Global Parameters

Global Parameters Overview

The Global Parameters Record(s) are part of the BOOMS SYSCAT File ("BSYSCAT.DBF"). These records define sets of parameters that are critical to the successful operation of the BOOMS system. Do not make any changes to these records unless you are certain of the effects of the changes. If in doubt, contact LCC for assistance.

Contents of Global Parameters Records

Following are the contents of the Global Parameters Records:

■ **Global Entry Name** - KEY FIELD for this file. It is a name used to associate a particular set of Global Parameters with a particular BOOMS STARTUP.

■ **Your Company Acode** - 5-character code that must match an entry on the PROMOTION FILE (Type=L) that describes your company.

■ **Company Print Code** - allows a different company code and name to be printed on reports. If specified, it will override the code entered into "Your Company ACODE" whenever the code is to be printed (e.g. on Orders or Order Reports). This field is designed to allow a code/name change without upsetting the basic structure of your Orders which require that "Your Company Acode" **NOT** be changed.

■ **Starting Order #** - 6-digit number to appear on the first Order produced by the BOOMS system. Order Numbers will be incremented by 1 after that.

■ **Ending Order #** - 6-digit number that indicates the highest possible order number.

■ **Revision Hi-light** - 1-character code that indicates whether Order revisions are printed in Double-strike ("D"), printed with underline ("U") or not hi-lighted at all ("N").

■ **"Blockout" on Order?** - 1-character code (either "Y" or "N") indicating whether or not Phone Numbers and the Mailer's address is to be printed on an Order. Also, if "Y" is indicated, the Broker's name and address will not be printed (i.e. all printed Orders will look like Brokerage Orders).

■ **"Ship Date" Constant** - 1-character code indicating the "text" to appear for " SHIP DATE" on an Order:

S   =   **SHIP DATE**

W   =   **WANTED BY**

N   =   **NEEDED BY**

■ **Print ADDR on Order?** - 1-character code (either "Y" or "N") indicating whether or not a 4-line address (obtained from information in your company's PROMOTION FILE entry, Type=L) is to be printed in the upper left-hand corner of each Order. If this field is "N", it is assumed that your Order Forms have a Preprinted address.

■ **Allow Order Date Change?** - indicates ("N") that you will not be allowed to manually change the date of any Order from Order Entry (using "Shift-F5" Function). By default ("Y") you are allowed to do this.

■ **Print Phone#'s on Order?** - if "N" is specified, the printing of phone numbers on Orders is suppressed. If "Y" is specified (the default), phone numbers are printed (if available).

■ **"Don't Pay" Amount** - is used by invoicing (See "Invoicing") to determine any replacement wording for the special instruction "PLEASE SEND SECOND COPY OF INVOICE WITH PAYMENT" and Batch "PIF" (See "Accounting") to determine those Receivables or Payables that should be marked Paid-in-Full (PIF) because they are less than this amount.

■ **Print SALES-ID on Order?** - 1-character code (either "Y" or "N") indicating whether or not the Salesperson ID is to be used as a suffix for the Order Number on a printed Order.

■ **"Payment Due" Type** - a 2-character indicator. The first character is for **A/R Payment Due Date** which can be:

M	(default) payment due is 30 days from Mail Date
I	payment due is 30 days from Invoice Date or
R	payment due shows as "ON RECEIPT" and Mail Date is not printed (Brokerage Orders Only)
O	payment due is 30 days from the Mail Date ONLY
S	is like "R" above but also uses Mail Date ONLY (like "O" above)

The second character is for the **A/P Payment Due Date** and can be:

M	(default) Payment Due Date is 30 Days from the Mail Date unless there are split Mail Dates (greater than 30 days), in which case the Payment Due Date is 30 days from

the midpoint of the two mail dates.

G   In addition to the above, if an order has a guarantee of payment, the Payment Due
             Date will be 30, 45, or 60 days from the Mail Date

> ☞ **The A/P Payment Due Date for PIPs can also be overridden from Accounting Global Options**

- *S&H Wording* - indicates how "Shipping Charges" are to appear on Invoices. "**H**" (the default) indicates that the wording "SHIPPING & HANDLING" will print. "**S**" indicates that the wording "SHIPPING" will print.

- *S&H Taxable?* - allows Shipping & Handling charges to be included when calculating Sales Tax on an Invoice. By default ("N"), Shipping & Handling is not taxable.

- *"Global" Date (see Help)* - will have meaning for an implementation of a specific BOOMS feature. See the BOOMS help screen ("F1") to determine the current use of this date.

- *Create XBAL records?* - if "Y" is specified, BOOMS will automatically create 2-way Exchange Balance Relationships (See "Exchange Balance Processing") when Orders are Added, Updated or when Shipping Information is Posted. The "Begin Tracking Date" for the relationships will depend on the date entered for "***Begin Date for XBALS***". If no date is entered, the Order Date will be used for the Begin Tracking Date. The "**Comment1**" for the relationship will be set to "**BB=0**" (Beginning balance is zero) and "**Comment2**" will be set to "**AUTO CREATE**"

- *Begin Date for XBALs* - if "***Create XBAL Records?***" is set to "Y", this date indicate the beginning date for tracking Exchange Balances.

> ☞ **It is recommended that this date be entered if automatic creation of Exchange Balances is activated. If it is not specified, BOOMS will use the "Order Date" to determine the Begin Tracking Date. This may produce undesirable results since BOOMS would be unable to properly determine if old Orders (those entered prior to implementation of this feature) should be tracked. For example, if two Orders for the same List/Mailer combination were entered on 7/28/94 and 7/29/94 respectively and the second Order was posted first, BOOMS would not track the first Order when it got posted since its Order date would be prior to the begin tracking date (7/29/94).**

- *"LRL" Files Directory* - is used to specify where the Report Writer description files (LRL files) are located. If this parameter is supplied, the Report Writer Menu System is also activated (See Report Writer).

- *Reports ONLY in "LRL" Directory?* - If "Y" is specified, than you cannot run the Report Writer from any directory except the one indicated by option "LRL Files Directory".

- *Beep for Messages?* - 1-character code ("Y" or "N") indicating whether or not the PC Speaker is to BEEP on certain message.

- *Mailer Code Required for List Add/Update?* - 1-character code ("Y" or "N") that indicates whether or not a valid mailer code must be associated with a list when it is added or updated. Note: BOOMS has no way of knowing if the mailer code entered is the correct one...only that it exists on the promotion file.

- *Defer Delete for PROMOs and LISTs?* - indicates ("Y") that attempts to delete entries from the Promotion or List files will not actually delete the records. Instead, a flag ("DEFERDEL") will be turned on in the record (the record will also be placed on HOLD). Because Promotional and List records are so vital to the successful operation of the system, it is recommended that you use the "deferred delete" option. Records flagged in such a way can be reported using the Report Writer and deleted by using the "Files Utility" (function "DEFERDEL").

- *Allow No- Password ID?* - indicates whether or not a SIGNON ID which does not require a Password can exist in the system. By default ("Y"), it can.

- *No- Password Id* - if a NO-PASSWORD ID is allowed, this field indicates the name of that ID. By default, the NO PASSWORD ID is "BOOMSLCC", which is an all-authority ID distributed with the system.

- *Tab Positions* (from "Additional Parameters" screen) - adds support for **Ctrl-Tab** (tab withing fields). These tab positions apply to all of BOOMS, but are mainly intended for use in Orders Special Instructions. Once data is entered, you can also use **Ctrl-{left arrow}** and **Ctrl-{right arrow}** to Tab/BackTab between words.

- *Printer Characteristics Table* - (from "Additional Parameters" screen) allows you to enter 10 printer Characteristics ("**PRINTC**") definitions. The first 4 of these correspond to printers 1 through 4 ("**PRINT**"). The other 6 are additional definitions that can be accessed by using a Function Key 11 (F11) combination (See "BOOMS Keyboard Usage").

Global Parameters Record Maintenance

Global Parameters Record Maintenance is selected by Function, "GLOBAL DEFINES", Sub-Function "MAINTENANCE" ("G1") from the System Parameters Menu. Selection of this Option results in:

- Replacing of the System Parameters Menu by the Global Parameters Settings Screen (Figure 24.1)

- The disappearance of the cursor

You must press a Function Key to select an Option. If you press any key other than a Function Key, the PC speaker will BEEP. The valid Functions Keys are:

- **F3** - ADD new Global Parameters Record

- **Shift-F3** - ADD-NOCLEAR new Global Parameters Record

- **F4** - DELETE Global Parameters Record

- **F5** - UPDATE Global Parameters Record

- **Shift-F5** - Update/Display Additional Global Parameters

- **F7** - DISPLAY Global Parameters Record

- **Shift-F7** - DISPLAY Next Global Parameters Record

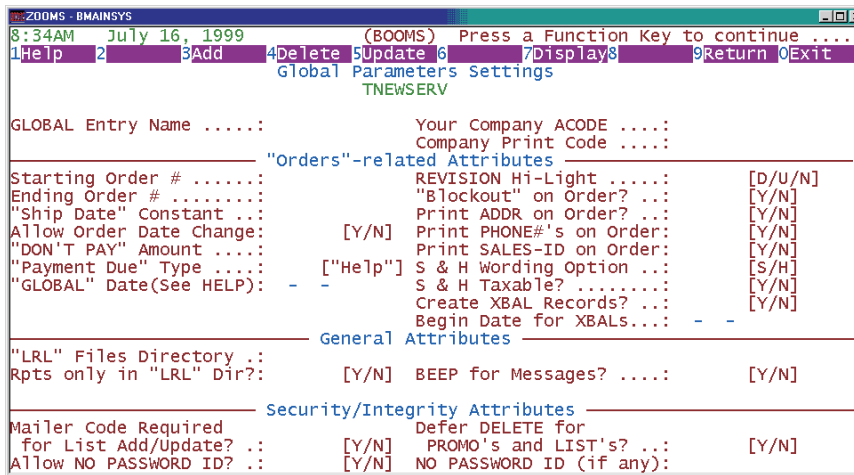- **Ctrl-F7** - DISPLAY Prior Global Parameters Record

Figure 24.1. Sample Global Parameters Settings Screen

Add Global Parameters Record (F3, Shift-F3)

To Add a Global Parameters Record, select option Add (F3). This results in:

- The clearing of all input fields (Shift-F3 does not clear input fields)

- STATUS message:

    Add Request ....

- The positioning of the cursor at the first input field (GLOBAL Entry Name)

A Global Parameters record will be Added to the SYSTEM CATALOG if the key ("GLOBAL Entry Name") being ADDED is not identical to a record already on the SYSTEM CATALOG. Successful Addition of a Global Definitions Record results in STATUS message:

    Added ....

Display Global Parameters Record (F7, Shift-F7, Ctrl-F7)

Selecting option Display (F7) results in:

- STATUS message:

Display Request ....

- The positioning of the cursor at the first, and only, input field ("Global Entry Name")

☞ **Iif the current global name is not BOOMGLOB, the current name is displayed below the heading "***Global Parameters Settings*"**

The record will be DISPLAYED after you fill in field "Global Entry Name" (a blank Global Entry Name results in the display of the DEFAULT Global Definition Record "BOOMGLOB"). If a record can be successfully retrieved from the SYSTEM CATALOG, you will receive STATUS message:

Displayed ....

Once a record has been displayed, following records can be displayed, in sequence, by pressing **Shift-F7** (or **PgDn**). Also, prior records can be displayed, in sequence, by pressing **Ctrl-F7** (or **PgUp**).

The record is now eligible for Update (F5) or Delete (F4).

Update Global Parameters Record (F5)

Selecting option Update (F5) when a Global Parameters Record is being displayed, results in:

- STATUS message:

Update Request ....

- The positioning of the cursor at the first input field ELIGIBLE for UPDATE ("Your Company ACODE")

Fields are entered just as if they were being Added to the file. You can correct any error by re-selecting Option F5. A successful UPDATE results in STATUS message:

Updated ....

Update/Display Additional Global Parameters (Shift-F5)

Selecting option Update2 (Shift-F5) when a Global Parameters Record is being displayed, results in:

- Replacing of the "Global Parameter Settings" Screen with the "Global Parameters Settings (2)" Screen (Figure 24.2).
- STATUS message:

Update Request ....

- The positioning of the cursor at the first input field ELIGIBLE for UPDATE ("Printer 1")

Fields are entered just as if they were being Added to the file. A successful UPDATE results in STATUS message:

Updated ....

When you have finished updating/displaying fields, press "Return" (F9) to go back to the first "Global Parameter Settings" screen.
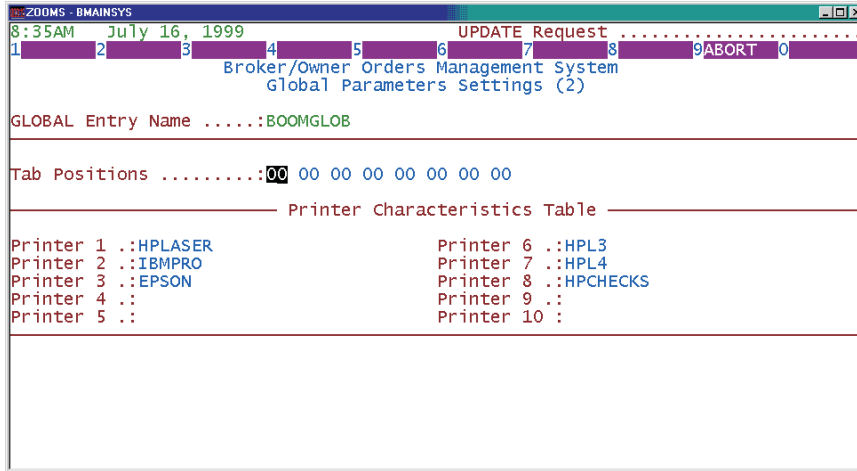
Figure 24.2. Sample Global Parameters Settings (2) Screen

Delete Global Parameters Record (F4)

Selecting option Delete (F4) when a Global Parameters Record is being displayed, results in the record being removed from the SYSTEM CATALOG, a BEEP of the PC Speaker, and STATUS message:

Deleted ....