Savings Times at different times in the year.

Example A company can have the server in New York and a site in California. They need to capture the transactional time stamps for their site transactions in Pacific Standard Time (PST), the local California time. This requires that the application know the time zone for the site and the time zone offset based on the company server location and its time zone. In the **Time Zone** field, they select the **PST** time zone. The application then stamps the time zone transactions at the California site in UTC-Pacific Time (US and Canada).

The **Time Zone** field denotes the primary timestamp for your selected site. However, if you previously defined a value in the **Time Zone Offset** field, this value is still recognized and the **Time Zone** field is blank until you need to change the value for any reason.

Important If your company currently uses the **Time Zone Offset** field available in **Site Configuration Control**, the application still recognizes the time zone offset you previously defined. However, if you need to change for Daylight Savings Time or for any other reason and you use the **Time Zone** field in **Site Maintenance** to recognize the new time you want to use for transactional time stamps, the **Time Zone Offset** field becomes disabled and can no longer be used.

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

Menu Path: System Setup > Company/Site Maintenance > Site Maintenance

System Agent

DNS Endpoint Identity

If your application server (AppServer) is set up for the UserNameSSLChannel endpoint binding type, enter the **Domain Name System (DNS) Endpoint Identity** for your server within **System Agent Maintenance**.

When you use the UserNameSSLChannel endpoint binding type, the system authenticates the client's connection to the application server through a Secure Sockets Layer (SSL) X509 certificate. The system uses the SSL certificate to compare the endpoint identity on the service with this DNS Endpoint Identity.

Some processes, such as Purchase Order Suggestions and Material Requirements Planning (MRP), need to call this DNS Endpoint Identity to run their child tasks. By entering the machine name in this field, these processes run their child tasks as expected. You enter this value on the **Detail** sheet.

Menu Path: System Setup > System Maintenance > System Agent

Important This program is not available in Epicor Web Access.

System Maintenance

Use the System Maintenance module to perform various system activities, such as modifications of the menu structure, change field properties, create user-defined tables, set up application's system agents and schedules.

Image Management

Using **Image Category Maintenance** and **Image Maintenance**, you can set up a photo library of pictures in your database for use with the Product Configurator, parts, employee photos or any other purpose. When

upgrading your software, you will need to run conversion CVImage so that existing images are accessible in the application.

Note the following areas of functionality:

- **Image Category Maintenance** - Use Image Category Maintenance to set up a file structure for image files you store in your database. You can create image category and subcategory folders here, and then choose these folders to use when saving or importing images. Create this structure to keep your images organized by type or use.
- **Image Maintenance** - Use Image Maintenance to import images from outside of the application to the Epicor ERP database. You can import a single image, multiple images at once, or an entire directory of images together.
- **Image Defaults** - Use the Image Defaults sheet in Company Configuration to determine which Image Categories and Subcategories should be the default directories for certain types of image searches. You can set defaults for parts, employees, payroll employees, assets, and configurator parts.
- **Image Searches** - Image searches default to the settings in Company Configuration, but you can override the defaults. You can also import an image on-the-fly from your file system or local computer.

Before running the workshops in this section, download the image folder (enclosed in a zip file) by clicking the related link below. Extract the image folder from the zip file and save it to the desktop.

Image Category Maintenance

Use Image Category Maintenance to create a folder structure for storing images within the application database.

You can create image category and subcategory folders here, and then choose these folders to use when saving or importing images. Create this structure to keep your images organized by type or use. Note that once you create categories, you can set up default categories for image searches in several places throughout the Epicor application.

Image Maintenance

Use **Image Maintenance** to import images from outside of the application to the Epicor ERP database. You can import a single image, multiple images at once, or an entire directory of images together. You can also use this window to retrieve an image from the database to view it and its pertinent data.

User Accounts

Save Settings On Exit

When the Save Settings on Exit feature is active, users can save most changes they make to the Modern Shell interface. The next time users log into the Epicor ERP application, the user interface changes they made during the previous session display by default.

The feature saves any changes users make to tile size, tile screen position, and tile color. Likewise the last menu folder the users had open during the previous session is open by default as well. When users are satisfied with their interface changes, they can access the General Options settings to manually shut off the Save Settings on Exit option.

This personalization feature is automatically selected on each user account. You can disable this feature for specific users through User Account Security Maintenance. If you disable this feature, the user can only display the default Modern Shell interface or the default Home Page Layout defined on the user account. However the Recent Forms tile continues to update; the list of the forms the user opened during previous sessions display in this tile.

You modify the Save Settings on Exit rights within User Account Security Maintenance:

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

User Account Search Options

You potentially can have a large number records to manage within User Account Security Maintenance. The User Account Search window contains several options to help you locate the specific user accounts you need to update.

Clicking the **User ID...** button launches the search window. Enter values in the **Starts With** fields to limit the results to display user identifiers and names that begin with specific characters. You can also search for user accounts within a selected company, disabled user accounts, and security manager accounts. Through these options, you can achieve more precise search results.

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

ICE 3.1.400 Framework and Tools

The following section contains a list of features released with the Epicor ICE 3.1.400 platform. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Epicor Administration Console

The Epicor Administration Console provides the ability to manage multiple Epicor server installations on multiple physical servers from a single interface.

Epicor Administration Console can be installed on one or more computers and enables you to manage:

- Application databases
- Application servers
- Enterprise Search servers

Important This topic or section describes functionality or uses a process that is only available to on-premise ERP installations.

Enterprise Search BAQ Refresh Action Runs Validation Action

Selecting the **Refresh BAQ** or **Refresh All BAQs** action connects to the application server and retrieves field additions/subtractions and query changes, and then automatically runs the **Validate** or **Validate BAQs** action.

Previously, refresh and validation actions were not connected and needed to be run separately. The validation actions can still be run independent of the refresh actions.

Export/Import Multiple Licenses

You may encounter a situation where you need to export all licenses out of your database. You typically do this when you need to send your licenses to Epicor Support so they can recreate an issue. Conversely you may need to import multiple licenses to set up a test environment for a service pack release.

You handle these tasks by using the **License Exporter** and **License Importer** command line programs.

Through the License Exporter, you export all licenses from a selected database out to a folder you specify. These license files use the .lic file name format. You can then make these .lic files available through an email or a network folder.

Import these .lic files by placing them in the client folder within the target environment. You then launch the License Importer and select the .sysconfig file for this environment. You can import all licenses or select specific license files.

For information on how to use these command line programs, review the Epicor Administration Console application help.

Publish Extension Installers

Each application server may have a number of extensions installed such as Epicor Web Access, Enterprise Search, and Epicor Education. You can move, or publish, these installed extensions to a remote machine.

You do this on the Epicor Administration Console through the **Publish Extension Installers** feature. You first select the application server that contains the extensions you wish to move. You then run this program to copy the extension installers out to a remote folder you specify. You can move specific extensions or all the available extensions.

After you send these extension installers to the remote machine, they are available to install and use from this location.

Business Activity Queries

Use the Business Activity Query (BAQ) Designer to create personalized queries (BAQs) and to copy system queries so you can modify them. Queries can be accessed in different ways throughout the Epicor application.

Use BAQs to request information from database to generate SSRS Reports, create searches, view and update data through a dashboard or a mobile device. Queries can also be exported as .xml or ASCII files, so you can edit their data in third party applications as well. The functionality has some security options, as you can create queries only available for your personal use, or create shared queries available to everyone within your company.

Advanced BAQ Deployment

In Epicor SaaS installations (Epicor hosted environments), a **Global Security Manager** (GSM) importing the BAQ through the BAQ Designer, Dashboard, or Solution Workbench has the ability to overwrite a BAQ in another company or owned by another user.

The above does not apply to **Global** BAQs. When importing a query of this type, a GSM user has the same rights as an ordinal user.

BAQ Reports - Select Company

BAQ reports can be restricted for use in specific companies. Depending on your environment, you can either select the company or review the current company.

This value displays in the BAQ Report Designer. Located on the **Detail** sheet, use the **Company** drop-down list to define company for which this BAQ report is created. If you are in a standard Epicor ERP environment, you can create BAQ reports for either **All** companies or the current company. If you are in an Express or SaaS Standard environment, this drop-down list is read-only and displays the current company.

Menu Path: Executive Analysis > Business Activity Management > General Operations > BAQ Report Designer

Important This program is not available in Epicor Web Access.

Field Attributes Editor

Use the **Display Field Attributes Editor** to add, edit or remove attributes of fields that display on your query.

Each DB field has a set of properties such as format or label. Using the Display Field Attributes Editor, you can modify the existing properties and create custom ones for the current BAQ. When the BAQ runs, it uses the field attributes you define.

To access the Editor, on the **Display Fields > Column Select** sheet, click the Field Attributes Editor button. In the Editor window, all columns you selected for display are presented in the Tree View on the left. When you select a field, the grid displays all attributes for that field. These can be:

- Default attributes specified in the system. You can accept the default state or modify these attributes as needed.
- Custom field attributes you define for the query.

The default attributes are not loaded for:

- Calculated Fields
- Fields from Inner SubQueries
- External BAQs

General Properties

Several adjustments were made on the **General** sheet and **Business Activity Query Search Form**.

The **Global** check box is renamed to **All Companies**. This property controls whether the current BAQ Definition is visible to all companies on the same database server. When the Epicor application uses multiple companies within a single database, the BAQ usage and visibility is applied regardless of multi-company direct configuration. For companies hosted on different databases, this check box initiates the Service Bus processing, when it is configured to synchronize BAQs to external companies. If the custom BAQ is created from a Company that is running under a multi-tenant license, the definition becomes visible to all companies within the same Tenancy as the Owning Company.

The **System BAQ** check box indicates whether the current BAQ is installed with the Epicor ERP application. This information displays in the read-only format.

The **Owning Company** displays the company inside which the current BAQ was created. You cannot change this value; only users within the Owning Company can modify this BAQ.

If the query is targeted for All Companies, then companies within the same organization as the Owning Company can view and use the query. For system queries, no value displays in the Owning Company field. This indicates the current BAQ is available to all companies within the current organization.

Move Item(s) to SubQuery

When designing a BAQ, you can transfer tables placed on the designer canvas between SubQueries.

To transfer the tables:

- On the designer canvas, select a table or multiple tables you want to transfer.
- Right-click the mouse to invoke the Context Menu and select Move To Subquery.
- On the dialog, select if you want to move the selected table(s) to another SubQuery, or, you can choose to create a new SubQuery where the selected table items will be dropped.

You can move tables that have relations between them. However, the move operation is not supported when relations are defined between selected and unselected items.

Business Process Management

Use Business Process Management (BPM) to create workflows that automate, execute and monitor business processes. The workflows extend your system's base functionality without requiring customizations or affecting your ability to take future releases of the software.

Auto Print Email and Fax Options

The Auto Print action can now be set up to send reports as e-mail attachments and faxes. When the Auto Print action runs on a data directive, the report is sent electronically to the recipients defined on the e-mail and/or fax template.

You can automatically print SSRS reports, Crystal reports, Bartender labels, and Outbound EDI documents. When you set up an Auto Print action, you can preview, print, e-mail, or fax a report when a Standard data directive executes. You create these directives in Data Directive Maintenance.

Menu Path: System Management > Business Process Management > Data Directives Maintenance

Important This program is not available in Epicor Web Access.

Directive Level Variables

You can create custom, directive-specific variables and make them available for actions and conditions within the directive. You can use these variables to bind them to external method parameters, reference them across available conditions and actions or to hold intermediate results during directive execution.

The basic flow of utilizing directive level variables within the BPM workflow includes the following:

1. Create directive-level variables. For variable type, you can select one of the available simple variable types such as Decimal, Boolean or String. You can also use complex variable types of TableSet type. These types represent objects that include database tables.
2. Assign data to variables using the available actions or through a custom code.
3. Use the Invoke BO Method action and map variables to parameters as needed.
4. If needed, process returned values. Returned values may end up in variables that were mapped to return.

There are two ways of creating new directive level variables. At any stage of a workflow preparation, you can use the Variables tab, or, you can create them directly from within the Invoke BO Method, Fill Table By Query and Update Table By Query actions.

Important Usage of directive level variables is limited to the directive where they were defined. Intermediate data they hold can not be passed between multiple directives.

Copy and Paste Workflow Elements

To simplify creation of BPM workflows, you can copy and paste workflow items within the currently opened directive or to another directive.

To use this feature, open a workflow in BPM Workflow Designer. Use your mouse and keyboard to select the items you want. While holding down the Ctrl or Shift key, you can left-click the mouse to select multiple items. By pressing Ctrl + C on your keyboard, the highlighted items are copied into the clipboard. Open a target directive and press Ctrl + V to paste the items from the clipboard.

For more information on rules that are applied when you copy and paste workflow items, read the Application Help.

Enable Standard Directive

Use this action to enable execution of a Standard Data directive linked to the current In-Transaction data directive.

Typically, use this action when you want to validate data being committed to the DB using the In-Transaction directive and then use Standard directive to perform required actions after the data is saved to the DB.

You do not select any variables for this action. Instead, you link a Standard Data directive to the current In-Transaction directive by using the "this directive has been enabled from the specified directive" condition statement.

Fill Table By Query

Use this action to add data into a target in-memory table. In-memory table can be either a temporary table (ttTable) passed as an argument to the Business Object method, or, it can be a directive-level variable of Tableset type.

Configure this action through a three-step process:

- First, design a BPM Query and select which columns you want to display in the result set. You can then use these columns to fill target table columns with data.
- Select a single in-memory table serving as the target.

  Important If you need to update more than one table within a Tableset, for example, OrderHed and OrderDtl, you must use two Fill Table By Query actions within the workflow.

- Configure in-memory table mappings. You can use the following input for table columns:
  - Source data retrieved from the BPM Query. Those BPM Query display columns having identical name and type as target table columns can be mapped automatically. Automatic mapping feature is also supported in the Update Table By Query action.
  - Create custom expressions.
  - Directive-level variables - these variables can be created anytime within the BPM workflow design process using the Variables tab, or, you can create them on the fly while you configure table column mappings.

Including Directive Name in Exception Details

When an exception message is raised through the Raise Exception action or a custom code, the BPM directive name from which the exception was invoked is included in the exception details.

You may use this information to quicky identify the source directive while troubleshooting a particular BPM behavior.

Example

```
Error Detail
============
Description:  BPM runtime caught an unexpected exception of 'Exception' type.
See more info in the Inner Exception section of Exception Details.
Program:  Erp.Bpm.BO.ABCCode.Update.dll
Method:  ExecuteCore
Original Exception Type:  Exception
Server Trace Stack:     at
Epicor.Customization.Bpm.B008B24E344C2641D8B52519350299C5E9.UpdatePreProcessingDirective_
```

```
MyDirectiveName _D7519744984342A7A70D9C6224D44EBA.ExecuteCore()
  at Epicor.Customization.Bpm.DirectiveBase`3.Execute(TParam parameters)
```

Invoke BO Method Action

Use this workflow item to invoke the selected Business Object (BO) method within the workflow.

The BO method you select exposes its parameters and if present, also the return value. Method parameters (arguments) can be either simple parameters such as string or decimal, or complex parameters of TableSet type. Complex parameters are exposed in the BPM directives as aliases to the tables inside them.

When you configure this action, first specify the Business Object method you want to call. Then, configure parameters exposed by the selected BO method. You define what data you want to pass to the method as well as what to do with the data the call returns. The following list defines what data method parameters accept:

- Directive level variables of the same type as the selected method parameter - simple or TableSet type. If you need, you create new variables directly from this action. Alternatively, at any stage of workflow preparation, you can use the Variables tab to create variables you need.

  Typically, you assign values to simple types of variables using the Set Argument/Variable action. To prepare row data for the variables of TableSet type, you can use Fill Table By Query and Update Table By Query actions.
- You can bind the directive's owning BO method arguments to the parameters of the BO method you want to call.
- For input method arguments, you can create a C# expression.
- Non-mandatory parameters that have the out direction do not require an input value.

Referencing Variables Using Context Menu

When you design custom code, you can use the **Variables** context menu option to reference variables. This context menu becomes available if at least one directive-level variable has been created for the current directive. You can reference both simple variable types and complex variable types of TableSet type.

The Variables sub-menu is organized as follows:

- The first level sub-menu displays all variables you created within the directive; the list of variables is sorted alphabetically. When you double-click on a variable of simple type, its reference is inserted into the code using the "this.VariableName" format.
- For TableSet type variable, click on its title to expand additional sub-level. On this list, a name of the complex variable is listed first, followed by the list of tables it contains. When you double-click on a variable name at the top, it again gets inserted into the code using the "this.VariableName" format. Double-clicking on a table inserts the reference using the "this.VariableName.TablesetTableName" format.

  Example this.CustomerVariable, this.CustomerContainer.ShipTo

Showing Actual Table Names

The **Select Table**, **Select Table Field(s)** dialogs were enhanced to display temp-table(s) included in the current method parameters (arguments) along with their real names.

Example ttOrderHed (ds.OrderHed) or ttOrderHed (result.OrderHed)

This visual indicator helps users identify which table they are work with. This is especially helpful when customizing a directive for methods that use two tablesets with overlapping table names within tablesets and working with directive variables of TableSet type.

Specify C# Expression

The Specify C# Expression window you can use to compose an expression has been enhanced.

The Available variables tree-view is structured as follows:

- **Parameters** - Displays the list method parameters. These are either simple parameters (arguments), or, when customizing methods working with complex parameters of the TableSet type, these are displayed as 'ds' or 'results' branches with actual table(s) inside them. When the hierarchy information is available, the tables display in the Tree-View accordingly.
- **Temp-tables** - This branch displays temporary tables (tt table) along with their real names included in the current method parameters (arguments). For example, ttOrderHed (ds.OrderHed) or ttOrderHed (result.OrderHed).
- **Directive variables** - This branch displays any existing directive-level variables created within the current directive.
- **Call context** - This branch displays the Client and BPM Data call context tables.
- **Query row** - This branch displays when you access the expression editor from within the Fill Table by Query and Update Table by Query actions. It provides the list of columns selected for display in the BPM Query you configure for these actions. You can use the rows returned by the query within an expression you create.

You can use the **Check Syntax** button to validate the expression. Use this feature to verify the expression is available for use within the directive. Note that each expression is automatically validated after you press the **OK** button. If BPM encounters a validation error, a warning message is presented to the user. If the user decides to accept a wrongly configured expression, the corresponding action or condition is marked as invalid.

Update Table By Query

Use this action to update data within an in-memory table. In-memory table can be either a temporary table (ttTable) passed as an argument to the Business Object method, or, it can be a directive-level variable of Tableset type.

Configure this action through the following process:

- First, design a BPM query and select the columns you want to display in the result set. You can then use the query rows to update the information within a target table.
- Specify which row set within an in-memory table is affected, when this action activates.
- Select a target in-memory table for data update.
- Specify the relation between the target table and the BPM Query.
- Specify how data is assigned to the target table columns.

Important If you need to update more than one table within a Tableset, for example, OrderHed and OrderDtl, you must use two Update Table By Query actions within the workflow.

Customization

You can customize nearly every program within the Epicor application. A powerful tool, Customization, can save you time and money as you use these modifications to directly match the Epicor application to your business needs.

The Epicor application offers you a variety of customization tools. You can add controls such as text boxes and lists, which are then linked to a data source you can select. You can also create new sheets and make them available to all users, specific users, and even different companies. You can also activate your own customized code through events or new buttons and use this feature to run processes that are unique for your company.

Tip Customizations can potentially be used by everyone within your company, so you need to make sure these customizations work properly. If you want to significantly customize the application, consider getting assistance from your consultant.

Force Validation for Customizations/Personalizations

The Customization/Personalization Maintenance program Actions menu has four Force Validation options, enabling you to choose to force-validate a selected customization/personalization or all customizations/personalizations currently displayed on the Tree View.

The following options are available:

- **Force Validation** - Force validate the selected customization/personalization with uplift (version 9 to version 10) and check for memory leaks.
- **Force Validation All** - Force validate all customizations/personalizations in the Tree View with uplift (version 9 to version 10) and check for memory leaks.
- **Force Validation (No Check)** - For the selected customization/personalization, force the Status field to Pass and the Valid For field to the current version. There is no version uplift and no check for memory leaks.
- **Force Validation All (No Check)** - For all customizations/personalizations in the Tree View, force the Status field to Pass and the Valid For field to the current version. There is no version uplift and no check for memory leaks.

Hidden By Default

Extended User Defined Table Maintenance contains a security feature which restricts the visibility of extended columns.

Select the **Hidden by Default** check box to prevent the current column from displaying on grids. This prevents the column from automatically appearing in search grids, dashboards, and customizations that use the current user defined table. Leverage this feature when you only want the column to appear on selected customizations, secured dashboards, specific reports, and so on.

This causes the system to activate the **IsHidden** property on the column. If you need to display this user defined column on a custom grid, clear (de-select) the IsHidden property on the extended column in the customization or the dashboard grid. This column then displays on the grid interface.

System Setup > System Maintenance > Extended UD Table Maintenance.

Note As of 10.2.100, this form is named **User Defined Column Maintenance**.

Menu Path: System Setup > System Maintenance > UD Column Maintenance

Important This program is not available in Epicor Web Access.

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

New Data Types

The Epicor ICE framework now supports two additional database data types.

The new data types are:

- BigInteger - also called Long, displays a numeric value which is too large for the Integer data type. It's default format is ->,>>>,>>>,>>>,>>9 and the initial value is 0.

- Sysname - Displays table columns, variables, and any stored procedure parameters that contain object names. It's default format is x(128); it does not have a default value.

These new types may be used across the application framework through the Service Designer, User-Defined fields, Business Activity Queries, Business Process Management and so on.

Storing Generated Assemblies in the Database

The Epicor Customization Framework (ECF) now supports storage of generated assemblies in the database.

The **customizationStorage provider** property found in **web.config** can now be configured as follows:

- When storing assemblies in the DB using the SQL BLOB (Binary Large Object) storage provider, the entry looks as follows:

```
<customizationStorage provider="SqlBlob" settings=""/>
```

Note

- Do not enter any value within the settings string.
- For new Epicor ERP installations, this provider is set by default and assemblies are stored in Ice.Customization and Ice.CustomizationStore tables.

- When using the file system storage, the entry may look as follows:

```
<customizationStorage provider="FileSystem" settings="C:\inetpub\wwwroot\<ERP
VersionNumber>\Server\Customization"/>
```

For existing installations utilizing the file system storage, Epicor recommends you work with your Epicor consultant before switching to SQL BLOB storage provider. Note all previously created customizations must be recompiled after you switch to the new provider.

Dashboards

Dashboards are flexible, powerful tools that provide easy access to critical information in a real-time environment. In addition to the standard dashboards provided with the application, you can also create custom dashboards that display specific data you need and updatable dashboards to enter data that matches your business needs.

Think of a dashboard as your personalized information and command center. Much like your car's dashboard gives you current information and controls to run the car, the dashboard displays the current information and processes you need to more efficiently perform your tasks. The data you choose to display can be refreshed automatically or manually, so you are able to act on changes as they immediately occur.

The dashboard displays data by using Business Activity Queries (BAQs); these queries can be custom, complex data views that display the data you need, or updatable queries users leverage to enter data specific to your business process. Several display options are available. For example, you can present data in a grid, a Chart (or graph), or even a graph. You can add a Tracker View (to display an advanced search) where you define the fields by which users can search data.

In addition, you can add a URL link to display web pages or web parts on the dashboard. You can also add a report or link out to a report or process.

The functionality also provides a way for you to export and import your custom dashboard for use in other companies within your organization.

Owning Company

The Owning Company value defines the company inside which a dashboard was created.

This value displays on the **General** sheet for the dashboard definition. You cannot change this value, and only users within the Owning Company can modify this dashboard.

The Owning Company field also defines which companies can share the current dashboard. If the **All Companies** check box is selected on the dashboard definition, then companies that share the same organization or tenant can use this dashboard. However the dashboard cannot be viewed in companies that do not share the same tenant.

Menu Path: Executive Analysis > Business Activity Management > General Operations > Dashboard

Important This program is not available in Epicor Web Access.

Reusing URL/XSLT Views

Following the functionality already implemented on other types of dashboard views, you can now publish URL/XSLT View and reuse it on another dashboard.

Enterprise Content Management

The Enterprise Content Management functionality contains the features you use to manage and link outside documents to specific Epicor records. These attached documents can be stored on your network either within a server file location or within a Microsoft® SharePoint® site library.

Once you define where your source documents will be stored, you can then indicate which file formats are available to attach onto Epicor records within the current company. To prevent these file formats from being used everywhere, however, you can also restrict which formats can be attached to which specific Epicor records. You can then further define how these files interact with the SharePoint library and/or the external file system. To complete the setup, you then indicate which third-party programs automatically launch when users select the attached file.

File Attachment Maintenance

If you set up a new file server to store your file attachments, use File Attachment Maintenance to change the base directory path to this file server. Through this program, you update the base path for a group of file attachments that use the same document type, preserving the links your records have to these files.

You first retrieve the current file attachments, either by pulling in all file attachments or filtering them by company and/or document type. You next select a document type and then enter the target base path for the new file server. When you submit the path change, the file attachments update with the new target path. Records linked to these file attachments now use this base path for the selected file attachments.

Note this program only updates the internal directory path to these files. It does not move these files, so you will need to manually place these file attachments in the new base directory on the file server.

Menu Path: System Management > Upgrade/Mass Regeneration > Attachment Path Maintenance

Important This program is not available in Epicor Web Access.

Enterprise Search

Enterprise Search is a search application you use to retrieve indexed content from within your Epicor application. You can search on any record within the Epicor database - like a part, customer, purchase order, AR invoice, and so on. You can also search for text found in any record within the Epicor database. All the records within the Epicor database that use this record in which this text is found display within the search results.

Other search programs within the Epicor application are limited to querying records for a specific record type; for example, you need to launch Job Search in order to find and select job records. Through Enterprise Search, however, you can find all the places within your Epicor database that reference a specific search item, and then use links within the search results to display the search item you want within the application program you need.

Data is indexed using a series of delivered Business Activity Queries (BAQs) that provide a starting point for the primary data available when you first install the application. You can, however, extend this functionality by adding user-defined BAQs into the indexing service.

Only users with certain rights can access Enterprise Search. These rights are assigned in User Maintenance. Once these rights are assigned, you launch Enterprise Search through two methods - from the Main Menu within the Smart Client or from a URL you can set up as an icon on your desktop. Both methods are described in this section. Included at the end of this section is a list of Enterprise Search Options you use to quickly return the best possible search results.

Note For instructions on how to install Enterprise Search, review the Epicor ERP Installation Guide.

Planning Contracts - Enterprise Search

The Planning Contracts information was added to several Enterprise Search queries.

The Contract ID was added to the following Enterprise Search Queries:

- Job Query
- Job Material Query
- Project Query
- Purchase Order Line Query
- Quote Line Query

If you use the Enterprise Search and you type in a Planning Contract ID, the Enterprise Search engine will retrieve all the jobs, job materials, projects , purchase order line, and quote lines that are tied to the entered Planning Contract ID.

Example

```
Order Lines - Epicor Education (EPIC06)
        Order=5364. Line=1, Open=Yes, Need By=1/6/2015, Ship By=1/8/2015,
Part=00C1,Decs=Component C1, Order
        Qty=10.00, Inventory UOM=EA, Order Quantity=10, UOM=EA, Doc Unit
Price=50.00000, Price Per=E,Product
        Group=Component Parts, Project ID=P1,Campaign Description=Customer
 Relationship, Event
       Description=Establish Customer, Company=EPIC06, Unit Price=50.00000,
 Customer Number=2, Changed
        By=MANAGER, Change Date=3/13/2015, ChangeTime=60955,
Campaign=Customer, Event=1, Part Revision=00C1,
        Open Line=Open, Contract ID=C1
```

Epicor Enterprise Performance Management

The Epicor Enterprise Performance Management (EPM) suite provides complete data analysis across several Epicor products.

Important This topic or section describes functionality or uses a process that is only available to on-premise ERP installations.

New EPM Installer

In previous EPM versions you had to use a separate installer for each of the EPM tools. Now you use a single new installer which will install all EPM components including content.

The new installer also installs required software such as Microsoft Visual C++ Redistributable for Visual Studio and .NET Framework components.

SQL Statement Error Details

When cube processing fails with a SQL error, the exact statement that caused the failure is displayed in the error details.

You no longer need to download the ETL and read through it. This is a convenience addition for support and consulting.

EPM Server Operational Settings Enhancement

The set of the operational settings for the EPM server is extended to include more settings for tuning cube processing performance and scalability.

The following new EPM server settings are available:

- An option whether to enforce an EAS database file size ceiling in the middle of ETL
- An option whether to enforce a tempdb database file size ceiling in the middle of ETL
- Frequency of EAS database file size ceiling enforcement checks during ETL
- Frequency of EAS database log file size ceiling enforcement checks during ETL
- Frequency of tempdb database file size ceiling enforcement checks during ETL
- Frequency of tempdb database log file size ceiling enforcement checks during ETL
- Upper percentage threshold for EAS database file size against the total parent disk space
- Upper percentage threshold for EAS database log file size against the total parent disk space
- Upper percentage threshold for EAS database file size against the available parent disk space
- Upper percentage threshold for EAS database log file size against the available parent disk space
- Upper percentage threshold for tempdb database file size against the total parent disk space
- Upper percentage threshold for tempdb database log file size against the total parent disk space
- Upper percentage threshold for tempdb database file size against the available parent disk space
- Upper percentage threshold for tempdb database log file size against the available parent disk space
- Upper threshold for EAS database file size, in megabytes
- Upper threshold for EAS database log file size, in megabytes
- Upper threshold for tempdb database file size, in megabytes
- Upper threshold for tempdb database log file size, in megabytes

EPM validates the values you supply.

To update one of these settings, in the EPM Administration Console (Manage Epicor EPM Servers), right-click the Epicor EPM Server node and select All Tasks > Operational Settings. This dialog is also available from the Cube Manager.

Cube Processing Interruption Option

You can now interrupt cube processing.

When you process a cube in the Cube Manager, you can interrupt the cube processing. In this case the cube has the Interrupted state.

Replication Setup Utility: SQL 2014 Support

Replication Setup Utility is updated to support SQL Server 2014.

Glossary Designer, Cube Editor: Recursive Hierarchy Support

You may now create hierarchies using child -> parent relationships which can have any depth.

For example, it is now possible to create a hierarchy such as Employee -> Parent Employee (Manager) which can automatically expand into any number of levels.

Content has been updated to include standard hierarchies which take advantage of this feature.

Glossary Designer, Cube Editor: Dimension Member Custom Sort Order

You can now define a custom sort order for members of a dimension.

Previously all dimension members were sorted alphabetically.

Service Content Pack: New Services Profit Analysis

A new cube and canvases have been added to support analysis of profit and costs of service activities.

Inventory Cube Scalability Improvements

Inventory On Hand and Inventory Turns cubes have been re-engineered to provide much better performance in higher scale environments.

Customer Credit Analysis

New customer credit analysis data elements and dashboard updates are provided as part of the Finance content pack.

Epicor Mobile Access 2.0

The Epicor Mobile Access 2.0 introduced in Epicor ERP 10.1 provides a new way of displaying mobile dashboards in a web interface format through a web browser, or a mobile device that can display web forms.

EMA is build on single HTML5 code base and uses responsive design techniques supported across platforms, browsers and devices. It provides a modern user experience used on either touchscreen-orientated devices utilizing the kinetic scrolling, but also on a traditional computer devices using a keyboard and mouse.

Key Features

Use Epicor Mobile Access 2.0 (EMA) to access your ERP data from anywhere on any device.

Note EMA v2 supports all mobile dashboards created in Epicor ERP version 10.

The key EMA features include:

- **EMA Home Page**
  - Responsive design - dynamically adjusts to screen resolutions.
  - Menu options displayed using the multi-level sidebar.
  - Touch friendly actions such as access to Help, Settings, browsing records or saving changes to the database.
  - Support of dynamic content tiles.
  - Deployment of favorite dashboard tiles using a single click.
- **Theming**
  - Several themes are available for selection out of the box.
  - Support of using custom Bootstrap themes.
- **Dashboard Grid**
  - Searching across all columns of data.
  - Multiple column filtering.
  - Editing records through Inline Row Editing or Record View.
  - User friendly data entry based on data types.
  - Row rule visualizations.
  - Publish and subscribe.
  - Field Validations.
  - Field extended properties and hyperlinks.
- **Chart View**
  - Wide rage of modern charts is available for selection.
  - Single-series and multi-series types of charts supported (3D smart client charts transferred to multi-series flat charts in mobile).
  - Quick access to chart settings.

Epicor Service Connect

Epicor Service Connect is built to support specific collaborative processes, connecting different business entities, applications or users.

Service Connect uses open, industry-wide standards and technologies, enabling businesses to deploy solutions now and to be confident that their investment will remain mainstream for the foreseeable future. Epicor Service Connect harnesses the power of XML, electronic message transfer and processing environments to deliver reliability combined with ease of use.

Task Workflow Element Enhancements

The Task workflow element now returns the parameters of the user who completed the Task. You can use these user parameters for further processing.

The user name of the user who submitted a Task is available in the branch that follows the Task in the workflow.

Email Template Builder Enhancement: URL Link in Email Template

You can now use a URL link when you create an email template in the Email Template Builder.

Use the URL link to construct hypertext links when you create an email template for emails based on html. With this type of link you can hide the long URL and display a short word instead.

Epicor Log Converter Support for E10 and E10.1 Log

Epicor log converter is uplifted to support E10 and E10.1 log.

SMTP Channels Settings for the Task Workflow Element

Task element is enhanced with SMTP channels. When a Task is created, an e-mail with the "Task with SMTP channels" subject can be posted to all users from the assigned users or groups. Task ID or full URL to the Task Monitor is added to the e-mail body.

DBOperation Workflow Element Protection from SQL Injection

Links support in the DBOperation SQL statement has been extended. Three different link types can now be added to a DBOperation SQL statement:

- Unsafe Link
- Safe Link
- SQL Name Link

Use the Safe Link to add typed link. Use the SQL Name Link to define table name or column name dynamically.Use these two new link types to prevent from SQL injection.

DBOperation enhancement: Null Values Processing

Processing of 'NULL' values is improved in DBOperation. DB fields that allow NULL values are marked with nillable='true' attribute in output schema.

At run time, if a field contains NULL value, the appropriate message node is marked with nil='true' attribute.

Lib Reference Type Support

It is now possible to import library objects using Ice.Contracts.Lib.*.dll mask for Epicor 10 .Net references.

Response Processing for DBOperation

The SQL statements that a DBOperation workflow element runs may sometimes result in errors that are not related to business logic. You can now use the Response processing feature to configure the DBOperation to repeat the database call several seconds later. Note, all Statements are processed during the subsequent calls.

You can alternatively setup the DBOperation workflow element to abort the workflow execution if one of its SQL statements returned an error.

UpdateExt Method Response Parsing

You can now use the .NET Call workflow element as well as the Web Method workflow element to parse UpdateExt method response to add information from BOUpdError as an error to Service Connect Document Tracking.

In Workflow Designer, the .NET Call Properties dialog for the UpdateExt method now displays an additional UpdateExt Settings tab with the option to enable UpdateExt response parsing.

The Web Method Properties dialog for UpdateExt method also displays an additional UpdateExt Settings tab with the option to enable UpdateExt response parsing.

Workflow Converter Enhancement

Workflow Converter is enhanced with two conversion options:

- Epicor 10.1 WCF Web Services (Table Set based) to .NET BOs (Data Set based)
- Epicor 10 .NET BOs (Data Set based) to Epicor 10.1 WCF Web Services (Table Set based)

Partial .NET Reference Settings Update During Mass Re-import

When you re-import more than one .NET Reference, you can now change the settings of some of the re-imported references.

You can adjust assembly path, reference name and type, the client config file, Epicor logon credentials, Epicor Company and Plant, and other settings.

excel2xml Output Converter File Format Option

excel2xml output converter is enhanced with a new file format option. Use the XLSXOutputFormat option to specify if the output file should have xls or xlsx format.

E10.1 SOAP Web Services Import

You can now import SOAP web services exposed by E10.1 over http or https. Epicor Service Connect Administration Console is extended to support E10.1 WCF references import and re-import.

When you add a new E10.1 WCF reference in Epicor Service Connect Administration Console, you can enable or disable extended user defined (UD) fields import.

If you enable the UD field import, Service Connect identifies Epicor Business Objects with extended user defined fields and imports them in such a way that UD fields are visible in BO dataset in Service Connect. Service Connect automatically generates schema, and performs other import-related tasks. You can then map these fields in XML Mapper.

You have the option to specify default Company and Plant when you import an E10.1 WCF BO in ESC Administration Console. These settings will also be used in zData calls during import. At runtime, you can use the request content to override the default Company and Plant.

When you re-import an E10.1 WCF reference, you can change the UD field import setting, default Company and Plant.

After calling a Web Service, Service Connect checks if the InfoMessage datatable in the CallContext dataset has records. If yes, a record is made in the ESC event log for every InfoMessage. The record type depends on the InfoMessage Severity, for example Warning.

Specifying Company and Plant at Runtime for WCF E10.1 BO

You can now use the Web Method workflow element Properties dialog in the Workflow Designer to override the Company and Plant for a WCF E10.1 BO at runtime.

When you add a WCF E10.1 Service Reference in the Epicor Service Connect Administration Console, you specify Company and Plant for it. Now you can override these settings during workflow arrangement in the Workflow Designer.

'nil' Attribute Generation in Test Method

If schema contains 'nil' attribute, 'nil'= false is added to Test method xml for WCF, WSE, .NET references. Also namespace prefixes 'xs' or 'xsi' are checked.

Supplying Call Context for Test Method

After you add a Web Service in the Epicor Service Connect Administration Console, you can perform a connectivity check of the Web Service methods.

In the Test Method dialog, you can now enable the Insert Call Context option to include the call context into the request XML. Use this option to specify additional data, for example, BPM data.

The Insert Call Context option is available for Web Services which expose the setting, for example for E10.1 WCF Web services.

Supplying Call Context to the Epicor 10.1 WCF Web Service Call Test Method and Getting it Back

You can now supply call context to the Epicor 10.1 WCF Web service call and get the context back.

Use the CallContextIn and optionalContextIn fields to perform this task. You can see these nodes in the Mapper, Document Tracking and when you test a Web Service method in the ESC Administration Console.

Service Connect uses CallContextIn and optionalContextIn fields for InfoPrompt fields initialization, if they were assigned for the called Web method.

InfoPrompts Support

Epicor 10.1 WCF Service References now specially process BPM Method Directives. This includes Show Message and Call BPM Data Form elements.

SFTP and FTP .NET Channels

SFTP and FTP (.NET) communicators are implemented. You can now use SFTP and FTP (.NET) input and output communication channels.

For FTP (.NET) channels you separately specify FTP and proxy servers and login credentials.

Asynchronous Pool Message Searchable Attribute

When you filter a view in Document Tracking, you can use the Asynchronous pool message searchable attribute to filter Document Tracking activities by Asynchronous pools.

This new attribute indicates which Asynchronous pool was used to process the workflow element.

Office 2013 Compatibility

Epicor Service Connect is successfully tested for compatibility with Microsoft Office 2013.

To be able to create schemas for xlsx, xlsm, xlsb (Excel 2013) files, install the Office System Driver package; you can download the package for free from the Microsoft site.

Windows 10 Compatibility

ESC client is successfully tested for compatibility with Windows 10.

Windows Service Bus 1.1 Compatibility

Epicor Service Connect is successfully tested for compatibility with Windows Service Bus 1.1.

Current Configuration Report

To make troubleshooting your Service Connect installation easier, use the Current Configuration Report functionality.

You can automatically build the report to gather the overall information on the settings that define the system performance and stability. The report is available from the Epicor Service Connect Administration Console.

Epicor Social Enterprise

Epicor Social Enterprise is an information network designed to support information exchange across your business enterprise.

The following resources are available to you as an Epicor Social Enterprise user:

- Use Epicor Social Enterprise through its integration with the Epicor ERP application client or through a browser.
- Follow and exchange messages with other Epicor Social Enterprise users. These typically are people within the organization, although people from the outside can be invited to join.
- Join and start user groups that bring together people who have common interests.

- Create and follow notifications that send messages informing you when a change occurs in your Epicor ERP business data.
- Search for and view information in your message stream and in your Epicor ERP business data.

One-Click Return to Top of Column

When scrolling through a column on your Epicor Social Enterprise **Home** page, click the column name in the column header to return immediately to the top of the column.

Auto-Generate Rule List for Selected Data Record or Notification Rule

When setting up a notification on the **Notification Center** page, the rule (right) column now automatically displays a list of all notification rules that apply to the data record or notification profile selected in the left (data) column. The full rule list can be filtered using the search field at the top of the column.

Email Alerts for Conversation Starter and Participant

Email Options enable interaction with the Epicor Social Enterprise message stream via email.

Two options are added for monitoring the activity in a conversation thread:

- **Receive alerts for conversations I started** - Enables you to receive an email when another user posts a message to a conversation thread in which you started the conversation by posting the initial message.
- **Receive alerts for conversations I participated in** - Enables you to receive an email when another user posts a message to a conversation thread in which you already have participated in by posting at least one responding message.

Add Columns Action and My Columns Column

On the Epicor Social Enterprise **Home** page, you can display and manage columns that focus on filtered message activity and search results.

Click **Add Column** on the **Home** page toolbar as a quick way to add separate columns of message activity and search results as needed to support your activities. You may want to focus on a user, a group, a subject, or on specific ERP data changes. You may want to display search results from the Epicor Social Enterprise message stream, your registered notification sources (ERP application databases), or Twitter.

To control the number of open columns, each column can be unpinned from the **Home** page and stored rolled-up in the **My Columns** column. From **My Columns**, you can re-pin a column to the **Home** page or it can be removed entirely if it is no longer needed. If **My Columns** is not displayed, click **Show Collapsed Columns** on the **Home** page toolbar.

Data Notifications and Status Notifications

In Epicor Social Enterprise, notifications enable you to receive, in your **My Stream** column, notification messages informing you when changes occur in your Epicor ERP data. A notification can be a data notification or status notification.

- **Data Notification** - When you set up a data notification, you choose to follow a data notification rule and receive data notification messages that inform you of specific changes in your ERP data.
- **Status Notification** - When you set up a status notification, you choose to follow a status notification rule and receive status notification messages that inform you in general terms that there has been a change has occurred in your ERP data, with an opportunity to drill further into the data change(s) that are triggering the status notifications. When triggered, one status notification message is generated for the monitored ERP

database record. When a data notification triggers a update to a status notification, the existing status notification message is updated rather than a new message being created.

When you are logged into Epicor Social Enterprise, open the online help and navigate to the **Follow Data and Events** section for detailed discussion on data notifications, status notifications, and how work with notification setup.

Notification Source Version Upgrade Action

Notification source administration now includes an action to perform an Epicor ERP version upgrade for a selected notification source.

The **Upgrade Version** action displays only when the notification source needs to be upgraded to match a new version (either major or minor) of the Epicor ERP application.

Epicor Web Access

The Epicor Web Access displays programs as web forms within a browser window and is significant part of the Epicor Everywhere™ Framework.

These forms are generated from Epicor ERP programs. Because of this, the appearance and functionality of the Epicor Web Access forms is nearly identical to the Epicor smart client programs, but do not require the installation of the Epicor client. You can run Epicor Web Access programs on multiple operating systems and on multiple devices including handheld devices.

Enhanced Context Menu

Context menus are special menus available on many of the key data fields in the application.

Within web forms, there are two ways of accessing the context menu.

A traditional way of accessing this functionality by right-clicking on a key field has been enhanced by utilizing a context menu panel accessible from the upper right corner of a web form. Designed primarily for accessing the context menu on mobile devices, when you click the down arrow, the same menu is invoked.

Epicor Social Integration

Epicor Social Enterprise is an information network designed to support information exchange across your business enterprise.

Besides smart client forms, you can now also use web forms to post a message to the Epicor Social Enterprise message stream in the context of the program and displayed record.

Export and Import Files

Similar to smart client capabilities, you can now use the web client to perform custom file exports and imports from within Epicor ERP programs.

EWA Developer Tools

EWA Developer Tools is an error logging utility application developers can use to debug web forms. Use this feature to see a log of all the method calls that occur during the form load and thereafter.

To access the tool, you must enable the EWA Developer Tools button on the web form. The following ways are available:

- When running the **EWA Builder** tool, on the **Options** screen, enable the **Developer Mode** check box and generate the form.
- When customizing a win form in the smart client, activate **Developer Mode** and launch the form. Then click **Tools > Generate Web Form**. From the **Generate Web Form** window, select the **Enable Developer Mode** check box and click **OK**.

Once the web form is generated and opened in EWA, the Debug toolbar button displays on the pull-down menu toolbar.

Note This Developer mode should be checked only temporarily to troubleshoot problems in Epicor Web Access. The Javascript file size is bloated because of the extra profiling statements, making the script undesirable for delivery to a customer. Also, the processing is slower because the Compatibility Report is being generated as the tools are run.

Images in Person Contact Maintenance

You can attach images that are stored in the ERP database to person contact records using the Photo tab in **Person Contact Maintenance**.

This is part of the Image Maintenance functionality. Use Image Maintenance to import images from outside of the application to the Epicor ERP database. You can import a single image, multiple images at once, or an entire directory of images together. Once images are imported, you can find them in image searches throughout the application, such as in Person Contact Maintenance.

Localization

Table/Column Localization

Tables and columns have a country/country group code attribute you can use for localizations.

This attribute defines the country group code or country code extended property for the table and/or column. If a code is in this attribute field, it indicates this table or column is used for a country specific function. This table or column then only displays in companies that use this same country group or country code. If a company uses a different code or no code, this table and/or column does not appear. When this CGCCode value is blank (null), this table/column appears in all companies.

You can view this localization attribute in **Extended Property Maintenance**. It displays on the **List** and **Fields > List** sheets.

Menu Path: System Setup > System Maintenance > Extended Properties

Important This program is not available in Epicor Web Access.

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Grid Caption Translations

If you need to translate grid captions (column headers), you must launch the Translation Utility directly from the specific grid.

Grid caption strings are stored in the contracts file instead of the user interface file. Because these strings are stored in a separate file location, you translate caption strings by accessing the Translation Utility from the grid. You do this by right-clicking the grid table header and selecting a Translation Utility option. After you enter, save, and refresh your text changes, the grid column headers display the translated captions.

Available context menu options:

- **Grid Caption Translation** - When you use this option, the Translation Utility only displays the captions available in the current grid.
- **Translation for <current contract assembly>** - Through this option, the Translation Utility contains all the translatable grid strings from the contracts file. If the current contracts file contains several datasets and tables, you can translate these grid captions at the same time instead of launching each grid separately.
- **Refresh Grid Caption Translation** - Select this option to update the grid captions with your translated text.

Important To display the Translation Utility options on a grid context menu, your user account must have translation rights.

Performance Tuning

Auto Capture Client Logs

You can set up your system to automatically place client (UI Trace) logs in the application data folder or another shared folder you specify. You can then activate the client log on a user account and the log files automatically upload to this default directory.

You do this by first modifying some settings in the **Epicor.exe.config** file. You then activate the client log on the user account, and select the **Log Directory Scheme** to default the directory path from the Epicor.exe.config file. The next time this user logs into the client application, the client log activates and automatically uploads to this default directory folder.

To learn how to set up this feature, review the **Auto Capture Client Logs** topic in the **Performance Tuning Guide**. This guide is found in the application help under the **System Management > Working With >** node.

You activate the client log on a user account within **User Account Security Maintenance**. You do this on the **Tracing** sheet.

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

Automated Log Capture

To analyze performance, you need to review both application server logs and database server logs. You can use the Performance and Diagnostic Tool to gather these logs in a specific folder or folders.

Through the Automated Log Capture feature set, you first enter the application servers and the database server that generate the logs. You then enter the directory path where you want the Performance and Diagnostic Tool to place these logs. Run the log capture and these files are copied to the target location or locations.

When you are ready to analyze server performance in the Performance and Diagnostic Tool, navigate to this directory path to select the logs you want to review. You can also compress these files into an archive file and then send this archive to Epicor Technical Support or your consultant for further analysis.

Customize Client Logs

You customize the client log by first setting up a new <YourFileName>.config file. You then activate the options you want the client log to track.

To do this, activate the **EpicorAppConfigFileName** setting in the client **Epicor.exe.config** file. This setting generates a custom configuration file for the client installation. By default, this file generates in the **C:\Programdata\Epicor\<WindowsUserName>\<ERPVersion>** directory and uses the **EpicorApp.config** file name, but you can specify a different directory path and file name.

You open this <YourFileName>.config file in a text editor and then activate the items you want the client log to track. The next time you run the tracing log on the client installation, the log tracks the client calls using these custom settings.

For more information, review the **Performance Tuning Guide** in the application help. The **Client Log Customization** section describes how you create and modify this client configuration file.

Export Network Tests

You can review network test results in Microsoft® Excel®. Use the features in this program to analyze the test results.

You first run the network tests through the **Performance and Diagnostic Tool**. When you finish running these tests, click the **Export to Excel** button. Save the .xls file to a directory you can access. Then launch Microsoft Excel to review the results and display them in a more useful format. For example, you can use the **Insert** features to display these results in a bar chart format.

Full Screen Button

When you review the grids in the Performance and Diagnostic Tool, you can maximize them by clicking the **Full screen** button.

The interface now fills your screen, displaying more columns and information on the grids. These grids keep any options you selected on the default view. To return the Performance and Diagnostic Tool to the default view, click the **Leave full screen mode** option on the title bar.

This button is available on the **Client Trace Analysis**, **Config Check**, and **Server Diagnostics** sheets.

Client Log Thresholds

You can set up the Performance and Diagnostic Tool to indicate when client trace log entries exceed specific thresholds. When a row in the client log is equal to or greater than a threshold level you define, the row highlights in red on the Results grid.

You define these threshold levels on the **Options** window; access these options on the **Client Trace** tab. You can set up thresholds for **Server Execution Time**, **Client Execution Time**, and **Network Transfer** time.

Personalization

Each user has different needs. Some users want the columns on a grid placed in a different sequence. Others need different options available on a program status bar. Still others need a program to verify data after they perform specific actions. You set up the application to reflect your individual needs.

Use the Epicor Personalization Tools to modify each program interface. You can personalize every program you use in order to refine the interface to better match the tasks you perform every day.

Note Personalizations are saved with your User ID and do not affect other users within the application. If you wish to change a program interface and make it available to multiple users within the company, you must customize the program. Review the Customization topics in the Application Help for complete information.

Home Page Layouts

You can create default Home Page layouts on the Modern Shell interface. Through this feature, you create Home Page layouts for new users, setting up a default Home Page layout at either the company or user level.

These default layouts display when new users are added to a company. When new users log in, the default company or user layout displays. Users can then personalize these default layouts as they need. If they wish to restore the original layout, they can reset the original Home Page layout you designed.

Users can also export and import the Home Page layout for use in other Epicor ERP environments. Through this feature, users can then share these default layouts with other areas of your organization.

Background and Font Colors

If you use the Modern Shell interface, you can change the background colors and the font color for the entire interface. You can select existing colors or create custom colors for specific interface items.

You modify the background colors and the font color by accessing the Settings page and selecting the Colors settings. These drop-down list options display at the bottom of the Colors page. You can modify colors for the following interface items:

- **Main Background Color**
- **Tree and Content Background Color**
- **Icon Tile Background Color**
- **List View Background Color**
- **Application Bar Background Color**
- **Main Font Color**

To see which item the color drop-down list changes, hover your mouse over each drop-down list to display a tool tip. Clicking the Down Arrow next to these drop-down lists displays the Color Picker. Use this window to select an existing color from the current color pallette or use the Advanced button to create your own color.

Process Sets

Select Company

Process sets can be restricted for use in specific companies. Depending on your environment, you can either select the company or review the current company.

This value displays in Process Set Maintenance. You use the **Company** drop-down list to define company for which this process set is created. If you are in an Epicor ERP environment, you can create process sets for either **All** companies or the current company. If you are in an Express or Saas Standard environment, this drop-down list is read-only and displays the current company.

Menu Path: System Management > Process Sets > Process Set Maintenance

Important This program is not available in Epicor Web Access.

Report Tools

Copy Reports

You can make a copy of a system or custom report style. This feature is available within **Report Style Maintenance** from the **Actions** menu.

After you copy the report style, you can download this duplicate report style and customize it as you need. You use the copied .rdl file as a base for the report customization.

Menu Path: System Management > Reporting > Report Style

Important This program is not available in Epicor Web Access.

The workshop in this section demonstrates the use of the copy report style feature.

E-Mail and Fax Report

You can immediately send out a report as an e-mail attachment or a fax. To do this, you click the Email/Fax button available on each report window.

When you send a report through an e-mail or fax, it generates as an electronic file. If you send the report as an e-mail attachment, you select the file type, such as PDF or Excel, for the attachment. You then indicate who will receive the e-mail message. If you send the report by fax, you enter the Fax Number and other information required to send the faxed document.

As you print out a report on a client or server printer, you can also send it as an e-mail attachment during the same print run. Both the **SSRS Server Printer** and **SSRS Client Printer** windows have E-Mail and Fax sheets you use to enter the e-mail and/or fax parameters.

Excel - Data Only Print Preview

For previewing reports, output formats are now available to display the report in Microsoft Excel™ in a data-only format.

These new formats can be selected from the report form window **Output Format** drop down list:

- **Excel-Data Only** - Displays only the report's data in Microsoft Excel™. Header and footer are not included, and the report data layout is a simple grid of rows and columns that is potentially more usable as a spreadsheet than the Excel format that emulates the report layout.
- **Excel-Data Only + Map** - Displays the data-only spreadsheet structure, with addition of a tree view in which you can navigate the report data.

Exclude/Include Columns and Labels

Report Data Definition Maintenance has a series of Actions menu options you use to exclude and include columns and labels from the report definition. You use this feature to remove any columns and labels you do not need on the custom report.

Excluding unused columns improves report performance, while excluding labels you do not need can prevent errors. To exclude and include columns and labels, you first load in a report data definition. You then use the **Report Table > List** sheet to select the table you need to update. Navigate to the **Report Table > Exclusions** sheet to indicate which columns and/or labels should not be included in the report data definition.

The Actions menu contains a series of Include and Exclude options. Select these options to activate or clear the **ExcludedColumn** and **ExcludedLabel** check boxes on the column/label rows.

Menu Path: System Management > Reporting > Report Data Definition

Important This program is not available in Epicor Web Access.

Routing Rules

A routing rule determines how a report output generates, prints, and distributes. By designing routing rules that address various needs unique to your company and organization, you will generate targeted reports for customers, suppliers, and internal users.

They can be simple rules that define an alternate report style users run to print a report, or complex rules that divide, or break, the report run into multiple dataset partitions which they can link to separate render workflows for generating, printing, previewing, and sending the report output. Even though the report and data generation process only runs once, you can render multiple reports from this dataset partition based on audiences, business requirements, and other factors.

For example, you do business with customers in several countries. You can create a routing rule for an AR Invoice report style that prints different invoices formats. When users run this report style, the routing rule generates different invoice documents based on each customer's country. By further leveraging the Bill-To Address on each customer record, you could define more routing on this rule so each AR Invoice report is sent to each customer as an email attachment.

When you need to print out reports, you can set up a rule condition to send each rendered report to a specific client or server printer. Through this feature, you can make one version of the report print for a specific department, and then cause the other version to print in a different department. You can then distribute information more efficiently across your organization.

Previous application versions provided some basic routing options, and these features are still available for backwards compatibility with older reports. However if your organization purchases the **Print Routing** license,

you can access the complete suite of routing rule options. You create routing rules within **Report Style Maintenance**.

Menu Path: System Management > Reporting > Report Style

Important This program is not available in Epicor Web Access.

SSRS Client Printers

You can print out each report on a local SSRS printer set up on your client machine.

You first use the Add Printer functionality on your Windows operating system to configure the local printers you can use on your machine. You then can select the client printers on each report.

Each report window has a Print menu where you can select either the Server Printer or the Client Printer option. When you select the Client Printer option, the **SSRS Client Printer** window displays. This window is similar to the **SSRS Server Printer** window, but it has options specific to client printers. The window has the following sheets:

- **Printer Settings** - Use the fields on this sheet to select the client printer you will use and define the primary settings for the current print run.
- **Page Settings** - Through this sheet, you modify how each page prints on the report.
- **E-Mail** - If you wish to immediately send out the current report as an e-mail attachment, enter the e-mail message values in this sheet.
- **Fax** - Use the fields on this sheet to send the current report out as a fax document.

Synchronize Dataset

Through **Report Style Maintenance**, you can refresh a report's .rdl file to use the current report data structure.

If you have made table, column, and other changes to a report within **Report Data Definition Maintenance**, you need to refresh the report's .rdl file with these changes. To do this, launch Report Style Maintenance to find and select the report style you need to fresh. You then navigate to the **Styles > Style Detail** sheet and click the **Sync Dataset** button. When you display this report in an SSRS report builder application, the .rdl file now contains the current report structure.

See above workshop under Copy Reports for an example of Synchronize Dataset.

Menu Path: System Management > Reporting > Report Style

Important This program is not available in Epicor Web Access.

Update Report Data

If you need to create a custom version of a system report, you must copy this report data definition. You can then edit the definition to reflect the data requirements for the custom report.

If an upgrade causes database changes to a system report, any custom report definitions derived from this system report update with these changes as well. Your custom report data definitions are then synchronized with the current version of the database. You duplicate data definitions for system reports in Report Data Definition Maintenance.

Menu Path: System Management > Reporting > Report Data Definition

Important This program is not available in Epicor Web Access.

Upload/Download Reports

You use **Report Style Maintenance** to upload and download SSRS reports to and from the SSRS server. Do this through options available on the **Actions** menu.

After you finish modifying or creating an SSRS report, you can upload the report's .rdl files to the SSRS report server. The .rdl files for the SSRS report are uploaded to the selected report server directory. Other users can then use Report Style Maintenance to download this report for use in their environments. They can then customize the report using the report tools.

Menu Path: System Management > Reporting > Report Style

Important This program is not available in Epicor Web Access.

Security

Leverage the security functionality to prevent unauthorized external and internal access to the Epicor ERP application. You control access to the Epicor ERP application through the Authentication Security features and control access to the user interface through the Authorization Security features.

Authentication Security encompasses the features that ensure the identity of the user logging into the Epicor ERP application. These security features verify the user who made the logon call, preventing malicious, unauthorized access to the application. To set up user identity security, you first determine whether you will authenticate through Windows account security or Epicor account security. If you decide to use Windows account security, you determine password complexity requirements and the account lockout threshold through the Windows operating system. If you decide to use Epicor account security, you set up the password complexity and the account lockout policy internally within Epicor ERP. Through both methods, you can also set up automatic, single sign on access to the application.

Authorization Security controls access to the user interface. You set up these features through security groups and users. Through Security Group Maintenance, you create groups that define user related areas within your organization. You then assign all users to these security groups through User Account Security Maintenance. Now with security groups and their selected users defined, you can assign security privileges throughout the application. For example, you may want to prevent access to Payroll programs for most users. You can use the security privilege tools to only give members of the Payroll security group access to these specific programs.

Account Lockout Policy

Use the **Account Lockout Policy** program to define what happens when users fail to log into the Epicor ERP application with their correct user account name/password combination.

These fields determine the overall lockout policy for all user accounts within either a server-client based environment or the current tenant in a SaaS or similar hosted environment. You first indicate how many attempts users can try before they are locked out. You also define how long users are locked out of the Epicor ERP application; you can prevent users from logging in for a specific time duration or an ever increasing time duration. When the system clock passes this time limit, users can attempt to login again through their user accounts.

After you save these lockout settings, this policy activates the next time users log into the Epicor ERP application.

Menu Path: System Setup > Security Maintenance > Account Lockout Policy

Automatic Sign On

As part of the password policy functionality, you can give users the ability to set up their Epicor user accounts to automatically sign into the application. When users launch the Epicor ERP application, they then bypass the logon window to directly access the main menu.

When you activate this functionality, you create an encrypted login account that only works on the user's client installation. You activate this functionality by selecting the **Allow save password** check box on **Password Policy Maintenance**.

Important In previous versions, users could activate Single Sign On by entering their Epicor account user names and passwords in their client .sysconfig files. This feature replaces that functionality. Be sure users no longer update their .sysconfig files with their account information, as these settings will be overwritten.

Menu Path: System Setup > Security Maintenance > Password Policy

Expire All Passwords

You run the **Expire All Passwords** process to expire all current passwords on active user accounts.

Use this process when you have created or updated the password policy and you need all passwords to comply with the current requirements. This process is available on **Password Policy Maintenance**; you launch it from the **Actions** menu.

Menu Path: System Setup > Security Maintenance > Password Policy

Global Security Manager Only

This addition to Menu Maintenance is for refining security for Epicor Express and SaaS Standard cloud environments. It is for internal Epicor use only.

The **Global Security Manager Only** check box when selected, allows only the Global Security Manager (the Global Security Manager only exists for internal Epicor use) access to that menu item. This check box prevents all other users, including users with Security Manager rights, from accessing the selected menu or program. This option is the highest level security available in the Epicor application, and is used to address security needs in multi-tenant environments such as Epicor Express and Saas Standard.

Menu Path: System Setup > System Maintenance > Menu Maintenance

Important This program is not available in Epicor Web Access.

Owning Company

The Owning Company feature provides security managers with a consistent method for identifying where security items were created and determining which companies can use and update these security items.

These identifying fields are available on menu node, security ID, field, process, and method security items. The **Owning Company** field displays the company in which the current item was created. You cannot change this value. If the security item (such as a menu node) was installed with the Epicor ERP application, its **System** check box is selected. This indicates you cannot delete this item; certain fields on this security item are also not available to update.

The Owning Company value is used with the **All Companies** check box to determine which users can view and use the current security item. By default, only users within the Owning Company have access to the security item. If the All Companies check box is selected, then users within companies in the same organization as the Owning Company can view and use the security item. However only users within the Owning Company can make changes to it.

The Owning Company feature is available in the following programs:

Menu Maintenance

Menu Path: System Setup > Security Maintenance > Menu Maintenance

Important This program is not available in Epicor Web Access.

Field Security Maintenance

Menu Path: System Setup > Security Maintenance > Field Security Maintenance

Important This program is not available in Epicor Web Access.

Process Security Maintenance

Menu Path: System Setup > Security Maintenance > Service Security Maintenance

Important This program is not available in Epicor Web Access.

Security Group Maintenance

Menu Path: System Setup > Security Maintenance > Security Group Maintenance

Important This program is not available in Epicor Web Access.

Menu Path: Executive Analysis > Business Activity Management > Setup > Business Activity Query

Important This program is not available in Epicor Web Access.

Menu Path: Executive Analysis > Business Activity Management > General Operations > Dashboard

Important This program is not available in Epicor Web Access.

Menu Path: System Management > Business Process Management > Method Directives Maintenance

Important This program is not available in Epicor Web Access.

Menu Path: System Management > Business Process Management > Data Directives Maintenance

Important This program is not available in Epicor Web Access.

Menu Path: System Management > Business Process Management > Updatable BAQ Directives Maintenance

Important This program is not available in Epicor Web Access.

Password Policy Maintenance

Use **Password Policy Maintenance** to determine the complexity requirements for user account passwords. Each new or updated password users enter must follow the requirements you define in this program.

You start by indicating how many characters each password needs before the system accepts it. You then activate other options as well, such as whether the password requires uppercase letters, must contain special characters, and/or allow user account names.

After you save these options, these password requirements activate. The next time users create or change passwords, they must enter values that follow these complexity requirements.

Menu Path: System Setup > Security Maintenance > Password Policy

Token Authentication

Tokens provide an extra level of security for users who log into the application through **Epicor Mobile Access** (EMA).

If you activate this security feature, the web services require that a valid token be available when users log into the application. Each token only lasts for a short period of time before it expires. This ensures a new token is required each time the mobile user accesses the system, preventing malicious entry into the Epicor ERP application.

You activate tokens from an application server node within the **Epicor Administration Console**.

Track Locked Accounts

You can use the **System Activity Log** dashboard to see which user accounts are locked and when the lockout occurred.

The System Activity Log captures all database modifications that happen in the Epicor ERP application. Use this tool to find out where and when specific database changes were done and who did them. If a user attempts to login greater than the number of failed attempts you allow, the user account locks and an entry appears in this log.

To locate these entries, sort the results by **Activity Type** and find the **Log on failure** entries. You then identify the UserID for the locked user account and the date/time (LastActivityOn) the account was locked.

Menu Path: System Setup > Security Maintenance > System Activity Log

Unlock User Account (Account Level)

If a user account is locked, you can manually unlock it through **User Account Security Maintenance**.

To activate the user account again, click the **Actions** menu and select the **Unlock User Account** option. The user account record is unlocked. The user can now attempt to log in again through this account.

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

Unlock User Account (Server Level)

You can unlock a user account through the Epicor Administration Console

You typically unlock accounts through User Account Security Maintenance. However you must use this Epicor Administration Console feature when you accidently lock out a security manager or global security manager account. Because you cannot restore these types of accounts inside the Epicor ERP application, you need to unlock them on the server instead.

To use this feature, access your server machine and launch the **Epicor Administration Console**. Expand the **Database Server Management** node and **<YourDatabaseServer>** node. From the **Actions** pane, select the **Unlock User Account** option. You can then unlock the account.

Solution Management

Use the **Solution Management** module to distribute your new items – custom programs, business objects, new dashboards, Business Process Management directive groups, user-defined codes, extended properties, and so on - all at the same time.

Within **Solution Workbench**, there are two ways of adding items into a solution:

- Tracking your current activity within the ICE environment.

- Adding the existing items into a solution.

To define which items you want to track when building your solution, select an appropriate **Solution Type**. The Epicor ERP application comes with a series of delivered solution types, but users can define their custom types using the **Solution Type Maintenance**.

A Solution Type is a collection **Elements** (items) you want to track within the type. The Epicor ERP application comes with a series of predefined elements, such as BAQs or Dashboards, but users can define their custom elements using the **Element Maintenance**.

Tip A user creating an element type should have an understanding of the current Epicor ERP database structure, business objects and application framework.

Once you define items you want to include in your solution, you can build a .cab file that contains all object you bundled together. This single file contains all files and data for the solution and can easily be distributed and imported into another Epicor ERP application environment. You review the tracked items and build the .cab file in the Solution Workbench.

XXXDef MetaData Elements

You can create custom elements that track specific types for the XXXDef parent table. These custom elements track metadata changes that occur on the Epicor ERP client.

When users make changes to an XXXDef type, the custom element records the metadata changes that occurred in the XXXDef parent table. The custom element only tracks the changes for the specific type, ignoring other metadata changes that may have occurred in the XXXDef parent table. You can track metadata for the following XXXDef types:

- **BaseExtension**
- **Productization**
- **Verticalization**
- **Localization**
- **Customization**

You create custom elements in **Solution Element Maintenance**:

Menu Path: System Management > Solution Management > Solution Element Entry

Important This program is not available in Epicor Web Access.

Note you must specify a solution type for any custom elements that reference the XXXDef parent table. If you do not specify a solution type and you use the custom XXXDef element in the solution, all metadata changes for each XXXDef type (BaseExtension, Customization, Localization, and so on) are tracked by the solution.

You create solution types in **Solution Type Maintenance**:

Menu Path: System Management > Solution Management > Solution Type Maintenance

Important This program is not available in Epicor Web Access.

Dependent Items

Items like dashboards, BAQs, external BAQs, quick searches, reports, and so on require dependent items to run. When you add these items to a solution, the Solution Workbench asks whether you want to include these dependent items in the solution as well.

When you include these dependent items, they install in the target database. These dependent items then update equivalent dependent items in this database. Because you may not want this to occur, you can also prevent

dependent items from being installed with the solution. Do this when the dependent items already exist in the target database or when you do not need them. For example, if you are adding an External BAQ, you may not want the Datasource and Datasource Type included in the solution, as these items will be overwritten by the installed solution.

This option displays when you use the **Solution Element Search** window. After you select an item that contains dependent items, a dialog box displays. This dialog box lists the dependent item and asks whether you want to include it in the solution. If the selected item contains multiple dependent items, each one displays in a separate dialog box.

Menu Path: System Management > Solution Management > Solution Workbench

Important This program is not available in Epicor Web Access.

System Management

Use this area of functionality to maintain system-wide maintenance information. Examples of maintenance areas include custom field maps, database records, menus, process calling, report data, report styles, sub process menus, system agent and system monitor applications.

TcpKeepAlive Setting

The default .sysconfig file contains the TcpKeepAlive setting. When you activate this setting, you help prevent timeout errors that may occur because of firewall inactivity.

The setting does this by sending a data packet once during each time interval. This makes sure the client stays connected to the server. The format for this interval setting is HH:MM:SS (Hours:Minutes:Seconds). For example, <TcpKeepAlive value="00:05:00" /> indicates the TCP/IP layer stays active by sending a data packet once every five minutes.

This setting is located within the <appServer> settings within the default.sysconfig file. This file is installed with the client, and is available within the **Config** folder.

Multiple Task Agents

You can set up a maximum of three task agents to run against the same application server.

By setting up multiple task agents, you ensure the Epicor ERP application continues to process tasks when a task agent fails. If a process doesn't finish because a task agent stops, the next available task agent picks up the process and it begins running again. For example if one task agent stops because the server it is running on shuts down, another task agent can continue to process the tasks in the queue.

To properly configure this redundancy for your system, these multiple task agents must be created on different machines. Each schedule automatically has a two minute limit. If the schedule is not processed in two minutes, the next available task agent picks up the schedule and the process restarts.

Task agents run against a specific database. Like application servers, you can configure up to three instances of the task agent service to run against a specific database. You create task agents in **Task Agent Service Configuration** program on your server machine.

Tracing Options

Trace logs are an important tool for managing both application and performance issues. Configure the trace logs to record the specific transaction data you need to review.

You can activate two different trace logs to review and manage the Epicor ERP application. **Client logs** record the calls sent from a client installation to the server. Activate these logs to determine the cause of performance issues, track client usage from a specific installation, locate the methods you want to monitor through a Business

Process Management (BPM) method, and so on. You activate these logs on a client installation. **Server logs** record network events. You decide the range of events you want the log to record - the server trace log can capture all events or just error message events.

Activate Client Trace Log

Through **User Account Security Maintenance**, you can use the **Tracing** sheet to activate client tracing for a specific user account. Through this feature, you control when a client trace log runs for a specific user and then turn off this log when you no longer need it.

After you activate the client log on the Tracing sheet, this log runs the next time a user launches the Epicor ERP application through this user account. Any business logic calls sent to the server from this Epicor ERP client automatically write to this log file. A new log file is created each time the user logs into the application with this user account. If the user logs into multiple computers through the same user account, a new log generates for each client instance.

Besides activating the client log, you select the dataset options tracked by the client logs. You also set up the default directory path and folder that will contain these log files. When you select a **Log Directory Scheme**, you define the default directory location and folder. The specific path displays in the **Current Log Directory** field. You can then navigate to this directory and review the information contained in each log file.

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

Current Log File

Within the **Tracing Options Form**, the **Current Log File** field displays the directory path and filename for the tracing log.

If your system administrator activates the client log through **User Account Security Maintenance**, the default directory path defined on the user account displays in this field. However you can enter a different directory path in this field or click the **Browse** (...) button to find and select it. After you click **Apply** or **OK**, this custom directory path becomes the default location that stores the generated log files for this client.

Custom Trace Logs

The client and server logs have a series of default tracing options you can activate. However you can also customize what the server log and the client log captures, displaying other operations or server activity you may want to review.

To customize the server log, you can add profiles and tracing options by manually updating the AppServer.config file. You can then capture additional data to help you evaluate a performance issue and/or track server activity.

You can record these same server operations or activity in the client trace log. You might want to activate the profiles and trace options from a client machine instead to reduce the impact on performance. These tracing options will only capture server activity caused by actions that occur on the client installation. To customize the operations or server activity recorded on the client log, you add a setting on the client installation's .sysconfig file.

For more information on customizing the client and server trace logs, review the **Performance Tuning Guide** in the application help. The **Custom Trace Logs** section documents how you add these server profile and trace options.

Tracing Options Button

If you use the Modern Shell interface, you can activate the trace log from the main Epicor ERP application window. You do this by launching it from the bottom toolbar.

To use this feature, hover your mouse over the bottom arrow. When the toolbar displays, move your mouse to the left side and click the **Tracing Options** button. This button has a document and a magnifying glass icon. Click this button to launch the **Tracing Options Form** window. You use this window to activate the log, indicate what client call information will be saved to the log, and display the log in either a .txt or an .xml file.

Documentation and Education

Integrated User Guides

The illustrated user guides are now integrated into the online help in HTML format.

Previously only available as large PDF files, the ERP user guides are now integrated into the ERP online help. The PDF versions of the guides are still available for download from Epicweb.

See the second item under the Table of Contents in the Application Help to access the guides. The guide content is included in the online help search results.

If you press F1 in an application form, look under the Related Items links in the topic that displays for links tagged with "User Guide." These links go to user guide content relevant to the active form.

System Administration Guide

The System Administration Guide has been added to the ERP documentation set.

Use the System Administration Guide to manage Epicor ERP and its interactions with Microsoft SQL Server. This guide contains step-by-step information on administrating the Epicor ERP application and its interaction with the network.

Find the guide in the online help table of contents under **System Management** > **Working with System Management** > **System Administration Guide**. Besides viewing the HTML version of the guide, you can also access a PDF version of the guide from within the HTML version.

Troubleshooting Sections

Troubleshooting sections have been added throughout the online help.

New troubleshooting sections have be added for features that have complex processing. The troubleshooting sections detail logging resources, error interpretations and suggested resolutions. Use the online help search to search for phrases such as Troubleshooting MRP or Troubleshooting Posting Engine to find these sections.

New to Embedded Education

New course titles have been added to ERP embedded education.

Three Delta Education courses have been added to the embedded catalog. The Delta courses cover the new features contained in the new release. Use the demo database that ships with ERP to work through these courses.

The Delta courses are:

- Delta Financial Management
- Delta Manufacturing and Supply Chain Management

- Delta Tools Management

Other new course titles are:

- Bank Statement Processing
- Purchase Contracts
- Performance and Diagnostic Advanced

Access embedded education from the Help tile on the ERP desktop.

Country Specific Functionality

The Country Specific Functionality (CSF) is used to deliver localization capabilities for specific markets throughout the world.

Each country contains topics which detail the Epicor ERP modifications created for the specified country. For additional program information, refer to the topics in the Application Help.

The following section contains a list of CSF features released with the Epicor ERP application. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Argentina

The Argentina CSF delivers localized capabilities within Epicor ERP to support business operations in Argentina.

The Argentina CSF generates multiple tax output reports related to specific applications. It applies a special algorithm to check the validity of the supplier and customer Tax IDs linked to ID document types. You can specify Printing Authorization Codes (Código de Autorización de Impresión) that AFIP (Administración Federal de Ingresos Públicos) assigns to emission points. Using the Use Good and Trade Good part categories you can define whether the VAT (IVA) tax rate calculation is affected.

Relocation of Menu Items

Menu items in Argentina CSF are located in their functional areas.

- User Entry AR

  Menu Path: System Setup > Security Maintenance > User Entry AR

- Location Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > Location Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > Location Entry AR

  Menu Path: System Setup > Company/Site Maintenance > Location Entry AR

  Menu Path: Material Management > Shipping/Receiving > Setup > Location Entry AR

- Province Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > Province Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > Province Entry AR

  Menu Path: System Setup > Company/Site Maintenance > Province Entry AR

  Menu Path: Material Management > Shipping/Receiving > Setup > Province Entry AR

- ID Document Type Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > ID Document Type Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > ID Document Type Entry AR

Menu Path: Material Management > Shipping/Receiving > Setup > ID Document Type Entry AR

- AFIP Responsibility Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > AFIP Responsibility Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > AFIP Responsibility Entry AR

  Menu Path: Material Management > Shipping/Receiving > Setup > AFIP Responsibility Entry AR

- AFIP Commercial Document Type Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > AFIP Commercial Document Type Entry AR

  Menu Path: Material Management > Shipping/Receiving > Setup > AFIP Commercial Document Type Entry AR

- Customs Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > Customs Entry AR

- Destination Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > Destination Entry AR

- Invoicing Point Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > Invoicing Point Entry AR

  Menu Path: System Setup > Company/Site Maintenance > Invoicing Point Entry AR

  Menu Path: Material Management > Shipping/Receiving > Setup > Invoicing Point Entry AR

- Emission Point Entry AR

  Menu Path: Financial Management > Accounts Receivable > Setup > Emission Point Entry AR

  Menu Path: Financial Management > Accounts Payable > Setup > Emission Point Entry AR

  Menu Path: Material Management > Shipping/Receiving > Setup > Emission Point Entry AR

Tax Output Reports

It is possible to generate multiple tax output reports.

The following tax output reports are available:

- Tax Output Agencia de Recaudación de la Provincia de Buenos Aires (ARBA) AR

  Using the Tax Output ARBA AR report, you can generate monthly output files for ARBA (Dirección General de Rentas (DGR) from the province of Buenos Aires).

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Output ARBA AR

- Tax Output Cruzamiento Informático de Transacciones Importantes (CITI) AR

  Using the Tax Output CITI AR report, you can generate monthly output files for CITI, an AFIP application program for the monthly affidavit of purchases operations.

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Output CITI AR

  Menu Path: Financial Management > Accounts Receivable > Reports > Tax Output CITI AR

- Tax Output Código de Operaciones de Traslado (COT) AR

  Using the Tax Output COT AR report, you can generate a COT tax output. The COT code is generated when someone performs a shipping operation throughout the province of Buenos Aires.

Menu Path: Financial Management > Accounts Receivable > Reports > Tax Output COT AR

- Tax Output Sistema Informático de Contribuyentes Locales (SICOL) AR

  Using the Tax Output SICOL AR report, you can generate monthly output files for SICOL, an application working with IIBB self-assessments from AP Invoices and IIBB withholdings from AR Cash Receipt when the company has provincial tax responsibility only in the city of Buenos Aires.

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Output SICOL AR

  Menu Path: Financial Management > Accounts Receivable > Reports > Tax Output SICOL AR

- Tax Output Sistema de Control de Retenciones (SICORE) AR

  Using the Tax Output SICORE AR report, you can generate monthly output files for SICORE, an AFIP application program for the monthly affidavit of federal withholdings and self-assessments.

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Output SICORE AR

  Menu Path: Financial Management > Accounts Receivable > Reports > Tax Output SICORE AR

- Tax Output Sistema Federal de Recaudación Convenio Multilateral (SIFERE) AR

  Using the Tax Output SIFERE AR report, you can generate monthly output files for SIFERE, a Comisión arbitral del Convenio Multilateral (COMARB) application program for the monthly affidavits and annual gross income tax - multilateral agreement.

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Output SIFERE AR

- Tax Output Sistema Resúmen Electrónico de Datos (SIRED) AR

  Using the Tax Output SIRED AR report, you can generate monthly output files for SIRED, an application program for generating an encrypted file feed with five files with data from AR Invoices and AP Invoices.

  Menu Path: Financial Management > Accounts Payable > Reports > Tax Output SIRED AR

  Menu Path: Financial Management > Accounts Receivable > Reports > Tax Output SIRED AR

Legal Numbering

Use **Legal Number Maintenance** to define how legal numbers are set up for documents.

Rules for the legal numbers generation:

- Select the **Exclude Year in Number** and **Exclude Period in Number** check boxes.
- Use the default prefix in the **X-NNNN** format , where **X** is a document letter and **NNNN** is an invoicing point.

Rules for the default sequence numbers generation:

- Make sure the fiscal period and fiscal year of each new default sequence is equal to **0**.
- Make sure the fiscal year suffix is blank.

Menu Path: Financial Management > Accounts Receivable > Setup > Legal Number Maintenance

CAI Codes Selection

You can specify several CAI codes - Printing Authorization Codes (Código de Autorización de Impresión). The AFIP assigns these codes along with their expiration dates to each emission point which printing control type is **Printing**, not **Electronic**.

Menu Path: Financial Management > Accounts Receivable > Setup > Emission Point Entry AR

Menu Path: Financial Management > Accounts Payable > Setup > Emission Point Entry AR

Menu Path: Material Management > Shipping/Receiving > Setup > Emission Point Entry AR

CUIT Code Validation

Use the **CUIT Mark** check box on the document type during validation of the Clave Única de Identificación Tributaria (CUIT) code in Customer Maintenance, Sales Order Entry and Customer Shipment Entry.

When you create a new supplier or customer linked to an ID Document Type with the selected **CUIT Mark** check box, the validity of the supplier's and customer's Tax ID is verified using a special algorithm.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer Maintenance

Menu Path: Order Management > General Operations > Order Entry

Menu Path: Material Management > Shipping / Receiving > General Operations > Customer Shipment Entry

Use Good Category in Sales Order

Use the **Use Good Default** check box in **Sales Order Entry** to assign a Use Good category to a part.

This check box is used if a customer receives the items of the Use Good category by default. If you do not select the check box, the item belongs to the Trade Good category. Aforementioned categories affect the VAT (IVA) tax rate calculation.

If you select this check box, then:

- the order lines must be parts.
- all parts in the order must be of the Use Good category only.

If you select the Use Good Default check box for a sales order and the **Use Good Mark** check box for a part, the part is checked to see if it has a tax category. If it is so and the category has a related category, the related category is applied to the part.

Menu Path: Order Management > General Operations > Order Entry

Withholding Taxes by Product Tax Category

Withholding taxes can be calculated using the invoice taxable amount with regard to applied product category rates and exemptions.

Use Tax Type Maintenance to set up withholding taxes by product tax category specific to Argentina.

- When Tax Liability assigned to an AP invoice (or debit memo) includes tax type Tax Timing = **First Payment**, the tax amount is calculated based on the whole invoice taxable amount, even if the user enters part of the invoice payment. When the rest of the invoice is paid, no tax should be created/calculated. If the payment which has taxes is voided, the next payment should re-calculate the taxes again.
- When a debit memo is applied to an invoice, the withholding taxes are calculated based on the pre-calculated taxable amounts at invoice/debit memo time and the effective rate based on the Apply Debit Memo transaction apply date. If application is partial, taxable and tax amounts should be prorated based on the amount of application. However, first payment taxes should calculate in full and full tax amount should be withheld if these taxes were not withheld yet.
- For an already existing open AP invoice or debit memo with a Collection Method of Withholding, and Tax Timing = Fully Paid, Partial Payment, or First Payment, taxes will be calculated in accordance with Product Categories/Exemptions defined on invoice lines.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Setup > Tax Type

- Financial Management > Accounts Receivable > Setup > Tax Type
- Material Management > Purchase Management > Setup > Tax Type
- Sales Management > Order Management > Setup > Tax Type
- Sales Management > Quote Management > Setup > Tax Type
- Service Management > Field Service Automation > Setup > Tax Type

Australia

The Australia CSF delivers localized capabilities within Epicor ERP to support business operations in Australia.

The Australia CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with Australian GST and BAS (Business Activity Statement) reporting requirements.

Electronic Interface for AP Balance Processing

Use the **Payment_AU_ABA.cs** electronic interface file to create an electronic interface for AP balance processing. This electronic interface is used in payment methods for AP payment processing and for AP balance payment processing.

Add the **Balancing Record** property when you set up the AP balance processing electronic interface. This property is added automatically when you create AP payment methods. If you enable the property, the export file will contain a balancing line.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Different IDs for EFT Payments

Epicor ERP supports different IDs for different EFT payments in Australia, to allow separate IDs for purposes such as separating payments from receipts in the same account.

When you set up EFT processing, use the **Bank Account Maintenance** program to enter bank registration code ID that is used in AP payment processing. If you do not set up a bank registration code ID, the routing ID is used for both AR and AP payment processing.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account

Storing Batch ID Generated by Electronic Interface for AR Balance Processing

When you create AR payment batches, you generate a batch identifier - depending on the EI and payment method settings. The functions stored in the **ARPayment_AU_ABA.cs** files help you to set up the application for accurate storing of the generated AR payment batch reference.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Belgium

The Belgium CSF delivers localized capabilities within Epicor ERP to support business operations in Belgium.

The Belgium CSF is used to produce the VAT Declaration Report and XML file to be submitted to the Belgian government. It also supports payment reference numbers in AR and AP invoices, SEPA payment files, and localized financial reports.

VAT Declaration Report

Use the **Tax Report** program to produce the VAT Declaration report and XML file to be submitted to the Belgian government.

Use VAT periodic declaration to identify the difference between taxes owed and deductible taxes. The VAT Declaration report contains information about:

- the amount of transactions with customers (operations output) and VAT on these transactions.
- the amount of transactions with suppliers (operations at the entrance) and the VAT due and payable on these transactions.

Use the **VAT Declaration Report** command from the Actions menu to run the report. Use the **Generate Export File** command from the Actions menu on the **VAT Declaration Report** form to export the report to XML.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > VAT Tax
- Financial Management > Accounts Receivable > Reports > VAT Tax

Local Sales List Report

All companies registered for VAT in Belgium must declare the Sales Listing before March 31st each year. This is a report with the Belgian VAT number of customers that your company has supplied goods or services in the previous year, for a total VAT of more than 250 euros. The report shows the full amount of supplies and the total amount of VAT charged at any given period for each customer.

You can print the report using the **Standard BE - SSRS** report style or export the report into an XML file. Use the **Local Sales List Report Detail Tracker** to view details on the Local Sales List report in a dashboard format.

Menu Path: Financial Management > Accounts Receivable > Reports > Local Sales List BE

Menu Path: Financial Management > Accounts Receivable > General Operations > Local Sales List Report Details BE

Intracom Report

All companies registered for VAT in Belgium must declare the Intracom Report. This report covers the transactions that your company performed during the month, quarter, or the last year to customers identified for VAT in other European Union countries.

The report contains transactions for customers outside Belgium. You can print the report using the **Standard BE - SSRS** report style or export the report into an XML file. Use the **Intracom Report Details Tracker** to view details on the Intracom report in a dashboard format.

Menu Path: Financial Management > Accounts Receivable > Reports > Intracom BE

Menu Path: Financial Management > Accounts Receivable > General Operations > Intracom Report Details BE

NAE Report

Use the **NAE Report** to generate the non-admissible expenses (DNA) report based on the trial balance report.

Before running the report, use the Belgium-specific **NAE Maintenance** program to set up non-admissible expense codes. Use the **Belgium** sheet in **Account Segment Values** to assign NAE codes to natural account segments.

Menu Path: Financial Management > General Ledger > Setup > Non-Admissible Expenses BE

Menu Path: Financial Management > General Ledger > Reports > NAE Report BE

Payment Reference Numbers

In Belgium, a structured payment reference number is used in AR and AP invoices. The reference number constitutes 12 digits in the XXX/YYYY/ZZZCC format, where the last two digits are check digits.

Use the **Check Digit Conversion** process to add pre-configured check digit algorithm parameters into Epicor ERP. Alternatively, you can use **Check Digit Algorithm Maintenance** to set up a check digit algorithm. Use **Company Configuration** to enable the use of invoice banking reference numbers for your company.

When you create an AR invoice, a payment reference number is assigned to the invoice. You can view it on the **Header > Belgium** sheet. When you create an AP invoice, you enter a payment reference number on the **Header > Belgium** sheet. The number you enter is validated against the format, but you can also save a number without validation.

Menu Path: > Financial Management > Accounts Receivable > Setup > Check Digit Algorithm BE

Menu Path: Financial Management > Accounts Payable > Setup > Check Digit Algorithm BE

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Posted Invoice Update

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Belgium.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion BE

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with payment reference numbers. This includes information such as invoice number, legal number, banking reference number, amount and fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections – for AR invoices and for AP invoices. This dashboard consists of two BAQs – BEPaymentRefTracker_AR and BEPaymentRefTracker_AP.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Tracker BE

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Tracker BE

China

The China CSF delivers localized capabilities within Epicor ERP to support business operations in China.

The China CSF solution uses the functionality of Epicor ERP General Ledger and System modules. You can use it to generate data for legal reporting required for private and public companies, and reports for system certification. The China CSF provides a two-way interface between Epicor ERP and Golden Tax Interface System (GTIS). The localized reports and files are required when registering your company's computerized accounting system with the China Ministry of Finance. You also need to set up an interface to upload an output file into Golden Tax Invoice System.

Stock Aging Report

Use the **Stock Aging Report** to view the current stock on hand by part, UOM, age of stock, and value of the aged stock.

Use the **Stock Provision Report Format Maintenance** program to set up aging buckets for the report.

Menu Path: Material Management > Inventory Management > Setup > Stock Provision Report Format

Menu Path: Material Management > Inventory Management > Reports > Stock Aging Report CN

Unposted Transactions in Booking Voucher Reports

You can include unposted transactions into the Booking Voucher and Booking Voucher FC report.

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher CN

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher FC CN

China Electronic Funds Transfer (EFT)

Use the Epicor electronic interface for payments to suppliers by Epicor ERP sites banking with the China Merchant Bank (CMB) using the domestic RMB electronic payments facility.

To enable this feature, set up an electronic interface for AP payments and set up a payment method to use when processing payments. When you make an AP payment, you generate an output file in the MS Excel format.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

Full Account with Partial Wildcards in Balance Sheet and Income Statement

Epicor ERP supports full GL Account code (all control segments) used with partial wildcards in the formulae for the Chinese-specific Balance Sheet and Income Statement reports.

Use **Financial Report Configuration Maintenance** to create configurations for the Balance Sheet and Income Statement reports. Use the **Accounts/Formula** field on the **Detail** sheet to enter a full account with partial wildcards instead of natural segments.

Menu Path: Financial Management > General Ledger > Setup > Financial Report Configuration CN

Booking Voucher Report Enhancements

The Booking Voucher Report and the Booking Voucher FC Report comply with the Tax Bureau requirements.

When printing the reports, you can select the **Standard CN - SSRS** report style to print a report in the China-specific style or the **Standard CN GZ - SSRS** report style to print a report in the Guangdong province format.

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher CN

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher FC CN

Language Dependent UOM and Part Descriptions

During GTI export, Chinese descriptions of UOM and part for invoice lines are automatically loaded. You can update these descriptions if required.

Use **Company Configuration** to set up the default language for the company. Use **Unit of Measure Maintenance** to enter foreign language descriptions for units of measure. These descriptions are loaded automatically for invoice lines during GTI export.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > Setup > UOM

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export

Financial Report Configurations Conversion

Use the **Financial Report Configurations Conversion** process to create default financial configurations for China-specific financial reports.

The previous conversion program launched from Conversion Workbench is available as a process from the Main Menu. As a SaaS administrator, you can run this process at any time for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Financial Reports Conversion CN

GTI Data Conversion

Use the **GTI Data Conversion** process to convert Golden Tax Interface (GTI) data to Epicor ERP.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **GTI Data Conversion** when required.
- run **GTI Data Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > GTI Data Conversion CN

Zero Rate Invoices in GTI

Use **Golden Tax Interface Export** to process AR invoices with zero tax rates.

You can add zero rate tax types to the GTI setup in **Company Configuration**. During invoice export, you can export AR invoices with zero taxes to GTIS together with other invoices.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export CN

Colombia

The Colombia CSF delivers localized capabilities within Epicor ERP to support business operations in Colombia.

After the installation and setup of the Colombia CSF, you can use Epicor ERP to add one-time supplier and customer entries, enter one-time transactions into journals, and run fiscal reports sorted by one-time information.

Assign One-Time ID to Bank Account

You can link a one-time ID to an account of the one-time banks in the Bank Account Maintenance program.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account Maintenance

Withholding Tax Certificate

You can generate a withholding tax certificate using the Colombian report layout in the Withholding Tax Certificate program.

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Certificate

Additional One-Time Information

You can enter the information about email, cell phone number, and nature for a One-Time ID.

In the **Nature** field you can select the following values:

- Natural Person
- Company

Menu Path: Financial Management > Accounts Payable > Setup > One Time ID CO

Magnetic Media Reports

You have the ability to use Magnetic Media reports: Third Parties Transactions, Default CO Magnetic Media One Time, Default CO Magnetic Media Company Group, and Default CO Magnetic Media Tax Returns.

- The Third Parties Transactions Report shows the balances grouped by account number and one time ID.
- The Default CO Magnetic Media One Time report contains the list of all one time records in a CSV format.
- The Default CO Magnetic Media Company Group is based on the Company Group format and contains the list of concepts and balances for the specified book, year, and year suffix.
- The Default CO Magnetic Media Tax Returns is based on the Tax Returns format and contains the list of concepts and balances for the specified book, year, and year suffix.

These reports are generated from the Data Export Tool CO program.

Menu Path:

Financial Management > Accounts Payable > General Operations > Data Export Tool CO

Denmark

The Denmark CSF delivers localized capabilities within Epicor ERP to support business operations in Denmark.

The Denmark CSF supports cash payment and receipt processes in Denmark. Use it to perform necessary calculations to support the use of banking reference numbers (OCRs) when identifying invoices. You can use OCRs in AR

when you enter sales invoices, and import the resulting payment files, automatically matching a payment to an OCR. You can use OCRs in AP when you enter purchase invoices, and import the resulting payment files to the bank, including supplier OCRs.

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Denmark.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion DK

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with banking reference numbers. This includes information such as invoice number, legal number, banking reference number, amount, fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections - for AR invoices and for AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Number Tracker DK

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Number Tracker DK

Estonia

The Estonia CSF delivers localized capabilities within Epicor ERP to support business operations in Estonia.

The Estonia CSF automatically loads localized report formats used to modify AR invoice processing and to support use of bank or account reference numbers. These reference numbers identify the specific invoice being paid, or for large suppliers (such as Estonian Energy) the account being paid. You can enter bank reference numbers on AR and AP invoices. You can also use the Telehansa Domestic Payment File Formats to electronically pay AP invoices in Estonia.

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Estonia.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion EE

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with banking reference numbers. This includes information such as invoice number, legal number, banking reference number, amount, fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections - for AR invoices and for AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Number Tracker EE

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Number Tracker EE

Finland

The Finland CSF delivers localized capabilities within Epicor ERP to support business operations in Finland.

Use the Finland CSF to perform necessary calculations to support the use of banking reference numbers (OCRs) to identify invoices. You enter AR and AP invoices with OCRs and process electronic cash receipt files (AR payment files, domestic AP payment files, and international AP payment files).

Credit Memo Matching in OCR Import Files

Use the **Bank Receipt File Import** program to import and process credit memos. Records with credit memos are processed with the **Unmatched** status. You can later match them manually to AR invoices.

You can match credit memos to AR invoices and AR invoices to credit memos, but you cannot match a credit memo to a credit memo. When processing, the balance of a credit memo is reduced by the applied amount. If the unapplied amount exists (the credit memo is not fully paid) and it is checked on account, the original credit memo is closed during processing (the balance becomes equal to 0) and a new credit memo is created with an amount equal to the rest of the original credit memo.

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import

Storing Batch ID Generated by SEPA AP Payment EI

When you create AP payment batches, you generate a batch identifier depending on the EI and payment method settings. The functions used in the **Payment_FI_SEPA_BankRef.cs** source file help you configure the application to accurately store the generated AP payment batch reference.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

BBAN in SEPA Payment Files

You can generate SEPA files through the SEPA FI BankRef EI (pain.001.001.02 format) using BBAN (national bank accounts) where no IBAN number is available.

When no IBAN number is available, the generated SEPA payment file contains a checking account number and BBAN in the `DbtrAcct` element. For a supplier's bank with no IBAN, the SEPA payment file contains the supplier's bank account number and BBAN in the `CdtrAcct` element.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Finland.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion FI

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with banking reference numbers. This includes information such as invoice number, legal number, banking reference number, amount, fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections - for AR invoices and for AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Number Tracker FI

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Number Tracker FI

NoBankAccountCheck Payment Method Property

Use the **NoBankAccountCheck** property on an AR payment method to disable validation of bank account number in the import file against the specific bank account for the group.

Use **Electronic Interface Maintenance** to add the **NoBankAccountCheck** property to an AR electronic interface. The property is disabled by default.

Use **Payment Method Maintenance** to enable this property. In this case, the bank account is not validated during AR bank import and you have to validate it manually.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import

Germany

The Germany CSF delivers localized capabilities within Epicor ERP to support business operations in Germany.

Germany CSF supports Value Added Tax (VAT) and German Principles of Data Access and the Auditability of Digital Records (GDPDU) functionality. VAT is an indirect tax imposed on the value added of each stage of production and distribution. The GDPDU functionality provides an export file that includes line details for General Ledger verification based on natural account. Localization reports provide Germany-specific financial and Z4/Z10 reports.

Copy GL Controls from Tax Rate to Tax Effective Rate

Use the **Copy GL Controls from Tax Rate to Tax Effective Rate** process to copy German-specific GL controls from tax rate to tax effective rate for the current company in a multi-tenant SaaS environment. If a GL control already exists for the tax effective rate, it is not copied.

You can run this rebuild process for the current company, and it does not run for any other company.

Menu Path: System Management > Rebuild Processes > Finance > Copy GL Controls to Tax Effect. Rate DE

Date Format in Data Export Tool

You can select the date format for GDPdU export in **Data Export Tool** based on the relevant government standards.

Use the **Date Format** field on the **Detail** sheet to select a date format. Options include a date format based on server settings and the following predefined formats:

- **DD/MM/YYYY**
- **DD.MM.YYYY**
- **DD-MM-YYYY**
- **YYYY-MM-DD**

Menu Path: System Setup > System Maintenance > Data Export DE

Z4/Z10 Reports

Germany CSF supports the production of Z4 and Z10 reports and their export to XML file.

The Z10 Report is used for all incoming and outgoing payments for sales and purchases of securities and financial derivatives, and for payments related to redemption of securities. The Z4 Report is used for all incoming and outgoing payments, which are not to be reported on the Z10 form, including all offsets and allocations that are made as part of a clearing or netting procedure.

The reports print distributed payment amounts per payment, country, supplier or customer, and payment statistics code (from invoice line/part from AR and AP).

Use the **Standard DE - SSRS** report style to print a standard report. Use the **Standard DE Itemized - SSRS** report style to print a detailed Z4 or Z10 report. You can use an itemized report to validate the regular report, for maximum visibility of the details.

Complete the setup tasks for Z4/Z10 support in the following programs.

- Solution Workbench
- Company Configuration
- Part Maintenance
- Customer Maintenance
- Supplier Maintenance

Once you complete the setup, you can use the **Germany** sheet to enter, update, and view Z4/Z10 specific information in the following programs.

- Part Tracker
- AP Invoice Entry
- AP Invoice Tracker
- AR Invoice Entry

- AR Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > Reports > Z4/Z10 Report DE

Financial Management > Accounts Payable > Reports > Z4/Z10 Report DE

Malaysia

The Malaysia CSF delivers localized capabilities within Epicor ERP to support business operations in Malaysia.

The customizations to Epicor ERP support Licence Manufacturing Warehouse (LMW) processing, Sales Tax Exemption (CJ5) processing, Goods and Services Tax (GST) processing, and Taxpayer Audit Portal (TAP) return file production. Use the Data Export Tool functionality to produce a GST Audit File (GAF) in a format required by Jabatan Kastam Diraja Malaysia (JKDM) for auditing purposes.

Business Registration Numbers

In Malaysia, business registration numbers (BRN) are required for all locations from which purchases can be made and these are treated as separate business entities. BRNs are required in official GST reports and in the GAF extract that accompanies tax declarations as proof of the entities with which business transactions are performed.

You can set up business registration numbers (BRN) for customers, customer ship-to addresses, suppliers, and supplier purchase points. Use **Customer Maintenance** to set up business registration numbers for customers and ship-to addresses. Use **Supplier Maintenance** to set up business registration numbers for suppliers and purchase points. Use **AP Invoice Entry** to specify purchase points for AP invoice miscellaneous lines.

When you install the Malaysia CSF, organization registration codes are translated to BRN in the Malaysia localization. To ensure that the Malay language is installed in your application, use **Language Maintenance**.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: System Setup > System Maintenance > Language Maintenance

Important This program is not available in Epicor Web Access.

Customer Statements Report

Use the **Customer Statements Report** to print Malaysia-specific customer statements.

When printing the report, select the **Standard MY - SSRS** report style.

Menu Path: Financial Management > Accounts Receivable > Reports > Customer Statements

Data Export Tool

Data Export Tool is a program to produce a GST Audit File (GAF) in a flat file or XML file format. You can submit the export file to Jabatan Kastam Diraja Malaysia (JKDM). You can create data export structure definitions, add user defined options, tables, and columns. Epicor ERP produces a common file in the specified format.

You can select date format for GAF export based on the relevant government standards. Use the **Date Format** field on the **Detail** sheet to select a date format. Options include a date format based on server settings and the following predefined formats:

- **DD/MM/YYYY**
- **DD.MM.YYYY**

- **DD-MM-YYYY**
- **YYYY-MM-DD**

The common file captures the following elements:

- Company information
- Purchases
- Supplies
- Ledgers
- Footer

Epicor ERP also provides default reports and BAQs required for GAF export.

Menu Path: System Setup > System Maintenance > Data Export MY

Opening Balance Records in GAF Export File

The GAF export file includes opening balance records for the selected GL accounts.

To exclude opening balance records in a GAF file, use the **Ledger Opening Balance** option.

Menu Path: System Setup > System Maintenance > Data Export MY

Tax Box Report Enhancements

The Malaysian-specific **Tax Box Report** includes the **Date Basis** selection and the summary report option.

When you select report options and parameters, use the **Date Basis** options to run the report for the tax application date or for the tax posting date. You can select the **Summary Only** check box to print the tax box summary only. If you leave the check box clear, your report includes a detailed tax box report with the summary printed at the end of the report.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > Reports > VAT Tax
- Financial Management > Accounts Receivable > Reports > VAT Tax

TAP Return File

The TAP return file is an electronic form of the **GST03 Goods and Services Tax Return** form. You can use Epicor ERP to produce a flat TAP return file that you can later upload directly into the Taxpayer Audit Portal, which accelerates the processing of your GST returns.

Menu Path: Financial Management > Accounts Receivable > Reports > VAT Tax

MSIC Codes

Malaysia Standard Industrial Classification (MSIC) codes are used by the Government of Malaysia to collect statistical information of sales into industries during the tax reporting period. This information is provided in the TAP file in which output taxes identified as belonging to a particular MSIC are reported next to the MSIC code and all other output taxes not related to a MSIC code are summed together into the **Others** total which is the last value in the TAP file.

To set up MSIC codes, use the following programs:

- Company Configuration
- Customer Maintenance
- Product Tax Category Maintenance

Use **AR Invoice Entry** to enter AR invoices with MSIC codes for invoice lines. Use **AR Invoice Tracker** to view a MSIC code for the selected AR invoice line on the Malaysia sheet. Use **GL Journal Entry** to define MSIC codes during taxable adjustments when creating GL journal entries.

When splitting output tax values, the following algorithm is used to define a MSIC code for each AR invoice line (a code is considered valid once defined in company settings):

- A MSIC code from **AR Invoice Line** is used.
- If no valid code on an invoice line is found, a MSIC code from **Part Tax Category** assigned to the invoice line is used.
- If no valid code is found on the part's tax category, a MSIC code from invoice **Customer** is used.
- If no valid code is found for a Customer, the invoice line output tax is added to the Others column.
- If one MSIC code is defined in company data, all MSIC code assignments are ignored and the total tax value is assigned to this MSIC code.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Receivable > Setup > Product Tax Category

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > General Ledger > General Operations > Journal Entry

Mexico

The Mexico CSF delivers localized capabilities within Epicor ERP to support business operations in Mexico.

After the installation and setup of your Mexico CSF, you can use Epicor ERP to support digital tax receipts, automatic calculation of ISR (corporate tax), and localization reports. The localization reports comply with basic regulations to complete taxes for SAT (Servicio de Administracion Tributaria) compliance in Mexico.

Cancellation of Digital Tax Receipt AR Invoices

You can cancel digital tax receipt AR invoices. For this purpose you need to create and post a cancellation invoice. After that a cancellation request XML file is generated and sent to web service. If required, you can regenerate a cancellation XML document in AR Invoice Tracker. When the cancellation response is received, it is attached to the cancelled invoice.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Customer Legal Name for Digital Tax Receipt

If the name of a customer you create for digital tax receipt consists of more than 50 characters, use the customer legal name field in Customer Maintenance to enter such name.

If you populated both the customer name and customer legal name fields when creating a customer record, the application pulls the customer legal name from the record and uses during creation of a digital tax receipt and

generation of an Original String (cadena). In case the customer legal name is empty, the customer name is used instead.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Invoice Fiscal Folio Update

You are able to review imported XML files containing AP invoice-related information and match imported files with the AP invoices meeting definite criteria - either automatically or manually.

To provide correct data retrieval from the imported XML files, you can set up the functionality by specifying the XPath expressions. These parameters define how the information about supplier ID, invoice number, Fiscal Folio, and other parameters is extracted from the imported file.

After matching you can update selected AP invoices with the UUID information. The application will extract the information about the UUID from XML file and populate the Fiscal Folio (UUID) field of the invoices.

Menu Path: Financial Management > Accounts Payable > General Operations > Update Invoice Fiscal Folio MX

Journal Fiscal Folio Update

You can review imported XML files containing journal-related information and match imported files with the journal entries meeting definite criteria - either automatically or manually.

To provide correct data retrieval from the imported XML files, you can set up the functionality by specifying the XPath expressions. These parameters define how the information about tax ID, RFC, legal number, and other parameters is extracted from the imported file.

After matching you can update selected journal entries with the UUID information. The application will extract the information about the UUID from XML file and populate the Fiscal Folio (UUID) field of the journal entries.

Menu Path: Financial Management > General Ledger > General Operations > Update Journal Fiscal Folio MX

Localization Reports

Use Epicor ERP to run the following reports required by SAT:

- **List Of Accounts MX Report**

  This report generates an .xml file with the list of accounts.

  Menu Path: Financial Management > General Ledger > Reports > List Of Accounts MX Report

- **Trial Balance MX Report**

  This report generates an .xml file with the trial balance.

  Menu Path: Financial Management > General Ledger > Reports > Trial Balance MX Report

- **GL Journals MX Report**

  This report generates an .xml file with the GL journals information.

  Menu Path: Financial Management > General Ledger > Reports > GL Journals MX Report

- **Folio Number's Auxiliary Report**

  This report generates an .xml file with fiscal folio details. To generate the report, select the **Folio Number's Auxiliary** check box.

  Menu Path: Financial Management > General Ledger > Reports > GL Journals MX Report

- **Account's Auxiliary Report**

This report generates an .xml file with details of the account affected by the GL Journal. To generate the report, select the **Account's Auxiliary** check box.

Menu Path: Financial Management > General Ledger > Reports > GL Journals MX Report

Reconciled Date

When you import and reconcile a bank statement, the date of reconciliation displays in the **Reconciled Date** field on the **Statement Lines** sheet in **Bank Statement Processing**.

Menu Path: Financial Management > Accounts Payable > General Operations > Bank Statement Processing

Supplier Legal Name for DIOT Report

If the name of a supplier you create consists of more than 50 characters, use the supplier legal name field in Supplier Maintenance to enter such name.

If you populated both the supplier name and supplier legal name fields when creating a supplier record, the application pulls the supplier legal name from the record and adds it to the Mexico Localization DIOT tax report. In case the supplier legal name is empty, the application adds the supplier name to the report instead.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > General Ledger > Reports > Mexico DIOT

Withholding Tax Certificate

You can generate an .xml file with the information about different withholding concepts per SAT catalog.

This report format requires entering retention codes used to classify different withholding tax types. You can do it in Supplier Maintenance. The application will assign a retention code to the AP invoice where these taxes are applied. Otherwise you can enter it in the AP Invoice Entry program. When you print a Withholding Tax Certificate report, its name includes this code.

Menu Path: Financial Management > General Ledger > Reports > Withholding Tax Certificate MX

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Certificate MX

New Zealand

The New Zealand CSF delivers localized capabilities within Epicor ERP to support business operations in New Zealand.

The New Zealand CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with GST and BAS (Business Activity Statement) reporting requirements.

AR Electronic Payments

Epicor ERP provides an electronic interface file that supports Direct Debit AR payments for the current BNZ and Westpac supported payment formats.

After you set up an electronic interface and payment method for AR direct debit payments, use the Cash Receipts Entry program to enter AR cash receipts and process them. You can also process receipts from customers with positive balance only. The balance of the selected invoices for each customer is calculated and includes only customers with the calculated balance more than zero.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Storing Batch ID Generated by AR Balance Processing and Direct Debit Payments EI in AR

When you create AR payment batches, you generate a batch identifier - depending on the EI and payment method settings. The functions used in the **ARPayment_Generic.cs** and **ARPayment_NZ_BNZ.cs** files help you configure the application to accurately store the generated AR payment batch reference.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Norway

The Norway CSF delivers localized capabilities within Epicor ERP to support business operations in Norway.

Use Norway CSF to make payments using TelePay payment methods, import AP and AR bank files, generate electronic invoices, and run Norway localization reports.

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with banking reference numbers. This includes information such as invoice number, legal number, banking reference number, amount, fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections - for AR invoices and for AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Number Tracker NO

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Number Tracker NO

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Norway.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion NO

E-Invoice Company ID Attribute

Before electronic invoice generation you can specify in which system of identification the customer is registered.

The **E-Invoice Company ID Attribute** in Customer Maintenance (Customer - Norway sheet) allows you to select one of the following values:

- **ZZZ** - unknown issuer. This value is used for internal customer numbers.
- **GLN** - the GS1 Norway organization.
- **NO:ORGNR** - the Brønnøysund Register Centre.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Menu Path: Financial Management > Deferred Revenue Accounting > Setup > Customer

Menu Path: Financial Management > Multi-Site > Setup > Customer

Norway E-Invoicing EHF v.2.0

You can generate and process e-invoice documents using the EHF version 2.0 schemas.

The current 1.6 version supported by Epicor became obsolete in September 2014. The current e-invoice version is upgraded to 2.0 and incorporates the changes introduced in the version EHF 2.0. Epicor ERP creates messages for AR invoices and credit memos that are validated against the EHF v.2.0 schema.

Storing Batch ID Generated by TelePay (Export) EI

When the application creates AP payment batches, it generates a batch identifier - depending on the EI and payment method settings. The functions used in the **Payment_NO_APTelePayPaym.cs** source file help you to set up the application for accurate storing of the generated AP payment batch reference.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Transaction Reason Codes in AP Invoices

When you create an AP invoice from a foreign supplier and with the invoice amount exceeding EUR 12,500, you must select a transaction reason code for this invoice. A transaction reason code is selected from the list defined in TranReason user codes. The default value for foreign suppliers outside Norway is 14.

Use **AP Invoice Entry** to create an AP invoice with a transaction reason code. Use **AP Payment Entry** to review and update a transaction reason code for AP invoice payments, and to enter a transaction reason code for miscellaneous payments. Use **Posted Invoice Maintenance** to review and update transaction reason codes for AP invoices.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Posted Invoice Update

Peru

The Peru CSF delivers localized capabilities within Epicor ERP to support business operations in Peru.

Use the Peru CSF to create bill of exchange records for Accounts Receivable and Accounts Payable and to generate financial reports to review and print bill of exchange documents.

Peru has three different withholding types, Retentions (retenciones), Perceptions (percepciones), and Detractions (detracciones). All three types of withholdings are subject to minimum values and to the vendor status provided by the National Superintendency of Tax Administration (SUNAT). Use the Peru CSF to set up and calculate all the three types of withholding taxes.

AP BoE Groups Creation

You can create a group of AP Bills of Exchange (BoE) in **AP Bill of Exchange Entry**. After entering a required number of BoE for this group, you can post all BoE in this group at once.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Bill of Exchange Entry

Generation of Multiple AP BoE

You can generate multiple AP bills of exchange (BoE) for the existing AP invoices in **AP Bill of Exchange Entry**.

You can analyze existing AP invoices and select the invoices for which you want to generate multiple BoE. After you select them, you can generate multiple AP BOE according to the provided settings (currency, supplier, periodicity of the due dates, and the number of BoE) and post the group of BoE.

Menu Path: Financial Management > Accounts Payable > General Operations > AP Bill of Exchange Entry

Lookup Tables Setup for the Kardex Report

You can create a lookup table for the Kardex report in the **Lookup Table** program.

The Kardex report uses this lookup table to display data accurately.

Menu Path: Financial Management > General Ledger > Setup > Lookup Table

SUNAT Reports

Use Epicor ERP to produce financial reports to be submitted to the National Customs and Tax Administration of Peru (SUNAT).

Epicor ERP supports the following formats of SUNAT reports:

- 1.1 Cash Transaction Details
- 1.2 Account Transaction Details
- 2.1 Second Category Revenue
- 2.2 Fourth Category Revenue
- 3.1 Balance Sheet
- 3.2 Account 10 Balance Details
- 3.18 Cash Flow Statement
- 3.20 Profit and Loss Statement from 01.01 to 31.12
- 4.1 Withholdings
- 7.1 Fixed Asset Details
- 7.2 Fixed Assets Revaluation Details
- 8.1 Purchase Register
- 10.1 Costs of Sales Annual Statement
- 10.2 Monthly Cost Elements
- 10.3 Valued Annual Production Cost Statement
- 14.1 Sales and Income Register

Menu Path: Financial Management > General Ledger > Sunat Reports PE

Poland

The Poland CSF delivers localized capabilities within Epicor ERP to support business operations in Poland.

Use Poland CSF to create AR and AP correction invoices, define red storno transactions, generate legal numbers for the deposit/miscellaneous payments in cash receipts, source invoice for the RMA processing, and print Inventory Movement report from various programs.

Credit Memos in RMA Processing

Use **RMA Processing** to create credit memos along with correction invoices.

Use the **Summary > Credits** sheet of RMA Processing to add a credit memo. You can then process RMA for the credit memo in AR Invoice Entry.

Menu Path: Financial Management > Accounts Receivable > General Operations > RMA Processing

SEPA

The SEPA CSF enables Epicor ERP to support a generic Single Euro Payment Area (SEPA) format in an Electronic Funds Transfer (EFT) payment output file for credit transfers.

SEPA enables customers to make cashless Euro payments to anyone within the SEPA area of member states using only a single bank account and a single set of payment tools. The SEPA initiative improves the efficiency of cross border payments as all electronic payments across the SEPA member states are considered domestic transactions.

SEPA provides a generic standard for headers, trailers, and line items for EFT in the European Area using the single payment function. The messages are based on the ISO 20022 standard, of which SEPA uses a subset.

In addition to country-specific SEPA localizations, Epicor ERP supports **Structured**, **Unstructured**, and **SEPA Direct Debits (SDD)** payment file formats.

Basic Bank Account Number (BBAN) in SEPA Payment Files

For companies that do not have International Bank Account Number (IBAN), the generated SEPA payment files contain a checking account number and BBAN in the `DbtrAcct` element. For supplier banks that do not have IBAN numbers, the generated SEPA payment files contain the supplier's bank account number and BBAN in the `CdtrAcct` element.

BBAN support is available in the following electronic interface files:

- Payment_SEPA_BankRef.cs
- Payment_SEPA_Generic.cs
- Payment_SEPA_Pain_001_001_03.cs

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Non-Euro AP Payment Files

Use the **Payment_SEPA_Pain_001_001_03** electronic interface to set up the **AllowMultipleCurrency** property for export of non-Euro SEPA payment files.

You add the AllowMultipleCurrency property in the **Electronic Interface Maintenance** program. The property is disabled by default. To export non-euro payment files, use the **Payment Method Maintenance** program to enable the property.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Payable > Setup > Payment Method

PayInBankCurrency Electronic Interface Property

To generate SEPA payment files in the bank currency, use the **PayInBankCurrency** electronic interface property.

You can add this property to the following EIs:

- SEPA Generic
- SEPA BankRef
- SEPA Pain.001.001.03

PayInBankCurrency has a priority over AllowMultipleCurrency if both are set as true, that is any invoice with a currency other than the bank currency will be paid in the bank currency after converting the amount.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

SEPA DD AR Payments to Collect List

Use the **SEPA DD AR Payments to Collect List Tracker** to review and adjust due dates of AR invoices so that the SEPA DD electronic interface accepts them.

Menu Path: Financial Management > Accounts Receivable > General Operations > SEPA Direct Debit Collections

Storing Batch ID Generated by SEPA AP Payment and Direct Debits EI

When you create AP and AR payment batches, you generate a batch identifier - depending on the EI and payment method settings. The functions used in the **Payment_SEPA_Generic.cs**, **Payment_SEPA_Pain_001_001_03.cs**, and **ARPayment_SEPA_DirectDebit.cs** files help you to set up the application for accurate storing of the generated AP payment batch reference.

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Payment Entry
- Financial Management > Cash Management > General Operations > Payment Entry

Singapore

The Singapore CSF delivers localized capabilities within Epicor ERP to support business operations in Singapore.

The Singapore CSF automatically performs many necessary calculations, and loads files to Singapore-specific features. IRAS (Inland Revenue Authority of Singapore) audits businesses from time to time to assure that businesses are making correct tax declarations. It is a common procedure for IRAS to request for certain accounting information as part of the audit. Use the **Data Export Tool** functionality to produce an IRAS audit File (IAF).

Data Export Tool

The **Data Export Tool** is a program to produce IRAS Audit File (IAF) in the *.csv or XML file format. You can create data export structure definitions, add user defined options, tables, and columns. As a result, a common file in the specified format is produced.

You can select a date format for the IAF export to match the government standard. Use the **Date Format** field on the **Detail** sheet to select a date format. Options include a date format based on server settings and the following predefined formats:

- **DD/MM/YYYY**
- **DD.MM.YYYY**

- **DD-MM-YYYY**
- **YYYY-MM-DD**

The common file has the following structure:

- Element header (one record)
- Element body (one or multiple records)
- Element footer (one record with or without subtotals)

Epicor ERP also provides default reports and BAQs required for an IAF export.

Menu Path: System Setup > System Maintenance > Data Export SG

Tax Setup Import

Use the **Tax Setup Import** program to import Singapore-specific tax setup into your Epicor ERP application.

Before importing tax setup, you have to set up a GL control for tax type and set up an electronic interface for tax setup import. When the predefined tax setup is imported, you can update or extend the setup if required. Sample import files in the .csv format are provided on EPICweb.

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Tax Setup Import SG

Sweden

The Sweden CSF delivers localized capabilities within Epicor ERP to support business operations in Sweden.

The Sweden CSF automatically performs many necessary calculations to support the use of banking reference numbers or OCRs to identify invoices. You can use OCRs to create AP invoices and import the resulting payment files, automatically matching the payment to an OCR. When you create AP invoices, you can enter suppliers' OCRs and export resulting payment files to the bank.

Bank Account Types for SEPA Pain.001.001.03 Files

In Sweden, banks do not have IBAN numbers. To generate a SEPA payment file in the pain.001.001.03 format for these accounts, you must apply the following settings.

Use the **Sweden** sheet in **Bank Account Maintenance** to select a bank account type for your company. Use the **Bank/Remit To > Sweden** sheet in **Supplier Maintenance** to select a supplier's bank account type. Available bank account types are Bankgirot, Plusgirot, and Direct.

Menu Path: Financial Management > Accounts Payable > Setup > Bank Account

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with banking reference numbers. This includes information such as invoice number, legal number, banking reference number, amount, fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections - for AR invoices and for AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Number Tracker SE

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Number Tracker SE

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Sweden.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion SE

Credit Memo Matching in OCR Import Files

Use the **Bank File Import Workbench** program to import and process credit memos. Records with credit memos are processed with the **Unmatched** status and start with **21** in the import file. You can later match them manually to AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import

Switzerland

The Switzerland CSF delivers localized capabilities within Epicor ERP to support business operations in Switzerland.

The Switzerland CSF loads localized files that support Electronic Funds Transfer (EFT) processing of AP payments in Switzerland. Swiss internal business processes are based on OCR codes called Inpayment Slip with Reference number (ISR), which are processed by either Postfinance or Swiss banks. Invoices for Swiss and Liechtenstein-based customers contain a payment slip with ISR code attached to them, which provide unique information.

You can use Epicor ERP to store data to generate ISR code line and reference number for companies, to store suppliers' ISR party numbers, to generate AP payment files with ISR numbers, and to import AR payment files with ISR reference numbers.

Bank Customer Number Position and Length

Use the **Banks > Switzerland** sheet in **Supplier Maintenance** to specify the position and length of the bank customer number (ID) in the ISR reference number provided by the supplier's bank.

When you enter AP invoices, the ISR reference number is parsed and the bank customer number with the given position and length in a supplier's bank details is located.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Banking Reference Number Tracker

Use the **Banking Reference Number Tracker** to view information on AR and AP invoices with banking reference numbers. This includes information such as invoice number, legal number, banking reference number, amount, fiscal year, and period in which it was posted.

This tracker displays information in a dashboard format and contains two sections - for AR invoices and for AP invoices.

Menu Path: Financial Management > Accounts Receivable > General Operations > Banking Reference Number Tracker CH

Menu Path: Financial Management > Accounts Payable > General Operations > Banking Reference Number Tracker CH

Check Digit Conversion

Use the **Check Digit Conversion** process to add and configure a check digit algorithm for Switzerland.

As an end-user administrator in a multi-tenant SaaS environment, you can:

- run **Check Digit Conversion** when required.
- run **Check Digit Conversion** for a specific company, not all companies.

Menu Path: System Management > Rebuild Processes > Finance > Check Digit Conversion CH

Red ISRs in AP Invoice Entry

Use the **AP Invoice Entry** program to enter AP invoices with red ISRs.

The ISR code line you enter during automatic AP invoice creation is analyzed. If this ISR code line contains limited information, in other words, does not contain either an amount or both an amount and ISR reference number, this code line is treated as a red ISR and the **Red ISR** check box is automatically selected. You must enter the supplier and amount in the CHF currency. Click the **Apply** button to submit this supplier information.

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Logged Invoice Entry

Selecting Invoices for Urgent Payment

You can use the **Posted Invoice Update** program to flag invoices for urgent payment. When you select invoices in AP Payment Entry, the invoices that you flagged as urgent are selected regardless of their due date and display at the top of the list.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Thailand

The Thailand CSF delivers localized capabilities within Epicor ERP to support business operations in Thailand.

The Thailand CSF automatically performs many necessary calculations, and loads localized report formats and files to support VAT reporting. You can use Epicor ERP to calculate VAT tax base, produce input and output VAT reports, and produce withholding tax reports, and withholding tax certificates.

AR Tax Invoice

The Thailand-specific AR tax invoice document allows changes to fields not related to calculation of invoice amounts. After an invoice is posted and sent to the customer, you can update the following fields: Print Sold to Address, Contact, PO, and enter invoice comments on the **Header > Comments > Invoice Comments** sheet. Every time you make such changes, you have to assign a revision number to your update. The revision number and date are printed on the Monthly VAT Report.

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Payable > Reports > Monthly VAT Report TH

Change Tracking for Key Transactions

For the tax reporting and filing purposes in Thailand, a Change Log displays on some programs and Trackers.

Use the **Changed By** field to view the username of the person who last changed the selected record. The **Change Date** field displays the date and time of the last change.

To enable the Change Log function, you must install a Thailand-specific *.cab file using the **Solution Workbench** program. The *.cab file adds automatic BPMs to the following programs: AP Payment Entry, AP Invoice Tracker, AR Invoice Tracker, and Cash Receipt Tracker. You can add the Change Log function to other tables manually in the **Data Directive Maintenance** program.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Tracker

Credit Note

Use **AR Invoice Entry** to create and print Thailand-specific credit notes. The Credit Note report prints the original tax invoice number and a credit note reason.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Report Styles for Withholding Tax Certificate

Two report styles are available for withholding tax certificates in Thailand to meet the different formatting for Thai legal format versus English reference format.

Use the following report styles when printing or reprinting the Withholding Tax Certificate:

- **Standard TH English - SSRS** to print the report in English
- **Standard TH Thai - SSRS** to print the report in Thai

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Certificate TH

Withholding Tax Report Enhancements

The **Withholding Tax Report** has a changed layout and complies with the government requirements.

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Report TH

Withholding Tax Certificate Enhancements

The **Withholding Tax Certificate** has a changed layout and complies with the government requirements.

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Certificate TH

United States

The United States CSF delivers localized capabilities within Epicor ERP to support 1099-Misc form and reporting in the United States.

In the United States, the Internal Revenue Service (IRS) requires businesses to file a 1099 form to report certain payments made to individuals and organizations. Whether a payment is reportable on Form 1099 depends upon the payment amount, payment type and the supplier's business entity type. In order to facilitate the tax reporting process and provide a way to fulfill IRS regulations, AP1099 functionality has been enhanced in the Epicor ERP application with a United States CSF license. This functionality includes 1099 setup, processing, and reporting.

1099 Adjustment Entry

You can use **1099 Adjustment Entry** to create manual adjustments to amounts tracked within a 1099 code. Adjustments are reflected after running the 1099 Generation Process.

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Adjustment Entry

1099 AP Payment Entry

Use **AP Payment Entry** to pay a 1099 supplier's invoice. Payments that are classified as 1099 reportable will display a 1099 Code in the Payment > Misc Detail sheet in AP Payment Entry. This code defaults from the supplier's record but can be adjusted or added.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

1099 Box Numbers for 1099 Forms

You can define the 1099 boxes for each 1099 form that your company sends to the IRS. Use **1099 Box Number Maintenance** to define a box number, description, and electronic code. You can also add a comment that displays on the 1099 form for that box number.

Run the **Cvap0042** 1099 conversion program from the **Conversion Workbench** to load the current 1099 US functionality, prior to creating any new box numbers.

Currently Cvap0042 conversion program creates **Box 7** (Nonemployee Compensation) and **Box 3** (Other Income) for 1099-Misc (or Miscellaneous Income) and sets a System flag for the boxes it creates. Automatic updates are received. The boxes cannot be deleted, but can be updated. The System boxes are used in the 1099-Misc preprinted form.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Box Number Maintenance

1099 Code in AP Invoice Entry

You can select a 1099 code per invoice line in **AP Invoice Entry** for 1099 suppliers for tracking purposes. Select a 1099 code from the Lines > Detail sheet. 1099 codes are created in **1099 Code Maintenance**.

The 1099 Code field is also displayed in **AP Invoice Tracker**.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path

Navigate to this program from the Main Menu:

- Executive Analysis > Trackers > A/P Invoice Tracker
- Financial Management > Accounts Payable > General Operations > Invoice Tracker

1099 Code in AP Posted Invoice Update

You can update a 1099 code per invoice line in **AP Posted Invoice Update** after an AP invoice has been posted. Select a new 1099 code from the Lines > Detail sheet to change the code.

Menu Path

Navigate to this program from the Main Menu:

- Financial Management > Accounts Payable > General Operations > Posted Invoice Update

1099 Code Maintenance for 1099 Reporting

Use **1099 Code Maintenance** to create 1099 codes to allow track and report amounts paid per box. You can assign 1099 codes to invoice lines or you can use them as a default to 1099 reportable suppliers.

Menu Path: Financial Management > Accounts Payable > Setup > 1099 Code Maintenance

1099 Company Settings

Use **Company Configuration** to set up the USA CSF license for 1099 functionality and to set up company tax information required for 1099 forms.

Selecting United States from the **Localization** sheet allows access to the 1099 menu items in your application. Completing the default settings on the **1099 Reporting** sheet, such as the payer's federal tax reporting registration number (TIN) and address, saves time when processing 1099 forms.

Menu Path

Navigate to this program from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

1099 Export

You can generate electronic files to send to the IRS. Launch **1099 Export** from the Actions menu of the **1099 Processing** program. Use the 1099 Export form to generate an export file according to the format specified in the 1099 Reporting electronic interface.

The 1099 Reporting electronic interface is based on IRS Publication 1220. You must define company, transmitter, and payer information. Most of the fields are defaulted from the 1099 processing form and the 1099 settings in Company Configuration.

You can select one of the following file types:

- Original
- Correction
- Replacement
- Test

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Processing

1099 Form Entry

Use **1099 Form Entry** to manually create a 1099 form. You can also use 1099 Form Entry to review and manually adjust generated forms. From the Box List grid you can adjust, delete, and add new box lines.

If the Supplier has been designated for 1099 Foreign Account Tax Compliance Act (FATCA) reporting, the FATCA check box is selected on the form.

Menu Path: Financial Management > Accounts Payable > Reports > 1099 Entry Form

1099 Form Printing

Use **Print 1099 Forms** to print 1099 forms using a preprinted format.

Two report styles are available. Use the **Standard US 2015-SSRS** report style to allow the FATCA checkbox to be selected for Foreign Account Tax Compliance Act (FATCA) reporting, or the **Standard US 2014-SSRS** report style.

You can use the **New Forms and Corrections only** option to only print new and corrected forms. You can only print one 1099 form type at a time. Additionally you can filter and sort by supplier code or supplier name.

You can also print forms according to their status. For example, you can print only forms which have not been printed yet, only forms previously printed, or all forms.

Menu Path: Financial Management > Accounts Payable > Reports > Print 1099 Forms

1099 Generation

You can generate 1099 forms based on the information stored in Account Payables by running **1099 Generation** from the Actions menu of the **1099 Processing** program. Miscellaneous Payments with a 1099 code defined are included in the calculations of the reportable amounts.

If the **FATCA** check box has been selected in the Supplier record, FATCA reporting information defaults to 1099 forms during 1099 processing.

Tip If FATCA payments made during the corresponding year do not reach the minimum threshold amount or if no payments were made, the 1099-Misc form will show 0.00 for Box 3 on the report.

The following generation modes are available:

- **New Forms** - Generates 1099s for suppliers that do not have 1099s yet. 1099s that have already been generated for the current year will not be affected.
- **Corrected Forms** - Generates corrected 1099 forms if original form is marked as submitted and newly calculated amounts/or payee's info does not match to the original form.
- **Regenerate All Forms** - Deletes any 1099s generated or manually created form, and generates all 1099 forms for this year.
- **Recalculate Existing Forms** - Calculates new totals (to include any new 1099 entered amounts) but does not affect any other adjustments.

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Processing

1099 Processing

Use the **1099 Processing** program as a central place to review detailed 1099 information for current and previous years, generate 1099 forms, print 1099 reports, and for electronic file generation.

For suppliers set for 1099 Foreign Account Tax Compliance Act (FATCA) reporting, FATCA results will be reflected during 1099 processing.

Use the Actions menu of the 1099 Processing program to access the following applications:

- 1099 Report
- 1099 Generation
- 1099 Export

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Processing

1099 Report

You can create a 1099 report by running the **1099 Report** from the Actions menu of the **1099 Processing** program. From the 1099 Report, you can simulate new and corrected forms and display recalculated forms.

In addition to the summary report, you can also use the Details option to display a breakdown by invoice lines and manual 1099 adjustments for each box. Miscellaneous Payments with a 1099 code defined are included in the report calculations.

The 1099 report includes a FATCA column and displays a **Y** when a supplier is set up for Foreign Account Tax Compliance Act (FATCA) reporting and an **N** when the supplier is not set up for FATCA reporting.

Tip If FATCA payments made during the corresponding year do not reach the minimum threshold amount or if no payments were made, the 1099-Misc form will show 0.00 for Box 3 on the report.

Use the 1099 Report to:

- Review forms to be generated
- Review details of already generated forms
- See the accumulative result of generated forms

The Report Mode options are:

- **Already Generated Forms** - Prints information from existing 1099 forms.
- **Simulate New Forms** - Simulates and prints new 1099 forms only. It works as a preview of the **New Forms** 1099 Generation process, where forms are calculated for display, but are not submitted into the database.
- **Simulate Corrected Form** - Simulates and prints new corrected 1099 forms only. It works as a preview of the **Corrected Forms** 1099 Generation process, where corrected forms are calculated for display, but are not submitted into the database.
- **Display Recalculated Forms** - Simulates and prints forms which need recalculations. It works as a preview of the **Recalculate Existing Forms** 1099 Generation process for forms which haven't been submitted yet. Forms are recalculated for display purpose but are not submitted into the database.

Menu Path: Financial Management > Accounts Payable > General Operations > 1099 Processing

1099 Suppliers

Use **Supplier Maintenance** to define a supplier's 1099 information and to set up a supplier for 1099 Foreign Account Tax Compliance Act (FATCA) reporting.

From the Supplier > 1099 sheet in Supplier Maintenance you can set up a default 1099 code and federal tax reporting registration number (TIN). You can change the system defaulted supplier name to a United States 1099 reporting name if the names are different. You can use the same TIN for multiple suppliers. 1099 amounts are summarized for suppliers with the same TIN.

Use the Supplier > 1099 sheet of Supplier Maintenance to specify Foreign Account Tax Compliance Act (FATCA) reporting by selecting the **FATCA** check box. The **Account Number** defaults from the Supplier ID, but you can change it if necessary (for example, to specify a United States or foreign financial institution (FFI) account). This information defaults to various forms during 1099 processing.

The Supplier > 1099 sheet is also displayed in **Supplier Tracker** and **Supplier Display**.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Menu Path: Financial Management > Accounts Payable > General Operations > Supplier Tracker

Menu Path: Financial Management > Accounts Payable > General Operations > Supplier Display

1099 US Conversion and Updates

Run the **Cvap0042** 1099 conversion program from the **Conversion Workbench** to load the current 1099 US functionality.

Run this conversion program while you are setting up your 1099 functionality, prior to creating any new box numbers.

Run Sequence	Conversion ID	Description
9010	cvap0042	Create initial data for US 1099 Reporting.

The Cvap0042 conversion program creates boxes for 1099-Misc and sets a System flag for the boxes it creates. Automatic updates of the 1099-Misc form will be received. The boxes cannot be deleted, but can be updated. The System boxes are used in the 1099-Misc preprinted form.

The 1099 code for **Box 7** (Nonemployee Compensation) is created and then linked to the Supplier records that have the 1099 option set. The Tax Payer ID (TIN) is copied over from the Company Federal ID, as well as the current boxes for the 1099-Misc form, for all 1099 suppliers.

The 1099 code for **Box 3** (Other Income) is created by the conversion and is then linked to the Supplier records that have the 1099 option set. Supplier TIN is copied over from Supplier Tax ID.

When running the conversion program, a screen displays where you can set up the default tax year for 1099 functionality. This tax year becomes the default in Company Configuration. You can also select a conversion option for either **Report Only** (the default) or **Report and Update**. The Report Only option provides a log file which you can name. The Report and Update option provides a log file and updates the data.

Menu Path: System Management > Upgrade/Mass Regeneration > Conversion Workbench

Important This program is not available in Epicor Web Access.

10.0.700 Feature Highlights

The following section contains a list of features released with the Epicor ERP 10.0.700 version. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Material Management

The Material Management module refers to the approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization. The scope of materials management include materials planning and control, purchasing, inventory control, data collection, and shipping and receiving.

Purchase Management

Use the Purchase Management module to create purchase orders and track supplier performance. Detailed line items indicate planned receipts to inventory or a job, although their destination can be changed at the time of actual receipt entry.

Purchase order receipt processing updates suggested supplier and detailed purchase history files, which provides continual reference to aid in making purchasing decisions.

An online time-phased material requirements report provides a strategic planning tool to buy the right amount of material - at the right time. With Purchase Management, you can reduce inventory levels, improve on-time deliveries, enhance your cash flow, and increase your profit levels.

Override Price List

When selected, the **Override Price List** check box in the **Purchase Order Entry > Lines > Detail**, **Requisition Entry > Lines > Detail** and **New PO Suggestion Entry > Suggestion > Detail** sheets indicate that you want to override the default price retrieved from the associated supplier price list (if any) that displays in the **Unit Price** field.

- If you override it, it becomes the new unit price for the purchase order, requisition or suggestion detail line; the Epicor application no longer performs further price lookups in the supplier price list and does not recalculate or update your price entry based on subsequent quantity changes made for the detail line.
- If you clear the check box (default value), the Epicor application retrieves the supplier price list, locks in the displayed price for the current order quantity, recalculates the supplier quantity in the **Supplier Qty** field as needed, and calculates the extended cost based on the locked in price.

Note For detailed information on how the setting of this check box impacts purchase order, requisition or suggestion detail line pricing, refer to the Application Help.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

Menu Path: Material Management > Purchase Management > General Operations > Requisition Entry

Menu Path: Material Management > Purchase Management > General Operations > New PO Suggestions

Shipping / Receiving

Use the Shipping / Receiving module to monitor incoming and outgoing part quantities, whether they are shipments against an order, subcontract parts sent to a supplier, raw material received from a purchase order to a job or into inventory, or filling a sales order from stock.

Through this functionality, you can perform and track all activity relating to shipments and receipts.

Online transaction processing promotes efficiency and ease of use, while online editing promotes accuracy. With Shipping / Receiving, a consistent interface processes all shipments and receipts in an efficient, accurate, and cost-effective manner.

Quantity Disbursement Method UOM Quantity Conversion

The **Disbursement Method** field in the **Container Landed Cost Entry > Landed Cost Detail** sheet specifies the method that should be used to calculate how the landed cost (container cost) should be disbursed among the container detail lines

If you select **Quantity**, the Epicor application disburses landed costs by the relative quantities on each shipment line.

- The Epicor application converts the quantity value for each shipment line to its respective quantity base UOM for the associated UOM class, before calculating the landed cost amounts that should be disbursed between each of the shipment line items.
- If the shipment lines contain varying UOM classes (quantity, length, area, volume, weight, time), no conversions are performed between each of the differing UOM classes.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Production Management

The Epicor suite of production management applications, comprised of Job Management, Scheduling, Material Requirements Planning, and Quality Assurance, uses sophisticated technologies to model your best practices and empowers your personnel to make decisions that result in optimization of your production process.

Whether you are a global, multi-site enterprise or a single-site manufacturer, the fundamental need for precise and flexible planning and scheduling is an ever present requirement for your business. Specific functionality like consolidated purchasing, transfer functionality, and consolidated financials helps global enterprises manage the complexity of their size and take advantage of the efficiencies that smaller organizations enjoy.

Data Collection

Shop employees use the Data Collection module to enter their labor information directly from the manufacturing center into the application. As labor information is applied to jobs and as jobs are completed, the shop floor activity is recorded and monitored through this module.

Job Details and Document Maintenance Accessible from MES Menu

After starting production activity on a job operation using in the **Start Production Activity** selection from the MES Menu, you can access the **Job Details** and **Documents Maintenance** programs could be accessed by clicking the **More Info** or **Documents** buttons respectively.

These programs can now be accessed directly from the MES Menu after selecting specific in-process job operation in the **Production** sheet grid, again by clicking the **More Info** or **Documents** buttons respectively.

Job Management

Job Management is a comprehensive manufacturing control solution, designed specifically for the routing, scheduling, costing, and tracking of either custom or repetitive parts manufactured on the shop floor.

Job Entry for a repeat part takes minimal effort. Analysis tools provide the quick and accurate reference necessary for re-quoting a part or identifying the types of work at which your company is most profitable.

Job Manager - Refresh

A new **Refresh** icon was added to the **Job Manager** to update the program.

Example If you search for and select a part in the **Job Manager > Detail > Part** field and then create a job for this part in **Job Entry**, the newly created job will display in the **Job Manager > Supply** section once you click **Refresh**.

Menu Path: Production Management > Job Management > General Operations > Job Manager

Job Manager - Job Due Date

A new **Job Due Date** field was added to the **Supply** grid of the **Job Manager**. Use this field to view the calculated job's due date.

Menu Path: Production Management > Job Management > General Operations > Job Manager

Project Management

The Project Management module is enhanced to provide more accuracy for tracking costs and managing project phases. Use this functionality to gain more oversight over the progress of each project.

Project Entry - Schedule Process Milestones

The **Process Milestones** command, located on the Actions menu in **Project Entry**, can now be scheduled.

The option to Process Milestones is still available from the Actions menu. When you select this option, the Schedule window launches so that you can define when the process will be executed.

Menu Path: Production Management > Job Management > General Operations > Project Entry

Invoice Method of None

The **Invoice Method** field, at the company, project, and phase levels, now has an option called **None**. Use this setting when projects do not require customer billing. If you select this option at the phase level, the Epicor application skips the phase when generating invoices.

Time Management

The Time Management module contains the functionality you need to approve and enter employee time entries against a specific project. By leveraging this functionality, you can then accurately track how much labor is being used to complete each project.

You first define time types, like Regular Time, Over Time, Vacation, and so on. These time types define the specific kinds of time used to calculate the current and complete expenses placed against a project. You select these time types within Time and Expense Entry.

The module contains an approval process through which employee time is verified against a selected project. Users first launch the Time Approval program to indicate how much time is budgeted to be placed against a specific project. After the employee time is approved, the employee time is then available to place against the project through Time and Expense Entry.

You can then monitor the amount of time being placed against each project. Launch the Time report to review all of the time entries entered between a specific Start Date and End Date period. Likewise, you can use the Time Booking Exception report to review any indirect labor entries currently entered against one or multiple projects.

Through this functionality, you can monitor the labor costs being accumulated against a project. This functionality improves planning and calculates more accurate expense calculations.

Time and Expense Approval Has Comments

The **Time and Expense Approval > Detail** sheet now has an indicator to show whether an expense record has comments. If comments have been entered, the indicator is green and reads **Has Comments**. If no comments have been entered, the indicator is disabled.

Menu Path: Service Management > Expense Management > General Operations > Time and Expense Entry

Quality Assurance

The Quality Assurance module ties together all quality functions, whether it is scrapping end parts, rejecting raw materials, or tracking first article inspections.

Inspectors have queues of items to inspect with full disposition and corrective action follow-up. Shop floor employees can indicate parts are non-conformant, which moves them into an inspection queue. Parts that fail inspection may be selected for review by a material review board.

Job, Assembly and Mtl Searches in Inspection Processing > Materials > Detail

Job, **Assembly** and **Material** search buttons, drop down lists and context menus have been added to the **Inspection Processing > Material > Detail** sheet to aid in selection of job, assembly and material sequence numbers.

Nonconformance - Scrap Reason Type

To more precisely reflect the reason for a nonconformance material, subcontract, operation, inventory or other entry, the **Reason** field in **Nonconformance Entry** is populated with scrap reason codes that have the appropriate selected nonconformance option.

There are different types of nonconformance entries and each type of nonconformance entry is entered on a different sheet in **Nonconformance Entry**. In the **Material**, **Subcontract**, **Operation**, **Inventory** and **Other** sheets, the **Reason** field is populated by scrap reason codes that have the appropriate nonconformance check box selected in **Reason Code Maintenance**:

- **Material** sheet - The **Nonconformance Material** check box must be selected.
- **Subcontract** sheet - The **Nonconformance Subcontract** check box must be selected.
- **Operation** sheet - The **Nonconformance Operation** check box must be selected.
- **Inventory** sheet - The **Nonconformance Inventory** check box must be selected.
- **Other** sheet - The **Nonconformance Other** check box must be selected.

Menu Path: Production Management > Quality Assurance > Setup > Reason Code

Menu Path: Production Management > Quality Assurance > General Operations > Nonconformance

Sales Management

Quoting and managing sales orders enables the vital coordination of activities between your sales, site, shipping, and accounting groups.

You dictate whether to hold all companies in a single database, or each company in individual databases, where each company can have its own chart(s), currencies, and calendars.

Use the Quote Management and Order Management modules to capture orders and seamlessly integrate the information with supply chain, production, fulfillment, and accounting systems.

By streamlining the sales process—centralizing access to product, pricing, customer information - orders can be generated with a minimal number of steps. It automates and improves labor-intensive processes for quoting, proposal generation, configuration, and order entry. You can increase sales productivity by ensuring accuracy during the quote and order processes and identifying the right solution to meet your customers' needs.

Important If your Customer Relationship Management (CRM) license is installed and functional, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the Sales Management module is referred to as **Customer Relationship Management**.

Configurator Management

The Configurator process allows for on-the-fly configuration of highly customizable and dimensional products. You can configure products through a straightforward question and answer evaluation, or entry of straightforward question and answer evaluation, or by entry of Smart Strings (intelligent part numbers) used to identify a particular configuration of an item.

You can launch a Configurator page from within **Opportunity/Quote Entry**, **Order Entry**, **Job Entry**, **Purchase Order Entry**, **Demand Entry** or the **Epicor Commerce Connect Web Basket**. This application is web-enabled, and is also available to disconnected users employing Mobile Connect.

The configuration process is centered around the **Configurator Designer**. This single program is used to fully set up the required configuration, including method rules, document rules, pricing rules, part creation, dynamic lists, and so on.

Configurator Designer functions are divided among the following entry programs:

- Configurator Entry
- Configurator Designer
- Configurator Rule Entry

There are two main reasons for dividing the Configurator Designer into three different programs:

- **Performance** - Having fewer functionality panels in three single entry programs improves the performance.
- **Ease of Use** - With three different entry programs, you can go directly to the functionality you require. For instance, splitting off Configurator Entry and Configurator Rule Entry provides you with **more** space to set up the configurator functions and **less** sheets to navigate through. It also allows you to have a different user interface (UI) concept, with most functions included in the **Property** section of the Configurator Designer.

Copy Rules

A new **Copy Rules** command was added to the **Configurator Rule Entry > Actions** menu to copy rules from one part revision to another in the same configuration.

For more information about the Copy Rules command, refer to the **Configurator Rules** topic in the Application Help.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Important This program is not available in Epicor Web Access.

Configurator Lookup Table Import Column and Values Options

A new **Value Options** field has been added to the **Import** command, located on the Actions menu in **Configurator Lookup Table Maintenance** and the **Column Sets** field has been renamed to **Column Options**.

After selecting the CSV file to import in the **Source File Name** field, you use the **Column Options** and **Value Options** fields to specify how column and values updates should be handled in the specified configurator data lookup table when you import column and values data from the CSV file.

- You use the **Column Options** field to specify how column updates should be handled in the Epicor application database when you import column data from the CSV file.
- You use the **Values Options** field to specify how value updates should be handled in the Epicor application database when you import values data from the CSV file. The imported data can be **appended** to values data that already exists in rows and columns in the specified configurator lookup table, or it can **replace** values data that already exists in rows and columns in the specified configurator lookup table.

Service Management

Service management capabilities (for example, Field Service) include such areas such as production and facilities maintenance.

This suite of modules is particularly important for businesses where maintenance and repair are often more cost-effective than new capital acquisition.

Field Service

The Field Service module is designed to manage the installation, repair, and on-going service of equipment for your customers at their facilities or out in the field. Use Field Service to schedule service calls on a timetable you define. The Service Call Center centralizes all processes related to dispatching technicians and cost reporting of service calls in the field.

Field service also includes valuable reports that provide detailed information on individual contracts and warranties to know whether you are making or losing money.

The Epicor application supports drop shipment of service parts directly to the customer site. The application is set up for a single interface, so a dispatcher can track all stages of each service call with just a few mouse clicks.

Service Contract Entry - Invoice Timing

You can now determine at what time a service contract or renewal will be invoiced. You can set up recurring invoicing for the start of a period, the end of a period, or any day within a period.

Use the **Invoice Timing** field in **Service Contract Entry** to select when your service contract will be invoiced. This field is enabled when the **Recurring** check box is selected.

Menu Path: Service Management > Field Service > General Operations > Service Contract Entry

System Setup

The System Setup module is important for setting up system-wide information, such as company, security configuration, integration with external systems and other system level tasks.

Company/Site Maintenance

Company/Site Maintenance contains the setup programs you use to configure companies and sites within the Epicor ERP application.

Enhanced SMTP Options

Within Company Maintenance, on the Email and Reporting sheet, you can now specify if SMTP communication should be encrypted using the SSL (TLS) protocol.

Also, you can now connect to the SMTP Server using the following ways:

- **Authenticate Anonymously** - provides anonymous access to your exchange server. In order to use this feature, anonymous access must be allowed on the SMTP server.
- **Use Specified Credentials** - used to connect to your email server using the specified account. When selected, this option enables User and Password fields. Use these fields to enter your SMTP account credentials.

If Use Specified Credentials is selected, but no User name is entered, the application uses the AppPool account to connect to SMTP server.

Security

Leverage the security functionality to prevent unauthorized external and internal access to the Epicor ERP application. You control access to the Epicor ERP application through the Authentication Security features and control access to the user interface through the Authorization Security features.

Authentication Security encompasses the features that ensure the identity of the user logging into the Epicor ERP application. These security features verify the user who made the logon call, preventing malicious, unauthorized access to the application. To set up user identity security, you first determine whether you will authenticate through Windows account security or Epicor account security. If you decide to use Windows account security, you determine password complexity requirements and the account lockout threshold through the Windows operating system. If you decide to use Epicor account security, you set up the password complexity and the account lockout policy internally within Epicor ERP. Through both methods, you can also set up automatic, single sign on access to the application.

Authorization Security controls access to the user interface. You set up these features through security groups and users. Through Security Group Maintenance, you create groups that define user related areas within your organization. You then assign all users to these security groups through User Account Security Maintenance. Now with security groups and their selected users defined, you can assign security privileges throughout the application. For example, you may want to prevent access to Payroll programs for most users. You can use the security privilege tools to only give members of the Payroll security group access to these specific programs.

Select Companies

You use the Company drop-down list in Menu Maintenance to indicate whether a new menu node or program node displays on the current company menu or all menus in the Epicor ERP application.

Through this functionality, you can define a default version of the menu item for the entire application and also create company specific menu items. Menu Maintenance evaluates which menu item has precedence through a hierarchy, with company specific items displaying before items that use the default **All** menu option.

Menu Path: System Setup > Security Maintenance > Menu Maintenance

Important This program is not available in Epicor Web Access.

Copy Menu Nodes to Companies

Within Menu Maintenance, the Actions menu contains two options for copying menu nodes and program nodes to different locations on the menu.

To copy an entire menu, highlight a menu node and then click **Actions > Copy to Current Company**. A duplicate menu node displays below the current menu node. You can then select this menu node and click on this **Company** drop-down list to place this menu within a different company.

Likewise you can copy a program node to a new company. Highlight the program node and then click **Actions > Copy to New Menu**. A duplicate program node displays below the current program node. You then select this program node and click on the **Company** drop-down list to place this program within a different company.

Menu Path: System Setup > Security Maintenance > Menu Maintenance

Important This program is not available in Epicor Web Access.

Financial Management

Epicor financial management solutions provide manufacturers with the tools needed to create value through monitoring financial conditions and timely decision making.

This functionality reduces costs and improves cash flow. Epicor Financials can help improve your ability to drop more to your bottom line—the ultimate test of your success and competitive advantage.

Accounts Payable

Use the Accounts Payable (AP) module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. Adjustments are created if the purchase price does not match the invoiced price.

The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely. With Accounts Payable, you know how much you owe and when it is due.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs.

Bank Fee Default Account Calculation in Payment Instrument Payable Entry

When you add a bank fee to a payment instrument payable, the default account is calculated once you click Save. You can then manually change the account if required. If you have changed the account manually, click **Get Default** to revert back to the default account.

Note The default GL account is taken from the GL control code for the bank fee.

Bank IBAN and SWIFT in AP Payment Entry

You can view the IBAN and SWIFT number of the supplier's bank account in **AP Payment Entry**.

In addition to the bank account number, SWIFT and IBAN numbers also display in the report data file when you select the **Print Group Edit List** command from the Actions menu. If an IBAN number is defined for the bank account, it is printed on the report. If no IBAN number is defined, the bank account number is printed.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Check Payment Sorting Criteria

You can now set up **AP Payment Entry** to print checks either in the order your checks are created or by supplier.

From **Process Payment** in the Actions menu, use the **Check Print Order** field to select the criteria for payment processing and printing. You can select **Order Entered** to print in the order the checks were added to the group or **Supplier** to print by supplier, which is also the default.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Show Excluded / Show Reported in Intrastat Search

In Intrastat Maintenance, when you click **Search** (binoculars), the **Intrastat** Search window contains two new fields: **Show Excluded** and **Show Reported**.

Select the **Show Excluded** check box to include Intrastat transactions marked as Excluded.

Note You mark items as excluded in Intrastat Entry / Update. In previous versions of Epicor ERP, the **Excluded** check box was called Not Reported.

The **Show Reported** drop-down list provides three options on whether Intrastat transactions already included in the intrastat report are available in the search:

- No (default) - Only transactions not yet included in the Intrastat report display in the search.
- Yes - Transactions included in the report display in the search (among other transactions).
- Only Reported - Only transactions included in report display in the search.

Zero Discount Invoices

You can now exclude invoices with zero discounts from displaying in the **Invoice Payment Selection** grid in **AP Payment Entry** and from displaying in the **Payment Proposal Report**.

When selecting an invoice to pay within **AP Payment Entry**, select the **Exclude Invoices with Zero Discount** check box from the **Select Invoices** Actions menu. This excludes any invoices with zero discount or with an AP invoice Discount Date earlier than the Payment Date from displaying. To exclude invoices with zero discount from displaying in the Payment Proposal Report, select the **Exclude Invoices with Zero Discount** check box from within the report program.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

Menu Path: Financial Management > Accounts Payable > Reports > Payment Proposal

Framework and Tools

The following section contains a list of features released with the Epicor ICE platform. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

ICE 3 Architecture

ICE 3 is the software architecture on which Epicor runs. ICE 3 is built on the Microsoft Windows Communication Foundation (WCF) platform. It is also structurally independent of application code allowing for flexibility and extensibility.

The Windows Communication Foundation (WCF) is a unified programming model that brings together several approaches to building distributed applications, including Web services, .NET Remoting, Message Queuing (MSMQ) and COM+/Enterprise Services. Continuing on the service-oriented architecture of ICE 2.5, using WCF for ICE 3 represents the latest model for building a service-oriented architecture that addresses current and future business software needs.

Here are some of the advantages Microsoft lists for WCF:

- Support for sending messages using not only HTTP, but also TCP and other network protocols.
- The ability to switch message protocols with minimal effort.
- Support for hosting services on hosts other than a Web server.
- Built-in support for the latest Web services standards (SOAP 1.2 and WS-*) and the ability to easily support new ones.
- Support for security, transactions and reliability.
- Support for sending messages using formats other than SOAP, such as Representational State Transfer (REST).

Epicor has leveraged these WCF features to create a flexible, extensible and responsive framework for which business application logic can be developed today and in the future. The back-end database for ICE 3 is Microsoft SQL Server. Many front-end user interfaces can be built for ICE 3, and Epicor 10 features Windows client, web client, mobile interfaces and more. ICE 3 is engineered to be independent of application business logic, which allows for flexible integrations and extensions, but is optimized to support the Epicor 10 application modules.

Control Amount of Log Backups

To avoid running into disk space issues, you can control the number of log backups you want to maintain.

When the log file reaches this specified size, the log file is rolled. You can use the **logCount** attribute within **AppServer.config** to specify how many backups you want to keep.

Example In this example, you allow creation of ServerLog.txt and two backups. When ServerLog.txt rolls over to a new log, the oldest log will be deleted.

```
<configuration>
  <Trace
    maxLogFileSize="1k"
    logCount="2"
    disabled="false"
    verbose="true"
    logLocation="ServerLog.txt">
```

Epicor 10 Schema Changes

A number of schema changes were made in the Epicor application.

The following is the high-level overview of Epicor 10 schema changes:

- New schemas introduced in E10 are as follows. Each schema owns its own set of tables.
  - **Erp** - refers to the Application part of the system.
  - **Ice** - refers to the Tools (framework) part of the system.
  - **CDC** - owns the Change Data Capture (CDC) tables used for the CDC triggers.
  - **IM** - Intermediate Tables which stage the data for another process to come through and update the main database tables are separated into their own schema.

    Important Both the Change Data Capture (CDC) and the Intermediate Tables (IM) schemas are for internal system use only. Do not modify these schemas under any circumstances, as both schemas are required for the Epicor application to run properly.

- UD columns like 'Character[0-9]%', 'ShortChar[0-9]%', 'Date[0-9]%', 'Number[0-9]%', 'CheckBox[0-9]%' have been removed from tables other than UD% or Local% tables. They are placed with the tables' own UD table.

  Example Part may have a corresponding Part_UD table.

- Progress columns, PROGRESS_RECID and PROGRESS_RECID_IDENT_, and the BitFlag column have been dropped from all tables.
- Change Data Capture (CDC) triggers created in all tables for change tracking. Used primarily for Enterprise Search, Information Worker or Epicor Social Enterprise areas to quickly grab deltas with minimal performance impact.
- Columns other than those with date/datetime data type were changed from NULL to NOT NULL.
- Stored Procedures controlling the paging are implemented on all tables for standard queries.
- SysRevID is defined as a timestamp column in all tables.
- SysRowID is defined as a unique identifier (GUID) in all tables. It is also defined as a rowguidcol for replication (not supported in SQL Azure).

Business Activity Queries

Use the Business Activity Query (BAQ) Designer to create personalized queries (BAQs) and to copy system queries so you can modify them. Queries can be accessed in different ways throughout the Epicor application.

Use BAQs to request information from database to generate SSRS Reports, create searches, view and update data through a dashboard or a mobile device. Queries can also be exported as .xml or ASCII files, so you can edit their data in third party applications as well. The functionality has some security options, as you can create queries only available for your personal use, or create shared queries available to everyone within your company.

Advanced Summarizing Options

You can Use the Advanced Group By Clause Editor to build advanced data summarizing expressions.

You can now use Business Activity Query Designer to perform the following data groupings:

- **Simple Group By mechanism** - You can group the query results by specific column(s) by selecting the **Group By** check box on the **Column Select** sheet. This feature, however, has a few limitations - it is only available

for fields selected as Display columns and within the resulting Group By clause, these fields always appear in the same order as in the Select statement.

- **Advanced Summarizing Options** - By accessing the Advanced Group By Clause Editor, you can create more complex summarizing expressions, such as:
  - Group BAQ results by fields different from those defined in the SELECT statement.
  - Define custom order of columns in a GROUP BY clause.
  - Use special GROUP BY operators such as ROLLUP, CUBE, and GROUPING SETS. These operators are extensions of the GROUP BY clause. They can generate the same result set as when you use UNION ALL to combine single grouping queries; however, using one of the GROUP BY operators is usually more efficient.

Enhanced BAQ Testing

To avoid consuming too much server memory while testing queries, the BAQ Designer is set to return the maximum of 10000 rows. This limitation is only applied on retrieving BAQ results while testing their execution.

If you need to turn this limit off, access Execution Settings from the Actions menu and set the RemoveTestRowLimit parameter to True.

If the execution of both read-only and updatable BAQs takes too long, you can interrupt it by clicking the X button.

This feature is only available for BAQs executed in a MS SQL database. The SQL Server account used by your Epicor installation must be provided with ALTER ANY CONNECTION and VIEW SERVER STATE permissions in order to cancel query execution.

PIVOT Aggregation

When you construct a query, you can use the PIVOT relational operator to change a table-valued expression into another table.

PIVOT rotates a table-valued expression by turning the unique values from one column in the expression into multiple columns in the output, and performs aggregations where they are required on any remaining column values that are wanted in the final output.

To use the operator, right-click on the SubQuery rectangle you placed on the canvas and use the PIVOT > SET PIVOT context menu option. To specify the PIVOT SubQuery FOR clause, use the Pivot Aggregation Expression Editor.

Using Offset and Fetch Clause

On the Query Builder > SubQuery Options sheet, you can use the **Offset** and **Fetch** fields to retrieve a fixed number of rows from sorted BAQ results.

OFFSET provides a starting row from which to display the result set. FETCH instructs the query to display the number of rows you want in your result set from the OFFSET point.

Example You can construct a BAQ against the table of all employees. By entering 5 in the Offset field, the first five rows from the sorted result set are skipped. By entering 10 in the Fetch field, the BAQ returns next 10 rows from the employees table. The resulting query syntax may look as follows:

```
select
[EmpBasic].[EmpID] as [EmpBasic_EmpID],
[EmpBasic].[FirstName] as [EmpBasic_FirstName],
[EmpBasic].[LastName] as [EmpBasic_LastName]
```

```
from Erp.EmpBasic as EmpBasic
order by EmpBasic.EmpID OFFSET 5 ROWS FETCH NEXT 10 ROWS ONLY
```

Enhanced ESC Workflow Dialog

For updatable BAQs, the following buttons are now used to configure ESC server connection and select or create a new ESC workflow.

To select an ESC server and specify run-time credentials, use the **Server** button. On this dialog, you can decide to use the default ESC server parameters defined in Company Maintenance or you can enter set up custom ESC server connection.

To select and create a new workflow based on server connection settings, use the **Configure** button.

The **New** button is only enabled if company default SC server is selected. The default workflow package is used to save the new workflow. For non-default connection, this button is disabled.

To BAQ Export / Import processes now include the option to incorporate ESC credentials used within queries.

Business Process Management

Use Business Process Management (BPM) to create workflows that automate, execute and monitor business processes. The workflows extend your system's base functionality without requiring customizations or affecting your ability to take future releases of the software.

Perform Mass Update of ESC Credentials

Use the **System Management > Business Process Management > Directive Update > SC Credentials Setup** sheet to perform a mass update of ESC server credentials stored in BPM directives.

You can select whether to update any directive or only those belonging to a specified group. For more flexibility, you can select to update workflow actions using company default ESC credentials or any ESC server credentials specified within workflow actions. If needed, you can narrow down the scope of affected ESC Workflow actions to only update credentials for a specified ESC user.

Menu Path: System Management > Business Process Management > Directive Update

Important This program is not available in Epicor Web Access.

Extended Directive Scope

The scope of a directive defines the ability of users to view, create or modify the directive.

The BPM functionality has been extended to support Multi-Tenant installations.

The below tables displays how each directive scope is treated based on the license used in your Epicor ERP installation.

Directive scope	Non-Multi-Tenant license	Multi-Tenant license
Company Specific	• Visible to any BPM user in the owning company. • Creation allowed to any BPM user. • Modification allowed to any BPM user in the owning company.	• Visible to any BPM user in the owning company. • Creation allowed to any BPM user. • Modification allowed to any BPM user in the owning company.
Company Independent	• Visible to any BPM user. • Creation allowed to any BPM user. • Change of the existing directive's scope (Company Specific -> Company Independent and vice versa) available to any BPM user logged in to the owning company. • Read & Write access available to any BPM user logged in to the owning company. • Read-only access for any BPM users logged in to another company than owning.	• Visible to any BPM user in the tenancy the directive's owning company belongs to. • Creation allowed to any BPM user. • Change of the existing directive's scope (Company Specific -> Company Independent and vice versa) available to any BPM user logged in to the owning company. • Read & Write access available to any BPM user logged in to the owning company. • Read-only access for any BPM users logged in to another company than owning, but belonging to the same tenancy as the directives's owning company.
Tenant Independent	• If present in the regular installation database, they are treated the same way as Company Independent directives.	• Only visible to users with Global Security Manager rights logged in to any of the companies on the site. • Read & Write access available to a Global Security Manager logged in to the owning company. • Read-only access for a Global Security Manager logged in to another company than owning.

Important Modification of a directive is denied if a user with base BPM privileges attempts to modify a directive with elements available to Advanced BPM users only.

Following the above concept, security restrictions have been extended across the BPM system. The basic rule is that users cannot Update, Export or Import directives they cannot modify or create.

Epicor Service Connect

Epicor Service Connect is built to support specific collaborative processes, connecting different business entities, applications or users.

Service Connect uses open, industry-wide standards and technologies, enabling businesses to deploy solutions now and to be confident that their investment will remain mainstream for the foreseeable future. Epicor Service Connect harnesses the power of XML, electronic message transfer and processing environments to deliver reliability combined with ease of use.

XML Mapper View Modes Refactoring

You can use the following XML Mapper view modes to easily find particular nodes within the conversion:

- Show All Nodes
- Show Mapped Nodes Only
- Show Issues Only

XML Mapper preserves your view mode selection when you move forward and backward through different conversions.

"Show only fake nodes" View Mode Refactoring

In XML Mapper, the "Show only fake nodes" view mode is enhanced to display not only fake nodes, but broken links and links with incorrect conditions as well. The view mode is renamed to "Show Issues Only".

Delete Descendant Fake Nodes Functionality in XML Mapper

You can now delete descendant fake nodes of any node in the target document in XML Mapper.

Workflow Converter Enhancement

You no longer have to run the Workflow Converter separately for each reference type used in your workflows. When converting workflows to use Epicor 10 references, the tool now provides conversion for all reference types within workflows in one run.

Workflow Converter Support for BPM Workflows

Workflow Converter is enhanced to transform BPM workflows making them compatible with Epicor 10.

Folder Change during Mass .NET Reference Re-import

When you re-import .NET references in ESC Administration Console, you can now change the folder for the imported assembly. This feature is convenient when you install each new E10 SP in a new version-dependent folder, if ESC is being run on the same box as E10.

DB Operation Workflow Element Tracking

DB Operation workflow element is displayed in Document Tracking Activity if error occurs during SQL script execution. DB Operation workflow element is tracked in Document Tracking as two steps: the first one before execution with incoming xml data, and the second one after execution with DB response.

SQL 2014 Compatibility

Service Connect is verified to be compatible with Microsoft SQL 2014.

Epicor Social Enterprise

Epicor Social Enterprise is an information network designed to support information exchange across your business enterprise.

The following resources are available to you as an Epicor Social Enterprise user:

- Use Epicor Social Enterprise through its integration with the Epicor ERP application client or through a browser.

- Follow and exchange messages with other Epicor Social Enterprise users. These typically are people within the organization, although people from the outside can be invited to join.
- Join and start user groups that bring together people who have common interests.
- Create and follow notifications that send messages informing you when a change occurs in your Epicor ERP business data.
- Search for and view information in your message stream and in your Epicor ERP business data.

Adjust Group Ownership

It now is possible for group owners to adjust group ownership and assign multiple group owners. As a group owner, you can make other group members owners and you can remove a group member's ownership. You can remove yourself as group owner if there is at least one other group owner.

To use this feature:

1. In Epicor Social Enterprise, navigate to the group's **Group Detail** page.
2. Click the **Members** tab to display the list of group members.
3. Depending on the individual member's current ownership status, use the **Make Group Owner** or **Remove Group Owner** actions to adjust group ownership.

Edit Posted Message

You now can edit your previously posted public or private messages. An edited message, including an Edited status icon, replaces the original in the message stream of both the sender and recipients.

To use this feature, click the **Edit** action in the message you want to change. Message editing must be enabled by your Epicor Social Enterprise administrator for it to be available to you.

Epicor Social Toolbar Button on Epicor ERP Home Page

An **Epicor Social** button is now included on the Epicor ERP Home Page toolbar. Select this new button to open an **Epicor Social Enterprise** form that displays a fully functional view of the Epicor Social Enterprise Home page.

The Epicor Social button is independent of the Epicor Social tile. It is no longer a requirement to have the tile displayed in order to access the Epicor Social Enterprise form. The Epicor Social button displays only when your Epicor ERP configuration includes a valid connection to an Epicor Social Enterprise site.

Followers List for a Selected Notification

From the **Notification Center** page, you now can display a list of current followers for a selected notification.

To use this feature:

1. In Epicor Social Enterprise, navigate to the **Notification Center** page.
2. Once you have selected a data record or notification profile and a notification rule, notice that the rule listing includes an **Other Followers** action. The action includes a count of current followers.
3. Click **Other Followers** to display a list of Epicor Social Enterprise users currently following the selected notification.

Initially Display Collapsed View of Long Messages

To save space in your message columns, messages now are posted with the first few lines showing. At the bottom of the message, use the **Read More** action to view the full message content and then use the **Show Less** action to re-collapse the message.

Invite User Action on Group Detail Page

A group owner now has access to an **Invite Users** action on the **Group Detail** page. Previously the action was initiated only from the **Groups** page.

To use this feature:

1. In Epicor Social Enterprise, navigate to the group's **Group Detail** page and then click **Invite Users** to display the **Select users to invite** dialog box.
2. Use the actions on the **Select users to invite** dialog box to send out invitations.

Invite User Step Added to Group Creation

The **Select users to invite** dialog box now displays automatically when you are creating a new group. Previously, invitations were sent as a separate task following group creation.

To use this feature:

1. In Epicor Social Enterprise, navigate to the **Groups** page.
2. Click **Create New Group** and define group properties.
3. When you click **Save Group**, the **Select users to invite** dialog box displays.
4. Select users to invite (alternatively you can skip selecting users) and close the dialog box.
5. The group is created and any invitations you have set up are sent.

Post Message to Group via Email

You now can post a message to a group from the primary email account associated with your Epicor Social Enterprise user profile.

To use this feature, review the Epicor Social Enterprise online help topic **Follow and Communicate with People > Post and Reply to Messages > Post Message to Group via Email**. This topic discusses configuration prerequisites, the requirements for ensuring that the group name is correctly entered on the email subject line, and the message posting behavior that will occur based on the value that Epicor Social Enterprise finds on the email subject line.

Epicor Web Access

The Epicor Web Access displays programs as web forms within a browser window and is significant part of the Epicor Everywhere™ Framework.

These forms are generated from Epicor ERP programs. Because of this, the appearance and functionality of the Epicor Web Access forms is nearly identical to the Epicor smart client programs, but do not require the installation

of the Epicor client. You can run Epicor Web Access programs on multiple operating systems and on multiple devices including handheld devices.

Secure File Transfer

Epicor Web Access no longer supports direct file writes to the EWA site.

All file I/O, for example, generation of customized forms or dashboards now goes through the AppServer. That means the account under which the AppServer's IIS application pool runs must have read & write permissions to the EWA MetaData Output Path defined on the Company Maintenance form.

Performance Tuning

Performance Tuning Guides Reorganized

The performance tuning documentation is updated and reorganized. This documentation is now contained within one document, the **Performance Tuning Guide**.

Previously the performance tuning documentation was organized into four separate guides. These guides are now combined into the Performance Tuning Guide. This combined guide will now be the central source for performance tuning information. This documentation is also updated with current details on how to improve performance for the Epicor ERP version 10 application as well as SQL Server.

You can access the Performance Tuning Guide from both the application help and the Performance and Diagnostic Tool:

- **Application Help** - Navigate to System Management > Working With System Management > Performance Tuning Guide. You can search on this information directly in the application help or display/print the embedded .pdf file.
- **Performance and Diagnostic Tool** - Launch this application and click Help > Help. The Performance Tuning Guide displays in a separate help window.

Country Specific Functionality

The Country Specific Functionality (CSF) is used to deliver localization capabilities for specific markets throughout the world.

Each country contains topics which detail the Epicor ERP modifications created for the specified country. For additional program information, refer to the topics in the Application Help.

The following section contains a list of CSF features released with the Epicor ERP application. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Australia

The Australia CSF delivers localized capabilities within Epicor ERP to support business operations in Australia.

The Australia CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with Australian GST and BAS (Business Activity Statement) reporting requirements.

Balancing Record in ABA Format

When you create a new AR electronic interface for EFT processing, you can enter the **Balancing Record** property. In this case, the export file will contain a balancing line.

You can enable and disable the **Balancing Record** property in Payment Method Maintenance.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface

Menu Path: Financial Management > Accounts Receivable > Setup > Payment Method

Enhanced AR Invoice Header

The header section on AR invoices now displays the customer's contact phone number.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

China

The China CSF delivers localized capabilities within Epicor ERP to support business operations in China.

The China CSF solution uses the functionality of Epicor ERP General Ledger and System modules. You can use it to generate data for legal reporting required for private and public companies, and reports for system certification. The China CSF provides a two-way interface between Epicor ERP and Golden Tax Interface System (GTIS). The localized reports and files are required when registering your company's computerized accounting system with the China Ministry of Finance. You also need to set up an interface to upload an output file into Golden Tax Invoice System.

Cash Balances Report

Use the China-specific **Cash Balances CN** report to list the cash on hand by currency, with opening balance, closing balance, and total movements of debits and credits for the selected period.

Use the **Filter** fields to display GL accounts and segments with the first segment of the **Cash Or Bank Related** type.

Menu Path: Financial Management > General Ledger > Reports > Cash Balances CN

GL Account in Booking Voucher Reports

The Booking Voucher report and the Booking Voucher FC report now display a line with the corresponding GL account and the journal line number.

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher CN

Menu Path: Financial Management > General Ledger > Reports > Booking Voucher FC CN

Supplementary Financial Reports

The standard China PRC COA is extended by new sets of accounts. Use **GL Account Maintenance** to create the new GL account after new account segments values were added.

Once setup is complete, you can use the following report styles when running the balance sheet report:

- Balance Sheet (local business) - SSRS
- Balance Sheet (listed companies) - SSRS
- Tax Payable Report - SSRS

- Payroll Report - SSRS
- Profit Distribution Report - SSRS
- Fixed Asset Report - SSRS

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

Menu Path: Financial Management > General Ledger > Reports > Balance Sheet CN

Stock Movement Report

Use the **Stock Movement Report** to view movements in and out per warehouse summarized for a given period. The report displays part, base UOM, total quantity on hand as opening balance, quantity in, quantity out, and closing balance.

You can filter the report by a range of dates. The default dates are the current week.

You can create the following two types of the stock movement report:

- Summary stock movement report
- Detail stock movement report

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements CN

Filter by Site in Stock Movement Report

When running the Stock Movement Report, you can select the **By Site** grouping method. Use the **Filter > Site** sheet to select sites from which to retrieve data for the report.

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements CN

Unposted Journals in Structured Trial Balance Report

Now you can include unposted journals in the account totals reported in the Structured Trial Balance Report.

Menu Path: Financial Management > General Ledger > Reports > Structured Trial Balance

External References in Financial Report Configurations

Use the **Accounts/Formula** field on the Header sheet in Financial Report Configuration Maintenance to insert references to external report line amounts into the Balance Sheet, Income Statement, or Cash Flow report types.

For example, the formula **#{ReportType; ConfigID}LineNum** means that you can select the BS (Balance Sheet), IS (Income Statement), or CF (Cash Flow) report types, other report type values will be ignored. **Line Num** is the line number in this configuration.

Menu Path: Financial Management > General Ledger > Setup > Financial Report Configuration CN

Intrastat

The Intrastat logic facilitates business transactions that take place in Europe, or other locations where Intrastat considerations are necessary.

One Time Shipment Entry for Intrastat

When you are making a one-time shipment for Intrastat and the shipment country is different from the company's country, the country code and tax ID are taken for the Intrastat form from the AR Invoice Entry - Line - One Time Ship To sheet.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Malaysia

The Malaysia CSF delivers localized capabilities within Epicor ERP to support business operations in Malaysia.

The customizations to Epicor ERP support Licence Manufacturing Warehouse (LMW) processing, Sales Tax Exemption (CJ5) processing, Goods and Services Tax (GST) processing, and Taxpayer Audit Portal (TAP) return file production. Use the Data Export Tool functionality to produce a GST Audit File (GAF) in a format required by Jabatan Kastam Diraja Malaysia (JKDM) for auditing purposes.

Stock Movement Report

Use the **Stock Movement Report** to view movements in and out per warehouse summarized for a given period. The report displays part, base UOM, total quantity on hand as opening balance, quantity in, quantity out, and closing balance.

You can filter the report by a range of dates. The default dates are the current week.

You can create the following two types of the stock movement report:

- Summary stock movement report
- Detail stock movement report

Menu Path: Material Management > Inventory Management > Reports > Period Stock Movements MY

Tax Invoices and Credit Notes

Use the **AR Invoice Entry** program to enter and print AR invoices and credit notes based on the requirements of Malaysia government.

Tax invoices and credit notes contain the serial number, date of issue, GST identification of the supplier, and other required information. When printing tax invoices and credit notes, use the **Standard MY - SSRS** report style.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Tracker

Menu Path: Financial Management > Accounts Receivable > General Operations > Posted Invoice Update

GST Report

To comply with Malaysian requirements, companies are required to file a BAS statement to the Malaysian Tax Office. This statement can be completed by using the GST Calculation Worksheet form. To ensure GST/BAS compliance, Malaysia CSF adds an additional column to the Tax Box Report that sums the taxable and tax amounts.

This is the report you use for completing the GST Calculation Worksheet form.

Use the following programs to set up the Malaysia GST Processing:

- Tax Box Maintenance
- Tax Type Maintenance
- Tax Liability Maintenance
- Product Tax Category Maintenance

Menu Path: Financial Management > Accounts Receivable > Reports > VAT Tax

Mexico

The Mexico CSF delivers localized capabilities within Epicor ERP to support business operations in Mexico.

After the installation and setup of the Mexico CSF, you can use Epicor ERP to support digital tax receipts, automatic calculation of ISR (corporate tax), and localization reports. The localization reports comply with basic regulations to complete taxes for SAT (Servicio de Administracion Tributaria) compliance in Mexico.

Advance Billing AR Invoices

For the advance billing AR invoices and credit memos you can specify the unit price and the part quantity for which you are billing the customer. The price defaults from the sales order linked with the invoice and the quantity defaults to 0.

Peru

The Peru CSF delivers localized capabilities within Epicor ERP to support business operations in Peru.

Use the Peru CSF to create bill of exchange records for Accounts Receivable and Accounts Payable and to generate financial reports to review and print bill of exchange documents.

Peru has three different withholding types, Retentions (retenciones), Perceptions (percepciones), and Detractions (detracciones). All three types of withholdings are subject to minimum values and to the vendor status provided by the National Superintendency of Tax Administration (SUNAT). Use the Peru CSF to set up and calculate all the three types of withholding taxes.

Information about Total Detractions

When you create multiple bills of exchange in AR, the application displays the Total Detractions amount. This information allows you to find out why the Total BoE amount differs from the sum of invoice balances.

Menu Path: Financial Management > Accounts Payable > General Operations > AR Bill of Exchange Entry

AR Perception Certificate

Use the **Perception Certificate** program to print an AR Perception Certificate required by Peru legislation.

Prior to printing an AR Perception Certificate, complete the following setup:

- Tax types

- Perception tax algorithm
- Product tax category
- Tax liability
- Legal numbers

Menu Path: Financial Management > Accounts Receivable > Reports > Perception Certificate PE

Sweden

The Sweden CSF delivers localized capabilities within Epicor ERP to support business operations in Sweden.

The Sweden CSF automatically performs many necessary calculations to support the use of banking reference numbers or OCRs to identify invoices. You can use OCRs to create AP invoices and import the resulting payment files, automatically matching the payment to an OCR. When you create AP invoices, you can enter suppliers' OCRs and export resulting payment files to the bank.

PlusGiro TotalIn Electronic AR Payments

The Total IN format includes all incoming payments to PlusGiro and is used for automatic reconciliation of the customer's sales ledger.

Epicor ERP provides the electronic interface file **ARImport_SE_TotalIn.cs** to support this format. After you set up a new electronic interface, payment method, bank account, and a customer for EFT processing, use AR Bank File Import Workbench to process electronic cash receipt files in the TotalIn format.

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import

Switzerland

The Switzerland CSF delivers localized capabilities within Epicor ERP to support business operations in Switzerland.

The Switzerland CSF loads localized files that support Electronic Funds Transfer (EFT) processing of AP payments in Switzerland. Swiss internal business processes are based on OCR codes called Inpayment Slip with Reference number (ISR), which are processed by either Postfinance or Swiss banks. Invoices for Swiss and Liechtenstein-based customers contain a payment slip with ISR code attached to them, which provide unique information.

You can use Epicor ERP to store data to generate ISR code line and reference number for companies, to store suppliers' ISR party numbers, to generate AP payment files with ISR numbers, and to import AR payment files with ISR reference numbers.

Import of AR Bank Payment Files

Now you can import AR bank payment files for the payment transaction types **TA8xx**.

Epicor ERP provides the electronic interface file **ARImport_CH_Bank.cs** related to EFT processing. After you set up an electronic interface for Bank AR payments and set up a payment method for AR Bank payments, you can use **AR Bank File Import Workbench** to import payment files sent by the bank for Bank payments.

Menu Path: Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import

Thailand

The Thailand CSF delivers localized capabilities within Epicor ERP to support business operations in Thailand.

The Thailand CSF automatically performs many necessary calculations, and loads localized report formats and files to support VAT reporting. You can use Epicor ERP to calculate VAT tax base, produce input and output VAT reports, and produce withholding tax reports, and withholding tax certificates.

Stock Card Report

The Thailand Stock Card Report has been redesigned and shows movements in and out per warehouse summarized for a given period.

The report displays part, base UOM, total quantity on hand as opening balance, quantity in, quantity out, and closing balance. You can group the information in the report by warehouse or by tax ID. You can create the following two types of the stock card report:

- Summary stock card report
- Detail stock card report

Menu Path: Material Management > Inventory Management > Reports > Stock Card Report TH

Filter by Site in Stock Card Report

When running the Stock Card Report, you can select the **By Site** grouping method. Use the **Filter > Site** sheet to select sites from which to retrieve data for the report.

Menu Path: Material Management > Inventory Management > Reports > Stock Card Report TH

Assign Legal Numbers to Withholding Tax Certificates

Use **AP Payment Entry** to manually assign a legal number to a withholding tax certificate and to void assigned legal numbers.

If a legal number for withholding tax certificates is set up as manual, you must assign it when entering an AP payment. Use the **Actions** > **WHT Certificates TH** > **Assign Legal Number** command to assign a legal number. Use the **Actions** > **WHT Certificates TH** > **Void Legal Number** command to void a legal number.

Menu Path: Financial Management > Accounts Payable > General Operations > Payment Entry

United Kingdom

The United Kingdom CSF delivers localized capabilities within Epicor ERP to support business operations in the United Kingdom.

Use the United Kingdom CSF to set up and export the Intrastat report that uses UK-specific Intrastat user-defined codes.

Summarized Data in Intrastat Export File

The UK-specific version of Intrastat export file contains only one line with the sum of values, weights, and supplementary units for every combination of Country, Transaction Type, Delivery terms, and Commodity Code.

Vietnam

The Vietnam CSF delivers localized capabilities within Epicor ERP to support business operations in Vietnam.

The Vietnam CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Vietnam-specific AR and AP invoices. The Vietnam CSF provides the **Financial Report Designer VN** program to create VAS financial reports that contain report details and rows. You can use this program to design various financial reports from simple to complex. You can then print them using the **Financial Report VN** program. Also, the Vietnam CSF offers a list of localized reports such as financial reports, inventory reports, and General Ledger reports.

Vietnam-Specific Conversion Program for Automatic UD Column Creation

Run the **VNAcctCorrCreation** conversion program to automatically create UD columns for the following tables:

- Erp.GLJrnDtl
- Erp.GLJrnDtlMnl
- Erp.RvJrnTrDtl

Menu Path: System Management > Upgrade/Mass Regeneration > Conversion Workbench

Important This program is not available in Epicor Web Access.

10.0.600 Feature Highlights

The following section contains a list of features released with the Epicor ERP 10.0.600 version. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

Material Management

The Material Management module refers to the approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization. The scope of materials management include materials planning and control, purchasing, inventory control, data collection, and shipping and receiving.

Data Collection

Shop employees use the Data Collection module to enter their labor information directly from the manufacturing center into the application. As labor information is applied to jobs and as jobs are completed, the shop floor activity is recorded and monitored through this module.

MES Menu - Downtime

Use the **Downtime** button on the **MES Menu** to report downtime against a job, with a reason why production stopped (for example, electricity outage or waiting for materials).

You select Downtime when the resource is in production and something interrupts that production and the resource is **down** requiring immediate attention. This is different from indirect codes which are used to track non-production time for a variety of reasons.

Example You start production activity on job '1111' but the machine runs out of material and you are waiting for material to continue. Instead of clocking out of the job, you report downtime by selecting an appropriate indirect code. When you select the Downtime button is selected, it suspends time to any job(s) you are currently clocked into and starts accruing time to the selected downtime code. When whatever condition that caused the downtime is resolved, you end downtime, and time again starts to accrue to the job(s).

Note Downtime is a variant of indirect time and never is costed to a job. The downtime record holds the job number for analytical purposes as identification of root cause can lead to downtime reduction and increased productivity.

Note Only Indirect codes defined as downtime are sent to Mattec if you configure External MES in Site Configuration.

Note You can also report Downtime through **Time and Expense Entry**, but any job time adjustments for downtime must be done manually.

Inventory Management

Use Inventory Management to update and maintain raw materials, WIP, and finished goods inventory quantities and costs.

Use MRP to create inventory allocations for jobs entered through Job Management or generated from Order Management. These allocations are relieved as inventory items are issued to the job or as purchase order receipts are posted.

Issued inventory reduces quantities on hand, which are continually replenished by processing purchased or manufactured item receipts into inventory. Receipt processing provides a continual update of inventory FIFO, average, last, or standard costs for every item. A variety of inquiries provide management analysis of MRP, shortage monitoring, reorder analysis, stock status, valuation, and other critical items such as the Excess Stock Provision, Stock Status, and Obsolete Stock reports.

Cancel Cycle

Use the **Cancel Cycle** option on the Actions menu in **Count Cycle Maintenance** to cancel and close an unposted, in-process physical inventory or cycle count sequence (for a specified warehouse, year, month and cycle count). This replaces the existing **Cancel Physical Inventory** option.

You can directly cancel a physical inventory or cycle count sequence if no count quantities have been posted to inventory using the **Post Counts** option. This option is disabled on the Actions menu if count quantities have already been posted to inventory. When you run this command, it displays a dialog asking if you wish to proceed. If you do, the processing the Epicor application performs is dependent on whether you are cancelling a cycle count sequence or full physical inventory count.

Note If the specified cycle count sequence or physical inventory count has already been started and unposted count tag transactions have already been entered into **Count Tag Entry**, a warning message displays asking if you want to continue with the cancellation. If you wish to continue, it performs the database updates (including deleting CCTag records, which store unposted count quantities). The Epicor application skips the database updates if you elect not to continue.

Menu Path: Material Management > Inventory Management > General Operations > Count Cycle Maintenance

Delete Cycle Schedules and Undo Part Selection

Two new option selections are available on the Actions menu in **Cycle Count Schedule Maintenance**:

- Use the **Delete Cycle Sequences** option on the **Actions** menu as needed to delete all scheduled cycles you created for the cycle schedule you selected in Cycle Count Schedule Maintenance. If you also used the Perform Part Selection option to select parts for some or all of the cycles within the schedule, the Delete Cycle Sequences option also performs the same processing as the Undo Part Selection option. You can access and use this Action menu selection only if at least one of cycles assigned to the selected schedule has a status of **Scheduled**.

  Example You create a cycle schedule using Calendar 1, and then (optionally) run Perform Part Selection for a specified warehouse cycle period. After review, you decide you would like to redo the entire cycle schedule using a different calendar (Calendar 2), and undo the part selections made for this current cycle schedule.

- Use the **Undo Part Selection** option as needed to undo (reverse and delete) an initial selection of parts made after running the **Perform Part Selection** option for a selected warehouse cycle period. You can access and use this Action menu selection only if all cycles assigned to the selected cycle schedule have a status of **Scheduled** and you have already performed a part selection.

Example You run Perform Part Selection for a specified warehouse cycle period. After reviewing the **Cycles** and **ABC Qtys** sheets (or the Count Cycle Parts Selected Report), you determine that you do not wish to count the specific parts you selected. Rather than use Update Part Cycle Selection to modify the part selections by adding or deleting them, you decide you would rather delete the entire part selection list and start over.

Menu Path: Material Management > Inventory Management > General Operations > Cycle Count Schedule Maintenance

Shipping / Receiving

Use the Shipping / Receiving module to monitor incoming and outgoing part quantities, whether they are shipments against an order, subcontract parts sent to a supplier, raw material received from a purchase order to a job or into inventory, or filling a sales order from stock.

Through this functionality, you can perform and track all activity relating to shipments and receipts.

Online transaction processing promotes efficiency and ease of use, while online editing promotes accuracy. With Shipping / Receiving, a consistent interface processes all shipments and receipts in an efficient, accurate, and cost-effective manner.

Container Landed Cost Due Date Renamed to Promise Date

The **Due Date** field located on the **Container Landed Cost Entry > Header > Detail** sheet was changed to **Promise Date**.

The Promise Date specifies the promised arrival date for the Container Shipment.

Menu Path: Material Management > Shipping / Receiving > General Operations > Container Landed Cost Entry

Supplier Relationship Management

Supplier Relationship Management (SRM) is a toolset used to request quotes for raw materials or subcontract services from one or multiple suppliers. Request for quotations (RFQs) are generated with one or more lines; each line has the ability to request pricing from one or more suppliers.

Supplier RFQ responses automatically build or add to existing part price-break tables. They contain current effectivity dates that are used in other areas of the application.

Buyer Workbench Supplier - Received Deviation Quantity

You can use the **Deviation Qty** field in the **Buyer Workbench** to specify a difference between the Supplier and Received quantities.

Example

Supplier Qty (PO Qty)	Received Qty	Remaining Qty	Deviation Qty
100.00	105.00	0	5
100.00	95.00	5	-5
100.00	100.00	0	0

This field is located in the **PO's > Open PO's > Late**, **Today**, **This Week**, and **Future** sheets.

Important This field is hidden by default and can be activated (visible) through Personalization.

Note The **Outstanding Qty** field located in these sheets is now named **Remaining Qty**.

Menu Path: Material Management > Supplier Relationship Management > General Operations > Buyer Workbench

Production Management

The Epicor suite of production management applications, comprised of Job Management, Scheduling, Material Requirements Planning, and Quality Assurance, uses sophisticated technologies to model your best practices and empowers your personnel to make decisions that result in optimization of your production process.

Whether you are a global, multi-site enterprise or a single-site manufacturer, the fundamental need for precise and flexible planning and scheduling is an ever present requirement for your business. Specific functionality like consolidated purchasing, transfer functionality, and consolidated financials helps global enterprises manage the complexity of their size and take advantage of the efficiencies that smaller organizations enjoy.

Engineering

The Engineering module (Product Data Management - PDM), serves as a central knowledge repository for process and product history. It also promotes integration and data exchange among all enterprise users who interact with the product - including project managers, engineers, salespersons, buyers, and quality assurance representatives.

Epicor offers a solution for manufacturers that manages the powerful information traditionally contained in engineering documents, site floor routings, changes, sales orders, and quality documentation. It does this within a single online solution easily shared across the enterprise business.

Import Rates

A new **Import Rates** option has been added to the Actions menu in Costing Workbench. Use the Import Rates window to update the resource labor and burden rates with the rates calculated in third party software, such as MACS Software. You can update the resource group and the resource rates, which are used in Epicor as part of the Part Cost Rollup process.

Menu Path: Production Management > Engineering > General Operations > Costing Workbench > Actions > Import Rates

Refresh Operation Description

A new **Refresh Operation Description** check box has been added to the **Mass Operation Replace** window. Select this checkbox to change the operation description when you process an operation replace. Clear this checkbox if you do not want to change the description.

Menu Path: Production Management > Engineering > General Operations > Mass Operation Replace

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Export to Mattec

A new **Export to Mattec** process was added to export CSV files from the Epicor application to Epicor Mattec MES. The Epicor application exports in bulk (folder) rather then individual CSV files. Click the Export Folder button to search for and select the name and directory of the file you want to export.

Note You can only export the database entry records marked as External MES and records linked to them.

Example If an operation record has the External MES check box selected in Operation Maintenance, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench) and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

External MES - Engineering Workbench

A new **External MES** sheet was added to the Engineering Workbench to specify operation settings applicable to the Epicor Mattec MES integration.

The sheet includes fields and check boxes that apply to processes executed in the Epicor Mattec MES application.

Note For more information about the fields located in this sheet, refer to the **Engineering Workbench** topic in the Application Help.

A new **External MES** check box was added to the **Engineering Workbench > Method of Manufacturing > Operations > Detail** sheet. The check box indicates that the operation in focus is integrated with an external Manufacturing Execution System (MES).

Each operation integrated with external MES must be linked to:

- One resource which is linked to a resource type marked as External MES with the **Tool** type selected.
- One resource which is linked to a resource type marked as External MES with the **Machine** type selected.

OR

- At least one resource group that includes two resources linked to resource types marked as External MES with the **Tool** and **Machine** types selected.

Note If an operation record has the External MES check box selected, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

Note Only operations marked as External MES are sent to the External MES application.

Menu Path: Production Management > Engineering > General Operations > Engineering Workbench

External MES - Method Tracker

A new **External MES** sheet was added to the Method Tracker to review operation settings applicable to the Epicor Mattec MES integration.

The sheet includes fields and check boxes that apply to processes executed in the Epicor Mattec MES application.

Note For more information about the fields located in this sheet, refer to the **Method Tracker** topic in the Application Help.

A new **External MES** check box was added to the **Method Tracker > Operations > Detail** sheet. The check box indicates that the operation in focus is integrated with an external Manufacturing Execution System (MES).

Each operation integrated with external MES must be linked to:

- One resource which is linked to a resource type marked as External MES with the **Tool** type selected.
- One resource which is linked to a resource type marked as External MES with the **Machine** type selected.

OR

- At least one resource group that includes two resources linked to resource types marked as External MES with the **Tool** and **Machine** types selected.

Note If an operation record has the External MES check box selected, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

Menu Path: Production Management > Engineering > General Operations > Method Tracker

Job Management

Job Management is a comprehensive manufacturing control solution, designed specifically for the routing, scheduling, costing, and tracking of either custom or repetitive parts manufactured on the shop floor.

Job Entry for a repeat part takes minimal effort. Analysis tools provide the quick and accurate reference necessary for re-quoting a part or identifying the types of work at which your company is most profitable.

Downtime

A new **Downtime** check box was added to **Indirect Labor Code Maintenance** to indicate that the indirect code in focus can be used to report downtime during a manufacturing process.

Downtime is used when the resource is in production and something interrupts that production and the resource is **down** requiring immediate attention. This is different from indirect codes which are used to track non-production time for a variety of reasons.

Example You start production activity on job 1111 but the machine runs out of material and you are waiting for material to continue. Instead of clocking out of the job, you report downtime by selecting an appropriate indirect code. When the downtime button is selected in MES the program suspends time to any job(s) the employee is currently clocked into and starts accruing time to the selected downtime code. When whatever condition that caused the downtime is resolved the employee ends downtime and time again will start to accrue to the job(s).

Note Downtime is a variant of indirect time and never is costed to a job. The downtime record holds the job number for analytical purposes as identification of root cause can lead to downtime reduction and increased productivity.

Note Only Indirect codes defined as downtime are sent to Mattec if the External MES is configured in Site Configuration.

Note Downtime is reported through the **Manufacturing Execution System** (MES) and **Time and Expense Entry** by clicking the **Downtime** button and defining a reason for what caused the production downtime.

Menu Path: Service Management > Expense Management > Setup > Indirect Labor

Epicor Mobile Resource

A new **Mobile** sheet was added to **Resource Group Maintenance** to mark the resource in focus as **Epicor Mobile Resource**.

Epicor Mobile resources are used in the Epicor Mobile Application and are linked to mobile operations. A mobile operation must satisfy one of the following criteria:

- At least one resource marked as **Epicor Mobile Resource** must be linked to a mobile operation in Job Entry and an employee record in Employee Maintenance. The resource must be set as **Location** on the **Resource Group Maintenance > Resources > Detail** sheet.

  Note For more information about where you link an employee record to a mobile resource, refer to the **Employee Maintenance > Mobile > Field Service** topic in the Application Help.

- At least one resource group that includes a resource marked as **Epicor Mobile Resource** must be linked to a mobile operation in Job Entry. The resource group must be set as **Location** on the **Resource Group Maintenance > Detail** sheet.

  Note When you assign a resource group record, which contains a mobile resource, to a mobile operation in Job Entry, the **Resource** field located on the **Job Entry > Job Details > Operations > Scheduling Resources > Detail** sheet must be void.

Menu Path: Production Management > Job Management > Setup > Resource Group

External MES - Job Entry

A new **External MES** sheet was added to **Job Entry** to specify operation settings applicable to the Epicor Mattec MES integration.

The sheet includes fields and check boxes that apply to processes executed in the Epicor Mattec MES application.

Note For more information about the fields located in this sheet, refer to the **Job Entry** topic in the Application Help.

A new **External MES** check box was added to the following sheets:

- **Job** sheet - Select the External MES check box to synchronize the job in focus with the Epicor Mattec MES application. Once you select this check box, you can engineer the job only if it meets the following criteria:
  - At least one operation must be integrated with an external MES. For more information about how to set up an operation record that is integrated with an external MES, refer to the **Operation Maintenance** topic in the Application Help.
  - The External MES operation must include at least one resource linked to a resource type marked as External MES with the **Tool** type selected and one resource linked to a resource type marked as External MES with the **Machine** type selected.
  - All the materials in the method of manufacture must be master part records.

- **Job Details > Operations > Detail** sheet - Select the External MES check box to indicate that the operation in focus is synchronized with the Epicor Mattec MES application.

  Each operation integrated with an external MES must include:

  - One resource which is linked to a resource type marked as External MES with the **Tool** type selected.
  - One resource which is linked to a resource type marked as External MES with the **Machine** type selected.

Note If an operation record has the External MES check box selected, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

Note Only operations marked as External MES are sent to the External MES application.

Example A method of manufacture (MOM) for a part includes five operations, three of which are marked as External MES. If your External MES is Mattec, each operation marked as External MES in your MOM creates one job in the Mattec application, as it does not have a concept of multiple operations. Therefore, one External MES operation in the Epicor application equals to one job in Mattec.

Important Changes made to **Operations** and **Materials** are not sent to the Epicor Mattec application. Mattec job details are always created from the External MES parameters stored in a method of manufacture. For example, if you add a new material to a job's method of manufacture, the changes will be ignored.

A new **Rework** check box was added to the **Job Details > Operations > Detail** sheet. Select this check box for the labor details to default for the operation in focus.

Note This check box is relevant only to the Epicor Mattec MES integration.

Menu Path: Production Management > Job Management > General Operations > Job Entry

External MES - Operation Maintenance

A new **External MES** check box was added to **Operation Maintenance** to integrate the operation in focus with the Epicor Mattec MES application.

To be able to select this check box you must:

- Assign one resource which is linked to a resource type marked as External MES with the **Tool** type selected.
- Assign one resource which is linked to a resource type marked as External MES with the **Machine** type selected.

Note If you select this check box and attempt to save the operation record without meeting the **two resources** criteria, a message displays informing you that at least one **Machine** resource and one **Tool** resource are needed for the operation in focus to be External MES enabled.

Note If an operation record has the External MES check box selected, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

Menu Path: Production Management > Job Management > Setup > Operation

External MES - Part Maintenance

A new **External MES** check box was added to **Part Maintenance** to integrate the part in focus with the Epicor Mattec MES application. Epicor Mattec considers manufactured items as parts and raw materials as materials. Use the External MES checkbox to indicate the part in focus is a manufactured item that needs to be sent to Mattec. Raw material requirements for manufactured items will be selected for export if they are related to a Mattec integrated operation in the External MES integrated revision and do not require the External MES check box to be selected as true.

Note Any Epicor application part record that is synchronized with an external MES must contain less than 25 characters for a part ID. Parts that exceed 24 characters will create an error record in the export log.

The **External MES** check box was added to the following sheets:

- **Part > Sites > Detail** sheet - Indicates that the Site for the part in focus is integrated with the Epicor Mattec MES application.
- **Part > Revisions > Detail** sheet - Indicates that the part in focus is integrated with the Epicor Mattec MES application. Only top assembly parts must have this check box selected.

  Example A top assembly part '**A**' includes two materials, '**B**' and '**C**'. If you mark part '**A**' as External MES integrated, materials '**B**' and '**C**' will be exported to an external MES, because they are used for manufacturing of part '**A**'. Part records in the Epicor application that are considered materials in an external MES, do not have to have the External MES check box selected.

  Note This check box is only active if you create a part record for a site that is integrated with an external MES. For more information about how to set up an External MES integrated site, refer to the **Site Configuration > Modules > Production Management > External MES** topic in the Application Help.

  Note If an operation record has the External MES check box selected in Operation Maintenance, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

Note You can select the External MES check box for both the **Manufactured** and **Purchased** parts. It is import to realize the parts with an External MES checkbox at the site and Revision level are considered at Manufactured in Mattec.

Menu Path: Production Management > Job Management > Setup > Part

External MES - Resource Group Maintenance

A new **External MES** sheet was added to **Resource Group Maintenance** to specify resource settings applicable to the Epicor Mattec MES integration.

The sheet includes fields and check boxes that apply to processes executed in the Epicor Mattec MES application.

Note For more information about the fields located in this sheet, refer to the **Resource Group Maintenance** topic in the Application Help.

A new **External MES** check box was added to the **Resource Group Maintenance > Resources > Detail** sheet. Select this check box to synchronize the entered resource with the Epicor Mattec MES application.. You can assign this resource to operation records which are integrated with the Epicor Mattec MES.

Menu Path: Production Management > Job Management > Setup > Resource Group

External MES - Resource Type Maintenance

A new **External MES** sheet was added to **Resource Type Maintenance** to indicate whether the selected resource type will be integrated with the Epicor Mattec MES application. Resource types are linked to resources in Resource Group Maintenance. Any resource that is linked to a resource type marked as External MES will be integrated as well.

Menu Path: Production Management > Job Management > Setup > Resource Type

External MES - Employee

A new **External MES** sheet was added to **Employee Maintenance** to define certain permissions governing what functions the employee can access and execute within the Epicor Mattec MES application.

Note For more information about the fields located on this sheet, refer to the **Employee Maintenance** topic in the Application Help.

Example The defined permissions will work in conjunction with the Epicor Mattec's **Machine Interface Units** (MIU) and **Touch Screen Machine Interface Units** (TSMIU) security options, once the selected employee record is imported to the Epicor Mattec MES.

A new **External MES** check box was added to the **Employee Maintenance > Production Info** sheet to specify whether the selected employee will be synchronized with an external Manufacturing Execution System (MES).

Menu Path: Production Management > Job Management > Setup > Employee

Import Labor/Scheduling Parameters Process

A new **Import Labor/Scheduling Parameters Process** program was added to the Epicor application to import labor records or invoke job scheduling from a valid CSV file.

The process reads records from all CSV files found in a designated **External MES Input Folder**, configured for a Site. If the import line begins with **L/P/E/S**, all valid records are written in a database as **LaborHed/LaborDtl/LaborPart/LaborEquip/SerialNo**. If the import line begins **SCH**, job scheduling is run.

Note All import lines that fail validations are written to a subdirectory **(\Output)** under the **Input Folder**, and display the output filename as **OriginalFileName + _Error.txt**.

The process was added to the following locations:

- Production Management > Job Management > General Operations
- Production Management > Scheduling > General Operations
- Service Management > Time Management > General Operations

Job Entry - Operation Instructions

A new **Operation Instructions** sheet was added to **Job Entry** to enter an instruction comment text for the added operation record.

By adding an instruction comment text you are less dependent on external documents, spreadsheets, or employee feedback.

Menu Path: Production Management > Job Management > General Operations > Job Entry

Job Manager - Refresh

A new **Refresh** icon was added to the **Job Manager** to update the program.

Example If you search for and select a part in the **Job Manager > Detail > Part** field and then create a job for this part in **Job Entry**, the newly created job will display in the **Job Manager > Supply** section once you click **Refresh**.

Menu Path: Production Management > Job Management > General Operations > Job Manager

Quality Assurance

The Quality Assurance module ties together all quality functions, whether it is scrapping end parts, rejecting raw materials, or tracking first article inspections.

Inspectors have queues of items to inspect with full disposition and corrective action follow-up. Shop floor employees can indicate parts are non-conformant, which moves them into an inspection queue. Parts that fail inspection may be selected for review by a material review board.

Configure Inspection Plan

The **Configure Inspection Plan** button in the Epicor application launches the Configurator Entry program, where you must first define a Configurator ID before launching the Configurator Designer.

Note For more information on how to define an inspection plan for a configurator, refer to the **Enhanced Quality Assurance** course.

IQS Options

New **Export Folder** and **Synchronize** buttons and the **IQS Active** check box have been added to the **IQS Options** section located on the **Company Configuration > Modules > Production > QA** sheet.

In Epicor 10, you must select the **IQS Active** check box to enable the IQS Integration. This check box enables movement of data in both directions, from the Epicor application to IQS and vice versa.

In Epicor 9, the integration for data going from the Epicor application to IQS was enabled by installing a series of BPMs and BAQs, written for the IQS Integration. In Epicor 10, the BPMs and BAQs do not have to be installed, as they are replaced by the new **Export Folder** and **Synchronize** buttons, as well as new **trigger** codes used to export **Mass Static** data and **Delta Static** data to IQS. The triggers also export **Delta Data** for PO Receipts, Labor Non-Conformance, and Customer RMA records to IQS and create **.csv** files. The BPMs and BAQs in Epicor 9 are no longer included in the Epicor 10 installation.

Once you search for and select the export folder using the **Export** button, click the **Synchronize** button to execute a **Mass Data** update, which replaces the **BAQ Export Process** used in Epicor 9. This sends all the records in the static data files that are synchronized with IQS to the user defined folder, for example, **C:\Epicor3Data\ServiceConnect\AQM\DataExportOut**. In Epicor 10, the file path used in this example should be changed to avoid security problems with folder permissions. This change also applies to folder paths used for data coming from IQS to the Epicor application.

In Epicor 10, for **Delta Data** going from the Epicor application to IQS, the triggers create **.csv** files in the **DataExportOut** folder. In Epicor 9, the same **.csv** files are currently created using BPMs and BAQs. You search for and select the **DataExportOut** folder using the **Export Folder** button, located on the **Company Configuration > Modules > Production > QA** sheet.

To process the **.csv** files and update the production database in IQS, Epicor 10 uses the same **IQS API Tool kit .bat** files that are used in Epicor 9. Once you export the files, either for **Mass Data** or **Delta Data**, you must run the **EpicorAQM.bat (EpicorAQM_NCM.bat, EpicorAQM_Lot.bat, EpicorAQM.bat)** to process the data in IQS. In the same way as Epicor 9, the **EpicorAQM.bat** file processes the static data, the **EpicorAQM_Lot.bat** processes PO Receipts, and **EpicorAQM_NCM.bat** processes Labor Non-Conformance records.

To check for errors in IQS, for processing data going from the Epicor application to IQS, check the logs generated in the folder path setup in each **.bat** file.

In Epicor 10, like in Epicor 9, Service Connect workflows are used to process data going from IQS to the Epicor application. The Service Connect workflows have been converted and updated. In Epicor 10, the default path used for data going from IQS to the Epicor application should be updated to use the **C:\Epicor3Data\ServiceConnect\AQM\DATAInBox** folder. This is the default folder that Service Connect calls for.

To check for errors in processing data going from IQS to the Epicor application, check for any inbound messages in Service Connect and/or in the **DataErrors** folder. The **DataErrors** folder will be found in the new user-defined path, for example, **C:\Epicor3Data\ServiceConnect\AQM\DataErrors**.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Sales Management

Quoting and managing sales orders enables the vital coordination of activities between your sales, site, shipping, and accounting groups.

You dictate whether to hold all companies in a single database, or each company in individual databases, where each company can have its own chart(s), currencies, and calendars.

Use the Quote Management and Order Management modules to capture orders and seamlessly integrate the information with supply chain, production, fulfillment, and accounting systems.

By streamlining the sales process—centralizing access to product, pricing, customer information - orders can be generated with a minimal number of steps. It automates and improves labor-intensive processes for quoting, proposal generation, configuration, and order entry. You can increase sales productivity by ensuring accuracy during the quote and order processes and identifying the right solution to meet your customers' needs.

Important If your Customer Relationship Management (CRM) license is installed and functional, the Epicor application displays an alternate Main Menu than the one shown without CRM. With the CRM license, the Sales Management module is referred to as **Customer Relationship Management**.

Configurator Management

The Configurator process allows for on-the-fly configuration of highly customizable and dimensional products. You can configure products through a straightforward question and answer evaluation, or entry of straightforward question and answer evaluation, or by entry of Smart Strings (intelligent part numbers) used to identify a particular configuration of an item.

You can launch a Configurator page from within **Opportunity/Quote Entry**, **Order Entry**, **Job Entry**, **Purchase Order Entry**, **Demand Entry** or the **Epicor Commerce Connect Web Basket**. This application is web-enabled, and is also available to disconnected users employing Mobile Connect.

The configuration process is centered around the **Configurator Designer**. This single program is used to fully set up the required configuration, including method rules, document rules, pricing rules, part creation, dynamic lists, and so on.

Configurator Designer functions are divided among the following entry programs:

- Configurator Entry
- Configurator Designer
- Configurator Rule Entry

There are two main reasons for dividing the Configurator Designer into three different programs:

- **Performance** - Having fewer functionality panels in three single entry programs improves the performance.
- **Ease of Use** - With three different entry programs, you can go directly to the functionality you require. For instance, splitting off Configurator Entry and Configurator Rule Entry provides you with **more** space to set up the configurator functions and **less** sheets to navigate through. It also allows you to have a different user interface (UI) concept, with most functions included in the **Property** section of the Configurator Designer.

Alternate Methods

In Epicor 10, a user can see and select any alternate methods that may be setup on a main revision and can add rules to the alternate revision methods using **Configurator Rule Entry**. Any alternate methods that are setup for the part's main revision pulled into the Configurator Rule Entry display as a separate node in the tree view.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Important This program is not available in Epicor Web Access.

Code Editor

In Epicor ERP 10, a new **Code Editor** was introduced to create C#-based code syntax for client side events, client side expressions, document rule expressions and method rules expressions that combine input values collected during an actual configuration session with logical operators, user defined functions, context functions and lookup functions.

Note For more information about the Code Editor, refer to the **Code Editor** topic in the Configurator Technical Reference guide.

Configurator Designer

Use the **Configurator Designer** to define part configuration, input control and page properties, as well as configuration and page events.

The Configurator Designer includes the following main sheets:

- **Configurator** - Use these sheets to edit and test On Load, On Loaded, On Complete or On Save configurator events.
- **Designer** - Use these sheets to create configurator input page(s), define input control parameters, input page behavior, dynamic lists, and global variable inputs (among others) for the selected configurator ID. These are the actual input pages that display when you configure the base part during an actual Configuration session. This includes anything that requires configuration for of the universal part. For example, if the part is a picture frame, you would create inputs for width, height, material, and color.

Note For more information about the program, refer to the **Configurator Designer** topic in the Application Help or Configurator Technical Reference guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Configurator Entry

Use **Configurator Entry** to define basic settings for the Configurator, Enterprise Configurator, pricing rules, document rules, and part creation. These settings are responsible for how the configuration behaves in its environment.

Configurator Entry includes the following main sheets:

- Detail
- Change Log
- Comments

- Record Creation
- Document Rules
- Smart String
- Sequence

Note For more information about the program, refer to the **Configurator Entry** topic in the Application Help or Configurator Technical Reference guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

Important This program is not available in Epicor Web Access.

Configurator Events

Epicor 10 supports four configurator related events; You enter them using the **Code Editor** in the **Configurator Designer**:

- **On Load** - Triggered when loading the configuration.
- **On Loaded** - Triggered after the On Load has been executed.
- **On Complete** - Triggered after you leave or skip the last page of the configuration.
- **On Save** - Triggered when you are at the very end of the configuration.

Note For more information about the configurator events, refer to the **Configurator Designer** topic in the Application Help or the Configurator Technical Reference Guide.

Configurator Listing Report

In Epicor 10, the **Configurator Listing Report** has been enhanced to print out more information about the selected configurator record. Additionally, the filtering ability has changed to accommodate the new Configurator process, where a single configurator can be tied to multiple parts.

The following information can be now printed on the report:

- The list of input controls
- The dynamic list
- Method rule and document rule variables setup details
- Part creation and smart string setup information
- User defined functions tied to the configuration
- The events setup for the configuration
- Method and the method rules related to the selected parts
- Document rules with conditions and actions
- Comments

Menu Path: Sales Management > Configurator Management > Reports > Configurator Listing

Configurator Rule Entry

Use **Configurator Rule Entry** to specify how a method of manufacturing should be created for use in producing a part configured in a Sales company. Method rules defined in Configurator Rule Entry include Keep When Rules that determine the specific material content, and designate what components and operations should be included when the configured part is manufactured.

Configurator Rule Entry includes the following main sheets:

- Part/Rev
- Rule Sets
- Enterprise Configurator
- Comments

Note For more information about the program, refer to the **Configurator Rules** topic in the Application Help or Configurator Technical Reference guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Important This program is not available in Epicor Web Access.

Configurator Trackers

In Epicor 10, configurator trackers were added to review current information about configuration design, rule definitions and basic settings for a selected configurator record.

The following are the configurator related trackers:

- Configurator Entry Tracker
- Configurator Designer Tracker
- Configurator Rules Tracker

Note The trackers are display-only versions of the primary entry programs.

Note For more information about the trackers, refer to the **Configurator Entry Tracker**, **Configurator Designer Tracker**, and **Configurator Rules Tracker** topics in the Application Help.

Context Functions

In Epicor 10, the context functions are available in all clients side and server side expressions except for the specific method rules context functions. The method rule context functions are only available with the method rule expressions.

For more information about the **Context Functions**, refer to the Configurator Technical Reference Guide.

Deploy To EWA

A new **Deploy To EWA** command has been added to **Configurator Entry**. Select this command to deploy the configurator in focus to the Epicor application accessible over the web (EWA). Once you click this command, the application creates all the necessary files for the configurator to operate when accessed via the EWA.

Important This command is only available if the Configurator record is approved. For the configurator record to be available via the EWA, you must deploy the selected configurator record.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

Important This program is not available in Epicor Web Access.

Document Rules

Document rules in Epicor 10 have been enhanced so that a user defines a condition and links to that condition one or more actions. An action can be either a Set Field expression, a variable definition, an expression or a call to a user defined function.

The list of available Rule Conditions includes:

- **Always** execute.
- The target entity is **equal to** **Specified** value.
- Column **Specified** of target entity is equal to **Specified** value.
- The **Specified** expression is **equal to** **true**.
- Session parameter **Specified** is **equal to** **Specified** value.
- Current user belongs to **Specified** user group.

The list of available Actions includes:

- Set **Specified** field of target entity to **Specified** value.
- Set **Specified** configurator pricing to **Specified** constant value.
- Set **Specified** configurator pricing to **Specified** expression value.
- Execute **Specified** expression.

Note You can define Document Rules for all three Configurator types on the **Configurator Entry > Document Rules > Detail** sheet:

- Product Configurator
- Inspection Plan Configurator
- No Inputs Configurator

Document Variables

In Epicor 9, document rules have an option to define variables to be used with document rules. They are called Calculation rules. In Epicor 10, Document Variables are launched via the Actions menu command located in **Configurator Entry**, and can be grouped together to avoid mixing the calculation with the rule definitions.

There are three types of definitions:

- Define **Variable** as **DataType** with **Specified** constant as initial value.
- Define **Variable** as **DataType** using **Specified** expression to assign the initial value.
- Define **Variable** as **DataType** using calling **Specified** user defined function to assign the initial value.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

Important This program is not available in Epicor Web Access.

Dynamic List

In Epicor 10, you enter Dynamic List parameters in the **Dynamic Lists Editor**, where you select a data source that you want to use to build a dynamic list for a selected combo box control.

You can select the following data sources:

- **Predefined List** - Select to create a list of fix options.

- **Run BAQ** - Select to run BAQ.
- **User Define Method** - Select to use the user defined method record.
- **Data Look Up Method** - Select to use a lookup table record.

Note Depending on you data source selection, different panes display.

Note For more information about the Dynamic List functionality, refer to the **Configurator Designer** topic in the Application Help or Configurator Technical Reference guide.

Get Smart String

In Epicor 10, a user can calculate smart string at any point during a configuration session, or after certain inputs are entered and rules executed. The Get Smart String function calculates the smart string with the information (inputs) it has available at the time it is called, using the smart string criteria defined for a base configured part linked to a configuration ID. As a result, using document rules, the smart string updates fields that the user desires.

Note Once it is created, the Get Smart String function displays in the Code Editor.

Note For more information about Smart Strings, refer to the Configurator Technical Reference Guide.

Input Control Actions

You define input control actions in Epicor 10 using the **Input Properties** section located in the **Configurator Designer > Design > Page Designer** sheet.

The Input Actions section includes the following actions:

- **On Field Changed** - Use this action to specify conditions that designate the actions that should take place when changing a value of a particular control (field) on an input page during an actual configuration session. The On Field Changed action is triggered when the value of the specified field is changed on the page while the page is in focus and is saved. Compared to the On Field Validation action, which is triggered when the value of the specified field is changed on the page while the page is in focus prior, to saving the value, the change already happened.
- **On Field Validating** - Use this action to specify the conditions that designate the actions that should take place when changing a particular control (field) on an input page during an actual configuration session. The On Field Validation action is triggered when the value of the specified field is changed on the page while the page is in focus, prior to saving the value. Compared to the On Field Changed action, the change can still be prevented.
- **On Clicked** - Use this action to specify conditions that will update other inputs or validate the previously loaded information.

  Note The On Clicked action applies to the **Button** input control only.

Note The list of actions displays under the **Action** node.

Note For more information about the input control actions, refer to the Application Help or the Configurator Technical Reference Guide.

Note The input control actions are entered via the Code Editor. For more information about the Code Editor, refer to the Application Help or the Configurator Technical Reference Guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Input Control Properties

You defined input control properties in Epicor 10 using the **Input Properties** section located in the **Configurator Designer > Design > Page Designer** sheet.

The Input Properties section for input controls is divided into the following nodes:

- **Appearance** - Displays the available settings affecting the appearance of an input control field
- **Behavior** - Displays the available settings affecting the behavior of an input control field.
- **Control Details** - Displays the available settings for the input control fields.
- **Inspection Attribute** - Displays the inspection attribute properties for the inspection plan assigned to the input control.

Note Depending on which input control a user selects, each node includes a different set of options.

Note For more information about Input Control Properties, refer to the **Configurator Designer** topic in the Application Help.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Input Page Actions

You define input page actions using the **Input Properties** section located in the **Configurator Designer > Design > Page Designer** sheet.

The list of actions include:

- **On Page Leave** - This action is triggered when leaving a specific page while it is in focus, when a user either moves forwards or backwards between Configurator pages. The page leave action does not trigger any other action unless specifically defined as an action.
- **On Page Load** - This action is triggered when the page in focus is loading, either upon the first load or when a user moves forwards or backwards between Configurator pages. The page load action does not trigger any other action unless specifically defined as an action.
- **On Page Loaded** - This action is triggered when the page has been loaded. At this point you cannot cancel loading.

Note For more information about the input page actions about the Code Editor, refer to the Application Help or the Configurator Technical Reference Guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Input Page Properties

Input page properties in Epicor 10 are defined using the **Input Properties** section located in the **Configurator Designer > Design > Page Designer** sheet.

In Epicor 10, the following input page properties have been removed:

- **Process Dynamic Lists with Higher Tab Sequence** - In Epicor 10, instead create a condition using the On Field Changed input control action for each Combo Box control.
- **Process Dynamic Lists Before On Leave Expressions** - In Epicor 10, instead create a condition using the On Page Leave page action to refresh all the Combo Box controls before leaving the page.
- **Process On Leave Expressions When Skipped** - In Epicor 10, instead create a condition using the On Page Leave page action to process On Leave expressions when skipped.
- **Skip On Leave Expressions on Leaving** - In Epicor 10, the On Leave expressions are skipped on leaving by default. If you want to execute the On Leave expressions on leaving, instead create a condition using the On Page Leave page action.
- **Skip On Leave Expressions on Load** - In Epicor 10, the On Leave expressions are skipped on loading by default. If you want to execute the On Leave expressions on loading, instead create a condition using the On Page Load page action.

Note For more information about the input control and input page actions, refer to the Configurator Designer topic in the Application Help or the Configurator Technical Reference Guide.

The Epicor 10 input page properties include the following options:

- **Read Only** - Set to **True** to create a read only expression for the page in focus.
- **Read Only Expression** - Specifies a Read Only Expression which controls whether the input page is available during the configuration session.
- **Skip if all Inputs are Disabled or Invisible** - Set to **True** to skip a configurator page if all the page inputs are disabled or invisible.

Note For more information about the input page properties, refer to the Configurator Designer topic in the Application Help or the Configurator Technical Reference Guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Configurator Lookup Table Maintenance

The Epicor 9 configurator had lookup functions for CSV files and Excel spreadsheets. Server side files, such as these, lookup functions are not automatically backed up with the database. This results in non-functional configurators when the database is moved to another server plus user rights restrictions may apply.

The Epicor 10 configurator stores the table inside the application, which is part of the database backup. This ensures greater security for your business data, and makes for easier routine maintenance because you can directly access and modify lookup table information in **Configurator Lookup Table Maintenance**. This eliminates the more complex and tedious process of having to maintain external spreadsheets.

Menu Path: Sales Management > Configurator Management > Setup > Configurator Lookup Table

Method Rules

You define Method rules in **Configurator Rule Entry** by creating Rule Sets, Rule Conditions, and Rule Actions. A rule set can contain one or more rules and each rule is composed of a condition and one or more actions.

The list of Rule Conditions includes:

- **Always** execute
- The target entity is **equal to** **Specified** value
- Column **Specified** of target entity is **equal to** **Specified** value
- The **Specified** expression is **equal to** **true**
- Column **Specified** of current element is **equal to** **Specified**
- Session parameter **Specified** is **equal to** **Specified** value
- Current user belongs to **Specified** user group

Note You can change the required Rule Condition by clicking on the entity within the condition to launch the Entity Selection Editor window. The Entity Selection Editor window allows you to select the required entity name.

The list of Rule Actions include:

- Set **Specified** field of current element to **Specified** value
- Set **Specified** field of target entity to **Specified** value
- Execute **Specified** expression
- Execute **Specified** rule function

Note Within a method of manufacture, you can have multiple rule conditions with their actions.

Note For more information about Method Rules, refer to the **Configurator Rules** topic in the Application Help or Configurator Technical Reference guide.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Important This program is not available in Epicor Web Access.

Method Variables

In Epicor 9, method rules have an option to define variables to be used with method rules. They are called Calculation rules. In Epicor 10, Method Variables are launched via the Actions menu command located in the **Configurator Rule Entry**, and can be grouped together to avoid mixing the calculation with the rule definitions.

There are three type of definitions:

- Define **Variable** as **DataType** with **Specified** constant as initial value.
- Define **Variable** as **DataType** using **Specified** expression to assign the initial value.
- Define **Variable** as **DataType** using calling **Specified** user defined function to assign the initial value.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Rule Entry

Important This program is not available in Epicor Web Access.

Page Properties

You define configurator page properties in Epicor 10 using the **Input Properties** section located in the **Configurator Designer > Design > Page Designer** sheet.

The page input settings are as follows:

- Process Dynamic Lists with Higher Tab Sequence
- Process On Leave Expressions When Skipped
- Process Dynamic Lists Before On Leave Expressions
- Read Only
- Read Only Expression
- Skip if all Inputs are Disabled or Invisible
- Skip On Leave Expressions on Leaving
- Skip On Leave Expressions on Load

For more information about Page Input Properties, refer to the **Configurator Designer** topic in the Application Help.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Part Creation

The **Creation** sheet that was originally part of the Configurator Designer in Epicor 9 was renamed to **Part Creation** sheet and is now part of **Configurator Entry**.

The following changes apply to the fields located in the Part Creation sheet:

- The **Create a New Part Number for Each Configuration** check box was renamed to **Enable Part Number Creation**.
- The **Generate Methods Using Resulting Quote Method** and **Use Generated Method When Getting Details** are not longer included in the Part Creation sheet, as you now combine method rules for quotes and jobs and allowing exceptions by entity.
- The **Create New Part Number in** section, which included the **Quote Entry**, **Order Entry**, **Job Entry**, and **Demand Entry** check boxes, was deleted. Instead, a new **Allow Record Creation** check box was introduced which, if selected, will honor the part creation settings set on the configuration ID, when that configurator is launched for that entity. The Allow Record Creation check box is located in the **Configurator Entry > Detail > Target Entities** grid.
- The **Automatically Create a New Part Number** check box was renamed to **Prompt User to Confirm New Part**.
- The **Do not Notify the User if the New Part Number Already Exists** check box was renamed to **Notify User of Duplicate Part Numbers**.
- The **Remove Link From Base Configured Part** check box was renamed to **Create Non-Configurable Part**.
- A new **Create New Configuration ID** check box was introduced used to generate a new configuration ID for the created part number.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Entry

Important This program is not available in Epicor Web Access.

Pricing

In Epicor 10, the pricing engine is included in Document Rules, so they no longer interfere with pricing rules. Pricing rules are defined in the **Configurator Entry > Document Rules** sheet.

Read Only Expressions

In Epicor 10, the **Prompt When** feature was replaced with the **Read-Only Expression** functionality. A user can create a read-only expression for a page or a particular input to control whether the page or input is available during a configuration session.

Smart String Processing

In Epicor 10, settings for the **Part Creation** and **Smart String** processing were combined and they now display in the **Configurator Entry > Record Creation > Part Creation** sheet.

Toolbox

In Epicor 10, the **Toolbox** is part of the **Configurator Designer > Design > Page Designer** sheet.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator Designer

Important This program is not available in Epicor Web Access.

Configurator User Defined Methods Maintenance

User defined methods, defined in **Configurator User Defined Methods Maintenance**, replace the previous Epicor 9 functionality of external **.i** or **.p** files in field on-leaves, page on-leaves, field prompt-whens, page prompt-whens, and dynamic list program calls.

User defined methods can be used in multiple (Client side) events, such as field events, page events, configurator events, read-only expressions, dynamic list expressions, or program calls. Using this program, you can also define Server side expressions, such as document and method rules.

Example Using Configurator User Defined Methods Maintenance, you can write a calculation and reuse it by calling the UD Method from various events and places. You create a Configurator page that includes four input controls (Length, Width, Height, and Area). Then on the On Field Changed event for Length, Width, and Height, you create an expression that sets the Area input to the Calculate Area user defined function.

Menu Path: Sales Management > Configurator Management > General Operations > Configurator User Defined Methods Entry

Quote Management

Quote Management is often the starting point for the supply chain cycle. When a quote is entered, manufacturing details are entered for the record. These records give your organization a solid head start for job management, scheduling, purchasing, and other functions of the application. Best of all, the result is greater efficiency.

External MES

A new **External MES** sheet was added to the **Opportunity/Quote Entry** program to specify operation settings applicable to the Epicor Mattec MES integration.

The sheet includes fields and check boxes that apply to processes executed in the Epicor Mattec MES application.

Note For more information about the fields located in this sheet, refer to the **Opportunity/Quote Entry** topic in the Application Help.

A new **External MES** check box was added to the following sheets:

- **Line > Detail** sheet - If selected, the check box indicates that the part on a quote line is integrated with the Epicor Mattec MES application.
- **Line > Mfg Details > Quote Details > Operations > Detail** sheet - If selected, the check box indicates that the operation in focus is synchronized with the Epicor Mattec MES application.

  Each operation integrated with an external MES must include:

  - One resource which is linked to a resource type marked as External MES with the **Tool** type selected.
  - One resource which is linked to a resource type marked as External MES with the **Machine** type selected.

  Note If an operation record has the External MES check box selected, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

  Note Only operations marked as External MES are sent to the External MES application.

  Example A method of manufacture (MOM) for a part includes five operations, three of which are marked as External MES. If your External MES is Mattec, each operation marked as External MES in your MOM creates one job in the Mattec application, as it does not have a concept of multiple operations. Therefore, one External MES operation in the Epicor application equals to one job in Mattec.

  Menu Path: Sales Management > Quote Management > General Operations > Opportunity / Quote Entry

Service Management

Service management capabilities (for example, Field Service) include such areas such as production and facilities maintenance.

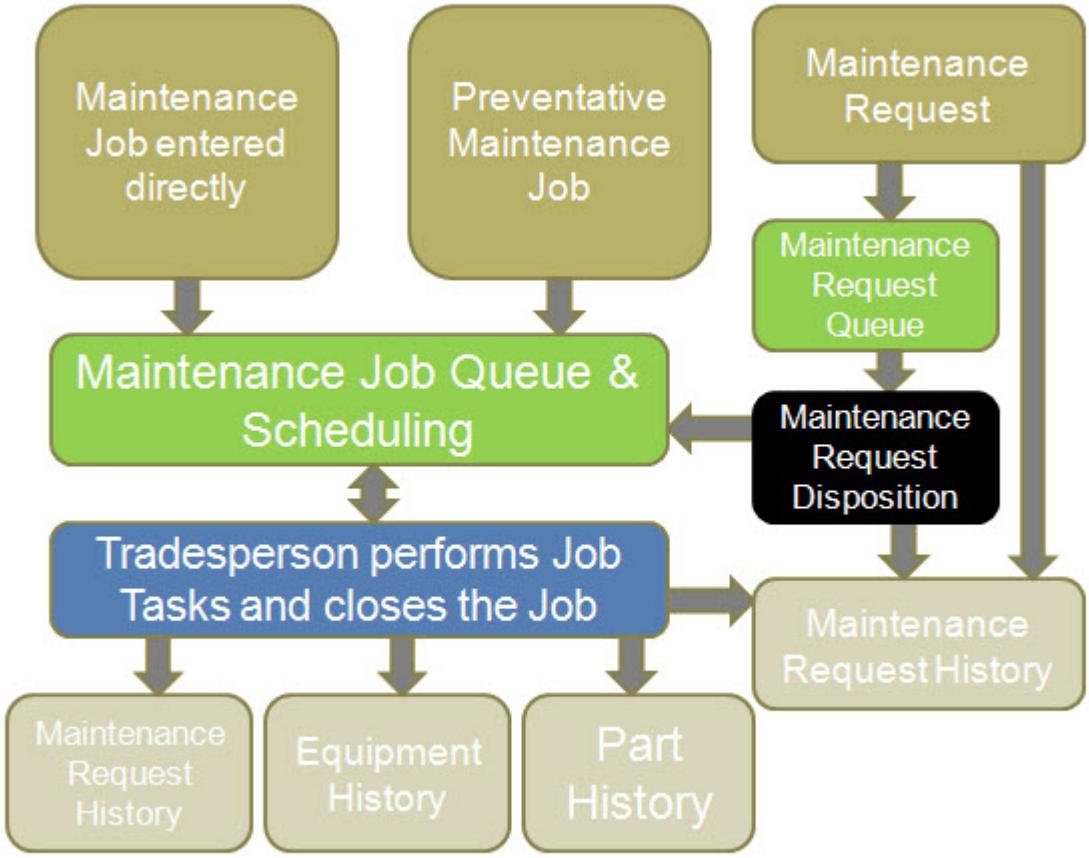
This suite of modules is particularly important for businesses where maintenance and repair are often more cost-effective than new capital acquisition.

Maintenance Management

Use the Maintenance Management module to plan and track preventative maintenance tasks performed on equipment used or installed in a manufacturing or distribution facility. This can include internal capital equipment, tools, gauges and fixtures such as air conditioning units, forklifts, shelving, and shop floor tools.

Preventative maintenance can be performed according to predefined schedules, based on elapsed use time or meter values. You can also use functions within the module to manage manual requests for maintenance on specific pieces of capital equipment. Maintenance jobs can originate from three sources:

- **Entered directly by a trades person/manager** - At times unplanned maintenance is necessary for tools or equipment and can be entered directly for service. For example, a trades person is aware that maintenance is suddenly needed for a torque wrench due to malfunction, he or she directly creates a maintenance job through **Maintenance Job Entry**.
- **Planned Preventative Maintenance** - Preventative maintenance jobs can be planned in advance and scheduled based on a calendar schedule or usage (meter reading).
- **Maintenance Work Order Requests (MWOR)** - Any user with access to **Maintenance Request Entry** can enter a request for maintenance against a specific tool or piece of equipment. Access to this program is provided through the application's Main Menu, the Manufacturing Execution System (MES), the Web application, and the handheld applications.



Note The Maintenance Management module is not intended to manage preventative maintenance performed on equipment that is sold to customers. You must use the Field Service module to manage service performed on customer-managed items.

External MES

A new **External MES** sheet was added to **Maintenance Job Entry** to specify operation settings applicable to the Epicor Mattec MES integration.

The sheet includes fields and check boxes that apply to processes executed in the Epicor Mattec MES application.

Note For more information about the fields located in this sheet, refer to the **Maintenance Job Entry** topic in the Application Help.

A new **External MES** check box was added to the following sheets:

- **Job** sheet - Select the External MES check box to synchronize the job in focus with the Epicor Mattec MES application. Once you select this check box, you can engineer the job only if it meets the following criteria:
  - At least one operation must be integrated with an external MES. For more information about how to set up an operation record that is integrated with an external MES, refer to the **Operation Maintenance** topic in the Application Help.
  - The External MES operation must include at least one resource linked to a resource type marked as External MES with the **Tool** type selected and one resource linked to a resource type marked as External MES with the **Machine** type selected.
  - All the materials in the method of manufacture must be master part records.
- **Job Details > Operations > Detail** sheet - Select the External MES check box to indicate that the operation in focus is synchronized with the Epicor Mattec MES application.

  Each operation integrated with an external MES must include:
  - One resource which is linked to a resource type marked as External MES with the **Tool** type selected.
  - One resource which is linked to a resource type marked as External MES with the **Machine** type selected.

  Note If an operation record has the External MES check box selected, the exporting process automatically selects all the materials (part records) linked to this operation in a method of manufacture (Engineering Workbench), and transfers them to the Epicor Mattec MES application as materials. Parts in the Epicor Mattec MES application are manufactured items.

Note Only operations marked as External MES are sent to the External MES application.

Example A method of manufacture (MOM) for a part includes five operations, three of which are marked as External MES. If your External MES is Mattec, each operation marked as External MES in your MOM creates one job in the Mattec application, as it does not have a concept of multiple operations. Therefore, one External MES operation in the Epicor application equals to one job in Mattec.

Menu Path: Service Management > Maintenance Management > General Operations > Maintenance Job Entry

Field Service

The Field Service module is designed to manage the installation, repair, and on-going service of equipment for your customers at their facilities or out in the field. Use Field Service to schedule service calls on a timetable you define. The Service Call Center centralizes all processes related to dispatching technicians and cost reporting of service calls in the field.

Field service also includes valuable reports that provide detailed information on individual contracts and warranties to know whether you are making or losing money.

The Epicor application supports drop shipment of service parts directly to the customer site. The application is set up for a single interface, so a dispatcher can track all stages of each service call with just a few mouse clicks.

Asset Condition Maintenance

The Asset Condition Maintenance program was added to the Field Service module to create codes which identify the condition that the Service Technician works on in Service Calls. This information can be used by a company management to analyze the condition of the items being serviced.

Note Asset conditions can be assigned to each serial number record in Serial Number Maintenance.

Asset Class Maintenance

The Asset Class Maintenance program was added to the Field Service module to establish asset classes for serial number records to aid in searching for them.

Note An asset is an instance of a serialized part. An asset class can be assigned to each serial number record in Serial Number Maintenance.

Customer Maintenance - Mobile Field Service

New **Mobile > Labor Rate** and **Ship To > Mobile** sheets were added to Customer Maintenance to define service labor rates, for a selected customer, used to bill a customer service call. You can only enter data for service jobs if the Advanced Labor Rate check box is selected in the **Company Configuration > Modules > Production > Job** sheet.

The Labor Rates in the Epicor application are calculated according to the following hierarchy:

- Service Contract
- Customer > Ship To (this relates to the Address chosen for the Job)
- Customer
- Employee
- Labor Expense Code

Certain customers may have different **Ship To** labor rates from the rates defined in the main **Customer Maintenance > Mobile** sheet.

Example

- A certain customer site might be difficult to get to, or there may be conditions which make the work harder or more dangerous.
- The rate for the service you provide in California (Main Address) is different from the rate for the service you provide in Mexico.

Note The **Mobile > Labor Rate** and **Ship To > Mobile** sheets were also added to the Customer Tracker.

Employee Maintenance - Mobile Field Service

New **Mobile > Labor Rate** and **Mobile Field Service** sheets were added to Employee Maintenance to define service labor rates and a resource for a selected employee. You cannot assign an employee to a service job when you schedule it, but you can assign a resource.

The Labor Rates in the Epicor application are calculated according to the following hierarchy:

- Service Contract
- Customer > Ship To (this relates to the Address chosen for the Job)
- Customer
- Employee
- Labor Expense Code

Note For more information about the Labor Rates hierarchy and the calculation logic of labor rates, refer to the **Employee Maintenance > Mobile > Labor Rate** topic in the Application Help.

Indirect Labor Account Maintenance - Mobile Field Service

A new **Rate** field was added to the Indirect Labor Account Maintenance program to define the base labor rate used to bill a service call.

Important This field is only available if the **Advanced Labor Rate** check box is selected in the **Company Configuration > Modules > Production > Job** sheet.

The rate value entered in this field is used when a user defines service labor rates at the Service Contract, Customer > Ship To, Customer, and Employee levels using the Mobile sheet.

The Labor Rates in the Epicor application are calculated according to the following hierarchy:

- Service Contract
- Customer > Ship To (this relates to the Address chosen for the Job)
- Customer
- Employee
- Labor Expense Code

Note For more information about the Labor Rates hierarchy and the calculation logic of labor rates, refer to the **Employee Maintenance > Mobile > Labor Rate** topic in the Application Help.

Part Maintenance - Mobile Field Service

A new **Mobile** sheet was added to Part Maintenance to mark the part record in focus as an **Epicor Mobile** part.

Only parts marked as Epicor Mobile are transferred to the Epicor Mobile application. This also applies to anything linked to those parts, such as stock, for example. This is to limit the amount of data transferred. For instance, some companies store parts used for selling, and other parts for manufacturing or internal use only.

The Mobile sheet includes a new **Asset Class** field used to select an Asset Class code, as defined in the Asset Class Maintenance program. Searching for assets (an asset being an instance of a serialized part) using an Asset Class record is performed in Epicor Mobile.

Note An Asset Class record is also assigned to each Serial Number in the Serial Number Maintenance program. Selecting an Asset Class for a part means that any Serial Number created for the part in focus will be linked to the Asset Class selected in this field.

Serial Numbers - Mobile Field Service

The **Mobile > Asset Detail** and **Mobile > Asset Condition** sheets were added to the **Serial Number Maintenance** and **Serial Number Tracker** programs.

Use these sheets to define asset condition details and values for a serial number record in focus.

Note For more information about asset classes and conditions, refer to the **Asset Class Maintenance** and **Asset Condition Maintenance** topics in the Application Help.

Time and Expense Entry - Labor Rate

A new **Labor Rate** field was added to the **Time > Daily Time > Detail > Detail** sheet to define labor rates against the job being reported.

The value that defaults in this field comes from the labor rate defined on the Expense Code assigned to an employee. This Expense Code is assigned in the **Expense** field located on the **Employee Maintenance > Production Info** sheet.

If you also define Labor Rates in the **Employee Maintenance > Mobile > Labor Rate > Detail** sheet, the Labor Rate value defined here defaults instead.

Note This field is only available if the **Advanced Labor Rates** check box is selected in the **Company Configuration > Modules > Production > Job** sheet.

Note For more information about the Labor Rates hierarchy and the calculation logic, refer to the **Employee Maintenance > Mobile > Labor Rate** topic in the Application Help.

Mobile Operation

A new **Mobile Operation** check box was added to the **Job Entry > Job Details > Operations > Detail** sheet.

Select this check box to mark the operation in focus as a Mobile Operation. Once you select this check box, the operation will be moved to Epicor Mobile as a job.

A mobile operation must satisfy one of the following criteria:

- At least one resource marked as **Epicor Mobile Resource** must be linked to a mobile operation in Job Entry and an Employee record in Employee Maintenance. The resource must be set as **Location** in the **Resource Group Maintenance > Resources > Detail** sheet.

  Note For more information about where you link an Employee record to a Mobile resource, refer to the **Employee Maintenance > Mobile > Field Service** topic in the Application Help.

- At least one resource group that includes a resource marked as **Epicor Mobile Resource** must be linked to a mobile operation in Job Entry. The resource group must be set as **Location** in the **Resource Group Maintenance > Detail** sheet.

  Note When you assign a Resource Group record, which contains a mobile resource, to a Mobile operation in Job Entry, the **Resource** field located in the **Job Entry > Job Details > Operations > Scheduling Resources > Detail** sheet must be void.

Field Service Job Status

A new **Field Service Job Status** section was added to the **Job Entry > Job Details > Operations > Detail** sheet.

If you create an operation, the status is set based on its resource allocation. If the operation has a valid resource allocated to it, an **Accepted** indicator automatically displays. If a resource group containing a valid resource is assigned to the operation without a selected resource, the **Broadcasted** indicator automatically displays. If all resources allocated to the operation are invalid, and there are no resource groups assigned the operation, the **Not Assigned** indicator automatically displays.

A valid resource must be marked as **Epicor Mobile Resource** and must be linked to a Mobile operation in Job Entry and an Employee record in Employee Maintenance.

Note For more information about where you link an Employee record to a Mobile resource, refer to the **Employee Maintenance > Mobile > Field Service** topic in the Application Help.

Other statuses include:

- **Declined**
- **In Progress**
- **Completed**

Note The Declined, In Progress, and Completed statuses do not change based on changes made to the operation.

Service Call Center - PO Fields

The **PO** and **PO Line** fields were added to **Service Call Center**, allowing a user to specify a customer purchase order number with a service call center line item. The purchase order numberis then carried on to the AR invoices created in **AR Invoice Entry** using the **Actions > Get Field Service Calls** command.

Menu Path: Service Management > Field Service > General Operations > Service Call Center

System Setup

The System Setup module is important for setting up system-wide information, such as company, security configuration, integration with external systems and other system level tasks.

Company/Site Maintenance

Company/Site Maintenance contains the setup programs you use to configure companies and sites within the Epicor ERP application.

External MES

A new **External MES** sheet was added to the Site Configuration Control program to define the site integration with a selected external MES type.

The sheet includes fields and a check box where a user defines default **Output** and **Input** locations together with an External MES Type.

Note For more information about the fields located on this sheet, refer to the **Site Configuration Control** topic in the Application Help.

Advanced Labor Rates

A new **Advanced Labor Rates** check box was added to the **Company Configuration > Modules > Production > Job** sheet. Select this check box to be able to enter Service labor rates used to bill a service call. If you select this check box, you will be able to define labor rates values in the **Service Contract Entry**, **Customer Maintenance > Ship To**, **Customer Maintenance**, and **Employee Maintenance** programs. The values defined in these programs include Expense Code, Rate Type, Rate Multiplier, and Fixed Rate. If you clear this check box, the Labor Rate defined in the **Employee Maintenance > Production Info** sheet is used instead.

If you select this check box, the Labor Rates are calculated according to the following hierarchy:

- Service Contract
- Customer > Ship To (this relates to the Address selected for the Job)
- Customer
- Employee
- Labor Expense Code

Note For more information about Labor Rates, refer to the following topics in the Application Help:

- **Service Contract Entry > Mobile** sheet
- **Customer Maintenance > Ship To > Mobile** sheet
- **Customer Maintenance > Mobile** sheet
- **Employee Maintenance > Mobile > Labor Rate** sheet
- **Indirect Labor Account Maintenance > Detail** sheet (**Rate** field)

Security

Leverage the security functionality to prevent unauthorized external and internal access to the Epicor ERP application. You control access to the Epicor ERP application through the Authentication Security features and control access to the user interface through the Authorization Security features.

Authentication Security encompasses the features that ensure the identity of the user logging into the Epicor ERP application. These security features verify the user who made the logon call, preventing malicious, unauthorized access to the application. To set up user identity security, you first determine whether you will authenticate through Windows account security or Epicor account security. If you decide to use Windows account security, you determine password complexity requirements and the account lockout threshold through the Windows operating system. If you decide to use Epicor account security, you set up the password complexity and the account lockout policy internally within Epicor ERP. Through both methods, you can also set up automatic, single sign on access to the application.

Authorization Security controls access to the user interface. You set up these features through security groups and users. Through Security Group Maintenance, you create groups that define user related areas within your organization. You then assign all users to these security groups through User Account Security Maintenance. Now with security groups and their selected users defined, you can assign security privileges throughout the application. For example, you may want to prevent access to Payroll programs for most users. You can use the security privilege tools to only give members of the Payroll security group access to these specific programs.

Change Mobile Password

A new **Change Mobile Password** button was added to the User Account Maintenance program to change a mobile password used to connect to Epicor Mobile.

Once you click this button, the **Change Mobile Password** window displays. Use this window to enter/confirm a new password.

Note The entered password displays in the **Mobile Password** field.

Financial Management

Epicor financial management solutions provide manufacturers with the tools needed to create value through monitoring financial conditions and timely decision making.

This functionality reduces costs and improves cash flow. Epicor Financials can help improve your ability to drop more to your bottom line—the ultimate test of your success and competitive advantage.

Accounts Payable

Use the Accounts Payable (AP) module to enter supplier invoices for purchases that you make and then create checks, payment instruments, or generate bank electronic funds transfer (EFT) files for the invoices you want to pay. Adjustments are created if the purchase price does not match the invoiced price.

The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely. With Accounts Payable, you know how much you owe and when it is due.

You use the Accounts Payable functionality to update both purchase orders in Purchase Management, as well as actual job costs.

AP Recurring Invoices

If you have invoices in AP for the same products or services, which occur on a specific schedule, you can use the functionality to re-create them automatically based on specified parameters. You will not have to manually create such invoices.

To use recurring invoices, you need to:

1. Define a recurring cycle.
2. Flag an invoice as a recurring source invoice and assign a recurring cycle.
3. Generate recurring invoices based on the recurring source invoice.

Menu Path: Financial Management > Accounts Payable > Setup > Recurring Cycle

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Payable > General Operations > Generate Recurring Invoices

Supplier Quick Search

You can add and specify any supplier cross-references such as the description of the supplier given on a bank statement and enable the supplier to be found from that description. You can access these cross-references through the Quick Search functionality.

Menu Path: Financial Management > Accounts Payable > Setup > Supplier

Accounts Receivable

Use the Accounts Receivable (AR) module to bill your customers as orders are shipped and then track payments as they are received.

Since you can specify the creation of invoices through the order release process, it is possible to reduce billing for a different quantity than for what was actually shipped.

Customer invoices may be previewed, printed on laser or continuous preprinted forms, faxed or emailed directly to your customer. With Accounts Receivable, you know who is buying what, and who is paying their bills on time.

AR Invoice Tax Connect Batch Service

A new **Use Tax Connect Batch Service** check box has been added to the **Generic Integration Server Process**. Use the Generic Integration Server Process to create batches of AR invoices from the financial information that was imported into the system from outside resources. The appropriate validation and financial calculations are made and the data is returned to the Epicor application as AR invoices. For those with both **Tax Connect** and **AvalaraSalesTaxForGenericImportProcess** licenses, select this option to use Tax Connect to calculate taxes on all invoices you create through this batch process.

Note This process does not return Tax Jurisdiction details and could impact tax reports and queries run directly out of the Epicor application. A summarized version per line is returned, but all details are stored within the Avalara® tax service.

This is a step in the overall process of automating the import, creation, and posting of invoices when used in conjunction with the **Generic Import Process** which imports the financial data into the system. Use this functionality to take advantage of the improved performance that processing multiple invoice groups concurrently provides. You can directly post the invoices you create to the general ledger by selecting the Post AR Invoice to GL check box.

To automate the import, creation, and posting of AR invoices using Tax Connect to calculate taxes, you need to:

1. Use the Generic Import Process to import financial data into the system.
2. Purchase Tax Connect and AvalaraSalesTaxForGenericImportProcess licenses.
3. Select the Tax Connect Enabled check box in **Company Configuration**.
4. Use the Generic Integration Server Process to create, calculate taxes, and post AR invoice groups by selecting the following options:
    a. Post AR Invoice to GL
    b. Use Tax Connect Batch Service

Menu Path: System Management > Schedule Processes > Generic Import Process

Menu Path: System Management > Schedule Processes > Generic Integration Server Process

AR Recurring Invoices

If you have invoices in AR for the same products or services, which occur on a specific schedule, you can use the functionality to re-create them automatically based on specified parameters. You will not have to manually create such invoices.

To use recurring invoices, you need to:

1. Define a recurring cycle.
2. Flag an invoice as a recurring source invoice and assign a recurring cycle.
3. Generate recurring invoices based on the recurring source invoice.

Menu Path: Financial Management > Accounts Receivable > Setup > Recurring Cycle

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Menu Path: Financial Management > Accounts Receivable > General Operations > Generate Recurring Invoices

Customer Quick Search

You can add and specify any customer cross-references such as the description of the customer given on a bank statement and enable the customer to be found from that description. You can access these cross-references through the Quick Search functionality.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

Mandates in Customer Maintenance

If you are using the SEPA (Single Euro Payment Area) format for AR payments, you have to assign SEPA mandates to your customers. Use the **Mandates** sheet in the Customer Maintenance program to generate and record mandates on the customer level or on the invoice level.

Each customer can have several mandates with separate start and end dates. Mandates can be of the **One-off** or **Recurrent** payment type.

Menu Path: Financial Management > Accounts Receivable > Setup > Customer

ICE 3.0.600 Framework and Tools

The following section contains a list of features released with the Epicor ICE 3.0.600 platform. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

ICE 3 Architecture

ICE 3 is the software architecture on which Epicor runs. ICE 3 is built on the Microsoft Windows Communication Foundation (WCF) platform. It is also structurally independent of application code allowing for flexibility and extensibility.

The Windows Communication Foundation (WCF) is a unified programming model that brings together several approaches to building distributed applications, including Web services, .NET Remoting, Message Queuing (MSMQ) and COM+/Enterprise Services. Continuing on the service-oriented architecture of ICE 2.5, using WCF for ICE 3 represents the latest model for building a service-oriented architecture that addresses current and future business software needs.

Here are some of the advantages Microsoft lists for WCF:

- Support for sending messages using not only HTTP, but also TCP and other network protocols.
- The ability to switch message protocols with minimal effort.
- Support for hosting services on hosts other than a Web server.
- Built-in support for the latest Web services standards (SOAP 1.2 and WS-*) and the ability to easily support new ones.
- Support for security, transactions and reliability.
- Support for sending messages using formats other than SOAP, such as Representational State Transfer (REST).

Epicor has leveraged these WCF features to create a flexible, extensible and responsive framework for which business application logic can be developed today and in the future. The back-end database for ICE 3 is Microsoft SQL Server. Many front-end user interfaces can be built for ICE 3, and Epicor 10 features Windows client, web client, mobile interfaces and more. ICE 3 is engineered to be independent of application business logic, which allows for flexible integrations and extensions, but is optimized to support the Epicor 10 application modules.

WCF Services Developers Guide

The WCF Services Developers Guide is available in the application help.

This technical reference guide explains how to implement web services in the Epicor ERP application. It contains both technical details and a step by step implementation example. You can search on this guide in the application help or display it as a separate .pdf file. To locate this guide within the application help Table of Contents tab, navigate to the **System Management > Working With** node.

Epicor 10 Schema Changes

A number of schema changes were made in the Epicor application.

The following is the high-level overview of Epicor 10 schema changes:

- New schemas introduced in E10 are as follows. Each schema owns its own set of tables.
  - **Erp** - refers to the Application part of the system.
  - **Ice** - refers to the Tools (framework) part of the system.
  - **CDC** - owns the Change Data Capture (CDC) tables used for the CDC triggers.
  - **IM** - Intermediate Tables which stage the data for another process to come through and update the main database tables are separated into their own schema.

    Important Both the Change Data Capture (CDC) and the Intermediate Tables (IM) schemas are for internal system use only. Do not modify these schemas under any circumstances, as both schemas are required for the Epicor application to run properly.

- UD columns like 'Character[0-9]%', 'ShortChar[0-9]%', 'Date[0-9]%', 'Number[0-9]%', 'CheckBox[0-9]%' have been removed from tables other than UD% or Local% tables. They are placed with the tables' own UD table.

  Example Part may have a corresponding Part_UD table.

- Progress columns, PROGRESS_RECID and PROGRESS_RECID_IDENT_, and the BitFlag column have been dropped from all tables.
- Change Data Capture (CDC) triggers created in all tables for change tracking. Used primarily for Enterprise Search, Information Worker or Epicor Social Enterprise areas to quickly grab deltas with minimal performance impact.
- Columns other than those with date/datetime data type were changed from NULL to NOT NULL.
- Stored Procedures controlling the paging are implemented on all tables for standard queries.
- SysRevID is defined as a timestamp column in all tables.
- SysRowID is defined as a unique identifier (GUID) in all tables. It is also defined as a rowguidcol for replication (not supported in SQL Azure).

Epicor Administration Console

The Epicor Administration Console provides the ability to manage multiple Epicor server installations on multiple physical servers from a single interface.

Epicor Administration Console can be installed on one or more computers and enables you to manage:

- Application databases
- Application servers
- Enterprise Search servers

Important This topic or section describes functionality or uses a process that is only available to on-premise ERP installations.

Database Server Management

In the Epicor Administration Console, use Database Server Management to manage your Epicor application databases.

On the **Database Server Management** node, databases are located under database servers. First, create a database server that connects to the database instance where your databases are, or will be, located. Once the database server is available, you have several actions available:

- Add a new, empty database and register it (make it available for administration).
- Migrate an existing database from a previous release into an empty database.
- Register an existing database.
- Add a demo database for training and test purposes.
- Regenerate a database's data model to incorporate user-defined (UD) tables and table columns.

Task Agent Configuration

Task agents handle all scheduled tasks within the Epicor ERP application. The task agent activates any program added to a recurring schedule.

To create a task agent, launch the **ICE Task Agent Service Configuration** program. Use this program to add task agents that run on either a local machine or a remote machine. After you set up an application server (AppServer), you can then configure the local or remote task agent for the database.

You can then use this program administrate task agents. You can modify existing task agents, delete task agents, and create new agents as needed.

Depending on how you install this program, ICE Task Agent Service Configuration is either available from the Start menu or accessed through the Administration Console.

Add Application Server

The Epicor Administration Console now includes an **Add Application Server** action that enables you to add a new application server to your environment.

To begin working with this feature:

1. In the Epicor Administration Console tree view, navigate to **Server Management**.
2. Under **Server Management**, select the Epicor server that will host the new application server.

3. Either from the **Action** menu or the **Actions** pane, select **Add Application Server** to open the **Application Server** dialog box.

4. Use the **Add Application Server** topic in the administration console online help to enter required information in the dialog box and run the process that creates the application server.

Automatic Processing

Simultaneous Task Processing

Process Set Maintenance now has the **Allow Simultaneous Processing of Tasks** check box. Select this option to cause a process set to asynchronously run and complete its tasks.

Through this feature, tasks execute at the same time, improving performance. Activating this option causes the application to ignore the task sequence defined in the **Process Set Tasks** grid, so you no longer need to indicate which task must be run before another task.

Menu Path: System Management > Process Sets > Process Set Maintenance

Important This program is not available in Epicor Web Access.

User Access to System Agent

User accounts can be set up so they can be selected on system agent and task agent services. They can also be set up to run all the report and process tasks linked to a specific system agent.

When a user account has these rights, you can enter this account on a specific system agent in System Agent Maintenance. This user account now impersonates all the users who have assigned tasks to the system agent, and so this user can run these tasks as needed. Normally only the users who added the report and process tasks to a system agent schedule can run them.

You can also enter this user account on both the System Agent and the Task Agent services in the Management Console. The user can then log into these services.

You grant these permissions to users in **User Account Maintenance** on the **Options** sheet. To do this, select the **Allow Session Impersonation** check box.

Menu Path: System Setup > Security Maintenance > User Account Security Maintenance

Task Agent Rules

You can improve how the system agent generates reports, processes, and executive queries by creating task agent rules that cause these system activities to run on different application servers.

Through this feature, you can create a range of task agent rules -- from general rules that affect task/report processing for an entire company to specific rules for a selected report or process. This distributes the load more evenly against your system resources, improving performance. For example, you could create a task agent rule that causes Material Requirements Planning (MRP) to run on a more powerful server, and then create another task agent rule that causes reports to generate on a server with fewer resources. By distributing the load between multiple application servers, you reduce task bottlenecks and match a report, process, or query with a machine best suited to run it.

You add task agent rules to the system agent. To access this feature, launch **System Agent Maintenance**. The **Edit Task Agent Rules...** option is available from the **Actions** menu.

Menu Path: System Setup > System Maintenance > System Agent

Important This program is not available in Epicor Web Access.

Business Activity Queries

Use the Business Activity Query (BAQ) Designer to create personalized queries (BAQs) and to copy system queries so you can modify them. Queries can be accessed in different ways throughout the Epicor application.

Use BAQs to request information from database to generate SSRS Reports, create searches, view and update data through a dashboard or a mobile device. Queries can also be exported as .xml or ASCII files, so you can edit their data in third party applications as well. The functionality has some security options, as you can create queries only available for your personal use, or create shared queries available to everyone within your company.

Using SubQueries

Creation of Business Activity Queries is now performed using subqueries.

A subquery is a query that is nested inside a SELECT statement, or inside another subquery. A subquery can be used anywhere an expression is allowed. Each Business Activity Query can contain one main subquery, where Type=TopLevel and several subqueries of different type to indicate how they correlate with each other.

Subqueries give different advantages for query design, including:

- Support of widely used query criteria as IN ({inner subquery}), EXISTS ({inner subquery})
- Using common table expressions (CTE), including CTE with recursion and UNION ALL for querying hierarchical data
- Using CTE and inner subquery in the FROM clause and joins
- Using set operations, like UNION, UNION ALL, EXCEPT, INTERCEPT

By default, a simple query contains only one subquery with the following attributes:

Field	Value
Name	SubQuery1
Type	TopLevel
Results Row Set	All

When designing a new subquery, the following types are available for selection:

Type	Description
TopLevel	Default value for simple query; each BAQ can contain one main TopLevel subquery.
Union	The UNION command is used to select related information from two tables, much like the JOIN command. However, when using the UNION command all selected columns need to be of the same data type. With Union, only distinct values are selected.
UnionAll	The UNION ALL command is equal to the UNION command, except that UNION ALL selects all values. The difference between Union and Union all is that Union all will not eliminate duplicate rows, instead it just pulls all rows from all tables fitting your query specifics and combines them into a table.
Intersect	Use the INTERSECT command to return the results of two or more select queries. However, it only returns the rows selected by all queries. If a record exists in one query and not in the other, it will be omitted from the results.

Type	Description
Except	Returns any distinct values from the query to the left of the EXCEPT operand that are not also returned from the right query.
CTE	A common table expression (CTE) can be thought of as a temporary result set that is defined within the execution scope of a single SELECT, INSERT, UPDATE, DELETE, or CREATE VIEW statement. A CTE is similar to a derived table in that it is not stored as an object and lasts only for the duration of the query. Using a CTE offers the advantages of improved readability and ease in maintenance of complex queries. The query can be divided into separate, simple, logical building blocks. These simple blocks can then be used to build more complex, interim CTEs until the final result set is generated.
InnerSubQuery	InnerSubQuery is usually added in the WHERE Clause of the SQL statement as a nested query inside another query. Most of the time, a subquery is used when you know how to search for a value using a SELECT statement, but do not know the exact value.

You also have the ability to control the SQL result set by modifying the SELECT keyword. The following options are available for selection in the **Result Set Row** field:

Keyword	Description
All	Default value; the SELECT ALL command returns all data without restriction.
Distinct	SELECT DISTINCT specifies that only unique rows can display in the result set.
Top	SELECT TOP clause specifies the number of rows or percent of rows to return. You can either a number or percent of rows the result set displays. WITH TIES specifies that the query result set includes any additional rows that match the values in the ORDER BY column or columns in the last row returned. This may cause more rows to be returned. TOP...WITH TIES can be specified only in SELECT statements, and only if an ORDER BY clause is specified.
DistinctTop	SELECT DISTINCT TOP corresponds to using DISTINCT and TOP clauses simultaneously. The query results set contains top unique rows.

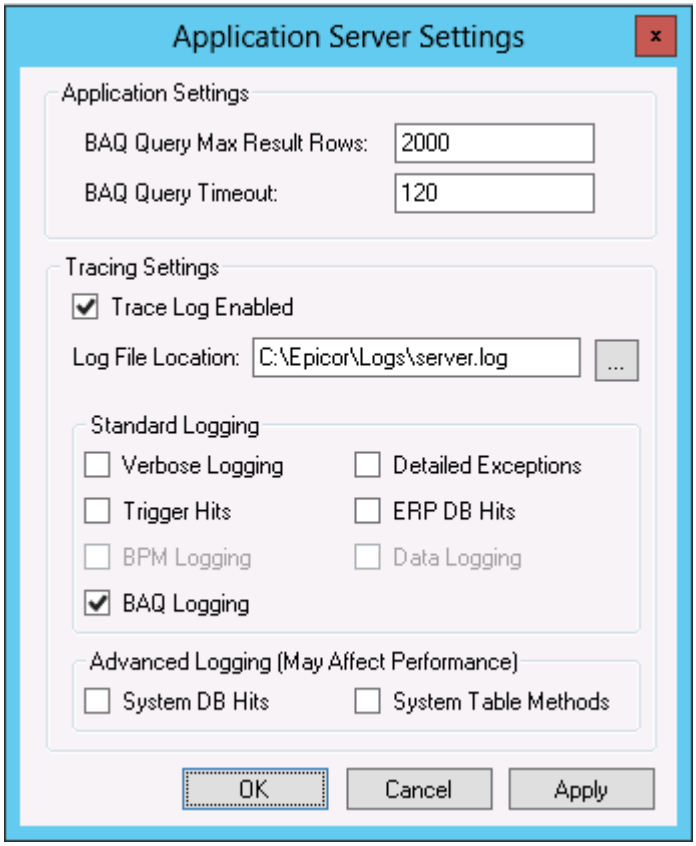
New BAQ ID Naming

When creating a Business Activity Query, the company ID prefix is no longer assigned to the Query ID.

On BAQ creation, the company information is attached to the record behind the scenes.

BAQ Application Server Options

Several BAQ related options are found within **Application Server Settings** accessible from the **Epicor Administration Console**.



Using the **BAQ Query Max Result Rows** field, you can limit the number of rows returned by each Business Activity Query. This prevents the query from pulling in an unlimited number of records, restricting situations where a runaway BAQ consumes too many system resources to generate query results.

For the **BAQ Query Timeout** field, you can enter how many seconds can elapse before the application server stops the query. By entering a value in this field, you define how long each BAQ is allowed to run. When a query attempts to generate results and reaches this time limit, the application server stops the query and sends the user a time out message.

To record BAQ database calls within the application log, select the **BAQ Logging** check box. Each time user activity activates a BAQ, the application server log records which query was called and how long it took this BAQ to gather the data results.

Adding Correct Fields

In BAQ Designer, SubQueries are concatenated in the sequential order and one or more SubQueries of Union, UnionAll, Except, Intercept types can go after TopLevel, or CTE SubQueries.

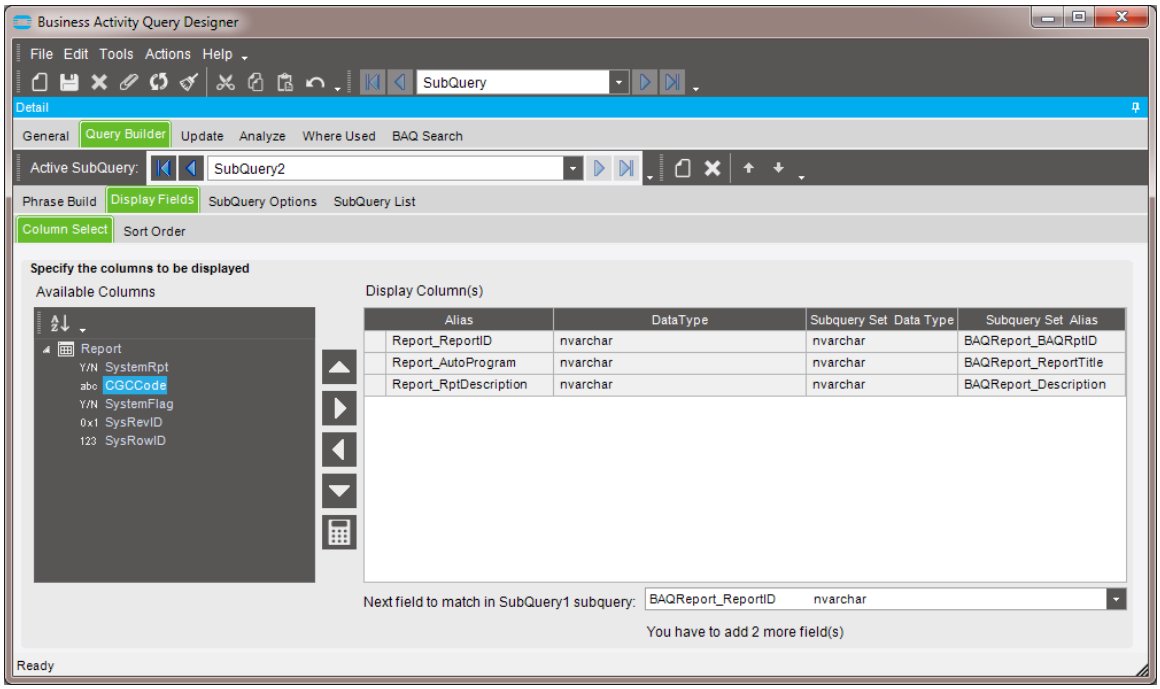
When one or more SubQueries are combined using the above set operators, their fields, specified on the Display Fields > Columns Select sheet should conform to the following rules:

- The number and the order of the columns must be the same in all SubQueries.
- The data types must be compatible through implicit conversion.
- Field aliases of the result record set are taken from the first SubQuery.

To visually inform a user what fields and types the BAQ expects, the Expected Fields box at the bottom displays the following information:

Condition	Information
If the number of selected columns in the current SubQuery is **Less** than the number of selected columns in the group's uppermost SubQuery.	The field shows the first NEXT field from the group's uppermost SubQuery, which is expected to be added. Also, the information on how many fields are still to be added displays.
If the number of selected columns in the current SubQuery **Exceeds** the number of selected columns in the group's uppermost SubQuery.	The information on how many fields should be removed displays.
If the number of rows in both SubQueries **Equals**, and **Any Type difference** between columns occurs.	The "Check type compatibility" message displays. When SubQuery fields have different types, in the Subquery Set Data Type column, the error sign displays. The error sign does not automatically mean the SubQuery will fail as proper conversion can still be potentially done by the application server. The intention of the error sign is to inform user about the potential data type discrepancy.
When number of rows **Equals** in both SubQueries, and **No Type difference** is found.	The "Subqueries have equal number of fields" informational message displays.

For example:



Business Process Management

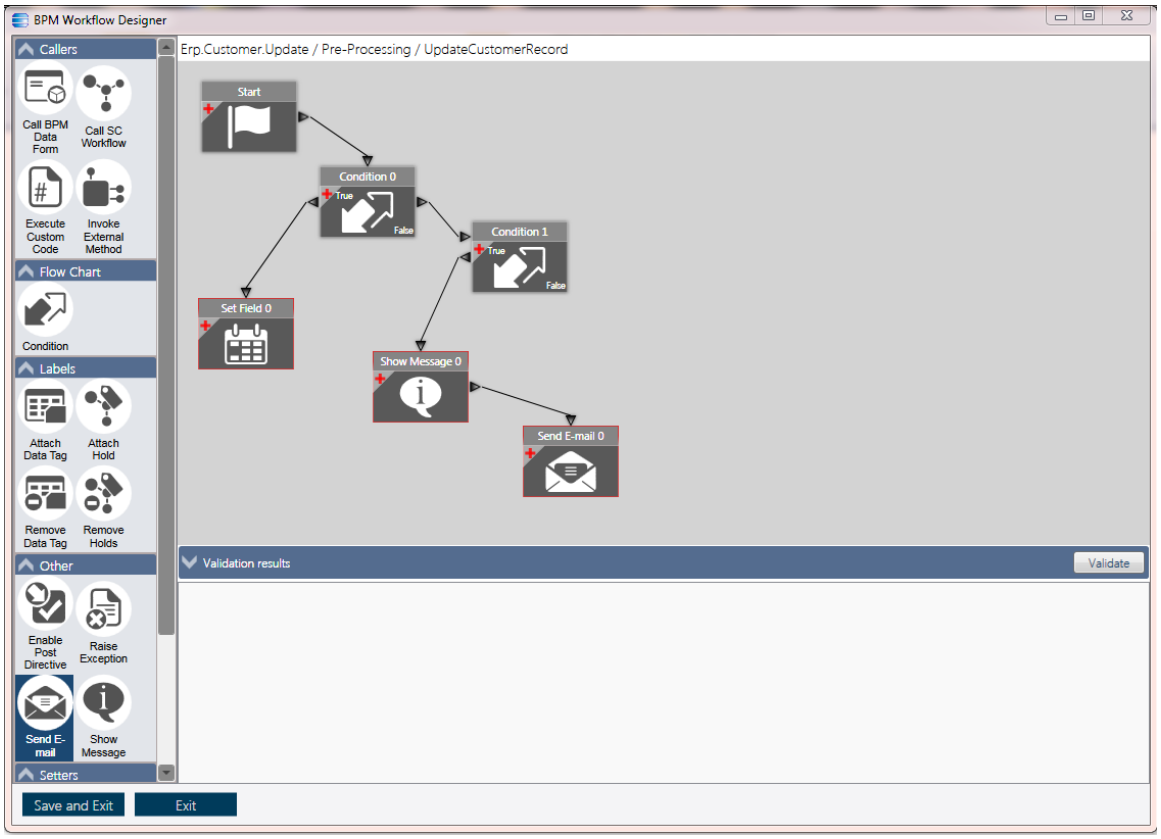
Use Business Process Management (BPM) to create workflows that automate, execute and monitor business processes. The workflows extend your system's base functionality without requiring customizations or affecting your ability to take future releases of the software.

BPM Workflow Designer

Use the **BPM Workflow Designer** to construct your BPM workflow using a graphical design surface.

To access Designer, click the **Design** button when you build a directive through the following programs:

- **Method Directives**
- **Data Directives**
- **Updatable BAQ Method Directives**



Creating BPM Workflow

This topic discusses general principles of creating a BPM workflow.

The available items display in the left pane of the Designer. Workflow elements are grouped by categories and represent Actions the workflow will take. The Condition block found in the Flow Chart category represents a set of conditions the BPM workflow may evaluate prior to executing the following workflow item.

To use a BPM item in the workflow, drag it and drop it in the design area.

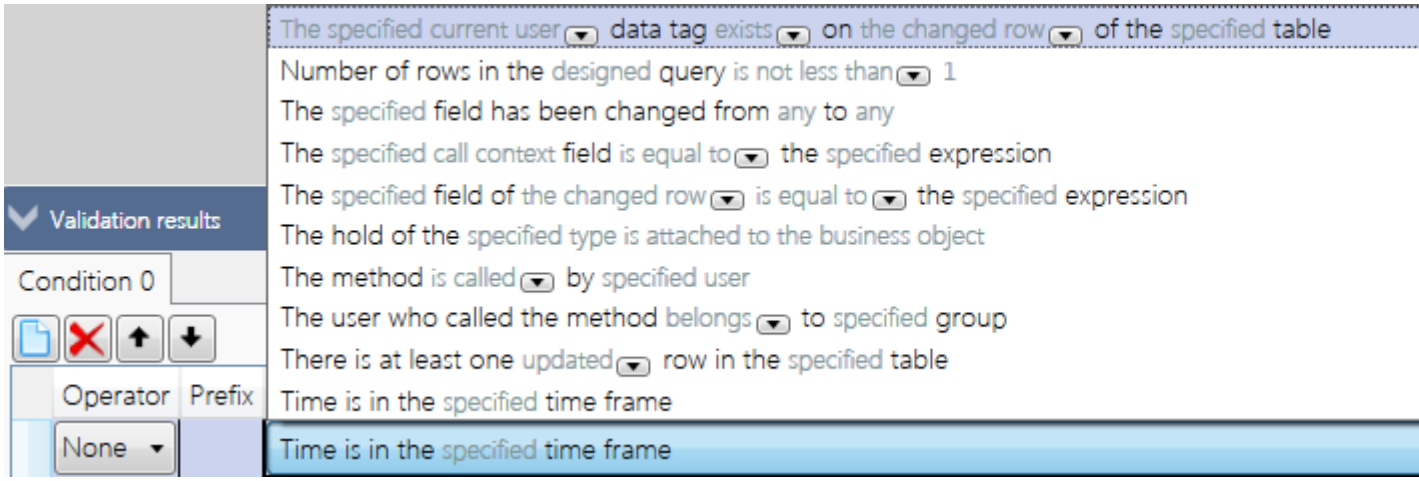
The initial point of the BPM workflow is the **Start** element. When you hover your mouse over any workflow item, the small black triangles surrounding the item represent the available connectors. Draw a line between connectors in the order you want the BPM to execute respective items.

Note Workflow elements may use multiple inbound connectors but only one outbound connector. For example, you can reach the final Send Email action from several BPM workflow branches. The exception to this rule is the Condition block that allows usage of two outbound connectors - True & False.

Condition

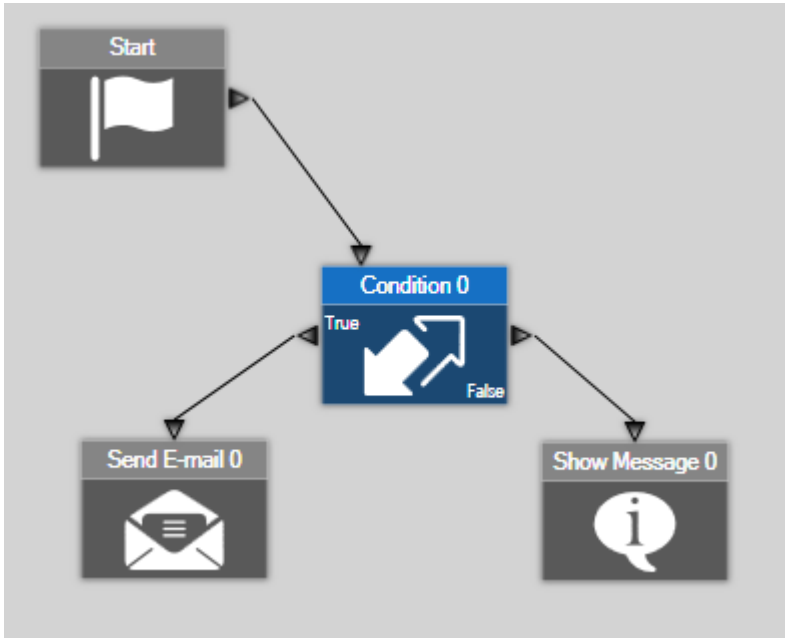
Use the Condition workflow element to set up BPM workflow conditions you want to evaluate before an appropriate action is executed by the workflow.

Use this single element to specify condition(s) when the directive will execute.



Each condition statement contains one or more links. Click each link in the statement to open a program where you can configure details of the statement. After you configure each link and return to the Conditions program, the link text is replaced with the details you selected.

The Condition element may have multiple inbound connections and two outbound connections (exit points). You can evaluate the BPM condition to either **True** or **False**. This gives you a flexibility in designing the processing flow through directives.



Validate BPM

Once you build your BPM workflow, use the **Validate** function to control if all element parameters are set up in the way BPM expects.

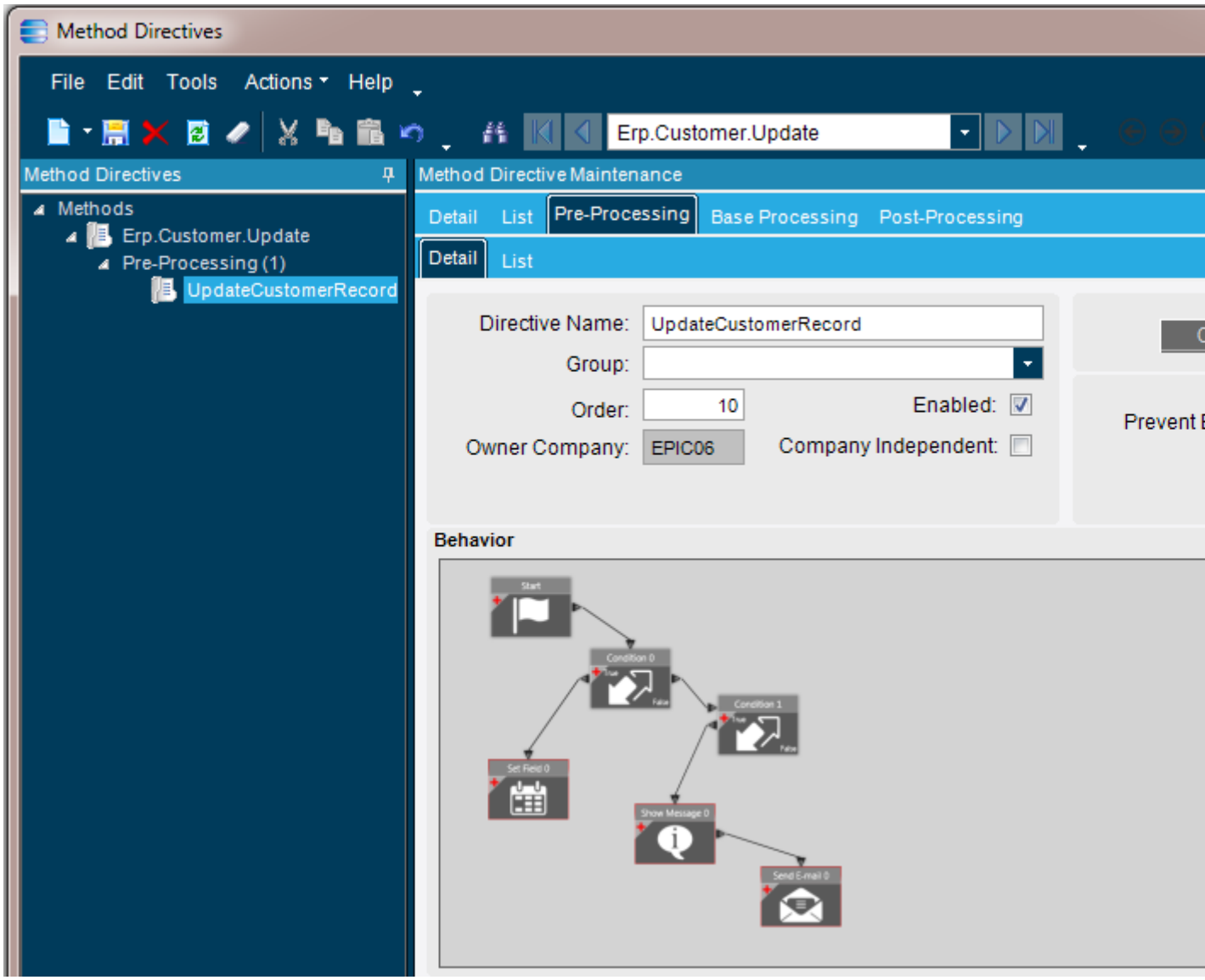
This function also checks that the directive references existing objects (assemblies, users, BAQ constants, DB tables and fields, etc) correspond to selected BO method signature. This control is particularly useful for directives imported from previous Epicor ERP releases.

Note The Validate function does not check syntax in expressions or custom code.

Workflow Snapshot

When you build a workflow using the BPM Workflow Designer, its snapshot displays on the Directive's Detail sheet.

This feature may help you quickly identify the purpose of the workflow and determine if modifications are necessary.



BPM Auto Print and Change Log Actions Replace BAM Functionality

The BPM data directive Auto Print and Change Log actions replace the Business Activity Manager (BAM) Auto Print and Change Log functionality.

An **Auto Print** action specifies a report, printer and print options, and mapping of input values for report parameters. To set up auto printing, create a standard data directive and then use the BPM Workflow Designer to create a workflow that includes the Auto Print action and the action that triggers it. Typical triggers for an Auto Print action would be the output from an execute custom code action or the state of a condition action.

A **Change Log** action writes table changes to the applicable program change log when the BPM data directive executes. To set up change logging, create an in-transaction data directive and then use the BPM Workflow Designer to configure a Change Log action that monitors a selection of table fields for change. Changes in your application data are written to the program change log only when there is an enabled data directive with a Change Log action for the affected table and fields. You must create a data directive with a Change Log action for each table that you want to monitor in the program change log.

Disable BPM

You can use the **customizationSettings** section found in the **web.config** located in the server folder of your Epicor ERP installation to control the application's customization engine.

Example

```
<customizationSettings disabled="false" intermediateFolder="C:\Inetpub\wwwroot\
EpicorERP10\Server\BPM">
    <customizationStorage provider="FileSystem" settings="C:\Inetpub\wwwroot\Ep
icorERP10\Server\Customization" />
    <externalsStorage provider="FileSystem" settings="C:\Inetpub\wwwroot\Epicor
ERP10\Server\Customization\Externals" />
    <types>
      <add name="BPM.BO" folder="BO" cacheName="Epicor_Ice_BPM_BO" />
      <add name="Posting" folder="PE" cacheName="Epicor_Ice_PE" />
      <add name="ElectronicInterface" folder="EI" cacheName="Epicor_Erp_EI" />
      <add name="Expressions" folder="ECF" cacheName="Epicor_Erp_Expressions" /
>
      <add name="ProductConfigurator" folder="PC" cacheName="Epicor_Ice_PC" />
      <add name="BPM.DT" folder="DT" cacheName="Epicor_Ice_BPM_BO" />
      <add name="BPM.Ubaq" folder="Ubaq" cacheName="Epicor_Ice_BPM_BO" />
    </types>
  </customizationSettings>
```

When you set **customizationSettings disabled = "true"**, you turn the customization engine off. This means Method Directives, Data Directives and uBAQ Method Directives processed via BPM are not executed. However, you can still edit, add and remove BPMs but these changes are saved to the database only and no binaries are being recompiled or deleted.

When customization engine is turned back on (**customizationSettings disabled = "false"**), old binaries are applied. To get the binaries up to date:

- Recompile all Method and Data Directives using the **Directive Update** program.

  Menu Path: System Management > Business Process Management > Directive Update

  Important This program is not available in Epicor Web Access.

- Recompile and refresh BPM binaries related to selected updatable queries using the **Updatable Query Maintenance** program.

Menu Path: System Management > Upgrade/Mass Regeneration > Updatable BAQ Maintenance

Tip

If an incorrectly configured BPM directive prevents the system from operating or the user from logging in, removing incorrect directives with disabled BPM is not enough. The user should remove affected binaries from the Server > Customization folder, for example, from C:\inetpub\wwwroot\EpicorERP10\Server\Customization and then remove or disable incorrect directives.

Important The customizationSettings disabled = "true" setting also turns off other customization engine client besides BPM that are defined in the web.config, such as Posting or Product Configurator.

BPM Logging

The server trace log is an important tool for managing both application and performance issues. You can configure the trace log to record the BPM specific transaction data you need to review.

Activate the server trace logging using the **Application Server Settings** accessible from the **Epicor Administration Console**.

By selecting the **BPM Logging** check box, you enable the following trace flag in the trace.config configuration file:

```
<add uri="trace://ice/fw/BPM" />
```

Each time user activity activates a BPM, the application server log records the information and gathers the following data results:

- Business Object customizations made through Method Directives
- Data Triggers created using Data Directives
- uBAQ customizations - method directives of Updatable BAQs with BPM update

Tip For more information, see the BPM Logging topic within the Application Help.

Conversion Workbench

Use the **Conversion Workbench** to manage database conversion programs.

Data conversions tasks are listed within the workbench's grid and represent standalone processes. You create conversion routines using the **Data Conversion Maintenance**; you can access this program using the **Actions** menu.

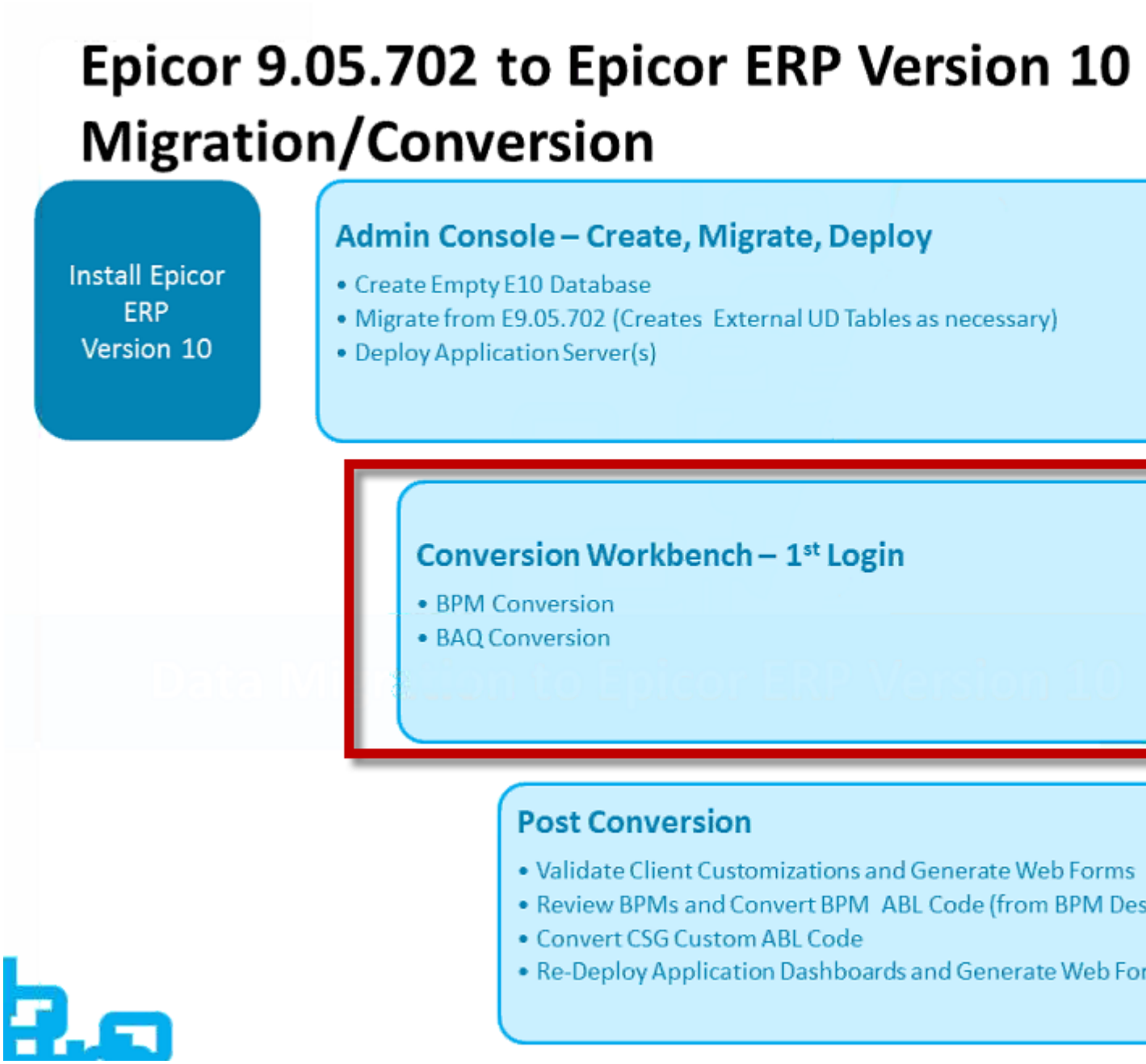
Conversion tasks can be bundled together using Conversion Sets. You typically use this feature when you need to execute a bunch of conversion routines at once. You access **Conversion Set Maintenance** using the **Actions** menu.

You typically use the Conversion Workbench to do the following:

- **Run mandatory conversions** - the Conversion Workbench is automatically presented on the first login after an upgrade and contains routines a system administrator runs prior to accessing the application.
- **Run custom data conversions** - use the Conversion Workbench to execute user-run conversion programs, user-prompt maintenance programs and custom conversion sets.

The following image briefly outlines the process of migrating your current Epicor application (9.05.702 or 9.05.702 patch A) to Epicor ERP Version 10. It can help you visualize where in the process, the Conversion Workbench program is used.

- The process begins by installing your Epicor ERP application and includes creation of a new database and migration of your existing Epicor 9.05 data.
- After you successfully install the application and deploy application servers, on the first login, you are presented with the **Conversion Workbench**, where required data conversions automatically run.
- Finish the process by running post installation tasks, for example, manual conversion of your custom BPM ABL codes to C# syntax Epicor ERP Version 10 uses.



Customization

You can customize nearly every program within the Epicor application. A powerful tool, Customization, can save you time and money as you use these modifications to directly match the Epicor application to your business needs.

The Epicor application offers you a variety of customization tools. You can add controls such as text boxes and lists, which are then linked to a data source you can select. You can also create new sheets and make them available to all users, specific users, and even different companies. You can also activate your own customized code through events or new buttons and use this feature to run processes that are unique for your company.

Tip Customizations can potentially be used by everyone within your company, so you need to make sure these customizations work properly. If you want to significantly customize the application, consider getting assistance from your consultant.

User-Defined Fields

You can add user-defined (UD) tables and fields to an interface so users can enter unique data.

In previous Epicor versions, each table included a series of user-defined fields such as Character01, Date03, Number02, and so on. While these additional columns satisfied most customization needs, some users ran out of available columns. Then during an upgrade these user-defined fields would be overwritten, so users would need to export customizations and, after the upgrade was complete, import them back into their environments. This process sometimes required users to additionally update the tables/columns to make the customization compatible with the new version.

To address these issues, the Epicor application incorporates the functionality of adding UD tables. If you are building a customization that needs unique fields, you create user-defined tables and add columns to these tables. You control what column data types are included in the user-defined table. Then when you add a text box, radio button, check box, and so on to a customized program, you bind the element to a specific column you created in the UD table. Since these tables are extensions from parent tables, they are not overwritten during an upgrade, making your customizations much easier to maintain.

The process of creating user-defined fields includes the following:

- You first create the user-defined tables and columns within the Epicor application using the User Defined Column Maintenance.
- You then synchronize the user-defined table so it can be linked to the database.
- To complete the customization, use the Epicor Administration Console to Regenerate the Data Model. The latest data model must be pulled from the DB and copied to the local app server by restarting IIS.

  After the data model is regenerated, Epicor users can view and enter data in the user-defined table. From the programming/customization point of view, user-defined columns appear to be part of the base (primary) table, as the data model merges the two tables into one logical entity.

You create UD tables and columns through **User Defined Column Maintenance**.

Menu Path: System Setup > System Maintenance > UD Column Maintenance

Important This program is not available in Epicor Web Access.

Important This program may not be available, or operate under certain restrictions in Epicor Cloud ERP.

Documentation and Education

Documentation and Education includes online help, courses, and application features that are designed to support your productivity as you use the Epicor application.

Annotation Features

Each annotation uses a rich text file format, so you can use several features to clearly document your custom help or course item.

For each annotation, you can:

- Modify the text font, style, size, and color
- Insert graphics
- Insert items copied to the clipboard
- Create hyperlinks to web sites

Course Annotations

Users can add custom annotations to specific embedded course topics. Through this feature, you can enter course notes, document a procedure specific to your company, include information related to your industry, and so on.

Both **User** and **Company** annotations are available. User annotations are notes users add to a course topic. Only the user that created the annotation can view it, and these files are linked to the specific user account. Company annotations are made available across the entire company. Add company annotations that contain information about procedures related to the specific course topic; use this feature to customize a course so it teaches procedures specific to your company or industry.

For information on how to use the annotations feature, review the **Annotations** topics in the application help.

Epicor Mobile Access

The Epicor Everywhere Framework™ supports mobile dashboards which are rendered as web applications that may run on a number of mobile devices including BlackBerry® and iPhone™.

Multi-Line Editor

Within the **System > Configuration** menu, you can use the **Multi-Line Editor Threshold** field to set the threshold value that must be exceeded to enable the Multi-Line Editor for text fields.

When maximum length of a text field exceeds the threshold value, the Editor icon displays next to the field. The default value is 50. When set to 0, the Multi-Line Editor feature will never show.

To launch the Editor, click on the icon. For read-only fields, the Editor displays for your information only and does not allow performing updates.

Note

The Multi-Line Editor is not directly accessible from a grid. Highlight the row you want to modify and click the **View** button to access the Row View mode, where the Editor becomes available.

Epicor Service Connect

Service Connect provides a powerful and flexible environment to support specific collaborative processes, connecting different business entities, applications, or users. Service Connect harnesses the power of XML, electronic message transfer and transaction based processing environments to deliver reliability with ease of use. For example, EDI applications like TIE Commerce™ or a similar provider are linked to your application through Service Connect, letting you pull in sales order demand from both customers and purchasing schedules from suppliers.

This application improves your company's efficiency by reducing repetitive data entry and re-entry tasks. For example, processing sales orders typically involves multiple availability inquiries, reviews, inventory release decisions, and so on. Moving this process within the Service Connect can eliminate many of these steps by routing processes to automated tasks, such as order-submit-direct-to-pick for specific inventory items or order fulfillment for your customers.

Note The documents that will be exported out of your application will use the .xml format. If your EDI provider cannot read .xml files, you may need to customize your documents. These customized documents must use the same format as the EDI Mapper. Service Connect will then be able to use the files.

DBOperation Workflow Element Enhancements

Each statement in the list of DBOperation SQL statements is now marked with an icon that shows if the statement is used as output or not. Empty statements also have the "no statement" comment.

If you validate the workflow or save it, and ESC finds an empty statement inside the DBOperation, the corresponding warning message is displayed in the validation result dialog.

If during input message processing ESC encounters a DBOperation with an empty statement, a warning message is added to the Event log.

Passing Sub-workflow Errors to the Main Workflow

Use the new **Return error** functionality to fill the <ers> section of the main workflow with the <ers> sections of each synchronously executed Sub-workflow call. The <ers> section from the Sub-workflow Finish element is used.

Collection Copy in XML Mapper

You can now create an arbitrary number of copies of a collection item in the output schema tree.

When you create a collection item but assign no value to any of its elements, this collection item is not shown in case of XML Mapper re-launch.

XML Mapper Conversion Enhancement

Now, in XML Mapper, a conversion can find the Task, Poster, and Requester elements with dynamic properties even if these elements are divided from the conversion by Splitter, Condition or Choice.

In other words, Splitter, Condition and Choice elements are now transparent for the dynamic properties search process.

Workflow Converter

Workflow Converter transforms ESC workflows that use Epicor 9.05 references to workflows that use Epicor ERP10 references.

If you use ESC 9.05, you can now uplift your ESC workflows utilizing 9.05 .NET references to utilize Epicor ERP10 .NET dataset-based references. You can also use the Workflow Converter to perform Epicor 9.05 WSE web services conversion to Epicor 9.05 .NET BOs or to Epicor ERP10 .NET BOs. Workflow Converter can also transform ESC workflows that use Epicor 9.05 .WCF web services to workflows that use Epicor ERP10 .NET references.

Workflow Converter performs BPM schemas update. It converts ESC workflows which were created to process BPM directives to use Epicor ERP10 BPM schemas.

DateTime Functoids That Work with Second Fractional Part

Two new functoids are added to DateTime functoids panel in XML Mapper: currentDateTimeEx and formatTimeEx.

currentDateTimeEx returns date-time value with a precision up to milliseconds. formatTimeEx functoid is similar to format-time functoid, but contrary to format-time formatTimeEx it supports seconds fractional part and is able to take a value and format string with fractional seconds.

Also, the localDateTime functoid is now able to return local date-time value with fractional seconds with accuracy up to milliseconds.

Default Configuration for .NET and REST References

Workflow Designer now displays the default configuration for .NET Call and REST Operation.

Only Fake Nodes Mode in XML Mapper

XML Mapper now features an additional view mode when only fake nodes display.

Multiple Configurations for a Conversion

New Configuration property is implemented for Conversions. One conversion can now have more than one configuration.

In case of multiple configurations, in each dialog that displays a list of registered conversions, there are multiple entries of this conversion file name for each configuration file name. For example, if a conversion has 3 configurations, this conversion will be represented with 3 lines for each configuration but in all 3 lines the conversion file name will be the same.

dbLookup Functoid Connection String Mass-update

You can now redefine the connection strings for dblookup functoids during workflow restore and mass-update.

Custom Binding for Workflow Exposed as WCF Service

The possibility to select custom binding when you expose a workflow as WCF service is implemented.

During connectivity settings restore, you can as well modify restored workflows exposed as WCF Web Services to use existing WCF bindings.

Call Context Exposure from .NET References

BMPContex is now exposed from Epicor 10 .Net references.

You can use callContextIn/ContextDataSet/BpmDataand callContextIn/ContextDataSet/ClientHandler nodes of the Request to pass data for the first Info Prompt.

Info Messages Support

If a BPM directive in ICE3 returns Info Messages, they are exposed within the result of the call.

The message with the list of all the field names and their values is added to Service Connect Event Log.

Info Prompts Support

If a BPM directive in ICE3 returns Info Prompts, they are now exposed within the result of the call.

The message with the list of all the field names and their values is added to Service Connect Event Log.

If a BO in ICE3 has a BPM assigned, and that BPM has several Info Prompt actions, you can preliminarily specify the data for the upcoming Info Prompts. If the data was not passed for a specific Info Prompt, ESC logs the information you can use to specify the data.

ESC supports mandatory Info Prompts.

Schedule Channel Configuration Enhancement

You can now define the Schedule channel duration and frequency.

Duration is how long the channel activity interval lasts. Frequency is how often during the defined interval this channel is activated.

For channels other than Schedule, you can now set up channel duration.

Copy and Move Workflows

You can now copy and move workflows from one workflow package to another in the Epicor Service Connect Administration Console.

If you select to move a process, and some processes reference the process you moved, Service Connects can re-create the references for you.

Windows Service Bus Channel

Input and output communication channels to interact with Windows Service Bus are implemented.

Communication Channels Filtering

You can now filter enabled or disabled communication channels.

SSL Mode Setting

SSL explicit and implicit mode setting is implemented in POP3, IMAP, and SMTP Channels.

Pausing, Resuming and Clearing Asynchronous Pools

You can now pause processing for an Asynchronous queue, resume processing or clear the queue from the Service Connect Administration Console.

You no longer have to stop Service Connect services and remove files from disk manually.

Enhanced .NET 4 Anonymous Authentication

Work with SOAP Web services without authentication is improved.

You can now specify the Enhanced .NET4 anonymous authentication option during Generic Web Service import. When you use a Web Method workflow element in Workflow Designer, you can see if the Web Method uses .NET 4 anonymous authentication.

DateTime Formatting in Excel Conversion

When you use the excel2xml conversion and want to convert date, datetime or numeric values to the corresponding values in W3C standard, use the new CanonicalFormat setting in the conversion configuration.

If you do not define this setting for your conversion, the data in the excel file is treated as string. In the default conversion configuration, the CanonicalFormat setting is true.

Document Tracking Filtering up to a Minute

New filter criteria is added to filter Document Tracking Activities by Timestamp with the accuracy up to a minute.

Conversions Node Enhancement

Now Epicor Service Connect Administration Console displays all files from plug-in configuration directory with a cfg extension.

Configuration files that were parsed with errors are displayed with error configuration icon. If a mandatory conversion parameter was not read correctly, Epicor Service Connect Administration Console displays a dash sign ('–') in the corresponding column.

Browsers Compatibility

Epicor Service Connect Task monitor is compatible with FireFox 7, as well as with Chrome and Safari.

Epicor Social Enterprise

Epicor Social Enterprise is an information network designed to support information exchange across your business enterprise.

The following resources are available to you as an Epicor Social Enterprise user:

- Use Epicor Social Enterprise through its integration with the Epicor ERP application client or through a browser.
- Follow and exchange messages with other Epicor Social Enterprise users. These typically are people within the organization, although people from the outside can be invited to join.
- Join and start user groups that bring together people who have common interests.
- Create and follow notifications that send messages informing you when a change occurs in your Epicor ERP business data.
- Search for and view information in your message stream and in your Epicor ERP business data.

Home Page

When logged into Epicor Social Enterprise through a browser, the **Home** page is your center of activity.

Click your **User ID** in the left side of the page header to access your **User Profile** page, which displays information about your Epicor Social Enterprise account and your account activities, and provides options for editing your user profile and changing your password.

Use the **Home** page toolbar on the right side of the page header to access important view and setup actions.

The default message display is your **My Stream** column, which includes:

- Your public message postings
- Public message postings from other users that you are following
- Messages postings to user groups in which you are a member
- Notification messages that you are following to inform you of changes in your Epicor ERP data.

In addition to the message display in **My Stream**, you can click **Add Column** on the **Home** page toolbar as a quick way to add separate columns of message activity and search results as needed to support your activities. You may want to focus on a user, a group, a subject, or on specific ERP data changes. You may want to display search results from the Epicor Social Enterprise message stream, your registered notification sources (ERP application databases), or Twitter.

To control the number of open columns, each column can be unpinned from the **Home** page and stored rolled-up in the **My Columns** column. From **My Columns**, you can re-pin a column to the **Home** page or it can be removed entirely if it is no longer needed. If **My Columns** is not displayed, click **Show Collapsed Columns** on the **Home** page toolbar.

Follow and Communicate with People

Build and expand your interaction with other users in Epicor Social Enterprise by posting and receiving messages, choosing to follow another user's message stream, joining groups, and inviting others to join.

Message Activity

Posting messages to Epicor Social Enterprise can be either public or private:

- **My Followers** - Posting a message to your followers adds it to the Epicor Social Enterprise message stream and makes it immediately visible in the **My Stream** columns of other users who have chosen to follow you.
- **Private Message to a Selected User** - A private message sent to a selected user is viewable only by you and the recipient.
- **Public Group** - Posting a message to a public group adds it to the Epicor Social Enterprise message stream and makes it immediately visible in the **My Stream** columns of the group's members.
- **Private Group** - Posting a message to a private group makes the message immediately visible only in the **My Stream** columns of the group's members.

Important actions available to you for viewing and working with your message include recommending (same as Like or +1), adding an attachment, adding a link to an external source, an option for receiving a daily email digest, and several options for receiving email alerts.

Users

You potentially can follow and interact with any person who has an Epicor Social Enterprise user account. From your **Home** page, you can access the **Users** page, which is a searchable directory of all Epicor Social Enterprise users. In addition to their presence in your message columns, each user has a **Profile** page that displays more information about that user.

Groups

Groups bring together users who have common objectives and interests. From your **Home** page, you can access the **Groups** page, which is a searchable directory of all groups in Epicor Social Enterprise.

A public group is open to all users. You can join any public group. Once a member, you will begin seeing messages from the group in your message activity. Message postings to a public group are available in the Epicor Social Enterprise message stream and can be located by any user by searching messages for the group ID or name.

A private group is limited to users who have been accepted for membership by the group owner. You can request to join any private group. Once a member, you will begin seeing messages from the group in your message activity. Only group member can view message postings to a private group.

Follow Epicor ERP Data and Events

One of the most important capabilities of Epicor Social Enterprise is notification on events in your Epicor ERP business data.

Notifications that you create and follow enable you to receive, in your **My Stream** column, data notification messages informing you when changes occur in your Epicor ERP data.

Notifications

To create a and begin following a notification, you choose a combination of the following resources:

- **Notification Source** - A notification source is the Epicor ERP database that will be monitored for data change activity.
- **ERP Data Record** or **Notification Profile** - A data record is a selected specific record in your ERP database, such as a customer or an order. A notification profile identifies a table in your ERP database, such as a table of all orders.
- **Notification Rule** - A notification rule evaluates against the selected data record or notification profile, specifies what change in your ERP data will trigger a notification, and the content of the resulting data notification message.

When you are creating a notification, the **Notification Center** page provides default sets of notification rules and notification profiles. You also can create custom rules and profiles. Your rules and profiles are added to Epicor Social Enterprise and are available for other users to apply to their notifications. Epicor Social Enterprise also can be configured to receive and post data notification messages received from Epicor ERP BPM data directives and from external sources that are monitoring Epicor ERP data.

Data Notification Messages

When triggered, data notification messages are posted to the Epicor Social Enterprise message stream and are available to all users. Messages based on notifications that you are following are displayed automatically in your **My Stream** column. To focus on messages for a specific data record type or event, use the search utility to display a separate column of messages that match search terms.

In the message:

- The message title and the message content identify the data affected and the change.
- The **Open With** action enables you to open your Epicor ERP application in the context of the affected data record.

Epicor Social Enterprise in ERP Client

Epicor Social Enterprise is fully integrated into the Epicor ERP application client.

Within the client, you can display and work with a fully functional view of Epicor Social Enterprise. With the client in Classic Menu mode, the view is opened from the Main menu window and displays as the Social sheet in the content pane. With the client in New Menu mode, the view is opened from the client Home Page, displays in a separate form, and can then be accessed using the navigation buttons in open programs.

With the client in New Menu mode, another option is to display your message stream in an Epicor Social tile on the client Home Page. The tile can be set for automatic or manual cycling between the message columns on your Epicor Social Enterprise Home Page. You can post new messages and you can work with the displayed messages using actions such as Repost, Reply, and Share.

In your current program, you can post a message in the context of the program and displayed record.

In your current program, you can open an Activity Stream sheet that enables you to follow message and notification activity for a selected record.

Epicor Web Access

The Epicor Web Access displays programs as web forms within a browser window and is significant part of the Epicor Everywhere™ Framework.

These forms are generated from Epicor ERP programs. Because of this, the appearance and functionality of the Epicor Web Access forms is nearly identical to the Epicor smart client programs, but do not require the installation

of the Epicor client. You can run Epicor Web Access programs on multiple operating systems and on multiple devices including handheld devices.

Enabling the Enhanced Menu

With the implementation of a WPF based menu for the Epicor 10 win client, a similar UI interface is available for the Epicor Web Access product to provide a consistent user experience.

To enable the enhanced menu, change the following setting in Web.config:

```
<add key="IsMenuEnhanced" value="true" />
```

When you launch the EWA site in a browser with the **IsMenuEnhanced** setting set to **true** in the Web.config, the site is automatically redirected to the new menu implemented in **Ice.Ewa.Shell.aspx**.

New Menu Interface

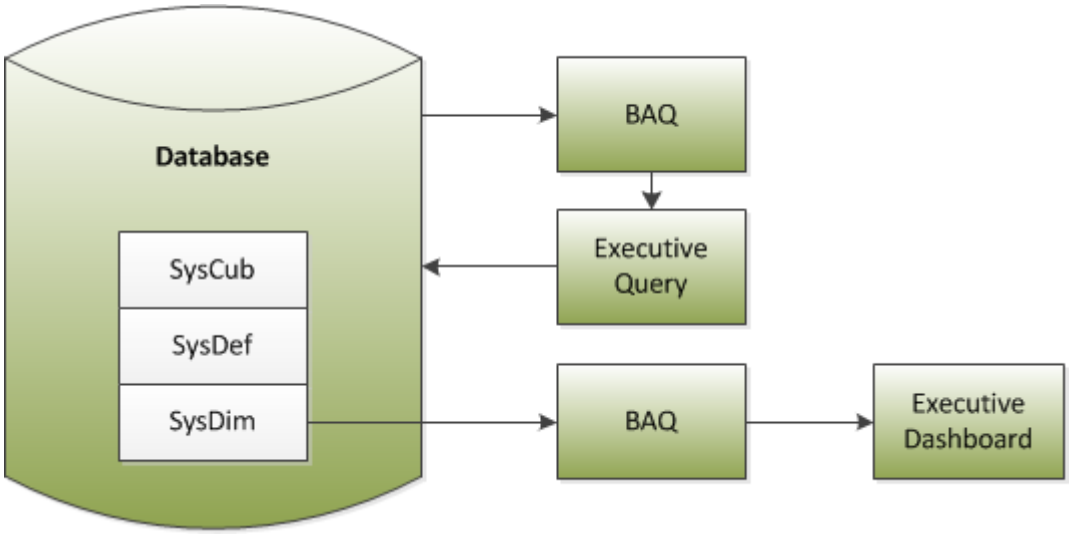
The enhanced menu introduced in Epicor 10 web client is the new way of navigating around the web interface of the ERP application. The modern environment is more touchscreen-orientated for use on mobile devices such as tablets, but can you also use the keyboard and mouse and make use of the environment on a traditional PCs.

Executive Dashboards Table Change

Executive Dashboards display real-time, complex views of data. You can use this toolset to create virtual tables that combine, or aggregate, information for quick retrieval and display.

When the process set runs the executive query, the dimension results are now saved in the following tables:

- **SysCub** table - Previously named MfgCub, this record contains the executive query's information. It stores the dimension pair and all the fields (field mapping) that will be displayed through the executive query.
- **SysDef** table - Previously named MfgDef, this table contains all the data that the selected BAQ has pulled from the database.
- **SysDim** table - Previously named MfgDim, this table contains the results after the dimension pair measures the selected BAQ data.



External Business Activity Queries

The **External Business Activity Query** functionality is an extension to the standard Business Activity Query capability. External BAQs provide the mechanism for retrieving, updating and displaying information from an external database using the SQL language.

The process of creating an external BAQ involves the following:

- Establish a connection to an external datasource using the ADO .NET DB provider available on the server and compose a connection string to access the external database management system.
- Enable the external datasource you create in the current company.
- Set up security restrictions to schema and data coming from an external datasource.
- Modify external datasource metadata specified in the source database as required.
- Build an external Business Activity Query and use it as a datasource for reports, dashboards, trackers and so on.
- Expose the data to users using the Epicor Everywhere™ Framework tools.

External Datasource Type Maintenance

Use **External Datasource Type Maintenance** to set up security restrictions to schema and data from an external datasource.

You can apply filtering on two levels:

- On the **Data Filtering** sheet, you can set up restrictions to limit the data displayed by the query. You can create a single criterion that pulls in the data you need. You can also create a combined criteria by linking your criterion with And or Or statements.

  Example You can create a datasource type to only display records for a specific company.

- On the **Schema Filtering** sheets, you can apply a filter on a schema level by selecting which tables and columns you want to display in External Business Activity Query Designer.

  Example To narrow down the datasource output you can set up the datasource type to display tables for a specific schema name or hide all columns starting with a specific string.

  This way, you can prevent users from accessing sensitive data, such as financial operations and so on.

Tip It is important to think in advance what data you wish to display through your query. Typically consider leaving the query criteria open. You then have more flexibility using the query later on, as you can always add a filter to the query results, for example, within a dashboard.

Navigate to this program from the Main Menu:

- ICE Extend > Setup > Datasource Types
- System Management > External Business Activity Query > External Datasource Types

External DataSource Maintenance

Use **External Datasource Maintenance** to build a connection string used to access an external database.

When creating a new datasource, specify a datasource name, concise description and select an available **DataSource Type** for your external datasource. Datasource types are created in **External DataSource Type Maintenance**. They describe security restrictions applied to schema and data of an external datasource.

To connect to an external datasource compose a connection string by selecting one of the ADO.Net providers available on the server. ADO.NET is the .NET technology; an object-oriented set of libraries for interacting with data sources. There are several data providers you can use to communicate with different data sources.

Note Any custom ADO.Net provider can be installed on the server and used to create an External Business Activity Query (BAQ). Each .NET Framework data provider that supports a factory-based class registers configuration information is stored in the **DbProviderFactories** section of the **machine.config** file on the local computer.

Once you select an available .NET provider, use the **Configure** button to set up Connection Parameters. These parameters vary based on the selected provider.

When setting up connection parameters, on the **Advanced Properties** sheet you can specify detailed properties for Windows supported .NET providers, such as ODBC, OLE DB and SQL client. The list of driver properties vary based on selected ADP. NET provider.

When you successfully establish connection to the an external datasource, you can use it to build an External BAQ.

Navigate to this program from the Main Menu:

- ICE Extend > Setup > Datasources
- System Management > External Business Activity Query > External Datasources

External DataSource Metadata Maintenance

Use the **External Datasource Metadata Maintenance** to modify column properties of data coming from an external datasource.

In **External Business Activity Designer**, column properties such as format, label or description display according to the underlying metadata specified in the source database. When there is no metadata specified for a table, External Business Activity Designer automatically determines all required column properties.

In External Datasource Metadata Maintenance, you can manually change properties of columns you want to include in your BAQ.

First, select a **Datasource Type** for which you want to modify metadata and select one of the datasources attached to the Datasource Type. The datasource you select provides a list tables you can select to modify metadata.

Example You want to create an updatable Business Activity Query (BAQ) that displays the list of customers. Because you typically contact your customers via email, you want to make sure the email address field for each customer is filled. In External Datasource Metadata Maintenance, you select a Datasource Type and a Sample Datasource that provides the data for the query. You will then search for a customer table that holds the information you need. On the Field Detail sheet, highlight the email address field and select the Required check box. When you create an updatable BAQ and use it on a dashboard, users will not be able to change the existing customer information or create a new customer record unless they enter a value in the email address field.

Navigate to this program from the Main Menu:

- ICE External > Setup > Datasource Metadata
- System Management > External Business Activity Query > External Datasource Metadata

External Business Activity Query Designer

Use the **External Business Activity Query (BAQ) Designer** to create and manage business activity queries using external datasets.

BAQ provides the mechanism for retrieving, updating and displaying information from an external database using the SQL language. It serves as an interface you use to create custom SQL text. The query text is then sent to the database server using the selected .NET provider, where it is executed. The information you retrieve serves as a data source for reports, dashboards or searches.

Before you start designing a new BAQ, you must create an external datasource which specifies ADO .NET DB provider available on the server and compose a connection string to access the external database management system. The external datasource you create must be enabled for the company you work with.

Once you determine the information you want to display and test the connection to an external datasource, you begin creating the query through the External Business Activity Query Designer.

Use the Query Builder sheets to define which tables you want to include in your main query and subqueries and what relationship they have with each other. You also define subquery parameters and decide which columns display for the end user.

Besides using BAQs to display custom views of data, users can also enter data directly within business activity queries. These updatable queries utilize events inside **Epicor Service Connect** workflows so users can create and edit records - updating the database through the query itself. You create updatable BAQs in a similar way to display-only BAQs by adding tables, views, filter criteria, display columns, and so on. You have some extra steps, however, as you need to define which view contains the updatable fields.

You can also test your queries on the Analyze sheet, correcting any errors before you use this query on a dashboard or mobile device.

Leveraging this functionality does require some fundamental knowledge of database concepts such as table relationships, records, and field types. This knowledge helps you create queries that perform well and display the results you want. You start by defining the information to display through your BAQ, and then finding out which database tables contain the appropriate columns which hold this data.

Navigate to this program from the Main Menu:

- ICE External > Operations > Business Activity Query
- System Management > External Business Activity Query > External Business Activity Query

Epicor Service Connect Integration

External Business Activity Queries utilize Epicor Service Connect workflow to update the target database. The standard template workflow and a corresponding schema are created directly from Business Activity Query Designer. You can use the template workflows to perform updates on any generic updatable BAQs.

The following is the list of events the generic Service Connect workflow handles:

- **GetNew** - This method generates a new record and adds it to the database table. If your updatable BAQ allows users to enter new records, when users create new methods they activate this method. A new, blank row is created within the updatable table, and the user populates the fields linked to this row with new data.
- **Update** - This method refreshes the information within the database with new information a user has entered in the updatable BAQ. When you test your updatable BAQ by modifying existing data, this method runs when you click the Update button. When the updatable BAQ is embedded within a dashboard, this method runs when the user enters new data and clicks the Save button.
- **CustomAction** - Use this method to run custom actions you define on the uBAQ.

- **FieldUpdate** - This method occurs after the user's change to a field is committed. You can use this method to perform additional processing against the changed row. For example, when you enter a part number, you want the part description field to populate automatically.
- **FieldValidate** - This method occurs before the proposed change to a field is committed. You can use this method to validate proposed changes. For example, you can prevent users from entering an incorrect value in a certain field such as non-existent state.

You can alter the template workflow and build a more complex one as needed.

Secure Authentication Using SSL

Epicor Service Connect (ESC) exposes the Windows Communication Foundation (WCF) service endpoint that provides communication between Epicor ICE framework and ESC.

WCF exposes the username & password authentication in HTTPS (Hypertext Transfer Protocol Secure) protocol.

Therefore, setting up Internet Information Services Manager with an https binding is a manual administrative task involving generating a proper certificate depending on a specific network infrastructure.

Performance Tuning

Include Server Trace

The Tracing Option Form now has the Include Server Trace dataset option. This adds additional performance tuning data to the client tracing log.

When you select the **Include Server Trace** dataset option, the tracing log will track the client's interaction with the server. This creates a <serverTrace> node within trace packet (<tracePacket>) nodes in the log. You can then review how the client installation may be affecting the performance of the server.

For information on how to activate client tracking logs, review the **Tracing Options** topic in the application help. The **Performance Diagnostic Guide** also contains information on activating client tracing logs; this guide is located in the System Management > Working With > section of the application help.

Personalization

Each user has different needs. Some users want the columns on a grid placed in a different sequence. Others need different options available on a program status bar. Still others need a program to verify data after they perform specific actions. You set up the application to reflect your individual needs.

Use the Epicor Personalization Tools to modify each program interface. You can personalize every program you use in order to refine the interface to better match the tasks you perform every day.

Note Personalizations are saved with your User ID and do not affect other users within the application. If you wish to change a program interface and make it available to multiple users within the company, you must customize the program. Review the Customization topics in the Application Help for complete information.

Predictive Search

The Predictive Search feature reduces the time spent on searching for a particular record.

User with security rights maintain Predictive Searches using **Predictive Search Maintenance**. To access the program, right-click on a field and from the context menu, select Predictive Search Entry.

To create a predictive search, you first select a Business Activity Query (BAQ) that defines the search data. Then you configure the fields you want to display on the tooltip window. You can limit the BAQ to only display the top number of rows you define. You can also indicate if the predictive search is available for all DB field occurrences within the Epicor application.

When you configure a key field with the predictive search, as you start typing in the field, the suggested results display in a floating tooltip window. The search results change dynamically as you type, which makes the searching easier and more efficient.

Preserving Active Forms

You can preserve the state of open forms when the user logs off from either an Epicor Smart client or an Epicor Web Access (EWA) client.

Using this control, you can save the information about the forms that are open and records that are displayed. When you log in again, all the saved forms open and load with the appropriate record.

To set up a desired behavior, modify the **ActiveFormSettings** entry in your application's **sysconfig** file (Smart client) and **web.config** file (EWA).

Available options:

- **ManualSave** - Using this option, the two button become available in your client - **Save Active Forms Data** and **Delete Active Forms Data**. Use these buttons to select a desired behavior.
- **AutoSave** - Open forms and data are automatically saved when a client closed.
- **NeverSave** - No forms data is saved when client is closed.

Example <add key="ActiveFormSettings" value="AutoSave" />

You can use this control in:

- Epicor ERP Smart client - both the Modern Shell and Classic Style modes.
- Epicor Web Access Modern Shell interface, not supported in the EWA Classic Style mode.

Report Tools

Print Preview

Use the Print Preview options to display the report or form on your screen before you print it out. You first indicate the program through which you will display the report and then generate the report output.

This functionality is available on each report and form window. To display the preview, you first select the format you want from the **Output Format** drop-down list. Available formats:

- **CSV** - Displays the report as a comma-separated values (.csv) file. You can then use various programs to review and print the content of this report.
- **EMF** - Displays the preview using the Enhanced MetaFile (.emf) format. You display this file format through the Altec Advanced Print Management™.
- **Excel** - Displays the preview in Microsoft Excel™.
- **Excel + Map** - Displays the preview through a tree view in Microsoft Excel™. You can review the report data by selecting different nodes on the tree view. You can also click on the main spreadsheet tab to review the generated report data.
- **PDF** - Displays the preview in Adobe Reader™.
- **Word** - Displays the preview in Microsoft World™.

- **XML** - Displays the report using the .xml file format. You can then review this report using various programs that display .xml file content.

You then click the **Preview** button. The report displays in the program you selected for the output. For example, when you select the .pdf option, the report displays in Adobe Reader. You can use this report to review the data, add comments, and ultimately print the report.

Client and Server Printers

You can send reports to printers connected to your client machine, or you can send reports to printers connected to the server.

If you will print reports from your Epicor client installation, you add these printers to your computer through the **Add a Printer** feature in your Windows operating system. If you will print a report through the server, the system administrator determines which SSRS printers are available.

When you click the **Print** button on a report or form, a drop-down list displays the **Client Printer** and **Server Printer** options. When you select the Client Printer option, the Print window displays the printers connected to your client. When you select the server printer option, an SSRS print window displays the server printers; select the printer you want to use.

Security

Leverage the security functionality to prevent unauthorized external and internal access to the Epicor ERP application. You control access to the Epicor ERP application through the Authentication Security features and control access to the user interface through the Authorization Security features.

Authentication Security encompasses the features that ensure the identity of the user logging into the Epicor ERP application. These security features verify the user who made the logon call, preventing malicious, unauthorized access to the application. To set up user identity security, you first determine whether you will authenticate through Windows account security or Epicor account security. If you decide to use Windows account security, you determine password complexity requirements and the account lockout threshold through the Windows operating system. If you decide to use Epicor account security, you set up the password complexity and the account lockout policy internally within Epicor ERP. Through both methods, you can also set up automatic, single sign on access to the application.

Authorization Security controls access to the user interface. You set up these features through security groups and users. Through Security Group Maintenance, you create groups that define user related areas within your organization. You then assign all users to these security groups through User Account Security Maintenance. Now with security groups and their selected users defined, you can assign security privileges throughout the application. For example, you may want to prevent access to Payroll programs for most users. You can use the security privilege tools to only give members of the Payroll security group access to these specific programs.

Field Security by Schema

You now assign field security by first selecting the database structure, or schema, that contains the fields you need to secure.

Field Security Maintenance has a **Schema** drop-down list. Use this drop-down list to select the database against which you will define field security. The available database structures, or schemas, display on this drop-down list. For example, if you wish to define security for the ICE tools programs, select the ICE schema option from this list.

Menu Path: System Setup > Security Maintenance > Field Security Maintenance

Important This program is not available in Epicor Web Access.

Solution Management

Use the **Solution Management** module to distribute your new items – custom programs, business objects, new dashboards, Business Process Management directive groups, user-defined codes, extended properties, and so on - all at the same time.

Within **Solution Workbench**, there are two ways of adding items into a solution:

- Tracking your current activity within the ICE environment.
- Adding the existing items into a solution.

To define which items you want to track when building your solution, select an appropriate **Solution Type**. The Epicor ERP application comes with a series of delivered solution types, but users can define their custom types using the **Solution Type Maintenance**.

A Solution Type is a collection **Elements** (items) you want to track within the type. The Epicor ERP application comes with a series of predefined elements, such as BAQs or Dashboards, but users can define their custom elements using the **Element Maintenance**.

Tip A user creating an element type should have an understanding of the current Epicor ERP database structure, business objects and application framework.

Once you define items you want to include in your solution, you can build a .cab file that contains all object you bundled together. This single file contains all files and data for the solution and can easily be distributed and imported into another Epicor ERP application environment. You review the tracked items and build the .cab file in the Solution Workbench.

Solution Workbench

Use **Solution Workbench** to create a .cab file which contains objects you wish to bundle together and distribute to other locations within your organization, from one Epicor application server to another.

Within the Solution Workbench, you can add items into a solution in three ways:

- Track your application activity, such as creation of BAQs, a report or a new database table.
- Add the existing database items, such as customized programs, or dashboards into a solution.
- Add custom files and buildable projects into a solution.

The solution tracking feature is only available to users with **Can Track Solutions** privileges defined in the **User Account Security Maintenance**.

To enable the activity tracking feature:

1. Create a new solution.
2. Select a Solution Type that controls which items you want to track in your solution.

   Tip You can select one of the predefined types, for example ALL ICE ELEMENTS, or, you create a new one and define elements, such as BAQs or Dashboards you want to track for the solution.

3. Start tracking using the following methods:
   - On the **Main Menu**, select the **Options > Solution Tracking** option.

     Use the **Change Current Tracked Solution** window to view the list of solutions created in the Solution Workbench and select the solution you want to track.

- Control the solution tracking directly from the status bar by enabling the **Solution** check box on the **Options > Preferences** window.

4. Perform the application activity.

   Note The tracking is controlled by a user's session and it captures an update, insert or delete transactions to ICE tables.

5. To exit the tracking mode, in the Change Current Tracked Solution window, select the first, empty row.

The list of tracked items then displays on the **Tracked** sheet. You can decide which of the tracked items you want to move into your solution.

Theming

The Epicor application comes with the set of delivered themes users can select to personalize their environments.

Each theme is comprised of:

- **Theme Style** - .isl file.

  By default, themes are located in the Client\Styles folder, for example in:

  `C:\Epicor\ERP10\ERP10.00.000\ClientDeployment\Client\Styles.`

- **Icon Set** - .resources file.

  By default, resource files are located in the Client\Res folder, for example in:

  `C:\Epicor\ERP10\ERP10.00.000\ClientDeployment\Client\Res`

The following is the list of delivered themes. Each theme is delivered in a standard version and a version designed for touch devices.

Theme	Icon Resource Selection	System Default
WaveRider	SysBaseImages_ModernWhite	Yes
WaveRider-Touch	SysBaseImages_ModernWhite	
NightWing	SysBaseImages_ModernWhite	
NightWing-Touch	SysBaseImages_ModernWhite	
Office2007	SysBaseImages_Classic	
Office2007-Touch	SysBaseImages_Classic	
CleanRoom	SysBaseImages_Classic	
CleanRoom-Touch	SysBaseImages_Classic	

You maintain themes using the **Theme Maintenance**. Use this tool to add, manage, export, and delete themes and icon sets attached to themes.

Themes marked as distributable are available for selection by users on the **Preferences** window.

Country Specific Functionality

The Country Specific Functionality (CSF) is used to deliver localization capabilities for specific markets throughout the world.

Each country contains topics which detail the Epicor ERP modifications created for the specified country. For additional program information, refer to the topics in the Application Help.

The following section contains a list of CSF features released with the Epicor ERP application. If you are upgrading from a previous version, review this information to learn about the features added through this major version.

China

The China CSF delivers localized capabilities within Epicor ERP to support business operations in China.

The China CSF solution uses the functionality of Epicor ERP General Ledger and System modules. You can use it to generate data for legal reporting required for private and public companies, and reports for system certification. The China CSF provides a two-way interface between Epicor ERP and Golden Tax Interface System (GTIS). The localized reports and files are required when registering your company's computerized accounting system with the China Ministry of Finance. You also need to set up an interface to upload an output file into Golden Tax Invoice System.

Journal Printing

To meet the legal audit requirements, all Chinese printing programs show the **Entered By** user name on the report page footer.

Use the **Legal Number History Update** utility to update legal number history records with user information.

Menu Path: Financial Management > General Ledger > General Operations > Legal Number History Update CN

Asset Depreciation Report in China Format

The **Standard CN - SSRS** report style is added to the **Asset Depreciation** report. This report style is based on the standard layout, but contains Chinese labels, additional fields, and calculated fields.

Menu Path: Financial Management > Asset Management > Reports > Asset Depreciation

Invoice Split and Merge

Use the invoice split and merge functionality to:

- Split any posted ERP invoice into one or more GTI invoices
- Split line items on one invoice across several invoices
- Merge two or more invoices into one

Use the **GTIS Status Tracker** to view information of invoices processing in GTIS. You can run the **GTIS Status Report CN** to view complete information on invoices targeted for export to GTIS.

Menu Path: Financial Management > Accounts Receivable > General Operations > Golden Tax Interface Export CN

Financial Management > Accounts Receivable > General Operations > GTIS Status

Financial Management > Accounts Receivable > Reports > GTIS Status Report CN

Colombia

The Colombia CSF delivers localized capabilities within Epicor ERP to support business operations in Colombia.

After the installation and setup of the Colombia CSF, you can use Epicor ERP to add one-time supplier and customer entries, enter one-time transactions into journals, and run fiscal reports sorted by one-time information.

Search for Customers and Suppliers by Tax ID

Use a quick search for customers and suppliers, which allows search by Tax ID.

In the **Tax ID** field, you can enter a tax ID as a text and you can also use wildcard *****. The application sorts records by the customers' or suppliers' tax IDs in the first column. The quick search is available in all the programs that use customer search and supplier search.

Denmark

The Denmark CSF delivers localized capabilities within Epicor ERP to support business operations in Denmark.

The Denmark CSF supports cash payment and receipt processes in Denmark. Use it to perform necessary calculations to support the use of banking reference numbers (OCRs) when identifying invoices. You can use OCRs in AR when you enter sales invoices, and import the resulting payment files, automatically matching a payment to an OCR. You can use OCRs in AP when you enter purchase invoices, and import the resulting payment files to the bank, including supplier OCRs.

Check Digit Algorithm Maintenance

Different algorithms are used to compute check digit and payment reference numbers for Nordic countries. The Epicor application provides centralized calculation of check digit and of payment reference numbers.

The default check digit algorithm to generate AR invoice numbers for Denmark is applied after you run a conversion program. Use the **Check Digit Algorithm Maintenance** program to define check digit algorithm parameters, such as:

- Modulus
- Weight
- Special remainder
- Remainder character and others

The check digit configuration and algorithm can also be used to validate credit card numbers, bank account numbers, or in any other areas where check digit is used.

Menu Path: Financial Management > Accounts Receivable > Setup > Check Digit Algorithm DK

Menu Path: Financial Management > Accounts Payable > Setup > Check Digit Algorithm DK

Estonia

The Estonia CSF delivers localized capabilities within Epicor ERP to support business operations in Estonia.

The Estonia CSF automatically loads localized report formats used to modify AR invoice processing and to support use of bank or account reference numbers. These reference numbers identify the specific invoice being paid, or for large suppliers (such as Estonian Energy) the account being paid. You can enter bank reference numbers on AR and AP invoices. You can also use the Telehansa Domestic Payment File Formats to electronically pay AP invoices in Estonia.

Check Digit Algorithm Maintenance

Different algorithms are used to compute check digit and payment reference numbers for Nordic countries. The Epicor application provides centralized calculation of check digit and of payment reference numbers.

The default check digit algorithm to generate AR invoice numbers for Estonia is applied after you run a conversion program. Use the **Check Digit Algorithm Maintenance** program to define check digit algorithm parameters, such as:

- Modulus
- Weight
- Special remainder
- Remainder character and others

The check digit configuration and algorithm can also be used to validate credit card numbers, bank account numbers, or in any other areas where check digit is used.

Menu Path: Financial Management > Accounts Receivable > Setup > Check Digit Algorithm EE

Menu Path: Financial Management > Accounts Payable > Setup > Check Digit Algorithm EE

Finland

The Finland CSF delivers localized capabilities within Epicor ERP to support business operations in Finland.

Use the Finland CSF to perform necessary calculations to support the use of banking reference numbers (OCRs) to identify invoices. You enter AR and AP invoices with OCRs and process electronic cash receipt files (AR payment files, domestic AP payment files, and international AP payment files).

Check Digit Algorithm Maintenance

Different algorithms are used to compute check digit and payment reference numbers for Nordic countries. The Epicor application provides centralized calculation of check digit and of payment reference numbers.

The default check digit algorithm to generate AR invoice numbers for Finland is applied after you run a conversion program. Use the **Check Digit Algorithm Maintenance** program to define check digit algorithm parameters, such as:

- Modulus
- Weight
- Special remainder
- Remainder character and others

The check digit configuration and algorithm can also be used to validate credit card numbers, bank account numbers, or in any other areas where check digit is used.

Menu Path: Financial Management > Accounts Receivable > Setup > Check Digit Algorithm FI

Menu Path: Financial Management > Accounts Payable > Setup > Check Digit Algorithm FI

France

The France CSF delivers localized capabilities within Epicor ERP to support business operations in France.

Use the France CSF to create a bank export file with payment instruments for application to the bank. You can enter Payment Instrument receivables for selected payment instruments and post them, export the bank file in Payment Instrument Status Change, and create the GL Export file.

Journal Audit Export

An additional electronic interface for Journal Audit Export has been added.

Once you have created this electronic interface, you can export journal data using the GL Export program.

Menu Path: Financial Management > Accounts Receivable > Setup > Electronic Interface Maintenance

Menu Path: Financial Management > General Ledger > General Operations > GL Export

India

The India CSF delivers localized capabilities within Epicor ERP to support business operations in India.

The India CSF supports localization requirements for excise tax transactions and Central Sales Tax and Service Tax requirements for a manufacturing plant. India CSF helps in calculation of excise duty, along with education cess and higher secondary education cess on assessable value and on duty value for ECC registered manufacturers.

Removed Validation from AR Miscellaneous Invoice

When creating an AR miscellaneous invoice in India CSF, it was required to create a sales order, and then make a shipment before entering an invoice. These steps are not required if the invoice is for booking supplementary charges.

Validation for a sales order has been removed. You can create a miscellaneous AR invoice without entering a sales order.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Intrastat

The Intrastat logic facilitates business transactions that take place in Europe, or other locations where Intrastat considerations are necessary.

Second Transaction Line for Returns

The **Generate 2nd Line** check box on the **Return Goods** sheets allows creating an additional transaction for returns in Intrastat Report file for credit memos and debit memos.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

Mexico

The Mexico CSF delivers localized capabilities within Epicor ERP to support business operations in Mexico.

After the installation and setup of the Mexico CSF, you can use Epicor ERP to support digital tax receipts, automatic calculation of ISR (corporate tax), and localization reports. The localization reports comply with basic regulations to complete taxes for SAT (Servicio de Administracion Tributaria) compliance in Mexico.

Custom PAC Adapter

In the CFDI functionality it is possible to issue receipts through a PAC company (Proveedor Autorizado de Certificación) other than Interfactura or Buzon Fiscal. You can externally develop a .dll file (custom adapter) and use it within the Epicor application.

New Zealand

The New Zealand CSF delivers localized capabilities within Epicor ERP to support business operations in New Zealand.

The New Zealand CSF loads localized report formats and files that modify invoices or credit notes and payment processing. This supports Electronic Funds Transfer (EFT) processing of AR and AP payments and ensures compliance with GST and BAS (Business Activity Statement) reporting requirements.

Credit Memo Layout

CSF New Zealand uses an updated layout of credit memos.

Menu Path: Financial Management > Accounts Receivable > General Operations > Invoice Entry

Tax Invoice Layout

CSF New Zealand uses an updated layout of tax invoices memos.

Norway

The Norway CSF delivers localized capabilities within Epicor ERP to support business operations in Norway.

Use the Norway CSF to make payments using TelePay payment methods, import AP and AR bank files, generate electronic invoices, and run Norway localization reports.

Check Digit Algorithm Maintenance

Different algorithms are used to compute check digit and payment reference numbers for Nordic countries. The Epicor application provides centralized calculation of check digit and of payment reference numbers.

The default check digit algorithm to generate AR invoice numbers for Norway is applied after you run a conversion program. Use the **Check Digit Algorithm Maintenance** program to define check digit algorithm parameters, such as:

- Modulus
- Weight
- Special remainder
- Remainder character and others

The check digit configuration and algorithm can also be used to validate credit card numbers, bank account numbers, or in any other areas where check digit is used.

Menu Path: Financial Management > Accounts Receivable > Setup > Check Digit Algorithm NO

Menu Path: Financial Management > Accounts Payable > Setup > Check Digit Algorithm NO

SEPA

The SEPA CSF enables Epicor ERP to support a generic Single Euro Payment Area (SEPA) format in an Electronic Funds Transfer (EFT) payment output file for credit transfers.

SEPA enables customers to make cashless Euro payments to anyone within the SEPA area of member states using only a single bank account and a single set of payment tools. The SEPA initiative improves the efficiency of cross border payments as all electronic payments across the SEPA member states are considered domestic transactions.

SEPA provides a generic standard for headers, trailers, and line items for EFT in the European Area using the single payment function. The messages are based on the ISO 20022 standard, of which SEPA uses a subset.

In addition to country-specific SEPA localizations, Epicor ERP supports **Structured**, **Unstructured**, and **SEPA Direct Debits (SDD)** payment file formats.

Generic SEPA EFT Direct Debit (SDD) Output Format

SEPA Direct Debits SDD is a payment instrument that can be used for both domestic and cross-border collections throughout the SEPA countries.

This output format supports two schemes:

- **SEPA Core Direct Debit Scheme** (SDD Core) - allows a biller to collect funds from a payer's account provided that a signed mandate has been granted by the payer to the biller.
- **SEPA Business to Business Direct Debit Scheme** (SDD B2B) - enables business customers in the role of payers to make payments by direct debit.

When setting up EFT processing, use the `ARPayment_SEPA_DirectDebit\ARPayment_SEPA_DirectDebit.cs` in the Epicor application. This file provides the following messages:

- **pain.008.001.02** - used to transport the SEPA B2B Collection instruction from the creditor to the creditor's bank
- **pain.008.002.02** - a Germany-specific version of SEPA Direct Debit

Menu Path: Financial Management > Accounts Receivable > General Operations > Cash Receipt Entry

Sweden

The Sweden CSF delivers localized capabilities within Epicor ERP to support business operations in Sweden.

The Sweden CSF automatically performs many necessary calculations to support the use of banking reference numbers or OCRs to identify invoices. You can use OCRs to create AP invoices and import the resulting payment files, automatically matching the payment to an OCR. When you create AP invoices, you can enter suppliers' OCRs and export resulting payment files to the bank.

Additional Bank Format for BG-International (Nordea Bank)

An additional electronic interface for BankGiro payments for Nordea bank has been added.

Use **Electronic Interface Maintenance** to set up the following electronic interfaces:

- **Payment_SE_BankGiro_International_Danske.cs** - for Danske bank
- **Payment_SE_BankGiro_International_Nordea.cs** - for Nordea bank

Menu Path: Financial Management > Accounts Payable > Setup > Electronic Interface

Check Digit Algorithm Maintenance

Different algorithms are used to compute check digit and payment reference numbers for Nordic countries. The Epicor application provides centralized calculation of check digit and of payment reference numbers.

The default check digit algorithm to generate AR invoice numbers for Sweden is applied after you run a conversion program. Use the **Check Digit Algorithm Maintenance** program to define check digit algorithm parameters, such as:

- Modulus
- Weight
- Special remainder
- Remainder character and others

The check digit configuration and algorithm can also be used to validate credit card numbers, bank account numbers, or in any other areas where check digit is used.

Menu Path: Financial Management > Accounts Receivable > Setup > Check Digit Algorithm SE

Menu Path: Financial Management > Accounts Payable > Setup > Check Digit Algorithm SE

Switzerland

The Switzerland CSF delivers localized capabilities within Epicor ERP to support business operations in Switzerland.

The Switzerland CSF loads localized files that support Electronic Funds Transfer (EFT) processing of AP payments in Switzerland. Swiss internal business processes are based on OCR codes called Inpayment Slip with Reference number (ISR), which are processed by either Postfinance or Swiss banks. Invoices for Swiss and Liechtenstein-based customers contain a payment slip with ISR code attached to them, which provide unique information.

You can use Epicor ERP to store data to generate ISR code line and reference number for companies, to store suppliers' ISR party numbers, to generate AP payment files with ISR numbers, and to import AR payment files with ISR reference numbers.

ISR Processing

Swiss internal business processes are based on OCR codes called ISR (Inpayment Slip with Reference number), which are processed by either PostFinance or Swiss banks. Invoices for Swiss and Liechtenstein-based customers contain a payment slip with ISR code attached to them, which provide unique information.

When a payment is made to the post office, the post office transfers the fund to the bank's post office account using the ISR party ID of the bank. The bank receives the funds and transfers them to the supplier's bank account using the bank customer number of the supplier. To support this business process, the Epicor application:

- stores data to generate ISR code line and reference numbers for companies
- stores data to identify suppliers by their ISR party numbers
- stores ISR code line details received from suppliers
- generates AP payment files containing ISR reference numbers
- imports AR payment files with ISR reference numbers

Before calculating reference numbers, use the **Check Digit Algorithm Maintenance** program to define check digit algorithm parameters.

After completing setup tasks, use the following operation programs in the Epicor application:

To do	Program
Create AR invoices with ISR code lines	AR Invoice Entry
Print ISR payment slips	AR Invoice Entry AR Invoice Tracker Reminder Letter Generation
Import payment files for PostFinance payments	AR Bank File Import Workbench
Create automatic or manual AP invoices	AP Invoice Entry
Flag an AP invoice for urgent payment	AP Invoice Entry Posted AP Invoice Update
Process PostFinance or Bank payments	AP Payment Entry

Thailand

The Thailand CSF delivers localized capabilities within Epicor ERP to support business operations in Thailand.

The Thailand CSF automatically performs many necessary calculations, and loads localized report formats and files to support VAT reporting. You can use Epicor ERP to calculate VAT tax base, produce input and output VAT reports, and produce withholding tax reports, and withholding tax certificates.

VAT Reporting Changes

Starting from 2014, VAT reporting in Thailand has changed. Non-material financial changes are also included in tax reports. When you select the **Immaterial Adjustment** option for an AR invoice, the invoice is included in the Monthly Output VAT Tax Report, but the taxable amounts and tax amounts are printed with zero values.

Menu Path: Financial Management > Accounts Payable > Reports > Monthly VAT Report TH

Withholding Tax Certificate

Now you can use the **AP Payment Entry** program to print the withholding tax certificate after the payment is entered.

The Epicor application assigns a number and date to the withholding tax certificate and prints the report. For payments that have already been posted, you can reprint the withholding tax certificate from the Thailand-specific **Withholding Tax Certificate** report program.

Menu Path: Financial Management > Accounts Payable > Reports > Withholding Tax Certificate TH

Vietnam

The Vietnam CSF delivers localized capabilities within Epicor ERP to support business operations in Vietnam.

The Vietnam CSF uses the functionality of Epicor ERP Accounts Receivable and Accounts Payable modules. You can use them to create Vietnam-specific AR and AP invoices. The Vietnam CSF provides the **Financial Report Designer VN** program to create VAS financial reports that contain report details and rows. You can use this program to design various financial reports from simple to complex. You can then print them using the **Financial Report VN** program. Also, the Vietnam CSF offers a list of localized reports such as financial reports, inventory reports, and General Ledger reports.

Inventory Card Report Interface

The interface of the Inventory Card report has changed. You can filter the report content by Warehouse and Part on the **Filter** sheet, which is useful for companies with a large quantity of parts.

Menu Path: Material Management > Inventory Management > Reports > Inventory Card VN

Manual Due Date Entry for AP Invoices

When you enter an AP invoice in Vietnam CSF, you can now manually enter the due date.

In Vietnam, the actual due date of AP invoices is based on many factors, not all of which are terms related, so you may want to manually override the due date. Use the **Purchasing Terms Maintenance** program to set up the **Manual** terms type. When entering an AP invoice, select the terms that you set up in Purchasing Terms Maintenance. The **Due Date** field becomes available for manual entry.

Menu Path: Financial Management > Accounts Payable > Setup > Purchasing Terms

Menu Path: Financial Management > Accounts Payable > General Operations > Invoice Entry

Epicor University Resources

Epicor University maintains a large and ever-expanding collection of educational materials. This collection consists of different types of deliverables, and each type focuses on a specific aspect of the Epicor ERP application.

Because of the focus for each type, virtually all aspects of the application are supported through accurate, regularly updated educational materials. Epicor University listens closely to customers, partners, and employees, ensuring the available information reflects both current functionality and the needs of the worldwide community of users that log into the Epicor ERP application every day.

The following sections describe the information contained in each educational deliverable type. Review these sections to better understand each type, and then leverage the educational materials you need to maximize investment in the Epicor ERP application.

Release Documents

The release documentation consists of the **Start Here Cards**, **Release Notes** and **Installation Guides** required for application updates.

Before each version is released, Epicor University writers review the planned changes with product managers and create these documents to reflect the upcoming modifications. These documents are available on the same EPICWeb Support Downloads site, listed alongside the executable files for the release. Before upgrading a test environment, users should review these documents.

Start Here Cards

For each release delivered on media, such as a CD or DVD, the package includes a Start Here Card specific for that product release.

This document is the initial set of instructions for installing the product; it verifies the package contents and locates the installation materials. It also includes the details for how to contact Epicor Customer Support, if needed. If you received your Epicor application on media, be sure to locate the Start Here Card in the package so you can review this important information.

Release Notes

Each Release Notes document contains the list of changes made in the current version, service pack, or patch.

Review this key document to learn about the released changes, as it includes both enhancements and resolved issues. The first section contains important information about this specific release. Users should check this part of the guide to review the information prior to installing the upgrade to ensure a successful upgrade.

The Release Notes document then organizes the Software Change Requests (SCRs) completed for the release. The first section, Change List – SCRs, details any issues fixed in specific modules. This list is arranged by Functional Area and then by Module. The rest of the SCRs are then divided into Application Enhancements and Performance Enhancements. The Application Enhancements document updates made to the functions of modules. The Performance Enhancements describe the various programs and processes which received a performance update. Review this list to determine whether a program causing performance issues is improved in the current release.

Install Guides

The installation guides are distinct documents made available based on audience and platform specifications.

Be sure to download and review the installation guide that best reflects the upgrade scenario that fits your situation. Each guide contains streamlined instructions to help you efficiently install or upgrade the Epicor ERP application. Available install guide types include:

- **Architecture Guide** - Includes overview topics and conceptual information regarding the Epicor ERP 10.1 architecture and framework technology strategies. It is highly recommended that you read this guide and understand the Epicor ERP 10.1 architecture prior to installing.
- **New Installation** – New customers should use this guide to install a new Epicor ERP application for the first time. The guide includes instructions to install a new Epicor ERP 10.1 application, configure the database, configure the servers, and then log in the first time. It also includes steps for installing the extension and supplemental applications.
- **Migration from Epicor 9.05** – Existing customers should use one of the migration guides (SQL or Progress) to upgrade from an existing Epicor 9.05.702A application to Epicor ERP 10.1. The guide includes instructions to backup your existing Epicor 9.05 application, install a new Epicor ERP 10.1 application, configure the database, migrate your existing database into an Epicor ERP 10.1 database, configure the Epicor server and application servers, and then log in the first time. It also includes steps for installing the extension and supplemental applications.
- **Upgrade from 10.0.xxx to 10.1.xxx** – Existing customers on Epicor ERP 10.0.xxx should use this guide to upgrade from an Epicor ERP 10.0.xxx application to Epicor ERP 10.1.

Installation guides are also available for other Epicor products, such as **Epicor Commerce Connect** , **Epicor Advanced Financial Reporting**, or **Epicor Enterprise Performance Management**. These guides, as well as many others, are available by release on the EPICWeb Documentation site.

Be sure to also download the **Epicor ERP 10 Release Notes** to review changes and resolved issues that occurred since the last Epicor ERP application release. The Release Notes are organized by SCR (fixes), application enhancements, and performance enhancements.

Embedded Education Courses

When you purchase an Education license, a series of courses activate within your Epicor ERP application.

To launch the courses, click the **Education** button on the Main Menu and an Embedded Education window displays. This window shows the various embedded courses currently licensed by your organization. These self-paced courses provide users with the knowledge they need, and they can work through them during a convenient time in their schedules.

After users select a course, they review conceptual information and experience step-by-step instructions that guide them through a set of features. Most workshops also contain a link to the program or programs described in the workshop; users click these links to follow the workshop in the actual programs. They then enter records in the demonstration database, and the workshops guide them through various business processes.

Features available in each course include:

- Detailed functionality explanations
- Business flows and scenarios that utilize Epicor’s demonstration database
- Hands-on workshops that combine courses with the actual application
- Short assessments to test user understanding
- Print to .pdf files

- Links to embedded reference guides and Epicor ERP application help

Currently over 100 embedded education courses are available that cover nearly every aspect of the Epicor ERP application. By purchasing an Education license, you can reduce how long it takes employees to learn about a feature set, improving efficiency and reducing overall training costs.

Instructor-Led Education

While self-paced learning can help users learn a new set of features, the embedded courses are no substitute for live, instructor-led training.

Through direct interaction with a professional, experienced instructor in a classroom environment, students can quickly and efficiently learn about a module or a toolset. Epicor University offers three types of instructor-led education – **Live Classroom Training**, **Live Virtual Courses**, and **On-Site Training**.

Live Classroom Training

Through its catalog of over 100 Epicor ERP application and technical courses, Epicor University conducts live training at facilities around the world.

Each course is led by a professional instructor and incorporates a hosted environment with real business data and the most current service pack releases. Each course outlines concepts, provides detailed explanations, and incorporates hands-on activities through the inner workings of each Epicor ERP module. These educational assets create a blended learning environment that supports students of all experience levels.

Epicor University publishes an on-going calendar of scheduled courses which includes the course objectives, recommended audience, and any knowledge prerequisites. Review this calendar on the **EPICWeb > Education > Class Schedule** web page to locate and enroll in the classes, times, and locations that best fit your schedule and training needs.

Live Virtual Courses

For students unable to physically attend a training facility, Epicor University also delivers the same live training curriculum leveraging a hosted virtual environment.

With Live Virtual Courses, attendees simply require a phone and Internet connection to participate in a scheduled, real-time interactive instructor-led course. Students receive the convenience and savings of attending training right from their home or office, and still benefit from access to a live instructor and an application environment.

On-Site Training

Additionally Epicor University can bring the classroom directly to your organization.

With On-Site Training, Epicor ERP instructors host the course at your preferred physical location. This training experience is ideal for organizations that want dedicated classes for their employee training and/or want to tailor Epicor training to meet their specific business or workflow requirements. This option is also a cost-effective solution for those who have large employee groups to train and wish to avoid the cost of transportation. Epicor University instructors will conduct the On-Site Training in-person or virtually, providing hands-on training to equip all of your employees for success.

Demonstration Database

Epicor University has an ongoing commitment to maintaining a thorough, versatile demonstration database.

This database is used for multiple purposes, including sales demonstrations, live instructor-led courses, and self-paced embedded education. Customers also use this database as part of their test environments. This database is also frequently used for examples in the documentation, specifically the visual examples written in the user guides.

New data is added to the demonstration database for each release to support new functionality and add more examples to support existing functionality. Recent data additions include customizations, business activity queries (BAQs), dashboards, projects, Restrictions on Hazardous Substances (RoHS), Customer Relationship Management (CRM), and Fulfillment/Replenishment examples.

User Guides

To bridge the learning gap between course instruction and the day-to-day use of the application, Epicor University creates and maintains a series of user guides.

These guides are available in the .pdf file format and are integrated into the ERP online help. They are visual tours of the Epicor ERP application and its supporting applications. These guides serve two purposes, as they can help new users learn about specific features and give experienced users a visual reference on features they use less often.

The user guides are:

- **Epicor ERP Implementation Guide** – This book guides users through the various implementation options in the Epicor ERP application, exploring the set up for companies, sites, and other primary maintenance records. It also contains chapters on implementing reports, attachments, and automatic data processing schedules. This guide is intended for users responsible for setting up and maintaining the Epicor ERP application.
- **Epicor ERP Application User Guide** – Designed as a complete tour of the application functionality, each module is visually documented in a separate chapter. Both the major entry programs and progress flows available in each module is illustrated through a step-by-step tour. The book is organized to explore how data flows throughout the entire suite of modules – from entering a quote to posting its cash results to a financial book. This user guide is intended for a wide audience, from new users to experienced managers, and it provides both audiences with a quick reference on current functionality.
- **Epicor ICE Tools User Guide** – This guide contains a detailed explanation of the data tools available within the Epicor ICE framework. It is intended for managers responsible for fine-tuning their departmental use of the Epicor ERP application and advanced users looking to manage and display key data for their specific business needs. This guide visually explores business activity queries (BAQs) and their related features like BAQ searches, BAQ reports, and dashboards. The guide also examines Business Process Management (BPM) directives. Step-by-step examples are available throughout the guide.
- **Epicor ICE User Experience and Customization Guide** – A book that explores the interface tools available within the Epicor ICE framework. A companion guide to the Epicor ICE Tools User Guide, this guide is also intended for managers and advanced users. The customization tools are documented through a series of chapters beginning with the basic customization tools and then progressing to managing customizations and modifying user-defined tables. This guide concludes with chapters on localizing the application and building a customized solution.
- **Epicor Service Connect User Guide** – This in-depth, task-based user guide shows users how to create workflows that automate processes across one or more enterprise-level applications. Each component of Epicor Service Connect is explained in detail. The guide is intended for system administrators who are responsible

for orchestrating process automation. This guide is complemented through several product-specific chapters available as separate downloadable files from the EPICWeb site.

- **Epicor Advanced Financial Reporting User Guide** – This user guide is a complete reference book that explores the entire Epicor Advanced Financial Reporting (AFR) application. It details data replication, a process that pulls financial data out of your source database and pushes it out to an AFR report server. The user guide then examines how to generate and design reports using the SSRS format. To complete the user guide, the last chapter describes how to display and print reports through the Report Viewer.
- **Epicor Enterprise Performance Management User Guide** – A user guide that examines the Epicor Enterprise Performance Management (EPM) application suite. It begins with an overview of the data storage and manipulation techniques on which EPM is built, and then reviews EPM components and their functions. To complete the guide, the last two chapters describe how to measure and analyze ERP data using the ERP-specific Content Packs.

For information on downloading the PDF user guides, visit the Education pages on EPICWeb.

Application Help

As part of the development requirements for each service pack and major version, the Epicor ERP application help must detail each new feature – whether the feature is a new field or a complete module.

Epicor University writers are assigned to all Software Change Requests (SCR) that modify the application, and so each SCR is not closed until the application help is complete.

Users can access the application help in several ways. For a general content search, users launch application help from the **Main Menu** through the **Help** menu. If users need to learn more about a specific program, they can press **F1** on their keyboards to open application help to specific sheet and program content. Likewise if users need information on a specific field, they can activate **Field Help** – a feature that displays both application and technical information on each field.

To modify the application help, users can directly supplement the content through annotations. Each topic can contain one user annotation and one company annotation. The user annotations only display for specific users, while company annotations are available for display across the entire company. Managers control and update annotations through the **Help Annotation Maintenance** program available in the **System Management > Utilities** folder on the Epicor ERP Main Menu.

Users can also directly send Epicor University feedback on specific information by clicking an email link provided at the bottom of each topic. When users click this link, they launch an email window that automatically displays the topic name and subject in the Title field.

The Epicor ERP application help can also be modified through optional install features. System administrators can install the application help on a server to enable server-side searches and host the documentation in a virtual directory. The application help can also be modified by installing the advanced search feature; these additional search options provide users with more targeted search results. To install these application help options, review the **Epicor ERP Installation Guide**.

Technical Reference Guides

The application help contains a series of technical reference guides. These guides go "under the hood" to document technical information on specific functions.

Developed for users who need a deeper understanding of a complex function, the following technical reference guides are embedded in the application help:

- **Configurator Technical Reference Guide** -- This guide examines, in detail, the primary components that make up the Configurator, the base calculations used when defining configured items, and the modifiers used to refine the suggestion results. You can locate this guide within the Configurator Management module help.
- **EDI / Demand Management Technical Reference Guide** -- This guide examines, in detail, the primary setup and processing components that make up the Electronic Data Interchange - Demand Management interface. It also includes an Inbound EDI File Mappings section that documents file formatting rules, record relationships, and expected table hierarchy for inbound EDI documents used with Demand Management. You can locate this guide within the Demand Management module help.
- **Inventory Transactions Technical Reference Guide** -- This guide contains detailed information about how the Epicor application processes different types of inventory transactions. It describes the posting process and then explores the COS and WIP Transaction Type - the general ledger transaction type that contains the posting rules for all inventory transactions. This guide concludes with a complete list of the inventory transaction types currently used within the application.
- **Job Costing Technical Reference Guide** -- This guide provides detailed information on job costing functions like costing methods, estimated and actual job costs, the Work in Process (WIP) and Cost of Sales (COS) calculations, and the Costing Workbench. You can locate this guide within the Job Management module help.
- **Material Requirements Planning Technical Reference Guide** -- This guide contains detailed information about how the MRP engine processes the demand in your application in order to generate unfirm jobs, job suggestions, and purchase suggestions. You can locate this guide within the Material Requirements Planning module help.
- **Multi-Site Technical Reference Guide** -- This guide provides detailed information about how you set up and use multi-site processes like consolidated purchasing, inter-company trading, and multi-company consolidation. You can locate this guide within the Multi-Site Management module help.
- **Performance Tuning Guide**-- This guide documents potential performance tuning options for SQL Server and the Epicor ERP application. This technical reference guide explains how you can test the performance of programs, reports, and processes. Leverage this information to discover the reasons why slow performance may be occurring for a specific function or the entire application. You can locate this guide within the System Management module documentation.
- **Posting Engine Technical Reference Guide** -- This guide contains detailed information about how the posting engine generates GL transactions. It also documents how you can modify COA maps and posting rules to configure the posting engine to match the financial needs of a specific book. You can locate this guide within the General Ledger module help.
- **Scheduling Technical Reference Guide** -- This guide provides detailed information about how the scheduling engine evaluates the load against your resources in order to calculate your production schedule. You can locate this guide within the Scheduling module help.
- **System Administration Guide** -- This guide is intended to be your primary resource for maintaining the application. It contains the information administrators need to manage both SQL Server and Epicor ERP. Use this information to complete system tasks, administrate the application, and troubleshoot issues.
- **Epicor WCF Services Developer Guide** - This technical reference guide describes how you work with Epicor Web Services. It documents how to consume and configure the web services; it also contains additional web services information useful for developers

Each technical reference guide is found under the **Working With** section for a specific module in the application help. All of these guides are fully integrated within the help content, so users can search to locate specific topics. Each technical reference guide is also attached to the help as a separate .pdf file which users can display and print out using Adobe Reader™.

Additional information is available at the Education and Documentation areas of the EPICweb Customer Portal. To access this site, you need a Site ID and an EPICweb account. To create an account, go to http://support.epicor.com.