





User Manual Release Pro Version 1.0.0.0

Rev.01 del 20052019

# User Manual

Release Pro Version 1.0.0.0 Prepared by Alterna

ALTERNA S.r.I. Via Isonzo 61, 40033 Casalecchio di Reno (BO) T +39 051 590709 F +39 051 592057 www.alternanet.it



### SUMMARY

1	PREMISE		. 3
2	INSTALL RELEASE P	RO SETUP	. 4
	2.1	Assisted Setup	
3	CONTROL TABLE S	ETUP – MASTER DATA CONTROL	. 6
	3.1	Master data Control	. 6
	3.2	Setup a basic control	. 6
	3.3	Setup a control with specific filters	.8
	3.4	Setup a control with relation to another table	.8
	3.5	Master data release and block reason code	10
4	CONTROL TABLE S	ETUP – DOCUMENT CONTROL	12
	4.1	Document Control	12
5	CONTROL TABLE S	ETUP – GENERAL AND ITEM JOURNALS CONTROL	13
	5.1	General and Item Journals control	13



#### 1 PREMISE

This document is a user guide for Release Pro App.



Pag. 3 di 13

Questo documento non deve essere riprodotto, né reso disponibile a terzi o alterato in ogni modo This document must not be reproduced, made available to third persons, or misused in any other way

#### 2 INSTALL RELEASE PRO SETUP

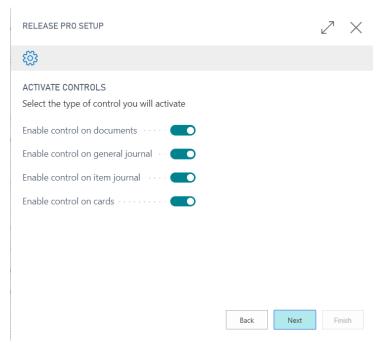
#### 2.1 Assisted Setup

To set controls on the tables, is necessary to enable the ReleasePro extension. Open the Assisted Setup and choose the Release Setup item. The system will open the assisted guide to install the extension.

λ.

RELEASE PRO SETUP	$\swarrow$	$\times$
RELEASEPRO SETUP You can set up specific controls raised during the release and post of docu entries. Press Next to select the type of control you will activate.	iments a	and
Back Next	Fin	nish

Select the flags for the control to activate.



Click Next.



Push "Table Setup" to configure control table and fields

RELEASE PRO SETUP

ট্ট



Table Setup Back Next Finish

It is possible to define immediately or later the "Table Setup".



#### 3 CONTROL TABLE SETUP – MASTER DATA CONTROL

3.1 Master data Control

To create a control, select "new" from the page Control Table Setup.

For example, to create a control on the customer card release it is necessary:

- In the Table ID field, select the table where apply the control (in this case 18 that is the customer table);
- The Table Name field will be automatically filled in;

CON	CONTROL TABLE SETUP   WORK DATE: 01/04/2019											2
ر ر	Search + Ne	W	🐯 Edit List	前 Delete	<b>ð</b> S	Show Fields	View Open in Excel		Actions		Y	≣
	TABLE ID ~		TABLE NAME			DOCUMENT TYPE POS		PE DE	SCR.		FIELDS	EN CO
	18 …	÷	Customer			11	All Documents				1	

• In the Document Type Pos. and Document Type Descr. Select for which type of document apply the control. These fields are necessary only for table related to documents. For master data are automatically filled in with *all documents*.

#### 3.2 Setup a basic control

To set the conditions of the control click on Show Fields. In the new window it is possible to set the conditions.

CONTROL TABLE SETUP | WORK DATE: 01/04/2019

				_							
	ew 👿	Edit List	前 Delete	<b>ð</b> S	how Fields	💶 Open in E	xcel	Actions		Y	=
TABLE ID	TABL	E NAME			DOCUMENT TYPE POS.	DOCUMEN	TTYPE DES	CR.	F	IELDS	EN CO
18	: Custo	omer			11	All Docume	nts			1	
TABLEDATA - 18   WORK DATE: 01/04/2019 SAVED ,* Control Table Detail											
∽ Search + New	🐯 Edit List	📋 Delete	Vpen in Excel								$\nabla \equiv$
FIELD ID	FIELD C	APTION		FIEL	D VALUE		CONTROL TYPE	CONDITION	N FILTER		
0							Error				

• In Field Id insert the field no. to which apply the control (for example the address);

- The Field Description is automatically filled in;
- In Field Value fill in the condition that must be verified. Use the filter symbol to set the condition (in the example has been set <>'', it means not empty);



✓ SAVED

2

- In Control Type you can select 3 different options:
  - a) error: the system shows an error message and does not release the card;
  - b) **warning**: the system shows a warning message, it is possible to click OK and the card will be released;
  - c) **notification**: the system shows a notification message at the top of the screen.

TABLEDATA · 18 | WORK DATE: 01/04/2019

## Control Table Detail

✓ Search + New	🐯 Edit List 🛛 📋 Delete	Dpen in Excel		$\nabla \equiv$
FIELD ID	FIELD CAPTION	FIELD VALUE	CONTROL TYPE CONDITION FILTER	
5	Address	<>"	Error	

This is a basic control.

To activate it, go back to the initial page and check *Enable Controls* flag. The column *Fields* shows the number of controls set up.

It is possible to enable different controls on different fields at the same time.

CONTROL TABLE SETUP	CONTROL TABLE SETUP   WORK DATE: 01/04/2019									
✓ Search + New	🐯 Edit List	📋 Delete	➔ Show Fields	🚺 Op	en in Excel Ac	tions Fewe	r options		∑ ≡	
TABLE ID	TABL	E NAME			DOCUMENT TYPE POS.	DOCUMENT	TYPE DESCR.	FIELDS	ENAB CONT	
18	Custo	mer			11	All Documen	ts	1		

In the example the system checks that the address is not empty when a customer card is released and shows an error.

TOMER CARD   WORK DATE: 01/04/20	19		+	Ŵ			√ S	AVED					
10000 · Adatum Corporation													
Process New Document Reque	st Approval	Navigate	Custom	ner	Actions	Navigate	Report						
Individual Person			Place o	of Birth									
Resident · · · · · · · Resident			Fiscal (	Code · ·									
First Name			DA Cor	da									
Last Name	The field Addr	ess must be	<>".										
Date of Birth													
						ОК							
Address & Contact								Show less					
ADDRESS			CONTA	ACT									
Address			Contac	ct Code									
Address 2			Contac	ct Name		Andrea Ricci							
City · · · · · · ·			Phone	No. • • •									



۲,

#### 3.3 Setup a control with specific filters

Many specific conditions can be set for the controls. For example, opening again the control on customer card, it is possible to set the control to check that the address must be not empty when the country is IT.

To setup this control, open Control table Detail and in Condition Filter field select the button with the 3 dots.

TABLEDATA - 18   WORK DATE: 01/04/2019											
Control Table Detail											
	₩ B	dit List	📋 Delete	💶 Open in Excel					Y	<b>=</b>	
FIELD ID		FIELD CA	APTION		FIELD VALUE		CONTROL TYPE	CONDITION FILTER			
5	1	Address			<>"		Error				

In the new window is possible to set the filter:

- In Field Number select the field to which apply the filter (in this case Country/Region Code);
- In Field Filter enter the filter's value. (In this case the control must be active only for customer with country code IT). Note that it is possible to link multiple filters and use all the classic values (such as ", <>, etc. ...).

TABLE FILTERS - + New					$\square$
FIELD NUMBER		FIELD CAPTION	FIELD FILTER		
35	÷	Country/Region Code	Щ		
				ОК	Cancel

To complete the setup click OK. In this way a control has been set with a specific filter. In this example the system shows an error on the customer card release when the country is IT and the address is empty.

#### 3.4 Setup a control with relation to another table

It is also possible to set a conditional control for a field in another table. In this example, the unit price of sales order lines must be <> 0 when the country code of the customer is IT.

Create a basic control as explained in point 3.2 for the unit price on sales line.



## Control Table Detail

✓ Search + New	🐯 Edit List	📋 Delete	Open in Excel	
FIELD ID	FIELD CAPTION	4	FIELD VALUE	CONTROL TYPE
22	Unit Price		<>0	Error

To set the table to which the control is related, select the Related Tables Conditions button.

$\leftarrow$	TABLEDATA · 18   WORK [	DATE: 01/04/2019	TABLEDATA · 18   WORK DATE: 01/04/2019										
	Control T	able [	Detail										
	$\mathcal P$ Search + New	🐯 Edit List	<u>i</u> Delete	➔ Related Tables Conditions	된 Open in Excel		∑ ≣						

A new window is open:

- in Condition Table ID Field, select the related table (in this case customer table);
- In Condition Filter field set the filter's field, the procedure is the same as that explained in step 3.3. In this example the condition filter is country = IT.

RELATED CONTROL TABLES   WORK DATE: 01/04/2019 SAVED											
✓ Search + New	🐯 Edit List	前 Delete 🏼 🔊 1	Table Relation	💶 Open in Excel	More options	$\bigtriangledown \equiv$					
CONDITION TABLE ID	COND	ITION TABLE NAME		CONDITION FILTER		HAS TABLE RELATIO					
18	: Custor	mer		VERSION(1) SORTING(F	ield1) WHERE(Fiel	No					

To complete the setup is necessary to link the 2 tables (customer and sales lines). Select Table Relation button.

RELATED CONTROL TABI	LES   WORK DAT	TE: 01/04/2019			√ SA	VED	2
✓ Search + New	🐯 Edit List	🗊 Delete 🗧	Table Relation	Open in Excel	More options	\ ≣	
CONDITION TABLE ID	COND	TION TABLE NAME	E C	CONDITION FILTER		HAS TABLE RELATIO.	
18	: Custon	ner	V	ERSION(1) SORTING(Fiel	d1) WHERE(Fiel ····	No	

In the new window there are 2 columns for the 2 tables (customer and sales line).

It is necessary to link the 2 tables with the field they have in common. In the example, for the customer the field is No. and for sales line Sell-to customer No.



CONDITION RELATION	WORK DATE: 01/0	04/2019				Ż	я
✓ Search + New	🐯 Edit List	前 Delete	Open in Excel			\ \	
CUSTOMER				SALES LINE			
1	: No.			2	Sell-to Customer No.		

Note that once this relationship has been set, the system will update the field Has Table Relation.

RELATED CONTROL TABL	ES   WORK DAT	E: 01/04/2019		√ S.	AVED 🧷
✓ Search + New	🐯 Edit List	📋 Delete 🏼 🔊	Table Relation 🛛 🚺 Open in Excel	More options	$\forall \equiv$
CONDITION TABLE ID	CONDI	TION TABLE NAME	CONDITION FILTER		HAS TABLE RELATIO
18 ~	Custon	ner	VERSION(1) SORTING(F	ield1) WHERE(Field3	Yes

In this example the system shows an error on the release of the sales order only when the unit price is <> 0 and the Country/Region Code of the related customer is IT.

🔎 Search	+ New	🞲 Edit Li	st 📋 Delete	➔ Show Fields	View Copen in Excel Action	tions Fewer options		$\heartsuit \equiv$
	TABLE ID	TA	ABLE NAME		DOCUMENT TYPE POS.	DOCUMENT TYPE DESCR.	FIELDS	ENAB CONT
	37	Sa	ales Line		11	All Documents	1	

#### 3.5 Master data release and block reason code

The controls are performed on master data release.

- On each master data card there is a new section for Release Pro app with:
  - Block reason: it is possible to choose different reason code for block the card;
  - Status: open or released like the documents.

Release Pro			
Block Reason	~	Status	Open

It is possible to create a block reason code for each type of master data.

SELECT - BLOCK & DELETE REASON CODE + New	2

USED BY 🕈		CODE	DESCRIPTION	CUSTOMER BLOCK
Customer	÷	BLOCK	Block	All

The new cards are automatically open and Blocked: All. The user completes the card and click on button Release.



Pag. 10 di 13

New Document	Request Approval	Navigate	Customer	Actions N	lavigate Report	Fewer option	15			
New Document	∨ 🛛 😽 Request Ap	proval $\smallsetminus$	Workflow $\smallsetminus$	<b>f</b> Functions $\lor$	Release Pro 🗸	🥵 Post Cash F	Receipts	Gales Journal	📑 Register Customer Pay	ments
No	c	00010			Release		All	1	•	-

The system performs the controls set in control table setup. Without errors:

- The status is released;
- The Blocked field is empty;
- The card is not editable.

With errors the card remains open and blocked.

It is possible to select a block reason. In this way the card is blocked also after performing the release.



#### 4 CONTROL TABLE SETUP – DOCUMENT CONTROL

#### 4.1 Document Control

Open the control table setup page and select a table for sales or purchase documents (such as table 36 - sales headers).

Complete the line in the same way of the previous chapter.

For documents it is possible to choose the Document Type Pos.

TABLE ID <b>T</b>	TABLE NAME		DOCUMENTT		DOCUMENT TYPE DESCR.	
<mark>36</mark> ··· :	Sales Header			11	All Documents	
🔎 Search 🛛 🖪 Open in Excel						
NAME/VALUE LOOKUP					27	
NAME		VALUI	=			
Quote		0	-			
Order		1				
Invoice		2				
Credit Memo		3				
Blanket Order		4				
Return Order		5				
All Documents		: 11				
					OK Cancel	

It is possible to select different controls for different types of documents: quotes, orders, etc.

The control is performed when the document is released.

All the other functionalities described in the previous chapter are available also for documents.



Pag. 12 di 13

#### 5 CONTROL TABLE SETUP – GENERAL AND ITEM JOURNALS CONTROL

#### 5.1 General and Item Journals control

The ReleasePro setup enables the controls also for Item and General Journals. Complete the setup in the same way of the previous chapter. The related tables are 81 general journal and 83 item journal.

The control is performed when the document is posted.

ITEM JOURNA	LS   V	VORK DATE: 01,	/04/2019				√ SAVED	2
Batch Name				[	DEFAULT			
Manage P	roces	s <u>Post/Prin</u>	Line	Item	Actions Navigate	Fewer options		$\nabla$
🛅 Post	🖷 Po	ost and Print	🖶 Print					
POSTING DATE		ENTRY TYPE	DOCUME NO.	ITEM NO.	DESCRIPTION	LOCATION CODE	QUANTITY	MEASU
01/04/2019	÷	Positive Adjm					0	PZ

All the other functionalities described in the previous chapters are available also for journals.

