Contents

Introduction to Inventory

Inventory Functions

Using Inventory

Physical Inventory

Reports

Using the Reports function

Periodic Processing

Analysis Reports

References

Introduction to Inventory 1

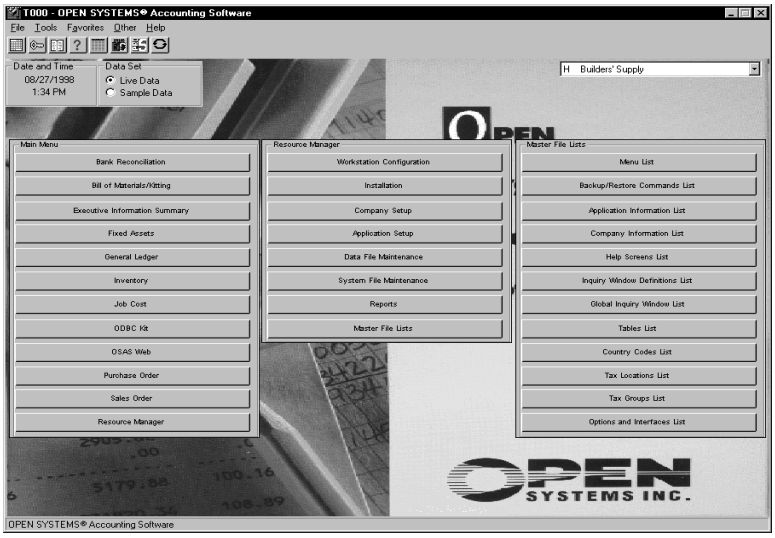
Overview

OSAS Inventory helps you track every aspect of your most valuable assets. With Inventory you can track what you have in stock, where it's located, and how much it's worth.

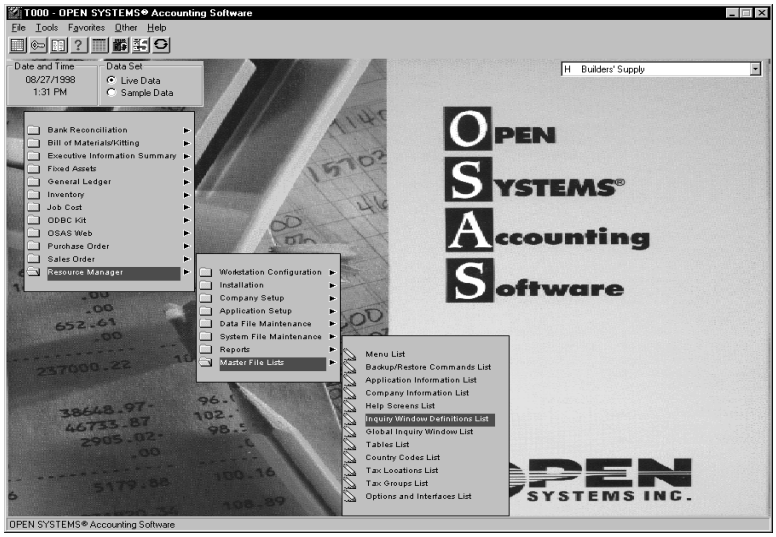
It provides you with the information you will need to know, what items to buy and how many, what's selling and what isn't. OSAS Inventory also shows how much the items are worth, and which items are most profitable.

Menus

Inventory Main Menu Screen - Graphical Style



Inventory Main Menu Screen - Start Style



Inquiry Functions

Use the Information Inquiry functions to:

- view Price and Availability information on the screen
- view Summary, Detail and Movement history
- view Sales Trending
- view Items, Item Locations
- view Costs and Vendors
- view Lot and Serial numbers

Daily Work Functions

Use the Daily Work functions to:

- enter Inventory Transactions
- enter Location Transfers
- print Transactions Journal and the Transfers Journal
- post Transactions
- print the GL Adjustments Journal
- post GL Adjustments

Reorder Processing Menu

Use the Reorder Processing Menu to:

- calculate reorders
- print Reorder Report
- generate Purchase Requisitions

Reports Menu

Use the Reports Menu to:

- print Inventory Movement Report
- print Item Status Report
- print the Price and Valuation Reports
- print Cost Variance Report
- print the Serialized, Lot and Transaction History Reports

Analysis Reports Menu

Use the Analysis Reports Menu to:

- print the Safety Stock Alert Report for those items that you need to restock
- print the Overstock Report for those items whose in-stock quantities are about the order points you specified (on-hand value is greater than the maximum on hand value)
- print Slow / Fast Movement Report to analyze fast-moving and slow-moving items. The report shows profit, cost, volume, and sales of the inventory items.
- print the Sales, Gross Profit, and Trend Analysis Reports to summarize the year-to-date and month-to -date history of stock items, show the gross profit margin on items for a particular period, and shows the quantity of items sold during a particular period
- print Movement Trending Report to produce a summary of inventory item movement

Periodic Processing Menu

Use the Periodic Processing Menu to:

- adjust Item Price and Cost Changes to globally change the cost on certain inventory items, and change several inventory item prices
- run Quantity Cross Verification to audit & correct quantity & cost difference that may occur between the quantity totals file & quantity detail file
- complete Year-End Maintenance to set the new inventory year, and to set up starting balances in the summary history file for the new year
- use Purge Selected Files to purge several files including detail, lot, and serialized history
- use Rebuild Item Quantities to update on order committed and in use quantities based on open orders in AR/SO and AP/PO

Physical Inventory Menu

Use the Physical Inventory Menu to:

- set up the Physical Inventory Selection screen to prepare different batches of inventory items.
- use Freeze Quantities to process the physical count
- print Physical Inventory Tags
- print Physical Inventory Worksheets
- use Physical Counts Tag Entry to enter in tags and the counts associated with each tag
- use Physical Counts Worksheet Entry if you are not using inventory tags, to process your physical counts
- print Batch and Physical Count Lists
- print Variance and Physical Count Valuation Reports
- update Perpetual Inventory after you complete and verify other Physical Inventory functions to update quantities for the items selected in each batch

File Maintenance Menu

Use the File Maintenance Menu to:

- enter Items, Item Locations, and Locations
- setup Price Structures so you can control exactly how your inventory is priced when you sell items
- use Promotional Pricing to set up promotions for selected group of items
- use the Tables function to set up and maintain generic tables

Code Maintenance Menu

Use the Code Maintenance Menu to:

- set up Sales Categories that are used for your Inventory items
- set up Customer Levels that you would use when you set up Price Structures or customer specific pricing for your Inventory items
- use the Product Lines function to set up product line codes you assign to your inventory items
- set up Account Codes to define various General Ledger account information
- use the Forecast Types function to set up various forecast types and forecast percentages that you need for your items to process Reorder function
- use the Standard Cost Makeup Codes function to set up standard cost codes you assign to each item / location to assign items assign items a standard cost
- use the User-Defined Fields function to set up and maintain user defined fields
- set up User-Defined Field Sorts that can be used when you are printing various reports

Master File List Menu

Use the Master File Lists Menu to:

- print Item Detail, Summary, and Locations Lists of all your inventory items
- print Location Detail List to view information on all locations currently in use
- print Price Structure List of all price structures currently in use
- print Promotional Pricing List of all promotions currently in use
- print Tables List of all tables currently in use

Master Code Menu

Use the Master Code Menu to:

- print Sales Categories List of all sales categories currently in use
- print Customer Levels List of all customer levels currently in use
- print Product Lines List of all product lines currently in use
- print Account Codes List of general ledger account codes currently in use
- print Forecast Types List of all forecast types currently in use
- print Cost Makeup Codes List of all cost makeup codes currently in use
- print User-Defined Fields List of all user defined fields and their verification values
- print User-Defined Field Sorts List to verify which user-defined fields are being used in the 2 user-defined fields sorts

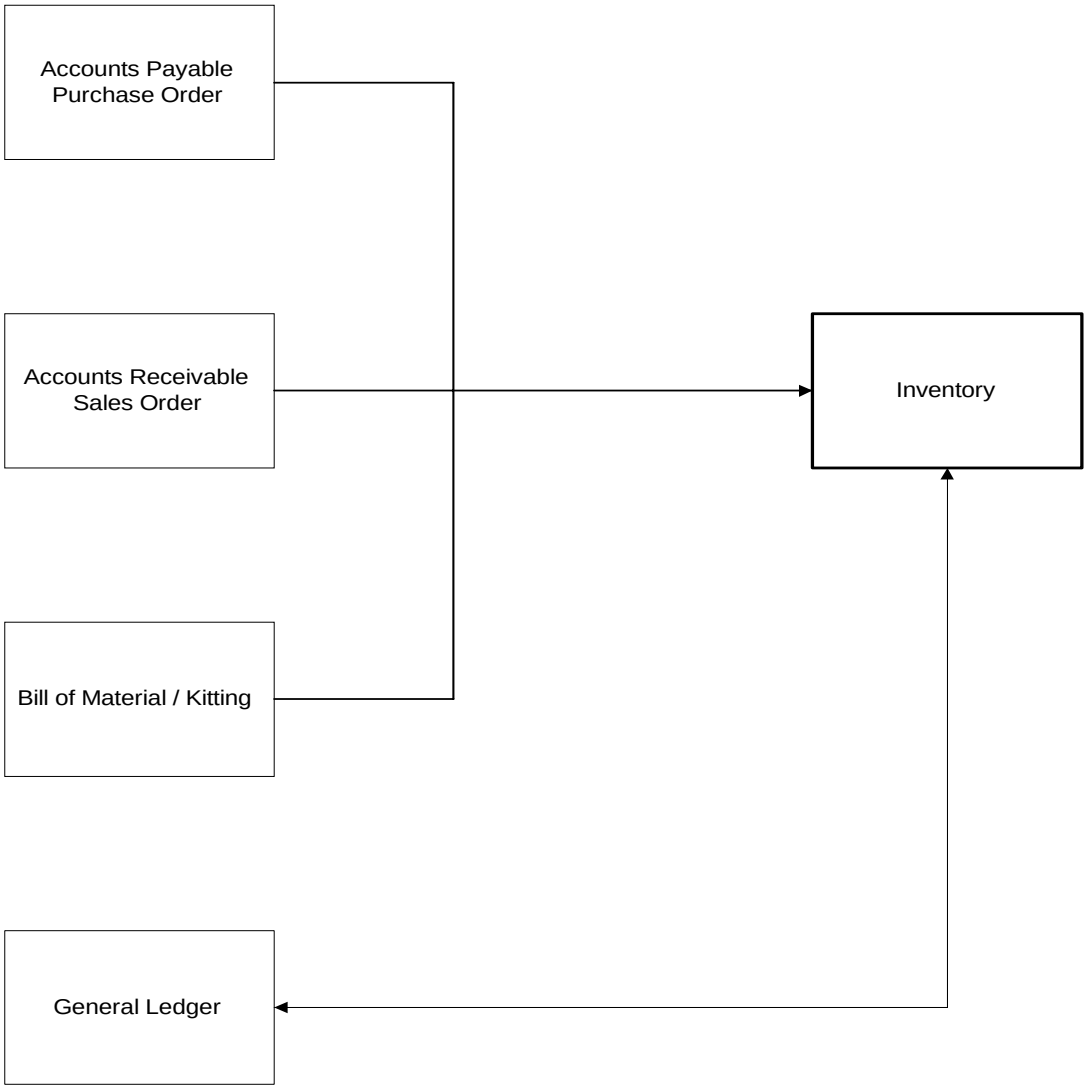
Resource Manager, Company Setup, Options and Interfaces Functions

Use the Resource Manager, Company Setup, Options and Interfaces function to interface Inventory with:

- General Ledger
- Purchase Order
- Accounts Payable
- Accounts Receivable

System Flow Chart

INVENTORY INTERACTION WITH INTERFACED APPLICATIONS



Open Systems offers several different output devices when printing reports. Select:

(**P**)rinter - to send a report to a printer. If you have more than one printer set up on your system, you are prompted to select the printer you want to use from a list.

p(**R**)eview - to use a GUI window to view the printed report[1]. The system prompts you to select the printer you want to use for the preview. After viewing the report on the screen, you can select to send the report to a printer.

(**F**)ile - to print the report to a file so that it can be printed later. In the Defaults function on the Workstation Configuration Menu in Resource Manager, you can specify a default path for print files.

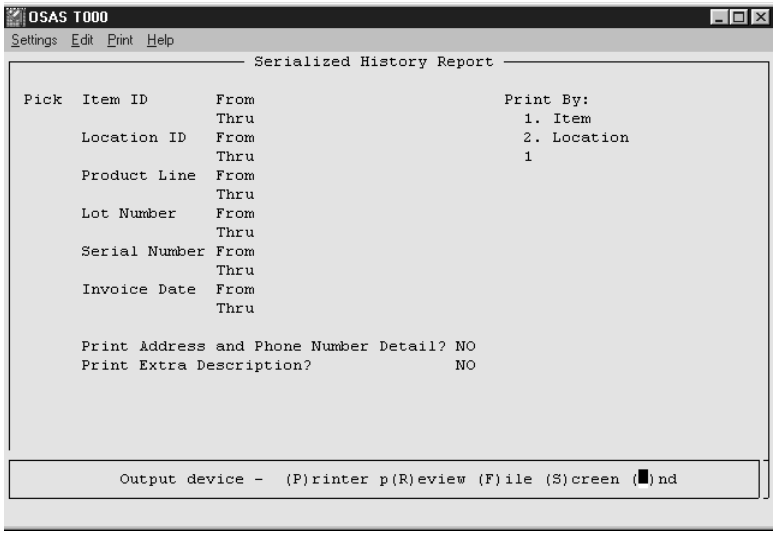
(**S**)creen - to print a report to the screen.

(**E**)nd - to exit from the report selection screen without printing the report

Using the Preview Output Device

When you finish making the print selections for a report you are prompted to choose an output device. The selection p(**R**)eview allows you to see what the report looks like before you send it to the printer.

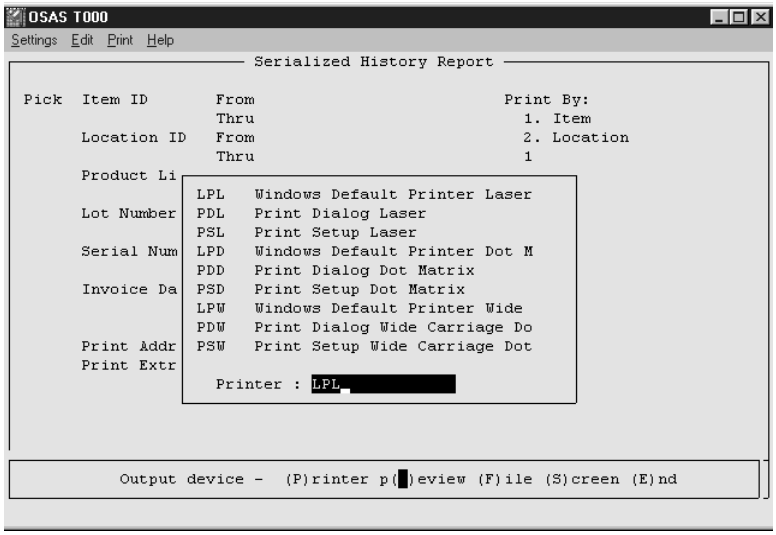
Serialized History Report Selection Screen



The Printer Selection Box appears. Select the printer you want to use to print the report.

1. You must have sysprint printers set up in the config.bbx file in order to have the preview option. The config.bbx file is edited in the Devices function on the Workstation Configuration menu in Resource Manager.

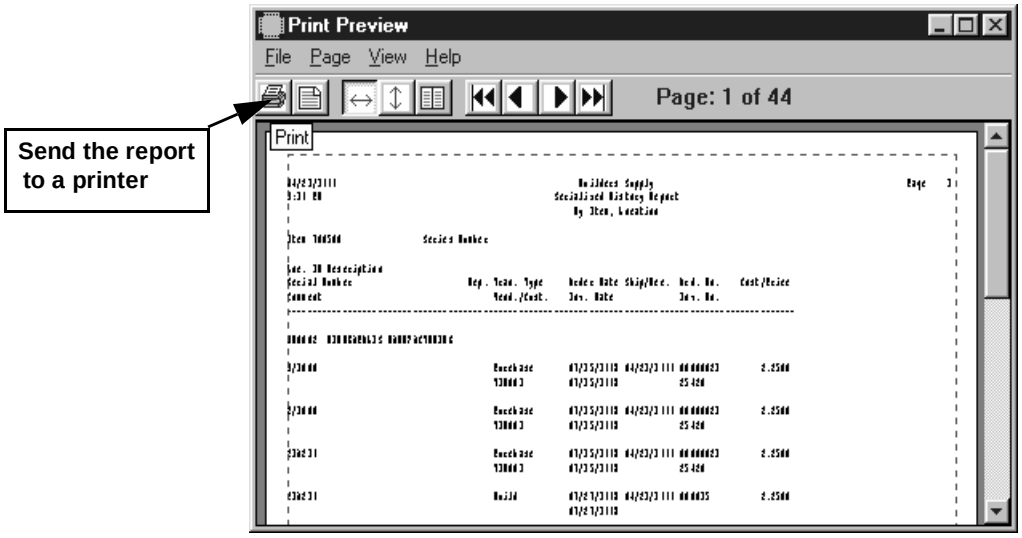
Printer Selection Box



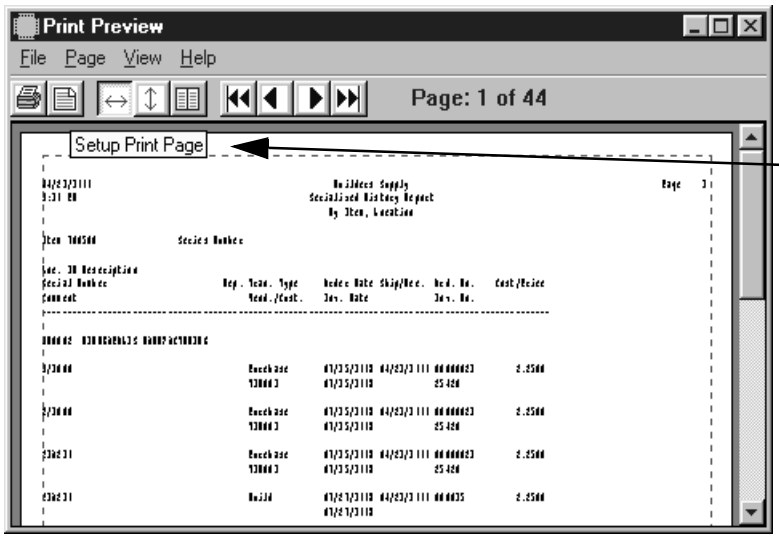
The Report Preview Screen displays the printed report.

Using the buttons available on this screen you can:

Report Preview Screen

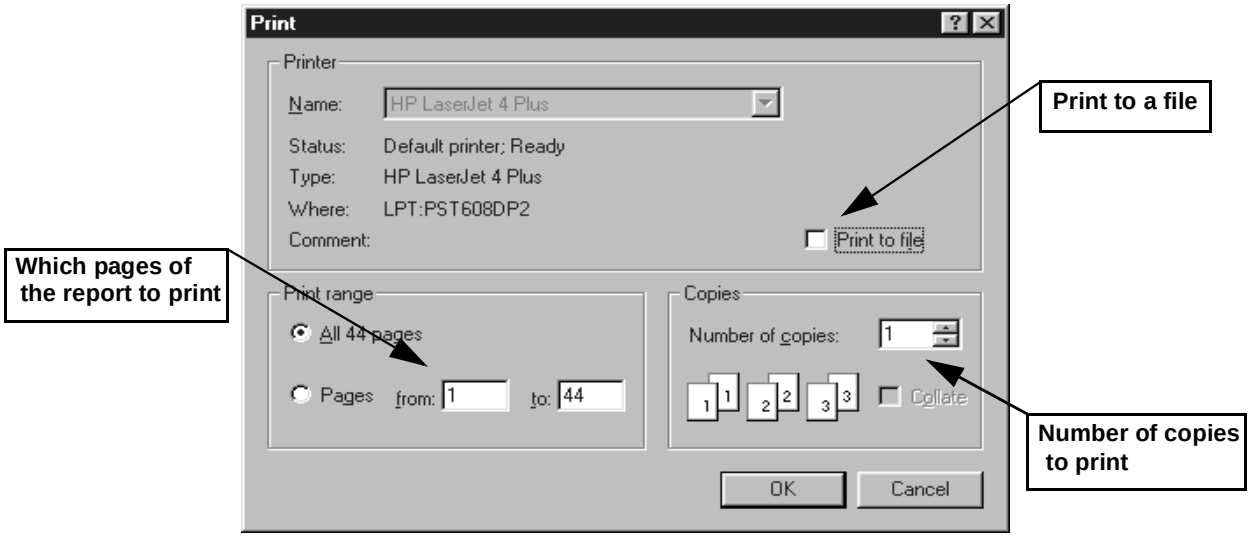


Report Preview Screen

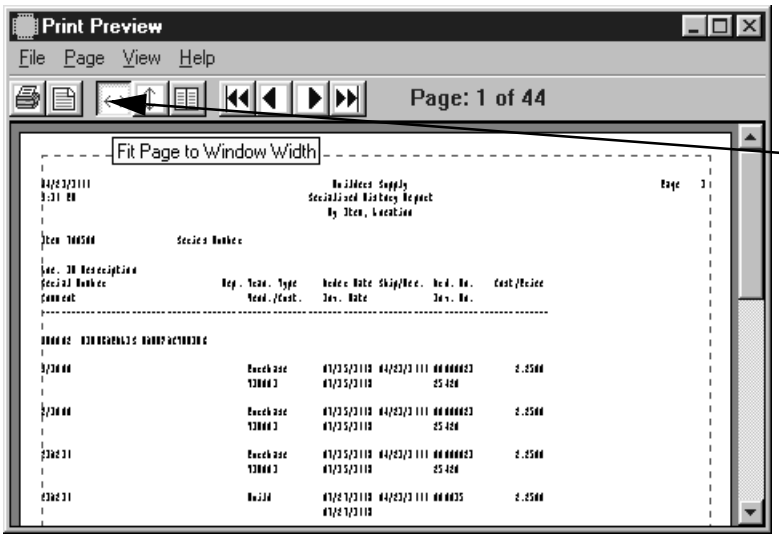


In the Print Page Setup Window you can select:

Print Page Setup Window

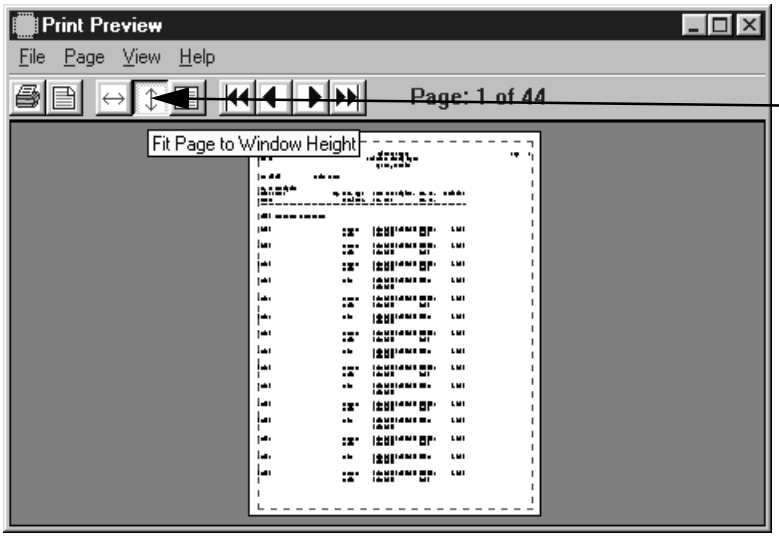


Report Preview Screen



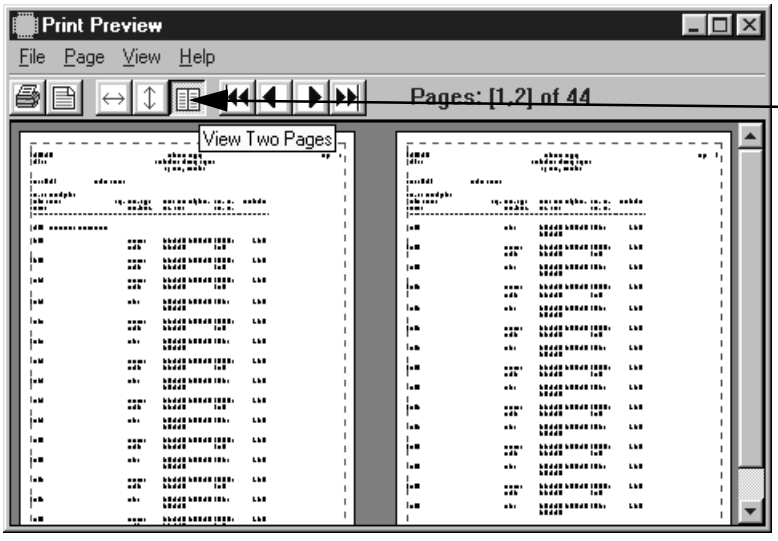
Adjust the report to fit the width of the window

Report Preview Screen



Adjust the report to fit the height of the window

Report Preview Screen



View two pages at once

Getting Ready

To set up the Inventory system properly, you need to gather and organize your accounting data. You will need the following information:

- a chart of accounts for the company
- a list of inventory items and descriptions
- location, bin, and vendor information

Structuring Codes

IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows better use of the system's sorting and selecting capabilities.

How the System Organizes

Because the system arranges code characters in a particular order, you have to decide what kind of codes will work best to identify vendors, term codes, and so on. Here's an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

-----0
-----1
-----Z
-----a
----01
--a---
000000
000001
1

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here's why:

- The system goes through each code, from left to right, until it finds something other than a blank space.
- Items come out in this order for each position:

  blank spaces

  special characters (-, *, /, etc)

  numerals (0-9)

  uppercase letters (A-Z)

  lowercase letters (a-z)

Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase or all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don’t use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 001 and 040 instead of 1 and 40.
- Usually, you should use IDs that convey information about the vendor or codes. For Example, ACE001 and ATT001 are more descriptive than 000001 and 000002. However, if you are already using a numbered system, it may be more convenient to stick with it.
- If you need to organize vendors by a particular element, include that element in the ID. For example, if you should want to organize vendors alphabetically by their company name, you should include the first characters of the vendor’s company name in the vendor ID. To ensure that new vendors can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

Setup Checklist

Planning

o Read the *Resource Manager User's Guide*

o Read the *Inventory User's Guide*

o Plan the Implementation Schedule

o Set up a Backup Schedule

Set Up in Resource Manager

o Set up Company Information

o Fiscal year and periods

o Select Options and Interfaces Used During Setup

o Tax Information (See Appendix A)

Set Up in Inventory

o Set Up/Verify Tables (x=company ID)

- INPDxxx

o Set Up the Sales Categories

o Set Up the Customer Levels

o Set Up the Product Lines

o Set Up the Account Code

o Define the Forecast Types

o Define the Standard Cost Makeup Codes

o Set up the User-Defined Fields

o Set up the User-Defined Fields Sorts

o Enter Locations

o Set up Price Structures

o Enter Items

o General Information

- o Units of Measure
- o Alternate Items
- o Enter Item Locations
- o Location Information
- o Price Information
- o Cost Information
- o Vendor Information
- o Bin Information
- o Lot Numbers
- o Serial Numbers
- o Set up Promotional Pricing

Complete Set Up in Resource Manager for Inventory

- o Set Up Access Codes
- o Reset Options and Interfaces for Using the System

Inventory Functions 2

Inventory Setup and Implementation

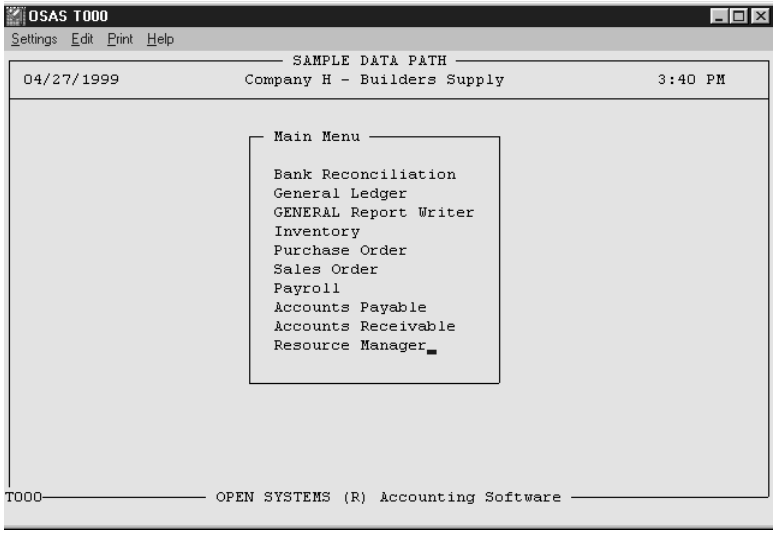
Information in both the Resource Manager and Inventory applications should be set up and/or verified when you set up Inventory. The selections you make during setup determine how the Inventory system operates.

Functions in Resource Manager are used to set up:

- the menu style used for the workstation
- the company's current fiscal year
- the date range for each fiscal period in the company's fiscal year
- the company default Location and Bank IDs
- the numeric masks used for the company
- the company's Option and Interface settings for Inventory

To set up this information, select Resource Manager from the Main Menu.

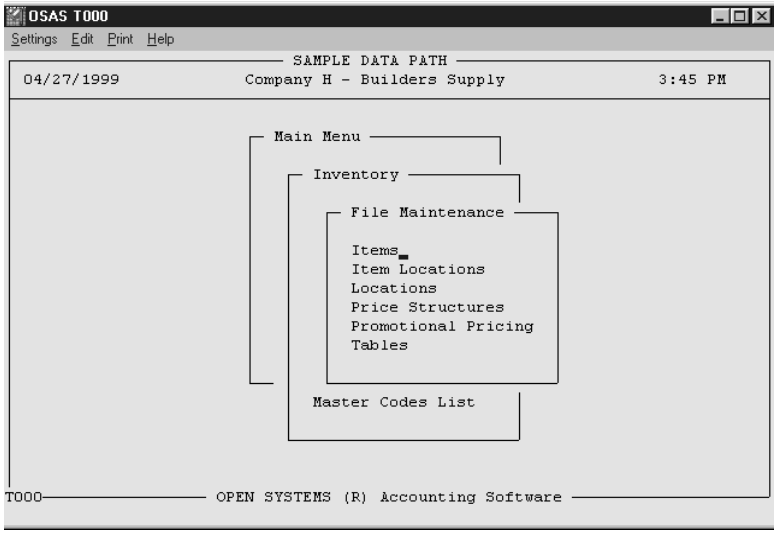
Main Menu Screen - Text Style



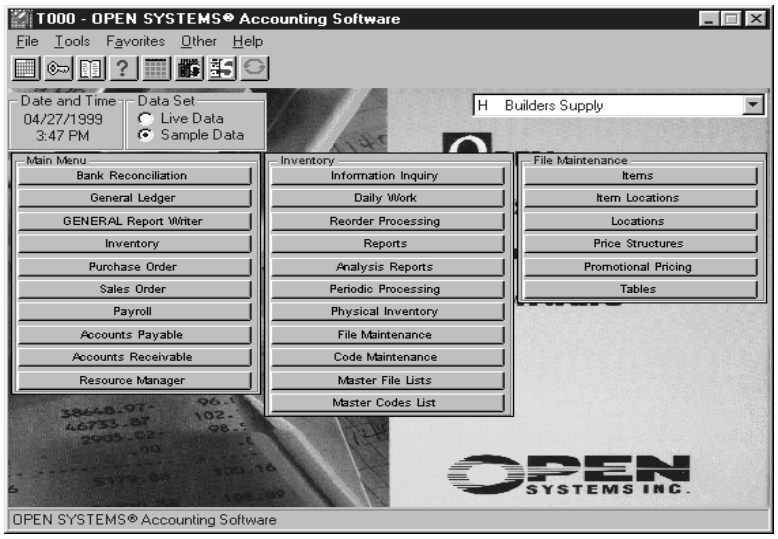
Selecting the Menu Style for Each Workstation

Each workstation can select from three different menu styles:

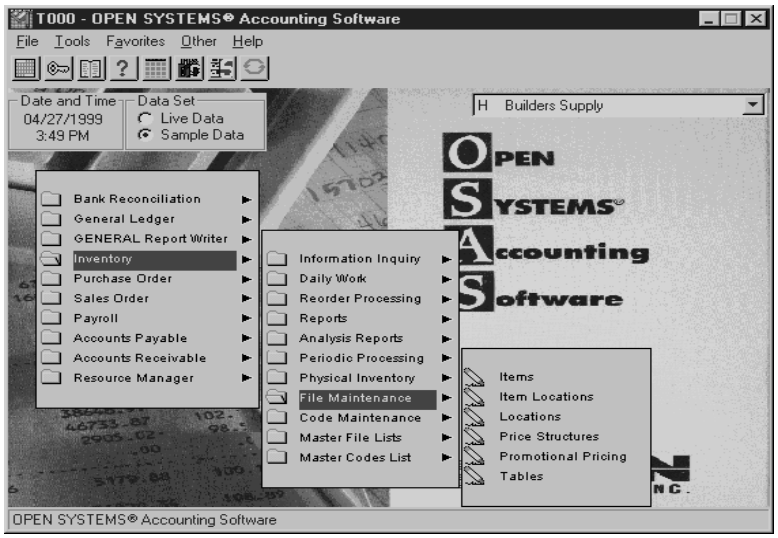
TEXT



GRAPHICAL



START STYLE

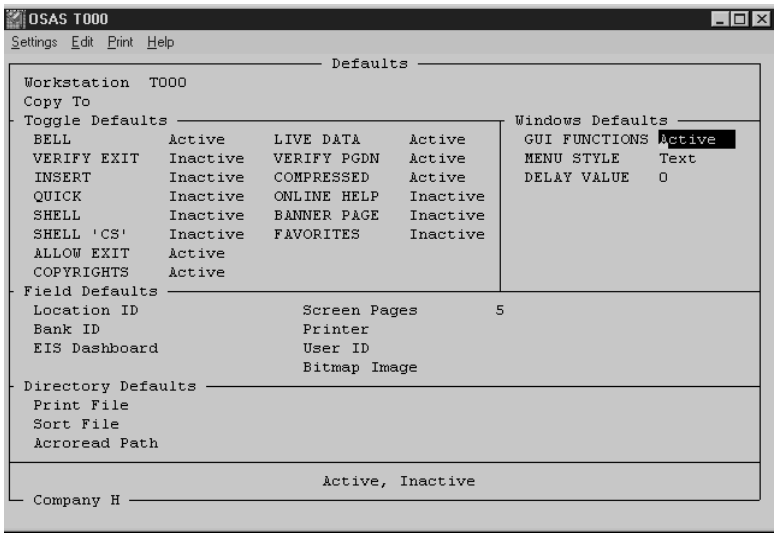


To select the menu style used for each workstation, perform the following steps:

1. Choose Workstation Configuration on the Resource Manager menu.

2. Select the Defaults function.

Defaults Selection Screen



3. The current workstation number defaults in the **Workstation** field.

4. Use the **Tab** key to move the cursor to the GUI FUNCTIONS field.

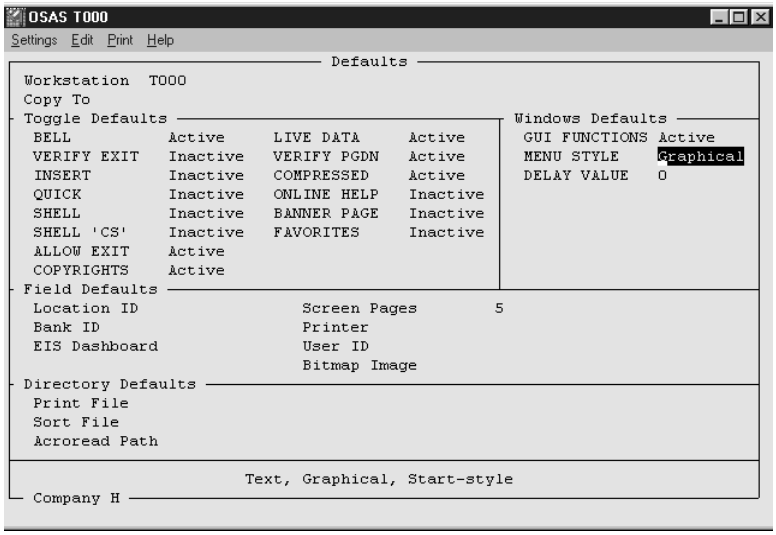
   Select:

Active	to use the GUI features--including the Graphical or Start-style menus.
Inactive	to deactivate the GUI features--including the Graphical or Start-style menus.

5. Press **Enter** to move to the **MENU STYLE** field.

   Select the menu style to use as the workstation default--**Text**, **Graphical**, or **Start-style**.

Workstation Defaults Selection Screen



6. Use the **Proceed** (**PgDn**) command or the **Escape** (**Esc P**) command, to save the selections.

   If you selected **Active**, use **Shift F5** or **Esc G** key sequence to toggle between the three menu styles on the menu screens.

Setting up the Fiscal Year and Periods for the Company

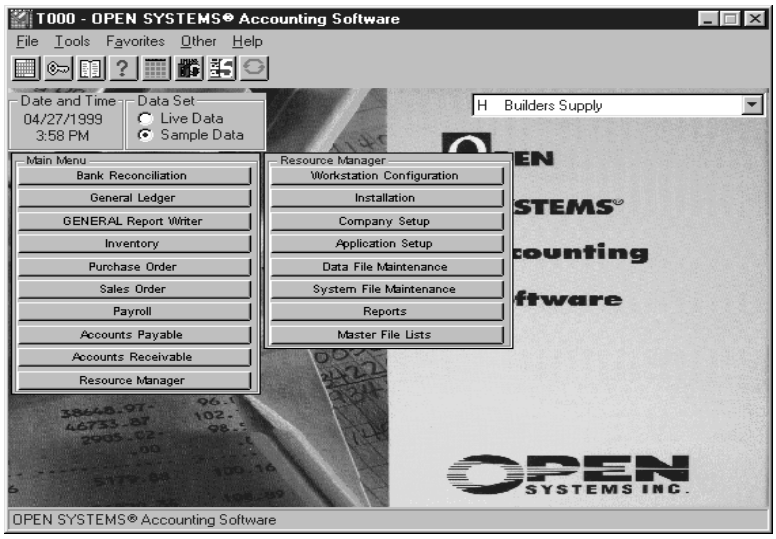
The current fiscal year and the fiscal period date ranges for companies are set up only once in the Resource Manager. Once the fiscal year and periods are set up for a company, all applications use that information while processing transactions for the company.

If this information has already been setup for the company, you do not have to do it again. You should, however, review the information to make sure it is correct.

To setup or verify the current fiscal year and fiscal period date ranges, perform the following steps:

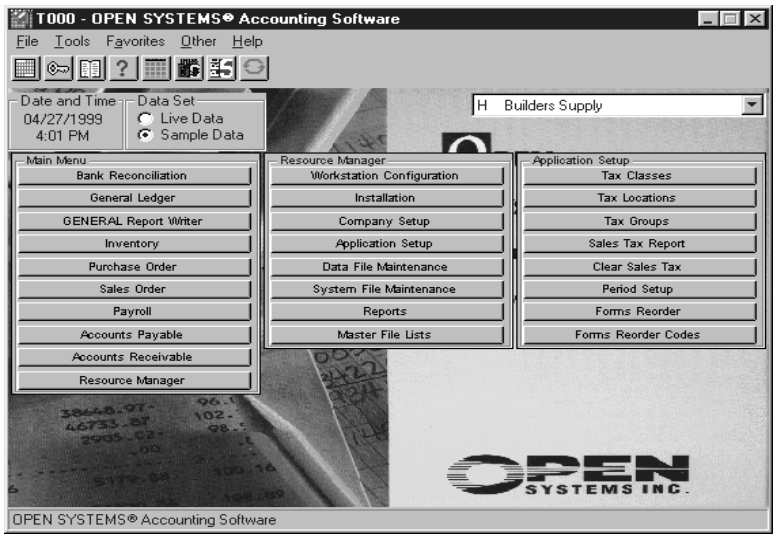
1. Select Application Setup from the Resource Manager menu.

Resource Manager Menu Screen



2. Choose the Period Setup function on the Application Setup menu.

RM Application Setup Menu Screen



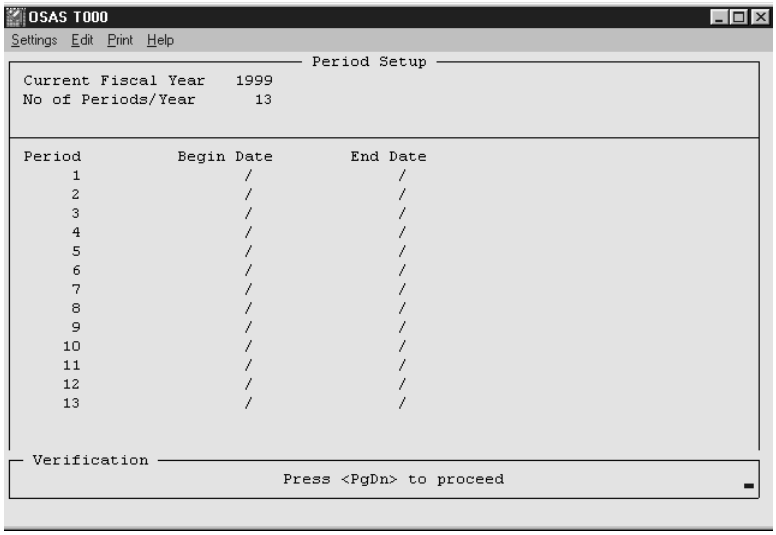
3. The Period Setup screen displays.

Enter the following information in the header section of this screen:

Field	Description
Current Fiscal Year	Enter the current fiscal year for the company.
No of Periods/Year	Enter the number of fiscal period per fiscal year used by the company. You can select either 12 or 13.

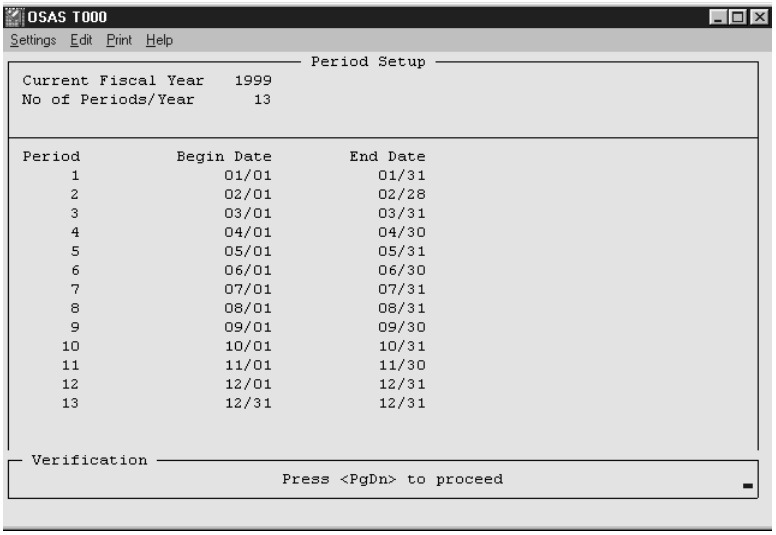
This information is stored in the RMPDxxx table.

Period Setup Screen



4. Use the **Proceed** (PgDn) command or the **Escape** (Esc P) command, to move the cursor to the lower section of the screen.

Period Setup Screen



By default, the fiscal periods are set up for a calendar fiscal year where January 1 through January 31 is Period 1, February 1 through February 29 is Period 2, and so on. Edit the date ranges if this company does not use a calendar fiscal year. You must account for each day in the year. The date ranges for the fiscal periods are stored in the CNVTxxx table.

5. Use the **Proceed (PgDn)** command or **Escape (Esc P)** command, to save any changes made in the **Begin Date** and **End Date** fields.

Note

If multiple companies are being used on the OSAS Accounting System, the current fiscal year, number of accounting periods, and fiscal period dates must set up for each company[2].

Updating a Quarterly System

If the company uses a quarterly system[3] with an accounting period of one week, the **Begin Date** and **End Date** fields for each fiscal period must be edited at the end of each quarter (after you've closed the books) so that the correct accounting period number is displayed.

2. To change to another company, use the Change Company command, F3 or Esc D, at the Main Menu. Enter the ID of the company you want to work with.

3. Quarterly systems don't use period 13 as a special adjustments period; instead, it is used for the final week of normal processing in the quarter.

Setting up the Company Defaults and Masks

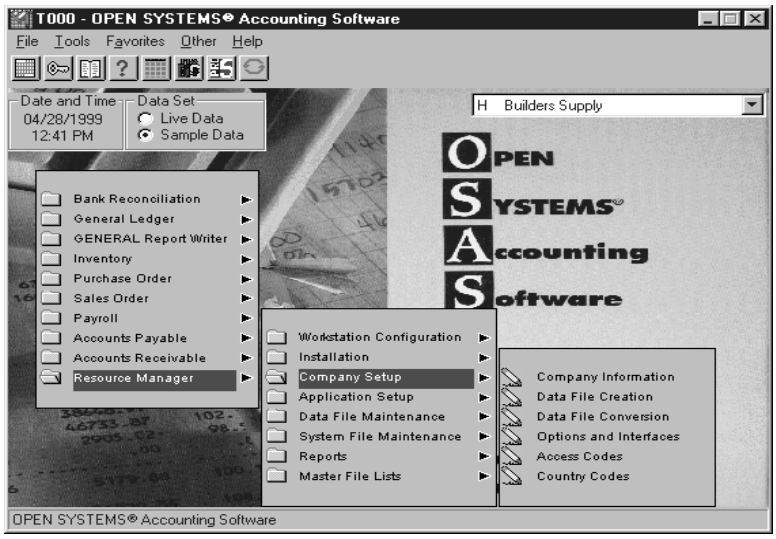
The following defaults can be set up for a company:

- a date and time mask
- a default Location ID and Bank ID
- the number of decimal places used for different types of numeric values

To setup or verify the company's defaults and numeric masks, perform the following steps:

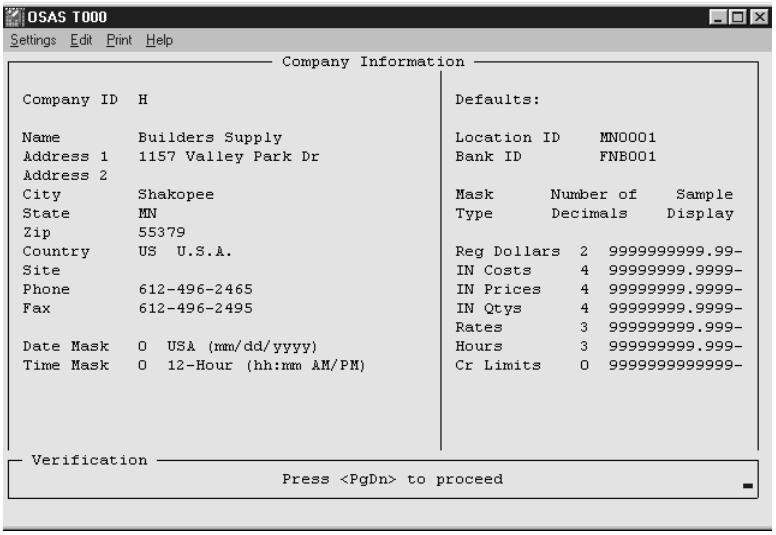
1. Choose **Company Setup** on the Resource Manager menu.

RM Company Setup Menu



2. Select the Company Information function. Enter the ID of the company you want to use, or use the **Inquiry** (F2 or Esc W) command to select the company ID from a list.

Company Information Screen



3. Use the Arrow keys or press **Enter** to move the cursor to the **Date Mask** field. Select which date mask should be used for the company:

   - **0** - USA, mm/dd/yyyy
   - **1** - Euro, dd/mm/yyyy

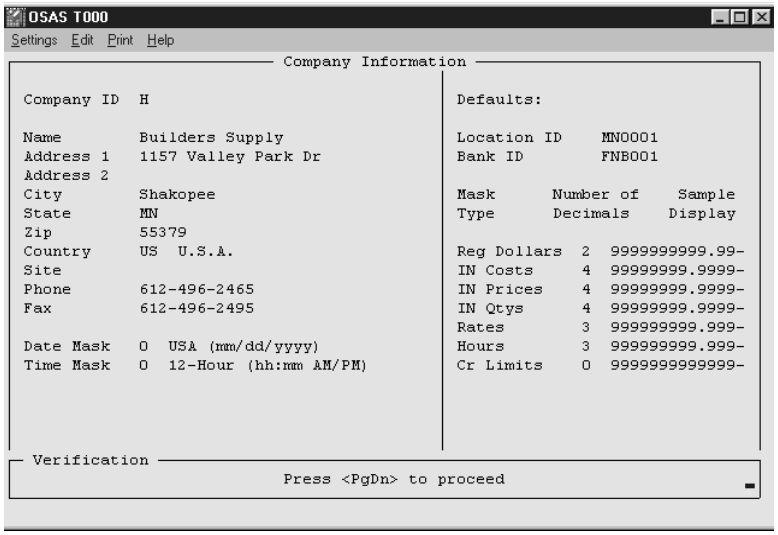
4. Use the Arrow keys or press **Enter** to move the cursor to the **Time Mask** field. Select which time mask should be used for the company:

   - **0** - 12-hour, hh:mm AM/PM
   - **1** - 24-hour, hh:mm

5. Press **Enter** to move the cursor to the **Defaults:** section of the screen.

   Enter the most frequently used location and bank IDs as the defaults. The location/bank IDs entered in these fields automatically default into the location/bank ID fields when entering information in any installed application.

Company Information Screen



6. Specify the number of decimal places to use for the company when displaying:

   - dollar amounts
   - inventory costs, prices, and quantities
   - rates, hours, and credit limits.

   The numeric mask size displayed here is the maximum size the system can use--14 places, including the "**.**" and the "-" sign. As the number of decimal places is increased, the number of places to the left of the decimal decreases. Make sure the mask is large enough to accommodate totals.

7. Use the **Proceed** (PgDn) command or the **Escape** (Esc P) command, to save any changes made on the Company Information screen.

Selecting the IN Options and Interfaces for the Company

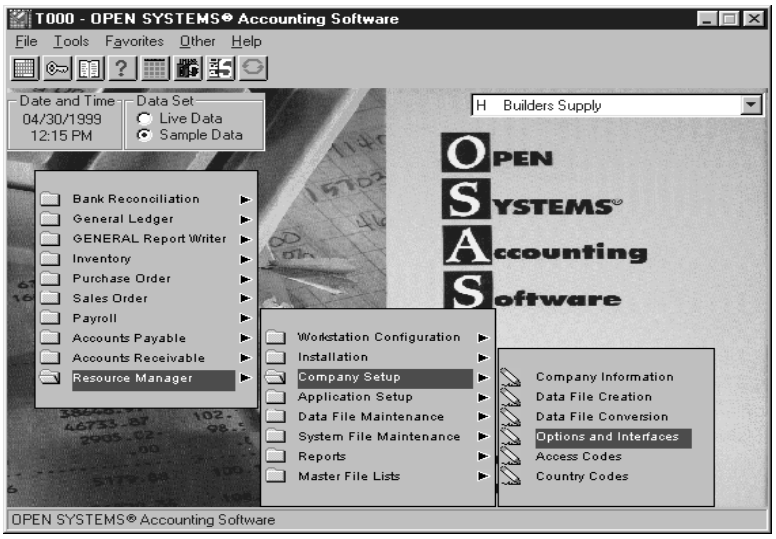
Use the **Options and Interfaces** function on the Company Setup menu to make the following selections for the company:

- which applications you want Inventory to interface with
- the settings for the Inventory options

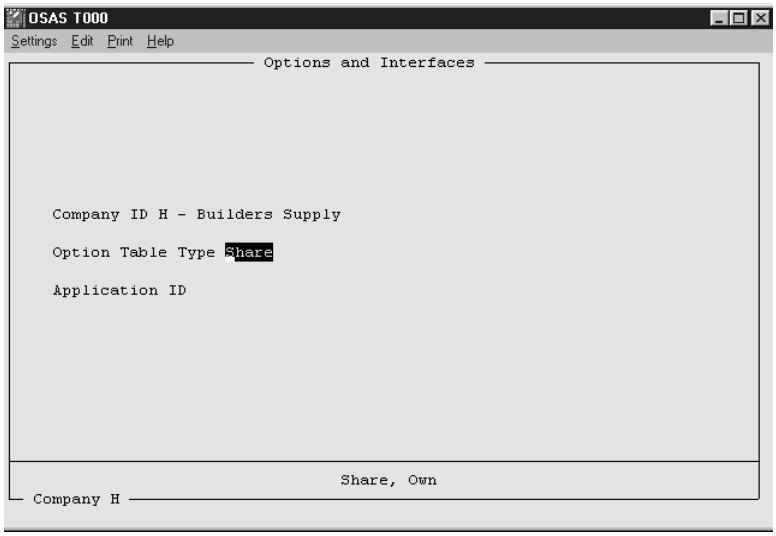
To setup or verify the options and interfaces for Inventory, perform the following steps:

1. Select **Options and Interfaces** from the Company Setup menu.

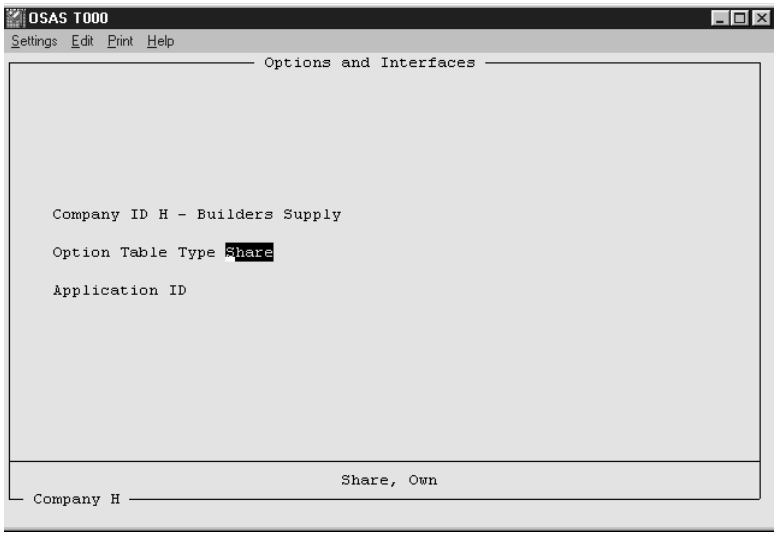
RM Company Setup Menu



2. The Options and Interfaces screen appears.



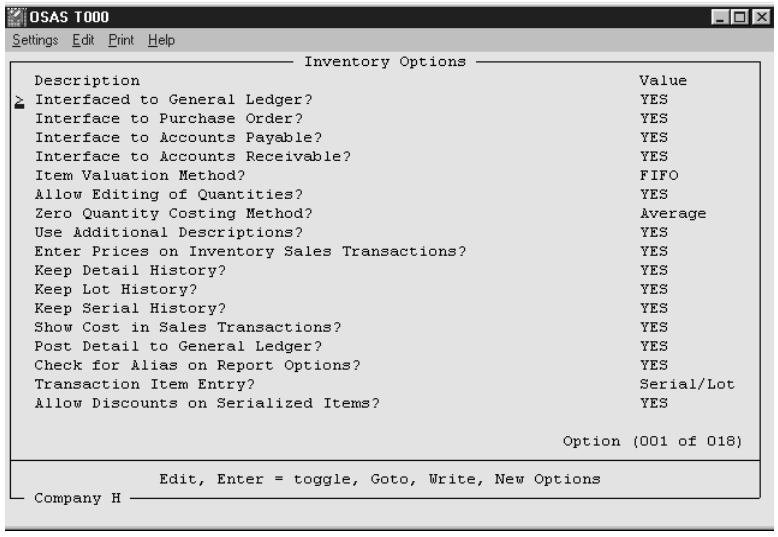
Options and Interfaces Screen



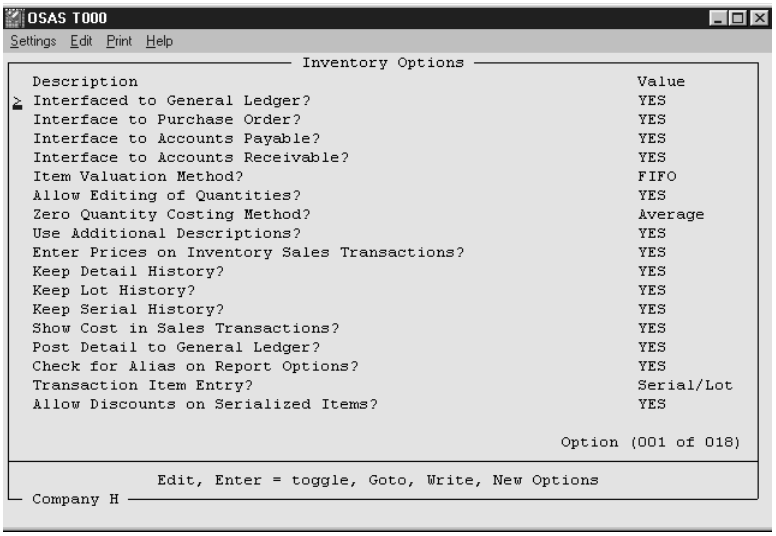
3. Make the following Selections:

Field	Description
Option Table Type	**Share** - select this setting if the OSAS Inventory system is used for multiple companies and all companies use the same interfaces and options. **Own** - select this setting to set up options and interfaces specifically for this company.
Application ID	Enter **IN**, the two-letter Application ID for Inventory. The **Inquiry** (F2 or Esc W) command is available to select the Application ID from a list of the installed applications.

4. When you press **Enter**, the Inventory Options screen appears.



Inventory Options Screen



5. Use the arrow keys to move the cursor to the option you want to change, then press **Enter** to toggle between the option settings:

Interface/Option	Setting	Effect
Interface to General Ledger?	YES	Information is posted to the General Journal file when you post transactions.
	NO	Information is *NOT* posted to the General Journal file.
Interface to Purchase Order?	YES	Allows you to select vendor setup in the Purchase Order module in the vendor information screen. With reorder processing you can send generated purchase requisitions.
	NO	You can't select vendors in the vendor information screen. With reorder processing you can't generate purchase requisitions
Interface to Accounts Payable?	YES	Allows you to select vendors set up in Accounts Payable on the vendor information screen in Inventory.
	NO	You don't have the option to select Accounts Payable vendors.
Interface to Accounts Receivable?	YES	Allows you to select your Accounts Receivable customers through the Inventory price calculator
	NO	You don't have the option to select customers.

Interface/Option	Setting	Effect
Item Valuation Method?	LIFO	Selects the cost of the item from the last costing bucket. (Last in First Out).
	FIFO	Select the cost of the item from the first costing bucket (First in First Out).
	Standard	Uses the standard cost for the valuation method. The system uses estimated costs that you set up to calculate the cost of goods sold and the inventory value of an item.
	Average	Average cost method is the weighted average cost of the inventory item over time, not the average cost of the items in stock. The average cost field is updated when you enter a purchase in Accounts Payable or receive and /or invoice goods through Purchase Order and the Inventory Transactions on the Daily Work menu.
Allow Editing of Quantities?	YES	You have access to the quantity fields in the Cost Detail section of the Cost Information screen, the Quantities section of the Lot Information screen, or the Serial Information screen in the Item and Item Locations functions.
	NO	You don't have access to the quantity fields in the Cost Detail section of the Cost Information screen, the Quantities section of the Lot Information screen, or the Serial Information screen in the Item and Item Locations functions.
Zero Quantity Costing Method?	Average	Average cost method is the weighted average cost of the inventory item over time, not the average cost of the items in stock. The average cost field is updated when you enter a purchase in Accounts Payable or receive and /or invoice goods through Purchase Order and the Inventory Transactions on the Daily Work menu.
	Last	The Last Cost field is updated on-line when you enter an invoice in Purchase Order, a purchase in Accounts Payable/ Purchase Order, or issue the item in the Bill of Materials/ Kitting applications.
	Base	The Base cost method uses the value you enter in the Base field in the Costs section of the Cost Information screen in the Item Locations function. This value is not adjusted by the system.
	Standard	The Standard cost method uses the value in the Standard Cost field in the Standard Cost Makeup section of the Cost Information screen in the Item Location function. This value is the total of the amounts you entered for the standard Cost Makeup Codes for the item. This value is not adjusted by the system.
Use Additional Descriptions?	YES	Allows you to enter in 1-10 lines, 35 characters per line, of additional descriptions for each item.
	NO	You don't have the option to use additional descriptions.

Interface/Option	Setting	Effect
Enter Prices on Inventory Sales Transactions?	YES	Allows you to enter in the price information for the items for inventory sales transaction.
	NO	You can't change or enter any price information for any sales transaction. You will have to accept the default.
Keep Detail History?	YES	The detail history file is updated by any transaction that affects the On Hand quantity.
	NO	You will not be able to use the Inventory Movement Report, the Lot History Report or the Transaction History Report functions.
Keep Lot History?	YES	Keep information on lots.
	NO	The Lot History file (INLHxxx) is not used and the Lot History Report function will not be available.
Keep Serial History?	YES	Keep information on serialized history function.
	NO	You can't use the serialized history report.
Show Cost in Sales Transactions?	YES	Displays the cost of the item based on your valuation method. You can't change the cost, it only allows you to view it.
	NO	Displays zero in the cost field for that item.
Post Detail to General Ledger?	YES	Post to the General Ledger Journal (GLJRxxx), every line item entered in for every transaction.
	NO	Post to the General Ledger Journal accounts the debit and credit amount and not the line item detail.
Check for Alias on Report Options?	YES	You can enter any of the alias names you have set up for items (using the Alternate Items screen) instead of an item ID in the **Item ID** field on the pick screen for any report. When you enter the alias in the **Item ID** field on the report pick screen, the Bar Codes and Aliases window appears and lists the items assigned to that alias. You can select any item on the list for the **From** or **Thru** fields on the Report Pick screen.
	NO	When this option is set to NO, the system will not recognize an alias entered in the Item ID field on a Report Pick screen.
Transaction Item Entry?	Serial/Lot	To select the order you want to enter lot and serial number information when entering transactions. If you are using lotted serialized items and you select SERIAL/LOT, when you enter a sales transaction and select the serial number, the lot information will automatically default into the transaction. On a purchase transaction, you would enter the lot number before entering the serial numbers in the lot.

Interface/Option	Setting	Effect
Allow Discounts on Serialized Items?	YES	The system will calculate special pricing set up for a customer level in an item location, price ID special pricing, and promotional pricing for serialized items.
	NO	The system uses the price entered for the individual serial number. If the individual serial number doesn't have a price assigned to it, the base price entered for the item on the Price Information screen in the Item/Item Locations function is used as the price.
Show Costs in Price and Availability Lookup?	YES	Displays the Cost of the items in the Price and Availability Lookup.
	NO	Doesn't display the Cost of the items in the Price and Availability Lookup.

6. After you have made your selections, type **W** to use the **Write** command to save them.

Tables

Working with Tables

A complete set of the tables for IN is provided with the Sample Company, Builders Supply--Company ID H. When a new company is created, the system copies the tables from the sample company. Tables can be generic, company specific, or terminal specific.

Generic Tables

If a table has no company or terminal ID added to its table ID, it is considered generic because it is used by any company or terminal on the system that does not have a company/terminal specific table set up for it.

For example, the General Ledger Accounts table, table ID APGL, is a generic table because no company ID is included in the table ID.

Company Specific Tables

Some tables can be made company specific. Their table IDs consist of the table ID followed by a company ID, represented by xxx. In this manual, when xxx is shown as part of the table ID, it means that the table can be company specific.

In the example above, APGL is the table ID. There was no company ID added to the table ID. To make APGL company specific for the Sample Company, Company ID **H**, **H** is added to the table ID, APGL**H**. The values store in APGLH are only used for company ID H.

Terminal Specific Tables

Some tables can also be made terminal specific. In this manual, tables that can be made terminal specific have *tttt* added to the table ID.

For example, the quick entry tables can use the terminal ID as part of the table ID to make them terminal specific. QD, the quick entry table for the Miscellaneous Debits screen, can be made specific for terminal T000 by adding the terminal ID to the table ID, QDT000.

Copying Tables

New tables that are company or terminal specific can be created from existing tables. When a new table ID is entered in the **Table ID** field on the INTB screen, a **Copy From** field appears. Enter the existing table ID you want to copy and then edit the appropriate fields in the copied table.

More than one company?

If you have more than one company on the Inventory system, you can set up tables in two ways:

- Set up one table without a company ID included in the table ID for all companies that are alike. For example, to post amounts to the same general ledger account numbers for all companies, you'd use the APGL table.
- Set up one table for each company that uses different accounts. For example, for the companies that use different accounts, you would set up the table APGLA for company A, APGLB for company B, and so on.

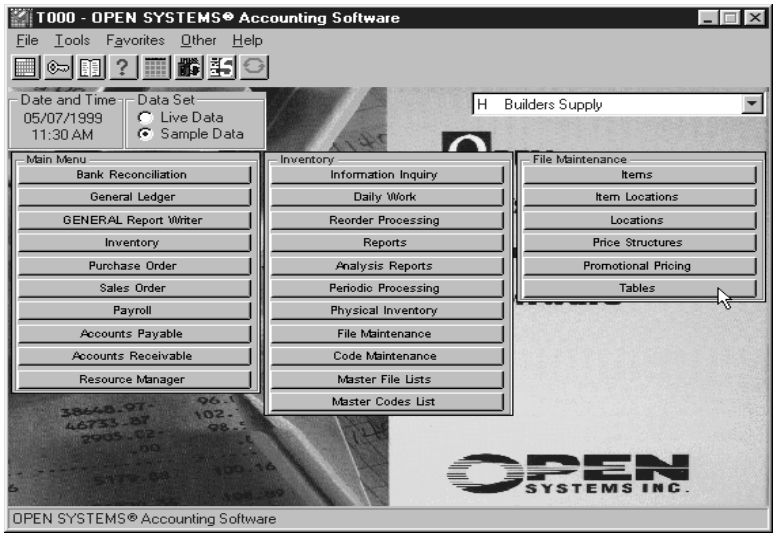
If you delete a company-specific table, then that company uses the generic table. For example, if you delete the APGLA table, company A will use the APGL table.

Setting up the Period/Fiscal Year Table

To edit or add new tables, select File Maintenance on the Inventory menu.

Then select the Tables function from the File Maintenance menu.

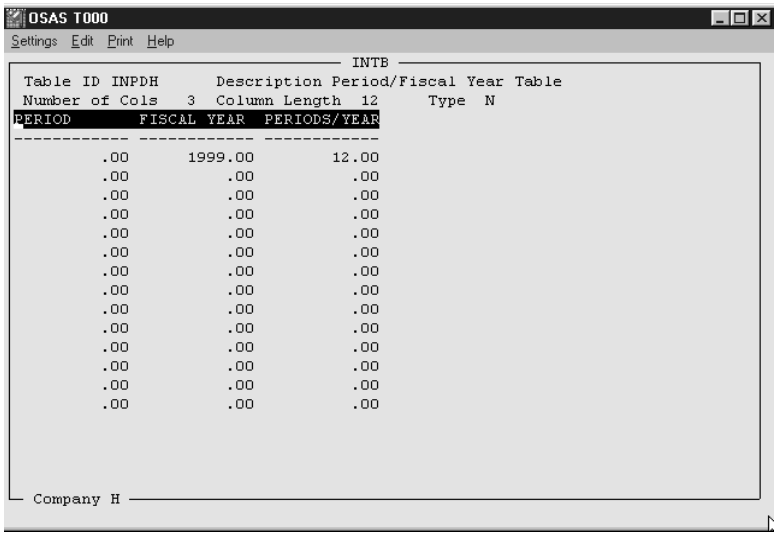
IN File Maintenance Menu Screen



Note

When editing tables, be aware that most tables are positional. The system retrieves the information from the table based on its position in the table. So, don't delete or rearrange the rows on the tables.

INPDxxx Period/Fiscal Year Table Screen



The INPDxxx table stores the company's current fiscal year and the number of fiscal periods in that fiscal year. *The INPDxxx must be company specific*. The *xxx* in the table ID represents the company ID. The Period column, column one, is not used for this table and should have the value *.00*.

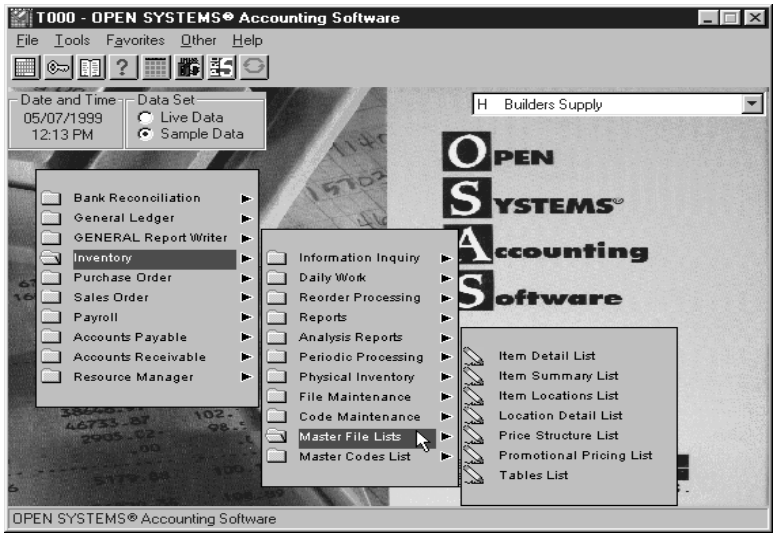
When transaction information is posted to the Inventory Summary History file, INHSxxx, the Period/ Fiscal Year Table, INPDxxx, is used to determine the current period and fiscal year. The transaction is stored in the Summary History file using the year stored in the table.

If you are running multiple companies on your system, each company must have a company specific INPDxxx table. To create a company specific INPDxxx table, enter **INPD** followed by the company's ID in the **Table ID** field. The **Copy From** field appears, enter **INPDH**. Edit the information copied from the INPDH table; enter your company's current fiscal year in column two and the number of fiscal periods in your company's fiscal year in column three. Use the **Proceed** (**PgDn**) to save your company's INPDxxx table.

Printing A Tables List

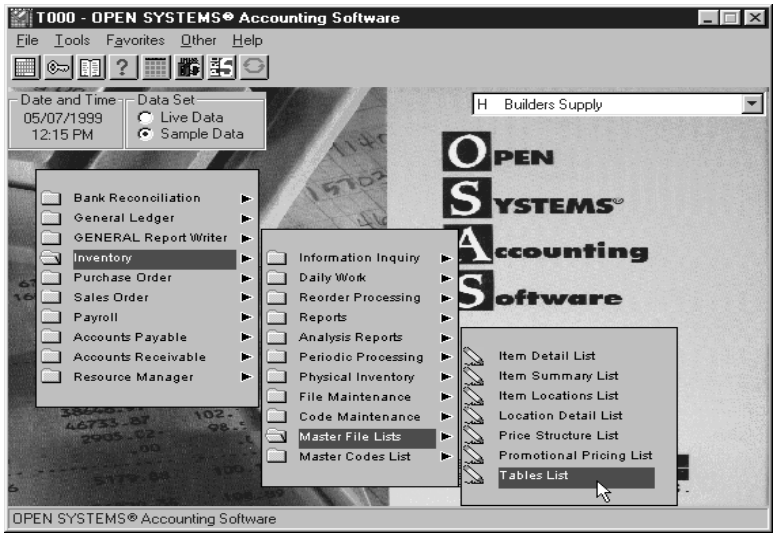
To print a list of the tables used in Inventory and their settings, select Master File Lists on the Inventory menu.

Inventory Menu Screen



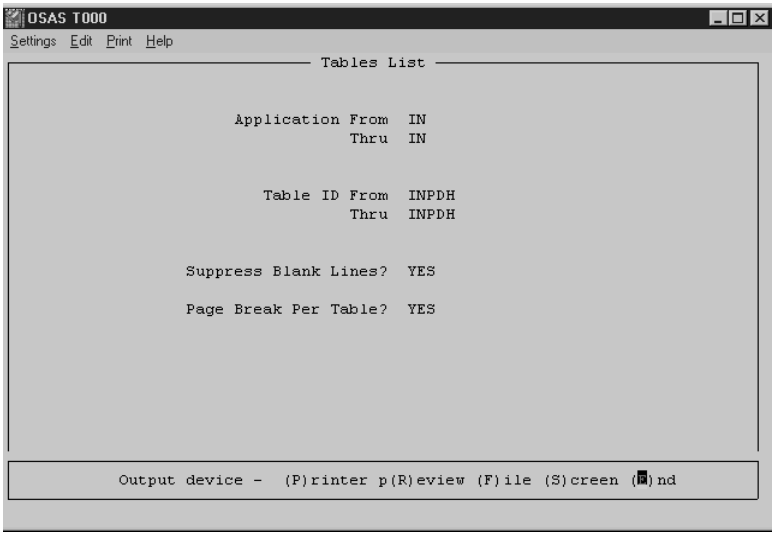
Then select Tables List from the Master File Lists menu.

Master File Lists Menu Screen



The Tables List selection screen appears.

Tables List Selection Screen



Select the following:

Selection	Description
Application From/Thru	**IN** defaults into these fields.
Table ID From/Thru	Enter the range of table IDs you want to include on the list.
Suppress Blank Lines?	To suppress blank lines in the tables on the report select **YES**; otherwise, select **NO**.
Page Break per Table?	To place each table on a separate page select **YES**; otherwise, select **NO**.

Select the output device you want to use:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

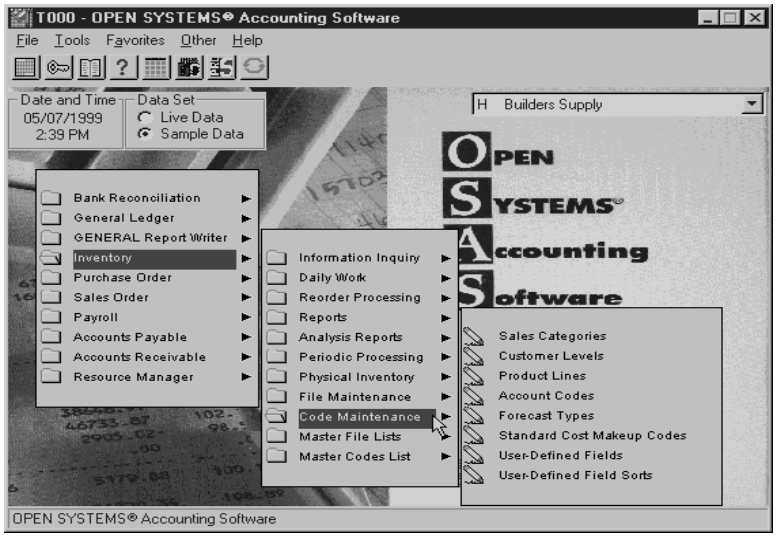
(**F**)ile - to print the report to a file

(**E**)nd - to exit from the selection screen without printing the report

Tables List

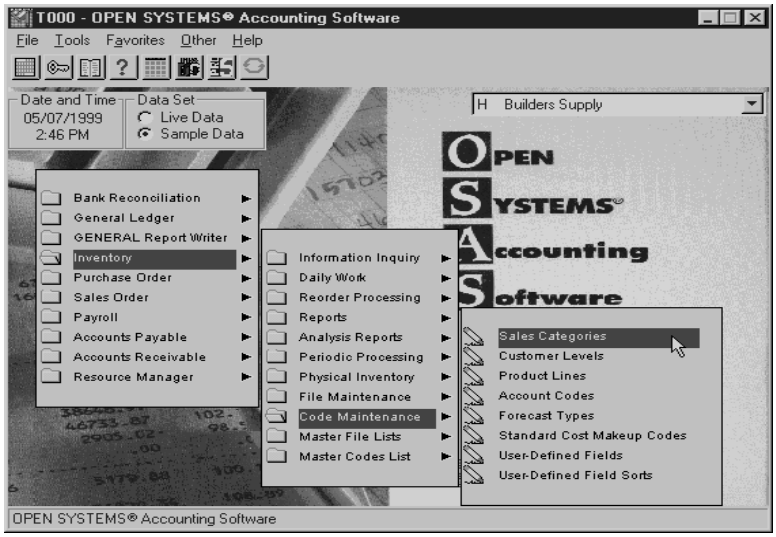
```
05/07/1999                    Builders Supply                  Page    1
2:00 PM                         Tables List
                                 Inventory

  Table ID INPDH      Description Period/Fiscal Year Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  PERIODS/YEAR
 ------------ ------------ ------------
          .00      1999.00        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
          .00          .00          .00

                   End of Report
```

IN Code Maintenance Menu

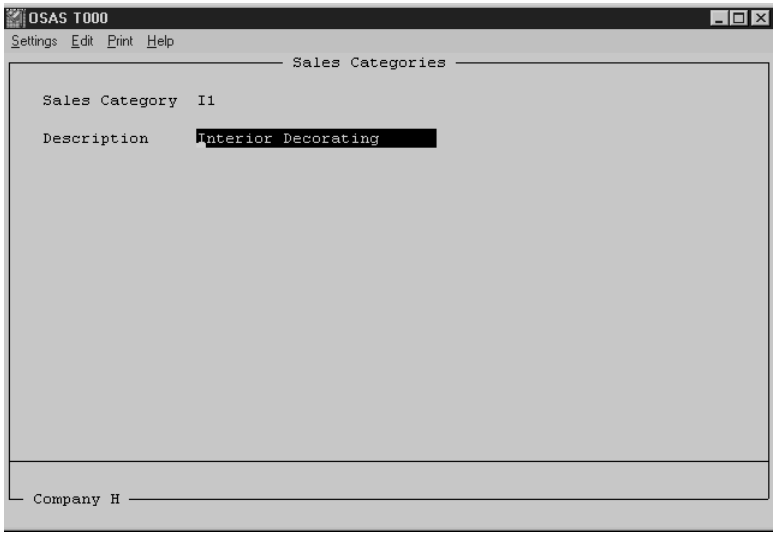


To begin setting up information you will need to customize inventory for your company, select Code Maintenance from the Inventory menu.

IN Sales Categories Menu



IN Sales Categories Screen



The Sales Categories function on the Code Maintenance menu is used to set up and maintain sales categories. Sales categories identify the market that groups of inventory items are sold to and can be used to sort detail history reports in Accounts Receivable/Sales Order to help analyze sales.

In the **Sales Category** field, enter the sales category you want to work with or use the **Inquiry** (F2) command, to choose a category from the list that appears. You can edit or accept the **Description** field for the category.

To add a sales category, enter the new category in the **Sales Category** and enter its description in the Description field. Use **Proceed** (PgDn) command to save any entries or changes you have made for this sales category.

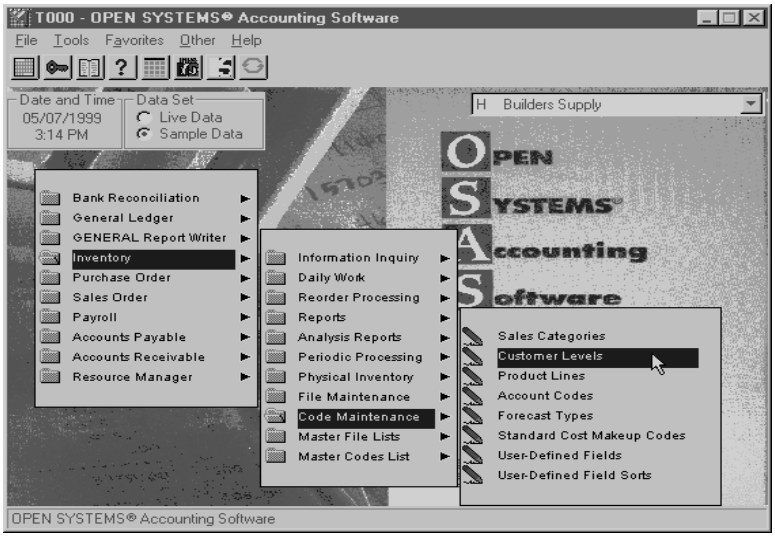
Use the Sales Categories List function on the Master Codes List menu to produce a list of the sales categories you set up for your company.

Sales Categories List

```
05/07/1999                      Builders Supply                  Page    1
2:59 PM                     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

     End of Report
```

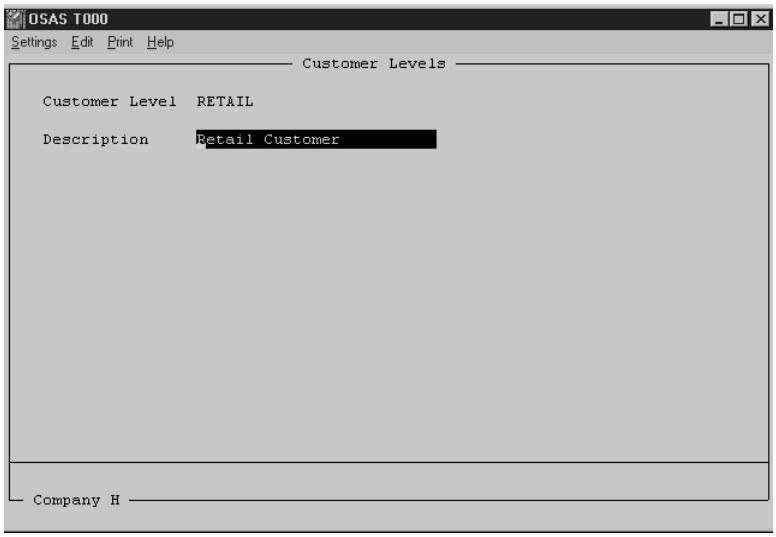
Customer Levels

IN Code Maintenance Menu



Use the Customer Levels function on the Codes Maintenance menu to set up categories of customers or an individual customer you want to offer special pricing. Senior citizens, frequent buyers, contractors, and builders are examples of customer categories you may want to set up as customer levels. You can assign a default customer level to a customer when you set them up in Accounts Receivable or Sales Order.

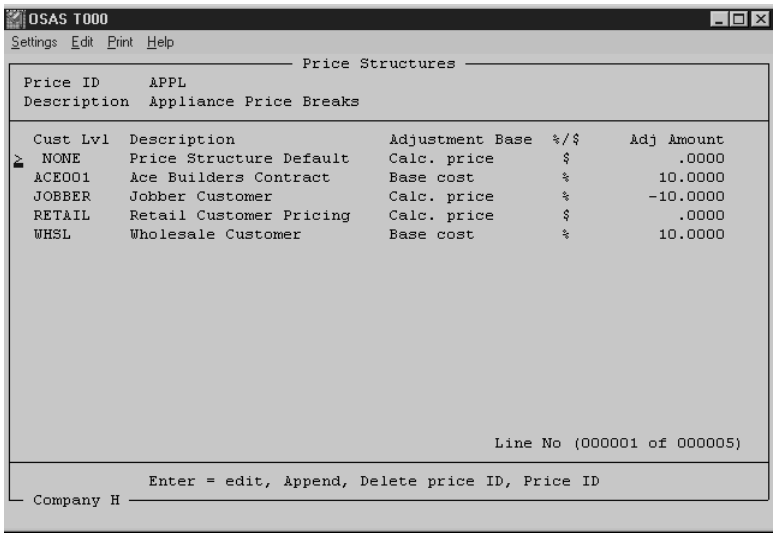
IN Customer Levels Screen



Enter the customer level you want to add or edit. The **Inquiry** (F2) command, is available to select a customer level from the list that appears. If this is a new customer level, enter a description of the customer level. You can edit the Description field of an existing customer level. Use the **Proceed** (PgDn) command to save any changes or entries for the customer level.

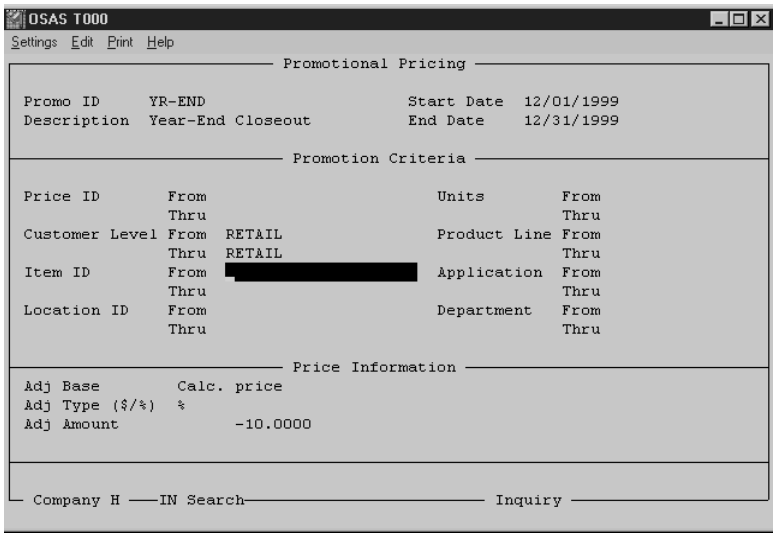
Customer levels are used to determine what pricing scheme to use for a customer when a sales transaction is recorded. In the Price Structures function, the customer levels valid for each Price ID are set up with the price adjustments the customer should receive for that price structure.

IN Price Structures Screen



Customer levels can also be used in the Promotional Pricing set up to determine which customer levels are entitled to participate in promotional pricing.

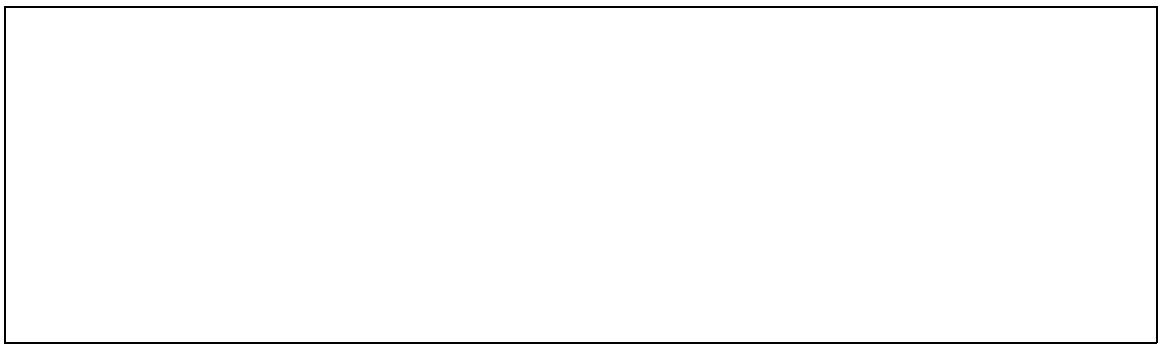
IN Promotional Pricing Screen



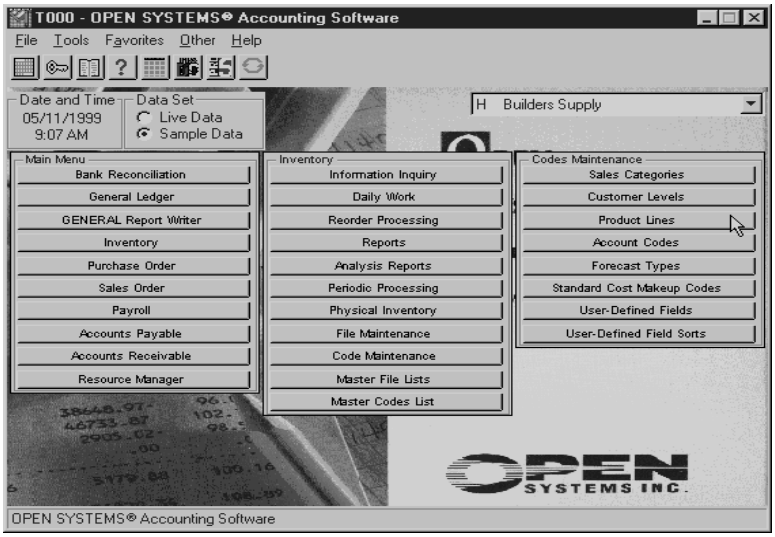
Customer Levels List

Use the Customer Levels List function on the Master Codes List menu to produce a list of customer levels you have set up for the company.

```
05/07/1999                      Builders Supply                  Page    1
3:45 PM                      Customer Levels List

Customer Level       Description
---------------------------------------------

ACE001               Ace Builders Contract
JOBBER               Jobber Customer
RETAIL               Retail Customer
WHSL                 Wholesale Customer

     End of Report
```

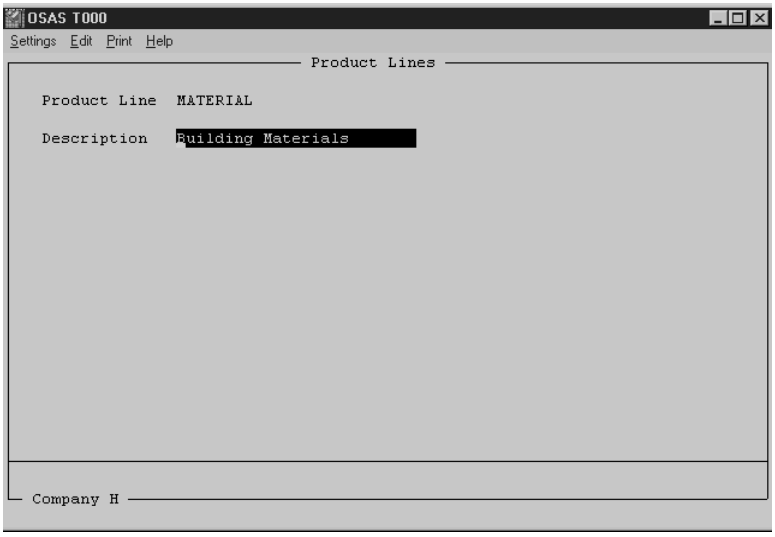


IN Codes Maintenance Menu



The Product Lines function on the Codes Maintenance menu is used to set up categories to group similar inventory items together. A product line is assigned to an inventory item on the General Information screen in the Item function on the File Maintenance menu.

IN Product Lines Screen



Product lines can be used as a sort for several reports:

Reorder Report	Inventory Movement Report
Item Status Report	Valuation Report
Cost Variance Report	Safety Stock Alert Report
Overstock Report	Gross Profit Analysis Report

Product lines can also be used to allow promotional price changes for inventory items in the same product line. You can use product lines to select items for the Calculate Reorders function and for the physical inventory process.

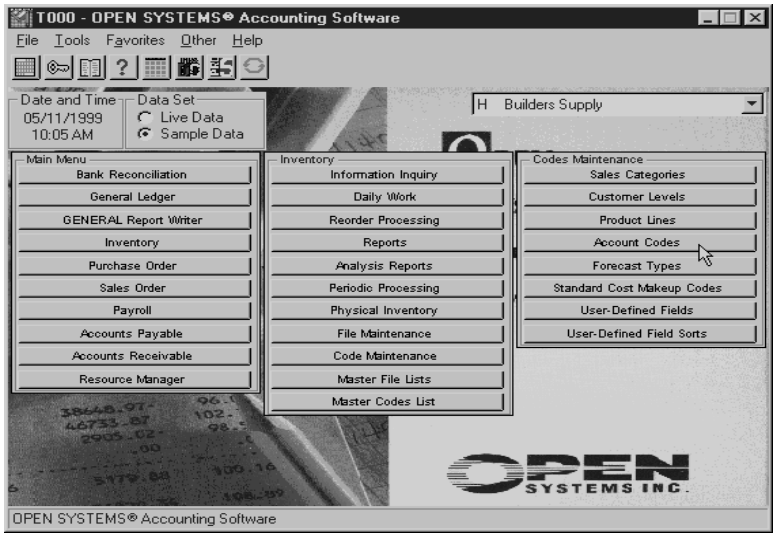
Use the **Inquiry** (F2) command, to select the product line you want to work with or enter the name for the product line in the **Product Line** field. You can edit the **Description** of an existing product line. If you are adding a product line, enter the product line ID and the description. Use the **Proceed** (PgDn) command to save any entries or changes for this product line.

To print a list of the product lines set up for your company, select the Product Lines List function on the Master Codes List menu.

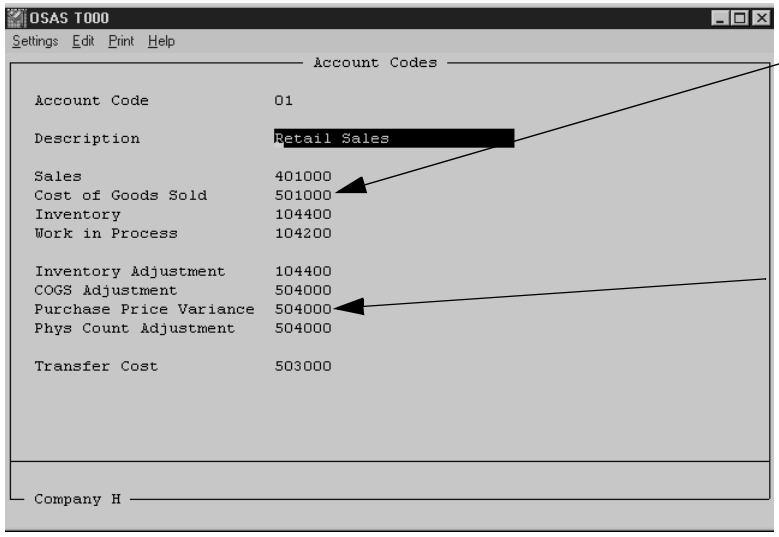
Product Lines List

```
05/11/1999                      Builders Supply                  Page    1
9:49 AM                        Product Lines List

Product Line              Description
--------------------------------------------------

APPLIANCE                 Appliance
COMPONENT                 Components
HEAT/AIR                  Heating and Air Equ.
MATERIAL                  Building Materials

     End of Report
```

IN Codes Maintenance Menu



IN Account Codes Screen

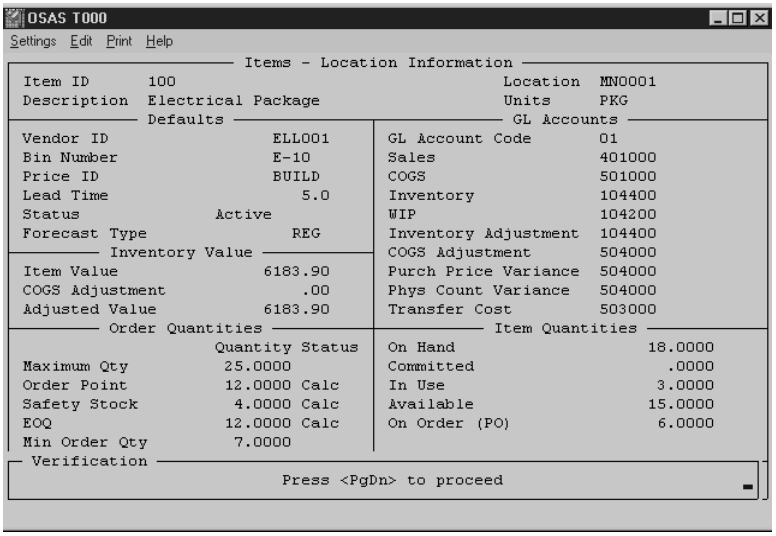


Account showing the difference between cost and price.

Used only for Standard Costing as the valuation method or zero quantity method.

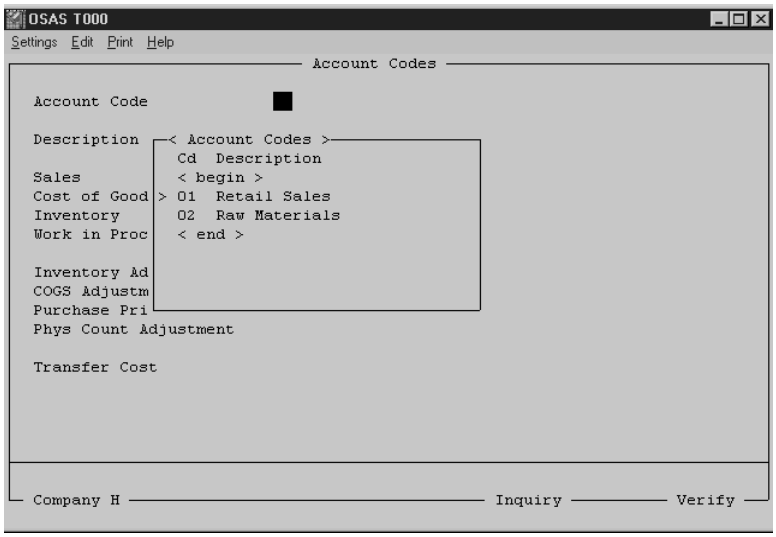
The Account Codes function on the Codes Maintenance menu is used to set up codes for a set of default general ledger accounts to be used when the system posts transactions in Accounts Receivable/Sales Order, Accounts Payable/Purchase Order, or Inventory. You must have at least one Account Code setup.

IN Item Location Information Screen



You assign an account code to an inventory item on the Location Information screen in the Item Locations function on the File Maintenance menu.

IN Account Codes Screen



In the **Account Code** field, enter the account code you want to work with or use the **Inquiry** (F2) command, to select the code from the list that appears.

To set up a new account code, enter the new code in the **Account Code** field. The **Copy from** field appears on the screen. If you want to copy general ledger account numbers from an existing code, enter that account code, or use the **Inquiry** (F2) command, to select an account code from the list.

Enter a description for a new account code in the Description field or you can edit this field for an existing account code.

If you have interfaced Inventory with General Ledger, you can use the **Inquiry** (F2) command, to select general ledger account numbers from the list that appears when setting up the account code.

Enter or edit the general ledger account number in the following fields:

Sales	GL account used when posting Income transactions.
Cost of Goods Sold	GL account used when posting COGS.
Inventory	GL account used when posting Inventory value.
Work in Process	GL account used when posting jobs in process.
Inventory Adjustment	GL account used when posting Inventory adjustments.
COGS Adjustment	Account to use when posting adjustments.
Purchase Price Variance	GL account to use when posting differences between the standard cost and the actual cost.
Phys Count Adjustment	GL account to use when posting physical count differences.
Transfer Cost	GL account to use when posting transfer costs.

Use the **Proceed (**PgDn**) command** to save your entries or changes for this account code.

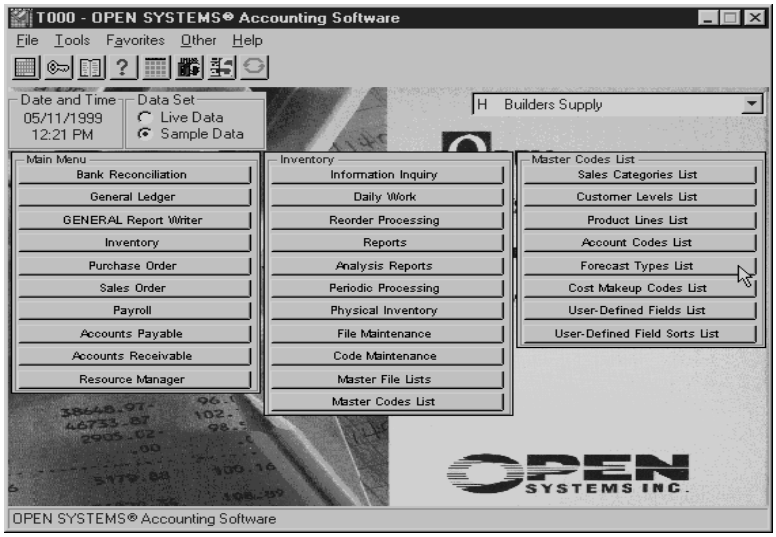
A list of the account codes you set up for your company can be printed using the Account Codes List function on the Master Codes List menu.

Account Codes List

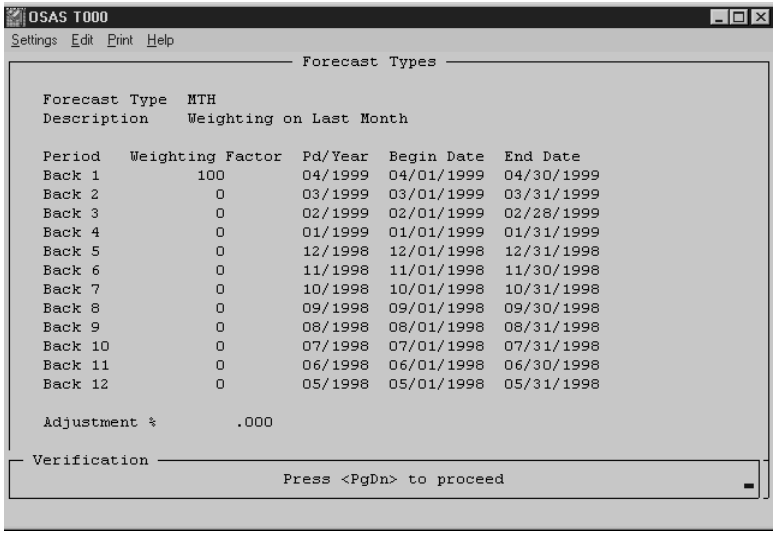
```
05/11/1999                                    Builders Supply                  Page    1

0:57 AM                                      Account Codes List

Account      Description                Sales Acct.     WIP Acct.          Purch. Price Var. Acct.
 Code                                   COGS Acct.      COGS Adj. Acct.    Phys. Count Adj. Acct.
                                        IN. Acct.       IN. Adj. Acct.     Trans. Cost Acct.
-------------------------------------------------------------------------------------------------

  01         Retail Sales               401000          104200             504000
                                        501000          504000             504000
                                        104400          104400             503000

  02         Raw Materials              402000          104200             504000
                                        502000          504000             504000
                                        104000          104000             503000


    End of Report
```

Forecast Types

IN Master Codes List Menu



IN Forecast Types



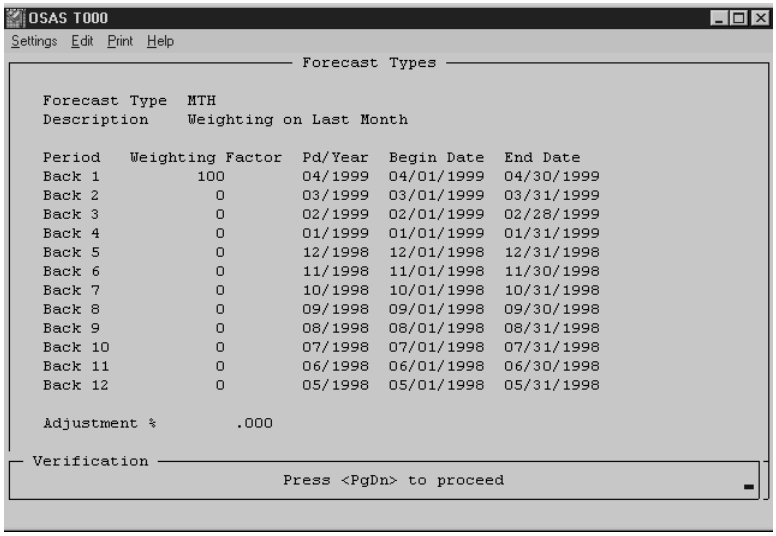
Forecast Types can be used to predict seasonal or current demand trends for inventory items. You can set up a different forecast type for inventory items with different demand trends; seasonal, slow moving, fast selling, or consistent. You assign a forecast type to an item location on the Location Information screen in the Item or Item Locations function. The setup information for the forecast type assigned to an item location is used to calculate reorder quantities when you use the Calculate Reorders and the Reorder Report functions.

Enter the forecast type you want to add or edit in the **Forecast Type** field. If you are adding a new forecast type, the **Copy from** field appears. You can copy the setup information from an existing forecast type and then edit the setup information. Edit, accept, or enter a description for the forecast type.

The INPDxxx table is read to determine the date range of your company's fiscal periods. The fiscal periods are displayed in the **Period Back 1 - 13**, **Begin Date**, and **End Date** fields. The system counts backwards through the fiscal periods (Back 1 fiscal period, Back 2 fiscal periods, etc.) in relation to the fiscal period of the current system date. When the screen displayed above was printed, the system date was 05/11/99, in fiscal period 5. If you count back one fiscal period, the period would be 04/1999 and since this company is on a calendar fiscal year the date range for period 4 is a beginning date of 04/01/99 and an ending date of 04/30/99.

Enter a percentage amount in the **Weighting Factor** field for the fiscal period(s) whose sales activity you want to use to forecast the sales demand to use when calculating the reorder quantity for items assigned to this forecast type. The percentage amount entered is used as the weight factor for the period's historical sales activity when the Calculate Reorders and Reorder Report functions calculate reorder quantities. The total of the weight factor percentage amounts must be equal 100%.

IN Forecast Types Screen



For example, the forecast type **MTH** displayed on the screen above is set up to base the forecasted demand for items assigned this forecast type totally on last month's sales activity, a weight factor of 100. If you wanted to base the forecast demand on sales activity for the same period a year ago, enter *100* as the **Back 12** weighting factor (if your company uses 12 periods.) Weight factors can also be divided over several periods. If you want to base the forecasted demand on the last five months sales activity, enter 20 as the weighing factor for Period Back 1, 2, 3, 4, and 5.

The percentage amount entered in the **Adjustment %** field is used to allow for expected increases or decreases in demand. If you are expecting sales of items assigned this forecast type to increase by 10%, enter *10* in this field. If you expect sales to decrease by 0%, enter *-10* in the **Adjustment %** field. Leave this field blank to base the forecast on the historical information only.

The Forecast Types List function on the Master Codes Lists menu prints a list of the forecast types you have set up for your company.

Forecast Types List

05/11/1999 Builders Supply Page 1
12:40 PM 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	0
		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	0
		Adj. %	1.000
SEAS	Seasonal Forecast Method	Back 1	0
		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	20
		Back 11	30
		Back 12	50
		Back 13	0
		Adj. %	10.000

End of Report

1. Leave the history fields (except last-year values) in the vendor records blank.

2. Use the Purchases and Miscellaneous Debits functions to enter the invoices for the first general ledger period. If you made payments against the invoices, enter them in the Amt. Paid field on the Totals/Payments screen.

3. Print the Purchases and Miscellaneous Debits Journals. Select Edit Transactions to correct any mistakes.

4. Post the transactions you entered in step 2.

5. Use the Enter Material Requisitions and Return Material Requisitions functions to enter requisitions and returned requisitions for the first general ledger period.

6. Print the Material Requisitions Journal. Select Change Material Requisitions to correct any mistakes.

7. Post the requisitions you entered in step 5.

8. Repeat steps 2-7 for subsequent periods until you reach the current date.

9. Use the functions on the Pay Invoices menu to prepare and post checks for any prepayments you entered.

10. Enter the following information to add or edit vendor comments:

Field	Description
Vendor ID and Vendor Name	The vendor you are currently working with is displayed.
Ref	The terminal ID is displayed.

Press **Enter** to work with comments entered with this reference ID only, or change the reference ID and press Enter.

To work with all comments, clear the field and press **Enter**.

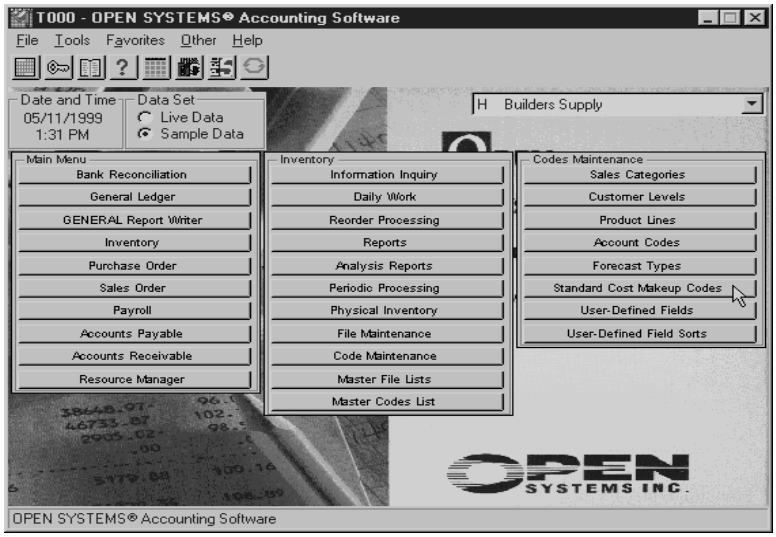
End Date	Enter the date of the comment you want to work with, or leave the field blank and press Enter to work with all comments

The comments that match the criteria you entered are displayed.

They are sorted by date, sequence number and then reference ID. The most recent date is listed

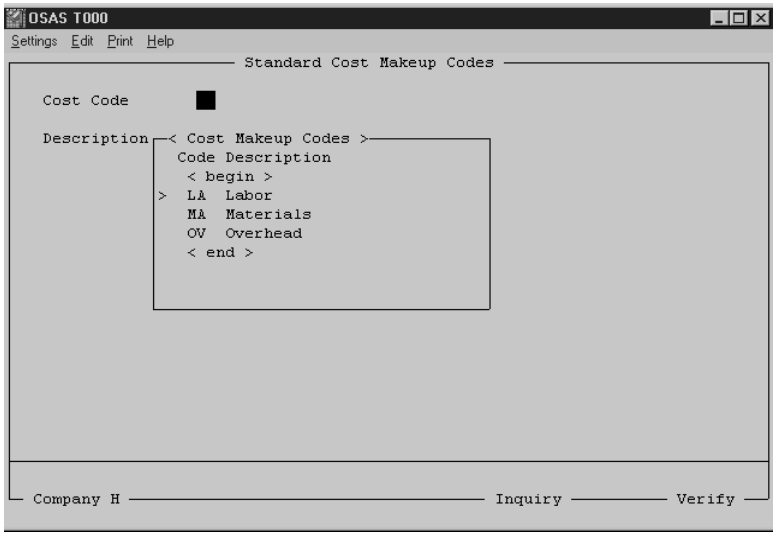
Standard Cost Makeup Codes

IN Codes Maintenance Menu



If you are using the standard costing valuation method, use the Standard Cost Makeup Codes function to set up and maintain codes that specify the cost components that make up the standard cost for an item. These codes are used on the Cost Information screen in the Items and Item Locations functions to identify the different costs included in the standard cost for an item.

IN Standard Cost Makeup Codes Screen

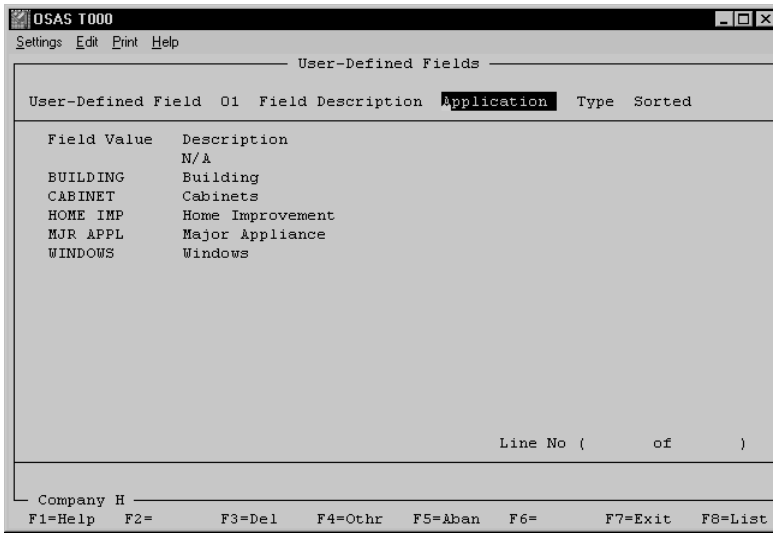


Cost Makeup Codes List

```
05/11/1999                    Builders Supply                  Page    1
1:38 PM                    Cost Makeup Codes List

Cost Makeup
    Code        Description
--------------------------

     LA         Labor
     MA         Materials
     OV         Overhead

     End of Report
```

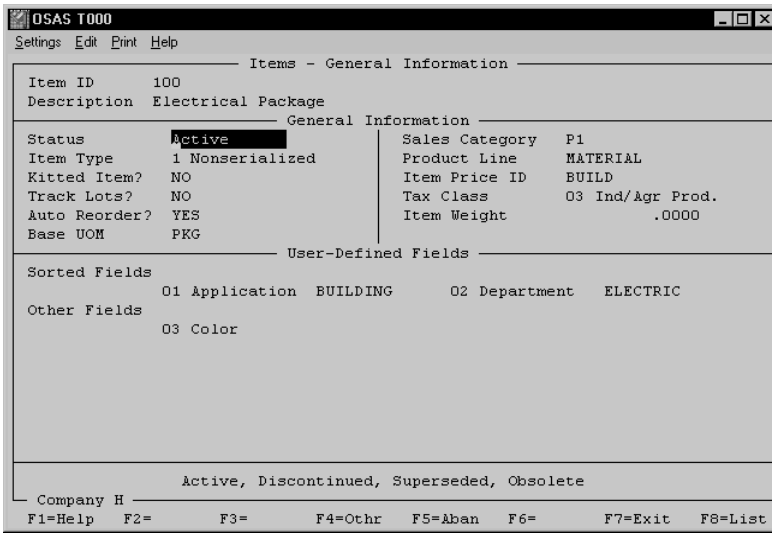
Use the Standard Cost Makeup Codes List function on the Master Code Lists menu to print a list of the standard cost makeup codes you have set up for your company.

IN User-Defined Fields Screen

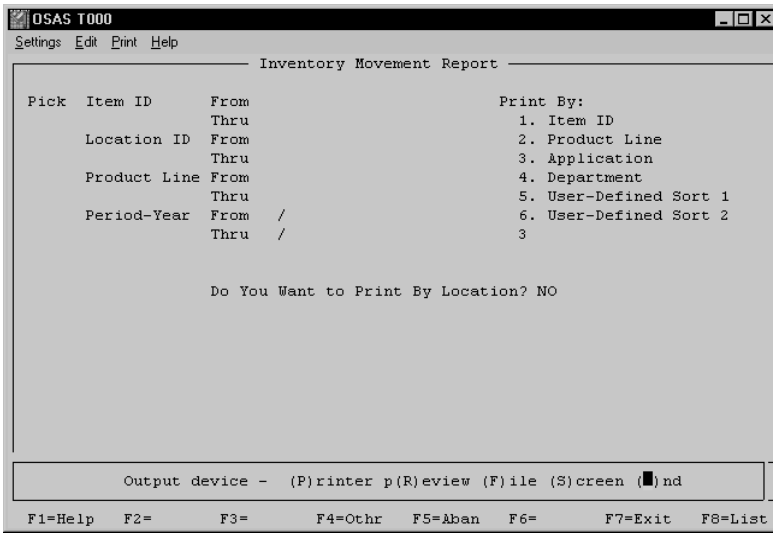


Up to 16 user-defined fields and the values valid for each field can be set up using the User-Defined Fields function. The user-defined fields you set up will display in the User-Defined section of the General Information Screen in the Items function. Use these fields to customize item information you need to track for your inventory.

IN Items-General Information Screen



IN Movement Report Screen



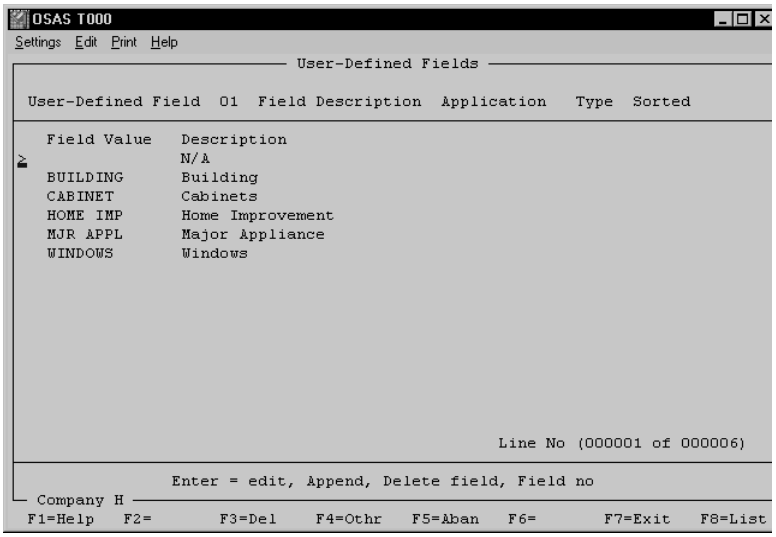
User-Defined fields 1 and 2 are sorted and can be used as sort options in the following functions:

Calculate Reorders	Reorder Report
Inventory Movement Report	Item Status Report
Valuation Report	Cost Variance Report
Safety Stock Report	Overstock Report
Slow/Fast Movement Report	Sales Analysis Report
Gross Profit Analysis Report	Item Price Changes
Cost Changes	Physical Inventory Selection
Freeze Quantities	

User -defined fields 3 thru 16 are unsorted fields.

In the Header section of the User Defined Fields screen, enter the number of the field you want to add or edit. The **Inquiry** (**F2**) command, is available to select the field number you want to work with. Enter, edit, or accept the value displayed in the **Field Description** field. This is the label that will be displayed in the User-Defined section of the Item General Information screen. The **Type** field displays as *Sorted* when working with fields 1 or 2, or *Unsorted* when working with fields 3 thru 16, you cannot change the type. To move to the lower, horizontal line entry section of the screen to set up valid input values for this field, press **PgDn**.

IN User - Defined Fields Screen



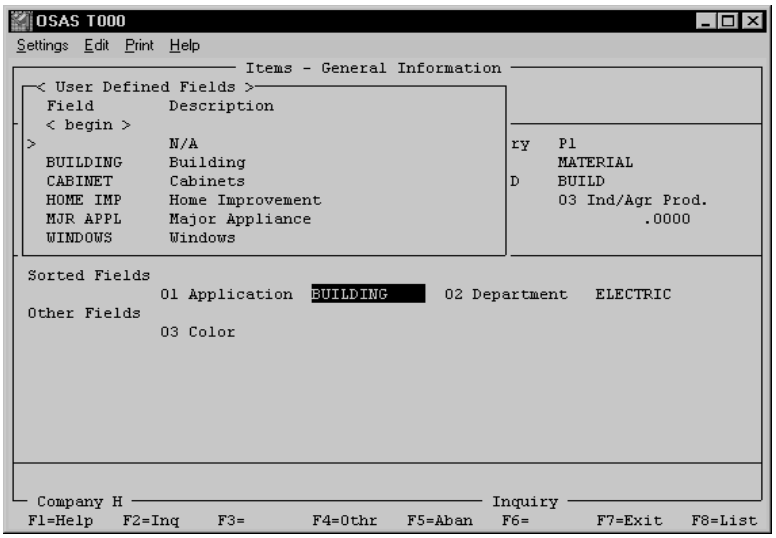
Use the horizontal line entry section of the screen to set up an unlimited number of values that are valid entries for this field. Enter the valid input value in the **Field Value** column and a description for the value in the **Description** column. For example, for the user-defined field **Application** on the screen above, the valid input entries that are setup for the field are BUILDING, CABINET, HOME IMP, MJR APPL, and WINDOWS. A blank field value with the description N/A has also been set up; the field can be left blank if none of the other values set up is appropriate for the item.

Note

If you use the **Delete** (F3) command while your cursor is still in the header section of the User-Defined Fields screen to delete a field label, all field labels will be deleted. A warning message is displayed at the bottom of the screen after you press **F3**. To delete a field value, use **Proceed** (PgDn) command to move the cursor to the Field Value section of the screen. Place the cursor at the field value you want to delete and press **F3**. The system will prompt you to press **F3** again to confirm the delete.

If you use the **Inquiry** (F2) command, when your cursor is on the user-defined field 1 on General Information screen in the Items function, the user-defined field 1 valid input field values set up in the User-Defined Fields function are displayed. Since a blank field value with the description N/A has been set up for the user-defined field, you can leave this field blank when appropriate.

IN Items - General Information Screen



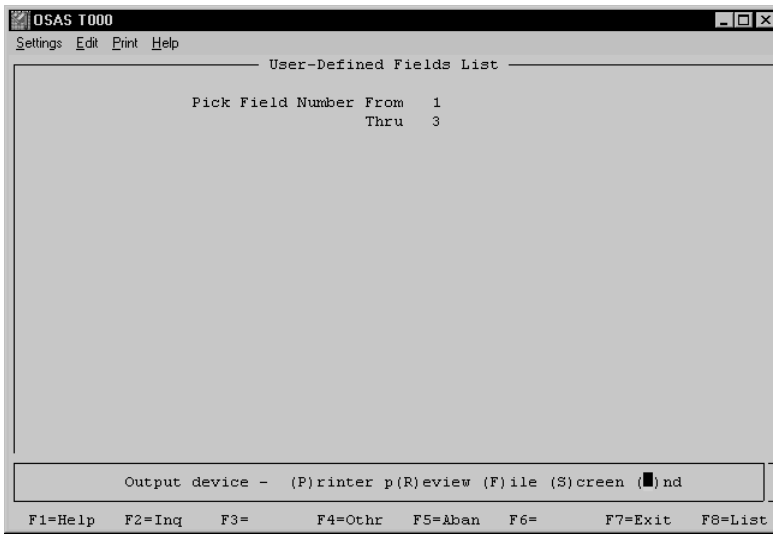
Note

If you do not set up any valid input field values for a user-defined field, the field is considered to be free-form. This means you can enter any value in the user-defined field on the Item General Information screen.

Printing a User-Defined Fields List

Use the User-Defined Fields List function on the Master Code List menu to produce a list of your user-defined fields.

IN User - Defined Fields List Screen

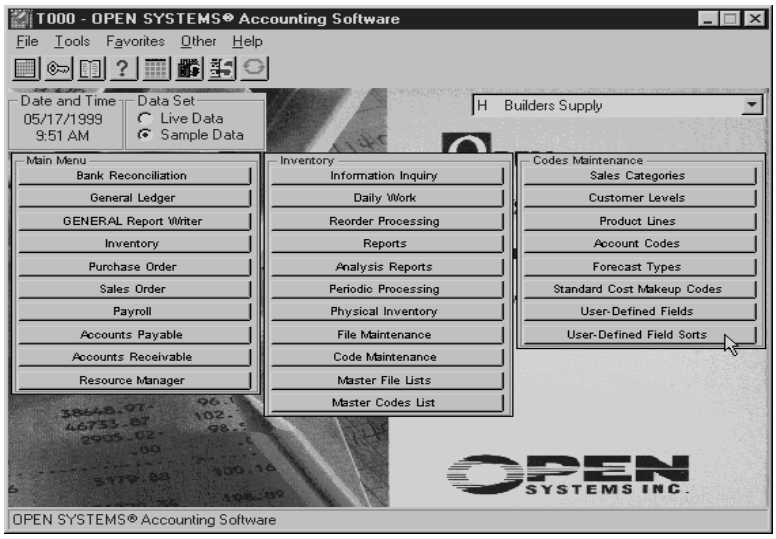


Enter the range of field numbers (between 1 and 16) you want in the list.

User-Defined Fields List

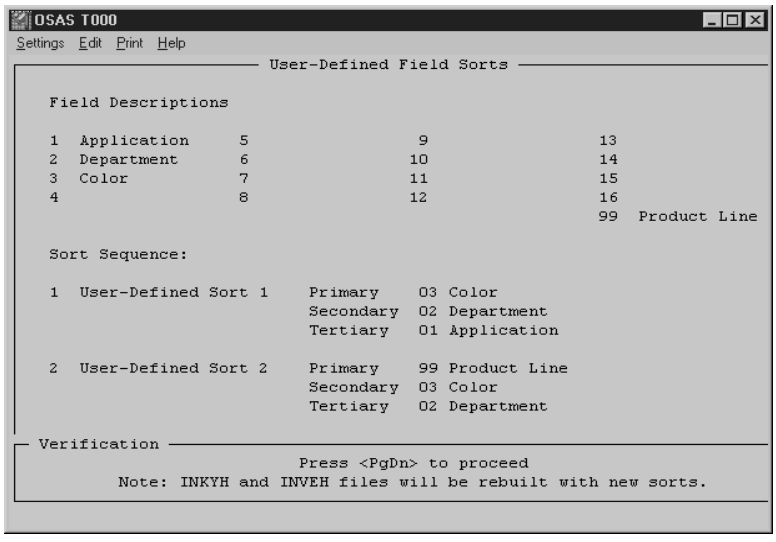
```
05/12/1999                      Builders Supply                    Page    1
10:21 AM                    User-Defined Fields List

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        Buildling Materials
                          ELECTRIC        Electric Materials
                          EXTERIOR        Exterior Materials
                          INTERIOR        Interior Materials
                          PLUMBING        Plumbing Materials

 03       Color

    End of Report
```

IN Codes Maintenance Menu



The User-Defined Fields Sorts function is used to set up two additional sorts on user-defined fields. Up to three fields can be set up for each user-defined field sort. When setting up each user-defined field sort, you select which of the user-defined fields and/or the field Product Line you want to use as the primary, secondary and tertiary sort.

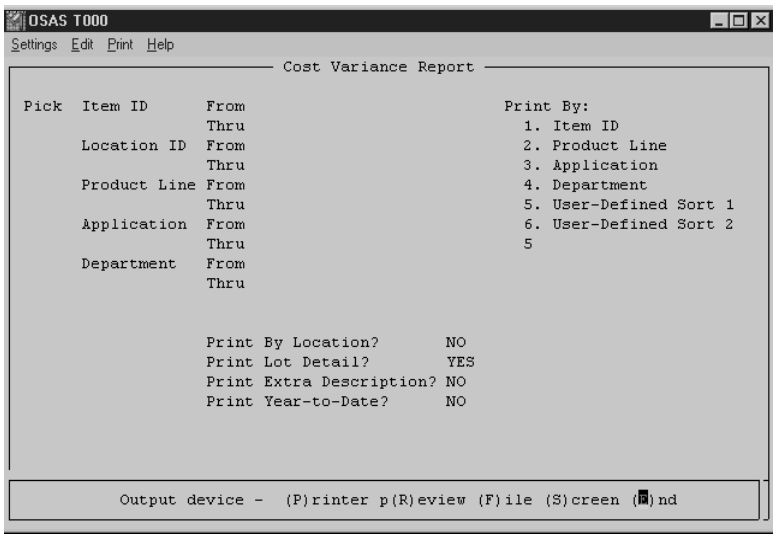
IN User-Defined Field Sorts Screen



The additional user-defined field sorting options are available in the following functions:

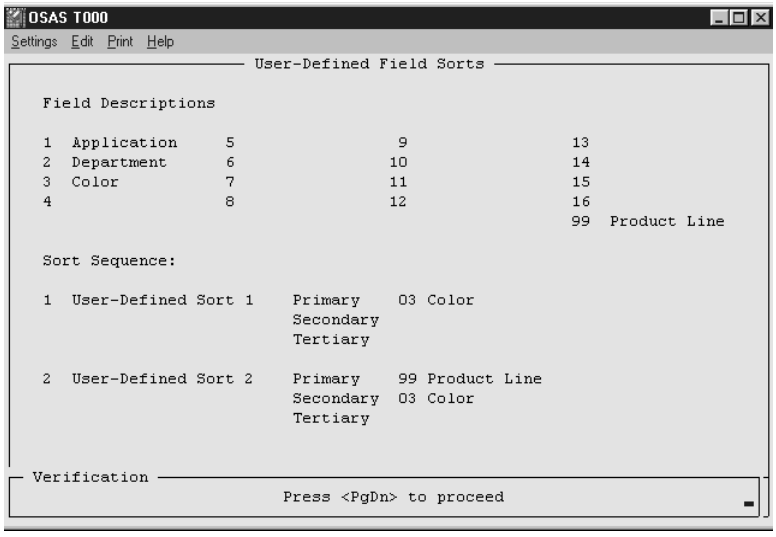
Reorder Report	Inventory Movement Report
Item Status Report	Valuation Report
Cost Variance Report	Safety Stock Report
Overstock Report	Gross Profit Analysis Report

IN Cost Variance Report Screen



The user-defined fields you set up are displayed in the Field Descriptions section of the User-Defined Field Sorts screen. You can edit the description used for each sort in the Sort Sequence section of the screen. The description of the sort is displayed on the pick screen for the report pick screens list above.

IN User-Defined Field Sorts



Using the field numbers displayed in the Field Descriptions section of the screen, enter the number of the field you want to use for the primary, secondary and tertiary sorts. Each field can only be used once within each sort. Press **Proceed** (PgDn) command to save the sort information.

Note

When you want to change the original sort sequence you set up be sure to back up your data files first. The Items (INVExxx) and Alternate Keys (INKYxxx) files will be rewritten when you edit the setup for these sorts.

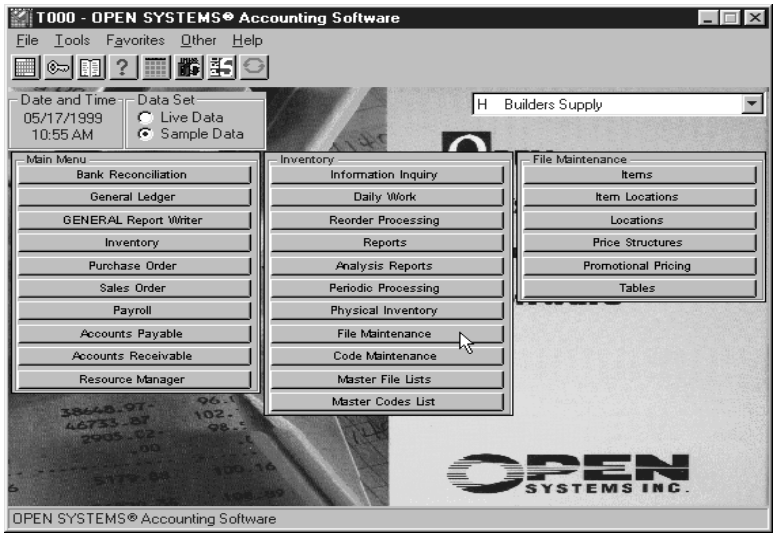
IN User-Defined Fields Sorts List

```
05/17/1999                      Builders Supply                    Page    1
10:37 AM                 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  Description
  No.
   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


    End of Report
```

Use the User-Defined Field Sorts List function on the Master Code Lists menu to print a report showing the setup information for the user-defined field sorts.

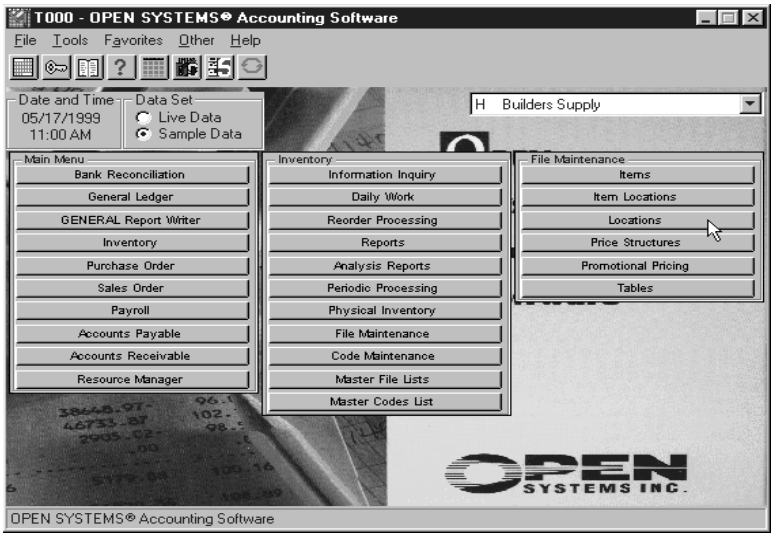
Locations

IN File Maintenance Menu



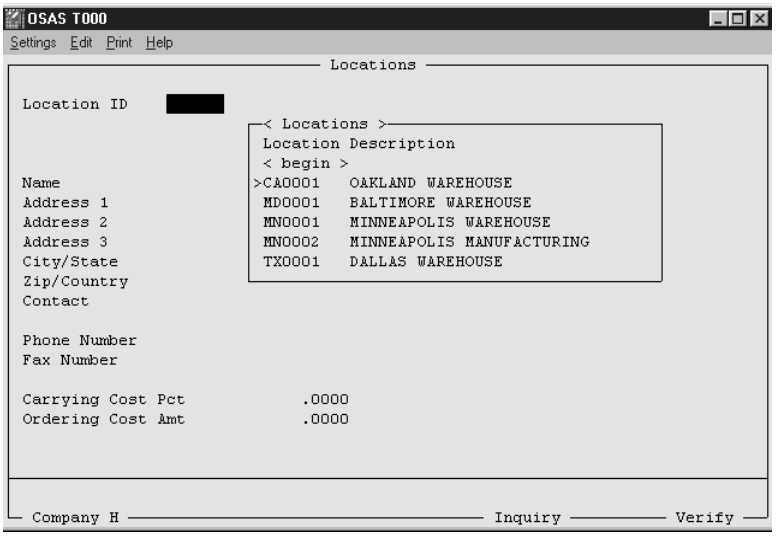
Select File Maintenance from the Inventory menu to set up and maintain pricing, locations, and the items in your company's inventory.

IN File Maintenance Menu



Locations are the places where your inventory items are stored-warehouses, retail stores, receiving docks, cities, trucks, and vendors. **Before you can set up items in Inventory, you must set up at least one location.** To set up or maintain locations, select Locations from the File Maintenance menu.

IN Location Screen



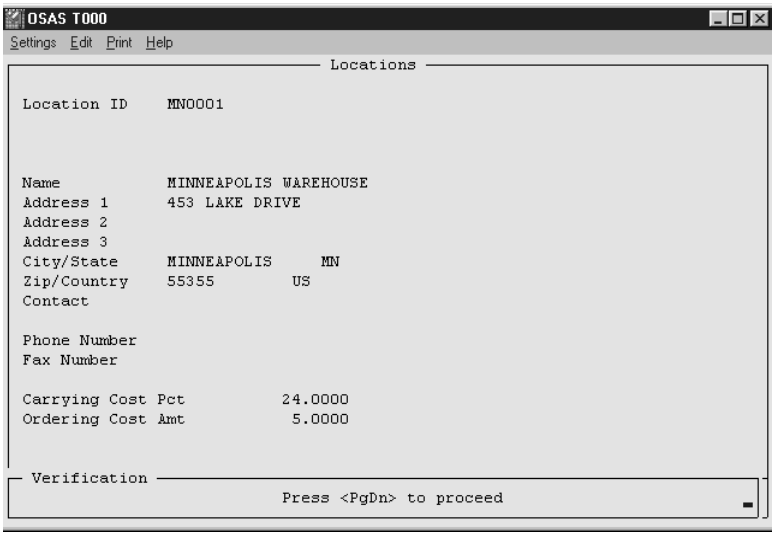
In the **Location ID** field, enter the ID of the location you want to add or edit. To edit an existing location, the **Inquiry** (F2) command, is available to select the location ID from the list that appears.

If you are adding a new location, enter the new ID for the new location. The **Copy from** prompt appears. The **Inquiry** (F2)command is available to select an existing location ID to copy from.

Note

When adding a location ID, try to set up a location ID scheme that is descriptive. For example, a warehouse location ID might begin with WH, a vendor location ID with VN, or a receiving dock with RC.

IN Location Screen



Enter or edit the location name, address, contact, phone, and fax information for the location. If you plan to use the **Economic Order Quantity** (*EOQ*) for reorder processing, enter a carrying cost percentage and an ordering cost amount for the location.

The **Carrying Cost Pct** is expressed as a percentage of the stocked value of an inventory item at this location and represents what it costs you to store/stock an item at this location. The Carrying Cost Pct is used in the formula that calculates the EOQ. The value for the carrying cost percent will default when you add an item in this location, but it can be overridden for an individual inventory item on the item's Location Information screen in the Items or Items Locations function.

The **Ordering Cost Amt.** is expressed in dollars and represents the amount it costs to place an order from this location. It should include the total shipping costs, labor, and stocking costs. The value for the ordering cost amount will default when you add an item in this location, but it can be overridden for an individual inventory item on the item's Location Information screen in the Items or Item Locations function.

Use **Proceed** (PgDn) command to save the information entered. You can use the **Delete** (F3) command to delete a location if there are no items with quantities on file for the location.

A list of the locations and the information set up for each location can be produced using the Location Detail List function on the Master File Lists menu.

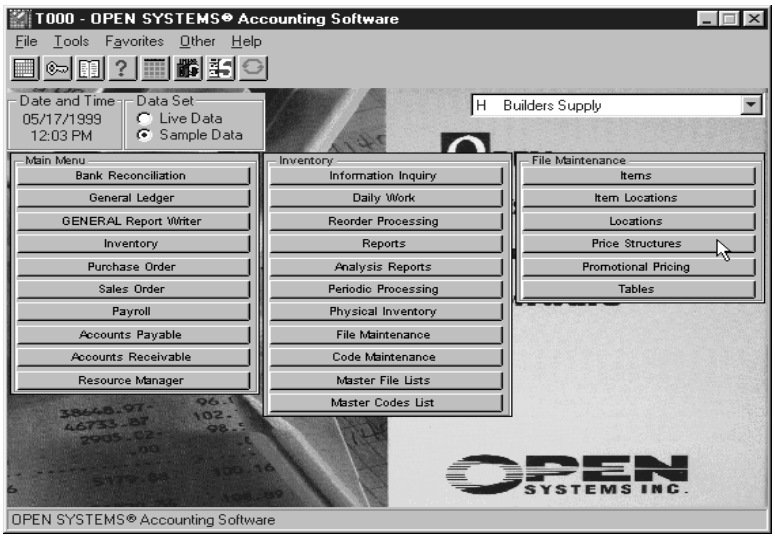
IN Location Detail List

05/17/1999 Builders Supply Page 1
11:16 AM Location Detail List
By Location ID

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
			90000	US	5
MD0001	BALTIMORE WAREHOUSE	3117 SUMTER ROAD	BALTIMORE	MD	27
			23849	US	5
MN0001	MINNEAPOLIS WAREHOUSE	453 LAKE DRIVE	MINNEAPOLIS	MN	24
			55355	US	5
MN0002	MINNEAPOLIS MANUFACTURING	13771 CONCORD ST.	MINNEAPOLIS	MN	24
			55199	US	5
TX0001	DALLAS WAREHOUSE	13302 WEST FREEWAY CT.	DALLAS	TX	29
			77099	US	5

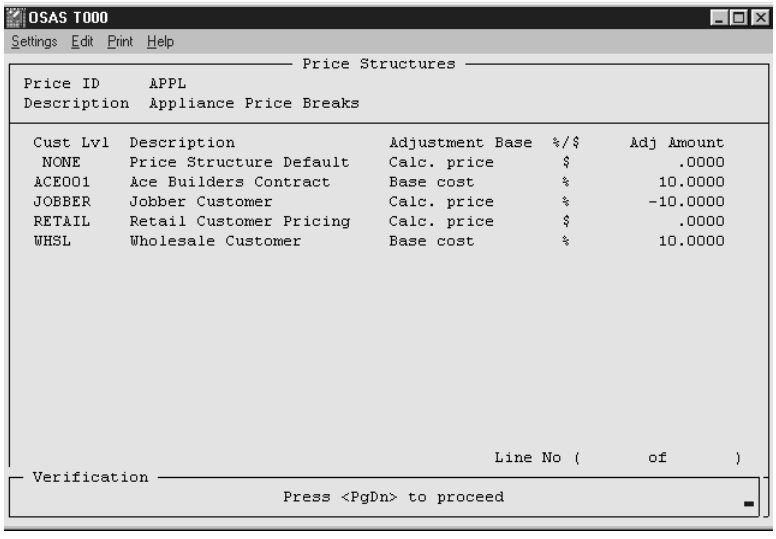
End of Report

IN File Maintenance Menu



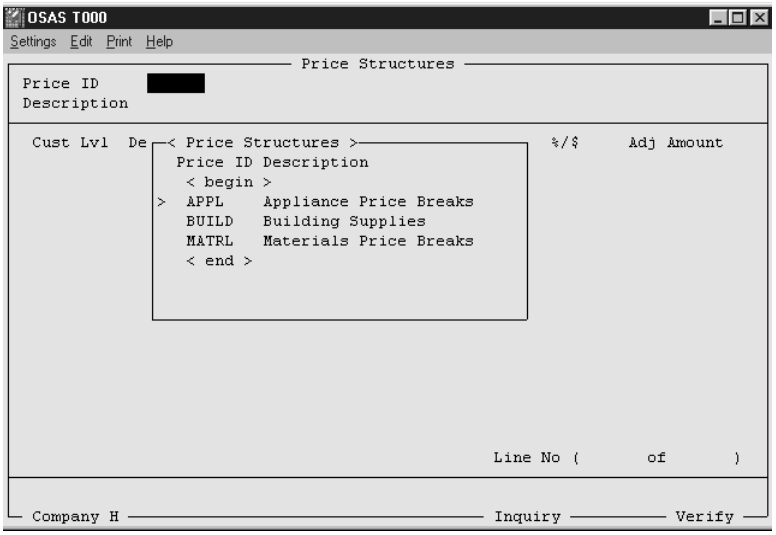
The Price Structures function on the File Maintenance menu is used to set up price IDs that store pricing information for customer levels. The customer levels valid for a Price ID are set up on this screen.

IN Price Structures Screen



A Price ID is assigned to an item on the General Information screen in the Items function and to an item location on the Locations screen in the Item Locations function. If different Price IDs are assigned, the Price ID assigned on the Locations screen in the Item Location function is used by the system to calculate pricing.

IN Price Structures Screen

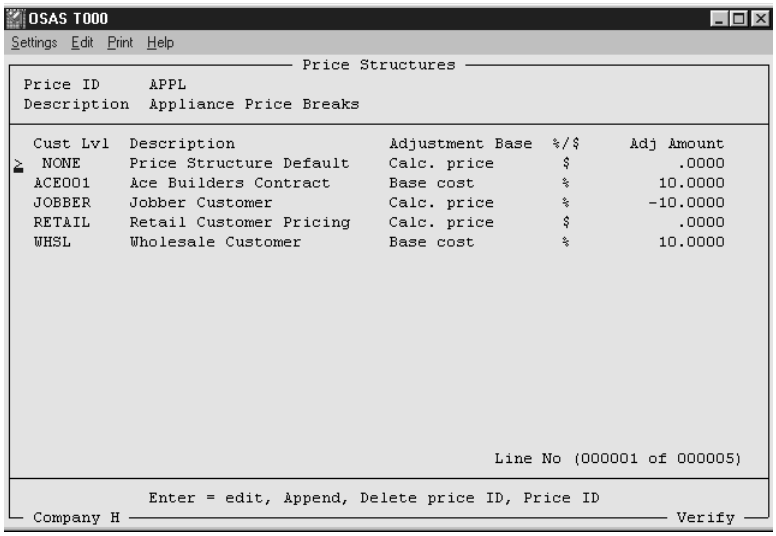


In the **Price ID** field, enter the price ID you want to add or edit. The **Inquiry** (F2) command, is available so you can pick the price ID from the list that appears.

When you add a new price ID, a **Copy from** field appears so you can copy the set up information from an existing price ID. The **Inquiry** (F2) command is also available for this field to select a price ID to copy from. Enter or edit the description for the price ID and use **Proceed** (PgDn) command to move to the lower, horizontal line entry section of the screen.

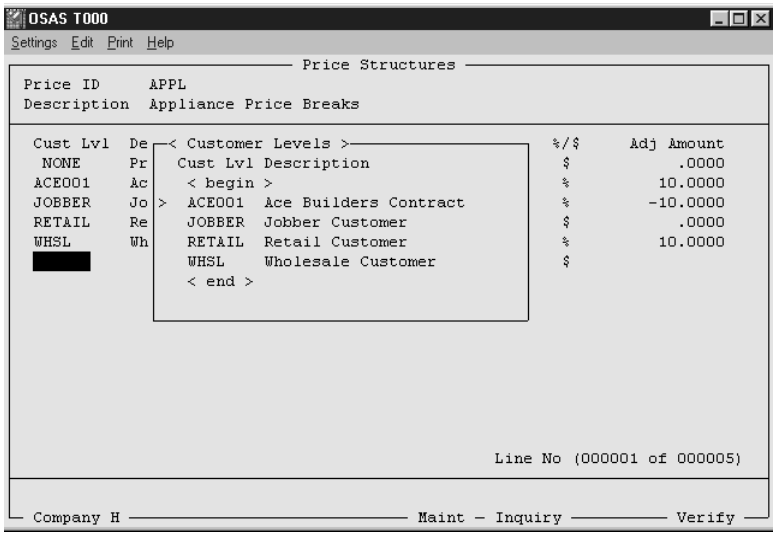
When you add a new Price ID without copying it from an existing one, the customer level NONE is automatically defaulted in the field **Cust Lvl**. During price calculation for an item, the customer level NONE is used by the system when the customer level assigned to the sales transaction is not set up for the Price ID. The pricing adjustment set up for the NONE customer level functions as the default pricing calculation for an item assigned the Price ID since it is used if the transaction customer level is not set up for the Price ID.

IN Price Structures Screen

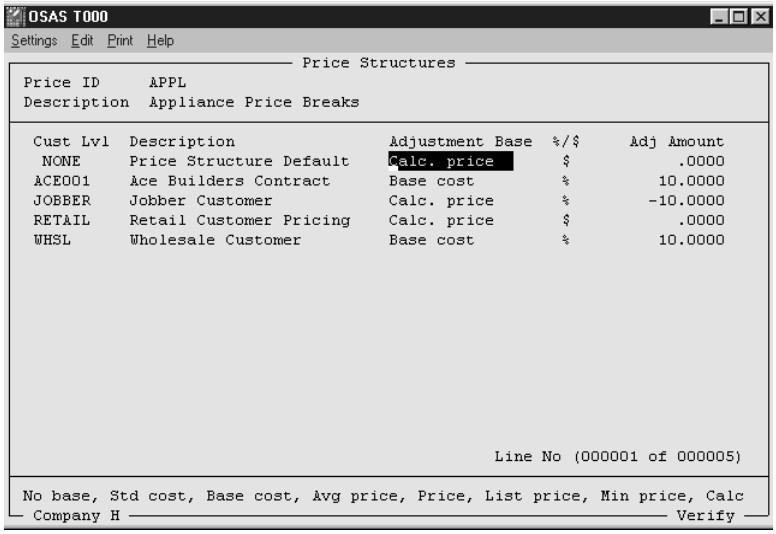


To edit the information for an existing customer level, place the cursor at the customer level and press **Enter**. To add a new customer level, press **A**ppend. Enter the customer level you want to work with in the **Cust Lvl** field, or use the **Inquiry** (F2) command, to select a customer level from the list that appears. The descriptions for the customer levels you enter defaults into the **Description** field. You can accept or edit it.

IN Price Structures Screen



IN Price Structures Screen

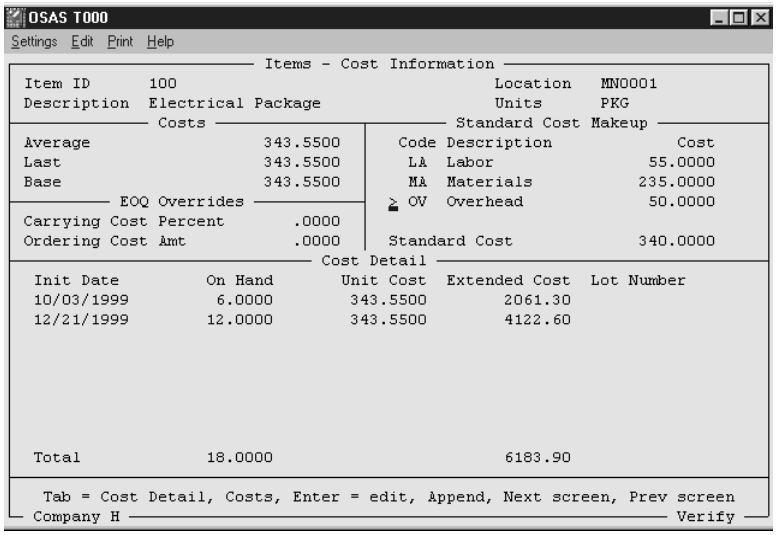


Select the adjustment base you want to use for this customer level. The adjustment base is the value the system will use to apply the adjustment for the customer level. Choose an adjustment base from the options displayed in the command bar on the bottom of the screen.

If you select:

No base The system will use zero as the base for calculating the price and forces the adjustment type to be a dollar amount; the amount you enter in the **Adj. Amount** field is used as the adjusted price.

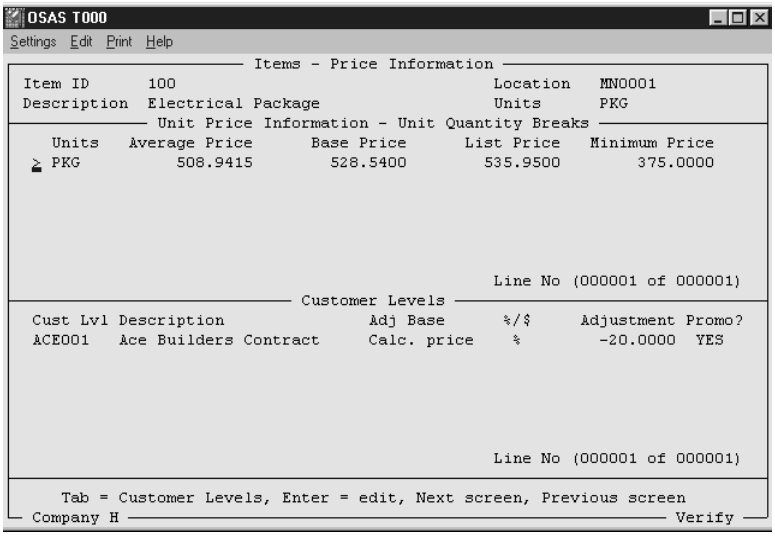
IN Items Cost Information Screen



Std cost The standard cost is the total of the cost amounts you entered for the standard cost codes in the Standard Cost Makeup section of the Cost Information screen in the Item Locations function, and is used by the system to calculate the adjusted price.

Base cost The amount you entered in the **Base** field in the Costs section of the Cost Information screen in the Item Locations function is used by the system to calculate the adjusted price.

IN Item Price Information Screen



Avg. price The weighted average of the selling price for this item over time is calculated as you post sales transactions for the item. This value is displayed on the Price Information screen in the Item Locations function and is used by the system as the base for calculating the adjusted price of the item.

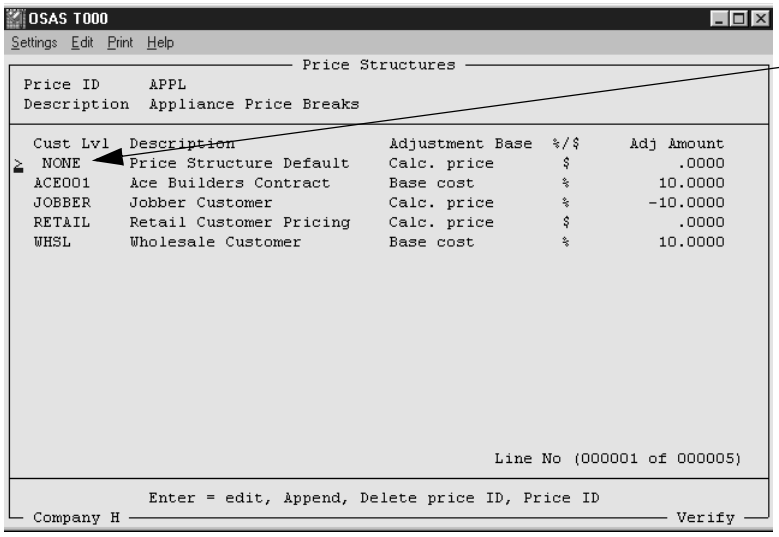
Price The base selling price of the item you entered in the **Base Price** field on the Price Information screen in the Item Locations function is used by the system as the base to calculate the adjusted price of the item.

List price The amount you entered in the **List Price** field on the Price Information screen in the Item Locations function is used by the system as the base to calculate the adjusted price of the item.

Min price The amount you entered in the **Minimum Price** field on the Price Information screen in the Item Locations function is used by the system to calculate the adjusted price of the item.

Calc The system first calculates the price of the item by applying any quantity breaks and broken case penalties to the base price. Then if no customer specific pricing is set up for the item in the Customer Levels section of the Item Locations Price Information screen, the system will use the calculated price as the base to calculate the adjusted price.

IN Price Structures Screen



Used generally for regular customers with no discounts.

If you want to use a dollar amount for the adjustment, enter $ in the %/$ field and enter the dollar amount in the **Adj. Amount** field. To make a percentage adjustment, enter % in the %/$ field and the percent amount in the Adj. Amount. To reduce the amount of the adjustment base, you must enter a negative number in the Adj. Amount field. You do not have to enter the + for a positive Adj. Amount to increase the adjustment base.

Note

If different price IDs have been assigned to an item on the General Information screen in the Items function and on the Locations screen in Item Locations, the system uses the price ID set up for the item on the Locations screen.

When processing a sale, if the system does not find the customer level set up for the item's price ID, the customer level **NONE** for the Price ID is used.

For example, a sale is being entered for item 900 to Cleveland Interiors and the customer level for Cleveland Interiors is CLE001. The Price ID assigned to item 900 is APPL and CLE001 is not listed as a valid customer level for that price structure. The customer level NONE is listed as a valid customer level, so the system will use the adjustment information for NONE to calculate the price for the sale of item 900 to Cleveland Interiors.

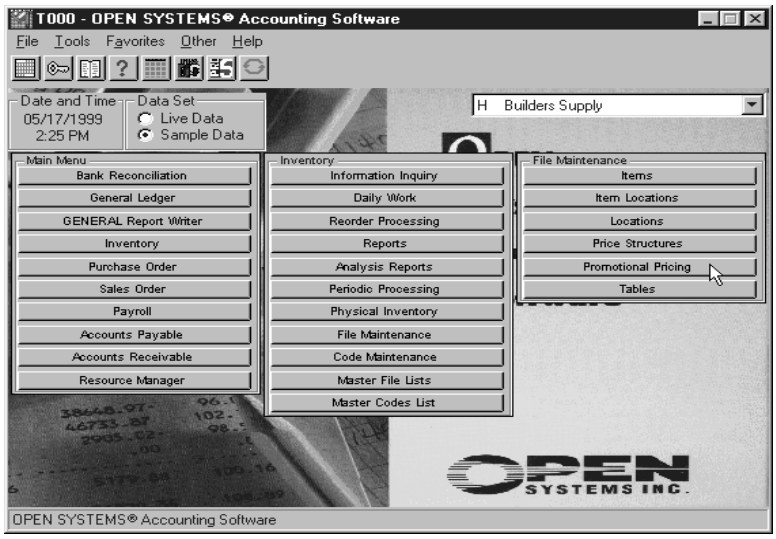
IN Price Structure List

05/17/1999 Builders Supply Page 1
2:06 PM 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

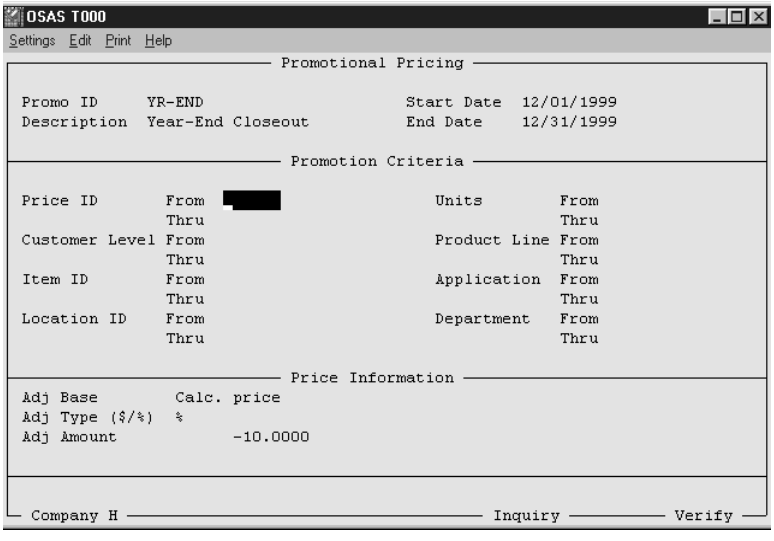
End of Report

IN File Maintenance Menu



Use the Promotional Pricing function on the File Maintenance menu to set up promotional pricing. Promotional pricing adjusts the final calculated price for any item matching all of the selection criteria entered in the Promotional Criteria section of the screen. If you have more than one promotional price set up that applies to an item, the system selects the promotional pricing ID with the most recent start date. If you have two promotional price IDs that have the same start date, the system will calculate prices for both promotional plans and select the lowest price.

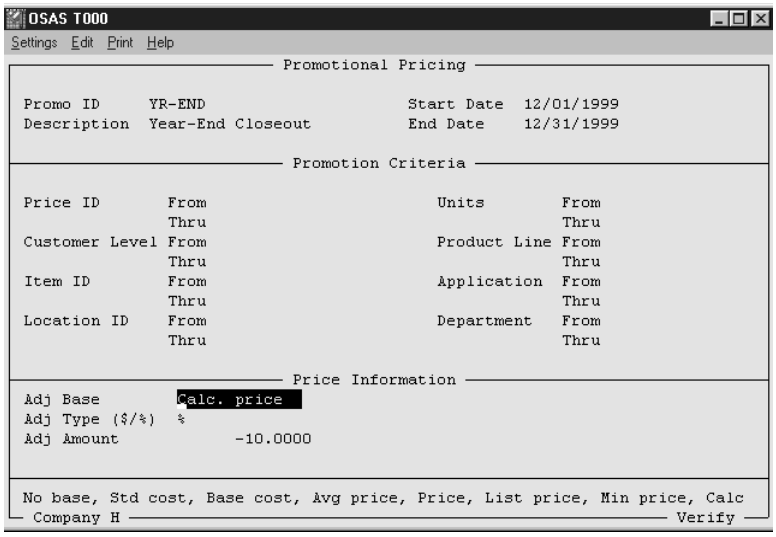
IN Promotional Pricing Screen



Enter the promotional pricing ID you want to work with or use the **Inquiry** (F2) command, to select an ID from the list that appears. To set up a new promotional pricing ID, enter the new ID. A **Copy from** field will appear so you can copy set up information from an existing promotional pricing ID or press **Enter** to skip the copy feature. Enter or edit the description of the promotional pricing ID. Enter or edit the date range you want this promotional pricing plan to be valid.

In the Promotion Criteria section of the screen, enter a range of price IDs, customer levels, item IDs, locations, units of measure, product lines, and/or user defined fields that you want the promotional pricing to be applied to. If you leave these criteria blank, the promotional pricing will apply to all IDs in each criteria.

IN Promotional Pricing Screen



In the Price Information section of the screen, enter or edit how the promotional pricing is calculated. In the **Adj. Base** field, select the adjustment base you want to use from the options displayed in the command bar at the bottom of the screen.

No base — The system will use zero as the base for calculating the price and force the adjustment type to be a dollar amount; the amount you enter in the **Adj. Amount** field is used as the promotional price.

Std cost — The standard cost based on the amounts you entered for the standard cost codes in the Standard Cost Makeup section of the Cost Information screen in the Item Locations function is used to calculate the promotional price.

Base cost — The amount you entered in the **Base** field in the Costs section of the Cost Information screen in the Item Locations function is used to calculate the promotional price.

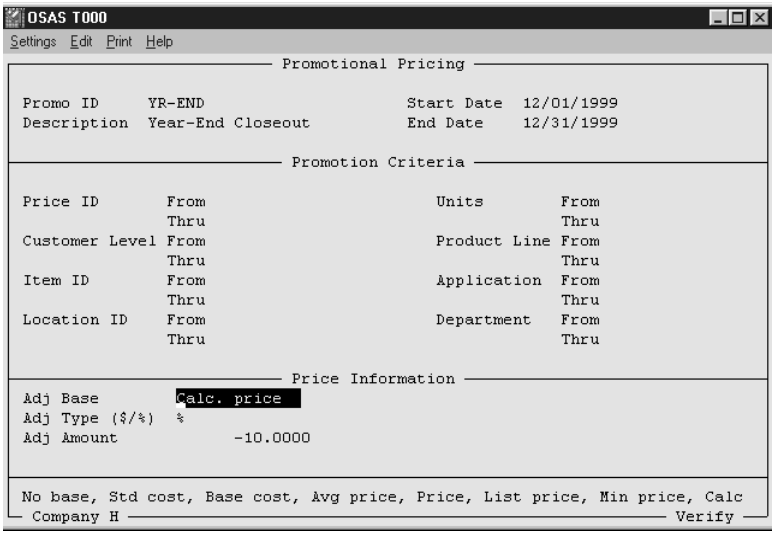
Avg. price — The weighted average of the selling price for this item over time is calculated as you post sales transactions for the item; this value is displayed on the Price Information Screen in the Item Locations function and will be used as the base for calculating the promotional price for the item.

Price — The base selling price of the item you entered in the **Base Price** field on the Price Information screen in the Item Locations function is used as the base to calculate the promotional price of the item.

List price — The amount you entered in the **List Price** field on the Price Information screen in the Item Locations function is used as the base to calculate the promotional price of the item.

Min price — The amount you entered in the **Minimum Price** field on the Price Information screen in the Item Locations function is used to calculate the promotional price of the item.

IN Promotional Pricing Screen



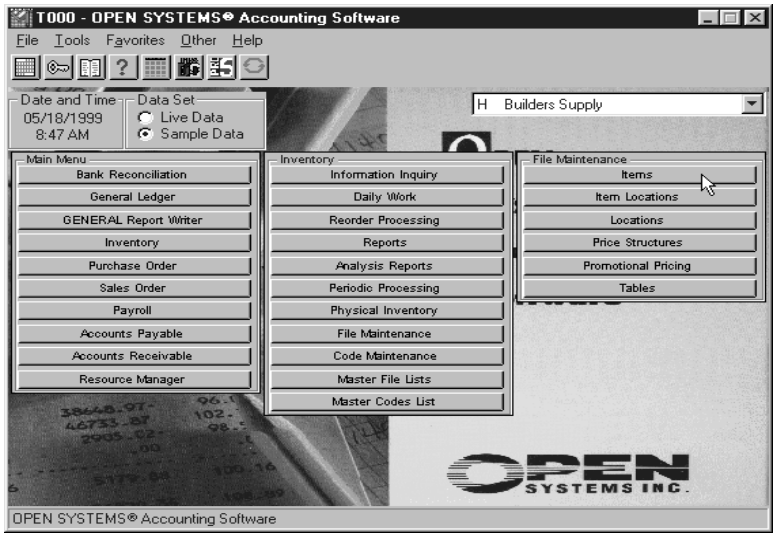
Calc — The system will calculate the promotional price of the item by applying any quantity breaks and broken case penalties to the base price, then it will apply any customer specific pricing set up for the item, then it will use that calculated price amount as the base to apply the promotional pricing adjustment.

If you want to calculate the promotional price using a dollar amount adjustment to the adjustment base, enter $ in the %/$ field and enter the dollar amount for the adjustment in the **Adj. Amount** field. To make a percentage adjustment to the adjustment base, enter % in the %/$ field and the percentage amount in the **Adj. Amount**. To reduce the amount of the adjustment base, you must enter the - for a negative number in the **Adj. Amount**. You do not have to enter the + for a positive number, to increase the adjustment base.

IN Promotional Pricing List

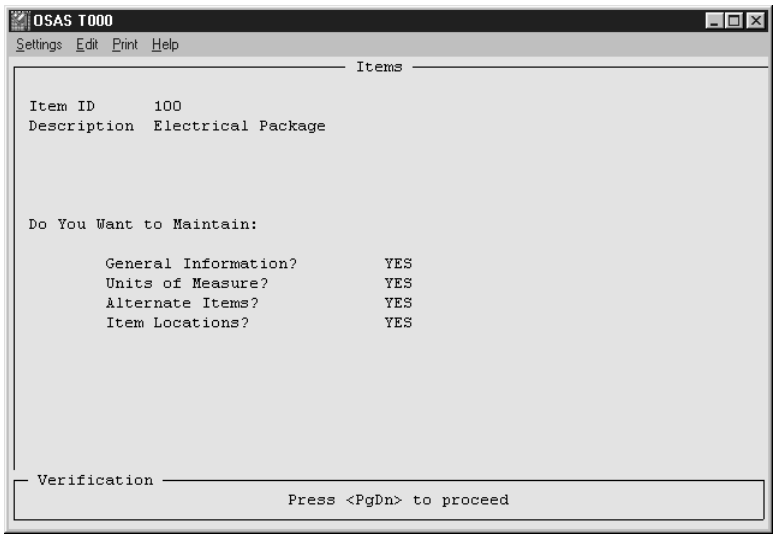
```
05/17/1999                                    Builders Supply                                    Page   1
3:14 PM                                   Promotional Pricing List
                                               By Promo ID

       Start Date                                                                    Adjustment Type
Promo  End Date                                                                      Adjustment Base
  ID   Description                              From                Thru             Adjustment Amount
-------------------------------------------------------------------------------------------------------------


YR-END 12/01/1999                Price ID       <first>             <last>           %
       12/31/1999                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>

    End of Report
```

IN File Maintenance Menu



When you select the Items function on the File Maintenance menu to begin setting up the items in your inventory, the first screen that appears is the Items Selection screen. Enter the Item ID for the inventory item you want to add or edit. The **Inquiry** (F2) command, is available to select an item from the window.

IN Items Screen

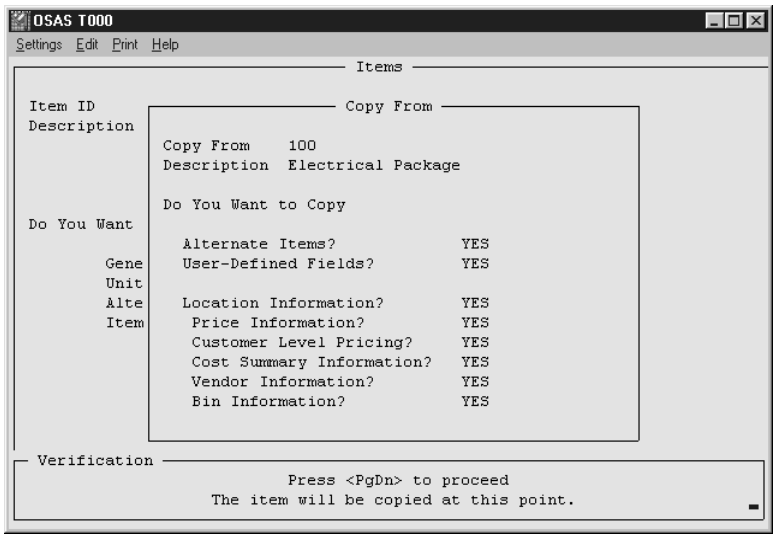


If you are adding a new item, the Copy from window appears when you enter the new Item ID. The **Inquiry** (F2) command is also available for the Copy from field.

The information you can copy from the existing item are listed in the Copy From window: alternate items, user-defined fields, location information, price information, customer level pricing, cost summary information, vendor information, bin information. If you don't want to copy some of the information listed, change the setting for that information to NO. Leave the default setting, YES, for the information you want to copy from the existing item.

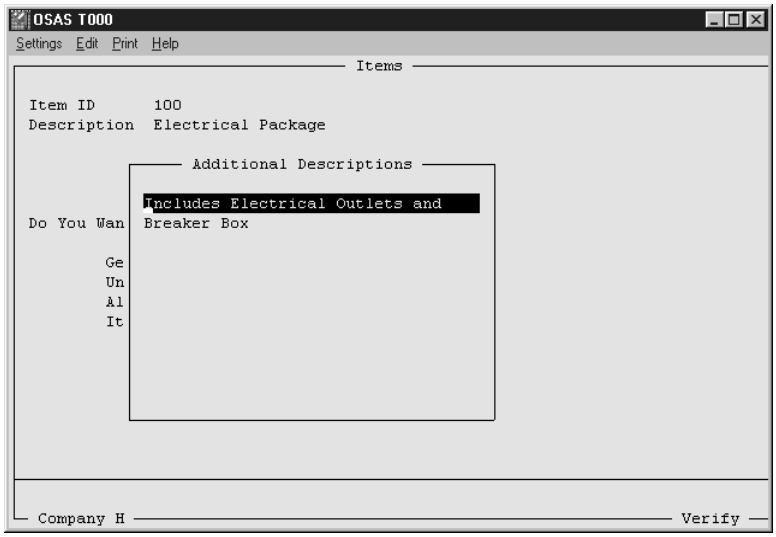
When you press **PgDn**, the information you selected to copy is copied from the existing item.

IN Items Screen



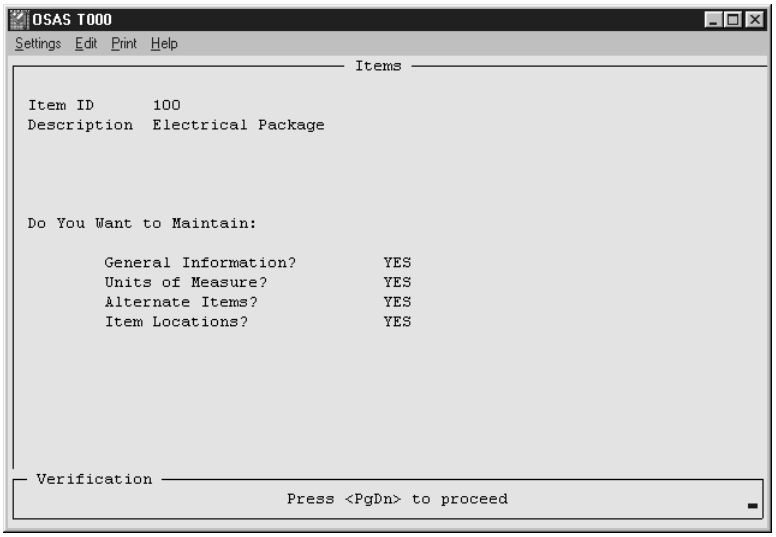
If you have selected YES for the Inventory option Use **Additional Descriptions** you can enter up to 10 lines, 35 characters per line, of descriptive information for the item. (Options are set up in the Options and Interfaces function on the Company Setup menu in Resource Manager.)

IN Items Screen

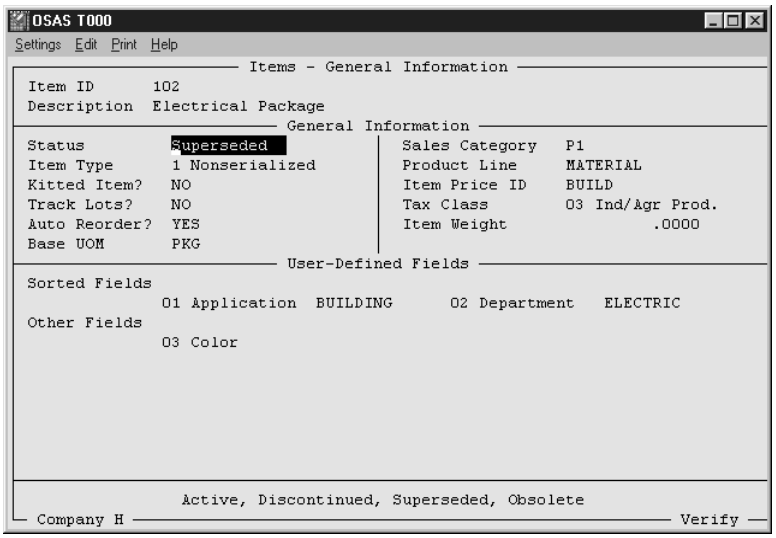


Select which of the item set up screens you want to work with, and use the **Proceed** (PgDn) command to move to the first screen you selected.

IN Items Screen



IN Items - General Information Screen



Select the status of this inventory item from the options displayed in the command bar on the bottom of the screen.

If you select:

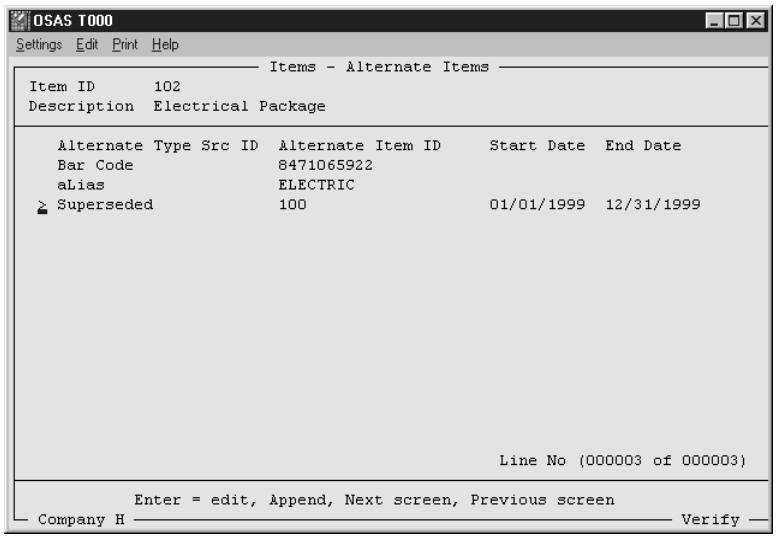
A **Active**, the item can be used in any type of transaction.

D **Discontinued**, the item cannot be reordered through Accounts Payable/Purchase Order or Inventory.

O **Obsolete**, the item cannot be sold or reordered.

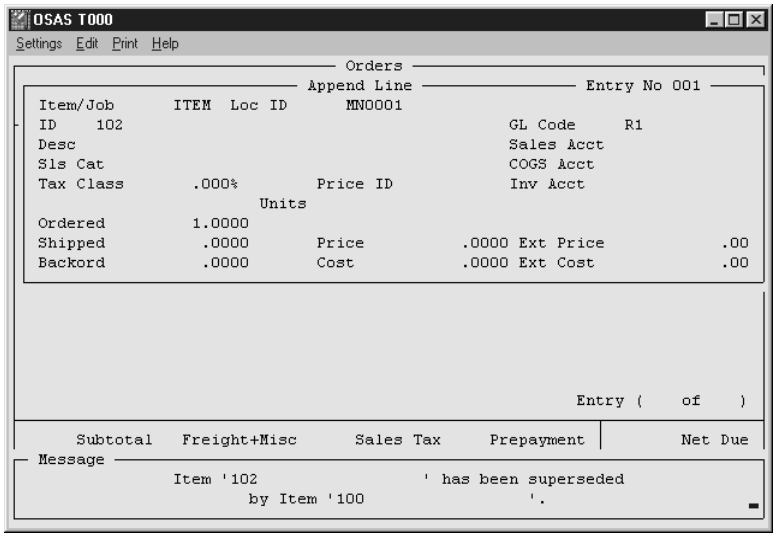
S **Superseded**, the item cannot be reordered through Accounts Payable/Purchase Order or Inventory.

IN Items - Alternate Items Screen

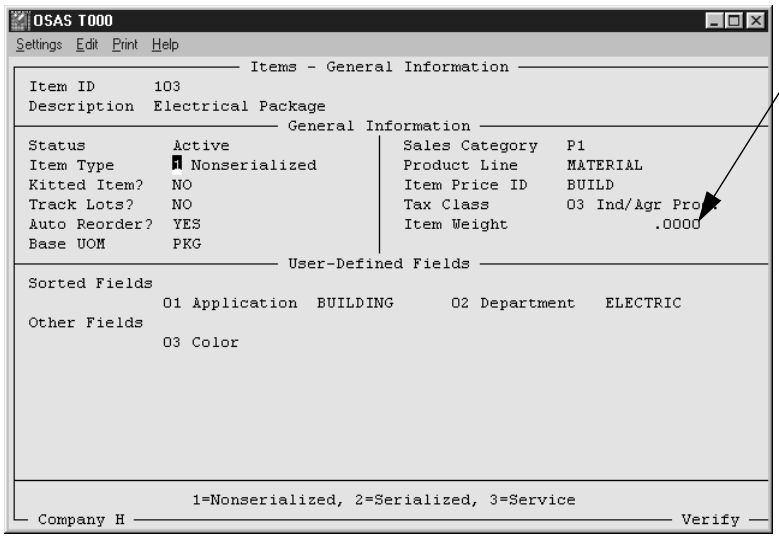


When you try to sell a superseded item, the system will display a message indicating that the item has been superseded by another item. The system will automatically substitute the item set up as Superseded on the Alternate Items screen. For example, item 102 has a status of superseded and item 100 has been set up on the Alternate Items screen for item 102 as a superseded item. When item 102 is used in a sales transaction in Accounts Receivable/Sales Order or Inventory, a message displays that item 102 is superseded by item 100. Item 100 is automatically substituted for item 102 in the transaction.

SO Orders Screen



IN Items - General Information Screen



This field is used for information only and not by the software.

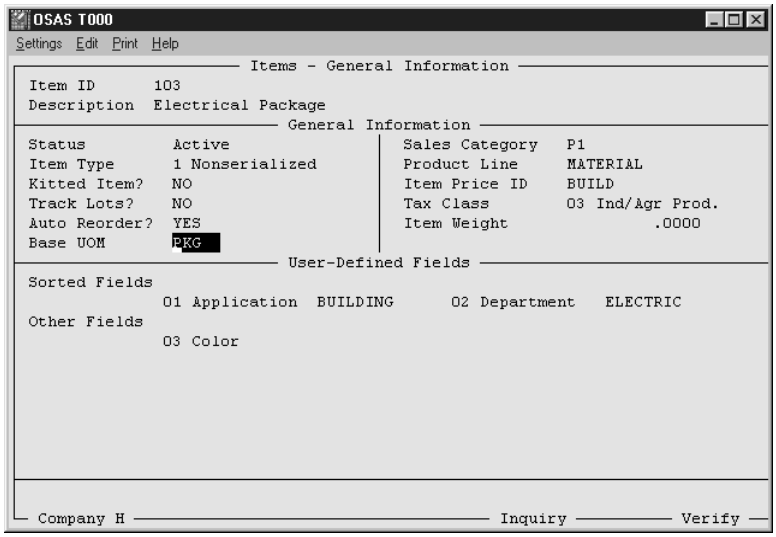
In the **Item Type** field, enter **1**, if this is a nonserialized item, **2**, if the item is serialized, or **3**, if this is a service item. Service items can only be sold, you can't purchase them. The quantity fields for a service item are not updated when you sell it.

If the Inventory is interfaced with Bill of Materials/Kitting and this item is a kit, enter **YES** in the **Kitted Item** field. The default is NO.

Select **YES** for the **Track Lots** field if this is a lotted item and you want to be able to set up and track information for different lots. The default for the field is NO.

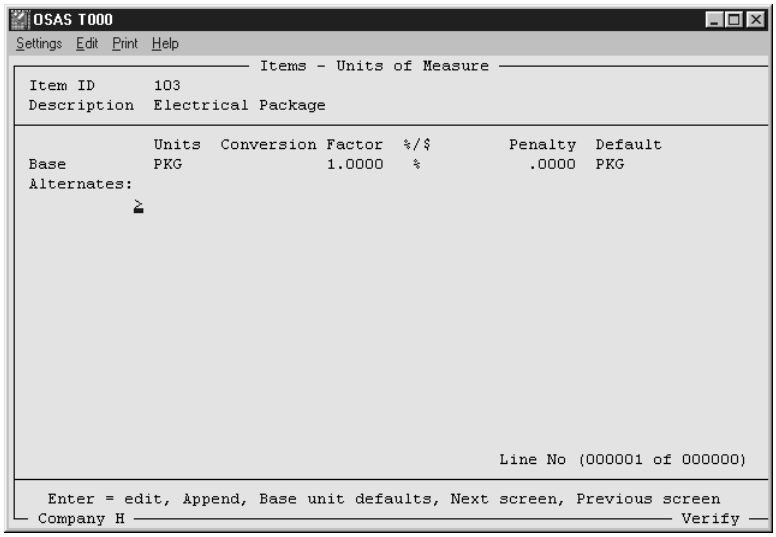
The **Auto Reorder** field must be set to **YES** if you want the system to calculate the reorder point for the item and if you want to use the Generate Purchase Requisitions function for the item.

IN Items - General Information Screen

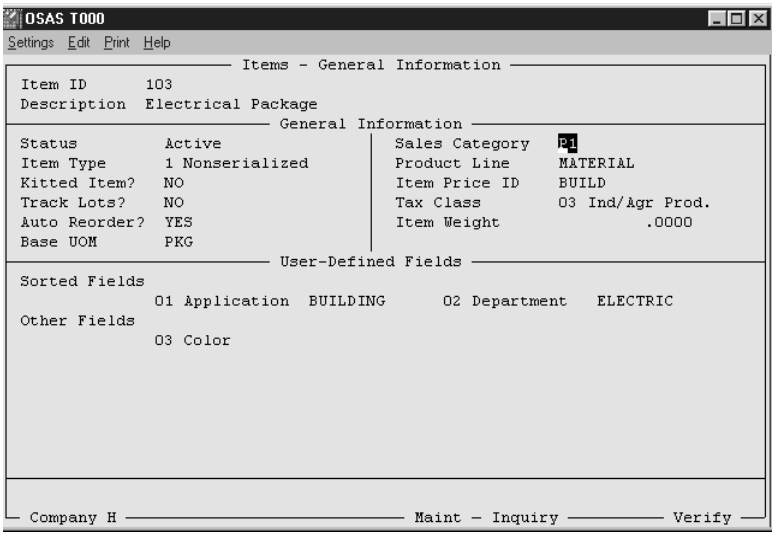


The smallest unit of measure to be used for the item should be entered in the **Base UOM** field. When editing an item, you can use the **Inquiry** (F2) command to view alternate units of measure you have previously set up for this item. The unit of measure entered here will be the default for sales transactions. If the item is usually sold using a different unit of measure, you can change the default on the Units of Measure screen using the Base units default command option. The defaulted unit of measure for purchase transactions is taken from the last purchase information if the vendor is set up on the Vendor Information screen in the Item Locations.

IN Items - Units of Measure Screen



IN Items - -General Information Screen



An entry in the **Sales Category** field is optional. The **Inquiry** (F2) command, is available to select a sales category from the list that appears. The **Maintenance** (F6) command is also available if you need to set up a new sales category for this item. Sales categories can be used to sort detail history reports in Accounts Receivable/Sales Order to help analyze sales.

The **Product Line** field is also optional. Use the **Inquiry** (F2) command, to select a product line from the list that appears. You can use the **Maintenance** (F6) command to set up a new product line to be used for the item. Product lines can be used as a sort for these reports:

Reorder Report	Inventory Movement Report
Item Status Report	Cost Variance Report
Safety Stock Report	Overstock Report
Gross Profit Analysis Report	

Product Lines can also be used to allow promotional price changes, select items for physical inventory, and calculate reorders for all inventory items assigned to the product line.

Enter the price ID for the price structure you want to use for this item in the **Item Price ID** field. The **Inquiry** and **Maintenance** commands are also available for this field.

Note

A price ID can also be assigned on the Locations screen in the Items Location function. If a different price ID is assigned in Item Locations, it will be used instead of the Price ID assigned on this screen.

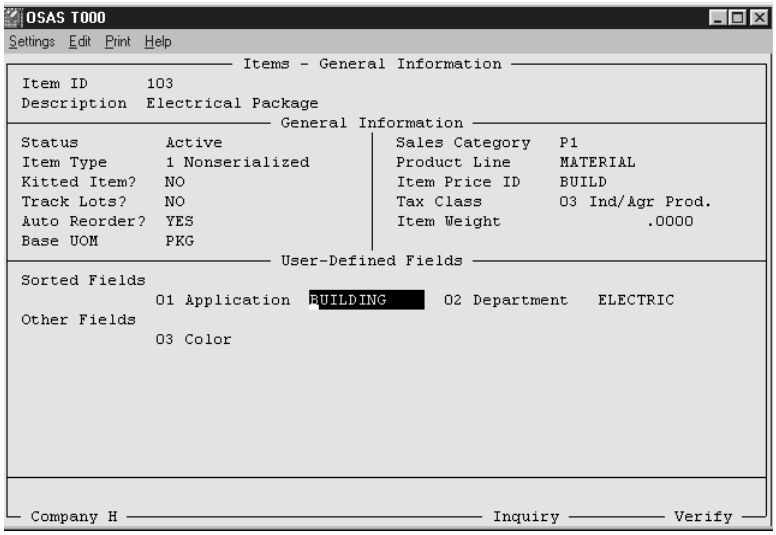
In the **Tax Class** field, use the **Inquiry** (F2) command, to select the tax class for this item from the list of existing tax classes. If you need to set up a new tax class, the **Maintenance** (F6) command is available.

Note

Tax classes, tax locations, and tax groups are set up using the functions on the Application Setup menu in the Resource Manager.

You can enter the weight of the item in the Item Weight field.

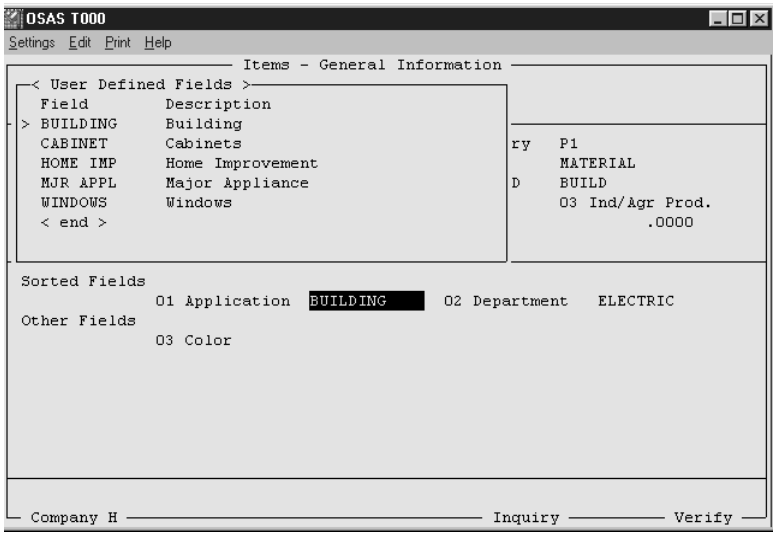
IN Items - General Information Screen



The user-defined fields you set up in the User-Defined Fields function on the Codes Maintenance menu are displayed in the User-Defined Fields section of the Item - General Information screen.

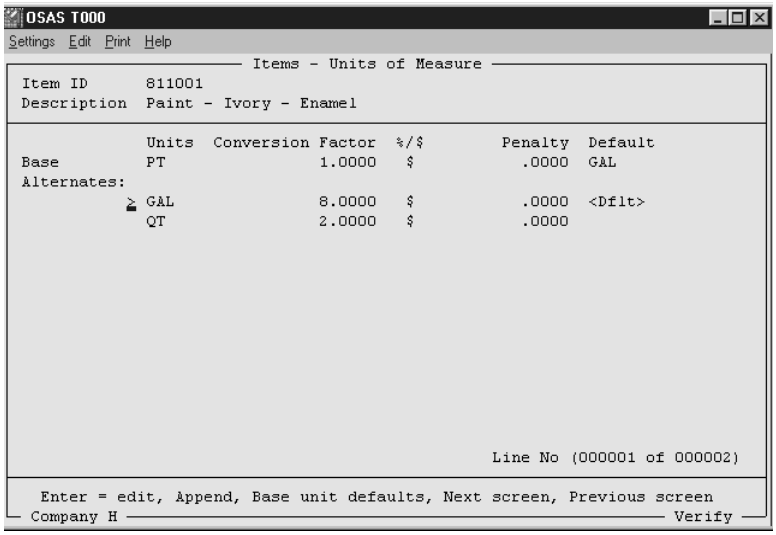
Use the **Inquiry** (F2) command, to select a value for the field. The valid field values you've set up for the user-defined field is displayed in the User Defined Fields inquiry window. If you didn't set up any valid field values in the User-Defined Fields function, you can enter anything in the User-Defined field because it is considered a free form.

IN Items - General Information Screen



Press **Proceed** (PgDn) command to save this information and move to the next screen you selected with **YES** on the Items Selection screen.

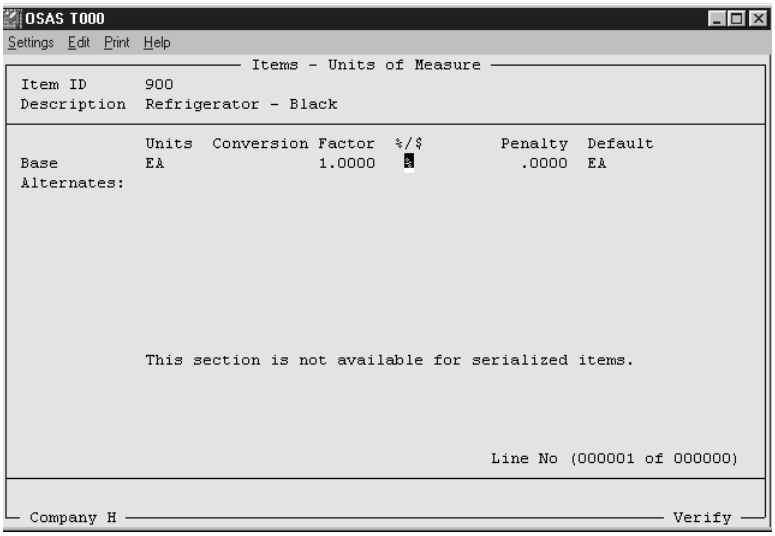
IN Items - Units of Measure Screen



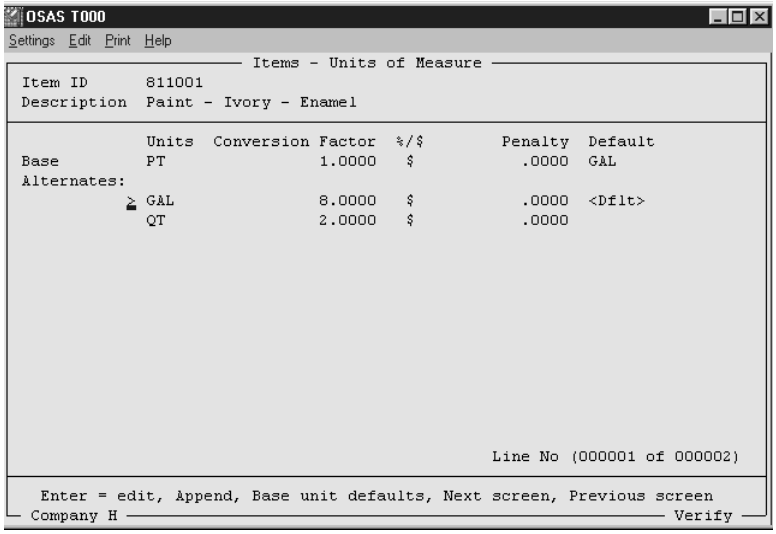
If no other screens were selected, the Items Selection screen appears. If you entered **Yes** for **Units of Measure** on the Items screen, the Items-Unit of Measure screen appears. Use this screen to assign a default unit of measure for sales transactions and an unlimited number of alternate units of measure for the item.

Serialized items can have only one unit of measure. A warning message displays on the Items - Units of Measure screen for serialized items.

IN Items Units of Measure Screen



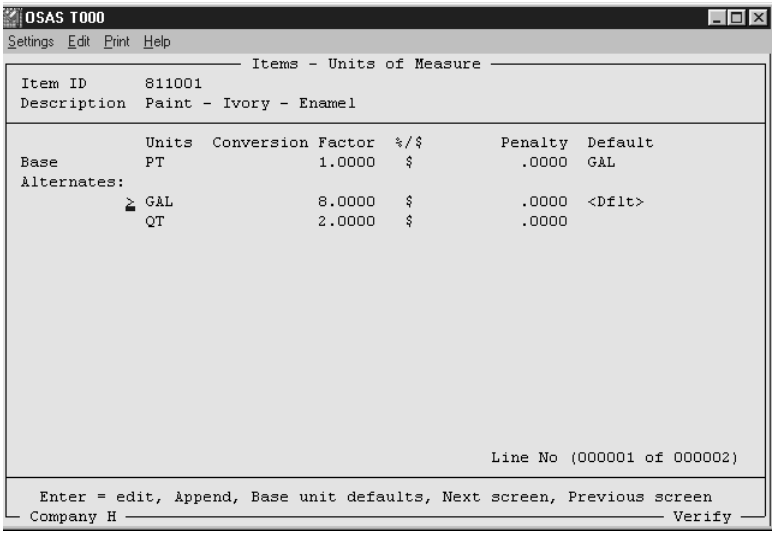
IN Items - Units of Measure Screen



The base unit of measure you selected on the Item - General Information screen is displayed. The base unit of measure set up on the Item-General Information screen should be the smallest unit of measure you use for the item. However, if the item is sold more frequently using another unit of measure, that unit of measure should be set up as the default unit of measure and it will default on all sales transactions.

For example, the base unit of measure for item ID 811001 is set up on the General Information screen as *PT*, pint. However, the gallon, *GAL*, sells the item more frequently, and **GAL** has been set up as an alternate unit of measure. To change the default base unit of measure, select the Base unit defaults option from the command bar at the bottom of the screen. Press **Enter** until the cursor is on the **Default** field. You can use the **Inquiry** (F2) command, to select **GAL**, or type it in. In the Alternates section of the Items-Unit of Measure screen <*Dflt*> displays next to the alternate unit of measure set up as the default base unit of measure, **GAL**.

IN Items - Units of Measure Screen



To edit an existing alternate unit of measure, place the cursor at the alternate unit and press **Enter**. To add an alternate unit of measure, use the **A**ppend option on the command bar. Enter or edit the alternate unit of measure.

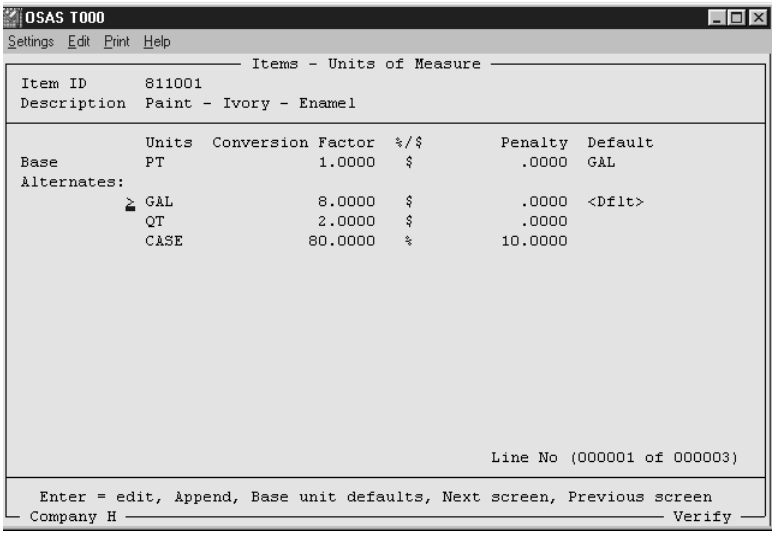
In the Conversion Factor field, enter the amount of the base unit of measure that is required to equal the alternate unit. In our example, using Item ID **811001**, the base unit of measure is pint, **PT**. For the alternate unit of measure gallon, **GAL**, the conversion factor is 8 since there are 8 pints in a gallon. The conversion factor for the alternate unit of measure quart, **QT**, is 2.

Use the %/$ and Penalty fields to set up broken-case penalties charged to customers who order a fractional quantity of any unit of measure set up for the item. The penalty can be assessed as a percent or a dollar amount. The dollar amount penalty is a flat fee that is charged whenever a customer orders a fractional quantity of a unit of measure. The percentage penalty is assessed only on the fractional portion of the quantity ordered. When setting up a penalty for a unit of measure, enter % or $ in the %/$ field to specify which method to use to calculate the broken-case penalty. Enter the amount of the dollar/percent penalty in the **Penalty** field.

Note

When setting up a penalty for the base unit of measure, use the option **B**, Base unit defaults, from the command bar. The **Conversion Factor** field for the base unit of measure is set to 1 and cannot be changed.

IN Items - Unit of Measure Screen

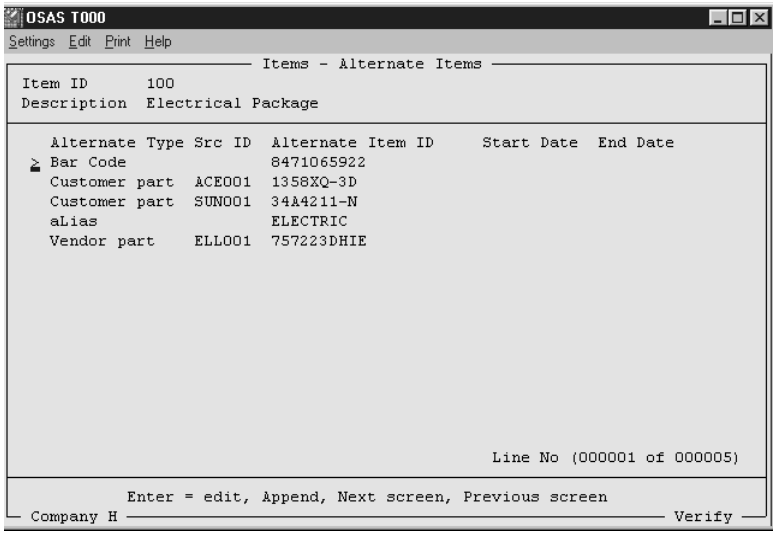


Using our example Item ID **811001**, assume that an alternate unit of measure **CASE** is set up to assess a 10% penalty whenever a fraction of a case is sold. Let's assume the price for one case is $500 and a customer orders 2.5 cases, the price would be calculated as follows:

2 cases X $500	=	$1000
.5 cases X $500	=	$250
Broken case penalty ($250 X .10)	=	$25
		$1275

To move to the next screen you selected on the Items Selection screen, press **N**, Next screen. If no other screens were selected, the Item Selection screen appears.

IN Items - Alternate Items Screen

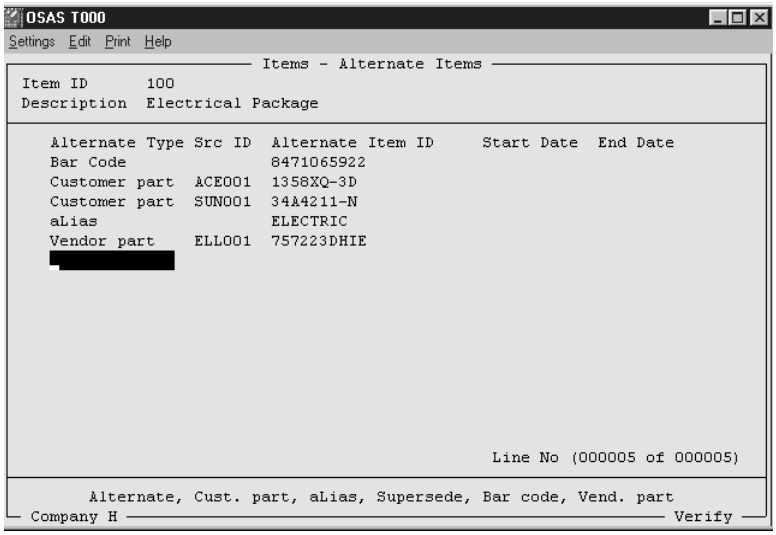


If you selected **YES** for **Alternate Items**, on the Items header screen, the Alternate Items screen appears. Use this screen to set up items that can be sold as an alternate for the item, an alias that can be used instead of the item ID, an item that supersedes the item, a UPC code, vendor part information, and customer part number information.

To edit an existing alternate type, place the cursor at the alternate type and press enter. To add an alternate type, use **A**ppend. The cursor goes to the Alternate Type column.

Select the alternate type you want to work with from the options on the command bar at the bottom of the screen.

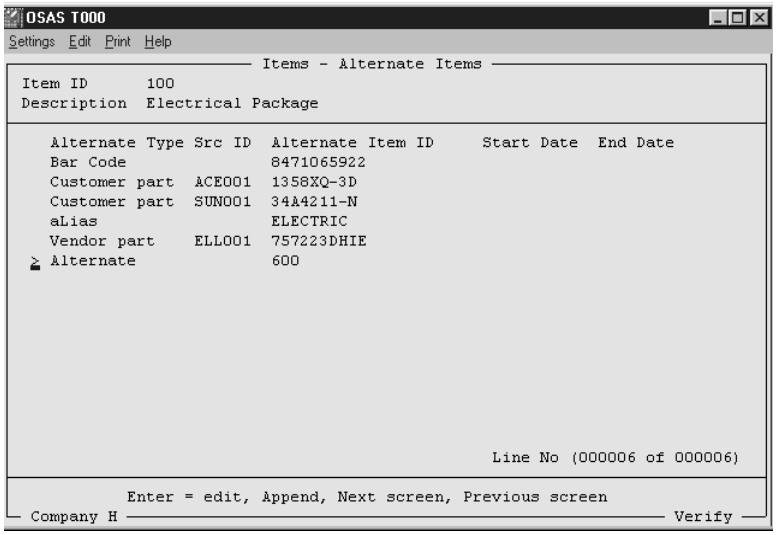
IN Items - Alternate Items Screen



To set up an alternate for the item, use **A**lternate, and enter the item ID for the item used as an alternate in the **Alternate Item ID** field. If you want the alternate item to be effective for a specific date range, enter a start and end date. If you leave the date fields blank, the alternate ID is effective indefinitely. When a sale is entered and there is an insufficient quantity of this item in inventory, if you have set up an alternate item you are prompted whether to display alternate information.

For example, on the screen below, Item ID 600 is an Alternate for Item ID 450. When we enter a sale for 15 of Item ID 450 but there are only 6 in stock, we are prompted whether to display the alternate items and locations.

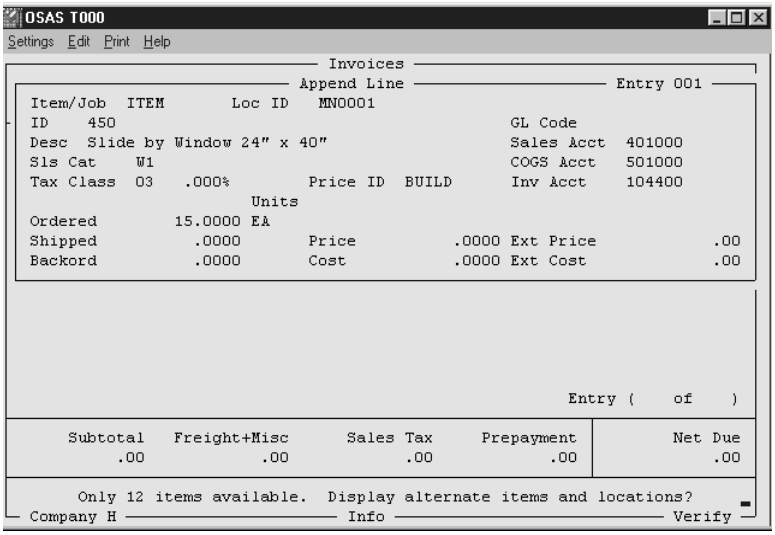
IN Items - Alternate Items Screen



Note

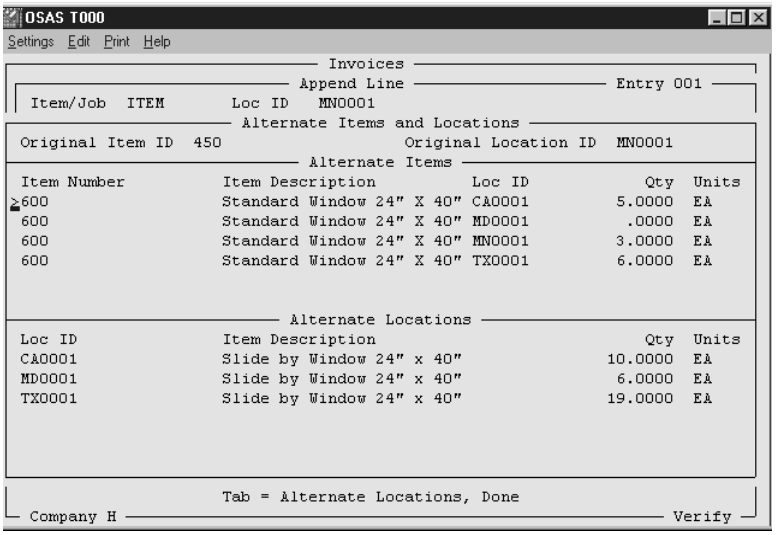
Alternate items can be printed on an invoice, they will appear in the item description. You must have the options set to use Additional Descriptions in Inventory, in Accounts Receivable you must also have the option set to Copy Additional Descriptions from Inventory.

AR Invoices Screen



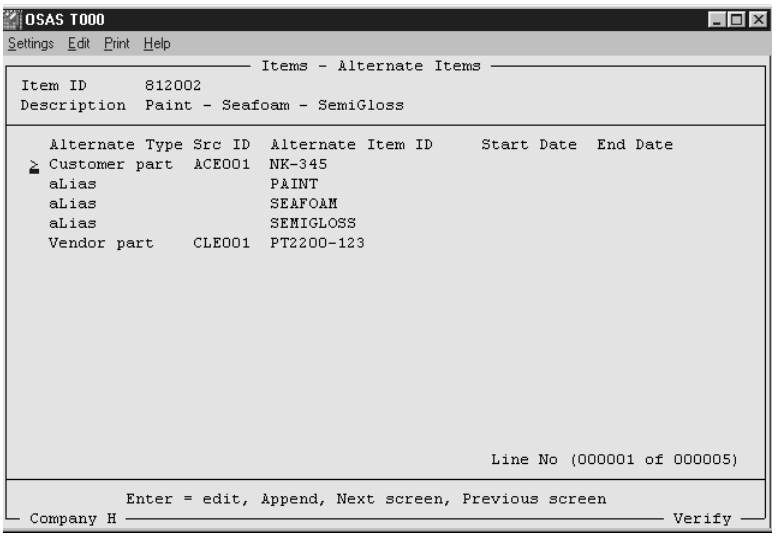
If we select YES to display alternate items and locations, the quantities available for item ID 600 display in the Alternate Items section of the Alternate Items and Locations window on the Transaction screen in Accounts Receivable/Sales Order.

AR Invoices Screen



Using option **Cust. part** (**C**), on the command bar, you can set up your customer's part number for this item so that you can enter their part number in the **Item ID** field on the Transaction screen in Accounts Receivable/Sales Order or Inventory Transactions. When you enter the customer's part number, the system will prompt you to **Proceed** (PgDn) command to substitute this Item ID. The customer's part number will print on the invoice for this transaction.

IN Items - Alternate Items Screen

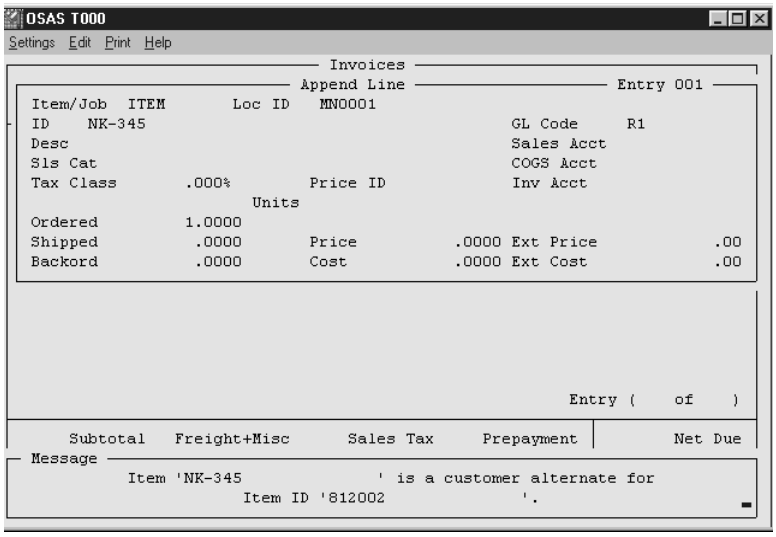


Enter the ID of the customer whose part number you want to set up in the **Src ID** field. Enter the customer's part number in the **Alternate Item ID** field. If you want the customer's part number to be effective as an alternate item for a specific time period, enter the dates in the **Start Date** and **End Date** fields. If you leave these fields blank, the customer's part number is valid indefinitely.

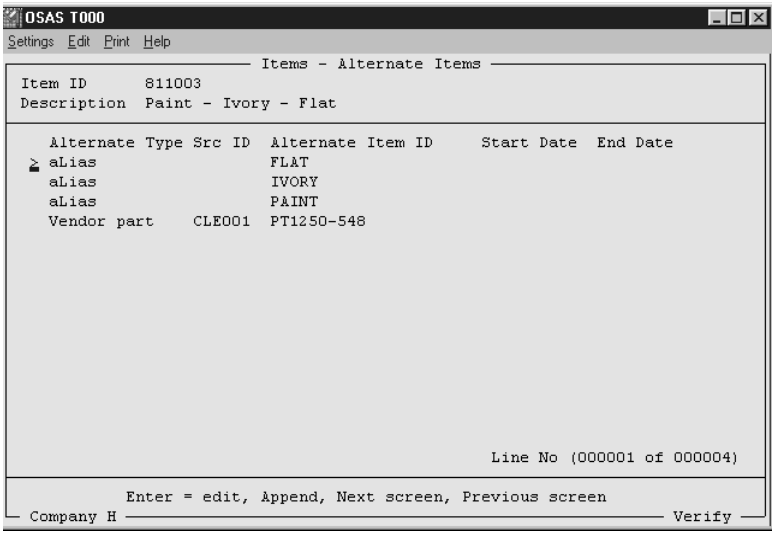
On the screen above, a customer part number has been set up for item ID 812002 for customer ID GRE001. Customer ID GRE001's part number for item ID 812002 is NK - 345. This customer part number is valid as an alternate item indefinitely.

If customer ID GRE001 calls and places an order using their part number, you can enter GRE001's part number, NK - 345, in the **Item ID** field when entering the line item in Accounts Receivable/ Sales Order. The system prompts you to press **Proceed** (PgDn) command to substitute Item ID 812002 for the customer part number NK-345

AR Invoices Screen



IN Items - Alternate Items Screen

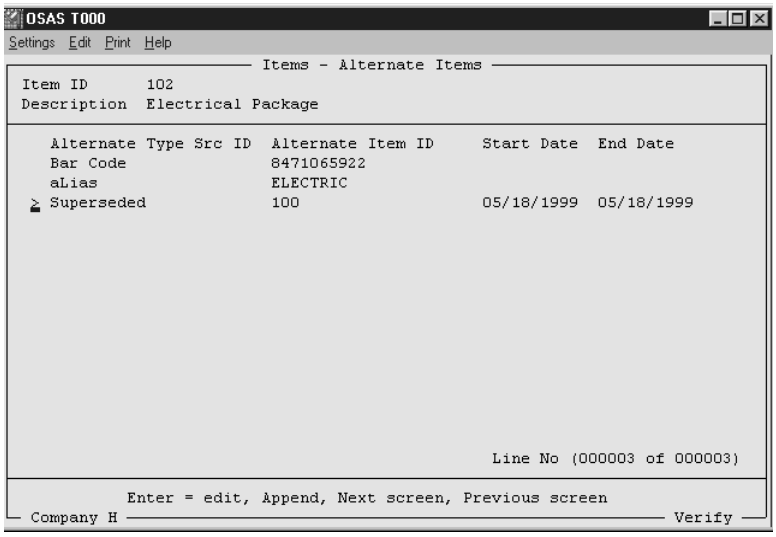


To set up an alias for an item, use the option **L**, aLias. An alias can be entered in the Item ID field on any application interfaced with Inventory. All items that have the alias set up on the Alternate Items screen are displayed in the Bar Codes and Aliases window that appears. You select the item you want to work with from this window.

Note

In order to use aliases in the **Item ID** field on report pick screens, the option **Check for Alias on Report Options**? in the Options and Interfaces function on the Company Setup menu in Resource Manager must be set to **YES**.

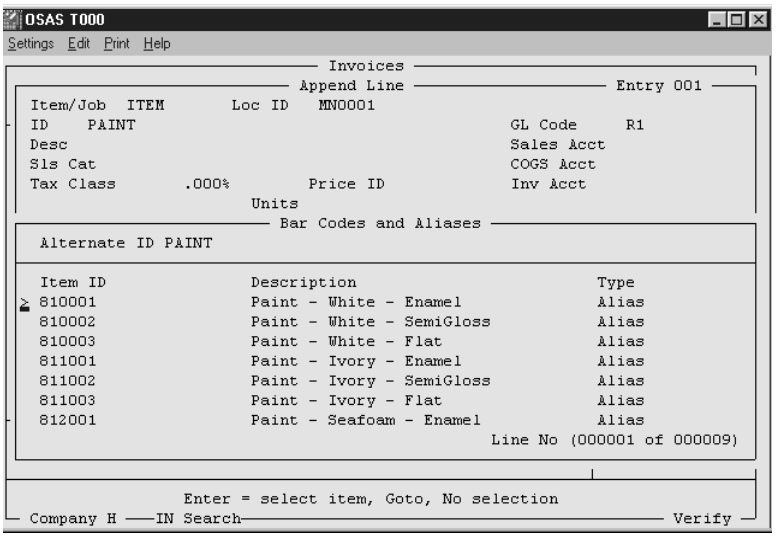
IN Items - Alternate Items Screen



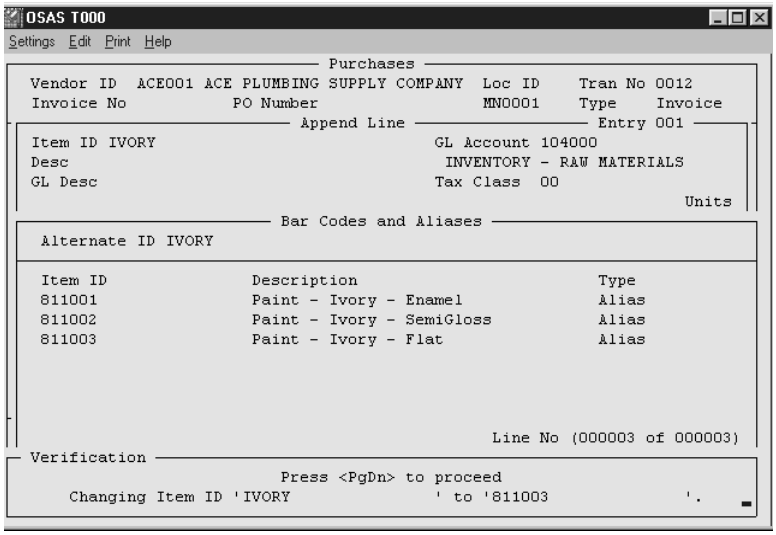
Enter the alias you want to use for this item in the **Alternate Item ID** field. If the alias should only be valid for a specific time period, enter the beginning and ending dates in the **Start Date** and **End Date** fields. Three aliases have been set up for item ID 811003 on the screen shown above, FLAT, IVORY, and PAINT.

When entering an invoice through the Transactions function on the Daily Work menu in Accounts Receivable/Sales Order or Accounts Payable/Purchase Order (if these applications are interfaced with Inventory) or Transactions in Inventory, any one of these aliases can be entered in an item ID field. The Bar Codes and Aliases window appears and displays the items that have been set up to use the alias, including item ID 811003. Select the item ID you want to use from the window.

AR Invoices Screen



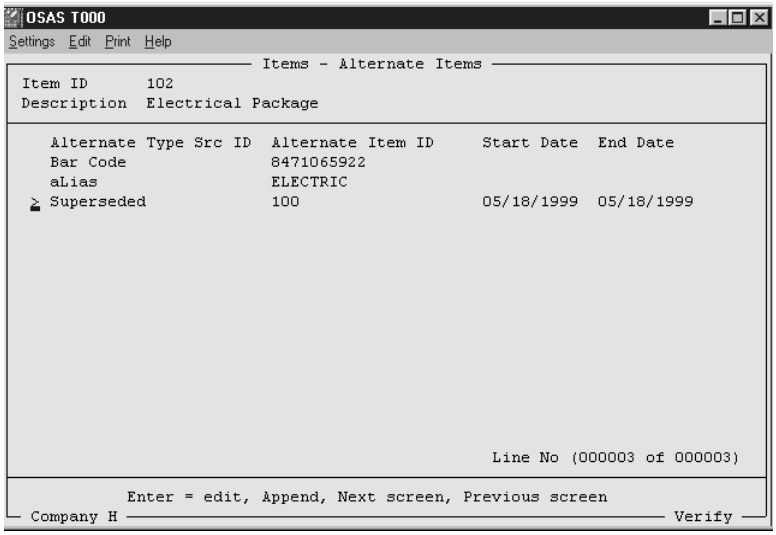
AP Purchases Screen



A superseded alternate item is a replacement for items that are no longer available to sell or purchase. Use the Supersede option on the command bar to set up a superseded alternate item.

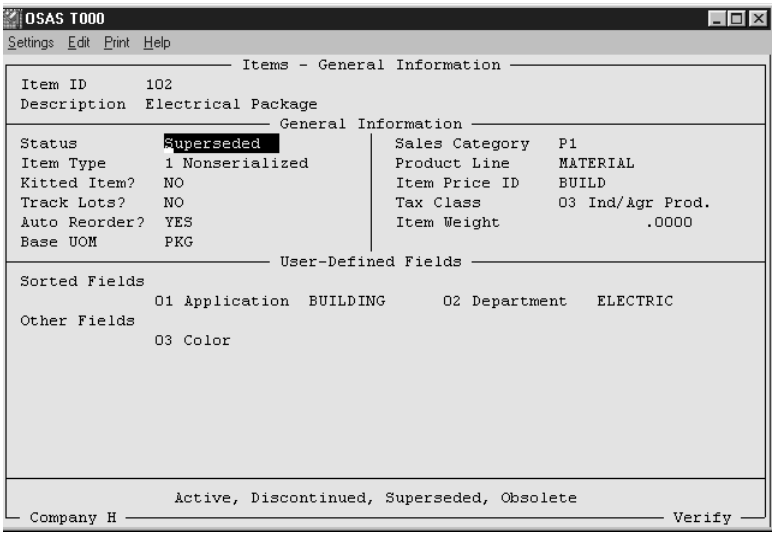
Enter the item ID for the item that will replace this item in the **Alternate Item ID** field. Enter a beginning and ending date in the **Start Date** and **End Date** fields if you want the superseded alternate item to be valid for a certain period of time. Leave these fields blank to have the superseded alternate item valid indefinitely. On the screen below, item ID 102 has item ID 100 set up as a superseded item for the time period January 1, 1999, thru December 31, 1999.

IN Items - Alternate Items Screen



Before the system will use the superseded alternate item set up on the Alternate Items screen, you must also change the Status field on the Location Information screen in the Item Locations functions to superseded.

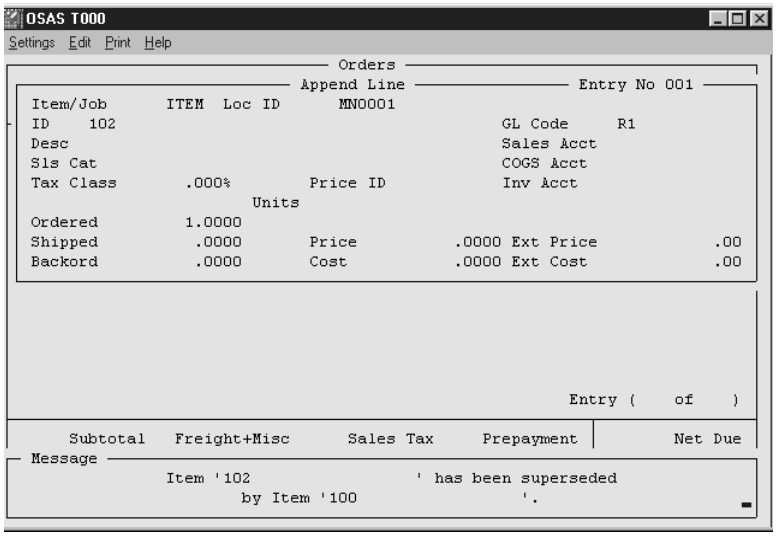
IN Items - General Information Screen



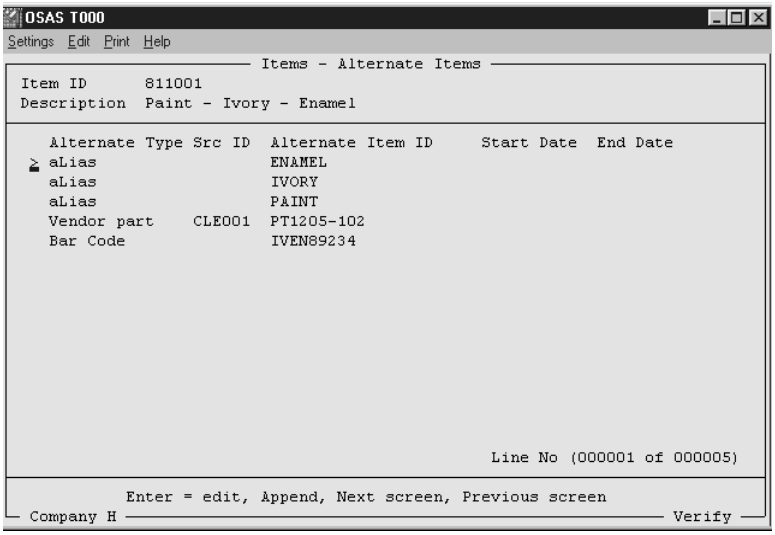
When you enter a transaction for this item in Inventory or Accounts Payable/Purchase Order and Accounts Receivable/Sales Order (if they are interfaced with Inventory), the system displays a message indicating that the item has been superseded by another item. When you press **PgDn**, the system automatically substitutes the item set up on the Alternate Items screen as superseded.

In our example, Item ID 102 has a status of Superseded. Item ID 100 has been set up on the Alternate Items screen for Item ID 102 as a superseded alternate item. When Item ID 102 is used in a transaction, the message displays Item 102 has been superseded by item 100. Item 100 is automatically substituted for item 102 in the transaction when you press **Enter**.

SO Orders Screen



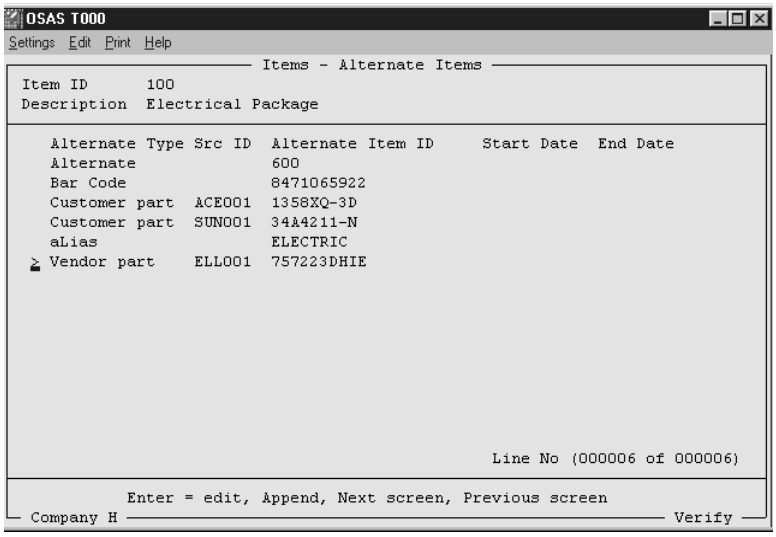
IN Items - Alternate Items Screen



If you use bar codes, use the **B**, Bar code option on the command bar to set up the UPC code for an item. Whenever a bar code is scanned or the UPC code is entered in an item ID field, the item ID appears in the **Item ID** field.

Enter the UPC code in the **Alternate Item ID** field. If you want the bar code to be valid for a specific period, enter the beginning and ending dates in the **Start Date** and **End Date** fields.

IN Items - Alternate Items Screen

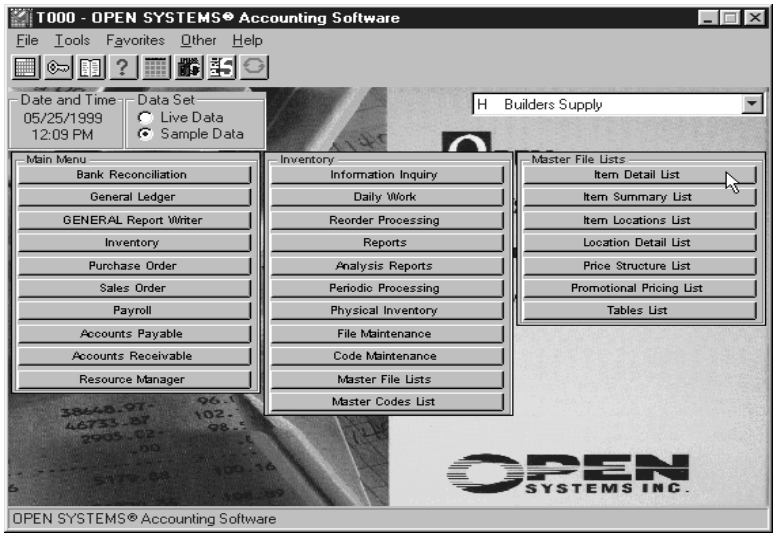


You can enter a vendor's part number for the item in the Item ID field when you purchase the item when you set up a vendor part number on the Alternate Items screen.

Use the Vend. part option from the command bar to set up a vendor part number. Enter the ID of the vendor in the **Src ID** field and the vendor's part number in the **Alternate Item ID** field. If you want the part number to be effective indefinitely, leave the **Start Date** and **End Date** fields blank. Enter the beginning and ending dates if this part number is only valid for specific length of time.

When you have finished adding the alternate items, use the **N**, Next, option to move to the next screen you selected with **YES** on the Items Selection screen. If you didn't select any other screen, the Item Selection screen appears.

IN Master File Lists Menu

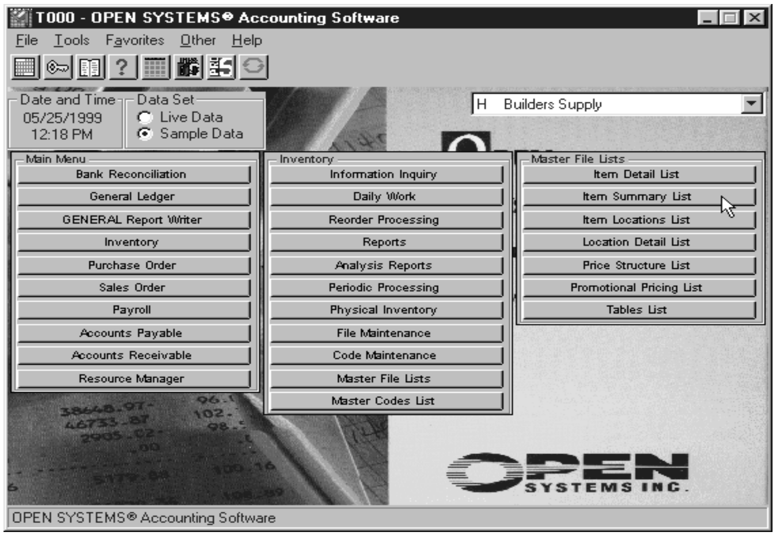


Use the Item Detail List function on the Master File Lists menu to print a report showing the General Information, Alternate Item Information, and Unit of Measure Information for each Inventory item in detail.

Printing IN Item Detail List

```
05/25/1999                                    Builders Supply                                    Page    1

12:18 PM                                      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          Sales Category  P1                Tax Class  03 Ind/Agr Prod.
Item Type      1  Nonserialized      Auto Reorder? Yes         Product Line    MATERIAL          Item Weight           .0000
Kitted Item?   No                    Base UOM      PKG         Item Price ID   BUILD

Sorted Fields
               01  Application   BUILDING       02  Department    ELECTRIC
Other Fields
               03  Color                        08                                13
               04                               09                                14
               05                               10                                15
               06                               11                                16
               07                               12

                                              Units of Measure

               Units    Conversion Factor   %/$           Penalty     Default
Base           PKG               1.0000     %              .0000      PKG
Alternates:

                                              Alternate Items
Type              Source ID    Alternate Item ID      Start Date    End Date
Alternate                      600
Bar Code                       8471065922
Customer Part     ACE001       1358XQ-3D
Customer Part     SUN001       34A4211-N
Alias                          ELECTRIC
Vendor Part       ELL001       757223DHIE


                                              Location Summary

Location ID         Location Description
CA0001              OAKLAND WAREHOUSE
MD0001              BALTIMORE WAREHOUSE
MN0001              MINNEAPOLIS WAREHOUSE
TX0001              DALLAS WAREHOUSE


End of Report
```

IN Master File Lists Menu

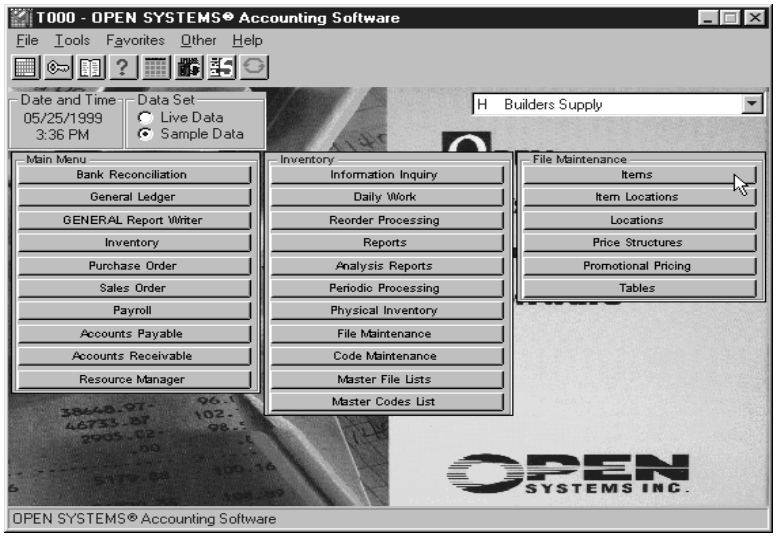


Use the Item Summary List function on the Master File Lists menu to print a report showing the summarized information on your inventory items.

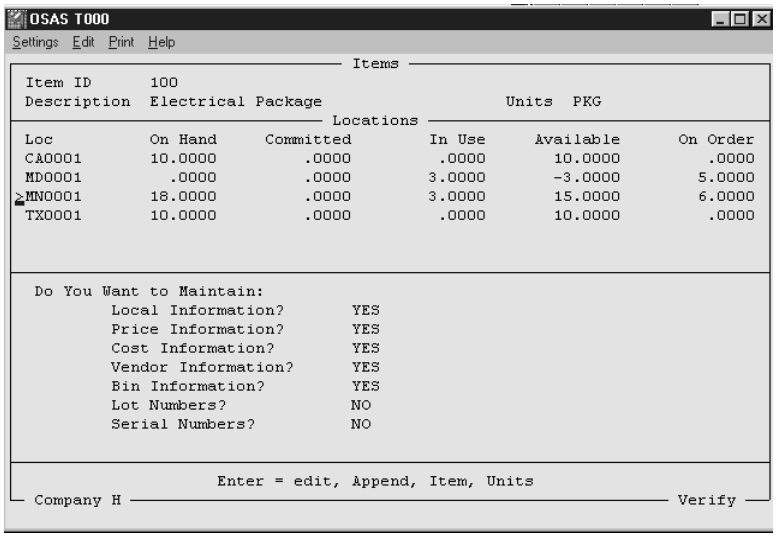
Printing IN Item Summary List

```
05/25/1999                                        Builders Supply                                        Page   1
12:35 PM                                         Item Summary List
                                                     By Item ID

                                 Price ID          Kitted Item?
Item                             Status            Auto Recorder? Sales Catagory  User Field 1  Base UOM     Tax Class
Description                      Type              Track Lots?    Product Line    User Field 2  Default UOM  Weight
------------------------------------------------------------------------------------------------------------------------------

100                              BUILD             NO             P1              BUILDING      PKG          03
Electrical Package               Active            YES            MATERIAL        ELECTRIC      PKG          0
                                 Nonserialized     NO


     End of Report
```

IN File Maintenance Menu



IN Items Screen



If you selected **YES** for **Item Location?** the Items Locations Selection screen appears.

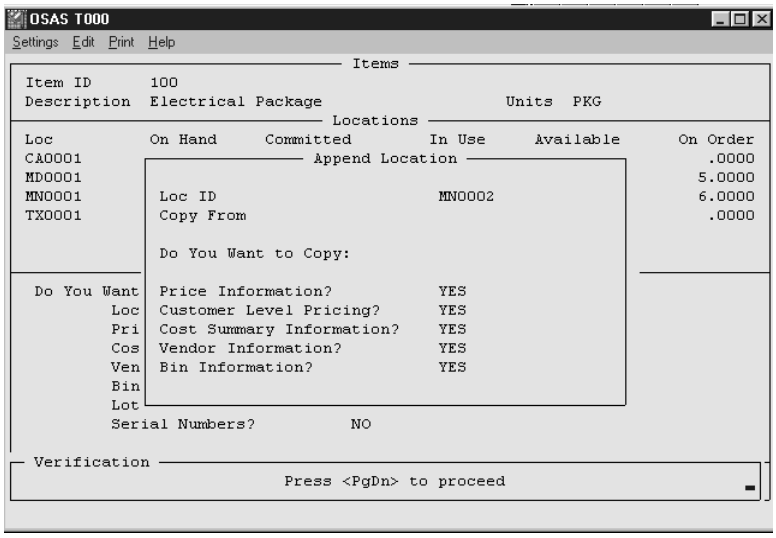
The Item Locations Selection screen can be accessed two ways:

- Using the Items function on the File Maintenance menu by selecting **YES** for **Item Locations?** on the Item Selection screen.
- Using the items Locations functions on the File Maintenance menu.

The information and screens are the same no matter which function you use to access Item Locations information.

If you enter this function by selecting Items Locations from the File Maintenance menu, the same screen appears, but you must enter the item **ID** you want to work with in the **Item ID** field. The **Inquiry** (F2) is available to select an item ID from the list that appears.

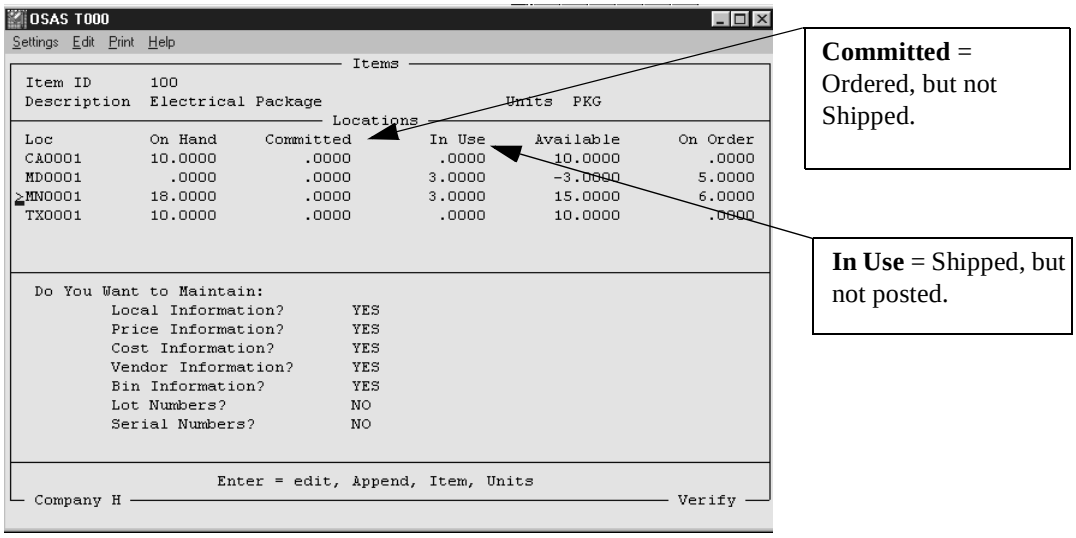
IN Items Screen



You must set up at least one location for each inventory item. When you are setting up a new inventory item you must enter location information. To save time when setting up new inventory items for multiple locations, set up one location for the item and then use the Append Locations command to choose which information you want to copy:

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

IN Items Screen



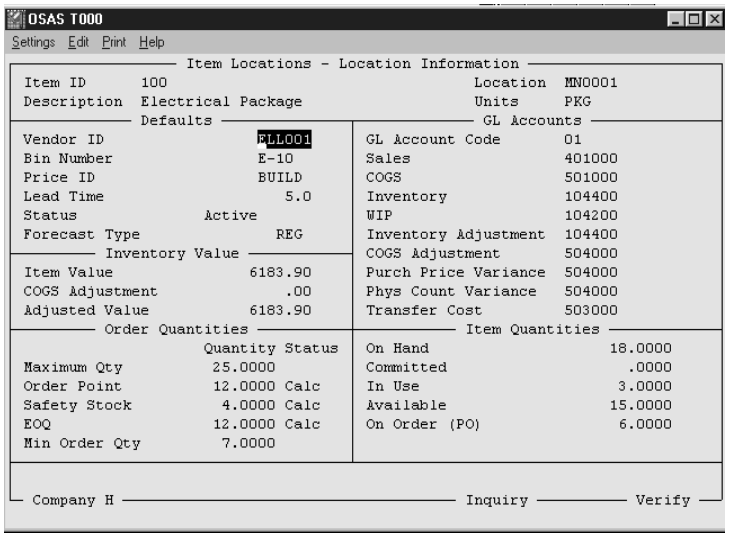
All of the locations you have set up for the item are displayed in the Locations section of the Item Locations Selection screen along with the quantity of the item status: On Hand, Committed, In Use, Available, and On Order.

Use the arrow keys to select the location you want to work with and press **Enter**. The cursor moves to the lower section of the screen.

On the lower section of the screen you select what location information you want to enter or edit. If the item was not set up as serialized on the Items General Information screen, you will not be able to select **YES** for **Serial Numbers?**. You must select **YES** for the **field Track Lots** on the Items-General Information screen in order to select **YES** for **Lot Numbers?**. The information screens you select with **YES** appear in the order listed on this screen. Use **Proceed** (PgDn) command to move to the first screen selected.

Entering Local Information

IN Item Locations - Location Information Screen



If you selected **YES** for **Local Information?** the Location Information screen appears.

In the Defaults section of the screen, enter the default information for the item at this location. Enter the ID of the vendor that you normally purchase this item from in the **Vendor ID** field. In the **Bin Number** field, enter the bin where the item is stored at this location.

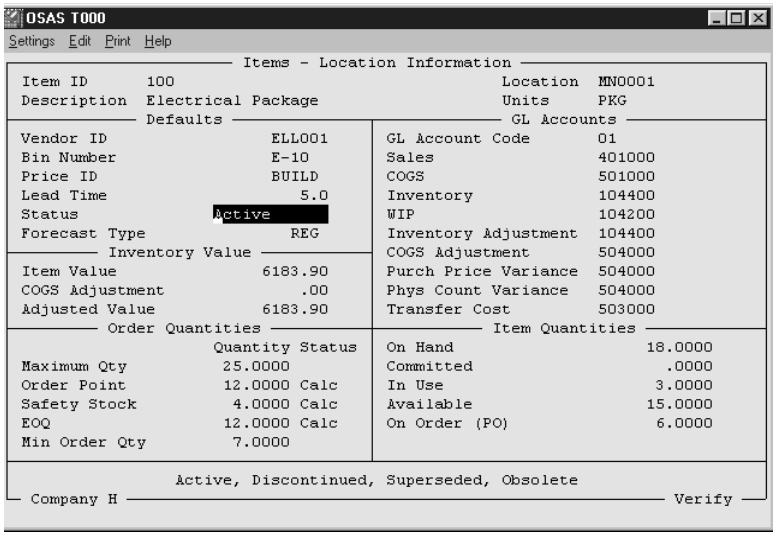
Enter the **Price ID** used for the item. The **Inquiry** (F2) command, is available to select the price ID from the list that appears. The **Maintenance** (F6) command is also available if you need to add a price ID for this item location.

Note

A price ID can also be assigned on the General Information screen in the Items function. If a different price ID is assigned on this screen (Location Information screen in Item Locations), the price assigned here is used by the system when calculating pricing.

In the **Lead Time** field, enter the number of days it usually takes the vendor entered in the **Vendor ID** field above to ship the item to you. This default lead-time is used when the system calculates the order point for this item location when you use the Reorder Processing function.

IN Items - Location Information Screen



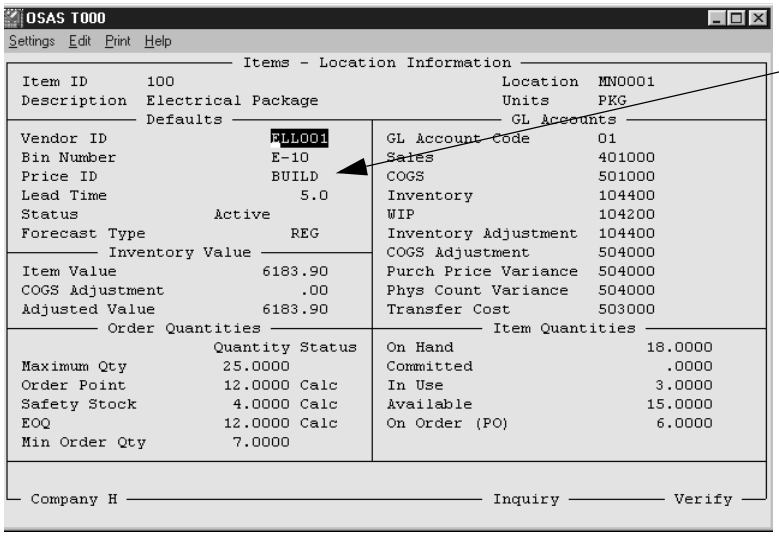
Enter Active, Discontinued, Superseded, or Obsolete in the **Status** field. You can assign a status to both an item and an item location. When the status assigned is not the same, the item location status is dependent on the item status. The status assigned on this screen, Location Information in the Item Locations function, is used by the system.

If the Item Status is:	Item Location Status Can Be:
Active	Active, Discontinued, Obsolete, Supersede
Discontinued	Discontinued, Obsolete, Supersede
Supersede	Obsolete, Supersede
Obsolete	Obsolete

When you enter transactions, the system reads the status for the Item Location. You cannot purchase an item for an item location with a status of obsolete, discontinued or supersede. You cannot sell an item from an item location with a status of obsolete.

In the **Forecast Type** field, enter the forecast type to be used for the item location. The **Inquiry** (F2) command, is available to select a forecast type from a list or you can use the **Maintenance** (F6) command to set up a forecast type for this item location. The forecast type you select is used to calculate the reorder point for this item location by the Reorder Processing function.

IN Items - Location Information Screen



Information is defaulted in from the General Item information screen. Changes here will override those defaults.

The amount displayed in the **Item Value** field is the value of this item in stock, the quantity in stock, and the unit cost. You cannot edit the information here. The quantity in stock and it's unit cost information is displayed on the Cost Detail section of the Cost Information screen and can be entered or edited on that screen.

The value in the **COGS Adjustment** field is the total of any *unposted* COGS (Cost of Goods Sold) adjustment entries in the GL Adjustments Journal for this item location. A COGS Adjustment is a journal entry that records the difference between the estimated and the actual costs of an item. COGS adjustments are made on-line to the GL Adjustments Journal file as transactions are processed in Inventory, and if these applications are interfaced with Inventory, Accounts Receivable/Sales Order, and Accounts Payable/Purchase Order applications.

Some examples of when a COGS adjustment will be made:

1. When an item is received in Purchase Order an entry (bucket) for the receipt date, quantity, and cost is created on-line in the Cost Detail section of the Cost Information screen in the item location if there are no existing buckets that match the cost and date. If there is a difference between the received and invoiced cost when an invoice is recorded for the purchase order, inventory will reverse out the invoiced quantity from the bucket for the receipt's date and cost.

   If some of the received items are sold before the invoice cost ID recorded, inventory is not able to back out the total receipt quantity and cost to record the total invoiced quantity and cost then Inventory will:

   - back out the quantity remaining in stock at the received cost,
   - create a bucket for the invoice date and cost for the quantity still in stock,
   - make COGS adjustment entry for the difference between the quantity in stock, at the received cost and the quantity invoiced at the new cost.

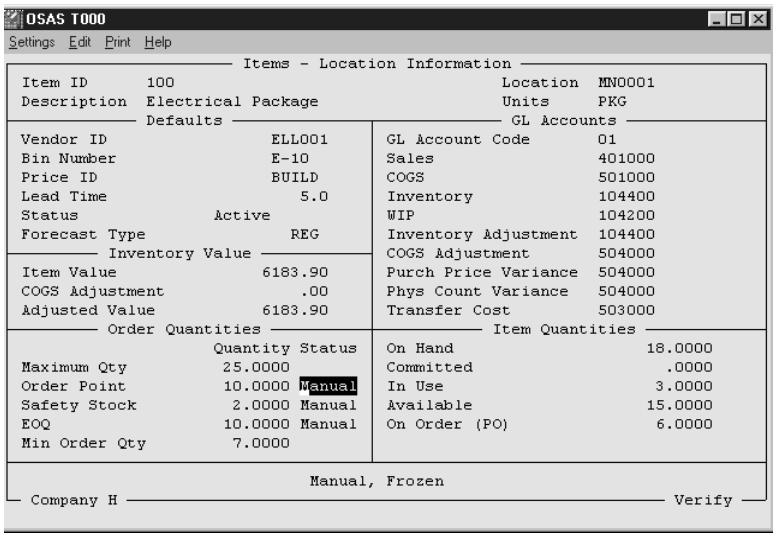
For example, assume that you receive five items in Purchase Order at an estimated cost of $10 each but no invoice was received for the items and these are the only units in stock. Before you receive the invoice, three of the items are sold. When you receive the invoice, the cost of the items is $12 each. Since the sale has already been entered and posted, only 2 items remain in inventory for the receipt date and cost. Inventory will back out the remaining 2 items at the received cost of $10 and create a new bucket for the invoice date and cost of $12. An entry is made in the GL Adjustments Journal file to record the variance between the quantity sold at the receipt cost and the invoiced cost. In this example, and entry for the amount of $6 ($2 X$3) is recorded.

2. When an item is oversold, and you have buckets with negative quantities for the item location, and you purchase the item at a cost different than the cost recorded for the sale in the negative bucket, Inventory checks to see what inventory valuation method you selected in the Options and Interfaces function on the Company Setup menu. For **LIFO** or **FIFO** valuation methods, the system will select which bucket to update using the opposite method of valuation. (If you selected LIFO, then FIFO is used to select the bucket to update, for FIFO, LIFO is used.) The received quantity and cost for the purchase is applied to the negative bucket and a COGS adjustment is made for the difference between the quantity and cost for the negative bucket and the received quantity at the received cost. If the quantity received is greater than the quantity in the negative bucket, inventory will create a new bucket using the receipt date and cost for the remaining quantity.

   For example, assume you oversold an item by 5 units at a cost of $10 each. The next day you then sell 2 more units at a cost of $10 each. Inventory will create two separate buckets with negative quantities for each transaction. Now you receive 4 units of the item at a cost of $12 each. If the method of valuation you selected is FIFO, the system uses LIFO to determine which of the negative buckets to apply the received items against. It applies 2 of the received items to the bucket with -2 items at a cost of $10 each. That brings the bucket quantity to zero. The bucket is removed and a COGS adjustment entry is made in the GL Adjustments Journal for $2. Then Inventory applies the remaining 2 received items against the bucket for -5 units at $10 each which changes the quantity of the bucket -3. A COGS adjustment entry is made for $4. The total COGS adjustment for the transaction is $6.

3. When inventory adjustments are used to decrease an item’s quantity, if there is no bucket for the cost used for the item in the adjustment, a COGS adjustment is made for the difference between the bucket cost and the cost used in the adjustment transaction.

IN Items - Location Information Screen

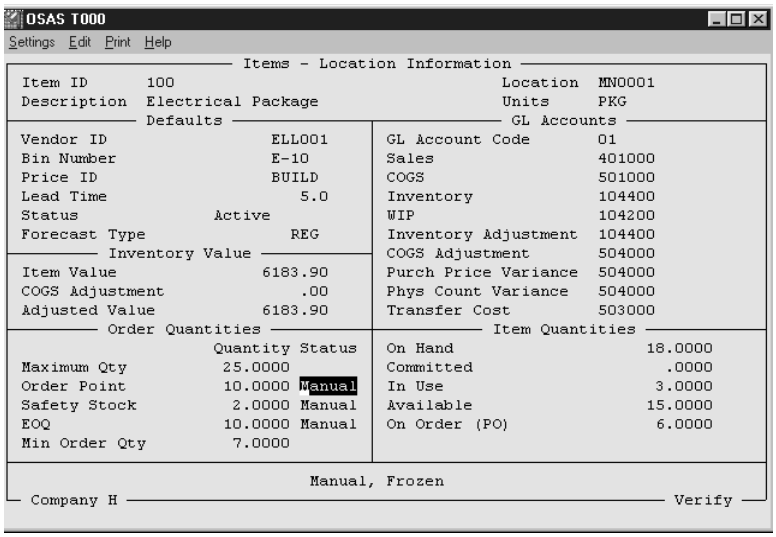


In the **Maximum Qty** field, enter the maximum number of units you want to have on hand at any one time. This value is used by the Reorder Processing function for the Min/Max reorder method.

The value in the **Order Point** field should be the quantity you want to have on hand when you place an order for the item at this location. It is an estimate of the quantity you will use during the lead-time, the time it takes to process and order for the item location. This value should include any safety stock you wish to have on hand. When the number of units in stock reaches this quantity, the item location will be listed in the Alert Report. If you edited or entered the **Order Point** field value, select **Manual** (**M**) in the order point Status field. If the order point has been calculated by the Reorder Processing function, Calculated is displayed in the order point status field. If you want the order point value to be permanent, select **Frozen** (**F**) for the order point status. When the status is Frozen, the system will not recalculate this value when the Calculate Reorders function is used.

In the **Safety Stock** field, enter or edit the minimum quantity you wish to have on hand at all times because of the unpredictability of the reorder process. The system will calculate this value as 50% of the order point. You can select **Manual** or **Frozen** for the safety stock **Status** field. If the status is set to **Frozen**, the system will not recalculate this field when you use the Calculate Reorders function. If the safety stock value has been calculated by the Reorder Processing function, *Calculated* is displayed in the **Status** field.

IN Items - Location Information Screen



The amount entered in the **EOQ** (Economic Order Quantity) field should be the quantity you normally want to order. The EOQ balances the cost to place an order against the cost to carry additional stock in inventory. This value is calculated in the Reorder Processing function. You can select **Manual** or **Frozen** for the **EOQ Status** field. When **Frozen** is selected for the status, the system does not recalculate this field when you use the Calculate Reorders function. If the EOQ value has been calculated by the Reorder Processing function, Calculated is displayed.

Enter the minimum quantity you want to order in the **Min Order Qty** field. The Reorder Processing functions use this field for the Min/Max reorder quantity calculation.

Enter the GL Account Code for the set of general ledger accounts you want to use when processing transactions for this item location. The **Inquiry** (**F2**) command, is available to select a code from the list or you can use the **Maintenance** command to create a new GL Account Code. Once you select the **GL Account** Code to use, the GL accounts for that code will be displayed in the GL Accounts section of the Location Information Screen. *You cannot edit the account numbers here*.

The preferred method for entering the initial quantities for the in-use, committed, and on-order fields in the Item Quantities section of the Location Information screen is to use the **Inventory Transactions** function on the **Daily Work** menu. This method of initial quantity produces an audit trail for your setup entries. Use the chart below to determine what type of transaction and status to use to update the quantity fields to reflect your current inventory quantities. Once an item has been set up and you begin processing transactions for the item, you should not edit these quantities. These fields are updated on-line when you enter transactions (an invoiced sale also updates quantities during the Post Transactions function).

Note

In Options and Interfaces on the Company Setup menu in the Resource Manager, set the Inventory option **Allow Editing of Quantities?** to **NO** to prevent editing of the quantities on this screen.

The On-Hand quantity reflects the total of the quantities listed in the date/cost buckets displayed in the Cost Detail section of the Cost Information screen.

Relationship between Quantities, Inventory Transactions, and Transfers

Transactions/Status	Qty Committed	Qty In Use	Qty On Hand	Qty On Order	Qty Available[4]
Adjustment: Increase			INCREASE		INCREASE
Adjustment: Decrease			DECREASE		DECREASE
Sale: New Order	INCREASE				DECREASE
Sale: Verify Order	DECREASE	INCREASE			
Sale: Invoice (Before Post)		INCREASE			DECREASE
Sale: Post Invoice		DECREASE	DECREASE		
Sale: Misc. Credit		DECREASE			INCREASE
Purchase: New Order				INCREASE	
Purchase: Goods Received			INCREASE	DECREASE	INCREASE
Purchase: Invoice			INCREASE		INCREASE
Purchase: Misc. Debit			DECREASE		DECREASE
Transfer: Source Location			DECREASE		DECREASE
Transfer: Destination Location			INCREASE		INCREASE

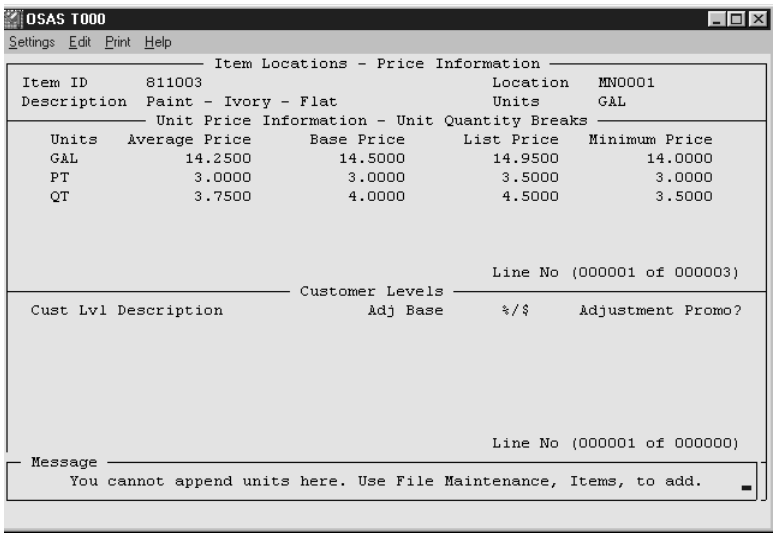
4. The quantity available is not a stored field value, it is calculated and is displayed by the system using the following formula: Qty Available = Qty On Hand - (Qty In Use - Qty Committed)

Entering Price Information

Use the **N**ext command to move to the next screen you selected on the Item Location Header screen. If you did not select any other screen, the Item Location Selection appears.

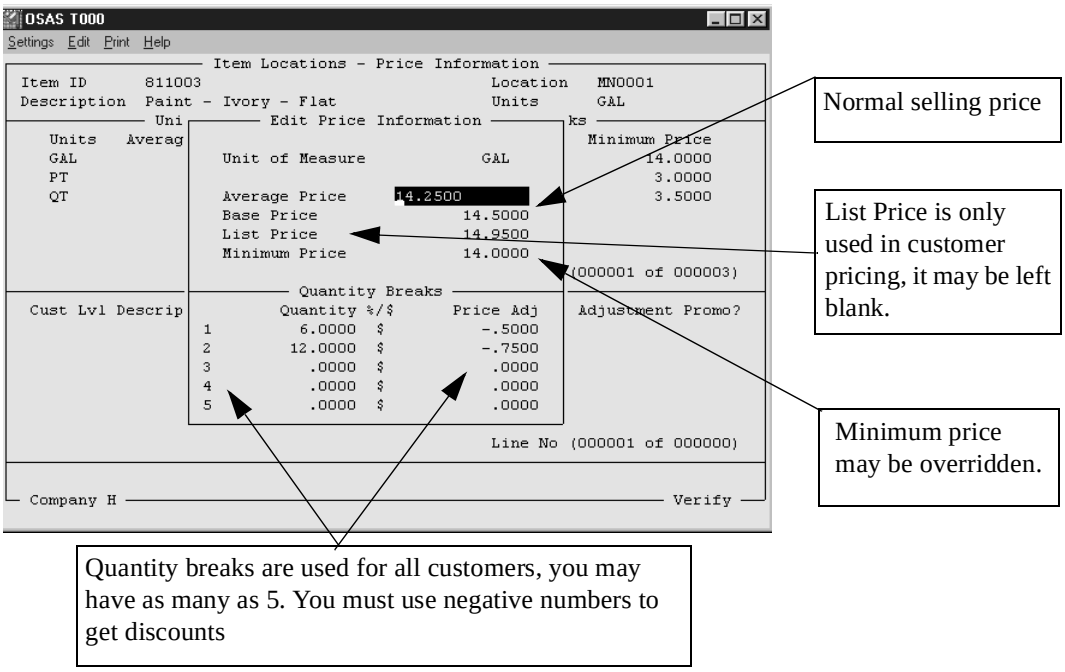
If you selected **YES** for **Price Information?** that screen appears. Use this screen to set up unit of measure pricing, quantity breaks, and customer level pricing for the item for the item location.

IN Item Locations - Price Information Screen



The item ID description, location, and default unit of measure are displayed in the header section of the screen. The units of measure set up on the Units of Measure screen in the Item function are displayed. You cannot add a new unit of measure here. Additional units of measure must be set up on the Units of Measure screen in the Items function. You can enter or edit the Average price, Base price, List price, and Minimum price information for each unit of measure. Place the cursor at the unit of measure you want to edit and press **Enter**. The Edit Price Information window appears.

IN Item Locations - Price Information Screen



Enter or edit the price information for the unit of measure. You can also use the Edit Price Information window to set up price breaks for the unit of measure at this item location. Quantity price breaks are applied to the per unit base price entered on this screen. Enter the quantity the price break applies to. In the %/$ field, enter $ if the price adjustment amount you are setting up or editing is for a dollar amount. Enter % if the quantity break is calculated by a percent. To reduce the per unit price of the item by the amount in the **Price Adj.** field, enter a minus sign (-) in front of the dollar/percent amount. Press **TAB** to move to the Customer Levels section of the screen.

For example:

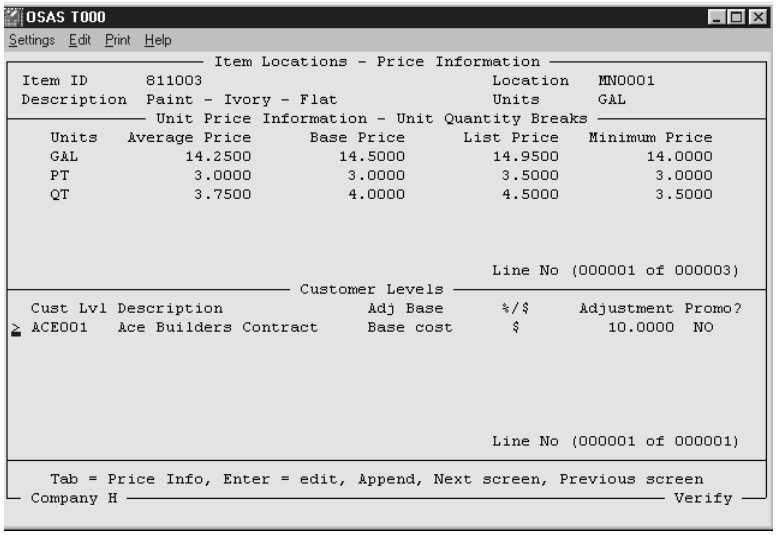
On the screen above, Item ID 811003, Ivory Paint, at the Minnesota Warehouse 1 has two quantity breaks set up for the GAL, gallon, unit of measure. If the customer purchases 6 to 11 gallons of 811003, the base price per gallon is reduced by 50 cents.

Base Price	$14.50	
Quantity Break	- .50	
Price per gallon	$14.00	*sale quantity

If a customer purchases 12 or more gallons of Item ID 811003 the price per gallon is reduced 75 cents per gallon.

Base Price	$14.50	
Quantity Break	- .75	
Price per gallon	$13.75	*sale quantity

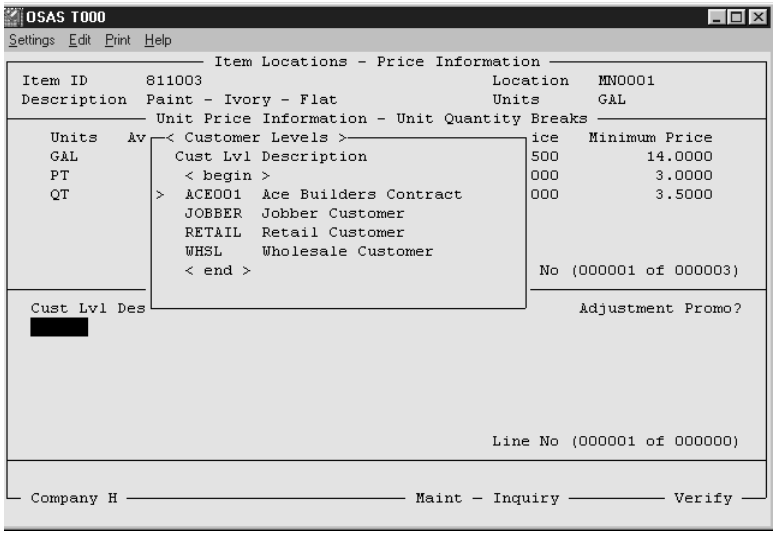
IN Item Location - Price Information Screen



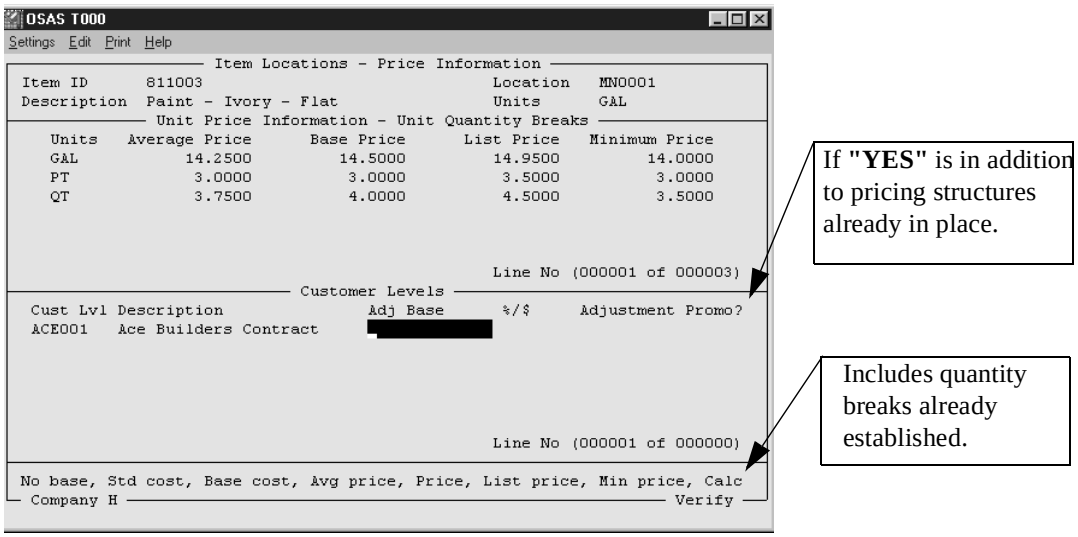
You can set up or edit customer level pricing for the item location on this section of the screen. To edit a customer level, place the cursor at the customer level and press **Enter**. You can edit any of the information.

If you want to add a customer level, use **A**ppend. You can use the **Inquiry** (F2) command, to select a customer level from the list or use the **Maintenance** (F6) command to add a new customer level. The description for the customer level is displayed.

IN Item Location - Price Information



IN Item Locations - Price Information Screen



The adjustment base is the value the system will use to calculate the adjusted price for the customer level.

Choose an adjustment base from the options displayed in the command bar on the bottom of the screen. These adjustment base options are the same as those used to set up customer levels in the Price Structures function on the File Maintenance menu and have the same functionality.

If you select:

No base The system will use zero as the base for calculating the price and forces the adjustment type to be a dollar amount, the amount you enter in the **Adj. Amount** field is the price.

Std cost The standard cost is the total of the cost amounts you entered for the standard cost codes in the Standard Cost Makeup section. Is used by the system to calculate the adjusted price.

Base cost The amount you entered in the **Base** field in the Costs section of the Cost Information screen in the Item Locations function is used by the system to calculate the price.

Avg. price The weighted average of the selling price for this item over time is calculated as you post sales transactions for the item. This value is displayed on the Price Information Screen, and is used by the system as the base for calculating the price for the item.

Price The base selling price of the item you entered in the **Base Price** field on the Price Information screen, and is used by the system as the base to calculate the price of the item.

List price The amount you entered in the **List Price** field on the Price Information screen in the Item Locations function is used by the system as the base to calculate the price of the item.

Min price The amount entered in the **Minimum Price** field on the Price Information screen in the Item Locations function is used by the system to calculate the price of the item.

Calc The system will calculate the price of the item by applying any quantity breaks and broken case penalties to the base price, then if no customer specific pricing is set up for the item, the system will use the amount calculated as the base to apply the adjustment for the Price Structure.

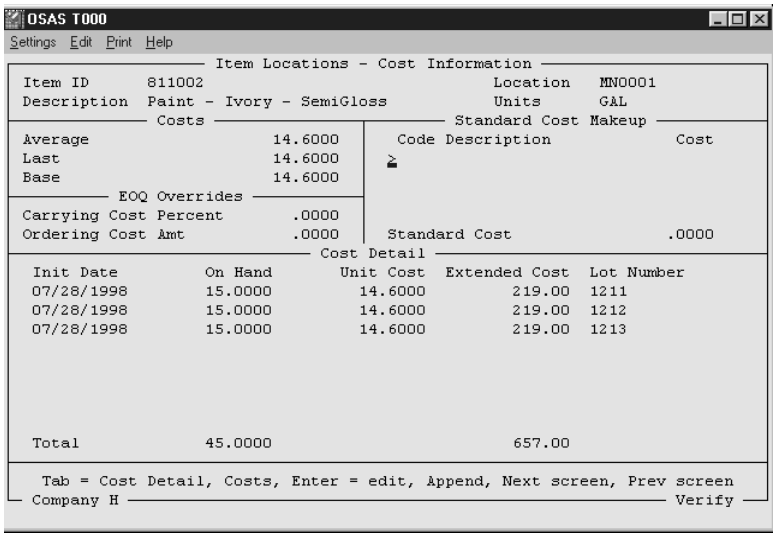
Use the %/$ field to determine whether the system will use the value in the Adjustment field as a percent or dollar amount to calculate the customer level price. Enter **Yes** in the **Promo?** field if you want the system to apply promotional pricing to this customer level price.

Entering Cost Information

If you selected **YES** for **Cost Information?** on the Item Location selection screen, the Cost Information screen appears. The Item ID, description, location, and default unit of measure is displayed in the Header section of the screen and cannot be edited here.

Use the option **C**osts on the command bar to move your cursor to the Cost section of the screen. When setting up an item location, enter the weighted average cost of the item over time in the **Average** field. Since the average field is updated by the system as you process transactions for the item location, do not edit this field once you begin processing transactions for the item location. Enter the cost for the item the last time it was purchased in the **Last** field. The **Last field** is updated by the system as purchases for the item location are processed. Enter the **Base** cost for the item location. This field is not updated by the system.

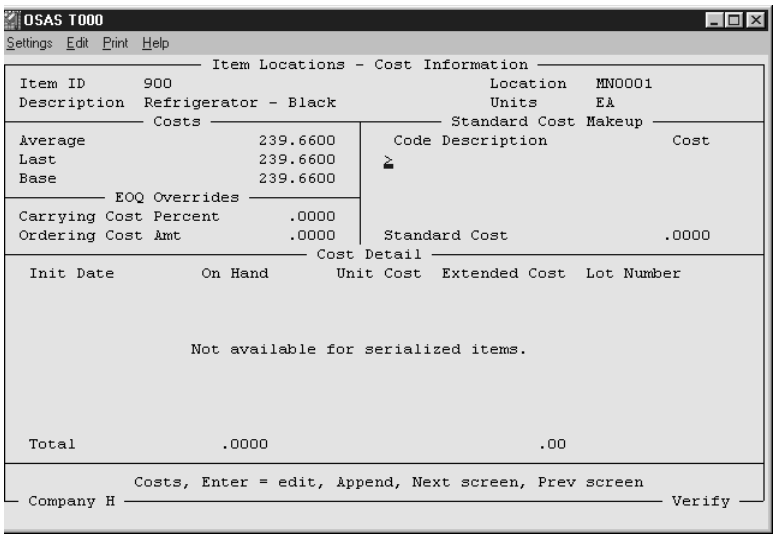
IN Item Locations - Cost Information Screen



If you set up a carrying cost percent and/or ordering cost amount when you set up this Locations function, those amounts are displayed on the Cost Information screen in the **Carrying Cost Percent** and **Ordering Cost Amount** fields. The carrying cost is used in the calculation of EOQ (Economic Order Quantity). You can override the defaulted carrying cost and ordering cost amounts here to allow for an increase or decrease that is specific to this item location's carrying costs and ordering costs.

If you are using the standard cost method of inventory valuation, enter the standard cost codes and the associated dollar amounts that make up the standard cost for the item location. The total of the costs for the standard cost codes entered is displayed in the **Standard Cost** field.

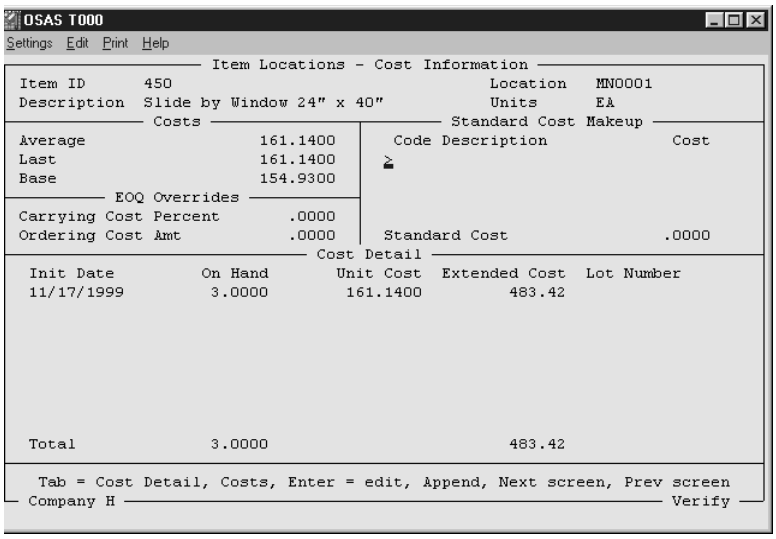
IN Item Locations - Cost Information Screen



If this is a serialized item, the Cost Detail section of the Cost Information screen is not available. Cost information for serialized items is entered on the Serial Information screen.

For non-serialized items, use the **TAB** key to move the cursor in the Cost Detail section of the screen

IN Item Locations - Cost Information Screen



The preferred method for entering the initial quantities for the in-use, committed, and on-order fields in the Item Quantities section of the Location Information screen, is to use the Inventory Transactions function on the Daily Work menu. This method of initial quantity produces an audit trail for your setup entries. Once an item has been set up and you begin processing transactions for the item, you should not edit these quantities. These fields are updated on-line when you enter transactions (an invoiced sale also updates quantities during the Post Transactions function).

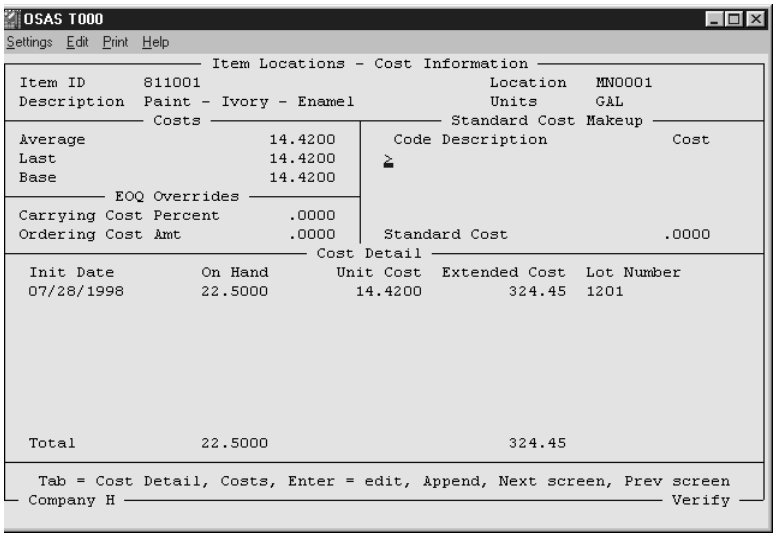
Note

In Options and Interfaces on the Company Setup menu in the Resource Manager, set the Inventory option **Allow Editing of Quantities?** to NO to prevent editing of the quantities on this screen.

When entering transactions to set up the initial quantities in stock for an item location, group items by the date of purchase and/or the unit cost for each transaction.

Use the date the group(s) of items in stock were purchased as the transaction date. The quantity in stock purchased on this date and at this cost is the quantity of the transaction. Enter the unit cost of the items in this group as the unit cost of the transaction. If all the items in stock were not purchased at the same unit cost, enter a separate transaction to create a separate line (cost bucket) for each unit cost.

IN Item Locations - Cost Information Screen



As you process transactions for this item location, the system will update the Cost Detail section of the screen automatically. If the item is purchased at a cost different from the existing buckets in the Cost Detail section of the Cost Information screen, the system creates a cost bucket for the date and quantity of the purchase. An item location can have an unlimited number of cost buckets.

To keep an audit trail of the item location's cost and history, you must use the Transactions function on the Daily Work menu in Inventory, Accounts Receivable/Sales Order, and/or Accounts Payable/ Purchase Order to record transactions for inventory items. You should not edit the quantities in the Cost Detail section of this screen after you begin processing transactions.

The total quantity on hand and the value of the items in stock are displayed on the **Total** line.

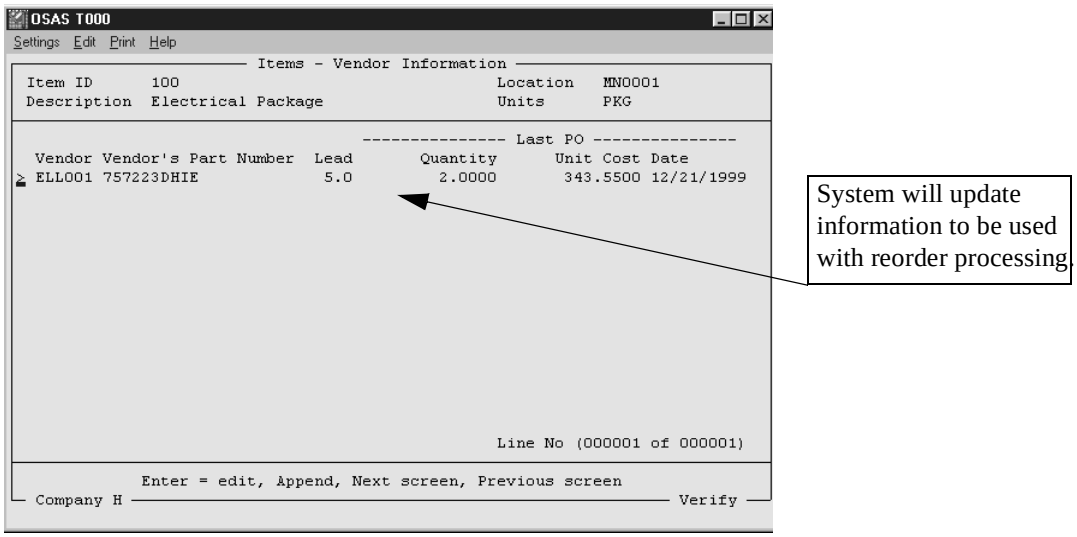
Use the **N**ext screen command to move to the next screen selected on the Item Location Selection screen. If no other screens were selected, the Item Selection screen appears.

Entering Vendor Information

If you selected **YES** for Vendor Information? on the Item Location Selection screen, it is the next screen to appear.

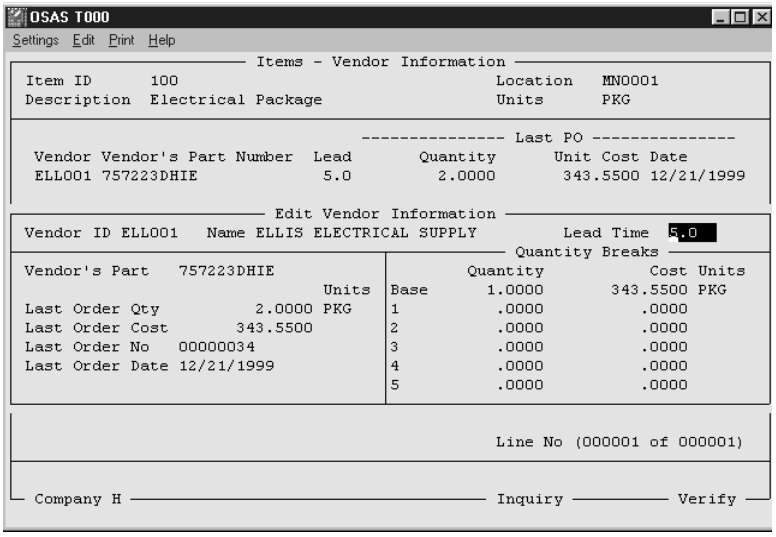
The item ID, description, location, and default unit of measure are displayed in the header section of the screen. Use this screen to set up the vendors that you normally purchase this item from.

IN Items - Vendor Information Screen



If you want to set up a vendor, use the **A**ppend command. The Edit Vendor Information window appears. To edit information for a vendor, place the cursor at the vendor ID and press **Enter**.

IN Items - Vendor Information Screen



Enter the vendor ID and the part number used by the vendor for the item. The vendor's part number is printed on purchase orders printed in Purchase Order. In the **Lead** field, enter the number of days it usually takes the vendor to ship the item to this item location. The order quantity cost, purchase order number, and date of the last purchase of this item from the vendor can be entered or edited. After setup, this information is updated by the system when you purchase the item from this vendor through Accounts Payable/Purchase Order and should not be edited.

Note

The last order information for all vendors set up for the item is the information used to determine the lowest last cost by the Determine Vendor option in the Generate Orders function on the Daily Work menu in Purchase Order.

If this vendor offers quantity breaks, enter the quantity, cost, and units that must be purchased before you receive the quantity break.

The **Delete** (F3) command is available to delete invalid information on this screen. Place the cursor at the vendor information you want to delete and press **F3**.

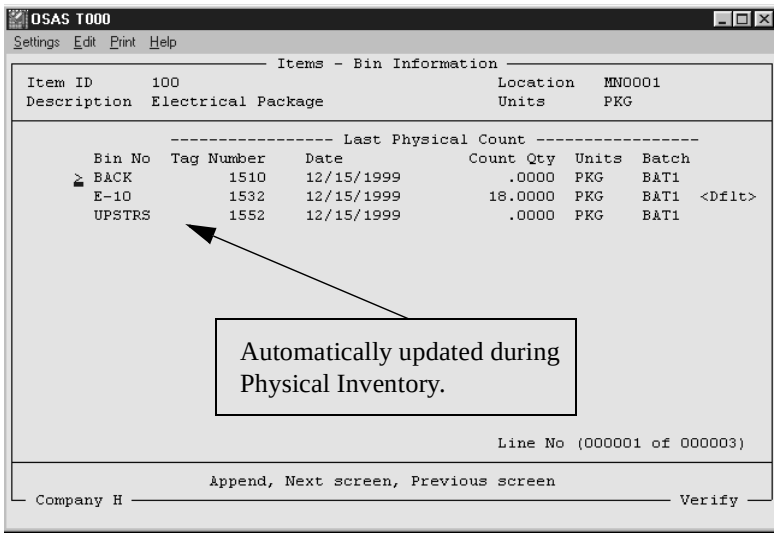
Use the **N**ext screen, command to move to the next screen selected with **YES** on the Item Location Selection screen. If no other screens were selected, the Item Location Selection window appears.

Entering Bin Information

If you selected **YES** for **Bin Information?** this screen appears. The item ID, description, location, and default unit of measure are displayed in the header section of the screen.

If a bin number was entered on the Location Information screen, it is displayed in the **Bin No** field and <*Dflt*> appears at the end of that row. If a tag number was assigned to the bin during the last physical count it is displayed in the **Tag Number** field. The date, count quantity, units used, and batch ID used for the last physical count are also displayed. This information is updated by the system when you use the Update Perpetual Inventory function.

IN Items - Bin Information Screen



To add a bin number for the item location, use the **A**ppend, command and enter the bin number.

The **Delete** (F3) command is available to remove invalid bin information. Place the cursor at the bin you want to delete and press **F3**.

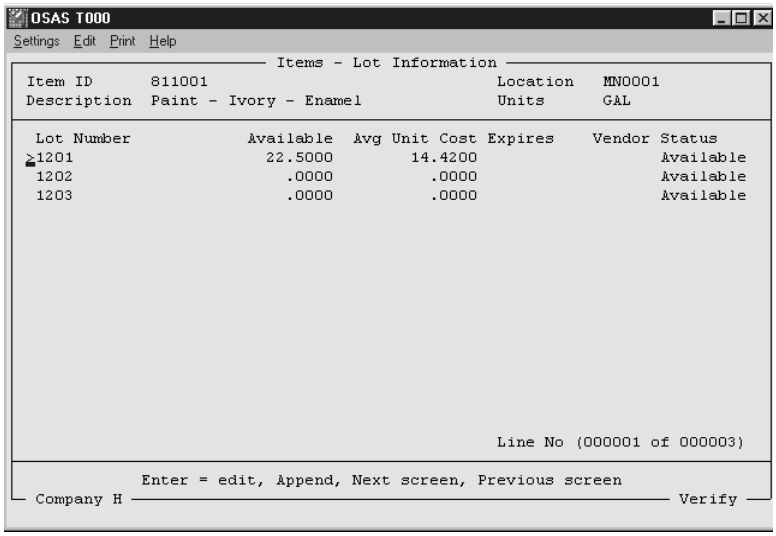
Use the **N**ext screen, command to move to the next screen selected with **YES** on the Item Location Header screen. If this is the last screen you selected on the Item Location screen, the Item Location Selection screen appears.

Entering Lot Numbers

If this is a lotted item and you selected **YES** for **Lot Numbers?** on the Item Location Header screen, the Lot Information Screen appears.

The Item ID, description, location, and default unit of measure are displayed in the header section.

IN Items - Lot Information Screen



Existing lot numbers for the item location are listed on the screen. The **Available** and **Avg. Unit Cost** for the lot are calculated and displayed here along with the expiration date, vendor, and lot status.

To edit information for an existing lot number, place the cursor at the lot you want to edit and press **Enter**. The Edit Lot Information window appears. When you select **A**ppend, to add a lot, a similar window, the Append Lot window appears.

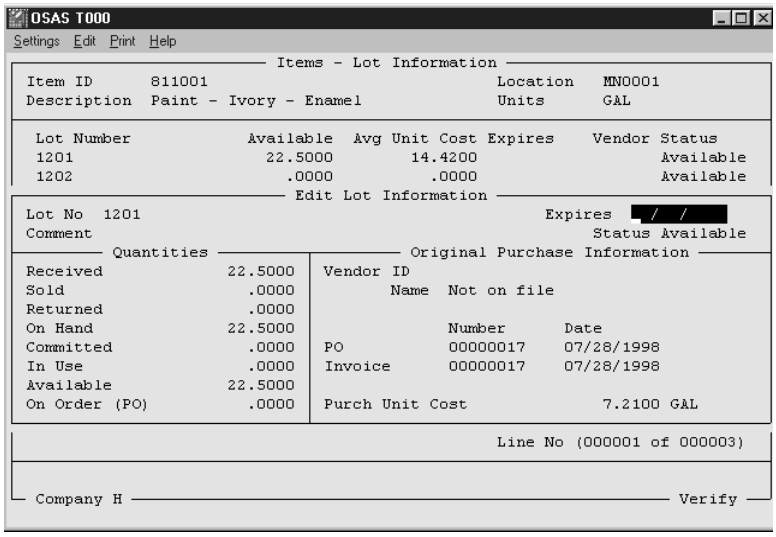
When you are adding a lot number, enter the new lot in the **Lot No** field. If you are editing information for a lot number, the cursor will go directly to the **Expires** field. Enter or edit the expiration date for the lot numbers if appropriate. You can enter a comment or additional information about the lot in the **Comment** field. Enter **Available** (**A**), **Sold** (**S**), or **Expired** (**E**) in the **Status** field. Once the lot shows a quantity on-hand, the status changes to available. If all of the quantity fields for the lot are zero, the lot status displayed is Sold.

The amount in the **Available** field is displayed. The system calculates the Available quantity by subtracting the committed quantity plus the in-use quantity from the on-hand quantity

(**On Hand - (Committed + In Use)**).

The information displayed in the Original Purchase Information section of the window is taken from the purchase transaction for the lot if it was entered through Inventory or Accounts Payable/Purchase Order.

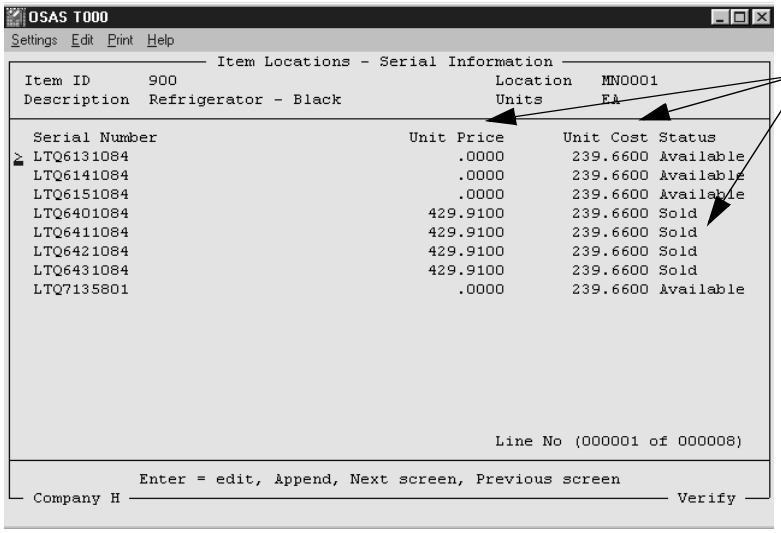
IN Items - Lot Information Screen



Entering Serial Numbers

Use the **N**ext screen command to move to the next screen selected with **YES** on the Item Location Selection screen. If **Lot Information?** was the last screen selected, the Item Location Selection screen appears.

IN Item Locations - Serial Information Screen



These fields are updated only when purchased or sold.

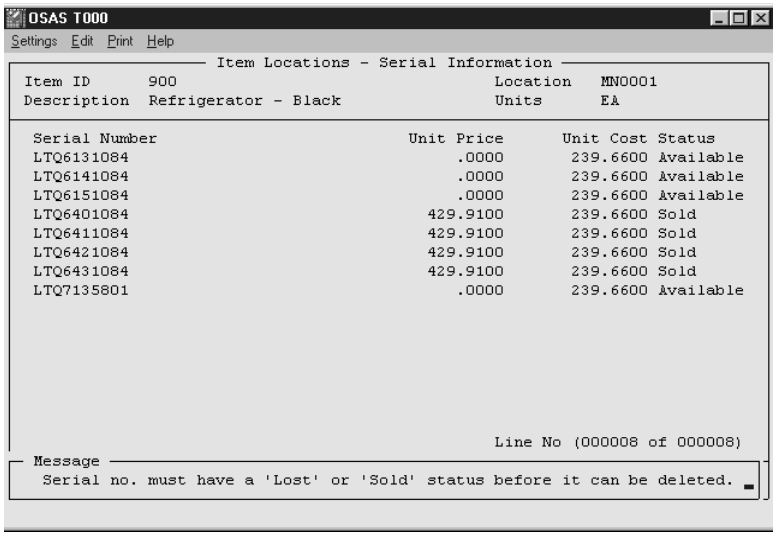
If the item is serialized and you selected **YES** for **Serial Numbers?** on the Item Location Selection screen, the Serial Information screen appears. The item ID, description, location, and default unit of measure are displayed in the header section of the screen.

Serial numbers for in-stock quantities are displayed with the unit price, unit cost and status of the serial number. To enter initial serialized items, use the Inventory Transaction function on the Daily Work menu to produce an audit trail for the set up quantities.

Note

You should not add new serial numbers or delete invalid ones from this screen after you begin processing transactions. Set the Inventory option **Allow Editing of Quantities**? to NO to prevent the editing of quantities on this screen. Use the Options and Interfaces function on the Company Setup menu in Resource Manager to set up Inventory options.

IN Item Locations - Serial Information Screen

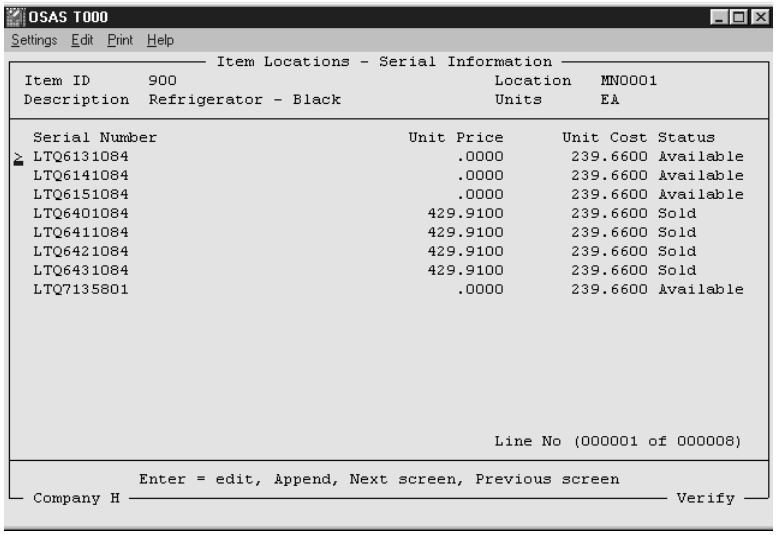


If you need to delete an invalid serial number on this screen, the status of the serial number must be lost or sold. Place the cursor at the serial number you want to delete and use the **Delete** (F3) command.

Note

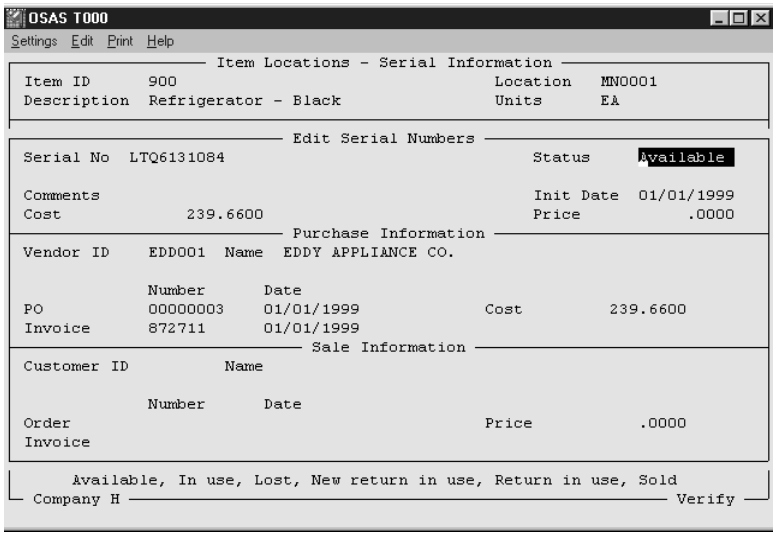
If you delete or edit serial number information from this screen, there will be no audit trail for the changes. You should make any adjusting entries using the Inventory Transaction function on the Daily Work menu to produce an audit trail.

IN Item Locations - Serial Information Screen



To edit information for a serial number, place the cursor at the serial number and press **Enter**, the Edit Serial Information window appears. When you use the **A**ppend command to add a serial number and increase the **On Hand** quantity, a similar window, the Append Serial number window appears.

IN Item Locations - Serial Information Screen

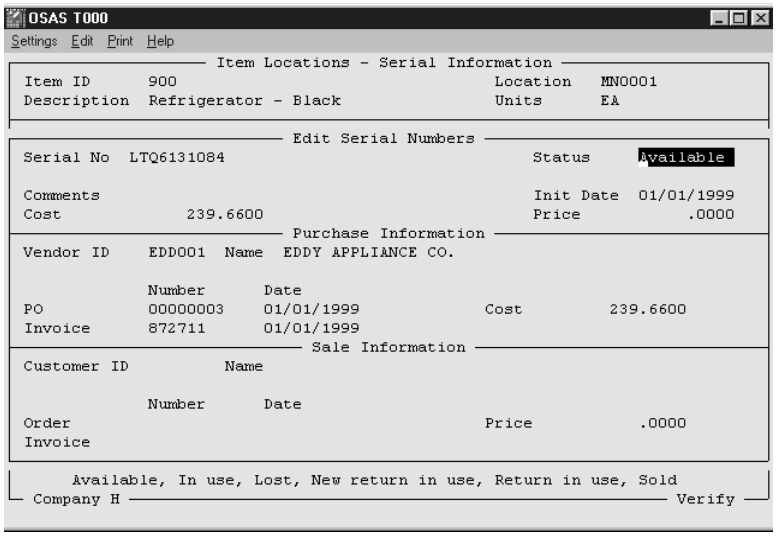


If you are adding a serial number, enter the new number in the **Serial No** field. If you are editing an existing serial number, the cursor goes to the **Status** field. Use the **Comment** field to enter or edit any additional information you may need for the serial number. Enter or edit the date you received the serialized item from the vendor in the **Init Date** field.

Select the status of the serial number from the options displayed in the command bar at the bottom of the screen:

Available	If the item is new and is available for sale
In use	If the item has been sold but the invoice has not been posted
Lost	If the item was lost when a physical count was last performed
New return in use	If the item was returned but there is no record of that serial number in the system (when the return transaction is posted the status becomes available)
Return in use	If the item was returned and has a status of sold or lost in the system (when the return transaction is posted the status becomes available)
Sold	If the item has been sold and the invoice has been posted

IN Item Locations - Serial Information Screen



You can enter or edit the cost for the serial number in the **Cost** field. If this serial number was purchased using the transaction function in Inventory or Accounts Payable/Purchase Order, the system stores the cost recorded in that transaction for this field.

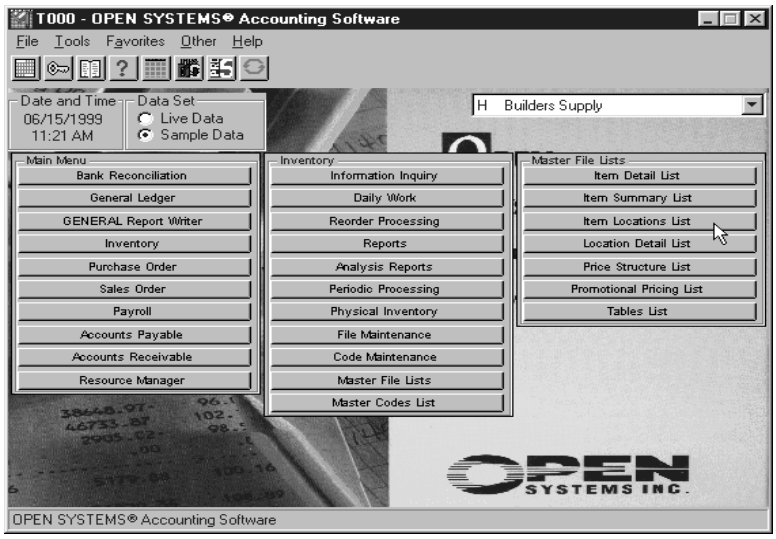
If the serial number has been sold, the price used in the sale transaction entered through Inventory or Accounts Receivable/Sales Order is used by the system for this field. You can also enter or edit the **Price** field.

The Purchase Information section of the screen displays information recorded by the system when you purchase a serialized item using the Transaction function in Inventory or Accounts Payable/ Purchase Order. The vendor ID and name of the vendor you purchased this serial number from are displayed in these fields. The purchase order number and date and the invoice number and date along with the invoiced cost for this serial number are also displayed.

If the serial number has a status of *sold* and its sale was recorded through the Transaction function in Inventory or Accounts Receivable/Sales Order, the information in the Sale Information section of the screen is recorded by the system when the sales transaction is posted. The customer ID and name, the order numbers and date, and the invoice number and date are all displayed for the sale of this serial number.

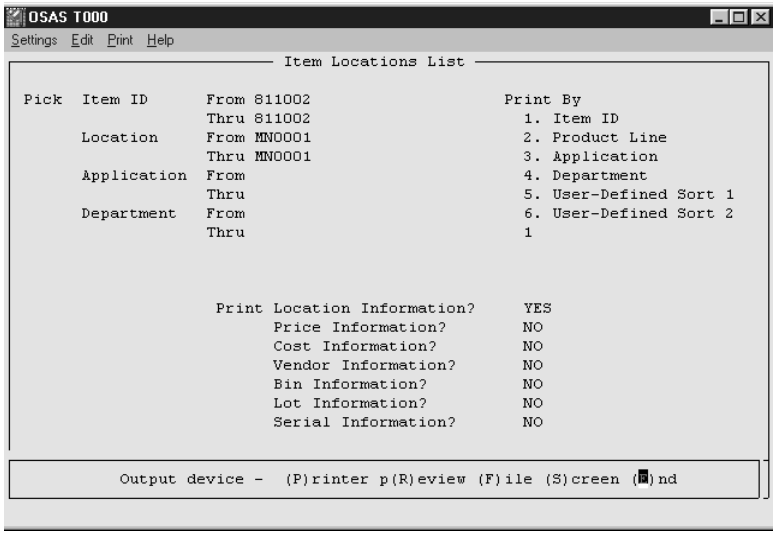
Printing an Item Locations List

IN Master File Lists Menu



Use the Item Locations List function on the Master File Lists menu to produce a list of the Item Locations you set up for each item.

IN Item Locations List Screen



Item Locations List

06/15/1999 Builders Supply Page 1
11:37 AM Item Locations List
By Item ID

Item ID 811002 Location MN0001
Description Paint - Ivory - SemiGloss

Defaults

Vendor ID	CLE001	Lead Time	7.0
Bin Number	M-2	Status	Active
Price ID	MATRL	Forecast Type	REG

GL Accounts

GL Code	01				
Sales	401000	WIP	104200	Purch Price Variance	504000
COGS	501000	Inventory Adj	104400	Phys Count Variance	504000
Inventory	104400	COGS Adj	504000	Transfer Cost	503000

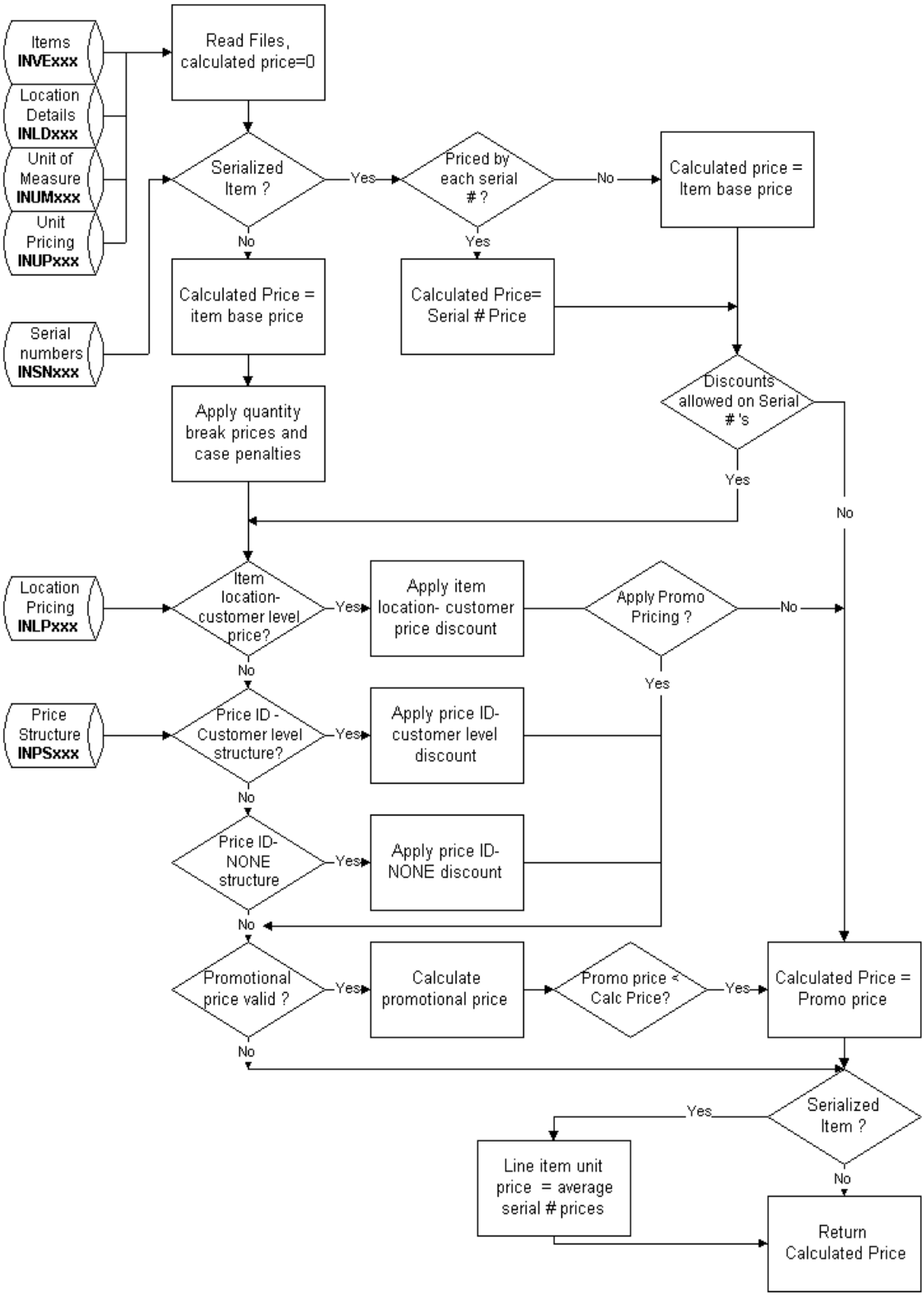
Order Quantities

	Quantity	Status
Maximum Qty	.0000	
Order Point	.0000	Calc
Safty Stock	.0000	Calc
EOQ	.0000	Calc
Min Order Qty	.0000	

Item Quantities

On Hand	45.0000
Committed	.0000
In Use	.0000
Available	45.0000
On Order (PO)	.0000

End of Report


Items
INVExxx
Location Details
INLDxxx
Unit of Measure
INUMxxx
Unit Pricing
INUPxxx
Serial numbers
INSNxxx
Read Files, calculated price=0
Serialized Item ?
Yes
No
Priced by each serial # ?
No
Yes
Calculated price = Item base price
Calculated Price = item base price
Calculated Price= Serial # Price
Discounts allowed on Serial # 's
Yes
No
Apply quantity break prices and case penalties
Location Pricing
INLPxxx
Item location-customer level price?
Yes
No
Apply item location- customer price discount
Apply Promo Pricing ?
No
Yes
Price Structure
INPSxxx
Price ID - Customer level structure?
Yes
No
Apply price ID- customer level discount
Price ID- NONE structure
Yes
No
Apply price ID- NONE discount
Promotional price valid ?
Yes
No
Calculate promotional price
Promo price < Calc Price?
Yes
Calculated Price = Promo price
Serialized Item ?
Yes
No
Line item unit price = average serial # prices
Return Calculated Price

Calculating Pricing

The overall process the system uses to calculate the price of an item is represented by the pricing flowchart. The process is slightly different for serialized and non-serialized items. The details of the pricing calculation are explained in the steps listed for non-serialized and serialized items.

Non-serialized Items

Price calculation for a non-serialized item is determined by the following factors:

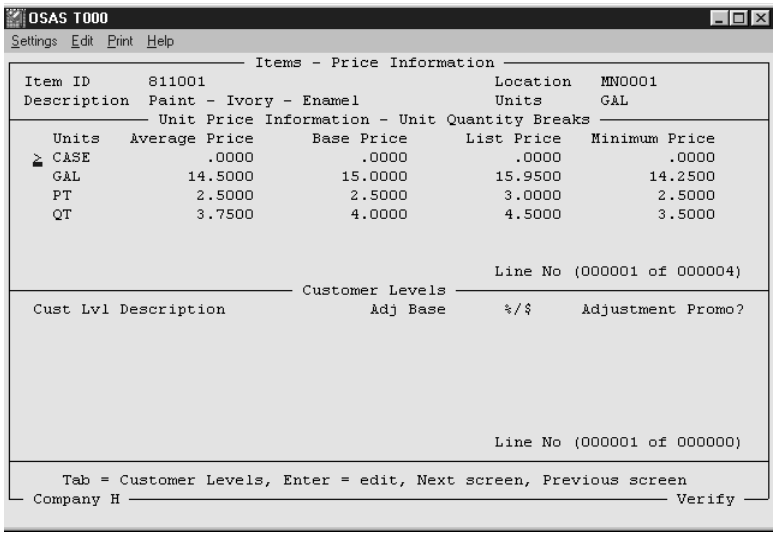
- Quantity Breaks for the Unit of Measure
- Item Locations Specific Customer Level Pricing
- Price Structure Price ID and Customer Level
- Promotional Pricing

STEP 1:

The calculated price for an item is initially set to the base price for the unit of measure used in the sales transaction.

The base price for the units of measure set up for the item is displayed on the Price Information Screen in the Items/Item Locations functions on the File Maintenance menu.

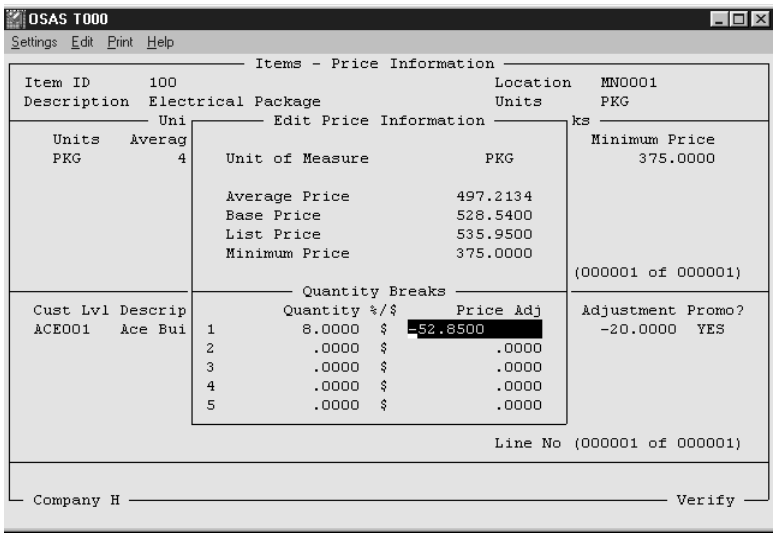
IN Items - Price Information Screen



STEP 2:

The system then checks to see if any Quantity breaks are set up for the unit of measure and quantity used in the transaction. Quantity breaks are set up using the Edit Option on the Price Information screen in Item/Item Locations functions on the File Maintenance menu.

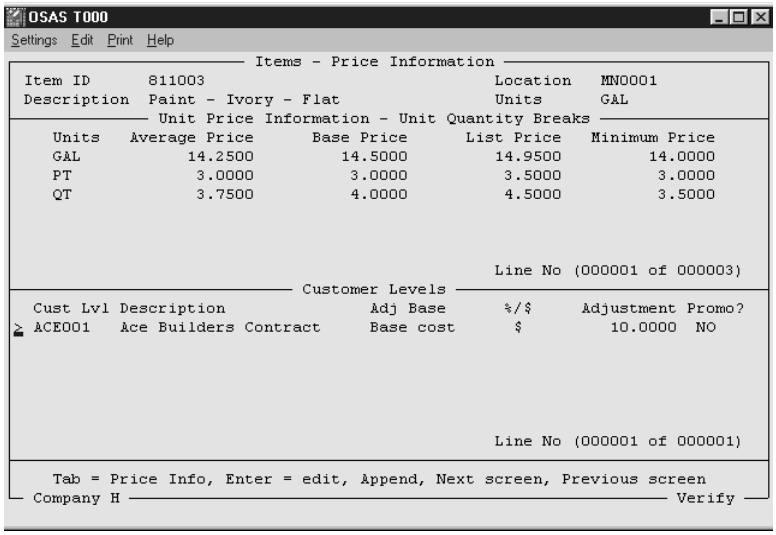
IN Items - Price Information Screen



STEP 3:

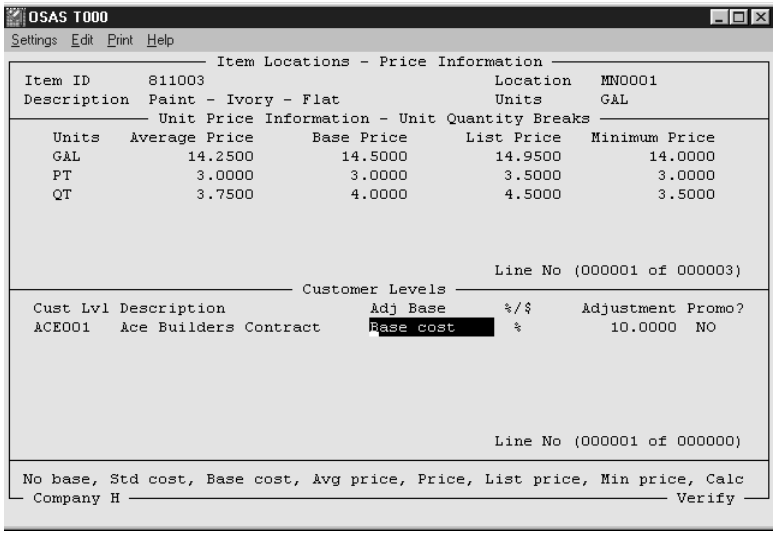
1. The system checks for item location specific customer level pricing that applies to the customer level assigned to the customer in the transaction. Item Location specific customer level pricing set up in the Customer Levels section of the Price Information Screen in the Item/Item Locations functions on the File Maintenance menu.

IN Items - Price Information Screen



If no Item Location specific customer level pricing exists, the system makes no changes to the calculated price from STEP 2 and proceeds to STEP 4.

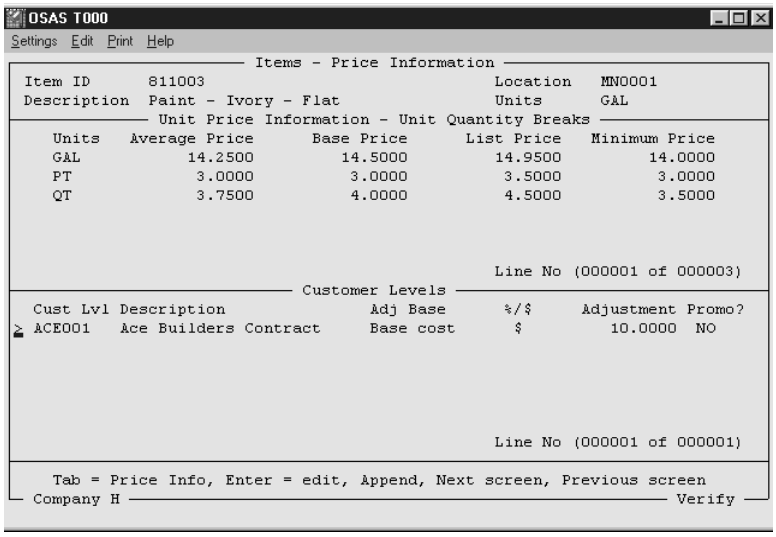
IN Items - Price Information Screen



If Item Location specific customer level pricing does exist and the Adjustment Base set up for the customer level is:

Command	Action
Calc. Price	The adjustment is made to the calculated price from STEP 2.
No Base	The system disregards all previous price calculations and uses the dollar amount from The Adj. Amount column as the calculated price.
Std cost	The system disregards all previous price calculations and uses the value
Base cost	in the field specified as the adjustment base to calculate the adjustment
Avg price	adjustment base to make the adjustment specified for Price (Base price), the customer level and then
List price, or Min price	uses the amount calculated as the price for the item.

IN Items - Price Information Screen



2. After the system calculates the Item Location specific customer level price, it checks to see whether the customer level pricing is set up to use promotional pricing.

   If the **Promo?** field is set to **YES**; the system goes to STEP 5 to apply any qualifying promotional pricing to the price calculated in this step.

   If the **Promo?** field is set to **NO**, then the price calculated in this step is used as the calculated price for the item.

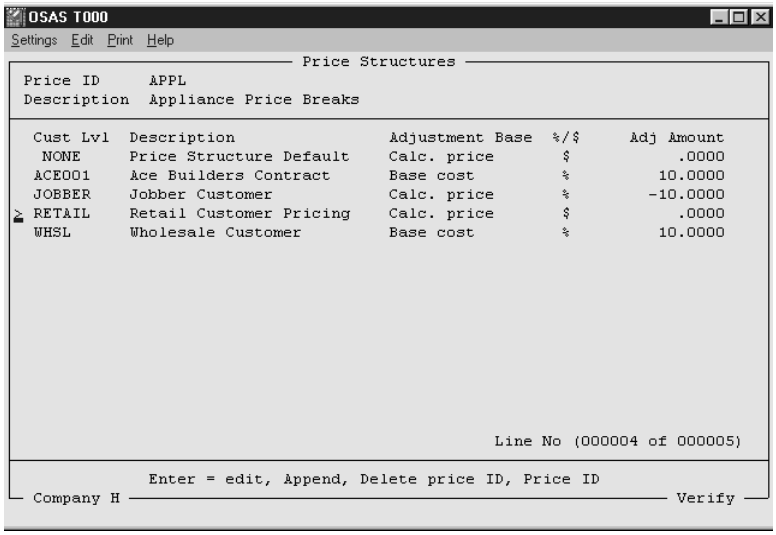
STEP 4:

If no Item Location specific customer level pricing is found for the customer, the system uses the Price ID assigned to this item location to calculate the price of the item. If a customer level match exists for the Price ID, the adjustment defined for the customer level is used to calculate the price. If there is no match for the customer level, the system uses the adjustment set up for the NONE customer level to calculate the price.

If the Adjustment Base set up for the customer level for this item is:

Command	Action
Calc. Price	The adjustment is made to the calculated price from STEP 2.
No Base	The system disregards all previous price calculations and uses the dollar amount from the Adj. Amount column as the price.
Std cost	The system disregards all previous price calculations and uses the amount in the field
Base cost	specified as the adjustment base to make the adjustment specified for the customer
Avg. price	level and then uses the amount calculated
Price (Base price)	as the price for the item.
List price, or Min price	uses the amount calculated as the price for the item.

IN Price Structures Screen



STEP 5:

If:

The **Promo?** field for an Item Location specific customer level is set to **YES**,

OR

The Pricing Structure Price ID is used to calculate the price,

Then the system checks the promotional pricing plan(s) set up for the company.

Promotional pricing is set up using the Promotional Pricing function on the File Maintenance menu. If the sale of the item meets the promotion criteria set up for a promotional pricing plan, the price adjustment for the promotion is calculated for the transaction.

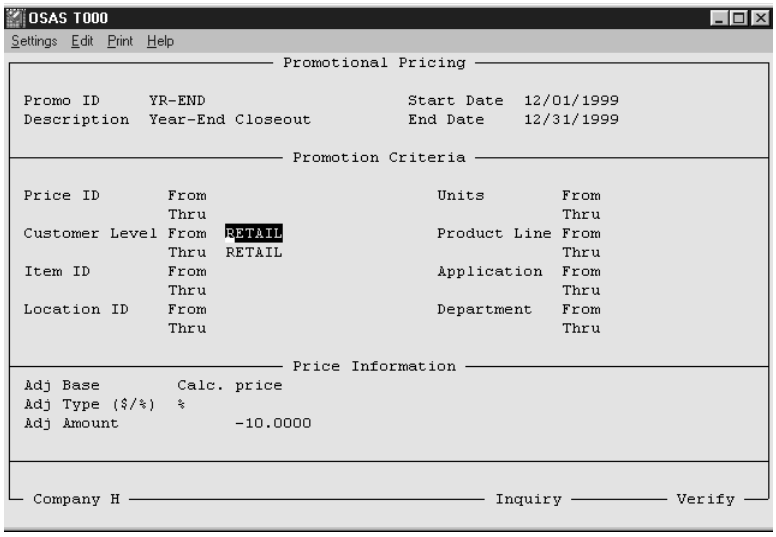
The system compares the price calculated before the promotion and after the promotion and returns the lower of the two prices for the transactions.

Note

If the Promotion Criteria section of the Promotional Pricing screen is left blank, the promotion is applied to all possible selections for that criteria.

If the sale meets the criteria for more than one promotional pricing plan, the system selects the promotional pricing ID with the most recent start date.

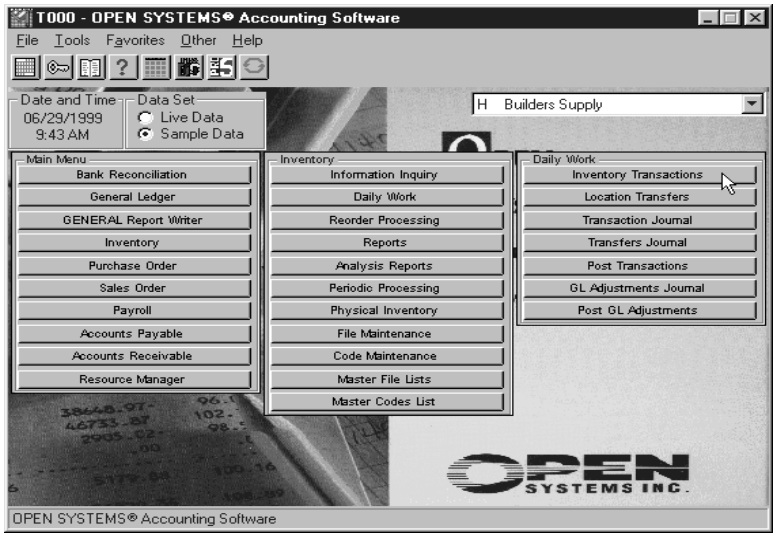
IN Promotional Pricing Screen



If the adjustment base set up for the promotional pricing plan is:

Command	Action
Calc. Price	The adjustment is made to the price calculated in the previous steps.
No Base	The system disregards the price calculated in previous steps and uses the dollar amount in the Adj. Amount field as the price.
Std cost	The system disregards the price calculated in the previous steps and
Base cost	uses the amount in the field specified in the Adj Base field to make
Avg price	adjustment base to make the adjustment specified for Price (Base price), the customer level and then
List price, or Min price	uses the amount calculated as the price for the item.
Price	uses the base price to adjust from.

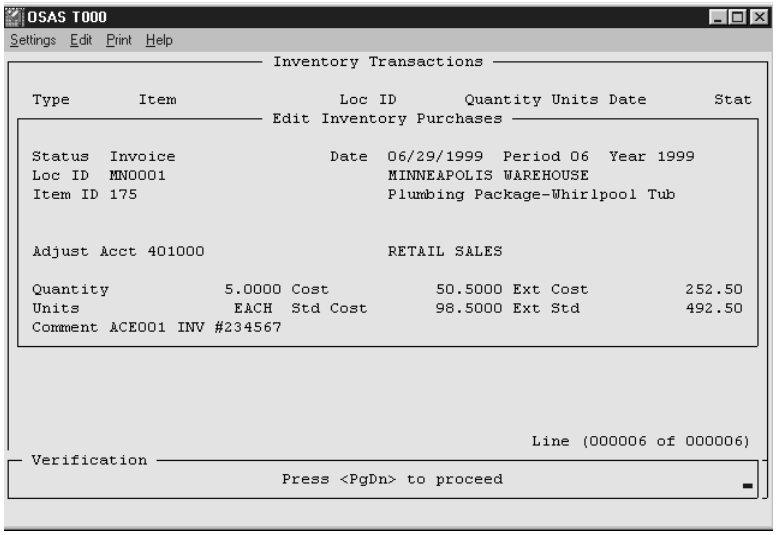
IN Daily Work Menu



EXAMPLE 1:

Recording a sale for a quantity of 5 at the location MN0001 on June 29, 1999 to customer ACE001. The customer level RETAIL is assigned to the invoice and the EACH unit of measure for ITEM ID 175 is used.

IN Inventory Transactions Screen



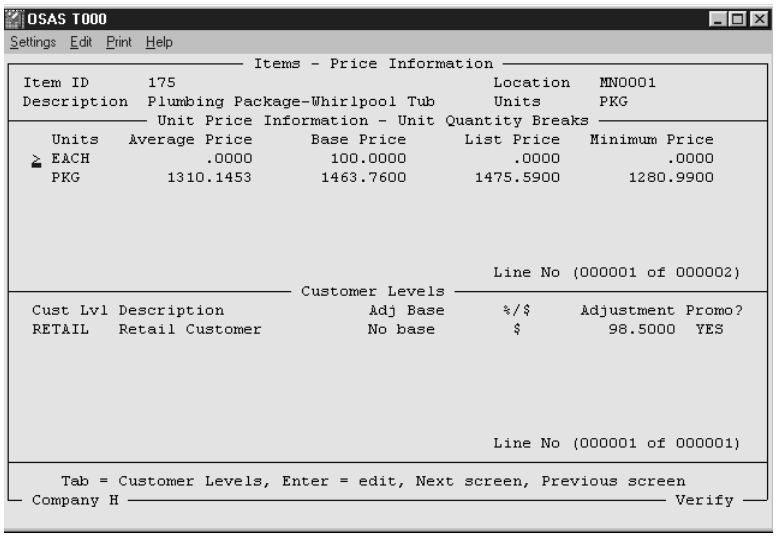
To calculate the price of Item ID 175 to be used for this sale, the system goes thru the following steps:

STEP 1:

Set calculated price to base price for the unit of measure used in the transaction.

Calculated price = $100.00

IN Items Price Information Screen



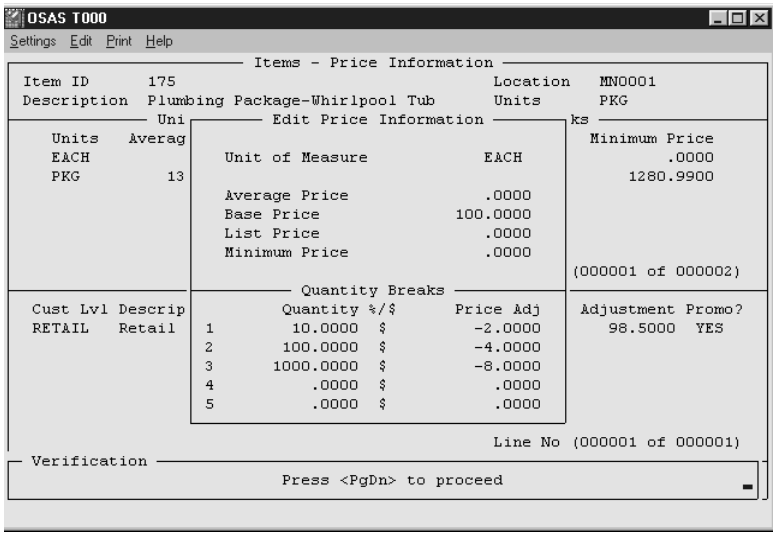
STEP 2:

The quantity of the sale is checked against price breaks set up for the unit of measure used in the transaction and applied if appropriate.

The transaction quantity is 5, so no price breaks apply.

Calculated price = $100.00

IN Items Price Information Screen



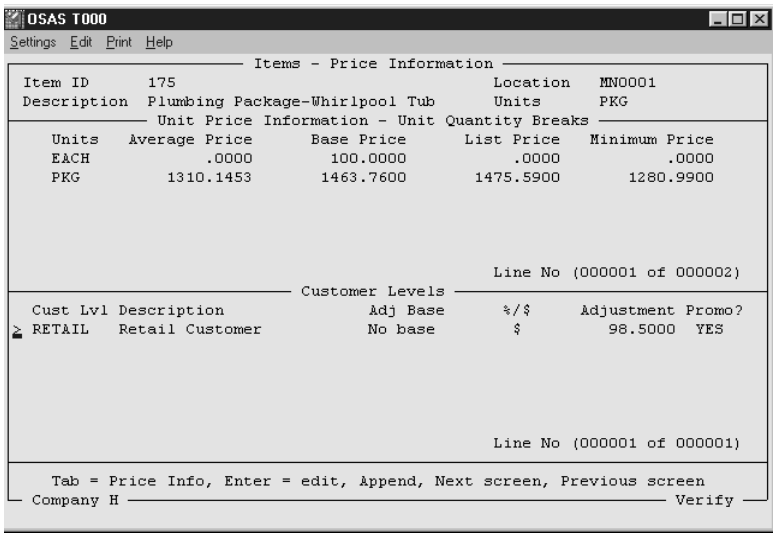
STEP 3:

The system checks for the Item Location specific customer level pricing set up for the Item ID 175 at the Item Location MN001. The customer level RETAIL is being used in the transaction and has been set up as an Item Location specific customer level.

Customer level RETAIL is set up to use **No base** as the adjustment base so the $ is defaulted to the %/$ field and the value in the **Adjustment** field is used as the price.

Calculated price = $98.50

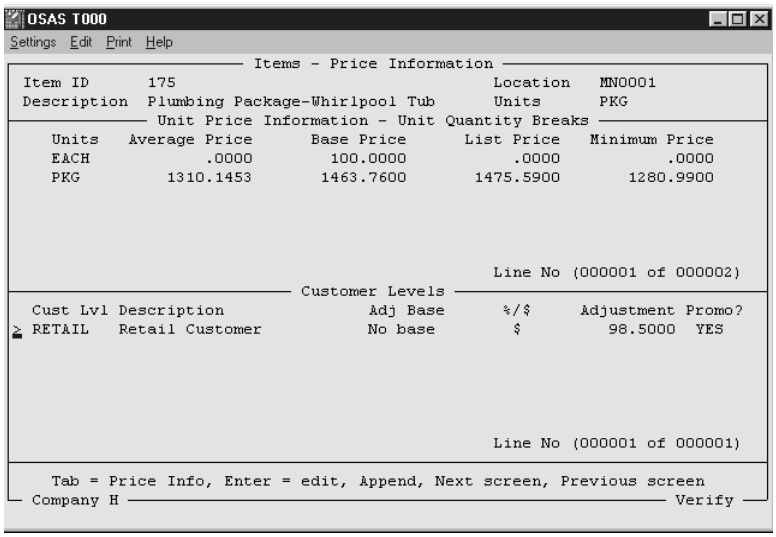
IN Items - Price Information Screen



After calculating the Item Location specific customer level price, the system checks to see if the Item Location specific customer level pricing is set up to use promotional pricing. In this case the **Promo?** field is set to **NO**, so no promotional pricing plans are used in the price calculation.

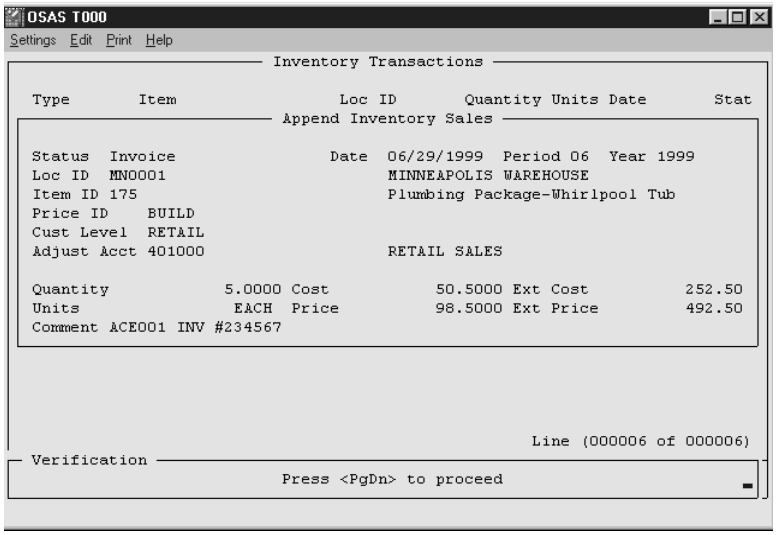
Calculated price = $98.50

IN Items - Price Information Screen



The system uses the price calculated during this step as the transaction price.

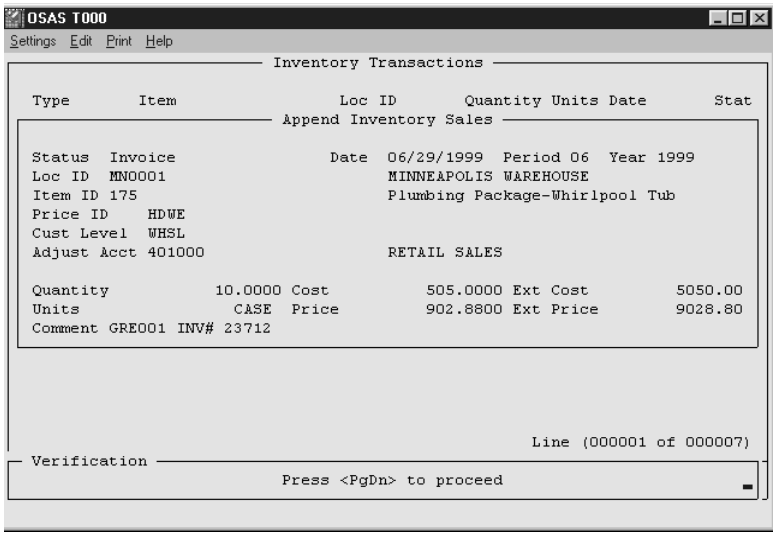
IN Inventory Transactions Screen



EXAMPLE 2:

Recording a sale for a quantity of 10 at location MN001 on June 29, 1999, to customer GRE001 using the Case unit of measure. The customer level WHSL is used for the invoice.

IN Inventory Transactions Screen



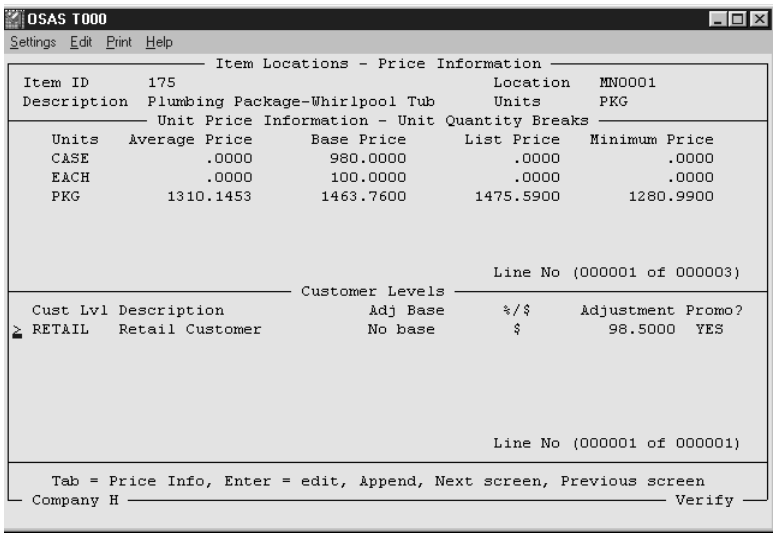
To calculate the price of the Item ID 175 used for this sale, the system uses the following steps:

STEP 1:

Set the calculated price to the base price for the unit of measure

Calculated price = $980.00

IN Item Locations - Price Information Screen



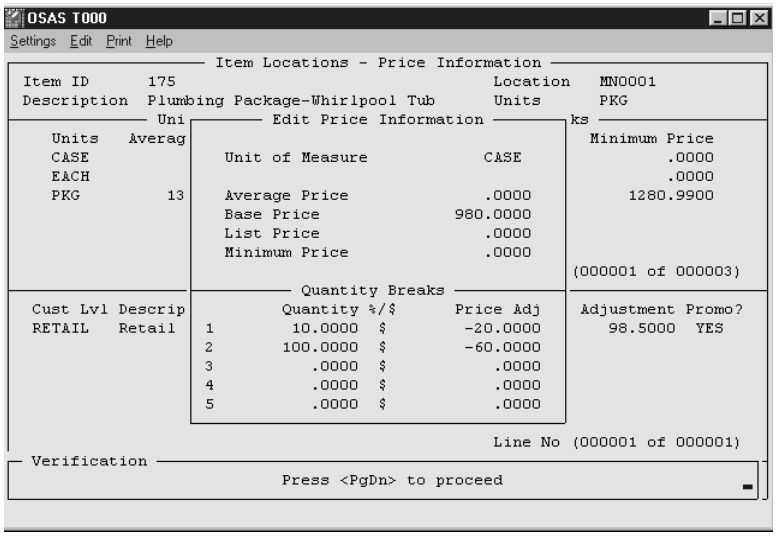
STEP 2:

The quantity of the sale is checked against the price breaks set up for the unit of measure CASE and applied to the sale, if appropriate.

The transaction quantity is 10 cases, so the sale qualifies for a price break of -$20 per case.

Calculated price = $980 - $20 = $960.00 per case

IN Item Locations - Price Information Screen



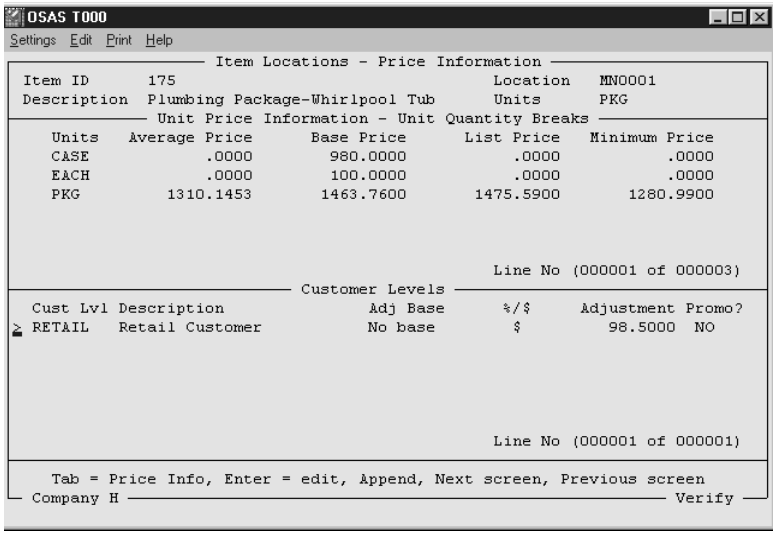
STEP 3:

The system checks for Item Location specific customer level pricing set up for Item ID 175 at Item Location MN001.

Customer GRE001 is using assigned customer level WHSL for this sale and there is no Item Location specific customer level pricing set up for that customer level, so the system moves on to STEP 4.

Calculated price = $960.00 per case.

IN Item Locations - Price Information Screen



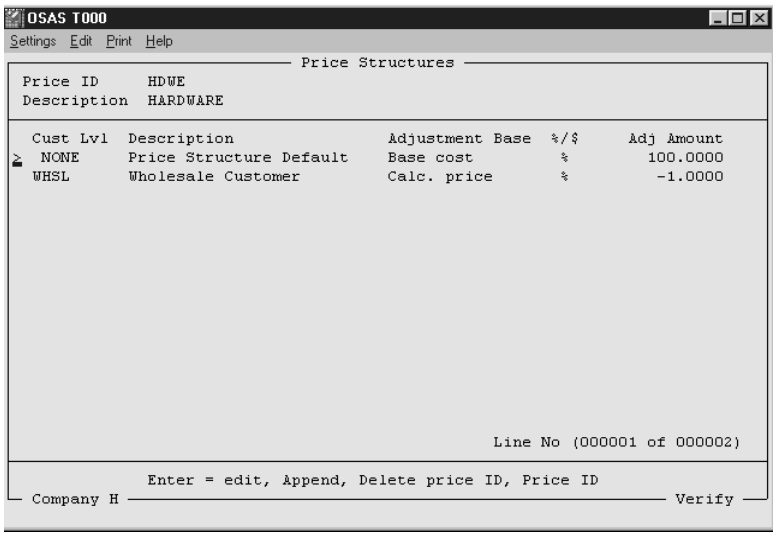
STEP 4:

The system uses the Price ID assigned to the line item to check for customer level pricing. The customer level being used for the invoice is WHSL and has been set up under the Price ID HDWE.

The Adjustment Base set up for WHSL is calculated price, so the system uses the amount it has calculated up to this point for the adjustment. The amount of the adjustment is set up as a percentage and since the amount is -1, the calculated price is reduced by 1%.

Calculated price = $960 - $9.60 (1%) = $950.40 per case.

IN Price Structures Screen



STEP 5:

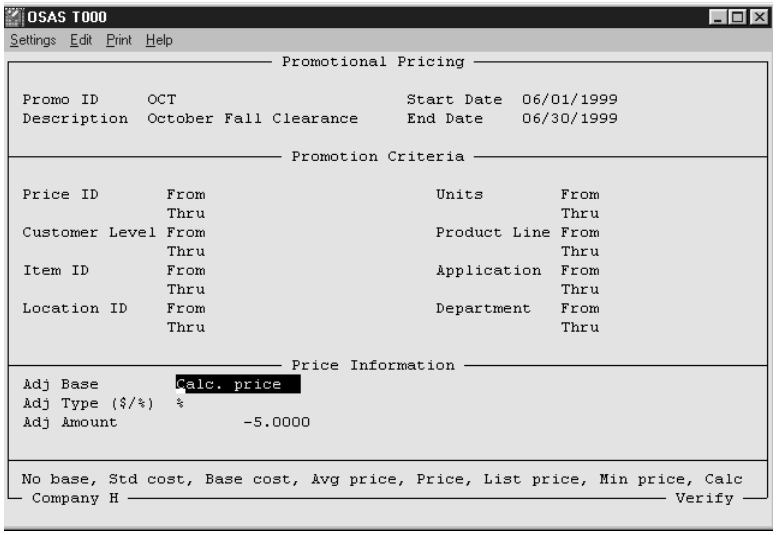
The system checks to see if any of the promotional pricing plans apply to the transaction.

The promotional plan OCT is effective October 1 thru October 31, 1995. The Promotional Criteria section is left blank and therefore all transactions during October can take advantage of this promotion.

The promotional pricing is set up to use the Adjustment Base Calculated price and reduced it by 5%.

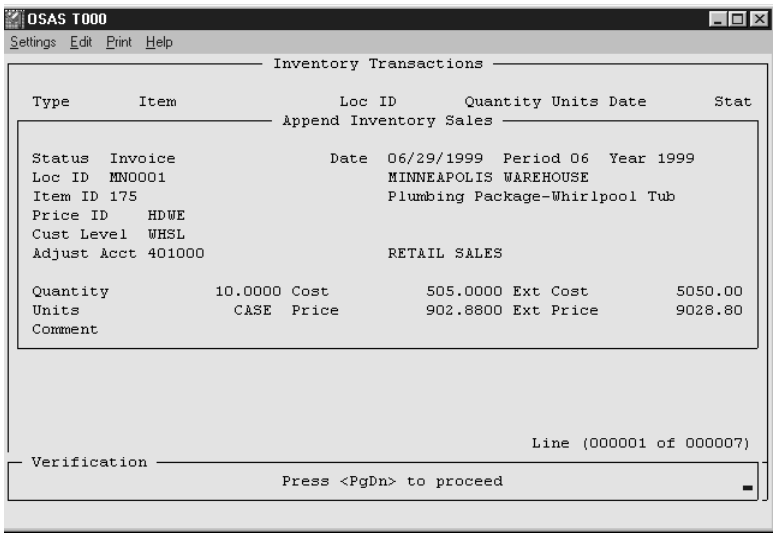
Calculated price = $950.40 - $47.52 (5%) = $902.88

IN Promotional Pricing Screen



Since $902.88 is lower than $950.40, it is used in the sales transaction as the price of Item ID 175.

IN Inventory Transactions Screen



Serialized Items

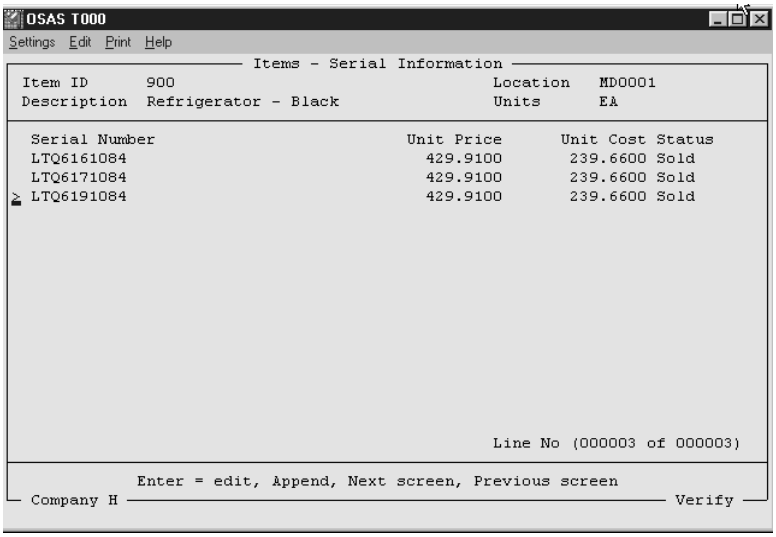
Price calculation for a serialized item is determined by these factors:

- Unit Price entered for the Serial Number
- Base Price of the Serialized Item
- Item Location Specific Customer level Pricing
- Promotional Pricing

STEP 1:

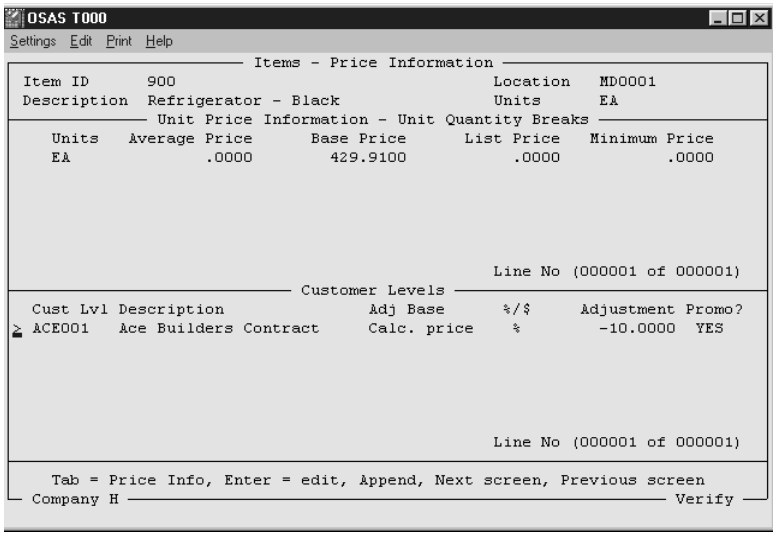
The calculated price for the serialized item is set to the unit price entered for the selected serial number on the Serial Information screen in the Item/Item Locations function.

IN Items - Serial Information Screen



If a unit price was not entered (unit price = 0) for the serial number, then the calculated price is set to the Base Price displayed on the Price Information screen in the Item/Item Locations function.

IN Items - Price Information Screen



Note

No quantity breaks are ever calculated for a serialized item.

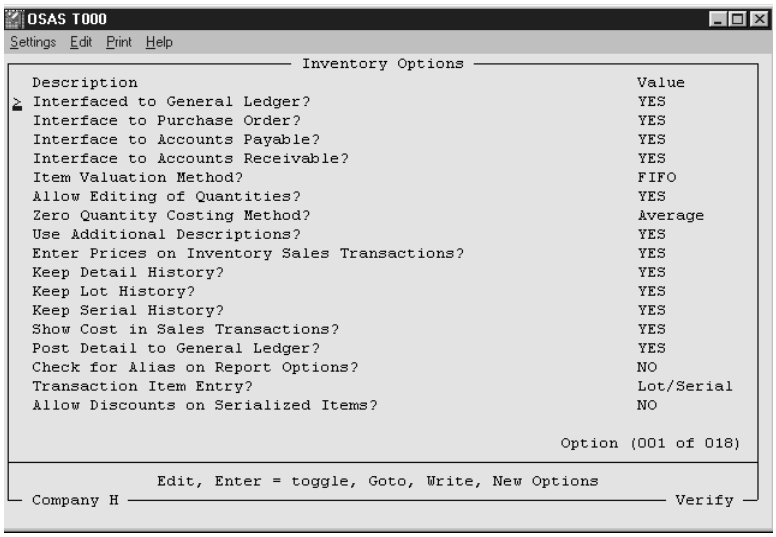
STEP 2:

The option **Allow Discounts for Serialized Items?** in the Inventory Options and Interfaces function on the Company Setup menu in the Resource Manager setting is checked.

If the option **Allow Discounts for Serialized Items?** is set to **YES**, the system proceeds to STEP 3.

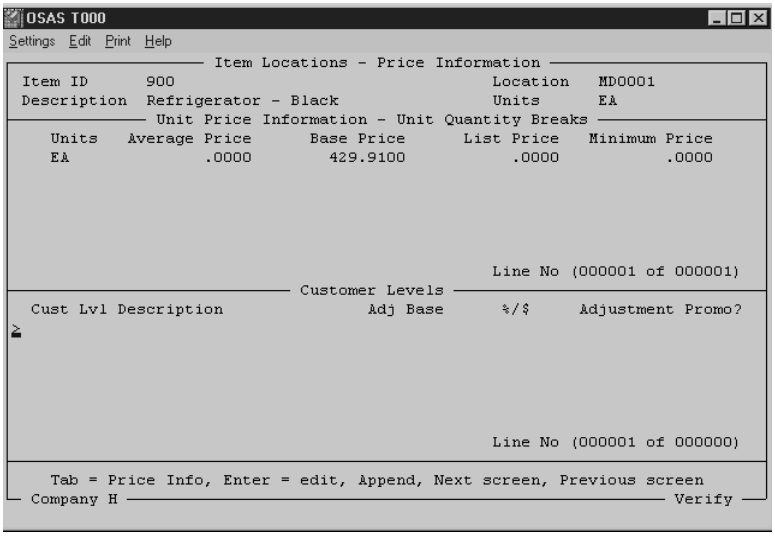
When this option is set to **NO**, then STEP 1 is the final step in calculating a price for a serialized item. The calculated price for each serialized item is added together and divided by the total quantity sold to determine the average price of the serialized items for the transaction. The average price is displayed as the **Unit Price** for the transaction. The total of the serial number prices is displayed as the extended price.

IN Options Screen



STEPS 3, 4 & 5 for serialized items are the same as for non-serialized items when the **Allow Discounts for Serialized Items?** option is set to **YES**.

IN Item Locations - Price Information Screen

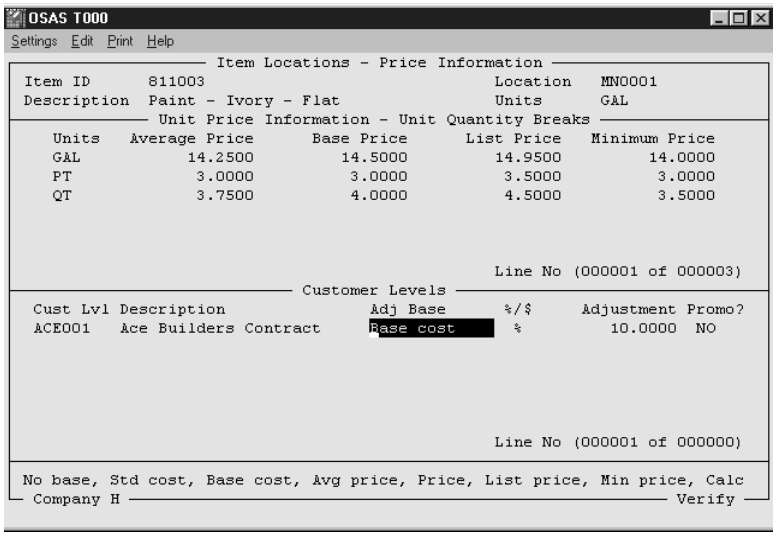


STEP 3:

1. The system checks to see if Item Location specific customer level pricing has been set up that applies to the customer level assigned to the customer in the transaction. Item Location specific customer level pricing is set up in the Customer Levels section of the Price Information Screen in the Item/Item Locations functions.

   If no Item Location specific customer level pricing exists, the system makes no changes to the calculated price from SETP 2 and proceeds directly to STEP 4.

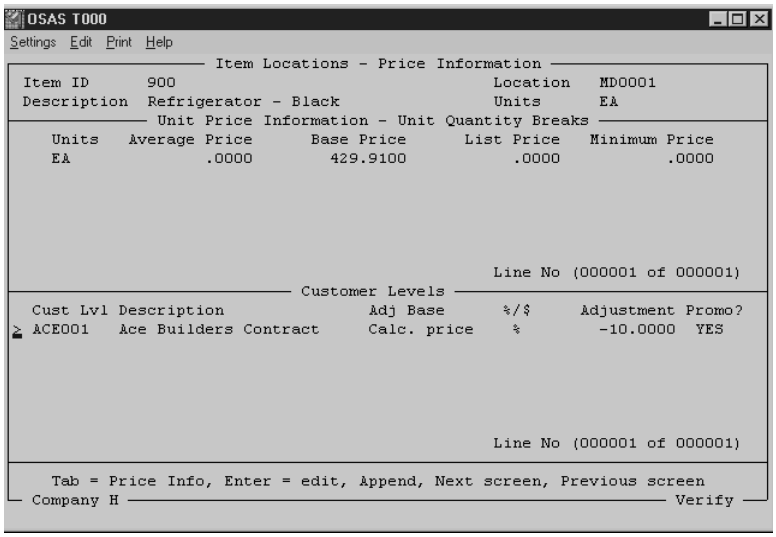
IN Item Locations - Price Information Screen



If the Item Location specific customer level pricing does not exist and the Adjustment Base set up for the customer level is:

Command	Action
Calc. Price	to have the system calculate the adjusted base from the calculated price.
No Base	the system will disregard all previous price calculations and use the dollar amount from the adjustment column as the calculated price.
Std Cost	the system will disregard all previous price calculation
Base Cost	and uses the amount in the field specified as the
Avg. Price	adjustment base to make the adjustment specified for
Price (Base Price)	the customer level. That amount then becomes
List Price, or Min. Price	the calculated price for the item.

IN Item Locations - Price Information Screen

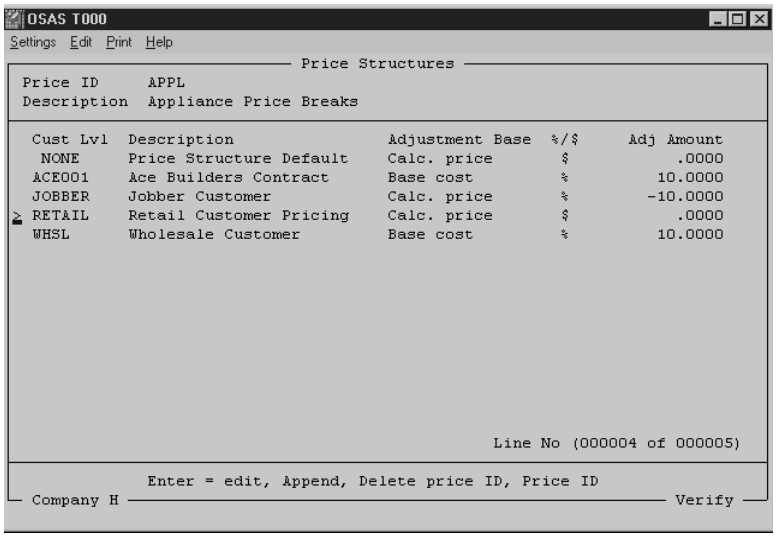


2. After the system calculates the Item Location specific customer level price, it checks to see whether the Item Location specific customer level pricing is set up to use promotional pricing.

   If the **Promo?** field is set to **NO**, then the price calculated in this step is used as the final price of the item for the transaction.

   If the **Promo?** field is set to **YES**, the system goes directly to Step 5 to apply any qualifying promotional pricing to the calculated price.

IN Price Structures Screen



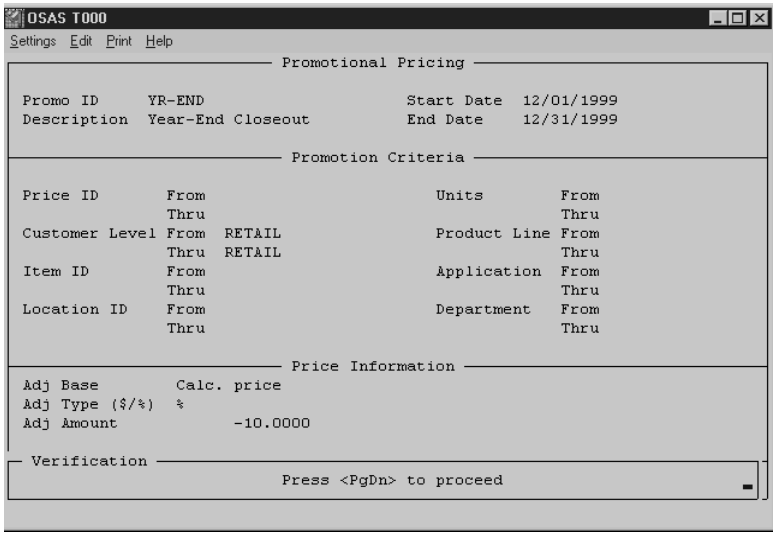
STEP 4:

If no Item Location specific customer level pricing is found for the customer, the system uses the Price ID assigned to the item location to calculate the price. If a customer level match exists for the Price ID, the adjustment defined for the customer level is used to calculate the price. If there is no match for the customer level, the system uses the adjustment set up for the NONE customer level to calculate the price.

If the Adjustment Base set up for the customer level for this item is:

Command	Action
Calc. Price	The adjustment is made to the price calculated.
No Base	The system disregards the previous price calculations and uses the dollar amount from the **Adj Amount** column as the price.
Std cost	The system disregards all previous price calculations and
Base cost	uses the amount in the field specified as the
Avg price	adjustment base to make the adjustment specified for Price (Base price), the customer level and then
List price, or Min price	uses the amount calculated as the price for the item.

IN Promotional Pricing Screen



STEP 5:

If:

the **Promo?** field for an Item Location specific customer level is set to YES

OR

the Pricing Structure is used to calculate the price,

The system checks the promotional pricing plans(s) set up for the company.

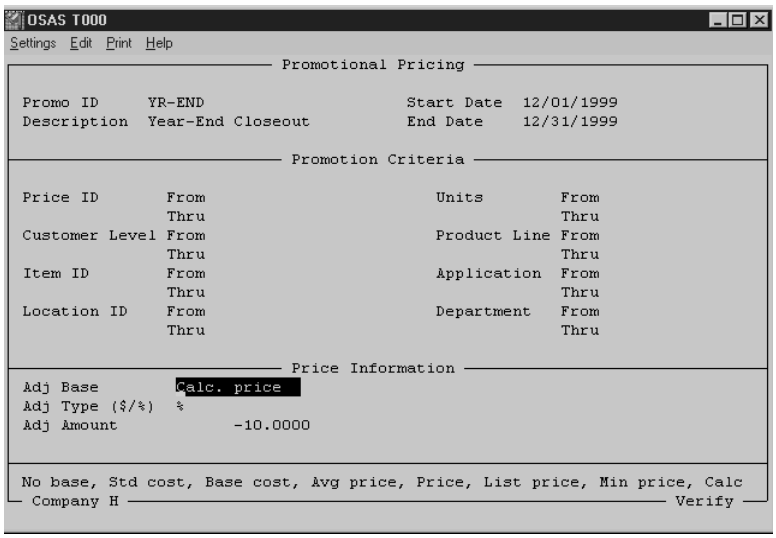
Promotional pricing is set up using the Promotional Pricing function on the File Maintenance menu. If the sales transaction meets the promotion criteria set up for a promotional pricing plan, the price adjustment for the promotion is calculated. If the price calculated using the promotional pricing adjustment is less than the calculated price from the previous step, the promotional calculated price is used for the transaction.

Note

If the Promotion Criteria section of the Promotional Pricing screen is left blank, then all possible selections for each criteria are included in the promotional pricing scheme.

If the sale meets the criteria for more than one promotional pricing plan, the system selects the promotional pricing ID with the most recent start date.

IN Promotional Pricing Screen



If the adjustment base set up for the promotional pricing plan is:

Command	Action
Calc. Price	The adjustment is made to the price calculated in the previous steps.
No Base	The system disregards the price calculated in previous steps and uses the dollar amount in the Adj Amount field as the price.
Std cost	The system disregards the price calculated in the previous steps uses the amount
Base cost	in the field specified in the **Adj Base** field.
Avg. price	the promotional pricing adjustment set up for the Promo ID
Price (Base price)	uses the amount as the price for the item.
List price, or Min price	uses the amount calculated as the price for the item.

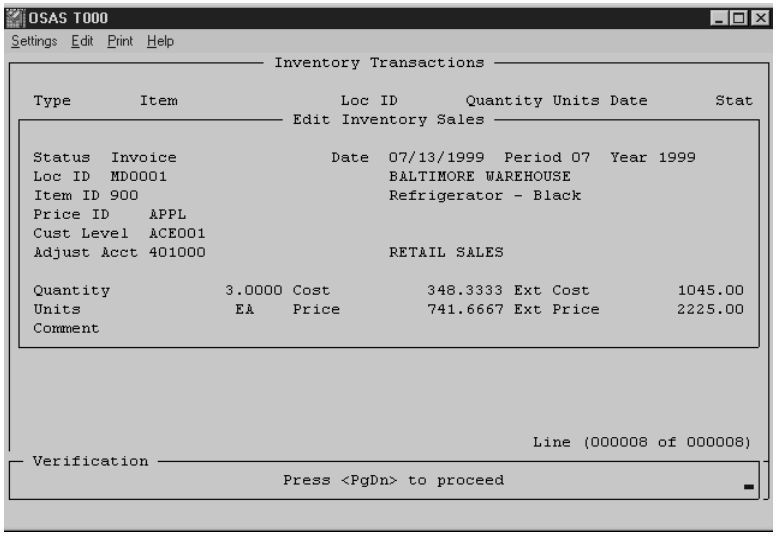
The system uses this process to calculate the price for each serialized item selected to fill the quantity of the sales transactions. Then, the calculated price for each serialized item is added together and divided by the quantity sold to determine the average price of the serialized items sold in the transaction. The total of the prices for the serial numbers sold is displayed as the extended price.

EXAMPLE 3:

On July 13, 1999, customer ID ACE001 is purchasing 3 Items

ID 900, a black refrigerator, from location ID MD 0001. The customer level used for the invoice is ACE001. Our company does not allow discounts on serialized items.

IN Inventory Transactions Screen

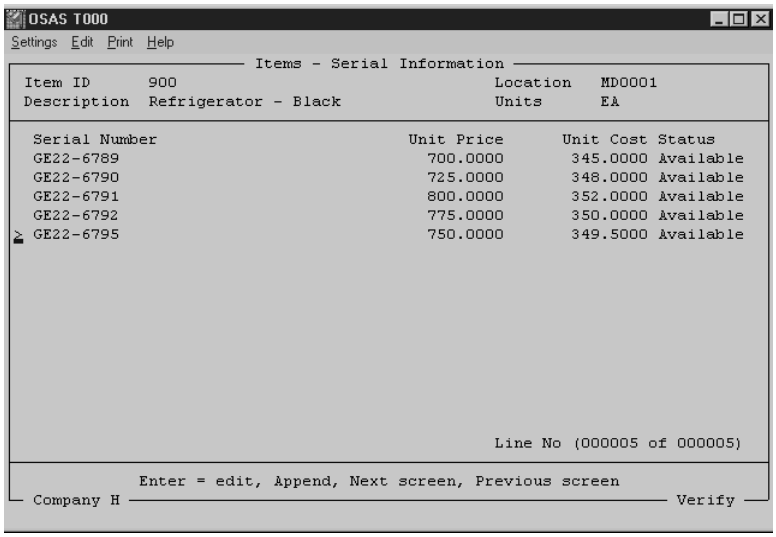


STEP 1:

The calculated price for the serial number is set to the unit price entered for that serial number.

Calculated price	serial #GE22-6789 = $700
	serial #GE22-6790 = $725
	serial #GE22-6791 = $800

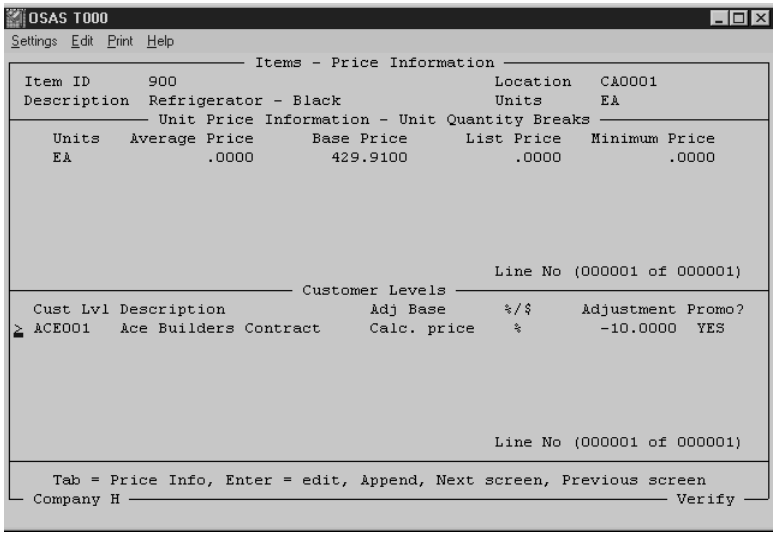
IN Items - Serial Information Screen



Note

If no price was assigned to the serial number, the system uses the Base Price on the Price Information screen for the Item Location.

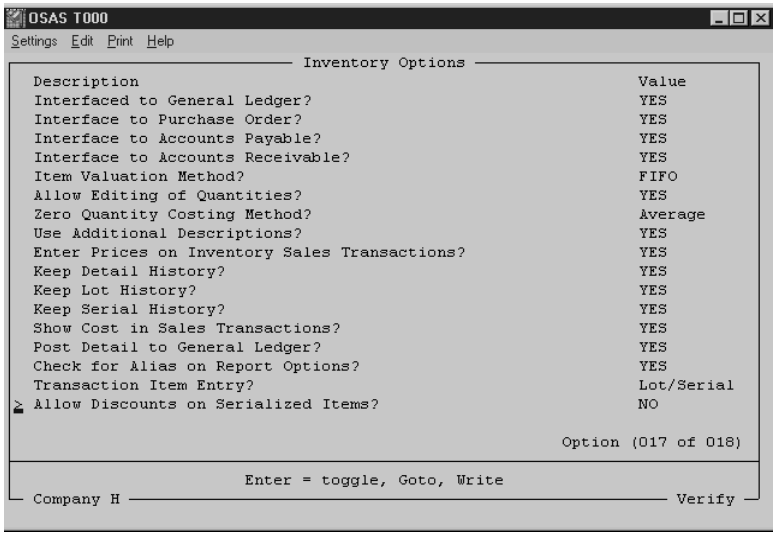
IN Items - Price Information Screen



STEP 2:

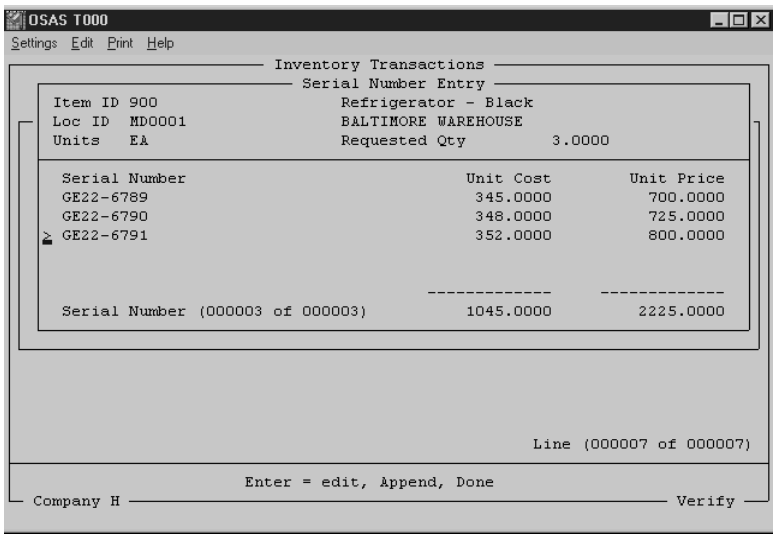
The setting for the option Allow Discounts for Serialized Items? is checked. Since it is set to NO, the calculated price for the serialized item from STEP 1 is the price used in the transaction.

IN Inventory Options Screen



Since the quantity being sold is 3, three AVAILABLE serial numbers are selected for the transaction. The price for each serial number selected for the sales transaction is calculated the same way.

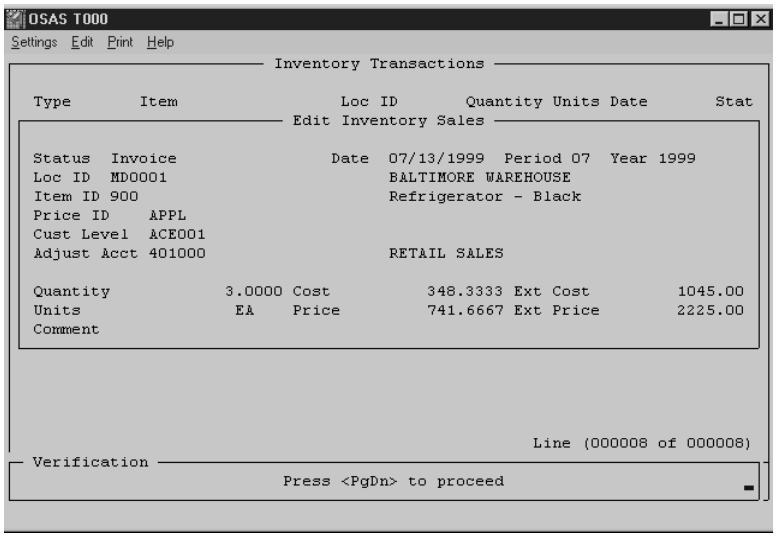
IN Inventory Transaction Serial Number Entry Screen



The individual prices assigned to all 3 serial numbers are added together and divided by the total quantity of the sale, 3, to determine an average price. The average price is displayed as the unit price for the line item.

$700 + $725 + $800 = $2225/3 = $741.67 average unit price

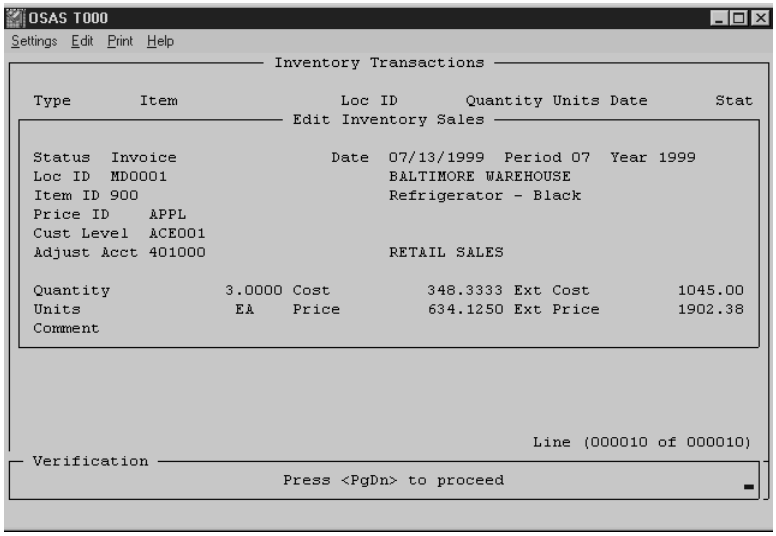
IN Inventory Transaction Edit Inventory Sales Screen



EXAMPLE 4:

We will use the same transaction information except that this time, our company allow discounts on serialized items. On July 13, 1999, customer ID ACE001 is purchasing 3 Item ID 900, a black refrigerator, from location ID MD001. The customer level used for the invoice in ACE001. Our company does not allow discounts on serialized items.

IN Inventory Transactions Edit Inventory Sales Screen

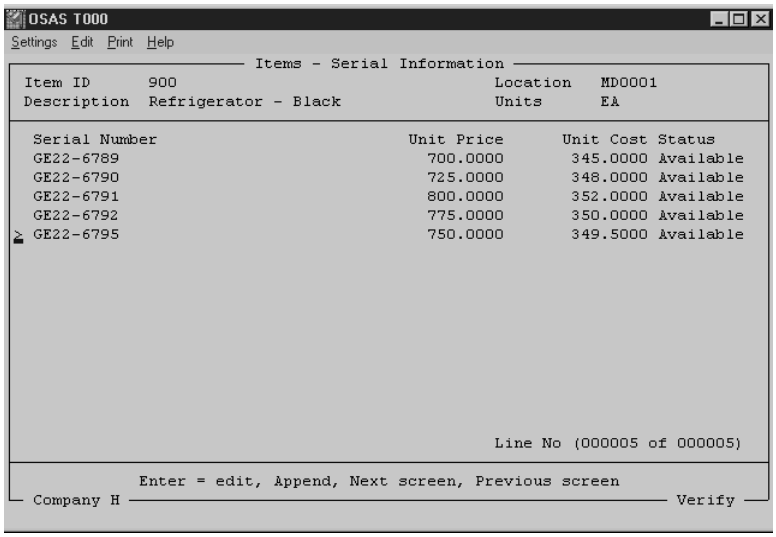


STEP 1:

The calculated price for the first serialized item is set to the unit price entered for the serial number being sold.

Calculated price	serial #GE22-6789 = $700
	serial #GE22-6790 = $725
	serial #GE22-6791 = $800

IN Items - Serial Information Screen



Note

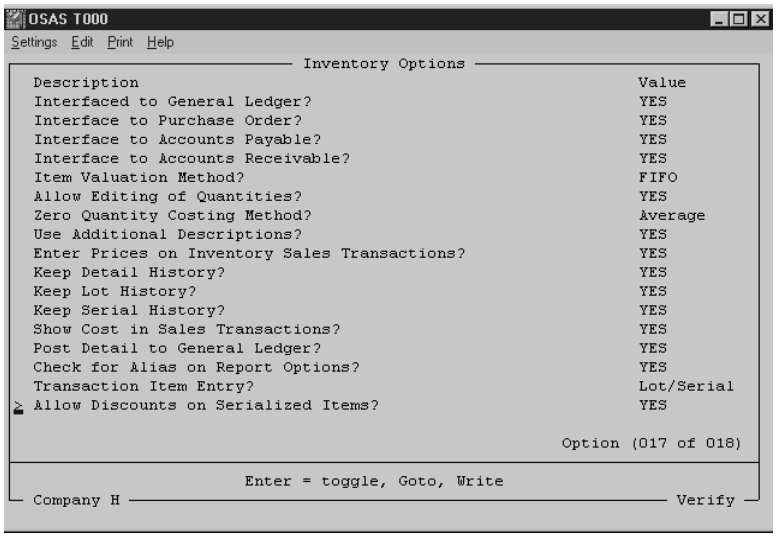
If no price has been assigned to the individual serial number, then the system would use the Base Price set up on the Price Information screen for the Item Location.

Quantity breaks are never calculated for serialized items.

STEP 2:

The setting for the option Allow Discounts for Serialized Items? is checked. Since it is set to YES, the system proceeds to STEP 3.

IN Inventory Options Screen



STEPS 3, 4, & 5 for the serialized items are the same as for non-serialized items when the option Allow Discounts for Serialized Items? is set to YES.

STEP 3:

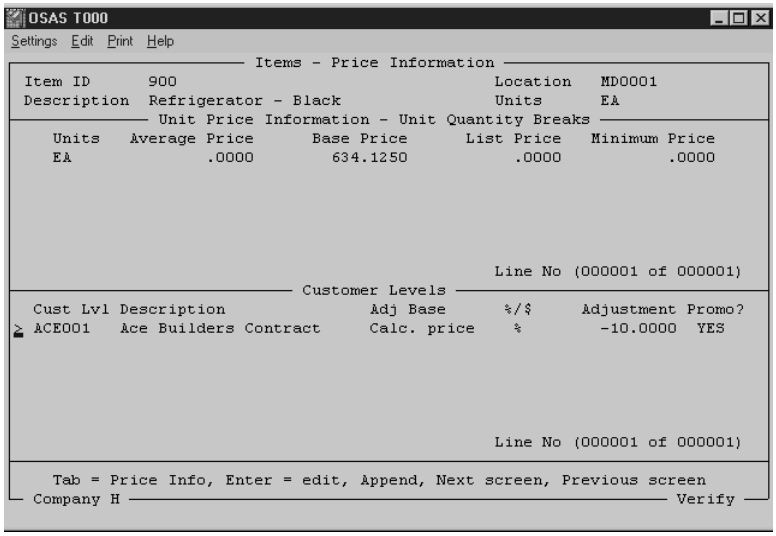
1. The system checks to see if any Item Location customer level specific pricing has been set up. Since there is Item Location customer level specific pricing set up for ACE001, the customer level being used by our customer, the system uses it to calculate the price and it is reduced by 10%.

Calculated price: serial #GE22-6789 = $700 - $70 (10%) = $630

serial #GE22-6790 = $725 - $72.50 (10%) = $652.50

serial #GE22-6791 = $800 - $80 (10%) = $720

IN Items - Price Information Screen



2. The system checks the setting for the field **Promo?** if it is set to YES, the system proceeds to STEP 5. If it is set to NO, the price calculated in STEP 3-A is returned as the price used in the transaction.

STEP 5:

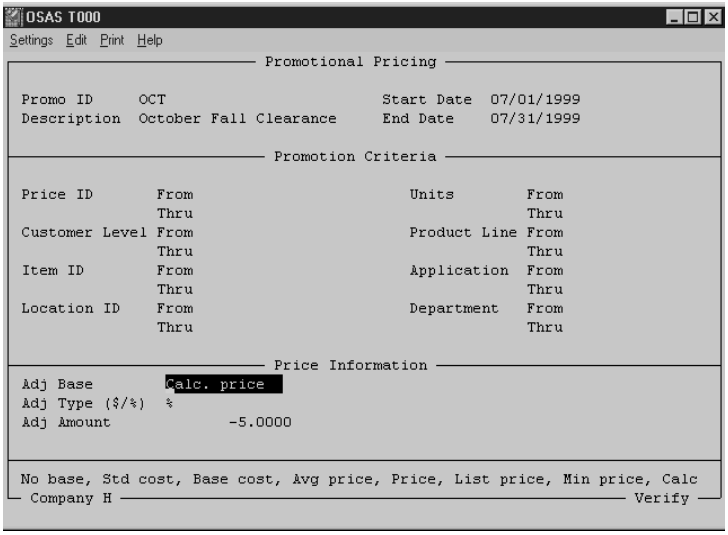
Because the Item Location customer level specific pricing was set up with the **Promo?** field set to YES, the system checks the promotional pricing plans to see if any apply to this transaction. Since the OCT promotion is effective 10/01/95 thru 10/31/95, and all the Promotion Criteria are blank, the promotion applies to all transactions during October, 1995. The adjustment base used is calculated and it is reduced by 5%.

Calculated price: serial #GE22-6789 = $630 - $31.50 (5%) = $598.50

serial #GE22-6790 = $652.50 - $32.63 (5%) = $619.88

serial #GE22-6791 = $720 - $36 (5%) = $684.00

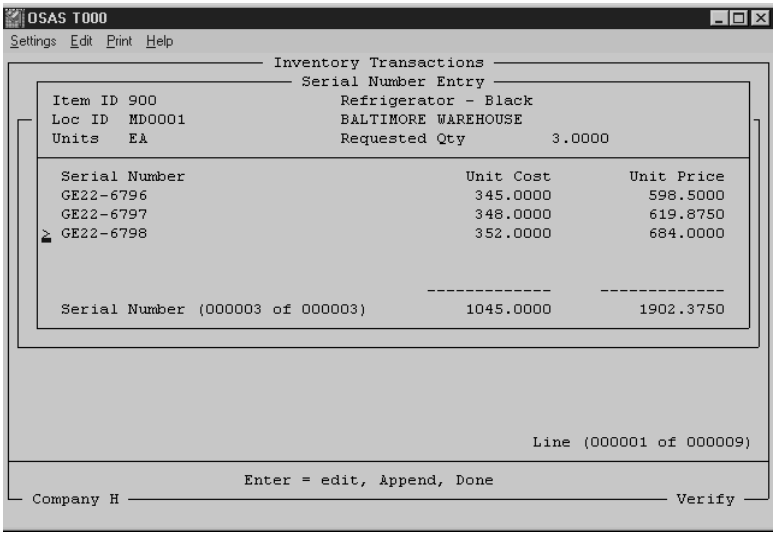
IN Promotional Pricing Screen



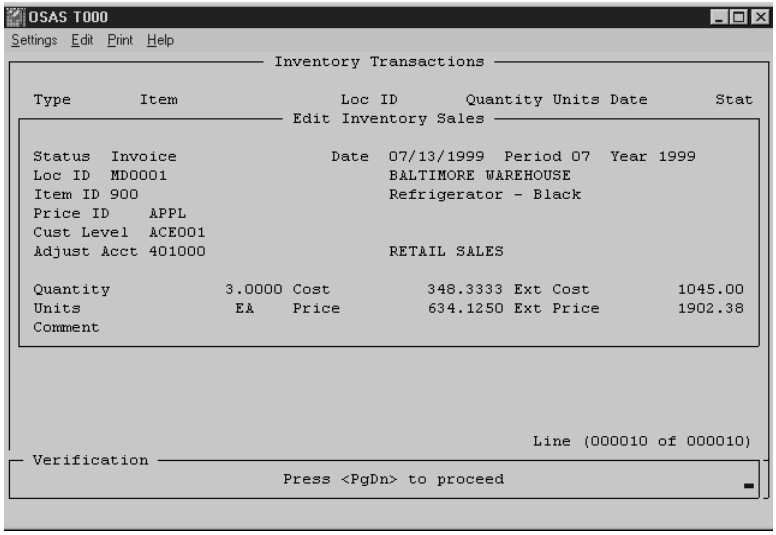
The price of each serialized item is calculated as it is selected for the sales transaction. As serial numbers are added, the system keeps a running total of their prices. When the total quantity of the sale has been filled, the total of the prices is divided by the total quantity of the sale to determine an average price. The average price is displayed as the unit price for the serialized item.

$598.50 + $619.875 = $684 = $1902.375/3 = $634.125 average item price

IN Inventory Transactions Serial Number Entry Screen



IN Inventory Transaction Serial Number Entry Screen



Using Inventory 3

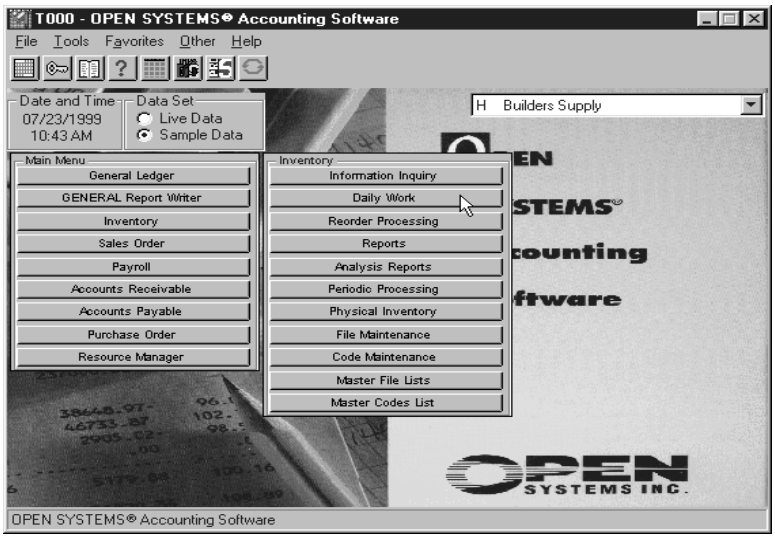
Using Inventory

Once valid codes and IDs have been entered in the system using the functions on the File Maintenance menu, transactions to record purchases, sales, adjustments, transfers, and post GL adjustments are entered using the functions on the Daily Work menu.

The functions on the Reorder Processing menu are used to calculate reorder quantities, print reorder report and generate purchase requisitions.

On the Physical Inventory menu the items that you want to count in batches to print tags and worksheets to enter in your counts and to update your on hand quantities with your counted quantities.

IN Main Menu Screen



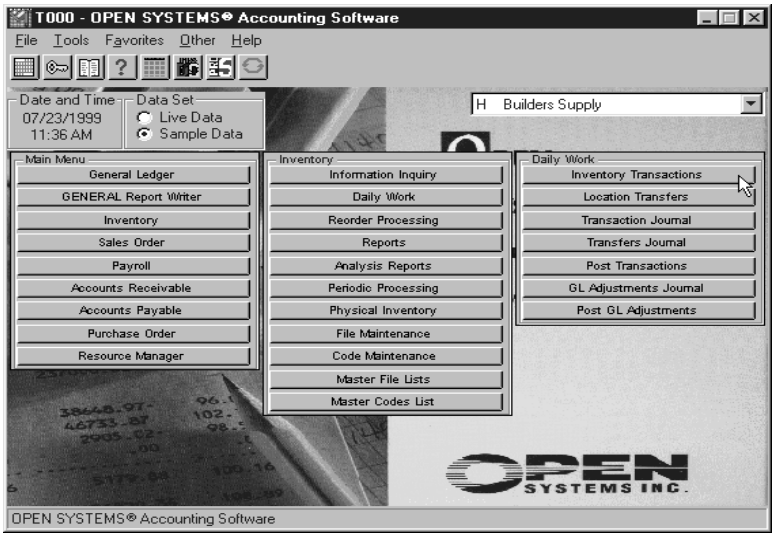
Daily Work

Use the function on the Daily Work menu to perform routine inventory task that keep inventory up-to-date. Some of the tasks may not be performed daily but are performed routinely to maintain inventory.

Use the Daily Work functions to:

- record and edit sales, purchases, and adjustment transactions
- transfer inventory items from one location to another
- print the Transaction and Transfers Journals
- post transactions
- print the GL Adjustments journal for COGS and PPV adjustments
- post GL Adjustments

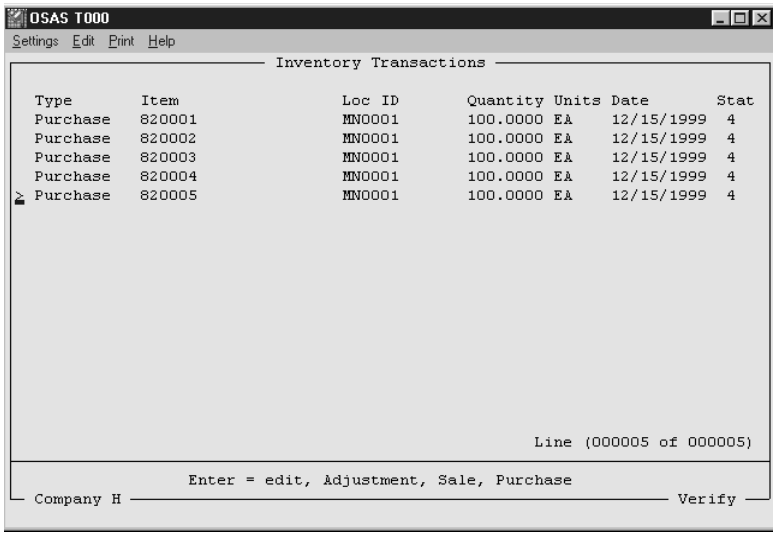
Daily Work Menu Screen



Note

A COGS (cost-of-goods-sold) adjustment is a journal entry that records the difference between the estimated and the actual costs of an item. When the inventory valuation method selected is *Standard*,a PPV (purchase price variance) adjustment is made to record the difference between the actual cost and the standard cost of an item.

Inventory Transactions Screen



If Inventory is being used as a stand-alone system, use the Transactions function on the Daily Work menu to:

- adjust inventory quantities
- record a new sales order, a verified (shipped) sales order, or an invoiced sales order.
- record a new purchase order, goods received purchase, or goods received and invoiced purchase
- edit an unposted purchase, sale, or adjustment

If Inventory is interfaced with Accounts Payable/Purchase Order and/or Accounts Receivable/Sales Order, inventory quantities are updated on-line as transactions are entered. The On-hand and Quantity In Use quantities are updated for and invoiced sale when sales transactions are posted in Accounts Receivable/Sales Order. If Inventory is interfaced with these applications, use the Inventory Transactions function for adjustments only. You should make corrections for incorrect transactions entered in Accounts Payable/Purchase Order or Accounts Receivable/Sales Order using the originating application.

Relationship between Quantities and Inventory Transactions and Transfers

This table illustrates how each type of inventory transaction and transfer affects inventory quantities.

Transactions/Status	Qty Committed	Qty In Use	Qty On Hand	Qty On Order	Qty Available[5]
Adjustment: Increase			INCREASE		INCREASE
Adjustment: Decrease			DECREASE		DECREASE
Sale: New Order	INCREASE				DECREASE
Sale: Verify Order	DECREASE	INCREASE			
Sale: Invoice (Before Post)		INCREASE			DECREASE
Sale: Post Invoice		DECREASE	DECREASE		
Sale: Misc. Credit		DECREASE			INCREASE
Purchase: New Order				INCREASE	
Purchase: Goods Received			INCREASE	DECREASE	INCREASE
Purchase: Invoice			INCREASE		INCREASE
Purchase: Misc. Debit			DECREASE		DECREASE
Transfer: Source Location			DECREASE		DECREASE
Transfer: Destination Location			INCREASE		INCREASE

5. The quantity available is not a stored field value, it is calculated and is displayed by the system using the following formula: Qty Available = Qty On Hand - (Qty In Use + Qty Committed)

Costs in Transactions

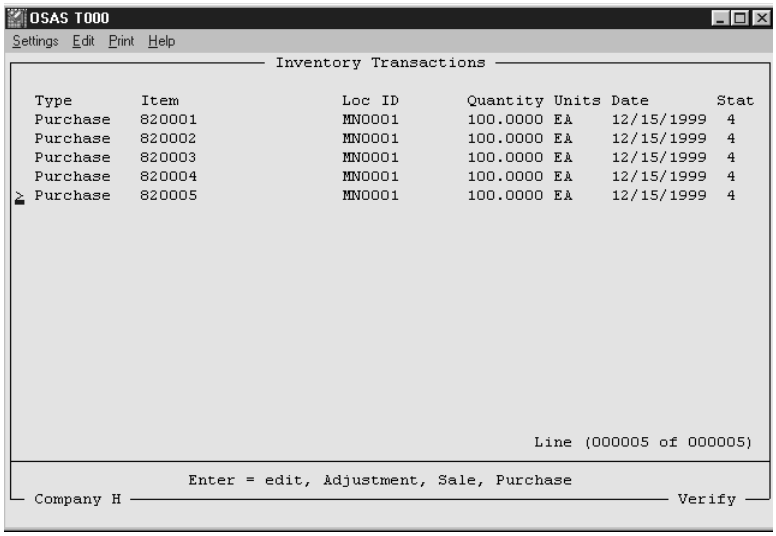
This table illustrates the transaction type; the default cost that appears in the **Cost** field, and whether or not you can change the value in the **Cost** field. If the default in the Cost field is costing method, then the value that appears in the **Cost** field is based on the costing valuation method you selected in the Options and Interfaces screen in Resource Manager (FIFO, LIFO, average, or standard).

Note

The **Cost** field only appears for sales transactions if you selected **YES** for the Inventory option **Show Cost in Sales Transactions?** (Inventory options are set up in the Option and Interfaces function on the Company Setup menu in Resource Manager.)

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

Inventory Transactions Screen

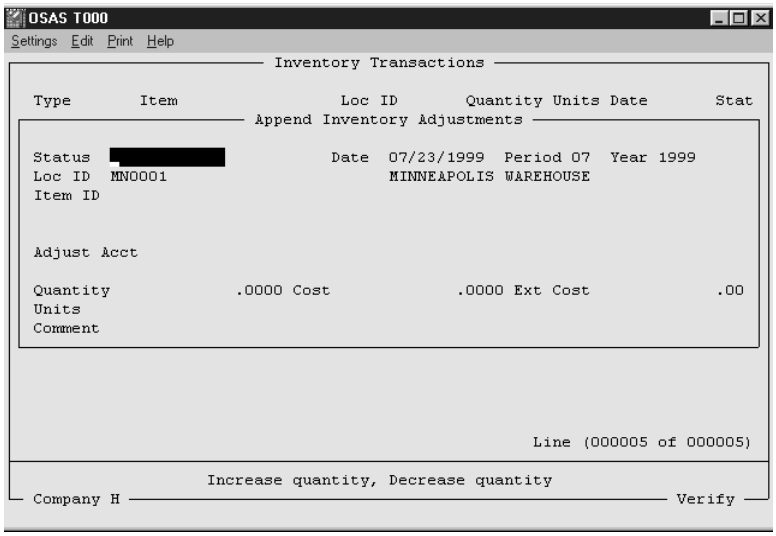


When you select Transactions from the Daily Work menu, any unposted transactions will be displayed on the Inventory Transactions screen. If there are no unposted transactions, the screen will be blank.

To begin entering transactions, select the type of transaction you want to enter from the options listed in the command bar on the bottom of the screen.

Entering Adjustments

Inventory Transactions Screen - Appending Adjustments



Use the Adjustment option on the command bar to correct differences in quantities that do not result from the purchase or sale of an item, such as damage or as a result of a physical count.

In the **Status** field, select:

- **Increase quantity** to increase the On-Hand and Available quantities for the item location on-line.
- **Decrease quantity** to decrease the On-Hand and Available quantities for the item location on-line.

When adjustment transactions are posted, entries are made for the general ledger accounts set up for the Account code assigned to the item location and the general ledger account entered in the **Adjust Acct** field.

The date for the transaction defaults from the system date, you can use the up arrow key to change it. The **Period** field defaults from the CNVTxxx table based on the transaction date used. You can change the general ledger period you want the adjustment posted to.

Enter the Location and Item ID you are using for the adjustment. The **Inquiry** (F2) command, is available to select the location and the item ID from the list that appears. The **Maintenance** (F6) command is also available for these fields if you need to set up a new location or item ID.

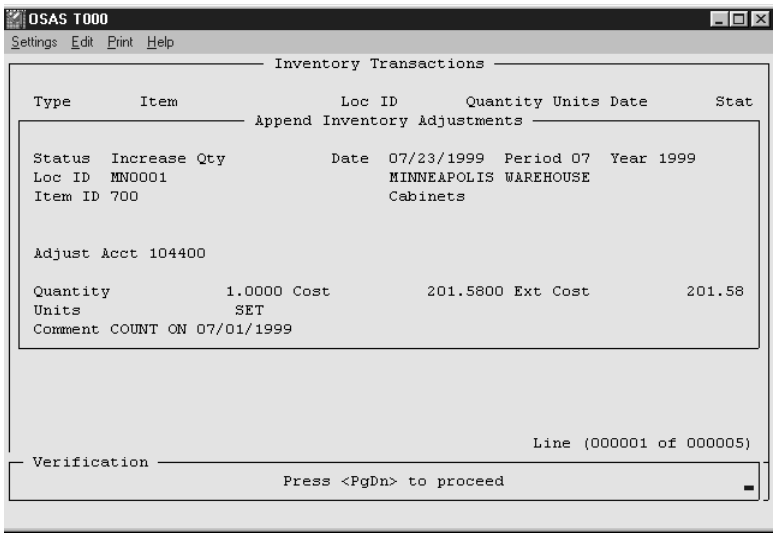
In the Adjust Acct field, enter the general ledger account number that should be:

- Credited when an **Increase Quantity** status adjustment is posted.
- Debited when a **Decrease Quantity** status adjustment is posted.

Enter the quantity and the unit of measure for the adjustment. The **Inquiry** (F2) command, is available to select the unit of measure from the list of unit's measure set up for the item. If you need to add a new unit of measure for the item, the Maintenance command, F6 is available to set it up.

NonSerialized Items

Inventory Transactions Screen - Appending Adjustments



For an **Increase Quantity** status adjustment, the amount defaulted into the **Cost** field is from the **Last Cost** field on the Cost Information screen in Item Location.

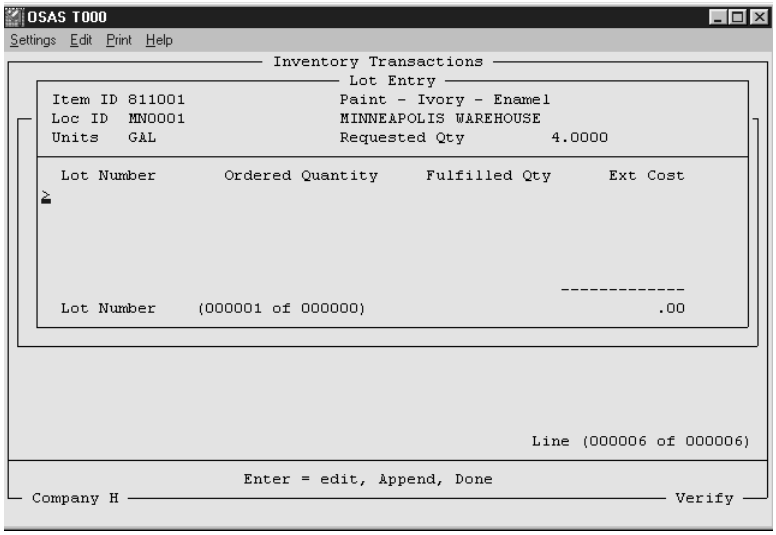
The amount defaulted in the **Cost** field for a **Decrease Quantity** status adjustment is based on the setting selected for the Inventory option **Item Valuation Method**: LIFO, FIFO, Average, Standard. (Inventory options are set up in Options and Interfaces function on the Company Setup menu in Resource Manager.) Press Enter to accept the defaulted cost, or you change it.

The extended cost for both status transaction types is calculated by the system and displayed, you cannot enter this field.

Use the **Comment** field to enter any additional information about the adjustment. Use the **Proceed** (PgDn) command to save the transaction.

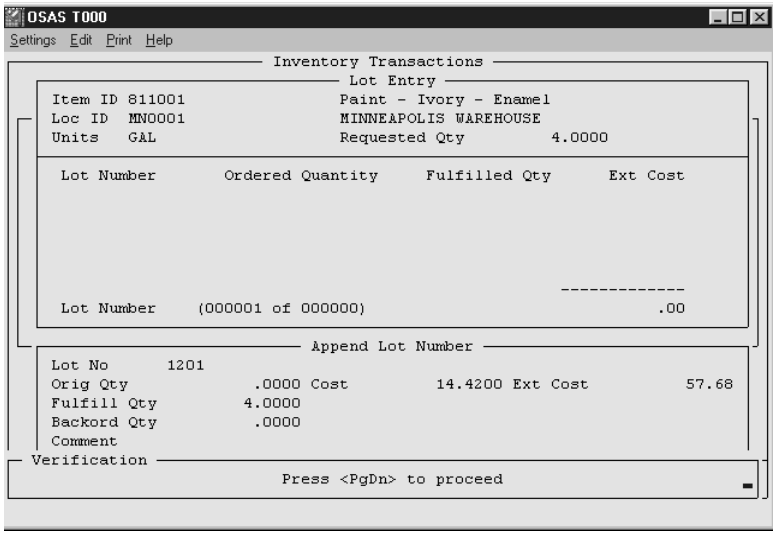
Lotted Items

Inventory Transactions Screen - Lot Entry



If the item entered for an adjustment is a lotted item, the Lot Entry window appears when you use the **Proceed** (PgDn) command to save the adjustment. Select the Append option from the command bar at the bottom of the screen to enter lot number information for the adjustment. The Append Lot Number window appears

Inventory Transactions Screen - Lot Entry



If you need to add a new lot number for an **Increase Qty** status adjustment, enter the lot number. If the adjustment is for a lot ready in stock, the **Inquiry** (F2) command, is available to select the lot number from a list of lot numbers currently in inventory.

In the **Fulfill Qty** field, enter the number of items for this lot number. The cost stored for the lot number defaults into the Cost field, you can change it. The extended cost is displayed; you cannot enter this field.

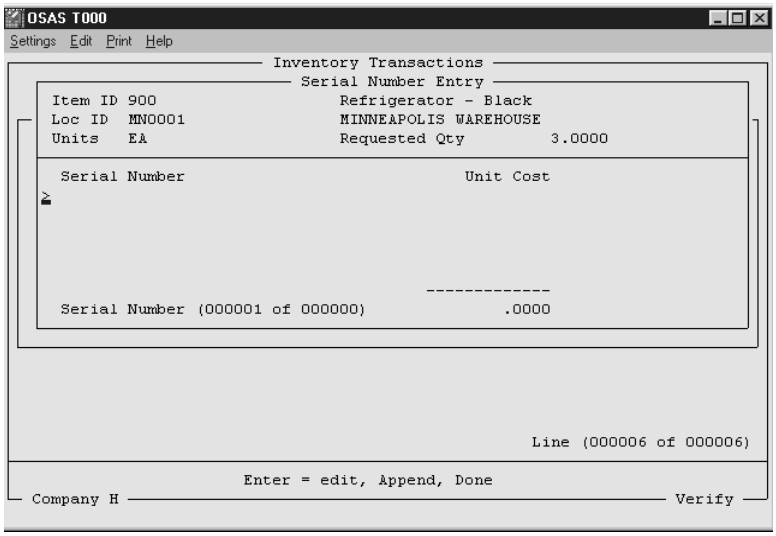
Enter any additional information about the adjustment in the **Comment** field. When you have completed entering lot information, use the **Exit** (F7) command to return to the Lot Entry window.

If you need to edit information for a lot, place the cursor at the lot number and press **Enter**. You can edit the **Fulfill Qty**, **Cost**, and **Comment** fields. Use the **Proceed** (PgDn) command to save your changes.

When you have completed entering the lot number information, use the **D**one command from the command bar to save the adjustment and return to the Inventory Transaction screen.

Serialized Items

Inventory Transactions Screen - Serial Number Entry



When an adjustment is entered for a serialized item, the Serial Number Entry window appears automatically when you use the **Proceed** (PgDn) command to save the adjustment. Use the **A**ppend option on the command bar at the bottom of the screen to enter the serial number you are:

- removing from inventory for a **Decrease Qty** status

  OR

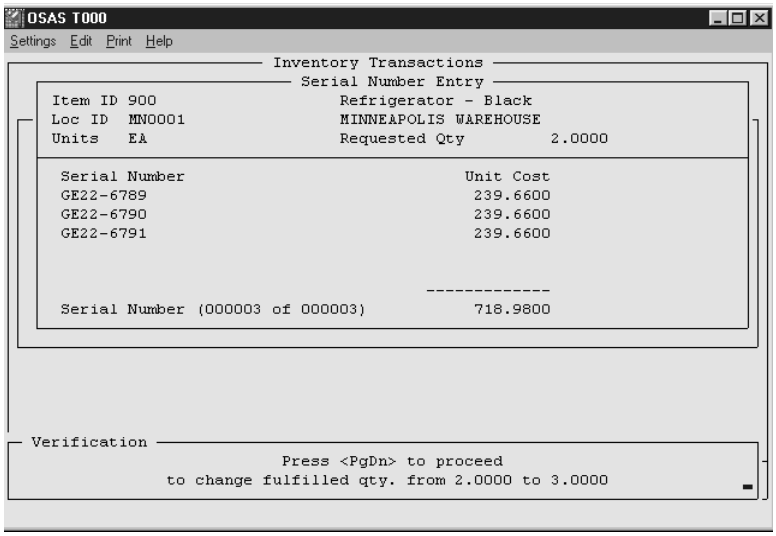
- adding to inventory for an **Increase Qty** status adjustment.

The Append Serial Number window appears. Enter the serial number of the item being added or removed from inventory. When removing a serial number, the **Inquiry** (**F2**) command is available to select the serial number from a list of the serial numbers in stock. Only serial numbers with an Available status can be removed from inventory.

When you select a serial number the cost originally entered for that serial number is displayed in the **Cost** field, you cannot change it. If you are adding a serial number to inventory, enter the cost you want assigned to it.

Enter any other information associated with the adjustment in the Comment field. Use the **Proceed** (PgDn) command to add or delete the serial number. Use the **A**ppend command to enter any additional serial numbers needed to fill the quantity of the adjustment.

Inventory Transactions Screen - Serial Number Entry



When you have finished entering serial numbers, use the **Exit** (F7) command to leave the Append Serial Number window and return to the Serial Number Entry window.

Select the **Done** option on the command bar to save the serial number information. If you have not entered the same number of serial numbers as the original quantity for the adjustment, a warning message appears at the bottom of the screen, *Press <PgDn> to proceed to change fulfilled qty. from X.0000 to X.0000*.

Use the **Proceed** (PgDn) command to change the original quantity of the adjustment. Or, if you don't want to change the quantity, press Enter to return to the Serial Number Entry window. To delete a serial number place the cursor at the serial number and use the **Delete** (F3) command. The system will prompt you to press **F3** to confirm the delete.

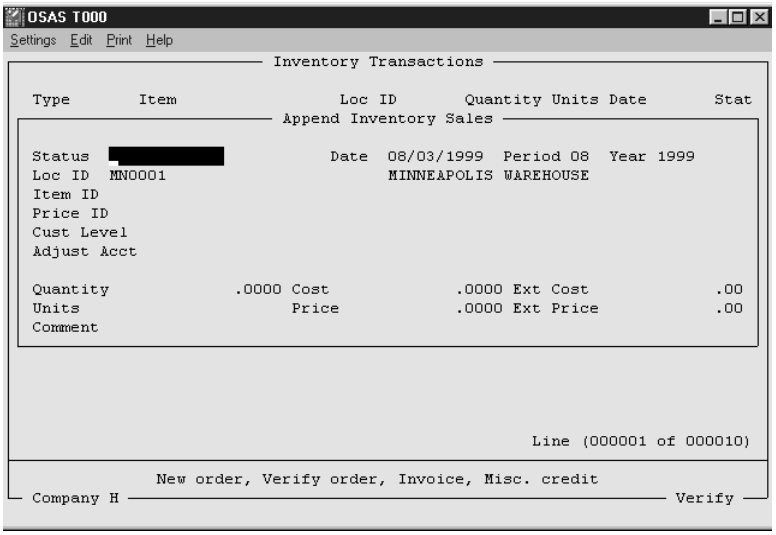
To edit information for a serial number, place the cursor at that serial number in the Serial Number Entry window and press Enter. The Edit Serial Number window appears. You can edit the **Cost** and **Comment** fields.

When you have completed serial number information entry, use the **Exit** (F7) command to return to the Serial Number Entry window.

If all serial number information is correct and you are ready to save the adjustment, select the **D**one option from the command bar. The Inventory Transaction screen appears.

Entering Sales

Inventory Transactions Screen - Appending Sales



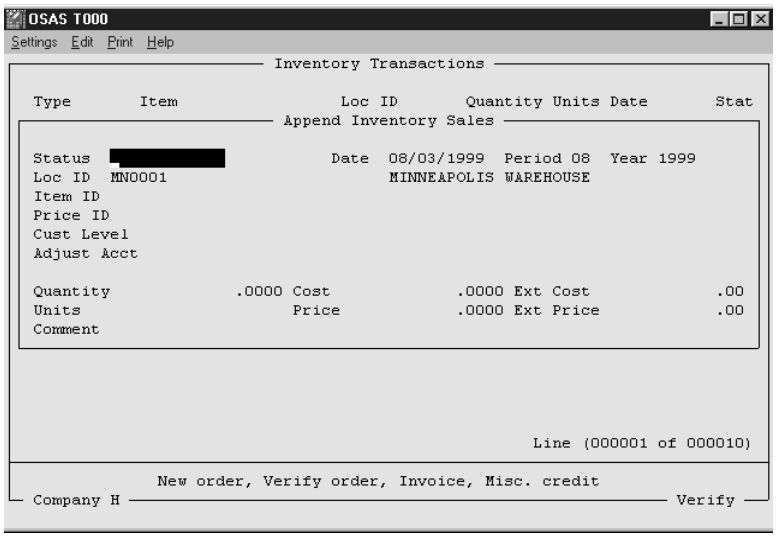
If Inventory is not interfaced with Accounts Receivable/Sales Order, select Sale to process new sales orders, verified orders, invoiced orders, and miscellaneous credits.

In the Status field select:

- **New Order** to record a sales order that will be verified and shipped at a later date. A new order allows you to track Committed and Available quantities by increasing the Quantity Committed and decreasing the Quantity Available on-line. When you post transactions, no entries for general ledger accounts are made and no changes are made to the Quantity On-Hand for that item.

- **Verify Order** when you ship and invoice a sale previously entered using the **New Order** status. When you enter an order using **Verify Order**, the Quantity Committed for the item is decreased, and the Quantity In-Use is increased. The quantity Available is *not* affected by a **Verify order** sale. When changing to a **Verify Order** status to complete a **New Order** sale that was entered previously, the **Post Transaction** function creates a credit for that item location's inventory and sales account based upon the account code for that item. A corresponding debit is made to the COGS account andthe account entered at the time of the transaction (**Adjust Acct**).

Inventory Transactions Screen - Appending Sales



- **Invoice** to record a sale that is shipped and invoiced at the same time. You should not use this option if either a **New order** or **Verify order** sale was used to previously record information for the sale. An invoiced sale increases the quantity In Use and decreases the quantity Available on-line. When you post and Invoice sale, the quantity In Use is decreased. A credit entry is made to the inventory account set up for the item location's Account Code. A debit entry is made to the general ledger account entered in the **Adjust Acct** field.

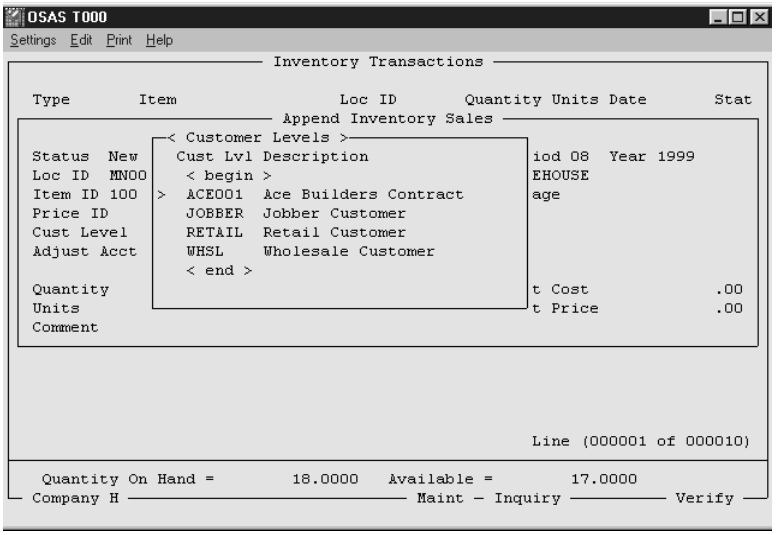
- **Misc. credit** to record an item returned by a customer. A miscellaneous credit decreases the quantity In Use and increases the quantity Available. When a **Misc. credit** status sale is posted, a debit entry is made to the inventory account set up for the item location's Account Code and a credit entry is made to the general ledger account entered in the **Adjust Acct** field.

The date for the transaction defaults from the system date, you can use the up arrow key to change it. The **Period** field defaults from the CNVTxxx table based on the transaction date used. You can change the general ledger period you want the transaction to be posted to.

Enter the Location and Item IDs you are using for the transaction, the **Inquiry** (F2) command is available to select the item and location from the list that appears. The **Maintenance** (F6) command is available if you need to add a location or Item ID for this sale.

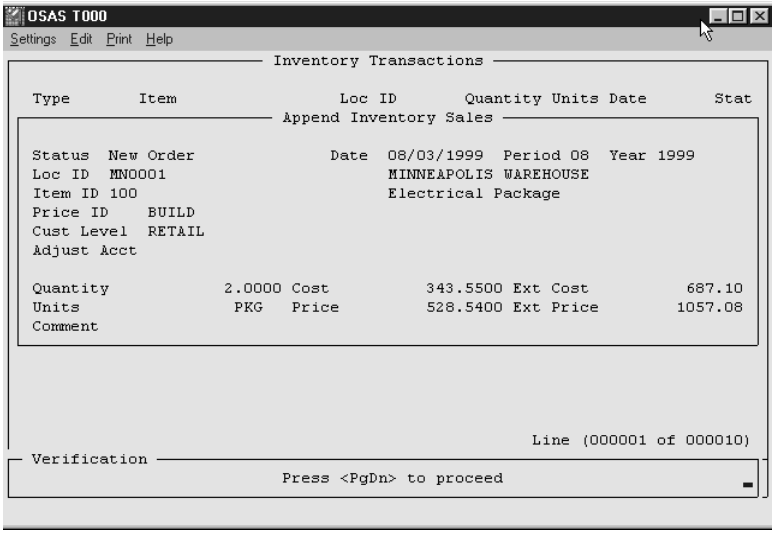
The **Price ID** defaults from the Item Location press **Enter** to accept it or you can change it. The **Inquiry** (F2) command is also available for the **Price ID** field.

Inventory Transactions Screen - Customer Levels



Enter the **Customer Level** you want to use to determine the price of the item for this customer. The **Inquiry** (F2) command is available to select a customer level from the list appears. If you need to add a **Customer Level** for this transaction, the **Maintenance** (F6) command is available.

Inventory Transactions Screen - Appending Sales



For **Invoice** and **Verify Order** status sales transactions, the general ledger account number you enter in the **Adjust Acct** field will be debited for the amount of the sale when transactions are posted. For a Misc. credit status transaction, this GL account number is credited for the amount of the sale. If Inventory is interfaced with General Ledger, the **Inquiry** (F2) command is available to select an account number from the list that appears.

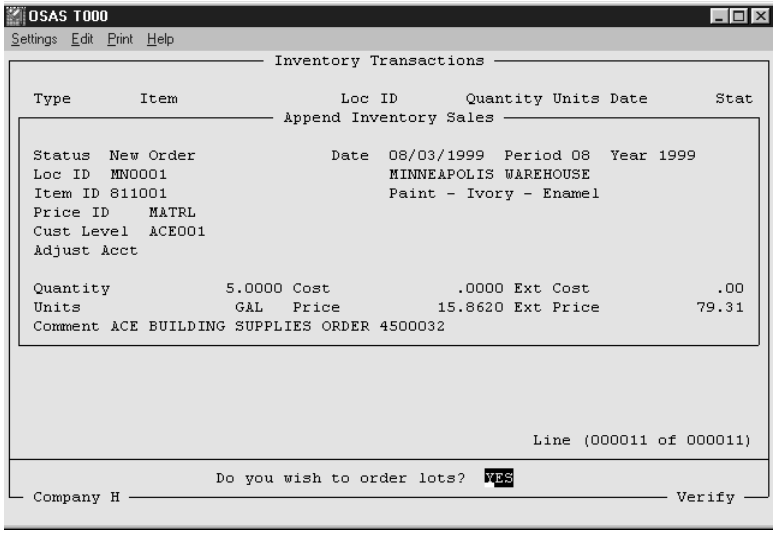
Enter the quantity for the transaction and specify the unit of measure used for the transaction in the Units field. You can use the **Inquiry** (F2) command to select the unit of measure from a list of valid units of measure set up for the item. If you need to set up a new unit of measure for this sales transaction, use the **Maintenance** (F6) command.

For all four Sale Status options, the cost defaulted for the item in the **Cost** field is based on the setting selected for the Inventory option **Item Valuation Method**: LIFO, FIFO, Average, and Standard. (Inventory options are set up on the Options and Interfaces function on the Company Setup menu in the Resource Manager.) The defaulted cost *cannot* be changed for **New order**, **Verify order**, or **Invoice** status transactions. You can change the defaulted cost when entering a **Misc. credit** status transaction. The extended cost is calculated by the system, you cannot enter this field.

The price defaulted in the **Price** field is calculated by the system using the price calculation method described in the Calculating Pricing section of **XXXNOTXXX**. Press **Enter** to accept the calculated price or you can change it. The system calculates and displays the extended price; you cannot change this field. Use the **Comment** field to record additional information about the transaction. Use the **Proceed** (PgDn) command to save the transaction.

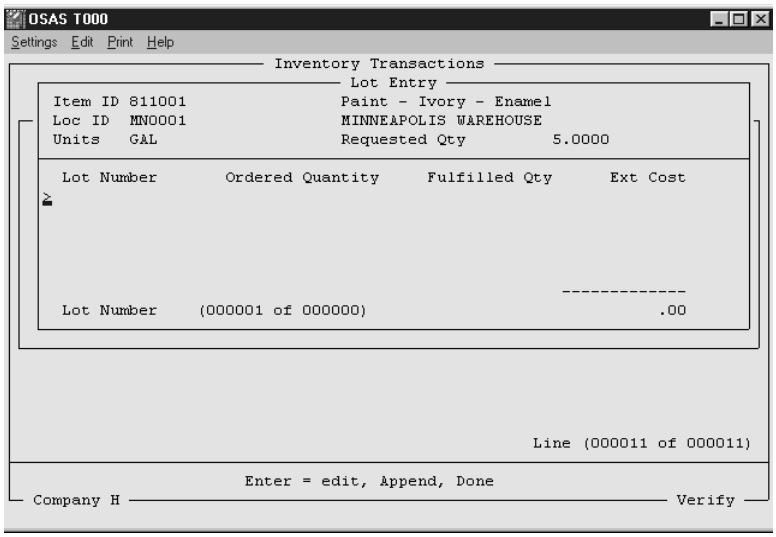
Lotted Items

Inventory Transactions Screen - Appending Sales



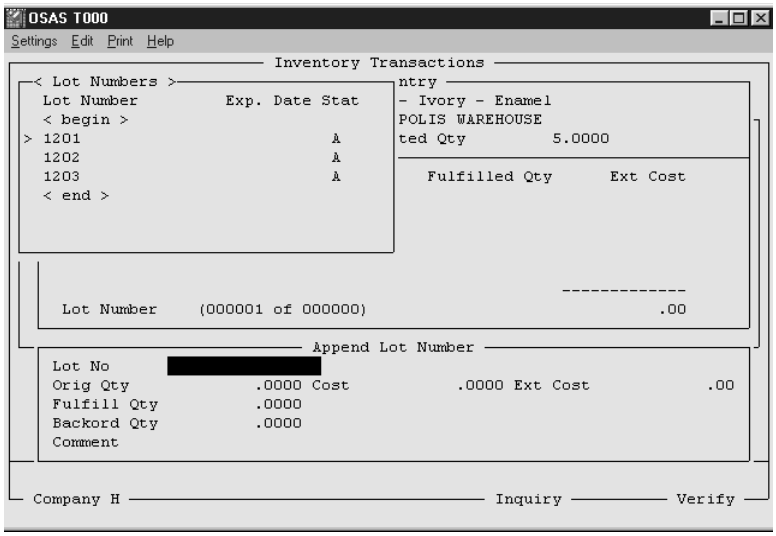
After you use the **Proceed** (**PgDn**) command to save a New order for a lotted item, the system prompts you to choose whether you want to order lots. If you select **NO**, the transaction is saved and the transaction screen appears. If you select **YES**, the Lot Entry window appears.

Inventory Transactions Screen - Lot Entry



When you enter a Verify order, Invoice, or Misc. credit status transaction, the Lot Entry window automatically appears after you use the **Proceed** (PgDn) command to save transaction

Inventory Transactions Screen - Lot Numbers.



Use the **A**ppend option on the command bar to enter the lot the customer wants to order. The Append Lot Number window appears. Enter the lot number or use the **Inquiry** (F2) command to select the lot from the list of lots in stock. The status of the lot is displayed in the window:

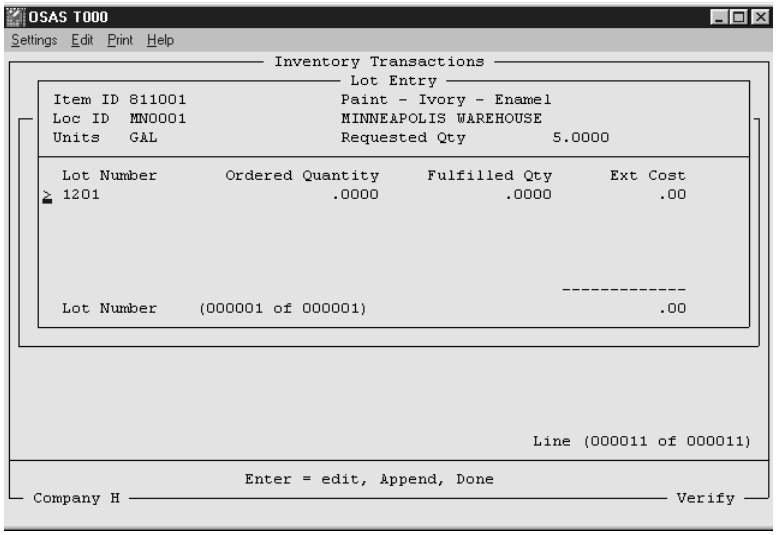
A - Available

S - Sold

E - Expired

Only lots with an Available status can be selected to be sold or ordered. Once you select the lot, the other information defaults into the fields on the screen based on the information stored in inventory for the lot selected. Use the Append command to order or sell from more than one lot. Once you have finished selecting the lot(s) sold or ordered, use the **Exit** (F7) command to return to the Lot Entry window.

Inventory Transactions Screen - Lot Entry



If you need to edit information for a lot number, place the cursor at the lot number and press **Enter**. You can edit any of the information.

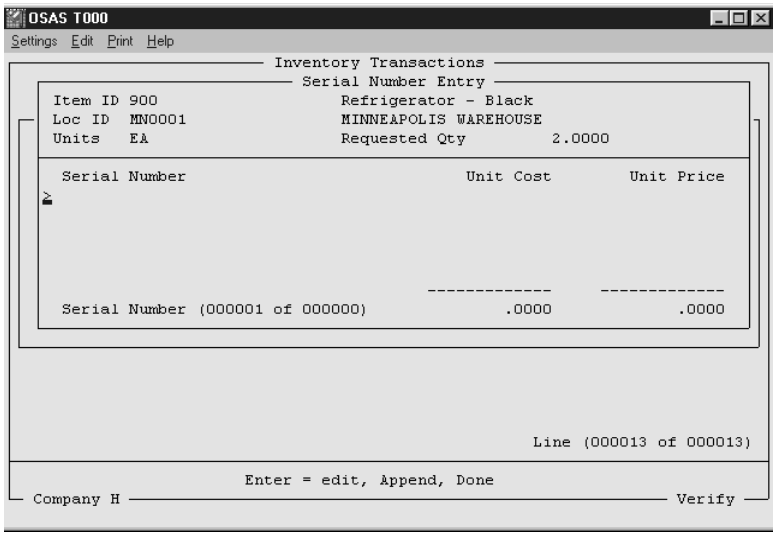
When you have completed entering the lot number information, select the **D**one option from the command bar to save the transaction and return to the Inventory Transactions entry screen.

Note

If you are entering transactions for lotted serialized items, the order that the lot number entry and serial number entry windows appear is determined by the setting for the option **Transaction Item Entry**. If the setting is **Serial/Lot** you are prompted for the serial number information first. The other setting selection, **Lot/Serial**, prompts you for lot information first. (Inventory options are set up in the Options and Interfaces function on the Company Setup menu in the Resource Manager.)

Serialized Items

Inventory Transactions Screen - Serial Number Entry



When you enter a New Order status transaction for a serialized item, you are not prompted to enter serial number(s). When you use **Misc. Credit**, **Verify Order** or **Invoice** status sales transactions, and the Serial number Entry window automatically appears when you use the **Proceed** (PgDn) command to save the transaction.

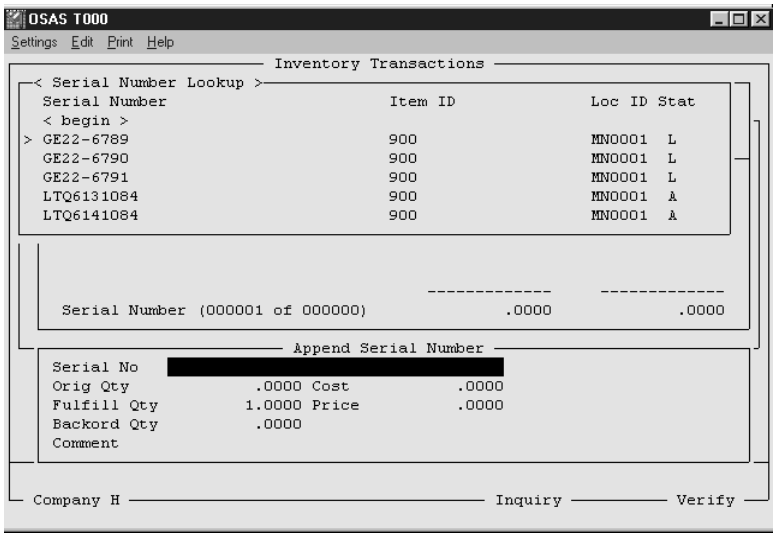
Use the Append command on the command bar to record the serial numbers used in the sale transaction. The Append Serial Number window appears.

Enter the serial number or use the **Inquiry** (F2) command to select the serial number from the Serial Number Lookup window. The status of the serial number is displayed in the window:

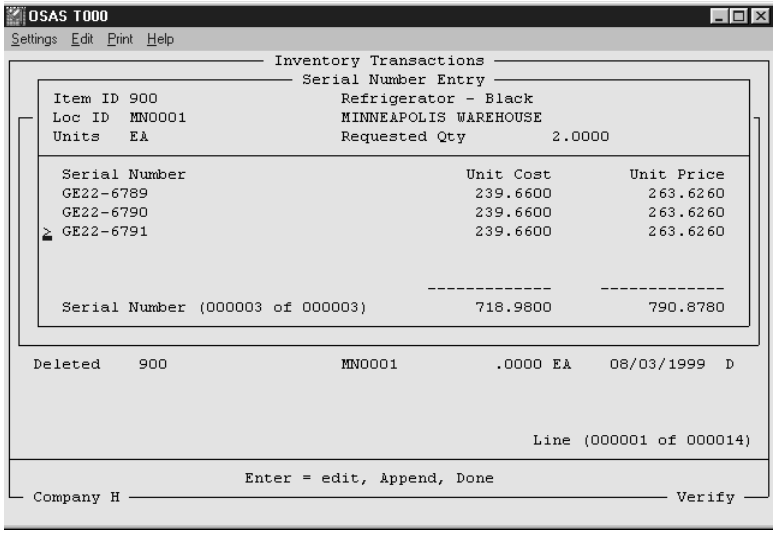
A - Available	**N** - New return in use
I - In Use	**R** - Return in use
L - Lost	**S** - Sold

Only serial numbers with status A can be selected for the sales transaction. Move the cursor to the serial number you want to sell and press **Enter**. The serial number displays in the Append Serial Number window, the **Fulfill Qty** displays **1**. The cost recorded for these serial number displays but you cannot change it. The system calculates the price of the serial number using the method described for serialized items in the Calculating Pricing section of **XXXNOTXXX**. You can edit the calculated price. Enter any additional information associated with the transaction in the Comment field. Use the **Proceed** (PgDn) command to save the information and change the status of the serial number to **I** - In use. Enter any additional serial numbers required to fill the quantity of the sales transaction.

Inventory Transactions Screen - Append Serial Number

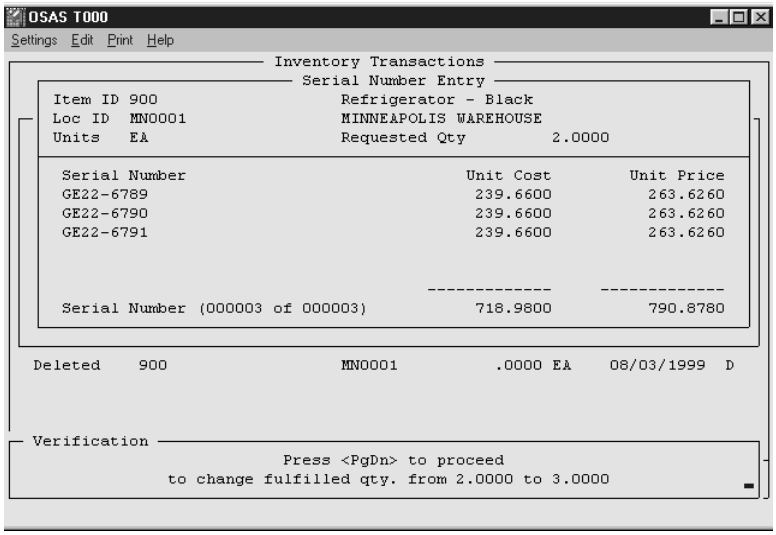


Inventory Transactions Screen - Serial Number Lookup



After you have selected the serial numbers to fill the quantity of the sale, use the **Exit** (F7) command to return to the Serial Number Entry window.

Inventory Transactions Screen - Serial Number Entry

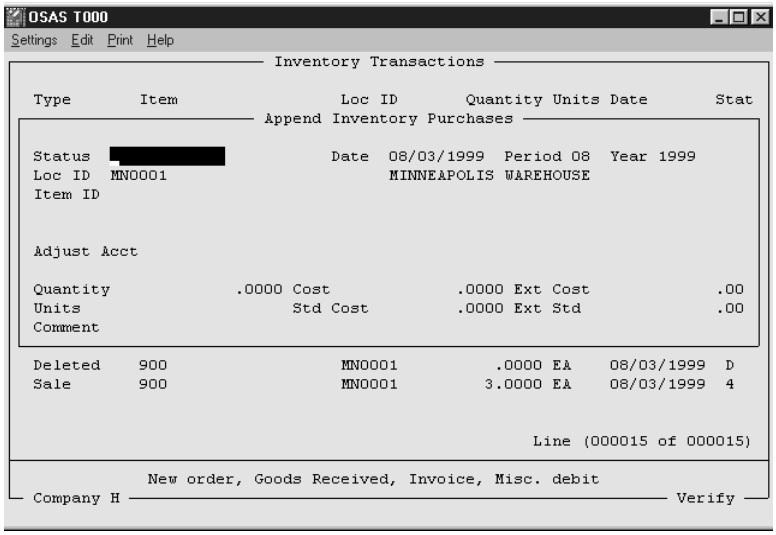


Select the **Done** option on the command bar to save the serial number information. If you have not entered the same number of serial numbers as the original quantity for the sale, a warning message appears at the bottom of the screen, *Press <PgDn> to proceed to change fulfilled qty. from X.0000 to X.0000*.

Use the **Proceed** (PgDn) command to change the original quantity of the sale. Or, if you don't want to change the quantity, press **Enter** to return to the Serial Number Entry window. To delete a serial number, place the cursor at the serial number and use the **Delete** (F3) command. The system will prompt you to press **F3** to confirm the delete.

Entering Purchases

Inventory Transactions Screen - Appending Purchases



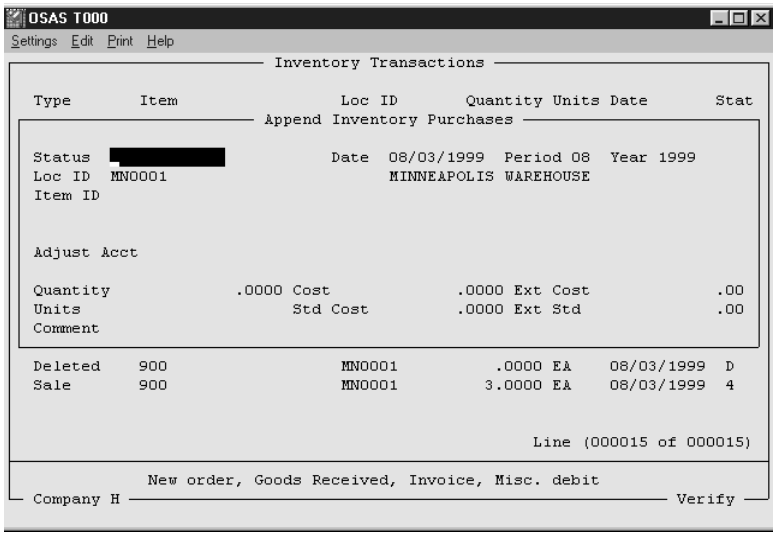
If Inventory is not interfaced with Accounts Payable/Purchase Order, select **P**urchase to process new purchase orders goods received purchase orders, invoiced purchase orders, and miscellaneous debits. Purchase transactions update inventory quantities and history files on-line.

In the **Status** field select:

- **New order** to record a purchase order that will be shipped and invoiced at a later date. A new order allows you to track On Order quantities by increasing the quantity On Order on-line. When you post transactions, no entries are made to general ledger accounts.

- **Goods Received** when you receive items from a vendor for a purchase previously entered using the New Order status in Inventory Transactions. When you enter purchase using the Good Received status, the On Order quantity for the item location is decreased on-line. The On Hand quantity and the Available quantity are increased on-line. To insure that inventory quantities are updated correctly, you should only use the Goods Received status if a New Order status purchase was previously entered for the purchase. When you post a Goods Received order, an entry is made to debit the general ledger inventory account set up for the item location's Account Code. A credit entry is made to the general ledger account number entered in the **Adjust Acct** field.

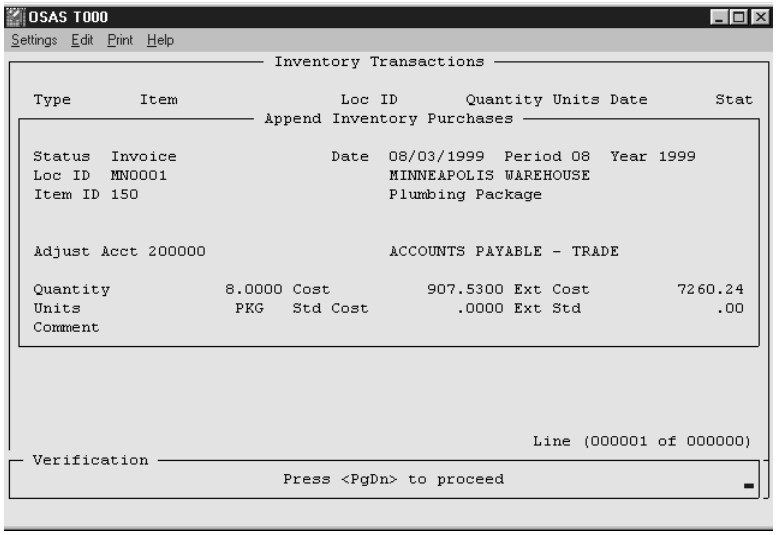
Inventory Transactions Screen - Appending Purchases



- **Invoice** to record a purchase when items are received and invoiced at the same time. You should not use this option if a New Order status or the Goods Received status were previously used to record information for the purchase. An invoiced purchase increases the On Hand quantity and the Available quantity on-line. When you post an invoiced purchase, a debit entry is made to the inventory account set up for the item location's Account Code. A credit entry is made to the general ledger account entered in the **Adjust Acct** field.

- **Misc. debits** to record an item you return to a vendor. A miscellaneous debit decreases the On Hand quantity and the Available quantity on-line. When you post a miscellaneous debit, a credit entry is made to the inventory account set up for the item's Account Code assigned to the item location. A debit entry is made to general ledger account entered in the **Adjust Acct** field.

Inventory Transactions Screen - Appending Purchases



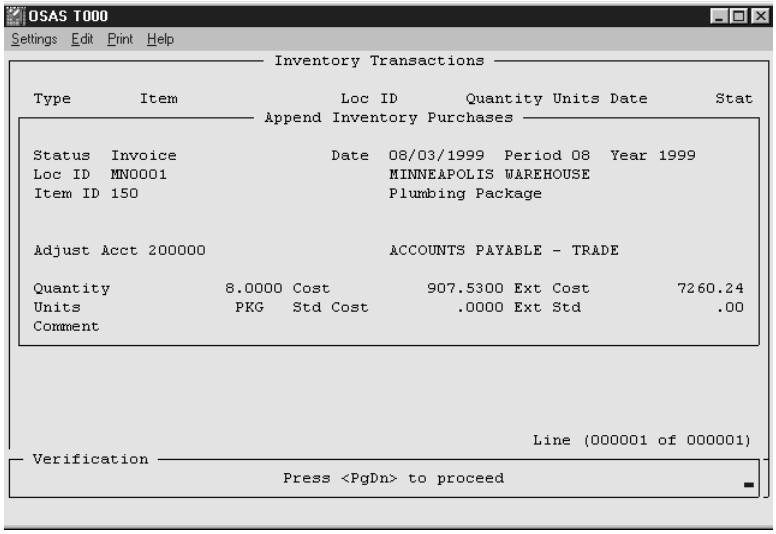
The date for the transaction defaults from the system date, you can use the up arrow key to change it. The **Period** field defaults from the CNVTxxx table based on the transaction date used. You can change the general ledger period you want the transaction posted to.

Enter the Location and Item ID you are using for the transaction. The **Inquiry** (F2) command is available to select the location and the item ID from the list that appears. The **Maintenance** (F6) command is also available on these fields if you need to set up a new location or item ID.

For Invoice and Goods Received status purchase transactions, the general ledger account number you enter in the **Adjust Acct** field will be credited for the amount of the purchase when transactions are posted. For a Misc. debit status transaction, this GL account number is debited for the amount of the purchase. If Inventory is interfaced with General Ledger, the **Inquiry** (F2) command is available to select an account number from the list that appears.

Enter the quantity for the transaction. Specify the unit of measure used for the transaction in the Units field. You can use the **Inquiry** (F2) command to select the unit of measure from a list of valid units of measure set up for the item. The **Maintenance** (F6) command is also available if you need to set up a new unit of measure for the item for this purchase.

Inventory Transactions Screen - Appending Purchases

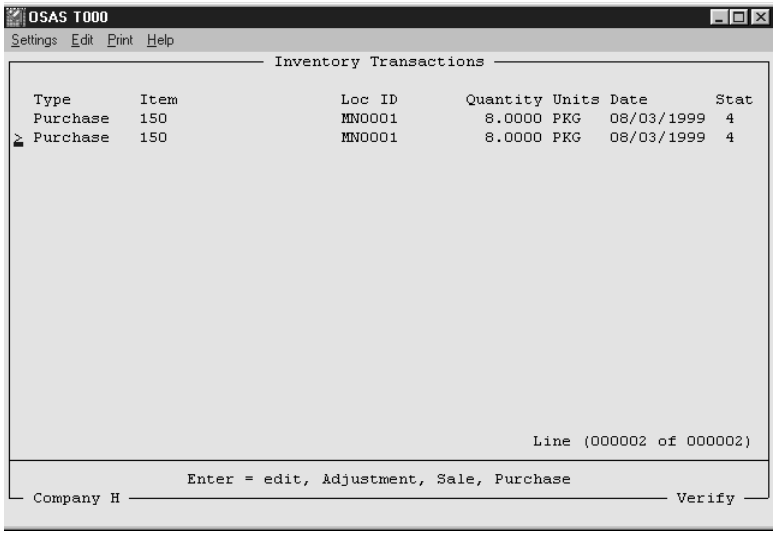


For Invoice, Goods Received, and New Order status transactions, the cost defaulted is the last cost recorded for the item The cost defaulted for a Misc. Debit status transaction is from the **Average Cost** field on the Cost Information screen in the Item Location. This cost represents the weighted average cost of the item over time. You can accept the defaulted cost or edit it. The extended cost is calculated by the system and displayed, but you cannot enter this field.

If you entered standard cost information on the Cost Information screen in the Item Location, it is displayed and extended on the screen. You cannot enter these fields.

Use the **Comment** field to enter any additional information about the transaction. Use the **Proceed** (PgDn) command to save the transaction, the Inventory Transaction screen appears.

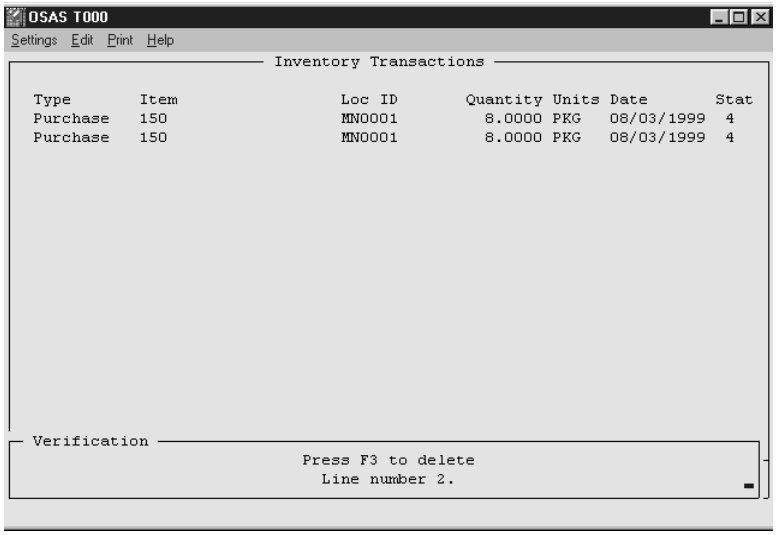
Inventory Transactions Screen



To edit a transaction, place the cursor at the transaction and press **Enter**. You can enter any of the information you entered except the **Status** field.

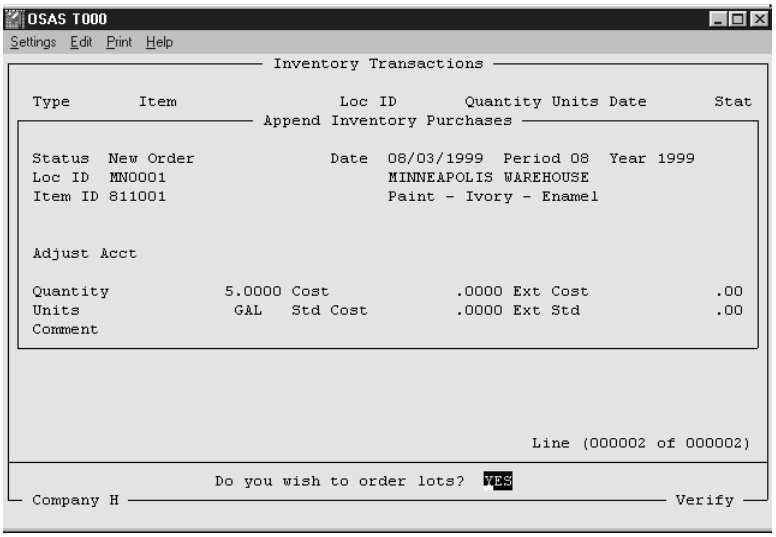
To delete a transaction, place the cursor at the transaction and use the **Delete** (F3) command. The system will prompt you to press **F3** again to confirm the delete. If you are deleting a transaction for a lotted, serialized, or lotted serialized item; the system will prompt you to delete the lot and/or serial number first.

Inventory Transactions Screen



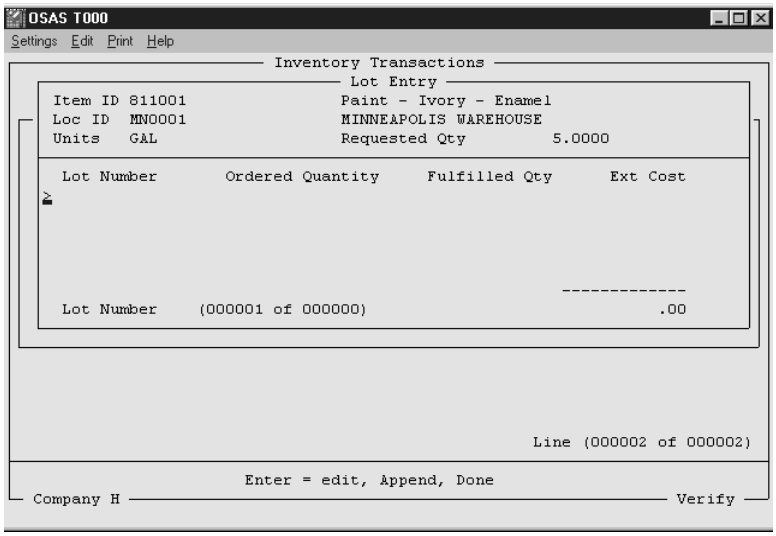
Lotted Items

Inventory Transactions Screen - Appending Purchases



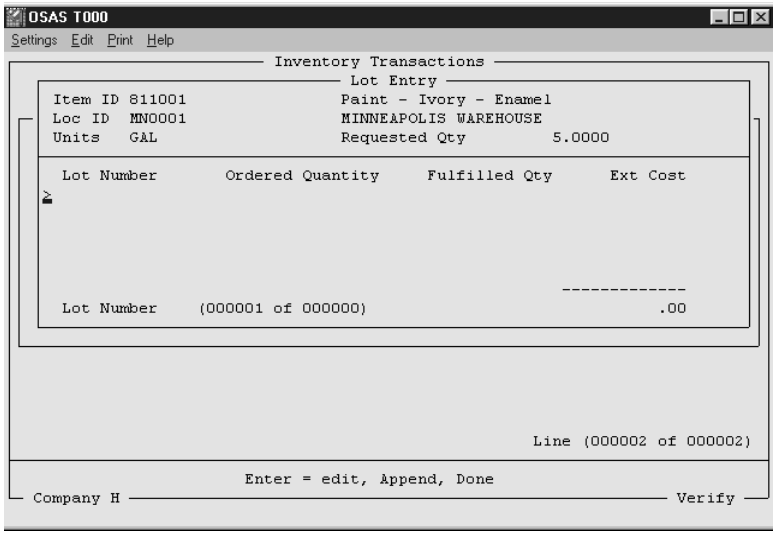
If the item used in New Order status purchase transaction is a lotted item, the prompt *Do you wish to order lots?* appears. If you select **NO**, the new order is saved and you are returned to the Inventory Transaction screen. When you select **YES**, the Lot Entry window appears.

Inventory Transactions Screen - Lot Entry

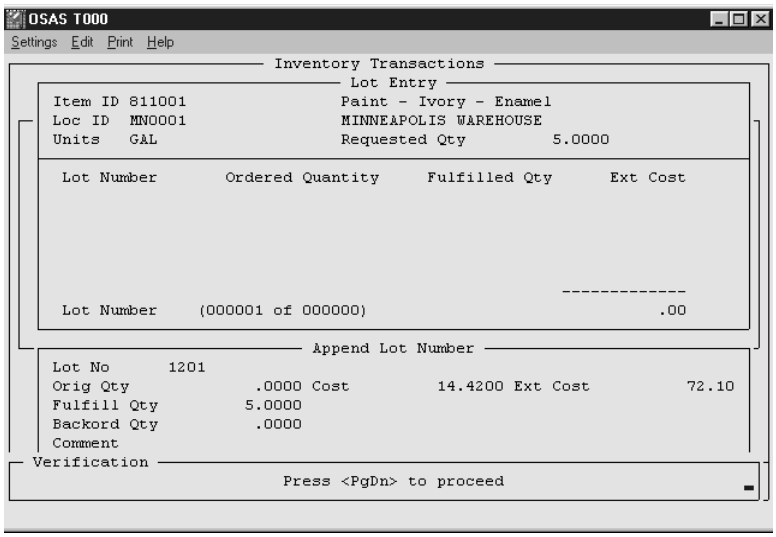


When entering **Goods Received**, **Invoice**, or **Misc. Debit** status purchase for a lotted item, the Lot Entry window automatically appears when you use the **Proceed** (PgDn) command to save the purchase. To enter lot number information, select Append from the command bar.

Inventory Transactions Screen - Lot Entry



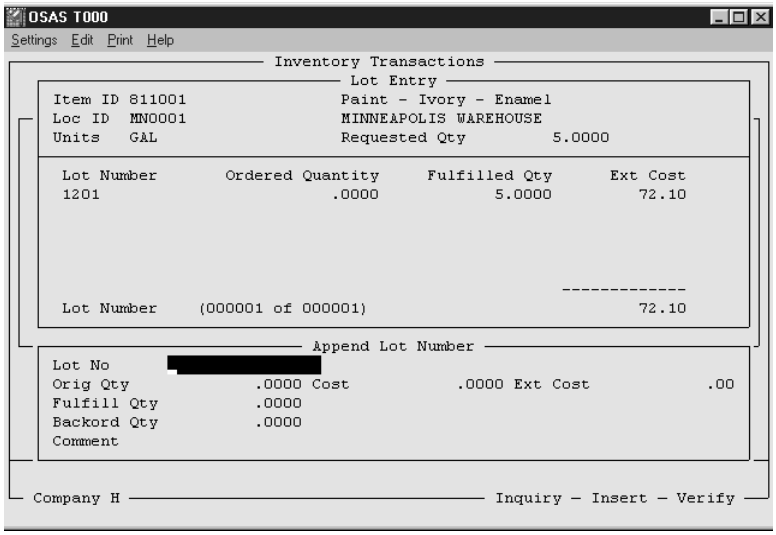
Inventory Transactions Screen - Lot Entry



The Append Lot Number window appears. Enter the lot number for the items you are receiving or use the **Inquiry** (F2) command to select the lot number from a list of lot numbers currently in stock.

Enter the quantity purchased with this lot number in the **Fulfill Qty** field. The last cost for the items in this lot number default in the **Cost** field, you can change it. The extended cost is displayed; you cannot enter this field. Enter any additional information for the lot in the **Comment** field.

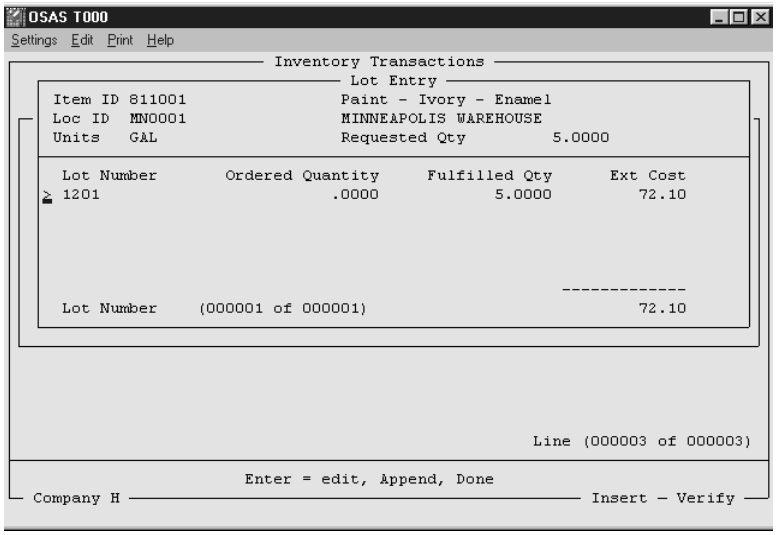
Inventory Transactions Screen - Lot Entry



When you use the **Proceed** (PgDn) command to save the lot information, the lot number appears in the Lot Entry window above. Enter any additional lot numbers needed for the purchase transaction using the Append Lot Number window.

Use the **Exit** (F7) command when you have completed entering the lot numbers for the purchase transaction and return to the Lot Entry window.

Inventory Transactions Screen - Lot Entry



If you need to edit information for a lot number, place the cursor at that lot number and press **Enter**. You can edit the **Fulfill Qty**, **Cost**, and **Comment** fields.

To delete a lot numbers place the cursor at that lot number and use the **Delete** (F3) command. The system will prompt you to press **F3** to confirm the delete.

Note

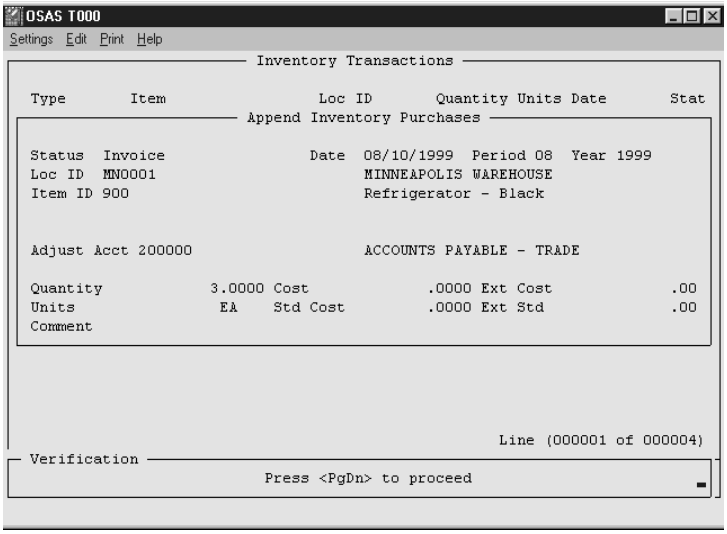
All lot numbers must be deleted from the Lot Entry window before you can delete a purchase transaction for a lotted item on the Inventory Transaction screen.

When you have completed entering lot numbers for the purchase, use the **D**one command on the command bar to save the purchase transaction and return to the Inventory Transaction window.

If you have entered a quantity in the **Fulfilled Qty** that is not equal to the original transaction quantity, the message *Press <PgDn> to proceed to change fulfilled qty from X.0000 to X.0000*. Use the **Proceed** (PgDn) command to change the original quantity of the purchase. Or, if you don't want to change the quantity, press **Enter** to return to the Lot Entry window and correct the lot entry information.

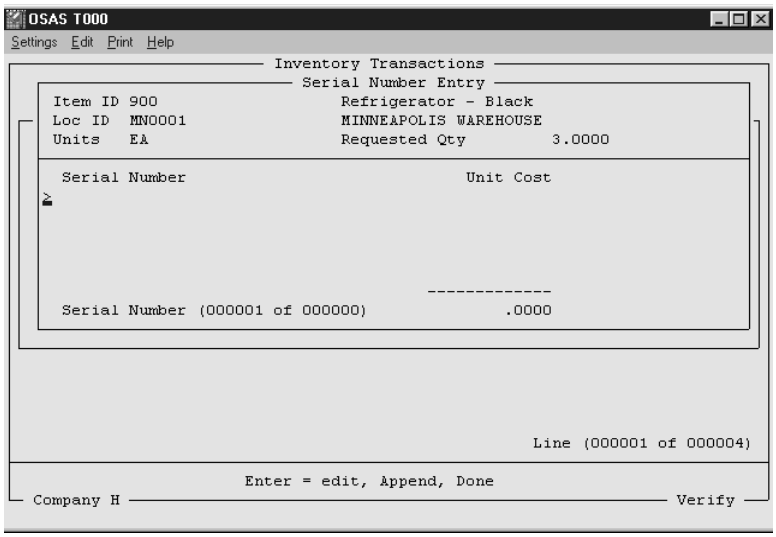
Serialized Items

Inventory Transactions Screen - Append Purchases



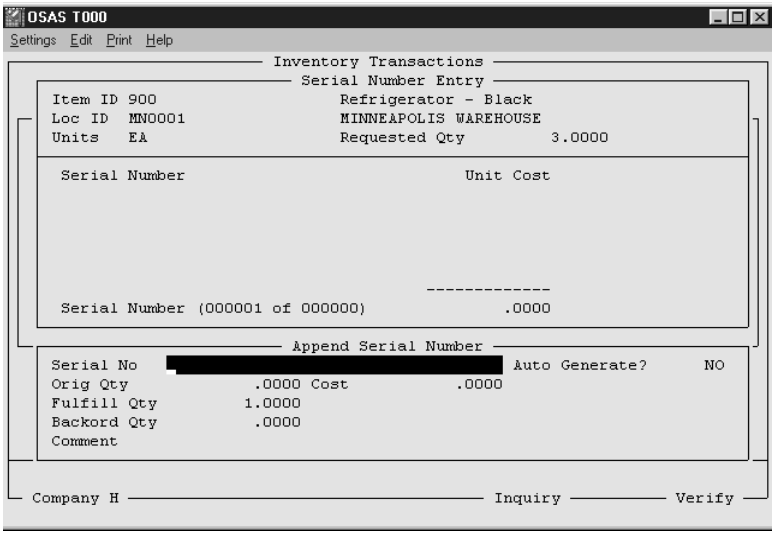
When you enter a **New Order** status purchase for a serialized item, you are not prompted to enter serial numbers when you use the **Proceed** (PgDn) command to save the purchase.

Inventory Transactions Screen - Serial Number Entry

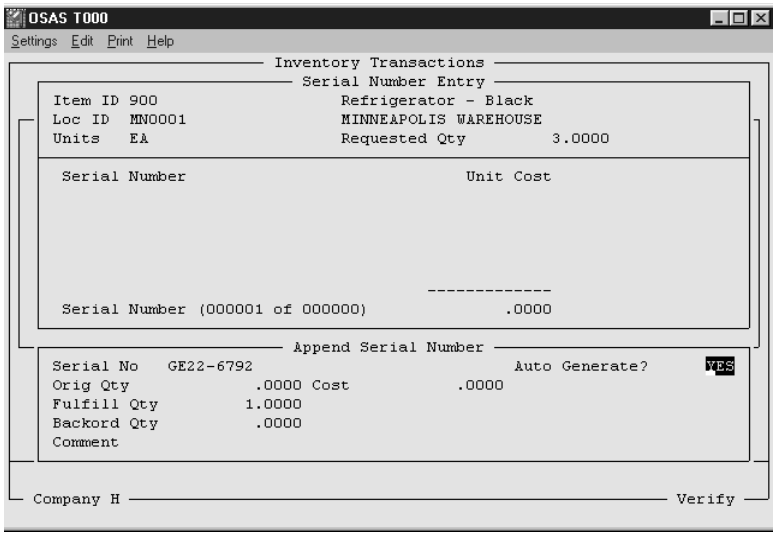


For **Goods Received**, **Invoice**, and **Misc. Debit** status purchases the Serial Number Entry window appears when you use the **Proceed** (PgDn) command. Select the **A**ppend option on the command bar at the bottom of the screen to enter the serial numbers added to inventory by a **Goods Received** or **Invoice** status purchase. For a **Misc. Debit** status purchase, the serial numbers entered are for items removed from inventory and returned to the vendor.

Inventory Transactions Screen - Serial Number Entry



Inventory Transactions Screen - Serial Number Entry



If you need to add more than one serial number for the purchase and the serial numbers are sequential, enter the first serial number in the **Serial No** field and select **YES** for Auto Generate. The system will generate sequential serial numbers for the Fulfill Qty when you use the **Proceed** (PgDn) command to save the serial number information. All of the serial numbers generated will have the same unit cost as the amount entered in the **Cost** field.

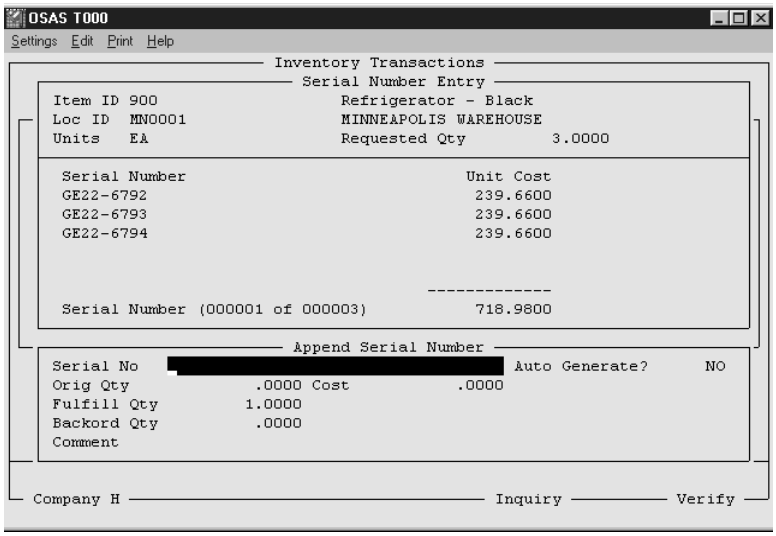
If you set the **Auto Generate?** field to **NO**, you enter one serial numbers at a time in the Append Serial Number window.

The last cost for the item location defaults into the **Cost** field, you can change it. Enter any additional information associated with the purchase in the **Comment** field.

When you use the **Proceed** (PgDn) command, the system generates serial numbers for the **Fulfill Qty** if the **Auto Generate?** field is set to **YES** and saves the serial information. The generated serial numbers appear in the Serial Number Entry window above.

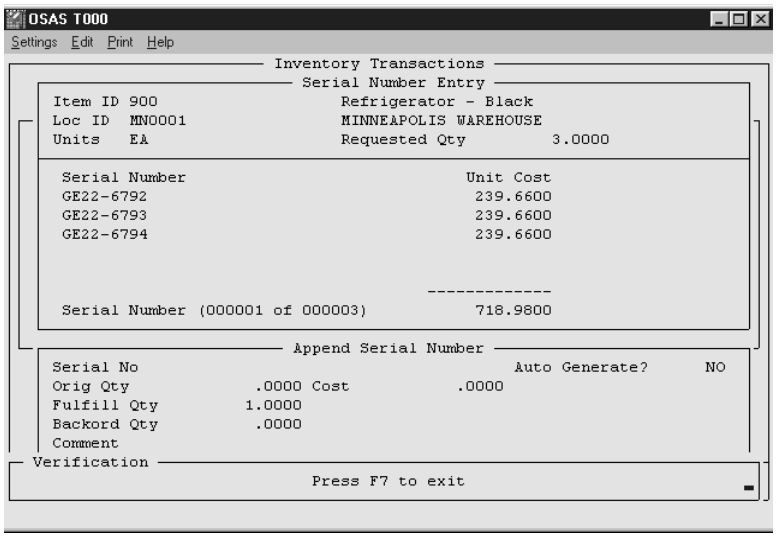
If the **Auto Generate?** field is set to **NO**; the serial number entered is saved and appears in the Serial Number Entry window.

Inventory Transactions Screen - Serial Number Entry

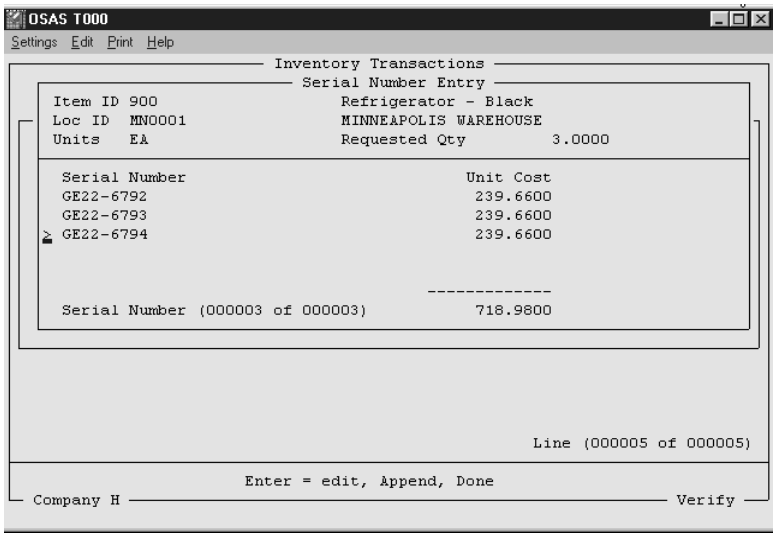


When all serial numbers have been entered, use the **Exit** (F7) command to leave the Append Serial Number window and return to the Serial Number Entry window. If you want to edit information for a serial number, place the cursor at the serial number and press **Enter**. The Edit Serial Number window appears, you can edit the **Cost** and **Comment** fields. Use the **Proceed** (PgDn) command to save any changes.

Inventory Transactions Screen - Serial Number Entry



Inventory Transactions Screen - Serial Number Entry



To delete a serial number, place the cursor at that serial number and use the **Delete** (F3) command. The system will prompt you to press **F3** to confirm the delete.

Note

All serial numbers must be deleted from the Serial Number Entry window before you can delete a purchase transaction for a serialized item on the Inventory Transaction screen.

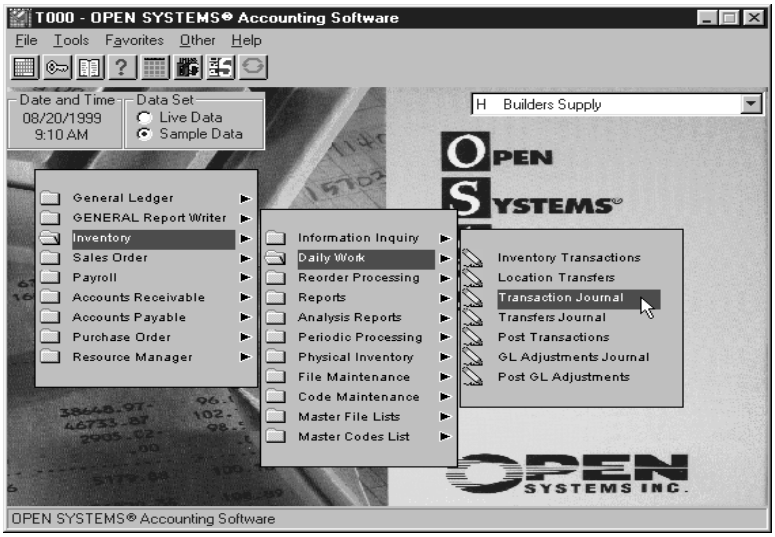
When you have completed entering serial numbers for the purchase, use the **D**one command on the command bar to save the purchase transaction and return to the Inventory Transaction window.

If you have entered more or less serial numbers than the original transaction quantity, the message Use the **Proceed** (PgDn) to *proceed to change fulfilled qty from X.0000 to X.0000*. Use the **Proceed** (PgDn) command to change the original quantity of the purchase, save the transaction and return to the Inventory Transaction window. Or, if you don't want to change the quantity, press **Enter** to return to the Serial Number Entry window and correct the serial number information.

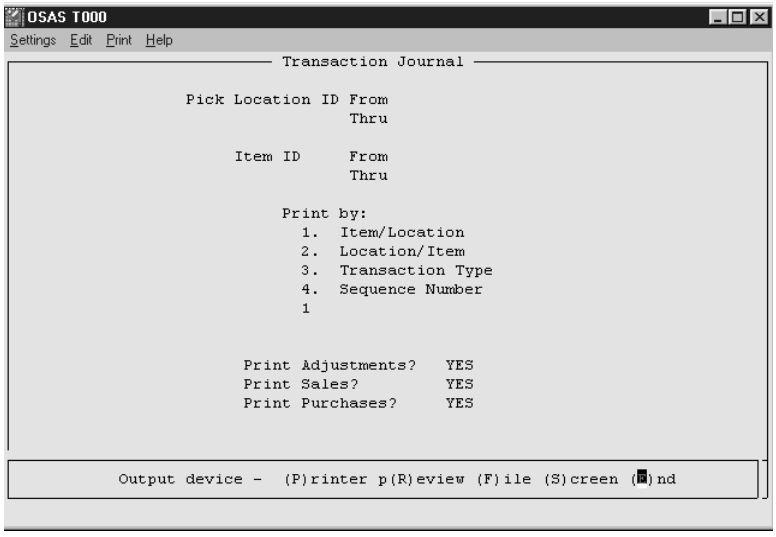
Transaction Journal

When you have finished entering inventory transactions, select the Transaction Journal function on the Daily Work menu to print the Transaction Journal and verify the transaction information entered before you select the Post Transactions function. If you need to edit a transaction, select the Inventory Transactions function on the Daily Work menu. After you have made the corrections, reprint the Transaction Journal as a permanent part of the inventory activity audit trail.

Inventory Daily work Menu Screen



Transaction Journal Screen



On the Transaction Journal pick screen, you can specify a range of Location and/or Item IDs you want to include on the report. If you leave these fields blank, all Location and Item IDs are included.

Use the **Print by:** selection to specify how you want the report sorted:

1. by **Item** and then **Location**
2. by the **Location** and then by **Item**
3. by the **Transaction Type**
4. or by the transaction **Serial Number**

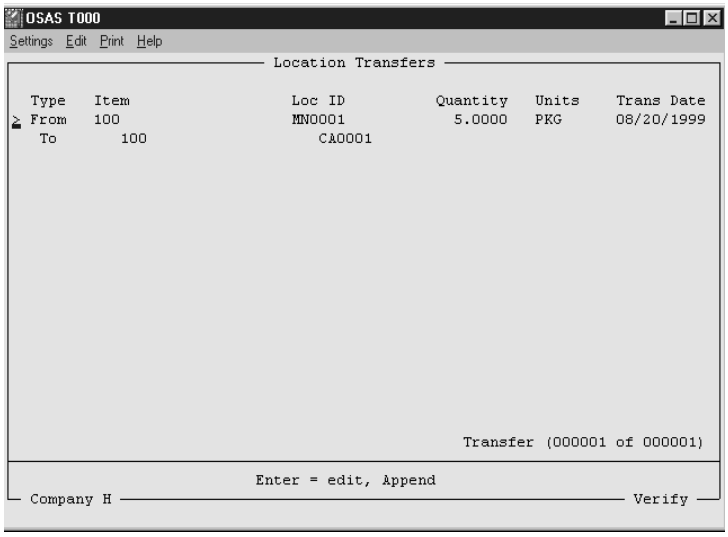
You can also specify the transaction types you want to include on the report: Adjustments, Sales and/or Purchases.

Transaction Journal by Transaction Type

08/20/1999 Builders Supply Page 1
9:13 AM Transaction Journal
Print By Item/Location

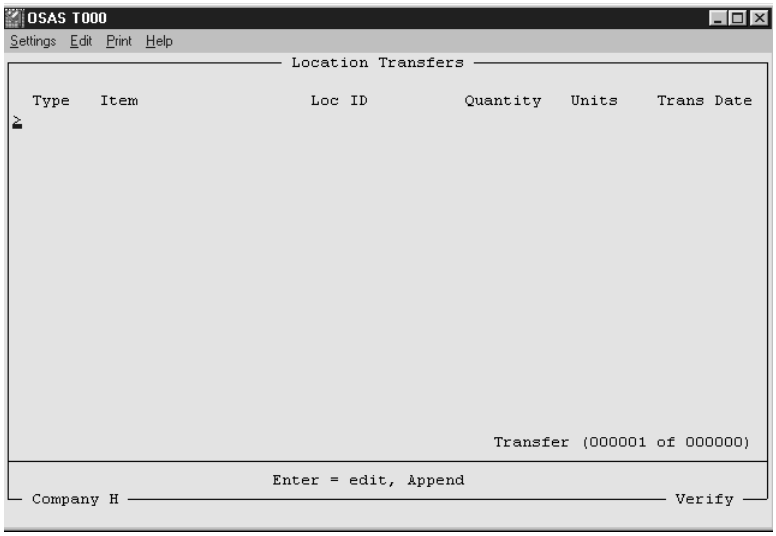
Item ID / Description / Comment	Loc ID	Type	Seq. No. / Trans. Date / Pd Year / GL Account / Cust Level / Price ID	Quantity / Units	Unit Cost / Ext Cost	Unit Price / Ext. Price	Std. Cost / Ext Std.
150	MN0001	AP Invoice	000023 08/03/1999	8.0000	907.5300	.0000	.0000
Plumbing Package			08 1999 200000	PKG	7260.24	.00	.00
150	MN0001	AP Invoice	000024 08/03/1999	8.0000	907.5300	.0000	.0000
Plumbing Package			08 1999 200000	PKG	7260.24	.00	.00
811001	MN0001	PO Order	000025 08/03/1999	5.0000	.0000	.0000	.0000
Paint - Ivory - Enamel			08 1999	GAL	.00	.00	.00
Lot Detail							
811001	MN0001	AP Invoice	000026 08/03/1999	5.0000	14.4200	.0000	.0000
Paint - Ivory - Enamel			08 1999 200000	GAL	72.10	.00	.00
Lot Detail							
1201				5.0000	14.4200		
					72.1000		
900	MN0001	AP Invoice	000027 08/10/1999	3.0000	239.6600	.0000	.0000
Refrigerator - Black			08 1999 200000	EA	718.98	.00	.00
Serial Detail							
GE22-6792				1.0000	239.6600	.0000	
GE22-6793				1.0000	239.6600	.0000	
GE22-6794				1.0000	239.6600	.0000	

Location Transfers Screen

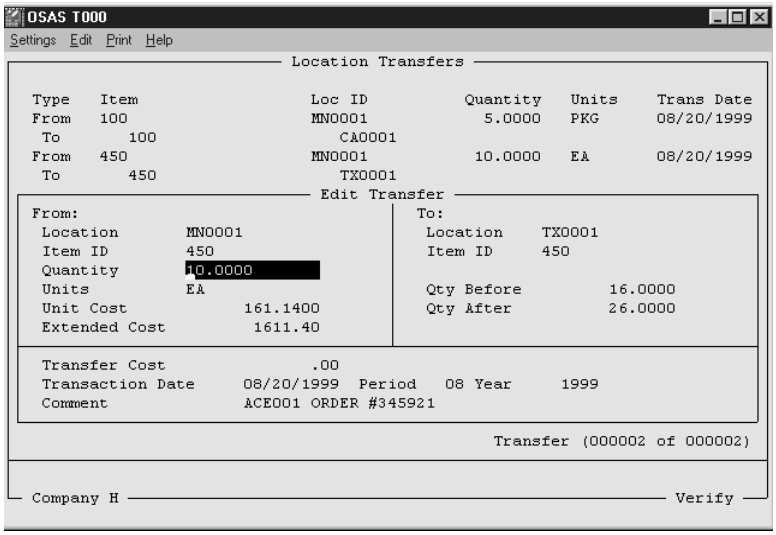


Use the Location Transfers to move inventory items from one location (the source) to another (the destination). If there are unposted location transfers, they are displayed on the Location Transfers screen. If all location transfers have been posted, the Location Transfers screen is blank.

Location Transfers Screen



Location Transfers Screen - Edit Transfers

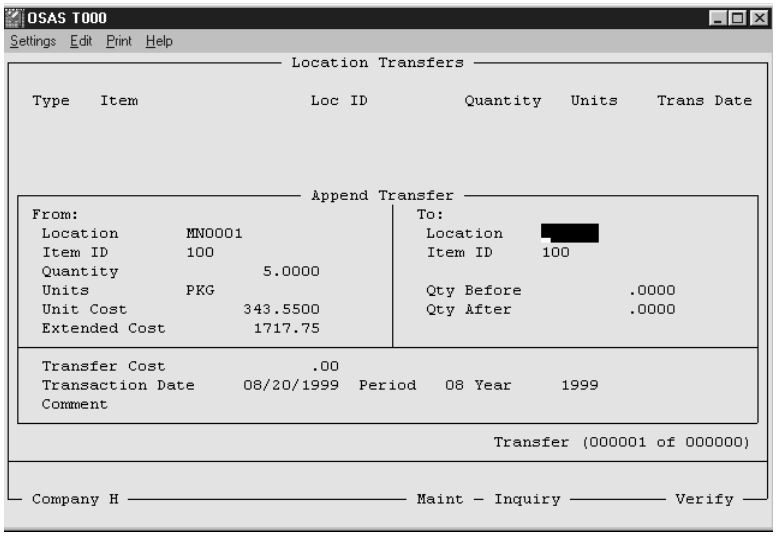


To edit an unposted location transfer, place the cursor at the transfer and press **Enter**. The Edit Transfer window appears. You can edit the transfer from **Quantity**, the **Transfer Cost** and **Transfer Date**, **Period**, and **Comment** fields.

If you want to delete and unposted transfer, place the cursor at the transfer and use the **Delete** (F3) command.

To enter a transfer, select the **A**ppend command from the command bar at the bottom of the screen. The Append Transfer window appears.

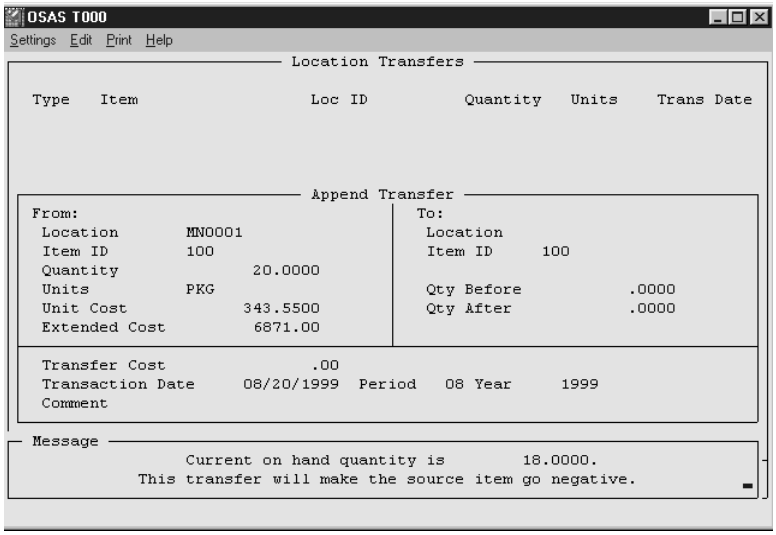
Location Transfers Screen - Append Transfers



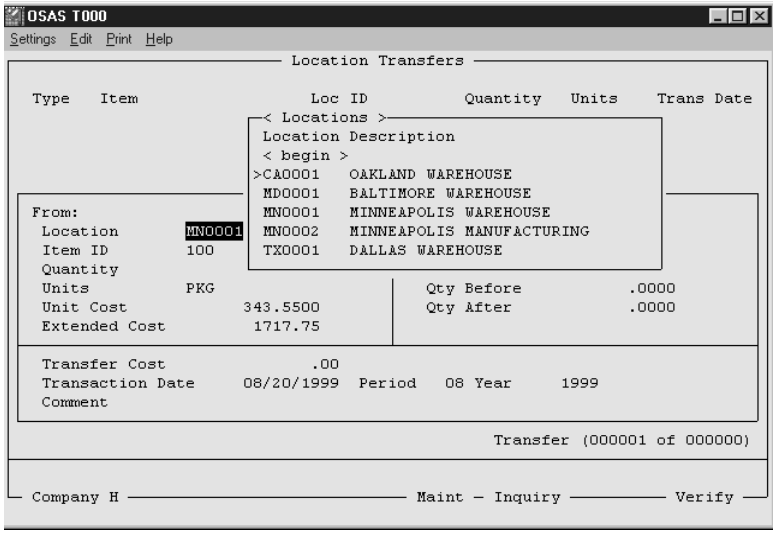
Enter the information for the source location in the **From** section of the Append Transfer screen. The **Inquiry** (F2) command, is available in the **Location**, **Item ID**, and **Units** fields to select the information from the list that appears. If you need to add a Location, Item ID, or a Unit of Measure, the **Maintenance** (F6) command is also available for these fields.

If you enter a quantity larger than the number of items in stock at the source, a warning message appears.

Location Transfers Screen - Append Transfers



Location Transfers Screen - Append Transfers - Location Inquiry



The quantity On Hand and the quantity Available for the item at the source location are decreased on-line. The value defaulted in the **Cost** field is based on the setting selected for the Inventory option **Item Valuation Method**: LIFO, FIFO, Average, and Standard. (Inventory options are set up in the Options and Interfaces function on the Company Setup menu in the Resource Manager). You cannot change the defaulted cost.

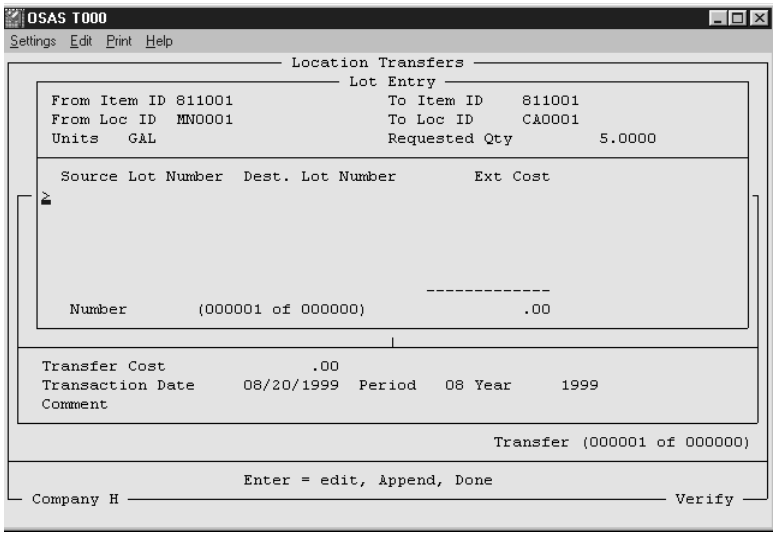
Enter the information for the destination location in the **TO** section of the Append Transfers window. The quantity on hand and available for the item at the destination location are increased on-line. The quantity at the destination location before and after the transfer are displayed, you cannot enter these fields.

If there are costs associated with the transfer, enter the amount in the **Transfer Cost** field. When location transfers are posted, the transfer cost is posted to the GL account specified for transfer costs by the GL Account code assigned to the source Item Location.

The **Transfer Date** and **Period** default from the system date, you can change them. Enter any additional information about the transfer in the **Comment** field. Use the **Proceed** (**PgDn**) command to save the transfer and return to the Locations Transfers screen.

Location Transfers for Lotted Items

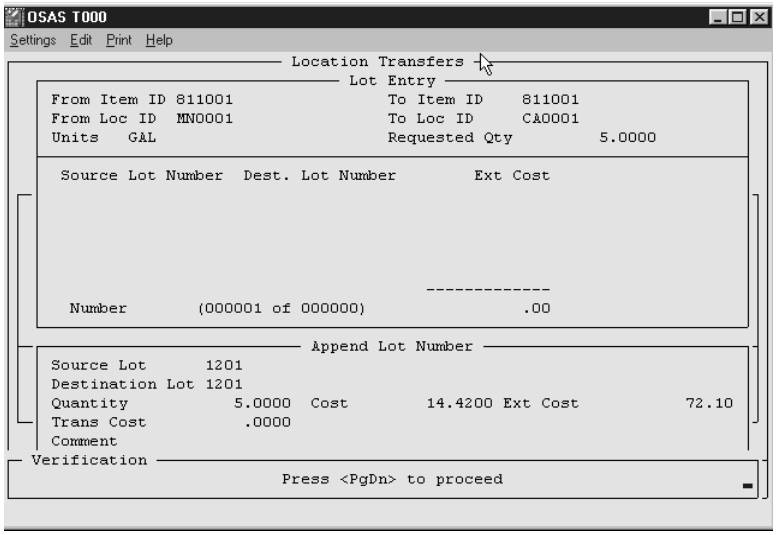
Location Transfers Screen - Lot Entry



Field	Description
From Item ID	The ID of the transferred item is displayed.
From Loc. ID	The ID of the location the item is being transferred from is displayed.
Units	The unit of measure for the item is displayed.
To Item ID	The ID of the location the item is being transferred to is displayed.
Requested Qty	The quantity that is being transferred is displayed.
Source Lot Number	The lot that the item is being transferred from is displayed.
Dest. Lot Number	The lot that the item is being transferred to is displayed.
Ext Cost	The total cost (item cost X quantity) is displayed.
Enter = Edit	Move the prompt(>) to the lot number you want to edit and Press **Enter**. The Edit Lot Number window appears.
Append	Press **A** to add a lot number. The Append Lot Number window appears.
Done	Press **D** to go to the Location Transfers screen.

When saving and exiting the Location Transfers screen, press **D** or use the **Exit** (F7) command.

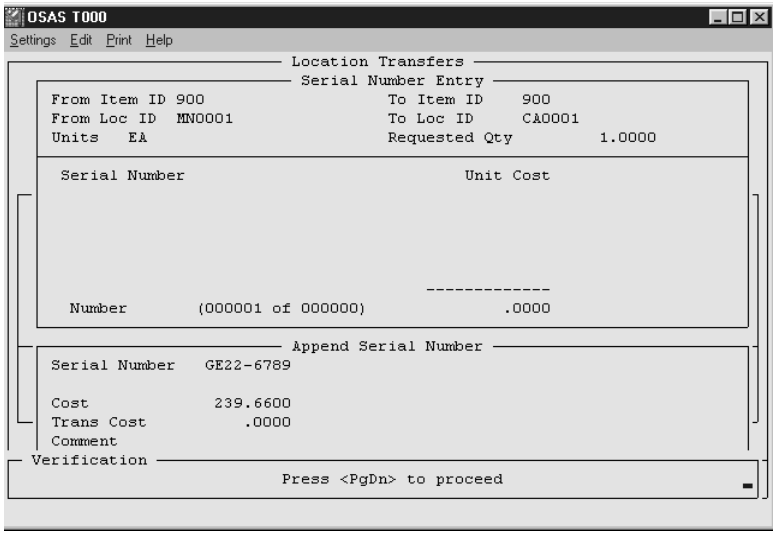
Location Transfers Screen - Lot Entry



Field	Description
Source Lot	Enter or change the number of the lot you are transferring the item from.
Destination Lot	Enter or change the number of the lot you are transferring the item from.
Quantity	Enter or change the quantity of the item being transferred from the lot.
Trans Cost	Enter or change the cost of transferring the quantity of items from the lot.
Comment	Enter additional information about the quantity being transferred from the lot.
Cost	The cost of the lotted item being transferred is displayed.
Ext Cost	The total cost (quantity x cost) of the lotted items being transferred displayed.

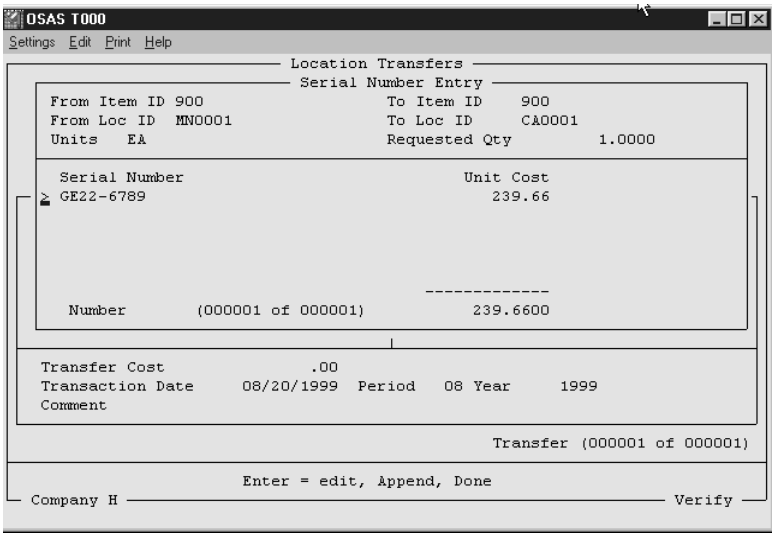
Location Transfers for Serialized Items

Location Transfers Screen - Serial Number Entry



Field	Description
From Item ID	The ID of the transferred item is displayed.
From Loc. ID	The ID of the location the item is being transferred from is displayed.
Units	The unit of measure for the item is displayed.
To Item ID	The ID of the transferred item is displayed.
To Loc. ID	The ID of the location the item is being transferred to be displayed.
Requested Qty	The quantity that is being transferred is displayed.
Serial Number	The serial number of the transferred item is displayed.
Unit Cost	The unit cost of the serialized item is displayed.

Location Transfers Screen - Serial Number Entry

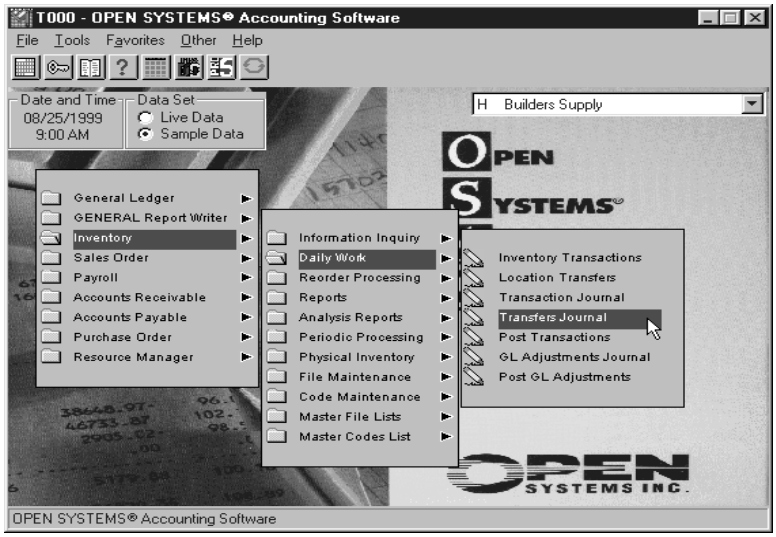


Field	Description
Enter = Edit	Move the prompt (>) to the lot number you want to edit and press **Enter**. The Edit Serial Number window appears.
Append	Press **A** to add a lot number. The Append Serial Number window appears.
Done	Press **D** to go to the Location Transfers screen.

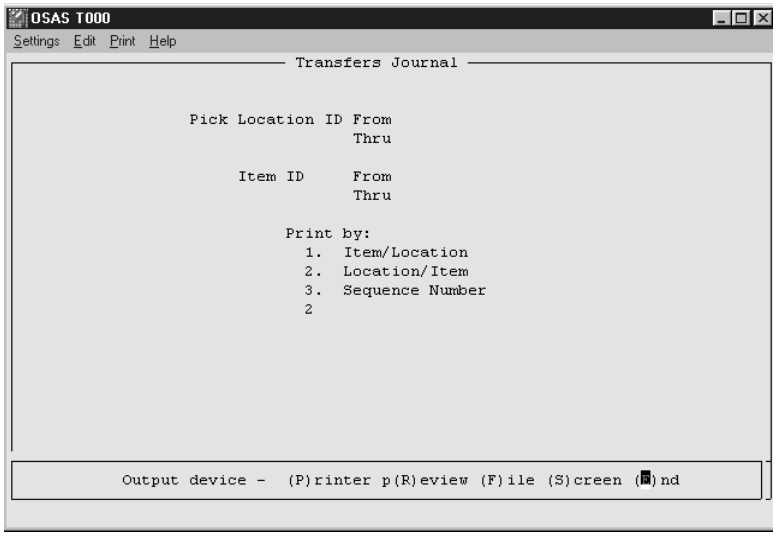
Transfers Journal

After you have completed entering inventory transfers; use the Transfers Journal function on the Daily Work menu to print the Transfers Journal and verify the transfer information entered before you select the Post Transactions function. If you need to edit transfer information, select the Location Transfers function on the Daily Work menu. After you have made the corrections, reprint the Transfers Journal as a permanent part of the inventory activity audit trail.

Inventory Daily Work Menu Screen



Transfers Journal Screen



On the Transfers Journal pick screen you can specify a range of Location and/or Item IDs you want included on the report. If you leave these fields blank, all Location and Item IDs are included.

Use the **Print by:** selection to specify how you want the report sorted:

- by **Item** and then **Location**
- by the **Location** and then by **Item**
- or by the transfer **Sequence Number**.

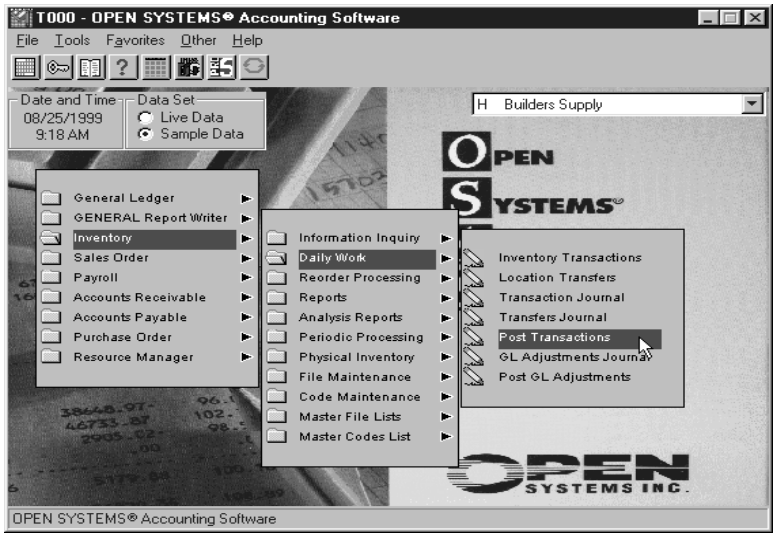
Transfers Journal by Location / Item.

08/25/1999 Builders Supply Page 1
9:04 AM Transfers Journal
Print By Location/Item

From Item ID / Description / Comment	Loc ID	To Item ID	Loc ID	Trans. Date / Pd Year / Seq. No.	Quantity / Units	Fr. Unit Cost / Fr. Ext Cost	Unit Trans. / Ext. Trans.	To Unit Cost / To Ext. Cost
811001	MN0001	811001	CA0001	08/20/1999	5.0000	14.4200	.0000	14.4200
Paint - Ivory - Enamel				08 1999	GAL	72.10	.00	72.10
				000008				
From Lot / To Lot								
1201 / 1201					5.0000	14.4200	.0000	14.4200
						72.1000	.00	72.10
900	MN0001	900	CA0001	08/20/1999	1.0000	239.6600	.0000	239.6600
Refrigerator - Black				08 1999	EA	239.66	.00	239.66
				000009				
Serial Number								
GE22-6789					1.0000	239.6600	.0000	239.6600
						239.6600	.00	239.66
				GRAND TOTALS		311.76	.00	311.76

End of Report

Inventory Daily Work Menu Screen



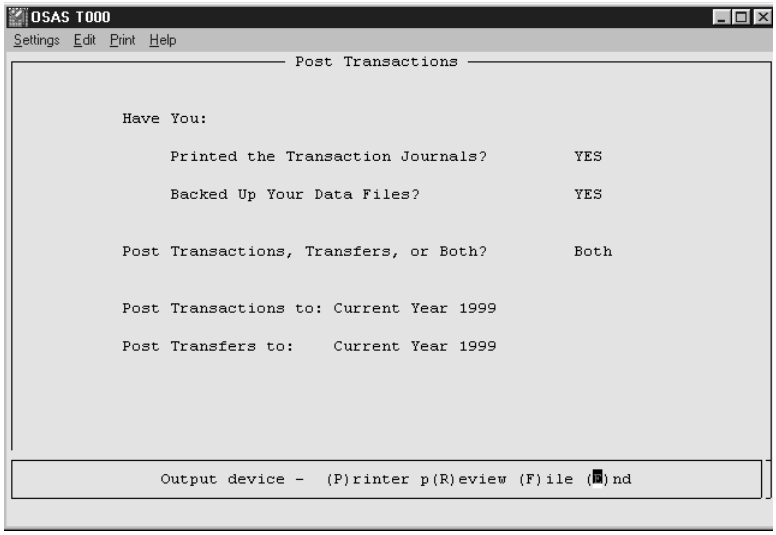
After you have completed entering and editing transactions and transfers and the Transaction and Transfers Journals have been printed, select the Post Transactions function on the Daily Work menu to perform the following functions:

- Invoice status Sales transactions - decrease Quantity in Use and Quantity on hand.
- All Sales transactions - update sales history (Adjustments, Purchases, and Location Transfers update history on-line.)
- All transactions and transfers - create entries to GL setup for the GL account codes assigned to the item locations used in the transactions and transfers.

Note

If Inventory is interfaced with General Ledger, the entries are created in the General Journal file (GLJRxxx). If Inventory is not interfaced with General Ledger, use the Post Transactions Log to make manual entries in the General Ledger to adjust the accounts affected by the transactions and transfers.
If the option **Post Detail to General Ledger?** is set to YES, entries are made for each line item. When this option is set to NO, summary total entries are created for each account.

Post Transaction Screen



You are prompted to print the transaction and transfer journals and to back up your data files before using this function. These reports must be printed before you post transactions because the information is removed from the Inventory Transactions file (INTRxxx) and the Inventory Transaction-Transfers file (INTTxxx) and entries are created in the General Journal file (GLJRxxx) when you use the Post Transactions function. A back up of your data files is suggested because these changes are made to the data files during the Post Transactions function.

You can select whether to post transactions or transfers, or you can post both types of transactions at the same time.

If Inventory is interfaced with General Ledger, and last year files have been created in General Ledger, you must select whether to post these inventory transactions and/or transfers to the Current or Last Fiscal Year data files.

Select whether the Post Transactions Log should be printed to a file or a printer.

When you use the Post Transactions functions a Post Transactions Log is produced. Save this report as part of your inventory activity audit trail. A sample of the Post Transactions Log is shown.

Post Transactions Log

08/25/1999 Builders Supply PAGE 1
9:21 AM Post Transactions

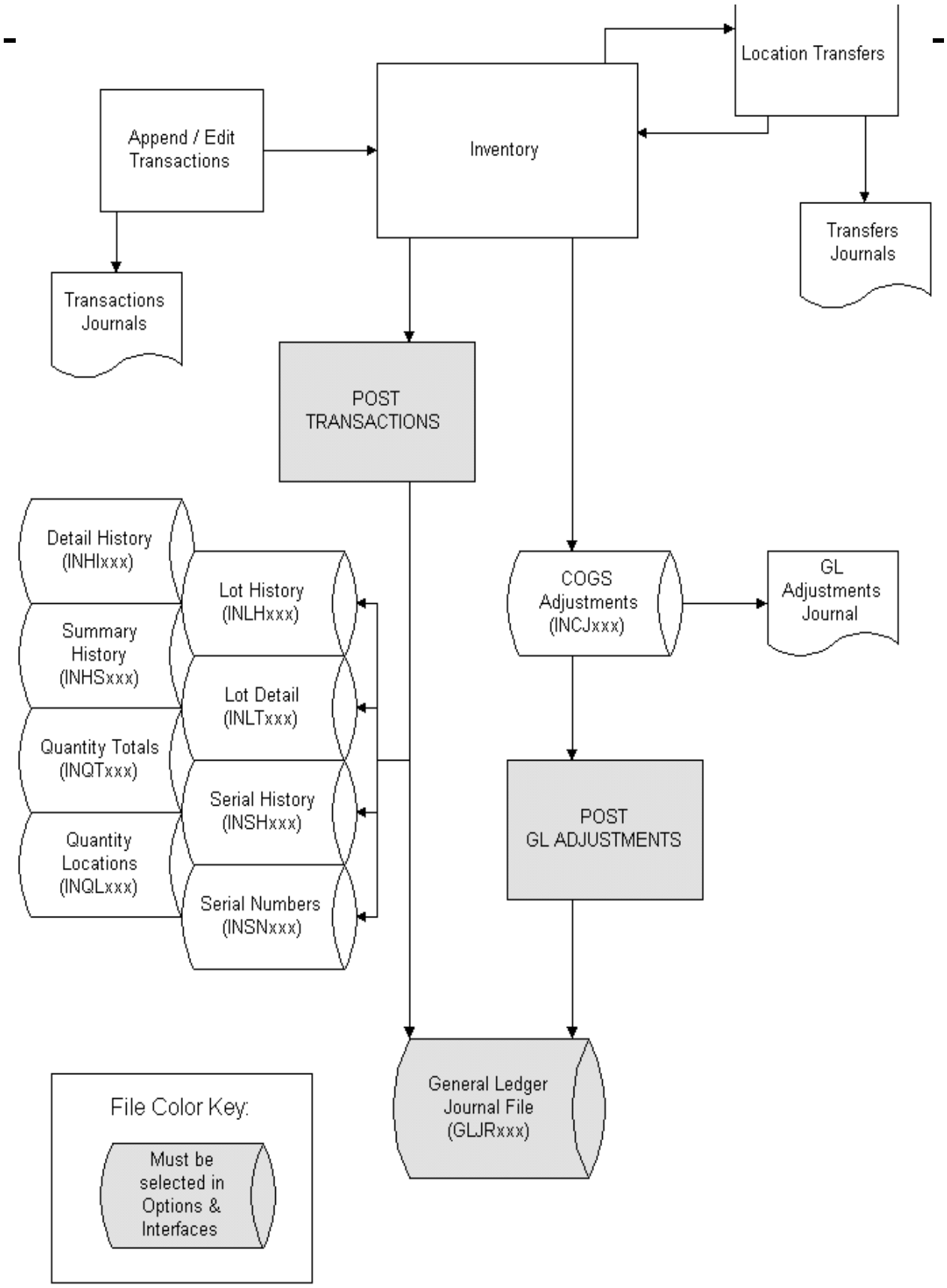
Item ID	Loc. ID	Trans. Type	GL Account	Debit	Credit
150	MN0001	Purchase	104400	7260.24	
150	MN0001	Purchase	200000		7260.24
150	MN0001	Purchase	104400	7260.24	
150	MN0001	Purchase	200000		7260.24
811001	MN0001	Purchase	104400	72.10	
811001	MN0001	Purchase	200000		72.10
900	MN0001	Purchase	104400	718.98	
900	MN0001	Purchase	200000		718.98
Posted to Period 08				15311.56	15311.56

08/25/1999 Builders Supply PAGE 2
9:21 AM Post Transactions

Item ID	Loc. ID	Trans. Type	GL Account	Debit	Credit
811001	MN000	Transfer From	104400		72.10
811001	CA000	Transfer To	104400	72.10	
900	MN000	Transfer From	104400		239.66
900	CA000	Transfer To	104400	239.66	
Posted to Period 08				311.76	311.76

End of Report

Posting Transactions Flowchart



Posting Transactions T-Accounts

When you post transactions and location transfers, entries are made to the following accounts:

ADJUSTMENTS - Increase in Quantity and Value

DEBIT	Inventory Account listed in the GL Account Code assigned to the Item Location
CREDIT	General Ledger Account entered in the Inventory **Adjust Acct** field for the adjustment

PURCHASES - Increase in Quantity and Value

DEBIT	Inventory Account listed in the GL Account Code assigned to the Item Location
CREDIT	General Ledger Account entered in the **Adjust Acct** field for the purchase transaction

SALES - Decrease in Quantity and Value

Cost of Inventory Item:

DEBIT	COGS Adjust. account listed in the GL Account Code assigned to the Item Location
CREDIT	Inventory Account listed in the GL Account Code assigned to the Item Location

Price of Inventory Item:

DEBIT	General Ledger Account entered in the **Adjust Acct** field for the sales transaction
CREDIT	Sales account listed in the GL Account Code Assigned to the Item Location

TRANSFER - Decrease - Source Location, Increase - Destination Location

Item Cost Amount:

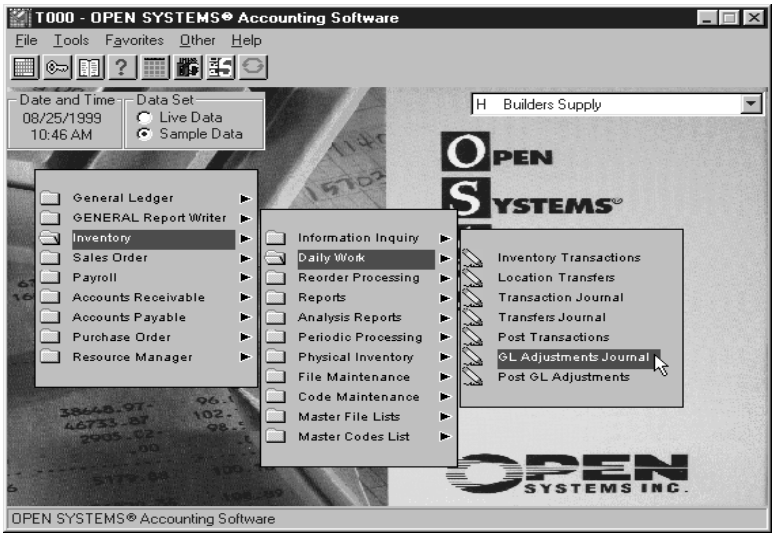
DEBIT	IN account listed in the GL Account Code assigned to the Destination Item Location
CREDIT	Inventory account listed in the GL Account Code assigned to the Source Item Location

Transfer Cost Amount:

DEBIT	IN account listed in the GL Account Code assigned to the Destination Item Location
CREDIT	Transfer Cost account listed in the GL Account Code for this Source Location

GL Adjustments Journal

Inventory Daily Work Menu Screen



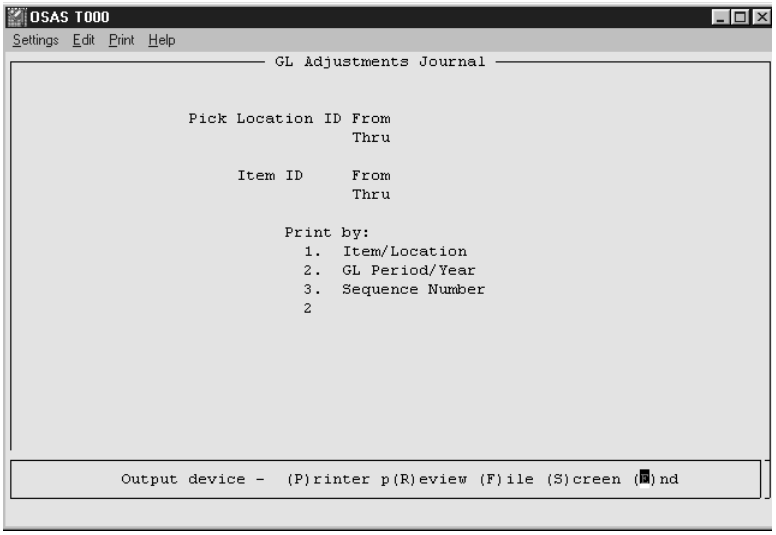
The GL Adjustments Journal is a record of the cost-of-goods-sold adjustments, COGS, and purchase price variances, PPV.

A COGS Adjustment is a journal entry that records the difference between the estimated and the actual costs of an item. COGS adjustments are made on-line to the GL Adjustments Journal for the Item Location as transactions are processed in Inventory and Accounts Payable/Purchase Order. A COGS Adjustment made for a transaction in Accounts Receivable/Sales Order updates the GL Adjustments Journal and Item Location when the transaction is posted.

A PPV Adjustment is used if the inventory option **Item Valuation Method?** is set to **Standard** in the Options and Interfaces function on the Company Setup menu in the Resource Manager. When this valuation method is used, the system compares the estimated costs set up as the standard cost for an item with the actual cost when the item is purchased. If there is a difference between the two values, a PPV, Purchase Price Adjustment, is made in the GL Adjustments Journal on-line.

Before you use the Post GL Adjustments function, print the GL Adjustments Journal as part of your inventory activity audit trail.

GL Adjustments Screen



On the GL Adjustments Journal pick screen, you can specify a range of Location and/or Item IDs you want included on the report. If you leave these fields blank, all Location and Item IDs are included.

Use the **Print by:** selection to specify how you want the report sorted:

1. by **Item** and then **Location**
2. by the **GL Period** and **Year**
3. or by the GL Adjustment's **Sequence Number**

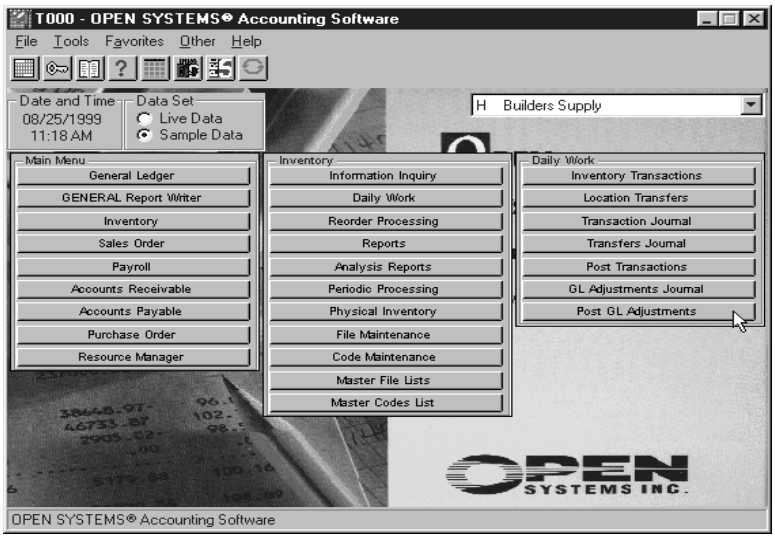
Select which device you want to use to print the report: printer, screen, or a file.

GL Adjustments Journal by GL Period/ Year

```
08/25/1999                                    Builders Supply                                    Page    1
11:18 AM                                   GL Adjustments Journal
                                         Print by GL Period/Year

Item ID              Loc ID  Date       Pd  Year  Seq. No. Reference App. GL   COGS/PPV Acct.      Debit          Credit
Description                             Adjustment Type                 Code IN Adj. Acct.
-------------------------------------------------------------------------------------------------------------------

600                  MN0001  12/21/1999 12  1999  000001   00000038  PO   01   504000                             22.44
Standard Window 24" X 40"               COGS Adjustment                      104400            22.44
                                                                                            -------------------------
                                                                             Period 12 Total   22.44            22.44

                                                                                           =========================
                                                                             GRAND TOTAL       22.44            22.44

End of Report
```

POST GL ADJUSTMENTS

Inventory Daily Work Menu Screen



After you have printed and reviewed the GL Adjustments Journal, select Post GL Adjustments function on the Daily Work menu to make entries to the general ledger accounts listed for the COGS and PPV adjustment accounts in the Account Code assigned to the item location.

Note

If Inventory is interfaced with General Ledger, the entries are created in the General Journal file (GLJRxxx). If Inventory is not interfaced with General Ledger, use the Post GL Adjustments Log to make manual entries in the General Ledger to adjust the accounts affected by the transactions and transfers.
If the option **Post Detail to General Ledger?** is set to YES, entries are made for each line item. When this option is set to NO, summary total entries are created for each account.

When you use the Post GL Adjustments function, entries are made to the following accounts:

A COGS adjustment that <u>increases</u> inventory value:

DEBIT IN Adjustments Account listed in the GL Account Code assigned to the Item Location

CREDIT COGS Adjustment Account listed in the GL Account Code assigned to the Item Location

A PPV where the standard cost is higher than the <u>purchased</u> cost:

DEBIT IN Adjustments Account listed in the GL Account Code assigned to the Item Location

CREDIT PPV Adjustment Account listed in the GL Account Code assigned to the Item Location

GL Adjustments Posting Log

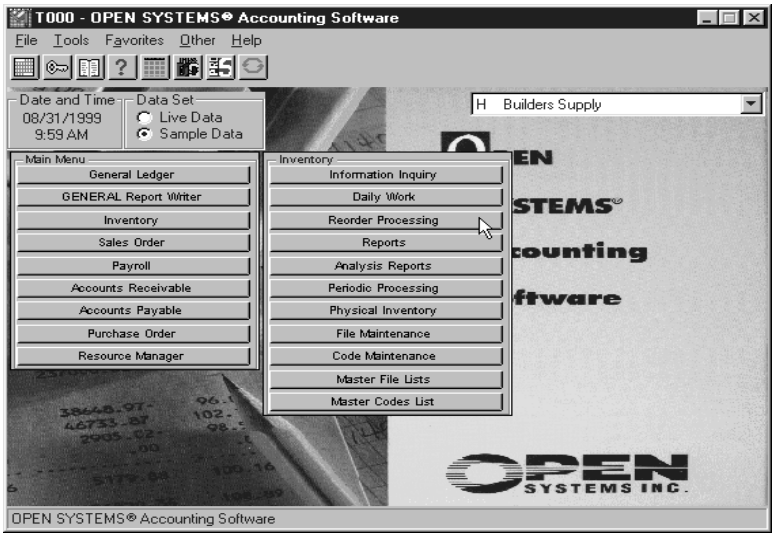
```
08/25/1999                                    Builders Supply                                                     Page    1
12:02 PM                                Post GL Adjustments to General Ledger

Item ID              Loc ID  Date        Pd  Year  Seq. No. Reference App. GL    COGS/PPV Acct.          Debit           Credit
Description                              Adjustment Type                   Code  IN Adj. Acct.
--------------------------------------------------------------------------------------------------------------------------------

600                  MN0001  12/21/1999  12  1999  000001   00000038  PO   01    504000                                   22.44
Standard Window 24" X 40"                COGS Adjustment                         104400                  22.44
                                                                                                 -------------------------------
                                                                           Period 12 Total               22.44            22.44

                                                                                                 ===============================
                                                                           GRAND TOTAL                   22.44            22.44

End of Report
```

Physical Inventory 4

Reorder Processing

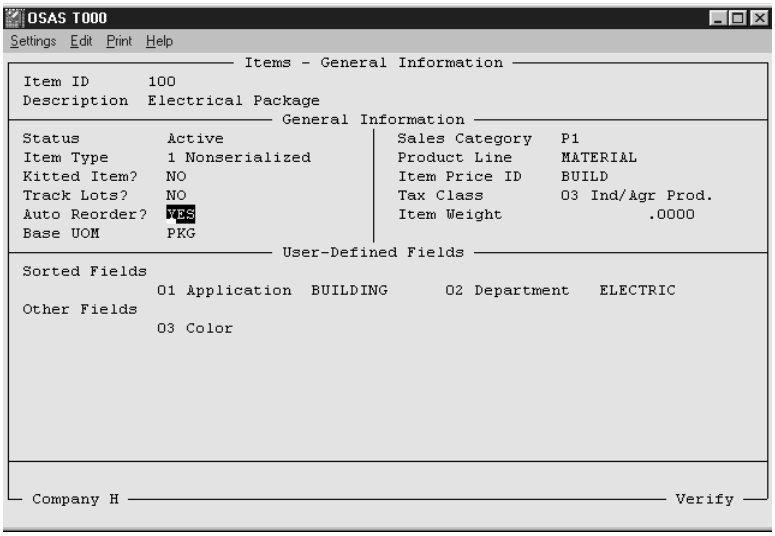
Use the functions on the Reorder Processing menu to calculate reorder amounts, generate purchase requisitions, and produce a report that you can use to analyze the reorder quantities.

Inventory Main Menu Screen



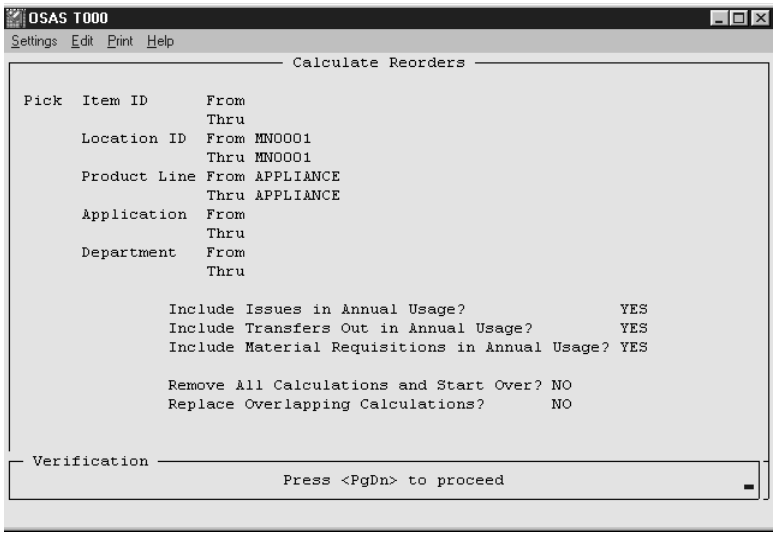
The reorder process is designed to review summary history for sales, issues, or transfers for a selected group of items and estimate usage in the future. From this usage and current quantities it determines a suggested reorder quantity. It determines an order point by applying a weighting factor to sales history activity to determine an estimated usage for the next month. Based on the forecasted usage and the lead-time, the order point is calculated. Safety stock is calculated from the order point. If an item is below the order point, a reorder quantity will be suggested.

Item General Information Screen



CALCULATE REORDERS

Calculate Reorders Screen



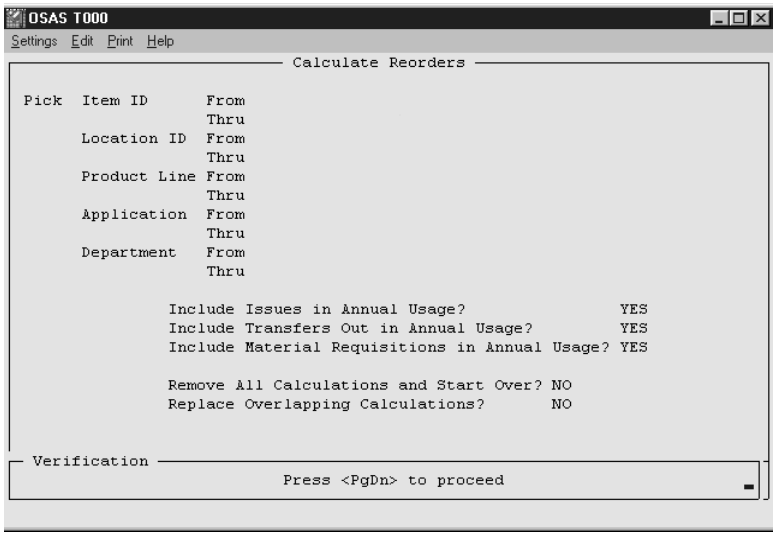
Use the Calculate Reorders function to calculate the quantity of an item to reorder based on one of three methods:

1. Economic Order Quantity (EOQ) uses the actual annual usage, unit cost, carrying cost (as a percentage) and order cost.

2. Forecast uses the forecast type assigned to the Item Location and sales history.

3. Min/Max uses the **Minimum Order Qty** and the **Maximum Qty** set up on the Location Information screen in Item Locations.

Calculate Reorders Screen



Use the Calculate Reorders function to determine the reorder quantity for the items you specify based on the EOQ (Economic Order Quantity), Min/Max, and Forecast Methods.

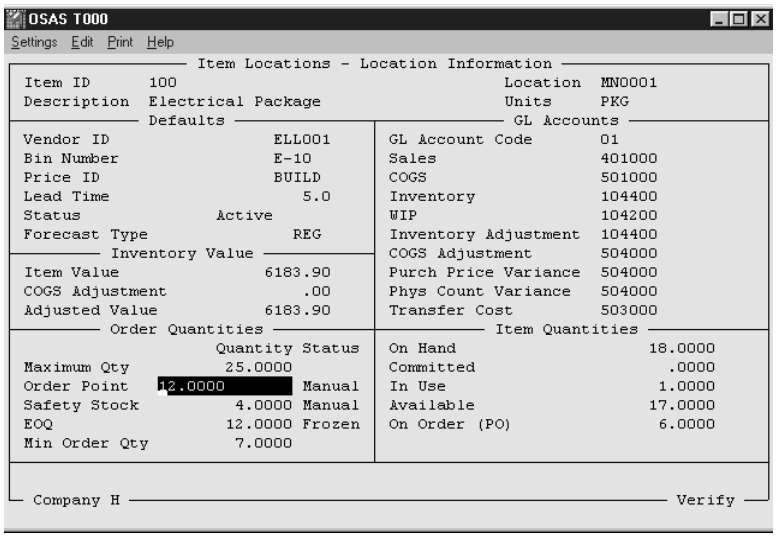
If the **Status** fields **Order Point**, **Safety Stock**, and **EOQ** are not set to Frozen, the system calculates values for these fields and changes their status to Calc during the Calculate Reorders function. (These fields are located in the Order Quantities section of the Location information screen in Item Locations.)

The following definitions are used by the system when calculating these field values and the reorder quantity:

Annual Use The total of up to 12 months of history. If 12 months are not available, this Quantity will be short.

Forecast Use Estimated usage in one month based on weighting factors applied in the forecast. (Weighting factors are set up in Forecast Types on the Codes Maintenance menu.) This usage is used to calculate order point safety Stock.

Item Location Information Screen



Order point Estimated usage during lead-time PLUS safety stock. Usage during lead-time is calculated by pro-rating forecasted usage time lead days/30.3333. The quantity is then multiplied by 1.5. Two order points are shown. The order point on the Min/Max line is the minimum order quantity you set up in the Order Quantities section of the Location Information screen.

An order is generated ONLY if stock falls below the order point. The system will calculate Order Point unless the user set the Order Point Status to Frozen.

Safety Stock Safety stock is the buffer against uncertainty in vendor deliveries. The system uses 33% of estimated usage during lead-time. 33% is arbitrarily set and should result in a 90% customer service level. It is easy to calculate and effective.

A value for the field Safety Stock Status field is set to Frozen.

When you use the Calculate Reorders function, the system calculates reorder amounts for all three reordering methods and creates entries for each reorder method in the Inventory Requisitions file (INRQxxx).

1. The EOQ method compares the cost of placing a purchase order (and all associated receiving and invoicing costs) against the cost of carrying stock in inventory. It uses the **Carrying Cost Pct** and **Order Cost Amt.** fields from the Location. If an item is expensive to order or expensive to stock you can override the **Carrying Cost Pct** and **Order Cost Amt.** in the EOQ Overrides section of the Cost Information screen in Item Locations. In general, the higher the cost of the item, the lower the purchase quantity. The traditional EOQ formula is used using Annual Use as the movement variable. The EOQ formula is:

$$\sqrt{\frac{2*\text{Annual Usage}*\text{Order Cost}}{\text{Value}*\text{Carry Cost}}}$$

2. The Forecast method calculates estimated usage based on the formula set up in the forecast type assigned to the Item Location. The **Safety Stock** value set up in the Order Quantities section of the Location Information screen in Item Locations is added to the estimated usage. The On Order quantity plus the Quantity Available Is subtracted from that sum.

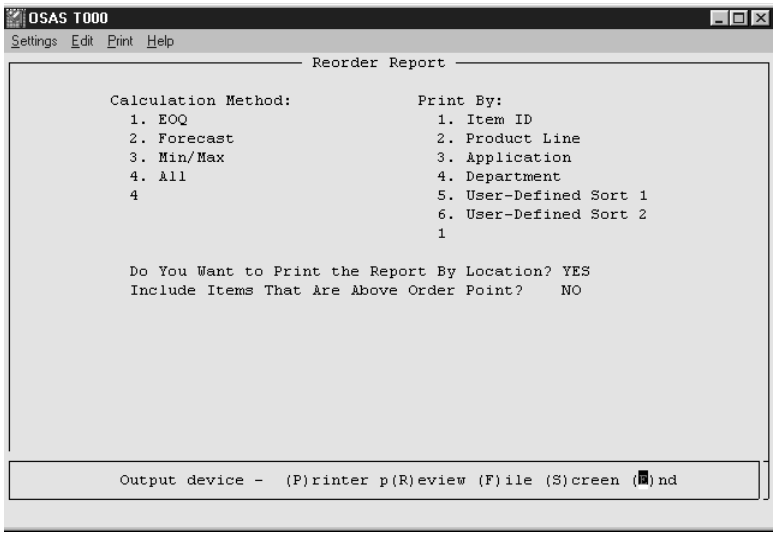
   Estimated Usage Calculated from Forecast Type
   + Safety Stock
   - On Order + Available
   ———————————
   Reorder Quantity

3. Min/Max calculates a reorder quantity for an item whenever the Available quantity plus the On Order quantity is less than the **Minimum Order Qty** set up in the Order Quantities section of the Location Information screen in Item Locations. The reorder amount is the **Maximum Qty** minus the On Hand quantity plus the On Order quantity. (It is assumed that any safety stock buffers are included in the minimum stock level, **Minimum Order Qty**.)

   If (Available Quantity + On Order Quantity) < Minimum Order Qty THEN

   Maximum Qty
   - On Order + Available
   ———————————
   Reorder Quantity

Reorder Report Screen



All three-order methods can be shown on the Reorder Report. When you generate purchase requisitions in Purchase Order, you may chose from any of the three methods OR the lowest reorder quantity OR the highest reorder quantity.

The following notes may occur in the Nt. column when and error condition is found while printing the Reorder Report:

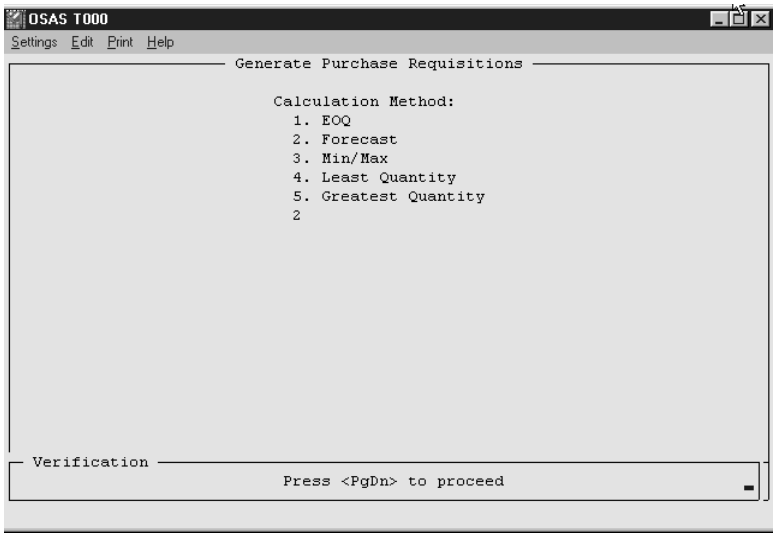
HM - History Missing	One or more months of summary history are missing in the last year. Summary sales history is used to produce the forecast used to calculate EOQ.
FM - Forecast Missing	The item is not assigned a Forecast Type.
FQ - Frozen Order Quantity	The EOQ Status field is set to Frozen.

This is a sample of the Reorder Report

```
08/31/1999                                        Builders Supply                                          Page    1
2:10 PM                                           Reorder Report
                                            Location ID TX0001 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
                                          Forecast Type               Safety Stock                              Min/Max
900                APPLIANCE     TX0001  MJR APPL         239.6600        1.0000       1.0000-       3.0000         .0000  HM
 Refrigerator - Black              EA     ELECTRIC              7.0         .0000      10.0000        3.0000       10.0000  HM
                                          REG                               1.0000                   8.0000       24.0000



 ------------------------------------------------- Notes ---------------------------------------------------------------
 HM = History Missing   FM = Forecast Type Missing    FQ = Frozen Order Quantity    * = Frozen Quantity or Forecast Type Missing

End of Report
```

Generate Purchase Requisitions

Generate Purchase Requisitions Screen



If Inventory is interfaced with Purchase Order, the Inventory Requisitions file (INRQxxx) is used to create purchase requisitions for each item location in the Purchase Order Purchase Requisitions file (POPQxxx) based on the reorder method selected on this screen. You can use the Generate Orders function on the Daily Work menu in Purchase Order to complete the purchase requisition process.

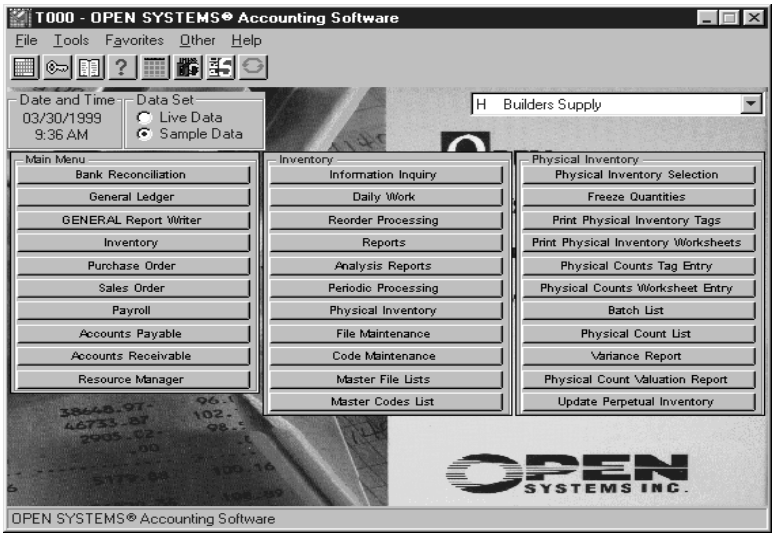
Physical Inventory

At selected times during the fiscal year, a business conducts a physical inventory. This process is used to correct discrepancies between the perpetual-computerized-inventory quantity and the actual-counted-quantities at a location. Discrepancies might be the result of broken stock not removed from perpetual inventory, theft, inaccurate previous counts, and so on.

You can create multiple batches of inventory items if you want to conduct the physical inventory count in stages or cycles. Tags and/or worksheets can be used for recording the physical count for an individual batch or multiple batches, depending on your needs.

The functions on the Physical Inventory menu are used to prepare for the physical inventory count, enter the counted quantities, and update the perpetual inventory information with the counted quantity information.

Physical Inventory Menu Screen



Conducting the Physical Inventory

Physical Inventory Checklist

1. Backup data files.

2. Run the Quantity Cross Verification function from the Periodic Processing menu to update the INQTxxx file.

3. Use the Physical Count Selection function to set up the batch or batches for the Physical Count. If you are ready to conduct the physical count right away, freeze quantities for the batch when you create it. If you are not conducting the physical count right away, use the Freeze Quantities Function on the Physical Inventory menu to freeze quantities right before you conduct the physical count.

4. Print tags and/or worksheets for the batches. Print tags before worksheets to include tag number on the worksheets.

5. Use the Freeze Quantities function-if you did not freeze quantities when you created the batch-before you conduct the physical count. (Print an Item Status Report for a record of the on hand quantities immediately before or after freezing quantities for a batch.)

6. Use the Batch List function at any point in the physical inventory process to determine what steps have been completed for a batch and as a record of batch set up selections.

7. Conduct the physical count.

8. Enter the physical count information. Use the Physical Counts Tag Entry function to enter the counts recorded on tags printed using the Print Physical Inventory Tags; use the Physical Counts Worksheets Entry function to enter the counts recorded on worksheets or preprinted tags.

9. Print the Physical Count List and verify physical counts. Use the Physical count Tag Entry or Physical Count Worksheet Entry function to edit the physical counts if necessary.

10. Print and review the Variance Report for the batches as part of the audit trail.

11. Use the Physical Count Valuation Report to check the inventory value and item quantities based on the physical count information.

12. Backup data files.

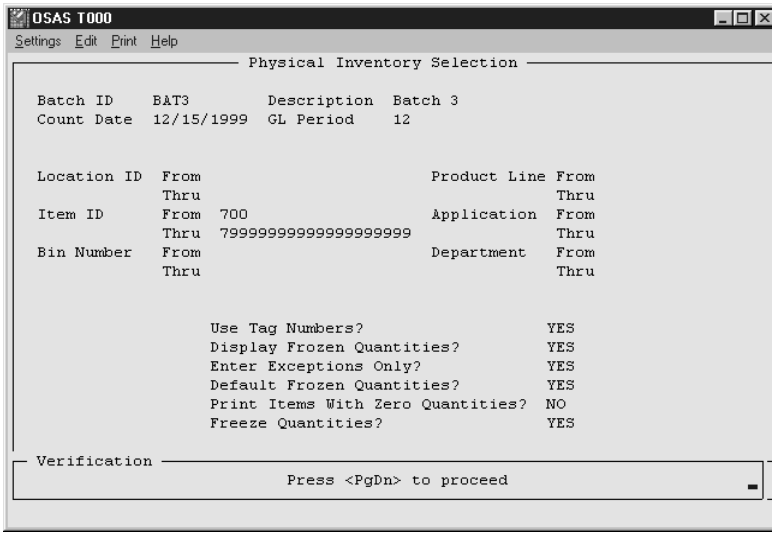
13. Use the Update Perpetual Inventory function to update inventory quantities and value. Use the log produced as part of the audit trail.

Physical Inventory Selection

To begin the physical inventory process, use the Physical Inventory Selection function on the Physical Inventory menu to create a batch or multiple batches of inventory items that you want to count at the same time.

Use the Item Status Report on the Reports menu before you create batches to produce a list of the item locations selected for each batch and their current On Hand quantities.

Physical Inventory Selection Screen



An Item Location can belong to only one batch at a time. If an item location has already been included in one batch but also matches the selection criteria entered to create a new batch, the system only includes the item location in the first batch created.

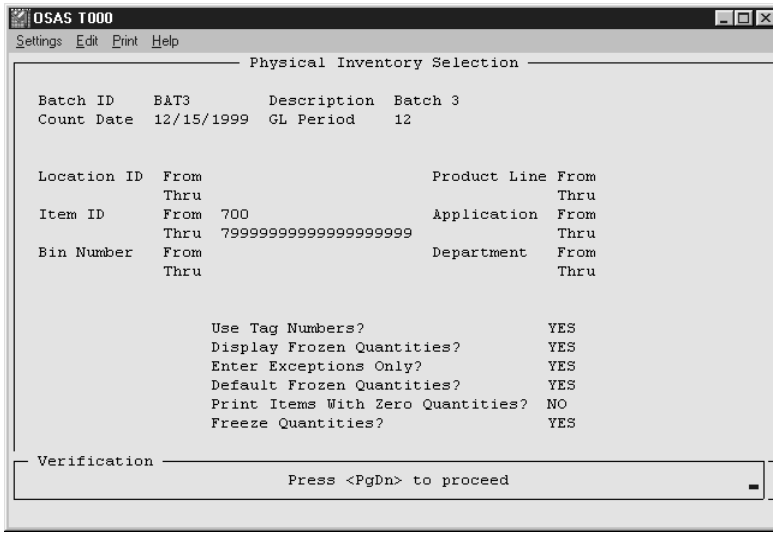
Batches can be processed, updated, or deleted independently.

Creating Batches

When creating a batch, the selections you make on the Physical Inventory Selection screen determine:

1. What is listed on the physical inventory tags and/or worksheets
2. What is displayed on the physical count entry screens
3. How the physical count is to be entered

Physical Inventory Selection Screen



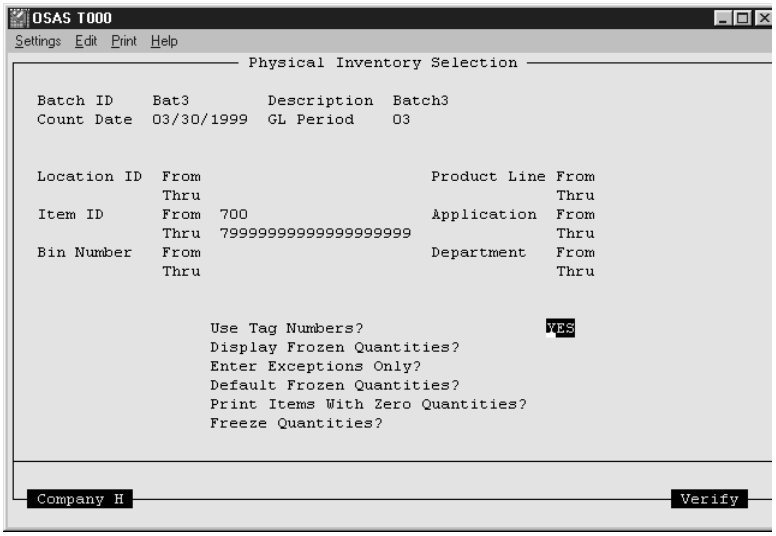
These fields are used to identify the batch and provide information about the batch.

Field	Description
Count Date	Enter the date you expect the physical count to take place for this batch. This date is used as the transaction date when physical count variances are posted to the General Ledger during the Update Perpetual Inventory function.
GL Period	The GL Period defaults from the count date entered, but you can change it. This fiscal period is used when variances are posted to the general ledger during the Update Perpetual Inventory function.
Selection Criteria	**Location ID, Item ID, Bin Number, Product Lines,** and **user-defined fields 1** and **2**[6] are used to determine which item locations are included in the batch. If you leave the **From/Thru** fields blank for criteria, then all possible values for the criteria are included in the batch

Different combinations of the selection toggles allow you to conduct the physical count and the physical count entry in a number of different ways.

6. The user-defined fields for the sample company are: user-defined field 1 - Application; user-defined field 2 - Department.

Physical Inventory Selection Screen



Field	Selection
Use Tag Numbers?	Select **YES** if you wish to use pre-printed tags, have tags printed by the system, or print worksheets that include tag numbers printed on them. A brief description of these opportunities follows. If **YES** is selected and the *Print Physical Inventory Tags* function is not used to the print tags, a blank tag number column is included on the Physical Counts Worksheet Entry screen as well as on the worksheet. The blank tag number column can be used to RECORD THE PREPRINTED AUDIT TAGS on the worksheet. If **YES** is selected, you can use the *Print Physical Inventory Tags* function on the Physical Inventory menu to print SYSTEM GENERATED TAGS. If **YES** is selected and the *Print Physical Inventory Tags* function is used to print the inventory tags[a]; you can print worksheets after printing tags. Then the TAG NUMBERS ARE PRINTED ON WORKSHEETS that were assigned to each item location's bin, lot and/or serial number. If you select **NO**. Worksheets must be used to perform the physical count and the Physical Counts Worksheet Entry function must be used to record the physical count in the system.

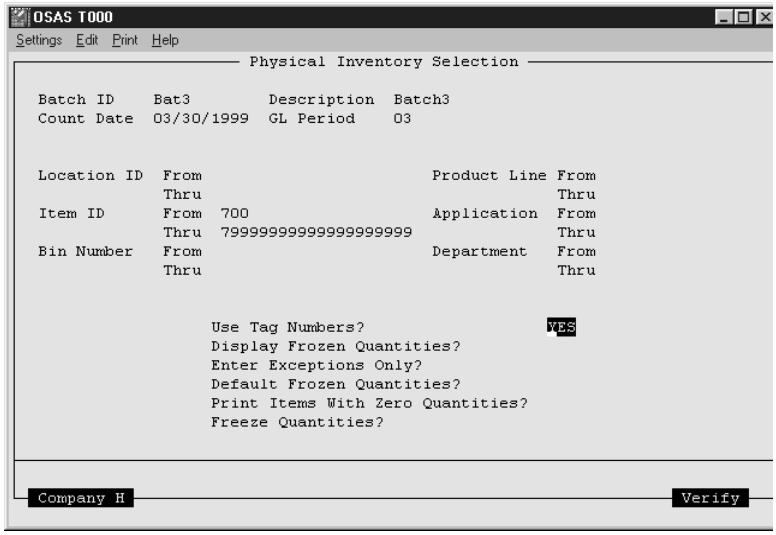
a. The Physical Counts Tag Entry function must be used to record the physical counts for a batch when the Print Physical Inventory Tags function is used for the batch.

CHANGING THE SELECTION FROM WORKSHEETS TO TAGS

If you decide to use tags for the physical count after the batch is created, select the Print Physical Inventory Tags function. When the batch ID is selected for a **NO** batch, the message *Do you wish to use tag numbers for this batch?* appears. When you choose **YES**, you select how the tags are printed.

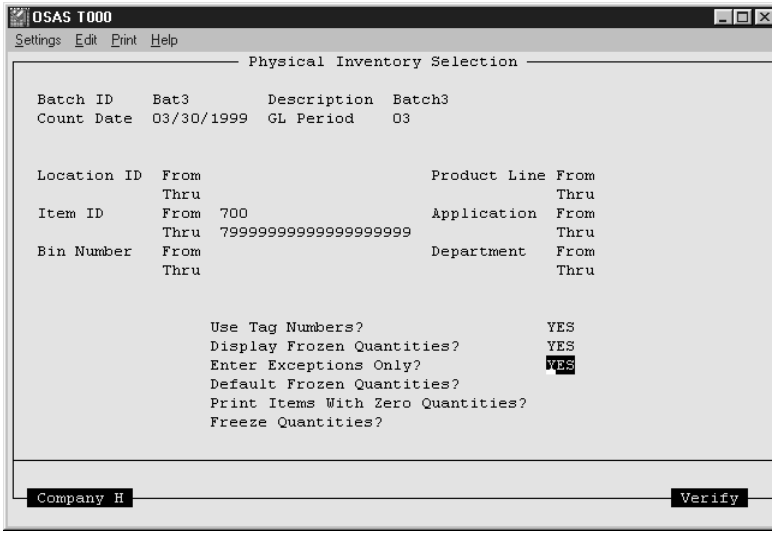
Once tags have been printed, you must use the Physical Counts Tag Entry function to record the physical count in the system instead of the Physical Counts Worksheet entry function.

Physical Inventory Selection Screen



Field	Selection
Display Frozen Quantities?	When **YES** is selected, the Frozen Quantity is displayed on the Physical Counts Tag/ Worksheet Entry. The Quantity is displayed in the default unit of measure. Select **NO** to not display the Frozen Quantity.
Enter Exceptions Only?	When **YES** is selected, the **Counted Qty** is automatically set to the **Frozen Qty** in the Physical Count file, INCTxxx. When **YES** is selected, the *Default Frozen Quantities?* toggle is automatically set to **YES** and the cursor skips to the next toggle, *Print Items With Zero Quantities?* When **NO** is selected, all tag numbers or item locations in the batch are displayed on the tag/ worksheet physical count entry screen. A value must be entered in the **Counted Qty** field for each individual tag number or item location. If a value is not entered in the **Counted Qty** field, the **Counted Qty** quantity remains zero. Then during the Update Perpetual Inventory, the On Hand quantity for the item location in inventory is adjusted to zero. When **NO** is selected, the cursor stops at the *Default Frozen Quantities?* toggle.

Physical Inventory Selection Screen



Field	Selection
Default Frozen Quantities?	When **YES** is selected, the frozen quantity for the item location defaults into the **Counted Qty** field when the cursor enters the field on both the physical counts tag or worksheet entry screens. The defaulted frozen quantity can be edited if the counted quantity does not equal the frozen quantity. When **YES** is selected, the **Counted Qty** field remains zero until the cursor enters the field. Therefore, the cursor must enter the **Counted Qty** field for each individual item location bin, lot, and/or serial number in the batch. When NO is selected, a counted quantity value must be entered in the **Counted Qty** field for each individual item location bin number, lot number, and/or serial number in the batch. When the cursor enters the **Counted Qty** field, the value remains zero-the frozen quantity does not default into the **Counted Qty** field.
Print Items with Zero Quantities?	When **YES** is selected (recommended), Items whose **On Hand** quantity equals zero have a tag printed or are printed on the worksheet. When **NO** is selected, item locations with a zero **On Hand** quantity do not have a tag printed, print on the worksheets, or appear on the tag or worksheet physical count entry screens.
Freeze Quantities?	When **YES** is selected, all shipping and receiving activities must be completed and the physical count for the batch is ready to be performed right away When **YES** is selected, the **On Hand** quantity at that point in time is stored in the base unit of measure as the **Frozen Qty** in the Physical Count file, INCTxxx. The system uses the **Frozen Qty** to adjust the **On Hand** quantity for any variances between the frozen and the counted quantities when you run the Update Perpetual Inventory function. When **NO** is selected, shipping and receiving for transactions can continue. When **NO** is selected, When shipping and receiving processing is completed and you are ready to begin the physical count for the batch, use the Freeze Quantities function on the Physical Inventory menu to record the On Hand quantity as the Frozen Qty in the Physical Inventory Count file, INCTxxx.

Deleting a Batch

The information for a batch is erased from the Physical Count file (INCTxxx) when you use the Update Perpetual Inventory function. However, you can delete a batch at any time during the physical inventory process before you run the Update Perpetual Inventory function for the batch.

Note

You cannot edit a batch. It must be deleted and recreated.

To delete a batch:

1. Select the Physical Inventory Selection function on the Physical Inventory menu.
2. Enter the Batch ID or use the **Inquiry** (F2) command to select the batch ID from the list that appears.
3. Use the **Delete** (F3) command.
4. The system prompts you to press **F3** again to confirm the delete.

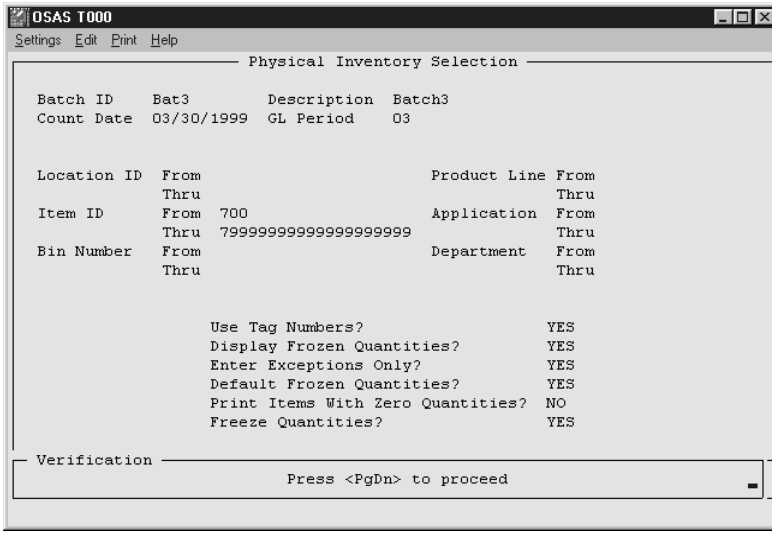
Note

If you delete a batch, you must start the physical inventory process all over again for the item locations that were included in the batch deleted.

Freezing Quantities

Before you can conduct the physical count for a batch or batches, you must freeze quantities for the batch or batches. The frozen quantity is the On Hand quantity at the time you use the Freeze Quantities function.

Physical Inventory Selection Screen



You can freeze quantities when a batch is created, or if you aren't going to conduct the physical count for the batch right away, you can use the Freeze Quantities function on the Physical Inventory menu to freeze quantities at a later time.

When you freeze quantities, the system stores the quantity on hand at that time in the Physical Counts file (INCTxxx). The physical count should be conducted for the batch as soon as possible after freezing quantities. You can continue to process sales and purchase transactions in the system during the physical count, but shipping and receiving activities in the warehouse for the items in the frozen batch should cease.

Note

If you need to continue shipping and receiving after freezing quantities, newly received items should be separated from the stock on hand when quantities were frozen and not included in the physical count. Items shipped after freezing quantities must be included in the physical count.

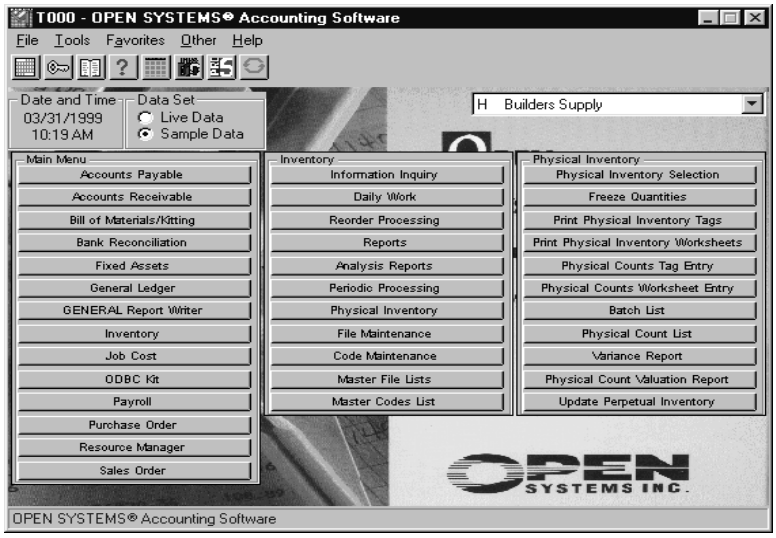
When the Update Perpetual Inventory function is run for the batch the system will account for the sales and purchase transaction quantities as well as any variances recorded between the frozen quantity and the counted quantity.

Physical Inventory Tags

This function assigns tag numbers to each item location bin, serial number, and/or lot number. If you use this function to print inventory tags, you must use the Physical Counts Tag Entry function to record the physical count information in the system for the batch.

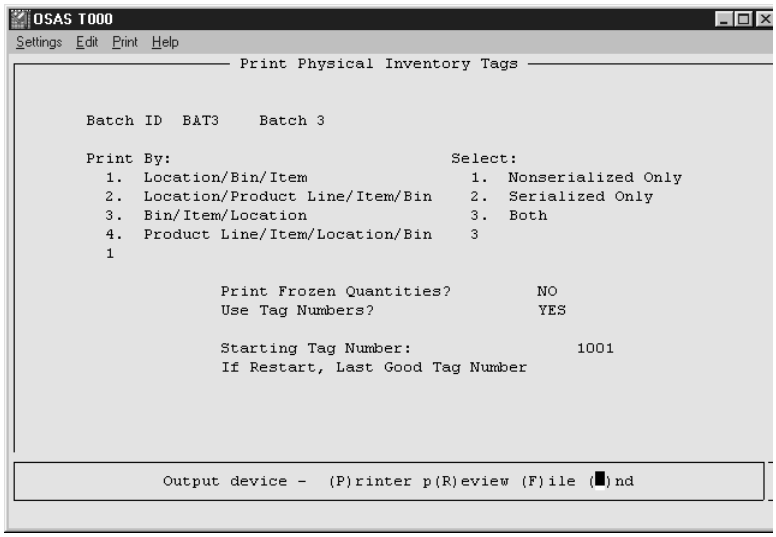
Do not use this function if you want to use the Physical Counts Worksheet Entry function to enter the physical counts for the batch.

Physical Inventory Menu Screen



If you plan to use both preprinted tags and worksheets to conduct the physical count, select **YES** for the toggle **Use Tag Numbers?** on the Physical Inventory Selection screen. A blank **Tag No** field for the preprinted tag number is included on the worksheet.

Print Physical Inventory Tags Selection Screen



Make the following selections to print tags:

1. Enter the batch ID you want to print tags for, or use the **Inquiry** (F2) command to select the batch ID from the list that appears.

   The message *Do you wish to reprint tags?* displays in the command bar at the bottom of the screen if tags have already been printed for the batch. The selections used when the tags were originally printed default in the screen. Select **YES** to reprint the tags.

2. In the **Print By:** field, select the order used to assign tag numbers and print tags.

3. In the Select: field, choose whether tags should be printed for serialized, nonserialized, or both types of items.

4. Select **YES** for **Print Frozen Quantities?** if you want the frozen quantities printed on the tags.

   If you haven't frozen quantities for the batch and select **YES**, the message *You must freeze quantities for this batch first*. appears.

5. The selection in the **Use Tag Numbers?** field is displayed from the Physical Inventory Selection screen.

   If you originally selected **NO** for the batch, the message *Do you wish to use tag numbers for this batch?* appears after you enter the batch ID. Select **YES** to print tags for the batch.

6. Enter the number for the first tag in the **Starting Tag Number** field.

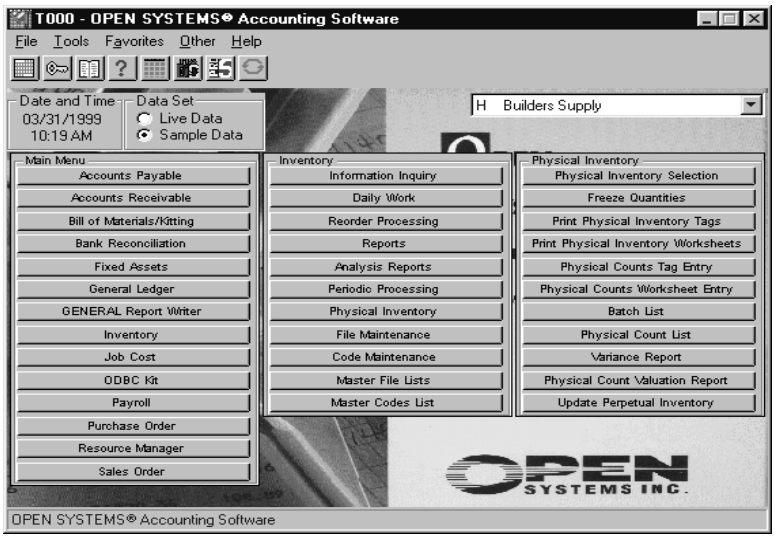
7. If tag printing must be restarted, enter the number of the last tag that printed correctly in the **If Restart, Last Good Tag Number** field; otherwise, leave this field blank.

8. Select the output device used to print tags

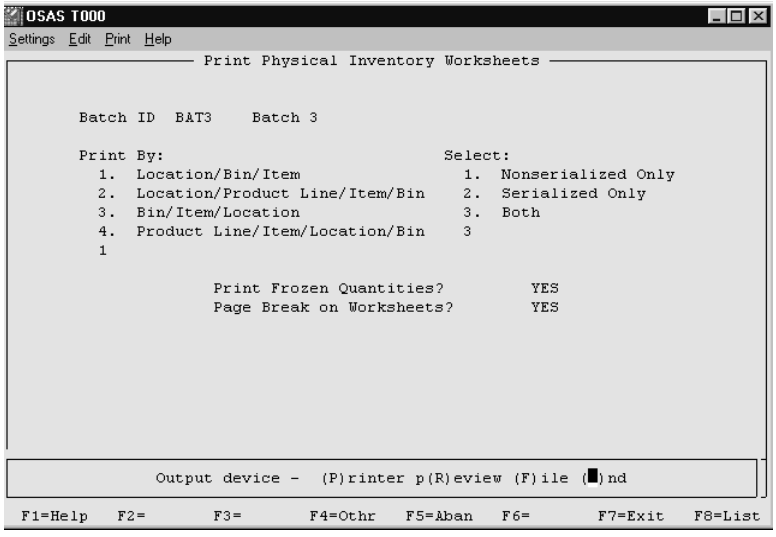
Physical Inventory Worksheets

The Print Physical Inventory Worksheets function is located on the Physical Inventory menu. Use this function to print the worksheets used to conduct the physical count. Lines on the worksheet are printed for each item location bin, serial number, and/or lot number in the batch.

Physical Inventory Menu Screen



Print Physical Inventory Worksheets Selection Screen



To print the worksheets, make the following selections:

1. Enter the batch ID you want to print worksheets for, or use the **Inquiry** (F2) command to select the batch ID from the list that appears.

2. In the **Print By:** field, select the order you want items printed on the worksheet.

3. In the **Select:** field, choose whether serialized, nonserialized, or both types of items should be printed on the worksheets.

4. Select **YES** for **Print Frozen Quantities?** if you want the frozen quantities printed on the worksheets.

   If you haven't frozen quantities for the batch and select **YES**, the message *You must freeze quantities for this batch first*. appears.

5. Select **YES** in the **Page Break on Worksheets?** field to use page breaks when printing worksheets.

Note

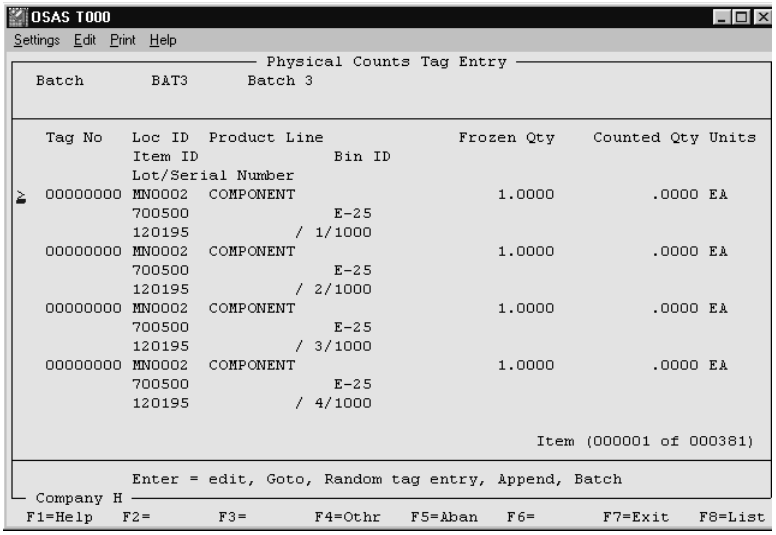
If you select **3. Bin/Item/Location to** sort the worksheet, you cannot use page breaks.

6. Select the output device to print the worksheets.

This function can only be used to enter counted quantities for a batch if the Print Physical Inventory Tags function was used to print tags for the batch.

When you enter the physical count, the system assumes that the quantities are entered in the default unit of measure-not the base unit of measure.

Physical Count Tag Entry Screen, NO Selected for Enter Exceptions Only?



Entering Counted Quantities for Multiple Units of Measure

Only one physical count amount per bin location can be entered for a tag number. If you need to enter a physical count for multiple units of measure, use the Append command on the command bar to add bins for the other units of measure.

For example:

The base unit of measure for an item location is EACH and the default unit of measure is a BOX of 10 EACH. One bin number has been set up for the item location, bin number 10B. When the physical count is conducted, 10 whole boxes are counted plus one box that has been opened and 6 EACH unit of measures is left. To enter the physical count for the item location, you can enter either:

10.6 in the **Counted Qty** field and BOX for the Unit of Measure for bin number 10B

or

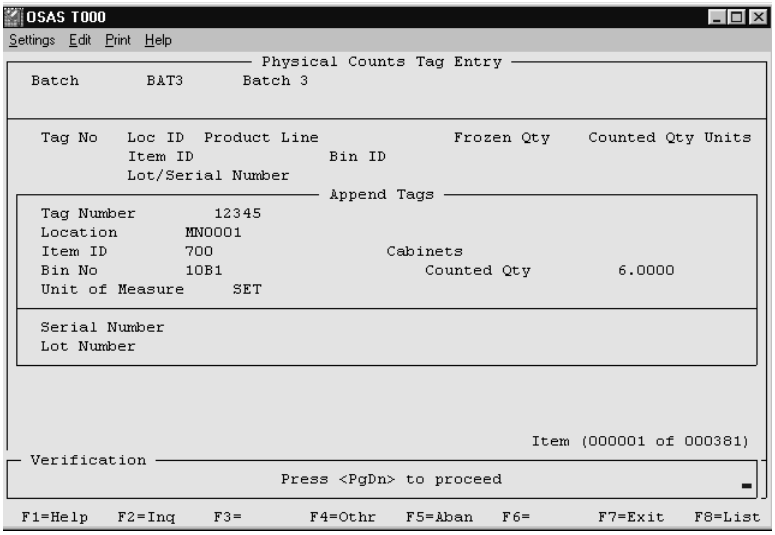
10 in the **Counted Qty** field and BOX for the **Unit of Measure** for bin number 10B. Then use the Append command to add another bin number, 10B1 with 6 for the **Counted Qty** and EACH for the **Unit of Measure**.

Adding Tag Numbers

Tag numbers may be added to batches only if the found item matches the selection criteria used when the batch was created.

A found item is an item recorded during the physical count that was not included on a worksheet or a tag number because the perpetual-computerized-inventory did not have a record for the item. Once a tag has been added, you cannot delete it although you can zero out the counted quantity for the added tag.

Physical Counts Tag Entry Screen with Append Tags Window



To add a tag, perform the following tasks:

1. Press **A** to use the Append command on the command bar to add a tag for the found item. The Append Tags window appears.

2. Enter the tag number used to record the found item.

3. Enter the Location, Item ID, Bin No, Counted Qty, and Unit of Measure for the found item.

4. Use **PgDn** to save the found item.

5. The system prompts you with the next tag number in sequence. Repeat these steps to add another found item.

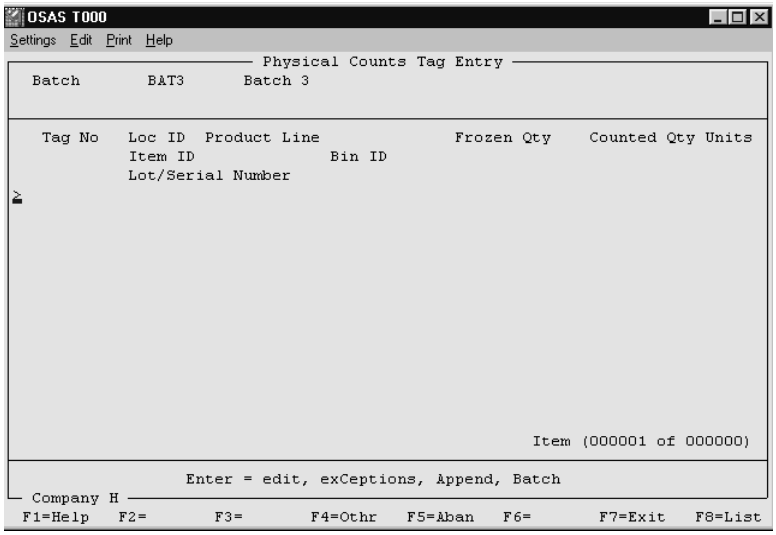
When you have finished adding found items, use the **Exit** (F7) command to return to the Physical Counts Tag Entry screen.

Enter Exceptions Only- Recording Counted Quantities

WHEN YES WAS SELECTED

When you enter the batch ID, no tag numbers are listed on the Physical Counts Tag Entry screen. The screen is blank except for header information and column headings.

Physical Counts Tag Entry Screen, Enter Exceptions Only? = YES



To record counted quantities that are not equal to the frozen quantities-the exceptions-follow these steps:

1. Press **C** to use the exCeptions options from the command bar.

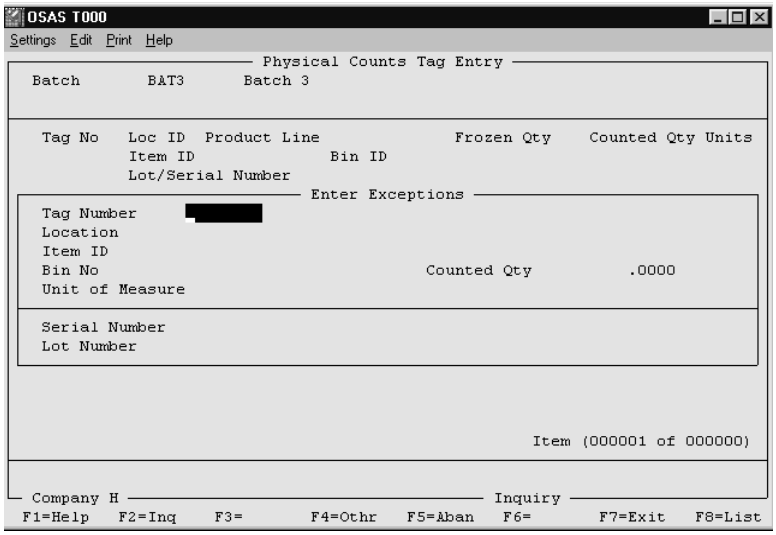
2. The Enter Exceptions window appears.

3. In the **Tag Number** field, enter the tag number of a item whose counted quantity did not match the frozen quantity, or use the **Inquiry** (F2) command to select the tag number from a list.

4. The information for the tag number defaults into the Enter Exceptions window. The cursor moves to the **Counted Qty** field.

   Since **Default Frozen Quantities?** Is automatically set to **YES** when **YES** is selected for Exceptions Only, the frozen quantity automatically appears in the counted quantity field.

Physical Counts Tag Entry Screen



5. Enter the counted quantity.

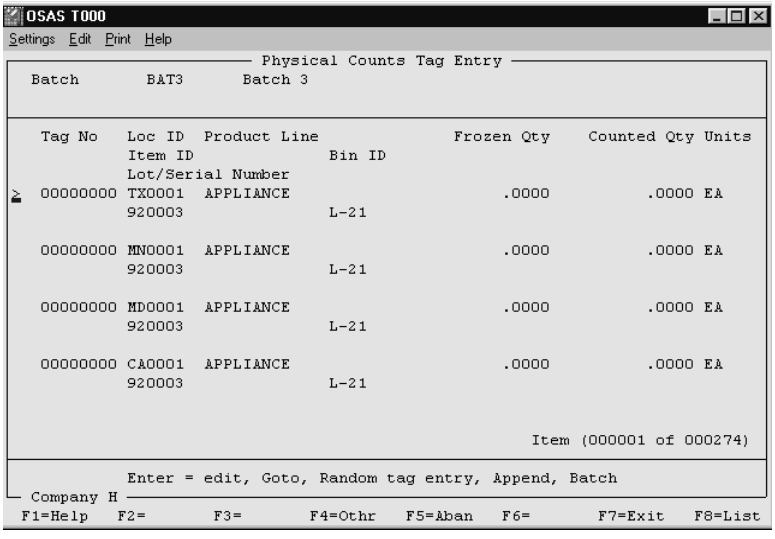
6. Accept or change the unit of measure.

7. Use **PgDn** to save the counted quantity.

WHEN NO WAS SELECTED

The tag numbers in the batch are listed on the Physical Counts Tag Entry screen when the batch ID is entered.

Physical Count Tag Entry Screen, Enter Exceptions Only? = NO



WHEN ENTER EXCEPTIONS ONLY? = NO, & DEFAULT FROZEN QUANTITIES? = YES

You must enter through the **Counted Qty** field for each tag number in the batch so that the frozen quantity defaults into the **Counted Qty** field.

If the counted quantity is not equal to the frozen quantity, enter the correct counted quantity in the **Counted Qty** field for the tag number.

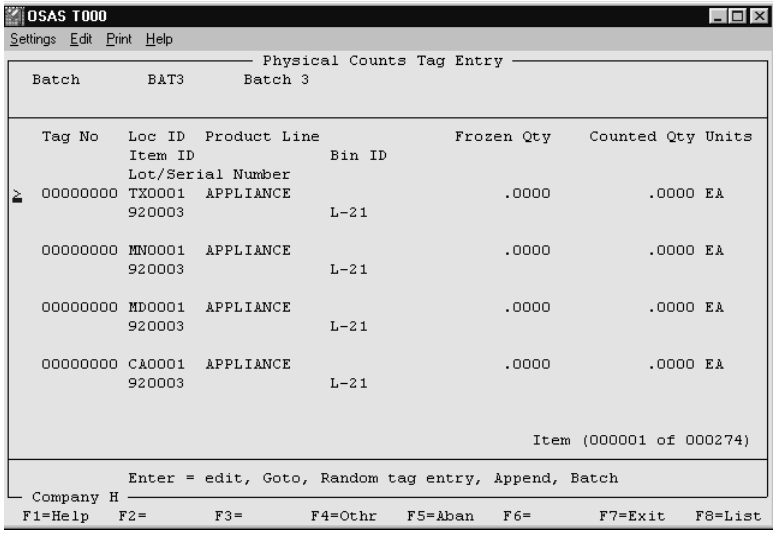
WHEN ENTER EXCEPTIONS ONLY? = NO, & DEFAULT FROZEN QUANTITIES? = NO

A value must be manually entered in the **Counted Qty** field for each tag number in the batch. The frozen quantity does not default into the **Counted Qty** field.

RANDOM TAG ENTRY

If you selected **NO** for the **Exceptions Only?** option when the batch was created, the option Random tag entry is available on the command bar to enter counted quantities for tag numbers in random tag number sequence.

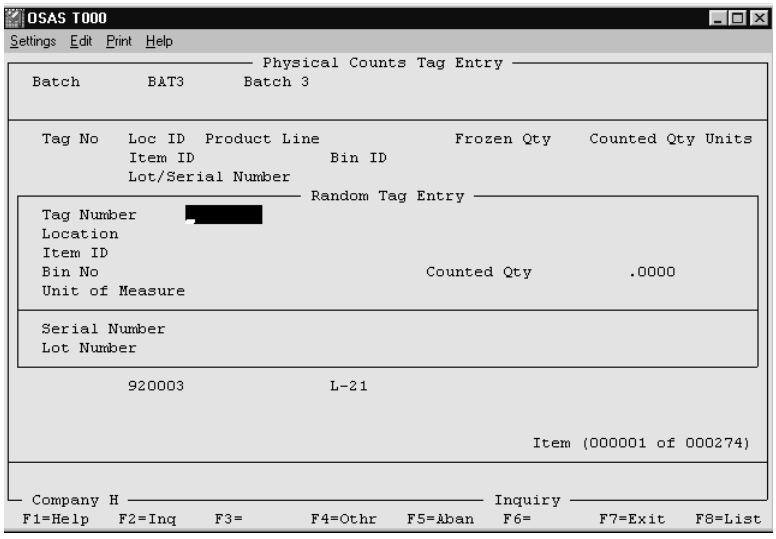
Physical Count Tag Entry Screen, Enter Exceptions Only? = NO



To use the Random tag entry option on the command bar, follow these steps:

1. Press **R** to access the Random Tag Entry Window.

Physical Counts Tag Entry Screen With Random Tag Entry Window

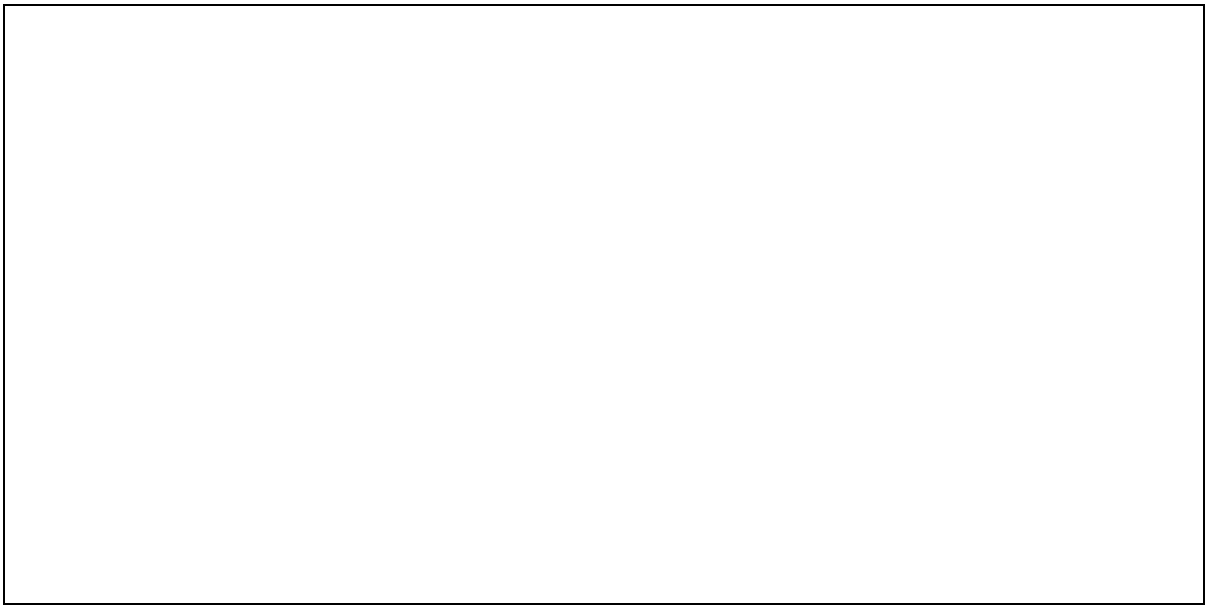


2. Enter the tag number you want to edit. The information for the tag number defaults into the window and the cursor goes to the **Counted Qty** field.

3. If you selected **YES** for **Default Frozen Quantities**, the frozen quantity defaults in the **Counted Qty** field. Press **Enter** to accept that quantity or enter the correct value.

4. If you selected **NO** for **Default Frozen Quantities** enter the tag numbers counted quantity and unit of measure, then press **PgDn** to save the physical counts information.

5. The system will prompt you with the next sequential tag number. If you don't need to edit that tag, enter the tag number you want to work with or use the **Exit** (F7) command to return to the Physical Counts Tag Entry screen.

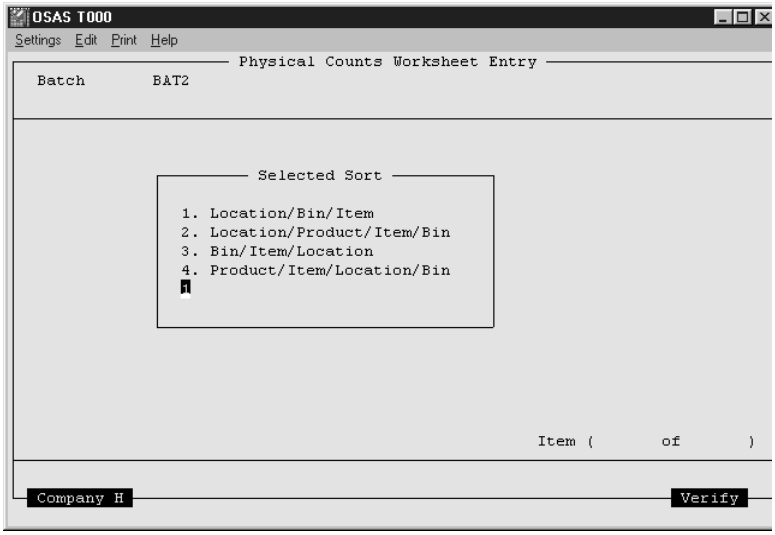


Physical Counts Worksheet Entry[7]

You can select to enter the physical count using one of four sorts:

1. Location/Bin/Item
2. Location/Product/Item/Bin
3. Bin/Item/Location
4. Product/Item/Location/Bin

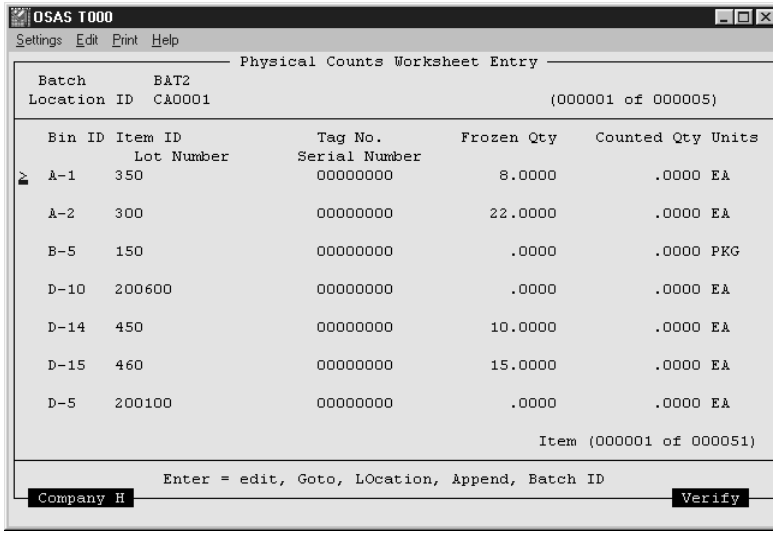
Physical Count Worksheet Entry Sort Selection Screen



Physical count entry is easier if you use the same sort that was used when worksheets were printed.

7. If you printed tags using the Print Physical Inventory Tags function for a batch, you cannot use this function to enter that batch's physical count. The physical count must be entered using the Physical Counts Tag Entry function when you use Print Physical Inventory Tags for a batch.

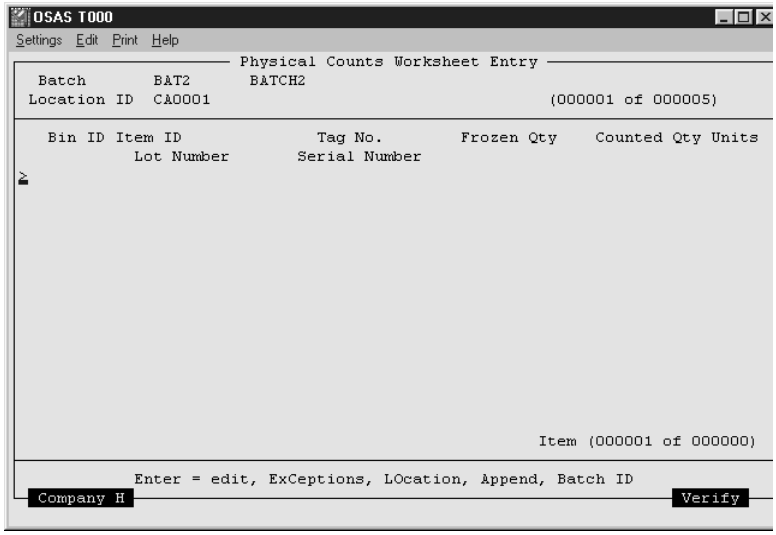
Physical Counts Worksheet Entry Screen



WHEN ENTER EXCEPTIONS ONLY? = YES

- The screen is blank-except for column headings-when you enter this function. No items are listed on the screen for the batch.
- The ex**C**eptions options from the command bar at the bottom of the screen is used to select the items whose frozen quantity is not equal to the counted quantity-the exceptions.

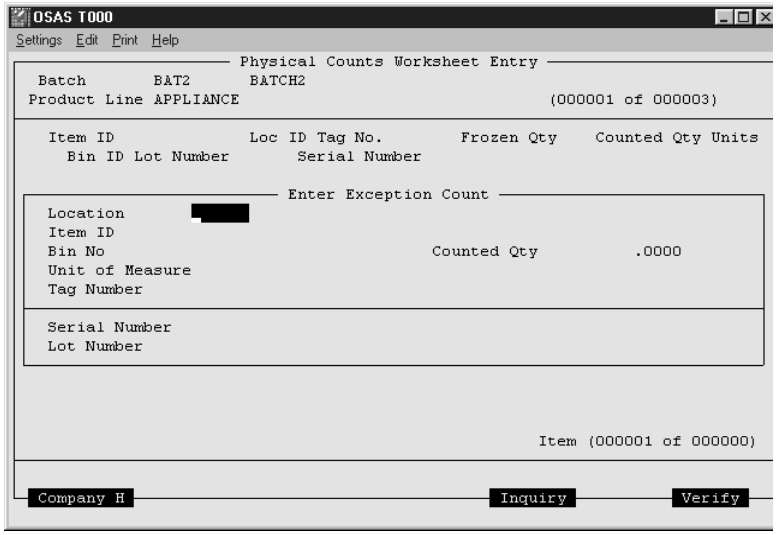
Physical Count Worksheet Entry Screen, Enter Exceptions Only? = YES



To enter an exception, perform the following tasks:

1. Press **C** to use the Ex**C**eptions command on the command bar. Enter Exception Count window appears.

Physical Counts Worksheet Entry Screen With Enter Exception Count Window



2. Enter the Location, Item ID, Bin No, and Counted Qty. If only one bin exists for an item, that bin will automatically default. If more than one bin exists, enter the correct bin number or use the **Inquiry** (F2) command to select the bin number from the list that appears.

   If you selected **YES** for **Use Tag Numbers?** on the Physical Inventory Selection screen but did not print tags using the Print Physical Inventory Tags function, a **Tag No** field is available on this screen.

   If you are entering an exception for a serialized item, you must select the serial number that was not found during the physical count. The counted quantity automatically defaults to zero.

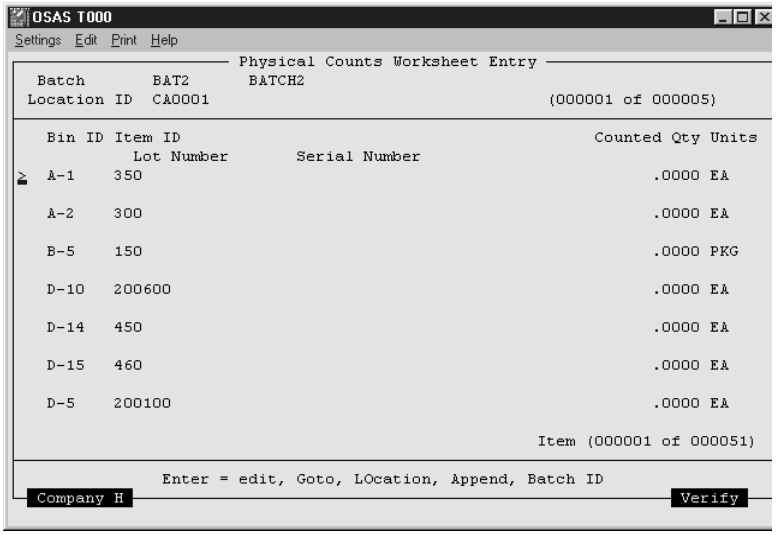
3. Use **PgDn** to save the counted quantity information. The system will prompt you for the next exception entry.

4. Press **F7** when you finish entering exceptions to return to the Physical Counts Worksheet Entry screen.

WHEN ENTER EXCEPTIONS ONLY? = NO

All item locations in the batch appear on the screen.

Physical Count Worksheet Entry Screen, Enter Exceptions Only? = NO



When Default Frozen Quantities? = YES

Enter the **Counted Qty** value by performing the following steps:

1. Place the cursor at the worksheet entry for the counted quantity you want to enter.

2. Press **Enter** to move the cursor to the **Counted Qty** field. The frozen quantity automatically defaults into the field.

3. You must enter the **Counted Qty** field for each item in the batch before the frozen quantity defaults into the **Counted Qty** field; otherwise the Counted Qty remains zero. Edit the frozen quantity if it is not the correct counted quantity.

WHEN ENTER EXCEPTIONS ONLY? = NO, & DEFAULT FROZEN QUANTITIES? = NO

You must manually type in the counted quantity value for each item location in the batch. When the cursor enters the **Counted Qty** field, the frozen quantity does not default into the field.

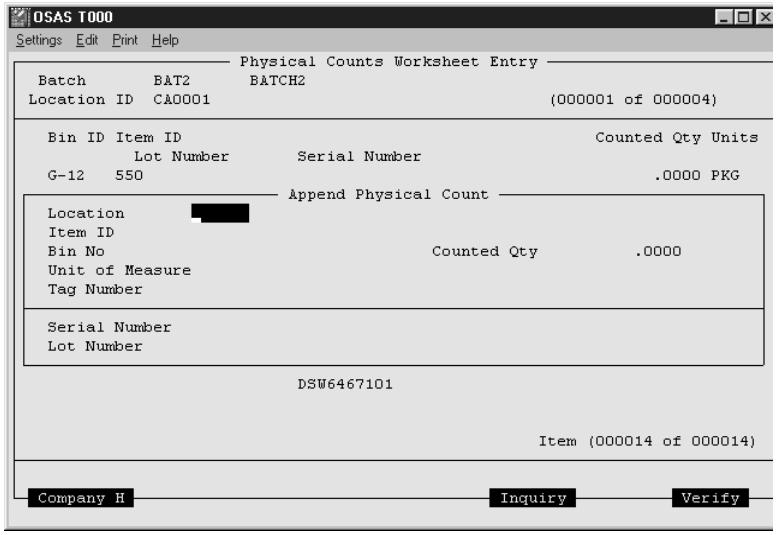
ADDING ITEMS NOT PRINTED ON THE WORKSHEET

Use the Append command on the command bar to add found items, bin locations or lot/serial numbers not printed on the worksheet.

A found item is an item recorded during the physical count that was not included on a worksheet or a tag number because the perpetual-computerized-inventory did not have a record of the item.

The items you add to the worksheet must match the selection criteria for the batch.

Append Physical Count Window



To add a found item, perform these steps:

1. Press **A** to use the Append command on the command bar. The Append Physical Count window appears.

2. Enter the Location, Item ID; Bin No, Counted Qty, Unit of Measure, and Tag Number if used. Serialized or lotted items require entry of a serial number or lot number.

3. Press **PgDn** to save the information for the found item.

4. The system prompts you to add another item, press **F7** to exit when you have finished.

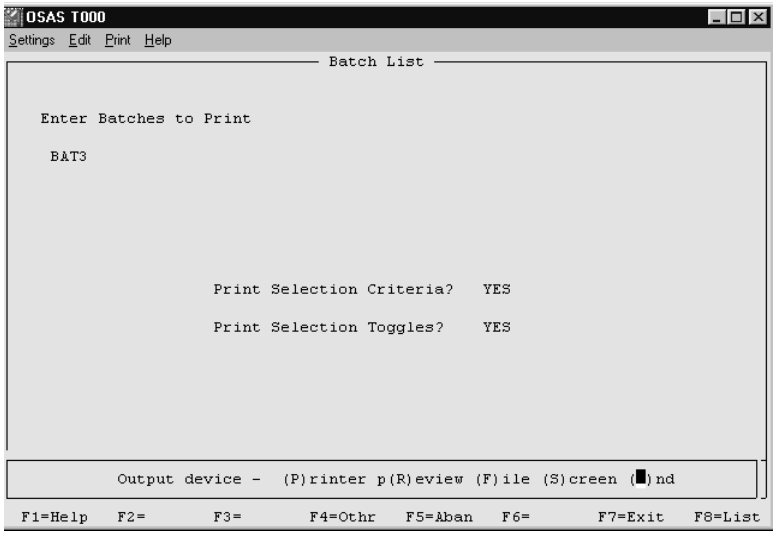
Batch List

Use the Batch List function at any time during the physical inventory process to show what batches have been set up, what functions have been performed for each batch, and the selections chosen to set up each batch. You can select up to 50 batches to be printed on this report.

All of the **From/Thru** selection fields from the Physical Inventory Selection screen are printed for each batch when you select **YES** for Print Selection Criteria.

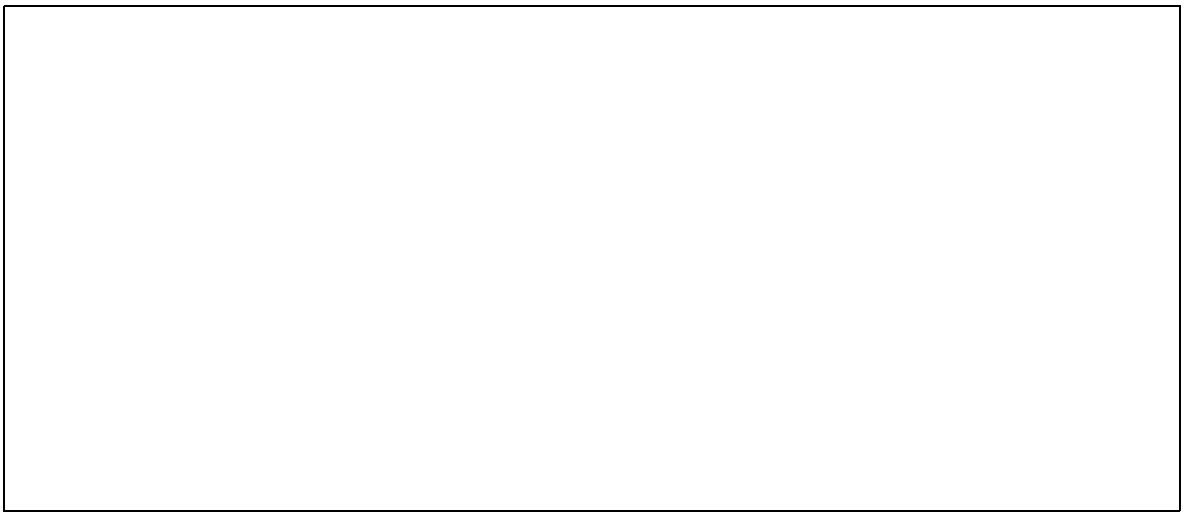
If you select **YES** for Print Selection Toggles, the **YES/NO** toggles controlling worksheet, tag printing, and physical count processing are included on the report.

Batch List Selection Screen



Batch List

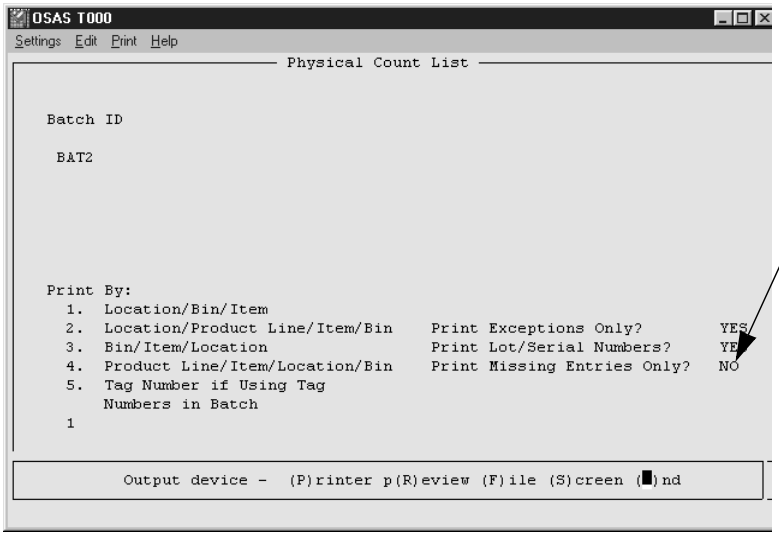
```
10:53 AM                                          Builders Supply                                                Page    1
04/29/1999                                           Batch List

Batch ID Description         Tags Printed? Worksheets Printed? Counts Entered? Print Variance Reports?   Count Date
-------------------------------------------------------------------------------------------------------------------------

BAT3    Batch 3                   YES            NO               YES              YES              12/15/1999

        Location ID    From                      Product Line  From
                       Thru                                    Thru
        Item ID        From 700                  Application   From
                       From 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


End of Report
```



Physical Count List

Use this report to verify the physical count entries. You can include up to 50 batches in the report.

Physical Count List Selection Screen



Recommend **YES** the first time to be sure accounts for all items are accounted for.

To Print the Physical Count List, make the following selections:

1. Select the Batch IDs to include in the report.

2. Select the order you want to print the report.

Note

If tag numbers were used for the batch, selection number 5., Tag Number if Using Tag Numbers in Batch, prints an asterisk (*) next to a tag number that is out of sequence to show that a tag number is missing.

3. When you select **YES** for **Print Exceptions Only?** on this screen, the only inventory items printed on the report are those items with a variance between the frozen and counted quantities.

Note

If you select **NO** for this option and the **Print Missing Entries Only?** option, all item locations in the batch are included on the report.

4. To print lot number and serial numbers on the report, select **YES** for **Print Lot/Serial Numbers**; other wise, select **NO**.

5. To include only those tag numbers or worksheet entries that are considered missing entries on this report, select **YES** for **Print Missing Entries Only**. If you select NO, entries that meet all the other selection criteria chosen are included in the report.

Note

A missing entry is an entry for an item location's bin, tag, or serial number that has not had the cursor enter the **Counted Qty** field. A new counted quantity was not entered or **Enter** was not pressed to accept the frozen quantity in the **Counted Qty** field for the entry. This means this item may have been skipped during physical count entry.

It's helpful to use the *Print Missing Entries Only?* option when you use tags that were not printed by the system or worksheets to record

Physical Count List

```
12/01/1999                                    Builders Supply                                              Page    1
10:01 AM                                      Physical Count List

Batch ID BAT3
Tag No.   Item ID                                        Bin   Product Line Application  Department      Phys Count Units
          Location          Description
          Lot Number        Serial Number
-------------------------------------------------------------------------------------------------------------------

00002012  700                                          I-16   MATERIAL     CABINET      INTERIOR           3.0000 SET
          MN0001            Cabinets

00002000  700110                                              COMPONENT    CABINET                        85.0000 EA
          MN0002            Unstained Cabinet

00002001  700120                                         1-12   COMPONENT    CABINET                       682.0000 OZ
          MN0002            Stain - Walnut

00002002  700199                                         DRY    COMPONENT    CABINET                        25.0000 EA
          MN0002            Wet Cabinet - Walnut

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            1/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            2/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            3/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            4/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            5/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            6/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            7/1000

          700500                                         E-25   COMPONENT    CABINET                         1.0000 EA
          MN0002            Series Number
00000000  120199            8/1000

00002003  700111                                         I-1    COMPONENT    CABINET                       525.0000 EA
          MN0002            Cabinet Assembly
```

Variance Report

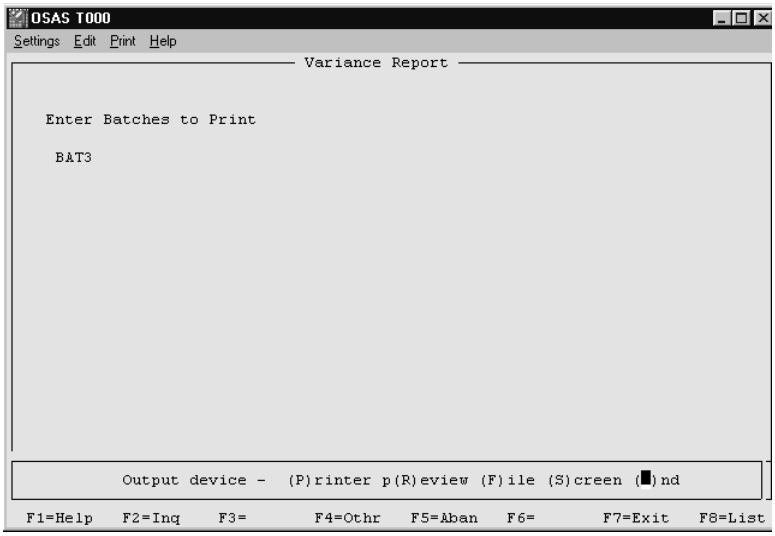
Print this report to show the item location bin, tag, or serial numbers with a variance between the frozen and counted quantities. The extended cost for the variance quantity is shown in the Cost Variance column. You can select up to 50 batches to include in this report.

Unit Costs for found items, positive variances, are calculated using the setting selected for the Inventory option *Zero Quantity Costing Method: Average, Standard, Base cost, or Last Cost.*[8]

Unit Costs for lost items, negative variances, are calculated using the option selected for the Inventory option *Item Valuation Method: FIFO, LIFO, Average, or Standard.*

Because the information on this report is an important part of the audit trail, **the system requires that the Variance Report be printed to either the printer or a file** before you can perform the Update Perpetual Inventory function for a batch.

Variance Report Selection Screen



To print the Variance Report, select the batch IDs to include on the report and the output device.

8. Inventory options are set up in the Options and Interfaces function on the Company Setup menu in the Resource Manager.

Variance Report

12/01/1999 Builders Supply Page 1
10:27 AM Variance Report

Batch ID: BAT3

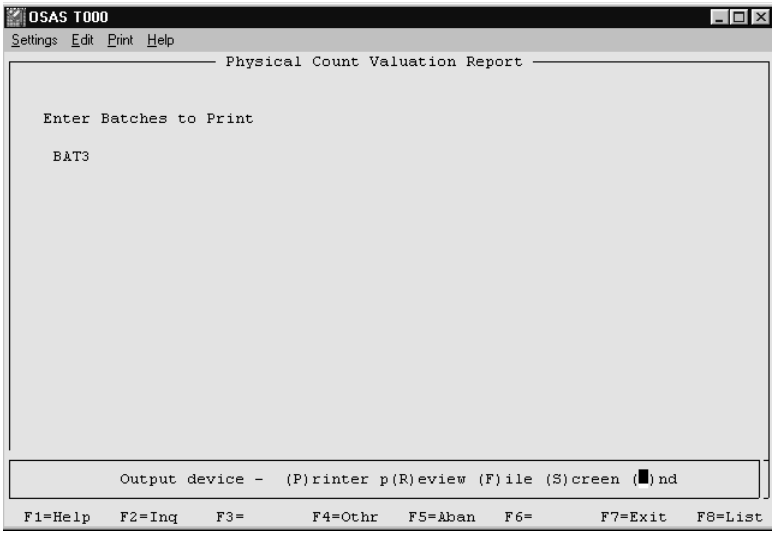
Tag No.	Item ID / Location / Serial/Lot Detail	Description	Bin	Product Line	Application	Department	Phys. Count / Frozen Count / Variance	Units	Unit Cost	Cost Variance
00012000	700		I-16	MATERIAL	CABINET	INTERIOR	6.0000	SET	201.5800	604.74
	MN0001	Cabinets					3.0000			
							3.0000			
00012006	700500		E-25	COMPONENT	CABINET		.0000	EA	2.2500	-2.25
	MN0002	Series Number					1.0000			
	3/1000			120199			-1.0000			
00012010	700500		E-25	COMPONENT	CABINET		.0000	EA	2.2500	-2.25
	MN0002	Series Number					1.0000			
	7/1000			120199			-1.0000			
00012015	7001112		I-11	COMPONENT	CABINET		15.0000	SET	1.8700	5.61
	MN0002	Cut Boards					12.0000			
							3.0000			
00012022	700999		I-17	COMPONENT	CABINET		14991.0000	EA	.0800	-56.24
	MN0002	Oil Rags					15694.0000			
							-703.0000			
								Batch Total		549.61
								GRAND TOTALS		549.61

End of Report

Physical Count Valuation Report

Print this report for a preview of how the physical count will affect the inventory value when the Update Perpetual Inventory function is used for the batch. This report is a list of the inventory items in the batch, their frozen, updated, and variance quantities and the frozen, update and variance values.

Physical Count Valuation Report Selection Screen



To print Physical Count Valuation Report, select the Ids of the batches to be included in the report and the output device.

Physical Count Valuation Report

12/01/1999 Builders Supply Page 1
10:32 AM Physical Count Valuation Report

Batch	Inventory Number	Location	Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	7001112	MN0002	SET	12.0000	15.0000	3.0000	.00	5.61	5.61
BAT3	700500	MN0002	EA	8.0000	6.0000	2.0000-	108.00	103.50	4.50-
BAT3	700999	MN0002	EA	15694.0000	14991.0000	703.0000-	.00	56.24-	56.24-
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	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	701	MN0002	EA	34.0000	34.0000	.0000	2961.74	2961.74	.00
					GL Code 02 Total		66954.76	66899.63	55.13-
					Account 104000 Total		66954.76	66899.63	55.13-
					Location ID MN0002 Total		66954.76	66899.63	55.13-

Update Perpetual Inventory

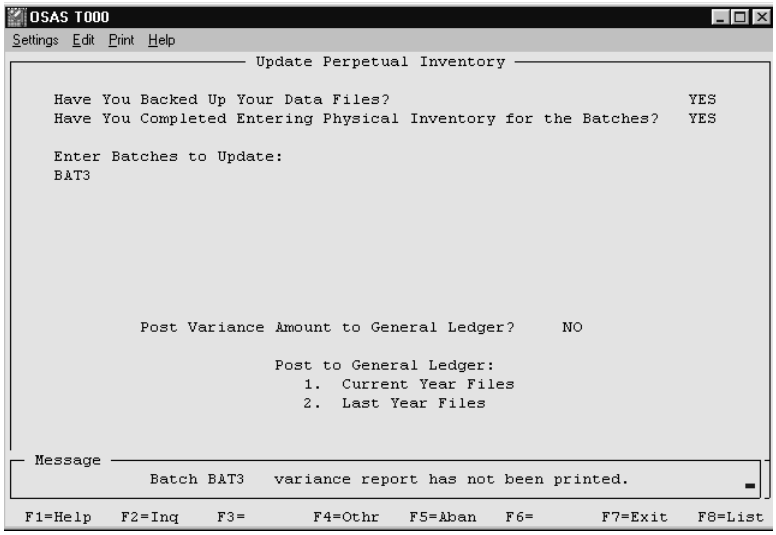
Use this function to:

- adjust the item location quantities with the variance between frozen and counted quantities
- update history information with the variance between frozen and counted quantities
- update bin information with the physical count information for the item location
- make entries in the General Ledger Journal file for the difference between the counted quantity and the frozen quantity values
- delete the physical inventory batch from the physical count file

Note

You must print the Variance Report for a batch before the system will allow you to use this function for the batch.

Update Perpetual Inventory Selection Screen



When you enter a batch ID for this function that has not had the Variance Report printed, the system displays the message:

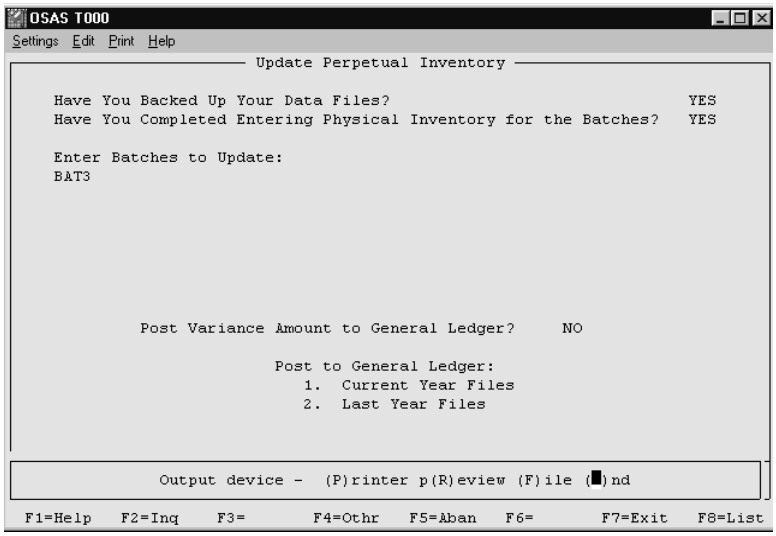
Batch XXXXXXX variance report has not been printed.

The system then deletes the Batch ID from the list of batches entered to update.

Note

A batch can be deleted at any point during the physical inventory process using the Physical Inventory Selection function before running the Update Perpetual Inventory function for the batch. If you delete a batch, you must start the physical inventory process all over again for the item locations that were included in the deleted batch.

Update Perpetual Inventory Selection Screen



To run the Update Perpetual Inventory function, make the following selections:

1. If you have backed up the data files and finished entering the physical count the batches you want to select[9] for this function, select **YES**; otherwise select **NO**.

2. Enter the IDs for the batches you want to have updated the perpetual inventory information.

3. Select **YES** for **Post Variance Amount to General Ledger?** if you want the system to make entries in the General Ledger to record the cost amount for the variance between the counted quantity and the frozen quantity.

   Select **NO**, to use the **Update Perpetual Inventory Log?** produced by this function to make manual entries to adjust the general ledger.

4. The prompts *Post Variance Amount to General Ledger?* and *Post to General Ledger: 1. Current Year Files, 2. Last Year Files* are only displayed if Inventory is interfaced with General Ledger.

   If you are interfaced with General Ledger and have not created last-year files in General Ledger, the *Post to General Ledger:* prompt displays as *1. Current Year* and you can't change it. After last-year files are created in General Ledger, you can select whether the physical count variance entries should be posted to the current or last- year General Journal files.

5. Select the output device used to produce the Update Perpetual Inventory Log.

9. You can select up to 50 batches at a time.

General Ledger Entries

When you select YES for Post Variance Amount to General Ledger, the following entries are created in the General Journal file:

FOR AN INCREASE IN INVENTORY-FOUND ITEMS:

DEBIT	the account entered in the **Inventory Adjustment** field for the item location's account code
CREDIT	the account entered in the **Physical Count Adjustment** field for the item location's account code

FOR A DECREASE IN INVENTORY-LOST ITEMS:

DEBIT	the account entered in the **Physical Count Variance** field for the item location's account code
CREDIT	the account entered in the **Inventory Adjustment** field for the item location's account code.

Update Perpetual Inventory Log

12/01/1999 Builders Supply PAGE 1
11:48 AM Update Perpetual Inventory

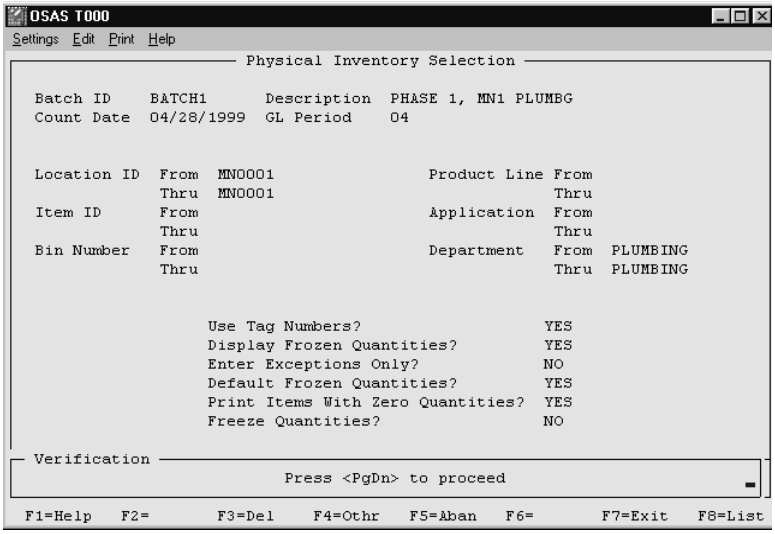
Batch ID	Inventory ID	Loc ID	Serial/Lot No.'s		GL Account	Debit	Credit
BAT3	700	MN0001			104400	604.74	
BAT3	700	MN0001			504000		604.74
BAT3	7001112	MN0002			104000	5.61	
BAT3	7001112	MN0002			504000		5.61
BAT3	700500	MN0002	3/1000	120195	104400		2.25
BAT3	700500	MN0002	3/1000	120195	504000	2.25	
BAT3	700500	MN0002	7/1000	120195	104400		2.25
BAT3	700500	MN0002	7/1000	120195	504000	2.25	
BAT3	700999	MN0002			104000		56.24
BAT3	700999	MN0002			504000	56.24	
Posted to Period 12						671.09	671.09

Example 1 - Using Preprinted Tags (Audit tags)

1. SET UP THE BATCH

In this example, we are using preprinted, prenumbered tags during the physical count as audit tags. Tags will not be printed by the system. Worksheets are printed and used to record the counted quantities, but we also need to enter the audit tag number for each item location bin, serial number, and/or lot number. The physical count is conducted in phases. BATCH 1 is created for items counted in phase 1.

Physical Inventory Selection Screen



To create BATCH 1 for the phase 1 count scheduled to take place April 28, 1999, select the Physical Inventory Selection function. BATCH 1 includes items in the MN0001 location that have been assigned the value PLUMBING for user-defined field 2, DEPARTMENT.

Since we want to record the audit tag numbers as the physical count is entered, select **YES** for the **Use Tag Numbers?** toggle so we can access the tag number field on the Physical Counts Worksheet Entry screen.

We want the frozen quantities to be displayed on the Physical Count Worksheet Entry screen, so select **YES** for the **Display Frozen Quantities?** toggle.

Since prenumbered, preprinted audit tags were used instead of tags printed using the Print Physical Inventory Tags function, we will enter the audit tag number for each item location's bin, serial number, and/or lot number as the counted quantity is entered. Choose **NO** for the **Enter Exceptions Only?** toggle so that all item location bins, serial numbers, and/or lot numbers display on the Physical Counts Worksheet Entry screen.

Select **YES** for **Default Frozen Quantities?** so that when the cursor moves to the **Counted Quantity** field on the Physical Counts Worksheet Entry screen, the frozen quantity automatically defaults into that field.

We want all items to appear on the worksheet, so choose **YES** for **Print Items with Zero Quantities?**

Since we are not ready to perform the physical count right now, select NO for Freeze Quantities

2. PRINT A BATCH LIST

Print a Batch List for BATCH 1. Select **YES** for **Print Selection Criteria?** and **Print Selection** toggles so that we have a record of the selections used to set up the batch.

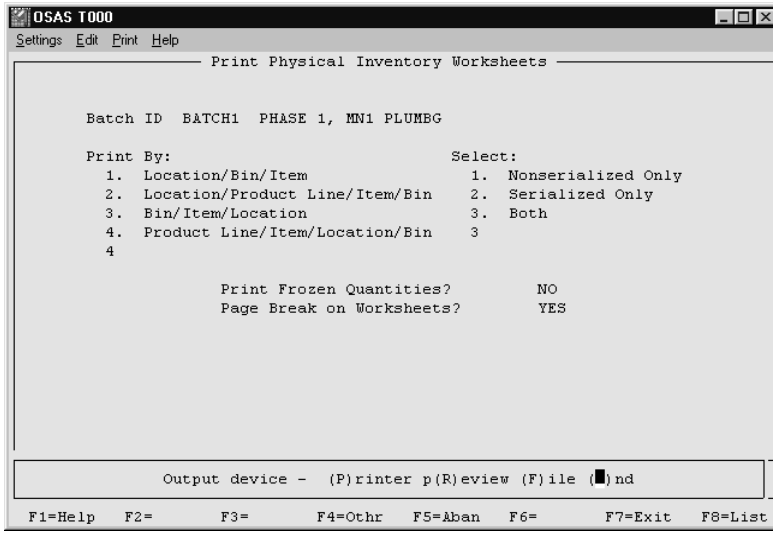
The first line of the Batch List show what steps in the physical inventory process has been completed for the batch.

This is the Batch List printed for BATCH 1

```
10:53 AM                                        Builders Supply                                        Page    1
04/29/1999                                        Batch List

Batch ID Description         Tags Printed? Worksheets Printed? Counts Entered? Print Variance Reports?   Count Date
-------------------------------------------------------------------------------------------------------------------

BAT3    Batch 3                   YES             NO               YES               YES              12/15/1999

        Location ID    From                      Product Line  From
                       Thru                                    Thru
        Item ID        From 700                  Application   From
                       From 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


End of Report
```

3. PRINT WORKSHEETS FOR BATCH 1

Print Physical Inventory Worksheets Screen



To get ready for the BATCH 1 physical count, the worksheet is printed. The worksheet is printed by **Product Line/Item/Location/Bin**, for **Both** (serialized and nonserialized items).

Choose **NO** for **Print Frozen Quantities** since we have not frozen quantities yet and we don't want the information printed on the worksheet.

Select **YES** for **Page Break on Worksheets?** Since we selected to print the worksheet by Product Line.

This is the BATCH 1 worksheet

Notice that the tag number field is zero filled. When the physical count is recorded in the system using the Physical Counts Worksheet Entry function, the tag number field is accessed and the audit tag number for the item location is entered. The frozen quantity column is zero filled also. This is because we selected not to print the frozen quantities on the worksheet. (If we wanted the frozen quantity to print on the worksheet, we would need to **Freeze Quantities** first.)

4. PRINT AN ITEM STATUS REPORT FOR BATCH1 ITEM LOCATIONS

   All shipping and receiving activities for the item locations in BATCH1 have been completed and are suspended until the physical count is completed. The Item Status Report on the Reports menu is printed to verify the On Hand quantities for the BATCH1 item locations immediately before freezing quantities. The same selections used to set up BATCH1 are selected on the Item Status Report pick screen:

   Location ID From/Thru MN0001

   Department From/Thru PLUMBING

This is the Item Status Report for BATCH1

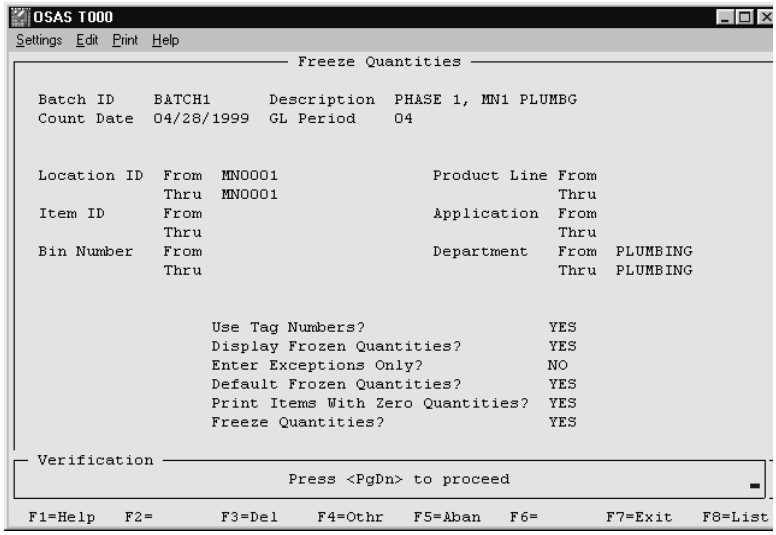
04/28/1999 Builders Supply Page 1
12:30 PM Item Status Report
By Item ID

Item ID / Description	Location	Product Line / Status	UOM	Application / Department	On Hand / On Order	Committed / In Use	Available
150 Plumbing Package	MN0001	MATERIAL Active	PKG	BUILDING PLUMBING	15.0000 2.0000	.0000 1.0000-	16.0000
170 Jacuzzi Tub Plumbing Package	MN0001	MATERIAL Active	PKG	BUILDING PLUMBING	5.0000 .0000	.0000 .0000	5.0000
175 Whirlpool Tub Plumbing Package	MN0001	MATERIAL Active	PKG	BUILDING PLUMBING	35.0000 .0000	.0000 .0000	35.0000
180 Hot Tub Plumbing Package	MN0001	MATERIAL Active	PKG	BUILDING PLUMBING	7.0000- .0000	.0000 .0000	7.0000-
195 Water Circulator Motor	MN0001	MATERIAL Active	PKG	BUILDING PLUMBING	5.0000 .0000	.0000 .0000	5.0000

End of Report

5. FREEZE QUANTITIES FOR BATCH1

Freeze Quantities Screen



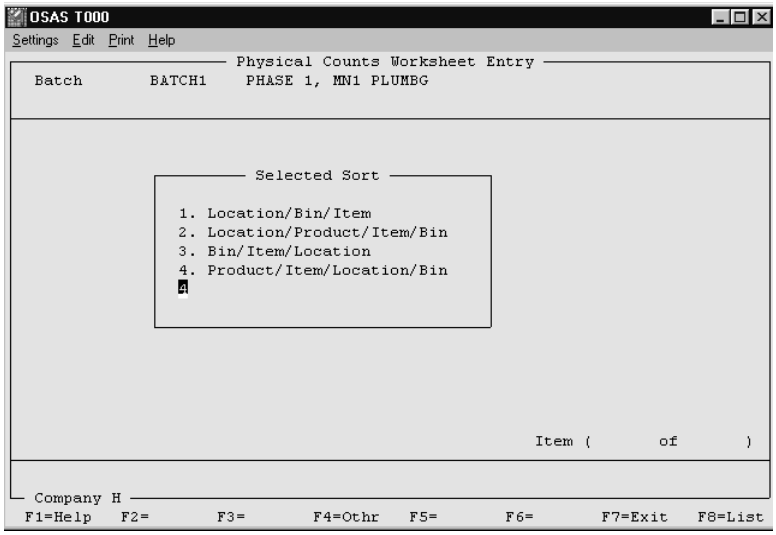
The physical count can be conducted now, so we are ready to freeze quantities for BATCH1. Select the Freeze Quantities function and enter BATCH1 in the **Batch ID** field. The original selections for BATCH1 are defaulted into the screen. Press **Enter**. When the cursor is on the **Freeze Quantities?** toggle, select **YES** and press **PgDn** to freeze quantities in BATCH1.

6. CONDUCT THE PHYSICAL COUNT FOR BATCH1

   The physical count is conducted and recorded on the worksheet.

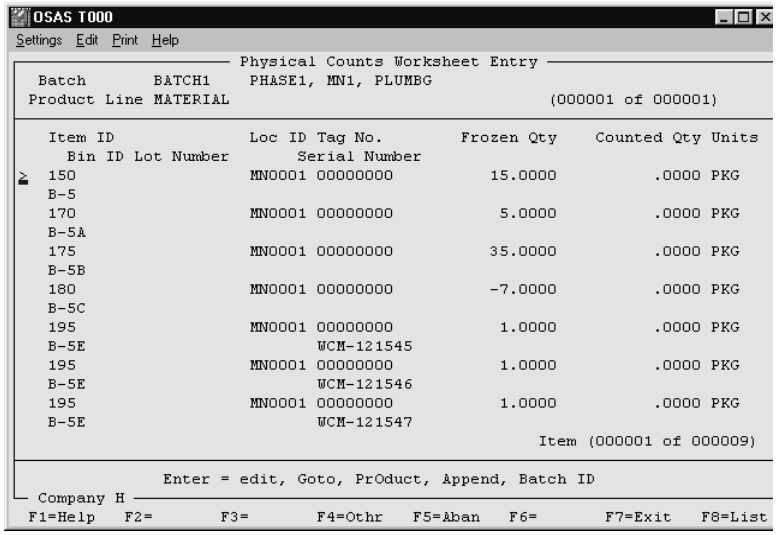
7. ENTER THE PHYSICAL COUNT FOR BATCH1

Physical Counts Worksheet Entry Screen



Because we didn't print physical inventory tags using the Print Physical Inventory Tags function, the physical count information must be entered using the Physical Counts Worksheet Entry function. When BATCH1 is entered in the **Batch** field, the sort selection screen appears. Since the worksheet was sorted using **4. Product/Item/Location/Bin**, select it for the physical count entry.

Physical Counts Worksheet Entry Screen



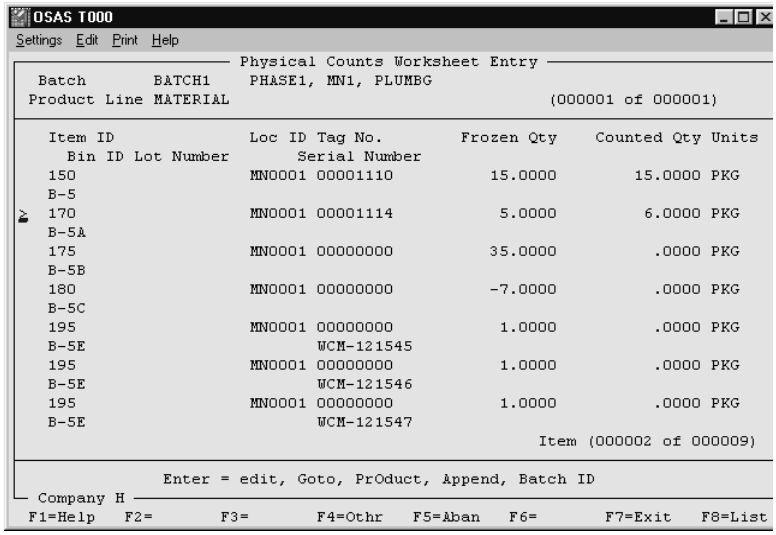
Because **NO** was selected for the toggle **Enter Exceptions Only?** when BATCH1 was set up on the Physical Inventory Selection screen, all item location bin numbers and serial numbers are displayed on the Physical Counts Worksheet Entry screen.

The frozen quantities are displayed for each item location bin number and serial number because **YES** was chosen for **Display Frozen Quantities?** when we set up BATCH1.

To begin entering the physical count, place the cursor at the item ID 150 and press **Enter**. Because **YES** was selected for **Use Tag Number?** when BATCH1 was setup, the cursor stops in the Tag No. field. Enter the audit tag number used for item ID 150, 1110. Press the Enter key to confirm the tag number and the cursor moves to the Counted Qty field.

The frozen quantity automatically defaults into the field because **YES** was chosen for **Default Frozen Quantities?** when BATCH1 was set up. Since 15 of Item ID 150 were counted, press **Enter** and the cursor moves up to the Units field. If multiple units of measure are set up for an item (use the **Inquiry** (**F2**) command for a list) you can select the unit of measure used for the physical count.

Physical Counts Worksheet Entry Screen

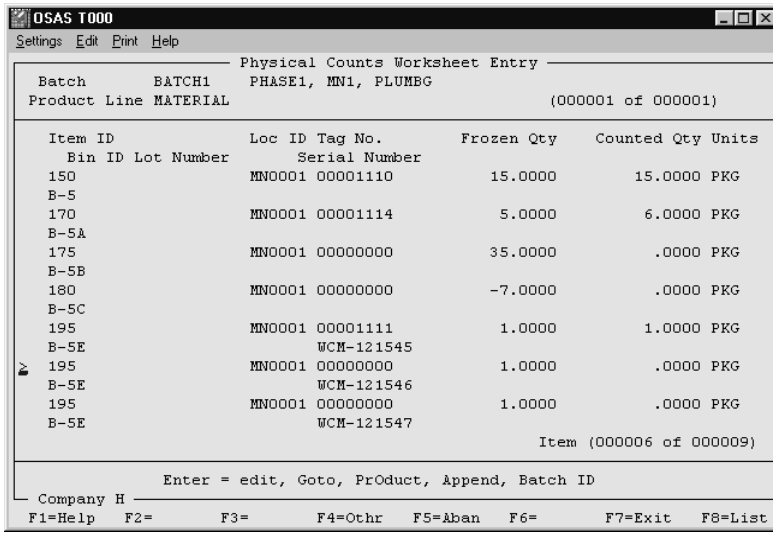


The audit tag number for Item ID 170 is 1114 and the physical count was 6, which is different than the frozen quantity. After the tag number is entered, the frozen quantities, 5, defaults into the counted quantity field. Press **6** and the **Enter** key to change the counted quantity to the correct amount.

Note

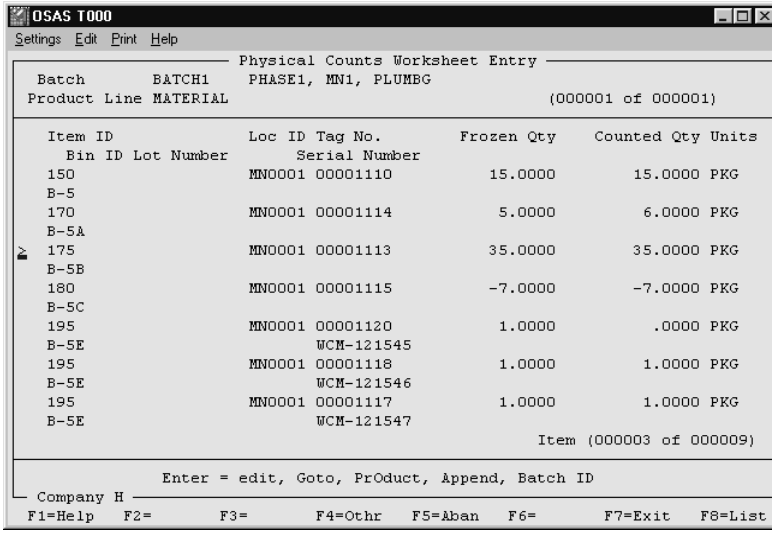
If you exit from the Physical Counts Worksheet Entry screen and return to this function to make corrections to counted quantities, when you edit an Item ID whose counted quantity is not equal to the frozen quantity the frozen quantity will automatically replace the current value in the field when the cursor enters the **Counted Qty** field.

Physical Counts Worksheet Entry Screen



Item ID 195, serial number WCM-121549 was found in the physical count and recorded on the audit tag number 1111. Move the cursor to the item and press **Enter**. A counted quantity of 1 defaults into the field since that is the frozen quantity. **Serialized items will always have a frozen quantity of 1 for each serial number**.

Physical Counts Worksheet Entry Screen



Enter the following physical count information:

Item ID & Serial #	Audit Tag #	Counted Quantity
180	1115	-7
195 WCM-121548	1112	1
195 WCM-121547	1117	1
195 WCM-121546	1118	1
195 WCM-121545	1120	0

Note

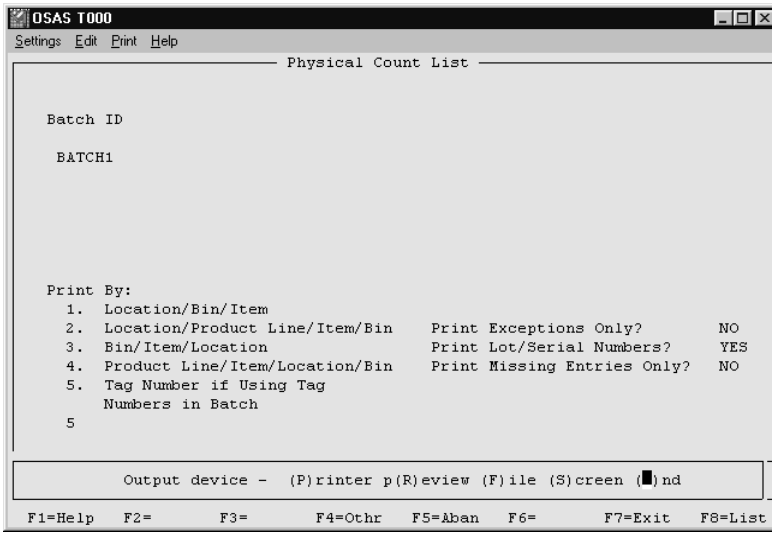
Item ID 180 has a frozen quantity of -7. This means that we have sold items we do not have in stock (sold negative). When you sell negative and even though there are no items in stock to be counted (0 counted quantity), you should not enter 0 as the counted quantity because the Update Perpetual Inventory function will adjust the On Hand quantity to 0. Verify that you have oversold the item location by the quantity of 7 and then accept the frozen quantity of -7 as the counted quantity.

Item ID 195 serial number WCM-121545 was not found at location MN0001 so a counted quantity of 0 is entered.

Use the **Exit** (F7) command, to leave the Physical Counts Worksheet Entry function.

8. PRINT THE PHYSICAL COUNT LIST

Physical Counts List Screen



Enter BATCH1 for the batch ID. Since tag numbers were used for this batch, we can select **5**. **Tag Number if Using Tag Numbers in Batch** to produce the report in tag number order. When this selection is used, if any tag numbers are out of sequence an appears next to the tag number.

Since we want all item locations in BATCH1 listed on the report, select NO for Print Exceptions Only. When YES is selected for this toggle, the report includes only those item location bin, lot and serial numbers where the counted quantity was not equal to the frozen quantity.

Choose **YES** for the toggle **Print Lot/Serial Numbers?** so that serial numbers for item ID 195 are printed on the report.

A missing entry is an item location's bin, lot or serial number in which the counted quantity is zero because a new counted quantity was not entered or the Enter key was not pressed to accept the frozen quantity. Since we want all of the item locations' bin and serial numbers included in the report, select NO for Print Missing Entries Only.

This Physical Count List for BATCH1 includes all item location bin and serial numbers for the batch because **NO** was selected for **Exceptions Only?** and **Print Missing Entries Only**. Because the report is printed by tag number, an asterisk (*) appears by those tag numbers that are out of sequence, indication a missing tag number.

Physical Counts List

```
04/28/1999                                    Builders Supply                                    Page    1
1:53 PM                                     Physical Count List

Batch ID BATCH1
Tag No.   Item ID                                        Bin   Product Line Application  Department      Phys Count Units
          Location          Description
          Lot Number        Serial Number
-------------------------------------------------------------------------------------------------------------------------

00000000  175                                            B-5B  MATERIAL     BUILDING     PLUMBING            .0000 PKG
          MN0001            Whirlpool Tub Plumbing Package

00001110  150                                            B-5   MATERIAL     BUILDING     PLUMBING          15.0000 PKG
          MN0001            Plumbing Package

          195                                            B-5E  MATERIAL     BUILDING     PLUMBING           1.0000 PKG
          MN0001            Water Circulator Motor
00001111                    WCM-121549

          195                                            B-5E  MATERIAL     BUILDING     PLUMBING           1.0000 PKG
          MN0001            Water Circulator Motor
00001112                    WCM-121548

00001114  170                                            B-5A  MATERIAL     BUILDING     PLUMBING           6.0000 PKG
          MN0001            Jacuzzi Tub Plumbing Package

00001115  180                                            B-5C  MATERIAL     BUILDING     PLUMBING          -7.0000 PKG
          MN0001            Hot Tub Plumbing Package

          195                                            B-5E  MATERIAL     BUILDING     PLUMBING           1.0000 PKG
          MN0001            Water Circulator Motor
00001117*                   WCM-121547

          195                                            B-5E  MATERIAL     BUILDING     PLUMBING           1.0000 PKG
          MN0001            Water Circulator Motor
00001118                    WCM-121546

          195                                            B-5E  MATERIAL     BUILDING     PLUMBING            .0000 PKG
          MN0001            Water Circulator Motor
00001120*                   WCM-121545


End of Report
```

To illustrate how the **Exceptions Only?** toggle works; print the Physical Count List again using selection 5. Select **YES** for **Print Exceptions Only?** and **Print Lot/Serial Numbers**. Set **Print Missing Entries Only?** to **NO**. This Physical Count List is printed below:

Physical Counts List

```
04/28/1999                                    Builders Supply                                          Page    1
1:57 PM                                     Physical Count List

Batch ID BATCH1
Tag No.   Item ID                                        Bin   Product Line Application  Department      Phys Count Units
          Location          Description
          Lot Number        Serial Number
-------------------------------------------------------------------------------------------------------------------

00000000  175                                          B-5B   MATERIAL     BUILDING     PLUMBING            .0000 PKG
          MN0001            Whirlpool Tub Plumbing Package

00001114  170                                          B-5A   MATERIAL     BUILDING     PLUMBING           6.0000 PKG
          MN0001            Jacuzzi Tub Plumbing Package

          195                                          B-5E   MATERIAL     BUILDING     PLUMBING            .0000 PKG
          MN0001            Water Circulator Motor
00001120                    WCM-121545


End of Report
```

The item location bin and serial numbers that appear on this Physical Count List printed for exceptions only are those where the counted quantity is not equal to the frozen quantity. If we review these item location bin and serial numbers on the Physical Count Worksheet Entry screen:

- Item ID 175 at MN0001 still has a 00000000 audit tag number, a frozen quantity of 35, and a counted quantity of 0, so we need to check for a audit tag and a counted quantity for this item location.
- Item ID's 170 and 195 serial #WCM-121545 at MN0001 both have a valid audit tag number so the counted quantity entered on the Physical Counts Worksheet Entry screen should be verified with the counted quantity entered on the worksheet.

We'll print the Physical Count List one more time, use the **YES** selection for **Print Missing Entries?** and **Print Lot/Serial Numbers**. Choose **NO** for **Print Exceptions Only**. This version of the Physical Count List will include only those item location bin and serial numbers where the cursor never entered the counted quantity field. In other words, the item location bin or serial number was skipped during the physical count entry.

Item location 175 at MN0001, bin number B-5B appears on this report with no audit tag number and a counted quantity of 0. We skipped the physical count entry for this item location. Return to the Physical Count Worksheet Entry function to record audit tag number 1113 and a counted quantity of 35 of item location 175.

Reprint the Physical Count List to verify that all counts have been entered correctly. To list all the tag numbers in BATCH1, print the report by **5**. **Tag Number if Using Tag Numbers in Batch** and select:

NO for Print Exceptions Only?

YES for Print Lot/Serial Numbers?

NO for Print Missing Entries Only?

To print a copy of the selections used to print a report, select the Defaults function on the Workstation Configuration menu in the Resource Manager. In the toggle defaults section of the Defaults screen, set BANNER to ACTIVE. Then whenever you print a report, a copy of the report's print selection screen is printed before the report.

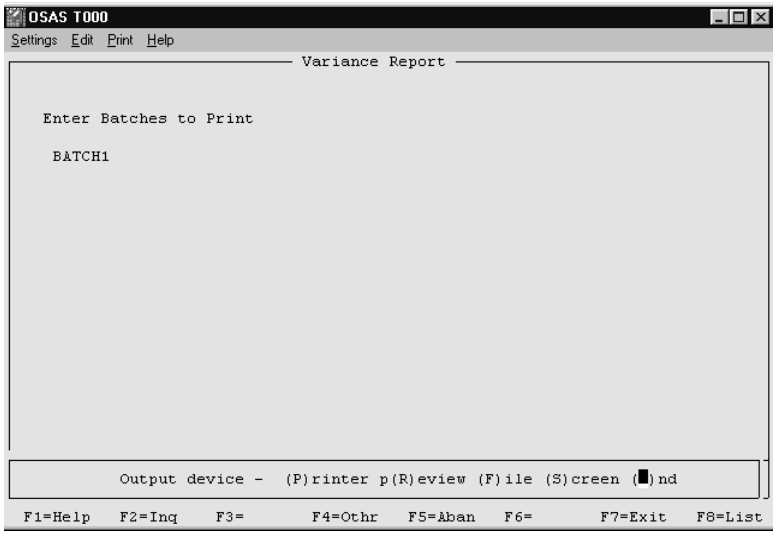
Physical Counts List

```
04/28/1999                                    Builders Supply                                    Page    1
1:57 PM                                       Physical Count List

Batch ID BATCH1
Tag No.   Item ID                                          Bin   Product Line Application  Department      Phys Count Units
          Location          Description
          Lot Number        Serial Number
-------------------------------------------------------------------------------------------------------------------------

00000000  175                                            B-5B   MATERIAL     BUILDING     PLUMBING            .0000 PKG
          MN0001            Whirlpool Tub Plumbing Package

End of Report
```

Tag numbers 1117 and 1120 still have asterisks (*) appearing next to them. We should verify that tag numbers 1116 and 1119 were not lost since they were not entered. Our counters confirm that these tag numbers were not used during the count because they were damaged.

9. PRINT A VARIANCE REPORT FOR BATCH1

Variance Report Screen



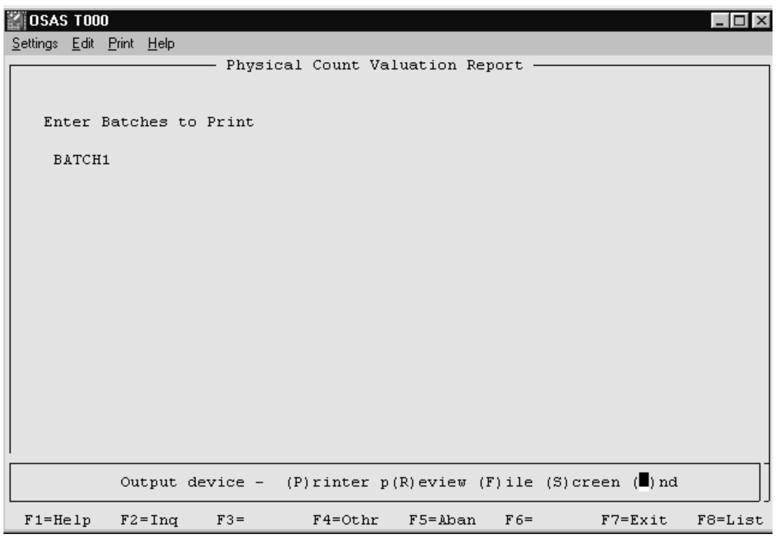
Print the Variance Report to verify the item locations where there is a difference between the frozen quantity and the counted quantity. This report shows the quantities used to adjust inventory when the Update Perpetual Inventory function is run for BATCH1 and is an important part of your audit trail. You can't use the Update Perpetual Inventory function for a batch before you print this report.

Variance Report for BATCH1

```
04/28/1999                                       Builders Supply                                           Page    1
2:35 PM                                          Variance Report

Batch ID: BATCH1
Tag No.  Item ID            Bin    Product Line Application  Department     Phys. Count    Units                       Cost
         Location  Description                                             Frozen Count               Unit Cost       Variance
         Serial/Lot Detail                                                     Variance

----------------------------------------------------------------------------------------------------------------------------
00001114 170                B-5A   MATERIAL     BUILDING     PLUMBING            6.0000    PKG         907.5300         907.53
         MN0001    Jacuzzi Tub Plumbing Package                                  5.0000
                                                                                 1.0000

00001120 195                B-5E   MATERIAL     BUILDING     PLUMBING             .0000    PKG         100.0000        -100.00
         MN0001    Water Circulator Motor                                        1.0000
         WCM-121545                                                             -1.0000

                                                                                           -------------------------------------
                                                                                           Batch Total                  807.53

                                                                                           =====================================
                                                                                           GRAND TOTALS                 807.53


End of Report
```

10. PRINT A PHYSICAL COUNT VALUATION REPORT

Physical Count Valuation Screen



Print the Physical Count Valuation Report for a preview of how the physical count will affect the inventory value when the Update Perpetual Inventory function is used for the batch. This report is a list of the inventory items in the batch, their frozen, updated, and variance quantities and the frozen update and variance values.

To print the Physical Count Valuation Report, select the ID’s of the batches to be included in the report and the output device.

Physical Count Valuation Report for BATCH1

12/01/1999 Builders Supply Page 1
10:32 AM Physical Count Valuation Report

Batch	Inventory Number	Location	Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	7001112	MN0002	SET	12.0000	15.0000	3.0000	.00	5.61	5.61
BAT3	700500	MN0002	EA	8.0000	6.0000	2.0000-	108.00	103.50	4.50-
BAT3	700999	MN0002	EA	15694.0000	14991.0000	703.0000-	.00	56.24-	56.24-
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	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	701	MN0002	EA	34.0000	34.0000	.0000	2961.74	2961.74	.00
					GL Code 02 Total		66954.76	66899.63	55.13-
					Account 104000 Total		66954.76	66899.63	55.13-
					Location ID MN0002 Total		66954.76	66899.63	55.13-

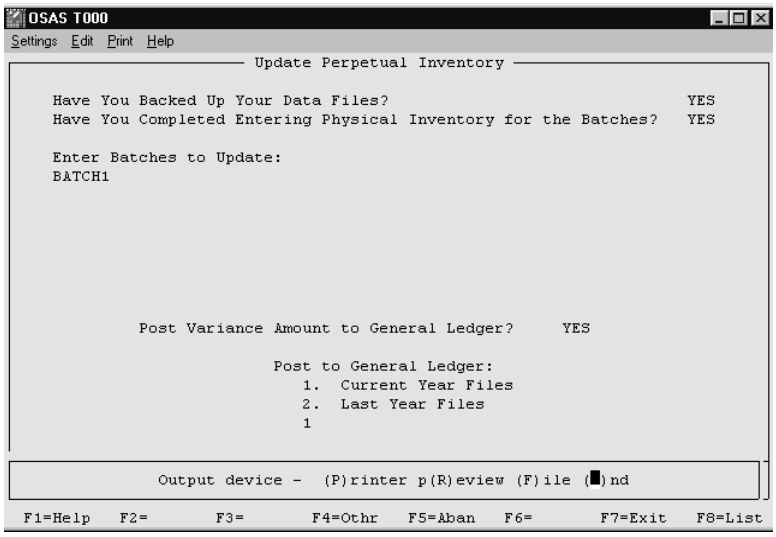
12/01/1999 Builders Supply Page 2
10:32 AM Physical Count Valuation Report

Batch	Inventory Number	Location	Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	700	TX0001	SET	3.0000	3.0000	.0000	604.74	604.74	.00
					GL Code 01 Total		604.74	604.74	.00
					Account 104400 Total		604.74	604.74	.00
					Location ID TX0001 Total		604.74	604.74	.00
Batch ID BAT3 Total				67559.50	68109.11	549.61			

End of Report

11. UPDATE PERPETUAL INVENTORY FOR BATCH1

Update Perpetual Inventory Screen



Use the Update Perpetual Inventory function for BATCH1. The audit log printed is shown below. This report should also be saved as part of the audit trail. The general ledger account numbers used for these entries are from the Account Code assigned to the item locations with a variance between the frozen and counted quantities.

Update Perpetual Inventory Report

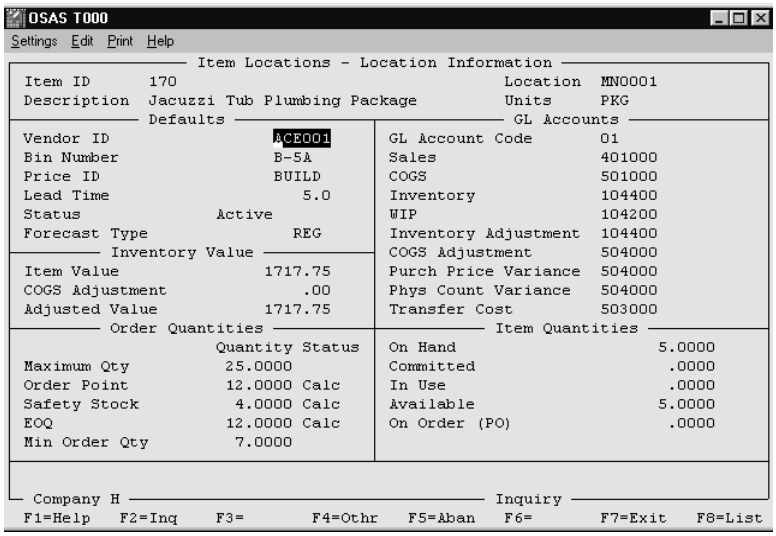
12/01/1999 Builders Supply PAGE 1
11:48 AM Update Perpetual Inventory

Batch ID	Inventory ID	Loc ID	Serial/Lot No.'s		GL Account	Debit	Credit
BAT3	700	MN0001			104400	604.74	
BAT3	700	MN0001			504000		604.74
BAT3	7001112	MN0002			104000	5.61	
BAT3	7001112	MN0002			504000		5.61
BAT3	700500	MN0002	3/1000	120195	104400		2.25
BAT3	700500	MN0002	3/1000	120195	504000	2.25	
BAT3	700500	MN0002	7/1000	120195	104400		2.25
BAT3	700500	MN0002	7/1000	120195	504000	2.25	
BAT3	700999	MN0002			104000		56.24
BAT3	700999	MN0002			504000	56.24	
Posted to Period 12						671.09	671.09

The bin information for all item locations in BATCH1 is updated with the physical count information. In addition, item locations with a variance between the counted and frozen quantity are updated to reflect that variance.

Let's take a look at the Location, Cost, and Bin Information screens for Item ID 170 at location MN0001 BEFORE and AFTER running Update Perpetual Inventory function for BATCH1:

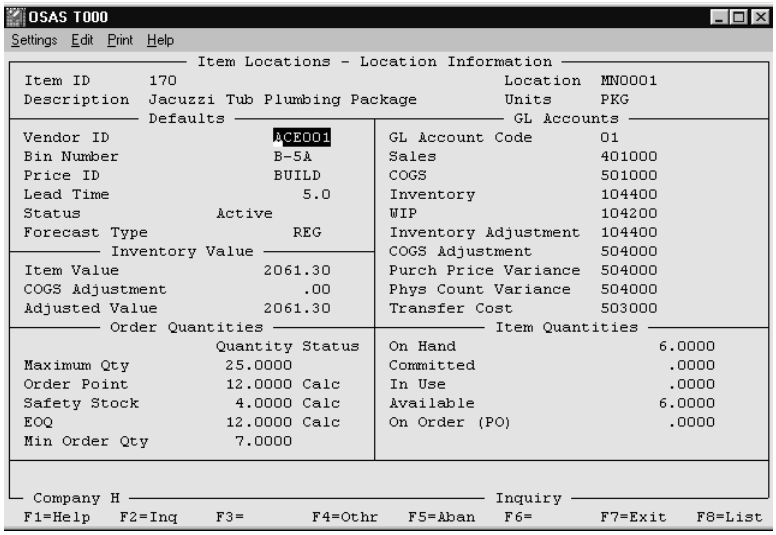
LOCATION INFORMATION BEFORE



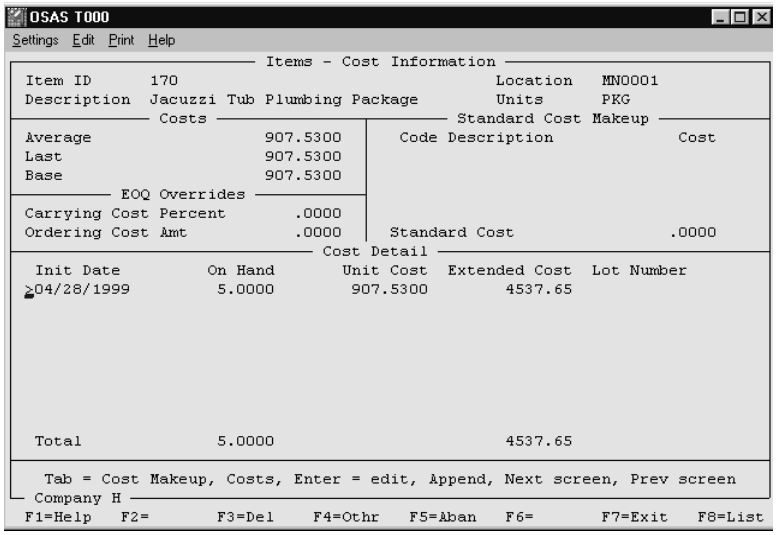
AFTER: This is the physical count information for the item location from the Variance Report:

```
04/28/1999                                    Builders Supply                                          Page    1
2:35 PM                                       Variance Report

Batch ID: BATCH1
Tag No.  Item ID            Bin    Product Line Application  Department    Phys. Count    Units                        Cost
         Location  Description                                            Frozen Count              Unit Cost       Variance
         Serial/Lot Detail                                                  Variance

-------------------------------------------------------------------------------------------------------------------------------
00001114 170                B-5A   MATERIAL     BUILDING     PLUMBING          6.0000    PKG          907.5300         907.53
         MN0001    Jacuzzi Tub Plumbing Package                               5.0000
                                                                              1.0000
```

Item Location Information Screen



COST INFORMATION BEFORE:



AFTER: This is the physical count information for the item location from the Variance Report:

Variance Report

```
04/28/1999                                    Builders Supply                                    Page    1
2:35 PM                                       Variance Report

Batch ID: BATCH1
Tag No.  Item ID            Bin    Product Line Application  Department    Phys. Count    Units                    Cost
         Location  Description                                            Frozen Count              Unit Cost      Variance
         Serial/Lot Detail                                                  Variance

-------------------------------------------------------------------------------------------------------------------------
00001114 170                B-5A   MATERIAL     BUILDING     PLUMBING          6.0000    PKG          907.5300        907.53
         MN0001    Jacuzzi Tub Plumbing Package                               5.0000
                                                                              1.0000
```

Item Locations - Cost Information Screen

```
OSAS T000
Settings  Edit  Print  Help
------------------- Item Locations - Cost Information --------------------
 Item ID      170                                   Location   MN0001
 Description  Jacuzzi Tub Plumbing Package          Units      PKG
------------- Costs ---------------------- Standard Cost Makeup ----------
 Average                     907.5300  |  Code Description           Cost
 Last                        907.5300  |
 Base                        907.5300  |
--------- EOQ Overrides -----------    |
 Carrying Cost Percent        .0000    |
 Ordering Cost Amt            .0000    | Standard Cost              .0000
------------------------------ Cost Detail -------------------------------
  Init Date          On Hand       Unit Cost  Extended Cost  Lot Number
  04/28/1999          5.0000        907.5300        4537.65
 >04/30/1999          1.0000        907.5300         907.53





  Total               6.0000                        5445.18
--------------------------------------------------------------------------
   Tab = Cost Makeup, Costs, Enter = edit, Append, Next screen, Prev screen
-- Company H -------------------------------------------------------------
 F1=Help   F2=       F3=Del    F4=Othr   F5=Aban   F6=       F7=Exit   F8=List
```

BIN INFORMATION BEFORE:

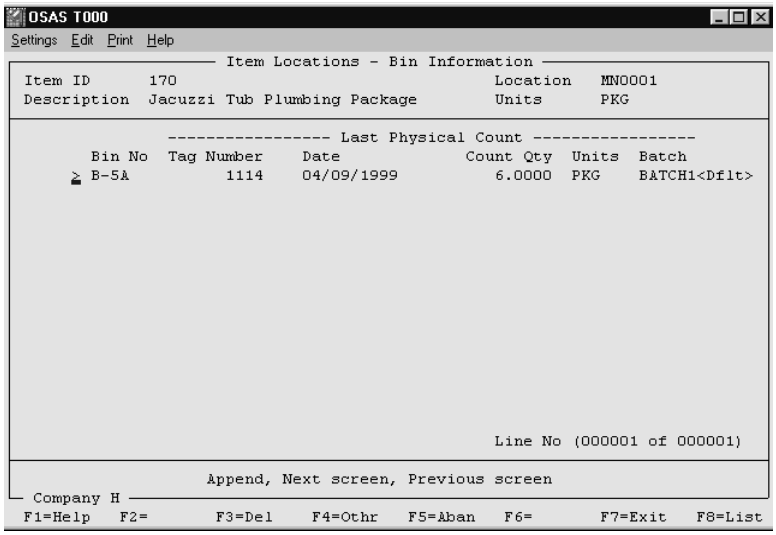
```
OSAS T000
Settings  Edit  Print  Help
--------------------- Item Locations - Bin Information -------------------
 Item ID      170                                   Location   MN0001
 Description  Jacuzzi Tub Plumbing Package          Units      PKG
--------------------------------------------------------------------------
               ----------------- Last Physical Count -----------------
        Bin No  Tag Number    Date             Count Qty  Units  Batch
      > B-5A                                       .0000             <Dflt>









                                             Line No (000001 of 000001)
--------------------------------------------------------------------------
                    Append, Next screen, Previous screen
-- Company H -------------------------------------------------------------
 F1=Help   F2=       F3=Del    F4=Othr   F5=Aban   F6=       F7=Exit   F8=List
```

AFTER: This is the physical count information for the item location from the Variance Report:

Variance Report

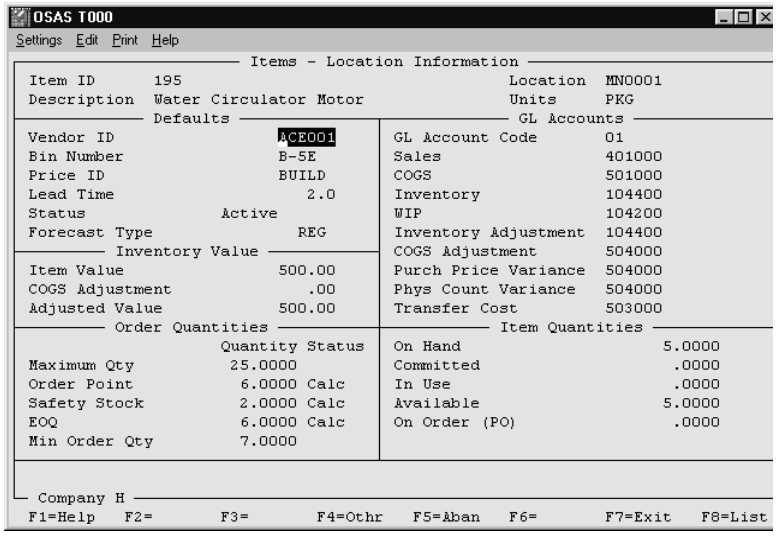
```
04/28/1999                                         Builders Supply                                              Page    1
2:35 PM                                            Variance Report

Batch ID: BATCH1
Tag No.  Item ID            Bin    Product Line Application  Department     Phys. Count    Units                       Cost
         Location  Description                                              Frozen Count                Unit Cost   Variance
         Serial/Lot Detail                                                      Variance

---------------------------------------------------------------------------------------------------------------------------
00001114 170                B-5A   MATERIAL     BUILDING     PLUMBING            6.0000    PKG          907.5300      907.53
         MN0001    Jacuzzi Tub Plumbing Package                                  5.0000
                                                                                 1.0000
```

Item Locations - Bin Information Screen



Now let's take a look at the Location, Bin and Serial Information screens for Item ID 195, serial number WCM-121548, at Location MN0001:

LOCATION INFORMATION BEFORE:



AFTER: This is the physical count information for the item location from the Variance Report:

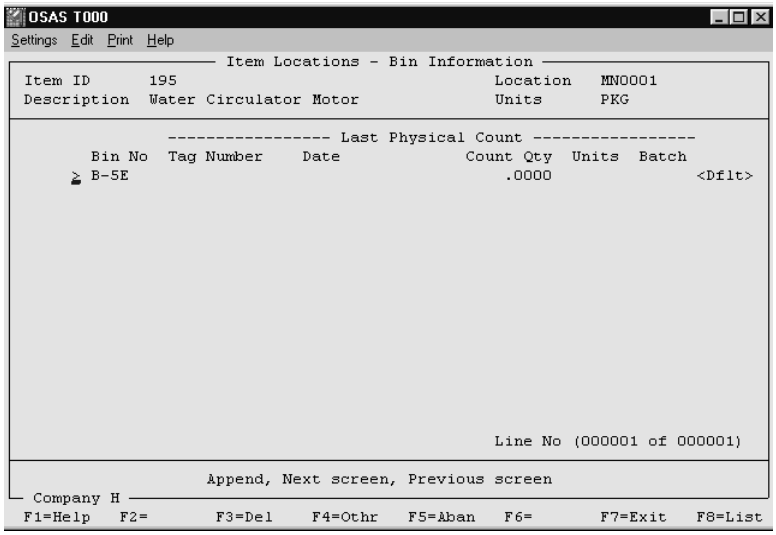
Variance Report

```
04/28/1999                                    Builders Supply                                          Page    1
2:35 PM                                       Variance Report

Batch ID: BATCH1
Tag No.  Item ID             Bin    Product Line Application  Department     Phys. Count    Units                          Cost
         Location  Description                                               Frozen Count                Unit Cost       Variance
         Serial/Lot Detail                                                     Variance

-------------------------------------------------------------------------------------------------------------------------------
00001120 195                 B-5E   MATERIAL     BUILDING     PLUMBING             .0000    PKG           100.0000         -100.00
         MN0001    Water Circulator Motor                                       1.0000
         WCM-121545                                                            -1.0000
```

BIN INFORMATION BEFORE:

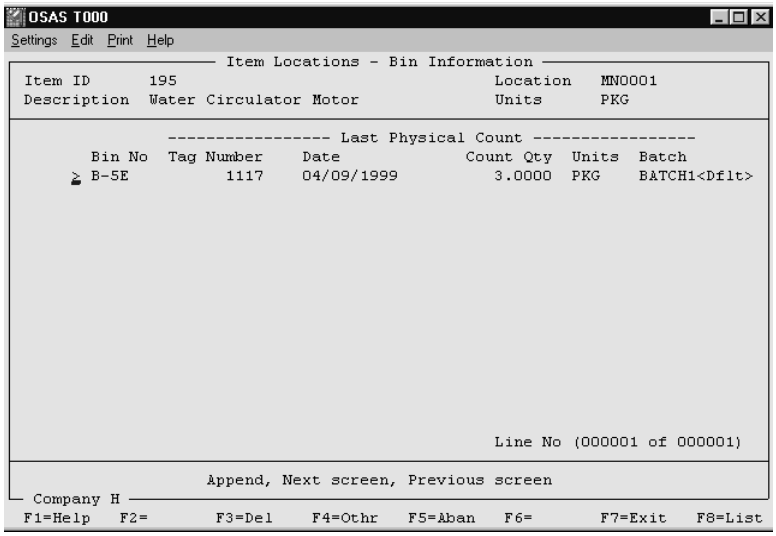
There is no physical count information for this item location.

Item Locations - Bin Information Screen

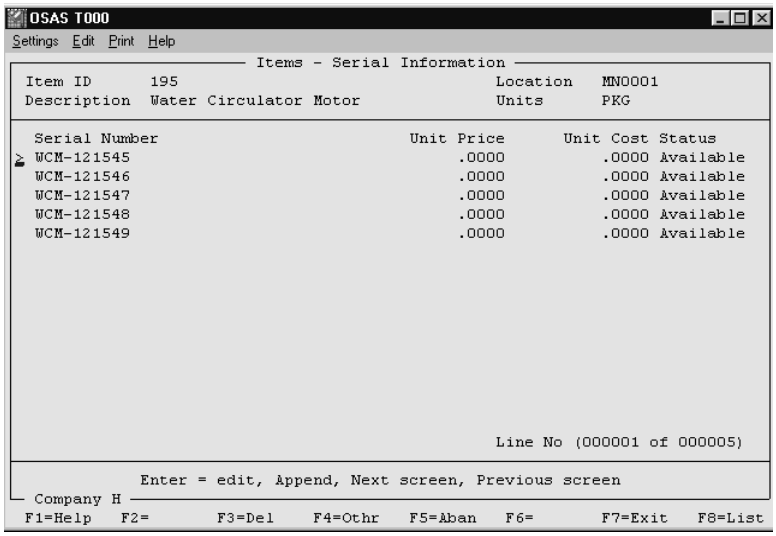


AFTER: The physical count information for the bin is recorded on the Bin Information screen.

Item Locations - Bin Information Screen

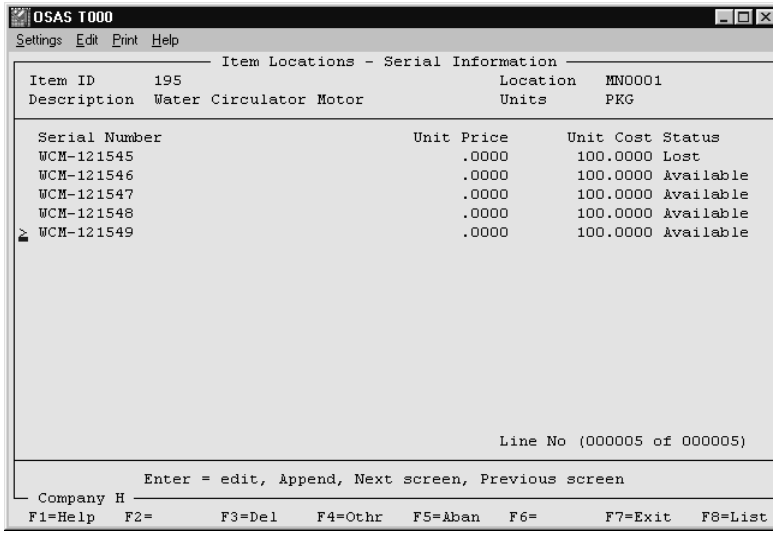


SERIAL INFORMATION BEFORE:



AFTER: This is the physical count information for the item location from the Variance Report:

Item Locations - Serial Information Screen



PRINT AN ITEM STATUS REPORT FROM BATCH1 ITEM LOCATIONS

04/28/1999 Builders Supply Page 1
12:30 PM Item Status Report
By Item ID

Item ID / Description	Location	Product Line / Status	UOM	Application / Department	On Hand / On Order	Committed / In Use	Available
150	MN0001	MATERIAL	PKG	BUILDING	15.0000	.0000	16.0000
Plumbing Package		Active		PLUMBING	2.0000	1.0000-	
170	MN0001	MATERIAL	PKG	BUILDING	5.0000	.0000	5.0000
Jacuzzi Tub Plumbing Package		Active		PLUMBING	.0000	.0000	
175	MN0001	MATERIAL	PKG	BUILDING	35.0000	.0000	35.0000
Whirlpool Tub Plumbing Package		Active		PLUMBING	.0000	.0000	
180	MN0001	MATERIAL	PKG	BUILDING	7.0000-	.0000	7.0000-
Hot Tub Plumbing Package		Active		PLUMBING	.0000	.0000	
195	MN0001	MATERIAL	PKG	BUILDING	5.0000	.0000	5.0000
Water Circulator Motor		Active		PLUMBING	.0000	.0000	

End of Report

Print an Item Status Report for BATCH1 item locations using the same selection criteria used to create BATCH1: Location ID From/Thru MN0001 and Department From/Thru PLUMBING. The information from the physical count is reflected in the On Hand quantities for the item locations in BATCH1.

Example 2 - Using Tags Printed by Print Physical Inventory Tags

Tags printed by the Print Physical Inventory Tags function along with Worksheets are used for this batch. The physical count must be entered using the Physical Counts Tag Entry function since we printed the tags.

1. SET UP THE BATCH

   Set up BATCH2 for the item locations to be counted on 4/16/1999. The **Location ID MN0001** and the **Product Line TRAINING** are used to select the item locations included in BATCH2. Choose **YES** for **Use Tag Numbers?** since we plan to print tags to BATCH2.

   Enter **NO** for **Display Frozen Quantities?** since we do not want frozen quantities displayed on the Physical Count Tag Entry screen.

   Because we want the data entry team to enter the actual physical count for each individual item location's bin, lot, and /or serial number, **NO** is selected for **Enter Exceptions Only?** and **Default Frozen Quantities**. This means all items will appear on the Physical Counts Tag Entry screen and the frozen quantity will not default into the **Counted Qty** field when the cursor enters that field. Each item location's bin, lot and /or serial number will have to have a value entered in the **Counted Qty** field or the quantity On Hand will be changed to zero.

   NO is selected for **Print Items with Zero Quantities?** so item locations with a quantity of zero On Hand will not have tags printed, appear on the physical count worksheet, or the Physical Counts Tag Entry screen. Shipping and receiving are ready for us to conduct the physical count right away, so enter **Yes** for **Freeze Quantities?**

2. PRINT AN ITEM STATUS REPORT

   Since we have already frozen quantities for BATCH2, print the Item Status Report on the Reports menu for a record of the On Hand quantities. This report shows that at the MN0001 location Item Ids 550 and 555 have zero quantities. These item locations will not have tags printed, appear on the worksheets or the Physical Counts Tag Entry screen because we selected **NO** for **Print Items With Zero Quantities?** when BATCH2 was set up.

3. PRINT TAGS FOR BATCH2

   Use the Print Physical Inventory Tags function to print tags for BATCH2.

   Print the tags using the selections shown on the screen above.

   Select **NO** for **Print Frozen Quantities?** so that frozen quantities do not appear on the tags.

   The first tag number we want to use is 15000.

   For example, print the tags to a file.

4. PRINT AN ITEM STATUS REPORT

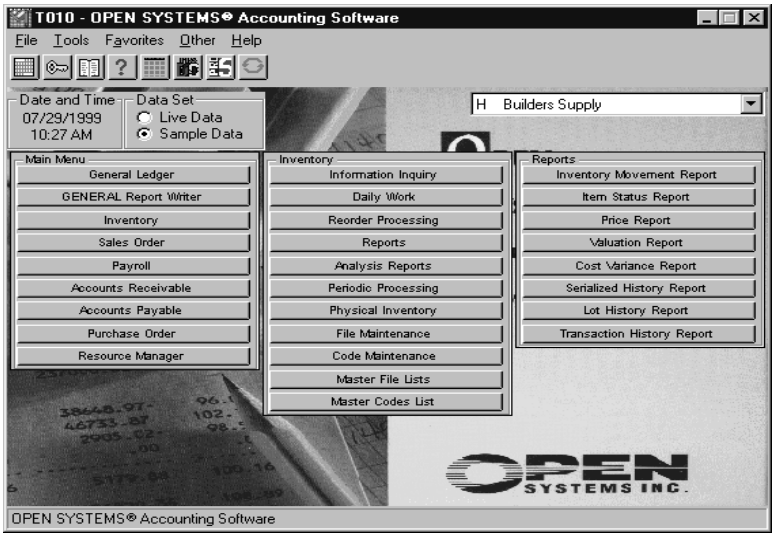
   Since we have already frozen quantities for BATCH2, print the Item Status Report on the Reports menu for a record of the On Hand quantities. This report shows that at the MN0001 location Items Ids 550 and 555 have zero quantities. These item locations will not have tags printed, appear on the worksheets or the Physical Counts Tag Entry screen because we selected **NO** for **Print Items With Zero Quantities?** when BATCH2 was set up.

Using the Reports function

Use the functions on the Reports menu to print the following reports:

- **Inventory Movement Report** shows information about transactions and transfers.
- **Item Status Report** shows the status of items and the quantities in stock.
- **Price Report** shows quantity breaks for items and profit margin.
- **Valuation Report** is used to evaluate the profitability of Inventory items.
- The **Cost Variance Report** analyzes the cost variance of items.
- **Serialized History Report** lists historical transactions for your serialized items.
- **Lot History Report** lists historical transactions for lotted items.
- **Transaction History Report** shows the detail of your purchases and sales by line item.

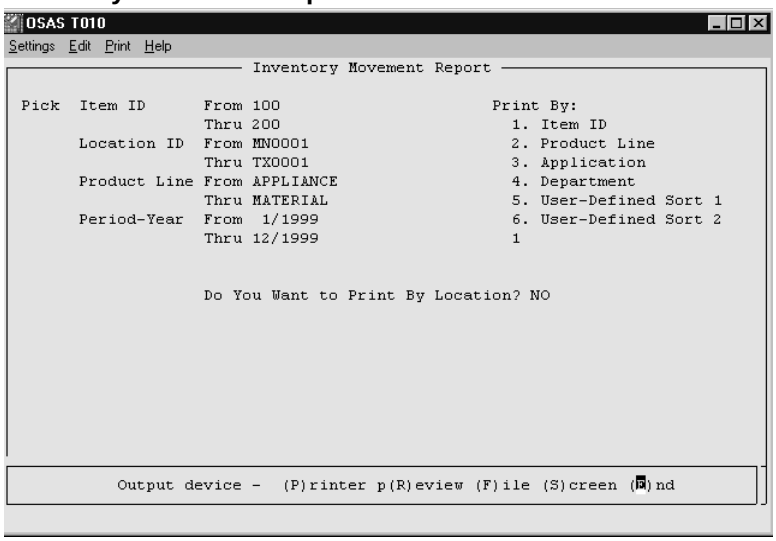
Inventory Reports Menu



Inventory Movement Report

The Inventory Movement Report shows a list of summarized information about transactions and transfers and shows beginning balances of selected items.

Inventory Movement Report Selection Screen



Inventory Movement Report

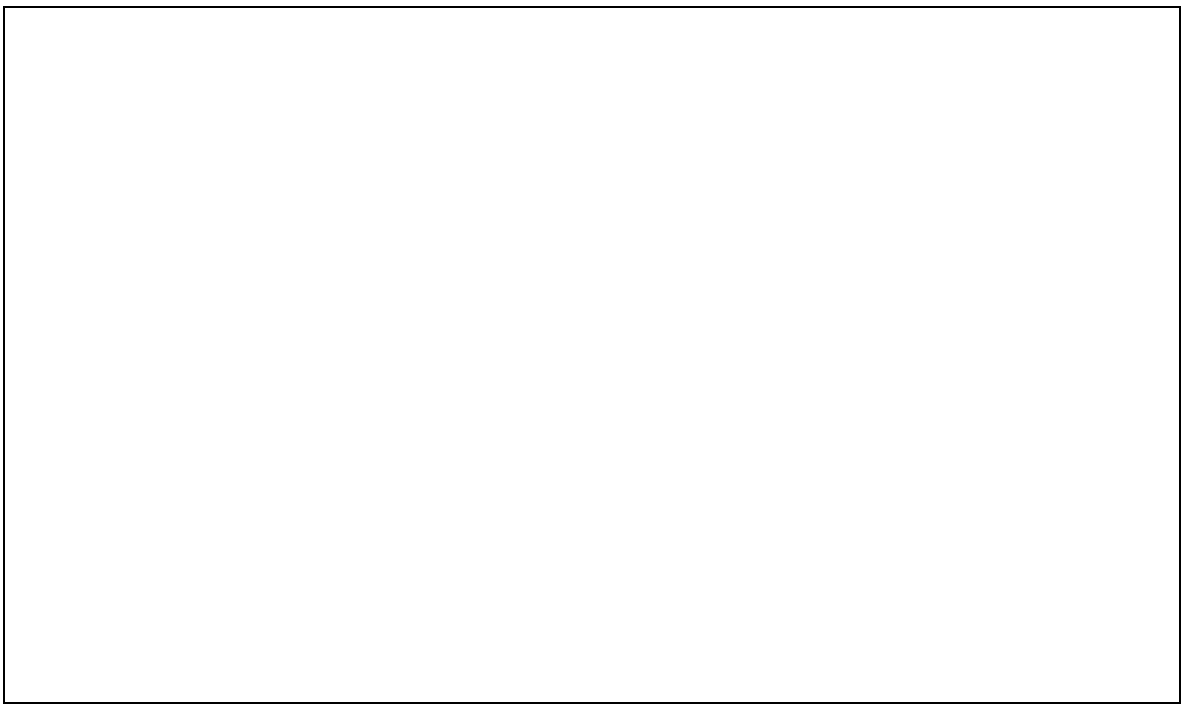
12/03/1999 Builders Supply Page 1
11:55 AM Inventory Movement Report
By Item ID

Item ID / Description	Prod. Line	Beg. Quantity / Loc. ID	Sold / Returned	Purchased / Returned	Transfer In / Transfer Out	Built / Issue	Adjustments / Mat. Req.	End Quantity
100	MATERIAL	921.0000-	849.0000	2092.0000	.0000	.0000	.0000	18.0000
Electrical Package		MN0001	.0000	4.0000	300.0000	.0000	.0000	
100	MATERIAL	34.0000	328.0000	.0000	300.0000	.0000	.0000	6.0000
Electrical Package		TX0001	.0000	.0000	.0000	.0000	.0000	
150	MATERIAL	132.0000	638.0000	635.0000	.0000	.0000	.0000	15.0000
Plumbing Package		MN0001	.0000	4.0000	110.0000	.0000	.0000	
150	MATERIAL	.0000	57.0000	.0000	64.0000	.0000	.0000	7.0000
Plumbing Package		TX0001	.0000	.0000	.0000	.0000	.0000	
200	HEAT/AIR	.0000	201.0000	.0000	.0000	.0000	.0000	201.0000-
Heating/Cooling Package		MN0001	.0000	.0000	.0000	.0000	.0000	
200	HEAT/AIR	.0000	127.0000	.0000	.0000	.0000	.0000	127.0000-
Heating/Cooling Package		TX0001	.0000	.0000	.0000	.0000	.0000	

End of Report

The **Built/Issue** column of the Inventory Movement Report applies only if you are interfaced to Bill of Materials/Kitting.

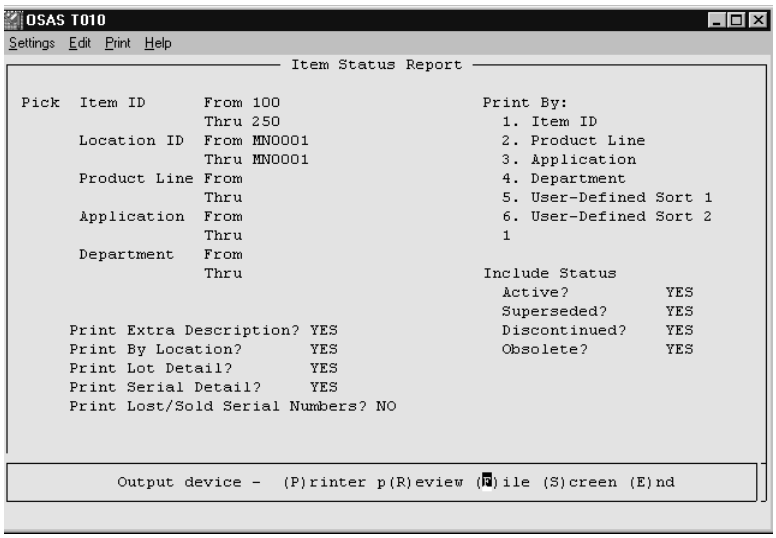
The **Adjustments/Material Requisition** column will list Inventory adjustments made for a specific item. If you are interfaced to Accounts Payable, any Material Requisitions made will show up in this column also.



Item Status Report

The Item Status Report shows the status of the items and the quantities in stock. It tells whether they are on hand, on order, committed, in use, or available. If Purchase Order is interfaced with Inventory you can use this function to create purchase requisitions for items that need to be reordered. The on hand, on order, committed, in use, and available numbers all come from the Location Information screen, located in File Maintenance.

Item Status Report Selection Screen



Item Status Report

12/03/1999 Builders Supply Page 1
12:18 PM Item Status Report
Location ID MN0001 By Item ID

Item ID / Description / Extra Description	Location	Product Line / Status	UOM	Application / Department	On Hand / On Order	Committed / In Use	Available
100 Electrical Package	MN0001	MATERIAL Active	PKG	BUILDING ELECTRIC	18.0000 6.0000	.0000 1.0000	17.0000
150 Plumbing Package	MN0001	MATERIAL Active	PKG	BUILDING PLUMBING	15.0000 2.0000	.0000 1.0000-	16.0000
200 Heating/Cooling Package	MN0001	HEAT/AIR Active	PKG	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000
200100 Furnace	MN0001	HEAT/AIR Active	EA	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000
200200 Water Heater	MN0001	HEAT/AIR Active	EA	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000
200300 Air Conditioner	MN0001	HEAT/AIR Active	EA	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000
200400 Water Softener	MN0001	HEAT/AIR Active	EA	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000
200500 Sump Pump	MN0001	HEAT/AIR Active	EA	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000

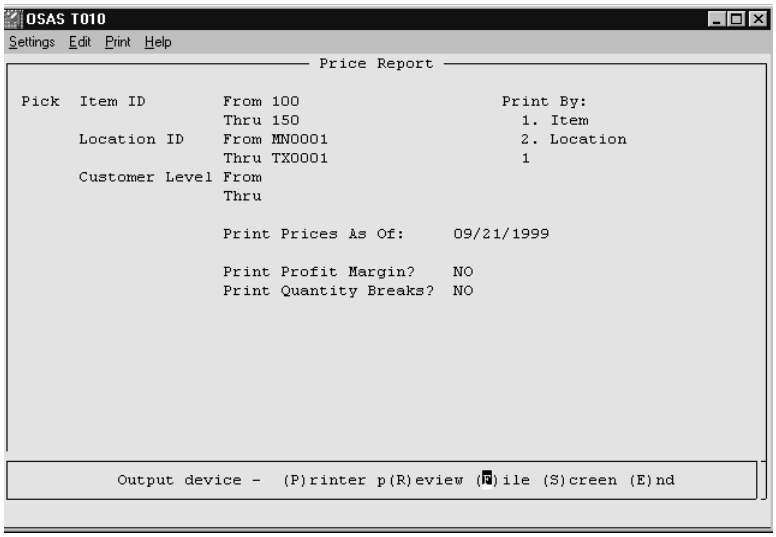
End of Report

The on hand, on order, committed, in use, and available numbers all come from the Location Information screen, located in File Maintenance.

Price Report

The Price Report shows the quantity price breaks for items as well as the base and adjusted prices for each unit of measure. You can use the information on this report to analyze pricing structures, optionally you can include profit margins on this report. The design of this report is to act as a price list for your sales reps and customers, so they will see the price of every item. The Price Report will print every item with the pricing for a particular customer level. In order to print the Price Report you will need to have at least one customer level set up.

Price Report Selection Screen



The **Original Price** column is the same as the base price in the Item Locations, Price Information screen located in File Maintenance.

Inventory Price Report

09/21/1999 Page 1
11:28 AM

Price Report
Prices as of 09/21/1999
Customer Level ACE001

Item ID / Description	Loc	Price ID	UOM	Break	Quantity	Orig. Price	Adj. Price	Promo ID Used	Promo Price
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	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

09/21/1999 Page 2
11:28 AM

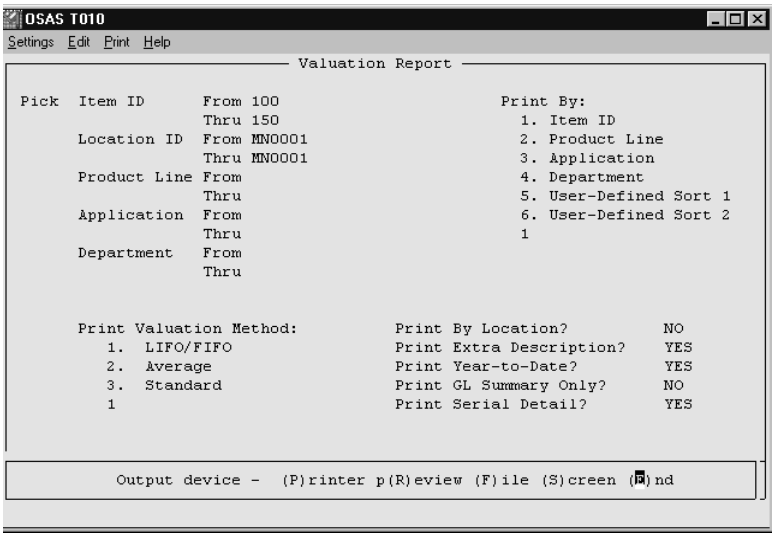
Price Report
Prices as of 09/21/1999
Customer Level JOBBER

Item ID / Description	Loc	Price ID	UOM	Break	Quantity	Orig. Price	Adj. Price	Promo ID Used	Promo Price
100 Electrical Package	MN0001	BUILD	PKG	Base	1.0000	528.5400	502.1130		N/A
100 Electrical Package	TX0001	BUILD	PKG	Base	1.0000	528.5400	502.1130		N/A
150 Plumbing Package	MN0001	BUILD	PKG	Base	1.0000	1463.7600	1390.5720		N/A
150 Plumbing Package	TX0001	BUILD	PKG	Base	1.0000	1463.7600	1390.5720		N/A

Valuation Report

The Valuation Report is used 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 depending on the valuation method selected, purchases, sales, COGS and PPV adjustments, other type of movement adjustments, and the beginning balance based on these figures.

Valuation Report Selection Screen



The **Print Extra Description** selection will only be available if you have **Use additional descriptions?** set to **YES** in Resource Manager, Options and Interfaces.

Valuation Report

```
12/03/1999                                          Builders Supply                                                Page    1
1:34 PM                                             Valuation Report
                                                       By Item ID
                                                 Valuation Method: LIFO/FIFO

Item ID              Product Line    UOM            On Hand       Unit Cost     Beg. Balance      Net Change     End Balance
Description                          Location ID
Extra Description
-------------------------------------------------------------------------------------------------------------------------------

100                  MATERIAL        PKG            18.0000        343.5500       320750.76-      326934.66         6183.90
Electrical Package                   MN0001
 Includes Electrical Outlets and
 Breaker Box

150                  MATERIAL        PKG            15.0000        907.5300       115441.92       101828.97-        13612.95
Plumbing Package                     MN0001

12/03/1999                                          Builders Supply                                                Page    2
1:34 PM                                             Valuation Report
                                                    GL Summary Totals
                                                 Valuation Method: LIFO/FIFO

GL Account     GL Code  Description                                        Beg. Balance      Net Change     End Balance
Extra Description
-------------------------------------------------------------------------------------------------------------------------------

104400         01       Retail Sales                                       205308.84-      225105.69         19796.85
                                                                    ------------------------------------------------------------
Account 104400       Totals                                               205308.84-      225105.69         19796.85

                                                                    ============================================================
Grand Totals                                                              205308.84-      225105.69         19796.85

       End of Report
```

The **Beginning Balance** column in the Valuation Report takes the beginning balance field from the year record in the Inventory Summary History file (INHSxxx) and then adds and subtracts the activity for all periods in INHSxxx up to the period you are in now.

Example: If this were Period 3 it would take the year records beginning balance field and then add and subtract the activity in the Period 1 and Period 2 records to come up with the Beginning Balance figure for the report.

The **Net Change** column on the report is all of the activity in the INHSxxx record that has occurred for the period that you are currently in when printing the report. (The activity includes the purchases, cost of sales, cost of sales adjustments, PPV, and other costs.)

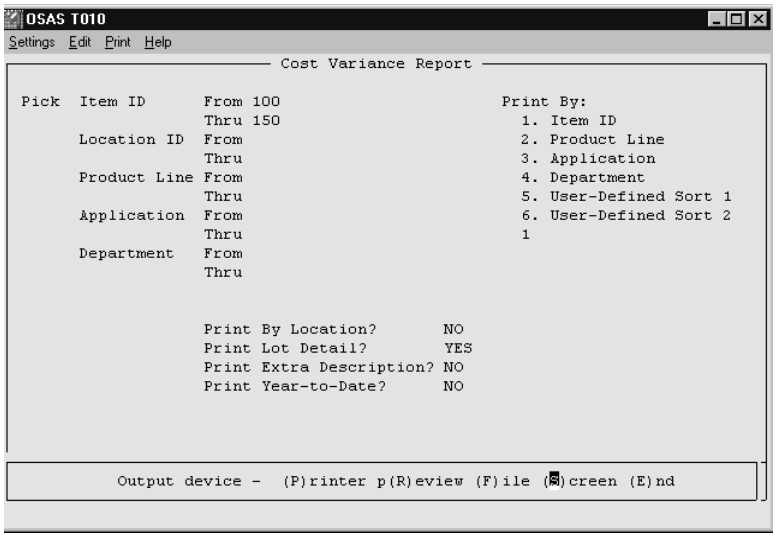
The **Ending Balance** column of the report is the **Beginning Balance** value minus the Net Change value.

If the **Ending Balance** (INHSxxx) equals the **Extended Cost** (INQTxxx) for the item, then the report will not print the Extended Cost and the Variance, because, the value of the variance will be zero.

Cost Variance Report

Use the Cost Variance Report to print cost variance of items between LIFO/FIFO, Standard, and Average costing methods.

Cost Variance Report Selection Screen



The **Print Extra Description?** selection will only be available if you have **Use additional descriptions?** set to **YES** in Resource Manager, Options and Interfaces.

Cost Variance Report

12/03/1999 Builders Supply Page 1
1:43 PM Cost Variance Report
By Item ID

Item ID / Description	Product Line	Loc. ID	Application / Department	On Hand	LIFO/FIFO	Variance Std.-Average	Variance LIFO/FIFO-Std.	Variance LIFO/FIFO-Avg.
100 Electrical Package	MATERIAL	CA0001	BUILDING ELECTRIC	7.0000	2436.4100	2436.4074-	2436.4100	.0026
100 Electrical Package	MATERIAL	MN0001	BUILDING ELECTRIC	18.0000	6183.9000	6183.9000-	6183.9000	.0000
100 Electrical Package	MATERIAL	TX0001	BUILDING ELECTRIC	6.0000	2077.4200	2040.6600-	2077.4200	36.7600
150 Plumbing Package	MATERIAL	MN0001	BUILDING PLUMBING	15.0000	13612.9500	13612.9500-	13612.9500	.0000
150 Plumbing Package	MATERIAL	TX0001	BUILDING PLUMBING	7.0000	6121.9200	6121.9200-	6121.9200	.0000

End of Report

The **On Hand Quantity** comes from File Maintenance, Item Locations, Location Information screen in Inventory.

The **LIFO/FIFO** column of the Cost Variance Report is the actual cost of the total items on hand. This information can be found in File Maintenance, Item Locations, Cost Information.

The **Std.-Average** column shows the difference between Standard Cost and Average Cost. The Standard cost is found on the Cost Information Screen in File Maintenance, Item Locations. The Average Cost is the Item Value in the Item Location, Location Information screen of File Maintenance.

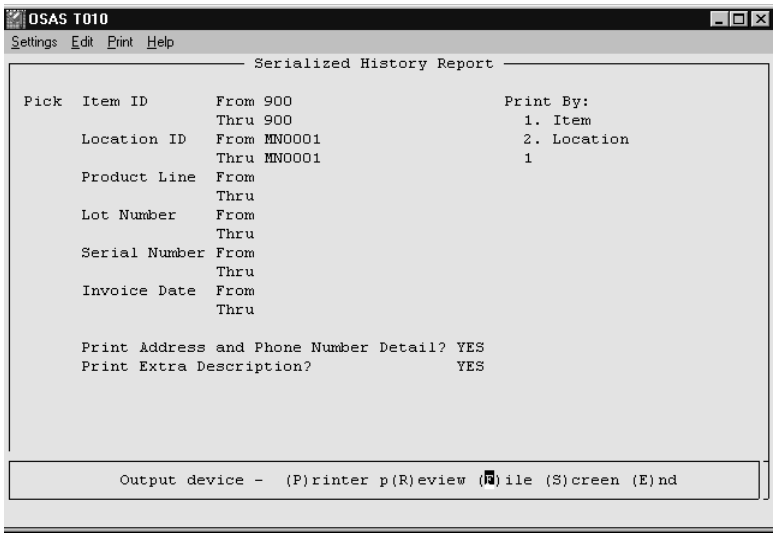
The **LIFO/FIFO-Std.** column displays the difference between your actual cost and the Standard Cost.

The **LIFO/FIFO-Avg.** column shows the difference between the actual cost and the Average Cost.

Serialized History Report

The Serialized History Report lists historical transactions for your selected items. Use this report to review who purchased each serial number for a selected group of items. In order to run this report, the option **Keep Detail History** must be set to **YES** in Resource Manager, Company Setup, Options and Interfaces.

Serialized History Report Selection Screen



The **Print Address and Phone Number Detail** selection will only be available if Inventory is interfaced with Accounts Payable/Purchase Order or Accounts Receivable/Sales Order.

The **Print Extra Description** selection will only be available if you have **Use Additional Descriptions?** set to **YES** in Resource Manager, Company Information, Options and Interfaces.

Serialized History Report

12/03/1999 Builders Supply Page 1
3:01 PM Serialized History Report
By Item, Location

Item 900 Refrigerator - Black

Loc. ID Description / Serial Number / Comment	Rep.	Tran. Type / Vend./Cust. / Phone No.	Cust./Vend. Name / Address	Order Date Ship/Rec. / Inv. Date	Ord. No. / Inv. No.	Cost/Price
MN0001 MINNEAPOLIS WAREHOUSE						
LTQ6131084		Purchase EDD001 (219)459-8721	EDDY APPLIANCE CO. 27861 W. 93RD AVENUE HIGHWAY 46 SOUTH BEND,IN 20299-5545	01/01/1999 01/01/1999	00000003 872711	239.6600
LTQ6141084		Purchase EDD001 (219)459-8721	EDDY APPLIANCE CO. 27861 W. 93RD AVENUE HIGHWAY 46 SOUTH BEND,IN 20299-5545	01/01/1999 01/01/1999	00000003 872711	239.6600
LTQ6151084		Purchase EDD001 (219)459-8721	EDDY APPLIANCE CO. 27861 W. 93RD AVENUE HIGHWAY 46 SOUTH BEND,IN 20299-5545	01/01/1999 01/01/1999	00000003 872711	239.6600
LTQ6161084		Purchase EDD001 (219)459-8721	EDDY APPLIANCE CO. 27861 W. 93RD AVENUE HIGHWAY 46 SOUTH BEND,IN 20299-5545	01/01/1999 01/01/1999	00000003 872711	239.6600
LTQ6161084		Trans. Out		01/25/1999 01/25/1999	00000025	239.6600
LTQ6171084		Purchase EDD001 (219)459-8721	EDDY APPLIANCE CO. 27861 W. 93RD AVENUE HIGHWAY 46 SOUTH BEND,IN 20299-5545	01/01/1999 01/01/1999	00000003 872711	239.6600
LTQ6171084		Trans. Out		01/25/1999 01/25/1999	00000025	239.6600

End of Report

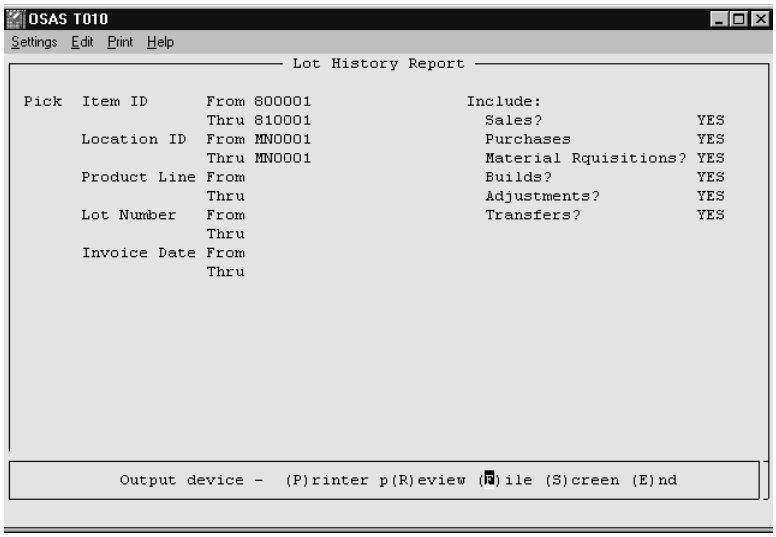
Lot History Report

Use the **Lot History Report** to list historical transaction for your lotted items. You must have these two options set to **YES** in Resource Manager, Company Setup, Options and Interfaces in order to run this report:

Keep Detail History?

Keep Lot History?

Lot History Report Selection Screen



Lot History Report

12/03/1999 Builders Supply Page 1
3:14 PM Lot History Report

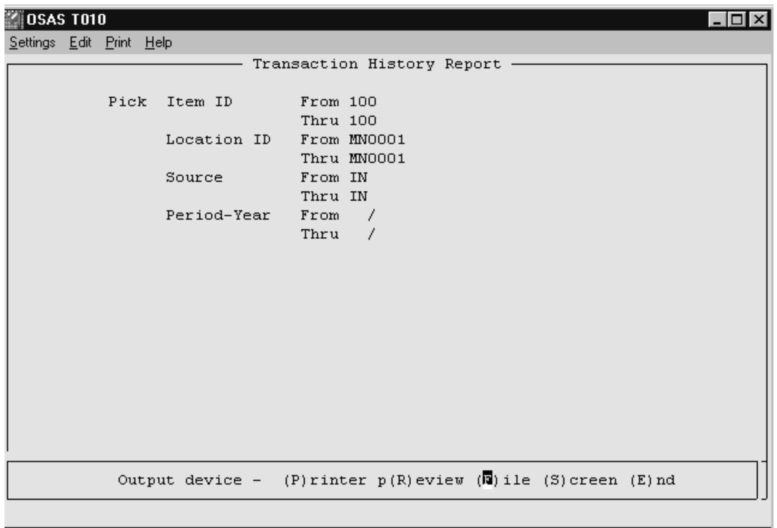
Item ID / Lot Number	Description / Tran. Date	Type	Loc. ID	Source Ref. No.	Default UOM	Default Quantity	Default Unit Cost	Default Ext. Cost	Transaction Quantity	Transaction UOM
800001	Wallpaper - Contemporary									
274D0714	07/28/1998	Purch	MN0001	00000007	ROLL	150.0000	1.7600	264.00	2400.0000	FOOT
		LOT 274D0714			TOTAL	150.0000		264.00		
		ITEM 800001			TOTAL	150.0000		264.00		
800002	Wallpaper - Traditional									
274D2201	07/28/1998	Purch	MN0001	00000009	ROLL	75.0000	1.6000	120.00	1200.0000	FOOT
		LOT 274D2201			TOTAL	75.0000		120.00		
274D2202	07/28/1998	Purch	MN0001	00000009	ROLL	75.0000	1.6000	120.00	1200.0000	FOOT
		LOT 274D2202			TOTAL	75.0000		120.00		
274D2203	07/28/1998	Purch	MN0001	00000009	ROLL	75.0000	1.6000	120.00	1200.0000	FOOT
		LOT 274D2203			TOTAL	75.0000		120.00		
		ITEM 800002			TOTAL	225.0000		360.00		
810001	Paint - White - Enamel									
1001	07/28/1998	Purch	MN0001	00000011	GAL	10.0000	14.1000	141.00	20.0000	GAL
		LOT 1001			TOTAL	10.0000		141.00		
1002	07/28/1998	Purch	MN0001	00000011	GAL	10.0000	14.1000	141.00	20.0000	GAL
		LOT 1002			TOTAL	10.0000		141.00		
1003	07/28/1998	Purch	MN0001	00000011	GAL	10.0000	14.1000	141.00	20.0000	GAL
		LOT 1003			TOTAL	10.0000		141.00		
		ITEM 810001			TOTAL	30.0000		423.00		

End of Report

Transaction History Report

Use the Transaction History Report to print out all detail historical information for all of your Inventory items. In order to run this report you must say **YES** to **Keep Detail History?** in Resource Manager, Company Setup, Options and Interfaces.

Transaction History Report Selection Screen



Transaction History Report

```
12/03/1999                                      Builders Supply                                      Page    1
3:19 PM                                    Transaction History Report

Location MN0001  MINNEAPOLIS 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
TrsfrOut     07-1998  07/06/1998  IN                     PKG      100.0000-     346.2400      34624.00-       100.0000- PKG
TrsfrOut     07-1998  07/26/1998  IN                     PKG      100.0000-     346.2400      34624.00-       100.0000- PKG
TrsfrOut     07-1998  07/14/1998  IN                     PKG      200.0000-     346.2400      69248.00-       200.0000- PKG
TrsfrOut     08-1998  08/04/1998  IN                     PKG      126.0000-     348.0582      43855.33-       126.0000- PKG
TrsfrOut     08-1998  08/10/1998  IN                     PKG      136.0000-     348.0582      47335.92-       136.0000- PKG
TrsfrOut     08-1998  08/06/1998  IN                     PKG      159.0000-     348.0582      55341.25-       159.0000- PKG
                                                             ------------------------------------------
                                     Ending Balance               821.0000-                 285028.5000-
                                     On-Hand                      921.0000-                 320750.7600-
                                                             ------------------------------------------
                                     Variance                     100.0000-                  35722.2600-

100                Electrical Package                             921.0000-                   320750.76-
TrsfrOut     01-1999  01/12/1999  IN                     PKG      100.0000-     352.0619      35206.19-       100.0000- PKG
TrsfrOut     03-1999  03/10/1999  IN                     PKG      100.0000-     352.0619      35206.19-       100.0000- PKG
TrsfrOut     05-1999  05/09/1999  IN                     PKG      100.0000-     340.1100      34011.00-       100.0000- PKG
                                                             ------------------------------------------
                                     Ending Balance              1221.0000-                   425174.14-
                                     On-Hand                       18.0000                      6183.90
                                                             ------------------------------------------
                                     Variance                    1239.0000                    431358.04

End of Report
```

The **Ending Balance** values come from taking the beginning balance then, subtracting the activity that occurred for the period you specified from the Inventory Detail History file (INHIxxx).

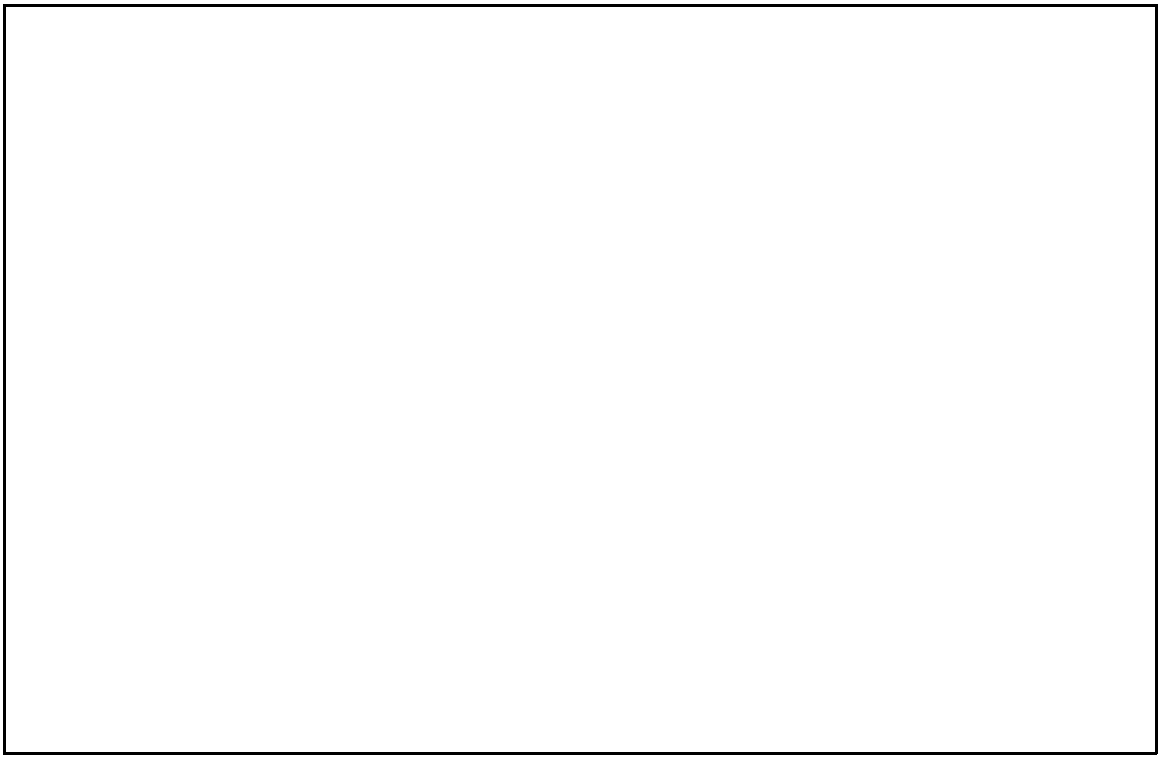
The **On Hand** values come from the Inventory Quantity Totals file **(INQTxxx)**, if you are including the current period you are actually in on the report, but if you print for previous periods and do not include the period you are actually in, then the On Hand value is back calculated using the Inventory Summary History file **(INHSxxx)**. If you print across multiple years, then the On Hand that prints at the end of the previous years is also from INHSxxx.

The **Variance** values indicate that the Inventory Detail History (INHIxxx), Inventory Summary History file (INHSxxx), and /or the Inventory Quantity Totals file (INQTxxx) are not in sync with each other.

The **Beginning Balance** of the next year is the On Hand value from the previous year, which comes from the Inventory Summary History file **(INHSxxx)**.

If you are experiencing difficulty, and the numbers make no sense, run **Quantity Cross Verification**, which is on the Periodic Processing menu of Inventory, and this should sync up the Inventory Quantity Locations file **(INQLxxx)**, and the Inventory Quantity Totals file **(INQTxxx)**.

In special instances running the **Quantity Cross Verification** alone, will not work. If this is the case, contact your authorized OSAS reseller to obtain the INHSSYNC utility. The **INHSSYNC** utility will reupdate the Inventory Summary History file (INHSxxx) based on the Inventory Detail History file (INHIxxx). After doing this, reprint the report and see if the numbers match.



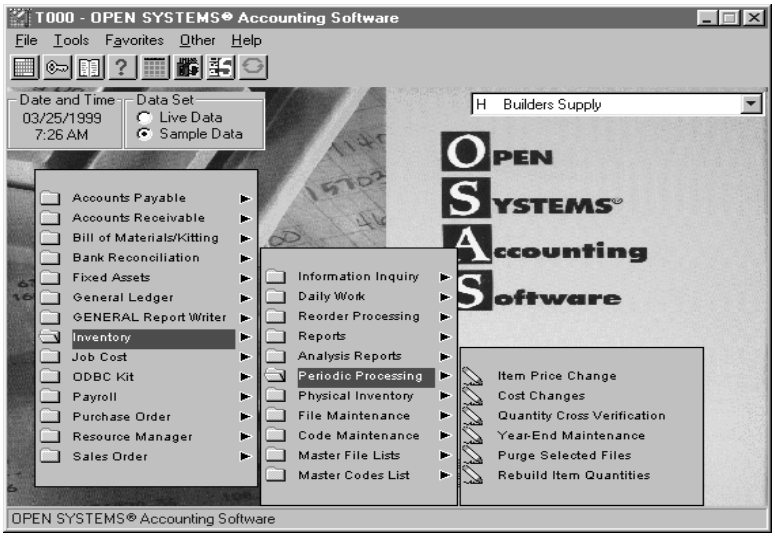
Periodic Processing 6

Periodic Processing Function

At the end of each accounting period, use the Periodic Processing function to perform tasks necessary to maintain Inventory Information.

- Use the Item Price Change function to change pricing for a selected group(s) of items
- Use the Cost Changes function to change the cost of a selected group(s) of items
- The Quantity Cross Verification function is used to verify items and lot total information with the item and lot detail information.
- Perform Year-End Processing to prepare the inventory data files for the next fiscal year, using the Year-End Maintenance function
- Use the Purge Selected Files function to purge information from selected Inventory data files:

Serial Numbers file, INSNxxx	Lot Detail file, INLTxxx
Lot History file, INLHxxx	Quantity Totals file, INQTxxx
Alternate Items file, INAIxxx	Promotional Pricing file, INPPxxx
Serial History file, INSHxxx	Detail History file, INHIxxx



Periodic Processing Checklist

1. Back up your data files.

2. Use the Change Prices function to change prices, if needed.

   - Print the Item Locations List on the Master File Lists menu for Price Information for a record of prices before the price change.
   - Print the Price Report on the Reports menu for a record of prices by customer level before the price change.

3. Use the Change Cost function to change Base and Standard costs.

   - Print the Items Locations List on the Master File Lists menu and select **Yes** for **Cost Information?** for a record of the **Base** and **Standard** cost before any changes.
   - If you use either **Base** or **Standard** costs as an adjustment base when calculating pricing, print the Price Report on the Reports menu for a record of prices before the change.
   - If your selection for the Inventory option **Item Valuation Method?** is **Standard** and you are changing **Standard** costs, print the Valuation Report On the Reports menu before using the Cost Changes function.

   AFTER using the Cost Changes function, print the Valuation Report again, calculate the variance between the old and new values. Use this variance to make manual COGS Adjustment entries to the General Ledger to reflect the new value.

   - Print the Item Locations List on the Master File Lists menu and select **Yes** for **Cost Information?** for a record of the cost changes made.
   - If you use either **Base** or **Standard** costs as an adjustment base when calculating pricing, print the Price Report on the Reports menu for a record of new prices after the cost changes.

4. Run the Quantity Cross Verification function to verify the total quantity and cost information stored in the Quantity Totals file, INQTxxx. (You can select to run this function during the Year-End Processing function.)

5. Back up your data files.

6. Print a Transaction and a Transfers Journal. Post all inventory transactions for the fiscal year using the Post Transaction function on the Daily Work menu.

7. Print the GL Adjustments Journal and post all COGS and PPV Adjustments using the Post GL Adjustments function on the Daily Work menu.

8. Perform Year-End Maintenance. If you have not run the Quantity Cross Verification as a separate function, you can select to run it as part of the Year-End Maintenance processing. Year-End Maintenance performs the following tasks:

   - Increments the current fiscal year stored in the INPDxxx table by 1.
   - Creates a new year-to-date record in the Summary History file, INHSxxx, for the new fiscal year.

9. Back up data file.

10. Use the Purge Selected Data Files functions to delete information you no longer need from your data file. You do not have to delete information from the files, but eliminating information you no longer use from the files will improve the performance of your system.

    1. Print the Items Locations List and select **YES** for **Lot Information?** then delete zero quantity lots from the lots from the Lot Detail file, INLTxxx, based on the sale date.

    2. Print the Item Detail List and select **YES** for **Alternate Items?** then delete Alternate Items from the Alternate Items file, INAIxxx, using the **End Date**.

    3. Print the Promotional Price List then delete Promo Ids from the Promotional Pricing file, INPPxxx, using the **End Date**.

    4. Print the Item Location List and select **YES** for **Bin Information?** then delete Bin numbers from Detail file, INBNxxx, based on last physical count date.

    5. Print the Items Locations List and select **YES** for **Serial Information?** then delete serial numbers from the Serial Number file, INSNxxx, based on the sale date. If you are saving history, print the Serialized History Report then delete serialized history information from the Serialized History file INSHxxx, based on the invoice date.

    6. If you selected to save lot history, print the Lot History Report, then delete lot history from the Lot History file, INLHxxx, based on the invoice date.

    7. If you are saving detail history, print the Transaction History Report, then delete transactions from the Detail History file based on the transaction date.

    8. Print the following reports:

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

    Then delete information from the Summary History file, INHSxxx, based on the fiscal period and year.

11. Delete any inventory items you no longer need. If you are not using lotted and / or serialized items, use the Change File Size function on the Date File Maintenance menu in Resource Manager to rebuild INVExxx, the Inventory Items file, and INLDxxx, the Inventory Locations Detail file.

If you are using serialized and / or lotted items, you also need to run the Change File Size function for INLSxxx, Inventory Transaction Lot / Serial Numbers file, and INLTxxx, the Inventory Lot Detail file.

Changing Prices and Costs Checklist

1. Backup data files.

2. Use the Change Prices function to change prices, if needed.

   - Print the Item Locations List on the Master File Lists menu for Price Information for an audit trail of prices before the change.
   - Print the Price Report on the Reports menu for an audit trail of prices by customer level before the price change.

3. To change Base or Standard costs, use the Change Costs function.

   Before running this function:

   - Print the Items Locations List on the Master File Lists menu. Select **YES** for **Print Location Information?** and **Cost Information?** and select (**P**)rinter as the output device to create an audit trail of the **Base** and **Standard Cost** field values before any changes.
   - If you use either the **Base** or **Standard Cost** fields as an adjustment base to calculate pricing, print the Price Report on the Reports menu for an audit trail of prices before any changes.
   - If you selected Standard for the Inventory option *Item Valuation Method*, the value of your inventory is changed along with the Standard Cost. Perform the following tasks for an audit trail of the manual entries that should be made to General Ledger to reflect the change in the inventory value:

     1. Print the Valuation Report on the Reports menu before using the Cost Changes function to create an audit trail of standard costs before any changes.

     2. After running the Cost Changes function, print the Valuation Report again and calculate the variance between the old and new values. Use this variance to make manual COGS Adjustment entries in General Ledger to reflect the new inventory value.

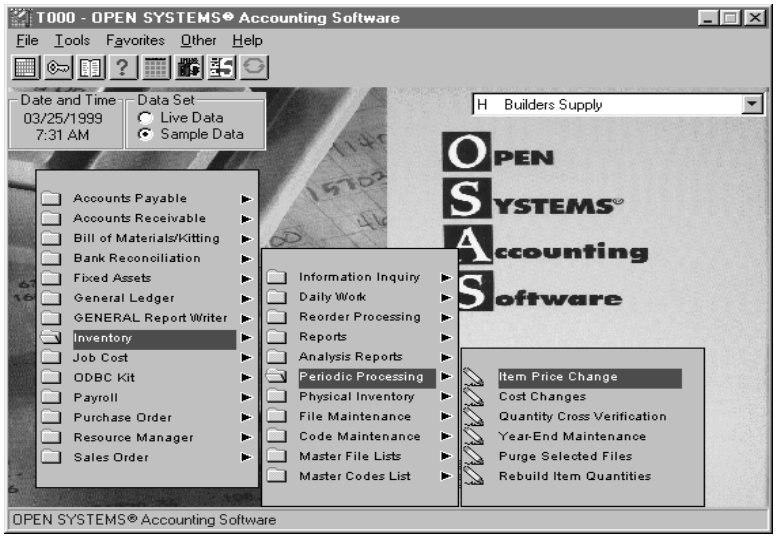
4. Backup data files.

5. Run the Quantity Cross Verification function to verify the total quantity and cost information stored in the Quantity Totals file, INQTxxx, with the quantity and cost detail information stored in the Quantity Locations file, INQLxxx, and the Serial Number Detail file, INSNxxx.

Changing Prices

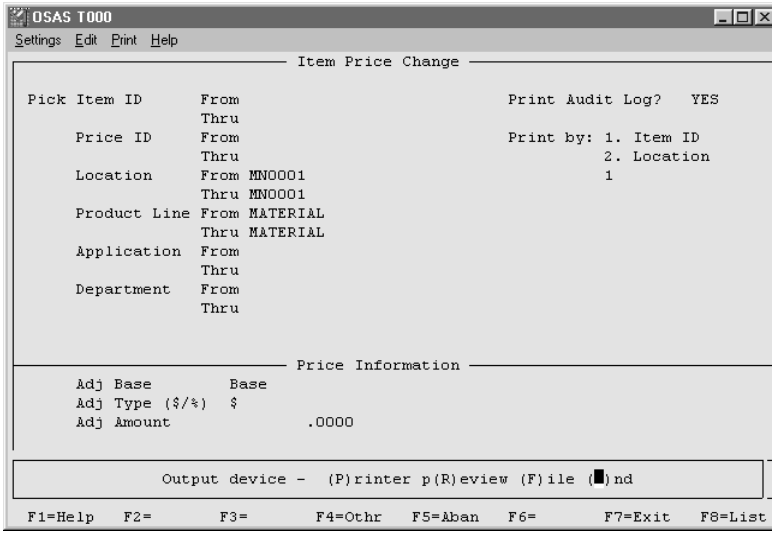
To change the base, list, or minimum price[14] for each unit-of-measure set up for a group of item locations, select the Item Price Change functions from the Periodic Processing menu. The system will adjust the base, list, or minimum price set up for each unit-of-measure by the dollar or percentage amount you specify

Item Price Menu



For a record of the pricing information for the group of items whose price you want to change before the change, print either the Item Locations List on the Master File Lists menu and select Price Information or print the Price Report on the Reports menu.

Item Price Change Selection Screen



To change the base, list, or minimum price for a group of item locations, make the following selections:

14.Pricing for each unit-of-measure for item locations in the group must be set up on the Price Information screen in the Item Locations function before using this function.

1. Select the range of **Item IDs**, **Location IDs**, **Product Lines**, and/or **User-Defined** fields **1** and **2**[15] for the price change.

2. Select **YES** for **Print Audit Log?** to have a record of the price changes made; otherwise, select **NO**. When **YES** is selected, choose the sort for the audit log sorted-Item ID or Location.

3. Select which price field you want to adjust-Base, List or Minimum-in the **Adj. Base** field.

4. Select whether a percent or dollar amount in the **Adj. Type** field adjusts the price.

5. Enter the amount of the adjustment in the **Adj. Amount** field. To reduce the price, enter a negative number.

Note

If you use these fields as adjustment bases for customer level pricing, your customer level pricing also changes.

6. If you selected **NO** for **Print Audit Log?**, press **PgDn** to begin changing prices. If **YES** was selected, choose the Output device.

Item Price Change Audit Log

12/06/1999 Builders Supply Page 1
7:44 AM Item Price Change
By Item ID

Item ID / Description	Location	Price ID / Product Line	Application / Department	Units		
100	MN0001	BUILD	BUILDING	PKG	Old Price	528.5400
Electrical Package		MATERIAL	ELECTRIC		New Price	538.5400
150	MN0001	BUILD	BUILDING	PKG	Old Price	1463.7600
Plumbing Package		MATERIAL	PLUMBING		New Price	1473.7600
250	MN0001	BUILD		CS	Old Price	2685.7400
Exterior Panels		MATERIAL			New Price	2695.7400
300	MN0001	BUILD	BUILDING	EA	Old Price	57.0900
Interior Door		MATERIAL	INTERIOR		New Price	67.0900
350	MN0001	BUILD	BUILDING	EA	Old Price	584.5900
Entry Door		MATERIAL	EXTERIOR		New Price	594.5900
400	MN0001	BUILD	BUILDING	PKG	Old Price	1650.5500
Interior Materials		MATERIAL	INTERIOR		New Price	1660.5500
450	MN0001	BUILD	WINDOWS	EA	Old Price	424.0500
Slide by Window 24" x 40"		MATERIAL	EXTERIOR		New Price	434.0500
460	MN0001	BUILD	WINDOWS	EA	Old Price	464.4000
Slide by Window 30" X 40"		MATERIAL	EXTERIOR		New Price	474.4000

End of Report

15.The fields Application and Department, is the user-defined fields 1 and 2 set up for Company H.

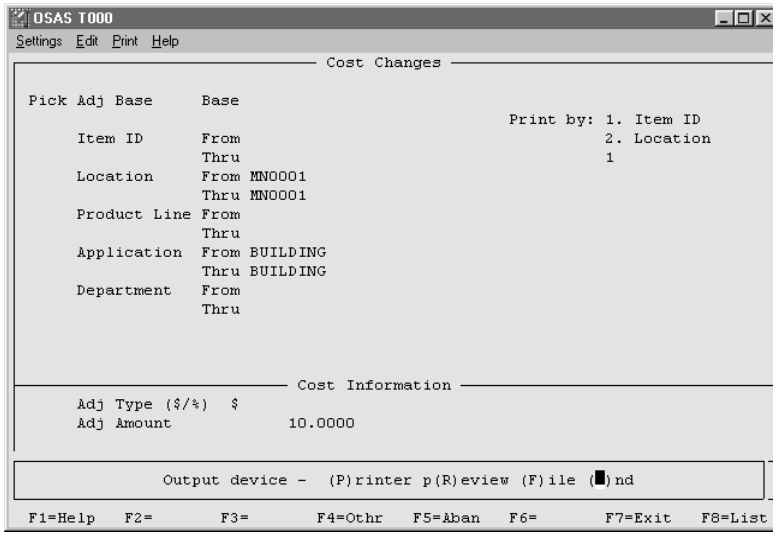
Changing Costs

Use the Cost Changes function on the Periodic Processing menu to change the standard or base cost for a group of items. If you are using either of these fields as an adjustment base for pricing, then prices are also changed by this function.

Note

You cannot change the actual costs using this function, so if you selected LIFO or FIFO for the inventory option **Item Valuation Method?** the value of the inventory doesn't change.

Cost Changes Selection Screen



To change the **Base** or **Standard Cost** field values for a group of items, make the following selections:

1. Select whether the **Base** or **Standard** cost should be adjusted.

   When **Base** is selected for **Pick Adj. Base**, the **Base Cost** field on the Cost Information screen in the Item Locations function is adjusted by the dollar or percent amount you specify.

   When **Standard** is selected for **Pick Adj. Base**, the **Cost Code From/Thru** selection appears in the lower right hand corner of the Cost Changes screen. Select a range of Cost Codes to adjust, or leave the **Cost Code From/Thru** range blank to adjust all Cost Codes by the dollar or percent amount you specify.

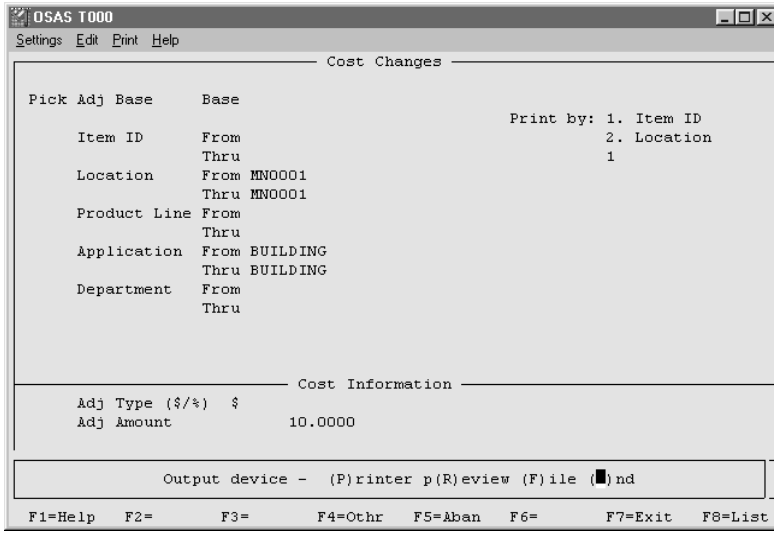
Note

If you have set the Inventory option **Item Valuation Method?** to **Standard** and you use this function to change the standard cost, the value of your inventory will vary from the value in the inventory accounts in the general ledger. The system *does not* automatically make COGS Adjustments when you use this function to change standard costs.

To get the information you need to make manual COGS Adjustment entries and provide an audit trail:

- Print a Valuation Report for the group of items whose standard cost you want to change *BEFORE* you use the Cost Change function.
- Run the Cost Change function for the group of items. Save the audit log for a record of the unit cost changes per item.
- Print the Valuation Report for the group of items again. Calculate the variance between the old and the new value after making the cost changes. Use these variance values to make manual general ledger COGS Adjustment entries to update the inventory value in general ledger.

Cost Changes Selection Screen



2. Use the **Item ID**, **Location**, **Product Line**, and/or **User-Defined Fields 1** and **2**[16] to select the items whose cost you want to change.
3. Select the sort for the audit log-Item ID or Location.
4. If you select to change the standard cost, select the **Cost Code** values you want to change.
5. In the **Adj. Type** field, specify whether to adjust costs by a dollar or percentage amount.
6. Enter the amount of the adjustment in the **Adj. Amount** field. If you want to decrease the cost, enter a negative number.
7. Select the output device for the audit log.

16.The User-Defined Fields 1 and 2 for Company H are the Application and Department.

Cost Changes Audit Log

12/06/1999 Builders Supply Page 1
7:51 AM Base Cost Changes Log
By Item ID

Item ID / Description	Location	Product Line	Application / Department		
100	MN0001	MATERIAL	BUILDING	Old Cost	343.55
Electrical Package			ELECTRIC	New Cost	353.55
150	MN0001	MATERIAL	BUILDING	Old Cost	907.53
Plumbing Package			PLUMBING	New Cost	917.53
200	MN0001	HEAT/AIR	BUILDING	Old Cost	0
Heating/Cooling Package			BUILDING	New Cost	10
300	MN0001	MATERIAL	BUILDING	Old Cost	22.01
Interior Door			INTERIOR	New Cost	32.01
350	MN0001	MATERIAL	BUILDING	Old Cost	226.99
Entry Door			EXTERIOR	New Cost	236.99
400	MN0001	MATERIAL	BUILDING	Old Cost	855.61
Interior Materials			INTERIOR	New Cost	865.61
550	MN0001	MATERIAL	BUILDING	Old Cost	1036.1
Millwork Package			INTERIOR	New Cost	1046.1
555	MN0001	MATERIAL	BUILDING	Old Cost	1036.1
Millwork Package - Oak			INTERIOR	New Cost	1046.1
650	MN0001	MATERIAL	BUILDING	Old Cost	13954.93
Steel Supports			INTERIOR	New Cost	13964.93

End of Report

Year-End Checklist For Inventory, Version 6.x

1. Print and post all transactions, transfers and GL adjustments journals.

2. Follow the steps on the Physical Inventory Checklist. In the Conducting the Physical Inventory section if the company conducts a physical inventory as a normal part of year-end procedures.

3. Follow the steps on the Changing Inventory Prices and Costs Checklist in the Prices and Costs section if the company changes prices and/or costs for inventory item locations as a normal part of year-end procedures.

4. Follow the steps on the Purge Selected Inventory Files Checklist in the Purging Select Files section if the company removes outdated information from the inventory data files as a normal part of year-end procedures.

5. Backup data files

6. Run the Quantity Cross Verification function to verify the total quantity and cost information stored in the Quantity Totals file, INQTxxx.

7. Print the Valuation Report.

8. Backup data files.

9. Run Year-End Maintenance to perform these tasks:

    - increment the current fiscal year stored in the INPDxxx table by 1

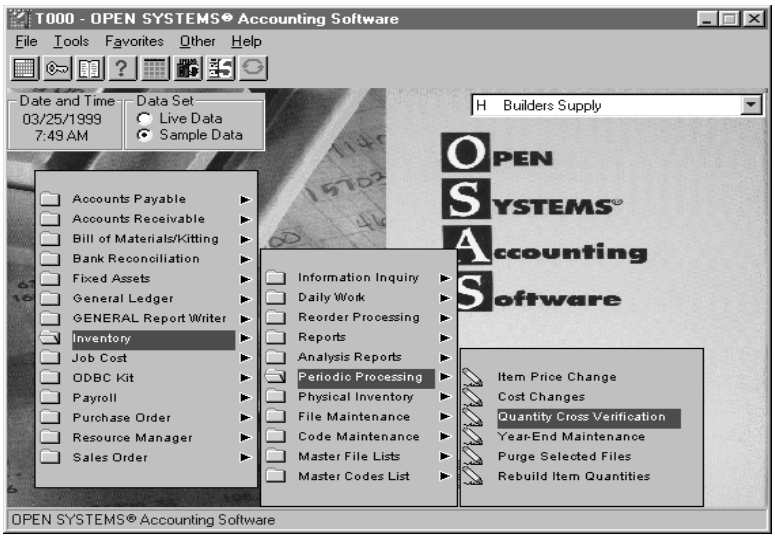
    - create a new year-to-date record in the Summary History file, INHSxxx, for the new fiscal year.

Run Quantity Cross Verification

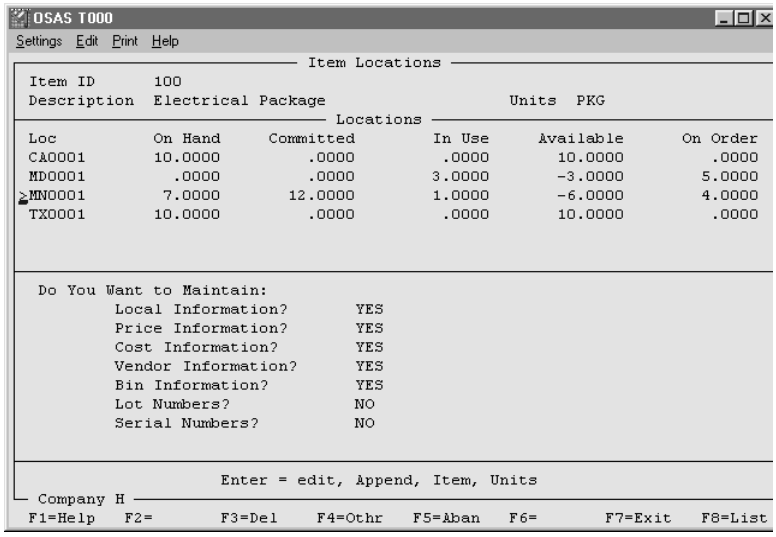
The quantity cross verification can be performed as part of the Year-end function or as a separate function by selecting it from the Periodic Processing menu. The Quantity Cross Verification function compares the total quantity and cost information stored in the Quantity Totals file, INQTxxx, with the detail quantity and cost information stored in the Quantity Locations file, INQLxxx.

The Quantity Cross Verification function compares the quantity and cost *detail* information for item locations and lots stored in the Quantity Locations file, INQLxxx. The quantity and cost detail information for serial numbers are stored in the Serial Number Detail file, INSNxxx. The total On Hand quantity and *total* cost for item locations, lots, and serialized items are stored in the Quantity Totals file, INQTxxx.

Inventory Main menu

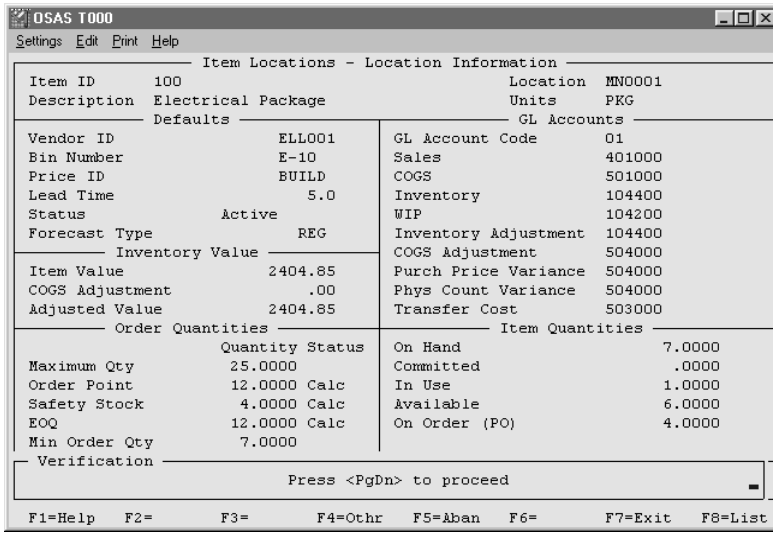


Item Locations Selection Screen



The **On Hand** quantity displayed on the Item Locations Selection screen and in the Item Quantities section of the Location Information screen is the total On Hand quantity stored in the Quantity Totals file, INQTxxx. This is located on the File Maintenance Menu.

Item Locations - Location Information Screen



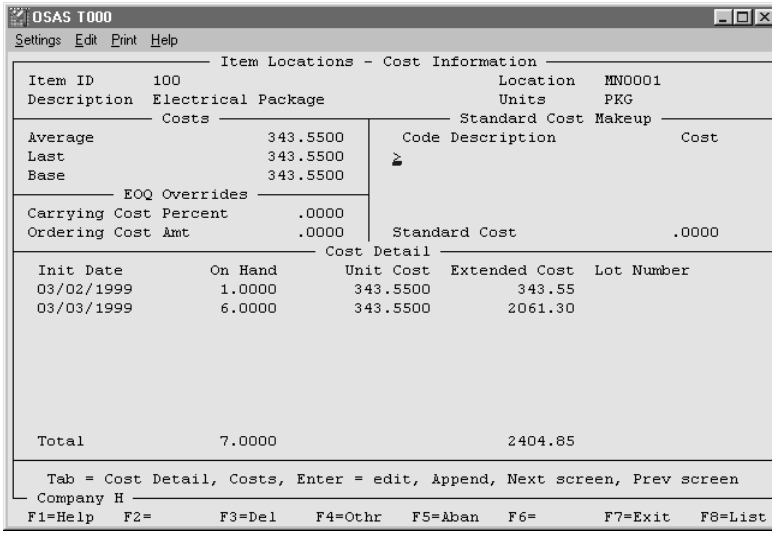
The Item Value displayed in the Inventory Value section of the Location Information screen is also the total cost stored in the Quantity Totals file, INQTxxx.

If you selected the LIFO or FIFO valuation method in Options and Interfaces, this total is updated by the actual cost as you purchase the item for the location.

If Standard cost valuation was selected in Options and Interfaces, the total cost is updated by the standard cost.

For Average cost valuation, the average cost is used to update total cost.

Item Locations - Cost Information Screen

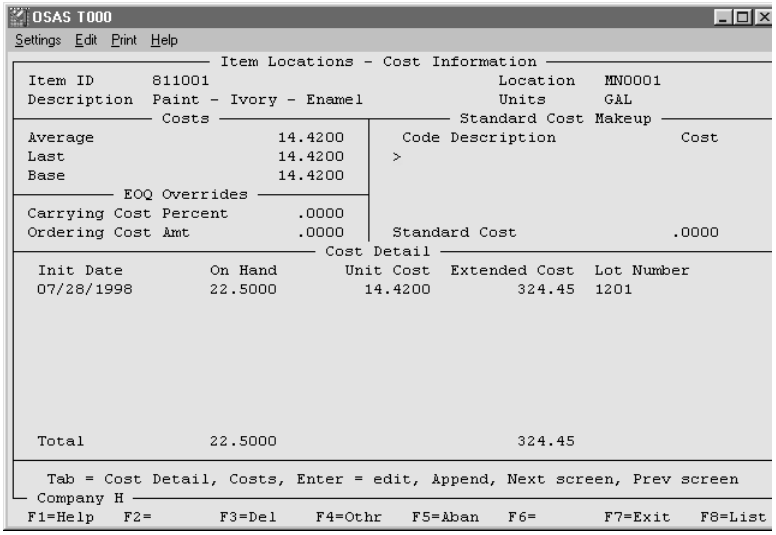


Each dated cost detail entry listed in the Cost Detail section of the Cost Information screen is stored as a separate record in the Quantity Locations file, INQLxxx. The dated cost detail entry displays the quantity and unit cost recorded the items purchased or received. The information displayed in the Total line of the Cost Detail section of the screen is calculated on-line by the system from the dated cost detail entries for the item location.

Lotted Items

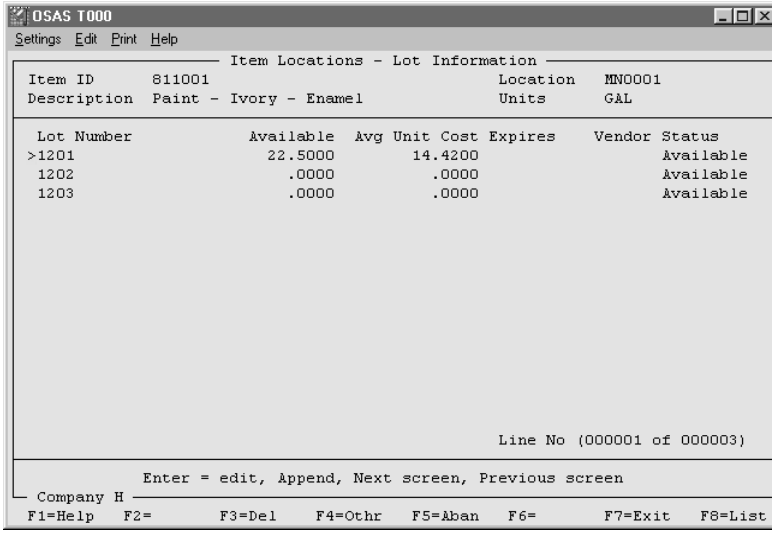
For lotted items, the dated cost detail record in the Quantity Locations file, INQLxxx, also stores the lot number. The information from the Quantity Locations file, INQLxxx, is displayed in the Cost Detail section of the Cost Information screen. The system uses this information to verify lot totals stored in the Quantity Totals file, INQTxxx.

Item Locations - Cost Information Screen, Lotted Item



The lot total amounts stored in the Quantity Totals file, INQTxxx, are displayed on the Lot Information screen.

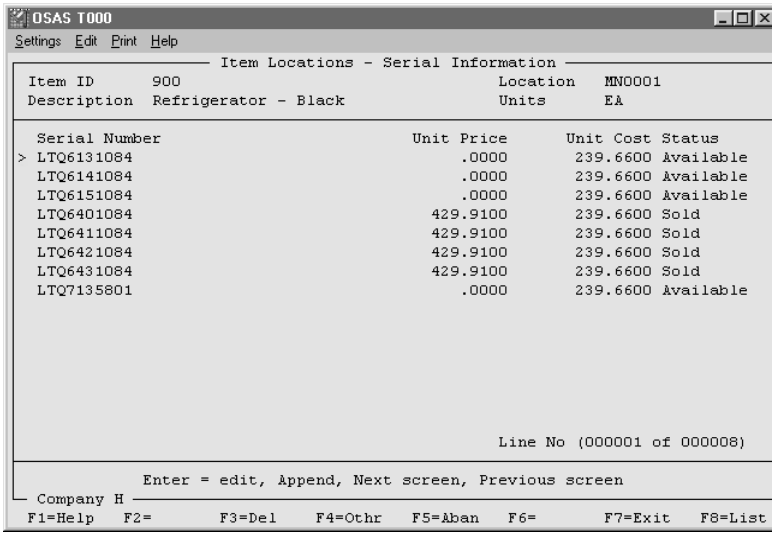
Item Locations - Lot Information Screen



Serialized Items

The Serial Number Detail file, INSNxxx, stores the detail information for each serial number. The information in the Serial Number Detail file is displayed on the Serial Information screen. This is the information used by the Quantity Cross Verification function to verify the On Hand quantity totals and total cost for serialized items.

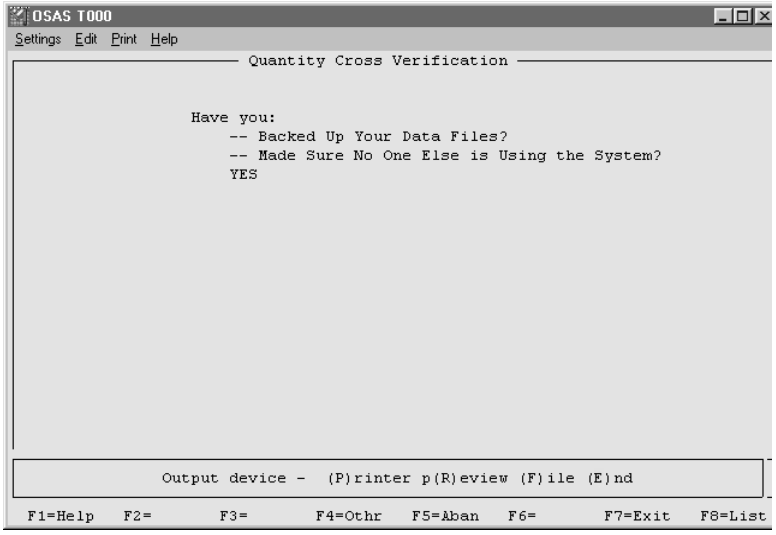
Item Locations - Serial Information Screen



The Quantity Totals file, INQTxxx, Quantity Locations file, INQLxxx, and the Serial Numbers file, INSNxxx, are all updated by the same functions. It is possible that data corruption or rounding could cause the total On Hand quantities and/or cost totals not to match in these files.

When they don't match, the Quantity Cross Verification function changes the On Hand quantity total and/or the total cost stored in the Quantity Totals file, INQTxxx, to match the total calculated by adding together the individual dated cost detail records for the item location in the Quantity Locations file, INQLxxx, or the individual serial number records in the Serial Number Detail file, INSNxxx

Quantity Cross Verification Selection Screen



To run the Quantity Cross Verification function, make the following selections:

1. Select **YES** if you have backed up the data files and no one else is using the system; otherwise, select **NO**.

2. Select the output device to use for the Quantity Cross Verification Log.

Quantity Cross Verification Log

When there is a difference in the information stored in the files:

- the Quantity Cross Verification Log prints the values originally stored in the Quantity Totals file, INQTxxx, in the **Old Quantity** and the **Old Cost** columns.
- the Quantity Totals file, INQTxxx, is changed to match the totals calculated from the detail information stored in the Quantity Locations file, INQLxxx.
- the **New Quantity** and the **New Cost** columns show the changes the system made to the Quantity Totals file, INQTxxx.

If the quantities in these files match, no changes are made and the log is blank.

The Quantity Cross Verification Log

03/23/1999 Builders Supply Page 1
1:40 PM Quantity Cross Verification

Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
100	TX0001		6.0000	6.0000	2077.4200	2077.4400
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
250	TX0001		266.0000	266.0000	338521.8900	338521.8700
300	MN0001		35.0000	35.0000	770.3700	770.3500
450	MN0001		12.0000	12.0000	1933.6900	1933.6800
600	TX0001		6.0000	6.0000	712.6800	712.6700

End of Report

Rebuild Item Quantities

Use the Rebuild Item Quantities function to update the inventory **On Order**, **Committed** and **In-Use** quantity fields. A log is produced as an audit trail of the changes made to these quantities.

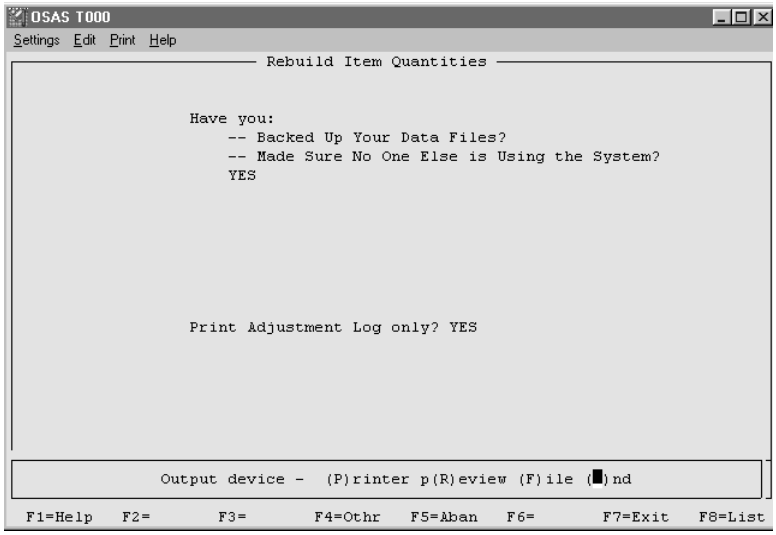
The values stored in these fields are recalculated based on the transactions and orders currently in the transaction files for all applications that are interfaced with Inventory. All of the interfaced applications must be at version 5.2x or higher, or this utility will not rebuild these quantities.

Note

It is very important that you make sure no one else is using the system when you run this function.

The Rebuild Item Quantities function is located on the Periodic Processing menu. When the Rebuild Item Quantities function is selected, the Rebuild Item Quantities selection screen appears.

Rebuild Item Quantities Selections Screen



Make the following selections to rebuild the On Order, Committed and In-Use quantities:

1. Select **YES** if no one else is using the system and you have backed up the data files; otherwise select **NO**.

2. If you only want to print an adjustment log and not update the quantities at this time, select **YES** for *Print Adjustment Log only.* We recommend that you select YES the first time you run this function for a preview of the quantity adjustments. After reviewing the log produced and you are ready to rebuild the quantities and produce the final log, select **NO**.

3. Select the output device for the log.

Rebuild Item Quantities Audit Log

05/03/1999 Builders Supply Page 1
12:06 PM Rebuild Item Quantities

Item ID	Location	Old Committed	New Committed	Old In-Use	New In-Use	Old On-Order	New On-Order
100	MN0001	.0000	.0000	1.0000	3.0000	6.0000	6.0000
100	TX0001	.0000	.0000	.0000	4.0000-	.0000	.0000
300	MN0001	.0000	.0000	.0000	13.0000	4.0000	4.0000
650	MN0001	.0000	.0000	6.0000-	2.0000-	4.0000	4.0000
550	MN0001	.0000	.0000	.0000	.0000	.0000	.0000

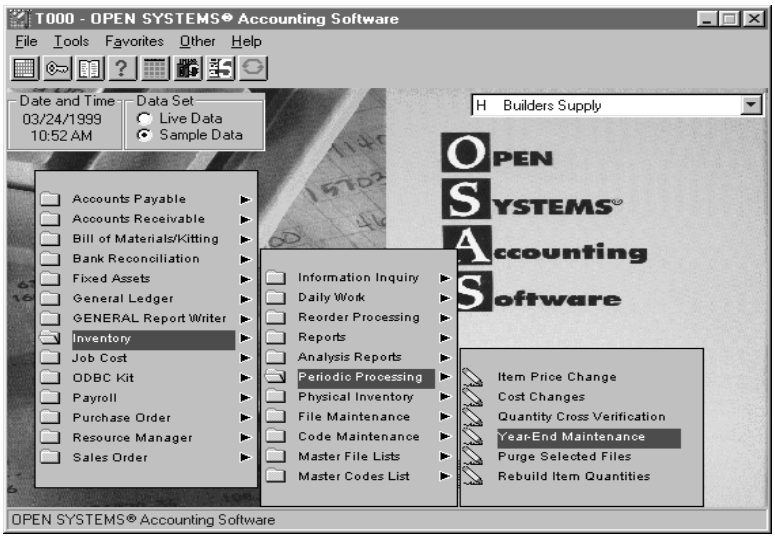
05/03/1999 Builders Supply Page 2
12:06 PM Rebuild Item Quantities

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

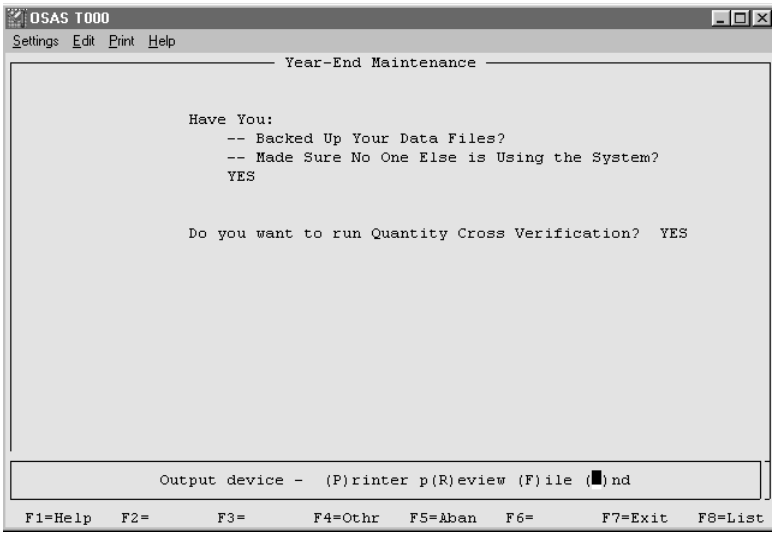
End of Report

Select Year-End Maintenance from the Periodic Processing menu

Periodic Processing Menu Screen.



Year-End Maintenance screen:



Year-End Maintenance performs the following functions to prepare the inventory data files for the new fiscal year:

- increments the current fiscal year stored in the INPDxxx table by 1
- creates a new year-to-date record in the Summary History file, INHSxxx, for the new fiscal year.

Purge Selected Files

Purge Selected Inventory Files Checklist

Deleting outdated information from the inventory data files is optional, but removing outdated information from the files reduces file size and therefore improves system performance.

1. Backup data files.

2. Select the Purge Selected Files function on the Periodic Processing menu.

3. To remove lots with a quantity of zero:

   - Print the Items Locations List on the Master List menu. Select **YES** for **Print Location Information?** and **Lot Information?**.

   - Enter the oldest sale date for a zero quantity lot that you want to retain in the file in the **Zero Quantity Lots** with **Sale Dates Before?** field.

4. To remove outdated alternate items:

   - Print the Item Detail List on the Master List menu. Select **YES** for **Print General Information?** and **Alternate Items?**.

   - Enter the oldest date used for the **End Date** field for Alternate Items you want to retain in the file in the **Alternate Items with End Dates Before?** field.

5. To remove outdated price promotions:

   - Print the Promotional Pricing List on the Master List menu.

   - Enter the oldest date used in the **End Date** field of price promotions you want to retain in the file in the **Promotional Pricing with End Dates Before?** field.

6. To remove outdated bin numbers:

   - Print the Items Locations List on the Master List menu. Select **YES** for **Print Location Information?** and **Bin Information?**.

   - Enter the date of the oldest physical count you want to retain bin numbers for in the **Bins with Last Physical Count Date Before?** field.

7. To remove outdated serialized history and serial numbers:

   - Print the Item Locations List on the Master List menu. Select **YES** for **Print Location Information?** and **Serial Information?**.

   - Print the Serialized History Report on the Reports menu.

   - Enter the oldest date for invoices that you want to retain serial numbers and history for in the **Serialized History and Number with Invoice Dates Before?** field.

8. If you selected to save lot history, to remove outdated lot information:

   - Print the Lot History Report on the Reports menu.
   - Enter the oldest invoice date you want to retain lot information about in the **Lot History with Invoice Dates Before?** field.

9. If you are saving detail history, to remove outdated inventory transaction information:

   - Print the Transaction History Report on the Reports menu.
   - Enter the date of the oldest transaction you want to retain information about in the **Detail History with Transaction Dates Before?** field.

10. To delete outdated summary history information:

    Print these reports:

    ___ Inventory Movement Report ___ Trend Analysis Report ___ Valuation Report

    ___ Gross Profit Analysis Report ___ Cost Variance Report ___ Sales Analysis Report

    ___ Slow/Fast Movement Report

    Enter the oldest fiscal period and year that you want to retain summarized information for in the **Summary History Dated Before Period/Year?** field.

11. (OPTIONAL) Delete any inventory items you no longer need.

    Use the Change File Size function on the Data File Maintenance menu in Resource Manager to rebuild these files:

__INAIxxx	__INKYxxx	__INLSxxx	__INUPxxx
__INBNxxx	__INLDxxx	__INQLxxx	__INVExxx
__INCJxxx	__INLOxxx	__INQTxxx	__INVIxxx
__INCSxxx	__INLPxxx	__INUMxxx	__INXTxxx

12. (OPTIONAL) if you are using serialized and/or lotted items, use the Change File Size function to also rebuild these files:

    __INLSxxx __INSNxxx __INLTxxx.

13. Run the Rebuild Item Quantities function on the Periodic Processing menu to update the **Committed**, **In Use**, and **On Order** fields in the Inventory Quantity Totals file, INQTxxx. These quantities are recalculated based on the transaction files for all applications for the company that are interfaced with inventory. All applications that are interfaced with inventory must be version 6.0x

Purging Files

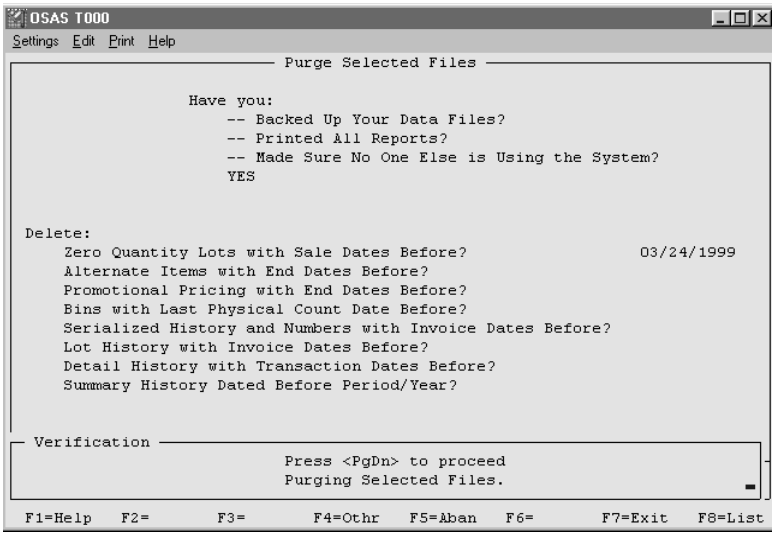
Use the Purge Selected Files function to delete outdated information from the company's data inventory files. This prevents the company's data files from growing so large and slowing down the system's processing speed.

It is important to print reports and backup the data files before using this function because data is removed from the files. You can delete information for any combination of the selections at the same time. If you do NOT want to delete any information for a selection, leave the selection blank.

Purging Lot Numbers With Zero Quantities

Lot numbers with zero quantities are deleted from the Lot Detail file, INLTxxx, based on the sale date. If you selected **NO** for the Inventory option **Keep Lot History?**, lots with zero quantity are deleted automatically from the file, regardless of the sale date.

If **YES** was selected for the **Keep Lot History?** option; print the Lot History Report on the Reports menu before deleting lot information from the file for a record of lot numbers.



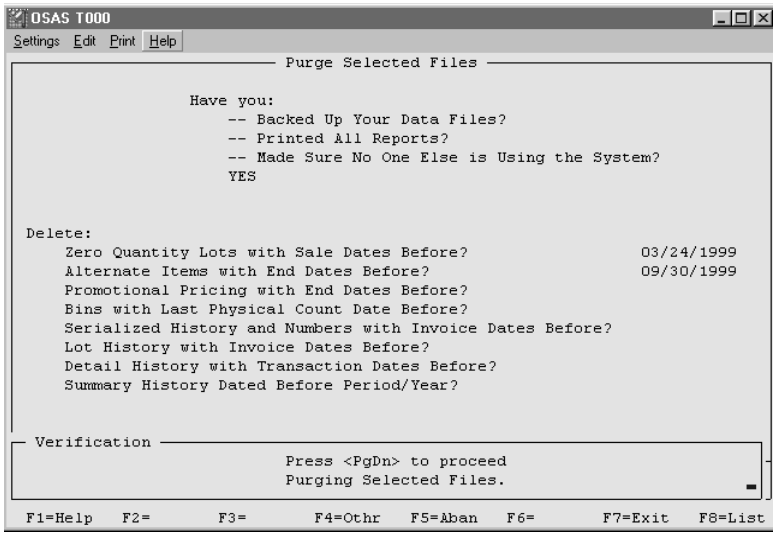
Enter the last sale date for lotted items to keep in the file after the **Zero Quantity Lots with Sale Dates Before?** lot numbers with a zero quantity and a sale date *BEFORE* the date entered are deleted from the Lot Detail file.

If no date is entered after **Zero Quantity Lots with Sale Dates Before?**, nothing is deleted from the Lot Detail file, INLTxxx.

Purging Alternate Items

Out of date alternate items are deleted from the Alternate Items file, INAIxxx, using the **End Date** field on the Alternate Items Screen in the Item Locations function on the File Maintenance menu.

Before you delete alternate items from the file, use the Item Detail List function on the Master File List menu and select **YES** for **Alternate Items?** to print a list of inventory items that shows the alternate items set up for each item.

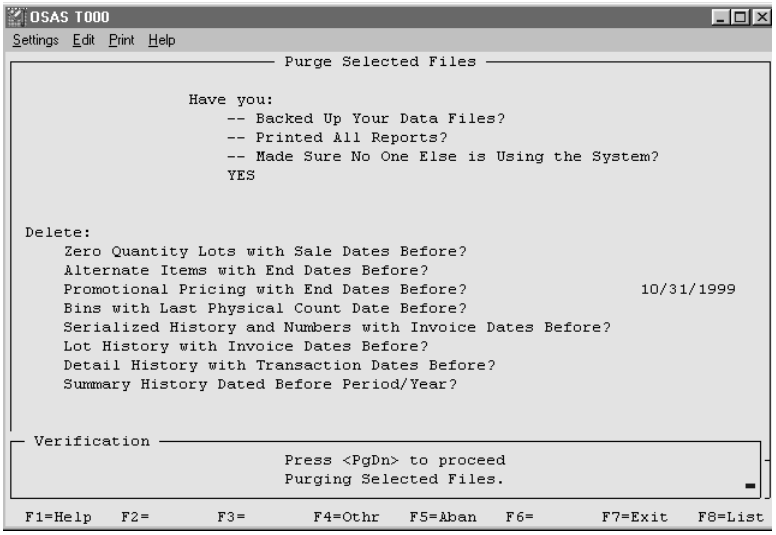


To delete alternate items, enter the oldest End Date for the alternate items that you want to retain in the file after **Alternate Items with End Dates Before?** Any alternate items with an **End Date** *BEFORE* the date you entered are removed from the file.

Purging Promotional Pricing

Promotional pricing IDs are deleted from the Promotional Pricing file, INPPxxx, based on the date entered in the **End Date** field when the promotion was set up.

Before deleting promotional IDs from this file, print the Promotional Price List on the Master File Lists menu for a record of the promotion IDs in the system.

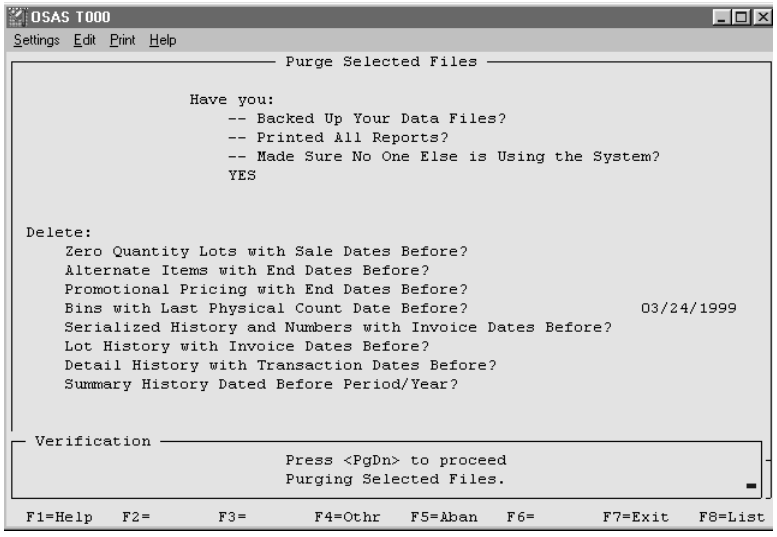


Enter the oldest **End Date** of the promotional IDs you want to retain in the Promotional Pricing file.

Promotional IDs with an **End Date** *BEFORE* the date entered are deleted from the Promotional Pricing file, INPPxxx.

Purging Bins

Bin numbers are deleted from the Bin Numbers file, INBNxxx, based on the last physical count date recorded for the bin. Print the Items Locations List on the Master List menu and select **YES** for **Print Location Information?** and **Bin Information?** for a record of the current bin numbers in the system.



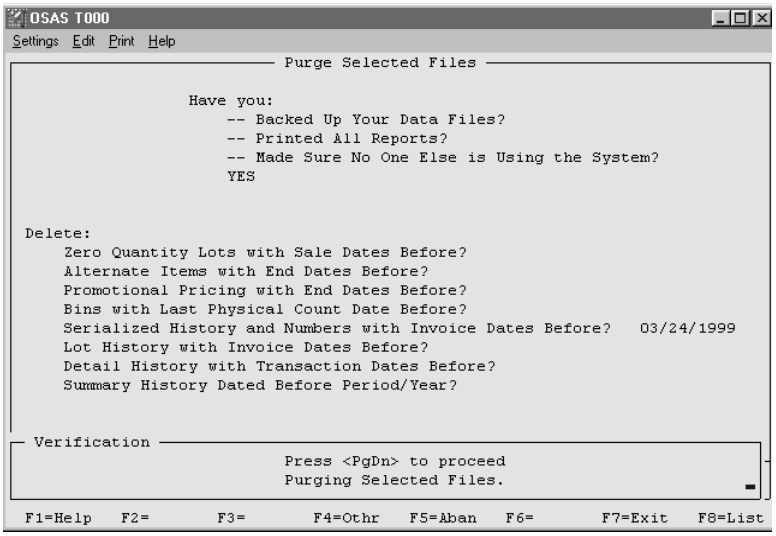
Enter the oldest physical inventory date you want to retain bin information for in the **Bins with Last Physical Count Date Before?** field. If you leave this field blank, no bin information is deleted.

Purging Serial Numbers and Serialized History

You can delete serial number information from the Serial Number Detail file, INSNxxx, and the Serialized History file, INSHxxx, based on the invoice date recorded for the sale of the serial number.

For a record of serial number information currently in the file, print the Item Locations List on the Master File List menu. Select **YES** for **Serial Information?**

If you selected **YES** for the Inventory option **Keep Serial History?**, print the Serialized History Report on the Reports menu to print a record of the transactions in the file.



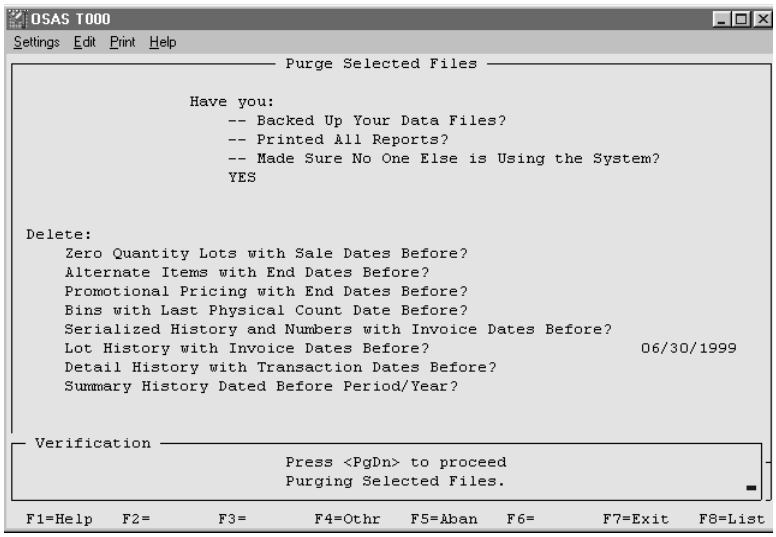
Enter the last invoice date for serial number information and serialized history you want to retain in the **Serial Numbers with Sale Dates Before?** field. Serial numbers and serialized history *BEFORE* that date are deleted from the files.

On the screen above, all serial numbers with an invoice date before December 31, 1993, are deleted from the Serial Number Detail file, INSNxxx. Serialized history with an invoice date before December 31, 1993 is also deleted from the Serialized History file, INSHxxx.

Purging Lot History

If the Inventory option **Keep Lot History?** is set to **YES**, information is deleted from the Lot History file, INLHxxx, based on the lot number's transaction invoice date.

Use the Lot History Report function on the Reports menu to print a record of the lot history information being deleted.



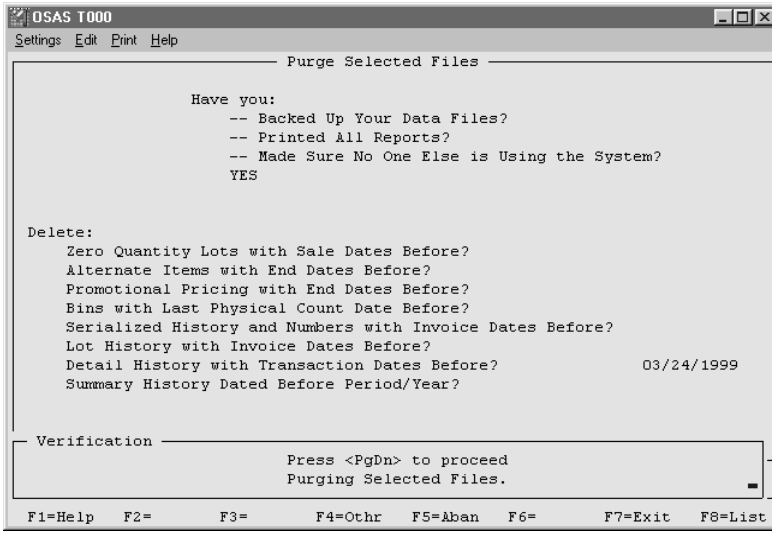
Enter the oldest invoice date for the lot number that you want to keep in the file after **Lot History with Invoice Dates Before?** field. Transactions for lotted items with invoice dates *BEFORE* the date entered is deleted from the Lot History file.

Since the date entered on the screen above is **06/30/1999**, all lot information for invoices dated before **06/30/1999** are deleted by the Purge Selected Files function.

Purging Detail History

If you selected **YES** for the Inventory option **Keep Detail History?**, transactions are deleted from the Detail History file, INHIxxx, based on the transaction date.

Before using the Purge Selected Files function, print the Transaction History Report on the Reports menu to produce a record of the transactions currently stored in the detail history file.



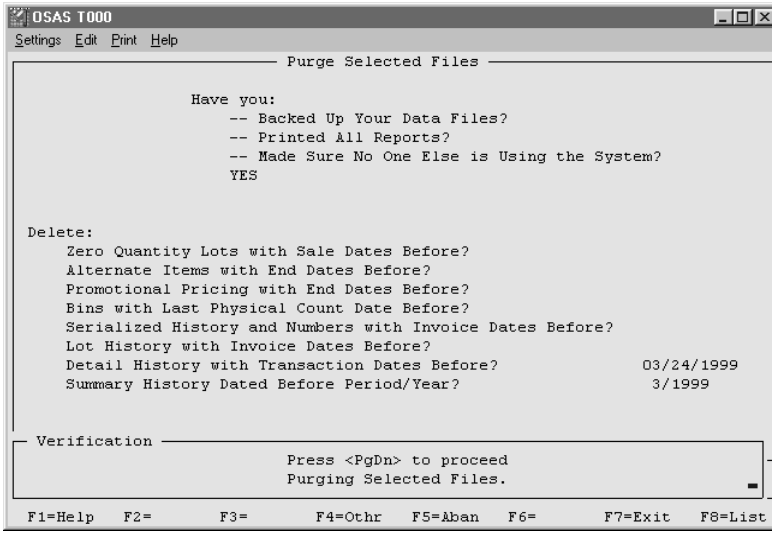
Enter the oldest transaction date you want to keep in the **Detail History** file after the **Detail History with Transaction Dates Before?** field. All transactions *BEFORE* the date you enter are deleted from the file.

On the screen above, **3/24/1999** is entered for this selection. All transactions in the Detail History file before **3/24/1999** are deleted by the Purge Selected Files function

Purging Summary History

Information is deleted from the Summary History file, INHSxxx, based on the fiscal period and year. These reports are printed using the information stored in the Summary History file; you may want to print them before deleting any information:

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

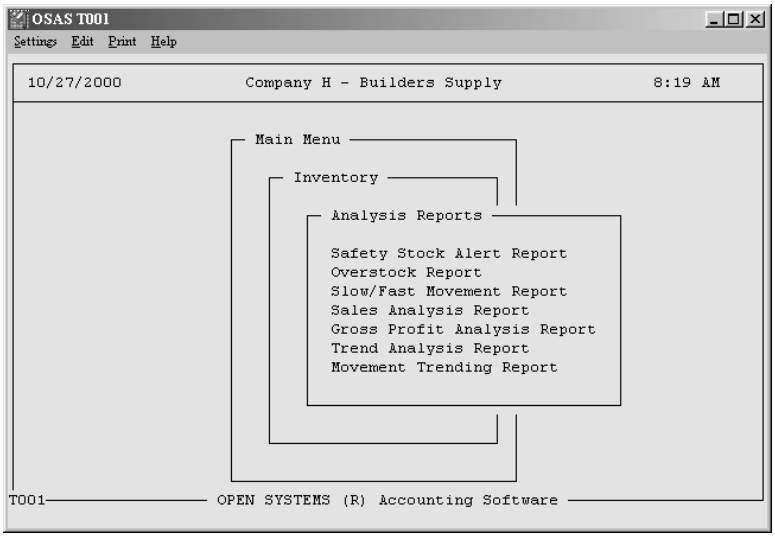


Enter the oldest fiscal period and fiscal year that you want to retain information for in the **Summary History Dated Before Period/Year?** field.

Summary history for fiscal periods and fiscal years *BEFORE* the fiscal period/year entered are deleted from the summary history file.

Analysis Reports 7

Analysis Reports Main Menu



As you process transactions, you will want to use the functions on the Analysis Reports menu to print reports to help you analyze sales and purchase activity for your company.

1. The **Safety Stock Report** list items that have fallen below the safety stock level.

2. The **Overstock Report** lists items whose in-stock quantities are above the maximum on-hand value.

3. The **Slow/Fast Movement Report** lists information to help you analyze the movement of items through inventory.

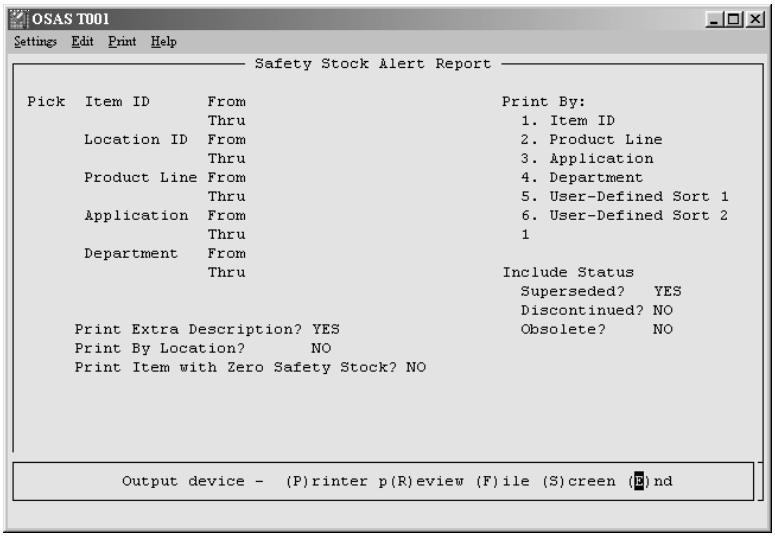
4. The **Sales Analysis Report** lists information to help you analyze the turnaround time for items.

5. The **Gross Profit Analysis Report** lists the gross profit margin on items for a selected period.

6. The **Trend Analysis Report** shows the quantity of items sold or purchased during a selected period.

Safety Stock Alert Report

Safety Stock Selection Screen



Use the Safety Stock Alert Report to list **items that need to be restocked**. The On-Hand quantity plus the quantity on order and backordered for the items listed on the report is less than the Safety Stock quantity specified for the time in the Order Quantities section of the Location Information screen in the Item Locations function.

You can specify a range of items, locations, product lines, and values entered in user-defined fields one and two to be included in the report. You can select whether to sort the report by Item ID, Production Lines, User-defined Field 1, User-defined Field 2, or either of the user-defined sorts you set up using the User-Defined Filed Sorts function on the Codes Maintenance menu.

Specify whether the report should include items whose status is Superseded, Discontinued, and/or Obsolete.

If the inventory option **Use Additional Descriptions?** is set to **YES**, you can also select whether you want the report to include them on the report. (Inventory options are set up in the Options and Interfaces function on the Company Setup menu in Resource Manager.)

To print items at the same location together on the report select **YES** for **Print by Location?**. If you do not want items whose Safety Stock field is set to zero to be included on the report, accept the default, **NO**, for the **Print Item with Zero Safety Stock?**.

Sample Safety Stock Report

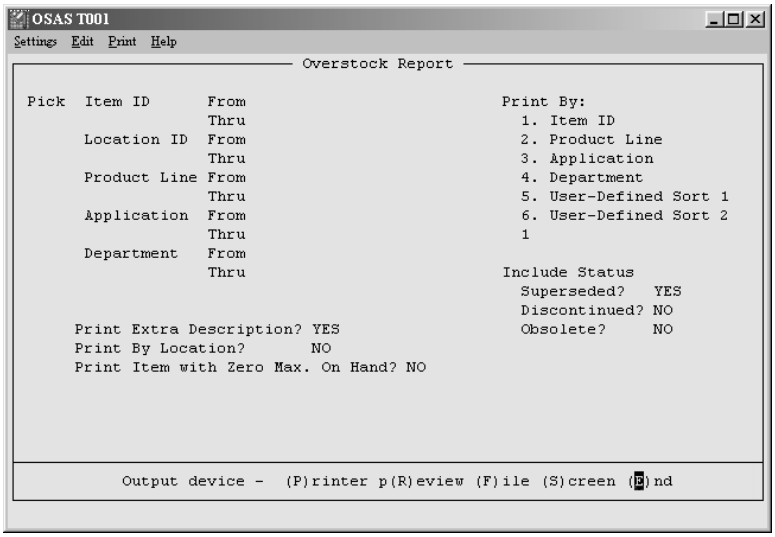
10/27/2000 Builders Supply Page 1
8:22 AM Safety Stock Alert Report
By Item ID

Item ID / Description / Extra Description	Location	Vendor ID / UOM	Status / Product Line	Application / Department	On Hand / On Order	Committed / In Use	Available	Safety Stock
100 Electrical Package Includes Electrical Outlets and Breaker Box	MD0001	ELL001 PKG	Active MATERIAL	BUILDING ELECTRIC	.0000 5.0000	.0000 3.0000	3.0000-	1.0000
150 Plumbing Package	MD0001	ACE001 PKG	Active MATERIAL	BUILDING PLUMBING	.0000 3.0000	.0000 2.0000	2.0000-	1.0000
200 Heating/Cooling Package	CA0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200 Heating/Cooling Package	MD0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200 Heating/Cooling Package	MN0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200 Heating/Cooling Package	TX0001	THO001 PKG	Active HEAT/AIR	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	1.5000
200100 Furnace	MD0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	.0000 .0000	.0000 .0000	.0000	1.0000
200100 Furnace	MN0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000	10.0000
200300 Air Conditioner	MD0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	.0000 .0000	.0000 .0000	.0000	1.0000
200300 Air Conditioner	MN0001	THO001 EA	Active HEAT/AIR	MJR APPL BUILDING	8.0000 .0000	.0000 .0000	8.0000	10.0000
460 Slide by Window 30" X 40"	MD0001	TIM001 EA	Active MATERIAL	WINDOWS EXTERIOR	.0000 .0000	.0000 .0000	.0000	1.0000
550 Millwork Package	MN0001	MIL001 PKG	Active MATERIAL	BUILDING INTERIOR	.0000 .0000	.0000 .0000	.0000	3.0000
550 Millwork Package	TX0001	MIL001 PKG	Active MATERIAL	BUILDING INTERIOR	4.0000- .0000	.0000 .0000	4.0000-	1.0000
700 Cabinets Made up of parts 700100, 700300 and 700500	MN0001	FINISH SET	Active MATERIAL	CABINET INTERIOR	3.0000 .0000	.0000 .0000	3.0000	4.0000

End of Report

Overstock Report

Overstock Report Selection Screen



The Overstock Report is used to list items whose On-Hand quantity is greater than the **Maximum Qty** you set up for the item in the Order Quantities section of the Location Information screen in the Item Locations function.

You can select a range of items, locations, User-Defined Field 1 values, and User-Defined Field 2 values. The report can be printed by item, product line, User-Defined Field 1, User-Defined Field 2, or one of the User-Defined Sorts you set up using the User-Defined Field Sorts function on the Codes Maintenance menu.

You specify whether the report should include:

- Items with a status of Superseded, Discontinued, and/or Obsolete
- Additional Descriptions (if you selected to use them in the Options and Interfaces function)
- Items with a **Maximum Qty** equal to zero

To group items printed on the report by location, select **YES** for **Print by Location?**

Sample Overstock Report

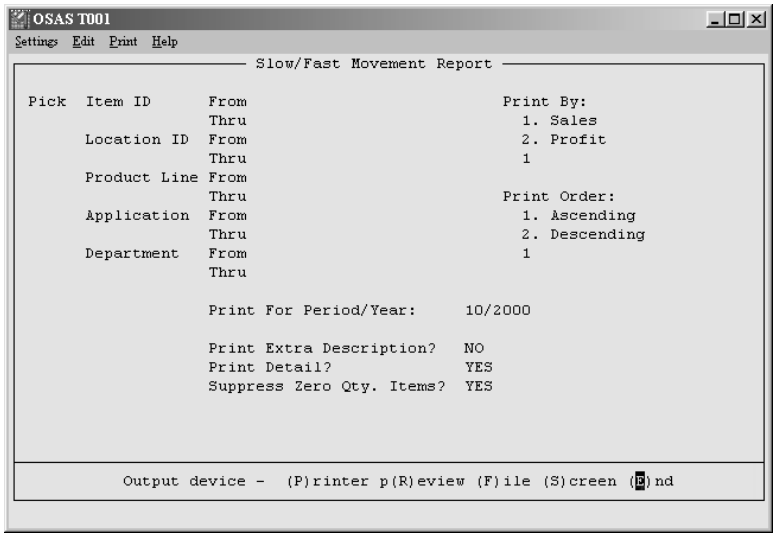
10/27/2000 Builders Supply Page 1
8:54 AM Overstock Report
By Item ID

Item ID / Description / Extra Description	Location	Product Line / UOM	Status	Application / Department	On Hand / On Order	Committed / In Use	Available	Maximum
100 Electrical Package Includes Electrical Outlets and Breaker Box	CA0001	MATERIAL PKG	Active	BUILDING ELECTRIC	13.0000 .0000	.0000 .0000	13.0000	10.0000
7001111 White Glue	MN0002	COMPONENT OZ	Active	CABINET	1200.0000 .0000	.0000 .0000	1200.0000	1112.0000
820001 Paint/Stain Pad	MN0001	MATERIAL EA	Active	HOME IMP BUILDING	100.0000 .0000	.0000 .0000	100.0000	50.0000
820002 Replacement Pad	MN0001	MATERIAL EA	Active	HOME IMP BUILDING	100.0000 .0000	.0000 .0000	100.0000	50.0000
820004 Paint and Wash Mitt	MN0001	MATERIAL EA	Active	HOME IMP BUILDING	100.0000 .0000	.0000 .0000	100.0000	30.0000
820005 Stretch Spray Hood	MN0001	MATERIAL EA	Active	HOME IMP BUILDING	100.0000 .0000	.0000 .0000	100.0000	30.0000

End of Report

Slow/Fast Movement Report

Slow/Fast Movement Report Selection Screen



To analyze sow/fast moving items in your inventory, use the Slow/Fast Movement Report. This report shows the profit, cost, volume, and sales of the inventory items included in the report.

Select the items, locations, product lines, values for User-Defined Field 1, and values for User-Defined Field 2 that you want to include in the report. Specify whether the report should be printed by sales or profit and whether it should list the lowest value first, Ascending, or the highest value first, Descending.

Enter the fiscal period for the transaction information you want included in the report.

If you have set the inventory option **Use Additional Descriptions?** to **YES**, set **Print Extra Description?** to **YES** to include that information in the report. (Inventory options are set up in the Options and Interfaces function on the Company Setup menu in Resource Manager.) Specify whether you want the report printed in detail and whether you want to include items with a quantity of zero in the PTD and YTD sales or profit columns.

Sample Slow/Fast Movement Report

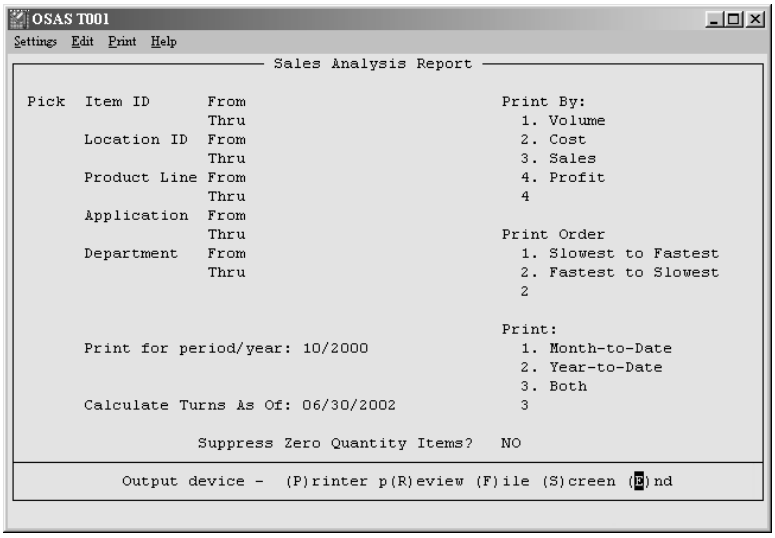
10/27/2000 Builders Supply Page 1
8:56 AM Slow/Fast Movement Report
Period 10 By Sales, Ascending
Detail

Item ID / Description / Extra Description	Location	Prod. Line	Last Purch. / Last Sale	Application / Department	PTD Quantity / YTD Quantity	PTD Sales / YTD Sales	Last Cost / Avg. Cost	PTD Profit / YTD Profit
300	MN0001	MATERIAL	12/17/2000	BUILDING	5.0000	104.0000	22.0100	6.0500-
Interior Door			12/21/2000	INTERIOR	415.0000	9579.3200	22.0100	929.7000
TOTAL FOR ITEM 300					5.0000	104.0000		6.0500-
					415.0000	9579.3200		929.7000
600	MN0001	MATERIAL	12/17/2000	WINDOWS	10.0000	1143.7300	121.0300	47.8700-
Standard Window			12/21/2000	EXTERIOR	139.0000	17537.2600	119.6836	1009.7000
TOTAL FOR ITEM 600					10.0000	1143.7300		47.8700-
					139.0000	17537.2600		1009.7000
460	MN0001	MATERIAL	12/21/2000	WINDOWS	10.0000	1606.4100	176.4700	158.2900-
Slide by Window			12/21/2000	EXTERIOR	111.0000	19633.8700	176.4700	467.8900
TOTAL FOR ITEM 460					10.0000	1606.4100		158.2900-
					111.0000	19633.8700		467.8900
610	MN0001	MATERIAL	11/05/2000	WINDOWS	5.0000	1710.7200	144.4600	988.4200
Standard Window			12/01/2000	EXTERIOR	85.0000	13845.3600	144.9887	1907.8600
TOTAL FOR ITEM 610					5.0000	1710.7200		988.4200
					85.0000	13845.3600		1907.8600
350	MN0001	MATERIAL	12/17/2000	BUILDING	10.0000	2145.0600	226.9900	124.8400-
Entry Door			12/21/2000	EXTERIOR	70.0000	16445.4400	226.9900	1309.8200
TOTAL FOR ITEM 350					10.0000	2145.0600		124.8400-
					70.0000	16445.4400		1309.8200
400	MN0001	MATERIAL	12/21/2000	BUILDING	5.0000	4042.7600	855.6100	235.2900-
Interior Materials			12/10/2000	INTERIOR	108.0000	96576.9800	855.6100	5524.3600
TOTAL FOR ITEM 400					5.0000	4042.7600		235.2900-
					108.0000	96576.9800		5524.3600
100	MN0001	MATERIAL	12/21/2000	BUILDING	67.0000	21751.8800	343.5500	1265.9700-
Electrical Package			12/10/2000	ELECTRIC	849.0000	307519.6100	343.5500	15291.9200
TOTAL FOR ITEM 100					67.0000	21751.8800		1265.9700-
					849.0000	307519.6100		15291.9200
GRAND TOTAL						32504.5600		894.89-
						1467315.0700		196410.72

End of Report

Sales Analysis Report

Sales Analysis Report Selection Screen



The Sales Analysis Report summarizes item year-to-date and month-to-date sales history to analyze the turnaround time for each item during the fiscal year.

Select the items, locations, product lines, User-defined Field 1 values, and User-defined Field 2 values you want to include in the report.

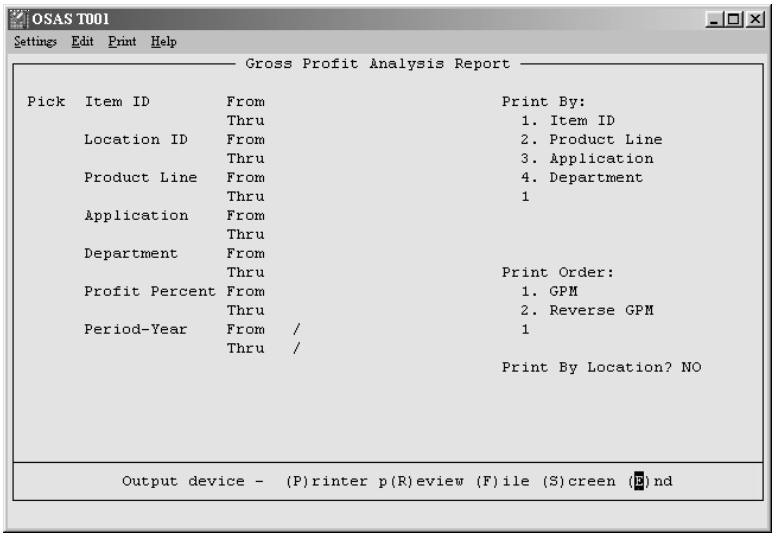
Specify whether you want the report printed by volume, cost, sales, or profit. Select the order you want to print the information: slowest to fastest or fastest to slowest. Select whether you want to include Month-to-Date history, Year-to-Date history, or Both in the report. If you do not want items with zero month-to-date and year-to-date values to appear on this report, accept the default setting **NO** for **Suppress Zero Quantity Items?**.

Sample Sales Analysis Report

```
10/27/2000                                            Builders Supply                                              Page    1
2:01 PM                                             Sales Analysis Report
                                            By Profit, Fastest to Slowest, Period 10/2000

Item ID          Loc.   Product Line UOM   Application          Quantity         Sales      COGS and -------Profit------- Annual
Description                    Last Sale       Department                                Adjustments        Amount   Pct.  Turns
-------------------------------------------------------------------------------------------------------------------------------------------

900              CA0001 APPLIANCE    EA    MJR APPL     MTD       3.0000       1289.7300      718.9800    570.7500    44.3     0.0
Refrigerator - Black

900              MD0001 APPLIANCE    EA    MJR APPL     MTD       4.0000       1719.6400      958.6400    761.0000    44.3     1.7
Refrigerator - Black        12/19/1999

900              MN0001 APPLIANCE    EA    MJR APPL     MTD      20.0000       8598.2000     4793.2000   3805.0000    44.3    33.2
Refrigerator - Black        12/15/1999
                                                                            =======================================================
                                              TOTAL MTD                      11607.5700     6470.8200   5136.7500    44.3     9.0

End of Report
```

Gross Profit Analysis Report

Gross Profit Analysis Report Selection Screen



The Gross Profit Anaylsis Report shows the gross profit margin on items for a specific period of time.

Specify the items, locations, product line, User-Defined Field 1 values, User-Defined Field 2 values, percentage of profit, and the fiscal period and year you want to include in the report.

You can select whether to sort the report by item, product line, or values for User-Defined Field 1 or User-Defined Field 2.

Select the order you want the information printed: by gross profit margin or by reverse gross profit margin.

If you want the report organized by location, select **YES** for **Print By Location?**.

Sample Gross Profit Analysis Report

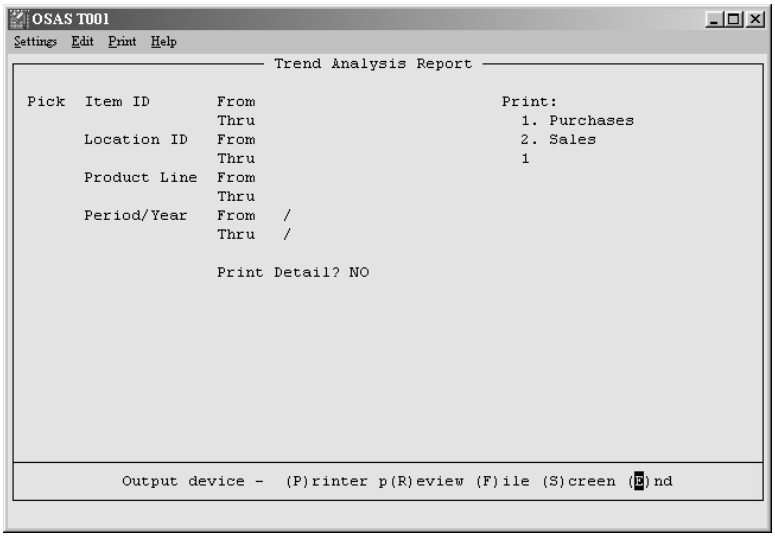
10/27/2000 Builders Supply Page 1
2:34 PM Gross Profit Analysis Report
Sort By Item ID, GPM

Period Thru 02/1999

Item ID	Locatio						
roduct Line Application Description	Total Price	Total Cost	Department	Profit Amount	Profit Pct.		
700	CA0001	MATERIAL	CABINET	.0000	.0000	.0000	.00
Cabinets			INTERIOR				
700	MD0001	MATERIAL	CABINET	.0000	.0000	.0000	.00
Cabinets			INTERIOR				
700	MN0001	MATERIAL	CABINET	56975.0100	10885.3200	46089.6900	80.89
Cabinets			INTERIOR				
700	MN0002	MATERIAL	CABINET	.0000	.0000	.0000	.00
Cabinets			INTERIOR				
700	TX0001	MATERIAL	CABINET	.0000	.0000	.0000	.00
Cabinets			INTERIOR				
TOTAL FOR 700				56975.0100	10885.3200	46089.6900	80.89
200	CA0001	HEAT/AIR	BUILDING	36966.1500	18798.9000	18167.2500	49.15
Heating/Cooling Package			BUILDING				
200	MD0001	HEAT/AIR	BUILDING	135542.5500	68929.3000	66613.2500	49.15
Heating/Cooling Package			BUILDING				
200	MN0001	HEAT/AIR	BUILDING	361172.9600	182975.8500	178197.1100	49.34
Heating/Cooling Package			BUILDING				
200	TX0001	HEAT/AIR	BUILDING	835434.9900	424854.6100	410580.3800	49.15
Heating/Cooling Package			BUILDING				
TOTAL FOR 200				1369116.6500	695558.6600	673557.9900	49.20
300	CA0001	MATERIAL	BUILDING	9762.2000	3978.0000	5784.2000	59.25
Interior Door			INTERIOR				
300	MD0001	MATERIAL	BUILDING	588.5800	.0000	588.5800	100.00
Interior Door			INTERIOR				
300	MN0001	MATERIAL	BUILDING	5777.6300	4972.5000	805.1300	13.94
Interior Door			INTERIOR				
300	TX0001	MATERIAL	BUILDING	.0000	.0000	.0000	.00
Interior Door			INTERIOR				
TOTAL FOR 300				16128.4100	8950.5000	7177.9100	44.50
250	CA0001	MATERIAL		.0000	.0000	.0000	.00
Exterior Panels							
250	MD0001	MATERIAL		5640.0500	5192.9600	447.0900	7.93
Exterior Panels							
250	MN0001	MATERIAL		.0000	.0000	.0000	.00
Exterior Panels							
250	TX0001	MATERIAL		111592.5000	65993.2000	45599.3000	40.86
Exterior Panels							
TOTAL FOR 250				117232.5500	71186.1600	46046.3900	39.28
650	CA0001	MATERIAL	BUILDING	107143.6600	55592.8800	51550.7800	48.11
Steel Supports			INTERIOR				
650	MD0001	MATERIAL	BUILDING	.0000	.0000	.0000	.00
Steel Supports			INTERIOR				
650	MN0001	MATERIAL	BUILDING	73263.3800	69491.1000	3772.2800	5.15
Steel Supports			INTERIOR				
650	TX0001	MATERIAL	BUILDING	.0000	.0000	.0000	.00
Steel Supports			INTERIOR				
TOTAL FOR 650				180407.0400	125083.9800	55323.0600	30.67

Trend Analysis Report

Trend Analysis Report Selection Screen



The Trend Analysis Report can be used to analyze trends in your inventory items. This report shows the amount of an item sold during a specified period of time.

Select the items, locations, product lines, and the fiscal period and year you want included in the report. Select whether you want to print information for purchases or sales in the report. If you want the report printed in summary format, select **NO** for **Print Detail?**.

Sample Trend Analysis Report for MN0001, product line MATERIAL in detail

10/30/1999 Builders Supply Page 1
8:08 AM Trend Analysis Report
Period 00/0000 Thru 10/1999 Sales Detail

Item ID / Description	Location	Product Line / UOM	Per./Yr.	Quantity	Revenue	Cost	Avg. Unit Price	Avg. Unit Cost
100	MN0001	MATERIAL	07/1998	645.0000	244165.4900	223324.8000	378.5511	346.2400
Electrical Package		PKG						
100	MN0001	MATERIAL	08/1998	75.0000	27054.5600	26104.3700	360.7275	348.0583
Electrical Package		PKG						
100	MN0001	MATERIAL	09/1998	80.0000	28858.2100	27993.7100	360.7276	349.9214
Electrical Package		PKG						
100	MN0001	MATERIAL	10/1998	200.0000	72145.5000	69984.2800	360.7275	349.9214
Electrical Package		PKG						
100	MN0001	MATERIAL	11/1998	20.0000	7214.5500	6976.1900	360.7275	348.8095
Electrical Package		PKG						
100	MN0001	MATERIAL	12/1998	100.0000	36072.7500	35206.1900	360.7275	352.0619
Electrical Package		PKG						
100	MN0001	MATERIAL	01/1999	25.0000	9018.1900	8801.5500	360.7276	352.0620
Electrical Package		PKG						
100	MN0001	MATERIAL	02/1999	30.0000	10821.8300	10561.8600	360.7277	352.0620
Electrical Package		PKG						
100	MN0001	MATERIAL	03/1999	200.0000	72145.5000	70412.3800	360.7275	352.0619
Electrical Package		PKG						
100	MN0001	MATERIAL	04/1999	40.0000	14429.1000	13604.4000	360.7275	340.1100
Electrical Package		PKG						
100	MN0001	MATERIAL	05/1999	110.0000	39680.0300	37412.1000	360.7275	340.1100
Electrical Package		PKG						
100	MN0001	MATERIAL	06/1999	100.0000	36072.7500	34011.0000	360.7275	340.1100
Electrical Package		PKG						
100	MN0001	MATERIAL	07/1999	100.0000	36072.7500	34011.0000	360.7275	340.1100
Electrical Package		PKG						
100	MN0001	MATERIAL	09/1999	120.0000	45586.5500	40813.2000	379.8879	340.1100
Electrical Package		PKG						
100	MN0001	MATERIAL	10/1999	20.0000	7214.5600	6871.0000	360.7280	343.5500
Electrical Package		PKG						
ITEM 100	TOTAL			1865.0000	686552.3200	646088.0300		
150	MN0001	MATERIAL	07/1998	75.0000	71467.9900	66222.7500	952.9065	882.9700
Plumbing Package		PKG						
150	MN0001	MATERIAL	09/1998	100.0000	95290.6600	88297.0000	952.9066	882.9700
Plumbing Package		PKG						
150	MN0001	MATERIAL	10/1998	8.0000	7623.2500	6996.4800	952.9063	874.5600
Plumbing Package		PKG						
150	MN0001	MATERIAL	11/1998	20.0000	19058.1300	17491.2000	952.9065	874.5600
Plumbing Package		PKG						
150	MN0001	MATERIAL	12/1998	.0000	.0000	.0000	.0000	.0000
Plumbing Package		PKG						
150	MN0001	MATERIAL	01/1999	47.0000	44786.6100	41104.3200	952.9066	874.5600
Plumbing Package		PKG						
150	MN0001	MATERIAL	02/1999	50.0000	47645.3300	45105.5000	952.9066	902.1100
Plumbing Package		PKG						
150	MN0001	MATERIAL	03/1999	200.0000	190581.3000	180422.0000	952.9065	902.1100
Plumbing Package		PKG						
150	MN0001	MATERIAL	04/1999	.0000	.0000	.0000	.0000	.0000
Plumbing Package		PKG						
150	MN0001	MATERIAL	05/1999	71.0000	67656.3600	64049.8100	952.9065	902.1100
Plumbing Package		PKG						
150	MN0001	MATERIAL	06/1999	50.0000	47645.3300	44910.0000	952.9066	898.2000
Plumbing Package		PKG						
150	MN0001	MATERIAL	07/1999	50.0000	47645.3300	44910.0000	952.9066	898.2000
Plumbing Package		PKG						
150	MN0001	MATERIAL	08/1999	20.0000	19058.1300	17964.0000	952.9065	898.2000
Plumbing Package		PKG						
150	MN0001	MATERIAL	10/1999	75.0000	71467.9900	67365.0000	952.9065	898.2000
Plumbing Package		PKG						
ITEM 150	TOTAL			766.0000	729926.4100	684838.0600		
GRAND TOTAL					2472725.1300	2142533.8300		

End of Report

Sample Trend Analysis Report printing in summary for MN0001, product line MATERIAL

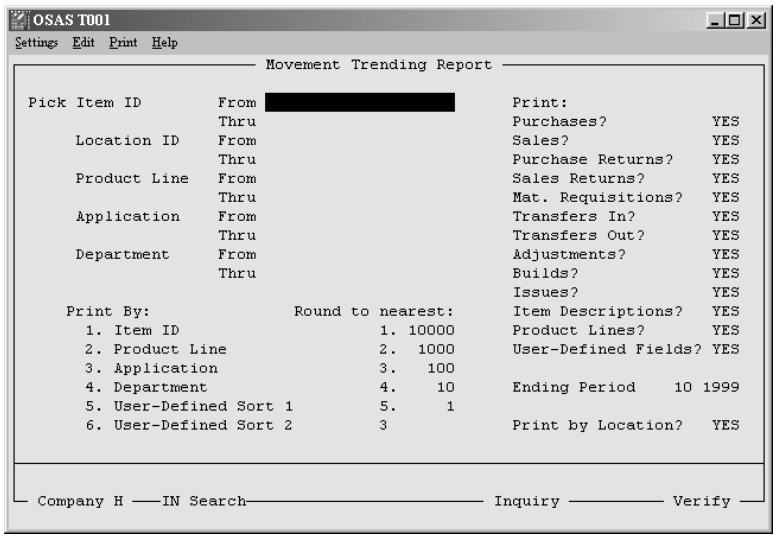
10/30/1999 Builders Supply Page 1
8:07 AM Trend Analysis Report
Period 00/0000 Thru 10/1999 Sales Summary

Item ID / Description	Location	Product Line	Per./Yr. / UOM	Quantity	Revenue	Cost	Avg. Unit Price	Avg. Unit Cost
100 Electrical Package	MN0001	MATERIAL	PKG	1865.0000	686552.3200	646088.0300	368.1246	346.4279
150 Plumbing Package	MN0001	MATERIAL	PKG	766.0000	729926.4100	684838.0600	952.9065	894.0445
250 Exterior Panels	MN0001	MATERIAL	CS	17.0000	23970.2300	21611.8000	1410.0135	1271.2824
300 Interior Door	MN0001	MATERIAL	EA	650.0000	15021.8400	13371.2400	23.1105	20.5711
350 Entry Door	MN0001	MATERIAL	EA	140.0000	33367.5400	29566.5200	238.3396	211.1894
400 Interior Materials	MN0001	MATERIAL	PKG	350.0000	343792.1500	294415.2400	982.2633	841.1864
450 Slide by Window 24" x 40"	MN0001	MATERIAL	EA	275.0000	49963.5400	42850.6800	181.6856	155.8207
460 Slide by Window 30" X 40"	MN0001	MATERIAL	EA	245.0000	43729.9600	42340.2600	178.4896	172.8174
550 Millwork Package	MN0001	MATERIAL	PKG	113.0000	122933.2700	114172.9200	1087.9050	1010.3798
600 Standard Window 24" X 40"	MN0001	MATERIAL	EA	304.0000	38632.8100	35888.3600	127.0816	118.0538
610 Standard Window 30" X 40"	MN0001	MATERIAL	EA	193.0000	29274.8300	26624.0600	151.6831	137.9485
650 Steel Supports	MN0001	MATERIAL	PKG	12.0000	230004.2100	166778.6400	19167.0175	13898.2200
700 Cabinets	MN0001	MATERIAL	SET	119.0000	125556.0200	23988.0200	1055.0926	201.5800
811002 Paint - Ivory - SemiGloss	MN0001	MATERIAL	GAL	.0000	.0000	.0000	.0000	.0000
811003 Paint - Ivory - Flat	MN0001	MATERIAL	GAL	.0000	.0000	.0000	.0000	.0000
812001 Paint - Seafoam - Enamel	MN0001	MATERIAL	GAL	.0000	.0000	.0000	.0000	.0000
812002 Paint - Seafoam - SemiGloss	MN0001	MATERIAL	GAL	.0000	.0000	.0000	.0000	.0000
812003 Paint - Seafoam - Flat	MN0001	MATERIAL	GAL	.0000	.0000	.0000	.0000	.0000
GRAND TOTAL					2472725.1300	2142533.8300		

End of Report

Movement Trend Report

Movement Trending Selection Screen



Sales Tracking and Use Taxes

A

The following functions must be set up in order to track sales and use taxes:

- Tax Classes are set up for each type of goods or services that are taxed at a specific rate. Tax classes are assigned to each line-item of a transaction.
- Tax Locations are set up to specify the tax rates for each individual tax authority.
- Tax Location Groups are used to group together Tax Locations and assign the tax rates used for transactions.

Perform the following tasks if you need to track the sales tax you pay to various tax authorities:

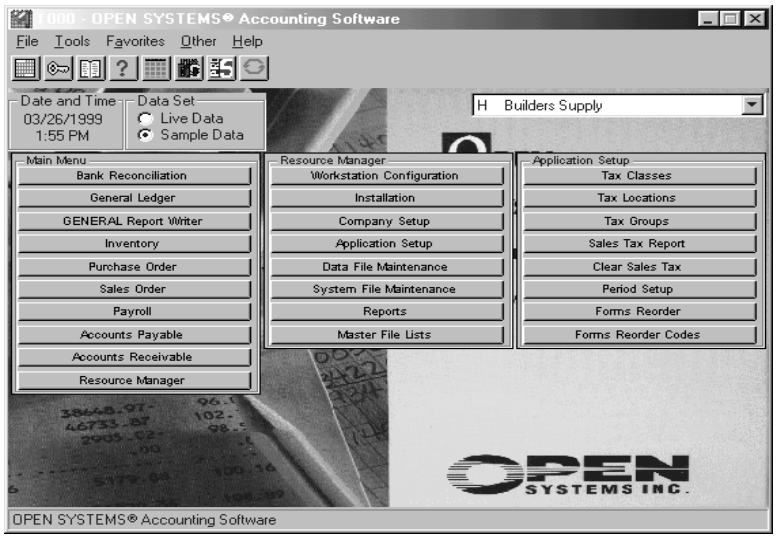
1. Set up or modify tax classes so that they conform to tax regulations.
2. Set up tax locations for the individual tax authorities you report to. For example, a municipal, a state, a province, a county, or a national government.
3. Set up tax location groups. Tax location groups may be a single tax authority or a group of tax authorities. For example, a state and a city sales tax can be grouped together as one tax location group.

   If an authority charges sales or use tax on the tax amount paid to another tax authority, select the tax location levels in the Tax on Tax Level window.
4. Assign the tax location group to vendors, recurring entries, or individual transactions.
5. At the end of the reporting period for each tax authority:
   - Print the Sales Tax Report on the Management Reports menu.
   - Use the Clear Sales Tax function on the Application Setup menu in Resource Manager to clear the accumulated sales and use tax amounts from the tax location records. This prepares the tax location's records to begin accumulating new values for the next reporting period.

Setting Up And Maintaining Tax Classes

Use the functions on the Application Setup menu in Resource Manager to set up use and sales taxes.

Application Setup Menu Screen



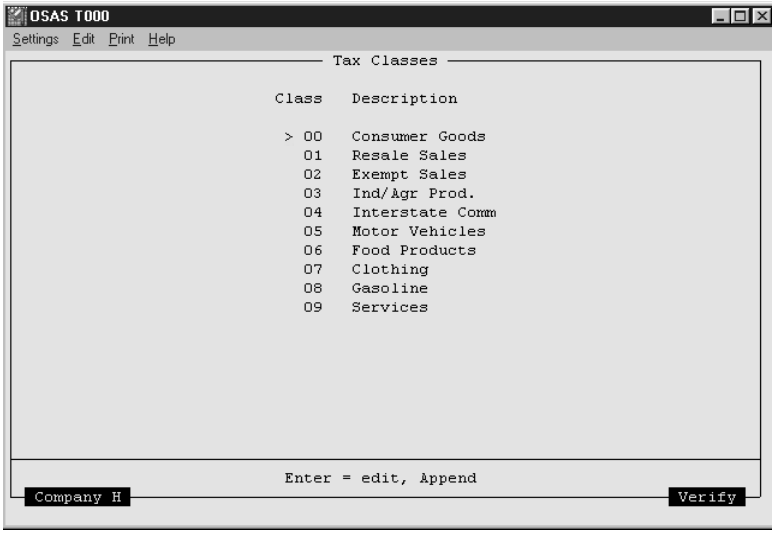
Tax classes define the tax category of the line-items purchased or sold. A tax percentage for each class is set up for each tax location. When Tax Classes are assigned to individual inventory items in Inventory they automatically default when the inventory item is selected as a line-item for a transaction.

Adding a tax class

Perform the following tasks to add a tax class:

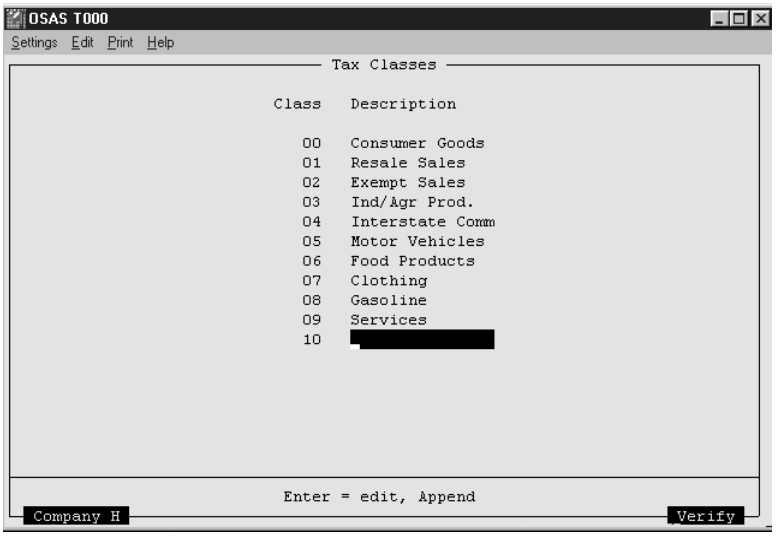
1. Select the Tax Classes function on the Application Setup menu. The Tax Classes screen appears.

Tax Classes Screen



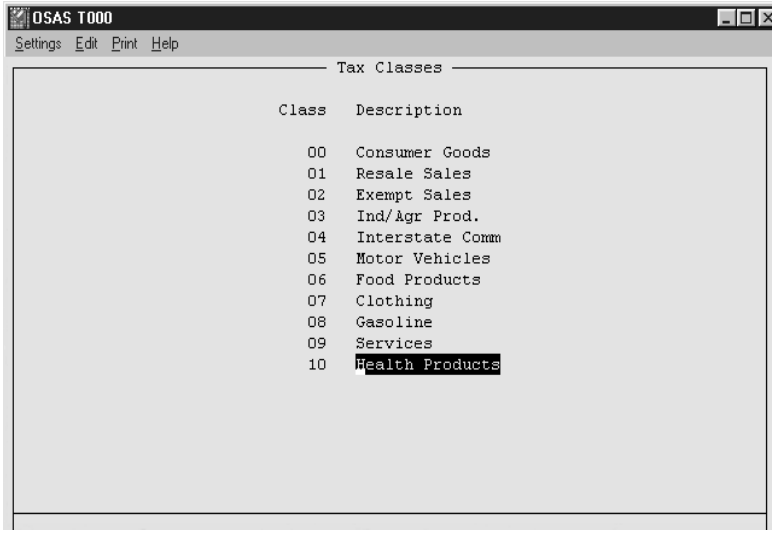
2. Press **A** to use the Append command to add a tax class.

Tax Classes Screen - Append Mode



3. A new tax class is automatically added in sequence. Enter the description and press **Enter** to save the tax class.

Tax Classes Screen - Append Mode



Note

Once a tax class has been added, it cannot be deleted. You can only edit the description field for the tax class.

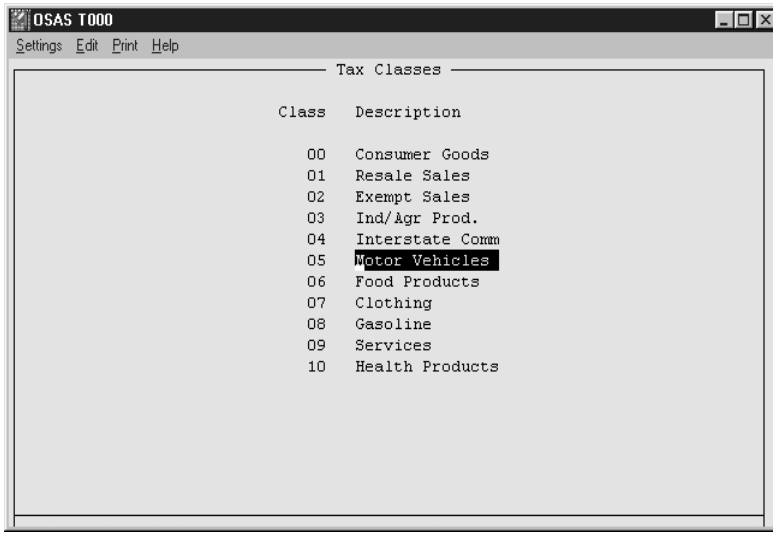
Modifying a Tax Class

Perform the following tasks to edit the description for a tax class:

1. Select the Tax Classes function on the Application Setup menu. The Tax Classes screen appears.

2. Press **E** to use the Edit command to change the description of a Tax Class.

Tax Classes Screen - Edit Mode



3. Enter the new description and press **Enter** to save the change.

Setting Up And Maintaining Tax Locations

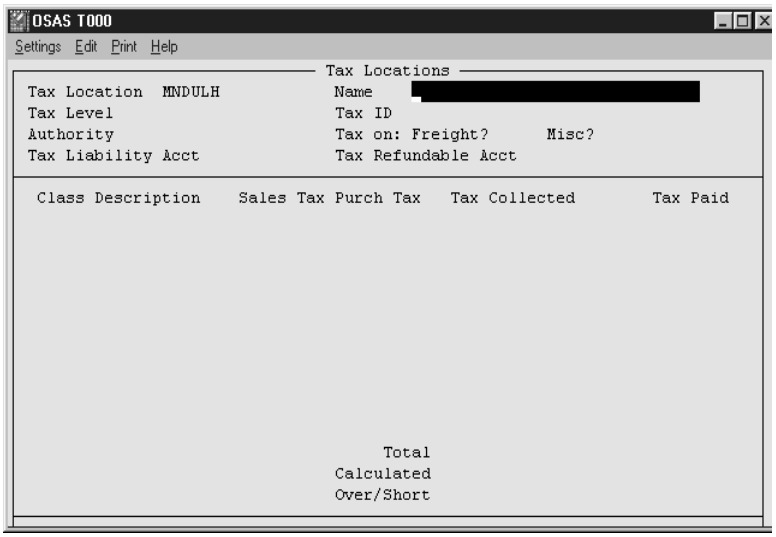
Set up a tax location for each tax authority that you must report sales or use taxes to. When you set up each tax authority, you specify the tax rate that the tax authority applies to each tax class.

ADDING A TAX LOCATION

Perform the following tasks to edit the tax class information:

1. Select the Tax Locations function on the Application Setup menu. The Tax Locations screen appears.

Tax Locations Screen

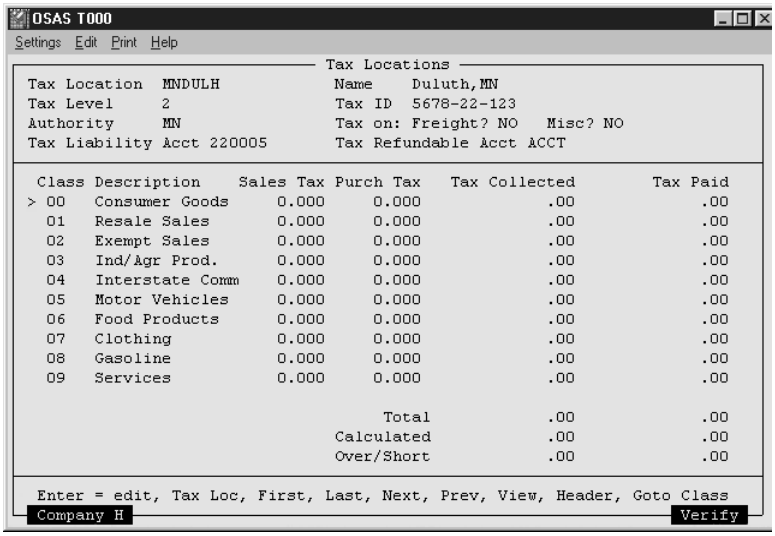


2. Enter the following information in the header section of the screen:

Field	Description
Tax Location	Enter the ID to use for the new tax location.
Name	Enter the tax authority's name.
Tax Level	The tax level determines the sequence that the tax is calculated when assigned to a Tax Group. This is important when "tax on tax" is calculated.
Tax ID	Enter the identification number assigned to this company by the tax authority.
Authority	Enter the two-character code.
Tax on: Freight?	Are freight charges are subject to sales or use taxes by this tax authority.
Misc.?	Are miscellaneous charges are subject to sales or use taxes by this tax authority.
Tax Liability Acct	Enter the general ledger liability account that the tax amounts are posted to. When Accounts Payable is interfaced with General Ledger, the **Inquiry** (F2 or Esc W) command is available to select the account number from a list.
Tax Refundable Acct	Enter the general ledger account that is posted to. This field applies to taxes paid or collected in Canada only. Press Enter to skip this field. When Accounts Payable is interfaced with General Ledger, the **Inquiry** (F2 or Esc W) command is available to select the account number from a list.

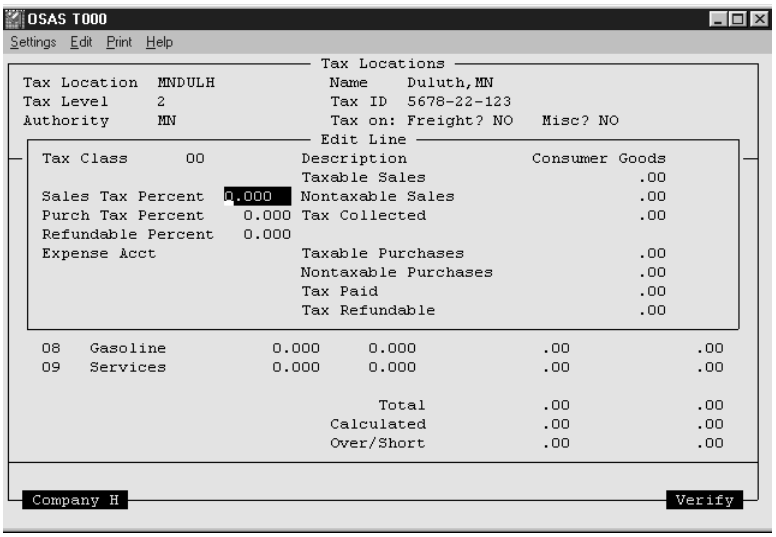
3. Use the **Proceed** (PgDn or Esc P) to move to the lower section of the screen. The tax classes are listed here.

Tax Locations Screen



4. Move the cursor to the tax class you want to set up for the tax authority and press Enter. The Edit Line window appears.

Tax Locations Screen with Edit Line Window

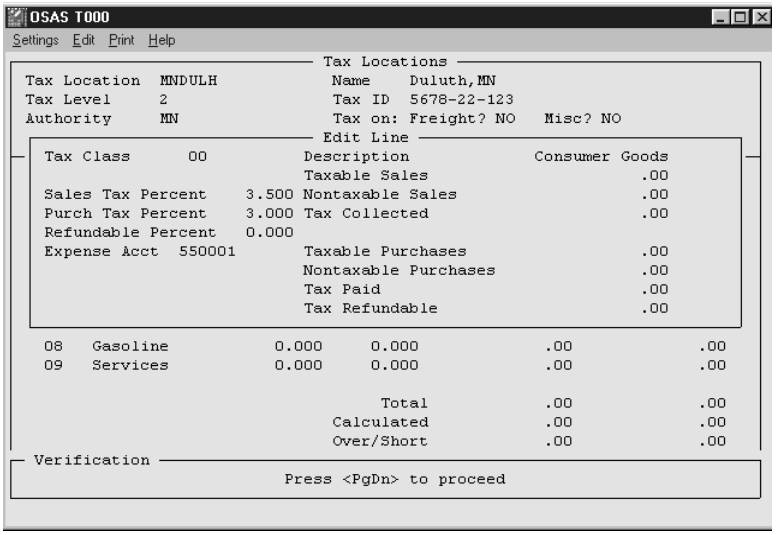


5. Enter the following information for the tax class:

Field	Description
Tax Class	The tax class you selected to work with is displayed. You cannot change it.
Description	The description for the tax class selected is displayed. You cannot change it here; it can be edited using the Tax Classes function on the Application Setup Menu in Resource Manager.

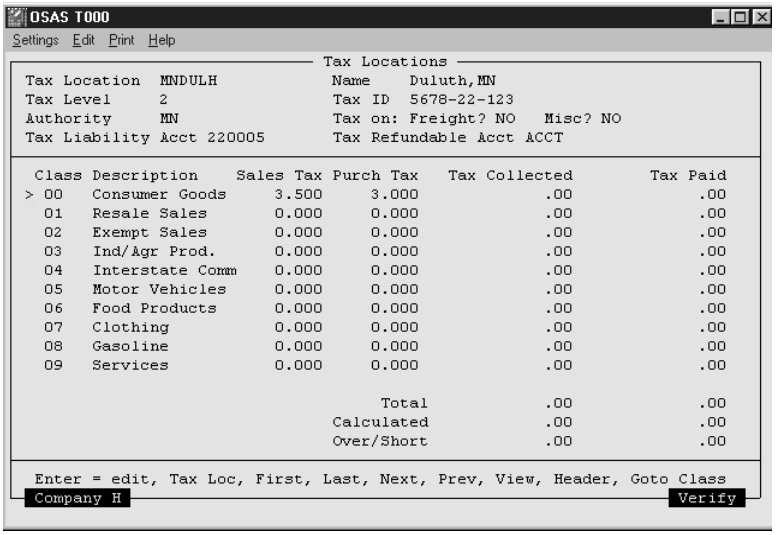
Field	Description
Sales Tax Percent	If this tax authority collects a sales tax for the tax class, enter the percentage amount here. Enter the percent as a whole number, not in the decimal format. For example, for 5.5% enter 5.5.
Purch Tax Percent	If this tax authority collects a purchase or use tax for the tax class, enter the percentage amount here. Enter the percent as a whole number, not in the decimal format.
Refundable Percent	Enter the percentage amount of the tax for this tax class that is refundable. Refundable taxes only apply to taxes collected by Canadian tax authorities.
Expense Acct	Enter the general ledger account number used to expense the purchase or use tax. When Accounts Payable is interfaced with General Ledger, the **Inquiry** (F2 or Esc W) command is available to select the account number from a list.
Taxable Sales	Enter the amount of taxable sales for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Nontaxable Sales	Enter the sales amount that is not subject to tax by the tax authority for the current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Tax Collected	Enter the amount of tax collected for sales in the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Taxable Purchases	Enter the amount of taxable purchases for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Nontaxable Purchases	Enter the amount of nontaxable purchases for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Tax Paid	Enter the amount of tax paid during the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Tax Refundable	Enter the amount of the tax that is refundable for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.

Tax Locations Screen with Edit Line Window



6. Use the **Proceed** (PgDn or Esc P) command to save the tax class information.

Tax Locations Screen



DELETING A TAX CLASS FROM A TAX LOCATION

Perform the following tasks to delete a tax class:

1. On the Tax Locations screen, move the cursor to the tax class you want to delete.

2. Use the **Delete** (**F3** or **Esc D**) command. The system prompts you to use the Delete command again to confirm deleting the tax class from the tax location.

Setting Up And Maintaining Tax Groups

Use this function to group tax locations together when sales or purchases are taxed by more than one tax authority; for example state and county sales/use taxes. When tax groups are set up, you can also specify whether tax on tax should be calculated.

This example illustrates how to use tax groups:

Suppose that Minnesota has a state sales tax and Minneapolis has a city sales tax. Sales in Minneapolis incurs two sales taxes: one owed to the state of Minnesota and the other to the city of Minneapolis. A tax group is created that contains both tax locations--the state of Minnesota and the city of Minneapolis. When this tax group is used for a transaction, taxes due to both tax authorities are calculated.

TAX ON TAX

Tax on tax means that a taxing authority not only calculates its tax based on the price of goods and services, but also on the taxes charged by another tax authority. When the system calculates tax on tax, the Level 1 tax is calculated and subtotaled. Then the Level 2 tax is calculated on that subtotal. You can create up to five tax levels.

Tax on tax is used primarily outside of the United States. Goods and Services Tax (GST) and Provincial Sales Tax (PST) are examples of taxes that can require tax on tax calculations.

This example illustrates how to use tax groups to calculate tax on tax:

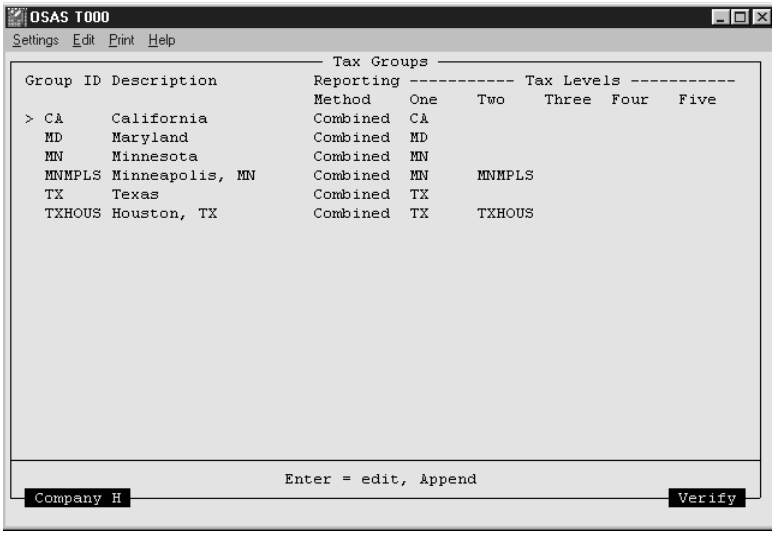
Suppose that Canada has a goods and services tax (GST) and Quebec has a provincial state tax (PST) that also taxes the GST amount for a sale. When the tax group is set up, Canada is the Level 1 tax location and Quebec is the Level 2 tax location. When Quebec is entered as the Level 2 tax, YES is selected for the Tax on Tax Level 1prompt. Sales or Purchase transactions recorded with this tax group incur taxes for the Canadian GST tax calculated on the amount of goods and services. Taxes for Quebec PST tax are calculated on the subtotal of the goods and services plus the amount of the Canadian GST tax.

Adding a Tax Group

To add a tax group, perform the following tasks:

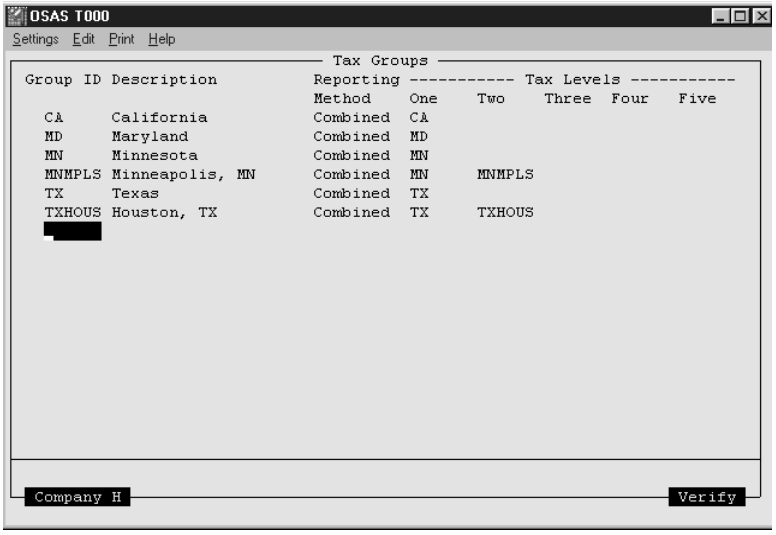
1. Select the Tax Groups function from the Application Setup menu in Resource Manager. The Tax Groups screen appears.

Tax Groups Screen



2. Press **A** to use the Append command to add a tax group.

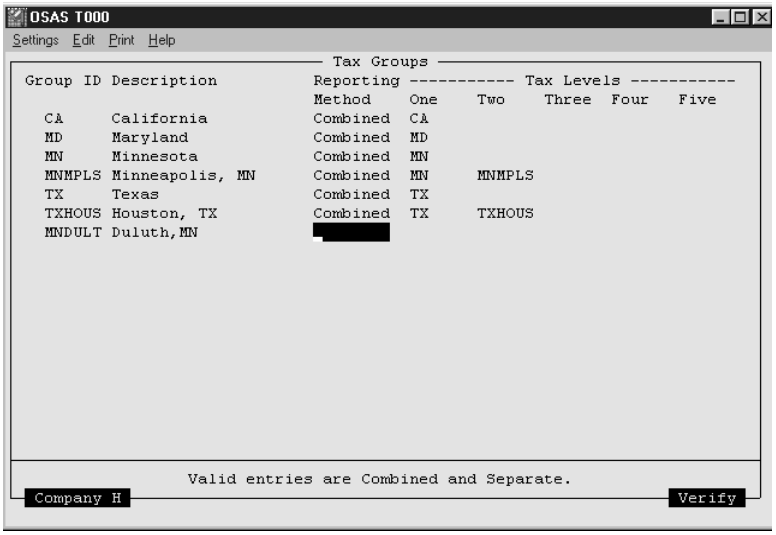
Tax Groups Screen - Append Mode



3. Enter the following information:

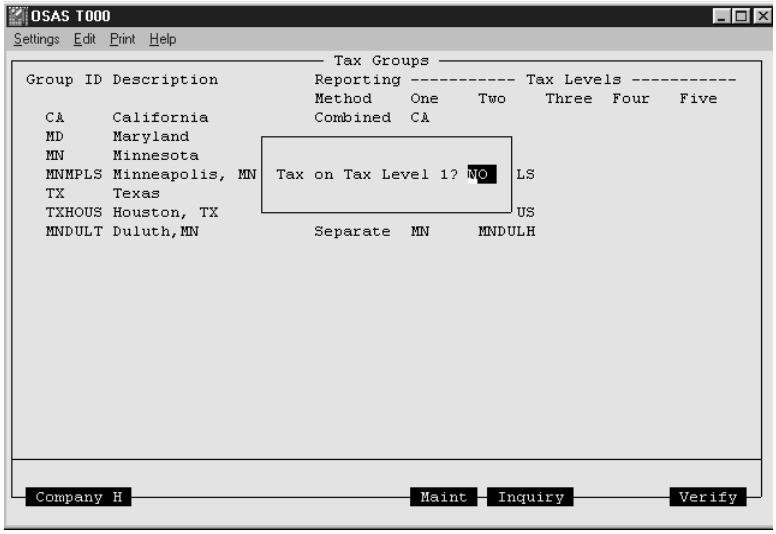
Field	Description
Group ID	Enter the ID you want to use for the tax group.
Description	Enter a description for the tax group.
Reporting Method Combined	Select Combined if you want the tax amount for all tax locations in the tax group to be added together and printed as one total sales tax amount on invoices.
Separate	Select Separate if you want the individual tax amounts for each tax location in the group printed on the invoice.
Tax Levels:	Enter the tax locations you want to group together in this tax group in the appropriate level for the tax location. You can group five tax levels into one tax group. Tax locations must be entered in the tax level field for the tax level they were assigned when they were setup in Tax Locations. The **Inquiry** (F2 or Esc W) command is available to select the tax locations.

Tax Groups Screen - Append Mode



4. The Tax on Tax Level prompt appears after you enter the second tax level:

Tax Groups Screen With Tax on Tax Level Prompt



- Select YES if the amount of tax calculated for the previous tax location level should be added to the transaction total before calculating the tax for this tax location level. The tax is calculated as follows:

  (Transaction Total + Tax Calculated for the previous Tax Location Level) (Tax Percent for this Tax Location Level

- Select NO if the amount of tax for this tax location should only be based on the amount of the transaction total for goods and services. The tax is calculated:

  Transaction Total (Tax Location Level Percent)

  An Example:

Transaction Total:	$1000				
Tax Level	1	2	3	4	5
Tax Percent	5%	5%	5%	5%	5%
Tax on Tax		Y	Y	Y	Y

Calculations:

Level 1: ($1000 (5%) = $50

Level 2: ($1000 + $50) (5%) = $52.50

Level 3: ($1000 + $50 + $52.50) (5%) = $55.13

Level 4: ($1000 + $50 + $52.50 + $55.13) (5%) = $57.88

Level 5: ($1000 + $50 + $52.50 + $55.13 + $57.88) (5%) = $60.78

Total for the order including tax:

$1000 + $50 + $52.50 + $55.13 + $57.88 + $60.78 = $1276.29

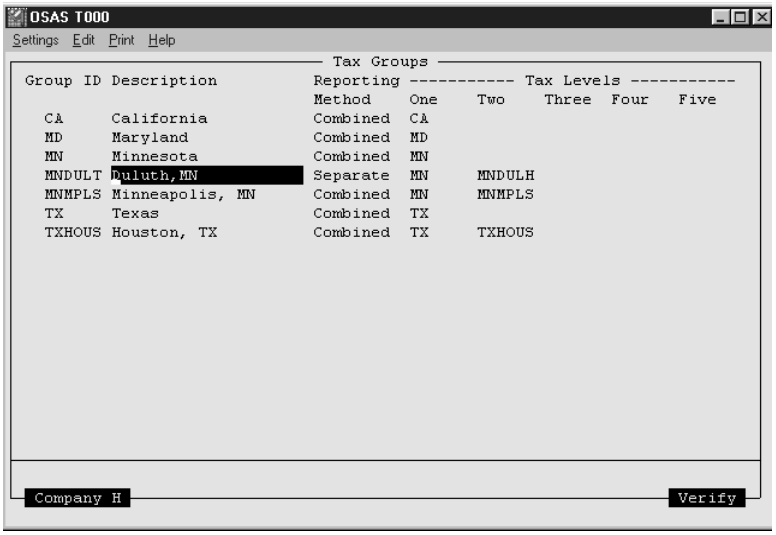
5. The tax group is saved when you press **Enter** in the field for the last Tax Level entered.

Editing Tax Group Information

Perform the following tasks to edit a tax group:

1. Move the cursor to the Group ID for the tax group you want to edit and press **Enter**.

Tax Groups Screen - Edit Mode



2. Edit the information for the tax group. When you press Enter at the field for the last Tax Level entered, the changes are saved.

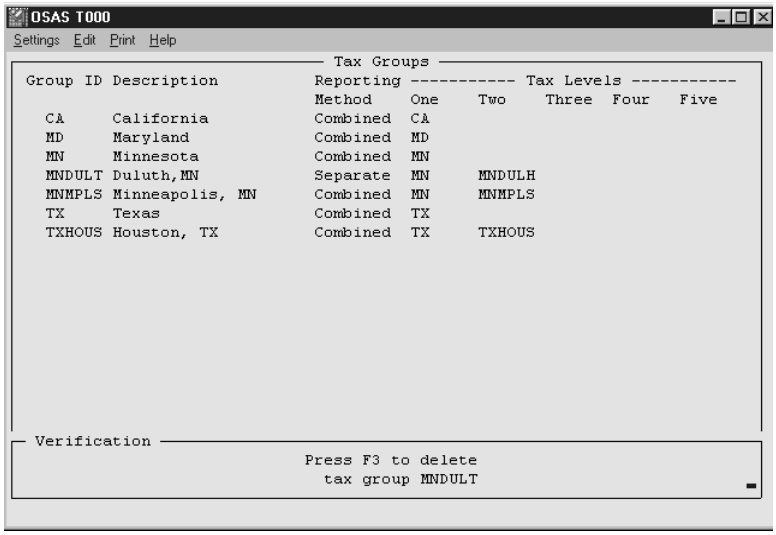
Deleting a Tax Group

Complete the following steps to delete a tax group:

1. Move the cursor to the Group ID of the tax group you want to delete.

2. Use the **Delete** (**F3** or **Esc D**) command. The system prompts you to use the Delete command again to confirm deleting the tax group.

Tax Groups Screen - Delete Mode



Periodic Processing for Sales and Use Taxes

At the end of the reporting period for each tax authority, perform the following tasks:

1. Print the Sales Tax Report for the tax authority. This report contains the accumulated tax information for the reporting period.

   This function is located on the Management Reports menu in Accounts Payable and the Application Setup menu in Resource Manager. Refer to page Error! Bookmark not defined. in the Periodic Processing section of this manual for detailed instructions on how to use this function.

2. Use the Clear Sales Tax function to remove the accumulated tax information for the current reporting period. This function prepares the tax location record to begin accumulating values for the next reporting period.

   This function is located on the Application Setup menu in Resource Manager. Refer to page Error! Reference source not found.Error! Bookmark not defined. in the Periodic Processing section of this manual for detailed instructions on how to use this function.

Inventory Conversion Tips B

Converting From Earlier Versions of OSAS

General Information

1. Install OSAS 6.0x Applications into a new directory.

   - Create RM data files

   - Setup fiscal periods in Period Setup function on the Application Setup menu in RM (CNVTxxx Table)

2. In 6.0 Applications must be converted in a specific order.

   - Recommended Order for converting from 4.60 and earlier versions: GL, SO/AR, PO/AP, IN, BK, and other apps...

   - Recommended Order for converting from 5.0x: RM, AR, AP, and other apps...

   1. **General Ledger** - Needs to be converted first to establish the system wide uniform Chart of Accounts. When the other applications are converted, they can then change/or use these standard accounts.

   2. **Sales Order/Accounts Receivable** - Should be converted next to supply RM files with Tax information. Will completely supply required "Tax on Tax" information. (Also smart enough to create RM's data files if they don't exist already). This conversion must be done before Inventory, because the Inventory conversion will look to the AR/SO files to pull in information for customer levels.

   3. **Purchase Order/Accounts Payable** - This conversion must be done after tax location, groups, and classes are set up in RM. These can be set up manually through RM, a RM conversion if converting from 5.0 to 6.0, or set up automatically from the 4.5 to 6.0 conversion of SO/AR. If you do not have AR of SO, set up the tax locations, groups, and classes manually through RM before converting AP/PO. The conversion prompts the user for the new tax class and tax group to be used on all open orders and recurring orders and to fill a new field found in the vendor information file (APVExxx).

   4. **Inventory** - This conversion uses information from both AR/SO and AP/PO data files to set up Inventory files. The conversion prompts the user for Auto Reorder Parts YES/NO and a default Forecast Type. The Auto Reorder field for all items is set to the user's selection, YES or NO. The default Forecast Type entered is set up in Forecast Types on the Codes Maintenance menu using the previous month weighted a 100% and is entered in the Forecast Type field for all item locations. Inventory data files must be available to convert BK. The BK conversion writes to the Inventory data files.

   5. **Bill of Materials/Kitting** - This conversion must follow the Inventory conversion because it will check what is assigned as kits in BK, and then flags the corresponding inventory items as "Kits".

6. **Other Applications** - At this time, the remaining applications can follow the conversion of the applications listed above in any order.

Helpful Conversion Hints

- Because of this required conversion order, you cannot convert a company's different applications at the same time on different terminals. (A trick used to save time).
- It will be hard to "stack" applications when converting to 6.x, because certain applications will STOP the conversion process and prompt the user for required information needed during the conversion. (GL, PO/AP, IN, and PA).
- Substantial disk space may be required! Remember, if you select **NO** for **Erase Source files?** and the client is converting from version 4.5 or lower, you need enough hard disk space for at least three(+) sets of data files.

6.x INVENTORY CONVERSION INFORMATION

Conversion of Version 4.5x files to Version 6.0x files:

FROM VERSION 4.5x FILES	TO VERSION 6.x FILES
INCAx, Categories	INCAxxx, Sales Categories
	INGLxxx, GL Account Codes
	INPLxxx, Product Lines
INCDx, Price Codes	INCLxxx, Customer Levels
	INLPxxx, Location Pricing
	INPSxxx, Price Structures
	INUPxxx, Unit Pricing
INCTx, Physical Counts	NOT CONVERTED
INDEx, Additional Descriptions	INXTxxx, Additional Descriptions
INHIx, Transaction History	INHIxxx, Detail History
	INHSxxx, Summary History
INSHx, Serialized History	INSHxxx, Serial History
INSIx Serialized Inventory	INSNxxx, Serial Numbers
INTBx Inventory Tables	INTBxxx, Inventory Tables
INTGx, Physical Count Tags	NOT CONVERTED
INTRx, Warehouse Transfers	NOT CONVERTED
INTXx, Tax Class	RMCDxxx, Resource Manager Codes
INVEx, Items	INVExxx, Item Master File
	INAIxxx, Alternate Items
	INBNxxx, Bin Numbers
	INGLxxx, Account Codes
	INKYxxx, Alternate Keys
	INLDxxx, Location Detail
	INUMxxx, Units of Measure
	INQLxxx, Quantity Location
	INQTxxx, Quantity Totals
	INVIxxx, Vendor Information
INWHx, Warehouse	INLOxxx, Locations

INVENTORY VERSION 6.x FILES THAT DO NOT STORE INFORMATION CONVERTED FROM AN EARLIER VERSON:

INCBxxx, Physical Count Batches	INLHxxx, Lot History
INCCxxx, Cost Makeup Codes	INLSxxx, Transaction Lot/Serial Numbers
INCJxxx, GL Adjustments	INLTxxx, Lot Details
INCSxxx, Cost Makeup	INPPxxx, Promotional Pricing
INCTxxx, Physical Counts	INTRxxx, Transactions
INFTxxx, Forecast Types	INUDxxx, User-Defined Fields
INRQxxx, Requisitions	INTLxxx, Transfers Lot/Serial Numbers
INTTxxx, Transaction-Transfers	

The Inventory conversion program prompts you for two pieces of information:

Auto Reorder Parts	The selections for this prompt are YES or NO. This refers to the field Auto Reorder on the General Information screen in the Items function on the File Maintenance menu, the field value is set to your selection for this question, YES or NO.
Default Forecast Type	Forecast Type is used in the Reorder Processing function to calculate reorder quantities. The set up information for a Forecast type tells the system how to weigh sales history for previous fiscal periods when demand is calculated. The Forecast Type you enter during the conversion is set up to base demand projections on 100% of the last fiscal period (Back 1 period) and is assigned to each Item Location.

During the Inventory Conversion:

Previous Version	Version 6.x
Categories	Sales Categories
	Price IDs
	Product Lines
	Account Codes
Price Codes	Customer Levels

IN Data Files C

General Information Files

Inventory Alternate Items File (INAIxxx)

The Alternate Items file holds the alternate item information set up for each item. When you set up the alternate item type and ID, the start and end date, and the source ID for an item, the information is stored in this file and displayed on the Alternate Items screen in the Items function on the File Maintenance menu.

Inventory Sales Categories File (INCAxxx)

The Sales Categories file stores the description for each sales category set up in the Sales Category function on the Codes Maintenance menu.

Inventory Cost Makeup Codes File (INCCxxx)

The Cost Makeup Codes file holds all the standard cost makeup codes you set up using the Standard Cost Makeup Codes function on the Codes Maintenance menu.

Inventory Customer Levels File (INCLxxx)

The Customer Levels file stores the valid customer levels and their descriptions, used for calculating prices in the Accounts Receivable Customer function.

Inventory Cost Makeup File (INCSxxx)

The Cost Makeup file holds the standard cost makeup codes and their associated cost amounts that are set up for each Item Location on the Cost Information screen in the Item Location function on the File Maintenance menu.

Inventory Forecast Types File (INFTxxx)

The Forecast Types file stores all the forecast types set up through the Forecast Types function on the File Maintenance menu. The description, period, weighting factors and adjustment factors are stored for each forecast type.

Inventory GL Account Codes File (INGLxxx)

The GL Accounts Codes file holds each of the General Ledger account codes and the accounts assigned to them. GL Account Codes are set up in the Account Codes function on the Codes Maintenance menu.

Inventory Alternate Keys File (INKYxxx)

The IN Alternate Keys file provides additional sorts for reports by combining key information from the Item Master and Item Location files (INVExxx and INLDxxx). This file is generated automatically during Item and Item Location maintenance and is regenerated automatically if user-defined sorts are changed.

Inventory Location Detail File (INLDxxx)

The information set up for each Item Location on the Location Information screen is stored in the Location Detail file.

Inventory Locations File (INLOxxx)

General Information such as, name, address and cost information for each location is stored in the Locations file. Each location is set up using the Locations function on the File Maintenance menu.

Inventory Location Pricing File (INLPxxx)

The IN Location Pricing file stores item-location-specific pricing information. Each item location can include specific pricing for particular customer levels as a means of fixing prices without regard to price structures. There is one record for each Item Location customer level.

Inventory Lot Details File (INLTxxx)

Lot detail information for each item location, lot number, status, expiration date, received quantity, returned quantity, sold quantity and comments, is stored in the Lot Details file.

Inventory Product Lines File (INPLxxx)

The Product Lines file stores descriptive information for each valid product line code. Product lines are set up using the Product Lines function on the Codes Maintenance menu.

Inventory Promotional Pricing File (INPPxxx)

All the promotional pricing IDs, the criteria used to determine whether a sales transaction for an item is eligible for the promotional pricing, and the adjustment for the promotion are stored in the Promotional Pricing File. Promotional Pricing is set up using the Promotional Pricing function on the File Maintenance menu.

Inventory Price Structures File (INPSxxx)

Each price ID, its description, and the customer levels, their descriptions and their adjustments are stored in the Price Structures function on the File Maintenance Menu.

Inventory Quantity Locations File (INQLxxx)

Detail cost information for each Item Location for non-serialized items are stored in the Quantity Locations file. The date, quantity, cost and lot numbers are stored in this file.

Inventory Serial Numbers File (INSNxxx)

The Serial Number file stores the information about each serialized item in Inventory.

Inventory Tables File (INTB)

The IN Tables file stores the table information used throughout the Inventory system. There is one record for each table.

Inventory Transfers Lot/Serial Numbers (INTLxxx)

Lot and serial number information that is used when processing a transfer for a lotted, serialized, or lotted-serialized item are stored in the Transfers Lot/Serial Numbers file.

Inventory User-Defined Fields File (INUDxxx)

User Defined Fields file stores each valid entry for each user-defined field and a description of the value for verification during Item maintenance.

Inventory Units of Measure File (INUMxxx)

Unit of measure information set up for each item is stored in the Units of Measure file. The unit of measure, its conversion factor, penalty type and penalty amount are stored in the file.

Inventory Unit Pricing File (INUPxxx)

The Units of Measure Pricing file stores the base, minimum, average, and list price for each unit of measure for each item location. It also contains quantity price breaking.

Inventory Item Master File (INVExxx)

The IN Items file stores the master file information for each item in Inventory. The record contains default codes and user-defined fields.

Inventory Vendor Information File (INVIxxx)

The Vendor Information file stores information about the vendors from whom you purchase each item in each location. This information is used by Purchase Order to select the vendors to be used in creating purchase orders from requisitions.

History Files

Inventory Detail History File (INHIxxx)

The optional IN Detail History file stores historical transaction information for each purchase, sale, transfer, adjustment, material requisition, build and issue made through Inventory or through application interfaced with Inventory. There is one record for each movement of on hand quantities recorded.

Inventory Summary History File (INHSxxx)

The IN Summary History file stores period-by-period summaries of the sale, purchase, material requisition, transfer, adjustment and build transactions for each item location. There is one record for each period and one record for each year for each item in each location.

Inventory Lot History File (INLHxxx)

The optional IN Lot History file stores historical information about each sale, purchase, transfer, adjustment, material requisition and build recorded for a lot. There is one record for each transaction for each lot for each item.

Inventory Serialized History File (INSHxxx)

The optional IN Serialized History file stores historical detail information about each sale, purchase, material requisition, transfer adjustment and build transaction recorded for each serialized item. There is one record for each transaction for each serialized item for each item location.

Transaction Files

Before Posting

Inventory GL Adjustments File (INCJxxx)

The GL Adjustments Journal File holds all of the Cost of Goods Adjustments, COGS, and Purchase Price Variance Adjustments, PPV, that are produced by Inventory Transactions. If Accounts Payable/ Purchase Order and Accounts Receivable/Sales Order are interfaced with Inventory these applications will also make COGS and PPV adjustments in the GL Adjustments file when necessary.

Inventory Transaction Lot/Serial Numbers File (INLSxxx)

The Transaction Lot/Serial Numbers file holds lot and serial number transaction information used by Inventory Transactions.

Inventory Transactions File (INTRxxx)

Transaction information for transactions entered using the Transaction function on the Daily Work menu is stored in the Transactions file until the Post Transactions function on the Daily Work menu is run. During the post, the entries to the General Ledger Journal file are created based on the information in this file and the transactions are deleted from the file. The Transactions Journal is produced from the information in this file.

Inventory Transaction -Transfers File (INTTxxx)

Information for location transfers entered using the Location Transfers function on the Daily Work menu is stored in the Transaction-Transfers file. The Transfers Journal is produced from the information stored in this file. When you use the Post Transactions function on the Daily Work menu, file entries to the General Ledger Journal File are created based on the information in this file and the transactions are removed from the file.

Inventory Additional Descriptions File (INXTxxx)

If the inventory option **Use Additional Descriptions** is set to YES, the additional descriptions for each item are stored in the Additional Descriptions file. This file can store 10 lines of additional descriptions for each inventory item.

After Posting

Inventory Quantity Totals File (INQTxxx)

Total quantity information for each item location and lot number is stored in the Quantity Totals file. The On Hand, Committed, In Use, and On Order information is also stored in this file and is updated when you Post Transactions.

Temporary Files

Inventory Bin Numbers File (INBNxxx)

The Bin Number files holds the BIN ID and the last physical count information for every bin in each item location. The bin number and physical count information is set up on the Bin Information screen in the Item Locations function on the File Maintenance menu.

Inventory Physical Count Batches File (INCBxxx)

The Physical Count Batch file holds information for the batches including the status of the physical counts and the count selection options being used by the Physical Count functions. This file is cleared when you run the Update Perpetual Inventory function.

Inventory Physical Counts File (INCTxxx)

The Physical Counts file holds detail information for each item, item location, and bin ID while processing physical counts.

Inventory Requisitions File (INRQxxx)

Entries in the Inventory Requisitions file for reorder information for each item location are created when you use the Calculate Reorders function on the Reorder Processing menu. This file is in the Generate Purchase Requisitions function on the Reorder Processing menu.

Updating IN Quantities

D

This table illustrates how each type of inventory transaction and transfer affects inventory and quantities. [17]

Transactions/ Status	Qty Committed	Qty In Use	Qty On Hand	Qty On Order	Qty Available[17]
Adjustment: Increase			INCREASE		INCREASE
Adjustment: Decrease			DECREASE		DECREASE
Sale: New Order	INCREASE				DECREASE
Sale: Verify Order	DECREASE	INCREASE			
Sale: Invoice (Before Post)		INCREASE			DECREASE
Sale: Post Invoice		DECREASE	DECREASE		
Sale: Misc. Credit		DECREASE			INCREASE
Purchase: New Order				INCREASE	
Purchase: Goods Received			INCREASE	DECREASE	INCREASE
Purchase: Invoice			INCREASE		INCREASE
Purchase: Misc. Debit			DECREASE		DECREASE
Transfer: Source Location			DECREASE		DECREASE
Transfer: Destination Location			INCREASE		INCREASE

17. The quantity available is not a stored field value, it is calculated and is displayed by the system using the following formula: Qty Available = Qty On Hand - (Qty In Use - Qty Committed)

Cost Defaults for Transactions

E

This table illustrates the transaction type, the default cost that appears in the COST field, and whether or not you can change the value in the COST field. If the default in the COST field is costing method, then the value that appears in the COST field is based on the costing valuation method you selected in the Options and Interfaces screen in Resource Manager (FIFO, LIFO, average, or standard).

Note

The COST field for sales transactions only appears if you elected to show the cost for sales transactions on the Option and Interfaces screen in Resource Manager.

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

Checklists F

Setup Checklist

Planning

1. Read the Resource Manager User's Guide
2. Read the Inventory User's Guide
3. Plan the Implementation Schedule
4. Set up a Backup Schedule

Set Up in Resource Manager

1. Set up Company Information
   - Fiscal year and periods
2. Select Options and Interfaces Used During Setup
   - Tax Information (See Appendix A)

Set Up in Inventory

1. Set Up/Verify Tables (x=company id)
   - INPDxxx
2. Set Up the Sales Categories
3. Set Up the Customer Levels
4. Set Up the Product Lines
5. Set Up the Account Code
6. Define the Forecast Types
7. Define the Standard Cost Makeup Codes
8. Set up the User-Defined Fields
9. Set up the User-Defined Fields Sorts
10. Enter Locations
11. Set up Price Structures

12. Enter Items
    1. General Information
    2. Units of Measure
    3. Alternate Items
13. Enter Item Locations
    1. Location Information
    2. Price Information
    3. Cost Information
    4. Vendor Information
    5. Bin Information
    6. Lot Numbers
    7. Serial Numbers
14. Set up Promotional Pricing

Complete Set Up in Resource Manager for Inventory

1. Set Up Access Codes
2. Reset Options and Interfaces for Using the System

Physical Inventory Checklist

1. Set up the batch or batches to be used for the Physical Count using the Physical Count Selection function. If you are ready to conduct the physical count right away, you can freeze quantities for the batch when you create it. If you are not conducting the physical count right away, use the Freeze Quantities function on the Physical Inventory menu to freeze quantities right before you conduct the physical count.

2. Print tags and / or worksheets for the batch(es). (If you want the frozen quantities printed on the tags and / or worksheets, you must freeze quantities first.) If you are using both tags and worksheets and want the tag numbers printed on the worksheets, print the tags first.

3. If you are ready to conduct the physical count, freeze quantities for the batch(es) using the Freeze Quantities function. If you want a record of the On Hand quantities of the item locations included in the batch(es), print an Item Status Report immediately before freezing quantities for the batch(es).

4. Print a Batch List at any point in the physical inventory process to determine which steps in the process have been completed for the batch(es) and for a record of how the batch(es) were set up.

5. Conduct the physical count.

6. Enter the physical count information. If you used the Print Physical Inventory Tags function for the batch(es), you must use the Physical Counts Tag Entry function. If you did not print tags for the batch(es), use the Physical Counts Worksheets Entry function to record the physical count information.

7. Print the Physical Count List to verify that all physical counts were entered correctly.

8. Print the Variance Report for the batch(es) as part of the audit trail.

9. Print Physical Count Valuation Report

10. Backup the data files.

11. Perform the Update Perpetual Inventory function for the batch(es). Make sure all physical count information has been entered and verified as correct. Save the log produced as part of the audit trail

Periodic Processing Checklist

1. Back up your data files.

2. Use the Change Prices function to change prices, if needed.

   - Print the Item Locations List on the Master File Lists menu for Price

   - Information for a record of prices before the price change. Print the Price Report on the Reports menu for a record of prices by customer level before the price change.

3. Use the Change Cost function to change Base and Standard costs.

   - Print the Items Locations List on the Master File Lists menu and select Yes for Cost Information for a record of the Base and Standard cost before any changes.

   - If you use either Base or Standard costs as an adjustment base when calculating pricing, print the Price Report on the Reports menu for a record of prices before the change.

   - If your selection for the Inventory option Item Valuation Method is Standard and you are changing Standard costs, print the Valuation Report On the Reports menu before using the Cost Changes function.

   AFTER using the Cost Changes function, print the Valuation Report again calculate the variance between the old and new values. Use this variance to make manual COGS Adjustment entries to the General Ledger to reflect the new value.

   - Print the Item Locations List on the Master File Lists menu and select Yes for Cost Information for a record of the cost changes made.

   - If you use either Base or Standard costs as an adjustment base when calculating pricing, print the Price Report on the Reports menu for a record of new prices after the cost changes.

4. Run the Quantity Cross Verification function to verify the total quantity and cost information stored in the Quantity Totals file, INQTxxx. (You can select to run this function during the Year-End Processing function.)

5. Back up your data files.

6. Print a Transaction and a Transfers Journal. Post all inventory transactions for the fiscal year using the Post Transaction function on the Daily Work menu.

7. Print the GL Adjustments Journal and post all COGS and PPV Adjustments using the Post GL Adjustments function on the Daily Work menu.

8. Perform Year-End Maintenance. If you have not run the Quantity Cross Verification as a separate function, you can select to run it as part of the Year-End Maintenance processing. Year-End Maintenance performs the following tasks:

   1. Increments the current fiscal year stored in the INPDxxx table by 1.

   2. Creates a new year-to-date record in the Summary History file, INHSxxx, for the new fiscal year.

9. Back up data file.

10. Use the Purge Selected Data Files functions to delete information you no longer need from your data file. You do not have to delete information from the files, but eliminating information you no longer use from the files will improve the performance of your system.

11. Print the Items Locations List and select YES for Lot Information?, then delete zero quantity lots from the lots from the Lot Detail file, INLTxxx, based on the sale date.

12. Print the Item Detail List and select YES for Alternate Items?, then delete Alternate Items from the Alternate Items file, INAIxxx, using the End Date.

13. Print the Promotional Price List then delete Promo IDs from the Promotional Pricing file, INPPxxx, using the End Date.

14. Print the Item Location List and select YES for **Bin Information?, then** delete Bin numbers from Detail file, INBNxxx, based on last physical count date.

15. Print the Items Locations List and select YES for Serial Information?, then delete serial numbers from the Serial Number file, INSNxxx, based on the sale date. If you are saving history, print the Serialized History Report then delete serialized history information from the Serialized History file INSHxxx, based on the Invoice Date.

    1. If you selected to save lot history, print the Lot History Report, then delete lot history from the Lot History file, INLHxxx, based on the invoice date.

    2. If you are saving detail history, print the Transaction History Report, then delete transactions from the Detail History file based on the transaction date.

    Print the following reports:

        1. Inventory Movement Report
        2. Valuation Report
        3. Cost Variance Report
        4. Slow / Fast Movement Report
        5. Sales Analysis Report
        6. Gross Profit Analysis Report
        7. Trend Analysis Report

    Then delete information from the Summary History file, INHSxxx, based on the fiscal period and year.

16. Delete any inventory items you no longer need. If you are not using lotted and / or serialized items, use the Change File Size function on the Date File Maintenance menu in Resource Manager to rebuild INVExxx, the Inventory Items file, and INLDxxx, the Inventory Locations Detail file.

    If you are using serialized and / or lotted items, you also need to run the Change File Size function for INLSxxx, Inventory Transaction Lot / Serial Numbers file, and INLTxxx, the Inventory Lot Detail file.

Changing Inventory Prices and Costs Checklist

1. Backup data files.

2. Use the Change Prices function to change prices, if needed.

   Print the Item Locations List on the Master File Lists menu for Price Information for an audit trail of prices before the change.

   Print the Price Report on the Reports menu for an audit trail of prices by customer level before the price change.

3. To change Base or Standard costs, use the Change Costs function.

   Before running this function:

   - Print the Items Locations List on the Master File Lists menu. Select YES for Print Location Information and Cost Information and select (P)rinter as the output device to create an audit trail of the Base and Standard Cost field values before any changes.

   - If you use either the Base or Standard Cost fields are used as an adjustment base to calculate pricing, print the Price Report on the Reports menu for an audit trail of prices before any changes.

   - If you selected Standard for the Inventory option Item Valuation Method, the value of your inventory is changed along with the Standard Cost. Perform the following tasks for an audit trail of the manual entries that should be made to General Ledger to reflect the change in the inventory value:

     1. Print the Valuation Report on the Reports menu before using the Cost Changes function to create an audit trail of standard costs before any changes.

     2. After running the Cost Changes function, print the Valuation Report again and calculate the variance between the old and new values. Use this variance to make manual COGS Adjustment entries in General Ledger to reflect the new inventory value.

4. Backup data files.

5. Run the Quantity Cross Verification function to verify the total quantity and cost information stored in the Quantity Totals file, INQTxxx, with the quantity and cost detail information stored in the Quantity Locations file, INQLxxx, and the Serial Number Detail file, INSNxxx.

Purge Selected Inventory Files Checklist

Deleting outdated information from the inventory data files is optional, but removing outdated information from the files reduces file size and therefore improves system performance.

1. Backup data files.
2. Select the Purge Selected Files function on the Periodic Processing menu.
3. To remove lots with a quantity of zero:
    - Print the Items Locations List on the Master List menu. Select YES for Print Location Information and Lot Information?.
    - Enter the oldest sale date for a zero quantity lot that you want to retain in the file in the Zero Quantity Lots with Sale Dates Before field.
4. To remove outdated alternate items:
    - Print the Item Detail List on the Master List menu. Select YES for Print General Information and Alternate Items?.
    - Enter the oldest date used for the End Date field for Alternate Items you want to retain in the file in the Alternate Items with End Dates Before field.
5. To remove outdated price promotions:
    - Print the Promotional Pricing List on the Master List menu.
    - Enter the oldest date used in the End Date field of price promotions you want to retain in the file in the Promotional Pricing with End Dates Before field.
6. To remove outdated bin numbers:
    - Print the Items Locations List on the Master List menu. Select YES for Print Location Information and Bin Information?.
    - Enter the date of the oldest physical count you want to retain bin numbers for in the Bins with Last Physical Count Date Before field.
7. To remove outdated serialized history and serial numbers:
    - Print the Item Locations List on the Master List menu. Select YES for Print Location Information and Serial Information?.
    - Print the Serialized History Report on the Reports menu.
    - Enter the oldest date for invoices that you want to retain serial numbers and history for in the Serialized History and Number with Invoice Dates Before field.

8. If you selected to save lot history, to remove outdated lot information:

    - Print the Lot History Report on the Reports menu.
    - Enter the oldest invoice date you want to retain lot information about in the Lot History with Invoice Dates Before field.

9. If you are saving detail history, to remove outdated inventory transaction information:

    - Print the Transaction History Report on the Reports menu.
    - Enter the date of the oldest transaction you want to retain information about in the Detail History with Transaction Dates Before field.

10. To delete outdated summary history information:

    Print these reports:

    ___ Inventory Movement Report ___ Trend Analysis Report ___ Valuation Report

    ___ Gross Profit Analysis Report ___ Cost Variance Report ___ Sales Analysis Report

    ___ Slow/Fast Movement Report

    Enter the oldest fiscal period and year that you want to retain summarized information for in the Summary History Dated Before Period/Year field.

11. (OPTIONAL) Delete any inventory items you no longer need.

    Use the Change File Size function on the Data File Maintenance menu in Resource Manager to rebuild these files:

    __INAIxxx __INKYxxx __INLSxxx __INUPxxx

    __INBNxxx __INLDxxx __INQLxxx __INVExxx

    __INCJxxx __INLOxxx __INQTxxx __INVIxxx

    __INCSxxx __INLPxxx __INUMxxx __INXTxxx

12. (OPTIONAL) If you are using serialized and/or lotted items, use the Change File Size function to also rebuild these files:

    __INLSxxx __INSNxxx __INLTxxx.

13. Run the Rebuild Item Quantities function on the Periodic Processing menu to update the Committed, In Use, and On Order fields in the Inventory Quantity Totals file, INQTxxx. These quantities are recalculated based on the transaction files for all applications for the company that are interfaced with inventory. All applications that are interfaced with inventory must be version 6.0

Year-End Checklist For Inventory, Version 6.0x

1. Print and post all transactions, transfers and GL adjustments journals.

2. Follow the steps on the Physical Inventory Checklist. in the Conducting the Physical Inventory section if the company conducts a physical inventory as a normal part of year-end procedures.

3. Follow the steps on the Changing Inventory Prices and Costs Checklist in the Prices and Costs section if the company changes prices and/or costs for inventory item locations as a normal part of year-end procedures.

4. Follow the steps on the Purge Selected Inventory Files Checklist in the Purging Select Files section if the company removes outdated information from the inventory data files as a normal part of year-end procedures.

5. Backup data files

6. Run the Quantity Cross Verification function to verify the total quantity and cost information stored in the Quantity Totals file, INQTxxx.

7. Print the Valuation Report.

8. Backup data files

9. Run Year-End Maintenance to perform these tasks:

    - increment the current fiscal year stored in the INPDxxx table by 1
    - create a new year-to-date record in the Summary History file, INHSxxx, for the new fiscal year.