VARIABLE FORMS

CONTENTS

VARIABLE FORMS

1. INVOICES   (including general instructions and examples)

GENERAL

The user can define free forms in stead of the pre-defined forms. Every part of a forms is saved into a text file. Those files can be created and changed with any word processor as long as the result is saved in DOS or ASCII format.

PRINT HEIGHT

A lot of the variable forms have a fixed top and bottom part with address data etc. and a variable middle part containing part numbers, amounts, quantities etc. The top and bottom have always a fixed height. The height of the middle part is always different, because it depends on the number of variable items. This part will be filled with empty lines until the bottom part is reached. The print length is retrieved the printer setting in the Windows version. In case a variable form has a header and a bottom part, the length of variable lines is calculated according the next formula:

Variable length = total length – length of 1st header – length of last bottom

Forms can be created and changed with a text editor (see the instructions below. Important forms like sales orders, invoices, purchase can be made with A078. In that case the email printer Windows XPS document writer has to be installed in A082.

LAYOUT FILES FOR INVOICES

\SERA\PARAMET\INVHEAD1.XXX	-	Head first page
\SERA\PARAMET\INVHEAD2.XXX	-	Head next pages
\SERA\PARAMET\INVBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\INVBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\INVLINE1.XXX	-	Detail lines

LAYOUT FILES FOR CREDIT NOTE'S

\SERA\PARAMET\CRNHEAD1.XXX	-	Head first page
\SERA\PARAMET\CRNHEAD2.XXX	-	Head next pages
\SERA\PARAMET\CRNBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\CRNBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\CRNLINE1.XXX	-	Detail lines

The code .XXX stands for the language code. The language code can also be used to defined different varieties of the same form.

F.i.:	\SERA\PARAMET\INVHEAD1.ENG	-	English Europe
	\SERA\PARAMET\INVHEAD2.EN2	-	English America

      or

\SERA\PARAMET\INVHEAD1.FRA	-	French retailers
\SERA\PARAMET\INVHEAD1.FR2	-	French others

Parts translations and extended descriptions are searched by the full language code. In case nothing is found the first to characters are used to search. When nothing is found, the standard description is printed.

available fields :

Almost all fields from:

INVHEAD	invoices
INVLINE	invoice lines
CUST	customers

can be used in the variable invoice.

NOTE!! PRINT THE RECORD LAYOUTS! (See UTIL0200)

Beside the fields from the records there are also available :

For the header and the bottom files:

IVTOTVATIN	-	cumulating total incl. VAT
IVTOTVATEX	-	cumulating total excl. VAT
IVTOTVAT	-	cumulating VAT total in customer currency
IVLOCAVAT	-	cumulating VAT total in local currency
IVTOTHIVAT	-	cumulating VAT high rate
IVTOTLOVAT	-	cumulating VAT low rate
IVTOTHIBAS	-	cumulating basic for the high rate
IVTOTLOBAS	-	cumulating basic for the low rate
IVITOTNOBAS	-	cumulating basic for the zero rate
IVPAGE	-	page number
IVNEXTPAGE	-	number of next page
IVPMDESCR	-	description of the pay method
IVWORDVAL	-	invoice total in text

Only with parameter partpack.par switched to on:

IVPACKING1 -9	-	code of package type 1 - 9
IVPACKQNT1 -9	-	quantity of package type 1 - 9

For the detail lines:

ILTOTVATIN	-	total per line incl. VAT
ILTOTVATEX	-	total per line excl. VAT
ILPRIC1000	-	price per 1000 for projects - prices per quantity as mentioned in the parts file
ILPRICEPER	-	quantity per net price
ILBACKORD	-	quantity in back-order

ILWEIGHT	-	weight in kg.
ILVOLUME	-	volume in liters
ILPRICEKG	-	price per kg.
ILPRICELIT	-	price per liter
ILCUSTPART	-	customer part number

\SERA\PARAMET\INVLOT.PAR

Lot numbers will be printed as an extension on the part description in case this parameter is available. Sometimes there is a legal obligation to mention this information. The layout of this (language independent) extension has the following fields :

ILLOTNR	-	lot number
ILLOTNR2	-	alternative number (mostly not used)
ILLOTQUANT	-	quantity per lot

NOTE: one invoice line can have several lot numbers.

\SERA\PARAMET\NOEXTINV.PAR

This parameter prevents printing of the extended part descriptions.

SYNTAX

An invoice layout has to meet several rules:

Fields from records or from the extra field table have to be captured by a "-" like -IVNAME-.

CHARACTER FIELDS

Length and start position of a field can be defined as follows:
-IVADRESS4,1,30-	:	2291 DW AMSTERDAM
-IVADRESS4,10,50-	:	AMSTERDAM
-IVADRESS4,1,7-	:	2291 DW

The first digit is the start position and the second digit is the length to be printed. Trailing spaces are printed in case the length is more than the length of the field.

QUANTITIES / AMOUNTS

-ILQUANT,9,0-	:	1023
-ILQUANT,15,2-	:	1023.00

The first digit stands for the TOTAL length including the decimal point and the second digit stands for the number of decimals.

An AMOUNT can be defined as:

-ILVALUTA- -IVVAL-	:	1023.00 Euro
-ILVALUTA,9,0- -IVVAL-	:	1023.00 Euro
-ILVALUTA,15,2- -IVVAL-	:	1023.00 Euro
-ILVALUTA,15- -IVVAL-	:	1023.00 Euro
-ILRETAIL,15,2- -IVVAL-	:	12345678 Chinese RMB
-ILRETAIL,15- -IVVAL-	:	12345678 Chinese RMB

\SERA\PARAMET\THOUSAND.PAR

Store a '.' or a "," in this parameter when you want amounts and quantities to be presented with a thousand devider like 12.000,00 or 12,000.00. If there is no parameter it will be printed as 12000.00

DATES

-IVDATE-   :   20171231   YYYYMMDD
-IVDATE,D-   :   31-12-2017   Date follows the DMT setting of the server

TAGS / FONTS

Fonts can be part of the form, like the word 'INVOICE' is printed bold.
The tag <2> will switch on bold printing and <1> switches back to the original font.
These ''drivers'' can be created with SERA0710. This program is using the standard Windows interface to select font types and sizes.

<2>INVOICE<1> -IVNUMBER-   will be   **INVOICE** 123456

SEMI COLONS

In some case, like standard texts or extended part descriptions, is it required to print semi colons at the same vertical position. There are no problems as long as a non-proportional type face is used:

```
Format/length : 100
Color         : red
```

A proportional font will print:

Format/length : 100
Color   : red

The vertical positions are now different.

By using the "|" (pipeline) sign instead of a semi colon, the system will print a semi colon at a fixed position:

Format/length | 100
Color | red

Format/length : 100
Color   : red

REVERSED HEADERS

The <B> and </B> around a text will have the following effect:

<B>Quantity Part   Description   Price   Total amount</B>

Quantity Part   Description   Price   Total amount

LOGO

A company logo can be printed on all variable forms in the Windows-version. A file called \SERA\PARAMET\LOGO.BMP (bit map file) has to be available. The instruction –LOGO- at any required location in the form will print the logo.

Extra logos are available as –LOGO0- up till –LOGO9-

NOTE: A logo is printed in it's original resolution. Printers with different resolutions will print different sizes.
NOTE2: Save the file as a 256 color-bitmap

TEMPLATES

It's also possible to make a complete template that is printed as stationery behind the addresses, parts and even the logo's like -LOGO- -LOGO1-. This file has to be stored as a 256 color-bitmap with a resolution of **max. 150 DPI**.
The file name has to follow the structure \SERA\PARAMET\<FORMTYPE>TEMPL.BMP, where <FORMTYPE> stands for the first 3 character of the form (like INV)
A template for INVOICES is \SERA\PARAMET\INVTEMPL.BMP.
For QUOTATIONS \SERA\PARAMET\QUOTEMPL.BMP.

How to make?

Use a program like MsPaint or Adobe Photoshop to create a template. Save the file as a **256** color BMP file. The template will fill automatically the FULL page. So you have to take care that margins have to be included in the design. The design has to match the paper size of your printer. If there are different sizes the system will stretch to the paper size and create then funny dimensions.

SIGN

A user sign can be printed in the Windows version. The sign has to be available as a bitmap: \SERA\<USER>\SIGN.BMP

It is printed with the instruction -SIGN-.

COLLECT INVOICES

Headers and subtotals can be used in collect invoices to print order numbers references etc.. The following files are used:

As header for the 2nd and next sub-invoices:
\SERA\PARAMET\INVSUBH1.XXX

All fields for the standard header are valid.

As subtotal for all sub-invoices:
\SERA\PARAMET\INVSUBS1.XXX

Fields are:

ISBWEIGHT   -   GROSS WEIGHT
ISWEIGHT   -   NETT WEIGHT
ISVOLUME   -   VOLUME
ISPACKNUM   -   NUMBER OF BOXES
ISPALLET   -   NUMBER OF PALLETS
ISTOTVATIN   -   AMOUNT INCL.VAT
ISTOTVATEX   -   AMOUNT EXCL. VAT
ISTOTVAT   -   VAT AMOUNT
ISTOTVAT1   -   FEDERAL TAX
ISTOTVAT2   -   PROVINCIAL TAX
ISINSUVAL   -   INSURED VALUE

EXAMPLE

INVHEAD1.ENG

```
-LOGO-
                                        <3>13 Einstein road
                                        Industrial Area
                                        MY CITY 12467
                                        Bank account  124.67.555
                                        GST number B12.3455.33

<1>
-CUNAME-
-CUADRESS1-
-CUADRESS2-

<2>Invoice<1>          -IVNUMBER-

Date            |      -IVDATE,2-
Reference       |      -IVCUSTREF-

<B>  Quantity  Part     Description                Price  Total    </B>
```

will print as:

13 Einstein road
Industrial Area
MY CITY 12467
Bank account 124.67.555
GST number B12.3455.33

Kraak Waste Ltd.
Lelystraat 49
3364 AH SLIEDRECHT

Invoice   890191

Date   :   14-10-2017
Reference   :   Mr. Calucio

Quantity	Part	Description	Price	Total

2. SHIPMENT LISTS

Shipment lists are printed together with the invoice, as a specification of the delivery. The layouts of the shipment lists are created in the same way as the invoices.

The layouts are stored in the following files:

\SERA\PARAMET\SHPHEAD*.XXX	-	Head first page
\SERA\PARAMET\SHPHEAD*.XXX	-	Head next pages
\SERA\PARAMET\SHPBOTT*.XXX	-	Bottom first pages
\SERA\PARAMET\SHPBOTT*.XXX	-	Bottom last page
\SERA\PARAMET\SHPLINE*.XXX	-	Detail lines

\SERA\PARAMET\SHPLOT.PAR

Lot numbers will be printed as an extension on the part description in case this parameter is available. Sometimes there is a legal obligation to mention this information. The layout of this (language independent) extension has the following fields :

ILLOTNR	-	lot number
ILLOTNR2	-	alternative number (mostly not used)
ILLOTQUANT	-	quantity per lot
ILBACKORD	-	quantity in back order
ILGROUP	-	part group
PX1 t/m PX40	-	user defined fields from the parts card

\SERA\PARAMET\NOEXTINV.PAR

This parameter prevents printing of the extended part descriptions.

The forms can be created easily by copying the layout of the invoices and to remove for example the amount-fields:

Copy INV*.* PFA*.*

3. PRO FORMA INVOICES

Pro forma invoices are printed with program A535, based on the trade-orders.

The layout of pro forma invoices is stored in the files:

\SERA\PARAMET\PFAHEAD1.XXX	-	Head first page
\SERA\PARAMET\PFAHEAD2.XXX	-	Head next pages
\SERA\PARAMET\PFABOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\PFABOTT2.XXX	-	Bottom last page
\SERA\PARAMET\PFALINE1.XXX	-	Detail lines

The forms can be created easily by copying the layout of the order confirmations:

Copy ORD*.* PFA*.*

An additional field is:

ORTODAY   -   current date

4. DEBTOR RECONCILIATION'S

This type of form is regularly used in countries where bank statements are not received on a daily basis or where payments by cheque are common. The Sera program B311 can print a summary, showing all the transactions on a debtor during a selected period. The form to print the reconciliation is a complex form. A lot of small text-files are required.

1. \SERA\PARAMET\RECHEAD1   -   Header first page
     \SERA\PARAMET\RECHEAD2   -   Header next pages
2. \SERA\PARAMET\RECLINE1   -   Opening balance this period
3. \SERA\PARAMET\RECLINE2   -   Title-text 'NEW INVOICES'
4. \SERA\PARAMET\RECLINE3   -   Invoice data
5. \SERA\PARAMET\RECLINE4   -   Line 'TOTAL NEW INVOICES'
6. \SERA\PARAMET\RECLINE5   -   Title-text 'PAYMENTS'
7. \SERA\PARAMET\RECLINE6   -   Receipt data
8. \SERA\PARAMET\RECLINE7   -   Specification receipts on invoice-level
9. \SERA\PARAMET\RECLINE8   -   Line 'TOTAL PAYMENTS'
10. \SERA\PARAMET\RECBOTT1   -   Bottom first pages
     \SERA\PARAMET\RECBOTT2   -   Bottom last page

The following example will explain the use of the several texts:

```
1. HYVA Holding B.V.
1. ONDERNEMINGSWEG 1
1. 2404 HM  ALPHEN AD RIJN
1. THE NETHERLANDS
1.
1. RECONCILIATION    DATE 97.01.12
1.
1. NUMBER DESCRIPTION                 DATE    AMOUNT DUE DATE
1. ------ ----------------------- ------ -------- ------
2.
2. OPENING BALANCE                        1000.00
3.
3. INVOICES + MISC.
3.
4. 011634 INVOICE                   951201   500.00 951215
4. 011640 INVOICE                   951207   700.00 951215
5.                                         --------
5.                                          1200.00
6.
6. RECEIPTS
7.
7.                                  951201   600.00
8.  allocated against invoice 010120  400.00
8.  allocated against invoice 010121  200.00
7.
7.                                  951211   200.00
8.  allocated against invoice 010160  200.00
9.                                         --------
9.                                           800.00
9.
```

```
10.
10.                                      --------
10.CLOSING BALANCE                        1400.00
10.                                      ========
```

In both the Head- and the Bott-files, almost all fields from the customer-file, CUST, can be used.

Additional fields are:

DBDATE   -   current date
DBTOTAL   -   Opening- sub- and closing-totals
DBTOTALD   -   Opening- sub- and closing-totals debit
DBTOTALC   -   Opening- sub- and closing-totals credit

Additional fields for the LINE-files are:

DBAMOUNT   -   Amount or sub-total
DBAMOUNTD   -   Amount or sub-total debit
DBAMOUNTC   -   Amount or sub-total credit
DBDESCR   -   Description of the invoice or payment
DBDATE   -   Transaction date
DBPAYDATE   -   Due date
DBINVOICE   -   Invoice number or payment reference

5. STATEMENTS

The layout of the statements is stored in the files:

\SERA\PARAMET\STTHEAD1.XXX	-	Head first page
\SERA\PARAMET\STTHEAD2.XXX	-	Head next pages
\SERA\PARAMET\STTBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\STTBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\STTLINE1.XXX	-	Detail lines

Almost all fields from the customer file, CUST, can be used.

Additional fields that can be used in the Head- en Bott-files are:

DBTODAY	-	current date
DBTOTOPEN	-	cumulating total
DBPAGE	-	page number
DBCURRENT	-	total amount not due
DBOPEN30	-	total amount due, <= 30 days
DBOPEN60	-	total amount due, > 30 <= 60 days
DBOPEN90	-	total amount due, > 60 <= 90 days
DBOPEN99	-	total amount due, > 90 days

After entering the selections, a variable text can be selected. These texts are stored in the file for external form-texts. The text is printed in the layout of STTHEAD or STTBOTT, using the fields:

-DBTEXT0- till -DBTEXT5-

The numbers 0060 till 0065 are used for the first statement, 0070 t/m 0075 are used for the second, etc.

Almost all fields from the debtors-file, DEBTORS, can be used for the detail-lines.

Additional fields are:

DBSTAR	-	age-indicator, using one or more '*'
DBTOOLATE	-	days overdue
DBOWNREF	-	own reference from the invoice
DBCUSTREF	-	customers reference from the invoice
DBREP	-	area
DBCONTACT	-	contact person of the customer from the invoice

6. REMINDERS

The layouts of the reminders are stored in the following files:

\SERA\PARAMET\REMHEAD1.XXX\	-	Head first page
\SERA\PARAMET\REMHEAD2.XXX	-	Head next pages
\SERA\PARAMET\REMBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\REMBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\REMLINE1.XXX	-	Detail lines

Almost all fields of the customer file, CUST, can be used.

Additional fields in the Head- and Bott-files are:

DBTODAY	-	current date
DBTOTOPEN	-	cumulating total
DBPAGE	-	page number
DBCURRENT	-	total amount not due
DBOPEN30	-	total amount due, <= 30 days
DBOPEN60	-	total amount due, > 30 <= 60 days
DBOPEN90	-	total amount due, > 60 <= 90 days
DBOPEN99	-	total amount due, > 90 days

The fields that can be used for the detail-lines are almost all fields from the debtors file, DEBTORS.

DBLSTSTATE	-	number of times an amount has been reminded
DBTOOLATE	-	days overdue
DBOWNREF	-	own reference from the invoice
DBCUSTREF	-	customers reference from the invoice
DBREP	-	area
DBCONTACT	-	contact person of the customer from the invoice

Depending on the highest value found, a text can be printed on the reminder. These texts are stored in the file for external form-texts. In the layout of the reminder, REMHEAD or REMBOTT, the text can be printed using the fields:

-DBTEXT0- till -DBTEXT5-

The title of the reminder is printed using the field:

-DBTEXT6-

The numbers 0060 till 0066 are used for the first reminder, 0070 t/m 0076 are used for the second, etc.

7. GOOD-RECEIPT NOTES

There are 3 types of good receipts.

Fields that can be used in every form are:

GOQUANT	-	quantity
GODATE	-	date of receipt
GOORDER	-	order number
GOPART	-	part number
GOPARTDESCR	-	description
GOPARTDESCR2	-	internal description
GOCOMPUNIT	-	company unit part
GOWAREHOUS	-	warehouse of receipt
GOLOCATION	-	location
GONUMBER	-	receipt number
GOLOT	-	lot number
GOGROUP	-	part group
PX1 t/m PX40	-	user defined fields from the parts card

REPAIRS - received 2nd hand material

\SERA\PARAMET\GRNREP1.TXT	-	approved materials
\SERA\PARAMET\GRNREP2.TXT	-	materials to be checked

Almost all fields of the following files can be used:

REPAIR repairs
CUST customers

RECEIPTS FROM PURCHASES

\SERA\PARAMET\GRNPUR1.TXT	-	approved materials
\SERA\PARAMET\GRNPUR2.TXT	-	materials to be checked

Almost all fields of the following file can be used:
SUPPL suppliers

Additional fields are:

GODOCUMENT	-	technical document
GOBUYQUANT	-	received quantity in purchase units
GOBUYUNIT	-	purchase unit

RECEIPTS FROM PRODUCTION

\SERA\PARAMET\GRNWOR1.TXT   -   approved materials
\SERA\PARAMET\GRNWOR2.TXT   -   materials to be checked

Additional fields are:

GODOCUMENT -   technical document

RECEIPTS FROM PRODUCTION

8. VARIABLE PART INFORMATION

Several forms to describe parts can be stored in the file:

\SERA\PARAMET\PARTCRD<n>.TXT

The <n> is a digit from 0 till 9

PARTCRD **1** .TXT has a special purpose. If this file is available, part-cards / labels etc. are printed while receiving goods in the warehouse. See also A671 and A838. All forms can be printed with Sera program B255.

All fields of the parts-file, 'PARTS', can be used. In case part-cards are available (B210-B251), also the user-defined fields PX1 till PX40 can be printed.

Additional fields are :

BARCODE	-	barcode of the part
PABARCODE	-	the barcode text
PICT	-	the BMP picture from the parts file
PXDATE	-	printing date
PXLOCATION	-	location at receipt of goods
PXSEQ	-	sequence number per packing
PXLOT	-	lot number
PXSUPPL	-	name of the supplier

N.B. The field PAEXTDESCR is not used. The first 9 lines of the extended description however, can be printed, using the fields PAEXTDESCR1 till PAEXTDESCR9.

9. REPAIR-ORDERS

The layout of repair-orders is stored in the following file:

\SERA\PARAMET\REPFORM*.TXT

While entering repair-orders, a code can be entered at the field FORMS. This code will have the related forms printed. For example, the form-code '1A' means that files /SERA/PARAMET/REPFORM1.TXT and \SERA/PARAMET/REPFORMA.TXT are printed. These files have to be available of course.

Variables that can be used are:

XX1	-	CUSTOMER name
XX2	-	address
XX3	-	
XX2A	-	postal address
XX3A	-	
XX3B	-	country
XX4	-	telephone number
XX5	-	fax number
XX6	-	CUSTOMER reference
XX6A	-	OWN reference
XX7	-	start date
XX8	-	repair number
XX9	-	customer number
XX10	-	serial number
XX11	-	complaint
XX12	-	part
XX13	-	comments
XX14	-	department
XX20	-	SUPPLIER number
XX21	-	name
XX22	-	address
XX23	-	city
XX24	-	phone
XX25	-	fax
XX26	-	country
XX30	-	barcode of the repair number
XX55	-	e-mail address of the customer
XX56	-	e-mail address of the supplier
XX81 - XX90	-	user defined repair card fields

The fields from the parts file PARTS

PX1 t/m PX40   -   user defined fields from the parts card

The fields from the serial number book SERIAL

CUEXTRA01 t/m 10   -   user defined fields from the customer file

ONLY FOR EDI - APPLICATION

XX60   -   supplier of the supplier (brand)
XX61   -   name
XX70   -   customer of the customer
XX71   -   name

INVOICES

While creating an invoice with B611, it's possible to add the fields from SERIAL, PARTS and the XX- fields as text lines into the invoice. A layout \SERA\PARAMET\REPINV.XXX has to be created. XXX stands for a language code.

10. FREIGHT-BILLS / LABELS

Four different labels and freight-bills are available. These forms can be printed with Sera program A590, after an invoice has been generated.

\SERA\PARAMET\FRLABEL1.TXT   till   ...4.TXT   -   label

\SERA\PARAMET\FREIGHT1.TXT   till   ...4.TXT   -   freight-bill

Variables that can be used are:

XX1	-	name of shipper
XX2	-	address
XX3	-	city
XX4	-	country
XX5	-	telephone
XX6	-	fax
XX7	-	DELIVERY name
XX8	-	address
XX9	-	city
XX8A	-	post address
XX9A	-	city
XX10	-	country
XX11	-	INVOICE date
XX12	-	ACTUAL date
XX13	-	invoice number
XX14	-	transport type
XX15	-	number of packages
XX16	-	package type
XX17	-	goods description
XX18	-	weight in KG.
XX19	-	transporter
XX20	-	net weight
XX21	-	number of pallets

11. PURCHASE ORDERS

The layout of the purchase order is stored in the following files:

\SERA\PARAMET\PORHEAD1.XXX	-	Head first page
\SERA\PARAMET\PORHEAD2.XXX	-	Head next pages
\SERA\PARAMET\PORBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\PORBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\PORLINE1.XXX	-	Detail lines

Databases that can be used are:

PORHEAD	purchase orders
PORLINE	purchase order lines
SUPPL	suppliers

Apart from the fields in these databases, the following additional variables can be used:

In the header and bottom:

POPAGE	-	page number
PONEXTPAGE	-	number of the next page
POTOTVAL	-	total amount in purchase currency
POTOTVAT	-	total VAT in purchase currency
POTOTAM	-	total amount
POTOTAL	-	total amount inclusive of VAT
PLPRIC1000	-	price per quantity as mentioned in the parts file
PLPRICEPER	-	quantity per net price
PLTOTVAL	-	total amount in purchase currency
PLTOTVAT	-	total VAT in purchase currency
PLTOTAM	-	total amount

In the details:

PLSUPPQUAN	-	quantity in the suppliers unit
PLSUPPVAL	-	price per suppliers unit
PLGROUP	-	part group
PX1 t/m PX40	-	user defined fields from the parts card

The field POCONFIRM (confirm the purchase order) uses text 0339 from program A281.

In case the purchase order is addressed to a central purchase organization, the address fields are available as

SMNAME	-	supplier name
SMNUMBER	-	supplier number
Etc.		

CHANGE REQUESTS

Sometimes parts are required earlier than originally expected. While changing a purchase order, the new date can be entered immediately or stored as a request to the supplier. The lay-outs are stored in:

\SERA\PARAMET\PCHHEAD1.XXX	-	Head first page
\SERA\PARAMET\PCHHEAD2.XXX	-	Head next pages
\SERA\PARAMET\PCHBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\PCHBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\PCHLINE1.XXX	-	Detail lines

REMINDERS

Reminders for overdue deliveries are stored in:

\SERA\PARAMET\PREHEAD1.XXX	-	Head first page
\SERA\PARAMET\PREHEAD2.XXX	-	Head next pages
\SERA\PARAMET\PREBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\PREBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\PRELINE1.XXX	-	Detail lines

12. QUOTATIONS

The layout of the quotation is stored in the following files:

\SERA\PARAMET\QUOHEAD1.XXX	-	Head first page
\SERA\PARAMET\QUOHEAD2.XXX	-	Head next pages
\SERA\PARAMET\QUOBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\QUOBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\QUOLINE1.XXX	-	Detail lines

Databases that can be used are:

OFFHEAD	quotations
OFFLINE	quotation lines
CUST	customers

Additional fields are:

OFDISCTEXT	-	text regarding discounts at fast payments This text is retrieved from the external texts file.
OFDISCVAL	-	discount amount at fast payments
OFDISPERC	-	discount percentage at fast payments
OFTOT	-	cumulating total ex. VAT (per page)
OFVAT	-	cumulating VAT-total (per page)
OFTOTIN	-	cumulating total incl. VAT (per page)
OFPAGE	-	page number
OFNEXTPAGE	-	number of the next page
OFPMDESCR	-	description of the pay method
OLTOT	-	total per line ex. VAT
OLVAT	-	VAT amount per line
OLTOTIN	-	total per line incl. VAT
OLPRIC1000	-	amount per quantity as mentioned in the parts file
OLPRICEPER	-	quantity per net price
OLGROUP	-	part group
OLCUSTPART	-	part number of the customer
OLDAYS	-	delivery time in days
OLWEEKS	-	delivery time in weeks
PX1 t/m PX40	-	user defined fields from the parts card

13. ORDER CONFIRMATIONS

The layout of the order confirmations is stored in the following files:

\SERA\PARAMET\ORDHEAD1.XXX	-	Head first page
\SERA\PARAMET\ORDHEAD2.XXX	-	Head next pages
\SERA\PARAMET\ORDBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\ORDBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\ORDLINE1.XXX	-	Detail lines

Together with the confirmation a banner-sheet can be printed. All relevant fields can be defined. Before printing, this sheet can be modified within Sera, using a small word-processor. The layout is stored in the file:

\SERA\PARAMET\ORDPAGE.XXX

Databases that can be used are:

ORDHEAD	orders
ORDLINE	order lines
CUST	customers

Additional fields are

ORDISCTEXT	-	text regarding discounts at fast payments
		This text is retrieved from the external texts file.
ORDISCVAL	-	discount amount at fast payment
ORDISPERC	-	discount percentage at fast payment
ORTOT	-	cumulating total ex. VAT (per page)
ORVAT	-	cumulating VAT-total (per page)
ORTOTIN	-	cumulating total incl. VAT (per page)
ORPAGE	-	page number
ORNEXTPAGE	-	number of the next page
ORPMDESCR	-	description of pay method
ORDELDATE	-	delivery date (based on first detail line)
ORWEEK	-	delivery week
OLTOT	-	total per line ex. VAT
OLVAT	-	VAT amount per line
OLTOTIN	-	total per line incl. VAT
OLPRIC1000	-	amount per quantity as mentioned in the parts file
OLPRICEPER	-	quantity per net price
OLGROUP	-	part group
OLCUSTPART	-	part number of the customer
OLWEEK	-	delivery week
PX1 t/m PX40	-	user defined fields from the parts card

To confirm a project, some additional fields can be used. A project is usually entered for a longer period of time and can be changed in between:

ORORGTOT   -   cumulating total ex. VAT (per page)
ORORGVAT   -   cumulating VAT-total (per page)
ORORGTOTIN   -   cumulating total incl. VAT (per page)
OLORGTOT   -   total per line ex. VAT
OLORGVAT   -   VAT amount per line
OLORGTOTIN   -   total per line incl. VAT

Even when some parts of the project have been delivered already, these variables will still show the original values.

14. WORK-ORDERS

The work order is build from the next elements and saved in the files in \sera\paramet :

Type of information	File	Example
ORDER START	WORHEAD.XXX	(a)
HEADER SUB-PROJECT 0 (includes the MATERIAL HEADER)	WORMILE**0**.XXX	(b)
Material line	WORPARTS.XXX	(c)
DOCUMENT HEADER	WORDOCUH.XXX	(d)
Document line	WORDOCU.XXX	(e)
Job line	WORJOBS.XXX	(f)
Job line for subcontracting	WORSUBC.XXX	(g)
Text line	WORTEXT.XXX	(h)
HEADER SUB-PROJECT 99	WORMIL**99**.XXX	(b)
ORDER BOTTOM	WORBOTT.XXX	(i)

Serial production orders have the extension .SER and projects have the extension .PRO.

Note: There is a separate file for each sub-project header. If not available: WORMILE0.XXX will be used.

The header files are numbered as follows:

WORMILE0.XXX - WORMILE9.XXX
WORMIL10.XXX - WORMIL99.XXX

OPTIONAL

WORPAGH.XXX -   top of each page
WORPAGB.XXX -   bottom of each page

GENERAL   **worhead / wormile / worpageh / worpageb**

WONUMBER   -   order number
WOBAR   -   bar code of order number
WOEANBAR   -   bar code for the finished product
WOSERIAL   -   serial number for serial production
WOPART   -   part number for serial production
WOCUST   -   customer number for projects

WONAME	-	name
WONAME2	-	
WOCUSTREF	-	reference
WOADRESS1	-	delivery address
WOADRESS2	-	
WOADRESS3	-	postal address
WOADRESS4	-	
WOCOUNTRY	-	country
WOQUOTA	-	quotation number
WOREP	-	area
WOCALCU	-	calculation number
WODATE	-	order date
WODELDATE	-	delivery date
WODEPA	-	department
WODESCR	-	description
WOEXTDESCR	-	extended description of finished products
WODESCR2	-	internal description of serial production part / 2nd line of project title
WOFORPART	-	part number of a connected order
WOFORDES	-	description of the part number
WOFORDES2	-	internal description
WOGROUP	-	profit group
WOPAYTYPE	-	pay type
WOQUANT	-	quantity
WOSTART	-	start date
WOWAREH1	-	warehouse to deliver finished product to
WOLOCATION	-	location to deliver finished product (from parts file)
WOWAREH2	-	warehouse to deliver the material from
WOPAGE	-	page number
PX1 t/m PX40	-	user defined fields from the parts card

SUB-PROJECT HEADERS

MSNUMBER	-	sub-project number
MSDESCR	-	description
MSSHORT	-	short description
NEWPAGE	-	code for a separate page per sub-project. This option is only valid for sub-projects > 0.

+ all data from the order header

MATERIAL LINES

WLCOSTPRIC	-	cost price
WLDELDATE	-	required at date
WLDESCR	-	description
WLDESCR2	-	
WLQUANT	-	quantity
WLORGQUANT	-	original quantity
WLUNIT	-	unit
WLPART	-	part number
WLMEASURE	-	dimensions

WLLOCATION   -   preferred location
WLWAREHOUS -   preferred warehouse
PX1 t/m PX40   -   user defined fields from the parts card

DOCUMENT HEADER

No codes. Only free text.

DOCUMENT LINES

WLDOCUMENT -   document number
WLVERSION   -   version
WLDESCR   -   description

JOB DETAILS

WLPART   -   description
WLBAR   -   bar code for job type
WLBAR2   -   bar code for job type including sub-project
WLQUAN   -   quantity
WLORGQUANT -   original quantity
WLPLAN   -   plan place
WLDESCR   -   description
WLDEPART   -   department
WLSTART   -   start date
WLDELDATE   -   delivery date
WLSETTIME   -   setup time
WLPRODTIME   -   production time
WLTOTTIME   -   total time
WLORDRCOST   -   fixed costs per order
WLPRODCOST   -   production costs
WLTOTCOST   -   total costs

Extra for subcontracting:
WLSUPP   -   supplier number
WLNAME   -   name
WLADRESS1   -   address
WLADRESS2   -
WLCOUNTRY   -   country
WLCONTACT   -   contact person
WLTEL   -   telephone
WLFAX   -   fax
WLEMAIL   -   email
WLVATNR   -   VAT code of the supplier

TEXT LINES

WLDESCR   -   text

VARIABLE FORMS

Order	000023	**Quantity**	10	(a)
Part	07102000	hydraulic tube HP chrome		
Delivery date	05.11.2017	**Department**	P001	

PREPARATION			(b)

Required material

Quantity	Part	Description	Req. date	
12	9200120	tube diameter 162	15.10.2017	(c)
1	E301	pallet	16.10.2017	

Documents involved   (d)
T23 /3   Hydraulic tube high pressure   (e)

Cutting   start   15.10.2017   (f)
Setup time   0.15 hour   Prod.time   0.30 hour

IN HOUSE MACHINING	(b)

Documents involved   (d)
P23 / a Machining program \prog\mach\p23.mac   (e)

Lathe   start   17.10.2017   (f)
Setup time   0.15 hour   Prod.time   1.30 hour

Graining   start   18.10.2017   (f)
Setup time   0.00 hour   Prod.time   1.00 hour

SUBCONTRACTING	(b)

Documents involved   (d)
C23 / a Chrome plating standards   (e)

Chrome plating start   01.11.2017   (g)
Supplier   Velvet chroming Ltd.

Take care that the tubes are packed for oversea transport   (h)

Quality control date: **sign :**	(i)

15. SUBCONTRACTING PRODUCTION

The layout of the delivery / instruction notes etc. is stored in the files:

\SERA\PARAMET\JOBCARD*.XXX

The work types (job types) have an indicator, what type of output to use, while printing a subcontracting order. The output type will replace the * in JOBCARD*.

Example :

JOBCARD.ENG	Standard for an English supplier
JOBCARD1.FRA	Type 1 for a French supplier

In case there is no type, the 'JOBCARD' without a number extension will be used.

All general fields as mentioned at the work order are applicable.

The actual job fields are :

WLPART0	-	job type
WLBAR0	-	bar code for the job type
WQUANT0	-	quantity
WPLAN0	-	plan spot
WTEXT0	-	description
WDEPA0	-	department
WDATE0	-	start date
WTIME0	-	production time
WCOSTS0	-	costs
WSUPP0	-	supplier number
WSNAME0	-	name
WSADR10	-	address
WSADR20	-	city
WSCONTACT0	-	contact person
WSTEL0	-	telephone
WSFAX0	-	fax

16. LABELS PRODUCTION

The layout of the labels for finished products is stored in the file:

\SERA\PARAMET\LABEL.XXX

The fields that can be used are the same as the ones for the work order.

WOQUANPACK - quantity per packing
WOLABEL - sequence number
WOLABELTOT - total number of packages

It is possible with serial production to print material labels with program A828 and A829. This can be a help to identify cutted materials like tubes, steel plates etc.

The labels are stored in

\SERA\PARAMET\WORMATLB.SER

The fields that can be used are the same as the ones for the work order and the material paragraph.

17. RECEIPT-NOTE PROJECTS

Sometimes projects (B861) are used for registering repair- / service-orders. Whenever a customer hands in his equipment in order to receive a quotation or to have a service done, a receipt-note can be printed.

The layout of this receipt-note is stored in the file:

\SERA\PARAMET\RECEIPT.TXT

Fields that can be used are:

```
PRNUMBER     -      project number
CUNUMBER     -      customer number
CUNAME       -      name
CUNAME2      -
CUCONTACT    -      contact-person
CUADRESS1    -      address
CUADRESS2    -
CUADRESS3    -
CUCOUNTRY    -      country
DATE         -      date
TIIME        -      time
PRCUSTREF    -      customer-reference
PROWNREF     -      own reference
CUREP        -      area / sales-representative
PRDESCR      -      project description
PRDESCR2     -
```

19. MAINTENANCE-ORDERS

The layout of the maintenance-order is stored in the following files:

MAINTFRM.TXT used for the general information of the equipment
MAINTDET.TXT used for the information of each maintenance instruction

Fields and files that can be used are:

EQUIP   equipment: all non financial fields
INSTR   maintenance instructions
DEPART departments
SUPPL   all relevant fields of the supplier of the maintenance
EQHIST maintenance-history
EQINS   instructions connected to the equipment

Fixed data:

IPDATE   -   plan-date

EQNUMBER   -   equipment-number
EQDESCR   -   description
EQSERIAL   -   serial-number
EQDATE   -   date in use
EQSUPPL   -   supplier
EQDEPA   -   department
EQUNIT   -   counter unit
EQCOUNT   -   counter status
EQPOLICYNR   -   insurance policy number
EQPLACE   -   location

DENUMBER   -   department
DEDESCR   -   description

SUNUMBER   -   supplier of the maintenance
SUNAME   -   name
etc …

Planning-details:

INNUMBER   -   instruction number
INDESCR   -   description
INEXTDESCR   -   additional information

EHDATE   -   date of last maintenance
EHSUPPL   -   supplier
EHCOSTS   -   expenses
EHTIME   -   time
EHSPEC   -   comments

```
EHCOUNT      -      counter status
EHSTAT       -      status

EICOSTS      -      estimated expenses
EITIME       -      time
EISUPPL      -      supplier
EIFREQ       -      frequency in days
EIFREQ1      -      frequency in counter status
EIMINDAYS    -      max. number of days earlier
EIMAXDAYS    -      max. number of days later

SUNUMBER     -      number of the supplier of the maintenance
SUNAME       -      name
etc.
```

20. TRANSPORT LABELS

Transport labels can be printed during invoicing of trade orders and direct invoicing.
This option works only in case the parameter \SERA\PARAMET\PARTPACK.PAR has been created. This form follows the EDIFACT / IFCSUM standards.

The layout is stored in:

\SERA\PARAMET\SHPLABEL.TXT

Fields are:

IFBARCODE1	-	barcode in 128 format
IFBARCODE2	-	barcode text
CONAME	-	company data
COADRESS1	-	
COADRESS2	-	
COCOUNTRY	-	
COCOUNTRYC	-	country code
COPOSTCODE	-	postal code
COCITY	-	city without postal code
IFNUMBER	-	invoice number
IFNAME	-	addressee data
IFADRESS1	-	
IFADRESS2	-	
IFCOUNTRY	-	
IFCOUNTRYC	-	
IFPOSTCODE	-	
IFCITY	-	
IFTRANTYPE	-	transport code
IFPACKLIST	-	shipping list number
IFQUANTITY	-	number of parcels / items
IFDATE	-	date
IFWEIGHT	-	total weight of this shipment
IFPALLETS	-	number of pallets
IFSEQNR	-	sequence number of the label
IFCASHODEL	-	amount for cash on delivery
IFINSTR1	-	shipment instructions
IFINSTR2	-	
IFINSTR3	-	
IFINFO1	-	receiver information
IFINFO2	-	

21. PICKING LISTS FOR TRADE ORDERS

The layout of the picking lists is stored in the following files:

\SERA\PARAMET\PICHEAD1.TXT	-	Head first page
\SERA\PARAMET\PICHEAD2.TXT	-	Head next pages
\SERA\PARAMET\PICBOTT1.TXT	-	Bottom first pages
\SERA\PARAMET\PICBOTT2.TXT	-	Bottom last page
\SERA\PARAMET\PICLINE1.TXT	-	Detail lines

NOTE: This form is for internal usage. There is no language code. Use the shipping list to inform the customer about the contents of a shipment.

Depending on the company parameter setting the printing sequence will be order line or location.

Databases that can be used are:

ORDHEAD	orders
ORDLINE	order lines
CUST	customers

Additional fields are

ORDISCTEXT	-	text regarding discounts at fast payments
		This text is retrieved from the external texts file.
ORDISCVAL	-	discount amount at fast payment
ORDISPERC	-	discount percentage at fast payment
ORTOT	-	cumulating total ex. VAT (per page)
ORVAT	-	cumulating VAT-total (per page)
ORTOTIN	-	cumulating total incl. VAT (per page)
ORTODAY	-	date of today
ORPAGE	-	page number
ORNEXTPAGE	-	number of the next page
ORPMDESCR	-	description of pay method
OLTOT	-	total per line ex. VAT
OLVAT	-	VAT amount per line
OLTOTIN	-	total per line incl. VAT
OLPRIC1000	-	amount per quantity as mentioned in the parts file
OLPRICEPER	-	quantity per net price
ORWEIGHT	-	total weight
ORVOLUME	-	total volume
ORFREIGHT	-	Y/N (calculate freight costs)
OLWAREHOUS	-	warehouse
OLLOCATION	-	location

OLLOT	-	lot number
OLLOT2	-	extra lot number
OLLOTQUANT	-	quantity per lot
OLBACKORD	-	quantity to supply later
BARCODE	-	barcode
PABARCODE	-	barcode text
OLGROUP	-	part group
PX1 t/m PX40	-	user defined fields from the parts card

22. NETT PRICE LISTS PER CUSTOMER

The layout of the price list is stored in:

\SERA\PARAMET\PRIHEAD1.XXX	-	Head first page
\SERA\PARAMET\PRICHEAD2.XXX	-	Head next pages
\SERA\PARAMET\PRIBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\PRIBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\PRILINE1.XXX	-	Detail lines

Databases that can be used for the head and bottom files are:

CUST	customers
PRTGROUP	part groups
VAT	vat codes

Additional fields are

PAGE	-	page number
DATE	-	date at which the list is valid

Database that can be used for the line files is:

PARTS	parts

Additional fields are

PAAMOUNT	-	net price in local currency
PAVALUTA	-	net price in customer currency
PADISCOUNT	-	discount on retail price
PARETAIL	-	depending on the customer setting: price 1 or 2
PAMARGIN	-	margin
PAMARGPERC	-	margin percentage

PAAMOU1000	-	net price in local currency per quantity as mentioned in the parts file
PAVALU1000	-	net price in customer currency per quantity
PARETA1000	-	depending on the customer setting: price 1 or 2 per quantity
PAMARG1000	-	margin

PAQUAN1	-	quantity 1st price table field
PAAMOU1	-	price own currency
PAVALU1	-	price in customer currency
PAMARG1	-	margin
……		
PAQUAN6	-	quantity 6th price table field
……		

PICT	-	BMP picture from the parts file.
PX1 t/m PX40	-	user defined fields from the parts card

23. COMMERCIAL LETTERS / LABELS

The Relation Information System allows the printing of standard letters, like a confirmation of a future visit or letter to guide a brochure.

The layouts are saved in:

\SERA\PARAMET\MAIL*.*

For every letter or label there is a file.

Available fields are:

PSFULLNAME   -   Full name of the contact person
PSFAMLNAME   -   Family name
PSFIRSTNAM   -   First name
PSATTN   -   'Attention' + full name
PSSTART   -   Letter start
PSFUNCTION   -   Function
PSDATE   -   Today
PSNEXTDATE   -   Date of the future action
PSNEXTSEQ   -   Code of the future action
PSDESCR   -   Description of the future action
PSNUMBER   -   Relation number
PSNAME1   -   Name
PSABC1   -   ABC-code
PSCOUNTRY   -   Country
PSCOUNTRYC   -   Country code
PSADRESS1   -   Home address
PSADRESS2   -
PSADRESS3   -   Postal address
PSADRESS4   -
PSLANGUAGE   -   Language
PSPHONE   -   Telephone
PSFAX   -   Fax
PSBRANCH   -   Line code
PSSALESREP   -   Representative
PSMAILCODE   -   Mail code
PSSELCODE   -   Selection code

24. SERVICECONTRACTS

The contracts are stored in the following files:

\SERA\PARAMET\SERVCNTR.*   -   BASIC CONTRACT
\SERA\PARAMET\SERVPAGH.*   -   CONTRACT HEAD
\SERA\PARAMET\SERVPAGB.*   -   CONTRACT BOTTOM

* represents the language code

Available fields:

Relevant fields from

CUST   customers
SERVCNTR   service contracts

Extra fields:

SCDATE   -   date
SCTODATE   -   actual date
SCFREQNUM   -   factuurperiode in dagen
SCFREQTXT   -   factuurperiode als tekst (jaar,kwartaal,maand, week)

The fields from CUST in case of a head office :

CUNAME   -   CHNUMBER
CUNUMBER   -   CHNUMBER
etc,

-SERIALNUMBER-   Another variable form is called by taking this code into \sera\paramet\servcntr.* :

\SERA\PARAMET\SERVLINE.*

This form contains the specification of the serial numbers that are connected to this contract.

Available fields:
The important fields from

SERIAL   serial number book

25. CHEQUES FOR PAYMENT

The layout of the cheque is stored in the following file(s):

\SERA\PARAMET\CHEQUE.XXX

XXX represents different type of cheque.

The cheque is printed with program A327, automatic payment

The following variables can be used:

CQNAME	-	the name to pay to
CQNAME2	-	name extension
CQADRESS1	-	address
CQADRESS2	-	city
CQCOUNTRY	-	country
CQDATE	-	date
CQVALUTA	-	currency code
CQID	-	run-number created by the system
CQWORDUPx	-	amount in words in uppercase. 'x' is a valued 1-9
		Where CQWORDUP1 is the first line and
		CQWORDUP2 the second etc.
CQWORDLOWx	-	amount in words in lowercase
CQD10TO0	-	number of ones as a word
CQD10TO1	-	number of tens as a word
CQD10TO2	-	number of hundreds as a word
CQD10TO3	-	number of thousands as a word
CQD10TO4	-	number of ten thousands as a word
CQD10TO5	-	number of hundred thousands as a word
CQD10TO6	-	number of millions as a word
CQD10TO7	-	number of ten millions as a word
CQD10TO8	-	number of hundred millions as a word
CQDCENT10	-	number of ten cents as a word
CQDCENT1	-	number of cents as a word
CQVALUE	-	the amount as a 15 character string
		In format 999,999,999.99

See the chapter 'SPECIFICATIONS OF AUTOMATIC PAYMENTS' in case a cheque is printed below a specification.

26. SPECIFICATIONS OF AUTOMATIC PAYMENTS

The specifications are printed with program A327, automatic payments.

The layout of the specifications is stored in the following files:

\SERA\PARAMET\PAYHEAD1.XXX	-	Head first page
\SERA\PARAMET\PAYHEAD2.XXX	-	Head next pages
\SERA\PARAMET\PAYBOTT1.XXX	-	Bottom first pages
\SERA\PARAMET\PAYBOTT2.XXX	-	Bottom last page
\SERA\PARAMET\PAYLINE1.XXX	-	Detail lines

Databases that can be used are:

SUPPL   suppliers

Extra for fields for the header and bottom are:

PAPAGE	-	page number
PATOTVAL	-	total amount in suppliers currency
PAID	-	pay run identification number

Fields used in the line layout are:

PAAMOUNT	-	amount in suppliers currency
PADESCR	-	description / suppliers invoice number
PAINVOICE	-	own invoice
PADATE	-	date

It also possible to print a cheque below the specifications. Use the items as mentioned in the cheque chapter.
In case one of the -CQ* fields is in the file \SERA\PARAMET\PAYBOTT2.* the payment program assumes that payment is always done by a cheque below the specification. Cheque's aren't printed separately.

27. CUSTOMER, RELATION AND SUPPLIER LABELS

The layout is stored in

\SERA\PARAMET\ADDRESSL.TXT

Available fields are:

```
CLNUMBER    -       number
CLNAME      -       name
CLNAME2     -       extension
CLCOUNTRY   -       country
CLCOUNTRYC  -       country code
CLADRESS1   -       street
CLADRESS2   -       city
CLADRESS3   -       postal address
CLADRESS4   -       city
CLPHONE     -       telephone
CLEMAIL     -       email
CLFAX       -       fax
CLABC       -       abc-code
CLCONTACT   -       contact person
CLLANGUAGE  -       language code
CLADMIN     -       administration
CLBRANCH    -       line code
CLREP       -       area
CLMAIL      -       mail code
CLSELECT    -       selection code
```

Labels can be printed with:

```
SERA1090    Suppliers
SERA1290    Customers
SERI1880    Prospect
```

28. INTERNAL PRICE / PURCHASE REQUEST FORM

The layout is stored in

\SERA\PARAMET\PURCHREQ.TXT

Available fields are:

```
PUPART              -       Part
PUTYPE              -       "INTERNAL"
PUREFERENC          -       Reference of the requesting user
PUDEPA              -       Department code
PUCUST              -       Name of the department
PUDESCR             -       Request description
PUREQDATE           -       Request date
PUDELDATE           -       Required delivery date
PUISORDER           -       "PRICE REQUEST" of "PURCHASE ORDER"
PUQUANT                     Quantity
```

29. EXTERNAL PRICE REQUEST

The layout is stored in:

```
\SERA\PARAMET\SRQHEAD1.XXX        -        Head first page
\SERA\PARAMET\SRQHEAD2.XXX        -        Head next pages
\SERA\PARAMET\SRQBOTT1.XXX        -        Bottom first pages
\SERA\PARAMET\SRQBOTT2.XXX        -        Bottom last pages
\SERA\PARAMET\SRQLINE1.XXX        -        Lines
```

Data files are:

```
SRQHEAD        Request data
SRQLINE        Request lines
SUPPL          Supplier data
```

Extra fields are:

In the head and bottom:

```
SRPAGE         -        page number
SRNEXTPAGE     -        number of next page
```

In the details:
```
PX1 t/m PX40   -        free fields from the parts card
```

In case the purchase request is addressed to a central purchase organization, the address fields are available as

```
SMNAME         -        supplier name
SMNUMBER       -        supplier number
Etc.
```

30. LOCATION LABELS

The lay-out is stored in:

\SERA\PARAMET\LOCALABL.TXT

Date files are:

PARTS   parts
STOCK   stock

31. SALES ORDER LABELS

The lay-out is stored in:

\SERA\PARAMET\ORDLABEL.XXX

Data files are:

ORDHEAD	sales orders
ORDLINE	per selected order item
PARTS	parts
CUST	customers

Extra fields are:

ORPMDESCR	-	payment description
OLTEXT1 - ..3	-	additional text
OLTOT	-	total per item excl. TAX
OLVAT	-	TAX
OLTOTIN	-	total per item incl. TAX
OLPRIC1000	-	price per quantity as mentioned in the parts file
OLPRICEPER	-	quantity per net price
OLGROUP	-	part group
OLCUSTPART	-	customer part number
PX1 t/m PX40	-	extra parts fields
PATAXCODE	-	statistic code / tax code
PAEXTDES1 - ..9	-	extended part description 1 – 9