SIMMS

Global Settings

SIMMS Inventory Management Software 2012

February 1, 2012

Contents

Global Settings

This document explains the options available in Global Settings. Use these options to enable and configure most of SIMMS' features.

General

Warning: *Do not change your inventory costing method once you have set it and begun using SIMMS.*

Table 1: General

Label	Action
Show Comment Window	Select this option to have a comment window display after you edit a transaction. You can type in the comment window the reason changes were made to the transactions.
Expiration Date - advance warning of	Type the number of days prior to an item's expiration date you would like to receive an alert. You enter an item's expiration date when you receive the item into inventory.
Inventory Costing Method	Choose one of the following inventory costing methods for your company: • **Standard** • **FIFO** • **LIFO** • **Average** • **Weighted Average Cost** ***Note:*** *You cannot change your costing method after you select it and begin using SIMMS.*
Prices	Type the number of decimal places to which you want your prices rounded off.

Table 1: General

Label	Action
Prices for Customer Printouts	Type the number of decimal places used for prices on customer printouts (quotes, sales orders, invoices, receipts, purchase orders).
Quantities	Type the number of decimal places to which you want quantities rounded off.
Maximum	Type the maximum value for a price (0=unlimited).
Increment Document Number	Select to increment your document numbers by one over the last saved document. For example, if your last saved purchase order has the document number 101, your new purchase order will have the document number 102. Each transaction type (purchase order, receipt of goods, sales order, invoice) is numbered independently.
Alert when Stock is insufficient	Select to have a dialogue display an alert when there is insufficient stock on hand for a transaction.
Find Transaction Lookup - time Frame of__months	Type the number of months back you want SIMMS to retrieve transaction documents. If for example you choose 1 month, when you search for transaction documents SIMMS retrieves only those transaction documents from the preceding month.
Uncommitted Transactions - delete after __ day(s)	Type in the box the number of days you want to keep uncommitted transactions. After this period, SIMMS automatically deletes the uncommitted transactions. An uncommitted transaction is a transaction that has not been saved. You need to complete and save a transaction before you can process it further. To view uncommitted transactions go to Administration > Uncommitted Transaction Listing.
Disable Order Number in Transaction Manager	Select to prevent a transaction’s order number from being edited.

Table 1: General

Label	Action
Selecting Manufacturer Lots	Choose one of the following: • **By Entry Order** - for sales orders and issues, SIMMS automatically assigns an item the lot number with the oldest entry date. • **Manually** - for sales orders and issues, you manually assign an item the appropriate lot number • **By Expiration Date** - for sales orders and issues, SIMMS automatically assigns an item a lot number with the oldest expiration date.
Hide "Account Number" Field in Contact Manager	Click to hide a contact's account number in the Vendor, Customer, Manufacturer, and Employee Manager.

Item & Stock

Table 2: Item and Stock

Label	Action
Use Standard Quick Stock Window ... Use Tree Quick Stock Window	The Quick Stock window lists your inventory items. There are up to 16 available columns of information for those items: **Branch, Item Code, Item Description, Category, Location, On Hand, On Hold, RMA Qty, In Transit, Reserved, BO Qty, On PO, Manu. Lot, Expiration Date, Text Box 5.** Choose one of the following Quick Stock windows configuration: • **Use Standard Quick Stock Window** - With this option selected, all available columns of information display in the Quick Stock window. • **Use Simplified Quick Stock Window -** With this option selected, the most used columns display in the Quick Stock window: **Branch, Item Code, Item Description, Location, On Hand, On Hold, RMA Qty, In Transit, Manu. Lot, Expiration Date, Text Box 5**. • **Use Tree Quick Stock Window -** With this option selected, all available columns display in the Quick Stock window. I addition, a line item breakdown of all receipt of goods, transfers, adjustments, and returns for an item are listed. With this additional information you can trace how the on-hand quantity for an item was achieved.
Sort Quick Stock Window by Item Code	Select to sort the items in the Quick Stock window by their item code. By default, items in the Quick Stock window are sorted by their item description.
Retain Zero Stock	Select to have your stock reports show items with zero quantity. By default, SIMMS displays only items that have a quantity greater than zero in your stock reports.

Table 2: Item and Stock

Label	Action
Exclude "Next Month(s)" Transactions with Stock Activity from Inventory Valuation Report	Select to exclude next month's transactions in your Inventory Valuation Report. What is the results of selecting this option. Mor detail????????
Use Rack Data Transfer	Select to enable the Rack Data Module. The Rack Data module is used to track servers. This includes both their unique characteristics and their location on a rack. When selected, the Rack Data Module submenu is added under the Warehouse menu.
Split Item Lists	Select to split your item lists, and then type in the box the number of items to display on each page. To make your item lists manageable, use this option if you have more than 1000 items in a category. This is on printed transactions???
Unit of Measure of Item for Weight	Type in the box the unit of measure used for weight. For example, Kg or lb.
Associate Unique UPC with each Unique UM Related to the Item	Select to have a unique UPC code for each unit of measure associated to an item. Choose one of the following options: • **Manage it Automatically (UPC = Item Code + UM Related)** • **Manage it Manually**
Use Item Description as Unique	Select to enforce unique description for each item. If selected a dialog appears, alerting you if a description for an item is duplicated.
Use Custom UPC (used in the in-store marketing of variable weight non-UPC type items such as meat)	Select to use a custom UPC for variable weight items without a UPC. For scaled items, your label printer prints a UPC code based on the weight of the item and the standard price of the item. For this feature to work, your item code and UPC code for the item must be the same. The item code and UPC code are set in the Item Manager

Purchase

Table 3: Purchase

Label	Action
Auto AP Invoice... No Auto AP Invoice	Choose one of the following for accounts payable invoices: • **Auto AP Invoice** - after saving a receipt of goods, an accounts payable invoice is automatically generated. • **Prompt for Auto AP Invoice** - after saving a receipt of goods, a dialog opens giving you the option to automatically generate an accounts payable invoice. • **No Auto AP Invoice** - an accounts payable invoice is never automatically generated. After saving a receipt of goods, you need to manually create an accounts payable invoice. You would select this option if you want to manually match your receipt of goods to your vendor' invoice. After you match these documents, SIMMS creates your accounts payable invoice.
Update when "Last Cost" is Changing	Select to have SIMMS automatically update an item's cost with the last price you paid for the item.
Use VPN Costs when Available and Warn if Vendor has No VPN for selected Item	Select to use the vender part number (VPN) costs, and to display a dialogue box, alerting you when the vendor has no VPN. The VPN cost overrides the cost assigned to an item in the Item Manager.
Use Auto Receive for Receipts and Transfers	Select to have your receipt of goods and transfers marked received when they are saved. By default, you would need to manually confirm your receipts and transfers.
Only Show VPN Items when Purchase	Select to show only items with a vendor part number (VPN) in the Item list when you create a purchase order. If you select this option, SIMMS filters your item list and displays only items with a VPN for your selected vendor.

Table 3: Purchase

Label	Action
Last/Preferred Vendor Static	Select to prevent SIMMS from changing your last/preferred vendor for an item. By default, SIMMS updates your last/preferred vendor with the vendor from which you last purchased the item.
Number of Invoices per Cheque	Type in the box the number of invoices a user can pay per cheque.
Ignore on P/O Quantities when Reordering	Select to have SIMMS ignore quantities on existing purchase orders when calculating items for reorder.
Include WIP Quantity in Item Reorder Point Calculations	Select to have SIMMS include reserved quantities when it calculates items for reorder.
Include Back ordered Quantity in Item Reorder Point Calculation	Select to have SIMMS include back ordered quantities when it calculates items for reorder.
Show Quick Payment Screen after Saving a Receipt	Select to show the Quick Payment window after saving a receipt of goods. In the Quick Payment window, you can process a payment for an item immediately. Consequently, there is no need to process the payment through accounts payable.
Default Required Date for Purchase Orders	Type the number of days after which a purchase order expires. If you want to delete purchase orders once they expire, select the **Automatically Delete** check box.

Table 3: Purchase

Label	Action
Cost Fluctuation Alerting	Select to enable cost fluctuation alerts, and then choose one of the following: • **Amount Difference of Standard Cost**. Type the dollar value in the box. • **Percentage difference of Standard Cost**. Type the percentage value in the box. You need to specify the recipients of cost fluctuation alerts. You do this in the SIMMS Server Agent.
New Receipt from Purchase Order	Choose one of the following methods to add a document number to a receipt of goods: • **P/O number -> Doc. Number** - when you import a purchase order into a receipt of goods, the purchase order number is used as the document number for the receipt of goods. • **Doc. Number -> Doc. Number** - when you import a purchase order into a receipt of goods, the purchase order's document number is used as the document number for the receipt of goods. • **Increment Doc. Number** - when you import a purchase order into a receipt of goods, SIMMS enters a document number (starting at one) and for every subsequent invoice increments the document by one.
Import Approved PO Only	Select to import only approved purchase orders into receipt of goods. SIMMS will display a dialogue box alerting you that the purchase order is not authorized, and will prevent from importing the purchase order.
Use Budgets - Purchase Order Authorization	Select to require authorization for purchase orders. When a purchase order is submitted the person who is designated to authorize purchase orders is alerted.
Enforce Budget Limits in PO and Receipts	Select to enforce budget limits on purchase orders and receipts. To set up budget limits go to Purchasing > PO Budget Setup.

Table 3: Purchase

Label	Action
PO Submitted - All Approvers Alerted	Select to send alerts to Approvers when a purchase order is submitted.
Send E-mail	Select if you also want to send an e-mail to the Approver when a purchase order is submitted.
Approver Declines an Order - Submitter Review	Select to have the Submitter alerted when a purchase order is declined and returned for review. The Submitter reviews the Approver's comments, adjusts the purchase order, and submits the revised purchase order.
Send E-mail	Select if you also want to send an e-mail to the Submitter when a purchase order is declined and returned for review.
Order Approved - Send Alert	Select to send an alert to the Authorizer and the Submitter when a purchase order is approved.
Send E-mail	Select if you also want to send an e-mail to the Authorizer and the Submitter when a purchase order is approved.
Authorizer Declines an Order - Approval Review	Select to alert the Approver that the Authorizer has declined a purchase order. The Approver reviews the Authorizer's comments, adjusts the purchase order, and submits the revised purchase order.
Send E-mail	Select if you also want to send an e-mail to the Approver.
Order Authorized - Send Alert	Select to send an alert to the Approver and Submitter when a purchaser order is authorized.
Send E-mail	Select if you also want to send an e-mail to the Approver and Submitter when a purchase order is authorized.
Order Shipped - Send Alert	Select to send an alert to the Authorizer, Approver, and Submitter when a purchaser order is shipped.

Table 3: Purchase

Label	Action
Send E-mail	Select if you also want to send an e-mail to the Authorizer, Approver, and Submitter when an purchase order is shipped.
Order Received - Send Alert	Select to send an alert to the Authorizer, Approver, and Submitter when the item ordered is received.
Send E-mail	Select if you also want to send an e-mail to the Authorizer, Approver, and Submitter when an order is received.
Use GL Definition for Fiscal Year	Select to use the general ledger (GL) definition for a fiscal year. You define the GL definition for the fiscal year during the setup of the GL. You cannot change the GL definition for your fiscal year after you define it.
Use POs in draft mode for Reordering Purchase Order and RFQ	Select to save your purchase orders in draft mode when you create them from either the Reordering Purchase Order window or from an RFQ. Consequently, you will need to save the purchase order from the Purchase Order window to commit it.

Sales

Table 4: Sales

Label	Action
Show Agent in Invoice/SO List	Select to show the agent’s name on invoices and sales orders listed in the Find Transaction window.
Authorization for Editing Quote	Select to require authorization for editing quotes. If selected, the person who originally made the quote must authorize any editing of the quote.
Negative Inventory not Allowed	Select to prevent negative inventory. SIMMS prevents transactions that generate negative inventory.

Table 4: Sales

Label	Action
Use Pro Forma Invoicing/SO	Select to use pro forma invoicing and sales orders. You can print a pro forma invoice based on your sales order. You can also import a pro forma sales order into an invoice. Your invoice will then have “PRO FORMA, DO NOT MAIL” across the top.
Show Quick Payment Screen after Saving an Invoice	Select to show the Quick Payment window after saving an invoice. In the Quick Payment window, you can process a customer’s payment immediately. Consequently, there is no need to process the payment through accounts receivable.
Sales Agents are Mandatory in Transactions	Select to require that a sales agent is assigned to sales transactions. You assign a sales agent to a transaction by selecting their name from the Agent list on sales transactions. Only users with the Sales Agent option selected in the User Manager appear in the Agent list.
Use Default Item Locations when Importing Quotes	Select to use an item’s default location when importing a quote into a sales order.
Prompt for Invoice after Save Sales Order	Select to display a dialogue box with the option to generate an invoice after you save a sales order.
Back Order Items have Value on SO	Select to include the value of back ordered items on a sales order.

Table 4: Sales

Label	Action
New Invoice from Sales Order	Choose one of the following methods to add a document number to your invoice: • **S/O number -> Doc. Number** - when you import a sales order into an invoice, the sales order number is used for the invoices document number. • **Doc. Number -> Doc. Number** - when you import a sales order into an invoice, the sales order document number is used for the invoices document number. • **Increment Doc. Number** - when you import a sales order into an invoice, the sales order number is incremented by one, and then used as the document number for the invoice.
Import Approved SO Only	Select to import only approved sales orders into invoices. If the sales order is not approved, a dialog opens alerting you that the sales order is not approved.
Print subreport with SO Record with BO	Select to display a list of the back ordered items and their quantities on your invoice. The sales order needs to be imported into the invoice for this feature to work.
Show Customer's Total Credits and Balances in their Default Currencies in Contact Manager	Select to show in the Customer Manager the customer's total credits and balances in their default currencies. For this feature to work, it is required that all your transactions with the client are in their default currencies. If you use multiple currencies for a client, the client's credit and balances are shown in your default currency. You set your default currency in the Currency Manager. A customer's default currency is set in the Customer Manager.
Fulfillment Manager - Auto Fill Quantities	Choose one of the following auto-fill methods: • **Integer-based** - SIMMS compares your on-hand quantity to an integer value. • **Percentage-based** - SIMMS compares your on-hand quantity to a percentage.

Table 4: Sales

Label	Action
Sales Orders (Aggregate)	Type a number for your fill threshold in the box. SIMMS interprets this number as an absolute numeric value, or a percentage, depending on what you chose for your auto-fill method. For example, if you chose percentage based as your auto-fill method, and set the Sales Orders (Aggregate) at 80%, SIMMS compares your on-hand quantity with the quantity needed to fill all line items for the sales order. If the on-hand quantity is greater than 80% for all line items, SIMMS sets a fill quantity for the sales order. If the quantity is less than 80% SIMMS sets the fill quantities to zero (0). In other words, it does not fill the order.
Sales Orders (Line Items)	Type a number for your fill threshold in the box. SIMMS interprets this number as an absolute numeric value, or a percentage, depending on what you chose for your auto-fill method. For example, if you chose integer based as your auto-fill method, and set the Sales Orders (Line Items) at 10, SIMMS compares your on-hand quantity with the quantity needed to fill each line item for the sales order. If the on-hand quantity is greater than 10 for a line item, SIMMS sets a fill quantity for the sales order. If the quantity is less than 10 SIMMS sets the fill quantities to zero (0). In other words, it does not fill the order.
Quotes Expire after__(days)	Type in the box the number of days after which a quote expires.
Sales Order Expire after__(days)	Type in the box the number of days after which a sales order expires.
Pop up Reminder of Credit Due to Customer	Select for a reminder when a credit is due a customer. When a customer is selected for a transaction, and the customer is owed a credit, a dialog opens alerting you that a credit is due the customer.
Pop up Reminder of Customer Past Due	Select for a reminder when a customer is past due on a payment. When a customer is selected for a transaction, and the customer is past due on a payment, a dialog opens alerting you that the customer is past due on a payment.

Table 4: Sales

Label	Action
Do Not Allow the Parent Item in a Phantom Kit to be Selected in Sales Order Picking and Fulfillment Manager Forms	Select to prevent the parent item in a phantom kit from appearing in the Fulfillment Manager and the Pick Report.
Sales Printing Documents - Display zero price as	Type the characters or phrase you would like to replace “0” with in your printed sales documents. For example, you could replace “0” with Free, No Charge, or $0.
Use Detailed Discount Grid	Select to use the detailed discount grid in the Quotes Manager. This feature is designed to track the type of discounts applied to an items standard price. There are three types of discounts: quantity, dollar, and sales agent discounts.
Move Remaining BO Quantity to the New Invoice when Filling BO	Select to add unfilled items of a back order to a new invoice. In the Back Order Manager, you can create a new invoice based on the back order quantities of an existing invoice. Consequently, there is no need to reopen an invoice to process its back order quantities.
Calculate Discounts/Interest (Overdue) Based on Net Total	This option is related to vendor terms. Select to calculate the discounts and overdue interest for purchases on the net total. By default SIMMS calculates the discount and overdue interest of a purchase on the gross total. You enter vendor terms at Vendor Manager > Advanced tab.
Shipping Manager - Show Invoices Only	Select to show only invoices in the Shipping Manager. By default, both invoices and sales orders appear in the Shipping Manager.

Table 4: Sales

Label	Action
Show Mailing Buttons on Invoice Transaction	Select to show mailing label options on the Tools Menu of the Invoice Manager. There are two labels available to you. The first label shows your customer's name, address and contact information. The second label shows your customers name and the items on their invoice.
Use Autoship for Invoices	Select to use autoship for invoices. Consequently, your invoices to do appear in the Shipping Manager and are marked shipped.
Use Auto Increment for Way Bill #	Select to automatically increment your way bill numbers by one. Then define the **Way Bill# Format** (Prefix, Separator, Increment). By default, you would need to manually enter a way bill number in the Shipping Manager.
Price Fluctuation Alerting	Select to enable price fluctuation alerts, and then choose one of the following: • **Amount Difference of Standard Price**. Type the dollar value in the box. • **Percentage Difference of Standard Price**. Type the percentage value in the box. You need to specify the recipients of price fluctuation alerts. You do this in the SIMMS Server Agent.

Price Calculation

Table 5: Price Calculation

Labels	Action
Quantity Volume Discounts	Select to use quantity volume discounts. You setup quantity volume discounts at Setup > Prices - Quantity Volume Discounting.

Table 5: Price Calculation

<table>
<tr><th>Labels</th><th>Action</th></tr>
<tr><td>Pricing Method</td><td>If you have selected Quantity Volume Discounts, you can choose one of the following pricing methods:
Standard Price
Pre-calculated FIFO Price
Pre-calculated Weighted Average Price
Pre-calculated Average Price
Pre-calculated LIFO Price
Use Markup Percent

Select to use a markup percent, and then type the percentage to use. (This option is not available if you have chosen Standard Price as your pricing method).

Round the Price to _ Decimals

Select to round off the discount price, and then type in the box the number of decimal points to which the price is rounded. (This option is not available if you have chosen Standard Price as your pricing method).</td></tr>
<tr><td>Item Price Levels</td><td>Select to use price levels. You can set up to 12 different price levels for each of your inventory items. You specify an item’s price levels in the Item Manager.

Choose one of the following methods to determine your price level:
Use $$ Amount
Use Markup %
Use Gross Margin %
Use Discount %
Select Use item’s standard price of item price is 0.</td></tr>
<tr><td>Add Price Markup to Sale Price</td><td>Select to add an additional markup to an item’s standard price. Your markup can be a dollar amount, percentage of your item’s standard price, or both. You specify an Item’s markup at Item Manager > Prices > Price Markup</td></tr>
</table>

Table 5: Price Calculation

Labels	Action
Use the Item Promotional Price	Select to use an item's promotional price. The promotional price overrides any discounts that are calculated with Quantity Volume Discounting, Dollar Volume Discounting, and Price Levels. You specify an item's promotional on the Item Manager > Prices tab > Promotional Price.
Use Dollar Volume Discounts	Select to use dollar volume discounts. You setup dollar volume discounts at Setup > Prices - Dollar Volume Discounting.
Update Standard Price with Actual Cost	Select to have SIMMS update your standard price with the actual cost you last paid for an item. The result is that your price equals your last cost.
Automatically Calculate Freight	Select to calculate your freight costs automatically, and then click **Net Total**. The Freight Net Total Calculation dialogue box opens. Choose one of the following: • **Based on List Price** • **Based on List Price Less Quantity Discount** • **Based on List Price Less Quantity Discount and Dollar Volume Discount** • **Based on List Price Less Quantity Discount, Dollar Volume Discount, and Sales Rep Discount** Click **OK**, and then type in the boxes the appropriate numbers for SIMMS to automatically calculate your freight cost.

Sales POS

Table 6: Sales POS

Label	Action
Sale Price in POS is Editable	Select to edit sales prices in your POS. By default, you cannot change the price of an item in your POS. An item's price is set in the Item Manager.
Scan serial Number in POS Module	Select to scan serial numbers into your POS.
Negative inventory not allowed in POS module	Select to prevent negative inventory from your POS system.
Use BRANCH_LOCATION in POS for Document Number	Select to use an item's branch location as the document number in your POS.
Disable Discounts in POS	Select to prevent manual discounts in your POS.

Kitting (BOM)

Table 7: Kitting

Label	Action
Kit Building Create an Auto-generated Production Lot	Select to have SIMMS automatically generate a production lot code for a kit. The production lot code that SIMMS generates is a unique identifier that consists of the current date and an incremented number.

Table 7: Kitting

Label	Action
Phantom Kit - Use Default Item Location for Phantom Kits	Select to use the default item location for phantom kits. An item's default location is assigned in the Item Manager.
Do not allow the parent item in a phantom kit to be selected in Sales Order picking and Fulfillment Manager forms	Select this option to prevent the parent item of a phantom kit from being selected in the Picking window or Fulfillment Manager. The parent item will not appear in the Fulfillment Manager. It does, however, appear in the Picking window but you are unable to assign a pick quantity for it.

Serial Number

Table 8: Serial Number

Label	Action
Unique to Inventory, Unique to Item, or Not Unique	Choose one of the following requirements for serial numbers: • **Unique to Inventory** - Your serial numbers are unique throughout SIMMS. • **Unique to Item** - Your serial numbers are unique to an item. With this option, you can also assign the same serial number to a different item. For example, a polo shirt has the serial number "456". You can assign the same serial number "456" to blue jeans, but not to another polo shirt. • **Not Unique** - your serial numbers are not unique to any item. This means you can duplicate serial numbers for the same item or other items.
Use User SNs	Select to assign user-defined serial numbers to items. User serial numbers are an additional identifier that helps you manage your inventory.

Table 8: Serial Number

Label	Action
Unique to Inventory, Unique to Item, or Not Unique	Choose one of the following requirements for user serial numbers: • **Unique to Inventory** - your user serial numbers are unique throughout SIMMS. • **Unique to Item** - your user serial numbers are unique to an item. With this option, you can also assign the same serial number to a different item. For example, a polo shirt has the serial number “456”. You can assign the same serial number “456” to blue jeans, but not to another polo shirt. • **Not Unique** - your user serial numbers are not unique to any item. This means you can duplicate serial numbers for the same item or other items.
Include User SN(s) when Printing	Select to include user serial numbers in printed documents.
Automatically Increment User SN	Select to automatically increment user serial numbers by one for each item subsequently added into SIMMS.
Generate Barcodes Using the First Serial Number and Quantity	Select to generate a barcode for each line item of a receipt of goods. SIMMS generates the barcode based on the total quantity of the line item and the first serial number from the sequence of serial numbers for the items. For example, you have a receipt of goods with a line item of 50 hammers. You generate 50 serial numbers for your hammers. The first serial number in your sequence of 50 serial numbers is 45678. The barcode you generate is 5045678. The total quantity (50) is appended to the first serial number (45678) for your hammers.

Accounts Receivable

Table 9: Advanced

Label	Action
By Synapse	Select to process credit cards through Synapse Credit Card Gateway. Enter your Gateway Account ID and Gateway Password in the text boxes.
Use Authorize.NET to Process Credit Card Receipts	Select to process credit card receipts through Authorize.NET.

Commission

Table 10: Commission

Label	Action
Accounts Receivable	Select to base your commissions on paid or partially paid invoices.
Transactions	Select to base your commissions on all invoices whether paid or not.
Calculate Manually	Select if you want to calculate your commissions manually. Under **Choose frequency of alerts**, enter how often you want SIMMS to alert you to calculate commissions.
Calculate Automatically	Select if you want SIMMS to calculate your commissions automatically. Under **Automatic calculation will occur every**, enter how often you want SIMMS to calculate commissions.
Deduct from % from Estore sales	In the **Deduct** box, enter the percentage of e-store sales you want deducted from a sales agent's commission.

Table 10: Commission

Label	Action
Return Records	Select to remove an agent's commission on returned items.
RMAIN Records	Select to remove an agent's commission on RMAIN items.
RMAOUT Records	Select to restore an agent's commissions on RMAOUT items. The RMAOUT can be for the same, refurbished, or new item.
Manual Credit Records	Select to remove an agent's commissions when you issue a manual credit memo (negative invoice) for an item they sold.
ZERO Invoice Records	Select to include invoices with zero amount totals in the Commission Report.

Accounting

Table 11: Accounting

Label	Action
Allow Editing of Invoices and Receipts	Select to allow editing of invoices and receipts. In the **Allowed number of days** box, type the number of days after which you can no longer edit an invoice or receipt.
General Ledger Integration	Choose one of the following: • **Item priority** - Select this option if you want to assign unique accounts to an item or item category. Each time you sell an item, its sales amount and cost of sales are posted to the item's assigned account or its assigned category account. • **Customer priority** - Select this option if you want to assign a unique account to a customer. Each time you sell an item to that customer, the item's sales amount and cost of sales are posted to the customer's assigned account.

Apparel

Table 12: Apparel

Label	Action
Scan UPC as UPC + Manufacturer Lot	If you are scanning your barcodes during sales, select this option to have SIMMS append the UPC number to the manufacturer's lot code, and display the combined code as the manufacturer's lot code in your transactions and Point of Sales (POS) terminal.
Use Apparel Matrix for Issues and Sales Orders	Select to display the Apparel Matrix when creating sales orders and invoices. You can then use the Apparel Matrix to select specific styles, colors, and sizes of apparel for your transaction.
Print Apparel Matrix (SO and Invoice)	Select to print the style, color, and size details of apparel items on sales orders and invoices. You define the style, color, and size of apparel items in the Apparel Matrix.
Use apparel Costs/ Prices	Select to use apparel cost/prices for sales and purchases. If selected, a dialog appears asking if you want to use the apparel cost/prices for an item. The apparel cost/price replaces the standard or discount price for an item.
Use Royalties	Select this option to show royalties on the Apparel Sales Report. You enter royalty percentages in the Style Setup window. When you generate the Apparel Sales Report, it shows the royalties owed for each apparel item received into inventory. A royalty is calculated as a percentage of an item's price.

Reports

Table 13: Reports

Label	Action
Include Serial Number(s)	Select to include serial numbers in your transaction reports (invoice, receipt of goods, picking list, packing slip, and so on).
Include Item Details	Select to include item details in your reports. You can then add item details (comments) to any individual line item in a transaction window.
Include Extended Descriptions	Select to include an item's extended descriptions in your transactions and reports.
Include Kit Components	Select to include kit components in your reports. By default only the parent name of a kit appears in reports. If you choose this option, your reports include the parent name of the kit and the kit's first level of components.
Include All Level of Kit/Subkit Components	Select to include all levels of kit/subkit components in your reports. By default only the parent name of a kit appears in reports. If you choose this option, your reports include the parent name of a kit, its components, and all subassembly components.
Include Item Images in Sales Transaction Reports	Select to include an item's image in sales transaction reports. By default, the last image uploaded for an item is the image that displays in your transactions. For the best results, your images should be 250 pixels x 250 pixels.
Hide UDF 1 in Transaction Reports	Select to hide the UDF 1 field in transaction reports (sales orders, purchase orders, invoices, receipt of goods). The UDF 1 field is a drop down list, found in the item Manager on the User Defined tab.
Reports	To change the default printing options for a report, select the name of the report from the **Reports** list, and then select either **Print**, **Do Not Print**, or **Ask for Printing**.

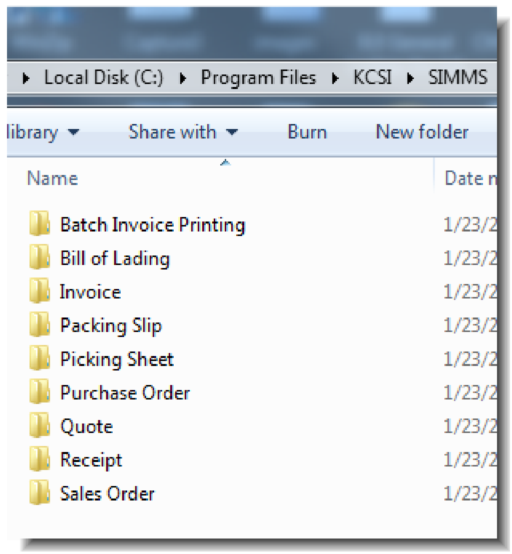
Table 13: Reports

Label	Action
Use Sequence Number	SIMMS numbers each line item in a transaction window. Select this option to print these sequence numbers on your transaction's printout.
Use External Editable Reports Instead of Internal Reports	Select to use external editable reports. Edit SIMMS' default reports in Crystal Reports, and then store them in C:\Program Files\KCSI\SIMMS\RPT folder.

Table 13: Reports

<table>
<tr><th>Label</th><th>Action</th></tr>
<tr><td>Use Report Templates, if available</td><td>
Select to use report templates. With this feature, you can assign custom reports to specific customers or vendors.

If you select this option, SIMMS creates a group of folders under C:\Program Files\KCSI\SIMMS\RPT\Database Name\Template.



1. Edit SIMMS default reports in Crystal Reports. Place the edited reports in the appropriate folders under the Templates folder.

You may find it helpful to add the name of your contact to the report’s file name. This will help you to identify which report is for which contact.

2. In one of the contact managers (Customer, Vendor), click the Template tab. For each report type (Invoice, Quotes, Sales Orders, and so on), select from the lists the customized report you want to use for your contact.
</td></tr>
<tr><td>Include 30 Days Activities</td><td>Item Reorder Requirement Report.</td></tr>
</table>