

We are currently updating our site; thank you for your patience.

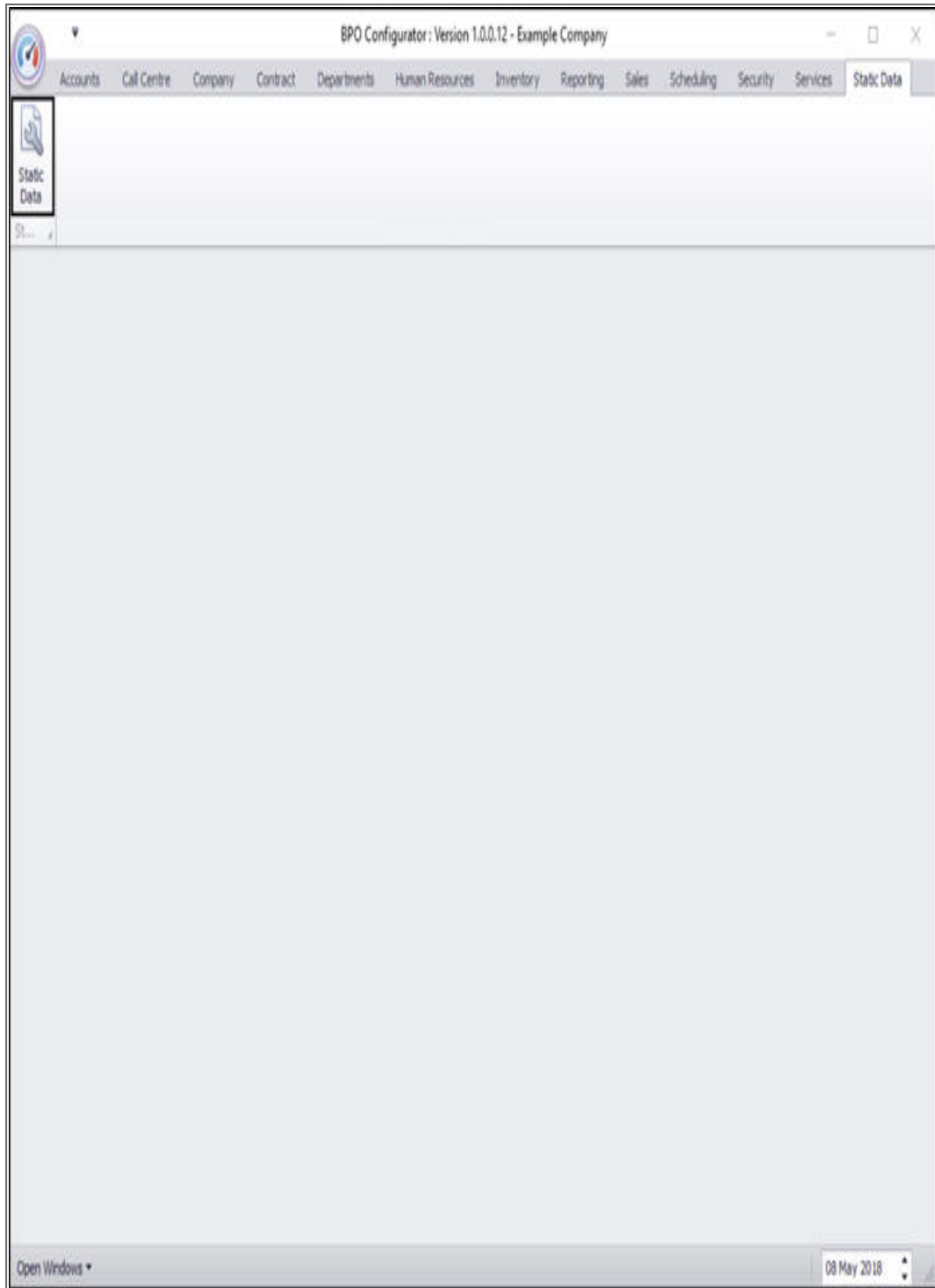
## **STATIC DATA**

### **STATIC DATA – PROCUREMENT: SUPPLIER CLASS**

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**Ribbon Access:** Configurator > Static Data> Static Data

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- The **Static Data** listing screen will be displayed.
- Use the **filter row** or **scroll down** the list until you find the **Procurement: Supplier Class** row.
- Click on the **expand** icon in this row.

Static Data - BPO Configurator : Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Cur...

Description	TableName	FieldName	Size	UserDefinable
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPRORequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPRORequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPRORequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPROSuppliers	fdClass	50	Yes
Procurement : Supplier Type	tbPROSuppliers	fdSupplierType	50	Yes
Project Contact Type	tbPMNGProjectContacts	fdContactType	50	Yes
Project Methodology Class	tbPMNGMethodology	fdPMMethodClass	50	Yes
Reporting : Report Sub Types	tbRPTSSavedReports	fdReportSubType	50	Yes
Reporting : Report Types	tbRPTSSavedReports	fdReportType	50	Yes
Sales : Credit Note Reason Codes	tbSALSOtNoteRelatedRefs	fdReferenceID	4	Yes
Sales : Customer addresses	tbSALAddresses	fdAddressType	4	Yes
Sales : Document Status	tbSALSInvoices	fdStatus	1	No
Sales : Quote detail types	tbSALSQuotesDetails	fdQuoteDetailType	50	Yes
Sales : Quote payment terms	tbSALSQuoteConfig	fdQuoteTermsCode	10	Yes
Sales : Quote Status	tbSALSQuotes	fdQuoteStatus	50	Yes
Sales : Quote Unit Types	tbSALSQuotesDetails	fdQuoteUnitType	50	Yes
Sales : Quotes Other Costs	tbSALSQuotes	fdQuoteCostType	50	Yes
Sales : Service Class	GENERIC	fdServiceClass	50	Yes
Sales : Service Type	GENERIC	fdServiceType	50	Yes
Sales : Service Unit of Measure	GENERIC	fdUnitOfMeasure	50	Yes
Sales : Credit Terms	tbSALSCustomers	fdCreditTerms	20	Yes
Check Adjustment & Debit Code	tbSALAdjustmentDebitCode	fdAdjustmentCode	10	Yes

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- The Procurement: Supplier Class **Codes** frame will be expanded.
- Here you can view a list of **procurement supplier class codes** currently on the system.

The screenshot shows the 'Static Data - BPO Configurator' application interface. The main window displays a list of static data items with columns: Description, TableName, FieldName, Size, and UserDefinable. A 'Codes' data grid is highlighted, showing a table with columns: Code, CodeDescription, CodeType, Status, and SortOrder.

Description	TableName	FieldName	Size	UserDefinable
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPRCRequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPRCRequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPRCRequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPRCSuppliers	fdClass	50	Yes
Procurement : Supplier Type	tbPRCSuppliers	fdSupplierType	50	Yes
Project Contact Type	tbPMNGProjectContacts	fdContactType	50	Yes
Project Methodology Class	tbPMNGMethodology	fdPMMethodClass	50	Yes
Reporting : Report Sub Types	tbRPTSSavedReports	fdReportSubType	50	Yes
Reporting : Report Types	tbRPTSSavedReports	fdReportType	50	Yes
Sales : Credit Note Reason Codes	tbSALSCNoteRelatedRefs	fdReferenceID	4	Yes
Sales : Customer addresses	tbSALSAddresses	fdAddressType	4	Yes
Sales : Document Status	tbSALSInvoices	fdStatus	1	No
Sales : Quote detail types	tbSALSQuotesDetails	fdQuoteDetailType	50	Yes
Sales : Quote payment terms	tbSALSQuoteConfig	fdQuoteTermsCode	10	Yes
Sales : Quote Status	tbSALSQuotes	fdQuoteStatus	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
PT	Parts	None	A	1
SE	Services	None	A	1

- **Right click** anywhere in a **row** of the **Codes** data grid.
- A **Process** menu will pop up.

- Click on **Add** - Add New Code.

The screenshot shows the 'Static Data - BPO Configurator' application interface. The main window displays a table with columns: Description, Table Name, Field Name, Size, and User Definable. A context menu is open over the 'Procurement : Supplier Class' row, showing options: 'Add Add New Code' and 'Delete Delete Code'. An inset window titled 'Codes' shows a table with columns: Code, Code Description, Code Type, Status, and Sort Order. The 'SE Services' row is highlighted in the 'Codes' window.

Description	Table Name	Field Name	Size	User Definable
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRurDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPRORequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPRORequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPRORequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPROSuppliers	fdClass	50	Yes
Procurement : Supplier Type	tbPROSuppliers		50	Yes
Project Contact Type	tbPMNGProjectContacts		50	Yes
Project Methodology Class	tbPMNGMethodology		50	Yes
Reporting : Report Sub Types	tbRPTSSavedReports		50	Yes
Reporting : Report Types	tbRPTSSavedReports	fdReportType	50	Yes
Sales : Credit Note Reason Codes	tbSALSCNoteRelatedRefs	fdReferenceID	4	Yes
Sales : Customer addresses	tbSALAddresses	fdAddressType	4	Yes
Sales : Document Status	tbSALSInvoices	fdStatus	1	No
Sales : Quote detail types	tbSALSQuotesDetails	fdQuoteDetailType	50	Yes
Sales : Quote payment terms	tbSALSQuoteConfig	fdQuoteTermsCode	10	Yes
Sales : Quote Status	tbSALSQuotes	fdQuoteStatus	50	Yes

Code	Code Description	Code Type	Status	Sort Order
PT	Parts	None	A	1
SE	Services	None	A	1

- The **final row** in the Codes data grid will now be '**activated**'.
  - The **Code Type**, **Status** and **Sort Order** columns will now be populated.



Static Data - BPO Configurator : Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Cur...

Description	TableName	FieldName	Size	UserDefnible
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPROCRequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPROCRequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPROCRequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPROCSuppliers	fdClass	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
PT	Parts	None	A	1
SE	Services	None	A	1
I		None	A	0

Procurement : Supplier Type	tbPROCSuppliers	fdSupplierType	50	Yes
Project Contact Type	tbPMNGProjectContacts	fdContactType	50	Yes
Project Methodology Class	tbPMNGMethodology	fdPMMethodClass	50	Yes
Reporting : Report Sub Types	tbRPTSSavedReports	fdReportSubType	50	Yes
Reporting : Report Types	tbRPTSSavedReports	fdReportType	50	Yes
Sales : Credit Note Reason Codes	tbSALSCNoteRelatedRefs	fdReferenceID	4	Yes
Sales : Customer addresses	tbSALSAddresses	fdAddressType	4	Yes
Sales : Document Status	tbSALSInvoices	fdStatus	1	No
Sales : Quote detail types	tbSALSQuotesDetails	fdQuoteDetailType	50	Yes
Sales : Quote payment terms	tbSALSQuoteConfig	fdQuoteTermsCode	10	Yes
Sales : Quote Status	tbSALSQuotes	fdQuoteStatus	50	Yes

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- **Code:** Click in this text box and type in a **code** specific for this new procurement supplier class.

- **Code Description:** Click in this text box and type in a **description** for this new procurement supplier class code.

Static Data - BPO Configurator : Version 1.0.0.12 - Example Company

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Save Layout Workspaces Save Filter Refresh

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Description	TableName	FieldName	Size	UserDefnible
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPROCRequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPROCRequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPROCRequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPROCSuppliers	fdClass	50	Yes

Codes				
Code	CodeDescription	CodeType	Status	SortOrder
PT	Parts	None	A	1
SE	Services	None	A	1
I		None	A	0

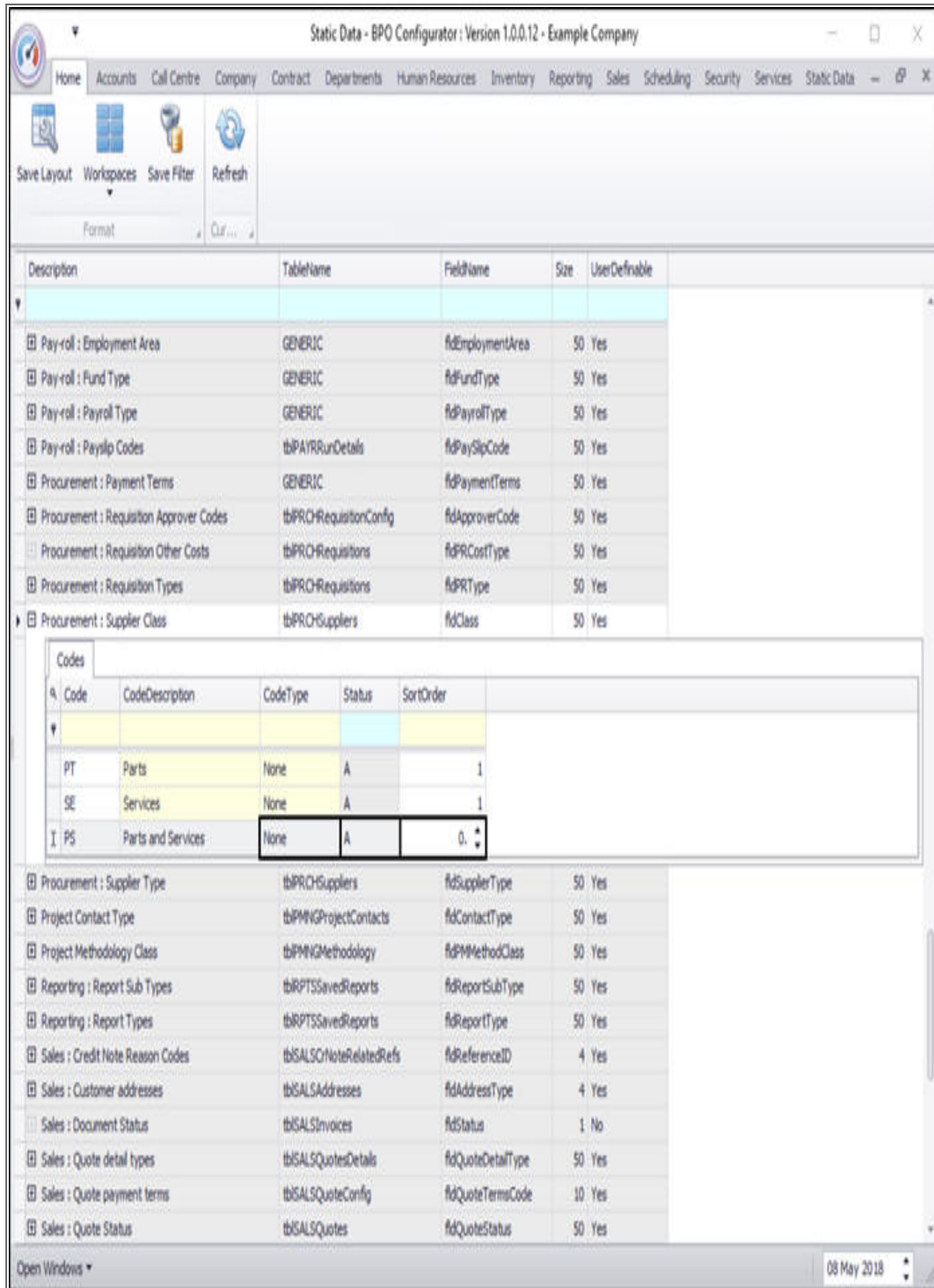
  

Procurement : Supplier Type	tbPROCSuppliers	fdSupplierType	50	Yes
Project Contact Type	tbPMNGProjectContacts	fdContactType	50	Yes
Project Methodology Class	tbPMNGMethodology	fdPMMethodClass	50	Yes
Reporting : Report Sub Types	tbRPTSSavedReports	fdReportSubType	50	Yes
Reporting : Report Types	tbRPTSSavedReports	fdReportType	50	Yes
Sales : Credit Note Reason Codes	tbSALSCNoteRelatedRefs	fdReferenceID	4	Yes
Sales : Customer addresses	tbSALSAddresses	fdAddressType	4	Yes
Sales : Document Status	tbSALSInvoices	fdStatus	1	No
Sales : Quote detail types	tbSALSQuotesDetails	fdQuoteDetailType	50	Yes
Sales : Quote payment terms	tbSALSQuoteConfig	fdQuoteTermsCode	10	Yes
Sales : Quote Status	tbSALSQuotes	fdQuoteStatus	50	Yes

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- **Code Type:** This can remain as **None**.
- **Status:** This will auto populate with **A** - Active.

- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new procurement supplier class code.
  - **Note:** The **sort order** is the order in which this will appear in the procurement supplier class code drop-down list in BPO. If each procurement supplier class code has the number **1**, then the drop-down list will usually default to an alphabetical order in BPO. If, for example, it is numbered **2**, then it will appear **2nd** in the drop-down list in BPO.



- When you have finished adding the new procurement supplier class code details, press **Enter**.

- An **Update** message box will appear, asking;
  - **Are you sure you want to save changes to this code?**
- Click on **Yes**.

The screenshot shows the 'Static Data - BPO Configurator' application interface. The main window displays a table with columns: Description, TableName, FieldName, Size, and UserDefinable. The table lists various static data items, including Procurement : Supplier Class. A 'Codes' dialog box is open, showing a table with columns: Code, CodeDescription, CodeType, Status, and SortOrder. The dialog box contains a confirmation message: 'Are you sure you want to save changes to this code?' with 'Yes', 'No', and 'Cancel' buttons.

Description	TableName	FieldName	Size	UserDefinable
Pay-rol : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-rol : Fund Type	GENERIC	fdFundType	50	Yes
Pay-rol : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-rol : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPROCRequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPROCRequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPROCRequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPROCSuppliers	fdClass	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
PT	Parts	None	A	1
SE	Services	None	A	1
I PS	Parts and Services	None	A	1

- The new procurement supplier class code will be **saved** and a **new row** will be added the **Codes** data grid.

- **Collapse** the Codes frame when you are done.

The screenshot shows the 'Static Data - BPO Configurator' application interface. The main window displays a table with columns: Description, TableName, FieldName, Size, and UserDefinable. The 'Procurement : Supplier Class' row is selected. Below this table, a 'Codes' frame is visible, which is currently collapsed. The 'Codes' frame contains a table with columns: Code, CodeDescription, CodeType, Status, and SortOrder. The 'Codes' table has three rows: PT (Parts), SE (Services), and PS (Parts and Services). The 'PS' row is highlighted with a black border, indicating it is the active code.

Description	TableName	FieldName	Size	UserDefinable
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPRORequisitionConfig	fdApproverCode	50	Yes
Procurement : Requisition Other Costs	tbPRORequisitions	fdPRCostType	50	Yes
Procurement : Requisition Types	tbPRORequisitions	fdPRTType	50	Yes
Procurement : Supplier Class	tbPROSuppliers	fdClass	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
PT	Parts	None	A	1
SE	Services	None	A	1
PS	Parts and Services	None	A	1

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