OSAS®

Inventory User's Guide

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Open Systems, Inc.
4301 Dean Lakes Boulevard
Shakopee, Minnesota 55379

General Telephone	(952) 403-5700
General Fax	(952) 496-2495
Support Telephone	(800) 582-5000
Support Fax	(952) 403-5870
Internet Address	www.osas.com

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CHAPTER 1

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Introduction

Welcome to OSAS

Welcome to the Inventory application for OPEN SYSTEMS Accounting Software® (OSAS®). Inventory helps you control and keep track of the items you stock. For each item (including lots and serialized items), Inventory tracks the quantities sold, purchased, and adjusted; location transfers; and costs. Each item is identified by location, product line, user-defined fields, bin number, status, vendor ID, serial and lot number, and unit of measure.

Inventory works with many of the OSAS applications to record sales, purchases, requisitions, transfers, and movement of inventory items throughout the entire system.

Inventory plugs into Resource Manager, the foundation of OSAS. Consult the *Resource Manager Guide* for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

About This Guide

This guide describes the functions that make up the Inventory application and gives details on how Inventory fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Inventory application, and describes the basics of the Inventory system and how to navigate around OSAS.
- Chapter 2, Installation and Conversion, details how to install Inventory using Resource Manager and how to create or convert the data files it requires.
- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Inventory.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Inventory menu.
- The Appendixes contain supplementary material not directly related to Inventory functionality.
- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

Conventions

This guide uses the following conventions to present information.

Inquiry
Maint

When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-18 and page 1-22 for more information on these commands.

When you see the phrase “use the **Proceed** (**OK**) command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.

The Inventory System

Inventory helps you control and keep track of the items you stock.

For each item (including lots and serialized items), Inventory tracks the quantities sold, purchased, and adjusted; location transfers; and costs. Each item is identified by location, product line, user-defined fields, bin number, status, vendor ID, serial and lot number, and unit of measure.

Use the **Items** function to enter information specific to the item, and use the **Item Locations** function to enter detailed information about the locations of the items. You can then track transfers between locations, sell items from an alternate location, and track differences in price activity.

Information Inquiry

Use the Information Inquiry functions to view (not change) information about items: prices, transaction and historical records, general information, alternate items, units of measure, location and bin information, costs, vendors, lot numbers, and serial numbers.

Daily Work

Once you establish the codes and IDs through the File Maintenance and Code Maintenance functions, use the Daily Work functions to enter adjustments, sales, purchases, and location transfers; to produce journals; and to post transactions.

Reorder Processing

Use the Reorder Processing functions to calculate the reorder quantity for items, to print the Reorder Report, and to generate purchase requisitions.

Reports

Print the reports to produce information about inventory movement; item status; prices; valuation; cost variance; and serialized, lot and transaction history.

Analysis Reports

Use the Analysis Reports functions to analyze items that have fallen below safety stock level, items that are overstocked, sales, gross profit, and trends.

Periodic Processing

After posting over a period of time, the files might get so large that they slow down your system. Use the Periodic Processing functions to remove outdated information from the files.

Physical Inventory

Use the Physical Inventory functions to process your physical inventory cycle.

File Maintenance

Use the File Maintenance functions to set up and maintain information about your items.

Code Maintenance

Use the Code Maintenance functions to set up codes assigned to an item.

Master File Lists

Use the Master File Lists functions to print lists of information about item detail, item location, price structure, and tables. These lists are useful if you are planning to make changes, want to add information, or keep a record of information that is on your system.

Master Code Lists

Use the Master Code Lists functions to print lists of information about sales categories, accounts codes, and user-defined fields.

Productivity Reports

Inventory includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS 8.0) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.

Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your software provider for more information.

In Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

In Other Operating Systems

To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

Using Parameters

You can use the -u, -c, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, and company ID to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

C:\basis\bin\bbj.exe osasstrt.txt -q -tT00 **-c**D:\osas80\progrm\config.bbx **- -u**Sam **-c**H

Note: In Windows, the **-u** and **-c** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

osas **-t** T2 **-c** B

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t** or **-c**,) and the parameter itself.

Refer to the *Resource Manager Guide* for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Password.** If you want to save your password so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. This check box appears only if the **Remember Password?** option is selected for your user ID in the **Users** function in Resource Manager.

Check the **Change Password?** box to change your password upon logging in. You will be prompted to enter and confirm your new password.

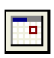
Finally, press **Enter** or click **OK** to log in.

This screen appears only after you have set up the system, including setting up users. See the *Resource Manager Guide* for information on setting up users and roles.

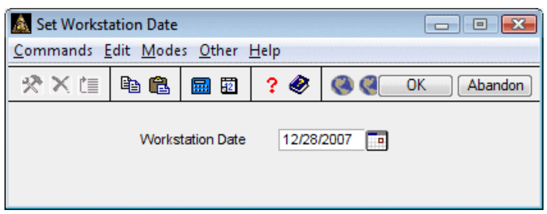
Roles

Roles limit use of the system and protect sensitive information. Each role allows access to specific applications, menus, and functions. If you cannot select a menu or function, your assigned role is not authorized for it. Use the **Roles** function in Resource Manager to set up roles.

Workstation Date



To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.



When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens independently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

Graphical Mode

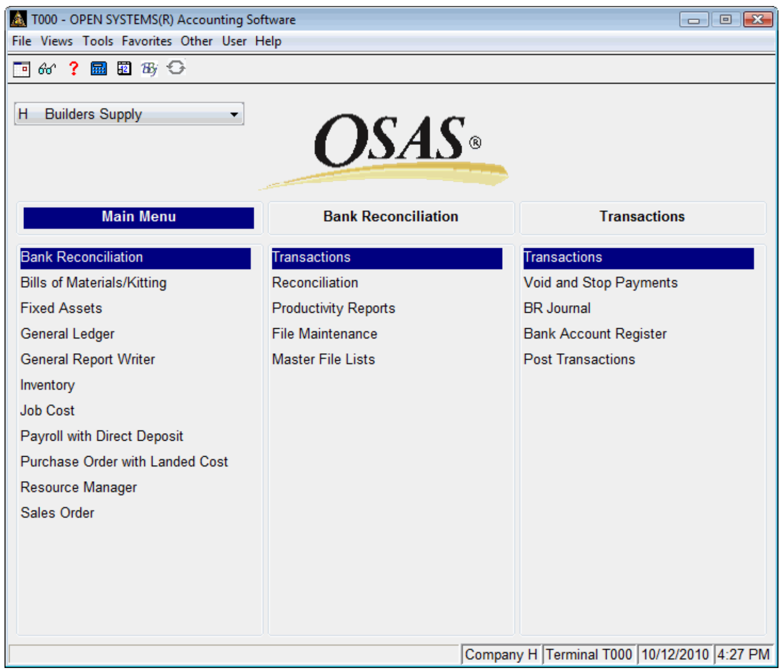
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

If you use graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**.

Graphical Main Menu

The graphical main menu is shown below.

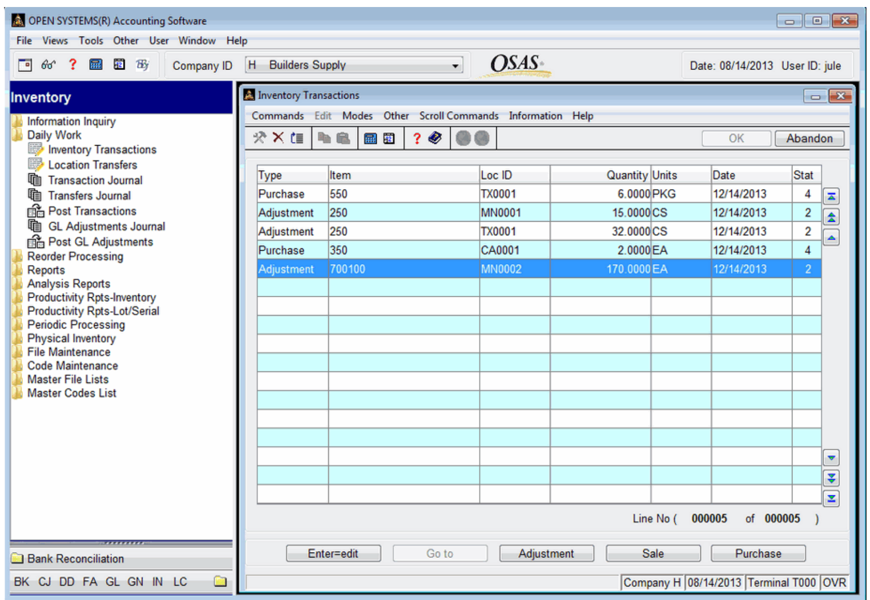


You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.
- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.
- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.

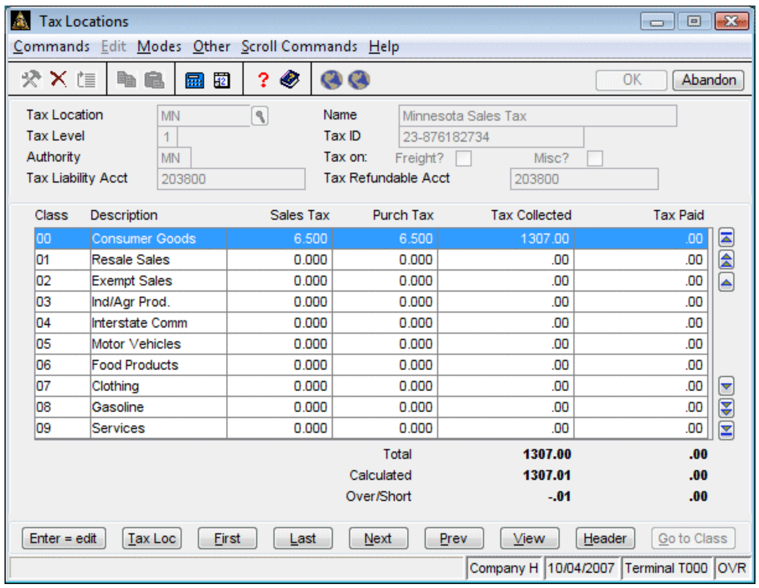


You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.
- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.
- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.



You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **Page Down** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen’s header section.
- Press **F7** to exit the screen and return to the main menu.

Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the *Resource Manager Guide* for more information on the menus available in OSAS and their commands.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult the *Resource Manager Guide* for more information on the commands available on the **Other Commands** menu.

Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult the *Resource Manager Guide* for more information on how to use the functions on the **Information** menu.

Favorites Menu

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

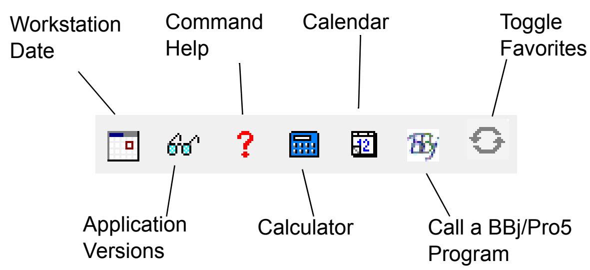
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

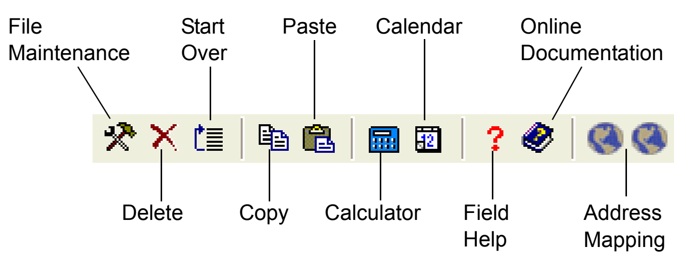
Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.



Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.



Date Fields

If you use graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Browse

If you use graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry

The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance

The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

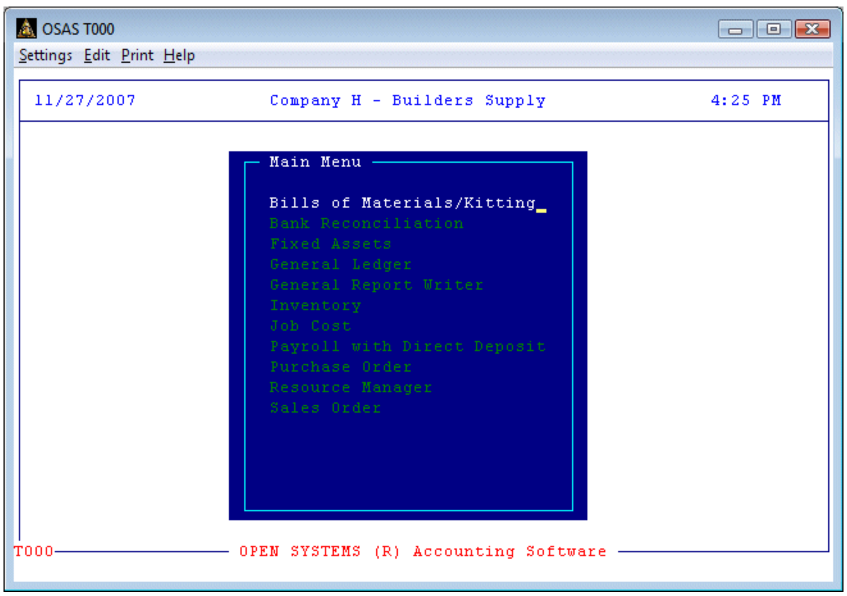
Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.



When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

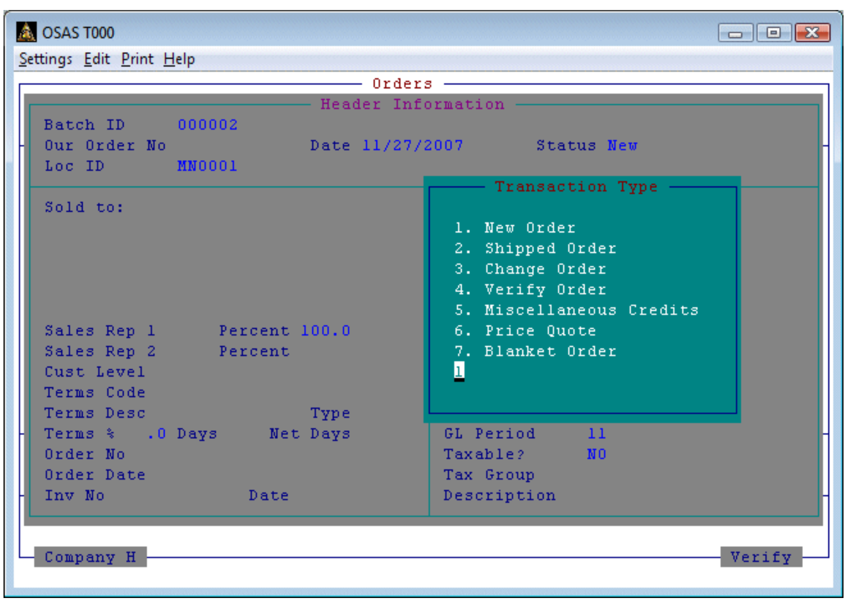
You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.
- Use the mouse to click an application to view that application's menu.
- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.
- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.
- To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.



You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.
- To use a command that is listed in the command bar, press the highlighted letter.
- Use hot key commands to access information screens or to toggle commands on and off. Refer to the *Resource Manager Guide* for more information on these commands and their corresponding hot keys.
- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.
- To exit the screen and return to the menu, press **F7**.

Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to the *Resource Manager Guide* for full details about the menus available in OSAS.

Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-15 for more information on this menu.

Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-15 for more information.

Favorites Menu

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-16 for more information on this menu.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to the *Resource Manager Guide* for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.
- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-15 for more information on this menu.

Maint

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one “on the fly.” When you finish, press **F7** to return to the function you were using.

Inquiry

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.
- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed** (**OK**) command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

```
Enter = edit, Append, Header, Totals, View, Online, Next trans
```

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
Verification
                    Press <PgDn> to proceed
```

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation’s web browser in the Resource Manager **Defaults** function.

Reports

OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate section.

Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

- You can also choose a non-contiguous list of values for inclusion in the report using the **Inquiry** (**F2**) command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.

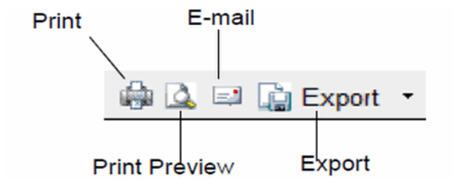
Outputting Reports

You can output reports in a variety of ways, including printing, previewing the report on the screen, emailing the document to a recipient of your choosing, or exporting the report or form to certain file formats. The screen mode you use, either graphical or text-based, controls which output options are available to you.

Choosing Output Types

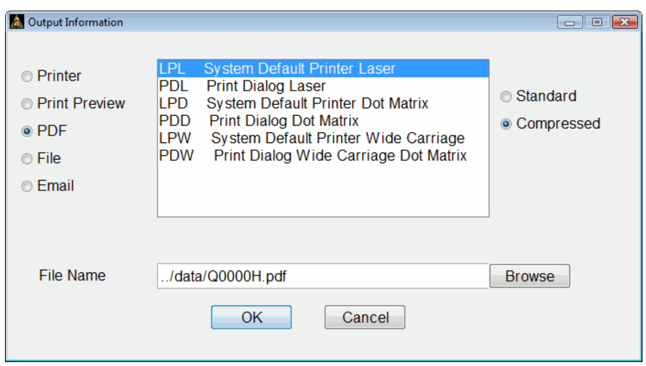
The type of report output available depends on whether you are generating a report, or a form such as an invoice, purchase order, packing slip, etc.

- If you use graphical screens to generate a report (as opposed to a form), the reports toolbar appears on the report criteria screen.



Once you finish making your selections on the report criteria screen, click your desired output option to begin generating the report. Alternatively, you can output to your default method based on your user preference settings.

- If you use graphical screens, and you are printing a form (such as an invoice, purchase order, packing slip, and so on), the Output Information dialog box appears after you select the range of information to include in the report.



Select the radio button next to the type of output you want. Select a printer from the list, and specify a file name if necessary. Click **OK** to complete the process.

- If you use text screens, the options available to you appear at the bottom of the screen after you select what to include in the report and how to organize it.

```
Output: (P)rinter p(R)eview (F)ile (S)creen e(M)ail (E)nd
```

  The options available to you may vary depending on the specific report or form you are producing. Press the letter corresponding to your output choice, then press **Enter** to generate the report.

Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

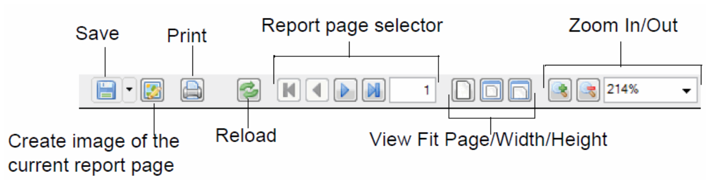
   Use the **Devices** function in Resource Manager to add printers to the terminal for certain forms, or use your operating system to set up printer connections for reports.
3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. Click **OK** or press **Enter** to continue.

Preview the Report

The Print Preview option is available only on workstations with graphical display capabilities.

To view a report using Print Preview, click the **Print Preview** icon (in graphical screens) or enter **R** (in text screens).

The preview displays the report in a JasperReports print preview window. This window has its own toolbar.



The **Save** command pull-down offers these options:

- The **Save** and the **Save As...** commands will open the operating system save file dialog box. Navigate to the desired location for the saved file. Change the report name from the system-generated default, if desired, in the file name field. By default, the report will be saved in PDF format. To change the file type, use the **Files of Type** pull-down to select a different file type from the list. Click the **Save** button to save the report file.

- The **Save as Google Document...** command will open a Google Login dialog box. Enter your Google Docs e-mail address and password. A Save Google Document screen will open, and you can select the Google folder in which to store the file, and set the name and type of file. Click the **Save** button to save the report to your Google Drive.

The **Create image of the current report page** command allows you to save the displayed report page as a PNG (Portable Network Graphics) image.

The **Print** command opens a print dialog box to allow you to print the report to the selected printer.

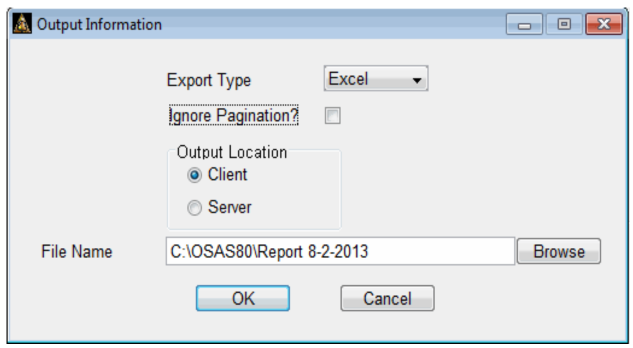
The **Reload** command reloads the report in the print preview window.

To navigate through the report, use the **Report page selector**. To adjust the view of the report in the preview window, use the **View** or the **Zoom** options.

Export the Report

To export the report to one of the available file types, select the type from the pull-down **Export** list on the report toolbar on graphical screens, or enter **X** on text screens, then enter the letter for the desired format.

The **Export** command will open an Output Information dialog box. The **Export Type** pull-down allows you to select the type of file to export. The **Ignore Pagination** check box, if marked, will result in one continuous report without page breaks. The **Output Location** option determines where the exported file will be stored. Use the **Browse** button to navigate to the location where the report file will be saved. Enter the desired file name in the **File Name** field. Click **OK**. The report file will be saved in the selected location.



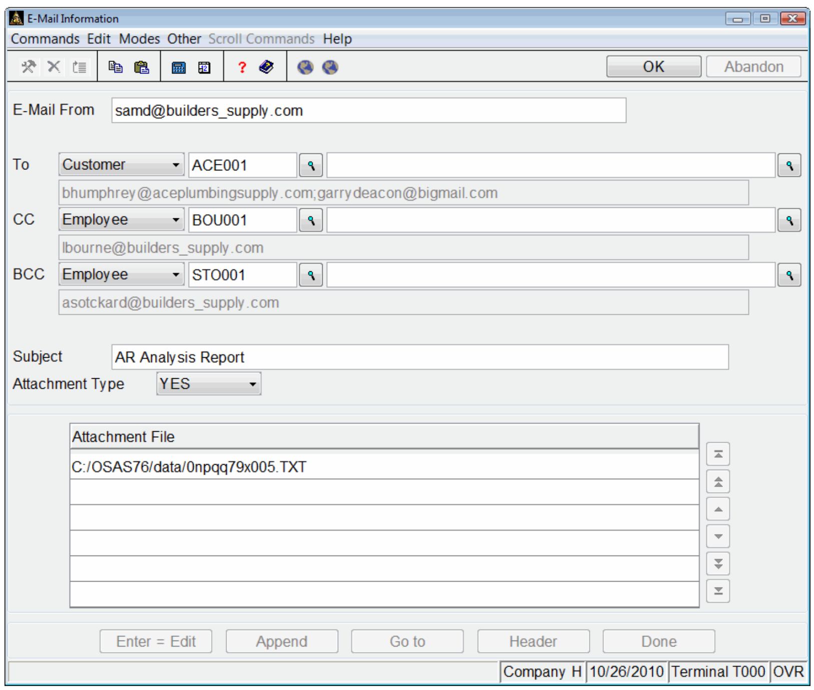
In text mode, you will have the same types of prompts. Follow the on-screen instructions to export the report in the desired format and location.

E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**. The **E-Mail Information** screen appears.



2. The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one set up in the **E-Mail Setup** function in Resource Manager.

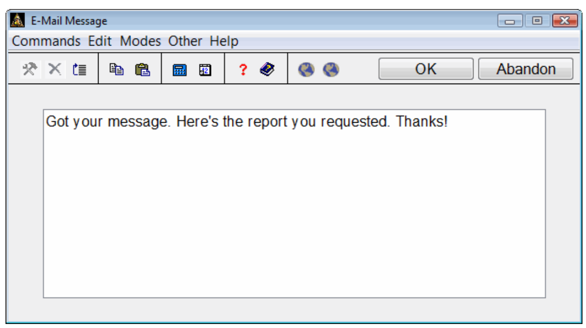
Inquiry

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).

4. The name of the report appears in the **Subject** field. Change the subject line, if necessary.

5. Select **Yes** in the **Attachment** field to send the report as a text file attachment to the e-mail message, select **No** to send the report in the body of the e-mail, or select **PDF** to attach the report as a PDF file.

6. The E-Mail Message dialog box appears.



Enter the message you would like included in the body of the e-mail, and use the **Proceed** (**OK**) command. You are returned to the E-Mail Information Screen.

7. Use one of the following commands in the Attachment File scroll region:

- Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-33).

- Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-33).

- Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).

- Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.

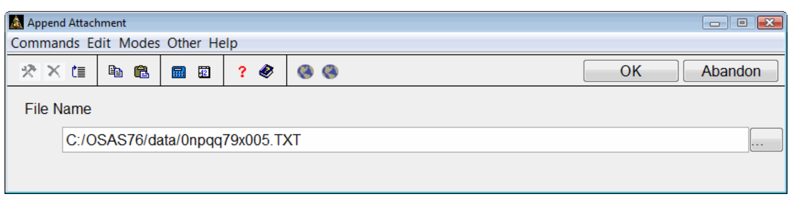
- Press **D** when done entering the e-mail information, and you are ready to process the e-mail.

8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces, the e-mail will be held in the E-Mail Queue for processing. Consult the *Resource Manager Guide* for more information. Otherwise, the e-mail will be sent immediately.

Note: To preserve formatting, view e-mailed reports (or e-mail attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press Enter or A in the Attachment File scroll region of the E-Mail Information screen.



1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button (...) to navigate to the file.

2. Use the **Proceed** (**OK**) command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

View the Report on Screen (Text Screens Only)

If you use text screens without any graphical display capability, you can view selected reports directly on the OSAS screen.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press the **Up, Down, PgUp, PgDn, Home,** and **End** keys to navigate through the report.

Form Preview Commands

Use the following commands when a form appears on the screen (these commands do not apply to the JasperReports-generated reports):

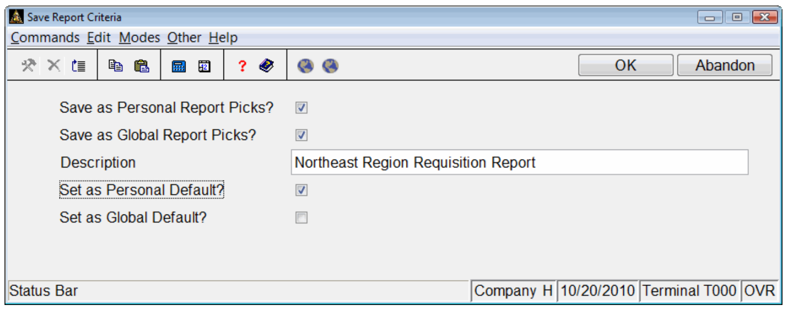
Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Loading and Saving Report Criteria

You can save the pick criteria from any report screen to make it easier to run reports without redefining the criteria each time.

You must set the Resource Manager option **Use Report Defaults?** to **Yes** to use this functionality.

After you choose to generate a report, the Save Report Criteria screen appears.



- Check the Save as **Personal Report Picks?** box save the pick criteria for In the **Save as Personal Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use at a later time on your workstation, or uncheck the box (or enter **N** in text mode) to skip saving the criteria.

- In the **Save as Global Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use by anyone in your organization who has access to this report, or uncheck the box (or enter **N** in text mode) to keep the criteria private.

- Enter a **Description** for these report defaults for identification.

- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen the next time you run the report from the menu.

- If you check the **Set as Global Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

- Whether or not you set saved criteria as a default, you can load any report criteria you have saved for a report by clicking in any field on the selection criteria screen, pressing **Shift+F3,** and then choosing the description you want to use.

Consult the *Resource Manager Guide* for more information about reports.

CHAPTER 2

2

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Conversion 2-3

Installation and Conversion

Installation

Before You Install Inventory

Make sure your system meets these minimum requirements before you install Inventory.

The Inventory system needs a minimum of 17 megabytes (17 MB) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Inventory

Use the **Install Applications** function in Resource Manager (see the *Resource Manager Guide*) to install Inventory. If you intend to use Bill of Materials/Kitting with Inventory, install it after you install Inventory.

Setting up Inventory

Once you have installed Inventory on your system, you must prepare your data files for everyday use.

You can prepare files for use with Inventory in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager Guide*). For instructions on converting your files, see the “Conversion” section later in this chapter.

If you plan to use General Ledger, Accounts Payable or Purchase Order with Inventory, you must install and set up those applications before you set up Inventory.

Conversion

If you use an earlier version of OSAS Inventory, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager Guide*) to upgrade Inventory data files. You can upgrade from version 3.2, 4.xx, 5.xx, 6.xx, or 7.*xx*. If you want to convert to version 8.0 from a version earlier than 3.2, contact a client support representative.

- You must install the new version of Inventory before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.
- You must complete all month-end and physical inventory tasks before you convert Inventory.
- Before you convert an application's files, make note of the version number of the application you are converting from. The **Data File Conversion** function has no way of determining the information from within the function.
- Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Before you convert an application's files, back up your data files.

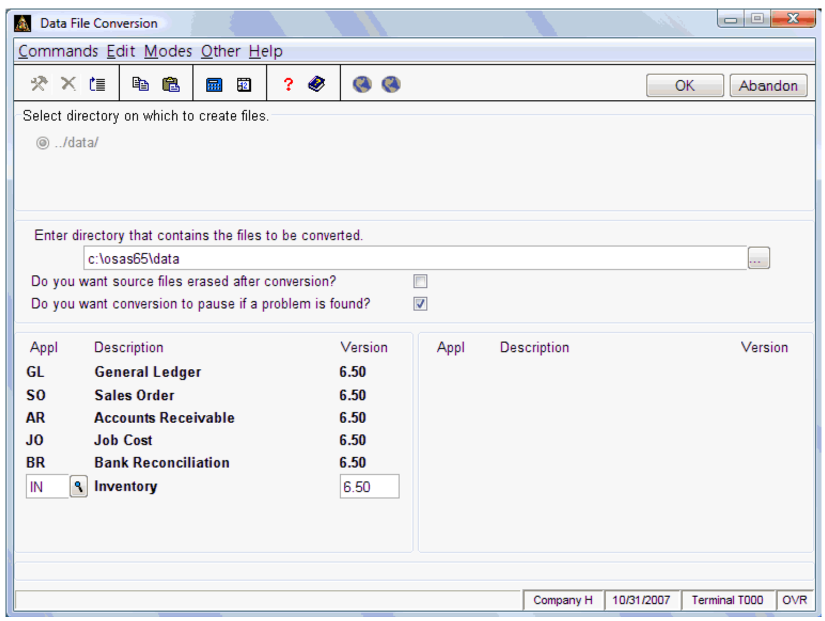
Consider Your Setup

Before you try to convert from your version of Inventory, consider the exact setup of your system. Because OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or file. If you are not sure if your system is ready for conversion, consult your reseller.

Use the following guidelines to convert your files to version 8.0

Converting to Version 8.0

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The Date File Conversion screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want to erase source files after conversion, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear it (or enter **N**). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **IN** in the **Appl** column; **Inventory** appears.

6. Enter your earlier version number of Inventory, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

7. If data files already exist for Inventory in the intended destination path, the **IN data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Inventory files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process finishes, the files are converted. Select how to output the error log. After the error log is produced, the main menu appears.

CHAPTER 3

3

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Setup

Setup Considerations

Follow these steps to prepare for entering your data:

1. Define types of inventory items.
2. Organize your inventory items.
3. Set up codes and IDs.
4. Choose costing methods.
5. Determine options and interfaces.
6. Set up roles.

Defining Types of Inventory Items

Many businesses have a variety of serial, nonserial, and service items. Serial numbers are used to track large-ticket items such as appliances, computers, and stereo equipment. Nonserialized items are regular inventory items identified by the item ID and description. Service items are work you perform for your customers—for example, service warranties and repair services.

Organizing Inventory Items

Items in Inventory are identified by an item number and a description. You can also assign additional identification to an item: product line, location, user-defined fields, bin number, status, vendor ID, unit of measure, serial number, and lot number.

In some of the Inventory reports functions, you can select the order the information is presented. You can sort the information by item ID or location ID using the Price Report; you can sort the information by product line or user-defined fields using the Valuation Report. Organize your inventory items with this information in mind.

Setting Up Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list, codes and IDs are sorted from lowest to highest and dashes represent blank spaces:

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are always listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Numbers are sorted as if they were letters. When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until they are in alphabetical order. For example, in the alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 alphabetically.

Listed below are some suggestions for setting up codes and IDs:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the part should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 instead of ACE-1.

- If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 001 and 002. (However, if you already use a numbered system, you may want to continue using it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions.

Item IDs

Item IDs, which can be 20 characters long, identify items throughout Inventory and other OSAS applications. Items can have the same product line, location, and price ID; but no two items can have the same product line, location, price ID, *and* item ID.

Establish an item numbering system that organizes your inventory for your business. If you currently identify your items by a number, use that number as the ID. If you do not already have a numbering system, use the following suggestions to create one:

- Use as many of the 20 characters as you need to establish a logical system, but use as few characters as possible to identify your items.
- Leave room between IDs so that you can add items.
- Use IDs that make selecting ranges of items easy. For example, if all your inventory numbers for raw materials begin with RM (and no other items begin with RM), you can specify a range of inventory items such as RM0001 through RM0100 to print a report that lists only raw materials.

Location IDs

Location IDs, which can be six characters long, identify where you store your inventory items. If you currently identify your locations by a number, use that number as the ID. If you do not already have a numbering system, create an alphabetic or an alphanumeric system.

Product Lines

Product lines, which can be 12 characters long, categorize or identify groups of similar items. Product lines are used throughout Inventory in reports (as sort options) and physical counts.

When you set up product lines, set up a character sequence that identifies both a broad category and specific categories of items. For example, the first three characters could identify broad categories, and the remaining characters could identify a specific category.

Price IDs

Price IDs, which can be six letters long, identify customer-level pricing. You may want to set up price IDs for categories of items or items in particular locations.

Choosing Costing Methods

You must select a costing method for your items in the **Options and Interfaces** function in Resource Manager.

The *FIFO* (first-in, first-out) method uses the oldest items in your inventory as the basis for costing your sales and inventory. FIFO allocates the oldest unit costs to the cost of goods sold and the most recent unit costs to the ending inventory. When costs rise, the FIFO method yields the highest net income; when costs fall, the FIFO method yields the lowest net income.

The *LIFO* (last-in, first-out) method uses the last items brought into inventory as the basis for costing sales and inventory. When costs of your inventory items rise, the LIFO method yields the lowest net income of all the costing types; when inventory item costs fall, the LIFO method yields the highest net income.

The *average cost* method calculates a weighted average cost by dividing the total cost of all units of an inventory item by the number of units on hand.

The *standard cost* method is an estimate of costs you set yourself. For example, in a manufacturing operation the standard cost is the cost of the item plus costs of raw materials, labor, and overhead. Set up standard cost codes using the **Standard Cost Makeup Codes** function and assign them to item locations on the Item Locations Cost Information screen.

Determining Options and Interfaces

Interfaces

Inventory can interface with General Ledger and Purchase Order. If you want to interface Accounts Receivable, Sales Order, Accounts Payable, or Bill of Materials/Kitting with Inventory, see the user’s guides for those applications.

When Inventory interfaces with General Ledger, the inventory accounts assigned to the items in locations and in the specified transfer account are updated.

When Accounts Payable interfaces with Inventory, you can view information from Inventory about a purchased or a returned item: description, serialized item information, and unit of measure. The quantities, costs, and purchase history are updated in Inventory when you post transactions in Accounts Payable.

When Inventory interfaces with Purchase Order, the same information is exchanged as with Accounts Payable. In addition, the **INLDxxx** (Location Detail) file keeps track of quantities on order when you place orders through Purchase Order.

When Accounts Receivable interfaces with Inventory, you can view information from Inventory about a sold or returned item: price, cost, assigned general ledger account numbers, serialized item information, category code, and unit of measure. The sales quantities and amounts, costs, serialized item information, and sales history are updated in Inventory when you post transactions in Accounts Receivable.

When Sales Order interfaces with Inventory, the same information is exchanged as with Accounts Receivable. In addition, the **INLDxxx** file tracks the quantity committed when you place orders in Sales Order.

When Bill of Materials/Kitting interfaces with Inventory, you can track the assembly of raw materials in an assembly and group several items (otherwise sold separately) as one. When the assembly is completed, Bill of Materials/ Kitting updates the **INLDxxx** file.

Options

To set up each company's options and interfaces, use the Resource Manager **Options and Interfaces** function (see the *Resource Manager Guide*). **IN** is the application ID.

Your answers to the following questions determine how the system works and how information flows through it.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface General Ledger, Accounts Payable/Purchase Order, and Accounts Receivable/Sales Order.

   The interface options work independently of each other. You can respond to them with any combination of settings.

2. Toggle to **FIFO**, **LIFO**, **Average**, or **Standard** to indicate the costing valuation method you want to use.

3. Toggle to **YES** or **NO** to indicate whether or not you want to allow quantities to be edited online.

4. Toggle to **Average**, **Last**, **Base**, or **Standard** to indicate the cost you want to use for zero-quantity items.

5. Toggle to **YES** or **NO** to indicate whether or not you want to enter 1 to 10 lines of additional text for items.

6. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter price information for sales transactions.

7. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail history for inventory. If you elect not to keep detail history for inventory, you cannot access the Inventory **Movement Report** and **Transaction History Report** functions.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep lot history. If you select **NO**, you cannot use the **Lot History Report** function.

9. Toggle to **YES** or **NO** to indicate whether or not you want to keep serial history. If you select **NO**, you cannot use the **Serialized History Report** function.

10. Toggle to **YES** or **NO** to indicate whether or not you want to keep GL Adjustment history.

11. Toggle to **YES** or **NO** to indicate whether or not you want to show costs of items in sales transactions.

12. Toggle to **YES** or **NO** to indicate whether or not you want to post line-item detail or only summary information to General Ledger. You cannot select **YES** if you elected not to keep detail history.

13. Toggle to **YES** or **NO** to indicate whether or not you want the system to check for aliases in the **Item ID** field in reports.

14. Toggle to **Serial/Lot** or **Lot/Serial** to select the order you want to use for your transaction entry method.

15. Toggle to **YES** or **NO** to indicate whether or not you want to allow discounts on serialized items.

16. Toggle to **YES** or **NO** to indicate whether or not you want the system to display costs when you use the price and availability lookup.

17. Toggle to **YES** or **NO** to indicate whether you want to use On-line quantity synchronization. This option ensures that the totals in the **INQLx** and **INQTx** files are synchronized online as transactions occur.

18. Toggle to **YES** or **NO** to indicate whether you want to allow inventory transfers to update item last cost.

Roles

To safeguard your system, you'll need to prevent access by unauthorized people. Use the Resource Manager **Roles** function to set up roles on your system. You can set up roles for the Accounts Payable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an roles for each user or group of users that performs the same functions.

Different Roles for Each Company

Roles are company-specific. When you set up a role, the role is assigned the company you are in.

Because the roles are company-specific, you must set up roles for each company a user needs to access.

What Should Be Protected

Because of the sensitive nature of some of the information in the Accounts Payable data files and reports, you should limit role access to the functions that provide confidential information or are sensitive to change.

For more information about roles, see the *Resource Manager Guide*.

Entering Your Data

When you set up your inventory items, gather and enter the information in the order below. As you complete the setup steps, use the **Master File Lists** and **Master Code Lists** functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the **INPDxxx** table.
2. Enter sales categories.
3. Enter customer levels.
4. Enter product lines.
5. Enter account codes.
6. Define forecast types.
7. Define standard cost makeup codes.
8. Define user-defined fields.
9. Define user-defined field sorts.
10. Enter locations.
11. Set up price structures.
12. Enter item IDs and descriptions.
13. Enter general information for items.
14. Define units of measure.
15. Set up alternate items.
16. Enter item locations.
17. Enter location information.
18. Enter location price information.
19. Enter location cost information.
20. Enter vendor information.
21. Enter bin information.
22. Enter lot information.
23. Enter serial information.
24. Set up promotional pricing.

Tables

Tables store information relating to the system, data, options and other applications.

Note: Use tables only to enter and store data. Do not delete or rearrange the account descriptions. The system looks for the information by the position of the account descriptions in the table.

Set up the **INPDxxx** table before you set up anything else. For information about this table and other Inventory tables, see Chapter 4.

If you are setting up multiple companies, you must set up an **INPDxxx** table for each one.

Sales Categories

Sales categories identify the market you sell groups of items to and help you analyze sales. They are used in Accounts Receivable and Sales Order to sort detail sales history.

Select **Sales Categories** from the **Code Maintenance** menu. Then enter each sales category and a description.

Customer Levels

Customer levels identify groups of customers you sell to and are used for pricing purposes, when you set up customers in Accounts Receivable and Sales Order, when you sell items, and in the **Price Structures** and **Promotional Pricing** functions.

Select **Customer Levels** from the **Code Maintenance** menu. Then enter each of your customer levels and a description of each customer level. Examples of customer levels are senior citizens, frequent buyers, contractors, and builders.

Product Lines

Product lines categorize your inventory items into groups of similar items. You can sort by product line in many reports, and you can specify the product lines you want to use when setting up promotional pricing.

Select **Product Lines** from the **Code Maintenance** menu. Then enter each product line and a description of each product line.

Account Codes

Account codes contain default accounts for posting to General Ledger. The accounts are paired under one account code, which can be assigned to an item. You can enter an account number for the following general ledger accounts:

- Sales
- COGS
- Inventory
- Work in process
- Inventory adjustment
- COGS adjustment
- Purchase price variance
- Physical count adjustment
- Transfer cost

The accounts you enter are used when the item is sold or returned through Accounts Receivable/Sales Order or purchased through Accounts Payable/ Purchase Order.

For more information about setting up general ledger accounts, see the *General Ledger User's Guide*.

Select **Account Codes** from the **Code Maintenance** menu. Then enter each account code or copy an existing code. Enter a description of each code and an account number for the GL accounts.

Forecast Types

Forecast types help you predict current and seasonal trends for your inventory items. You can set up a forecast type for seasonal, regular, slow-moving, or fast-growing items.

When you use forecast types, you must have sales history for the item. Sales history is used to accurately determine the reorder quantity and use for your inventory items.

When you assign a forecast type, you decide on the weight factor for the periods on which you want to base your forecast. How you determine the weight factor depends on the item you are working with and your reorder process. You might base your forecast 100 percent on last month's sales or on sales from one year ago. You can also split the weight factor; for example, you might base the forecast evenly on the last four months.

You can assign an adjustment percentage to determine sales increases or decreases. For example, if you are expecting sales to grow for the items in the forecast type, you may want to increase the percentage accordingly.

Once a forecast type is set up, it is assigned to an item in the **Item Locations** function. Then in the **Reorder Report** function, you can calculate reorder quantities, using the forecast type method.

Select **Forecast Types** from the **Code Maintenance** menu. Then enter each forecast type code or copy an existing code. Enter a description of each code, a weight factor from 0 (or leave the field blank) to 100 percent, and an adjustment percent for expected increases or decreases in demand.

Note: The total weight factor for the periods must equal 100 percent.

Standard Cost Makeup Codes

An item's standard cost is the amount an item should cost based on its standard costing model. The standard costing model varies from company to company and is usually used in a manufacturing environment.

If you use the standard costing valuation method, you must define cost codes that make up your standard cost. Cost codes are used on the Cost Information screen in the **Item Locations** function and define the composition of the standard cost for an item. Examples of standard costs for items are marketing, labor, and distribution costs.

Select **Standard Cost Makeup Codes** from the **Code Maintenance** menu. Then enter each cost code and it's description.

User-Defined Fields

You can set up 16 user-defined fields, which can be used to create check boxes or numeric and date fields. User-defined fields 1 and 2 are sort options in report functions. User-defined fields 3 to 16 are unsorted fields. You can view this information using the Items Inquiry screens. Use the General Information screen in the **Items** function to assign a user-defined field to an item.

When setting up the sorted fields, use fields that you sort by most often. These fields are used as sort options in several reports and in the **Calculate Reorders**, **Item Price Change**, **Cost Changes**, **Physical Inventory Selection**, and **Freeze Quantities** functions.

Select **User-Defined Fields** from the **Code Maintenance** menu. Then enter a user-defined field number and it's description.

Enter an unlimited number of field values and descriptions. For example, if **disk size** is your first user-defined field, you could list the available sizes of diskettes (3.5-inch, 5.25-inch) in the field values and use the description **3.5-inch diskette**.

If you leave a field value and description blank for a user-defined field, the user-defined field is free-form when you assign the user-defined fields to an item using the **Items** function.

User-defined field values are stored in the **INVEx.UF** file.

For more information about entering item information, refer to the **Item** function (see page 12-3).

User-Defined Field Sorts

In addition to the two sorted fields (user-defined fields 1 and 2), you can add two other sorting options that can be used in several reports.

Select **User-Defined Field Sorts** from the **Code Maintenance** menu. The user-defined fields you set up using the **User-Defined Fields** function appear. You can also choose to sort by product line.

Enter the description of the sort sequence that appears in the functions mentioned above. Then enter the number of the user-defined fields you want to appear first, second, and third in the sort sequence. You can choose between any of the 16 user-defined fields (or however many you set up) and the product line, but each user-defined field can be used only once in a sort sequence.

After you save your sort sequences, they are written to the **INVExxx** (Items) and the **INKYxxx** (Alternate Keys) files. If you want to change the sort sequence, you must back up your data files first.

Documents

You can attach multiple documents to customer records. However, you must set up file types in Resource Manager before you can attach documents. See the *Resource Manager Guide* for more information.

You can attach 999 documents per customer. The filenames are stored in the **INVEx.UD** file, but the documents remain as separate files.

For more information about entering item information, refer to the **Items** function (see page 12-3).

Locations

Locations are places your items are stored—warehouses, vendors, retail stores, receiving docks, repair locations, or cities. Location IDs should convey information about the location. For example, you might use VN0001 as the location ID for a vendor and WH0001 as the location ID for a warehouse.

Before you add items, you must set up at least one inventory location.

Select **Locations** from the **File Maintenance** menu. Then enter each location ID, the name of the location, the address, the city, the state, the zip code of the location, the contact person at the company, and the phone and fax numbers for the location.

If you plan to calculate reorders based on the EOQ, enter a default carrying cost percentage and an ordering cost amount. The carrying cost is the percentage it costs you to store the item at the location. The ordering cost is the amount it costs to place an order from the location.

Price Structures

You can define pricing in the Inventory system in several ways, and depending on the products your company sells, you might choose any of the following combinations of pricing:

- *Price Structures*: Price calculations can take the form of a discount (based on a percentage or a dollar amount) from several pricing fields or a markup from several cost fields. By combining a customer level and the price ID, you can develop many unique pricing structures.
- *Item Locations* (Price Information screen): Since you can sell an item in several units of measure, you must set prices for each unit, using the average, base, list, and minimum pricing fields. In addition, you can define quantity break pricing for each unit of measure.
- *Item Locations* (Price Information screen): To price items for customer groups, use customer-level pricing in the **Item Locations** function.
- *Promotional Pricing*: Use promotional pricing for short-term specials. You can specify beginning and ending dates for promotional prices.

Set up price IDs to store customer-level pricing information, an adjustment base, and adjustment amounts.

Price IDs can be assigned to an item using the **Items** function and to an item location using the **Item Locations** function. If a different price ID is set up at the location level from the price ID set up at the item level, the price ID set up at the item level is the default. You can also assign a price ID to a transaction using the **Inventory Transactions** function.

Select **Price Structures** from the **File Maintenance** menu, and enter a price ID or copy an existing ID. Then enter a description of the price ID, a customer level, a description of the customer level, an adjustment base, an adjustment type ($ or %), and the amount of the price adjustment.

Note: If a customer level is not found when the price is calculated, the default customer level NONE is used.

Item IDs and Descriptions

Item IDs and descriptions identify the inventory item and are used throughout Inventory.

To save time, set up one item first, following all the steps through **Serial Information** later in this chapter. Then when you enter new items, use the **Copy From** window to copy any of the following information:

- Alternate items
- User-defined fields
- Location information
- Price information
- Customer-level pricing
- Cost summary information
- Vendor information
- Bin information

Select **Items** from the **File Maintenance** menu. Then enter each item or copy an existing item record, and enter a description of the item.

If you elected to use additional descriptions in the **Options and Interfaces** function, you can add 1 to 10 lines of additional descriptions for the item.

If you choose to add or edit information on the General Information, Units of Measure, Alternate Items, and Item Locations screens, see the explanation of those screens below.

If you are entering a new item, you must enter general information.

General Information

The information you set up on the General Information screen is used at the item level and is not associated with a location.

1. Enter the status of the item: active, discontinued, obsolete, or superseded.

2. Enter the type of item you are working with: serial, nonserial, or service.

3. If Bill of Materials/Kitting interfaces with Inventory and the item will be described as a kit, set the flag to **YES**.

4. If you plan to set up lots for the item, you must set the flag to **YES**.

5. If you want the system to calculate the reorder point for the item, set the flag to **YES**. If you are planning to use the **Generate Purchase Requisitions** function, this flag must be set to **YES**.

6. Enter the smallest unit of measure for the item, which is your base unit of measure. Initially the base unit is also your default unit of measure, but you can change the default unit of measure on the Units of Measure screen.

7. If you want, assign a sales category to the item.

8. If you want, assign a product line to the item.

9. Enter the price ID you want to use for the item.

10. Enter the tax class for the item.

11. Enter the weight of the item.

12. The user-defined fields you set up in the **User-Defined Fields** function appear. Select and assign the user-defined fields for the item.

Units of Measure

You can assign an item a default unit of measure, unlimited alternate units of measure, a conversion factor, and a penalty amount. The base unit of measure must be your smallest unit of measure.

Note: You cannot change your base unit of measure if quantities are on file.

If the smallest unit of measure is EACH, you might use the following alternate units: a BOX of 10, a PKG (package) of 100, a CARTN (carton) of 500, and a CASE of 1000.

The conversion factor tells the system what portion of the base unit the alternate unit is. In the example above, you would enter the units with the following conversion factors:

Unit	Conversion Factor
EACH	1.00
BOX	10.00
PKG	100.00
CARTN	500.00
CASE	1000.00

The base unit of measure is EACH, but you can set up BOX as the default unit of measure if you sell the item most often in boxes.

The penalty amount determines the price when fractional parts of a unit are sold. For example, if a customer orders half a carton, you might add a penalty to the price because you have to sell part of a carton.

A penalty expressed as a percentage applies to the fractional part of the units sold, resulting in a unit penalty. A penalty expressed as a dollar amount applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

Make sure that your base unit of measure is set up. Then enter each unit of measure and a conversion factor for each unit of measure.

To charge a percentage that applies to the fraction of the units sold, enter **%**. To charge a dollar amount that applies to the entire sale, enter **$**. Then enter the percentage or the dollar amount of the penalty.

Alternate Items

Alternate items store additional identification about an item. You can choose to enter an alternate item ID, customer identification, alias identification, a superseded part number, a bar code, and vendor identification for an item.

Alternate Item ID

If you have items that are comparable or can be substituted for other items, you may want to set up alternate item IDs. The alternate item ID is used when you sell an item with insufficient quantities in inventory.

Customer ID

If Accounts Receivable/Sales Order interface with Inventory, you can assign customer IDs to an item. For example, if a customer uses PS145 as the identification for plumbing supplies, but your item ID is 700, you set up PS145 as the customer ID on the Alternate Items screen. Then when the customer calls to order more PS145 and you enter item ID PS145, a message gives you the inventory item ID 700.

Note: When you set up customer alternates, you must enter the customer ID in the source field.

Alias

An alias is another name for an item. You can define an alias as an alternate for any inventory item. For example, you might use an alias as an alternate if item 700 is also known as *plumbing supplies*. When you enter *plumbing supplies* as an item ID, a message lets you know that *plumbing supplies* is an alias for item 700.

Superseded

Superseded alternates are replacements for items that are no longer available for purchase or sale. For example, if you set up item 700 as the superseded alternate of item 100, each time you enter item 700 for a sale or a purchase, a message lets you know that item 700 was replaced by item 100.

Before you set up superseded alternates, change the status of the item to *superseded* using the **Items** function. The system does not find superseded alternates unless the status of the item is *superseded*.

Bar Code

If you use bar codes, set up the bar code alternate to record the identification number for an item. Then whenever a bar code is scanned or entered in an item ID field, the item ID appears.

Vendor ID

If Accounts Payable/Purchase Order interface with Inventory, you can assign vendor IDs to an item. For example, if a vendor uses VC200 as the identification for vacuum cleaners, but your item ID is 300, you can set up VC200 as the vendor ID on the Alternate Items screen. Then when you call the vendor to order more VC200 and you enter item ID VC200, a message gives you the inventory item ID 300.

Note: When you set up vendor alternates, you must enter the vendor ID in the source field.

For each alternate you set up, you can define a start date and an end date. If you want to keep the alternate indefinitely, leave the fields blank.

Item Locations

You can get to the Item Locations screen from the **Items** menu or the **File Maintenance** menu.

To save time when assigning locations to your inventory items, set up one location first, following all the steps through “Serial Information” later in this chapter. Then when you assign additional locations, use the Append Location window to copy any of the following information:

- Price information
- Customer-level pricing
- Cost summary information
- Vendor information
- Bin information

To add locations to the item you are working with, press **A**; the Append Location window appears.

Note: You must assign one location for each item.

If you choose to add or edit location, price, cost, vendor or bin information, and lot and serial numbers, see the explanations below.

If you did not identify the item as a lotted or a serialized item using the **Items** function, you cannot maintain the Lot Information or Serial Numbers screens.

If you are entering a new item, you must enter location information.

Location Information

Default Information

The default information you set up on the Location Information screen is used at the item location level.

1. Enter the default vendor ID.

2. Enter the default bin number. It appears in Physical Inventory reports and on picking slips.

3. Enter the default price ID.

4. Enter the number of days it takes the default vendor to ship the item to you. The default lead time is used in the calculation of the order point for the item.

5. You can assign a status to both an item and an item location. When assigning statuses, remember that the item is the primary source (the item location status is dependent on the item status). For example, if you want to change the status of an item from *active* to *discontinued*, the only place you need to change the status is at the item level. When you change the status of the item to *discontinued*, all the statuses for the item at the location level are converted to *discontinued*.

The following list shows the relationship between the item status and the item location status.

Item Status	Item Location Status
Active	Active, Discontinued, Obsolete, Superseded
Discontinued	Discontinued, Obsolete, Superseded
Obsolete	Obsolete, Superseded
Superseded	Superseded

If the item is active, the item location status can be active, discontinued, obsolete, or superseded. If the item is discontinued, the item location status can be discontinued, obsolete, or superseded. If the item is obsolete, the item location status can be obsolete or superseded. If the item is superseded, the item location status can be only superseded.

When you enter transactions, the system reads the status of the item location. You cannot purchase an item with obsolete, discontinued or superseded status, and you cannot sell an item with obsolete status.

6. Enter the default forecast type. The forecast type assigned to the item is used in the calculation of the reorder point if you are using the forecast type method.

Inventory Value

The item value, COGS adjustment, and adjusted value fields appear.

Order Quantities

Set up the following order quantities for the item:

- The maximum order quantity is the maximum number of units you want to have on hand at one time. It is used in the **Reorder Report** when you use the Min/Max calculation method.

- The order point is an estimate of the quantity you will use during the order process plus safety stock you want to maintain. If you want the system to calculate reorders, fill in an order point for the item.

- Safety stock is the minimum number of units you want to keep on hand at all times because of uncertainty in the order process.

- The EOQ is the quantity you want to order weighted against the cost to place an order versus the cost to carry additional stock to inventory. EOQ is used in the **Reorder Report** when you use the EOQ calculation method.

- The minimum order quantity is the minimum quantity you want on hand. The minimum order quantity is used in the **Reorder Report** when you use the Min/Max calculation method.

GL Accounts

You assign GL accounts to an item location. Enter a GL account code for the item location.

Item Quantities

Enter the in-use, committed, and on-order quantities for the item location. The available quantity (on hand minus committed minus in use) appears. The on-hand quantity is entered on the Cost Information screen or the Serial Numbers screen.

Location Price Information

Set up unit-of-measure pricing, quantity breaks, and customer-level pricing on the Item Locations Price Information screen.

Unit of Measure Pricing

In unit-of-measure pricing you can enter prices and quantity breaks for the item. Unit-of-measure pricing is specific to the unit of measure with which you are working.

In the Edit Price Information window, you can enter the average, base, list, and minimum prices.

If you entered a price ID for the item, the price information you enter here overrides any other price information previously specified.

If you want to set up quantity breaks, enter the quantity, adjustment type ($ or %), and price adjustment.

Customer-Level Pricing

In customer-level pricing you can enter customer levels to use for the unit, the adjustment base, the adjustment type ($ or %), and the amount of the price adjustment. Indicate whether or not you want promotional prices to override the price adjustment amount for the customer level you set up.

Location Cost Information

Enter the average, last, and base costs. The average cost is a weighted average cost of on-hand quantities. The last cost is based on the value in the last Purchase Order transaction or purchases transaction in Accounts Payable. The base cost is used for calculating prices as a markup from cost.

If you are using the EOQ method to calculate reorders and you want to override what you set up in the Locations function, enter the EOQ overrides.

If you want to calculate standard cost, enter your standard cost codes that make up the standard cost of the item location.

If quantities are already assigned to the item, you can enter cost detail information, but you will not have a record of your cost history. To keep records of your cost history, use the **Inventory Transactions** function on the **Daily Work** menu.

Enter the current date, the on-hand quantity, and the unit cost of the item. The extended cost is calculated.

For lots, enter the lot number associated with the item. For serialized items, you must enter cost information on the Serial Numbers screen. For both lotted and serialized items, enter cost information on the Serial Numbers screen.

Vendor Information

Enter each vendor ID; the name of each vendor; the number of days it takes the vendor to ship the item to you; the order quantity, cost, and number; and the date of the last purchase of the item from the vendor. If the vendor gives quantity breaks, enter the quantity, cost, and units you must purchase before receiving the quantity break.

Bin Information

Bins identify where the item is located. They are assigned to an item location on the Location Information screen.

Enter each bin ID. If you use bins during the physical count process, the other fields on this screen will contain historical information about the last physical count.

Lot Information

A lot can contain many items, but the same item cannot be in both lot A and lot B. A lot can also have many serial numbers, but the same serial number cannot be in both lot A and lot B.

Use the Cost Information screen and the Lot Information screen in the **Item Locations** function to enter quantities for lots. (You can also enter quantities using the **Inventory Transactions** or **Location Transfers** functions.)

Enter the lot numbers in the Edit Lot Information window of the Lot Information screen, the date the lot expires, and a comment about the lot.

When you add a lot, the status *sold* appears until you enter on-hand quantities for the lot. Then the status changes to *available*. If you add lots for your history records that are past the expiration date, the status *expired* appears. If you add lots for historical purposes and all the quantity buckets are at zero, the status *sold* appears.

Enter the quantity of the lotted item. The available quantity (on hand minus committed minus in use) appears. The on-hand quantity is entered on the Cost Information screen.

The purchase information of the lot appears unless you are entering lots for the first time.

Serial Information

Use the Serial Numbers screen in the **Item Locations** function to enter quantities for serial numbers. (You can also enter quantities using the **Inventory Transactions** or **Location Transfers** functions.)

Enter the serial number in the Edit Serial Information window of the Serial Numbers screen. Then enter a status for the serial number, a comment about the serial number, the date the item was received into your inventory, the purchase cost of the serial number, and the price of the serial number.

Note: When you are setting up serial numbers, you can enter a *lost* status for your historical records without affecting the on-hand quantity. However, if you change the status of a serial item to *lost* after quantities are entered, the on-hand quantity is reduced by one.

The vendor and customer information after a sale or a purchase appears.

Promotional Pricing

Set up promotional pricing for a group of price IDs, customer levels, item IDs, location IDs, units, and user-defined fields using the **Promotional Pricing** function.

Promotional pricing is the last price the system checks when assigning a price for an item. If more than one promotional price is set up, the one closest to the current date is the default.

Enter a promotional price ID or copy an existing ID. Then enter a description of the promotional price ID and the start and end dates of the promotional price; select which price ID, customer levels, item IDs, location IDs, units, and user-defined fields you want the promotional pricing to affect; and enter an adjustment base, the adjustment type ($ or %), and the amount for the price adjustment.

Creating a Backup Schedule

Back up your Inventory data files whenever they change and before you run these functions:

- Inventory Transactions
- Location Transfers
- Post Transactions
- Post GL Adjustments
- Year-End Maintenance
- Purge Selected Files
- Update Perpetual Inventory

Back up your programs once a month as insurance against diskette damage or deterioration.

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note: You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

CHAPTER 4

4

Work Flow

Daily Tasks 4-3
Periodic Tasks 4-15

Daily Tasks

Perform these daily tasks to keep your inventory up to date:

1. Add items.
2. Enter transactions.
3. Enter location transfers.
4. Back up the Inventory data files (see Chapter 3).
5. Produce the Transaction Journal.
6. Produce the Transfers Journal.
7. Post transactions.
8. Produce the GL Adjustments Journal.
9. Post GL adjustments.

Adding Items

You usually use the **Items** function to add items, but you can also use the **Maintenance** (**F6**) command in the **Inventory Transactions** and **Location Transfers** functions. If you use the **Maintenance** (**F6**) command, you must know the numbering system your business uses.

If you use the **Maintenance** (**F6**) command to add items using the **Inventory Transactions** and **Location Transfers** functions, only some of the information listed below appears. You must follow the steps to add information about the item.

When you add items, follow these steps:

1. Enter item data in the Items function: general information, user-defined fields, units of measure, alternates, and location information.

2. Enter location information in the Item Locations function: item location defaults, quantities, pricing, costs, and vendors.

Entering Transactions

You can enter three types of inventory transactions: adjustments, sales, and purchases.

Adjustment and purchase transactions are updated online; sales transactions are updated when you post. When you enter transactions, the default value in the **Cost** field depends on the type of transaction with which you are working.

If you track serial or lot numbers, one of four screens appears when you enter an adjustment, a purchase, or a sale. (The item must have serial-tracking or lot-tracking status.)

- If you are working with a lotted item, the Lot Entry window appears.
- If you are working with a serialized item, the Serial Number Entry window appears.
- If you are working with both a serialized and lotted item and you elected to sort by serial number then lot, the Serial/Lot Number Entry window appears.
- If you are working with both a serialized and lotted item and you elected to sort by lot then serial number, the Lot/Serial Number Entry window appears.

Adjustments

Adjustment transactions correct differences in quantity, such as might be found during a physical count. Adjustment transactions are also used to adjust quantities and costs of transactions posted from other applications.

When you enter an adjustment to increase the quantity of an item, the on-hand and available quantities increase, and the last cost of the item appears in the **Cost** field but can be changed.

When an adjustment to increase the quantity is made to a serialized item, the serial number cannot exist in the **INSNxxx** (Serial Numbers) file; you must enter a new serial number and cost. When an adjustment to increase the quantity is made to a lotted item, you must enter the number, quantity, and unit cost of each lot.

When you enter an adjustment to decrease the quantity of an item, the on-hand and available quantities decrease, and the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field but can be changed.

When an adjustment to decrease the quantity is made to a serialized item, the serial number must be in the **INSNxxx** file and must have *available* status; the cost comes from the **INSNxxx** file and cannot be changed. When an adjustment to decrease the quantity is made to a lotted item, you must enter a lot number that is in the file, the quantity of the lot, and the cost.

Sales

Sales transactions are used to process customer sales. If you do not have the Accounts Receivable/Sales Order applications, use the **Sale** option on the Inventory Transactions screen to enter new customer orders, verify orders, invoices, and miscellaneous credits.

- *New Order*: Use the *new order* status to record sales orders shipped at a later date. A new order increases the quantity committed and decreases the quantity available.

  When you enter a new order, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field and cannot be changed.

- *Verify Order*: Use the *verify order* status to record goods shipment for sales orders. A v*erify order* status decreases the quantity committed, increases the quantity in use, and does not affect the quantity available.

  When you enter a verify order, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field and cannot be changed.

  When you enter a verify order for a serialized item, the serial number must be in the **INSNxxx** file and have *available* status. When you enter a verify order for a lotted item, you must enter a lot number that is on file and the quantity.

- *Invoice*: Use the *invoice* status to record sales activity. Sales invoices are items that are sold and shipped at the same time. An invoice combines the *new order* and *verify order* statuses, increases the quantity in use, and decreases the quantity available.

When you enter an invoice, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field and cannot be changed.

When you enter an invoice for a serialized item, the serial number must be in the **INSNxxx** file and have *available* status. When you enter an invoice for a lotted item, you must enter a lot number that is on file and the quantity.

- *Miscellaneous Credit*: Use the *miscellaneous credit* status when a customer returns goods to you. A miscellaneous credit decreases the quantity in use and increases the quantity available.

  When you enter a miscellaneous credit, the costing method you are using (FIFO, LIFO, average, or standard) appears in the **Cost** field, but you can change it.

  When you enter a miscellaneous credit for a serialized item, either the serial number cannot be in the **INSNxxx** file or if the serial number is in the **INSNxxx** file, it must have *sold* status. If the serial number is in the **INSNxxx** file, you cannot change the cost; if it is not, you must enter a cost. When you enter a miscellaneous credit for a lotted item, enter a lot number, the quantity, and the cost.

Purchases

Purchase transactions are used to process purchases you make from vendors. Purchasing activity is usually performed through the Accounts Payable/Purchase Order applications. If you do not have these applications, you can purchase items by entering a new order, goods received, invoices, and miscellaneous debits.

- *New Order*: Use the *new order* status to place orders that will be sent to you at a later date. A new order increases the quantity on order and does not affect the quantity available.

  When you enter a new order, the last cost of the item appears in the **Cost** field, but you can change it.

- *Goods Received*: Use the *goods received* status to update the quantity and cost of the goods you received from the vendor. Goods received increase the quantity on hand, decrease the quantity on order, and increase the quantity available.

When you enter goods received, the last cost of the item appears in the **Cost** field, but you can change it.

When you enter goods received for serialized items, you must enter a new serial number, and you can choose whether or not to generate serial numbers. When you enter goods received for lotted items, enter a lot number, the quantity, and the cost.

- *Invoice*: Use the *invoice* status to record purchases of inventory items that were not placed on order. An invoice increases the quantity on hand and the quantity available.

  When you enter an invoice, the last cost of the item appears in the **Cost** field, but you can change it.

  When you enter an invoice for serialized items, enter a new serial number, and choose whether or not to generate serial numbers. When you enter an invoice for lotted items, enter a lot number, the quantity, and the cost.

- *Miscellaneous Debit*: Use the *miscellaneous debit* status when you return goods to a vendor. A miscellaneous debit decreases the quantity on hand and the quantity available.

  When you enter a miscellaneous debit, the average cost appears in the **Cost** field, but you can change it.

  When you enter a miscellaneous debit for serialized items, the serial number must be in the **INSNxxx** file with *sold* status; you cannot enter a cost. When you enter a miscellaneous debit for lotted items, enter a lot number, the quantity, and the cost.

The table below illustrates how adjustments, sales, and purchases affect quantities. Both adjustment and purchase quantities are updated immediately; sales quantities are not updated until you post transactions.

Table 1: Relationship Between Quantities and Transactions

Transactions/ Status	Quantity Committed	Quantity In Use	Quantity On Hand	Quantity On Order	Quantity Available
Adjustment:					
Increase			Increase		Increase
Decrease			Decrease		Decrease
Sale:					
New Order	Increase				Decrease
Verify Order	Decrease	Increase			N/A
Invoice		Increase			Decrease
Transaction Post		Decrease	Decrease		
Misc. Credit		Decrease			Increase
Purchase:					
New Order				Increase	N/A
Goods Received			Increase	Decrease	Increase
Invoice			Increase		Increase
Misc. Debit			Decrease		Decrease

The table below shows the transaction type, the default in the **Cost** field, and whether or not you can change the value in that field. If the default in the **Cost** field is **Costing Method**, the value that appears is based on the costing valuation method you set up in the **Options and Interfaces** function in Resource Manager (FIFO, LIFO, average, or standard).

The **Cost** field for sales transactions appears only if you elected to show the cost for sales transactions in the **Options and Interfaces** function in Resource Manager.

Table 2: Costs in Transactions

Transactions/Status	Default in Cost Field	Allowed to Change Cost?
Adjustment:		
Increase	Last Cost	Yes
Decrease	Costing Method	Yes
Sale:		
New Order	Costing Method	No
Verify Order	Costing Method	No
Invoice	Costing Method	No
Misc. Credit	Costing Method	Yes
Purchase:		
New Order	Last Cost	Yes
Goods Received	Last Cost	Yes
Invoice	Last Cost	Yes
Misc. Debit	Average Cost	Yes

Entering Location Transfers

Use the **Location Transfers** function to move inventory items from one location (source location) to another (destination location).

When you enter a transfer, the system updates the quantities and files online. The quantity on hand and available for the source location is decreased by the number of items sent to the destination location. The quantity on hand and available for the destination location is increased by the number of items sent from the source location.

The default value in the **Unit Cost** field is based on the type of costing method you are using and cannot be changed. The unit cost is the total cost divided by the total quantity transferred.

If the transfer incurs expenses, you can allocate them.

If you track serial or lot numbers, one of three screens appears. (The item must have serial-tracking or lot-tracking status.)

- If you are working with a lotted item, the Lot Entry window appears.
- If you are working with a serialized item, the Serial Number Entry window appears.
- If you are working with both a serialized and lotted item and you elected to sort by serial number then lot, the Serial/Lot Number Entry window appears.

If you are transferring serialized items, the serial number must be in the **INSNxxx** file; you can add the transfer cost, but the unit cost of the item cannot be changed. If you are transferring a lotted item, you can add destination lots and transfer costs, but you cannot change the cost of the unit item.

Producing the Transaction Journal

After you have entered all your adjustments, sales, and purchases and before you post transactions, print the **Transaction Journal**. The journal is a record of transactions entered using the **Inventory Transactions** function. Use the journal to verify the quantity, costs, and prices for transactions and as an audit trail of inventory activity.

Producing the Transfers Journal

After you have entered all the location transfers and before you post transactions, print the **Transfers Journa**l. The journal is a record of the transfers that were entered in the **Location Transfers** function. Use the journal to verify the quantity of each item transferred, number of units, transfer cost, and unit and extended cost and as an audit trail of inventory activity.

Posting Transactions

Adjustment, purchase, and location transfer transactions (including history) are updated online; sales transactions are updated during the post.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the **Transaction Journal**.
- Back up all the data files.

When you post transactions for adjustments, purchases, and location transfers, the general ledger accounts are updated. When you post sales, the in-use and available quantities, the general ledger accounts, and sales history are updated.

If Inventory interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

If Inventory does not interface with General Ledger, use the **Post Transactions Log** to manually adjust the accounts affected by this function.

When you post transactions, entries are made to these accounts:

Adjustment: increase in quantity and value; the reverse is true for a decrease.

Inventory	Adjustment
DB	CR

Purchase: increase in quantity and value

Inventory	Adjustment
DB	CR

Sale: decrease in quantity and value

Inventory	COGS	Sales	Adjustment
CR	DB	CR	DB

Transfer: decrease from source, increase in destination, add transfer cost

IN - Source	IN - Destination	Transfer Cost	Destination Cost
CR	DB	CR	DB

Producing the GL Adjustments Journal

The **GL Adjustments Journal** is a record of the cost-of-goods-sold (COGS) adjustments and purchase price variances (PPV) in the **INCJxxx** (COGS Journal) file. Use it to verify that the adjustments are correct.

A COGS adjustment is made under these circumstances:

- The estimated cost is different from the actual cost. For example, suppose that you receive an item at an estimated cost of $20, but you do not receive the invoice. You then sell the item to a customer. When you receive the invoice, the cost of the item is $25. The variance of $5 is posted to the general ledger.

- You enter a quantity adjustment for an item on the Inventory Adjustments screen in the **Inventory Transactions** function.

- You enter multiple receipts for an item in Purchase Order at different costs and then receive the invoice for the first receipt at a different cost than the last receipt cost.

A purchase price variance is the difference between the standard cost and the actual price paid for the item in the standard costing valuation method. For example, if your standard cost for an item is $50 and you purchase the item at $60, the purchase price variance between the standard cost and what was paid for the item is $10.

Before you post GL adjustments, print the **GL Adjustments Journal** to verify that the adjustments are correct.

Posting GL Adjustments

Use the **Post GL Adjustments** function to post COGS adjustments and purchase price variances to the general ledger.

Before you post, print the **GL Adjustments Journal** and back up all the data files.

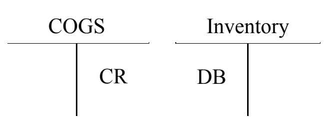
Both COGS adjustments and purchase price variances in Inventory are updated online. COGS adjustments are stored in the **INCJxxx** file. A COGS adjustment in Accounts Payable/Purchase Order is updated when transactions are processed. A COGS adjustment in Accounts Receivable/Sales Order is updated when transactions are posted.

If Inventory interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

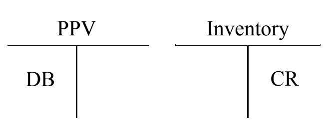
If Inventory does not interface with General Ledger, use the **Post GL Adjustments Log** to manually adjust the accounts effected by this function.

When you post GL adjustments, entries are made to these accounts:

COGS Post: increase value



Purchase Price Variance: standard cost higher than purchased cost



Periodic Tasks

You must perform these tasks periodically:

1. Calculate reorders.
2. Produce the Reorder Report.
3. Generate purchase requisitions.
4. Select physical inventory.
5. Freeze quantities.
6. Print physical inventory tags.
7. Print physical inventory worksheets.
8. Enter the physical count.
9. Produce the Batch List.
10. Produce the Physical Count List.
11. Produce the Variance Report.
12. Produce the Physical Count Valuation Report.
13. Update perpetual inventory.
14. Change the price of items.
15. Change costs.
16. Verify quantities.
17. Do year-end maintenance.
18. Purge selected files.
19. Rebuild item quantities.
20. Print selected reports.

Calculating Reorders

Depending on your type of business, you might calculate reorders daily or periodically. Use the **Calculate Reorders** function to determine the order point for items, based on the EOQ, Min/Max, and Forecast methods.

Note: The system calculates reorders only for items with *active* status. If the status of the item or the item location is *discontinued*, *superseded*, or *obsolete*, reorder quantities for the items are not calculated.

In the **Calculate Reorders** function, you can choose the items you want to include in the **Reorder Report**. In the **Reorder Report** function, you can choose one or all of the reordering methods listed below. The method you choose to reorder your quantities by depends on the item you are reordering and your type of business.

EOQ Method

The Economic Order Quantity (EOQ) method balances the cost to place an order with the cost to carry additional stock in inventory.

Min/Max Method

Distributors often use the Minimum/Maximum (Min/Max) method for reordering. When an item reaches its minimum on-hand quantity, an amount is ordered to bring the balance up to the maximum on-hand quantity.

Forecast Method

Companies that carry seasonal items often use the Forecast method for reordering items. The amount to reorder is based on the weighting factor for the current period, sales history, and an adjustment factor.

Producing the Reorder Report

After you select the items you want to include in the reorder process, you can produce the **Reorder Report**. Use the **Reorder Report** to analyze the reordering methods for the items, locations, product lines, and user-defined fields you selected. If you include items that are above the order point, the report lists all the items. If you do not include items that are above the order point, the report lists only items that must be purchased at this time.

Generating Purchase Requisitions

If Purchase Order interfaces with Inventory, use the **Generate Purchase Requisitions** function to create purchase requisitions.

To generate purchase requisitions with the method that shows the least quantity you need to reorder (EOQ, Min/Max, and Forecast), select the Least Quantity calculation method. To generate purchase requisitions with the method that shows the greatest quantity you need to reorder, select the Greatest Quantity calculation method.

Selecting Physical Inventory

Periodically counting inventory items and changing the quantities in the system ensures accurate, up-to-date records.

Use the **Physical Inventory Selection** function to enter batch IDs and to set up your physical count process.

Batch ID

You can assign a batch ID to items, locations, bins, product lines, and user-defined fields. The batch ID is used throughout the physical count process to group similar items together for counting purposes.

Use Tag Numbers

You can assign an inventory tag with a unique number to items. This number identifies the item number, location, bin, serial number (one tag per serial number), or lot within an item (one tag per lot).

You can print preassigned tag numbers using the **Print Physical Inventory Tags** function. If you print tag numbers, use the **Physical Counts Tag Entry** function to enter your counts.

You can also use tag numbers but choose not to print tag numbers. For example, you might use tag numbers as a tool to verify the number of bins you are counting, but use worksheets to record the actual count. The tag number for each bin is entered using the **Physical Counts Worksheet Entry** function and used to verify that all the bins were counted. In the **Physical Count List**, an asterisk marks out-of-sequence or missing tag numbers.

Display Frozen Quantities

When you display frozen quantities, the system's quantities in the **INQTxxx** (Quantity Totals) file appear on the screen. You can compare the system totals with your count totals.

Note: If you are entering exceptions only, frozen quantities do not appear.

Enter Exceptions Only

With the **Enter Exceptions Only** toggle, counted and frozen quantities are equal and appear on the screen, so you enter only physical discrepancies.

Default Frozen Quantities

If you choose to default counted quantities for each item, the counted quantity defaults to the system's frozen quantity when you access each line on the entry screen. For example, if you count five of item 400 and then access the line on the screen that contains item 400, the frozen quantity (also five) appears in the **Counted Quantity** field.

Note: If you chose to enter exceptions, the **Default Frozen Quantities** toggle is automatically turned off.

Print Items With Zero Quantities

When you choose to print items with zero quantities, all items (including those with zero quantities) appear on the worksheet or tags list.

Freezing Quantities

Use the **Freeze Quantities** function to freeze the system quantities anytime before you begin the physical count process. Freeze the quantities in the system only if all the adjustments, purchases, and sales have been made and you are ready to do your physical count.

After you freeze quantities, you can continue processing inventory transactions while verifying your physical count.

Note: If you change your selections in the **Physical Inventory Selection** function after your quantities are frozen, the tags and worksheets may be incorrect. In addition, you may need to print more tags and worksheets if items were added to the batch.

Printing Physical Inventory Tags

If you use tag numbers, print the inventory tags for the items/locations, bins, and serial and lot numbers. (You can assign the starting tag number.) Attach each tag to the appropriate bin so that the person who counts the contents of the bin can record the count.

If you did not select the option to print tag numbers but decide you need to, you can change your selection on the Print Physical Inventory Tags screen. (The selection is set to print tags on the Physical Inventory Selection screen.)

Printing Physical Inventory Worksheets

If you use worksheets to record the physical count of your inventory, use the **Print Physical Inventory Worksheets** function to print them. They provide lines for each item/location, bin, serial number, and lot number.

Entering Physical Counts

If you use tags for physical counts, enter the physical count quantities in the **Physical Counts Tags Entry** function. If you use worksheets for physical counts, enter the physical count quantities in the **Physical Counts Worksheet Entry** function.

Producing the Batch List

Use the **Batch List** to verify the batches that are used and their statuses. The list shows what has or has not been completed in the physical count process. For example, it might show that the tags and worksheets have been printed but that the counts have not been entered.

It can also show the items, locations, bin numbers, product lines, user-defined fields in the batch, and the selection toggles.

Producing the Physical Count List

Produce the **Physical Count List** after you have entered physical counts to verify that the correct quantities were entered for the batches.

Producing the Variance Report

Produce the **Variance Report** after you have entered and verified the physical count of your inventory. The report shows the difference between the counts you entered and the on-hand (frozen) quantities in the system. Variances are expressed as a quantity and a dollar amount, and they are based on your inventory valuation method.

Producing the Physical Count Valuation Report

Produce the **Physical Count Valuation Report** before you update your inventory accounts. The report shows frozen and updated quantities and their values.

Updating Perpetual Inventory

Before you update your perpetual inventory, complete these tasks:

- Enter the physical counts for each batch.
- Print the **Variance Report**.
- Back up all the data files.

The on-hand quantities in the item records are updated by the difference between the frozen quantity and the physical counts you entered, and the Month- and Year-to-Date COGS Adjustments fields are updated by the variance amounts.

The variance amounts are based on the inventory valuation method you use. If you use the LIFO or the FIFO method and no cost is available (for example, because the item has no on-hand quantity), the system updates quantities using the zero quantity method selected in the **Options and Interfaces** function in Resource Manager.

If Inventory interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** file. If you post detail (line item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

If Inventory does not interface with General Ledger, use the **Update Perpetual Inventory Log** to manually adjust the accounts effected by this function.

When you update perpetual inventory, entries are made to the inventory and physical count adjustment accounts:

Variance: increase in inventory

IN Adj		Phys Ct Adj	
DB			CR

Variance: decrease in inventory

IN Adj		Phys Ct Adj	
	CR	DB	

Changing Prices

To change the prices for large groups of items, product lines, locations, or price IDs, use the **Item Price Change** function. Before you can use this function, units-of-measure pricing must be set up for the items.

When you change the prices of items, each item's unit price is adjusted by the percentage or dollar amount you specify. When you change the prices of a price ID, the price breaks in the price record are adjusted by the percentage or dollar amount you specify.

Changing Costs

To change the base or standard cost for large groups of items, product lines, and user-defined fields, use the **Cost Changes** function. If you use the standard costing valuation method, you can change standard cost codes.

If you change the base cost for items, the base cost on the Cost Information screen in the **Item Locations** function is updated.

When you change the cost of an item, the item's cost is adjusted by the percentage or dollar amount you specify.

Verifying Quantities

The Quantity Cross Verification function compares the **INQTxxx** (Quantity Totals) file and the **INQLxxx** (Quantity Locations) file to make sure that the quantities match. Although these files are updated in the same functions, produce the log periodically to check their accuracy. If the quantity files do not match, totals in reports are incorrect.

The **Quantity Cross Verification** function checks the on-hand total in the **INQTxxx** file and verifies that the total records for each location in the **INQLxxx** file are the same. If lots are used, the quantity for lots in the **INQLxxx** file is compared. If serial numbers are used, the quantity of serial numbers is compared.

The system changes inconsistencies between the two files and updates them. The **Quantity Cross Verification Log** shows the inconsistencies and the adjustments the system made to the files. If quantity discrepancies are not found when you produce the log, it is blank.

Year-End Maintenance

Year-end maintenance prepares for the upcoming year. It increments the current fiscal year by one in the **INPDxxx** table, and it creates new records for the **INHSxxx** (Summary History) file if you keep summary history.

Before using the **Year-End Maintenance** function, complete these tasks:

- Set the **INPDxxx** table to the company for which you are doing the year-end maintenance.
- Post the Inventory transactions for the year in which you are performing the maintenance. You do not need to post Inventory transactions that are for the next year.
- If you have a multiuser system, make sure that no one else is using the **INHSxxx**, **INQLxxx**, **INQTxxx**, **INTB**, and **INVExxx** files.

Purging Selected Files

To delete records that contain information you no longer need, use the **Purge Selected Files** function. This periodic procedure prevents files from growing so large that they slow down the processing speed of your system.

Before you delete files, complete these tasks:

- Print the relevant reports for each file listed below.
- Back up your data files.
- Make sure that no one else is using the Inventory files listed below.

If you elected not to keep serial, lot, detail, and summary history, you cannot delete information from the **INSHxxx**, **INLHxxx**, **INHIxxx**, and **INHSxxx** files.

INSNxxx

Delete the serial numbers you no longer need from the **INSNxxx** (Serial Numbers) file. If you keep serial history, print the **Serialized History Report** before purging this file.

INLTxxx

Delete the lot numbers you no longer use from the **INLTxxx** (Lot Detail) file. If you do not keep lot history, lots with a quantity of zero are deleted, regardless of the date they were sold. If you keep lot history, print the **Lot History Report** before purging this file.

INAIxxx

Delete the alternate items you no longer need from the **INAIxxx** (Alternate Items) file.

INPPxxx

Delete the promotional pricing IDs you no longer use from the **INPPxxx** (Promotional Pricing) file. Print the **Price Report** before deleting promotional price IDs.

INSHxxx

Delete serial history from the INSHxxx (Serial History) file. Print the Serialized History Report before you delete information from this file.

INLHxxx

Delete lot history from the **INLHxxx** (Lot History) file. Print the **Lot History Report** before you delete information from this file.

INHIxxx

Delete detail history for transactions from the **INHIxxx** (Detail History) file. Print the **Transaction History Report** before you delete information from this file.

INHSxxx

Delete summary history from the **INHSxxx** (Summary History) file. Print the following reports before you delete information from this file:

- Inventory Movement Report
- Valuation Report
- Cost Variance Report
- Slow/Fast Movement Report
- Sales Analysis Report
- Gross Profit Analysis Report
- Trend Analysis Report

Rebuilding Item Quantities

Whether you use Inventory as a standalone application or other applications are interfaced with Inventory, use the **Rebuild Item Quantities** function to update item quantities. Back up your data files and make sure that no one is using the system before you use this function.

Printing Selected Reports

Periodically, print selected reports to analyze your items and review information needed to make decisions about inventory and your company. Use the functions on the **Reports** menu and the **Slow/Fast Movement Report** function.

CHAPTER 5

5

Information Inquiry

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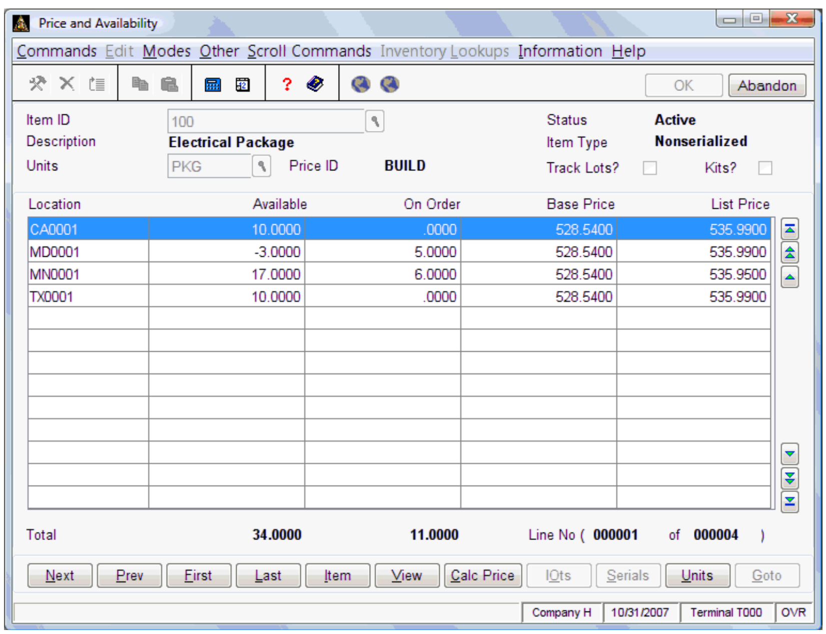
Price and Availability

Use the **Price and Availability** function on the **Information Inquiry** menu to view an item's available and on-order quantities at each location and to view base and list prices for an item.

To add or change information on this screen, use the **File Maintenance Item Locations** function.

Select **Price and Availability** from the **Information Inquiry** menu. The Price and Availability screen appears.



Inquiry

1. Enter the ID of the item whose quantities and price information you want to view.

Inquiry

2. Enter the unit of measure for the item.

If the **Track Lots?** check box is selected, the item is a lotted item. This check box is set using the **Items** function within the **File Maintenance** menu. For more information on the lotted item, see the **Item Locations** function within the **File Maintenance** menu.

If the **Kits?** check box is selected, the item is kitted. This check box is set using the **Items** function within the **File Maintenance** menu. For more information on the kitted item, see the **Kits** function within the **File Maintenance** menu of Bill of Materials/Kitting.

3. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **I** to go to the **Item ID** field and enter a different item ID.
   - Press **V** to view detailed information about an item. The Item Price and Availability Detail window appears.
   - Press **C** to calculate an item's price. The Price Calculator dialog box appears.
   - Press **O** to view detailed information about lots. The Lot Price and Availability Inquiry screen appears.
   - Press **S** to view detailed information about an item. The Serial Number Price and Availability Inquiry screen appears.
   - Press **U** to go to the **Units** field and enter a different unit of measure for the item.
   - Press **G** to go to a specific location (this command is available only if there is more than one screen of information).

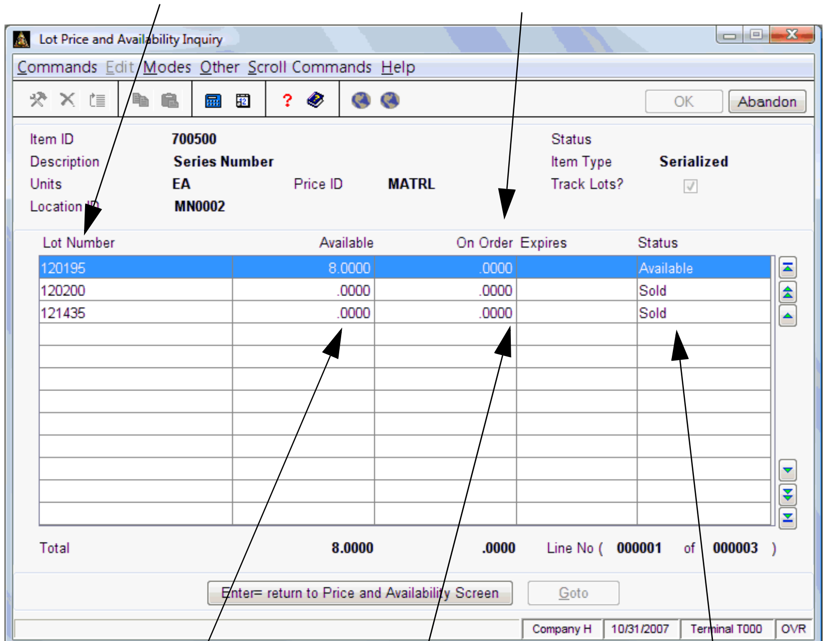
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Lot Price and Availability Inquiry

This screen appears when you select **O** to view lot availability and on-order quantities at each location.

The lot numbers with available quantities appear.

The quantity on order with vendors for each lot appears.



The quantity available for each lot number appears.

Each lot's expiration date appears.

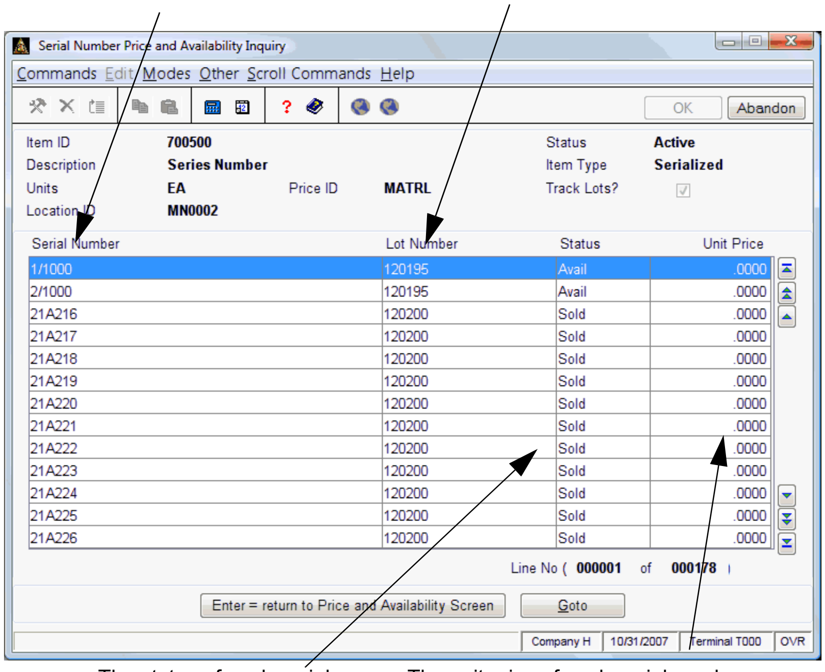
Each lot's status appears.

Select a command:

- Press **Enter** to return to the Price and Availability screen.
- Press **G** to go to a specific lot number (this command is available only if there is more than one page of lot numbers).
- Use the **Exit** (**F7**) command to exit to the **Information Inquiry** menu.

Serial Number Price and Availability Inquiry

This screen appears when you press **S** to view a serial item's availability and unit price at each location.

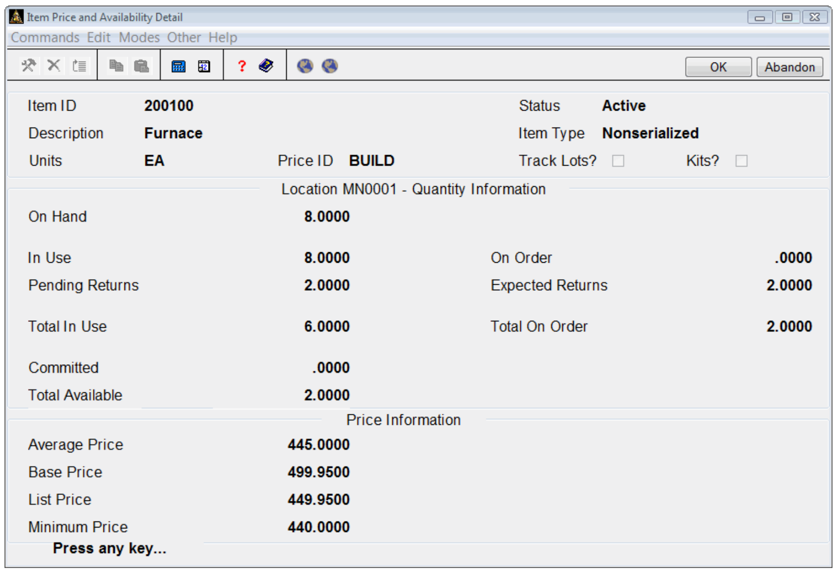


Select a command:

- Press **Enter** to return to the Price and Availability screen.
- Press **G** to go to a specific serial number (this command is available only if there is more than one page of serial numbers).
- Use the **Exit** (**F7**) command to exit to the **Information Inquiry** menu.

Item Price and Availability Detail

This dialog box appears when you press **V** to view the on-hand, committed, in-use, pending return, available, and on-order quantities for an item. You can also view the average, base, list, and minimum prices for an item.

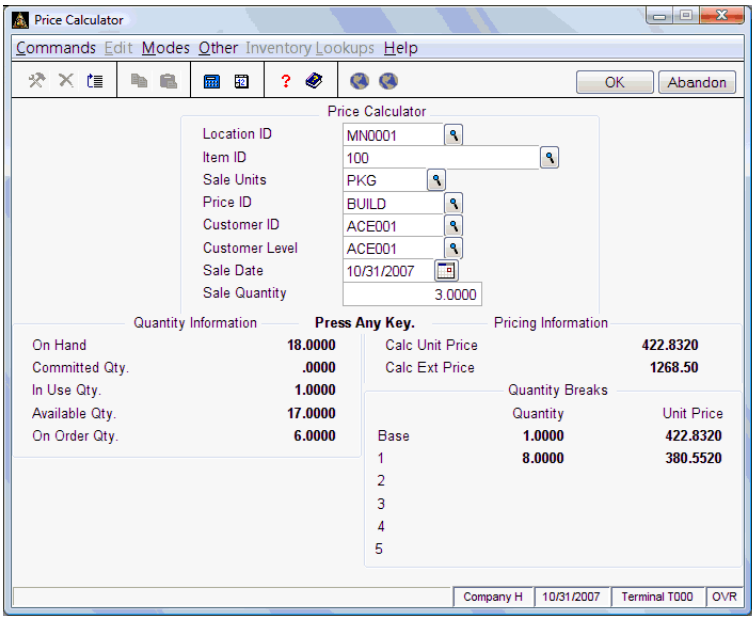


The information in the Item Price and Availability Detail dialog box comes from the Location Information and Price Information screens in the File Maintenance **Item Locations** function.

To exit to the Price and Availability screen, press any key.

Price Calculator

This dialog box appears when you press **C** to calculate the price of any quantity of items for a customer.



Field Definitions

	Field Name	Description
Inquiry	**Location ID**	Enter a location ID.
Inquiry	**Item ID**	Enter an item ID.
Inquiry	**Sale Units**	Accept the current unit of measure, or enter a different one.
Inquiry	**Price ID**	Enter a price ID (*optional*).
Inquiry	**Customer ID**	Enter a customer ID (*optional*).
Inquiry	**Cust Level**	Enter a customer level (*optional*).
	Sale Date	Accept the default sale date, or enter a different date.
	Sale Quantity	Accept the default quantity, or enter a different quantity.
	On Hand Qty	The quantity on hand appears.
	Committed Qty	The committed quantity appears.
	In Use Qty	The in-use quantity is appears.
	Available Qty	The available quantity appears.
	On Order Qty	The on-order quantity appears.
	LIFO/FIFO Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The LIFO/FIFO unit cost appears.
	Average Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The average unit cost appears.

Field Name	Description
Standard Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The standard unit cost appears.
Base Cost	This field appears if you elected in the Resource Manager **Options and Interfaces** function to show costs in the price and availability lookup. The base unit cost appears.
Calc Unit Price	The calculated unit price appears.
Calc Ext Price	The calculated extended unit price appears.
Base	The base level appears.
Quantity	The sale quantity levels appear.
Unit Price	The unit price for each quantity break appears.

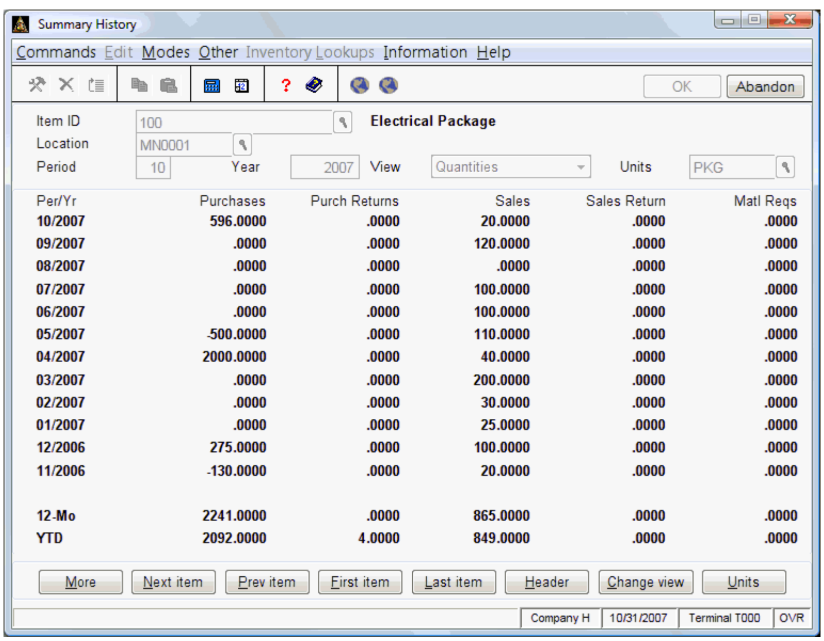
To return to the Price and Availability screen, use the **Exit** (**F7**) command.

Summary History

Use the **Summary History** function on the **Information Inquiry** menu to view information from the transaction history records for an item: number of items sold, purchased, transferred, adjusted, requisitioned, built, and issued for a period and year.

The Summary History screen has two sections. Use the default Summary History screen to view the totals of the items purchased or returned, COGS, COGS returned, and requisitions. When you press **M**, the second section of the screen appears, and you can view the totals of transfers, adjustments, builds, and issues. To add or change information on this screen, use the **Inventory Transactions** function or the **Location Transfers** function.

Select **Summary History** from the **Information Inquiry** menu. The Summary History screen appears.



Inquiry

1. Enter the ID for the item for which you want to view summary history.

Inquiry

2. Enter the ID of the location for the item.
3. Enter the period for which you want to view summary history.
4. Enter the year for which you want to view summary history.
5. Enter Q to view the total amounts in quantities. Enter D to view the total amounts in dollars.

Inquiry

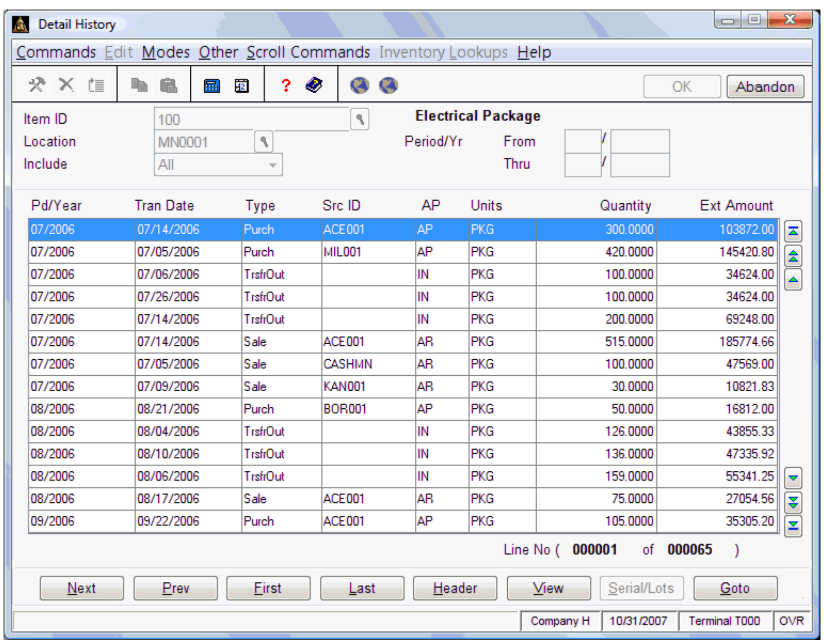
6. Enter the unit of measure for the item.
7. Select a command:
   - Press **M** to view totals of transfers, adjustments, builds, and issues.
   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **H** to go to the **Item ID** field and change any of the header information.
   - Press **C** to switch between viewing totals in quantities or dollars.
   - Press **U** to go to the **Units** field and enter a different unit of measure for the item.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Detail History

Use the **Detail History** function on the **Information Inquiry** menu to view selected information about transactions: period and year the transaction took place, transaction date, type of transaction, source ID, application, units, quantity, and total amount. If you do not keep detail history, you cannot use this function.

To add or change information on this screen, use the **Inventory Transactions** function or the **Location Transfers** function.

Select **Detail History** from the **Information Inquiry** menu. The Detail History screen appears.



Inquiry

1. Enter the ID of the item for which you want to view detail history.

Inquiry

2. Enter the location ID for the item.

3. Enter **P** to include purchase transactions, **S** to include sales transactions, **M** to include material requisitions, **T** to include transfers, **A** to include adjustments, **B** to include builds, and **L** to include all transactions for the item.

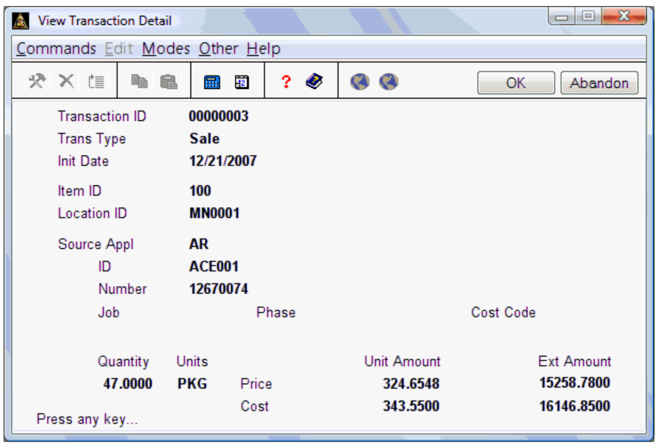
4. Enter the range of periods and years you want to see.

5. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **F** to view the first item record on file.
   - Press **L** to view the last item record on file.
   - Press **H** to go to the **Item ID** field and change any of the header information.
   - Press **V** to view detailed information about a transaction. The View Transaction Detail window appears.
   - Press **S** to view lot and/or serial number detail for an item in history.
   - Press **G** to go to a specific detail history line (this command is only available if there is more than one page of detail history).
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Transaction Detail

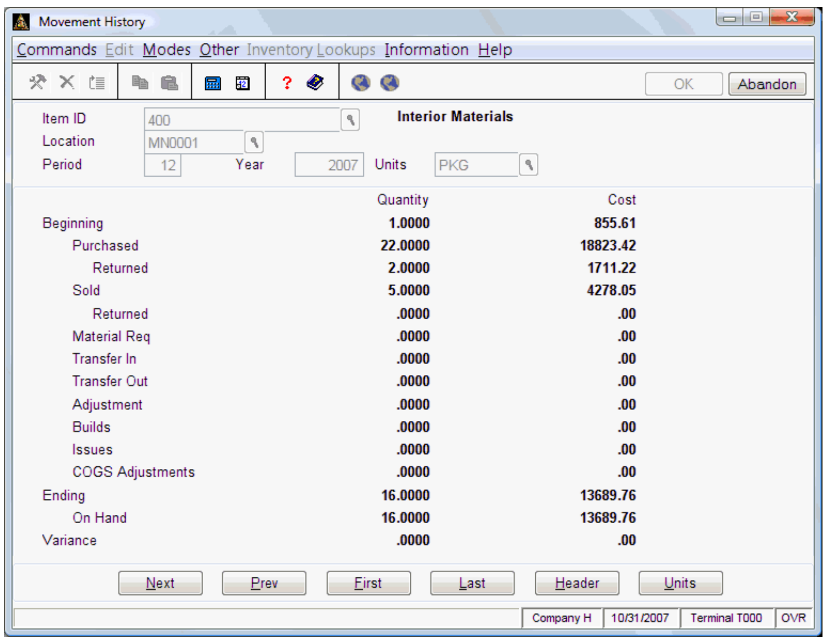
This dialog box appears when you press **V** to view such detailed information about the transaction as the unit price and cost.



The information in the View Transaction Detail dialog box comes from the **Inventory Transactions** function, the **Location Transfers** function, and interfaced applications. To return to the Detail History inquiry screen, press any key.

Movement History

Select **Movement History** from the **Information Inquiry** menu to view transaction records for an item, including information about selected transactions. If you do not keep detail history, you cannot use this function.



Inquiry

1. Enter the ID of the item for which you want to view movement history.

Inquiry

2. Enter the location ID for the item.
3. Enter the range of periods and years you want to see.
4. Enter the range of years you want to see.

Inquiry

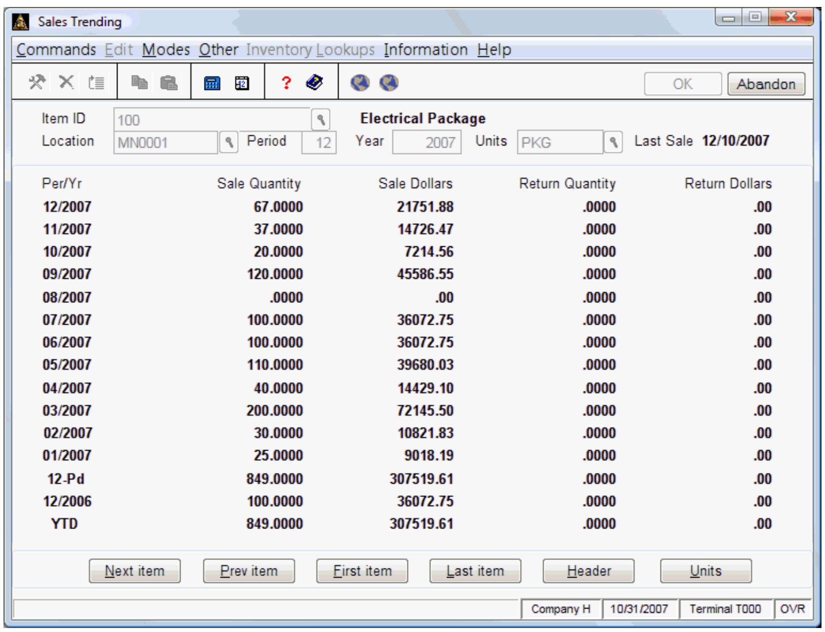
5. Enter a unit of measure for the item you want to view.

6. Select a command:

    - Press **N** to view the next item record on file.
    - Press **P** to view the previous item record on file.
    - Press **F** to view the first item record on file.
    - Press **L** to view the last item record on file.
    - Press **H** to go to the **Item ID** field and change any of the header information.
    - Press **U** to go to the **Units** field and enter a different unit of measure for the item.
    - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Sales Trending

Select **Sales Trending** from the **Information Inquiry** menu to view the quantity sold and returned for an item and its value.



Inquiry

1. Enter the ID of the item for which you want to view information. The item description appears.

Inquiry

2. Enter the location ID of the item for which you want to view information.

3. Enter the number of the period you want to view. The default year is appears.

Inquiry

4. Accept the current unit of measure for the item, or enter a different unit of measure.

The following information appears:

- The most recent date that the item was sold appears.
- The period and year you specified in the Header section of the screen appear, followed by 12 consecutive periods back from the period you enter (based on the periods you set up in the Resource Manager **Period Setup** function).
- The quantity of the item sold, the dollar amount sold for the item, the quantity of the item returned, and the dollar amount returned for the item appear.

5. Select a command:

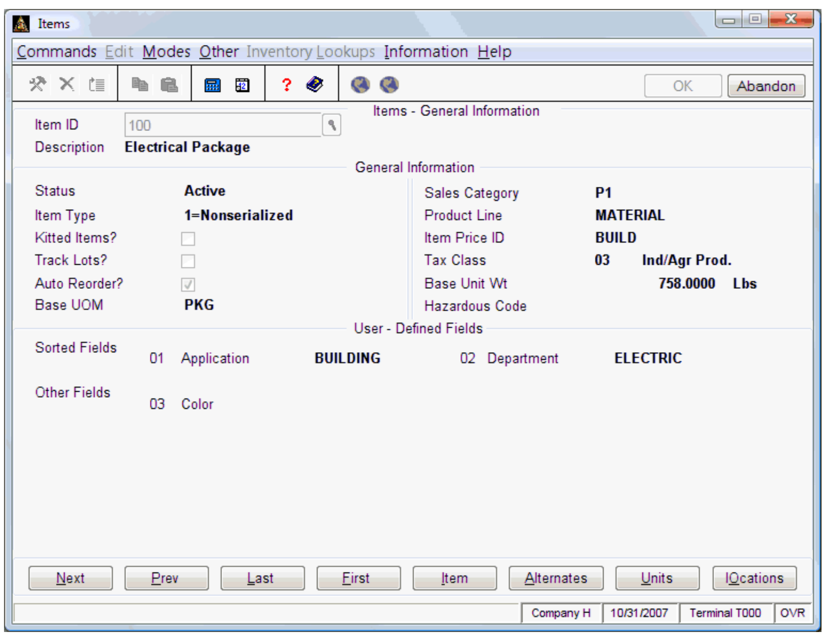
- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **F** to view the first item record on file.
- Press **L** to view the last item record on file.
- Press **H** to go to the header portion of the screen.
- Press **U** to change the current unit of measure.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Items

Use the **Items** function on the **Information Inquiry** menu to look at the following item information: general information, alternate items, units of measure, and location information. To add or change information, use the **File Maintenance Items** function.

Use the Items General Information screen to view general information about an item: default values and user-defined fields.

Select **Items** from the **Information Inquiry** menu. The Items screen appears.



Inquiry

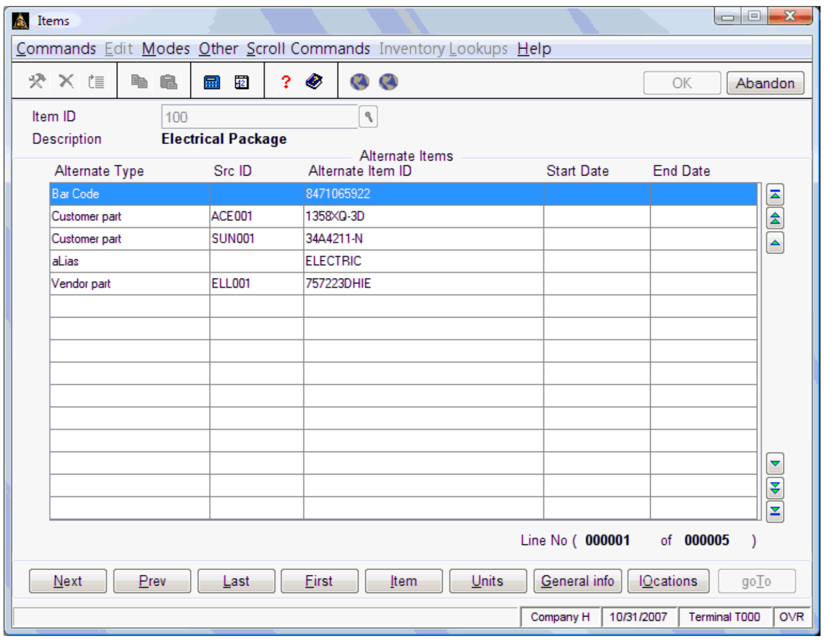
1. Enter the ID of the item you want to view.

2. Select a command:

   - Press **N** to view the next item record on file.
   - Press **P** to view the previous item record on file.
   - Press **L** to view the last item record on file.
   - Press **F** to view the first item record on file.
   - Press **I** to go to the **Item ID** field and enter a different item ID.
   - Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
   - Press **U** to view additional units of measure for the item. The Units of Measure screen appears.
   - Press **O** to view the locations assigned to the item. The Item Locations screen appears.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Alternate Items

This screen appears when you press **A** to view alternate, customer, superseded, bar codes, and vendor part numbers for an item.



The information on this screen comes from the Alternate Items screen in the **File Maintenance Items** function.

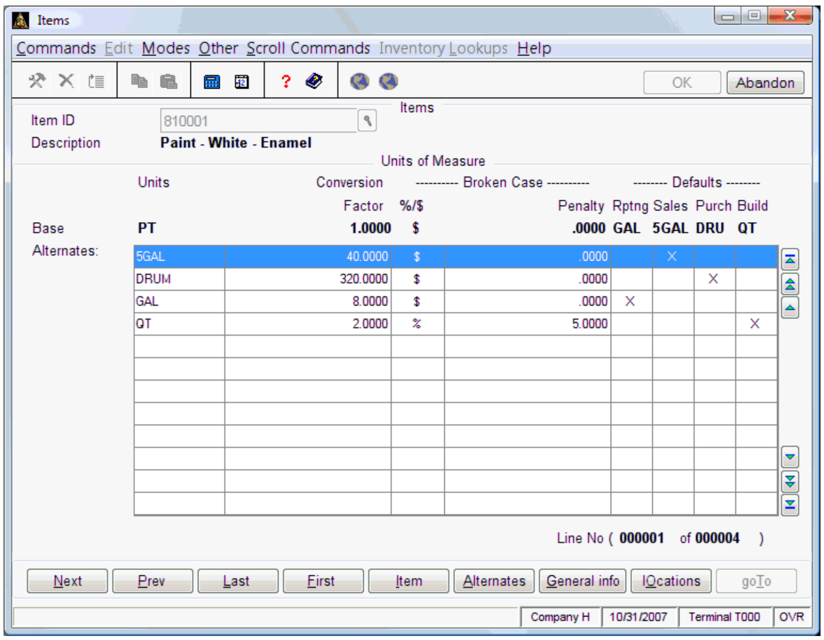
Select a command:

- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **L** to view the last item record on file.
- Press **F** to view the first item record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.

- Press **U** to view additional units of measure for the item. The Units of Measure screen appears.
- Press **G** to view general information about the item. The General Information screen appears.
- Press **O** to view the locations assigned to the item. The Item Locations screen appears.
- Press **T** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Units of Measure

This screen appears when you press **U** to view alternate and default units of measure for an item.



The information on this screen comes from the Units of Measure screen in the **File Maintenance Items** function.

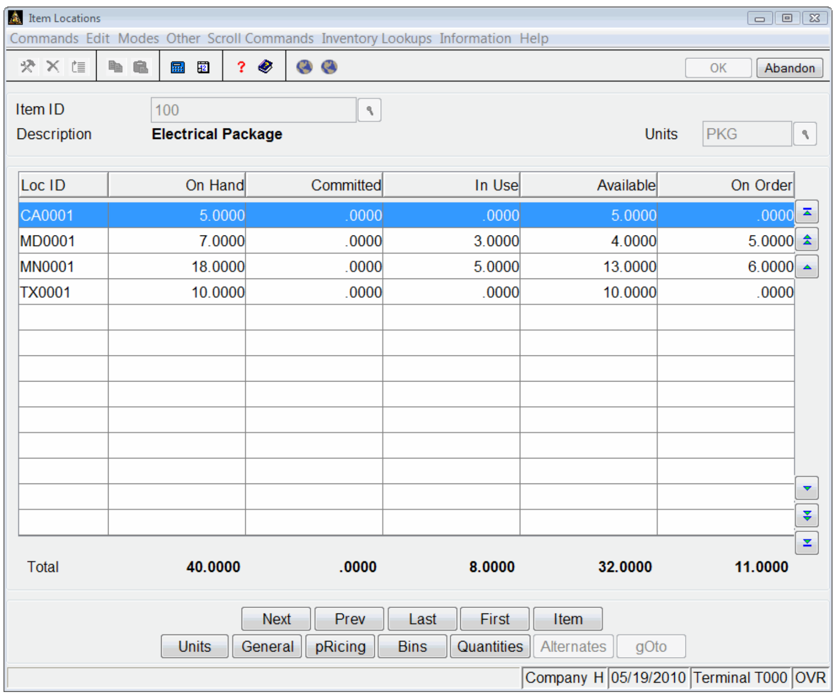
Select a command:

- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **L** to view the last item record on file.
- Press **F** to view the first item record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.

- Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
- Press **G** to view general information about the item. The General Information screen appears.
- Press **O** to view the locations assigned to the item. The Item Locations screen appears.
- Press **T** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Locations

This screen appears when you press **O** to view the locations set up for the item and quantities for the locations for that item.



The information on this screen comes from the Item Locations screen in the **File Maintenance Items** function.

Select a command:

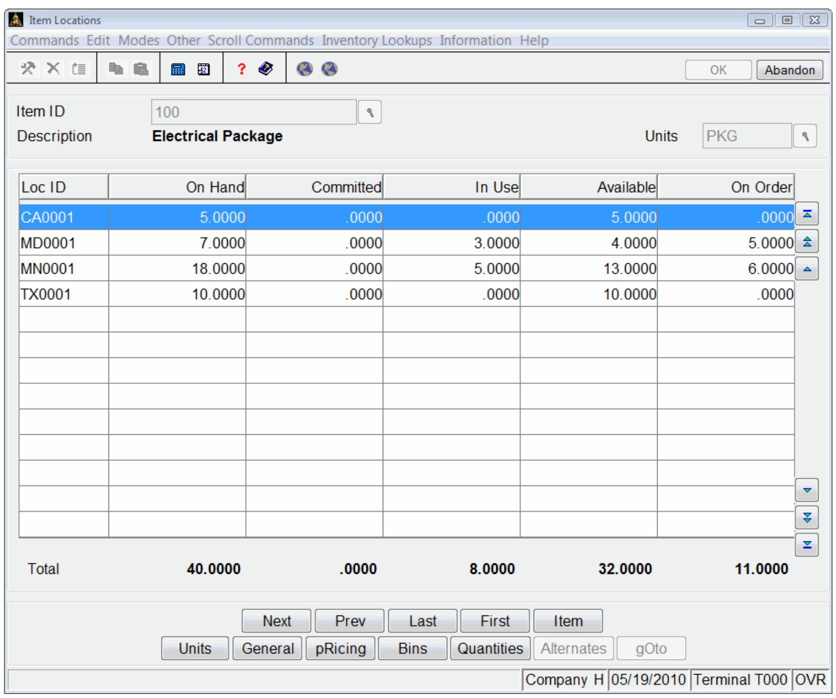
- Press **N** to view the next item record on file.
- Press **P** to view the previous item record on file.
- Press **L** to view the last item record on file.
- Press **F** to view the first item record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **U** to view additional units of measure for the item. The Units of Measure screen appears.
- Press **G** to view general information about the item. The General Information screen appears.
- Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
- Press **O** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Item Locations

Use the **Item Locations** function on the **Information Inquiry** menu to view location detail for items: location defaults, GL accounts, order quantities, item quantities, pricing, customer levels, quantity price breaks, and bin information.

To add or change information, use the **Item Locations** function on the **File Maintenance** menu.



Inquiry

1. Enter the ID of the item for which you want to view location information.

Inquiry

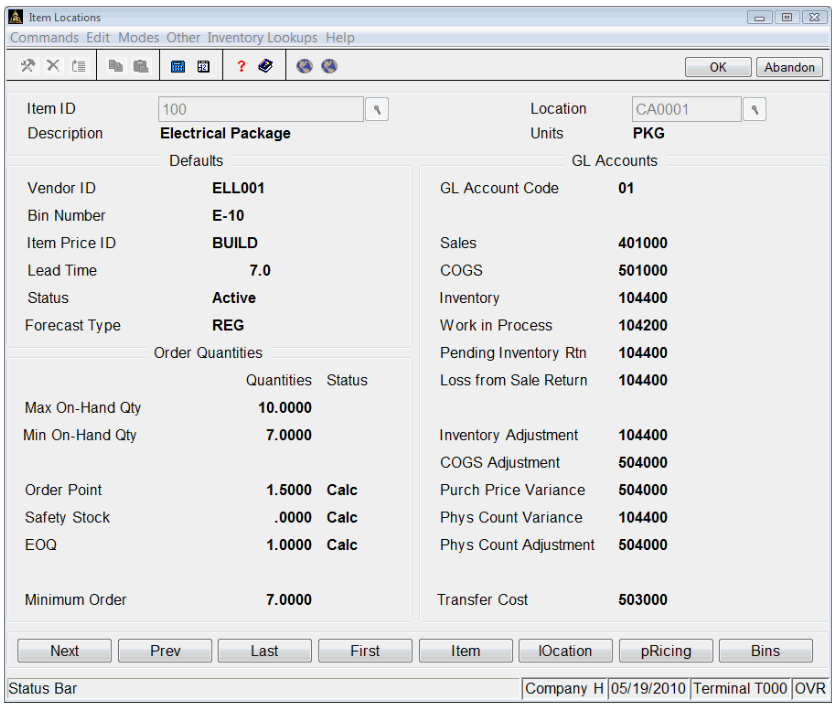
2. Enter a unit of measure for the item you want to view.

3. Select a command:

   - Press **N** to view the next item location record on file.
   - Press **P** to view the previous item location record on file.
   - Press **L** to view the last item location record on file.
   - Press **F** to view the first item location record on file.
   - Press **I** to go to the **Item ID** field and enter a different item ID.
   - Press **U** to go the **Units** field and enter a different unit of measure.
   - Press **G** to view general information about the item location. The General screen appears.
   - Press **R** to view pricing information about the item location. The Unit Price Information screen appears.
   - Press **B** to view bin information about the item location. The Bin Information screen appears.
   - Press **Q** to view the quantity the Quantity Information screen for the item.
   - Press **A** to view alternate items for the item you are working with. The Alternate Items screen appears.
   - Press **O** to go to a specific location (this command is available only if there is more than one screen of information).
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

General Information

This screen appears when you press **G** to view the locations defaults, GL accounts, order quantities, and item quantities.



The information on the General screen comes from the Location Information screen in the **File Maintenance Item Locations** function.

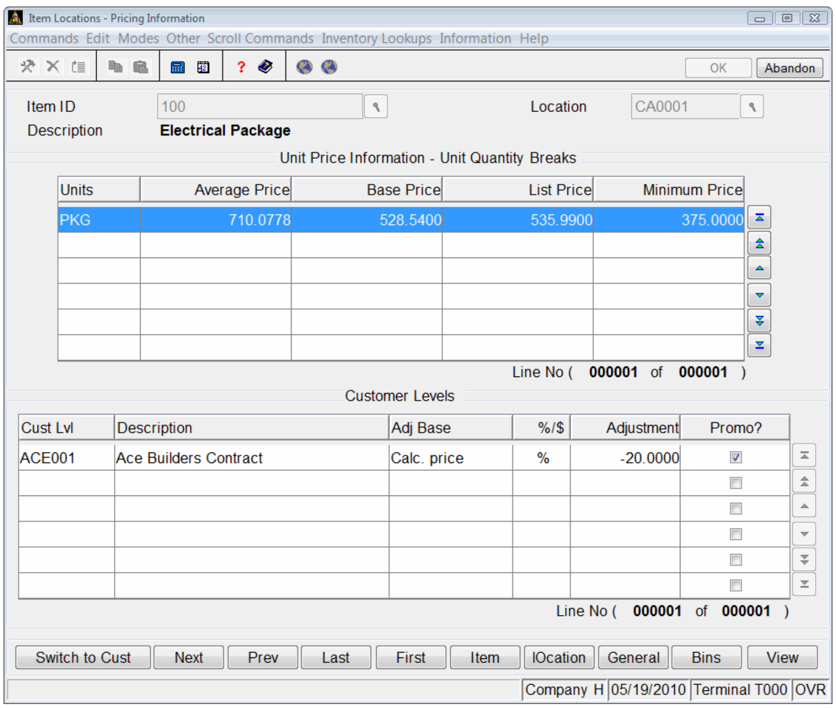
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to view the other locations for the item. The Locations screen appears.
- Press **R** to view pricing information about the item location. The Pricing Information screen appears.
- Press **B** to view bin information about the item location. The Bin Information screen appears.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Item Locations - Pricing Information

This screen appears when you press **R** to view unit price information and customer levels.



The information on this screen comes from the Price Information screen in the **File Maintenance Item Locations** function.

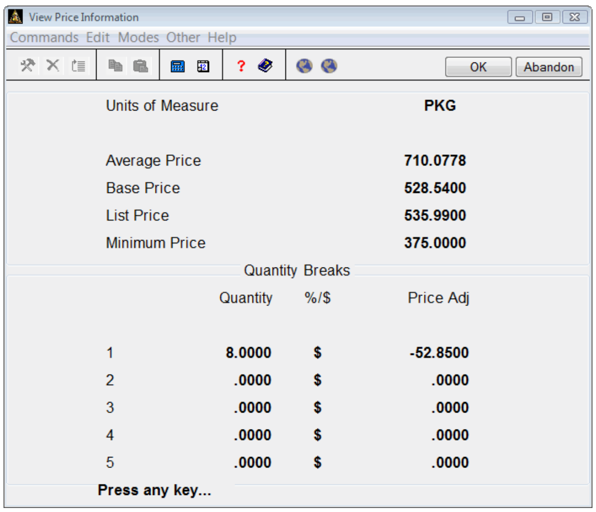
Select a command:

- Press **S** to switch between the **Customer Levels** or the **Unit Price Information** sections of the screen.
- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.

- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to view the other locations for the item. The Locations screen appears.
- Press **G** to view general information about the item location. The General screen appears.
- Press **B** to view bin information about the item location. The Bin Information screen appears.
- Press **V** to view quantity price breaks for the item. The View Price Information dialog box appears.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Price Information

This dialog box appears when you press **V** to view quantity price breaks for an item.

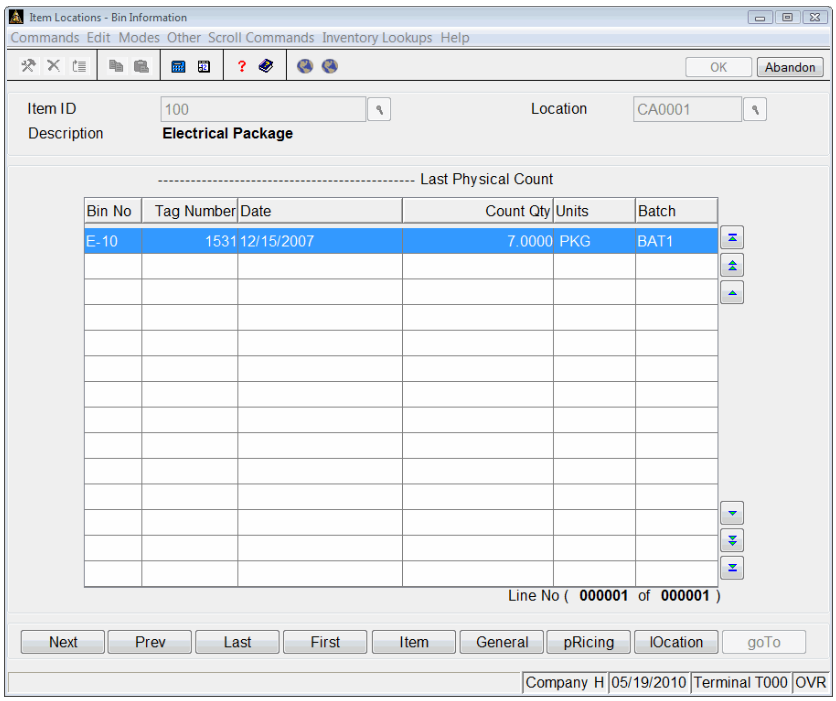


The information in the View Price Information dialog box comes from the Edit Price Information window in the **File Maintenance Item Locations** function.

To return to the Unit Price Information screen, press any key.

Bin Information

This screen appears when you press **B** to view the bin numbers assigned to the item.



The information on this screen comes from the Bin Information screen in the **File Maintenance Item Locations** function.

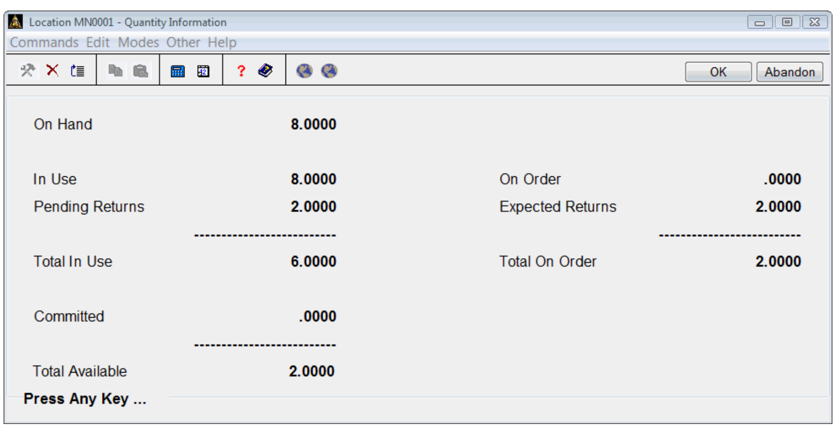
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.

- Press **I** to go to the Item ID field and enter a different item ID.
- Press **G** to view general information about the item location. The General screen appears.
- Press **R** to view pricing information about the item location. The Pricing Information screen appears.
- Press **O** to view the other locations for the item. The Item Locations screen appears.
- Press **T** to go to a specific location (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Quantity Information

This screen appears when you press **Q** to view the quantity information associated with the item location.

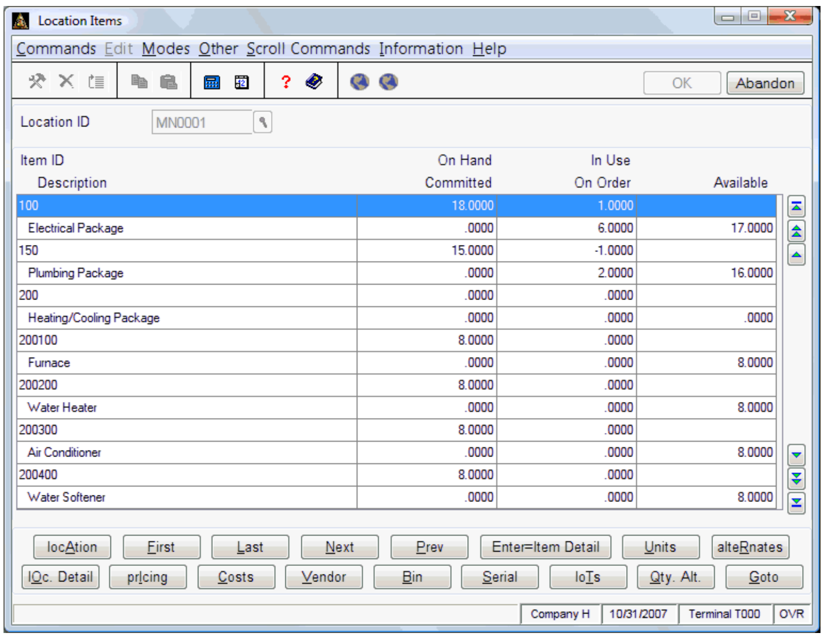


The information in the Quantity Information dialog box comes from the Quantities window in the **File Maintenance Item Locations** function.

To return to the Item Locations inquiry screen, press any key.

Location Items

Use the **Location Items** function on the **Information Inquiry** menu to view the item quantity on hand, on order, and available for a selected location.



Inquiry

Enter the ID of the location for which you want to view item information.

Command Bar Definitions

Command	Description
locAtion	Press **A** to change the location you want to view.
First	Press **F** to view the first item location record on file.
Last	Press **L** to view the last item location record on file.
Next	Press **N** to view the next item location record on file.
Prev	Press **P** to view the previous item location record on file.
Enter = Item Detail	Press **Enter** to view the Items detail screen.
Units	Press **U** to view the Unit of Measure screen for the item.
alteRnates	Press **R** to view the item Alternate Items screen for the item.
lOc. Detail	Press **O** to view the Item Location General Information screen for the item location.
prIcing	Press **I** to view the item pricing information screen.
Costs	Press **C** to view the cost information screen.
Vendor	Press **V** to view the vendor information screen.
Bin	Press **B** to view bin information about the item location.
Serial	Press **S** to view the serial information about the item.
loTs	Press **T** to view the lot information about the item.
Qty Avail	Press **Q** to view the quantity available for the selected location.
Goto	Press **G** to goto a particular entry.

To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Items Detail

This screen appears when you press **Enter** on the Location Items screen to view general information about an item. The information on this screen comes from the General Information screen in the **Items** function on the **File Maintenance** menu. See “Items” on page 5-23 for more information on this screen.

Unit of Measure

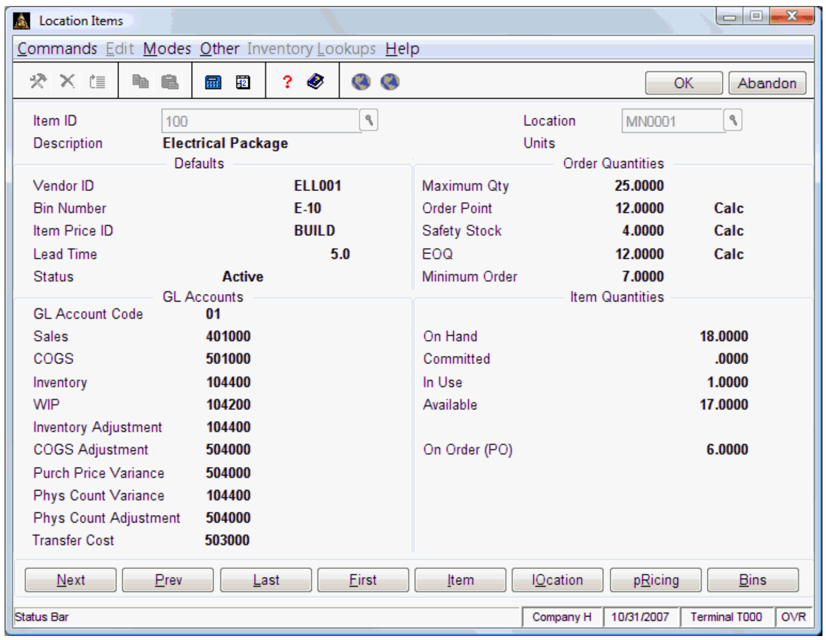
This screen appears when you press **U** on the Location Items screen to view alternate and default units of measure for an item. The information on this screen comes from the Units of Measure screen in the **File Maintenance Items** function. See “Units of Measure” on page 5-27 for more information on this screen.

Alternate Items

This screen appears when you press **R** to view alternate, customer, superseded, bar codes, and vendor part numbers for an item. The information on this screen comes from the Alternate Items screen in the **File Maintenance Items** function. See “Alternate Items” on page 5-25 for more information on this screen.

Location Detail

This screen appears when you press **O** on the Location Items screen to view general information about an item in this location.



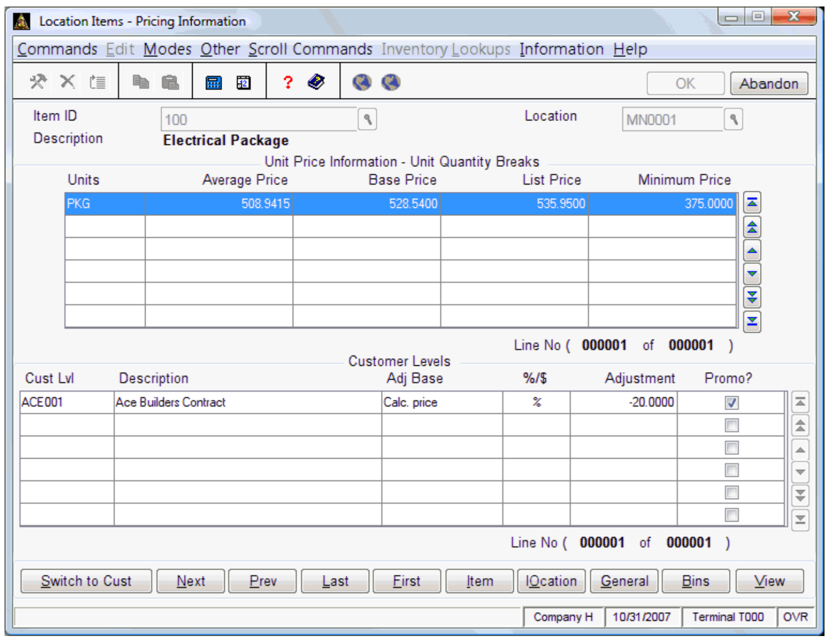
The information on the General screen comes from the Location Information screen in the **Item Locations** function on the **File Maintenance** menu.

Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Items inquiry screen.
- Press **O** to view the other locations for the item. The Item Locations screen appears. Use this screen to view the locations set up for the item and quantities for the locations for that item. See “Locations” on page 5-29 for more information on this screen.
- Press **R** to view pricing information about the item location. The Location Items - Pricing Information screen appears. Use this screen to view an item’s price structure for this location. See “Location Items - Pricing Information” on page 5-46 for more information on this screen.
- Press **B** to view bin information about the item location. The Bin Information screen appears. Use this screen to view the bin numbers assigned to the item in this location. See “Bin Information” on page 5-38 for more information on this screen.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Location Items - Pricing Information

This screen appears when you press **I** on the Location Items screen to view an item's price structure for this location.



The information on this screen comes from the Pricing Information screen in the **Item Locations** function on the **File Maintenance** menu.

Select a command:

- Press **Tab** to go to the **Customer Levels** or the **Unit Price Information** section of the screen.
- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.

- Press **F** to view the first item location record on file.

- Press **I** to return to the Location Items inquiry screen.

- Press **O** to view the other locations for the item. The Item Locations screen appears. Use this screen to view the locations set up for the item and quantities for the locations for that. See “Locations” on page 5-29 for more information on this screen.

- Press **G** to view general information about the item location. The General Location Items screen appears. Use this screen to view the quantity on hand, on order, and available of items for a selected location. See “Location Items” on page 5-41 for more information.

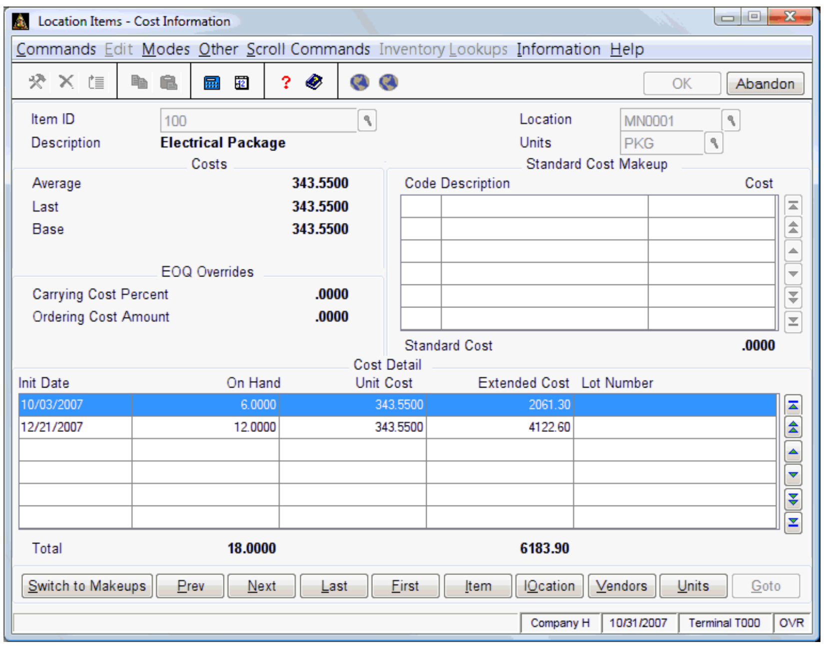
- Press **B** to view bin information about the item location. The Bin Information screen appears. Use this screen to view the bin numbers assigned to the item in this location. See “Bin Information” on page 5-38 for more information on this screen.

- Press **V** to view quantity price breaks for the item. The View Price Information dialog box appears. Use this dialog box to view quantity price breaks for an item. See “View Price Information” on page 5-37 for more information on this dialog box.

- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Cost Information

This screen appears when you press **C** on the Location Items screen to view the cost information for this location.



The information on this screen comes from the Cost Information screen in the **Item Locations** function on the **File Maintenance** menu.

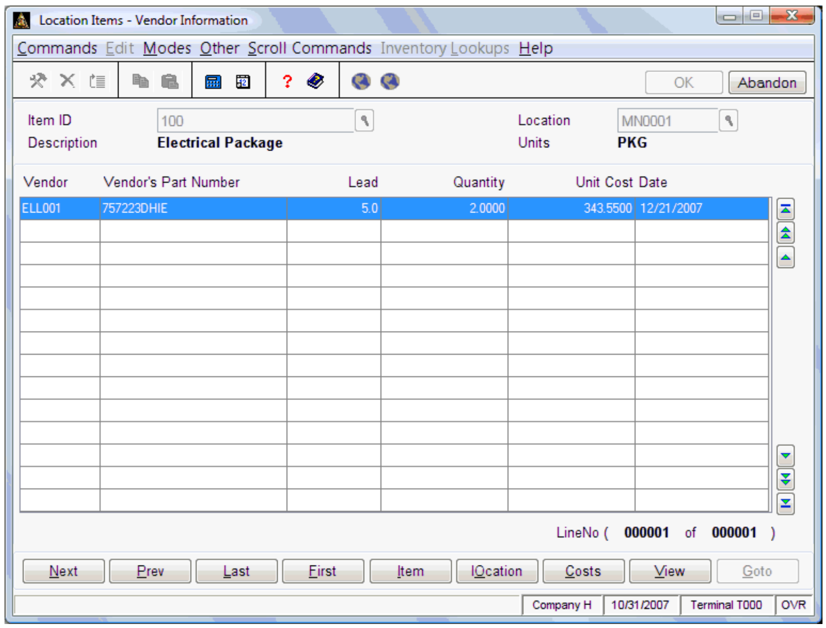
Select a command:

- Press **Tab** to view the **Cost Detail** or the **Cost Information** sections of the screen.
- Press **P** to view the previous item location record on file.
- Press **N** to view the next item location record on file.
- Press **L** to view the last item location record on file.

- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Items inquiry screen.
- Press **O** to go to the **Location** box and enter a different location ID.
- Press **V** to view vendor information about the item location. The Vendor Information screen appears. See “Vendor Information” on page 5-50 for more information on this screen.
- Press **U** to go to the **Units** box and enter a different unit size.
- Press **G** to go to a specific record (this command is available only if there is more than one screen of information).
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Vendor Information

This screen appears when you press **V** on the Location Items screen to view the vendor information for an item in this location.



The information on this screen comes from the Vendor Information screen in the **Item Locations** function on the **File Maintenance** menu.

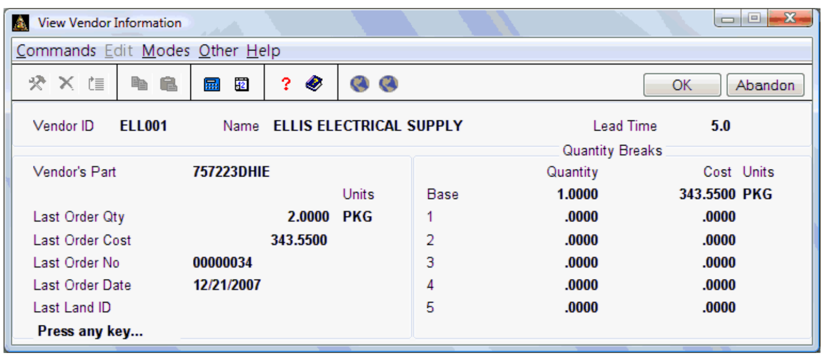
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Items inquiry screen.

- Press **O** to go to the **Location** box and enter a different location ID.
- Press **C** to view the cost information for this location.
- Press **V** to view price information about the vendor. The View Price Information dialog box appears.
- To exit to the Information Inquiry menu, use the **Exit** (**F7**) command.

View Price Information

This dialog box appears when you press **V** to view quantity price breaks.



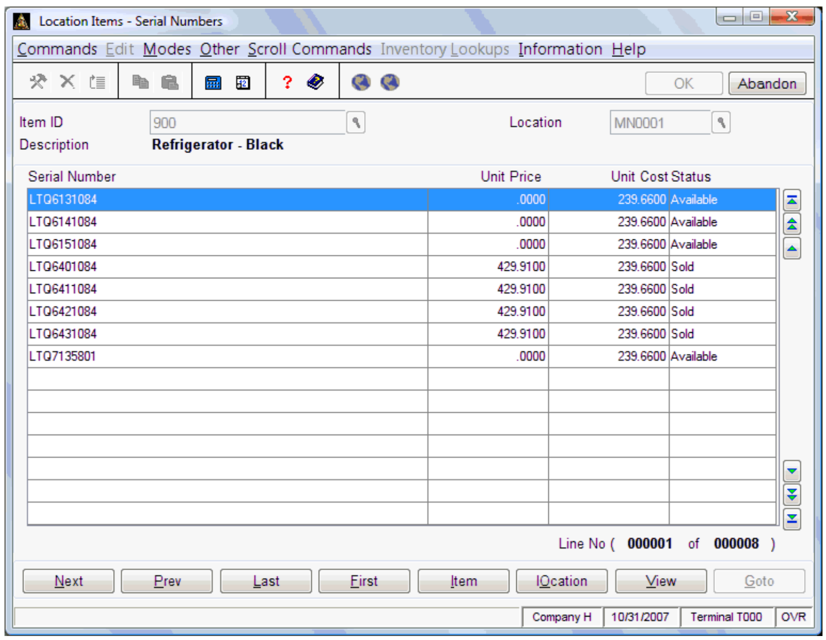
To return to the Vendor Information screen, press any key.

Bin Information

This screen appears when you press **B** on the Location Items screen to view the bin numbers assigned to the item in this location. The information on this screen comes from the Bin Information screen in the **File Maintenance Item Locations** function. See “Bin Information” on page 5-38 for more information on this screen.

Serial Numbers

This screen appears when you press **S** on the Location Items screen to view the serial numbers assigned to the item in this location.

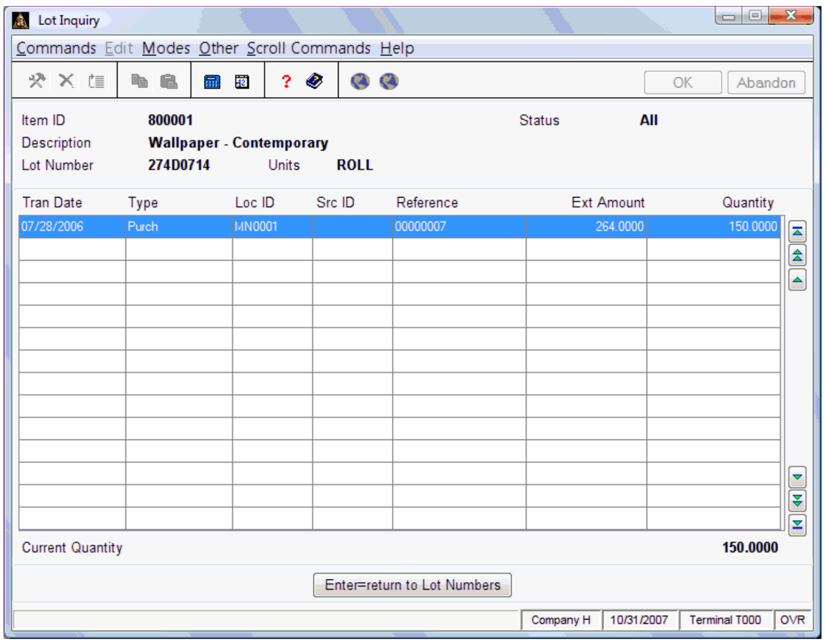


The information on this screen comes from the Item Location screen in the **File Maintenance** function.

Select a command:

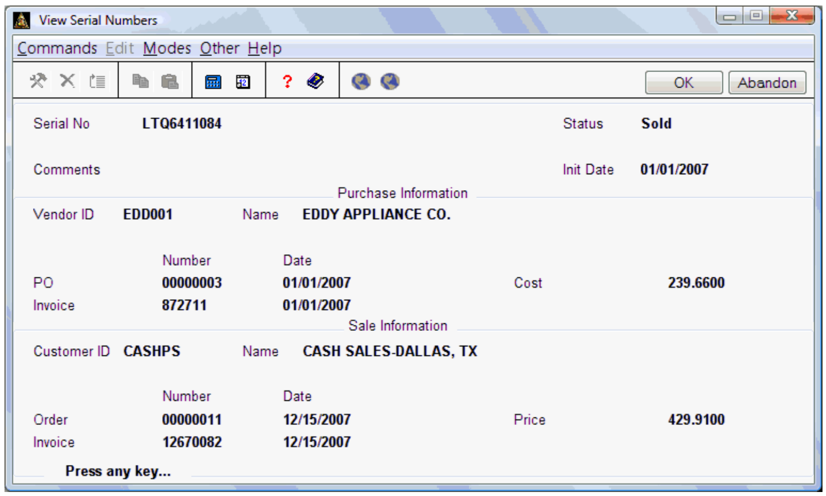
- Press **N** to view the next item serial record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.

- Press **O** to go to the **Location ID** field and enter a different location ID.
- Press **V** to view details about the serial number.
- Press **G** to go to a specific serial number.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.



View Serial Numbers

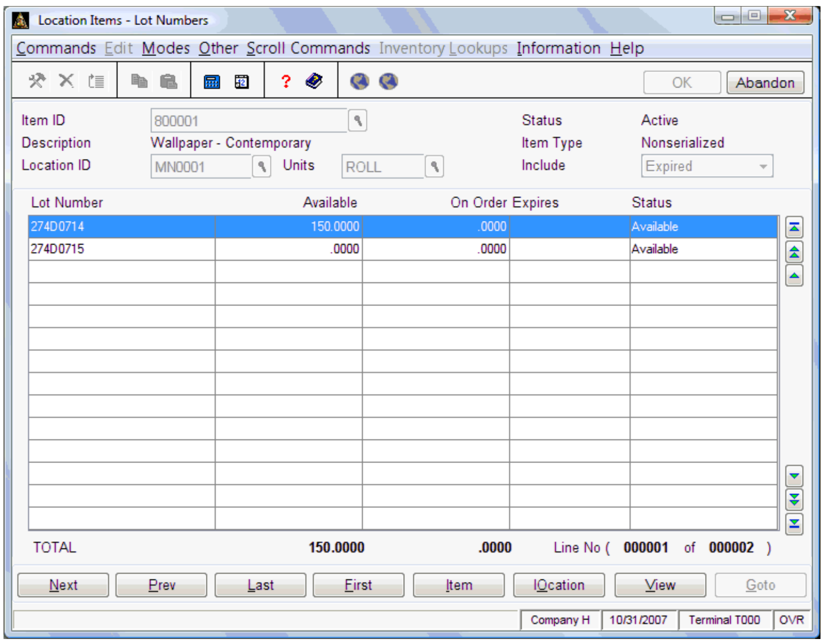
This dialog box appears when you press **V** to view details about the serial number.



To return to the Serial Numbers screen, press any key.

Lot Numbers

This screen appears when you press **T** on the Location Items screen to view the lot numbers assigned to the item in this location.



The information on this screen comes from the Item Location screen in the **File Maintenance** function.

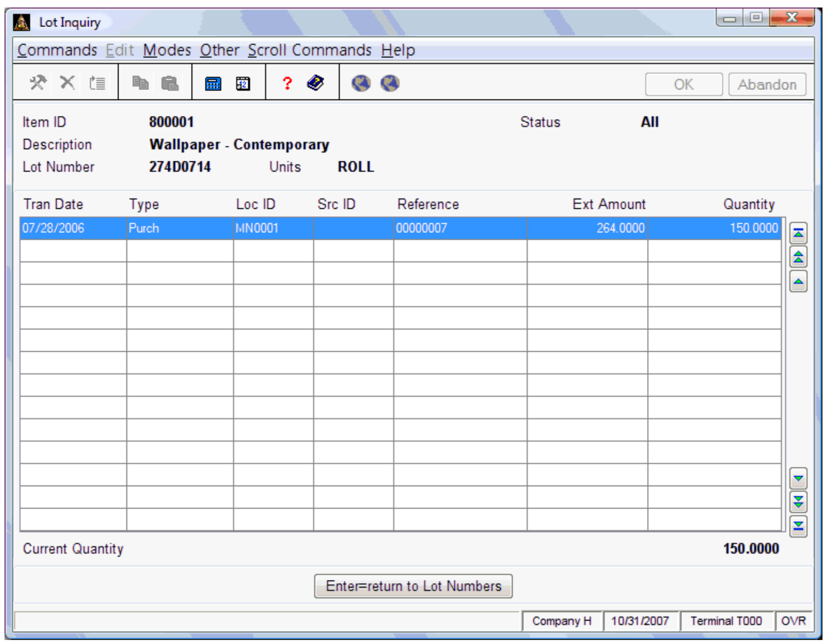
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to return to the Location Item inquiry screen.

- Press **O** to go to the **Location ID** field and enter a different location ID.
- Press **V** to view details about the lot number.
- Press **G** to go to a specific lot number.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Lot Inquiry

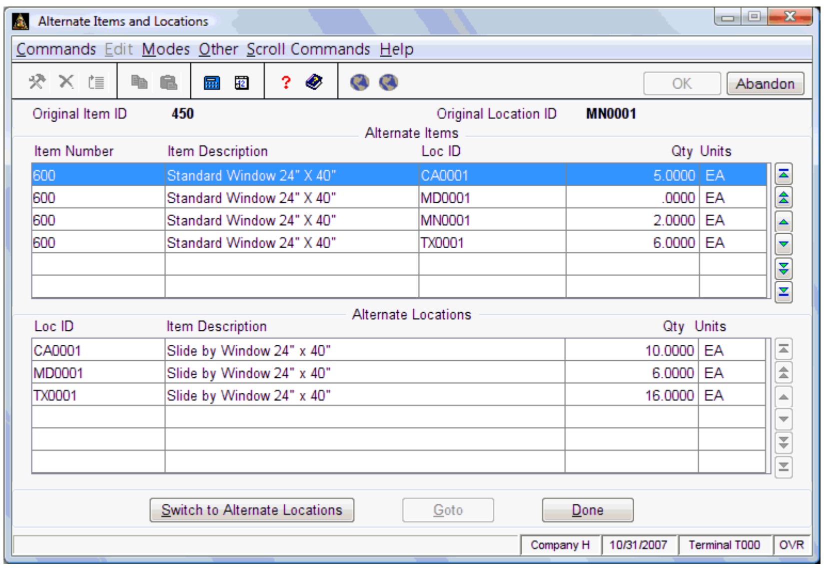
This dialog box appears when you press **V** to view details about the lot number.



When you are finished, press **Enter** to return to the Lot Numbers screen.

Quantity Alternates

This screen appears when you press **Q** on the Location Items screen to view alternate items available if this item is out of stock as well as quantities available at other locations.



Select a command:

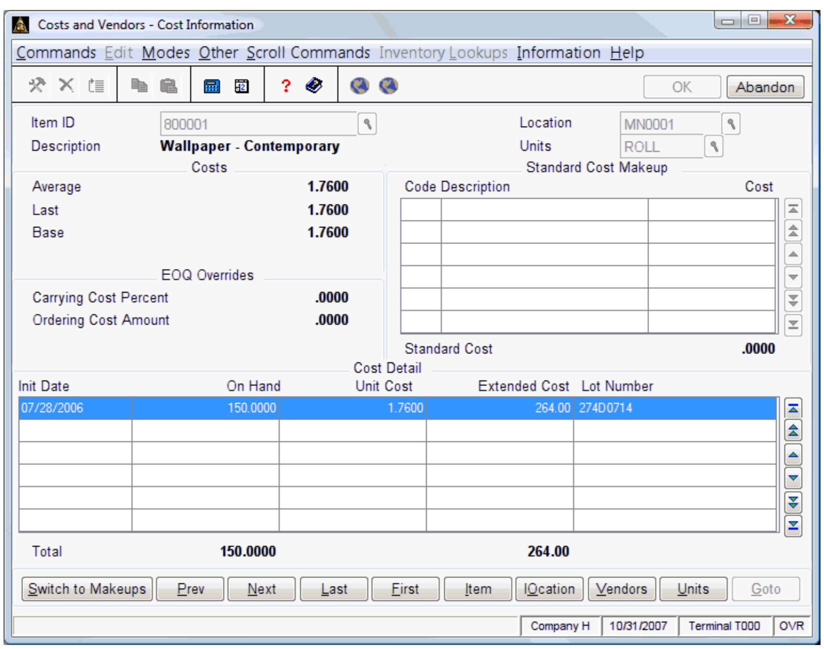
- Press **S** to switch between the **Alternate Items** and **Alternate Locations** sections of the screen.
- Press **G** to go to a specific entry.
- Press **D** to return to the Locations Items inquiry screen.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Costs and Vendors

Use the **Costs and Vendors** function on the **Information Inquiry** menu to view an item's costs and the vendors that are set up for each item location.

Use the Costs Information screen to view an item's costs, standard cost makeup, EOQ overrides, and cost detail.

Select **Costs and Vendors** from the **Information Inquiry** menu. The Costs and Vendors - Cost Information screen appears.



Inquiry

1. Enter the ID of the item for which you want to view cost information.

Inquiry

2. Enter the ID of the location for the item.

Inquiry

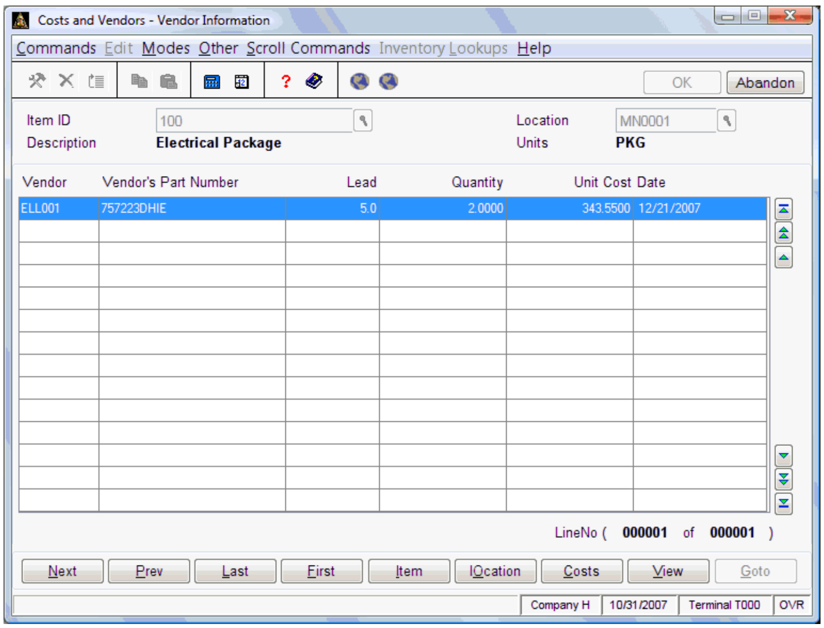
3. Enter the unit of measure for the item.

Select a command:

- Press **S** to switch between the **Cost Detail** and **Cost Information** sections of the screen.
- Press **P** to view the previous item location record on file.
- Press **N** to view the next item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.
- Press **O** to go to the **Location** field and enter a different location ID.
- Press **V** to view vendor information about the item location. The Vendor Information screen appears.
- Press **U** to go to the **Units** field and enter a different unit size.
- Press **G** to go to a specific line in the scroll region.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

Vendor Information

This screen appears when you press **V** on the Costs and Vendors - Cost Information screen to view vendors for the item location.



The information on this screen comes from the Vendor Information screen in the **Item Locations** function on the **File Maintenance** menu.

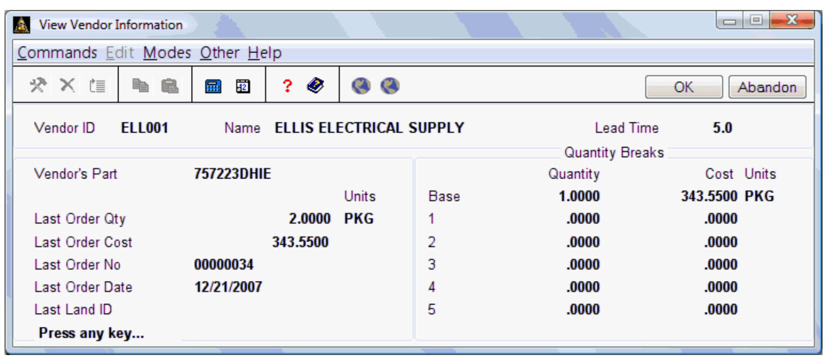
Select a command:

- Press **N** to view the next item location record on file.
- Press **P** to view the previous item location record on file.
- Press **L** to view the last item location record on file.
- Press **F** to view the first item location record on file.
- Press **I** to go to the **Item ID** field and enter a different item ID.

- Press **O** to go to the **Location** field and enter a different location ID.
- Press **C** to view cost information about the item. The Cost Information screen appears.
- Press **V** to view vendor quantity breaks. The View Price Information dialog box appears.
- Press **G** to go to a specific line in the scroll region.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Price Information

This dialog box appears when you press **V** to view the last quantity purchased, cost, order number, and order date. You can also view quantity price breaks for vendors.



The information in the View Price Information dialog box comes from the Edit Vendor Information screen in the **Item Locations** function on the **File Maintenance** menu.

To return to the Vendor Information screen, press any key.

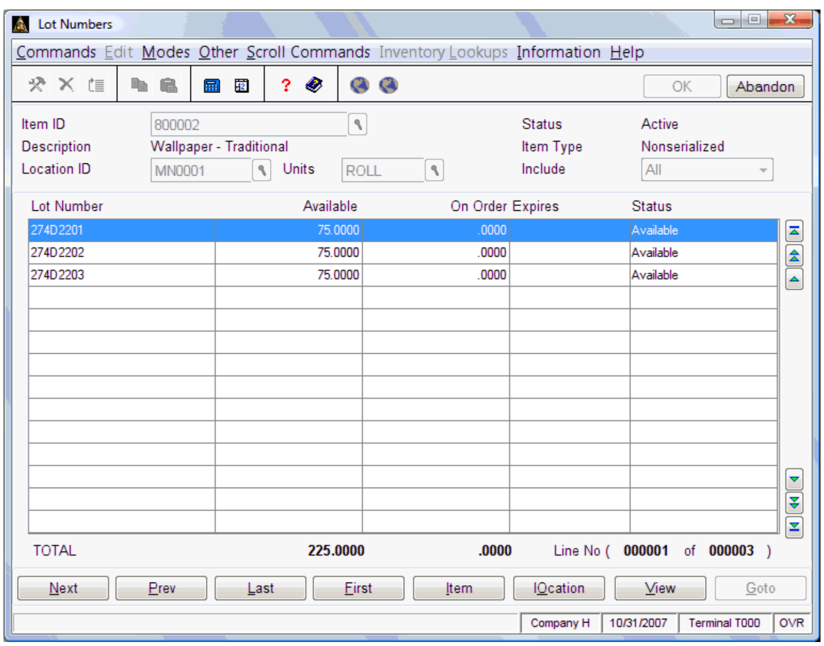
Lot Numbers

Use the **Lot Numbers** function on the **Information Inquiry** menu to view the costs and quantities of lots and historical information if you keep lot history.

Use the Lot Numbers screen to view the lot numbers for the item, quantities available and on order, and the status of the lot.

To add or change information on this screen, use the **Item Locations** function.

Select **Lot Numbers** from the **Information Inquiry** menu. The Lot Numbers screen appears.



Inquiry

1. Enter the ID of the item for which you want to view lot information.

Inquiry

2. Enter the ID of the location for the item.

Inquiry

3. Enter the unit of measure for the item.

4. Enter **A** to view available lots, **S** to view sold lots, **E** to view expired lots, and **L** to view all the lots for the item.

5. Select a command:

   - Press **N** to view the next item location record on file.
   - Press **P** to view the previous item location record on file.
   - Press **L** to view the last item location record on file.
   - Press **F** to view the first item location record on file.
   - Press **I** to go to the **Item ID** box and enter a different item ID.
   - Press **O** to go to the **Location ID** box and enter a different location ID.
   - Press **V** to view details about lot transactions. The Lot Inquiry screen appears.
   - Press **G** to go to a specific line in the scroll region.
   - To exit to the Information Inquiry menu, use the **Exit** (**F7**) command.

Lot Inquiry

This screen appears when you press **V** on the Lot Numbers screen to view detailed information about historical lot transactions. See “Lot Inquiry” on page 5-56 for more information on this screen.

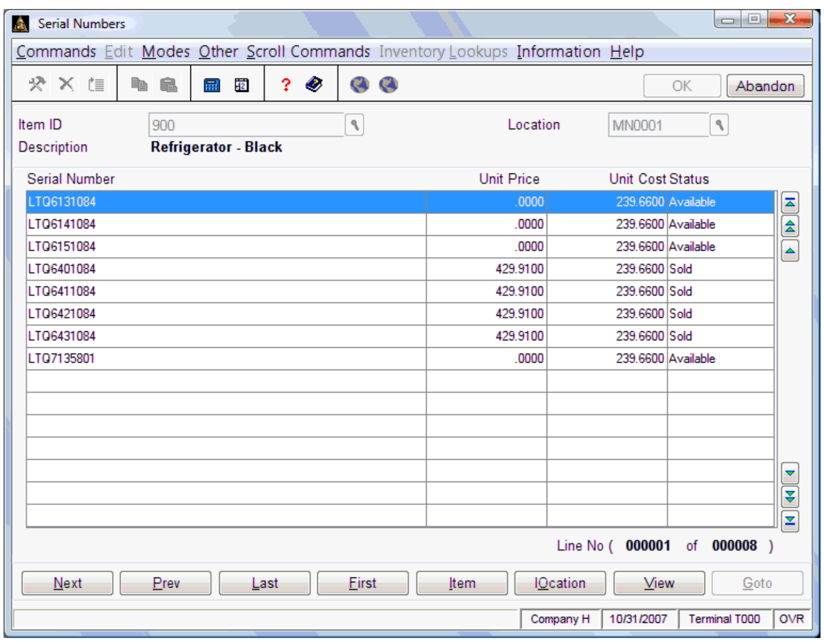
Serial Numbers

Use the **Serial Numbers** function on the **Information Inquiry** menu to look at costs, prices, and transaction information for serialized items.

Use the Serial Numbers screen to view the serial numbers for the item, costs and prices, and the status of the serial number.

To add or change information on this screen, use the **File Maintenance Item Locations** function.

Select **Serial Numbers** from the **Information Inquiry** menu. The Serial Numbers screen appears.



Inquiry

1. Enter the ID of the item for which you want to view serial number information.

Inquiry

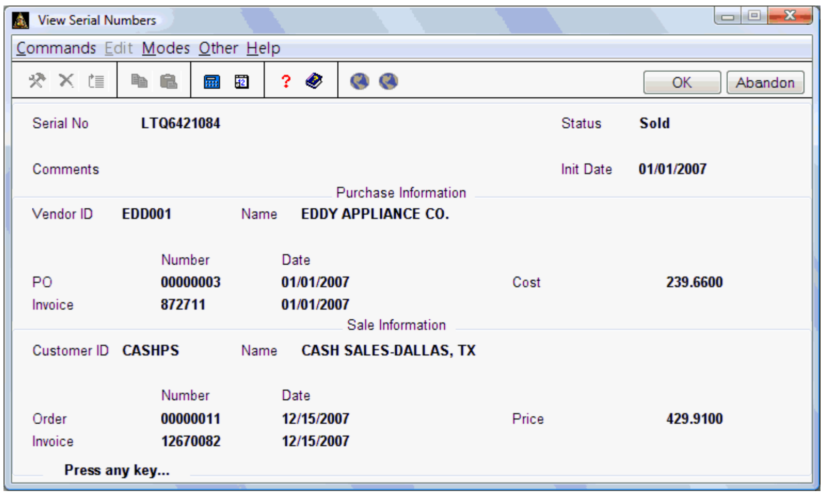
2. Enter the ID of the location for the item.

3. Select a command:

   - Press **N** to view the next item location record on file.
   - Press **P** to view the previous item location record on file.
   - Press **L** to view the last item location record on file.
   - Press **F** to view the first item location record on file.
   - Press **I** to go to the **Item ID** box and enter a different item ID.
   - Press **O** to go to the **Location** box and enter a different location ID.
   - Press **V** to view information about sales and purchases of serialized items. The View Serial Numbers dialog box appears.
   - Press **G** to go to a specific line in the scroll region.
   - To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

View Serial Numbers

This dialog box appears when you press **V** to view purchase and sales information about the serial numbers.



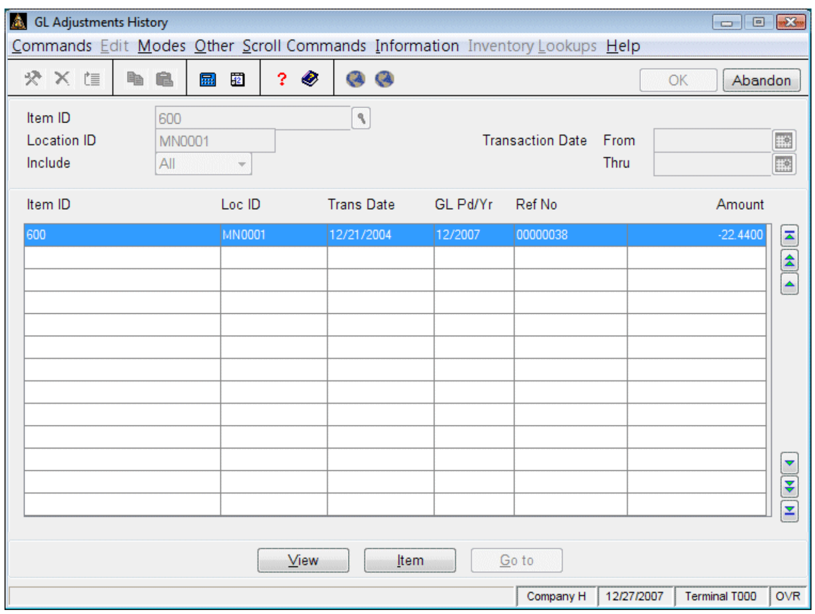
The information in the View Serial Numbers screen comes from the Serial Numbers screen in the **File Maintenance Item Locations** function.

To exit to the Serial Numbers screen, press any key.

GL Adjustments History

Use the **GL Adjustments History** function on the **Information Inquiry** menu to look at COGS adjustments in the **INHCx** (GL Adjustments History) file that have been posted via the Post GL Adjustments function (see “Post GL Adjustments” on page 6-49).

Select **GL Adjustments History** from the **Information Inquiry** menu. The GL Adjustments History screen appears.



Inquiry

1. Enter the ID of the item for which you want to view GL adjustment history information.

Inquiry

2. Enter the ID of the location for the item.

3. Choose to include **COGS**, **Purchase Price**, or **All** in the inquiry.

4. Select the range of transaction dates to include in the inquiry.

Select a command:

- Press **V** to view specific line detail.
- Press **I** to enter a different Item ID.
- Press **G** to go to a specific line in the scroll region.
- To exit to the **Information Inquiry** menu, use the **Exit** (**F7**) command.

CHAPTER 6

6

Daily Work

Inventory Transactions	6-3
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Transaction Journal	6-39
Transfers Journal	6-41
Post Transactions	6-43
GL Adjustments Journal	6-47
Post GL Adjustments	6-49

Inventory Transactions

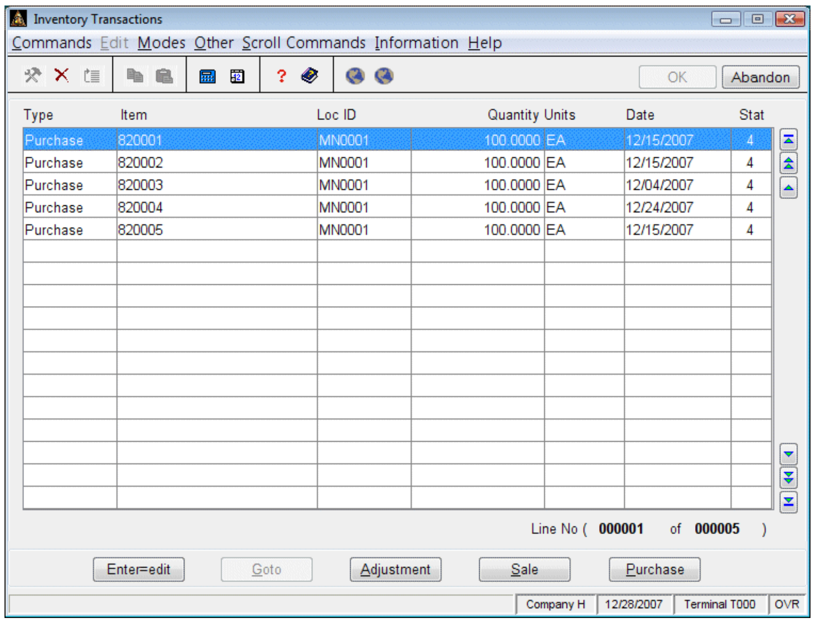
If Inventory is being used as a standalone system, use the **Inventory Transactions** function on the **Daily Work** menu for the following purposes:

- To adjust quantities
- To reflect sales after you sell an item
- To reflect transfers after you transfer an item
- To reflect purchases after you purchase an item, place an order, or receive an item

If Accounts Payable or Purchase Order interfaces with Inventory, Inventory transactions are updated automatically. If Accounts Receivable or Sales Order interfaces with Inventory, Inventory transactions are updated when you post. If you have these applications, use the **Inventory Transactions** function only to make corrections. You cannot make adjustments for service items.

To produce a list of transactions for a period, use the **Transaction History Report** function on the **Reports** menu.

Select **Inventory Transactions** from the **Daily Work** menu. The Inventory Transactions screen appears.



Use this screen to choose a transaction type. All transactions are listed on this screen before you post. If you want to delete a transaction that is associated with a lot or serial number, you must first delete the lot or serial numbers associated with that transaction.

Transactions that have not been posted appear in the **Type** column. Valid types are adjustment, sale, or purchase.

The item, location, quantity, and units used in the transaction appear, and the date the transaction took place appears.

Note: If this screen is empty, press **Enter** to go directly into Append mode.

The status of the transaction appears in the **Stat** column:

- **Adjustment 1** - Increase
- **Adjustment 2** - Decrease
- **Sale 1** - New Order
- **Sale 3** - Verify Order
- **Sale 4** - Invoice
- **Sale 5** - Miscellaneous Credit
- **Purchase 1** - New Order
- **Purchase 2** - Goods Received
- **Purchase 4** - Invoice
- **Purchase 5** - Miscellaneous Debit

1. Select a command:

    - To edit an inventory transaction, move the prompt to the line you want to edit and press **Enter**.

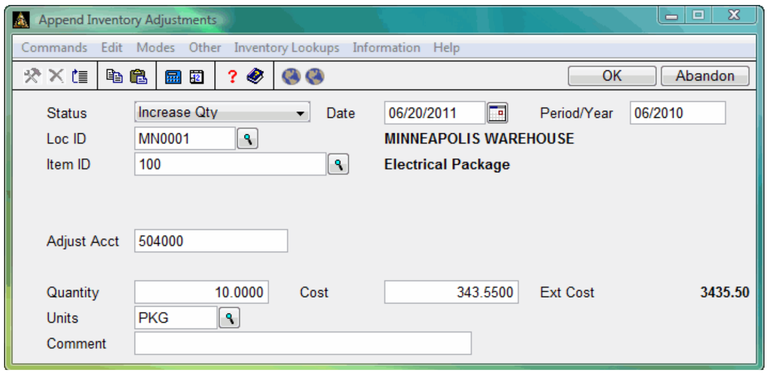
    - Press **A** to add or edit an adjustment. The Append/Edit Inventory Adjustments screen appears.

    - Press **S** to add or edit a sale. The Append/Edit Inventory Sales screen appears.

    - Press **P** to add or edit a purchase. The Append/Edit Inventory Purchases screen appears.

2. This screen is display-only; information is saved through the append/edit screens. To exit to the **Daily Work** menu, use the **Exit** (**F7**) command.

Append/Edit Inventory Adjustments



This screen is titled the Edit Inventory Adjustments screen when you edit an adjustment line item and Append Inventory Adjustments screen when you add an adjustment.

Use this screen to add or edit an adjustment. You can increase or decrease the on-hand quantity of an item.

1. To make an adjustment that increases the quantity available, enter **I** in the **Status** box. To decrease the quantity available, enter **D**.

2. Enter the date and GL period and year of the adjustment.

Inquiry
Maint

3. Enter or select from the **Loc ID** box the ID of the location of the item.

Inquiry
Maint

4. Enter the ID of the item whose quantity you want to adjust in the **Item ID** box. The quantity on hand and available appear at the bottom of the screen.

   Note: The Inventory Items screen is available through the maintenance function (**F6**). Use this screen to add an item ID and information about that item or to maintain information about an item.

Inquiry
Maint

5. If the adjustment is an increase in inventory, enter or select a credit account in the **Adjust Acct** box. If the adjustment is a decrease in inventory, enter a debit account.

6. Enter the quantity you want to adjust in the **Quantity** box.

Inquiry

Maint

7. Enter or select the unit of measure with which you want to work in the **Units** box.

   Note: The Units of Measure screen is available through the maintenance function (**F6**). Use this screen to add or change units of measure for an item.

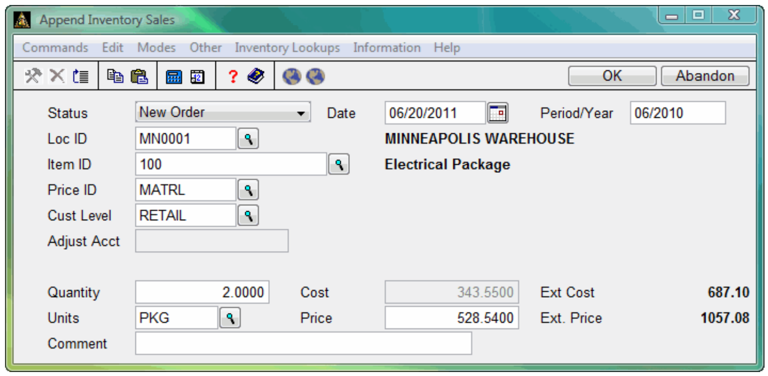
8. Enter the cost of the item in the **Cost** box.

   The extended cost (quantity x cost) appears.

9. Enter additional information about the transaction in the **Comment** box.

10. To save your entries and exit to the Inventory Transactions screen, use the **Proceed** (**OK**) command. To exit to the Inventory Transactions screen without saving your entries, use the **Exit** (**F7**) command.

Append/Edit Inventory Sales



If you are editing a line item, this screen is called the Edit Inventory Sales screen. If you are adding a line, this screen is called the Append Inventory Sales screen.

Use this screen to add or edit a sales transaction. You can enter a new order, an invoice, or a miscellaneous credit, and verify an order.

1. In the **Status** box, enter **N** if you are recording a new order, **V** if you are verifying an order, **I** if you are recording an invoice, or **M** if you are recording a miscellaneous credit.

2. Enter the date and GL period and year of the sale.

Inquiry
Maint

3. Enter or select the ID of the location of the item in the **Loc ID** box.

Inquiry
Maint

4. Enter or select the ID of the item sold in the **Item ID** box. The quantity on hand and available appear at the bottom of the screen.

Inquiry

5. Enter the price ID and customer level for the item.

Inquiry
Maint

6. If the adjustment is an increase in inventory, enter a credit account in the **Adjust Acct** box. If the adjustment is a decrease in inventory, enter a debit account. If you are entering a new order, this field is skipped.

7. Enter the quantity sold in the **Quantity** box.

Inquiry
Maint

8. Enter the unit of measure with which you want to work in the **Units** box.

The cost of the item appears.

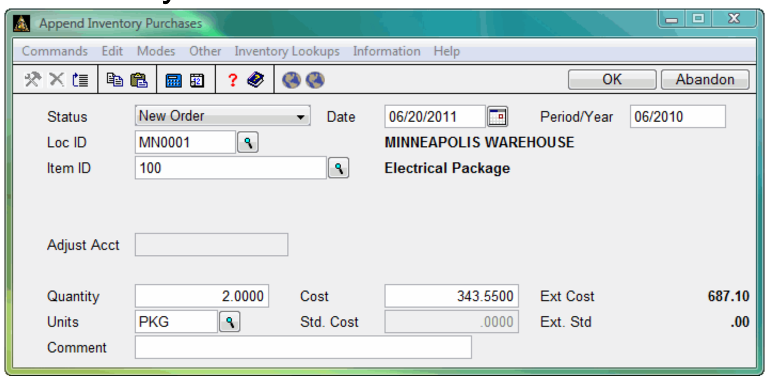
9. Enter the price of the item that was sold in the **Price** box.

   The extended cost (quantity x cost) and extended price (quantity price) appears.

10. Enter additional information about the transaction in the **Comments** box.

11. To save your entries and exit to the Inventory Transactions screen, use the **Proceed** (**OK**) command. To exit to the Inventory Transactions screen without saving your entries, use the **Exit** (**F7**) command.

Append/Edit Inventory Purchases



If you are editing a line item, this screen is called the Edit Inventory Purchases screen. If you are adding a line, this screen is called the Append Inventory Purchases screen.

Use this screen to add or edit a purchase transaction. You can enter a new order, goods received, an invoice, and a miscellaneous debit.

1. In the **Status** box, enter **N** if you are recording a new order, **G** if you are recording goods received, **I** if you are recording an invoice, or **M** if you are recording a miscellaneous debit.

2. Enter the date and GL period and year of the purchase.

Inquiry
Maint

3. Enter or select the ID of the location of the item in the **Loc ID** box.

Inquiry
Maint

4. Enter or select the ID of the item purchased in the **Item ID** box. The quantity on hand and available appear at the bottom of the screen.

Inquiry

5. Enter the price ID and customer level for the item.

Inquiry
Maint

6. If the adjustment is an increase in inventory, enter a credit account in the **Adjust Acct** box. If the adjustment is a decrease in inventory, enter a debit account. If you are entering a new order, this field is skipped.

Inquiry

7. Enter the quantity purchased in the **Quantity** box.

Maint

8. Enter the unit of measure with which you want to work in the **Units** box.

The last cost of the item appears.

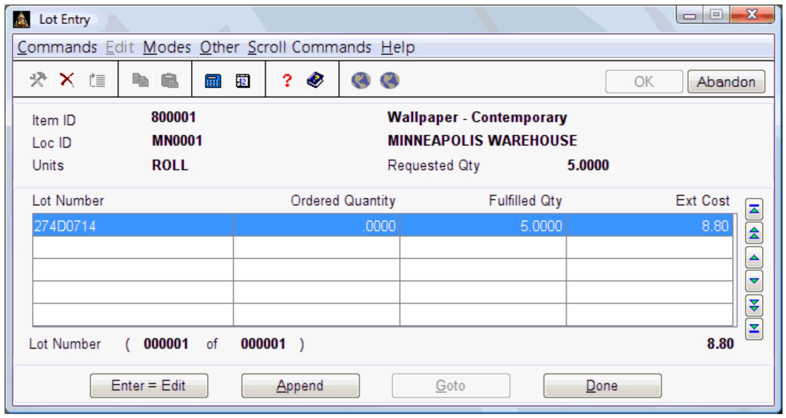
If you use the standard costing method, the standard cost appears.

The extended cost (quantity x cost) and extended standard cost (quantity x standard cost) appears.

9. Enter additional information about the transaction in the **Comments** box.

10. To save your entries and exit to the Inventory Transactions screen, use the **Proceed** (**OK**) command. To exit to the Inventory Transactions screen without saving your entries, use the **Exit** (**F7**) command.

Lot Entry



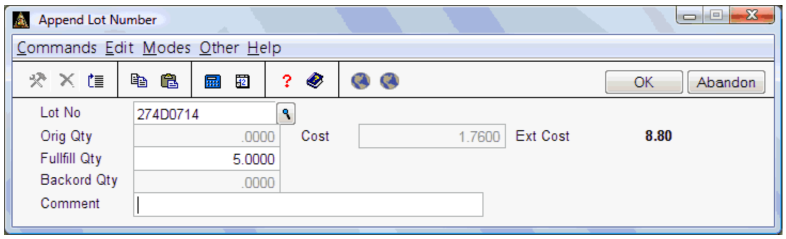
This screen appears if you are tracking lots for an item. Use it to enter adjustments, sales, or purchases.

The ID of the item, the ID of the location, and the unit of measure you are working with appears. The quantity being sold, adjusted, or purchased, lot numbers for the item, quantity ordered for the lot, quantity available to fill the order for the lot, and the extended cost (quantity x cost) of the lot appears.

Select a command:

- To edit a line, move the prompt to the line you want to edit and press **Enter**. The Edit Lot Number screen appears.
- Press **A** to add lot numbers to the item. The Append Lot Number screen appears. See “Append/Edit Lot Number” on page 6-13 for more information.
- Press **D** to save your entries when you are finished adding or editing information about lots.

Append/Edit Lot Number



If you are editing a lot number, this screen is called the Edit Lot Number screen. If you are adding a lot number, this screen is called the Append Lot Number screen.

Use this screen to add lot numbers to a transaction or to edit lot numbers associated with a transaction.

Inquiry

1. Enter or select the lot number of the item being adjusted, sold, or purchased in the **Lot No** box. The quantity on hand and available appear at the bottom of the screen.

2. The original quantity of the lot appears. If you are entering a new purchase or sales order, enter the quantity in the **Orig Qty** box.

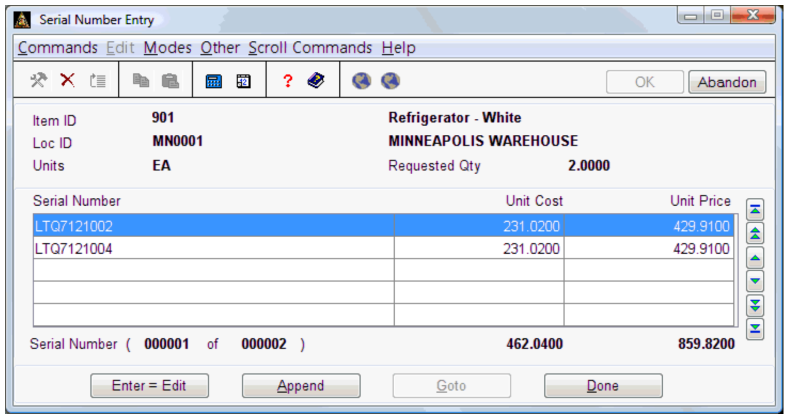
3. Enter the quantity of the lot needed to fill the transaction in the **Fulfill Qty** box. If you are entering a new order, this field is skipped.

   The quantity on backorder, cost of the lot, and the extended cost (quantity x cost) appear.

4. Enter additional information about the lot in the **Comment** box.

5. To save your entries and exit to the Lot Entry screen, use the **Proceed** (**OK**) command.

Serial Number Entry



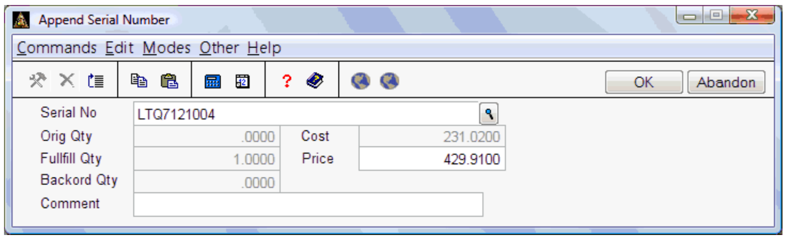
This screen appears if you are working with a serialized item. Use it to enter adjustments, sales, or purchases.

The ID of the item, the ID of the location, and the unit of measure you are working with appear. The quantity being sold, adjusted, or purchased, serial numbers for the item, unit cost and price of the serialized item appears.

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Serial Number screen appears.
- Press **A** to add lot numbers to the item. The Append Serial Number screen appears.
- Press **D** to save your entries when you are finished adding or editing information about serial numbers.
- To exit to the transaction screen you were working with without saving your changes, use the **Exit** (**F7**) command.

Append/Edit Serial Number



If you are editing a serial number, this screen is called the Edit Serial Number screen. If you are adding a serial number, this screen is called the Append Serial Number screen.

Use this screen to add serial numbers to a transaction or to edit serial numbers associated with a transaction.

Inquiry

1. Enter or select the serial number of the item being adjusted, sold, or purchased in the **Serial No** box.

2. The **Auto Generate?** field appears if you enter goods received or a purchase transaction with invoice status.

   If you want the system to generate serial numbers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you auto generate the serial numbers, enter the number of serial numbers to generate.

   The original quantity of the serialized items appears in the **Orig Qty** box.

3. If you elected to auto generate serial numbers, enter the quantity of serial numbers you are purchasing in the **Fulfill Qty** box.

   The quantities on backorder appear in the **Backord Qty** box.

4. Enter the cost of the serialized item in the **Cost** box.

   The extended cost (quantity x cost) appears.

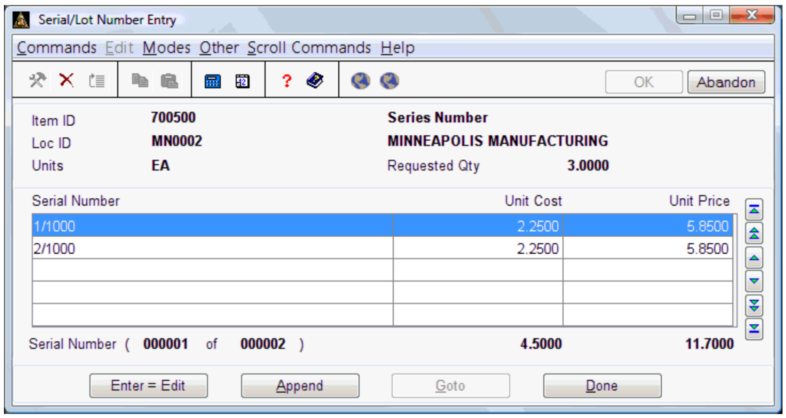
5. The **Price** field appears for sales transactions. Enter the price of the serialized item.

6. The **Ext Price** field appears for sales transactions and displays the extended price.

7. Enter additional information about the serialized item in the **Comment** box.

8. To save your entries and exit to the Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Serial/Lot Number Entry



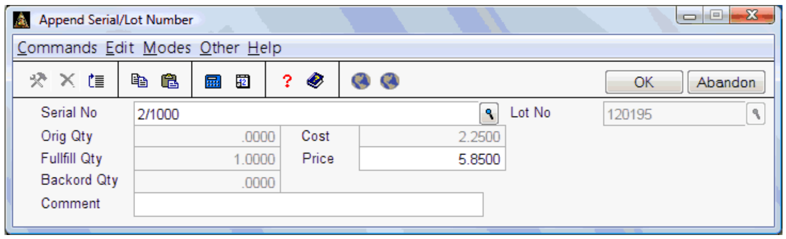
This screen appears if you are working with an item that is both lotted and serialized, and you use the serial/lot entry method to enter transactions. Use it to enter adjustments, sales, or purchases for lotted and serialized items.

The ID of the item, the ID of the location, and the unit of measure you are working with appear. The quantity being sold, adjusted, or purchased, serial numbers for the item, unit cost and price of the serialized item appear.

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Lotted Serial Number screen appears.
- Press **A** to add lot numbers to the item. The Append Lotted Serial Number screen appears.
- Press **D** to save your entries when you are finished adding or editing information about serial numbers.
- To exit to the transaction screen you were working with without saving your changes, use the **Exit** (**F7**) command.

Append/Edit Serial/Lot Number



If you are editing a lotted and serialized number, this screen is called the Edit Serial/Lot Number screen. If you are adding a lotted and serialized number, this screen is called the Append Serial/Lot Number screen.

Use this screen to add or edit serialized and lotted items, using the serial/lot entry method.

Inquiry

1. Enter the serial number of the item being adjusted, sold, or purchased in the **Serial No** box.

Inquiry

2. Enter the lot number of the item being adjusted, sold, or purchased.

3. The **Auto Generate?** field appears if you enter goods received or a purchase transaction with invoice status.

   If you want the system to generate serial numbers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you auto generate the serial numbers, enter the number of serial numbers to generate.

   The original quantity of the item appears in the **Orig Qty** box.

   The quantity needed to fill the transaction appears.

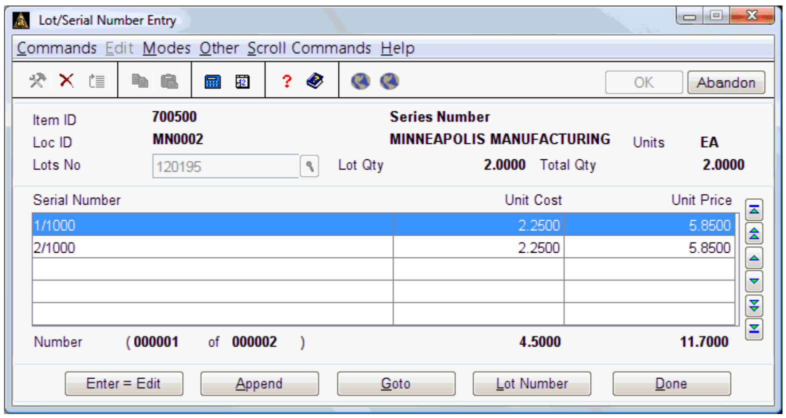
   The quantity on backorder appears in the **Backord Qty** box.

4. Enter the cost of the item in the **Cost** box.

5. Enter additional information about the serialized/lotted item in the **Comment** box.

6. To save your entries and exit to the Lot/Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Lot/Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Lot/Serial Number Entry



This screen appears if you are working with an item that is both lotted and serialized, and you use the lot/serial entry method to enter transactions. Use it to enter adjustments, sales, or purchases for lotted and serialized items.

The ID of the item, the ID of the location, and the unit of measure you are working with appear. The quantity in the lot for the transaction, the total quantity of the lot, serial numbers in the lot, and the unit cost and unit price of the serialized item appear.

Select a command:

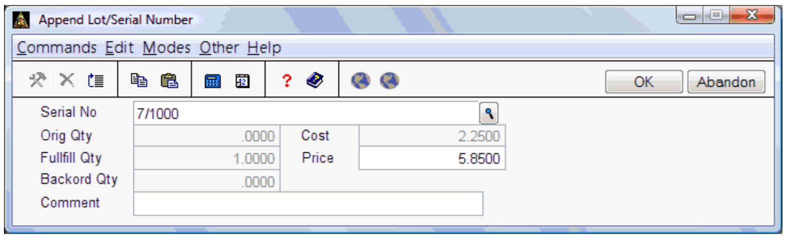
- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Lotted Serial Number screen appears.

- Press **A** to add lot numbers to the item. The Append Lotted Serial Number screen appears.

- Press **D** to save your entries when you are finished adding or editing information about serial numbers.

- To exit to the transaction screen you were working with without saving your changes, use the **Exit** (**F7**) command.

Append/Edit Lot/Serial Number



If you are editing a lotted or serialized number, this screen is called the Edit Lot/Serial Number screen. If you are adding a lotted or serialized number, this screen is called the Append Lot/Serial Number screen.

Use this screen to add or edit serialized and lotted items, using the serial/lot entry method.

Inquiry

1. Enter the serial number of the item being adjusted, sold, or purchased in the **Serial No** box.

2. The **Auto Generate?** field appears if you enter goods received or a purchase transaction with invoice status.

   If you want the system to generate serial numbers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you auto generate the serial numbers, enter the number of serial numbers to generate.

   The original quantity of the item appears in the **Orig Qty** box.

   The quantity needed to fill the transaction appears.

   The quantity on backorder appears in the **Backord Qty** box.

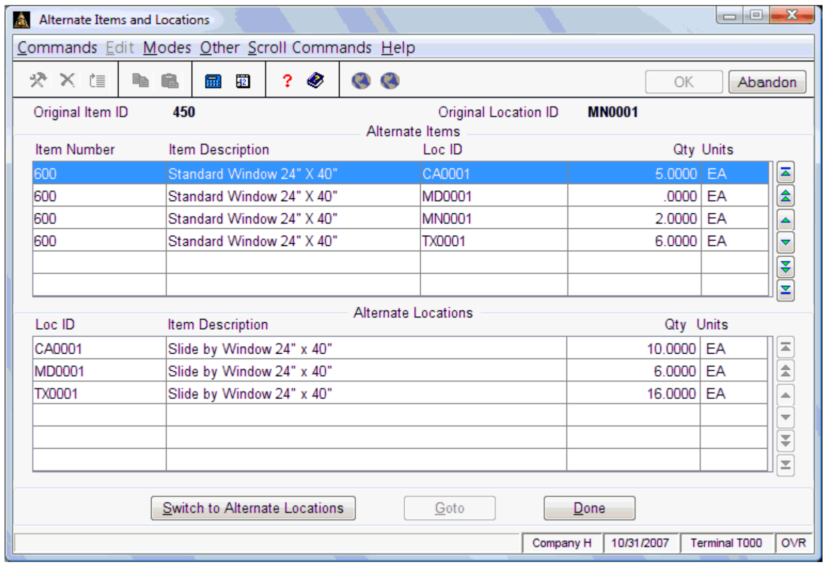
3. Enter the cost of the item in the **Cost** box.

4. The **Price** box appears for sales transactions. Enter the price of the serialized item.

5. Enter additional information about the lotted/serialized item in the **Comment** box.

6. To save your entries and exit to the Lot/Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Lot/Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Alternate Items and Locations



This screen appears if you entered a quantity greater than the quantity at the location with which you are working. This screen is view-only and shows the quantities available at other locations and alternate items for the item. (The alternate items must have been set up on the Alternate Items screen in the **Items** function.)

This screen only appears for sales transactions.

Press **Tab** to toggle between the **Alternate Locations** and the **Alternate Items** sections of the screen.

Press **D** when you are finished viewing the available quantities at alternate locations.

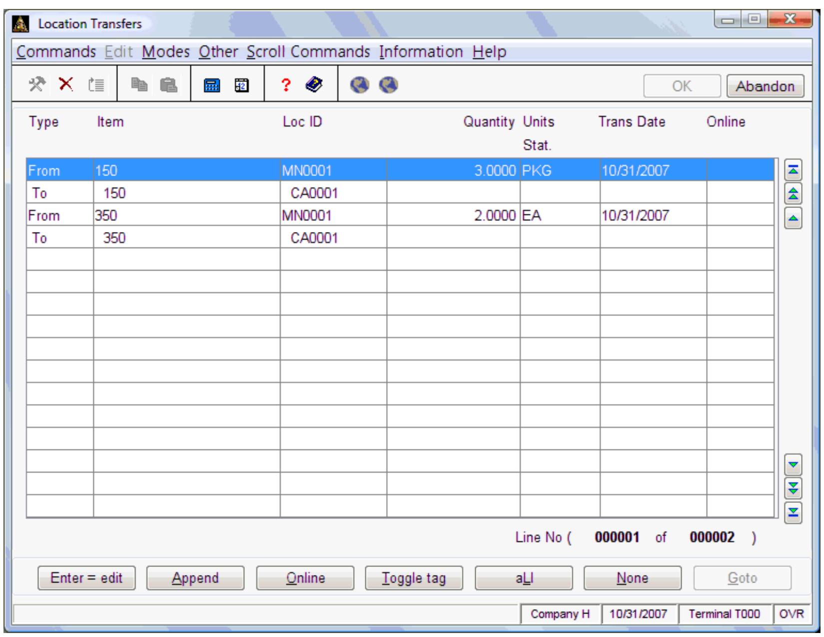
Field Name	Description
Original Item ID	The ID of the item you are working with appears.
Original Location ID	The ID of the location you are working with appears.
Item Number	If you set up alternate items for the item you are working with, the item number appears.
Item Description	The description of the alternate item appears.
Loc ID	The ID of the location of the alternate item appears.
Qty	The available quantity of the alternate item appears.
Units	The unit of measure for the alternate item appears.
Loc ID	The ID of the alternate location where the items can be found appears.
Item Description	The description of the item appears.
Qty	The quantity of the item at the alternate location appears.
Units	The unit of measure at the alternate location appears.

Location Transfers

Use the **Location Transfers** function on the **Daily Work** menu to move items from one location to another. Before you can transfer an item, you must set up the item in the destination location.

To produce a list of the information entered on the Location Transfers screen, use the **Transfers Journal** function on the **Daily Work** menu.

Select **Location Transfers** from the **Daily Work** menu. The Location Transfers screen appears. You may be prompted to select with which year you want to work: **Current Year** or **Last Year**.



Use this screen to add or edit a transfer.

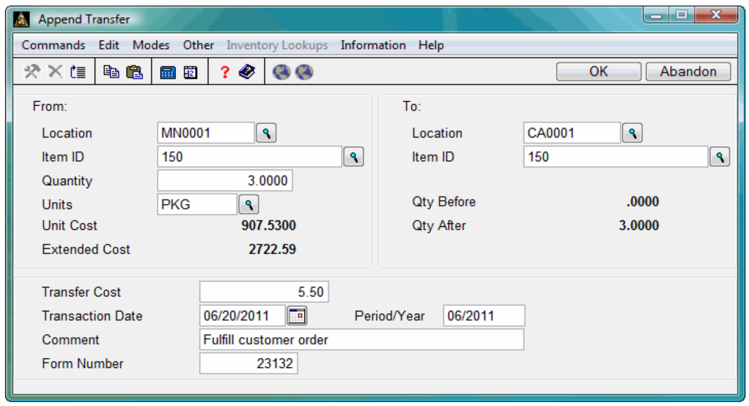
The ID of the item being transferred, the IDs of the locations you are transferring the item from and to, the quantity that was transferred, the unit of measure for the quantity, and the date of the transfer appear. The quantity on hand and quantity available appear in the status bar at the bottom of the screen.

Select a command:

Note: If this screen is empty, press **Enter** to go directly into Append mode.

- To edit, move the prompt to the transfer you want to edit and press **Enter**. The Edit Transfer screen appears.
- Press **A** to add a location transfer. The Append Transfer screen appears.
- Press **O** to print a Locations Transfer picking slip form for the current line or for all tagged transactions.
- Press **T** to toggle the current line's tag to on or off for printing online Location Transfer forms.
- Press **L** to change all toggles to **Tag**.
- Press **N** to change all toggle from **Tag** to blank (untagged).
- Press **G** to go to a specific transfer (this command is available only if there is more than one page of transfers).
- This screen is display-only; information is saved through the append and edit screens. To exit to the **Daily Work** menu, use the **Exit** (**F7**) command.

Append/Edit Transfer



If you are editing a transfer, this screen is called the Edit Transfer screen. If you are adding a transfer, this screen is called the Append Transfer screen.

Use this screen to enter the location from which you are transferring and to enter transfer costs.

Inquiry
Maint

1. Enter or select the ID of the location from which you are transferring the item in the **From Location** box.

Inquiry
Maint

2. Enter or select the number of the item you want to transfer in the Item ID box.

3. Enter the quantity you are transferring in the **Quantity** box.

Inquiry
Maint

4. Enter the unit of measure with which you want to work.

   The unit cost (unit cost x quantity) and the total cost (item cost x quantity) of the item you are transferring appears.

Inquiry
Maint

5. Enter or select the ID of the location to which you are transferring the item in the **To Location** box.

Inquiry
Maint

6. Enter or select the ID of the item you are transferring in the **Item ID** box.

7. The on-hand quantity of the item in the destination location before and after the transfer appears.

8. Enter the cost of the transfer (to include costs such as shipping, handling, or packaging) in the **Transaction Cost** box.

9. Enter the date of the transfer in the **Transaction Date** box.

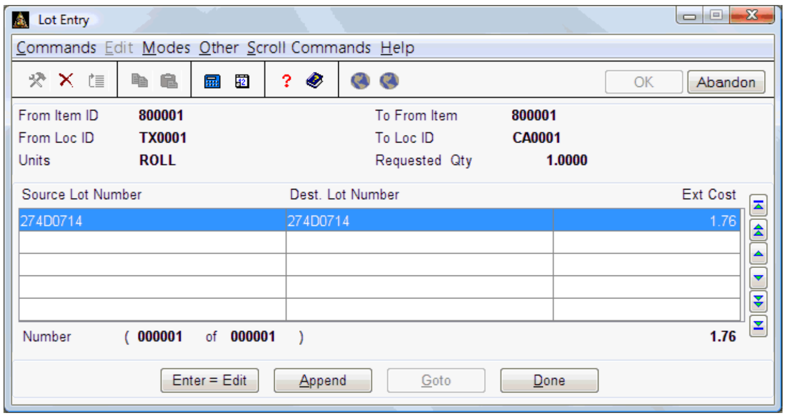
10. Enter the period and year you want to post the transfer cost to in the **Period/ Year** box.

11. Enter additional information about the transfer in the **Comment** box.

12. Enter the number printed on the Location Transfers form in the **Form Number** box. If you leave the number blank, the system assigns the form number when you print it.

13. To save your entries and exit to the Location Transfers screen, use the **Proceed** (**OK**) command. To exit to the Location Transfers screen without saving your entries, use the **Exit** (**F7**) command.

Lot Entry



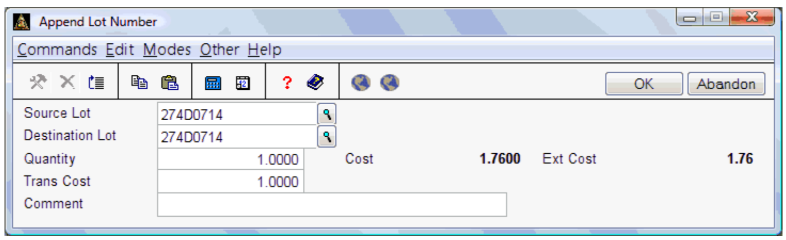
This screen appears if you are tracking lots for the item you are transferring. Use this screen to indicate whether you want to add or edit a lot number. The following information appears in the top portion of the screen:

Field Name	Description
From Item ID	The ID of the transferred item appears.
From Loc ID	The ID of the location the item is being transferred from appears.
Units	The unit of measure for the item appears.
To Item ID	The ID of the transferred item appears.
To Loc ID	The ID of the location the item is being transferred to appears.
Requested Qty	The quantity that is being transferred appears.
Source Lot Number	The lot that the item is being transferred from appears.
Dest. Lot Number	The lot that the item is being transferred to appears.
Ext Cost	The total cost (item cost x quantity) appears.

Select a command:

- To edit, move the prompt to the lot number you want to edit and press **Enter**. The Edit Lot Number screen appears.
- Press **A** to add a lot number. The Append Lot Number screen appears.
- Press **D** to go to the Location Transfers screen.

Append/Edit Lot Number



If you are editing a lot number, this screen is called the Edit Lot Number screen. If you are adding a lot number, this screen is called the Append Lot Number screen. Use this screen to add or edit lots.

Inquiry

1. Enter or select the number of the lot you are transferring the item from in the **Source Lot** box.

Inquiry

2. Enter or select the number of the lot you are transferring the item to in the **Destination Lot** box.

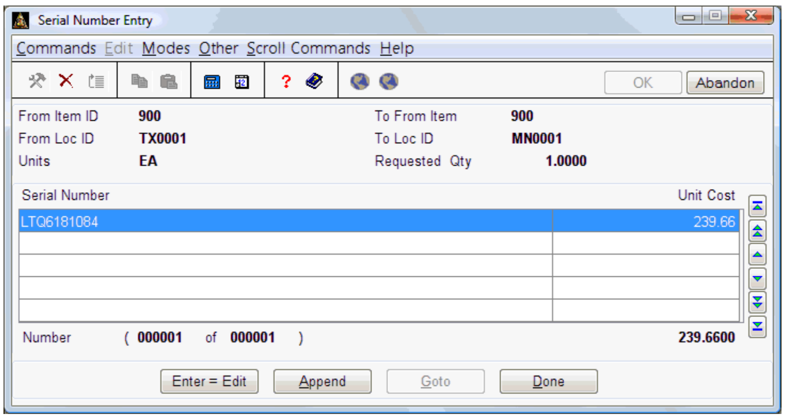
Inquiry

3. Enter or select the quantity of the item being transferred from the lot in the **Quantity** box.
4. Enter the cost of transferring the quantity of items from the lot in the **Trans Cost** box.
5. Enter additional information about the quantity being transferred from the lot in the **Comment** box.

   The cost of the lotted item and the total cost (quantity x cost) of the looted items being transferred appear.

6. To save your entries and exit to the Lot Entry screen, use the **Proceed** (**OK**) command. To exit to the Lot Entry screen without saving your entries, use the **Exit** (**F7**) command.

Serial Number Entry



This screen appears if you are working with a serialized item. Use it to indicate whether you want to add or edit a serial number.

The following information appears in the top portion of the screen:

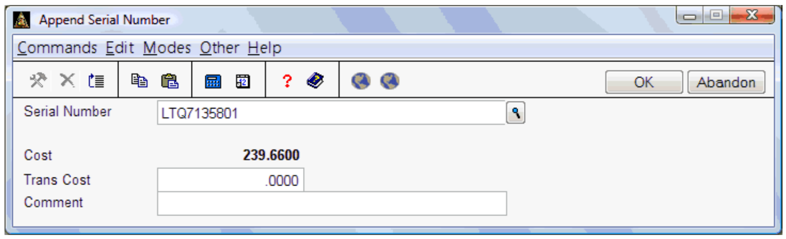
Field Name	Description
From Item ID	The ID of the transferred item appears.
From Loc ID	The ID of the location the item is being transferred from appears.
Units	The unit of measure for the item appears.
To Item ID	The ID of the transferred item appears.
To Loc ID	The ID of the location the item is being transferred to appears.
Requested Qty	The quantity that is being transferred appears.
Serial Number	The serial number of the transferred item appears.

Field Name	Description
Unit Cost	The unit cost of the serialized item appears.

Select a command:

- To edit, move the prompt to the serial number you want to edit and press **Enter**. The Edit Serial Number screen appears.
- Press **A** to add a serial number. The Append Serial Number screen appears.
- Press **D** to go to the Location Transfers screen.

Append/Edit Serial Number



If you are editing a serial number, this screen is called the Edit Serial Number screen. If you are adding a serial number, this screen is called the Append Serial Number screen. Use this screen to add or edit serial numbers.

Inquiry

1. Enter or select the serial number you are transferring in the **Serial Number** box.

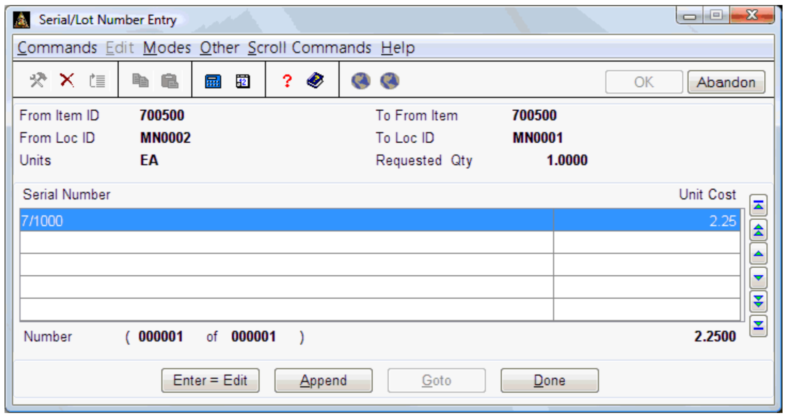
   The cost of the serialized item is displayed.

2. Enter the cost of transferring the serialized item in the **Trans Cost** box.

3. Enter additional information about the serialized item being transferred in the **Comment** box.

4. To save your entries and exit to the Serial Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Serial Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Serial/Lot Number Entry



Use this screen to enter location transfers for lotted and serialized items.

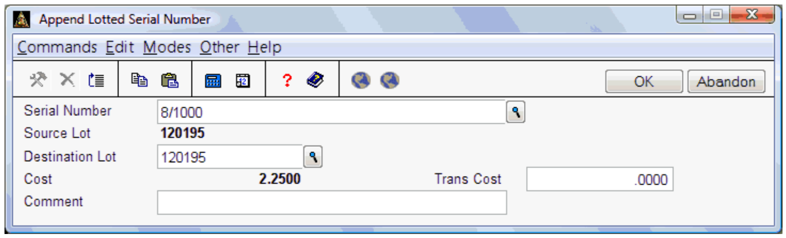
The following information appears in the top portion of the screen:

Field Name	Description
From Item ID	The ID of the transferred item appears.
From Loc ID	The ID of the location the item is being transferred from appears.
Units	The unit of measure of the item appears.
To Item ID	The ID of the transferred item appears.
To Loc ID	The ID of the location the item is being transferred to appears.
Requested Qty	The quantity that is being transferred appears.
Serial Number	The serial number of the transferred item appears.
Unit Cost	The unit cost of the serialized item appears.

Select a command:

- To edit, move the prompt to the lot number you want to edit and press **Enter**. The Edit Lotted Serial Number screen appears.
- Press **A** to add a lot number. The Append Lotted Serial Number screen appears.
- Press **D** to go to the Location Transfers screen.

Append/Edit Lotted Serial Number



If you are editing a lotted serial number, this screen is called the Edit Lotted Serial Number screen. If you are adding a lotted serial number, this screen is called the Append Lotted Serial Number screen. Use this screen to add or edit serialized and lotted numbers.

Inquiry

1. Enter or select the serial number in the lot in the **Serial Number** box.

Inquiry

2. Enter or select the lot the serial number is being transferred from in the **Source Lot** box.

Inquiry

3. Enter or select the lot the serial number is being transferred to in the **Destination Lot** box.

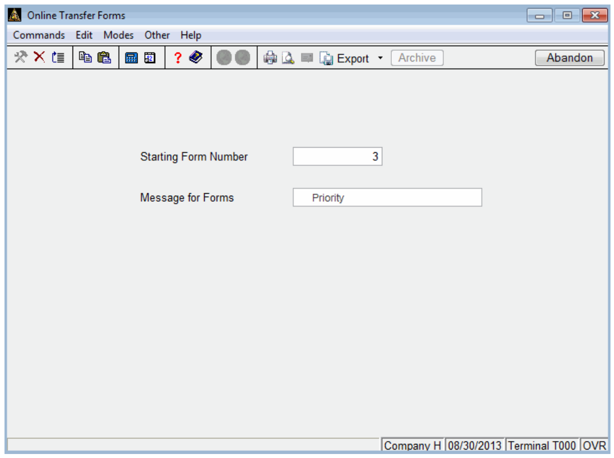
   The cost of the lotted/serialized item appears.

4. Enter the cost of transferring the item to the destination lot in the **Trans Cost** box.

5. Enter additional information about the serialized item being transferred in the **Comment** box.

6. To save your entries and exit to the Serial/Lot Number Entry screen, use the **Proceed** (**OK**) command. To exit to the Serial/Lot Number Entry screen without saving your entries, use the **Exit** (**F7**) command.

Online Transfer Forms



1. Enter the form number to use for the first form.

2. Enter a message that prints on all of the transfer forms.

3. Select the output device for the forms.

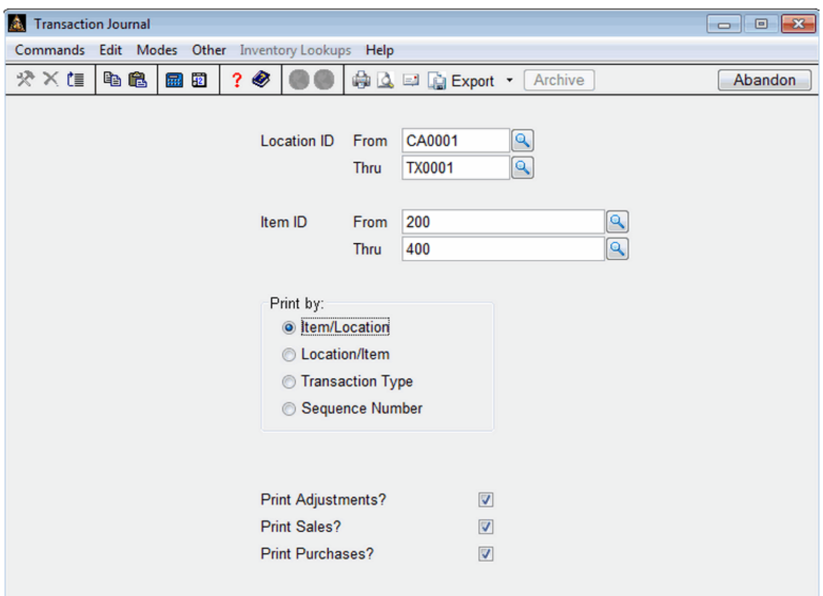
4. After the forms print, the Location Transfers screen appears. To return to the **Daily Work** menu, use the **Exit** (**F7**) command.

Transaction Journal

Use the **Transaction Journal** function on the **Daily Work** menu to print transactions that were entered in the **Inventory Transactions** function.

Use the Transaction Journal screen to select the locations, items, and types of transactions that you want to include in the journal.

Select **Transaction Journal** from the **Daily Work** menu. The Transaction Journal screen appears.



Inquiry

1. Enter the range of locations and items whose information you want to include in the journal or leave the boxes blank to include all locations and items.

2. Select the order in which you want to organize the journal.

3. If you want the journal to include adjustment transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the journal to include sales transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want the journal to include purchase transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device for the journal. See “Reports” on page 1-25 for more information. After the journal is produced, the **Daily Work** menu appears.

Transaction Journal

Builders Supply
Transaction Journal
Print By Item/Location

Page 1

Item ID Description Comment	Loc ID	Type	Seq. No. Pd Year Cust Level	Trans. Date GL Account Price ID	Quantity Units	Unit Cost Ext. Cost	Unit Price Ext. Price	Std. Cost Ext. Std.
250 Exterior Panels	MN0001	Adj Decr	000026 12 2013	12/14/2013 504000	15.0000 CS	1269.1000 19036.50	.0000 .00	.0000 .00
250 Exterior Panels	TX0001	Adj Decr	000027 12 2013	12/14/2013 504000	32.0000 CS	1269.1000 40611.20	.0000 .00	.0000 .00
350 Entry Door	CA0001	AP Invoice	000028 12 2013	12/14/2013 200000	2.0000 EA	210.0300 420.06	.0000 .00	.0000 .00

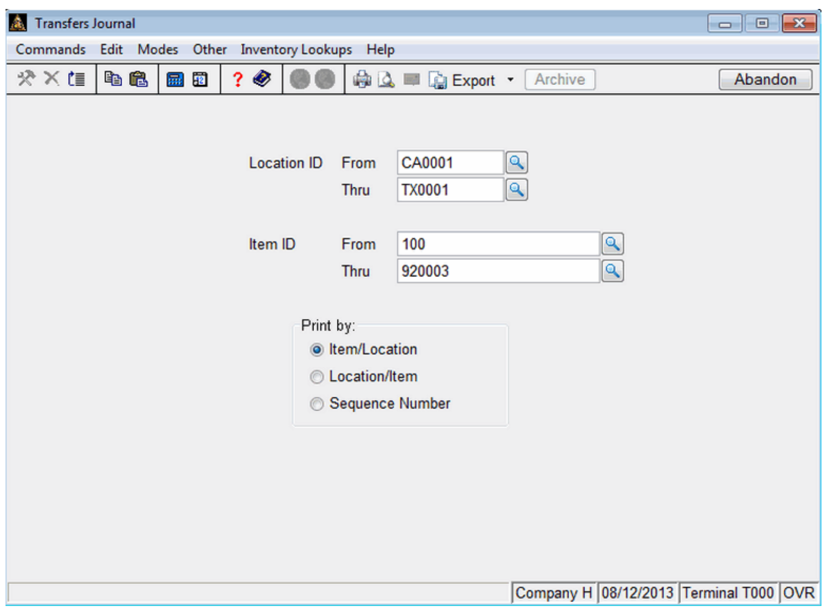
Transaction Type	Extended Cost	Extended Price	Total PPV
Increase Adjustment Totals	.00		
Decrease Adjustment Totals	59647.70		
New Order Totals (AR)	.00	.00	
Verify Order Totals	.00	.00	
AR Invoice Totals	.00	.00	
Miscellaneous Credit Totals	.00	.00	
New Order Totals (AP)	.00		
Goods Received Totals	.00		.00
AP Invoice Totals	420.06		420.06
Miscellaneous Debit Totals	.00		
GRAND TOTALS	60067.76	.00	

Transfers Journal

Use the **Transfers Journal** function on the **Daily Work** menu to print the transfers that were entered in the **Location Transfers** function.

Use the Transfers Journal screen to select the locations and items that you want to include in the journal.

Select **Transfers Journal** from the **Daily Work** menu. The Transfers Journal screen appears.



Inquiry

1. Enter the range of locations and items whose information you want to include in the journal or leave the boxes blank to include all locations and items.

2. Select the order in which you want to organize the journal.

3. Select the output device for the journal. See “Reports” on page 1-25 for more information. After the journal is produced, the **Daily Work** menu appears.

Transfers Journal

Builders Supply
Transfers Journal
Print By Item/Location

Page 1 of 1

From Item ID	Loc ID	To Item ID	Loc ID	Trans. Date	Quantity	Fr. Unit Cost	Unit Trans.	To Unit Cost
Description				Pd Year	Units	Fr. Ext. Cost	Ext. Trans.	To Ext. Cost
Comment				Seq. No.				
100	TX0001	100	MN0001	08/15/2013	5.0000	346.2400	17.7440	363.9840
Electrical Package				08 2013	PKG	1731.20	88.72	1819.92
Distribution				000013				
600	MN0001	600	CA0001	08/08/2013	3.0000	119.6836	14.1667	133.8503
Standard Window 24" X 40"				08 2013	EA	359.05	42.50	401.55
Stock transfer				000011				
				GRAND TOTALS		2090.25	131.22	2221.47

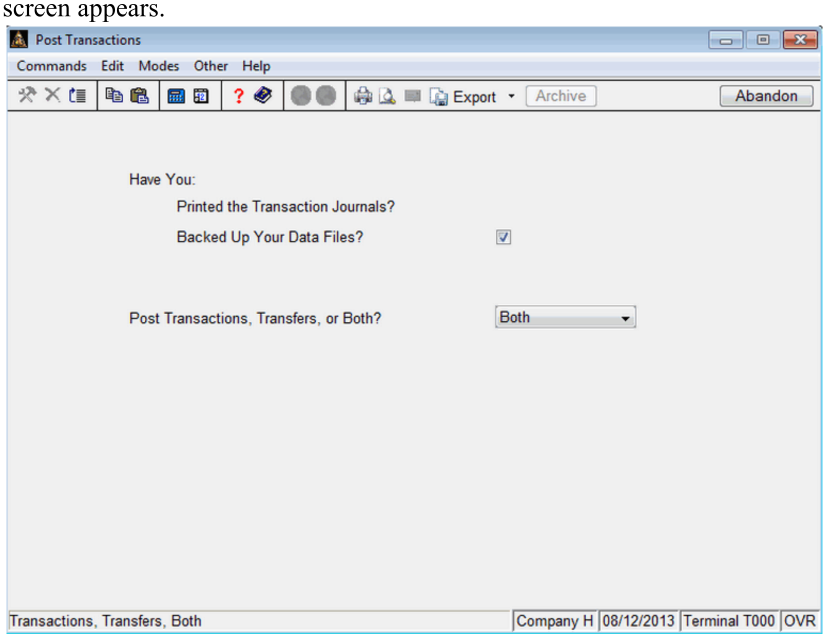
Post Transactions

Use the **Post Transactions** function on the **Daily Work** menu to post adjustments, sales, purchases, and transfers. The transactions will be posted to the period and year currently open in General Ledger.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the Transactions and Transfers Journals.
- Back up all the data files.

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.



1. If you have printed the Transactions and Transfers Journals and backed up your data files, select the check box (or enter **Y** in text mode). If you haven't done these things, clear the box (or enter **N** in text mode), return to the **Daily Work** menu, and do so before continuing.

2. Enter **T** to post transactions, **R** to post transfers, or **B** to post both transactions and transfers.

3. Select the output device for the posting log to begin the posting process. See “Reports” on page 1-25 for more information. After posting is finished, the **Daily Work** menu appears.

Post Transactions Log

Builders Supply
Post Transactions
Post Code 00000002

Page 1

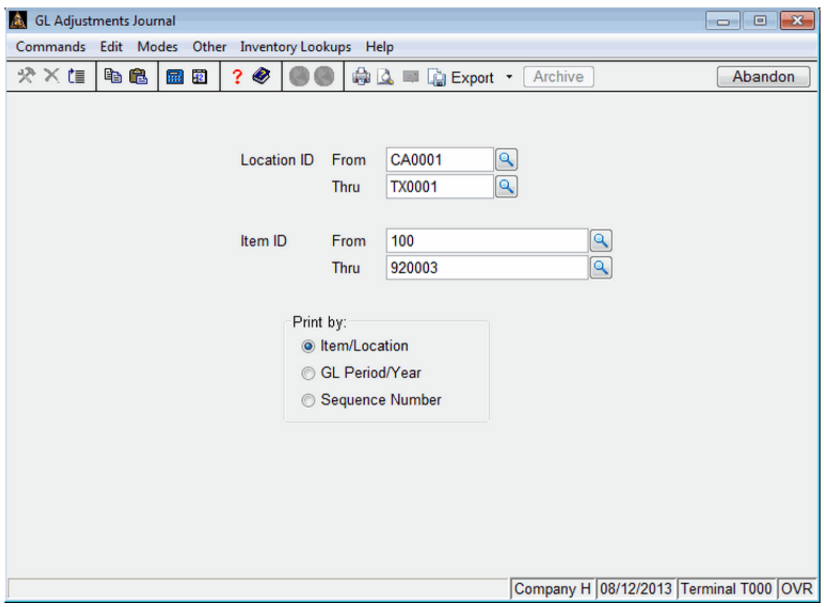
GL Account	Debit	Credit
104000		18684.70
104400		59647.70
104400	6430.08	
200000		6430.08
504000	78332.40	
Posted to Year 2013 Period 12	84762.48	84762.48

GL Account	Debit	Credit
104400		2090.25
104400	2221.47	
503000		131.22
Posted to Year 2013 Period 08	2221.47	2221.47

GL Adjustments Journal

Use the **GL Adjustments Journal** function on the **Daily Work** menu to list COGS adjustments in the **INCJxxx** (COGS Journal) file. If Accounts Payable or Purchase Order interface with Inventory, COGS adjustments from those applications are also printed through this function.

Select **GL Adjustments Journal** from the **Daily Work** menu. The GL Adjustments Journal screen appears.



Inquiry

1. Enter the range of locations and items whose information you want to include in the journal.

2. Select the order in which you want to organize the journal.

3. Select the output device for the journal. See “Reports” on page 1-25 for more information. After the journal is produced, the **Daily Work** menu appears.

GL Adjustments Journal

Builders Supply
GL Adjustments Journal
Print by Item/Location

Page 1 of 1

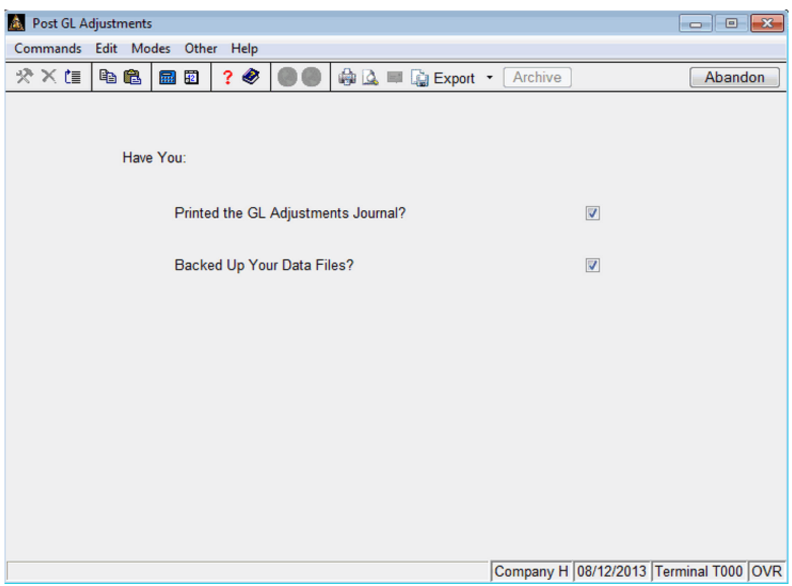
Item ID Description	Loc ID	Date	Pd Adjustment Type	Year	Seq. No.	Reference	App.	GL Code	COGS/PPV Acct. IN Adj. Acct.	Debit	Credit
100	MN0001	08/09/2013	08	2013	000001	238745	PO	01	504000	200.00	
Electrical Package			COGS Adjustment						104400		200.00
								GRAND TOTAL		200.00	200.00

Post GL Adjustments

Use the **Post GL Adjustments** function on the **Daily Work** menu to post COGS adjustments and purchase price variances to General Ledger. The adjustments will be posted to the period and year currently open in General Ledger.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the GL Adjustments Journal.
- Back up all your data files.



1. If you have printed the GL Adjustments Journal and backed up your files, select the check box (or enter **Y** in text mode). If you have not done these things, clear the box (or enter **N** in text mode) and do so before continuing.

2. Select the output device for the posting log to begin the posting process. See "Reports" on page 1-25 for more information. When the post is finished and the log is produced, the **Daily Work** menu appears.

GL Adjustments Log

Builders Supply Page 1 of 1

Post GL Adjustments to General Ledger

Post Code 00000003

GL Account		Debit	Credit
104400			200.00
504000		200.00	
	Year 2013 Period 08 Total	200.00	200.00
	GRAND TOTAL	200.00	200.00

CHAPTER 7

7

Reorder Processing

Calculate Reorders	7-3
Reorder Report	7-5
Generate Purchase Requisitions	7-9

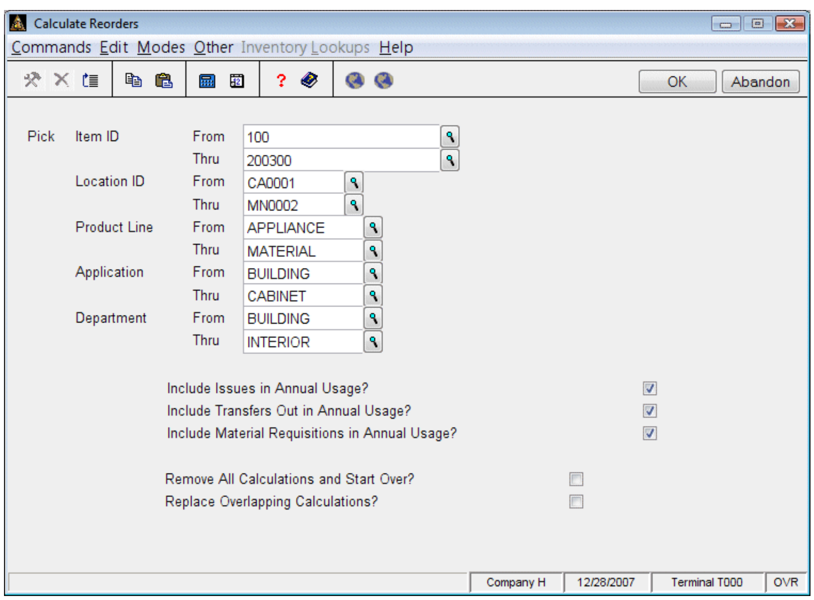
Calculate Reorders

Use the **Calculate Reorders** function on the **Reorder Processing** menu to calculate the quantity of an item to reorder. You can calculate reorders by one of the following methods: Economic Order Quantity (EOQ), Forecast, or Minimum / Maximum (Min/Max).

To retrieve the information entered in the **Calculate Reorders** function, use the **Reorder Report** function.

Use the Calculate Reorders screen to select the item IDs, location IDs, product lines, and user-defined fields you want to calculate in the reorder process.

Select **Calculate Reorders** from the **Reorder Processing** menu. The Calculate Reorders screen appears.



Inquiry

1. Enter the range of items, locations, product lines, and user-defined fields whose reorder quantity you want to calculate.

2. If you want to include the annual usage quantities for issues (bill of materials with multiple items) in the reorder calculation, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. If you want to include the annual usage quantities for transfers in the reorder calculation, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. The **Include Material Requisitions in Annual Usage** check box appears if you entered information on the Calculate Reorders screen but did not use the **Generate Purchase Requisitions** function.

   If you want to include the material requisitions in the reorder calculation, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. The **Remove All Calculations and Start Over?** check box appears if you entered information on the Calculate Reorders screen but did not use the **Generate Purchase Requisitions** function.

   If you want the system to remove previous calculations and start over, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you remove previous calculations, you cannot replace overlapping calculations.

6. The **Replace Overlapping Calculations?** check box appears if you entered information on the Calculate Reorders screen but did not use the **Generate Purchase Requisitions** function.

   If you want existing calculations to be replaced by current calculations that overlap, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you replace overlapping calculations, previous calculations that overlap are removed.

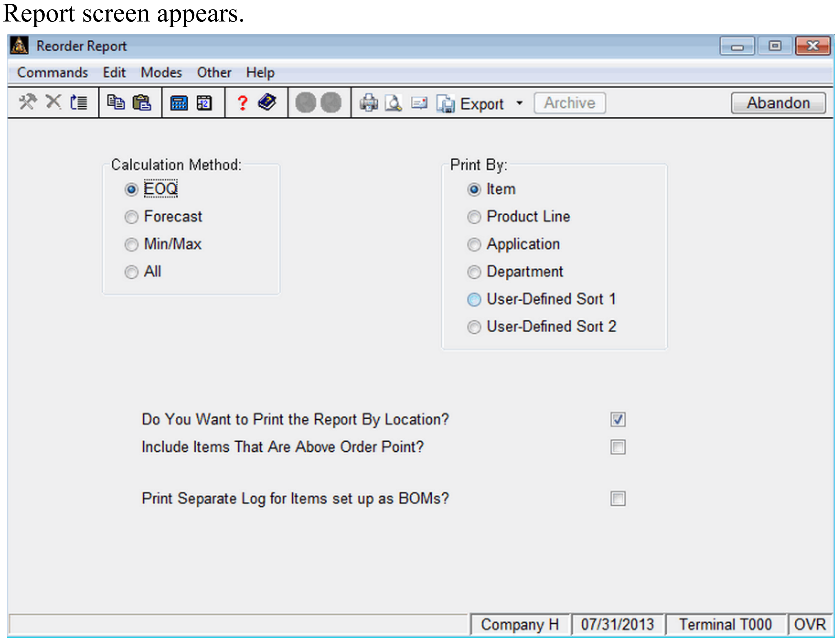
   To save your entries and exit to the **Reorder Processing** menu, use the **Proceed** (**OK**) command.

Reorder Report

Use the **Reorder Report** function on the **Reorder Processing** menu to print a list of the items you need to reorder based on the calculations in the **Calculate Reorders** function.

Use the Reorder Report screen to enter the calculation method you want to include in the report and to select the order in which you want to organize the report.

Select **Reorder Report** from the **Reorder Processing** menu. The Reorder Report screen appears.



1. Select the calculation method you want to use in the report. You can print quantities based on the EOQ method, the Forecast method, the Min/Max method, or all the calculation methods.

2. Select the order in which you want to organize the report.

3. If you want to separate the reorder quantity for each location, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want to include items whose quantity is above the order point, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want to print a separate log for items set up as Bills of Material, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device for the journal. See "Reports" on page 1-25 for more information. After the report is produced, the **Reorder Processing** menu appears.

Reorder Report

Builders Supply Page 3 of 6
Reorder Report
Location ID MN0001 By Item ID

Item ID	Product Line	Loc. ID	Application	Last Cost	Available	Annual Use	Order Point	EOQ	Nt.
Description		UOM	Department	Lead Time	On Order	Forecast Use			
			Forecast Type		Safety Stock				
200100	HEAT/AIR	MN0001	MJR APPL	379.4400	8.0000	389.0000	30.0000	7.0000	HM
Furnace		EA	BUILDING	7.0	.0000	77.0000			
			SEAS		10.0000				
200200	HEAT/AIR	MN0001	MJR APPL	227.5300	8.0000	358.0000	22.5000	8.0000	HM
Water Heater		EA	BUILDING	7.0	.0000	67.0000			
			REG		7.0000				
200300	HEAT/AIR	MN0001	MJR APPL	429.9500	8.0000	389.0000	30.0000	6.0000	HM
Air Conditioner		EA	BUILDING	7.0	.0000	77.0000			
			SEAS		10.0000				
200400	HEAT/AIR	MN0001	MJR APPL	127.4000	8.0000	358.0000	22.5000	11.0000	HM
Water Softener		EA	BUILDING	7.0	.0000	67.0000			
			REG		7.0000				
200500	HEAT/AIR	MN0001	MJR APPL	47.5000	8.0000	358.0000	22.5000	18.0000	HM
Sump Pump		EA	BUILDING	7.0	.0000	67.0000			
			REG		7.0000				
200600	HEAT/AIR	MN0001	MJR APPL	75.1500	8.0000	358.0000	22.5000	14.0000	HM
Humidifier		EA	BUILDING	7.0	.0000	67.0000			
			REG		7.0000				

Notes

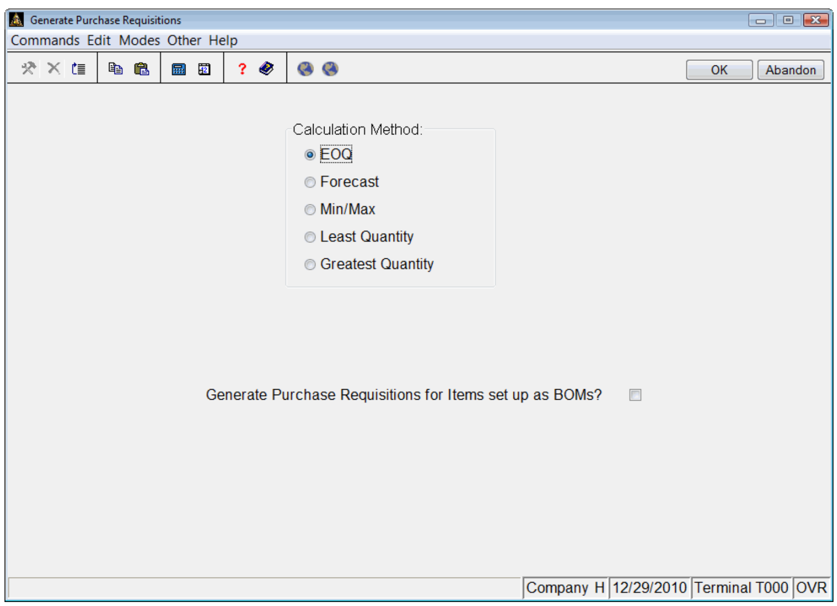
HM = History Missing FM = Forecast Type Missing FQ = Frozen Order Quantity * = Frozen Quantity or Forecast Type Missing

07/31/2013 3:19 PM

Generate Purchase Requisitions

Use the **Generate Purchase Requisitions** function on the **Reorder Processing** menu to create purchase requisitions for the items that need to be reordered. Before you can use the **Generate Purchase Requisitions** function, Purchase Order must interface with Inventory and the **Auto Reorder** flag on the General Information screen in the **Items** function must be set to **YES** (selected).

Use the Generate Purchase Requisitions screen to select the calculation method you want to use when purchase requisitions are generated.



1. Select the calculation method you want to use when generating purchase requisitions. Choose the EOQ method, the Forecast method, the Min/Max method, or the least or greatest quantity calculated of the three methods.

2. If you want to generate purchase requisitions for items set up as Bills of Material, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Reorder Processing** menu, use the **Exit** (**F7**) command.

CHAPTER 8

8

Printing a Report 8-1
Inventory Movement Report 8-5
Item Status Report 8-7
Price Report 8-9
Valuation Report 8-11
Cost Variance Report 8-13
Serialized History Report 8-15
Lot History Report 8-17
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Reports

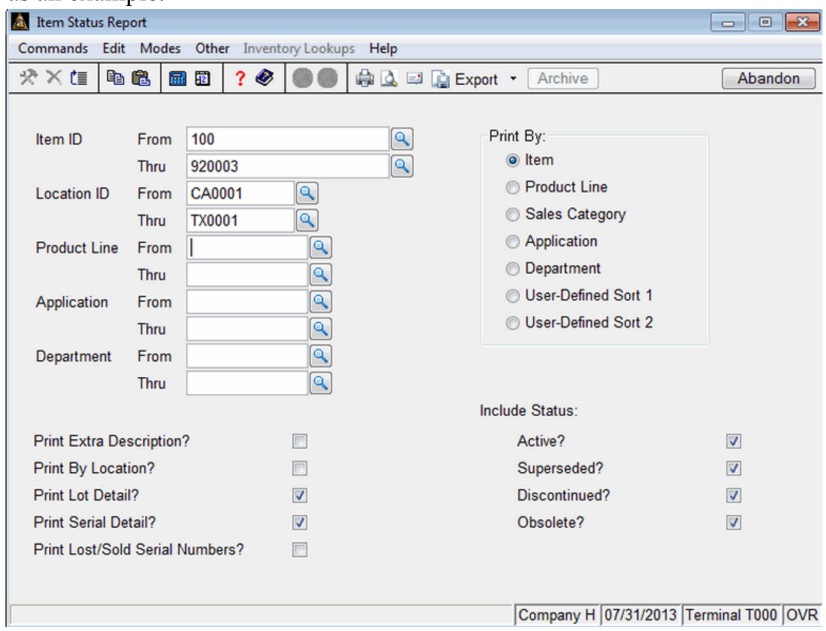
Printing a Report

The functions on the **Reports** menu let you print reports that provide information such as transactions and transfers performed, status of items and quantities in stock, quantity break price for items, profitability of inventory items, cost variance of items, and so on.

All reports are produced in the same way. Use the instructions below to print a report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a report:

1. Select the report you want to print from the **Reports** menu. The selection screen for that report appears. The Item Status Report screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, invoice dates, or periods and years), enter the appropriate values to use when printing the report.

4. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use.

5. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. You can select only one print option.

7. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

8. Select the output device to begin printing the report. See "Reports" on page 1-25 for more information. After the report is produced, the **Reports** menu appears.

Inventory Movement Report

Use the **Inventory Movement Report** function on the **Reports** menu to print summarized information about transactions and transfers and to show beginning and ending balances of selected items.

Use the Inventory Movement Report screen to select the items, locations, product lines, and periods you want to include in the report. See “Printing a Report” on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply Page 1
Inventory Movement Report
By Item ID

Item ID	Product Line		Beg. Quantity	Sold	Purchased	Transfer In	Built	Adjustments	End Quantity
Description		Cat.	Loc. ID	Returned	Returned	Transfer Out	Issue	Mat. Req.	
100	MATERIAL		.0000	233.0000	5.0000	226.0000	.0000	2.0000	5.0000
Electrical Package		P1	CA0001	5.0000	.0000	.0000	.0000	.0000	
100	MATERIAL		.0000	236.0000	7.0000	236.0000	.0000	.0000	7.0000
Electrical Package		P1	MD0001	.0000	.0000	.0000	.0000	.0000	
100	MATERIAL		.0000	1975.0000	3112.0000	.0000	.0000	.0000	18.0000
Electrical Package		P1	MN0001	6.0000	4.0000	1121.0000	.0000	.0000	
100	MATERIAL		.0000	653.0000	.0000	659.0000	.0000	.0000	10.0000
Electrical Package		P1	TX0001	4.0000	.0000	.0000	.0000	.0000	
150	MATERIAL		.0000	6.0000	.0000	6.0000	.0000	.0000	.0000
Plumbing Package		P1	CA0001	.0000	.0000	.0000	.0000	.0000	
150	MATERIAL		.0000	40.0000	6.0000	40.0000	.0000	.0000	6.0000
Plumbing Package		P1	MD0001	.0000	.0000	.0000	.0000	.0000	
150	MATERIAL		.0000	854.0000	973.0000	.0000	.0000	.0000	8.0000
Plumbing Package		P1	MN0001	4.0000	5.0000	110.0000	.0000	.0000	
150	MATERIAL		.0000	57.0000	.0000	64.0000	.0000	.0000	7.0000
Plumbing Package		P1	TX0001	.0000	.0000	.0000	.0000	.0000	
200	HEAT/AIR		.0000	21.0000	.0000	.0000	.0000	.0000	21.0000-
Heating/Cooling Package		P1	CA0001	.0000	.0000	.0000	.0000	.0000	

Item Status Report

The **Item Status Report** shows the status of items and the quantities in stock: on hand, on order, committed, in use, and available.

Use the Item Status Report screen to select the items, locations, product lines, and user-defined field values you want to include in the report. See “Printing a Report” on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply
Item Status Report
By Item ID

Page 1 of 39

Item ID	Location	Product Line	UOM	Application	On Hand	Committed	Available
Description		**Status**	**Cat.**	**Department**	**On Order**	**In Use**	
100	CA0001	MATERIAL	PKG	BUILDING	5.0000	.0000	5.0000
Electrical Package		Active	P1	ELECTRIC	.0000	.0000	
100	MD0001	MATERIAL	PKG	BUILDING	7.0000	.0000	4.0000
Electrical Package		Active	P1	ELECTRIC	5.0000	3.0000	
100	MN0001	MATERIAL	PKG	BUILDING	18.0000	.0000	13.0000
Electrical Package		Active	P1	ELECTRIC	6.0000	5.0000	
100	TX0001	MATERIAL	PKG	BUILDING	10.0000	.0000	10.0000
Electrical Package		Active	P1	ELECTRIC	.0000	.0000	
150	CA0001	MATERIAL	PKG	BUILDING	.0000	.0000	.0000
Plumbing Package		Active	P1	PLUMBING	.0000	.0000	
150	MD0001	MATERIAL	PKG	BUILDING	6.0000	.0000	4.0000
Plumbing Package		Active	P1	PLUMBING	3.0000	2.0000	
150	MN0001	MATERIAL	PKG	BUILDING	8.0000	.0000	7.0000
Plumbing Package		Active	P1	PLUMBING	2.0000	1.0000	
150	TX0001	MATERIAL	PKG	BUILDING	7.0000	.0000	7.0000
Plumbing Package		Active	P1	PLUMBING	.0000	.0000	
200	CA0001	HEAT/AIR	PKG	BUILDING	.0000	.0000	.0000
Heating/Cooling Package		Active	P1	BUILDING	.0000	.0000	

Price Report

The **Price Report** shows the quantity break prices for items, base or list prices, and the profit margin. You can use the information to analyze pricing structures.

Use the Price Report screen to select the items, locations, and customer levels whose price information you want to include in the report. See “Printing a Report” on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply
Price Report
Prices as of 09/24/2013
Customer Level ACE001

Page 1 of 8

Item ID Description	Location	Price ID	UOM	Break	Quantity	Orig. Price	Adj. Price	Promo ID Used	Promo Price
100 Electrical Package	CA0001	BUILD	PKG	Base	1.0000	528.5400	422.8320		N/A
100 Electrical Package	MD0001	BUILD	PKG	Base	1.0000	528.5400	422.8320		N/A
100 Electrical Package	MN0001	BUILD	PKG	Base	1.0000	528.5400	422.8320		N/A
100 Electrical Package	TX0001	BUILD	PKG	Base	1.0000	528.5400	422.8320		N/A
150 Plumbing Package	CA0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
150 Plumbing Package	MD0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
150 Plumbing Package	MN0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
150 Plumbing Package	TX0001	BUILD	PKG	Base	1.0000	1463.7600	952.9065		N/A
200 Heating/Cooling Package	CA0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200 Heating/Cooling Package	MD0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200 Heating/Cooling Package	MN0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200 Heating/Cooling Package	TX0001	BUILD	PKG	Base	1.0000	2738.2300	.0000		N/A
200100 Furnace	CA0001	BUILD	EA	Base	1.0000	449.9500	386.0115		N/A
200100	MD0001	BUILD	EA	Base	1.0000	449.9500	386.0115		N/A

Valuation Report

Use the **Valuation Report** to evaluate the profitability of inventory items. It summarizes the value of the items on hand and the profit of the items sold during the year. It shows the average unit cost, extended cost (based on the valuation method you select), purchases, sales, COGS and Purchase Price Variance adjustments, other type of movement adjustments, and the beginning balance based on these figures.

Use the Valuation Report screen to select items, locations, product lines, and user-defined field values that you want to include in the report. See "Printing a Report" on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply Page 2 of 4
Valuation Report
By Item ID
Valuation Method : LIFO/FIFO

Item ID / Description	Product Line	UOM / Location ID	On Hand	Unit Cost	Ext. Cost
200300	HEAT/AIR	EA	.0000	419.9100	.00
Air Conditioner		MD0001			
200300	HEAT/AIR	EA	8.0000	429.9500	3439.60
Air Conditioner		MN0001			
200300	HEAT/AIR	EA	3.0000	419.9100	1259.74
Air Conditioner		TX0001			
200400	HEAT/AIR	EA	.0000	125.2300	.00
Water Softener		CA0001			
200400	HEAT/AIR	EA	.0000	125.2300	.00
Water Softener		MD0001			
200400	HEAT/AIR	EA	11.0000	127.4000	1401.40
Water Softener		MN0001			

Builders Supply Page 4 of 4
Valuation Report
GL Summary Totals
Valuation Method : LIFO/FIFO

GL Account	GL Code	Description	Ext. Cost
104400	01	Retail Sales	14437.70
Account 104400	Totals		14437.70
Grand Totals			14437.70

Cost Variance Report

Use the **Cost Variance Report** to analyze the cost variance of items, using standard to average, actual to standard, and actual to average costs.

Use the Cost Variance Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See "Printing a Report" on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply
Cost Variance Report
By Item ID

Page 1 of 2

Item ID / Description	Product Line	Loc. ID / Cat.	Application / Department	On Hand	LIFO/FIFO	Variance: Std. - Average	Variance: LIFO/FIFO-Std.	Variance: LIFO/FIFO-Avg.
100 Electrical Package	MATERIAL	MN0001 P1	BUILDING ELECTRIC	18.0000	6183.9000	6183.9000-	6183.9000	.0000
150 Plumbing Package	MATERIAL	MN0001 P1	BUILDING PLUMBING	8.0000	7260.2400	7260.2400-	7260.2400	.0000
200100 Furnace	HEAT/AIR	MN0001 P1	MJR APPL BUILDING	8.0000	3035.5200	1.5200-	1.5200	.0000
200200 Water Heater	HEAT/AIR	MN0001 P1	MJR APPL BUILDING	8.0000	1820.2400	2.0800	2.0800-	.0000
200300 Air Conditioner	HEAT/AIR	MN0001 P1	MJR APPL BUILDING	8.0000	3439.6000	5.6000-	5.6000	.0000
200400 Water Softener	HEAT/AIR	MN0001 P1	MJR APPL BUILDING	11.0000	1401.4000	26.4000-	26.4000	.0000
200500 Sump Pump	HEAT/AIR	MN0001 P1	MJR APPL BUILDING	8.0000	380.0000	20.0000	20.0000-	.0000
200600 Humidifier	HEAT/AIR	MN0001 P1	MJR APPL BUILDING	8.0000	601.2100	16.8000-	16.8100	.0100
250 Exterior Panels	MATERIAL	MN0001 S1		206.0000	267710.2100	267786.4452-	267710.2100	76.2352-

Serialized History Report

Use the **Serialized History Report** function on the **Reports** menu to list historical transactions for serialized items.

Use the Serialized History Report screen to select the items, locations, product lines, lot numbers, and serial numbers that you want to include in the report. See "Printing a Report" on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply Page 1 of 2
Serialized History Report
By Item, Location

Item 900 Refrigerator - Black

Loc. ID Description / Serial Number / Comment	Rep.	Tran. Type / Vend. / Cust.	Order Date / Inv. Date	Ship/Rec.	Ord. No. / Inv. No.	Cost/Price
CA0001 OAKLAND WAREHOUSE						
FJKLD432		Purchase	06/14/2013	06/14/2013	00000045	.0000
		ACE001	06/14/2013			
FJKLD433		Purchase	06/14/2013	06/14/2013	00000045	.0000
		ACE001	06/14/2013			
FJKLD434		Purchase	06/14/2013	06/14/2013	00000045	.0000
		ACE001	06/14/2013			
FJKLD435		Purchase	06/14/2013	06/14/2013	00000045	.0000
		ACE001	06/14/2013			
FJKLD436		Purchase	06/14/2013	06/14/2013	00000045	.0000
		ACE001	06/14/2013			
FSDJKL432423		Purchase	06/14/2013	06/14/2013	00000045	.0000
		ACE001	06/14/2013			
JFDSAL43242		Purchase	06/14/2013	06/14/2013	00000046	5.0000
		ACE001	06/14/2013			
JFDSAL43243		Purchase	06/14/2013	06/14/2013	00000046	5.0000
		ACE001	06/14/2013			

Lot History Report

The **Lot History Report** shows purchase and sales information for lotted items.

Use the Lot History Report screen to select the items, locations, product lines, and lot numbers that you want to include in the report. See “Printing a Report” on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply
Lot History Report
Page 1 of 2

Item ID		Description				Default				Transaction	
Lot Number	**Tran. Date**	**Type**	**Loc. ID**	**Source**	**Ref.No.**	**UOM**	**Quantity**	**Unit Cost**	**Ext. Cost**	**Quantity**	**UOM**
812001		Paint - Seafoam - Enamel									
1301	07/28/2012	Purch	MN0001		00000023	GAL	10.0000	14.9000	149.00	20.0000	GAL
1301	07/28/2012	Purch	TX0001		00000024	GAL	10.0000	14.9000	149.00	20.0000	GAL
			LOT 1301	TOTAL			20.0000		298.00		
1302	07/28/2012	Purch	MN0001		00000023	GAL	10.0000	14.9000	149.00	20.0000	GAL
1302	07/28/2012	Purch	TX0001		00000024	GAL	10.0000	14.9000	149.00	20.0000	GAL
			LOT 1302	TOTAL			20.0000		298.00		
1303	07/28/2012	Purch	MN0001		00000023	GAL	10.0000	14.9000	149.00	20.0000	GAL
1303	07/28/2012	Purch	TX0001		00000024	GAL	10.0000	14.9000	149.00	20.0000	GAL
			LOT 1303	TOTAL			20.0000		298.00		
			ITEM 812001		TOTAL		60.0000		894.00		
812002		Paint - Seafoam - SemiGloss									
1311	07/28/2012	Purch	MN0001		00000025	GAL	25.0000	15.3600	384.00	50.0000	GAL
1311	07/28/2012	Purch	TX0001		00000026	GAL	25.0000	15.3600	384.00	50.0000	GAL
			LOT 1311	TOTAL			50.0000		768.00		
1312	07/28/2012	Purch	MN0001		00000025	GAL	25.0000	15.3600	384.00	50.0000	GAL
			LOT 1312	TOTAL			25.0000		384.00		
1313	07/28/2012	Purch	MN0001		00000025	GAL	25.0000	15.3600	384.00	50.0000	GAL
1313	07/28/2012	Purch	TX0001		00000026	GAL	25.0000	15.3600	384.00	50.0000	GAL
			LOT 1313	TOTAL			50.0000		768.00		
			ITEM 812002		TOTAL		125.0000		1920.00		

Transaction History Report

The **Transaction History Report** shows the history of transactions within a specified time frame.

Use the Transaction History Report screen to select the items, locations, sources, and periods and years that you want to include in the report. See “Printing a Report” on page 8-1 for information on how to produce the report.

Sample Report

Builders Supply
Transaction History Report

Page 1

Location CA0001 OAKLAND WAREHOUSE

Item ID		Description				Default				Transaction	
Trans. Type	**Per. -Yr.**	**Date**	**Src.**	**Src. ID**	**Ref. No.**	**UOM**	**Quantity**	**Unit Cost**	**Ext. Cost**	**Quantity**	**UOM**
100		Electrical Package					.0000		.00		
TrsfrIn	07-2012	07/06/12	IN			PKG	100.0000	346.2400	34624.00	100.0000	PKG
TrsfrIn	08-2012	08/04/12	IN			PKG	126.0000	348.0600	43855.33	126.0000	PKG
Sale	08-2012	08/26/12	AR	LOS001	12670009	PKG	200.0000-	347.3900	69477.10-	200.0000-	PKG
					Ending Balance		26.0000		9002.23		
					On-Hand		26.0000		9002.24		
					Variance		.0000		.01		
100		Electrical Package					26.0000		9002.24		
Sale	09-2013	09/21/13	AR	CASHCA	12670044	PKG	20.0000-	346.2400	6924.80-	20.0000-	PKG
Sale	12-2013	12/06/13	AR	CASHCA	12670072	PKG	3.0000-	346.2400	1038.72-	3.0000-	PKG
Sale	12-2013	12/14/13	AR	LOS001	12670073	PKG	3.0000-	346.2400	1038.72-	3.0000-	PKG
Purch	12-2013	12/21/13	AP	ELL001	57001	PKG	5.0000	348.0600	1740.29	5.0000	PKG
AdjIncr	12-2013	12/15/13	IN		PHYSICAL	PKG	2.0000	348.0600	696.12	2.0000	PKG
Sale	12-2013	12/21/13	AR	SUN001	12670203	PKG	2.0000-	348.0600	696.12-	2.0000-	PKG
SalesRt	12-2013	12/21/13	AR	KAN001	12670208	PKG	5.0000	348.0600	1740.29	5.0000	PKG
Sale	12-2013	12/12/13	SO	LOS001	00000015	PKG	5.0000-	348.0600	1740.29-	5.0000-	PKG
					Ending Balance		5.0000		1740.29		
					On-Hand		5.0000		1740.29		
					Variance		.0000		.00		

CHAPTER 9

9

Printing an Analysis Report 9-1
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Order Point Alert Report 9-7
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Sales Analysis Report 9-13
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Analysis Reports

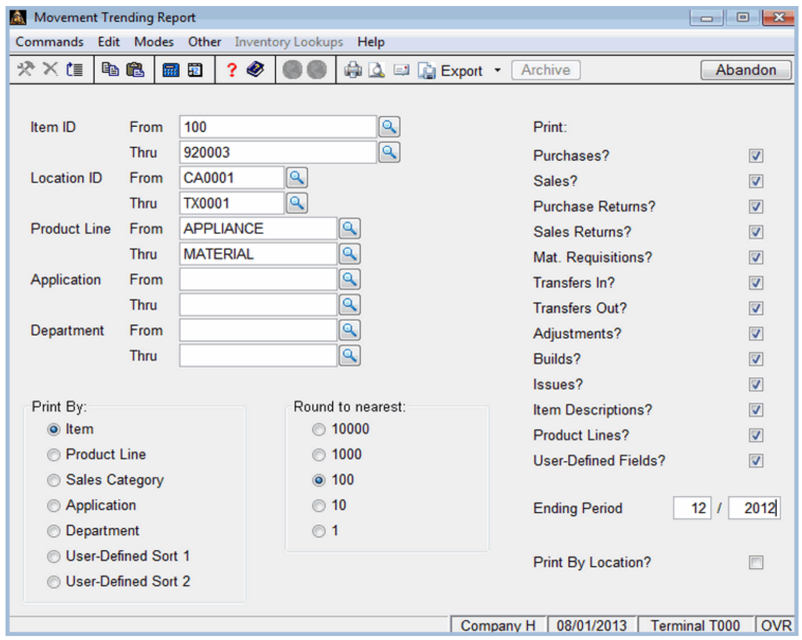
Printing an Analysis Report

The functions on the **Analysis Reports** menu let you print reports that provide analysis information such as items you need to stock, in-stock items that are either above or below the order point specified, fast-moving and slow-moving items, year-to-date and month-to-date history of stock items, gross profit margin, quantity of items sold for a particular period, and summary of inventory item movement.

All analysis reports are produced in the same way. Use the instructions below to print a report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a report:

1. Select the report you want to print from the **Analysis Reports** menu. The selection screen for that report appears. The Movement Trending Report screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, invoice dates, ending periods and years), enter the appropriate values to use when printing the report.

4. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use.

5. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. Some times you are able to only select one print option.

7. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

8. Select the output device to begin printing the report. See "Reports" on page 1-25 for more information. After the report is produced, the **Reports** menu appears.

Safety Stock Alert Report

Use the **Safety Stock Alert Report** function on the **Analysis Reports** menu to list items that you need to restock. These items have fallen below the safety stock level you specified (usually half the order point), including items that are on order or backordered.

Use the Safety Stock Alert Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply
Safety Stock Alert Report
By Item ID

Page 1 of 1

Item ID / Description	Location	Vendor ID / UOM	Cat.	Status / Product Line	Application / Department	On Hand / On Order	Committed / In Use	Available	Safety Stock
400	MN0001	CLE001		Active	BUILDING	.0000	.0000	.0000	2.0000
Interior Materials		PKG	P1	MATERIAL	INTERIOR	.0000	.0000		
555	MN0001	MIL001		Obsolete	BUILDING	.0000	.0000	.0000	2.5000
Millwork Package - Oak		PKG	P1	MATERIAL	INTERIOR	.0000	.0000		

Order Point Alert Report

Use the **Order Point Alert Report** on the **Analysis Reports** menu to list items whose in-stock quantities are below the order points you specified (on-hand value is greater than the maximum on-hand value).

Use the Order Point Alert Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply
Order Point Alert Report
By Item ID
Page 1

Item ID / Description	Location	Vendor ID / UOM	Cat.	Status / Product Line	Application / Department	On Hand / On Order	Committed / In Use	Available	Order Point
200	MN0001	THO001		Active	BUILDING	.0000	.0000	.0000	3.0000
Heating/Cooling Package		PKG	P1	HEAT/AIR	BUILDING	.0000	.0000		
200100	MN0001	THO001		Active	MJR APPL	8.0000	.0000	6.0000	30.0000
Furnace		EA	P1	HEAT/AIR	BUILDING	.0000	2.0000		
200200	MN0001	THO001		Active	MJR APPL	8.0000	.0000	8.0000	22.5000
Water Heater		EA	P1	HEAT/AIR	BUILDING	.0000	.0000		
200300	MN0001	THO001		Active	MJR APPL	8.0000	.0000	8.0000	30.0000
Air Conditioner		EA	P1	HEAT/AIR	BUILDING	.0000	.0000		

Overstock Report

Use the **Overstock Report** function on the **Analysis Reports** menu to list items for which in-stock quantities are above the order points you specified (on-hand value is greater than the maximum on-hand value).

Use the Overstock Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply
Overstock Report
By Item ID
Page 1 of 1

Item ID / Description	Location	Product Line / UOM	Status / Sales Cat.	Application / Department	On Hand / On Order	Committed / In Use	Available	Maximum
7001111	MN0002	COMPONENT	Active	CABINET	1200.0000	.0000	1200.0000	1112.0000
White Glue		OZ	R2		.0000	.0000		
820001	MN0001	MATERIAL	Active	HOME IMP	100.0000	.0000	100.0000	50.0000
Paint/Stain Pad		EA	E1	BUILDING	.0000	.0000		
820002	MN0001	MATERIAL	Active	HOME IMP	100.0000	.0000	100.0000	50.0000
Replacement Pad		EA	E1	BUILDING	.0000	.0000		
820004	MN0001	MATERIAL	Active	HOME IMP	100.0000	.0000	100.0000	30.0000
Paint and Wash Mitt		EA	E1	BUILDING	.0000	.0000		
820005	MN0001	MATERIAL	Active	HOME IMP	100.0000	.0000	100.0000	30.0000
Stretch Spray Hood		EA	E1	BUILDING	.0000	.0000		

Slow/Fast Movement Report

Use the **Slow/Fast Movement Report** to analyze fast-moving and slow-moving items. The report shows the profit, cost, volume, and sales of the inventory items.

Use the Slow/Fast Movement Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply
Slow/Fast Movement Report
Summary By Sales, Ascending
Period 12/2013
Page 1 of 1

Item ID / Description	Product Line	Last Purch. / Last Sale	Application / Department	PTD Quantity / YTD Quantity	PTD Sales / YTD Sales	PTD Profit / YTD Profit
200100	HEAT/AIR	12/09/2013	MJR APPL	14.0000	.0000	5158.6300-
Furnace		12/09/2013	BUILDING	379.0000	.0000	141289.5800-
200200	HEAT/AIR	12/09/2013	MJR APPL	14.0000	.0000	3126.9200-
Water Heater		12/09/2013	BUILDING	379.0000	.0000	85127.8700-
200300	HEAT/AIR	12/09/2013	MJR APPL	14.0000	.0000	5888.8100-
Air Conditioner		12/09/2013	BUILDING	379.0000	.0000	160286.7500-
200400	HEAT/AIR	12/10/2013	MJR APPL	14.0000	.0000	1755.3900-
Water Softener		12/09/2013	BUILDING	379.0000	.0000	47755.3400-
GRAND TOTAL					.0000	15929.7500-
					.0000	434459.5400-

Sales Analysis Report

The **Sales Analysis Report** summarizes the year-to-date and month-to-date history of stock items. You can use it to analyze the turnaround time for each stock item during the fiscal year.

Use the Sales Analysis Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply Page 1 of 1

Sales Analysis Report

By Volume, Slowest to Fastest, Period 12/2012

Item ID Description	Location	Product Line Last Sale	UOM	Application Department		Quantity	Sales	COGS and Adjustments	Profit Amount	 Pct.	Annual Turns
200 Heating/Cooling Package	MN0001	HEAT/AIR 12/09/2013	PKG	BUILDING BUILDING	MTD	10.0000	24644.1000	12532.4900	12111.6100	49.2	1.1
200100 Furnace	MN0001	HEAT/AIR 12/09/2013	EA	MJR APPL BUILDING	MTD	10.0000	.0000	3676.3000	3676.3000-	0.0	0.7
200200 Water Heater	MN0001	HEAT/AIR 12/09/2013	EA	MJR APPL BUILDING	MTD	10.0000	.0000	2230.3000	2230.3000-	0.0	0.7
200300 Air Conditioner	MN0001	HEAT/AIR 12/09/2013	EA	MJR APPL BUILDING	MTD	10.0000	.0000	4199.1300	4199.1300-	0.0	0.7
				TOTAL MTD			24644.1000	22638.2200	2005.8800	8.1	0.9

Gross Profit Analysis Report

The **Gross Profit Analysis Report** shows the gross profit margin on items for a particular period.

Use the Gross Profit Analysis Report screen to select the items, locations, product lines, user-defined field values, percent of profit, and periods and years that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply Page 1 of 1

Gross Profit Analysis Report

Sort By Item ID, GPM

Period 08/2012 Thru 12/2012

Item ID Description	Location	Product Line	Cat	Application Department	Total Price	Total Cost	Profit Amount	Profit Pct.
200 Heating/Cooling Package	CA0001	HEAT/AIR	P1	BUILDING BUILDING	36966.1500	18798.9000	18167.2500	49.15
200 Heating/Cooling Package	MD0001	HEAT/AIR	P1	BUILDING BUILDING	.0000	.0000	.0000	.00
200 Heating/Cooling Package	MN0001	HEAT/AIR	P1	BUILDING BUILDING	38335.2500	18798.7900	19536.4600	50.96
200 Heating/Cooling Package	TX0001	HEAT/AIR	P1	BUILDING BUILDING	423878.5200	215560.6100	208317.9100	49.15
TOTAL FOR 200					499179.9200	253158.3000	246021.6200	49.29
200100 Furnace	CA0001	HEAT/AIR	P1	MJR APPL BUILDING	.0000	5514.4500	5514.4500-	.00
200100 Furnace	MD0001	HEAT/AIR	P1	MJR APPL BUILDING	.0000	.0000	.0000	.00
200100 Furnace	MN0001	HEAT/AIR	P1	MJR APPL BUILDING	.0000	5514.4500	5514.4500-	.00
200100 Furnace	TX0001	HEAT/AIR	P1	MJR APPL BUILDING	.0000	63232.3600	63232.3600-	.00
TOTAL FOR 200100					.0000	74261.2600	74261.2600-	.00
GRAND TOTAL					499179.9200	327419.5600	171760.3600	34.41

Trend Analysis Report

The **Trend Analysis Report** shows the quantity of items sold during a particular period. Use it to analyze trends in your inventory sales or purchases.

Use the Trend Analysis Report screen to select the items, locations, product lines, and periods and years that you want to include in the report. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply
Trend Analysis Report
Purchases Summary
Period 06/2012 Thru 12/2012

Page 1 of 1

Item ID / Description	Product Line / UOM	Quantity	Cost	Avg. Unit Cost
200 Heating/Cooling Package	HEAT/AIR PKG	.0000	.0000	.0000
200100 Furnace	HEAT/AIR EA	275.0000	101098.2500	367.6300
200200 Water Heater	HEAT/AIR EA	275.0000	61333.2500	223.0300
200300 Air Conditioner	HEAT/AIR EA	275.0000	115474.6500	419.9078
200400 Water Softener	HEAT/AIR EA	275.0000	34438.2500	125.2300
GRAND TOTAL			312344.4000	

Movement Trending Report

Use the **Movement Trending Report** function on the **Analysis Reports** menu to produce a summary of inventory item movement.

Use the Movement Trending Report screen to select the range of items and locations you want to include in the report; how you want the number of items rounded; and whether you want to include purchases, sales, or other inventory information. See “Printing an Analysis Report” on page 9-1 for information on how to produce the report.

Sample Report

Builders Supply Page 1
Movement Trending Report
Quantities shown in Hundreds
12/2012

Item ID Description Product Line		Location	UOM	01/12	02/12	03/12	04/12	05/12	06/12	07/12	08/12	09/12	10/12	11/12	12/12	Total
100 Electrical Package MATERIAL		MN0001	PKG	0	0	0	0	0	0	1	0	0	2-	2-	2	1-
ITEM 100	TOTAL			0	0	0	0	0	0	1	0	0	2-	2-	2	1-
150 Plumbing Package MATERIAL		MN0001	PKG	0	0	0	0	0	0	1	0	1-	1	1	0	1
ITEM 150	TOTAL			0	0	0	0	0	0	1	0	1-	1	1	0	1
200 Heating/Cooling Package HEAT/AIR		MN0001	PKG	0	0	0	0	0	0	1-	0	0	0	0	0	1-
ITEM 200	TOTAL			0	0	0	0	0	0	1-	0	0	0	0	0	1-
200100 Furnace HEAT/AIR		MN0001	EA	0	0	0	0	0	0	0	0	2	0	0	0	1
ITEM 200100	TOTAL			0	0	0	0	0	0	0	0	2	0	0	0	1
200200 Water Heater HEAT/AIR		MN0001	EA	0	0	0	0	0	0	0	0	2	0	0	0	1
ITEM 200200	TOTAL			0	0	0	0	0	0	0	0	2	0	0	0	1

CHAPTER 10

10

Periodic Processing

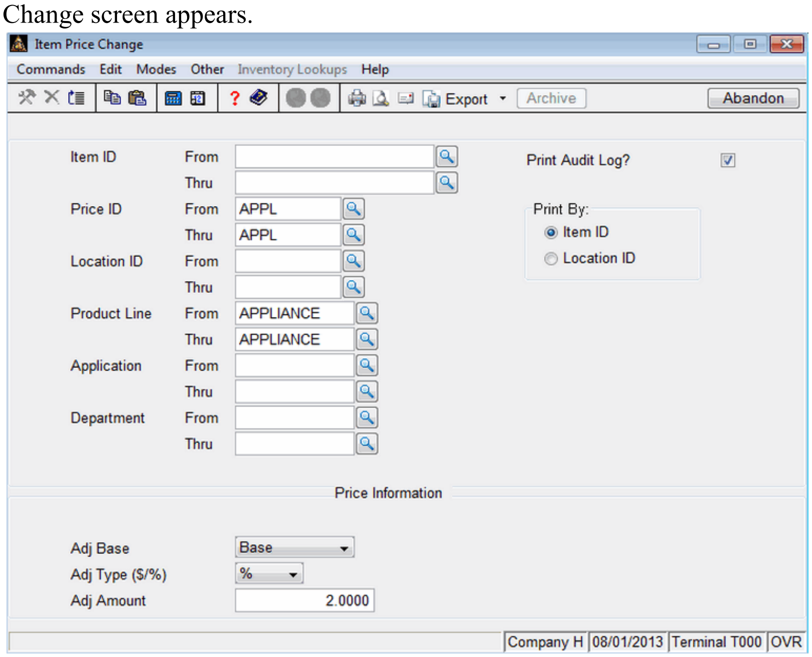
Item Price Change 10-3
Cost Changes 10-5
Quantity Cross Verification 10-9
Year-End Maintenance 10-11
Purge Selected Files 10-15
Rebuild Item Quantities 10-19

Item Price Change

Use the **Item Price Change** function on the **Periodic Processing** menu to change the price of items.

Use the Item Price Change screen to change prices for selected items, price IDs, locations, product lines, and user-defined fields.

Select Item Price Change from the **Periodic Processing** menu. The Item Price Change screen appears.



Inquiry

1. Enter the range of items, prices, locations, product lines, and user-defined fields whose price information you want to change.

2. If you want to print an audit log that shows the old and new prices, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. If you chose to print the audit log, select the order in which you want to organize the log.

4. Enter the adjustment base for the item price change: base, list, or minimum.

5. Enter **%** for a percentage adjustment; enter **$** for a dollar adjustment.

6. Enter the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

7. If you elected to print the audit log, select the output device for the log. See “Reports” on page 1-25 for more information. If you elected not to print the log, use the **Proceed** (**OK**) command to begin the price change process.

   When the process is finished (and after the log is produced) the **Periodic Processing** menu reappears.

Item Price Change Log

Builders Supply Page 1
Item Base Price Change
By Item ID

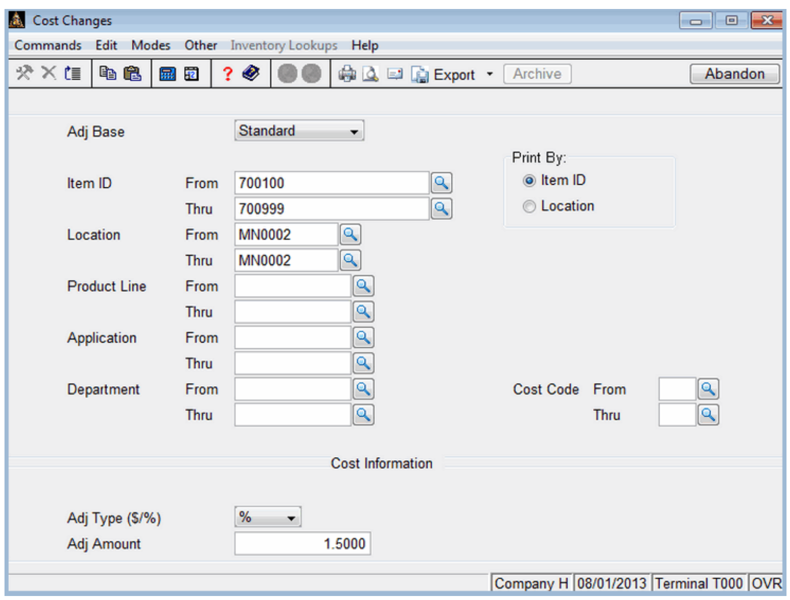
Item ID Description	Location	Price ID Product Line	Application Department	Units		
900 Refrigerator - Black	CA0001	APPL APPLIANCE	MJR APPL ELECTRIC	EA	Old Price New Price	429.9100 438.5082
900 Refrigerator - Black	MD0001	APPL APPLIANCE	MJR APPL ELECTRIC	EA	Old Price New Price	429.9100 438.5082
900 Refrigerator - Black	MN0001	APPL APPLIANCE	MJR APPL ELECTRIC	EA	Old Price New Price	429.9100 438.5082

Cost Changes

Use the **Cost Changes** function on the **Periodic Processing** menu to change standard or base costs of items.

Use the Cost Changes screen to select an adjustment base and to change the cost for selected items, locations, product lines, and user-defined fields.

Select **Cost Changes** from the **Periodic Processing** menu. The Cost Changes screen appears.



1. Enter **S** if you want to use standard cost as the adjustment base, or enter **B** if you want to use base cost as the adjustment base.

Inquiry

2. Enter the range of items, locations, product lines, and user-defined fields whose cost information you want to change.

3. Select the order in which you want to organize the log in the **Print By** section.

Inquiry

4. The **Cost Code** field appears if you selected standard cost as the adjustment base.

   Enter the range of cost codes for which you want to change costs.

5. In the **Adj Type** box, enter or select **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

6. In the **Adj Amount** box, enter or select the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

7. Select the output device for the log to begin the cost change process. See “Reports” on page 1-25 for more information.

   After the log is produced, the **Periodic Processing** menu appears.

Cost Changes Log

Builders Supply Page 1
Standard Cost Changes Log
By Item ID

Item ID / Description			Location	Product Line	Application / Department			
700110			MN0002	COMPONENT	CABINET			
Unstained Cabinet								
Cost Code	MA	Description	Materials	Old Cost	57.4500	New Cost	58.3118	
				Old Item Cost	57.4500	New Item Cost	58.3118	
700111			MN0002	COMPONENT	CABINET			
Cabinet Assembly								
Cost Code	MA	Description	Materials	Old Cost	70.0100	New Cost	71.0602	
				Old Item Cost	70.0100	New Item Cost	71.0602	
700113			MN0002	COMPONENT	CABINET			
Cutting Board								
Cost Code	MA	Description	Materials	Old Cost	2.4700	New Cost	2.5071	
				Old Item Cost	2.4700	New Item Cost	2.5071	

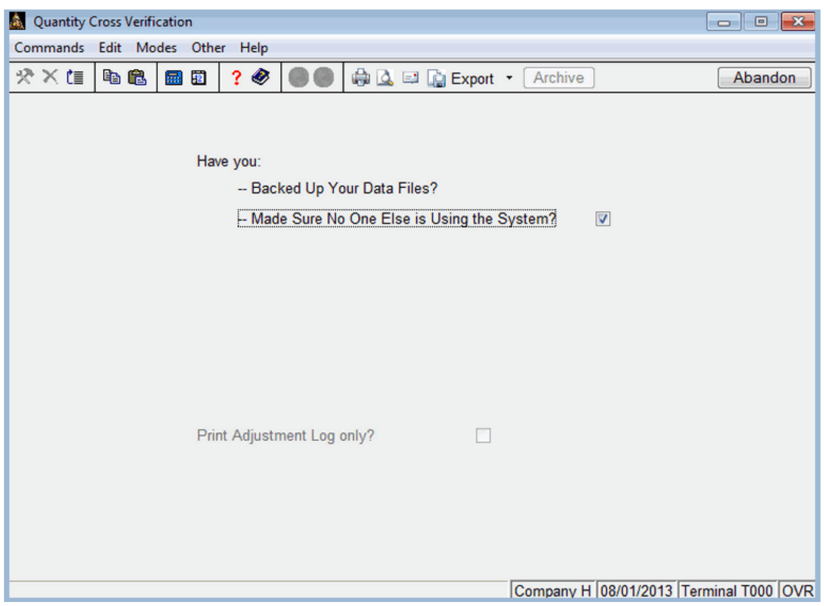
Quantity Cross Verification

Use the **Quantity Cross Verification** function on the **Periodic Processing** menu to verify that the quantity detail and the quantity totals for an item are the same.

If you have a multiuser system, make sure that no one else is using the **INQLxxx** (Quantity Locations), **INQTxxx** (Quantity Totals), and **INSNxxx** (Serial Numbers) files. Other users cannot access these files while you use this function.

Use the Quantity Cross Verification screen to produce a log of discrepancies between the **INQLxxx**, **INQTxxx**, and **INSNxxx** files.

Select **Quantity Cross Verification** from the **Periodic Processing** menu. The Quantity Cross Verification screen appears.



1. If you have backed up your data files and made sure that no one else is using the system, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Periodic Processing** menu, and do so before continuing.

2. Select **Print Adjustment Log Only?** check box if you want the system to print the log and not write the changes to the **INQTxxx** file.

3. Select the output device for the log to begin the verification process. See “Reports” on page 1-25 for more information.

   When the process is finished (and after the log is produced,) the **Periodic Processing** menu appears.

Quantity Cross Verification Log

Builders Supply
Quantity Cross Verification
Page 1 of 1

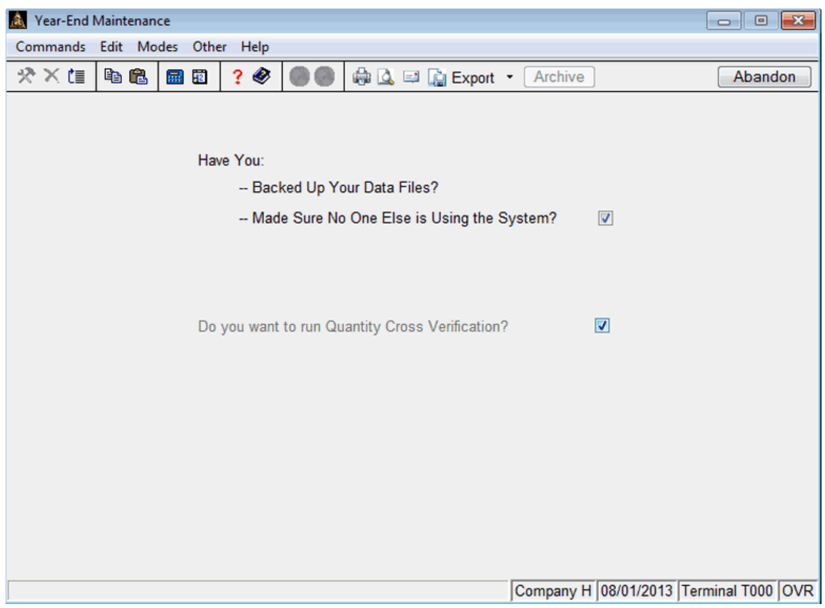
Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX0001		3.0000	3.0000	1259.7300	1259.7400
200600	MN0001		8.0000	8.0000	601.2100	601.2000
200600	TX0001		3.0000	3.0000	215.5500	215.5700
600	TX0001		6.0000	6.0000	712.6800	712.6700

Year-End Maintenance

Use the **Year-End Maintenance** function on the **Periodic Processing** menu for maintenance tasks and to prepare for the next year.

Use the Year-End Maintenance screen to increment the current fiscal year by one in the **INPDxxx** table. The year-to-date totals in the **INHSxxx** (Summary History) file are reset to begin accumulating data for the next year.

Select **Year-End Maintenance** from the **Periodic Processing** menu. The Year-End Maintenance screen appears.



1. If you have backed up your data files and made sure that no one else is using the system, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Periodic Processing** menu, and do so before continuing.

Note: You should also post the Inventory transactions and COGS adjustments for the year in which you are performing the maintenance before you use this function. You do not have to post Inventory transactions that are for the next year.

2. If you want to verify that your quantity files are in sync, select the **Do you want to run Quantity Cross Verification?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you do not run the verification, processing is performed without verifying that the quantities are the same in the **INQLxxx** (Quantity Locations) and **INQTxxx** (Quantity Totals) files.

3. If you elected to verify quantities, select the output device for the log to begin the maintenance process. See "Reports" on page 1-25 for more information. Otherwise, use the **Proceed** (**OK**) command to begin processing.

   When the process finishes and after the log is produced (if applicable), the **Periodic Processing** menu appears.

Quantity Cross Verification Log

Builders Supply
Quantity Cross Verification
Page 1 of 1

Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX0001		3.0000	3.0000	1259.7300	1259.7400
200600	MN0001		8.0000	8.0000	601.2100	601.2000
200600	TX0001		3.0000	3.0000	215.5500	215.5700
600	TX0001		6.0000	6.0000	712.6800	712.6700

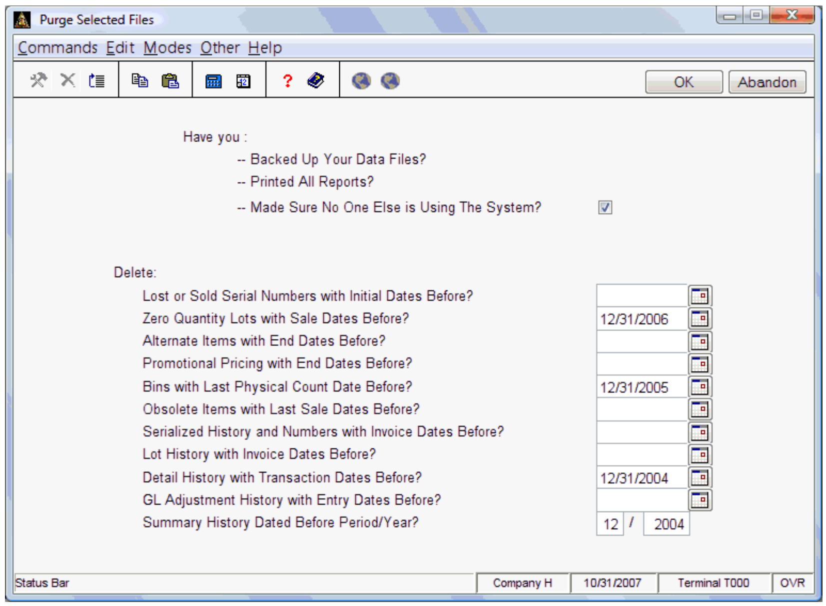
Purge Selected Files

Use the **Purge Selected Files** function on the **Periodic Processing** menu to delete information you no longer need from selected files.

Use the Purge Selected Files screen to delete the following information when it becomes outdated:

- Serial numbers
- Lot numbers
- Bin numbers
- Alternate items
- Obsolete items
- Physical count information
- Promotional pricing
- Serial history
- Lot history
- Detail history
- Summary history

Select **Purge Selected Files** from the **Periodic Processing** menu. The Purge Selected Files screen appears.



1. If you have backed up your data files, printed all the reports, and made sure that no one else is using the system, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the Periodic Processing menu, and do so before continuing.

2. Enter the acquisition date for serialized items where the deletion or lost and sold serial numbers should stop in the **Delete Lost or Sold Serial Numbers with Initial Dates Before?** box.

3. Enter the sale date for zero-quantity lots where the deletion should stop in the **Delete Zero Quantity Lots with Sale Dates Before?** box. Zero-quantity lots before the date you enter are deleted.

4. Enter the end date for alternate numbers where the deletion should stop in the **Delete Alternate Items with End Dates Before?** box. Alternate numbers with end dates before the date you enter are deleted.

5. Enter the end date for the promotional pricing where the deletion should stop in the **Delete Promotional Pricing with End Dates Before?** box. Promotional price IDs with end dates before the date you enter are deleted.

6. Enter the end date for the physical count date where the deletion should stop in the **Delete Bins with Last Physical Count Date Before?** box. Bins with physical count dates before the date you enter are deleted.

7. Enter the end date for obsolete items where the deletion should stop in the **Delete Obsolete Items with Last Sale Dates Before?**. Obsolete items with last sale dates before the date you enter are deleted.

8. The **Delete Serialized History and Numbers with Invoice Dates Before?** field appears if you keep serialized history.

   Enter the invoice date for serialized history and serial numbers where the deletion should stop. Serialized history and serial numbers with invoice dates before the date you enter are deleted.

9. Enter the invoice date for lot history where the deletion should stop in the **Delete Lot History with Invoice Dates Before?** box. Lot history before the date you enter is deleted.

10. The **Delete Detail History with Transaction Dates Before?** field appears if you keep detail history.

    Enter the transaction date for detail history where the deletion should stop. Detail history before the date you enter is deleted.

11. Enter the period/year for summary history where the deletion should stop in the **Delete Summary History Dated Before Period/Year?** box. Summary history before the date you enter is deleted.

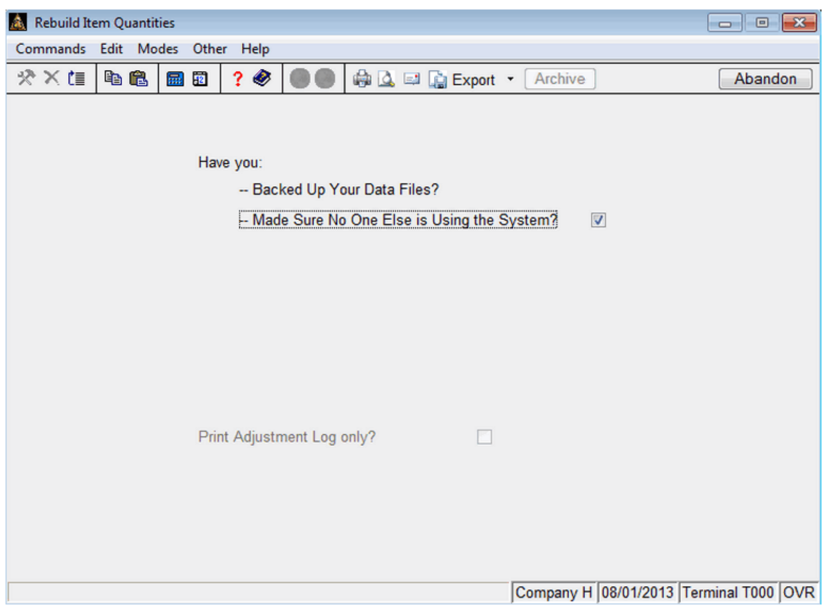
    After the files are purged, the **Periodic Processing** menu appears.

Rebuild Item Quantities

Use the **Rebuild Item Quantities** function on the **Periodic Processing** menu to update the Inventory system with on-order, committed, and in-use information from Inventory or other applications that interface with Inventory.

Use the Rebuild Item Quantities screen to verify that you have backed up your data files and that no one is using the system.

Select **Rebuild Item Quantities** from the **Periodic Processing** menu. The Rebuild Item Quantities screen appears.



If you have backed up your data files and made sure that no one else is using the system, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Periodic Processing** menu, and do so before continuing.

12. Select **Print Adjustment Log Only?** check box (or enter **Y** in text mode) if you want the system to print the log and updating the quantities; if not clear the box (or enter **N** in text mode).

13. Select the output device for the log to begin the rebuild process. See “Reports” on page 1-25 for more information.

    When the rebuild is finished and the log is produced, the **Periodic Processing** menu appears.

Rebuild Item Quantities Log

Builders Supply Page 1

Rebuild Item Quantities

Item ID	Location	Old Committed New Committed	Old In-Use New In-Use	Old Pend. Rtn. New Pend. Rtn.	Old On-Order New On-Order	Old Exp. Rtn. New Exp. Rtn.
100	CA0001	.0000	.0000	.0000	.0000	.0000
		1.0000	.0000	.0000	.0000	.0000
100	MD0001	.0000	3.0000	.0000	5.0000	.0000
		.0000	.0000	.0000	5.0000	.0000
100	MN0001	.0000	5.0000	.0000	6.0000	.0000
		.0000	4.0000	.0000	6.0000	.0000
150	MD0001	.0000	2.0000	.0000	3.0000	.0000
		.0000	.0000	.0000	3.0000	.0000
150	MN0001	.0000	1.0000	.0000	2.0000	.0000
		.0000	.0000	.0000	2.0000	.0000
250	MN0001	.0000	10.0000	.0000	10.0000	.0000
		.0000	.0000	.0000	10.0000	.0000
300	MN0001	.0000	12.0000	.0000	4.0000	.0000
		.0000	.0000	.0000	4.0000	.0000

Error Message	
Lot Record added to the Item Lot File Item= 812002	Lot= 1301
Lot Record added to the Item Lot File Item= 812002	Lot= 1302
Lot Record added to the Item Lot File Item= 812002	Lot= 1303
Lot Record added to the Item Lot File Item= 812002	Lot= 1301
Lot Record added to the Item Lot File Item= 812002	Lot= 1303

CHAPTER 11

11

Physical Inventory

Physical Inventory Selection 11-3
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Batch List 11-25
Update Perpetual Inventory 11-33
Physical Count List 11-27
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Physical Count Valuation Report 11-31
Update Perpetual Inventory 11-33

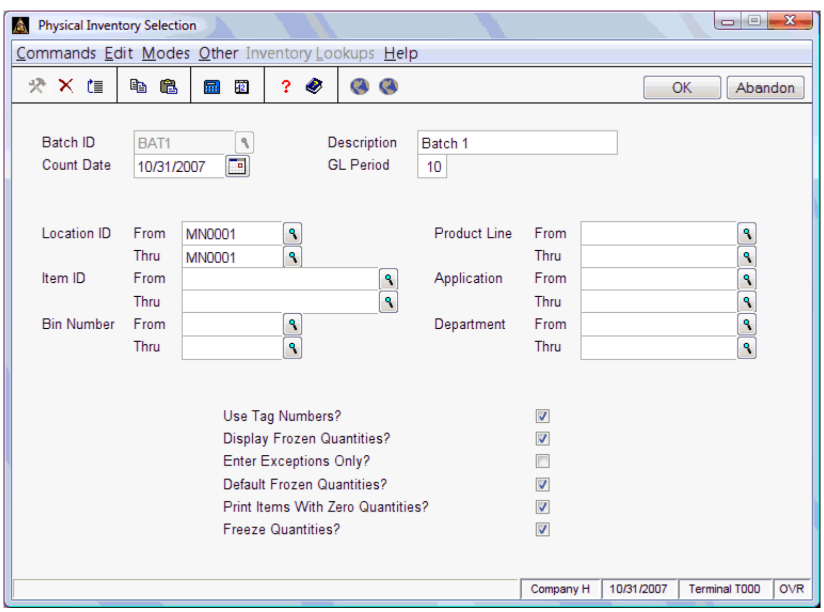
Physical Inventory Selection

Use the **Physical Inventory Selection** function on the **Physical Inventory** menu to identify a batch ID and select the data you want to include in the batch.

To produce a list of the data included in the batch ID, use the **Batch List** function on the **Physical Inventory** menu.

Use the Physical Inventory Selection screen to enter a batch ID and then select the locations, items, bins, product lines, and user-defined fields you want to include in the batch ID.

Select **Physical Inventory Selection** from the **Physical Inventory** menu. The Physical Inventory Selection screen appears.



Inquiry

1. In the **Batch ID** box, enter or select the ID of the batch you want to use to group items together for the physical count.

2. Enter the description of the batch ID, the date the physical count will be taken, and the GL period to which you want to post when the count is complete.

Inquiry

3. Enter the range of locations, items, bins, product lines, and user-defined values you want to include in the batch.

4. If you want to print tags and use tag numbers in the **Physical Counts Tag Entry** function, select the **Use Tag Numbers?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want frozen quantities to appear when you enter counts, select the **Display Frozen Quantities** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. If you want the counted quantity to be equal to the frozen quantity (so that only physical discrepancies must be entered), select the **Enter Exceptions Only?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

7. If you want your frozen and counted quantities to be equal, and you want your frozen quantities to appear, select the **Default Frozen Quantities?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you elect not to default frozen quantities, you must enter counted quantities for each item.

8. If you want to print items with a quantity of zero on tags or worksheets, select the **Print Items With Zero Quantities?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

9. If you are ready for a physical count (all adjustments have been made) and want to freeze your on-hand quantities, select the **Freeze Quantities?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

10. To save your entries and exit to the **Physical Inventory** menu, use the **Proceed** (**OK**) command. To exit to the **Physical Inventory** menu without saving your entries, use the **Exit** (**F7**) command.

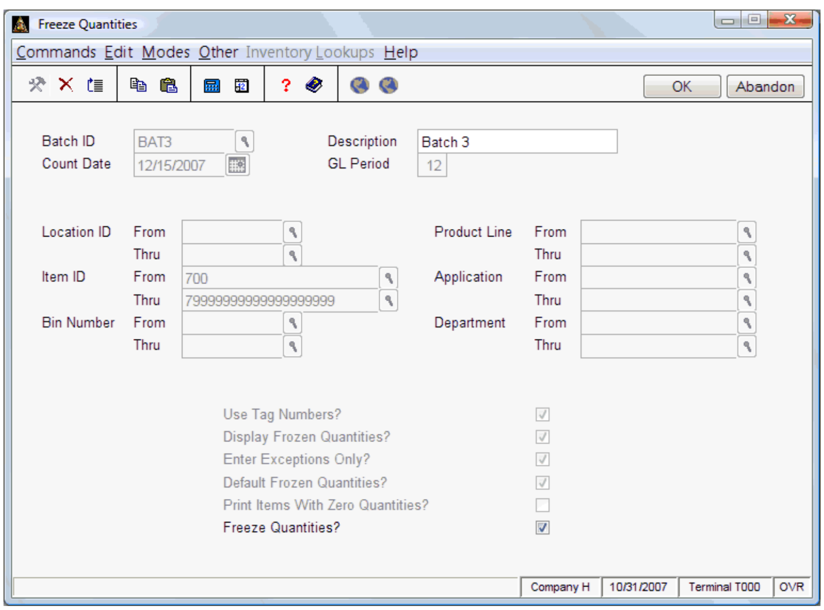
Freeze Quantities

Use the **Freeze Quantities** function on the **Physical Inventory** menu to freeze the on-hand quantities of your items during the physical count.

If you chose to freeze quantities in the **Physical Inventory Selection** function, you do not need to use this function.

Use the Freeze Quantities screen to select the batch ID whose quantities you want to freeze. For a description of the view-only fields on this screen, see the **Physical Inventory Selection** function.

Select **Freeze Quantities** from the **Physical Inventory** menu. The Freeze Quantities screen appears.



Inquiry

1. Enter or select the ID of the batch for which you want to freeze quantities in the **Batch ID** box.

Note: You must enter a batch ID that is on file. (You can add new batches using the **Physical Inventory Selection** function.)

2. Press **Enter** to accept the description that appears, or enter a different description for the batch.

3. If you are ready for a physical count (all adjustments have been made) and you want to freeze your on-hand quantities, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

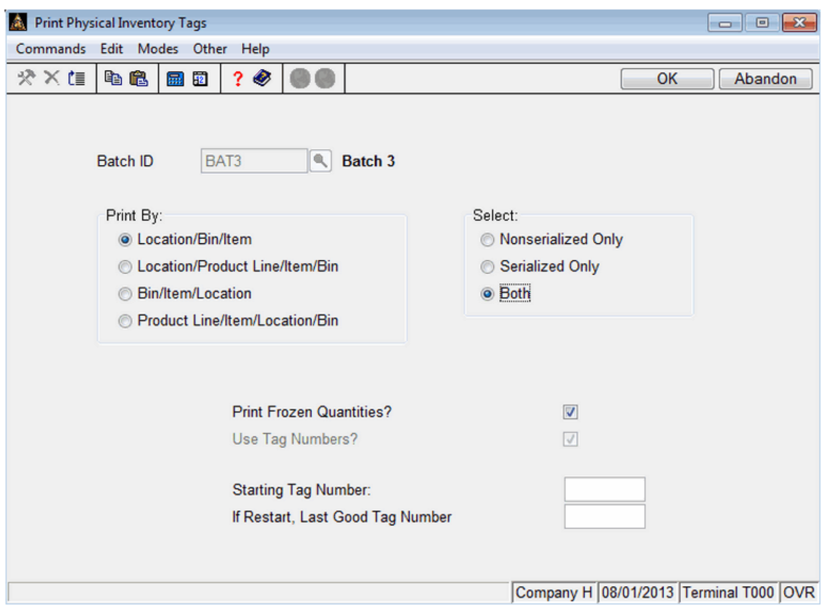
4. To save your entries and exit to the **Physical Inventory** menu, use the **Proceed** (**OK**) command. To exit to the **Physical Inventory** menu without saving your entries, use the **Exit** (**F7**) command.

Print Physical Inventory Tags

Use the **Print Physical Inventory Tags** function on the **Physical Inventory** menu to print a tag for each item/location, bin number, lot, and serial number in the physical count.

Use the Print Physical Inventory Tags screen to assign tag numbers and to select the order you want to organize the tags.

Select **Print Physical Inventory Tags** from the **Physical Inventory** menu. The Print Physical Inventory Tags screen appears.



Inquiry

1. Enter or select the ID of the batch with which you want to work in the **Batch ID** box.

2. Select the order in which you want to organize the tags in the **Print By** section.

3. Select the type of items you want to include in the tags in the **Select** section.

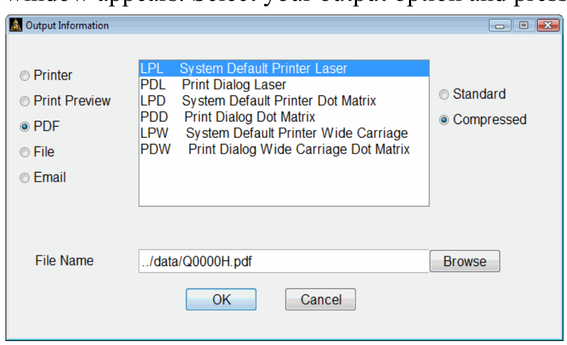
4. If you have frozen your inventory quantities and you want to print them on the tags, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you chose to use tag numbers in the **Physical Inventory Selection** function, the **Use Tag Numbers?** check box is selected (or **YES** appears in text mode). If you did not choose to use tag numbers on the Physical Inventory Selection screen, you can do so now.

6. Enter the number of the first tag for the physical count in the **Starting Tag Number** box.

7. If you are reprinting tag numbers, enter the number of the last tag number that printed successfully.

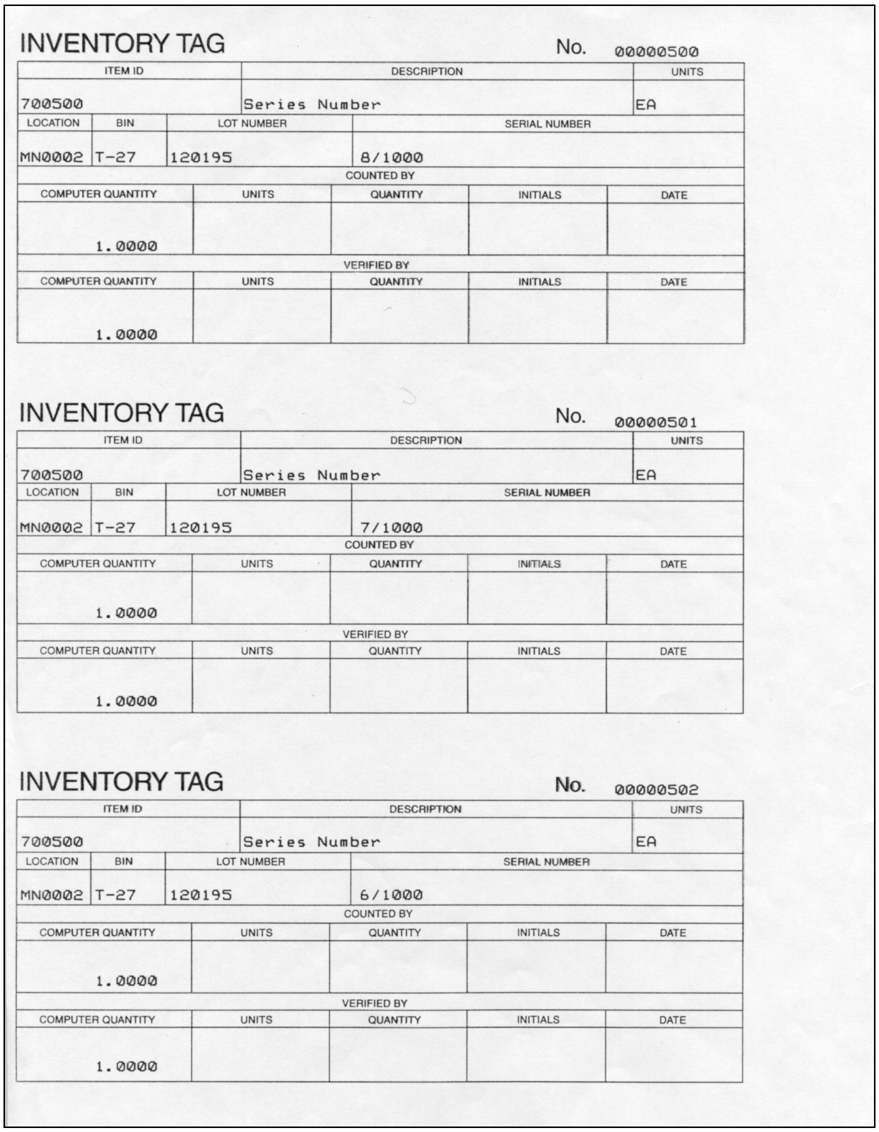
8. Use the **Proceed** (**OK**) command to continue. An Output Information window appears. Select your output option and press **Enter**.



9. Before the tags are produced, the message **Mount Tags Now** appears. Insert the tag forms into the printer and press **Enter** when you are ready to print. The message **Is the form aligned?** appears. If the form is aligned, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode) and realign the paper.

After the list is produced, the **Physical Inventory** menu appears.

Physical Inventory Tags



INVENTORY TAG No. 00000500

ITEM ID	DESCRIPTION	UNITS
700500	Series Number	EA

LOCATION	BIN	LOT NUMBER	SERIAL NUMBER
MN0002	T-27	120195	8/1000

COUNTED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

VERIFIED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

INVENTORY TAG No. 00000501

ITEM ID	DESCRIPTION	UNITS
700500	Series Number	EA

LOCATION	BIN	LOT NUMBER	SERIAL NUMBER
MN0002	T-27	120195	7/1000

COUNTED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

VERIFIED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

INVENTORY TAG No. 00000502

ITEM ID	DESCRIPTION	UNITS
700500	Series Number	EA

LOCATION	BIN	LOT NUMBER	SERIAL NUMBER
MN0002	T-27	120195	6/1000

COUNTED BY

COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

VERIFIED BY

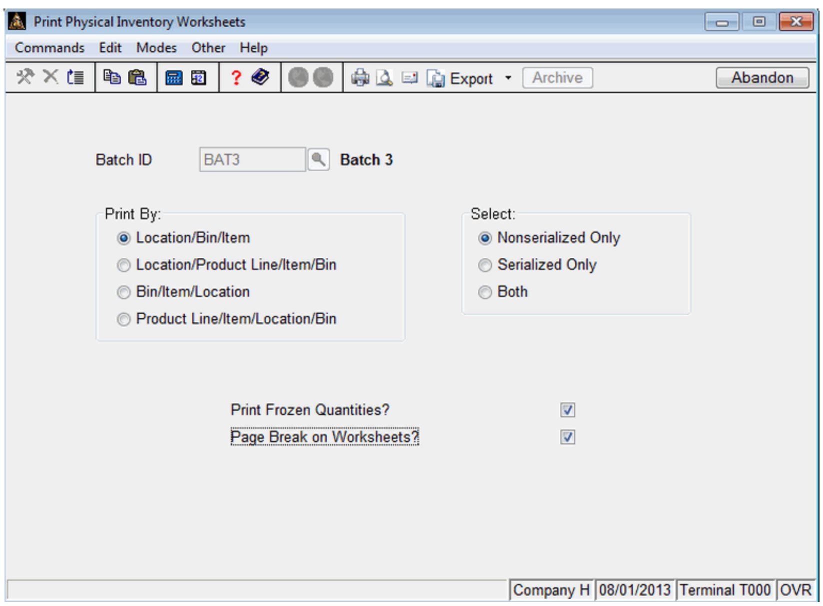
COMPUTER QUANTITY	UNITS	QUANTITY	INITIALS	DATE
1.0000				

Print Physical Inventory Worksheets

Use the **Print Physical Inventory Worksheets** function on the **Physical Inventory** menu to print worksheets, which can be used to record a physical count of your inventory.

Use the Print Physical Inventory Worksheets screen to select the information you want on the worksheets.

Select **Print Physical Inventory Worksheets** from the **Physical Inventory** menu. The Print Physical Inventory Worksheets screen appears.



Inquiry

1. Enter the ID of the batch with which you want to work in the **Batch ID** box.

2. Select the order in which to organize the worksheets in the **Print By** section.

3. Select the type of items to include in the worksheets in the **Select** section.

4. If you have frozen your inventory quantities and you want to print them on the worksheets, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you chose to print the batch by location or product line and you want a page break between locations or product lines, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you chose to print by bin number, you cannot insert page breaks.

6. Select the output device for the tags. See “Reports” on page 1-25 for more information. After the worksheets are produced, the **Physical Inventory** menu appears.

Physical Inventory Worksheets

Builders Supply
Print Physical Inventory Worksheets
Print By Location/Bin/Item

Page 2 of 4

Batch ID - BAT3

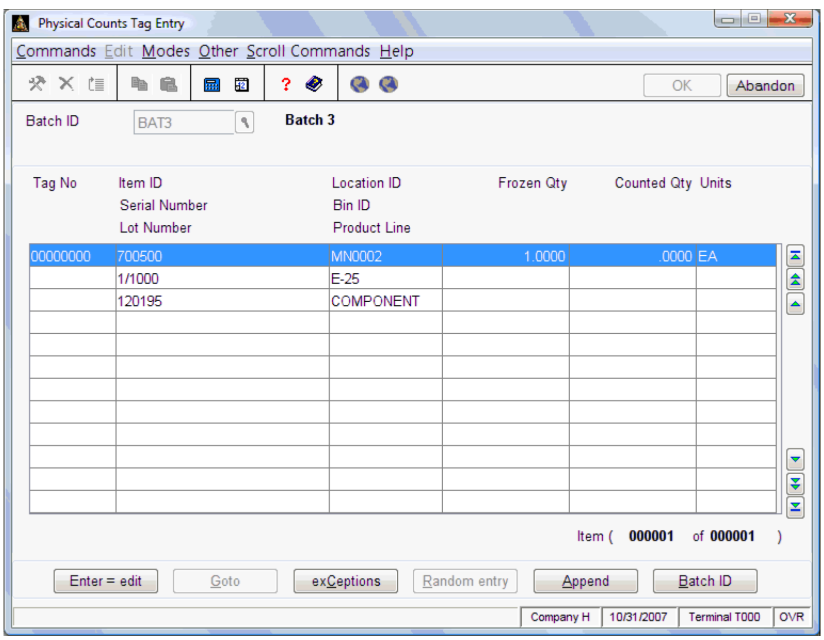
Item ID Description	Location ID	Application Product Line	Department	Bin ID	Tag Number	Units	Frozen Qty	Counted Qty	Counted Units
700110		CABINET			00000002	EA	85.0000	________	________
Unstained Cabinet									
700120	MN0002	CABINET		1-12	00000003	OZ	682.0000	________	________
Stain - Walnut		COMPONENT							
700199	MN0002	CABINET		DRY	00000004	EA	25.0000	________	________
Wet Cabinet - Walnut		COMPONENT							
700111	MN0002	CABINET		I-1	00000013	EA	525.0000	________	________
Cabinet Assembly		COMPONENT							
700119	MN0002	CABINET		I-10	00000014	SET	15.0000	________	________
Drawer Hardware		COMPONENT							
7001111	MN0002	CABINET		I-11	00000015	OZ	1200.0000	________	________
White Glue		COMPONENT							
7001112	MN0002	CABINET		I-11	00000016	SET	12.0000	________	________
Cut Boards		COMPONENT							
700130	MN0002	CABINET		I-12	00000017	OZ	632.0000	________	________
Varnish		COMPONENT							
700200	MN0002	CABINET		I-13	00000018	EA	91.0000	________	________
Hinges		COMPONENT							
700300	MN0002	CABINET		I-13	00000019	EA	90.0000	________	________
Handles		COMPONENT							
700400	MN0002	CABINET		I-13	00000020	EA	4961.0000	________	________
Wood Screws		COMPONENT							
700100	MN0002	CABINET		I-15	00000021	EA	170.0000	________	________
Walnut Cabinet		COMPONENT							

Physical Counts Tag Entry

Use the **Physical Counts Tag Entry** function on the **Physical Inventory** menu to enter physical counts using tag numbers.

Before you use this function, you must use the **Print Physical Inventory Tags** function. To produce a list of the information entered in the **Physical Counts Tag Entry** function, use the **Physical Count List** function on the **Physical Inventory** menu.

Select **Physical Counts Tag Entry** from the **Physical Inventory** menu. The Physical Counts Tag Entry screen appears.



Inquiry

1. Enter or select the ID of the batch with which you want to work in the **Batch ID** box.

The following information appears:

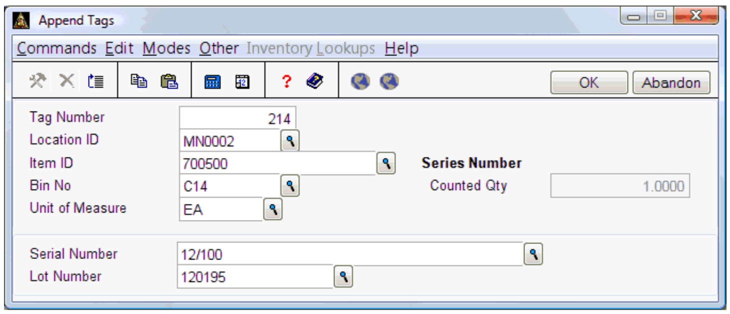
- Preassigned tag numbers in the batch appear in the **Tag No** column.
- Location ID, bin ID, item ID, and lot /serial numbers in the physical count. If you are entering exceptions only, these fields are blank.

  The order that information appears depends on the selection you made.
- If you elected to show frozen quantities in the **Physical Inventory Selection** function, the system's quantity appears in the **Frozen Qty** column.
- The counted quantity for the item appears in the **Counted Qty** column.
- The unit of measure for the item appears in the **Units** column.

2. Select a command:

   - To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Tags window appears.
   - Press **G** to go to a specific tag (this command is only available if there are more than one page of tag entries).
   - Press **C** to go to the Enter Exceptions dialog box and enter discrepancies in quantities.
   - Press **A** to add tag numbers. The Append Tags dialog box appears.
   - Press **R** to edit tags in random order (this command is available only if you are not entering exceptions only).
   - Press **B** to go to the **Batch** field and enter a different batch ID.
   - To exit to the Physical Inventory menu, use the **Exit** (**F7**) command.

Append Tags



Use the Append/Edit Tags screen to add or change information about the tag: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

1. Enter the tag number for the batch in the **Tag Number** box.

Inquiry

2. Enter or select the location ID for the physical count in the **Location ID** box.

Inquiry
Maint

3. Enter or select the item ID for the batch in the **Item ID** box.

Inquiry

4. Enter or select the bin number for the item in the **Bin No** box.

Inquiry

5. Enter or select the unit of measure for the item in the **Unit of Measure** box.

6. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

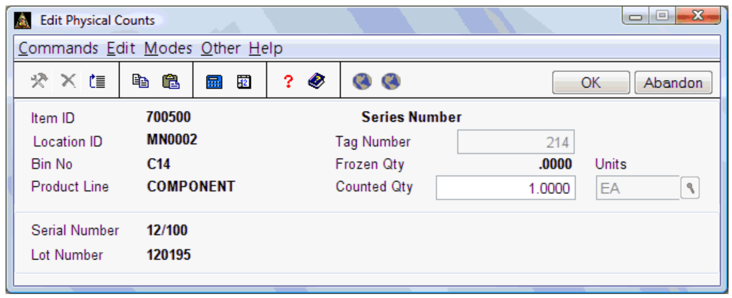
7. Enter or select the serial number of the item.

Inquiry

8. Enter or select the lot number of the item.

9. To exit to the Physical Counts Tag Entry screen, use the **Proceed** (**OK**) command.

Edit Physical Counts



Use the Edit Physical Count dialog box to change information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

The location ID where the item is stored, the item ID, the bin number, and product line information appear.

1. Enter the tag number for the batch (if you chose to use tag numbers in the **Physical Count Selection** function) in the **Tag Number** box.

2. Enter or change the counted quantity of the item in the **Counted Qty** box.

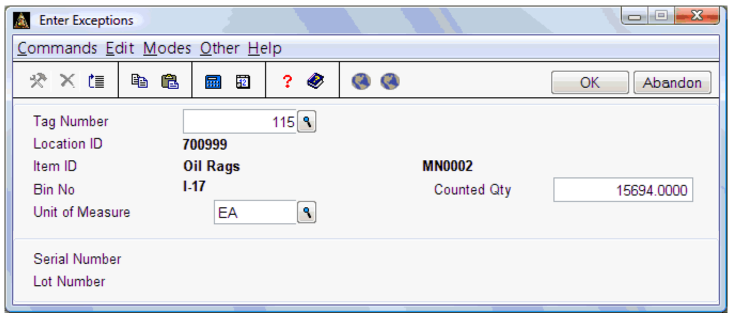
Inquiry

3. Enter or select the unit of measure for the counted quantity in the **Units** box.

   The serial and lot number appear.

4. To exit to the Physical Counts Tag Entry screen, use the **Proceed** (**OK**) command.

Enter Exceptions



Use the Enter Exceptions dialog box if you elected to enter exceptions only in the **Physical Inventory Selection** function. In this dialog box you can enter only physical discrepancies that arise when the frozen and actual quantities are compared.

Inquiry

1. Enter or change the tag number for the batch in the **Tag Number** box.

   The following information appears:

   - Location ID for the physical count
   - Item ID for the batch
   - Bin number for the item

2. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

3. Enter or change the unit of measure for the item in the **Unit of Measure** box.

   The serial and lot number of the item appear.

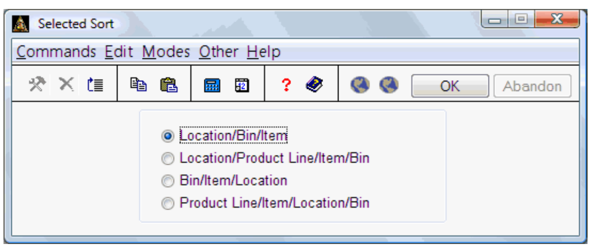
4. To exit to the Physical Counts Tag Entry screen, use the **Proceed** (**OK**) command.

Physical Counts Worksheet Entry

Use the **Physical Counts Worksheet Entry** function on the **Physical Inventory** menu to enter physical counts using worksheets.

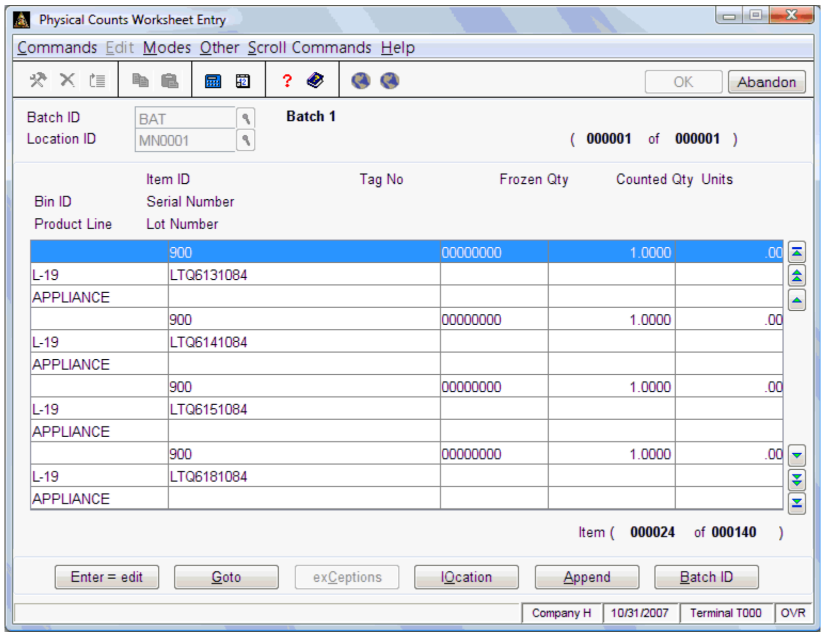
Before you use this function, you should use the **Print Physical Inventory Worksheets** function. To produce a list of the information entered in the **Physical Counts Worksheet Entry** function, use the **Physical Count List** function on the **Physical Inventory** menu.

Select **Physical Counts Worksheet Entry** from the **Physical Inventory** menu. The Selected Sort dialog box appears after you select the Batch ID on the Physical Counts Worksheet Entry screen.



Use the Selected Sort dialog box to select how you want the information to appear. After you make your selection, the Physical Counts Worksheet Entry screen appears.

Use the Physical Counts Worksheet Entry screen to enter the physical count for each worksheet.



Inquiry

1. Enter the ID of the batch with which you want to work in the **Batch ID** box.

   The following information appears:

   - Location ID with which you are working
   - Item ID, bin ID, product line, tag number (if you are using tags), and lot and serial numbers in the physical count. If you are entering exceptions only, these fields are blank.

     The order that information appears depends on the selection you made on the Physical Counts Selected Sort screen.
   - The system's quantity, if you elected to show frozen quantities in the **Physical Inventory Selection** function.
   - Counted quantity and unit of measure for the item appear.

2. Select a command:

   - To edit, move the prompt to the line you want to edit and press **Enter**. The **Edit Physical Count** screen appears.

   - Press **G** to go to a specific item in the list (this command is available only when there is more than one page of items).

   - Press **C** to enter a count that differs from the frozen quantity for an item (this command is available only if you chose to enter exceptions only in the **Physical Inventory Selection** function). The **Enter Exceptions** screen appears.

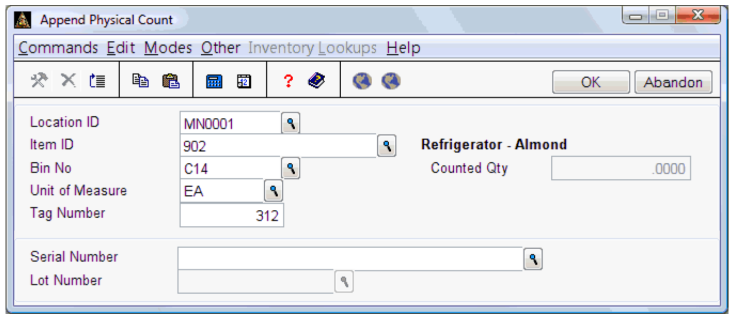
   - Press **O** to go the **Location ID** field and change the location.

   - Press **A** to add tag numbers. The **Append Physical Count** screen appears.

   - Press **B** to return to the **Batch ID** field. Then select another physical count batch with which to work.

   - To exit to the **Physical Inventory** menu, use the **Exit** (**F7**) command.

Append Physical Count



Use the Append Physical Count dialog box to add information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

Inquiry

1. Enter or select the location ID for the physical count in the **Location ID** box.

Inquiry

2. Enter or select the item ID for the batch in the **Item ID** box.

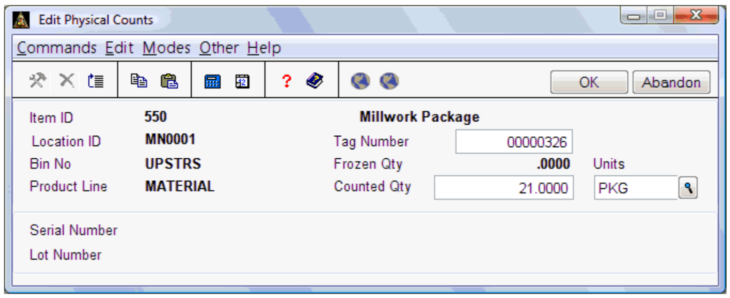
Inquiry

3. Enter the bin number and unit of measure for the item.
4. Enter the tag number for the batch in the Tag Number box.
5. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

6. Enter the serial and the lot number of the item.
7. To exit to the Physical Counts Worksheet Entry screen, use the **Proceed** (**OK**) command.

Edit Physical Counts



Use the Edit Physical Count window to change information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.

The location ID where the item is stored, the item ID, and the bin number appear.

1. Enter the tag number for the batch (if you chose to use tag numbers in the **Physical Count Selection** function) in the **Tag Number** box.

2. Enter or change the counted quantity of the item in the **Counted Qty** box.

Inquiry

3. Enter or select the unit of measure for the counted quantity in the **Units** box.

   The serial and lot number appear.

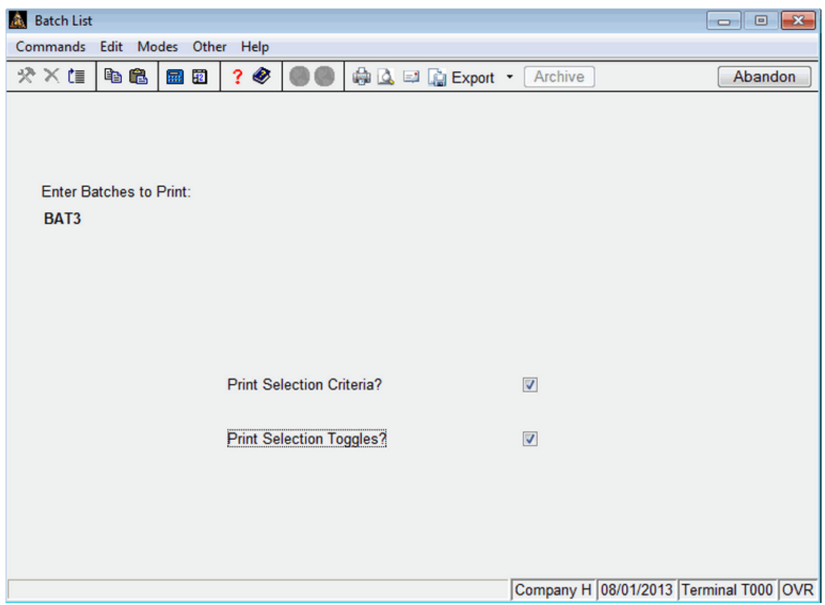
4. To exit to the Physical Counts Worksheet Entry screen, use the **Proceed** (**OK**) command.

Batch List

The Batch List shows the status of each batch in the physical inventory process and the selection criteria entered in the **Physical Inventory Selection** function.

Use the Batch List screen to enter the batch IDs whose information you want to include in the list.

Select **Batch List** from the **Physical Inventory** menu. The Batch List screen appears.



Inquiry

1. Enter or select the IDs of the batches you want in the list in the box.

2. If you want the location IDs, item IDs, bin numbers, product lines, and user-defined fields for the batch to print in the list, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. If you want the selection toggles for using tag numbers, displaying frozen quantities, and defaulting counted quantities to print in the list, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. Select the output device for the list. See “Reports” on page 1-25 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Batch List

Builders Supply
Batch List
Page 1 of 1

Batch ID	Description	Tags Printed?	Worksheets Printed?	Counts Entered?	Print Variance Reports?	Count Date
BAT3	Batch 3	YES	YES	YES	YES	12/15/2013

Location ID	From		Product Line	From	
	Thru			Thru	
Item ID	From	700	Application	From	
	Thru	79999999999999999999		Thru	
Bin Number	From		Department	From	
	Thru			Thru	

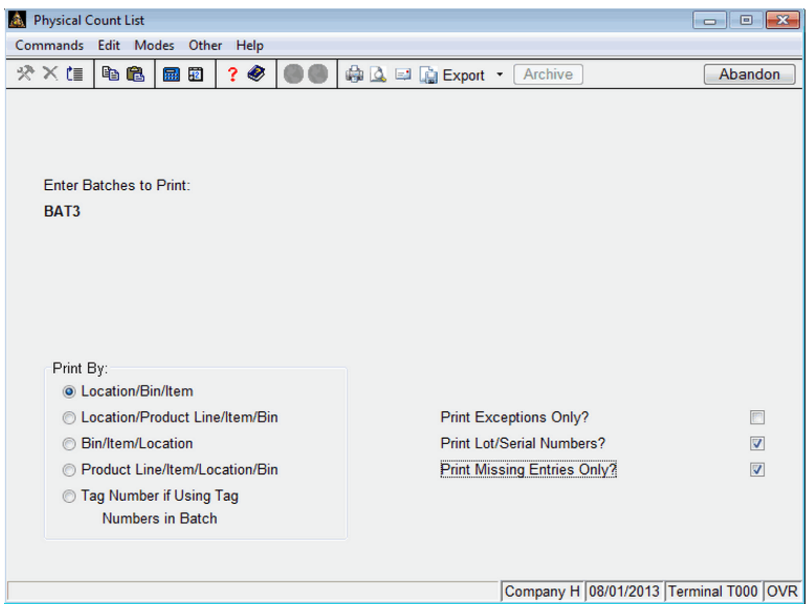
Use Tag Numbers?	YES
Display Frozen Quantities?	YES
Enter Exceptions Only?	YES
Default Counted Quantities?	YES
Print Tags for Zero Quantities?	NO
Freeze Quantities?	YES

Physical Count List

After you enter physical counts, produce a list of quantities from selected batches so that you can verify that the correct quantities were entered.

A sample Physical Count List is on page 11-28. An asterisk (*) indicates that there is a gap in the tag number sequence or that a tag number is missing.

Use the Physical Count List screen to enter batches whose quantities you want to include in the list.



Inquiry

1. Enter the IDs of the batches you want to include in the list.

2. Select the order in which you want to organize the list in the **Print By** section.

3. If you want to list only exceptions for the batches, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want to list lot and serial numbers for each item, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If you want to print a list of items that have not been entered through tags or worksheets, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device for the list. See "Reports" on page 1-25 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Physical Count List

Builders Supply
Physical Count List
Page 3 of 4

Batch ID BAT3

Tag No.	Item ID / Location / Lot Number	Description / Serial Number	Bin	Product Line	Application	Department	Phys Count	Units
00000019	700300		I-13	COMPONENT	CABINET		90.0000	EA
	MN0002	Handles						
00000020	700400		I-13	COMPONENT	CABINET		4961.0000	EA
	MN0002	Wood Screws						
00000021	700100		I-15	COMPONENT	CABINET		170.0000	EA
	MN0002	Walnut Cabinet						
00000022	700998		I-17	COMPONENT	CABINET		36.0000	EA
	MN0002	Varnish Brushes						
00000023	700999		I-17	COMPONENT	CABINET		15694.0000	EA
	MN0002	Oil Rags						
00000024	701		I-19	MATERIAL	CABINET	INTERIOR	34.0000	EA
	MN0002	Walnut Utility Cabinet						

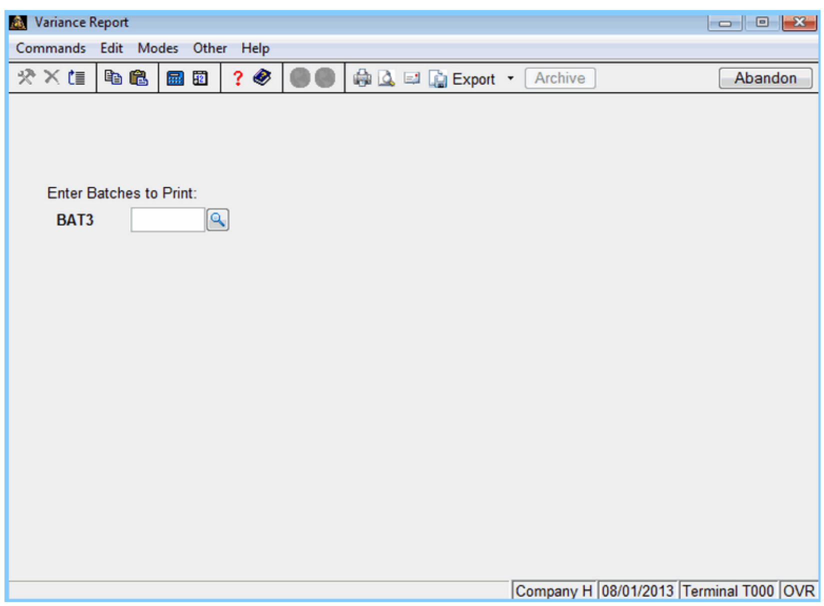
Variance Report

After you enter and verify the physical count of your inventory, produce the Variance Report. It shows the difference between the counts you entered and the frozen quantities in the system.

You must print the **Variance Report** before you use the **Update Perpetual Inventory** function.

Use the Variance Report screen to enter the batches that you want to include in the report.

Select **Variance Report** from the **Physical Inventory** menu. The Variance Report screen appears.



Inquiry

1. Enter the IDs of the batches you want to include in the report.

2. Select the output device for the report. See “Reports” on page 1-25 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Variance Report

Builders Supply
Variance Report

Page 1 of 1

Batch ID : BAT3

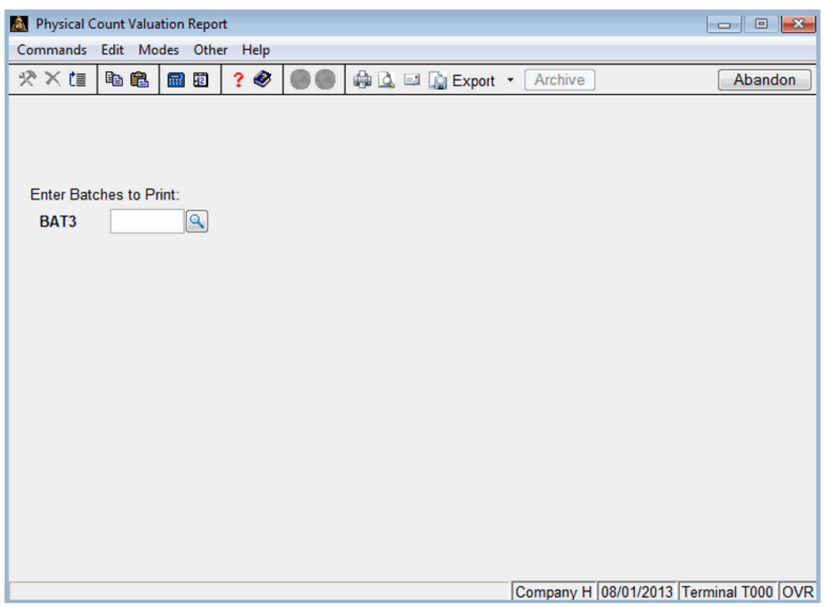
Tag No.	Item ID / Location / Serial/Lot Detail	Bin / Description	Product Line	Application	Department	Phys. Count / Froz. Count / Variance	Units	Unit Cost	Cost Variance
00002004	700119	I-10	COMPONENT	CABINET		13.0000	SET	3.6600	7.32-
	MN0002	Drawer Hardware				15.0000			
						2.0000-			
00002014	700998	I-17	COMPONENT	CABINET		38.0000	EA	2.6300	5.26
	MN0002	Varnish Brushes				36.0000			
						2.0000			
00002018	700115	I-8	COMPONENT	CABINET		16.0000	EA	12.4300	12.43
	MN0002	Drawer Assembly				15.0000			
						1.0000			
							Batch Total		10.37
							GRAND TOTALS		10.37

Physical Count Valuation Report

Use the **Physical Count Valuation Report** function on the **Physical Inventory** menu to produce a list of your inventory items and their quantities and values in dollars.

Use the Physical Count Valuation Report screen to select the batches you want to include in the report.

Select **Physical Count Valuation Report** from the **Physical Inventory** menu. The Physical Count Valuation Report screen appears.



Inquiry

1. Enter the batches you want to include in the report.

2. Select the output device for the report. See “Reports” on page 1-25 for more information. After the list is produced, the **Physical Inventory** menu appears.

Physical Count Valuation Report

Builders Supply Page 2
Physical Count Valuation Report

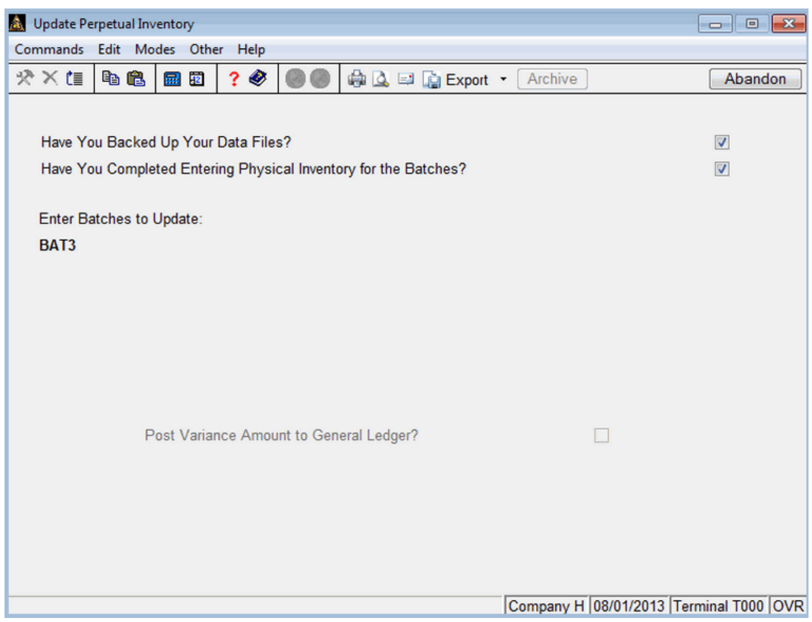
Batch	Inventory Number	Location	Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	700100	MN0002	EA	170.0000	170.0000	.0000	18684.70	18684.70	.00
BAT3	700110	MN0002	EA	85.0000	85.0000	.0000	4884.95	4884.95	.00
BAT3	700111	MN0002	EA	525.0000	525.0000	.0000	36781.50	36781.50	.00
BAT3	7001111	MN0002	OZ	1200.0000	1200.0000	.0000	72.00	72.00	.00
BAT3	7001112	MN0002	SET	12.0000	12.0000	.0000	22.44	22.44	.00
BAT3	700113	MN0002	EA	3.0000	3.0000	.0000	7.50	7.50	.00
BAT3	700115	MN0002	EA	15.0000	15.0000	.0000	186.45	186.45	.00
BAT3	700117	MN0002	EA	4.0000	4.0000	.0000	21.64	21.64	.00
BAT3	700119	MN0002	SET	15.0000	15.0000	.0000	54.90	54.90	.00
BAT3	700120	MN0002	OZ	682.0000	682.0000	.0000	354.64	354.64	.00
BAT3	700130	MN0002	OZ	632.0000	632.0000	.0000	271.76	271.76	.00
BAT3	700199	MN0002	EA	25.0000	25.0000	.0000	1551.75	1551.75	.00
BAT3	700200	MN0002	EA	91.0000	91.0000	.0000	185.64	185.64	.00
BAT3	700300	MN0002	EA	90.0000	90.0000	.0000	187.20	187.20	.00
BAT3	700400	MN0002	EA	4961.0000	4961.0000	.0000	545.71	545.71	.00
BAT3	700998	MN0002	EA	36.0000	36.0000	.0000	94.68	94.68	.00
BAT3	700999	MN0002	EA	15694.0000	15694.0000	.0000	1255.52	1255.52	.00
BAT3	701	MN0002	EA	34.0000	34.0000	.0000	2961.74	2961.74	.00
				GL Code 02 Total			68124.72	68124.72	.00
				Account 104000 Total			68124.72	68124.72	.00

Update Perpetual Inventory

Use the **Update Perpetual Inventory** function after you complete and verify other Physical Inventory functions to update quantities for the items selected in each batch.

Use the Update Perpetual Inventory screen to enter the batches you want to use to update the Inventory quantity and General Ledger files.

Select **Update Perpetual Inventory** from the **Physical Inventory** menu. The Update Perpetual Inventory screen appears.



1. If you have backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode) and do so before continuing.

2. If you have completed entering physical counts for the batch, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), return to the **Physical Inventory** menu, and finish your entries before continuing.

   Note: You must also produce the Variance Report before you update your perpetual inventory. You cannot reconstruct this report after you post.

Inquiry

3. Enter or select the batches for which you want to update quantities.

4. If Inventory interfaces with General Ledger and you want to post directly to General Ledger, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. If Inventory interfaces to General Ledger and last-year files exist in General Ledger, select the fiscal year to which you want to post journal entries.

6. Select the output device for the log. See "Reports" on page 1-25 for more information.

   After the list is produced, the **Physical Inventory** menu appears.

Update Perpetual Inventory Log

Builders Supply
Update Perpetual Inventory
Variances posted to General Ledger
Post Code 00000004
Page 1 of 1

GL Account	Debit	Credit
104000	10.37	
504000		10.37
Posted to Year 2013 Period 12	10.37	10.37
Batch ID : BAT3		

CHAPTER 12

12

File Maintenance

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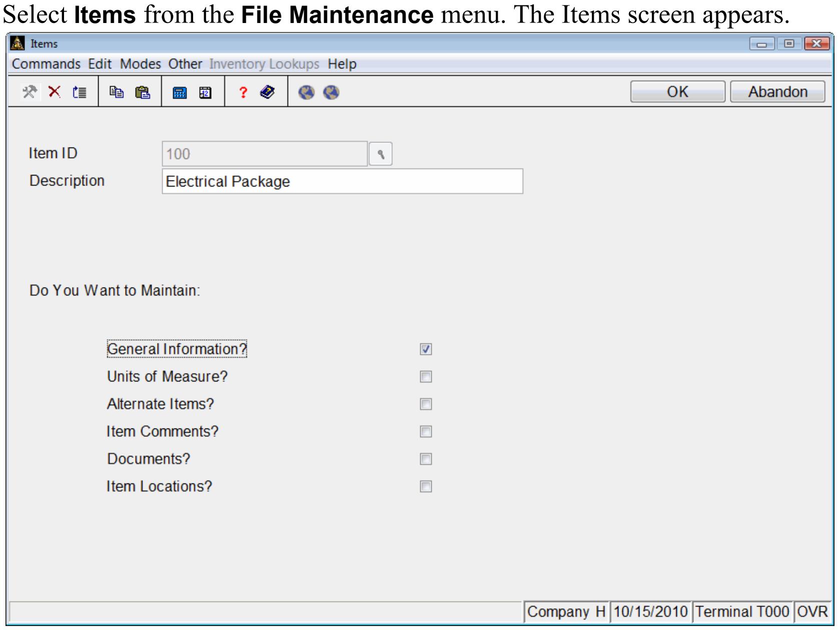
Items

Use the **Items** function on the **File Maintenance** menu to enter and maintain your inventory items at the item level.

To produce a list of the information entered on the Items screen, use the **Item Detail List** function on the **Master File Lists** menu.

Use the Items selection screen to enter an item ID and description and to select the information you want to enter or change: General Information, Units of Measure, Alternate Items, Item Comments, Documents, and Item Locations.

Select **Items** from the **File Maintenance** menu. The Items screen appears.



Inquiry

1. Enter or select the ID of the item whose information you want to add or change in the **Item ID** box.

Inquiry

2. The **Copy From** box appears if you entered a new item ID. Enter the ID of the item whose information you want to copy.

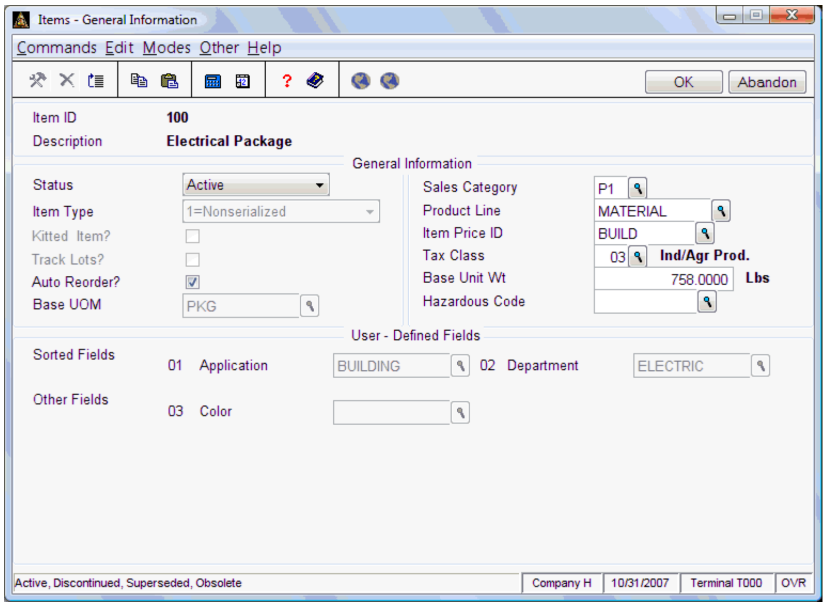
3. Enter a description of the item in the **Description** box. If you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function, the **Additional Descriptions** dialog box appears.

4. For each screen you want to work on, select the corresponding check box (or enter **Y** in text mode). To skip a screen, clear the corresponding box (or enter **N** in text mode).

   If you are adding new items, you must enter general information.

5. When you use the **Proceed** (**OK**) command to save your entries, the first screen you selected from the Items selection screen appears. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

General Information



Use the General Information screen to enter or change general information about the item, default values, and user-defined fields.

The ID of the item and the description of the item you are working with appears.

1. Enter or change the status of the item in the **Status** box:

   - **A**ctive
   - **D**iscontinued
   - **S**upersede
   - **O**bsolete

2. In the **Item Type** box, select the type of item you are setting up. An item can be any of these types: nonserialized, serialized, or service.

   Note: Once there are quantities for an item, you cannot change the item type and this field is unavailable.

3. If the item can be used as a kit, select the **Kitted Item?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you are working with a service item, this field is skipped.

4. If you want to track lots for the item, select the **Track Lots?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you are working with a service item or a kitted item, this field is skipped.

5. If you want the item to be in the Reorder Report whenever the reorder level is reached, select the **Auto Reorder?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you are working with a service item or a kitted item, this field is skipped.

Inquiry
Maint

6. Enter or change the base unit of measure in the **Base UOM** box. Use the smallest unit of measure at which the item is sold or stocked.

Inquiry
Maint

7. Enter or change the sales category, product line, and item price ID for the item.

Inquiry
Maint

8. Enter or change the tax class the item belongs to in the **Tax Class** box.

9. Enter or change the weight of the item in the **Base Unit Wt** box.

Inquiry
Maint

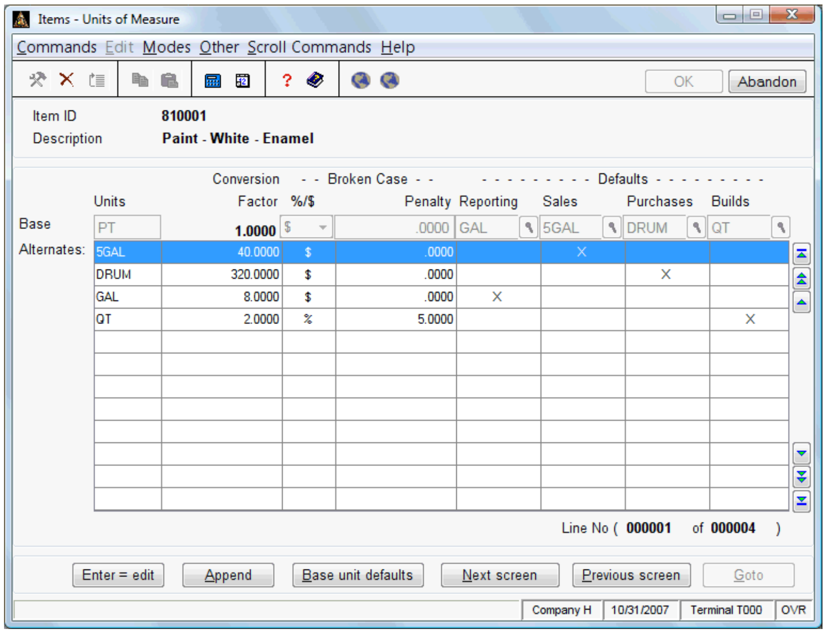
10. Enter or change the hazardous material code for the item in the **Hazardous Code** box.

Inquiry
Maint

11. Enter or change the user-defined fields for the item in the **User-Defined Fields** section of the screen.

    When you use the **Proceed** (**OK**) command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Units of Measure



Use the Units of Measure screen to set up or maintain an unlimited number of alternate units of measure for an item. The ID and description of the item you are working with and the base unit of measure you entered on the General Information screen appears. The conversion factor tells the system what portion of the base unit the alternate unit is. Enter the conversion factor for the base unit of measure.

1. The penalty factor (**%/$**) determines the price when fractional parts of a unit are sold. A penalty expressed as a percentage applies to the fractional part of the units sold, resulting in a unit penalty for fractional quantities sold. A penalty expressed as a dollar amount applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

   To charge a percentage that applies to the fraction of the units sold, click **Base unit defaults** (or press **B** in text mode) and enter **%**. To charge a dollar amount that applies to the entire sale, enter **$**.

2. Enter the percentage or dollar amount of the penalty in the **Penalty** box.

3. Enter or select the default unit of measure in the **Default** box.

4. Select a command:

   - To edit a line, move the prompt to the line you want to edit and press **Enter**.

   - Press **A** to add a unit of measure to the list.

   - Press **B** to go to the **%/$** box and edit penalty information. You can also enter an alternate default unit of measure for Reporting, Sales, Purchases, or Builds.

   - Press **N** to go to the next screen you selected or to return to the Items selection screen if the Units of Measure screen is the last screen you selected.

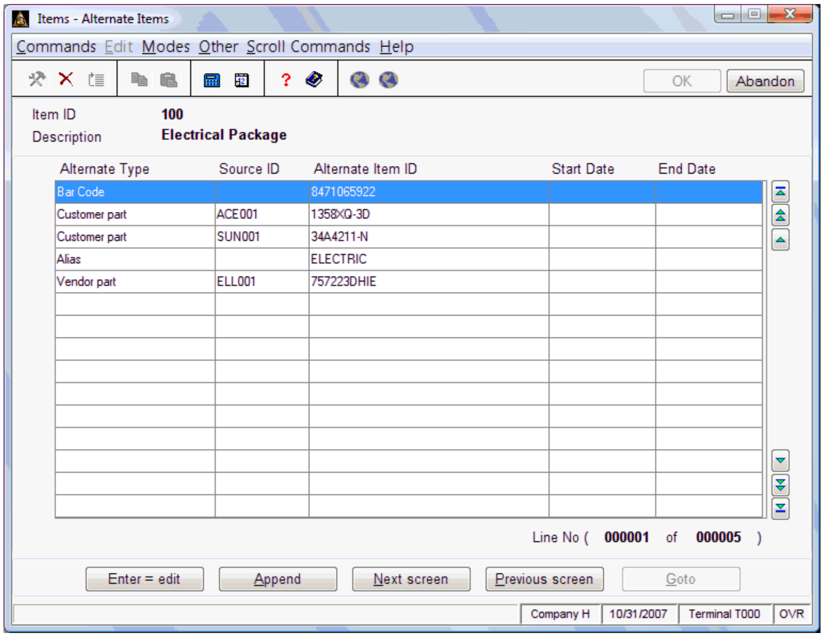
   - Press **P** to go to the previous screen or to return to the Items selection screen if the Units of Measure screen is the first screen you selected.

   - Press **G** to go to a specific alternate unit of measure (this command is only available if there are more than one page of entries).

   - To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

   When you use the **Proceed** (**OK**) command to save your entries and exit from the Units of Measure screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Alternate Items



Use the Alternate Items screen to set up and maintain alternate, customer, superseded, bar code, and vendor part numbers for an item.

The ID and description of the item you are working with appears.

Select a command:

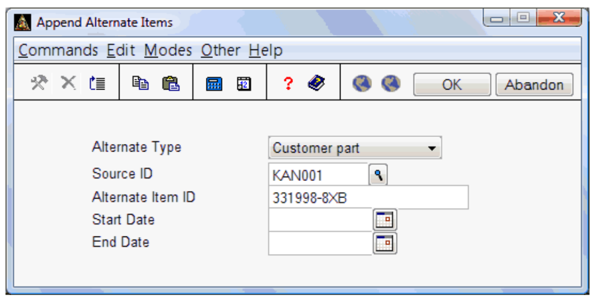
- To edit a line, move the prompt to the line you want to edit and press **Enter**. The Edit Alternate Items dialog box appears.

- Press **A** to add an alternate item to the list. The Append Alternate Items dialog box appears.

- Press **N** to go to the next screen you selected or to return to the Items selection screen if the Alternate Items screen is the last screen you selected.

- Press **P** to go to the previous screen or to return to the Items selection screen if the Alternate Items screen is the first screen you selected.
- Press **G** to go to a specific alternate item (this command is only available if there are more than one page of entries).
- To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Alternate Items



1. In the **Alternate Type** box, select the type of alternate you want to use:

   - a**L**ias
   - **A**lternate part number
   - **C**ustomer part number
   - **S**uperseded part number
   - **B**ar code
   - **V**endor part number

Inquiry

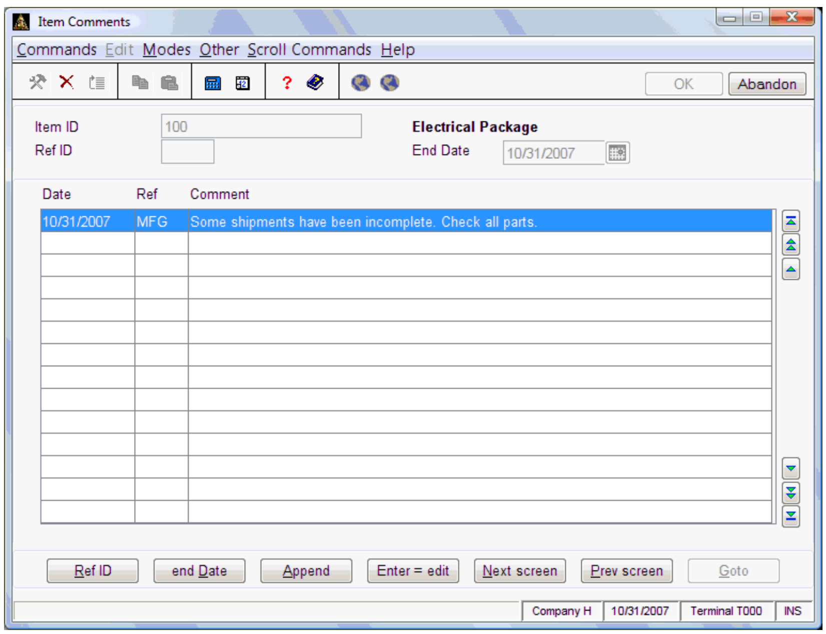
2. If you selected a customer alternate, enter a customer ID; if you selected a vendor alternate, enter or select a vendor ID in the **Source ID** box.

Inquiry

3. In the **Alternate Item ID** box, enter or change the ID for the alternate item you selected.
4. Enter the date you will begin using the alternate item in the **Start Date** box.
5. Enter the date you will stop using the alternate item in the **End Date** box. To set the end date for an indefinite time, leave this field blank.

When you use the **Proceed** (**OK**) command to save your entries and exit from the Alternate Items screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Item Comments



Use the **Comments** screen to set up comments about an item.

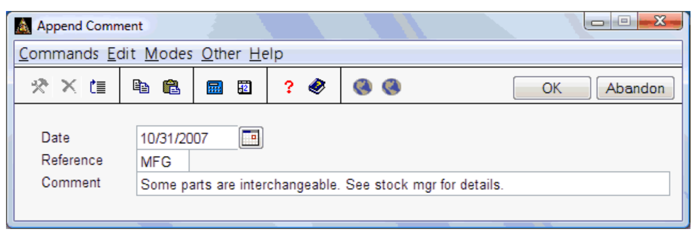
The ID, description, reference ID (ID of the terminal at which you are working), and the date of the most recent item comment you are working with appears. The comments are arranged by date—the most recent date first—then by reference ID.

Select a command:

- Press **R** to return to the **Ref ID** box to enter a new reference ID.
- Press **D** to return to the **End Date** box and enter a new end date by which to sort comments.
- Press **A** to add a new comment. The Append Comment screen appears.
- Press **Enter** to edit a selected comment. The Edit Comment screen appears.
- Press **N** to view comments for the next ID on record.
- Press **P** to view or edit comments for the previous ID on record.
- Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



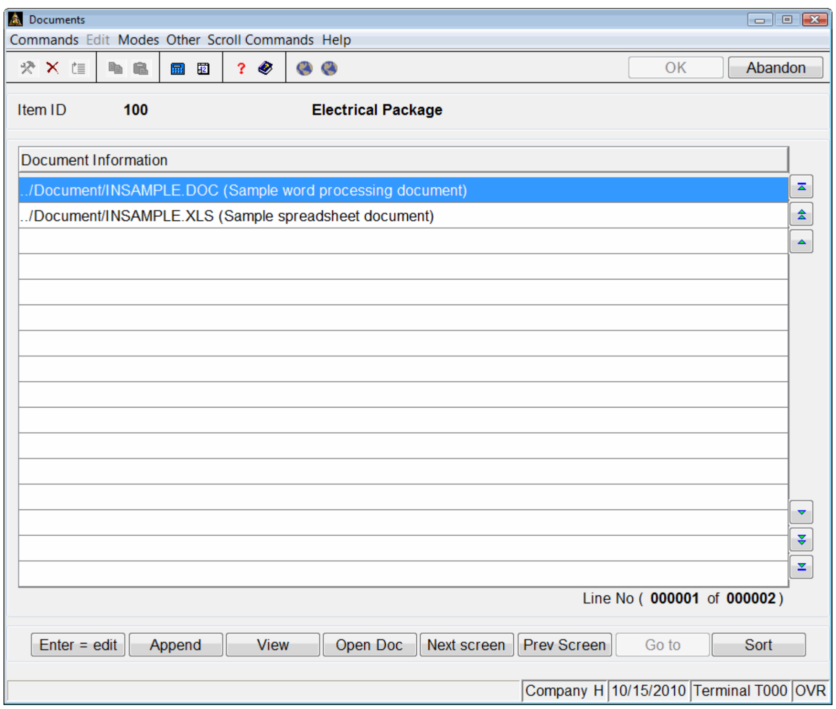
1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.
3. Enter or edit the comment, then press **Enter** to save the comment record.

When you use the **Proceed** (**OK**) command to save your entries and exit from the Comments screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Documents

If you elected to add or change documents attached to a record, the Documents screen appears. There are many types of documents you can attach, for example, warranty information, item pictures, catalogs, and so on.

Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager Guide* for more information.



Select a command:

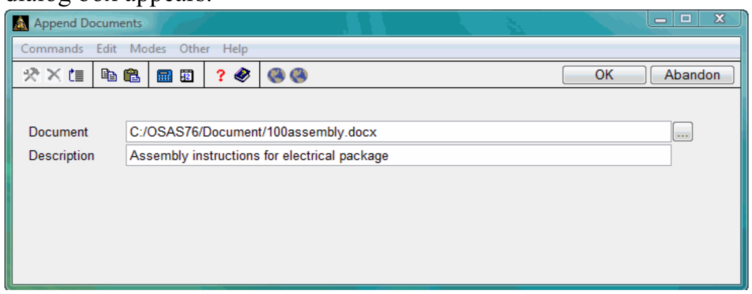
- To edit document information, move to the line you want to edit, and press **Enter**. The Edit Documents dialog box appears.
- Press **A** to attach a new document. The Append Document dialog box appears.
- Press **V** to view document information. The View Documents dialog box appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit information set up in the Resource Manager **File Types** function in order to associate files with your preferred applications.
- Press **N** to view the next screen.
- Press **P** to view the previous screen.
- Press **G** to move directly to a different document. Then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents).
- Press **S** to change the order in which the document information is sorted.
- Use the **Exit** (**F7**) command to return to the function screen from which you accessed the Documents command when you are finished viewing attached documents.

  When you use the **Proceed** (**OK**) command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Attach a Document

To attach a document to a record, follow these steps:

1. Click **Append** or enter **A** to attach a document. The Append Documents dialog box appears.



2. Enter the full document path, file name, and extention and a description of the file you want to attach to the master file record.

   You can use the **Documents** directory (as specified in the Resource Manager **Directories** function) to simplify entering document information. To use this directory, make sure all users have access to the **Documents** directory, then store document attachments in that directory. Use the **Proceed** (**OK**) command to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** command to save your changes.

To view the file information about attached documents, select the document and then select **View** (or press **V** in text mode). The View Documents dialog box appears. Press any key to exit.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

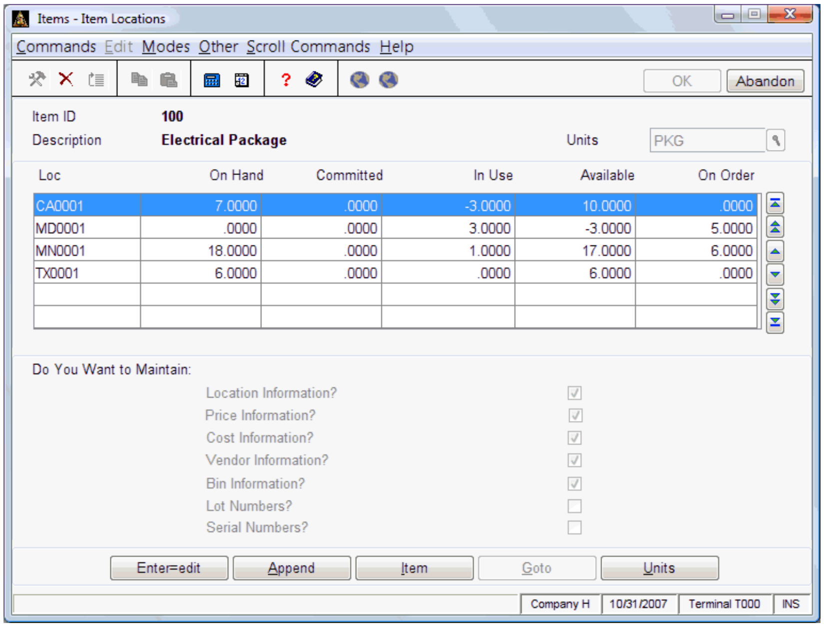
Note: If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (**/**) and vice versa.

Delete Attached Documents

To remove a document attachment, select the attached document you want to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Keep in mind that this procedure only removes the attachment from the master file record; it does not delete the file from its storage location.

When you use the **Proceed** (**OK**) command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Item Locations



Use the Item Locations selection screen to set up the locations where the item is stored.

You can get to the Item Locations selections screen from the **Items** function or from the **Item Locations** function. The field descriptions are in the **Item Locations** function.

Use the **Proceed** (**OK**) command to save your entries and return to the Item selection screen. Then enter another item ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

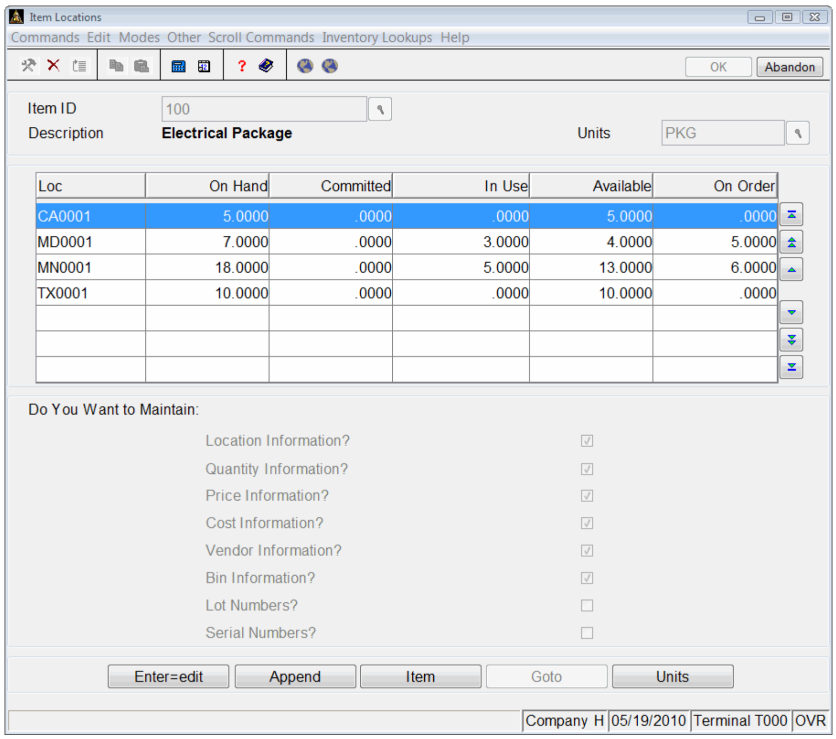
Item Locations

Use the **Item Locations** function to add and maintain the following item-specific information at the location level:

- General default information
- Quantity Information
- Price information
- Cost information
- Vendor information
- Bin information
- Lot numbers
- Serial numbers

To produce a list of the information entered on the Item Locations screen, use the **Item Locations List** function on the **Master File Lists** menu.

Select **Item Locations** from the **File Maintenance** menu. The Item Locations screen appears.



Use the Item Locations selection screen to enter the item whose location information you want to add or change and to select the information that you want to add or change.

Inquiry

1. In the **Item ID** box, enter or select the ID of the item for which you want to add or change location information. The description of the item appears.

2. Accept the current unit of measure, or enter a different unit in the **Units** box. The unit is used for the quantity display in the location scroll region.

3. The location IDs for the item appear in the **Loc** column.

If you delete a location record that contains inventory items, you can no longer access those item location records. If you accidentally delete a location that contains inventory items, reenter the location, using the same ID. You can then access the items again.

The following information appears:

- Number of units on hand at the location
- Number of units of the item that customers have on order or reserved
- Quantity being used
- Quantity available for sale (the on-hand quantity minus the in-use and committed quantities)
- Quantity that is on order from vendors appear

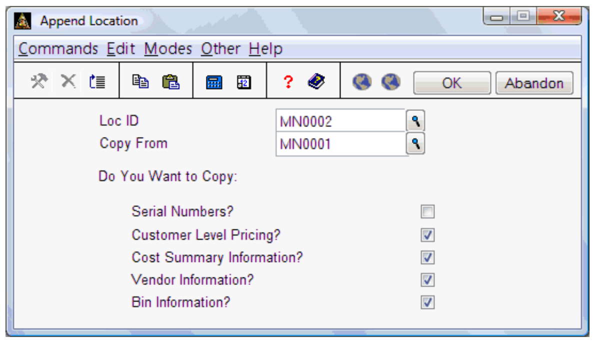
4. Select a command:

   - Press **A** to add a location to the list for this item. The Append Location dialog box appears.
   - Press **I** to go to the **Item ID** box and enter a different item ID.
   - Press **U** to go to the **Units** box and enter a different unit of measure.
   - Move the prompt to the location you want to edit and press **Enter**. The cursor goes to the **Do You Want to Maintain** section where you can select the screens you want to edit.

     Select the box (or enter **Y** in text mode) for each screen you want to work on; clear the box (or enter **N** in text mode) for each screen you do not want to work on. Then see the appropriate screens below.

     When you use the **Proceed** (**OK**) command, the first screen you selected on the Item Locations screen appears. If you did not select any screens, you are returned to the **Item ID** box on the Item Locations screen.
   - To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append Location



Use the Append Location dialog box to copy information from an existing location record.

Inquiry

1. Enter the ID of the location record you want to add in the **Loc ID** box.

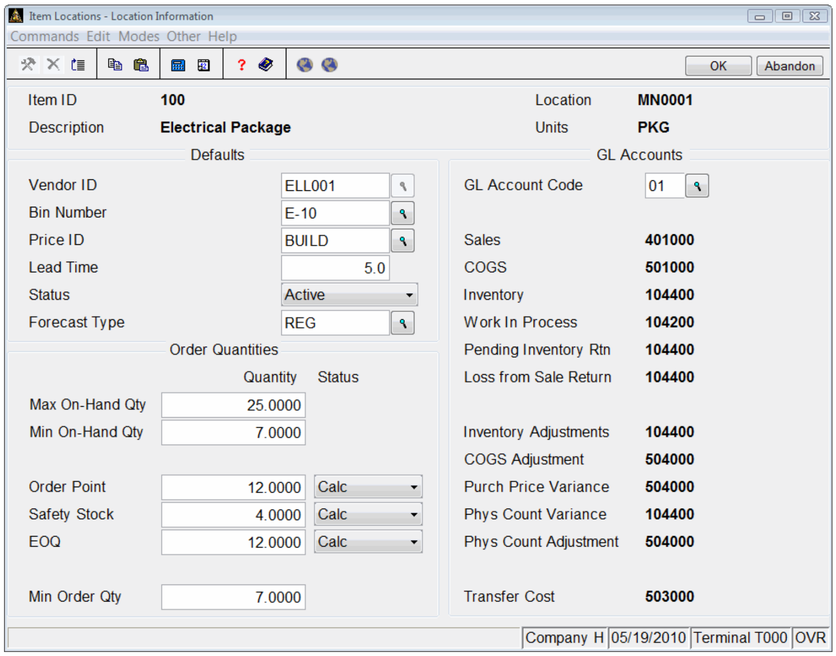
Inquiry

2. Enter the ID of the location record you want to copy in the **Copy From** box.

3. For each option, select the check box (or enter **Y** in text mode) to indicate that you want to copy the information from the location record, or clear the box (or enter **N** in text mode) to skip copying that information.

4. To save your entries and exit to the Item Locations screen, use the **Proceed** (**OK**) command. To exit to the Item Locations screen without saving your entries, use the **Exit** (**F7**) command.

Location Information



Use the Location Information screen to enter or change default information, inventory values, order quantities, GL accounts, and item quantity information.

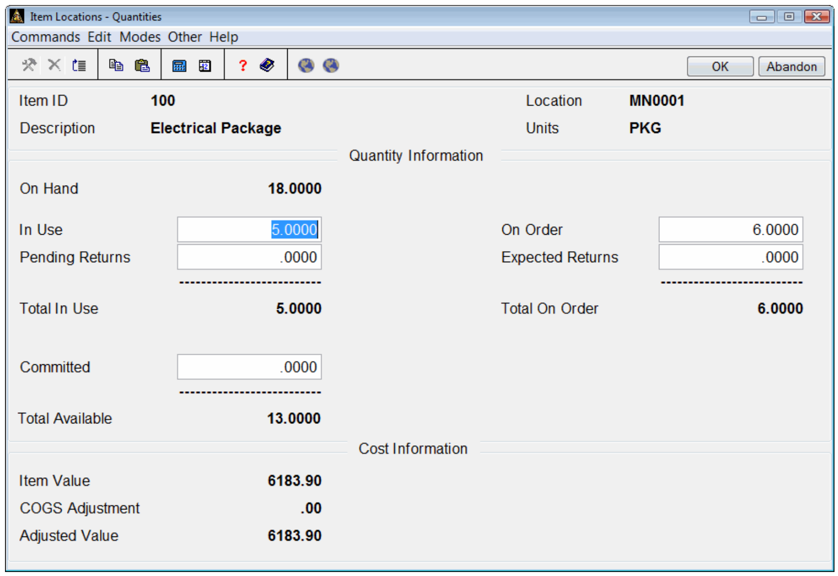
Field Definitions

	Field Name	Description
	Item ID	The ID of the item you are working with appears.
	Location	The location you selected on the Item Locations screen appears.
	Description	The description of the item appears.
	Units	The unit of measure you are working with appears.
Inquiry	**Vendor ID**	Enter or change the vendor from whom you usually purchase the item.
Inquiry	**Bin Number**	Enter or change the bin number where the item is stored.
Inquiry Maint	**Price ID**	Enter or change the price ID for the item. The price ID can be used to calculate a price for the item using the **Price Structures** function.
	Lead Time	Enter or change the number of days it usually takes the vendor to ship the item to you.
	Status	Enter or change the status of the item at the location: • **A**ctive • **D**iscontinued • **S**uperseded • **O**bsolete
Inquiry Maint	**Forecast Type**	Enter the forecast type for the item.
	Max On-Hand Qty	Enter or change the maximum quantity you want to have on hand at one time.
	Min On-Hand Qty	Enter or change the minimum quantity you want to have on hand at one time.
	Order Point	Enter or change the reorder point quantity. When the number of units in stock reaches this point, the item is listed in the Safety Stock Alert Report.

Field Name	Description
Order Point Status	If you changed the order point quantity, enter **M** (*manual*). If the system calculates the order point, the order point status is *calculated*. If you want to *freeze* the current order point quantity, enter **F**.
Safety Stock	Enter or change the quantity you want to have as a safeguard against the uncertainty of the order process.
Safety Stock Status	If you changed the amount of the safety stock, enter **M** (*manual*). If the system calculates the safety stock, the safety stock status is *calculated*. If you want to *freeze* the current order point quantity, enter **F**.
EOQ Quantity	Enter or change the most economic order quantity you usually order from the vendor.
EOQ Status	If you changed the EOQ amount, enter **M** (*manual*). If the system calculates EOQ, the EOQ status is *calculated*. If you want to *freeze* the current EOQ quantity, enter **F**.
Min Order Qty	Enter or change the minimum quantity you want to order.
Inquiry Maint **GL Account Code**	Enter or change the GL account code you want to use.
GL Accounts	The GL account numbers associated with the GL account code you entered appear.

When you use the **Proceed** (**OK**) command to save your entries, the next screen you selected from the Item Locations selection screen appears. If you did not select another screen, the Item Locations selection screen appears.

Quantity Information



Use the Quantity Information screen to adjust the item quanities in a particular location.

If needed, you can adjust the **In Use**, **Pending Returns**, **Committed**, **On Order**, and **Expected Returns** fields. The other fields are calculated from inventory information.

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with appears.
Location	The location you selected on the Item Locations screen appears.
Description	The description of the item appears.
Units	The unit of measure you are working with appears.
On Hand	The quantity on hand at the location appears.
In Use	Enter or change the quantity that has been invoiced but not posted. When you sell an item through Accounts Receivable or Sales Order, the quantity that is sold is stored in this field until it is posted.
Pending Returns	Enter or change the quantity of returns that have arrived at your warehouse, but have not yet been returned to stock. If Inventory is interfaced with Sales Order, when you receive returned merchandise, the quantity is stored in this field until you return it to stock via the approval process.
Committed	Enter or change the number of units of the item on order for customers or otherwise reserved. If Inventory interfaces with Sales Order, this field is updated when you enter orders or a new sales order using the **Inventory Transactions** function.
Available	The quantity available for sale (the on-hand quantity minus the in-use and committed quantities) appears.

On Order Enter or change the quantity that is on order from the vendors.

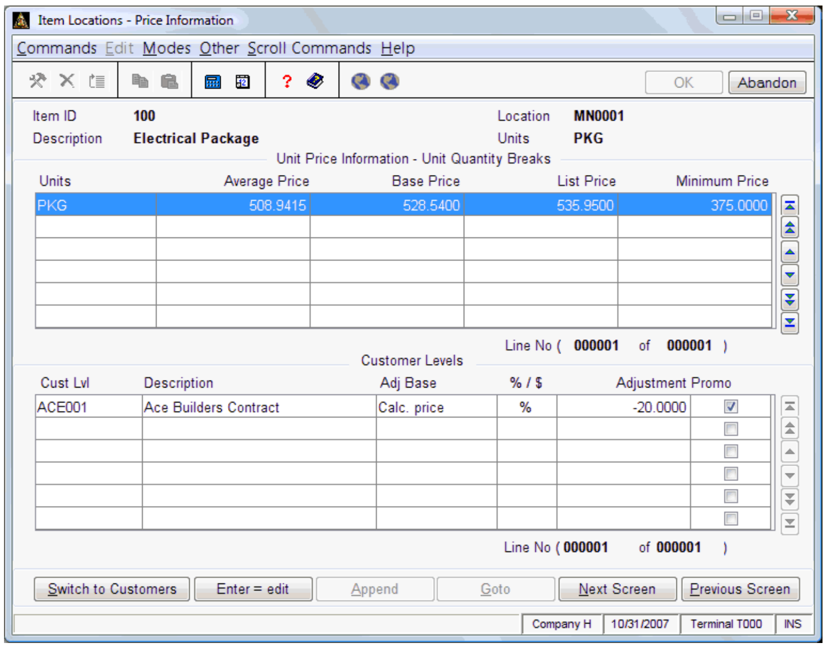
If Inventory is interfaced with Purchase Order, the quantity of items you ordered from vendors is stored in this field until you receive them.

Expected Returns Enter or change the quantity that is expected to be returned to you.

If Inventory is interfaced with Sales Order, this is the quantity of items entered into RMAs but not yet received. When the goods are received, the quantity is moved to Pending Returns until the items are returned to stock.

When you use the **Proceed** (**OK**) command to save your entries, the next screen you selected from the Item Locations selection screen appears. If you did not select another screen, the Item Locations selection screen appears.

Price Information



Use the Price Information screen to define item-specific pricing for selected customer levels.

The ID of the item with which you are working, the location you specified on the Item Locations screen, the description of the item, and the default unit of measure appears.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

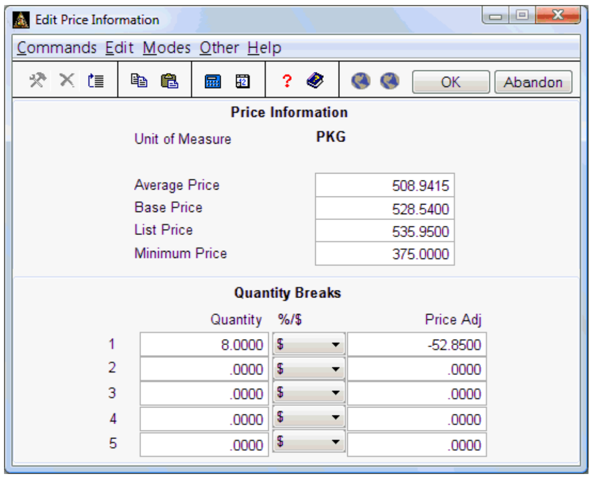
Unit Price Information - Unit Quantity Breaks

The average price, base price, list price, and minimum price for the item at the location appears.

Select a command:

- Press **S** to switch to the **Customer Levels** section of the screen.
- Move the prompt to the line you want to edit and press **Enter**. The Edit Price Information screen appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Price Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Price Information screen is the first screen you selected.

Edit Price Information



Use the Edit Price Information dialog box to change pricing information for the unit specified and to view quantity breaks for the item.

The unit of measure for the item appears.

1. Enter or change the average selling price of the item in the **Average Price** box.

2. Enter or change the selling price of each unit in the **Base Price** box.

3. Enter or change the manufacturer's suggested retail price of the item in the **List Price** box.

4. Enter or change the minimum price the item will be sold at in the **Minimum Price** box.

5. Enter or change one to five quantities that a customer must purchase to get the discount price in the **Quantity Breaks** section.

6. In the **%/$** box enter **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

7. Enter the amount of the quantity adjustment in the **Price Adj** box.

8. To save your entries and exit to the Price Information screen, use the **Proceed** (**OK**) command. To exit to the Price Information screen without saving your entries, use the **Exit** (**F7**) command.

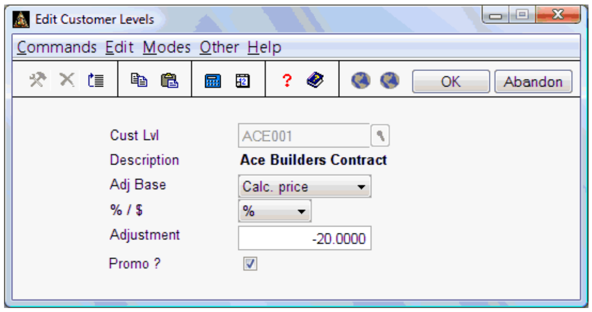
Customer Levels

The customer level and description associated with the location, the adjustment base, type, and amount for the customer level, and a flag indicating whether or not a promotional price is set up for and applied to the customer level appear in the customer levels section of the Price Information screen.

Select a command:

- Press **S** to go to the **Price Information** section of the screen.
- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Customer Levels dialog box appears.
- Press **A** to add a customer level to the list. The Append Customer Levels dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations screen if the Price Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations screen if the Price Information screen is the first screen you selected.

Append/Edit Customer Levels



If you are editing a customer level, this dialog box is called the Edit Customer Levels dialog box. If you are adding a customer level, this dialog box is called the Append Customer Levels dialog box.

Use the Append/Edit Customer Levels dialog box to enter customer level information you want to associate with the location.

Inquiry

1. When adding a customer level, enter the customer level you want to associate with the location in the **Cust Lvl** box.

   The description of the customer level appears.

2. Enter or change the adjustment base for the customer level:

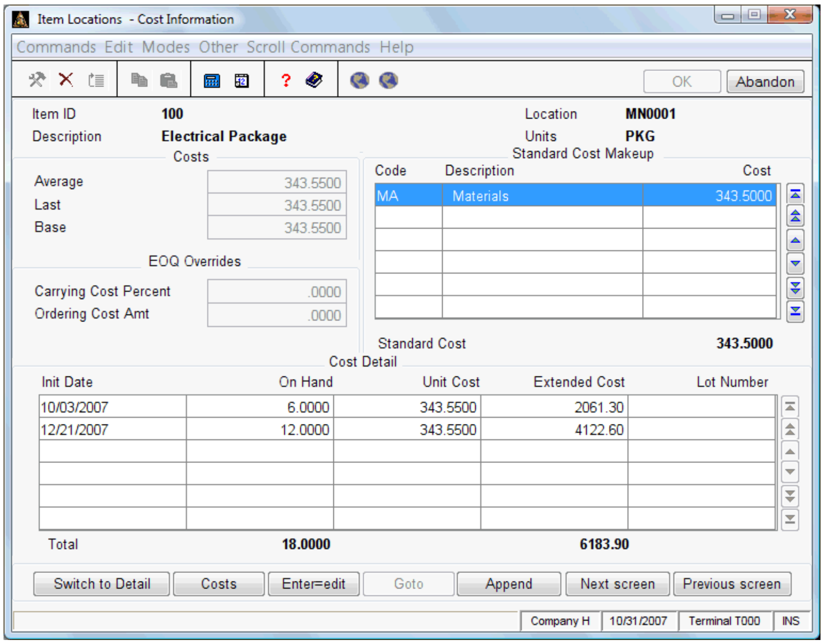
   - **N** – no base: fixed dollar amount
   - **S** – standard cost: cost of the item determine by the component costs
   - **B** – base cost: fixed cost
   - **A** – average price: weighted average of selling prices
   - **P** – price: selling (base) price
   - **L** – list price: published price
   - **M** – minimum price: lowest selling price
   - **C** – calculated price: price at the time the price break is calculated

3. If you want to use a percentage adjustment, enter **%**; if you want to use a dollar adjustment, enter **$** in the **%/$** box.

4. Enter or change the amount of the adjustment in the **Adjustment** box. Negative amounts are subtracted from the base and positive amounts are added to it.

5. If a promotional price is set up and should be applied to the customer level, select the **Promo?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Cost Information



Use the Cost Information screen to define item-specific costs, EOQ overrides, standard cost makeup, and cost detail.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the unit of measure you are working with appear.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Costs and EOQ Overrides

1. Press **C** to go to the **Costs** section of the screen.

2. In the **Average** box, enter or change the weighted average cost of the item, regardless of the costing method you are using.

3. In the **Last** box, enter or change the last price paid for each unit, regardless of the costing method you are using.

   If Accounts Payable/Purchase Order interface with Inventory, this field is updated.

4. Enter or change the cost of the unit in the **Base** box.

5. If you entered a carrying cost percent using the **Locations** function, it appears in the **Carrying Cost Percent** box.

   Enter the amount by which you want to override the carrying cost. When you override the carrying cost, you allow for an increase or a decrease to the item's carrying cost as a result of abnormal conditions.

6. If you entered an ordering cost using the **Locations** function, it appears in the **Ordering Cost Amt** box.

   Enter the amount by which you want to override the ordering cost. When you override the ordering cost, you allow for an increase or a decrease to the item's ordering cost as a result of abnormal conditions.

7. Tab out of the **Ordering Cost Amt** box to go to the Cost Detail section of the screen.

Standard Cost Makeup Section

1. Press **S** to switch to the **Standard Cost Makeup** section of the screen.

2. Select a command:

   - Press **Tab** to go to the **Cost Detail** section of the screen.

   - Press **C** to go to the **Costs** section of the screen.

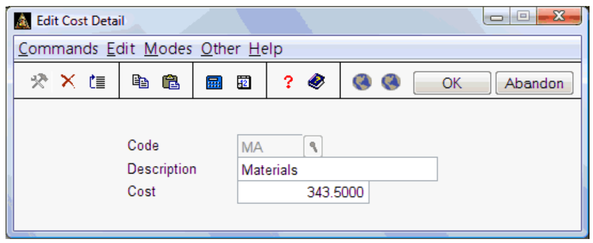
   - To edit, move the prompt to the standard cost bucket you want to edit and press **Enter**. The Edit Cost Detail dialog box appears.

   - Press **A** to add a standard cost makeup code and the associated cost. The Append Cost Detail dialog box appears.

   - Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.

   - Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Cost Information screen is the first screen you selected.

Append/Edit Cost Detail (Standard Cost Makeup)



If you are editing cost details, this dialog box is titled Edit Cost Detail. If you are adding cost details, this dialog box is titled Append Cost Detail.

Use the Append/Edit Cost Detail dialog box to enter cost detail information.

Inquiry

Maint

1. If you are using the standard costing valuation method, enter or select the standard cost codes in the **Code** box.

2. The description of the standard cost code appears. Edit it, if necessary.

3. Enter or change the amount of the cost bucket in the **Cost** box.

   The standard cost total (total of the costs entered) appears on the Cost Information screen in the **Standard Cost Makeup** section.

4. Use the **Proceed** (**OK**) command to save your changes and return to the Cost Information screen.

Cost Detail Section

1. Press **S** to switch to the **Cost Detail** section of the screen.

2. Select a command:

   - Press **Tab** to go the **Standard Cost Makeup** section of the screen.

   - Press **C** to go to the **Costs** section of the screen.

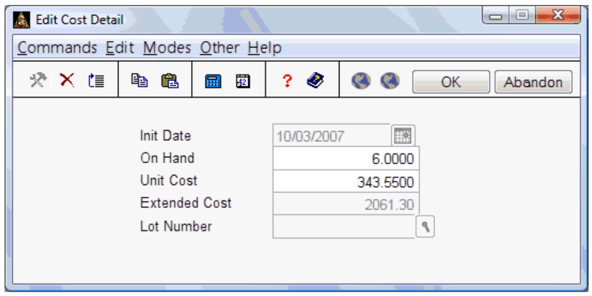
   - To edit, move the prompt to the cost detail you want to edit and press **Enter**. The Edit Cost Detail dialog box appears.

   - Press **A** to add a cost detail line. The Append Cost Detail dialog box appears.

   - Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.

   - Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.

Append/Edit Cost Detail (Cost Detail)



If you are editing cost details, this dialog box is titled Edit Cost Detail. If you are adding cost details, this dialog box is titled Append Cost Detail.

Use the Append/Edit Cost Detail dialog box to enter cost detail information.

1. When you add a cost detail, enter the first time the order was purchased in the **Init Date** box.

   Note: The cost detail information is not available for serialized items. The quantities are updated on the Serial Numbers screen when items are purchased or sold.

2. Enter or change the quantity of items in stock at the location in the **On Hand** box.

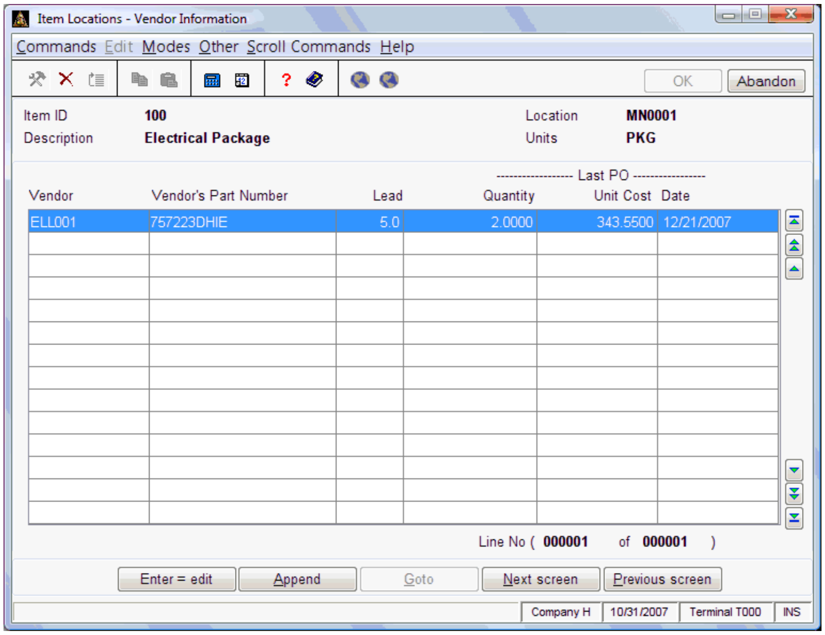
   If you elected to edit quantities in the Resource Manager **Options and Interfaces** function, you can edit the quantity on hand.

3. Enter the unit cost of the item in the **Unit Cost** box.

   The extended cost of the unit and the lot number (if lots are used) appear.

   On the Cost Information screen in the **Cost Detail** section, the total on-hand quantity of the unit and the total of all the cost buckets appear.

Vendor Information



Use the Vendor Information screen to set up vendors for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

The vendors available for the item and the number the vendor uses to identify the item appear. The Vendor's Part Number prints on the orders produced in Purchase Order if you use additional descriptions in Purchase Order.

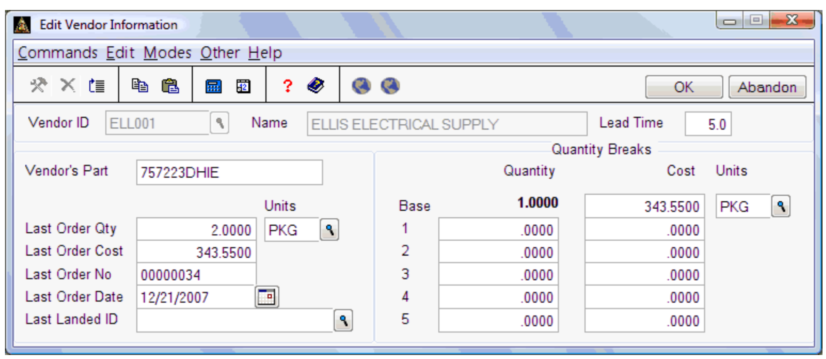
The number of days it usually takes the vendor to ship the item to you, the quantity and unit last ordered from the vendor appears, as does the last order cost from the vendor. The date the last purchase was made from the vendor also appears.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Vendor Information screen appears.
- Press **A** to add a vendor to the item. The Append Vendor Information screen appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Vendor Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Vendor Information screen is the first screen you selected.

Append/Edit Vendor Information



If you are editing vendor information, this dialog box is called the Edit Vendor Information dialog box. If you are adding vendor information, this dialog box is called the Append Information dialog box.

Use the Append/Edit Vendor Information dialog box to add or update quantity price break information and to add or change vendor purchase order information.

1. If you are editing a vendor record, the vendor ID you selected to edit appears. If you are adding a vendor record, enter the vendor's ID in the **Vendor ID** box.

2. If you are editing a vendor record, the name appears. If you are adding a vendor record, enter the vendor's name in the **Name** text box.

3. In the **Lead Time** text box, enter or change the number of days it usually takes the vendor to ship the item to you.

4. Enter or change the number the vendor uses to identify the item in the **Vendor's Part** text box. This information is printed on the orders produced in Purchase Order.

5. Enter or change the last quantity ordered from the vendor in the **Last Order Qty** box.

Inquiry

6. Enter or change the number of units you last ordered from the vendor in the **Units** box.

7. Enter or change the cost of the last order in the **Last Order Cost** text box.

8. Enter or change the order number of the last purchase made from the vendor in the **Last Order No** text box.

9. Enter or change the date the last order was placed with the vendor in the **Last Order Date** text box.

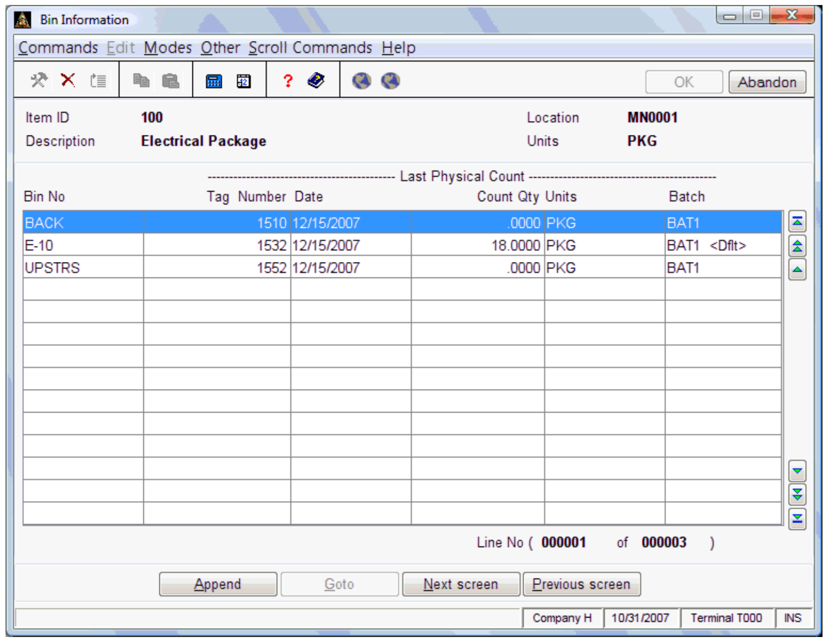
10. In the **Quantity Breaks** section of the dialog box, enter or change the quantity you must purchase before receiving the cost adjustment from the vendor.

11. Enter or change the vendor's unit cost for the quantity adjustment in the **Cost** text box.

    The default unit of measure appears.

12. To save your entries and exit to the Vendor Information screen, use the **Proceed** (**OK**) command. To exit to the Vendor Information screen without saving your entries, use the **Exit** (**F7**) command.

Bin Information



Use the Bin Information screen to enter bin locations for the item. The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen. The following information appears:

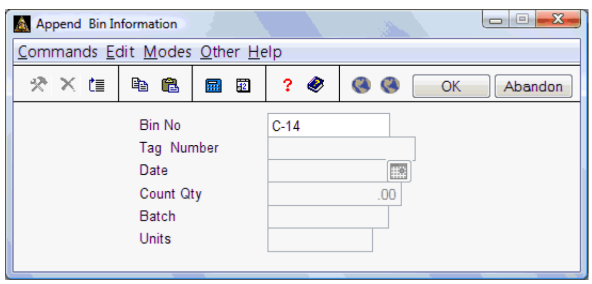
- The bin number where the item is stored.
- A tag number, if a tag number was assigned to the bin during the last physical count.
- The last date a physical count was taken.
- The quantity counted during the last physical count.
- The unit of measure on which the last physical count was based.
- The batch ID used in the last physical count.

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Select a command:

- Press **A** to add a bin number to the item. The Append Bin Information dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations screen if the Bin Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations screen if the Bin Information screen is the first screen you selected.

Append Bin Information

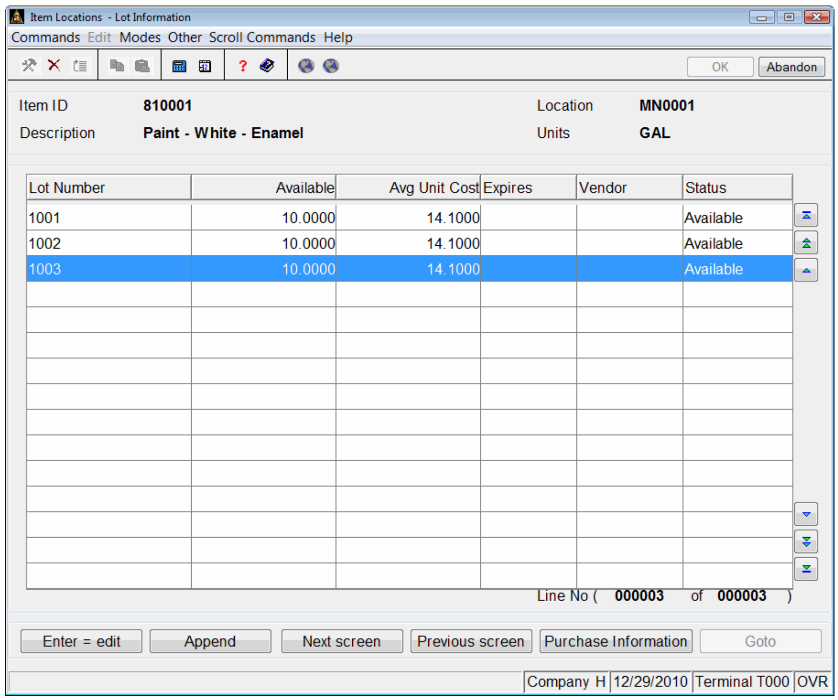


Use the Append Bin Information dialog box to add bin information.

Enter the bin number where this item is stored in the **Bin No** text box.

Use the **Proceed** (**OK**) command to save your changes and return to the Bin Information screen.

Lot Information



Use the Lot Information screen to define lots for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

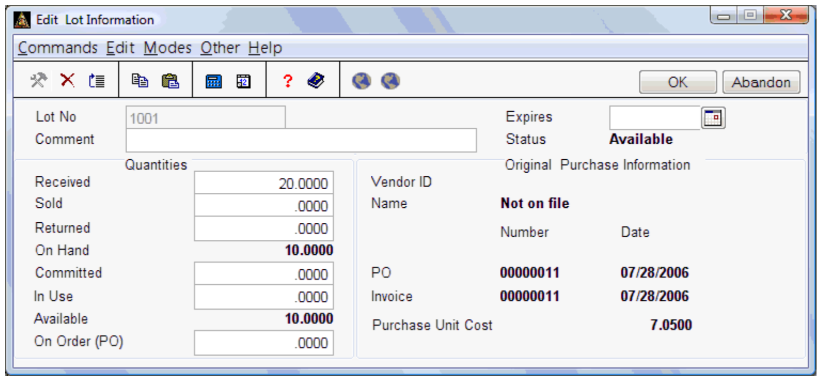
The following information appears:

- The lot numbers of the item.
- The quantity available.
- The average unit cost of the lot.
- The expiration date of the lot.
- The vendor of the lot.
- The status of the lot: **A**vailable, **S**old, or **E**xpired.

Select a command:

- To edit, move the prompt to the line you want edit and press **Enter**. The Edit Lot Information dialog box appears.
- Press **A** to add a lot to the item. The Append Lot Information dialog box appears.
- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Lot Information screen is the last screen you selected.
- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Lot Information screen is the first screen you selected.
- Press **I** to view the original purchase information for the lot. See “Original Purchase Information” on page 12-49.
- To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Lot Information



If you are editing lot information, this dialog box is called the Edit Lot Information dialog box. If you are adding lot information, this dialog box is called the Append Lot Information dialog box.

Use the Append/Edit Lot Information dialog box to add or change quantity and purchase information for the lot.

1. Enter or change the number of the lot in the **Lot No** box.

2. Enter or change the expiration date of the lot in the **Expires** box.

3. Enter a comment or additional information about the lot in the **Comment** box.

   The **Status** of the lot appears: **A** – Available, **S** – Sold, or **E** – Expired.

4. In the **Received** text box, enter or change the received quantity in the lot before any was sold or returned.

5. Enter or change the quantity sold in the lot in the **Sold** text box.

6. Enter or change the quantity returned in the lot in the **Returned** text box.

   The quantity on hand in the lot appears.

7. Enter or change the number of units in the lot that is reserved in the **Committed** text box.

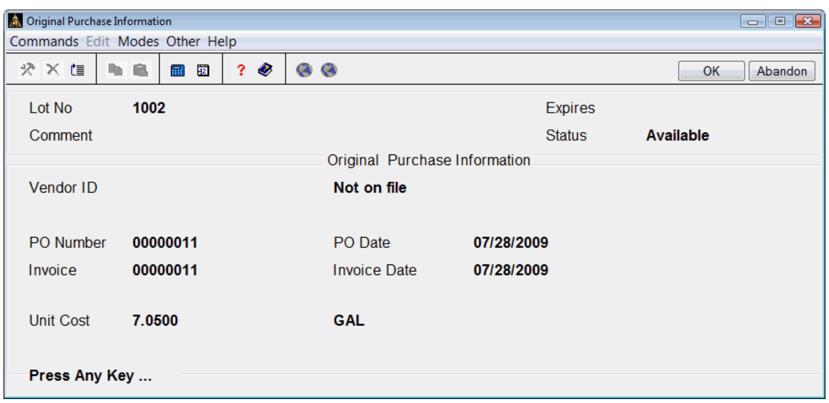
8. In the **In Use** text box, enter or change the quantity that has been invoiced but not posted in the lot.

   The quantity available for sale in the lot (the on-hand quantity minus the in-use and committed quantities) appears.

9. Enter or change the amount on order in the **On Order (PO)** text box.

10. To save your entries and exit to the Lot Information screen, use the **Proceed** (**OK**) command. To exit to the Lot Information screen without saving your entries, use the **Exit** (**F7**) command.

Original Purchase Information

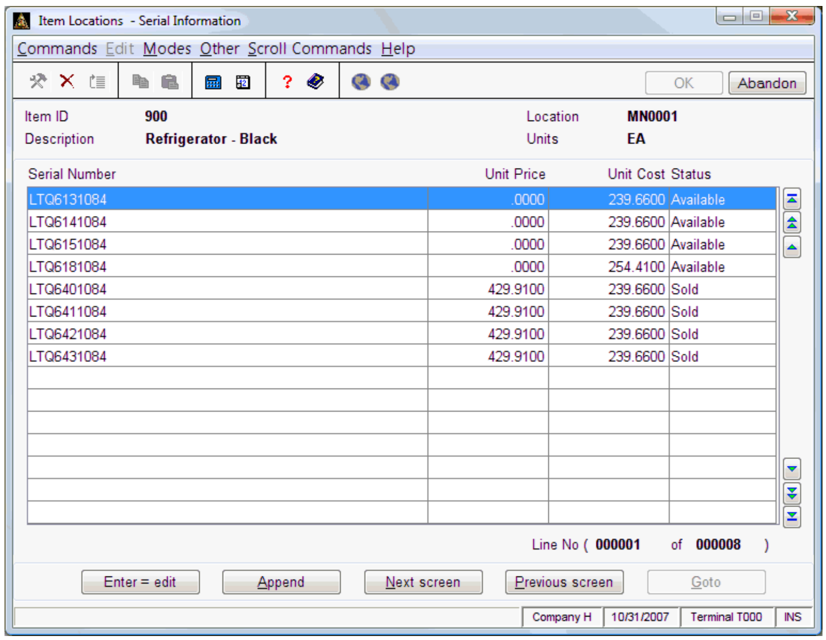


The following information appears in the **Original Purchase Information** dialog box:

- ID of the vendor the lot was purchased from.
- Name of the vendor the lot was purchased from.
- Purchase order number.
- Date the purchase order was made.
- Invoice number.
- Date of the invoice.
- Unit cost of the purchase

Press any key to return to the Lot Information screen.

Serial Numbers



Use the Serial Numbers screen to define serial numbers for the item.

The ID and the description of the item you are working with, the location you selected on the Item Locations screen, and the current unit of measure appear in the upper portion of the screen.

The following information appears:

- Serial numbers for the item
- Unit price of the item
- Unit cost of the item

- The status of the lot: **A**vailable (new and available for sale), **I**n use (item has been sold, but the invoice has not been posted), **S**old (the item has been sold, and the invoice has been posted), **L**ost (the serialized item was lost when a physical count was taken).

Select a command:

- To edit, move the prompt to the line you want to edit and press **Enter**. The Edit Serial Numbers dialog box appears.

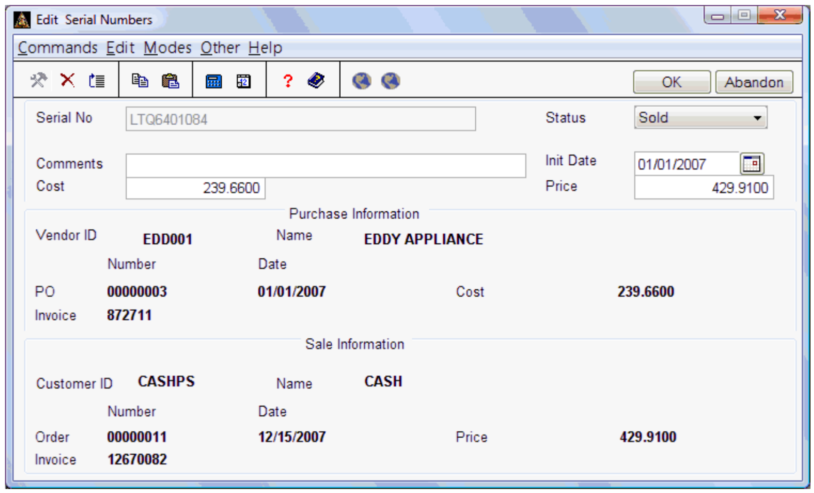
- Press **A** to add a serial number to the item. The Append Serial Numbers dialog box appears.

- Press **N** to go to the next screen you selected or to return to the Item Locations selection screen if the Serial Numbers screen is the last screen you selected.

- Press **P** to go to the previous screen or to return to the Item Locations selection screen if the Serial Numbers screen is the first screen you selected.

To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Serial Numbers



If you are editing serial numbers, this dialog box is called the Edit Serial Numbers dialog box. If you are adding serial numbers, this dialog box is called the Append Serial Numbers dialog box.

Use the Append/Edit Serial Numbers dialog box to add or update quantity and purchase information for the serial number.

1. If you are adding a serial number, enter the serial number for the unit in the **Serial No** text box.

Inquiry

2. Enter or change the lot number for the unit in the **Lot No** box. This box only appears if the serial number is lotted.

3. Enter information you want to note about the item in the **Comments** text box.

4. Enter or change the cost for the unit in the **Cost** text box.

5. Enter or change the status of the serialized item: **A**vailable (new and available for sale), **I**n use (item has been sold, but the invoice has not been posted), **S**old (the item has been sold, and the invoice has been posted), **L**ost (the serialized item was lost when a physical count was taken).

   The following information appears in the lower section of the dialog box:

Field Name	Description
Init Date	The date you received the serialized item from the vendor appears.
Price	The price of the serialized item appears.
Vendor ID	The ID of the vendor you purchased the item from appears.
Name	The name of the vendor you purchased the item from appears.
PO Number	The purchase order number you used to purchase the item appears.
PO Date	The date of the requisition or purchase order appears.
Invoice Number	The vendor’s invoice number for the item appears.
Invoice Date	The date of the vendor’s invoice appears.
Cost	The unit cost of the item appears.
Customer ID	The ID of the customer who last purchased the item appears.
Name	The name of the customer who last purchased the item appears.
Order Number	The last order number appears.
Order Date	The date the last customer placed the order appears.
Invoice Number	The last invoice number for the item appears.
Invoice Date	The last invoice date appears.

Field Name	Description
Price	The unit selling price of the item appears.

6. To save your entries and exit to the Serial Numbers screen, use the **Proceed** (**OK**) command. To exit to the Serial Numbers screen without saving your entries, use the **Exit** (**F7**) command.

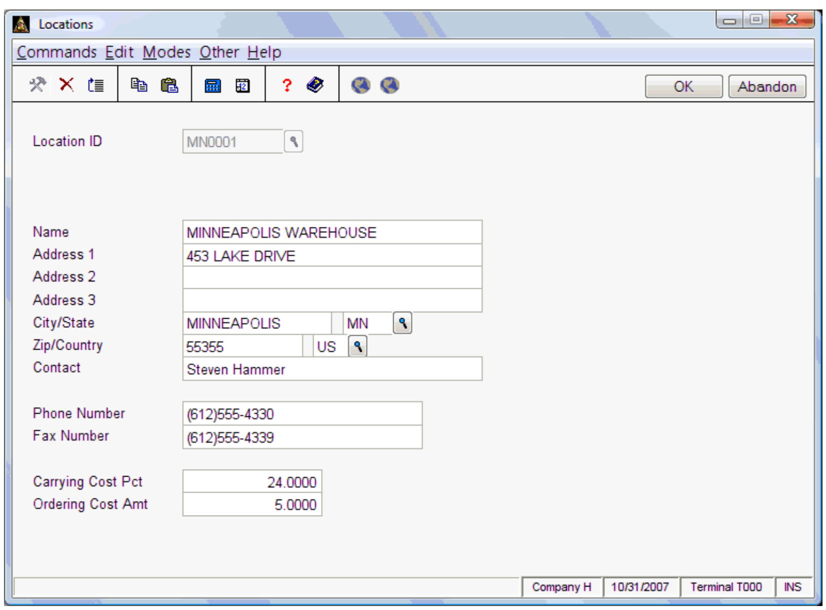
Locations

Use the **Locations** function on the **File Maintenance** menu to set up and maintain the locations where you stock inventory.

To produce a list of the information entered using the **Locations** function, use the **Item Locations List** function on the **Master File Lists** menu.

Use the Locations screen to set up and maintain such information about a location as the address, contact person, and phone and fax numbers. You can also assign a carrying cost percentage and an ordering cost amount.

Select **Locations** from the **File Maintenance** menu. The Locations screen appears.



Inquiry

1. Enter or change the location ID.

Inquiry

2. The **Copy From** box appears if you entered a new location. Enter the ID of the location whose information you want to copy.

3. Enter or change the name or description of the location in the **Name** text box.

4. Enter or change the address of the location.

Inquiry

5. Enter or change the city and state of the location. The **Inquiry** (**F2**) command is available in the **State** box.

Inquiry

6. Enter or change the location's zip code and the country. The **Inquiry** (**F2**) command is available in the **Country** field.

7. Enter or change the name of the contact person at the location in the **Contact** text box.

8. Enter or change the phone number of the location in the **Phone Number** text box.

9. Enter or change the fax number of the location in the **Fax Number** text box.

10. The carrying cost, expressed as a percentage of the total value of your inventory, is used in the EOQ calculation in the reorder process.

    Enter or change your costs to stock items at the location in the **Carrying Cost Pct** text box.

    Note: If you need to override the carrying cost percentage for an item, use the Location Information screen in the **Item Locations** function.

11. The ordering cost includes the total shipping costs, labor, and stocking, and it is used in the EOQ calculation in the reorder process.

    Enter your cost to place orders at the location in the **Ordering Cost Amt** text box.

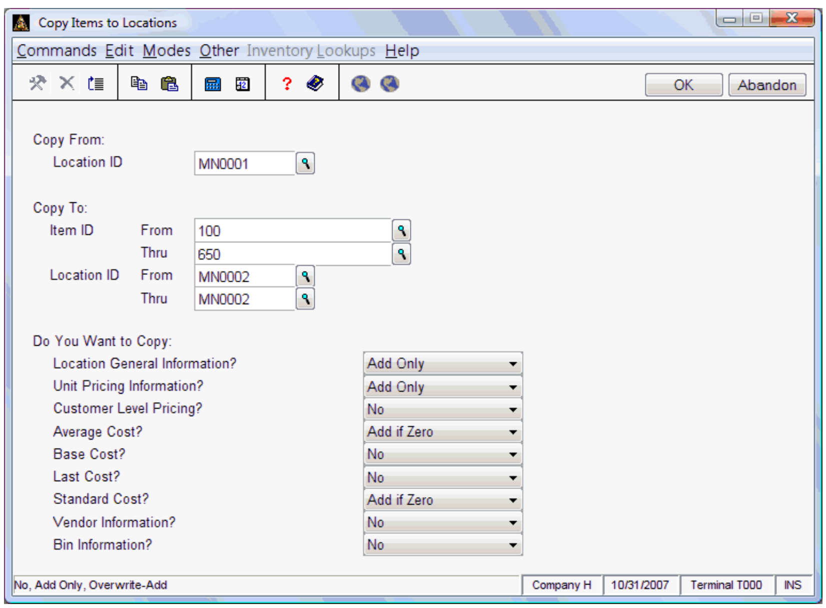
    Note: If you need to override the ordering cost for an item, use the Location Information screen in the Item Locations function.

12. To save your entries, use the **Proceed** (**OK**) command. Then enter another location ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Copy Items to Locations

Use the **Copy Items to Locations** function on the **File Maintenance** menu to copy an item from one location to another.

Select **Copy Items to Locations** from the **File Maintenance** menu. The Copy Item to Location screen appears.



Inquiry

1. Enter the ID of the location from which you want to copy items in the **Copy From: Location ID** box.

Inquiry

2. Enter or select the item ID you want to copy to the new location in the **Item ID** box. If you are copying a range of items, select the first item and enter it in the **From** box. Enter the last item in the **Thru** box.

Inquiry

3. Enter or select the new location ID you want to copy to in the **Location ID** box. If you are copying to a range of locations, select the first location and enter it in the **From** box. Enter the last location and enter it in the **Thru** box.

4. In the **Location General Information** box, select **No** to not copy the information. Select **Add Only** to copy only new information to the new location. Select **Overwrite** to overwrite any copied information to the new location.

5. In the **Unit Pricing Information** box, select **No** to not copy the information. Select **Add Only** to copy only new information to the new location. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

6. In the **Customer Level Pricing** box, select **No** to not copy the information. Select **Add Only** to copy only new customer information to the new location. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

7. In the **Average Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

8. In the **Base Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

9. In the **Last Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

10. In the **Standard Cost** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

11. In the **Vendor Information** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

12. In the **Bin Information** box, select **No** to not copy the information. Select **Add if Zero** to add the information to the new location if the quantity at the new location is zero. Select **Overwrite-Add** to overwrite any existing information at the copied-to location and add new information.

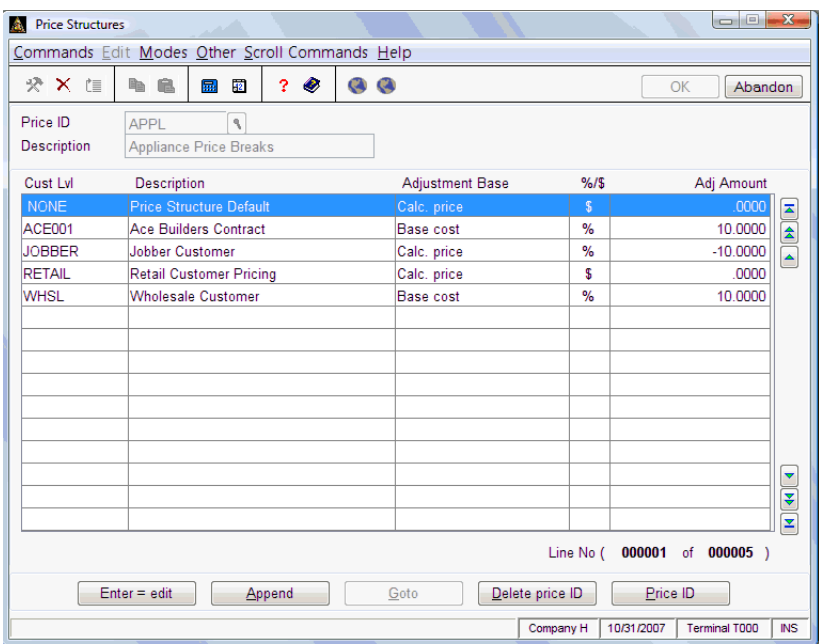
Price Structures

Use the **Price Structures** function on the **File Maintenance** menu to set up and maintain price IDs for your customers.

Price IDs are assigned to items in the **Items** function, and they are used when you enter invoices or orders in Accounts Receivable/Sales Order. If you use Inventory as a standalone system, you can enter price IDs in the **Inventory Transactions** function.

To produce a list of the data entered in the **Price Structures** function, use the **Price Structure List** function on the **Master File Lists** menu. To produce a price list for items and customer levels, use the **Price Report** on the **Reports** menu.

Select **Price Structures** from the **File Maintenance** menu. The Price Structures screen appears.



Inquiry

1. Enter or change the price ID with which you want to work in the **Price ID** box.

Inquiry

2. The **Copy From** box appears if you entered a new price ID. Enter the price ID you want to copy.

3. Enter or change the description of the price ID.

4. Select a command:

   - To edit, move the prompt to the customer level you want to edit and press **Enter**. The Edit Price Structures dialog box appears.

   - Press **A** to add a customer level. The Append Price Structures dialog box appears.

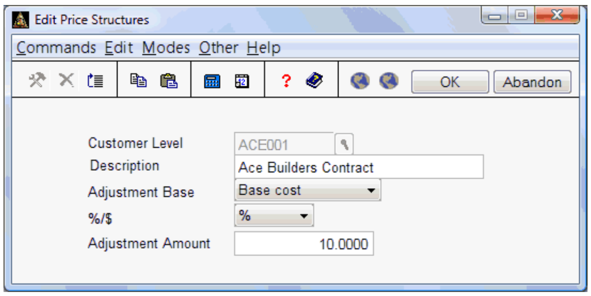
   - Press **G** to go to a specific customer level (this command is available only if there is more than one page of information).

   - Press **D** to delete an entire price ID and all the customer levels.

   - Press **P** to enter a price ID.

5. To save your entries, use the **Proceed** (**OK**) command. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Append/Edit Price Structures



If you are editing price structures, this dialog box is called the Edit Price Structures dialog box. If you are adding price structures, this dialog box is called the Append Price Structures dialog box.

Use the Append/Edit Price Structures dialog box to add or update adjustment base and amount information.

Inquiry

Maint

1. Enter or change the customer level in the **Cust Lvl** box, if you are adding a price structure.

2. The description of the customer level appears. Edit it, if necessary.

3. Enter the adjustment base for the promotional pricing in the **Adjustment Base** box:

    - **N**o base: fixed dollar amount
    - **S**tandard cost: cost determined by the cost of the components
    - **B**ase cost: fixed cost
    - **A**verage price: weighted average of selling prices
    - **P**rice: selling (base) price
    - **L**ist price: published price
    - **M**inimum price: lowest selling price
    - **C**alculated price: price at the time the price break is calculated

4. In the **%/$** box, enter **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

5. Enter the amount of the adjustment in the **Adj Amount** text box. For negative quantities use the minus symbol; enter positive quantities without a plus sign.

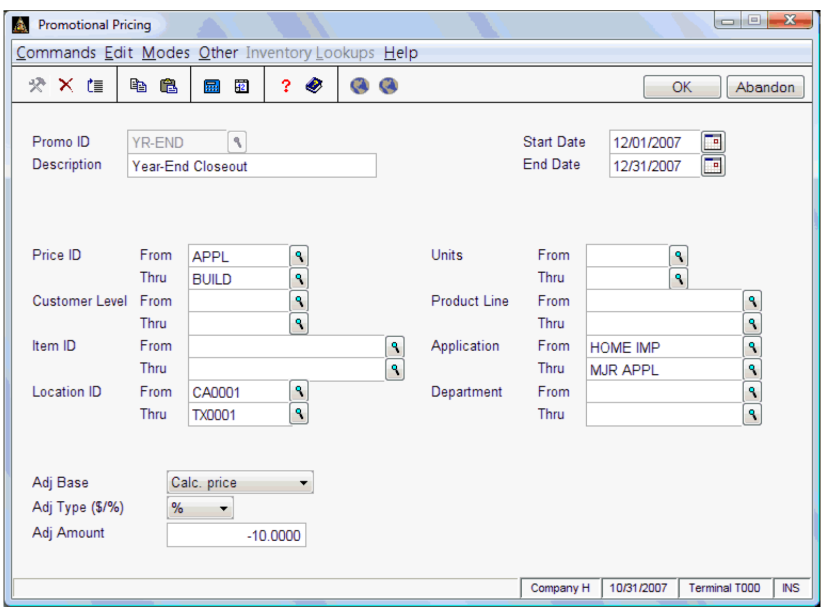
Promotional Pricing

Use the **Promotional Pricing** function on the **File Maintenance** menu to select the criteria for the promotional pricing and to enter the adjusted base, adjusted amount, and adjustment type.

If you set up more than one promotional pricing adjustment for the same item, the pricing adjustment that is closest to the current start date is the default.

To produce a list of the information entered in the **Promotional Pricing** function, use the **Promotional Pricing List** function on the **Master File Lists** menu.

Select **Promotional Pricing** from the **File Maintenance** menu. The Promotional Pricing screen appears.



Inquiry

1. Enter the ID of the promotion you are setting up in the **Promo ID** box.

2. The **Copy From** box appears if you entered a new promotional ID. Enter the ID of the promotion you want to copy.

3. Enter a description of the promotion, and the date the promotional pricing starts and ends.

4. Enter the range of price IDs, customer levels, item IDs, locations IDs, units, product lines, and user-defined fields you want in the promotional pricing, or leave the boxes blank to include all.

5. Enter the adjustment base for the promotional pricing:

   - **N**o base: fixed dollar amount
   - **S**tandard cost: cost of the item determined by the cost of the components
   - **B**ase cost: fixed cost
   - **A**verage price: weighted average of selling prices
   - **P**rice: selling (base) price
   - **L**ist price: published price
   - **M**inimum price: lowest selling price
   - **C**alculated price: price at the time the price break is calculated

6. In the **Adj Type** box, enter **%** to use a percentage adjustment; enter **$** to use a dollar adjustment.

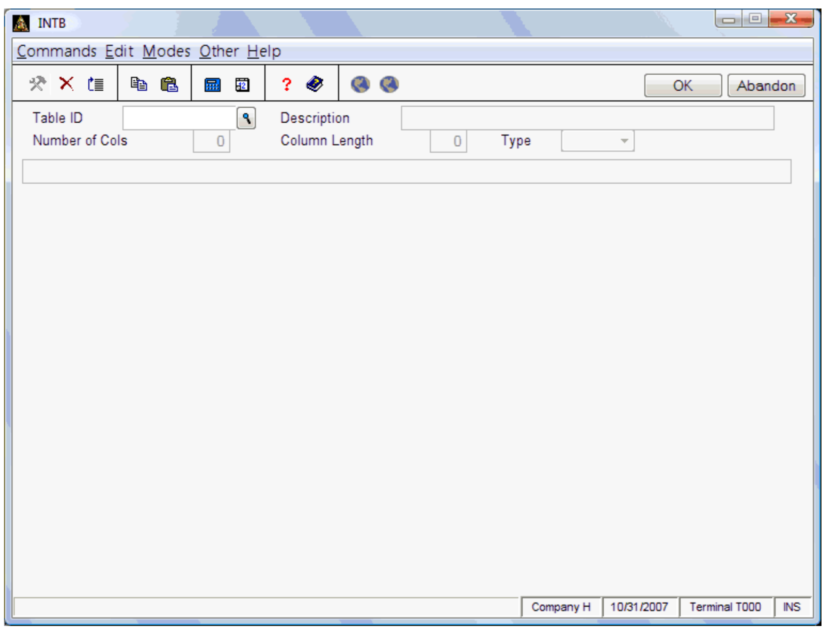
7. Enter the amount of the adjustment in the **Adj Amount**. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

8. To save your entries, use the **Proceed** (**OK**) command. To exit to the **File Maintenance** menu, use the **Exit** (**F7**) command.

Tables

Use the **Tables** function on the **File Maintenance** menu to set up and maintain the **INPDxxx**, **INUDSxxx**, and **INUSRxxx** tables. Tables store information about the system, data, options, and default settings for other applications.

To produce a list of the information entered for each table, use the **Tables List** function on the **Master File Lists** menu. Select **Tables** from the **File Maintenance** menu. The Tables screen appears.



Inquiry

1. Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.

Inquiry

2. The **Copy From** box appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.

3. Enter or change the description of the table.

   The number and length of columns in the table appear.

   The type of characters you can enter in the table appears—alphanumeric (**A**), numeric with two decimal places (**N**), numeric with three decimal places (**3**), or numeric with four decimal places (**4**). Although you can change the type, you cannot enter any other type of character than the table originally specified.

4. Use the **Proceed** (**OK**) command to save your entries. Then enter another ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

INPDxxx Table

The **INPDxxx** table holds three fields that are used to define the fiscal year. The first field is unused, the second is the fiscal year, and the third is the number of periods per year.

Enter the table ID **INPDxxx** (*xxx* is the company ID).

INUDSxxx Table

The **INUDSxxx** table holds three fields that are used to define the user-defined field sorts. This table is accessed through the **User-Defined Field Sorts** function on the **Code Maintenance** menu.

Enter the table ID **INUDSxxx** (*xxx* is the company ID).

INUSRxxx Table

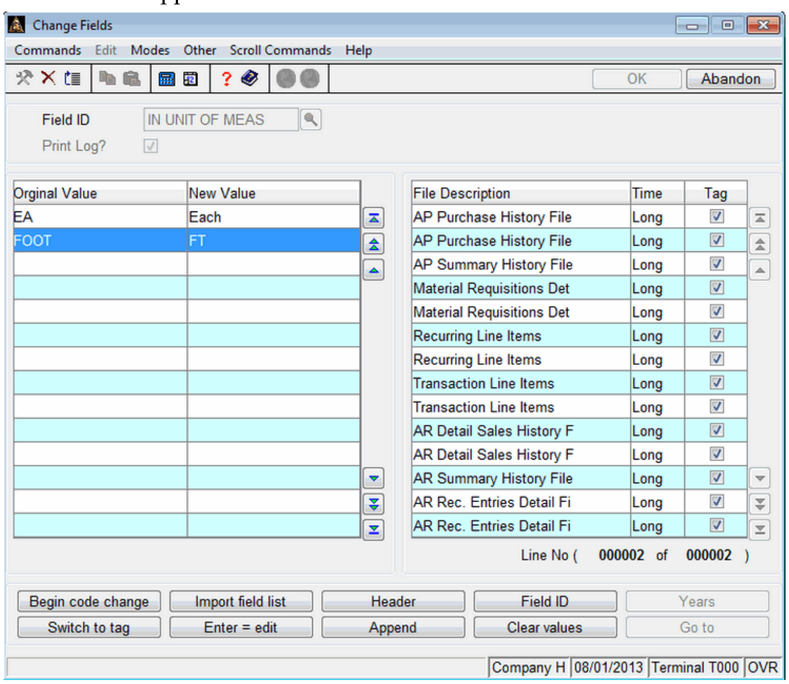
The **INUSRxxx** table holds two fields that are used to define the user-defined field prompts. This table is accessed through the **User-Defined Fields** function on the **Code Maintenance** menu.

Enter the table ID **INUSRxxx** (*xxx* is the company ID).

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code used from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 12-75.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



The screen contains three sections. The top **Header** section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether you want to produce the printed log. The lower left **Values** section is where you build a list of the values you want to change by specifying the old value and the new value. The lower right **Files** section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Accounts Payable fields from the **Accounts Payable** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

   - Press **S** to switch to the **File Description** section to specify which files change during processing.

   - Press **Enter** to edit the current line.

   - Press **A** to append another value to the list.

- Press **B** to begin the change field process.
- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
11. Select a command:
    - Press **S** to switch to the **Values** section of the screen.
    - Press **Enter** to toggle a file as included or excluded from the copy process.
    - Press **A** to tag all of the files.

- Press **N** to untag all of the files.
- Press **B** to begin the change field process.
- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

Builders Supply
Change Field Log
Page 11 of 11

File Name		Records Read	Records Converted	Original Total Records	New Total Records
INVIH	Improper field length; KNUM=0, Record=350		MN0001MIL001		
INVIH		210	129	210	210
INVIH		210	124	210	210
INVEH		65	40	65	65
INVEH		65	40	65	65
INVEH		65	40	65	65
JOCCH		42	16	42	42
JOCDH		142	16	142	142
POORH		24	8	24	24
POORH		24	8	24	24
POPQH		3	2	3	3
PORHH		31	9	31	31
SOKHH		186	186	186	186
SOKHH		186	186	186	186
SOKTH		18	18	18	18
SOKTH		18	18	18	18
SORLH		20	7	20	20
SORLH		20	7	20	20

Field ID IN UNIT OF MEAS

Original Value	New Value
Each	EA
FT	FOOT

CHAPTER 13

13

Code Maintenance

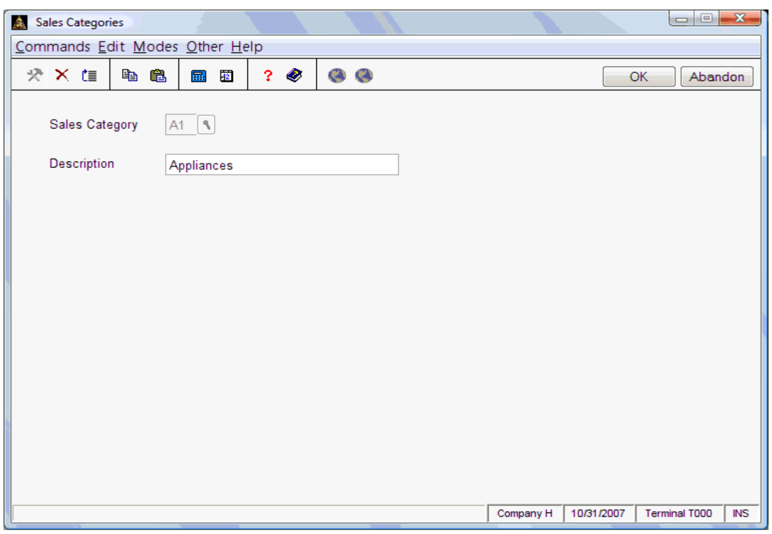
Sales Categories	13-3
Customer Levels	13-5
Product Lines	13-7
Account Codes	13-9
Unit of Measure Codes	13-13
Forecast Types	13-15
Standard Cost Makeup Codes	13-17
Hazardous Material Codes	13-19
User-Defined Fields	13-21
User-Defined Field Sorts	13-23

Sales Categories

Use the **Sales Categories** function on the **Code Maintenance** menu to set up and maintain sales categories. Sales categories codes are used to sort historical information from Accounts Receivable and Sales Order.

To produce a list of the information entered in the **Sales Categories** function, use the **Sales Categories List** function on the **Master Code Lists** menu.

Select **Sales Categories** from on the **Code Maintenance** menu. The **Sales Categories** screen appears.



Inquiry

1. Enter the sales category whose information you want to add or change.

2. Enter a description of the sales category.

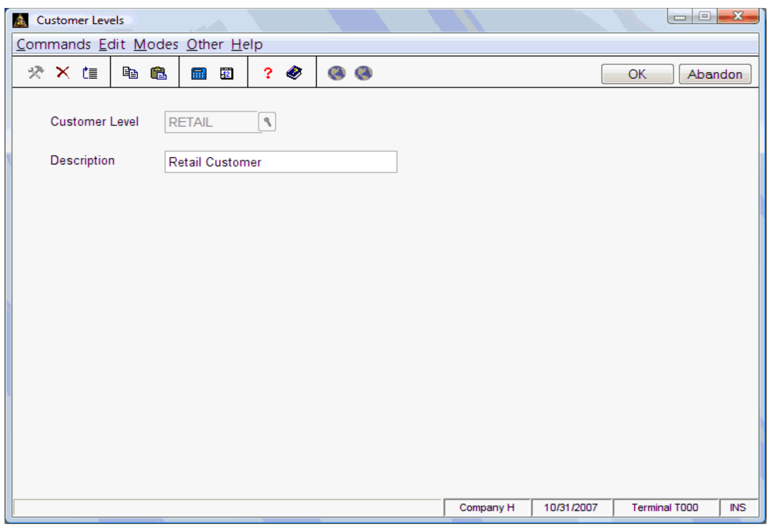
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Customer Levels

Use the **Customer Levels** function on the **Code Maintenance** menu to categorize your customers. This information is used in Accounts Receivable, the **Price Structures** function, and the **Promotional Pricing** function.

To produce a list of the information entered in the **Customer Levels** function, use the **Customer Levels List** function on the **Master Code Lists** menu.

Select **Customer Levels** from the **Code Maintenance** menu. The Customer Levels screen appears.



Inquiry

1. Enter the customer level whose information you want to add or change.

2. Enter a description of the customer level.

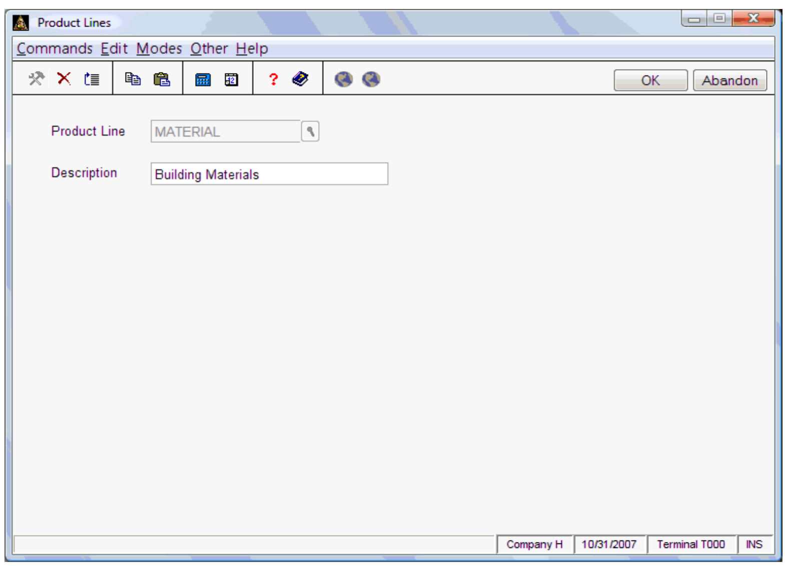
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Product Lines

Use the **Product Lines** function on the **Code Maintenance** menu to categorize your inventory items into groups. Product lines are used to organize items in reports and to make group price changes.

To produce a list of the information entered in the Product Lines function, use the **Product Lines List** function on the **Master Code Lists** menu.

Select **Product Lines** from the **Code Maintenance** menu. The Product Lines screen appears.



Inquiry

1. Enter the product line whose information you want to add or change.

2. Enter a description of the product line.

3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Account Codes

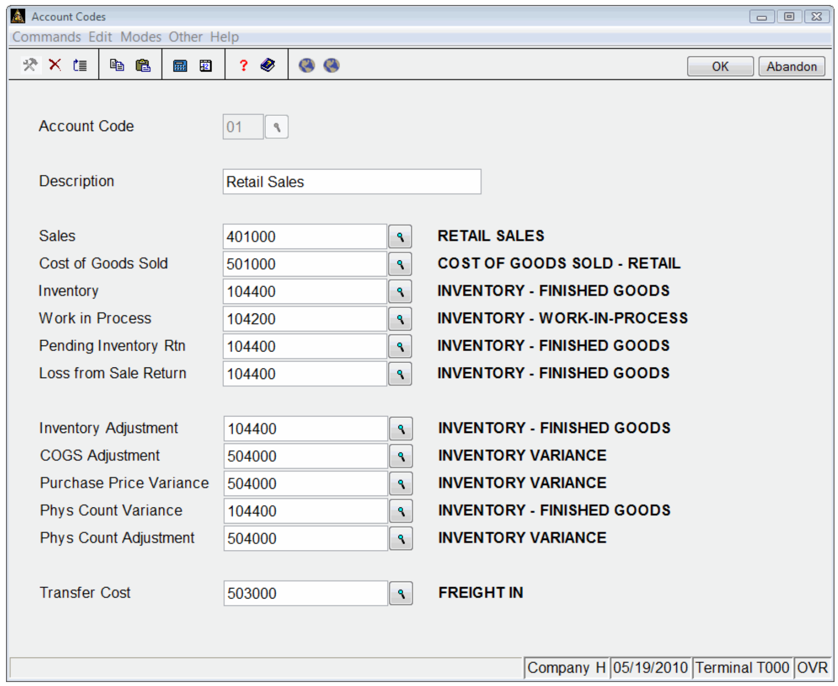
Use the **Account Codes** function on the **Code Maintenance** menu to assign general ledger codes to the following accounts:

- Sales
- Cost of goods sold
- Inventory
- Work in process
- Pending Inventory Return
- Loss from Sale Return
- Inventory adjustment
- COGS adjustment
- Purchase price variance
- Physical count variance
- Physical count adjustment
- Transfer cost

Account codes are used when you post sales, purchases, transfers, adjustments, and physical counts to General Ledger.

To produce a list of the information entered in the **Account Codes** function, use the **Account Codes List** function on the **Master Code Lists** menu.

Select **Account Codes** from the **Code Maintenance** menu. The Account Codes screen appears.



Inquiry

1. Enter the account code whose information you want to add or change.

2. The **Copy From** box appears if you entered a new account code. Enter the account code whose information you want to copy.

3. Enter or change the description of the account code.

Inquiry
Maint

4. Enter or change the sales account to use when posting income. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry
Maint

5. Enter or change the cost-of-goods-sold account to use when posting costs. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

6. Enter or change the inventory account to use when posting changes to inventory value. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

7. Enter or change the work-in-process account to use when posting jobs that are in process. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

8. Enter or change the inventory holding account to use when posting goods returned through return merchandise authorizations, but not yet approved for return to stock. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

9. Enter or change the expense account to use when posting goods returned via return merchandise authorizations that are not suitable for return to inventory. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

10. Enter or change the inventory adjustment account to use when posting adjustments made to inventory. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

11. Enter or change the COGS adjustment account to use when posting adjustments made to inventory. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

12. Enter or change the purchase price variance account to use when posting differences between the standard cost and the actual cost. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

13. Enter or change the physical count variance account to use when posting physical count differences. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry Maint

14. Enter or change the physical count adjustment account to use when posting physical count differences. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory interfaces to General Ledger.

Inquiry

Maint

15. Enter or change the transfer cost account to use when posting transfer costs. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Inventory is interfaced to General Ledger.

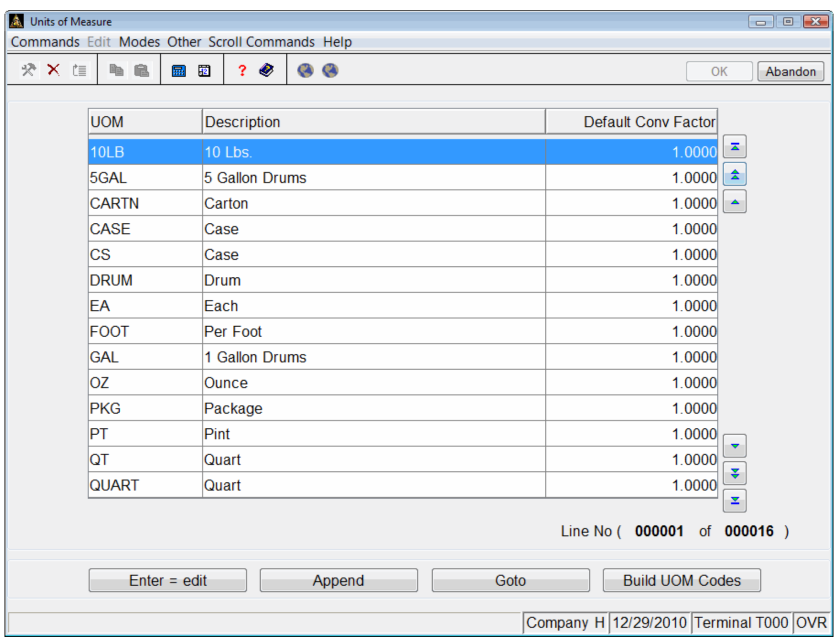
16. To save your entries, use **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Unit of Measure Codes

Use the Unit of Measure Codes function to set up units of measure to ensure consistency when maintaining units of measure at the item level.

You do not have to set up units of measure through this function. If you do, the units of measure in your inventory items will need to match the units you establish here. If you choose not to set up units of measure in this function, you can enter any units of measure you like in items.

Select **Unit of Measure Codes** from the **Code Maintenance** menu. The Unit of Measure screen appears.



1. Select a command:

- Move the prompt to the field name and description you want to edit and press **Enter**.
- Press **A** to add a unit of measure, a description, and a default conversion factor.
- Press **G** to go to a specific unit of measure.
- Press **B** to build unit of measure codes from existing items. In this process, OSAS reviews all existing items and adds unique unit of measure codes from the items to the Unit of Measure Codes list.

2. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

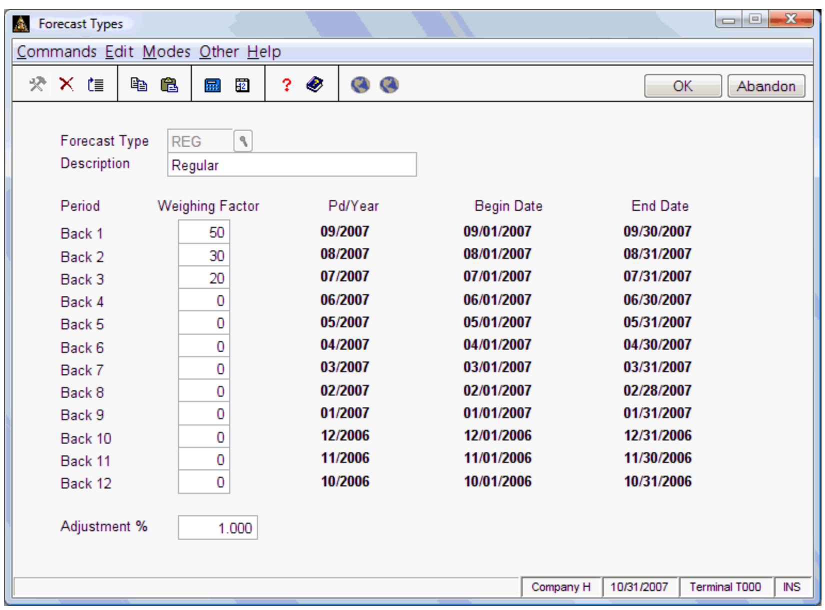
The Unit of Measure Codes file (INUNx) is referenced whenever you add or edit an item, and the unit of measure used must be verified as being on file or added to the unit of measure codes list.

Forecast Types

Use the **Forecast Types** function on the **Code Maintenance** menu to predict seasonal or current trends for your inventory items when calculating reorder quantities.

To produce a list of the information entered in the **Forecast Types** function, use the **Forecast Types List** function on the **Master Code Lists** menu.

Select **Forecast Types** from the **Code Maintenance** menu. The Forecast Types screen appears.



Inquiry

1. Enter the forecast type whose information you want to add or change.

2. The **Copy From** box appears if you entered a new forecast type. Enter the forecast type whose information you want to copy.

3. Enter or change the description of the forecast type.

   The periods specified in the **Period Setup** function in Resource Manager appear.

4. Enter or change the weight factor for each period. The amounts you enter must total 100 percent.

   The current period and year (according to how you set up your system), and the first day and last day of the period appear.

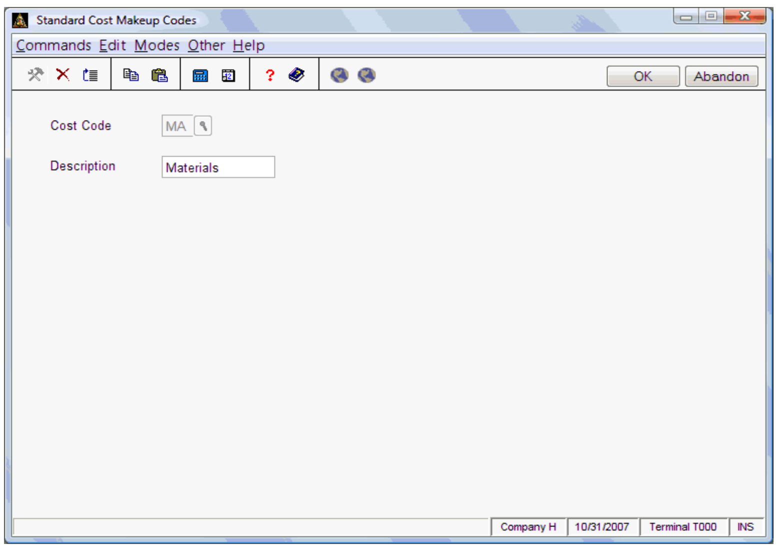
5. Enter or change the **Adjustment %** of increase or decrease you expect due to business growth or shrinkage.

6. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Standard Cost Makeup Codes

Use the **Standard Cost Makeup Codes** function on the **Code Maintenance** menu to define the cost components used in determining the standard cost of an item. The information entered here is used on the Cost Information screen in the **Item Locations** function. To produce a list of the information entered using the **Standard Cost Makeup Codes** function, use the **Cost Makeup Codes List** function on the **Master Code Lists** menu.

Select **Standard Cost Makeup Codes** from the **Code Maintenance** menu. The Standard Cost Makeup Codes screen appears.



Inquiry

1. Enter the cost code whose information you want to add or change.

2. Enter or change the description of the cost code.

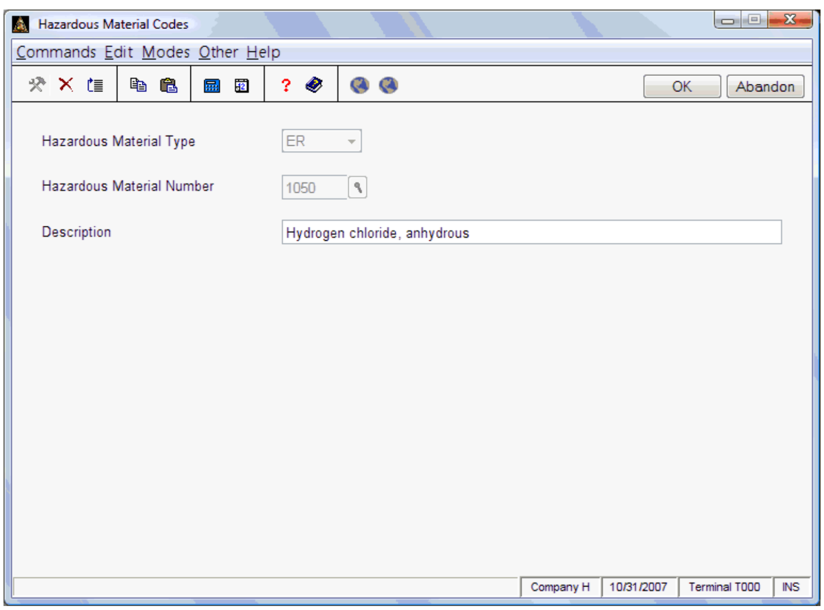
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

Hazardous Material Codes

Use the **Hazardous Material Codes** function on the **Code Maintenance** menu to define the material codes you use when shipping inventory items. The hazardous material codes prescribed by the US Department of Transportation are included in with the Inventory application. Use this function to change the codes or add new codes as needed. The information entered here is used on the General Information screen in the **Items** function.

To produce a list of the information entered using the **Hazardous Material Codes** function, use the **Hazardous Material Codes List** function on the **Master Code Lists** menu.

Select **Hazardous Material Codes** from the **Code Maintenance** menu. The Hazardous Material Codes screen appears.



1. Enter a type code to identify the source of the material number: You can enter **UN**, **NA**, or **ER** (for ERG numbers).

Inquiry

2. Enter the number used to identify this particular material.

3. Enter or change the description of the material.

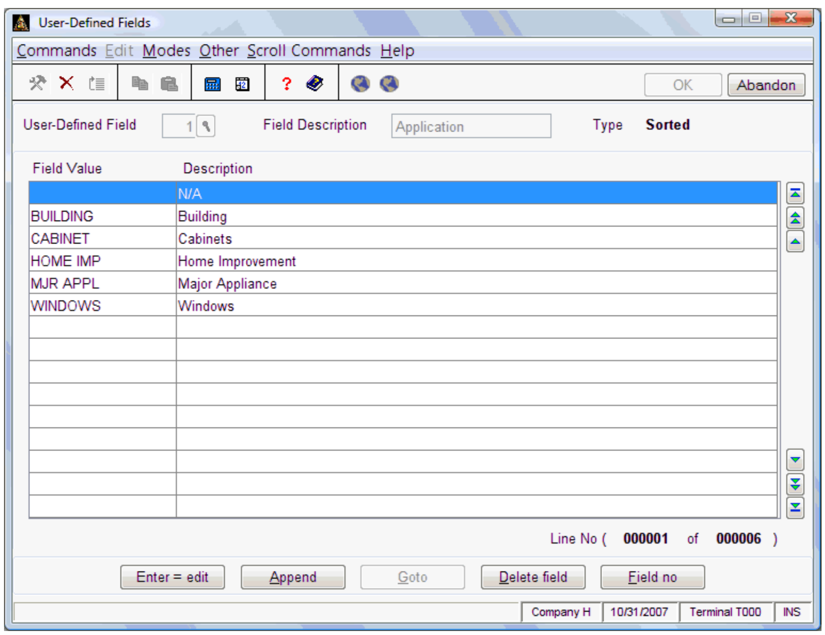
4. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

User-Defined Fields

Use the **User-Defined Fields** function on the **Code Maintenance** menu to set up and maintain user-defined fields, which identify particular information about items that can be selected for most reports.

To produce a list of the information entered using the **User-Defined Fields** function, use the **User-Defined Fields List** function on the **Master Code Lists** menu.

Select **User-Defined Fields** from the **Code Maintenance** menu. The User-Defined Fields screen appears.



Inquiry

1. Enter a number between **1** and **16** for each user-defined field.

2. Enter or change the description of the field that you want to appear whenever you are prompted for user-defined fields.

3. The type of user-defined field, sorted or unsorted, appears. User-defined fields 1 and 2 are sorted; user-defined fields 3 to 16 are unsorted.

4. Select a command:

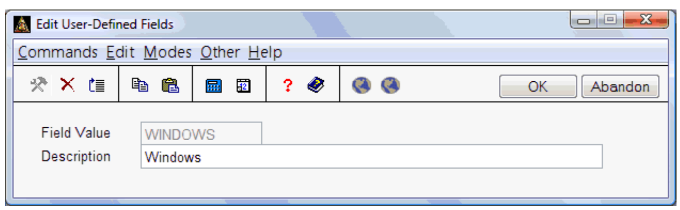
   - Move the prompt to the field name and description you want to edit and press **Enter**.

   - Press **A** to add a field name and a description. You can have a total of 16 user-defined fields.

   - Press **D** to delete a field name and description.

   - Press **F** to enter a new user-defined field number.

Append/Edit User-Defined Fields



The Append User-Defined Fields dialog box appears when you add user-defined value information. The Edit User-Defined Fields dialog box appears when you edit user-defined value information. Other than the title, these dialog boxes are identical.

1. Enter or change the field values for the user-defined field with which you are working.

2. Enter or change the description of the field value.

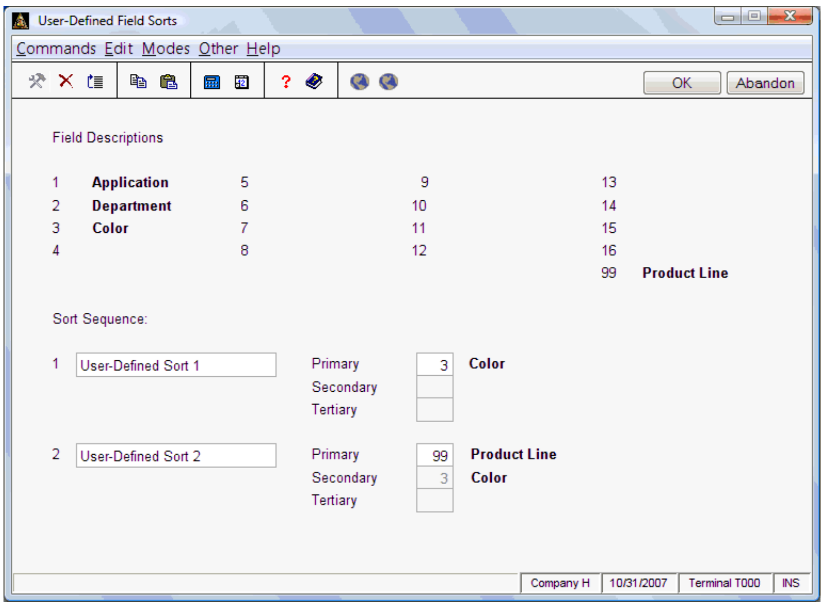
3. To save your entries, use the **Proceed** (**OK**) command. To exit to the Code Maintenance menu, use the **Exit** (**F7**) command.

User-Defined Field Sorts

Use the **User-Defined Field Sorts** function on the **Code Maintenance** menu to identify additional sorts to use in selected reports and to group items together for analysis purposes.

If you change the original sort sequence you set up, back up your data files. The **INVExxx** (Items) and **INKYxxx** (Alternate Keys) files must be rewritten during this process. To produce a list of the information entered in the **User-Defined Field Sorts** function, use the **User-Defined Field Sorts List** function on the **Master Code Lists** menu.

Select **User-Defined Field Sorts** from the **Code Maintenance** menu. The User-Defined Field Sorts screen appears.



The user-defined fields you set up using the **User-Defined Fields** function appear.

1. Enter or change the name for each sort sequence. The name you enter appears in selected reports.

   For each sort sequence, you can choose among 16 user-defined fields and product lines, but each user-defined field can be used only once in a sort sequence.

2. In the **Primary** text box, enter the number of the user-defined field that you want to appear first in the sort sequence.

3. In the **Secondary** text box, enter the number of the user-defined field that you want to appear second in the sort sequence.

4. In the **Tertiary** text box, enter the number of the user-defined field that you want to appear third in the sort sequence.

5. To save your entries, use the **Proceed** (**OK**) command. To exit to the **Code Maintenance** menu, use the **Exit** (**F7**) command.

CHAPTER 14

14

Item Detail List 14-3
Item Comments List 14-5
Item Summary List 14-7
Item Locations List 14-9
Location Detail List 14-11
Price Structure List 14-13
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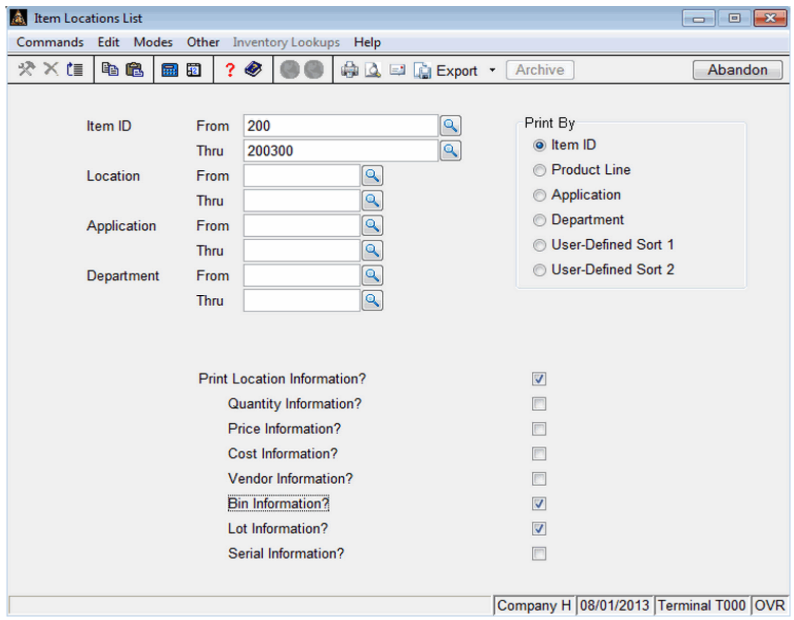
Master File Lists

Printing a Master File List

All master file lists are produced in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Item Locations List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes.

   Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. If the screen contains selection options (as in the **Print By** box in the example), select the option to use when printing the list. You can select only one option.

4. If the screen contains check boxes or Yes/No options (as in the lower portion of the example screen), select the check box (or press **Y** in text mode) to print that type of information in the list. Clear the check box (or press **N** in text mode) if you do not want to print that type of information in the list.

5. Select the output device. See “Reports” on page 1-25 for more information. After the list is produced, the **Master File Lists** menu appears.

Item Detail List

The **Item Detail List** contains information about your inventory items: general information, alternate items, units of measure, and location summary information.

Use the Item Detail List screen to select the items, product lines, and user-defined fields that you want to include in the list. See “Printing a Master File List” on page 14-1 for information on producing a master file list.

Sample List

Builders Supply Page 1 of 1

Item Detail List

By Item ID

Item ID	100
Description	Electrical Package
	Includes Electrical Outlets and
	Breaker Box

General Information

Status	Active	Track Lots?	No	Item Price ID	BUILD	
Item Type	1 Nonserialized	Base UOM	PKG	Tax Class	00	Consumer Goods
Kitted Item?	No	Sales Category	P1	Base Unit Wt		758.0000 Lbs
Auto Reorder?	Yes	Product Line	MATERIAL	Hazardous Code		

Sorted Fields

01	Application	BUILDING	02	Department	ELECTRIC

Other Fields

03	Color	10
04		11
05		12
06		13
07		14
08		15
09		16

Units of Measure

			Broken Case		Defaults			
	Units	Conversion Factor	% / $	Penalty	Reporting	Sales	Purchases	Builds
Base	PKG	1.0000	%	.0000	X	X	X	X
Alternates :								

Alternate Items

Type	Source ID	Alternate Item ID	Start Date	End Date
Bar Code		8471065922		
Customer Part	ACE001	1358XQ-3D		
Customer Part	SUN001	34A4211-N		
Alias		ELECTRIC		
Vendor Part	ELL001	757223DHIE		

Item Comments List

Print the Item Comments List to view the comments you have entered about inventory items.

Sample List

Builders Supply
Item Comments List
By Item ID/Date

Page 1 of 1

Item ID	Date	Ref	Comment
812002			
Paint - Seafoam - SemiGloss	08/09/2013	000	Use 810002 as tint base.
	08/09/2013	SLS	Keep extra in stock for warranty jobs.

Item Summary List

Use the **Item Summary List** function on the **Master File Lists** menu to produce a summarized list of general information about your inventory items.

Use the Item Summary List screen to select the items, product lines, and user-defined fields that you want to include in the list. See "Printing a Master File List" on page 14-1 for information on producing a master file list.

Sample List

Builders Supply Page 1 of 1

Item Summary List

By Item ID

Item ID / Description	Price ID / Status / Type	Kitted Item? / Auto Reorder? / Track Lots?	Sales Category / Product Line	User Field 1 / User Field 2	Base UOM / Default UOM	Tax Class / Weight
820005	BUILD	No	E1	HOME IMP	EA	00
Stretch Spray Hood	Active	Yes	MATERIAL	BUILDING	EA	0.1
	Nonserialized	No				
900	APPL	No	A1	MJR APPL	EA	00
Refrigerator - Black	Active	Yes	APPLIANCE	ELECTRIC	EA	950
	Serialized	No				
901	APPL	No	A1	MJR APPL	EA	00
Refrigerator - White	Active	Yes	APPLIANCE	ELECTRIC	EA	950
	Serialized	No				
902	APPL	No	A1	MJR APPL	EA	00
Refrigerator - Almond	Active	Yes	APPLIANCE	ELECTRIC	EA	950
	Serialized	No				
910001	APPL	No	A1	MJR APPL	EA	00
Dishwasher - Black	Active	No	APPLIANCE	ELECTRIC	EA	325.25
	Serialized	No				
910002	APPL	No	A1	MJR APPL	EA	00
Dishwasher - White	Active	No	APPLIANCE	ELECTRIC	EA	325.25
	Serialized	No				
910003	APPL	No	A1	MJR APPL	EA	00
Dishwasher - Almond	Active	No	APPLIANCE	ELECTRIC	EA	325.25
	Serialized	No				

Item Locations List

Use the **Item Locations List** function on the **Master File Lists** menu to produce a list of location, price, cost, vendor, bin, lot, and serial information about your inventory items.

Use the Item Locations List screen to select the items, locations, and user-defined fields that you want to include in the list. See “Printing a Master File List” on page 14-1 for information on producing a master file list.

Sample List

Builders Supply Page 1 of 1
Item Locations List
By Item ID

Item ID	100	Location	CA0001
Description	Electrical Package		

Defaults

Vendor ID	ELL001	Lead Time	7.0
Bin Number	E-10	Status	Active
Price ID	BUILD	Forecast Type	REG

GL Accounts

GL Code	01				
Sales	401000	Pending Inventory Rtn.	104400	Purch. Price Variance	504000
COGS	501000	Loss from Sale Return	104400	Phys. Count Variance	104400
Inventory	104400	Inventory Adjustment	104400	Phys. Count Adjustment	504000
Work In Process	104200	COGS Adjustment	504000	Transfer Cost	503000

Order Quantities

	Quantity	Status
Max On-Hand Qty	10.0000	
Min On-Hand Qty	7.0000	
Order Point	1.5000	Calc
Safety Stock	.0000	Calc
EOQ	1.0000	Calc
Min Order Qty	7.0000	

Item Quantities

On Hand	5.0000		
In Use	.0000	On Order	.0000
Pending Returns	.0000	Expected Returns	.0000
Total In Use	.0000	Total On Order	.0000
Committed	.0000		
Total Available	5.0000		

Location Detail List

Use the **Location Detail List** function on the **Master File Lists** menu to produce a list of all your locations and their IDs, descriptions, and addresses.

Use the Location Detail List screen to select the locations that you want to include in the list. See “Printing a Master File List” on page 14-1 for information on producing a master file list.

Sample List

Builders Supply
Location Detail List
By Location ID

Page 1 of 1

Location ID	Name / Contact	Address	City, State / Zip, Country		Phone Number / Fax Number	Carry Cost Pct / Order Cost Amt
CA0001	OAKLAND WAREHOUSE	47777 NORTH BAYSHORE HWY	OAKLAND	CA	( ) -	30.0000
			90000	US	( ) -	5.0000
MD0001	BALTIMORE WAREHOUSE	3117 SUMTER ROAD	BALTIMORE	MD	( ) -	27.0000
			23849	US	( ) -	5.0000
MN0001	MINNEAPOLIS WAREHOUSE	453 LAKE DRIVE	MINNEAPOLIS	MN	( ) -	24.0000
			55355	US	( ) -	5.0000
MN0002	MINNEAPOLIS MANUFACTURING	13771 CONCORD ST.	MINNEAPOLIS	MN	( ) -	24.0000
			55199	US	( ) -	5.0000
TX0001	DALLAS WAREHOUSE	13302 WEST FREEWAY CT.	DALLAS	TX	( ) -	29.0000
			77099	US	( ) -	5.0000

Price Structure List

Use the **Price Structure List** function on the **Master File Lists** menu to produce a list of the price structures that were set up, price IDs, customer levels, adjustment types, adjustment bases, and adjustment amounts.

Use the Price Structure List screen to select the price IDs that you want to include in the list. See “Printing a Master File List” on page 14-1 for information on producing a master file list.

Sample List

Builders Supply Page 1 of 1

Price Structure List

Price ID	Description	Customer Level	Level Description	Adj Type	Adjustment Base	Adjustment Amount
APPL	Appliance Price Breaks	NONE	Price Structure Default	$	Calculated Price	.0000
		ACE001	Ace Builders Contract	%	Base Cost	10.0000
		JOBBER	Jobber Customer	%	Calculated Price	10.0000-
		RETAIL	Retail Customer Pricing	$	Calculated Price	.0000
		WHSL	Wholesale Customer	%	Base Cost	10.0000
BUILD	Building Supplies	NONE	Price Structure Default	$	Calculated Price	.0000
		ACE001	Ace Builders Contract	%	Base Cost	5.0000
		JOBBER	Jobber Customer	%	Calculated Price	5.0000-
		RETAIL	Retail Customer Pricing	$	Calculated Price	.0000
		WHSL	Wholesale Customer	%	Base Cost	5.0000
MATRL	Materials Price Breaks	NONE	Price Structure Default	$	Calculated Price	.0000
		ACE001	Ace Builders Contract	%	Base Cost	10.0000
		JOBBER	Jobber Customer	%	Calculated Price	10.0000-
		RETAIL	Retail Customer Pricing	$	Calculated Price	.0000
		WHSL	Wholesale Customer	%	Base Cost	10.0000

Promotional Pricing List

Use the **Promotional Pricing List** function on the **Master File Lists** menu to produce a list of promotional price IDs, amounts, start and end dates, and items affected.

Use the Promotional Pricing List screen to select the promotional price IDs and start dates that you want to include in the list. See “Printing a Master File List” on page 14-1 for information on producing a master file list.

Sample List

Builders Supply
Promotional Pricing List
By Promo ID

Page 1 of 1

Promo ID	Start Date / End Date / Description		From	Thru	Adjustment Type / Adjustment Base / Adjustment Amount
NEW-TX	12/10/2013	Price ID	<first>	<last>	%
	12/15/2013	Customer Level	<first>	<last>	Calculated Price
	New Texas Location Sale	Item ID	<first>	<last>	20.0000
		Units	<first>	<last>	
		Location	TX0001	TX0001	
		Application	<first>	<last>	
		Department	<first>	<last>	
YR-END	12/01/2013	Price ID	<first>	<last>	%
	12/31/2013	Customer Level	<first>	<last>	Calculated Price
	Year-End Closeout	Item ID	<first>	<last>	10.0000-
		Units	<first>	<last>	
		Location	<first>	<last>	
		Application	<first>	<last>	
		Department	<first>	<last>	

Tables List

Produce the **Tables List** to print information from your Inventory tables. This function is useful if you plan to change a table and want a list to compare it against.

Use the Tables List screen to select the table IDs that you want to include in the list. See "Printing a Master File List" on page 14-1 for information on producing a master file list.

Sample List

Builders Supply Page 1
Tables List
Inventory

Table ID INPDH Description Period/Fiscal Year Table
No. of Columns 3 Column Length 12 Type N

PERIOD	FISCAL YEAR	PERIODS/YEAR
.00	2013.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

Table ID INUDSH Description User-Defined Sorts
No. of Columns 3 Column Length 20 Type A

Sort #	User Field	Description
Primary	03	User-Defined Sort 1
Secondary	00	
Tertiary	00	
Primary	99	User-Defined Sort 2
Secondary	03	
Tertiary	00	

GL Account Audit Report

The **GL Account Audit Report** List shows Inventory tables and data files with invalid or missing GL account numbers.

Sample List

Builders Supply
GL Account Audit Report
Page 1 of 1

Report Criteria: Applications Included = 'AP, GL, IN, PO, SO'

Application	Description	Interfaced to GL?
AP	Accounts Payable	No

File	File Description	Record Description	Field Name	GL Account	Reason
APVEH	Vendors	Vendor ID CLE001	GL Account		Missing
APVEH	Vendors	Vendor ID ELL001	GL Account		Missing
APVEH	Vendors	Vendor ID JON001	GL Account		Missing
APVEH	Vendors	Vendor ID TEL001	GL Account		Missing

Application	Description	Interfaced to GL?
GL	General Ledger	Yes

No Errors Found in GL Accounts for General Ledger

Application	Description	Interfaced to GL?
IN	Inventory	No

No Errors Found in GL Accounts for Inventory

Application	Description	Interfaced to GL?
PO	Purchase Order	No

No Errors Found in GL Accounts for Purchase Order

Application	Description	Interfaced to GL?
SO	Sales Order	No

Table	Table Name	Row	Column	Description	GL Account	Reason
ARGL	GL Accounts Table	5	2	SO Retention		Missing

CHAPTER 15

15

Sales Categories List 15-3
Customer Levels List 15-5
Product Lines List 15-7
Account Codes List 15-9
Forecast Types List 15-13
Cost Makeup Codes List 15-15
Hazardous Material Codes List 15-17
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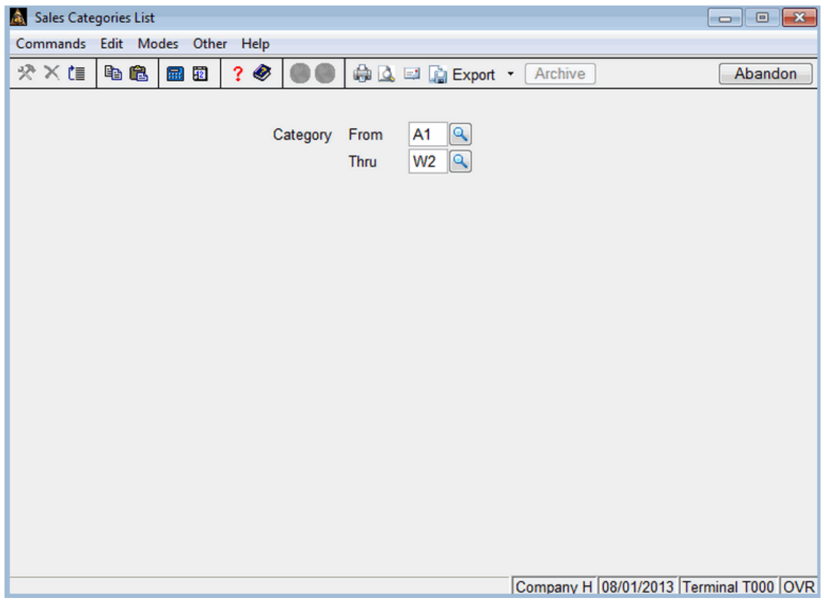
Master Codes List

Printing a Master Codes List

All master codes lists are produced in the same way. Use these instructions to print a master codes list, modifying the procedure as necessary for the list you are printing.

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Sales Categories List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list box.

   Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** (**F2**) command is usually available with these list boxes.

3. Select the output device. See “Reports” on page 1-25 for more information. After the list is produced, the **Master Codes List** menu appears.

Sales Categories List

The **Sales Categories List** shows the sales categories and descriptions stored in the **INCAxxx** (Sales Categories) file. You can use the list as a reference when you assign sales categories to items.

Use the Sales Categories List screen to select the category codes that you want to include in the list. See “Printing a Master Codes List” on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1 of 1

Sales Categories List

Category	Description
A1	Appliances
D1	Doors
E1	Supplies
I1	Interior Decorating
M1	Material 1
M2	Material 2
M3	Material 3
P1	Packages
R1	Raw Materials 1
R2	Raw Materials 2
R4	Raw Materials 4
S1	Structurals
W1	Windows 1
W2	Windows 2

Customer Levels List

Use the **Customer Levels List** function on the **Master Code Lists** menu to produce a list of the customer levels. You can use it as a reference when you assign customer levels to items.

Use the Customer Levels List screen to select the customer levels that you want to include in the list. See “Printing a Master Codes List” on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply
Customer Levels List
Page 1 of 1

Customer Level	Description
ACE001	Ace Builders Contract
JOBBER	Jobber Customer
RETAIL	Retail Customer
WHSL	Wholesale Customer

Product Lines List

Use the **Product Lines List** function on the **Master Code Lists** menu to produce a list of product lines. You can use the list as a reference when you assign product lines to items.

Use the Product Lines List screen to select the product lines that you want to include in the list. See "Printing a Master Codes List" on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1 of 1

Product Lines List

Product Line	Description
APPLIANCE	Appliance
COMPONENT	Components
HEAT/AIR	Heating and Air Equ.
MATERIAL	Building Materials

Account Codes List

Use the **Account Codes List** to make sure that the account codes are correct. Use the list as a reference when you assign account codes to items.

Use the Account Codes List screen to select the account codes that you want to include in the list. See “Printing a Master Codes List” on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply
Account Codes List
Page 1 of 1

Account Code	Description	GL Accounts			
		Sales	Work In Process	Inventory Adjustment	Phys. Count Variance
		COGS	Pending Inventory Rtn.	COGS Adjustment	Phys. Count Adjustment
		Inventory	Loss from Sale Return	Purchase Price Variance	Transfer Cost
01	Retail Sales	401000	104200	104400	104400
		501000	104400	504000	504000
		104400	104400	504000	503000
02	Raw Materials	402000	104200	104000	104000
		502000	104000	504000	504000
		104000	104000	504000	503000

Unit of Measures List

Use the **Unit of Measures List** to view all of the units of measure you've set up using the Units of Measure function on the Codes Maintenance menu.

Use the Unit of Measures selection screen to select the codes that you want to include in the list. See "Printing a Master Codes List" on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1 of 1
Unit of Measures List

UOM	Description	Default Conversion Factor
10LB	10 Lbs.	1.0000
5GAL	5 Gallon Drums	1.0000
CARTN	Carton	1.0000
CASE	Case	1.0000
CS	Case	1.0000
DRUM	Drum	1.0000
EA	Each	1.0000
FOOT	Per Foot	1.0000
GAL	1 Gallon Drums	1.0000
OZ	Ounce	1.0000
PKG	Package	1.0000
PT	Pint	1.0000
QT	Quart	1.0000
QUART	Quart	1.0000
ROLL	Roll	1.0000
SET	Per Set	1.0000

Forecast Types List

Use the **Forecast Types List** function on the **Master Code Lists** menu to produce a list of the forecast types that have been set up. Use it as a reference when you assign forecast types to items.

Use the Forecast Types List screen to select the forecast types that you want to include in the list. See “Printing a Master Codes List” on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1
Forecast Types List

Forecast Type	Description	Period	Wt. Factor
MTH	Weighting on Last Month	Back 1	100
		Back 2	0
		Back 3	0
		Back 4	0
		Back 5	0
		Back 6	0
		Back 7	0
		Back 8	0
		Back 9	0
		Back 10	0
		Back 11	0
		Back 12	0
		Back 13	
		Adj. %	0.000
REG	Regular	Back 1	50
		Back 2	30
		Back 3	20
		Back 4	0
		Back 5	0
		Back 6	0
		Back 7	0
		Back 8	0
		Back 9	0
		Back 10	0
		Back 11	0
		Back 12	0
		Back 13	
		Adj. %	1.000

Cost Makeup Codes List

Use the **Cost Makeup Codes List** function on the **Master Code Lists** menu to produce a list of cost makeup codes. You can use the list as a reference when you assign cost codes to items.

Use the Cost Makeup Codes List screen to select the cost codes that you want to include in the list. See "Printing a Master Codes List" on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1

Cost Makeup Codes List

Cost Makeup Code	Description
LA	Labor
MA	Materials
OV	Overhead

Hazardous Material Codes List

Use the **Hazardous Material Code List** function on the **Master Code List** menu to produce a list of hazardous material codes. You can use the list as a reference when you assign hazardous material codes to items.

Use the Hazardous Material Code List screen to select the hazardous materials codes that you want to include in the list. See “Printing a Master Codes List” on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1

Hazardous Material Codes List

Hazardous Material Code	Description
ER1001	Acetylene, Acetylene, dissolved
ER1002	Air, compressed
ER1003	Air, refrigerated liquid (cryogenic liquid)
ER1005	Ammonia, anhydrous, and Anhydrous ammonia
ER1006	Argon, Argon, compressed
ER1008	Boron trifluoride, Boron trifluoride, compressed
ER1009	Bromotrifluoromethane, Refrigerant gas R-13B1
ER1010	Butadienes, inhibited
ER1011	Butane, Butane mixture
ER1012	Butylene
ER1013	Carbon dioxide, Carbon dioxide, compressed
ER1014	Carbon dioxide and Oxygen mixture, and vice-versa
ER1015	Carbon dioxide and Nitrous oxide
ER1016	Carbon monoxide, Carbon monoxide, compressed

User-Defined Fields List

Use the **User-Defined Fields List** function on the **Master Codes List** menu to produce a list of your user-defined fields.

Use the User-Defined Fields List screen to select the user-defined fields that you want to include in the list. See “Printing a Master Codes List” on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1

User-Defined Fields List

Field No.	Prompt	Field Value	Description
01	Application		N/A
		BUILDING	Building
		CABINET	Cabinets
		HOME IMP	Home Improvement
		MJR APPL	Major Appliance
		WINDOWS	Windows
02	Department		N/A
		BUILDING	Building Materials
		ELECTRIC	Electric Materials
		EXTERIOR	Exterior Materials
		INTERIOR	Interior Materials
		PLUMBING	Plumbing Materials
03	Color		
04			
05			
06			
07			
08			

User-Defined Field Sorts List

Use the **User-Defined Field Sorts List** function on the **Master Code Lists** menu to produce a list of the two sorted fields you set up.

Use the User-Defined Field Sorts List screen to select the sorted fields you want to include in the list. See "Printing a Master Codes List" on page 15-1 for information on producing the master codes list.

Sample List

Builders Supply Page 1

User-Defined Field Sorts List

Field Descriptions

1	Application	5		9		13	
2	Department	6		10		14	
3	Color	7		11		15	
4		8		12		16	
						99	Product Line

Sort No.	Description			
1	User-Defined Sort 1	Primary	03	Color
		Secondary		None
		Tertiary		None
2	User-Defined Sort 2	Primary		Product Line
		Secondary	03	Color
		Tertiary		None

APPENDIX A

A

System Messages

Alternate item must be the same item type as current item ID

When you are setting up alternate items, you cannot set up a service item as an alternate item for any other type of item.

BASIC ERROR = *nn* HOST ERROR = *xxx* LINE = *nnnn* PROGRAM = *xxxxxx*
BASIC ERROR = *nn* LINE = *nnnn* PROGRAM = *xxxxxx*

A serious error has occurred. Write down the information that appears and get help from a support technician.

Do you wish to change to using tags?

If you choose to use tags, the system will change the batch from using worksheets for physical counts to using tags.

Error creating INRQxxx file. File may be open on another terminal.

Someone else is using one of the **Reorder Processing** functions on another terminal. Try again later.

Field value already exists. Use the 'Edit' function to change values.

You cannot append an existing field value in the **User-Defined Fields** function. Enter a different field value.

Freezing has added items to the batch.

Items were added to inventory between the time you prepared the batch and froze quantities. If you know that many items were added, reprint the tags and worksheets. These items will then be included in the batch.

Item entered is not set up for the location entered.

Set up the item/location in the **Items** function, or enter a different location.

Item status is *xxxxxx* (discontinued, obsolete, superseded). You cannot change the location status.

Use the **Items** function to change the status.

Items do not have the same base unit of measure.

You cannot transfer items with different base units of measure to a different location. Change the unit of measure in the Items function for one of the items, transfer an item to a different location, or transfer a different item.

Location does not exist in locations file.

Enter a different location, or set up the location in the **Locations** function.

Must use 'Tag Entry' for this batch.

You selected **Worksheet Entry** when you were using a tag entry batch. Select a tag entry batch.

No General Ledger Adjustments are on file.

No COGS or purchase price variance adjustments are in the **INCJxxx** file for the GL Adjustments Journal or to post.

No locations are on file for this item.

Set up a location for the item in the **Items** function.

No transactions or transfers are on file.

Enter transactions before posting.

RMTB file not found.

Set up the **RMTB** file in Resource Manager. See the *Resource Manager Guide*.

Secondary sort cannot be the same as primary sort.
Tertiary sort cannot be the same as primary (or secondary) sort.

You cannot use a user-defined field that is already being used in one of the sorts. Enter a different field number.

Serial number must be available in order to be transferred.

A serialized item must have the *available* status before it can be transferred. Enter a serial number with *available* status.

Serial number must have a 'Lost' or 'Sold' status before it can be deleted.

Change the status of the item in the **Items** function, or select a different item to delete.

The bin ID does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a bin ID that meets the from/thru criteria or work with a different batch.

The cost bucket entered already exists for this item.

Change the date or the cost to make the bucket unique.

The product line does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a product line that meets the from/thru criteria or work with a different batch.

The superseded item selected is a recursive supersede.

You cannot set up a superseded item that will supersede back to itself. Enter a different item ID.

There are items without tag numbers. Do you wish to reprint tags?

If you elect to reprint tags, the system will reprint tags for that batch. If you choose not to reprint them, you can select a different batch.

There are no items in this batch.

When you set up the batch criteria, the system determined that no items fell into the from/thru range you specified. Change the from/thru criteria for the batch.

There are no locations set up for this item to calculate prices on.

You must set up a location for the item in the **Item Locations** function before you can calculate a price in the **Price and Availability** function.

This alternate item already exists with the same item type.

Enter a different alternate item ID or alternate type.

This alternate item ID does not exist in the Items file.

Enter a different item ID, or set up the item in the **Items** function.

This customer already has an alternate item set up for them.

You can set up only one customer alternate or vendor alternate per item.

This item does not exist in the Inventory Item Master file.

If the item associated with a tag is not in the Items file, you must add the item to inventory.

This item does not match the from/thru criteria for this batch.
This location does not match the from/thru criteria for this batch.

Enter an item or a location that falls within the range you specified in the from/thru criteria for the batch.

This lot does not exist for this item.

Set up lot information for the item in the Item Locations - Lot Information screen.

This vendor already has an alternate item set up for them.

You can set up only one alternate item per item for a vendor.

This vendor is already set up for this item location.

The vendor is already an alternate for the specified item. Edit the existing alternate vendor, or set up a new vendor for the item/location in the **Item Locations** function.

Unable to allocate sort file.

Someone else may be using the same terminal ID and file name as the sort file you are trying to use, or the system is creating the sort file in a directory where you do not have permissions set up.

Unit of measure has previously been entered.

Select a different unit of measure.

Unposted adjustments exist in COGS Adjustments File.
Unposted transactions exist in Inventory Transactions File.
Unposted transactions exist in Location Transfers File.

Post these adjustments or transactions before using the **Year-End Maintenance** function.

User-defined field 1 does not match the from/thru criteria for this batch.
User-defined field 2 does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a user-defined field that meets the from/thru criteria or work with a different batch.

User-defined field will not be available if no description is given.
User-defined sort will not be available if no description is given.

If you do not enter a field description, the system will not recognize the user-defined field or sort.

APPENDIX B

B

File Descriptions

INAIxxx (Alternate Items)

The **INAIxxx** file stores the alternate item information for each item.

INBNxxx (Bin Locations)

The **INBNxxx** file stores the bin ID and last physical count information for every bin in each item/location.

INCAxxx (Sales Categories)

The **INCAxxx** file stores information about sales categories.

INCBxxx (Physical Count Batches)

The **INCBxxx** file stores batch information in use by the **Physical Counts** functions.

INCCxxx (Standard Cost Makeup Codes)

The **INCCxxx** file stores the standard cost makeup codes.

INCJxxx (COGS Journal)

The **INCJxxx** file stores the COGS and purchase price variance adjustments that are produced in the **Inventory Transactions** function. If Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order interface with Inventory, they also send COGS and purchase price variance adjustments to this file.

INCLxxx (Customer Levels)

The **INCLxxx** file stores customer level codes.

INCSxxx (Cost Makeup)

The **INCSxxx** file stores cost makeup codes and cost amounts for each item/location.

INCTxxx (Physical Counts)

The **INCTxxx** file stores detail information for each item/location/bin ID when physical counts are processed.

INFTxxx (Forecast Types)

The **INFTxxx** file stores forecast codes and the weighting factors for each period.

INGLxxx (Account Codes)

The **INGLxxx** file stores general ledger account codes and accounts associated with each item/location.

INHIxxx (Detail History)

The **INHIxxx** file stores detail history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INHM (Hazardous Materials)

The **INHM** file stores the codes used to identify hazardous material (the codes are used in Sales Order Bills of Lading if Inventory interfaces with Sales Order).

INHSxxx (Summary History).

The **INHSxxx** file stores summary history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INKYxxx (Alternate Keys)

The **INKYxxx** file stores individual records for each item/location.

INLDxxx (Location Detail)

The **INLDxxx** file stores general information for each item/location.

INLHxxx (Lot History)

The **INLHxxx** file stores detail lot history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INLOxxx (Location Master)

The **INLOxxx** file stores general information for each location currently used in Inventory.

INLPxxx (Location Pricing)

The **INLPxxx** file stores location-specific pricing information for each item location.

INLSxxx (Transaction Lot/Serial Numbers)

The **INLSxxx** file stores lot and serial transaction information used in the **Inventory Transactions** function.

INLTxxx (Lot Detail)

The **INLTxxx** file stores lot detail information for each lotted item/location.

INPLxxx (Product Lines)

The **INPLxxx** file stores product line codes.

INPPxxx (Promotional Pricing)

The **INPPxxx** file stores promotional pricing codes and the criteria used to evaluate whether to apply a promotion to a specific item when you sell it.

INPSxxx (Price Structures)

The **INPSxxx** file stores price structure information.

INQLxxx (Quantity Locations)

The **INQLxxx** file stores detail cost information for each nonserialized item/ location.

INQTxxx (Quantity Totals)

The **INQTxxx** file stores total quantity information for each item/location/lot number, and on-hand, committed, in-use, and on-order information.

INRQxxx (IN Requisitions)

The **INRQxxx** file stores reorder information for each item/location when you use the **Calculate Reorders** function.

INSHxxx (Serial History)

The **INSHxxx** file stores detail serial history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications interface with Inventory).

INSNxxx (Serial Numbers)

The **INSNxxx** file holds serial number information for each serialized item/ location.

INTB (Tables)

The **INTB** file stores Inventory tables.

INTLxxx (Transfer Lot/Serial IDs)

The **INTLxxx** file stores lot and serial number information used when processing a transfer for serialized, lotted, or lotted/serialized items.

INTRxxx (Transactions)

The **INTRxxx** file stores transaction information produced in the **Inventory Transactions** function.

INTTxxx (Transactions/Transfers)

The **INTTxxx** file stores transfer information produced in the **Inventory Transactions** function.

INUDxxx (User-Defined Fields)

The **INUDxxx** file stores verification values for each user-defined field.

INUMxxx (Unit of Measure)

The **INUMxxx** file stores unit of measure, conversion factor, penalty type, and penalty amount information for each item.

INUPxxx (Units Pricing)

This file stores unit-of-measure pricing information for each item/location.

INVExxx (Items)

The **INVExxx** file stores general information for each item.

INVIxxx (Vendor Information)

The **INVIxxx** file stores vendor-specific information for each item/location.

INXTxxx (Additional Descriptions)

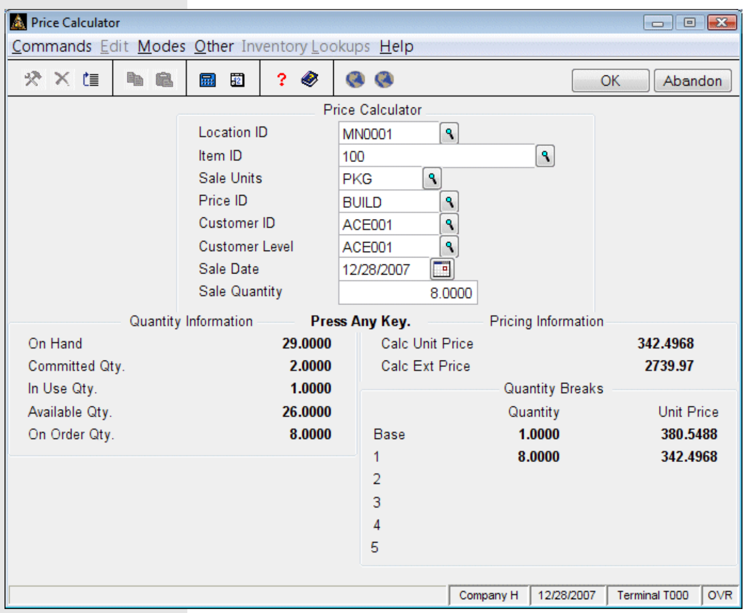
The **INXTxxx** file stores additional descriptions for each item.

APPENDIX C

C

Price Calculator

Price Calculator



Field Definitions

	Field Name	Description
Inquiry	**Location ID**	Enter a location ID.
Inquiry	**Item ID**	Enter an item ID.

	Field Name	Description
Inquiry	**Price ID**	Enter a price ID.
Inquiry	**Customer ID**	Enter a customer ID.
Inquiry	**Cust Level**	Enter a customer level
	Sale Date	Press **Enter** to accept the current sale date or enter a different date.
	Sale Quantity	Press **Enter** to accept the current sale quantity or enter a different quantity.
Inquiry	**Sale Units**	Press **Enter** to accept the current unit of measure or enter a different unit of measure.
	Calc Unit Price	The calculated unit price appears.
	Calc Ext Price	The calculated external unit price appears.

You cannot save information in this window. To exit from the Price Calculator, use the **Exit** (**F7**) command.

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