



# DDMSPLUS<sup>®</sup>: Setting Up & Using Furniture Acknowledgments

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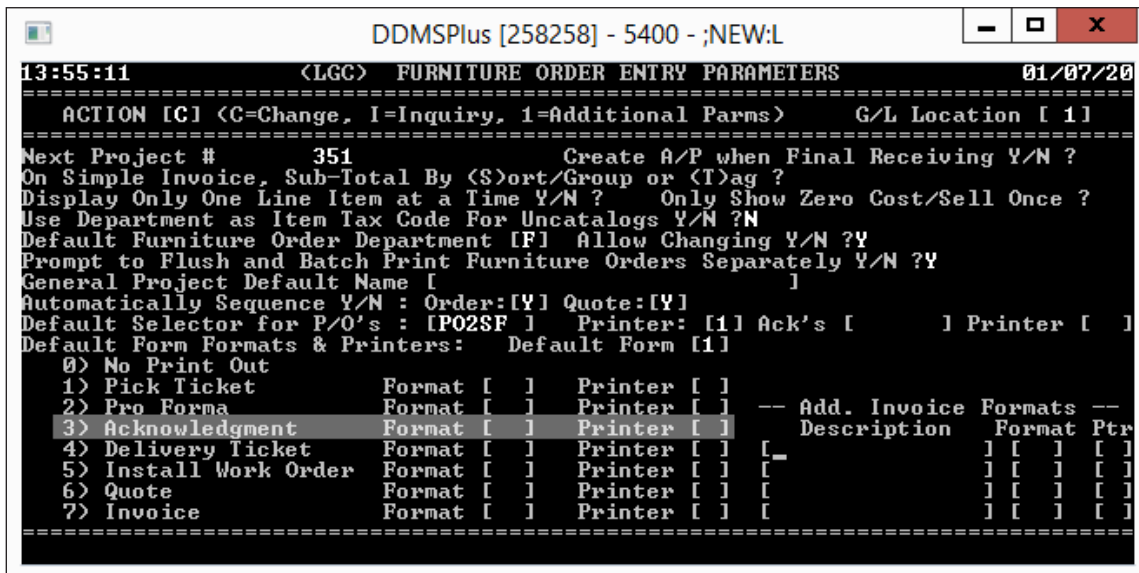
## Setting Up Furniture Acknowledgments

Once you have completed the steps in the Setting Up and Using the PSN document for your individual furniture vendor, you can set up the acknowledgment program. The Furniture Acknowledgments function gives you the ability to default to a specific printer for acknowledgments by user or by vendor. It also gives you the option to update the cost on the purchase order and ticket automatically, allows you to print only exceptions on the acknowledgment report or print all items, and allows you to reprint the acknowledgment without requesting it again from the vendor.

Complete each of the following sections to set up furniture acknowledgments.

### Setting Global Parameters

1. From the text-based Master Menu, type **LGC** to open the (LGC) Furniture Order Entry Parameters screen.
2. In the (LGC) screen, select the [C] Change action code.
3. In the Acknowledgment Format field, enter the default acknowledgment format.



4. In the Acknowledgment Printer field, enter a printer to default to for printing acknowledgments.

### Setting Vendor Parameters



1. From the Main Menu, double-click **Vendor**.
2. Click the RemitTo/Settings tab.
3. Click the Update Cost check box to automatically update costs on the P/O and pick ticket based on the acknowledgment cost.
4. In the Ack Print Format box, enter the acknowledgment selector.

5. In the Ack Printer ID, enter the printer name.

## Setting User Parameters



1. From the Main Menu, double-click **Order Entry**.
2. Select Furniture in the Order Style drop-down menu.
3. Click Furniture Profile Settings. The Furniture Profile Settings dialog box opens.

4. Select the Printing tab.

5. Click the Acknowledgment check box under Furniture Update Defaults section.
6. Enter the format in the Format box.
7. Enter the printer name in the Printer box.
8. To only print acknowledgments with exceptions, click the Only Print Acknowledgments with Exceptions check box.

## Using Furniture Acknowledgments

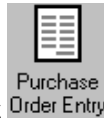
Using furniture acknowledgments is described below.

### Receiving Acknowledgments

You can receive furniture acknowledgments in the Purchase Order Entry and Furniture Order Entry windows.

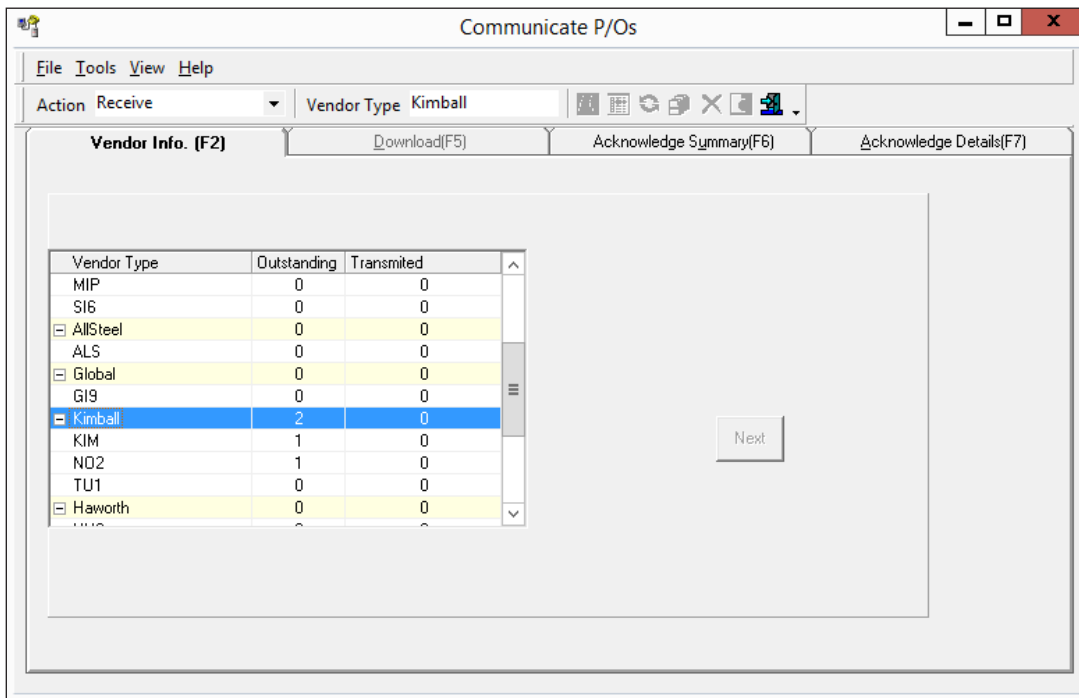
#### Receiving Acknowledgments in Purchase Order Entry

You can use the Receive action in the Communicate P/Os dialog box to import the acknowledgment.



1. From the Main Menu, double-click **Purchase Order Entry**.
2. Click the Action Code drop-down menu and select Communicate. The Communicate P/Os dialog box opens.
3. Click the Action drop-down menu and select Receive.

In the Vendor Info tab, select the vendor for whom to receive an acknowledgment. Go to the heading **Continuing the Procedure**.

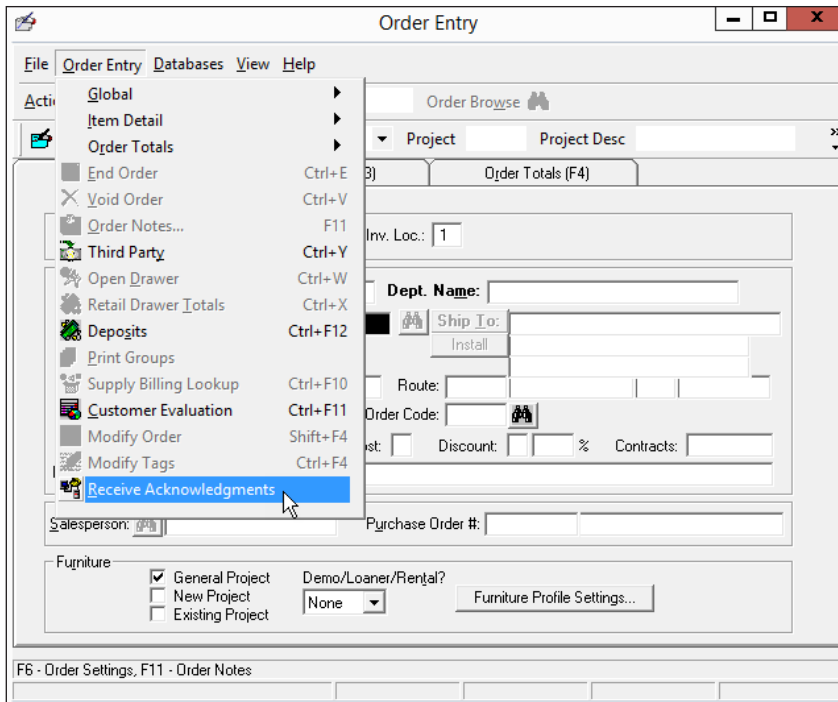


## Receiving Acknowledgments in Furniture Order Entry

You can use the Receive Acknowledgments menu option action in the Furniture Order Entry window to import the acknowledgment.



1. From the Main Menu, double-click **Order Entry**.
2. From the Order Style drop-down menu, click Furniture.
3. Click the Order Entry menu and select Receive Acknowledgments, as shown below.



4. The Communicate P/Os dialog box automatically opens, displaying the Vendor Info tab. Select the vendor for whom to receive an acknowledgment. Go to the heading **Continuing the Procedure**.

## Continuing the Procedure

1. In the Vendor Info tab, click Next. The Download tab opens.
2. In the Download tab, you can select View or Download.
  - If you select View, the Acknowledge Summary tab opens. See the heading **Viewing Acknowledgment Summary Information**.
  - If you select Download, the acknowledgments are downloaded from the specified vendor, and then, the inbound volume is checked for any acknowledgment files for the specified vendor, so preexisting files are also processed.

**Note:** For PSN enabled vendors, the files are deleted immediately after being processed. For non-PSN vendors, the files are archived into a time-date stamped folder in the inbound volume.

Each time the user downloads acknowledgments, the following happens:

- All acknowledgment files are processed, and all received vendor data is stored.
- All stored acknowledgment data is processed with the corresponding P/O data for each one, and the data is stored.
- All acknowledgments are analyzed by comparing their received data with data pulled from their corresponding P/O. This generates exceptions.

After the acknowledgments are downloaded, the Acknowledge Summary tab opens.



## Viewing Acknowledgment Summary Information

Once you select View in the Download tab, the Acknowledge Summary tab opens. In the Acknowledge Summary tab, the following is true:





- Acknowledgments are shown for the vendor or Comm service that was selected on the Vendor Info tab.
- Acknowledgments are grouped according to P/O.
- If the P/O cannot be found, it is placed in a list of all acknowledgments where the P/O cannot be found. Listed next to each of these acknowledgments is the P/O number listed on the acknowledgment.
- Only acknowledgments that have not been processed are shown.

## Using the Acknowledgment Summary Options

From the Acknowledgment Summary tab, click the following:

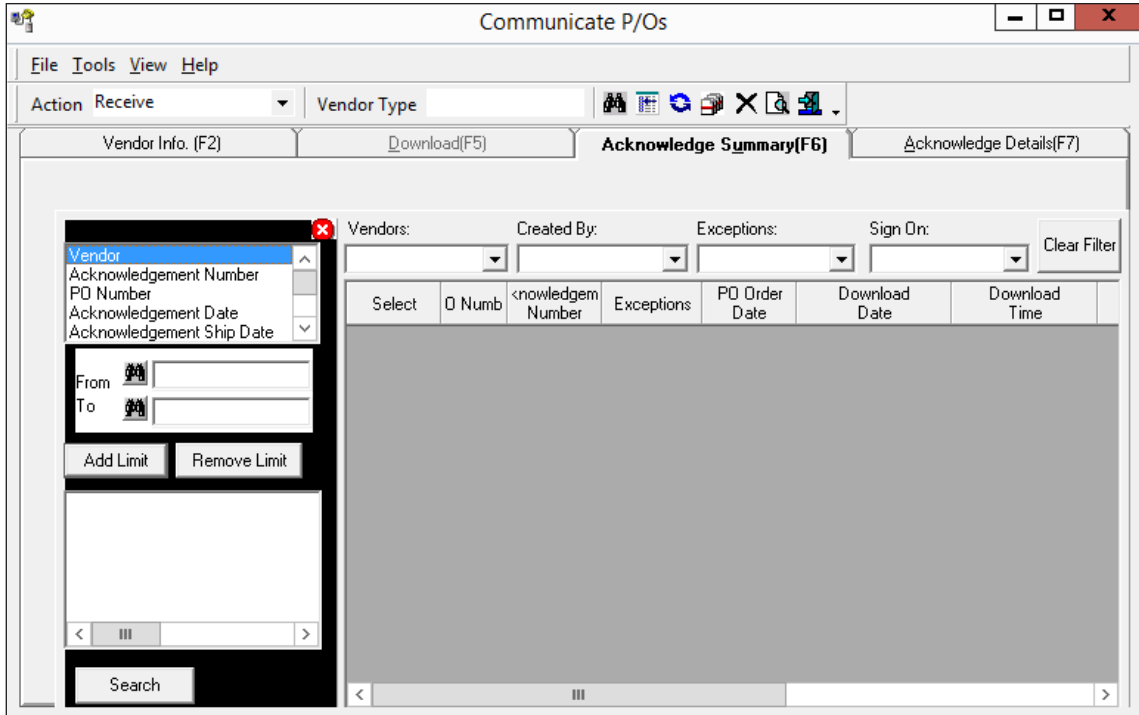
- Click  to reprocess selected acknowledgments.
- Click  to update the purchase orders from the selected acknowledgments. The purchase order is updated from the acknowledgment's ship date and acknowledgment number.

**Note:** To update costs based on the P/O acknowledgment, the Update Cost box in the Vendor RemitTo/Settings tab must be checked. See the previous heading **Setting Vendor Parameters**.

- Click  to delete the selected acknowledgments or right click and select Delete Selected. Enter the password and all selected acknowledgments are deleted.
- Click  to preview the grid in a new window. The information displays as a screen print of the grid and not as a separate report.
- Click  to search for acknowledgments. See **Using the Acknowledgment Search Function** for more information.
- Click  to choose what fields to display. See **Using the Select Fields Dialog Box** for more information.

## Using the Acknowledgment Search Function


From the Acknowledgment Summary tab, click to open the Acknowledgment Search Function. A search box opens on the left of the screen.



1. Use this feature to search through all processed and unprocessed acknowledgments. The following search options are available:
  - Vendor
  - Acknowledgment Number
  - PO Number
  - Acknowledgment Date
  - Acknowledgment Ship Date
  - Download Date
  - Created By
  - Process State
  - Comm Type
2. Select From and To values for each search option. When you have selected the criteria and From and To values, click Add Limit. You can add multiple limits. To delete a limit you've added, click Remove Limit.
3. When you are finished, click Search.
4. To close the search window, click



## Using the Select Fields Dialog Box

From the Acknowledge Summary tab, click . The Select Fields dialog box opens. Only the fields that you select are displayed on the grid below. Use the mouse to sort and move the rows. You can select the following fields to display:

- PO Number
- Acknowledgment Number
- Exceptions
- Acknowledgment Date
- Download Date
- Download Time
- Downloaded By
- Created By
- File Name

## Filtering Acknowledgment Summary Information

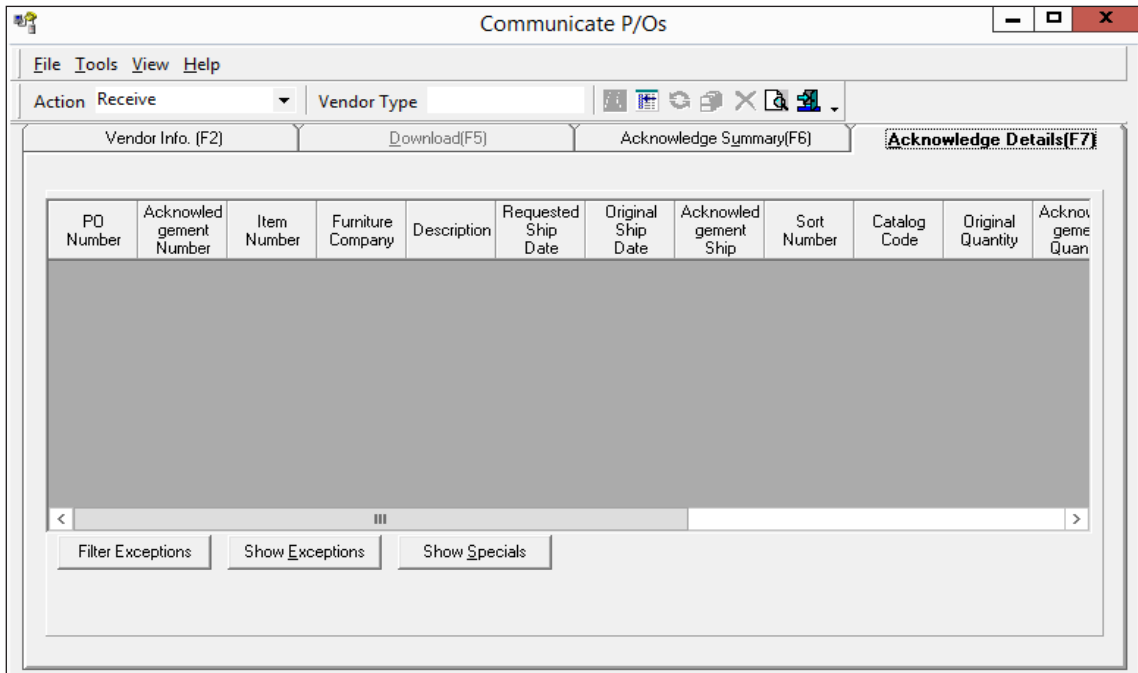
You can use the boxes above the grid to filter the results in the Acknowledgment Summary tab. Only results already in the grid are filtered. Select a blank line to clear a particular filter or click Clear All to clear all filters.

You can filter by the following options:

- **Vendors:** If a Comm Type is selected on the Vendor Info Tab, all the vendors for that Comm Type show up in the box. If a vendor row was selected, just that vendor shows up in the box.
- **Created By:** The user can use this box to show all acknowledgments created by a specific user.
- **Exceptions:** You can choose to show only acknowledgments with exceptions, only acknowledgments with no exceptions, or only those where the P/O was not found.

## Viewing Acknowledgment Details

The Acknowledge Details tab shows details for all acknowledgments selected in the Acknowledge Summary Tab.



The following options allow you to navigate this tab:

- Click to open the Select Fields dialog box. See **Using the Select Fields Dialog Box** for details.
- Click to preview the grid in a new window. The information displays as a screen print of the grid and not as a separate report.
- Click Filter Exceptions. The filter exceptions dialog box opens. See **Using the Filter by Exceptions Dialog Box** for more information.
- Click Show Exceptions to display the exceptions associated with the line item. Click Hide Exceptions to hide these exceptions.
- Click Show Specials to display the specials associated with the line item. Click Hide Specials to hide these specials.

### Using the Select Fields Dialog Box

From the Acknowledge Details tab, click to open the Select Fields dialog box. You can sort and move the rows using your mouse, and only the fields that you select from the list below are displayed on the grid.

- PO Number
- Acknowledgment Number
- Item Number
- Furniture Company
- Description
- Requested Ship Date

- Original Ship Date
- Acknowledgment Ship Date
- Short Number
- Catalog Code
- Original Quantity
- Acknowledgment Quantity
- Original Cost
- Acknowledgment Cost
- Acknowledgment Item

### **Using the Filter by Exceptions Dialog Box**

From the Acknowledge Details tab, click Filter Exceptions. The Filter by Exceptions dialog box opens. Click All Exceptions to select all the acknowledgments with exceptions, or click Show All to select all acknowledgments regardless of exception status. You can also select from the following exceptions:

- Purchase Order Not Found
- Item Not Found on P/O
- Item Number Discrepancy
- Cost Discrepancy
- Quantity Discrepancy
- Ship Date Discrepancy
- Option Number Discrepancy
- Line Already Processed
- Acknowledgment Number Set
- Invalid Ticket Status
- Item Already Processed