



# **Batch Posting**

## **Quick Guide**

### **LS Retail 5.05**

**September 2005**  
**FPÓ**

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# 1 Introduction

## 1.1 Purpose

The purpose of this document is to give an overview of the Batch Posting process in LS Retail 5.05.

## 1.2 Requirements

The posting of documents to the Item Ledger, General Ledger and other ledgers can cause table locking in a multi-user environment. If two users try to post a large document at the same time, one of them will be locked out until the posting of the other document has finished. In the LS Retail 5.05 Batch Posting system, there is a batch posting queue. Users will place their documents on the queue and the LS Retail 5.05 Batch Posting process will post the documents from the queue. There is only one process that does the actual posting, so record locking will be minimal. Once the user has placed his/her document on the batch posting queue, he/she can continue working on other things in the database, without having to wait for the posting to finish.

## 1.3 Scope

The LS Retail 5.05 Batch Posting process is another way of posting Inventory Worksheets, Purchase Orders and End of Day Statements. It has been implemented for the following Inventory Worksheets:

- Purchasing
- Purchase Return
- Stock Transfer
- Stock Counting
- Stock Positive Adjustments
- Stock Negative Adjustments
- Labels
- Price Check
- Sale

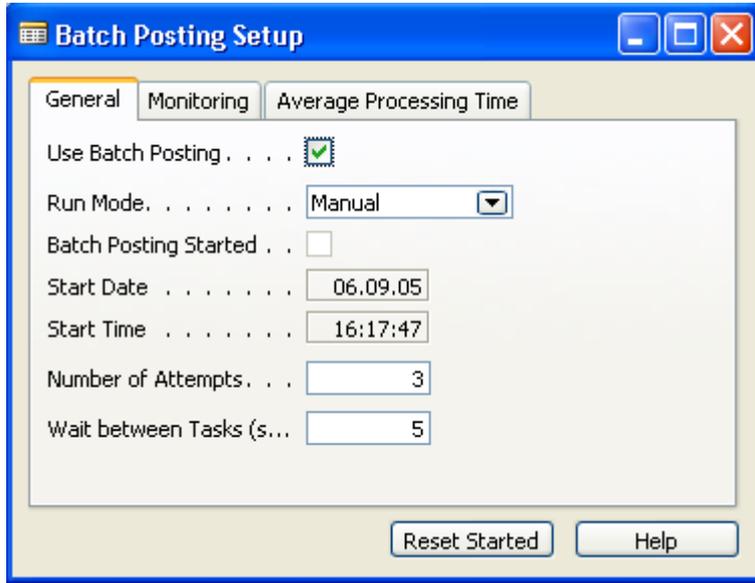
## 1.4 Functional Overview

The LS Retail 5.05 Batch Posting process works with the Batch Posting Queue table. Each record in the Batch Posting Queue represents a job. The Status field of the Batch Posting Queue can have 4 different values: Waiting, Running, Error or Finished. The Batch Posting process filters on all the records in the Batch Posting Queue where the Status = Waiting. The jobs on the Batch Posting Queue are processed in priority order so that the job with the highest priority is processed first. The LS Retail 5.05 Batch Posting process posts each job one at a time. When a job is finished, it is moved to the **Processed** queue, but if an error comes up, the job is moved to the **Error** queue.

## 1.5 System Setup

### 1.5.1 The Batch Posting Setup Form

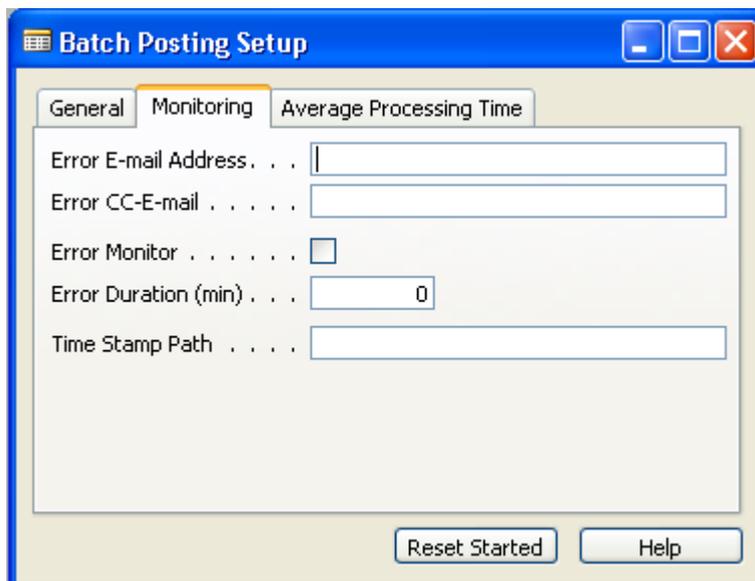
In order to activate the Batch Posting, open the **Batch Posting Setup** form and you will see this:



The screenshot shows the 'Batch Posting Setup' dialog box with the 'General' tab selected. The 'Use Batch Posting' checkbox is checked. The 'Run Mode' is set to 'Manual'. The 'Batch Posting Started' checkbox is unchecked. The 'Start Date' is '06.09.05' and the 'Start Time' is '16:17:47'. The 'Number of Attempts' is set to '3' and 'Wait between Tasks (s...)' is set to '5'. There are 'Reset Started' and 'Help' buttons at the bottom.

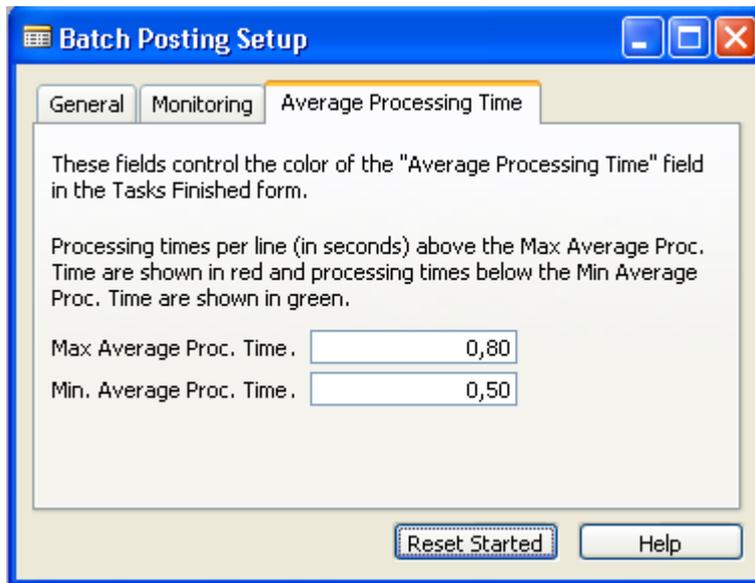
The **Use Batch Posting** field must be ticked and the Run Mode must either be set to *Manual* or *NAS Scheduler*. If **Number of Attempts** is set to a value greater than 0, the system will try to process a document in error more than once. The error can be caused by some other process, which may be have finished when the Batch Posting system tries again. The default value for the **Number of Attempts** field is 3. The user can specify how long the system should wait after it has finished processing a document and before it starts processing the next document.

The **Monitoring** tab is used if the Batch Posting System should send an e-mail in case of an error.



The screenshot shows the 'Batch Posting Setup' dialog box with the 'Monitoring' tab selected. The 'Error E-mail Address' field is empty. The 'Error CC-E-mail' field is empty. The 'Error Monitor' checkbox is unchecked. The 'Error Duration (min)' is set to '0'. The 'Time Stamp Path' field is empty. There are 'Reset Started' and 'Help' buttons at the bottom.

In the **Average Processing Time** tab, parameters can be set to control the color of the **Average Processing Time** field in the processed jobs form.

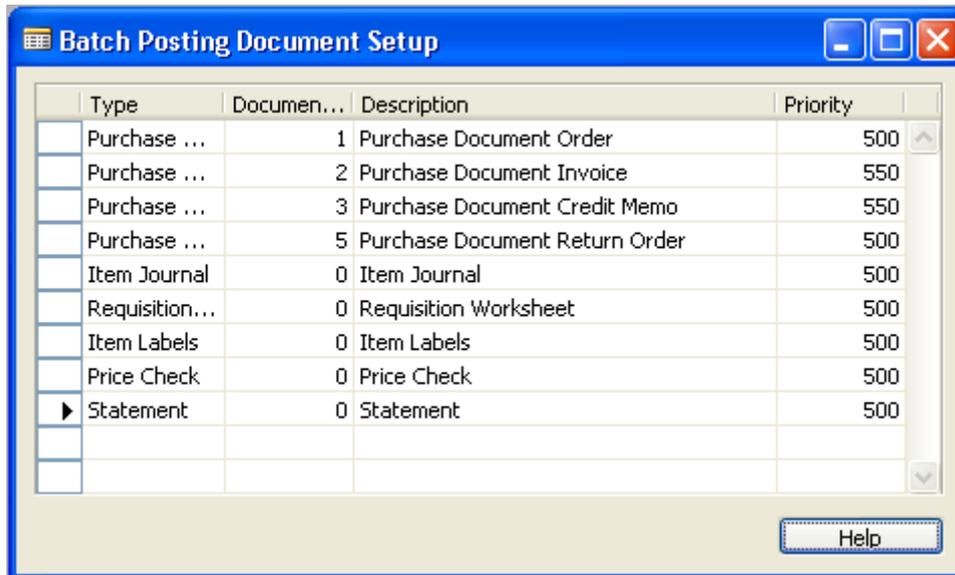


Here is an example of the different colors:

	Finish Date	Finish Time	Priority	No. of Lines	Processi...	Avg. Proces...	Queue D...	Queue Ti...	User ID	Source C...	T
▶	12.09.05	17:32:46	500	53	5,70	0,11	12.09.05	17:34:17	SUPER	ITEMJNL	I.
	12.09.05	17:21:30	500	4	5,29	1,32	12.09.05	17:23:01	SUPER	ITEMJNL	I.
	12.09.05	17:20:46	500	9	10,07	1,12	12.09.05	17:22:12	SUPER		R
	07.09.05	15:36:39	500	1	10,90	10,90	07.09.05	15:37:30	SUPER	ITEMJNL	I.
	31.08.05	15:55:47	500	1	0,82	0,82	31.08.05	15:56:04	SUPER		P
	31.08.05	15:49:33	0	2	0,12	0,06	31.08.05	15:46:04	SUPER		P
	31.08.05	15:44:11	0	3	162,52	54,17	31.08.05	15:40:50	SUPER		P
	31.08.05	15:38:22	0	3	0,03	0,01	31.08.05	15:38:40	SUPER		I.
	31.08.05	15:37:54	0	2	0,32	0,16	31.08.05	15:33:32	SUPER		P
	31.08.05	15:32:28	0	2	0,78	0,39	31.08.05	15:32:45	SUPER		I.

### 1.5.2 Batch Posting Document Setup

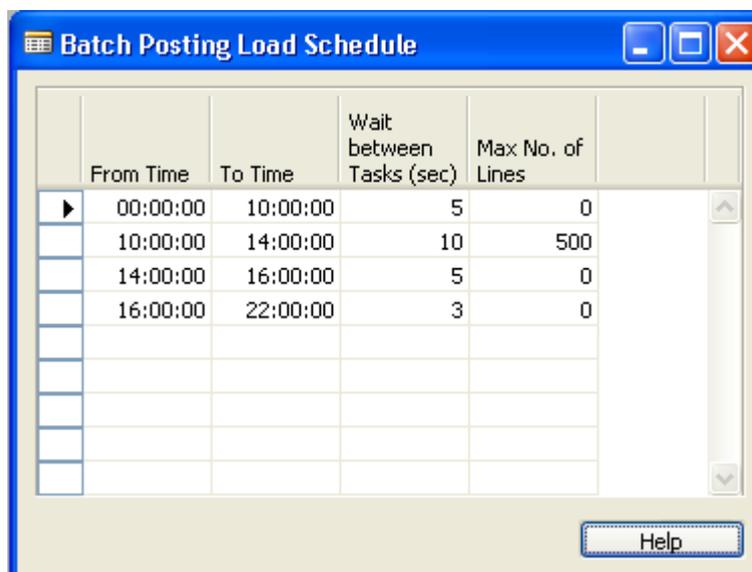
The Batch Posting system allows the user to assign priority to different types of documents. By opening the **Batch Posting Document Setup** form from the **Setup** sub-menu, you can enter the document **Type** and if the document has a sub-type, that can be entered as well. In the Priority column, the Batch Posting Priority can be set. The Batch Posting queue is processed in priority order, so that documents with a high value in the Priority column will be processed before documents with a low value in the Priority column.



Type	Documen...	Description	Priority
Purchase ...	1	Purchase Document Order	500
Purchase ...	2	Purchase Document Invoice	550
Purchase ...	3	Purchase Document Credit Memo	550
Purchase ...	5	Purchase Document Return Order	500
Item Journal	0	Item Journal	500
Requisition...	0	Requisition Worksheet	500
Item Labels	0	Item Labels	500
Price Check	0	Price Check	500
▶ Statement	0	Statement	500

### 1.5.3 Batch Posting Load Schedule

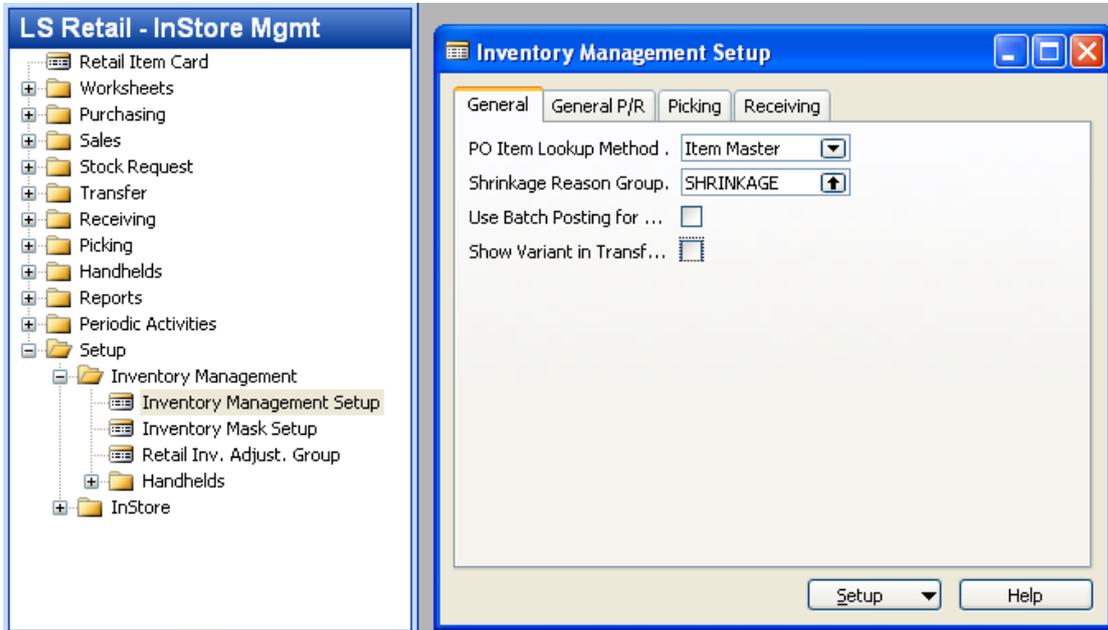
In the **Batch Posting Load Schedule** it is possible to put constraints on the Batch Posting process, so that it will wait longer between tasks and also will limit the documents processed at between certain periods during the day. In this example, the wait between jobs is now 10 seconds between 10:00 and 14:00 and it will ignore documents that have more than 500 lines. If there are records in the **Batch Posting Load Schedule** table and there are gaps in the time range, the Batch Posting Scheduler will not run during the gap period. In this example, no jobs will be processed between 22:00 and 24:00.



	From Time	To Time	Wait between Tasks (sec)	Max No. of Lines
▶	00:00:00	10:00:00	5	0
	10:00:00	14:00:00	10	500
	14:00:00	16:00:00	5	0
	16:00:00	22:00:00	3	0

### 1.5.4 Inventory Management Setup

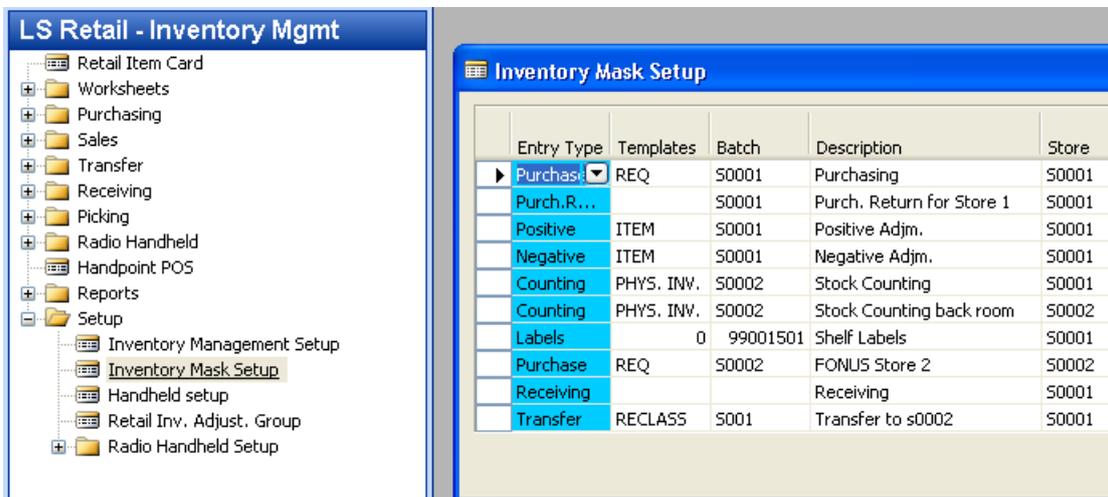
If you want the Batch Posting system to post the Purchase Orders and Return Orders, you need to open the **LS Retail – InStore Mgmt** menu, go to **Setup** and select the **Inventory Management Setup** form:



If you check mark the **Use Batch Posting for Orders** field, the purchase orders will not be posted directly when the user pushes the **Post** button. They will be sent to the Batch Posting system.

### 1.5.5 Inventory Masks Setup Forms

In addition to filling out values in the **Batch Posting Setup** form, the new field in the Inventory Mask Setup needs to be filled out for the Inventory Worksheets that are to use the Batch Posting. In the **LS Retail – Inventory Mgmt** menu, go to **Setup** and select **Inventory Mask Setup**. You will see this form:



For the selected worksheet, open the card by clicking on the **Mask** button and select **Card** (or by pressing the Shift+F5 button). This form will appear:

The screenshot shows two windows from the software. The top window is titled "Inventory Mask Setup" and contains a table with the following data:

	Entry Type	Templates	Batch	Description	Store	Handheld User	Type of Entering	Unit
▶	Purchase	REQ	S0001	Purchasing	S0001		Add to Qty	Base
	Purch.R...		S0001	Purch. Return for Store 1	S0001		Add to Qty	Base
	Positive	ITEM	S0001	Positive Adj.	S0001		Add to Qty	Base
	Negative	ITEM	S0001	Negative Adj.	S0001		Add to Qty	Base
	Counting	PHYS. INV.	S0002	Stock Counting	S0001		Add to Qty	Base
	Counting	PHYS. INV.	S0002	Stock Counting back room	S0002		Add to Qty	Base
	Labels	0	99001501	Shelf Labels	S0001		Add to Qty	Base
	Purchase	REQ	S0002	FONUS Store 2	S0002		Add to Qty	Base
	Receiving			Receiving	S0001		Add to Qty	Base
	Transfer	RECLASS	S001	Transfer to s0002	S0001		Add to Qty	Base

The bottom window is titled "10000 - Inventory Mask Card" and has several tabs: General, Dimensions, Item Filters, Entry, Locations, Processes, RF-handheld, and Order. The "General" tab is active and shows the following fields:

- Entry Type: Purchase (dropdown)
- Description: Purchasing (text box)
- Templates: REQ (dropdown)
- Batch: S0001 (dropdown)
- Handheld User: (empty dropdown)
- Handheld Type: Adjustment (dropdown)
- Use Batch Posting:

At the bottom of the form are two buttons: "Function" (with a dropdown arrow) and "Help".

If you fill out the **Use Batch Posting** field in this form, the worksheet will not be posted directly when the user pushes the **Post** button. It will be sent to the Batch Posting system instead.

### 1.5.6 End of Day Statement Posting.

The Batch Posting of End of Day Statements is controlled at store level. If you want the Batch Posting system to post the statements, you must check mark the **Use Batch Posting for Statements** field of the relevant store.

The screenshot shows the 'S0001 Cronus Food Market South - Store Card' window with the 'Statement/Closing' tab selected. The 'Use Batch Posting for Statements' checkbox is checked. Other visible settings include: Statement Method: Staff; One Statement per Day: checked; Tend. Decl. Calculation: Last; Max. Diff. to Allow Post.: 10,00; Max. Round. in Stmt.: 2,00; Rounding Account: 6194; Rounding Acc. Name: Retail Item Roundings; Closing Method: Date and Time; Max. Diff. from Shift D...: 0,00; Allowed Diff. in Trans.: 5,00; Store VAT Bus. Post. Gr.: NATIONAL; Store Gen. Bus. Post. Gr.: NATIONAL.

If this field is check marked the posting of the Statement will be put in the Batch Posting queue.

The screenshot shows the 'S1000048 - Open Statement' window. The 'General' tab is selected. Fields include: No.: S1000048; Store No.: 50008; Store Name: Cronus Restaurant; Posting Date: 15.09.05; Staff/POS Terminal Filter: [up arrow]; Status: [empty]; Posted Sales Entries: 0; Unposted Sales Entries: 3; Trans. Starting Date: 15.09.05; Trans. Ending Date: 15.09.05; Trans. Starting Time: [empty]; Trans. Ending Time: [empty]; Shift Date: [empty]; Shift No.: [empty]; Batch Posting Status: [empty]. A table below shows a single entry: Tender T...: [empty], Staff ID: 101, POS Ter...: [empty], Currenc...: [empty], Tender T...: [empty], Tender Type Name: Cash, Counted Am...: 98,50, Trans. Amount: 98,50. The 'Functions' menu is open, showing options: Calculate Statement, Post Statement (F11), Post Sales Entries (Shift+F11), Clear Statement, and Insert New Line.

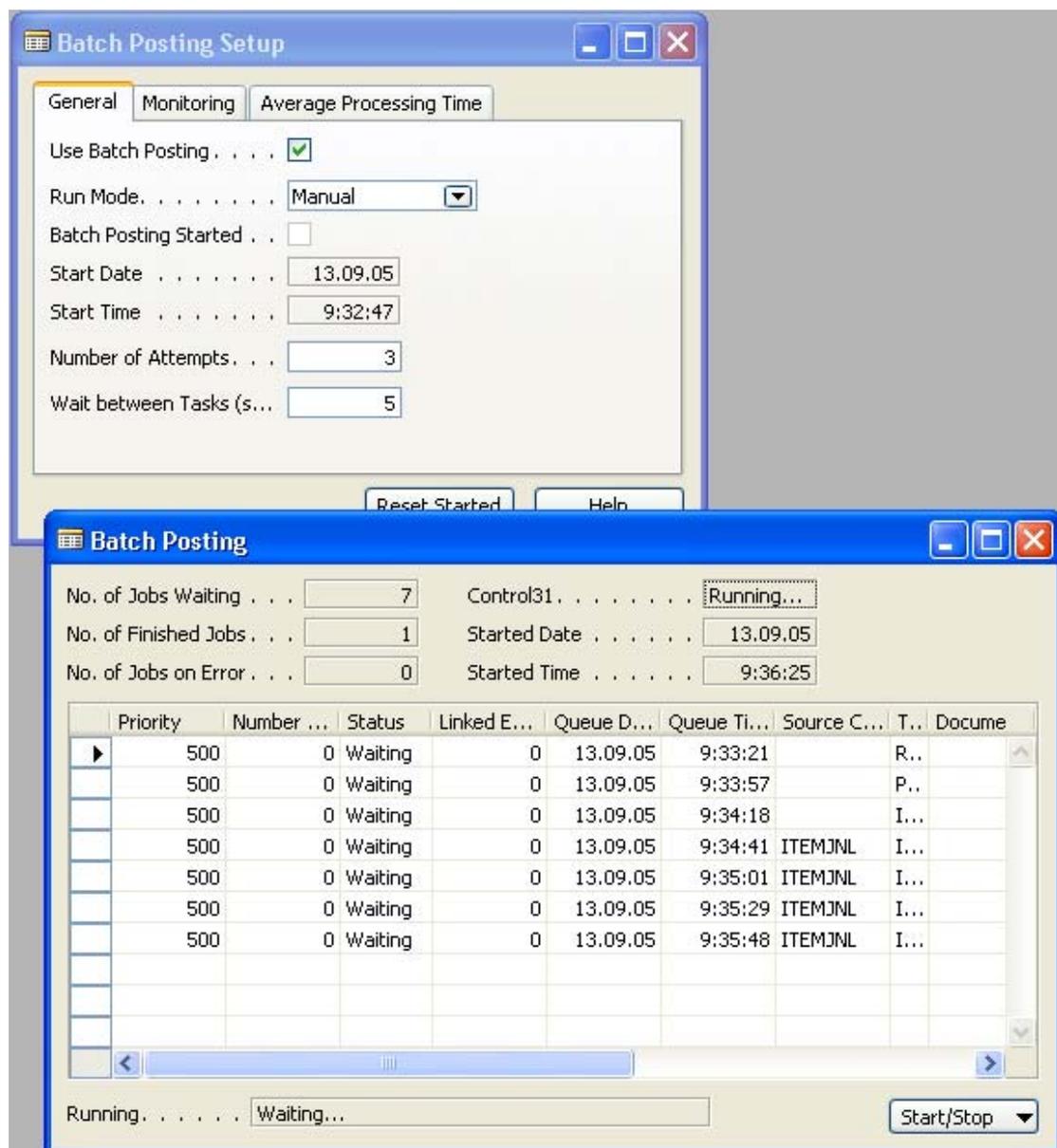
Both the full statement posting (Post Statement F11) and the posting of sales entries (Post Sales Entries Shift+F11) will be done by the Batch Posting system.

## 2 Running Batch Posting

The actual Batch Posting can be run either manually or by using the NAS.

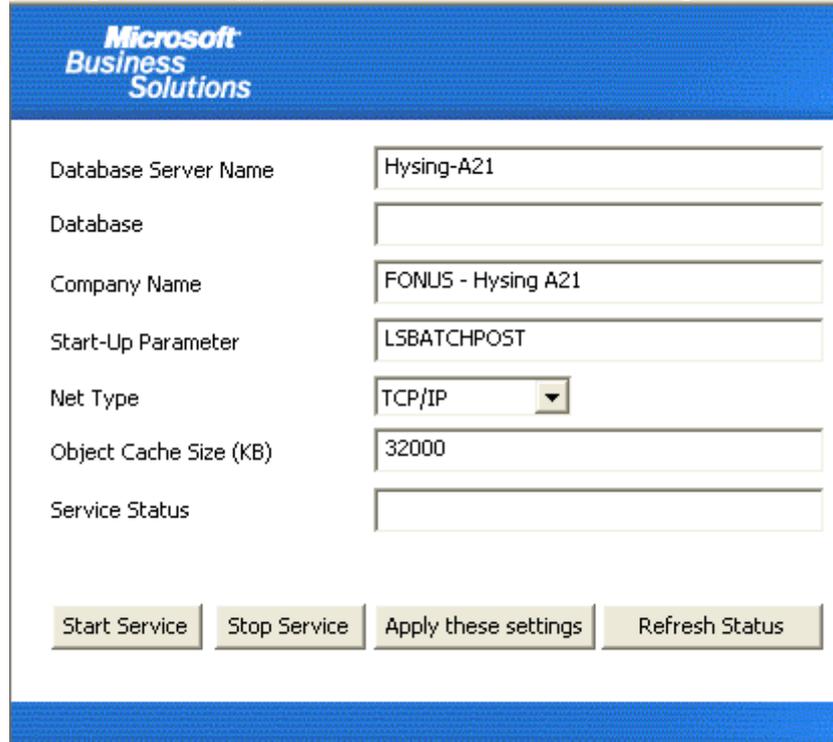
### 2.1 Running Batch Posting Manually

If the **Run Mode** field in the **Batch Posting Setup** form (see 2.1.1) is *Manual*, then the Batch Posting is run by selecting the Run Batch Posting Scheduler from Periodic Activities.



## 2.2 Running the Batch Posting Using the NAS

If the **Run Mode** field is set to NAS Scheduler, then the Batch Posting needs to be run on a Windows Scheduler by the NAS. To install and set up the NAS please follow the instructions in Installation & System Management: Microsoft® Business Solutions–Navision® Application Server manual. When the NAS has been installed, the Batch Posting will be activated by passing it a Start Up parameter. For the LS Batch Posting, the Parameter is LSBATCHPOST.



The screenshot shows the Microsoft Business Solutions configuration window for the NAS. It features a blue header with the Microsoft Business Solutions logo. Below the header, there are several input fields for configuration: Database Server Name (Hysing-A21), Database (empty), Company Name (FONUS - Hysing A21), Start-Up Parameter (LSBATCHPOST), Net Type (TCP/IP), Object Cache Size (KB) (32000), and Service Status (empty). At the bottom, there are four buttons: Start Service, Stop Service, Apply these settings, and Refresh Status.

Database Server Name	Hysing-A21
Database	
Company Name	FONUS - Hysing A21
Start-Up Parameter	LSBATCHPOST
Net Type	TCP/IP
Object Cache Size (KB)	32000
Service Status	

Start Service   Stop Service   Apply these settings   Refresh Status

The advantage of using the NAS over the manual mode is that it is faster as it does not use a GUI and more resilient in case of an error. If an error occurs using the NAS, the NAS will automatically restart in 30 seconds. Also in case of power failure, the NAS is a Service that can be set up to start automatically when the computer is re-started.

## 3 Monitoring the Batch Posting

### 3.1 Batch Jobs Waiting to be Processed

The **Batch Posting – WAITING** form shows all the batch jobs that are currently waiting in the queue. If the Batch Posting process is running, you should see jobs appear and disappear from this form.

Priority	No. of Lines	Queue D...	Queue Ti...	User ID	Source C...	Type	Docume...	Templat...	Batch Name	S...	R...
500	2	13.09.05	9:33:57	SUPER		Price Check		COMP1	5001		
500	3	13.09.05	9:34:18	SUPER		Item Labels		0	99001501		
500	3	13.09.05	9:34:41	SUPER	ITEMJNL	Item Jour...		ITEM	50001		
500	7	13.09.05	9:35:01	SUPER	ITEMJNL	Item Jour...		ITEM	50001		
500	4	13.09.05	9:35:29	SUPER	ITEMJNL	Item Jour...		PHYS. INV.	50002		
500	3	13.09.05	9:35:48	SUPER	ITEMJNL	Item Jour...		RECLASS	5001		

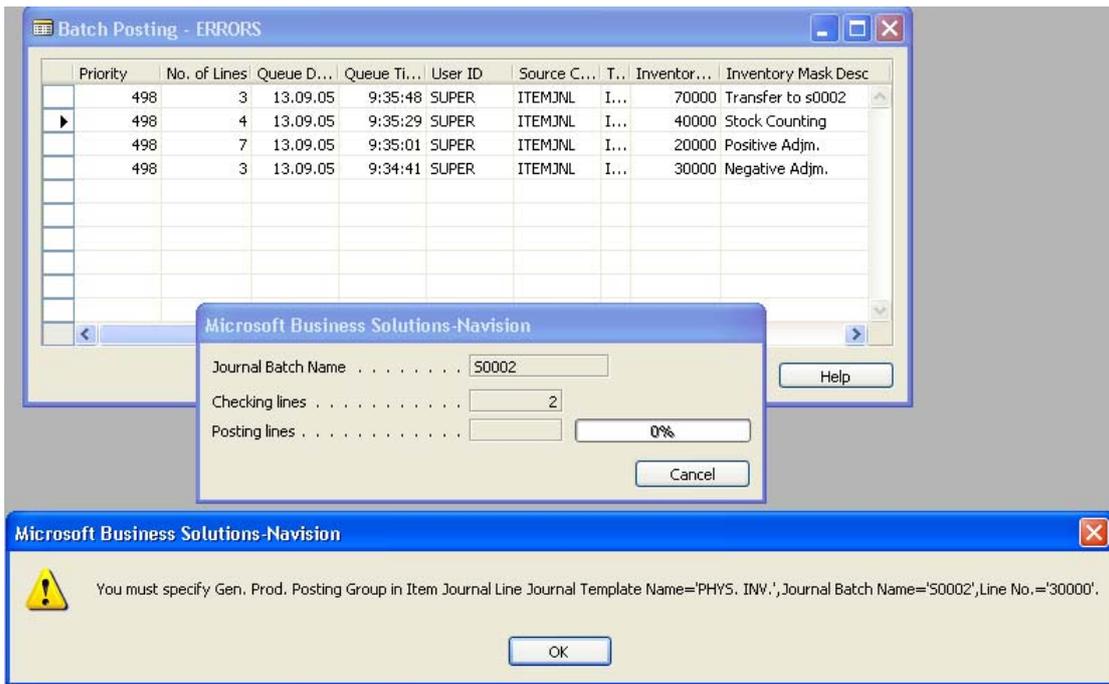
If you want to override the Priority of a specific job, you can press the **Priority** button and enter a different priority. This will move the job within the queue.

### 3.2 Batch Jobs with Error

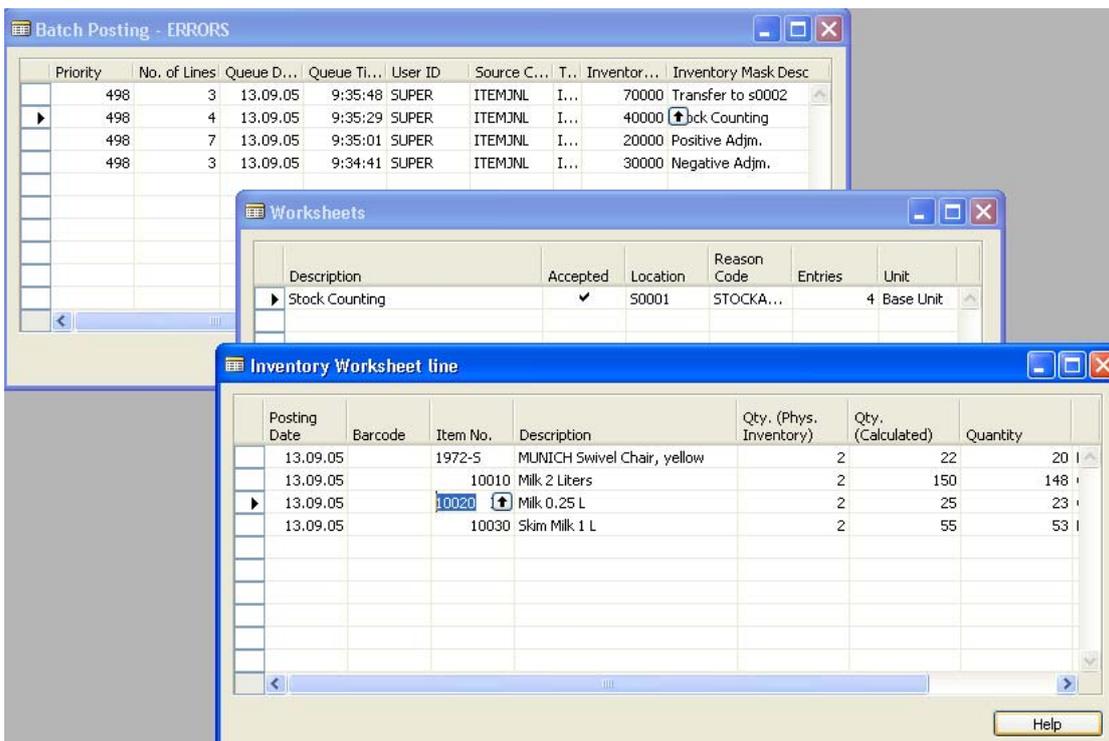
If an error occurs when the Batch Posting process posts a document, the job is moved from the waiting queue to the error queue. If the **No. of Attempts** field in the **Batch Posting Setup** form (see 2.2.1) has a value greater than 0, then the job in error is put back on the waiting queue after the No. of Attempts in the job has been incremented and the priority reduced by one. The **Batch Posting – ERROR** form looks like this:

Priority	No. of Lines	Queue D...	Queue Ti...	User ID	Source C...	T..	Inventor...	Inventory Mask	Desc
498	3	13.09.05	9:35:48	SUPER	ITEMJNL	I...	70000		Transfer to s0002
498	4	13.09.05	9:35:29	SUPER	ITEMJNL	I...	40000		Stock Counting
498	7	13.09.05	9:35:01	SUPER	ITEMJNL	I...	20000		Positive Adj.
498	3	13.09.05	9:34:41	SUPER	ITEMJNL	I...	30000		Negative Adj.

Press the **Post** button to see the error.



The line that causes the error is number 30000 in the Stock Counting worksheet. You can go to the worksheet by pressing the **Up Arrow** or using **F6** in the **Inventory Mask** field. From there you can see the entries in the worksheet.



Now find line 30000 (or 3) and go to the **Item Card** for item 10200. Fill out the correct **Gen. Prod. Posting Group** for the Item and go back to the Inventory Worksheet lines. You must enter the line again so that the Gen. Prod. Posting Group will be filled out.

Posting Date	Barcode	Item No.	Description	Qty. (Phys. Inventory)	Qty. (Calculated)	Quantity
13.09.05		1972-S	MUNICH Swivel Chair, yellow	2	22	20
13.09.05		10010	Milk 2 Liters	2	150	148
13.09.05		10030	Skim Milk 1 L	2	55	53
13.09.05		10020	Milk 0.25 L	2	25	23

Now go back to the **Batch Posting – ERROR** form and move the job to the **Waiting Queue**.

Priority	No. of Lines	Queue D...	Queue Ti...	User ID	Source C...	T..	Inventor...	Inventory Mask Desc
498	3	13.09.05	9:35:48	SUPER	ITEMJNL	I...	70000	Transfer to s0002
498	4	13.09.05	9:35:29	SUPER	ITEMJNL	I...	40000	Back Counting
498	7	13.09.05	9:35:01	SUPER	ITEMJNL	I...	20000	Positive Adjm.
498	3	13.09.05	9:34:41	SUPER	ITEMJNL	I...	30000	Negative Adjm.

Move Job ▾  
 Move to Waiting  
 Move to Finished

Now the Batch Posting Queue will process the job.

### 3.3 Processed Batch Jobs

In the form **Batch Jobs – PROCESSED** you will see a list of all the Batch Jobs that have been processed.

Finish Date	Finish Time	Priority	No. of Lines	Processi...	Avg. Proces...	Queue D...	Queue Ti...	User ID	Source C...	T..	Docu...	Templat...	Batch Name	Inventory
13.09.05	14:04:24	498	4	9,30	2,33	13.09.05	9:35:29	SUPER	ITEMJNL	I...		PHYS. INV.	S0002	Stock Cou
13.09.05	13:23:33	500	3	0,55	0,18	13.09.05	9:34:18	SUPER		I...			0 99001501	Shelf Labe
13.09.05	13:23:22	500	2	0,47	0,24	13.09.05	9:33:57	SUPER		P..		COMP1	S001	Price Chec
13.09.05	9:36:36	500	1	2,04	2,04	13.09.05	9:33:21	SUPER		R..		REQ	S0001	Purchasin
12.09.05	18:07:18	500	1	4,58	4,58	12.09.05	18:08:50	SUPER	PURCHA...	P..	106046			
12.09.05	17:32:46	500	53	5,70	0,11	12.09.05	17:34:17	SUPER	ITEMJNL	I...		PHYS. INV.	S0002	Stock Cou
12.09.05	17:21:30	500	4	5,29	1,32	12.09.05	17:23:01	SUPER	ITEMJNL	I...		ITEM	S0001	Positive A
12.09.05	17:20:46	500	9	10,07	1,12	12.09.05	17:22:12	SUPER		R..		REQ	S0001	Purchasin
07.09.05	15:36:39	500	1	10,90	10,90	07.09.05	15:37:30	SUPER	ITEMJNL	I...		ITEM	S0001	Positive A
31.08.05	15:55:47	500	1	0,82	0,82	31.08.05	15:56:04	SUPER		P..		COMP1	S001	Price Chec
31.08.05	15:31:59	500	4	0,24	0,06	31.08.05	15:32:16	SUPER	ITEMJNL	I...		ITEM	S0001	Negative .

Delete Help

Old jobs can be deleted in this form by pressing the Delete button.