Creating Default Transaction Aliases and System Views

Use the following procedures to create default Transaction Aliases, default Standard and Transaction List Views, and the default Standard Ledger View, as well as the assignment of these entities down to the Sites.

Prerequisites: You must have administrator privileges to perform the procedures in this document.

FuelsManager includes a feature that allows you to create default Transaction Aliases and configuring the fields included in each transaction. This feature has been expanded to include the creation of default Standard and Transaction List Views, as well as the default Standard Ledger view. This eliminates the need for the manual creation of these entities and helps prevent possible configuration errors that occur during the manual process.

This feature is available on the following pages:
• Transaction Aliases Configuration
• Views Configuration
• Ledger Views

It is recommended to create the defaults at a Site Group, and then assign the entities down to the Site(s). Also, it is recommended to follow the procedures below in order. Successful creation of the default views depends on the existence of transaction aliases.

You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.
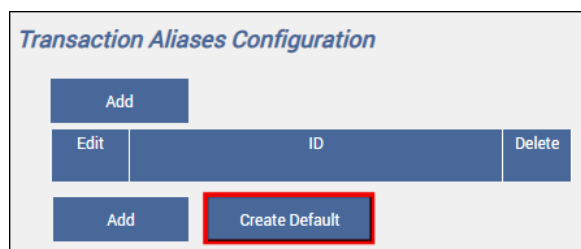
❶ Create Default Transaction Aliases

Transaction Aliases are used to create various transaction templates that define your basic business functions or transactions. These templates are used in the FuelsManager Accounting feature, where you can record transactions against them.

You may create and configure each Transaction Alias or you may create a set of default (standard) Transaction Aliases.

Ensure that you are logged in to the Site Group, and follow these steps to create the default Transactions Aliases:

1) From the menu, select **Configuration > Accounting > Transaction Aliases**. The Transaction Aliases Configuration page displays.
2) Click **Create Default**. The default transaction aliases are created and display in a table.

FuelsManager auto-creates 18 standard transaction aliases with preselected fields that display for each transaction. For more information on transaction aliases, refer to the *Transaction Aliases Configuration* help page.

❷ Create Default Standard and Transaction List Views

Views Configuration assists in defining a page view and the order in which fields display on the page. It allows you to configure the layout of fields displayed on standard features, such as Inventory Reconciliation, Automatic Distribution Rules, Supply Order Summary, and so on, as well as the order in which table columns display in transaction detail pages.
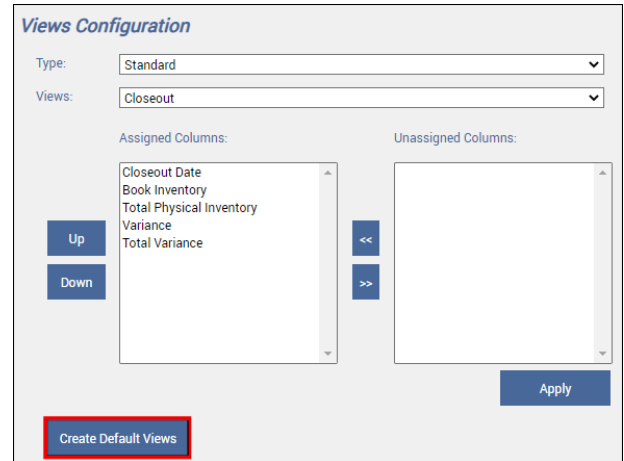
You may manually create and configure each View or you may create a set of default Standard and Transaction List Views.

To create default views, follow these steps:

1) From the menu, select **Configuration > System > Views.** The Views Configuration page displays.
2) Click **Create Default Views**. Two types of views are created: *Standard* and *Transaction List*.

    A message prompt displays that the Views have been created. Click **OK** to close the prompt.

If default views have been previously created, a message prompt displays a list of Views that already exist. Click **OK** to close the prompt.

For more information on creating and configuring default views, refer to the *Views Configuration* help page.

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❸ Create Default Ledger View

Ledger Views allow you to configure customized views for the Ledger. For each View you can assign the fields to include and the products that can be selected on the Ledger, as well as assign the user groups who can access the View.
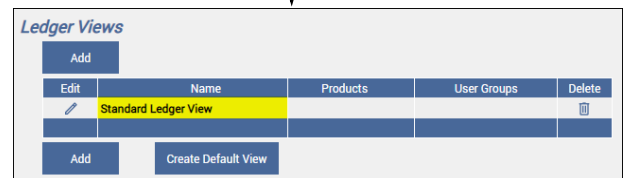
You may create and configure each Ledger View or you may create the default Standard Ledger View.

To create the default Ledger View, follow these steps:

1) From the menu, select **Configuration > Accounting > Ledger Views.** The Ledger Views page displays.
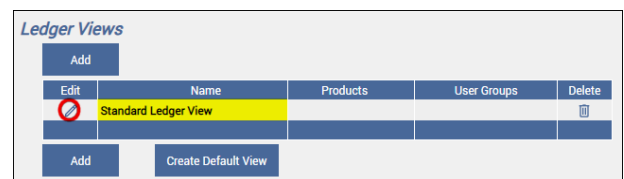2) Click **Create Default View**. The *Standard Ledger View* is created.

You may rename the Standard Ledger View, see the *Assign Products and User Groups* section below.

Assign Products and User Groups

After creating the Standard Ledger View, you need to assign the Products that can be selected on the Ledger, as well as assign the User Groups who can select this standard view on the Ledger.

Follow these steps:

1) On the Ledger Views page, click the **Edit** ✎ icon next to *Standard Ledger View*. The Ledger View detail screen displays.

2) You may rename the Standard Ledger View as appropriate by editing the *Name* field.

The *Assigned* and *Unassigned Fields* sections have already been defined when you clicked Create Default. Assign or unassign as desired.

3) If you want to change the order of how the Assigned fields display on the Ledger, highlight the field you want to move, and then click the **Up** ⬆ or **Down** ⬇ icon.

4) Do either of the following:
   • **Assign products** - select the **product(s)** in the *Unassigned Products* list box and click the double left arrow ＜＜.

   The selected product(s) moves to the Assigned Products list box.

   • **Unassign products** - select the **product(s)** in the *Assigned Products* list box and click the double right arrow ＞＞.

   The selected product(s) moves to the Unassigned Products list box.

5) Do either of the following:
   • **Assign user groups** - select the **user group(s)** in the *Unassigned User Groups* list box and click the double left arrow ＜＜.
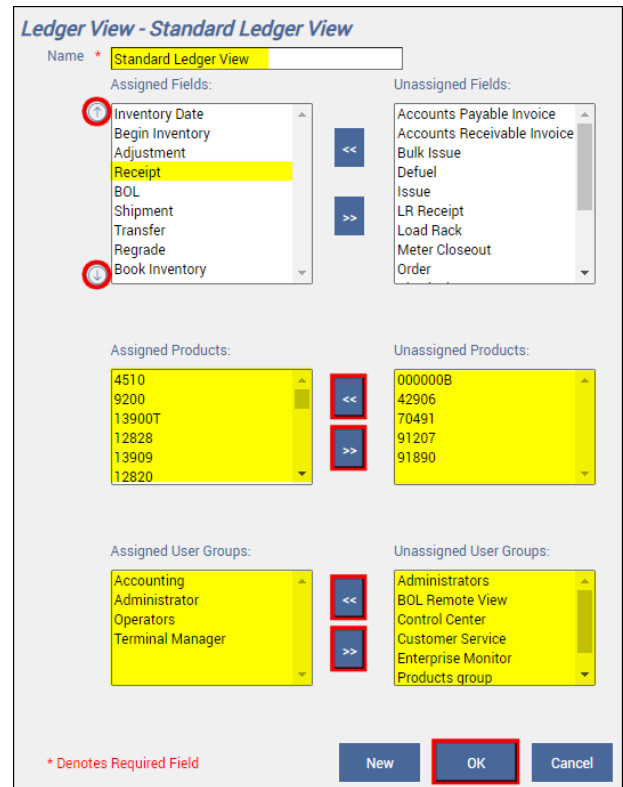
   The selected user group(s) moves to the Assigned User Groups list box.

   • **Unassign user groups** - select the **user group(s)** in the *Assigned User Groups* list box and click the double right arrow ＞＞.

   The selected user group(s) moves to the Unassigned User Groups list box.

6) Click **OK** to save your changes.

For multiple selection, press and hold the **Shift** or **Ctrl** key and select to highlight the fields.

For more information on configuring Ledger Views, refer to the *Ledger Views* and *Ledger View* help pages.

④ Assign Entities to Sites

An entity represents an object, such as a product, piece of equipment, Site, or company that can be assigned to a particular Site/Site Group. Typically, an entity has an owner Site Group and can be assigned to one or more member Sites/Site Groups.

The owner Site Group, which is where an entity is created, owns the entity by default. Typically, entities can only be modified or deleted by the entity owner Site, unless Field Level Control (FLC) is enabled for that particular record. This is useful when you have several Sites/SiteGroups to populate with entities because it maintains consistency of data across the Sites.

If you want to allow modification of entities that have been entity-assigned down to a Site, refer the Field Level Control Configuration help page for more information.

The Entity Assignment Configuration page allows you to assign/unassign entities from a Site Group to/from another Site or Site Group. Entities that have been assigned down to Sites/Site Groups can be viewed at the Site/Site Group it has been assigned down to; however, the assigned entities can only be modified or deleted at the owner Site/Site Group. This is useful when you have several Sites/SiteGroups to populate with entities because it maintains consistency of data across the Sites.

You may assign entities to or unassign entities from Site records.

You may assign all entities to a Site or assign a specific entity to all Sites. You cannot assign all entities to all Sites at the same time.

Follow the steps below to assign entities to a Site:

1) From the menu, select **Administration > Sites > Entity Assignments**. The Entity Assignment Configuration page displays.
2) Select the appropriate **Entity Type**, **Entity**, and **Site** from the dropdown lists, and assign down each to the appropriate Site:

Entity Type	Entity	Site Assigning To
a) Ledger Views	Standard Ledger View	Select the **Site** where you want to assign or unassign the entity.
b) List Views	Specific **transaction list** or **standard view**	
c) Transaction Aliases	Specific **transaction alias**	

The results display in the table.

If the Site you are assigning to or unassigning from is a Site Group, do either of the following:
- *Check the Include member sites check box - indicates that the entity will be assigned to or unassigned from the Site Group and its member Sites.*
- *Clear the Include member sites check box - indicates that the entity will be only assigned to or unassigned from the Site Group.*

If the Site you are assigning to or unassigning from is not a Site Group, the Include member sites check box is not available.

3) **Select** the check boxes in the *Assigned* column for each entity you want to assign to the selected Site or click **Assign All** to select all check boxes.

Deselect the check boxes in the Assigned column for each entity you want to unassign from the selected Site or click Unassign All to unassign all entities from the selected Site.

4) Click **Apply** after assigning down each entity type to the appropriate Site to save your changes.

For more information on entity assignment, refer to the *Entity Assignment Configuration* help page.