
OPEN SYSTEMS® Accounting Software

Inventory User's Manual

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

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You should be able to apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, turn to page 1-11.

For specifics on using the text version, turn to page 1-33.

The Inventory System

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

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

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

Information Inquiry

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

Daily Work

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

Reorder Processing

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

Reports

Use the Reports functions to produce information about inventory movement; item statuses; prices; valuation; cost variance; and serialized, lot and transaction history.

Analysis Reports

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

Periodic Processing

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

Physical Inventory

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

File Maintenance

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

Code Maintenance

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

Master File Lists

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

Master Code Lists

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

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Inventory User's Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.
- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

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

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

```
osas -t T2 -c B -a selena
```

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using *selena* as your access code and H as your company ID, enter

```
C:\osas\progRM\osastm.exe -m4096 -tT00 -nT00 -aselena -cH
```

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase “use the **Proceed (OK)** command” in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

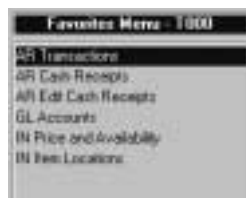
If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style



For a sample of the Start-style favorites menu, see page 1-21. For a sample of the text favorites menu, see page 1-35.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

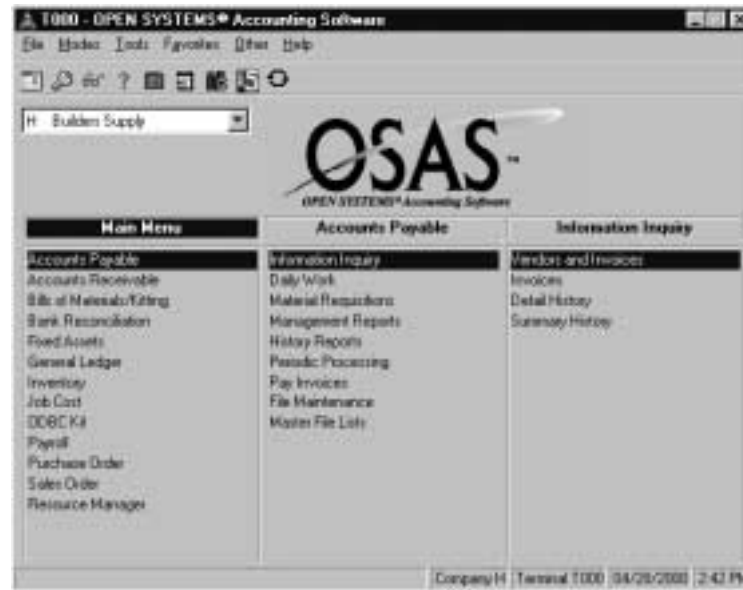
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter**, by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit (F7)** command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit (F7)** command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus



When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

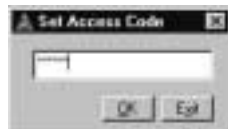


File Menu



Command	Tool Button	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

Using the Access Code dialog box



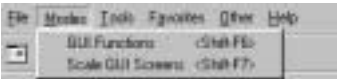
To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



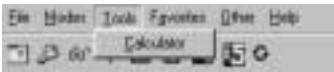
To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.


Modes Menu



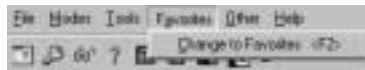
Command	Tool Button	Key	Result
GUI Functions		Shift-F6	Toggles between GUI function screens and text function screens.
Scale GUI Screens		Shift-F7	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.


Tools Menu



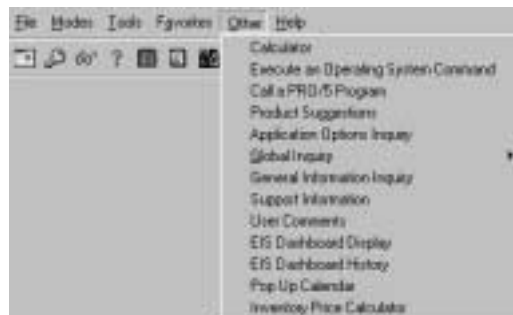
Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu



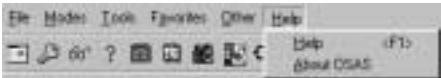
Command	Tool Button	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See <i>Graphical Favorites Menu</i> on page 1-21.


Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu







Command	Tool Button	Key	Result
Help		F1	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons



There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the <i>Resource Manager User's Manual</i> .

Other Graphical Menu Features

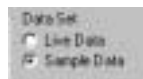
The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field



Select the company to change to from the pull-down list box.

Data Set



On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (F10)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (F2)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (F5)	Switches between your sample data and your live data.
Setup (F9)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (F1)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style



To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.










Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons



Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons



Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

Function Pull-Down Menus

Commands Menu

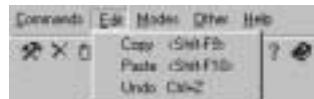


Selection (Key)

Operations

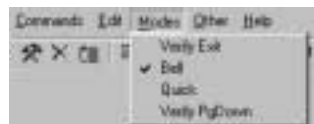
Inquiry (F2)	Use the Inquiry command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (F6)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (PgDn)	Proceed to the next screen or save your entries.
Start Over (PgUp)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (Up)	Move the cursor to the previous field.
Field Down (Down)	Move the cursor to the next field.
Abandon (F5)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (F3)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (Ctrl-J)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (F7)	Exit from a screen or a window and disregard everything you entered.

Edit Menu



Selection (Key)	Operations
Copy (Shift-F9)	Copy the contents of the current field.
Paste (Shift-F10)	Paste the value you copied from a previous field into the current field.
Undo (Ctrl-Z)	Restore the contents of the current field from before you made changes to it.

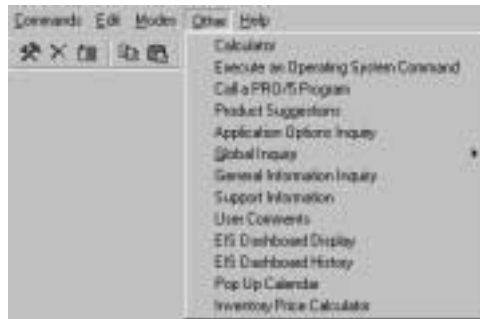
Modes Menu



Check the options you want to use.

Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the PgDn key twice to proceed to the next screen or to save your entries.

Other Menu

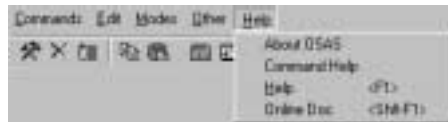


Selection

Operations

Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu



Selection (Key)

About OSAS

Command Help

Help (**F1**)

Online Doc (**Shift-F1**)

Operations

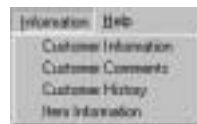
Displays the information about your OSAS installation.

Displays the OSAS Key Help screen.

Get information about the field you are working on.

Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



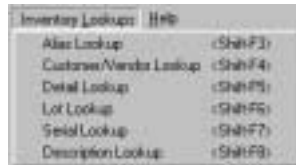
The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)

Operations

First Line (Home)	Moves the cursor to the first data entry field.
Previous Page (PgUp)	Displays the previous page.
Previous Line (Up)	Moves the cursor up to the previous line.
Next Line (Down)	Moves the cursor down to the following line.
Next Page (PgDn)	Displays the following page.
Last Line (End)	Moves the cursor to the last data entry field.
Insert (Ins)	Allows the insertion of characters between preexisting entries in a field.
Delete (F3)	Deletes the selected characters.
Jump (Tab)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu



If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (Shift-F3)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (Shift-F4)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Detail Lookup (Shift-F5)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup (Shift-F6)	Search for an item based on lot number. When you enter the lot number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Serial Lookup (Shift-F7)	Search for an item based on serial number. When you enter the serial number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Description Lookup (Shift-F8)	Search for an item based on item description. When you enter the description, you can use the "*" and "?" wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry



When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help (F1)** command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the INS flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (OVR appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands



When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.





The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

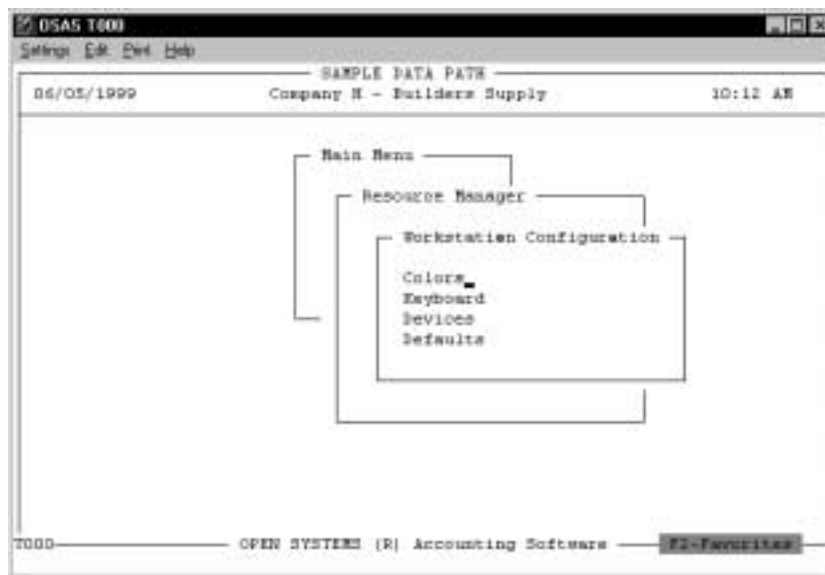
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.
- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.
- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

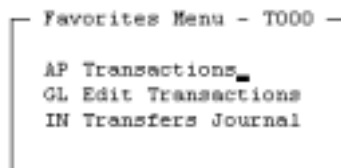
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit (F7)** command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.
2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.
2. Move your cursor to the submenu or application you want removed.
3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)**, the **Jump (Tab)** commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the <i>Resource Manager User's Manual</i> for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or Down	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)** and **Jump (Tab)** commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the <i>Resource Manager User's Manual</i> for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down	Move the cursor to the next field and accept the data entered.D
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help (F1)** command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the / PROGxx subdirectory (xx is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the “*” and “?” wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: * ? < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*" and "?" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

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

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.
- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

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

Sorting

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

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

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed (OK)** command, the Output Information screen appears.



To print the report

- Select **Printer** and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.
- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select **Print Preview** and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

-
- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion

2

Installation
Conversion

2-3
2-5

Installation

Before You Install Inventory

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

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

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

Installing Inventory

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

Setting up Inventory

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

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

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

Conversion

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

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Inventory data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Inventory before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

You must complete all month-end and physical inventory tasks before you convert Inventory.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

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

Consider Your Setup

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

Converting to Version 6.1

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



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

-
5. Enter **IN** in the Appl column; *Inventory* appears.
 6. Enter your earlier version number of Inventory, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift-F2** in text mode.)
 7. If data files already exist for Inventory in the intended destination path, the **IN data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
 8. To convert, use the **Proceed (OK)** command.
 9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Inventory files, your answer to this prompt makes no difference.
 10. Answer the questions that appear relating to the conversion of the employee history and last-year files.
 11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).
 12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Inventory added—appears.

Setup

3

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Setup Considerations

Follow these steps to prepare for entering your data:

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

Defining Types of Inventory Items

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

Organizing Inventory Items

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

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

Setting Up Codes and IDs

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

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

```

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

```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are always listed alphabetically. The items are listed in this order for each position:

```

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

```

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

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

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the part should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 instead of ACE-1.
- If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 001 and 002. (However, if you already use a numbered system, you may want to continue using it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions.

Item IDs

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

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

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

Location IDs

Location IDs, which can be 6 characters long, identify where you store your inventory items. If you currently identify your locations by a number, use that number as the ID. If you do not already have a numbering system, create an alphabetic or an alphanumeric system.

Product Lines

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

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

Price IDs

Price IDs, which can be 6 letters long, identify customer-level pricing. You may want to set up price IDs for categories of items or items in particular locations.

Choosing Costing Methods

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

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

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

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

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

Determining Options and Interfaces

Interfaces

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

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

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

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

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

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

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

Options

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

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

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

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

2. Toggle to **FIFO, LIFO, Average, or Standard** to indicate the costing valuation method you want to use.
3. Toggle to **YES** or **NO** to indicate whether or not you want to allow quantities to be edited online.
4. Toggle to **Average, Last, Base, or Standard** to indicate the cost you want to use for zero-quantity items.
5. Toggle to **YES** or **NO** to indicate whether or not you want to enter 1 to 10 lines of additional text for items.
6. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter price information for sales transactions.
7. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail history for inventory. If you elect not to keep detail history for inventory, you cannot access the Inventory Movement Report and Transaction History Report functions.
8. Toggle to **YES** or **NO** to indicate whether or not you want to keep lot history. If you select NO, you cannot use the Lot History Report function.
9. Toggle to **YES** or **NO** to indicate whether or not you want to keep serial history. If you select NO, you cannot use the Serialized History Report function.
10. Toggle to **YES** or **NO** to indicate whether or not you want to show costs of items in sales transactions.
11. Toggle to **YES** or **NO** to indicate whether or not you want to post line-item detail or only summary information to General Ledger. You cannot select YES if you elected not to keep detail history.

-
12. Toggle to **YES** or **NO** to indicate whether or not you want the system to check for aliases in the Item ID field in reports.
 13. Toggle to **Serial/Lot** or **Lot/Serial** to select the order you want to use for your transaction entry method.
 14. Toggle to **YES** or **NO** to indicate whether or not you want to allow discounts on serialized items.
 15. Toggle to **YES** or **NO** to indicate whether or not you want the system to display costs when you use the price and availability lookup.
 16. Toggle to **YES** or **NO** to indicate whether you want to use On-line quantity synchronization. This option the synch-up of the INQLx and INQTx files.

Setting Up Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager Access Codes function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

After you set up your access codes, print a list of the codes and store it in a safe place.

Entering Your Data

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

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

Tables

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

Note

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

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

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

Sales Categories

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

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

Customer Levels

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

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

Product Lines

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

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

Account Codes

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

- sales
- COGS
- inventory
- work in process
- inventory adjustment
- COGS adjustment
- purchase price variance
- physical count adjustment
- transfer cost

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

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

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

Forecast Types

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

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

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

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

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

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

Note

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

Standard Cost Makeup Codes

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

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

Select **Standard Cost Makeup Codes** from the Code Maintenance menu. Then enter each cost code and a description of each code.

User-Defined Fields

You can set up 16 user-defined fields, which can be used to describe an item. User-defined fields 1 and 2 are sort options in report functions. User-defined fields 3 to 16 are unsorted fields. All user-defined fields can be assigned to an item on the General Information screen in the Items function.

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

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

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

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

User-Defined Field Sorts

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

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

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

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

Locations

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

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

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

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

Price Structures

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

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

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

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

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

Note

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

Item IDs and Descriptions

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

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

- alternate items
- user-defined fields
- location information
- price information
- customer-level pricing
- cost summary information
- vendor information
- bin information

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

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

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

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

General Information

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

1. Enter the status of the item: active, discontinued, obsolete, or superseded.
2. Enter the type of item you are working with: serial, nonserial, or service.
3. If Bill of Materials/Kitting is interfaced with Inventory and the item will be described as a kit, set the flag to YES.
4. If you plan to set up lots for the item, you must set the flag to YES.
5. If you want the system to calculate the reorder point for the item, set the flag to YES. If you are planning to use the Generate Purchase Requisitions function, this flag must be set to YES.
6. Enter the smallest unit of measure for the item, which is your base unit of measure. Initially the base unit is also your default unit of measure, but you can change the default unit of measure on the Units of Measure screen.
7. If you want, assign a sales category to the item.
8. If you want, assign a product line to the item.
9. Enter the price ID you want to use for the item.
10. Enter the tax class for the item.
11. Enter the weight of the item.
12. The user-defined fields you set up in the User-Defined Fields function are displayed. Select and assign the user-defined fields for the item.

Units of Measure

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

Note

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

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

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

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

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

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

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

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

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

Alternate Items

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

Alternate Item ID

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

Customer ID

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

Note

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

Alias

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

Superseded

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

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

Bar Code

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

Vendor ID

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

Note

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

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

Item Locations

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

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

- price information
- customer-level pricing
- cost summary information
- vendor information
- bin information

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

Note

You must assign one location for each item.

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

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

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

Location Information

Default Information

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

1. Enter the default vendor ID.
2. Enter the default bin number. It appears in Physical Inventory reports and on picking slips.
3. Enter the default price ID.
4. Enter the number of days it takes the default vendor to ship the item to you. The default lead time is used in the calculation of the order point for the item.
5. You can assign a status to both an item and an item location. When assigning statuses, remember that the item is the primary source (the item location status is dependent on the item status). For example, if you want to change the status of an item from *active* to *discontinued*, the only place you need to change the status is at the item level. When you change the status of the item to *discontinued*, all the statuses for the item at the location level will be converted to *discontinued*.

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

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

Item Status**Item Location Status**

Obsolete

Obsolete, Superseded

Superseded

Superseded

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

Note

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

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

Inventory Value

The item value, COGS adjustment, and adjusted value fields are displayed.

Order Quantities

Set up the following order quantities for the item:

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

-
- The order point is an estimate of the quantity you will use during the order process plus safety stock you want to maintain. If you want the system to calculate reorders, fill in an order point for the item.
 - Safety stock is the minimum number of units you want to keep on hand at all times because of uncertainty in the order process.
 - The EOQ is the quantity you want to order weighted against the cost to place an order versus the cost to carry additional stock to inventory. EOQ is used in the Reorder Report when you use the EOQ calculation method.
 - The minimum order quantity is the minimum quantity you want on hand. The minimum order quantity is used in the Reorder Report when you use the Min/Max calculation method.

GL Accounts

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

Item Quantities

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

Location Price Information

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

Unit of Measure Pricing

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

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

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

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

Customer-Level Pricing

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

Location Cost Information

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

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

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

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

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

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

Vendor Information

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

Bin Information

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

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

Lot Information

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

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

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

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

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

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

Serial Information

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

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

Note

When you are setting up serial numbers, you can enter a *lost* status for your historical records without affecting the on-hand quantity. However, if you change the status of a serial item to *lost* after quantities have been entered, the on-hand quantity is reduced by 1.

The vendor and customer information after a sale or a purchase is displayed.

Promotional Pricing

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

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

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

Creating a Backup Schedule

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

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

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

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

Note

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

Work Flow

4

Daily Tasks

4-3

Periodic Tasks

4-15

Daily Tasks

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

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

Adding Items

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

Note

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

When you add items, follow these steps:

1. Enter item data in the Items function: general information, user-defined fields, units of measure, alternates, and location information.
2. Enter location information in the Item Locations function: item location defaults, quantities, pricing, costs, and vendors.

Entering Transactions

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

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

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

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

Adjustments

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

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

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

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

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

Sales

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

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

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

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

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

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

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

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

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

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

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

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

Purchases

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

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

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

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

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

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

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

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

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

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

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

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

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

Relationship Between Quantities and Transactions

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

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

Note

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

Costs in Transactions

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

Entering Location Transfers

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

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

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

If the transfer incurs expenses, you can allocate them.

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

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

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

Producing the Transaction Journal

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

Producing the Transfers Journal

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

Posting Transactions

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

Before you post, complete these tasks:

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

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

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

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

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

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

Inventory		Adjustment	
DB			CR

Purchase: increase in quantity and value

Inventory		Adjustment	
DB			CR

Sale: decrease in quantity and value

Inventory		COGS		Sales		Adjustment	
	CR	DB			CR	DB	

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

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

Producing the GL Adjustments Journal

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

A COGS adjustment is made under these circumstances:

-
- The estimated cost is different from the actual cost. For example, suppose that you receive an item at an estimated cost of \$20, but you do not receive the invoice. You then sell the item to a customer. When you receive the invoice, the cost of the item is \$25. The variance of \$5 is posted to the general ledger.
 - You enter a quantity adjustment for an item in the Inventory Adjustments screen in the Inventory Transactions function.
 - You enter multiple receipts for an item in Purchase Order at different costs and then receive the invoice for the first receipt at a different cost than the last receipt cost.

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

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

Posting GL Adjustments

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

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

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

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

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

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

COGS Post: increase value

COGS		Inventory	
	CR	DB	

Purchase Price Variance: standard cost higher than purchased cost

PPV		Inventory	
DB			CR

Periodic Tasks

You must perform these tasks periodically:

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

Calculating Reorders

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

Note

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

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

EOQ Method

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

Min/Max Method

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

Forecast Method

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

Producing the Reorder Report

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

Generating Purchase Requisitions

If Purchase Order is interfaced with Inventory, you can use the Generate Purchase Requisitions function to create purchase requisitions.

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

Selecting Physical Inventory

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

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

Batch ID

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

Use Tag Numbers

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

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

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

Display Frozen Quantities

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

Note

If you are entering exceptions only, frozen quantities are not displayed.

Enter Exceptions Only

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

Default Frozen Quantities

If you choose to default counted quantities for each item, the counted quantity defaults to the system's frozen quantity when you access each line on the entry screen. For example, if you count 5 of item 400 and then access the line on the screen that contains item 400, the frozen quantity (also 5) appears in the Counted Quantity field.

Note

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

Print Items With Zero Quantities

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

Freezing Quantities

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

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

Note

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

Printing Physical Inventory Tags

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

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

Printing Physical Inventory Worksheets

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

Entering Physical Counts

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

Producing the Batch List

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

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

Producing the Physical Count List

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

Producing the Variance Report

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

Producing the Physical Count Valuation Report

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

Updating Perpetual Inventory

Before you update your perpetual inventory, complete these tasks:

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

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

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

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

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

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

Variance: increase in inventory

IN Adj	Phys Ct Adj
DB	CR

Variance: decrease in inventory

IN Adj	Phys Ct Adj
CR	DB

Changing Prices

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

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

Changing Costs

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

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

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

Verifying Quantities

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

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

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

Year-End Maintenance

Year-end maintenance prepares for the upcoming year. It increments the current fiscal year by 1 in the INPDxxx table, and it creates new records for the INHSxxx (Summary History) file if you keep summary history.

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

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

Purging Selected Files

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

Before you delete files, complete these tasks:

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

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

INSNxxx

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

INLTxxx

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

INAIxxx

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

INPPxxx

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

INSHxxx

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

INLHxxx

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

INHIxxx

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

INHSxxx

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

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

Rebuilding Item Quantities

Whether you use Inventory as a standalone application or other applications are interfaced with Inventory, use the Rebuild Item Quantities function to update item quantities. Back up your data files and make sure that nobody is using the system before you use this function.

Printing Selected Reports

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

Information Inquiry

5

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Price and Availability

Features

Use the Price and Availability function on the Information Inquiry menu to look at the number of items available for sale and the price of the items. You can use the price calculator to calculate a price for an item.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Price and Availability	Use the Price and Availability screen to view an item's available and on-order quantities at each location and to view base and list prices for an item. To add or change information on this screen, use the File Maintenance Item Locations function.
Lot Price and Availability Inquiry	Use the Lot Price and Availability Inquiry screen to view a lot's availability and on-order quantities at each location.
Serial Number Price and Availability Inquiry	Use the Serial Number Price and Availability Inquiry screen to view a serial item's availability and unit price at each location.
Item Price and Availability Detail	Use the Item Price and Availability Detail screen to view the on-hand, committed, in-use, available, and on-order quantities for an item. You can also view the average, base, list, and minimum prices for an item.
Price Calculator	Use the Price Calculator screen to calculate the price of any quantity of items for a customer.

Price and Availability Screen

[illegible]

Field Definitions

Field Name	Description
Inquiry Item ID	Enter the ID of the item whose quantities and price information you want to view.
Inquiry Units	Enter the unit of measure for the item.

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.

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

Saving and Exiting

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

Lot Price and Availability Inquiry Screen

[illegible]

Field Definitions

Field Name	Description
Inquiry Lot Number	The lot numbers with available quantities are displayed.
Inquiry Available	The quantity available for each lot number is displayed.
On Order	The quantity on order with vendors for each lot is displayed.
Expires	Each lot's expiration date is displayed.
Status	Each lot's status is displayed.

Command Bar Definitions

Command	Description
Enter = Return to Price and Availability Screen	Press Enter to display the Price and Availability screen.
Goto	Press G to go to a specific lot number (this command is available only if there is more than one page of lot numbers).

Saving and Exiting

Use the **Exit (F7)** command to exit to the Information Inquiry menu.

Serial Number Price and Availability Inquiry Screen

Serial Number	Lot Number	Status	Unit Price
LTQ7121002		Avail	0000
LTQ7121003		Avail	0000
LTQ7121004		Avail	0000
LTQ7121005		Avail	0000
LTQ7121006		Avail	0000
LTQ7121007		Avail	0000
LTQ7121008		Avail	0000
LTQ7121009		Avail	0000
LTQ7121010		Avail	0000
LTQ7121011		Avail	0000

Field Definitions

Field Name	Description
Serial Number	The serial numbers that are available are displayed.
Lot Number	The lot number associated with each serial number, if any, is displayed.
Status	The status of each serial number is displayed.
Unit Price	The unit price of each serial number is displayed if the serial number has a specific price.

Command Bar Definitions

Command	Description
Enter = Return to Price and Availability Screen	Press Enter to display the Price and Availability screen.
Goto	Press G to go to a specific serial number (this command is available only if there is more than one page of serial numbers).

Saving and Exiting

Use the **Exit (F7)** command to exit to the Information Inquiry menu.

Item Price and Availability Detail Screen

View Item Price and Availability Detail			
Commands Modes Other Help			
Back Forward Search ?			
Dishwasher - Almond			
Item ID		910000	
Location ID		MN0001	
On Hand	5.0000	Average Price	.0000
Committed	.0000	Base Price	576.9900
In Use	.0000	List Price	629.2400
Available	5.0000	Minimum Price	550.9700
On Order (PO)	.0000		
Press any key...			

Field Definitions

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

Saving and Exiting

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

Price Calculator Screen

The screenshot shows the 'Price Calculator' window with the following fields and values:

- Location ID: 4M0001
- Item ID: 510003
- Sale Units: EA
- Price ID: APPL
- Customer ID:
- Customer Level:
- Sale Date: 06/05/2000
- Sale Quantity: 1.0000

Quantity Information:

On Hand	.0000
Committed Qty.	.0000
In Use Qty.	.0000
Available Qty.	.0000
On Order Qty.	.0000

Pricing Information:

Calc Unit Price	.0000
Calc Est Price	.00

Quantity Breaks:

Base	Quantity	Unit Price
1	1.0000	.0000
2		
3		
4		
5		

Cost Information:

LIFO/FIFO Cost	.0000
Average Cost	.0000
Standard Cost	.0000
Base Cost	.0000

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Field Definitions

Field Name	Description
Inquiry Location ID	Enter a location ID.
Inquiry Item ID	Enter an item ID.
Inquiry Sale Units	Accept the displayed unit of measure, or enter a different unit of measure.
Inquiry Price ID	Enter a price ID (optional).
Inquiry Customer ID	Enter a customer ID (optional).
Inquiry Cust Level	Enter a customer level (optional).
Sale Date	Accept the displayed sale date, or enter a different date.
Sale Quantity	Accept the displayed quantity, or enter a different quantity.
On Hand Qty	The quantity on hand is displayed.

Field Name	Description
Committed Qty	The committed quantity is displayed.
In Use Qty	The in-use quantity is displayed.
Available Qty	The available quantity is displayed.
On Order Qty	The on-order quantity is displayed.
LIFO/FIFO Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup. The LIFO/FIFO unit cost is displayed.
Average Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup. The average unit cost is displayed.
Standard Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup. The standard unit cost is displayed.
Base Cost	This field appears if you elected in the Resource Manager Options and Interfaces function to show costs in the price and availability lookup. The base unit cost is displayed.
Calc Unit Price	The calculated unit price is displayed.
Calc Ext Price	The calculated extended unit price is displayed.
Base	The base level is displayed.
Quantity	The sale quantity levels are displayed.
Unit Price	The unit price for each quantity break is displayed.

Saving and Exiting

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

Summary History

Features

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

Reports

No report is associated with this function.

Screen Use

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

Summary History Screen

The screenshot shows a software window titled 'Summary History'. It has a menu bar with 'Commands', 'Modes', 'Other', and 'Help'. Below the menu is a toolbar with icons for back, forward, search, and other functions. The main area contains input fields for 'Item ID' (set to 'Electrical Package'), 'Location', 'Period', 'Year', 'View' (set to 'Quantities'), and 'Units'. Below these fields is a table with the following data:

Per/Yr	Purchases	Purch Returns	Sales	Sales Return	Net Prcd
06/2000	.0000	2.0000	100.0000	.0000	.0000
05/2000	-500.0000	.0000	110.0000	.0000	.0000
04/2000	2000.0000	.0000	40.0000	.0000	.0000
03/2000	.0000	.0000	200.0000	.0000	.0000
02/2000	.0000	.0000	30.0000	.0000	.0000
01/2000	.0000	.0000	25.0000	.0000	.0000
12/1999	275.0000	.0000	100.0000	.0000	.0000
11/1999	-130.0000	.0000	20.0000	.0000	.0000
10/1999	.0000	.0000	200.0000	.0000	.0000
09/1999	105.0000	.0000	80.0000	.0000	.0000
08/1999	50.0000	.0000	75.0000	.0000	.0000
07/1999	720.0000	.0000	645.0000	.0000	.0000
12 Mo	2520.0000	2.0000	1625.0000	.0000	.0000
YTD	2692.0000	5.0000	845.0000	.0000	.0000

At the bottom of the window are buttons for 'More', 'Next Item', 'Prev Item', 'First Item', 'Last Item', 'Header', 'Change view', and 'Units'.

Field Definitions

Field Name	Description
Inquiry Item ID	Enter the ID of the item for which you want to view summary history.
Inquiry Location	Enter the ID of the location for the item.
Period	Enter the period for which you want to view summary history.
Year	Enter the year for which you want to view summary history.
View	Enter Q to view the total amounts in quantities. Enter D to view the total amounts in dollars.
Inquiry Units	Enter the unit of measure for the item.

Command Bar Definitions

Command	Description
More	Press M to view totals of transfers, adjustments, builds, and issues.
Next item	Press N to view the next item record on file.
Prev item	Press P to view the previous item record on file.
First item	Press F to view the first item record on file.
Last item	Press L to view the last item record on file.
Header	Press H to go to the Item ID field and change any of the header information.
Change view	Press C to switch between viewing totals in quantities or dollars.
Units	Press U to go to the Units field and enter a different unit of measure for the item.

Saving and Exiting

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

Detail History

Features

Use the Detail History function on the Information Inquiry menu to view transaction records for an item, including historical information about selected transactions.

If you do not keep detail history, you cannot use this function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Detail History Inquiry	<p>Use the Detail History inquiry screen to view selected information about transactions: period and year the transaction took place, transaction date, type of transaction, source ID, application, units, quantity, and total amount.</p> <p>To add or change information on this screen, use the Inventory Transactions function or the Location Transfers function.</p>
View Transaction Detail	<p>Use the View Transaction Detail screen to view such detailed information about the transaction as the unit price and cost.</p>

Detail History Inquiry Screen

Pd/Yr	Tran Date	Type	Src ID	AP	Units	Quantity	Est Amount
07/1/99	07/14/1999	Purch	ACE001	AP	PKG	300.0000	103672.00
07/1/99	07/05/1999	Purch	MIL001	AP	PKG	420.0000	145420.00
07/1/99	07/06/1999	Trnk Out		IN	PKG	100.0000	34624.00
07/1/99	07/06/1999	Trnk Out		IN	PKG	100.0000	34624.00
07/1/99	07/14/1999	Trnk Out		IN	PKG	200.0000	69248.00
07/1/99	07/14/1999	Sale	ACE001	AR	PKG	515.0000	185774.66
07/1/99	07/05/1999	Sale	CASHMN	AR	PKG	100.0000	47569.00
07/1/99	07/09/1999	Sale	KAN001	AR	PKG	30.0000	10821.83
08/1/99	08/21/1999	Purch	BDR001	AP	PKG	50.0000	16812.00
08/1/99	08/04/1999	Trnk Out		IN	PKG	126.0000	43855.33
08/1/99	08/10/1999	Trnk Out		IN	PKG	136.0000	47335.92
08/1/99	08/06/1999	Trnk Out		IN	PKG	159.0000	55341.25
08/1/99	08/17/1999	Sale	ACE001	AR	PKG	75.0000	27054.56
09/1/99	09/22/1999	Purch	ACE001	AP	PKG	105.0000	35305.20

Field Definitions

Field Name	Description
Inquiry Item ID	Enter the ID of the item for which you want to view detail history.
Inquiry Location	Enter the location ID for the item.
Include	Enter P to include purchase transactions, S to include sales transactions, M to include material requisitions, T to include transfers, A to include adjustments, B to include builds, and L to include all transactions for the item.
Period/Yr	Enter the range of periods and years you want to see.

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
First	Press F to view the first item record on file.
Last	Press L to view the last item record on file.
Header	Press H to go to the Item ID field and change any of the header information.
View	Press V to view detailed information about a transaction. The View Transaction Detail window appears.
Serial/Lots	Press S to view lot and/or serial number detail for an item in history.
Goto	Press G to go to a specific detail history line (this command is only available if there is more than one page of detail history).

Saving and Exiting

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

View Transaction Detail Screen

The screenshot shows a window titled "View Transaction Detail" with a menu bar (Commands, Modes, Other, Help) and a toolbar. The main area displays transaction details:

- Transaction ID: 00000000
- Trans Type: Purch
- Init Date:
- Item ID: 100
- Location ID: MN0001
- Source Appl: AP
- ID: ACE001
- Number: 12305
- Job:
- Phase:
- Cost Code:

At the bottom, there is a summary table:

Quantity	Units	Price	Unit Amount	Est Amount
300.0000	PKG		.0000	.0000
		Cost	346.2400	103872.0000

Press any key...

Field Definitions

The information in the View Transaction Detail window comes from the Inventory Transactions function, the Location Transfers function, and interfaced applications.

Saving and Exiting

To return to the Detail History inquiry screen, press any key.

Movement History

Features

Use the Movement History function on the Information Inquiry menu to view transaction records for an item, including information about selected transactions.

If you do not keep detail history, you cannot use this function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Movement History	Use the Movement History screen to view selected information about movement of materials and goods.

Movement History Screen

The screenshot shows a window titled 'Movement History'. It has a menu bar with 'Commands', 'Modes', 'Item', 'Period', 'Year', and 'Help'. Below the menu is a toolbar with icons for search, print, and help. The main area contains input fields for 'Item ID' (1001), 'Location' (100000), 'Period' (1-12), 'Year' (2000), and 'Units' (Pcs). The title 'Electrical Package' is displayed. Below these fields is a table with three columns: 'Quantity' and 'Cost'. The table lists various movement types and their corresponding values.

	Quantity	Cost
Beginning	-125.0000	-42853.85
Purchased	.0000	.00
Returned	2.0000	687.10
Sold	100.0000	34011.00
Returned	.0000	.00
Material Req	.0000	.00
Transfer In	.0000	.00
Transfer Out	.0000	.00
Adjustment	.0000	.00
Builds	.0000	.00
Issues	.0000	.00
CDGS Adjustments	.0000	.00
Ending	-228.0000	-77553.95
On Hand	15.0000	5495.00
*Variance	244.0000	83048.75

At the bottom, there is a status bar with the text '[- Movement history found beyond entered year/period]' and buttons for 'First', 'Prev', 'Next', 'Last', 'Header', and 'Units'.

Field Definitions

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item for which you want to view movement history.
Inquiry	Location	Enter the location ID for the item.
	Period	Enter the range of periods and years you want to see.
	Year	Enter the range of years you want to see.
Inquiry	Units	Enter a unit of measure for the item you want to view.

Command Bar Definitions

Command	Description
Next item	Press N to view the next item record on file.
Prev item	Press P to view the previous item record on file.
First item	Press F to view the first item record on file.
Last item	Press L to view the last item record on file.
Header	Press H to go to the Item ID field and change any of the header information.
Units	Press U to go to the Units field and enter a different unit of measure for the item.

Saving and Exiting

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

Sales Trending

Features

Use the Sales Trending function on the Information Inquiry menu to view the quantity sold and returned for an item and its value.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Sales Trending	Use the Sales Trending screen to enter the ID of the item for which you want to view sales trend information.

Sales Trending Screen

The screenshot shows the 'Sales Trending' window with the following data:

Per/Pr	Sale Quantity	Sale Dollars	Return Quantity	Return Dollars
06/2000	100.0000	36072.75	.0000	.00
05/2000	110.0000	39600.00	.0000	.00
04/2000	40.0000	14429.10	.0000	.00
03/2000	200.0000	72145.50	.0000	.00
02/2000	30.0000	10621.03	.0000	.00
01/2000	25.0000	9010.19	.0000	.00
12/1999	100.0000	36072.75	.0000	.00
11/1999	20.0000	7214.55	.0000	.00
10/1999	200.0000	72145.50	.0000	.00
09/1999	80.0000	28858.21	.0000	.00
08/1999	75.0000	27054.56	.0000	.00
07/1999	645.0000	244165.49	.0000	.00
12-Pd	1625.0000	591670.46	.0000	.00
06/1999	.0000	.00	.0000	.00
YTD	505.0000	182167.40	.0000	.00

Field Definitions

Field Name	Description
Inquiry Item ID	Enter the ID of the item for which you want to view information. The item description appears.
Inquiry Location	Enter the location ID of the item for which you want to view information.
Period	Enter the number of the period you want to view.
Year	The default year is displayed.
Inquiry Units	Accept the default unit of measure for the item, or enter a different unit of measure.
Last Sale	The most recent date that the item was sold is displayed.

Field Name	Description
Per/Yr	The period and year you specified above are displayed, followed by twelve consecutive periods back from the period you enter (based on the periods you set up in the Resource Manager Period Setup function).
Sale Quantity	The quantity of the item sold is displayed.
Sale Dollars	The dollar amount sold for the item is displayed.
Return Quantity	The quantity of the item returned is displayed.
Return Dollars	The dollar amount returned for the item is displayed.

Command Bar Definitions

Command	Description
Next item	Press N to view the next item record on file.
Prev item	Press P to view the previous item record on file.
First item	Press F to view the first item record on file.
Last item	Press L to view the last item record on file.
Header	Press H to go to the header portion of the screen.
Units	Press U to change the displayed unit of measure.

Saving and Exiting

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

Items

Features

Use the Items function on the Information Inquiry menu to look at the following item information: general information, alternate items, units of measure, and location information.

To add or change information, use the File Maintenance Items function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Items - General Information	Use the General Information screen to view general information about an item: default values and user-defined fields.
Items - Alternate Items	Use the Alternate Items screen to view alternate, customer, superseded, bar codes, and vendor part numbers for an item.
Items - Units of Measure	Use the Units of Measure screen to view alternate and default units of measure for an item.
Items - Locations	Use the Item Locations screen to view the locations set up for the item and quantities for the locations for that item.

Items - General Information Screen

Field Definitions

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item you want to look at.

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.

Command	Description
Item	Press I to go to the Item ID field and enter a different item ID.
Alternates	Press A to view alternate items for the item you are working with. The Alternate Items screen appears.
Units	Press U to view additional units of measure for the item. The Units of Measure screen appears.
Locations	Press O to view the locations assigned to the item. The Item Locations screen appears.

Saving and Exiting

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

Items - Alternate Items Screen

Alternate Type	Site ID	Alternate Item ID	Start Date	End Date
Customer part	ACE001	13584Q 3D		
Customer part	SUN001	3AA4211 N		
Vendor part	ELL001	757223DHE		

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Units	Press U to view additional units of measure for the item. The Units of Measure screen appears.
General info	Press G to view general information about the item. The General Information screen appears.
Locations	Press O to view the locations assigned to the item. The Item Locations screen appears.

Saving and Exiting

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

Items - Units of Measure Screen

[illegible]

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Alternates	Press A to view alternate items for the item you are working with. The Alternate Items screen appears.
General info	Press G to view general information about the item. The General Information screen appears.
Locations	Press O to view the locations assigned to the item. The Item Locations screen appears.

Saving and Exiting

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

Items - Locations Screen

Item Locations						
Commands:	Modes:	Other:	List Commands:	Inventory Control:	Help:	
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> ? <input type="button"/>						
Item ID: <input type="text"/>					Units: <input type="text"/>	
Description: Paint - Ivory - Semigloss						
Loc ID	On Hand	Committed	In Use	Available	On Order	
Cd000	.0000	.0000	.0000	.0000	.0000	
HQ-0001	.0000	.0000	.0000	.0000	.0000	
HN-0001	45.0000	.0000	.0000	45.0000	.0000	
TH-0001	50.0000	.0000	.0000	50.0000	.0000	
Total	95.0000	.0000	.0000	95.0000	.0000	
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>

Company/H / 06/14/2008 / Terminal T000

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Units	Press U to view additional units of measure for the item. The Units of Measure screen appears.
General	Press G to view general information about the item. The General Information screen appears.
Alternates	Press A to view alternate items for the item you are working with. The Alternate Items screen appears.

Saving and Exiting

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

Item Locations

Features

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

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

Reports

No report is associated with this function.

Screen Use

Screen	Description
Item Locations - Locations	Use the Item Locations screen to view the locations set up for an item.
Item Locations - General	Use the General screen to view location defaults, GL accounts, order quantities, and item quantities.
Item Locations - Unit Price Information	Use the Unit Price Information screen to view unit price information and customer levels.
Item Locations - Bin Information	Use the Bin Information screen to view the bin numbers assigned to the item.
View Price Information	Use the View Price Information screen to view quantity price breaks for an item.

Item Locations - Locations Screen

The screenshot shows a software window titled 'Item Locations'. It has a menu bar with 'Commands', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with 'Item ID' and 'Description' fields. The 'Description' field is populated with 'Electrical Package'. To the right of the description is a 'Units' field. Below the form is a table with the following columns: 'Loc ID', 'On Hand', 'Committed', 'In Use', 'Available', and 'On Order'. The table contains four rows of data, followed by a 'Total' row. At the bottom of the window, there is a status bar with 'Company H', '06/05/2000', and 'Terminal T000 (DVR)'.

Loc ID	On Hand	Committed	In Use	Available	On Order
CA0001	7.0000	0.0000	-3.0000	10.0000	0.0000
MD0001	0.0000	0.0000	3.0000	-3.0000	5.0000
MN0001	10.0000	0.0000	1.0000	15.0000	7.0000
TD0001	5.0000	0.0000	-4.0000	10.0000	0.0000
Total	29.0000	0.0000	3.0000	32.0000	12.0000

Field Definitions

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item for which you want to view location information.
Inquiry	Units	Enter a unit of measure for the item you want to view.

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Units	Press U to go the Units field and enter a different unit of measure.
General	Press G to view general information about the item location. The General screen appears.
Pricing	Press R to view pricing information about the item location. The Unit Price Information screen appears.
Bins	Press B to view bin information about the item location. The Bin Information screen appears.

Saving and Exiting

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

Item Locations - General Screen

The screenshot shows a window titled 'Location Items' with a menu bar (Commands, Model, Print, Scroll Commands) and a toolbar. The main area is divided into several sections:

- Item ID:** [Empty field]
- Description:** Electrical Package
- Location:** [Empty field]
- Units:** [Empty field]
- Order Quantities:**
 - Vendor ID: ELL000
 - Bin Number: E-10
 - Item Price ID: BUILD
 - Lead Time: 7.0
 - Status: Active
 - Maximum Qty: 10.0000
 - Order Point: 1.0000
 - Safety Stock: .0000
 - EOQ: 1.0000
 - Minimum Order: 7.0000
- GL Accounts:**
 - GL Account Code: 01
 - Sales: 401000
 - COGS: 501000
 - Inventory: 104400
 - WIP: 104200
 - Inventory Adjustment: 104400
 - COGS Adjustment: 504000
 - Flash Price Variance: 504000
 - Phys Count Variance: 104400
 - Phys Count Adjustment: 504000
 - Transfer Cost: 500000
- Item Quantities:**
 - On Hand: 7.0000
 - Committed: .0000
 - In Use: -3.0000
 - Available: 10.0000
 - On Order (PO): .0000

At the bottom, there are buttons: Back, Edit, List, Exit, Print, Location, Printing, and Save. The status bar at the bottom right reads: Company H | 06/05/2008 | Terminal T000 | Q18

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Locations	Press O to view the other locations for the item. The Locations screen appears.
Pricing	Press R to view pricing information about the item location. The Unit Price Information screen appears.
Bins	Press B to view bin information about the item location. The Bin Information screen appears.

Saving and Exiting

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

Item Locations - Unit Price Information Screen

Item ID: [] Location: []

Description: Electrical Package

Units	Average Price	Base Price	List Price	Minimum Price
1000	450.0000	350.0000	500.0000	275.0000

Line No (000001 of 000001)

Customer Level	Description	Adj Base	%	Adjustment	Phone?
Acct 001	Avg Builders Contract	Calc. price	%	-20.0000	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Line No (000001 of 000001)

Tab = Price Info Next Prev List Print Item Location General Exit

Company H 06/05/2000 Terminal T000 CVR

Field Definitions

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

Command Bar Definitions

Command	Description
Tab = Cust Lvl	Press Tab to go to the Customer Levels or the Unit Price Information section of the screen.
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Locations	Press O to view the other locations for the item. The Locations screen appears.
General	Press G to view general information about the item location. The General screen appears.
Bins	Press B to view bin information about the item location. The Bin Information screen appears.
View	Press V to view quantity price breaks for the item. The View Price Information window appears.

Saving and Exiting

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

Item Locations - Bin Information Screen

Item Locations

Commands | Modes | Other | Scroll Commands | ... | Help

[Icons]

Item ID: [Field] Location: [Field]

Description: **Electrical Package**

Bin No.	Tag Number	Date	Last Physical Count	Count Qty	Units	Batch
E-10	1531	12/15/2005		7.0000	PtG	BA11

Line No.: 000001 or 000001

[Back] [Prev] [List] [Ent] [F5] [Cancel] [eEdit] [Location] [Print]

Company H 06/05/2006 Terminal T000 OK

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
General	Press G to view general information about the item location. The General screen appears.
Pricing	Press R to view pricing information about the item location. The Unit Price Information screen appears.
Locations	Press O to view the other locations for the item. The Item Locations screen appears.

Saving and Exiting

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

View Price Information Screen

The screenshot shows a window titled "View Price Information" with a menu bar (Commands, Modes, Other, Help) and a toolbar. The main display area is divided into two sections. The top section shows price details for "Unit of Measure: PEG":

Average Price	500.5415
Base Price	520.5400
List Price	525.9500
Minimum Price	375.0000

The bottom section is a table titled "Quantity Breaks" with columns for "Quantity", "T/S", and "Price Adj".

Quantity	T/S	Price Adj
1	0.0000 \$	-52.0500
2	.0000 \$.0000
3	.0000 \$.0000
4	.0000 \$.0000
5	.0000 \$.0000

At the bottom of the window, it says "Press any key..."

Field Definitions

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

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

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

Location Item

Features

Use the Location Item function on the Information Inquiry menu to view the quantity on hand, on order, and available of items for a selected location.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Location Item - Item Detail	Use the Item Detail screen to view general information about an item.
Location Item - Units of Measure	Use the Units of Measure screen to view the units set up for an item.
Location Item- Alternate Items	Use the Alternate Items screen to view alternate, customer, superseded, bar codes, and vendor part numbers for an item.
Location Item - Location Detail	Use the Location Detail screen to view general information about an item in this location.
Location Item - Price Information	Use the Price Information screen to view an item's price structure for this location.
Location Item - Cost Information	Use the Cost Information screen to view the cost information for this location.
Location Item - Vendor Information	Use the Vendor Information screen to view the vendor information for an item in this location.
Location Item - Bin Information	Use the Bin Information screen to view the bin numbers assigned to the item in this location.
Location Item - Serial Information	Use the Serial Information screen to view the serial numbers assigned to the item in this location.
Location Item - Lot Information	Use the Lot Information screen to view the lot numbers assigned to the item in this location.
Location Item - Quantity Alternates	Use the Quantity Alternates screen to view alternates items available if this item is out of stock as well as quantities available at other locations.

Location Item Inquiry Screen

Location Item

Commands: Modes Other Search Commands Help

Location ID

10000

Item ID	Description	On Hand Committed	In Use On Order	Available
100	Electrical Package	7.0000	3.0000	10.0000
150	Plumbing Package	0.0000	0.0000	0.0000
200	Heating/Cooling Package	0.0000	0.0000	0.0000
200100	Furnaces	0.0000	0.0000	0.0000
200200	Water Heaters	0.0000	0.0000	0.0000
200300	Air Conditioners	0.0000	0.0000	0.0000
200400	Water Systems	0.0000	0.0000	0.0000

Location

Exit

Last

Next

Prev

Enter Item Detail

Units

Alt/Grates

ID: Detail

Printing

Casts

Vendor

Bin

Serial

To Top

Go to Alt

Go to

Company H 06/05/2000 Terminal T000 DWR

Field Definitions

	Field Name	Description
<div>Inquiry</div>	Location ID	Enter the ID of the location for which you want to view item information.

Command Bar Definitions

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

Saving and Exiting

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

Location Item - Detail Screen

The screenshot displays a software window titled 'Items' with a menu bar (Commands, Modes, Other, Help) and a toolbar. The main area is divided into sections for item details and user-defined fields.

Item - General Information			
Item ID	[Empty Field]		
Description	Electrical Package		
Status	Active	Sales Category	PS
Item Type	1-Nonserialized	Product Line	MATERIAL
Fixed Item?	<input type="checkbox"/>	Item Price ID	BUILD
Track Lots?	<input type="checkbox"/>	Tax Class	03
Auto Reorder?	<input type="checkbox"/>	Base Unit Wt	.0000 Lbs
Base UOM	PKG	Hazardous Code	
User - Defined Fields			
Sorted Fields	01: Application	BUILDING	02: Department
			ELECTRIC
Other Fields	03: Code		

At the bottom, there is a row of buttons: [Back], [Prev], [List], [Print], [Item], [Alternates], [Units], [Locations]. The status bar at the very bottom reads: Company H | 06/05/2000 | Terminal T000 | DVR

Field Definitions

The information on this screen comes from the General Information screen in the Items function on the File Maintenance menu.

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Alternates	Press A to view alternate items for the item you are working with. The Alternate Items screen appears.
Units	Press U to view additional units of measure for the item. The Units of Measure screen appears.
Locations	Press O to view the locations assigned to the item. The Item Locations screen appears.

Saving and Exiting

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

Location Item - Units of Measure Screen

The screenshot shows a software window titled 'Units' with a menu bar (Commands, Modes, Other, Scroll Commands, Help) and a toolbar. The 'Item ID' field contains '100' and the 'Description' field contains 'Electrical Package'. Below these fields is a table with columns: 'Base', 'Alternate', 'Units', 'Conversion Factor', 'Units of Measure', 'Penalty', and 'Default'. The 'Units' column has the value 'PKG' and the 'Conversion Factor' is '1.0000'. The 'Units of Measure' column has a dropdown menu showing 'S/S'. The 'Penalty' field has the value '.0000' and the 'Default' field has the value 'PKG'. The table has 10 rows, with the first row highlighted. At the bottom of the table, it says 'Line No: (000001 of 000001)'. Below the table are buttons: 'Back', 'New', 'List', 'Edit', 'Save', 'Alternates', 'General Info', 'Locations', and 'Quit'. At the very bottom, it says 'Company H (06/16/2000) Terminal T000 IMS'.

Base	Alternate	Units	Conversion Factor	Units of Measure	Penalty	Default
		PKG	1.0000	S/S	.0000	PKG

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.
Item	Press I to return to the Location Items Inquiry screen.
Alternates	Press A to view alternate items for the item you are working with. The Alternate Items screen appears.
General info	Press G to view general information for the item. The Item Detail screen appears.
LOCations	Press O to view the locations assigned to the item. The Item Locations screen appears.

Saving and Exiting

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

Location Item - Alternate Items Screen

[illegible]

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item record on file.
Prev	Press P to view the previous item record on file.
Last	Press L to view the last item record on file.
First	Press F to view the first item record on file.
Item	Press I to return to the Location Item Inquiry screen.
Units	Press U to view additional units of measure for the item. The Units of Measure screen appears.
General info	Press G to view general information about the item. The Item Detail screen appears.
Locations	Press O to view the locations assigned to the item. The Item Locations screen appears.

Saving and Exiting

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

Location Item - Location Detail Screen

Item ID		Location	
Description	Electrical Package	Units	
Vendor ID	E11001	Order Quantities	
Bin Number	E-10	Maximum Qty	10.0000
Item Price ID	BUILD	Order Point	1.5000 Calc
Lead Time	7.8	Safety Stock	.0000 Calc
Status	Active	EOQ	1.0000 Calc
		Minimum Order	7.0000
GL Account Code	01	Item Quantities	
Sales	401000	On Hand	7.0000
COGS	501000	Committed	.0000
Inventory	104400	In Use	-3.0000
WIP	104200	Available	10.0000
Inventory Adjustment	104400		
COGS Adjustment	504000	On Order (PO)	.0000
Purch Price Variance	504000		
Phys Count Variance	104400		
Phys Count Adjustment	504000		
Transfer Cost	503000		

Company H | 06/05/2000 | Terminal T000 | CWR

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to return to the Location item Inquiry screen.
lOcations	Press O to view the other locations for the item. The Item Locations screen appears.
pRicing	Press R to view pricing information about the item location. The Unit Price Information screen appears.
Bins	Press B to view bin information about the item location. The Bin Information screen appears.

Saving and Exiting

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

Location Item - Price Information Screen

Location Item

Commands: Modes Other Special Commands Help

Item ID: 100 Location: 100001

Description: Electrical Package

Unit Price Information - Unit Quantity Breaks

Units	Average Price	Base Price	List Price	Minimum Price
PLS	490.8218	528.5400	535.9900	375.0000

Line No (000001 of 000001)

Cust Lvl	Description	Customer Level	Adj Base	%/1	Adjustment	Price?
AC2101	Acad Student Discount	10%	100%	0	010000	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Line No (000001 of 000001)

Tell = Cust Lvl Item Desc List Desc Item Location General Desc View

Company H 06/05/2000 Terminal 1000 (CVR)

Field Definitions

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

Command Bar Definitions

Command	Description
Tab	Press Tab to go to the Customer Levels or the Unit Price Information section of the screen.
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to return to the Location Items Inquiry screen.
lOcations	Press O to view the other locations for the item. The Locations screen appears.
General	Press G to view general information about the item location. The General screen appears.
Bins	Press B to view bin information about the item location. The Bin Information screen appears.
View	Press V to view quantity price breaks for the item. The View Price Information window appears.

Saving and Exiting

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

Location Items - Cost Information Screen

Location Items - Cost Information

Commands:

Item ID: Location:

Description: **Electrical Package** Units:

Cost: Standard Cost Makeup:

Average: **348.0582** Code Description: Cost:

Last: **348.0582**

Base: **343.5900**

EQG Overrides:

Carrying Cost Percent: **.0000**

Ordering Cost Amount: **.0000**

Standard Cost: **.0000**

Init Date	On Hand	Unit Cost	Extended Cost	Lot Number
12/15/2000	2.0000	348.0582	696.12	
12/21/2000	5.0000	343.5900	1717.95	
Total	7.0000		2414.07	

Tab + Cost Detail

Company H (6/25/2000) Terminal T000 (C)

Field Definitions

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

Command Bar Definitions

Command	Description
Tab	Press Tab to view the Cost Detail or the Cost Information sections of the screen.
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to return to the Location Items Inquiry screen.
lOcation	Press O to go to the Location field and enter a different location ID.
Vendors	Press V to view vendor information about the item location. The Vendor Information screen appears.
Units	Press U to go to the Units field and enter a different unit size.

Saving and Exiting

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

Location Items - Vendor Information Screen

Vendor	Vendor's Part Number	Lead	Quantity	Unit Cost	Date
E11001	7572230-8E	0	5,000	348.0582	12/21/2000

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go return the Location Items Inquiry screen.
Location	Press O to go to the Location field and enter a different location ID.
Costs	Press C to view cost information about the item. The Cost Information screen appears.
View	Press V to view vendor quantity breaks. The View Price Information screen appears.

Saving and Exiting

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

[illegible]

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to return to the Location Items Inquiry screen.
General	Press G to view the item's Location Information screen.
Pricing	Press R to view the Pricing Information screen.
Location	Press O to go to the Location ID field and enter a different location ID.
Goto	Press G to go to a specific entry.

Saving and Exiting

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

Location Item - Serial Information Screen

A Location Items - Serial Numbers

Commands Modes Open Split Commands View Print Help

OK Abandon

Item ID Description Dishwasher - Black Location

Serial Number	Unit Price	Unit Cost	Status
D5w6467101	8000	306.2400	Available
D5w6467102	8000	306.2400	Available
D5w6467103	8000	306.2400	Available

Line No: 00003 of 00003

Next Prev Last First Item Location View

Company H 06/05/2000 Terminal T000

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item serial record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
lOcation	Press O to go to the Location ID field and enter a different location ID.
View	Press V to view details about the serial number.
Goto	Press G to go to a specific serial number.

Saving and Exiting

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

Location Items - Lot Numbers

Commands Modes Other Sort Commands View Options Help

[Icons]

Item ID: [Text] Status: Active
Description: Plant - Seasonal - Emerald Item Type: NonSerialized
LocationID: [Text] Units: [Text] Include: [List Box]

Lot Number	Available	On Order	Expires	Status
1301	10.0000	.0000		Available
1302	10.0000	.0000		Available
1303	10.0000	.0000		Available
TOTAL	30.0000	.0000		

Line No | 000001 of 000003 |

[Grid Buttons]

Company H (06/05/2000) Terminal T100 DMH

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to return to the Location Item Inquiry screen.
lOcation	Press O to go to the Location ID field and enter a different location ID.
View	Press V to view details about the lot number.
Goto	Press G to go to a specific lot number.

Saving and Exiting

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

Location Item - Quantity Alternates Screen

Item Number	Item Description	Alternate Item	Loc ID	Qty Units

Loc ID	Item Description	Alternate Location	Qty Units
CAD001	Part - Seafloor - Enamel		0000 GAL
MD0001	Part - Seafloor - Enamel		0000 GAL
MN0001	Part - Seafloor - Enamel		20,0000 GAL

Command Bar Definitions

Command	Description
Tab	Press Tab to move between the Alternate Items and Alternate Locations sections of the screen.
Goto	Press G to go to a specific entry.
Done	Press D to return to the Locations Items Inquiry screen.

Saving and Exiting

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

Costs and Vendors

Features

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

Reports

No report is associated with this function.

Screen Use

Screen	Description
Costs and Vendors - Cost Information	Use the Costs Information screen to view an item's costs, standard cost makeup, EOQ overrides, and cost detail.
Costs and Vendors - Vendor Information	Use the Vendor Information screen to view vendors for the item location.
View Price Information window	Use the View Price Information window to view the last quantity purchased, cost, order number, and order date. You can also view quantity price breaks for vendors.

Costs and Vendors - Cost Information Screen

Costs and Vendors - Cost Information

Commands: Modes Other Scroll Commands Print Exit Help

Item ID: [] Location: []
Description: **Electrical Package** Units: []

Costs Standard Cost Markup

Average	343.5500	Code Description	Cost
Last	343.5500		
Base	343.5500		

EQG Overrides

Carrying Cost Percent .0000
Ordering Cost Amount .0000

Standard Cost .0000

Inl Date	On Hand	Unit Cost	Extended Cost	Lot Number
10/03/2000	6.0000	343.5500	2061.30	
12/21/2000	10.0000	343.5500	3435.50	
Total	16.0000		5496.80	

Tab = Cost Markup Prev Back List Exit Item Location Vendor Units

Company H 06/05/2000 Terminal T000

Field Definitions

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item for which you want to view cost information.
Inquiry	Location	Enter the ID of the location for the item.
Inquiry	Units	Enter the unit of measure for the item.

Command Bar Definitions

Command	Description
Tab	Press Tab to move between the Cost Detail and Cost Information sections of the screen.
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Location	Press O to go to the Location field and enter a different location ID.
Vendors	Press V to view vendor information about the item location. The Vendor Information screen appears.
Units	Press U to go to the Units field and enter a different unit size.
Goto	Press G to go to a specific line in the scroll region.

Saving and Exiting

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

Costs and Vendors - Vendor Information Screen

[illegible]

Field Definitions

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

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
lOcation	Press O to go to the Location field and enter a different location ID.
Costs	Press C to view cost information about the item. The Cost Information screen appears.
View	Press V to view vendor quantity breaks. The View Price Information window appears.
Goto	Press G to go to a specific line in the scroll region.

Saving and Exiting

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

View Price Information Screen

Vendor ID: E11001 Name: ELLIS ELECTRICAL		Lead Time: 5.0
Vendor's Part	757223DHIE	
Last Order Qty	2.0000	PKG
Last Order Cost	343.5500	
Last Order No	00000034	
Last Order Date	12/21/2000	

Quantity	Cost	Units
1,000	343.5500	PKG
.0000	.0000	
.0000	.0000	
.0000	.0000	
.0000	.0000	
.0000	.0000	

Press any key...

Field Definitions

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

Command Bar Definitions

This window has no command bar.

Saving and Exiting

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

Lot Numbers

Features

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

Reports

No report is associated with this function.

Screen Use

Screen	Description
Lot Numbers	Use the Lot Numbers screen to view the lot numbers for the item, quantities available and on order, and the status of the lot. To add or change information on this screen, use the Item Locations function.
Lot Inquiry	Use the Lot Inquiry screen to view detailed information about historical lot transactions.

Lot Numbers Screen

Lot Numbers

Commands: ☐ Modes ☐ Other ☐ Scroll Commands ☐ Previous ☐ Next ☐ Help

Field Definitions

Field Name	Description
Inquiry Item ID	Enter the ID of the item for which you want to view lot information.
Inquiry Location ID	Enter the ID of the location for the item.
Inquiry Units	Enter the unit of measure for the item.
Include	Enter A to view available lots, S to view sold lots, E to view expired lots, and L to view all the lots for the item.

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
Location	Press O to go to the Location ID field and enter a different location ID.
View	Press V to view details about lot transactions. The Lot Inquiry screen appears.
Goto	Press G to go to a specific line in the scroll region.

Saving and Exiting

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

Lot Inquiry Screen

[illegible]

Command Bar

Command	Description
Enter = return to Lot Numbers	Press Enter to return to the Lot Numbers screen.

Saving and Exiting

To exit to the Lot Numbers screen, press **Enter**.

Serial Numbers

Features

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

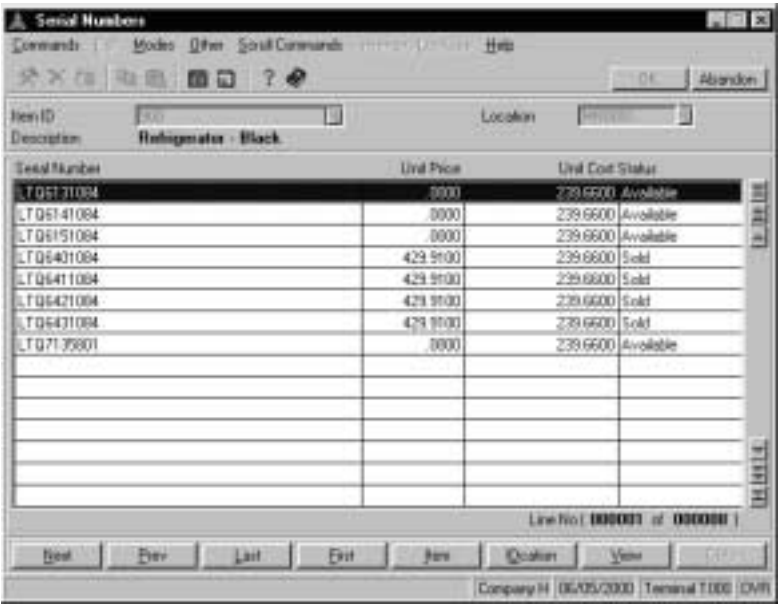
Reports

No report is associated with this function.

Screen Use

Screen	Description
Serial Numbers	Use the Serial Numbers screen to view the serial numbers for the item, costs and prices, and the status of the serial number. To add or change information on this screen, use the File Maintenance Item Locations function.
View Serial Numbers	Use the View Serial Numbers screen to view purchase and sales information about the serial numbers.

Serial Numbers Screen



Field Definitions

	Field Name	Description
<div>Inquiry</div>	Item ID	Enter the ID of the item for which you want to view serial number information.
<div>Inquiry</div>	Location	Enter the ID of the location for the item.

Command Bar Definitions

Command	Description
Next	Press N to view the next item location record on file.
Prev	Press P to view the previous item location record on file.
Last	Press L to view the last item location record on file.
First	Press F to view the first item location record on file.
Item	Press I to go to the Item ID field and enter a different item ID.
lOcation	Press O to go to the Location field and enter a different location ID.
View	Press V to view information about sales and purchases of serialized items. The View Serial Numbers screen appears.
Goto	Press G to go to a specific line in the scroll region.

Saving and Exiting

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

View Serial Numbers Screen

The screenshot shows a window titled "View Serial Numbers" with a menu bar (Commands, Modes, Other, Help) and a toolbar. The main content area displays the following information:

Serial No.	LTQ6131004			Status	Available
Comments				Inst Date	01/01/2000
Vendor ID	ED0001		Name	EDDY APPLIANCE CO.	
PO	Number	Date	Cost		
	00000003	01/01/2000	239.6600		
Invoice	872711	01/01/2000			
Customer ID	Name				
	Number	Date	Price		
Order			0000		
Invoice					
Press any key.					

Field Definitions

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

Command Bar

This screen has no command bar.

Saving and Exiting

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

Daily Work

6

Inventory Transactions	6-3
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Transaction Journal	6-47
Transfers Journal	6-51

Inventory Transactions

Features

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

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

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

Reports

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

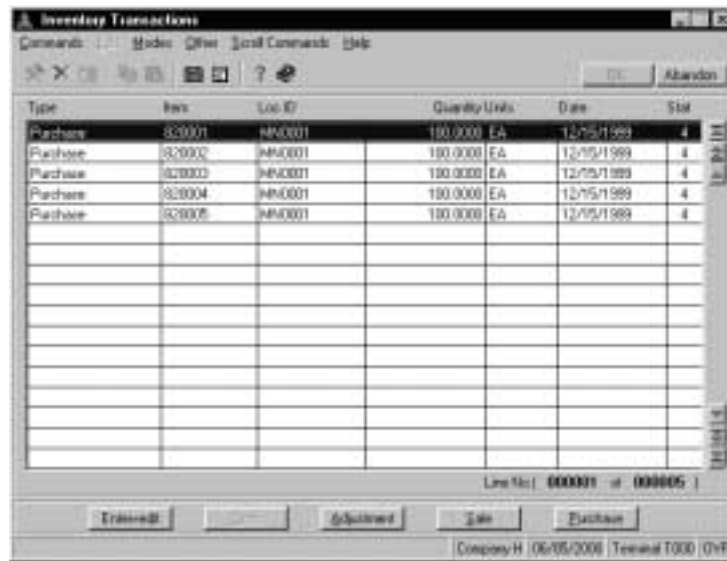
Screen Use

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

Screen	Description
Inventory Items	Use the Inventory Items screen to add an item ID and information about that item or to maintain information about an item.
Units of Measure	Use the Units of Measure screen to add or change units of measure for an item.
Append/Edit Inventory Adjustments	Use the Append/Edit Inventory Adjustments screen to add or edit an adjustment. You can increase or decrease the on-hand quantity of an item.
Append/Edit Inventory Sales	Use the Append/Edit Inventory Sales screen to add or edit a sales transaction. You can enter a new order, an invoice, or a miscellaneous credit, and verify an order.
Append/Edit Inventory Purchases	Use the Append/Edit Inventory Purchases screen to add or edit a purchase transaction. You can enter a new order, goods received, an invoice, and a miscellaneous debit.
Lot Entry	The Lot Entry screen appears if you are tracking lots for an item. Use it to enter adjustments, sales, or purchases.
Append/Edit Lot Number	Use the Append/Edit Lot Number screen to add lot numbers to a transaction or to edit lot numbers associated with a transaction.
Serial Number Entry	The Serial Number Entry screen appears if you are working with a serialized item. Use it to enter adjustments, sales, or purchases.
Append/Edit Serial Number	Use the Append/Edit Serial Number screen to add serial numbers to a transaction or to edit serial numbers associated with a transaction.
Serial/Lot Number Entry	The Serial/Lot Number Entry screen appears if you are working with an item that is both lotted and serialized and you use the serial/lot entry method to enter transactions. Use it to enter adjustments, sales, or purchases for lotted and serialized items.

Screen	Description
Append/Edit Lotted Serial Number	Use the Append/Edit Lotted Serial Number screen to add or edit serialized and lotted items, using the serial/lot entry method.
Lot/Serial Number Entry	Use the Lot/Serial Number Entry screen if you are working with an item that is both lotted and serialized and you use the lot/serial entry method to enter transactions. Use it to enter adjustments, sales, or purchases for lotted and serialized items.
Append/Edit Lotted Serial Number	Use the Append/Edit Lotted Serial Number screen to add lotted and serialized items, using the lot/serial entry method.
Alternate Items and Locations	<p>The Alternate Items and Locations screen appears if you entered a quantity greater than the quantity at the location you are working with. This screen is display-only and shows the quantities available at other locations and alternate items for the item. (The alternate items must have been set up on the Alternate Items screen in the Items function.)</p> <p>This screen appears only for sales transactions.</p>

Inventory Transactions Screen



Field Definitions

Field Name	Description
Type	Transactions that have not been posted are displayed. Valid types are adjustment, sale, or purchase.
Item	The item used in the transaction is displayed.
Loc ID	The location used in the transaction is displayed.
Quantity	The quantity used in the transaction is displayed.
Units	The units used in the transaction are displayed.
Date	The date the transaction took place is displayed.

Field Name	Description
Stat	The status of the transaction is displayed: <ul style="list-style-type: none">• Adjustment 1 - Increase• Adjustment 2 - Decrease• Sale 1 - New Order• Sale 3 - Verify Order• Sale 4 - Invoice• Sale 5 - Miscellaneous Credit• Purchase 1 - New Order• Purchase 2 - Goods Received• Purchase 4 - Invoice• Purchase 5 - Miscellaneous Debit

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Adjustment	Press A to add or edit an adjustment. The Append/Edit Inventory Adjustments screen appears.
Sale	Press S to add or edit a sale. The Append/Edit Inventory Sales screen appears.
Purchase	Press P to add or edit a purchase. The Append/Edit Inventory Purchases screen appears.

Saving and Exiting

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

Append/Edit Inventory Adjustments Screen

Field Definitions

	Field Name	Description
	Status	To make an adjustment that increases the quantity available, enter I . To decrease the quantity available, enter D .
	Date	Enter the date of the adjustment.
	Period	Enter the GL period of the adjustment.
	Year	The current year is displayed.
Inquiry	Loc ID	Enter the ID of the location of the item.
Maint		
Inquiry	Item ID	Enter the ID of the item whose quantity you want to adjust. The quantity on hand and available appear at the bottom of the screen.
Maint		
Inquiry	Adjust Acct	If the adjustment is an increase in inventory, enter a credit account. If the adjustment is a decrease in inventory, enter a debit account.
Maint		
	Quantity	Enter the quantity you want to adjust.

	Field Name	Description
Inquiry	Units	Enter the unit of measure you want to work with.
Maint		
	Cost	Enter the cost of the item.
	Ext Cost	The extended cost (quantity x cost) is displayed.
	Comment	Enter additional information about the transaction.

Saving and Exiting

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

Append/Edit Inventory Sales Screen

Field Definitions

Field Name	Description
Status	Enter N if you are recording a new order, V if you are verifying an order, I if you are recording an invoice, or M if you are recording a miscellaneous credit.
Date	Enter the date of the sale.
Period	Enter the period of the sale.
Year	The current year is displayed.
Inquiry Loc ID	Enter the ID of the location of the item.
Maint	
Inquiry Item ID	Enter the ID of the item that was sold. The quantity on hand and available appear at the bottom of the screen.
Maint	
Inquiry Price ID	Enter the price ID for the item.
Inquiry Cust Level	Enter the customer level for the item.
Maint	

Field Name		Description
Inquiry	Adjust Acct	If the adjustment is an increase in inventory, enter a credit account. If the adjustment is a decrease in inventory, enter a debit account. If you are entering a new order, this field is skipped.
Maint		
	Quantity	Enter the quantity that was sold.
Inquiry	Units	Enter the unit of measure you want to work with.
Maint		
	Cost	The cost of the item is displayed.
	Price	Enter the price of the item that was sold.
	Ext Cost	The extended cost (quantity x cost) is displayed.
	Ext Price	The extended price (quantity x price) is displayed.
	Comment	Enter additional information about the transaction.

Saving and Exiting

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

Append/Edit Inventory Purchases Screen

Field Definitions

	Field Name	Description
	Status	Enter N if you are recording a new order, G if you are recording goods received, I if you are recording an invoice, or M if you are recording a miscellaneous debit.
	Date	Enter the date of the purchase.
	Period	Enter the period of the purchase.
	Year	The current year is displayed.
<div>Inquiry</div> <div>Maint</div>	Loc ID	Enter the ID of the location of the item.
<div>Inquiry</div> <div>Maint</div>	Item ID	Enter the ID of the item that was purchased. The quantity on hand and available appear at the bottom of the screen.
<div>Inquiry</div> <div>Maint</div>	Adjust Acct	If the adjustment is an increase in inventory, enter a credit account. If the adjustment is a decrease in inventory, enter a debit account. If you are entering a new order, this field is skipped.
	Quantity	Enter the quantity that was purchased.

	Field Name	Description
Inquiry	Units	Enter the unit of measure.
Maint		
	Cost	The last cost of the item is displayed.
	Std Cost	If you use the standard costing method, the standard cost is displayed.
	Ext Cost	The extended cost (quantity x cost) is displayed.
	Ext Std	The extended standard cost (quantity x standard cost) is displayed.
	Comment	Enter additional information about the transaction.

Saving and Exiting

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

Lot Entry Screen

Lot Entry

Concords Modes Offer

Loc ID: **MH0001** **MINNEAPOLIS WAREHOUSE** **23.0000**

Units: **GAL** Required By

Lot Number	Ordered Quantity	Fulfilled Qty	Est. Cost
1229	3.0000	0.000	41.94

Lot Number: (1000001) or (000001) **41.94**

Enter + Edit Append Cancel Done

Field Definition

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Loc ID	The ID of the location you are working with is displayed.
Units	The unit of measure you are working with is displayed.
Requested Qty	The quantity being sold, adjusted, or purchased is displayed.
Lot Number	The lot numbers for the item are displayed.
Ordered Quantity	The quantity ordered for the lot is displayed.
Fulfilled Qty	The quantity available to fill the order for the lot is displayed.
Ext Cost	The extended cost (quantity x cost) of the lot is displayed.

Command Bar Definitions

Command	Definition
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Lot Number screen appears.

Command	Definition
Append	Press A to add lot numbers to the item. The Append Lot Number screen appears.
Done	Press D to save your entries when you are finished adding or editing information about lots.

Saving and Exiting

To save your entries and exit to the transaction screen you were working with, press **D**.

Append/Edit Lot Number Screen

Field Definitions

	Field Name	Description
Inquiry	Lot No	Enter the lot number of the item being adjusted, sold, or purchased. The quantity on hand and available appear at the bottom of the screen.
	Orig Qty	The original quantity of the lot is displayed. If you are entering a new purchase or sales order, enter the quantity.
	Fulfill Qty	Enter the quantity of the lot needed to fill the transaction. If you are entering a new order, this field is skipped.
	Backord Qty	The quantity on backorder is displayed.
	Cost	The cost of the lot is displayed.
	Ext Cost	The extended cost (quantity x cost) is displayed.
	Comment	Enter additional information about the lot.

Saving and Exiting

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

Serial Number Entry Screen

The screenshot shows a 'Serial Number Entry' window. At the top, there are fields for 'Loc ID' (MN0001), 'Units' (EA), 'MINNEAPOLIS WAREHOUSE', and 'Requested Qty' (1.0000). Below this is a table with two columns: 'Serial Number' and 'Unit Cost'. The first row of the table contains the serial number 'LTQ6131004' and a unit cost of '239.6600', with a total unit cost of '429.91' displayed to the right. The bottom of the window has a status bar showing 'Serial Number | 000001 or 000001 | 239.6600 429.9100' and buttons for 'Enter + Edit', 'Append', 'Done', and 'Abandon'.

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Loc ID	The ID of the location you are working with is displayed.
Units	The unit of measure you are working with is displayed.
Requested Qty	The quantity being sold, adjusted, or purchased is displayed.
Serial Number	The serial numbers for the item are displayed.
Unit Cost	The unit cost of the serialized item is displayed.
Unit Price	The unit price of the serialized item is displayed.

Command Bar Definitions

Command	Definition
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Serial Number screen appears.

Command	Definition
Append	Press A to add lot numbers to the item. The Append Serial Number screen appears.
Done	Press D to save your entries when you are finished adding or editing information about serial numbers.

Saving and Exiting

To save your entries and exit to the transaction screen you were working with, press **D**. To exit to the transaction screen you were working with without saving your changes, use the **Exit (F7)** command.

Append/Edit Serial Number Screen

Field Definitions

Field Name	Description
Inquiry Serial No	Enter the serial number of the item being adjusted, sold, or purchased.
Auto Generate?	<p>This field appears if you entered goods received or a purchase transaction with invoice status.</p> <p>If you want the system to generate serial numbers, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you auto-generate the serial numbers, enter the number of serial numbers to generate.</p>
Orig Qty	The original quantity of the serialized items is displayed.
Fulfill Qty	If you elected to auto-generate serial numbers, enter the quantity of serial numbers you are purchasing.
Backord Qty	The quantities on backorder are displayed.
Cost	Enter the cost of the serialized item.
Ext Cost	The extended cost (quantity x cost) is displayed.
Price	This field appears for sales transactions. Enter the price of the serialized item.
Ext Price	This field appears for sales transactions. The extended price is displayed.
Comment	Enter additional information about the serialized item.

Saving and Exiting

To save your entries and exit to the Serial Number Entry screen, use the **Proceed (OK)** command. To exit to the Serial Number Entry screen without saving your entries, use the **Exit (F7)** command.

Serial/Lot Number Entry Screen

The screenshot shows a software window titled "Serial Number Entry". At the top, there are fields for "Loc ID" (W0001), "Units" (EA), and "Requested Qty" (1.0000). Below these is a table with two columns: "Serial Number" and "Unit Cost". The first row of the table contains the serial number "LTQ6131004" and a unit cost of "239.6600", with a total unit cost of "429.91" displayed to the right. The bottom of the window has a status bar that reads "Serial Number | 000001 or 000001 | 239.6600 429.9100".

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Loc ID	The ID of the location you are working with is displayed.
Units	The unit of measure you are working with is displayed.
Requested Qty	The quantity being sold, adjusted, or purchased is displayed.
Serial Number	The serial numbers for the item are displayed.
Unit Cost	The unit cost of the serialized item is displayed.
Unit Price	The unit price of the serialized item is displayed.

Command Bar Definitions

Command	Definition
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Lotted Serial Number screen appears.

Command	Definition
Append	Press A to add lot numbers to the item. The Append Lotted Serial Number screen appears.
Done	Press D to save your entries when you are finished adding or editing information about serial numbers.

Saving and Exiting

To save your entries and exit to the transaction screen you were working with, press **D**.

Append/Edit Lotted Serial Number Screen

Field Definitions

Field Name	Description
Inquiry Serial No	Enter the serial number of the item being adjusted, sold, or purchased.
Inquiry Lot No	Enter the lot number of the item being adjusted, sold, or purchased.
Auto Generate?	This field appears if you entered goods received or a purchase transaction with invoice status. If you want the system to generate serial numbers, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you elect to auto-generate the numbers, enter the number of serial numbers to generate.
Orig Qty	The original quantity of the item is displayed.
Fulfill Qty	The quantity needed to fill the transaction is displayed.
Backord Qty	The quantity on backorder is displayed.
Cost	Enter the cost of the item.
Comment	Enter additional information about the serialized/lotted item.

Saving and Exiting

To save your entries and exit to the Lot/Serial Number Entry screen, use the **Proceed (OK)** command. To exit to the Lot/Serial Number Entry screen without saving your entries, use the **Exit (F7)** command.

Lot/Serial Number Entry Screen

Serial/Lot Number Entry

Commands: Modes: Filter

Loc ID: MN0002 MINNEAPOLIS MANUFACTURING

Units: EA Requested Qty: 2,000

Serial Number	Unit Cost	Unit Price
1/3000	2.2500	5.85

Serial Number: 000001 or 000001 2,2500 5.8500

Enter + Edit Append Done

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Loc ID	The ID of the location you are working with is displayed.
Units	The unit of measure you are working with is displayed.
Lot No	Enter the lot number of the serialized item.
Lot Qty	The quantity in the lot for the transaction is displayed.
Tot Qty	The total quantity of the lot is displayed.
Serial Number	The serial numbers that are in the lot are displayed.
Unit Cost	The unit cost of the serialized item is displayed.
Unit Price	The unit price of the serialized item is displayed.

Command Bar Definitions

Command	Definition
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Lotted Serial Number screen appears.
Append	Press A to add lot numbers to the item. The Append Lotted Serial Number screen appears.
Lot number	Press L to enter a different lot number.
Done	Press D to save your entries when you are finished adding or editing information about serial numbers.

Saving and Exiting

To save your entries and exit to the transaction screen you were working with, press **D**.

Append/Edit Lotted Serial Number Screen

Field Definitions

Field Name	Description
Inquiry Serial No	Enter the serial number of the item being adjusted, sold, or purchased.
Auto Generate?	<p>This field appears if you entered goods received or a purchase transaction with invoice status.</p> <p>If you want the system to generate serial numbers, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you elect to auto-generate the numbers, enter the number of serial numbers to generate.</p>
Orig Qty	The original quantity of the item is displayed.
Fulfill Qty	The quantity needed to fill the transaction is displayed.
Backord Qty	The quantity on backorder is displayed.
Cost	Enter the cost of the item.
Price	This field appears for sales transactions. Enter the price of the serialized item.
Comment	Enter additional information about the lotted/serialized item.

Saving and Exiting

To save your entries and exit to the Lot/Serial Number Entry screen, use the **Proceed (OK)** command. To exit to the Lot/Serial Number Entry screen without saving your entries, use the **Exit (F7)** command.

Alternate Items and Locations Screen

Field Definitions

Field Name	Description
Original Item ID	The ID of the item you are working with is displayed.
Original Location ID	The ID of the location you are working with is displayed.
Item Number	If you set up alternate items for the item you are working with, the item number is displayed.
Item Description	The description of the alternate item is displayed.
Loc ID	The ID of the location of the alternate item is displayed.
Qty	The available quantity of the alternate item is displayed.
Units	The unit of measure for the alternate item is displayed.
Loc ID	The ID of the alternate location where the items can be found is displayed.

Field Name	Description
Item Description	The description of the item is displayed.
Qty	The quantity of the item at the alternate location is displayed.
Units	The unit of measure at the alternate location is displayed.

Command Bar Definitions

Command	Definition
Tab = Alternate Locations/Alternate Items	Press Tab to toggle between the Alternate Locations and the Alternate Items sections of the screen.
Done	Press D when you are finished viewing the available quantities at alternate locations.

Saving and Exiting

To exit to the transaction screen you were working with, press **D** or use the **Exit (F7)** command.

Location Transfers

Features

Use the Location Transfers function on the Daily Work menu to move items from one location to another. Before you can transfer an item, you must set up the item in the destination location.

Reports

To produce a list of the information entered on the Location Transfers screen, use the Transfers Journal function on the Daily Work menu.

Screen Use

Screen	Description
Location Transfers	Use the Location Transfers screen to add or edit a transfer.
Append/Edit Transfer	Use the Append/Edit Transfer screen to enter the location from which you are transferring, and to enter transfer costs.
Lot Entry	The Lot Entry screen appears if you are tracking lots for the item you are transferring. Use it to indicate whether you want to add or edit a lot number.
Append/Edit Lot Number	Use the Append/Edit Lot Number screen to add or edit lots.
Serial Number Entry	The Serial Number Entry screen appears if you are working with a serialized item. Use it to indicate whether you want to add or edit a serial number.
Append/Edit Serial Number	Use the Append/Edit Serial Number screen to add or edit serial numbers.
Serial/Lot Number Entry	Use the Serial/Lot Number Entry screen to enter location transfers for lotted and serialized items.
Append/Edit Lotted Serial Number	Use the Append/Edit Lotted Serial Number screen to add or edit serialized and lotted items.

Location Transfers Screen

Type	Item	Loc ID	Quantity	Units	Trans Date	Online
From	100	MND001	21 0000	PKG	05/09/2000	
To	100	LOC_1				

Line No | 00001 of 00001 |

Enter = add Append Online Toggle tag Alt Done

Company: H 05/09/2000 Terminal: T000 DVF

Field Definitions

Field Name	Description
Type	The location that the item was transferred from is displayed in the transfer Type From field. The location that the item was transferred to is displayed in the transfer Type To field.
Item	The ID of the item being transferred is displayed.
Loc ID	The IDs of the locations you are transferring the item from and to are displayed.
Quantity	The quantity that was transferred is displayed.
Units	The unit of measure for the quantity is displayed.
Trans Date	The date of the transfer is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the transfer you want to edit and press Enter . The Edit Transfer screen appears.
Append	Press A to add a location transfer. The Append Transfer screen appears.
Online	Press O to print a Locations Transfer picking slip form for the current line or for all tagged transactions.
Toggle tag	Press T to toggle the current line's tag to on or off for printing online Location Transfer forms.
aLl	Press L to change all toggles to Tag .
None	Press N to change all toggle from Tag to blank (untagged).
Goto	Press G to go to a specific transfer (this command is available only if there is more than one page of transfers).

Saving and Exiting

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

Append/Edit Transfer Screen

Field Definitions

	Field Name	Description
Inquiry Maint	From Location	Enter the ID of the location from which you are transferring the item.
	Item ID	Enter the number of the item you want to transfer.
Inquiry Maint	Quantity	Enter the quantity you are transferring.
	Units	Enter the unit of measure you want to work with.
Inquiry Maint	Unit Cost	The unit cost (unit cost x quantity) of the item you are transferring is displayed.
	Extended Cost	The total cost (item cost x quantity) of the item you are transferring is displayed.
Inquiry Maint	To Location	Enter the ID of the location to which you are transferring the item.

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item you are transferring.
Maint		
	Qty Before	The on-hand quantity of the item in the destination location before the transfer is displayed.
	Qty After	The on-hand quantity of the item in the destination location after the transfer is displayed.
	Transfer Cost	Enter the cost of the transfer (to include costs such as shipping, handling, or packaging).
	Transaction Date	Enter the date of the transfer.
	Period	Enter the period you want to post the transfer cost to.
	Year	Enter the year of the transfer.
	Comment	Enter additional information about the transfer.
	Form Number	Enter the number printed on the Location Transfers form. If you leave the number blank, the system will assign the form number when you print it.

Saving and Exiting

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

Lot Entry Screen

The screenshot shows a 'Lot Entry' window with a menu bar (Commands, Modes, Other, Cost Commands, Help) and a toolbar. The main area contains the following fields:

From Item ID	000001	To From Item	000001
From Loc ID	MN0000	To Loc ID	CA0001
Units	ROLL	Requested Qty	34.0000
Source Lot Number	27400714	Dest. Lot Number	27400714
		Ext Cost	55.84
Number (000001 of 000001)		55.84	

At the bottom are buttons: Enter a B, Append, and Done.

Field Definitions

Field Name	Description
From Item ID	The ID of the transferred item is displayed.
From Loc ID	The ID of the location the item is being transferred from is displayed.
Units	The unit of measure for the item is displayed.
To Item ID	The ID of the transferred item is displayed.
To Loc ID	The ID of the location the item is being transferred to is displayed.
Requested Qty	The quantity that is being transferred is displayed.
Source Lot Number	The lot that the item is being transferred from is displayed.
Dest. Lot Number	The lot that the item is being transferred to is displayed.
Ext Cost	The total cost (item cost x quantity) is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the lot number you want to edit and press Enter . The Edit Lot Number screen appears.
Append	Press A to add a lot number. The Append Lot Number screen appears.
Done	Press D to go to the Location Transfers screen.

Saving and Exiting

To exit to the Location Transfers screen, press **D** or use the **Exit (F7)** command.

Append/Edit Lot Number Screen

Field Definitions

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

Saving and Exiting

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

Serial Number Entry Screen

Field Definitions

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

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the serial number you want to edit and press Enter . The Edit Serial Number screen appears.
Append	Press A to add a serial number. The Append Serial Number screen appears.
Done	Press D to go to the Location Transfers screen.

Saving and Exiting

To exit to the Location Transfers screen, press **D** or use the **Exit (F7)** command.

Append/Edit Serial Number Screen



Field Definitions

	Field Name	Description
Inquiry	Serial Number	Enter the serial number you are transferring.
	Cost	The cost of the serialized item is displayed.
	Trans Cost	Enter the cost of transferring the serialized item.
	Comment	Enter additional information about the serialized item being transferred.

Saving and Exiting

To save your entries and exit to the Serial Number Entry screen, use the **Proceed (OK)** command. To exit to the Serial Number Entry screen without saving your entries, use the **Exit (F7)** command.

Serial/Lot Number Entry Screen

Field Definitions

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

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the lot number you want to edit and press Enter . The Edit Lotted Serial Number screen appears.
Append	Press A to add a lot number. The Append Lotted Serial Number screen appears.
Done	Press D to go to the Location Transfers screen.

Saving and Exiting

To exit to the Location Transfers screen, press **D** or use the **Exit (F7)** command.

Append/Edit Lotted Serial Number Screen



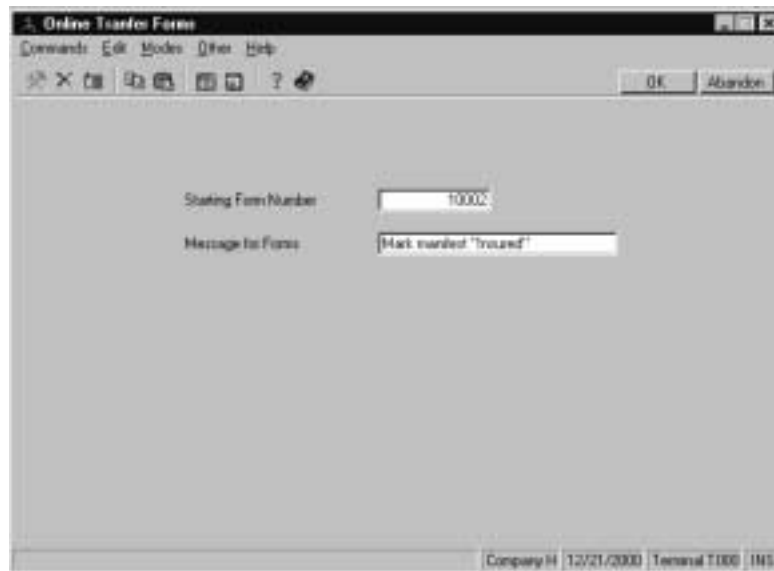
Field Definitions

	Field Name	Description
Inquiry	Serial Number	Enter the serial number in the lot.
Inquiry	Source Lot	Enter the lot the serial number is being transferred from.
Inquiry	Destination Lot	Enter the lot the serial number is being transferred to.
	Cost	The cost of the lotted/serialized item is displayed.
	Trans Cost	Enter the cost of transferring the item to the destination lot.
	Comment	Enter additional information about the serialized item being transferred.

Saving and Exiting

To save your entries and exit to the Serial/Lot Number Entry screen, use the **Proceed (OK)** command. To exit to the Serial/Lot Number Entry screen without saving your entries, use the **Exit (F7)** command.

Online Transfer Forms Screen



Field Definitions

Field Name	Description
Starting Form Number	Enter the form number to use for the first form.
Message for Forms	Enter a message that will print on all of the transfer forms.

Saving and Exiting

Select the output device for the forms.

After the forms print, the Location Transfers screen appears. To return to the Daily Work menu, use the **Exit (F7)** command.

Transaction Journal

Features

Use the Transaction Journal function on the Daily Work menu to print transactions that were entered in the Inventory Transactions function.

Reports

A sample Transaction Journal is on page 6-50.

Screen Use

Screen	Description
Transaction Journal	Use the Transaction Journal screen to select the locations, items, and types of transactions that you want to include in the journal.

Transaction Journal Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of locations and items whose information you want to include in the journal.
	Print By	Select the order in which you want to organize the journal.
	Print Adjustments?	If you want the journal to include adjustment transactions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Sales?	If you want the journal to include sales transactions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name**Description**

Print Purchases?

If you want the journal to include purchase transactions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Saving and Exiting

Select the output device for the journal.

After the journal is produced, the Daily Work menu appears.

Transaction Journal

04/11/2001 12:46 PM										Builders Supply Transaction Journal Print By Item/Location										Page 1							
Item ID	Loc ID Type	Seq. No.	Trans. Date	Quantity	Unit Cost	Unit Price	Std. Cost																				
Description		Pd Year	GL Account	Units	Ext Cost	Ext. Price	Ext Std.																				
Comment		Cust Level	Price ID																								

100	MN0001 SO Order	000006	04/11/2001	24.0000	343.5500	475.6900	.0000																				
Electrical Package		01 1999		PKG	8245.20	11416.56	.00																				
BUILD																											
04/11/2001 12:46 PM										Builders Supply Transaction Journal Print By Item/Location										Page 2							
Transaction Type														Extended Cost Extended Price													
-----														-----													
Increase Adjustment Totals														.00													
Decrease Adjustment Totals														.00													
New Order Totals (AR)														8245.20 11416.56													
Verify Order Totals														.00 .00													
AR Invoice Totals														.00 .00													
Miscellaneous Credit Totals														.00 .00													
New Order Totals (AP)														.00 .00													
Goods Received Totals														.00 .00													
AP Invoice Totals														.00 .00													
Miscellaneous Debit Totals														.00 .00													
=====														=====													
GRAND TOTALS														.00 .00													
End of Report																											

Transfers Journal

Features

Use the Transfers Journal function on the Daily Work menu to print the transfers that were entered in the Location Transfers function.

Reports

A sample Transfers Journal is on page 6-53.

Screen Use

Screen	Description
Transfers Journal	Use the Transfers Journal screen to select the locations and items that you want to include in the journal.

Transfers Journal Screen

Transfers Journal

Commands Edit Modes Data Help

Print

Pick LocationID From CA0001 Thru MC0001

ItemID From 100 Thru 200100

Print by

☒ Item/Location

☐ Location/Item

☐ Sequence Number

OK Abandon

Company H 06/05/2000 Terminal T000 CVR

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of locations and items whose information you want to include in the journal.
	Print By	Select the order in which you want to organize the journal.

Saving and Exiting

Select the output device for the journal.

After the journal is produced, the Daily Work menu appears.

Transfers Journal

04/11/2001 12:48 PM		Builders Supply Transfers Journal Print By Item/Location				Page 1		
From Item ID Description Comment	Loc ID	To Item ID	Loc ID	Trans. Date Pd Year Seq. No.	Quantity Units	Fr. Unit Cost Fr. Ext Cost	Unit Trans. Ext. Trans.	To Unit Cost To Ext. Cost

100 Electrical Package	MN0001	100	TX0001	04/11/2001	23.0000	343.5500	249.9130	593.4630
Maria's Request				01 1999	PKG	7901.65	5748.00	13649.65
200300	TX0001	200300	MD0001	04/11/2001	4.0000	419.9125	.0000	419.9125
Air Conditioner				01 1999	EA	1679.65	.00	1679.65
				000002				
=====					=====	=====	=====	=====
GRAND TOTALS						9581.30	5748.00	15329.30
=====								
End of Report								

Post Transactions

Features

Use the Post Transactions function on the Daily Work menu to post adjustments, sales, purchases, and transfers.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Inventory system.
- Print the Transactions and Transfers Journals.
- Back up all the data files.

Reports

A sample posting log is on page 6-58.

Screen Use

Screen	Description
Post Transactions	Use the Post Transactions screen to select what you want to post and the fiscal year you want to post to.

Post Transactions Screen



Field Definitions

Field Name	Description
Have You:	If you have printed the Transactions and Transfers Journals and backed up your data files, check the box (or enter Y in text mode). If you haven't done these things, uncheck the box (or enter N in text mode), return to the Daily Work menu, and do so before continuing.
Post Transactions, Transfers, or Both?	Enter T to post transactions, R to post transfers, or B to post both transactions and transfers.
Post To	If Inventory is interfaced with General Ledger and you have created last-year data in General Ledger, select the fiscal year to post your entries to. You can post to the current-year GLJRxxx file or to the last-year GLJRxxx file.

Saving and Exiting

Select the output device for the posting log to begin the posting process.

When the post finishes and the log is produced, the Daily Work menu appears.

Post Transactions Log

04/11/2001 12:49 PM						PAGE	1
Builders Supply Post Transactions							
Item ID	Loc. ID	Trans. Type	GL Account	Debit	Credit		
820001	MN0001	Purchase	104400	275.00			
820001	MN0001	Purchase	100500		275.00		
820002	MN0001	Purchase	104400	221.00			
820002	MN0001	Purchase	100500		221.00		
820003	MN0001	Purchase	104400	357.50			
820003	MN0001	Purchase	100500		357.50		
820004	MN0001	Purchase	104400	189.00			
820004	MN0001	Purchase	100500		189.00		
820005	MN0001	Purchase	104400	74.50			
820005	MN0001	Purchase	100500		74.50		
Posted to Period 12				1117.00	1117.00		
04/11/2001 12:49 PM						PAGE	2
Builders Supply Post Transactions							
Item ID	Loc. ID	Trans. Type	GL Account	Debit	Credit		
100	MN000	Transfer From	104400		7901.65		
100	TX000	Transfer To	104400	7901.65			
N0001 100	Cost	Transfer From	503000		5748.00		
X0001 100	Cost	Transfer To	104400	5748.00			
200300	TX000	Transfer From	104400		1679.65		
200300	MD000	Transfer To	104400	1679.65			
Posted to Period 01				15329.30	15329.30		
End of Report							

GL Adjustments Journal

Features

Use the GL Adjustments Journal function on the Daily Work menu to list COGS adjustments in the INCJxxx (COGS Journal) file. If Accounts Payable or Purchase Order are interfaced with Inventory, COGS adjustments from those applications are also printed through this function.

Reports

A sample GL Adjustments Journal is on page 6-61.

Screen Use

Screen	Description
GL Adjustments Journal	Use the GL Adjustments Journal screen to select locations and items for the journal.

GL Adjustments Journal Screen

GL Adjustments Journal

Commands Edit Modes Other Help

Pick Location ID From: CA0001 Thru: HC0001

Item ID From: 100 Thru: 200000

Print by:

- ☒ Item/Location
- ☐ GL Period/Year
- ☐ Sequence Number

Company H 06/05/2000 Terminal T100 CVR

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of locations and items whose information you want to include in the journal.
	Print By	Select the order in which you want to organize the journal.

Saving and Exiting

Select the output device for the journal.

After the journal is produced, the Daily Work menu appears.

GL Adjustments Journal

04/11/2001 12:52 PM		Builders Supply GL Adjustments Journal Print by Item/Location							Page 1	
Item ID	Loc ID	Date	Pd	Year	Seq. No.	Reference	App. GL	COGS/PPV Acct.	Debit	Credit
Description			Adjustment	Type			Code	IN Adj. Acct.		

600	MND001	12/21/1999	12	2000	000001	00000038	PO 01	504000		22.44
Standard Window 24" X 40"			COGS Adjustment					104400	22.44	
									=====	
GRAND TOTAL									22.44	22.44

End of Report										

Post GL Adjustments

Features

Use the Post GL Adjustments function on the Daily Work menu to post COGS adjustments and purchase price variances to General Ledger.

Before you post, complete these tasks:

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

Reports

A sample posting log is on page 6-65.

Screen Use

Screen	Description
Post GL Adjustments	Use the Post GL Adjustments screen to select the fiscal year you want to post the adjustments to.

Post GL Adjustments Screen



Field Definitions

Field Name	Description
Have You:	If you have printed the GL Adjustments Journal and backed up your files, check the box (or enter Y in text mode). If you have not done these things, uncheck the box (or enter N in text mode) and do so before continuing.
Post To	If Inventory is interfaced with General Ledger and you have created last-year data in General Ledger, select the fiscal year to post your entries to. You can post to the current-year GLJRxxx file or to the last-year GLJRxxx file.

Saving and Exiting

Select the output device for the posting log to begin the posting process.

When the post is finished and the log is produced, the Daily Work menu appears.

GL Adjustments Log

04/24/2001 2:11 PM	Builders Supply Post GL Adjustments to General Ledger										Page 1
Item ID Description	Loc ID	Date	Pd	Year	Seq. No.	Reference App.	GL Code	COGS/PPV Acct.	IN Adj. Acct.	Debit	Credit
600 Standard Window 24" X 40"	MN0001	12/21/1999	12	2000	000001	00000038	PO 01	504000		22.44	
								104400		22.44	
								Period 12 Total		22.44	
								GRAND TOTAL		22.44	
End of Report											

Reorder Processing

7

Calculate Reorders	7-3
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Calculate Reorders

Features

Use the Calculate Reorders function on the Reorder Processing menu to calculate the quantity of an item to reorder. You can calculate reorders by one of the following methods: Economic Order Quantity (EOQ), Forecast, or Minimum/Maximum (Min/Max).

Reports

To retrieve the information entered in the Calculate Reorders function, use the Reorder Report function.

Screen Use

Screen	Description
Calculate Reorders	Use the Calculate Reorders screen to select the item IDs, location IDs, product lines, and user-defined fields you want to calculate in the reorder process.

Calculate Reorders Screen

Calculate Reorders

Commands Edit Modes Other Help

OK Abandon

Pick Item ID From 100 Thru 100

Location ID From 10000 Thru 10000

Product Line From APPLIANCE Thru MATERIAL

Application From MFR APPL Thru

Department From EXTERIOR Thru PLUMBING

Include Issues in Annual Usage? ☐

Include Transfers Out in Annual Usage? ☐

Include Material Requirements in Annual Usage? ☐

Remove All Calculations and Shut Over? ☐

Replace Overlapping Calculations? ☐

Company H 06/05/2000 Terminal T100 DVR

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined fields whose reorder quantity you want to calculate.
	Include Issues in Annual Usage?	If you want to include the annual usage quantities for issues (bill of materials with multiple items) in the reorder calculation, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Include Transfers Out in Annual Usage?	If you want to include the annual usage quantities for transfers in the reorder calculation, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name	Description
Include Material Requisitions in Annual Usage	<p>This field appears if you entered information on the Calculate Reorders screen but did not use the Generate Purchase Requisitions function.</p> <p>If you want to include the material requisitions in the reorder calculation, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).</p>
Remove All Calculations and Start Over?	<p>This field appears if you entered information on the Calculate Reorders screen but did not use the Generate Purchase Requisitions function.</p> <p>If you want the system to remove previous calculations and start over, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you remove previous calculations, you cannot replace overlapping calculations.</p>
Replace Overlapping Calculations?	<p>This field appears if you entered information on the Calculate Reorders screen but did not use the Generate Purchase Requisitions function.</p> <p>If you want existing calculations to be replaced by current calculations that overlap, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you replace overlapping calculations, previous calculations that overlap will be removed.</p>

Saving and Exiting

To save your entries and exit to the Reorder Processing menu, use the **Proceed (OK)** command.

Reorder Report

Features

Use the Reorder Report function on the Reorder Processing menu to print a list of the items you need to reorder based on the calculations in the Calculate Reorders function.

Reports

A sample Reorder Report is on page 7-10.

Screen Use

Screen	Description
Reorder Report	Use the Reorder Report screen to enter the calculation method you want to include in the report and to select the order in which you want to organize the report.

Reorder Report Screen



Field Definitions

Field Name	Description
Calculation Method	Select the calculation method you want to use in the report. You can print quantities based on the EOQ method, the Forecast method, the Min/Max method, or all the calculation methods.
Print By	Select the order in which you want to organize the report.
Do You Want to Print the Report By Location?	If you want to separate the reorder quantity for each location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Include Items That Are Above Order Point?	If you want to include items whose quantity is above the order point, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reorder Processing menu appears.

Reorder Report

04/11/2001 12:53 PM												Page 1
Builders Supply Reorder Report												
Location ID CA0001 By Item ID												
Item ID	Product Line	Loc. ID	Application	Department	Forecast Type	Last Cost	Lead Time	Available On Order	Annual Use	Order Point	EOQ	Nt.
Description	UOM							Safety Stock	Forecast Use			

200100	HEAT/AIR	CA0001	MTR APPL	BUILDING	SEAS	367.6300	7.0	.0000	7.0000	.0000	1.0000	HM
Furnace		EA						.0000	.0000			
200300	HEAT/AIR	CA0001	MTR APPL	BUILDING	SEAS	419.9100	7.0	.0000	7.0000	.0000	1.0000	HM
Air Conditioner		EA						.0000	.0000			

Notes -----												
HM = History Missing FM = Forecast Type Missing FQ = Frozen Order Quantity * = Frozen Quantity or Forecast Type Missing												
04/11/2001 12:53 PM												Page 2
Builders Supply Reorder Report												
Location ID MD0001 By Item ID												
Item ID	Product Line	Loc. ID	Application	Department	Forecast Type	Last Cost	Lead Time	Available On Order	Annual Use	Order Point	EOQ	Nt.
Description	UOM							Safety Stock	Forecast Use			

200300	HEAT/AIR	MD0001	MTR APPL	BUILDING	SEAS	419.9100	7.0	.0000	50.0000	3.0000	2.0000	HM
Air Conditioner		EA						.0000	9.0000			
300	MATERIAL	MD0001	BUILDING	INTERIOR	REG	21.1435	7.0	5.0000-	12.0000-	.0000	.0000	HM
Interior Door		EA						.0000	.0000			
550	MATERIAL	MD0001	BUILDING	INTERIOR	REG	1001.6700	7.0	4.0000-	13.0000	1.5000	1.0000	HM
Millwork Package		PKG						.0000	3.6000			

End of Report												

Generate Purchase Requisitions

Features

Use the Generate Purchase Requisitions function on the Reorder Processing menu to create purchase requisitions for the items that need to be reordered.

Before you can use the Generate Purchase Requisitions function, Purchase Order must be interfaced with Inventory and the Auto Reorder flag on the General Information screen in the Items function must be set to YES (checked).

Reports

No report is associated with this function.

Screen Use

Screen	Description
Generate Purchase Requisitions	Use the Generate Purchase Requisitions screen to select the calculation method you want to use when purchase requisitions are generated.

Generate Purchase Requisitions Screen



Field Definitions

Field Name	Description
Calculation Method	Select the calculation method you want to use when purchase requisitions are generated. You can use the EOQ method, the Forecast method, the Min/Max method, the least quantity calculated of the three methods, or the greatest quantity calculated of the three methods.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Reorder Processing menu, use the **Exit (F7)** command.

Reports

8

Inventory Movement Report	8-3
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Lot History Report	8-27
Transaction History Report	8-31

Inventory Movement Report

Features

Use the Inventory Movement Report function on the Reports menu to print summarized information about transactions and transfers and to show beginning and ending balances of selected items.

Reports

A sample Inventory Movement Report is on page 8-6.

Screen Use

Screen	Description
Inventory Movement Report	Use the Inventory Movement Report screen to select the items, locations, product lines, and periods you want to include in the report.

Inventory Movement Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Do You Want to Print By Location?	If you want to separate the information by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Inventory Movement Report

04/11/2001 12:55 PM		Builders Supply Inventory Movement Report By Item ID						Page 1	
Item ID Description	Prod. Line	Beg. Quantity	Loc. ID	Sold Returned	Purchased Returned	Transfer In Transfer Out	Built Issue	Adjustments Mat. Req.	End Quantity
200 Heating/Cooling Package	HEAT/AIR	.0000	CA0001	21.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	21.0000-
200 Heating/Cooling Package	HEAT/AIR	.0000	MD0001	65.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	65.0000-
200 Heating/Cooling Package	HEAT/AIR	.0000	MN0001	347.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	.0000 .0000	347.0000-
200100 Furnace	HEAT/AIR	.0000	CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
200100 Furnace	HEAT/AIR	.0000	MD0001	65.0000 .0000	.0000 .0000	65.0000 .0000	.0000 .0000	.0000 .0000	.0000
200100 Furnace	HEAT/AIR	.0000	MN0001	347.0000 .0000	875.0000 .0000	.0000 520.0000	.0000 .0000	.0000 .0000	8.0000
200200 Water Heater	HEAT/AIR	.0000	CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
200200 Water Heater	HEAT/AIR	.0000	MD0001	65.0000 .0000	.0000 .0000	65.0000 .0000	.0000 .0000	.0000 .0000	.0000
200400 Water Softener	HEAT/AIR	.0000	CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
200400 Water Softener	HEAT/AIR	.0000	MD0001	65.0000 .0000	.0000 .0000	65.0000 .0000	.0000 .0000	.0000 .0000	.0000
200400 Water Softener	HEAT/AIR	.0000	MN0001	347.0000 .0000	875.0000 .0000	.0000 520.0000	.0000 .0000	.0000 .0000	8.0000
200500 Sump Pump	HEAT/AIR	.0000	CA0001	21.0000 .0000	.0000 .0000	21.0000 .0000	.0000 .0000	.0000 .0000	.0000
End of Report									

Item Status Report

Features

The Item Status Report shows the status of items and the quantities in stock: on hand, on order, committed, in use, and available.

Reports

A sample Item Status Report is on page 8-10.

Screen Use

Screen	Description
Item Status Report	Use the Item Status Report screen to select the items, locations, product lines, and user-defined field values you want to include in the report.

Item Status Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Include Status	Check the box (or enter Y in text mode) for each item status you want to include in the report. Uncheck the box (or enter N in text mode) for each status you want to exclude.
	Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print extra descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.

Field Name	Description
Print by Location?	If you want to separate the information by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Lot Detail?	If you want to print lot detail, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Serial Detail?	If you want to print serial detail, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Lost/Sold Serial Numbers?	If you want to print serial numbers for lost or sold items, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Item Status Report

04/11/2001 12:56 PM							Page	1
Builders Supply Item Status Report Location ID CA0001 By Item ID								
Item ID Description	Location	Product Line Status	UOM	Application Department	On Hand On Order	Committed In Use	Available	
100 Electrical Package	CA0001	MATERIAL Active	PKG	BUILDING ELECTRIC	7.0000 .0000	.0000 3.0000-	10.0000	
150 Plumbing Package	CA0001	MATERIAL Active	PKG	BUILDING PLUMBING	.0000 .0000	.0000 .0000	.0000	
200 Heating/Cooling Package	CA0001	HEAT/AIR Active	PKG	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	
200100 Furnace	CA0001	HEAT/AIR Active	EA	MTR APPL BUILDING	.0000 .0000	.0000 .0000	.0000	
04/11/2001 12:56 PM							Page	2
Builders Supply Item Status Report Location ID MD0001 By Item ID								
Item ID Description	Location	Product Line Status	UOM	Application Department	On Hand On Order	Committed In Use	Available	
100 Electrical Package	MD0001	MATERIAL Active	PKG	BUILDING ELECTRIC	.0000 5.0000	.0000 3.0000	3.0000-	
150 Plumbing Package	MD0001	MATERIAL Active	PKG	BUILDING PLUMBING	.0000 3.0000	.0000 2.0000	2.0000-	
200 Heating/Cooling Package	MD0001	HEAT/AIR Active	PKG	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000	
200100 Furnace	MD0001	HEAT/AIR Active	EA	MTR APPL BUILDING	.0000 .0000	.0000 .0000	.0000	
End of Report								

Price Report

Features

The Price Report shows the quantity break prices for items, base or list prices, and the profit margin. You can use the information to analyze pricing structures.

Reports

A sample Price Report is on page 8-14.

Screen Use

Screen	Description
Price Report	Use the Price Report screen to select the items, locations, and customer levels whose price information you want to include in the report.

Price Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, and customer levels you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Print Prices As Of	Enter the date on which you want to calculate prices.
	Print Profit Margin?	If you want the report to include profit margins, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Quantity Breaks?	If you want the report to include quantity price breaks, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Price Report

04/11/2001 12:56 PM		Price Report Prices as of 04/11/2001 Customer Level ACE001					Page 1	
Item ID Description	Loc	Price ID UOM	Break	Quantity	Orig. Price	Adj. Price	Promo ID	Promo Price
150 Plumbing Package	CA0001 BUILD	PKG	Base	1.0000	1463.7600	952.9065	N/A	
150 Plumbing Package	MD0001 BUILD	PKG	Base	1.0000	1463.7600	952.9065	N/A	
150 Plumbing Package	MN0001 BUILD	PKG	Base	1.0000	1463.7600	952.9065	N/A	
200 Heating/Cooling Package	CA0001 BUILD	PKG	Base	1.0000	2738.2300	.0000	N/A	
200 Heating/Cooling Package	MD0001 BUILD	PKG	Base	1.0000	2738.2300	.0000	N/A	
200 Heating/Cooling Package	MN0001 BUILD	PKG	Base	1.0000	2738.2300	.0000	N/A	
200100 Furnace	CA0001 BUILD	EA	Base	1.0000	449.9500	386.0115	N/A	
200100 Furnace	MD0001 BUILD	EA	Base	1.0000	449.9500	386.0115	N/A	
200100 Furnace	MN0001 BUILD	EA	Base	1.0000	449.9500	398.4120	N/A	
200200 Water Heater	CA0001 BUILD	EA	Base	1.0000	299.9500	234.1815	N/A	
200200 Water Heater	MD0001 BUILD	EA	Base	1.0000	299.9500	234.1815	N/A	
200200 Water Heater	MN0001 BUILD	EA	Base	1.0000	299.9500	238.9065	N/A	
End of Report								

Valuation Report

Features

Use the Valuation Report to evaluate the profitability of inventory items. It summarizes the value of the items on hand and the profit of the items sold during the year. It shows the average unit cost, extended cost (based on the valuation method you select), purchases, sales, COGS and Purchase Price Variance adjustments, other type of movement adjustments, and the beginning balance based on these figures.

Reports

A sample Valuation Report is on page 8-18.

Screen Use

Screen	Description
Valuation Report	Use the Valuation Report screen to select items, locations, product lines, and user-defined field values that you want to include in the report.

Valuation Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Print Valuation Method	Select the method by which you want the valuation to be calculated for the report.
	Print by Location?	If you want the information to be separated by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name	Description
Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print extra descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.
Print Year-to-Date?	If you want the report to show year-to-date information, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print GL Summary Only?	If you want the report summarized by GL account, rather than showing account detail, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Serial Detail?	If you want the report to show serial number detail, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Valuation Report

04/11/2001 12:59 PM		Builders Supply Valuation Report By Item ID Valuation Method: LIFO/FIFO			Page 1
Item ID Description	Product Line	UOM Location ID	On Hand	Unit Cost	Ext. Cost
200 Heating/Cooling Package	HEAT/AIR	PKG MN0001	.0000	.0000	.00
200100 Furnace	HEAT/AIR	EA CA0001	.0000	367.6300	.00
200100 Furnace	HEAT/AIR	EA MD0001	.0000	367.6300	.00
200100 Furnace	HEAT/AIR	EA MN0001	8.0000	379.4400	3035.52
200200 Water Heater	HEAT/AIR	EA CA0001	8.0000	.0000	.00
200200 Water Heater	HEAT/AIR	EA MD0001	8.0000	.0000	.00
200200 Water Heater	HEAT/AIR	EA MN0001	16.0000	113.7650	1820.24
04/11/2001		Builders Supply			Page 2
GL Account	GL Code	Description			
104400	01	Retail Sales			
Account 104400		Totals			
Grand Totals					
End of Report					

Cost Variance Report

Features

Use the Cost Variance Report to analyze the cost variance of items, using standard to average, actual to standard, and actual to average costs.

Reports

A sample Cost Variance Report is on page 8-22.

Screen Use

Screen	Description
Cost Variance Report	Use the Cost Variance Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report.

Cost Variance Report Screen

Cost Variance Report

Commands Edit Modes Other Help

Pick:

ItemID	From	Thru
	100	
LocationID	From 100001	Thru 100001
Product Line	From	Thru
Application	From	Thru
Department	From	Thru

Print By:

- ☒ Item
- ☐ Product Line
- ☐ Application
- ☐ Department
- ☐ User-Defined Sort 1
- ☐ User-Defined Sort 2

Print By Location? ☐

Print Lot Detail? ☐

Print Extra Description? ☐

Print Year-to-Date? ☐

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Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Print by Location?	If you want the information to be separated by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Lot Detail?	If you want the report to include lot detail information, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name	Description
Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print extra descriptions only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.
Print Year-to-Date?	If you want the report to show year-to-date information, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Cost Variance Report

04/11/2001 1:01 PM		Builders Supply Cost Variance Report By Item ID				Page 1	
Item ID Description	Product Line	Loc. ID	Application Department	On Hand	LIFO/FIFO	Variance	
						Std.-Average	LIFO/FIFO-Std. LIFO/FIFO-Avg.
100 Electrical Package	MATERIAL	CA0001	BUILDING ELECTRIC	7.0000	2436.4100	2436.4074-	2436.4100 .0026
100 Electrical Package	MATERIAL	MN0001	BUILDING ELECTRIC	5.0000-	1717.7500-	1717.7500	1717.7500- .0000
150 Plumbing Package	MATERIAL	MN0001	BUILDING PLUMBING	15.0000	13612.9500	13612.9500-	13612.9500 .0000
200100 Furnace	HEAT/AIR	MN0001	MJR APPL BUILDING	8.0000	3035.5200	1.5200-	1.5200 .0000
End of Report							

Serialized History Report

Features

Use the Serialized History Report function on the Reports menu to list historical transactions for serialized items.

Reports

A sample Serialized History Report is on page 8-26.

Screen Use

Screen	Description
Serialized History Report	Use the Serialized History Report screen to select the items, locations, product lines, lot numbers, and serial numbers that you want to include in the report.

Serialized History Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, lot numbers, serial numbers, and invoice dates you want to include in the report. The Inquiry (F2) command is available for items, locations, and product lines.
	Print By	Select the order in which you want to organize the report.
	Print Address and Phone Number Detail?	If you want the report to include address and phone number detail, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print the information only if Accounts Payable/Purchase Order or Accounts Receivable/Sales Order are interfaced with Inventory.

Field Name	Description
Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print extra descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Serialized History Report

04/11/2001 1:02 PM		Builders Supply Serialized History Report By Item, Location				Page 1
Item 700500		Series Number				
Loc. ID Description Serial Number Comment	Rep. Tran. Type Verd./Cust.	Order Date Inv. Date	Ship/Rec. Inv. No.	Ord. No. Inv. No.	Cost/Price	

MN0002 MINNEAPOLIS MANUFACTURING 21A219	Purchase TIM001	07/15/1999 07/15/1999		00000021 25420	2.2500	
21A219	Build	07/27/1999 07/27/1999		000015	2.2500	
21A220	Purchase TIM001	07/15/1999 07/15/1999		00000021 25420	2.2500	
21A220	Build	07/27/1999 07/27/1999		000015	2.2500	
21A221	Purchase TIM001	07/15/1999 07/15/1999		00000021 25420	2.2500	
21A221	Build	07/27/1999 07/27/1999		000015	2.2500	
21A222	Purchase TIM001	07/15/1999 07/15/1999		00000021 25420	2.2500	
End of Report						

Lot History Report

Features

The Lot History Report shows historical purchase and sales information for lotted items.

Reports

A sample Lot History Report is on page 8-30.

Screen Use

Screen	Description
Lot History Report	Use the Lot History Report screen to select the items, locations, product lines, and lot numbers that you want to include in the report.

Lot History Report Screen

Field Definitions

Field Name	Description
<div data-bbox="310 1283 459 1329" data-label="Text"> Inquiry </div>	<div data-bbox="479 1283 521 1308">Pick</div> <p>Enter the range of items, locations, product lines, lot numbers, and invoice dates you want to include in the report. The Inquiry (F2) command is available for items, locations, and product lines.</p>
Include	<p>Check the box (or enter Y in text mode) for each type of information you want to include in the report. Uncheck the box (or enter N in text mode) for each type of information you want to exclude.</p>

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Lot History Report

04/11/2001 1:02 PM		Builders Supply Lot History Report				Page 1				
Item ID	Description	Tran. Date Type	Loc. ID	Source Ref. No.	UOM	Quantity	Default	Unit Cost	Ext. Cost	Transaction
Lot Number										Quantity UOM
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	
120195	05/27/2000 Build	MN0002	000015	EA	1.0000	2.2500	2.25	2.25	1.0000	

			LOT 1002	TOTAL	5.0000		282.00			
1003	07/28/1999 Purch	MN0001	00000011	GAL	2.5000	56.4000	141.00	141.00	20.0000	
1003	07/28/1999 Purch	TX0001	00000012	GAL	2.5000	56.4000	141.00	141.00	20.0000	
			LOT 1003	TOTAL	5.0000		282.00			

			LOT 1011	TOTAL	6.2500		360.00			
1012	07/28/1999 Purch	MN0001	00000013	GAL	3.1250	57.6000	180.00	180.00	25.0000	
1012	07/28/1999 Purch	TX0001	00000014	GAL	3.1250	57.6000	180.00	180.00	25.0000	
			LOT 1012	TOTAL	6.2500		360.00			
1013	07/28/1999 Purch	MN0001	00000013	GAL	3.1250	57.6000	180.00	180.00	25.0000	
1013	07/28/1999 Purch	TX0001	00000014	GAL	3.1250	57.6000	180.00	180.00	25.0000	
			LOT 1013	TOTAL	6.2500		360.00			

End of Report										

Transaction History Report

Features

The Transaction History Report shows the history of transactions within a specified time frame.

Reports

A sample Transaction History Report is on page 8-33.

Screen Use

Screen	Description
Transaction History Report	Use the Transaction History Report screen to select the items, locations, sources, and periods and years that you want to include in the report.

Transaction History Report Screen

Transaction History Report

Commands Edit Modes Other Help

Pick Item ID From: 100 To: 200

Location ID From: CA0001 To: M00001

Source From: To:

Period/Year From: To:

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Field Definitions

Field Name	Description
Pick	Enter the range of items, locations, source applications, and periods and years you want to include in the report. The Inquiry (F2) command is available for items, locations, and source applications.

Saving and Exiting

Select the output device for the report.

After the report is produced, the Reports menu appears.

Transaction History Report

04/11/2001		Builders Supply										Page	1
1:03 PM		Transaction History Report											
Location CA0001		OAKLAND WAREHOUSE											
Item ID	Description	Trans. Type	Per.-Yr. Date	Src. Src. ID	Ref. No.	UOM	Quantity	Default Unit Cost	Ext. Cost	Transaction Quantity	UOM		

100	Electrical Package						.0000						
TrsfIn	07-1998 07/06/1999 IN					PKG	100.0000	346.2400	34624.00	100.0000	PKG		
TrsfIn	08-1998 08/04/1999 IN					PKG	126.0000	348.0582	43855.33	126.0000	PKG		
Sale	08-1998 08/26/1999 AR			LOS001	12670009	PKG	200.0000-	347.3855	69477.10-	200.0000-	PKG		

Ending Balance							26.0000		9002.2300				
On-Hand							.0000		.0000				

Variance							26.0000-		9002.2300-				

End of Report													

Analysis Reports

9

Safety Stock Alert Report	9-3
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Safety Stock Alert Report

Features

Use the Safety Stock Alert Report function on the Analysis Reports menu to list items that you need to restock. These items have fallen below the safety stock level you specified (usually half the order point), including items that are on order or backordered.

Reports

A sample Safety Stock Alert Report is on page 9-6.

Screen Use

Screen	Description
Safety Stock Alert Report	Use the Safety Stock Alert Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report.

Safety Stock Alert Report Screen

Safety Stock Alert Report

Commands Edit Modes Other

From 100 To 150

Location ID From CAD001 To HAD001

Product Line From To

Application From BUILDING To WINDOWS

Department From To

Include Status:
Superseded?
Discontinued?
Obsolete?

Print Extra Description?
Print By Location?
Print Item with Zero Safety Stock?

Print By:
☒ Item
☐ Product Line
☐ Application
☐ Department
☐ User-Defined Set 1
☐ User-Defined Set 2

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Field Definitions

	Field Name	Description
<div>Inquiry</div>	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Include Status	Check the box (or enter Y in text mode) for each item status you want to include in the report. Uncheck the box (or enter N in text mode) for each status you want to exclude.
	Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print additional descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.

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Field Name	Description
Print by Location?	If you want to separate the information by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Items with Zero Safety Stock?	If you want to include items with a quantity of zero in the Safety Stock field in the Item Locations function, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Safety Stock Alert Report

<div> <div>04/11/2001 1:04 PM</div> <div> <div>Builders Supply</div> <div>Safety Stock Alert Report</div> <div>By Item ID</div> </div> </div>										Page
Item ID	Description	Location	Vendor ID	Status	Product Line	Application	On Hand	Committed	Available	Safety Stock
			UOM			Department	On Order	In Use		
150	Plumbing Package	MD0001	ACE001 PKG	Active	MATERIAL	BUILDING PLUMBING	.0000 3.0000	.0000 2.0000	2.0000-	1.0000
200	Heating/Cooling Package	CA0001	TH0001 PKG	Active	HEAT/AIR	BUILDING	.0000	.0000	.0000	1.5000
200	Heating/Cooling Package	MD0001	TH0001 PKG	Active	HEAT/AIR	BUILDING	.0000	.0000	.0000	1.5000
200	Heating/Cooling Package	MN0001	TH0001 PKG	Active	HEAT/AIR	BUILDING	.0000	.0000	.0000	1.5000
200	Heating/Cooling Package	TX0001	TH0001 PKG	Active	HEAT/AIR	BUILDING	.0000	.0000	.0000	1.5000
200100	Furnace	MD0001	TH0001 EA	Active	HEAT/AIR	MJR APPL BUILDING	.0000	.0000	.0000	1.0000
200100	Furnace	MN0001	TH0001 EA	Active	HEAT/AIR	MJR APPL BUILDING	8.0000	.0000	8.0000	10.0000
200300	Air Conditioner	MN0001	TH0001 EA	Active	HEAT/AIR	MJR APPL BUILDING	8.0000	.0000	8.0000	10.0000
460	Slide by Window 30" X 40"	MD0001	TH0001 EA	Active	MATERIAL	WINDOWS EXTERIOR	.0000	.0000	.0000	1.0000
550	Millwork Package	MN0001	MIL001 PKG	Active	MATERIAL	BUILDING INTERIOR	.0000	.0000	.0000	3.0000
550	Millwork Package	TX0001	MIL001 PKG	Active	MATERIAL	BUILDING INTERIOR	.0000	.0000	4.0000-	1.0000
555	Millwork Package - Oak	CA0001	MIL001 PKG	Obsolete	MATERIAL	BUILDING INTERIOR	.0000	.0000	.0000	2.5000
555	Millwork Package - Oak	MD0001	MIL001 PKG	Obsolete	MATERIAL	BUILDING INTERIOR	.0000	.0000	.0000	2.5000
End of Report										

Order Point Alert Report

Features

Use the Order Point Alert report on the Analysis Reports menu to list items whose in-stock quantities are below the order points you specified (on-hand value is greater than the maximum on-hand value).

Reports

A sample Order Point Alert Report is on page 9-14.

Screen Use

Screen	Description
Order Point Alert Report	Use the Order Point Alert Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report.

Order Point Alert Screen

Field Definitions

Field Name	Description
Inquiry Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
Print By	Select the order in which you want to organize the report.
Include Status	Check the box (or enter Y in text mode) for each item status you want to include in the report. Uncheck the box (or enter N in text mode) for each status you want to exclude.
Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print additional descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.

Field Name	Description
Print by Location?	If you want to separate the information by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Items with Zero Max. On Hand?	If you want to include items with a quantity of zero in the Maximum Quantity field in the Item Locations function, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Order Point Alert Report

06/07/2000 9:29 PM										Page 1
Builders Supply Item Status Report Location ID MD0001 By Item ID										
Item ID	Location	Vendor ID	Status	Application	On Hand	Committed	Available	Order Point		
Description	UOM		Product Line	Department	On Order	In Use				

100	MD0001	ELL001	Active	BUILDING	.0000	.0000	3.0000-	3.0000		
Electrical Package	PKG		MATERIAL	ELECTRIC	5.0000	3.0000				
Includes Electrical Outlets and Breaker Box										

06/07/2000 9:29 PM										Page 2
Builders Supply Item Status Report Location ID MN0001 By Item ID										
Item ID	Location	Vendor ID	Status	Application	On Hand	Committed	Available	Order Point		
Description	UOM		Product Line	Department	On Order	In Use				

100	MN0001	ELL001	Active	BUILDING	206.0000-	23.0000	230.0000-	12.0000		
Electrical Package	PKG		MATERIAL	ELECTRIC	7.0000	1.0000				
Includes Electrical Outlets and Breaker Box										

End of Report										

Overstock Report

Features

Use the Overstock Report function on the Analysis Reports menu to list items for which in-stock quantities are above the order points you specified (on-hand value is greater than the maximum on-hand value).

Reports

A sample Overstock Report is on page 9-14.

Screen Use

Screen	Description
Overstock Report	Use the Overstock Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report.

Overstock Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Include Status	Check the box (or enter Y in text mode) for each item status you want to include in the report. Uncheck the box (or enter N in text mode) for each status you want to exclude.
	Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print additional descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.

Field Name	Description
Print by Location?	If you want to separate the information by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Items with Zero Max. On Hand?	If you want to include items with a quantity of zero in the Maximum Quantity field in the Item Locations function, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Overstock Report

04/11/2001 1:08 PM		Builders Supply Overstock Report By Item ID				Page 1		
Item ID	Location	Product Line	Status	Application Department	On Hand On Order	Committed In Use	Available	Maximum
Description	UOM							
100 Electrical Package	TX0001	MATERIAL PKG	Active	BUILDING ELECTRIC	29.0000 .0000	.0000 4.0000-	33.0000	10.0000
End of Report								

Slow/Fast Movement Report

Features

Use the Slow/Fast Movement Report to analyze fast-moving and slow-moving items. The report shows the profit, cost, volume, and sales of the inventory items.

Reports

A sample Slow/Fast Movement Report is on page 9-18.

Screen Use

Screen	Description
Slow/Fast Movement Report	Use the Slow/Fast Movement Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report.

Slow/Fast Movement Report Screen

Slow/Fast Movement Report

Commands Edit Modes Other Help

Pick Item ID From 100 Thru 100

Location ID From Thru

Product Line From APPLIANCE Thru REACTION

Application From Thru

Department From BUILDING Thru EXTERIOR

Print By
☒ Sales
☐ Profit

Print Order
☒ Ascending
☐ Descending

Print For Period/Year: 06 / 2000

Print Extra Description? ☒
Print Detail? ☒
Suppress Zero Qty. Items? ☒

Company H | 06/07/2000 | Terminal T000 | CWR

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Print Order	Select the order that you want the information to be in. You can print in ascending or descending order for the sort field you selected.
	Print For Period/Year	Accept the displayed period and year, or enter a different period and year.

Field Name	Description
Print Extra Description?	If you want the report to include additional descriptions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). You can print additional descriptions only if you elected to use them in the Resource Manager Options and Interfaces function.
Print Detail?	If you want to list the totals for the items and the grand total, check the box (or enter Y in text mode). If you want to list only the grand total, uncheck the box (or enter N in text mode).
Suppress Zero Qty. Items?	To exclude items with a quantity of zero in the PTD and YTD Quantity columns in the report, check the box (or enter Y in text mode). To include them, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Slow/Fast Movement Report

04/11/2001 1:08 PM		Builders Supply Slow/Fast Movement Report By Sales, Ascending Summary				Page 1
Period 01						
Item ID Description	Prod. Line	Last Purch. Last Sale	Application Department	PTD Quantity YTD Quantity	PTD Sales YTD Sales	PTD Profit YTD Profit
100 Electrical Package	MATERIAL	12/21/2000 12/14/2000	BUILDING ELECTRIC	.0000 .0000	.0000 .0000	.0000 .0000
150 Plumbing Package	MATERIAL	12/21/2000 12/14/2000	BUILDING PLUMBING	.0000 .0000	.0000 .0000	.0000 .0000
200 Heating/Cooling Package	HEAT/AIR	10/04/2000 12/09/2000	BUILDING BUILDING	.0000 .0000	.0000 .0000	.0000 .0000
400 Interior Materials	MATERIAL	12/21/2000 12/14/2000	BUILDING INTERIOR	.0000 .0000	.0000 .0000	.0000 .0000
GRAND TOTAL					.0000 .0000	.0000 .0000
=====						
End of Report						

Sales Analysis Report

Features

The Sales Analysis Report summarizes the year-to-date and month-to-date history of stock items. You can use it to analyze the turnaround time for each stock item during the fiscal year.

Reports

A sample Sales Analysis Report is on page 9-23.

Screen Use

Screen	Description
Sales Analysis Report	Use the Sales Analysis Report screen to select the items, locations, product lines, and user-defined field values that you want to include in the report.

Sales Analysis Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print For Period/Year	Accept the displayed period and year, or enter a different period and year.
	Calculate Turns As Of	The date that indicates when the calculation of turns starts is displayed.
	Print By	Select the order in which you want to organize the report.
	Print Order	Select the order you want the information to be sorted in. You can select slowest to fastest or fastest to slowest.

Field Name	Description
Print	Select the option that specifies the amount of history you want to include in the report.
Suppress Zero Quantity Items?	To exclude items with a quantity of zero, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Sales Analysis Report

<div>04/11/2001 1:09 PM</div> <div>Builders Supply Sales Analysis Report</div> <div>By Volume, Slowest to Fastest, Period 12/2000</div>										Page	1
Item ID	Loc.	Product Line UOM	Last Sale	Application Department	Quantity	Sales	COGS and Adjustments	Profit-Amount	-----Pct. Turns		
100 Electrical Package	CA0001	MATERIAL	12/14/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
100 Electrical Package	MD0001	MATERIAL	11/02/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
100 Electrical Package	MN0001	MATERIAL	12/10/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
100 Electrical Package	TX0001	MATERIAL	11/15/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
150 Plumbing Package	CA0001	MATERIAL	12/14/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
150 Plumbing Package	MD0001	MATERIAL	11/02/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
150 Plumbing Package	MN0001	MATERIAL	11/16/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
150 Plumbing Package	TX0001	MATERIAL	11/15/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
200 Heating/Cooling Package	CA0001	HEAT/AIR	11/12/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
200 Heating/Cooling Package	MD0001	HEAT/AIR	03/04/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
200 Heating/Cooling Package	MN0001	HEAT/AIR	12/09/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
200 Heating/Cooling Package	TX0001	HEAT/AIR	12/09/2000	BUILDING	MTD	.0000	.0000	.0000	0.0	0.0	0.0
200100 Furnace	CA0001	HEAT/AIR	11/12/2000	MJR APPL	MTD	.0000	.0000	.0000	0.0	0.0	0.0

Gross Profit Analysis Report

Features

The Gross Profit Analysis Report shows the gross profit margin on items for a particular period.

Reports

A sample Gross Profit Analysis Report is on page 9-27.

Screen Use

Screen	Description
Gross Profit Analysis Report	Use the Gross Profit Analysis Report screen to select the items, locations, product lines, user-defined field values, percent of profit, and periods and years that you want to include in the report.

Gross Profit Analysis Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, user-defined field values, percentages of profit, and periods and years you want to include in the report. The Inquiry (F2) command is available for items, location, product lines and user-defined fields.
	Print By	Select the order in which you want to organize the report.
	Print Order	Select the order that you want the information to be sorted in. You can print in order by gross profit margin (GPM) or by reverse gross profit margin.
	Print by Location?	If you want to separate the information by location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Gross Profit Analysis Report

04/11/2001 1:09 PM		Builders Supply Gross Profit Analysis Report Sort By Item ID, GPM					Page 1	
Period Thru 01/ 3		Location	Product Line	Application Department	Total Price	Total Cost	Profit Amount	Profit Pct.

100	Electrical Package	CA0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
100	Electrical Package	MD0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
100	Electrical Package	MN0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00
100	Electrical Package	TX0001	MATERIAL	BUILDING ELECTRIC	.0000	.0000	.0000	.00

TOTAL FOR 100					.0000	.0000	.0000	.00

150	Plumbing Package	CA0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
150	Plumbing Package	MD0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
150	Plumbing Package	MN0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00
150	Plumbing Package	TX0001	MATERIAL	BUILDING PLUMBING	.0000	.0000	.0000	.00

TOTAL FOR 150					.0000	.0000	.0000	.00

200	Heating/Cooling Package	CA0001	HEAT/AIR	BUILDING	.0000	.0000	.0000	.00
200	Heating/Cooling Package	MD0001	HEAT/AIR	BUILDING	.0000	.0000	.0000	.00
200	Heating/Cooling Package	MN0001	HEAT/AIR	BUILDING	.0000	.0000	.0000	.00
200	Heating/Cooling Package	TX0001	HEAT/AIR	BUILDING	.0000	.0000	.0000	.00

TOTAL FOR 700					.0000	.0000	.0000	.00

700100	Walnut Cabinet	MN0002	COMPONENT	CABINET	.0000	.0000	.0000	.00

TOTAL FOR 700100					.0000	.0000	.0000	.00

Trend Analysis Report

Features

The Trend Analysis Report shows the quantity of items sold during a particular period. Use it to analyze trends in your inventory sales or purchases.

Reports

A sample Trend Analysis Report is on page 9-31.

Screen Use

Screen	Description
Trend Analysis Report	Use the Trend Analysis Report screen to select the items, locations, product lines, and periods and years that you want to include in the report.

Trend Analysis Report Screen

The screenshot shows the 'Trend Analysis Report' window. It includes a menu bar (Commands, Edit, Modes, Other, Help), a toolbar with file operation icons and a 'Print' button, and a main area with input fields for 'Pick ItemID', 'LocationID', 'Product Line', and 'Period/Year'. Each field has 'From' and 'Thru' sub-fields. A 'Print' section on the right has radio buttons for 'Purchases' (selected) and 'Sales'. A 'Print Detail?' checkbox is at the bottom left. The status bar at the bottom right displays 'Company H', '06/17/2000', 'Terminal T000', and 'CMR'.

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and periods and years you want to include in the report. The Inquiry (F2) command is available for items, locations and product lines.
	Print	Select the types of transactions you want to include in the report. You can include purchases or sales.
	Print Detail?	If you want to list the totals for the items and the grand total, check the box (or enter Y in text mode). If you want to list only the grand total, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Trend Analysis Report

04/11/2001 1:10 PM Period 00/0000 Thru 01/1999	Builders Supply Trend Analysis Report Purchases Summary			Page 1
Item ID Description	Location Product Line Per./Yr. UOM	Quantity	Cost	Avg. Unit Cost
100 Electrical Package	MN0001 MATERIAL PKG	.0000	.0000	.0000
200300 Air Conditioner	MD0001 HEAT/AIR EA	.0000	.0000	.0000
GRAND TOTAL			=====	
			.0000	
End of Report				

Movement Trending Report

Features

Use the Movement Trending Report function on the Analysis Reports menu to produce a summary of inventory item movement.

Reports

A sample Movement Trending Report is on page 9-34.

Screen Use

Screen	Description
Movement Trending Report	Use the Movement Trending Report screen to select the range of items and locations you want to include in the report; how you want the number of items rounded; and whether you want to include purchases, sales, or other inventory information.

Movement Trending Report Screen

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined field values you want to include in the report.
	Print By	Select the order in which you want to organize the report.
	Round to Nearest	Select the precision to which you want the quantities rounded on the report. You can round quantities to the nearest ten thousand, to the nearest thousand, to the nearest hundred, to the nearest ten, or to the nearest whole number.
	Print	For each type of information, check the box (or enter Y in text mode) if you want to include it in the report, or uncheck the box (or enter N in text mode) if you want to exclude it from the report.

Field Name	Description
Ending Period	Enter the period number and year you want to use as the cutoff.
Print by Location?	If you want the locations to appear in ascending order, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Analysis Reports menu appears.

Movement Trending Report

04/11/2001 1:11 PM 01/1999		Builders Supply Movement Trending Report Quantities shown in Hundreds												Page 1
Item ID	Location UOM	02/98	03/98	04/98	05/98	06/98	07/98	08/98	09/98	10/98	11/98	12/98	01/99	Total
Description														
Product Line Application Department														

Furnace														
HEAT/AIR	MTR APPL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0	0
200200	CA0001 EA													
Water Heater														
HEAT/AIR	MTR APPL BUILDING													
200300	CA0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Air Conditioner														
HEAT/AIR	MTR APPL BUILDING													
200400	CA0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Softener														
HEAT/AIR	MTR APPL BUILDING													
200500	CA0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Sump Pump														
HEAT/AIR	MTR APPL BUILDING													
200600	CA0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Humidifier														
HEAT/AIR	MTR APPL BUILDING													
300	CA0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Interior Door														
MATERIAL	BUILDING INTERIOR													
350	CA0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Entry Door														
MATERIAL	BUILDING EXTERIOR													
100	MD0001 PKG	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical Package														
MATERIAL	BUILDING ELECTRIC													
150	MD0001 PKG	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing Package														
MATERIAL	BUILDING PLUMBING													
200	MD0001 PKG	0	0	0	0	0	0	0	0	0	0	0	0	0
Heating/Cooling Package														
HEAT/AIR	BUILDING BUILDING													
200100	MD0001 EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Furnace														
HEAT/AIR	MTR APPL BUILDING													
End of Report														

Periodic Processing

10

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Item Price Change

Features

Use the Item Price Change function on the Periodic Processing menu to change the price of items.

Reports

A sample Item Price Change Log is on page 10-6.

Screen Use

Screen	Description
Item Price Change	Use the Item Price Change screen to change prices for selected items, price IDs, locations, product lines, and user-defined fields.

Item Price Change Screen

Field Definitions

	Field Name	Description
<div>Inquiry</div>	Pick	Enter the range of items, prices, locations, product lines, and user-defined fields whose price information you want to change.
	Print Audit log?	If you want to print an audit log that shows the old and new prices, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print By	If you chose to print the audit log, select the order in which you want to organize the log.
	Adj Base	Enter the adjustment base for the item price change: base, list, or minimum.

Field Name	Description
Adj Type	Enter % for a percentage adjustment; enter \$ for a dollar adjustment.
Adj Amount	Enter the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

Saving and Exiting

If you elected to print the audit log, select the output device for the log. If you elected not to print the log, use the **Proceed (OK)** command to begin the price change process.

When the process is finished (and after the log is produced) the Periodic Processing menu reappears.

Item Price Change Log

04/24/2001 2:51 PM	Builders Supply Item Price Change By Item ID				Page 1
Item ID Description	Location	Price ID Product Line	Application Department	Units	
100 Electrical Package	CA0001	BUILD MATERIAL	BUILDING ELECTRIC	PKG	Old Price 528.5400 New Price 528.5400
100 Electrical Package	MD0001	BUILD MATERIAL	BUILDING ELECTRIC	PKG	Old Price 528.5400 New Price 528.5400
100 200 Heating/Cooling Package	MN0001 MD0001	BUILD BUILD HEAT/AIR	BUILDING BUILDING BUILDING	PKG PKG	Old Price 528.5400 Old Price 2738.2300 New Price 2738.2300
200 Heating/Cooling Package	MN0001	BUILD HEAT/AIR	BUILDING BUILDING	PKG	Old Price 2738.2300 New Price 2738.2300
200 Heating/Cooling Package	TX0001	BUILD HEAT/AIR	BUILDING BUILDING	PKG	Old Price 2738.2300 New Price 2738.2300
200100 Furnace	CA0001	BUILD HEAT/AIR	MJR APPL BUILDING	EA	Old Price 449.9500 New Price 449.9500
200100 Furnace	MD0001	BUILD HEAT/AIR	MJR APPL BUILDING	EA	Old Price 449.9500 New Price 449.9500
200100 Furnace	MN0001	BUILD HEAT/AIR	MJR APPL BUILDING	EA	Old Price 449.9500 New Price 449.9500
200100 Furnace	TX0001	BUILD HEAT/AIR	MJR APPL BUILDING	EA	Old Price 449.9500 New Price 449.9500
End of Report					

Cost Changes

Features

Use the Cost Changes function on the Periodic Processing menu to change standard or base costs of items.

Reports

A sample Cost Changes Log is on page 10-10.

Screen Use

Screen	Description
Cost Changes	Use the Cost Changes screen to select an adjustment base and to change the cost for selected items, locations, product lines, and user-defined fields.

Cost Changes Screen

Field Definitions

	Field Name	Description
	Adj Base	Enter S if you want to use standard cost as the adjustment base, or enter B if you want to use base cost as the adjustment base.
Inquiry	Pick	Enter the range of items, locations, product lines, and user-defined fields whose cost information you want to change.
	Print By	Select the order in which you want to organize the log.
Inquiry	Cost Code	<p>This field appears if you selected standard cost as the adjustment base.</p> <p>Enter the range of cost codes for which you want to change costs.</p>

Field Name	Description
Adj Type	Enter % to use a percentage adjustment; enter \$ to use a dollar adjustment.
Adj Amount	Enter the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

Saving and Exiting

Select the output device for the log to begin the cost change process.

After the log is produced, the Periodic Processing menu appears.

Cost Changes Log

04/24/2001 2:53 PM		Builders Supply Standard Cost Changes Log By Item ID			Page 1
Item ID	Description	Location	Product Line	Application Department	
200100	Furnace	TX0001	HEAT/AIR	MUR APPL BUILDING	
Cost Code	MA	Description Materials	Old Cost	379.2500	New Cost 379.2500
			Old Item Cost	379.2500	New Item Cost 379.2500
				=====	=====
200200	Water Heater	CA0001	HEAT/AIR	MUR APPL BUILDING	
Cost Code	MA	Description Materials	Old Cost	227.7900	New Cost 227.7900
			Old Item Cost	227.7900	New Item Cost 227.7900
				=====	=====
200200	Water Heater	MD0001	HEAT/AIR	MUR APPL BUILDING	
Cost Code	MA	Description Materials	Old Cost	227.7900	New Cost 227.7900
			Old Item Cost	227.7900	New Item Cost 227.7900
				=====	=====
End of Report					

Quantity Cross Verification

Features

Use the Quantity Cross Verification function on the Periodic Processing menu to verify that the quantity detail and the quantity totals for an item are the same.

If you have a multiuser system, make sure that no one else is using the INQLxxx (Quantity Locations), INQTxxx (Quantity Totals), and INSNxxx (Serial Numbers) files. Other users cannot access these files while you use this function.

Reports

A sample Quantity Cross Verification Log is on page 10-13.

Screen Use

Screen	Description
Quantity Cross Verification	Use the Quantity Cross Verification screen to produce a log of discrepancies between the INQLxxx, INQTxxx, and INSNxxx files.

Quantity Cross Verification Screen



Field Definitions

Field Name	Description
Have you:	If you have backed up your data files and made sure that no one else is using the system, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), return to the Periodic Processing menu, and do so before continuing.

Saving and Exiting

Select the output device for the log to begin the verification process.

When the process is finished (and after the log is produced,) the Periodic Processing menu appears.

Quantity Cross Verification Log

04/24/2001 2:55 PM		Builders Supply Quantity Cross Verification				Page 1
Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX0001		3.0000	3.0000	1259.7300	1259.7400
200600	MN0001		8.0000	8.0000	601.2100	601.2000
200600	TX0001		3.0000	3.0000	215.5500	215.5700
250	TX0001		266.0000	266.0000	338521.8900	338521.8700
300	MN0001		35.0000	35.0000	770.3700	770.3500
450	MN0001		12.0000	12.0000	1933.6900	1933.6800
600	TX0001		6.0000	6.0000	712.6800	712.6700
End of Report						

Year-End Maintenance

Features

Use the Year-End Maintenance function on the Periodic Processing menu for maintenance tasks and to prepare for the next year.

Reports

A sample Year-End Maintenance Log is on page 10-18.

Screen Use

Screen	Description
Year-End Maintenance	Use the Year-End Maintenance screen to increment the current fiscal year by 1 in the INPDxxx table. The year-to-date totals in the INHSxxx (Summary History) file are reset to begin accumulating data for the next year.

Year-End Maintenance Screen



Field Definitions

Field Name	Description
Have You:	<p>If you have backed up your data files and made sure that no one else is using the system, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), return to the Periodic Processing menu, and do so before continuing.</p> <p>Note: You should also post the Inventory transactions and COGS adjustments for the year in which you are performing the maintenance before you use this function. You do not have to post Inventory transactions that are for the next year.</p>

Field Name	Description
Do you want to run Quantity Cross Verification?	If you want to verify that your quantity files are in sync, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you do not run the verification, the log is printed without verifying that the quantities are the same in the INQLxxx (Quantity Locations) and INQTxxx (Quantity Totals) files.

Saving and Exiting

Select the output device for the log to begin the maintenance process.

When the process is finished and after the log is produced, the Periodic Processing menu appears.

Year-End Maintenance Log

04/24/2001 2:56 PM	Builders Supply Quantity Cross Verification					Page 1
Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX00001		3.0000	3.0000	1259.7300	1259.7400
200600	MN00001		8.0000	8.0000	601.2100	601.2000
200600	TX00001		3.0000	3.0000	215.5500	215.5700
250	TX00001		266.0000	266.0000	338521.8900	338521.8700
300	MN00001		35.0000	35.0000	770.3700	770.3500
450	MN00001		12.0000	12.0000	1933.6900	1933.6800
600	TX00001		6.0000	6.0000	712.6800	712.6700
End of Report						

Purge Selected Files

Features

Use the Purge Selected Files function on the Periodic Processing menu to delete information you no longer need from selected files.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Selected Files	<p>Use the Purge Selected Files screen to delete the following information when it becomes outdated:</p> <ul style="list-style-type: none">• serial numbers• lot numbers• bin numbers• alternate items• obsolete items• physical count information• promotional pricing• serial history• lot history• detail history• summary history

Purge Selected Files Screen

Field Definitions

Field Name	Description
Have you:	If you have backed up your data files, printed all the reports, and made sure that no one else is using the system, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), return to the Periodic Processing menu, and do so before continuing.
Delete Lost or Sold Serial Numbers with Initial Dates Before?	Enter the acquisition date for serialized items where the deletion or lost and sold serial numbers should stop.
Delete Zero Quantity Lots with Sale Dates Before?	Enter the sale date for zero-quantity lots where the deletion should stop. Zero-quantity lots before the date you enter will be deleted.

Field Name	Description
Delete Alternate Items with End Dates Before?	Enter the end date for alternate numbers where the deletion should stop. Alternate numbers with end dates before the date you enter will be deleted.
Delete Promotional Pricing with End Dates Before?	Enter the end date for the promotional pricing where the deletion should stop. Promotional price IDs with end dates before the date you enter will be deleted.
Delete Bins with Last Physical Count Date Before?	Enter the end date for the physical count date where the deletion should stop. Bins with physical count dates before the date you enter will be deleted.
Delete Obsolete Items with Last Sale Dates Before?	Enter the end date for obsolete items where the deletion should stop. Obsolete items with last sale dates before the date you enter will be deleted.
Delete Serialized History and Numbers with Invoice Dates Before?	This field appears if you keep serialized history. Enter the invoice date for serialized history and serial numbers where the deletion should stop. Serialized history and serial numbers with invoice dates before the date you enter will be deleted.
Delete Lot History with Invoice Dates Before?	Enter the invoice date for lot history where the deletion should stop. Lot history before the date you enter will be deleted.
Delete Detail History with Transaction Dates Before?	This field appears if you keep detail history. Enter the transaction date for detail history where the deletion should stop. Detail history before the date you enter will be deleted.
Delete Summary History Dated Before Period/Year?	Enter the period/year for summary history where the deletion should stop. Summary history before the date you enter will be deleted.

Saving and Exiting

After the files are purged, the Periodic Processing menu appears.

Rebuild Item Quantities

Features

Use the Rebuild Item Quantities function on the Periodic Processing menu to update the Inventory system with on-order, committed, and in-use information from Inventory or other applications that interface with Inventory.

Reports

A sample Rebuild Item Quantities Log is on page 10-26.

Screen Use

Screen	Description
Rebuild Item Quantities	Use the Rebuild Item Quantities screen to verify that you have backed up your data files and that no one is using the system.

Rebuild Item Quantities Screen



Field Definitions

Field Name	Description
Have you:	If you have backed up your data files and made sure that no one else is using the system, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), return to the Periodic Processing menu, and do so before continuing.
Print Adjustment Log only?	If you want to print the adjustment log without updating quantities, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the log to begin the rebuild process.

When the rebuild is finished and the log is produced, the Periodic Processing menu appears.

Rebuild Item Quantities Log

04/24/2001 2:56 PM	Builders Supply Quantity Cross Verification					Page 1
Item ID	Location	Lot Number	Old Quantity	New Quantity	Old Cost	New Cost
200300	TX0001		3.0000	3.0000	1259.7300	1259.7400
200600	MN0001		8.0000	8.0000	601.2100	601.2000
200600	TX0001		3.0000	3.0000	215.5500	215.5700
250	TX0001		266.0000	266.0000	338521.8900	338521.8700
300	MN0001		35.0000	35.0000	770.3700	770.3500
450	MN0001		12.0000	12.0000	1933.6900	1933.6800
600	TX0001		6.0000	6.0000	712.6800	712.6700
End of Report						

Physical Inventory

11

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Physical Inventory Selection

Features

Use the Physical Inventory Selection function on the Physical Inventory menu to identify a batch ID and select the data you want to include in the batch.

Reports

To produce a list of the data included in the batch ID, use the Batch List function on the Physical Inventory menu.

Screen Use

Screen	Description
Physical Inventory Selection	Use the Physical Inventory Selection screen to enter a batch ID and then select the locations, items, bins, product lines, and user-defined fields you want to include in the batch ID.

Physical Inventory Selection Screen

Field Definitions

	Field Name	Description
Inquiry	Batch ID	Enter the ID of the batch you want to use to group items together for the physical count.
	Description	Enter the description of the batch ID.
	Count Date	Enter the date the physical count will be taken.
	GL Period	Enter the GL period to which you want to post when the count is complete.
Inquiry	Location ID From/Thru	Enter the range of locations you want to include in the batch.
Inquiry	Item ID From/Thru	Enter the range of items you want to include in the batch.
Inquiry	Bin Number From/Thru	Enter the range of bins you want to include in the batch.

	Field Name	Description
Inquiry	Product Line From/Thru	Enter the range of product lines you want to include in the batch.
Inquiry	User-Defined Fields 1/2 From/Thru	Enter the range of user-defined field values you want to include in the batch.
	Use Tag Numbers?	If you want to print tags and use tag numbers in the Physical Counts Tag Entry function, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Display Frozen Quantities?	If you want frozen quantities to be displayed when you enter counts, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Enter Exceptions Only?	If you want the counted quantity to be equal to the frozen quantity (so that only physical discrepancies must be entered), check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Default Frozen Quantities?	If you want your frozen and counted quantities to be equal, and you want your frozen quantities to be displayed, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode). If you elect not to default frozen quantities, you must enter counted quantities for each item.
	Print Items With Zero Quantities?	If you want to print items with a quantity of zero on tags or worksheets, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Freeze Quantities?	If you are ready for a physical count (all adjustments have been made) and want to freeze your on-hand quantities, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

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

Freeze Quantities

Features

Use the Freeze Quantities function on the Physical Inventory menu to freeze the on-hand quantities of your items during the physical count.

If you chose to freeze quantities in the Physical Inventory Selection function, you do not need to use this function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Freeze Quantities	<p>Use the Freeze Quantities screen to select the batch ID whose quantities you want to freeze.</p> <p>For a description of the display-only fields on this screen, see the Physical Inventory Selection function.</p>

Freeze Quantities Screen

Field Definitions

	Field Name	Description
<div>Inquiry</div>	Batch ID	Enter the ID of the batch you want to freeze quantities for. Note: You must enter a batch ID that is on file. (You can add new batches using the Physical Inventory Selection function.)
	Description	Press Enter to accept the description that is displayed, or enter a different description for the batch.
	Freeze quantities?	If you are ready for a physical count (all adjustments have been made) and you want to freeze your on-hand quantities, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

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

Print Physical Inventory Tags

Features

Use the Print Physical Inventory Tags function on the Physical Inventory menu to print a tag for each item/location, bin number, lot, and serial number in the physical count.

Reports

A sample Physical Inventory Tag is on page 11-14.

Screen Use

Screen	Description
Print Physical Inventory Tags	Use the Print Physical Inventory Tags screen to assign tag numbers and to select the order you want to organize the tags.

Print Physical Inventory Tags Screen

Field Definitions

	Field Name	Description
Inquiry	Batch ID	Enter the ID of the batch you want to work with.
	Print By	Select the order in which you want to organize the tags.
	Select	Select the type of items you want to include in the tags.
	Print Frozen Quantities?	If you have frozen your inventory quantities and you want to print them on the tags, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Use Tag Numbers?	If you chose to use tag numbers in the Physical Inventory Selection function, the box is checked (or YES is displayed in text mode). If you did not choose to use tag numbers in the Physical Inventory Selection screen, you can do so now.

Field Name	Description
Starting Tag Number	Enter the number of the first tag for the physical count.
If restart, last good tag number	If you are reprinting tag numbers, enter the number of the last tag number that printed successfully.

Saving and Exiting

Select the output device for the tags.

Before the tags are produced, the message **Mount Tags Now** appears. Insert the tag forms into the printer and press **Enter** when you are ready to print. The message **Is the form aligned?** appears. If the form is aligned, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode) and realign the paper.

After the list is produced, the Physical Inventory menu appears.

Physical Inventory Tags

INVENTORY TAG				No. 00000000	
ITEM ID		DESCRIPTION		UNITS	
700000		Series Number		EA	
LOCATION	QID	LOT NUMBER	SERIAL NUMBER		
000000	T-27	120195	6/1000		
COUNTED BY					
COMPUTER QUANTITY	UNITS	QUANTITY	DETAILS	DATE	
1,0000					
VERIFIED BY					
COMPUTER QUANTITY	UNITS	QUANTITY	DETAILS	DATE	
1,0000					

INVENTORY TAG				No. 00000001	
ITEM ID		DESCRIPTION		UNITS	
700000		Series Number		EA	
LOCATION	QID	LOT NUMBER	SERIAL NUMBER		
000000	T-27	120195	7/1000		
COUNTED BY					
COMPUTER QUANTITY	UNITS	QUANTITY	DETAILS	DATE	
1,0000					
VERIFIED BY					
COMPUTER QUANTITY	UNITS	QUANTITY	DETAILS	DATE	
1,0000					

INVENTORY TAG				No. 00000002	
ITEM ID		DESCRIPTION		UNITS	
700000		Series Number		EA	
LOCATION	QID	LOT NUMBER	SERIAL NUMBER		
000000	T-27	120195	6/1000		
COUNTED BY					
COMPUTER QUANTITY	UNITS	QUANTITY	DETAILS	DATE	
1,0000					
VERIFIED BY					
COMPUTER QUANTITY	UNITS	QUANTITY	DETAILS	DATE	
1,0000					

Print Physical Inventory Worksheets

Features

Use the Print Physical Inventory Worksheets function on the Physical Inventory menu to print worksheets, which can be used to record a physical count of your inventory.

Reports

A sample Physical Inventory Worksheet is on page 11-18.

Screen Use

Screen	Description
Print Physical Inventory Worksheets	Use the Print Physical Inventory Worksheets screen to select the information you want on the worksheets.

Print Physical Inventory Worksheets Screen



Field Definitions

	Field Name	Description
Inquiry	Batch ID	Enter the ID of the batch you want to work with.
	Print By	Select the order in which you want to organize the worksheets.
	Select	Select the type of items you want to include in the worksheets.
	Print Frozen Quantities?	If you have frozen your inventory quantities and you want to print them on the worksheets, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Page Break on Worksheets?	<p>If you chose to print the batch by location or product line and you want a page break between locations or product lines, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).</p> <p>If you chose to print by bin number, you cannot insert page breaks.</p>

Saving and Exiting

Select the output device for the worksheets.

After the worksheets are produced, the Physical Inventory menu appears.

Physical Inventory Worksheets

04/24/2001										Page	1
3:00 PM											
Batch ID: BAT3											
Print By: Location/Bin/Item											

Physical Counts Tag Entry

Features

Use the Physical Counts Tag Entry function on the Physical Inventory menu to enter physical counts using tag numbers.

Before you use this function, you must use the Print Physical Inventory Tags function.

Reports

To produce a list of the information entered in the Physical Counts Tag Entry function, use the Physical Count List function on the Physical Inventory menu.

Screen Use

Screen	Description
Physical Counts Tag Entry	Use the Physical Counts Tag Entry screen to enter the physical count for each tag number.
Append/Edit Tags	Use the Append/Edit Tags screen to add or change information about the tag: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.
Enter Exceptions	Use the Enter Exceptions screen if you elected to enter exceptions only in the Physical Inventory Selection function. In this window you can enter only physical discrepancies that arise when the frozen and actual quantities are compared.

Physical Counts Tag Entry Screen

Tag No	Item ID Serial Number Lot Number	Bin ID Location ID Product Line	Frozen Qty	Counted Qty	Units
00003423	700	MD0001	0000	3454344	0000 SET
		I-16			
		MATERI			

Item: 000001 of 000001

Enter = edit Options Append Batch ID

Company H 06/17/2000 Terminal T:000 CVR

Field Definitions

	Field Name	Description
Inquiry	Batch	Enter the ID of the batch you want to work with.
	Tag No	The preassigned tag numbers in the batch are displayed.
	Loc ID, Bin ID, Item ID, Lot/Serial Number	The location ID, bin ID, item ID, and lot /serial numbers in the physical count are displayed. If you are entering exceptions only, these fields are blank. The order that information is displayed depends on the selection you made.
	Frozen Qty	If you elected to show frozen quantities in the Physical Inventory Selection function, the system's quantity is displayed.

Field Name	Description
Counted Qty	The counted quantity for the item is displayed.
Units	The unit of measure for the item is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Tags window appears.
Goto	Press G to go to a specific tag (this command is only available if there are more than one page of tag entries).
Exceptions	Press C to go to the Enter Exceptions window and enter discrepancies in quantities.
Append	Press A to add tag numbers. The Append Tags window appears.
Random Entry	Press R to edit tags in random order (this command is available only if you are not entering exceptions only).
Batch	Press B to go to the Batch field and enter a different batch ID.

Saving and Exiting

To exit to the Physical Inventory menu, use the **Exit (F7)** command.

Append/Edit Tags Screen

Field Definitions

	Field Name	Description
	Tag Number	Enter the tag number for the batch.
Inquiry	Location	Enter the location ID for the physical count.
Inquiry	Item ID	Enter the item ID for the batch.
Maint		
Inquiry	Bin No	Enter the bin number for the item.
Inquiry	Unit of Measure	Enter the unit of measure for the item.
	Counted Qty	Enter or change the counted quantity of the item.
Inquiry	Serial Number	Enter the serial number of the item.
Inquiry	Lot Number	Enter the lot number for the item.

Saving and Exiting

To exit to the Physical Counts Tag Entry screen, use the **Proceed (OK)** command.

Enter Exceptions Screen

Field Definitions

	Field Name	Description
Inquiry	Tag Number	Enter or change the tag number for the batch.
	Location	The location ID for the physical count is displayed.
	Item ID	The item ID for the batch is displayed.
	Bin No	The bin number for the item is displayed.
	Counted Qty	Enter or change the counted quantity of the item.
Inquiry	Unit of Measure	Enter or change the unit of measure for the item.
	Serial Number	The serial number of the item is displayed.
	Lot Number	The lot number for the item is displayed.

Saving and Exiting

To exit to the Physical Counts Tag Entry screen, use the **Proceed (OK)** command.

Physical Counts Worksheet Entry

Features

Use the Physical Counts Worksheet Entry function on the Physical Inventory menu to enter physical counts using worksheets.

Before you use this function, you should use the Print Physical Inventory Worksheets function.

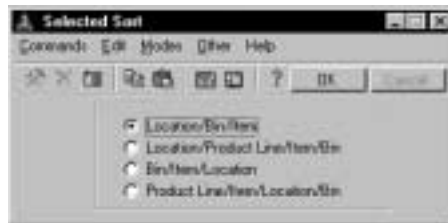
Reports

To produce a list of the information entered in the Physical Counts Worksheet Entry function, use the Physical Count List function on the Physical Inventory menu.

Screen Use

Screen	Description
Physical Counts Worksheet Entry	Use the Physical Counts Worksheet Entry screen to enter the physical count for each worksheet.
Append Physical Count	Use the Append Physical Count window to add information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.
Edit Physical Count	Use the Edit Physical Count window to change information about the worksheet: item, location, bin number, unit of measure, counted quantity, and lot and serial numbers.
Selected Sort	Use the Selected Sort window to select how you want the information to be displayed.

Physical Counts Selected Sort Screen



Field Definitions

Field Name	Description
Selected Sort	Select the order in which you want the items to be displayed.

Saving and Exiting

After you make your selection, the Physical Counts Worksheet Entry screen appears.

Physical Counts Worksheet Entry Screen

Field Definitions

	Field Name	Description
Inquiry	Batch	Enter the ID of the batch you want to work with.
	Location ID	The ID of the location you are working with is displayed.
	Item ID, Bin ID, Product Line, Tag No., Lot Number, Serial Number	The item ID, bin ID, product line, tag number (if you are using tags), and lot and serial numbers in the physical count are displayed. If you are entering exceptions only, these fields are blank.
		The order that information is displayed depends on the selection you made on the Physical Counts Selected Sort screen.

Field Name	Description
Frozen Qty	If you elected to show frozen quantities in the Physical Inventory Selection function, the system's quantity is displayed.
Counted Qty	The counted quantity for the item is displayed.
Units	The unit of measure for the item is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Physical Count screen appears.
Goto	Press G to go to a specific item in the list (this command is available only when there is more than one page of items).
exCeptions	Press C to enter a count that differs from the frozen quantity for an item (this command is available only if you chose to enter exceptions only in the Physical Inventory Selection function). The Enter Exceptions screen appears.
Location	Press O to go the Location ID field and change the location.
Append	Press A to add tag numbers. The Append Physical Count screen appears.
Batch ID	Press B to return to the batch ID field. Then select another physical count batch to work with.

Saving and Exiting

To exit to the Physical Inventory menu, use the **Exit (F7)** command.

Append Physical Count Screen

Field Definitions

	Field Name	Description
Inquiry	Location	Enter the location ID for the physical count.
Inquiry	Item ID	Enter the item ID for the batch.
Inquiry	Bin No	Enter the bin number for the item.
Inquiry	Unit of Measure	Enter the unit of measure for the item.
	Tag Number	Enter the tag number for the batch.
	Counted Qty	Enter or change the counted quantity of the item.
Inquiry	Serial Number	Enter the serial number of the item.
Inquiry	Lot Number	Enter the lot number for the item.

Saving and Exiting

To exit to the Physical Counts Worksheet Entry screen, use the **Proceed (OK)** command.

Edit Physical Count Screen

Field Definitions

Field Name	Description
Location	The location ID where the item is stored is displayed.
Item ID	The item ID is displayed.
Bin No	The bin number for the item is displayed.
Tag Number	Enter the tag number for the batch (if you chose to use tag numbers in the Physical Count Selection function).
Counted Qty	Enter or change the counted quantity of the item.
Inquiry Unit of Measure	Enter the unit of measure for the counted quantity.
Serial Number	The serial number of the item is displayed.
Lot Number	The lot number for the item is displayed.

Saving and Exiting

To exit to the Physical Counts Worksheet Entry screen, use the **Proceed (OK)** command.

Batch List

Features

The Batch List shows the status of each batch in the physical inventory process and the selection criteria entered in the Physical Inventory Selection function.

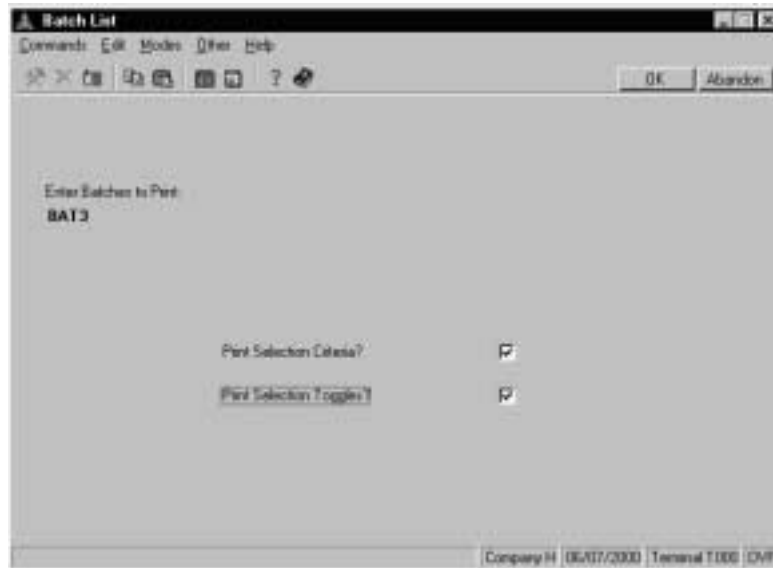
Reports

A sample Batch List is on page 11-34.

Screen Use

Screen	Description
Batch List	Use the Batch List screen to enter the batch IDs whose information you want to include in the list.

Batch List Screen



Field Definitions

	Field Name	Description
Inquiry	Enter Batches to Print	Enter the IDs of the batches you want in the list.
	Print Selection Criteria?	If you want the location IDs, item IDs, bin numbers, product lines, and user-defined fields for the batch to print in the list, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Selection Toggles?	If you want the selection toggles for using tag numbers, displaying frozen quantities, and defaulting counted quantities to print in the list, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the list.

After the list is produced, the Physical Inventory menu appears.

Batch List

1:16 PM	Builders Supply	Page	1		
04/11/2001	Batch List				
Batch ID Description	Tags Printed?	Worksheets Printed?	Counts Entered?	Print Variance Reports?	Count Date

BAT3	Batch 3	YES	YES	YES	12/15/2001
Location ID	From	Product Line	From		
	Thru		Thru		
Item ID	From 700	Application	From		
	Thru		Thru		
Bin Number	From 7999999999999999999	Department	From		
	Thru		Thru		
Use Tag Numbers?					
Display Frozen Quantities?	YES				
Enter Exceptions Only?	YES				
Default Counted Quantities?	YES				
Print Tags for Zero Quantities?	NO				
Freeze Quantities?	YES				
End of Report					

Physical Count List

Features

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

Reports

A sample Physical Count List is on page 11-38. An asterisk (*) indicates that there is a gap in the tag number sequence or that a tag number is missing.

Screen Use

Screen	Description
Physical Count List	Use the Physical Count List screen to enter batches whose quantities you want to include in the list.

Physical Count List Screen



Field Definitions

	Field Name	Description
Inquiry	Enter Batches to Print	Enter the IDs of the batches you want to include in the list.
	Print By	Select the order in which you want to organize the list.
	Print Exceptions Only?	If you want to list only exceptions for the batches, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Lot/Serial Numbers?	If you want to list lot and serial numbers for each item, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Missing Entries Only?	If you want to print a list of items that have not been entered through tags or worksheets, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the list.

After the list is produced, the Physical Inventory menu appears.

Physical Count List

04/11/2001 1:17 PM		Builders Supply Physical Count List				Page 1	
Batch ID BAT3 Tag No.	Item ID Location Lot Number	Description Serial Number	Bin	Product Line Application	Department	Phys Count Units	

00002012	700 MNO001	Cabinets	I-16	MATERIAL	CABINET	INTERIOR	3.0000 SET
00002000	700110 MNO002	Unstained Cabinet Series Number	E-25	COMPONENT	CABINET	INTERIOR	85.0000 EA
00000000	700500 MNO002						1.0000 EA
00000000	700500 MNO002	Series Number	E-25	COMPONENT	CABINET	INTERIOR	1.0000 EA
00000000	700500 MNO002	Series Number	E-25	COMPONENT	CABINET	INTERIOR	1.0000 EA
00000000	700500 MNO002	Series Number	E-25	COMPONENT	CABINET	INTERIOR	1.0000 EA
00000000	700500 MNO002	Series Number	E-25	COMPONENT	CABINET	INTERIOR	1.0000 EA
00002003	700111 MNO002	Cabinet Assembly	I-1	COMPONENT	CABINET	INTERIOR	525.0000 EA
00002004	700119 MNO002	Drawer Hardware	I-10	COMPONENT	CABINET	INTERIOR	15.0000 SET
00002005	700111 MNO002	White Glue	I-11	COMPONENT	CABINET	INTERIOR	1200.0000 OZ
00002006	700112 MNO002	Cut Boards	I-11	COMPONENT	CABINET	INTERIOR	12.0000 SET
End of Report							

Variance Report

Features

After you enter and verify the physical count of your inventory, produce the Variance Report. It shows the difference between the counts you entered and the frozen quantities in the system.

You must print the Variance Report before you use the Update Perpetual Inventory function.

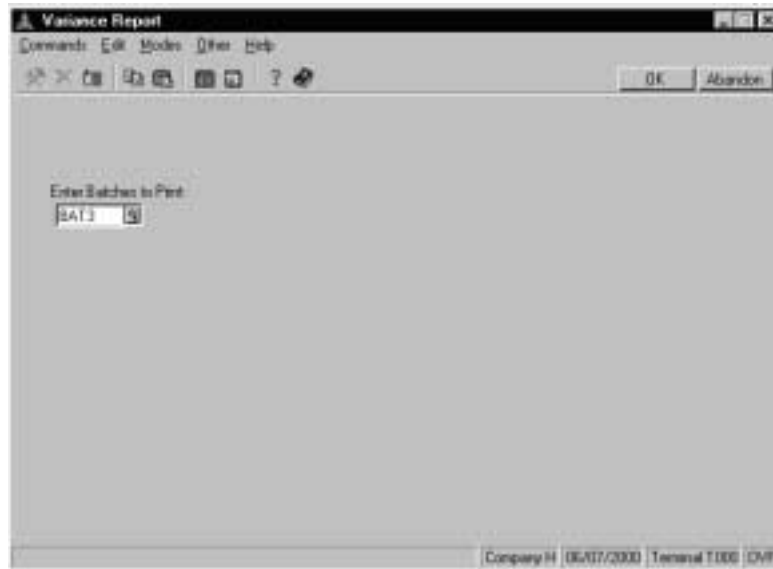
Reports

A sample Variance Report is on page 11-41.

Screen Use

Screen	Description
Variance Report	Use the Variance Report screen to enter the batches that you want to include in the report.

Variance Report Screen



Field Definitions

	Field Name	Description
Inquiry	Enter Batches to Print	Enter the IDs of the batches you want to include in the report.

Saving and Exiting

Select the output device for the report.

After the report is produced, the Physical Inventory menu appears.

Variance Report

04/11/2001										Page	1
1:17 PM											
Builders Supply											
Variance Report											
Batch ID: BAT3											
Tag No.	Item ID	Bin	Product Line	Application	Department	Phys. Count	Units	Unit Cost	Cost		
	Location	Description				Frozen Count			Variance		
	Serial/Lot	Detail				Variance					

										Batch Total	.00
										=====	
										GRAND TOTALS	.00
										=====	

Physical Count Valuation Report

Features

Use the Physical Count Valuation Report function on the Physical Inventory menu to produce a list of your inventory items and their quantities and values in dollars.

Reports

A sample Physical Count Valuation Report is on page 11-45.

Screen Use

Screen	Description
Physical Count Valuation Report	Use the Physical Count Valuation Report screen to select the batches you want to include in the report.

Physical Count Valuation Report Screen



Field Definitions

	Field Name	Description
Inquiry	Enter Batches To Print	Enter the batches you want to include in the report.

Saving and Exiting

Select the output device for the report.

After the report is produced, the Physical Inventory menu appears.

Physical Count Valuation Report

04/11/2001 1:18 PM Builders Supply Physical Count Valuation Report								Page 1
Batch	Inventory Number	Location Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	700	MN0001 SET	3.0000	3.0000	.0000	604.74	604.74	.00
			GL Code 01 Total			604.74	604.74	.00
			Account 104400 Total			604.74	604.74	.00
			Location ID MN0001 Total			604.74	604.74	.00
04/11/2001 1:18 PM Builders Supply Physical Count Valuation Report								Page 2
Batch	Inventory Number	Location Unit	Frozen Qty.	Updated Qty.	Variance Qty.	Frozen Value	Updated Value	Variance Value
BAT3	700100	MN0002 EA	170.0000	170.0000	.0000	18684.70	18684.70	.00
BAT3	700110	MN0002 EA	85.0000	85.0000	.0000	4884.95	4884.95	.00
BAT3	700111	MN0002 EA	525.0000	525.0000	.0000	36781.50	36781.50	.00
BAT3	7001111	MN0002 OZ	1200.0000	1200.0000	.0000	72.00	72.00	.00
BAT3	7001112	MN0002 SET	12.0000	12.0000	.0000	22.44	22.44	.00
BAT3	700113	MN0002 EA	3.0000	3.0000	.0000	7.50	7.50	.00
BAT3	700115	MN0002 EA	15.0000	15.0000	.0000	186.45	186.45	.00
BAT3	700117	MN0002 EA	4.0000	4.0000	.0000	21.64	21.64	.00
BAT3	700119	MN0002 SET	15.0000	15.0000	.0000	54.90	54.90	.00
BAT3	700120	MN0002 OZ	682.0000	682.0000	.0000	354.64	354.64	.00
BAT3	700130	MN0002 OZ	632.0000	632.0000	.0000	271.76	271.76	.00
BAT3	700199	MN0002 EA	25.0000	25.0000	.0000	1551.75	1551.75	.00
BAT3	700200	MN0002 EA	91.0000	91.0000	.0000	185.64	185.64	.00
BAT3	700300	MN0002 EA	90.0000	90.0000	.0000	187.20	187.20	.00
BAT3	700400	MN0002 EA	4961.0000	4961.0000	.0000	545.71	545.71	.00
BAT3	700998	MN0002 EA	36.0000	36.0000	.0000	94.68	94.68	.00
BAT3	700999	MN0002 EA	15694.0000	15694.0000	.0000	1255.52	1255.52	.00
BAT3	701	MN0002 EA	34.0000	34.0000	.0000	2961.74	2961.74	.00
			GL Code 02 Total			68124.72	68124.72	.00
			Account 104000 Total			68124.72	68124.72	.00
			GL Code 01 Total			144.00	144.00	.00
BAT3	700500	MN0002 EA	8.0000	8.0000	.0000	144.00	144.00	.00

Update Perpetual Inventory

Features

Use the Update Perpetual Inventory function after you complete and verify other Physical Inventory functions to update quantities for the items selected in each batch.

Reports

A sample Update Perpetual Inventory Log is on page 11-50.

Screen Use

Screen	Description
Update Perpetual Inventory	Use the Update Perpetual Inventory screen to enter the batches you want to use to update the Inventory quantity and General Ledger files.

Update Perpetual Inventory Screen

Field Definitions

Field Name	Description
Have You Backed Up Your Data Files?	If you have backed up your data files, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode) and do so before continuing.
Have You Completed Entering Physical Inventory for the Batches?	If you have completed entering physical counts for the batch, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), return to the Physical Inventory menu, and finish your entries before continuing. Note: You must also produce the Variance Report before you update your perpetual inventory. You cannot reconstruct this report after you post.
Enter Batches to Update	Enter the batches for which you want to update quantities.

Field Name	Description
Post Variance Amount to General Ledger?	If Inventory is interfaced with General Ledger and you want to post directly to General Ledger, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Post to General Ledger	If Inventory is interfaced to General Ledger and last-year files exist in General Ledger, select the fiscal year to which you want to post journal entries.

Saving and Exiting

Select the output device for the log.

After the log is produced, the Physical Inventory menu appears.

Update Perpetual Inventory Log

08/07/2001		Builders Supply		PAGE 1	
2:44 PM		Update Perpetual Inventory			
Batch ID	Inventory ID	Loc ID	Serial/Lot No.'s	GL Account	Credit
BAT3	700400		MN0002	104000	
BAT3	700400		MN0002	504000	4.62
Posted to Period 12				4.62	4.62

File Maintenance

12

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Items

Features

Use the Items function on the File Maintenance menu to enter and maintain your inventory items at the item level.

Reports

To produce a list of the information entered on the Items screen, use the Item Detail List function on the Master File Lists menu.

Screen Use

Screen	Description
Items - Selection	Use the Items selection screen to enter an item ID and a description and to select the information you want to enter or change: General Information, Units of Measure, Alternate Items, and Item Locations.
Items - General Information	Use the General Information screen to enter or change general information about the item, default values, and user-defined fields.
Items - Units of Measure	Use the Units of Measure screen to set up or maintain an unlimited number of alternate units of measure for an item.
Items - Alternate Items	Use the Alternate Items screen to set up and maintain alternate, customer, superseded, bar code, and vendor part numbers for an item.
Items - Locations	<p>Use the Item Locations selection screen to set up the locations where the item is stored.</p> <p>You can get to the Item Locations selection screen from the Items function or from the Item Locations function. The field descriptions are in the Item Locations function.</p>

Items Selection Screen



Field Definitions

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item whose information you want to add or change.
Inquiry	Copy From	This field appears if you entered a new item ID. Enter the ID of the item whose information you want to copy
	Description	Enter a description of the item. If you elected to use additional descriptions in the Resource Manager Options and Interfaces function, the Additional Descriptions screen appears.

Field Name	Description
Do You Want to Maintain	<p>For each screen you want to work on, check the corresponding box (or enter Y in text mode). To skip a screen, uncheck the corresponding box (or enter N in text mode).</p> <p>If you are adding new items, you must enter general information.</p>

Saving and Exiting

When you use the **Proceed (OK)** command to save your entries, the first screen you selected from the Items selection screen appears. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Items - General Information Screen

Field Definitions

	Field Name	Description
Inquiry	Item ID	The ID of the item you are working with is displayed.
	Description	The description of the item you are working with is displayed.
	Status	Enter or change the status of the item: Active Discontinued Superseded Obsolete
	Item Type	Select the type of item you are setting up. An item can be any of these types: nonserialized, serialized, or service.

Field Name	Description
Kitted Item?	<p>If the item can be used as a kit, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).</p> <p>If you are working with a service item, this field is skipped.</p>
Track Lots?	<p>If you want to track lots for the item, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).</p> <p>If you are working with a service item or a kitted item, this field is skipped.</p>
Auto Reorder?	<p>If you want the item to be in the Reorder Report whenever the reorder level is reached, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).</p> <p>If you are working with a service item or a kitted item, this field is skipped.</p>
<div>Inquiry</div> <div>Maint</div> Base UOM	Enter or change the base unit of measure. Use the smallest unit of measure at which the item is sold or stocked.
<div>Inquiry</div> <div>Maint</div> Sales Category	Enter or change the sales category for the item.
<div>Inquiry</div> <div>Maint</div> Product Line	Enter or change the product line for the item.
<div>Inquiry</div> <div>Maint</div> Item Price ID	Enter or change the item price ID for the item.
<div>Inquiry</div> <div>Maint</div> Tax Class	Enter or change the tax class the item belongs to.
Base Unit Weight	Enter or change the weight of the item.

	Field Name	Description
Inquiry	Hazardous Code	Enter or change the hazardous material code for the item.
Maint		
Inquiry	User-Defined Fields	Enter or change the user-defined fields for the item.
Maint		

Saving and Exiting

When you use the **Proceed (OK)** command to save your entries and exit from the General Information screen, the next screen you selected from the Items selection screen appears. If you did not select another screen, the Item selection screen appears.

Items - Units of Measure Screen

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Description	The description of the item you are working with is displayed.
Units	The base unit of measure you entered on the General Information screen is displayed.
Conversion Factor	The conversion factor tells the system what portion of the base unit the alternate unit is. Enter the conversion factor for the base unit of measure.
%/\$	<p>The penalty factor determines the price when fractional parts of a unit are sold. A penalty expressed as a percentage applies to the fractional part of the units sold, resulting in a unit penalty for fractional quantities sold. A penalty expressed as a dollar amount applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.</p> <p>To charge a percentage that applies to the fraction of the units sold, enter %. To charge a dollar amount that applies to the entire sale, enter \$.</p>
Penalty	Enter the percentage or dollar amount of the penalty.
Default	The default unit of measure is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Append	Press A to add a unit of measure to the list.
Base unit defaults	Press D to go to the Default field and edit the default unit of measure you set up on the General Information screen.

Command	Description
Next screen	Press N to go to the next screen you selected or to return to the Items selection screen if the Units of Measure screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Items selection screen if the Units of Measure screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Items - Alternate Items Screen

Alternate Type	Set ID	Alternate Item ID	Start Date	End Date
Bar Code		8471065822		
Customer part	ACE001	1358-02-30		
Customer part	SLN001	38A4201-N		
Altgs		ELECTRIC		
Vendor part	ELL001	7572230 HIE		

Line No: 000001 of 000001

Enter + edit Save Next screen Previous screen Exit

Company H | 06/07/2000 | Terminal 1:000 | CWR

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Description	The description of the item you are working with is displayed.
Alternate Type	Enter the type of alternate you want to use: A lias A lternate part number C ustomer part number S uperseded part number B ar code V endor part number
Src ID	If you selected a customer alternate, enter a customer ID; if you selected a vendor alternate, enter a vendor ID.
Inquiry Alternate Item ID	Enter or change the ID for the alternate item you selected.
Start Date	Enter the date you will begin using the alternate item.
End Date	Enter the date you will stop using the alternate item. To set the end date for an indefinite time, leave this field blank.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Append	Press A to add an alternate item to the list.
Next screen	Press N to go to the next screen you selected or to return to the Items selection screen if the Alternate Items screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Items selection screen if the Alternate Items screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Items - Locations Screen

The screenshot shows the 'Items - New Locations' window. At the top, there's a menu bar with 'Commands', 'Modes', 'Other', 'Soft Commands', and 'Help'. Below the menu bar, there are buttons for 'OK' and 'Abandon'. The main area contains a form with 'Item ID' set to '100' and 'Description' set to 'Electrical Package'. Below this is a table with columns: 'Loc', 'On Hand', 'Committed', 'In Use', 'Available', and 'On Order'. The table has four rows of data. Below the table, there's a section titled 'Do You Want to Maintain:' with a list of options: 'Add Location', 'Edit Location', 'Delete Location', 'Add Inventory', 'Edit Inventory', 'Delete Inventory', 'Add Location', 'Edit Location', 'Delete Location', 'Add Inventory', 'Edit Inventory', 'Delete Inventory'. At the bottom, there are buttons for 'Enter/Edit', 'Append', 'Item', 'Print', and 'Units'. The status bar at the bottom right shows 'Company H', '06/07/2000', 'Terminal T000', and 'CVR'.

Loc	On Hand	Committed	In Use	Available	On Order
CA0001	7.0000	.0000	3.0000	10.0000	.0000
MD0001	.0000	.0000	3.0000	-3.0000	5.0000
MM0001	-205.0000	23.0000	1.0000	-230.0000	7.0000
TV0001	240.0000	.0000	4.0000	244.0000	.0000

For information about this screen, see the Item Locations function, page 12-13.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Item selection screen. Then enter another item ID or use the **Exit (F7)** command to return to the File Maintenance menu.

Item Locations

Features

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

- general default information
- price information
- cost information
- vendor information
- bin information
- lot numbers
- serial numbers

Reports

To produce a list of the information entered on the Item Locations screen, use the Item Locations List function on the Master File Lists menu.

Screen Use

Screen	Description
Item Locations - Selection	Use the Item Locations selection screen to enter the item whose location information you want to add or change and to select the information that you want to add or change.
Item Locations - Location Information	Use the Location Information screen to enter or change default information, inventory values, order quantities, GL accounts, and item quantity information.
Item Locations - Price Information	Use the Price Information screen to define item-specific pricing for selected customer levels.

Screen	Description
Item Locations - Cost Information	Use the Cost Information screen to define item-specific costs, EOQ overrides, standard cost makeup, and cost detail.
Item Locations - Vendor Information	Use the Vendor Information screen to set up vendors for the item.
Item Locations - Bin Information	Use the Bin Information screen to enter bin locations for the item.
Item Locations - Lot Information	Use the Lot Information screen to define lots for the item.
Item Locations - Serial Numbers	Use the Serial Numbers screen to define serial numbers for the item.
Append Location	Use the Append Location screen to copy information from an existing location record.
Edit Price Information	Use the Edit Price Information screen to change pricing information for the unit specified and to view quantity breaks for the item.
Edit Vendor Information	Use the Edit Vendor Information screen to update quantity price break information and to change vendor purchase order information.
Edit Lot Information	Use the Edit Lot Information screen to change quantity and purchase information for the lot.
Edit Serial Numbers	Use the Edit Serial Numbers screen to update quantity and purchase information for the serial number.

Item Locations Selection Screen

Loc	On Hand	Committed	In Use	Available	On Order
CA0001	7.0000	.0000	-3.0000	10.0000	.0000
MD0001	.0000	.0000	3.0000	-3.0000	5.0000
MN0001	-205.0000	23.0000	1.0000	-230.0000	7.0000
MN0002	.0000	.0000	.0000	.0000	.0000
TX0001	240.0000	.0000	4.0000	244.0000	.0000

Field Definitions

	Field Name	Description
Inquiry	Item ID	Enter the ID of the item for which you want to add or change location information.
	Description	The description of the item is displayed.
Inquiry	Units	Accept the displayed unit of measure, or enter a different unit. The unit is used for the quantity display in the location scroll region.
	Loc	<p>The location IDs for the item are displayed.</p> <p>If you delete a location record that contains inventory items, you can no longer access those item location records. If you accidentally delete a location that contains inventory items, reenter the location, using the same ID. You can then access the items again.</p>

Field Name	Description
On Hand	The number of units on hand at the location is displayed.
Committed	The number of units of the item customers have on order or otherwise reserved is displayed.
In Use	The quantity being used is displayed.
Available	The quantity available for sale (the on-hand quantity minus the in-use and committed quantities) is displayed.
On Order	The quantity that is on order from vendors is displayed.
Do You Want to Maintain	Check the box (or enter Y in text mode) for each screen you want to work on; uncheck the box (or enter N in text mode) for each screen you do not want to work on. Then see the appropriate screens below.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the location you want to edit and press Enter . The cursor goes to the Do You Want to Maintain fields, where you can select the screens you want to edit.
Append	Press A to add a location to the list for this item.
Item	Press I to go to the Item ID field and enter a different item ID.
Units	Press U to go to the Units field and enter a different unit of measure.

Saving and Exiting

When you use the **Proceed (OK)** command to save your entries, the first screen you selected from the Item Locations selection screen appears. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Item Locations - Location Information Screen

Item Locations - Location Information

Commands: Edit Modes: Other

Item ID: 100 Location: CA0001
Description: Electrical Package Units: PEB

Defaults

Vendor ID: ACE001
Bin Number: 1-10
Price ID: BULKD
Lead Time: 7.0
Status: Active
Forecast Type: REG

Inventory Value

Item Value: 2436.41
COGS Adjustment: .00
Adjusted Value: 2436.41

Order Quantities

Maximum Qty: 10.0000
Order Point: 1.0000
Safety Stock: .0000
EOP: 1.0000
Min Order Qty: 2.0000

Item Quantities

On Hand: 7.0000
Committed: .0000
In Use: -3.0000
Available: 10.0000
On Order (PO): .0000

GL Accounts

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

Company: H Date: 06/07/2000 Terminal: 1000 (CNR)

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location ID	The location you selected on the Item Locations screen is displayed.
Description	The description of the item is displayed.
Units	The unit of measure you are working with is displayed.
Inquiry Vendor ID	Enter or change the vendor from whom you usually purchase the item.
Inquiry Bin Number	Enter or change the bin number where the item is stored.

Field Name		Description
<div>Inquiry</div> <div>Maint</div>	Price ID	Enter or change the price ID for the item. The price ID can be used to calculate a price for the item use the Price Structures function.
	Lead Time	Enter or change the number of days it usually takes the vendor to ship the item to you.
	Status	Enter or change the status of the item at the location: A ctive D iscontinued S uperseded O bsolute
<div>Inquiry</div> <div>Maint</div>	Forecast Type	Enter the forecast type for the item.
	Item Value	The current value of the item (quantity x unit cost total) is displayed.
	COGS Adjustment	The total amount of COGS adjustments that have been calculated for the item is displayed.
	Adjusted Value	The value of the item after the COGS adjustments have been applied (current item value + COGS adjustment) is displayed.
	Maximum Qty	Enter or change the maximum quantity you want to have on hand at one time.
	Order Point Quantity	Enter or change the reorder point. When the number of units in stock reaches this point, the item is listed in the Safety Stock Alert Report.
	Order Point Status	If you changed the order point quantity, enter M (<i>manual</i>). If the system calculates the order point, the order point status is <i>calculated</i> . If you want to <i>freeze</i> the current order point quantity, enter F .
	Safety Stock Quantity	Enter or change the quantity you want to have as a safeguard against the uncertainty of the order process.

Field Name	Description
Safety Stock Status	<p>If you changed the amount of the safety stock, enter M (<i>manual</i>).</p> <p>If the system calculates the safety stock, the safety stock status is <i>calculated</i>.</p> <p>If you want to <i>freeze</i> the current order point quantity, enter F.</p>
EOQ Quantity	<p>Enter or change the most economic order quantity you usually order from the vendor.</p>
EOQ Status	<p>If you changed the EOQ amount, enter M (<i>manual</i>).</p> <p>If the system calculates EOQ, the EOQ status is <i>calculated</i>.</p> <p>If you want to <i>freeze</i> the current EOQ quantity, enter F.</p>
Min Order Qty	<p>Enter or change the minimum quantity you want to order.</p>
<div data-bbox="264 1008 420 1050">Inquiry</div> <div data-bbox="264 1050 420 1100">Maint</div>	GL Account Code
	<p>Enter or change the GL account code you want to use.</p>
GL accounts	<p>The GL account numbers associated with the GL account code you entered are displayed.</p>
On Hand	<p>The quantity on hand at the location is displayed.</p>
Committed	<p>Enter or change the number of units of the item on order for customers or otherwise reserved.</p> <p>If Inventory is interfaced with Sales Order, this field is updated when you enter orders or a new sales order in the Inventory Transactions function.</p>
In Use	<p>Enter or change the quantity that has been invoiced but not posted.</p> <p>When you sell an item through Accounts Receivable or Sales Order, the quantity that is sold is stored in this field until it is posted.</p>
Available	<p>The quantity available for sale (the on-hand quantity minus the in-use and committed quantities) is displayed.</p>

Field Name**Description**

On Order

Enter or change the quantity that is on order from the vendors.

Saving and Exiting

When you use the **Proceed (OK)** command to save your entries, the next screen you selected from the Item Locations selection screen appears. If you did not select another screen, the Item Locations selection screen appears.

Item Locations - Price Information Screen

Item Locations - Price Information

Commands: [F1] Modes [F2] Other [F3] Scroll Commands [F4] Help

Item ID: 100 Location: CA0001
Description: Electrical Package Units: PKG

Unit Price Information - Unit Quantity Breaks

Units	Average Price	Base Price	List Price	Minimum
PKG	460.8218	\$28,540.00	\$35,590.00	375.0000
each	.0000	.0000	.0000	.0000

Line No: 000001 of 000002

Customer Levels

Cust Lvl	Description	Adj Base	% / \$	Adjustment	Priority
001	General Contract	100.0000	0	0.0000	00

Line No: 000001 of 000001

Tab = Customer Levels Enter = edit F10 = Print F11 = Exit Next Screen Previous Screen

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Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location	The location you specified on the Item Locations screen is displayed.
Description	The description of the item is displayed.
Units	The default unit of measure is displayed.
Average Price	The average price for the item at the location is displayed.
Base Price	The base price of the item at the location is displayed.
List Price	The list price of the item at the location is displayed.
Minimum Price	The minimum price of the item at the location is displayed.
Cust Lvl	Enter the customer level you want to associate with the location.
Description	The description of the customer level is displayed.
Adj Base	Enter the adjustment base for the customer level: N no base: fixed dollar amount S standard cost: cost of the item determine by the component costs B base cost: fixed cost A average price: weighted average of selling prices P price: selling (base) price L list price: published price M minimum price: lowest selling price C calculated price: price at the time the price break is calculated
%/ \$	If you want to use a percentage adjustment, enter %; if you want to use a dollar adjustment, enter \$.

Field Name	Description
Adjustment	Enter the amount of the adjustment. Negative amounts are subtracted from the base and positive amounts are added to it.
Promo?	If a promotional price is set up and should be applied to the customer level, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

Price Information

Command	Description
Tab = Customer Levels	Press Tab to go to the Customer Levels section of the screen.
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Price Information screen appears (see Append/Edit Price Information later in this section).
Next screen	Press N to go to the next screen you selected or to return to the Item Locations selection screen if the Price Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations selection screen if the Price Information screen is the first screen you selected.

Customer Levels

Command	Description
Tab = Price Info	Press Tab to go to the Price Information section of the screen.
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Append	Press A to add a customer level to the list.
Next screen	Press N to go to the next screen you selected or to return to the Item Locations screen if the Price Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations screen if the Price Information screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Item Locations - Cost Information Screen

Item Locations - Cost Information

Commands: Modes: Other: Scroll Commands: Help

Item ID: 100 Location: CASH001
Description: Electrical Package Units: PCG

Average: 243.12
Last: 243.12
Base: 243.12

EOG Overrides:

Carrying Cost Percent: 0.0000
Ordering Cost Amt: 0.0000

Standard Cost: 0.0000

Init Date	On Hand	Unit Cost	Extended Cost	Lot Number
12/15/2000	2.0000	243.0562	636.12	
12/21/2000	5.0000	243.0562	1740.29	
Total	7.0000		2436.41	

Tab=Cost Makeup Cost Entered Append Next screen Previous screen

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location	The location you selected on the Item Locations screen is displayed.
Description	The description of the item is displayed.
Units	The unit of measure you are working with is displayed.
Average	Enter or change the weighted average cost of the item, regardless of the costing method you are using.

Field Name	Description
Last	Enter or change the last price paid for each unit, regardless of the costing method you are using. If Accounts Payable/Purchase Order are interfaced with Inventory, this field is updated.
Base	Enter or change the cost of the unit.
Carrying Cost Percent	If you entered a carrying cost percent in the Locations function, it is displayed. Enter the amount you want to override the carrying cost by. When you override the carrying cost, you allow for an increase or a decrease to the item's carrying cost as a result of abnormal conditions.
Ordering Cost Amt	If you entered an ordering cost in the Locations function, it is displayed. Enter the amount you want to override the ordering cost by. When you override the ordering cost, you allow for an increase or a decrease to the item's ordering cost as a result of abnormal conditions.
<div>Inquiry</div> <div>Maint</div> Code	If you are using the standard costing valuation method, enter the standard cost codes.
Description	The description of the standard cost code is displayed.
Cost	Enter or change the amount of the cost bucket.
Standard Cost	The standard cost total (total of the costs entered) is displayed.
Init Date	The first time the order was purchased is displayed. The cost detail information is not available for serialized items. The quantities are updated on the Serial Numbers screen when items are purchased or sold.

Field Name	Description
On Hand	The quantity of items in stock at the location is displayed. If you elected to edit quantities in the Resource Manager Options and Interfaces function, you can edit the quantity on hand.
Unit Cost	Enter the unit cost of the item.
Extended Cost	The extended cost of the unit is displayed.
Lot Number	If lots are used, the lot number is displayed.
Total On Hand	The total on-hand quantity of the unit is displayed.
Total Extended Cost	The total of all the cost buckets is displayed.

Command Bar Definitions

Standard Cost Makeup

Command	Description
Tab = Cost Detail	Press Tab to go to the Cost Detail section of the screen.
Costs	Press C to go to the Costs section of the screen.
Enter = edit	Move the prompt to the standard cost bucket you want to edit and press Enter .
Append	Press A to add a standard cost makeup code and the associated cost.
Next screen	Press N to go to the next screen you selected or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations selection screen if the Cost Information screen is the first screen you selected.

Cost Detail

Command	Description
Tab = Cost Makeup	Press Tab to go the Standard Cost Makeup section of the screen.
Costs	Press C to go to the Costs section of the screen.
Enter = edit	Move the prompt to the cost detail you want to edit and press Enter .
Append	Press A to add a cost detail line.
Next screen	Press N to go to the next screen you selected or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations selection screen if the Cost Information screen is the last screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Item Locations - Vendor Information Screen

[illegible]

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location	The location you selected on the Item Locations screen is displayed.
Description	The description of the item is displayed.
Units	The default unit of measure is displayed.
Vendor	The vendors available for the item are displayed.
Vendor's Part Number	The number the vendor uses to identify the item is displayed. This information is printed on the orders produced in Purchase Order if you use additional descriptions in Purchase Order.

Field Name	Description
Lead	The number of days it usually takes the vendor to ship the item to you is displayed.
Quantity	The quantity last ordered from the vendor is displayed.
Unit	The unit last ordered from the vendor is displayed.
Cost	The last order cost from the vendor is displayed.
Date	The date the last purchase was made from the vendor is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter . The Edit Vendor Information screen appears.
Append	Press A to add a vendor to the item. (See Append/Edit Vendor Information later in this chapter for more information.)
Next screen	Press N to go to the next screen you selected or to return to the Item Locations selection screen if the Vendor Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations selection screen if the Vendor Information screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Item Locations - Bin Information Screen

[illegible]

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location	The location you selected on the Item Locations screen is displayed.
Description	The description of the item is displayed.
Units	The unit of measure you are working with is displayed.
Bin No	Enter the bin number where this item is stored.
Tag Number	If a tag number was assigned to the bin during the last physical count, it is displayed.
Date	The last date a physical count was taken is displayed.

Field Name	Description
Count Qty	The quantity counted during the last physical count is displayed.
Units	The unit of measure the last physical count was based on is displayed.
Batch	The batch ID used in the last physical count is displayed.

Command Bar Definitions

Command	Description
Append	Press A to add a bin number to the item.
Next screen	Press N to go to the next screen you selected or to return to the Item Locations screen if the Bin Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations screen if the Bin Information screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Item Locations - Lot Information Screen

Lot	Available	Avg Unit Cost	Expected	Vendor Status
1001	.0000	.0000		Available
1002	.0000	.0000		Available
1003	.0000	.0000		Available

Item ID: 810001 Item Location - Lot Information Location: CA0001
Description: Paint - White - Enamel Units: GAL

Line No | 000001 | of 000003 |

Enter = edit Approval Next screen Previous screen

Company H | 06/17/2000 | Terminal T1000 | CWR1

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location	The location you selected on the Item Locations selection screen is displayed.
Description	The description of the item is displayed.
Units	The unit of measure you are working with is displayed.
Lot Number	The lot numbers of the item are displayed.
Available	The quantity available is displayed.
Avg Unit Cost	The average unit cost of the lot is displayed.

Field Name	Description
Expires	The expiration date of the lot is displayed.
Vendor	The vendor of the lot is displayed.
Status	The status of the lot is displayed: available, sold, or expired.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want edit and press Enter .
Append	Press A to add a lot to the item. (See Append/Edit Lot Information later in this section).
Next screen	Press N to go to the next screen you selected or to return to the Item Locations selection screen if the Lot Information screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations selection screen if the Lot Information screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Item Locations - Serial Numbers Screen

[illegible]

Field Definitions

Field Name	Description
Item ID	The ID of the item you are working with is displayed.
Location	The location you selected on the Item Locations screen is displayed.
Description	The description of the item is displayed.
Units	The default unit of measure is displayed.
Serial Number	The serial numbers for the item are displayed.
Unit Price	The unit price of the item is displayed.
Unit Cost	The unit cost of the item is displayed.

Field Name	Description
Status	The status of the serialized item is displayed: Available: the item is new and available for sale In use: the item has been sold, but the invoice has not been posted Sold: the item has been sold, and the invoice has been posted Lost: the serialized item was lost when a physical count was taken

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Append	Press A to add a lot to the item. (See Append Serial Number later in this section for more information.)
Next screen	Press N to go to the next screen you selected or to return to the Item Locations selection screen if the Serial Numbers screen is the last screen you selected.
Previous screen	Press P to go to the previous screen or to return to the Item Locations selection screen if the Serial Numbers screen is the first screen you selected.

Saving and Exiting

To save the information and go to the next or previous screen, press **N** or **P**, respectively. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Append Location Screen



Field Definitions

	Field Name	Description
Inquiry	Loc ID	Enter the ID of the location record you want to add.
Inquiry	Copy From	Enter the ID of the location record you want to copy.
	Do You Want to Copy	For each option, check the box (or enter Y in text mode) to indicate that you want to copy the information from the location record, or uncheck the box (or enter N in text mode) to skip copying that information.

Saving and Exiting

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

Append/Edit Price Information

Price Information			
Unit of Measure: PKG			
Average Price	460.5218		
Base Price	523.5400		
List Price	525.9900		
Minimum Price	375.0000		

Quantity Breaks			
	Quantity	%/\$	Price Adj
1	10000	\$	52.8500
2	0000	\$	0000
3	0000	\$	0000
4	0000	\$	0000
5	0000	\$	0000

Field Definitions

Field Name	Description
Unit of Measure	The unit of measure for the item is displayed.
Average Price	Enter or change the average selling price of the item.
Base Price	Enter or change the selling price of each unit.
List Price	Enter or change the manufacturer's suggested retail price of the item.
Minimum Price	Enter or change the minimum price the item will be sold at.
Quantity 1-5	Enter or change one to five quantities that a customer must purchase to get the discount price.
%/\$	Enter % to use a percentage adjustment; enter \$ to use a dollar adjustment.
Price Adj	Enter the amount of the quantity adjustment.

Saving and Exiting

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

Append/Edit Vendor Information

Field Definitions

Field Name	Description
Vendor ID	If you are editing a vendor record, the vendor ID you selected to edit is displayed. If you are adding a vendor record, enter the vendor's ID.
Name	If you are editing a vendor record, the name is displayed. If you are adding a vendor record, enter the vendor's name.
Lead Time	Enter or change the number of days it usually takes the vendor to ship the item to you.
Vendor's Part	Enter or change the number the vendor uses to identify the item. This information is printed on the orders produced in Purchase Order.
Last Order Qty	Enter or change the last quantity ordered from the vendor.

	Field Name	Description
Inquiry	Units	Enter or change the number of units you last ordered from the vendor.
	Last Order Cost	Enter or change the cost of the last order.
	Last Order No	Enter or change the order number of the last purchase made from the vendor.
	Last Order Date	Enter or change the date the last order was placed with the vendor.
	Quantity 1–5	Enter or change the quantity you must purchase before receiving the cost adjustment from the vendor.
	Cost	Enter or change the vendor's unit cost for the quantity adjustment.
	Units	The default unit of measure is displayed.

Saving and Exiting

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

Append/Edit Lot Information

The screenshot shows the 'Edit Lot Information' window with the following fields and values:

Quantities		Original Purchase Information	
Received	20.0000	Vendor ID	
Sold	.0000	Name	
Returned	.0000	Number	Date
On Hand	.0000	PO	
Committed	.0000	Invoice	
In Use	.0000	Purchase Unit Cost	.0000
Available	.0000		
On Order (PO)	.0000		

Additional fields visible: Lot No. 0001, Expires Status Available, and buttons for OK and Abandon.

Field Definitions

Field Name	Description
Lot No	Enter or change the number of the lot.
Expires	Enter or change the expiration date of the lot.
Comment	Enter a comment or additional information about the lot.
Status	Enter A if the lot is available, S if the entire lot has been sold, or E if the lot has expired.
Received	Enter or change the received quantity in the lot before any was sold or returned.
Sold	Enter or change the quantity sold in the lot.
Returned	Enter or change the quantity returned in the lot.
On Hand	The quantity on hand in the lot is displayed.
Committed	Enter or change the number of units in the lot that is reserved.
In Use	Enter or change the quantity that has been invoiced but not posted in the lot.
Available	The quantity available for sale in the lot (the on-hand quantity minus the in-use and committed quantities) is displayed.
On Order (PO)	Enter or change the amount on order.
Vendor ID	The ID of the vendor the lot was purchased from is displayed.
Name	The name of the vendor the lot was purchased from is displayed.
PO Number	The purchase order number is displayed.
PO Date	The date the purchase order was made is displayed.
Invoice Number	The invoice number is displayed.
Invoice Date	The date of the invoice is displayed.

Field Name	Description
Purch Unit Cost	The unit cost of the purchase is displayed.

Saving and Exiting

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

Append/Edit Serial Numbers

Field Definitions

Field Name	Description
Serial No	Enter or change the serial number for the unit.
Lot No	Enter or change the lot number for the unit.
Comments	Enter information you want to note about the item.
Cost	Enter or change the cost for the unit.

Field Name	Description
Status	Enter or change the status of the serialized item: A if the item is new and available for sale I if the item has been sold but the invoice has not been posted S if the item has been sold and the invoice has been posted L if the item was lost when a physical count was last performed
Init Date	The date you received the serialized item from the vendor is displayed.
Price	The price of the serialized item is displayed.
Vendor ID	The ID of the vendor you purchased the item from is displayed.
Name	The name of the vendor you purchased the item from is displayed.
PO Number	The purchase order number you used to purchase the item is displayed.
PO Date	The date of the requisition or purchase order is displayed.
Invoice Number	The vendor's invoice number for the item is displayed.
Invoice Date	The date of the vendor's invoice is displayed.
Cost	Enter the unit cost of the item.
Customer ID	The ID of the customer who last purchased the item is displayed.
Name	The name of the customer who last purchased the item is displayed.
Order Number	The last order number is displayed.
Order Date	The date the last customer placed the order is displayed.
Invoice Number	The last invoice number for the item is displayed.
Invoice Date	The last invoice date is displayed.
Price	Enter or change the unit selling price of the item.

Saving and Exiting

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

Locations

Features

Use the Locations function on the File Maintenance menu to set up and maintain the locations where you stock inventory.

Reports

To produce a list of the information entered in the Locations function, use the Item Locations List function on the Master File Lists menu.

Screen Use

Screen	Description
Locations	Use the Locations screen to set up and maintain such information about a location as the address, contact person, and phone and fax numbers. You can also assign a carrying cost percentage and an ordering cost amount.

Locations Screen

Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter or change the location ID.
Inquiry	Copy From	This field appears if you entered a new location. Enter the ID of the location whose information you want to copy.
	Name	Enter or change the name or description of the location.
	Address 1/Address 2/ Address 3	Enter or change the address of the location.
Inquiry	City/State	Enter or change the city and state of the location. The Inquiry (F2) command is available in the State field.

	Field Name	Description
Inquiry	Zip/Country	Enter or change the location's zip code and the country. The Inquiry (F2) command is available in the Country field.
	Contact	Enter or change the name of the contact person at the location.
	Phone Number	Enter or change the phone number of the location.
	Fax Number	Enter or change the fax number of the location.
	Carrying Cost Pct	The carrying cost, expressed as a percentage of the total value of your inventory, is used in the EOQ calculation in the reorder process. Enter or change your costs to stock items at the location. Note: If you need to override the carrying cost percentage for an item, use the Location Information screen in the Item Locations function.
	Ordering Cost Amt	The ordering cost includes the total shipping costs, labor, and stocking, and it is used in the EOQ calculation in the reorder process. Enter your cost to place orders at the location. Note: If you need to override the ordering cost for an item, use the Location Information screen in the Item Locations function.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. Then enter another location ID or use the **Exit (F7)** command to return to the File Maintenance menu.

Copy Item to Location

Features

Use the Copy Item to Location function on the File Maintenance menu to copy an item from one location to another.

Reports

There are no reports associated with this function.

Copy Item to Location Screen

Copy Item to Locations

Commands Edit Modes Other Help

Copy From:
Location ID: CA0001

Copy To:
Item ID: From: 100 To: 200
Location ID: From: CA0001 To: MN0001

Do You Want to Copy:

Location General Information?	No
Unit Pricing Information?	Add Only
Customer Level Pricing?	No
Average Cost?	Add if Zero
Base Cost?	No
Last Cost?	No
Standard Cost?	Add if Zero
Vendor Information?	No
Bin Information?	No

No, Add if Zero, Overwrite-Add Company H 06/17/2000 Terminal T000 CVR

Field Definitions

Field Name	Description
Inquiry Copy From: Location ID	Enter the ID of the location from which you want to copy items.
Inquiry Copy To: Item ID From/Thru	Enter or select the item ID you want to copy to the new location. If you are copying a range of items, select the first item and enter it in the From field. Enter the last item in the Thru field.
Inquiry Copy To: Location ID From/Thru	Enter or select the new location ID you want to copy to. If you are copying to a range of locations, select the first location and enter it in the From field. Enter the last location and enter it in the Thru field.
Do You Want to Copy:	
Location General Information	Select No to not copy the information. Select Add Only to copy only new information to the new location. Select Overwrite to overwrite any copied information to the new location.
Unit Pricing Information	Select No to not copy the information. Select Add Only to copy only new information to the new location. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.
Customer Lever Pricing	Select No to not copy the information. Select Add Only to copy only new customer information to the new location. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.
Average Cost	Select No to not copy the information. Select Add if Zero to add the information to the new location if the quantity at the new location is zero. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.
Base Cost	Select No to not copy the information. Select Add if Zero to add the information to the new location if the quantity at the new location is zero. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.

Field Name	Description
Last Cost	Select No to not copy the information. Select Add if Zero to add the information to the new location if the quantity at the new location is zero. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.
Standard Cost	Select No to not copy the information. Select Add if Zero to add the information to the new location if the quantity at the new location is zero. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.
Vendor Information	Select No to not copy the information. Select Add if Zero to add the information to the new location if the quantity at the new location is zero. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.
Bin Information	Select No to not copy the information. Select Add if Zero to add the information to the new location if the quantity at the new location is zero. Select Overwrite-Add to overwrite any existing information at the copied-to location and add new information.

Price Structures

Features

Use the Price Structures function on the File Maintenance menu to set up price IDs for your customers.

Price IDs are assigned to items in the Items function, and they are used when you enter invoices or orders in Accounts Receivable/Sales Order. If you use Inventory as a standalone system, you can enter price IDs in the Inventory Transactions function.

Reports

To produce a list of the information entered in the Price Structures function, use the Price Structure List function on the Master File Lists menu.

To produce a price list for items and customer levels, use the Price Report on the Reports menu.

Screen Use

Screen	Description
Price Structures	Use the Price Structures screen to set up and maintain price IDs for customer levels.

Price Structures Screen

A Price Structures

Commands: Modes Other Sort Commands Help

[Icons]

Price ID: [ACEBUT] Description: Update a Price Structure

Cust Cat	Description	Adjustment Base	%/\$	Adj Amount
NONE	Price Structure Default	Calc price	\$.0000
ACEBUT	Ace Builders Contract	Base cost	%	-10.0000
JOBBER	Jobber Customer	Calc price	%	-10.0000
RETAIL	Retail Customer Pricing	Calc price	\$.0000
WHSL	Wholesale Customer	Base cost	%	-10.0000

Line No.: 000001 of 000005

[Enter next] [Append] [Save] [Delete price ID] [Price ID]

Company H 06/07/2000 Terminal T000 ION

Field Definitions

Field Name	Description
Inquiry Price ID	Enter or change the price ID you want to work with.
Inquiry Copy From	This field appears if you entered a new price ID. Enter the price ID you want to copy.
Description	Enter or change the description of the price ID.
Inquiry Cust Lvl	Enter or change the customer level.
Maint	
Description	The description of the customer level is displayed.

Field Name	Description
Adjustment Base	<p>Enter the adjustment base for the promotional pricing:</p> <p>No base: fixed dollar amount</p> <p>Standard cost: cost of the item determined by the cost of the components</p> <p>Base cost: fixed cost</p> <p>Average price: weighted average of selling prices</p> <p>Price: selling (base) price</p> <p>List price: published price</p> <p>Minimum price: lowest selling price</p> <p>Calculated price: price at the time the price break is calculated</p>
%/\$	Enter % to use a percentage adjustment; enter\$ to use a dollar adjustment.
Adj Amount	Enter the amount of the adjustment. For negative quantities use the minus symbol; enter positive quantities without a plus sign.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the customer level you want to edit and press Enter .
Append	Press A to add a customer level.
Delete Price ID	Press D to delete an entire price ID and all the customer levels.
Price ID	Press P to enter a price ID.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Promotional Pricing

Features

Use the Promotional Pricing function on the File Maintenance menu to set up markups or discounts for selected inventory items.

If you set up more than one promotional pricing adjustment for the same item, the pricing adjustment that is closest to the current start date is the default.

Reports

To produce a list of the information entered in the Promotional Pricing function, use the Promotional Pricing List function on the Master File Lists menu.

Screen Use

Screen Name	Description
Promotional Pricing	Use the Promotional Pricing screen to select the criteria for the promotional pricing and to enter the adjusted base, adjusted amount, and adjustment type.

Promotional Pricing screen

The screenshot shows the 'Promotional Pricing' window with the following fields and values:

- Promo ID:** 1111
- Description:** Year-End Closeout
- Start Date:** 12/01/2000
- End Date:** 12/31/2000
- Price ID:** From APPL To BUILD
- Customer Level:** From To
- Item ID:** From To
- Location ID:** From CA0001 To MN0002
- Units:** From To
- Product Line:** From APPLIANCE To COMPONENT
- Application:** From To
- Department:** From To
- Adj Base:** Calc price
- Adj Type (\$/%)**: %
- Adj Amount:** -10.0000

Buttons: OK, Abandon

Footer: Company H 06/07/2000 Terminal T000 (CVR)

Field Definitions

Field Name	Description
Promo ID	Enter the ID of the promotion you are setting up.
Copy From	This field appears if you entered a new promotional ID. Enter the ID of the promotion you want to copy.
Description	Enter a description of the promotion.
Start Date	Enter the date the promotional pricing will start.
End Date	Enter the date the promotional pricing will end.
Promotion Criteria	Enter the range of price IDs, customer levels, item IDs, locations IDs, units, product lines, and user-defined fields you want in the promotional pricing.

Field Name	Description
Adj Base	Enter the adjustment base for the promotional pricing: No base: fixed dollar amount Standard cost: cost of the item determined by the cost of the components Base cost: fixed cost Average price: weighted average of selling prices Price: selling (base) price List price: published price Minimum price: lowest selling price Calculated price: price at the time the price break is calculated
Adj Type	Enter % to use a percentage adjustment; enter\$ to use a dollar adjustment.
Adj Amount	Enter the amount of the adjustment. For negative quantities, use the minus symbol; enter positive quantities without a plus sign.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Tables

Features

Use the Tables function on the File Maintenance menu to set up and maintain the INPDxxx, INUDSxxx, and INUSRxxx tables.

Tables store information about the system, data, options, and default settings for other applications.

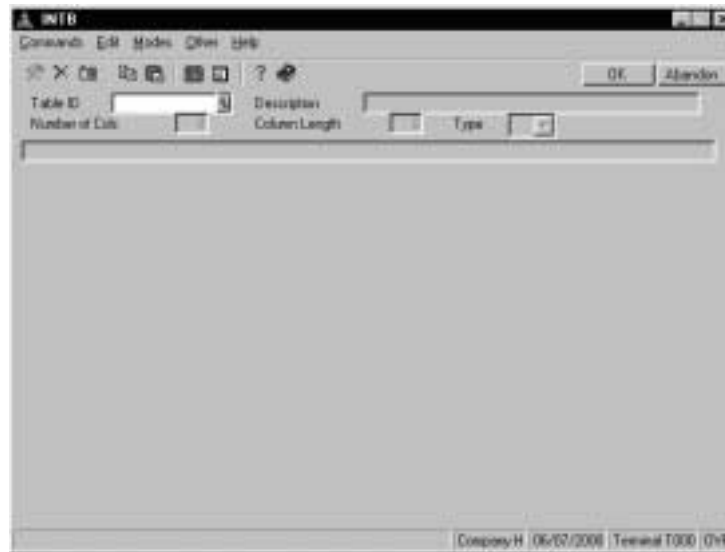
Reports

To produce a list of the information entered for each table, use the Tables List function on the Master File Lists menu.

Screen Use

Screen Name	Description
Tables	Use the Tables screen to maintain Inventory tables.

Tables screen



Field Definitions

	Field Name	Description
Inquiry	Table ID	Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.
Inquiry	Copy From	This field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.
	Description	Enter or change the description of the table.
	Number of Cols	The number of columns in the table is displayed.
	Column Length	The length of the columns in the table is displayed.

Field Name	Description
Type	The type of characters you can enter in the table is displayed—alphanumeric (A), numeric with two decimal places (N), numeric with three decimal places (3), or numeric with four decimal places (4). Although you can change the type, you cannot enter any other type of character than the table originally specified.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. Then enter another table ID or use the **Exit (F7)** command to return to the File Maintenance menu.

INPDxxx Table

The INPDxxx table holds three fields that are used to define the fiscal year. The first field is unused, the second is the fiscal year, and the third is the number of periods per year.

Enter the table ID **INPDxxx** (xxx is the company ID).

INUDSxxx Table

The INUDSxxx table holds three fields that are used to define the user-defined field sorts. This table is accessed through the User-Defined Field Sorts function on the Code Maintenance menu.

Enter the table ID **INUDSxxx** (xxx is the company ID).

INUSRxxx Table

The INUSRxxx table holds two fields that are used to define the user-defined field prompts. This table is accessed through the User-Defined Fields function on the Code Maintenance menu.

Enter the table ID **INUSRxxx** (xxx is the company ID).

The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change only Inventory fields from the Inventory menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed (OK)** command to begin entering field values to change.

Field Definitions—Values

	Field Name	Description
Inquiry	Original Value	Enter the current field value that you want to change.
	New Value	Enter the new value that you want to use for this field.

Command Bar

Command	Description
Tab = tag	Press Tab to switch to the Files section of the screen.
Enter = edit	Press Enter to edit the current line.

Command	Description
Append	Press A to append another value to change to the list.
Begin code change	Press B to begin the change field process.
Header	Press H to return to the header section to change the selection you made for printing the log.
Goto	Press G to go to a particular entry.
Field ID	Press F to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as Short or Long to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

Command Bar

Command	Description
Tab = value	Press Tab to return to the Values screen section.
Enter = Tag/Untag	Press Enter to toggle a file as included or excluded from the copy process.
All	Press A to tag all of the files.
None	Press N to untag all of the files.
Begin	Press B to begin the change field function.
Header	Press H to return to the header section to change the selection you made for printing the log.
Goto	Press G to go to a particular entry.
Field ID	Press F to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit (F7)** command to return to the File Maintenance menu.

Change Fields Log

12/31/2000 6:12 PM		Builders Supply Change Code Log				Page 1
File Name	Records Read	Records Converted	Original Total Record	New Total Records		
ARCUH	2	1	13	13		
ARCCH	1	0	17	17		
ARCRH	0	0	0	0		
ARCIH	568	166	569	569		
ARHSH	124	123	549	549		
ARINH	9	8	64	64		
ARPYH	4	0	8	8		
ARREH	3	1	3	3		
ARRHH	3	1	3	3		
ARSAH	1	0	6	6		
ARTDH	0	0	0	0		
ARTHH	0	0	0	0		
INW1H	6	4	189	193		
Improper field length for Record Test; KNUM=0, Record=ENTRY						
IN11H	457	120	1010	1010		
INL1H	Improper field length for Record Test; KNUM=0, Record=ENTRY					
INL1H	0	0	406	406		
Improper field length for Record Test; KNUM=0, Record=ENTRY						
INSHH	27	0	573	573		
INSHH	25	0	25	25		
JOBSH	1	0	189	189		
JO11H	0	0	189	189		
SORHH	6	1	6	6		
SORLH	21	4	21	21		
SOTDH	20	1	20	20		
SOTHH	8	1	8	8		
Field ID	AR CUSTOMER ID					
Original Value	New Value					
ACE001	ABC001					

Code Maintenance

13

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Sales Categories

Features

Use the Sales Categories function on the Code Maintenance menu to set up and maintain sales categories. Sales categories codes are used to sort historical information from Accounts Receivable and Sales Order.

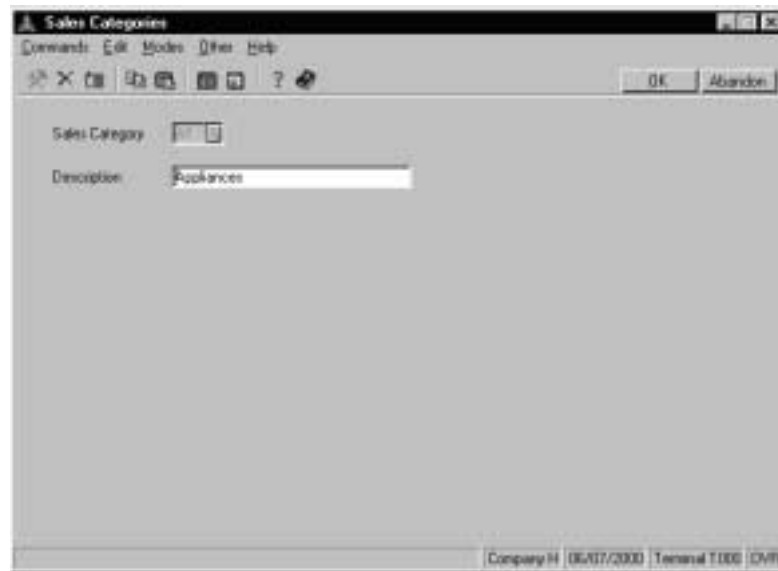
Reports

To produce a list of the information entered in the Sales Categories function, use the Sales Categories List function on the Master Code Lists menu.

Screen Use

Screen	Description
Sales Categories	Use the Sales Categories screen to set up your sales categories codes.

Sales Categories Screen



Field Definitions

	Field Name	Description
Inquiry	Sales Category	Enter the sales category whose information you want to add or change.
	Description	Enter a description of the sales category.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Customer Levels

Features

Use the Customer Levels function on the Code Maintenance menu to categorize your customers. This information is used in Accounts Receivable, the Price Structures function, and the Promotional Pricing function.

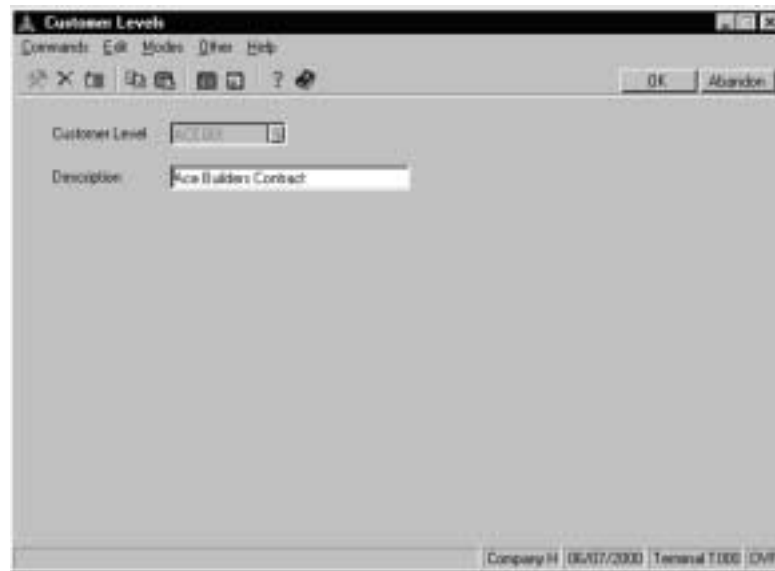
Reports

To produce a list of the information entered in the Customer Levels function, use the Customer Levels List function on the Master Code Lists menu.

Screen Use

Screen	Description
Customer Levels	Use the Customer Levels screen to set up your customer level codes.

Customer Levels Screen



Field Definitions

	Field Name	Description
Inquiry	Customer Level	Enter the customer level whose information you want to add or change.
	Description	Enter a description of the customer level.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Product Lines

Features

Use the Product Lines function on the Code Maintenance menu to categorize your inventory items into groups. Product lines are used to organize items in reports and to make group price changes.

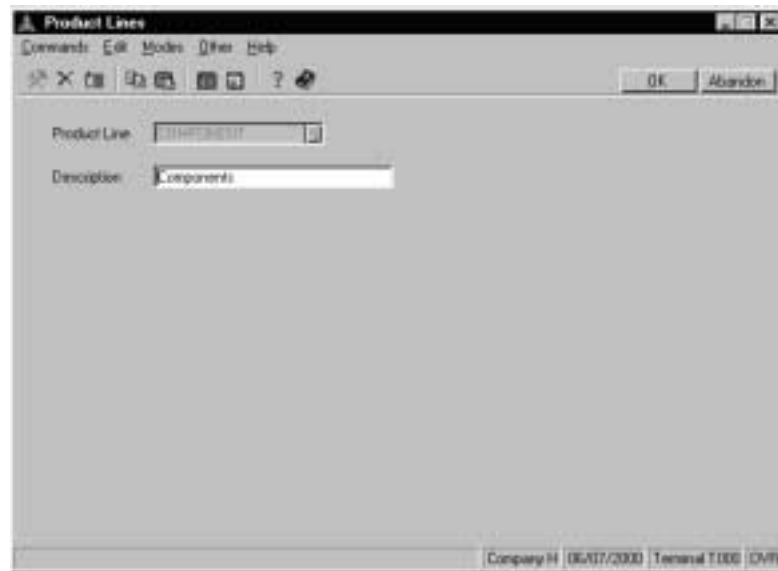
Reports

To produce a list of the information entered in the Product Lines function, use the Product Lines List function on the Master Code Lists menu.

Screen Use

Screen	Description
Product Lines	Use the Product Lines screen to set up your product line codes.

Product Lines Screen



Field Definitions

	Field Name	Description
Inquiry	Product Line	Enter the product line whose information you want to add or change.
	Description	Enter a description of the product line.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Account Codes

Features

Use the Account Codes function on the Code Maintenance menu to assign general ledger codes to the following accounts:

- sales
- cost of goods sold
- inventory
- work in process
- inventory adjustment
- COGS adjustment
- purchase price variance
- physical count adjustment
- transfer cost

Account codes are used when you post sales, purchases, transfers, adjustments, and physical counts to General Ledger.

Reports

To produce a list of the information entered in the Account Codes function, use the Account Codes List function on the Master Code Lists menu.

Screen Use

Screen	Description
Account Codes	Use the Account Codes screen to set up your account codes under one pairing ID. You can then link account codes with particular items in the Items function.

Account Codes Screen

The screenshot shows the 'Account Codes' window with a menu bar (Commands, Edit, Modes, Other, Help) and buttons (OK, Abandon). The window contains a list of account codes with their descriptions and a status column. The status column has a dropdown menu with 'Inquiry' selected.

Account Code	Description	Status
	Retail Sales	Inquiry
401000	RETAIL SALES	Inquiry
501000	COST OF GOODS SOLD - RETAIL	Inquiry
104400	INVENTORY - FINISHED GOODS	Inquiry
104200	INVENTORY - WORK-IN-PROCESS	Inquiry
104400	INVENTORY - FINISHED GOODS	Inquiry
504000	INVENTORY VARIANCE	Inquiry
504000	INVENTORY VARIANCE	Inquiry
104400	INVENTORY - FINISHED GOODS	Inquiry
504000	INVENTORY VARIANCE	Inquiry
503000	FREIGHT IN	Inquiry

Company: H 06/07/2000 Terminal: T000 CWR

Field Definitions

Field Name	Description
Inquiry Account Code	Enter the account code whose information you want to add or change.
Inquiry Copy From	This field appears if you entered a new account code. Enter the account code whose information you want to copy.
Description	Enter or change the description of the account code.
Inquiry Sales	Enter or change the sales account to use when posting income.
Maint	The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.

Field Name	Description
<div>Inquiry</div> <div>Maint</div>	Cost of Goods Sold
	Enter or change the cost-of-goods-sold account to use when posting costs. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	Inventory
	Enter or change the inventory account to use when posting changes to inventory value. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	Work in Process
	Enter or change the work-in-process account to use when posting jobs that are in process. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	Inventory Adjustment
	Enter or change the inventory adjustment account to use when posting adjustments made to inventory. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	COGS Adjustment
	Enter or change the COGS adjustment account to use when posting adjustments made to inventory. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	Purchase Price Variance
	Enter or change the purchase price variance account to use when posting differences between the standard cost and the actual cost. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	Phys Count Variance
	Enter or change the physical count variance account to use when posting physical count differences. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.
<div>Inquiry</div> <div>Maint</div>	Phys Count Adjustment
	Enter or change the physical count adjustment account to use when posting physical count differences. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.

Field Name	Description
<div><div>Inquiry</div><div>Maint</div></div>	Transfer Cost
	Enter or change the transfer cost account to use when posting transfer costs. The Maintenance (F6) and Inquiry (F2) commands are available if Inventory is interfaced to General Ledger.

Saving and Exiting

To save your entries, use **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Forecast Types

Features

Use the Forecast Types function on the Code Maintenance menu to predict seasonal or current trends for your inventory items when calculating reorder quantities.

Reports

To produce a list of the information entered in the Forecast Types function, use the Forecast Types List function on the Master Code Lists menu.

Screen Use

Screen	Description
<div data-bbox="264 1094 410 1140">Inquiry</div> Forecast Types	Use the Forecast Types screen to designate weight factors for the selected periods. You can also set up an adjustment factor to predict an increase or a decrease in demand.

Forecast Types Screen

Period	Weighting Factor	Pd/Year	Begin Date	End Date
Back 1	100	05/2000	05/01/2000	05/05/2000
Back 2	0	04/2000	04/01/2000	04/04/2000
Back 3	0	03/2000	03/01/2000	03/03/2000
Back 4	0	02/2000	02/01/2000	02/02/2000
Back 5	0	01/2000	01/01/2000	01/01/2000
Back 6	0	12/1999	12/01/1999	12/12/1999
Back 7	0	11/1999	11/01/1999	11/11/1999
Back 8	0	10/1999	10/01/1999	10/10/1999
Back 9	0	09/1999	09/01/1999	09/09/1999
Back 10	0	08/1999	08/01/1999	08/08/1999
Back 11	0	07/1999	07/01/1999	07/07/1999
Back 12	0	06/1999	06/01/1999	06/06/1999

Field Definitions

	Field Name	Description
Inquiry	Forecast Type	Enter the forecast type whose information you want to add or change.
	Copy From	This field appears if you entered a new forecast type. Enter the forecast type whose information you want to copy.
	Description	Enter or change the description of the forecast type.
	Period Back 1–13	The periods specified in the Period Setup function in Resource Manager are displayed.
	Weighting Factor	Enter or change the weight factor for each period. The amounts you enter must total 100 percent.

Field Name	Description
Pd/Year	The current period and year (according to how you set up your system) are displayed.
Begin Date/End Date	The first day and last day of the period are displayed.
Adjustment %	Enter or change the percentage of increase or decrease you expect due to business growth or shrinkage.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Standard Cost Makeup Codes

Features

Use the Standard Cost Makeup Codes function on the Code Maintenance menu to define the cost components used in determining the standard cost of an item.

The information entered here is used on the Cost Information screen in the Item Locations function.

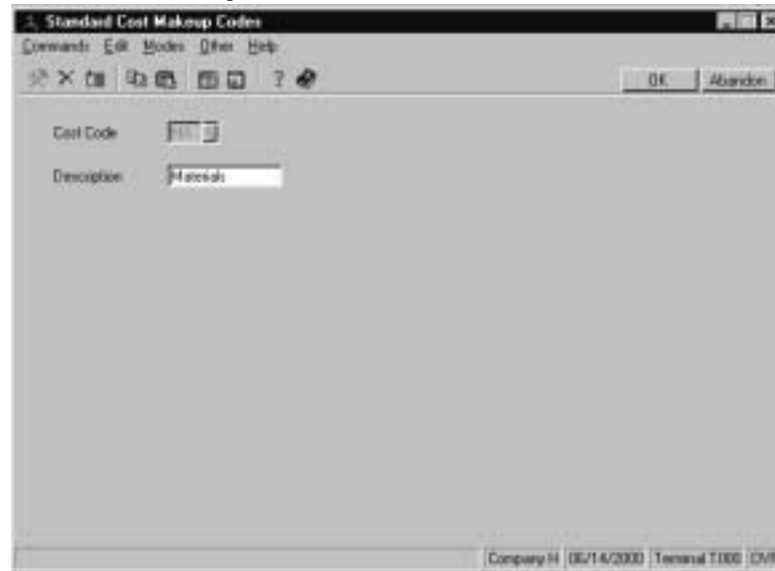
Reports

To produce a list of the information entered in the Standard Cost Makeup Codes function, use the Cost Makeup Codes List function on the Master Code Lists menu.

Screen Use

Screen	Description
Standard Cost Makeup Codes	Use the Standard Cost Makeup Codes screen to define the cost makeup codes used in the calculation of standard costs.

Standard Cost Makeup Codes Screen



Field Definitions

	Field Name	Description
Inquiry	Cost Code	Enter the cost code whose information you want to add or change.
	Description	Enter or change the description of the cost code.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Hazardous Material Codes

Features

Use the Hazardous Material Codes function on the Code Maintenance menu to define the material codes you use when shipping inventory items. The hazardous material codes prescribed by the US Department of Transportation are included in with the Inventory application. Use this function to change the codes or add new codes as needed.

The information entered here is used on the General Information screen in the Items function.

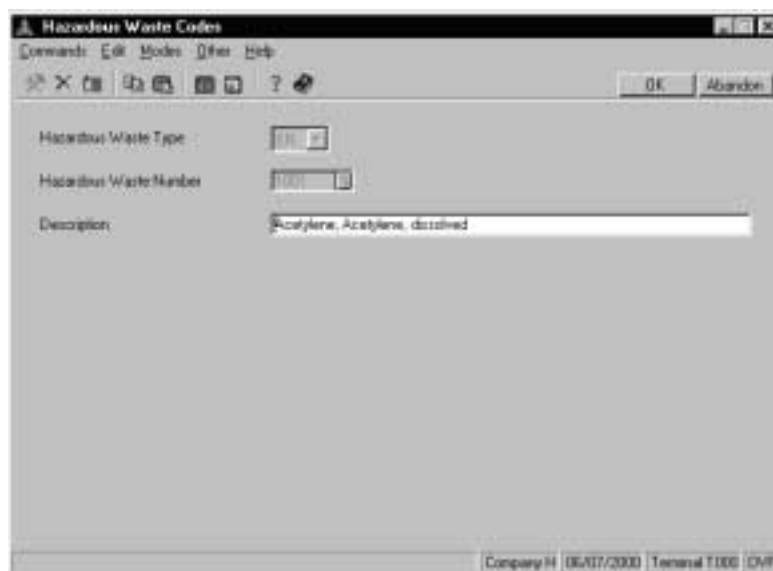
Reports

To produce a list of the information entered in the Hazardous Material Codes function, use the Hazardous Material Codes List function on the Master Code Lists menu.

Screen Use

Screen	Description
Hazardous Material Codes	Use the Hazardous Material Codes screen to define the codes used in inventoring particular items.

Hazardous Material Codes Screen



Field Definitions

	Field Name	Description
	Hazardous Material Type	Enter a type code to identify the source of the material number: You can enter UN , NA , or ER (for ERG numbers).
Inquiry	Hazardous Material Number	Enter the number used to identify this particular material.
	Description	Enter or change the description of the material.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

User-Defined Fields

Features

Use the User-Defined Fields function on the Code Maintenance menu to set up and maintain user-defined fields, which identify particular information about items that can be selected for most reports.

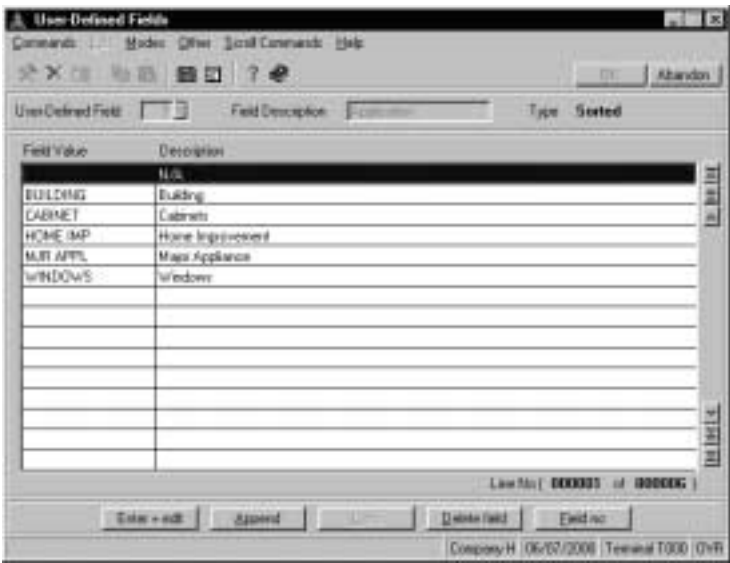
Reports

To produce a list of the information entered in the User-Defined Fields function, use the User-Defined Fields List function on the Master Code Lists menu.

Screen Use

Screen	Description
User-Defined Fields	Use the User-Defined Fields screen to set up additional information about your items. You can enter 16 user-defined fields.

User-Defined Fields Screen



Field Definitions

	Field Name	Description
<div>Inquiry</div>	User-Defined Field	Enter a number between 1 and 16 for each user-defined field.
	Field Description	Enter or change the description of the field that you want to appear whenever you are prompted for user-defined fields.
	Type	The type of user-defined field, sorted or unsorted, is displayed. User-defined fields 1 and 2 are sorted; user-defined fields 3 to 16 are unsorted.
	Field Value	Enter or change the field values for the user-defined field you are working with.
	Description	Enter or change the description of the field value.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the field name and description you want to edit and press Enter .
Append	Press A to add a field name and a description. You can have a total of 16 user-defined fields.
Delete	Press D to delete a field name and description.
Field no	Press F to enter a new user-defined field number.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

User-Defined Field Sorts

Features

Use the User-Defined Field Sorts function on the Code Maintenance menu to identify additional sorts to use in selected reports and to group items together for analysis purposes.

If you change the original sort sequence you set up, back up your data files. The INVExxx (Items) and INKYxxx (Alternate Keys) files must be rewritten during this process.

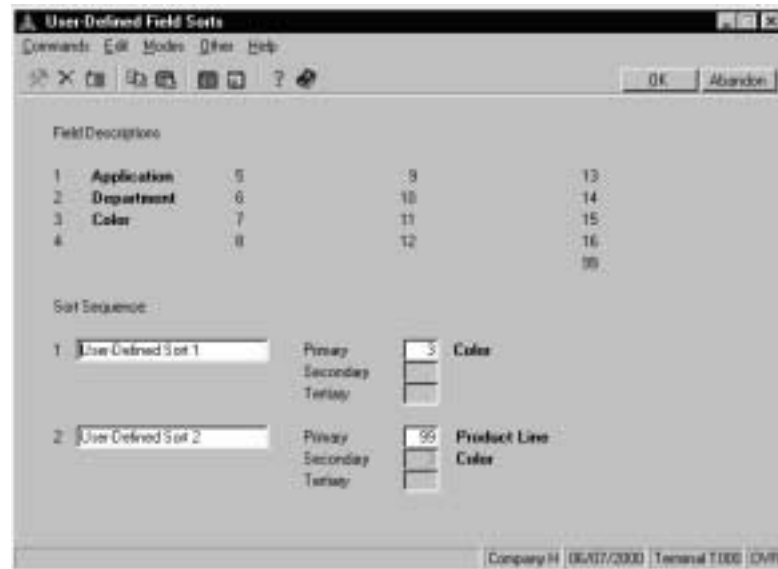
Reports

To produce a list of the information entered in the User-Defined Field Sorts function, use the User-Defined Field Sorts List function on the Master Code Lists menu.

Screen Use

Screen	Description
User-Defined Field Sorts	Use the User-Defined Field Sorts screen to set up two additional sorts for reports. You can identify three user-defined fields for each sort.

User-Defined Field Sorts Screen



Field Definitions

Field Name	Description
Field Descriptions	The user-defined fields you set up in the User-Defined Fields function are displayed.
Sort Sequence	Enter or change the name for each sort sequence. The name you enter appears in selected reports. For each sort sequence, you can choose among 16 user-defined fields and product lines, but each user-defined field can be used only once in a sort sequence.
Primary	Enter the number of the user-defined field that you want to appear first in the sort sequence.
Secondary	Enter the number of the user-defined field that you want to appear second in the sort sequence.

Field Name	Description
Tertiary	Enter the number of the user-defined field that you want to appear third in the sort sequence.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the Code Maintenance menu, use the **Exit (F7)** command.

Master File Lists

14

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Item Detail List

Features

The Item Detail List contains information about your inventory items: general information, alternate items, units of measure, and location summary information.

Reports

A sample Item Detail List is on page 14-6.

Screen Use

Screen	Description
Item Detail List	Use the Item Detail List screen to select the items, product lines, and user-defined fields that you want to include in the list.

Item Detail List Screen

Field Definitions

	Field Name	Description
Inquiry	Pick Item ID From/Thru	Enter the range of items you want to include in the list.
Inquiry	Pick Location ID From/Thru	Enter the range of locations you want to include in the list.
Inquiry	Pick User-Defined Field 1 From/Thru	Enter the range of values in user-defined field 1 you want to include in the list.
Inquiry	Pick User-Defined Field 2 From/Thru	Enter the range of values in user-defined field 2 you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Field Name	Description
Print	For each type of item information you want to include in the list, check the box (or enter Y in text mode). To exclude a type, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Item Detail List

04/11/2001												Builders Supply	Page 1
1:22 PM												Item Detail List	
												By Item ID	
Item ID 100													
Description Electrical Package													
												General Information	
Status	Active	Track Lots?	No	Sales Category	P1	Tax Class	03	Ind/Agr Prod.					
Item Type	1 Nonserialized	Auto Reorder?	Yes	Product Line	MATERIAL	Base Unit Wt	.0000	Lbs					
Kitted Item?	No	Base UOM	PKG	Item Price ID	BUILD	Hazardous Code							
Sorted Fields													
01 Application		BUILDING		02 Department		ELECTRIC							
Other Fields													
03 Color		08		13									
04		09		14									
05		10		15									
06		11		16									
07		12											
End of Report													

Item Summary List

Features

Use the Item Summary List function on the Master File Lists menu to produce a summarized list of general information about your inventory items.

Reports

A sample Item Summary List is on page 14-10.

Screen Use

Screen	Description
Item Summary List	Use the Item Summary List screen to select the items, product lines, and user-defined fields that you want to include in the list.

Item Summary List Screen

Field Definitions

	Field Name	Description
Inquiry	Pick Item ID From/Thru	Enter the range of items you want to include in the list.
Inquiry	Pick Location ID From/Thru	Enter the range of locations you want to include in the list.
Inquiry	Pick User-Defined Field 1 From/Thru	Enter the range of values in user-defined field 1 you want to include in the list.
Inquiry	Pick User-Defined Field 2 From/Thru	Enter the range of values in user-defined field 2 you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Item Summary List

04/11/2001 1:24 PM		Builders Supply Item Summary List By Item ID				Page 1
Item Description	Price ID Status Type	Kitted Item? Auto Recorder? Track Lots?	Sales Category Product Line	User Field 1 User Field 2	Base UOM Default UOM	Tax Class Weight
200500 Sump Pump	BUILD Active Nonserialized	NO NO NO	PL HEAT/AIR	MTR APPL BUILDING	EA EA	00 0
200600 Humidifier	BUILD Active Nonserialized	NO NO NO	PL HEAT/AIR	MTR APPL BUILDING	EA EA	00 0
250 Exterior Panels	BUILD Active Nonserialized	NO YES NO	SL MATERIAL		CS CS	03 0
300 Interior Door	BUILD Active Nonserialized	NO YES NO	DL MATERIAL	BUILDING INTERIOR	EA EA	03 0
End of Report						

Item Locations List

Features

Use the Item Locations List function on the Master File Lists menu to produce a list of location, price, cost, vendor, bin, lot, and serial information about your inventory items.

Reports

A sample Item Locations List is on page 14-14.

Screen Use

Screen	Description
Item Locations List	Use the Item Locations List screen to select the items, locations, and user-defined fields that you want to include in the list.

Item Locations List Screen

Field Definitions

	Field Name	Description
Inquiry	Pick Item ID From/Thru	Enter the range of items you want to include in the list.
Inquiry	Pick Location ID From/Thru	Enter the range of locations you want to include in the list.
Inquiry	Pick User-Defined Field 1 From/Thru	Enter the range of values in user-defined field 1 you want to include in the list.
Inquiry	Pick User-Defined Field 2 From/Thru	Enter the range of values in user-defined field 2 you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Field Name	Description
Print	For each type of information you want to include in the list, check the box (or enter Y in text mode). To exclude a type, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Item Locations List

04/11/2001 1:25 PM	Builders Supply Item Locations List By Item ID		Page 1
Item ID 100	Electrical Package	Location CA0001	
Description	Defaults		
Vendor ID	ELL001	Lead Time	7.0
Bin Number	E-10	Status	Active
Price ID	BUILD	Forecast Type	REG
GL Accounts			
GL Code	01		
Sales	401000	WIP	104200
COGS	501000	Inventory Adj	104400
Inventory	104400	COGS Adj	504000
Order Quantities		Item Quantities	
Maximum Qty	10.0000	On Hand	7.0000
Order Point	1.5000	Committed	.0000
Safety Stock	.0000	In Use	3.0000-
EOQ	1.0000	Available	10.0000
Min Order Qty	7.0000	On Order (PO)	.0000
End of Report			
Purch Price Variance		504000	
Phys Count Variance		104400	
Transfer Cost		503000	

Location Detail List

Features

Use the Location Detail List function on the Master File Lists menu to produce a list of all your locations and their IDs, descriptions, and addresses.

Reports

A sample Location Detail List is on page 14-17.

Screen Use

Screen	Description
Location Detail List	Use the Location Detail List screen to select the locations that you want to include in the list.

Location Detail List Screen



Field Definitions

	Field Name	Description
Inquiry	Location From/Thru	Enter the range of locations you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Location Detail List

06/12/2000 4:57 PM		Builders Supply Location Detail List By Location ID				Page 1	
Location ID	Name Contact	Address	City, State, Zip, Country	Phone Number Fax Number	Phone Number Fax Number	Carry Cost Order Cost	Pct Amt
CA0001	OAKLAND WAREHOUSE	47777 NORTH BAYSHORE HWY	OAKLAND 90000 CA () - US () -			30.0000 5.0000	
MD0001	BALTIMORE WAREHOUSE	3117 SUMTER ROAD	BALTIMORE 23849 MD () - US () -			27.0000 5.0000	
MN0001	MINNEAPOLIS WAREHOUSE	453 LAKE DRIVE	MINNEAPOLIS 55355 MN () - US () -			24.0000 5.0000	
MN0002	MINNEAPOLIS MANUFACTURING	13771 CONCORD ST.	MINNEAPOLIS 55199 MN () - US () -			24.0000 5.0000	
TX0001	DALLAS WAREHOUSE	13302 WEST FREEWAY CT.	DALLAS 77099 TX () - US () -			29.0000 5.0000	
End of Report							

Price Structure List

Features

Use the Price Structure List function on the Master File Lists menu to produce a list of the price structures that were set up, price IDs, customer levels, adjustment types, adjustment bases, and adjustment amounts.

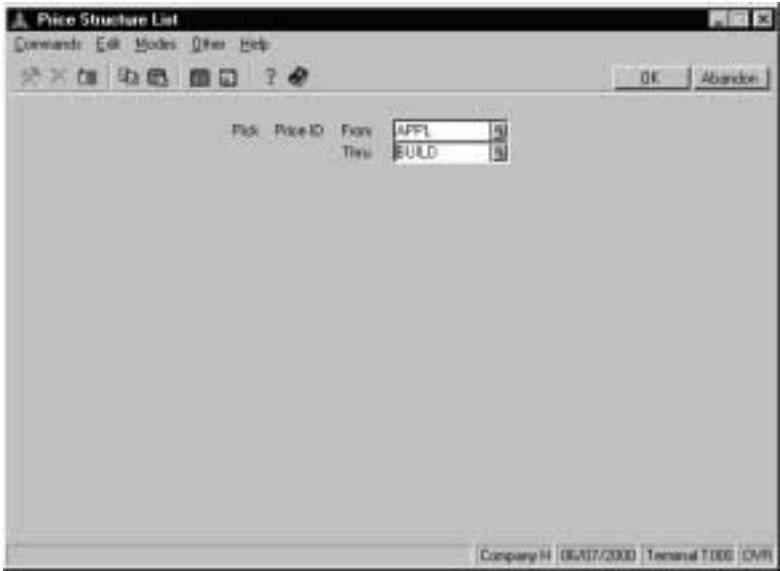
Reports

A sample Price Structure List is on page 14-21.

Screen Use

Screen	Description
Price Structure List	Use the Price Structure List screen to select the price IDs that you want to include in the list.

Price Structure List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Price ID From/Thru	Enter the range of price IDs you want to include in the list.

Saving and Exiting

- Select the output device for the list.
- After the list is produced, the Master File Lists menu appears.

Price Structure List

04/11/2001 1:26 PM		Builders Supply Price Structure List			Page 1	
Price ID	Description	Customer Level	Level Description	Adj Type	Adjustment Base	Adjustment Amount
APPL	Appliance Price Breaks	NONE	Price Structure Default	\$	Calculated Price	.0000
		ACE001	Ace Builders Contract	⌘	Base Cost	10.0000
		JOBBER	Jobber Customer	⌘	Calculated Price	-10.0000
		RETAIL	Retail Customer Pricing	\$	Calculated Price	.0000
		WHSL	Wholesale Customer	⌘	Base Cost	10.0000
End of Report						

Promotional Pricing List

Features

Use the Promotional Pricing List function on the Master File Lists menu to produce a list of promotional price IDs, amounts, start and end dates, and items affected.

Reports

A sample Promotional Pricing List is on page 14-26.

Screen Use

Screen	Description
Promotional Pricing List	Use the Promotional Pricing List screen to select the promotional price IDs and start dates that you want to include in the list.

Promotional Pricing List Screen

Pick: Promo ID From Thru YR-END 92
Start Date From Thru
End Date From Thru

Print By:
☒ Promo ID
☐ Start Date

Company H DE/17/2000 Terminal T000 CVR

Field Definitions

	Field Name	Description
Inquiry	Pick Promo ID From/Thru	Enter the range of promotional price IDs you want to include in the list.
	Pick Start Date From/Thru	Enter the range of starting dates you want to include in the list.
	Pick End Date From/Thru	Enter the range of ending dates you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Promotional Pricing List

04/11/2001 1:28 PM		Builders Supply Promotional Pricing List By Promo ID			Page 1
Promo ID	Start Date End Date Description	Price ID Customer Level Item ID Units Location Application Department	From	Thru	Adjustment Type Adjustment Base Adjustment Amount
YR-END	12/01/2000 12/31/2002 Year-End Closeout		<first> <first> <first> <first> <first> <first> <first>	<last> <last> <last> <last> <last> <last> <last>	% Calculated Price 10.0000-
End of Report					

Tables List

Features

Produce the Tables List to print information from your Inventory tables. This function is useful if you plan to change a table and want a list to compare it against.

Reports

A sample Tables List is on page 14-30.

Screen Use

Screen	Description
Tables List	Use the Tables List screen to select the table IDs that you want to include in the list.

Tables List Screen

Field Definitions

	Field Name	Description
	Application From/Thru	<i>IN</i> is displayed as the application ID. You cannot change it.
Inquiry	Table ID From/Thru	Enter the range of table IDs whose information you want to include in the list.
	Suppress blank lines?	Most tables do not hold information in all 18 lines. If you want the list to include blank lines, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Page break per table?	If you want a page break between each table, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Tables List

[illegible]

Master Codes List

15

Sales Categories List	15-3
Customer Levels List	15-7
Product Lines List	15-11
Account Codes List	15-15
Forecast Types List	15-19
Cost Makeup Codes List	15-23
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User-Defined Field Sorts List	15-35

Sales Categories List

Features

The Sales Categories List shows the information stored in the INCAxxx (Sales Categories) file: sales categories and descriptions. You can use the list as a reference when you assign sales categories to items.

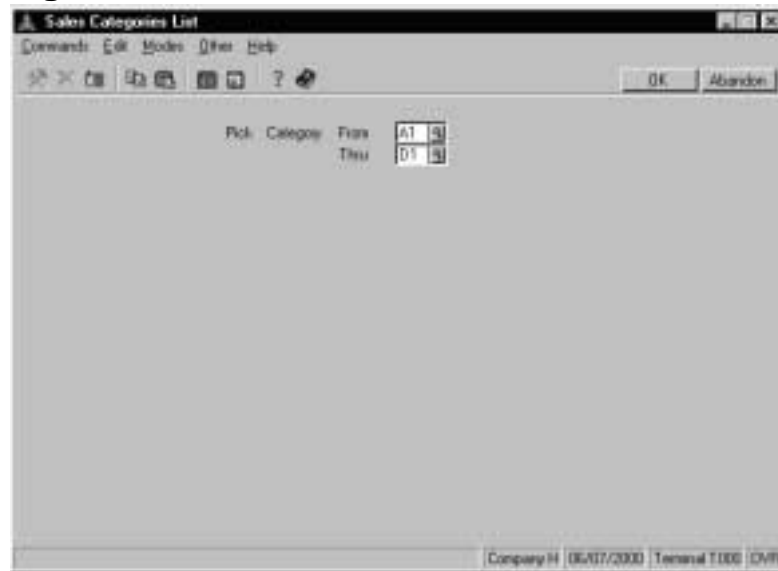
Reports

A sample Sales Categories List is on page 15-5.

Screen Use

Screen	Description
Sales Categories List	Use the Sales Categories List screen to select the category codes that you want to include in the list.

Sales Categories List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Category From/Thru	Enter the range of sales categories you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

Sales Categories List

04/11/2001 1:30 PM	Builders Supply Sales Categories List	Page 1
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	
	End of Report	

Customer Levels List

Features

Use the Customer Levels List function on the Master Code Lists menu to produce a list of the customer levels. You can use it as a reference when you assign customer levels to items.

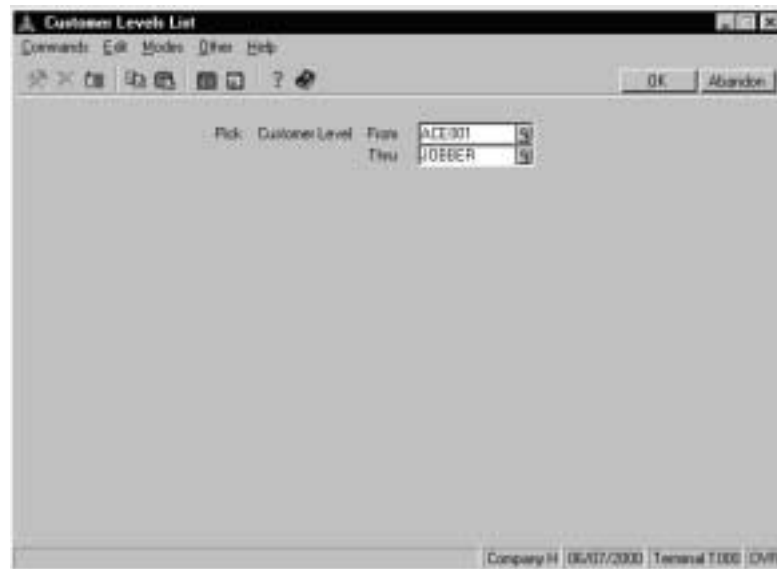
Reports

A sample Customer Levels List is on page 15-9.

Screen Use

Screen	Description
Customer Levels List	Use the Customer Levels List screen to select the customer levels that you want to include in the list.

Customer Levels List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Customer Level From/Thru	Enter the range of customer levels you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

Customer Levels List

04/11/2001 1:31 PM	Builders Supply Customer Levels List	Page 1
Customer Level	Description	
ACE001	Ace Builders Contract	
JOBBER	Jobber Customer	
RETAIL	Retail Customer	
WHSL	Wholesale Customer	
End of Report		

Product Lines List

Features

Use the Product Lines List function on the Master Code Lists menu to produce a list of product lines. You can use the list as a reference when you assign product lines to items.

Reports

A sample Product Lines List is on page 15-13.

Screen Use

Screen	Description
Product Lines List	Use the Product Lines List screen to select the product lines that you want to include in the list.

Product Lines List Screen

Product Lines List

Commands Edit Modes Other Help

OK Abandon

Pick Product Line From APPLIANCE

Thru COMPONENT

Company H 06/17/2000 Terminal T100 CVR

Field Definitions

	Field Name	Description
Inquiry	Pick Product Line From/Thru	Enter the range of product lines you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

[illegible]

Account Codes List

Features

Use the Account Codes List to make sure that the account codes are correct and as a reference when you assign account codes to items.

Reports

A sample Account Codes List is on page 15-17.

Screen Use

Screen	Description
Account Codes List	Use the Account Codes List screen to select the account codes that you want to include in the list.

Account Codes List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Account Code From/Thru	Enter the range of account codes you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

Account Codes List

04/11/2001 1:32 PM		Builders Supply Account Codes List				Page 1
Account Code	Description	Sales Acct. COGS Acct. IN. Acct.	WIP Acct. COGS Adj. Acct. IN. Adj. Acct.	Purch. Price Var. Acct. Phys. Count Adj. Acct. Trans. Cost Acct.		
01	Retail Sales	401000	104200	504000		
		501000	504000	104400		
		104400	104400	503000		
02	Raw Materials	402000	104200	504000		
		502000	504000	104000		
		104000	104000	503000		
End of Report						

Forecast Types List

Features

Use the Forecast Types List function on the Master Code Lists menu to produce a list of the forecast types that have been set up. Use it as a reference when you assign forecast types to items.

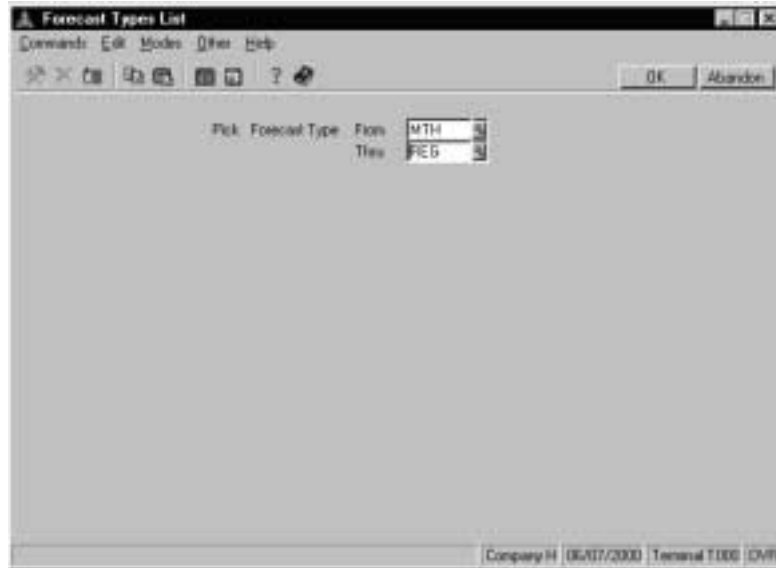
Reports

A sample Forecast Types List is on page 15-21.

Screen Use

Screen	Description
Forecast Types List	Use the Forecast Types List screen to select the forecast types that you want to include in the list.

Forecast Types List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Forecast Type From/Thru	Enter the range of forecast types you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

Forecast Types List

04/11/2001		Builders Supply		Page	1
1:33 PM		Forecast Types List			
Forecast					
Type	Description	Period	Wt. Factor		

MTH	Weighting on Last Month	Back 1	100		
		Back 2	0		
		Back 3	0		
		Back 4	0		
		Back 5	0		
		Back 6	0		
		Back 7	0		
		Back 8	0		
		Back 9	0		
		Back 10	0		
		Back 11	0		
		Back 12	0		
		Back 13	0		
			Adj. %	0.000	
REG	Regular	Back 1	50		
		Back 2	30		
		Back 3	20		
		Back 4	0		
		Back 5	0		
		Back 6	0		
		Back 7	0		
		Back 8	0		
		Back 9	0		
		Back 10	0		
		Back 11	0		
		Back 12	0		
		Back 13	0		
			Adj. %	1.000	
End of Report					

Cost Makeup Codes List

Features

Use the Cost Makeup Codes List function on the Master Code Lists menu to produce a list of cost makeup codes. You can use the list as a reference when you assign cost codes to items.

Reports

A sample Cost Makeup Codes List is on page 15-25.

Screen Use

Screen	Description
Cost Makeup Codes List	Use the Cost Makeup Codes List screen to select the cost codes that you want to include in the list.

Cost Makeup Codes List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Cost Code From/Thru	Enter the range of cost codes you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

Cost Makeup Codes List

04/11/2001 1:33 PM	Builders Supply Cost Makeup Codes List	Page 1
Cost Makeup Code	Description	
LA	Labor	
MA	Materials	
OV	Overhead	
	End of Report	

Hazardous Material Codes List

Features

Use the Hazardous Material Code List function on the Master Code Lists menu to produce a list of hazardous material codes. You can use the list as a reference when you assign hazardous material codes to items.

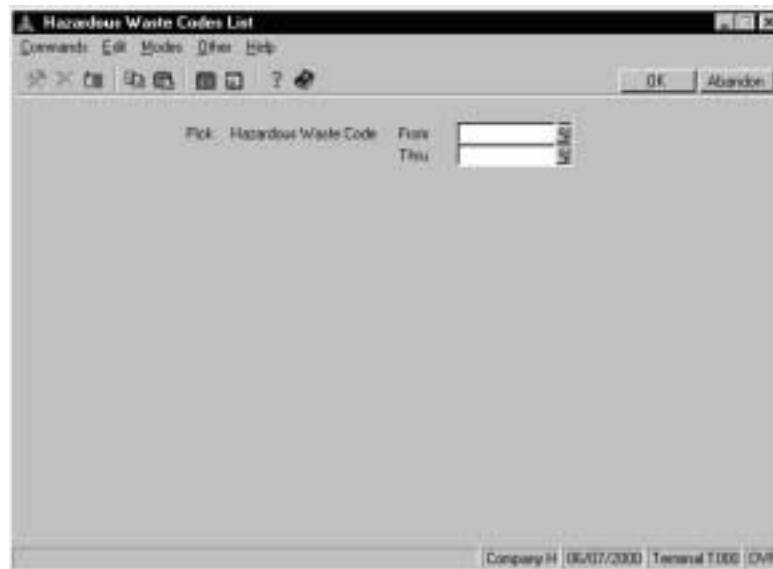
Reports

A sample Hazardous Material Code List is on page 15-29.

Screen Use

Screen	Description
Hazardous Material Code List	Use the Hazardous Material Code List screen to select the hazardous materials codes that you want to include in the list.

Hazardous Material Codes List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Hazardous Material Code From/Thru	Enter the range of material codes you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

Hazardous Material Codes List

02/21/2001 1:02 PM	Builders Supply Hazardous Material Codes List	Page 1

Hazardous Material Code	Description	

11	BioHazard Mambo No. 5	
12	HCTC	
13	CFC	
14	Styrofoam	
15	Carbon Monoxide SUV	
16	Toner Ink	
End of Report		

User-Defined Fields List

Features

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

Reports

A sample User-Defined Fields List is on page 15-33.

Screen Use

Screen	Description
User-Defined Fields List	Use the User-Defined Fields List screen to select the user-defined fields that you want to include in the list.

User-Defined Fields List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick Field Number From/Thru	Enter the range of field numbers (between 1 and 16) you want to include in the list.

Saving and Exiting

- Select the output device for the list.
- After the list is produced, the Master Code Lists menu appears.

User-Defined Fields List

04/11/2001 1:34 PM		Builders Supply User-Defined Fields List		Page 1
Field No.	Prompt	Field Value	Description	
01	Application		N/A	
		BUILDING	Building	
		CABINET	Cabinets	
		HOME IMP	Home Improvement	
		MJR APPL	Major Appliance	
		WINDOWS	Windows	
02	Department		N/A	
		BUILDING	Building Materials	
		ELECTRIC	Electric Materials	
		EXTERIOR	Exterior Materials	
		INTERIOR	Interior Materials	
		PLUMBING	Plumbing Materials	
03	Color			
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
End of Report				

User-Defined Field Sorts List

Features

Use the User-Defined Field Sorts List function on the Master Code Lists menu to produce a list of the two sorted fields you set up.

Reports

A sample User-Defined Field Sorts List is on page 15-37.

Screen Use

Screen	Description
User-Defined Field Sorts List	Use the User-Defined Field Sorts List screen to select one or both of your sorts to list.

User-Defined Field Sorts List Screen



Field Definitions

	Field Name	Description
Inquiry	Pick User Sort From/Thru	Enter 1 or 2 to indicate the user sorts you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master Code Lists menu appears.

User-Defined Field Sorts List

04/11/2001 1:34 PM	Builders Supply User-Defined Field Sorts List	Page 1
Field Descriptions		
1 Application	5	9
2 Department	6	10
3 Color	7	11
4	8	12
		13
		14
		15
		16
		99 Product Line
Sort Description		
No.		
1 User-Defined Sort 1	Primary	03 Color
	Secondary	None
	Tertiary	None
2 User-Defined Sort 2	Primary	Product Line
	Secondary	03 Color
	Tertiary	None
End of Report		

System Messages

A

Alternate item must be the same item type as current item ID

When you are setting up alternate items, you cannot set up a service item as an alternate item for any other type of item.

BASIC ERROR = nn HOST ERROR = xxx LINE = nnnn PROGRAM = xxxxxx
BASIC ERROR = nn LINE = nnnn PROGRAM = xxxxxx

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Do you wish to change to using tags?

If you choose to use tags, the system will change the batch from using worksheets for physical counts to using tags.

Error creating INRQxxx file. File may be open on another terminal.

Someone else is using one of the Reorder Processing functions on another terminal. Try again later.

Field value already exists. Use the 'Edit' function to change values.

You cannot append an existing field value in the User-Defined Fields function. Enter a different field value.

Freezing has added items to the batch.

Items were added to inventory between the time you prepared the batch and froze quantities. If you know that many items were added, reprint the tags and worksheets. These items will then be included in the batch.

Item entered is not set up for the location entered.

Set up the item/location in the Items function, or enter a different location.

Item status is xxxxxx (discontinued, obsolete, superseded). You cannot change the location status.

Use the Items function to change the status.

Items do not have the same base unit of measure.

You cannot transfer items with different base units of measure to a different location. Change the unit of measure in the Items function for one of the items, transfer an item to a different location, or transfer a different item.

Location does not exist in locations file.

Enter a different location, or set up the location in the Locations function.

Must use 'Tag Entry' for this batch.

You selected Worksheet Entry when you were using a tag entry batch. Select a tag entry batch.

No General Ledger Adjustments are on file.

No COGS or purchase price variance adjustments are in the INCJxxx file for the GL Adjustments Journal or to post.

No locations are on file for this item.

Set up a location for the item in the Items function.

No transactions or transfers are on file.

Enter transactions before posting.

RMTB file not found.

Set up the RMTB file in Resource Manager. See the *Resource Manager User's Manual*.

Secondary sort cannot be the same as primary sort.**Tertiary sort cannot be the same as primary (or secondary) sort.**

You cannot use a user-defined field that is already being used in one of the sorts. Enter a different field number.

Serial number must be available in order to be transferred.

A serialized item must have the *available* status before it can be transferred. Enter a serial number with *available* status.

Serial number must have a 'Lost' or 'Sold' status before it can be deleted.

Change the status of the item in the Items function, or select a different item to delete.

The bin ID does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a bin ID that meets the from/thru criteria or work with a different batch.

The cost bucket entered already exists for this item.

Change the date or the cost to make the bucket unique.

The product line does not match the from/thru criteria for this batch.

When you append an item/location during physical counts, you must enter a product line that meets the from/thru criteria or work with a different batch.

The superseded item selected is a recursive supersede.

You cannot set up a superseded item that will supersede back to itself. Enter a different item ID.

There are items without tag numbers. Do you wish to reprint tags?

If you elect to reprint tags, the system will reprint tags for that batch. If you choose not to reprint them, you can select a different batch.

There are no items in this batch.

When you set up the batch criteria, the system determined that no items fell into the from/thru range you specified. Change the from/thru criteria for the batch.

There are no locations set up for this item to calculate prices on.

You must set up a location for the item in the Item Locations function before you can calculate a price in the Price and Availability function.

This alternate item already exists with the same item type.

Enter a different alternate item ID or alternate type.

This alternate item ID does not exist in the Items file.

Enter a different item ID, or set up the item in the Items function.

This customer already has an alternate item set up for them.

You can set up only one customer alternate or vendor alternate per item.

This item does not exist in the Inventory Item Master file.

If the item associated with a tag is not in the Items file, you must add the item to inventory.

This item does not match the from/thru criteria for this batch.**This location does not match the from/thru criteria for this batch.**

Enter an item or a location that falls within the range you specified in the from/thru criteria for the batch.

This lot does not exist for this item.

Set up lot information for the item in the Item Locations - Lot Information screen.

This vendor already has an alternate item set up for them.

You can set up only one alternate item per item for a vendor.

This vendor is already set up for this item location.

The vendor is already an alternate for the specified item. Edit the existing alternate vendor, or set up a new vendor for the item/location in the Item Locations function.

Unable to allocate sort file.

Someone else may be using the same terminal ID and filename as the sort file you are trying to use, or the system is creating the sort file in a directory where you do not have permissions set up.

Unit of measure has previously been entered.

Select a different unit of measure.

Unposted adjustments exist in COGS Adjustments File.**Unposted transactions exist in Inventory Transactions File.****Unposted transactions exist in Location Transfers File.**

Post these adjustments or transactions before using the Year-End Maintenance function.

User-defined field 1 does not match the from/thru criteria for this batch.**User-defined field 2 does not match the from/thru criteria for this batch.**

When you append an item/location during physical counts, you must enter a user-defined field that meets the from/thru criteria or work with a different batch.

User-defined field will not be available if no description is given.

User-defined sort will not be available if no description is given.

If you do not enter a field description, the system will not recognize the user-defined field or sort.

File Descriptions

B

INAIxxx (Alternate Items)

The INAIxxx file stores the alternate item information for each item.

INBNxxx (Bin Locations)

The INBNxxx file stores the bin ID and last physical count information for every bin in each item/location.

INCAxxx (Sales Categories)

The INCAxxx file stores information about sales categories.

INCBxxx (Physical Count Batches)

The INCBxxx file stores batch information in use by the Physical Counts functions.

INCCxxx (Standard Cost Makeup Codes)

The INCCxxx file stores the standard cost makeup codes.

INCJxxx (COGS Journal)

The INCJxxx file stores the COGS and purchase price variance adjustments that are produced in the Inventory Transactions function. If Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order are interfaced with Inventory, they also send COGS and purchase price variance adjustments information to this file.

INCLxxx (Customer Levels)

The INCLxxx file stores customer level codes.

INCSxxx (Cost Makeup)

The INCSxxx file stores cost makeup codes and cost amounts for each item/location.

INCTxxx (Physical Counts)

The INCTxxx file stores detail information for each item/location/bin ID when physical counts are processed.

INFTxxx (Forecast Types)

The INFTxxx file stores forecast codes and the weighting factors for each period.

INGLxxx (Account Codes)

The INGLxxx file stores general ledger account codes and accounts associated with each item/location.

INHlxxx (Detail History)

The INHlxxx file stores detail history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications are interfaced with Inventory).

INHM (Hazardous Materials)

The INHM file stores the codes used to identify hazardous material (the codes are used in Sales Order Bills of Lading if Inventory is interfaced to Sales Order).

INHSxxx (Summary History).

The INHSxxx file stores summary history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications are interfaced with Inventory).

INKYxxx (Alternate Keys)

The INKYxxx file stores individual records for each item/location.

INLDxxx (Location Detail)

The INLDxxx file stores general information for each item/location.

INLHxxx (Lot History)

The INLHxxx file stores detail lot history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications are interfaced with Inventory).

INLOxxx (Location Master)

The INLOxxx file stores general information for each location currently used in Inventory.

INLPxxx (Location Pricing)

The INLPxxx file stores location-specific pricing information for each item location.

INLSxxx (Transaction Lot/Serial Numbers)

The INLSxxx file stores lot and serial transaction information used in the Inventory Transactions function.

INLTxxx (Lot Detail)

The INLTxxx file stores lot detail information for each lotted item/location.

INPLxxx (Product Lines)

The INPLxxx file stores product line codes.

INPPxxx (Promotional Pricing)

The INPPxxx file stores promotional pricing codes and the criteria used to evaluate whether to apply a promotion to a specific item when you sell it.

INPSxxx (Price Structures)

The INPSxxx file stores price structure information.

INQLxxx (Quantity Locations)

The INQLxxx file stores detail cost information for each nonserialized item/location.

INQTxxx (Quantity Totals)

The INQTxxx file stores total quantity information for each item/location/lot number, and on-hand, committed, in-use, and on-order information.

INRQxxx (IN Requisitions)

The INRQxxx file stores reorder information for each item/location when you use the Calculate Reorders function.

INSHxxx (Serial History)

The INSHxxx file stores detail serial history for each transaction processed in Inventory (and for Accounts Payable, Accounts Receivable, Purchase Order, and Sales Order if these applications are interfaced with Inventory).

INSNxxx (Serial Numbers)

The INSNxxx file holds serial number information for each serialized item/location.

INTB (Tables)

The INTB file stores Inventory tables.

INTLxxx (Transfer Lot/Serial IDs)

The INTLxxx file stores lot and serial number information used when processing a transfer for serialized, lotted, or lotted/serialized items.

INTRxxx (Transactions)

The INTRxxx file stores transaction information produced in the Inventory Transactions function.

INTTxxx (Transactions/Transfers)

The INTTxxx file stores transfer information produced in the Inventory Transactions function.

INUDxxx (User-Defined Fields)

The INUDxxx file stores verification values for each user-defined field.

INUMxxx (Unit of Measure)

The INUMxxx file stores unit of measure, conversion factor, penalty type, and penalty amount information for each item.

INUPxxx (Units Pricing)

The INUPxxx file stores unit-of-measure pricing information for each item/location.

INVExxx (Items)

The INVExxx file stores general information for each item.

INVIxxx (Vendor Information)

The INVIxxx file stores vendor-specific information for each item/location.

INXTxxx (Additional Descriptions)

The INXTxxx file stores additional descriptions for each item.

Price Calculator

C

Price Calculator Window

The screenshot shows the 'Price Calculator' window with the following fields and data:

Price Calculator	
Location ID	MN0001
Item ID	310003
Sale Units	EA
Price ID	AJPL
Customer ID	
Customer Level	
Sale Date	06/05/2000
Sale Quantity	1.0000

Quantity Information	
In Hand	.0000
Committed Qty	.0000
In Use Qty	.0000
Available Qty	.0000
On Order Qty	.0000

Pricing Information	
Calc Unit Price	.0000
Calc Ext Price	.00
Quantity Breaks:	
Quantity	Unit Price
Base	1.0000
1	.0000
2	
3	
4	
5	

Cost Information	
LIFO/FIFO Cost	.0000
Average Cost	.0000
Standard Cost	.0000
Base Cost	.0000

Company: H 06/05/2000 Terminal: T000 CWR

Field Definitions

Field Name	Description
Location ID	Enter a location ID.
Item ID	Enter an item ID.
Price ID	Enter a price ID.

Field Name	Description
Customer ID	Enter a customer ID.
Cust Level	Enter a customer level
Sale Date	Press Enter to accept the sale date displayed or enter a different date.
Sale Quantity	Press Enter to accept the sale quantity displayed or enter a different quantity.
Sale Units	Press Enter to accept the unit of measure displayed or enter a different unit of measure.
Calc Unit Price	The calculated unit price is displayed.
Calc Ext Price	The calculated external unit price is displayed.

Command Bar

This window has no command bar.

Saving and Exiting

You cannot save information in this window. To exit to the Price Calculator, use the **Exit (F7)** command.

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