
Down To Earth

Business Software

Warehouse Management User's Reference Manual



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Warehouse Management

Down To Earth Warehouse Shipping Management works together with the Sales Order Entry application to provide an accurate and easy way to calculate shipping charges and ship in the most efficient manner possible.

Warehouse is a complete stand-alone application that is only available for Windows based systems, even if the other Down To Earth applications are running on another platform such as UNIX. The PC processing the Warehouse files is usually stationed within the warehouse and accessible from the system with the Down To Earth Sales Order application is installed.

- **Step 1:** The DTE distribution system – Sales Order Entry – creates a file that indicates which order(s) are to be processed via the Transaction menu column, “Prepare orders for warehouse,” “Warehouse” sub menu selection. All the required data for efficient packing and shipping to the Warehouse system is written to the warehouse files (**WRK:whpick.loc** and **WRK:whkits.loc** where **.loc** is the Location code of the item) for transfer to the Warehouse system. (Each system has their unique method and procedure to transfer ascii files. Please contact your system manager for instructions on this procedure.)
- **Step 2:** The DTE Warehouse system – The transferred files from within the folder assigned to the WHW logical are loaded in the to Warehouse shipment file (**whship.ism**) via “Load Shipment File” menu selection. Prior to actually pulling orders in the warehouse, the Re-label Pick List, the Re-label Labels, then the Re-label Build List is printed for the most efficient processing. Next, pull items to be shipped from the Re-label Pick List.
- **Step 3:** After completing all of the ‘Re-label’ functions, print the Box Pick List, FedEx Pick List, then the Packing Slips. If you have LTL shipments (less than load truck shipments), print the LTL Bill of Lading and the LTL Labels. This function can be done in the office or on the warehouse computer. Labels can be re-printed anytime before unloading the files for the day.
- **Step 4:** The next step is to Create the UPS/FedEx data files. If the UPS/FedEx computers are networked, then process the batch from the designated location, otherwise copy onto removable media or transfer the file electronically when scanning is completed:
- **Step 5:** The final part of the warehouse process is to physically prepare the shipment, scanning the bar codes to finalize the data. After all Box items are pulled, Re-Box Items to insure the correct box packing slips by scanning the “New Box” barcode (top left side of the packing slip). This allows you to start packing the master box, while scanning each line item that will be placed in the master box. Note that quantities shipped may be adjusted for each line item.

The Ship via code for an order determines if the warehouse is to consider an order going to **UPS** (united Parcel Service), **FED** (Federal Express), or **LTL** for a (less than load) truck line. Be sure that the Sales Order Entry Ship via code, **File code** fields are defined accordingly for accurate processing within the Warehouse Management application.

After packing the master box, it must be weighed, scanned, and the scanning program ended to print the barcode and content labels. Repeat these steps until all items on all of the packing slips have been re-boxed. After all re-box items are done for the day, scan the “Create UPS/FedEx File” barcode. This creates the file that when transferred to the FedEx computer, prints the FedEx address labels.

At the end of the day, a file is created and transferred to the DTE office computer for the “Complete Shipments” process. You should also choose the “Clean Up” selection to process and update the necessary files, delete unnecessary shipping records, and update history files.

Processing requirements: The Warehouse Shipping Management system is very unique in its function and requires specific hardware and software to process efficiently and correctly. Please note the following requirements:

- ✓ Windows ME, 2000, or XP with SynergyDE 7.5.1c or higher installed and licensed
- ✓ DTE Warehouse Shipping Management, v7.0 installed
- ✓ Laser printer capable of printing bar codes installed on the WH PC
 - This must be a laser printer, not an ink jet for readability of the bar codes printed. The HP series of lasers are the only supported brand. Other brands may offer HP emulation that will print accurately, however, DTE does not support their operation.
- ✓ One kb wedge type scanner
 - If you are re-boxing items, a scanner is a requirement. A scanner may not be required for some Warehouse shipping processing that allows keyboard input. However, most warehouse activity does not permit efficient processing without a scanner.
- ✓ Bar code label printer
 - If you are not printing any labels for your processing, this item may also not be a requirement. Some shipping processes bypass label printing steps.
- ✓ BarTender® Software installed
- ✓ If interfacing with either UPS or Federal Express data base, separate downloads may also be required. Contact your shipper for complete details.

Optional hardware:

- ✓ Scale to weigh re-boxed items

1 Getting Started

Because the Warehouse application is a stand-alone application, it must have a separate icon, path, synergy.ini file, etc. The installation builds this completely separate folder structure on your system and parallels your standard PC Down To Earth application, unless changed during the install process.

Security: As soon as the Warehouse system is executed, the Operator ID window is displayed. The standard operators included with your distribution are defined within Warehouse as Floor and Office, company 01, and no password. The **Floor** operator ID has access to the main Warehouse menu column but no access to the System menu column. The **Office** operator ID has access to both the Warehouse and System menu columns to give setup ability.

Before you begin: Before you begin using Warehouse Shipping Management, the operator OFFICE or an operator of equal security must perform the following functions in the order specified below:

1. Verify the predefined company (DTE System Controls) to establish the correct information when processing and printing with this application. Refer to the section, "[Setting up your company](#)," for complete details of each option.
2. Define the printer(s) that are used within the Warehouse application. Unless otherwise specified, printer 97 is used for the Packing list printer and 92 is for the Bill of lading printer. To change these assignments, you must change the respective fields within the "Warehouse control maintenance" System menu column.
3. Optionally, add or change the security defined. The standard Warehouse application distribution predefined the operators **Office** to have access to all menu selections and **Floor** to access only the Warehouse menu column.



NOTE: There are several requirements that must be in place before the Warehouse Shipping Management application will run efficiently and as intended. Please review the requirements and notation in the previous Overview section, **Processing requirements**.

2 The Warehouse Menu Column

The Warehouse menu column lists the steps to take in order as they appear on the menu. This process takes the files generated by the DTE Sales Order Entry application and manipulates them for the most efficient packing and shipping.

The two files needed for processing within the Warehouse Shipping Management application are generated within the Sales Order entry application in the standard DTE. The Transaction menu column, “Warehouse,” “Prepare orders for warehouse” sub menu selection automatically generates the necessary files (*whpick.loc* and *whkits.loc* – where *loc* is equal to the Location code of the items). These two files are then transferred to the Warehouse PC folder assigned to the WHW logical to be loaded into the application.

DTE WH expects the shipment files to load (*whkits.loc* and *whpick.loc*) to be located in the folder associated with the WHW logical. This “Load shipment file” WH menu selection loads the necessary data in to the Warehouse and Batch control files for the remaining processing.

Once this process is completed, choose the menu items as you use them and in the order on the menu. Not all business use all menu selections. The Warehouse application allows each business can customize their internal procedures. Some steps manipulate the data within the files as needed and does not allow you to re-initiate a process once it has been completed.

Printing Options: When printing, you have several options for the output of that report. Note that some functions are designated for specific printer numbers and some processes are sent directly to the locally attached printer such as Print LTL labels. Please refer to the individual section information for any special printing instructions.

- ✓ **Printer** – brings up a selection window with all previously defined printers available for your system
- ✓ **Screen** – display the full report to your screen with shortcut options available to move the data up, down, left, right, first page, or last page
- ✓ **Queue** – write the report to your harddisk to print at a later time via Print queued reports, System menu column selection
- ✓ **Text file** – choose the logical directory and filename to write the report to your harddisk
- ✓ **Abort** – cancel the printing of the selected report

Printing to the screen: There are many shortcuts that can be used when printing a report to the screen. For the exact key assigned to each shortcut for your system, activate the menu bar and pull down the View and General menu columns.

Once the report is displayed, use the “Next page” and “Previous page” shortcuts to view the data one screen at a time vertically. Also use the “End of the line” and “Beginning of the line” shortcuts” to move to the far right and back to the far left of a report. To move immediately to the last page of the report, use the “Last page” shortcut and the “First page” shortcut, returns you to the first page. Use the “Exit”

shortcut to return to the original application menu column when viewing is completed.

Printing to an API printer: Windows environments have the option to define a printer as API (Application Programming Interface) allowing a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode.

“Locate record” and “Find” shortcut: If you’re using any Maintenance menu selection to change an existing record, you can use the “Locate record” shortcut to search for the record by any of the field choices displayed, based on the record key(s). Use the “Find” shortcut to search for a previously defined code during data entry if not already known. Most “Find” shortcuts do not offer search options but instead simply display a list of valid codes to use for data entry.

The “Locate record” shortcut is allowed by enabling the Binoculars button or displaying a “Find” button next to the field with three periods. Either click on the enabled button or use the equivalent keyboard key as noted when you pull down the Records menu column.

Keyboard shortcuts: For your system’s actual keyboard shortcuts, pull down the General or Records menu column within a menu column selection.

2.1 Load Shipment file

Select “Load shipment file” to load the order information to process for re-packing and shipment from your warehouse. This process does not prompt the user for any information but simply looks for the shipment files named *whkits.loc* and *whpick.loc* (where *loc* is the location code of the items and the filename extension) from within the folder assigned to the WHW logical. These files must be transferred to this folder and originally created by the standard DTE Sales Order Entry application.

The *whkits.loc* file contains kit items and their related components exploded from any sales order. The *whpick.loc* file contains shipping address information and the individual items that were sold and also need to be shipped. Each record also includes data needed for each item such as item ID, description, weight, height, length, width, freight class, shipment method, etc.

The loaded files are combined and assigned a batch number that consists of the date and time in the YYYYMMDDhhmmss format. Batch numbers one through five are identified within the “Warehouse Control Maintenance,” System menu selection. Each batch is also tracked within the Batch Control Maintenance for the different processes within WH and the date/time each part was started and completed.

In addition, a historical reference file is created in the directory assigned to the WHH (standard assignment as the . . .dtev70wh/hst folder) logical with a format of

xxyyymmddhhmmss.loc

where the *xx* is equal to **SP** for the warehouse picking information and **SK** for the warehouse kit information (if applicable). The identifying uniqueness in the filename is the year, month, day, hour, minute, and second the file was created and the *loc* is equal to the warehouse location code.

Error message: If you have already started processing a shipment file, one of the following messages may display:

- ✓ “Record to be added already exists/000000000000000000000000 in table %path% whship.ism” (where the zeros are the duplicate record already loaded in the *whship.ism* file) – indicates that the record trying to process has already been added to the file and it cannot be added again. This message repeats for each record in the file.
- ✓ “Cleanup prior days and load again.” message indicates that a prior days shipments has not been through the Clean-UP process, the last menu selection, and must be to continue.

2.2 Print re-label pick list

Select “Print relabel pick list” to print a list that is used as the most efficient method of pulling items for shipment. Once the shipment file is successfully loaded, the next step is to print a re-label picking list for the kit component items. This list prints in order by location code, and item ID within Aisle/Bin location, including the description and quantity. The data in this report is taken from the *whkits.loc* where *loc* is the warehouse location code.

There is no operator input for this report, the Print Option menu is displayed to you to choose where you want this report to print.

2.3 Print Labels

Select “Print labels” to print a pre-designed label format based on custom BarTender® programming. Down To Earth automatically creates a comma delimited text file, *wh6210.txt* for all kit components, and places the file in the folder assigned to the LBL logical. At that time, BarTender® takes control and prints the label to include the item ID, description, Weight, UPC code and any applicable customized, preprogrammed logo.

Relabel Labels window

Order No (or 0 to print all): Enter a specific Sales Order entry number to print or press <Return> to enter zero (0) and include all orders being processed.

No of labels for each order: Enter the quantity of labels required for each order ore press <Return> to enter the default value, 1. If there are different quantities for different orders, those orders must be printed separately.

 You can use the “Fill defaults” shortcut to enter the displayed default information for both fields. Use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

2.4 Create Re-labeled build list

Select “Relabel build list” to builds a list for the re-organized kit items and creates a list in order by item ID.

There is no operator input for this report, the Print Option menu is displayed to you to choose where you want this report to print.

2.5 Print Box picking list

Select “Print box pick list” to print a list that is used for the most efficient packing. The Rebox Picking list takes all the combined individual items and the exploded kit components and creates a list reorganized by location then aisle/bin for each item.

There is no operator input for this report, the Print Option menu is displayed to you to choose where you want this report to print.

2.6 Print FedEx® picking list

Select “Print FEDEX pick list” to print a list of items to pull for the shipment. This list includes the location, aisle/bin code, the item ID and description and the quantity to pick. The total Fed Ex boxes needed prints at the end of the report.

There is no operator input for this report, the Print Option menu is displayed to you to choose where you want this report to print. There is no reprint option, it is marked as printed and cannot be re-printed.

2.7 Print Packing slips

[\(Back to Printer Maintenance\)](#)

Select “Print packing slips” to immediately print the respective packing lists to the printer designated within the Warehouse control maintenance, Packing list printer field. The packing list printer definition can be tailored for your system but must be defined as follows in the fields noted to print the preformatted packing slip. (Standard DTE Warehouse distribution has defined printer number 97 as an example.)

Type	F-laser form
Macro name	ftpack
Macro begin	\$&f 6x1y0X
Macro end	\$&f1X
Macro call	\$&ff1y3X

In addition, the macro file, *ftpack.##* (where *##* is your company number) must be located in the warehouse path, UTF directory. This file is included with the original distribution.

The packing lists are a very basic listing with the Shipped to, Shipped from, Customer PO (if applicable), Sales Order number, and the individual items packed.

Packing Lists window

Starting Order no: Enter the first customer sales order number to create packing lists for or press <Enter> to start with the lowest order in the shipment file by entering **0**.

Ending Order no: Enter the last customer sales order number to create packing lists for or press <Enter> to end with the highest order in the shipment file by entering **999999**.

Use the “Go” shortcut to automatically send the packing list(s) to the printer designated for packing lists via the “Warehouse Control Maintenance” menu selection in the System menu column.

2.8 Print LTL (less than load) bills of lading

Select “Print LTL bills of lading” to immediately print the respective LTL bill(s) of lading to the printer designated within the Warehouse control maintenance, Bill of Lading printer field. The packing list printer definition can be tailored for your system but must be defined as follows in the fields noted to print the preformatted packing slip. (Standard DTE Warehouse distribution has defined printer number 92 as an example.)

Type	F-laser form
Macro name	ftblad
Macro begin	\$&f 6x1y0X
Macro end	\$&f1X
Macro call	\$&ff1y3X

In addition, the macro, *ftblad.##* (where *##* is your company number) must be located in the warehouse path, UTF directory. This file is included with the original distribution.

The Bill of Lading format designed with the above macro includes the date, Consignee and Shipper name and address, the customer PO (if entered in the DTE Sales order) and a list of the units included. The individual units listing includes the number of units, a description and the weight and class of that line. At the end of the items list, the freight amounts and Prepaid/Collect method id identified. There are also disclosure statements as follows and an area for the Carrier, Driver and Shipper, signatures and the date and pieces delivered:

CALL BEFORE DELIVERY –

FOR CARRIER CONVENIENCE ONLY
ALL DRIVERS MUST SIGN FOR PIECES

Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

This is to certify that the above named materials are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading the property described below, in apparent good order, except as noted (contents and condition of packages unknown) marked, consigned and destined as shown above, which said carrier agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment. Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

The only operator input required for this process is to specify a single order to print or use the <Enter> key to enter the default value, 0 and include all orders for this print process. Use the “Go” shortcut to start the process. There is no Print Option menu column, the data is automatically sent to the printer as defined via the “Warehouse Control Maintenance” System menu selection. The menu column is redisplayed when complete.

2.9 Print Combined bill of lading

The combined bill of lading prints in the same format and requires the same printer definition settings as the LTL Bill noted in the previous section but allows more than one order combined onto a single bill of lading.

The combined bill of lading is accomplished when additional shipment files are loaded and it contains another order going to the same customer as prior shipment files in progress. The items are added to the original shipment from the multiple orders requiring now that only a single bill of lading be printed for shipment.

As with the LTL lading, the only operator input is for the order number to print the Bill of lading for. When printing combined bills, you must specify each order individually, use the “Go” shortcut, repeat with the next order, and when all orders have been specified, use the “Exit” shortcut to start the printing process. There is no default to include all orders.

2.10 Create UPS/FedEx files

Create the UPS or Fed Ex file to transfer back to the shipment company by selecting “Create UPS/FEDEX files” from the Warehouse menu column. The file created is based on the value entered in the System menu column, “Warehouse control maintenance” menu selection, **UPS** and **FEX input file** fields. With the standard distribution, these values are defined as **UFW:upslbl.loc** and **UFW:fexlbl.loc** where **loc** is the warehouse location code of the items being processed.

In addition, a historical reference file is created in the directory assigned to the WHH (standard assignment as the . . .dtev70wh/hst folder) logical with a format of

xyymmddhhmmss.loc

where the **xx** is equal to **US** for the UPS shipment file and **FL** for the Fed Ex shipment file. The identifying uniqueness in the filename is the year, month, day, hour, minute, and second the file was created and the **loc** is equal to the warehouse location code.

This process also creates a label file to be read by BarTender® software to print the shipping labels. The label file is written to the directory assigned to the UFW logical as either **upslbl.loc** or **fedlbl.loc** where **loc** is equal to the warehouse location code.

The only operator input required for this process is to specify a single order to print or use the <Enter> key to enter the default value, **0** and include all orders that have not already been printed. To reprint all labels for the day, enter a **-1** value in the **Order no** field. This entry in turn lists the batches to choose from that have been printed for the day.

Use the “Go” shortcut to start the process. There is no Print Option menu column, the data is automatically written to the comma delimited files as noted. The menu column is redisplayed when complete.

2.11 Print LTL labels

Select “Print LTL labels” to generate a comma delimited file in the directory assigned to the LBL logical as **WH6400.txt**. This file is designed to print the complete label using BarTender® software that includes the shipping ID, name, address lines 1 and 2, City, State, Zip, order number and if applicable, customer PO number.

LTL Labels window

Order No: Press <Enter> to include all orders that qualify for LTL processing or enter a specific order to print labels for.

No of labels for each order: Press <Enter> to include **4** labels (one for each of the pallet sides) or enter a different number of labels to print. The maximum number of labels to print with a single process is **99**.

 You can use the “Fill defaults” shortcut to enter the displayed default information for both fields. Use the “Go” shortcut to start the process and generate the label file. The menu is displayed when complete.

2.12 Re-Box items

After all Box items are pulled, select the option, Re-Box Items and make sure you have the box packing slips. When the function box appears, use the bar code master sheet provided with the DTE warehouse shipping management distribution for scanning the instruction sequencing. Either scan the bar code or enter the value equivalent via the keyboard. The procedure for each company may vary.

As an example of standard procedure

- ✓ Scan (or enter the code equivalent for) the **New Box** barcode from the bar code master
- ✓ When the **Packing list** field displays, scan the **Box** barcode on the top left side of the packing slip

Start packing the master box,

- ✓ Scan **Add to box** from the bar code master, the **Box** number, and each line item that is placed in the master box.
- ✓ Repeat or adjust the packing of the Master box as needed by using the appropriate bar code or key sequence entry. Quantities may be adjusted per line item.

After packing the master box, place it on the scale.

- ✓ scan the **Read Scale** barcode from the bar code master -- For FedEx, do not exceed 70 pounds per box
- ✓ scan **END program** barcode from the bar code master

The content label automatically prints. Place the content label on the box and remove the box from scale.

Repeat steps at the function screen until all items on all of the packing slips have been re-boxed. After all re-box items are done for the day,

- ✓ scan the **Create UPS/FedEx File** barcode

This creates the file that when moved to the UPS or FedEx computer and prints the appropriate address labels. See the following illustration as an example of the bar code master:

<p>New Box</p>  <p>F14023</p>	<p>Reprint Box Label</p>  <p>F180518</p>
<p>Add to Box</p>  <p>F010404</p>	<p>Read Scale</p>  <p>WASAWW</p>
<p>Remove from Box</p>  <p>F180513</p>	<p>Create UPS/FEX File</p>  <p>F211813</p>

You can send either format of the PCL coded file direct to your laser printer via a MSDOS box '**copy filename LPT#**' command or by selecting the file within the Windows Explore feature and choosing to Print the file.

2.13 Set unshipped LTL items

To set an item thought to have been available for shipping as not shipped, select "Set unshipped LTL items" from the menu and enter the necessary information. The shipped quantity value entered for the order and line number change the original shipment file brought over to the Warehouse application from the DTE Sales Order Entry application.

There is no report or process created from this menu selection. The quantity initially identified as shipped is adjusted for the packing number and order/line entered.

Not Shipped window

Packing No: Enter nine digits as a single character identifying letter code (P) and the eight digits of a valid packing number assigned to the line where the quantity shipped is being changed. For example, for packing number 3544, you enter **P00003544**.

Line No: Enter the full six digits of the order number immediately followed by the three digits of the line number for the quantity shipped being changed. For example, if the order number was 3577 for the first line, the entry would be **003577001**.

Quantity shipped: Enter the quantity that is actually shipped for this packing number. The total quantity from the customer order from the shipment file displays in the next field for visual verification.

Quantity to ship: Display only. The quantity calculated to ship from the shipment file displays for visual verification of the entries above.

 When the quantity shipped value is entered, the cursor returns to the Packing no field for the next packing number. If you have completed your entry, use the "Go" shortcut to start the process of changing the shipping status in the shipment file. The menu displays when complete.

2.14 Complete shipments

Once the re-box process is complete and the files are moved to the UPS or FedEx system, you must run the end of day process on the UPS or FedEx computer.

Move the end of day file from the UPS or FedEx computer to the DTE Warehouse computer and place it in the directory assigned to the WHH logical (standard assignment as the . . .dtev70wh/hst folder). Select “Complete Shipments” from the DTE Warehouse menu column to process all the orders for the day.

Completing the shipments for the day updates indicators in the control file and creates a file (*xxymmddhmmss.loc* where **xx** is **US** for UPS shipment, **FS** for Fed Ex shipment, or **SB** for sent back copy to remain on the Warehouse system and **loc** is the warehouse location code. These files are placed into the folder assigned to the WHH logical.

Each file is also automatically copied and renamed within this process to the folder assigned to the WHW logical.

- ✓ The file to be returned to the DTE Sales Order Entry application, becomes **whsent.loc** (defined in the Warehouse Control record). The **WHW:whsent.loc** file is then returned to the main Down To Earth machine and loaded back into the Sales Order Entry application via the “Warehouse,” “Update orders shipped” sub menu selection.

The data includes what was shipped and the freight costs, also processing a calculation for re-boxed items to allocate freight to the order line items included in the box. (Allocation is by weight, not quantity.)

- ✓ The Fed Ex or UPS file contains one record for each box shipped out on the day and must match exactly to the **whffex** and **whfups** record layouts, respectively. Please refer to [Appendix A: Record layouts](#) for detailed field specifications.

These files are returned to the respective FedEx or UPS computer with the completed shipment data.

There is no operator input necessary for this process, it is run automatically. If the shipping file is not found in the WHH directory or has an incorrect name, the message “No UPS or FEDEX export file found.” displays and re-displays the menu column. Be sure to check the folder location and name of the file to be processed.

2.15 Clean up files

Select Clean-UP from the Warehouse menu column to process the data for the day. The batch information within the control file is updated, various files are copied off for historical backup, and the days worth of files are cleared and readied for the next processing day.

The three files generated as historical backup data are also automatically generated from this process based on the *xxymmdd.loc* layout. The **xx** indicates **WB** for the warehouse boxes, **WS** for shipping, and **WK** for kits when applicable. As in other export files, the **loc** is referencing the warehouse location code.

There is no operator input necessary for this process, it is run automatically. The historical data files are created within the directory assigned to the WHH logical.

3 The System Menu Column

Several System functions must be defined within the Warehouse Shipping and Management application before you start using this application. Many settings are defined for you with the initial installation but should be verified for accuracy prior to using the warehouse application. Only the **Office** Operator ID is allowed into the System menu column. From that point, any of the menu selections are enabled. The **Floor** operator does not have access to this menu column unless the security is changed after the installation.

Queued reports: Any report where the Print Option of Queued is selected writes the print file out to disk and lists the report name and corresponding file to print at a later time.

DTE and WH Controls: Warehouse and Batch control records are included in the original distribution for location code 001 and a sample batch record to start with. In addition System Controls are defined for the standard installation. The SM controls should be verified for accuracy of your company name and address values.

Security: Basic Security is defined for Operators **Floor** and Office with the installation. The **Floor** operator ID has access to the main Warehouse menu column but no access to the System menu column. The **Office** operator ID has access to both the Warehouse and System menu columns to give setup ability. Neither come defined with a password.

The warehouse security is completely separate from the standard DTE applications and any preferences that differ from the security described above must be defined within the “Security maintenance” menu selection.

Printers: The printers to be used must also be defined for use from the Warehouse PC. There are many options and settings available and dependant upon the type and connection of the printer.

Re-start the days processing: Enter the predefined password, **TAH**, to clear the appropriate flags and allow you to restart the day by bringing over the same shipment file.

Default values: The most common report field entries are chosen as the default field values for most reports. Starting and ending fields are designated by either an asterisk (*) or the lowest and highest numeric values for all. Other field defaults are listed as the first of multiple choices from a selection window.

If you know you want to generate a report using all the default values in the report criteria fields, you can use the “Fill defaults” shortcut, then the “Go” shortcut to start the report generation. If keyboard input is required, the “Fill defaults” process will stop at those fields with a screen message as a reminder.

“Locate record” and “Find” shortcuts: If you’re searching for any Transaction to change an existing record, you can use the “Locate record” shortcut to search for the record only by the record key, **Vendor ID** and **Invoice number**, assigned to the transaction. To display the records beginning with the first vendor on file, use the “Locate record” shortcut then the “Fill defaults” shortcut to display the invoice transactions in order by vendor ID. To search using partial entry, enter what you know in the **Vendor** or **Invoice number** field, then press <Return>.

There are several “Locate record” shortcut search options and rules for selection and display. Please refer to the General Concepts User’s Reference manual for complete descriptions and additional examples.

Within the transaction detail (distribution) lines, you can use the “Find” shortcut to look up an account number, division, department, and/or Cost Center ID and Cost category (if applicable). Most “Find” shortcuts do not offer search options but instead simply display a list of valid codes to use for data entry.

Keyboard shortcuts: For your system’s actual keyboard shortcuts, pull down the General or Records menu column within a menu column selection.

3.1 Printing queued reports

To display a list of the reports that have been printed to the Queue, select “Queued reports” from the menu. The report description, (file) name, date and time queued, company code, and unique ID of the user who queued the report is automatically displayed. Choose the report you are now ready to print from the displayed window. Use the “Page up” and “Page down” shortcuts or the up and down arrow keys to find the correct report.



NOTE: The reports listed are created when the Print Option menu column is pulled down and an operator has chosen “Queue” from the list. The reports you can access will depend on your user security set up in System Manager.

You can print one or more copies of the report, delete a report from the print queue, or rename a report. We also suggest that you use this menu entry to view the queued reports before you clear the print queue (via the File menu column in the System Manager application).

Print Queued Report window

File: From the displayed selection window, select the report you want to print, delete, or rename.

Copies: Enter the number of copies you want to print. If you want just one copy printed, press <Return> to enter the default value, **1**. If you want to delete or rename the report, enter **0**.

Delete: If you want to leave the report in the queue, press <Return> to select **No**, the default value. If you want to delete the report from the queue once it is printed, select **No**. If you do not delete the report at this time, you can return to this input window, choose to print **0** copies and select **Yes** to delete the report.

Rename: If you want to rename the report, select **Yes**. If you don’t want to rename the report, press <Return> to select the default value, **No**. If you rename the report, it’s deleted from the print queue, but you can access it using other software products (for example, Lotus 1–2–3 or WordPerfect).



NOTE: The number of copies must be equal to **0** to recognize the entry of the full path and/or of the filename.

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to 20 characters in length including any system defined logical and filename extension. If no logical or filename extension is included, the system automatically defaults to the **RPT** directory and assigns the extension **.prt** to the name.

 The Print Option menu is automatically pulled down to choose where you want to print the report for any number of copies greater than zero (**0**).

3.2 Maintaining Warehouse controls

Each different warehouse location must have a location code assigned and a Control defined for that location code. Only one Warehouse control record is allowed for a single Warehouse management installation, per PC.

Within this control record, the next identifying packing and box numbers are defined, the packing list and bill of lading printers are specified and the batches 1 – 5 are marked with a controlling identifier that contains the date (yyyymmdd) and the time (hhmmss) that the shipment file is received.

In addition, the filenames for the Send back file and for UPS and Federal Express input, box, and output files are defined with the location code as the filename extension.

Control Maintenance window

Warehouse location: Enter the location code used within Sales Order entry as the location code for the items being shipped. This location code is not validated within the Warehouse management application as there is no location code file on within the application. This code is required to be a valid code for accurate freight processing.

Next packing number: Initially, you need to enter the number you want to use for the next packing slip. Once the WH application is being utilized, this value is automatically updated after each packing list is printed.

Next box number: Initially, you need to enter the number you want to use for the next re-box processing. Once the WH application is being utilized, this value is automatically updated after each re-box.

Packing list printer: Enter the printer designated to print packing lists. This printer must be defined within the “Printer maintenance” menu selection of the WH System menu column. The packing list requires a special macro to print correctly. Please refer to the section, “[Defining printers](#)” for more detailed information.

Bill of lading printer: Enter the printer designated to print the bill of lading forms. This printer must be defined within the “Printer maintenance” menu selection of the WH System menu column. The bill of lading requires a special macro to print correctly. Please refer to the section, “[Defining printers](#)” for more detailed information.

Batch 1 – 5: These fields require no operator input. They are automatically updated when the shipment file is processed. The values contained in this field represent a

controlling identifier that contains the date (yyyymmdd) and the time (hhmmss) that the shipment file is received.

Send back file: Enter the logical and filename of the file to be sent back to the DTE Sales Order Entry system and uploaded back into the order header and line files. This filename must contain the logical **WHW**, named **whsent**, and include the filename extension of the warehouse Location code.

Box ship via: Choose the default value **Fedex** if you are using Federal Express for your re-boxing shipment method or choose **UPS** if using United Parcel Service.

UPS input file: Enter the filename assigned by the UPS system as the input file for UPS data. This filename must match the interface filename from UPS. The standard logical assignment is **UFW** (identified within the *synergy.ini* file as the ‘UPS/FEDEX file interface directory’) with the filename as *upsbl.loc* where *loc* is the Location code.

UPS box file: Enter the filename assigned by the UPS system as the box file for UPS data. This filename must match the interface filename from UPS. The standard logical assignment is **UFW** (identified within the *synergy.ini* file as the ‘UPS/FEDEX file interface directory’) with the filename as *upsbox.loc* where *loc* is the Location code.

UPS output file: Enter the filename assigned by the UPS system as the output file for UPS data. This filename must match the interface filename from UPS for accurate data to be transmitted. The standard logical assignment is **UFW** (identified within the *synergy.ini* file as the ‘UPS/FEDEX file interface directory’) with the filename as *upship.loc* where *loc* is the Location code.

FEX input file: Enter the filename assigned by the Federal Express system as the input file for FedEx data. This filename must match the interface filename from Fed Ex. The standard logical assignment is **UFW** (identified within the *synergy.ini* file as the ‘UPS/FEDEX file interface directory’) with the filename as *fedbl.loc* where *loc* is the Location code.

FEX box file: Enter the filename assigned by the Federal Express system as the box file for FedEx data. This filename must match the interface filename from Fed Ex. The standard logical assignment is **UFW** (identified within the *synergy.ini* file as the ‘UPS/FEDEX file interface directory’) with the filename a *fedbox.loc* where *loc* is the Location code.

FEX output file: Enter the filename assigned by the Federal Express system as the output file for FedEx data. This filename must match the interface filename from Fed Ex for accurate data to be transmitted. The standard logical assignment is **UFW** (identified within the *synergy.ini* file as the ‘UPS/FEDEX file interface directory’) with the filename as *fedship.loc* where *loc* is the Location code.

 Use the “Update record” shortcut to write out the new or changed control record then use the “Exit” shortcut to return to the System menu column.

3.3 Maintaining Batch controls

The batch control records are not usually edited by an operator but available if needed. This window displays the detailed date and time of each batch or shipping

file in process. When shipments are complete and the day is finished with the “Clean-UP” process, this record is cleared, ready for the next day’s processing.

The Batch date and time is are display only fields identifying the shipment file(s) loaded. In addition, the load date and time are the first enabled entry fields. Then for each process done for the day, the date and time the process was started and completed is listed. These processes are for printing a packing list, exporting the UPS/FedEx data, printing the LTL Labels, printing a combined or separate bills of lading, and when the complete shipments process was run.

 Be sure to use the “Update record” shortcut for any field changes made. Otherwise, use the “Exit” shortcut to return to the System menu column.

3.4 Maintaining your system controls (Company options)

Before you begin using the Down To Earth Warehouse application, you must verify the standard information required to process your company. The standard Controls were defined with your distribution but must be verified for accuracy. Any Control records used by the system such as data files are also defined with a control but should not be altered.



NOTE: Changing some system identified DTE Control variables may result in errors during processing. It is strongly suggested that no controls other than listed in this section be altered.

Changing DTE control values: Changing the value of a DTE controls variable requires you to completely exit Down To Earth and return again. When you re-enter the application, the change has taken affect.

Entry Information: Select “System control maintenance” to display the (Company) Control Maintenance window. Choose the “Edit record” shortcut to edit the displayed record. You can also use the “Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record. A brief help description is automatically displayed for each input field in lieu of the “Help” shortcut. Use the “Cancel process” shortcut to cancel any input or the “Exit” shortcut to return to the Menu column. Be sure to use the “Update record” shortcut if any changes are made.

(Company) Control Maintenance window

Company code: The code of the current company is displayed in this field or if the control applies to all companies, two asterisks (**) are displayed.

Application: The application code assigned for the current application loaded or if utilized by the DTE utilities, **UT** is displayed in this field.

Control: The variable assigned to the control of the function being defined. The order of the records displayed is alphabetical, by this field.



NOTE: Please see chart following each field description for the standard specifications of each option within the current application.

Spec type: This field identifies the specification code assigned to the current variable. Please see chart to follow for standard specifications for each option within the application. The different types codes are:

- ✓ **ITM:**parameter – A parameter value entered by the user and not chosen from a selection window. The current fiscal year, your A/P Aging periods, the next invoice number, etc. are examples.
- ✓ **FIL:**data file – Not displayed within the individual application Company maintenance window. This identifies the data files and location (FIL) and is only displayed within the System Manager, “DTE controls” menu selection.
- ✓ **SEL:**selection – An option to be selected from a list of displayed choices. Yes/No values, the type of accounting basis – Cash or Accrual, printing an A/P proof list in order of entry or by vendor ID are just a couple of examples.
- ✓ **RPT:**report – Links the particular custom report specified to the “Custom reports” menu function in the Reports menu column.
- ✓ **ACT:**glaacct – Specifying the default account to be used for posting transactions is identified as this type of control.

Data type: Identifies this variable as **Alpha/numeric**, **Date**, or **Numeric** only field.

Alpha Value: Displayed only if the **Data type** field value is **Alpha/numeric**. Enter one of the choices as displayed in the available list or enter the text required as indicated for the particular variable. (An example is **Yes** or **No** to answer a question or the default G/L account numbers.)

Date: Enabled only if the **Data type** field value is **Date**. Enter the date that applies to the variable being defined. (An example is Last A/P Check date, automatically updated with each check post.)

Number: Enabled only if the **Data type** field value is **Numeric**. Enter the numeric value that applies to the variable being defined. (An example is the G/L current fiscal year.)

Entered: Display only. The date this record was originally entered.

Changed: Display only. The date this record was last changed.

Company Control Maintenance Options



Note: There are some company controls designed to be used internally and are strongly suggested to leave as configured when the DTE Warehouse Management application is installed. Changing any controls other than listed in this section may result in data processing errors or incorrect data.

Company address – line 1: Enter the address of the company as it should appear on the first line of the street address. This value is used when printing special forms.

Control	Spec type	Data type	Alpha value	Date	Number
COMPADDR1	ITM:parameter	Alpha	Up to 60 characters		

Company address – line 2: Enter the address of the company as it should appear on the second line of the street address. This value is used when printing special forms.

Control	Spec type	Data type	Alpha value	Date	Number
COMPADDR2	ITM:parameter	Alpha	Up to 60 characters		

Federal ID: Enter the Federal Tax ID or social security number assigned to this company code. This value is used when printing special forms.

Control	Spec type	Data type	Alpha value	Date	Number
COMPFEDID	ITM:parameter	Alpha	Up to 60 characters		

Company name: Enter the name of the company as it should appear on the first line of the address. This value is used when printing special forms.

Control	Spec type	Data type	Alpha value	Date	Number
COMPNAME	ITM:parameter	Alpha	Up to 60 characters		

 Use the “Update record” shortcut to write the changed record to the data file. Then use the “Exit” shortcut to return to the Maintenance menu column.

3.5 Defining security

This application is installed on a single PC and no more than one operator should access the Warehouse application at a time. For this reason, only one operator ID is necessary for this application. For tracking purposes, other operators may be defined for your company via this menu selection.



The standard Warehouse distribution is installed with a single Operator ID, **Floor**, defined with complete access to the Warehouse menu column and the System menu column disabled. The operator ID **Office** has access to the entire Warehouse system, both menu columns. The warehouse security is completely separate from the standard DTE applications and any preferences that differ from the security described must be defined within the “Security maintenance” menu selection.

There are two basic types of security in Down To Earth: Master security and Application-specific security. All operator IDs require a master security record be created for each company they are to access. (You cannot use the all company (**) value to define master records.) Unless specified otherwise with the class code, the Master security record allows access to all menu selections. If there are any restrictions for an operator, those menu columns or menu selections are disabled with Application specific security records.

Within the master and application specific security, you can define security for a single user as above or for a group (class) of users whose security access is the same. Any security data that you enter for an individual Operator ID takes precedence over the data entered for the user class.

Security changes for the current operator ID in the System Manager application will not take effect until after you exit to the main menu then return to System Manager.

Master security: Master security consists of general information required to process transactions entered by a specified user or user class, for a specified company. Through master security, you define which terminal(s) a user can use and how dates should be displayed and entered. You also define whether the user can edit help text, whether menu entries are logged each time they are accessed, and whether the user requires a password.

Application-specific security: Application-specific security defines whether the specified operator or class of users can execute, add, change, delete, or view data for an application. You can also define a password and/or log the data and time of selection for access to a specific menu column or selection within.

Through application-specific security, you can permit or restrict access to a specific menu column, or menu selection within a menu column. Because Down To Earth security is based on exclusion, if a Operator ID has a master record and no application specific security, access to all installed applications and menu selections is granted. Application security then starts restricting access or ability based on each security record entered.

Unique ID: One of the most important fields defined within the Master security record is the **Unique ID**. This field value must be unique from any other Operator ID using the Warehouse application, including another company processing. There must also be at least one character of this field as an alpha character.

The Unique ID is stored internally and helps Down To Earth keep the records of different users separate. Every transaction that is entered contains this ID. When a user posts or prints, only those transactions associated with his unique ID are posted or printed. In addition, Down To Earth assigns this value as the filename extension for may temporary work files. For more information regarding the Unique ID, see the Unique ID section in the “General Concepts” chapter.

Entry Information: Select “Security maintenance” to display the Security Maintenance window. Choose the “Add record” shortcut to add a new record, the “Edit record” shortcut to edit the displayed record, or the “Exit” shortcut to return to the Menu column. You can also utilize the “Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record in the entry window. You can use the “Help” shortcut for a brief description of any individual field. To cancel your input, use the “Cancel process” shortcut, the “Delete record” shortcut deletes the active record displayed, and be sure to use the “Update record” shortcut if any changes are made.

Security Maintenance window

Operator: Assign a unique operator ID code to the user for whom you are defining security. This code can have up to 12 characters. The user will be prompted for this

code each time he attempts to enter Down To Earth. You must define an operator ID for each company but it can be the same Operator ID code, password and unique ID.

If you are defining a class of users who will be using the system, type #, followed by a three-digit number that defines the user class, followed by another #. The user class will be referenced by the three-digit number you entered between the pound signs.

The operator ID code with which you logged into Down To Earth or the previous entry is automatically displayed in this field. To enter the displayed code, press <Return>. To enter a different code, type over the displayed data.

Company code: Enter the two-character code of the company for which you want to define security for the specified operator. This code is the code you established through the "Company" entry in the Maintenance menu column. Each class code and Operator ID master record must be defined for EACH company.

The code of the company you are processing or the previous entry is automatically displayed in this field. To enter the displayed code, press <Return>. To enter a different code, type over the displayed data.

Application code: If you are defining master security, press <Return> to enter the displayed value, **. Entering an application code in this field disables the master security entry and enables the application specific entry. Enter **WH**, the two-character application code associated with this application, a menu column, or selection from a menu column requiring a security definition to enable the application specific fields.

Menu entry code: Leave this field blank by pressing <Return> which moves the cursor to the **Terminal number** prompt for master security. For application specific security, enter the six-character code for the menu entry for which you are defining security. There are three different types of Menu entry codes:

- ✓ **Menu column** - You can define security for an entire menu column by entering the single character that defines the menu column, followed by five asterisks. For example, to define security for the entire (System) Maintenance menu column, enter **M*******, for the entire Warehouse menu column (plus Restart day processing), enter **W*******, to include printing queued reports, enter **R*******.
- ✓ **Menu selection within a column** – To restrict an individual menu column selection, enter that code. The code consists of a single character that defines in which menu column the selection is found, followed by an underscore and four more characters that define the menu entry under that column.

```
w_load, "Load shipment file"
w_kitp, "Print relabel pick list"
w_kitl, "Print labels"
w_kitb, "Relabel build list"
w_boxp, "Print box pick list"
w_fedp, "Print FEDEX pick list"
w_pack, "Print packing slips"
w_blad, "Print LTL bills of lading"
w_clad, "Print combined bill of lading"
w_cups, "Create UPS/FEDEX files"
w_ltl1, "Print LTL labels"
w_boxs, "Re-Box items"
```

```

w_ship, "Set unshipped LTL items"
w_cplt, "Complete shipments"
w_clup, "Clean-UP"

r_pque, "Print queued reports"

m_ctrl, "Warehouse control maintenance"
m_btch, "Batch control maintenance"
m_smct, "System control maintenance"
m_secu, "Security maintenance"
m_prnt, "Printer maintenance"

w_rest, "Restart day processing"

```

Default or manual entry of the values for the Application code and Menu entry code fields determine if the cursor moves to the Terminal number or the Execute field. Master security does not define any values for the right side of the entry window while application specific security does not prompt for the left side fields.

3.6 Defining printers

To define the specifications that determine how your printers will be used with Down To Earth Warehouse application, select "Printer maintenance" from the menu. You can define a new printer or change or delete an existing printer definition. When you select "Print" from the Print Option menu column in any Down To Earth application, a list of defined printers is displayed. From this list, you can choose to which printer you want your report sent.

Although you may not actually have 99 different printers, Down To Earth allows you to establish up to 99 printer definitions for use with your applications. For example, you can define printer number 1 to be your Epson LQ-850 operating in draft mode using 132-column paper, and printer number 2 to be the same Epson LQ-850 producing letter-quality print on 80-column paper. You will also want to set up a different printer definition for a landscape and portrait mode of a laser or desk jet and a separate printer definition for printing HP Laser bar codes, if used.

API Printers: API (Application Programming Interface) allows a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode.

A report is viewed, and reduced if necessary, to include the entire 132 columns on one screen. You can move a single page at a time or go immediately to the first or last page with mouse control. You can change the magnification to a standard percent or customize the percent for your needs. When you are done previewing the report, you can also print directly to a Windows defined printer.

Bill of Lading / Packing List printers: Both of these printing processes are assigned an automatic printer via the "Warehouse Control Maintenance," System menu column selection. These processes both have their unique macro assigned to include other than packing item data. Please note that these printers have very specific setup. The setup required for each is listed in the respective chapters, "[Print Packing slips](#)" and "[Print LTL \(less than load\) bills of lading](#)," in this manual.

Bar Code printers: Various reports such as the Purchase Order receivings worksheet and the Sales Order pick list print bar codes if the printer definition being used includes the correct Bar code printing specifications.

Down To Earth Bar Code printing is only supported using HP laser printers (various models) or other laser printers that run HP emulation mode. All DTE programs printing bar codes are designed to perform positioning in decipoints. (Decipoints are the only common positioning increment supported by HP PLC and the bar code module(s).)

There are two different styles of Bar code processing supported by DTE:

- ✓ The **BCM3417** bar code print module (Cobra Systems) offers connection to your host-attached terminal, network or PC printer and upgrades it with bar code capability. The **BCM3417** offers the **PDF417** bar code (2D) format along with other linear bar code symbologies.
- ✓ The **HP Code 39** plug in Font DIMM cartridge is also supported. Each of these styles of bar code hardware require different settings within the DTE V7 printer specifications as follows.

BCM3417 / PDF417 bar code module :

The value in the **Bar cd on** field is defined as **\$iu7x%ds2t0h%db** while the **Bar cd off** field value is ****, the bar code terminator character. The **Bar cd on** field value is broken down as follows:

- ✓ **\$i** is the bar code trigger
- ✓ **u7** signifies measurements in decipoints (1/720 of an inch)
- ✓ **x%d** is the horizontal position with **%d** as the program substitute for the number of decipoints from the left side of the page
- ✓ **s2** signifies high density
- ✓ **t0** signifies a Code 39 bar code
- ✓ **h%d** is the height of the bar code where **%d** is the program substitute for height in decipoints
- ✓ **b** is the data lead in character.

A sample string received by the printer might be as follows:
 “<esc>iu7x85s2t0h6b32-777\” which would print a Code 39 bar code value of 32-777 at 85 decipoints from the left of the page and be 6 decipoints in height.

HP Code 39 plug in Font DIMM cartridge

The value in the **Bar cd on** field is **\$&a%dH\$'14'** while the **Bar cd off** field value is ***\$'15'**. In addition, the **Report begin** field should reference the standard bar code laser command file with the value of **@UTF:lzbarcd.cmd**. This file contains specifications for the primary and secondary font and must be used in conjunction with the **Bar cd on** coding. If your bar code reader has difficulty reading the bar code produced by the laser, this file may be modified to produce a larger bar code. Keep in mind that this may also result in the bar codes not fitting on the DTE reports correctly. The **Bar cd on** and **Bar cd off** field vales are broken down as follows:

- ✓ **\$&a%dH** is the horizontal position with **%d** as the program substitute for the number of decipoints from the left side of the page
- ✓ **\$'14'** shifts out to secondary font
- ✓ * is the Code 39 lead in character

- ✓ * is the Code 39 termination character
- ✓ **\$'15'** shifts in to primary font

The following is a breakdown of the **lzbarcd.cmd** file commands where ← represents the Escape code:

←E←(8U←(s0p10.00h12.0v0s0b3T←)9Y←)s1p16v0s0b28683T

←E	Reset printer
← (8U	Roman 8 symbol set – Primary font represented with the (character
← (s0p	Fixed spacing
10.00h	Pitch is 10 characters per inch
12.00v	Height is 12 points
0s	Style is upright solid
0b	Stroke weight is medium
3T	Typeface selection (HP printers will automatically select the font/typeface that most closely matches this specification.)
←)9Y	Bar code symbol set – Secondary font represented with the) character
←)s1p	Proportional spacing
16v	Height is 16 points
0s	Style is upright solid
0b	Stoke weight is medium
28683T	Sets font to Code 39 wide regular

Queued Printers: There are several versions of operating systems, queue managers, and methods for assigning the device on your system used by each printer. The most common method is to run the reports through a system queue. Most queues assign a numeric value to each printer, however some allow alphabetic names.

You can also use the QUERY option within the DTE Printers definition **Device** field. Setting the device field to the value:

/QNAME=QUERY/ (if not deleting the file after printing)

/QNAME=QUERY/QDEL (if choosing to delete the print file after printing)

displays the Windows printer selection window. Choose to print from the list of valid printers for your system.

When using the QUERY option, you must be sure that the DBLOPT is not using option 22 and your synergy.ini file contains the instruction line:

print_method=ESC or **print_method=escape**

This line is standard with the *synergy.ini* file included with your Down To Earth distribution. The /QNAME=QUERY/QDEL command takes the place of using the DBLPQ.BAT file or Capturing the printer port for any Windows operating system environment.

Slave/Attached Printers: Attached printers for PC networked or stand alone PCs are defined with the **Device** assigned from the Windows, Control Panel, Printer setup, Properties such as lpt1 or lpt2. (Networked printers usually require going through the capture process to be seen by Down To Earth.) These type of printers are **Local** and the **Reduce / Normal** or **Report begin / Report end** field escape sequences control the font size and margins. You may also want to define a Form Feed at the **Report end** to force a FF command at the end of a document that is not at the end of the page.

Printer Maintenance window

Printer no: Assign the printer a number from **1** to **99**. The printer is associated with this number from all Down To Earth applications and DTE Control variable settings. The default printer number is **1**.

If the number you enter has already been assigned, the data for that printer number is displayed in the remaining fields when you press <Return>.

Device: Enter the name of the print device to which output should be directed when this printer number is chosen. Include all necessary punctuation for your operating system's print device. Some standard device values are

/QNUM=023	or	
/QNAME=laser1		Queued printer on an NT system
lpt1		Local printer on Windows/NT
/QNAME=QUERY/		Displays the Windows printer selection window if not deleting the file after printing. Use /QNAME=QUERY/QDEL if choosing to delete the print file after printing. Note that the slash must be present, regardless.

Windows/NT queued (spooled) printer:

- ✓ If you are going to use a spooled system printer under a NT Network and your print queues are named **lp0**, **lp1**, etc., you will use **/QNUM=*n*** (where *n* is the number in the system lp queue name) as the device specification.

- ✓ If your system print queue names are alphabetic (if a name as “laser” is assigned to a specific queue) you can use **/QNAME=*name***. For example, use **/QNAME=laser** to send reports to the system queue named *laser*.
- ✓ Down To Earth generates the report to be spooled as a temporary text file in the RPT directory. To delete the file generated by Down To Earth after it is printed, you must add the qualifier **/QDEL** to your queue syntax. For example

/QNAME=laser/QDEL

Description: Enter a description, up to 30 characters long, of the printer you are defining. Because this description will be displayed in the printer selection window, it must be detailed enough to allow the user to differentiate between printers.

Type: From the displayed list, select the type of printer you are defining. Your choices are as follows, where **M-matrix** printer is the default:

M matrix printer

L laser printer

P line printer

F laser form - used with special or custom formatted laser forms such as packing lists and bill of lading forms

Location: Specify how the printer is attached to the computer. A list is displayed with the choices below. Local printer is the default.

L Local printer (attached directly to the computer)

S Slave printer (attached through a display terminal)

N Non-spoiled local printer

Q Spooled local printer

Width: Enter the width, in columns, of the paper that will be used with this printer definition. The most common paper widths are 80 and 132 columns. If the width of the paper is less than the width of the report being printed, Down To Earth will send instructions to the printer to condense the type based on the reduce control sequence defined in the **Reduce** field. The default width is **132**.

<ESC> char: Most printers require an escape character to activate certain print modes or functions. Since the escape character cannot always be entered via the keyboard, you must define a character that you can use as a substitute when you enter the printer control sequences for reduced print, normal print, printer port on, printer port off, report begin, and report end. Make sure the character you use is not required in any of the control sequences mentioned in the preceding sentence. For most printers, a \$ works well as a substitute escape character.

 The following **Macro** fields are used for custom programming only, such as with the Packing list and Bill of Lading form.

Macro name: Normally used with printing packing lists or bill of lading forms, enter the printer macro to call when printing with the current printer specification. For example the macro **ftblad** and **ftpack** are two macros included with the Warehouse Management application for the bill of lading and packing list, respectively. These files must exist in the directory (folder) assigned to the UTF logical. with the company number as the file extension.

All printer macros are based on Printer Control Language (PCL) coding. PCL codes can be used to control the character and line spacing, portrait or landscape orientation and regarding downloaded forms. Each different macro form must have its own printer number -- for example, laser invoices must be specified for a different printer than laser checks.

Macro begin: Enter the PCL coding to execute at the beginning of the macro named in the previous field. The standard value for this field for the WH macros is **\$&f 6x1y0X**.

Macro end: Enter the PCL coding to execute at the end of the macro named in the **Macro name** field. The standard value for this field for the WH macros is **\$&f1X**.

Macro call: Enter the PCL coding to call an additional macro upon completion of the Macro named in the previous field. The standard value for this field for the WH macros is **\$&ff1y3X**

Port on: If the printer you are defining is a slave printer, you must enter the control sequence that turns on the printer port. This control sequence can be up to 20 characters long and can usually be found in the reference manual for your monitor or the terminal emulation software that you are using. (If you are defined as a slave printer and this field value is not defined correctly, the result is the report "prints" to your screen.) For example,

VT 100 terminals or VT emulation:
[\$i turns the port on

Wyse terminals or Wyse emulation:
\$d# turns the port on

The control sequence can also contain the ASCII decimal value of characters not found on your keyboard, such as '020' in the example of **Port off** to follow. To include the ASCII decimal value of characters not found on your keyboard, type '*nnn*'. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.

Port off: If the printer you are defining is a slave printer, you must enter the control sequence that turns off the printer port. This control sequence can be up to 20 characters long and can usually be found in the reference manual for your terminal or terminal emulation software. For example,

VT 100 terminals or VT emulation:
[\$4i turns the port off

Wyse terminals or Wyse emulation:
'020' turns the port off

The control sequence can also contain the ASCII decimal value of characters not found on your keyboard, such as '020' in the above example. To include the ASCII decimal value of characters not found on your keyboard, type '*nnn*'. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.



NOTE: In all cases of escape sequences or PCL coding, use the following key:

l = the lower case letter L
 1 = the number one
 O = the upper case letter O
 0 = the number zero

Reduce: In the reference manual for your printer, you will find a control (escape) sequence that instructs your printer to produce condensed type and other printing parameters. Enter the sequence designed for your printer (see examples below) to achieve the function(s) you require. It can be up to 20 characters long.



NOTE: The **Reduce** field is only read by Down To Earth if the width of the report (in characters) exceeds the width of the printer definition **Width** field. If not reducing the report, these escape strings can instead be entered at the **Report begin** field.

You can also define other instructions to be executing when reducing the report. The following are examples of standard laser printer escape strings using “\$” as the escape character. Note the difference in the alpha lowercase letter L (l) and the number 1 (1).:

\$(s16.6H	Font equals 16.66 characters per inch
\$(s10.00H	Font equals 10 characters per inch
\$(s12.00H	Font equals 12 characters per inch
\$\$l3A	Legal size paper
\$\$l2A	Letter size paper
\$\$k2s	Condense to 17 characters per inch
\$\$k4s	Condense to 12 characters per inch
\$\$k0s	Normal 10 characters per inch
\$\$l1O	Landscape orientation
\$\$l0O	Portrait orientation

To include the ASCII decimal value of characters not found on your keyboard, type ‘*nnn*’. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.

If the width of the paper you will use with this printer definition is 132 columns, you don’t need to enter a control sequence for reduced print. All Down To Earth reports are less than or equal to 132 columns. The only exception is if you define a General Ledger financial statement to be wider than 132 columns.

Normal: Enter the control sequence, found in your printer manual, that instructs your printer to resume normal printing and paper. The control sequence can be up to 120 characters long and can include the ASCII decimal value of characters not found on your keyboard.

To include the ASCII decimal value of characters not found on your keyboard, type ‘*nnn*’. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.

If the width of the paper you will use with this printer definition is 132 columns, you don't need to enter a control sequence for reduced or normal print. All Down To Earth reports are less than or equal to 132 columns. The only exception is if you define a General Ledger financial statement to be wider than 132 columns.

Report begin: font, pitch, a form feed, and Enter the control sequences that instruct the printer to produce the quality of type you desire on your reports, regardless of the paper width. These commands are issues at the beginning of each report sent to this printer. These control sequences can be up to 60 characters long and are found in the reference manual for your printer.

The following are examples of the standard laser (such as HPLJ) reduction escape sequences required by Down To Earth. Some laser printers may require escape sequence adjustments from the examples. Please refer to the specific printer manual for exact escape codes.

\$E\$&I7.5c66F\$&k2s (Letter Portrait condensed print)

\$E\$&I1o5C\$(s17H\$&k9.5H\$&I9E (Letter Landscape)

\$E\$&I1o5C\$(s17H\$&k9.5H\$&I9E\$&k2s (Letter Landscape, condensed)

\$E\$&I1o5C\$&I3A\$95I7H\$&k9.5H\$&I9E (Legal Landscape)

The escape sequences can also issued via a command file in both the **Report begin** and the **Report end** fields. This is helpful when command sequences are longer than the field allows. Enter the sequence(s) you want to execute in the command file and reference that command file by entering the at sign (@), the logical name where the command file is found, and the filename in the **Report begin** field. For example, @UTF:legland.cmd is entered in this field and references the file legland.cmd, found in the UTF directory. The standard command files included with Down To Earth are

- ✓ **lzbarcd.cmd** – for printing bar codes (requires HP printer)
- ✓ **lzlands.cmd** – to print landscape orientation
- ✓ **lzlegal.cmd** – to print legal size paper, landscape orientation
- ✓ **lznormal.cmd** – to return to normal settings

The control sequences can also contain the ASCII decimal value of characters not found on your keyboard. To include the ASCII decimal value of characters not found on your keyboard, type 'nnn'. Use the accent character for the left single quotation mark, and replace nnn with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> char prompt for the escape character.

To instruct the printer to advance one full page before printing reports, simply include the ASCII decimal value of the form feed character in the control sequences described above.

Report end: Enter the control sequences that instruct the printer to return to the normal or default font, pitch, quality of type, and if a form feed is necessary. These control sequences can be up to 60 characters long and can be found in the reference manual for your printer. It is strongly suggested to enter the "reset" sequence (\$E) if using a command file in the previous **Report begin** field.

The control sequences can also contain the ASCII decimal value of characters not found on your keyboard. To include the ASCII decimal value of characters not found on your keyboard, type 'nnn'. Use the accent character for the left single quotation mark, and replace nnn with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> char prompt for the escape character.

To instruct the printer to advance one full page after printing reports, simply include the ASCII decimal value of the form feed character in the control sequences described above.

Hidden: Enter the default, **No**, to have this printer listed on the display of valid printers within Down To Earth applications. To hide this printer selection, choose **Yes**.

Method: Choose **DTE**, the default, for all pre-printed form printers or printers where escape sequences or macros must function. Choose **API** (Application Programming Interface) for Windows environment printers where Windows takes over all control options. API allows a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode using Windows printer controls.

Because the printer controls are Windows driven, a printer must be associated with the device being defined (for example LPT1) on each work station utilizing an API defined printer.

Top offset: Enter the number of lines, between **1** and **40**, down from the top of the page in addition to the standard three allowed as printer margin. This value is usually needed when defining an API printer.

Left offset: Enter the number of characters, between **1** and **99**, to indent from the left for additional margin than the standard one half inch printer margin. This value is usually needed when defining an API printer.

The following fields are not used with a standard printer setup. These fields are defined with custom programming for laser (MICR) checks and bar codes.

Reset: Enter the escape sequence to reset all codes to the printer defaults. (**\$E** is standard)

Bold on: Enter the escape sequence to turn the (font) bolding attribute on when printing. (**\$(s3B** is standard)

Bold off: Enter the escape sequence to turn the bold attribute off when completed. (**\$(s0B** is standard)

Uline on: Enter the escape sequence to turn the underline attribute on when printing. (**\$(&dD** is standard)

Uline off: Enter the escape sequence to turn the underline attribute off when completed. (**\$(&d@** is standard)

Italic on: Enter the escape sequence to turn the italic attribute on when printing. (**\$(s1S** is standard)

Italic off: Enter the escape sequence to turn the italic attribute off when completed. (\$s0S is standard)

Bar cd on: Enter the escape sequence to turn the bar coding ability on when printing. Using the HP or HP emulation configuration, the value in this field is dependant upon the style of bar code configuration you are using. Refer to the overview of this section , “Setting printer specifications,” [Bar Code printers](#); for more details of each part of the **Bar cd on** codes.

Bar cd off: Enter the escape sequence to turn the bar coding off when completed. Using the HP or HP emulation configuration, the value in this field is also dependant upon the style of bar code configuration. Please also refer to the “Setting printer specifications,” [Bar Code printers](#); for more information.

When you’re sure the data you entered is correct, press <Return>. Down To Earth will clear the fields in the Printer Maintenance window so you can enter another printer definition. When you’re finished entering printer definitions, press the “Exit” shortcut to pull down the Maintenance menu column.

3.7 Restart day process

Restarting the days processing automatically clears the values for any currently loaded shipment file(s) and allows you to Load the same shipment filename in again. This process is not a standard process and is only be used if necessary to restart the days processing.

Because this is a non-standard process, the only operator prompt is for a password to continue this entry. Unless changed within the software program, the password required is **TAH**.

4 Appendix A: Troubleshooting / Common Down To Earth & DBL errors

◆ Error 18: File not found

The file specified was being accessed by a program but was not found in the location assigned to the logical specified. Either the file is truly not there and must be created or the Device assignment is incorrect. The file has been created but the program was looking in the wrong place.

◆ No UPS or FEDEX export file found

Similar to the Error 18: File not found above, this commonly displays when the expected file from either UPS or Federal Express is automatically loaded into DTE but the filename expected wasn't available. Be sure the import file is available and in the correct directory.

◆ File MM/DD/YYYY hh:mm:ss already loaded

The shipment processing file with that same date, hour, minute, and second label has already been loaded and must be run through the complete process (or the day restarted) prior to importing another shipment file.

5 Appendix B: Record Layouts

Filename: whabin.rec
Record description: Warehouse Aisle/Bin file
Record length: 69
Primary key: 1.34 whin_comp, whin_item, whin_bin

```
-----
record          whitem
-----
whin_key        ,a34          ; Primary key
whin_comp       ,a2          @whin_key          ; Company id
whin_item       ,a24         @whin_key+2        ; Item ID
whin_itemno     ,a22         @whin_item         ; Main item ID
whin_revno     ,a2          @whin_item+22     ; Revision number
whin_bin        ,a8          @whin_item+26     ; Bin/aisle
whin_qty        ,d9.3        ; Quantity in bin   (6.3)
whin_tagno     ,d8           ; Count Tag number
whin_qtycount   ,d9.3        ; Quantity counted  (6.3)
whin_countdate ,d8           ; Date counted      (YMD)
whin_pribin    ,a1           ; Primary bin flag  (Y/N)
-----
```

Filename: whboxs.rec

Record description: Warehouse box file

Record length: 80

Primary key: 1.19 whb_comp, whb_boxno, whb_order, whb_line

Alternate 1: 1.2 whb_comp
11.23 whb_order, whb_line, whb_sdate, whb_stime

```

-----
record          whboxs
-----
whb_key         ,a19
whb_comp       ,a2      @whb_key          ; Company code
whb_boxno      ,d8      @whb_key+2        ; Box number
whb_order      ,d6      @whb_key+10       ; Order number
whb_lineno     ,d3      @whb_key+16       ; Order line number
whb_sdatetime  ,a14     @whb_key+16       ; Ship record date/time
whb_sdate      ,d8      @whb_sdatetime
whb_stime      ,d6      @whb_sdatetime+8
whb_qty        ,d9.3    ; Quantity boxed      (6.3)
whb_date       ,d8      ; Date boxed          (YMD)
whb_time       ,d6      ; Time boxed          (HMS)
whb_weight     ,d4.0    ; Unit weight         (4.0)
whb_freight    ,d6.2    ; Freight amount      (4.2)
whb_frtdate    ,d8      ; Date freight set    (YMD)
whb_frftime    ,d6      ; Time freight set    (HMS)

```

Filename: whffex.rec
Record description: FEDEX shipment export record map.
Record length: 142

```
-----
record          whffex
-----
whff_dateymd    ,a8
whff_puyr      ,d4      @whff_dateymd
whff_pumo      ,d2      @whff_dateymd+4
whff_pudy      ,d2      @whff_dateymd+6
whff_consignee ,a30          ; Consignee
whff_custid    ,d8      @whff_consignee
whff_shipid    ,d8      @whff_consignee+9
whff_reboxed   ,a1      @whff_consignee+19
whff_boxno     ,d8      @whff_consignee+20
whff_track     ,a16          ; Tracking number
whff_packageid ,a8      @whff_track+7
whff_reference ,a30
whff_order     ,d6      @whff_reference
whff_line      ,d3      @whff_reference+7
whff_boxno2    ,d8      @whff_reference+11
whff_aislebin  ,a6      @whff_reference+20
whff_descr     ,a30
whff_netchrg   ,a8          ; Package charge (99999.99)
whff_charge    ,f8.2      @whff_netchrg      ; (5.2)
whff_misc      ,a20
```

Filename: whfuex.rec

Record description: FEDEX and UPS import file

Record length:

```

-----
record          export_record
-----
exp_package_id  ,a7                ; Package ID
exp_service_type ,a2                ; Service type
exp_consignee_id ,a30             ; Customer/ship to numbers
  exp_custid    ,a8      @exp_consignee_id
  exp_separator ,a1      @exp_consignee_id+8
  exp_shipid    ,a8      @exp_consignee_id+9
  exp_brexoboxed ,a1     @exp_consignee_id+19
  exp_bboxno    ,a8      @exp_consignee_id+20
exp_name        ,a35                ; Company name
exp_contact_name ,a35             ; Contact name
exp_address_1   ,a30             ; Address line
exp_address_2   ,a30             ; Address line
exp_city        ,a30             ; City name
exp_state_prov  ,a2              ; State code
exp_postal_code ,a10            ; Zip code
exp_country_id  ,a3              ; Country code (USA)
exp_boxid       ,a34
  exp_bcomp     ,a2      @exp_boxid
  exp_border    ,a6      @exp_boxid+2
  exp_bline     ,a3      @exp_boxid+8
  exp_bdatetime ,a14     @exp_boxid+11
exp_descr1      ,a20             ; Description field
  exp_lbin      ,a8      @exp_descr1
  exp_lorder    ,a6      @exp_descr1+9
  exp_lline     ,a3      @exp_descr1+16
exp_descr2      ,a30             ; Item description
exp_po_no       ,a20             ; Customer PO
exp_weight_actual ,a5           ; Package weight (xxx.x)
exp_telephone   ,a18            ; Telephone (numeric only)
exp_pkg_height  ,a6             ; Package height (xxx.xx)
exp_pkg_length  ,a6             ; Package length (xxx.xx)
exp_pkg_width   ,a6             ; Package width (xxx.xx)
exp_hazmat_flag ,a1             ; Hazardous material flag
exp_descr3      ,a25            ; Description field
  exp_3order    ,a6      @exp_descr3
  exp_3line     ,a3      @exp_descr3+7
  exp_3seqn     ,a8      @exp_descr3+11
  exp_3bin      ,a8      @exp_descr3+20

```

Filename: whfups.rec
Record description: UPS On-Line shipment export record
Record length: 188

```
-----
record      whfups
-----
whfu_pudate      ,a26                ; Pickup date
whfu_dateymd     ,a10      @whfu_pudate
whfu_puyr        ,d4       @whfu_dateymd
whfu_pumo        ,d2       @whfu_dateymd+5
whfu_pudy        ,d2       @whfu_dateymd+8
whfu_datemdy     ,a8       @whfu_pudate
whfu_pumo2       ,d2       @whfu_datemdy
whfu_pudy2       ,d2       @whfu_datemdy+3
whfu_puyr2       ,d2       @whfu_datemdy+6
whfu_shipperid   ,a6                ; Shipper ID
                 ,a4                ; padding for shipper id
whfu_consignee   ,a30                ; Consignee
whfu_custid      ,d8       @whfu_consignee
whfu_shipid      ,d8       @whfu_consignee+9
whfu_reboxed     ,a1       @whfu_consignee+21
whfu_boxno       ,d8       @whfu_consignee+22
whfu_netchrg     ,a6                ; Package charge (9.99)
whfu_charge      ,f6.2      @whfu_netchrg                ; (4.2)
                 ,a10                ; padding for net charge
whfu_hazchrg     ,a6                ; Hazardous material charge
whfu_hazard      ,d6       @whfu_hazchrg
whfu_packageid   ,d7                ; Package ID number
                 ,a3                ; padding for package id
whfu_reference   ,a35                ; Reference number
whfu_comp        ,a2       @whfu_reference
whfu_order       ,d6       @whfu_reference+2
whfu_line        ,d3       @whfu_reference+8
whfu_datetime    ,a14      @whfu_reference+11
whfu_track       ,a18                ; Tracking number
                 ,a22                ; padding for tracking number
whfu_pkgwght     ,a6                ; Package weight
                 ,a16                ; padding for weight
whfu_status      ,d1                ; Status (2=voided)
                 ,a5                ; padding for status
-----
```

Filename: whkits.rec

Record description: Warehouse send down file

Record length: 180

Primary key: 1.61 whk_comp, whk_itemid, whk_order, whk_lineno, whk_citemid

Alternate 1: 38:24 whk_date, whk_time

```

-----
record          whkits
-----
whk_key         ,a61
  whk_comp      ,a2      @whk_key          ; Company code
  whk_itemid    ,a24     @whk_key+2        ; Kit Item ID
  whk_order     ,d8      @whk_key+26       ; Order number
  whk_lineno    ,d3      @whk_key+34       ; Order line number
  whk_citemid   ,a24     @whk_key+37       ; Component Item ID
whk_binaisle    ,a6      ; Bin/Aisle
whk_locncode    ,a3      ; Location code
whk_itemdescr   ,a30     ; Item description
whk_weight     ,d6.2     ; Unit weight      (4.2)
whk_qtyto ship ,d9.3     ; Quantity to ship (6.3)
whk_pkg_height ,d5.2     ; Package height   (3.2)
whk_pkg_length ,d5.2     ; Package length   (3.2)
whk_pkg_width  ,d5.2     ; Package width    (3.2)
whk_hazmat_flag,a1      ; Hazardous material (Y/N)
whk_frt_class  ,d3      ; Freight class
whk_upc        ,a14     ; UPC code
whk_logo       ,a12     ; Logo name
whk_relabel    ,a1      ; Relabel box      (Y/N)
whk_flags      ,[3]a1   ; Statis flags
                ; 1:Pick list printed
                ; 2:Build list printed
                ; 3:Labels printed
whk_datetime   ,a14     ; Date/Time loaded
  whk_date     ,d8      @whk_datetime     ; Date loaded      (YMD)
  whk_time     ,d6      @whk_datetime+8   ; Time loaded      (HMS)
                ,a2      ; unused

```

Filename: whpick.rec

Record description: Warehouse picking file (received from the office)

Record length: 364

```
-----
record          whpick
-----
whp_comp        ,a2          ; Company code
whp_order       ,d8          ; Order number
whp_lineno      ,d3          ; Order line number
whp_shipmethod  ,a3          ; Shipment method
whp_custid      ,d8          ; Bill to customer number
whp_shipid      ,d8          ; Ship to customer number
whp_shipname    ,a30         ; Ship to name
whp_shipaddr1   ,a30         ; Ship to address 1
whp_shipaddr2   ,a30         ; Ship to address 2
whp_shipcity    ,a20         ; Ship to city
whp_shipstate   ,a2          ; Ship to state
whp_shipzip     ,a10         ; Ship to zip code
whp_custref     ,a20         ; Customer reference
whp_confirm     ,a20         ; Sold to confirm
whp_phone       ,a18         ; Telephone
whp_reqdate     ,d8          ; Requested ship date (YMD)
whp_viacode     ,a3          ; Ship via code
whp_viadescr    ,a30         ; Ship via description
whp_binaisle    ,a6          ; Bin/Aisle
whp_locncode    ,a3          ; Location code
whp_itemid      ,a24         ; Item ID
whp_itemdescr   ,a30         ; Item description
whp_weight      ,d6.2        ; Unit weight          (4.2)
whp_qtyto ship  ,d9.3        ; Quantity to ship     (6.3)
whp_totfreight  ,d7.2        ; Freight amount       (5.2)
whp_totdollars  ,d9.3        ; Dollars to ship      (6.3)
whp_pkg_height  ,d5.2        ; Package height       (3.2)
whp_pkg_length  ,d5.2        ; Package length       (3.2)
whp_pkg_width   ,d5.2        ; Package width        (3.2)
whp_hazmat_flag ,a1          ; Hazardous material   (Y/N)
whp_frt_class   ,d3          ; Freight class
whp_box_ship    ,a1          ; Shipment method rebox
record         ,x
               ,a2          ; <First record in file>
whp_datecreate  ,d8          ; Date file was created (YMD)
whp_timecreate  ,d6          ; Time file was created (HMS)
-----
```

Filename: whsent.rec
Record description: Warehouse items sent file
Record length: 55

```
-----
record          whsent
-----
wht_comp       ,a2           ; Company code
wht_order      ,d6           ; Order number
wht_lineno     ,d3           ; Order line number
wht_date       ,d8           ; Date shipped      (YMD)
  wht_dateyr   ,d4           @wht_date
  wht_datemo   ,d2           @wht_date+4
  wht_datedy   ,d2           @wht_date+6
wht_shipmethod ,a3           ; Shipping method
wht_qtyship    ,d9.3        ; Quantity shipped  (6.3)
wht_freight    ,d6.2        ; Freight amount   (4.2)
wht_trackno    ,a18         ; Tracking number
-----
```

Filename: whship.rec

Record description: Warehouse shipment file

Record length: 400

Primary key: 1.25 whs_comp, whs_order, whs_lineno, whs_date, whs_time

Alternate 1: 1.8 whs_comp, whs_order
9.3 whs_lineno

Alternate 2: 248.30 whs_binaisle, whs_itemid
9.9 whs_order, whs_lineno

Alternate 3: 335.8 whs_packno
9.9 whs_order, whs_lineno

```
-----
record          whship
-----
whs_key         ,a25
whs_comp       ,a2      @whs_key          ; Company code
whs_order      ,d6      @whs_key+2        ; Order number
whs_lineno     ,d3      @whs_key+8        ; Order line number
whs_datetime   ,a14    @whs_key+11       ; Date/Time loaded
whs_date       ,d8      @whs_key+11       ; Date loaded      (YMD)
whs_time       ,d6      @whs_key+19       ; Time loaded      (HMS)
whs_shipmethod ,a3      ; Shipment method
whs_custid     ,d8      ; Customer number
whs_shipid     ,d8      ; Ship to customer number
whs_shipname   ,a30     ; Ship to name
whs_shipaddr1  ,a30     ; Ship to address 1
whs_shipaddr2  ,a30     ; Ship to address 2
whs_shipcity   ,a20     ; Ship to city
whs_shipstate  ,a2      ; Ship to state
whs_shipzip    ,a10     ; Ship to zip code
whs_custref    ,a20     ; Customer reference
whs_confirm    ,a20     ; Sold to confirm
whs_reqdate    ,d8      ; Requested ship date (YMD)
whs_viacode    ,a3      ; Ship via code
whs_viadescr   ,a30     ; Ship via description
whs_binaisle   ,a6      ; Bin/Aisle
whs_itemid     ,a24     ; Item ID
whs_itemdescr  ,a30     ; Item description
whs_weight     ,d6.2    ; Unit weight      (4.2)
whs_qtytoшип   ,d9.3    ; Quantity to ship (6.3)
whs_flags      ,[12]a1   ; Status flags
; 1:Relabel pick list prt
; 2:Relabel build list prt
; 3:Relabel labels printed
; 4:
; 5:
; 6:Pick list printed
; 7:Packing list printed
; 8:LTL bill/lading printed
; 9:LTL label printed
; 10:UPS/FEDEX export done
-----
```

whs_packno	,d8	; 11:Boxed record done
whs_qtyshipped	,f9.3	; 12:Closed
whs_qtyboxed	,f9.3	; Packing list number (8.0)
whs_pkg_height	,d5.2	; Quantity shipped (6.3)
whs_pkg_length	,d5.2	; Quantity boxed (6.3)
whs_pkg_width	,d5.2	; Package height (3.2)
whs_hazmat_flag	,a1	; Package length (3.2)
whs_frt_class	,d3	; Package width (3.2)
whs_box_ship	,a1	; Hazardous material (Y/N)
		; Freight class
		; Ship method for rebox
		; U:UPS
		; F:FEX
	,a20	; unused

Filename: whupsb.rec
Record description: UPS/FEX On-Line shipment record for boxes
Record length: 260
Primary key: 1.8 whu_boxno

```
-----
record          whupsb
-----
whu_key          ,a8
  whu_boxno      ,d8      @whu_key
whu_package_id  ,d7      ; Package ID
whu_service_type ,a2      ; Service type
whu_custid      ,d8      ; Customer ID
whu_shipid      ,d8      ; Ship to ID
whu_name        ,a35     ; Company name
whu_contact_name ,a35     ; Contact name
whu_address_1   ,a30     ; Address line
whu_address_2   ,a30     ; Address line
whu_city        ,a30     ; City name
whu_state_prov  ,a2      ; State code
whu_postal_code ,a10     ; Zip code
whu_country_id  ,a3      ; Country code (USA)
whu_comp        ,a2      ; Company code
whu_order       ,d6      ; Sales order number
whu_datetime    ,a14     ; Date/time stamp
whu_custpono    ,a20     ; Customer PO number
whu_weight_actual ,a5     ; Package weight (xxx.x)
whu_hazmat_flag ,a1      ; Hazardous material (Y/N)
whu_fex_ups     ,a1      ; Carrier
                ,a3      ; unused
-----
```


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