

SUNGARD[®] PUBLIC SECTOR

ONESolution[™] 

**ONESolution
Person Entity
End User Guide**

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Section 1: Navigation

The Person Person/Entity database is a central structure that stores name and address information. The system keeps track of client-defined codes and free-form text that is associated with different entries. The Person/Entity database is designed to serve all the other ONESolution Finance sub-systems that require person or entity identification. There are two types of records stored in the Person/Entity database:

- Persons/Entities - Person/Entity records, as the name implies, are used to store information about people or entities such as customers, vendors, and employees.
- Products - Product records are used to store information about products that the organization orders and can be utilized for both stocked and non-stocked items.

You can use the ONESolution application desktop to navigate to the Person Entity (PE) module of the ONESolution Finance application.

Follow these steps to navigate to the Person Entity module of the ONESolution Finance application.

1. Click **ONESolution Login** from your desktop.



2. Enter your user name and password.

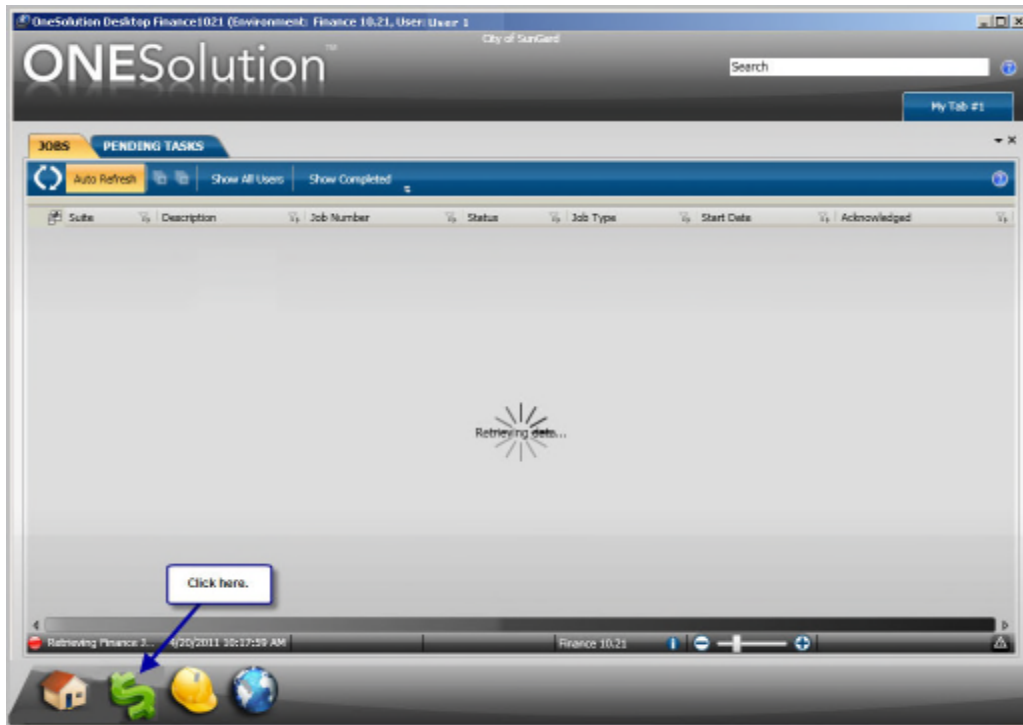
Note: If you choose to save your logon credentials, select the **Remember Me** checkbox.



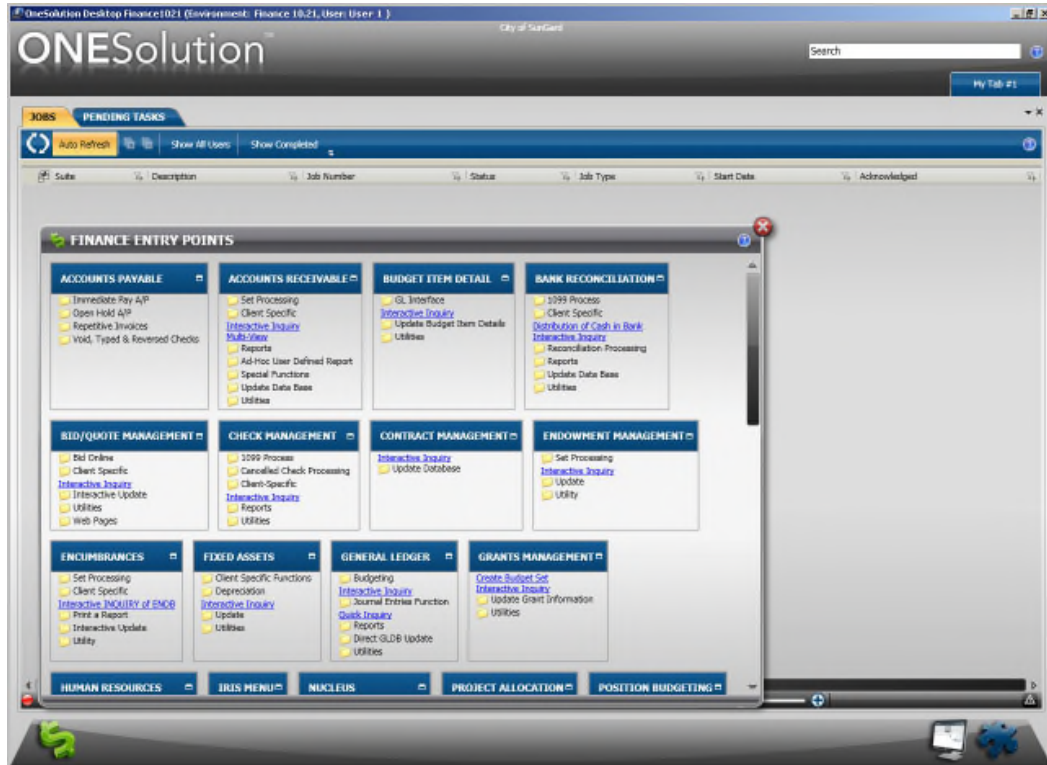
3. Click **Logon**.

Result: The ONESolution application desktop displays with the entry points for the different suites.

4. Click the **Finance** icon.



Result: You are now logged into the ONESolution Finance application and the different entry points to the Finance systems display.

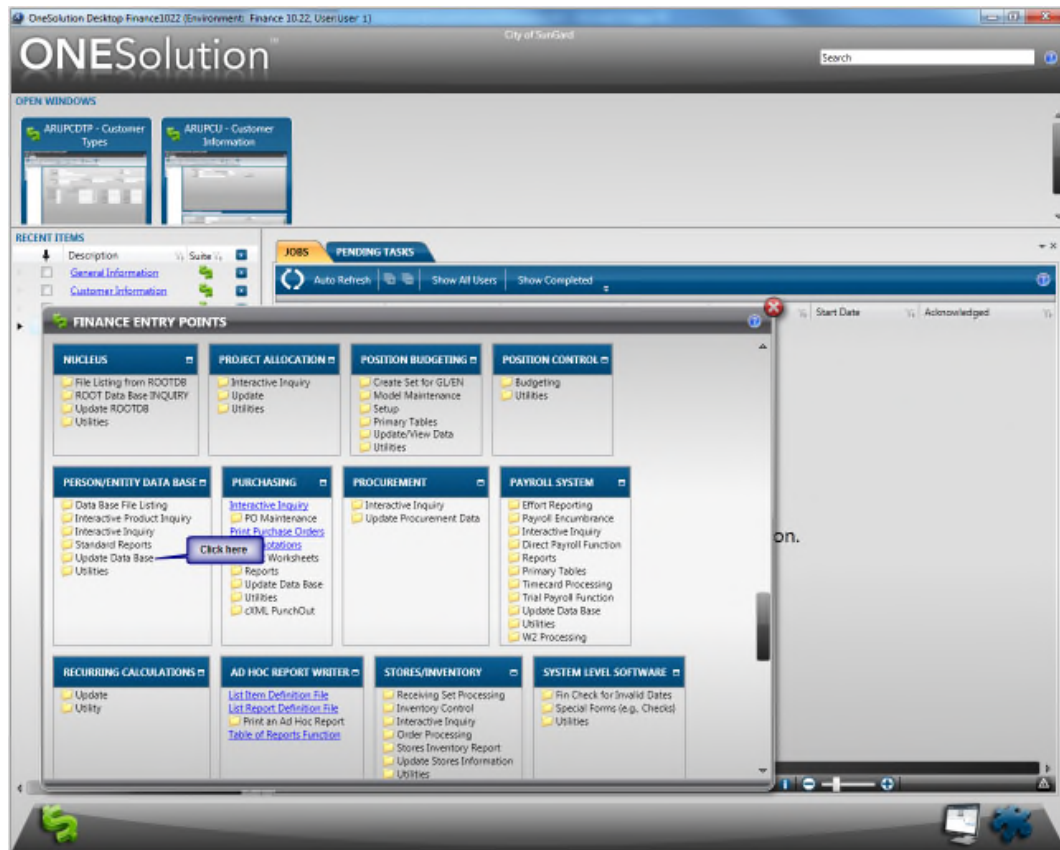


Note: The tabs on the top of the window are user-defined and you can create your own tabs containing links to Finance systems and windows that you access.

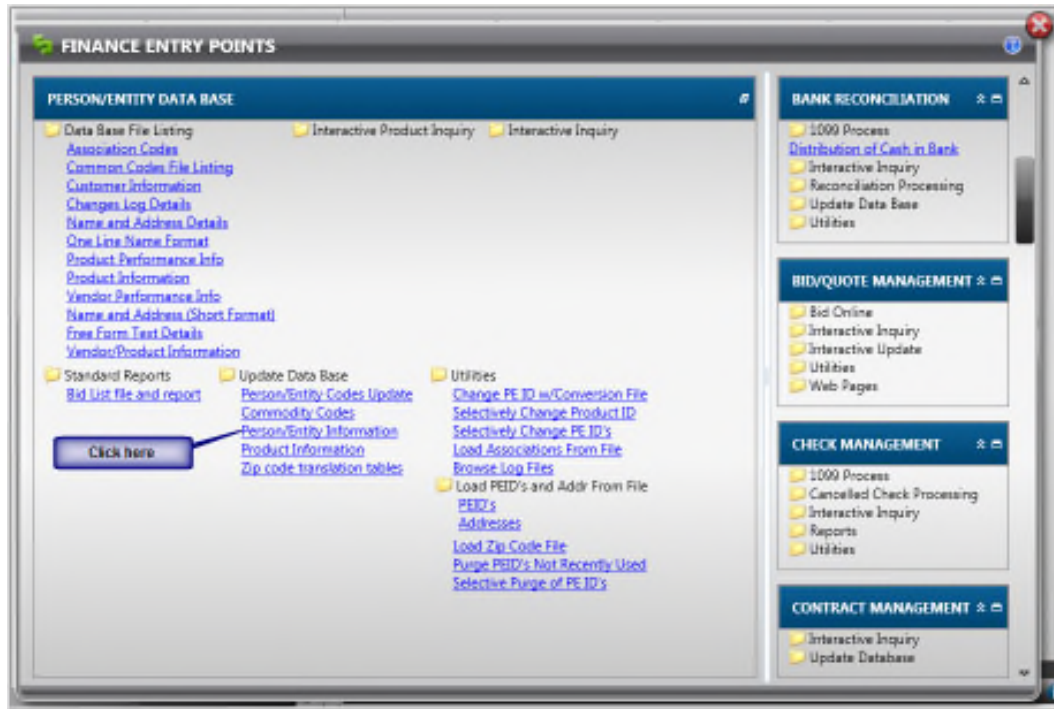
5. Click any of the tabs to navigate to the different entry points of the particular system.

Example: If you want to navigate to the Person/Entity Information (PEUPPE) window, you can follow the steps below:

- a. Click the **Update Data Base** folder under the **Person/Entity Data Base** tab to view the list of all options.



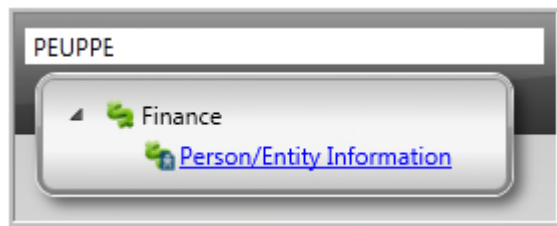
b. Click **Person/Entity Information** under the **Update Data Base** folder.



Result: The Person/Entity Information (PEUPPE) window displays.

Alternatively, you can navigate to the window using the **Search** option on the desktop.

- a. Type **PEUPPE** in the **Search** field.




- b. Press **Enter**.

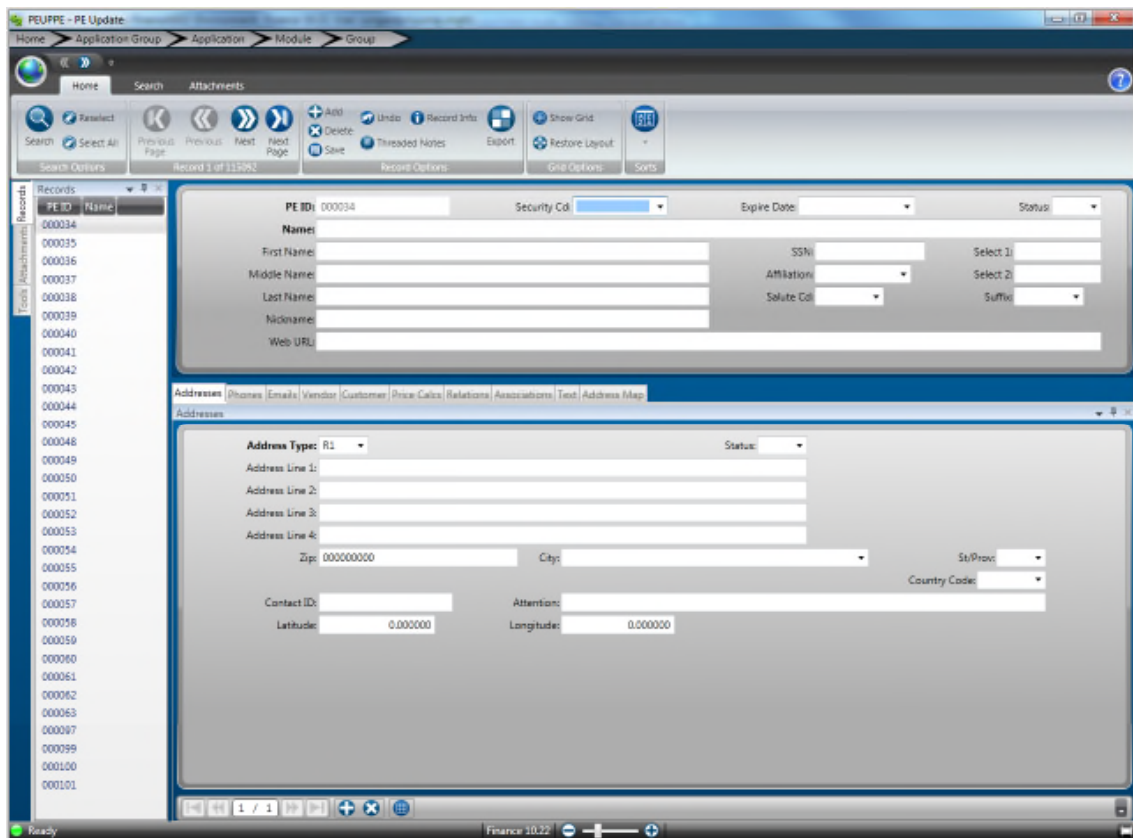
Result: The Person/Entity Information (PEUPPE) window displays.

Section 2: Person or Entity Record Creation

You use the Person/Entity Information (PEUPPE) window to add a person or entity record for a customer, vendor, location, buyer, or employee. You can access the Person/Entity Information (PEUPPE) window in one of the two ways:

- Navigate through the desktop menu options
 - i. On the ONESolution desktop, click  to view the various sections under ONESolution Finance suite.
 - ii. Click the **Update Data Base** folder under the **Person/Entity Data Base** tab to view the list of all the options.
 - iii. Click **PE Update** under the **Update Data Base** folder.
- Enter the path name in the **Search** field of the Finance desktop

The PE Update (PEUPPE) window displays. The window opens in Browse mode and you can view or edit records already existing in the PE database.

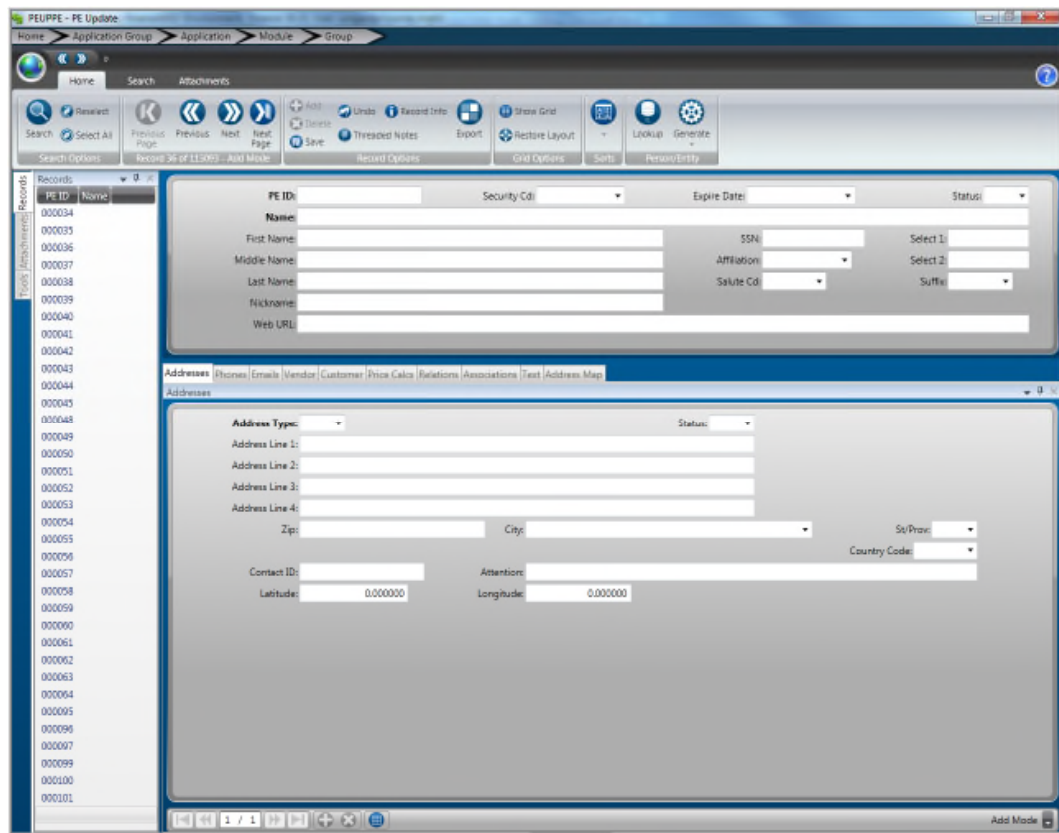


Creating a new record

1. Click  in the “Record Options” section of the toolbar.

Result: The window is now blank and you can type the entity’s information in the various fields.

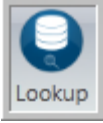
Note: All fields that are bold are required fields and you have to enter details in those before saving this record. The **PE ID** and **Name** fields are the only required fields in the top portion of the record.



The screenshot shows the 'PE Update' application window. The top toolbar contains various navigation and action buttons, including 'Add' (highlighted in the original image). The main form area is divided into two sections: 'Name' and 'Addresses'. The 'Name' section contains fields for PE ID, Security Cd, Expire Date, Status, First Name, Middle Name, Last Name, Nickname, Web URL, SSN, Affiliation, Salute Cd, Select 1, and Suffix. The 'Addresses' section contains fields for Address Type, Status, Address Line 1-4, Zip, City, St/Prov, Country Code, Contact ID, Attention, Latitude, and Longitude. A sidebar on the left shows a list of records with PE IDs ranging from 000034 to 000101.

2. Top Panel Enter details in the following required fields:

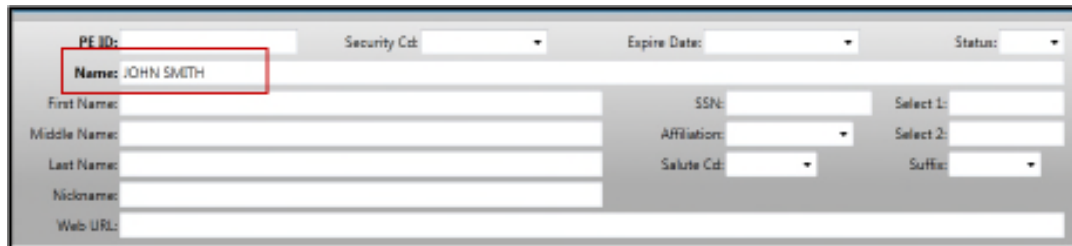
- PE ID – Enter the PE ID, which is the unique identification number for a person or entity. You can select a PE ID number from the Data Lookup

window by clicking  in the ribbon bar. You can also generate the

PE ID by clicking  in the ribbon bar.

- Name - Enter the name of the person or entity in the **Name** field.

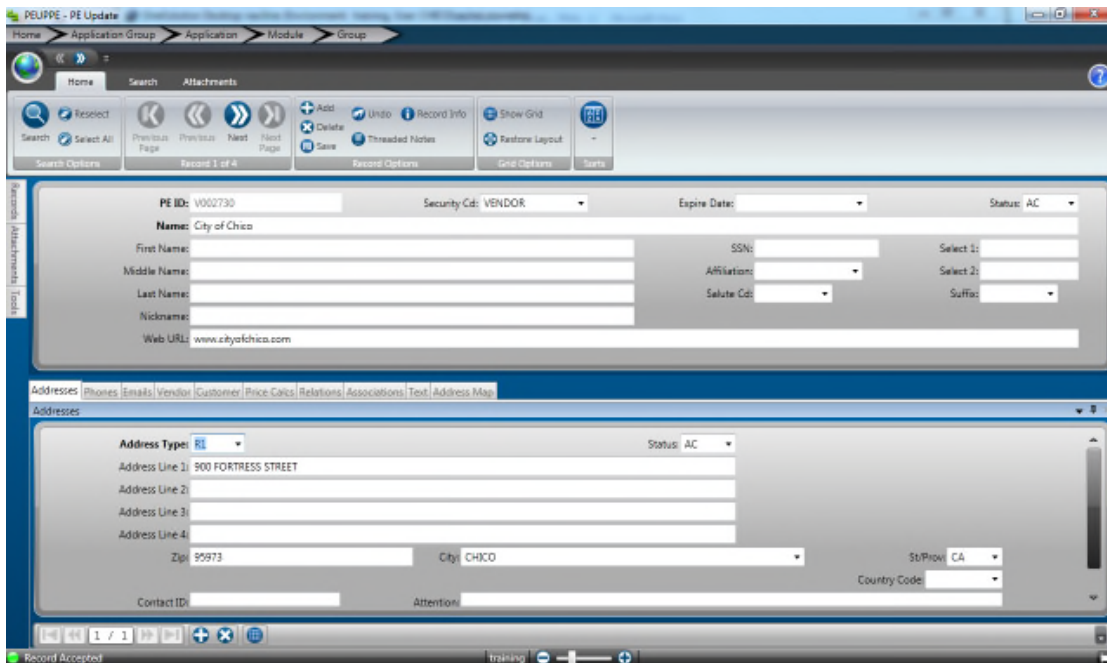
Note: If the **Name** field is filled, the middle and last name are not required. If the first, middle, and last names are filled in, the system will reverse the first and last name and place it in the **Name** field. For example, if “John” was entered as the first name and “Smith” was entered as the last name, when saving the record the **Name** field would read “Smith, John.”



3. Enter the additional details in the following fields that you can view in the top panel of the window:


- Security Cd – Select the security code from the drop-down list. You use Nucleus security to restrict the access to PE IDs based on this code.
- Expire Date – Select the date that a particular person entity is tagged to expire.
- Status – Select the status of this PE ID. Select **IN** to specify an inactive PE ID, **AC** for an active PE ID, and **PN** for a pending PE ID.
- First Name – Enter the first name associated with this person or entity.
- SSN – Enter the nine-digit Social Security number associated with a person or entity.

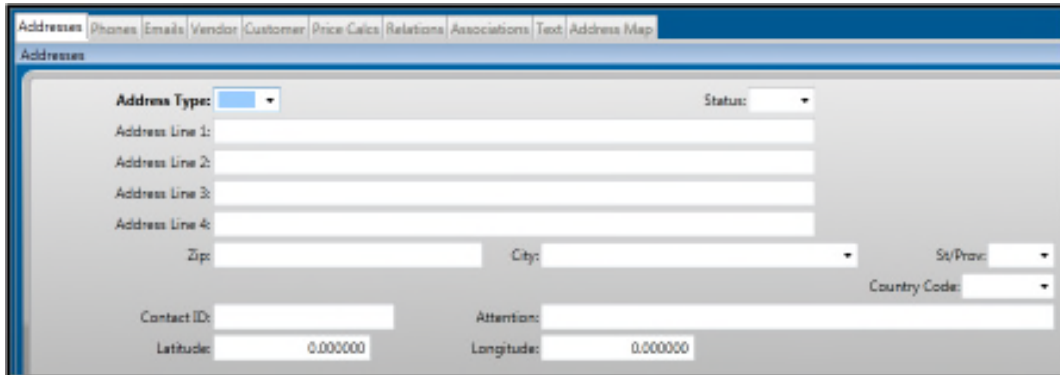
- Select 1 and 2 – These fields store client-specific codes for extracting information from the PE database. You can enter up to eight characters in each of these fields.
- Middle Name – Enter the middle name associated with this person or entity, if applicable.
- Affiliation – Select the affiliation code from the drop-down list. This is the code designating a link between the defined PE ID and another PE ID.
- Last Name – Enter the last name associated with this person or entity.
- Salute Cd – Select the two-character code that represents the salutation for formal correspondence. For example, “Ms” for Miss, “Dr” for Doctor, etc.
- Suffix – Select the person's name suffix. For example, Ph.D, Jr, etc.
- Nickname – Enter the person's or entity's nickname.
- WEB URL – Enter the URL associated with this PE ID. You can enter a maximum of 50 characters.



4. Address Tab Complete the fields in the **Addresses** tab.

Note: Use the **Addresses** tab to define addresses for a particular PE ID. A single PE ID may have multiple addresses. For example, a particular PE ID may have a purchasing address, an accounts payable address, and an accounts receivable address in addition to a primary business address. You

can use  in the bottom task bar to add more than one address to a particular PE ID record. All records displayed on the tab will be associated with the parent record shown in the top panel. In single view, one four-line address may be defined at a time as shown below.



The screenshot shows a web-based form titled 'Addresses' with a navigation bar at the top containing 'Addresses', 'Phones', 'Emails', 'Vendor', 'Customer', 'Price Calls', 'Relations', 'Associations', 'Text', and 'Address Map'. The form fields are as follows:

- Address Type: [dropdown menu]
- Status: [dropdown menu]
- Address Line 1: [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- Address Line 4: [text input]
- Zip: [text input]
- City: [dropdown menu]
- St/Prov: [dropdown menu]
- Country Code: [dropdown menu]
- Contact ID: [text input]
- Attention: [text input]
- Latitude: [text input, value: 0.000000]
- Longitude: [text input, value: 0.000000]

- Address Type – Select the address type from the list of drop-down options. This is a required field.
- Address Line (1-4) – Enter the complete address in these fields.
- Zip – Enter the zip code of the address.

Note: When you enter the zip code and press **Tab**, the city and state is populated in the **City** and **St/Prov** fields.


- Country Code – Select the four-character code representing the country portion of the address. If left blank, the system defaults to the country in which the site is defined.
- Contact ID – This is the primary contact person associated with a PE ID. You can enter up to 50 characters.

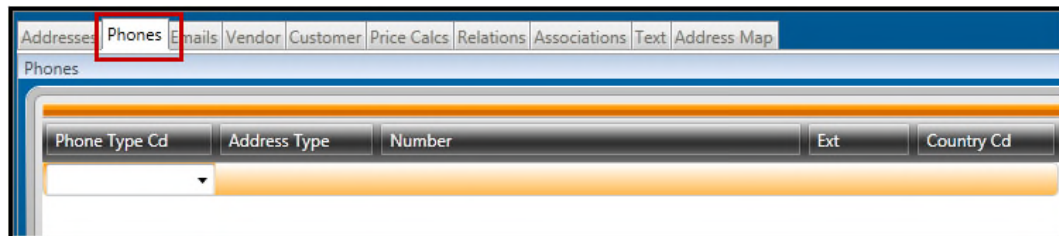
- Attention – This is the attention notation for the contact ID.
- Latitude and Longitude – These fields indicate the absolute location of a person entity using the coordinate system in a decimal format.

5. Press **Enter** to save the address details.

Phone Tab

6. Click the **Phones** tab to view and complete the fields under this tab:

Note: Use the **Phones** tab to define and access phone information for a particular PE ID. A single PE ID may have multiple phone numbers associated with it, and phone numbers associated with PE IDs are entered and maintained using the **Phones** tab on the PEUPPE window. You can use  in the bottom task bar to add more than one phone number to a particular PE ID record. All records displayed on the tab will be associated with the parent record shown in the top panel.



| Phone Type Cd | Address Type | Number | Ext | Country Cd |
|---------------|--------------|--------|-----|------------|
| | | | | |


- Phone Type Cd – Select the phone type from the list of drop-down options. For example, if it is a cell phone, you can select the code “CL.”
- Address Type – Select the two-character address type code from the list of drop-down options.
- Number – Enter the phone number in the (XXX) XXX-XXXX format, where X denotes any number from 1 to 9. As you enter the phone numbers, the system fills in the parentheses and dash automatically.
- Ext – Enter the extension number, if applicable.
- Country Cd – Select the country code if it is applicable for the particular phone.

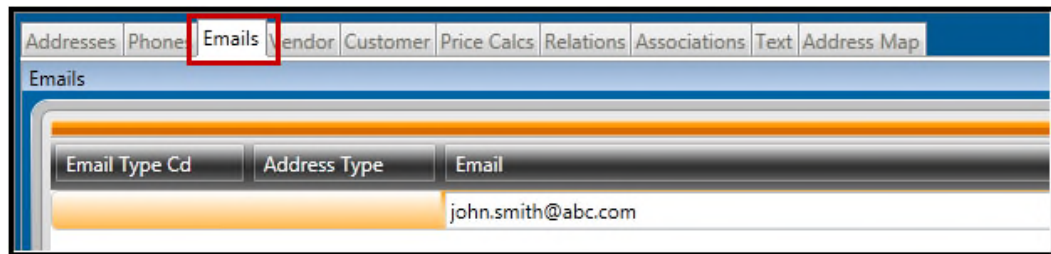
7. Press **Enter** to save the phone details.

Email Tab

8. Click the **Emails** tab to view and complete the fields under this tab:

Note: Use the **Emails** tab to define and access e-mail address information for a particular PE ID. Each person or entity defined in the PE database may have multiple e-mail addresses associated with it. E-mail addresses associated with PE IDs are entered and maintained using the **Emails** tab on the PEUPPE

window. You can use  in the bottom task bar to add more than one e-mail to a particular PE ID record. All records displayed on the tab will be associated with the parent record shown in the top panel.



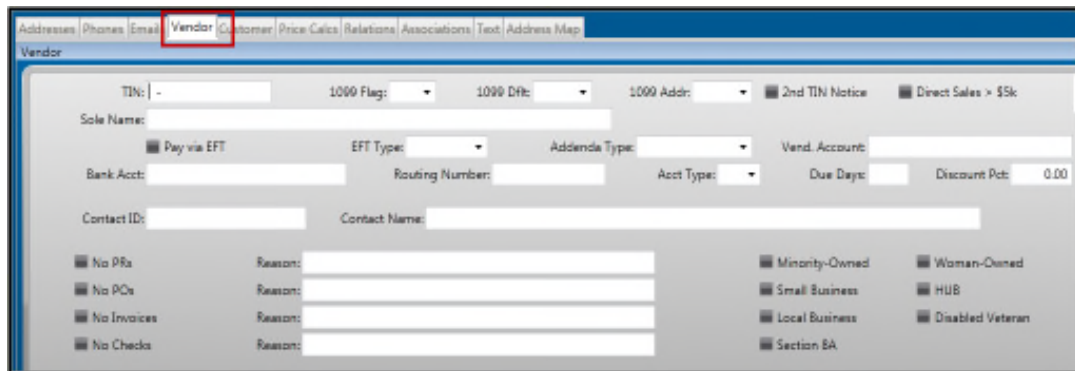
| Email Type Cd | Address Type | Email |
|---------------|--------------|--------------------|
| | | john.smith@abc.com |

- Email Type Cd – Select the e-mail type from the list of drop-down options. For example, if it is an official e-mail address, you can select the code “OF.”
 - Address Type – Select the two-character address type code from the list of drop-down options.
 - Email – Enter the e-mail address of the person or entity.
9. Press **Enter** to save the e-mail details.

Vendor Tab

10. Click the **Vendor** tab to view and complete the fields under this tab:

Note: Use the **Vendor** tab to add vendor-related details.



- TIN – Enter the nine-digit federal tax identification number (TIN) associated with the PE ID.
- 1099 Flag – Select one of the options from the drop-down list. Select **Y** in this field to indicate that this PE ID is a 1099 vendor for all transactions. This flag will issue a 1099 for this vendor and report all payments to Box 7, Non-Employee Compensation.

If the majority of payments are not to be 1099 related, leave the field blank or select **N** and flag the transactions as appropriate in Accounts Payable invoice entry.

Select **D** in this field if this person or entity is never to receive a 1099 regardless of entries made through Accounts Payable.

Note: If this vendor receives payments such as rents or royalties, select a second definition in the **1099 Dflt.** field. Individual transactions may be flagged for exclusion in Accounts Payable invoice entry.

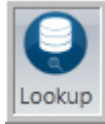
- 1099 Dflt – This field is used to denote the default box to be used for 1099 reporting if the transactions for the vendor are to be reported in a box other than Box 7, Non-Employee Compensation. This field contains a two-character code used to identify the default 1099 relate-to code for the vendor. For example, “RE” for Rents, “RO” for Royalties, and “AF” for Attorney’s Fees.

Note: Values selected into this field must be previously defined in common codes on the common codes screens with a code category of “CK99” and code values in the range of “RELATE01” to “RELATE03.”

- 1099 Addr – Select the two-character code representing the type of address to use for 1099 printing. Only address types previously defined for the vendor will be listed as selectable items.
- 2nd TIN Notice – Select this checkbox if a second TIN is applicable for this PE ID.
- Direct Sales > \$5k – Select this checkbox if the direct sales amount is more than \$5,000.
- Sole Name – Enter up to 80 characters representing the sole proprietor’s name if one applies to a particular person or entity.
- Pay via EFT – Select this checkbox if the vendor is to be paid via electronic fund transfer (EFT).
- EFT Type – Select the EFT type from the drop-down list. This value is used to identify the type of EFT.
- Addenda Type – Select the addenda type from the drop-down list. This is used to identify the addenda type of this PE ID, such as child support.
- Vend. Account – Enter the account number the vendor uses to identify the organization. You can enter a maximum of 20 characters
- Bank Acct – Enter the vendor’s bank account number.
- Routing Number – Enter the routing number for the vendor’s bank account.
- Acct. Type – Select the account type of the vendor. Select **C** if it is a checking account and **S** if it is a savings account.
- Due Days – Enter up to three characters to represent the number of days to be added to an invoice date for aging purposes. The due days are gross days. For example, if your terms are 2/10 N 30, you would enter 30. The discount of 2% will be entered in Accounts Payable with an override of

the due date. The use of the **Due Days** field is for the Open Hold and Immediate Pay subsystems.

- Discount Pct – Enter the discount terms as a percentage that the vendor will receive when an order is processed. This field is used to calculate the discount to be applied at order entry time. For example, 5.00 represents a 5% discount per order.
- Contact ID – Enter up to 12 characters specifying the previously-defined PE ID. You can select a PE ID number from the Data Lookup window by

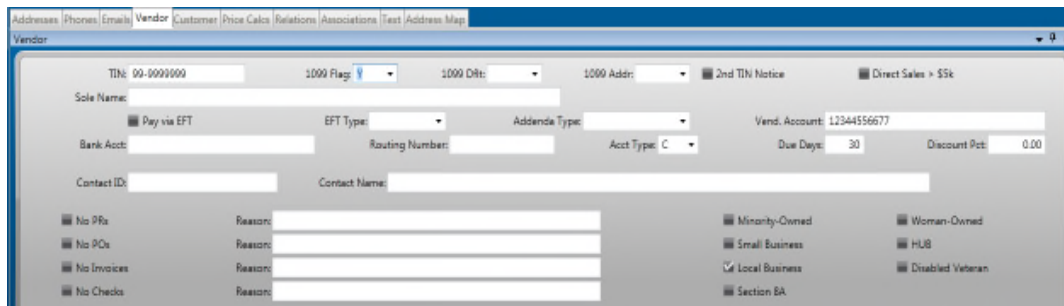


clicking  in the ribbon bar.

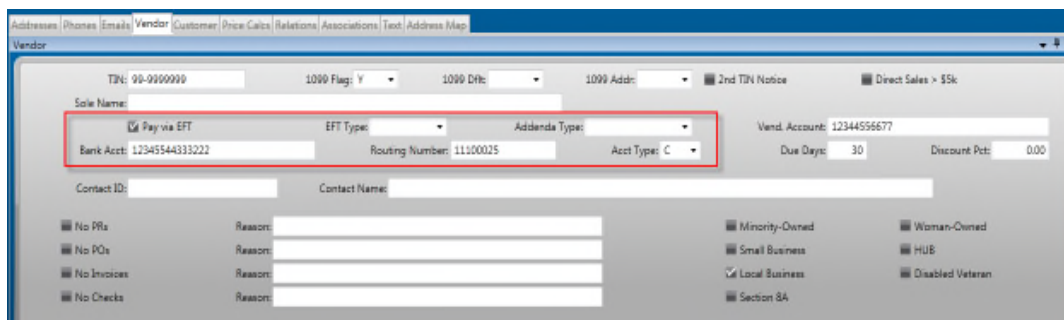
- Contact Name – This field displays the name based on the contact ID you entered.
- No PRs – Select this checkbox if you do not want to create any purchase requests (PRs) using the vendor.
- Reason – Enter a reason for selecting the **No PRs** checkbox.
- No POs – Select this checkbox if you do not want to create any purchase orders (POs) using the vendor.
- Reason – Enter a reason for selecting the **No POs** checkbox.
- No Invoices – Select this checkbox if you do not want to enter any invoices for the vendor.
- Reason – Enter a reason for selecting the **No Invoices** checkbox.
- No Checks – Select this checkbox if no checks are to be cut for the vendor.
- Reason – Enter a reason for selecting the **No Checks** checkbox.
- Minority-Owned – Select this checkbox if the vendor is a minority-owned business and your organization wants to track these types of vendors for reporting purposes.
- Woman-Owned – Select this checkbox if the vendor is a woman-owned business and your organization wants to track these types of vendors for reporting purposes.
- Small Business – Select this checkbox if the vendor is a small business and your organization wants to track these types of vendors for reporting purposes.

- HUB – Select this checkbox if the vendor is a Historically Underutilized Business (HUB) and your organization wants to track these types of vendors for reporting purposes.
- Local Business – Select this checkbox if the vendor is a local business and your organization wants to track these types of vendors for reporting purposes.
- Disabled Veteran – Select this checkbox if the vendor is a disabled veteran and your organization wants to track these types of vendors for reporting purposes.
- Section 8A – Select this checkbox if the vendor is a section 8A business and your organization wants to track these types of vendors for reporting purposes.

Note: Below is a typical vendor set up.



Note: Below is a typical EFT vendor set up.

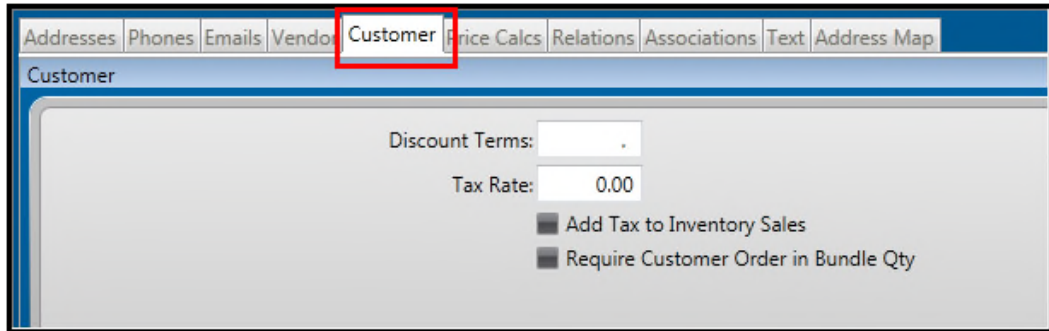


11. Press **Enter** to save the vendor details.

Customer Tab

12. Click the **Customer** tab to view and complete the fields under this tab:

Note: Use the **Customer** tab to record additional information for those PE records associated with customers of your organization. You use this tab to access the discount terms and tax rate for any transactions pertaining to a person entity.



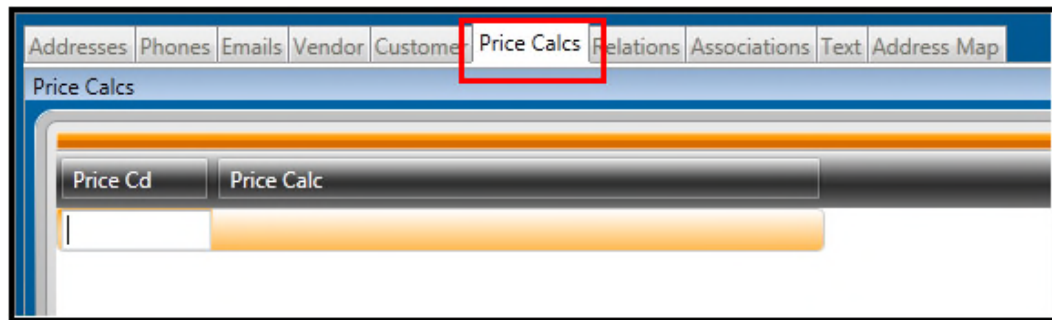
- Discount Terms – Enter the discount percentage for the customer. Use this field to calculate the discount to be applied at order entry time. For example, 5.00 represent a 5% discount per order.
- Tax Rate – Enter the tax percentage for the customer. Use this field to calculate the tax to be applied to the order. For example, 5.00 represent a 5% tax rate.
- Add Tax to Inventory Sales – Select this checkbox to indicate that tax is to be applied. If you select this field, the customer is subject to a sales tax. If you do not select this field, the customer is exempt from tax.
- Required Customer Order in Bundle Qty – If you select this checkbox, the customer is forced to order by the bundle quantity. A bundle is the term for the "order multiple" of a product. If a customer is flagged to require the use of bundles, the order quantity is always a multiple of this bundle amount. If any quantity of less than one bundle is ordered, then one bundle is assigned.

13. Press **Enter** to save the customer details.

Price Calc Tab

14. Click the **Price Calcs** tab to view and complete the fields under this tab:

Note: Use the **Price Calcs** tab to enter and maintain price calculations associated with PE IDs. Each person or entity defined in the PE database may have multiple price calculations associated with it.



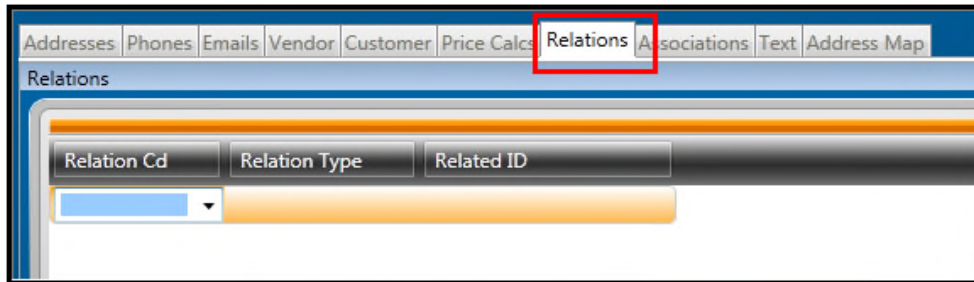
- Price Cd – Enter the two-character user-defined code that uniquely identifies the type of pricing defined in the **Price Calc** field. For example, if the **Price Calc** field defines a retail pricing structure, the price code may be defined as "RT." This code is referenced during order processing to determine which pricing structure to use when selling the product. At order processing time, the system first uses the customer pricing codes, then the product pricing codes, and finally, the global pricing codes.
- Price Calc – This is a special pricing structure used for the customer class. You may enter up to six pricing structures for each product. For example, with a price code of RT (for retail), the calculation may be FIFO multiplied 1.1, representing a 10% markup on the current cost for this item.

15. Press **Enter** to save the price calculation details.

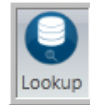
Relations Tab

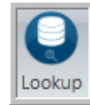
16. Click the **Relations** tab to view and complete the fields under this tab:

Note: Use the **Relations** tab to access relation information for a person or entity. Each person or entity defined in the PE database may have multiple relations associated with it.



- Relation Cd – Select the two-character code that identifies the relationship.
- Relation Type – Select the two-character code that identifies the relationship type.
- Related ID – Enter the previously defined PE ID. You can select a PE ID



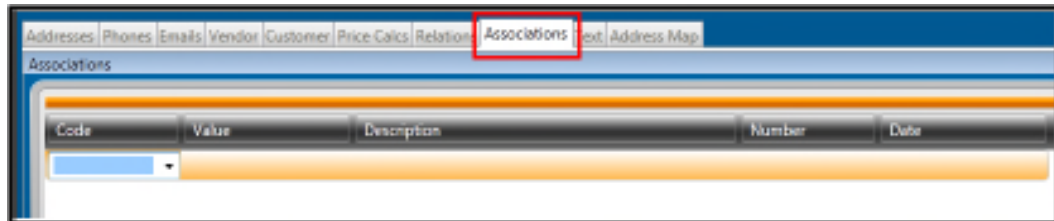
from the Data Lookup window by clicking  in the ribbon bar.

17. Press **Enter** to save the relation details.

Associations Tab

18. Click the **Associations** tab to view and complete the fields under this tab:

Note: Use the **Associations** tab to enter the associations connected with PE IDs. The **Associations** tab allows various user-defined codes to be associated with selected person or entity records. Each person or entity defined in the PE database may have multiple associations connected with it.



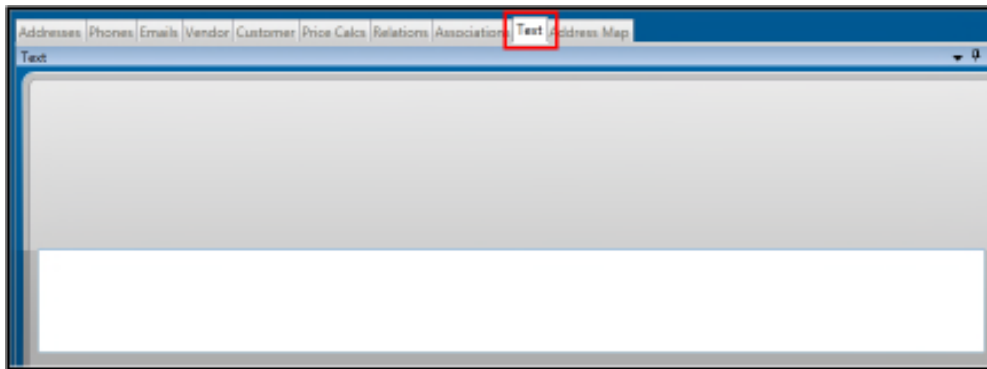
- Code – Select the associated code ID from the drop-down list.
- Value – Enter the value linked with the code ID.
- Description – Enter the associated code description of the code ID and code value. You can enter up to 30 characters in this field.
- Number – Enter the association number.
- Date – Select the date from the drop-down calendar.

19. Press **Enter** to save the association details.

Text Tab

20. Click the **Text** tab to view the text area where you can enter up to 72 characters as text.

Note: The **Text** tab is used to store any notes pertaining to a specific person or entity. For example, text can be entered regarding the collection history for a particular PE ID or a future problem with an outstanding billing invoice may be noted. This information may be viewed through the Inquiry function PEIQ, or reported through a file listing PEFL, but will not print on any other forms.

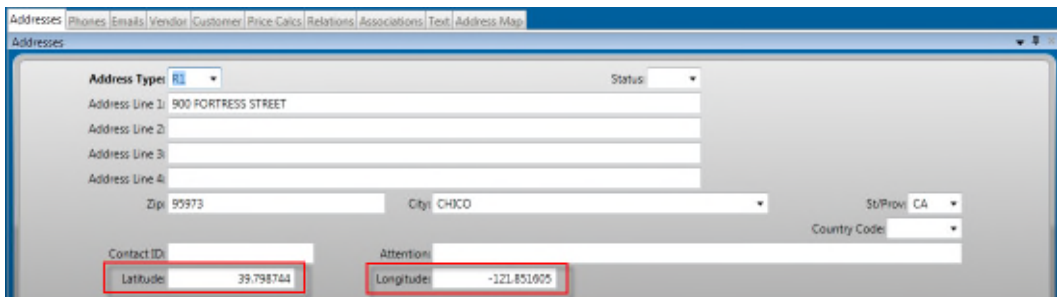


21. Press **Enter** to save the text.

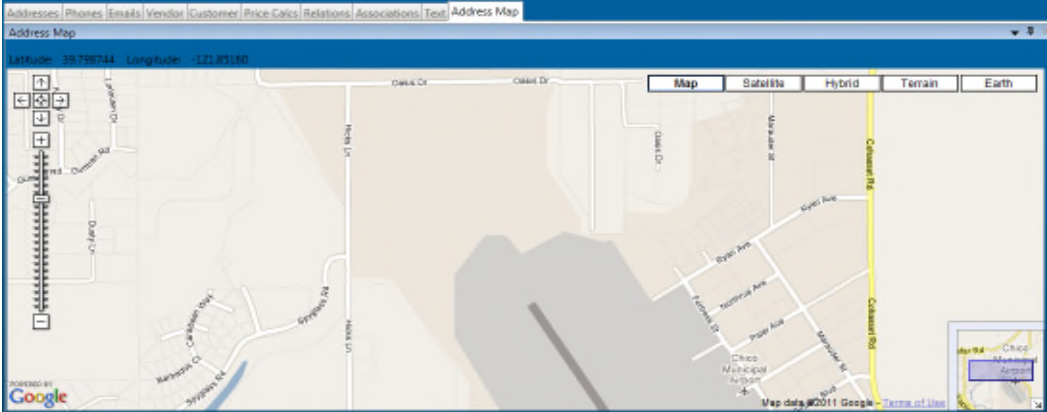
Address Map Tab

22. Click the **Address Map** tab to view the area map.

Note: If you define latitude and longitude on the **Addresses** tab, you will be able to view a map on the **Address Map** tab.



Below is the view of the map in the **Address Map** tab.




23. Click  to save the record.

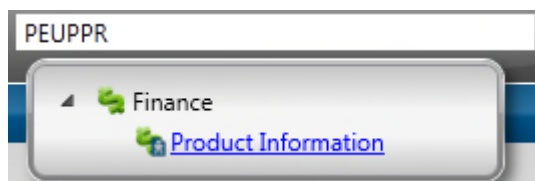
Section 3: Creating a Product Information Record

You can use Product Information (PEUPPR) window to add product information.

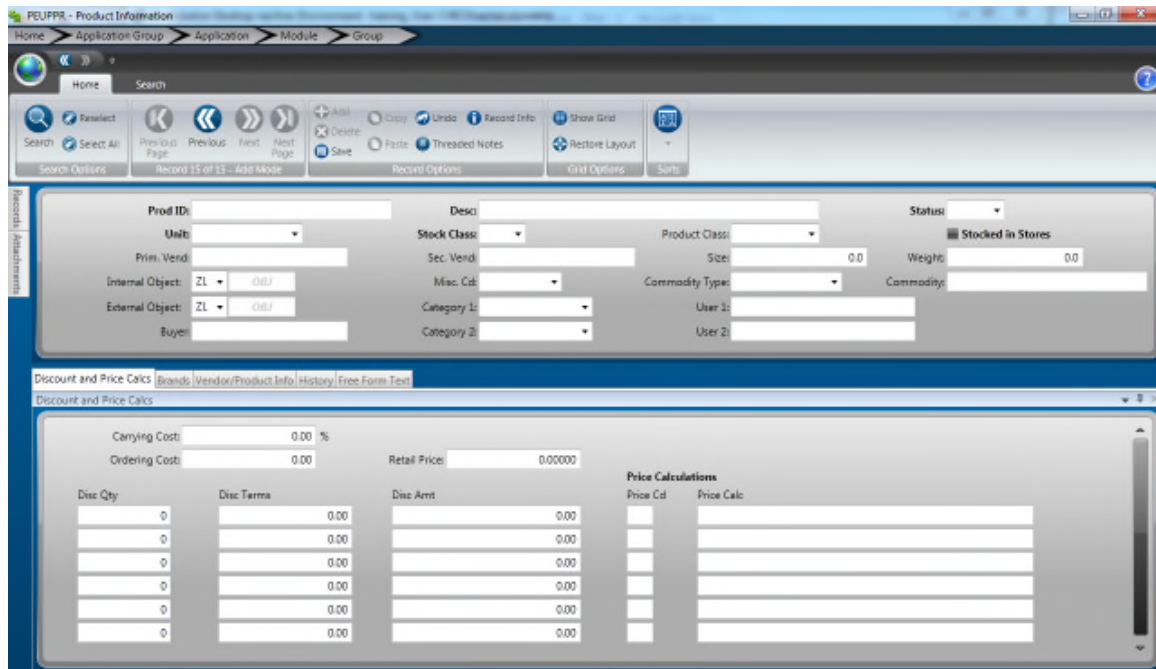
Product records are used to store information about products that the organization orders and can be utilized for both stocked and non-stocked items. Product records can be created for items that will be stocked in a Stores Inventory warehouse or for items that are frequently ordered but not stocked. By creating product records for items that are frequently ordered but not stocked, the user can help to standardize and automate the purchasing of those items. When an item with a product record is placed on a purchase requisition, many key pieces of information related to the item such as the description and unit of measure are filled in from the product record, helping to speed up the ordering process.

You can access the Product Information (PEUPPR) window in one of the two ways:


- Navigate through the desktop menu options
 - i. On the ONESolution desktop, click  to view the various sections under ONESolution Finance suite.
 - ii. Click the **Update Data Base** folder under the **Person/Entity Data Base** tab to view the list of all the options.
 - iii. Click **PE Update** under the **Update Data Base** folder.
- Enter the path name **PEUPPR** in the **Search** field of the Finance desktop



The Product Information (PEUPPR) window displays. The window opens in Browse mode and you can view or edit records already existing in the PE database.



Creating a new record

1. Click  in the “Record Options” section of the toolbar.

Result: The window is now blank and you can type the product information in the various fields.

Note: All fields that are bold are required fields and you have to enter details in those before saving this record. The **Prod ID**, **Desc**, **Status**, **Unit**, and **Stock Class** fields are the only required fields in the top portion of the record.

Top Panel

2. Enter details in the following required fields:
 - **Prod ID** – Enter the product ID, which is the unique identification number for a product. The value in the **Prod ID** field can be a numeric value or a string of up to 16 characters that uniquely identify the product. Access to product records can be restricted according to product IDs through Nucleus security. You can select a product ID number from the Data



Lookup window by clicking



generate the Product ID by clicking

- Desc- You can enter up to 30 characters to describe the product.
- Status - Enter a two-character code that represents the status of this product. Valid options are “AC” for active, “IN” for inactive, and “OB” for obsolete.
- Unit - Enter up to eight characters that describe the unit of measure for this product as it is stocked in inventory. For example, “GALLONS,” “CASE,” and “EACH.” Once units are placed in inventory, this field may only be changed using the Selectively Change Units utility (SIUTCU).
- Stock Class - Click and select an option to assign a stock class to this product. Valid classes are “A,” “B,” and “C.” Classes are defined as follows:
 - “A” class is comprised of items that make up 10% of the total number of items in the inventory but are also responsible for 70% of the total inventory value. They are usually high dollar items and items that are critical to the ongoing day-to-day business operations that have a long order lead time.
 - “B” class is comprised of items that make up 20% of the total number of items in the inventory but are also responsible for 20% of the total inventory value. They are usually medium cost items and items that are not critical to the ongoing day-to-day business operations and have average order lead times.
 - “C” class is comprised of items that make up 70% of the total number of items in the inventory but are also responsible for 10% of the total inventory value. They are usually low dollar items and items that are not critical to the ongoing day-to-day business operations and that have very short order lead times or are easily obtainable off-the-shelf items. Non-stocked items can be assigned this classification. This will be the classification of the majority of the stocked items.

3. Enter the additional information in the following fields that you can view in the top panel of the window:
 - Product Class - Enter up to six characters that can be used to identify a general class of the product. Values entered will be converted to upper case. For example, "FOOD" may be defined as the classification for all food products. A common code PECL/VALIDATE may be set up to require that values placed in the field be validated against a list of codes defined in the common code category of PECL.
 - Stocked in Stores - Select this box if this item is to be stocked in the Stores Inventory system and the Purchasing system is to post receiving information to the Stores Inventory system.
 - Primary Vendor - Up to 12 characters representing the PE ID of the primary vendor from which this product is ordered. Optionally, this ID is used by the system if an out of stock situation occurs and the system creates a purchase request. This vendor must already exist in the Person/Entity database. The field contains a lookup function.
 - Secondary Vendor - Up to 12 characters representing the PE ID of the secondary vendor from which this product is ordered. This vendor must already exist in the Person/Entity database. The field contains a lookup function.
 - Size - Up to six digit (with a maximum of one decimal place) indicating the size in cubic inches of the product being stocked.
 - Weight - Up to five digits (with a maximum of one decimal place) indicating the weight in pounds of the product being stocked.
 - Internal Object - The two-character ledger code and up to two, eight-character fields that uniquely identify the object code of the account to be debited when this product is sold. During order processing, if the object code to be expensed is not entered, the system will insert the first object code into the account number. This is useful for items such as pencils that normally have an object code of office supplies. The account key to be expensed is all that must be entered since the system will attach the General Ledger object code for office supplies. This field contains a lookup function.
 - External Object - The two-character ledger code and up to two, eight-character fields that uniquely identify the object code of the account to be debited when this product is sold. This object can be associated with an outside sale and used when the customer is referenced in order processing. Do this by placing "INTERNAL" in the **Select 2** field of the vendor's name and address screen in PEUPPE. For sale-type transactions,

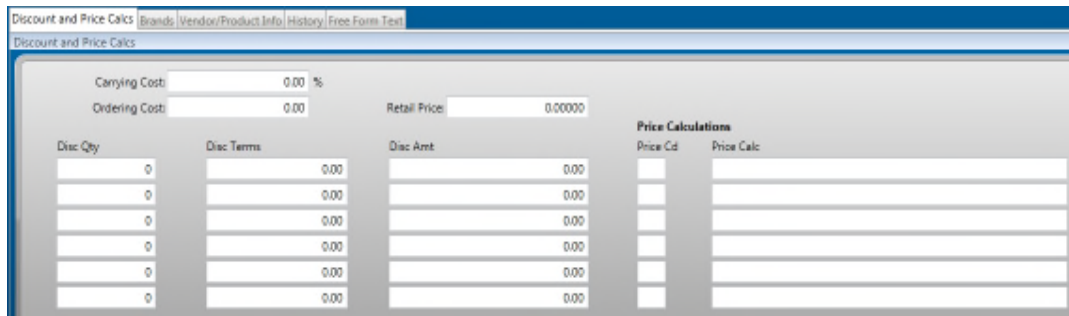
this object code would normally be a revenue object code. The object code is assigned using the same process as outlined previously for the **Internal Object** field. This field contains a lookup function.

- Buyer - Up to 12 characters that identify the person within the organization who is responsible for ordering this product. If buyers are not used, a group scheme may be devised that utilizes this field (e.g. all art supplies may be grouped by ART to enable rapid retrieval). The PE ID entered must exist in the database. In addition, if the user has set up the common code PEPR/BUYER and the short description is set to "ON," this PE ID must have been designated as a buyer (i.e. "BUYER" is specified in the SELECT 1 or SELECT 2 field of the PE ID).
- Misc Cd - Up to four characters can be used to further describe this product. If the common code PEMC/VALIDATE is defined, then any miscellaneous code entered will be validated against common codes. Valid miscellaneous codes are defined in the common code category PEMC.
- Category1 - This is a client-defined field. It is not required and does not control any ONESolution functions. This category field is validated against the common code category PEC1. Values entered here are up-shifted.
- Category2 - This is a client-defined field. It is not required and does not control any ONESolution functions. This category field is validated against the common code category PEC2. Values entered here are up-shifted.
- Commodity Type - Up to eight characters can be used to define the type of commodity of the product. Examples include: "CUSTOM," "NIGP," and "UNSPSC."
- Commodity - Up to 16 characters containing the commodity code of the product. Universal commodity codes may be defined as desired. If, for example, tracking a product by commodity code is desired, it is suggested that the **Product ID** field contain the commodity code. Bid lists for purchase requests are created from this field. Access to products can be restricted according to commodity codes through Nucleus security. A lookup function is available in this field.

***Note:** Commodities have to be loaded into Admin Console for the lookup to work properly. See the section on loading commodities codes.

- User1 - This is a client-defined field. It is not required and does not control any ONESolution functions. This category field is not validated against any common codes. Values entered here are up-shifted.
 - User2 - This is a client-defined field. It is not required and does not control any ONESolution functions. This category field is not validated against any common codes. Values entered here are up-shifted.
4. Enter information in the following fields in the **Discount and Price Calc** tab:

Note: The **Discount and Price Calcs** tab is used to record pricing information for the products as well as ordering costs and carrying costs for the product. These costs can be passed on to the customers that order the product.



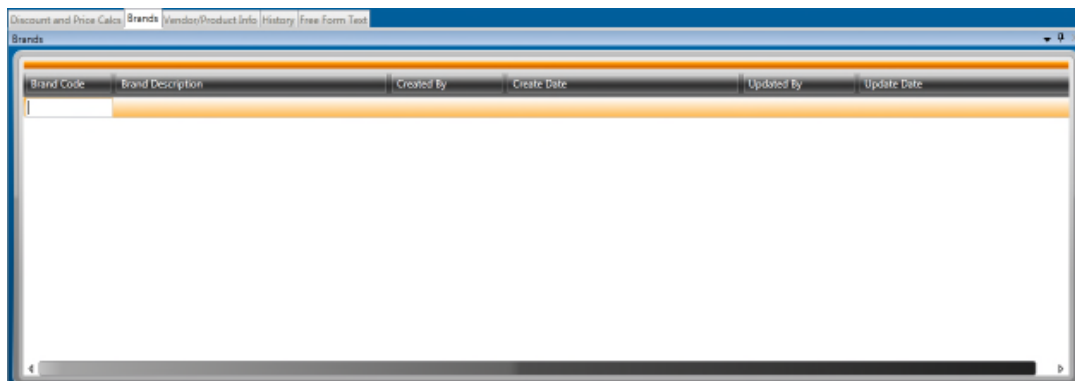
- Carrying Cost – Enter up to five digits (with a maximum of two decimal places) indicating the percentage of the cost of the product associated with warehousing the product per year. This field may be referenced in pricing calculations as “CC.”
- Ordering Cost - Enter up to nine digits (with a maximum of two decimal places) defining the cost per order incurred when the product is purchased from the vendor. This field may be referenced in pricing calculations as “OC.”
- Retail Price - Enter up to 10 digits (with a maximum of five decimal places) defining the default price of this product for retail customers. This field may be referenced in pricing calculations as “RP.”
- Disc Qty - This field is used in order entry to determine the discount for the product. Enter up to eight digits that specify the minimum order quantity needed to obtain a quantity discount. Up to six discount levels may be used. This field is not accessed by the Purchasing or Accounts Payable subsystems.

- Disc Terms - This field (or the **Disc Amt** field, but not both) is used in order entry to determine the discount for the product. Up to four digits (with two decimal places) specify the percentage discount to be received for orders within the specific discount quantity range. Discount terms must be expressed as a percentage.
 - Disc Amt - This field (or the **Disc Terms** field, but not both) is used in order entry to determine the discount for the product. Up to nine digits (with a maximum of two decimal places) specify the dollar amount of savings to be received for orders within the specific discount quantity range. If terms are used, the system displays the dollar amount related to the discount.
5. Enter information in the following fields in the **Brands** tab:

Note: The **Brands** tab is used to define specific brands of the product that may be ordered. Brands may be used to aid in controlling the quality of the products being purchased. For example, you may have experienced quality issues with specific brands of a product so you might create brand records for those brands that meet your definition of acceptable quality levels.

Brands may also be useful for comparing pricing based on like-for-like items between vendors. For example, the user may want to obtain price comparisons for ball point pens between different vendors. By specifying the brand of the pen (such as Bic or PaperMate) the pricing obtained from each vendor would be for the same item rather than for differing brands of pens.

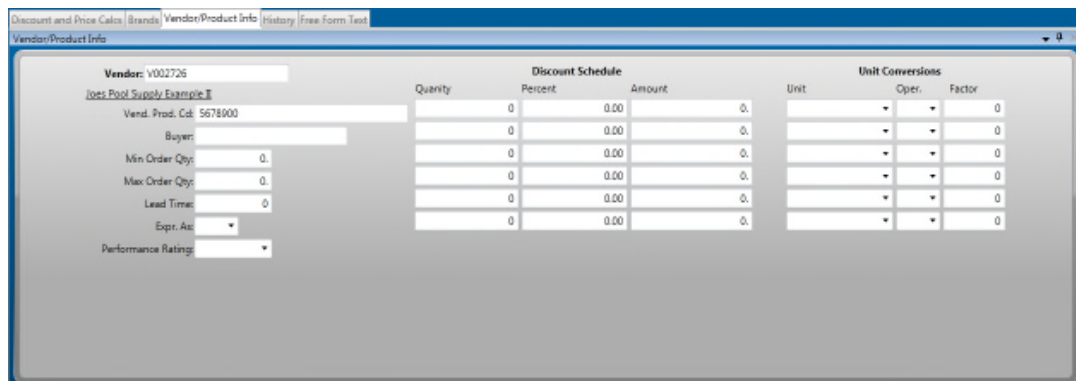
The use of brands is optional but if they are used, both the **Brand Cd** and **Description** fields must be completed. Product brand records may be entered and viewed in either Single Record mode or in Grid View mode. In Single Record mode only one brand record at a time may be viewed, entered, or updated.



- Brand Code - This is a required field. Enter a two-digit code that uniquely identifies the brand name to be associated with the product. This is a user-defined field and should be created based on elements in the name.
- Brand Description - This is a required field. Up to 50 characters can be used to uniquely identify the brand of the product.
- Created By - This is a display-only field that identifies the user ID of the person who created the brand record.
- Create Date - This is a display-only field that identifies the date that the brand record was created.
- Updated By - This is a display-only field that identifies the user ID of the last person who updated the brand record. This will initially be the same as the **Created By** field but will be updated whenever the record is changed with the user ID of the person making the change.
- Updated Date - This is a display-only field that identifies the date that the brand record was last updated. This will initially be the same as the **Create Date** field but will be updated whenever the record is changed with the date the change was made.

6. Enter information in the following fields in the **Vendor/Product Info** tab:

Note: The **Vendor/Product Info** tab is used to establish a link between the products and the vendors that supply them. A record may be created for every vendor that supplies the product. This screen also provides a mechanism for tracking ordering information, discounts, and unit of measure conversions for the product that are specific to each vendor. Records can be viewed, added, or modified in Single Record or Grid View mode.



- Vendor - This is a required field. Enter up to 12 characters that identify the PE ID of the vendor that supplies the product. The PE ID must have been previously defined in the database using the PEUPPE window. If known, the PE ID number may be typed directly into the field.

Alternatively, a lookup function may be used by clicking the ellipsis button at the right edge of the field and selecting **Lookup** from the menu that appears or by using the lookup function keyboard shortcut of Ctrl+L. (Refer to the vendor lookup instruction document for further instructions about performing vendor lookups.)

- Vend. Prod. Cd – This is a 20-character field that can be used to record the catalog number used by the vendor to identify the product in their inventory system. Vendors often require this number to be used on purchase orders for their products.
- Buyer - Enter up to 12 characters that identify the PE ID of the buyer that most often orders the product from this vendor. The PE ID must have been previously defined in the database using the PEUPPE window. In addition, if the user has set up common code PEPR/BUYER and the short description has been set to “ON,” this buyer PE ID must have been designated as a buyer (i.e. BUYER is specified in the SELECT 1 or SELECT 2 field of the PE ID.)
- Min. Order Qty. - This field is used to record information used by the buyer. Up to nine digits can be used to specify the minimum quantity required to place an order for this product with this vendor. The quantity is defined in terms of the stocked quantity and may be user-defined or vendor-defined. For example, if the vendor supplies an item in cases of 12 units but the user stocks the item in individual units, the field may be set to 12.
- Max. Order Qty. - This field is used to record information used by the buyer. Up to nine digits can be used to specify the maximum quantity that may be placed on an order for this product with this vendor. This quantity is often determined by the available shelf space allocated to the product in the Stores Inventory warehouse. For example, if the vendor supplies an item in cases of 12 units but the user stocks the item in individual units, and there is only shelf space for 24-30 units, the field may be set to 24.
- Lead Time - Up to four digits that can be used to specify the amount of time the vendor requires to process an order for this product. This amount can be expressed in terms of days, weeks, months, or years. Lead times are often considered in determining stocking levels, performing reorder calculations, and monitoring vendor performance.
- Expr. As - This field is required if the **Lead Time** field is used. This field is used for buyer information. It works in conjunction with the **Lead Time** field and is used to identify the time units associated with the value entered into the **Lead Time** field. A single character is used that can be

selected from a drop-down list as shown below. Valid values are “D” = Days, “W” = Weeks, “M” = Months, “Y” = Years.

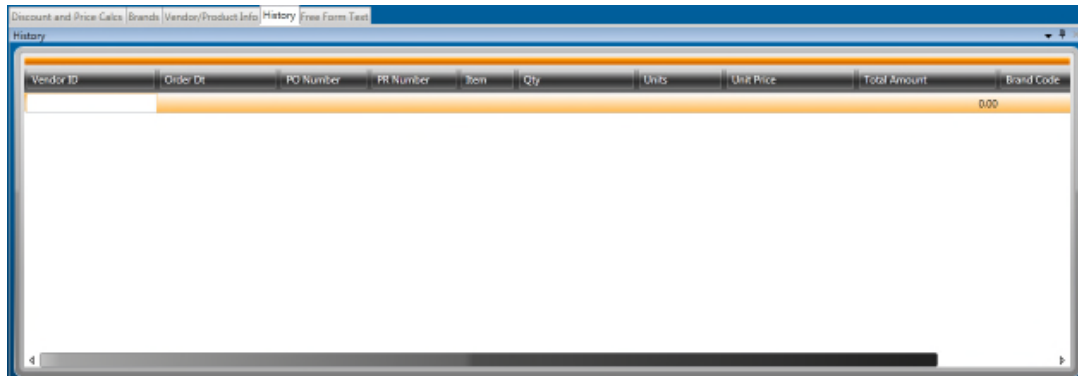
- Performance Rating - This is a four-character user-defined rating system that identifies the quality rating for the vendor with regard to this product. Values are selected from a drop-down list. Values in the list must have been previously defined in the common codes under the code category of **PEPF**.
- Discount Schedule - The discount schedule portion of the tab allows the user to define up to six discount pricing schedules associated with the product and vendor combination.
- Quantity - This field is used for buyer information. Up to nine digits can be used to describe the quantity needed to affect a discount from this vendor when ordering.
- Percent - This field is used for buyer information. Up to five characters that uniquely describe the percent discount to be received if a specific discount quantity is ordered.
- Amount - This field is used for buyer information. Up to 12 characters that describe the dollar amount of savings to be received if the product is purchased at the specified quantity. If percent is used, this field will display the dollar amount related to the discount. Using the image above, if the user placed an order for 100-499 units of the product, they would receive a 5% discount on the unit price. If they placed an order for 500 – 899 units of the product, they would receive a discount of 7% off the unit price. If they placed an order for 900 units or more, they would receive a discount of 10% off the unit price. Orders placed in quantities of 1-99 would receive no price discount.
- Unit Conversion - Unit conversions are used to tell the system how to convert quantities ordered into stocking units of measure when orders are placed in different units of measure than what they are stocked in. Some global unit of measure conversions can also be defined in the common codes under the code category of PEUN. Global units of measure would be used to define standard conversions such as converting between inches and feet or yards, or between cups, pints, quarts, and gallons. Global conversions would apply to all products and all vendors. Conversions defined on this tab would be specific to the product and vendor combination. For example, if a user purchases the same product from different vendors, one vendor might sell the product in a case of 12 while a second vendor might sell the same product in a case of 18. A global conversion could not be used because the number of units in the case is different for each vendor of the product. Case and box quantities

can also vary widely from product to product or between brands of the product.

- **Unit** – Enter up to eight characters that can be used to describe the unit of measure in which the item may be ordered. For example, the product may be ordered by the case and stocked in each. In that case, the **Unit** field would be set to case. Units are selected from a drop-down list. Valid units of measure are defined in the common code category PEUN and can be tailored to the needs of the user organization.
- **Oper** - This is an optional field, but if unit is entered, this field would be required. This field is a one-character field that represents the numeric operator needed to perform the conversion. Valid values are “*” for multiplication and “/” for division. The appropriate operator is chosen from the drop-down list as shown below. The type of conversion being performed will determine which operator the user will select. If the conversion is being made from a larger unit of measure to a smaller unit, such as when converting from case quantities to each, the “*” would be used. If the conversion is being made from a smaller unit of measure to a larger unit, such as when converting from quarts to gallons, the “/” operator would be used.
- **Factor** - This is an optional field, but if unit is entered, this field would be required. An amount (up to six characters) describing the number of stock units needed to derive the valid unit. This operation will yield the stock unit equivalent. In the example above the product is being converted has a stocking unit of case but an order unit of each. The quantity per case in this example is 24. Up to six different unit conversions may be defined for each vendor and product combination.

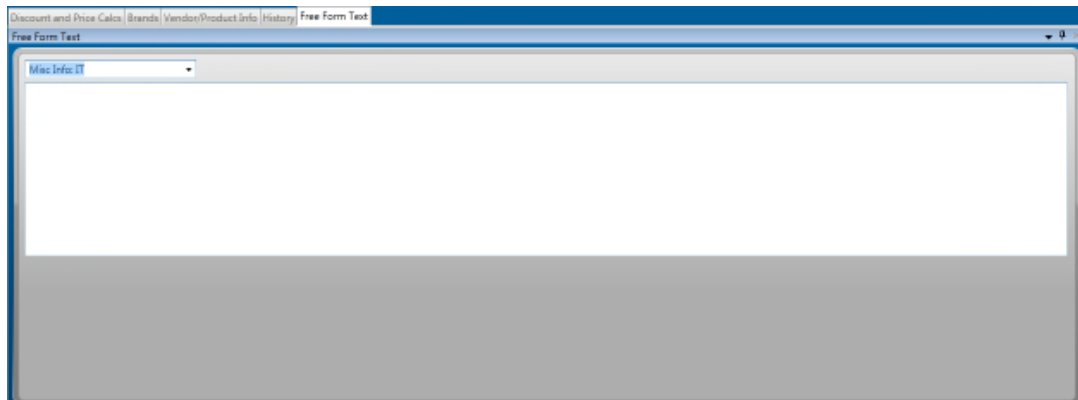
7. Enter information in the following fields in the **History** tab:

Note: The **History** tabbed page is used to view historical information about a product. Information can be viewed in either a single record mode or in a multi-record grid view. Information is in a display-only format and records cannot be added or changed on the form. Records displayed encompass all vendors associated with the product and are created by the Purchasing system.



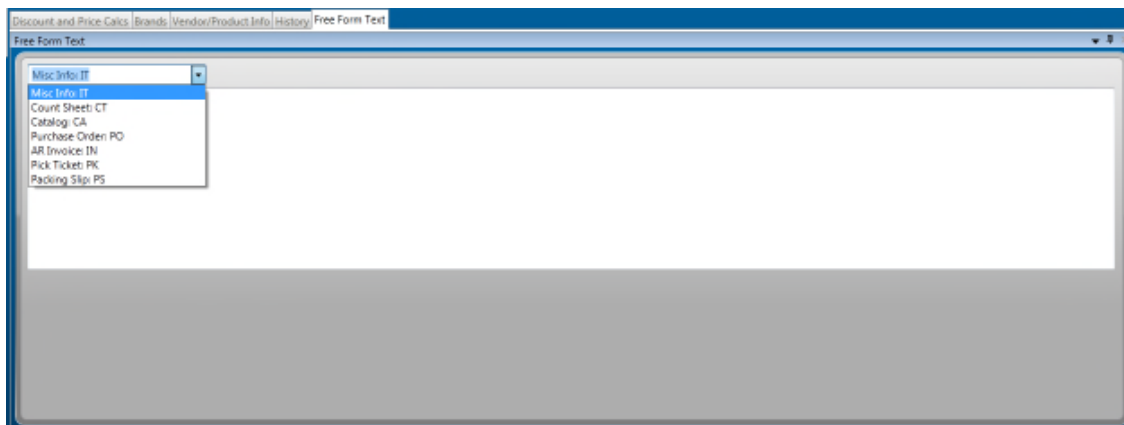
8. Enter information in the following fields in the **Free Form Text** tab:

Note: The product information **Free Form Text** tab is used to enter descriptive information about the product. You may enter as much information as necessary to describe the product. To save text, press **<SHIFT><ENTER>**.



This page has seven additional tabbed pages at the bottom of the screen. These lower tabs direct the system where to print the text. Different text can be defined for the different documents that will utilize it.

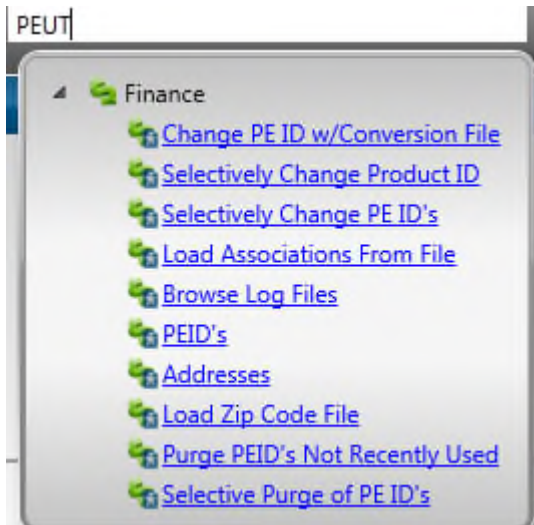
- Misc. Info - Used for internal text not printed elsewhere
- Count Sheet - Used for printing on Stores Inventory count sheets
- Catalog - Used for printing on Stores Inventory product catalogs
- Purchase Order - Used for printing on purchase orders
- AR Invoice - Used for printing on Accounts Receivable invoices
- Pick Ticket - Used for printing on Stores Inventory pick tickets
- Packing Slips-Used for printing on Stores Inventory packing slips



This section needs an ending step like saving.

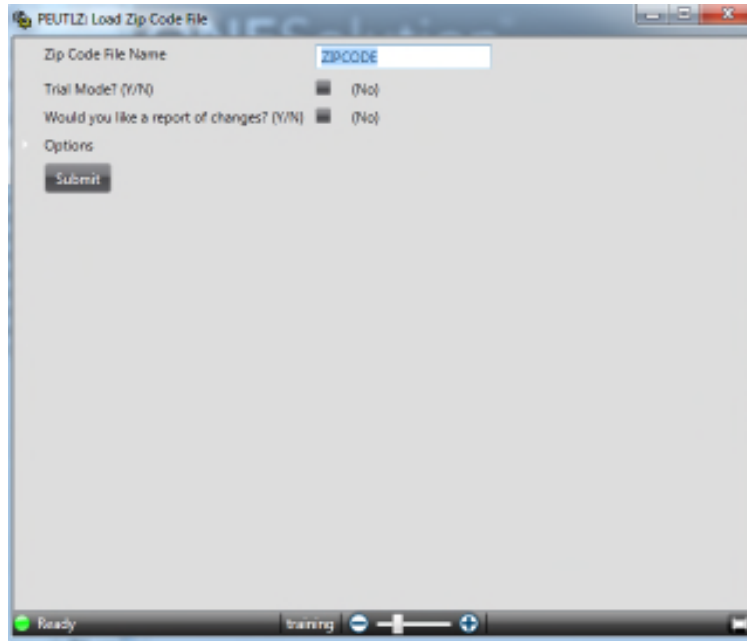
Common PE Utilities

There are several PE Utilities that you can use to perform a number of activities. You can view the utilities either by navigating through the Desktop menu or by entering the mask name in the **Search** field on the desktop window.

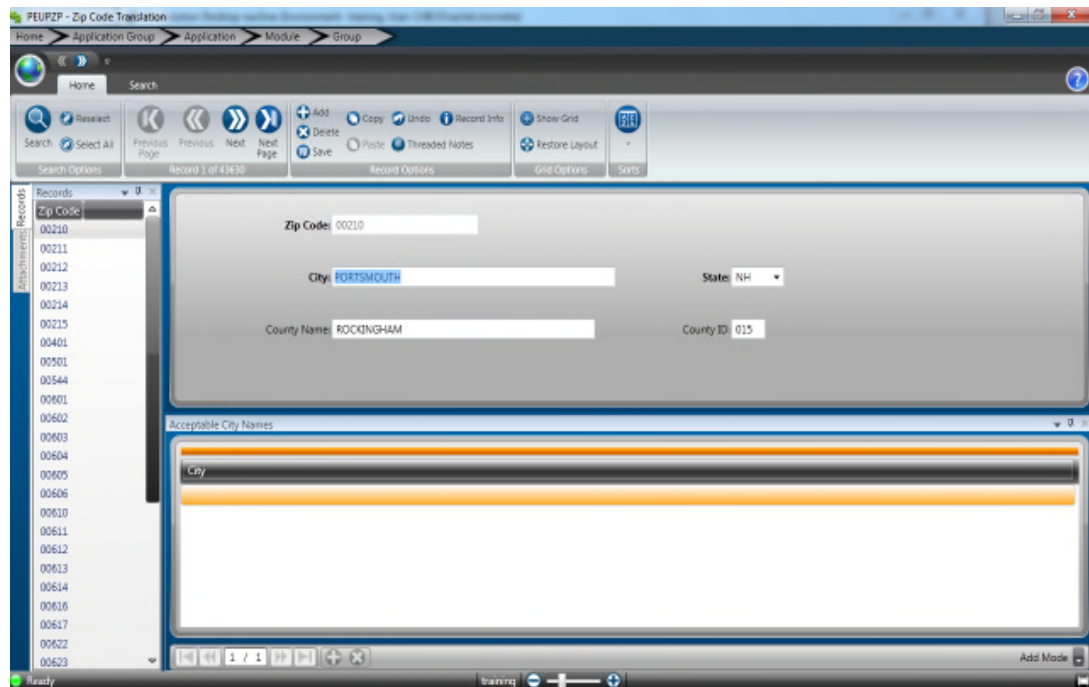


Below are some of the utilities:

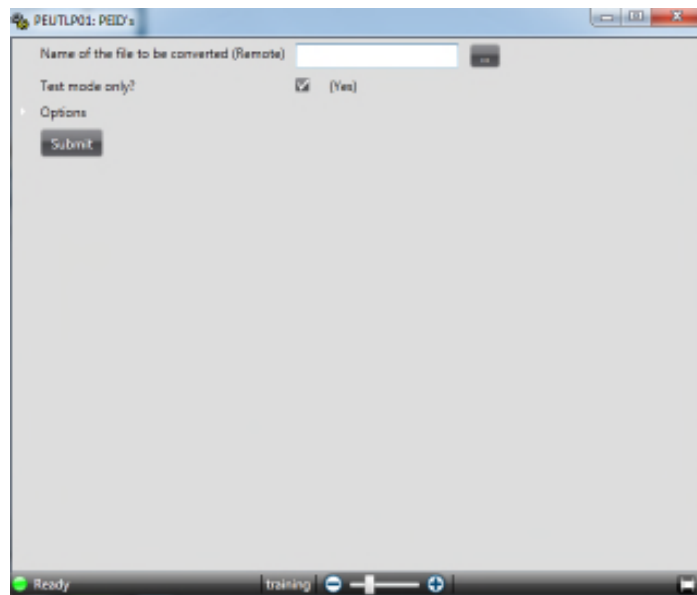
- PEUTLZ (Load Zip Code File) - This utility allows you to load the zip code file so when a zip code is entered in the PEUPPE window, the city/state will automatically populate.



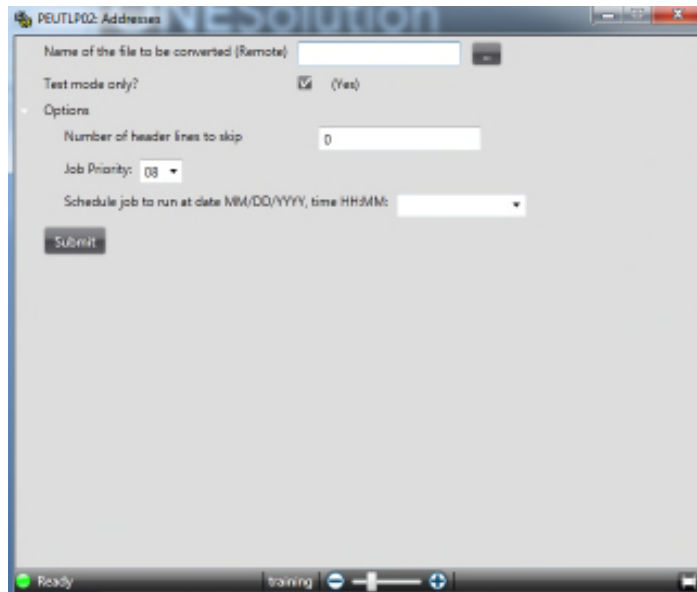
Note: To view the file that was loaded, refer to the Zip Code Translations (PEUPZP) window.



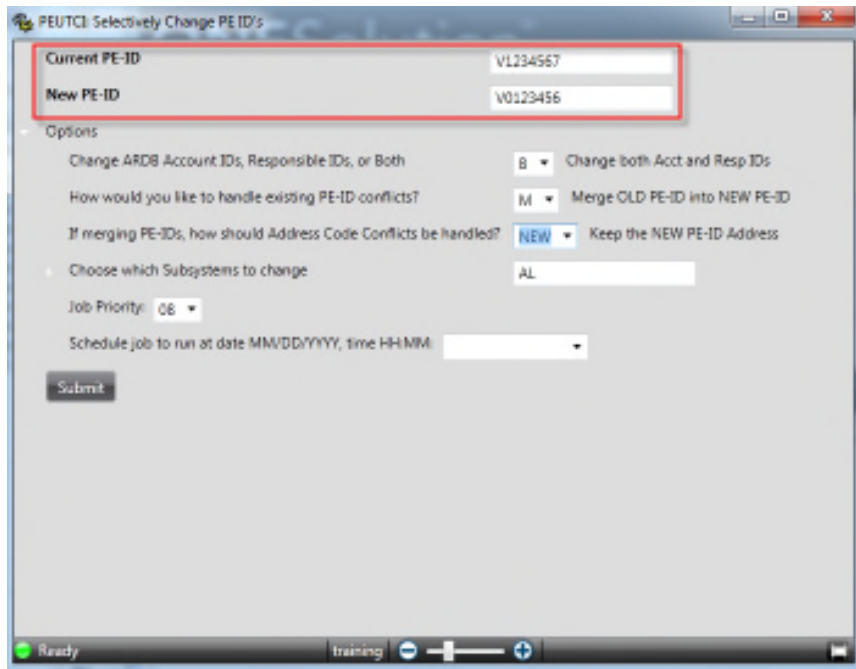
- PEUTLP01 (Loading PEIDs) - Use the correct file format provided by SunGard Public Sector to load PE IDs into the PEUPPE window. The utility is used when rolling in vendors.



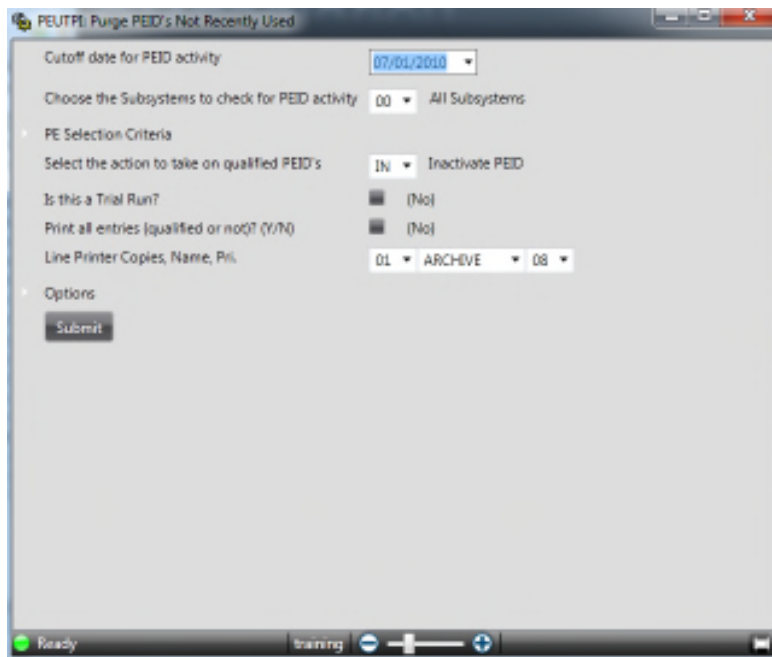
- PEUTLP02 (Loading PE Addresses) - Use the correct file format provided by SunGard Public Sector to load PE addresses into the PEUPPE window. This utility is used when rolling in PE addresses.



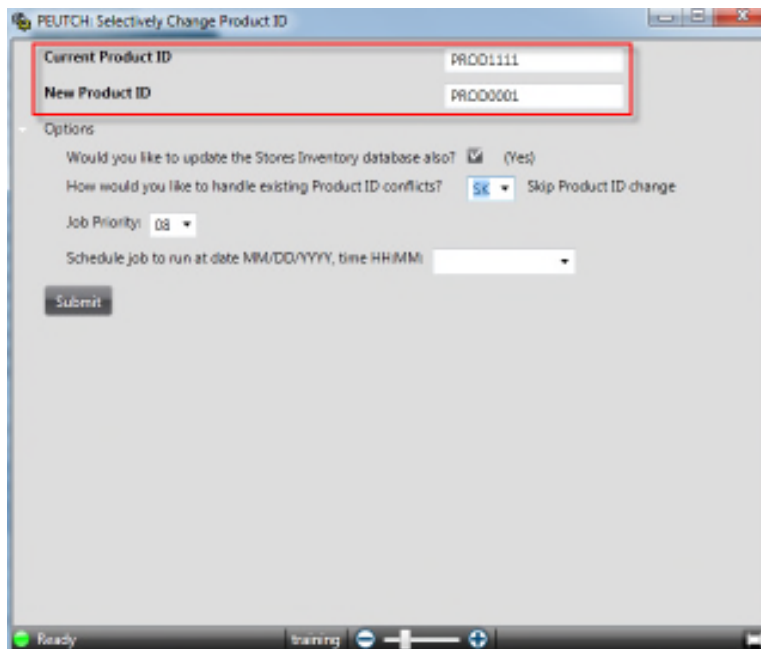
- PEUTCI (Selectively change PEIDs) - This utility allows you to merge duplicate PE IDs. Enter the other PE ID and enter the PE ID you want it to be. If necessary select the options and change the default answers when merging the PE IDs. When you click **Submit**, you can verify the PE ID was updated by viewing the reports and searching the PEUPPE screen for the old ID. It should no longer exist and the new one will be the only ID present.



- PEUTPI (Purge PEIDs not recently used) - This utility allows you to delete inactive PE IDs.



- PEUTCH (Selectively Change Product ID) - This utility allows you to merge two product IDs.



- PEUPCM (View loaded commodity codes in the Commodity Code window) - This allows you to perform a lookup in the PEUPPR screen to apply the code to the product ID.

