TRAVERSE®

Inventory

Training Manual

ETMIN11

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

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1 **INTRODUCTION**

OVERVIEW

TRAVERSE Inventory helps you keep track of your incoming and outgoing inventory items and your existing inventory. It enables you to make sound decisions about when and how much of an item to reorder, based on item movement and gross profit margin.

System Information

Additional information about using the system is in the following sources:

- the training manuals for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals
- online help

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088).

1   **INTRODUCTION**
Overview

ABOUT INVENTORY

Frequently Used Functions

The most frequently used functions are on the Transactions and Material Requisitions menus. Use these functions to perform the following tasks:

- Reflect sales and purchases, adjust quantities, and edit unposted transactions.

- Move items from one location to another and edit transfers.

- Print unposted transactions, transfers, and material requisitions.

- Post adjustments, sales, purchases, and transfers.

- Enter, return, change, and delete material requisitions.

- Print material requisitions.

- Print the Material Requisitions Journal function and the Backorder Allocation Report function as audit trails.

Periodic Processing Functions

Periodic Processing functions are on the Physical Inventory and Periodic Processing menu. Use these functions to change item prices and costs, perform year-end maintenance, remove information you no longer need, and to produce a physical inventory by freezing quantities, printing tags and worksheets, and entering physical counts.

Reports

Use the Reports and Analysis Reports functions to produce reports that provide the following information: inventory movement, item status, pricing, profitability, valuation, cost variance cost, history, safety stock, overstock, movement, sales, gross profit, and trend analysis.

Interactive Views

Price and availability, general item information, item locations, lot and serial numbers, and detail and summary history information, alias information, and valuation can be displayed through the Interactive Views functions.

Interfaces

Inventory can be interfaced with Accounts Payable, Accounts Receivable, General Ledger, Purchase Order, Sales Order, Project Costing, and Service Director.

Setting Up Inventory

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2   **SETTING UP INVENTORY**

SETUP CHECKLIST

Required

___ Set up Business Rules for Inventory.

___ Select Costing Methods.

___ Set up Locations.

___ Set up Sales Categories.

___ Set up Product Lines.

___ Set up Account Codes.

___ Set up Price Breaks.

___ Set up Items.

___ Set up Alternate Item IDs.

___ Set up Aliases.

___ Set up Superseded Alternates.

___ Set up Item Locations.

Recommended

___ Enter initial balances (summary or detail).

SETUP PROCEDURES

Before you can use the Inventory application, you must follow the setup procedures in this chapter. Follow these procedures carefully; the choices you make determine how the system operates.

Perform the following tasks to set up Inventory:

- Set up Business Rules.

- Define and organize inventory item types.

- Set up IDs and codes.

- Enter initial balances.

- Choose costing methods and assign units of measure.

- Prepare your work flow.

Business Rules

Use the Business Rules function (page 3-5) on the Company Setup menu in System Manager to interface Inventory with General Ledger and Project or Job Costing and to select the history, periodic setup, and data entry options; the costing method to use; the default general ledger account numbers.

Inventory Items

Defining

Many businesses have a variety of lotted, serialized, nonserialized, and service items.

Lotted items are items in a group that are identified by lot numbers. Examples of lotted items are perishable foods with an expiration date, and dyed materials.

Serialized items are large-ticket items, such as appliances, computers, and stereo equipment, that are identified by serial numbers.

Nonserialized items are regular inventory items.

Service items are tasks you perform for customers, such as service warranties and repair services. Service items track no quantities within the inventory system.

Organizing

Items in Inventory are identified by an Item ID and a Description. You can also assign additional identification to an Item: Product Line, Location, Bin number, Status, Vendor ID, Unit of Measure, Serial Number, and Lot Number.

In some Inventory report functions you can select the order in which the information is presented. For example: you can sort information in the Price Report by item ID or by Location ID. Organize your Inventory Items with this information in mind.

IDs and Codes

IDs and codes tell the system how to identify each Item on file. The system uses these identifiers to organize information.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use the following characters in an ID or a code: | " ' & # *.

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see the How IDs and Codes are sorted section in the General Information guide.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.

- If you want to sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name of the vendor in the vendor ID.

- Use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leaves room for three IDs in between.

Item IDs

Item IDs identify Items throughout Inventory and other TRAVERSE applications. Items can have the same Product Line, Location, and Price ID, but not the same Product Line, Location, Price ID, and Item ID.

An Alias is another name or ID for an Item. For example: item 700873920PS has an Alias of PS. When you enter PS in the Item ID field, the full Item ID is displayed and a message indicates that PS is an alias for Item ID 700873920PS.

Alternate Items are comparable to, or can be substituted for other Item IDs. An Alternate Item is used when you sell an Item with insufficient quantities in Inventory.

Superseded Items are replacements for Item IDs that are no longer available for purchase or sale. For example: Item ID 700 (plumbing supplies) is no longer available from your Vendor. Change the Item Status to Superseded and enter Item ID 100 (another brand of plumbing supplies) in the Supersede Item ID field. If you enter Item ID 700 in a transaction, a message indicates that the Item ID is Superseded and asks whether you want to use the Superseded Item ID. If you select Yes, the system enters Item ID 100 in the field.

For more information about Item IDs, see the Items function (page 3-65).

Price IDs

Price IDs are set up in the Price Structures function in Sales Order and identify a category of Item IDs used for pricing calculations. They can be assigned to an Item ID and Location in Inventory.

Use letter codes for Price IDs. For example: RAWMAT identifies raw materials. For more information about Price IDs, see the Sales Order Training Manual.

Vendor IDs

Vendor IDs identify the suppliers of Inventory Items. For more information about Vendor IDs, see the Item Locations function (page 3-92).

Location IDs

Location IDs indicate where your Inventory Items are stored. The Location can be a physical location such as a warehouse or a defined location in a storage unit. For more information about Location IDs, see the Locations function (page 3-15).

Sales Categories

Sales Categories are used to sort historical information like detail sales history from Accounts Receivable. They identify the market you sell groups of Item IDs to and help you analyze sales. For more information about Sales Categories, see the Sales Categories function (page 3-31).

Product Lines

Product Lines categorize your Inventory into groups of similar Item IDs. For more information about Product Lines, see the Product Lines function (page 3-35).

Account Codes

Use Account Codes to assign default General Ledger Account IDs to be used when you post sales, purchases, transfers, adjustments, and physical counts to General Ledger. Account Codes are also used when an Item ID is sold or returned through Accounts Receivable/Sales Order or purchased or returned through Accounts Payable/Purchase Order.

Assign an Account Code to an Item ID on the Item Locations screen (page 3-83). For more information about Account Codes, see the GL Account Codes function (page 3-39).

Picture IDs

Picture IDs are used to maintain pictures of Inventory Items. For more information about Picture IDs, see the Pictures function (page 3-45).

Break IDs

Price Break IDs identify increasing discounts for Customers as the quantity of sales to them increases. For example: you can set up a Price Break ID that gives a 1 percent discount on purchases of a quantity of 10, a 2 percent discount on purchases of a quantity of 20, and a 3 percent discount on purchases of a quantity of 30 or more.

For more information about Break IDs, see the Price Breaks function (page 3-51).
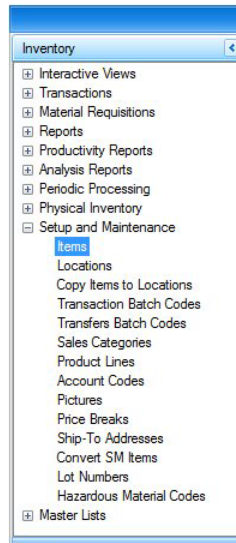
SETTING UP INITIAL BALANCES

Invoice Method

Use the detail method to enter purchase and sales transaction information for your Item IDs. This method updates summary and detail history in Inventory.

> **NOTE: Use the Transactions function in Accounts Receivable/Sales Order to enter Customer information and save the corresponding history. Use the transaction function in Accounts Payable/Purchase Order to enter Vendor information and save the corresponding history.**

1. Select **Items** from the **Setup and Maintenance** menu.

2. The **Items** screen appears.

3. Enter Item IDs for your Inventory Items. Enter all other required and important information.

4. Select the **Location** tab on the Items screen.

5. Set up **Locations** and general, **Cost**, and **Price** adjustment information for each Item ID you entered on the Items tab.

    In the Costs section of the screen, enter the Average, Last, and Base Cost; enter the Standard Cost if you are using the Standard Costing Method.

6. Select **Inventory Transactions** from the **Transactions** menu.

7. The **Inventory Transactions** screen appears.

8. Select the **Purchase** tab.

9. Enter the Purchase transactions.

10. Select the **Sale** tab.

11. Enter the Sales transactions.

12. If necessary, select the **Adjustment** tab.

13. Enter the Adjustment transactions.

14. Select **Post Transactions** from the **Transactions** menu.
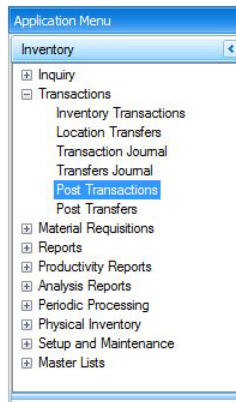
15. The **Post Transactions** screen appears.
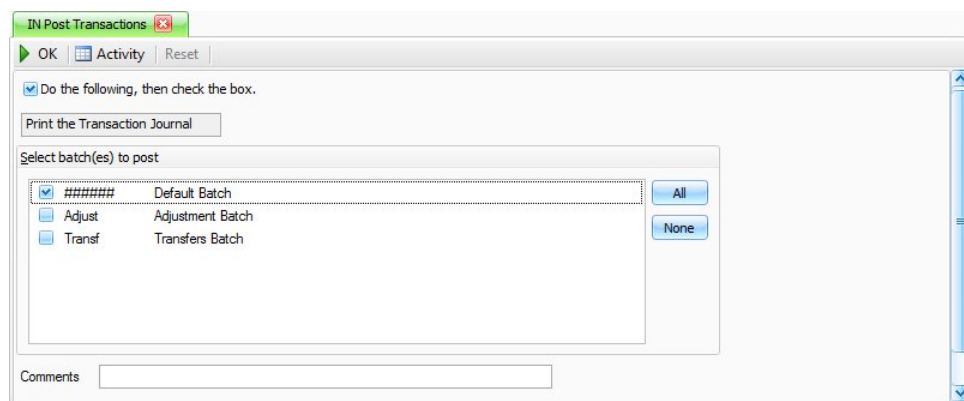
16. Post the transactions you entered in steps 7, 9, and 11.

Physical Inventory Method

Freeze Quantities

Use the **Freeze Quantities** function to create a Batch Code, to select the data to include in the Batch, to Prepare the batch, and to Freeze on-hand quantities in the Batch before you begin the physical count process. Do not Freeze Quantities until all the Adjustments to Item IDs are made. You can not have an Item ID in a Location in multiple batches. For example: if you selected Item ID 100 from MN0001 in batch 1 and then select 100 from MN0001 for batch 2. You will get a message when you prepare batch 2 that Item ID 100 is already in a Batch.

1. Select **Freeze Quantities** from the **Physical Inventory** menu.

2. The **Freeze Quantities** screen appears.

3. Enter a Batch Code, or select a prepared Batch for which to Freeze Quantities.

4. Enter a Description of the batch. You can edit the Description after you Prepare or Freeze the Batch.

5. Enter the Date when physical quantities are counted. You can edit the Count Date after you Prepare or Freeze the Batch.

6. Enter the GL Period for which to enter counts. You can edit the GL Period after you prepare or freeze the batch.

7. Enter the GL Year for which to enter counts. You can edit the GL Year after you prepare or freeze the batch.

8. Select a range of Location IDs to include in the Batch.

9. Select a range of Item IDs to include in the Batch.

10. Select a range of Bin Numbers to include in the Batch. When Warehouse Management is installed this option is not available.

11. Select a range of Product Lines to include in the Batch.

12. Select a range of ABC Classes to include in the Batch.

13. Select the Calculate Quantities UOM for the unit of measure to display on the Tags or Worksheets, Reporting or Base.

14. Select a command button, Prepare Batch or Freeze Quantity. Click the Lock button to lock the Batch to prevent other users from editing the Batch.

15. Click the Print Preview button to preview a report showing the selection criteria for this batch.

Print Inventory Tags/Worksheets

Use the **Print Inventory Tags** or **Print Inventory Worksheets** function on the Physical Inventory menu to print tags or worksheets for the physical count process. You can print tags or worksheets for any Batch prepared. Both menu selections will display all Batches to print either tags or worksheets.

If you use worksheets to record the physical count of your Inventory, use this function to print them. Lines on the worksheet can be printed by Item ID, Location or Product Line in the order you select them.

If you use tags to record the physical count of your inventory, use this function to print them. Lines on the worksheet can be printed by Item ID, Location, Bin, Container or Product Line in the order you select them.

1. Select **Print Inventory Tags**, **Print Worksheets** or **Print Location Worksheets** from the **Physical Inventory** menu.

2. The Print Inventory Tags, Print Worksheets or Print Location Worksheets screen appears.

3. Select the Batch Code.

4. Elect whether to print Nonserialized Items, Serialized Items, or Both.

5. Select the box to Print Bar Codes if in the Worksheets function. When printing Tags this option is always checked.

6. Select the box to Print Frozen Quantities; otherwise, clear the box. Most businesses elect not to Print Frozen Quantities.

7. Check the box to Print Items with Zero Quantities if in the Worksheets function. This option is not available for printing Tags. All items will have a tag printed for them.

8. If you are printing a Worksheet and you want a Page Break in the worksheet after Location IDs, select the box; otherwise, clear the box.

9. Select how you want information Sorted By selecting items and using the arrow buttons to move them into the order you want them.

10. If you are printing Tags, enter the number of the First Tag for the physical count.

11. If you are reprinting Tag numbers, select the number of the last Tag number assigned.

12. Click Print and select the printer you want your tags or worksheets for which to be printed. The printers you have set up in Windows will show in the Print dialog box.

13. Select Print, Preview or Reset.

Physical Count Entry

Use the **Physical Counts Entry** function record physical counts. Lines on the screen are sorted by Item ID, Location, Bin, and product Line in the order you selected on the Print Inventory Tags (page 6-11) or Print Worksheets screen (page 6-15) for the Batch selected.

The current Batch is locked while you enter Physical Counts to prevent other users from editing the Batch and from selecting the Batch to Update Perpetual Inventory.

Before you use this function, Freeze Quantities for the batch and use the Print Inventory Tags or Print Worksheets function to print Tags or Worksheets for the Batch.

1. Select **Physical Count Entry** from the **Physical Inventory** menu.

2. The Physical Counts Entry screen appears.

3. Select a Batch Code. The Item IDs from that Batch are displayed.

4. Click the Plus (+) next to the Item ID to display the Bins and Containers for the item to enter quantities into the Bin and Container.

5. Enter the Counted quantity for each Item ID. You can click Default Counted to default the Frozen Quantity into the Counted Quantity field.

6. Enter the Unit of measure for the Counted Quantity in the Unit field.

7. Check the OK box to indicate a Quantity has been entered for this Item ID.

8. Use the Full Expand and Full Collapse buttons to expand the detail, Bins, Containers, Lot and Serial Numbers, for all Item IDs in the Batch, or to collapse the Item IDs back to the summary view.

Import Physical Counts

Use the Import function on the IN **Physical Counts Entry** screen to use the file format you created using the Import Layout Definition and Import Map Definition functions in System Manager, to import data from a data collection device to log Physical Inventory counts in TRAVERSE.

1. Select **Import** from the IN **Physical Counts Entry** screen.

2. The Import Mapped Data screen appears.

3. Select a Layout ID you created using the Import Layout Definition and Import Map Definition functions in System Manager.

4. Enter the associated import file in the File Name box, or use the browse button [...] to locate it.

5. When you are satisfied with the information on this screen, click Read Data. The information is placed into a temporary table.

6. At the confirmation message, click OK. The Verify Data and Import Data buttons are now available.

7. Click Verify Data to validate the parameters you defined, such as comparing field, start, and length entries as well as checking for values in forced fields.

8. If errors are detected, a message appears asking if you want to review the data. Click Yes to review the log information on the Edit/Verify Imported Data dialog box; otherwise, click No to check the information you defined.

9. Once you have successfully verified the import parameters, click Import Data to save the ASCII file to the database.

Physical Counts List

After you enter physical counts, produce a list of quantities from selected batches to verify that the correct quantities are entered.

1. Use the Print Preview button in the Physical Counts Entry screen to preview and print the list.

2. Check the Show Exceptions box to include only the inventory items with a variance between the Frozen and Counted Quantities in the list; otherwise, clear the box.

3. Select the Print button on the previewed report to output the report to a printer.

Variance Report

After you enter and verify the physical count of your inventory, produce the Variance Report. It shows the difference between the counts you entered and the frozen quantities in the system. Variances are expressed as a quantity and a dollar amount that is based on your inventory valuation method.

You must print the **Variance Report** to a printer or a file before using the Update Perpetual Inventory function (page 6-45).

1. Select **Variance Report** from the **Physical Inventory** menu.

2. The **Variance Report** Screen appears.

3. Select the sort criteria for the list by selecting the option you want moved and click the up or down arrows to move the selection to the spot you want in the sort order. If you make a mistake, select the option again and move it up or down with the arrows. By default the sort order will be the same as the sort order when you printed you tags or worksheet.

4. Select the Batch Codes to include in the report.

5. Select Print, Preview or Reset.

Physical Counts Valuation Report

The **Physical Count Valuation Report** function on the Physical Inventory menu details the items and quantities frozen in each physical count batch, the value of those items before and after the physical count, and the variance, if any.

After you have entered and verified physical counts, use the Physical Counts Valuation Report to detail the Item IDs and quantities frozen in each physical count Batch, the Value of those Item IDs before and after the physical count, and the Variance, if any.

1. Select **Physical Counts Valuation Report** from the **Physical Inventory** menu.

2. The **Physical Counts Valuation Report** screen appears.

3. Select the sort criteria for the list by selecting the option you want moved and click the up or down arrows to move the selection to the spot you want in the sort order. If you make a mistake, select the option again and move it up or down with the arrows. By default the sort order will be the same as the sort order when you printed you tags or worksheet.

4. Select the Batch Codes to include in the report.

5. Select Print, Preview or Reset.

Updating Perpetual Inventory

Use the **Update Perpetual Inventory** function to update on-hand Item quantities by the difference between the Frozen Quantity and the Physical Counts you entered, by the variance amounts.

The variance amounts are based on the Inventory Valuation Method you use. If you use the LIFO or the FIFO method and no cost is available (for example, because the item has no on-hand quantity), the system updates the COGS Adjustment amounts by the Average Cost of the Item ID.

If Inventory is interfaced with General Ledger and you elect to post the variance amount to GL, entries are made to the Inventory Adjustment and Physical Count Adjustment Accounts:

Variance: increase in inventory

IN Adjustment		Physical Count Adjustment	
DB			CR

Variance: decrease in inventory

IN Adjustment		Physical Count Adjustment	
	CR	DB	

If Inventory is not interfaced with General Ledger, use the Update Perpetual Inventory Log to manually adjust the accounts affected by this function.

> **NOTE: Normal accounting procedures suggest doing manual adjusting entries to reverse your physical count adjustment amounts out of your Inventory Adjustments Account, and put the corresponding entry to your Inventory Account for the Item IDs that have had a quantity change. This will result in the true value of your Inventory, reflected in your Inventory Account.**

1. Select **Update Perpetual Inventory** from the **Physical Inventory** menu.

2. The **Update Perpetual Inventory** screen appears.

3. Before you Update Perpetual Inventory, complete the following tasks:

    • Enter Physical Inventory Counts.

    • Print the Variance Report.

4. Select the box after you enter physical inventory for the Batches and print the Variance Report.

5. Select the Batches to Update Perpetual Inventory. A message indicates whether selected batches are locked, because they are being used on the Physical Counts Tag Entry or Physical Counts Worksheet Entry screen. You can elect to remove the Batches from the selected list.

    The Batches you select are locked during processing to prevent other users from editing them.

6. Check the box to Post the Variance Amount to General Ledger. This option is available only if Inventory is interfaced with General Ledger.

7. Enter Comments. These Comments are stored in the Post Run field in General Ledger and can be seen on the GL Journal pick screen.

8. Select OK, Activity or Close.

9. The Update Perpetual Inventory Log appears after the inventory is updated.

10. Select the Print button on the previewed report to output the report to a printer.

SELECTING COSTING METHODS AND UNITS OF MEASURE

Costing Methods

You must select a Costing Method for your items in the **Miscellaneous** section in the Business Rules function.

The **FIFO** (first-in, first-out) method uses the oldest Items in Inventory as the basis for costing Sales and Inventory. FIFO allocates the oldest Unit Costs to the Cost Of Goods Sold and the most recent Unit Costs to the ending inventory. When costs rise, the FIFO method yields the highest net income; when costs fall, the FIFO method yields the lowest net income.

The **LIFO** (last-in, first-out) method uses the last Items brought into Inventory as the basis for costing Sales and Inventory. When costs of Inventory Items rise, the LIFO method yields the lowest net income; when Inventory Item costs fall, the LIFO method yields the highest net income. LIFO is often preferred when prices rise because it results in a lower pretax income and a lower tax obligation.

The **Average Cost** method calculates a weighted average cost over time.

The **Standard Cost** method is an estimate of costs that you set. For example: in a manufacturing operation the Standard Cost is the cost of the Item plus costs of raw materials, labor, and overhead.

Units of Measure

You can assign an Item ID a default Unit of Measure, unlimited Alternate Units of Measure, Conversion Factors, and Penalties. The Base Unit of Measure must be your smallest Unit of Measure, and Conversion Factors can not be less than one.

> **NOTE: You cannot change your Base Unit of Measure once the Item ID has been saved.**

If the smallest Unit of Measure is EACH, you might use the following Alternate Units: a BOX of 10, a PKG of 100, a CARTN of 500, and a CASE of 1,000.

The Conversion Factor is the portion of the Base Unit that is the Alternate Unit. In the previous example you would enter the Units with the following Conversion Factors:

Unit Conversion Factor

EACH 1.00

BOX 10.00

PKG 100.00

CARTN 500.00

CASE 1,000.00

The Base Unit of Measure is EACH, but you can set up BOX as the Default Unit of Measure if you sell the Item ID most often in boxes.

Make sure that your Base Unit of Measure is set up. Then enter each Unit of Measure and a Conversion Factor for each Unit of Measure.

PREPARING YOUR WORKFLOW

Preparing your work flow enables you to establish consistent daily and periodic routines.

Daily Tasks

Do the following tasks daily or as often as you need to keep your inventory up to date:

___ Add Items (page 3-65).

___ Enter transactions (page 4-5) if you don't use AR/SO and AP/PO to enter your Sale and Purchase transactions.

___ Enter Location Transfers (page 4-33).

___ Back up your Company's database (using Server Manager, see the Administrator's Guide for more information).

___ Produce a Transaction Journal (page 4-41).

___ Produce a Transfers Journal (page 4-45).

___ Post Transactions (page 4-49).

___ Post Transfers (page 4-55).

Periodic Tasks

Do the following tasks periodically for Inventory:

___ Freeze Quantities (page 6-5).

___ Produce a Batch List (page 6-9).

___ Print Physical Inventory Tags (page 6-11) or Worksheets (page 6-15).

___ Enter the Physical Count (page 6-23).

___ Produce a Physical Counts List (page 6-34).

___ Produce a Variance Report (page 6-37).

___ Produce a Physical Counts Valuation Report (page 6-41).

___ Update Perpetual Inventory (page 6-45).

___ Change the Price of Item IDs (page 4-91).

___ Change the Standard or Base Cost of Item IDs (page 4-97).

IMPLEMENTING INVENTORY

USING THE SETUP AND MAINTENANCE MENU

Use the functions on the Setup and Maintenance menu for these tasks:

- Use the **Business Rules** (page 3-5) function to define application interfaces and general information about Inventory functions.

- Use the **Locations** (page 3-17) function to set up and maintain each Location where you stock Inventory.

- Use the **Transaction Batch Codes** (page 3-25) to group transactions so that you can make changes to transactions in one group without affecting those in another.

- Use the **Transfers Batch Codes** (page 3-29) to group transfers so that you can make changes to transfers in one group without affecting those in another.

- Use the **Sales Categories** (page 3-33) function to set up and maintain sales category codes used to sort historical information.

- Use the **Product Lines** (page 3-37) function to group similar Inventory Item IDs.

- Use the **Account Codes** (page 3-41) function to assign GL Account IDs to Item IDs for posting to General Ledger.

- Use the **Pictures** (page 3-47) function to set up and maintain pictures of your Inventory Item IDs.

- Use the **Price Breaks** (page 3-51) function to set up Price Breaks for your Customers.

- Use the **Ship-To Addresses** (page 3-57) function to set up and maintain shipping addresses.

- Use the **Lot Numbers** (page 3-111) function to set up and maintain Lot Numbers for lotted Item IDs.

- Use the **Hazardous Material Codes** (page 3-61) set up to maintain Hazardous Material Codes for use on the Warehouse Management Bill of Lading.

- Use the **Item Label Definitions** (page 3-104) function to create your Item Labels.

- Use the **Items** (page 3-65) function to set up and maintain your Inventory Item IDs and to assign Locations to your Inventory Item IDs.

- Use the **Convert SM Items** (page 3-115) functions to convert System Manager Items to Inventory Item IDs.

- Use the **Copy Items to Locations** (page 3-119) function to copy all or a subset of Item IDs to a new Location. You can select to copy a single Item ID, or Product Line, or a range of those options.

BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Inventory functions. You can specify GL accounts for material expenses and AP and AR offset accounts.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **Company Setup** menu in **System Manager**.

Business Rules Menu

2. The **Business Rules** screen appears.

Business Rules Screen

Defaults - Attention Colors

3. Select the **Attention Colors** to use for Alert, Caution and Warning; if you don't want to use attention colors select Black from the color pallet for each. Enter the percentage of Inventory at which to begin using Warning and Caution color.

The percentages are used in reports to alert you when quantities are nearing maximum and minimum levels and to missing amounts. For example: enter 50 in the Warning% field and 75 in the Caution% field. The amount in the Available field on the Item Status Report is displayed in the warning color when it reaches 50 percent of the minimum on-hand amount and in the caution color when it reaches 75 percent of the minimum on-hand amount.

4. Select the Warning, Caution and Alert font attributes to use with the attention colors. Click on the **Plus** (+) next to the font attribute to see the available choices. You may select from Name, Size, Bold, Italics, Strikeout or Underline for each level. This will make is easier to distinguish the different alert levels when using a monochrome printer, since colors are difficult to distinguish on a monochrome printer.

Default - GL Account

5. Select the default **Material Expense Account** for which to post, from the drop down list. Select the **AR GL Offset Account** to post Sales Transaction and the **AP GL Offset Account** to post a Purchase Transaction.

   If Inventory is not interfaced with General Ledger, enter the default Material Expense, AP GL Offset Account, and AR GL Offset Account to post to.

   NOTE: The GL Account defaults are required; you must enter an Account ID in each field.

Defaults - Miscellaneous

6. Enter the **Default Weight Unit** to use in the Warehouse Management, Bill of Lading function.

   The Default Weight Unit value is free form and does not tie to any other values within the software. The purpose is to give the user an ability to specify the value to be used for the BOL. It will generally be Lbs for US companies, but may be Kilo or Kg or some other value for non US companies. It is necessary that all weight numbers in the system are based on this value.

7. Select the **Serialized Cost Default** to be used for Serialized Item IDs;

   General will use the Costing Method selected in the Business Rules when making a Sales transaction. If you are using the FIFO or LIFO Costing Method the cost of each Serial Number will be brought into the Sales transactions.

   Specific Item will look at the cost of each individual Serial Number to bring in the cost of a Sales transaction.

The default, when setting up a new Serialized Item ID, will be the selection you make in the Business Rules. The default is set to a Specific Item. When an upgrade or data migration is done from a prior version the default will be set to Specific Item, which is how it works in older versions of TRAVERSE.

Interface - Application

8. Select **Yes** to interface Inventory with **General Ledger**; otherwise, select **No**. When Inventory is interfaced with General Ledger, posting in Inventory makes entries in the GL Journal for transactions that affect the ledger (such as Cost-Of-Goods-Sold adjustments).

> **NOTE: When Accounts Payable/Purchase Order is interfaced with Inventory, the Quantities, Costs, and Purchase History are updated in Inventory during transaction entry in Accounts Payable/Purchase Order. You can also view Vendor information when you set up items.**

> **NOTE: When Accounts Receivable/Sales Order is interfaced with Inventory, the Sales Quantities and Amounts, Costs, Serial information, and Sales History are updated in Inventory during transaction entry in Accounts Receivable/Sales Order.**

Miscellaneous

9. Select **Yes** to **Allow Service Items in Purchases**; otherwise select **No**.

    When you select **Yes** you will be allowed to select Service Type Item IDs when entering Item IDs into a Purchase Order. No quantities are kept for Service type Item IDs, however they will have a Cost, Descriptions, and Account Codes linked to them. You must Receive and Invoice Service Item IDs, just like Inventoried Item IDs to get them to be included on the Invoice.

10. Select **Yes** to **Audit Items**; otherwise, select **No**.

    When you select **Yes**, you will see any changes made to the Item ID record, such as Description, Status, Aliases, Alternate Items, and so forth. The audit will show the Date and Time of the change, the User that made the change and what was changed.

11. Select **Yes** to **Automatically Create Vendor Purchase Information**; otherwise, select **No**. This will automatically add Vendor IDs to the Vendor tab in the Item Locations tab when an Item is purchased from a Vendor for a Location, if the Vendor is not entered on the tab.

12. Select **Yes** to **Check For Alias on Screens** you have set up for items in the Item ID field on function and transactions screens; otherwise, select **No**.

13. Select the **Costing Method**: **LIFO** (last in first out), **FIFO** (first in first out), **Average Cost**, or **Standard Cost**.

14. Select **Yes** to **Enforce Unique UPC** for each Item/UOM combination; otherwise, select **No**.

    By default, you can assign the same UPC to multiple units of measure for an Item. By setting this rule to **Yes**, you must create a different UPC code for each Unit of Measure for an Item.

15. Select **Yes** to **Load All Items in Setup** to populate your Item IDs on the setup screen with Item details and have the Next Record activated. Set this rule to **No** to improve the performance of the Items maintenance function. When you have a very large number of Item IDs, this will help the screen open faster.

> **NOTE:** When the rule is set to No, the Items maintenance screen will open with no data presented, and the navigation bar will be disabled. The Item lookup and auto-complete functionality in the Item ID field remain.

16. Select an option to default **Lot Number Behavior**, and/or restrict lot numbers as assigned when transferring Items from one location to another.

    • **None** - Keep the standard behavior of requiring the user to enter a lot number into the TO location.

    • **Default Only** - Default the lot number from the FROM location into the lot number for the TO location. If there is no FROM lot number, the system will create a new lot number for the TO location. User may change the lot number if necessary.

    • **Default and Restrict** - Same as Default Only, except the user cannot change the lot number.

17. Select **Yes** to **Post Detail to General Ledger.** This will post each line Item in detail to General Ledger (one entry for each Account ID for each line Item). Select **No** to post one total for each Account ID (summary method) to General Ledger.

18. Select **Yes** to **Post Without Printing Journals**; select **No** if you want to require that these reports be printed before you can post.

19. Select **Yes** to **Show Costs On Sales Transaction Entry**; otherwise, select **No**.

20. Select **Yes** to **Use Batch Processing**; otherwise, select **No**. When you use batch processing, you can group Inventory transactions so that you can work with and process transactions in one group while other users enter or edit transactions in another group.

21. Select the **Zero Quantity Sales Costing**; **Average**, **Last**, **Base**, or **Standard**, to use when you enter Sales transactions with zero or negative Quantities On Hand, and you are using the LIFO or FIFO Costing Method. Enter the Average, Last, Base, and Standard Costs on the Item Locations tab (page 3-83).

Physical Inventory

22. Select **Yes** to **Default/No Bin Only**, when Warehouse Management is not installed, to perform physical inventory for the Default or null bin only. If the business rule is set to **No**, the system retains the default functionality.

> This Business Rule will change the behavior of the physical count functions when Warehouse Management is NOT installed or in use. If the Business Rule is set to Yes, then the preparation of Items (Freeze Quantities), the reporting related to the count, and the Physical Counts Entry will all be streamlined. Instead of preparing and listing any or all bins that are on file for an Item, the system will only prepare one line for counting that summarizes the total quantity deemed on-hand.

> The Physical Inventory Print Worksheet and Print Location Worksheet reporting will only show a single line for an Item, including either the default bin or no bin information if there is no default.

> The Physical Counts Entry screen will become a single level (no child grid) entry form, again showing either the default bin or no bin information if there is no default. It is still possible to add (Append) additional rows in the grid to show quantities counted for an Item in multiple bins.

23. Select **Yes** to **Exclude Picked Quantity**; otherwise select **No**. The default is set to **No**.

> When you select **No**, the value of Item IDs that have been picked for Sales Orders, using Warehouse Management, Record Picked Orders, will not be included on the Physical Inventory, Physical Counts Valuation Report. When you select **Yes**, the Counted Quantity will not include the Picked Quantity, but the value will be included on the report for those items picked in Warehouse Management.

24. Click **Print** to preview and print a report showing your selected business rules.

25. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.

Name	Description
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wildcard search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

Continental Products Unlimited		Page 1
Business Rules List		

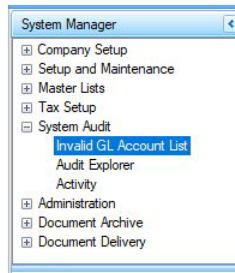| Application	Group	Current Value	Default Value
	Description		
IN - Inventory			
	Defaults - Attention Colors		
	Alert Color	Red	Red
	Alert Font Attribute	[Font: Name=Microsoft Sans Serif, Size=8.25, Units=3, GdiCharSet=1, GdiVerticalFont=False]	[Font: Name=Microsoft Sans Serif, Size=8.25, Units=3, GdiCharSet=1, GdiVerticalFont=False]
	Alert Percentage	100.00	100.00
	Caution Color	Purple	Yellow
	Caution Font Attribute	[Font: Name=Microsoft Sans Serif, Size=8.25, Units=3, GdiCharSet=1, GdiVerticalFont=False]	[Font: Name=Microsoft Sans Serif, Size=8.25, Units=3, GdiCharSet=1, GdiVerticalFont=False]
	Caution Percentage	75.00	75.00
	Use Attention Colors	Yes	No
	Warning Color	Olive	Olive
	Warning Font Attribute	[Font: Name=Microsoft Sans Serif, Size=8.25, Units=3, GdiCharSet=1, GdiVerticalFont=False]	[Font: Name=Microsoft Sans Serif, Size=8.25, Units=3, GdiCharSet=1, GdiVerticalFont=False]
	Warning Percentage	50.00	50.00
	Defaults - GL Account		
	AP GL Offset Account	00-000-6050	-
	AR GL Offset Account	00-000-4000	-
	Material Expense Account	00-000-6840	-
	Defaults - Miscellaneous		
	Default Weight Unit	Lbs	-
	Serialized Cost Default	General	Specific Item
	Interface - Application		
	General Ledger	Yes	No
	Miscellaneous		
	Audit Items	Yes	No
	Automatically Create Vendor Purchase Information	Yes	Yes
	Check for Alias on Report Options	Yes	No
	Check for Alias on Screens	Yes	No
	Costing Method	FIFO	FIFO
	Load All Items in Setup	Yes	Yes
	Post Detail to General Ledger	Yes	Yes
	Post Without Printing Journals	Yes	No
	Show Cost on Sales Transaction Entry	Yes	No
	Use Batch Processing	Yes	Yes
	Zero Quantity Sales Costing	Last	Average

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Invalid GL Account List

1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu

2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen

3. Select the **Applications** you want to check for Invalid GL Accounts. If you want to have all applications checked click the **Select All** button.

4. Click **OK** to start the search for invalid GL accounts.

5. If one of your selected applications has Invalid GL Accounts the grid at the bottom of the screen will display the Invalid Account records.

Field Descriptions

6. Select a command button:

Command Buttons

Name	Description
OK	Will start the search for invalid accounts
Reset	Will reset all to the defaults
Pre<u>v</u>iew	Preview the list on your monitor.

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List   Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

LOCATIONS

Use the **Locations** function to add Locations where you stock Inventory or to remove invalid Locations. You cannot delete a Location if you store items there. You must set up at least one Inventory Location before you add Item IDs.

To set up **Locations**, follow these steps:

1. Select **Locations** from the **Setup and Maintenance** menu.

Locations Menu
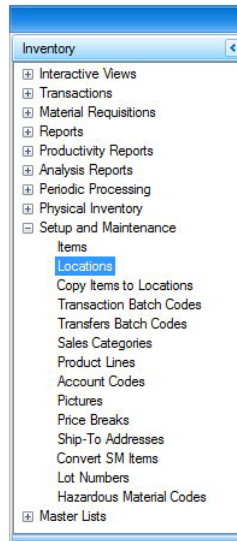
2. The **Locations** screen appears.

Locations Screen

3. Select the **New Record** button ![icon] from the toolbar.

4. Enter the **Location ID**. When you exit from the field, the Copy From field appears.

5. Select a Location ID to copy information from, or skip the **Copy From** field.

6. Enter the **Name** of the Location.

7. Enter the **Address** of the Location.

8. Enter the **City** of the Location.

9. Enter the **Region** of the Location. (required)

10. Select the **Country** of the Location.

`Maint`

11. Enter the **Postal Code** of the Location.

12. Enter the name of the **Contact Person** for the Location.

13. The **International** telephone **Prefix** is displayed. Use the System Manager Country Codes function to change the prefix.

14. Enter the **Phone** number of the Location.

15. Enter the **Fax** number of the Location.

16. Enter the **Carrying Cost Percent** as the default percentage of the total value of your inventory to use in the EOQ calculation in the reorder process. You can also enter a carrying cost percent on the Item Locations tab (page 3-83); the Item Location percentage overrides the Location percentage.

The Carrying Cost Percent will be used in the Purchase Order application.

17. Enter the **Ordering Cost Amount** as the total cost of shipping, stocking, and labor to use in the EOQ calculation in the reorder process. You can also enter an Ordering Cost Amount on the Item Locations tab (page 3-83); the Item Location amount overrides the Location amount.

The ordering cost amount will be used in the Purchase Order application.

Adding, Editing, and Deleting Location Records

To add a **Location** record, follow these steps:

1. Select the **New Record** icon on the toolbar or press ctrl insert. A blank Locations screen appears.

2. Enter the **Location ID**. Select a Location ID in the **Copy From** field to copy information from, or enter the required information.

3. Select the **Save** icon on the toolbar to save your changes.

To edit a **Location** record, follow these steps:

1. Select the **Location ID** of the Location to edit. Information about the Location appears.

2. Edit the information.

3. Select the **Save** icon on the toolbar to save your changes.

To delete a **Location** record, follow these steps:

1. Make sure that the Location does not have open Inventory Items.

2. Select the **Location ID** of the Location to delete.

3. Select the **Delete** hot key. (F3 or the **Delete** button on the tool bar).

Producing a Location Detail List

Use the **Location Detail List** function on the Master Lists menu to produce a list of your Locations and their IDs, Descriptions, and Addresses.

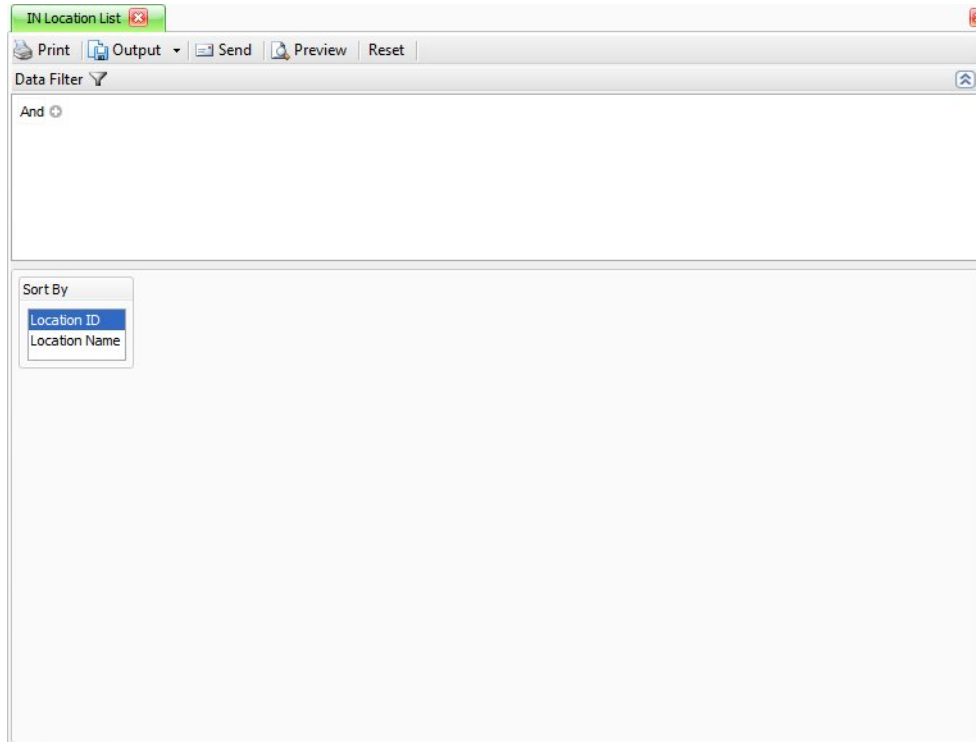To produce a **Location Detail List**, follow these steps:

1. Select **Location Detail List** from the **Master Lists** menu.

Location Detail List Menu
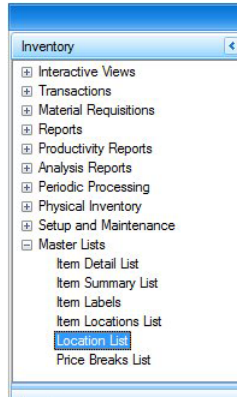
2. The **Location Detail List** screen appears.

Location Detail List Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the **Sort By** criterion for the list; **Location ID** and **Location Name**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.

Name	Description
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Location Detail List

Continental Products Unlimited
Location List
Sorted By Location ID

Page 1

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Report Filter

Location ID	Name Contact	Address	City, Region Postal Code Country	Intl Prefix	Phone No Fax No	Carrying Cost Pct Ordering Cost Amt
CA0001	OAKLAND WAREHOUSE	47777 NORTH BAYSHORE HWY	OAKLAND, CA 90000 USA	011		30.00 5.0000
MD0001	BALTIMORE WAREHOUSE	3117 SUMTER ROAD	BALTIMORE, MD 23849 USA	011		27.00 5.0000
MN0001	MINNEAPOLIS WAREHOUSE	453 LAKE DRIVE	MINNEAPOLIS, MN 55355 USA	011		24.00 5.0000
MN0002	MINNEAPOLIS MANUFACTURING	13771 CONCORD ST.	MINNEAPOLIS, MN 55199 USA	011		24.00 5.0000
TX0001	DALLAS WAREHOUSE	13302 WEST FREEWAY CT.	DALLAS, TX 77099 USA	011		29.00 5.0000

*** End of Report ***

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TRANSACTION BATCH CODES

Transaction Batch Codes allow you to group transactions so that you can make changes to transactions in one group without affecting those in another.

If you selected Yes to Use Batch Processing in the Business Rules function, use the Transaction Batch Codes function to define codes for posting inventory transactions. You can assign each transaction to a Batch Code, and then post transactions by Batch Code.

If you selected No to Use Batch Processing in the Business Rules function, use the **Transaction Batch Codes** function to toggle the lock status of the main ###### batch. The main batch is assigned to all transactions when you are not using batch processing.

To set up **Transaction Batch Codes**, follow these steps:

1. Select **Transaction Batch Codes** from the **Setup and Maintenance** menu.

Transaction Batch Codes Menu

2. The **Transaction Batch Codes** screen appears.

Transaction Batch Codes Screen

3. Enter or edit the **Batch Code**.

> To delete a batch code, select the **Delete** hot key (F3) or the **Delete** button ✕ . When the confirmation message appears, click Yes to delete the batch. You cannot edit or delete the main ###### batch.

4. Enter or edit the Batch Code's **Description**.

5. Select the **Permanent** check box to retain the Batch Code when you post transactions. Normally, TRAVERSE automatically deletes empty batches at the end of post processing. When you select the Permanent check box, empty batches are retained when processing completes.

6. The **Transaction Journal Status** of the Transaction Journal appears:

   • **Not Applicable** indicates that no transactions exist in the batch for that journal.

   • **Unprinted** indicates that transactions exist in the batch but the journal has not been printed.

- **Printed** indicates that the journal has been printed and transactions are ready to be posted.

- **Reprint** indicates that the journal needs to be reprinted because changes have been made to existing transactions or new transactions have been added to the batch since the journal was printed.

The system updates these statuses as you enter transactions and print the journal, but you can manually change the Batch's Journal Status if necessary.

7. The system locks a batch when it prints the batch and when the post is unsuccessful. If you need to unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post the transactions it contains.

8. Check the box to indicate which batch will be the **Default** batch for this company.

9. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

Producing a Transaction Batch Codes List

Use the **Transaction Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Transaction Batch Codes List**, follow these steps:

1. Select the **Print Preview** button 🖻 to preview the list of batches.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Batch Codes List

Continental Products Unlimited
IN Transaction Batch Codes

Page 1

Batch Code	Description	Permanent	Transaction Journal Status	Lock Batch	Lock Date	Lock By
######	Default Batch	☑	Not Applicable			
Adjust	Adjustment Batch	☑	Not Applicable			
Transf	Transfers Batch	☑	Not Applicable			

TRANSFERS BATCH CODES

Transfers Batch Codes allow you to group transfers so that you can make changes to transfers in one group without affecting those in another.

If you selected Yes to Use Batch Processing in the Business Rules function, use the **Transfers Batch Codes** function to define Batch Codes for posting and transferring inventory transfers. You can assign each transfer to a Batch Code, and then post transfers by Batch Code.

If you selected No to Use Batch Processing in the Business Rules function, use the Transfers Batch Codes function to toggle the status of the main ###### batch. The main batch is assigned to all transfers when you are not using batch processing.

To set up **Transfers Batch Codes**, follow these steps:

1. Select **Transfers Batch Codes** from the **Setup and Maintenance** menu.

Transfers Batch Codes Menu

2. The **Transfers Batch Codes** screen appears.

Transfers Batch Codes Screen

3. Enter or edit the **Batch Code**.

> To delete a batch code, select the **Delete** hot key (F3) or the **Delete** button ⊠ . When the confirmation message appears, click Yes to delete the batch. You cannot edit or delete the main ###### batch.

4. Enter or edit the Batch Code's **Description**.

5. Select the **Permanent** check box to retain the Batch Code when you post transfers. Normally, TRAVERSE automatically deletes empty batches at the end of post processing. When you select the Permanent check box, empty batches are retained when processing completes.

6. The **Transfer Journal Status** of the Transfers Journal appears:

   • **Not Applicable** indicates that no transfers exist in the batch for that journal.

   • **Unprinted** indicates that transfers exist in the batch but the journal has not been printed.

- **Printed** indicates that the journal has been printed and transfers are ready to be posted.

- **Reprint** indicates that the journal needs to be reprinted because changes have been made to existing transfers or new transfers have been added to the batch since the journal was printed.

The system updates these statuses as you enter transfers and print journals, but you can manually change the Batch's journal status if necessary.

7. The system locks a Batch when it prints the Batch and when the post is unsuccessful. If you need to unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post the transfers it contains.

8. Check the box to indicate which batch will be the **Default** batch for this company.

9. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

Producing a Transfers Batch Codes List

Use the **Transfers Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Transfers Batch Codes List**, follow these steps:

1. Select the **Print Preview** button 🔍 to preview the list of batches.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

> **NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transfers Batch Codes List

Continental Products Unlimited
IN Transfers Batch Codes

Page 1

Batch Code	Description	Permanent	Transfer Journal Status	Lock Batch	Lock Date	Lock By
######	Default Batch	☑	Not Applicable			
Friday	Friday Batch	☑	Not Applicable			
Monday	Monday Batch	☑	Not Applicable			
Thurs	Thursday Batch	☑	Not Applicable			
Tues	Tuesday Batch	☑	Not Applicable			
Wedn	Wednesday Batch	☑	Not Applicable			

SALES CATEGORIES

Use the **Sales Categories** function to set up and maintain Sales Categories. Sales Categories identify the market you sell groups of Items to, and help you analyze sales. The Sales Category codes are used to sort historical information like detail sales history from Accounts Receivable.
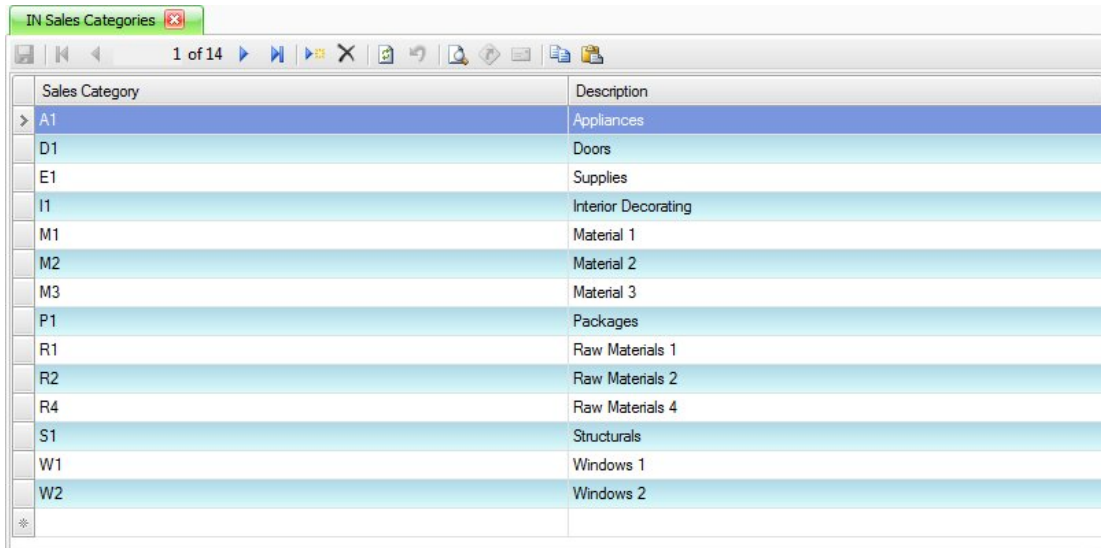
To set up **Sales Categories**, follow these steps:

1. Select **Sales Categories** from the **Setup and Maintenance** menu.

Sales Categories Menu
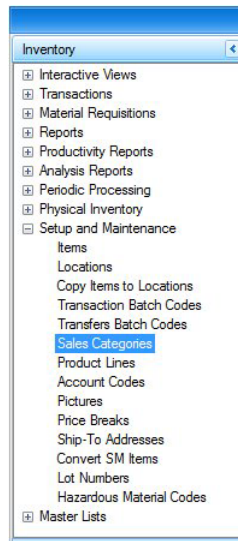
2. The **Sales Categories** screen appears.

Sales Categories Screen

Sales 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

3. Enter the **Sales Category**.

4. Enter the **Description** of the Sales Category.

Adding, Editing, and Deleting Sales Categories

To add a **Sales Category**, follow these steps:

1. Select the **New Record** icon on the toolbar. The cursor is positioned in a blank record at the end of the list.

2. Enter the **Sales Category** and its **Description**.

3. Click the **Save** button in the toolbar and close the screen to save your changes and return to the main menu.

To edit a **Sales Category**, follow these steps:

1. Position the cursor in the field to edit.

2. Change the value in the field.

3. Click the **Save** button in the toolbar and close the screen to save your changes and return to the main menu.

To delete a **Sales Category**, follow these steps:

1. Make sure that the Sales Category is not being used.

2. Select the **Sales Category** to delete.

3. Select the **Delete** hot key. (F3 or the **Delete Record** button ✕ on the toolbar)

Producing a Sales Categories List

Use the **Sales Categories List** function to produce a list of the Sales Categories and Descriptions you defined in the Sales Categories function.

To produce the **Sales Categories List**, follow these steps:

1. Select the **Print Preview** button 🔍 to preview the list of Sales Categories.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales Categories List

| Sales 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

PRODUCT LINES

Use the **Product Lines** function to categorize your Inventory Item IDs into groups of similar Items. You can sort by Product Line in many reports and specify the Product Lines to use for setting up Promotional Pricing.
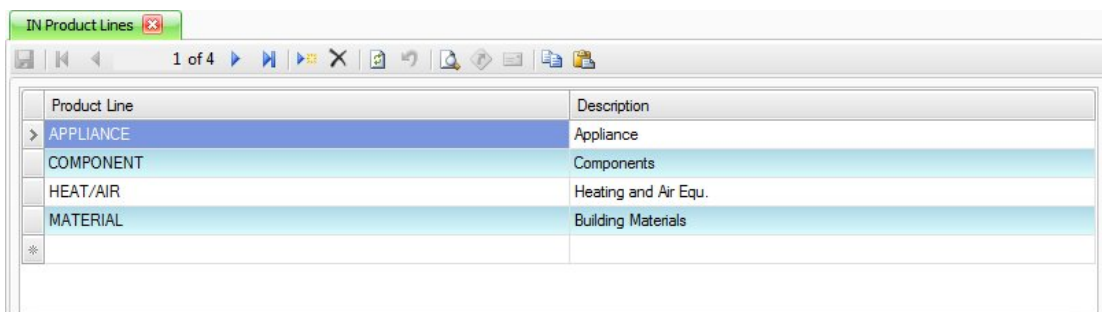
To set up **Product Lines**, follow these steps:

1. Select **Product Lines** from the **Setup and Maintenance** menu.

Product Lines Menu
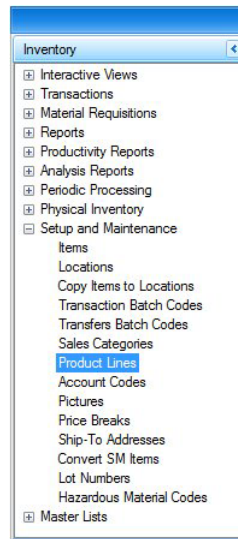
2. The **Product Lines** screen appears.

Product Lines Screen

3. Enter the **Product Line**. Use a character sequence that identifies the category of Item IDs. For example, WIN identifies window types and DRWOODFRM identifies wood-frame doors.

4. Enter the **Description** of the Product Line.

Adding, Editing, and Deleting Product Lines

To add a Product Line, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar. The cursor is positioned in a blank record at the end of the list.

2. Enter the **Product Line** and its **Description**.

3. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To edit a **Product Line**, follow these steps:

1. Position the cursor in the field to edit.

2. Change the value in the field.

3. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To delete a **Product Line**, follow these steps:

1. Make sure that the Product Line is not being used.

2. Select the **Product Line** to delete.

3. Select the **Delete** hot key. (F3 or the **Delete Record** button ✕ on the toolbar)

Producing a Product Lines List

Use the **Product Lines List** function to produce a list of Product Lines. You can use the list as a reference when you assign Product Lines to Item IDs.

To produce a **Product Lines List**, follow these steps:

1. Select the **Print Preview** button 🔍 to preview the list of Product Lines.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

> **NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

Product Lines List

Continental Products Unlimited
IN Product Lines

Page 1

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

ACCOUNT CODES

Use the **Account Codes** function to assign default General Ledger Accounts to be used when you post Sales, Purchases, Adjustments, Transfers, and Physical Counts to General Ledger. The Account Codes are also used when an item is sold or returned through Accounts Receivable/Sales Order, purchased or returned through Accounts Payable/Purchase Order or consumed and produced through Bill of Material and the Manufacturing applications.

Assign an Account Code to an Item ID and a Location on the Items screen (page 3-65) or the Item Locations tab (page 3-83).

For information about entries posted to specific General Ledger Accounts, refer to the Post Transactions function (page 4-49), the Post Transfers function (page 4-55), the Post Material Requisitions function (page 4-83), and the Update Perpetual Inventory function (page 6-45). For more information about setting up General Ledger Accounts, see the TRAVERSE *General Ledger Training Manual*. To see the Accounts posted to Accounts Receivable/Sales Order, see the *Accounts Receivable or Sales Order Training Manual*. To see the Accounts posted to *Accounts Payable or Purchase Order see the Accounts Payable or Purchase Order Training Manual*.

To set up **Account Codes**, follow these steps:

1. Select **Account Codes** from the **Setup and Maintenance** menu.

Account Codes Menu
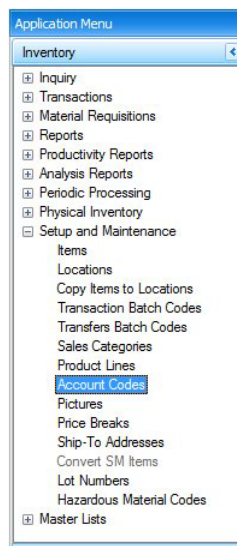
2. The **Account Codes** screen appears.

Account Codes Screen

Account Code	Description	Sales	Cost Of Goods Sold	Inventory	Work In Process	Inventory Adjustment	Accruals
01	Retail Sales	000004000	000005000	000001230	000001210	000001230	000001290
02	Raw Materials	000004000	000005000	000001230	000001210	000001230	000001290
AA	Test	000004000	000005000	000001230	000001210	000001230	000001290

Inventory Adjustment	Accruals	COGS Adjustment	Purchase Price Variance	Standard Cost Variance	Physical Count Adjustment	Transfer Cost	In-Transit
000001230	000001290	000005040	000001300	000001220	000001290	000001290	000001220
000001230	000001290	000005040	000001290	000001230	000001290	000001290	000001230
000001230	000001290	000005000	000001210	000001200	000001200	000001200	000001200

3. Enter the **Account Code**.

4. Enter the **Description** of the Account Code.

5. If Inventory is interfaced with General Ledger, select the following Accounts; if Inventory is not interfaced with General Ledger, enter the following Accounts:

- **Sales** Account for posting income, should be in the income area of the income statement Accounts.

- **Cost-of-Goods-Sold** Account for posting costs, should be in the cost area of the income statement Accounts.

- **Inventory** Account for posting Inventory value, should be in the current assets area of the balance sheet Accounts.

- **Work-in-Process** Account for posting jobs that are in process, should be in the current assets area of the balance sheet Accounts.

- **Inventory Adjustment** Account for posting adjustments made to Inventory, should be in the current assets area of the balance sheet Accounts.

NOTE: This may be the same Account as your Inventory Account. If you use the same Account as your Inventory Account, adjustments will be posted directly to your Inventory Account for valuation purposes.

NOTE: If your Inventory Adjustments Account is not the same Account as your Inventory Account, you will need to periodically evaluate this Account and do manual General Ledger transactions to clear out the Adjustment Account and adjust your Inventory Account for valuation purposes.

- **Accruals** Account for posting Purchase Order receipts to a specific Accrual Account for your different Account Codes.

- **Cost-of-Goods-Sold Adjustment** Account for posting adjustments made to Inventory, should be in the cost area of the income statement Accounts.

- **Purchase Price Variance** Account for posting differences between the Standard Cost and the actual Cost paid, should be in the cost area of the income statement Accounts

- **Standard Cost Variance** Account for posting Standard Cost Adjustments within the Manufacturing applications, should be in the cost area of the income statement Accounts

- **Physical Count Adjustment** Account for posting Physical Count differences, should be in the cost area of the income statement Accounts

- **Transfer Cost** Account for posting Transfer Costs, should be in the liability area of the balance sheet Accounts

- **In-Transit** Account for tracking Warehouse Management Transfers, should be in the current assets area of the balance sheet Accounts

NOTE: The GL Accounts are required; you must enter an Account ID in each field.

Adding, Editing, and Deleting Account Codes

To add an **Account Code**, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar. A blank Account Codes screen appears.

2. Enter the **Account Code** and its **Description**.

3. Enter the required information for each Account ID.

4. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

> To edit an **Account Code**, follow these steps:

1. Select the **Account Code** to edit.

2. Change the information.

3. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

> To delete an **Account Code**, follow these steps:

1. Make sure that the Account Code is not being used for any Item IDs.

2. Select the **Account Code** to delete.

3. Select the **Delete** hot key F3, or the **Delete Record** button ✕ on the toolbar.

Producing an Account Codes List

Use the **Account Codes List** to view the Account Codes set up in the Account Codes function.

To produce an **Account Codes List**, follow these steps:

1. Select the **Print Preview** button 🔍 to preview the list of Account Codes.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Account Codes List

Account Code	Description	Sales	Cost Of Goods Sold	Inventory	Work In Process	Inventory Adjustment	Accruals
01	Retail Sales	000004000	000005000	000001230	000001210	000001230	000001290
02	Raw Materials	000004000	000005000	000001230	000001210	000001230	000001290
AA	Test	000004000	000005000	000001230	000001210	000001230	000001290

| COGS Adjustment	Purchase Price Variance	Standard Cost Variance	Physical Count Adjustment	Transfer Cost	In-Transit
00005040	000001300	000001220	000001290	000001290	000001220
00005040	000001290	000001230	000001290	000001290	000001230
000005000	000001210	000001200	000001200	000001200	000001200

PICTURES

Use the **Pictures** function to cut and paste, insert, or link pictures of Inventory Item IDs. The Pictures can be viewed on the Items and Items View screens or printed in the Item Detail List.
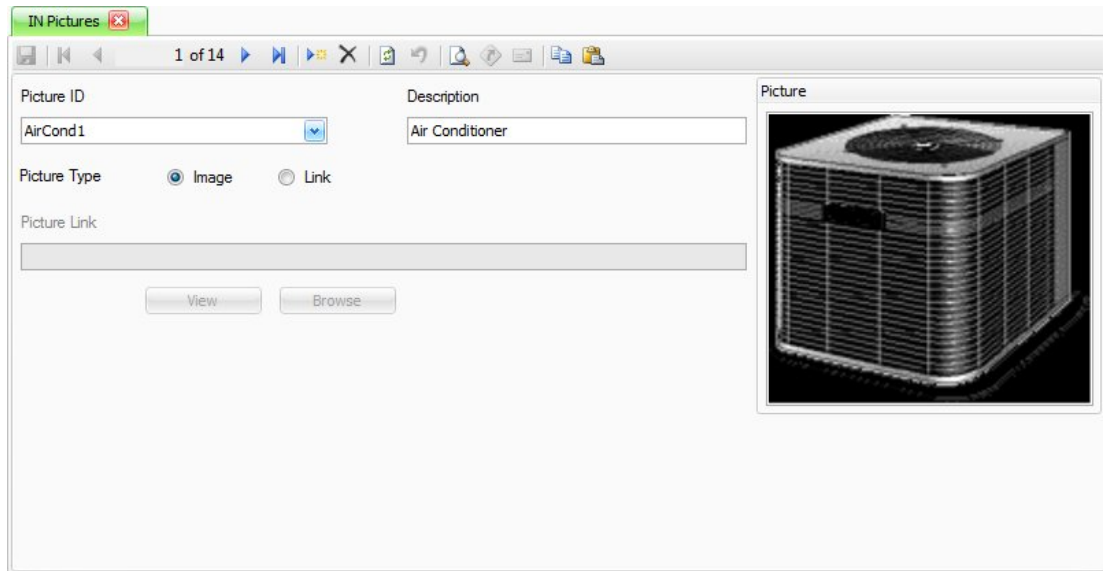
To set up **Pictures**, follow these steps:

1. Select **Pictures** from the **Setup and Maintenance** menu.

Pictures Menu
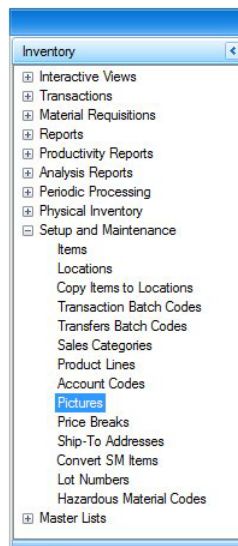
2. The **Pictures** screen appears.

Pictures Screen

3. Enter the **Picture ID**.

4. Enter the **Description** of the Picture.

5. Add a Picture in one of the following ways:

- Select the **Image** option button and paste an existing picture image into the picture box using any of the Microsoft Windows paste commands (Ctrl+V or a right mouse button Paste command).

- Select the **Image** option button, select the **Picture** box, and then right click and select **Load** from the menu. The Open dialog box appears. Use the Open dialog box to insert a picture from an existing file.

- Select the **Link** option button to link to a file. This enables the Picture Link section of the screen. Click **Browse** and use the Open dialog box to locate the file. Click **View** in order to view the file to which you want to link. Your default graphics program launches and displays the image.

Adding, Editing, and Deleting Pictures

To add a **Picture**, follow these steps:

1. Click the **New Record** button ▶ on the toolbar. A blank Pictures screen appears.

2. Enter a new **Picture ID** and **Description.**

3. Select the **Image Picture Type** to embed your picture.

4. Click in the **Picture** box and Right Click to get the Load menu.

5. Select **Load** and the Browse window will appear.
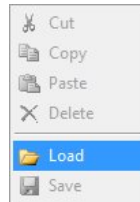
6. Browse to the location of your picture. Select the file and click **Open**.

7. Click the **Save** button ⊟ in the toolbar and close the screen to save your changes and return to the main menu.
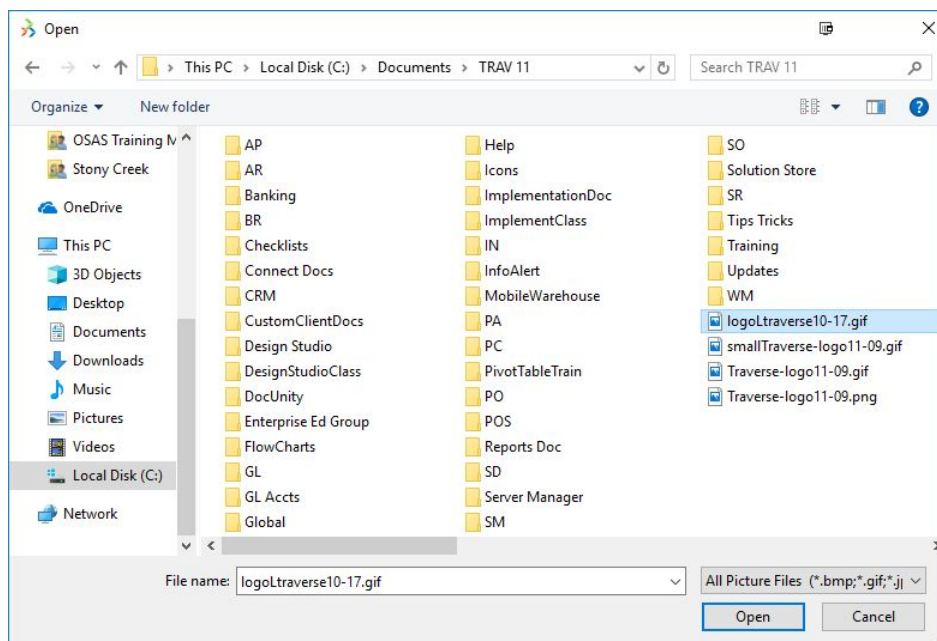
To link a **Picture**, follow these steps:

1. Click the **New Record** button on the toolbar. A blank Pictures screen appears.

2. Enter a new **Picture ID** and **Description**.

3. Select the **Link Picture Type** in order to link to a file. This enables the **Picture Link** section of the screen.

4. Click **Browse** to locate the image to which you want to Link.

5. Select the file and click **Open** to fill in the **Picture Link** path.

6. Click **View** to launch your default graphics program and view the picture.

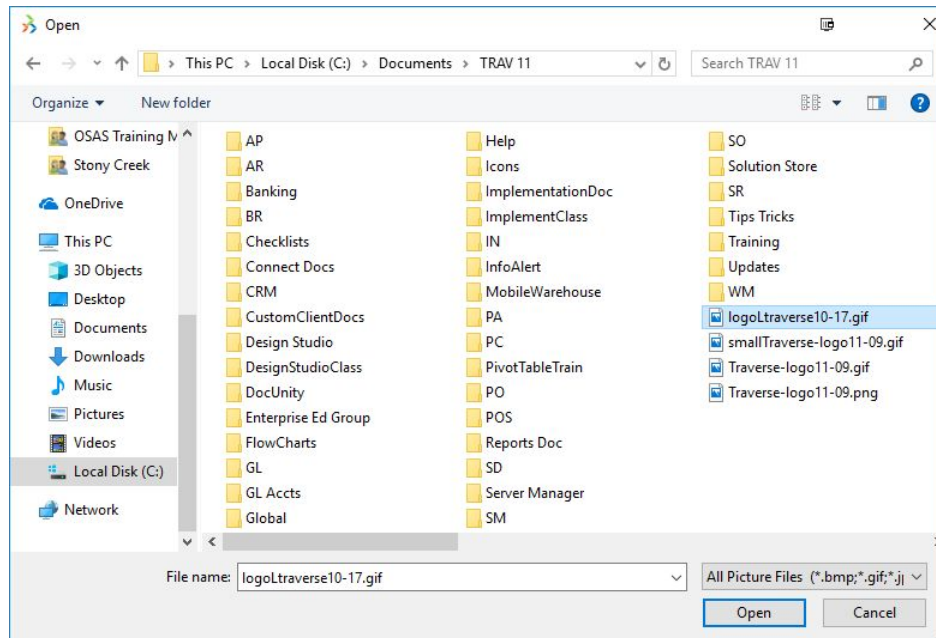7. Click the **Save** button ![save icon] in the toolbar and close the screen to save your changes and return to the main menu.

> To edit a **Picture**, follow these steps:

1. Select the **Picture ID** to edit.

2. Right-click the **Picture** box, or edit the **Picture Link**, or **Browse** to a new picture file.

3. Edit the Picture in the appropriate application opened by Microsoft Windows.

4. Click the **Save** button ![save icon] in the toolbar and close the screen to save your changes and return to the main menu.

> To delete a **Picture**, follow these steps:

1. Make sure that the Picture is not being used.

2. Select the **Picture ID** to delete.

3. Select the **Delete** hot key F3, or the **Delete Record** button ![x icon] on the toolbar.

PRICE BREAKS

Use the **Price Breaks** function to set up increasing discounts for Customers as the quantity of sales increases. For example, you can set up a Price Break ID that gives a 1 percent discount on purchases of a quantity of 10, a 2 percent discount on purchases of a quantity of 20, and a 3 percent discount on purchases of a quantity of 30 or more.

To set up **Price Breaks**, follow these steps:

1. Select **Price Breaks** from the **Setup and Maintenance** menu.

Price Breaks Menu
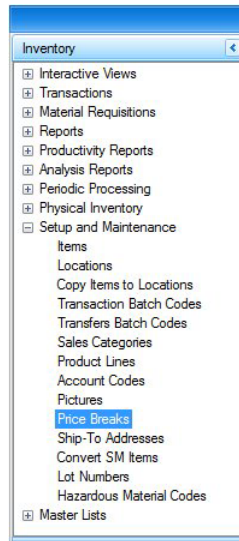
2. The **Price Breaks** screen appears.

Price Breaks Screen

3. Enter the **Price Break ID**.

4. Enter a **Description** for the Price Break.

5. Enter the **Break Quantity** of Items that must be sold before you can apply a discount.

6. Enter the **Adjustment** amount or percent discounted for each Item after the break quantity is exceeded. Use a minus sign (−) to indicate a markdown.

7. Select the **Adjustment Type**: **Percent** or **Amount**.

Adding, Editing, and Deleting Price Break IDs

To add a **Price Break ID**, follow these steps:

1. Select the **New Record** ⏩ icon on the toolbar.

2. Enter the **Break ID**, **Description**, **Break Quantity**, **Adjustment**, and **Adjustment Type**.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To edit a **Price Break ID**, follow these steps:

1. Select the **Price Break ID** to edit.

2. Change the Price Break information.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

> To delete a **Price Break ID**, follow these steps:

1. Make sure that the Price Break is not being used on an Item ID.

2. Select the **Price Break ID** to delete.

3. Select the **Delete** hot key F3, or the **Delete Record** button ✕ on the toolbar.

Producing a Price Breaks List

Use the **Price Breaks List** function on the Master Lists menu, to produce a list of Price Break Quantities, Adjustments, and Adjustment Types setup in the Price Breaks function.

To produce a **Price Break List**, follow these steps:

1. Select **Price Break List** from the **Master Lists** menu.

Price Break List Menu
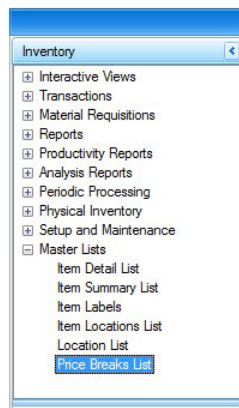
2. The **Price Break List** screen appears.

Price Break List Screen
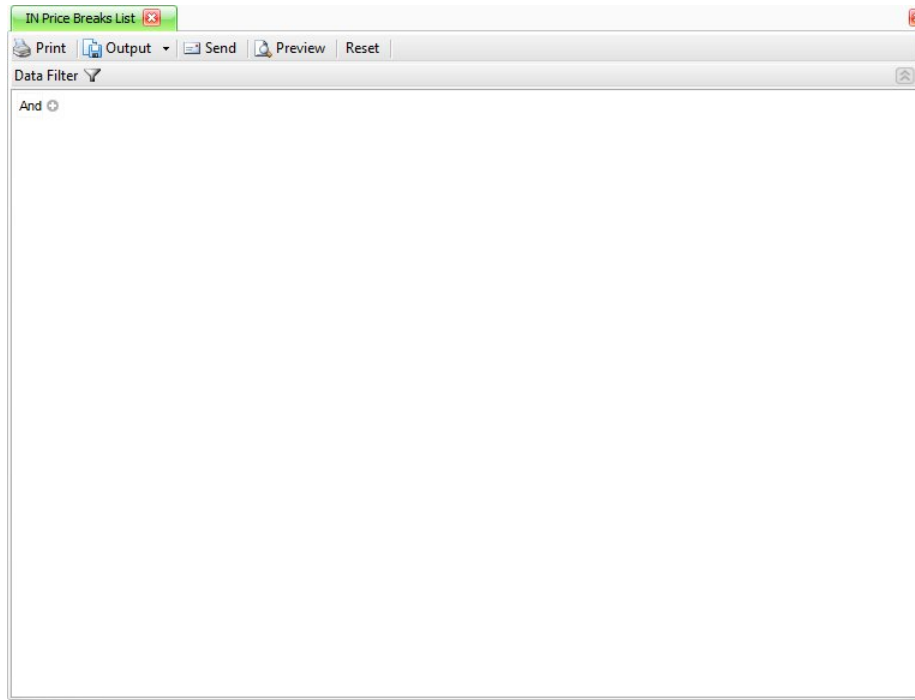
3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Price Breaks List

	Continental Products Unlimited			Page 1
	Price Breaks List			
Report Filter				
Price Break ID	**Description**			
		Break Quantity	**Break Adj**	**Break Adj Type**
Break	Price Break			
		5.0000	-5.00	Percent
		15.0000	-10.00	Percent
		30.0000	-15.00	Percent

SHIP-TO ADDRESSES

Use the **Ship-To Addresses** function to enter, change or delete shipping addresses. The addresses are used in the Material Requisitions function.

To add **Ship-To Addresses**, follow these steps:
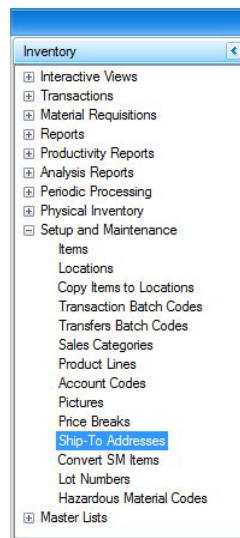
1. Select **Ship-To Addresses** from the **Setup and Maintenance** menu.

Ship-To Addresses Menu

2. The **Ship-To Addresses** screen appears.

Ship-To Addresses Screen

3. Enter the **Ship-To ID**.

4. Enter the Ship-To **Name**.

5. Enter the Ship-To **Address**.

Adding, Editing, and Deleting Ship-To Addresses

To add a **Ship-To Address**, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar. A blank record appears.

2. Enter the **Ship-To ID**, **Name**, and **Address** information.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To edit a **Ship-To Address**, follow these steps:

1. Select the **Ship-To ID** of the Ship-To Address to edit. The Ship-To Address information appears.

2. Edit the information.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To delete a **Ship-To Address**, follow these steps:

1. Make sure that the Ship-To Address you want to delete is not being used in transactions.

2. Select the **Ship-To ID** of the Ship-To Address to delete.

3. Select the **Delete** hot key F3, or the **Delete Record** button ✕ on the toolbar.

Producing a Ship-To Address List

Use the **Ship-To Addresses List** function to produce a list of ship-to addresses setup in the Ship-To Addresses function.

To produce a **Ship-To Addresses List**, follow these steps:

1. Select the **Print Preview** button 🔍 to preview the list of Ship-To Addresses.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

> **NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

Ship-To Addresses List

<div>

Continental Products Unlimited
IN Ship-To Addresses

Page 1

Ship-To ID	Name	Address1	Address2
OSI South	Laura Schneider	1234 Longhorn Ave	Austin, TX, 68597
OSI East	Mary Lou Husk	4536 Buckey Road	Columbus, OH, 35964
OSI West	Lisa Soul	4123 Rose Lane	Los Angeles, CA, 90210

</div>

HAZARDOUS MATERIAL CODES

Use the **Hazardous Material Codes** function to maintain the codes used for hazardous materials to be put on the Bill of Lading set up in the Warehouse Management application. The codes are pre-populated with known values normally used on the Bill of Lading.

To maintain **Hazardous Material Codes**, follow these steps:
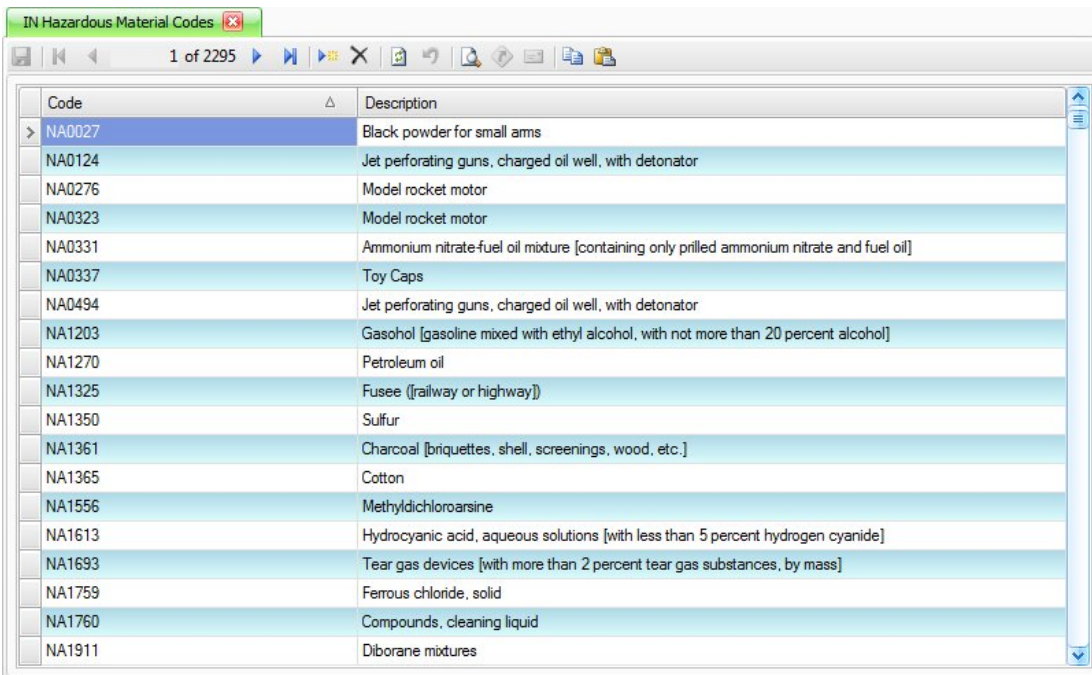
1. Select **Hazardous Material Codes** from the **Setup and Maintenance** menu.

Hazardous Material Codes Menu
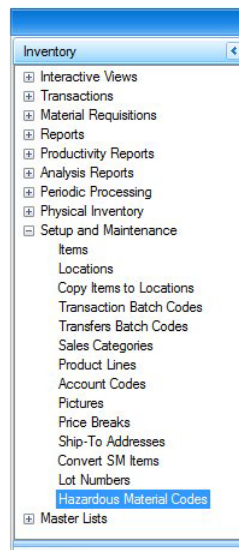
2. The **Hazardous Material Codes** screen appears.

Hazardous Material Codes Screen

3. To add a new **Code** select the **New Record** button on the toolbar. You are brought to the end of the codes list.

4. Enter a new **Code**.

5. Enter a **Description** for the Code to print on the Bill of Lading.

Producing a Hazardous Material Codes List

Use the **Hazardous Material Codes** List function to produce a list of Hazardous Material Codes set up using the function.

To produce a **Hazardous Material Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Hazardous Material Codes.

2. The **Preview Report** screen appears.

3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Hazardous Material Codes List

**Continental Products Unlimited
IN Hazardous Material Codes**

Page 1

Code	Description
NA0027	Black powder for small arms
NA0124	Jet perforating guns, charged oil well, with detonator
NA0276	Model rocket motor
NA0323	Model rocket motor
NA0331	Ammonium nitrate-fuel oil mixture [containing only prilled ammonium nitrate and fuel oil]
NA0337	Toy Caps
NA0494	Jet perforating guns, charged oil well, with detonator
NA1203	Gasohol [gasoline mixed with ethyl alcohol, with not more than 20 percent alcohol]
NA1270	Petroleum oil
NA1325	Fusee ([railway or highway])
NA1350	Sulfur
NA1361	Charcoal [briquettes, shell, screenings, wood, etc.]
NA1365	Cotton
NA1556	Methyldichloroarsine
NA1613	Hydrocyanic acid, aqueous solutions [with less than 5 percent hydrogen cyanide]
NA1693	Tear gas devices [with more than 2 percent tear gas substances, by mass]
NA1759	Ferrous chloride, solid
NA1760	Compounds, cleaning liquid
NA1911	Diborane mixtures
NA1954	Refrigerant gases, n.o.s. [or] Dispersant gases, n.o.s.
NA1955	Organic phosphate, mixed with compressed gas [or] Organic phosphate compound, mixed with co
NA1961	Ethane-Propane mixture, refrigerated liquid
NA1967	Parathion and compressed gas mixture
NA1993	Compounds, cleaning liquid
NA1999	Asphalt, [at or above its flash point]
NA2212	Asbestos
NA2448	Sulfur, molten
NA2742	sec-Butyl chloroformate
NA2810	Compounds, tree killing, liquid [or] Compounds, weed killing, liquid
NA2845	Ethyl phosphonous dichloride, anhydrous [pyrophoric liquid]
NA2927	Ethyl phosphonothioic dichloride, anhydrous
NA3077	Hazardous waste, solid, n.o.s.
NA3082	Hazardous waste, liquid, n.o.s.
NA3178	Smokeless powder for small arms ([100 pounds or less])
NA3334	Self-defense spray, non-pressurized
NA3356	Oxygen generator, chemical, spent
NA9035	Gas identification set
NA9191	Chlorine dioxide, hydrate, frozen
NA9202	Carbon monoxide, refrigerated liquid [(cryogenic liquid)]
NA9206	Methyl phosphonic dichloride

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Kent.Heitkamp

ITEMS

Use the **Items** function to enter and maintain your Inventory Item IDs at the Item level.

The field descriptions assume that you are entering information for the first time. Refer to the procedures after the field descriptions if you are editing information.

To set up **Items**, follow these steps:

1. Select **Items** from the **Setup and Maintenance** menu.

Items Menu

2. The **Items** screen appears.

Items Screen

3. Enter the **Item ID**.

4. Select an Item ID from which to copy existing information. The **Copy From** dialog box appears (page 3-70).

5. Enter a **Description** of the item.

6. Select the **Item Type**:(required)

   • **Serialized** Item IDs require you to enter a Serial Number for each piece when purchasing and selecting from available Serial Numbers when selling.

   • **Nonserialized** Item IDs require no Serial Number for any transactions. They are just plain Items and can include Lot Numbers.

- **Service** Item IDs do not track quantities. You are allowed to edit the cost of service items when doing sales transactions.

   Service Item IDs are specifically defined as not having physical characteristics or quantities. The intent of Service Item IDs are to be used for purposes of pricing and standardized reporting. I could set up a Service Item ID called Training with a UOM of hours, with a certain price per hour. I don't "stock" training hours. Now I can use this item to sell 6 hours of TRAINING to someone and have the pricing be done correctly, and know that I can query on history using TRAINING as a keyword, and get consistent results regarding how much TRAINING I've sold.

7. Select the **Item Status**: (required)

   - **Active** Item IDs can be purchased and sold.

   - **Discontinued** Item IDs can be sold but not purchased.

   - **Superseded** Item IDs can be sold but not purchased. If you change an Item Status to Superseded, the Location Status also changes to Superseded. You are required to enter a Superseded Alternate Item ID.

   - **Obsolete** Item IDs cannot be purchased or sold.

8. If the Status of the Item ID is Superseded, select an Item ID to use as a **Superseded Alternate**, as a replacement for the Item ID that is no longer available for purchase or sale. This field is displayed if the Item ID has a Superseded Status.

9. Check the **Kitted** box if the Item ID is the ID for a Kit, set up in Bill of Material/Kitting. No quantity or cost information is stored for the Kit Item ID. This check box is not available for Service Type Item IDs.

10. Check the **Lotted** box if the item is part of a Lot; otherwise, clear the box. This check box is not available for Service Type Item IDs. A Lot Number is required for all purchases and sales.

11. Check the **Auto Reorder** box to have the system calculate the reorder point for the item; otherwise, clear the box. The check box is not available for Service Type items. This field will be used with the Purchase Order application.

12. For Serialized Item IDs, select the **Costing** to use for your Serial Numbers;

   General will use the Costing Method selected in the Business Rules (page 3-5) when making a sales transaction. If you are using the FIFO or LIFO Costing Method the cost of each Serial Number will be brought into the sales transactions.

   Specific item will look at the cost of each individual Serial Number to bring in the cost of a sales transaction.

The default when setting up a new Serialized Item ID will be the selection you made in the Business Rules (page 3-5) function for the option Serialized Cost Default. The default is set to Specific Item. When an upgrade or data migration is done from a prior version the default will be set to Specific Item, which is how it works in older versions of TRAVERSE.

13. Enter the **Base UOM**, which must be your smallest Unit of Measure. This becomes the first record on the **Units** tab.(required)

14. For Serialized Item IDs, the **Default UOM** is the Base Unit Of Measure you entered in the Base UOM field. For Nonserialized Item IDs with multiple Units of Measure, the Default Unit of Measure can be selected from the drop down list once alternate Units of Measure have been set up.

    The Default Unit of Measure will default into the Unit field in Accounts Receivable/Sales Order and Accounts Payable/Purchase Order transactions, if Unit Defaults are not set up on the Unit Default tab.

`Maint` 15. Select the **Sales Category** of the Item ID, which is set up in the Sales Categories function (page 3-33).

`Maint` 16. Select the **Product Line** of the Item ID, which is set up in the Product Lines function (page 3-37).

`Maint` 17. Select the **Price ID** of the Item ID. A Location level Price ID can also be assigned on the Item Locations tab (page 3-83); if the Price IDs are different, the Location level Price ID is the default.

`Maint` 18. Select the **Tax Class** of the Item ID.

`Maint` 19. Select the **Hazmat Code** to be used on the Bill of Lading printed from the Warehouse Management application.

`Maint` 20. Select the **Picture ID** of the Item ID.

21. Enter an **Additional Description** about the Item ID. You can elect to print this information on report screens.

    The Additional Descriptions can be copied to the Accounts Receivable, Accounts Payable, Sales Order, and Purchase Order applications to be used during transaction entry by selecting the Copy Additional Descriptions From SM/IN Items option in the Business Rules function of the application.

Command Buttons

Name	Description
View Picture	Display the picture corresponding to the selected picture ID.

Adding, Editing, and Deleting Item Records

To add an **Item** record, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar. A blank Items screen appears.

2. Enter the **Item ID**.

3. Select an Item ID in the **Copy From** field to copy information from, or enter the required information.

4. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To edit an **Item** record, follow these steps:

1. Select the **Item ID** of the Item to edit. Information about the Item appears.

2. Edit the information.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To delete an **Item** record, follow these steps:

1. Make sure that the Item has zero quantities in inventory.

2. Select the **Item ID** of the Item to delete.

3. Select the **Delete** hot key F3 or the **Delete Record** button ✕ on the tool bar.

Copy From Dialog Box
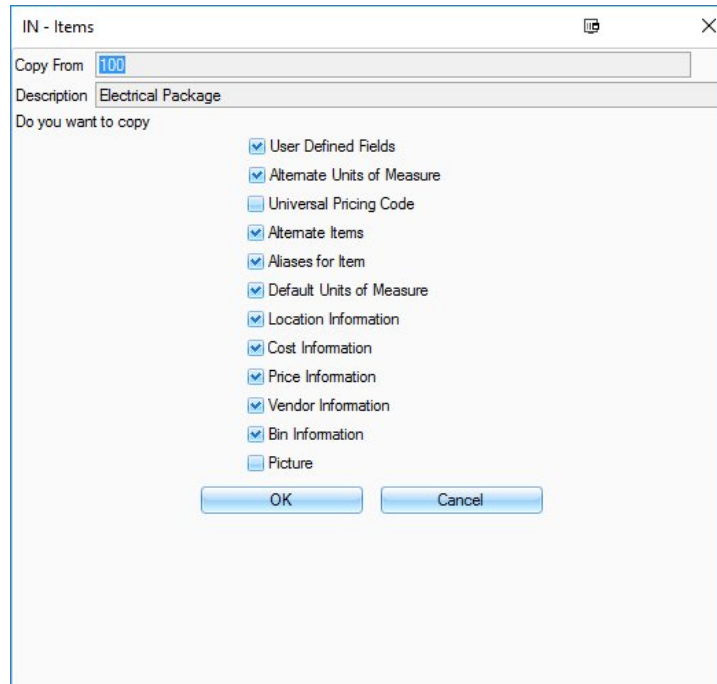
1. The **Copy From** dialog box appears when you select an **Item ID** in the **Copy From** field on the Items screen.

2. The Item ID of the Item to **Copy From** and the Item **Description** default from the Items screen and cannot be changed.

3. Check the boxes of the information to copy to the new Item ID; **User Defined Fields**, **Alternate Units of Measure**, **Universal Pricing Code**, **Alternate Items**, **Aliases for Item**, **Default Units of Measure**, **Location Information**, **Cost Information**, **Price Information**, **Vendor Information**, **Bin Information**, and **Picture**.

4. Select **OK** to copy the information or **Cancel** to return to the Items screen.

Units Tab

Unit	Conv Factor	Penalty Type	Penalty	UPC	Weight	Minimum Sale Quantity
> FOOT	1.0000	$	0.0000		0	0.0000
ROLL	16.0000	$	0.0000		0	0.0000
*						

Record 1 of 2

Use the **Units** tab to enter multiple Units of Measure for the Nonserialized Item IDs; Serialized Item IDs can have only one Unit of Measure. Select the Default Unit of Measure from the Default UOM drop down list in the header section.

1. Enter the **Unit** of measure for the Item ID. The first record is always the Base Unit of Measure you entered in the Base UOM field.

2. Enter the **Conv Factor** for the Unit of Measure, the portion of the Base Unit that is the alternate Unit. For example: the Base Unit of Measure is EACH and the Alternate Unit of Measure is DOZEN. The Conversion Factor is 12 because there are 12 Base Units of each in one dozen.

NOTE: The conversion factor for the Base Unit of Measure must be 1.

3. Select the **Penalty Type**: **%** for a percentage, or **$** for a currency amount.

    -   A **Percent** penalty applies to the fractional parts of units sold, resulting in a unit penalty.

    -   An **Amount** penalty applies to the Inventory Item ID, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

    -   The penalty type determines the price when fractional parts of a unit are sold.

4. Enter the Percent or Amount of the **Penalty**. For example: the Unit of Measure CARTON is set up to assess a 10 Percent Penalty when a fraction of a CARTON is sold. If the price of a CARTON is $500 and a Customer orders 2.5 CARTONS, the price would be calculated as follows:

    2 cartons x $500 = $1,000

    .5 cartons x $500 = $250

    Broken case penalty ($250 x.10) = $25

    Total = $1,275

5. Enter the identification number for the Unit of Measure to use as a reference. The Universal Price Code (**UPC**) capability is currently used only in the Point of Sale module.

6. Enter the **Weight** of the item to be used on the Bill of Lading in the Warehouse Management application. The Weight entered must be in the Default Weight Unit set up in the Business Rules (page 3-5) function.

7. Enter the **Minimum Sale Quantity** in the last box, if any.

Unit Defaults Tab

Use the **Unit Defaults** tab to set different Default Units of Measure for various transaction types. The Unit of Measure will use the **Default UOM** if you leave the **Unit Defaults** tab blank.

1. Select the transaction **Type**; **Reporting**, **Sales**, **Purchases**, **Manufacturing**, or **Service**.

2. Select the **Unit** default to be associated with transactions of that Type. The Unit of Measure you choose must first be set up on the Units tab in Item Maintenance.

Alternates Tab

Use the **Alternates** tab to enter Item IDs that are comparable to or can be substituted for other Item IDs. An Alternate Item ID is used when you sell an item with insufficient quantities.

1. Select the **Alternate Item Id** for the item.

2. Enter the **Start Date** to begin using the Alternate Item ID. Leave this field blank if there is not a specific Start Date.

3. Enter the **End Date** to stop using the Alternate Item ID. Leave this field blank if there is not a specific End Date.

Aliases Tab

Use the **Aliases** tab to enter another name for the Item ID that can be specified to a User, Vendor or Customer. For example: item 700873920PS has an Alias of *PS*. When you enter *PS* in the Item ID field, the full Item ID is displayed and a message indicates that *PS* is an Alias for Item ID 700873920PS. This can be used to set up Vendor and Customer Item IDs, so you can enter the Vendor or Customer Item ID for a specific Vendor or Customer and your Item ID will be brought into the transaction. The same Alias can be used for a category of Item IDs.

The system does not recognize Aliases in the **Location Transfers** function.

1. Enter the **Alias**.

2. In the **Type** column, choose whether this Alias will be used in reference to a **User**, **Customer**, or **Vendor**.

3. In the **Reference** column select the **User ID**, **Vendor ID**, or **Customer ID** for the Alias, or enter an asterisk (*****) to use the Alias for all Users, Vendors or Customers.

> When a Vendor Part Number is set up, the Vendor's Part Number will print on the Purchase Order form if you elect to use and print Additional Descriptions.

> When a Customer Part Number is set up, the Customer's Part Number will show in the Accounts Receivable and Sales Orders transactions when viewing the Item in the detail mode, or the Customer Part Number column has been brought into the summary grid.

Attachments Screen

Click the **Attachments** button [icon] to enter Notes or Attach Documents relating to this Item ID.

1. Select the **Priority** for the Comment and Attachment; **Regular**, **High** or **Low**.

2. Select the **Status** for the Comment and Attachment; **Public** or **Private**.

3. Select the **Expires** date for the Comment.

4. The Item ID will default into the **Keywords** field. Add more Keywords if desired.

5. Enter the **Notes** for the Item ID.

6. **Link Documents** associated with this Item ID by click in on the **Browse** [icon] button and selecting the file to attach.

7. You may use the **Embedded Document**, to place a document into the Attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document. Click in on the **Browse** [icon] button and select the file to embed.

Producing an Item Detail List

The **Item Detail List** contains information about your Inventory Items: general information, Alternate Items, Units of Measure, and Location summary information.

To produce an **Item Detail List**, follow these steps:

1. Select **Item Detail List** from the **Master Lists** menu.

Item Detail List Menu
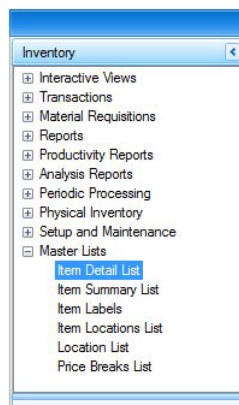
2. The **Item Detail List** screen appears.

Item Detail List Screen
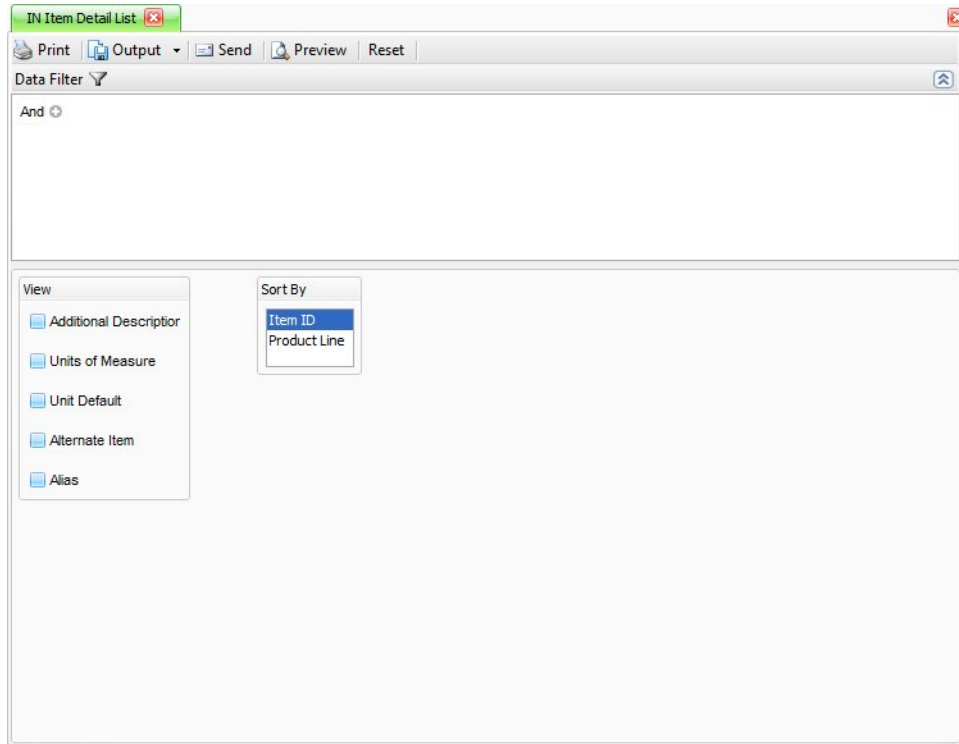
3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Check the appropriate boxes to select the information to **View** in the list; **Additional Description**, **Units of Measure**, **Unit Defaults**, **Alternate Item**, and **Alias**.

5. Select the **Sort By** criterion for the list; **Item ID** or **Product Line**.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Item Detail List

	Continental Products Unlimited	Page 1
	Item Detail List	
	Sorted By Item ID	

Report Filter
Print   Additional Description, Units of Measure, Unit Defaults, Alternate Items, Aliases

Item ID   100
Description   Electrical Package
                 Includes Electrical Outlets and

General Information

Type	Nonserialized	Sales Category	P1
Status	Active	Product Line	MATERIAL
Supersede ID		Costing	N/A (non-serial)
Track Lots	No	Price ID	
Auto Reorder	Yes	Tax Class	3
Base UOM	PKG	HazMat Code	
Default UOM	PKG	Picture ID	

Units of Measure

	Units	Conversion Factor %/$	Penalty	UPC	Weight	Dflt Weight UOM	Minimum Sale Qty
Base Alternates	PKG	1.0000 %	0.0000		0.0000	Lbs	0.0000

Unit Defaults

Alternate Items

Aliases

Alias ID	Type	Reference
ELECTRIC	User	*

Item ID   150
Description   Plumbing Package

General Information

Type	Nonserialized	Sales Category	P1
Status	Active	Product Line	MATERIAL
Supersede ID		Costing	N/A (non-serial)
Track Lots	No	Price ID	
Auto Reorder	Yes	Tax Class	3
Base UOM	PKG	HazMat Code	
Default UOM	PKG	Picture ID	

Units of Measure

Units	Conversion Factor %/$	Penalty	UPC	Weight	Dflt Weight UOM	Minimum Sale Qty
PKG	1.0000 %	0.0000		0.0000	Lbs	0.0000

Unit Defaults

Alternate Items

Aliases

Alias ID	Type	Reference
PLUMBING	User	*

Item ID   200
Description   Heating/Cooling Package

General Information

Type	Nonserialized	Sales Category	P1

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Producing an Item Summary List

The **Item Summary List** summarizes general information about your inventory items.

To produce an **Item Summary List**, follow these steps:

1. Select Item **Summary List** from the **Master Lists** menu.

Item Summary List Menu
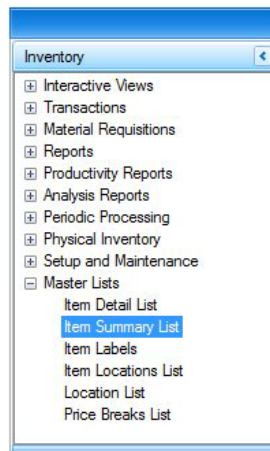
2. The **Item Summary List** screen appears.

Item Summary List Screen
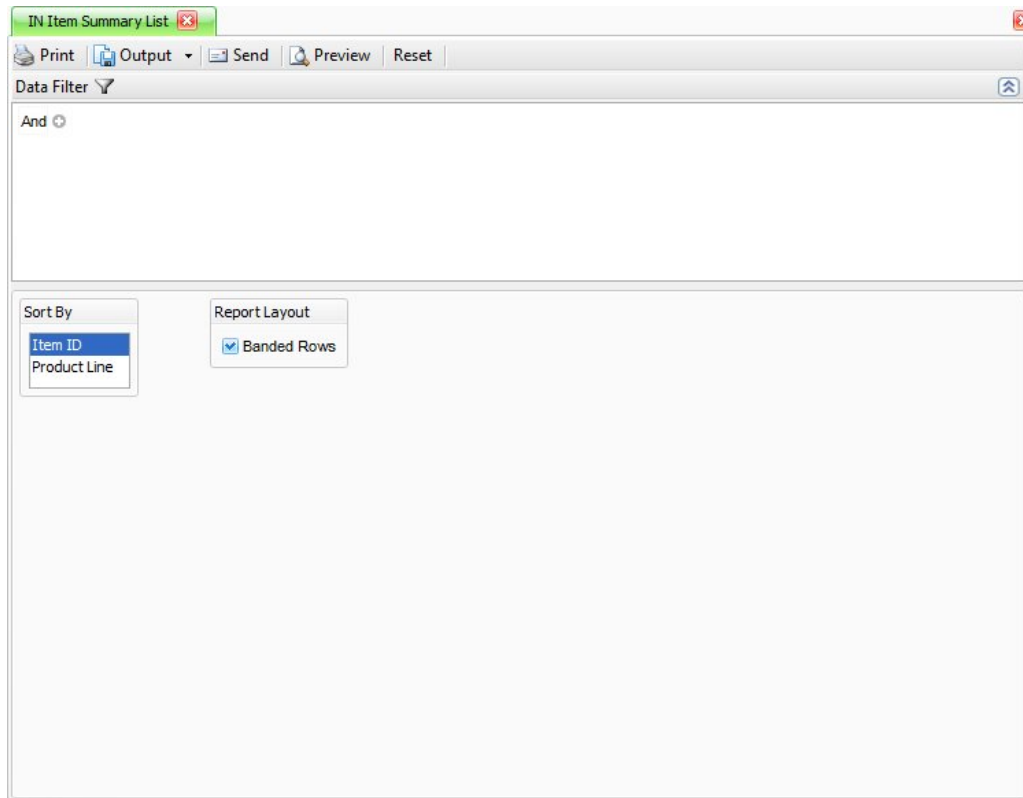
3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the **Sort By** criterion for the list; **Item ID** or **Product Line**.

5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Item Summary List

Continental Products Unlimited
Item Summary List
Sorted by Item ID

Page 1

Report Filter

Item ID	Description	Price ID Status / Type	Auto Reorder	Track Lots	Sales Category	Product Line	Base UOM	Default UOM	Tax Class HazMat Code
100	Electrical Package	Active / Nonserialized	Yes	No		P1		PKG	3
150	Plumbing Package	Active / Nonserialized	Yes	No		P1		PKG	3
200	Heating/Cooling Package	BUILD	No	No		P1		PKG	3
200100	Furnace	BUILD	No	No	HEAT/AIR	P1		EA	0
200200	Water Heater	Active / Nonserialized	No	No	HEAT/AIR	P1		EA	0
200300	Air Conditioner	BUILD	No	No	HEAT/AIR	P1		EA	0
200400	Water Softener	Active / Nonserialized	No	No	HEAT/AIR	P1		EA	0
200500	Sump Pump	BUILD	No	No	HEAT/AIR	P1		EA	0
200600	Humidifier	BUILD	No	No	HEAT/AIR	P1		EA	0
250	Exterior Panels	Active / Nonserialized	No	Yes	HEAT/AIR	S1		CS	3
300	Interior Door	BUILD	Yes	No	MATERIAL	D1		EA	3
350	Entry Door	BUILD	Yes	No	MATERIAL	D1		EA	3
400	Interior Materials	BUILD	Yes	No	MATERIAL	P1		PKG	3
4401	Black Plastic 4" Handle	Active / Nonserialized	No	Yes	MATERIAL			EA	0
450	Slide by Window 24" x 40"	BUILD	Yes	Yes	MATERIAL	W1		EA	3
45020	Steel 1/4 Flat	Active / Nonserialized	No	No			SQIN	SQIN	0
45030	Steel Rod 1/2"	Active / Nonserialized	No	No			IN	IN	0
45112	Brake Plate (Drilled)	Active / Nonserialized	No	No			EA	EA	0

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ITEM LOCATIONS

Use the **Item Locations** tab to add and maintain the following item-specific information at the location level:

- General Default

- Location Status

- Price

- Cost

- Vendor

- Location Defaults

- Location History

- Cost Detail

- Bin Numbers

- Lot Numbers

- Serial Numbers

The field descriptions assume that you are entering information for the first time. Refer to the procedures after the field descriptions if you are editing information.

To add or maintain Location specific information for Item IDs, follow these steps:

1. Select **Items** from the **Setup and Maintenance** menu.

2. Select the **Locations** tab.

3. The **Item Locations** tab appears.

Item Locations Tab

4. Select an **Item ID**. The **Description** and **Base Unit** for the Item ID appears.

5. Select the **Location** you want.

6. Click **Add** to add locations. The **Copy From** dialog box appears.

- Select the **Add to Locations ID**. Select the **All** button to select all available Location IDs. Select the **None** button to clear the check box for all selected Location IDs.

- Select the **Copy From Item** ID and **Copy From Location** ID.

- Select the **Account Code** for the Item and Location. The Account Code indicates which default General Ledger Accounts are used when you post.

- Select the check boxes of the information you want to copy to the new Location; **Location Information**, **Price Information**, **Cost Information**, **Vendor Information**, and **Bin Information**.

- Click **OK** to copy the information. Click **Cancel** to return to the Item Locations tab without copying information.

7. Click **Delete** to delete locations where the item is no longer stored.

8. Select the **Location Status**.

- **Active** Item IDs can be purchased and sold.

- **Discontinued** Item IDs can be sold but not purchased.

- **Superseded** Item IDs can be sold but not purchased. If you change an Item Status to Superseded, the Location Status also changes to Superseded.

- **Obsolete** Item IDs cannot be purchased or sold.

The Location Status is dependent on the Item Status.

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

NOTE: When you enter transactions, the system checks the Item Status and then the Item Location Status. You cannot purchase an Obsolete, Discontinued, or Superseded Item ID, and you cannot sell an Obsolete Item ID.

- If the Status of the Item ID is Superseded, select an Item ID to use as a **Superseded Alternate** as a replacement for the Item ID that is no longer available for purchase or sale. This field is displayed if the Item ID has a Superseded Status.

9. Select the **Forecast Type** you want to use to calculate the reorder point for the Location. Reorders are calculated by the Purchase Order application.

10. Select the **Account Code** for the Item ID and Location. Use the Account Code to indicate which General Ledger Accounts you want to use when you post.

11. Enter the **Average** weighted **Cost** of the item over time if you use the average costing method. The formula for calculating the Average Cost is:

    (On Hand Qty x Current Average Cost) + (Current Qty Purchased x Current Unit Cost Purchased)/(On-Hand Qty + Qty Purchased)

    This Cost is calculated each time Item quantities are added to the quantity on hand.

12. Enter the **Last Cost** of the Item ID. The Last Cost is the Cost of the last Purchase transaction in Inventory, Accounts Payable, and Purchase Order.

    The **Last Cost** is updated each time Item quantities are added to the quantity on hand.

13. Enter the **Base Cost** of the Item ID. The Base Cost is used for calculating prices in the Sales Order pricing setup, as a markup from cost.

14. Enter the **Standard Cost** of the Item ID if you use the Standard Costing Method.

15. The **Ext Cost**, **COGS Adj**, and **Adj Value** that appear, in the **Valuation** area, for the Item ID and are view-only.

16. Select the **Calculate** button to instantly calculate the **Valuation** field values, for the selected Location.

Loc Defaults Tab

The information on the **Loc Defaults** tab is used in the Purchase Order application.

Maint

1. Select the default **Vendor ID**, which is the Vendor ID of the most frequent supplier of the Item ID. The drop down list is only available when you have Accounts Payable interfaced to Inventory.

2. Select or enter the default **Bin Num**, which is the Bin where the Item ID is most often stored. If you have Warehouse Management installed you will see the Bins set up in that application.

3. Select the default **Price ID** you want to use to calculate the price the item is sold at most often. You can also assign an Item level Price ID on the Items tab; if the Price IDs are different, the Location level Price ID is the default. The drop down list is only available when you have Accounts Receivable interfaced to Inventory.

4. Enter the default **Lead Time**, which is the number of days it usually takes the Vendor to ship the Item ID to you. This field is used in the Purchase Order application to calculate the order point for the Location.

5. In the **Carrying Cost Percent** field, enter the percentage of the total value of your Inventory to use in the EOQ calculation in the reorder process. You can also enter a Carrying Cost Percent on the Locations screen. The Item Location percentage overrides the Location percentage.

6. In the **Ordering Cost Amount** field, enter the total Cost of Shipping, Stocking, and Labor to use in the EOQ calculation in the reorder process. You can also enter an Ordering Cost Amount on the Locations screen. The Item Location amount overrides the Location amount.

7. Enter the Maximum Quantity of units you want to have on hand at one time in the **Maximum Qty** field. This quantity appears on the Overstock Report.

   The Maximum Qty amount is also used in the Min/Max reorder calculation. It is used to determine the quantity to order while keeping your on hand quantity at or below the Maximum Qty.

8. Enter the **Order Point**, which is an estimate of the (quantity you use during the order process) added to (the Safety Stock you maintain). If you want the system to calculate reorders, you must enter an Order Point for the item.

   When the number of units in on hand reaches this point, the Item ID is listed on the Safety Stock Alert Report.

   The Order Point quantity is also used in the Min/Max reorder calculation, when the on hand quantity drops to the Order Point quantity, it triggers the Item ID to be included in the reorder calculation.

9. Select an Order Point **Status**:

   • **Manual** – The Order Point shown was entered manually and will be recalculated when the reorder process is run.

   • **Frozen** – The Order Point shown should not be recalculated.

   • **Calculated** – The Order Point shown was calculated by the system.

   If you change the Order Point, select Frozen for the order point status, to keep it at your edited quantity.

10. Enter the minimum number of units to keep on hand at all times in the **Safety Stock** field.

11. Select a Safety Stock **Status**:

    • **Manual** – The Safety Stock shown was entered manually and will be recalculated when the reorder process is run.

    • **Frozen** – The Safety Stock shown should not be recalculated.

    • **Calculated** – The Safety Stock shown was calculated by the system.

    If you change the Safety Stock amount, select Frozen for the status, to keep it at your edited quantity.

12. Enter the Economic Order Quantity, the **EOQ** is the most economical quantity to purchase when you place an order.

13. Select an EOQ **Status**:

    • **Manual** – The EOQ shown was entered manually and will be recalculated when the reorder process is run.

- **Frozen** – The EOQ shown should not be recalculated.

- **Calculated** – The EOQ shown was calculated by the system.

14. Enter the **Minimum Order Quantity**.

If an Accounts Payable invoice or Purchase Order transaction is entered with a quantity below this minimum quantity, a message box will be displayed stating that the quantity is below the minimum.

The Minimum Order Quantity is also used in the Min/Max reorder calculation to determine a minimum quantity to suggest as a reorder. A quantity below this minimum will not be calculated using the reorder processing.

NOTE: Make sure the difference between your Order Point and your Maximum Quantity is greater than your Minimum Order Quantity. If the difference is less than the Minimum Order Quantity you will not get a reorder calculated for the Item ID at the Order Point.

15. Select or enter an **ABC Class** for the Item ID, if your company uses ABC analysis or classification of Inventory Items. The ABC Class field is a free form entry field. Once values have been entered for Item IDs they will be displayed in the drop down list.

ABC Class is a relative value of items in the database, ranking items according to multiple criteria, and grouping items into classes that represent the relative value of the items.

ABC Classes are generally used when physical inventory is done using cycle counting. Meaning a portion of your inventory is counted on a daily basis. The ABC class can be used to classify your items into value or usage classes to determine how often they should be counted in your cycle. Usually higher value and higher volume items are counted more frequently, so they would be classified with the same ABC class.

You will see the ABC Class as a selection or filtering criteria in the following places:

- Item Locations Maintenance

- Item Locations View

- Item Locations List

- Freeze Quantities

- PO - Calculate Reorders

- RP Processing (multiple reports)

Loc History Tab

Enter the appropriate dates in the fields.

The information on the **Loc History** tab is updated when you post transactions from the appropriate applications.

- The **Last Sale** and **Last Sale Return** dates are updated when AR or SO invoices or credit memos are posted.

- The **Last Purchase** and **Last Purchase Return** dates will be updated when you save PO receipts or return authorizations or AP transactions.

- The **Last Transfer**, **Last Adjustment**, and **Last Material Req** are updated when the corresponding transaction is saved.

Price Info Tab

The price numbers entered on the **Price Info** tab are used for Accounts Receivable and Sales Order transactions. The **Base Price** is the default price used when selling the item from the selected Location. The other pricing fields are used as adjustment bases when using the Sales Order Pricing calculations.

1. Select the **Unit** of measure for which you want to enter price information.

2. Enter the **Average Price** of the Item ID at this Unit of Measure. This field is updated when you enter a sale. This price amount can be used as an Adjustment Base in the Sales Order pricing setup.

3. Enter the **Base Price** of each Unit, which is used to calculate Price Breaks and Customer pricing in Accounts Receivable and Sales Order. This is the default price used in Inventory Sales transactions, Accounts Receivable transactions and Sales Order transactions without custom pricing.

4. Enter the **List Price** of each Unit, which is the basic, published price without any discounts applied to it. This price amount can be used as an Adjustment Base in the Sales Order pricing setup.

5. Enter the **Minimum Price** at which you want to sell the Item for this Unit. If the Sales Order calculated price or the price you enter into an Accounts Receivable transaction is lower than this price, a message box will be displayed stating that the price is below the minimum. You will then be prompted if you want to continue. This price amount can be used as an adjustment base in the Sales Order pricing setup.

6. In the **Qty Break ID** field, enter the ID of the Quantity Break to use for a Customer to calculate a Quantity Break discounted price, when the Customer purchases larger quantities.

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Cost Detail Tab

Loc Defaults	Loc History	Price Info	Cost Detail	Vendor	Bin Info	Quantity Info

	Initial Date	Base Quantity	Unit Cost	Extended Cost
>	04/29/2009	1.0000	379.4400	379.4400
	05/06/2009	1.0000	379.4400	379.4400

Total Qty =	2.0000		Total Ext Cost =	758.8800

The **Cost Detail** tab is not available for Serialized Item IDs. The information on the Cost Detail tab is view-only, because this information is updated when you post transactions that add to quantities within TRAVERSE, and you cannot manually change it. There is no edit option on this tab as a safeguard to keep those quantities synchronized with your transactions that affect those fields.

NOTE: FIFO and LIFO costing methods calculate costs based on the initial date.

When a Lotted Item ID is selected the Cost Detail tab will display the Lot Numbers currently with quantities on hand.

Vendor Tab

The Date, Quantity, and Cost information fields on the Vendor tab are updated when you post transactions from Accounts Payable or Purchase Order. A Vendor is automatically added when you post transactions from Accounts Payable or Purchase Order if you have selected Yes to the option to Automatically Create Vendor Purchase Information in Business Rules (page 3-5). If you selected No to this option you can manually add Vendors.

Maint

1. Select the **Vendor ID**. Click **Default** to set the Vendor ID on the Loc Defaults tab, which is used when you Generate Purchase Requisitions.

    The search box is only available if you have the Accounts Payable option to interface to Inventory selected as Yes.

2. The Vendor's **Name** is displayed.

3. Enter the last **Quantity** ordered from the Vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this Item ID is purchased from this Vendor, this quantity will default into the Quantity to purchase.

4. Enter the last **Unit Cost** charged by the Vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this Item ID is purchased from this Vendor this cost will default into the Unit Cost field.

5. Enter the last **Unit** of measure ordered from the Vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this Item ID is purchased from this Vendor this Unit of measure will default into the Unit for the purchase.

6. Enter the **Date** of the last purchase from the Vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order.

7. In the **Lead Time** field, enter the number of days it usually takes this Vendor to ship the Item ID to you.

> This field can be used to select a Vendor when generating Purchase Orders from Purchase Requisitions.

8. In the **Order Number** field, enter the number of the last Purchase Order. This field will be updated when you post transactions from Accounts Payable or Purchase Order.

9. Select the **Landed Cost ID** used for the Vendor for Purchase Orders. This field is only available if you use Landed Cost in Purchase Order.

10. If you use multi-currency, the **Currency ID** and **Exchange Rate** at which the item was last purchased appear. If you do not use multi-currency, these fields are not available.

Bin Info Tab

		Bin Number	Tag Number	Date	Count Quantity	Unit	Batch ID
>	Default	BACK	00001510	05/12/2003	0.0000	PKG	BAT1
	Default	E-10	00001532	05/12/2003	18.0000	PKG	BAT1
	Default	UPSTRS	00001552	05/12/2003	0.0000	PKG	BAT1
*	Default						

Record 1 of 3

1. Select or enter the **Bin Number**. The last physical count information associated with the Bin Number appears and is unavailable:

If you have Warehouse Management installed you will only be able to select from the bins set up in Warehouse Management.

- **Tag number** assigned to the Bin.

- Last **Date** a physical count was taken.

- **Count Quantity** during the last physical count.

- **Unit** of measure the last physical count was based on.

- **Batch ID** used in the last physical count.

2. Click **Default** to set the Bin Number on the Loc Defaults tab. This is used when you Print Physical Inventory Tags and Worksheets, if you don't have Warehouse Management installed.

Qty Info Tab

The information on the **Qty Info** tab is view-only because this information is updated when you post transactions within TRAVERSE and you cannot manually change it. There is no edit option on this tab as a safeguard to keep those quantities synchronized with your transactions that affect those fields.

Base Item quantity information appears:

- The **Base Qty On Hand** at the location is displayed.

- The **Base Qty Committed** of units reserved for Customers at the Location is displayed. This field is updated when a New order is entered in the Sales Order application or a New work order is generated in the Bill of Material application or a Manufacturing Production order is released.

- The **Base Qty Available** for sale at the Location (the committed quantity minus the on-hand quantity) is displayed. See How Transactions Effect Inventory quantities (page 4-97) for information on what transactions effect this field.

- The **Base Qty On Order** from Vendors at the Location is displayed. This field is updated when a New order is entered in the Purchase Order application, a New work order for an assembly is entered into Bill of Material, or a Manufacturing Production order for an assembly is released.

Serial Info Tab

The **Serial Info** tab is available only when you select a Serialized Item ID. The information on the Serial Info tab is updated when you post transactions from the appropriate applications.

1. The **Serial Number** of the Item ID is displayed.

2. The unit **Price** and unit **Cost** of the Serialized Item ID are displayed and the Price can be edited.

3. The **Status** of the serialized item is displayed and cannot be edited: the status will be updated when the item is Sold or Adjusted.

   - **Available** Serial Numbers are ready for sale.

   - **In Use** Serial Numbers are sold but not posted.

   - **Sold** Serial Numbers are posted.

   - **Lost** Serial Numbers have Decrease Adjustments, which are usually made when you Update Perpetual Inventory.

- **Sale Returned** when a Credit Memo has been posted.

- **Purchase Returned** when a Debit Memo has been posted.

- **In Transit**, if you have Warehouse Management and you have a Location Transfer entered with a quantity Picked.

Import Pricing

The Import Pricing function will allow users to import Item Prices and process bulk updates. The following fields are available for processing: **Item ID**, **Location ID**, **UOM**, **Break ID**, **Price Average**, **Price Minimum**, **Price List**, **Price Base**, and **Custom Field**. You will have the ability to set the prices for all Locations as well as allow for updating/creating pricing records for all other units of measure. See the Import Definition functions sections in the System Manager Training Manual for details on setting up Import Definitions.

1. Select the **Import** button to display the **Item Pricing Import** screen.

2. The **Item Pricing Import** screen appears.

Item Pricing Import Screen

3. Select the **Map ID** you want to use to import the Item prices.

4. Click the **Browse** button to browse to the **File Name** to use to bring in the Item prices.

5. Select the Import To options to import Item prices to: **All Locations** and **All Item Units**. You may select one or both of these options.

6. Select the **Option** for importing:

- **Create Only** - Add any new records only for Items and prices that are blank.

- **Update Only** - Do not add any new records, only update existing records.

- **Both** - Create new records and update existing records.

7. Select **Import Data** to execute the pricing import.

How transactions effect Inventory quantities

The following chart illustrates how each type of transaction affects inventory quantities.

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Adjustment: Increase **WM IN Adjustment: Increase**		Increase		Increase
IN Adjustment: Decrease **WM Adjustment: Decrease**		Decrease		Decrease
IN Sale: New Order **New Sales Order** **Sales Order Quote to Live order** **Issue BOM Work Order Components** **Manufacturing Production Order Released** **New Service Director Transaction**	Increase			Decrease

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Sale: Verify Order	Decrease	Decrease		
Sales Order Verified				
WM Confirm Record Picked Orders quantity				
Confirm BOM Work Order Components				
Manufacturing Production Order Material Use Components				
Service Director Transaction Qty Used				
IN Sale: Misc. Credit		Increase		Increase
AR Misc. Credit				
Sales Order Misc. Credit				
IN Purchase: New Order			Increase	
New Purchase Order				
Manufacturing Production Assembly Release Order				

| Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Purchase: Goods Received		Increase	Decrease	Increase
Purchase Order Receive Goods				
WM Confirm Receive Goods				
BOM Post Assembly Work Order				
Manufacturing Production Assembly Record Production				
IN Purchase: Invoice		Increase		Increase
Accounts Payable Transaction				
IN Material Requisition Return				
IN Purchase: Misc. Debit		Decrease		Decrease
Accounts Payable Debit Memo				
IN Material Requisition				
Purchase Order Debit Memo				

Producing an Item Locations List

Use the **Item Locations List** function to produce a list of Location, Price, Cost, Vendor, Bin, Lot, and Serial information about your inventory items.

To produce an **Item Locations List**, follow these steps:

1. Select **Item Locations List** from the **Master Lists** menu.

Item Locations List Menu
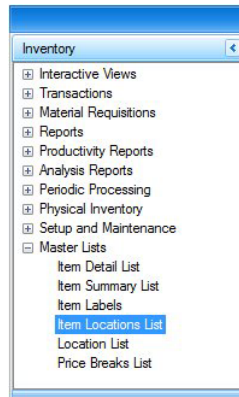
2. The **Item Locations List** screen appears.

Item Locations List Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Check the appropriate boxes to select the information to **View** in the list; **Location Information**, **Cost Information**, **Price Information**, **Vendor Information**, **Bin Information**, **Lot Information**, and **Serial Information**.

5. Select the **Sort By** criterion for the list; **Item ID** or **Product Line**.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

· ·

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

· ·

Item Locations List

Continental Products Unlimited
Item Locations List
Sorted By Item ID

Page 1

Report Filter

Print Cost Information	Yes	Print Price Information	Yes
Print Vendor Information	Yes	Print Bin Information	Yes
Print Lot Information	Yes	Print Serial Information	Yes

Location ID   CA0001

Defaults

Item ID	100	Status	Active	Forecast Type	REG	Price ID
Description	Electrical Package	Account Code	01	Vendor ID	Ace001	Lead Time 7.0
Product Line	MATERIAL	Description	Retail Sales	Bin No		ABC Class A

Order Quantities

			Item Quantities		
	UOM	PKG			
	Quantity	Status	Description		
Maximum Qty	1,000.0000		On Hand	218.0000	
Order Point	0.0000	Calculated	Committed	0.0000	
Safety Stock	0.0000	Calculated	Available	218.0000	
EOQ	2.0000	Calculated	On Order (PO)	0.0000	
Min Order Qty	32.0000	Calculated			

Cost Information

Costs		EOQ Overrides	
Standard	0.0000	Carrying Cost Percent	50.0000
Average	348.0582	Ordering Cost Amount	50.0000
Last	348.0582		
Base	343.5500		

Cost Detail

Initial Date	On Hand	Unit Cost	Extended Cost	Lot No
10/6/2009	43.0000	348.0582	14,966.50	
10/13/2009	5.0000	348.0582	1,740.29	
1/14/2009	95.0000	348.0582	33,065.53	
12/1/2009	50.0000	348.0582	17,402.91	
12/14/2009	25.0000	348.0582	8,701.46	
Total	218.0000		75,876.69	

Price Information

Unit	Average Price	Minimum Price	List Price	Base Price
PKG	4,244.1628	375.0000	535.9900	528.5400

Vendor Information

Vendor ID	Landed Cost ID	Lead Time	Order Quantity	Unit Cost	Order Date	Order No	Currency ID	Exch Rate
Ace001		.0	5.0000	348.0582	10/20/2009	00000016	USD	1.0000
Cab012		.0	50.0000	348.0582	12/1/2009	00000028	USD	1.0000
Met017		.0	5.0000	348.0582	10/13/2009	00000041	USD	1.0000

Quantity Breaks

Quantity	%/$	Price Adjustment

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Producing Item Labels

The **Item Labels** function prints basic inventory information. You can define the label size you want to use and whether to include bar code information. Use the Master Lists, Item Labels function to define label size and bar code inclusion information.

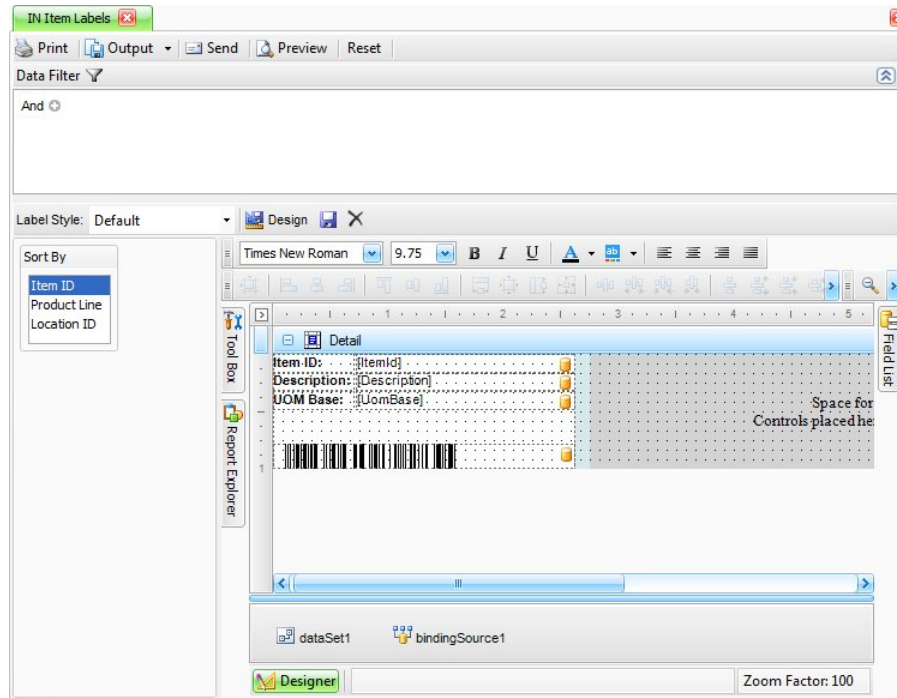To produce **Item Labels**, follow these steps:

1. Select **Item Labels** from the **Master Lists** menu.

Item Labels Menu
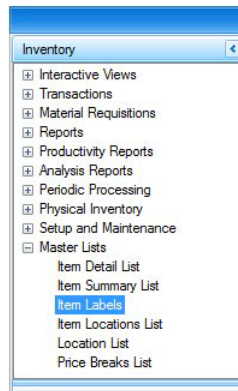
2. The **Item Labels** screen appears.

Item Labels Screen

Details for Item Label Screen

Report Explorer

Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label and their properties, and to see the whole label structure.

Field List

Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field item in the Field List window and then drag and drop it onto the label or a bindable label control.
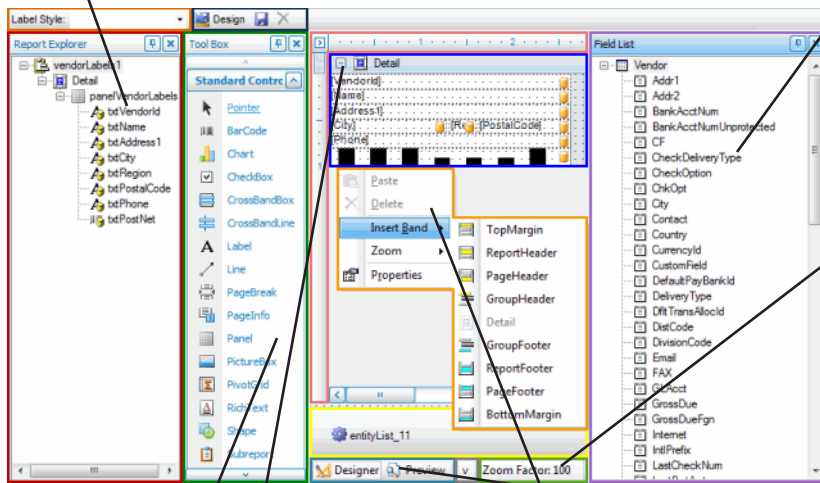
Zoom Panel

This section displays the current value of the zoom factor. To change the zoom factor at design time, use the corresponding buttons on the Context Menu.

View Tabs

Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at design time and it is required to populate its datasource and check its Print output.

Toolbox

Use this tab to add standard controls to the label. Simply drag and drop an item onto the label.

Context Menu

Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

Use this section to;

- See the band name, the band icon corresponding to its type, and the expand/collapse button.

- Expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

• Edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the arrow button in the upper left corner of the label design to see the task menu.
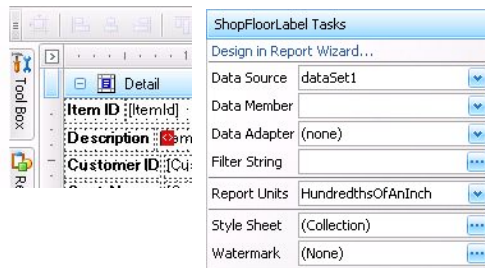
• Select **Design in Report Wizard** to use the design wizard to help design your label.
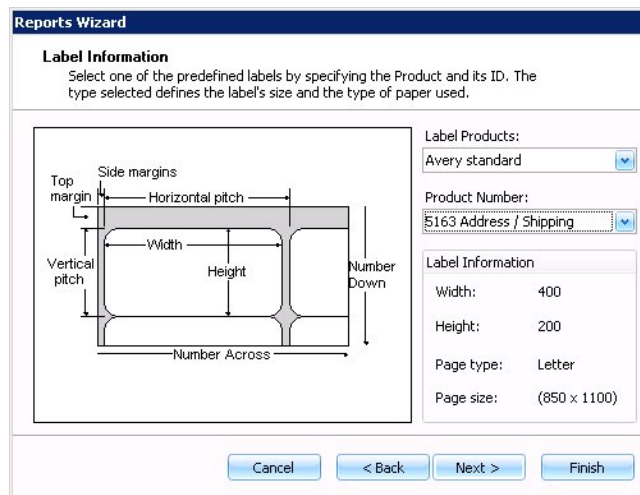
• Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.

- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.

- Select the **Page Size** for the label being printed.

- Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

Use the **Item Labels** function to print labels.

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager.

1. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

2. Select the **LabelStyle** to print.

3. Select the sorting criterion from the **Sort By** section; **Item ID**, **Product Line**, or **Location ID**.

4. Click on the different areas of the example image below to view information on the highlighted section.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Item Labels

Item ID: 100 Description: Electrical Package UOM Base: PKG	Item ID: 100 Description: Electrical Package UOM Base: PKG	Item ID: 100 Description: Electrical Package UOM Base: PKG
Item ID: 100 Description: Electrical Package UOM Base: PKG	Item ID: 150 Description: Plumbing Package UOM Base: PKG	Item ID: 150 Description: Plumbing Package UOM Base: PKG
Item ID: 150 Description: Plumbing Package UOM Base: PKG	Item ID: 150 Description: Plumbing Package UOM Base: PKG	Item ID: 200 Description: Heating/Cooling Package UOM Base: PKG
Item ID: 200 Description: Heating/Cooling Package UOM Base: PKG	Item ID: 200 Description: Heating/Cooling Package UOM Base: PKG	Item ID: 200 Description: Heating/Cooling Package UOM Base: PKG
Item ID: 200100 Description: Furnace UOM Base: EA	Item ID: 200100 Description: Furnace UOM Base: EA	Item ID: 200100 Description: Furnace UOM Base: EA
Item ID: 200100 Description: Furnace UOM Base: EA	Item ID: 200200 Description: Water Heater UOM Base: EA	Item ID: 200200 Description: Water Heater UOM Base: EA
Item ID: 200200 Description: Water Heater UOM Base: EA	Item ID: 200200 Description: Water Heater UOM Base: EA	Item ID: 200300 Description: Air Conditioner UOM Base: EA
Item ID: 200300 Description: Air Conditioner UOM Base: EA	Item ID: 200300 Description: Air Conditioner UOM Base: EA	Item ID: 200300 Description: Air Conditioner UOM Base: EA
Item ID: 200400 Description: Water Softener UOM Base: EA	Item ID: 200400 Description: Water Softener UOM Base: EA	Item ID: 200400 Description: Water Softener UOM Base: EA
Item ID: 200400 Description: Water Softener UOM Base: EA	Item ID: 200500 Description: Sump Pump UOM Base: EA	Item ID: 200500 Description: Sump Pump UOM Base: EA

LOT NUMBERS

Use the **Lot Numbers** function to view and add lot numbers for specific Item IDs in Locations or edit the Initial Date, Vendor ID, Comment, Expiration Date, and Status values for Lots.

To add, view or modify **Lot Numbers** using this function, follow these steps:

1. Select **Lot Numbers** from the **Setup and Maintenance Menu**.

Lot Numbers Menu

2. The **Lot Numbers** screen appears.

Lot Numbers Screen

3. To add an new Lot Number select the **New Record** button in the toolbar.

4. Choose the **Item ID** from the Item ID field. Only Item IDs that are Lotted Type will appear in the drop down list.

5. Select the **Location ID** where the Lot Number is located, or where you want to add the Lot Number.

6. Enter the new Lot Number, or for existing lots the **Lot Number** is displayed.

7. Enter the **Initial Date** or edit if desired.

8. Enter the **Vendor ID** from whom the Item ID was purchased, or edit.

9. The **Comment** entered on the Lot is displayed, and can be edited.

10. The **Expires** date is displayed and can be edited.

Adding, Editing, and Deleting Lot Numbers

To add a **Lot Number**, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar. The cursor is positioned in a blank record at the end of the list.

2. Choose the **Item ID** from the Item ID field.

3. Select the **Location ID** where you want to add the Lot Number.

4. Enter the new **Lot Number**.

5. Enter the **Initial Date**.

6. Enter the **Vendor ID** from whom the Item ID was purchased.

7. Enter a **Comment** about the Lot Number.

8. Enter the **Expires** date, if applicable.

9. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To edit a **Lot Number**, follow these steps:

1. Position the cursor in the field to edit.

2. Change the value in the field.

3. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To delete a **Lot Number**, follow these steps:

1. Make sure the Lot Number is not being used or has no quantities or history.

2. Select the **Lot Number** to delete.

3. Select the **Delete** hot key. (F3 or the **Delete Record** button ✕ on the tool bar)

Producing a Lot Numbers List

Use the **Lot Numbers List** function to produce a list of Lot Numbers edited in the Lot Numbers function.

To produce a **Lot Numbers List**, follow these steps:

1. Select the **Print Preview** button 🔍 to preview the list of batches.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

> **NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Lot Numbers List

Continental Products Unlimited
IN Lot Numbers

Page 1

Item ID	Location ID	Lot Number	Initial Date	Vendor ID	Comment	Expires
4401	MN0002	LOT1	05/31/2003			
800001	MN0001	043009001	04/30/2009			
9000	MN0001	051809001	05/18/2009			

CONVERT SM ITEMS

Use the **Convert SM Items** function to convert System Manager Description Items to Inventory Item IDs.

Use the Items (page 3-65) and Item Locations tab (page 3-83) functions to verify that the Item ID information is correct before you use it. You may need to add information, such as the Unit of Measure.

To **Convert SM Items** to Inventory Item IDs, follow these steps:

1. Select **Convert SM Items** from the **Setup and Maintenance** menu.

Convert SM Items Menu
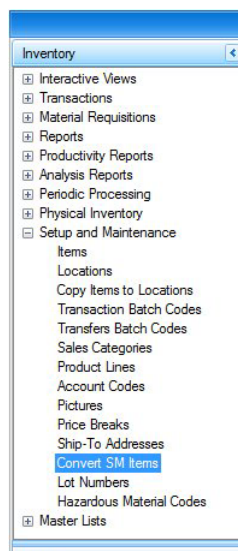
2. The **Convert SM Items** screen appears.

Convert SM Items Screen

<div style="float:left">Maint</div>

3. Select the conversion location for the Item IDs from the **Default Location ID** field.

<div style="float:left">Maint</div>

4. Select the Account Code for the Item IDs from the **Default Account Code** field. Items without default GL Accounts are assigned the Default Account Code.

5. Enter the Item ID's Default Unit of Measure in the **Default UOM** field. The Default Unit of Measure is required when importing Item IDs from SM Items.

6. Select the **Maintain Item GL Accounts** check box, if applicable, to maintain the Items ID' GL Accounts.

   When you select this option you will get a continuation of your Account Code numbering and will name them Auto Gen as the Description. A new Account Code will be made with each combination of Account IDs from your SM Items.

   NOTE: All the Account IDs will not be filled in for the auto generated Account Codes, you must go into the Account Codes function and select an Account ID for each of the fields displayed. See the Account Codes function (page 4-41) for more details.

7. Select **OK** to begin processing or **Close** to return to the Main menu.

8. If some of the Items being converted from SM Items to Inventory Item IDs already exist in Inventory, you will get a list of those Item IDs.
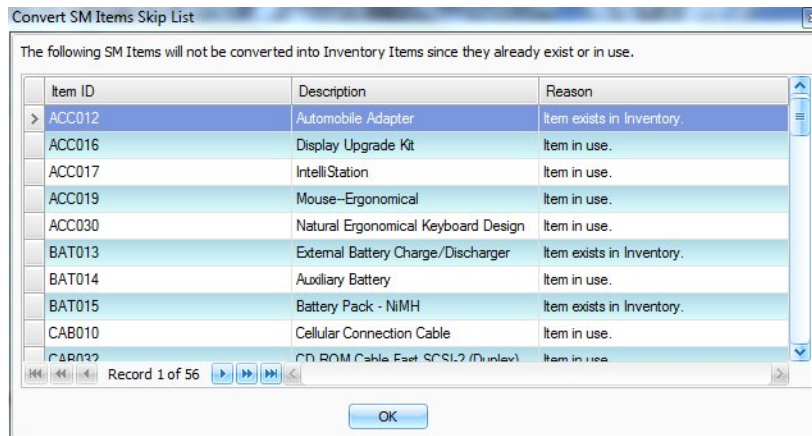
9. Select a command button:

Command Buttons

Name	Description
OK	Begin processing. A message appears when SM Items have been converted successfully.
Activity	See a record of the occurrences of Converting SM Items. Click the **Print Log** button view the Convert SM Items log from that activity occurrence.
Reset	Set all fields to their defaults.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Screen

Post Run	Run Time ▽	Description	User ID	Comments	Print Log
20100614192743	6/14/2010 2:28 PM	IN Convert SM Items	kenth		...

| Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the convert items was made.
Description	The convert items description.
User ID	The user who performed the convert items.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

COPY ITEMS TO LOCATIONS

The **Copy Items to Locations** function is used to copy all or a subset of Item IDs to a new Location.

To use the **Copy Items to Locations** function, follow these steps:

1. Select **Copy Items to Locations** from the **Setup and Maintenance** menu.

Copy Items to Locations Menu
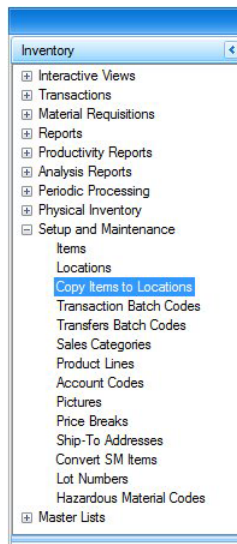
2. The **Copy Items to Locations** screen appears.

Copy Items to Locations Screen

3. Use the **Data Filter** to select the range of **Item IDs** and/or **Product Lines** to filter, or leave the filter blank to include all available data.

4. Select the **Copy From Location ID** from which you want to copy Item IDs.

5. Select the **Account Code** you want to use for the items in each Location selected.

6. Enter **Comments** about the copy.

7. Select or clear the check boxes to include or exclude the specified information when you **Copy**; **Location Information**, **Price Information**, **Cost Information**, **Vendor Information**, and **Bin Information**.
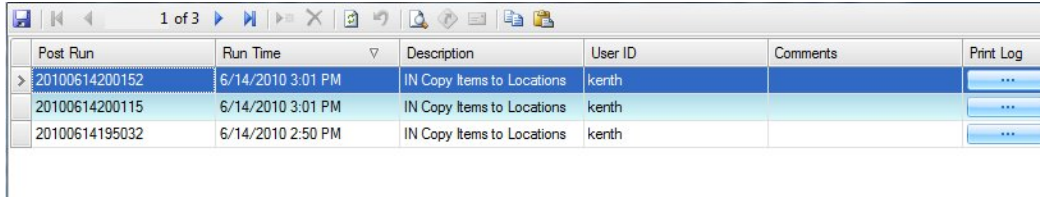
8. In the **Select Location To** area, select the check box(es) for the location(s) to which you want to copy the Item IDs.

9. From the **Account Code** box, select the Account Code to which you want to use for each location you are copying the Item ID(s).

10. Select a command button:

Command Buttons

Name	Description
OK	Begin processing. A message appears when Copy Items to Locations has been copied successfully.
Activity	See a record of the occurrences of Copy Items to Locations. Click the **Print Log** button view the Copy Items to Locations log from that activity occurrence.
Reset	Set all fields to their defaults.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Screen

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the copy was made.
Description	The copy description.
User ID	The user who performed the copy.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the Print Log button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Copy Items to Locations Log

Continental Products Unlimited		Page 1
Copy Items to Locations Log		

Report Filter   [ItemId] Between '100' AND '300'

Copy From Location ID	MN0001	Location Information	Yes	Vendor Information	Yes
Copy To Location ID	MN0002	Price Information	Yes	Bin Information	Yes
Account Code	01	Cost Information	Yes		

Item ID	Description	Product Line
100	Electrical Package	MATERIAL
150	Plumbing Package	MATERIAL
200	Heating/Cooling Package	HEAT/AIR
200100	Furnace	HEAT/AIR
200200	Water Heater	HEAT/AIR
200300	Air Conditioner	HEAT/AIR
200400	Water Softener	HEAT/AIR
200500	Sump Pump	HEAT/AIR
200600	Humidifier	HEAT/AIR
250	Exterior Panels	MATERIAL
300	Interior Door	MATERIAL

6/14/2010 2:50 PM   *** End of Report ***   OPEN_SYSTEMS\kenthe

USING INVENTORY

4

USING THE TRANSACTIONS MENU

Use the **Transactions** menu functions for the following tasks:

- Reflect Sales and Purchases, Adjust quantities, and edit unposted transactions.

- Move Item IDs from one Location to another and edit Transfers.

- Print unposted Transactions and Transfers.

- Post Adjustments, Sales, Purchases and Transfers.

INVENTORY TRANSACTIONS

If you use Inventory as a stand-alone system, use the **Inventory Transactions** function on the Transactions menu for the following tasks:

- Adjust quantities.

- Reflect Sales when a New Order is placed, an Order is Verified (shipped), a Sale is Invoiced, or Item IDs are Returned.

- Reflect Purchases when a New Order is placed, an Order is Received, a Purchase is Invoiced, or Item IDs are Returned.

- Edit unposted Purchase, Sale, and Adjustment Transactions.

If Accounts Payable and Accounts Receivable are interfaced with Inventory, Inventory Item IDs are updated automatically as Purchases and Sales are entered. If you have these applications, and you do not want corrections to affect Accounts Payable and Accounts Receivable, use the Inventory Transactions function to make corrections. You cannot make Adjustments for Service Item IDs.

To enter **Inventory Transactions**, follow these steps:

1. Select **Inventory Transactions** from the **Transactions** menu.

Inventory Transactions Menu
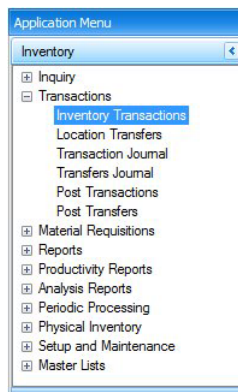
2. The **Inventory Transactions** screen appears.

Inventory Transactions Screen

3. Select the **Batch Code** into which to put the transactions, and the **Sale**, **Purchase**, or **Adjustment** tab to enter transaction information. When you select a tab, unposted Transactions are displayed.

> Once you enter and save a Transaction, you cannot change the Type, Item ID, Location ID, and Unit fields.

> The Batch Code is only available if you selected Yes to the option to Use Batch Processing in the Business Rules (page 3-5) function.

> The Item ID is entered on the Transaction line.

Adjustment Tab—Summary View ≫

Adjustment transactions update inventory online, and are used to correct differences in quantities that do not result from the Purchase or Sale of an Item ID, such as a decrease in inventory because of damaged items. Adjustment transactions also adjust quantities and costs of Transactions from other applications.

You cannot make adjustments to service items.

1. Select the **Type** of adjustment:

    • **Increase**: The on-hand and available quantities increase.

    • **Decrease**: The on-hand and available quantities decrease.

2. Select an **item ID**.

> **Maint**

> **NOTE: An item ID can be superseded or have aliases or alternates. See pages (page 4-31) and (page 4-32) for an explanation of how these Item IDs are entered in Transactions.**

3. The item **Description** is displayed.

4. Select a **Location ID**. The **Location Description** is displayed.

> **Maint**

5. The default **Unit** of measure for the item is displayed, or you can select a different unit of measure.

6. Enter the **Adj Qty** of the Item ID that is being adjusted.

7. If you enter an adjustment to Increase the Quantity of an Item ID, the last **Cost** of the item is displayed and can be changed. If you enter an adjustment to Decrease the Quantity of an Item ID, the cost from the Costing Method (FIFO, LIFO, Average, or Standard) you are using is displayed, and can not be changed.

8. The **Ext Cost** of the Item ID is displayed.

Command Buttons

Name	Description
Lot No Entry	Display the Lot Number Entry screen when a lotted item is selected.
Ser No Entry	Display the Serial Number Entry screen when a serialized item is selected.
Lot/Ser No Entry	Display the Serial/Lot Number Entry screen when a lotted and serialized item is selected.

Adjustment Tab—Detail View

1. Select the **Type** of adjustment:

   • **Increase**: The on-hand and available quantities increase.

   • **Decrease**: The on-hand and available quantities decrease.

2. Select an **Item ID**.

   `Maint`

   . . . .
   NOTE: An Item ID can be Superseded or have Aliases or Alternates. See pages (page 4-31) and (page 4-32) for an explanation of how these Item IDs are entered in transactions.
   . . . .

3. The Item **Description** is displayed.

   `Maint`

4. Select a **Location ID**. The **Location Description** is displayed.

5. Enter the General Ledger **COGS Adj** Account ID affected by the Adjustment. The default GL COGS Adj Account ID is the COGS Adjustments account set up in the Account Code for this Item ID in the Location selected.

6. The default **Unit** of Measure for the Item ID is displayed, or you can select a different Unit of Measure.

7. Enter the **Adj Qty** of the item that is being adjusted.

8. Enter the **Date** of the Adjustment transaction, or use the default workstation date.

9. Enter the **Fiscal Period** of the Adjustment, or use the default Period corresponding to the workstation date.

10. Enter the Fiscal **Year** of the Adjustment, or use the default Year corresponding to the workstation date.

11. If you enter an adjustment to Increase the Quantity of an Item ID, the last **Cost** of the item is displayed and can be changed. If you enter an adjustment to Decrease the Quantity of an Item ID, the cost from the Costing Method (FIFO, LIFO, Average, or Standard) you are using is displayed, and can not be changed.

12. The **Ext Cost** of the item is displayed.

13. Enter **Comments** about the adjustment transaction. These comments are saved in history.

Entering Serialized Item Adjustments

To **Increase** the quantity of Serialized Item IDs, follow these steps:

1. Select the **Adjustment** tab.

2. Select **Increase** for the **Type** of adjustment.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Adj Qty**) and select **Ser No Entry**. The **Serial Number Entry** screen appears.

Serial Number Entry Screen

4. Select the **Serial No** with Sold or Lost Status to add. The **Unit Cost** is displayed and can be changed. If you enter a new Serial Number, the last Cost defaults in the **Unit Cost** field and can not be changed. See Generate Serial Numbers below (page 4-14) for details.

5. Click **Close** to exit the Ser No Entry screen and return to the Transactions screen.

6. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

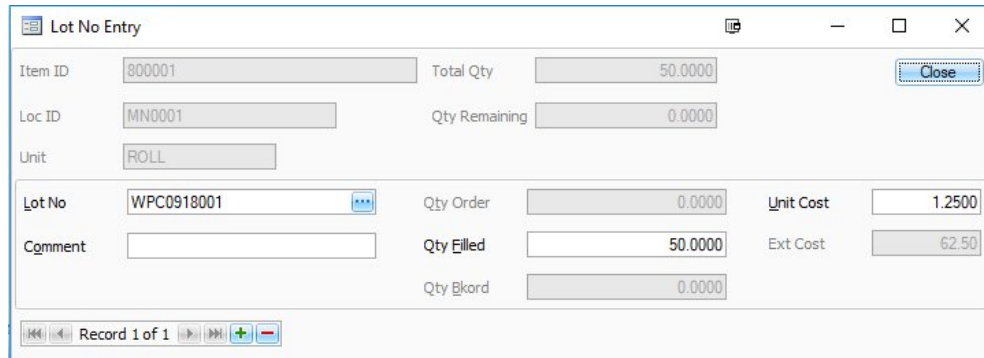To **Decrease** the quantity of Serialized Item IDs, follow these steps:

1. Select the **Adjustment** tab.

2. Select **Decrease** for the **Type** of adjustment.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Adj Qty**) and select **Ser No Entry**. The **Serial Number Entry** screen appears.

4. Select the **Serial Number** with **Available** status to remove. The **Unit Cost** is displayed and cannot be changed.

5. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

Entering Lotted Item Adjustments

To **Increase** the quantity of Lotted Item IDs, follow these steps:

1. Select the **Adjustment** tab.

2. Select **Increase** for the **Type** of adjustment.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Adj Qty**) and select **Lot No Entry**. The **Lot Number Entry** screen appears.

Lot Number Entry Screen

4. If the Lot Number to be adjusted is in stock, select the **Lot Number**; the last Cost of the item is displayed in the **Unit Cost** field. If the Lot Number is not in stock, enter a new Lot Number and the Unit Cost. See the New Lot Number section below (page 4-13) for details.

5. Click **Close** to save your lot entry information and return to the Transaction Adjustment screen.

6. Click the **Save** button 📄 in the toolbar and close the screen to save your changes and return to the main menu.

   To **Decrease** the quantity of Lotted Item IDs, follow these steps:

1. Select the **Adjustment** tab.

2. Select **Decrease** for the **Type** of adjustment.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Adj Qty**) and select **Lot No Entry**. The **Lot Number Entry** screen appears.
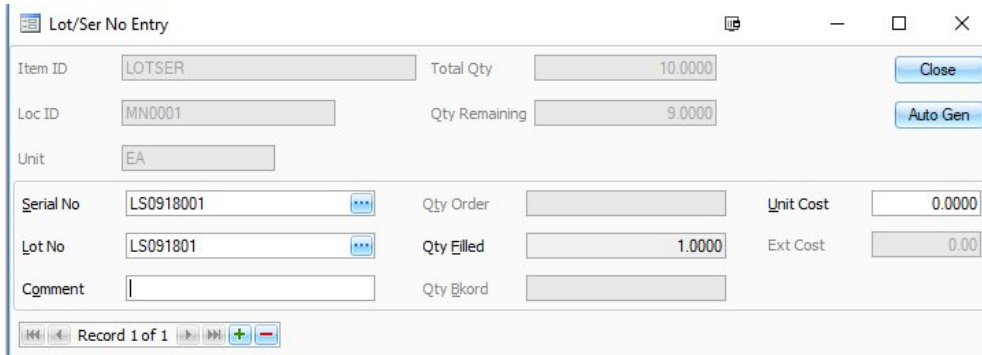
4. Select the **Lot Number** in stock. The **Unit Cost** is displayed and cannot be changed. If different costs exist for the Lot Number, the Unit Cost from the Costing Method you are using is displayed and can not be changed.

5. Click **Close** to save your lot entry information and return to the Transaction Adjustment screen.

6. Click the **Save** button 📄 in the toolbar and close the screen to save your changes and return to the main menu.

Serial/Lot Number Entry Screen

The **Serial/Lot Number Entry** screen appears when you enter a transaction record for a Serialized and Lotted Item ID, or when you select Lot/Ser No Entry. If you do not enter information on this screen, the transaction line is deleted.

The **Quantity** field on the Inventory Transactions screen is adjusted if you enter a different quantity of Lotted Item IDs or a different number of Serialized Item ID records on this screen.

Use the Delete hot key to remove Serial and Lot Number records, F3 or the **Delete Entry** ➖ button at the bottom of the screen.

Below are the fields on the Lot Number, Serial Number, and Serial/Lot Entry screen. The header information is the same on all screens. The process is the same as the above steps for Increasing and Decreasing Serial and Lotted Item IDs.

Field Descriptions

Field	Description
Loc ID	The Location ID is displayed.
Item ID	The Item ID is displayed.
Unit	The Unit of Measure is displayed.
Total Qty	The Total Quantity of the Item ID for the Transaction is displayed.
Qty Remaining	The Quantity Remaining to be filled for the Transaction is displayed.
Serial No	Select a Serial Number with Available Status to Adjust or Sell, or enter a new Serial Number to Purchase. This field is available only if you are working with a Serialized Item ID.
Lot No	For a Lotted Item ID, select a Lot Number. If you enter a new Lot Number for a Purchase or an Adjustment Increase transaction, the Append Lot Number screen appears (page 4-13).
Comment	Enter Comments about the transaction.
Qty Order	The Quantity Ordered is displayed, if applicable.
Qty Filled	The Quantity Filled is displayed.
Qty Bkord	The Quantity Backordered is displayed, if applicable.
Unit Cost	The Unit Cost of the Item ID is displayed.
Ext Cost	The Extended Cost of the Item ID is displayed.

Command Buttons

Name	Description
Auto Gen	Display the Generate Serial Number screen to have the system automatically generate Serial Numbers. This button is available only when you are entering Purchase Transactions for Serialized Item IDs.
Close	Save your changes and return to the Inventory Transactions screen.

New Lot Number Screen

The **New Lot Number** screen appears when you enter a new Lot Number on the Lot Number or Serial/Lot Number Entry screen for a Purchase or an Adjustment increase transaction. Use this screen to add information about the Lot.

1. The **Lot Number** added is displayed.

2. Enter the **Initial Date** the Lotted Item ID was Purchased, or use the workstation date that is displayed.

3. Enter the **Expiration Date** of the Lot, if applicable.

4. Enter **Comments** about the Lot.

5. Select **OK** or **Cancel**.

Generate Serial Numbers Screen

The **Generate Serial Number** screen appears when you select **Auto Gen** on the Serial Number or Serial/Lot Number Entry screen.

1. The **Quantity** of Serial Numbers to generate is displayed, this will default to the Quantity of the Adjustment Increase, Purchase, Received Goods, or Invoice Transaction.

2. Enter the **First Serial Number** you want to use.

3. The next Serial Number appears in the **Next Serial Number** field. You can generate Serial Numbers sequentially or in a way specified using the Next Serial Number field. For example: even numbers only or using letters.

> The system ignores separator characters such as hyphens when serial numbers are generated. For example: generate five Serial Numbers beginning with 1-5 and 1-6. The system generates 1-7, 1-8, 1-9, 2-0, and 2-1. The system reads 1-5 as 15.

> The system is also limited by the number of digits. For example: generate five Serial Numbers beginning with 6. The system displays an out of range message and generates the numbers 7, 8, and 9. The number 10 cannot be generated because the beginning Serial Number is one digit. To generate all the Serial Numbers in this example, you will need to enter 06 as the first Serial Number.

4. To generate Serial Numbers in a way other than sequentially, change the **Next Serial Number** and click **Evaluate**. Serial Numbers based on the First and Next Serial Numbers appear in the box. If they are acceptable, click **Generate**. If not, continue making changes.

5. Select **Generate** to generate the displayed Serial Numbers.

> You are returned to the Serial Number or Serial/Lot Number Entry screen. The generated Serial Numbers are displayed in the Serial No field.

Command Buttons

Name	Description
Evaluate	Create and display Serial Numbers.
Generate	Generate the Serial Numbers created by the system.
Cancel	Return to the Serial Number or Serial/Lot Number Entry screen.

Sale Tab—Summary View

1. **Sales** Transactions update Inventory Item ID quantities when entered. Use this tab to enter Sales Transactions if you do not have the Accounts Receivable or Sales Order application.

NOTE: Entering Invoice type Sales Transactions is recommended. When a New type Transaction is entered and posted, the Transaction is deleted, then a matching Verify Transaction needs to be entered. With the two Transaction method there is a good chance Transactions can be missed and the Committed and On Hand and Available amounts will not get updated correctly.

2. Select the **Type** of transaction you want to enter;

   • **New Order**: A customer places an order to be invoiced and shipped at a later date. A New Order increases the quantity Committed and decreases the quantity Available. When transactions are posted, no entries are made to General Ledger Accounts for New Orders. You must do a matching Verify Order when the items have shipped to correctly update your Committed and On Hand fields.

   • **Verify Order**: Record the shipment of items for Sales Transactions. Verify Order decreases the quantity Committed and Decreases the quantity On Hand. Never do a Verify Order without a matching New Order Transaction. If you do not put in a matching New Order Transaction, quantity Committed will be incorrect.

   • **Invoice**: Record the Sale of Item IDs that are Invoiced and shipped at the same time. An Invoice decreases the quantity On Hand and Available. If you do a New Order Transaction and a Verify Order Transaction, DO NOT do an Invoice Transaction. An Invoice Transaction has the same effect on Inventory quantities as doing a New Order, then a Verify Order.

   • **Miscellaneous Credit**: Record the return of items from a customer. A Miscellaneous Credit increases the quantity Available and quantity On Hand.

`Maint` 3. Select an **Item ID**.

NOTE: An Item ID can be Superseded or have Aliases or Alternates. See (page 4-31) and (page 4-32) for an explanation of how these Item IDs are entered in Transactions.

4. The Item **Description** is displayed.

`Maint` 5. Select a **Location ID**. The **Location Description** is displayed.

6. The default **Unit** of Measure for the item is displayed, or select another Unit of Measure.

7. Enter the **Qty** of the Item ID that was sold.

8. The **Unit Price** of the Item ID is displayed and can be changed. If the Transaction is a Miscellaneous Credit, the Unit Cost of the Item ID is displayed.

9. The **Ext Price** of the Item ID is displayed. If the Transaction is a Miscellaneous Credit, the Ext Cost of the Item ID is displayed.

Command Buttons

Name	Description
Lot No Entry	Display the Lot Number Entry screen when a Lotted Item ID is selected.
Ser No Entry	Display the Serial Number Entry screen when a Serialized Item ID is selected.
Lot/Ser No Entry	Display the Serial/Lot Number Entry screen when a Lotted and Serialized Item ID is selected.

Sale Tab—Detail View

10. Select the **Type** of transaction you want to enter;

- **New Order**: A customer places an order to be invoiced and shipped at a later date. A New Order increases the quantity Committed and decreases the quantity Available. When transactions are posted, no entries are made to General Ledger Accounts for New Orders. You must do a matching Verify Order when the items have shipped to correctly update your Committed and On Hand fields.

- **Verify Order**: Record the shipment of items for Sales Transactions. Verify Order decreases the quantity Committed and Decreases the quantity On Hand. Never do a Verify Order without a matching New Order Transaction. If you do not put in a matching New Order Transaction, quantity Committed will be incorrect.

- **Invoice**: Record the Sale of Item IDs that are Invoiced and shipped at the same time. An Invoice decreases the quantity On Hand and Available. If you do a New Order Transaction and a Verify Order Transaction, DO NOT do an Invoice Transaction. An Invoice Transaction has the same effect on Inventory quantities as doing a New Order, then a Verify Order.

- **Miscellaneous Credit**: Record the return of items from a customer. A Miscellaneous Credit increases the quantity Available and quantity On Hand.

`Maint`

11. Select an **Item ID**.

NOTE: An Item ID can be Superseded or have Aliases or Alternates. See (page 4-31) and (page 4-32) for an explanation of how these Item IDs are entered in Transactions.

12. The item **Description** is displayed.

`Maint`

13. Select a **Location ID**. The **Location Description** is displayed.

14. Select the **GL Acct** for which to post the Sales Transaction. If Inventory is interfaced with General Ledger, the AR GL Offset Account ID you selected in the Default-GL Accounts section in the Business Rules (page 3-5) function is displayed.

15. Enter the **Date** of the Sales Transaction, or use the default workstation date.

16. Enter the **Fiscal Period** of the Sales Transaction, or use the default Period corresponding to the workstation date.

17. Enter the Fiscal **Year** of the Sales Transaction, or use the default Year corresponding to the workstation date.

18. The default **Unit** of Measure for the Item ID is displayed, or select another Unit of Measure.

19. Enter the **Qty** of the Item ID that was sold.

20. The **Unit Cost** from the Costing Method (FIFO, LIFO, Average, or Standard) you are using is displayed if you selected Yes to the Show Cost In Transaction Entry option in the Business Rules (page 3-5) function. You can change the Unit Cost if the Sales Transaction is a Miscellaneous Credit.

21. The **Ext Cost** is displayed if you selected Yes to the Show Cost In Transaction Entry option in the Business Rules (page 3-5) function.

NOTE: The Unit Cost and Extended Cost fields will only appear if you selected Yes to the option to Display Costs in Sales Transaction Entry in the Business Rules function.

22. The **Unit Price** of the Item ID is displayed and can be changed. If the Transaction is a Miscellaneous Credit, the Unit Cost of the Item ID is displayed.

23. The **Ext Price** of the Item ID is displayed. If the Transaction is a Miscellaneous Credit, the Ext Cost of the Item ID is displayed.

24. Enter **Comments** about the Sales Transaction. These Comments are saved in history.
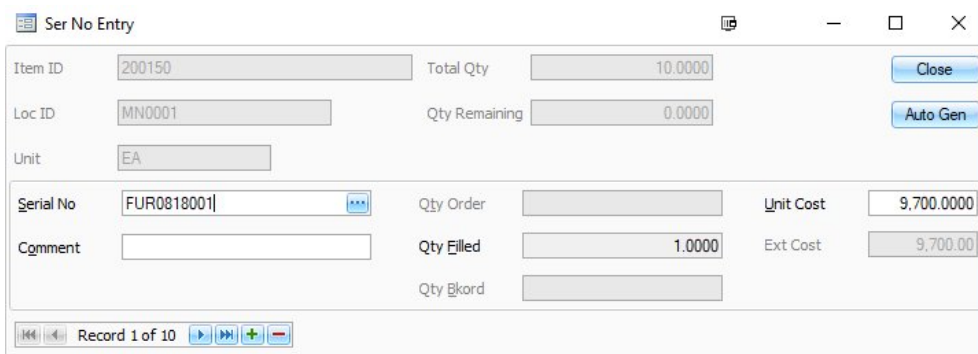
Entering Serialized Item Sales

To enter a **New Order** for a Serialized Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **New Order** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). You are not prompted to enter Serial Numbers.

4. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To enter a **Verify Order** for a Serialized Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **Verify Order** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Serial Number Entry screen appears when you try to go to the next record or when you select **Ser No Entry**.

Serial Number Entry Screen

4. Select the **Serial No**. Only Serial Numbers with **Available** status can be sold from Inventory. (When you select a Serial Number, the Status changes to **Sold** and you cannot select it again.) The Unit Cost is displayed and cannot be changed. The Unit Price is the Base Price and can be changed.

5. Select the **New Entry** button ⊞ to select another Serial Number.

6. Click **Close** to save your Serial Number entry.

7. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

> To enter an **Invoice** for a Serialized Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **Invoice** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, Unit of Measure, and **Qty**). The Serial Number Entry screen appears when you try to go to the next record or when you select **Ser No Entry**.

4. Select the **Serial No**. Only Serial Numbers with **Available** status can be sold from Inventory. (When you select a Serial Number, the Status changes to **Sold** and you cannot select it again.) The Unit Cost is displayed and cannot be changed. The Unit Price is the Base Price and can be changed.

5. Select the **New Entry** button ⊞ to select another Serial Number.

6. Click **Close** to save your Serial Number entry.

7. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

> To enter a **Miscellaneous Credit** for a Serialized Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **Misc Credit** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, Unit of Measure, and **Qty**). The Serial Number Entry screen appears when you try to go to the next record or when you select **Ser No Entry**.

4. Enter the **Serial No**, or select a Serial Number with **Sold** status to return to Inventory. The **Unit Cost** is displayed and can be changed. The **Unit Price** is the Base Price and can be changed.

5. Select the **New Entry** button ⊞ to select another Serial Number.

6. Click **Close** to save your Serial Number entry.

7. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.
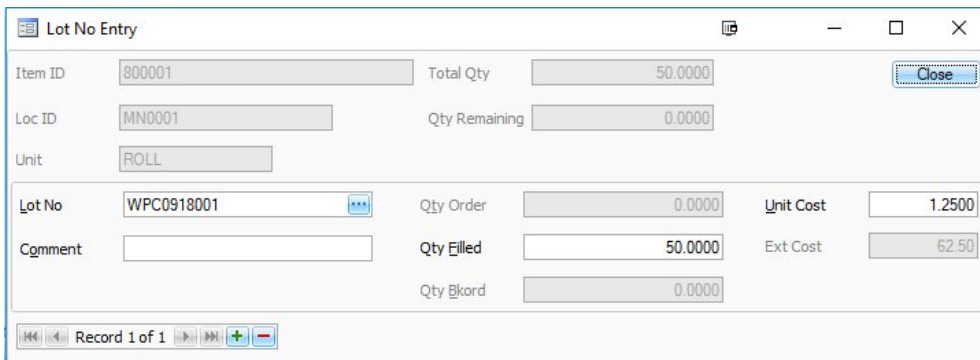
Entering Lotted Item Sales

To enter a **New Order** for a Lotted Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **New Order** for the Type of Sale.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). You are not prompted to enter Lot Numbers.

4. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To enter a **Verify Order** for a Lotted Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **Verify Order** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Lot Number Entry screen appears when you try to go to the next record or when you select **Lot No Entry**.

Lot Number Entry Screen

4. Enter the **Lot No**. The **Unit Cost** from the Costing Method you are using is displayed and cannot be changed. If you select a Lot Number with Sold status, the system warns you that the quantity will be negative and the Cost (Base, Average, Last, or Standard) you selected in the Zero Quantity Sales Costing option in the Business Rules (page 3-5) function is displayed.

5. Click **Close** to save your Lot Number entry.

6. Click the **Save** button ![save icon] in the toolbar and close the screen to save your changes and return to the main menu.

To enter an **Invoice** for a Lotted Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **Invoice** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Lot Number Entry screen appears when you try to go to the next record or when you select **Lot No Entry**.

4. Enter the **Lot No**. The **Unit Cost** from the Costing Method you are using is displayed and cannot be changed. If you select a Lot Number with Sold status, the system warns you that the quantity will be negative and the Cost (Base, Average, Last, or Standard) you selected in the Zero Quantity Sales Costing option in the Business Rules (page 3-5) function is displayed.

5. Click **Close** to save your Lot Number entry.

6. Click the **Save** button ![save icon] in the toolbar and close the screen to save your changes and return to the main menu.

To enter a **Miscellaneous Credit** for a Lotted Item ID, follow these steps:

1. Select the **Sale** tab.

2. Select **Misc Credit** for the **Type** of Sale.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Lot Number Entry screen appears when you try to go to the next record or when you select **Lot No Entry**.

4. Enter the **Lot No**. The **Unit Cost** from the Costing Method you are using is displayed and cannot be changed.

5. Click **Close** to save your Lot Number entry.

6. Click the **Save** button ![save icon] in the toolbar and close the screen to save your changes and return to the main menu.

Purchase Tab—Summary View

»

1. Purchase Transactions update inventory quantities online and are used to process purchases you make from Vendors. Use the Purchase tab to enter Purchase Transactions if you do not have the Accounts Payable or Purchase Order application.

NOTE: Entering Invoice Type Purchase Transactions is recommended. When a New Type Transaction is entered and posted, the Transaction is deleted, then a matching Goods Received Transaction needs to be entered. With the two Transaction method there is a good chance Transactions can be missed and the On Order amounts will not get updated correctly.

2. Select the **Type** of Transaction you want to enter;

   • **New Order**: Place orders with Vendors to be invoiced and shipped at a later date. A New Order increases the quantity On Order and does not affect the quantity Available. When Transactions are posted, no entries are made to General Ledger Accounts for New Orders. If you do a New Order Transaction you need to do a matching Goods Received, when the Items arrive, this will decrease the quantity On Order and increase the quantity On Hand.

   • **Goods Received**: Update the Quantity and Cost of the Item IDs you received from the Vendor. Goods Received increase the quantity On Hand, decrease the quantity On Order, and increase the quantity Available. Never do a Goods Received transaction without a matching New Order transaction or your quantity On Order will not be correct. A Goods Received Transaction decreases the quantity On Order and increases the quantity On Hand.

- **Invoice**: Record the Purchase of Inventory Item IDs. An Invoice increases the quantity On Hand and the quantity Available. If you do a New Order Transaction and Goods Received Transaction DO NOT do an Invoice Transaction. An Invoice Transaction has the same effect on Inventory quantities as a New Order and matching Goods Received Transaction.

- **Miscellaneous Debit**: Record the return of Item IDs to a Vendor. A Miscellaneous Debit decreases the quantity On Hand and the quantity Available.

`Maint`

3. Select an **Item ID**.

> **NOTE: An Item ID can be Superseded or have Aliases or Alternates. See (page 4-31) and (page 4-32) for an explanation of how these Item IDs are entered in Transactions.**

4. The **Item Description** is displayed.

`Maint`

5. Select a **Location ID**. The **Location Description** is displayed.

6. The default **Unit** of Measure for the Item ID is displayed, or select a different Unit of Measure.

7. Enter the **Qty** of the Item ID that was Purchased.

8. The last **Unit Cost** of the Item ID is displayed and can be changed.

9. The **Ext Cost** of the item is displayed.

Command Buttons

Name	Description
Lot No Entry	Display the Lot Number Entry screen when a lotted Item ID is selected.
Ser No Entry	Display the Serial Number Entry screen when a serialized Item ID is selected.
Lot/Ser No Entry	Display the Serial/Lot Number Entry screen when a lotted and serialized Item ID is selected.

Purchase Tab—Detail View

Type		Item ID	Item Des...	Location ID	Location ...	GL Acct		Date	Fiscal Period
	Year	Unit		Qty		Unit Cost		Ext Cost	Comments
Invoice	▾	100	Electrical P...	MN0001	MINNEAPOL...	000006050		06/25/2009	6
	2009	PKG		10.0000		343.5500		3,435.5500	

Batch Code `######`

Adjustment | Sale | Purchase

1. Select the **Type** of Transaction you want to enter;

   • **New Order**: Place orders with Vendors to be invoiced and shipped at a later date. A New Order increases the quantity On Order and does not affect the quantity Available. When Transactions are posted, no entries are made to General Ledger Accounts for New Orders. If you do a New Order Transaction you need to do a matching Goods Received, when the Items arrive, this will decrease the quantity On Order and increase the quantity On Hand.

   • **Goods Received**: Update the Quantity and Cost of the Item IDs you received from the Vendor. Goods Received increase the quantity On Hand, decrease the quantity On Order, and increase the quantity Available. Never do a Goods Received transaction without a matching New Order transaction or your quantity On Order will not be correct. A Goods Received Transaction decreases the quantity On Order and increases the quantity On Hand.

   • **Invoice**: Record the Purchase of Inventory Item IDs. An Invoice increases the quantity On Hand and the quantity Available. If you do a New Order Transaction and Goods Received Transaction DO NOT do an Invoice Transaction. An Invoice Transaction has the same effect on Inventory quantities as a New Order and matching Goods Received Transaction.

   • **Miscellaneous Debit**: Record the return of Item IDs to a Vendor. A Miscellaneous Debit decreases the quantity On Hand and the quantity Available.

Maint

2. Select an **Item ID**.

∙∙

NOTE: An Item ID can be Superseded or have Aliases or Alternates. See (page 4-31) and (page 4-32) for an explanation of how these Item IDs are entered in Transactions.

∙∙

3. The **Item Description** is displayed.

Maint

4. Select a **Location ID**. The **Location Description** is displayed.

5. Select the **GL Acct** for which to post the Purchase Transaction. If Inventory is interfaced with General Ledger, the AP GL Offset Account ID you selected in the Default-GL Accounts section in the Business Rules (page 3-5) function is displayed.

6. The default **Unit** of Measure for the Item ID is displayed, or select a different Unit of Measure.

7. Enter the **Qty** of the Item ID that was Purchased.

8. Enter the **Date** of the Purchase Transaction, or use the default workstation date.

9. Enter the **Fiscal Period** of the Purchase Transaction, or use the default Period corresponding to the workstation date.

10. Enter the Fiscal **Year** of the Purchase Transaction, or use the default Year corresponding to the workstation date.

11. The last **Unit Cost** of the Item ID is displayed and can be changed.

12. The **Ext Cost** of the Item ID is displayed.

13. Enter **Comments** about the Purchase Transaction. These comments are saved in history.

Entering Serialized Item Purchases

To enter a **New Order** for a Serialized Item ID, follow these steps:

1. Select the **Purchase** tab.

2. Select **New Order** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). You are not prompted to enter Serial Numbers.

4. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To enter **Goods Received** for a Serialized Item ID, follow these steps:

1. Select the **Purchase** tab.

2. Select **Goods Recvd** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Serial Number Entry screen appears when you try to go to the next record or when you select **Ser No Entry**.

Serial Number Entry Screen

4. Enter the **Serial No** to add to Inventory. The last Cost for the Item Location defaults in the **Unit Cost** field and can be changed. If you need to add more than one Serial Number and the numbers are sequential, select **Auto Gen** (page 4-14).

5. Click **Close** to save your Serial Number entry.

6. Click the **Save** button [💾] in the toolbar and close the screen to save your changes and return to the main menu.

To enter an **Invoice** for a Serialized Item, follow these steps:

1. Select the **Purchase** tab.

2. Select **Invoice** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Serial Number Entry screen appears when you try to go to the next record or when you select **Ser No Entry**.

4. Enter the **Serial No** to add to Inventory. The last Cost for the Item Location defaults in the **Unit Cost** field and can be changed. If you need to add more than one Serial Number and the numbers are sequential, select **Auto Gen** (page 4-14).

5. Click **Close** to save your Serial Number entry.

6. Click the **Save** button [💾] in the toolbar and close the screen to save your changes and return to the main menu.

To enter a Miscellaneous Debit for a Serialized Item, follow these steps:

1. Select the **Purchase** tab.

2. Select **Misc Debit** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Serial Number Entry screen appears when you try to go to the next record or when you select **Ser No Entry**.

4. Enter the **Serial No** to remove from Inventory. The **Unit Cost** is displayed and can be changed.

5. Click **Close** to save your Serial Number entry.

6. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

Entering Lotted Item Purchases

To enter a **New Order** for a Lotted Item ID, follow these steps:

1. Select the **Purchase** tab.

2. Select **New Order** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). You are not prompted for a Lot Number at this time.

4. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To enter **Goods Received** for a Lotted Item ID, follow these steps:

1. Select the **Purchase** tab.

2. Select **Goods Recvd** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Lot Number Entry screen appears when you try to go to the next record or when you select **Lot No Entry**.

Lot Number Entry Screen

New Lot Screen

4. Enter the **Lot No**.

5. The **New Lot Number** screen appears.

6. The **Initial Date** is defaulted to your current workstation date.

7. If there is an **Expiration Date** for the lot enter the expiration date.

8. Enter **Comments** about the lot.

9. Click **OK**.

10. The last cost defaults in the **Unit Cost** field and can be changed.

11. Click **Close** to save your Lot Number entry.

12. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To enter an **Invoice** for a Lotted Item ID, follow these steps:

1. Select the **Purchase** tab.

2. Select **Invoice** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Lot Number Entry screen appears when you try to go to the next record or when you select **Lot No Entry**.

4. Enter the **Lot No**. The last cost defaults in the **Unit Cost** field and can be changed.

5. Click **Close** to save your Lot Number entry.

6. Click the **Save** button ⊟ in the toolbar and close the screen to save your changes and return to the main menu.

To enter a **Miscellaneous Debit** for a Lotted Item ID, follow these steps:

1. Select the **Purchase** tab.

2. Select **Misc Debit** for the **Type** of Purchase.

3. Enter the required information (**Item ID**, **Location ID**, **Unit** of Measure, and **Qty**). The Lot Number Entry screen appears when you try to go to the next record or when you select **Lot No Entry**.

4. Enter the **Lot No**. The last cost defaults in the **Unit Cost** field and can be changed.

5. Click **Close** to save your Lot Number entry.

6. Click the **Save** button ⊟ in the toolbar and close the screen to save your changes and return to the main menu.

Adding, Editing, and Deleting Transactions

To add a **Transaction**, follow these steps:

1. Select a **Batch Code**.

2. Select a Transaction Type tab; **Sale**, **Purchase**, or **Adjustment**.

3. Select a Transaction **Type**.

4. Select an **Item ID**. The **Item Description** appears.

5. Select a **Location ID**.

The default **Unit** of measure for the Item ID at the Location appears.

6. Enter the **Qty** Purchased, Sold, or Adjusted.

7. The **Unit Cost** and/or **Unit Price** appears.

8. Click the **Save** button ⊟ in the toolbar and close the screen to save your changes and return to the main menu.

To edit a **Transaction**, follow these steps:

1. Select the Transaction line to edit.

2. Edit the transaction **Qty** and/or **Cost** and/or **Price**.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

To delete a **Transaction**, follow these steps:

1. Select the Transaction line to delete.

2. Press the **Delete** hot key F3 or the **Delete Record** button ✖ on the toolbar.

3. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

Entering Superseded Items
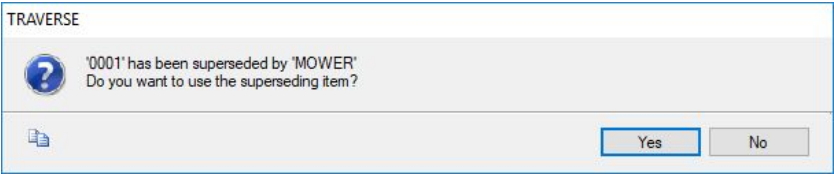
If the Item ID you select has a status of Superseded (Superseded Item IDs are replacements for Item IDs that are no longer available for Purchase or Sale), a message informs you that the Item ID is Superseded and asks whether you want to use the Supersede Item ID. For example: Item ID 700 (plumbing supplies) is no longer available from your vendor. Change the Item Status to Superseded and enter Item ID 701 (another brand of plumbing supplies) in the Supersede Item ID field on the Items screen. If Item ID 700 is entered in a Transaction, a message informs you that the Item ID is Superseded and asks whether you want to use the Supersede Item ID. If you select Yes, the system enters Item ID 701 in the field.

Entering Alternate Items
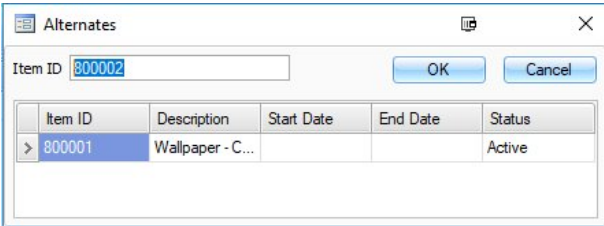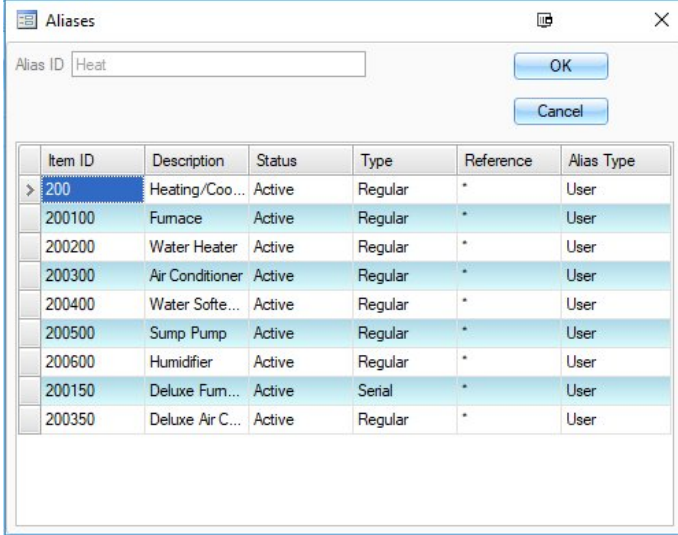
If you enter a New, Verify or an Invoice order for a Sales Transaction for an Item ID that has insufficient quantities available, the system asks whether you want to see Alternates. If you select Yes, the Alternates screen appears when Alternate Item IDs are available.

1. Select the line of the alternate **Item ID** to use.

2. Select **OK**.

The alternate **Item ID** is entered on the Transaction line.

Using Aliases

If you entered the same Alias for multiple Item IDs, and you have the option to check for Alias on screens selected, the Aliases screen appears.

1. Select the line of the **Item ID** to use.

2. Select **OK**.

LOCATION TRANSFERS

Use the **Location Transfers** function on the Transactions menu to move items from one Location to another or to edit Transfers. Before you can Transfer an Item ID, you must set up the Item ID in the destination Location.

When you enter a Transfer, the system updates the quantities and records. The quantity On Hand and Available for the source location is decreased by the quantity of the Item IDs sent to the destination Location. The quantity On Hand and Available for the destination Location is increased by the quantity of the Item IDs sent from the source Location.

After you enter and save a Transfer, you cannot change the From Location, To Location, Item ID, and Unit fields.

To use the **Location Transfers** function, follow these steps:

1. Select **Location Transfers** from the **Transactions** menu.

Location Transfers Menu
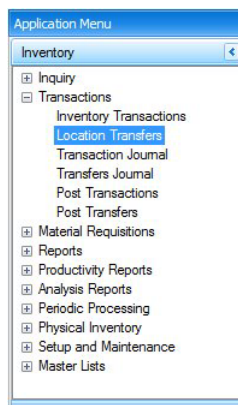
2. The **Location Transfers** screen appears.

Location Transfers Screen—Summary View

Maint

3. Select a batch code from the **Batch Code** field.

4. Click the **New Record** button, on the toolbar, to open a blank Location Transfer record.

5. Select the Location from which you want to Transfer the Item ID from the **From Location ID** field.

Maint

6. Select the **Item ID** at the From Location. If you are Transferring a Serialized Item ID, the Serial Number must exist; you can add the Transfer Cost. If you are Transferring a Lotted Item ID, you can add destination Lot Numbers and Transfer Costs.

NOTE: Item IDs you are Transferring can have a Status of Active, Discontinued, Obsolete or Superseded. See (page 4-31) for an explanation of how Superseded Item IDs are entered.

Maint

7. Select the Location to which you want to Transfer the Item ID from the **To Location ID** field.

8. The **To Item ID** is displayed and cannot be edited.

The Item ID must be set up in the To Location prior to doing a Location Transfer.

9. The default **Unit** of Measure for the Item ID is displayed, or you can select a different Unit of Measure.

10. Enter the **Quantity** of the Item ID to Transfer.

11. Enter the **Transfer Cost**. The Transfer Cost is the cost to do the Transfer. For example: you have to send the Item ID via UPS, and you want the cost of the UPS shipping to be included in the cost of the Item ID in the To Location, you would enter the UPS shipping charge into the Transfer Cost field.

> When Location Transfers are posted, the Transfer Cost is posted to the GL Account ID specified for Transfer Costs by the GL Account Code assigned to the source Item ID Location. The Transfer Cost is added to the Extended Cost in the To Location to add the Transfer Cost to the Cost of the Item ID in the To Location.

Command Buttons

Name	Description
Lot No Entry	Display the Lot Number Entry screen when a Lotted Item ID is selected.
Ser No Entry	Display the Serial Number Entry screen when a Serialized Item ID is selected.
Lot/Ser No Entry	Display the Serial/Lot Number Entry screen when a Lotted and Serialized Item ID is selected.

Location Transfers Screen—Detail View

Maint

1. Select a batch code from the **Batch Code** field.

`Maint`

2. Click the **New Record** button, on the toolbar, to open a blank Location Transfer record.

3. Select the Location from which you want to Transfer the Item ID from the **From Location ID** field.

`Maint`

4. Select the **Item ID** at the From Location. If you are Transferring a Serialized Item ID, the Serial Number must exist; you can add the Transfer Cost. If you are Transferring a Lotted Item ID, you can add destination Lot Numbers and Transfer Costs.

> **NOTE: Item IDs you are Transferring can have a Status of Active, Discontinued, Obsolete or Superseded. See (page 4-31) for an explanation of how Superseded Item IDs are entered.**

5. The default **Unit** of Measure for the Item ID is displayed, or you can select a different Unit of Measure.

6. Enter the **Qty** of the Item ID to Transfer.

7. The **Unit Cost** of the Item ID from the Costing Method (FIFO, LIFO, Average, or Standard) you are using is displayed and cannot be changed. The Unit Cost is the total cost divided by the total quantity transferred. (The total cost is the extended cost plus the transfer costs.)

8. Enter the **Transfer Cost**. The Transfer Cost is the cost to do the Transfer. For example: you have to send the Item ID via UPS, and you want the cost of the UPS shipping to be included in the cost of the Item ID in the To Location, you would enter the UPS shipping charge into the Transfer Cost field.

    When Location Transfers are posted, the Transfer Cost is posted to the GL Account ID specified for Transfer Costs by the GL Account Code assigned to the source Item ID Location. The Transfer Cost is added to the Extended Cost in the To Location to add the Transfer Cost to the Cost of the Item ID in the To Location.

`Maint`

9. Select the Location to which you want to Transfer the Item ID from the **To Location ID** field.

10. The **To Item ID** is displayed and cannot be edited.

    The Item ID must be set up in the To Location prior to doing a Location Transfer.

11. The **Base Qty Before** of the Item ID at the To Location before the Transfer is displayed.

12. The **Base Qty After** of the Item ID at the To Location after the Transfer is displayed.

13. The **Extended Cost** of the Item ID is displayed.

14. Enter the **Date** of the transfer, or use the default workstation date.

15. Enter the **Fiscal Period** of the Transfer, or use the default period corresponding to the workstation date.

16. Enter the Fiscal **Year** of the Transfer, or use the default year corresponding to the workstation date.

17. Enter a **Comment** about the transfer. These Comments are saved in history.

Serial Number Entry Screen

Lot Number Entry Screen

Lot/Serial Number Entry Screen

The **Serial No Entry**, **Lot No Entry**, or **Lot/Serial No Entry** screen appears when you enter a Transfer record for a Serialized, Lotted, or Serialized and Lotted Item ID, or when you select **Lot No Entry**, **Ser No Entry**, or **Lot/Ser No Entry**. If you do not enter information on this screen, the Transfer line is deleted.

1. The **Loc ID From** where the item is being transferred is displayed.

2. The **Loc ID To** where the item is being transferred is displayed.

3. The **Item ID From** being transferred is displayed.

4. The **Item ID To** being transferred is displayed.

5. The **Unit** of Measure is displayed.

6. The **Total Qty** of the Item ID is displayed.

7. The **Qty Remaining** to be filled for the Transfer is displayed.

8. Select **Serial No.** This field is available only if you are working with a Serialized Item ID.

9. Select a **Lot No From** which to transfer. This field is available only if you are working with a Lotted Item ID.

10. Enter the **Quantity** of the Lot. If you are working with a Serialized Item ID the Quantity can only be one. You must select a different Serial Number for each individual piece.

11. The **Unit Cost** is displayed.

12. The **Ext Cost** is displayed.

13. Enter the **Transfer Cost**.

14. Enter **Comments** about the transfer.

TRANSACTION JOURNAL

Use the **Transaction Journal** function to print Transactions that were entered in the Inventory Transactions function on the Transactions screen.

Print the Transaction Journal after you enter all your Adjustments, Sales, and Purchases, and before you Post Transactions. Use the Journal to verify the Quantity, Costs, and Prices for Transactions and as an audit trail of Inventory activity.

To produce the **Transaction Journal**, follow these steps:

1. Select **Transaction Journal** from the **Transactions** menu.

Transaction Journal Menu
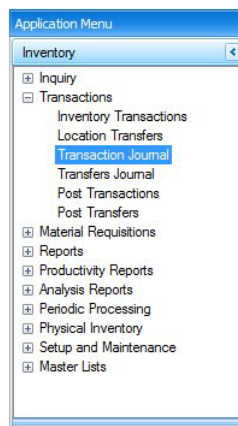
2. The **Transaction Journal** screen appears.

Transaction Journal Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Check the box to **View Transaction Comments**; otherwise, clear the box.

5. Select the **Sort By** criterion for the journal; **Item ID/Location ID**, **Location ID/Item ID**, **Transaction Type** or **Batch/Transaction Number**.

6. Select the **Batch** codes you want to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Journal

Continental Products Unlimited
Transaction Journal
Sorted By Item ID/Location ID

Page 1

Report Filter
View Transaction   Yes

Item ID / Description / Comment	Location ID	Period	Year	Type	Trans No / Batch Code	Trans Date	Unit	Quantity	Unit Cost / Ext Cost	Unit Price / Ext Price	Std Cost
100 / Electrical Package	CA0001	7	2009	AR Invoice	9 / ######	7/16/2009	PKG	1.0000	-50.0000 / -50.00	528.5400 / 528.54	0.0000 / 0.00
200100 / Furnace	CA0001	7	2009	AR Invoice	4 / ######	7/16/2009	EA	1.0000	367.6300 / 367.63	449.9500 / 449.95	379.2500 / 379.25
800001 / Wallpaper - Contemporary	MN0001	7	2009	AR Invoice	6 / ######	7/16/2009	ROLL	100.0000	1.2496 / 124.96	3.0400 / 304.00	0.0000 / 0.00
									Qty 100.0000	Ext Cost 124.96	
800001 / Wallpaper - Contemporary	MN0001	7	2009	AP Invoice	8 / ######	7/16/2009	FOOT	100.0000	0.0781 / 7.81	0.0000 / 0.00	0.0000 / 0.00
				Lot Number 043009001					Qty 100.0000	Ext Cost 7.81	
900 / Refrigerator - Black	MN0001	7	2009	AR Invoice	5 / ######	7/16/2009	EA	1.0000	239.6600 / 239.66	429.9100 / 429.91	0.0000 / 0.00
900 / Refrigerator - Black	MN0001	7	2009	AP Invoice	7 / ######	7/16/2009	EA	10.0000	450.0000 / 4,500.00	45.0000 / 450.00	0.0000 / 0.00

Serial Number 043009001

Serial Number	Qty	Unit Cost	Unit Price
071609001	1.0000	450.00	450.00
071609002	1.0000	450.00	450.00
071609003	1.0000	450.00	450.00
071609004	1.0000	450.00	450.00
071609005	1.0000	450.00	450.00
071609006	1.0000	450.00	450.00
071609007	1.0000	450.00	450.00
071609008	1.0000	450.00	450.00
071609009	1.0000	450.00	450.00
071609010	1.0000	450.00	450.00

7/16/2009 11:26 AM

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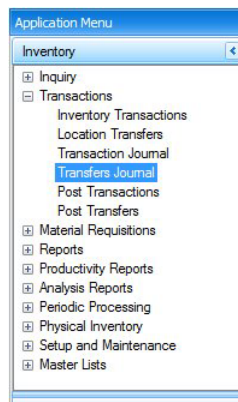
TRANSFERS JOURNAL

The **Transfers Journal** is a record of the Transfers that were entered in the Location Transfers function on the Transactions menu.

Print the Transfers Journal after you enter the Location Transfers and before you Post Transfers. Use the Journal to verify the quantity of each Item ID Transferred, the Quantity of units Transferred, the Transfer Cost, the Unit and Extended Cost, and as an audit trail of inventory activity. If you find incorrect Transfers, use the Location Transfers function (page 4-33) to edit or delete them.

To produce the **Transfers Journal**, follow these steps:

1. Select **Transfers Journal** from the **Transactions** menu.

Transfers Journal Menu

2. The **Transfers Journal** screen appears.

Transfers Journal Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Check the box to **View Transfer Comments**; otherwise, clear the box.

5. Select the **Sort By** criterion for the journal; **Item ID/Location ID**, **Location ID/Item ID**, or **Batch/Transaction Number**.

6. Select the **Batch** codes you want to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transfers Journal

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Continental Products Unlimited
Transfers Journal
Sorted by Item ID / Location ID

Page 1

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Report Filter								Batch List	######		
View Transfer Comments	Yes										

From Item ID Description Comment	Location ID	To Item ID	Batch Code	Location ID Trans No	Trans Date Period	Year	Quantity Unit	From Unit Cost From Ext Cost	Unit Cost Transfer Cost Transfer	To Unit Cost To Ext Cost
100 Electrical Package	MN0001	100	######	CA0001 1	7/16/2009 7	2009	2.0000 PKG	343.5500 687.10	0.0000 0.00	343.5500 687.10
800001 Wallpaper - Contemporary	MN0001	800001	######	CA0001 2	7/16/2009 7	2009	10.0000 ROLL	1.2496 12.50	0.0000 0.00	1.2496 12.50
From Lot Number 071609001		**To Lot Number** 071609001A					10.0000	1.2496	0.0000	
9000 Lotted Serial Item	MN0001	9000	######	CA0001 3	7/16/2009 7	2009	1.0000 EA	50.0000 50.00	0.0000 0.00	50.0000 50.00
Serial No. **Lot No.** 051809005 051809001							1.0000	50.0000	0.0000	

POST TRANSACTIONS

Use the **Post Transactions** function on the Transactions menu to post Adjustments, Sales, and Purchases. Posting affects the following information:

- General Ledger Account IDs are updated for Adjustments, and Purchases.

- General Ledger Account IDs, and Sales history are updated for Sales Transactions.

- If Inventory is interfaced with General Ledger, Debit and Credit entries are created in the GL Journal. If you post detail (line-item) information, entries are made for each line Item ID. If you post summary (totals) information, one entry is made for each Account ID.

After posting is complete, a Post Transactions Log will be produced. If Inventory is not interfaced with General Ledger, use the Post Transactions Log to manually adjust the Account IDs affected by this function.

When you Post Transactions, entries are made to the following Account IDs:

Sale: decrease in quantity and value

Cost		Price	
Inventory	**COGS**	**Sales**	**AR Offset**
CR	DB	CR	DB

The Inventory, COGS, and Sales Account IDs are from the Item ID's Account Code. The AR Offset Account ID is the default AR GL Offset account specified on the Default-GL Accounts section in the Business Rules (page 3-5) function.

Sale: increase in quantity and value (miscellaneous credit)

Cost		Price	
Inventory	**COGS**	**Sales**	**AR Offset**
DB	CR	DB	CR

The Inventory, COGS, and Sales Account IDs are from the Item ID's Account Code. The AR Offset Account ID is the default AR GL Offset account specified on the Default-GL Accounts section in the Business Rules (page 3-5) function.

Purchase: increase in quantity and value

Inventory Acct	AP Offset Acct
DB	CR

The Inventory Account ID is from the Item ID's Account Code. The AP Offset Account ID is the default AP GL Offset Account ID specified on the Default-GL Accounts section in the Business Rules (page 3-5) function.

Purchase: decrease in quantity and value (miscellaneous debit)

Inventory Acct	AP Offset Acct
CR	DB

The Inventory Account ID is from the Item ID's Account Code. The AP Offset Account ID is the default AP GL Offset Account ID specified on the Default-GL Accounts section in the Business Rules (page 3-5) function.

Adjustment: increase in quantity and value

| Inventory Adjustment Acct	COGS Adjustment Acct
DB	CR

The Inventory Adjustment Account ID is from the Item ID's Account Code. The COGS Adjustment Account ID is the General Ledger Account ID specified in the Transaction. By default the COGS Adjustment Account ID is the COGS Adjustment Account ID from the Account Code for the Item ID.

Adjustment: decrease in quantity and value

Inventory Adjustment Acct	COGS Adjustment Acct
CR	DB

The Inventory Adjustment Account ID is from the Item ID's Account Code. The COGS Adjustment Account ID is the General Ledger Account ID specified in the Transaction. By default the COGS Adjustment Account ID is the COGS Adjustment Account ID from the Account Code for the Item ID.

NOTE: If your Inventory Adjustment Account ID is not set up with the same Account ID as your Inventory Account ID: Normal accounting procedures suggest doing manual adjusting entries to reverse your adjustment amounts out of your Inventory Adjustment Account ID, and put the corresponding entry to your Inventory Account ID for the Item IDs that have had Adjustments. This will result in the true values of your Inventory reflected in your Inventory Account ID.

To **Post Transactions**, follow these steps:

1. Select **Post Transactions** from the **Transactions** menu.

Post Transactions Menu
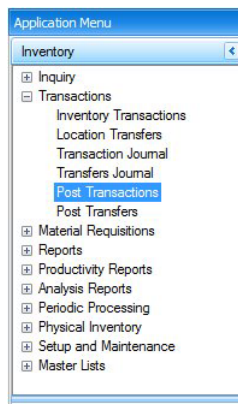
2. The **Post Transactions** screen appears.

Post Transactions Screen

3. Before you post, **Do the following, then check the box**:

   • If you have a multiuser system, make sure that no one else is using the Batches you will be selecting to post.

   • **Print the Transaction Journal**.

4. Select the **Batches** you want to post. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

5. Enter **Comments** about the post. These Comments are saved in the Post Run field in General Ledger and can be seen on the GL Journal pick screen.

6. Select a command button:

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

A message appears when the Post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Transactions Log

Continental Products Unlimited
Post Transactions

Page 1

Batch List #####
Comments

Posted to Fiscal Year 2009
Fiscal Period 7

Item ID	Loc ID	GL Account	Debit	Credit
9000	MN0001	00-000-1230		50.00
200100	CA0001	00-000-1230		367.63
900	MN0001	00-000-1230		239.66
800001	MN0001	00-000-1230		124.96
100	CA0001	00-000-1230		50.00
900	MN0001	00-000-1230	4,500.00	
800001	MN0001	00-000-1230	7.81	
900	MN0001	00-000-1230	239.66	
9000	MN0001	00-000-4000	500.00	
200100	CA0001	00-000-4000	449.95	
900	MN0001	00-000-4000	429.91	
800001	MN0001	00-000-4000	304.00	
100	CA0001	00-000-4000	528.54	
9000	MN0001	00-000-4000		500.00
200100	CA0001	00-000-4000		449.95
900	MN0001	00-000-4000		429.91
800001	MN0001	00-000-4000		304.00
100	CA0001	00-000-4000		528.54
9000	MN0001	00-000-5000	50.00	
200100	CA0001	00-000-5000	367.63	
900	MN0001	00-000-5000	239.66	
800001	MN0001	00-000-5000	124.96	
100	CA0001	00-000-5000	50.00	
900	MN0001	00-000-5040		239.66
900	MN0001	00-000-6050		4,500.00
800001	MN0001	00-000-6050		7.81
Total for Fiscal Period 7			**7,792.12**	**7,792.12**
Grand Total			**7,792.12**	**7,792.12**

POST TRANSFERS

Use the **Post Transfers** function on the Transactions menu to Post Transfers. Posting affects the following information:

- General Ledger Account IDs are updated for Location Transfers.

- If Inventory is interfaced with General Ledger, Debit and Credit entries are created in the GL Journal. If you post detail (line-item) information, entries are made for each line Item ID. If you post summary (totals) information, one entry is made for each Account ID.

After posting is complete, a Post Transfers Log will be produced. If Inventory is not interfaced with General Ledger, use the Post Transfers Log to manually adjust the Account IDs affected by this function.

When you Post Transfers, entries are made to the following Account IDs:

Transfer: decrease from source, increase in destination:

Item Cost		Transfer Cost	
Loc ID From	**Loc ID To**	**Loc ID From**	**Loc ID To**
Inventory	**Inventory**	**Transfer Cost**	**Inventory**
CR	DB	CR	DB

The Inventory Account IDs and the Transfer Cost Account IDs both come from the Account Codes for the Item ID in the From and To Locations.

To **Post Transfers**, follow these steps:

1. Select **Post Transfers** from the **Transactions** menu.

Post Transfers Menu
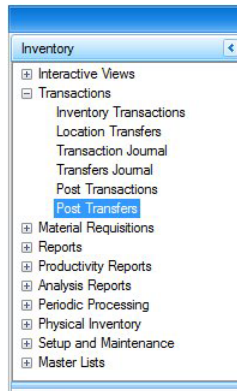
2. The **Post Transfers** screen appears.

Post Transfers Screen

3. Before you post, **Do the following, then check the box**:

- If you have a multiuser system, make sure that no one else is using the Batches you will be selecting to post.

- **Print the Transfers Journal**.

4. Select the **Batches** you want to post. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

5. Enter **Comments** about the post. These Comments are saved in the Post Run field in General Ledger and can be seen on the GL Journal pick screen.

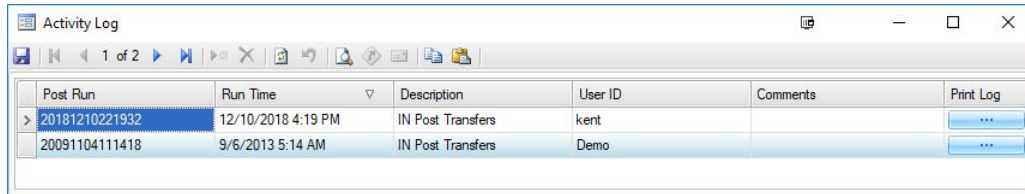6. Select a command button:

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

A message appears when the Post completes successfully. After you click **OK** to close this message box, the Post Transfers Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Transfers Log

		Continental Products Unlimited			
		Post Transfers			
Batch List	######				
Comments					
Posted to Fiscal Year	2017				
Fiscal Period	6				
Item ID		Loc ID	Description	GL Account	Debit
ACC012		MN0001	ACC012	00-000-1230	
100		MN0001	100	00-000-1230	
100		CA0001	100	00-000-1230	10.00
ACC012		CA0001	ACC012	00-000-1230	73.46
100		CA0001	100	00-000-1230	687.10
100		MN0001	100	00-000-1290	
	Total for Fiscal Period 6				770.56
Grand Total					770.56

12/10/2018 4:19 PM   *** End of Report ***   OPEN_SYSTEMS\Ker

USING THE MATERIAL REQUISITIONS MENU

Use the **Material Requisitions** functions to remove Item ID quantities from inventory, that are used internally or for Projects, to Return Material Requisitions, to change Requisitions, and to delete Requisitions. If you do not have enough quantity of Item IDs to fill a Requisition, you can enter a backorder quantity; the Requisition stays on file until the entire Requisition is filled. To determine which backorders you can fill, produce the Backorder Allocation Report, and use the Enter Material Requisitions function to fill them.

If you purchase Item IDs from different businesses, enter those transactions in the Accounts Payable or Purchase Order application or in the Inventory Transactions function (page 4-5).

Use the Material Requisitions functions for the following tasks:

- Use the **Enter Material Requisitions** (page 4-63) function to enter, return, change, and delete Material Requisitions.

- Use the **Print Material Requisitions** (page 4-71) function to print Material Requisitions.

- Use the **Material Requisitions Journal** (page 4-75) function and the **Backorder Allocation Report** (page 4-79) function as audit trails.

- Use the **Post Material Requisitions** (page 4-83) function to remove the Requisitions and Returned Requisitions (except for backorders) from Material Requisitions.

Use the following Interactive Views functions to verify Material Requisition transactions:

- The **Item Availability View** (page 5-31) function shows changes to quantities.

- The **Item View** (page 5-15) function shows updates to quantity totals.

- The **Item Locations** tab shows Quantity, Cost, Serial Number, and Lot Number changes.

- The **Lot Number View** (page 5-21) function verifies that a transaction for a Lotted Item ID was updated in Lot history.

- The **Serial Number View** (page 5-23) function verifies that the status of a Serial Number has changed when a Material Requisition or Material Requisition Return is entered.
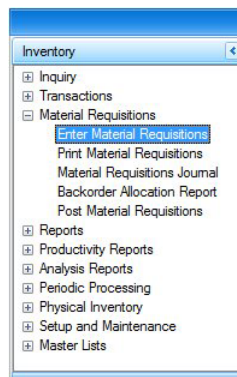
ENTER MATERIAL REQUISITIONS

Use the **Enter Material Requisitions** function to enter, return, change, and delete Material Requisitions.

To **Enter Material Requisitions**, follow these steps:

1. Select **Enter Material Requisitions** from the **Material Requisitions** menu.

Enter Material Requisitions Menu

2. The **Enter Material Requisitions** screen appears.

Enter Material Requisitions Screen

3. To add an new Material Requisition select the **New Record** button in the toolbar.

4. The system generates a **Transaction No**.

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5. Select the **Location ID**. Your selection becomes the default for the Item Detail section.

6. Enter the **Date Placed** for the requisition, or use the default workstation date.

7. Enter the **Date Needed** the item for the Requisition is needed, or use the default workstation date.

8. Enter **Notes** about the requisition. The Notes are printed on the Material Requisition.

9. Select the **Requisition Type**; **Material Requisition** or **Material Requisition Return**.

10. Enter the **Requisition No**. This is a required field.

11. Enter the name of the person the requisition was **Requested By**.

12. Enter the **Date Shipped** for the Requisition, or use the default workstation date.

13. Enter the **Fiscal Period**, or use the default Period corresponding to the Date Shipped field.

14. Enter the **Fiscal Year**, or use the default Year corresponding to the Date Shipped field.

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15. Select the **Ship To ID**. The **Ship Name** and **Address** of the person receiving the shipment appears.

16. Enter the **Ship Method**.

17. The **Requisition Total** is displayed.

Item Detail —Summary View

»

Item ID	Description	Location ID	Unit	Qty Requested	Qty Filled	Unit Cost	Ext Cost
100	Electrical Package	MN0001	PKG	1.0000	1.0000	343.5500	343.55
200100	Furnace	MN0001	EA	1.0000	1.0000	367.6300	367.63
200200	Water Heater	MN0001	EA	1.0000	1.0000	223.0300	223.03
200300	Air Conditioner	MN0001	EA	1.0000	1.0000	419.9100	419.91

|◀◀ ◀ Record 5 of 5 ▶ ▶▶| ➕ ➖ ◁

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1. Select the **Item ID** of the item being requisitioned.

2. The item **Description** is displayed.

3. The default **Location ID** is displayed. You can select a different Location ID, only Locations with this Item ID setup are displayed.

4. The default **Unit** of Measure is displayed for the Item ID, or you can select a different Unit of Measure.

5. Enter the **Qty Requested** of the Item ID.

6. Enter the **Qty Filled** of the Item ID. The On Hand and Available quantities are reduced by this number.

7. The **Unit Cost** of the item is displayed. If the transaction is a Material Requisition Return, you can change the Unit Cost.

8. The **Ext Cost** of the Item ID is displayed.

Command Buttons

Name	Description
Lot No Entry	Display the Lot Number Entry screen when a Lotted Item ID is selected.
Ser No Entry	Display the Serial Number Entry screen when a Serialized Item ID is selected.
Lot/Ser No Entry	Display the Lot/Serial Number Entry screen when a Lotted and Serialized Item ID is selected.

See the Lot/Serial Number entry section below for details.

Item Detail — Detail View

1. Select the **Item ID** of the item being requisitioned.

2. The Item **Description** is displayed.

3. The default **Location ID** is displayed. You can select a different Location ID, only Locations with this Item ID setup are displayed.

4. Enter the number of units of the Item ID that are **Requested**.

5. The default **Unit** of Measure is displayed for the Item ID, or you can select a different Unit of Measure.

6. Enter the number of units of the Item ID that were **Filled**. The On Hand and Available quantities are reduced by this number.

7. Enter the number of units of the Item ID that are **Backordered**. The quantity Committed is increased by this number.

NOTE: **You cannot enter a backorder quantity greater than the quantity still on demand (the quantity Requested minus the quantity Filled).**

When you post, the Backordered quantity also becomes the Requested quantity.

8. The **Unit Cost** of the item ID is displayed. If the transaction is a Material Requisition Return, you can change the Unit Cost.

9. The **Ext Cost** of the Item ID is displayed.

10. The default **GL Account** for Material Expense you selected in the Default-GL Accounts section in the Business Rules (page 3-5) function is displayed for the requisition.

If you are interfaced to General Ledger, you can select a different Account ID. If you are not interfaced to General Ledger, you can enter a different Account ID.

11. Enter a **GL Description** of the transaction. The Description is printed in the Material Requisitions Journal. If Inventory is interfaced with General Ledger and you selected Yes to Post Detail to General Ledger in the Business Rules (page 3-5) function, the Description is posted to the GL Journal in the Description field.

Command Buttons

Name	Description
Lot No Entry	Display the Lot Number Entry screen when a Lotted Item ID is selected.
Ser No Entry	Display the Serial Number Entry screen when a Serialized Item ID is selected.
Lot/Ser No Entry	Display the Lot/Serial Number Entry screen when a Lotted and Serialized Item ID is selected.

See the Lot/Serial Number entry section below for details.

Lot Number Entry Screen

Serial Number Entry Screen

Lot/Serial Number Entry Screen

The **Serial No Entry**, **Lot No Entry**, or **Lot/Serial No Entry** screen appears when you enter a Material Requisition record for a Serialized, Lotted, or Serialized and Lotted Item ID, or when you select **Lot No Entry**, **Ser No Entry**, or **Lot/Ser No Entry**. If you do not enter information on this screen, the Material Requisition line Filled quantity is changed to zero.

1. The **Item ID** is displayed.

2. The **Location ID** is displayed.

3. The **Unit** of measure is displayed.

4. The **Total Qty** of the Item ID is displayed.

5. The **Qty remaining** for the Material Requisition is displayed.

6. Select a **Serial No** if you are working with a Serialized Item ID.

7. Select a **Lot No** if you are working with a Lotted Item ID.

8. Enter a **Comment** about the transaction.

9. The **Qty Ordered** of the Lot is displayed.

10. Enter the **Qty Filled**, if applicable.

11. The **Qty Bkord** is displayed, if applicable.

12. The **Unit Cost** is displayed, from your Costing Method selected in the Business Rules (page 3-5) function.

13. The **Ext Cost** is displayed.

Entering Project Information

Material Requisitions for items used in a project are entered into the Project Costing module into the Transactions function. Project information is no longer displayed in the Inventory Material Requisitions function. For more details on entering Material Requisitions for projects see the *Project Costing Training Manual*.

Command Buttons

Name	Description
Update	Edit the current Material Requisition.
Print	Print online Material Requisitions and Requisition Returns.

Adding, Editing, and Deleting Material Requisitions

To add a **Material Requisition**, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar. A blank Enter Material Requisitions screen appears.

2. Select the **Location ID**. Your selection becomes the default for the Item Detail.

3. Select the **Requisition Type**; **Material Requisition** or **Material Requisition Return**.

4. Enter the **Requisition Number**.

   The system generates a **Transaction No**.

5. Enter the line **Item** information.

6. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

   To edit a **Material Requisition**, follow these steps:

1. Select the **Transaction No** to edit.

2. Select **Update**.

3. Edit the information.

4. Click the **Save** button 💾 in the toolbar and close the screen to save your changes and return to the main menu.

   To delete a **Material Requisition**, follow these steps:

1. Select the **Transaction No** to delete.

2. Select **Update**.

3. Select the **Delete** hot key. (F3 or the **Delete Record** button ✕ on the tool bar)

PRINT MATERIAL REQUISITIONS

Use the **Print Material Requisitions** function to print Material Requisition forms.
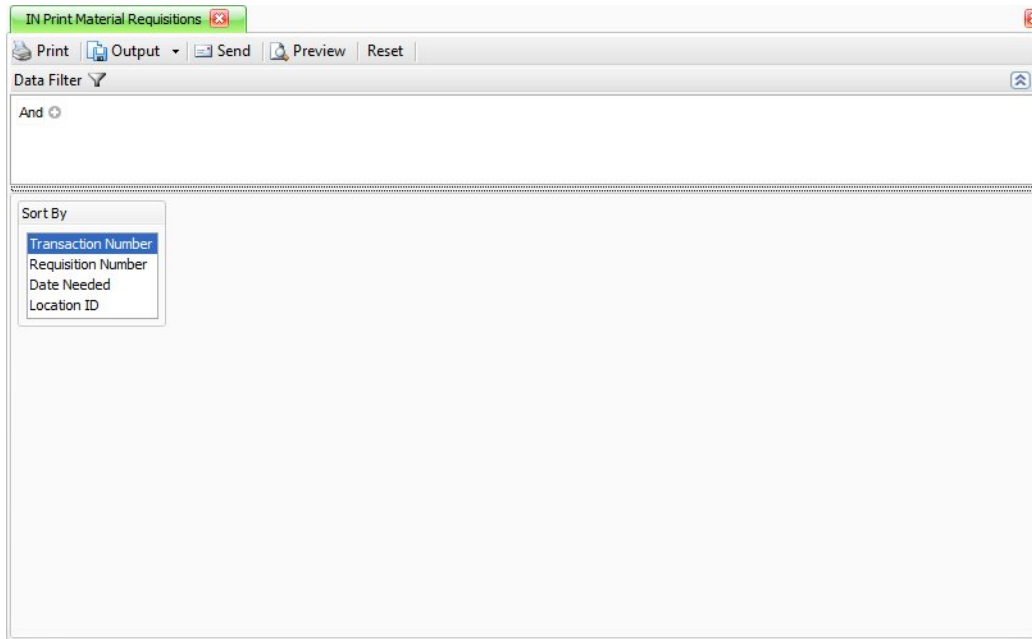
To **Print Material Requisitions**, follow these steps:

1. Select **Print Material Requisitions** from the **Material Requisitions** menu.

Print Material Requisitions Menu
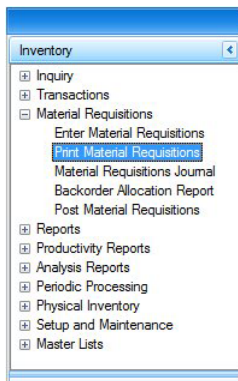
2. The **Print Material Requisitions** screen appears.

Print Material Requisitions Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the **Sort By** criterion for the Requisitions; **Transaction Number**, **Requisition Number**, **Date Needed**, or **Location ID**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Material Requisition

MATERIAL REQUISITION		Requisition Number 00001				PAGE 1	
		Date Needed 07/21/2009					

Order Date	Ordered By			Ship Method			
07/21/2009	George						

Ship From:
Loc ID   MN0001
MINNEAPOLIS WAREHOUSE
453 LAKE DRIVE
MINNEAPOLIS, MN 55355

ShipTo:

Line	Item Description Customer ID / Project ID /	Loc ID Phase Code	Unit / Task Code	Unit Cost Extended Cost	Filled Requested	Backordered
1	100 Electrical Package	MN0001	PKG	343.5500 343.55	1.0000 1.0000	0.0000
2	200100 Furnace	MN0001	EA	379.4400 379.44	1.0000 1.0000	0.0000
3	200200 Water Heater	MN0001	EA	227.5300 227.53	1.0000 1.0000	0.0000
4	200300 Air Conditioner	MN0001	EA	429.9500 429.95	1.0000 1.0000	0.0000
5	800001 Wallpaper - Contemporary	MN0001	ROLL	1.2496 12.50	10.0000 10.0000	0.0000

Lot Number				Unit Cost	Filled	Ext Cost
071609001				1.2496	10.0000	12.50
6	900 Refrigerator - Black	MN0001	EA	239.6600 239.66	1.0000 1.0000	0.0000

Serial Number					Filled	Ext Cost
043009002					1.0000	239.66
7	9000 Lotted Serial Item	MN0001	EA	50.0000 50.00	1.0000 1.0000	0.0000

Serial Number		Lot Number			Filled	Ext Cost
051809006					1.0000	50.00
			TOTAL =	1,682.63		

MATERIAL REQUISITIONS JOURNAL

Use the **Material Requisitions Journal** as an audit trail of Material Requisitions and Material Requisition Returns and to check for mistakes and omissions. Print the Material Requisitions Journal before you Post Requisitions. If you find incorrect Material Requisitions in the Material Requisitions Journal, use the Enter Material Requisitions function (page 4-63) to edit or delete them.

To produce a **Material Requisitions Journal**, follow these steps:

1. Select **Material Requisitions Journal** from the **Material Requisitions** menu.

Material Requisitions Journal Menu
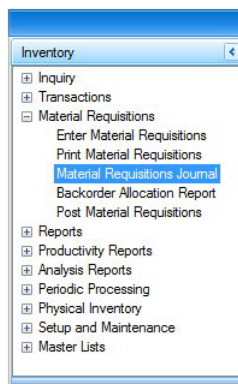
2. The **Material Requisitions Journal** screen appears.

Material Requisitions Journal Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Specify how to **View** information in the journal; **Detail** or **Summary**

5. Select the **Sort By** criterion for the journal; **Transaction Number**, **Requisition Number**, **Fiscal Year/Fiscal Period/Account**, or **Item ID**.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Material Requisitions Journal

Continental Products Unlimited
Material Requisitions Journal
Detail by Transaction Number

Page 1

Report Filter

Trans No	Line	Type	Req No Ship-to ID	-Date- Placed Needed	GL Pd GL Desc	Year	GL Acct Cost Type	Loc ID	Item ID Description	Customer ID/Project ID/Phase Code/Task Code	Unit	Qty Filled	Qty Backord	Ext Cost
1	1	MR	00001	7/21/2009 7/21/2009	7	2009	00-000-6840MN0001		100 Electrical Package ///		PKG	1.0000	0.0000	343.55
1	2	MR	00001	7/21/2009 7/21/2009	7	2009	00-000-6840MN0001		200100 Furnace ///		EA	1.0000	0.0000	379.44
1	3	MR	00001	7/21/2009 7/21/2009	7	2009	00-000-6840MN0001		200200 Water Heater ///		EA	1.0000	0.0000	227.53
1	4	MR	00001	7/21/2009 7/21/2009	7	2009	00-000-6840MN0001		200300 Air Conditioner ///		EA	1.0000	0.0000	429.95
1	5	MR	00001	7/21/2009	7	2009	00-000-6840MN0001		800001 Wallpaper-Contemporary ///		ROLL	10.0000	0.0000	12.50
1	6	MR	00001	7/21/2009 7/21/2009	7	2009	00-000-6840MN0001		900 Refrigerator-Black ///		EA	1.0000	0.0000	239.66
									Lot Number 07160900 1			10.0000	0.0000	12.50
1	7	MR	00001	7/21/2009 7/21/2009	7	2009	00-000-6840MN0001		9000		EA	1.0000	0.0000	239.66
									Serial Number 043009002 9000			1.0000	0.0000	50.00
									Lot Number			1.0000		239.66

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BACKORDER ALLOCATION REPORT

Use the **Backorder Allocation Report** as an audit trail and to determine which backordered Requisitions can be filled. Print the Backorder Allocation Report before you Post Material Requisitions to check for mistakes and omissions. If you find incorrect Material Requisitions in the Backorder Allocation Report, use the Enter Material Requisitions function (page 4-63) to edit or delete them.

To produce a **Backorder Allocation Report**, follow these steps:

1. Select **Backorder Allocation Report** from the **Material Requisitions** menu.

Backorder Allocation Report Menu
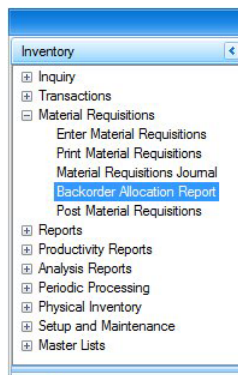
2. The **Backorder Allocations Report** screen appears.

Backorder Allocation Report Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the **Sort By** criterion for the report; **Date Needed**, **Requisition Number**, or **Ship To ID**.

   The report shows the order in which requisitions can be filled, based on your selection and the quantity Available in Inventory.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Backorder Allocation Report

Continental Products Unlimited
Backorder Allocation Report
By Location ID/Item/ Date Needed

Page 1

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Report Filter

Loc ID	Req No	Ship-To ID	Item ID	Date Needed	Trans No	Line No	On Backorder	Qty Available	Allocated	Balance Available
Description		Description	Customer ID	/Project ID	/Phase Code	Bin Number	Base Unit	/Task Code		
MN0001	00002		100	7/21/2009	2	1	5.0000			
MINNEAPOLIS WAREHOUSE			Electrical Package	E-10	PKG					
				Item ID Total	100		5.0000			
MN0001	00002		200100	7/21/2009	2	2	3.0000	9.0000	5.0000	4.0000
MINNEAPOLIS WAREHOUSE			Furnace		EA					
				Item ID Total	200100		-1.0000		0.0000	-1.0000

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*** End of Report ***

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POSTING MATERIAL REQUISITIONS

Use the **Post Material Requisitions** function to Post Material Requisitions. When you post, entries are made to the following accounts for a **Material Requisition** for Inventory Item IDs:

Inventory		**Material Expense**	
	CR	DB	

Entries are made to the following accounts for a **Material Requisition Return** for Inventory Item IDs:

Inventory		**Material Expense**	
DB			CR

The Inventory Account ID for posting Material Requisitions comes from the Account Codes for the Item IDs being posted. The Material Expense Account ID comes from the Default Material Expense Account selected in the Defaults-GL Accounts section of the Business Rules (page 3-5) function.

To **Post Material Requisitions**, follow these steps:

1. Select **Post Material Requisitions** from the **Material Requisitions** menu.

Post Material Requisitions Menu
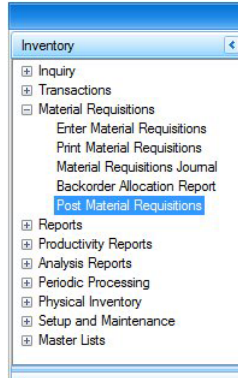
2. The **Post Material Requisitions** screen appears.

Post Material Requisitions Screen

3. Before you post, **Do the following, then check the box**:

   • If you have a multiuser system, make sure that no one else is using the Enter Material Requisitions function.

   • Complete Material Requisition Entry.

   • Print the Material Requisition Forms and the Material Requisitions Journal.

4. Check the box after you complete the required steps.

5. Enter **Comments**. These Comments are stored in the Post Run field in General Ledger and can be seen on the GL Journal pick screen.

6. Select a command button:

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Material Requisitions Log

		Continental Products Unlimited		Page 1
		Post Material Requisitions		

Comments

Posted to Fiscal Year	2009			
Fiscal Period	7			
Reference	**Description**	**GL Account**	**Debit**	**Credit**
IN	COGS Adjustment	00-000-1230	239.66	
Mtrl Inv	Amount from Material Inventory	00-000-1230		343.55
Mtrl Inv	Amount from Material Inventory	00-000-1230		379.44
Mtrl Inv	Amount from Material Inventory	00-000-1230		227.53
Mtrl Inv	Amount from Material Inventory	00-000-1230		429.95
Mtrl Inv	Amount from Material Inventory	00-000-1230		12.50
Mtrl Inv	Amount from Material Inventory	00-000-1230		239.66
Mtrl Inv	Amount from Material Inventory	00-000-1230		50.00
Mtrl Inv	Amount from Material Inventory	00-000-1230		1,717.75
Mtrl Inv	Amount from Material Inventory	00-000-1230		758.88
IN	COGS Adjustment	00-000-5040		239.66
00001	100 Electrical Package	00-000-6840	343.55	
00001	200100 Furnace	00-000-6840	379.44	
00001	200200 Water Heater	00-000-6840	227.53	
00001	200300 Air Conditioner	00-000-6840	429.95	
00001	800001 Wallpaper - Contemporar	00-000-6840	12.50	
00001	900 Refrigerator - Black	00-000-6840	239.66	
00001	9000 Lotted Serial Item	00-000-6840	50.00	
00002	100 Electrical Package	00-000-6840	1,717.75	
00002	200100 Furnace	00-000-6840	758.88	
	Total for Fiscal Period 7		4,398.92	4,398.92
Grand Total			4,398.92	4,398.92

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USING THE PERIODIC PROCESSING MENU

Use the functions on the Periodic Processing menu for the following tasks:

- Use the **Item Price Change** (page 4-91)function to change the price of Item IDs and produce an Item Price Change Log.

- Use the **Cost Changes** (page 4-97) function to change the Standard or Base Costs of Item IDs and produce a Cost Change Log.

ITEM PRICE CHANGE

Use the **Item Price Change** function to change the prices for large groups of Item IDs, Product Lines, Locations, or Price IDs. Before you can use this function, the Unit of Measure Pricing must be set up for the Item IDs.

When you change the Prices of Item IDs, the Inventory Prices are updated; each Item ID's Unit Price is adjusted by the percentage or dollar amount you specify. When you change the Price of a Price ID, the Price Breaks in the Price record are adjusted by the percentage or dollar amount you specify.

To use the **Item Price Change** function, follow these steps:

1. Select **Item Price Change** from the **Periodic Processing** menu.

Item Price Change Menu
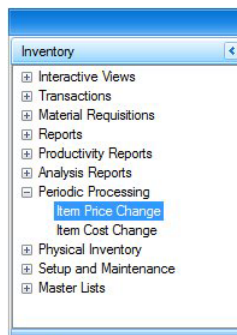
2. The **Item Price Change** screen appears.

Item Price Change Screen

3. Select the range of **Filter Criteria** to include in the price change. Leave this area blank to include all Item IDs.

4. Select the **Sort By** criterion for the Price Change Log; **Item Id** or **Location**.

5. Select the **Adjustment Base**; **Base**, **List**, or **Minimum**.

6. Select the **Adjustment Type**; **Amount** or **Percent**.

7. Enter the **Adjustment Amount**. Positive numbers increase prices; negative numbers decrease prices.

8. Select a command button:

Command Buttons

Name	Description
OK	Begin processing. A message appears when item prices have been updated successfully.
Activity	See a record of the occurrences of copying recurring entries. Click the **Print Log** button view the Item Price Change log from that activity occurrence.
Reset	Return the value of all fields to their default values.

After you click **OK** to close this message box, the Item Price Change Report appears.

Select how you want to output your report.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Screen

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

> **NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

Increasing and Decreasing Item Prices

To increase **Item Prices**, follow these steps:

1. Select the filter criterion for the Price increase.

2. Select the **Adjustment Base**.

3. Select the **Adjustment Type** of increase (**Percent** or **Amount**).

4. Enter the positive **Adjustment Amount** of increase.

5. Select **OK**.

To decrease **Item Prices**, follow these steps:

1. Select the filter criterion for the Price decrease.

2. Select the **Adjustment base**.

3. Select the **Adjustment Type** of decrease (**Percent** or **Amount**).

4. Enter the negative **Adjustment Amount** of decrease.

5. Select **OK**.

Item Price Change Log

Continental Products Unlimited
Price Change Log
Base Price by Location ID

Report Filter
Price Information

Adjustment Base	Base		Adjustment Type	Percent		
Adjustment Amount	2.0000					

Item ID	Location ID	Product Line	Units	Old Price	New Price
Description					
100	CA0001	MATERIAL	PKG	528.5400	539.1108
Electrical Package					
11111	CA0001	MATERIAL	PKG	528.5400	539.1108
Electrical Package					
150	CA0001	MATERIAL	PKG	1,463.7600	1,493.0352
Plumbing Package					
200	CA0001	HEAT/AIR	PKG	2,738.2300	2,792.9946
Heating/Cooling Package					
200100	CA0001	HEAT/AIR	EA	449.9500	458.9490
Furnace					
200200	CA0001	HEAT/AIR	EA	299.9500	305.9490
Water Heater					
200300	CA0001	HEAT/AIR	EA	499.9500	509.9490
Air Conditioner					
200400	CA0001	HEAT/AIR	EA	149.9500	152.9490
Water Softener					
200500	CA0001	HEAT/AIR	EA	57.5000	58.6500
Sump Pump					
200600	CA0001	HEAT/AIR	EA	89.9900	91.7898
Humidifier					
250	CA0001	MATERIAL	CS	2,685.7400	2,739.4548
Exterior Panels					
300	CA0001	MATERIAL	EA	57.0900	58.2318
Interior Door					
350	CA0001	MATERIAL	EA	584.5900	596.2818
Entry Door					
400	CA0001	MATERIAL	PKG	1,650.5500	1,683.5610
Interior Materials					
450	CA0001	MATERIAL	EA	424.0500	432.5310
Slide by Window 24" x 40"					
460	CA0001	MATERIAL	EA	464.4000	473.6880
Slide by Window 30" X 40"					
550	CA0001	MATERIAL	PKG	1,593.9900	1,625.8698
Millwork Package					
555	CA0001	MATERIAL	PKG	1,724.5500	1,759.0410
Millwork Package - Oak					
600	CA0001	MATERIAL	EA	318.5000	324.8700
Standard Window 24" X 40"					
610	CA0001	MATERIAL	EA	380.1600	387.7632
Standard Window 30" X 40"					
650	CA0001	MATERIAL	PKG	28,195.7000	28,759.6140
Steel Supports					
700	CA0001	MATERIAL	SET	1,545.9200	1,576.8384
Cabinets					
800001	CA0001	MATERIAL	FOOT	0.1900	0.1938
Wallpaper - Contemporary					
800001	CA0001	MATERIAL	ROLL	3.0400	3.1008
Wallpaper - Contemporary					

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ITEM COST CHANGE

Use the **Item Cost Change** function on the Periodic Processing menu to change the Standard or Base Costs of Item IDs and to produce a Cost Change Log.

If you use the Standard Costing Valuation Method, you can change Standard Cost. For example: suppose your distribution Costs increase $2 per Item ID for a group of Item IDs. Instead of changing each Item ID's Standard Cost, you can use the Item Cost Changes function to select the Item IDs, enter the Standard or Bases Cost codes that are affected, and enter the adjusted dollar amount.

If you change the Base Cost for items, the Base Cost on the Cost Information area in the Item Locations tab is updated.

When you change the Cost of an Item ID, the Item ID's cost is adjusted by the Percentage or dollar Amount you specify.

To use the **Item Cost Change** function, follow these steps:

1. Select **Item Cost Change** from the **Periodic Processing** menu.

Item Cost Change Menu
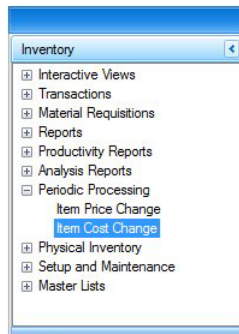
2. The **Item Cost Change** screen appears.

Item Cost Change Screen

3. Select the range of **Filter Criteria** to include in the Cost Change. Leave this area blank to include all Item IDs.

4. Select the **Sort By** criterion for the Cost Change Log; **Item ID** or **Location ID**.

5. Check the box to **Allow Negative Costs**; otherwise, clear the box. This will allow the cost to go below 0 when calculating your cost adjustment.

6. Select the **Adjustment Base**; **Base** or **Standard**.

7. Select the **Adjustment Type**; **Amount** or **Percent**.

8. Enter the **Adjustment Amount**. Positive numbers increase costs; negative numbers decrease costs.

9. Select a command button:

Command Buttons

Name	Description
OK	Begin processing. A message appears when item costs have been updated successfully.
Activity	See a record of the occurrences of copying recurring entries. Click the **Print Log** button view the Item Cost Change log from that activity occurrence.
Reset	Return the value of all fields to their default values.

After you click **OK** to close the message box, the Item Cost Change Report appears.

Select how you want to output your report.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Screen

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

> **NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Increasing and Decreasing Item Costs

To increase **Item Costs**, follow these steps:

1. Select the filter criterion for the Cost Increase.

2. Select the **Adjustment Base**; **Base** or **Standard**.

3. Select the **Adjustment Type** of increase (**Percent** or **Amount**).

4. Enter the positive **Amount** of increase.

5. Select **OK**.

To decrease **Item Costs**, follow these steps:

1. Select the filter criterion for the Cost Decrease.

2. Select the **Adjustment Base**; **Base** or **Standard**.

3. Select the **Adjustment Type** of decrease (**Percent** or **Amount**).

4. Enter the negative **Amount** of decrease.

5. Select **OK**.

Cost Change Log

Report Filter
Allow Negative Costs   No
Cost Information

Adjustment Base	Standard	**Adjustment Type**	Percent	
Adjustment Amount	2.0000			

Item ID Description	Location ID	Product Line	Units	Old Cost	New Cost
100 Electrical Package	CA0001	MATERIAL	PKG	0.0000	0.0000
11111 Electrical Package	CA0001	MATERIAL	PKG	0.0000	0.0000
150 Plumbing Package	CA0001	MATERIAL	PKG	0.0000	0.0000
200 Heating/Cooling Package	CA0001	HEAT/AIR	PKG	0.0000	0.0000
200100 Furnace	CA0001	HEAT/AIR	EA	379.2500	386.8350
200200 Water Heater	CA0001	HEAT/AIR	EA	227.7900	232.3458
200300 Air Conditioner	CA0001	HEAT/AIR	EA	429.2500	437.8350
200400 Water Softener	CA0001	HEAT/AIR	EA	125.0000	127.5000
200500 Sump Pump	CA0001	HEAT/AIR	EA	46.2500	47.1750
200600 Humidifier	CA0001	HEAT/AIR	EA	70.5000	71.9100
250 Exterior Panels	CA0001	MATERIAL	CS	0.0000	0.0000
300 Interior Door	CA0001	MATERIAL	EA	0.0000	0.0000
350 Entry Door	CA0001	MATERIAL	EA	0.0000	0.0000
400 Interior Materials	CA0001	MATERIAL	PKG	0.0000	0.0000
450 Slide by Window 24" x 40"	CA0001	MATERIAL	EA	0.0000	0.0000
460 Slide by Window 30" X 40"	CA0001	MATERIAL	EA	0.0000	0.0000
550 Millwork Package	CA0001	MATERIAL	PKG	0.0000	0.0000
555 Millwork Package - Oak	CA0001	MATERIAL	PKG	0.0000	0.0000
600 Standard Window 24" X 40"	CA0001	MATERIAL	EA	0.0000	0.0000
610 Standard Window 30" X 40"	CA0001	MATERIAL	EA	0.0000	0.0000
650 Steel Supports	CA0001	MATERIAL	PKG	0.0000	0.0000
700 Cabinets	CA0001	MATERIAL	SET	0.0000	0.0000
800001 Wallpaper - Contemporary	CA0001	MATERIAL	ROLL	0.0000	0.0000
800002	CA0001	MATERIAL	ROLL	0.0000	0.0000

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INTERACTIVE VIEWS

5

USING THE INTERACTIVE VIEWS MENU

Use the View menu functions to view (but not change) the following item information:

- Detail History
- Serial History
- Summary History
- General Item Information
- Simple Item View information
- Lot Numbers
- Serial Numbers
- Item Valuation
- Item Availability
- Item Price

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	Sort Ascending	Sort the selected column's data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until [↑] appears.**
	Sort Descending	Sort the selected column's data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until [↓] appears.**
	Clear Sorting	Remove all sorting options and revert to the default view.
	Group By This Column	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**

Button	Name	Select To
	Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen. **NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.**
	Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
	Clear Filter	Remove all filter options and revert to the default view.
	Filter Editor	See "Filtering Across All Columns" in the General Information guide for more information.
	Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

Select	To
(Custom)	Enter criteria for filtering the selected column. **NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.
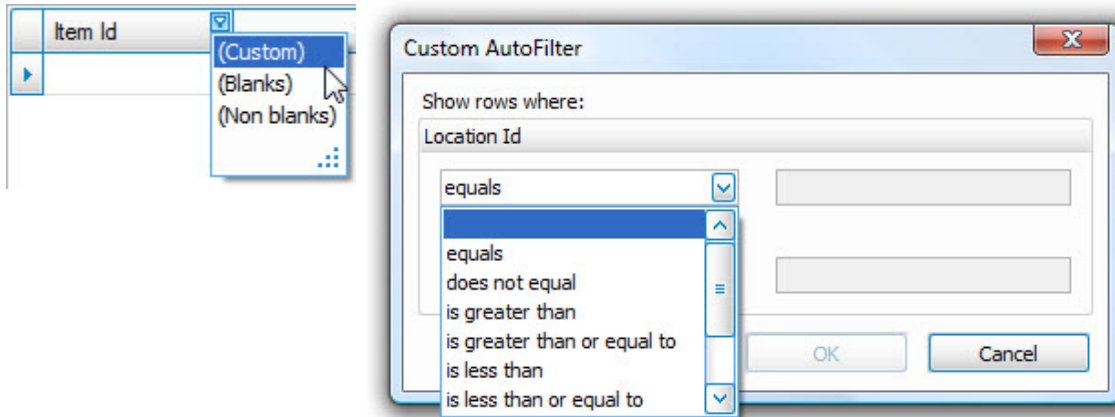
Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:
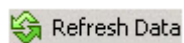
Select	To
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
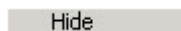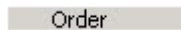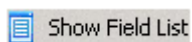
Select	To
Hide Field List	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.

DETAIL HISTORY VIEW

Use the **Detail History View** function to view Item ID information for an Item ID and a Location. You can elect to view any one or all transaction types. You can also specify a range of periods and years.

To use the **Detail History View**, follow these steps:

1. Select **Detail History View** from the **Interactive Views** menu.

Detail History View Menu
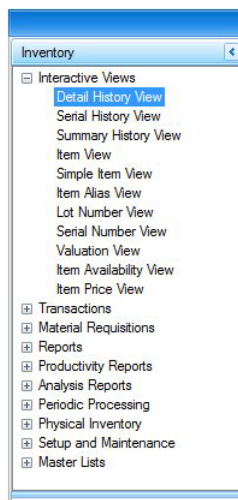
2. The **Detail History View** screen appears.

Detail History View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double click on the blue **Item ID** field to drill down to the item setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Detail History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.
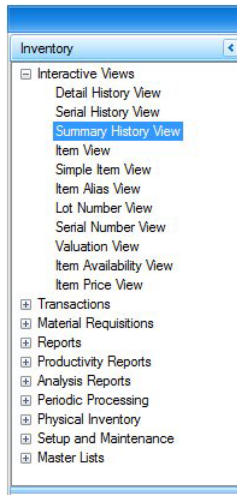
SERIAL HISTORY VIEW

Use the **Serial History View** function to view current or historical transaction information for Serialized Item IDs.

To use the **Serial History View**, follow these steps:

1. Select **Serial History View** from the **Interactive Views** menu.

Serial History View Menu
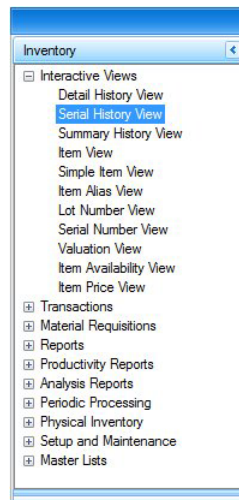
2. The **Serial History View** screen appears.

Serial History View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Serial History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

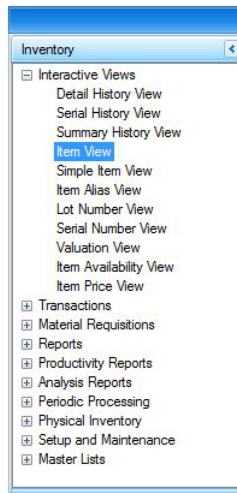# SUMMARY HISTORY VIEW

Use the **Summary History View** function to display Item ID information from the Transaction records: number of Items Sold, Purchased, Transferred, Adjusted, Requisitioned, Built, and Issued. This information is displayed at any Location for the selected summary history Year.

To use the **Summary History View**, follow these steps:

1. Select **Summary History View** from the **Interactive Views** menu.

Summary History View Menu

2. The **Summary History View** screen appears.

Summary History View Screen
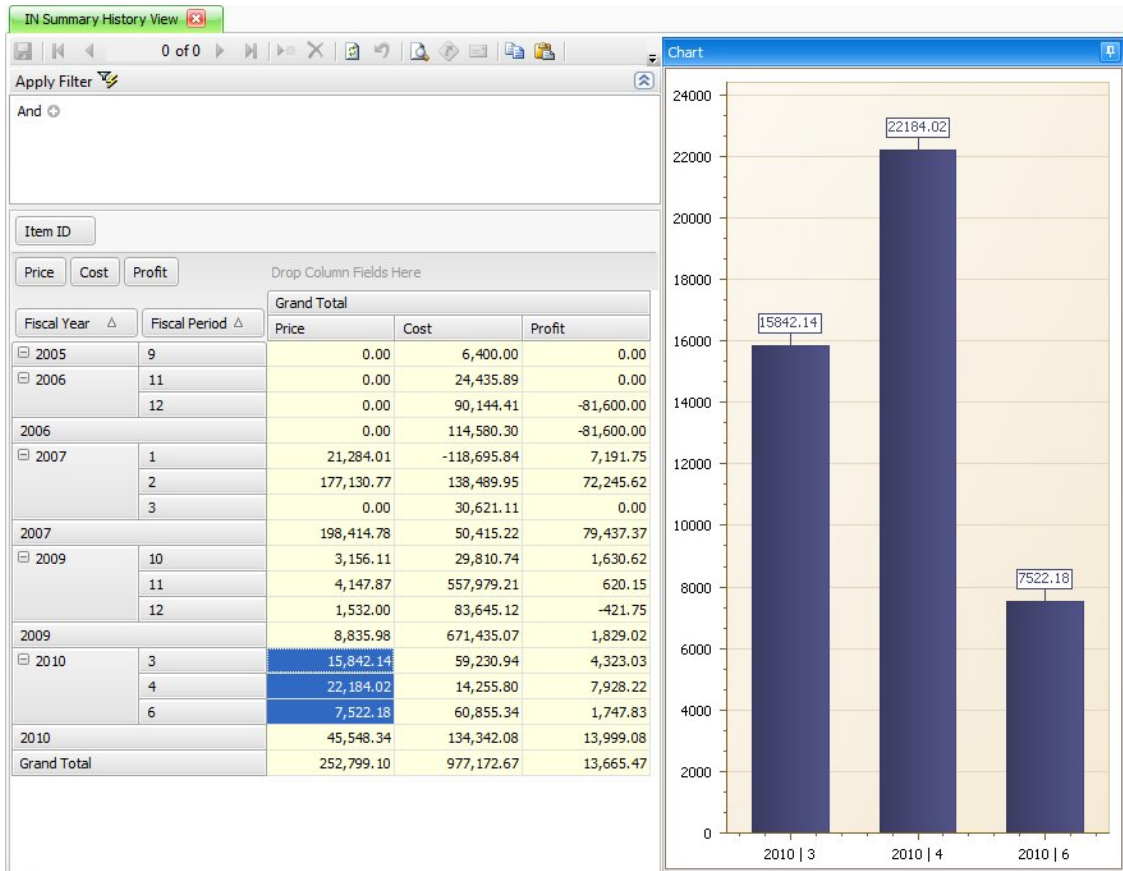
3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Summary History View.

> **NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.**

ITEM VIEW

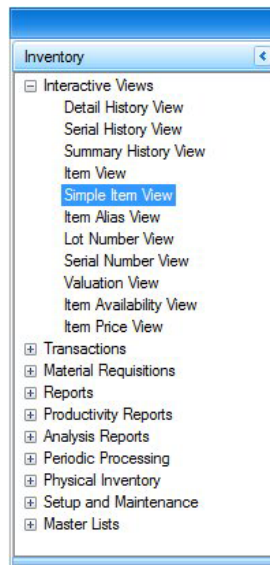Use the **Item View** function to display detailed information about Item IDs.

Use the Items function (page 3-65) on the Setup and Maintenance menu to change Item ID information.

To use the **Item View**, follow these steps:

1. Select **Item View** from the **Interactive Views** menu.

Item View Menu

2. The **Items View** screen appears.

Item View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Item View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

SIMPLE ITEM VIEW

Use the **Simple Item View** function to display information about Item IDs.

This view has a more limited number of columns available than the Item View and is intended for high performance in environments that have a large number of Item IDs.

Use the Items function (page 3-65) on the Setup and Maintenance menu to change Item ID information.

To use the **Simple Item View**, follow these steps:

1. Select **Simple Item View** from the **Interactive Views** menu.

Simple Item View Menu

2. The **Simple Item View** screen appears.

Simple Item View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Simple Item View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

ITEM ALIAS VIEW

Use the **Item Alias View** function to see all Item IDs associated with an Alias.

Use the Items function (page 3-65) on the Setup and Maintenance menu to change Item ID Alias information.

To use the **Item Alias View**, follow these steps:

1. Select **Item Alias View** from the **Interactive Views** menu.

    Item Alias View Menu

2. The **Item Alias View** screen appears.

Item Alias View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Item Alias View.

> **NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.**
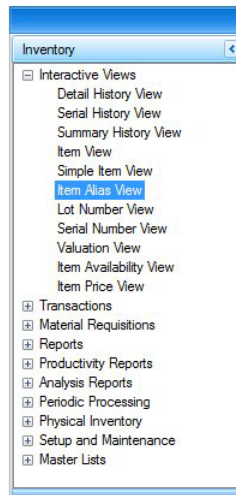
LOT NUMBER VIEW

Use the **Lot Number View** function to view the Costs and Quantities of Lots.

Use the Lot Numbers function (page 3-111) on the Setup and Maintenance menu to change lot information.

To use the **Lot Number View** function, follow these steps:

1. Select **Lot Number View** from the **Interactive Views** menu.

Lot Number View Menu

2. The **Lot Number View** screen appears.

Lot Number View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Lot Number View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

SERIAL NUMBER VIEW

Use the **Serial Number View** function to view Costs, Prices, and Transaction information for Serialized Item IDs at particular Locations.

Use the Item Locations function (page 3-83) on the Setup and Maintenance menu to change serial number information.

To use the **Serial Number View** function, follow these steps:
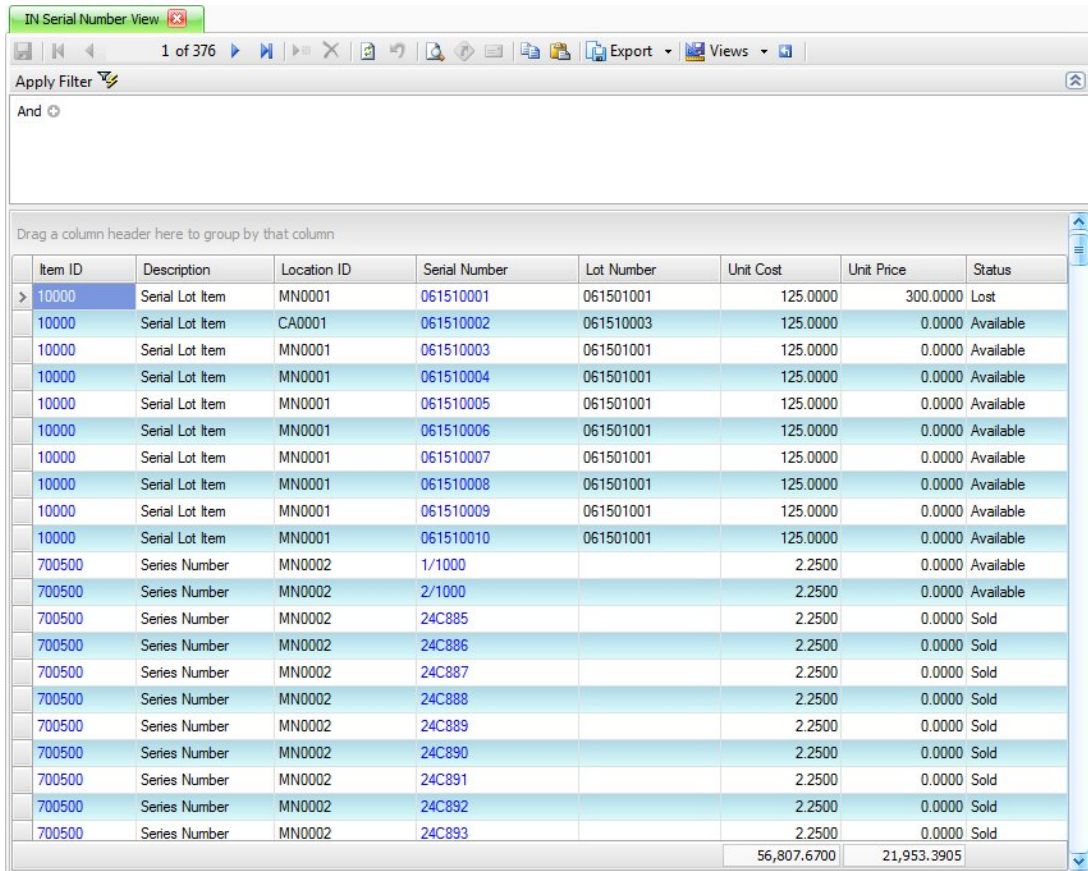
1. Select **Serial Numbers View** from the **Interactive Views** menu.

Serial Number View Menu

2. The **Serial Number View** screen appears.

Serial Number View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

5. Double Click on the blue **Serial Number** to drill down to the Serial History View filtered for that Serial Number.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Serial Number View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.
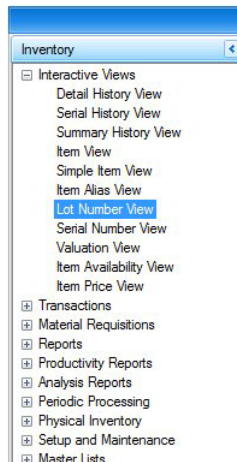
VALUATION VIEW

Use the **Valuation View** function to view the current On Hand Quantity and Valuation of an Item ID.

To use the **Valuation View** function, follow these steps:

1. Select **Valuation View** from the **Interactive Views** menu.

Valuation View Menu

2. The **Valuation View** screen appears.

Valuation View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. You can see the Valuation as of now or as of a selected point in time by clicking the **Options** button on the toolbar.

Valuation View Screen - Options

5. In the **Options** screen:

    • Select to view the valuation **As Of** a **Date** or a **Fiscal** period and year, then select the Date or Fiscal Period and Year.

    • Select the **Valuation Method** for the view; **FIFO/LIFO**, **Average**, or **Standard**.

    • Select the **Unit of Measure** to include in the view; **Reporting** or **Base**.

    • Click **OK** to continue.

6. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Valuation View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

ITEM AVAILABILITY VIEW
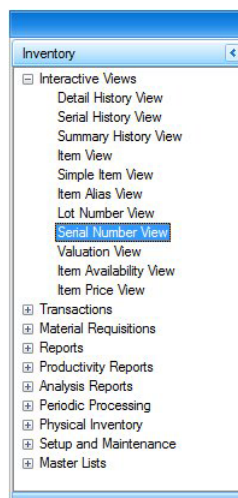
Use the **Item Availability View** function to view the available quantities summary information for transactions effecting the Committed and On Order fields.

To use the **Item Availability View**, follow these steps:

1. Select **Item Availability View** from the **Interactive Views** menu.

Item Availability View Menu

2. The **Item Availability View** screen appears.

Item Availability View Screen

3. Select the **Item ID** of the Item to view availability information. The Item **Description** is displayed.

4. The default **Unit** of measure is displayed. You can select a different unit of measure in which to display the quantity information.

> The **Item Status** and **Item Type** are displayed. The box is checked if the Item ID is **Lotted**.

5. The **Location ID**s of the Item ID are displayed with the **On Hand**, **Committed**, **Available**, and **On Order** quantities displayed.

6. Select a **Location ID** to view the transaction summary information for **Committed** and **On Order** quantities. See the chart below for transactions that effect the different quantity amounts.

7. Double click on the blue **Transaction ID** to see the details of the order in the Order View from PO or SO.

Item Availability View Drill Down

How transactions effect Inventory quantities

The following chart illustrates how each type of transaction affects inventory quantities.

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Adjustment: Increase **WM IN Adjustment: Increase**		Increase		Increase
IN Adjustment: Decrease **WM Adjustment: Decrease**		Decrease		Decrease

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Sale: New Order	Increase			Decrease
New Sales Order				
Sales Order Quote to Live order				
Issue BOM Work Order Components				
Manufacturing Production Order Released				
New Service Director Transaction				
IN Sale: Verify Order	Decrease	Decrease		
Sales Order Verified				
WM Confirm Record Picked Orders				
Confirm BOM Work Order Components				
Manufacturing Production Order Material Use Components				
Service Director Transaction Qty Used				

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Sale: Misc. Credit		Increase		Increase
AR Misc. Credit				
Sales Order Misc. Credit				
IN Purchase: New Order			Increase	
New Purchase Order				
Manufacturing Production Assembly Release Order				
IN Purchase: Goods Received		Increase	Decrease	Increase
Purchase Order Receive Goods				
WM Confirm Receive Goods				
BOM Post Assembly Work Order				
Manufacturing Production Assembly Record Production				
IN Purchase: Invoice		Increase		Increase
Accounts Payable Transaction				
IN Material Requisition Return				

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Purchase: Misc. Debit		Decrease		Decrease
Accounts Payable Debit Memo				
IN Material Requisition				
Purchase Order Debit Memo				

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Customer View.

. . . .
NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.
. . . .

ITEM PRICE VIEW

Use the **Item Price View** function to display pricing information about Item IDs. Use the link in the Item ID column to open detail information about the selected Item ID.

Use the Items function (page 3-65) on the Setup and Maintenance menu to change Item ID Price information.

To use the **Item Price View**, follow these steps:

1. Select **Item Price View** from the **Interactive Views** menu.

Item Price View Menu
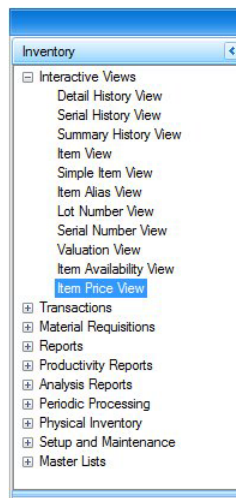
2. The **Item Price View** screen appears.

Item Price View Screen

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Double Click on the blue **Item ID** to drill down to the Items setup screen.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Item Price View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.
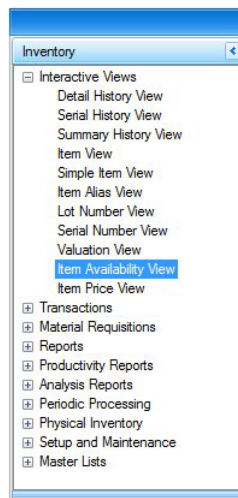
PHYSICAL INVENTORY

6

USING THE PHYSICAL INVENTORY MENU

Physical Inventory Checklist

Use the Physical Inventory menu functions to take a physical inventory by preforming the following steps:

_____ 1. Print the Item Status Report for an up-to-date list of Item ID quantities to help you organize your Item IDs into physical inventory Batches.

_____ 2. Select the Freeze Quantities function from the Physical Inventory menu to Prepare Batch Codes that include the Item IDs and Locations you are going to count from your Inventory.

• Click on the Prepare Batch button.

_____ 3. Print the Batch List to verify the status of each Batch. The list indicates whether the various stages of the physical count process have been completed.

_____ 4. Post transactions in all modules to update current On Hand quantities.

_____ 5. Select the Freeze Quantities function and click the Freeze Quantities button, anytime after you Prepare Batch Codes to freeze On Hand quantities. Use this function when you are ready to conduct the Physical Count.

NOTE: Once you Freeze Quantities, there should be no activity in the warehouse until Physical Inventory is updated through the Update Perpetual Inventory function, but you can continue to process transactions during this time.

_____ 6. Select the Print Inventory Tags or Print Inventory Worksheets function on the Physical Inventory menu to produce Tags or Worksheets for the Physical Count.

_____ 7. Conduct the Physical Count using the printed Tags or Worksheets.

_____ 8. Select the Physical Counts Entry function on the Physical Inventory menu to enter the counted quantities on Tags. Use the Physical Counts Entry function on the Physical Inventory menu to enter the counted quantities on Worksheets.

_____ 9. If you have used a bar code scanner to enter your counts into a text (comma delimited) file and have set up a physical counts Import Definition using the System Manager, Import Layout Definition and Import Map Definition, select Import on the Physical Counts Entry screen to get your counts imported into your Batches.

____ 10. Print the Physical Counts List from the Physical Counts Entry screen to produce a list of Item IDs from the selected Batches to verify that the correct Counted Quantities were entered.

____ 11. Print the Variance Report on the Physical Inventory menu to display the Quantity and Cost Variances between the Physical Counts you entered and the Frozen Quantities. This report is part of your audit trail and must be printed to a file or the printer in order to run the Update Perpetual Inventory function for a Batch.

____ 12. Print the Physical Counts Valuation Report to view the value of the items being counted.

____ 13. **BACK UP YOUR DATA FILES!** The next step makes changes to your data.

____ 14. Select the Update Perpetual Inventory function on the Physical Inventory menu to update On Hand quantities with the Physical Count Quantities for the Item IDs in each Batch. Save the log printed during the Update Perpetual Inventory as part of your audit trail for the physical inventory.

FREEZE QUANTITIES

Use the **Freeze Quantities** function to create a Batch Code, to select the data to include in the Batch, to Prepare the Batch, and to Freeze On Hand Quantities in the Batch before you begin the physical count process. Do not Freeze Quantities until all the adjustments to Item IDs are made. You can not have an Item ID in a Location in multiple Batches. For example: if you selected Item ID 100 from MN0001 in Batch 1 and then select 100 from MN0001 for Batch 2. You will get a message when you prepare Batch 2 that Item ID 100 is already in a Batch.

To **Freeze Quantities**, follow these steps:

1. Select **Freeze Quantities** from the **Physical Inventory** menu.

Freeze Quantities Menu
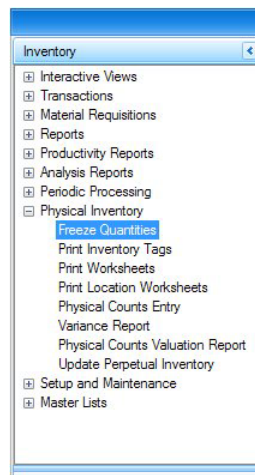
2. The **Freeze Quantities** screen appears.

Freeze Quantities Screen

3. Select the **New Record** icon ▸ on the toolbar. A blank Freeze Quantities screen appears.

4. Enter a **Batch Code**, or select a prepared Batch Code for which to Freeze Quantities.

5. Enter a **Description** of the Batch. You can edit the Description after you Prepare or Freeze the Batch.

6. Enter the **Count Date** when physical quantities will be counted. You can edit the Count Date after you Prepare or Freeze the batch.

7. Enter the **Fiscal Period** for which to enter counts. You can edit the Fiscal Period after you Prepare or Freeze the Batch.

8. Enter the **Fiscal Year** for which to enter counts. You can edit the Fiscal Year after you Prepare or Freeze the Batch.

9. Select a range of **Location ID**s **From** and **Thru**, to include in the Batch. Leave the From and Thru blank to include all Locations.

10. Select a range of **Item ID**s **From** and **Thru**, to include in the Batch. Leave the From and Thru blank to include all Item IDs.

11. Enter a range of **Bin Numbers From** and **Thru**, to include in the Batch. Leave the From and Thru blank to include all Bins. The Bin Number From and Thru are free form fields, you cannot select from a list of Bin Numbers.

> When using Warehouse Management, only the Item IDs contained in the Bins From and Thru will be included in the Batch. The Null Bin will be included for those Item IDs included in the range of Bins.

> When not using Warehouse Management and the Business Rule to Default Bin/No Bin Only, set to Yes, only the Items with the entered range of Bin Numbers with the Default Bin entered into the Item setup will be included in the Batch.

12. Select a range of **Product Lines From** and **Thru**, to include in the batch. Leave the From and Thru blank to include all Product Lines.

13. Enter a range of **ABC Class From** and **Thru**, of items to include in the Batch. Leave the From and Thru blank to include all ABC Classes.

14. Select the **Calculate Quantities UOM** method; **Reporting** or **Base**. This is set for the items on the unit defaults tab of the item setup.

> When you select **Reporting** you will get the quantities displayed on the Worksheet, Tags and Entry screens in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

> When you select **Base** you will get the quantities displayed on the Worksheet, Tags and Entry screens in the Base Unit of Measure set up for the Item IDs (page 3-66).

Command Buttons

Name	Description
Prepare Batch	Prepare physical inventory count records and save the Batch.
Freeze Quantity	Freeze quantities for the Batch. If you are working with a new Batch, this button saves, prepares, and freezes the Batch.

Name	Description
Lock	Locks the batch so no activity can be done with the batch. Unlocks the batch if locked.

Adding, Editing, and Deleting Batch Codes

To **Add** a **Batch Code**, follow these steps:

1. Select the **New Record** icon ▶ on the toolbar.

2. Enter the **Batch Code**, **Batch Code Description**, **Count Date**, and **Fiscal Period/Year**.

3. Select or enter the range of **Location IDs**, **Item IDs**, **Bin Numbers**, **Product Lines**, and **ABC Classes** to include in the Batch.

4. If you want to save and Prepare the Batch but wait to Freeze Quantities, select **Prepare Batch**. If you want to save, Prepare and Freeze the Batch, select **Freeze Quantity.**

5. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To **Edit** a **Batch Code**, follow these steps:

1. Select a Prepared or Frozen **Batch Code** to edit.

2. Change the Batch Code **Description**, **Count Date**, and **Fiscal Period/Year**.

3. Click the **Save** button 🖫 in the toolbar and close the screen to save your changes and return to the main menu.

To **Delete** a **Batch Code**, follow these steps:

1. Select the **Batch Code** to delete.

2. Select the **Delete** hot key F3 or the **Delete Record** button ✕ on the tool bar.

Freezing Prepared Batches

To **Freeze** a **Prepared Batch Code**, follow these steps:

1. Select the prepared **Batch Code**.

2. Select **Freeze Quantity**.

Producing a Batch Codes List

The **Batch Codes List** shows the Batch Code and the selection criteria (Location ID, Item ID, Bin Number, Product Line, and ABC Class) entered on the Freeze Quantities screen (page 5-6).

To produce a **Batch Codes List**, follow these steps:

1. Select the Print Preview button [icon] to preview the list of Batch Codes.

2. The **Preview Report** screen appears.

3. Select the **Print** button [icon] in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Batch List

Continental Products Unlimited
IN Freeze Quantities

Page 1

Batch Code		Description	Batch 3
Count Date	6/16/2010	Fiscal Period/Year	6 / 2010

Location ID		Product Line	
From	MN0001	From	
Thru	MN0001	Thru	

Item ID		ABC Class	
From	350	From	
Thru	700	Thru	

Bin Number	
From	
Thru	

Calculate Quantities UOM   Reporting

Lock Date   Lock By

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PRINT INVENTORY TAGS

Use the **Print Inventory Tags** function on the Physical Inventory menu to print Tags for the physical count process. You can elect to print Tag Numbers for any Prepared Batch Code on this screen.

To **Print Inventory Tags**, follow these steps:

1. Select **Print Inventory Tags** from the **Physical Inventory** menu.

Print Inventory Tags Menu
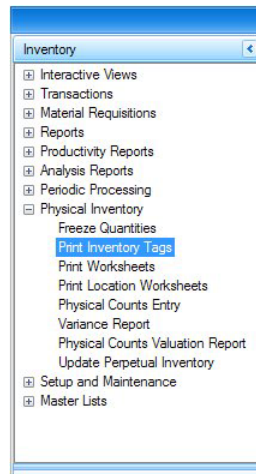
2. The **Print Inventory Tags** screen appears.

Print Inventory Tags Screen

3. Select the **Batch Code**.

4. The **Description** is displayed.

5. Choose the **Selected Items** to print; **Nonserialized Only**, **Serialized Only**, or **Both**.

6. Select the box to **Print Frozen Quantities**; otherwise, clear the box. Most businesses elect not to Print Frozen Quantities.

7. Select how you want information **Sorted By**; **Location ID**, **Item ID**, **Bin**, **Container**, or **Product Line**. Highlight a field and use the **Up** and **Down** arrow buttons to move the sorting field to the top of the list for the field you want to sort by first, move the next field up for the second Tag printing you want to sort by and so forth.

8. Enter the **Tag Number, Starting** number for the physical count.

9. If you are reprinting Tag Numbers, select the number of the **Last Good Tag Number** printed.

10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Physical Inventory Tag

Inventory Tag   **Tag Number**   **1**

Location	Item ID	Description
CA0001	100	Electrical Package

Bin	Container	Lot Number	Serial Number

Counted By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
220.0000	PKG				

Verified By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
220.0000	PKG				

Inventory Tag   **Tag Number**   **2**

Location	Item ID	Description
CA0001	100	Electrical Package

Bin	Container	Lot Number	Serial Number
E-10			

Counted By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
0.0000	PKG				

Verified By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
0.0000	PKG				

Inventory Tag   **Tag Number**   **3**

Location	Item ID	Description
CA0001	10000	Serial Lot Item

Bin	Container	Lot Number	Serial Number
		061510003	061510002

Counted By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
1.0000	EA				

Verified By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
1.0000	EA				

PRINT WORKSHEETS

Use the **Print Worksheets** function on the Physical Inventory menu to print worksheets for the physical count process.

If you use Worksheets to record the physical count of your Inventory, use this function to print them. Lines on the Worksheet can be printed by Item ID, Location ID, and Product Line in the order you arrange them.

> **NOTE: Item IDs with quantities in the Null bin will be included on this worksheet when Warehouse Management is not used, and the Default Bin/No Bin Only Business Rule is set to No.**

To **Print Worksheets**, follow these steps:

1. Select **Print Worksheets** from the **Physical Inventory** menu.

Print Worksheets Menu
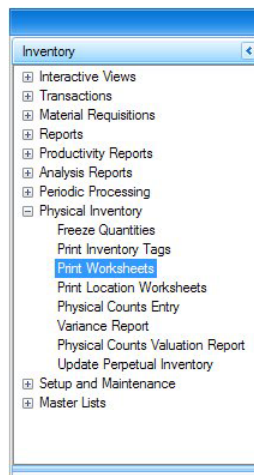
2. The **Print Worksheets** screen appears.

Print Worksheets Screen

3. Select the **Batch Code**.

4. The **Description** is displayed.

5. Choose the **Selected Items** to print; **Nonserialized Only**, **Serialized Only**, or **Both**.

6. To **Print Bar Codes** on your worksheets, select the Print Bar Codes check box.

7. Select the box to **Print Frozen Quantities**; otherwise, clear the box. Most businesses elect not to print frozen quantities.

8. Select the check box to **Print Items with Zero Quantities**, to include items with a Frozen Quantity of zero.

9. Select the box to insert a **Page Break After Location IDs** on the worksheet. This check box is only available if Location ID is the first selection in the Sort By field.

10. Select how you want information to **Sort By**; **Location ID**, **Item ID**, or **Product Line**. Highlight a field and use the **Up** ⬆ and **Down** ⬇ arrow buttons to move the sorting field to the top of the list for the field you want to sort by first, move the next field up for the second Worksheet printing you want to sort by, and so forth.

11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Physical Count Worksheet

Continental Products Unlimited
Print Worksheets
Sorted by Location ID, Item ID, Product Line

Page 1

Batch Code	Test						
Item ID		**Location ID**	**Lot No**	**Tag No**	**Unit**	**Qty Frozen**	**Qty Counted**
Description		**Product Line**					**Counted Unit**
100		MN0001			PKG	7.0000	
Electrical Package		MATERIAL					
		Bin No		Container			
		BACK			PKG	0.0000	
		E-10			PKG	0.0000	
		UPSTRS			PKG	0.0000	
		061501001					
Serial Lot Item							
10000		MN0001			EA	1.0000	
		APPLIANCE					
Serial No		**Bin No**		Container			
061510003					EA	1.0000	
061510004					EA	1.0000	
061510005					EA	1.0000	
061510006					EA	1.0000	
061510007					EA	1.0000	

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PRINT LOCATION WORKSHEETS

Use the **Print Location Worksheets** function on the Physical Inventory menu to print Worksheets for the physical count process.

If you use worksheets to record the physical count of your inventory, use this function to print them. Lines on the worksheet can be printed by Item ID and Product Line in the order you arrange them.

To **Print Location Worksheets**, follow these steps:

1. Select **Print Location Worksheets** from the **Physical Inventory** menu.

Print Location Worksheets Menu
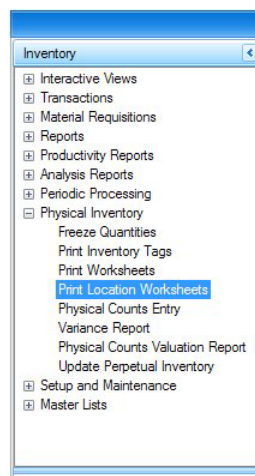
2. The **Print Location Worksheets** screen appears.

Print Location Worksheets Screen

3. Select the **Batch Code**.

4. The **Description** is displayed.

5. Choose the **Selected Items** to print; **Nonserialized Only**, **Serialized Only**, or **Both**.

6. To **Print Bar Codes** on your worksheets, select the Print Bar Codes check box.

7. Select the box to **Print Frozen Quantities**; otherwise, clear the box. Most businesses elect not to print frozen quantities.

8. Select the check box to **Print Items with Zero Quantities**, to include items with a Frozen Quantity of zero.

9. Check the box to **Print Null Bins**; otherwise, clear the box. When this box is selected the Item ID records with no Bins set up, or defaulted for the Item IDs will print on the report. When this box is unchecked only Item IDs with Default Bins, or Warehouse Management Bins with quantities in them, will be printed on the report.

Item IDs with quantities in the Null bin will be included on this worksheet when Warehouse Management is not used, and the Default Bin/No Bin Only Business Rule is set to No.

10. Select the box to insert a **Page Break After Location IDs** on the worksheet.

11. Select how you want information to **Sort By**; **Item ID** or **Product Line**. Highlight a field and use the **Up** ⬆ and **Down** ⬇ arrow buttons to move the sorting field to the top of the list for the field you want to sort by first, move the next field up for the second Worksheet printing you want to sort by, and so forth.

12. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Physical Location Worksheet

Continental Products Unlimited
Print Location Worksheets
Sorted by Location ID, Bin, Item ID, Product Line

Page 1

Batch Code   test

Location ID	Bin No	Item ID Description	Container Product Line	Lot No Unit	Tag No Qty Frozen	Qty Counted Counted Unit
MN0001		100	MATERIAL	PKG	1,000.00	_____
MN0001		Electrical Package 11111	MATERIAL	PKG	1,000.00	_____
MN0001		Training Item 12345	COMPONENT	EA	41.00	_____
MN0001		In house training 160	COMPONENT	EA	16.00	_____
MN0001		Plumbing Package 200100	MATERIAL	PKG	33.00	_____
MN0001		Furnace 200200	HEAT/AIR	EA	117.00	_____
MN0001		Water Heater 200200	HEAT/AIR AA-100	EA	45.00	_____
MN0001		Water Heater 200300	HEAT/AIR	EA	0.00	_____
MN0001		Air Conditioner 200400	HEAT/AIR	EA	46.00	_____
MN0001		Water Softener	HEAT/AIR	EA	11.00	_____

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PHYSICAL COUNT ENTRY

Physical Count Tag Entry

If you use Tags to record physical counts, use the **Physical Counts Entry** function to enter the counts. The current Batch is locked while you enter physical counts to prevent other users from editing the Batch and from selecting the Batch to Update Perpetual Inventory.

Before you use this function, you must Freeze Quantities for the Batch and use the Print Inventory Tags function to print Tags for the Batch.

To use the **Physical Count Entry**, for Tags, follow these steps:

1. Select **Physical Counts Entry** from the **Physical Inventory** menu.

Physical Counts Entry Menu

2. The **Physical Counts Entry** screen appears in summary view.

Physical Counts Entry Screen—Full Collapse with Tags

3. Select a **Batch Code**. The Batch **Description** appears.

4. Right click on a column heading and select Column Chooser from the menu. Find the **Tag Number** field and drag and drop it to the left of the **Item ID** field.

5. Select a tag number in the **Tag Number** field.

6. The frozen quantity is displayed in the **Frozen** field.

7. Enter the counted quantity into the **Counted** and **Total Base Qty Counted**.

8. Enter the **Unit** of measure for the counted quantity in the Unit field.

9. If you need to add a new Tag select the **New Record** [>] button from the toolbar.

10. Enter a new **Tag Number**, **Item ID**, **Location ID**, **Counted** quantity and **Unit** of measure for the item.

11. Check the **OK** box.

NOTE: To check the OK box for all items: select the first record on the screen, hold your shift key and select the last record for the batch. (This will highlight (select) all the records in the batch.) Click the Verify button to check the OK box for all selected items.

Command Buttons

Name	Description
Verify	Check the OK box for the selected Item ID or Item IDs.
Default Counted	Automatically enter the amount from the Frozen field into the Counted and Total Base Qty Counted fields for all Item IDs.
Clear Counted	Automatically clear all Counted and Total Base Qty Counted amounts for all Item IDs.
Import	Link you to the Import Mapped Data function.
Full Expand	Will expand all tag and lot number records. You can also expand these records by clicking on the Plus (+) next to the Tag Number.
Full Collapse	If you selected Full Expand this will collapse all the records back to summary. You can also collapse each record by clicking on the Minus (-) next to each Tag Number.

Physical Counts Entry Screen—Full Expand with Tags

12. Select a **Batch Code**. The Batch **Description** appears.

13. Right click on a column heading and select Column Chooser from the menu. Find the **Tag Number** field and drag and drop it to the left of the **Item ID** field.

14. Select the **Full Expand** button to expand all records to view **Bin Numbers** and **Serial Numbers**.

15. Select a tag number in the **Tag Number** field.

16. The Tag Numbers for each **Bin Number** is displayed in the expanded section for each Item ID.

17. The Frozen Quantity is displayed in the **Frozen** field.

18. Enter the Counted Quantity into the **Counted** field for each Bin Number that contains a Frozen Quantity.

19. Enter the **Unit** of measure for the counted quantity in the Unit field.

20. Check the **OK** box.

NOTE: To check the OK box for all items: select the first record on the screen, hold your shift key and select the last record for the batch. (This will highlight (select) all the records in the batch.) Click the Verify button to check the OK box for all selected Item IDs.

21. If you need to add a new Tag select the **New Record** ▶ button from the toolbar.

22. Enter a new **Tag Number**, **Item ID**, **Location ID**, **Counted** quantity and **Unit** of measure for the Item ID.

NOTE: If you are entering counted quantities into the Bin Numbers displayed, do not enter quantities into the colored, main record with no Bin Number listed. The Counted and Total Base Qty Counted fields will add the Bin Number record counted quantities together to give the total for the Item ID.

Command Buttons

Name	Description
Verify	Check the OK box for the selected Item ID or Item IDs.
Default Counted	Automatically enter the amount from the Frozen field into the Counted and Total Base Qty Counted fields for all Item IDs.
Clear Counted	Automatically clear all Counted and Total Base Qty Counted amounts for all Item IDs.
Import	Link you to the Import Mapped Data function.
Full Expand	Will expand all tag and lot number records. You can also expand these records by clicking on the Plus (+) next to the Tag Number.
Full Collapse	If you selected Full Expand this will collapse all the records back to summary. You can also collapse each record by clicking on the Minus (-) next to each Tag Number.

Check the **Show Exceptions** check box to see those items that have a different Counted Quantity than the Frozen Quantity.

Physical Count Worksheet Entry

If you use Worksheets to record physical counts, use the Physical Counts Entry function to enter the counts. Lines on the Worksheet are printed by Item ID, Location ID, Bin, and Product Line in the order you selected on the Print Worksheets (page 5-15) or Print Location Worksheets screen (page 3-19).

The current Batch is locked while you enter physical counts to prevent other users from editing the Batch and from selecting the Batch to Update Perpetual Inventory.

Before you use this function, Freeze Quantities for the Batch and use the Print Worksheets or Print Location Worksheets function to print Worksheets for the batch.

To do the **Physical Counts Entry**, for Worksheets follow these steps:

1. Select **Physical Count Entry** from the **Physical Inventory** menu.

2. The **Physical Counts Worksheet Entry** screen appears.

Physical Counts Entry Screen—Full Collapse Worksheet

3. Select a **Batch Code**. The Batch **Description** appears.

4. Select an Item ID in the **Item ID** field.

5. The Frozen Quantity is displayed in the **Frozen** field.

6. Enter the Counted Quantity into the **Counted** and **Total Base Qty Counted**.

7. Enter the **Unit** of measure for the counted quantity in the Unit field.

8. Check the **OK** box.

NOTE: To check the OK box for all items: select the first record on the screen, hold your shift key and select the last record for the batch. (This will highlight (select) all the records in the batch.) Click the Verify button to check the OK box for all selected Item IDs.

Command Buttons

Name	Description
Verify	Check the OK box for the selected Item ID or Item IDs.
Default Counted	Automatically enter the amount from the Frozen field into the Counted and Total Base Qty Counted fields for all Item IDs.
Clear Counted	Automatically clear all Counted and Total Base Qty Counted amounts for all Item IDs.
Import	Link you to the Import Mapped Data function.
Full Expand	Will expand all Item ID and Lot Number records. You can also expand these records by clicking on the Plus (+) next to the Item ID.
Full Collapse	If you selected Full Expand this will collapse all the records back to summary. You can also collapse each record by clicking on the Minus (-) next to each Item ID.

Physical Counts Entry Screen—Full Expand Worksheets

9. Select a **Batch Code**. The Batch **Description** appears.

10. Select an Item ID in the **Item ID** field.

11. Select the **Full Expand** button to see the Bin and Serial Numbers for each Item ID.

12. A record for each **Bin** and **Serial Number** is displayed in the expanded section for each item.

> If the **Serial Number** field is not displayed, right click on a column heading in the detail area and select Column Chooser. Find the Serial Number field and drag and drop it after the **Bin Number** field.

13. The Frozen Quantity is displayed in the **Frozen** field.

14. Enter the Counted Quantity into the **Counted** field for each Bin Number that contains a quantity.

15. Enter the **Unit** of measure for the counted quantity in the Unit field.

16. Check the **OK** box.

> **NOTE: To check the OK box for all Item IDs: select the first record on the screen, hold your shift key and select the last record for the Batch. (This will highlight (select) all the records in the batch.) Click the Verify button to check the OK box for all selected Item IDs.**

> **NOTE: If you are entering Counted Quantities into the Bin Numbers displayed, do not enter quantities into the colored, main record with no Bin Number listed. The Counted and Total Base Qty Counted fields will add the Bin Number record Counted Quantities together to give the total for the Item ID.**

Command Buttons

Name	Description
Verify	Check the OK box for the selected Item ID or Item IDs.
Default Counted	Automatically enter the amount from the Frozen field into the Counted and Total Base Qty Counted fields for all Item IDs.
Clear Counted	Automatically clear all Counted and Total Base Qty Counted amounts for all Item IDs.
Import	Link you to the Import Mapped Data function.
Full Expand	Will expand all Item ID and Lot Number records. You can also expand these records by clicking on the Plus (+) next to the Item ID.
Full Collapse	If you selected Full Expand this will collapse all the records back to summary. You can also collapse each record by clicking on the Minus (-) next to each Item ID.

Check the **Show Exceptions** check box to see those Item IDs that have a different Counted Quantity than the Frozen Quantity.

Importing Physical Counts

Use the Import Mapped Data utility to verify ASCII files before importing them into GL Transactions, BR Cleared Transactions, and IN Physical Counts Entry using the Import button.

1. Click on the **Import** button.

2. The **Import Mapped Data** screen appears.

Import Physical Counts Screen

3. Select the **Map ID** to use to import data.

4. To import data from a different file, enter the full file path and name in the **File Name** box, or click the **Browse** button to locate the file.

5. Click **Read Data** to read the data in the file and place it in a temporary table for validation.

6. When the confirmation message appears, click **OK**. The **Verify Data** and **Import Data** buttons are now available.

7. Click **Verify** to validate the parameters you defined in the Map ID, such as comparing field, start, and length entries as well as checking for values in forced fields.

8. If errors are detected, a message appears asking if you want to review the data. Click **Yes** to review the log information on the Edit/Verify Imported Transactions dialog box; otherwise, click **No** to return to the Import Transactions screen.

Edit/Verify Imported Transactions Dialog Box

It there are errors listed in the **Status** field, you can edit those transactions that have errors, to correct the errors, and when you Write the Physical Counts they will be written to the Physical Counts Entry corrected.

Once you have successfully verified the import parameters, click **Write** to save the data in the ASCII file to the Physical Counts Entry tables.

9. A confirmation message appears when the import completes successfully.

Command Buttons

Name	Description
Import Data	Begin importing the mapped data.
Activity	Display the Activity Log form to view change batch activity.
Reset	Set all fields to their default values.
Read Data	View the mapped data.
Verify Data	Verify the integrity of the imported data

Producing a Physical Counts List

After you enter Physical Counts, produce a list of quantities from selected Batches to verify that the correct quantities are entered.

To produce a **Physical Counts List**, follow these steps:

1. Check the **Show Exceptions** box to include only the Inventory Item IDs with a variance between the Frozen and Counted quantities in the list; otherwise, clear the box.

2. To **Print Missing Entries Only** to include only the Tag Numbers and Worksheet entries that do not have a physical Count in the list, the **OK** box in the Tag or Worksheet entry has no check in it, use the funnel filter on the **OK** column to select only the Blanks. This will display only those records with the **OK** box not checked.

3. Select the **Print Preview** button 🔍 to preview the list of Physical Counts.

4. The **Preview Report** screen appears.

5. Select the **Print** button 🖨 in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Physical Counts List

Continental Products Unlimited
IN Physical Counts Entry
Page 1

Item ID	Location ID	Product Line	Lot Number	Container	Frozen	Counted	Total Base Qty Frozen	Total Base Qty Counted	Unit	OK
100	MN0001	MATERIAL			7.0000	7.0000	7.0000	7.0000	PKG	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
BACK					0.0000		0.0000		PKG	
E-10					0.0000		0.0000		PKG	
UPSTRS					0.0000		0.0000		PKG	
10000	MN0001	APPLIANCE	061501001		0.0000	0.0000	8.0000	8.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
			061510003		1.0000		1.0000		EA	
			061510004		1.0000		1.0000		EA	
			061510005		1.0000		1.0000		EA	
			061510006		1.0000		1.0000		EA	
			061510007		1.0000		1.0000		EA	
			061510008		1.0000		1.0000		EA	
			061510009		1.0000		1.0000		EA	
			061510010		1.0000		1.0000		EA	
150	MN0001	MATERIAL			1.0000	1.0000	1.0000	1.0000	PKG	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
B-5					0.0000		0.0000		PKG	
200100	MN0001	HEAT/AIR			1.0000	1.0000	1.0000	1.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
D-5					0.0000		0.0000		EA	
200200	MN0001	HEAT/AIR			5.0000	5.0000	5.0000	5.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
D-6					0.0000		0.0000		EA	
200300	MN0001	HEAT/AIR			-1.0000	-1.0000	-1.0000	-1.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
D-7					0.0000		0.0000		EA	
200400	MN0001	HEAT/AIR			5.0000	5.0000	5.0000	5.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
D-8					0.0000		0.0000		EA	
200500	MN0001	HEAT/AIR			4.0000	4.0000	4.0000	4.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
D-9					0.0000		0.0000		EA	
200600	MN0001	HEAT/AIR			6.0000	6.0000	6.0000	6.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
D-10					0.0000		0.0000		EA	
250	MN0001	MATERIAL			0.0000	0.0000	0.0000	0.0000	CS	☐
	Bin Number		Serial Number		Frozen		Counted		Unit	
G-10					0.0000		0.0000		CS	
300	MN0001	MATERIAL			-3.0000	-3.0000	-3.0000	-3.0000	EA	☑
	Bin Number		Serial Number		Frozen		Counted		Unit	
A-2					0.0000		0.0000		EA	
BACK					0.0000		0.0000		EA	
UPSTRS					0.0000		0.0000		EA	

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VARIANCE REPORT

After you enter and verify the Physical Count of your Inventory, produce the **Variance Report**. It shows the difference between the Counts you entered and the Frozen Quantities in the system. Variances are expressed as a quantity and a dollar amount that is based on your Inventory Valuation Method.

You must print the Variance Report to a printer or a file before using the Update Perpetual Inventory function (page 5-45).

To produce the **Variance Report**, follow these steps:

1. Select **Variance Report** from the **Physical Inventory** menu.

Variance Report Menu
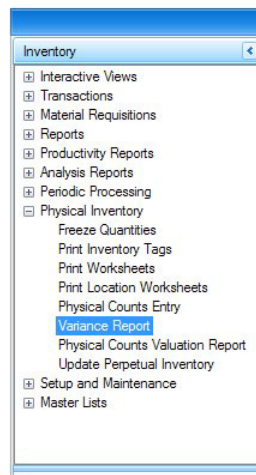
2. The **Variance Report Screen** appears.

Variance Report Screen

3. Select the **Sort By** criteria for the list; **Location ID**, **Item ID**, or **Product Line**, by highlighting a field and use the **Up** ⬆ and **Down** ⬇ arrow buttons to move the sorting field to the top of the list for the field you want to sort by first, move the next field up for the second report sorting you want to sort by, and so forth.

4. Select the **Batches** for which you want to print the report for. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Variance Report

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Continental Products Unlimited
Variance Report
Sorted by Location ID, Item ID, Product Line, Tag Number

Page 1

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Batch List   Batch3.Test.TstTag

Batch Code   Batch3

Tag No	Item ID / Description / Lot No	Location ID / Product Line / Serial No	Bin No / Container	Qty Counted / Qty Frozen / Qty Variance	Unit	Unit Cost	Cost Variance
350	Entry Door	MN0001 / MATERIAL		3.0000 / 2.0000 / 1.0000	EA	226.9900	226.99
400	Interior Materials	MN0001 / MATERIAL		1.0000 / 0.0000 / 1.0000	PKG	855.6100	855.61
550	Millwork Package	MN0001 / MATERIAL		0.0000 / 1.0000 / -1.0000	PKG	1,036.1000	-1,036.10

Total for Batch Code Batch3   46.50

PHYSICAL COUNTS VALUATION REPORT

The **Physical Count Valuation Report** function on the Physical Inventory menu details the Item IDs and Quantities Frozen in each physical count Batch, the value of those Item IDs before and after the Physical Count, and the Variance, if any.

To use the **Physical Counts Valuation Report** screen, follow these steps:

1. Select **Physical Counts Valuation Report** from the **Physical Inventory** menu.

Physical Counts Valuation Report Menu

2. The **Physical Counts Valuation Report** screen appears.

Physical Counts Valuation Report Screen

3. Select the **Sort By** criteria for the list; **Location ID**, **Item ID**, or **Product Line**, by highlighting a field and use the **Up** and **Down** arrow buttons to move the sorting field to the top of the list for the field you want to sort by first, move the next field up for the second report sorting you want to sort by, and so forth.

4. Select the **Batches** for which you want to print the report for. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Physical Counts Valuation Report

Continental Products Unlimited
Physical Counts Valuation Report
Sorted by Location ID, Item ID, Product Line

Page 1

Batch List   Batch3.Test.TstTag

Batch Code	Batch3				
Item ID **Location ID** **Lot No**	**Description** **Product Line**	**Unit**	**Qty Counted** **Qty Frozen** **Qty Variance**	**Value Counted** **Value Frozen** **Value Variance**
350 MN0001	Entry Door MATERIAL	EA	3.0000 2.0000 1.0000	680.97 453.98 226.99
400 MN0001	Interior Materials MATERIAL	PKG	1.0000 0.0000 1.0000	855.61 0.00 855.61
450 MN0001	Slide by Window 24" x 40" MATERIAL	EA	2.0000 2.0000 0.0000	322.28 322.28 0.00
550 MN0001	Millwork Package MATERIAL	PKG	0.0000 1.0000 -1.0000	0.00 1,036.10 -1,036.10
610 MN0001	Standard Window 30" X 40" MATERIAL	EA	1.0000 1.0000 0.0000	144.46 144.46 0.00
700 MN0001	Cabinets MATERIAL	SET	1.0000 1.0000 0.0000	201.58 201.58 0.00
		Total for Batch Code Batch3		2,204.90 2,158.40 46.50

UPDATING PERPETUAL INVENTORY

Use the **Update Perpetual Inventory** function to update On Hand Item ID quantities by the difference between the Frozen Quantity and the Physical Counts you entered.

The variance amounts are based on the Inventory Valuation Method you use. If you use the LIFO or the FIFO method and no cost is available (for example: because the Item ID has no On Hand quantity), the system updates the COGS Adjustment amounts by the Average Cost of the item.

If Inventory is interfaced with General Ledger and you elect to Post the Variance Amount to GL, entries are made to the Inventory Adjustment and Physical Count Adjustment Account IDs:

Variance: increase in inventory

Inventory Adjustment	Physical Counts Adjustment
DB	CR

Variance: decrease in inventory

Inventory Adjustment	Physical Counts Adjustment
CR	DB

If Inventory is not interfaced with General Ledger, use the Update Perpetual Inventory Log to manually adjust the Account IDs affected by this function.

The Inventory Adjustment and Physical Count Adjustment Account IDs will come from the Account Code set up for each Item ID in the Location of the count.

NOTE: If your Inventory Adjustment Account ID is not set up with the same Account ID as your Inventory Account ID: Normal accounting procedures suggest doing manual adjusting entries to reverse your Physical Count Adjustment amounts out of your Inventory Adjustments Account ID, and put the corresponding entry to your Inventory Account ID for the Item IDs that have had a quantity change. This will result in the true value of your Inventory, reflected in your Inventory Account ID.

To **Update Perpetual Inventory**, follow these steps:

1. Select **Update Perpetual Inventory** from the **Physical Inventory** menu.

Update Perpetual Inventory Menu
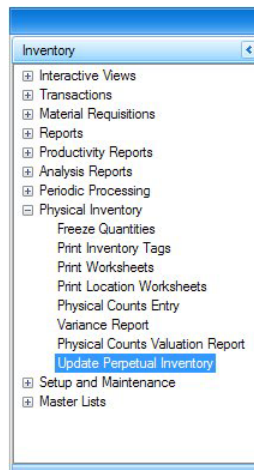
2. The **Update Perpetual Inventory** screen appears.

Update Perpetual Inventory Screen

3. Before you update perpetual inventory, **Do the following, then check the box**:

   • Complete Entering Physical Inventory for the Batches.

   • Print the Variance Report for the Batches.

4. Select the **Batches** for which you want to print the report for. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-5). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected Batches.

   The Batches you select are locked during processing to prevent other users from editing them.

5. Check the box to **Post The Variance Amount To General Ledger**. This option is available only if Inventory is interfaced with General Ledger.

6. Enter **Comments**. These Comments are stored in the Post Run field in general ledger and can be seen on the GL Journal pick screen.

7. Select a command button:

Command Buttons
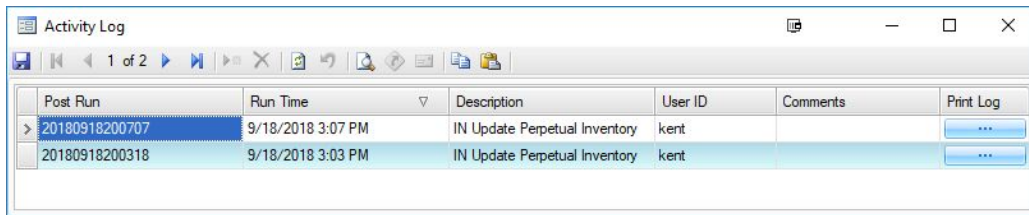
Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the post.

A message appears when the update completes successfully. After you click **OK** to close this message box, the Update Perpetual Inventory Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Update Perpetual Inventory Log

Continental Products Unlimited
Update Perpetual Inventory Log

Page 1

Batch List
Post Variance Amount to General Ledger   Yes
Comments

Batch Code   Batch3
Posted to Fiscal Year   2010
Fiscal Period   6

Item ID	Location ID	GL Account	Debit	Credit
350	MN0001	00-000-1230	226.99	
350	MN0001	00-000-1290		226.99
400	MN0001	00-000-1230	855.61	
400	MN0001	00-000-1290		855.61
550	MN0001	00-000-1230		1,036.10
550	MN0001	00-000-1290	1,036.10	
Total for Fiscal Period 6			2,118.70	2,118.70
Grand Total			2,118.70	2,118.70

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INVENTORY REPORTS

7

USING THE REPORTS MENU

Use the Reports menu functions for the following purposes:

- See the beginning and ending balances of Item IDs and verify the difference between these two balances by viewing the transaction activity in the selected summary history period.

- Verify the status of Item IDs and view the on-hand, on-order, committed and available quantities.

- Analyze your pricing structures.

- Evaluate the profitability of Inventory Item IDs.

- Analyze the cost variance of Item IDs.

- See historical transaction information for serialized Item IDs.

- See current or historical transaction, material requisition, and transfer information for lotted Item IDs.

- See the history of transactions by Item ID and Location.

INVENTORY MOVEMENT REPORT

The **Inventory Movement Report** shows the beginning quantities, the summarized activity, and the ending quantities for a selected range of summary history periods and fiscal years.

To produce the **Inventory Movement Report**, follow these steps:

1. Select **Inventory Movement Report** from the **Reports** menu.

Inventory Movement Report Menu
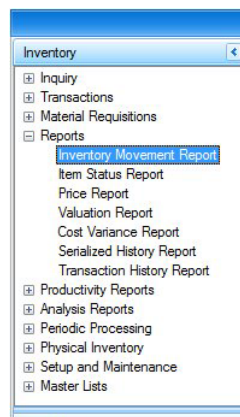
2. The **Inventory Movement Report** screen appears.

Inventory Movement Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Enter the **From Fiscal Date Period** and **Year** for the report.

5. Enter the **Thru Fiscal Date Period** and **Year** for the report.

6. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

7. Select how to **View** the report by **Quantity** or **Value**.

8. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

> When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

> When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Inventory Movement Report

The system calculates the beginning quantity from summary history. The transactions listed are for the selected period. The ending quantity is calculated by adding and subtracting the transactions from the beginning quantity.

Continental Products Unlimited
Inventory Movement Report
Sorted By Item ID For Period/Year: 6/2010

Page 1

Report Filter															
Fiscal Period		6			Unit of Measure				Reporting						
					Fiscal Year				2010						

Item ID / Description / Product Line	Location ID	Begin Quantity	Sold	Returned	Purchased	Returned	Transfer In	Transfer Out	Adjustments	Material Req	Produced	Consumed	End Quantity
100 — Electrical Package — MATERIAL	CA0001	221.0000	0.0000	0.0000	0.0000	0.0000	2.0000	3.0000	0.0000	0.0000	0.0000	0.0000	220.0000
100 — Electrical Package — MATERIAL	MN0001	0.0000	4.0000	1.0000	0.0000	0.0000	3.0000	2.0000	10.0000	2.0000	0.0000	0.0000	6.0000
10000 — Electrical Package — MATERIAL	CA0001	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000
10000 — Serial Lot Item — APPLIANCE	MN0001	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	9.0000	0.0000	0.0000	0.0000	8.0000
150 — Serial Lot Item — APPLIANCE	MN0001	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	1.0000
200100 — Plumbing Package — MATERIAL	CA0001	150.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000	2.0000	0.0000	0.0000	0.0000	150.0000
200100 — Furnace — HEAT/AIR	MN0001	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000
200200 — Furnace — HEAT/AIR	CA0001	99.0000	0.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	100.0000
200200 — Water Heater — HEAT/AIR	MN0001	5.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	5.0000
200300 — Air Conditioner — HEAT/AIR	MN0001	1.0000	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000
200400 — Water Softener — HEAT/AIR	MN0001	7.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	0.0000	6.0000

ITEM STATUS REPORT

Use the **Item Status Report** to verify the Item status and to see the default Unit of Measure and the on-hand, on-order, committed, in-use, and available quantities.

See How Transactions effect Inventory Quantities on (page 3-97) for details on how transactions effect the quantity fields.

To produce the **Item Status Report**, follow these steps:

1. Select **Item Status Report** from the **Reports** menu.

Item Status Report Menu
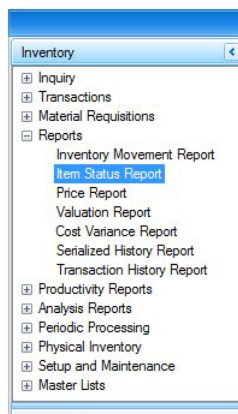
2. The **Item Status Report** screen appears.

Item Status Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the box to **Print Additional Descriptions** in the report; otherwise, clear the box.

5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

   When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

   When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

7. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Item Status Report

Page 1

Report Filter			Unit of Measure		Reporting	
Print Additional Description	Yes		Banded Rows		Yes	

Item ID Description Addl Description	Location ID	Product Line Item Status	Unit	On Hand On Order	Committed	Available
100 Electrical Package Includes Electrical Outlets and	CA0001	MATERIAL Active	PKG	220.0000 0.0000	0.0000	220.0000
100 Electrical Package Includes Electrical Outlets and	MD0001	MATERIAL Active	PKG	10.0000 0.0000	0.0000	10.0000
100 Electrical Package Includes Electrical Outlets and	MN0001	MATERIAL Active	PKG	6.0000 0.0000	2.0000	4.0000
100 Electrical Package Includes Electrical Outlets and	MN0002	MATERIAL Active	PKG	0.0000 0.0000	0.0000	0.0000
100 Electrical Package Includes Electrical Outlets and	TX0001	MATERIAL Active	PKG	0.0000 10.0000	0.0000	0.0000
10000 Serial Lot Item	CA0001	APPLIANCE Active	EA	1.0000 0.0000	0.0000	1.0000
10000 Serial Lot Item	MN0001	APPLIANCE Active	EA	8.0000 0.0000	0.0000	8.0000
150 Plumbing Package	CA0001	MATERIAL Active	PKG	183.0000 0.0000	0.0000	183.0000
150 Plumbing Package	MD0001	MATERIAL Active	PKG	15.0000 0.0000	0.0000	15.0000
150 Plumbing Package	MN0001	MATERIAL Active	PKG	1.0000 1.0000	1.0000	0.0000
150 Plumbing Package	MN0002	MATERIAL Active	PKG	0.0000 0.0000	0.0000	0.0000
150 Plumbing Package	TX0001	MATERIAL Active	PKG	0.0000 0.0000	0.0000	0.0000
200 Heating/Cooling Package	CA0001	HEAT/AIR Active	PKG	0.0000 0.0000	0.0000	0.0000
200 Heating/Cooling Package	MD0001	HEAT/AIR Active	PKG	0.0000 0.0000	0.0000	0.0000

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PRICE REPORT

Use the **Price Report** to see the Item quantity, base price, and adjusted price for each Unit of Measure.

To produce the **Price Report**, follow these steps:

1. Select **Price Report** from the **Reports** menu.

Price Report Menu
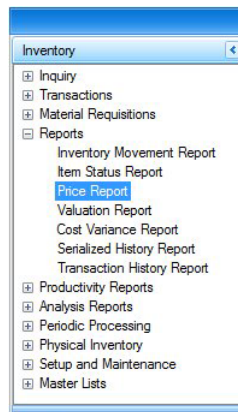
2. The **Price Report** screen appears.

Price Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave the from and thru fields blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Item ID** or **Location ID**.

5. Check the box to **View the Profit Margin** in the report; otherwise, clear the box. The Profit Margin is the cost from the Costing Method minus the adjusted price if the on-hand quantity is greater than zero, or the last cost minus the adjusted price if the on-hand quantity is equal to zero.

6. Check the box to **View Quantity Breaks** in the report; otherwise, clear the box. If you select the option, the adjustment type, adjustment amount, and adjusted price for each Unit of Measure that is assigned a Quantity Break ID are displayed.

7. Select the **Report Currency** for the report. This option is only available if you have the multi-currency in your product key and have it activated.

8. Select the **Exchange Rate** for the report. This option is only available if you have the multi-currency in your product key and have it activated.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Price Report

Continental Products Unlimited
Price Report
Sorted By Item ID

Page 1
USD
1

| Report Filter | | | | | Print Quantity Breaks | No |
| Print Profit Margin | No | | | | | |

Item ID Description	Location ID Price ID	Unit Product Line	Base Price	Adjusted Price
100 Electrical Package	CA0001	PKG MATERIAL	528.3286	528.3286
100 Electrical Package	MD0001	PKG MATERIAL	528.3286	528.3286
100 Electrical Package	MN0001	PKG MATERIAL	528.3286	528.3286
100 Electrical Package	MN0002	PKG MATERIAL	528.3286	528.3286
100 Electrical Package	TX0001	PKG MATERIAL	528.3286	528.3286
10000 Serial Lot Item	CA0001 R1	EA APPLIANCE	299.8800	299.8800
10000 Serial Lot Item	MN0001 R1	EA APPLIANCE	299.8800	299.8800
150 Plumbing Package	CA0001	PKG MATERIAL	1,463.1745	1,463.1745
150 Plumbing Package	MD0001	PKG MATERIAL	1,463.1745	1,463.1745
150 Plumbing Package	MN0001	PKG MATERIAL	1,463.1745	1,463.1745
150 Plumbing Package	MN0002	PKG MATERIAL	1,463.1745	1,463.1745

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VALUATION REPORT

Use the **Valuation Report** to evaluate the profitability of Inventory Item IDs for the current history period or for the year to date. This report summarizes the value of the Inventory Item IDs on hand and the profit of the Inventory Item IDs sold during the history period or the year to date.

The Valuation Report shows the Average Unit and Extended Costs in relation to the Costing Method (FIFO, LIFO, Average, or Standard), COGS Adjustments, PPVs, and Beginning Balances based on these amounts (Beginning Balance = Extended Cost - Purchases + COGS + or - COGS Adjustment + PPV).

Choosing to use the Average or Standard method results in an Extended Cost, which is the Quantity On Hand multiplied by the number in the Average or Standard Cost field in the Item Locations. The following list contains the valid options and how they affect the Unit Cost field in the report:

Method	Calculation
LIFO/FIFO	Extended cost divided by total quantity on hand
Average	Average cost divided by total quantity on hand
Standard	Standard cost divided by total quantity on hand

To produce the **Valuation Report**, follow these steps:

1. Select **Valuation Report** from the **Reports** menu.

Valuation Report Menu
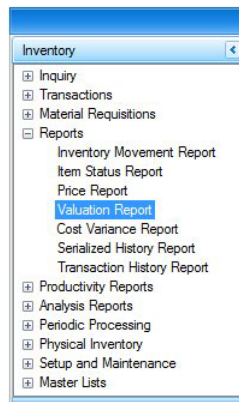
2. The **Valuation Report** screen appears.

Valuation Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **As of Date** from which to run the report, or the **Fiscal Period/Year**.

   This will allow you to run the report from prior dates or periods instead of getting the value of your Item IDs as of now.

   NOTE: If you are going to try to reconcile this report to your General Ledger Account value, you must print the report for an "As of Date" for a Fiscal Period/Year. You also must run the report using the Print Valuation Method of FIFO/LIFO.

5. Select whether to **View** the report in **Detail** or **Summary** view.

6. Select the box to **View Additional Descriptions** for the Item IDs selected. Clear the box to see the short description only.

7. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

8. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

9. Select the **Valuation Method** for the report; **FIFO/LIFO**, **Average**, or **Standard**.

   Choosing to use the average or Standard method results in an extended cost, which is the quantity on hand multiplied by the number in the average or standard cost field in the item locations.

   The following list contains options and how they affect the unit cost in the report:

M e t h o d C a l c u l a t i o n

   LIFO/FIFO = extended cost / total quantity on hand

   Average = Average Cost / total quantity on hand

   Standard = Standard Cost / total quantity on hand

10. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

   When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

   When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Valuation Report Detail

The **Valuation Report** shows the extended costs in relation to the Costing Method (FIFO, LIFO, Average, or Standard), COGS Adjustments and PPV Adjustments.

Continental Products Unlimited
Valuation Report as of 6/17/2010
Sorted By Item ID
Current Valuation Method - LIFO/FIFO

Page 2

Item ID	Description	Product Line	Location ID	On Hand	UOM	Unit Cost	COGS Adj	PPV Amt	Extended Cost
100	Electrical Package	MATERIAL	CA0001	220.0000	PKG	348.0582	0.00	0.00	76,572.80
100	Electrical Package	MATERIAL	MD0001	10.0000	PKG	349.5580	0.00	0.00	3,495.58
100	Electrical Package	MATERIAL	MN0001	6.0000	PKG	346.5550	0.00	0.00	2,079.33
10000	Electrical Package	APPLIANCE	CA0001	1.0000	EA	125.0000	0.00	0.00	125.00
10000	Serial Lot Item	APPLIANCE	MN0001	8.0000	EA	125.0000	0.00	0.00	1,000.00
150	Plumbing Package	MATERIAL	CA0001	183.0000	PKG	902.1100	0.00	0.00	165,086.13
150	Plumbing Package	MATERIAL	MD0001	15.0000	PKG	903.4433	0.00	0.00	13,551.65
150	Plumbing Package	MATERIAL	MN0001	1.0000	PKG	907.5300	0.00	0.00	907.53
200100	Furnace	HEAT/AIR	CA0001	150.0000	EA	367.6300	0.00	0.00	55,144.50
200200	Water Heater	HEAT/AIR	CA0001	100.0000	EA	223.0300	0.00	0.00	22,303.00
200200	Water Heater	HEAT/AIR	MN0001	5.0000	EA	227.5300	0.00	0.00	1,137.65
200300	Air Conditioner	HEAT/AIR	CA0001	25.0000	EA	419.9100	0.00	0.00	10,497.75
200400		HEAT/AIR	MN0001	6.0000	EA	127.4000	0.00	0.00	764.40
200500	Water Softener	HEAT/AIR	MN0001	4.0000	EA	47.5000	0.00	0.00	190.00
200600	Sump Pump	HEAT/AIR	MN0001	6.0000	EA	75.1500	0.00	0.00	450.90
250	Humidifier	MATERIAL	CA0001	16.0000	CS	1,298.2400	0.00	0.00	20,771.84
300	Exterior Panels	MATERIAL	CA0001	136.0000	EA	21.0027	0.00	0.00	2,856.37
300	Interior Door	MATERIAL	MN0001	3.0000	EA	22.0100	0.00	0.00	66.03

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Valuation Report Totals

Continental Products Unlimited
Valuation Report as of 6/17/2010
Sorted By Item ID
Current Valuation Method - LIFO/FIFO
Print Additional Descriptions   No

Page 1

Report Filter						
Unit of Measure	Reporting					

Summary by GL Account Code

GL Account	Account Code	Extended Cost Adjustments	Purchases Material Req	COGS COGS Adj	PPV Amt Transfers	Period/Year Beg Balance
00-000-1230	01	614,006.25	77,582.51	18,336.51	0.01	526,454.49
		9,694.36	-699.56	0.00	-735.26	502,364.79
00-000-1230	02	86,710.00	68.75	122.50	0.00	84,960.00
		0.00	0.00	0.00	0.00	85,013.75
GRAND TOTAL		700,716.25	77,651.26	18,459.01	0.01	611,414.49
		9,694.36	-699.56	0.00	-735.26	587,378.54

COST VARIANCE REPORT

Use the **Cost Variance Report** to analyze the cost variance of Item IDs, using Standard to Average, Actual to Standard, and Actual to Average summary history for the current period costs.

To produce a **Cost Variance Report**, follow these steps:

1. Select **Cost Variance Report** from the **Reports** menu.

Cost Variance Report Menu
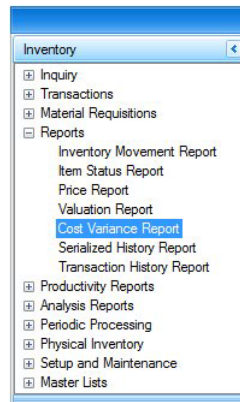
2. The **Cost Variance Report** screen appears.

Cost Variance Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

5. Select the box to **View Lot Detail**, which is the breakdown of Lots that make up the total for each Location. Clear the box to show the total for each Item ID by Location.

6. Select the box to **View Additional Descriptions** in the report; otherwise, clear the box.

7. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

> When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

> When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

The following calculations are used in the report:

MethodCost Variance Calculation

LIFO-FIFO = Unit Cost * Quantity On Hand

Standard/Average = Standard Cost * Quantity On Hand - Average Cost * Quantity On Hand

LIFO-FIFO/Standard = (LIFO - FIFO) - (Standard Cost * Quantity On Hand)

LIFO-FIFO/Average = (LIFO - FIFO) - (Average Cost * Quantity On Hand)

Cost Variance Report

Continental Products Unlimited
Cost Variance Report
Sorted By Item ID / Printed with Year-to-Date Amounts

Page 1

Report Filter						
Print Lot Detail	Yes					
Printed with Year-to-Date Amounts	Yes					

Item ID	Product Line					
Description	Location ID	On Hand	Unit of Measure	Reporting		
Additional Description	Lot No.		PrintAdditional Description	Yes		

| | | | | ------------Cost Variances------------ | | |
			LIFO-FIFO	Std/Avg	LIFO-FIFO/Std	LIFO-FIFO/Avg
100	MATERIAL					
Electrical Package	CA0001	220.0000	76,572.8040	-76,572.8040	76,572.8040	0.0000
Includes Electrical Outlets and						
100	MATERIAL					
Electrical Package	MD0001	10.0000	3,495.5820	-3,480.5820	3,495.5820	15.0000
Includes Electrical Outlets and						
100	MATERIAL					
Electrical Package	MN0001	6.0000	2,079.3328	-2,081.0232	2,079.3328	-1.6904
Includes Electrical Outlets and						
10000	APPLIANCE					
Serial Lot Item	CA0001	1.0000	125.0000	-0.0500	0.0500	0.0000
10000	APPLIANCE					
Serial Lot Item	061510003					
10000	MN0001	8.0000	1,000.0000	-0.4000	0.4000	0.0000
Serial Lot Item	061501001					
150	MATERIAL					
Plumbing Package	CA0001	183.0000	165,086.1300	-165,086.1300	165,086.1300	0.0000
150	MATERIAL					
Plumbing Package	MD0001	15.0000	13,551.6495	-13,551.6495	13,551.6495	0.0000
150	MATERIAL					
Plumbing Package	MN0001	1.0000	907.5300	-907.5300	907.5300	0.0000
200100	HEAT/AIR					
Furnace	CA0001	150.0000	55,144.5000	1,720.2450	-1,720.2450	0.0000
200100	HEAT/AIR					
Furnace	MN0001	0.0000	0.0000	0.0000	0.0000	0.0000
200200	HEAT/AIR					
Water Heater	CA0001	100.0000	22,303.0000	466.8900	-466.8900	0.0000

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SERIALIZED HISTORY REPORT

Use the **Serialized History Report** to see historical transaction information for Serialized Item IDs.

To produce a **Serialized History Report**, follow these steps:

1. Select **Serialized History Report** from the **Reports** menu.

Serialized History Report Menu
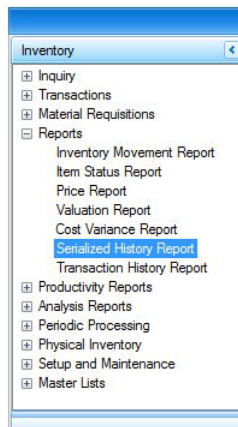
2. The **Serialized History Report** screen appears.

Serialized History Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Item ID** or **Location ID**.

5. Select the box to **Print Additional Descriptions** in the report; otherwise, clear the box.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Serialized History Report

Continental Products Unlimited
Serialized History Report
Sorted By Item ID
Print Additional Description ... Yes

Page 1

Report Filter

Serial Number / Comment	Product Line / Source ID	Trans Type	Order Date / Invc Date / Addtl Description	Ship Date / Rcpt Date	Trans No / Invoice Number	Unit Cost / Unit Price
Item ID 10000	**Description** Serial Lot Item					
Location ID CA0001	OAKLAND WAREHOUSE					
06510002	APPLIANCE / INXFERTO	Transfer To	6/15/2010 / 6/15/2010		8 / 8	125.0000 / 0.0000
Location ID MN0001	MINNEAPOLIS WAREHOUSE					
06510001	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510001	APPLIANCE / INTRANS	Decrease	6/15/2010 / 6/15/2010	6/15/2010	25 / 25	125.0000 / 300.0000
06510002	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510002	APPLIANCE / INXFERFROM	Transfer From	6/15/2010 / 6/15/2010	6/15/2010	8 / 8	125.0000 / 0.0000
06510003	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510004	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510005	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510006	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510007	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510008	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510009	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
06510010	APPLIANCE / INTRANS	Increase	6/15/2010 / 6/15/2010		24 / 24	125.0000 / 0.0000
Item ID 900	**Description** Refrigerator - Black		Addtl Description			
Location ID CA0001	OAKLAND WAREHOUSE					
06510001	APPLIANCE / INXFERTO	Transfer To	6/15/2010 / 6/15/2010		7 / 7	239.6600 / 0.0000
Location ID MN0001	MINNEAPOLIS WAREHOUSE					
06510001	APPLIANCE	IN Invoice / Purchase	6/15/2010		21	239.6600

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TRANSACTION HISTORY REPORT

The **Transaction History Report** shows the history of transactions by Item ID and Location in a specified time.

To produce a **Transaction History Report**, follow these steps:

1. Select **Transaction History Report** from the **Reports** menu.

Transaction History Report Menu
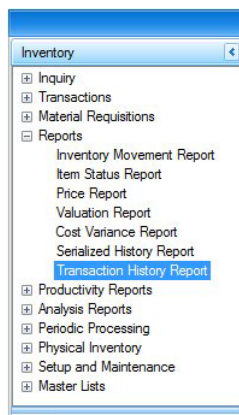
2. The **Transaction History Report** screen appears.

Transaction History Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Enter the range of the **Fiscal Period** and **Year From** the **Thru**, or accept the defaults to include in the report.

5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Negative signs (-) are shown after transactions that reduce Inventory quantities.

The following calculations are used in the report:

Field	Calculation
Base Quantity = Quantity * Conversion Factor	
Base Unit Cost = Extended Cost / Base Quantity	

Transaction History Report

Continental Products Unlimited
Transaction History Report

Page 1

Report Filter			
Period	1	Thru	12
Year	2010	Thru	2010

Location CA0001 OAKLAND WAREHOUSE

Item ID / Trans Type	PdYear	Trans Date	App	Source ID	Ref No	Unit	Base Quantity	Base Unit Cost	Base Ext Cost	Transaction Unit	Transaction Quantity
100 Electrical Package				Product Line MATERIAL							
Transfer From	6/2010	6/10/2010	IN	INXFERFROM	3	PKG	-3.0000	348.0582	-1,044.17	PKG	-3.0000
Transfer To	6/2010	6/15/2010	IN	INXFERTO	5	PKG	2.0000	348.0582	696.12	PKG	2.0000
Item Total							-1.0000		-348.05		
10000 Serial Lot Item				Product Line APPLIANCE							
Lot No											
Transfer To	6/2010	6/15/2010	IN	INXFERTO	8	EA	1.0000	125.0000	125.00	EA	1.0000
Lot Total							1.0000		125.00		
Item Total							1.0000		125.00		
200100 Furnace				Product Line HEAT/AIR							
Transfer From	6/2010	6/10/2010	IN	INXFERFROM	4	EA	-2.0000	367.6300	-735.26	EA	-2.0000
Increase	6/2010	6/16/2010	IN	PHYSINV	248	EA	2.0000	367.6300	735.26	EA	2.0000
Item Total							0.0000		0.00		
200200 Water Heater				Product Line HEAT/AIR							
Increase	6/2010	6/16/2010	IN	PHYSINV	249	EA	1.0000	223.0300	223.03	EA	1.0000
Item Total							1.0000		223.03		
350 Entry Door				Product Line MATERIAL							
PO Receipt	3/2010	3/9/2010	PO	Digi010	2222	EA	100.0000	210.0300	21,003.00	EA	100.0000
PO Invoice	3/2010	3/9/2010	PO	Digi010	32164654	EA	100.0000	210.0300	21,003.00	EA	100.0000
PO Invoice	3/2010	3/9/2010	PO	Digi010	2222	EA	-100.0000	210.0300	-21,003.00	EA	-100.0000
PO Receipt	6/2010	6/11/2010	PO	Bin004	1265465	EA	150.0000	243.5930	36,538.95	EA	150.0000
PO Invoice	6/2010	6/11/2010	PO	Bin004	111222	EA	150.0000	243.5930	36,538.95	EA	150.0000
PO Invoice	6/2010	6/11/2010	PO	Bin004	1265465	EA	-150.0000	243.5930	-36,538.95	EA	-150.0000
Item Total							250.0000		57,541.95		
800001 Wallpaper - Contemporary				Product Line MATERIAL							
Lot No 061501001											
Transfer To	6/2010	6/15/2010	IN	INXFERTO	6	FOOT	80.0000	0.0994	7.95	ROLL	5.0000
Lot Total							80.0000		7.95		
Item Total							80.0000		7.95		
900 Refrigerator - Black				Product Line APPLIANCE							
Transfer To	6/2010	6/15/2010	IN	INXFERTO	7	EA	1.0000	239.6600	239.66	EA	1.0000

USING THE ANALYSIS REPORTS MENU

Use the Analysis Reports menu functions for the following tasks:

- Identify Item IDs to restock.

- Identify Item IDs that have in-stock quantities above the Order Points you specified.

- Analyze fast-moving and slow-moving Item IDs.

- Analyze the turnaround time for each stock Item ID during the Fiscal Year.

- Identify the gross profit margin on Item IDs for a period.

- Identify the number of Item IDs sold during a period.

SAFETY STOCK ALERT REPORT

Use the **Safety Stock Alert Report** function to list Item IDs that have fallen below the Safety Stock level (usually half the Order Point), including Item IDs that are On Order or Backorder. If you have selected as Yes, to Use Attention Colors in Business Rules (page 3-5), the quantities will show in the appropriate colors.

To produce a **Safety Stock Alert Report**, follow these steps:

1. Select **Safety Stock Alert Report** from the **Analysis Reports** menu.

Safety Stock Alert Report Menu
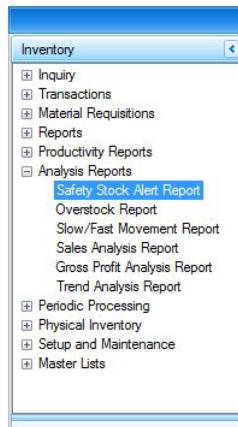
2. The **Safety Stock Alert Report** screen appears.

Safety Stock Alert Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

5. Select the **Calculate Quantity**; **Quantity On Hand** or **Quantity Available**.

6. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

    When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

    When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

7. Select the box to **View Additional Descriptions** in the report; otherwise, clear the box.

8. Check the box to **View Items With A Safety Stock Of Zero** in the report; otherwise, clear the box.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Safety Stock Alert Report

Report Filter
View Items with Zero Safety Stock: No
Calculate Quantity: Quantity On Hand

Continental Products Unlimited
Safety Stock Alert Report
Sorted by Item ID

Unit of Measure: View Additional Description
Reporting: Yes

Page 1

Item ID / Description / Addl Description	Location ID / Product Line	Item Status / Unit	On Hand / On Order	Committed	Available	Safety Stock
555 Millwork Package - Oak	CA0001 MATERIAL	Obsolete PKG	0.0000 / 0.0000	0.0000	0.0000	2.5000
555 Millwork Package - Oak	MD0001 MATERIAL	Obsolete PKG	0.0000 / 0.0000	0.0000	0.0000	2.5000
555 Millwork Package - Oak	MN0001 MATERIAL	Obsolete PKG	0.0000 / 0.0000	0.0000	0.0000	2.5000
555 Millwork Package - Oak	MN0002 MATERIAL	Active PKG	0.0000 / 0.0000	0.0000	0.0000	2.5000
555 Millwork Package - Oak	TX0001 MATERIAL	Obsolete PKG	0.0000 / 0.0000	0.0000	0.0000	2.5000
600 Standard Window 24" X 40"	CA0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	10.0000
600 Standard Window 24" X 40"	MD0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	10.0000
600 Standard Window 24" X 40"	MN0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	10.0000
600 Standard Window 24" X 40"	MN0002 MATERIAL	Active EA	0.0000 / 0.0000	0.0000	0.0000	10.0000
600 Standard Window 24" X 40"	TX0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	10.0000
610 Standard Window 30" X 40"	CA0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	12.5000
610 Standard Window 30" X 40"	MD0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	12.5000
610 Standard Window 30" X 40"	MN0001 MATERIAL	Discontinued EA	1.0000 / 0.0000	0.0000	1.0000	12.5000
610 Standard Window 30" X 40"	TX0001 MATERIAL	Discontinued EA	0.0000 / 0.0000	0.0000	0.0000	12.5000

OVERSTOCK REPORT

Use the **Overstock Report** function to list Item IDs that have in-stock quantities above the Maximum Quantity you specified in the Item Location tab (page 3-83) (On Hand value is greater than the Maximum On Hand value).

To produce an **Overstock Report**, follow these steps:

1. Select **Overstock Report** from the **Analysis Reports** menu.

Overstock Report Menu
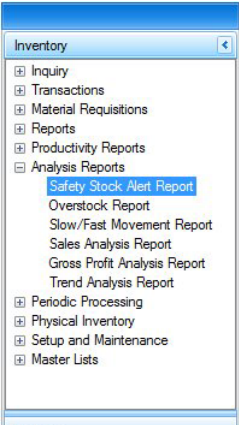
2. The **Overstock Report** screen appears.

Overstock Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

5. Check the box to **View Additional Descriptions** in the report; otherwise, clear the box.

6. Check the box to **View Items With Zero Maximum On Hand** in the report; otherwise, clear the box.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Overstock Report

Continental Products Unlimited

Overstock Report

Sorted by Item ID

Page 1

Report Filter							
View Items with Zero Maximum On Hand	No		View Additional Description		No		

Item ID	Location ID	Item Status	On Hand	Committed	Available	Maximum
Description	**Product Line**	**Unit**	**On Order**			
150	CA0001	Active	183.0000	0.0000	183.0000	25.0000
Plumbing Package	MATERIAL	PKG	0.0000			
450	CA0001	Active	300.0000	0.0000	300.0000	100.0000
Slide by Window 24" x 40"	MATERIAL	EA	0.0000			
460	CA0001	Active	130.0000	0.0000	130.0000	125.0000
Slide by Window 30" X 40"	MATERIAL	EA	0.0000			
550	CA0001	Active	33.0000	0.0000	33.0000	25.0000
Millwork Package	MATERIAL	PKG	0.0000			
M250	MN0002	Active	60,000.0000	23,744.0000	36,256.0000	50,000.0000
Steel Cross Tubing 3 x 1.5" Unpaint		IN	100,000.0000			

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*** End of Report ***

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SLOW/FAST MOVEMENT REPORT

Use the **Slow/Fast Movement Report** to analyze fast-moving and slow-moving Item IDs. The report shows the Period-to-Date and Year-to-Date Quantities Sold, and Sales and Profit amounts for Inventory Item IDs.

To produce a **Slow/Fast Movement Report**, follow these steps:

1. Select **Slow/Fast Movement Report** from the **Analysis Reports** menu.

Slow/Fast Movement Report Menu
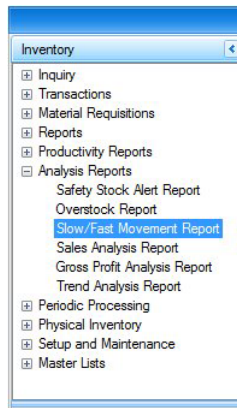
2. The **Slow/Fast Movement Report** screen appears.

Slow/Fast Movement Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Sales** or **Profit**.

5. Select the **Sort Order** for the report; **Ascending** or **Descending**.

6. Enter the **Fiscal Period** for which to print information.

7. Enter the **Fiscal Year** for which to print information.

8. Select the box to **View** Item ID **Detail** in the report; otherwise, clear the box.

9. Select the box to **View Additional Descriptions** in the report; otherwise, clear the box.

10. Select the box to **Suppress Zero Quantity Items** with both Period-to-Date and Year-to-Date quantities that equal zero from the report. Clear the box to include zero-quantity items in the report.

11. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

> When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

> When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

12. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

. . . .
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.
. . . .

The following calculations are used in the report:

Field Calculation

PTD Sales = Total Sold for the Current Period - Total Returned

YTD Sales = Total Sold for the Current Year - Total Returned

PTD Profit = Period-to-Date Sales - Cost (Sold - Returned) for everything before and including the Current Period

YTD Profit = Year-to-Date Sales - Cost (Sold - Returned) for everything before and including the Current Period

Slow/Fast Movement Report

Continental Products Unlimited
Slow/Fast Movement Report
Sorted By Sales / Ascending
Summary / For Summary History Period 5/ 2009

Page 1

Report Filter

Suppress Zero Quantity Items	No	
Fiscal Year	2009	
Addl Description	No	

Item ID Description	Product Line	Last Purch Last Sale	Unit of Measure Period	PTD Qty YTD Qty	PTD Sales YTD Sales	PTD Profit YTD Profit
9000 Lotted Serial Item	APPLIANCE	07/16/09 07/16/09		0.0000 0.0000	0.00 0.00	0.00 0.00
200200 Water Heater	HEAT/AIR	05/06/09 06/25/09		2.0000 2.0000	599.90 599.90	144.84 144.84
200100 Furnace	HEAT/AIR	05/06/09 07/16/09		2.0000 2.0000	899.90 899.90	141.02 141.02
200300 Air Conditioner	HEAT/AIR	05/05/04 06/25/09		2.0000 2.0000	999.90 999.90	140.00 140.00
150 Plumbing Package	MATERIAL	04/29/09 06/25/09		1.0000 1.0000	1,463.76 1,463.76	556.23 556.23
100 Electrical Package	MATERIAL	06/25/09 07/16/09		3.0000 3.0000	1,585.62 1,585.62	554.97 554.97
Grand Total					5,549.08 5,549.08	1,537.06 1,537.06

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SALES ANALYSIS REPORT

The **Sales Analysis Report** shows the Period-to-Date and Year-to-Date history of stock Item IDs. Use it to analyze the Turnaround Time for stock Item IDs during the Fiscal Year.

To produce a **Sale Analysis Report**, follow these steps:

1. Select **Sales Analysis Report** from the **Analysis Reports** menu.

Sales Analysis Report Menu
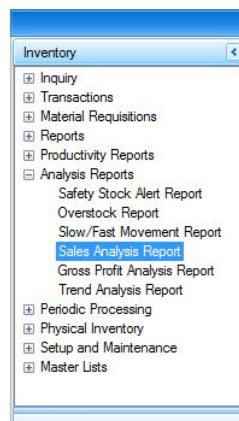
2. The **Sales Analysis Report** screen appears.

Sales Analysis Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Select the **Sort By** criterion for the report; **Volume**, **Cost**, **Sales** or **Profit**.

   If you select Volume, the report is sorted on the Quantity field.

5. Select the **View** method for the report; **Period-To-Date**, **Year-To-Date**, or **Both**.

   If you select Both, the sorts are based on Period-To-Date fields.

6. The **Calculate Turns As Of** date will display your current workstation date and can not be changed.

   This will look at the last year of history and calculate from your Sales and Purchases how many times your Inventory turns over per year. See the formula below for more details on how this is calculated.

7. Select the box to **Suppress Zero Quantity Items** from the report. Clear the box to include zero-quantity items in the report.

8. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

    When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

    When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

9. Select the **Sort Order** for the report;

    • If you select **Slowest to Fastest**, the report is sorted on the field you selected in the Sort By field in ascending order.

    • If you select **Fastest To Slowest**, the report is sorted on the field you selected in the Sort By field in descending order.

    Example: If you elect to sort by sales, fast to slow sorts the Sales field in descending order.

10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales Analysis Report

The following calculations are used in the report:

Field Calculation

Profit Amount = Total Sales - COGS and Adjustments

Profit Percent = Profit Amount / Total Qty Sold

Annual Turns = $(365 * C1)/ (D3 * V1)$

Qty = Number of Units Sold

Sales = Amount Sold

C1 = YTD Cost Sold - YTD Cost Returned - YTD COGS Adjustment

D3 = Number of days so far in the year

V1 = Extended Cost for Nonserialized Item IDs **or** Total Serial Cost for Serialized Item IDs (if V1 is zero, then Turns is zero)

NOTE: The Annual Turns field uses Year-To-Date values. Use the field to analyze Turnaround Time only when you select the YTD print method.

Sales Analysis Report

Continental Products Unlimited

Sales Analysis Report

Sorted By Volume \ \ Slowest to Fastest

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Report Filter								
Suppress Zero Quantity Items	Yes					Reporting		
Print					Unit of Measure			

Item ID	Location ID	Last Sale				COGs and	------------- Profit ------------	
Description	Product Line	Unit		Quantity	Sales	Adjustments	Amount	% Annual Turns
200100	CA0001	7/16/2009	PTD	1.0000	449.95	367.63	82.32	18.30
Furnace	HEAT/AIR	EA						-0.90
100	CA0001	7/16/2009	PTD	1.0000	528.54	-50.00	578.54	109.46
Electrical Package	MATERIAL	PKG						-0.13
9000	MN0001	7/16/2009	PTD	1.0000	500.00	50.00	450.00	90.00
Lotted Serial Item	APPLIANCE	EA						1.80
900	MN0001	7/16/2009	PTD	1.0000	429.91	-239.66	669.57	155.75
Refrigerator - Black	APPLIANCE	EA						0.18
Grand Total			PTD		1,908.40	127.97	1,780.43	336.86
								0.94

End of Report

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GROSS PROFIT ANALYSIS REPORT

The **Gross Profit Analysis Report** shows the gross profit margin for Item IDs in a period.

To produce a **Gross Profit Analysis Report**, follow these steps:

1. Select **Gross Profit Analysis Report** from the **Analysis Reports** menu.

Gross Profit Analysis Report Menu

2. The **Gross Profit Analysis Report** screen appears.

Gross Profit Analysis Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Enter the range of **Profit Percents From** and **Thru**, to include in the report. Accept the From the Thru amounts of 0.00 and 100.00, to get all Item IDs.

5. Select the **Sort By** criterion for the report; **Item ID**, **Location ID**, and **Product Line**.

6. Select the **Sort Order** for the report;

   • If you select **GPM** (Gross Profit Margin), the profit percent Item ID total is sorted from largest to smallest.

   • If you select **Reverse GPM** (Gross Profit Margin), the profit percent Item ID total is sorted from smallest to largest.

7. Enter the **Fiscal Period** for the report.

8. Enter the **Fiscal Year** for the report.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

The following calculations are used in the report:

Field Calculation

Profit Amount = Cost Sold - Total Sold

Profit Pct = Gross Profit Amount / Total Sold

Gross Profit Analysis Report

Continental Products Unlimited
Gross Profit Analysis Report
Sorted By Item ID , GPM

Page 1

Report Filter							
Profit % From	0		Thru	100			
Fiscal Year	2009		Period	6			

Item ID	Location ID						
Description	Product Line			Total Price	Total Cost	Profit Amount	Profit %
100 Electrical Package	MN0001 MATERIAL			2,642.70	1,717.75	924.95	35.00
100 Electrical Package	CA0001 MATERIAL			0.00	0.00	0.00	0.00
Total For 100				2,642.70	1,717.75	924.95	35.00
150 Plumbing Package	CA0001 MATERIAL			1,463.76	902.11	561.65	38.37
150 Plumbing Package	MN0001 MATERIAL			2,927.52	1,815.06	1,112.46	38.00
Total For 150				4,391.28	2,717.17	1,674.11	38.12
200100 Furnace	CA0001 HEAT/AIR			449.95	367.63	82.32	18.30
200100 Furnace	MN0001 HEAT/AIR			1,799.80	1,517.76	282.04	15.67
Total For 200100				2,249.75	1,885.39	364.36	16.20
200200 Water Heater	MN0001 HEAT/AIR			899.85	682.59	217.26	24.14
Total For 200200				899.85	682.59	217.26	24.14
200300 Air Conditioner	MN0001 HEAT/AIR			999.90	859.90	140.00	14.00
Total For 200300				999.90	859.90	140.00	14.00
200400 Water Softener	MN0001 HEAT/AIR			299.90	254.80	45.10	15.04
Total For 200400				299.90	254.80	45.10	15.04
200500 Sump Pump	MN0001 HEAT/AIR			115.00	95.00	20.00	17.39
Total For 200500				115.00	95.00	20.00	17.39
200600 Humidifier	MN0001 HEAT/AIR			89.99	75.15	14.84	16.49
Total For 200600				89.99	75.15	14.84	16.49
300	CA0001			57.09	20.87	36.22	63.44

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TREND ANALYSIS REPORT

The **Trend Analysis Report** shows the number of Item IDs sold during a period. You can use it to analyze trends in your Inventory Item IDs.

To produce a **Trend Analysis Report**, follow these steps:

1. Select **Trend Analysis Report** from the **Analysis Reports** menu.

Trend Analysis Report Menu
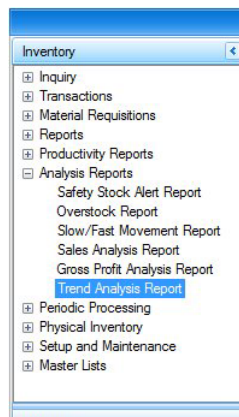
2. The **Trend Analysis Report** screen appears.

Trend Analysis Report Screen

3. Select the range of **Filter Criteria** to include in the report. Leave this blank to include all Item IDs on the report.

4. Enter the range of **Fiscal Periods** and **Fiscal Years From** and **Thru**, to include in the report.

5. Select the transaction type to **View** in the report; **Sales** or **Purchases**.

6. Select the box to **Print Detail** for Item IDs in the report; otherwise, clear the box.

7. Select the **Unit Of Measure** to use for the report; **Reporting** or **Base**. This is set for the Item IDs on the Unit Defaults tab of the Item setup (page 3-72).

When you select **Reporting** you will get the quantities printed on the report in the Unit of Measure you selected as the Reporting Unit of Measure on the Unit Defaults tab in the Item setup (page 3-72).

When you select **Base** you will get the quantities printed on the report in the Base Unit of Measure set up for the Item IDs.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

The following calculations are used in the report:

Field Calculation

Quantity (Purchases) = Quantity Purchased - Quantity Returned

Quantity (Sales) = Quantity Sold - Quantity Returned

Revenue (Sales) = Total Sold - Total Returned

Cost (Purchases) = Cost of Purchases - Cost of Returned Purchases

Cost (Sales) = Cost of Sales - Cost of Returned Sales

Avg Unit Price (Sales) = (Total Sold - Total Returned) / (Quantity Sold - Quantity Returned)

Avg Unit Cost (Sales) = (Cost of Sales - Cost of Returned Sales) / (Quantity Sold - Quantity Returned)

Avg Unit Cost = (Cost of Purchases - Cost of Returned Purchases) / (Quantity (Purchases) Purchased - Quantity Returned)

Trend Analysis Report

Continental Products Unlimited
Trend Analysis Report
Sales Summary For Period 1/2009 Thru 7/2009
Reporting

Report Filter

Page 1

Item ID	Description	Location ID	Product Line	Unit / Unit of Measure	Quantity	Revenue	Cost	Avg Unit Price	Avg Unit Cost
100	Electrical Package	CA0001		PKG	0.0000	528.54	0.00	528.5400	-50.0000
100	Electrical Package	MN0001	MATERIAL	PKG	14.0000	4,228.32	4,809.70	528.5400	343.5500
	Item Total		MATERIAL		14.0000	4,756.86	4,809.70		
150	Plumbing Package	CA0001	MATERIAL	PKG	0.0000	1,463.76	0.00	1,463.7600	902.1100
150	Plumbing Package	MN0001	MATERIAL	PKG	2.0000	4,391.28	1,815.06	1,463.7600	907.5300
	Item Total		MATERIAL		2.0000	5,855.04	1,815.06		
200100	Furnace	CA0001	HEAT/AIR	EA	0.0000	899.90	0.00	449.9500	367.6300
200100	Furnace	MN0001	HEAT/AIR	EA	5.0000	2,699.70	1,897.20	449.9500	379.4400
	Item Total		HEAT/AIR		5.0000	3,599.60	1,897.20		
200200	Water Heater	MN0001	HEAT/AIR	EA	5.0000	1,499.75	1,137.65	299.9500	227.5300
	Item Total		HEAT/AIR		5.0000	1,499.75	1,137.65		
200300	Air Conditioner	MN0001	HEAT/AIR	EA	-1.0000	1,999.80	-429.95	499.9500	429.9500
	Item Total		HEAT/AIR		-1.0000	1,999.80	-429.95		
200400	Water Softener	MN0001	HEAT/AIR	EA	0.0000	299.90	0.00	149.9500	127.4000
	Item Total		HEAT/AIR		0.0000	299.90	0.00		
200500	Sump Pump	MN0001	HEAT/AIR	EA	0.0000	115.00	0.00	57.5000	47.5000
	Item Total		HEAT/AIR		0.0000	115.00	0.00		
200600	Humidifier	MN0001	HEAT/AIR	EA	0.0000	89.99	0.00	89.9900	75.1500
	Item Total		HEAT/AIR		0.0000	89.99	0.00		
300	Interior Door	CA0001	MATERIAL	EA	0.0000	57.09	0.00	57.0900	20.8700
300	Interior Door	MN0001	MATERIAL	EA	0.0000	114.18	0.00	57.0900	22.0100
	Item Total								

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GLOSSARY

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example: you might want a report to include transactions done in a particular accounting period.

activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

adjustment

A type of transaction that corrects differences in quantity.

alias

An alternate name for an inventory item. For example: the alias for item 700873920PS might be *plumbing supplies*.

alternate item

A comparable item that can be substituted when you sell an item with insufficient quantities in stock.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice, for example, Accounts Payable, Accounts Receivable, or Payroll.

asset

The resources (such as cash, investments, manufacturing materials, inventory, buildings, leases, and fixtures) owned by a business. Assets are entered as debits in asset accounts.

audit trail

A detailed record of accounting activity used to explain the source of every dollar in the accounts.

average cost

An inventory costing method. The average cost method calculates a weighted average cost by dividing the total cost of all units of an inventory item by the number of units on hand. See also **FIFO**, **LIFO** and **standard cost**.

average price

The average selling price of an item updated each time a purchase is entered.

back up

To make a copy of data for archival purposes.

balance

(1) The difference between the total debit entries and the total credit entries for an account.
(2) The total amount owed by a customer or owed to a vendor.

balance sheet

A standard financial statement that summarizes the financial status of a business at a particular time, according to the fundamental accounting equation Assets = Liabilities + Owner's Equity.

base cost

Cost used for calculating prices as a markup from cost.

base currency

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

base price

A price assigned to each unit and used to calculate price breaks and customer level pricing in Sales Order.

batch

A group of items, locations, bins, and product lines that are assigned an ID. Batch IDs are used in the transactions and physical count processes to group similar items for posting and counting purposes.

bin number

A number that identifies the location of an item.

capital

Claims on a company's assets by the owners, either the capital put up by the owners or the income earned by the business and not distributed (retained earnings).

carrying cost percent

The percentage of the total value of inventory. This amount is used in the EOQ calculation in the reorder process.

COGS

The beginning inventory plus purchases minus the ending inventory.

conversion

The process of updating existing data, programs, or applications to the current version. See also **installation**.

conversion factor

The portion of the base unit that is the alternate unit. For example: if the base unit were EACH and the alternate unit were BOX of 10, the conversion factor would be 10.

costing method

The method used for costing sales and inventory: FIFO, LIFO, average cost, and standard cost.

count date

The date when a physical count of inventory items is taken.

counted quantity

The quantities from the on-hand physical inventory, generally listed on tags or worksheets. See also **frozen quantity**.

current liquidity ratio

The ratio of current assets to current liabilities.

depreciation

The allocation of the cost of using up fixed assets over time in the form of a particular portion per accounting period.

discount

An amount subtracted from the full amount of a vendor invoice in return for prompt payment.

distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

Economic Order Quantity (EOQ)

An ordering method that 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 percent and Order Cost Amount fields from the locations table. If an item is particularly expensive to order (imported, for example) or expensive to stock (very large, for example), you can override these fields on an item basis. Generally, the higher the cost, the lower the purchase quantity. The traditional EOQ formula is used with Annual Use as the movement variable:

$$\sqrt{\frac{2 \times AnnualUsage \times OrderCost}{UnitValue \times CarryingCost}}$$

expense

The cost incurred in earning revenue: cost of goods sold, wages, rent.

field

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

FIFO

A costing method that uses the oldest items in your inventory as the basis for costing your sales and inventory. FIFO allocates the oldest unit costs to the cost of goods sold and the most recent unit costs to the ending inventory. When costs rise, the FIFO method yields the highest net income; when costs fall, the FIFO method yields the lowest net income. See also **average cost**, **LIFO**, and **standard cost**.

freeze

A step in physical inventory in which inventory quantities are calculated and stored before the inventory is counted.

frozen quantity

The calculated inventory totals that are stored before the inventory is counted. See also **counted quantity**.

function

A menu item that leads to a full screen. Most functions have a corresponding program.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

income statement

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

installation

The process of adding an application to an existing system. See also **conversion**.

interface

To join to another application for the purpose of having information entered in one application update information in another application.

inventory

The goods a business owns at a particular time, whether held for direct sale or for use in manufacturing goods for future sale. Manufacturing inventory is usually divided into raw material, work in process, and finished goods.

journal

A chronological record of transactions.

journal entries

Transactions recorded in a journal.

lead time

The time it takes to process an order for the item location.

LIFO

A costing method that uses the last items brought into inventory as the basis for costing your sales and inventory. When costs of your inventory items rise, the LIFO method yields the lowest net income of all the costing types; when inventory item costs fall, the LIFO method yields the highest net income. LIFO is often preferred when prices rise because it results in a lower pretax income and a lower tax obligation. See also **average cost**, **FIFO**, and **standard cost**.

liquidity ratio

Ratio that indicates the amount of cash that could be available for investment after meeting short-term obligations.

list price

The basic published price for each unit without discounts added to it.

location

The place your inventory is stored, a van, a warehouse, etc.

lotted items

Items that are grouped for identification and given a lot number, such as items with the same shipping, receiving, or expiration date.

material requisition

A document that a business uses to record internal use of stock items from its own warehouse.

menu

A list of applications, functions, options, or other menus.

miscellaneous debit

A transaction that nullifies a purchase, resulting from a return or an adjustment to the purchase transaction. Miscellaneous debits reduce the total amount of accounts payable due vendors.

order point

The quantity you want to have on hand when you place an order for an item at a location.

ordering cost amount

The total cost of shipping, stocking, and labor. This amount is used in the EOQ calculation in the reorder process.

penalty type

The percent or amount used to determine the price when fractional parts of a unit are sold.

periodic inventory

Physical inventory taken at the end of the year to establish ending inventory.

perpetual inventory

A continuous record of inventory maintained by keeping detailed records of purchases and sales.

physical inventory

The actual on-hand inventory.

post

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

price break

A price break set up by quantity, generally giving increasing discounts as the quantity of sales increase.

price ID

Customer-level pricing identifier that is useful for categories of items and items in particular locations.

product line

A category of similar items used for sorting.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

prox term

A term of a business arrangement which specifies that the payment's due date is based on days from the beginning of the next month. See also **regular terms**.

purchase price variance

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

purge

To remove from the system.

quick ratio

The ratio of current assets less inventory to current liabilities.

record

A unit of information that has other pieces of information assigned to it.

regular terms

A term of a business arrangement which specifies that the payment's due date is based on days from the discount date. See also **prox terms**.

restore

To bring information back to its original place and condition.

safety stock

The quantity to have as a safeguard against order process uncertainty.

serialized item

An item that is identified by a serial number, such as an appliance, a computer, a stereo system.

standard cost

A costing method that is an estimate of costs you set. For example: in a manufacturing operation the standard cost is the cost of the item plus costs of raw materials, labor, and overhead. See also **average cost**, **FIFO**, and **LIFO**.

superseded item ID

An ID assigned to an item that is set up to replace an item that is no longer available for purchase or sale.

table

(1) A grid that holds records and is visible. (2) An object that stores data.

temporary vendor

An organization or source of supply from which your business purchases goods or services only once.

terms code

A code that serves as a shorthand notation for the terms of a business arrangement.

transaction

An exchange between a business and another party, leading to an accounting entry, which is recorded in the GL Journal.

UPC

The universal price code that records the identification number for an item.

variance amount

The difference between frozen quantities and calculated (counted quantities times cost) quantities.