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***i* -Global System**

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# Inventory Management Module User Manual



*i-Global System*

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Inventory Management Module User Manual -- Version: 1.01

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## About This Manual

This manual has been developed to guide you through the Inventory Management Module of *i*-Global System with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

This manual is organized as follows:

<b>Section</b>	<b>Description</b>
Chapter 1	System Overview: Overviews on the Inventory Management Module, highlights features and defines terminology.
Chapter 2	Master File Setup: Describes procedures how to set up the master records.
Chapter 3	Material Transaction: Guides to create and maintain Material Transaction.
Chapter 4	Physical Take Transaction Code: Provides operation details to run the annual physical stock take process.
Chapter 5	Enquiry: Depicts how to enquire necessary information from the system.
Chapter 6	Report: Gives both transactional and management stock report generation for control and management purposes.
Chapter 7	Number Prefix: Defines the document Number Prefix for better control.
Chapter 8	G/L Interface: Posts account data into General Ledger.

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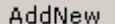
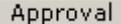
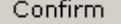
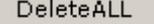
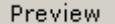
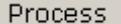
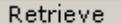
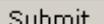
## Conventions Used in This Manual

The following typeface conventions are used throughout this manual:

<b>Bold</b>	Bold text indicates an option to choose or text to type. It usually appears in numbered steps.
<i>Italics</i>	Words are italicized for emphasis or to draw your attention to a new term.
Action → Option Name	Whenever you see a reference to a menu option, the option is identified using the following notation: Menu Name → Option Name For example, “Type → Create”

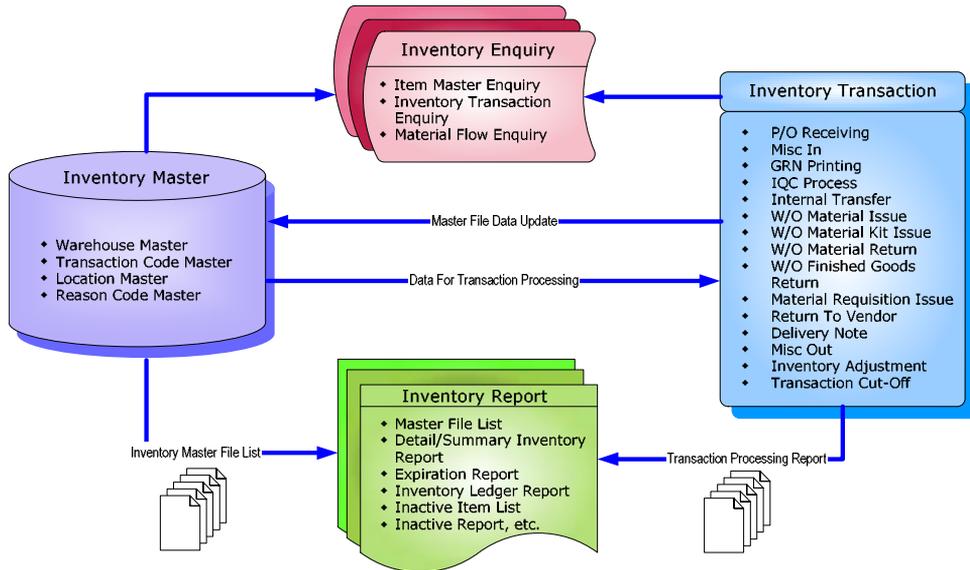
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## Icon Function

Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New		To add a new entry.
Approval		To approve a transaction process.
Cancel		To end current process.
Cancel		To cancel an entry.
Confirm		To confirm an entry.
Delete		To delete a record.
Delete All		To delete all records.
Enquiry		To begin an enquiry process.
Export		To export data into a specific format file.
Next		To next record.
Pop Up		To display the selection list.
Preview		To preview a retrieved data/report.
Process		To begin a process.
Retrieve		To retrieve a selected record.
Submit		To submit an entry.
Update		To update/amend a record.

# 1 System Overview

## 1.1 Introduction



## Inventory

Inventory is any stock at any stage in the supply chain. This includes finished goods, subassemblies, components, and raw materials. Inventory has an intrinsic value and incorporates added value. The investment in inventory typically represents one of the largest single areas of capital in a business, often more than 25 percent of total assets.

Inventory should be an asset. However, if inventory is not properly managed, it can be a liability. Inventory Management provides the opportunity to save money by controlling inventory with informed planning and production.

## Warehouse

**A warehouse is a grouping of inventory locations or stocking positions.** A warehouse may represent a physical space or a logical condition for inventory. You define warehouses in the Warehouse Master.

### Multiple Warehouses

*i-Global System* allows for as many warehouses as needed for any item. Each warehouse may be designated as allocatable (allowed for order processing), or non-nettable (not used in the MRP netting logic). This allows businesses to set up staging areas and quarantined warehouses. The warehouses can be either physical or logical warehouses.

- **Physical warehouses and locations represent inventory at rest.**

They describe the stock's geographic location. Examples include a stockroom, warehouse, or storage facility. Physical warehouses can also describe consignment inventory and floor stock.

- **Logical warehouses and locations represent inventory in motion.**

They describe the condition of inventory, such as work-in-process, goods-in-transit, and goods in inspection.

## Location

**A location is a physical or logical stocking position or area within a warehouse.** Examples of physical areas are bins, rows, or floor locations. Examples of logical areas are quarantine, rework, and goods-in-transit.

### Multiple Locations

*i-Global System* allows for as many inventory locations as desired for any item.

**Lot**

**A lot is a particular batch of an item such as pharmaceuticals and other perishables.** You define items as lot-controlled in the Item Master.

To maintain lot-controlled items, you must input a lot number. Inquiry programs display the lot numbers. Transactions requiring a lot number entry are defined on the Transaction Maintenance program. When these transaction types are used for non lot-controlled items, the lot number validation is by-passed.

Lot Inventory Detail prints a lot inventory detail report.

## 1.2 Inventory Management Features

These features in *i-Global System* Inventory Management Module enhance your overall production or distribution performance: ABC Classification Inventory Control, Cycle Counting, Physical Inventory, Alternate Items and multiple Item Unit of Measure.

### ABC Classification

An ABC analysis separates inventory items into three groups according to their annual usage and cost.

**A** Typically, 80% of your inventory value is reflected in 20% of your total inventory. These are known as A items.

**B** 15% of your inventory value is reflected in 30% of your total inventory. These are known as B items

**C** 5% of your inventory value is reflected in 50% of your total inventory. These are known as C items.

An ABC analysis identifies items having the greatest impact on inventory performance when you implement improved inventory control. For example, a careful analysis of the order quantity and timing decisions for A items provides a larger benefit and possible improvement in inventory performance than do similar efforts on C items.

You assign an ABC code to each item, which supports ABC usage reporting and re-designation.

### ABC Usage Reporting and Re-designation

- You define percentages for A, B, and C items in the System Parameters.
- Items are ranked by year-to-date (YTD) usage value.
  - YTD usage value equals YTD usage units multiplied by the standard unit cost.
  - Total YTD usage value equals the sum of YTD usage values for all items.
  - Cumulative YTD usage value equals the sum of YTD usage value (this and higher ranking items).
- Cumulative Percentage Price =  $\left( \frac{\text{YTD Usage Dollars}}{\text{Total YTD Usage Dollars}} \right) \times 100$
- Rankings and cumulative price percentages indicate which items are redesignated A, B, and C. New ABC designations can be stored in the Item Master file (IIM).
- An optional feature of the ABC code control is the cycle count selection process.

### Cycle Counting

Inventory Management requires inventory values in the computer system to equal inventory values in the warehouse. You can do this by cycle counting.

The following figure highlights the benefits of cycle counting:

- Cycle counting provides continuous, precise inventory control, including feedback needed to assess reasons for book-to-actual discrepancies.
- Cycle counting is done frequently (daily, weekly) and does not interrupt production activity.
- The number of cycle counts per year may also be defined and items up for cycle counting can be automatically provided.

## Physical Inventory

Physical Inventory is a sub-system of the *i-Global System* Inventory Management Module. It allows you to update your book (system) inventory values with an actual physical count of the inventory. Production is usually discontinued during the physical count.

The Inventory Management Module provides a complete physical inventory sub-system. This includes physical inventory tags, missing tag list, book versus physical inventory, and automatic reconciliation of physical to book. A physical inventory may be done for all warehouses or for any set of individual warehouses. The physical inventory should be taken after the inventory close for a year. Then the physical inventory should be reconciled to the book inventory before the close of the next year. Reports include physical inventory by item and by warehouse/tag.

## Item Unit of Measure Options

The unit of measure is the quantity in which an item is managed. There are three units of measure: purchase, stocking and selling. During different stages, items can be managed in different measurements. When an item is purchased it may come from the vendor/supplier in different quantity measurements than it is stocked. Items may also be sold in different quantity measurements than they are purchased or sold. The system tracks several different units of measure and automatically tracks correct conversion quantities.

Units of measure (UOM) for each item are defined within the Item Master. Units of measure are user defined in the *i-Global System* Code Tables.

Each item can have a purchase unit of measure different from its stocking unit of measure.

**Purchase Unit of Measure**

The Purchase Unit of Measure is used in Purchasing when items are purchased from vendor/suppliers in different quantities than they are stocked.

Purchase units of measure are used exclusively for purchase order transactions. To obtain the quantity in the stocking unit of measure, multiplies the receipt quantities by the purchasing unit of measure conversion factor. Purchasing units of measure are used for:

- Vendor quotes
- Receipts and returns
- Purchase order costing

The purchasing unit of measure will default from the stocking unit of measure unless defined otherwise.

The system automatically converts from the purchase unit of measure to the stock unit of measure during purchase order receipt. Inventory is always updated in stocking unit of measure.

**Stocking Unit of Measure**

- Stocking unit of measure is an internal measure used by inventory to stock items. Stocking units of measure default for all transactions.

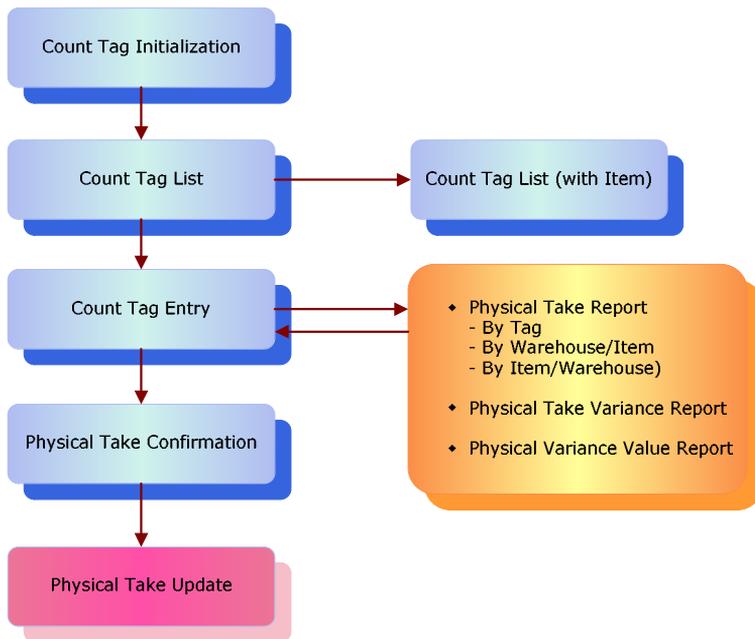
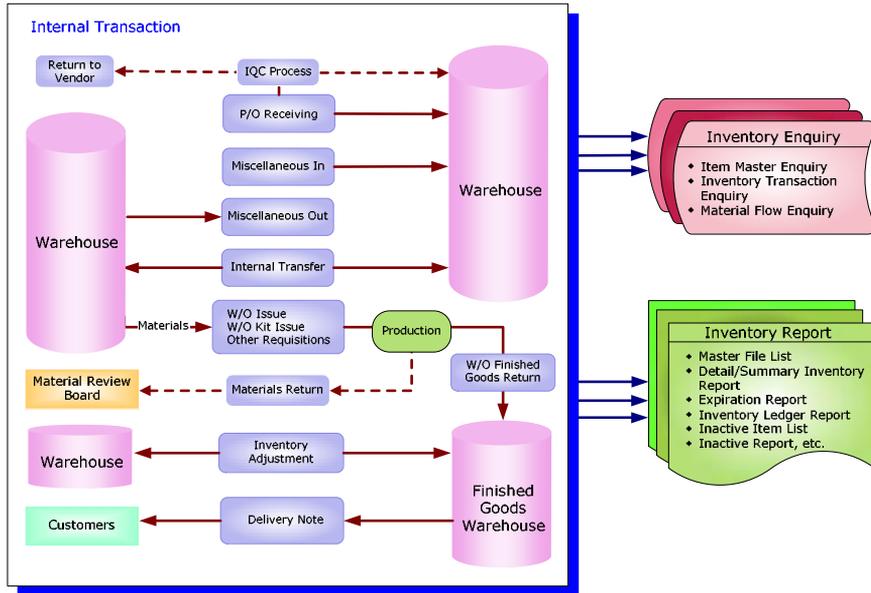
## Selling Unit of Measure

Customer Order Entry uses the Stocking Unit of Measure as the default unit of measure when the selling unit of measure is different from it. Pricing and quantity breaks use the stocking unit of measure.

Order Entry and Billing uses Selling Units of Measure. To obtain the quantity in the stocking unit of measure, *i-Global System* multiplies the issued quantities by the selling unit of measure conversion factor. Selling units of measure are used for:

- Ordered quantities
- Shipped quantities in Billing

## Inventory Transaction



## 1.3 Terminology

Terms and meanings of inventory management are described as follows:

<b><u>Terms</u></b>	<b><u>Definitions</u></b>
<b>ABC Analysis</b>	A separation of inventory items into three groups, ranked according to the cost of the unit and annual amount used. An ABC classification system recognizes that a small percentage of components will comprise a large percentage of monetary value, and a large percentage of components will comprise a small percentage of monetary value. This system emphasizes control of the most expensive inventory.
<b>ABC Code</b>	A classification assigned to items to support cycle count selection and ABC usage reporting and re-designation.
<b>Allocatable</b>	Inventory on-hand or on order that is assigned to specific customers or shop orders.
<b>Base Currency</b>	A monetary unit used by each the Company.
<b>Component</b>	Any item used to make another item.
<b>Cycle Counting</b>	A method of comparing inventory quantities in the computer system to inventory quantities in the warehouse, using a continuous counting technique. Cycle counting is either one-step or two-step.
<b>Finished Goods</b>	Products ready for shipment and carried in inventory in anticipation of customer orders.
<b>In-Transit</b>	Inventory in the delivery, transfer, or distribution process.
<b>Inventory</b>	Any stock at any stage in the supply chain. Inventory may consist of finished goods, intermediate products, or raw materials.
<b>Item</b>	Any manufactured or purchased part.

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<b><u>Terms</u></b>	<b><u>Definitions</u></b>
<b>Item Number</b>	An alphanumeric code that identifies an item. Every item must have a unique item number.
<b>Location</b>	A physical or logical stocking position or area within a warehouse.
<b>Logical</b>	A warehouse or location describing the condition of inventory.
<b>Lot</b>	A particular batch of an item such as pharmaceuticals and perishables.
<b>Nettable</b>	Inventory included in the on-hand balance for Material Requirements Planning (MRP) netting calculations.
<b>Physical</b>	A warehouse or location describing the stock's geographic location.
<b>Physical Inventory</b>	A subsystem of Inventory Management allowing you to update the system inventory values with an actual physical count of the inventory.
<b>Raw Material</b>	Purchased material used in components or finished goods.
<b>Reason Code</b>	A code attached to a transaction effect that reports standard reasons for the movement of stock.
<b>Safety Stock</b>	Inventory used as a buffer against demand uncertainty.
<b>Transaction Currency</b>	A monetary unit consisting of global, base, or other foreign currencies.
<b>Transaction Effect</b>	An event reported to the computer system such as adjustments, issues, receipts, and transfers.
<b>Unit of Measure</b>	A unit in which the quantity of an item is managed (stocking, purchasing, selling, or alternate).
<b>Warehouse</b>	A grouping of inventory locations or stocking positions. A warehouse may represent a physical space or a logical condition for inventory.
<b>Work-in-Process</b>	Inventory within the manufacturing process.

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## 1.4 System Login

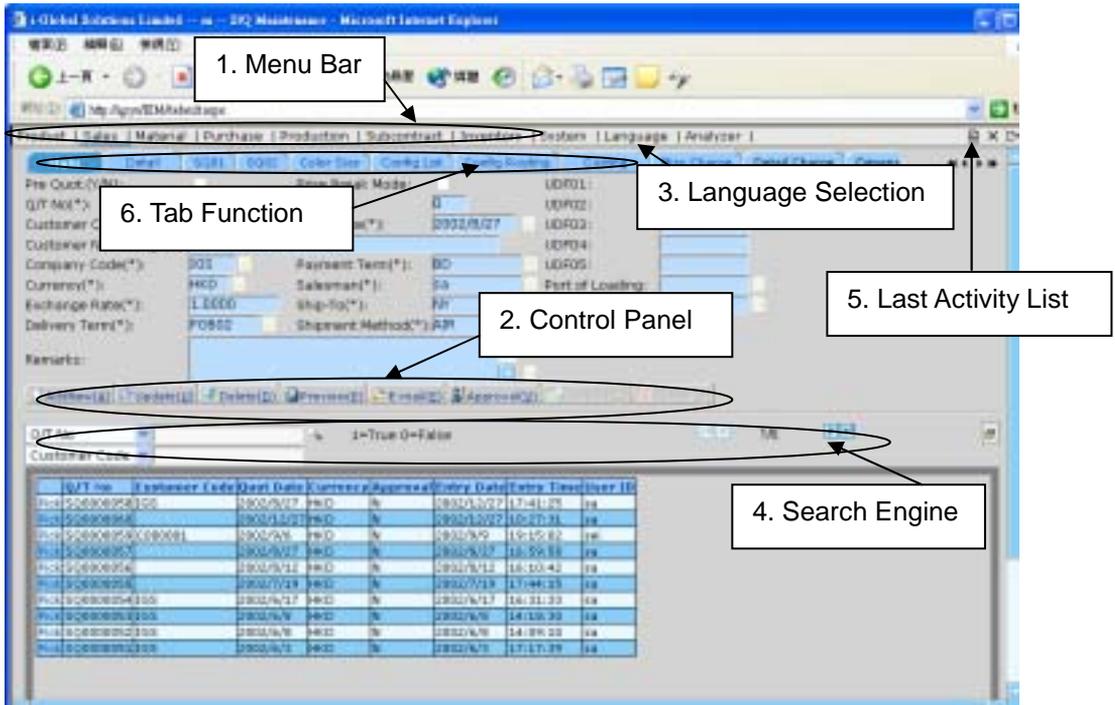


Steps:

- 1) Double click the System icon from the folder.
- 2) After the Login Screen is displayed, input your **User ID** and **Password**
- 3) Press <**Enter**>

### 1.5 Workspace Components

Eg. Screen of Sales Quotation

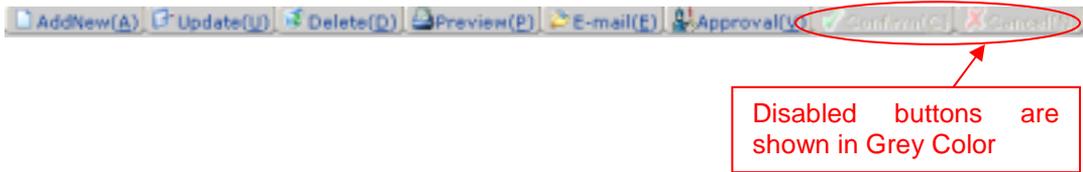


## 1. Menu Bar



At Menu Bar, you can choose different functions by clicking the Function Name and then choose the screen that you want, or;

## 2. Control Panel



At Control Panel, there are buttons for you to control the activities and processes that you want to make. The characters of buttons are in grey color while the buttons are disabled.

The most popular ones are:

**AddNew** Button : Add a new entry.

**Update** Button : Update a specific record and selection.

**Delete** Button : Delete an existing record.

**Confirm** Button : Confirm and Save a change or an addition of entry.

**Cancel** Button : Cancel a change or an addition of entry.

Others include:

**Preview** Button : Preview reports or print out.

**Approval** Button : Approval for documents, eg. Sales Quotation, Sales Order

**Functions*****Update***

Steps:

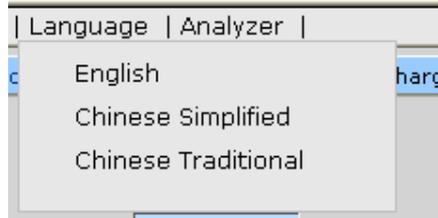
- 1) View/pick the *record* that you want to update
- 2) To Update an existing *record*, click the **Update** button → Update the fields you want → Click **Confirm** button.
- 3) To Cancel the changes, Click **Cancel** button.

***Delete***

Steps:

- 1) View the *record* that you want to delete
- 2) To delete an existing *record*, click the **Delete** button.
- 3) Click **Yes** button in the *Pop Up Message* to Confirm Delete, **No** button for Cancel the deletion.

### 3. Language Selector



At Language Selector, multi-languages are supported (English, Traditional and Simplified). You can choose the appropriate language as you like.

### 4. Search Engine



At Search Engine, you can select a specific Field from the Pull Down menu and type the search criteria to search a list of records.

#### *Search records*

#### **Method 1:**

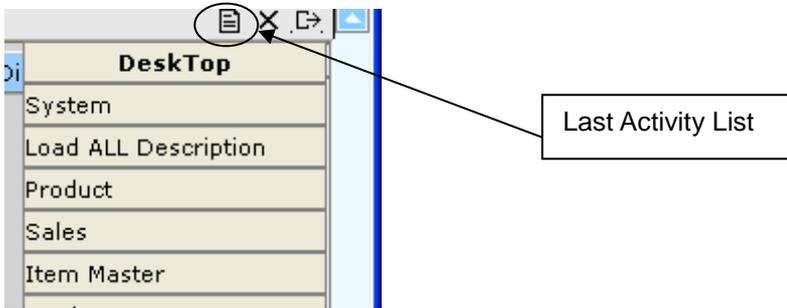
Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

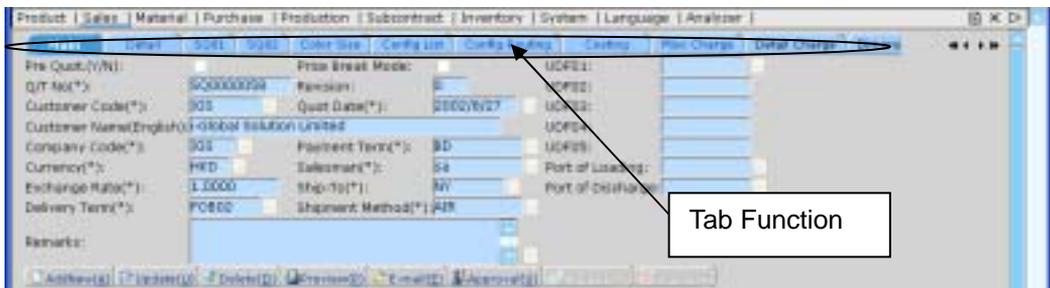
**Method 2:**

Step:

- 1) Click **the first page** button to find the records in the first page of the *Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Table*.

**5. Last Activity List**

Last Activity List shows the screens that you have viewed and edited. It gives a way for you to look back the activities that you have done. Click the Pull Down Menu and view the history.

**6. Tab Function**

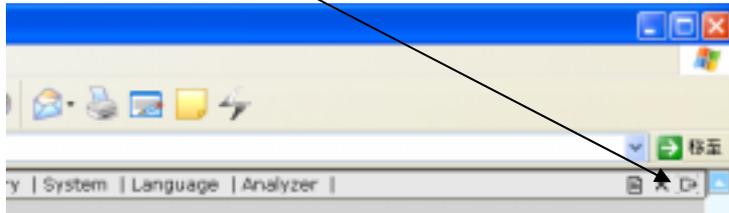
Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

## 1.6 System Logout

When the Application System is finished, user may perform logout system to exit the system.

Steps:

- 1) At Menu Bar, Click  button to logout the system.



## 1.7 Operation Modes of the System

This section highlights the common operation procedures of the System.

### A. Mouse Operation

Users can access the system by simply using the Mouse to select the Function.

### B. Keyboard Operation

#### System Menu Operation

After the Login process users may use the <Alt> key to toggle to the System Menu then press the underlined character key for a Function.

#### Functional Screen Operation

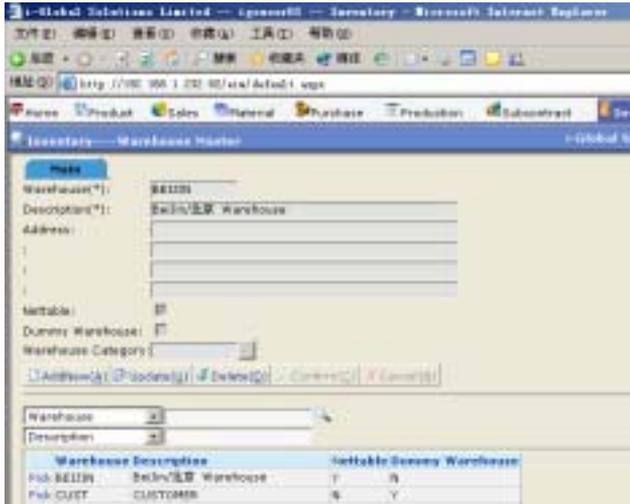
When a System function is selected, a Functional Screen will be displayed which allows the user to perform specific application functions. Users can use <Alt- character key in ( )> to access the command Button. Click the Command Button “AddNew(A)” (or press <Alt-A>) to return the System into the Add Mode.

#### Examples:

Functions	Keys
AddNew( <u>A</u> )	<Alt-A>
Update( <u>U</u> )	<Alt-U>
Delete( <u>D</u> )	<Alt-D>
Confirm( <u>C</u> )	<Alt-C>
Cancel( <u>N</u> )	<Alt-N>

## 2 Master File Setup2

### 2.1 Warehouse Master

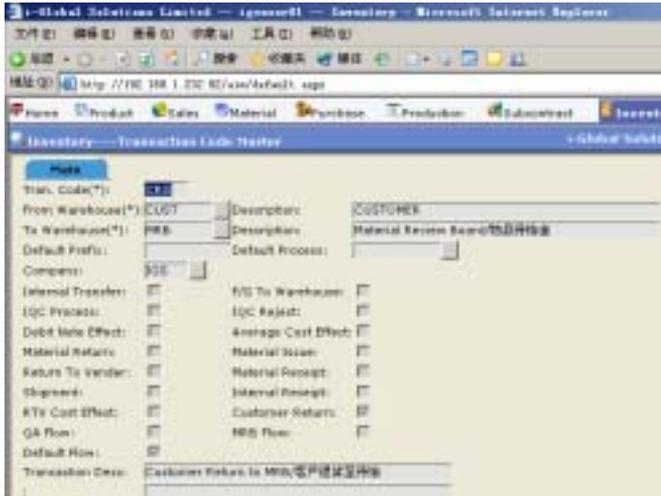


#### *Create a new Warehouse*

Steps:

- 1) In **Master File**, click **Warehouse File**.
- 2) Click **AddNew** button.
- 3) Type **Warehouse**, **Description** and **Address**.
- 4) Optionally, select **Nettable** or **Dummy Warehouse** if required.
- 5) Click **Confirm** button to confirm the input.

## 2.2 Transaction Code Master



Inventory Transaction Code Maintenance allows you to define types of inventory transactions. You can customize inventory transactions by designating the characteristics that you want the transaction to have. Transaction effect is a complex process.

Before defining inventory transactions, become familiar with the *reserved transaction codes*.

- These reserved codes are pre-set in the system. If you use applications or products requiring these reserved codes, review each code using Transaction Code Maintenance to verify desired default settings.
- We recommend that you do not override reserved transaction types. If you do not require a reserved transaction code, you can define a code with whatever transaction effect you desire.

Transaction Code Maintenance allows you to define customized inventory transactions to meet specific business needs. Create entries that determine each transaction characteristic.

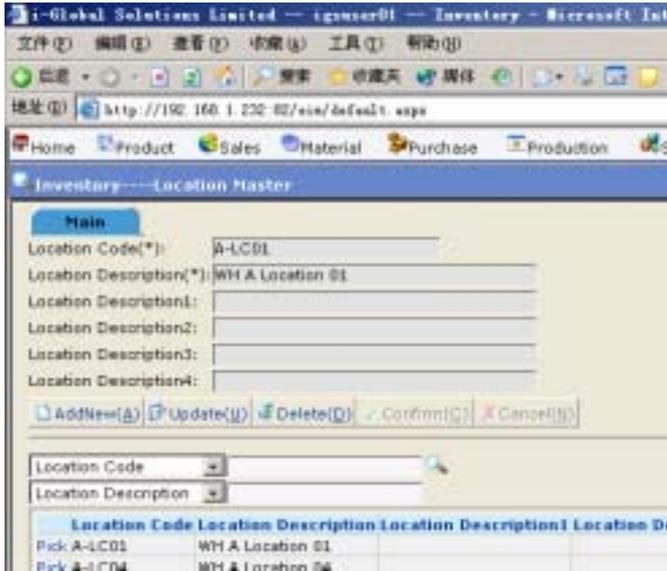
### *Create a new Transaction Code*

## Steps:

- 1) In **Master File**, click **Transaction Code Master**.
- 2) Click **AddNew** button.
- 3) Type **Transaction Code** at most 4-digit. (eg. INT1 – Internal Transfer)
- 4) Click the **Pop Up** button  from the **From Warehouse** field to browse the **Warehouse ID** → double click the **Warehouse ID** you want to choose.
- 5) Click the **Pop Up** button  from the **To Warehouse** field to browse the **Warehouse ID** → double click the **Warehouse ID** you want to choose.
- 6) Check the following check box(es) if applicable:

<input type="checkbox"/> Internal Transfer	<input type="checkbox"/> F/G To Warehouse
<input type="checkbox"/> IQC Process	<input type="checkbox"/> Average Cost Effect
<input type="checkbox"/> Debit Note Effect	<input type="checkbox"/> Material Issue
<input type="checkbox"/> Material Return	<input type="checkbox"/> Material Receipt
<input type="checkbox"/> Return To Vendor	<input type="checkbox"/> Internal Receipt
<input type="checkbox"/> Shipment	<input type="checkbox"/> Customer Return
<input type="checkbox"/> RTV Cost Effect	<input type="checkbox"/> Default Flow
<input type="checkbox"/> QA Flow	<input type="checkbox"/> MRB Flow
- 7) Type **Description, GL Code** and **Transport Costs**.
- 8) Click **Confirm** button to confirm the input.

## 2.3 Location Master



### *Create a new Location*

Steps:

- 1) In **Master File**, click **Location Master**.
- 2) Click **AddNew** button.
- 3) Type **Location Code and Descriptions**
- 4) Click **Confirm** button.

## 2.4 Reason Code Master

The screenshot shows the 'Reason Code Master' application window. The form contains the following data:

Reason Code(*)	ADJ
Reason Description(*)	Adjustment
User ID	sa
Entry Date	2002-10-09
Entry Time	16:40:11

Buttons: AddNew, Update, Delete, Confirm, Cancel

Search fields: Reason Code, Reason Description

Pick	Reason Code	Reason Description	Entry Date	Entry Time	User ID
Pick	ADJ	Adjustment	2002-10-09	16:40:11	sa
Pick	PT2002	PHYSICAL TAKE 2002	2002-08-25	17:00:47	SA
Pick	RENV	Production Env (生產環境)	2002-08-25	17:05:09	SA
Pick	RMACH	Machine Fail. (機器故障)	2002-08-25	17:05:27	SA

### *Create a new Reason Code*

Steps:

- 1) In **Master File**, click **Reason Code Master**.
- 2) Click **AddNew** button.
- 3) Type **Reason Code**, **Reason Description**.
- 4) Click **Confirm** button.

## 2.5 Warehouse category Master

The screenshot displays a web browser window with the following elements:

- Browser title: i-Global Solutions Limited -- igsc001 -- Inventory - Microsoft
- Address bar: http://192.168.1.232:82/eim/default.aspx
- Navigation menu: Home, Product, Sales, Material, Purchase, Production
- Page title: Inventory---Warehouse Category Master
- Main section: A 'Main' tab with input fields for 'Warehouse Category[\*]:' and 'Description(\*)'.
- Buttons: AddNew(A), Update(U), Delete(D), Confirm(C), Cancel(B).
- Search section: Dropdowns for 'Warehouse Category' and 'Description'.
- Table header: Warehouse Category, Description, Entry Date, Entry Time, User ID.

### *Create a new Warehouse Category*

Steps:

- 1) In **Master File**, click **Warehouse Category File**.
- 2) Click **AddNew** button.
- 3) Type Warehouse **Category** and **Description**.
- 4) Click **Confirm** button to confirm the input.

## 2.6 Item Master

The screenshot shows a web browser window with the URL `http://192.168.1.202:82/inv/default.asp`. The page title is "Inventory - Item Master". The form has three tabs: "Main", "Custom Field", and "Custom Risk". The "Main" tab is active. The form fields are as follows:

Item No(*)	01WPSY0140200200	Description	20"x20" 140 克薄白色面灰色纸卷
Chinese Description			
Product Specific	20" x 20" 克薄白色面灰色纸		
Gauge, GG			
Category Code	M	Product Class(*)	A
Minimum Stock QTY	100.0000	Max Stock QTY	0000.0000
Pack Qty	0.0000	Minimum Ship Qty	0.0000
Purchase Group Day	0	Buyer(*)	JOHN
PMC Lead Time	0	Purchase Lead Time	0
Minimum Order	0.0000	Handler	JOHN

Buttons at the bottom: , ,

*Create a new Item No.*

Steps:

- 1) In **Master File**, click **Item Master**.
- 2) Click **AddNew** button.
- 3) Type **Item No.**, **Description**, **Chinese Description**, **Product Specifics**, **Gauge,GG**, **Category Code**, **Product Class**, **Minimum Stock QTY**, **Max Stock QTY**, **Pack Qty**, **Minimum Ship Qty**, **Purchase Group Day**, **Buyer**, **PMC Lead Time**, **Purchase Lead Time**, **Minimum Order**, **Handler**.
- 4) Click **Confirm** button to confirm the input.

## 3 Receive Transaction

### 3.1 Purchase Order Receiving

Purchase Order (P/O) Receiving allows you to receive raw materials (purchase items) based on the relevant purchase order. You can simply select “by P/O Line” or “by P/O Item” to receive those materials. You can choose the Good Received Note (GRN) prefix and GRN will be auto-generated by the system. The item’s P/O price will be used for the average cost calculation. Spare quantity is provided when the material is not cost by the vendors. System can auto-calculate the Purchase unit of measurement and the Stock unit of measurement.

The screenshot displays the 'Inventory - P/O Receiving' interface. Key fields and their values are as follows:

- From Warehouse (W/WH):** [Empty]
- To Warehouse (WH):** [Empty]
- Trans. Code(\*):** GRN
- Trans. Date(\*):** 2002-05-28
- GRN Prefix(\*):** GRN
- GRN No.:** [Empty]
- P/O No.:** PO000040
- Line:** [Empty]
- Line:** 0
- Item No.:** 9-02-04-00001-000
- Vendor Code:** 9801
- Description:** 鐵通器
- Chinese Description:** [Empty]
- Product Specific:** [Empty]
- Require QTY(PUR):** 2500.000
- Per QTY (Sto):** 2500.000
- Require QTY(STOCK):** 2500.000
- Balance:** 2500.000
- UOM:** G
- To Lot No.:** [Empty]
- Location Code:** [Empty]
- Stock QTY:** 0.000
- Transaction QTY(\*):** 0.000
- UOM(\*):** G
- Spare QTY:** 0.000
- Reference No.:** [Empty]
- Expiration Date:** 2011-05-19
- Transaction Remark:** [Empty]

At the bottom of the form, there are five fields for transaction identifiers: TRAN\_IDFO1, TRAN\_IDFO2, TRAN\_IDFO3, TRAN\_IDFO4, and TRAN\_IDFO5, all of which are currently empty.

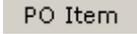
***PO Line*****Steps:**

- 1) In **Transaction**, click **P/O Receiving**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date**.
- 4) Click the **Pop Up** button  from the **GRN Prefix** field → double click the **Prefix** you want to choose.
- 5) Click **PO LINE** button.
- 6) Click the **Pop Up** button  from the **P/O No.** field → double click the **P/O No.** you want to choose.
- 7) Click the **Pop Up** button  from the **Line** field → double click the **Line** you want to choose → press **Read** button.
- 8) Type **Transaction Qty.**
- 9) Click the **Pop Up** button  from the **UOM** field → double click the **UOM** you want to choose.
- 10) Type **Spare Qty, Reference No.** and **Transaction Remark**.
- 11) Click **Confirm** button to confirm the input.

## 3.2 Batch Purchase Order Receiving

### *PO Item*

Steps:

- 1) In **Material Transaction**, click **Batch P/O Receiving**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date**.
- 4) Click the **Pop Up** button  from the **GRN Prefix** field → double click the **GRN Prefix** you want to choose.
- 5) Click  button.
- 6) Click the **Pop Up** button  from the **P/O No.** field → double click the **P/O No.** you want to choose.
- 7) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose → press **Read** button.
- 8) Type **Color, Eff. Expiration Date** and **Transaction Qty**.
- 9) Click the **Pop Up** button  from the **UOM** field → double click the **UOM** you want to choose.
- 10) Type **Spare Qty, Reference No.** and **Transaction Remark**.

### 3.3 Miscellaneous In

#### *To perform Miscellaneous In process*

Miscellaneous In (Misc In) allows you to receive raw materials (purchase items). You can choose the Goods Received Note (GRN) prefix and GRN will be auto-generated by the system. It is not recommended to use Misc In to receive the raw materials because of the average cost calculation. System can handle this kind of average cost calculation by using the Vendor item price definition. For more details, please refer to the Purchase Management System.

Steps:

- 1) In **Transaction**, click **Misc In**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date**.

- 4) Click the **Pop Up** button  from the **Prefix** field → double click the **Prefix** you want to choose → press **Read** button.
- 5) Click the **Pop Up** button  from the **Vendor Code** field → double click the **Vendor Code** you want to choose.
- 6) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 7) Optionally, Click the **Pop Up** button  from the fields → double click the **System Lot No., Lot No., Location Code, Color Code, Size Code, Size Type, and Reason Code** you want to choose.
- 8) Type **Transaction QTY, Reference No. and Transaction Remark.**
- 9) Press  button to confirm the input.

### 3.4 Incoming Quality Control Process

#### *To perform an Incoming Quality Control process*

Incoming Quality Control (IQC) Process allows you to take an official Quality Control process by defining an official Lot number of each Goods Received Note (GRN) material.

Steps:

- 1) In **Transaction**, click **IQC Process**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date** → click **Read** button.
- 4) Click the **Pop Up** button  from the **ITO No.** field → double click the **Lot No.** you want to choose → click **Read** button
- 5) Input **Tran QTY**, **System Lot No** and **Transaction Remark**.
- 6) Press  **Confirm** button.

### 3.5 Internal Transfer

#### *To perform an Internal Transfer process*

Internal Transfer allows you to transfer inventory stock between two different warehouses. Supporting document is needed for the internal transfer in *i-Global System* and the document number is auto-generated. You can choose the number prefix for different kind of internal transfer flow.

The screenshot shows a web browser window with the URL <http://192.168.1.232:82/sia/default.asp?LastMenu=4&MenuActiveCount=3&Menu>. The page title is "Inventory----Internal Transfer". The form contains the following fields:

From Warehouse:	PW	Description:	FY PRODUCTION (總匯)
To Warehouse:	MRB	Description:	Material Review Board/物品待檢區
Tran. Code:	MRB1	Transaction Desc:	PRODUCTION TO MRB
Tran. Date:	2004-09-02		
ITO No.:	IT000002		
Item No(*):			
Description:			
Chinese Description:			
Product Specific:			
From Lot No(*):			
Location Code:			

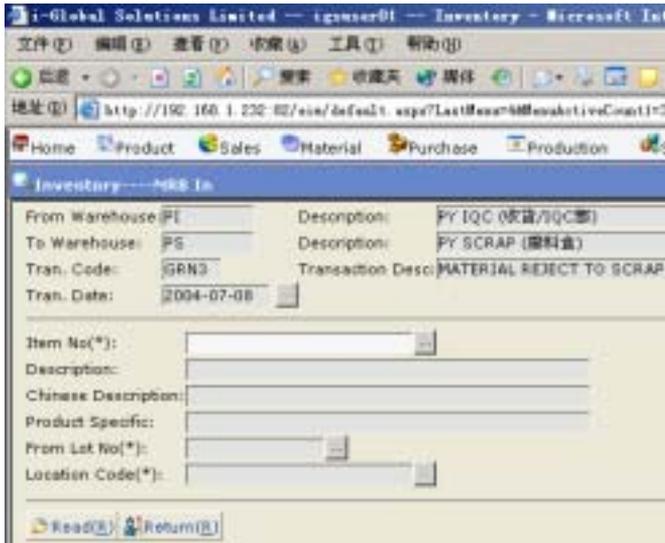
Buttons: Read (R), Return (R)

Steps:

- 1) In **Production Transaction**, click **Internal Transfer**.
- 2) Click the **Pop Up** button  from the **ITO No.** field → double click the **Internal Transfer Order No.** you want to choose.
- 3) If you want to create a new **ITO No.**, tick the **New T/O** check box → click the **Pop Up** button  from the **Prefix** field → double click the **Prefix** you want to choose.

- 4) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 5) Type **Tran Date** → click **Read** button.
- 6) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 7) Click the **Pop Up** button  from the **From Lot No.** field → double click the **Lot No.** you want to choose from → click **Read button**.
- 8) Type **Transaction Qty** (Transaction Qty must not be larger than *Stock Qty*).
- 9) Type or Click the **Pop Up** button  from the **To Lot No.** field → double click the **Lot No.** you want to choose to transfer.
- 10) Type **Reference No., CTN No., Pack Qty** and **Transaction Remark**.
- 11) Press  button.

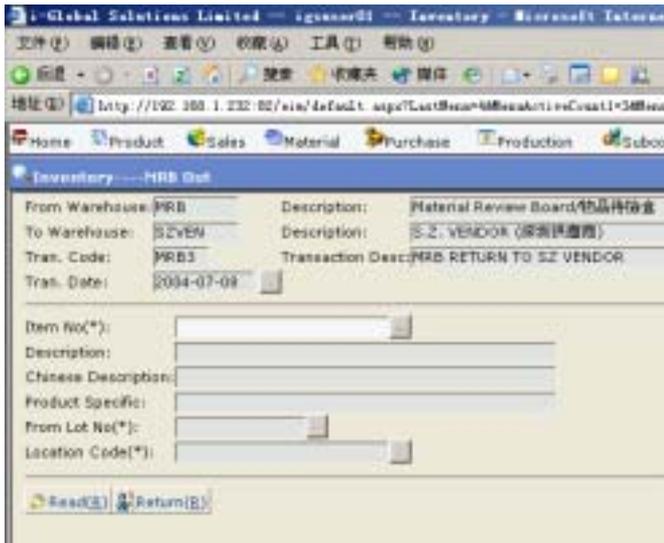
### 3.6 MRB In



Steps:

- 1) In **Production Transaction**, click **MRB In**.
- 2) Click the **Pop Up** button  from the **Transaction No.** field → double click the **Transaction No.** you want to choose.--> click **Read** button.
- 3) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 4) Click the **Pop Up** button  from the **From Lot No.** field → double click the **Lot No.** you want to choose from → click **Read** button.
- 5) Type **Transaction Qty** (Transaction Qty must not be larger than *Stock Qty*).
- 6) Type or Click the **Pop Up** button  from the **To Lot No.** field → double click the **Lot No.** you want to choose to transfer.
- 7) Optionally, input other information..
- 8) Press  button.

### 3.7 MRB Out



Steps:

- 1) In **Other Transaction**, click **MRB Out**.
- 2) Click the **Pop Up** button  from the **Transaction No.** field → double click the **Transaction No.** you want to choose.--> click **Read** button.
- 3) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 4) Click the **Pop Up** button  from the **From Lot No.** field → double click the **Lot No.** you want to choose from → click **Read** button.
- 5) Type **Transaction Qty** (Transaction Qty must not be larger than *Stock Qty*).
- 6) Type or Click the **Pop Up** button  from the **W/O No.** field → double click the **Work Order No.** you want to choose for.
- 7) Optionally, input other information..
- 8) Press  button.

### 3.8 Work Order Material Issue

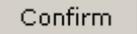
#### *Issue Work Order Material*

Work Order Material Issue allows you to base on a Work Order to issue a kit/individual material to production. *i-Global System* allows two different ways to issue materials to production, one is based on Work Order and the other is material requisition (M/R). System will base on the materials listed in the work order to issue materials and allows partial issue.

Item No	Description	Chinese Description	Req Qty	UoM	Issue
PK1	16-2-50 ELECT. CAPACITOR 1U50V 5C1S 5MH		200	PCS	8
PK2	15-2-1/4 CARBON RESISTOR 1/4 W 1 K		200	PCS	8

Steps:

- 1) In **Other Transaction**, click **Work Order Material Issue**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date**.

- 4) Click the **Pop Up** button  from the **W/O No.** field → double click the **W/O No.** you want to choose.
- 5) Click the **Pop Up** button  from the **Work Order No.** field → double click the **Work Order No.** you want to choose → press .
- 6) Click the **Item** you want to issue and then press **Issue** button.
- 7) Click the **Pop Up** button  from the **Lot No.** field → double click the **Lot No.** you want to choose.
- 8) Input **Transaction QTY (Internal Transfer)** and **Reference No.**
- 9) Press  button.

### 3.9 Work Order Material Kit Issue

The screenshot shows a web browser window with the URL <http://192.168.1.232:82/sis/defwclt.asp?Lan?Menu4M?workOrderCode=08&material>. The browser tabs include Home, Product, Sales, Material, Purchase, Production, and Subcontract. The main window title is 'Inventory - W/O Material Kit Issue'. The form fields are as follows:

From Warehouse:	FC	Description:	PI STR (物料盒)
To Warehouse:	FW	Description:	PI PRODUCTION (物料)
Tran. Code(*):	FP01	Transaction Desc:	物料空套
Tran. Date(*):	2004-07-28		
W/O No(*):	050003333	Item No(*):	0786/00
Work Centre(*):	0781	Req Qty(*):	333.3333
FG Rskd Qty(*):	0.3333		

Below the main form, there is a 'Line' section with the following fields:

Line:	0
Item No(*):	
Description:	
Category Code(*):	
Up Qty(*):	0

At the bottom of the form, there are fields for TRAN\_UDF01 through TRAN\_UDF05. The bottom of the browser window shows a set of buttons: Read, Confirm, Cancel, Check, and Return.

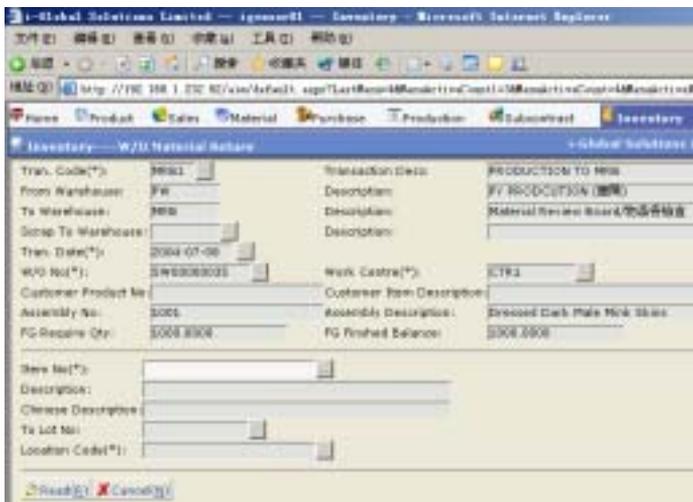
Steps:

- 1) In **Other Transaction**, click **Work Order Material Kit Issue**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose. → Type **Tran. Date**.
- 3) Click the **Pop Up** button  from the **W/O No.** field → double click the **W/O No.** you want to choose → Click **Read** button.
- 4) Click the **Item** you want to issue and then press **Kit Issue** button.

### 3.10 Work Order Material Return

#### *Return Work Order Material*

Work Order Material Return allows you to return materials from production based on the relevant Work Order. Materials may be returned because of scrap, over issue and closed Work Order. System allows you to choose whether this material return need replacement or not. If you choose materials need replacement, system will increase the outstanding materials.



Steps:

- 1) In **Other Transaction**, click **Work Order Material Return**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date**.
- 4) Click the **Pop Up** button  from the **Work Order No.** field → double click the **Work Order No.** you want to choose.

- 5) Click the **Pop Up** button  from the **Work Centre** field → double click the **Work Centre** you want to choose → press **Read** button.
- 6) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 7) Click the **Pop Up** button  from the **To Lot No.** field → double click the **Lot No.** you want to choose → press **Read** button.
- 8) Type **Transaction QTY, Reference No.** and **Transaction Remark**.
- 9) Tick **Replacement Return** check box if required.
- 10) Press  button.

### 3.11 Work Order Finished Goods Return

#### *Return Work Order Finished Goods*

Work Order Finished Goods Return allows you to receive the finished goods based on a work order. Partial return of finished goods is allowed. If system parameter defines color and size, color code/size code need to be input. If system parameter defines location, location code also needs to be input. If the labor and overhead cost have been input in work order, these costs will be added to the finished goods in additional to the materials cost.

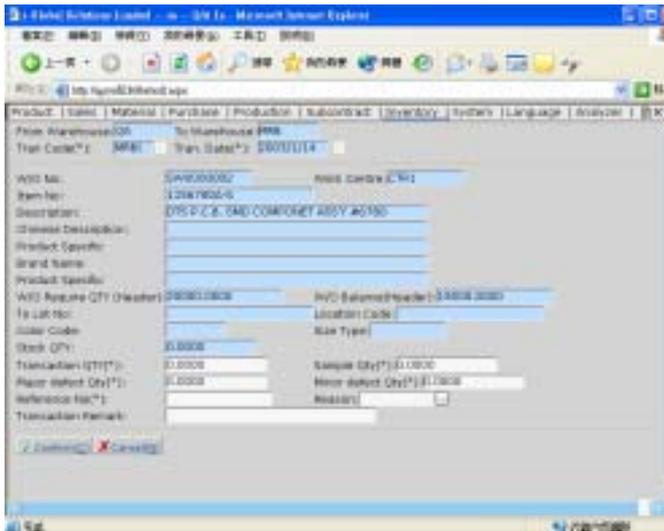


Steps:

- 1) In **Production Transaction**, click **Work Order Finish Good Return**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date** → click **Read** button.

- 4) Click the **Pop Up** button  from the **Work Order No.** field → double click the **Work Order No.** you want to choose.
- 5) Type the **To Lot No.**
- 6) Click the **Pop Up** button  from the **Location** field → double click the **Location Code** you want to choose → press **Read** button.
- 7) Input **Transaction QTY** and **Reference No.**
- 8) Press  button.

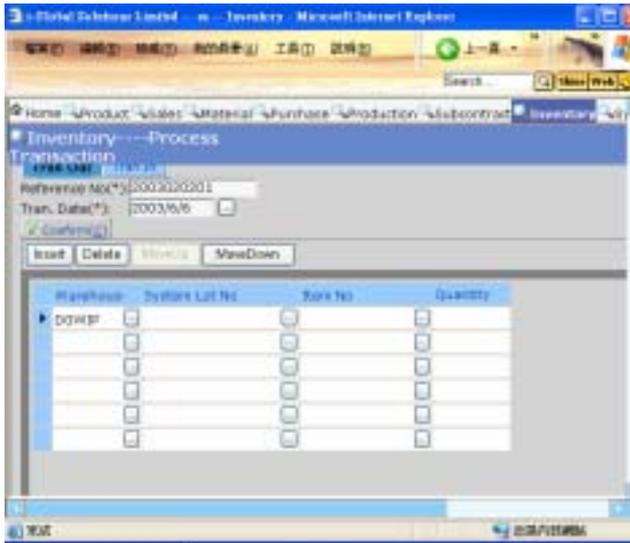
### 3.12 Q/A In



Steps:

- 1) In **Transaction**, click **Q/A**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date** → Click **Read** button.
- 4) Click the **Pop Up** button  from the **W/O No.** field → double click the **W/O No.** you want to choose
- 5) Click the **Pop Up** button  from the **Lot No.** field → double click the **Lot No.** you want to choose. → press **Read** button.
- 6) Type the **Transaction Qty**, **Sample Qty**, **Major Defect Qty**, **Minor Defect Qty**, **Reference No.**
- 7) Press  **Confirm** button.

### 3.13 Process Transaction



Steps:

- 1) In **Production Transaction**, click **Process Transaction**.
- 2) Type **Reference No. and Transaction Date**
- 3) In the Browser, input **Warehouse, System Lot No., Item No. and Quantity**.
- 4) Press **Confirm** button.

### 3.14 Material Requisition Issue

#### *Issue Material Requisition*

Material Requisition Issue allows you to issue the materials based on a material requisition. Materials based on the material requisition will be added to the selected work order for cost calculation of the finished goods.

The screenshot shows a web browser window displaying the 'Material Requisition Issue' form. The form is titled 'Product | Sales | Material | Purchase | Production | Subcontract | Inventory | System'. The 'From Warehouse' is set to 'PC' and 'To Warehouse' is 'PW'. The 'Tran Code (\*)' is '3557' and 'Tran. Date (\*)' is '2002-6-19'. The 'M/R No (\*)' is 'MR0001'. The 'M/R No' is 'MR0001', 'Item No' is 'M1E-T300B4180C', 'Req Qty' is '3000.0000', 'Lot No (\*)' is empty, 'Transaction QTY (\*)' is '2000.0000', 'Reference No (\*)' is empty, and 'Transaction Remark' is empty. The 'Line' is '1', 'Work Centre' is 'CTR1', 'Balance' is '3000.0000', and 'W/O No (\*)' is 'WO0000010'. At the bottom, there are buttons for 'Confirm', 'Cancel', and 'Return'. A table below the form shows the selected line:

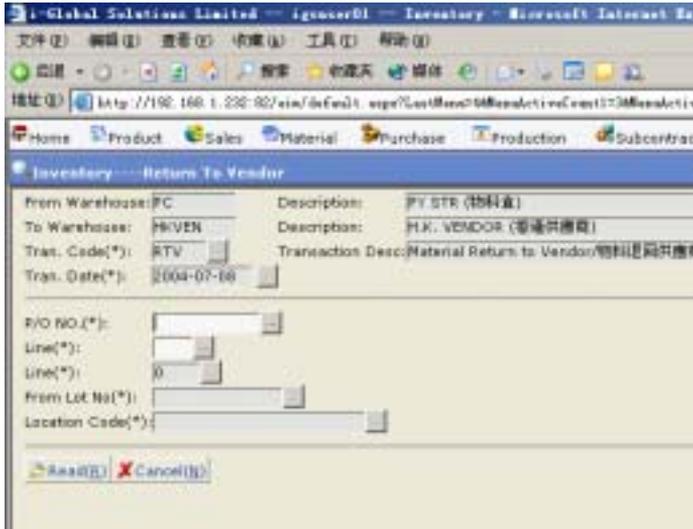
Line	Item No	Work Centre	Req Qty	Balance
Pick 1	M1E-T300B4180C	CTR1	3000	2000

Steps:

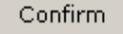
- 1) In **Production Transaction**, click **Material Requisition Issue**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose.
- 3) Type **Tran. Date**.

- 4) Click the **Pop Up** button  from the **M/R No.** field → double click the **M/R No.** you want to choose → press **Read** button.
- 5) Click the **Pop Up** button  from the **Lot No.** field → double click the **Lot No.** you want to choose.
- 6) Type **Transaction QTY.**
- 7) Click the **Pop Up** button  from the **Work Order No.** field → double click the **Lot No.** you want to choose.
- 8) Type **Reference No.** and **Transaction Remark.**
- 9) Press  button.

### 3.15 Return To Vendor

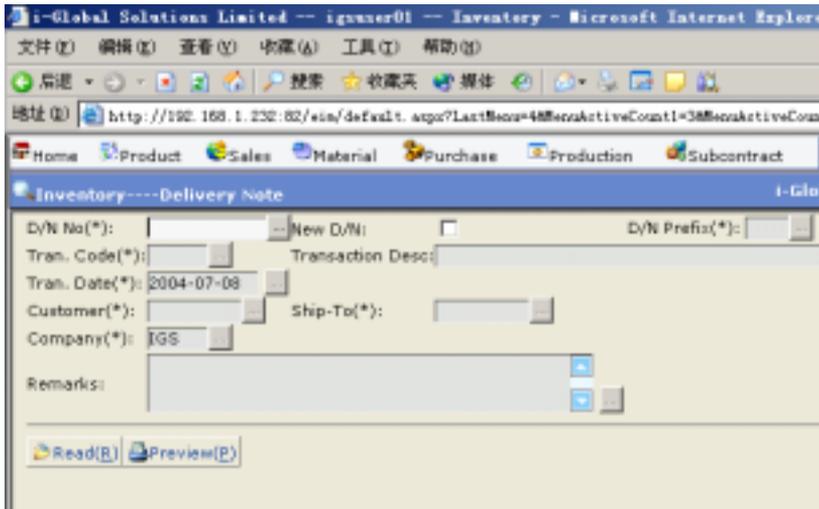


Steps:

- 1) In **Receiving Transaction**, click **Return To Vendor**
- 2) Click the **Pop Up** button  from the **Tran Code** field → double click the **Transaction Code** you want to choose.
- 3) Select the **Tran. Date** → Click **Read** button
- 4) Click the **Pop Up** button  and select **P/O No.** and **Line** for the *P/O No.*
- 5) Click **Read** button
- 6) Click the **Pop Up** button  from the **Lot No** field → double click the **Lot No** you want to choose.
- 7) Type the **Transaction Qty**, **Reference No** and **Transaction Remark**
- 8) Tick **Replacement Return** if required.
- 9) Click  **Confirm** button.

### 3.16 Delivery Note

Delivery Note allows you to ship out finished products based on delivery order that created in Sales System. The transaction quantity/shipment quantity cannot be greater than the delivery order quantity.



Steps:

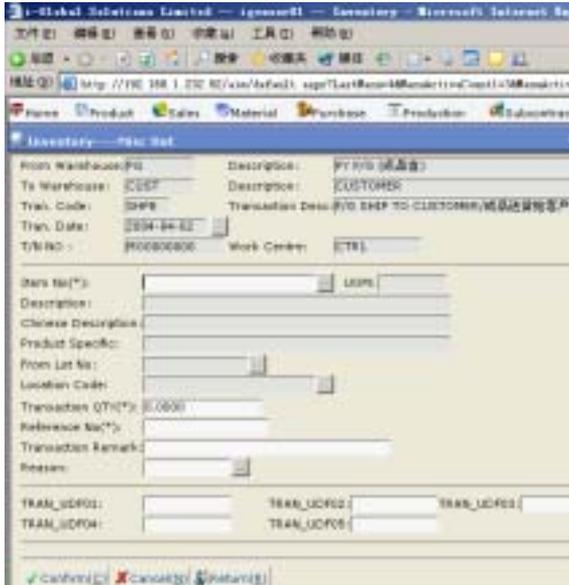
- 1) In **Shipment Transaction**, click **Delivery Note**.
- 2) Click the **Pop Up** button  from the **D/N No.** field → double click the **D/N No.** you want to choose.
- 3) Tick the **New D/O** check box if applicable.
- 4) Click the **Pop Up** button  from the **D/N Prefix** field → double click the **D/N Prefix** you want to choose.
- 5) Click the **Pop Up** button  from the **Tran Code** field → double click the **Tran Code** you want to choose.
- 6) Type **Tran Date**.

- 7) Click the **Pop Up** button  from the **Customer Code** field → double click the **Customer Code** you want to choose → press **Read** button.
- 8) Click the **Pop Up** button  from the **D/O No.** field → double click the **D/O No.** you want to choose.
- 9) Click the **Pop Up** button  from the **Line** field → double click the **Line** you want to choose → press **Read** button.
- 10) Type **Color, Transaction Qty** and **Transaction Remark**.
- 11) Press  button.

### 3.17 Miscellaneous Out

#### *To perform a Miscellaneous Out process*

Miscellaneous Out (Misc Out) Note allows you to withdraw inventory from the warehouse. Different from Delivery Note, this transaction does not base on any Delivery Order.



Steps:

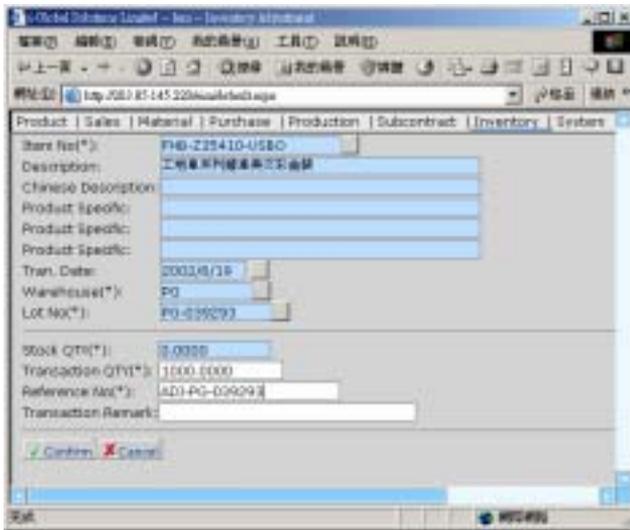
- 1) In **Shipment Transaction**, click **Misc Out**.
- 2) Click the **Pop Up** button  from the **T/N No.** field → double click the **T/N No.** you want to choose.
- 3) Tick the **New T/N** check box if applicable.
- 4) Click **Read** button.
- 5) Click the **Pop Up** button  from the **Item No** field → double click the **Item No.** you want to choose.

- 6) Click the **Pop Up** button  from the **Lot No** field → double click the **Lot No.** you want to choose.
- 7) Input **Transaction QTY**, **Reference No.**, **CTN No.**, **Pack Qty**, **Reason** and **Transaction Remark** → press  button.

### 3.18 Inventory Adjustment

#### *Adjust Inventory*

Inventory adjustment allows you to adjust the stock of any items in non-dummy warehouse. It is not recommended to adjust the stock level frequently. Authorization of this function should be setup to control user to access this program.



Steps:

- 1) In **Transaction**, click **Transaction Adjustment**.
- 2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 3) Click the **Pop Up** button  from the **Warehouse** field → double click the **Warehouse** you want to choose.
- 4) Click the **Pop Up** button  from the **Lot No.** field → double click the **Lot No.** you want to choose → click **Read** button.

- 5) Type **Transaction QTY, Reference No.** and **Transaction Remark.**
- 6) Press  button.

### 3.19 Transaction Cut-Off

Transaction Cut-Off allows you monthly cut-off the inventory. **No more back dated transaction can be input.** After transaction cut-off, data export to accounting system can be carried out.

Steps:

- 1) In **Transaction**, click **Transaction Cut-Off**.
- 2) Input **Transaction Closing Date** → press  button.

## 4 Physical Inventory Take

Physical Take Transaction Code is a sub-system of *i-Global System* Inventory Management Module.

- It allows you to update your *book* inventory values with a physical count of inventory.
- It compares the tag entry data to the new opening balance calculated at inventory year-end close.
- It allows normal operations to continue for a full year after physical inventory is taken.

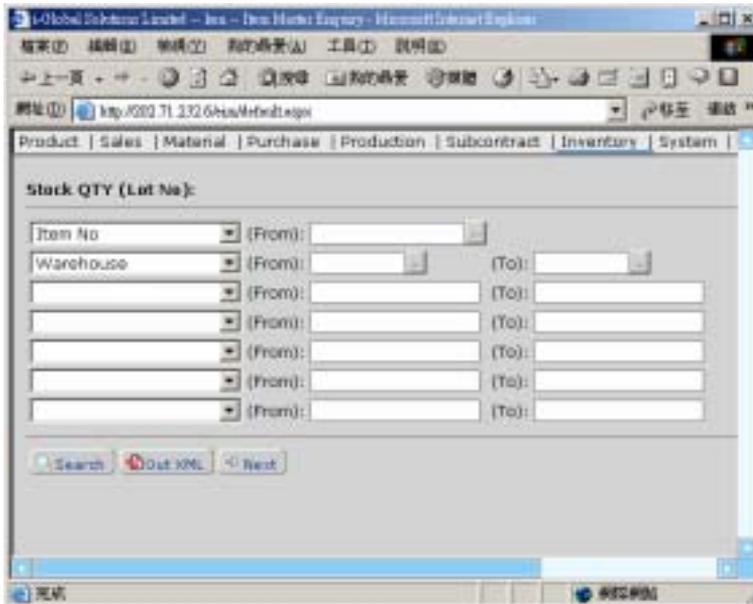
The recommended physical inventory process is:

1. Prepare the site & count tags for physical inventory
2. Physical Take Confirm (START)
3. Perform physical count
4. Count Tag Entry
5. Print physical reports as required
6. Print physical versus book reports
7. Perform stock reconciliation
8. Perform recounts, if required
9. Update tag entries with recounts
10. Physical Take Update (END)

## 5 Enquiry

Enquiry can help to retrieve data on screen instantly according to various criteria.

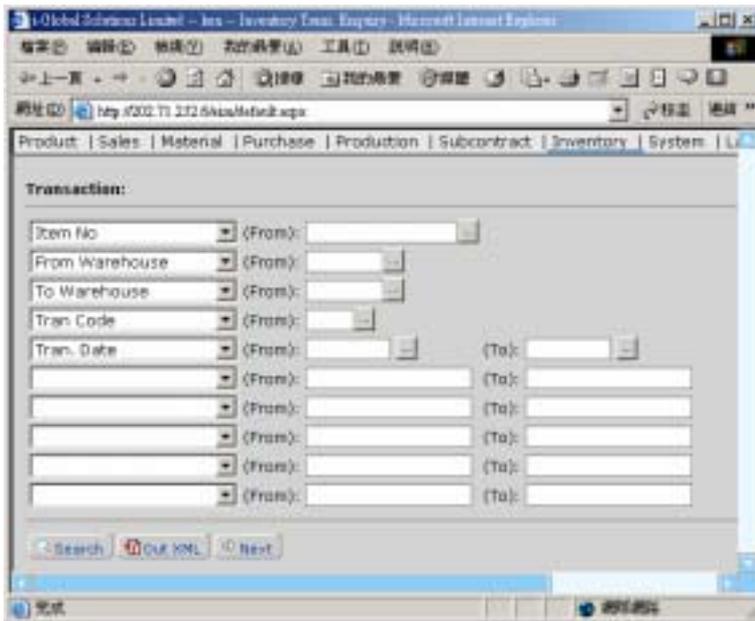
### 5.1 Item Master Enquiry



Steps:

- 1) In **Enquiry**, click **Item Master Enquiry**.
- 2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose → press **Tab**.
- 3) Choose **From/To Warehouse** and/or input **From/To Transaction Date**.
- 4) Select **Options** from the **Pull Down** menu → click **Enquiry**.

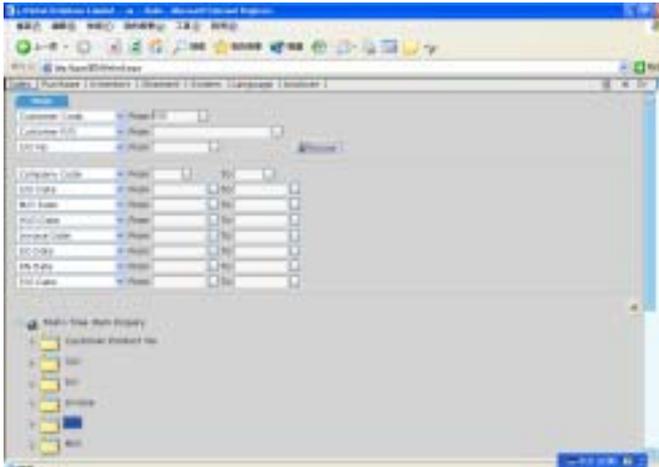
## 5.2 Inventory Trans. Enquiry



Steps:

- 1) In **Enquiry**, click **Inventory Trans. Enquiry**.
- 2) Click the **Pop Up** button  from the **Transaction Code** field → double click the **Transaction Code** you want to choose → press **Tab**.
- 3) Select **Options** from the **Pull Down** menu → click **Enquiry**.

### 5.3 Multi-Tree Item (Customer-Item) Enquiry



Steps:

- 1) In **Enquiry File**, click **Multi Tree Item Enquiry/ Multi-Tree Customer Item Enquiry**.
- 2) Click the **Pop Up** button  and select the criteria → Click **Reload** button.
- 3) Click  to view the Transaction information.

## 6 Report

All the reports in the Inventory Management Module can be:

1. Enquired
2. Retrieved
3. Previewed
4. Text Searched
5. Printed/Faxed/E-mailed
6. Exported

The following are the list of reports in the Inventory Management Module:

- a) Warehouse List
- b) Transaction Code List
- c) Detail Inventory Report
- d) Summary Inventory Report
- e) Inventory Closing Report
- f) Inventory Report – by Item
- g) Inventory Report – by Lot
- h) Inventory Report – by Transaction Code
- i) Expiration Report

- j) Inventory Ledger Report
- k) Slow Moving Report
- l) Inactive Report

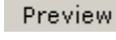
#### a) Warehouse List

Steps:

- 1) In **Report**, click **Warehouse List**.
- 2) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 3) Click  **Preview** button to preview and/or print the report.

#### b) Transaction Code List

Steps:

- 1) In **Report**, click **TransCode List**.
- 2) Type **Tran Code** or click **Pop Up** button  to choose the **Transaction Code**.
- 3) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 4) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 5) Type **From/To Transaction Date**.
- 6) Tick the check box **Summary** if required.
- 7) Click  **Preview** button to preview and/or print the report.

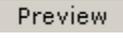
**c) Detail Inventory Report**

Steps:

- 1) In **Report**, click **Detail Inventory Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Click  **Preview** button to preview and/or print the report.

**d) Summary Inventory Report**

Steps:

- 1) In **Report**, click **Summary Inventory Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Process Code** or click **Pop Up** button  to choose the **Work Order Type**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Click  **Preview** button to preview and/or print the report.

### e) Inventory Closing Report

Steps:

- 1) In **Report**, click **Inventory Closing Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Select **Options** from the **Pull Down** menu.
- 6) Click  **Preview** button to preview and/or print the report.

### f) Inventory Report - by Item

Steps:

- 1) In **Report**, click **Inventory Report - by Item**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Type **From/To Lot No.** → press **Tab**.
- 6) Click  **Preview** button to preview and/or print the report.

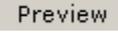
**g) Inventory Report - by Lot**

Steps:

- 1) In **Report**, click **Inventory Report – by Lot**
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Type **From/To Lot No.** → press **Tab**.
- 6) Click  **Preview** button to preview and/or print the report.

**h) Inventory Report – by Transaction Code**

Steps:

- 1) In **Report**, click **Inventory Report – by Transaction Code**.
- 2) Select **Options** from the **Pull Down** menu → press **Tab**.
- 3) Type **From/To** of the following item(s) or click **Pop Up** button  to choose the item(s) when retrieving the required data:
- 4) Tick **Summary** check box if you require summary data only.
- 5) Click  **Preview** button to preview and/or print the report.

**i) Expiration Report**

Steps:

- 1) In **Report**, click **Expiration Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Input **From/To Lot No.** → press **Tab**.
- 6) Click  **Preview** button to preview and/or print the report.

**j) Inventory Ledger Report**

Steps:

- 1) In **Report**, click **Inventory Ledger Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Input **From/To Lot No.** → press **Tab**.
- 6) Click  **Preview** button to preview and/or print the report.

**k) Slow Moving Report**

Steps:

- 1) In **Report**, click **Slow Moving Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Input **From/To Lot No.** → press **Tab**.
- 6) Click  **Preview** button to preview and/or print the report.

**l) Inactive Report**

Steps:

- 1) In **Report**, click **Inactive Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the **Item No.**
- 3) Type **From/To Category** or click **Pop Up** button  to choose the **Category Code**.
- 4) Type **From/To Warehouse** or click **Pop Up** button  to choose the **Warehouse**.
- 5) Input **From/To Lot No.** → press **Tab**.
- 6) Click  **Preview** button to preview and/or print the report.

## 7 Number Prefix

Number Prefix is set for auto-generated documents starting with a specific prefix.

### a) Internal Transfer Order Prefix

#### *Create a new ITO Prefix*

Steps:

- 1) In **Number Prefix**, click **Internal Transfer Order**.
- 2) Click **AddNew** button.
- 3) Type **Prefix**, **Prefix Description** and **Initial No.**
- 4) Click **Confirm** button to confirm the input.

### b) Goods Received Note Prefix

#### *Create a new GRN Prefix*

Steps:

- 1) In **Number Prefix**, click **Goods Received Note**.
- 2) Click **AddNew** button.
- 3) Type **Prefix**, **Prefix Description** and **Initial No.**
- 4) Click **Confirm** button to confirm the input.

**c) Delivery Note Prefix*****Create a new D/N Prefix***

Steps:

- 1) In **Number Prefix**, click **Delivery Note**.
- 2) Click **AddNew** button.
- 3) Type **Prefix, Prefix Description** and **Initial No.**
- 4) Click **Confirm** button to confirm the input.

**d) Misc Out Prefix*****Create a new Misc Out Prefix***

Steps:

- 1) In **Number Prefix**, click **Misc Out**.
- 2) Click **AddNew** button.
- 3) Type **Prefix, Prefix Description** and **Initial No.**
- 4) Click **Confirm** button to confirm the input.

**e) Internal Transfer Order Prefix List*****Preview/Print Internal Transfer Note Prefix***

Steps:

- 1) In **Number Prefix**, click **ITO Prefix List**.
- 2) Type **From/To ITO Prefix** or click **Pop Up** button  to choose the **ITO Prefix**.
- 3) Click  button to preview and/or print the list.

**f) Goods Received Note Prefix List*****Preview/Print Goods Received Note Prefix***

Steps:

- 1) In **Number Prefix**, click **GRN Prefix List**.
- 2) Type **From/To GRN Prefix** or click **Pop Up** button  to choose the **GRN Prefix**.
- 3) Click  button to preview and/or print the list.

**g) Delivery Note Prefix List*****Preview/Print Delivery Note Prefix***

Steps:

- 1) In **Number Prefix**, click **Delivery Note Prefix List**.
- 2) Type **From/To D/N Prefix** or click **Pop Up** button  to choose the **D/N Prefix**.
- 3) Click  button to preview and/or print the list.

**h) Misc Out Prefix List*****Preview/Print Misc Out Prefix***

Steps:

- 1) In **Number Prefix**, click **Misc Out Prefix List**.
- 2) Type **From/To Misc Out Prefix** or click **Pop Up** button  to choose the **Misc Out Prefix**.
- 3) Click  button to preview and/or print the list.

## 8 General Ledger Interface

Steps:

- 1) In **G/L Interface**, click **G/L Interface**.
- 2) Type **From/To Transaction Date**.
- 3) Choose the **File Path** to be exported.
- 4) Enter **File Name** for the exported data.
- 5) Choose the **File Type** for the exported file.
- 6) Click **Process** button to generate the exported file.