
About this Book

The **Qube User Guides Index** provides a reference to the 11-volume Qube User Guide. Each volume of the Qube User Guide has one or more sections, represented by a two-, three-, or four-letter code. After you have located the entry in the index that you need, use the following list to determine which volume contains that information, or use your online copy to automatically link to the right volume. Note that some sections appear in more than one volume.

General Information User Guide (GI)

- GEN
- EIM

System Administration User Guide (SA)

- SYS

Inventory Management User Guide (IM)

- INV
- LBS
- PPC
- MSW

Production Scheduling and Bills of Material User Guide (PS)

- PLAN
- BOM
- LAB

Sales Order Management User Guide (SM)

- OE
- SOT

- MSW
- COM
- TAX

Purchasing Management User Guide (PM)

- PUR

Accounting with Qube User Guide (QA)

- GL
- AR
- AP
- COM

Accounting with Dynamics User Guide (DA)

- GPA
- GL
- AR
- AP
- COM

Job Costing User Guide (JC)

- JC

Order Configuration User Guide (OC)

- OPT

Global Commerce User Guide (GC)

- GC

Index

A

ABC Analysis IM-INV-39, IM-INV-104,
IM-INV-127

ABC Code IM-INV-39, IM-INV-104,
IM-INV-127

ABC Values IM-INV-129

and Cycle Counting IM-INV-104

Assigning ABC Codes IM-INV-104

Begin Analysis IM-INV-128

Manually Editing ABC Values IM-INV-129

Report of Items by ABC Value IM-INV-130

ABC Inventory Analysis window IM-INV-127

ABC Values from Item Master File window
IM-INV-129

About QUBE Window SA-SYS-42,
SA-SYS-135

Access is not available SA-SYS-43

Account Balances QA-AP-34

Account Balances window QA-AP-34

Account Code QA-GL-41

Account Maintenance window DA-GPA-21

account manager SM-OE-9

Account Type Code QA-GL-7

Accounting Period QA-GL-3, QA-GL-60

Accounts Payable GI-EIM-7, GI-EIM-8,
QA-GL-65, QA-GL-66, QA-GL-79,
GC-GC-19, QA-AP-1 to QA-AP-49

Account Balances QA-AP-34

account structure QA-GL-25

Add Disbursements One at a Time or All for
One Vendor QA-AP-19

Adding Disbursements QA-AP-19

Adjusting the Bank Account Balance
QA-AP-40

Bank Transfers QA-AP-20

Cash Disbursement Reports QA-AP-47

Cash Disbursements QA-AP-22

Check Balancing Functions QA-AP-40

Checking Account Reconciliation
QA-AP-35

Clear Checks Utility QA-AP-39

Clearing outstanding checks QA-AP-37

Costs Changed by Purchases QA-AP-44

Debit Memos QA-AP-12

Determining Which Accounts to Display
QA-AP-34

Draft Payment Functions QA-AP-15

Draft Repeat Payments QA-AP-19

Draft Vendor Payments QA-AP-19

Drafting a Vendor Invoice from a PO
QA-AP-41

Drafting Vendor Payments QA-AP-15
generating vendor invoices from the purchase
order record QA-AP-2

GL Sub Account QA-GL-25

Great Plains Links QA-AP-11

Handling manual checks QA-AP-29

Journal Entries QA-AP-29

Miscellaneous Payables Functions
QA-AP-41

Payables Transaction Reports QA-AP-47

Payment Transactions QA-AP-19 to
QA-AP-33

posting transactions QA-AP-29

Preparation for Reconciliation QA-AP-35

printing checks QA-AP-30, QA-AP-32

Printing the Check Register QA-AP-40

Purchase Price Variance QA-AP-9

reconciling checking accounts QA-AP-35
Reports QA-AP-47

Cash Disbursement QA-AP-47

Payables Aging QA-AP-47

Payables Transaction QA-AP-47

Setting account balances QA-AP-35

Setting Up a Checking Account QA-AP-34

Standard Unit Cost QA-AP-9

Summary of Payables Functions QA-AP-48

tracking checking accounts QA-AP-34

transferring funds between bank accounts
QA-AP-20

vendor invoices QA-AP-2

Accounts Receivable GI-EIM-7, GI-EIM-8,
QA-GL-78, QA-AR-1 to QA-AR-74,
GC-GC-18

Department Code QA-GL-26

GL Sub Account QA-GL-26

Miscellaneous AR Functions QA-AR-67

Posting QA-GL-45



Accounts Receivable Adjustments QA-GL-37,

QA-AR-60, GC-GC-24

Bad Debt QA-AR-61

Credit QA-AR-61

Debit QA-AR-61

Finance Charge QA-AR-62

Accounts Receivable Adjustments window

QA-AR-60, GC-GC-24

Accumulated Stock Counts Window

IM-INV-125

Action Menu GI-GEN-53

active customers SM-OE-4

Activity Categories window SM-CRM-4

Activity Codes PS-LAB-25, JC-JC-10,
JC-JC-19

Activity Codes window PS-LAB-25

Activity Planner window SM-CRM-5

Activity Types and Priorities window
SM-CRM-4

Actual Job Cost JC-JC-50

Actual vs. Standard Labor Reports JC-JC-41

ad hoc report writer IM-INV-164

Ad Hoc Reports GI-GEN-101 to GI-GEN-139
data structure SA-SYS-284
security SA-SYS-130

**Add Disbursements One at a Time or All for
One Vendor** QA-AP-19

Add new items to Item File during PO Entry?
SA-SYS-101

Adding a New Customer during Order Entry
SM-OE-59

Adding and Removing Features *see* **System Admin Functions**

adding items on the fly

Code to Request Next Sequential Number
SA-SYS-118

Default Item Type for New Items
SA-SYS-116

during BOM entry SA-SYS-117

during order entry SA-SYS-99

during PO entry SA-SYS-101

Addresses window DA-GPA-45

Adjust the Bank Account Balance QA-AP-48

Advanced Job Costing JC-JC-42 to JC-JC-62

see also Job Costing

Accessing the Windows JC-JC-43

Actual Cost JC-JC-50

Bucketed Detail Costs Report JC-JC-61

Bucketed Summary Job Costs Report
JC-JC-61

Cash Disbursements Comments window
JC-JC-58

changing job cost buckets JC-JC-59

copying job cost buckets JC-JC-59

copying job phase codes JC-JC-59

default markup field JC-JC-46

Draft Vendor Invoice from PO window
JC-JC-57

Employee Time Charges JC-JC-56

Entering Job Cost Data JC-JC-46

Estimated Cost JC-JC-50

Estimated Costs and Quotations JC-JC-54

Estimated Job Costs window JC-JC-51
Dollar Values JC-JC-51

Hours JC-JC-52

Inventory Transaction Quantities window
JC-JC-57

Item Master File, Card #1 JC-JC-56

Job Cost Buckets Window JC-JC-44

Code JC-JC-45

Default Markup JC-JC-45

Employee time charges may use this
bucket JC-JC-45

Grandparent's Code JC-JC-45

Inventory Transactions may use this
bucket JC-JC-45

Parent's Code JC-JC-45

PO Shipments may use this bucket
JC-JC-45

Vendor Invoices may use this bucket
JC-JC-45

Job Cost Detail window JC-JC-50,
JC-JC-59

% Complete JC-JC-51, JC-JC-53

% Markup JC-JC-51, JC-JC-53

Actual Cost JC-JC-51

Actual Hours JC-JC-53

Estimated Cost JC-JC-51

Estimated Hours JC-JC-53

Forecast JC-JC-50

Job Cost Bucket JC-JC-51, JC-JC-53

Load the List JC-JC-52



- Projected Cost JC-JC-51
- Projected Hours JC-JC-53
- Quote JC-JC-50
- Sales Order JC-JC-50
- Update Actual Cost JC-JC-52
- Variance JC-JC-52, JC-JC-53
- ordering the list by code JC-JC-49
- PO Items window JC-JC-57
- Purchase Order Shipments JC-JC-57
- Quotations JC-JC-54
- Reports JC-JC-61
 - Bucketed Detail Costs Report JC-JC-61
 - Bucketed Summary Job Costs Report JC-JC-61
- reviewing job cost buckets JC-JC-59
- Setting up JC-JC-42
- Transaction Types JC-JC-46
- using codes to provide order JC-JC-49
- Vendor Invoice Items window JC-JC-57
- viewing and sorting levels JC-JC-46
- viewing job cost transactions JC-JC-59
- Work Center Rate & Capacity JC-JC-56
- Advanced Option Selection** OC-OPT-29 to OC-OPT-61
 - see also* Option Selection
 - About Configurators OC-OPT-29
 - Accounts Receivable OC-OPT-53
 - BOMs PS-BOM-7, OC-OPT-30, OC-OPT-32, OC-OPT-33
 - Changes in BOMs OC-OPT-32
 - compatibility flags OC-OPT-33
 - Cost of Sales OC-OPT-60
 - dates
 - deadline OC-OPT-51
 - follow-up OC-OPT-51
 - Dimensional Factors OC-OPT-51
 - exploding BOMs OC-OPT-57
 - FOPtionRules file OC-OPT-35
 - GENERIC PS-BOM-7, OC-OPT-30
 - Implementation OC-OPT-35
 - Incompatibility Flags OC-OPT-34
 - Invoice Items window OC-OPT-53
 - Invoicing Released Orders OC-OPT-60
 - Item Master File Card #1 PS-BOM-7, OC-OPT-30, OC-OPT-43, OC-OPT-49, OC-OPT-52
 - Modifying Released Jobs OC-OPT-59
 - Moving Released Components OC-OPT-59
 - Option Class OC-OPT-30
 - Option Class Codes OC-OPT-31
 - Option Detail report OC-OPT-48
 - Option Selection Preferences window OC-OPT-48, OC-OPT-49, OC-OPT-53
 - Option Selection Rules window OC-OPT-35, OC-OPT-44
 - Option Sets OC-OPT-32
 - Order Entry OC-OPT-47
 - Order Items window OC-OPT-47, OC-OPT-56
 - overriding quantities OC-OPT-49
 - Pricing OC-OPT-49
 - Quotations OC-OPT-48
 - Reconstruct BOMs window OC-OPT-33
 - Reference Lists OC-OPT-48
 - Released Jobs window OC-OPT-57, OC-OPT-59
 - Releasing
 - cost of sales OC-OPT-60
 - invoicing released orders OC-OPT-60
 - modifying released jobs OC-OPT-59
 - moving released components OC-OPT-59
 - orders OC-OPT-56
 - reversing released jobs OC-OPT-59
 - the Released Jobs window OC-OPT-57
 - using assembly transactions instead of releasing OC-OPT-60
 - releasing orders OC-OPT-56
 - replacing assembly with components OC-OPT-58
 - reports OC-OPT-55
 - reversing the transaction set OC-OPT-59
 - rules
 - Action OC-OPT-35, OC-OPT-38
 - Conditions OC-OPT-35, OC-OPT-37
 - Interpreting OC-OPT-39
 - Scope OC-OPT-35, OC-OPT-36
 - Understanding Rules in Scope OC-OPT-43
 - Rules button OC-OPT-43
 - rules interpreter OC-OPT-39
 - Rules-Based Order Configurator



- OC-OPT-29
- Sales Order Items window OC-OPT-47,
OC-OPT-48, OC-OPT-57
- Sub-Group Codes OC-OPT-30
- System Set Up Card #3 OC-OPT-57
- updating the default unit price OC-OPT-53
- user-created records OC-OPT-35
- Using Assembly Transactions Instead of Re-
leasing OC-OPT-60
- Valid Options window OC-OPT-33
- Validation OC-OPT-48
- Aging and Interest** QA-AR-63
- Aliases** DA-GPA-19
- allocate goods to a firm production plan**
IM-INV-153
- Allocated from Gen'l Stock** PS-PLAN-139
- Allocated from POs** PS-PLAN-139
- Allocated from Tasks** PS-PLAN-139
- allocated stock** IM-INV-152
- Allocated to Production** PM-PUR-67
 - Purchase Orders PS-PLAN-17
- Allocated, not yet** PS-PLAN-139
- Allocations** PS-PLAN-184 to PS-PLAN-197
 - Correcting "Holes" in your Production Plan
PS-PLAN-197
 - Deleting allocated records PS-PLAN-194
 - Deleting Allocations to Invoiced & Cancelled
Orders PS-PLAN-197
 - Editing allocated records PS-PLAN-194
- MRP Runs and Allocations Window
PS-PLAN-185
 - Clear Select Allocations button
PS-PLAN-187
 - Dated PS-PLAN-186
 - Demand Source PS-PLAN-186
 - End Date PS-PLAN-185
 - Executed By PS-PLAN-185
 - For Material Requirement
PS-PLAN-186
 - From Doc# PS-PLAN-186
 - Item Code PS-PLAN-186
 - Load all Top Level Allocations button
PS-PLAN-187
 - Load Allocations to... PS-PLAN-186
 - Load Open/Closed/All allocations
PS-PLAN-186
 - Load the List button PS-PLAN-186
- MRP Run # PS-PLAN-185
- Net Allocated PS-PLAN-186
- Number of Scheduling Events
PS-PLAN-185
- Parent Item Code PS-PLAN-186
- Quantity Allocated PS-PLAN-186
- Quantity Received PS-PLAN-186
- Run Date and Time PS-PLAN-185
- Scheduled For PS-PLAN-186
- Select... PS-PLAN-186
- Start Date PS-PLAN-185
- MRP Runs and Allocations window
PS-PLAN-184
- Task Allocations PS-PLAN-193
- Updating the MRP Allocations
PS-PLAN-188
- Allow Adding New Items to Item Master File**
 - During BOM Entry SA-SYS-117
 - During Order Entry SA-SYS-99
- Allow entry of Batches**
 - During Order Entry SA-SYS-99
 - During PO Entry SA-SYS-101
- Allow multiple shipments**
 - on Purchase Order Items SA-SYS-101
 - on Sales Orders SA-SYS-99
- Allow Work Centers to Share Shop Floor Loca-
tions** IM-INV-151
- App Heap Size** SA-SYS-136
- Application** SA-SYS-138
- Application Features Set Window**
SA-SYS-138
- Application Path** SA-SYS-136
- Application/Data Version** SA-SYS-135
- Apply Credit Balance** QA-AR-65
- Apply Credit Balance window** QA-AR-65
- Approve Requisitions** PM-PUR-43,
PM-PUR-44, PM-PUR-49
- Approve Requisitions window** PM-PUR-43
- assemble to order** PS-PLAN-137
- Assembled at** IM-INV-148
- Assemblies** PS-BOM-48
 - adding production steps PS-BOM-49
 - decrementing components from stock
IM-INV-80
 - recording an assembly to stock IM-INV-80
- Assembly Transactions** IM-INV-67,



- IM-INV-80, IM-INV-163,
PS-PLAN-16
 - Actual # Hours IM-INV-83
 - Actual vs. Standard Labor IM-INV-86
and the bill of material IM-INV-81
and the manufacturing order IM-INV-81
 - Bill of Material vs. Manufacturing Order
IM-INV-87
 - Impact on General Ledger IM-INV-82
labor variance *see* labor variance
 - Locations in Assembly Transactions
IM-INV-150
 - make to order IM-INV-80
 - make to stock IM-INV-80
 - Multiple Assemblies
 - Build From Queue IM-INV-93
 - Load Assemblies in Queue IM-INV-93
 - Multiple Assembly Transactions
IM-INV-92
 - Non-Scheduled Assemblies IM-INV-89
 - Actual # Hrs IM-INV-90
 - Batch Number IM-INV-90
 - Impact on the GL IM-INV-89
 - Made to Order IM-INV-90
 - Pulled From Location IM-INV-91
 - non-scheduled assembly transactions
IM-INV-80
 - Posting to the GL QA-GL-69
 - Pull From Locations IM-INV-150
 - recording labor rates to the assembly
IM-INV-80
 - recording several assemblies at once
IM-INV-92
 - scheduled assembly transactions
IM-INV-80, IM-INV-81
 - Send To Location IM-INV-150
 - Updating the Manufacturing Order
IM-INV-88
 - Assembly Transactions Relieve Inventory More
Than One Level Deep** SA-SYS-116
 - Assembly Work Center** IM-INV-148
 - Assign JE Posted Period** QA-GL-5
 - automating procedures** GI-GEN-43
 - Available to Promise** IM-INV-131, SM-OE-81
to SM-OE-84, SM-OE-131
 - and Order Entry IM-INV-131,
IM-INV-133
 - Available to Promise Detail window
IM-INV-131
 - Detail Window SM-OE-81
 - Graph View SM-OE-84
 - Graphic Display IM-INV-133
 - negative forecasted quantities IM-INV-131
 - Recompute All Fields for All Items
IM-INV-131
 - Summary View SM-OE-83
 - Summary Window IM-INV-131
 - Updating Field Values with Each Transaction
IM-INV-134, SM-OE-84
 - Using During Order Entry SM-OE-83
 - Available to Promise Detail window**
IM-INV-131, SM-OE-81
 - Available to Promise Graph window**
IM-INV-133, SM-OE-84
 - Available to Promise Summary window**
IM-INV-132, SM-OE-83
- ## B
- Back command** GI-GEN-54
 - backing up** SA-SYS-221
 - remotely SA-SYS-221
 - when importing data SA-SYS-146
 - Backlog** SM-OE-63, QA-AR-5
 - Backlog List Card #1 SM-OE-63
 - Backlog List Card #2 SM-OE-65
 - Backlog Spreadsheet SM-OE-67
 - Follow Up List SM-OE-68
 - Follow-up List Report SM-OE-65
 - Backlog List Follow-up window** SM-OE-68
 - Backlog List window** SM-OE-63
 - Backlog Spreadsheet** SM-OE-67
 - Backup GL Accounts** QA-GL-18, QA-GL-38
 - backward scheduling** PS-PLAN-91,
PS-PLAN-95, PS-PLAN-96,
PS-PLAN-98
 - Timing Considerations PS-PLAN-97
 - balance checking account** QA-AP-35
 - Balance Sheet** QA-GL-11, QA-GL-31



- ul style="list-style-type: none; padding-left: 0;">
- rolling up profits and losses QA-GL-31
- Bank Transfers** QA-AP-20, GC-GC-36
- Bank Transfers window** QA-AP-20, GC-GC-36
- Bar Code Export Reports** IM-INV-95
- Bar Code Interface** IM-INV-94
- Bar Code Interface window** IM-INV-94
- BASE** SM-COM-7
- Basic Job Costing** JC-JC-3 to JC-JC-41
 - see also* Advanced Job Costing and Job Cost
- Basic Option Selection** OC-OPT-3 to OC-OPT-28
 - see also* Advanced Option Selection
- Basic Service Order Tracking** SM-SOT-2 to SM-SOT-10
 - see also* Service Order Tracking
- Batch Number** *see* **Lot & Batch Tracking**
- Batch Update Costs window** IM-INV-135
- Beginning GL Account Balances** SA-SYS-52
- Bill of Lading** IM-INV-187, IM-INV-195, SM-OE-35, SM-OE-37, SM-OE-38, SM-OE-56
- Bill of Materials Comments Window** PS-BOM-13
- Bill of Materials Component Reference Designators Window** PS-BOM-21
- Bill of Materials Component Stock Quantities Window** PS-BOM-20
- Bill of Materials Dimensional Factors window** PS-BOM-18, OC-OPT-52
- Bill of Materials Effectivity Dates window** IM-INV-178, PS-BOM-15
- Bill of Materials Option Setup Window** PS-BOM-19
- Bill of Materials window** PS-BOM-1, PS-BOM-28, PM-PUR-92
- Billed Freight - Common Carrier** QA-GL-27
- Bills of Material** PS-BOM-1 to PS-BOM-52
 - Adding PS-BOM-2
 - adding an item to a BOM PS-BOM-46
 - Adding Items to the Item Master File While Editing BOMs PS-BOM-11
 - adding production steps PS-BOM-49
 - and time-phase MRP runs PS-BOM-2
 - apply work centers directly to BOMs PS-BOM-48
 - Audit Sub-Assemblies PS-BOM-10
 - Before Starting to Reconstruct BOMs PS-BOM-37
 - BOM data entry window PS-BOM-7
 - Cloning a BOM PS-BOM-34
 - Comments PS-BOM-7, PS-BOM-13
 - copying PS-BOM-34
 - creating indented bill of material levels automatically PS-BOM-48
 - creating intermediate subassemblies automatically PS-BOM-49
 - Critical Path Viewer PS-BOM-32
 - decimal precision PS-BOM-5
 - deleting an item from a BOM PS-BOM-45
 - Dimensional Factors PS-BOM-7
 - Drawing Loc'tn PS-BOM-6
 - drilling down PS-BOM-10
 - each stage of assembly has its own item master file record PS-BOM-2
 - Editing PS-BOM-2
 - Effectivity Dates PS-BOM-7, PS-BOM-15
 - Global Search & Replace Item in BOMs PS-BOM-43
 - header comments PS-BOM-13
 - How To enter BOM effectivity dates PS-BOM-16
 - indented bills of material PS-BOM-8, PS-BOM-48
 - Invert button PS-BOM-8
 - item comments PS-BOM-13
 - items appear on a BOM but do not show up in production planning calculations PS-BOM-17
 - items appear on a BOM with no costs PS-BOM-17
 - Kit Indented BOM PS-BOM-52
 - labor PS-BOM-23
 - labor rates PS-BOM-1
 - Labor Value PS-BOM-6
 - levels PS-BOM-6
 - Load Flat button PS-BOM-8
 - Load Indented button PS-BOM-8

Managing Revisions PS-BOM-35
 Material & Overhead Value PS-BOM-6
 no-cost items PS-BOM-17
 Non-Effective Items PS-BOM-17
 Option Class PS-BOM-7
 Option Setup PS-BOM-7
 printing PS-BOM-9
 Reconstruct BOMs PS-BOM-37
 Current Costs to Transactions
 PS-BOM-42
 process interrupted PS-BOM-37
 Reconstruct BOMs Only PS-BOM-41
 Re-Enter Current Overhead Rates
 PS-BOM-40
 Schedule “Reconstruct” PS-BOM-42
 Schedule “Reconstruct” & “Costs to
 Trans” PS-BOM-42
 Update Costs from POs & Reconstruct
 BOMs PS-BOM-40
 reconstructing and standard costs
 PS-BOM-38
 References PS-BOM-7
 replacing an item in a BOM PS-BOM-43
 Reports PS-BOM-52
 revisions PS-BOM-15
 roll up the costs PS-BOM-4
 rolling up costs through all levels
 PS-BOM-37
 Routing button PS-BOM-8
 Routing Lists *see* Routings
 sorting PS-BOM-8
 Stock Quantity PS-BOM-7
 Structuring PS-BOM-1
 Utilities PS-BOM-34
 work center or routing PS-BOM-3

Bin Locations *see* **Inventory: Stock Quantities:**

Bin Locations

BOM Routing Operations window

PS-PLAN-126, PS-BOM-23,
 PS-BOM-29

BONUS SM-COM-7

Booked Order Reports SM-OE-62

Booked Order-Based Profiler window

SM-CRM-10

Booked Orders GI-EIM-6, GI-EIM-9,
 GI-EIM-14, GI-EIM-18

Browsers GI-GEN-72

Copying Selected Lines GI-GEN-73
 Customer Master File Browser GI-GEN-77
 Editing Field Values GI-GEN-73
 Inbound Shipments Browser GI-GEN-84
 Item Master File Browser GI-GEN-74
 Outbound Shipments Browser GI-GEN-85
 Sales Invoices Browser GI-GEN-81
 Sales Opportunities Browser GI-GEN-82
 Sales Order Header Browser GI-GEN-80
 Sales Quotations Browser GI-GEN-83
 Using the Browsers GI-GEN-72
 Vendor Invoice Items Browser GI-GEN-79
 Vendor Master File Browser GI-GEN-78

Bucket Size

Before MPS orders, 1 Fiscal Month Bucket
 PS-PLAN-29

Before MPS orders, 1 Fiscal Week Bucket
 PS-PLAN-29

Bucket Size = 1 Fiscal Month PS-PLAN-30

Bucket Size = 1 Fiscal Week PS-PLAN-30

MPS orders, 1 Fiscal Month Bucket
 PS-PLAN-30

MPS orders, 1 Fiscal Week Bucket
 PS-PLAN-29

Bucket Size, Changing PS-PLAN-29

Budgeting QA-GL-48

% of Sales QA-GL-49

Annual Allocation QA-GL-48

Comments QA-GL-49

Build to Stock customer record PS-PLAN-52,

PS-PLAN-57, SM-OE-120,
 SM-OE-126

buttons

invisible GI-GEN-16, SA-SYS-76

Recalculate GI-GEN-68 to GI-GEN-71

buttons are empty SA-SYS-5

buttons with no pictures SA-SYS-5

C

**Calculate Customer Numbers from Phone
 Numbers** SA-SYS-105

Calendar GI-GEN-66



- calendar days** PS-PLAN-175
- Cancel command** GI-GEN-55
- canceled data entry** GI-GEN-55
- Capacity Requirements Plan** PS-PLAN-167
 - Release Manufacturing Orders PS-PLAN-174
 - Work Center Load Spreadsheet PS-PLAN-168
 - see also* Production Planning
- Capacity Requirements Plan window** PS-PLAN-167
- card tabs** GI-GEN-8
- CASH** QA-GL-55
- Cash Accounts** GC-GC-19
- Cash Disbursements** QA-GL-25, QA-AP-22, GC-GC-28
 - Bank Code QA-AP-25
 - Check No. QA-AP-22
 - Cleared Bank QA-AP-25
 - Discount QA-AP-27
 - Find Last Payment to QA-AP-27
 - GL Account Code QA-AP-27
 - Load Payables QA-AP-28
 - Manual Checks QA-AP-29
 - Pay to the Order of: QA-AP-22
 - Paying Customers QA-AP-24
 - Paying Employees and Sales Reps QA-AP-23
 - Paying Vendors QA-AP-23
 - Payment to Vendor, Employee or Outside Rep, Customer QA-AP-23
 - Post QA-AP-29
 - Print this Check QA-AP-30
 - Void QA-AP-30
- Cash Disbursements window** QA-AP-22, QA-AP-28, GC-GC-31
- Cash Receipt Transactions** QA-AR-51, DA-GPA-27
 - Balance Due QA-AR-54
 - Bank Code QA-AR-51
 - COIX QA-AR-51
 - Customer Deposit QA-AR-55
 - Customer, Invoice or Order Number QA-AR-51
 - Discount Taken QA-AR-55
 - Editing QA-AR-56
 - GL Account QA-AR-54
 - Looking Up a Customer QA-AR-52
 - Looking Up an Invoice Number QA-AR-53
 - Looking Up an Order Number QA-AR-52
 - miscellaneous cash receipts QA-AR-53
 - Open A/R Invoices QA-AR-58
 - Posting QA-AR-56
 - Reconciling QA-AR-57
 - Transaction Number QA-AR-51
 - When to Enter X QA-AR-53
- Cash Receipt Transactions window** QA-AR-24, QA-AR-51, GC-GC-21
- cash receipts** GC-GC-20
- CFM receipts** IM-INV-161, IM-INV-164
- Change Stock Locations** IM-INV-75
- Change Stock Locations window** IM-INV-75, IM-INV-79, IM-LBS-44
- Change User Password** SA-SYS-130
- changing libraries from within Qube** SA-SYS-137
- Changing the Number of Users Limited on the System** *see* System Admin Functions
- Chart of Accounts** SA-SYS-51, QA-GL-40
 - Account Code QA-GL-41
 - Account Code Structure QA-GL-43
 - Comments QA-GL-42
 - Department Code QA-GL-46
 - Drill Down QA-GL-41
 - Editing & Adding GL Accounts QA-GL-40
 - GL Main Account Number QA-GL-43
 - GL Subaccount Number QA-GL-43
 - Order QA-GL-41
 - Posting Employee Time Charges QA-GL-47
 - Source Records for Subaccounts QA-GL-45
 - Title Accounts QA-GL-46
 - Type QA-GL-41
- Chart of Accounts window** QA-GL-40
- check digit** IM-INV-96, IM-INV-98
- check free blocks** SA-SYS-226
- Check MPS Flag Utility** PS-PLAN-64
- Check Stub:"See Attached Transactions List"** QA-AP-33



- Check Styles** SA-SYS-106
- Checking Account** QA-GL-27
- Checking Account Balances window**
GC-GC-19
- Checking Account Information window**
GC-GC-19
- Checking Account Reconciliation** QA-AP-35
- Checking Accounts, reconciling** QA-AP-49
- Clear Checks Utility** QA-AP-39
- Clear Invoicing Flag** QA-AR-67
- Clear PO Manual Allocations** SA-SYS-182
- Clear Posting Flag** QA-GL-96
- Clear Posting Flag window** QA-GL-96
- Clearing Year to Date Numbers** QA-GL-5,
QA-GL-25
- Clone a Bill of Materials window** PS-BOM-34
- close a reopened period** QA-GL-8, QA-GL-28
- Close Out Tasks for 1 Job window**
PS-PLAN-182
- Close Previously Re-Opened Period window**
QA-GL-8, QA-GL-28
- Closing Date** QA-GL-3
- closing out manufacturing orders**
PS-PLAN-152
- Closing Previously Reopened Period**
QA-GL-8, QA-GL-28
- CNK** DA-GPA-14
- CO TRUCK** QA-GL-27
- Code to Request Next Sequential Number**
SA-SYS-118, PM-PUR-58
- COGS Posting Maps** SM-OE-48, QA-GL-50
to QA-GL-52
- Creating Posting Map Codes QA-GL-51
- Viewing the Results QA-GL-51
- COIX** DA-GPA-28
see also Cash Receipt Transactions: COIX
- column pricing** SM-OE-19, SM-OE-69
- Combine Records** SA-SYS-165
- Combine Requisitions** PM-PUR-46
- Combine Requisitions window** PM-PUR-46
- command/ctrl keys** GI-GEN-5, GI-GEN-53
- Commands Bar** GI-GEN-53
- Comments Fields** GI-GEN-56, SM-OE-36
- Commission Splits & Adjustments window**
SM-COM-10
- Commissions**
on Each Order SM-COM-13
setting up on Item Master File IM-INV-41
Splits SM-COM-11
Splits & Adjustments SM-COM-10
- Commissions Entry window** DA-GPA-47
- Commissions on Each Invoice window**
SM-COM-15
- Commissions on Each Order window**
SM-COM-13
- Company Identification** SA-SYS-97
- Company Logo** SA-SYS-121
- Company Name Change Library** SA-SYS-271
- Competitive Item Information** IM-INV-157
- Competitive Item Information window**
IM-INV-157
- Component Reference Designators Window**
PS-BOM-21
- Configuration, Configurator** *see* Option Selection
- Configurators** OC-OPT-29
- Configure My Windows** GI-GEN-31,
SA-SYS-84
- configuring the system** GI-GEN-31
- Consolidate Mfg Tasks window** PS-PLAN-183
- Consolidate Orders to Minimize Invoices window** SM-OE-23
- Consolidating Manufacturing Tasks**
PS-PLAN-183
- consolidating the MPS orders** PS-PLAN-70
- constraints** PS-PLAN-89
- Contacts Window** SM-OE-28, SM-CRM-9
- Contract** SM-OE-76
- contract labor** *see* Outwork
- Contract Pricing** IM-INV-44, SM-OE-76 to
SM-OE-80
- Contract Price of Zero SM-OE-77
- Contract Pricing & Discounts SM-OE-78
- Customer Item Codes SM-OE-79
- Defaulting Prices SM-OE-78
- Effective Date SM-OE-77
- entering the data SM-OE-76
- Expiration Date SM-OE-78



- Ignoring Discounts SM-OE-79
- Printing Contract Prices and Customer Item Codes SM-OE-80
- Setup Parameters SM-OE-80
- Contract Pricing window** IM-INV-44
- Controlling Pallet Numbers** IM-PPC-12
- Convert Forecasts into Sales Orders window** PS-PLAN-47, SM-OE-115
- Corrective Action Codes window** SM-CSM-11
- cost**
 - Batch Update Costs IM-INV-135
 - changing current costs IM-INV-23
 - changing the cost of an unposted inventory transaction IM-INV-71
 - cost Defaulting during purchasing PM-PUR-16
 - Cost from Sub IM-INV-135
 - current cost IM-INV-20
 - defaulting unit costs on purchase orders IM-INV-46
 - determining the cost of an item at order entry SM-OE-47
 - freight in IM-INV-21
 - inventory IM-INV-22
 - labor IM-INV-21
 - landed costs PM-PUR-53
 - material cost IM-INV-20
 - material overhead IM-INV-21
 - outwork IM-INV-21
 - overhead IM-INV-21
 - Overhead Costs IM-INV-138
 - posting inventory costs to the GL IM-INV-22
 - posting inventory movements to a job IM-INV-62
 - rolling up BOMs IM-INV-23
 - standard cost IM-INV-22
 - unit cost of purchased items
 - From the Item Master File PM-PUR-61
 - From Vendor History PM-PUR-60
- Cost Center Codes** QA-GL-9, QA-GL-38, QA-AR-32
- Cost Multiplier** IM-INV-137
- Cost of Sales** QA-GL-65, QA-GL-11, QA-GL-31
- Labor QA-GL-72, QA-GL-74
- Materials QA-GL-78
- Costs Changed by Purchases window** PM-PUR-105
- Count Frequency** *see* **Cycle Counting**
- Countries & Currencies window** GC-GC-8
- Countries and Currencies** GC-GC-5
- Credit Balance** QA-AR-65
- Credit Card payments on vendor invoices** QA-AP-7
- Credit Card Purchases & Sales** QA-AR-68, QA-AR-75, QA-AP-46
 - create a cash disbursement QA-AR-84
 - Drafting Vendor Invoices QA-AR-82, QA-AP-46
 - Order Entry and Accounts Receivable QA-AR-68, QA-AR-78
 - Paying A/P Invoices QA-AR-84
 - Payment Terms QA-AR-68, QA-AR-77, QA-AP-46
 - Posting Cash Receipts QA-AR-69, QA-AR-80
 - Posting Credit Card Invoices QA-AR-69, QA-AR-79, QA-AR-83
 - Printed Documents and Reports QA-AR-68, QA-AR-79
 - Purchase Orders and Accounts Payable QA-AR-82, QA-AP-46
 - Receiving Payment for Credit Card Orders QA-AR-69, QA-AR-79
 - Setting Up for Credit Card Purchases QA-AR-75
- credit hold** SM-OE-33, SM-OE-44, SM-OE-57
- Credit Hold, excluding orders** PS-PLAN-104
- Credit Limit** SM-OE-57, SM-OE-93
- Credit Memo Header window** QA-AR-40
- Credit Memos** QA-AR-29, QA-AR-40, GC-GC-18, GC-GC-19
 - Applied to Invoice QA-AR-41
 - Applying Credit Memos QA-AR-45
 - Credit Memo # QA-AR-41
 - Deleting Credit Memos QA-AR-45

- Draft Credit Memo QA-AR-42
- Edit a Credit Memo QA-AR-43
- Pay Terms QA-AR-40
- Posting Invoices & Credit Memos QA-AR-45
- Critical Path** PS-PLAN-93
 - Adjust error dates PS-PLAN-176
- critical path errors** PS-PLAN-89, PS-PLAN-91, PS-PLAN-96, PS-PLAN-127
- Critical Path Viewer** PS-BOM-32
 - critical path PS-BOM-32
 - Critical Path View window PS-BOM-33
 - forward scheduling PS-BOM-32
- Cross Platform Issues**
 - Installing the System SA-SYS-37
- CTRL/COMMAND-.** GI-GEN-55
- CTRL-KEY** GI-GEN-53
- currency** SM-OE-18
- currency conversion** GC-GC-3
- Currency Exchange Rates** GC-GC-5
- Currency Exchange Rates window** GC-GC-11, GC-GC-13
- Currency Revaluation** GC-GC-37
- current costs** IM-INV-69, IM-INV-73, IM-INV-159, IM-INV-165, PS-BOM-40
 - in inventory transactions PS-BOM-42
- Current Item** GI-GEN-57
- Current Users** SA-SYS-136
- Current Users** *see also* System Admin Functions
- Custom Document Labels** GC-GC-5, GC-GC-50
- Custom Document Labels window** GC-GC-51, GC-GC-53
- Custom Field Labels** SA-SYS-88
- Customer**
 - Audit QA-GL-16, QA-GL-36
 - Class DA-GPA-17
 - credit limits SM-OE-20
 - Customer Search Window SM-TAX-14
 - Deposits SM-OE-36, QA-AR-55, DA-GPA-27
 - posting QA-GL-30
 - Discounts SM-OE-70
 - finance charges SM-OE-22
 - item codes SM-OE-76, SM-OE-79
 - Master File SM-OE-3
 - payment terms SM-OE-21
 - Records DA-GPA-44
 - shipments: viewing SM-OE-55
 - Statements SM-OE-22, QA-AR-71
- Customer Accounts Receivable window** SM-OE-13
- Customer Basic Info Window** SM-OE-3, SM-TAX-1, SM-TAX-3
 - # Locations SM-OE-5
 - Account Mgr SM-OE-6
 - Buyer SM-OE-5
 - Country SM-OE-5
 - Customer Code SM-OE-4
 - Customer Phone SM-OE-5
 - Customer Ship-From Locations SM-OE-8
 - Customer Status SM-OE-4
 - Customer Type SM-OE-5
 - Entering Multiple Ship-to Addresses SM-OE-7
 - Lead Source SM-OE-5
 - Letter SM-OE-11
 - Problem Accounts SM-OE-6
 - Sales Activities SM-OE-10
 - Sales Rep SM-OE-9
 - Ship-To Addresses SM-OE-6
- Customer Basic Information Window** SM-TAX-11
- Customer Class Setup window** DA-GPA-18
- Customer Contact Information window** SM-OE-27
- Customer Contacts window** SM-OE-28, SM-CRM-9
- Customer Expected Accounts Receivable Balances window** SM-OE-26
- Customer Financial Info Window** SM-OE-12, QA-GL-26, DA-GPA-25
 - Apply Finance Charge SM-OE-22
 - Apply Volume Discount SM-OE-20
 - Buttons



- Search SM-OE-13
- Calculated Fields SM-OE-24
- Consolidate Orders into 1 invoice SM-OE-22
- Contacts SM-OE-27
- Credit Card # SM-OE-22
- Credit Info SM-OE-26
- Credit Limit SM-OE-20
- Currency SM-OE-18
- Date Entered SM-OE-20
- Discounts SM-OE-19
- Drill menu
 - A/R List SM-OE-13
 - Cust. Stock SM-OE-16
 - EDI Setup SM-OE-17
 - Orders List SM-OE-14
 - Profile SM-OE-16
 - Quotations List SM-OE-15
 - Serial #s List SM-OE-15
- Drill/Write menus SM-OE-12
- Exempt from all Sales Taxes SM-OE-19
- Payment Terms SM-OE-21
- Pays Invoices In xx Days SM-OE-25
- Post A/R GL Sub-Account SM-OE-20
- Price Default Column SM-OE-19
- Resale # SM-OE-20
- Resale Tax Rate SM-OE-10
- Sales Tax Code SM-OE-9
- Scheduling Priority SM-OE-22
- Send Statements SM-OE-22
- Ship Terms SM-OE-18
- Ship Via SM-OE-17
- VAT Registration # SM-OE-22
- Vendor Code SM-OE-19
- Write menu
 - cc Sales Ops SM-OE-17
 - Clear Orders SM-OE-17
 - Hold Orders SM-OE-17
 - Prepayments SM-OE-17
- Customer Maintenance window** DA-GPA-44
- Customer Master File** SM-OE-3
- Customer Master File Browser** GI-GEN-77
- Customer Material Receipts window** IM-INV-161
- Customer Order History window** SM-OE-14
- Customer Quotation History window**

- SM-OE-15
- Customer Relationship Management**
 - SM-CRM-1 to SM-CRM-35
 - Activity Categories SM-CRM-4
 - Activity Types and Priorities SM-CRM-4
 - Calendared Activities SM-CRM-3
 - Contacts Window SM-CRM-9
 - Data Mining SM-CRM-10
 - Booked Order-Based Profiler SM-CRM-10
 - create customer profiles SM-CRM-11
 - define customer profiles SM-CRM-10
 - Opportunity-Based Profiler window SM-CRM-12
 - perform sales activities SM-CRM-11
 - search and decision criteria SM-CRM-12
 - set up followup activities SM-CRM-11
 - dragging and dropping an activity SM-CRM-7
 - edit an existing planned activity SM-CRM-8
 - enter a planned activity SM-CRM-5
 - floating toolbar SM-CRM-6
 - insert a new activity SM-CRM-8
 - Internet Email SM-CRM-14
 - blank email address warning SM-CRM-20
 - Broadcast email SM-CRM-18
 - default contacts for broadcast communication SM-CRM-20
 - different templates SM-CRM-20
 - Electronic Mail Set Up window SM-CRM-14
 - email attachments SM-CRM-19
 - Email Limitations SM-CRM-24
 - Email Templates SM-CRM-20
 - Get email SM-CRM-23
 - send an email SM-CRM-15
 - setting up email SM-CRM-16
 - using a list window SM-CRM-18
 - Internet Services SM-CRM-32
 - Driving Directions SM-CRM-32
 - Get Address & Phone SM-CRM-33
 - Letter Writing SM-CRM-27
 - changing form letters SM-CRM-30
 - Form letters SM-CRM-27
 - load contacts SM-CRM-9
 - Objectives SM-CRM-1
 - Overview SM-CRM-1

- Telephone Dialing SM-CRM-25
 - Dialing Setup SM-CRM-26
 - viewing planned activities SM-CRM-8
- Customer Search window** SM-OE-13, SM-TAX-14
- Customer Serial Numbers window** SM-OE-15
- Customer Service Management** SM-CSM-1 to SM-CSM-42
 - see also* Service Order Tracking
 - Converting Data with the Task Assistant SM-CSM-6
 - Corrective Action Codes SM-CSM-11
 - Data Integration SM-CSM-4
 - decision tree SM-CSM-12
 - Expected Benefits SM-CSM-2
 - Follow Up Events SM-CSM-14
 - Getting Started SM-CSM-5
 - Invoicing a Service Order SM-CSM-38
 - Order Questionnaire window SM-CSM-13
 - Overview SM-CSM-1
 - Problem Cause Codes SM-CSM-10
 - Problems by Problem Type report SM-CSM-2
 - Questionnaire Labels & Logic SM-CSM-12
 - refresh the Personnel & Labor Functions list SM-CSM-7
 - Reports SM-CSM-39
 - Service Order Problems by Item Code SM-CSM-42
 - Service Orders by Item Code SM-CSM-40
 - Service Orders by Service Order Item Number SM-CSM-39
 - Service Order Header window SM-CSM-19
 - Service Order Problems, Causes & Actions SM-CSM-25
 - Service Order Problems, Causes & Actions window SM-CSM-9, SM-CSM-10, SM-CSM-11
 - Service Order Problems, Causes & Replacement Parts window SM-CSM-17
 - Service Order Questionnaire SM-CSM-12, SM-CSM-32
 - Service Orders List SM-CSM-33
 - Service Orders window SM-CSM-15
 - Service Orders, Card 1 SM-CSM-19
 - Service Orders, Card 2 SM-CSM-25
 - Service Orders, Card 3 SM-CSM-32
 - Service Problem Codes SM-CSM-9
 - Service Set Up SM-CSM-8
 - Setting Up SM-CSM-5
 - Shipping and Invoicing a Service Order SM-CSM-38
 - update your reports file SM-CSM-7
 - User Access Privileges SM-CSM-5
 - Using the Module SM-CSM-15
- Customer Service Orders** GC-GC-24
- Customer Service Orders List window** SM-CSM-33
- Customer Ship-From Locations** IM-MSW-2
- Customer Types**
 - and Great Plains DA-GPA-17
 - Apply Volume Discounts SM-OE-94
 - Customer Type field on Customer Master File SM-OE-5
 - Default Credit Limit SM-OE-93
 - Default Payment Terms SM-OE-93
 - Default Price Category SM-OE-94
 - Default Ship Via SM-OE-93
 - Description SM-OE-93
 - Problem Types SM-OE-94
 - Type Code SM-OE-93
- Customer Types Window** SM-OE-93, SM-COM-8, DA-GPA-17
- Customer-Furnished Materials** IM-INV-42, IM-INV-159 to IM-INV-168
 - ad hoc report write IM-INV-164
 - assembly transactions IM-INV-163
 - CFM receipts IM-INV-161, IM-INV-164
 - current costs IM-INV-159, IM-INV-165
 - Customer Material Receipts window IM-INV-161
 - flat bill of material IM-INV-162
 - FLOTS IM-INV-160
 - general ledger IM-INV-164
 - Inventory IM-INV-159
 - inventory transactions file IM-INV-159
 - Item Master File IM-INV-160, IM-INV-162



Item Master File card #2 IM-INV-160
 job cost transactions IM-INV-163
 lot & batch tracking IM-INV-160
 Posting Transactions IM-INV-164
 Purchasing functions IM-INV-161
 standard cost IM-INV-165
 Stock Quantities window IM-INV-163
 transaction type IM-INV-162
 Zero Standard Costs IM-INV-159,
 IM-INV-163, IM-INV-164

Customer-Furnished Materials window
 IM-INV-166, SM-OE-16

Customized Version Code SA-SYS-98
customizing the system for each user
 GI-GEN-35

Cycle Count Transactions *see* **Cycle Counting**

Cycle Counting IM-INV-38, IM-INV-39,
 IM-INV-103, JC-JC-42

and ABC Analysis IM-INV-104
 conducting cycle counts IM-INV-107
 count accuracies IM-INV-103
 cycle count frequencies IM-INV-103
 Cycle Count Transactions IM-INV-107
 Entering Cycle Count Transactions
 IM-INV-107
 Entering Manual Counts IM-INV-111
 finalizing the count IM-INV-115
 How Cycle Counting Works IM-INV-103
 Lot & Batch # IM-INV-109
 posting transaction to the GL QA-GL-32
 printing the count worksheet report
 IM-INV-112
 probability of variance IM-INV-103
 Set Count Frequency IM-INV-105
 Using the Automated Cycle Counting Func-
 tions IM-INV-112
 when the cycle count does not register in in-
 ventory IM-INV-115

D

Data

Dictionary Browser *see* Data Structure:Data
 Dictionary Browser

Entry Area GI-GEN-57
 Entry Line GI-GEN-59
 exporting and importing SA-SYS-245
 file name and location GI-GEN-3
 File Path SA-SYS-136
 files GI-GEN-3, GI-GEN-40,
 SA-SYS-284
 reorganizing SA-SYS-236

Data Dictionary Browser SA-SYS-6,
 SA-SYS-284

Data File SA-SYS-284
 Empty Window SA-SYS-285
 Field Type Displays SA-SYS-288
 Fields Display SA-SYS-287
 File Relationships SA-SYS-286
 Module and File Selections SA-SYS-285
 Printing the Browser SA-SYS-285
 The Selected File SA-SYS-286
 Using the Browser SA-SYS-285
 Version 7.32 or Greater SA-SYS-284

Data Dictionary Compiled On SA-SYS-136

Data Dictionary Update SA-SYS-234

Data File Management SA-SYS-218 to
 SA-SYS-283

Backing Up Your Data SA-SYS-221
 Check Data File SA-SYS-232
 Check data file size SA-SYS-224
 Check Free Blocks SA-SYS-226
 Common Instructions SA-SYS-219
 Company Name Change Library
 SA-SYS-271

data corruption SA-SYS-228
 data file size SA-SYS-224
 Data Structure Diagrams SA-SYS-273 to
 SA-SYS-283

Dates.LBR SA-SYS-259
 exporting and importing data SA-SYS-245
 Introduction SA-SYS-218
 NewData.LBR SA-SYS-270
 Omnis Export and Import SA-SYS-238
 Optimize your file server SA-SYS-223
 Quick Check SA-SYS-228
 Repair Damage SA-SYS-230
 Reorganize the Data File SA-SYS-236

- Repair Damage Found by Quick Check
SA-SYS-230
- Test Drive Library SA-SYS-267
- Transfer Library SA-SYS-263
- Update Data Dictionary SA-SYS-234
- Update the QUBE.CNK File SA-SYS-257
- Updater Library SA-SYS-261
- Updating reports SA-SYS-255
- Data Mining** SM-CRM-10
 - Booked Order-Based Profiler SM-CRM-10
 - create customer profiles SM-CRM-11
 - define customer profiles SM-CRM-10
 - Opportunity-Based Profiler window
SM-CRM-12
 - perform sales activities SM-CRM-11
 - search and decision criteria SM-CRM-12
 - set up followup activities SM-CRM-11
- Data Structure**
 - Data Dictionary Browser SA-SYS-284
 - Field Type Displays SA-SYS-288
 - Fields Display SA-SYS-287
 - Module and File Selections
SA-SYS-285
 - Printing the Browser SA-SYS-285
 - The Selected File SA-SYS-286
 - Using the Browser SA-SYS-285
- Date CR Set** SM-OE-24
- date of application (library)** SA-SYS-136
- Dates library** SA-SYS-8
- Dates.LBR** SA-SYS-259
- Debit Memo Header window** QA-AP-12
- Debit Memo Items window** QA-AP-13
- Debit Memos** QA-AP-12, GC-GC-27,
GC-GC-34
 - Entering QA-AP-12
 - Items window QA-AP-13
 - Posting QA-AP-13
- debugging** PS-PLAN-21
- Decimal Place Option**
 - in purchase orders + requisitions
SA-SYS-101
 - in sales orders, invoices + quotations
SA-SYS-100
- DEF** SM-OE-33
- Default "Pull From" & "Send To" Locations
for Raw Materials and Assemblies**
SA-SYS-115
- Default item Type for new items** SA-SYS-99,
SA-SYS-101
- Default Location for PO Receipts** SA-SYS-116
- Default Location for Receipts Requiring In-
spections** SA-SYS-116
- Default Location to Pull Inventory When In-
voicing** SA-SYS-111
- Default Purchasing Cost from Qualified Ven-
dor History?** SA-SYS-101
- Default Sales Reps and Account Managers**
SM-OE-89
- default ship-from location** IM-MSW-3
- Default Tax Rates** SM-TAX-2
 - Default Tax Rate #1 SA-SYS-105
 - Default Tax Rate #2 SA-SYS-106
- Default Work Center** SA-SYS-118
- Deferred Income** QA-GL-31
 - sale SM-OE-33
- Delete command** GI-GEN-55
- deleting an MPS order** PS-PLAN-71,
PS-PLAN-76
- Demand Time Fence** PS-PLAN-25,
PS-PLAN-79
- Department Code** PS-LAB-20, QA-GL-26,
QA-GL-46
- Department Expense Reports** QA-GL-9
- Department Information window** PS-LAB-17
- Dependent Demand** PS-PLAN-62
- Deposits Against Sales Orders** DA-GPA-27
- Deposits Against Sales Orders window**
DA-GPA-27
- Dept** QA-AR-32
- Dept. Code** PS-LAB-17
- Dept. Name** PS-LAB-17
- Design menu** SA-SYS-137
- Developer Versions** SA-SYS-5
- Developer Windows** SA-SYS-144
- Disallow change to vendor code** SA-SYS-102
- Disbursements by Date** QA-AP-33
- discounts** SM-OE-19, SM-OE-20,
SM-OE-70, SM-OE-100,
PM-PUR-123, QA-GL-25



contract pricing IM-INV-44
 DISCOUNT IM-INV-4
 discount rate SM-OE-100, PM-PUR-123
 Terms Discount % SM-OE-35
Discounts & Allowances: posting QA-GL-31
Discounts, terms SM-OE-74
Discounts, unit price SM-OE-74
Disk-Based Scheduling PS-PLAN-112
display issues SA-SYS-33
displaying functions GI-GEN-31
Distributing Journal Entry Postings Past 14 Periods QA-GL-5
distribution accounts QA-GL-22
 when none exists QA-GL-22
Document Labels window GC-GC-50
Draft Commission Checks window
 SM-COM-22
Draft Credit Memo GC-GC-19
Draft Credit Memo button QA-AR-42
Draft Credit Memo window QA-AR-42,
 GC-GC-19
Draft Payment Functions QA-AP-15
Draft Repeat Payments QA-AP-19
Draft Vendor Invoice PM-PUR-82,
 PM-PUR-86, PM-PUR-116,
 GC-GC-26
Draft Vendor Invoice from a PO QA-AP-41
Draft Vendor Invoice from a PO window
 PM-PUR-116, QA-AP-41, GC-GC-26
Draft Vendor Invoice window QA-AR-83
Draft Vendor Payments QA-AP-19
Draft Vendor Payments window QA-AP-15
Drafting Vendor Payments QA-AP-15
Drag and Drop Rescheduling PS-PLAN-205 to
 PS-PLAN-209
 Earliest Date PS-PLAN-206
 Latest Date PS-PLAN-207
 Load Planned MFG Orders PS-PLAN-206
 Load Released MFG Orders PS-PLAN-206
 Load Tasks PS-PLAN-207
 Select 1 item/job/Work Center
 PS-PLAN-207
 Select All Jobs, Items and Work Centers
 PS-PLAN-207

 Select past due planned events/with 0 made so
 far PS-PLAN-207
Drag and Drop Rescheduling Window
 PS-PLAN-206
Drawing Loc'tn PS-BOM-6
Drawings SA-SYS-117, PS-PLAN-140
Dynamics
 installing SA-SYS-36
Dynamics Links
 Specifications DA-GPA-4
E
Easy free mem SA-SYS-136
ECO Dispositions window IM-INV-174,
 IM-INV-181
economic order quantities IM-INV-51
EDI PS-PLAN-57, SM-OE-126
 810 transactions SM-OE-103
 850 transactions SM-OE-103
 Creating an 850 Setup SM-OE-106
 Creating the Export File used by Gentran
 SM-OE-107
 Importing 850 Transactions SM-OE-110
 Loading an 810 Setup SM-OE-106
 Loading EDI Setups SM-OE-106
 Send and Receive EDI Transactions
 SM-OE-108
 Sending 810 Transactions SM-OE-109
 Setup SM-OE-103
EDI Setup window SM-OE-17, SM-OE-103
Edit Zero Standard Cost Purchased Items
 QA-GL-19
Editing "Fixed" Orders PS-PLAN-37
editing an MPS order PS-PLAN-71,
 PS-PLAN-76
editing data GI-GEN-56
Electronic Data Interchange *see also* EDI
 SM-OE-103
Electronic Mail Set Up window SM-CRM-14
Electronic Notifier window GI-GEN-52
Electronic Signature GI-GEN-4
 at Log-On Prompt SA-SYS-38
 see also System Security



Electronic Signature Entry Screen

SA-SYS-129, PS-LAB-1

Email Templates SM-CRM-20

Emergency Contact PS-LAB-20

Employee Code PS-LAB-19

Employee Sales Data window PS-LAB-24, SM-COM-5

Employee Time Charges *see* Job Cost

Employee Time Charges, by Date and Person window JC-JC-8

Employee Time Charges, By Job window JC-JC-11

empty buttons SA-SYS-5

Empty Rack Positions IM-PPC-14

Empty This Pallet to location IM-PPC-5

Emptying a Pallet IM-PPC-12

emptying an entire pallet IM-PPC-7

Enable All Menus button SA-SYS-137

Engineering Change Management

IM-INV-169 to IM-INV-184

Bill of Materials Effectivity Dates window
IM-INV-178

Changing Revision Level IM-INV-176

Controlling BOM Revision References
IM-INV-178

Defining Revision Levels IM-INV-170

ECO Disposition Codes Table IM-INV-174

ECO Dispositions window IM-INV-174,
IM-INV-181

Initializing Revision Data IM-INV-183
Reports IM-INV-182

Revisions and Engineering Change Orders
window

1st Article Approved IM-INV-171

1st Article Produced IM-INV-171

Active Item IM-INV-170

Comments IM-INV-173

Created By IM-INV-172

Current Revision IM-INV-170

Disposition IM-INV-173

Effectivity Date IM-INV-172

Engineering Change Order #

IM-INV-172

Expiration Date IM-INV-172

Inspect on Receipt IM-INV-171

Item Code IM-INV-170

Proposed Effectivity Date IM-INV-172

Revision Code # IM-INV-171

Revision Controlled Item IM-INV-171

Revision Date IM-INV-170

Status IM-INV-172

User Feedback Regarding Items in the Revi-
sion Process IM-INV-180

Enter Item Stock Counts window

IM-INV-120, IM-LBS-45

Enter Orders Using Option Selection Window SA-SYS-99

Entering and Saving Data SA-SYS-103

Entering Data GI-GEN-56

Entering Job Cost Data JC-JC-46

EOQ PM-PUR-111

error messages GI-GEN-4

at Log-On SA-SYS-41

Error DiSetinitials/0 SA-SYS-41

Too Many Workstations in Use SA-SYS-43

Estimated Accounts Payable PM-PUR-82,

PM-PUR-84, PM-PUR-86,

QA-GL-31, QA-GL-64, QA-GL-65,

QA-GL-66, QA-GL-68, QA-GL-79

auditing PM-PUR-82, PM-PUR-84

Estimated Costs JC-JC-54

Estimated Job Cost JC-JC-50

Estimated Job Costs - Hours Window JC-JC-52

Estimated Job Costs Window JC-JC-51

Executive Information GI-EIM-1 to

GI-EIM-21, GC-GC-16, GC-GC-21

accounts payable GI-EIM-7, GI-EIM-8

accounts receivable GI-EIM-7, GI-EIM-8

Booked Orders GI-EIM-6, GI-EIM-9,

GI-EIM-14, GI-EIM-18

inventory GI-EIM-6

Inventory Forecast Spreadsheet GI-EIM-16

Inventory Spreadsheet GI-EIM-18

Invoiced Sales GI-EIM-6, GI-EIM-9,

GI-EIM-14, GI-EIM-18

Overview window GI-EIM-1, GI-EIM-6,

GI-EIM-8

Purchasing Dollars GI-EIM-14,

GI-EIM-18

Work Center Load Spreadsheet GI-EIM-15,

GI-EIM-18

Executive Information Overview window

GI-EIM-1, GI-EIM-6, GI-EIM-8

Executive Information Preferences

SA-SYS-78

EXP IM-INV-14

Expiration Date, Lot & Batch IM-PPC-16

Expiration dates SA-SYS-135

Export Flag DA-GPA-23, DA-GPA-32

exporting and importing data SA-SYS-245

F

Fabricated IM-INV-17

Fabricated or Purchased IM-INV-18,

PS-PLAN-113, PS-PLAN-119

Features Set Window SA-SYS-138

Field Definitions SA-SYS-287

field structure associated with each data file

SA-SYS-284

FIFO/LIFO

Integrated with General Ledger QA-GL-82

FIFO/LIFO GL

Fifo/Lifo Examples QA-GL-93

FIFO/LIFO Stock Layers window

QA-GL-91

How to Post FIFO/LIFO Inventory Transactions QA-GL-83

Purchase Price Variance Adjustments

QA-GL-89

Using the Unposted Inventory Transactions report QA-GL-82

vendor invoices QA-GL-89

Fifo/Lifo see Job Cost: Fifo/Lifo Job Costing

Fifo/Lifo Stock Layers window JC-JC-30

File Relationships SA-SYS-286

Fill in Blank Work Centers and Prime Vendors

PS-PLAN-20

Fill Selected Material Requirement Shortages window PS-PLAN-166

FIN IM-INV-15, QA-GL-68

Finance Charges SM-OE-22, QA-GL-37,

QA-AR-62, QA-AR-63

Finance Charges window QA-AR-63

Find Command GI-GEN-54

Find field GI-GEN-54

Finder SA-SYS-136

Finite Scheduling PS-PLAN-88,

PS-PLAN-100

Changes for Version 7.35 PS-PLAN-114

First command GI-GEN-54

Fiscal Year QA-GL-2

Fixed SM-OE-52

Fixed Orders PS-PLAN-37

Fixed Rate per Hour PS-LAB-28

flat bill of material IM-INV-162

Flat Kit List SM-OE-64

Flexible Schedules SA-SYS-112

FLOTS file IM-INV-160

Follow Up Activities window SM-CSM-29

fonts SA-SYS-33

For Sorts/Lists SA-SYS-137

Forecast Header window PS-PLAN-43,

SM-OE-111

Forecast Items window PS-PLAN-44,

SM-OE-112

Forecast Spreadsheet window PS-PLAN-51,

SM-OE-119

Forecasting PS-PLAN-41 to PS-PLAN-60,

SM-OE-111 to SM-OE-127

Adding Forecasts to the Data File

PS-PLAN-51, SM-OE-119

Chance of Sale PS-PLAN-46, SM-OE-114

consuming forecasts via time fences

PS-PLAN-24

Convert Forecasts into Orders PS-PLAN-43,

SM-OE-111

Convert Forecasts into Sales Orders window

PS-PLAN-47, SM-OE-115

Convert to a Sales Order button

PS-PLAN-45, SM-OE-113

and dependent demand PS-PLAN-41

Forecast Header PS-PLAN-44,

SM-OE-112

Forecast Records PS-PLAN-43,

SM-OE-111

Forecast Reports PS-PLAN-59

Forecast Spreadsheet PS-PLAN-51,



SM-OE-119

Forecast vs. Actual Order Quantities
PS-PLAN-59

Generate Forecasts Audit Report
PS-PLAN-56, SM-OE-124

Generate Forecasts Window PS-PLAN-52,
SM-OE-120

generating PS-PLAN-52, SM-OE-120

Importing Forecasts PS-PLAN-57,
SM-OE-126

Inventory Forecast Spreadsheet
PS-PLAN-60

inventory items PS-PLAN-43, SM-OE-111

load all of the forecast shipment records in a
single window PS-PLAN-47,
SM-OE-115

make to order PS-PLAN-43, SM-OE-111

make to stock PS-PLAN-44, SM-OE-112

Monitoring the Accuracy of Your Forecasts
PS-PLAN-59

and MRP PS-PLAN-41

sales PS-PLAN-43, SM-OE-111

Status PS-PLAN-45, SM-OE-113

Using Scheduling Lot Size when generating
PS-PLAN-54, SM-OE-122

Forecasting Inventory IM-INV-131,
SM-OE-131

determining which parts are available for sale
IM-INV-132

Forecasts *see* **Forecasting**

Foreign Descriptions GC-GC-47

Format Browser SA-SYS-5

Forward PS-PLAN-91

Forward command GI-GEN-54

Forward scheduling PS-PLAN-24,
PS-PLAN-91 to PS-PLAN-98

critical path PS-PLAN-93

critical path error PS-PLAN-91

Critical Path View window PS-PLAN-94

production scheduling algorithm
PS-PLAN-97

Ship Dates Changed by Forward Scheduling
report PS-PLAN-97

Timing Considerations PS-PLAN-97

Who Needs Forward Scheduling
PS-PLAN-91

Freight Expense QA-GL-31

Freight Invoice IM-INV-190

Function Selection Palettes GI-GEN-9 to
GI-GEN-14

Functions Missing from Lists GI-GEN-14

Icon Displays GI-GEN-9

Lists Stored in Ram GI-GEN-13

Open Several Windows at Once GI-GEN-11

Record Counts GI-GEN-10

Reporting Functions Palette GI-GEN-13

Reports GI-GEN-10

Tailoring Lists GI-GEN-14

G

general ledger IM-INV-164

General Ledger Account Code Structure
QA-GL-43

General Ledger Account Types QA-GL-7

Account Type Code QA-GL-7

Compute Cost of Goods Sold or Net Sales?
QA-GL-8

Credit or Debit? QA-GL-8

Description QA-GL-8

Income Statement or Balance Sheet
QA-GL-8

Printing Options QA-GL-8

General Ledger Account Types window
QA-GL-7

General Ledger Budgeting window QA-GL-48

General Ledger Calendar SA-SYS-51,
QA-GL-2

Closing Date QA-GL-3

Current Accounting Period QA-GL-3

Current vs. Previous Years in Posted Transac-
tions QA-GL-4

GL Calendar and Financial Statements
QA-GL-4

GL Calendar and Posting QA-GL-4

GL Calendar and Reports QA-GL-4

Last Month-End Closing QA-GL-2

Periods 13 & 14 QA-GL-3



- General Ledger Calendar window** QA-GL-2
- General Ledger Cost Center Codes window**
QA-GL-9
- General Ledger Journal Entries** DA-GPA-43,
DA-GPA-46
- General Ledger Journal Entries window**
QA-GL-53, QA-GL-55, DA-GPA-37,
GC-GC-38
- General Ledger Key Accounts window**
IM-INV-102, QA-GL-31
- General Ledger Reports** QA-GL-9,
QA-GL-29
- General Stock** PS-PLAN-139
 - general stock locations IM-INV-152
 - nettable stock IM-INV-152
- Generate Forecasts Window** PS-PLAN-52,
SM-OE-120
- Generate Master Schedule** PS-PLAN-68
- Generate POs or Reqs, Stock to Max**
PM-PUR-35
- Generate POs or Reqs, Stock to Max window**
PM-PUR-35
- Generate POs or Requisitions for Select Orders**
PM-PUR-37
- Generate POs or Requisitions for Select Orders window** PM-PUR-37
- Generate Requisitions from Sales** PM-PUR-42
- Generate Requisitions from Sales window**
PM-PUR-42
- generating MPS orders** PS-PLAN-76
- GENL** QA-GL-55
- Get Currency Rates from WWWeb** GC-GC-5
- GL Accounts**
 - Great Plains format SA-SYS-174
 - structure QA-GL-38
- GL Key Accounts** SA-SYS-51, PM-PUR-61,
QA-GL-21, QA-GL-43, QA-GL-68,
QA-GL-69, QA-GL-77
 - *** (three asterisks appear in a Key Account)
QA-GL-23
 - A/P Discounts Taken QA-GL-25
 - Accounts Payable - Trade QA-GL-25
 - Accounts Receivable -Trade QA-GL-25
 - Billed Freight - Common Carrier QA-GL-26
 - Billed Freight - Company Truck QA-GL-27
 - Checking Accounts QA-GL-27
 - Cost of Sales - Freight QA-GL-28
 - Cost of Sales - Labor QA-GL-28
 - Cost of Sales - Material QA-GL-28
 - Cost of Sales - Misc. QA-GL-30
 - Cost of Sales - Subcontractor QA-GL-30
 - Customer Deposits QA-GL-30
 - Deferred Income QA-GL-31
 - Discounts & Allowances QA-GL-31
 - Estimated Accounts Payable QA-GL-31
 - Freight Expense QA-GL-31
 - Gain on Currency QA-GL-31
 - How Do Key Accounts Work? QA-GL-21
 - Income Summary QA-GL-31
 - Inventory Accounts QA-GL-32
 - Inventory Adjustments QA-GL-32
 - Inventory Scrap QA-GL-32
 - Labor Overhead QA-GL-33
 - Labor Variance QA-GL-33
 - Material Variance QA-GL-33
 - Miscellaneous Expense QA-GL-34
 - Payroll Payable QA-GL-35
 - Promotional Credits Due QA-GL-35
 - Purchase Price Variance QA-GL-35
 - Retained Earning QA-GL-35
 - Retained Earnings Adjustments QA-GL-36
 - Retained Earnings-Beginning Balance
QA-GL-36
 - Sales QA-GL-36
 - Sales Adjustments QA-GL-37
 - Sales Commission Expense QA-GL-37
 - Sales Tax Expense QA-GL-37
 - Sales Tax Payable QA-GL-38
 - Setting Up Key Accounts QA-GL-23
 - Wild Cards QA-GL-23
- GL posting detail** QA-GL-54
- GL Sub Accounts**
 - Accounts Payable QA-GL-25
 - Accounts Receivable QA-GL-26
 - see also* Sub Accounts
- Global Commerce** GC-GC-3 to GC-GC-56
 - Accounts Payable GC-GC-19, GC-GC-20
 - Accounts Receivable GC-GC-18,



- GC-GC-20, GC-GC-24
- balance sheet accounts GC-GC-20
- Bank Transfers GC-GC-36
- Cash Accounts GC-GC-19
- Cash Disbursement window GC-GC-31
- Cash Disbursements GC-GC-28, GC-GC-33
- cash receipts GC-GC-20, GC-GC-21
- Checking Accounts window GC-GC-19
- Countries & Currencies window GC-GC-8
- Countries and Currencies GC-GC-5
- country codes GC-GC-8
- Credit Memos GC-GC-18, GC-GC-19
- currency code GC-GC-8, GC-GC-15, GC-GC-19, GC-GC-24, GC-GC-25
- currency conversion GC-GC-3, GC-GC-5, GC-GC-10, GC-GC-17, GC-GC-19, GC-GC-23, GC-GC-24, GC-GC-25, GC-GC-28, GC-GC-33, GC-GC-34
- currency exchange rate GC-GC-5, GC-GC-13, GC-GC-15, GC-GC-20, GC-GC-21
- current GC-GC-5, GC-GC-12, GC-GC-15
- historic GC-GC-5, GC-GC-13
- Currency Exchange Rates window GC-GC-11, GC-GC-13
- Custom Document Labels GC-GC-5, GC-GC-50
- Custom Values List GC-GC-52
- Customer Master File GC-GC-47
- Customer Service Orders GC-GC-24
- Debit Memos GC-GC-27, GC-GC-34
- Default Values List GC-GC-52
- document labels GC-GC-5
- downloading currency conversion rates from the Internet GC-GC-11, GC-GC-12, GC-GC-13
- Draft Credit Memo GC-GC-19
- Draft Credit Memo window GC-GC-19
- Draft Vendor Invoice GC-GC-26
- File Mode window GC-GC-52
- foreign currency GC-GC-19, GC-GC-21
- Foreign Descriptions GC-GC-47
- Get Currency Rates from WWWeb GC-GC-5
- home country GC-GC-6, GC-GC-8, GC-GC-9, GC-GC-10, GC-GC-12, GC-GC-15
- home currency GC-GC-3, GC-GC-10, GC-GC-13, GC-GC-16, GC-GC-19, GC-GC-20, GC-GC-21
- International Tax Structure GC-GC-5, GC-GC-6
- inventory accounts GC-GC-20
- Invoice Payment Information window GC-GC-23
- Invoice Payments window GC-GC-18, GC-GC-19, GC-GC-28
- invoices GC-GC-19
- Item Master File Card #2 GC-GC-41
- journal entry GC-GC-20, GC-GC-35, GC-GC-37
- Language Codes & Descriptions GC-GC-5, GC-GC-46
- Language Setup GC-GC-10
- multiple currencies GC-GC-29
- original currency GC-GC-16
- PO Receipts window GC-GC-49
- Posting
 - Cash Receipts GC-GC-22
 - Credit Memos GC-GC-19
 - Debit Memos GC-GC-28
- primary currency GC-GC-9
- printing
 - documents GC-GC-56
 - reports GC-GC-54
- Purchase Orders GC-GC-26
- Quotations GC-GC-25
- Requisitions GC-GC-26
- Revaluation GC-GC-37
- Sales Invoices GC-GC-18, GC-GC-20
- secondary currency GC-GC-9, GC-GC-10
- Small Balance Write Offs GC-GC-23
- System Set Up Card #1 GC-GC-45
- System Set Up Card #2 GC-GC-39



tax codes GC-GC-5, GC-GC-6,
GC-GC-39
Tax on Shipping GC-GC-45
tax rates GC-GC-5, GC-GC-6,
GC-GC-39
trading partner country GC-GC-9,
GC-GC-42
Trial Post GC-GC-18, GC-GC-21
Value Added Tax GC-GC-5, GC-GC-6,
GC-GC-9, GC-GC-39,
GC-GC-41
VAT Registration Number GC-GC-45
Vendor Invoice Items window GC-GC-27
Vendor Invoice Payments window
GC-GC-34
Vendor Invoices GC-GC-20, GC-GC-27
Vendor Master File GC-GC-47

GRAPHRGB.DAT SA-SYS-6
GRAPHRGB.DAT *see* **Installing the System**
SA-SYS-6

graphs SA-SYS-6
graphs don't display properly SA-SYS-6
Great Plains Interface

A_SSI_Link_Errors DA-GPA-39
account structure DA-GPA-19
Aliases DA-GPA-19
audit trails DA-GPA-46, DA-GPA-52
auditing transactions between two systems
DA-GPA-42
Batch ID DA-GPA-52
Batch ID number DA-GPA-42,
DA-GPA-46
Check Name DA-GPA-50
Chunk file DA-GPA-14
Class ID DA-GPA-50
COIX DA-GPA-28
Commission Percentage DA-GPA-47
Creating AR Transactions in Qube
DA-GPA-26
Creating the QUBELINK.TXT file
DA-GPA-10
cross platform (Mac-Windows) linking
DA-GPA-16
customer balances in Qube DA-GPA-22

Customer Class DA-GPA-13
Customer Class ID DA-GPA-44
Customer Deposits DA-GPA-27
Customer Maintenance DA-GPA-44
Customer Records in Dynamics
DA-GPA-44
Customer Type DA-GPA-13, DA-GPA-17
data path from Dynamics to Qube
DA-GPA-15
Deposits Against Sales Orders DA-GPA-27
Dynamics Customer Class DA-GPA-17
Dynamics GL Account Aliases DA-GPA-19
Dynamics Link History DA-GPA-41
Dynamics Links DA-GPA-4
Dynamics Links Setup DA-GPA-5
Dynamics Qube Link Path Setup Window
DA-GPA-16
Dynamics Vendor Class DA-GPA-18
enable Qube alias DA-GPA-21
Enable the users to be linked DA-GPA-7,
DA-GPA-9
entering payables DA-GPA-31
errors occur during exporting of records from
Qube DA-GPA-40
Export Cash Transactions option
DA-GPA-54
Export Check Transactions option
DA-GPA-54
Export Client Addresses option DA-GPA-53
Export Client Totals option DA-GPA-54
Export Employee Records option
DA-GPA-53
Export Options DA-GPA-53
Export Options menu DA-GPA-53
Export Vendor Addresses option
DA-GPA-53
Export Vendor Totals option DA-GPA-54
exporting customers from Qube to Great
Plains DA-GPA-24
exporting data in Dynamics to Qube
DA-GPA-53
exporting transactions from Qube to Dynam-
ics DA-GPA-38
exporting vendor records from Great Plains to



- Qube DA-GPA-32
- Filter DA-GPA-38
- Financial Trx Palette DA-GPA-15
- GL Account Aliases DA-GPA-19
- GL Account numbers DA-GPA-21
- GL Account structure DA-GPA-19
- GL Accounts DA-GPA-19
- IMPORT DA-GPA-50
- IMPORT customer class DA-GPA-17
- IMPORT vendor class DA-GPA-18
- importing customers from Great Plains to Qube DA-GPA-23
- Importing Errors DA-GPA-39
- Inventory Transactions DA-GPA-42
- Invoice Number DA-GPA-46
- Invoices DA-GPA-46
- Journal Entries in Qube DA-GPA-37
- Link History Window DA-GPA-15, DA-GPA-38
- Linking users DA-GPA-7, DA-GPA-9
- linking users between two systems DA-GPA-7, DA-GPA-9
- Links Overview DA-GPA-4
- Managing Data in Qube DA-GPA-22
- Managing the Data in Dynamics DA-GPA-38
- managing transactions between the two systems DA-GPA-31
- matching GL accounts between the two systems DA-GPA-19
- Number DA-GPA-46
- Overview DA-GPA-3
- Path Substitute DA-GPA-16
- payables entered in Qube DA-GPA-31
- Payment Info Window in Qube QA-AP-11
- Payment Terms DA-GPA-12
- Payment terms not correlating between two systems DA-GPA-13
- PO Number DA-GPA-52
- problem report DA-GPA-39
- Qube account structure DA-GPA-20
- Qube Accounts Payable Functions DA-GPA-31
- Qube Accounts Receivable Functions DA-GPA-22
- Qube Commission Functions DA-GPA-49
- Qube Detail DA-GPA-52
- Qube invoice number DA-GPA-51
- Qube Journal Entry number DA-GPA-46
- Qube Sales Order number displayed DA-GPA-46
- Qube Vendor Code DA-GPA-50
- QUBE.CNK DA-GPA-14
- QUBELINK.TXT DA-GPA-10
- Read Cash Receipts from GPS DA-GPA-26
- Read Customers from GPS DA-GPA-23
- Read Disbursements from GPS DA-GPA-35
- Read Vendors from GPS DA-GPA-32
- Receiving Transactions into Dynamics DA-GPA-38
- Redisplay Button DA-GPA-38
- Sales Commission DA-GPA-47
- Sales Invoices in Dynamics DA-GPA-46
- Sales Rep DA-GPA-47
- sales transactions DA-GPA-46
- Salesperson ID DA-GPA-47
- Sending Information from Dynamics to Qube DA-GPA-53
- Sending Transactions from Qube to GPS DA-GPA-36
- sending vendors to Great Plains and Dynamics PM-PUR-11
- SET ICONS DA-GPA-14
- Setting up Dynamics Links DA-GPA-5
- Setting Up Qube for Macintosh DA-GPA-6
- Setting Up Qube for Windows DA-GPA-8
- Setting up the Dynamics data file path DA-GPA-14
- Shipping Terms DA-GPA-13
- Short Name DA-GPA-50
- Terms & Types DA-GPA-12
- The Export Flag DA-GPA-23, DA-GPA-32
- Transactions DA-GPA-36
- troubleshooting DA-GPA-39, DA-GPA-40
- troubleshooting postings between the systems DA-GPA-21
- tying GP records to Qube transactions



DA-GPA-42

Update Customer A/R from GPS

DA-GPA-22

Update Vendor AP from GPS DA-GPA-34

updating the Qube data file DA-GPA-53

vendor balances due DA-GPA-34

Vendor Class DA-GPA-13

Vendor Classes DA-GPA-18

Vendor ID DA-GPA-50

Vendor Invoice Number DA-GPA-51

Vendor Records DA-GPA-50

Vendor Type in Qube DA-GPA-18

Vendor Types DA-GPA-13, DA-GPA-50

view the vendor invoice records which were

exported from Qube to Dynamics

DA-GPA-51

Viewing the Imported Transactions in Dy-

namics DA-GPA-41

voucher number in Dynamics DA-GPA-51

when customers and vendors won't export to

Great Plains DA-GPA-23

where to enter payables transactions

DA-GPA-31

Which Vendors and Payables are Entered in

Qube? DA-GPA-31

Why enter payables in Qube? DA-GPA-31

Write Customers to GPS DA-GPA-23

Write Individual Customers to GPS

DA-GPA-24

Write Individual Vendors to GPS

DA-GPA-34

Write Vendors to GPS DA-GPA-32

XFER DA-GPA-5, DA-GPA-7,

DA-GPA-9, DA-GPA-11,

DA-GPA-38, DA-GPA-53

Group Codes *see* Inventory

Group Codes

Grow Boxes GI-GEN-8

GST SM-TAX-4

H

Help

Notes GI-GEN-40

on-line GI-GEN-39

Higher of Sales or Forecast PS-PLAN-68

Highlight GI-GEN-57

Holding the Year Open QA-GL-5, QA-GL-25

holidays PS-PLAN-33

Home Country GC-GC-12

home country currency GC-GC-3

I

Implementing the System SA-SYS-49 to

SA-SYS-69

Accounts Payable SA-SYS-55

Accounts Receivable SA-SYS-54

Assign Responsibility SA-SYS-49

Beginning A/R Balances SA-SYS-54

Beginning GL Account Balance SA-SYS-52

Beginning Inventory Stock Levels

SA-SYS-57

Bills of Material SA-SYS-53

Customers SA-SYS-54

Data Back Up SA-SYS-51

Data Conversion SA-SYS-50

Employee Records SA-SYS-52

General Ledger SA-SYS-51

Inventory SA-SYS-53

Job Cost SA-SYS-56

MRP II SA-SYS-56

Parallel Systems SA-SYS-51

Purchase Hardware SA-SYS-49

Purchasing SA-SYS-56

Study SA-SYS-50

System Set Up, Card #1 SA-SYS-97

System Set Up, Card #2 Window

SA-SYS-105

System Set Up, Card #3 Window

SA-SYS-108

System Set Up, Card #4 Window

SA-SYS-120

Work Centers SA-SYS-53

Import Data window SA-SYS-146

Import Shipping Data window IM-INV-191,

QA-AR-47

Import Shipping Tracking Data IM-INV-190

- Import Starting Data window** PS-PLAN-57,
SM-OE-126
- importing data** SA-SYS-146, IM-INV-4
 - Calculated Fields SA-SYS-148
 - Field Delimiter SA-SYS-149
 - File Header SA-SYS-149
 - If the Import Stops Prematurely
SA-SYS-151
 - Import Bin Locations IM-INV-52
 - Importing Sales Orders SA-SYS-152
 - Importing the Data SA-SYS-150
 - Required Fields SA-SYS-148
 - Setting up the Data Import Window
SA-SYS-147
 - Validated Fields SA-SYS-148
 - Which References Parent Records
SA-SYS-149
- Importing Sales Orders** SA-SYS-152
- inactive customers** SM-OE-4
- Inbound Shipment Tracking Information window** IM-INV-196
- Inbound Shipments Browser** GI-GEN-84,
IM-INV-197
- Inbound Shipments Browser window**
IM-INV-197
- Include Shipping Charges in Sales Tax?**
SA-SYS-106
- Income Statement** QA-GL-10, QA-GL-30
- Income Summary** QA-GL-31
- incorrect commission amounts** SM-COM-15
- Independent Demand** PS-PLAN-62
- Independent vs. Dependent Demand**
PS-PLAN-62
- Infinite Load Production Scheduling Window**
PS-PLAN-100
- Infinite Scheduling** PS-PLAN-88,
PS-PLAN-100
- Inspection Test Types window** PM-PUR-29
- Installing Omnis** SA-SYS-9
 - Developer version SA-SYS-10,
SA-SYS-13
 - Macintosh SA-SYS-9
 - Runtime version SA-SYS-10
 - Windows SA-SYS-17
- Installing Qube Application** SA-SYS-24
 - Macintosh SA-SYS-30
 - Windows SA-SYS-24
- Installing Qube Data File** SA-SYS-23
- Installing the System** SA-SYS-3
 - Cross Platform Issues SA-SYS-37
 - GRAPHRGB.DAT SA-SYS-6
 - Memory SA-SYS-34
 - OMNISPIC.DFI SA-SYS-5
 - on Macintosh based PCs SA-SYS-30
 - on PCs running Windows SA-SYS-24
 - Q3DICT.DFI SA-SYS-6
 - Q3HELP.DFI SA-SYS-7
 - QUBE.LBR SA-SYS-7
- Interest** QA-AR-63
- Internal Move** IM-INV-75
- International** see **Global Commerce**
- International Tax Structure** GC-GC-5
- International Tax Structure window** GC-GC-6
- Internet Email** SM-CRM-14
 - blank email address warning SM-CRM-20
 - Broadcast email SM-CRM-18
 - default contacts for broadcast communication
SM-CRM-20
 - different templates SM-CRM-20
 - Electronic Mail Set Up window
SM-CRM-14
 - email attachments SM-CRM-19
 - Email Limitations SM-CRM-24
 - Get email SM-CRM-23
 - send an email SM-CRM-15
 - setting up email SM-CRM-16
 - using a list window SM-CRM-18
- Internet Services** SM-CRM-32
 - Driving Directions SM-CRM-32
 - Get Address & Phone SM-CRM-33
- Inventory** GI-EIM-6, IM-INV-159,
QA-GL-65, QA-GL-66
 - accuracy IM-INV-38, IM-INV-105,
IM-INV-127, IM-INV-151,
PS-PLAN-5, PS-PLAN-140
 - Fewer Negative Stock Quantities
IM-INV-152
 - adding items on the fly during PO entry



- PM-PUR-57
- Adjustments QA-GL-32
- Batch Update Costs IM-INV-135
- Competitive Item Information IM-INV-157
- conditions PS-PLAN-5
- cost IM-INV-22
- determining average daily use PM-PUR-114
- evaluation PS-BOM-40
- GL accounts PM-PUR-6
- GL accounts and postings QA-GL-68
- Group Codes IM-INV-13, IM-INV-136
 - Changing Group Codes IM-INV-136
- Inventory Functions Palette IM-INV-3
- Inventory Locations vs. Work Centers IM-INV-148
- Inventory Transactions IM-INV-61
 - Assembly Transactions IM-INV-67
 - Assembly Transactions *see* Assembly Transactions
 - Auditing Costs IM-INV-69
 - Automatically Generated Transactions IM-INV-66
 - Change Stock Locations IM-INV-75
 - change the cost of an unposted inventory transaction IM-INV-71
 - Changing Incorrect Transactions Costs IM-INV-71
 - Cost Components IM-INV-73
 - Costs IM-INV-69
 - costs in transactions differ from current standard and current costs IM-INV-71
 - Current Unit Cost IM-INV-69
 - Date IM-INV-61
 - IN IM-INV-62
 - Invoiced Shipments IM-INV-68
 - Item Codes IM-INV-62
 - Location IM-INV-62
 - Lot/Batch # IM-INV-63
 - Manual Inventory Adjustments IM-INV-64
 - Manual Job Cost Transactions IM-INV-64
 - Manually Entered Inventory Transactions IM-INV-64
 - Order-Line # IM-INV-62
 - OUT IM-INV-62
 - PO or Invoice Item # IM-INV-62
 - PO Receipts IM-INV-66
 - Posted to J/E # IM-INV-61
 - posting costs to the general ledger IM-INV-73
 - Posting Scrap and Material Variance to the General Ledger IM-INV-102
 - posting to the general ledger IM-INV-61
 - Quantity IM-INV-63
 - Reason IM-INV-63
 - Reason Codes IM-INV-99
 - Reverse IM-INV-64
 - Sort by Item Code IM-INV-64
 - Standard Unit Cost IM-INV-69
 - Stock on Hand IM-INV-63
 - Transaction Number IM-INV-61
 - Transaction Quantities IM-INV-61
 - Transaction Type IM-INV-62
 - Unit IM-INV-63
- Item Master File IM-INV-4
 - # Layers per pallet IM-INV-25
 - # Units per pallet layer IM-INV-25
 - ABC Code IM-INV-39
 - ABC Value IM-INV-40
 - Active Item IM-INV-20
 - Adding Records to the Item Master File IM-INV-4
 - Assembled at IM-INV-36
 - B.O.M. Button IM-INV-28
 - Changing Current Costs IM-INV-23
 - Cost Updated IM-INV-15
 - Count Every _Weeks IM-INV-38
 - Cross Reference IM-INV-34
 - Current Unit Cost IM-INV-20
 - Customer Furnished Materials IM-INV-42
 - default location IM-INV-19
 - Default Selling Prices IM-INV-26
 - Discountable IM-INV-37
 - Engineering Drawing Ref IM-INV-17
 - Est. Hours to Inspect 1 Unit IM-INV-25
 - First Article Produced & Approved IM-INV-19
 - Freight In IM-INV-21
 - GL Cost of Sales Subaccount IM-INV-15
 - GL Sales Sub-Account IM-INV-19
 - GL Sales Subaccount IM-INV-15
 - Grade IM-INV-17
 - Group & Sub-Group IM-INV-13
 - Hours to Assemble IM-INV-36
 - Hours to Set Up IM-INV-36
 - Inspect On Receipt IM-INV-19
 - Item Code IM-INV-11



Item Description IM-INV-13
 Item Type IM-INV-14
 Job Cost Bucket IM-INV-20
 Labor IM-INV-21
 Labor O/H IM-INV-22
 Last Counted IM-INV-39
 Last Counted field IM-INV-114
 Last Paid IM-INV-35, IM-INV-41
 Lead Time IM-INV-35
 Lot/Batch/Serial IM-INV-41
 Master Scheduled Item IM-INV-19
 Material Cost IM-INV-20
 Material O/H IM-INV-21
 Non-Commissionable IM-INV-37
 Notes 1 IM-INV-31
 Notes 2 IM-INV-33
 Open Drawing IM-INV-27
 Option Class & Sub-Class IM-INV-14
 Outwork IM-INV-21
 Over-Ride Commission IM-INV-41
 Packaging Indicator IM-INV-38
 Packing List Fields IM-INV-24
 Phantom Assembly IM-INV-38
 Picture IM-INV-31
 Prime Vendor/2nd Vendor IM-INV-35
 Printing Notes 1 on Manufacturing Orders IM-INV-32
 Printing Notes 1 on Purchase Orders IM-INV-32
 Printing Notes 1 on Work Orders IM-INV-32
 Purchased/Fabricated IM-INV-17
 Purchasing Unit IM-INV-25
 Qualified Vendors IM-INV-27
 Quality Inspection Percentage IM-INV-25
 Rebateable IM-INV-37
 Recalculate Buttons IM-INV-28
 Relieve Inventory IM-INV-37
 Require Serial #, Lot #, Batch # IM-INV-38
 Revision Code IM-INV-17
 Revision Date IM-INV-17
 Rules IM-INV-27
 Sales Unit IM-INV-25
 Scheduling Lot Size IM-INV-40
 Select if Purchased or Fabricated IM-INV-18
 Shelf Life IM-INV-40
 Standard Unit Costs IM-INV-22
 Stockkeeping Unit IM-INV-24
 System Set Up window #3 IM-INV-5
 Taxable When Sold IM-INV-37

Total Cost IM-INV-22
 Total Hours IM-INV-36
 Unit of Measure Errors IM-INV-26
 Units of Measure IM-INV-24
 UPC/SCC Coded IM-INV-38
 VAT Tax Code IM-INV-38
 Vendor Item Code IM-INV-35
 Warranty Period IM-INV-24
 Width, Length, Height IM-INV-25
 Yield % IM-INV-40
 Item Master File Browser IM-INV-7
 location #1 IM-INV-148
 Locations
 99,999 different inventory locations IM-INV-147
 in Assembly Transactions IM-INV-150
 Automatic Creation of Locations IM-INV-147
 default pull from location IM-INV-151
 general stock locations IM-INV-152
 in Assembly Transactions IM-INV-150
 Location 1 IM-INV-148
 Non-General Stock Locations IM-INV-153
 pull-from locations in assembly transactions IM-INV-150
 Shared Shop Floor Locations IM-INV-151
 Simplified Control of Inventory Movement IM-INV-151
 stock room IM-INV-148
 and work centers IM-INV-148
 managing inventory dollars IM-INV-104
 managing inventory locations IM-INV-147
 movements IM-INV-151
 negative stock quantities IM-INV-152
 posting Finished Goods QA-GL-76, QA-GL-78
 posting Inventory Scrap QA-GL-32
 posting inventory to the general ledger IM-INV-61
 posting Raw Materials QA-GL-71, QA-GL-73, QA-GL-75, QA-GL-76
 posting to the GL PM-PUR-50, PM-PUR-61, QA-GL-32
 posting Work in Process QA-GL-70, QA-GL-71, QA-GL-73, QA-GL-74, QA-GL-75,



- QA-GL-77
- postings QA-GL-34, QA-GL-68
- Price Defaults SA-SYS-108
- Pull From Locations IM-INV-150
- Raw Materials QA-GL-70, QA-GL-71,
QA-GL-75, QA-GL-77
- Reconcile Stock to Transactions
IM-INV-154
- Stock Quantities IM-INV-49 to IM-INV-59
 - Annualized Use IM-INV-51
 - Average Daily Use IM-INV-51
 - Bin Location IM-INV-49, IM-INV-57
 - Committed to Sales IM-INV-50
 - Drill
 - Allocations IM-INV-53,
IM-INV-55
 - Open POs IM-INV-53,
IM-INV-54
 - Sales Commitment IM-INV-53
 - Scheduled for Production
IM-INV-53, IM-INV-55
 - Shortages IM-INV-53,
IM-INV-56
 - Drill-down menu IM-INV-53
 - editing or adjusting IM-INV-49,
IM-INV-57
 - EOQ IM-INV-51
 - General Stock IM-INV-51
 - Import Bin Locations IM-INV-52
 - Minimum & Maximum Stock
IM-INV-51
 - Months On Hand IM-INV-52
 - Open POs IM-INV-50
 - Outwork Open POs IM-INV-50
 - Qty in Forecasts IM-INV-50
 - Scheduled for Production IM-INV-52
 - Scheduled General Stock IM-INV-52
 - stock at vendor locations IM-INV-49
 - Stock Locations IM-INV-49
 - Stock Quantities by Batch Window
IM-INV-58
 - Stock Usage Window IM-INV-59
 - Total Stock IM-INV-51
- stock room location IM-INV-148
- Transaction Quantities IM-INV-69
- Transactions
 - posted to Great Plains DA-GPA-42
 - posting to the GL QA-GL-32
- Undefined Locations IM-INV-147
- Work in Process QA-GL-71
- Inventory Accounts** QA-GL-34
- Inventory Cycle Counting window**
IM-INV-107, IM-LBS-46,
IM-LBS-51
- Inventory Forecast Spreadsheet** GI-EIM-16,
PS-PLAN-41
- Inventory Forecast Spreadsheet window**
GI-EIM-16, PS-PLAN-60
- Inventory General Stock Includes Stock Loca-
tion #1 through Location #**
SA-SYS-111
- Inventory group codes window** IM-INV-136
- Inventory Locations vs. Work Centers**
IM-INV-148
- Inventory Spreadsheet** GI-EIM-18
- Inventory Standard Costs**
 - and bills of material PS-BOM-40
 - and newly purchased items QA-GL-19
 - and reconstructing bills of material
PS-BOM-38
- Changing Standard Costs (impact of)
QA-GL-13
- Edit All QA-GL-17
- Edit Zero Standard Cost Purchased Items
QA-GL-19
- Establishing QA-GL-13
- Inventory Postings Using Standard Costs
QA-GL-11
- maintain audit trails when changing
QA-GL-14
- Print QA-GL-17
- Print Active Items? QA-GL-17
- Print Inactive Items? QA-GL-17
- Print only items showing zero standard costs?
QA-GL-17
- Review Standard Costs Before Posting Inven-
tory Transactions QA-GL-13
- Standard Unit Cost IM-INV-69
- Updating unposted inventory transactions
QA-GL-19
- Using the Window QA-GL-15
- when do they change? QA-GL-11
- Zero Standard Costs QA-GL-12

Inventory Standard Costs window IM-INV-70,
PS-LAB-35, QA-GL-10, QA-GL-12

Inventory Stock Quantities window
IM-MSW-3

Inventory Transaction Costs window
IM-INV-69, IM-INV-163, JC-JC-32

Inventory Transaction Quantities window
IM-INV-61, IM-INV-77,
IM-INV-100, IM-LBS-24,
IM-LBS-35, PS-PLAN-179,
PM-PUR-99, PM-PUR-103, JC-JC-58

Inventory Transaction Reason Codes window
IM-INV-99

inventory transactions file IM-INV-159

Inventory Transactions in lot & batch tracking
IM-LBS-4

Inventory Transactions *see* **Inventory: Inventory Transactions**

invisible button GI-GEN-16, SA-SYS-76,
GC-GC-46

Invoice & Credit Memos QA-AR-29
Deleting Invoices QA-AR-29
Editing Invoices QA-AR-29
Invoice Header Window QA-AR-30
Posting QA-AR-29

Invoice by Ship Date *see* **Invoicing Functions: Invoice by Ship Date**

Invoice by Ship Date window QA-AR-7

Invoice Header

Account Mgr QA-AR-31
Bill to Information QA-AR-31
Date Needed QA-AR-33
Date Shipped QA-AR-33
Dept QA-AR-32
Draft Credit Memo button QA-AR-35
Due Date QA-AR-34
Invoice Notes QA-AR-35
Invoice Number QA-AR-32
Invoice Payment Information QA-AR-39
Invoice Subtotal QA-AR-35
Invoice Total QA-AR-35
Order # QA-AR-30
Pay Terms QA-AR-32
Post Sales Using Item Master Sub Accounts

QA-AR-32

Posted? QA-AR-30

Sale Type QA-AR-33

Sales Lead QA-AR-33

Sales Rep QA-AR-31

Ship Terms QA-AR-33

Ship Via QA-AR-34

Shipment Tracking button QA-AR-35

Shipping & Handling QA-AR-35

Sub QA-AR-31

Tax 1% QA-AR-34

Tax 2% QA-AR-34

Invoice Header Window SM-TAX-17,
QA-AR-30

Invoice Items QA-AR-36

Group QA-AR-37

In Warranty QA-AR-37

Item Description QA-AR-37

Sub-Group QA-AR-37

Invoice Items window IM-LBS-41,
IM-LBS-65, QA-AR-36, OC-OPT-53

Invoice Message QA-AR-67

Invoice Payment Information window
QA-AR-39, GC-GC-23

Invoice Payments window GC-GC-18,
GC-GC-19, GC-GC-28

Invoice Repeat Orders window QA-AR-19

Invoice Select Orders QA-AR-15

Invoice Select Orders window IM-MSW-2

Invoiced SM-OE-52

Invoiced Sales GI-EIM-6, GI-EIM-9,
GI-EIM-14, GI-EIM-18

Invoicing Functions QA-AR-1 to QA-AR-45
Choosing the Orders to Invoice QA-AR-2
Invoice a list of specific orders QA-AR-1
Invoice all orders which shipped on a specific day QA-AR-1
Invoice by Ship Date QA-AR-7
Earliest & Latest Ship Dates QA-AR-7
Select Orders Entered by One User Code or ALL QA-AR-8
Invoice repeat orders QA-AR-1
Invoicing one specific order at a time QA-AR-1
Prepare Orders for Invoicing QA-AR-3



Flag Selected Lines to Ship in Full
QA-AR-6

Load the List QA-AR-3

Qty to Ship QA-AR-5

Shipment Code QA-AR-4

Status QA-AR-5

Working with the List QA-AR-4
preparing items for invoicing SM-OE-66

Preparing Orders One at a Time QA-AR-6

Shipping Select Orders QA-AR-26

Shipping selected invoices QA-AR-1

invoicing non inventory sales IM-INV-65

invoicing without decrementing inventory

IM-INV-65

INVT QA-GL-55

Issue Inventory Count Tags window

IM-INV-117

issuing stock to production IM-INV-75,

IM-INV-153

issue all of the components for a job to a work
center IM-INV-77

Issue Allocated General Stock to Location

xxx PS-PLAN-178

Item Code IM-INV-13

item codes unique to customers SM-OE-76

vendor's item code IM-INV-46

Item Locations IM-PPC-3

Item Locations on Pallets window IM-PPC-3

Item Master File IM-INV-3 to IM-INV-33,

IM-INV-160

see also Inventory

Item Master File Browser GI-GEN-74,

IM-INV-7 to IM-INV-10

Item Master File Browser window IM-INV-7,

IM-INV-8

Item Master File Utilities

ABC Analysis IM-INV-127

Available to Promise IM-INV-131

Batch Update Costs IM-INV-135

Group Codes IM-INV-136

Location Codes IM-INV-146

Overhead Costs IM-INV-138

Reconcile Stock to Transactions

IM-INV-154

Update Prices IM-INV-142

Item Master File, Card #1 GI-GEN-7,

IM-INV-11, IM-INV-70,

PS-BOM-12, PM-PUR-90,

QA-GL-37, QA-GL-44, QA-GL-76,

JC-JC-14

Item Master File, Card #2 IM-INV-34,

IM-INV-160, IM-LBS-7, IM-LBS-9,

IM-LBS-10

Item Master Notes and Pictures Card

IM-INV-30

Item Type QA-GL-68, QA-GL-77

J

Job Allocations PM-PUR-79

changing PS-PLAN-18

clearing PM-PUR-79

manually entered PS-PLAN-18

removing PS-PLAN-18

Job Cost IM-INV-64, QA-AP-9, JC-JC-3 to

JC-JC-62

see also Advanced Job Costing

accounting IM-INV-62

Activity Codes PS-LAB-25

Assembly Transactions JC-JC-7

average time required JC-JC-23

changing the cost of an unposted inventory

transaction IM-INV-71

current costs IM-INV-73

Employee Time Charges PS-LAB-19,

JC-JC-6, JC-JC-8

Activity Codes JC-JC-10

Billing Rate/Hr JC-JC-11

By Job JC-JC-11

By Person JC-JC-11

Editing Time Charge Records JC-JC-12

Employee Code JC-JC-8

Finding Time Charge Records JC-JC-12

Incrementing Billable Labor Hours

JC-JC-14

Item Code JC-JC-10

Item Description JC-JC-10

Job Cost Bucket JC-JC-11

Job Phase JC-JC-11

Order Line # JC-JC-9

Posted to JE # JC-JC-9

Signature JC-JC-9



- Start/Stop Time JC-JC-10
- Time Spent JC-JC-10
- Type JC-JC-10
- Using Employee Time Charges to Increment Billable Labor Hours JC-JC-14
- When to Enter Transactions JC-JC-12
- Fifo/Lifo Job Costing JC-JC-29, JC-JC-42
- Current Unit Cost JC-JC-29, JC-JC-32
- Current vs. Fifo/Lifo JC-JC-29
- Exceptions JC-JC-33
- Fifo Calculations JC-JC-31
- Fifo/Lifo Layers JC-JC-29
- Fifo/Lifo Stock Layers JC-JC-31
- Impact on the General Ledger JC-JC-33
- Inventory Transaction Costs JC-JC-33
- Lifo Calculations JC-JC-32
- Posting Adjustmt JC-JC-32
- Set Up JC-JC-34
- Updating the Fifo/Lifo Stock Layers JC-JC-32
- Updating transaction costs JC-JC-32
- viewing Fifo/Lifo stock layers JC-JC-31
- inventory JC-JC-3
- Inventory Transactions JC-JC-5
- job numbers SM-OE-43
- labor JC-JC-3
- Labor Applied to Planned Operations JC-JC-6
- Employee Code JC-JC-19
- entering JC-JC-20
- Order-Line # JC-JC-18
- Scheduled Hours JC-JC-19
- Work Center Code JC-JC-19
- labor rates JC-JC-3
- Labor Standards JC-JC-23
- Data Collection JC-JC-24
- Deleting Lines from the List JC-JC-25
- individual employee JC-JC-24
- Purge Selected Lines JC-JC-25
- Standard costs JC-JC-26
- total average hours per unit JC-JC-24
- Update the BOM JC-JC-26
- View the BOM JC-JC-26
- work center JC-JC-24
- Labor Transactions JC-JC-6
- Manually Applied Charges JC-JC-8
- Manually Entered Transactions JC-JC-3
- posting inventory transactions to a job IM-INV-62
- Purchase Orders JC-JC-5
- purchasing JC-JC-3
- Reports JC-JC-7, JC-JC-36
- Actual vs. Standard Labor Reports JC-JC-41
- Beginning and Ending Period Posted JC-JC-40
- Current or Standard Cost Selections JC-JC-40
- Date Ranges JC-JC-37
- Exclude Item Purchases to Inventory Accounts JC-JC-40
- Include Customer Returns/Non-Customer Returns JC-JC-40
- Inventory Transactions by Job JC-JC-38
- Job Cost by Customer Name JC-JC-38
- Job Cost by Invoice Number JC-JC-38
- Job Cost by Item Code JC-JC-38
- Job Cost by Sales Order Number JC-JC-38
- Job Cost by Sales Rep JC-JC-38
- Job Cost Sorted by Job JC-JC-37
- Overhead Factors JC-JC-39
- Payables Transactions by Job within GL Dept JC-JC-39
- Print "Not Ready to Ship" Only JC-JC-40
- Print Totals for each Job Only JC-JC-40
- Transaction Number Ranges JC-JC-37
- Warranty Selections JC-JC-40
- Sales Order Line Item JC-JC-8
- Sales Order Line Number JC-JC-3
- Set Up Functions PS-LAB-25
- standard labor rates JC-JC-23
- Standard Rates JC-JC-3
- Time Charge Codes PS-LAB-28
- Description PS-LAB-28
- Multiplier PS-LAB-29
- Vendor Invoice JC-JC-6
- Which Costs are Tracked? JC-JC-4
- Job Cost Bucket** PS-LAB-32, JC-JC-11
- Job Cost Buckets window** JC-JC-43, JC-JC-44
- job cost categories** JC-JC-44
- Job Cost Detail window** JC-JC-43, JC-JC-50, JC-JC-59
- Job Cost Phases** JC-JC-56
- Job Cost Transaction Detail window** JC-JC-59
- job cost transactions** IM-INV-163
- Job Number** SM-OE-43, QA-AP-9, JC-JC-9



Job Phase JC-JC-11

Job Tracking SM-OE-43, PM-PUR-62
 job history PS-PLAN-143, PS-PLAN-154
 job visibility PS-PLAN-143,
 PS-PLAN-154
 material allocated to jobs PM-PUR-62
 viewing the progress of a job PS-PLAN-143

Journal Entries QA-GL-53

Account Code QA-GL-56
 Assign JE Posted Period QA-GL-5
 Automatic vs. Manual QA-GL-53
 deleting QA-GL-56
 journal entry number is automatically calcu-
 lated QA-GL-55
 Journal Entry Postings QA-GL-5
 Journal Number QA-GL-55
 Manual Journal Entries QA-GL-54
 missing journal entry QA-GL-19,
 QA-GL-39
 on the Check Register QA-AP-29
 Post QA-GL-56
 Posted? QA-GL-55
 Reverse QA-GL-56
 Summary Postings QA-GL-53
 To Period/Year QA-GL-56
 Type QA-GL-55
 Unbalanced Journal Entries QA-GL-56

Journal Number *see* **Journal Entries: Journal Number**

K

Key Account *see* **GL Key Accounts**

Keyboard Conventions GI-GEN-53,
 GI-GEN-55

Kit List, flat SM-OE-64

Kit Selected Manufacturing Orders
 PS-PLAN-151

Kitting

Control Over Kitting & Shortages
 PS-PLAN-159
 Editing Shortages PS-PLAN-165
 Filling Shortages PS-PLAN-165
 Flag as Not OK to Kit PS-PLAN-157

Flag as OK to Kit PS-PLAN-157
 Kit Selected Manufacturing Order Tasks
 PS-PLAN-157

Kit Selected Manufacturing Orders
 PS-PLAN-151

OK to Kit PS-PLAN-158

Quantity PS-PLAN-136

Quantity Kitted PS-PLAN-148

Quantity Kitted Short PS-PLAN-139

Reverse-Kit Select Mfg Order Tasks
 PS-PLAN-152, PS-PLAN-158

Reverse-Kitting PS-PLAN-162

Selected Tasks PS-PLAN-159

Viewing and Managing Shortages
 PS-PLAN-163

kitting BOM IM-INV-150

Kitting Shortages window IM-INV-56,
 PS-PLAN-163

L

Labor Applied to Planned Operations

QA-GL-73

Do Assembly?/Sent to Location JC-JC-19

Posting to the GL JC-JC-28

Printing JC-JC-21

variance for Labor Standard transactions
 JC-JC-28

**Labor Applied to Planned Operations win-
 dow** JC-JC-17

Labor Overhead QA-GL-33

labor process steps PS-BOM-25

Labor Standards JC-JC-23

applying to the bill of material JC-JC-23

establishing JC-JC-23

recording JC-JC-23

Labor Standards window JC-JC-23

labor variance IM-INV-83, IM-INV-86,
 PS-PLAN-125, QA-GL-33,

QA-GL-71, QA-GL-73

Actual vs. Standard Labor reports
 IM-INV-87

LABR QA-GL-55

landed costs PM-PUR-53

- Language Codes & Descriptions** GC-GC-5,
GC-GC-46
- Language Codes window** GC-GC-46
- last purchase cost** IM-INV-46
- Last Used Lot/Batch #** IM-LBS-7
- Last Used Numbers** SA-SYS-107
- late year end closings** QA-GL-3, QA-GL-23
- Lead Time** PM-PUR-64, PM-PUR-111
- Learning the System**
 - Logging On SA-SYS-37
 - Using a Play Data File SA-SYS-37
- Letter Writing** SM-CRM-27
 - changing form letters SM-CRM-30
 - Form letters SM-CRM-27
- Library Compiled On** SA-SYS-136
- Library Files** SA-SYS-258
 - Company Name Change Library
SA-SYS-271
 - Dates.LBR SA-SYS-259
 - NewData.LBR SA-SYS-270
 - Test Drive Library SA-SYS-267
 - Transfer Library SA-SYS-263
 - Updater Library SA-SYS-261
- Library version** SA-SYS-136
- License Limitations** SA-SYS-135
- Licensee** SA-SYS-136
- Lifo** *see* **Job Cost: Fifo/Lifo Job Costing**
- Limit Developer or Administrator Log-Ons**
SA-SYS-39
- line items** SM-OE-43
- line numbers** SM-OE-43
- Link History Window** DA-GPA-15,
DA-GPA-38, DA-GPA-41
- Link Path Setup Window** DA-GPA-16
- linking to Great Plains and Dynamics**
PM-PUR-11
- Lists** GI-GEN-58 to GI-GEN-65
 - 2 Basic Types of Lists GI-GEN-58
 - Current Item GI-GEN-58
 - Data Entry Lists GI-GEN-58
 - Deleting a Line from a List GI-GEN-60
 - Editing a List GI-GEN-59
 - Entering Data in a List GI-GEN-59
 - Selecting Multiple Items in a List
GI-GEN-61
 - Sorting Data in Lists GI-GEN-60
- Load Only MPS Items which may need replenishment** PS-PLAN-65
- loading the MPS orders** PS-PLAN-70
- Loading the Rack Position Table** IM-PPC-11,
IM-PPC-14
- locating items and pallets** IM-PPC-1
- Locating Pallets** IM-PPC-17
- Location Codes** *see* Inventory
Locations
- Location Records** *see* Inventory
Locations
- Locations**
 - changing stock locations IM-INV-75
 - pull from IM-INV-150
 - send to IM-INV-150
 - see also* Inventory:Locations
- logging on** GI-GEN-3, SA-SYS-37,
SA-SYS-38
 - employee code GI-GEN-4
 - Error Messages at Log-On GI-GEN-4,
SA-SYS-41
 - Log On Window GI-GEN-3
 - Logging on as a System Administrator or Developer SA-SYS-38
 - Logging on With Invalid Passwords
SA-SYS-134
 - with Passwords SA-SYS-134
- Logo** SA-SYS-121
- Logon Window** GI-GEN-3, SA-SYS-37,
SA-SYS-38
- long-term planning horizons** PS-PLAN-89
- Look Up One Serial Number window**
IM-LBS-66
- Lookup List** SA-SYS-140
- Lot & Batch Expiration Date** IM-PPC-16
- Lot & Batch Setup Functions** SA-SYS-116
- Lot & Batch Tracking** IM-INV-160,
PS-PLAN-139
 - activating IM-LBS-3
 - adjusting quantities in lots and batches
IM-LBS-16
 - Allow automatic lot/batch splits for All items



- IM-LBS-6
- Allow automatic lot/batch splits only on selected items IM-LBS-7
- Assembly Transactions IM-LBS-31, IM-LBS-53
- Assigning Batches on the Sales Order Items Window IM-LBS-38
- Assignments at Invoicing IM-LBS-41
- Associate Lots & Batches with specific Stock Locations IM-LBS-4
- audit trails IM-LBS-16
- Automatically Calculate Lot/Batch Numbers at PO Receiving IM-LBS-7
- batch assignment at invoicing IM-LBS-41
- Batch field on Prepare Orders for Invoicing window QA-AR-5
- Batches (definition) IM-LBS-1
- change lot/batch number references IM-LBS-35
- Change Stock Locations Window IM-LBS-29, IM-LBS-44
- Changing the Batch Reference After Invoicing IM-LBS-42
- changing the selection order IM-LBS-19
- Combining Lot and Batch Files IM-LBS-57
- and Cycle Counting IM-LBS-46, IM-LBS-51
- data integrity in transactions IM-LBS-16
- Do NOT automatic lot/batch splits on any item IM-LBS-6
- Duplicate Lot & Batch Numbers IM-LBS-4
- duplicate vendor lot numbers IM-LBS-22
- Enable Lot or Batch Tracking Status for Each Item IM-LBS-9
- Expiration Dating IM-LBS-10
 - editing expiration dates IM-LBS-18
 - expiration dates IM-LBS-10, IM-LBS-16, IM-LBS-18
 - Expiring Lot & Batches IM-LBS-10
 - Expiring Lot & Batches Report IM-LBS-11
 - FIFO assignment IM-LBS-3
 - and Reference Lists IM-LBS-11
- Expires on IM-LBS-18
- and inventory locations IM-LBS-49
- Inventory Transactions IM-LBS-4, IM-LBS-52
- Inventory Transactions Window IM-LBS-24
 - Access to the Lot/Batch # Field IM-LBS-24
 - Lot/Batch Error IM-LBS-24
- Invoiced Sales by Batch reporting IM-LBS-48
- Invoicing IM-LBS-5
- Invoicing Sales Orders with Batches IM-LBS-41
- Item Stock Counts Window IM-LBS-45
- item's lot or batch status IM-LBS-9
- Last Used Lot/Batch # IM-LBS-7
- and Locations IM-LBS-17, IM-LBS-55
- Look Up Lot & Batch Numbers and Quantities IM-LBS-23
- Lot & Batch Numbers in Non-Scheduled Assembly Components IM-LBS-34
- Lot & Batch Splitting Policies IM-LBS-5
 - Allow automatic lot/batch splits for All items IM-LBS-6
 - Allow automatic lot/batch splits only on selected items IM-LBS-7
 - Do NOT automatic lot/batch splits on any item IM-LBS-6
 - and Inventory Locations IM-LBS-6
 - lot/batch splitting IM-LBS-34
- Lot & Batch Splitting Policies Display IM-LBS-6
- Lot/Batch # IM-INV-63
- Lot/Batch Error IM-LBS-24
- lot/batch splitting *see* Lot & Batch Splitting Policies
- lots IM-LBS-14
- Lots (definition) IM-LBS-1
- Lots and Batches by Location IM-LBS-3, IM-LBS-55
- maintain your own lot and batch numbering system separate from vendors IM-LBS-19
- Manually Assigning the Batch Being Sold IM-LBS-37
- and Manufacturing Orders PS-PLAN-139
- Multiple Batch Records with the Same Number IM-LBS-36

- no lot reference IM-LBS-53, IM-LBS-55
- Non Scheduled Assemblies IM-LBS-33
 - and expiration dates IM-LBS-34
 - Automated Assignments of Lots & Batches IM-LBS-34
 - change lot/batch number references IM-LBS-35
 - Components IM-LBS-34
 - lot/batch splitting IM-LBS-34
 - manually enter or change lot/batch number references IM-LBS-35
- non-quarantined locations IM-LBS-19
- and Physical Inventory IM-LBS-45
- PO Receipts IM-LBS-25, IM-LBS-53
 - Lot/Batch Expire Date IM-LBS-25
 - Split a Shipment button IM-LBS-26
 - Splitting Lots IM-LBS-26
 - Vendor Lot # IM-LBS-26
- Prepare Orders to Invoice Window IM-LBS-37
- Pre-Sold amounts IM-LBS-18
- lot/batch references on Printed Picking and Packing Lists IM-LBS-39
- Production Batches IM-LBS-1, IM-LBS-47
- Quantities Lists IM-LBS-14
- quarantined location IM-LBS-19
- Receiving Items in Split Lots IM-LBS-26
- Receiving Vendor Lots into Stock IM-LBS-25
- Reference Lists IM-LBS-23
- repairing corrupted data IM-LBS-16
- Reporting IM-LBS-47
- Sales Invoices
 - Automatic Lot/Batch Assignments IM-LBS-41
 - Changing the Lot/Batch Reference After Invoicing IM-LBS-42
 - lot/batch splits IM-LBS-41
- Sales Order Items Window IM-LBS-38
- Sales Orders IM-LBS-37
 - Lot/Batch Assignments in Sales Invoices IM-LBS-41
 - Manually Assigning the Batch Being Sold IM-LBS-37
 - Multiple Batches per Line Item IM-LBS-39
 - Prepare Orders to Invoice IM-LBS-37
 - Sales Order Items window IM-LBS-37
 - Single Batches per Line Item IM-LBS-38
- Scheduled Assemblies IM-LBS-31
 - Assembly Lot/Batch Numbers IM-LBS-32
 - Component Lot/Batch Numbers IM-LBS-31
 - Lot/Batch # field empty IM-LBS-31
 - lot/batch assignments chosen from the manufacturing order IM-LBS-31
 - Splits and Automatic Assignments IM-LBS-31
- Selection Order IM-LBS-19
- selling batches IM-LBS-37
- Send Kits to Vendors IM-LBS-5, IM-LBS-29
- Setting Up
 - Associate Lots and Batches with specific Stock Locations IM-LBS-3
 - Enable Lot or Batch Tracking Status for Each Item IM-LBS-9
 - Expiration Dating IM-LBS-10
 - Features Set IM-LBS-3
 - Item Master File, Card #2 IM-LBS-7, IM-LBS-9
 - Last Used Lot/Batch # IM-LBS-7
 - Lot & Batch Splitting Policies IM-LBS-5
 - Lot/Batch Splitting Policies IM-LBS-9
 - Preselect Lot/Batch number of components when assembly transactions are created IM-LBS-5
 - Qube Will Automatically Calculate... Lot/Batch Numbers at PO Receiving IM-LBS-7
 - Shelf Life/Expiration Dating IM-LBS-10
- Shelf Life IM-LBS-10
- Shelf Life/Expiration Dating IM-LBS-10
- splitting lots on PO receipts IM-LBS-26
- Splitting Policies IM-LBS-9
- and stock locations IM-LBS-49
- Stock Quantities by Batch Window IM-LBS-58, IM-LBS-14
- Stock Quantities by Lot and Batch window IM-LBS-14, IM-LBS-55
- stock quantities do not necessarily have any correlation to the total lot/batch



quantities IM-LBS-14
 Stock Quantities Window IM-LBS-50
 Tracking Lots and Batches to Locations
 IM-LBS-49
 Valid Lots & Batches Window IM-LBS-16,
 IM-LBS-54
 Editing Data IM-LBS-16
 Expires on IM-LBS-16, IM-LBS-18
 Location IM-LBS-17
 Lot/Batch Number IM-LBS-17
 Net Available All Lots & Batches
 IM-LBS-20
 Pre-Sold IM-LBS-18
 Quarantined Locations IM-LBS-19
 Selection Order IM-LBS-19
 Selection Order (changing) IM-LBS-19
 Stock Quantity IM-LBS-17
 Vendor Lot Number IM-LBS-19
 Valid Lots and Batches *see* Valid Lots and
 Batches Window
 Vendor Lot Numbers IM-LBS-19,
 IM-LBS-26
 adding IM-LBS-21
 Vendor Lots IM-LBS-21
 Adding New Vendor Lot Numbers
 IM-LBS-21
 Editing Data IM-LBS-21
 Vendor Lot Number IM-LBS-21
 when selected lots or batches are found at
 more than one stock location
 IM-LBS-49
 Where Used IM-LBS-48
 Zero (0) Days Entry in Shelf Life
 IM-LBS-10

Lot Number *see* **Lot & Batch Tracking**

M

Machine Records PS-LAB-26
Machine Records window PS-LAB-26
mail merge
 vendor letters PM-PUR-11
Main Account Number QA-GL-43
Main Menu GI-GEN-5
maintaining changes SA-SYS-266
Make or Buy PS-PLAN-119
 Costing Implications PS-PLAN-122

 Production Scheduling Logic PS-PLAN-121
make to order PS-PLAN-3, PS-PLAN-102,
 OC-OPT-3
 w/Production Scheduling PS-PLAN-28
make to stock IM-INV-89, PS-PLAN-3,
 PS-PLAN-102
 w/Production Scheduling PS-PLAN-28
Manual Checks *see* **Cash Disbursements: Man-
 ual Checks**
Manufacturer Code SA-SYS-98, IM-INV-96
Manufacturer Item Codes window
 PM-PUR-22
Manufacturers window PM-PUR-22
Manufacturing Order Header IM-INV-88
Manufacturing Order Header window
 PS-PLAN-86, PS-PLAN-124
Manufacturing Order Task Detail window
 IM-LBS-31, PS-PLAN-86,
 PS-PLAN-135, PS-PLAN-190
Manufacturing Orders PS-PLAN-123
 Available to be used by other tasks
 PS-PLAN-136
 Change Material Quantities PS-PLAN-131
 Create POs PS-PLAN-133
 Create Requisitions PS-PLAN-132
 Header Window PS-PLAN-86,
 PS-PLAN-124
 Hours Required PS-PLAN-129
 locking in the plan PS-PLAN-175
 Lot/Batch # of components PS-PLAN-139
 Lot/Batch #of assembled items
 PS-PLAN-138
 Manufacturing Order # PS-PLAN-124
 Planned Assembly PS-PLAN-125
 Planned Operations PS-PLAN-125
 Planned Purchase PS-PLAN-125
 recording the assembly of an item
 IM-INV-88
 Release Selected Tasks PS-PLAN-131
 Releasing PS-PLAN-174
 Scheduled Production Date PS-PLAN-124
 Status PS-PLAN-129
 Task PS-PLAN-128
 Task Window PS-PLAN-86,

PS-PLAN-135

Components List PS-PLAN-138

Total Hours Required PS-PLAN-127

types PS-PLAN-125

Work Center/From Vendor Field

PS-PLAN-127

Master Production Schedule Detail Window

PS-PLAN-75

Display Period Totals Only PS-PLAN-80

How to Compute MPS Requirements

PS-PLAN-78

How to delete an MPS order PS-PLAN-76

How to edit an MPS order PS-PLAN-76

How to generate MPS orders and replenish
negative stock levels PS-PLAN-76

Load All Planned Events PS-PLAN-81

Load Open MPS Orders PS-PLAN-80

Load Planned Mfg Orders PS-PLAN-80

Load Planned Sales & Forecasts

PS-PLAN-80

Load Scheduled Receipts PS-PLAN-81

Master Production Schedule *see* Master Scheduling and Production Planning

Master Schedule Flagged Items window

PS-PLAN-65

Master Scheduling PS-PLAN-61 to

PS-PLAN-85

Current Qty in Master Sched. PS-PLAN-68

Generate Master Schedule PS-PLAN-68

Independent vs. Dependent Demand

PS-PLAN-62

manually add an MPS order PS-PLAN-75

Master Production Schedule PS-PLAN-24,
PS-PLAN-61

Master Production Schedule Detail Window

PS-PLAN-65

Generate Master Schedule, This Item

PS-PLAN-81

Master Production Schedule Detail window

PS-PLAN-75

Master Scheduled Item PS-PLAN-64

MPS PS-PLAN-61

MPS Defined PS-PLAN-61

MPS Flag PS-PLAN-64

MPS Flagged Items window PS-PLAN-65

Compute MPS Requirements

PS-PLAN-66

Drill-Down PS-PLAN-65

General Stock Quantity PS-PLAN-67

Generate Master Schedule

PS-PLAN-68

Higher of Sales or Forecast

PS-PLAN-68

Item Code PS-PLAN-67

Lead Time PS-PLAN-68

Load All Master Schedule Flagged Items

PS-PLAN-65

Load MPS Flagged Items PS-PLAN-65

Lot Size PS-PLAN-68

Min (Safety) Stock PS-PLAN-67

Purchase or Fabricate PS-PLAN-67

Qty In Open POs PS-PLAN-68

Qty Sched. in Production PS-PLAN-68

Select 1 Group PS-PLAN-66

Select 1 Sub-Group PS-PLAN-66

Select 1 Type PS-PLAN-66

Select All Groups, Sub-groups & Types

PS-PLAN-66

Unit PS-PLAN-67

MPS Order Summary Window

PS-PLAN-70

How to consolidate the MPS orders

PS-PLAN-70

How to delete an MPS order

PS-PLAN-71

How to edit an MPS order PS-PLAN-71

How to load the MPS orders

PS-PLAN-70

Load Closed (Released) MPS Orders

PS-PLAN-72

Load MPS Orders PS-PLAN-71

Load Open (Planned) MPS Orders

PS-PLAN-71

Qty Used by MRP PS-PLAN-74

Select 1 Item PS-PLAN-72

Select All Items PS-PLAN-72

MPS Orders Window PS-PLAN-84

Multi-Level Master Scheduling

PS-PLAN-63

running production planning from MPS orders

PS-PLAN-102

viewing those items which may be master
scheduled PS-PLAN-65

Material PS-PLAN-154

material allocations PM-PUR-62,

PM-PUR-67, PM-PUR-79



material costs: posting to a job IM-INV-62

Material Requirements List Report

PS-PLAN-9

Material Requirements List window

PS-PLAN-99

Material Requirements Plan PS-PLAN-143,

PS-PLAN-154

Close Out Selected Manufacturing Orders

PS-PLAN-152

Control Over Kitting & Shortages

PS-PLAN-159

Filling Shortages PS-PLAN-165

Flag as Not OK to Kit PS-PLAN-157

Flag as OK to Kit PS-PLAN-157

How To close out manufacturing orders

PS-PLAN-152

How To edit shortages PS-PLAN-165

How To kit selected tasks PS-PLAN-159

How To release selected manufacturing orders

PS-PLAN-150

How To reverse the kitting process

PS-PLAN-162

How To view and manage shortages

PS-PLAN-163

Include Assemblies PS-PLAN-144

Include POs/Include Requisitions

PS-PLAN-146

Include Purchases PS-PLAN-144

Include Tasks Made in Full PS-PLAN-144

Kit Selected Manufacturing Order Tasks

PS-PLAN-157

Kitting Selected Tasks PS-PLAN-159

Load Only Assemblies Where Quantity Lot

Size PS-PLAN-146

Load Planned Manufacturing Orders

PS-PLAN-144

Load Released Manufacturing Orders

PS-PLAN-144

Load Tasks PS-PLAN-143

OK to Kit PS-PLAN-158

Print Order PS-PLAN-147

Print Selected Manufacturing Order Tasks

PS-PLAN-149

Ready to Build PS-PLAN-147

Release Selected Manufacturing Orders

PS-PLAN-149

Remove Selected Lines PS-PLAN-156

Reverse-Kit Select Mfg Order Tasks

PS-PLAN-152, PS-PLAN-158

Reverse-Kitting PS-PLAN-162

Select 1 Item PS-PLAN-145

Select 1 Job PS-PLAN-145

Select 1 Work Center PS-PLAN-145

Select All Jobs, Items and Work Centers

PS-PLAN-145

Select Past Due Planned Events

PS-PLAN-145

Split Tasks PS-PLAN-154

Splitting Tasks into Lot Sizes PS-PLAN-155

Work Center or Vendor PS-PLAN-147

Material Requirements Plan window

IM-INV-55

Material Requirements Plan, Card 1

PS-PLAN-143

Material Requirements Plan, Card 2

PS-PLAN-154

Material Requirements Plan, Card 3

PS-PLAN-157

material requirements planning PS-PLAN-3,

PS-PLAN-210

Material Requirements Summary PM-PUR-35

material review board (MRB) SA-SYS-114,

IM-INV-153

Material Variance IM-INV-102, QA-GL-33

maximum stock IM-INV-51

Memory see Installing the System SA-SYS-34

Memory-Based Scheduling PS-PLAN-112

Menus

About QUBE GI-GEN-19

activating SA-SYS-137

are all "grayed out" SA-SYS-137

Change User Password GI-GEN-18

File Menu GI-GEN-17

learning GI-GEN-17

Print GI-GEN-18

Quit GI-GEN-18

Report Destination Window GI-GEN-18

Restart Qube GI-GEN-18

- Stop GI-GEN-18
- The Reports Menu GI-GEN-19
- Min, Max, Lead Time & EOQ Analysis window** PM-PUR-111
- min., max.** PM-PUR-111
- Min/Max/Lead Time/EOQ Analysis** IM-INV-51
- Minimize Buttons** GI-GEN-8
- minimum stock** IM-INV-51
- MISC** IM-INV-4
- Missing Journal Entry** QA-GL-19, QA-GL-39
- Module Bar** GI-GEN-5, GI-GEN-6
- Module Selection Window** GI-GEN-5
- Month-End Closing** QA-GL-1, QA-GL-21
- Month-End Closing window** QA-GL-1, QA-GL-21
- Move BOM Components** IM-INV-77
- Moving Around** GI-GEN-5
- moving from field to field** GI-GEN-57
- moving items on and off pallets** IM-PPC-7
- MPS** IM-INV-19
 - see also* Production Planning
- MPS Flagged Items Window** PS-PLAN-65
- MPS Order Summary Window** PS-PLAN-70
- MPS orders**
 - consolidating PS-PLAN-70
 - deleting PS-PLAN-71, PS-PLAN-76
 - editing PS-PLAN-71, PS-PLAN-76
 - generating PS-PLAN-76
 - loading PS-PLAN-70
 - manually adding PS-PLAN-75
- MPS Orders Window** PS-PLAN-84
 - How to add an item to the list PS-PLAN-85
 - How to delete an item from the list PS-PLAN-85
 - How to edit an item in the list PS-PLAN-84
- MRP** PM-PUR-35
 - calculations PS-PLAN-11
 - using to replenish stock PM-PUR-35
 - without using production scheduling PS-PLAN-210, PM-PUR-35
- MRP Links Window** PS-PLAN-21
- MRP Preferences Window** PS-PLAN-22
- Allocate latest PO shipments first PS-PLAN-24
- Allow changes to orders and forecasts... PS-PLAN-23
- Assemblies are never built to stock... PS-PLAN-23
- Assign batch codes PS-PLAN-26
- Changing Bucket Size PS-PLAN-29
- Compute MPS Requirements PS-PLAN-26
- Default to Memory Based Scheduling PS-PLAN-27
- Do not lot size when generating MPS orders PS-PLAN-23
- Lead Time Variance PS-PLAN-26
- Make to Order/Make to Stock PS-PLAN-22
- MPS periods PS-PLAN-26
- Number of Working Days This Year PS-PLAN-26
- printing comments PS-PLAN-25
- Production Planning Cycles PS-PLAN-28
- Reset MPS Calendar PS-PLAN-27
- Schedule completion of production PS-PLAN-27
- Schedule each routing step PS-PLAN-22
- Time Fences PS-PLAN-24
- Use less memory for forward scheduling PS-PLAN-24
- MRP Runs and Allocations window** IM-INV-55, PS-PLAN-185, PS-PLAN-189
- MRP Summary Report** PS-PLAN-3
- MTO** *see* Make to Order
- MTS** *see* Make to Stock
- MU Terminal Number** SA-SYS-136
- multi-level master planning** PS-PLAN-137
- Multiple Contacts**
 - in vendor records PM-PUR-5
- Multiple Non-Scheduled Assembly Transactions window** IM-INV-92, IM-LBS-33
- Multiple Scheduled Assembly Transactions window** IM-INV-93, IM-LBS-32
- Multiple Shipping Warehouses** IM-MSW-1 to IM-MSW-6



Customer Ship-From Locations IM-MSW-2
 default ship-from location IM-MSW-3
 Inventory Stock Quantities Window
 IM-MSW-3

Invoice Select Orders window IM-MSW-2
 Reports IM-MSW-6
 Sales Order Preferences IM-MSW-2

multiple ship-to addresses SM-OE-6

Multiple Windows Data Entry GI-GEN-56

My Preferences window GI-GEN-15,
 GI-GEN-21, SA-SYS-70, PS-LAB-7

My Windows GI-GEN-31
 editing GI-GEN-32
 setting up GI-GEN-32

N

Name of application used to store Inventory
 Drawings SA-SYS-117

Negative Stock Levels PS-PLAN-19

net change scheduling PS-PLAN-132

net stock levels-projecting SM-OE-81

nettable stock IM-INV-152
see also general stock

New Customer Added During Order Entry
 SM-OE-59

New/Old/All SM-COM-7

NewData.LBR SA-SYS-270

No Vendor Specified PS-PLAN-12

Non A/R Cash Receipts QA-AR-56

Non-General Stock Locations IM-INV-153
 and work centers IM-INV-153

Non-Scheduled Assemblies *see* Assembly
 Transactions:Non-Scheduled Assemblies

Non-Scheduled Assemblies window
 IM-INV-89, IM-INV-150,
 IM-INV-168, JC-JC-7

non-scheduling work center PS-LAB-36

NON-STOCK ITEM IM-INV-4, IM-INV-12,
 PM-PUR-59

non-taxable SM-TAX-12

Normal Warranty Period on Shipped Merchandise SA-SYS-116

NVS *see* No Vendor Specified

O

OD7SHELL.LBR SA-SYS-5

ODBC Features GI-GEN-140

Installing on Macintosh GI-GEN-142

Installing on Windows GI-GEN-140

Running Reports (Macintosh) GI-GEN-143

Running Reports (Windows) GI-GEN-141

Set up a user DSN (Macintosh) GI-GEN-143

Set up a user DSN (Windows) GI-GEN-141

Using with Qube ERP GI-GEN-140

Omnis Export and Import SA-SYS-238

Omnis Help Bar GI-GEN-21

Omnis7 Fonts SA-SYS-33

Omnis7 runtimes SA-SYS-4

Omnis7 Serial # SA-SYS-3, SA-SYS-4,
 SA-SYS-35, SA-SYS-44,
 SA-SYS-137

Omnis7 Version SA-SYS-3, SA-SYS-137

OMNISPIC.DF1 SA-SYS-5

OMNISPIC.DF1 *see* Installing the System
 SA-SYS-5

On-Line Documentation GI-GEN-39,
 SA-SYS-45, SA-SYS-120

Task Assistant GI-GEN-43, SA-SYS-46

Task Assistant window displaying New Features SA-SYS-254

On-Line Documentation Window GI-GEN-39

On-Line Help GI-GEN-39, SA-SYS-7

open a previously closed period QA-GL-6,
 QA-GL-26

Open A/P Invoices window QA-AR-84

Open A/R Invoices window QA-AR-58,
 QA-AR-79

Open Database Connectivity GI-GEN-140
see also ODBC Features

Open Drawing button IM-INV-27,
 PS-PLAN-140

Open Invoices QA-AP-31

Open Position window IM-PPC-5, IM-PPC-9

Open Purchase Orders report PS-PLAN-9

Open Purchase Orders window PM-PUR-10



open rack positions IM-PPC-9, IM-PPC-14

Opportunities Search window SM-OE-135,
SM-OE-142

Opportunity Qualifiers window SM-OE-138

Opportunity-Based Profiler window
SM-CRM-12

Option Class OC-OPT-30

Option Class Codes OC-OPT-31

Option Class Codes Setup window OC-OPT-31

Option Class *see* **Option Selection**

Option Selection OC-OPT-3 to OC-OPT-61

Adding additional option sets OC-OPT-13

Adding valid options & prices OC-OPT-12

Advanced Option Selection OC-OPT-29

Auditing the Record Setup OC-OPT-26

Basic Option Selection OC-OPT-3

bills of material with generic items

OC-OPT-4

Configuring a Sales Order OC-OPT-17

Creating Option Sets OC-OPT-15

enabling OC-OPT-17

generic bill of material OC-OPT-3

Generic item codes OC-OPT-4

Generic Items OC-OPT-3, OC-OPT-5

Impact on Production Scheduling and MRP
OC-OPT-19

Indented BOM with options OC-OPT-27

invalid options OC-OPT-18

Non-Scheduled Assemblies OC-OPT-19

Option Class IM-INV-14, OC-OPT-5,
OC-OPT-7

Option Groups report OC-OPT-6

Option Item Code OC-OPT-4, OC-OPT-13

Option Item Groups report OC-OPT-26

Option Items OC-OPT-7

Option Price OC-OPT-13

Option Sets OC-OPT-4, OC-OPT-15

Option Sub-Class IM-INV-14, OC-OPT-5,
OC-OPT-6, OC-OPT-8

order entry window OC-OPT-17

pop-up list OC-OPT-11, OC-OPT-17

Reports OC-OPT-26

Rolling Up Costs OC-OPT-21

Assemblies OC-OPT-21

Shipments to Customers OC-OPT-25
Scheduled Assembly Transactions
OC-OPT-19

Setting Up

Advanced Option Selection
OC-OPT-30

Basic Option Selection OC-OPT-4

Setting Up BOMs OC-OPT-9

setting up the item master records
OC-OPT-5

Shipments to Customers OC-OPT-25

Specific Items OC-OPT-3

Sub-Class OC-OPT-5, OC-OPT-6,
OC-OPT-8

Sub-Group OC-OPT-5

Using OC-OPT-17

using option selection to configure prices
OC-OPT-11

Valid Options & Prices OC-OPT-4,
OC-OPT-11

Option Selection Rules window OC-OPT-35,
OC-OPT-44

Option Sets OC-OPT-32

Option Sets window OC-OPT-15

Order Configuration *see* **Option Selection**

Order Entry

using option selection to configure prices
OC-OPT-11

Order Item Questionnaire window
SM-CSM-32

Order Line # in an inventory transaction
IM-INV-66

order line numbers SM-OE-43

Order Priority PS-PLAN-105

Order Questionnaire window SM-CSM-16

Out of Balance

General Ledger QA-GL-17, QA-GL-37

Journal Entries QA-GL-17, QA-GL-37

Outbound Freight IM-INV-187

**Outbound Shipment Tracking Information
window** IM-INV-188, QA-AR-48

Outbound Shipments Browser GI-GEN-85,
IM-INV-193

Outbound Shipments Browser window
IM-INV-193



Outside Reps SM-COM-3
Outside Reps window SM-COM-3
outsourcing *see* **Outwork**
Outstanding QA-AP-37
Outstanding Balance for a customer
 SM-OE-24
Outstanding Checks window QA-AP-37
Outwork IM-INV-18, IM-INV-49,
 PM-PUR-88 to PM-PUR-103
 bill of material PM-PUR-91
 Definition PM-PUR-88
 issuing outwork components to a vendor
 PM-PUR-95
 Prime Vendor and Lead Time PM-PUR-91
 Properties of an Outworked Item
 PM-PUR-90
 purchased subassemblies IM-INV-18,
 PM-PUR-90
 Scrapping Outwork PM-PUR-103
 Send Kits to Vendor PM-PUR-95
 Set Up PM-PUR-90
 Stock Location in vendor record
 PM-PUR-92
 Using Outwork PM-PUR-94
overhead
 Costs IM-INV-21, IM-INV-138
 labor IM-INV-22
Overhead by Work Center IM-INV-139
Overhead Current Costs window IM-INV-138,
 IM-INV-140
Over-Ride Commission Rate SM-COM-8
overriding sales tax SM-TAX-12

P

Packaging Indicator IM-INV-38, IM-INV-96,
 IM-INV-97
packing list IM-LBS-39, SM-OE-37,
 SM-OE-64
Page Setup GI-GEN-18
Pallet Definitions & Locations window
 IM-PPC-3
Pallet Detail window IM-PPC-4, IM-PPC-6
Pallet Location IM-PPC-3
Pallet Movements IM-PPC-2
Pallet Number IM-PPC-3, IM-PPC-10
pallet position IM-PPC-7
Pallet Position Control IM-PPC-1 to
 IM-PPC-21
 Controlling Pallet Numbers IM-PPC-12
 Current Stock Location IM-PPC-4
 Empty Rack Positions IM-PPC-14
 Empty This Pallet to location IM-PPC-5
 Emptying a Pallet IM-PPC-12
 emptying an entire pallet IM-PPC-7
 Expiration Date, Lot & Batch IM-PPC-16
 Item Locations IM-PPC-3
 Item Locations on Pallets window
 IM-PPC-3
 Loading the Rack Position Table
 IM-PPC-11, IM-PPC-14
 locating items and pallets IM-PPC-1
 Locating Pallets IM-PPC-17
 moving items on and off pallets IM-PPC-7
 New Stock Location IM-PPC-4
 Number of Positions IM-PPC-9
 Open Position window IM-PPC-5,
 IM-PPC-9
 open rack positions IM-PPC-9, IM-PPC-14
 Pallet Definitions & Locations window
 IM-PPC-3
 Pallet Detail window IM-PPC-4,
 IM-PPC-6
 Pallet Location IM-PPC-3
 Pallet Movements IM-PPC-2
 Pallet Number IM-PPC-3, IM-PPC-10
 Pallet number IM-PPC-3
 pallet position IM-PPC-7
 Pallet transactions IM-PPC-2
 Pallet Transactions window IM-PPC-7,
 IM-PPC-12
 Rack Code IM-PPC-10
 Rack Definitions IM-PPC-9
 Rack Definitions window IM-PPC-9,
 IM-PPC-14, IM-PPC-17
 Rack Description IM-PPC-9
 Rack Detail Index IM-PPC-10
 Rack Number IM-PPC-9, IM-PPC-11



- Rack Position IM-PPC-3
- Rack Position Code IM-PPC-10
- Rack Position Records window IM-PPC-10
- Rack Position Summary by Height window IM-PPC-11
- Rack Summary Records IM-PPC-10
- Selecting and Emptying a Pallet IM-PPC-7
- Shop Floor Location Codes IM-PPC-12
- Stock Location IM-PPC-3
- What's on this Pallet IM-PPC-10
- Pallet transactions** IM-PPC-2
- Pallet Transactions window** IM-PPC-7, IM-PPC-12
- parent/child relationship of all of the data files** SA-SYS-284
- Pareto's law** IM-INV-104
- passwords** SA-SYS-130
 - Updating Applications SA-SYS-134
- PAY** QA-GL-55
- Pay Rates Information window** PS-LAB-22
- Payables Aging as of End of Period X** QA-GL-15, QA-GL-35
- payables** *see* **Vendor Invoices**
- Payables Transaction Entry window** DA-GPA-51
- Paying Customers** *see* **Cash Disbursements: Paying Customers**
- Paying Employees and Sales Reps** *see* **Cash Disbursements: Paying Employees & Sales Reps**
- Paying Vendors** *see* **Cash Disbursements: Paying Vendors**
- Payment** DA-GPA-12
- Payment Terms** SM-OE-93, QA-AP-46, DA-GPA-12
 - Code SM-OE-100
 - Credit Card SM-OE-101
 - Credit Card Charge Fee (%) SM-OE-102
 - Credit Card Per-Item Fee (\$) SM-OE-102
 - Date in Month Thru Which Discount is Allowed PM-PUR-124
 - Date in Next Month Thru Which Discount is Allowed SM-OE-101
 - Default Selection SM-OE-101, PM-PUR-124
 - Description SM-OE-100, PM-PUR-123
 - Discount Expires After XX # Days SM-OE-100, PM-PUR-123
 - Discount Rate SM-OE-100, PM-PUR-123
 - Net is Due After xx Days SM-OE-101, PM-PUR-124
 - on vendor invoices QA-AP-3
 - setting up SM-OE-100, PM-PUR-123, DA-GPA-13
 - Vendor Code SM-OE-101
- Payment Terms Setup window** SM-OE-100, PM-PUR-123, DA-GPA-12
- Payment Terms window** QA-AR-68, QA-AR-77, QA-AP-46
- Payment Transactions** QA-AP-19 to QA-AP-33
 - Bank Transfers QA-AP-20
 - Cash Disbursements *see* **Cash Disbursements**
- Payroll Payable** QA-GL-70, QA-GL-71, QA-GL-72, QA-GL-73, QA-GL-74, QA-GL-75, QA-GL-76, QA-GL-77
- Payroll Payable: posting to the GL** QA-GL-35
- PDF Documents** GI-GEN-46, SA-SYS-48
 - Advantages of GI-GEN-46, SA-SYS-48
 - Using GI-GEN-46, SA-SYS-48
- Periods 13 & 14** QA-GL-3, QA-GL-23
- personalizing the system** GI-GEN-31
- Personnel**
 - Additional Compensation Fields PS-LAB-23
 - Authorized to Approve Purchase Orders? PS-LAB-21
 - Base Monthly Rate PS-LAB-22
 - Default GL Account PS-LAB-19
 - Department Code PS-LAB-20
 - Department Information PS-LAB-17
 - Employee Sales Data PS-LAB-24
 - GL Sub-Account PS-LAB-19
 - Pay Rates Information PS-LAB-22
 - Personnel Basic Information window PS-LAB-19
 - Responsible for Weekly System Update? PS-LAB-21



Personnel Basic Info window PS-LAB-19,
QA-GL-33, QA-GL-37

Phantom Assembly IM-INV-38, IM-INV-82,
PS-PLAN-152

physical count transaction
posting to the GL QA-GL-32

Physical Inventory IM-INV-116
Accumulated Stock Counts Window
IM-INV-125
auditing count variances IM-INV-125
consolidated stock counts IM-INV-125
Copy Stock Counts to a Temporary File
IM-INV-116
Count Tags IM-INV-117
Count Variance Report IM-INV-125
count variances IM-INV-125
Create Count Records IM-INV-118
Delete Prior Counts from the Data File
IM-INV-116
Enter Item Counts IM-INV-120,
IM-INV-125
Entering Stock Counts IM-INV-123
Issue Count Tags IM-INV-117
Make Transactions from Counts
IM-INV-126
Print the Counts IM-INV-124
record the count quantities to inventory
IM-INV-125
Reports IM-INV-125
timing IM-INV-117
To adjust the inventory to reflect the physical
inventory counting process
IM-INV-126
see also Inventory: Physical Counts

pick list IM-LBS-39, SM-OE-37, SM-OE-64

pick ticket PS-PLAN-140

Planned Assemblies PS-BOM-24
see also Manufacturing Orders

Planned Operations PS-BOM-24
closing out JC-JC-18
see also Manufacturing Orders

Planned Purchases
see also Manufacturing Orders

Planning Time Fence PS-PLAN-25,

PS-PLAN-79

plant capacities PS-PLAN-89

Play data GI-GEN-3, SA-SYS-37

PO Authorized Amount PS-LAB-21

PO Receipts IM-INV-66, PM-PUR-69 to
PM-PUR-81
Accounting Ramifications PM-PUR-76
auditing IM-INV-67
Drill Down to the Inv. Transaction Window
PM-PUR-75
entering a receipt without a PO PM-PUR-75
Entering PO Receipts without a PO
PM-PUR-74
four types PM-PUR-69
inspection on receipt PM-PUR-72
Lot, Batch, or Serial Numbers PM-PUR-72
NO PO receipts PM-PUR-69
Outwork PM-PUR-101
Outworked items PM-PUR-69
Print Receiving Labels PM-PUR-74
Print Receiving Report PM-PUR-74
purchased items PM-PUR-69
Receipts Not Yet Invoiced window
PM-PUR-82
Clear "Invoiced" Flag PM-PUR-87
Load Flagged as Invoiced PM-PUR-87
Load Not Yet Invoiced PM-PUR-86
Set Status to Invoiced PM-PUR-86
receive items which have had prior receipts
PM-PUR-72
Receiving Items Without a PO PM-PUR-75
receiving labels PM-PUR-73
Receiving Negative Quantities PM-PUR-75
returning items to a vendor PM-PUR-75
Reworked Items PM-PUR-69,
PM-PUR-101
Scheduled Receipts PM-PUR-77
Scheduled Receipts Spreadsheet
PM-PUR-81
Sent To Location PM-PUR-72
Split a Shipment PM-PUR-74
splitting shipments PM-PUR-69
To receive items on a PO PM-PUR-70

PO Receipts window IM-LBS-25,
PS-PLAN-165, PM-PUR-69,



- PM-PUR-102, GC-GC-49
- Pop-Up Lists** SA-SYS-140 to SA-SYS-141
 - Schedule the Update SA-SYS-141
 - Sorting Pop-Up Lists SA-SYS-141
- Portable Document Format manuals**
 - GI-GEN-46
- POs to Expedite Report** PS-PLAN-117
 - Printing the report PS-PLAN-118
- Post Open Transactions window** QA-GL-58, QA-AR-13
- Post Sales Using Item Master Sub Accounts** SA-SYS-119
- Posted Open A/P Invoices window** QA-AP-31
- Posting Cash Receipts** GC-GC-22
- Posting Credit Memos** GC-GC-19
- Posting Debit Memos** GC-GC-28
- Posting Map Code** SM-OE-48, QA-GL-50
- Posting to the GL** QA-GL-58
 - 14 periods QA-GL-60
 - account referenced in the PO item is one of the four inventory accounts QA-GL-68
 - accounting period QA-GL-60
 - additional labor and material transactions showing up in your postings QA-GL-72
 - Assembly Transactions QA-GL-69
 - Beginning/ Ending Transaction Dates QA-GL-60
 - Clear Posting Flag QA-GL-96
 - cost center codes QA-GL-38
 - date of the invoice QA-GL-78
 - Employee Time Charges QA-GL-72
 - Estimated Accounts Payable QA-GL-64
 - General Journal Entries QA-GL-80
 - inventory transactions QA-GL-68
 - Labor Applied to Planned Operations QA-GL-73
 - Labor Transactions QA-GL-72
 - phantom assemblies QA-GL-72
 - piecing together accounts using cost centers and sub accounts QA-GL-38
 - Planned Assemblies QA-GL-74
 - PO Receipt Inventory Transactions QA-GL-66
 - Posting Adjustmt JC-JC-32
 - Posting and Inventory Locations QA-GL-74
 - Posting and Item Types QA-GL-76
 - posting inventory PM-PUR-6, PM-PUR-50
 - posting one check prior to payment QA-AP-29
 - Posting Terminated Before Conclusion QA-GL-18, QA-GL-38
 - posting to periods 13 or 14 QA-GL-3, QA-GL-23
 - Pre-Posting Summary Reports QA-GL-80
 - Rounding Errors and Inventory Postings QA-GL-62
 - Sales Invoices QA-GL-77
 - Scrap and Material Variance IM-INV-102
 - select vendor invoices based on the date received QA-GL-79
 - sub accounts QA-GL-38
 - Trial Posting & Pre-Posting Summary Reports QA-GL-80
 - using Key Accounts QA-GL-25
 - using sub accounts QA-GL-38
 - Using the Window QA-GL-59
 - Vendor Invoices QA-GL-78
 - Which Types of Transactions to Post? QA-GL-59
 - Zero Standard Costs and Inventory Postings QA-GL-63
- Posting Transactions** IM-INV-164
- posting transactions** *see* **Posting to the GL**
- PPV** QA-GL-10
- Preferences menu** SA-SYS-137
- Preparation for Reconciliation window** QA-AP-35
- Prepare Orders for Invoicing** *see* **Invoicing Functions: Prepare Orders for Invoicing**
- Prepare Orders for Invoicing window** QA-AR-3
- Preparing Items for Invoicing** SM-OE-66
- prepayments on vendor invoices** QA-AP-7
- preprinted check numbers** QA-AP-33
- preserving your changes to Qube** SA-SYS-266



pricing IM-INV-44, SM-OE-20, SM-OE-69, SM-OE-91
 automatically updating prices IM-INV-142
 Column Pricing SM-OE-69
 comparing with competitors IM-INV-157
 contract pricing SM-OE-76
 Default Price Category SM-OE-94
 Default Selling Prices IM-INV-26
 Discount Calculations SM-OE-73
 discount rate SM-OE-100, PM-PUR-123
 discounts SM-OE-70
 Editing a Discounted Order SM-OE-73
 Option Selection OC-OPT-11
 price breaks SM-OE-69
 Price Defaulting Code SM-OE-91
 pricing schedules for select customers IM-INV-44
 quantity breaks SM-OE-69
 strategies SM-OE-19
 Volume Discounts SM-OE-71, SM-OE-94

Prime Vendor IM-INV-46

Print Checks QA-AP-32
 Bank Account Number QA-AP-32
 Check Stub List of Transactions QA-AP-33
 Check Styles QA-AP-33
 Earliest and Latest Check Dates QA-AP-32
 Exclude Previously Printed Checks QA-AP-33
 Next Check Number QA-AP-33
 Printing One Check at a Time QA-AP-33
 See Attached Transactions List QA-AP-33

Print Checks window QA-AP-32

Printer Controls GI-GEN-23, SA-SYS-72, PS-LAB-9

Printer Settings SA-SYS-91

Printing Labels PM-PUR-100

Printing Reports and Documents SA-SYS-104

Printing Sales Orders, Work Orders, etc. SM-OE-62

probability of variance (in cycle counting) IM-INV-105

Problem Cause Codes window SM-CSM-10

problem customers SM-OE-6, SM-OE-94

process steps PS-BOM-25

Processing Time PS-BOM-30

product code IM-INV-96, IM-INV-97

product families PS-PLAN-63

production batches IM-INV-58, IM-LBS-14

Production Planning
 accuracy PS-PLAN-113
 auditing the production plan PS-PLAN-113
 calculations PS-PLAN-11
 capacity PS-PLAN-89
 Capacity Requirements Plan *see* Capacity Requirements Plan
 Changing Bucket Size PS-PLAN-29 to PS-PLAN-31
 clearing job allocations PS-PLAN-18
 Close Out All Tasks for 1 Job PS-PLAN-182
 Critical Path PS-PLAN-93
 deleting jobs from the scheduling queue PS-PLAN-109
 determining which jobs to schedule PS-PLAN-105 to PS-PLAN-109
 determining which shipments to schedule PS-PLAN-100
 Finite Scheduling PS-PLAN-88
 flexible manufacturing environments PS-PLAN-88
 Forward Scheduling PS-PLAN-91, PS-PLAN-95
 generating POs from the plan PS-PLAN-176
 generating purchase orders from the production plan PS-PLAN-132
 inaccurate calculations PS-PLAN-11
 Infinite Scheduling PS-PLAN-88
 Issue Allocated General Stock to Location xxx PS-PLAN-178, PS-PLAN-179
 Item Master File PS-PLAN-12
 Item Type PS-PLAN-12
 Lead Time Variance PS-PLAN-26
 Load the Scheduling Queue PS-PLAN-110
 locking in the plan PS-PLAN-175
 long-lead time items PS-PLAN-181
 Manufacturing Environments and Queue PS-PLAN-3
 Material Requirements List PS-PLAN-99



Material Requirements Plan *see* Material Requirements Plan

More Flexible Scheduling PS-PLAN-181
moving jobs up and down the scheduling queue PS-PLAN-108

MPS Flagged Items Window PS-PLAN-65

MPS periods PS-PLAN-26

MRP Preferences Window PS-PLAN-22

MRP Summary Report PS-PLAN-3

Overview PS-PLAN-3

planning horizon PS-PLAN-24

Planning vs. Production SA-SYS-113

POs to Expedite Report PS-PLAN-117
preparation PS-PLAN-5

Print Scheduling Queue PS-PLAN-111

Produce Manufacturing Orders from Queue PS-PLAN-111

producing the schedule PS-PLAN-100

production plan PS-PLAN-86

derived from PS-PLAN-87

Production Planning Cycles PS-PLAN-28

Production Planning Reports window PS-PLAN-3

Production Scheduling Window PS-PLAN-100

Enter 1 Item Code or ALL PS-PLAN-101

Deleting and Deallocating tasks PS-PLAN-112

Disk/Memory-Based Scheduling PS-PLAN-112

Exclude Orders on Credit Hold PS-PLAN-104

Invert/Delete Selections PS-PLAN-109

Load Changes Only PS-PLAN-103

Load from Sales Forecasts/Sales Orders PS-PLAN-102

Load Planned MPS Orders PS-PLAN-102

Load Released MPS Orders PS-PLAN-103

Order Priority PS-PLAN-105

Scheduling Queue PS-PLAN-104

Select "Fixed" Orders PS-PLAN-103

Select Scheduled and Fully Released Orders PS-PLAN-103

Select Scheduled and Partially Released Orders PS-PLAN-103

Select Scheduled but Not Yet Released Orders PS-PLAN-103

Select Unscheduled Orders PS-PLAN-103

Set Up to Schedule PS-PLAN-110

Stop After Deleting Old Records PS-PLAN-112

Purchased Items PS-PLAN-12

Release Vendor Requirements PS-PLAN-176

releasing all of the manufacturing orders for one job PS-PLAN-179

Releasing Strategies and Considerations PS-PLAN-180

Reports

Allocations of Purchase Orders & Approved Requisitions PS-PLAN-218

Daily Production Schedule (by Job # and Item) PS-PLAN-220

Daily Production Schedule by Work Center PS-PLAN-220

Job Traveler PS-PLAN-221

Master Production Schedule PS-PLAN-215

Master Schedule PS-PLAN-215

Material Requirements List PS-PLAN-223

MPS Flagged Items PS-PLAN-214

MRP Summary Report PS-PLAN-210

Print Manufacturing Orders PS-PLAN-214

Production Exceptions PS-PLAN-222

Production Order Tasks PS-PLAN-226

Push-Pull Report PS-PLAN-214

Requisitions Proposed by MRP (By Date & Item) PS-PLAN-217

Review Ship Dates Report PS-PLAN-219

Shop Calendar Report PS-PLAN-225

Weekly Production Schedule by Item PS-PLAN-219

Weekly Production Schedule by Job PS-PLAN-220

Work Center Load Report PS-PLAN-223

Work Center Schedule PS-PLAN-225

resetting the MPS calendar PS-PLAN-27

Response to Change PS-PLAN-198
forecast is converted to a sales order PS-PLAN-202



- sales order item is cancelled PS-PLAN-202
- sales order line item is deleted PS-PLAN-203
- sales order shipment quantity is reduced PS-PLAN-203
- sales shipment record is inserted PS-PLAN-203
- scheduled sales shipment record is deleted PS-PLAN-204
- shipment quantity is increased PS-PLAN-203
- Scheduling Audit Report PS-PLAN-113
- Scheduling Priorities PS-PLAN-106
- Scheduling Queue PS-PLAN-104
- Select if Purchased or Fabricated PS-PLAN-113
- Set Up
 - Inventory Accuracy PS-PLAN-5
 - Item Master File PS-PLAN-5
 - MRP Preferences Window PS-PLAN-6
 - Open Order Conditions PS-PLAN-5
- setting of priorities for scheduling PS-PLAN-100
- Setting Up
 - approved requisitions PS-PLAN-16
 - Assembled At PS-PLAN-13
 - Audit PO Receipts PS-PLAN-17
 - Bill of Material PS-PLAN-13
 - Bills of Material PS-PLAN-14
 - Clear Outdated Job Allocations PS-PLAN-17
 - Fabricated PS-PLAN-13
 - Fabricated Items PS-PLAN-13
 - Item Master File PS-PLAN-12
 - Item Type PS-PLAN-12, PS-PLAN-13
 - Job Allocations PS-PLAN-17
 - Lead Time PS-PLAN-12
 - MRP Preferences Window PS-PLAN-22
 - Negative Stock Levels PS-PLAN-19
 - No Vendor Specified PS-PLAN-12
 - Open Order Conditions PS-PLAN-16
 - outwork PS-PLAN-12
 - POs which were shipped short PS-PLAN-17
 - Prime Vendor PS-PLAN-12
 - purchased parts PS-PLAN-12
 - Purchased/Fabricated PS-PLAN-12
 - Requisitions PS-PLAN-16
 - sales forecast records PS-PLAN-16
 - sales order changes PS-PLAN-16
 - Scheduling Lot Size PS-PLAN-15
 - Set Up Errors Reports PS-PLAN-19
 - setup time PS-PLAN-14
 - shipped orders PS-PLAN-16
 - Shop Calendar PS-PLAN-15
 - Units of Measure PS-PLAN-14
 - Yield PS-PLAN-15
- Steps
 - Assembly Transactions PS-PLAN-8
 - Capacity Requirements Plan PS-PLAN-8
 - Execute the Plan PS-PLAN-7
 - Forecasting PS-PLAN-6
 - Issue the Manufacturing Orders to the Floor PS-PLAN-8
 - Master Scheduling PS-PLAN-6
 - Material Requirements List Report PS-PLAN-9
 - Material Requirements Plan PS-PLAN-7
 - Monitor the Situation PS-PLAN-9
 - Open Purchase Orders report PS-PLAN-9
 - POs to Expedite report PS-PLAN-7
 - Replan as Necessary PS-PLAN-10
 - Rerun Production Scheduling PS-PLAN-10
 - Response to Change PS-PLAN-10
 - Review the MRP Results PS-PLAN-7
 - Run Production Scheduling PS-PLAN-7
 - Schedule One Job Function PS-PLAN-10
 - unreleased manufacturing orders PS-PLAN-181
 - verifying the accuracy of a production plan PS-PLAN-113
 - Viewing Scheduled Manufacturing Events PS-PLAN-142
 - work center capacity PS-PLAN-89
- Production Planning Cycles**
 - Before MPS orders, 1 Fiscal Month Bucket PS-PLAN-29
 - Before MPS orders, 1 Fiscal Week Bucket PS-PLAN-29
 - Bucket Size = 1 Fiscal Month PS-PLAN-30
 - Bucket Size = 1 Fiscal Week PS-PLAN-30
 - Bucket Size, changing PS-PLAN-29

Make to Order w/Production Scheduling
PS-PLAN-28

Make to Stock w/Production Scheduling
PS-PLAN-28

MPS orders, 1 Fiscal Month Bucket
PS-PLAN-30

MPS orders, 1 Fiscal Week Bucket
PS-PLAN-29

Production Planning Reports window
PS-PLAN-3

Production Scheduling Window
PS-PLAN-100

Production Set Up see Bills of Material: Automated Production Set Up

Production Set Up window PS-BOM-48

Profile button SM-OE-135

projected available balance PS-PLAN-75

Promotional Credits QA-GL-35

Purchase Order Header window PM-PUR-48

Purchase Order Items window PM-PUR-57,
JC-JC-5

Purchase Order Receipts window IM-LBS-25,
IM-LBS-27, PS-PLAN-165,
PM-PUR-69, PM-PUR-102,
GC-GC-49

Purchase Orders PM-PUR-48 to PM-PUR-81,
GC-GC-26

Adding a New Vendor During PO Entry
PM-PUR-56

Allocate Shipping Costs PM-PUR-53

Approved by PM-PUR-49

Bill of Lading PM-PUR-52

Change # PM-PUR-52

Confirm to PM-PUR-52

Default Date Needed PM-PUR-52

Default GL Account PM-PUR-50

Drop Shipments to Customers PM-PUR-49

Entered by PM-PUR-49

expediting PS-PLAN-117

FOB Point PM-PUR-52

generating POs from the production plan
PS-PLAN-176

Last Printed PM-PUR-52

Order Total PM-PUR-53

Pay Terms PM-PUR-50

PO # PM-PUR-48

PO Authorized Amount PM-PUR-50

PO message PM-PUR-12

Project Code PM-PUR-52

Purchase Order Items

Adding items on the fly during PO entry
PM-PUR-57

Backordered PM-PUR-60

Code PM-PUR-64

Comments PM-PUR-62

Date PM-PUR-60

GL Account PM-PUR-61

Item Code PM-PUR-57

Job Allocation PM-PUR-62

Lead Time PM-PUR-64

Manufacturers Allowed PM-PUR-64

Non-Stock Items PM-PUR-59

PO Item Description PM-PUR-61

PO Item Numbers PM-PUR-57

Print Notes 1 & 2 PM-PUR-62

Quantity Ordered PM-PUR-60

Quantity Received PM-PUR-60

Reference # PM-PUR-64

Revision Code PM-PUR-64

Rework PM-PUR-63

Status PM-PUR-60

tax code PM-PUR-64

Taxable PM-PUR-64

Unit PM-PUR-60

Unit Conversion Factor PM-PUR-62

Unit Cost PM-PUR-60

Unit Wt PM-PUR-63

Purchase Order Shipment Records

Allocated to Prod'tn PM-PUR-67

B/O PM-PUR-65

Drill Down to a PO Receipt from a Purchase Order PM-PUR-68

Editing the Item Status PM-PUR-67

Line PM-PUR-66

Ordered PM-PUR-65

Purchasing Shipment Code
PM-PUR-67

Received PM-PUR-65

Requested Receipt Date PM-PUR-65

Scheduled Receipt Date PM-PUR-65

Shipped to Vendor PM-PUR-67

Status of PO Items & Shipments
PM-PUR-66

Receipt Location PM-PUR-52

Requested by PM-PUR-51



Sales Tax #1 PM-PUR-52
 Sales Tax #2 PM-PUR-53
 Ship Via PM-PUR-52
 Ship-To PM-PUR-49
 Utility Functions
 Costs Changed by Purchases
 PM-PUR-120
 Draft Vendor Invoice from a PO
 PM-PUR-116
 Export Lead Time Data PM-PUR-114
 Min, Max, Lead Time & EOQ Analysis
 PM-PUR-111
 Update Average Daily Use
 PM-PUR-114
 Update Lead Time PM-PUR-111
 Update Min/Max & E.O.Q.
 PM-PUR-112
 Vendor Address Information PM-PUR-48
 Vendor Code PM-PUR-48

Purchase Price Variance IM-INV-73,
 QA-GL-10, QA-GL-66, QA-GL-79,
 QA-AP-9

Purchase Price Variance: posting to the GL
 QA-GL-35

Purchase Requisitions

Approve Requisitions PM-PUR-43
 Combine Requisitions PM-PUR-46
 Convert Req to PO PM-PUR-33
 Generate POs or Reqs, Stock to Max
 PM-PUR-35
 Generate POs or Requisitions for Select Or-
 ders PM-PUR-37
 Loading items one at a time
 PM-PUR-38
 Loading the Items PM-PUR-38
 Selecting Multiple Lines from the List
 PM-PUR-39
 Using a date range PM-PUR-38
 Generate Requisitions from Sales
 PM-PUR-42
 Requisition Header PM-PUR-33
 Requisition Items PM-PUR-34

Purchased IM-INV-17

Purchased or Fabricated IM-INV-18,
 PS-PLAN-113, PS-PLAN-119

purchased subassemblies *see* **Outwork**

Purchasing

Purchasing Reports PM-PUR-126 to
 PM-PUR-129

Unit Cost Defaulting PM-PUR-16
 unit of measure PM-PUR-60

Purchasing Dollars GI-EIM-14, GI-EIM-18

Purchasing functions IM-INV-161

purchasing unit of measure PM-PUR-62

Purging Data SA-SYS-205 to SA-SYS-217

Actual vs. Standard Labor Data
 SA-SYS-206

Customers SA-SYS-206

Employee Time Charges SA-SYS-207

Inventory Items SA-SYS-207

Inventory Locations SA-SYS-208

Inventory Transactions SA-SYS-209

Journal Entries SA-SYS-210

Manufacturing Orders SA-SYS-211

MPS Orders SA-SYS-210

Pallet Transactions SA-SYS-212

Physical Counts SA-SYS-212

Purchase Orders SA-SYS-213

Quotations SA-SYS-213

Rack Summaries SA-SYS-214

Requisitions SA-SYS-214

Sales Forecasts SA-SYS-215

Sales Invoices SA-SYS-215

Sales Orders SA-SYS-216

Vendor Invoices SA-SYS-216

Push-Pull Report PS-PLAN-214

Q

Q3DICT.DF1 SA-SYS-6, SA-SYS-285

Q3HELP.DF1 SA-SYS-7, SA-SYS-43

Q3Help.df1 SA-SYS-45

QHELP.DF1 GI-GEN-40

QMail GI-GEN-52

Qualified Items *see* **Vendor Performance Grad-**
ing IM-INV-48

Qualified Items window IM-INV-48,
 PM-PUR-15

Qualified Vendor Performance Rating window
 PM-PUR-20

Qualified Vendors and Manufacturers window



- IM-INV-45, PM-PUR-17
- Qualified Vendors** *see* **Vendor Performance**
- Grading**
- Quality Inspection Test Templates window**
- PM-PUR-30
- Quality Inspections** PM-PUR-28 to
- PM-PUR-32
 - Creating Inspection Records PM-PUR-30
 - Inspect on Receipt flag PM-PUR-30
 - inspection records PM-PUR-30
 - Inspection Test Types PM-PUR-29
 - loading all tests PM-PUR-30
 - PO receipts PM-PUR-30
 - Quality Inspection Templates PM-PUR-29,
 - PM-PUR-30
 - Quality Inspections window PM-PUR-31
 - returning failed items to vendor PM-PUR-31
 - setting up a negative PO receipt PM-PUR-31
 - test procedure templates PM-PUR-28
 - Using Quality Inspections PM-PUR-29
- Quantities in Stock Locations** IM-INV-58
- Quantities in Stock Locations window**
- IM-LBS-14, IM-LBS-17, IM-LBS-33,
- IM-LBS-35, IM-LBS-50
- Quantities Ordered** PM-PUR-118, QA-AP-43
- Quantities Received** PM-PUR-118,
- QA-AP-43
- quantity pricing** SM-OE-69
- quantity scheduled for production** IM-INV-52
- Qube Application**
- which version do I have? SA-SYS-136
- Qube Electronic Notifier window** GI-GEN-52
- QUBE.CNK** SA-SYS-8, SA-SYS-36,
- DA-GPA-14
- QUBE.LBR** SA-SYS-7
- QUBELINK.TXT** DA-GPA-10, DA-GPA-11,
- DA-GPA-16
- Questionnaire Labels & Logic window**
- SM-CSM-12
- Queue Time work center** PS-BOM-4,
- PS-LAB-35, PS-LAB-39, PS-LAB-40
- Quotation Header** SM-OE-128
- Quotation Header window** SM-OE-128
- Quotation Items window** SM-OE-129,
- GC-GC-25
- Viewing Option Selection SM-OE-130
- Quotation Items window Available to Promise**
- SM-OE-131
- Quotations** SM-OE-128 to SM-OE-131,
- GC-GC-25
- Quotations Browser** GI-GEN-83
- quoting**
- Converting a Quotation to a Sales Order
- SM-OE-129
- entering a quote SM-OE-129
- Quotation Header SM-OE-128
- Quotation Items SM-OE-129
- Quotation Reports SM-OE-131
- R**
- Rack Code** IM-PPC-10
- Rack Definitions** IM-PPC-9
- Rack Definitions window** IM-PPC-9,
- IM-PPC-14, IM-PPC-17
- Rack Description** IM-PPC-9
- Rack Detail Index** IM-PPC-10
- Rack Number** IM-PPC-9, IM-PPC-11
- Rack Position** IM-PPC-3, IM-PPC-9
- Rack Position Code** IM-PPC-10
- Rack Position Records window** IM-PPC-10
- Rack Position Summary by Depth window**
- IM-PPC-11
- Rack Position Summary by Height window**
- IM-PPC-11
- Rack Summary Records** IM-PPC-10
- RAW** IM-INV-14, QA-GL-68
- Ready to Build** PS-PLAN-136, PS-PLAN-147
- Reason Codes** IM-INV-63, IM-INV-99
- posting to the GL QA-GL-32
- Re-Assign Journal Entry Period Posted window**
- QA-GL-6
- Recalculate Buttons** GI-GEN-68 to
- GI-GEN-71, IM-INV-28
- BOMs GI-GEN-68
- General Ledger GI-GEN-71
- Inventory GI-GEN-68
- Order Entry GI-GEN-69



- Payables GI-GEN-71
- Purchasing GI-GEN-70
- Receivables GI-GEN-70
- Receipts Not Yet Invoiced** *see* **P.O. Receipts**
- Receipts Not Yet Invoiced Window**
 - PM-PUR-82, QA-AR-82
 - Clear “Invoiced” Flag PM-PUR-87
 - Date Ranges PM-PUR-85
 - Display Choices PM-PUR-85
 - Drilling Down PM-PUR-87
 - Load Flagged as Invoiced PM-PUR-87
 - Load Not Yet Invoiced PM-PUR-86
 - Loading Records PM-PUR-85
 - Posting to Estimated Accounts Payable PM-PUR-83
 - reconciling the Estimated Accounts Payable account PM-PUR-84
 - Set Status to Invoiced PM-PUR-86
 - Sorting the Records PM-PUR-87
- Receivables Aging as of End of Period X**
 - QA-GL-16, QA-GL-36
- Receivables Reports** QA-AR-71
- Receivables Transaction Entry window**
 - DA-GPA-46
- reconcile checking account** QA-AP-35, QA-AP-49
- Reconcile Stock to Transactions** IM-INV-154
 - Working Backward IM-INV-154
 - Working Forward IM-INV-155
- Reconcile Stock to Transactions window**
 - IM-INV-154
- Reconciliation Reports** QA-GL-13, QA-GL-33
- Reconciling Accounts Receivable** QA-GL-14, QA-GL-34
- Reconciling Cash** QA-GL-14, QA-GL-34
- Reconciling Payables to the General Ledger**
 - QA-GL-13, QA-GL-33
- Reconstruct all Bills of Material window**
 - PS-BOM-37
- reducing number of parts in item master file**
 - OC-OPT-3
- Reference Designators Window** PS-BOM-21
- Reference Lists** GI-GEN-62 to GI-GEN-65
 - Entering Data with Reference Lists GI-GEN-65
 - Finding Records with Reference Lists GI-GEN-65
- Release Manufacturing Orders** PS-PLAN-174
- Release Manufacturing Orders window**
 - PS-PLAN-174
- Released Jobs window** OC-OPT-58
- releasing planned assemblies** PS-PLAN-132
- releasing selected manufacturing orders**
 - PS-PLAN-150
- Relieve Inventory**
 - Assembly transactions, through all indented BOM levels SA-SYS-110
 - Upon Invoicing SA-SYS-109
- Re-Open Previously Closed Period window**
 - QA-GL-6, QA-GL-26
- Reopening Previously Closed Period**
 - QA-GL-6, QA-GL-26
- reorganizing data**
 - Reorganize SA-SYS-237
 - Reorganize and Optimize SA-SYS-237
- Rep Code** SM-COM-3
- repairs** SM-SOT-5, SM-CSM-23
- REPEAT** SM-OE-33
- Repeat Code on vendor invoices** QA-AP-5
- Repeat orders** SM-OE-33
- Repeat Payments** QA-AP-18
- Replace an Item in BOMs window**
 - PS-BOM-43
- replenishing negative stock levels** PS-PLAN-76
- replenishing stock automatically** PM-PUR-35
- Reporting Functions Palette** GI-GEN-91
- Reports** GI-GEN-91 to GI-GEN-100
 - Ad Hoc Reports *see* Ad Hoc Reports GI-GEN-101
 - changing default page set up SA-SYS-143
 - Copying Report Data Into Other Applications GI-GEN-95
 - Print Later GI-GEN-94
 - Print Merge GI-GEN-98
 - Printing Graphic Reports GI-GEN-96
 - Printing Reports to Screen GI-GEN-94
 - Printing to File GI-GEN-94

- Report Orientation GI-GEN-97,
SA-SYS-143
- Report Parameters GI-GEN-93
- Reporting Functions Palette GI-GEN-92
- Storing and Using Frequently Printed Reports
GI-GEN-98
- updating SA-SYS-142
- reports not printing evenly** SA-SYS-33
- reports printing with uneven columns**
SA-SYS-33
- Requested Ship Date** SM-OE-50, SM-OE-86
- Requesting Support** SA-SYS-57
- Require P.O.# on Sales Orders** SA-SYS-106
- Require Unique Work Center Shop Floor Loca-
tions** IM-INV-151
- Requisition Header window** PM-PUR-33
- Requisition Items window** PM-PUR-34
- Requisitions** GC-GC-26
 - by Item Code report PS-PLAN-16,
PM-PUR-46
 - unapproved PS-PLAN-177
- RES** IM-INV-14, QA-GL-68
- resale #** SM-OE-20
- Resales Tax Rate** SM-TAX-12
- Rescheduling Tasks Using Drag and Drop**
PS-PLAN-207
- Restrict POs to authorized amounts**
SA-SYS-102
- Retained Earnings** QA-GL-35
- Retained Earnings Adjustments** QA-GL-36
- Reverse-Kit Select Mfg Order Tasks**
PS-PLAN-152
- revision control** PS-BOM-15, PS-BOM-35
- Revisions & Engineering Change Orders win-
dow** IM-INV-170
- Rework manufacturing tasks** PS-PLAN-130,
PS-PLAN-137
- Rework POs** PM-PUR-63
- Rigid Schedules** SA-SYS-112
- RMA Number** SM-SOT-3, SM-CSM-19
- ROM Series** SA-SYS-136
- Rounding Errors and Inventory Postings**
QA-GL-62
- routing information** PS-PLAN-123
- routing slip** PS-PLAN-140
- Routings** PS-PLAN-125
 - Benefits PS-BOM-23
 - Defined PS-BOM-23
 - Labor Applied to Planned Operations
PS-BOM-24
 - Planned Operations PS-BOM-24
 - Processing Time PS-BOM-30
 - and Production Planning PS-BOM-23
 - and Production Set Up PS-BOM-48
 - Reports PS-BOM-31
 - Setting Up Routings PS-BOM-27
 - The Routing Work Center PS-BOM-27
 - Totaling Time in the BOM PS-BOM-29
 - Using Routings without Production Plan-
ning PS-BOM-25
 - Work Center Rate & Capacity Window
PS-BOM-27
- Rules** IM-INV-27
- Rules-Based Configurator** IM-INV-137
 - Cost Multiplier IM-INV-137
- Rules-Based Order Configurator** OC-OPT-29
- S**
- SALE** QA-GL-55
- sale types** SM-OE-33
- Sales**
 - Posting QA-GL-45
- Sales - Finished Goods** QA-GL-78
- Sales Activities button** SM-OE-136
- Sales Activities window** SM-OE-10,
SM-OE-136
- Sales Activity Codes Window** SM-OE-96
- Sales Adjustments: posting to the GL**
QA-GL-37
- Sales and COGS Posting Maps** SM-OE-48,
QA-GL-50
- Sales and COGS Posting Maps window**
QA-GL-50
- Sales Commission Expense: posting to the GL**
QA-GL-37
- Sales Commission Terms window** SM-COM-6
- Sales Commissions** SM-COM-1 to



- SM-COM-26, DA-GPA-47
- and the Customer Types Window
- SM-COM-8
- as a percent of gross profit SM-COM-7
- as a percent of gross sales SM-COM-7
- Commission on Each Invoice SM-COM-15
- and Commission Splits & Adjustments
- SM-COM-17
- Cash Disbursements SM-COM-16
- Paid Outside the System SM-COM-17
- Primary Account Manager
- SM-COM-16
- Primary Sales Rep SM-COM-16
- Reverse Paid Outside the System
- SM-COM-20
- Commission on Each Order SM-COM-13
- Primary Account Manager
- SM-COM-14
- Primary Sales Rep SM-COM-13
- Commission Splits & Adjustments
- SM-COM-10
- Commission Splits SM-COM-11
- Costs Not Charged to Customer
- SM-COM-11
- Misc. Adjustment SM-COM-11
- Rep's Burden SM-COM-11
- Commissions in Invoices vs. Commissions in
- Sales Orders SM-COM-17
- Commissions Reports SM-COM-25
- deducting credit memos from payments
- SM-COM-23
- different commission amounts may be paid on
- different items SM-COM-1
- Draft Commission Checks SM-COM-22
- Commission Expense Account
- SM-COM-24
- Compute Negative Commissions for
- Credit Memos? SM-COM-23
- Select Invoices Paid in Full on or Before
- SM-COM-22
- Select One Employee or All
- SM-COM-23
- Select Only Invoices which are Paid In
- Full? SM-COM-23
- for non-staff sales people SM-COM-3
- in sales orders SM-COM-13
- incorrect commission amounts SM-COM-15
- marking commissions as "paid"
- SM-COM-17
- marking commissions as "unpaid"
- SM-COM-20
- Outside Reps SM-COM-3
- Over-Ride Commission Rate SM-COM-8
- Paid Outside the System SM-COM-17
- paying on invoices which are partially paid
- SM-COM-23
- paying only on invoices which are paid in full
- SM-COM-23
- paying *see* Sales Commissions:Draft Com-
- mission Checks
- Recommended Steps SM-COM-25
- recomputing on a sales order SM-OE-47
- Rep Code SM-COM-3
- Terms Window SM-COM-6
- # Months SM-COM-7
- Base or Bonus SM-COM-7
- For Closing Sales Orders SM-COM-6
- NEW SM-COM-8
- New, Old, All SM-COM-7
- Percentage SM-COM-7
- S or P SM-COM-7
- viewing commissions on each sales order and
- invoice SM-COM-1
- Sales Events window** SM-OE-139
- Sales Invoices** GC-GC-18
- Sales Invoices Browser** GI-GEN-81
- Sales Opportunities** SM-OE-132 to
- SM-OE-146
- Acct Mgr SM-OE-133
- automating the follow up SM-OE-145
- Comments SM-OE-134
- Contacts SM-OE-133
- Converting Customers to Opportunities
- SM-OE-141
- Converting Opportunities to Customers
- SM-OE-141
- Customer Number SM-OE-133
- Date Entered SM-OE-134
- Est. Value SM-OE-134
- Expected Close Date SM-OE-134
- Export Data SM-OE-145
- Follow-Up List SM-OE-143
- Item Code SM-OE-133
- Last Follow Up SM-OE-134

- ul style="list-style-type: none; padding-left: 0;">
- mail merging SM-OE-145
- Next Action SM-OE-134
- Next Action Date SM-OE-134
- Opportunities Lists SM-OE-144
- Opportunities Search SM-OE-142
- Opportunity Name SM-OE-133
- Opportunity Number SM-OE-133
- Phone # extensions SM-OE-133
- Profile Button SM-OE-135
- Purpose SM-OE-132
- Qualification Descriptions SM-OE-138
- Quotations button SM-OE-135
- ranking SM-OE-137
- Reason SM-OE-134
- Sales Activities SM-OE-136
- Sales Activities button SM-OE-136
- Sales Events
 - Event Date SM-OE-139
 - Events Button SM-OE-140
 - Printing Event Reports SM-OE-140
 - Recording Attendees SM-OE-139
 - Sales and Events SM-OE-140
- Sales Opportunity Qualifications SM-OE-137
- Sales Rep SM-OE-133
- Sample Sent SM-OE-134
- Score SM-OE-133
- Search SM-OE-135
- Send Letter SM-OE-134
- Status SM-OE-134
- Status Code SM-OE-134
- Sales Opportunities Browser** GI-GEN-82
- Sales Opportunities window** SM-OE-132
- Sales Opportunity Qualifications window** SM-OE-137
- Sales Order Header Window** SM-OE-29, SM-TAX-15, QA-GL-26, QA-GL-33, QA-GL-36, QA-AR-19, JC-JC-15
 - Bill of Lading SM-OE-38
 - Bill To Name & Address SM-OE-29
 - Carrier name or type SM-OE-35
 - Cases Shipped SM-OE-35
 - Change # SM-OE-35
 - Change Date SM-OE-35
 - Contract # SM-OE-33
 - Cr Card SM-OE-32
 - Cr Card Auth SM-OE-32
 - Credit Card Number SM-OE-32
 - Currency SM-OE-36
 - Currency Exchange Rate SM-OE-36
 - Customer Code SM-OE-29
 - Customer Deposits SM-OE-36
 - Customer Financial Information SM-OE-37
 - Date Fields SM-OE-36
 - Dept SM-OE-35
 - Discount Due SM-OE-32
 - Entered by SM-OE-36
 - Est. Freight SM-OE-35
 - Expires SM-OE-32
 - Freight SM-OE-36
 - Freight Tax SM-OE-36
 - Handling SM-OE-36
 - Net Days SM-OE-32
 - Order # SM-OE-29
 - Order Header Comments SM-OE-36
 - Order Total SM-OE-36
 - P.O. # SM-OE-32
 - Print SM-OE-37
 - Sale Type SM-OE-33
 - Sales Rep/Acct Mgr SM-OE-31
 - Selecting from Multiple Ship-to Addresses SM-OE-30
 - Shipment Terms SM-OE-34, SM-OE-35
 - Shipping Location SM-OE-34
 - Ship-To Name & Address SM-OE-30
 - Status SM-OE-33, SM-OE-44
 - Sub SM-OE-35
 - Sub-Total SM-OE-36
 - Terms Code SM-OE-31
 - Terms Discount % SM-OE-35
 - UPS Zone SM-OE-35
 - VAT Tax SM-OE-36
- Sales Order Items Window** IM-LBS-38, SM-OE-39, QA-AR-20, OC-OPT-47
 - Bill of Lading SM-OE-36
 - Changing an existing order SM-OE-60
 - Deleting an Existing Order or Line Item(s) SM-OE-61
 - Duplicating an Existing Sales Order



SM-OE-58
 Duplicating One Sales Order Item
 SM-OE-58
 Editing a Sales Order SM-OE-60
 Item Code SM-OE-43
 Item Comments SM-OE-46
 Item Description SM-OE-45
 Misc Fields
 Acct Mgr Comisn SM-OE-47
 Batch SM-OE-47
 Budget SM-OE-47
 Discounts % SM-OE-48
 Editing Sales Commissions SM-OE-47
 Posting Map Code SM-OE-48
 Pre-Invoice SM-OE-48
 Rep Commission SM-OE-46
 Scheduling Priority SM-OE-48
 Notes 2 SM-OE-46
 Order Date SM-OE-44
 Order-Line Numbers (Job Numbers)
 SM-OE-43
 Quantities
 B/O SM-OE-45
 Invoiced SM-OE-45
 Ordered SM-OE-45
 Shipping SM-OE-45
 Schedule this Order SM-OE-53
 Shipping Records
 Back Ordered SM-OE-52
 Display Only Fields SM-OE-52
 Invoiced SM-OE-52
 Ordered SM-OE-51
 Requested Ship Date SM-OE-50,
 SM-OE-51
 Sales Shipment Code SM-OE-53
 Sched. Ship Date SM-OE-50
 Shipping SM-OE-51
 Status SM-OE-52
 Show Option Selection View SM-OE-39
 Show Ship Dates + Order Item Notes View
 SM-OE-40
 Unit of Measure SM-OE-44
 Unit Price SM-OE-45
 view of Process-Oriented Order Entry
 SM-OE-43
 View with Ad Specialty turned on
 SM-OE-41
 View with Advanced Option Selection turned

 on SM-OE-42
 View with Lot & Batch turned on via System
 Setup Card #1 SM-OE-41
 View with Option Selection turned off via
 System Setup Card #1 SM-OE-40
 View with Process-Oriented Order Entry
 SM-OE-42
Sales Order Line # PS-PLAN-128, JC-JC-3
Sales Order Preferences IM-MSW-2,
 SM-OE-85
 Allow editing of customer master
 SM-OE-85
 Change Sales Commissions when sales orders
 are edited SM-OE-87
 Combine invoice lines SM-OE-88
 Create Shipment Records when Printing
 SM-OE-88
 OK to change item code SM-OE-87
 Over-ride Commission Rate SM-OE-95
 Print Invoice item Comments SM-OE-85
 Print separate lines SM-OE-88
 Printing Forms in Item Code Order
 SM-OE-87
 Recommend shipping quantity SM-OE-88
 Requested Ship Date Preference for Sales Or-
 ders SM-OE-86
 Sales Type Preference SM-OE-85
 shipping charges SM-OE-86
 Sort items when printing SM-OE-87
 When a Sales Order is flagged as Credit Hold
 SM-OE-90
Sales Order Preferences window SM-OE-85
Sales Order Shipments Schedule window
 IM-INV-53, IM-LBS-37, SM-OE-65
Sales Orders
 Adding a New Customer during Order Entry
 SM-OE-59
 Adding a New Sales Order SM-OE-56
 Credit Limit Restrictions SM-OE-57
 editing a discounted order SM-OE-73
 Terms Discounts SM-OE-74
Sales Quotations Browser GI-GEN-83
Sales Rep DA-GPA-47
 Base Mo. Rate \$ SM-COM-4



- Default GL Account SM-COM-4
- Department SM-COM-4
- GL Sub Account SM-COM-4
- Pay Rates/Commissions SM-COM-5
- Sales Data SM-COM-5
- Sales Reports** QA-AR-70
- sales shipment code** PS-PLAN-148
- Sales Tax** SM-OE-19, SM-TAX-1 to SM-TAX-22
 - breaking out the sales tax collected and payable among an unlimited number of predefined tax codes SM-TAX-6
 - Default Tax Rates SM-TAX-2
 - different tax rates SM-TAX-6
 - Exempt from all Sales Taxes SM-TAX-4
 - GST SM-TAX-4
 - in the Sales Order Header window SM-TAX-15
 - Include Shipping Charges in Sales Tax Computations SM-TAX-2
 - Multiple Zone Sales Tax Accounting SM-TAX-6
 - Adding a Tax Code SM-TAX-10
 - applying tax codes to shipping addresses SM-TAX-16, SM-TAX-18
 - Changing a Tax Code SM-TAX-10
 - changing tax codes in customer records SM-TAX-14
 - Changing the Sales Tax on an Invoice SM-TAX-17
 - Changing the Sales Tax on an Order SM-TAX-15
 - County SM-TAX-8
 - Deleting a Tax Code SM-TAX-10
 - Exempt from all Sales Taxes in the Customer \$\$ Info window SM-TAX-12
 - looking up tax codes SM-TAX-12
 - looking up Tax Zones by State SM-TAX-9
 - non-taxable SM-TAX-12
 - overriding sales tax SM-TAX-12
 - Rate Total SM-TAX-9
 - Resale Tax Rate
 - in the Customer \$\$ Info window SM-TAX-11
 - Resales Tax Rate SM-TAX-12
 - review of tax codes SM-TAX-14
 - Sales Tax #2 SM-TAX-15, SM-TAX-17
 - Sales Tax Code SM-TAX-12
 - in the Customer \$\$ Info window SM-TAX-11
 - Sales Tax Codes SM-TAX-8
 - Sales Tax Codes report SM-TAX-19
 - Sales Tax Reports SM-TAX-19
 - Setting an Individual Customer's Tax Rate SM-TAX-11
 - Setting Up the Data File SM-TAX-22
 - shipping addresses and sales tax codes SM-TAX-16
 - State SM-TAX-9
 - Tax #1 SM-TAX-15
 - editing field in the Sales Invoice window SM-TAX-17
 - editing in the Sales Order Header window SM-TAX-15
 - Tax Code Fields SM-TAX-8
 - Tax Rate Labels SM-TAX-9
 - Tax Rates SM-TAX-9
 - Multiple Zone Sales Tax AccountingSetting
 - up the tax codes SM-TAX-6
 - non-taxable SM-TAX-12
 - Resale Tax Rate SM-TAX-4
 - Resales Tax Rate SM-TAX-12
 - Sales Tax # SM-TAX-1
 - Sales Tax #1 SM-TAX-1
 - Sales Tax Codes SM-TAX-8
 - Tax #1 SM-TAX-4
 - tax codes SM-TAX-6
 - tax exempt status SM-TAX-4
 - Tax Rate Defaulting without Multi Zone Sales Tax SM-TAX-2
 - Tax Zone SM-TAX-1
 - without Multi Zone Sales Tax SM-TAX-1
 - Sales Tax #2** SM-TAX-15
 - sales tax accounts posted to** QA-GL-38
 - Sales Tax Codes window** SM-TAX-8
 - Sales Tax Expense** QA-GL-37
 - posting to the GL QA-GL-37
 - Sales Tax Payable**
 - posting to the GL QA-GL-38
 - Sales Tax Reports** SM-TAX-4, SM-TAX-19
 - Sales Type Codes** SM-OE-91
 - Sales Type Codes Window** SM-OE-91



Orders not held up by delinquent invoices
 SM-OE-92
 Pay No Commissions SM-OE-92
Sales Volume Discounts SA-SYS-100,
 SM-OE-71
Sales: posting to the GL QA-GL-36
sales: tracking where leads came from
 QA-AR-33
Salesperson Maintenance window
 DA-GPA-48
Save command GI-GEN-55
SCC SA-SYS-98, IM-INV-34, IM-INV-38,
 IM-INV-96
Sched Lot Size PS-PLAN-135
Sched. SM-OE-53
Schedule Advice window PS-PLAN-200
Schedule an Activity window SM-CRM-5
Schedule One Job Function PS-PLAN-10
Schedule Shipments for Order window
 SM-OE-54
Schedule to Log Users Off SA-SYS-145
Scheduled Assemblies window IM-INV-81,
 IM-LBS-33
Scheduled Events Manager GI-GEN-47 to
 GI-GEN-51
 Scheduling reports without the Scheduled
 Events Manager QA-GL-61
scheduled hours PS-PLAN-167
scheduled hours/day PS-PLAN-89
Scheduled Receipts Spreadsheet window
 PM-PUR-81
Scheduled Receipts window IM-INV-54,
 PS-PLAN-17, PS-PLAN-18,
 PM-PUR-77
 Editing the List PM-PUR-78
 Item Status PM-PUR-78
 Load the List PM-PUR-77
 Printing the List PM-PUR-79
 Selecting Multiple Items PM-PUR-79
 Sorting the List PM-PUR-78
Scheduling Audit Report
 Printing the report PS-PLAN-116
scheduling priority SM-OE-22, SM-OE-48
Scheduling Queue PS-PLAN-104

**Scheduling reports without the Scheduled
 Events Manager** QA-GL-61
Scrap IM-INV-102
Scrapping Outwork PM-PUR-103
**"See Attached Transactions List" (printed on a
 check stub)** QA-AP-33
Select Items to Count window IM-INV-110
Selecting and Emptying a Pallet IM-PPC-7
Selecting Multiple Items in a List GI-GEN-61
Send Kits to Vendor PM-PUR-95
Send Kits to Vendor Window IM-LBS-29,
 PM-PUR-95, PM-PUR-99
 Printing Labels PM-PUR-100
 Receiving Outwork and Reworked Items
 PM-PUR-101
 Using the Function PM-PUR-95
Serial Number Conflicts SA-SYS-44
Serial Number Tracking IM-LBS-59
 Adding Additional Item Codes IM-LBS-61
 Automatically Generated Data IM-LBS-59
 Changing Serial Numbers IM-LBS-66
 Changing Shipment Dates so that Serial Num-
 ber records match Invoice records
 IM-LBS-67
 component serial numbers IM-LBS-61
 date-related issues IM-LBS-67
 Dates IM-LBS-67
 Finding a Serial Number IM-LBS-66
 Item Code IM-LBS-61
 Labels IM-LBS-64
 Last Used Serial Number IM-LBS-63
 Look Up One Serial Number IM-LBS-66
 Matching Serial Numbers to Invoices
 IM-LBS-67
 Multiple Invoices for 1 Sales Order-Line
 IM-LBS-67
 printing serial # assignments IM-LBS-63
 Reports IM-LBS-67
 Serial #1 IM-LBS-62
 Serial #2 IM-LBS-63
 serial numbers in service orders SM-SOT-4
 Serial Numbers in Shipments IM-LBS-59
 serial numbers:looking up SM-OE-15
 Shipment Date IM-LBS-61



- Split Serial Numbers IM-LBS-30
- Viewing One Serial Number at a Time IM-LBS-66
- Viewing the Sales Orders and Invoices Associated with the Serial Numbers IM-LBS-64
- Serial Numbers in Shipments window** IM-LBS-59
- Service Activities window** SM-SOT-6
- Service Life** PS-LAB-27
- Service Order Problems, Causes & Actions window** SM-CSM-17
- Service Order Problems, Causes & Replacement Parts window** SM-CSM-25
- Service Order Tracking** SM-SOT-1 to SM-CSM-42
 - Basic
 - Bill-To Customer SM-SOT-4
 - Change Process Step SM-SOT-8
 - Comments SM-SOT-5
 - Customer Complaint was Confirmed SM-SOT-7
 - Customer Service Problem Areas SM-SOT-2
 - Customer Service Processing Steps SM-SOT-2
 - Date Entered SM-SOT-3
 - Date Shipped SM-SOT-7
 - determining status of an order SM-SOT-8
 - enter the receipt of a returned item SM-SOT-6
 - In Warnty? SM-SOT-5
 - Inventory Transactions SM-SOT-9
 - No Serial Numbers SM-SOT-4
 - Pay Terms SM-SOT-4
 - PO# SM-SOT-4
 - Problem Areas SM-SOT-2
 - Process Steps SM-SOT-8
 - Processing Step SM-SOT-3
 - Qty Ordered SM-SOT-5
 - Qty Shipping SM-SOT-5
 - Repair Charges SM-SOT-5
 - Return Order # SM-SOT-3
 - Return Type SM-SOT-4
 - RMA# SM-SOT-3
 - Serial Number SM-SOT-4
 - Service Activities SM-SOT-6
 - Service Orders SM-SOT-3
 - Service Set Up window SM-SOT-2
 - Set Up SM-SOT-2
 - Shipping and Invoicing the Service Order SM-SOT-9
 - Shipping Charges SM-SOT-9
 - Shipping Information SM-SOT-5
 - Ship-To Address Fields SM-SOT-4
 - Status SM-SOT-5
 - tracking the steps of a service order SM-SOT-6
 - View Processing Summary SM-SOT-8
 - Customer Service Management
 - Bill-To Customer SM-CSM-19
 - Cause Comment SM-CSM-28
 - Causes List SM-CSM-27
 - Comments SM-CSM-20, SM-CSM-23
 - computing repair charges SM-CSM-28
 - Converting Data with the Task Assistant SM-CSM-6
 - Corrective Action Codes SM-CSM-11
 - Corrective Actions SM-CSM-28
 - Customer PO# SM-CSM-20
 - Data Integration SM-CSM-4
 - Date Closed SM-CSM-27
 - Date Entered SM-CSM-19
 - Date Received SM-CSM-27
 - decision tree SM-CSM-12
 - Expected Benefits SM-CSM-2
 - Follow Up Activities SM-CSM-29
 - Follow Up Events SM-CSM-14
 - Followup Date SM-CSM-21, SM-CSM-26
 - Followup Person SM-CSM-21, SM-CSM-26
 - Getting Started SM-CSM-5
 - In Warnty? SM-CSM-23
 - Inventory Transactions SM-CSM-38
 - Invoicing a Service Order SM-CSM-38
 - Item Code SM-CSM-26
 - Item Comments SM-CSM-27
 - Lookup Information Number SM-CSM-21
 - No Serial Numbers SM-CSM-22
 - Open/Closed/Invoiced SM-CSM-26
 - Order Item Code SM-CSM-25
 - Order Questionnaire window SM-CSM-13
 - Overview SM-CSM-1
 - Pay Terms SM-CSM-20
 - Problem Cause Codes SM-CSM-10
 - Problem Comment SM-CSM-27
 - Problems by Problem Type report

- SM-CSM-2
- Problems List SM-CSM-27
- Qty Backordered SM-CSM-23
- Qty Invoiced SM-CSM-23
- Qty Received SM-CSM-26
- Qty Shipping SM-CSM-23
- Qty to be Returned SM-CSM-23, SM-CSM-26
- Quantity SM-CSM-22
- Questionnaire Labels & Logic SM-CSM-12
- refresh the Personnel & Labor Functions list SM-CSM-7
- Repair Charges SM-CSM-23
- Replacement Items List SM-CSM-28
- Reports SM-CSM-38, SM-CSM-39
 - Service Order Problems by Item Code SM-CSM-42
 - Service Orders by Item Code SM-CSM-40
 - Service Orders by Service Order Item Number SM-CSM-39
- RMA# SM-CSM-19
- Service Activities SM-CSM-25
- Service Order # SM-CSM-19
- Service Order Header window SM-CSM-19
- Service Order Item Detail SM-CSM-21
- Service Order Problems, Causes & Actions SM-CSM-25
- Service Order Problems, Causes & Actions window SM-CSM-9, SM-CSM-10, SM-CSM-11, SM-CSM-17
- Service Order Questionnaire SM-CSM-12, SM-CSM-32
- Service Orders List SM-CSM-33
 - Date Received SM-CSM-37
 - Display Selection Criteria SM-CSM-35
 - Displayed Data SM-CSM-35
 - Draft Invoice-Applied Credit Memo SM-CSM-33
 - Draft Un-Applied Credit Memo SM-CSM-33
 - Follow-up Date SM-CSM-36
 - Follow-up Person SM-CSM-36
 - Issue Replacement Invoice SM-CSM-34
- Load Service Order Items SM-CSM-35
- Order Date SM-CSM-36
- Qty to be Returned SM-CSM-36
- Quantity Received SM-CSM-36
- Return Items To Stock SM-CSM-35
- Service Order Line # SM-CSM-36
- Status SM-CSM-37
- Using the Window SM-CSM-33
- Service Orders window SM-CSM-15
- Service Orders, Card 1 SM-CSM-19
- Service Orders, Card 2 SM-CSM-25
- Service Orders, Card 3 SM-CSM-32
- Service Set Up SM-CSM-8
- Setting Up SM-CSM-5
- Ship Via SM-CSM-20
- Shipping SM-CSM-20
- Shipping and Invoicing a Service Order SM-CSM-38
- Shipping Charges SM-CSM-38
- Shipping Information SM-CSM-23
- Shipping Terms SM-CSM-20
- Ship-To Address Fields SM-CSM-20
- Status SM-CSM-22
- Time Charges SM-CSM-29
- tracking the steps of a service order SM-CSM-25
- Type Code SM-CSM-20
- update your reports file SM-CSM-7
- User Access Privileges SM-CSM-5
- Using the Module SM-CSM-15
- turning on SM-SOT-1
- Service Orders** QA-AR-37
- Service Orders window** SM-SOT-3, SM-SOT-9, SM-CSM-15, SM-CSM-19, SM-CSM-38, GC-GC-24
- Service Problem Codes window** SM-CSM-9
- Service Set Up window** SM-SOT-2, SM-CSM-8
- Service Summary window** SM-SOT-8
- Set Cycle Count Frequency window** IM-INV-105
- Set File Mode window** SA-SYS-203, GC-GC-52
- SET ICONS** DA-GPA-14



- Set Up Errors report** PS-PLAN-19
- Setting** OC-OPT-9
- Setting Window Colors** GI-GEN-35
- sharing locations among work centers**
IM-INV-151
- shifts** PS-LAB-34
- Ship Select Orders window** QA-AR-26
 - Commands Bar QA-AR-27
 - Load Orders Ready to Ship QA-AR-26
 - Order Number QA-AR-27
 - Print Labels QA-AR-28
 - Purpose QA-AR-26
 - Ship Orders QA-AR-28
 - Shipment Date QA-AR-27
 - Shipped From Location QA-AR-27
 - Shipped in Full? QA-AR-27
 - Shipped Via QA-AR-27
 - Shipping Charge QA-AR-28
 - Shipping Labels QA-AR-28
 - U.P.S. Zone QA-AR-28
- Ship Terms** QA-AR-33
- Ship Via** SM-OE-93, QA-GL-27
- Ship Via Selections window** SM-OE-98,
PM-PUR-121
- Ship Via Selections-setting up** SM-OE-98,
PM-PUR-121
- Ship-From Locations** SM-OE-8
- shipment terms** SM-OE-34
 - setting up SM-OE-99, PM-PUR-122
- Shipment Terms window** SM-OE-99,
PM-PUR-122
- Shipment Tracking** QA-AR-35
- Shipment Tracking Information window**
IM-INV-188, IM-INV-192
- Shipments to Company on Order window**
SM-OE-55
- Shipping & Handling:posting** QA-GL-27
- shipping addresses and sales tax codes**
SM-TAX-16
- Shipping Charges** SM-OE-86
- Shipping Container Code** SA-SYS-98,
IM-INV-34, IM-INV-38, IM-INV-96
- Shipping Costs** PM-PUR-53
- shipping dates-automatic settings** SM-OE-86
- Shipping Terms** DA-GPA-13
- Shipping Weight** SM-OE-53
 - calculating during order entry SM-OE-53
- ship-to addresses** SM-OE-6
- Shop** PS-PLAN-32
- Shop Calendar Window** PS-PLAN-32 to
PS-PLAN-35
 - # of Shifts PS-PLAN-33
 - Create Calendar Records PS-PLAN-34
 - Print PS-PLAN-35
 - Set Number of Shifts PS-PLAN-33
 - Trash All Shop Calendar Records
PS-PLAN-34
 - When to Generate PS-PLAN-32
work days PS-PLAN-33
- Shop Floor Location** IM-INV-149
- Shop Floor Location Codes** IM-PPC-12
- Shop Floor Location Codes & Descriptions win-
dow** IM-INV-146, IM-LBS-12,
IM-PPC-12
- Shop Floor Location Descriptions** IM-PPC-12
- Sick Leave Days** PS-LAB-20
- sizing windows** GI-GEN-8
- SKUs** IM-INV-61, IM-INV-63
- Small Balance Write Offs window** QA-AR-64
- Small Balance Write-Offs** QA-GL-37,
QA-AR-64, GC-GC-23
- sorting data in lists** GI-GEN-60
- Split Select Mfg Order Tasks window**
PS-PLAN-155
- Split Serial Numbers** IM-LBS-60
- splitting shipments** PM-PUR-69, PM-PUR-74
- Splitting Tasks** PS-PLAN-154, PS-PLAN-155
- Splitting Tasks into Lot Sizes** PS-PLAN-155
- Spreadsheet Windows** GI-GEN-86 to
GI-GEN-88, PS-PLAN-168,
SM-OE-67, SM-OE-119, PM-PUR-81
 - Card #2 Display GI-GEN-87
 - Determine which items to display
GI-GEN-87
 - Graphing the Spreadsheet GI-GEN-89
 - Printing the Spreadsheet GI-GEN-89
- standard cost** IM-INV-165
- Standard Costs** *see* Inventory Standard Costs



standard labor rates JC-JC-23
Standard Unit Cost QA-AP-9
statements SM-OE-22
Stock IM-INV-49
stock
 at vendor locations *see* Inventory:Stock Quantities
 issuing stock to production PS-PLAN-178
Stock Batch Labels IM-LBS-3
Stock Levels are negative PS-PLAN-19
Stock Location IM-PPC-3
 Current IM-PPC-4
 New IM-PPC-4
Stock Locations IM-INV-75
 see also Inventory:Stock Quantities
Stock Quantities at all Locations window
 IM-INV-57
Stock Quantities by Batch Window
 IM-INV-58
Stock Quantities by Location window
 IM-INV-49
Stock Quantities by Lot & Batch Window
 IM-INV-58
Stock Quantities window IM-INV-163,
 PM-PUR-100
Stock Quarantine Areas SA-SYS-114
stock room locations IM-INV-148
Stock Up to Max IM-INV-36, PM-PUR-35
Stock Usage Window IM-INV-59
stockkeeping units IM-INV-61
SUB IM-INV-14, QA-GL-38, QA-GL-68
Sub Accounts QA-AR-31
 in customer records SM-OE-20
 missing QA-GL-38
 posting to QA-GL-38
 Subaccount Number QA-GL-43
subassemblies PS-BOM-1
Sub-Class OC-OPT-5, OC-OPT-8
Sub-Group IM-INV-13, OC-OPT-5,
 OC-OPT-7
Sub-Group Codes OC-OPT-30
Summary Posting Audit QA-GL-54
suppliers *see* Vendors
Support SA-SYS-57

Switch Libraries SA-SYS-137
System Admin Functions SA-SYS-135 to
 SA-SYS-165
 Adding and Removing Features
 SA-SYS-138
 Application Features Set Window
 SA-SYS-138
 Changing the Number of Users Limited on the
 System SA-SYS-139
 Current Users SA-SYS-143
 importing data SA-SYS-146
 Update Reports SA-SYS-142
 Updating Pop-Up Lists SA-SYS-140
System Administrator
 Annually SA-SYS-66
 Backup of the Qube datafile
 SA-SYS-66
 Qube Procedures SA-SYS-67
 Qube Reports SA-SYS-67
 Qube Utilities SA-SYS-66
 As Needed SA-SYS-67
 Delivery of a new Qube library
 SA-SYS-67
 Dynamics Links SA-SYS-68
 Finite/Infinite Load Scheduling
 SA-SYS-68
 Physical Inventory SA-SYS-68
 Qube Accounting before Posting Invento-
 ry SA-SYS-67
 Qube Accounting before Posting Other
 Transaction Types SA-SYS-68
 Qube Accounting before Posting Sales
 Invoices SA-SYS-68
 Standard Cost Update SA-SYS-69
 Check Hard Drive Space SA-SYS-60
 Daily Events SA-SYS-61
 Back up the Qube datafile SA-SYS-61
 Data Entry SA-SYS-61
 Qube Reports SA-SYS-61
 Maintain Data File Size SA-SYS-60
 Manage Communications SA-SYS-59
 Manage Regularly Scheduled Events
 SA-SYS-60
 Monthly Events SA-SYS-64
 Close the Accounting Period
 SA-SYS-66
 Omnis7 Utilities SA-SYS-64
 Qube Procedures SA-SYS-65



Qube Reports SA-SYS-65
 Qube Utilities SA-SYS-65
 Purge Data SA-SYS-60
 Review Security Issues SA-SYS-59
 Update the Application SA-SYS-59
 Update the Data File SA-SYS-59
 Upgrade the Application SA-SYS-59
 Upgrade the Data File SA-SYS-59
 Weekly Events SA-SYS-62
 Back up the Qube datafile SA-SYS-62
 Omnis7 Utilities SA-SYS-62
 Post Open Transactions SA-SYS-64
 Print pre-posting reports SA-SYS-64
 Qube Reports SA-SYS-63
 Qube Utilities SA-SYS-62
 Review and update costs SA-SYS-63
 Review standard costs SA-SYS-63

System Date SA-SYS-136

System Security SA-SYS-123 to SA-SYS-134

Ad Hoc Reports SA-SYS-130

apply these privileges to other users

SA-SYS-128

Editing Access Privileges for Selected Functions SA-SYS-125

Electronic Signatures SA-SYS-129,
PS-LAB-1

logging on with passwords SA-SYS-134

To disable all functions for one module for one user SA-SYS-125

To disable all functions within the entire system for one user SA-SYS-124

To enable all functions for one module for one user SA-SYS-125

To enable all functions within the entire system for one user SA-SYS-124

To enable or disable specific functions within a module SA-SYS-125

User Access Privileges SA-SYS-123,
QA-GL-58

System Set Up Card - Great Plains Links window DA-GPA-6, DA-GPA-7,
DA-GPA-8, DA-GPA-9

System Set Up Cards *see* **Implementing the System**

System Set Up, Card #1 Window SA-SYS-97

System Set Up, Card #2 Window SA-SYS-105,

IM-LBS-63

System Set Up, Card #3 Window SA-SYS-108,
IM-LBS-49, JC-JC-34

System Set Up, Card #4 Window SA-SYS-120

T

Task Assistant GI-GEN-43, SA-SYS-46,
SA-SYS-47, SA-SYS-252,
SA-SYS-254, IM-LBS-57,
SM-OE-79, SM-CSM-6

Tax #1 SM-TAX-1, SM-TAX-4, QA-GL-38

Tax #2 SM-TAX-1, SM-TAX-4, QA-GL-38

tax codes SM-TAX-6, GC-GC-6, GC-GC-39

Tax Codes and Rates window GC-GC-6,
GC-GC-39

tax codes, setting up SM-TAX-6

tax exempt status *see* **Sales Tax**

Tax Field Labels SA-SYS-106

Tax Rate (customer) SM-OE-10

Tax Rates GC-GC-6, GC-GC-39

Tax Rates, default SM-TAX-2

Terms

customers SM-OE-21

vendors PM-PUR-8

Terms Discount SM-OE-35

Terms Discounts SM-OE-74

Test Drive Library SA-SYS-267

The System Will Automatically Calculate the Following
SA-SYS-105

time & material

billing of jobs JC-JC-14

sale SM-OE-33

Time Charge Codes PS-LAB-28

Time Charge Codes window PS-LAB-28

Time Fences PS-PLAN-24, PS-PLAN-43,
PS-PLAN-79, SM-OE-111

TNM SM-OE-33, JC-JC-14

Too Many Users SA-SYS-44

Too Many Workstations in Use SA-SYS-43

tool tips GI-GEN-7, GI-GEN-23,
SA-SYS-72, PS-LAB-9

tracking jobs SM-OE-43



Transaction Entry window DA-GPA-42
Transaction Reasons IM-INV-99
transaction type IM-INV-162
Transfer Library SA-SYS-263
Transportation Management IM-INV-185 to IM-INV-198
 backlog list IM-INV-193
 Bill of Lading IM-INV-187, IM-INV-195
 COD number IM-INV-188, IM-INV-191, IM-INV-192
 export mask IM-INV-192
 exporting data IM-INV-193
 Freight Invoice IM-INV-190
 Freight invoice IM-INV-196
 import mask IM-INV-192
 Import Shipping Tracking Data IM-INV-190
 importing shipment tracking information IM-INV-190
 Inbound Freight IM-INV-195
 Inbound Functions IM-INV-185
 Inbound Shipments Browser IM-INV-197
 looking up freight invoices IM-INV-189
 manually entering shipment tracking data IM-INV-190
 Outbound Freight IM-INV-187
 Outbound Functions IM-INV-185
 Outbound Shipments Browser IM-INV-193
 PPA IM-INV-191
 Shipment Tracking Information window IM-INV-188, IM-INV-195
 shipping terms IM-INV-191
 UPS IM-INV-192, IM-INV-193
Trial Post GC-GC-18, GC-GC-21
Troubleshooting The GL QA-GL-17, QA-GL-37
truncated fields SA-SYS-33

U

unapproved requisitions PS-PLAN-177
Unbalanced Journal Entries QA-GL-56
undefined locations *see* **Inventory:Location Codes**
unique item records OC-OPT-3

Unique/Shared Shop Floor Locations SA-SYS-115
unit price discounts SM-OE-74
units of measure IM-INV-24, PM-PUR-62 purchasing PM-PUR-60
Universal Product Code SA-SYS-98, IM-INV-34, IM-INV-38, IM-INV-96
Unsched. SM-OE-52
Unscheduled PS-PLAN-36
Unscheduled-> Fixed Orders Window PS-PLAN-36 to PS-PLAN-40
 Flag Selected Lines as “Fixed” PS-PLAN-38
 Flag Selected Lines as “Unscheduled” PS-PLAN-38
 Impact on Scheduling Windows PS-PLAN-37
Unshipped Orders SM-OE-24
UPC SA-SYS-98, IM-INV-34, IM-INV-38, IM-INV-96
Update Default Prices in Item Master File window IM-INV-142
Update Fifo/Lifo Layers JC-JC-29
Update Popup Lists SA-SYS-140
Update Prices IM-INV-142
Update Prices window IM-INV-143
Update Reports *see* **System Admin Functions**
Update Reports window SA-SYS-142
Update Sales Tax Rate SM-OE-97
Update Sales Tax Rate window SM-OE-97
Update to new Qube delivery SA-SYS-252
Update Unposted Transactions with new Standard Costs QA-GL-19
Updater Library SA-SYS-261
updates
 Storing Your Own Formats SA-SYS-266
 Update reports SA-SYS-142
 Updating Applications SA-SYS-134
Updates & Upgrades
 Using the Task Assistant in SA-SYS-252
updating customer balances from Great Plains and Dynamics SM-OE-25
Updating Pop-Up Lists *see* **System Admin Functions**
UPS C.O.D. labels QA-AR-17, QA-AR-28



- UPS Code** QA-AR-17
- UPS Zone** QA-AR-28
- Use Fifo or Lifo for Job Cost Evaluation**
 - SA-SYS-117
- user access privileges** GI-GEN-4,
 - SA-SYS-123, QA-GL-58*see also* System Security
- User Access Privileges window** GI-EIM-3,
 - SA-SYS-123, IM-INV-139, IM-PPC-18
- User Help Notes** GI-GEN-40, SA-SYS-45
- user licenses**
 - changing number of SA-SYS-139
- Utilities** SA-SYS-154 to SA-SYS-202
 - # Lines Each Invoice SA-SYS-184
 - ✓ Annual Totals SA-SYS-173
 - ✓ Customer Code SA-SYS-166
 - ✓ Invoice # on Serial #s SA-SYS-197
 - ✓ PO Unit Conversions SA-SYS-192
 - ✓ Prime Vendor Code SA-SYS-167
 - Ad Spec Drop Ship field SA-SYS-180
 - Assign JE Period Posted SA-SYS-170
 - Average Days Paid SA-SYS-194
 - Balance Due Flag SA-SYS-184, SA-SYS-195
 - Beginning Stock Levels SA-SYS-175
 - Bill to Ship-to SA-SYS-167
 - Bin Locations SA-SYS-178
 - Blank Bank Code SA-SYS-194
 - Blank Order #s SA-SYS-200
 - Blank Purchasing Unit SA-SYS-190
 - Blank Serial # Code SA-SYS-179
 - Blank Vendor Code SA-SYS-185
 - Blank Vendor Codes SA-SYS-190
 - BOM Utilities SA-SYS-159
 - Calc EDI Keys SA-SYS-181
 - Calc Job Estimate Type SA-SYS-187
 - Cancel Date to Shipments SA-SYS-201
 - Cash Receipt Dates SA-SYS-188
 - Check “Ready to Build” flag SA-SYS-182
 - Check for Location #1 SA-SYS-175
 - Check Inventory Defaults SA-SYS-177
 - Check Mfg Order Header Keys SA-SYS-182
 - Check MO Material Requirements File SA-SYS-182
 - Check MO Tasks File SA-SYS-182
 - Check MPS Flag SA-SYS-161
 - Check Open PO Quantities (in the item master file) SA-SYS-157
 - Check PO Shipments File SA-SYS-182
 - Check Quantities & General Stock (in the item master file) SA-SYS-156
 - Check Quantities Committed to Sales (in the item master file) SA-SYS-157
 - Check Quantity Backordered (in sales order shipment records) SA-SYS-158
 - Check Stock Location Codes SA-SYS-177
 - Check Top Level Allocations SA-SYS-183
 - Check Totals SA-SYS-185
 - Checks Printed/Cleared SA-SYS-185
 - Clear * SA-SYS-159
 - Clear CFM Flag SA-SYS-177
 - Clear Comments Cash Disbursements SA-SYS-184
 - Clear Currency SA-SYS-166
 - Clear Currency Conversion in cash receipts SA-SYS-195
 - Clear J/E Key if not posted SA-SYS-196
 - Clear old codes from Sales Op Acct Mgr field SA-SYS-167
 - Clear PO Allocations SA-SYS-183
 - Clear Pre-Sold Quantities SA-SYS-180
 - Clear Selected MRP Allocations SA-SYS-183
 - Clear Task Print Flags SA-SYS-183
 - Commissions on Orders but not Invoices SM-COM-22
 - Commissions Paid Outside the System SA-SYS-188
 - Commissions Terms SA-SYS-187
 - Commissions to Invoice Items SA-SYS-187
 - Commissions to Order Items SA-SYS-187
 - Contract price keys SA-SYS-169
 - Convert Cust Item from # to String SA-SYS-180
 - Convert to 14-Character GL Format SA-SYS-174



- Convert to GPS Format SA-SYS-174
- Copy Item Code to Lot records SA-SYS-179
- Copy Item Code to RA records SA-SYS-196
- Copy Jobs to PO Shipments SA-SYS-163
- Create problem records from svc order comments SA-SYS-202
- Current Costs to Transactions SA-SYS-178
- Customer Code in C/Rs SA-SYS-197
- Customer Defaults SA-SYS-166
- Customer Refunds SA-SYS-185
- Customer Ship-To Defaults SA-SYS-166
- Customer tax rate = Setup Rate #1
SA-SYS-167
- Customer Utilities SA-SYS-166
- Delete Blank Item Codes SA-SYS-176
- Delete Dupe Customers SA-SYS-168
- Delete Dupe Items SA-SYS-178
- Delete Duplicate Locations SA-SYS-176
- Delete Duplicate Personnel SA-SYS-187
- Delete Duplicate Users SA-SYS-186
- Delete empty MRP run headers
SA-SYS-182
- Delete Location #0 SA-SYS-177
- Delete Non-Routing Work Centers from
BOMs SA-SYS-163
- Delete Orphan Locations SA-SYS-176
- Delete Orphan PO Items SA-SYS-190
- Delete Orphan PO Ship Date SA-SYS-190
- Delete Orphan Tasks, Material Requirements,
and Allocations SA-SYS-183
- Delete/Replace Orphan Ship Dates (and
Headers) SA-SYS-198
- Dupe Accounts SA-SYS-174
- Empty Order Dates SA-SYS-200
- Fill in Payment Terms Code SA-SYS-168
- Fill in Routing Records SA-SYS-163
- Fill in Vendor Invoice Fields SA-SYS-185
- Fix Pallet Records SA-SYS-179
- Fix Scheduled Assemblies SA-SYS-161
- Fix service order dates SA-SYS-202
- Flag Invoices as “EDI-sent” SA-SYS-198
- Freight Only Payables SA-SYS-184
- General Ledger Utilities SA-SYS-170
- GL Accounts Upper Case SA-SYS-174
- GL Defaults SA-SYS-171
- GL Department from XY0 to 0XY
SA-SYS-174
- IC_PV_KEY SA-SYS-185
- ID Orphan Locations SA-SYS-176
- In/Out of Warranty SA-SYS-196
- Incomplete Posting SA-SYS-172
- Initialize FIFO-LIFO Costs SA-SYS-171
- Initialize Last Incoming Transaction Date
SA-SYS-176
- Invalid Acct Types SA-SYS-173
- Invalid Currency Codes SA-SYS-173
- Invalid Customer/Vendor Types
SA-SYS-202
- Invalid Lot/Batch/Serial Flag SA-SYS-180
- Invalid Tax SA-SYS-185
- Invalid Time Charge Records SA-SYS-186
- Invalid User Records SA-SYS-186
- Inventory Utilities SA-SYS-175,
IM-INV-127
- Invoice Balance Due SA-SYS-194
- Invoice Defaults SA-SYS-195
- Invoice Due Date SA-SYS-197
- Invoice Header & Item Totals SA-SYS-195
- Invoice Posting Default SA-SYS-196
- Item Master File Utilities IM-INV-127
- JE's Posted SA-SYS-171
- JEs Posted to Different Periods SA-SYS-173
- Job_Locations records SA-SYS-181
- Labor Standard Records SA-SYS-186
- Language Translation Keys SA-SYS-169
- Lot & Batch Utilities SA-SYS-179
- Move Stock from One Location to Another
SA-SYS-157
- MRP Utilities SA-SYS-182
- No Stock if Labor SA-SYS-159
- Non-Zero Batches and Non-Zero Lots
SA-SYS-179
- Number Ship Dates per Line SA-SYS-201
- Omnis Connects SA-SYS-184,
SA-SYS-192
- Header SA-SYS-198
- Items SA-SYS-198
- Omnis Connects-GL SA-SYS-173



- Option Key SA-SYS-180
- Order Header & Item Totals SA-SYS-195
- Order Header Subtotals SA-SYS-199
- Order Item Class SA-SYS-199
- Order Status SA-SYS-198
- Orphan BOM Components SA-SYS-160
- Orphan BOM Parents SA-SYS-160
- Payables Utilities SA-SYS-184
- Percent new vs. reorder SA-SYS-200
- Personnel Utilities SA-SYS-186
- PI_KEY to Invoices SA-SYS-185
- PO Header Items Total SA-SYS-193
- PO Item Each Ship Date SA-SYS-191
- PO Item Keys SA-SYS-193
- PO Item Line # SA-SYS-193
- PO Item Qty = PO Ship Qty SA-SYS-191
- PO Item Status SA-SYS-191
- PO Ship Date for Each Item SA-SYS-191
- Populate Unburdened Time Charge Rates
SA-SYS-188
- Postings to Title Accts SA-SYS-174
- Prime Vendor SA-SYS-178
- Print on Order/Invoice SA-SYS-201
- Print Orphan Order Items (and shipments)
SA-SYS-198
- Print Orphan PO Headers SA-SYS-190
- Print Orphan PO Items SA-SYS-190
- Print Orphan Ship Dates SA-SYS-190
- Project Code SA-SYS-202
- Purchases & AP Bal Due SA-SYS-184
- Purchasing Utilities SA-SYS-190
- Purge Backlogged Orders SA-SYS-167
- Qualified Vendors SA-SYS-193,
IM-INV-47
- Reassign Journal Entry Period Posted
QA-GL-3
- Reassign Transactn #'s SA-SYS-184
- Receivables Utilities SA-SYS-194
- Reflect Options in Assemblies SA-SYS-164
- Remove Dupe Chosen Options SA-SYS-202
- Remove Dupe Lots SA-SYS-179
- Remove Dupe Routing Steps SA-SYS-181
- Replace Missing Invoice Headers
SA-SYS-195
- Replace Missing Order Headers
SA-SYS-199
- Repost GL from JEs SA-SYS-170
- Reset Backup Account Codes SA-SYS-171
- Reset Fiscal YTD SA-SYS-162,
SA-SYS-194
- Reset Lot/Batch Flag SA-SYS-179
- Reset Mfg. Order Task Address
SA-SYS-162
- Reset MRP Flag (in the item master file)
SA-SYS-157
- Reset Open Item Flags SA-SYS-162
- Reset Qty Scheduled for Production (in the
item master file) SA-SYS-157
- Reset Scheduling Flag (in sales order ship-
ment records) SA-SYS-158
- Reset Usage Each Period SA-SYS-161
- Restore Material Requirement Allocations
SA-SYS-183
- Restore PO and Task Allocations
SA-SYS-183
- Sales Utilities SA-SYS-198
- Sales, Bal Due, Orders SA-SYS-166
- Scheduling Flag SA-SYS-162
- Service Order Utilities SA-SYS-202
- Set Allocated Status of Prod (manufacturing)
Orders SA-SYS-163
- Set Up BOM Key and Check BOM Units of
Measure SA-SYS-162
- Set Up FIFO/LIFO Layers SA-SYS-176
- Set Up Job Location Record SA-SYS-181
- Set Up Revision Records SA-SYS-177
- Set Up X_KEY_LI SA-SYS-163
- Shipment Date into Invoice Items
SA-SYS-196
- Shipment Flags & Dates SA-SYS-200
- Shipment for Each Item SA-SYS-200
- Shipment Scheduling Flag SA-SYS-198,
SA-SYS-200
- Shipments Match Items SA-SYS-199
- Short Zip Codes SA-SYS-166
- Stock Quantities = Job Quantities
SA-SYS-180
- Strd Cost to Invoices SA-SYS-185



Strip Spaces from CN_IN_KEY
SA-SYS-176

Svc Order Item Status SA-SYS-202

Transaction Date SA-SYS-177

Unique Code for Each Employee Time
Charge SA-SYS-187

Unique Code for each Sales Shipment
SA-SYS-167

Update Labor Rate in Unposted Emp Time
Charges SA-SYS-187

Update Rep Sales SA-SYS-187

Update tax on Orders & Invoices
SA-SYS-168

User Records SA-SYS-186

Utilities Executed from the Scheduled Events
Manager

- Check Open PO Quantities (in the item
master file) SA-SYS-157
- Check Quantities & General Stock (in the
item master file) SA-SYS-156
- Check Quantity Backordered (in sales order
shipment records)
SA-SYS-158
- Check Quantity Committed to Sell (in the
item master file) SA-SYS-157
- Reset MRP Flag (in the item master file)
SA-SYS-157
- Reset Qty Scheduled for Production (in
the item master file)
SA-SYS-157
- Reset Scheduling Flag (in sales order
shipment records)
SA-SYS-158

v7.32 V Invoice Item Keys SA-SYS-185

v7.32 Vendor Invoice Key SA-SYS-184

Validate Currency Codes SA-SYS-166

Validate Work Center SA-SYS-159

Vendor Invoice Date SA-SYS-184

Vendor Open POS SA-SYS-191

Vendor Performance SA-SYS-192,
PM-PUR-18

Vendor Purchase Cost Keys SA-SYS-168

Verify Item Type SA-SYS-175

Windows Management System
SA-SYS-188

Work Center Defaults SA-SYS-159

Zero Customer Discounts SA-SYS-168

Zero Invoice Balance Due SA-SYS-194

Zero Payment Dates SA-SYS-188

Zero transaction #s SA-SYS-194

Utilities menu SA-SYS-137

Utilities window SA-SYS-156

V

Vacation Days PS-LAB-20

Valid Lots and Batches window IM-LBS-15,
IM-LBS-16, IM-LBS-55

Valid Lots window IM-LBS-51

Valid Options & Prices window OC-OPT-11

Valid Options window OC-OPT-33

Value Added Tax GC-GC-5, GC-GC-6,
GC-GC-41

VAT Registration # SA-SYS-98

VAT. See Value Added Tax

Vendor PM-PUR-3, PM-PUR-24

Vendor Accounts Payable window
PM-PUR-10

Vendor Audit QA-GL-15, QA-GL-35

vendor balances due DA-GPA-34

Vendor Class DA-GPA-18

Vendor Class Setup window DA-GPA-19

Vendor Contact Information window
PM-PUR-5

Vendor Costs PM-PUR-24 to PM-PUR-27

- data entry window PM-PUR-27
- defaulting data PM-PUR-24, PM-PUR-25
- qualified vendors PM-PUR-24
- reference list PM-PUR-26
- Reporting PM-PUR-27

Vendor Information window PM-PUR-3,
PM-PUR-56, QA-GL-25, QA-GL-34,
DA-GPA-34

Vendor Invoice Header window QA-AP-2

Vendor Invoice Items

- GL Account QA-AP-8
- PO Item Code QA-AP-9
- Quantity QA-AP-8
- Sales Order Line # QA-AP-9
- Standard Unit Cost QA-AP-9
- taxable QA-AP-9

- Total Purchase Price Variance QA-AP-9
- Unit Cost QA-AP-8
- Unit Purchase Price Variance QA-AP-9
- Vendor Invoice Items Browser** GI-GEN-79
- Vendor Invoice Items window** PM-PUR-120,
QA-GL-22, QA-AP-8, QA-AP-45,
JC-JC-6, GC-GC-27
- Vendor Invoice Payment Information win-
dow** QA-AP-11
- Vendor Invoice Payment window** QA-AP-14,
GC-GC-34
- Vendor Invoices** QA-AP-2, GC-GC-27
 - Balance Due (validating) QA-AP-4
 - Comments QA-AP-4
 - Cr Card QA-AP-3
 - creating PM-PUR-116
 - Date QA-AP-5
 - Date Entered QA-AP-5
 - Date Received QA-AP-5
 - Discount Due QA-AP-5
 - Disputed QA-AP-4
 - generate them from the purchase order record
QA-AP-2
 - How to handle cash received from a return
QA-AP-7
 - How to handle credit card or prepayments
QA-AP-7
 - Inbound/Outbound Freight QA-AP-3
 - Invoice Items QA-AP-8
 - Invoice Subtotal QA-AP-5
 - Invoice Total QA-AP-6
 - Pay To # QA-AP-3
 - Payment Due QA-AP-5
 - Payment Info window QA-AP-11
 - PO # QA-AP-3
 - Posted?/On/To QA-AP-3
 - Project Code QA-AP-5
 - Repeat Code QA-AP-5
 - Shipped Via QA-AP-3
 - Shipping & Handling QA-AP-6
 - Tax #1 QA-AP-6
 - Tax #2 QA-AP-6
 - Terms Code QA-AP-3
 - vouchers QA-AP-2
- Vendor Item Code** IM-INV-46
- vendor lots** *see* **Lot & Batch Tracking**
- Vendor Lots window** IM-LBS-21
- Vendor Maintenance window** DA-GPA-50
- Vendor Master File Browser** GI-GEN-78
- Vendor Payments**
 - Drafting from Vendor Invoices QA-AP-15
 - Drafting Payments Based on Discount Due
QA-AP-16
 - Drafting Payments Based on Due Date
QA-AP-16
 - Drafting Repeat Payments QA-AP-18
 - Processing non-repeat payments QA-AP-16
- Vendor Performance Grading** IM-INV-27,
PM-PUR-15 to PM-PUR-22
 - Over-shipments PM-PUR-19
 - Qualified Items IM-INV-48
 - Date Last Bought PM-PUR-16
 - Item Code PM-PUR-15
 - Last bought on PO# PM-PUR-16
 - PO Unit Cost Defaulting PM-PUR-16
 - Price Last Paid PM-PUR-16
 - Prime Vendor PM-PUR-17
 - Vendor's Item Code PM-PUR-16
 - Qualified Items View PM-PUR-20
 - Qualified Vendors IM-INV-45 to
IM-INV-48, PM-PUR-17
 - Date Last Bought IM-INV-46
 - Last bought on PO# IM-INV-46
 - Price Last Paid IM-INV-46
 - Prime Vendor IM-INV-46
 - Vendor Code IM-INV-45
 - Vendor's Item Code IM-INV-46
 - Qualified Vendors View PM-PUR-20
 - Recording Vendor Performance Data
PM-PUR-19
 - Setup PM-PUR-18
 - Unacceptable Pricing PM-PUR-19
 - Units Returned PM-PUR-19
 - Viewing Performance Data PM-PUR-19
- Vendor Performance Grading window**
PM-PUR-18
- Vendor Records** PM-PUR-3, DA-GPA-49
- Vendor Returns and Credits window**
PM-PUR-32
- Vendor Types**



- ul style="list-style-type: none; padding-left: 0;">
- Default Credit Limit PM-PUR-13
- Default Payment Terms PM-PUR-13
- Default Ship Via PM-PUR-14
- Description PM-PUR-13
- Type Code PM-PUR-13
- Vendor Types window** PM-PUR-13, DA-GPA-18
- Vendors** IM-INV-27, PM-PUR-3 to PM-PUR-22
 - 1 Letter Button PM-PUR-11
 - active PM-PUR-4
 - adding a new vendor during PO entry PM-PUR-56
 - Balance Due PM-PUR-5
 - Contact Information PM-PUR-4
 - Default GL Account PM-PUR-6
 - Default Lead Time PM-PUR-8
 - evaluating *see* Vendor Performance Grading
 - F.O.B. Point PM-PUR-8
 - in contract labor situations PM-PUR-4
 - inactive PM-PUR-4
 - Multiple Contacts PM-PUR-5
 - Open POs PM-PUR-5
 - Open POs Button PM-PUR-10
 - Payables Button PM-PUR-10
 - Payment Terms PM-PUR-8
 - PO Message PM-PUR-12
 - Qualified Items Button PM-PUR-11
 - Sales Tax Rate PM-PUR-7
 - Send Checks To PM-PUR-9
 - Send POs To PM-PUR-4
 - Service Address PM-PUR-9
 - Stock Location PM-PUR-4
 - Taxpayer I.D. PM-PUR-7
 - Type PM-PUR-7
 - U.S.A. PM-PUR-4
 - Vendor Code PM-PUR-3
 - Vendor Costs PM-PUR-24 to PM-PUR-27
 - when buying inventory from PM-PUR-6
 - Write to GPS Button PM-PUR-11
 - YTD Purchases PM-PUR-5
- Viewing and Managing Shortages** PS-PLAN-163
- viewing the progress of a job** PS-PLAN-143, PS-PLAN-154
- Volume Discounts** SM-OE-20, SM-OE-71, SM-OE-94
- vouchering a PO receipt** PM-PUR-116
- vouchers** QA-AP-2
- Vouchers** *see* Vendor Invoices
- W**
 - warranty tracking** SM-SOT-5, SM-CSM-23, QA-AR-37
 - Weekly Rolling Average of Inventory Usage report** PS-PLAN-41
 - weight per sales unit** PM-PUR-53
 - What's on this Pallet** IM-PPC-10
 - Where Used Report** PS-PLAN-41
 - Window** PS-PLAN-154
 - windows**
 - setting to open at startup GI-GEN-33
 - window cards GI-GEN-7
 - Windows installations** SA-SYS-33
 - WIP**
 - and General Stock SA-SYS-113
 - locations QA-GL-70, QA-GL-74, QA-GL-77
 - posting QA-GL-69, QA-GL-74
 - WIP Inventory Begins at Stock Location Number...** SA-SYS-115
 - Work Center Hours window** PS-LAB-30
 - Work Center Load Spreadsheet** GI-EIM-15, GI-EIM-18, PS-PLAN-168
 - Work Center Load Spreadsheet window** PS-PLAN-168
 - Color Bars PS-PLAN-169
 - Drag and Drop PS-PLAN-172
 - Drill Down PS-PLAN-172
 - Jobs List PS-PLAN-171
 - Reloading the Grid PS-PLAN-173
 - Restrictions PS-PLAN-169
 - Understanding the Display PS-PLAN-169
 - Work Center Rate & Capacity window** IM-INV-149
 - Work Center Records,** PS-LAB-26
 - Work Center Resources window** PS-LAB-41
 - Work Centers** SA-SYS-53, IM-INV-149

Add or Average PS-LAB-41
 and inventory locations IM-INV-148
 and non-general stock locations
 IM-INV-153
 Back Scheduling Offset PS-LAB-37
 capacity PS-PLAN-89
 Changing Work Center Resources
 PS-LAB-41
 default work center PS-LAB-36
 if a work center shift is overloaded
 PS-PLAN-89
 non-scheduling work center PS-LAB-36
 overloaded work center PS-PLAN-89
 Queue Time work center PS-LAB-35,
 PS-LAB-39
 Reports PS-LAB-38
 Resources Window PS-LAB-41
 Restrict Scheduling to Only 1 Shift/day
 PS-LAB-36
 Shared Shop Floor Locations IM-INV-151
 tasks PS-PLAN-123
 Work Center Hours PS-LAB-30
 Work Center Rate & Capacity PS-LAB-31
 Work Center Rate & Capacity Window
 PS-BOM-27
 Work Center, defined PS-LAB-31
 Work Centers & Processes Window
 PS-LAB-31
 Default Send-To Location PS-LAB-34
 Description/Process PS-LAB-32
 Hourly Rates PS-LAB-34
 Job Cost Bucket PS-LAB-32
 Last Updated PS-LAB-32
 Normal number of DAYS worked per
 WEEK is... PS-LAB-34
 Normal number of SHIFTS worked per

 DAY is... PS-LAB-34
 Pull components from location ...
 PS-LAB-34
 Scheduled HOURS per Shift is...
 PS-LAB-33
 Shop Floor Location Number
 PS-LAB-32
 Work Center Code PS-LAB-32
Work Centers & Processes Window
 PS-BOM-27, PS-LAB-31

work in process

 Define WIP by Shop Floor Location/Item
 Type (SUB) SA-SYS-114

work order SM-OE-36, SM-OE-37,
 SM-OE-46, SM-OE-62, SM-OE-64

WOWS SA-SYS-135

writing vendors to Great Plains and Dynamics
 PM-PUR-11

X

XFER DA-GPA-5, DA-GPA-16

xxxx = 365 calendar days PS-PLAN-175

Y

Year End Closing QA-GL-3, QA-GL-23

 correct procedure QA-GL-4, QA-GL-24

Year End Closing window QA-GL-3,
 QA-GL-23

Year to Date Numbers QA-GL-5, QA-GL-25

Year to Date Sales SM-OE-24

Z

Zero Standard Costs IM-INV-159,
 IM-INV-163, IM-INV-164