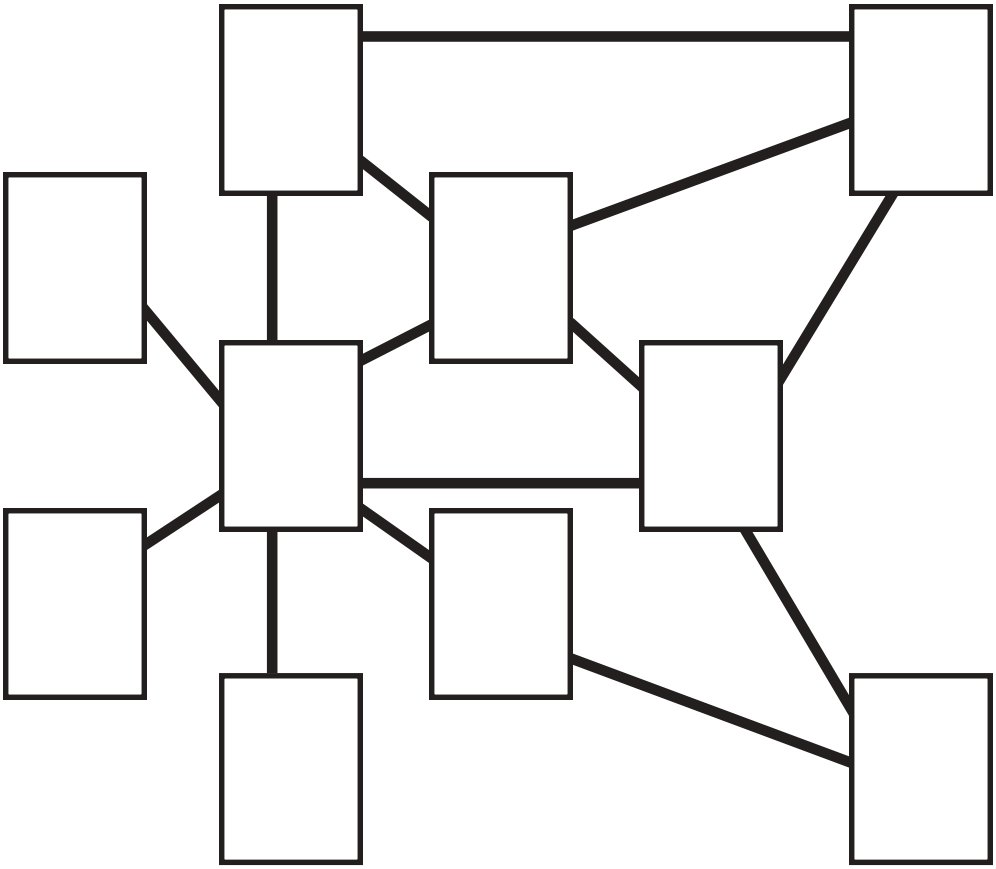
Total Order Plus

Integrated Accounting Series

Inventory Control

Mindware Corporation
Of America

Integrated Accounting Series



Total Order Plus Inventory Control User Guide

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Written and designed by Mindware Corporation Of America, Phoenix, AZ, 85395 USA

Printed in the United States of America

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1

INTRODUCING THE INVENTORY CONTROL SYSTEM

- ❑ Using This Guide
- ❑ Menu Structure

Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into five parts:

Part 1: Introducing the Inventory Control System

The Inventory Control System allows you to track adjustments, receipts and issues, physical count movement and maintain a period beginning and ending balance on each inventory item, including quantities on kit items. Inventory Control is interfaced to the Order Entry module for billing, the Purchase Order module for receipts, the Sales Analysis module for management reporting and the Accounts Payable module for establishing vendor's part numbers and item purchase history.

Part 2: Defining the Inventory Control System

The definition menu allows you to customize your inventory item format, set up system parameters, view file sizing specifications, establish segment and distribution codes and set menu password restrictions.

Part 3: Operating the Inventory Control System

The Inventory Item Maintenance contains item descriptions, unit of measure, discount class, cost and selling price, tax and commission information and distribution codes used for General Ledger allocation.

You can view item quantity balances, sales dollars, item customer contract pricing, purchase orders, orders, invoices and quotes with quantities committed and item history by year, by month, by item for sales, issues, adjustments and receipts. Each inventory item can have up to three vendor part numbers with lead time for delivery (Accounts Payable is required). You can also enter item messages to print on orders/ invoices.

The Physical Count system allows you to print count sheets, enter count values and print a variance summary report. A program is also available to import United Stationers inventory and flyer items for office supply businesses.

Period-End Processing produces an inventory audit report and inventory movement report, reflecting transactions processed during the current month for items tracked in

inventory. A new beginning on-hand balance is established during the period-end update.

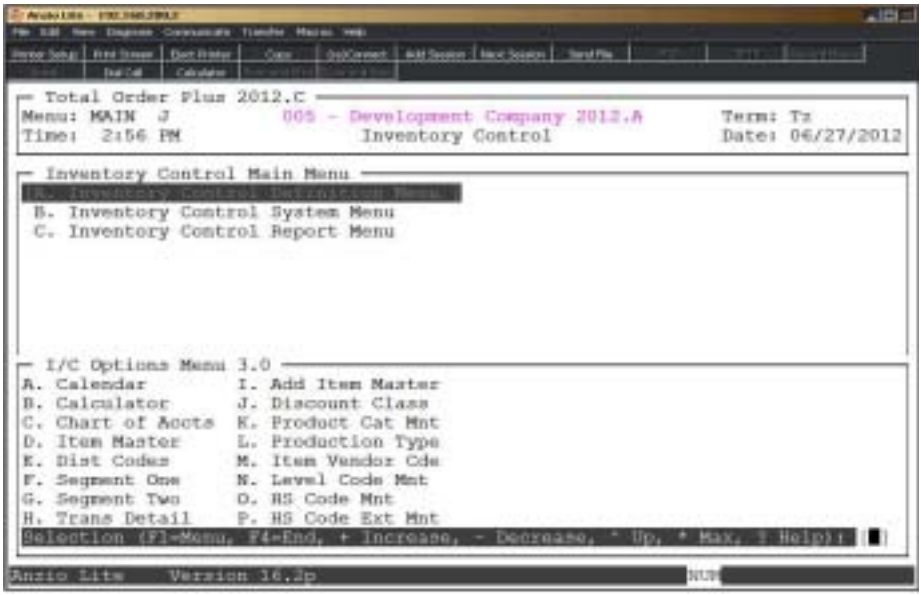
Part 4: Inventory Reporting System

The Inventory Control reporting system offers tracking of inventory items, showing month-to-date beginning and ending balances, a valued inventory report for up-to-date inventory dollars on hand, a reorder report for purchasing, discontinued item report, price list, item bin labels, item kit reporting and the ability to export inventory item information for catalogs and price books.

Part 5: Inventory Control Options Menu

The Inventory Control Options Menu allows you to view inventory items, distribution codes, segment codes, item vendor codes and monthly posting transactions. You can add new inventory items to the Item Masterfile, add and maintain discount class percentages and product category codes.

Inventory Control Menu Structure



2

DEFINING THE INVENTORY CONTROL SYSTEM

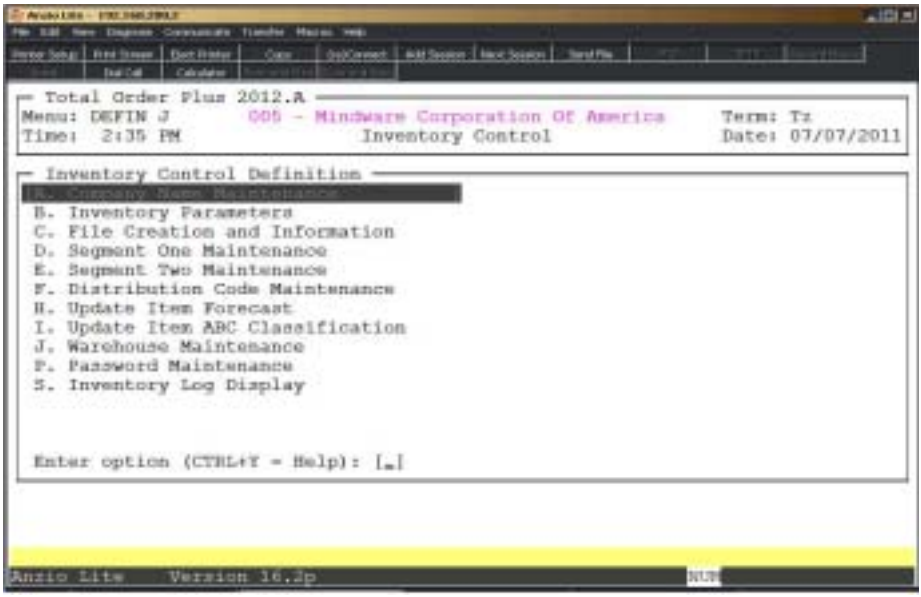
- ❑ Inventory Control Definition Menu
- ❑ Company Maintenance
- ❑ Inventory Parameters
- ❑ File Creation and Information
- ❑ Segment One Maintenance
- ❑ Segment Two Maintenance
- ❑ Distribution Code Maintenance
- ❑ Update Item Forecast
- ❑ Update item ABC Classification
- ❑ Warehouse Maintenance
- ❑ Password Maintenance
- ❑ Inventory Log Display

Inventory Control Definition Menu

Overview

The Inventory Control Definition Menu lets you define your inventory item format, system parameters, view file sizing specifications, create segment one and segment two codes, add debit and credit General Ledger account numbers for each distribution code (chart of accounts must be established if you are interfacing to the General Ledger), update item forecasts and update ABC classification codes.

The Product Code Maintenance and Discount Class Maintenance programs are located on the Inventory Control Options Menu. You must set up product codes if you want to categorize inventory reports. Discount classes are used for level pricing, net pricing, quantity pricing and best price.



Company Name Maintenance

Procedure

1. Choose Company Name Maintenance from the Inventory Control Definition Menu.

Press **F4** to return to the Inventory Control Definition Menu.

> *Note: The division number displays on your screen. If you have multiple divisions,enter the division code to create or edit.*

2. Company Name:

Type your company name up to thirty-five (35) characters and **Enter**.

> *Note: The company name prints on inventory reports and screen headings.*

3. Address:

The cursor moves to the first of four address lines. You can enter up to thirty-five (35) characters on each line. Press the **Enter** key after you complete each line.

> *Note: The Federal, State and City ID numbers are 'information only' fields.*

4. Federal ID:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

5. State ID:

Type your state tax ID number up to twelve (12) characters and **Enter**.

6. City ID:

Type your city tax ID number up to twelve (12) characters and **Enter**.

7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data and return to the Inventory Control Definition Menu.

Type **N** to return to the company name field for editing. Go to Step 2.

Type **D** to delete the company name and address. Go to Step 2.

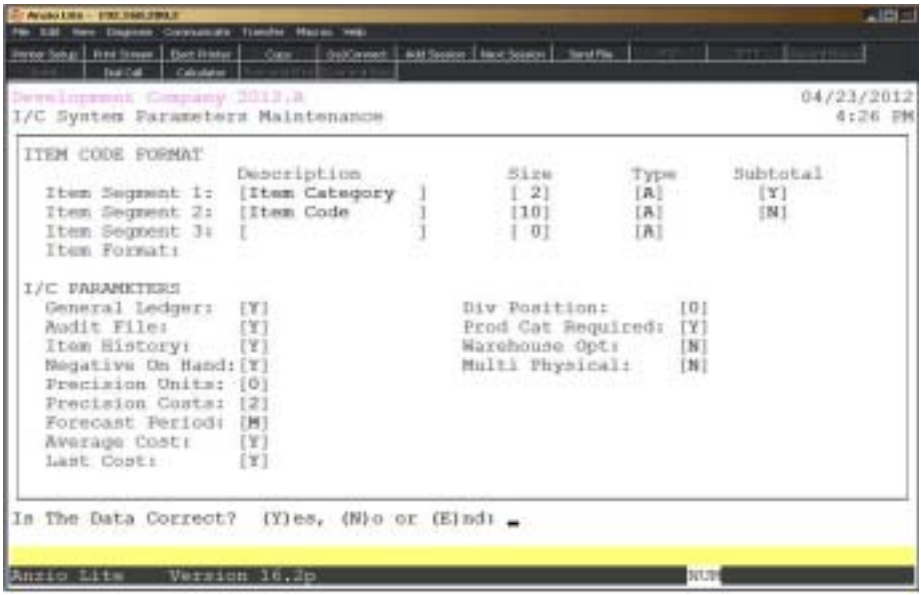
Type **E** to end and return to the Inventory Control Definition Menu without saving changes.

Inventory Parameters

Overview

Inventory Control parameters tell the system the inventory item number format, method of costing, precision for units and cost, audit inventory tracking and whether or not to interface to the general ledger, default warehouse. These questions also help to determine file sizing needs.

Do not change the item code format after you have entered inventory items. Changing these fields can cause data corruption.



Procedure

1. Choose Inventory Parameters from the Inventory Control Definition Menu.

> *Note: The parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, go to Step 20.*

Item Code Format:

Item numbers can have as many as twenty (20) alpha-numeric characters in three segments. A mask shows your finished format for item numbers. The mask is displayed using the # character for numeric item numbers and the block character for alpha-numeric item numbers.

2. Segment Description:

Type a description of the item number segment up to sixteen (16) characters and **Enter**.

3. Segment Size:

Segment size is the number of digits in the first item segment. Type the segment size (1-20) and **Enter**.

4. Segment Type:

Type **N+** the **Enter** key if the segment is numeric.

Type **A+** the **Enter** key if the segment is alphanumeric.

5. Sub-Total:

Type **Y+** the **Enter** key if you want inventory reporting to force totals for each segment code.

> *Note: If the sub-total option is set to (Y)es all segment codes must be setup in segment code maintenance before the segment can be used in item code maintenance (i.e. the segment EN must be setup before the item code EN-210 can be entered).*

Type **N+** the **Enter** key if you do not want inventory reports to total by each segment code.

> *Note: Repeat steps 2 through 5 for each segment you define.*

6. General Ledger:

Type **Y+** the **Enter** key to post inventory transactions to the General Ledger (requires General Ledger to be set up).

Type **N+** the **Enter** key to bypass the General Ledger interface.

7. Audit File:

Type **Y+** the **Enter** key if you want to track inventory transactions during the month for month-end reporting.

Type **N+** the **Enter** key if you do not want to track inventory transactions.

> *Note: The audit file stores each daily transaction posted from receipts, issues, adjustments or physical counts for each month of the year.*

8. Purge Option:

Type **M+** the **Enter** key to purge the audit file during Period-End Processing.

Type **Y+** the **Enter** key to purge the audit file at the end of the current year.

9. Item History:

Type **Y+** the **Enter** key to create the Item History file to store sales, issues, adjustments and receipts by item, by month and by year.

Type **N+** the **Enter** key if you do not want to store history for inventory items.

10. Negative On-Hand:

Type **Y+** the **Enter** key if you want to allow a negative on-hand quantity for out of stock inventory items.

Type **N+** the **Enter** key if you do not want to allow a negative on-hand.

> *Note: If you answer (N)o to this parameter, you cannot sell any items out of stock if the on-hand balance is equal to zero.*

11. Precision Units:

Type the number of decimal points you want for unit quantity (0-4) and **Enter**.

12. Precision Costs:

Type the number of decimal positions you want for item cost (2-4) and **Enter**.

13. Forecast Period:

Type **M+** the **Enter** key to create an item forecast on a monthly basis.

Type **W+** the **Enter** key to create an item forecast on a weekly basis.

14. Average Cost:

Type **Y+** the **Enter** key if you want to update the item average cost field from the 'Transaction Data Entry Register' for receipts.

Type **N+** the **Enter** key if you do not want to affect the average cost field.

15. Last Cost:

Type **Y+** the **Enter** key if you want to update the item last cost field from the 'Transaction Data Entry Register'.

Type **N+** the **Enter** key if you do not want to affect the last cost field.

16. Div Position:

Type the position of the division number within the item distribution code (0,2,3,4 or 5) and **Enter**.

> *Note: This option is only available if you designated Y for divisions in the A/R parameter setup. This feature allows you to distribute daily sales to multiple revenue accounts setup within divisions in the General Ledger (General Ledger must be required).*

For example, a distribution code EN01 would post to the engraving revenue account for division number one, EN02 would post to the engraving revenue account for division number two. The division position would be three (3) in this example.

17. Prod Cat Required:

Type **Y+** the **Enter** key to make it mandatory to enter a product category code in 'Item Masterfile Maintenance'.

Type **N+** the **Enter** key to be able to leave the product category field blank.

Note: This field should not be left blank if you want inventory reporting to be correct. A number of reports are printed in product category order. Other reports reflect dollar totals by product category for sales reports.

18. Warehouse Opt:

Type **Y+** the **Enter** key to activate the warehouse option.

Press the **Enter** key to accept the default of (N)o.

Note: The warehouse option allows you to enter a warehouse number in each inventory item and in user maintenance. During order/invoice entry, the system will check to make sure the person entering the order is authorized to be entering specific items.

19. Multi Physical:

Type **Y+** the **Enter** key if you want to activate multiple warehouse physical count sheets.

20. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** if the information is correct. The system returns to the Inventory Control Definition Menu.

Type **N** if the data is not correct. The cursor returns to Step 2. Edit changes as needed.

Type **C** to return to the Inventory Control Definition Menu without saving any changes.

Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?

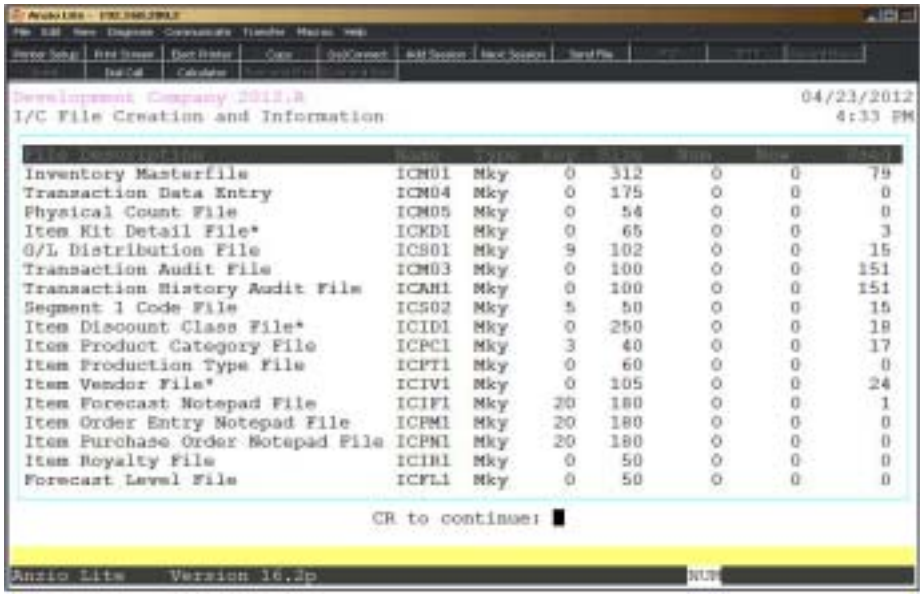
*Type **Y** to save any parameter changes that were made and return to the General Ledger Definition Menu.*

*Type **N** to return to the Inventory Control Definition Menu without saving any changes.*

File Creation And Information

Overview

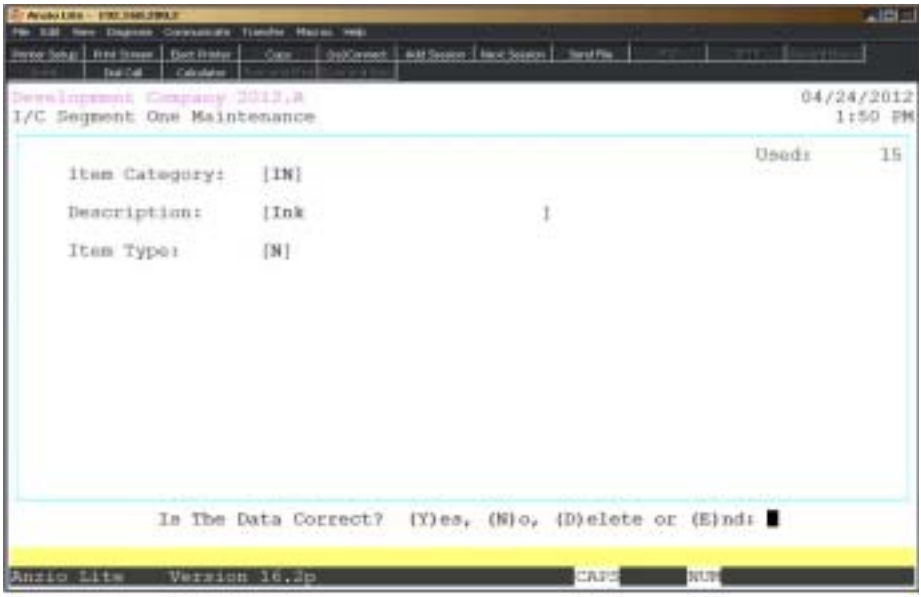
File Creation And Information lets you view individual data files in your Inventory Control system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.



Segment One Maintenance

Overview

The Segment One Maintenance program allows the user to format inventory item codes into product categories. Several reports in the inventory control system allows the user to select one product category or a range of product categories, producing individual totals by product. You can enter an default item type for each product category for entering a new inventory item.



Procedure

1. Select Segment One Maintenance from the Inventory Control Definition Menu.

2. Prod Category:

Type up to a two (2) character product category (segment one) code and **Enter** or type **?** to display the Segment One Selection window.

> *Note: The description 'Prod Category' and the size of the product category are defined in the Inventory Parameter Maintenance program on the Inventory Control Definition Menu.*

Press **F2** to print a listing of segment one codes. Select the appropriate printer for this report.

3. Description:

Type up to a thirty (30) character description and **Enter**.

4. Item Type:

Type **Y+** the **Enter** key to set this product category default for pricing only.

Type **N+** the **Enter** key to set this product category default for item tracking.

Type **K+** the **Enter** key if this product category is a kit item.

Type **M+** the **Enter** key if the product category is a manufactured item.

5. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the category code. Return to Step 2.

Type **N** to edit the category description. Return to Step 3.

Type **D** to remove the category code from the system. Return to Step 2.

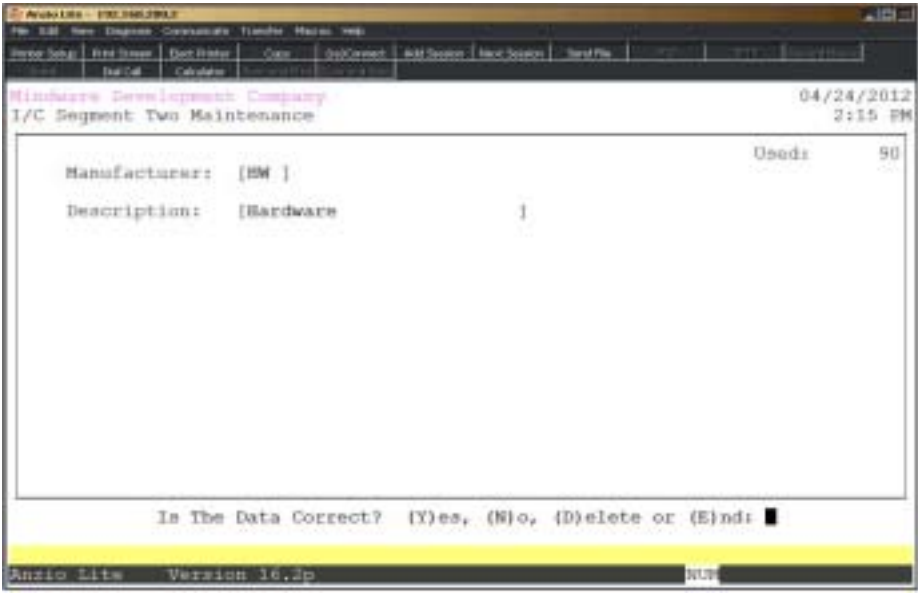
Type **E** to return to the Inventory Control Definition Menu.

> *Note: Do not remove active segment one codes as they are linked to inventory items.*

Segment Two Maintenance

Overview

The Segment Two Maintenance program allows the user to format inventory item codes into product categories. Several reports in the inventory control system allows the user to select one product category or a range of product categories, producing individual totals by product.



Procedure

1. Select Segment Two Maintenance from the Inventory Control Definition Menu.

2. Manufacturer:

Type the manufacturer (segment two) code and **Enter** or type **?** to display the Segment Two Selection window.

> *Note: The description 'Manufacturer' and the size of the manufacturer code are defined in the Inventory Parameter Maintenance program on the Inventory Control Definition Menu.*

Press **F2** to print a listing of the segment two codes. Select the appropriate printer for this report.

3. Description:

Type up to a thirty (30) character description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the manufacturer code. Return to Step 2.

Type **N** to edit the manufacturer description. Return to Step 3.

Type **D** to remove the manufacturer from the system. Return to Step 2.

Type **E** to return to the Inventory Control Definition Menu.

> *Note: Do not remove active segment two codes as they are linked to inventory items.*

Distribution Code Maintenance

Overview

Distribution Codes are used to tell the system which General Ledger accounts to debit and credit when posting inventory transactions, physical count or the Daily Sales Journal in the Order Entry module. You must establish distribution codes whether or not you are interfaced to the General Ledger. It is recommended that the distribution code be the same as the Segment One code. The distribution code will default to the Segment One code during Item Code Maintenance.

When you add a new item to inventory, you assign a distribution code to that item. This tells the system which account numbers to use when posting daily transactions. Following are examples of how to set up account numbers for items that are not tracked in inventory and items tracked in inventory.

Inventory items that are tracked in inventory:

Example	Debit	Credit
Receipt*	Inventory	Inventory
Issue	Cost of Sales	Inventory
Adjustment	Inventory	Over/Shorts
Physical Count	Inventory	Over/Shorts
Sales		Revenue

Inventory items that are not tracked in inventory:

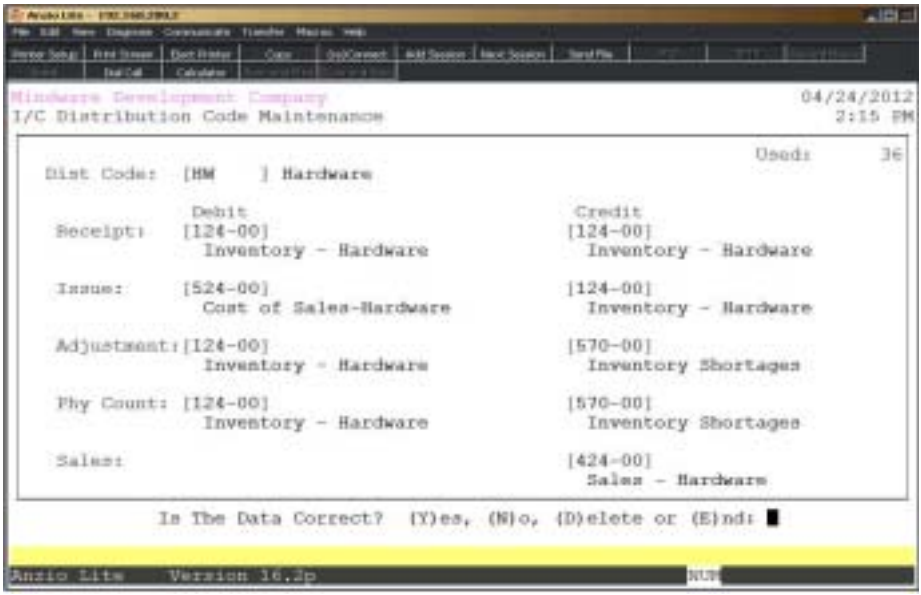
Example	Debit	Credit
Receipt	Inventory	Inventory
Issue	Inventory	Inventory
Adjustment	Inventory	Inventory
Physical Count	Inventory	Inventory
Sales		Revenue

Note: Debits and credits for receipts are normally posted through Accounts Payable.

If the debit and credit accounts are the same, the transaction will not post to the General Ledger. If you are not interfaced to the General Ledger, posting information is printed in report format during daily closing procedures.

Distribution codes are used to make debit and credit entries for receipts, issues, adjustments, physical count and sales.

The system automatically creates defaults for the debit and credit accounts if you are not interfaced to the General Ledger. These accounts are used during the daily closing procedures to produce debit and credit amounts that can be used to make transactions to other general ledger packages or manual ledgers.



Procedure

1. Choose Distribution Code Maintenance from the Inventory Control Definition Menu.

2. Distribution Code:

Type up to a six (6) character alpha-numeric distribution code and **Enter** or type **?** to display the Distribution Code Selection window. The system automatically formats the code in upper case.

Press **F4** to return to the Inventory Control Definition Menu.

3. Receipt Debit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Selection window.

> *Note: If receipts are entered using Accounts Payable, the receipt debit and credit account number should be the same.*

4. Receipt Credit:

Type a valid general ledger account number and **Enter or** type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the prior entry.

Press **F2** to return to the prior input field.

5. Issue Debit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the prior entry.

6. Issue Credit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the prior entry.

7. Adjustment Debit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the prior entry.

8. Adjustment Credit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the prior entry.

9. Physical Count Debit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

10. Physical Count Credit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the previous entry.

11. Sales Credit:

Type a valid general ledger account number and **Enter** or type **?** to display the General Ledger Account Number Selection window.

Press **F1** to duplicate the account number from the prior entry.

Note: The Sales Debit account comes from the 'General Ledger Interface' in the Accounts Receivable module.

12. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the distribution code information. Return to Step 2.

Type **N** to edit the distribution information. Return to Step 3.

Type **D** to remove the distribution code from the system.

Type **E** to end input. Return to the Inventory Control Definition Menu.

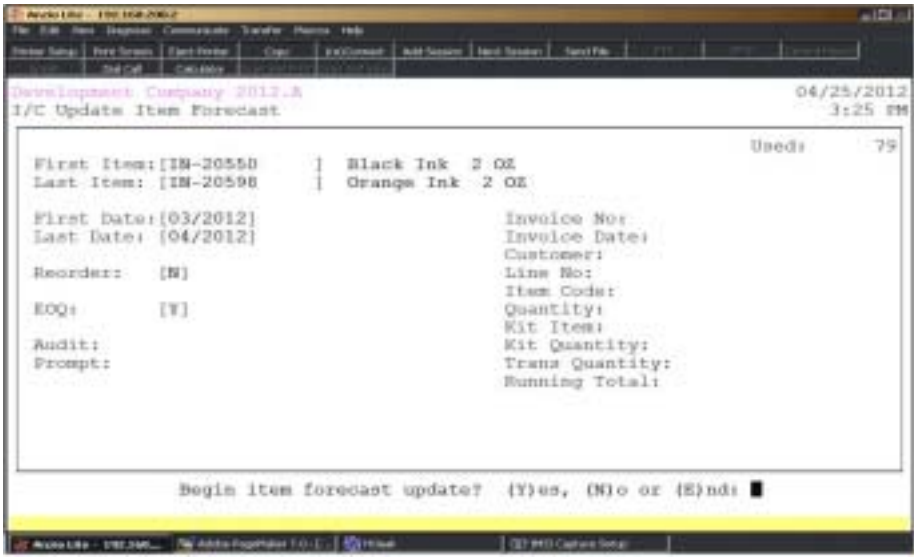
Update Item Forecast

Overview

The Update Item Forecast allows you to read the invoice history file for a specified period of time and replace the projected monthly forecast for each inventory item or for a range of inventory items. The forecast is based on sales dollars divided by projected number of months. Each inventory item has a field in which the forecast is stored from one forecast to the next. You can choose to update and replace the Reorder Point and the EOQ based on forcast, lead time and safety stock to keep on hand.

'Level Code Maintenance' on the I/C Options Menu allows you to further adjust the forecast value based on item sales, whether sales increase or decline during a specific period.

The 'Item Forecast Report' on the Inventory Report Menu allows you to print a range of inventory items with an option to include discontinued items.



Procedure

1. Choose Update Item Forecast on the Inventory Control Definition Menu.

2. First Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Definition Menu.

3. Last Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

4. First Date:

Type a beginning invoice date in month and year (MMYY) format and **Enter**.

5. Last Date:

Type an ending invoice date in month and year (MMYY) format and **Enter**.

6. Update Reorder:

Type **Y+** the **Enter** key to update reorder point based on forecast quantity and safety stock days.

Type **N+** the **Enter** key to update forecast quantity only.

7. Update EOQ:

Type **Y+** the **Enter** key if you want the system to update economic order quantity based on forecast quantity, lead time and safety stock days.

Type **N+** the **Enter** key not to update economic order quantity.

8. Begin Item Forecast Update? (Y)es, (N)o or (E)nd:

Type **Y** to begin the item forecast update.

Type **N** to edit the displayed information. Go to Step 2.

Type **E** to end the forecast update and return to the Inventory Control Definition Menu.

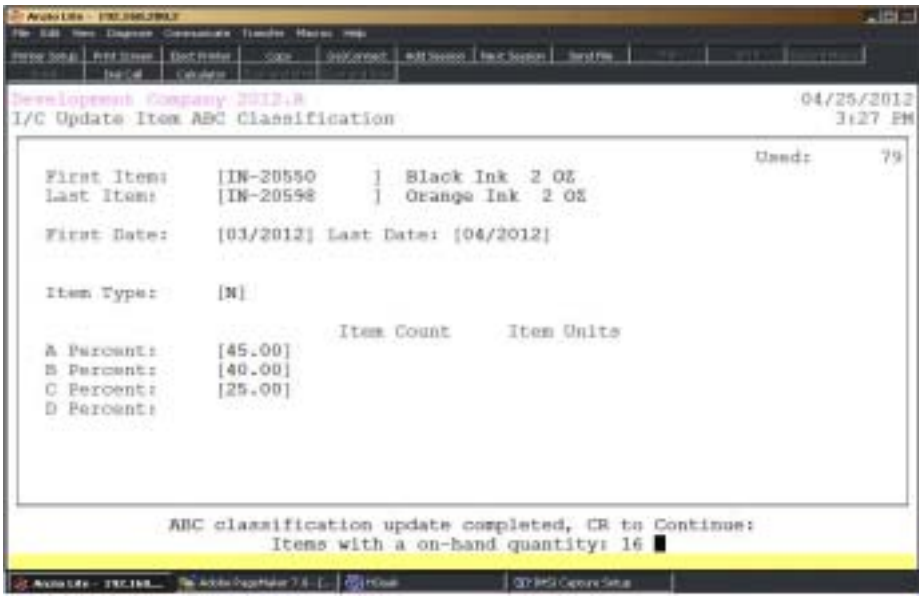
Update Item ABC Classification

Overview

The ABC classification process is an analysis of a range of items, such as finished products, into three categories: A - important; B - average importance; C - relatively unimportant, as a basis for a control scheme. Each category can and sometimes should be handled in a different way, with more attention being devoted to category A, less to B and less to C.

The update assigns the A, B or C classification to the items in the item master based on unit sales. The A items are items with the greatest amount of sales and should be the most important items. This allows you should spend more time on the important items.

> *Note: Normally 20% of your items in inventory equal 80% of your sales.*



Procedure

1. Choose Update Item ABC Classification on the Inventory Control Definition Menu.

2. First Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Definition Menu.

3. Last Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. First Date:

Type a beginning forecast date in month and year (MMYYYY) format and **Enter**.

5. Last Date:

Type an ending forecast date in month and year (MMYYYY) format and **Enter**.

6. Item Type:

Type **Y+** the **Enter** key to include items not tracked in inventory.

Type **N+** the **Enter** key to exclude items tracked in inventory.

7. A Percent:

Type percentage for Class A and **Enter**.

8. B Percent:

Type percentage for Class B and **Enter**.

9. C Percent:

Type percentage for Class C and **Enter**.

Note: The three percentages must equal 100%.

10. Begin Item ABC Classification Update? (Y)es, (N)o or (E)nd:

Type **Y** to begin the classification update.

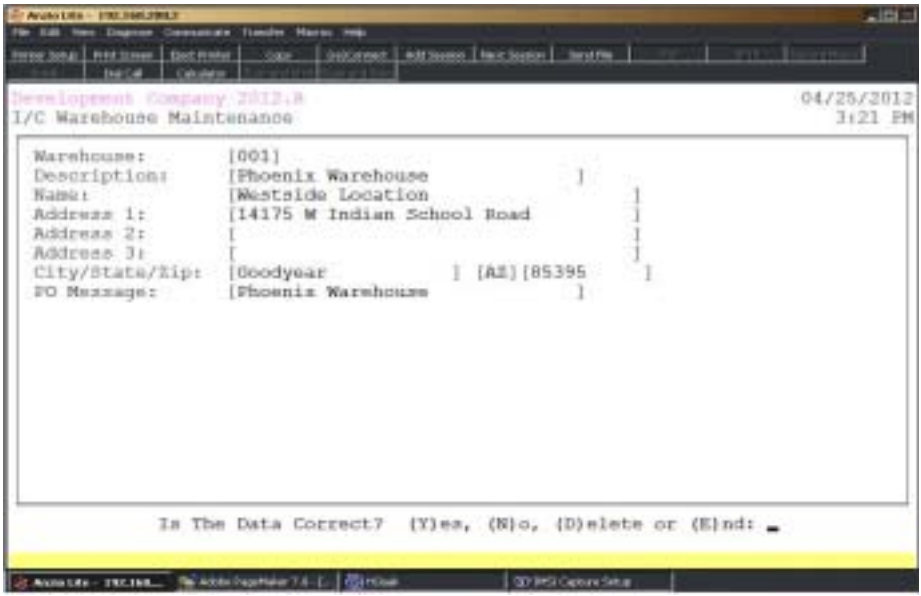
Type **N** to edit the displayed information. Go to Step 2.

Type **E** to end the update and return to the Inventory Control Definition Menu.

Warehouse Maintenance

Overhead

Warehouse Maintenance program allows you to enter a three digit warehouse number to be used in order/invoice data entry, item master and on purchase orders. It is activated by a flag in 'I/C Parameter Maintenance' on the Inventory Definition Menu.



Procedure

1. Select Warehouse Maintenance on the Inventory Definition Menu.

2. Warehouse:

Type up to a three (3) character warehouse number and **Enter**.

Press **F4** to return to the Inventory Defintion Menu.

3. Description:

Type up to a thirty (30) character warehouse description and **Enter**.

Press **F2** to return to the previous input field.

4. Name:

Type the company name and **Enter**.

5. Address 1:

Type the address for line one and **Enter**.

6. Address 2:

Type the address for line two and **Enter**.

7. Address 3:

Type the address for line three and **Enter**.

8. City:

Type the name of the city and **Enter**.

9. State:

Type the two digit state code and **Enter**.

10. Zip Code:

Type the zip code and **Enter**.

11. P O Message:

Type a message line to print on your purchase orders for this warehouse and **Enter**.

12. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the warehouse information and return to Step 2.

Type **N** to edit the displayed information. Go to Step 3.

Type **D** to delete the information for this warehouse and return to Step 2.

Type **E** to end input and return to the Inventory Control Definition Menu.

Password Maintenance

Overview

Password Maintenance allows you to set up passwords to restrict access to any Inventory Menu or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu. The Definition Menu is normally password protected.

Procedure

1. Choose Password Maintenance from the Accounts Payable Definition Menu.

> *Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. AP-Accounts Payable).*

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Accounts Payable Definition Menu.

> *Note: The system will prompt for this password when attempting to change the application date for the Inventory module.*

3. Menu Code:

Type the menu code and **Enter** or press **F1** to display the available menu codes.

4. Menu Letter:

Type the **letter** of the menu item to set password for and **Enter** or press **F1** to display the item selections available (i.e. A, B, etc.) for the menu you specified in Step 3.

5. Password:

Type the **password+** the **Enter** key for the menu item listed in Step 4.

6. Access:

Type **A+** the **Enter** key to allow users access to this menu selection.

Type **D+** the **Enter** key to disallow access to the menu selection.

7. Is The Data Correct? (Y)es, (N)o or (A)ccess Maintenance:

Type **Y** if data is correct. Return to Step 2.

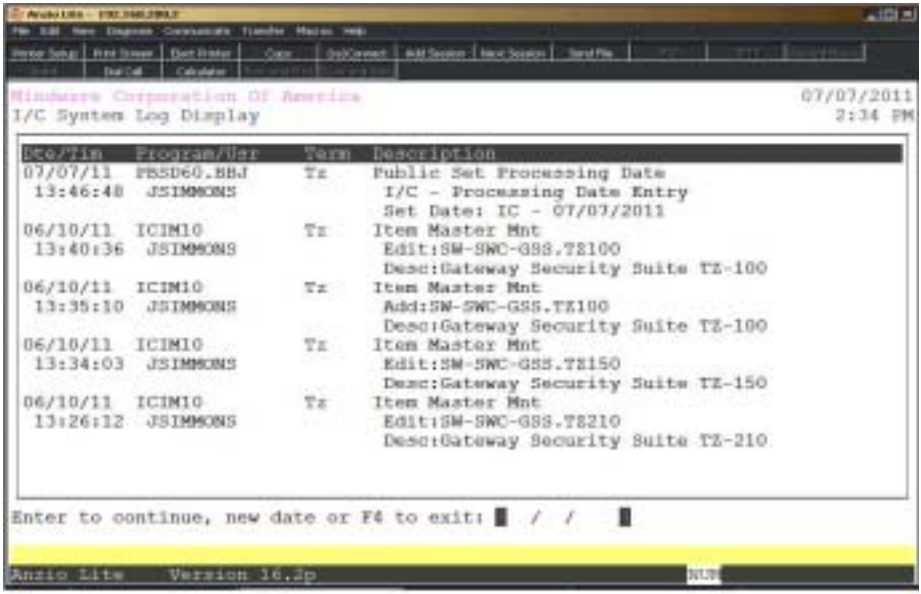
Type **N** to return to Step 5 to re-enter password.

Type **A** to allow maintenance on the access code.

Inventory Log Display

Overview

Each module in Total Order Plus has a system log display that can be used to track all activity by users within each module. It displays activity for receipts, adjustments, issues, item edit information, item deletions, error messages, changing the processing date and month-end closing procedure. This information is helpful to tracking user activity.



3

OPERATING THE INVENTORY CONTROL SYSTEM

- Inventory Masterfile Maintenance
- Transaction Data Entry
- Transaction Data Entry Register & Update
- Physical Count System Menu
- Catalog Import Menu
- Import/Export File Menu
- Inventory Period-End Menu

Inventory Control System Menu

Overview

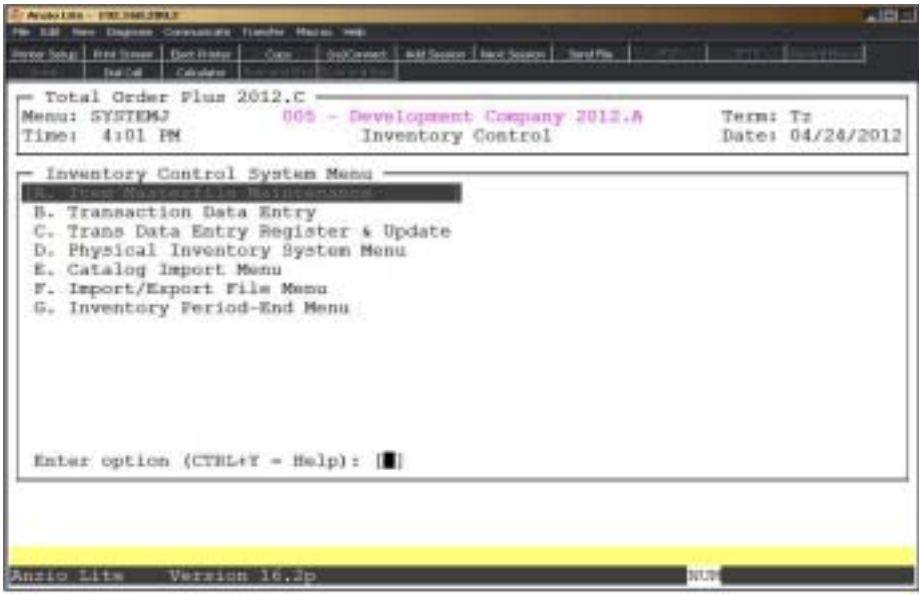
The Inventory Control System allows you to establish item codes that make up your inventory item masterfile. Each item has its own selling price, average cost, unit of measure, distribution code for posting to the general ledger (if applicable) and whether or not an item is commissioned or taxable. Each item has an item type that determines if the item is tracked in inventory or just used for pricing or if it is a kit item (made up from other inventory items).

Transaction Data Entry allows you to enter receipts, adjustment or issues that will effect the on-hand balance of the items that are tracked in inventory.

The Physical Inventory module allows you to print count sheets by item code or by item location. Once you have completed the count sheets, the count is entered into the Physical Count Data Entry file. A summary report is printed to show the new quantity on-hand and is updated to the item masterfile.

An import program is available to allow you to import S. P. Richards and United Stationers catalogs into your inventory item masterfile. An export program transfers inventory item information to a text file that could be used as a price book.

Period-End Processing offers two optional reports: Inventory Movement Report and the Inventory Audit Report. The period-end update calculates a new beginning on-hand balance for the next period and clears the transaction audit file, if applicable.



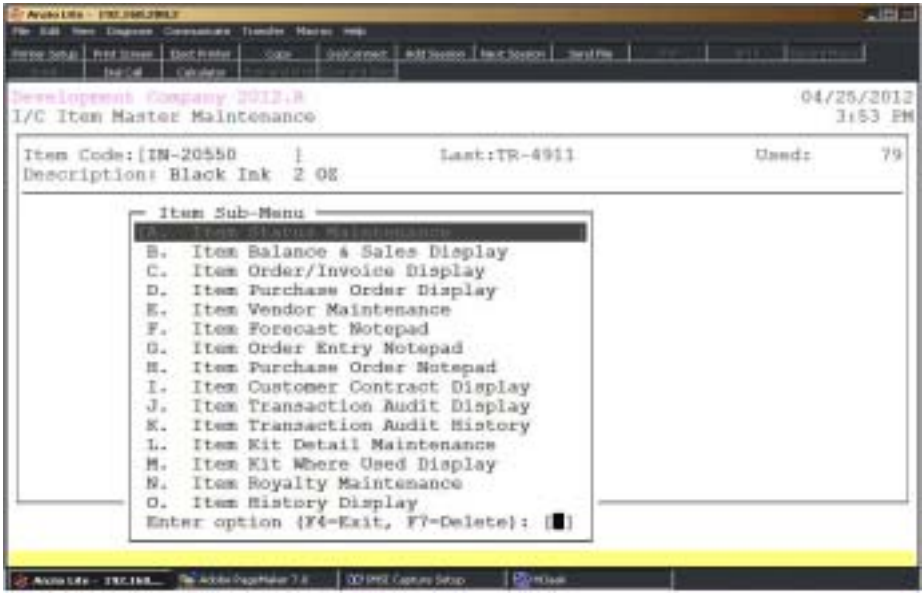
Item Masterfile Maintenance

Overview

When you process the Daily Sales Journal & Update from Order Entry, the Purchase Order Transaction Register, the Inventory Transaction Register or the Physical Count Summary, the system updates inventory items with the results of these transactions. Item types that are flagged as 'used for pricing only' are not updated by these transactions. The item master is used to add items to the existing inventory, edit information about existing items and display current and historical information for each item.

Note: If you need to change a specific field on several or all items, you can use the 'Item Change Utility' located on the Utility Menu Options Menu. It will allow you to scroll through the inventory and change only that field. You can also 'jump' from one item code to another.

Prior to entering inventory items, you must first set up segment one codes (and segment two codes, if applicable) and distribution codes located on the Inventory Control Definition Menu as well as product categories and discount classes, located on the Inventory Control Options Menu.



Item balances and quantities are maintained using the 'IC Transaction Data Entry', 'Physical Count Data Entry' and 'PO Transaction Data Entry'.

Item Status Maintenance

Procedure

1. Choose Item Status Maintenance from the Item Sub-Menu.

2. Item Code:

Type a new item code and **Enter** or type **?+** the **Enter** key to display the Item Code Selection window.

> Note: *If the item entered is an existing item code, the item description displays along with the inventory sub-menu. Proceed to Step 47.*

Press **F1** to display the next item code in the inventory masterfile.

Press **F4** to return to the Inventory Control System Menu.

3. Is This a New Item Code? (Y)es or (N)o:

Type **Y** to accept the new item code. Go to Step 46.

Type **N** to return to Step 2.

4. Description:

Type an item description up to thirty (30) characters and **Enter**.

Press **F1** to replicate the preceeding item description.

Press **CTRL+Y** to display the edit help menu.

Press **F4** to bypass input fields and proceed to Step 46.

5. Dist Code:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window.

Press **F2** to return to the previous input field.

6. Item Type:

Type **Y+** the **Enter** key if this item will not be affected by inventory transactions and will be used for pricing only.

Type **N+** the **Enter** key if you want this item to be tracked in inventory.

Type **K+** the **Enter** key to designate that this item is a kit item and made up from other inventory items.

Type **M+** the **Enter** key if this is a manufactured item made as a finished good from a kit item.

Type **P+** the **Enter** key if this a pre-ordered item.

7. Web Type:

Type **P+** the **Enter** key if the item is a pre-ordered item on your website.

8. Last Issue:

Issue date is automatically updated when you make an issue transaction (sale). Issue transactions are updated by the 'Transaction Data Entry Register'.

9. Last Receipt:

Receipt date is automatically updated when you make a receipt transaction (purchase). Receipts are updated by the 'Transaction Data Entry Register'.

10. Last Order:

Order date is automatically updated by the system during the daily 'Sales Journal and Invoice Update' on the Order Entry System Menu.

11. U/M & Case Qty:

Type a unit of measure for this item and **Enter**.

> *Note:If the U/M is more than Each, you may enter the case quantity. This information prints on the 'Inventory Reorder Report'.*

12. MSR Price:

Type the manufacturer suggested retail price and **Enter**.

13. List Price:

Type the list (selling) price for one unit of this item and **Enter**.

14. Beginning Cost:

The beginning unit cost field reflects the cost of the item at the beginning of a processing period. This field is updated during the monthly 'Period-End Processing' and is replaced by the amount of the average unit cost.

*Note: Type **?+** the **Enter** key to access the Calculator.*

15. Average Cost:

The system automatically updates the average unit cost from inventory receipt transaction information.

16. Last Cost:

The last cost field is automatically updated from inventory receipt transactions entered in Purchase Order 'Transaction Data Entry' or Inventory 'Transaction Data Entry'.

17. Location:

Type the physical location of this item and **Enter** (i.e. shelf, bin number, location, etc.).

Note: You have an option during physical count processing to sort the count sheets by location or item code and to enter the count by location code or by item code.

18. Order Quantity:

The order quantity is the default quantity during order and invoice data entry in the Order Entry module.

19. Sfty Stk & Ld Tm:

Type the required days of stock to keep on hand and lead time in days for delivery and **Enter**. This informion is printed on the 'Inventory Reorder Report'.

20. EOQ:

Type the Economic Order Quantity calculated for this item and **Enter**.

Note: The EOQ is the quantity that should be ordered when the on-hand quantity is equal or less than the item reorder point. This quantity is derived from vendor discount allowances or from vendor price breaks for this item. For example, if the reorder point is ten (10) and the EOQ quantity is twenty (20), you would order twenty (20) when the on-hand quantity drops bellow ten (10). The EOQ is the default during 'Purchase Order Data Entry' and is listed on the 'Inventory Reorder Report' on the Inventory Control Report Menu.

21. Reorder Point:

Type the quantity established for this item as a reorder point and **Enter**.

> *Note: The reorder point should be based on lead time of vendor, usage and importance. Items that reach their reorder point are listed on the 'Inventory Reorder Report' located elsewhere in this manual.*

22. Forecast:

The forecast field and the forecast level fields are calculated using the 'Update Item Forecast' program on the Inventory Control Definition Menu.

23. Discontinued:

This flag defaults to **N** if you press the **Enter** key.

Type **Y+** the **Enter** key if this item has been discontinued.

> *Note: Discontinued items are listed on the Discontinued Inventory List and are designated by an * on all other inventory reports. During Order/Invoice Data Entry, the system prompts you with a message as to whether or not you want to sell this item.*

24. ABC Class:

Type **A+** the **Enter** key to indicate this item is of importance.

Type **B+** the **Enter** key if this item is of average importance.

Type **C+** the **Enter** key if this item is of relative unimportance

25. Taxable:

This flag defaults to **Y** if you press the **Enter** key. Sales tax will be calculated during order/invoice data entry.

Type **N+** the **Enter** key if this item is not taxable (i.e. labor).

26. Commission:

Press the **Enter** key to accept the default of **N**. No commission will be calculated during invoice data entry in the Order Entry module.

Type a commission level between 0-9 and **Enter**.

> *Note: Level commission percentages are used to allow different percentages on item categories. Commission percentages are entered in the Salesperson Masterfile and can be overridden during order/invoice line item entry.*

27. Quantities:

Type **Y+** the **Enter** key to print quantities for this item on invoices, orders and quotes.

28. Unit Price:

Type **Y+** the **Enter** key to print unit price for this item on invoices, orders and quotes.

29. AUC Option:

Type **Y+** the **Enter** key if you want to update the item average cost.

Note: If left blank, the Inventory parameter setting will be used.

30. Flyer Item: Price Code ID:

Type **F+** the **Enter** key if this item is a flyer item, otherwise leave this field blank.

Note: Flyer items are not discounted during order and invoice data entry in the Order Entry module,

Price Code ID's are imported from the United Stationers Catalog import program.

31. Alt Sort:

Type an alternate sort key to control the print order of line items in Order Data Entry.

32. Barcode:

Enter vendor bar code and **Enter**.

33. Warehouse:

Type a valid warehouse code and **Enter**.

34. Order Price:

Type **C+** the **Enter** key if you do not want the operator to be able to change the order price during order data entry.

Type **W+** the **Enter** key if you want the operator to be issued a warning if the order price is changed.

Press the **Spacebar** to leave this field blank.

35. Invoice Price:

Type **C+** the **Enter** key if you do not want the operator to be able to change the invoice price during invoice data entry.

Type **W+** the **Enter** key if you want the operator to be issued a warning if the invoice price is changed.

Press the **Spacebar** to leave this field blank.

36. Order Cost:

Type **C+** the **Enter** key if you do not want the operator to be able to change the order cost during order data entry.

Type **W+** the **Enter** key if you do want the operator to be issued a warning if the order cost is changed during order data entry.pe **W+** the **Enter** key if you do want the operator to be issued a warning if the order cost is changed during order data entry.

Type **F+** the **Enter** key if you want to force the cost entry during order data entry.

Press the **Spacebar** to leave this field blank.

37. Invoice Cost:

Type **C+** the **Enter** key if you do not want the operator to be able to change the invoice cost during invoice data entry.

Type **W+** the **Enter** key if you want the operator to be issued a warning if the invoice cost is changed during invoice data entry.

Type **F+** the **Enter** key if you want to force the cost entry during invoice data entry.

Press the **Spacebar** to leave this field blank.

38. Zero Warning:

Type **Y+** the **Enter** key if you want the operator to be issued a warning when the extended price is equal to zero.

Type **N+** the **Enter** key if you do not want the operator to be issued a warning when the extended price is equal to zero.

Press the **Spacebar** to leave this field blank.

> *Note: This only applies during the conversion of an order into an invoice.*

39. Auto PO:

Type **Y+** the **Enter** key if you want to automatically generate purchase orders for this item.

40. Discount Class:

Press the **Enter** key to accept the default class code displayed.

Type **?+** the **Enter** key to view the Item Discount Class Selection window.

> *Note: The discount class code allows the system to calculate different discounts for different item categories.*

41. Product Category:

Press the **Enter** key to accept the category displayed or type **?+** the **Enter** key to view the Product Code Selection window.

42. Production:

Type a production code and **Enter** or type **?+** the **Enter** key to view the Production Code Selection window. This code is used to split orders into groups.

43. Freight Code:

Type a freight table code and **Enter** to have the system calculate freight on this item during order/invoice data entry. The freight table maintenance program is located on the Order Entry Definition Menu.

44. Weight:

Enter the weight of this product and **Enter**.

45. Country:

Type a code for the country of origen and **Enter** or type ? to display the Country Code Selection Menu.a

46. HS:

Type a harmonized code and **Enter**.

> *Note: The cursor will advance for you to enter a harmonized system code extension per country. Default if no entry in Harmonized Code per Country table.*

47. Is The Data Correct? (Y)es, (N)o, (C)ancel, (P)rint or (D)elete

Type **Y** to save the data entered. Return to the Item Sub-Menu.

Type **N** to return to the description field for editing in Step 4.

Type **C** to return to the Item Sub-Menu without saving any changes.

> *Note: (C)ancel will exit program without saving any parameter changes.*

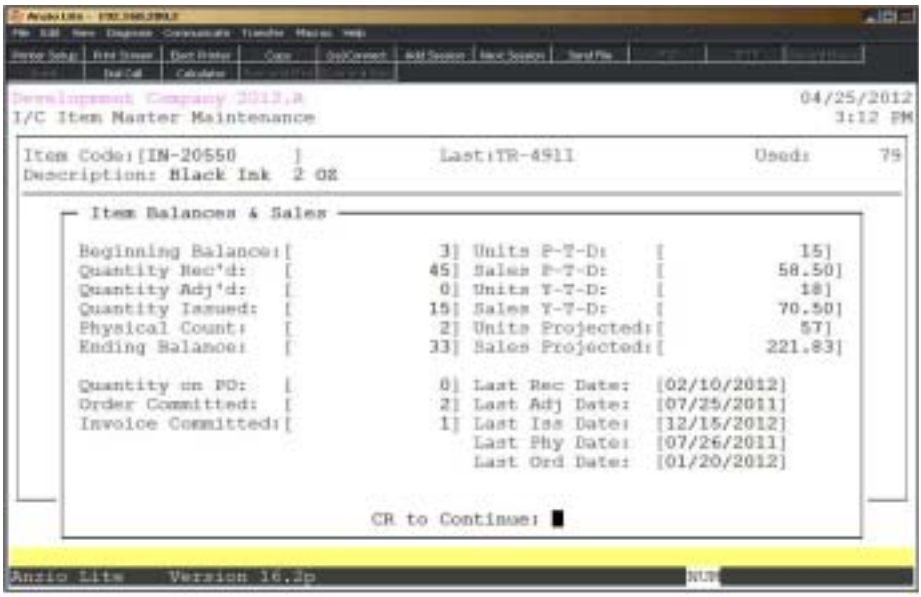
Item Balance & Sales Display

Overview

The item beginning balance plus the quantity received, plus or minus any adjustments, minus the quantity issued, represents the ending balance (only on items tracked in inventory). During Period-End Processing, this ending balance is rolled over to the new beginning balance for the new current period and the receipts, adjustments, issues and physical count fields are reset to zero. The system also tracks the item quantity on open purchases orders, open orders and quantity committed on invoices.

The Units and Sales figures are summarized from Sales Analysis system (if applicable). The system calculates the projected units and sales from this information.

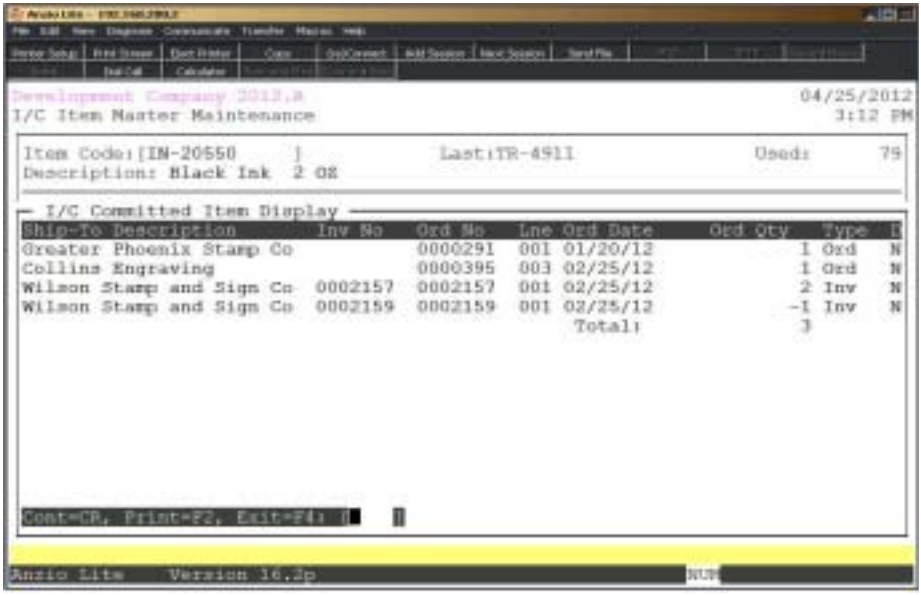
Dates are stored for each item that displays last receipt date, last adjustment, last issue date, date of the last physical count and the last order date.



Item Committed Display

Overview

The Item Committed Display searches the open order and invoice data files to determine the quantity committed on all orders, quotes and invoices. Information displayed shows the ship-to name, number, line number, date, quantity committed and the type (order, quote or invoice).

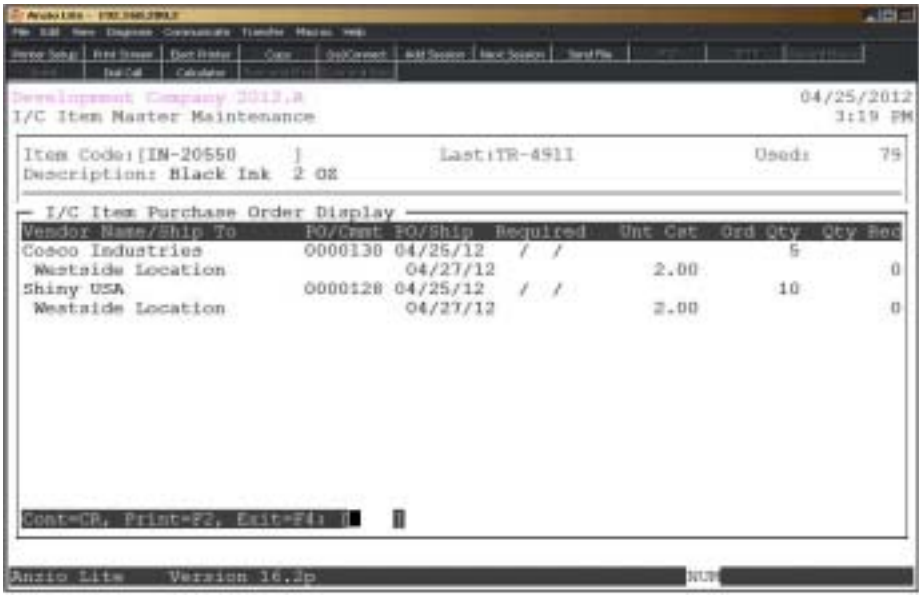


Item Purchase Order Display

Overview

The system searches the open purchase order data file to list the vendor name, the purchase order number, date of purchase order, required shipment date, the cost of the item, the quantity ordered and any partial shipments.

> *Note: This program requires the Purchase Order module to be installed.*



Item Vendor Maintenance

Overview

An inventory item can have up to three vendor part numbers used in conjunction with the Purchase Order Data Entry in the Purchase Order module. Each record contains vendor number and name, comments, part number and number of days lead time.

Information from the Vendor Master Contact Maintenance in the Accounts Payable module displays with each vendor record, including contact name, title, telephone number and extension, terms code, credit limit and account balance.

> *Note: This maintenance program requires the Accounts Payable module to be installed.*

Procedure

1. Choose Item Vendor Maintenance from the Item Sub-Menu.

Press **F1** to enter maintenance mode.

Press **F4** to return to the Item Sub-Menu.

2. Seq No:

Type a sequence **number (1-99)+** the **Enter** key. Go to Step 3.

Press **F2** to return to the vendor display window.

3. Vendor:

Type a valid **vendor code+** the **Enter** key or type **?** to display the Vendor Code Selection window.

4. Comments:

Type up to a forty (40) character comment and **Enter**. This field is optional.

Press **CTRL+Y** to display the edit help menu.

5. Part No:

Type a vendor item **part number+** the **Enter** key.

Press **F2** to return to the prior input field.

> *Note: The vendor part number prints on the 'Inventory Reorder Report By Vendor' on the Inventory Control Report Menu. The part number displays on the Purchase Order Data Entry screen and can be edited for multiple part numbers and prints on the purchase order to the right of the item description.*

6. Part Seq:

Type a sequence number used for priority in Purchase Order Data Entry at the Vendor Part Number input field and **Enter**.

> *Note: If you want one or more part numbers from the inventory master to be the most common defaults, you can assign sequence numbers accordingly.*

7. Lead Time:

Type the number of days lead time required for this item from this vendor and **Enter**. This field is optional.

8. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data displayed. Go to Step 2.

Type **N** to edit the record and return to Step 3.

Type **D** to remove this record from the system. Go to Step 2.

Item Forecast Notepad

Overview

The Item Forecast Notepad message can be selected to print on the 'Item Forecast Report' on the Inventory Control Report Menu.

Procedure

1. Select Item Forecast Notepad on the Item Sub-Menu.

2. Item Forecast Message Maintenance:

Type up to seventy-five (75) characters of text and **Enter**.

Note: There are two lines of text, each 75 characters in length.

Type **CTRL+Y** to display the edit help menu.

Press the **ESC** key, the **F4** or **F8** function keys to end text input.

7. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data and return to the Item Sub-Menu.

Type **N** to edit the information. Return to Step 2.

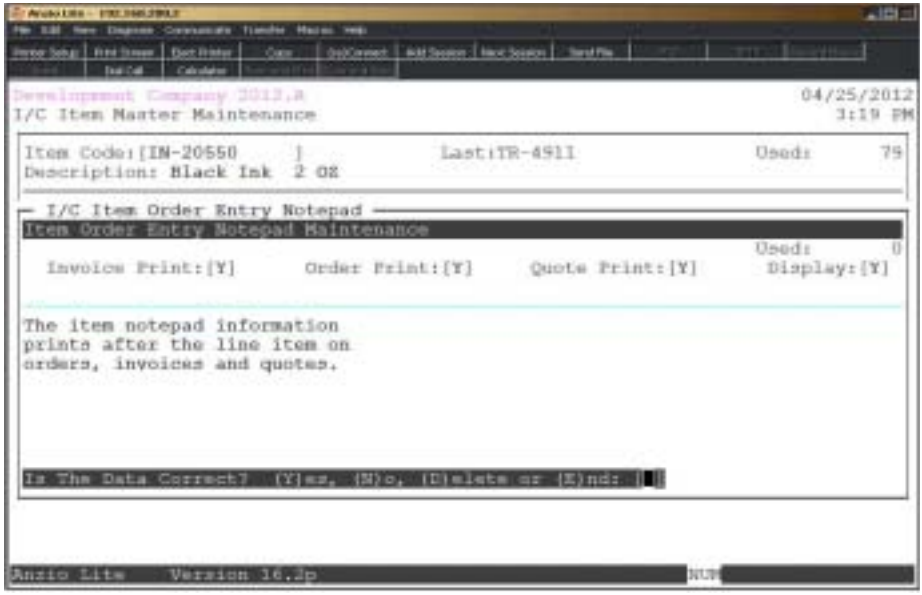
Type **D** to remove the message from the system and return to the Item Sub-Menu.

Type **E** to end input and return to the Item Sub-Menu

Item Order Entry Notepad

Overview

The Item Order Entry Notepad has an option whether or not to print the item message on invoices, orders and quotes and whether or not to display the message during order and invoice entry. The item message prints below the item description and pricing.



Procedure

1. Choose Item Order Entry Notepad on the Item Sub-Menu.

2. Invoice Print: [ ]

Type **Y+** the **Enter** key to print item message on invoices.

Type **N+** the **Enter** key not to print item message on invoices.

3. Order Print: [ ]

Type **Y+** the **Enter** key to print item message on orders.

Type **N+** the **Enter** key not to print item message on orders.

4. Quote Print: [ ]

Type **Y+** the **Enter** key to print item message on quotes.

Type **N+** the **Enter** key not to print item message on quotes.

5. Display: [ ]

Type **Y**+ the **Enter** key to display the message during order and invoice entry.

Type **N**+ the **Enter** key not display the message during order and invoice entry.

6. Item Order Entry Notepad Maintenance:

Type up to thirty (30) characters of text and **Enter**.

Note: There are five lines of text, each 30 characters in length.

Type **CTRL+Y** to display the edit help menu.

Press the **ESC** key, the **F4** or **F8** function keys to end text input.

7. Is The Data Correct? (Y)es, (N)o or (D)elete or (E)nd:

Type **Y** to accept the data and return to the Item Sub-Menu.

Type **N** to edit the information. Return to Step 2.

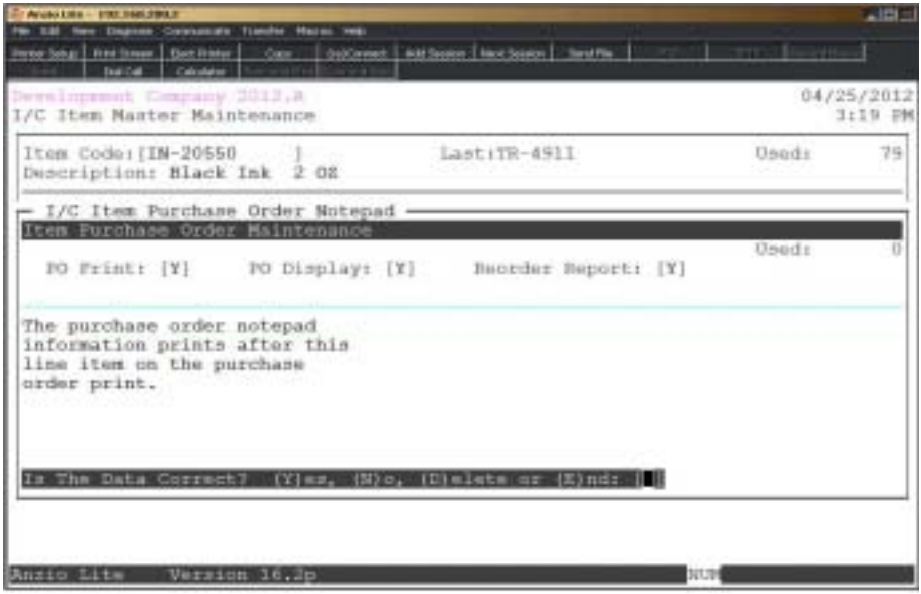
Type **D** to remove the record from the system and return to the Item Sub-Menu.

Type **E** to end input and return to the Item Sub-Menu

Item Purchase Order Notepad

Overview

The Item Purchase Order Notepad has an option whether or not to print the item message on purchase orders and whether or not to display the message during purchase order entry. The message prints below the item description and cost.



Procedure

1. Choose Item Purchase Order Notepad on the Item Sub-Menu.

2. PO Print: [ ]

Type **Y+** the **Enter** key to print item message on purchase orders.

Type **N**+ the **Enter** key not to print item message on purchase orders.

3. PO Display: [ ]

Type **Y**+ the **Enter** key to display the message during purchase order entry.

Type **N**+ the **Enter** key not display the message during purchase order entry.

4. Reorder Report: [ ]

Type **Y+** the **Enter** key to print item message on the 'Inventory Reorder Report'.

Type **N**+ the **Enter** key not to print item message on the report.

5. Item Notepad Maintenance:

Type up to thirty (30) characters of text and **Enter**.

Note: There are five lines of text, each 30 characters in length.

Type **CTRL+Y** to display the edit help menu.

Press the **ESC** key, the **F4** or **F8** function keys to end text input.

6. Is The Data Correct? (Y)es, (N)o o (D)elete:

Type **Y** to accept the data and return to the Item Sub-Menu.

Type **N** to edit the notepad information. Go to Step 2.

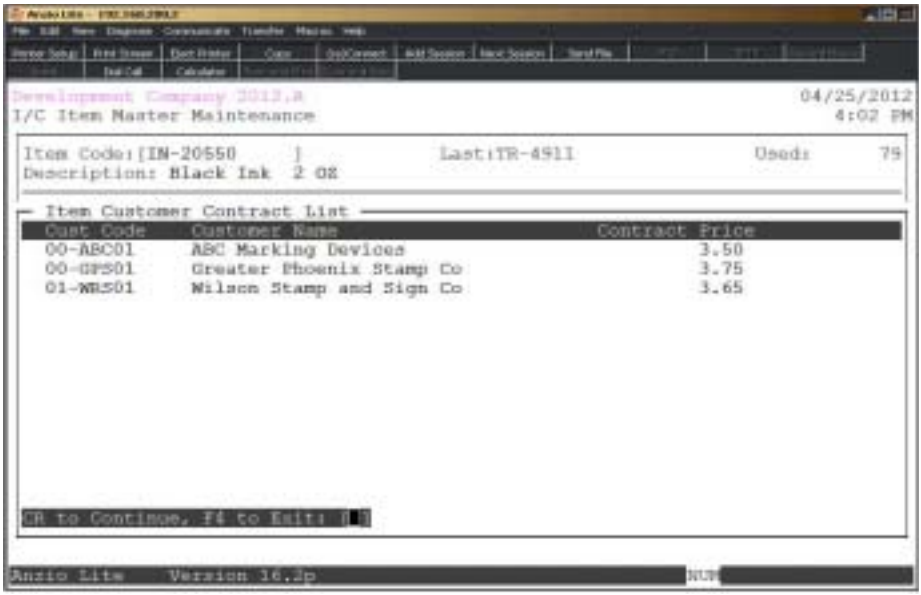
Type **D** to delete the notepad information from the system and return to the Item Sub-Menu.

Type **E** to the input and return to the Item Sub-Menu.

Item Customer Contract Display

Overview

The Item Customer Contract Display lists all customers who have contract pricing for this particular inventory item. Contract pricing is entered on the Customer Masterfile Sub-menu using 'Customer Contract Maintenance'.

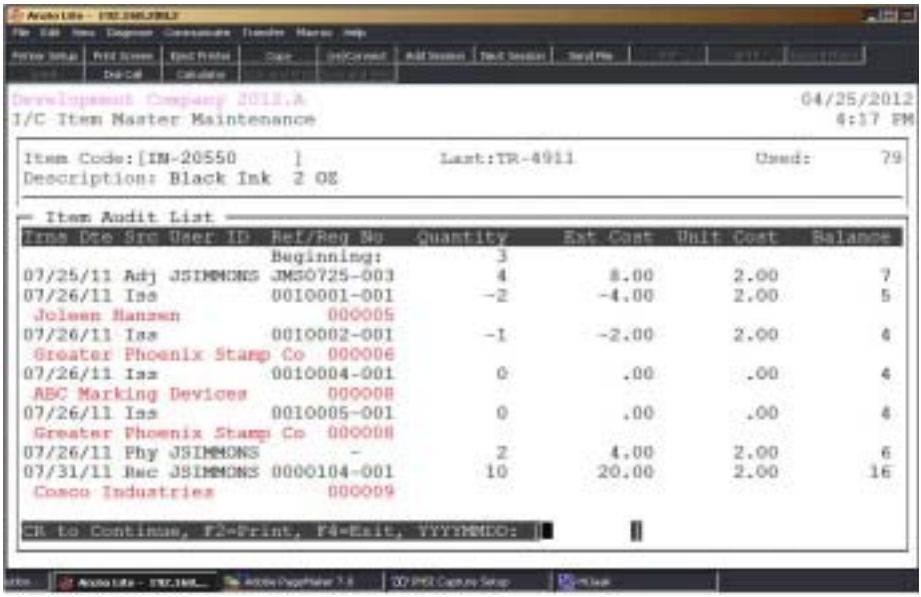


Item Transaction Audit Display

Overview

The monthly Item Transaction Audit Display tracks all of the adjustments, receipts, issues and physical count quantities processed during an inventory period only on items that are tracked in inventory. The data can be displayed in (YYYYMMDD) format.

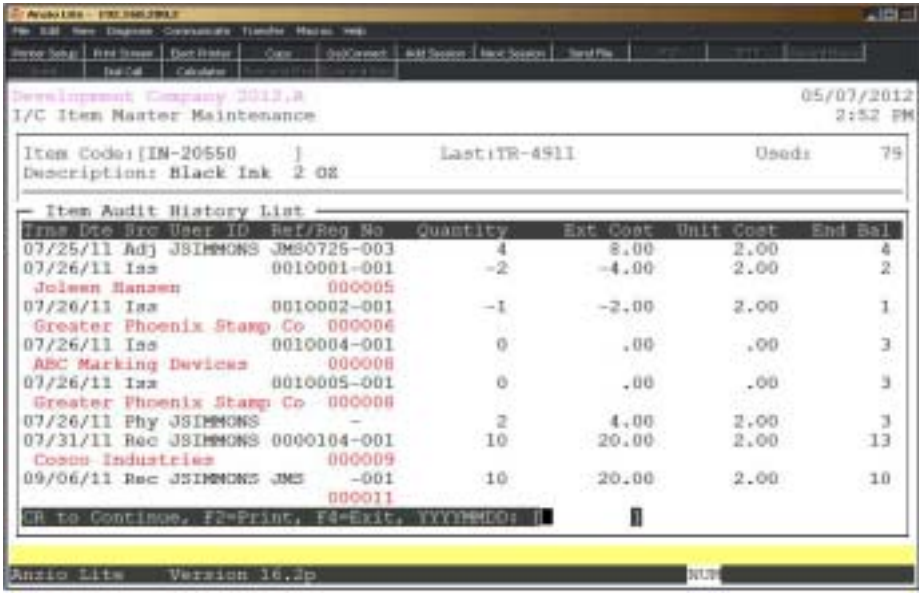
The reference information refers to the reference number and line number assigned to each item in 'Transaction Data Entry' on the Inventory Control System Menu and on the Purchase Order System Menu. If the issues are updated from the 'Daily Sales Journal & Update' in the Order Entry module, the reference number will be the invoice number and line number. This option is selected in the 'Inventory Parameters' on the Inventory Control Definition Menu.



Item Transaction Audit History

Overview

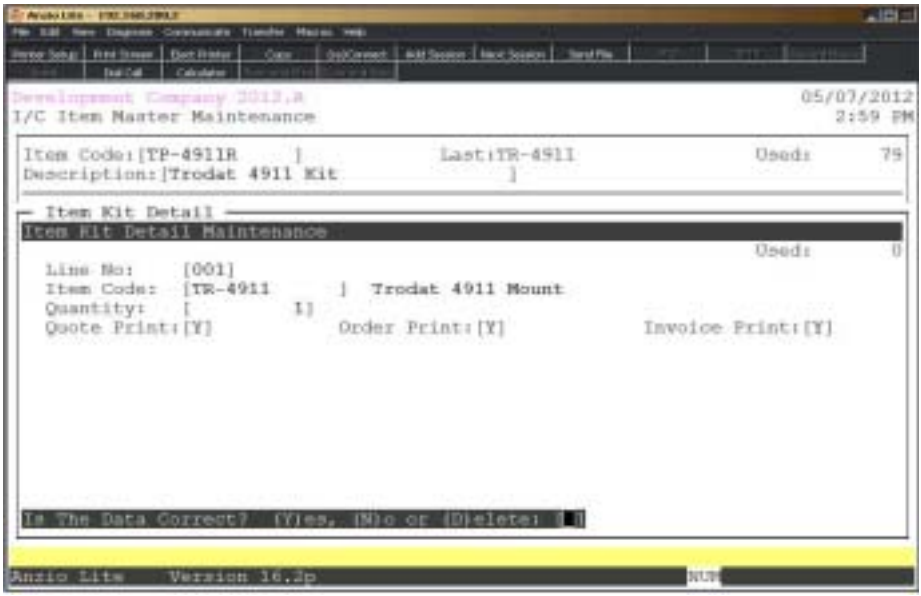
The Item Transaction Audit History displays the same information as the monthly audit display shown on the previous page.



Item Kit Detail

Overview

The Item Kit Detail allows you to enter each component item number that is used to make up a finished item and the quantity of each component. The finished item must have an item type of 'K' in Item Status Maintenance.



Procedure

1. Choose Item Kit Detail on the Item Sub-Menu.

Press **Enter** to scroll through the item kit details.

Press **F1** to enter maintenance mode.

Press **F2** to display printer options.

Press **F4** to return to the Item Sub-Menu.

2. Line No:

The system automatically assigns the next available line number. Press the **Enter** key to accept the line number displayed.

3. Item Code:

Type a valid inventory **item+** the **Enter** key or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Item Sub-Menu.

4. Quantity:

Type the **quantity+** the **Enter** key (1-9999999) included in the kit.

Press **F2** to return to the prior input field.

5. Quote Print:

Type **Y+** the **Enter** key if you want this kit item to print on quotes.

Type **N+** the **Enter** key if you do not want to print this kit item on quotes.

6. Order Print:

Type **Y+** the **Enter** key if you want this kit item to print on orders.

Type **N+** the **Enter** key if you do not want to print this kit item on orders.

7. Invoice Print:

Type **Y+** the **Enter** key if you want this kit item to print on invoices.

Type **N+** the **Enter** key if you do not want to print this kit item on invoices.

8. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data and return to Step 2..

Type **N** to edit the information. Return to Step 4.

Type **D** to remove the record from the system and return to Step 2.

Item Royalty Maintenance

Overview

Item Royalty Maintenance allows you to enter an amount of royalty or a percentage of royalty based on the selling price of an inventory item. You can establish a record for each vendor involved in your program (Accounts Payable must be installed).

There are reports on the Inventory Control Report Menu to reflect these calculations.

Procedure

1. Choose Item Royalty Maintenance on the Item Sub-Menu.

2. Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Item Sub-Menu.

3. Type:

Type **P+** the **Enter** key if you want to use a percentage for royalty calculation. Go to Step 5.

Type **A+** the **Enter** key if you want to enter an amount.

Press **F2** to return to the previous input field.

4. Amount:

Type the royalty amount per unit and **Enter**. Go to Step 6.

5. Percentage:

Type the royalty percentage per unit and **Enter**.

6. Is The Data Correct? (Y)es, (N)o or (D)elete or (E)nd:

Type **Y** to accept the data displayed and go to Step 2.

Type **N** to edit the data and return to Step 2.

Type **D** to remove the record from the system and return to the Item Sub-Menu.

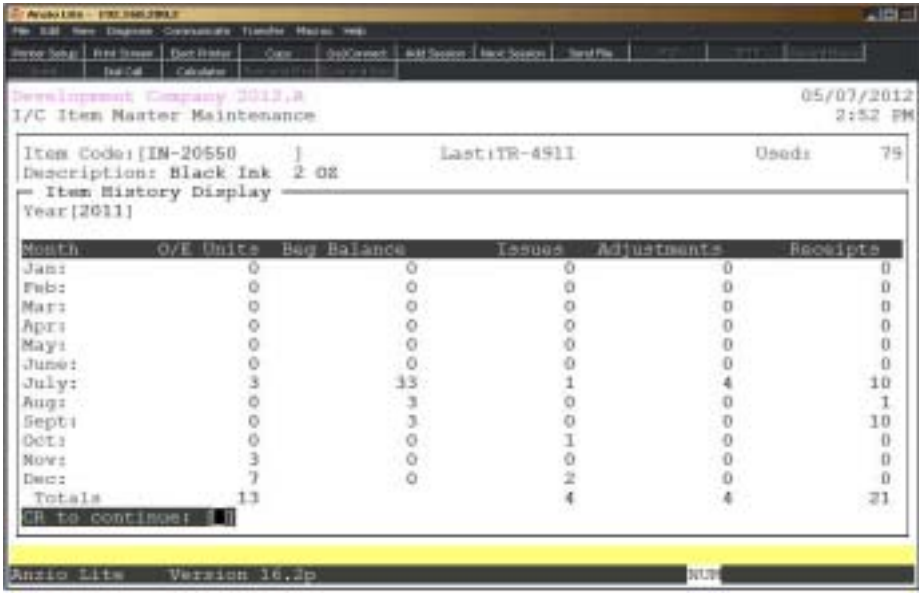
Type **E** to end input and return to the Item Sub-Menu.

Item History Display

Overview

The Item History Display stores transaction data from January through December for an entire year. The information stored is sales dollars, beginning balances, issues, adjustment and receipt quantities.

This information can be purged by month or by year, depending on how you answered the Purge History question in the 'Inventory Control Parameters' on the Inventory Control Definition Menu.



Procedure

1. Choose Item History Display on the Item Sub-Menu.

2. Year:

Type the year you want to display in YYYY format and **Enter**.

> *Note: The system displays January through December for the year you specified.*

Press **F4** to return to the Item Sub-Menu.

Transaction Data Entry

Overview

Transaction Data Entry allows you to enter inventory adjustments, receipts and issues for any item in the inventory masterfile. Adjustments can be a plus or minus depending on how you are adjusting the on-hand quantity. Receipts add to the on-hand quantity and issues subtract from the on-hand quantity.

Receipts are updated from 'Transaction Data Entry' in the Purchase Order module to the Inventory Control system. Receipts can also be entered in 'Transaction Data Entry' on the Inventory Control System Menu. Issues are updated on the 'Daily Sales Journal & Update' in the Order Entry module. Adjustments are made only through 'Transaction Data Entry' in the Inventory Control system.

Procedure

1. Choose Transaction Data Entry from the Inventory Control System Menu.

2. Transaction:

Type **A+** the **Enter** key to enter inventory adjustments to either add or subtract from the on-hand quantity.

Type **R+** the **Enter** key to enter inventory receipts to add to the on-hand quantity.

Type **I+** the **Enter** key to enter inventory issues to subtract from the on-hand quantity.

Press **F4** or **F8** to return to the Inventory Control System Menu.

> *Note: Inventory receipts are usually updated from the Purchase Order module and inventory issues are updated during the Daily Sales Journal and Update in Order Entry.*

3. Reference:

Type up to a seven (7) character alpha-numeric reference number and **Enter**.

> *Note: The system automatically generates line numbers.*

4. Inventory Item:

Type a valid inventory item code and **Enter** or type **?** to display the Inventory Item Selection window.

5. Distribution Code:

The distribution code is displayed from the inventory item that you selected in Step 4. Press the **Enter** key to accept the code or override with another valid distribution code.

6. Qty:

Type the **quantity+** the **Enter** key for this transaction.

> *Note: If you are entering adjustments, you must enter the unit cost for this item. If you are entering receipts, the last unit cost is displayed on the screen. Issues do not display a unit cost field but does use the average cost from each inventory item.*

7. Unit Cost:

Press the **Enter** key to accept the cost displayed or type the **amount+** the **Enter** key to enter a new cost.

8. Is The Data Correct? (Y-N-Line #-DELETE):

Type **Y+** the **Enter** key to accept the data. Go to Step 2.

Type **N+** the **Enter** key to edit the data. System returns to the first line item entered.

Type the line **number+** the **Enter** key to edit that line number.

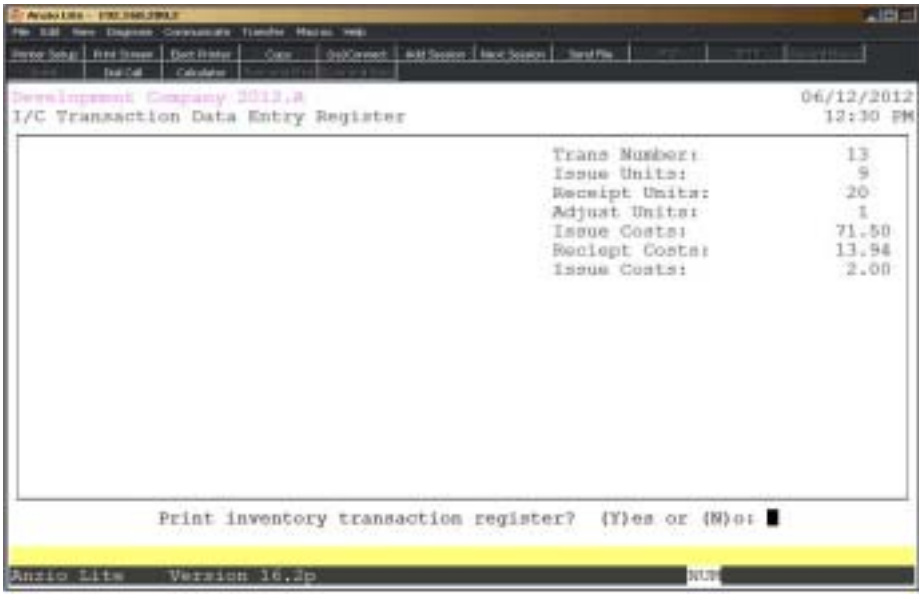
Type **'DELETE'** or press **F7** to remove the entire entry from the system. Go to Step 2.

Transaction Data Entry Register & Update

Overview

The Transaction Data Entry Register lists issues, adjustments and receipts by reference number, line number, item and item description, unit of measure, distribution code, quantity, cost and extension. The number of transactions, number of units and total costs for issues, receipts and adjustments are displayed on the screen.

The register must be printed before transactions can be updated.



Procedure

1. Choose Transaction Data Entry Register & Update on the Inventory Control System Menu.

2. Warehouse:

Select a valid warehouse number to print and **Enter**.

> *Note: This option only displayed if you have multiple warehouse locations.*

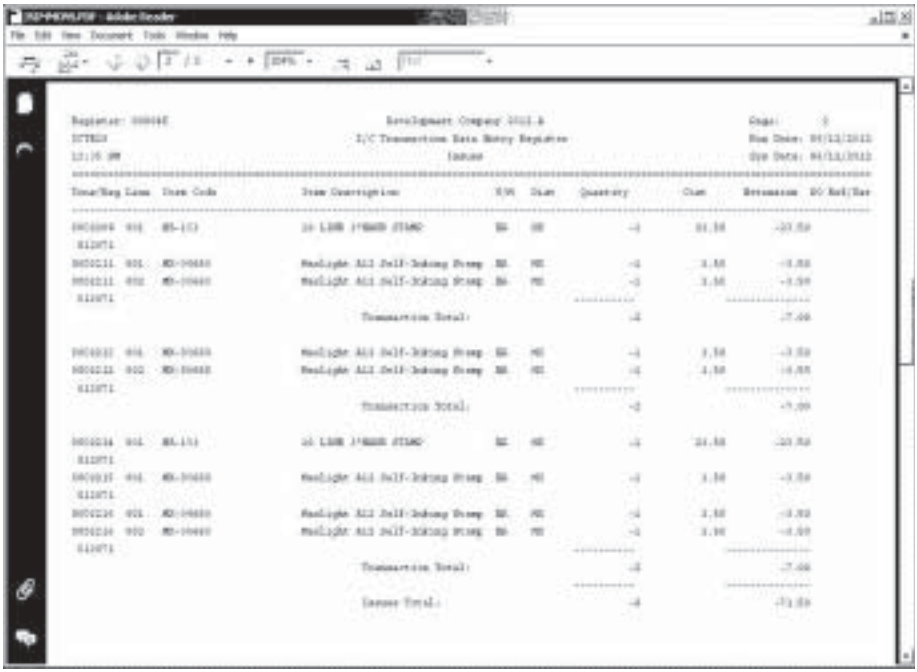
3. Print Inventory transaction register? (Y)es or (N)o:

Type **Y** to print the transaction register.

Type **N** to return to the Inventory Control System Menu.

4. Choose the appropriate printer for this report.

Transaction Data Entry Register Sample

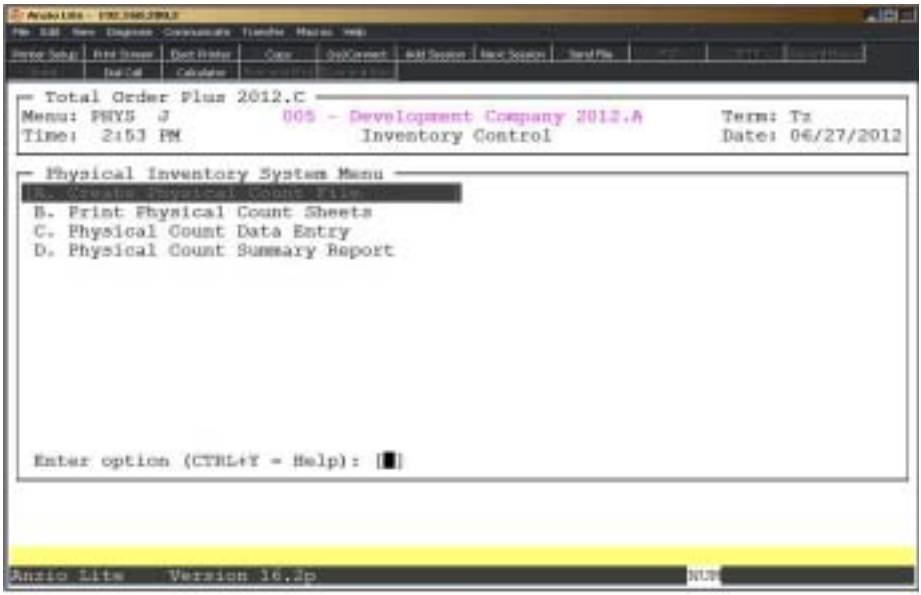


Physical Inventory System Menu

Overview

The Physical Inventory System allows you to create a physical count file by inventory item or by location that produces physical count sheets used in the process of taking an actual physical inventory. The system allows you to input the physical count figures, producing a physical count summary report. The report lists the variance between the on-hand count when the count sheets were produced and the on-hand counted during the physical inventory, posting this variance to each item processed in the physical count data entry.

> *Note: It is important that the physical count information be processed before any inventory is issued or received and before completing Period-End Processing in the Inventory Control module.*

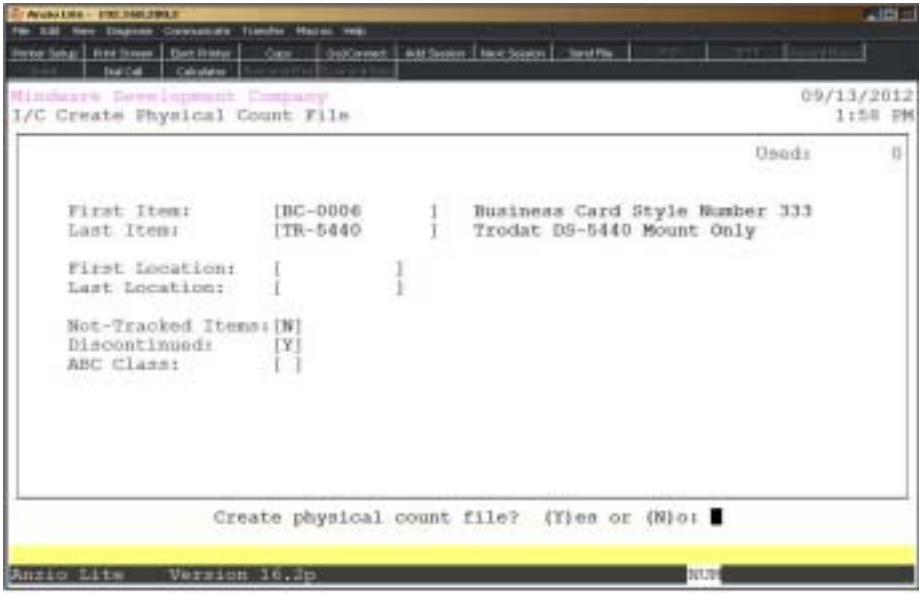


Create Physical Count File

Overview

Create Physical Count Sheets sorts selected inventory items into a count file in item order and by physical location, with an option to include items not tracked in inventory. In order to sort by physical location, inventory items are required to include a bin location. This provides an efficient method for counting inventory quantities.

The item range and location range options can be used to create count values for a range of items, allowing for a partial physical count.



Procedure

Note: The system will display the following message if there is a physical count present in the count file that has not been completed: 'Warning: Physical Count File Exists. If You Clear Current File All Physical Count Data Entry Will Be Lost. Clear Physical Count File? (Y)es or (No?

*Type **Y+** the **Enter** key to clear the current count file data.*

*Type **N+** the **Enter** key to continue with the current count file.*

1. Choose Create Physical Count File on the Physical Inventory System Menu.

2. Warehouse:

Type a valid warehouse number and **Enter**.

3. First Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Physical Inventory System Menu.

4. Last Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the prior input field.

5. First Location:

Type the first location and **Enter** or leave blank if locations are not an option.

6. Last Location:

Type the last location and **Enter** or leave blank if locations are not an option.

7. Not-Tracked Items:

Type **N+** the **Enter** key to exclude items not tracked in inventory.

Type **Y+** the **Enter** key to include all items except for kit items.

8. Discontinued:

Type **Y+** the **Enter** key to include discontinued items on the count sheet.

Type **N+** the **Enter** key to exclude discontinued items.

9. ABC Class:

Type the classification code for the physical count and **Enter**.

Press the **Enter** key to leave this field blank and create the physical count file for the inventory items.

10. Create physical count file? (Y)es or (N)o:

Type **Y+** the **Enter** key to begin file creation.

Type **N+** the **Enter** key to return to the Physical Inventory System Menu.

Print Physical Count Sheets

Overview

Physical count sheets can be printed in inventory item order or by the physical location of the inventory items selected in 'Create Physical Count Sheets'. The count sheets include the item number or location, discontinued item flag, item description, unit of measure and a line for the quantity counted during the physical inventory.

Procedure

1. Choose Print Physical Count Sheets on the Physical Inventory System Menu.

2. Sort Option:

Type **L+** the **Enter** key to print count sheets by location. Proceed to Step 5.

Type **I+** the **Enter** key to print count sheets by item number.

3. First Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Physical Inventory System Menu.

4. Last Item:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the prior input field.

5. First Location:

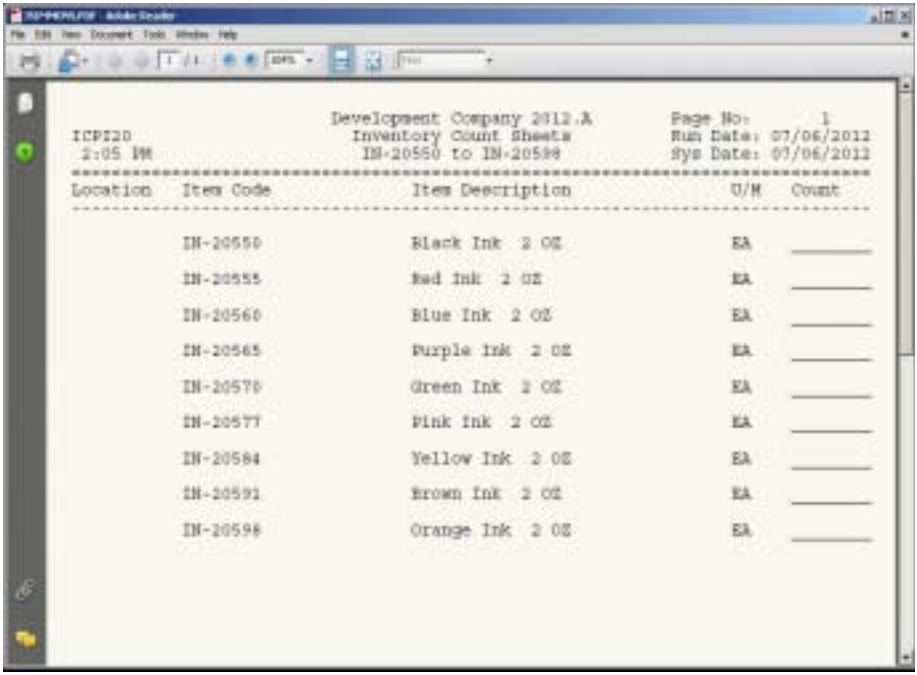
Type the first location and **Enter** .

6. Last Location:

Type the last location and **Enter**.

7. Select the appropriate printer for this report.

Physical Count Sheets Sample



```
                          Development Company 2012.A        Page No:       1
ICPI20                      Inventory Count Sheets          Run Date: 07/06/2012
 2:05 PM                     IN-20550 to IN-20598           Sys Date: 07/06/2012
==========================================================================
Location   Item Code              Item Description                U/M   Count
--------------------------------------------------------------------------

           IN-20550               Black Ink  2 OZ                 EA   _______

           IN-20555               Red Ink  2 OZ                   EA   _______

           IN-20560               Blue Ink  2 OZ                  EA   _______

           IN-20565               Purple Ink  2 OZ                EA   _______

           IN-20570               Green Ink  2 OZ                 EA   _______

           IN-20577               Pink Ink  2 OZ                  EA   _______

           IN-20584               Yellow Ink  2 OZ                EA   _______

           IN-20591               Brown Ink  2 OZ                 EA   _______

           IN-20598               Orange Ink  2 OZ                EA   _______
```

Physical Count Data Entry

Overview

The Physical Count Data Entry program allows you to enter the actual count for all inventory items that were printed on the Physical Count Sheets. The count can be entered by (I)nventory item or by (L)ocation. The system automatically displays the first item from the physical count file, its location and the unit of measure for that item. The cursor will advance to the count input field. Type the quantity from the count sheet for this item and press the Enter key. The next item in order displays on the screen. Continue to enter the quantities until all items are accounted for.

Procedure

1. Choose Physical Count Data Entry from the Physical Inventory System Menu.

2. Sort:

Type **L+** the **Enter** key to enter the count in location order.

Type **I+** the **Enter** key to enter the count in item number order.

Press **F4** to return to the Physical Inventory System Menu.

3. Item Code:

> *Note: The first item in the count file automatically displays on the screen along with the location and unit of measure.*

Press the **Enter** key to accept the item code displayed or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the prior input field.

4. Count:

Type the count quantity for this item and **Enter**.

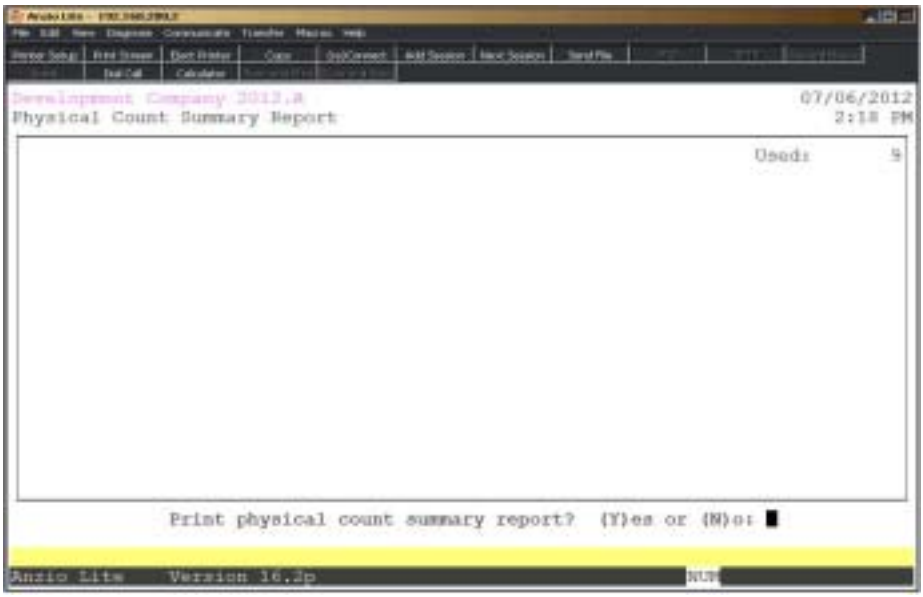
> *Note: Once you have entered the count for an item, the system automatically brings up the next item in the physical count file. This saves time by not having to type in each item or location code.*

Physical Count Summary Report

Overview

The Physical Summary Report lists the item and item description, unit of measure, actual physical count and count values, the on-hand count and count values when the count file was created. The report reflects the variance count and dollar values between the actual physical count and the on-hand balances for each product category.

The report must be printed before transactions can be updated.



Procedure

1. Choose Physical Count Summary Report on the Physical Inventory System Menu.

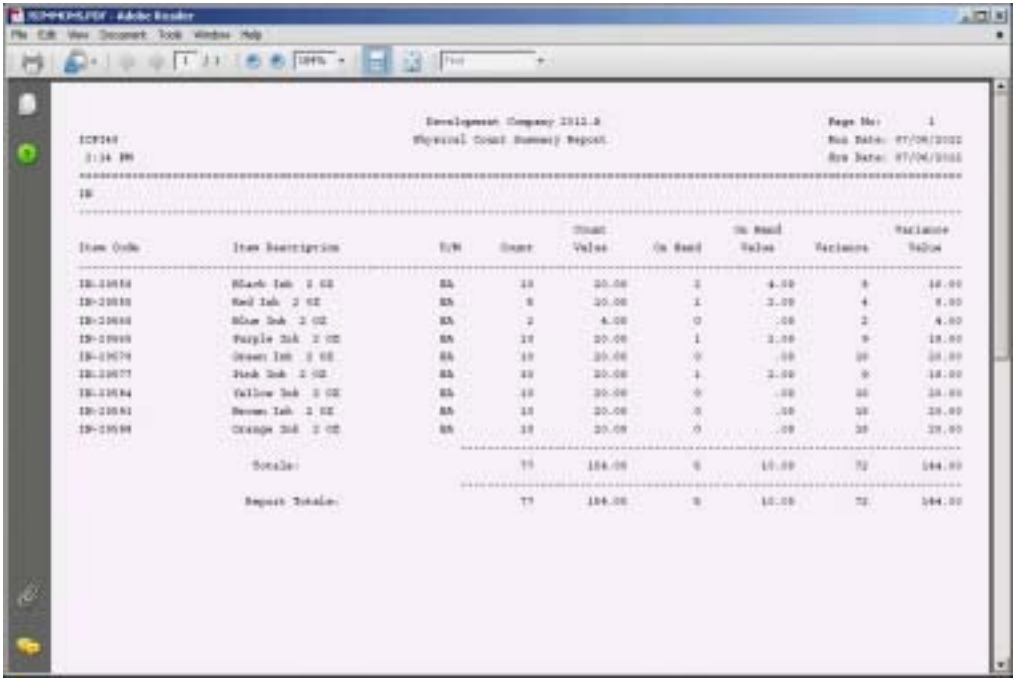
2. Print physical count summary report? (Y)es or (N)o:

Type **Y** to print the summary report.

Type **N** to return to the Inventory Physical Inventory System Menu.

3. Select the appropriate printer for this report.

Physical Count Summary Report Sample



Development Company 2012.R
Physical Count Summary Report

Page No: 1
Run Date: 07/06/2012
Run Time: 07/06/2012

ICP240
2:14 PM

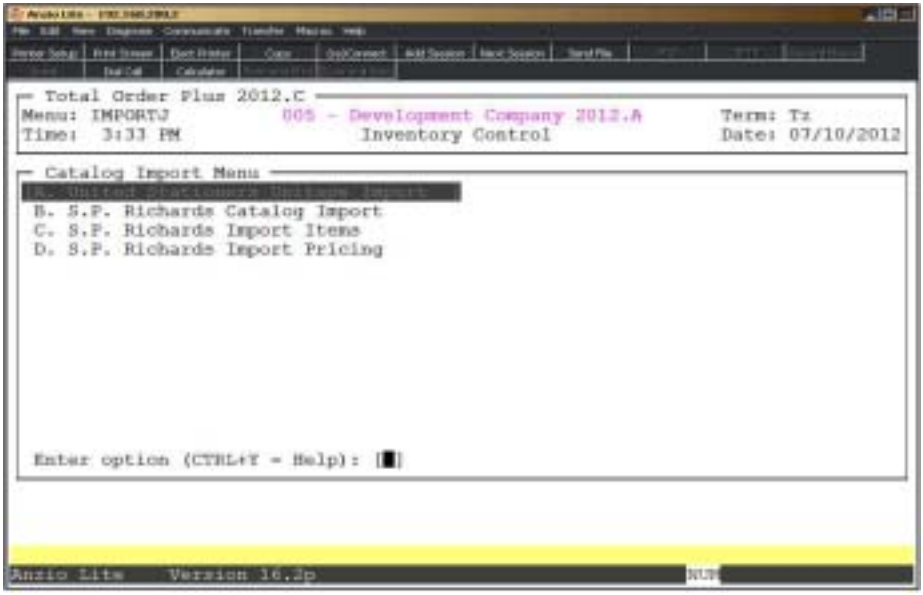
IN

Item Code	Item Description	U/M	Count	Count Value	On Hand	On Hand Value	Variance	Variance Value
IN-10010	Black Ink 2 OZ	EA	10	20.00	2	4.00	8	16.00
IN-10015	Red Ink 2 OZ	EA	5	20.00	1	2.00	4	8.00
IN-10020	Blue Ink 2 OZ	EA	2	4.00	0	.00	2	4.00
IN-10025	Purple Ink 2 OZ	EA	10	20.00	1	2.00	9	18.00
IN-10030	Green Ink 2 OZ	EA	10	20.00	0	.00	10	20.00
IN-10035	Pink Ink 2 OZ	EA	10	20.00	1	2.00	9	18.00
IN-10040	Yellow Ink 2 OZ	EA	10	20.00	0	.00	10	20.00
IN-10045	Brown Ink 2 OZ	EA	10	20.00	0	.00	10	20.00
IN-10050	Orange Ink 2 OZ	EA	10	20.00	0	.00	10	20.00
	Totals:		77	154.00	5	10.00	72	144.00
	Report Totals:		77	154.00	5	10.00	72	144.00

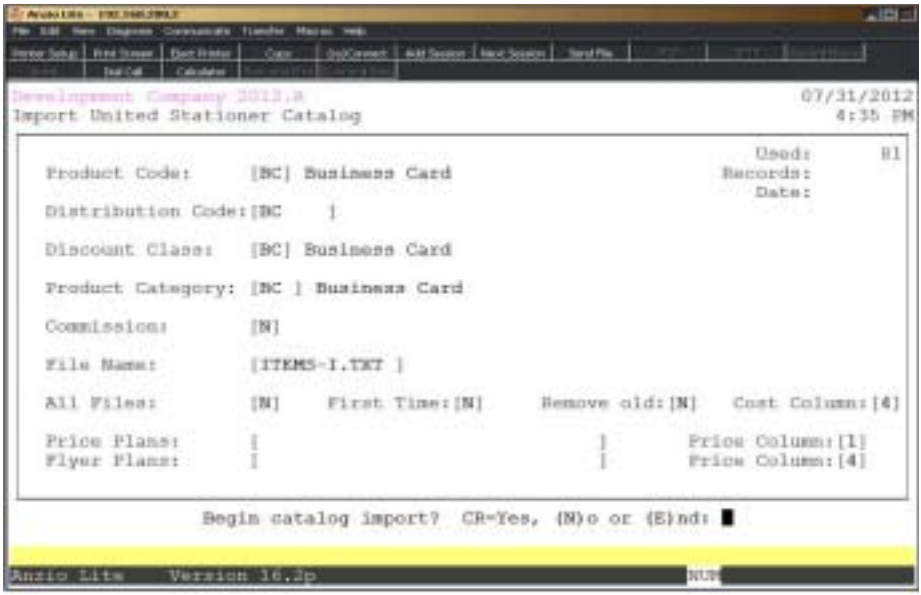
Catalog Import Menu

Overview

The Catalog Import program provides the capability of importing the United Stationers and the S. P. Richards catalog from diskettes into the Total Order Plus Inventory Control Item Masterfile. Each item is updated with pricing and 'flyer' pricing structures. The items to be imported are determined by the user. The import program will prompt you for price and flyer plans.



United Stationers Import Format



Procedure

1. Choose the United Stationers Catalog Unitape Format on the Catalog Import Menu.

2. Product Code:

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window. Press the **Enter** key to bypass the product code.

Press **F4** to return to the Catalog Import Menu.

3. Distribution Code:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window. Distribution code is required for sales revenue.

Press **F2** to return to the prior input field.

4. Discount Class:

Type a valid discount class code and **Enter** or type **?** to display the Discount Class Code Selection window. Press the **Enter** key to bypass the class code.

5. Product Category:

Type a valid product category and **Enter** or type **?** to display the Product Category Selection window. Press the **Enter** key to bypass the product category.

Note: Each item should have a product code, product category for reporting purposes and a discount class for discount percentages.. The distribution code is required for sales revenue distribution.

6. Commission:

Type a commission level for these items (0-9) and **Enter**.

Type **N+** the **Enter** key if you do not want items to have a commission level.

7. Filename:

Type a valid filename to import and **Enter**.

Note: The filenames for United Stationers must be downloaded into a directory named IMPORT under the TOP directory.

8. All Files:

Type **Y+** the **Enter** key to import all disk files beginning with filename specified in Step 7.

Type **N+** the **Enter** key to import only the one file specified.

9. First Time:

Type **Y+** the **Enter** key if this the first time you are loading the diskettes.

Type **N+** the **Enter** key if you have imported the diskettes before.

10. Remove Old:

Type **Y+** the **Enter** key if you want to remove all of the old catalog records before importing the new records.

Type **N+** the **Enter** key to overwrite the old catalog records.

11. Cost Column:

Type which column you want to use for cost and **Enter.**

12. Price Plans:

Type one or multiple price plans, two (2) characters each, up to 14 price plans and **Enter**.

13. Price Column:

Type which column you want to use for pricing and **Enter**.

14. Flyer Plans:

Type one or multiple flyer plans, two (2) characters each, up to 14 flyer plans and **Enter**.

15. Price Column:

Type which column you want to use for pricing and **Enter**.

16. Begin Catalog Import?: CR=Yes, (N)o or (E)nd:

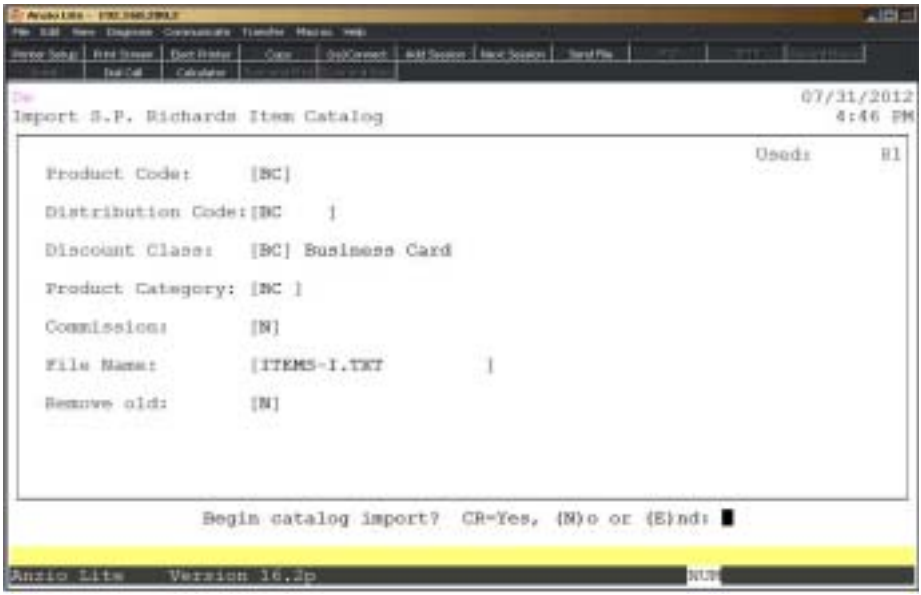
Press the **Enter** key to begin import.

Type **N** to edit the data. Go to Step 2.

Type **E** to return to the Catalog Import Menu.

Note: See United Stationer's documentation for more information on price plans and flyer plans. United Stationers provides the price plans to each of their resellers.

S. P. Richards Import Items



Procedure

1. Choose the S. P. Richards Import Items on the Catalog Import Menu.

2. Product Code:

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window. Press the **Enter** key to bypass the product code.

Press **F4** to return to the Catalog Import Menu.

3. Distribution Code:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window. Distribution code is required for sales revenue.

Press **F2** to return to the prior input field.

4. Discount Class:

Type a valid discount class code and **Enter** or type **?** to display the Discount Class Code Selection window. Press the **Enter** key to bypass the class code.

5. Product Category:

Type a valid product category and **Enter** or type **?** to display the Product Category Selection window. Press the **Enter** key to bypass the product category.

Note: Each item should have a product code, product category for reporting purposes and a discount class for discount percentages.. The distribution code is required for sales revenue distribution.

6. Commission:

Type a commission level for these items (0-9 or N) and **Enter**.

Type **N+** the **Enter** key if you do not want items to have a commission level.

7. Filename:

Type a valid filename to import and **Enter**.

Note: This file for S. P. Richards must be downloaded into a directory named IMPORT under the TOP directory.

8. Remove Old:

Type **Y+** the **Enter** key to remove all of the old catalog records before importing the new records.

Type **N+** the **Enter** key to overwrite the old catalog records.

9. Begin Catalog Import?: CR=Yes, (N)o or (E)nd:

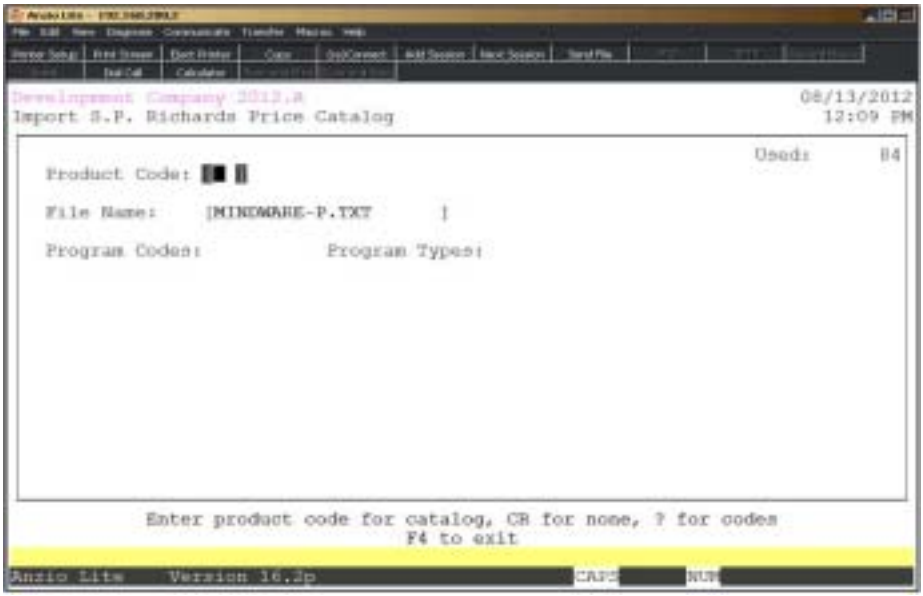
Press the **Enter** key to begin import.

Type **N** to edit the data. Go to Step 2.

Type **E** to return to the Catalog Import Menu.

Note: S. P. Richards import item program creates new inventory items each quarter with a new list price.

S. P. Richards Import Pricing



Procedure

1. Choose the S. P. Richards Import Pricing on the Catalog Import Menu.

2. Product Code:

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window. Press the **Enter** key toinclude all product codes.

Press **F4** to return to the Catalog Import Menu.

3. File Name:

Type a valid filename to import and **Enter**.

Note: This program will import and replace all of the item cost fields.

4. Begin Catalog Import?: CR=Yes, (N)o or (E)nd:

Press the **Enter** key to begin import.

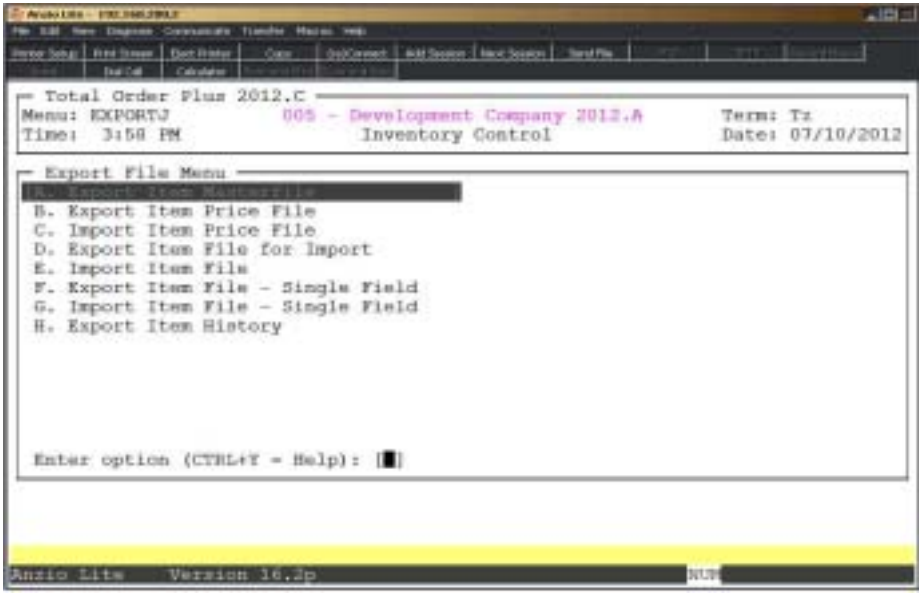
Type **N** to edit the data. Go to Step 2.

Type **E** to return to the Catalog Import Menu.

Import/Export File Menu

Overview

The Export Item Master File allows you to export a range of inventory items to a text file that can be imported into a spreadsheet program to be used as a price list, catalog, etc.



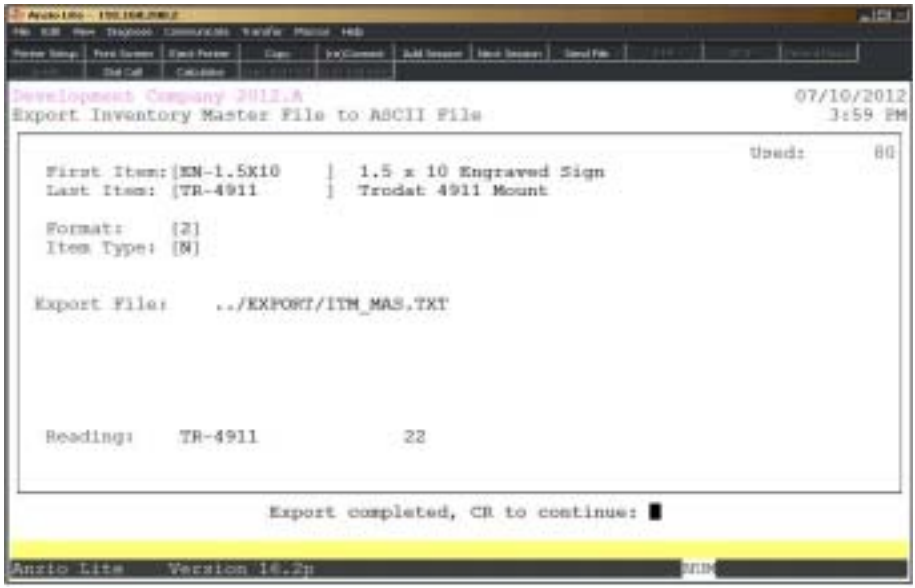
The export program creates a file for you to import into a spreadsheet program to edit the item prices. Once the prices are updated, you can then import the items back into the item master to reflect your price changes.

Export Item Masterfile

Overview

The Inventory Export program exports data from the Inventory Item Masterfile to an ASCII text file. This information can be imported into a desktop publishing or worksheet program and can be used to create a catalog, price list, etc.

You can export a range of inventory items or the entire inventory, with an option to include line feeds at the end of each line for the file format.



Procedure

1. Choose Export Item Master File on the Import/Export File Menu.

2. First Item:

Type a beginning inventory item code and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Import/Export File Menu.

3. Last Item:

Type an ending inventory item code and **Enter** or **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Format:

Type **1+** the **Enter** key to export items without a line feed or carriage return at the end of each line.

Type **2+** the **Enter** key to export items with a line feed and carriage return at the end of each line.

Type **3+** the **Enter** key if you are exporting the data to PageMaker for labels.

Type **4+** the **Enter** key if you want a custom file format.

5. Item Type:

Type **Y+** the **Enter** key to export items that are used for pricing only.

Type **N+** the **Enter** key to export items that are tracked in inventory.

Type **K+** the **Enter** key to export only kit items.

Press the **Enter** key to leave this field blank and export all inventory items.

6. Begin export? (Y)es, (N)o or (E)nd:

Type **Y** to begin the file export.

Type **N** to edit the data. Go to Step 2.

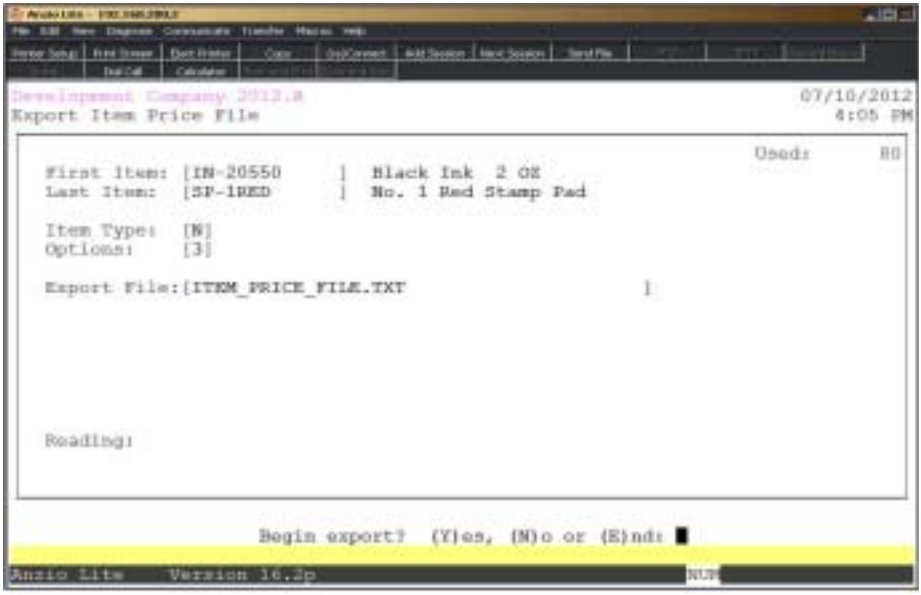
Type **E** to return to the Import/Export File Menu.

> *Note: Location of the item master filename will display on the screen as../EXPORT/ITM_MAS.TXT.*

Export Item Price File

Overview

Inventory items can be exported to a temporary text file to be used for entering price changes. The text file can be imported into a spreadsheet program. The item code, item description and current price will be displayed in the spreadsheet. You will have a column to enter the new price. One the price changes are complete, you can import this same file back into the item master using 'Import Item Price File'.



Procedure

1. Select Export Item Price File on the Import/Export File Menu.

2. First Item:

Type the first inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F4** to return to the Import/Export File Menu.

3. Last Item:

Type the last inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F2** to return to the previous input field.

4. Item Type:

Type **Y+** the **Enter** key to export items that are used for pricing only.

Type **N+** the **Enter** key to export items that are tracked in inventory.

Type **K+** the **Enter** key to export only kit items.

Press the **Enter** key to leave this field blank and export all inventory items.

5. Options:

Enter export option: 1) Export price, 2) Export cost, 3) Export price & cost

Note: Do Not Remove Columns Before Importing Back Into TOP

6. Export File:

Press the **Enter** key to accept the file name as dsiplayed on your screen or enter your own file name.

Note: The file will be created in the EXPORT folder directory as ITEM_PRICE_FILE.TXT.

7. Begin Export? (Y)es, (N)o or (E)nd:

Type **Y** to begin the file export.

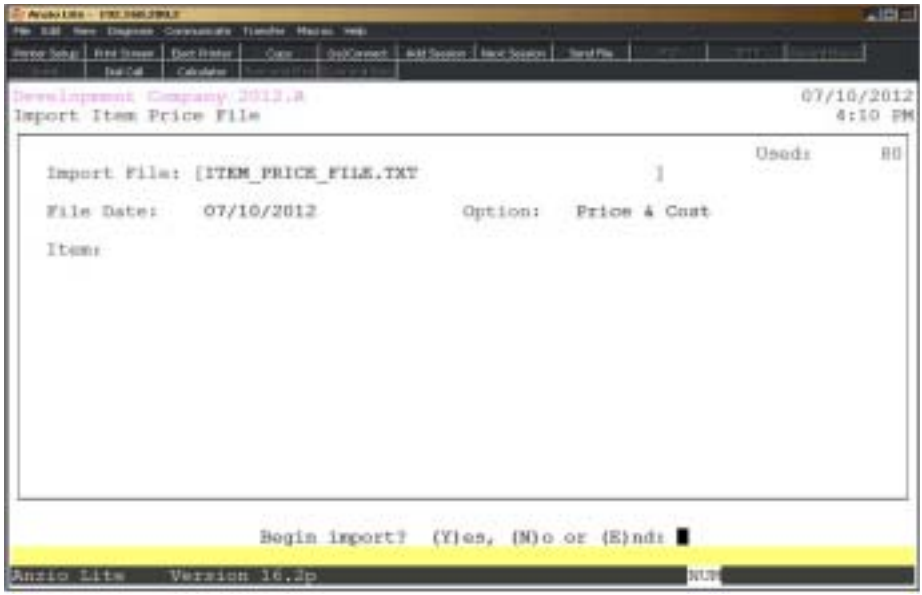
Type **N** to edit the data. Go to Step 2.

Type **E** to return to the Import/Export File Menu.

Import Item Price File

Overview

The import file that was created using the 'Export Item Price File' must be in the IMPORT folder under the TOP directory in order to import price changes. The file name will display on your screen and the date the file was created.



Procedure

1. Select Export Item Price File on the Import/Export File Menu.

2. File Name:

The ITEM_PRICE_FILE.TXTfile must be in the /TOP/IMPORT directory.

Press **F4** to return to the Import/Export File Menu.

The date the file was created and the option selected is displayed on your screen.

3. Begin import? (Y)es, (N)o or (E)nd:

Type **Y** to begin the file export.

Type **N** to edit the data. Go to Step 2.

Type **E** to return to the Import/Export File Menu.

Export Item File for Import

Overview

This program exports all fields in the item master so you can import the file into Excel to make changes. Once you complete the changes, you can copy the file to the IMPORT folder to import the changes back into the item master.

Procedure

1. Select Export Item File for Import on the Import/Export File Menu.

2. Export Option:

Enter the export option of **E** to create a file of items that can be edited or **N** to create a file with column headings for new items.

3. First Item:

Type the first inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F4** to return to the Import/Export File Menu.

4. Last Item:

Type the last inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F2** to return to the previous input field.

4. Item Type:

Type **Y+** the **Enter** key to export items that are used for pricing only.

Type **N+** the **Enter** key to export items that are tracked in inventory.

Type **K+** the **Enter** key to export only kit items.

Press the **Enter** key to leave this field blank and export all inventory items.

5. Discontinued:

Type **Y+** the **Enter** key to include discontinued items in this export.

Type **N+** the **Enter** key not to include discontinued items.

6. Delimiter:

Enter text file delimiter: (C)omma, (T)ab or (P)ipe format.

7. Export File:

The file name ../EXPORT/ITEM_EDIT.TXT displays on your screen. You can edit the name if you want to change the description of the TXT file but not the folder name.

Import Item File

Overview

You are going to import the file ../EXPORT/ITEM_EDIT.TXT that you created in the Export Item File program on the previous page. If you created an Edit file you must import the Edit file, likewise with a New file. The file that was created in the EXPORT folder must be copied to the IMPORT folder in order to be able to run this program. Otherwise, you will see this message: Warning! Import File Not Found.

Procedure

1. Select Import Item File on the Import/Export File Menu.

2. Import Options:

Enter the import option of **E** toimport the item edit file or N to import new items.

2. Delimiter:

Enter text file delimiter: (C)omma, (T)ab or (P)ipe format that you used in exporting this file.

3. Import File:

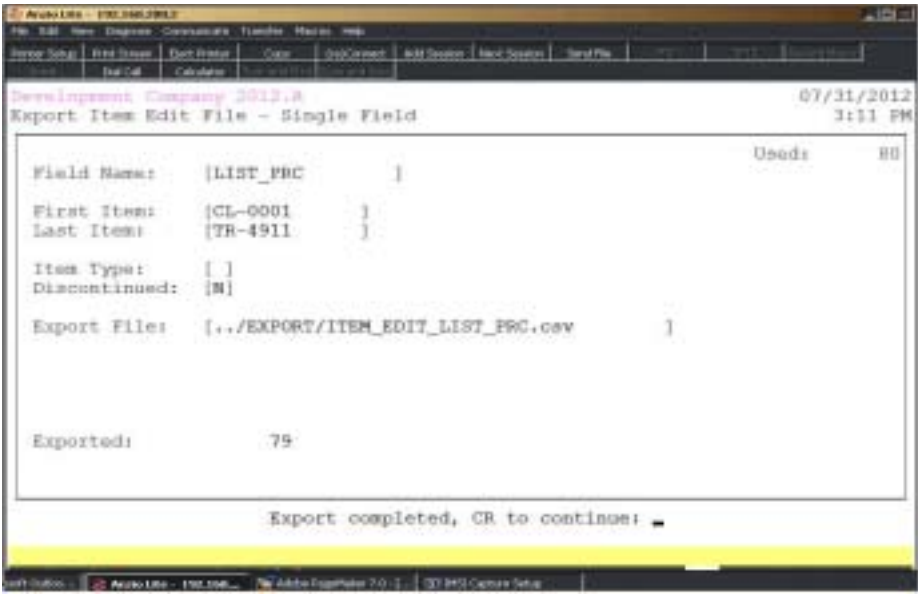
The file name ../IMPORT/ITEM_EDIT.TXT displays on your screen.

Press the **Enter** key to begin the import.

Export Item File - Single Field

Overview

This export program let you export one field from the item master for editing. The fields are displayed with the option to use your arrow keys to select the field to export.



Procedure

1. Select Export Item File - Single Field on the Import/Export File Menu.

2. Field Name:

Use the arrow keys to select the single field you want to export and the field name displays on your screen.

3. First Item:

Type the first inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F4** to return to the Import/Export File Menu.

4. Last Item:

Type the last inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F2** to return to the previous input field.

5. Item Type:

Type **Y+** the **Enter** key to export items that are used for pricing only.

Type **N+** the **Enter** key to export items that are tracked in inventory.

Type **K+** the **Enter** key to export only kit items.

Press the **Enter** key to leave this field blank and export all inventory items.

6. Discontinued:

Type **Y+** the **Enter** key to include discontinued items in this export.

Type **N+** the **Enter** key not to include discontinued items.

7. Export File:

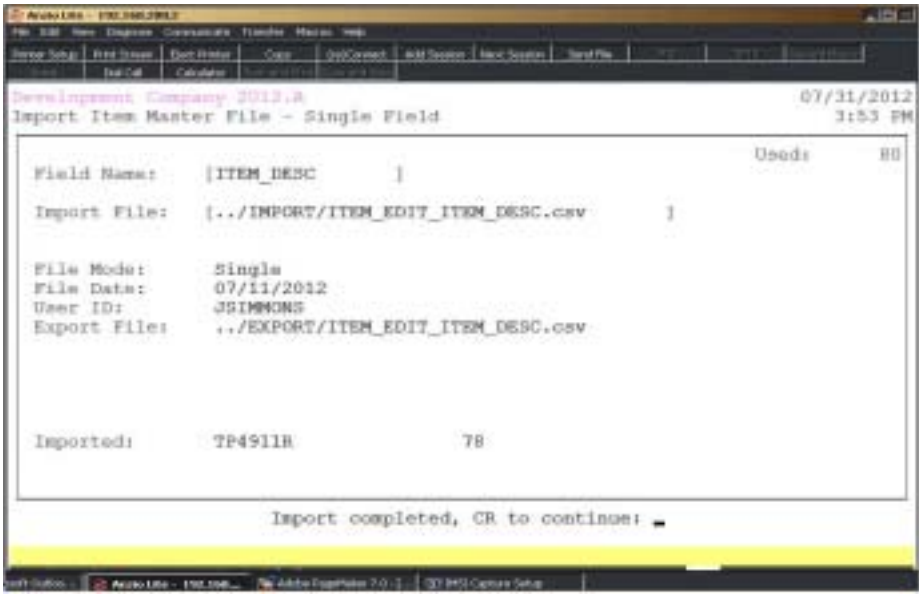
The file name ../EXPORT/ITEM_EDIT_ITEM_DESC.csv displays on your screen. The file name ITEM_EDIT will include the name of the field you selected i.e. ITEM_DESC.

Press the **Enter** key to begin the export.

Import Item File - Single Field

Overview

The file ../IMPORT/ITEM_EDIT_ITEM_DESC.csv displays on your screen if the file ITEM_EDIT file was copied from the EXPORT folder to the IMPORT folder when you created the file. The single field you selected will be imported back into the item master or you will see this warning on your screen: Warning! Import File Not Found.



Procedure

1. Select Import Item File - Single Field on the Import/Export File Menu.

2. Field Name:

Use the arrow keys to select the field name you selected on the Export Item File - Single Field program.

3. Import File:

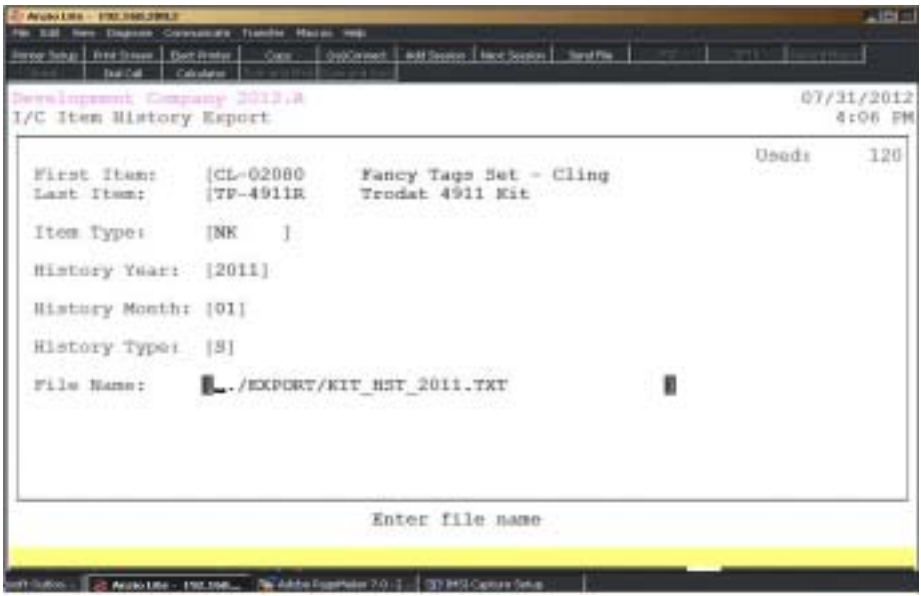
The file name diesplays on your screen along with the field name i.e. ../IMPORT/ITEM_EDIT_ITEM_DESC.csv.

Press the **Enter** key to begin the import. File specifications and date displays on your screen.

Export Item History

Overview

This program exports twelve months of item history for a specified period of time.



Procedure

1. Select Export Item History on the Impor/Export File Menu.

2. First Item:

Type the first inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F4** to return to the Import/Export File Menu.

4. Last Item:

Type the last inventory item to export and **Enter** or type **?** to display the Item Master Display WIndow.

Press **F2** to return to the previous input field.

5. Item Type:

Type **Y+** the **Enter** key to export items that are used for pricing only.

Type **N+** the **Enter** key to export items that are tracked in inventory.

Type **K+** the **Enter** key to export only kit items.

6. History Year:

Type the year of history you want to export and **Enter**.

7. History Month:

Type the month to start in the year selected and **Enter**. Twelve months will be exported.

8. History Type:

Enter the type of history to export: (S)ales, (B)eginning balance, (I)ssues, (R)eceipts or (A)djustments and **Enter**.

9. File Name:

File name ../EXPORT/KIT_HST_2011.TXT displays on your screen.

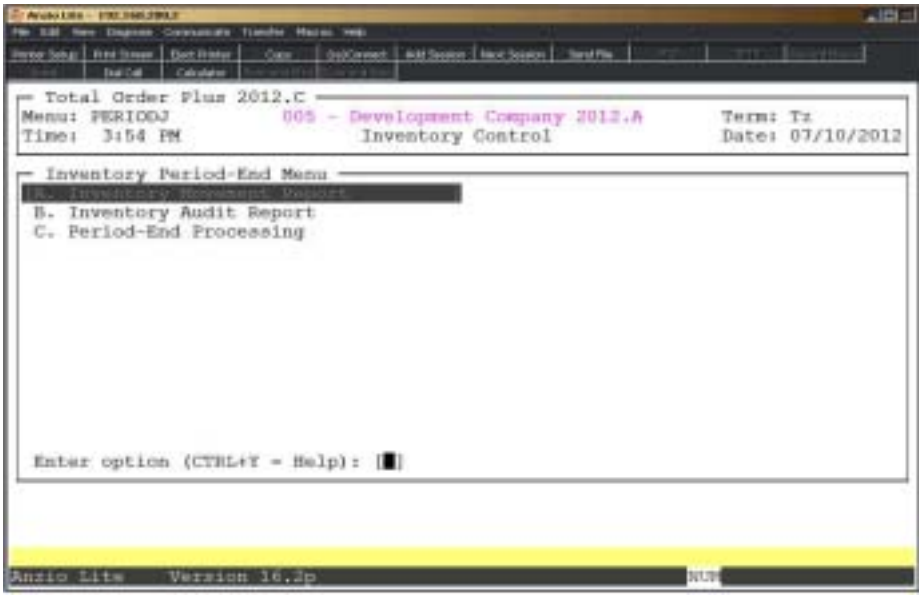
Press the **Enter** key to begin the export.

Inventory Period-End Menu

Overview

During Period-End Processing, you have the option to print the Inventory Movement Report and the Inventory Audit Report (the audit report print is determined by a flag in the Inventory Control Parameters). These reports provide an audit trail of all transactions posted during the current accounting period. Only items that are tracked in inventory are included. They reflect adjustments, receipts, issues and physical count entries processed for the period and any inventory movement transactions processed for the period.

Period-End Processing clears all period-to-date totals and establishes a beginning on-hand balance for each item tracked in inventory. The transaction audit file is also cleared, if applicable.



Inventory Movement Report

Overview

The Inventory Movement Report allows you to print a range of inventory items with an option to include discontinued items, kit items and items tracked in inventory. The report lists the inventory item and description, unit of measure, beginning balance, number of receipts, issues and adjustments, ending balance. Sub-totals are printed for each inventory product category.

This report is optional during Period-End Processing.

Procedure

1. Choose the Inventory Movement Report from the Inventory Period-End Menu.

2. First to Print:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Period-End Menu.

3. Last to Print:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Discontinued:

Type **Y+** the **Enter** key to include inventory items that have been discontinued.

Type **N+** the **Enter** key not to include discontinued items.

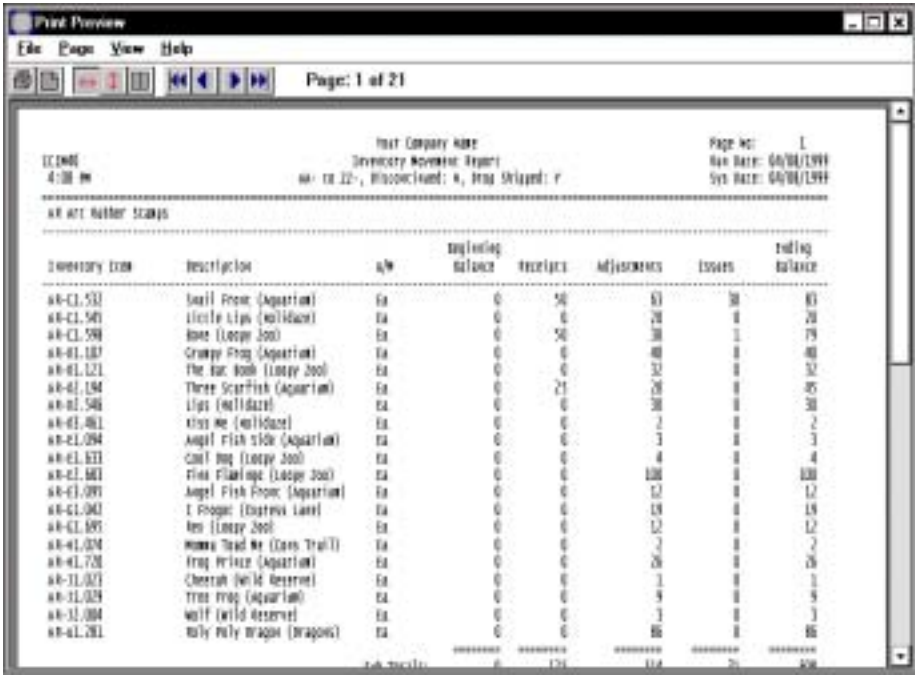
5. Item Type:

Type **Y+** the **Enter** key to include inventory items tracked in inventory and kit master items.

Type **N+** the **Enter** key to exclude items tracked in inventory and kit master items.

6. Select the appropriate printer for this report.

Inventory Movement Report Sample



Print Preview

File Page View Help

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Your Company Name

Inventory Movement Report

Page No: 1

Run Date: 04/08/1999

Sys Date: 04/08/1999

Inventory Item	Description	U/M	Beginning Balance	Receipts	Adjustments	Issues	Ending Balance
AA-C1.532	Snail Front (Aquarium)	Ea	0	50	83	30	83
AA-C1.545	Circle Lips (Holidaze)	Ea	0	0	20	0	20
AA-C1.598	Bone (Loopy Zoo)	Ea	0	50	30	1	79
AA-01.187	Grumpy Frog (Aquarium)	Ea	0	0	40	0	40
AA-01.121	The Bat Book (Loopy Zoo)	Ea	0	0	32	0	32
AA-01.184	Three Scarfish (Aquarium)	Ea	0	21	20	0	45
AA-01.546	Lips (Holidaze)	Ea	0	0	30	0	30
AA-01.461	Kiss Me (Holidaze)	Ea	0	0	2	0	2
AA-01.294	Angel Fish Side (Aquarium)	Ea	0	0	3	0	3
AA-01.633	Cool Dog (Loopy Zoo)	Ea	0	0	4	0	4
AA-01.683	Fine Flamingo (Loopy Zoo)	Ea	0	0	100	0	100
AA-01.095	Angel Fish Front (Aquarium)	Ea	0	0	12	0	12
AA-01.042	I Froggie (Express Lane)	Ea	0	0	19	0	19
AA-01.695	Hen (Loopy Zoo)	Ea	0	0	12	0	12
AA-01.024	Mommy Toad Me (Cave Trail)	Ea	0	0	2	0	2
AA-01.728	Frog Prince (Aquarium)	Ea	0	0	26	0	26
AA-31.023	Cheetah (Wild Reserve)	Ea	0	0	1	0	1
AA-31.029	Tree Frog (Aquarium)	Ea	0	0	9	0	9
AA-31.004	Wolf (Wild Reserve)	Ea	0	0	3	0	3
AA-41.201	Holy Holy Dragon (Dragons)	Ea	0	0	86	0	86
			********	********	********	********	********
		Sub Totals:	0	121	414	31	504

Inventory Audit Report

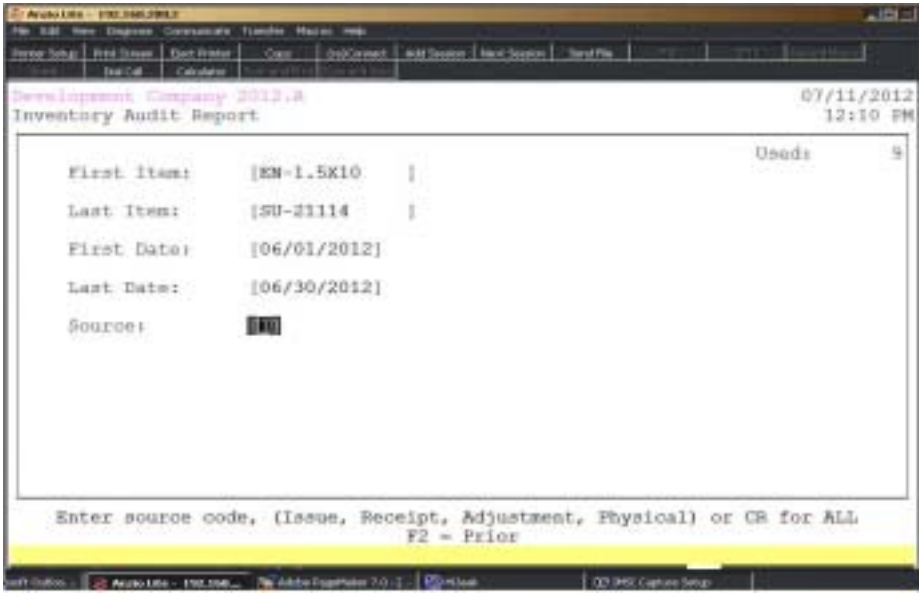
Overview

The Inventory Audit Report allows you to print a range of inventory items that includes issues, receipts, adjustments and physical count quantities. You have an option to print by source code: (I)ssues, (R)eceipts, (A)djustments or (P)hysical count.

This report is optional during Period-End Processing. There is a flag in the 'Inventory Parameters' that allows you the option of whether or not you want to include a transaction audit file. Inventory Parameters are located on the 'Inventory Definition Menu' section located elsewhere in this manual.

The audit report is used to track period transaction receipts from the Purchase Order module, issues (sales) from the Order Entry module, adjustments from the Inventory Control module and physical count quantities from the Physical Inventory module.

The report lists the inventory item and description, unit of measure, date of each transaction, source of each transaction, reference number, quantity and cost. The reference number is tracked along with each line item number so you can track back to the source document responsible for each entry.



Procedure

1. Choose the Inventory Audit Report from the Inventory Period-End Menu.

2. First to Print:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Period-End Menu.

3. Last to Print:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. First Date:

Type the beginning date to print and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Last Date:

Type the ending date to print and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

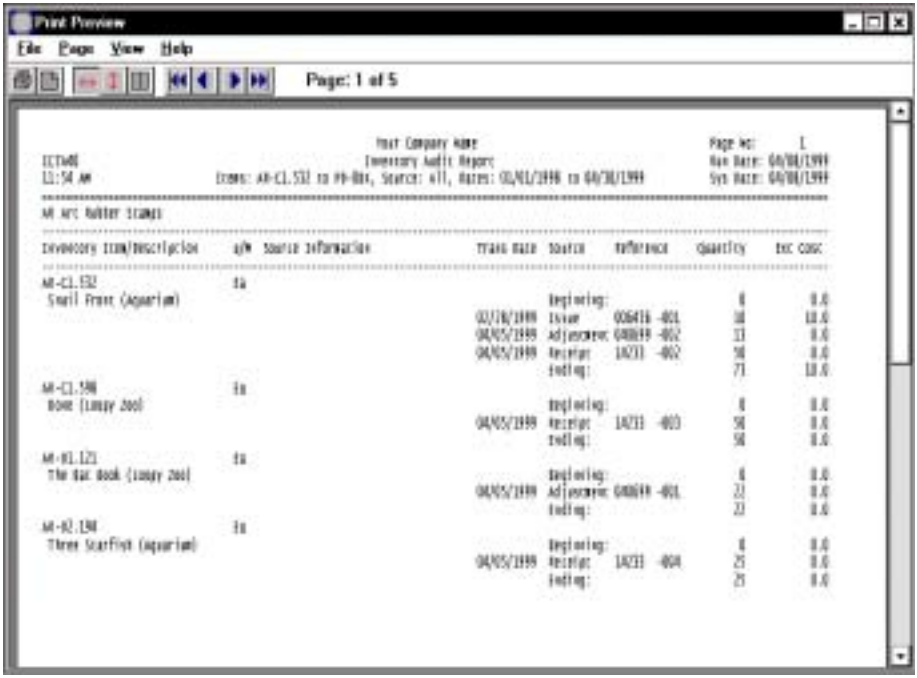
6. Source:

Type the source code you want to include: (**I**)ssues, (**R**)eceipts, (**A**)djustments or (**P**)hysical Count and **Enter**.

Press the **Spacebar+** the **Enter** key to include all source codes.

7. Select the appropriate printer for this report.

Inventory Audit Report Sample



Print Preview

File Page View Help

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Your Company Name
Inventory Audit Report
Items: AR-C1.532 to PR-B04, Source: all, Dates: 01/01/1998 to 04/30/1999

Page No: 1
Run Date: 04/08/1999
Sys Date: 04/08/1999

AR Arc Rubber Stamps

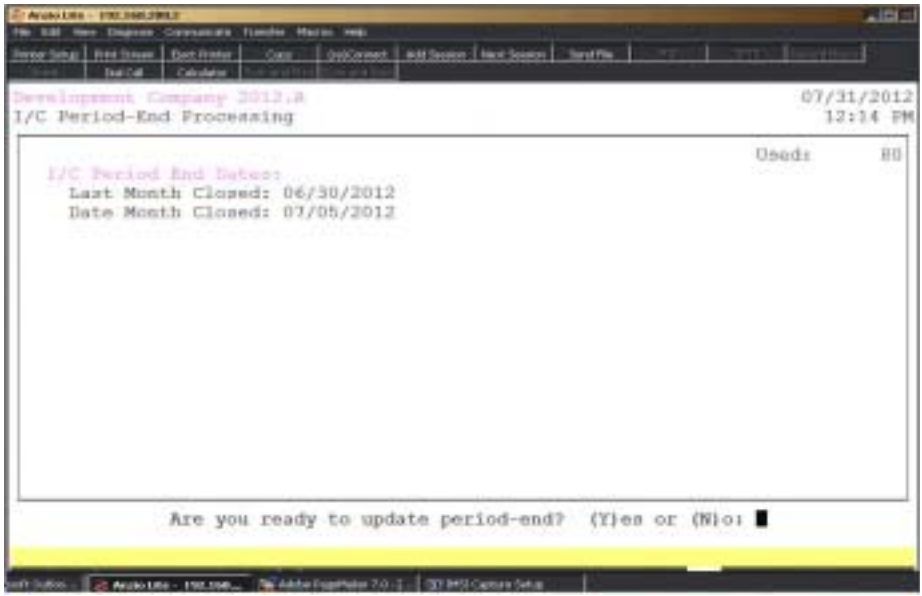
Inventory Item/Description	u/m	Source Information	Trans Date	Source	Reference	Quantity	Inv Cost
AR-C1.532	Ea						
Snail Print (Aquarium)				Beginning:		0	0.0
			02/18/1999	Issue	006416 -001	10	10.0
			04/05/1999	Adjustment	000699 -002	11	0.0
			04/05/1999	Receipt	10231 -002	50	0.0
				Ending:		71	10.0
AR-C1.590	Ea						
Bone (Lumpy Zoo)				Beginning:		0	0.0
			04/05/1999	Receipt	10231 -003	50	0.0
				Ending:		50	0.0
AR-B1.121	Ea						
The Bar Book (Lumpy Zoo)				Beginning:		0	0.0
			04/05/1999	Adjustment	000699 -001	22	0.0
				Ending:		22	0.0
AR-B2.190	Ea						
Three Starfish (Aquarium)				Beginning:		0	0.0
			04/05/1999	Receipt	10231 -004	25	0.0
				Ending:		25	0.0

Period-End Processing

Overview

Period-End Processing resets receipts, adjustments, issues and physical count quantities to zero and recalculates the beginning on-hand balance for each item. The transaction file is cleared for the next period.

The Transaction Audit Report tracks all inventory transactions for the month. This report is activated in the 'Inventory Control Parameters' located elsewhere in this manual. If you do not want to track inventory activity, set the flag to (N)o. Otherwise, the period-end processing procedure will issue a warning message to make sure you print the audit report prior to closing the current month.



4

INVENTORY CONTROL REPORT SYSTEM

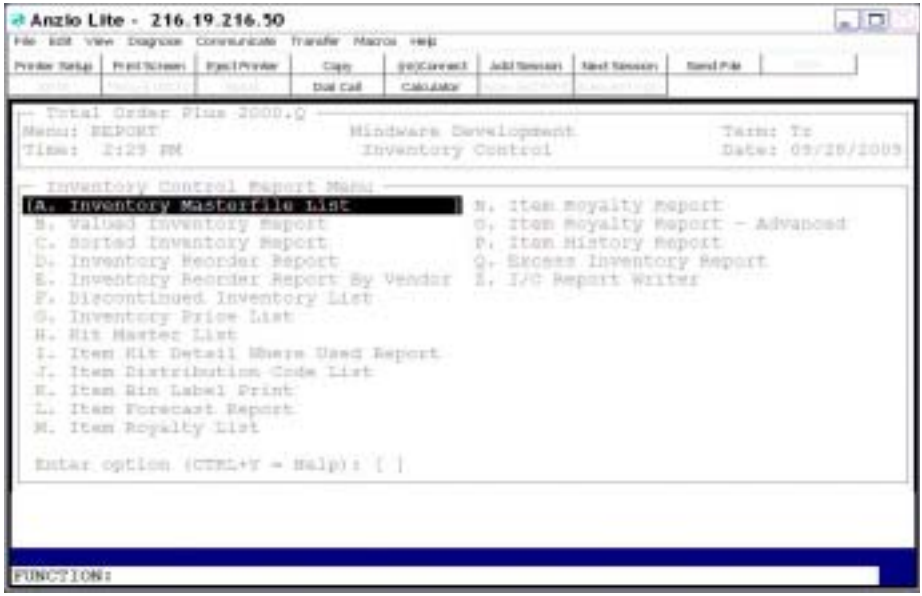
- Inventory Masterfile List
- Valued Inventory Report
- Sorted Inventory Report
- Inventory Reorder Report
- Inventory Reorder Report By Vendor
- Discontinued Inventory List
- Inventory Price List
- Item Kit Detail Where Used Report
- Distribution Code List
- Item Bin Label Print
- Item Forecast Report
- Item Royalty List
- Item Royalty Report
- Item Royalty Report - Advanced
- Item History Report
- Excess Inventory Report
- I/C Report Writer

Inventory Control Report Menu

Overview

The Inventory Control Report Menu listings reports detailed information on inventory items, calculates the value of your on-hand quantities, allows you to sort inventory reports by product category, discount class, bin locations, production values, forecasting and the reorder reports can be used for purchasing. All of the reports have an option to include items that are used for pricing only, items tracked, manfactured or kit items.

The inventory price list can be used by your salespersons/managers as a price book for sales. You have the option to print item bin labels to help tag your inventory items for a more efficient physical inventory. Other reports include item forecast, item royalties and a General Ledger distribution code list.



Inventory Masterfile List

Overview

The Inventory Masterfile List prints the item code and description, unit of measure, economic order quantity, reorder point, date of last issue (sale), date of last receipt, general ledger distribution code, average cost and the unit price.

You have an option to print a range of inventory items and whether or not to include 'Discontinued' inventory items, items that are part of a kit or items tracked in inventory. The reports breaks, by segment one and segment two codes, depends on how you set up the total breaks in the 'Inventory Control Parameter Maintenance', located elsewhere in this manual.

Procedure

1. Choose the Inventory Masterfile List from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last To Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the prior input field.

4. Discontinued:

Type **Y+** the **Enter** key to include discontinued items on the report.

Type **N+** the **Enter** key not to include discontinued items.

5. Item Type:

Type **Y+** the **Enter** key to list items not tracked in inventory.

Type **N+** the **Enter** key to include items tracked in inventory.

Type **K+** the **Enter** key to list only items marked as kits.

Press the **Spacebar** to include all types on the report.

6. Freight Table:

Type **Y+** the **Enter** key to print freight amounts from the freight table on this report.

Type **N+** the **Enter** key not to list freight amounts.

7. O/E Notepad:

Type **Y+** the **Enter** key to include the item Order Enter notepad information.

Type **N+** the **Enter** key not to include the notepad information.

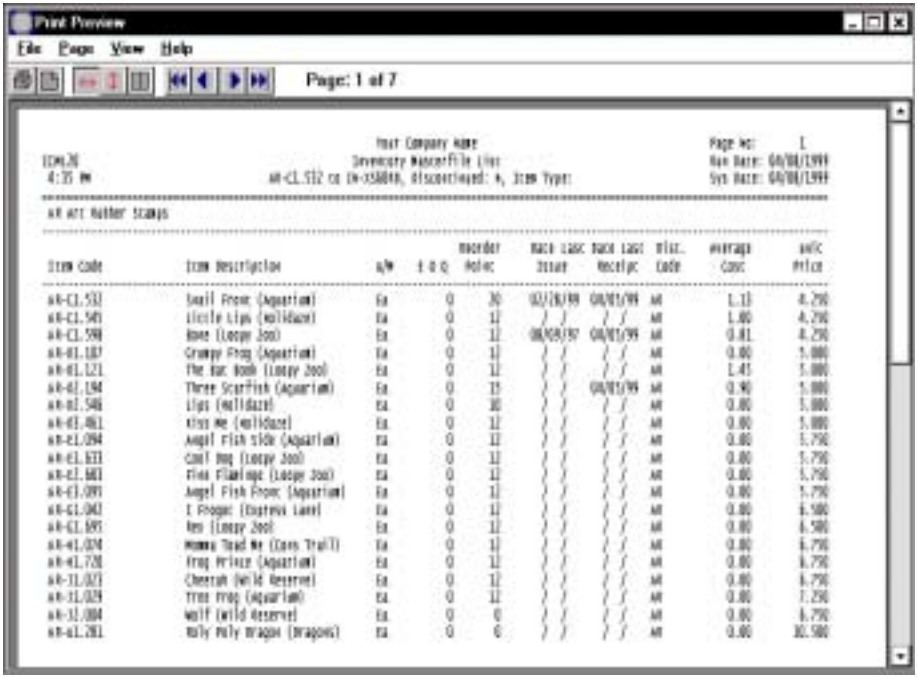
8. P/O Notepad:

Type **Y+** the **Enter** key to include the item Purchase Order notepad information.

Type **N+** the **Enter** key not to include the notepad information.

9. Select the appropriate printer for this report.

Inventory Masterfile List Sample



Print Preview

File Page View Help

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Your Company Name
Inventory Masterfile List
ab-cl.512 to [illegible], discontinued: *, Item Type:

Page No: 1
Run Date: 04/08/1999
Sys Date: 04/08/1999

ab art Rubber Stamps

Item Code	Item Description	u/M	E O Q	Reorder Point	Date Last Issue	Date Last Receipt	Misc. Code	Average Cost	Unit Price
ab-cl.512	Snail Frame (Aquarium)	Ea	0	30	03/28/99	04/01/99	AR	1.11	4.25
ab-cl.541	Little Lips (Holiday)	Ea	0	12	/ /	/ /	AR	1.00	4.25
ab-cl.598	Home (Loopy Zoo)	Ea	0	12	08/08/97	04/01/99	AR	0.81	4.25
ab-el.187	Grumpy Frog (Aquarium)	Ea	0	12	/ /	/ /	AR	0.00	5.00
ab-el.121	The Bat Book (Loopy Zoo)	Ea	0	12	/ /	/ /	AR	1.41	5.00
ab-el.184	Three Scarfish (Aquarium)	Ea	0	15	/ /	04/01/99	AR	0.90	5.00
ab-el.546	Lips (Holiday)	Ea	0	10	/ /	/ /	AR	0.00	5.00
ab-el.461	Kiss Me (Holiday)	Ea	0	12	/ /	/ /	AR	0.00	5.00
ab-el.094	Angel Fish Side (Aquarium)	Ea	0	12	/ /	/ /	AR	0.00	5.75
ab-el.633	Cool Dog (Loopy Zoo)	Ea	0	12	/ /	/ /	AR	0.00	5.75
ab-el.603	Fine Flamingo (Loopy Zoo)	Ea	0	12	/ /	/ /	AR	0.00	5.75
ab-el.091	Angel Fish Front (Aquarium)	Ea	0	12	/ /	/ /	AR	0.00	5.75
ab-el.042	I Froggie (Express Lane)	Ea	0	12	/ /	/ /	AR	0.00	6.50
ab-el.695	Hen (Loopy Zoo)	Ea	0	12	/ /	/ /	AR	0.00	6.50
ab-el.074	Mommy Toad Me (Corn Trail)	Ea	0	12	/ /	/ /	AR	0.00	6.75
ab-el.728	Frog Prince (Aquarium)	Ea	0	12	/ /	/ /	AR	0.00	6.75
ab-il.073	Cheetah (Wild Reserve)	Ea	0	12	/ /	/ /	AR	0.00	6.75
ab-il.029	Tree Frog (Aquarium)	Ea	0	12	/ /	/ /	AR	0.00	7.25
ab-il.084	Wolf (Wild Reserve)	Ea	0	0	/ /	/ /	AR	0.00	6.75
ab-el.281	Holy Holy Dragon (Dragons)	Ea	0	0	/ /	/ /	AR	0.00	10.50

Valued Inventory Report

Overview

The Valued Inventory Report prints the item code and description, date of last issue (sale), date of last receipt, general ledger distribution code, unit of measure, unit cost (average), quantity on-hand and the on-hand value (calculated by multiplying cost by quantity). You have an option to print a range of inventory items, select a warehouse, print a summary report by product category without detail, whether or not to include inventory items flagged as 'Discontinued', items that are part of a kit or items tracked in inventory.

Report totals reflect total quantity on-hand and total on-hand value for each product category. The distribution summary report lists the distribution code and the dollar value for that distribution code and a combined report total. The reports breaks, by segment one and segment two codes, depends on how you set up the total breaks in the 'Inventory Control Parameter Maintenance', located elsewhere in this manual.

Procedure

1. Choose the Valued Inventory Report from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the prior input field.

4. Warehouse:

Type a valid warehouse number and **Enter** or use warehouse 000 to include all.

5. Summary Option:

Type **Y+** the **Enter** key to include a product summary at the end of the report.

Type **N+** the **Enter** key not to print a product summary.

Type **S+** the **Enter** key to print a product summary only (no detail).

6. Discontinued:

Type **Y+** the **Enter** key to include discontinued inventory items.

Type **N+** the **Enter** key not to include discontinued items.

7. Item Type:

Type **Y+** the **Enter** key to list items not tracked in inventory.

Type **N+** the **Enter** key to include items tracked in inventory.

Type **K+** the **Enter** key to list only items marked as kits.

Press the **Spacebar+** the **Enter** key to list all inventory items.

8. Cost Option:

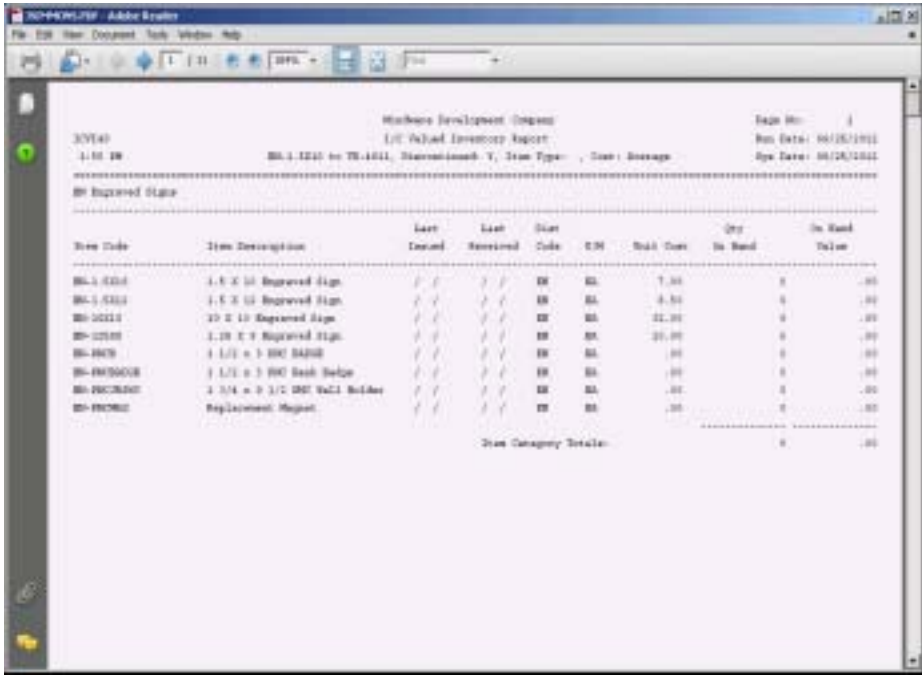
Type **B+** the **Enter** key to include the beginning cost amount.

Type **A+** the **Enter** key to include the average cost amount.

Type **L+** the **Enter** key to include the last cost amount.

9. Select the appropriate printer for this report.

Valued Inventory Report Sample



Sorted Inventory Report

Overview

The Sorted Inventory Report can be printed in item description order, by distribution code, by discount class or by product category. You have an option to print a range of inventory items. The reports prints the item code and description, distribution code, discount class and product category. Included are the flags for sales tax, commission and item type.

Total number of records listed on the report is reflected at the end of the report.

Procedure

1. Choose the Sorted Inventory Report from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Sort Option:

Type **1+** the **Enter** key to print the report in item description order.

Type **2+** the **Enter** key to print the report in distribution code order.

Type **3+** the **Enter** key to print the report in discount class code order.

Type **4+** the **Enter** key to print the report in product category order.

Type **5+** the **Enter** key to print the report by bin location.

Type **6+** the **Enter** key to print the report by production category.

5. First Item:

Note: This field is dependent on the sort option you selected in Step 4.

If you selected 1, type the first inventory item to print and **Enter**.

If you selected 2, type the first distribution code to print and **Ente**r.

If you selected 3, type the first discount class to print and **Enter**.

If you selected 4, type the first product category to print and **Enter**.

If you selected 5, type the first bin location to print and **Enter**.

If you selected 6, type the first production category to print and **Enter**.

6. Last Item:

Note: This field is dependent on the sort option you selected in Step 4.

If you selected 1, type the last inventory item to print and **Enter**.

If you selected 2, type the last distribution code to print and **Enter**.

If you selected 3, type the last discount class to print and **Enter**.

If you selected 4, type the last product category to print and **Enter**.

If you selected 5, type the last bin location to print and **Enter**.

If you selected 6, type the last production category to print and **Enter**.

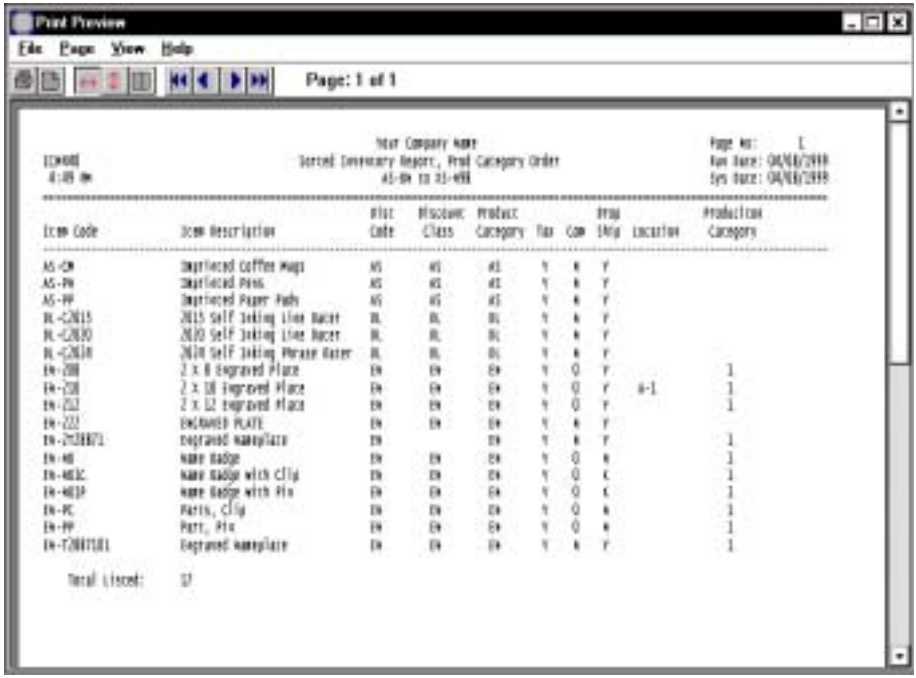
7. Discontinued:

Type **Y+** the **Enter** key to include discontinued inventory items.

Type **N+** the **Enter** key to exclude discontinued inventory items.

8. Select the appropriate printer for this report.

Sorted Inventory Report Sample



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File Page View Help

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Your Company Name

Sorted Inventory Report, Prod Category Order

AS-CM to XS-WBB

Page No: 1

Run Date: 04/08/2008

Sys Date: 04/08/2008

Item Code	Item Description	Misc Code	Discount Class	Product Category	Tax	Com	Drop Ship	Location	Production Category
AS-CM	Imprinted Coffee Mugs	AS	AS	AS	Y	N	Y		
AS-PN	Imprinted Pens	AS	AS	AS	Y	N	Y		
AS-PP	Imprinted Paper Pads	AS	AS	AS	Y	N	Y		
BL-C2015	2015 Self Inking Line Dater	BL	BL	BL	Y	N	Y		
BL-C2020	2020 Self Inking Line Dater	BL	BL	BL	Y	N	Y		
BL-C2030	2030 Self Inking Phrase Dater	BL	BL	BL	Y	N	Y		
EN-2B8	2 x 8 Engraved Plaque	EN	EN	EN	Y	Q	Y		1
EN-2D8	2 x D8 Engraved Plaque	EN	EN	EN	Y	Q	Y	A-1	1
EN-2S2	2 x S2 Engraved Plaque	EN	EN	EN	Y	Q	Y		1
EN-2S2	ENGRAVED PLATE	EN	EN	EN	Y	N	Y		
EN-2T3B071	Engraved Nameplate	EN		EN	Y	N	Y		1
EN-NB	Name Badge	EN	EN	EN	Y	Q	N		1
EN-NBCC	Name Badge with Clip	EN	EN	EN	Y	Q	C		1
EN-NBCP	Name Badge with Pin	EN	EN	EN	Y	Q	C		1
EN-PC	Pens, Clip	EN	EN	EN	Y	Q	N		1
EN-PP	Pens, Pin	EN	EN	EN	Y	Q	N		1
EN-T2B07181	Engraved Nameplate	EN	EN	EN	Y	N	Y		1

Total Listed: 17

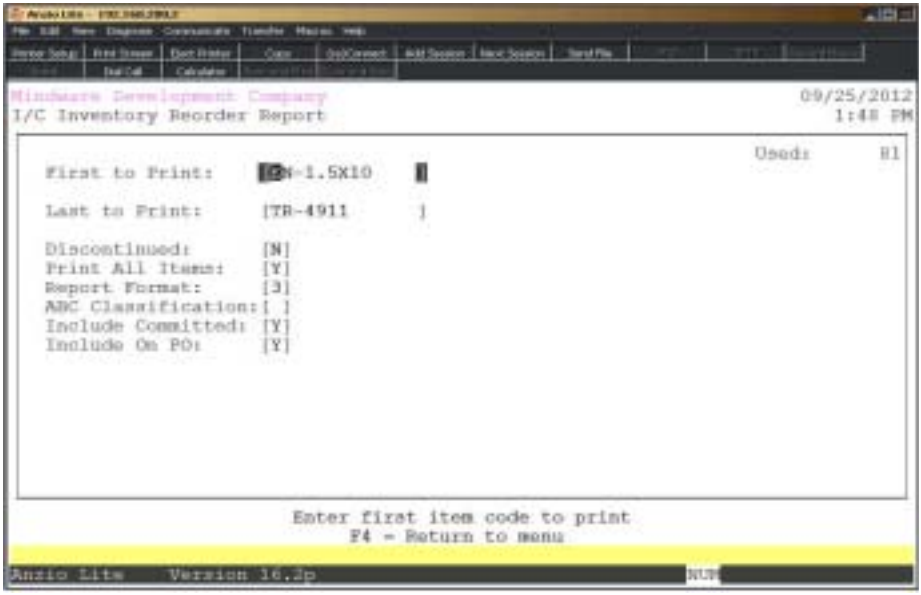
Inventory Reorder Report

Overview

The Inventory Reorder Report has the option to print a range of inventory items and whether or not to include inventory items that have been 'Discontinued'.

The report lists the item code and description, unit of measure, economic order quantity, reorder point, number of committed orders and invoices for each item, number committed on purchase orders (if applicable), on-hand quantity and the last purchase cost.

The reports breaks, by segment one and segment two codes, depends on how you set up the total breaks in the 'Inventory Control Parameter Maintenance', located elsewhere in this manual. The total number of items listed on the report prints at the end of the report.



Procedure

1. Choose the Inventory Reorder Report from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the prior input field.

4. Discontinued:

Type **Y+** the **Enter** key to include discontinued inventory items.

Type **N+** the **Enter** key not to include discontinued items.

5. Print All Items:

Type **Y+** the **Enter** key to include items not at reorder point.

Type **N+** the **Enter** key to exclude items not at a reorder point.

6. Report Format:

Type **1+** the **Enter** key to include last purchase cost on the reorder report.

Type **2+** the **Enter** key to print item forecast information on the reorder report.

Type **3+** the **Enter** key to calculate and print a quantity needed to order.

7. ABC Classification:

Enter an ABC class to include and **Enter** or leave blank to print all classes.

8. Include Committed:

Type **Y+** the **Enter** key to include item quantities already committed on an order and invoice to calculate a reorder point.

Type **N+** the **Enter** key to exclude committed items in the reorder point.

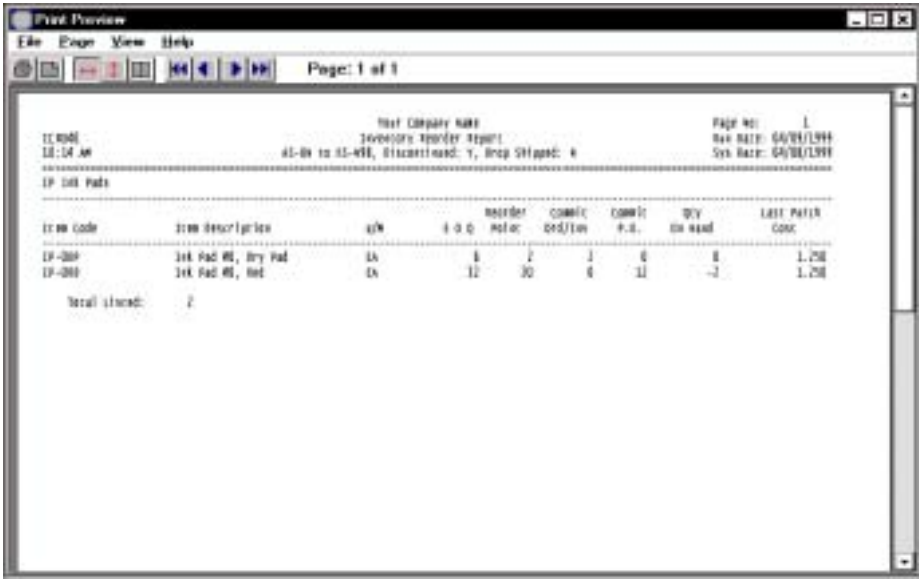
9. Include on PO:

Type **Y+** the **Enter** key to include item quantities on open purchase orders to calculate a reorder point.

Type **N+** the **Enter** key to exclude purchase order quantities.

10. Select the appropriate printer for this report.

Inventory Reorder Report Samples



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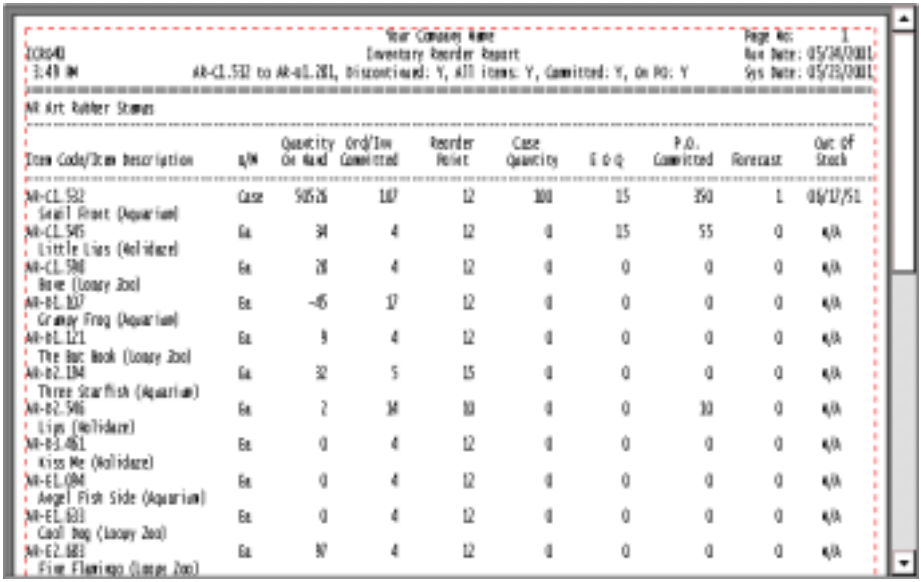
Your Company Name
Inventory Reorder Report
AI-BN to AI-WBB, Discontinued: Y, Drop Shipped: N

Page No: 1
Run Date: 04/08/1999
Sys Date: 04/08/1999

IP Ink Pads

Item Code	Item Description	U/M	E O Q	Reorder Point	Commit Ord/Inv	Commit P.O.	Qty On Hand	Last Purch Cost
IP-DBP	Ink Pad #8, Dry Pad	EA	6	7	1	6	8	1.250
IP-DBU	Ink Pad #8, Red	EA	12	30	6	12	-2	1.250

Total items: 2



Your Company Name
Inventory Reorder Report
AR-CL.532 to AR-WL.281, Discontinued: Y, All items: Y, Committed: Y, On PO: Y

Page No: 1
Run Date: 05/30/2001
Sys Date: 05/30/2001

AR Art Rubber Stamps

Item Code/Item Description	U/M	Quantity On Hand	Ord/Inv Committed	Reorder Point	Case Quantity	E O Q	P.O. Committed	Forecast	Out Of Stock
AR-CL.532 Snail Front (Aquarium)	Case	50526	187	12	100	15	350	1	06/17/51
AR-CL.545 Little Lion (Holidaze)	Ea	34	4	12	0	15	55	0	n/a
AR-CL.598 Bone (Lonny Zoo)	Ea	28	4	12	0	0	0	0	n/a
AR-BL.117 Grumpy Frog (Aquarium)	Ea	-45	17	12	0	0	0	0	n/a
AR-BL.121 The Bat Book (Lonny Zoo)	Ea	9	4	12	0	0	0	0	n/a
AR-B2.134 Three Starfish (Aquarium)	Ea	32	5	15	0	0	0	0	n/a
AR-B2.546 Lips (Holidaze)	Ea	2	38	10	0	0	10	0	n/a
AR-B3.461 Kiss Me (Holidaze)	Ea	0	4	12	0	0	0	0	n/a
AR-EL.084 Angel Fish Side (Aquarium)	Ea	0	4	12	0	0	0	0	n/a
AR-EL.633 Cool Dog (Lonny Zoo)	Ea	0	4	12	0	0	0	0	n/a
AR-E2.683 Fine Flamingo (Lonny Zoo)	Ea	97	4	12	0	0	0	0	n/a

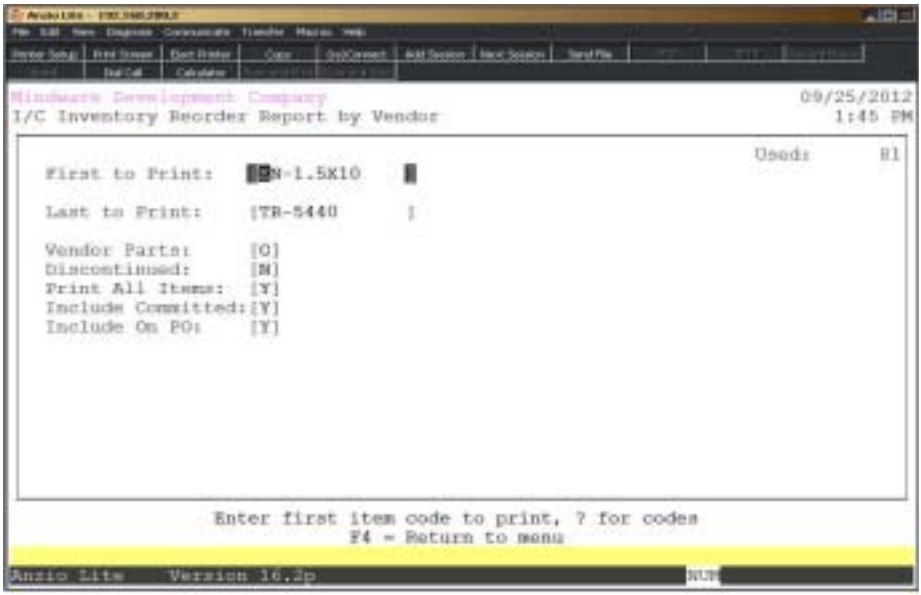
Inventory Reorder Report By Vendor

Overview

The Inventory Reorder Report By Vendor lists a range of inventory items that includes vendor part number information (requires the Accounts Payable module). Each inventory item can have up to three vendor part numbers. You can select to print all part numbers or only the first sequence number.

The report prints the item code and description, unit of measure, economic order quantity, reorder point, items committed or orders/invoices and purchase orders, current quantity on-hand, last purchase cost, vendor name, comments, part number and lead time.

The reports breaks, by segment one and segment two codes, depends on how you set up the total breaks in the 'Inventory Control Parameter Maintenance', located elsewhere in this manual. There is an option to include discontinued inventory items.



Procedure

1. Choose Inventory Reorder Report By Vendor from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Vendor Parts:

Type **A+** the **Enter** key to include all vendor part numbers for each inventory item.

Type **O+** the **Enter** key to include only the first sequence number for each item listed.

5. Discontinued:

Type **Y+** the **Enter** key to include items flagged as discontinued in the item masterfile.

Type **N+** the **Enter** key not to include items flagged as discontinued.

6. Print All Items:

Type **Y+** the **Enter** key to include items not at reorder point.

Type **N+** the **Enter** key to exclude items not at a reorder point.

7. Include Committed:

Type **Y+** the **Enter** key to include item quantities already committed on an order and invoice to calculate a reorder point.

Type **N+** the **Enter** key to exclude committed items in the reorder point.

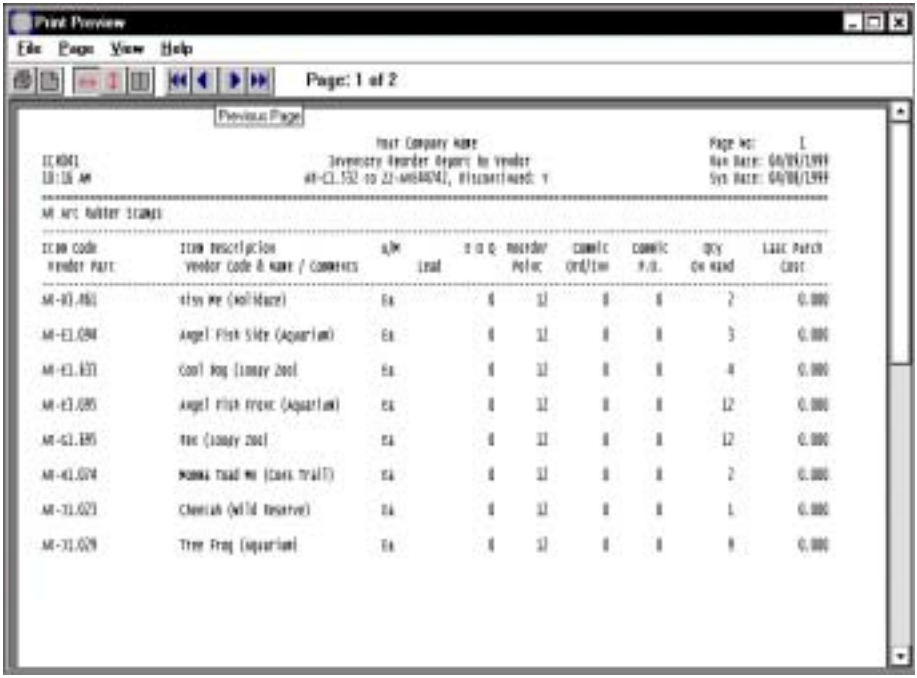
8. Include on PO:

Type **Y+** the **Enter** key to include item quantities on open purchase orders to calculate a reorder point.

Type **N+** the **Enter** key to exclude purchase order quantities.

9. Select the appropriate printer for this report.

Inventory Reorder Report By Vendor Sample



Discontinued Inventory List

Overview

The Discontinued Inventory List prints all items that have been flagged as 'discontinued' in the item masterfile. It includes item code, description, unit of measure, date of last issue (sale), quantity on orders/invoices, quantity on purchase orders and current quantity on-hand. The reports breaks, by segment one and segment two codes, depends on how you set up the total breaks in the 'Inventory Control Parameter Maintenance', located on the Inventory Control Definition Menu.

Procedure

1. Choose the Discontinued Inventory List from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

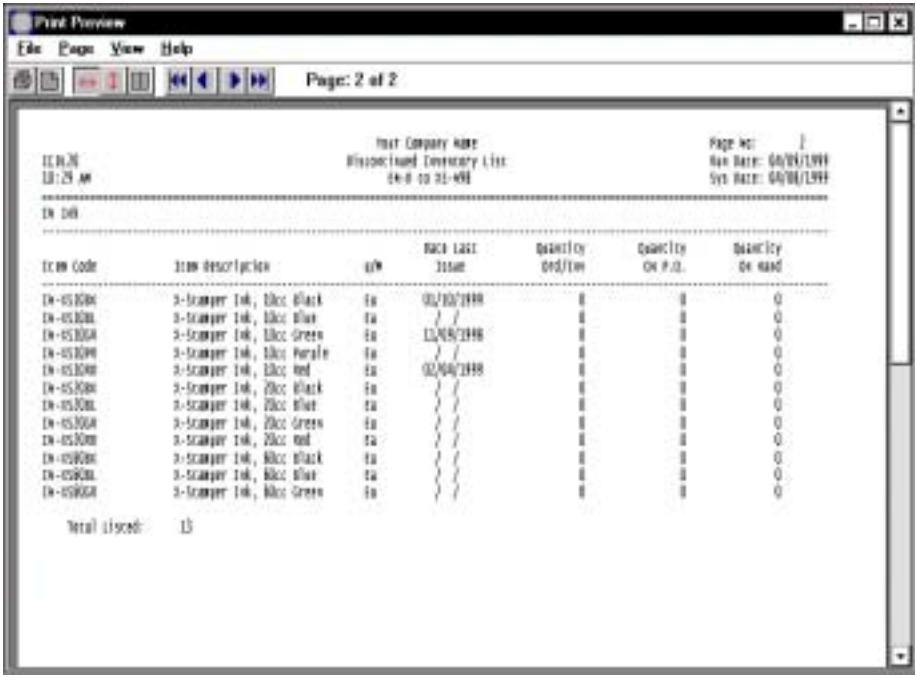
3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous entry field.

4. Select the appropriate printer for this report.

Discontinued Inventory List Sample



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Your Company Name
Discontinued Inventory List
IN-0 to ZZ-999

Page No: 1
Run Date: 04/09/1999
Sys Date: 04/08/1999

IN DAS

Item Code	Item Description	U/M	Date Last Issue	Quantity Ord/Inv	Quantity On P.O.	Quantity On Hand
IN-0530BK	3-Stamper Ink, 10cc Black	Ea	03/03/1999	0	0	0
IN-0530BL	3-Stamper Ink, 10cc Blue	Ea	/ /	0	0	0
IN-0530GR	3-Stamper Ink, 10cc Green	Ea	12/09/1998	0	0	0
IN-0530PU	3-Stamper Ink, 10cc Purple	Ea	/ /	0	0	0
IN-0530RD	3-Stamper Ink, 10cc Red	Ea	02/04/1999	0	0	0
IN-0530BK	3-Stamper Ink, 20cc Black	Ea	/ /	0	0	0
IN-0530BL	3-Stamper Ink, 20cc Blue	Ea	/ /	0	0	0
IN-0530GR	3-Stamper Ink, 20cc Green	Ea	/ /	0	0	0
IN-0530RD	3-Stamper Ink, 20cc Red	Ea	/ /	0	0	0
IN-0580BK	3-Stamper Ink, 60cc Black	Ea	/ /	0	0	0
IN-0580BL	3-Stamper Ink, 60cc Blue	Ea	/ /	0	0	0
IN-0580GR	3-Stamper Ink, 60cc Green	Ea	/ /	0	0	0

Total Listed: 13

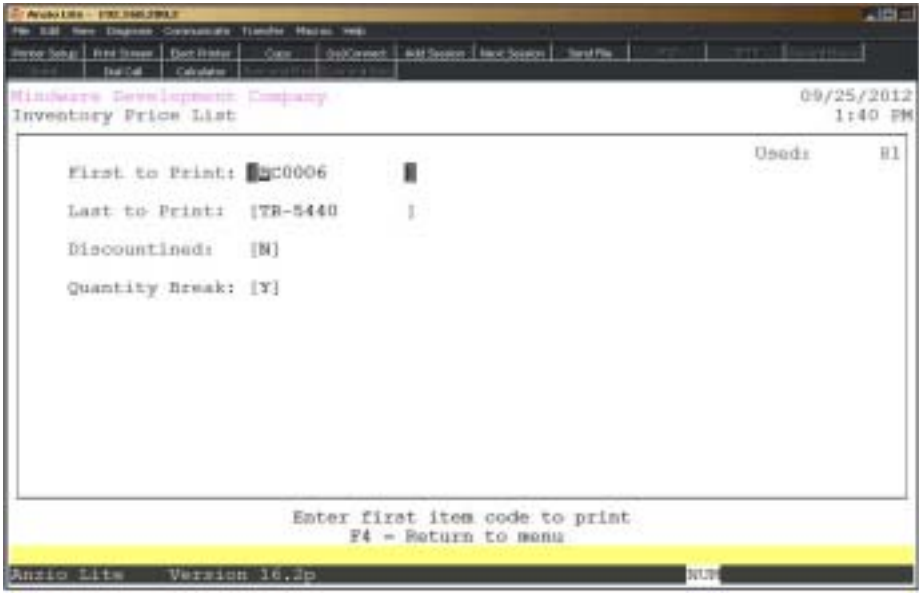
Inventory Price List

Overview

The Inventory Price List gives you the option to select a range of inventory items and whether or not to include 'Discontinued' inventory items and quantity price breaks.

The price list prints the item code and description, unit of measure and the list (selling) price. The reports breaks, by segment one and segment two codes, depends on how you set up the total breaks in the 'Inventory Control Parameter Maintenance', located elsewhere in this manual.

This report can be exported to an ASCII text file using the export option on the Inventory Report Menu and captured by a spreadsheet or word processing program to comprise an inventory price book.



Procedure

1. Choose the Inventory Price List from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Discontinued:

Type **Y+** the **Enter** key to include discontinued inventory items.

Type **N+** the **Enter** key not to include discontinued items.

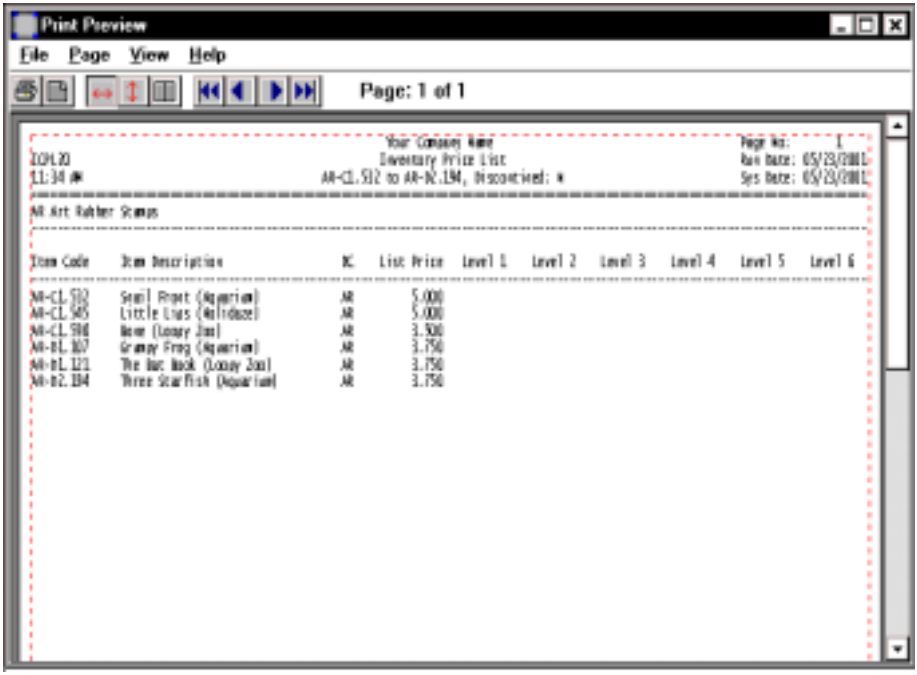
5. Quantity Break:

Type **Y+** the **Enter** key to list the quantity breaks on this report.

Type **N+** the **Enter** key not to include quantity breaks.

6. Select the appropriate printer for this report.

Inventory Price List Sample

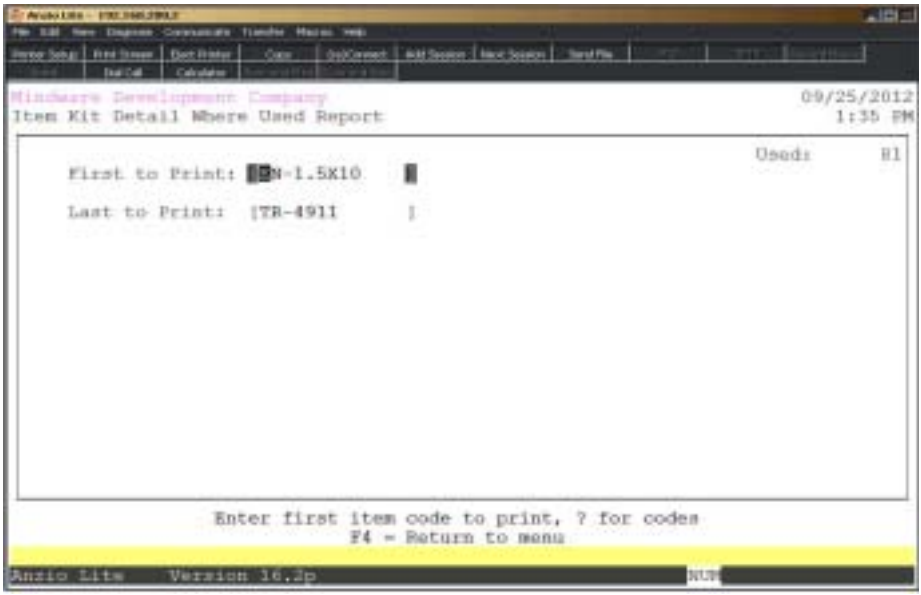


Item Kit Detail Where Used Report

Overview

The Item Kit Detail 'Where Used' Report can be printed for a range of inventory items.

The report lists the item code and description and the line number of each kit detail item. Each detail item lists the kit item code and description and the kit quantity to maintain. The total of kit items listed prints at the end of the report.



Procedure

1. Choose the Item Kit Detail Where Used Report from the Inventory Control Report Menu.

2. First to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

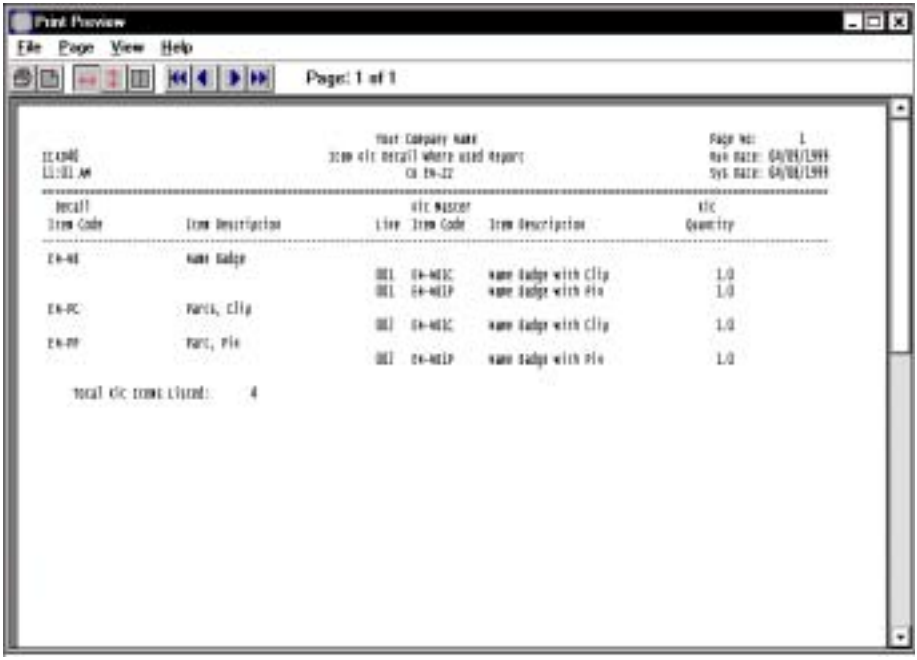
3. Last to Print:

Type an inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Select the appropriate printer for this report.

Item Kit Detail Where Used Report Sample



Distribution Code List

Overview

The Distribution Code List allows you to print a range of distribution codes. Each code has a description, a debit and credit general ledger account number and description for receipts, issues, adjustments and physical counts. Only a credit account is listed for revenue. The total number of distribution codes listed prints at the end of the report.

Procedure

1. Choose the Distribution Code List from the Inventory Control Report Menu.

2. First to Print:

Type a distribution code and **Enter** or type **?** to display the Distribution Code Selection window.

Press **F4** to return to the Inventory Control Report Menu.

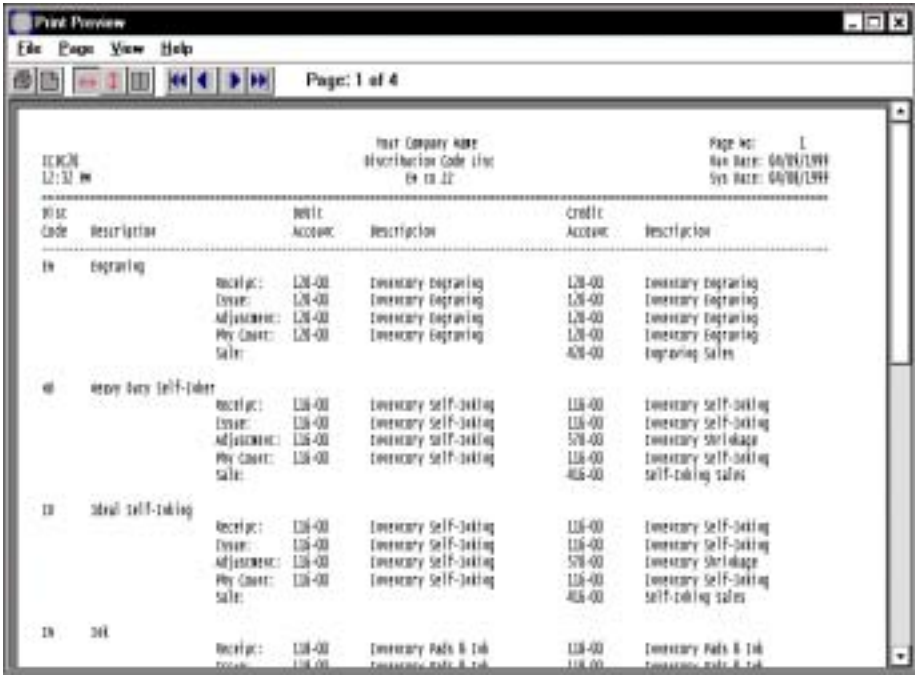
3. Last to Print:

Type a distribution code and **Enter** or type **?** to display the Distribution Code Selection window.

Press **F2** to return to the previous entry field.

4. Select the appropriate printer for this report.

Distribution Code List Sample



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ICRC20
12:32 PM

Your Company Name
Distribution Code List
EN to ZZ

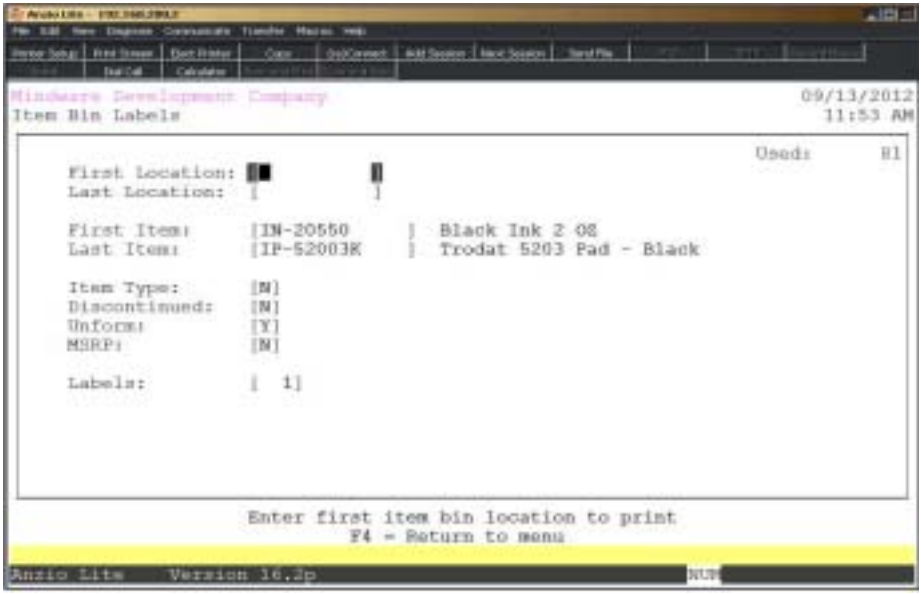
Page No: 1
Run Date: 04/08/1999
Sys Date: 04/08/1999

Misc Code	Description		Debit Account	Description	Credit Account	Description
EN	Engraving					
		Receipt:	120-00	Inventory Engraving	120-00	Inventory Engraving
		Issue:	120-00	Inventory Engraving	120-00	Inventory Engraving
		Adjustment:	120-00	Inventory Engraving	120-00	Inventory Engraving
		Phy Count:	120-00	Inventory Engraving	120-00	Inventory Engraving
		Sale:			400-00	Engraving Sales
HD	Heavy Duty Self-Inker					
		Receipt:	116-00	Inventory Self-Inking	116-00	Inventory Self-Inking
		Issue:	116-00	Inventory Self-Inking	116-00	Inventory Self-Inking
		Adjustment:	116-00	Inventory Self-Inking	570-00	Inventory Shrinkage
		Phy Count:	116-00	Inventory Self-Inking	116-00	Inventory Self-Inking
		Sale:			406-00	Self-Inking Sales
IS	Small Self-Inking					
		Receipt:	116-00	Inventory Self-Inking	116-00	Inventory Self-Inking
		Issue:	116-00	Inventory Self-Inking	116-00	Inventory Self-Inking
		Adjustment:	116-00	Inventory Self-Inking	570-00	Inventory Shrinkage
		Phy Count:	116-00	Inventory Self-Inking	116-00	Inventory Self-Inking
		Sale:			406-00	Self-Inking Sales
IN	Ink					
		Receipt:	118-00	Inventory Pads & Ink	118-00	Inventory Pads & Ink

Item Bin Label Print

Overview

The Item Bin Label Print allows you to print one-inch labels by bin location and items within bin locations. You can select to print items tracked in inventory, items not tracked in inventory or you can include all item types.



Procedure

1. Choose the Item Bin Label Print on the Inventory Control Report Menu.

2. First Location:

Type the first item bin location to print and **Enter**.

3. Last Location:

Type the last item bin location to print and **Enter**.

4. First Item:

Type the first inventory item to print and **Enter** or type **?** to display the Inventory Item Selection window.

5. Last Item:

Type the last inventory item to print and **Enter** or type **?** to display the Inventory Item Selection window.

6. Item Type:

Type **Y+** the **Enter** key to list items not tracked in inventory.

Type **N+** the **Enter** key to include items tracked in inventory and kit master items.

Press the **Spacebar+** the **Enter key** to print all items in inventory.

7. Discontinued:

Press the **Enter** key to accept the default of N to not print labels for discontinued items.

Type **Y+** the **Enter** key if you want to include discontinued inventory items.

8. UnForm:

Type **Y+** the **Enter** key if you want to print labels using UnForm fotmat.

Type **N+** the **Enter** key not to print using UnForm.

Note: UnForm format example would be Bin:, Item:, Desc:, etc.

9. MSRP:

Type **Y+** the **Enter** key to include the MSRP item price on the labels.

Type **N+** the **Enter** key to exclude the MSRP item price.

10. Labels:

Type the number of labels to print per item and **Enter**.

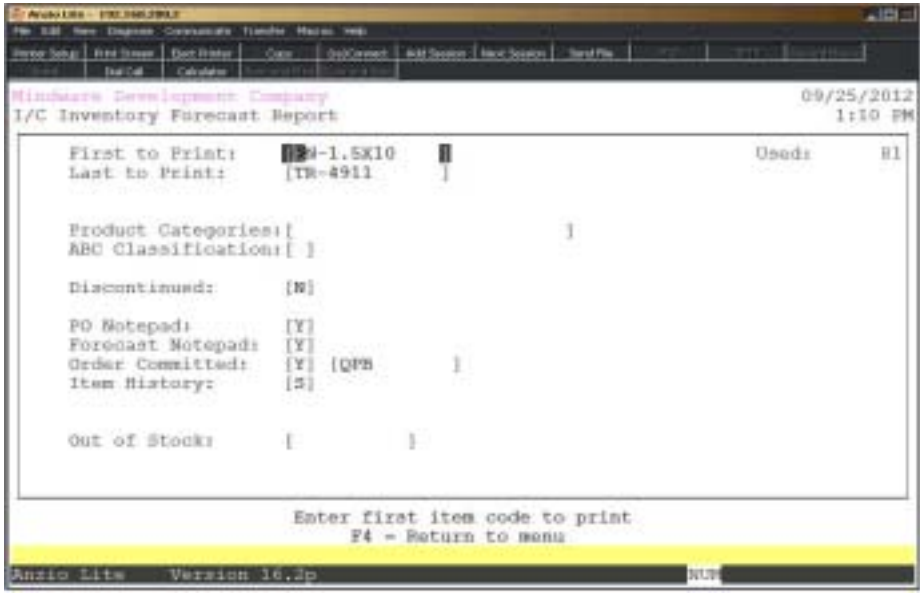
11. Select the appropriate printer for this report.

Item Bin Label Print Sample

Item Forecast Report

Overview

The Item Forecast Report lists inventory item and description, unit of measure, quantity on hand, quantity committed, forecast per month, out of stock, purchase order number, vendor name, date required, ship date and quantity on purchase order. The report can be printed for a range of inventory items with an option to include discontinued items. This report can be printed on demand.



Procedure

1. Choose Item Forecast Report on the Inventory Control Report Menu.

2. First To Print:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last To Print:

Type a valid inventory item and **Enter** or type **?** to display the Inventory Item Selection window.

Press **F2** to return to the previous input field.

4. Product Categories:

Type product categories to include and **Enter** or leave blank to include all.

Note: Allow three (3) characters per product category.

5. ABC Classification:

Type classs codes A, B or C to include and **Enter** or leave this field blank to print all .

6. Discontinued:

Type **Y+** the **Enter** key to include discontinued inventory items.

Type **N+** the **Enter** key to exclude discontinued inventory items.

7. Kit Items:

Type **Y+** the **Enter** key to include kit items.

Type **N+** the **Enter** key to exclude kit items.

8. PO Notepad:

Type **Y+** the **Enter** key to print PO item notepad information on this report.

Type **N+** the **Enter** key not to include item notepad information.

9. Forecast Notepad:

Type **Y+** the **Enter** key to print the forecast notepad message on this report.

Type **N+** the **Enter** key not to include forecast message.

10. Order Committed:

Type **Y+** the **Enter** key to include order committed quantity in the forecast calculation.

Type **N+** the **Enter** key to exclude order committed quantities.

11. Item History:

Type **Y+** the **Enter** key to list item sales history for each item on this report or type **N+** the **Enter** key to exclude sales history.

Note: Item sales are listed for each year available and each month of each year.

12. Kit Detail:

Type **Y+** the **Enter** key to include kit committed detail.

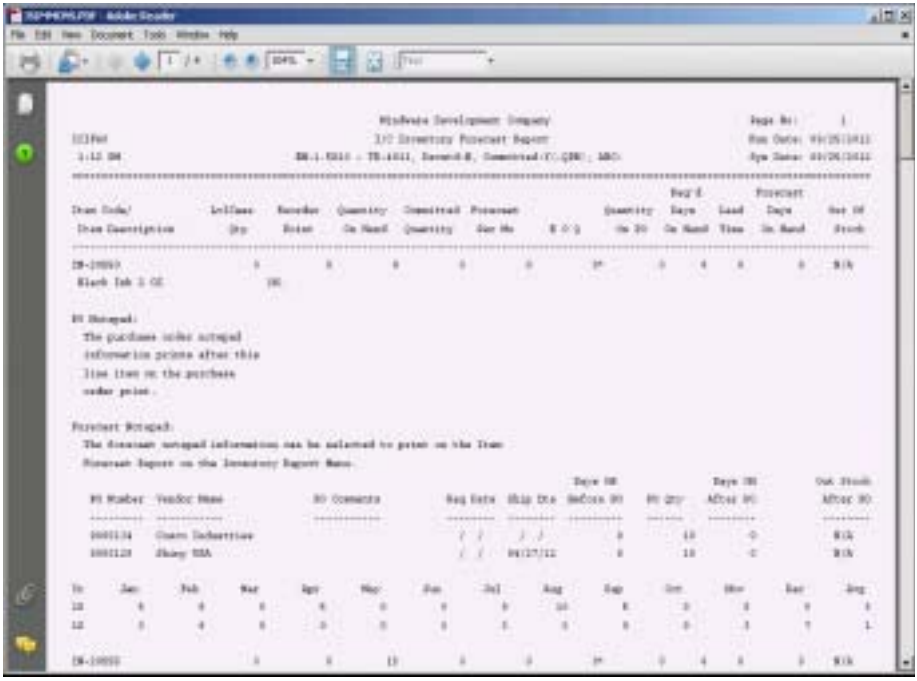
13. Out Of Stock:

Type the number of **days+** the **Enter** key before being out of stock to include on this report.

Type **0+** the **Enter** key to include all items.

14. Select the appropriate printer for this report.

Item Forecast Report Sample



Item Royalty List

Overview

The Item Royalty List searches the Item Masterfile and lists the item code and description, unit of measure, unit price, royalty type (percent or amount), royalty percentage amount or royalty dollar amount for each vendor specified in the 'Item Royalty Maintenance' on the Item Sub-Menu.

Note: The Accounts Payable module must be installed in order to use this feature.

Procedure

1. Choose Item Royalty List on the Inventory Control Report Menu.

2. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

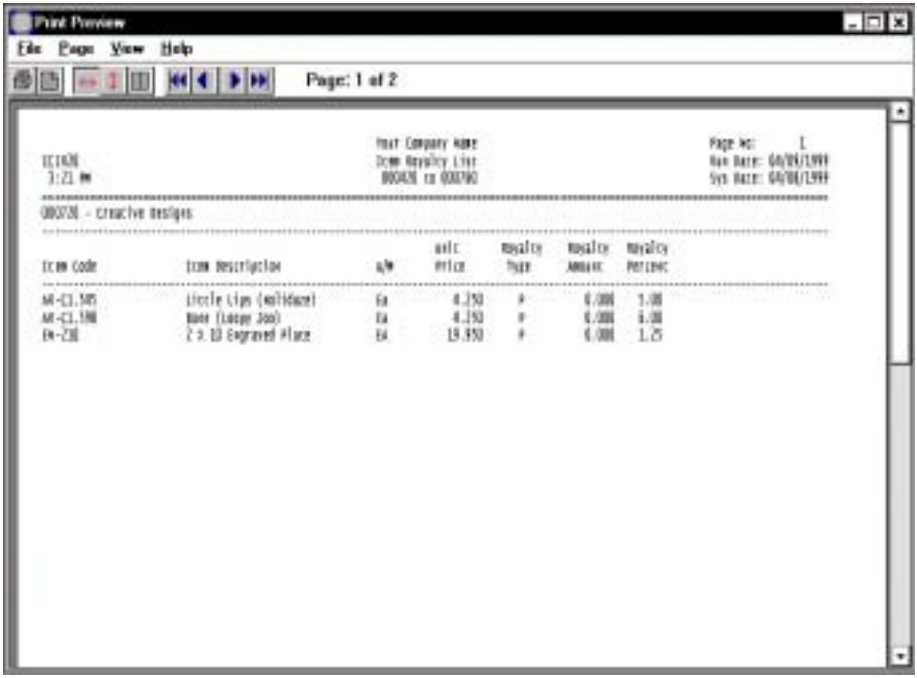
Press **F4** to return to the Inventory Control Report Menu.

3. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

4. Select the appropriate printer for this report.

Item Royalty List Sample

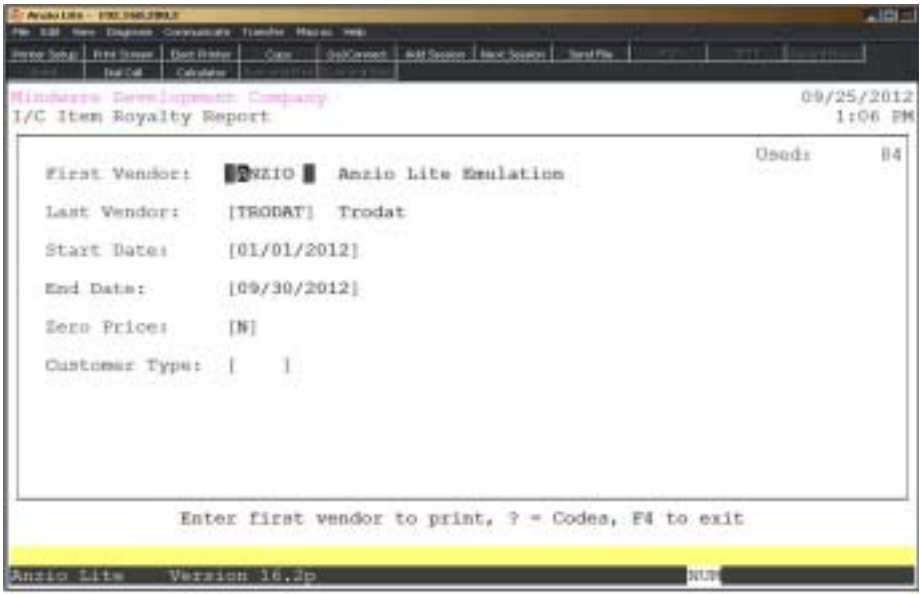


Item Royalty Report

Overview

The Item Royalty Report searches the invoice history file and lists the item code and description, unit of measure, unit price, quantity sold, total sales, royalty type (percent or amount), royalty percentage amount or royalty dollar amount and total royalty sales for each vendor specified in the 'Item Royalty Maintenance' on the Item Sub-Menu.

Note: The Accounts Payable module must be installed in order to use this feature.



Procedure

1. Choose Item Royalty List on the Inventory Control Report Menu.

2. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Inventory Control Report Menu.

3. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

4. Start Date:

Type the starting date for this report in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. End Date:

Type the ending date for this report in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. Zero Price:

Type **Y+** the **Enter** key to include items with a zero price.

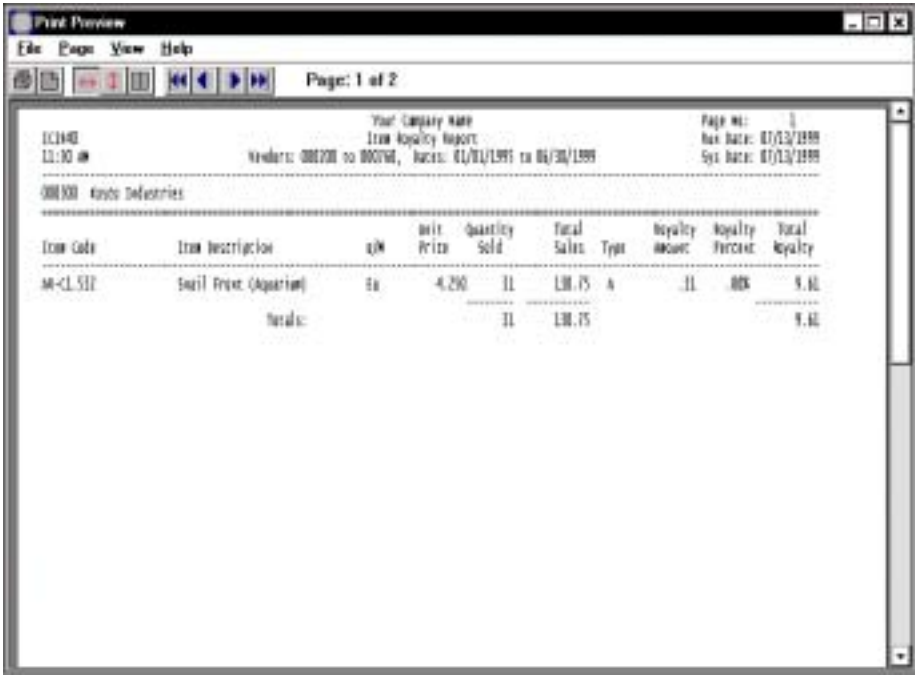
7. Customer Type:

Type up to two customer type codes and **Enter** to summarize by customer type.

Leave this field blank to include customer type sub-total columns.

8. Select the appropriate printer for this report.

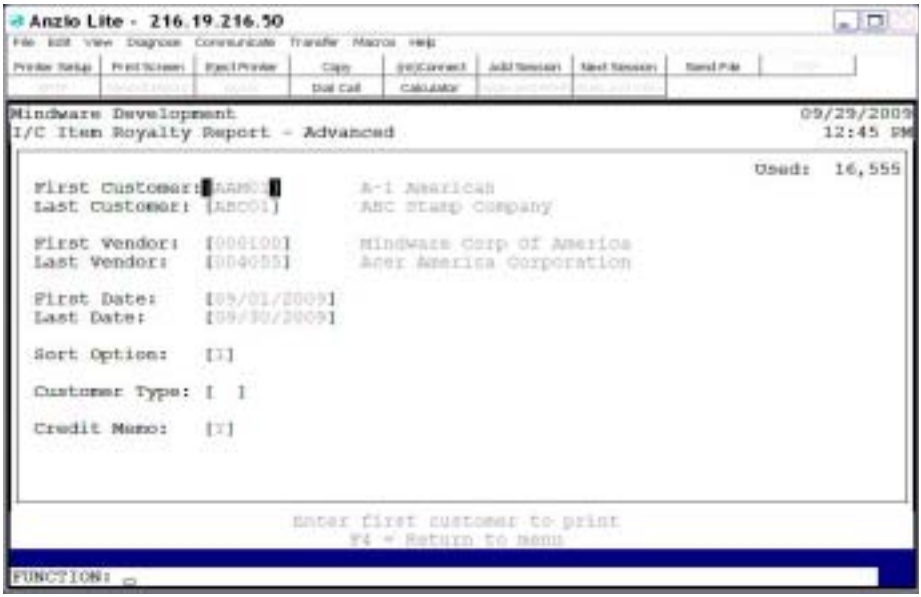
Item Royalty Report Sample



Item Royalty Report - Advanced

Overview

The advanced listing of the item royalty report lists the item, item description, vendor, distribution code, # of units sold, dollar amount of sales, rate applied and total royalties.



Procedure

1. Select the Item Royalty Report on the Inventory Report Menu.

2. First Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

3. Last Customer:

Type a valid customer code and **Enter** or type **?** to display the Customer Code Selection window.

4. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

5. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

6. First Date:

Type the starting date for this report in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

7. Last Date:

Type the ending date for this report in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

8. Sort Option:

Type **I+** the **Enter** key to sort the report by item.

Type **V+** the **Enter** key to sort by vendor code.

Type **D+** the **Enter** key to sort by distribution code.

Type **U+** the **Enter** key to sort by units sold.

Type **S+** the **Enter** key to sort by amount of sales.

9. Customer Type:

Type a valid customer type code and **Enter** or **?** to display the Customer Type Selection window.

10. Credit Memo:

Type **Y+** the **Enter** key to include credit memos on this report.

Type **N+** the **Enter** key not to include credit memos.

Type **O+** the **Enter** key to print only credit memos.

11. Select the appropriate printer for this report.

Item Royalty Report - Advanced Sample

Item History Report

Overview

The Item History Report lists all inventory items selected for the current month and year specified, in addition to prior year month and year figures.

The Month-to-Date and Year-to Date Units for the current year and Month-to-Date and Year-to-Date Units for the prior year allows the report to calculate Year-to-Date Variance figures.

Procedure

1. Choose Item Forecast Report on the Inventory Control Report Menu.

2. First To Print:

Type a valid inventory item and **Enter** of type **?** to display the Inventory Item Selection window.

3. Last To Print:

Type a valid inventory item and **Enter** of type **?** to display the Inventory Item Selection window.

4. Product Categories:

Type product categories to include and **Enter** or leave blank to print all.

Note: Allow three (3) characters per product category.

5. Current Year:

Type the current year to print and **Enter**.

6. Current Month:

Type the current month to print and **Enter**.

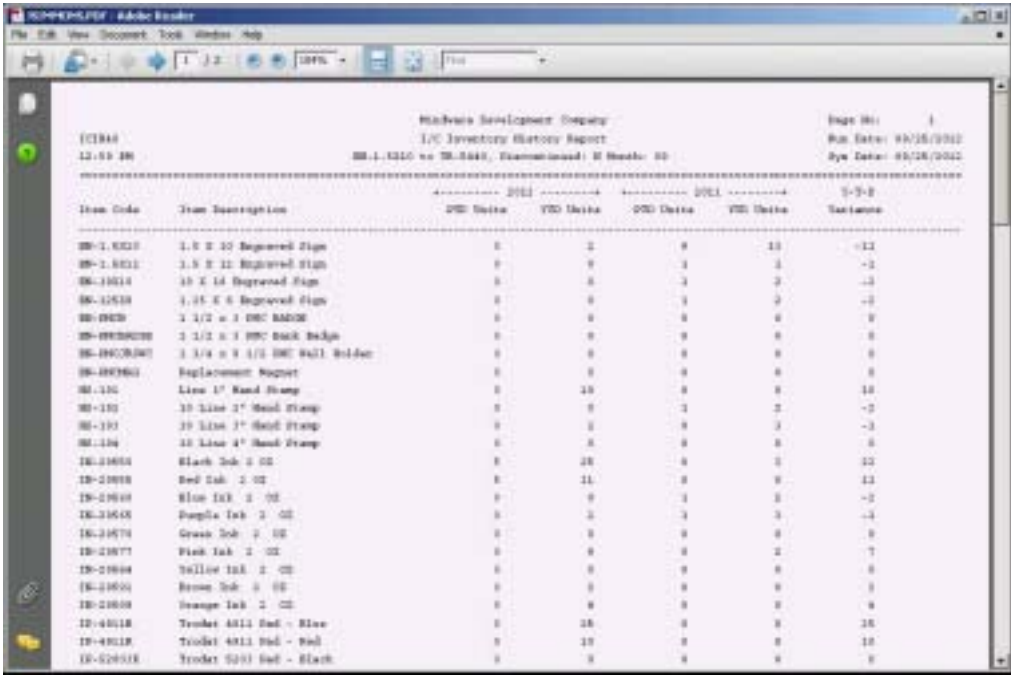
7. Discontinued:

Type **Y+** the **Enter** key to include discontinued inventory items.

Type **N+** the **Enter** key to exclude discontinued inventory items.

8. Select the appropriate printer for this report.

Item History Report Sample



Hardware Development Company
I/C Inventory History Report

Item Code	Item Description	2012 YTD Units	2012 YTD Units	2011 YTD Units	2011 YTD Units	Variance
[illegible]	1.5 X 10 Engraved Sign	0	1	0	11	-11
[illegible]	1.5 X 11 Engraved Sign	0	0	1	1	-1
[illegible]	10 X 14 Engraved Sign	0	0	1	2	-2
[illegible]	1.25 X 6 Engraved Sign	0	0	1	2	-2
[illegible]	1 1/2 x 3 PMC BADGE	0	0	0	0	0
[illegible]	1 1/2 x 3 PMC Back Badge	0	0	0	0	0
[illegible]	1 3/4 x 3 1/2 PMC Wall Holder	0	0	0	0	0
[illegible]	Replacement Magnet	0	0	0	0	0
[illegible]	Line 1" Hand Stamp	0	10	0	0	10
[illegible]	10 Line 1" Hand Stamp	0	0	1	2	-2
[illegible]	20 Line 1" Hand Stamp	0	1	0	2	-1
[illegible]	10 Line 4" Hand Stamp	0	0	0	0	0
[illegible]	Black Ink 1 OZ	0	20	0	1	21
[illegible]	Red Ink 1 OZ	0	11	0	0	11
[illegible]	Blue Ink 1 OZ	0	0	1	1	-2
[illegible]	Purple Ink 1 OZ	0	1	1	1	-1
[illegible]	Green Ink 1 OZ	0	0	0	0	0
[illegible]	Pink Ink 1 OZ	0	0	0	1	7
[illegible]	Yellow Ink 1 OZ	0	0	0	0	0
[illegible]	Brown Ink 1 OZ	0	0	0	0	0
[illegible]	Orange Ink 1 OZ	0	0	0	0	0
[illegible]	Trodat 4911 Pad - Blue	0	16	0	0	16
[illegible]	Trodat 4911 Pad - Red	0	10	0	0	10
[illegible]	Trodat 5203 Pad - Black	0	0	0	0	0

Excess Inventory Report

Overview

The Excess Inventory Report sortds through items sold within a specific date range and lists the units sold, on hand quantity, excess quantity and average unit cost. The excess cost is calculated by taking the excess units multiplied by the average cost and lists the total excess inventory cost.

Procedure

1. Select the Excess Inventory Report on the Inventory Report Menu.

2. First Date:

Type the starting date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

Press **F4** to return to the Inventory Report Menu.

3. Last Date:

Type the last date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

4. First Item:

Type a valid inventory item and **Enter** of type **?** to display the Inventory Item Selection window.

5. Last Item:

Type a valid inventory item and **Enter** of type **?** to display the Inventory Item Selection window.

6. Discontinued:

Type **Y+** the **Enter** key if you want to include discontinued items on this report.

7. Item Type:

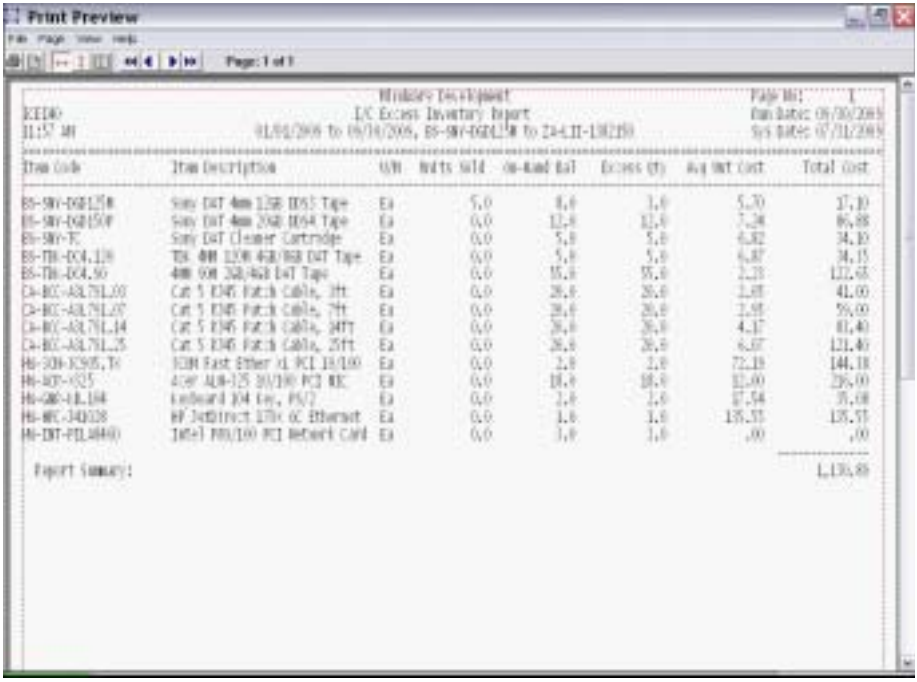
Type **Y+** the **Enter** key to print only items that are not tracked in inventory.

Type **N+** the **Enter** key to print only items that are tracked in inventory.

Leave the field blank to include all items.

8. Select the appropriate printer for this report.

Excess Inventory Report Sample



Print Preview

File Page View Help

Page: 1 of 1

Mindsky Development

I/C Excess Inventory Report

01/01/2005 to 06/16/2005, BS-SNV-DGD125N to Z4-LIT-LIB250

Page No: 1

Run Date: 06/30/2005

Sys Date: 07/31/2005

Item Code	Item Description	U/M	Units Sold	On-Hand Bal	Excess (%)	Avg Unit Cost	Total Cost
BS-SNV-DGD125N	Sony DAT 4mm 125M DDS1 Tape	Ea	5.0	8.0	1.0	5.70	17.10
BS-SNV-DGD150P	Sony DAT 4mm 150M DDS4 Tape	Ea	0.0	12.0	12.0	7.24	86.88
BS-SNV-TC	Sony DAT Cleaner Cartridge	Ea	0.0	5.0	5.0	6.82	34.10
BS-TDK-DC4.120	TDK 4MM 120M 4GB/8GB DAT Tape	Ea	0.0	5.0	5.0	6.87	34.15
BS-TDK-DC4.90	4MM 90M 2GB/4GB DAT Tape	Ea	0.0	55.0	55.0	2.23	122.65
CA-BEC-ASL7SL.03	Cat 5 RJ45 Patch Cable, 3ft	Ea	0.0	20.0	20.0	2.05	41.00
CA-BEC-ASL7SL.07	Cat 5 RJ45 Patch Cable, 7ft	Ea	0.0	28.0	28.0	2.05	57.40
CA-BEC-ASL7SL.14	Cat 5 RJ45 Patch Cable, 14ft	Ea	0.0	20.0	20.0	4.17	83.40
CA-BEC-ASL7SL.25	Cat 5 RJ45 Patch Cable, 25ft	Ea	0.0	28.0	28.0	6.07	121.40
HA-3COM-3C905.TX	3COM Fast Ether xl PCI 10/100	Ea	0.0	2.0	2.0	72.10	144.18
HA-ADP-4325	ADP ADA-125 10/100 PCI NIC	Ea	0.0	18.0	18.0	12.00	216.00
HA-GAR-KB.104	Keyboard 104 Key, PS/2	Ea	0.0	2.0	2.0	17.54	35.08
HA-HPC-J4100B	HP JetDirect 170x 6X Ethernet	Ea	0.0	1.0	1.0	135.55	135.55
HA-INT-PRO100	Intel PRO/100 PCI Network Card	Ea	0.0	1.0	1.0	.00	.00
Report Summary:							1,130.89

5

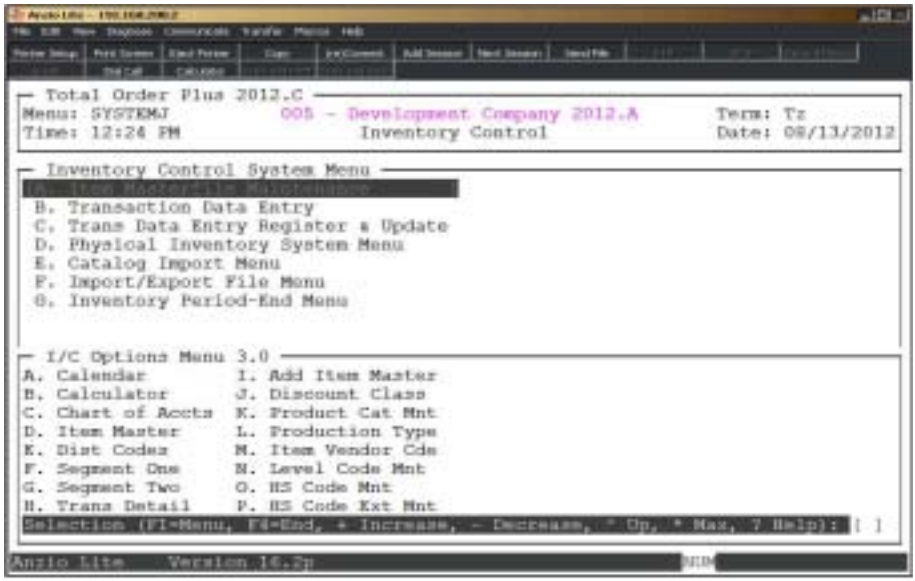
INVENTORY CONTROL OPTIONS MENU

- Options Menu
- Add Item Master
- Discount Class Maintenance
- Product Code Maintenance
- Production Type Maintenance
- Level Code Maintenance
- HS Code Maintenance
- HS Code Ext Maintenance

Inventory Control Options Menu

Overview

The Inventory Control Options Menu lets you display the calendar for three months at a time, use the calculator, view the item master, distribution codes, segment one and two codes (if applicable), period transactions, item vendor codes and allows you to enter new inventory items in shortened form. Discount class and product categories are maintained from this menu. See how to access an options menu in the 'TOP Introduction' section elsewhere in this manual.



Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to display the next two months. Press **F4** to return to the Inventory Control Options Menu.

> *Note: For more information see the 'TOP Introduction' section elsewhere in this manual.*

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F9** to exit the calculator program and return to the Inventory Control Options Menu.

Note: For more information see the 'TOP Introduction' section elsewhere in this manual.

Chart Of Accounts

The General Ledger Chart of Accounts displays on the screen. This option is not available if Inventory Control is not interfaced to the General Ledger. Press the **Enter** key to continue the display or enter an account number to advance the display forward or backward. Press **F4** to return to the Inventory Control Options Menu.

Item Master

Inventory items display on the screen in item number order. Press the **Enter** key to continue the display or enter an item to advance the display forward or backward. To search by the item description, press the **F3** key (after pressing the **F3** key, enter a **?** for search options). Press **F1** to display the item status information on the screen. Press **F4** to return to the Inventory Control Options Menu.

Distribution Codes

Distribution codes and their general ledger account descriptions display on the screen. Press the **Enter** key to continue the display or enter a code to advance the display forward or backward. Press **F4** to return to the Inventory Control Options Menu.

Segment One

Segment One codes and their descriptions display on the screen. This option is not available if it was not selected in the Inventory Parameters. Press the **Enter** key to continue the display or enter a code to advance the display forward or backward. Press **F4** to return to the Inventory Control Options Menu.

Segment Two

Segment Two codes and their descriptions display on the screen. This option is not available if it was not selected in the Inventory Parameters. Press the **Enter** key to continue the display or enter a code to advance the display forward or backward. Press **F4** to return to the Inventory Control Options Menu.

Transaction Details

Transaction details posted during the current period display on the screen. This option is not available if it was not selected in the Inventory Parameters. It shows receipts, issues, adjustments and physical count quantities, as well as the source reference number and line numbers and unit costs. Press the **Enter** key to continue the display or enter a code to advance the display forward or backward. Press **F4** to return to the Inventory Control Options Menu.

Add Item Master

You have the option to add new inventory item numbers from the options menu in a shortened form without having to enter all of the item information in Item Masterfile Maintenance. Press **F4** to return to the Inventory Control Options Menu.

Discount Class

See 'Discount Class Maintenance' elsewhere in this section.

Product Category

See 'Product Category Maintenance' elsewhere in this section.

Production Type

See 'Production Type Maintenance' else where in this section.

Item Vendor Codes

Every inventory item that has vendor part numbers display on the screen. This option requires Accounts Payable. Press the **Enter** key to scroll through the part numbers or enter an item code to advance the display forward or backward. Each inventory item can have up to three (3) vendor part numbers. These part numbers are displayed during Purchase Order Data Entry (if applicable) for each line item. Press **F4** to return to the Inventory Control Options Menu.

Level Code Maintenance

Level Code Maintenance allows you to adjust the forecast level that is created by the 'Update Item Forecast' on the Inventory Control Definition Menu. The table lets you establish different levels and percentages, allowing you to compensate for sales that are higher at one point during a year and declining at other times of the year.

HS Code Maintenance

Harmonized codes are assigned to each item in inventory.

> *Note: Harmonized tariff codes are the universal customs standard that you must use to conduct trade efficiently on a global scale. Proper use of tariff codes enhances your company's ability to get shipments processed through customs with minimal delays and accurate duty assessments.*

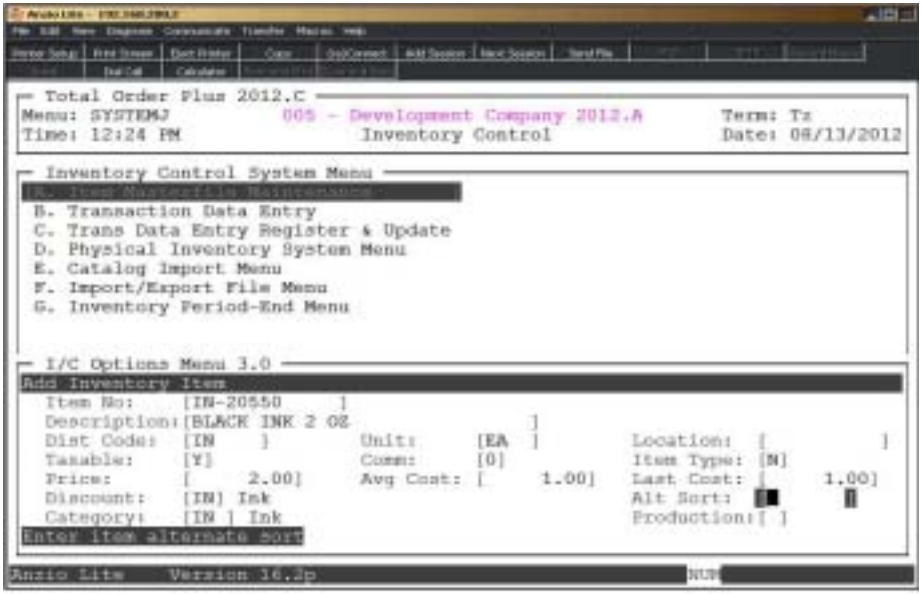
HS Code Extension Maintenance

Harmonized codes are associated with a country code. Each code has a tariff rate and an extended HS code.

Add Item Master

Overview

The Add Item Master allows you to enter inventory items in a shortened form without having to access the Item Masterfile. You can also edit information on an existing inventory item.



Procedure

1. Choose Add Item Master on the Inventory Control Options Menu.

2. Item No:

Type a new inventory item and **Enter**. Go to Step 3.

Type **?** to select an existing item in the Item Code Selection window. Go to Step 16.

Press **F4** to return to the Inventory Control Options Menu.

3. Is This A New Item? (Y)es or (N)o:

Type **Y** to set up a new item in the Item Masterfile.

Type **N** to return to Step 2.

4. Description:

Type up to a thirty (30) character item description and **Enter**.

5. Dist Code:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window.

Press **F2** to return to the previous input field.

6. Unit:

Press the **Enter** key to accept the default of EA or type up to a four (4) character unit of measure and **Enter** (i.e. Ea, Box, etc.).

7. Location:

Type the physical location of this inventory item and **Enter**.

> *Note: This field is used as a sort option when processing a physical inventory.*

8. Taxable:

Type **Y+** the **Enter** key if this is a taxable item.

Type **N+** the **Enter** key if you do not want tax calculated on this item.

9. Commission:

Type a commission level (0-9 or N) and Enter.

10. Item Type:

Type **Y+** the **Enter** key if this item is to be used for pricing only.

Type **N+** the **Enter** key if this item is to be tracked in inventory.

Type **K+** the **Enter** key if this is a kit item (finished good).

11. Price:

Type the dollar amount of the selling price and **Enter**.

12. Avg Cost:

Type the dollar amount of the average cost and **Enter**.

> *Note: The average cost is calculated during the 'Transaction Data Entry Register/Update' on the Purchase Order system or on the 'Transaction Data Entry Register/Update' on the Inventory Control System Menu.*

13. Last Cost:

Type the last cost dollar amount and **Enter**.

Note: The last cost is automatically updated by the Purchase Order system and is displayed on the screen during 'Purchase Order Data Entry'.

14. Discount:

Type a two (2) character discount class and **Enter or** type **?** to display the Discount Class Selection window.

15. Alt Sort:

Type the item alternate sort key and **Enter**.

16. Category:

Type up to a three (3) character product category and **Enter** or type **?** to display the Product Category Selection window.

17. Production:

Type a production code from one to nine and **Enter** or type **?** to display the Production Code Selection window.

18. Is The Data Correct? (Y)es, (N)o, (I)tem Management or (E)nd:

Type **Y** if the data is correct and return to Step 2.

Type **N** to edit the data and return to Step 4.

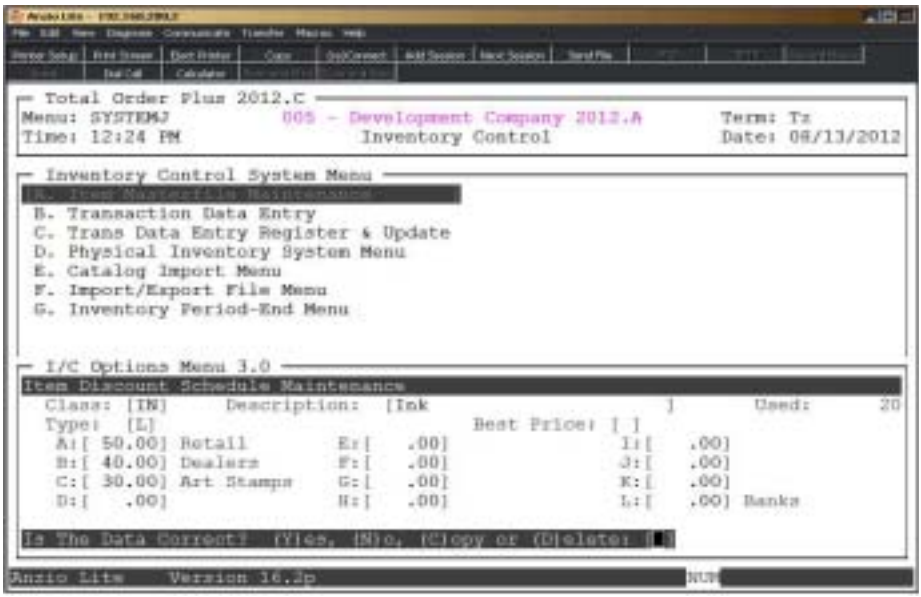
Type **I** to display the Item Management Sub-Menu.

Type **E** to return to the Inventory Control Options Menu.

Discount Class Maintenance

Overview

Each inventory item can be assigned a discount class which corresponds to a percentage discount, net price quantity break or a percentage quantity break. A discount class level (A-L) can also be assigned to a customer for order/invoice discount calculations. Quantity break pricing is not customer based.



Procedure

1. Choose Discount Class Maintenance from the Inventory Control Options Menu.

Press the **Enter** key to continue to display discount codes or enter a discount code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the discount class codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Inventory Control Options Menu.

2. Class:

Type up to a two (2) character discount class code and **Enter** or type **?** to display the Discount Class Code Selection window.

Press **F1** to display the next class code in the file.

Press **F2** to return to the discount class display.

Press **F4** to return to the Inventory Control Options Menu.

> *Note: If the inventory code has been setup with a two (2) character segment one code, the discount class is normally set up using the same two (2) character code (i.e. EN for engraving).*

3. Description:

Enter up to a twenty-four (24) character class description and **Enter**.

> *Note: If the discount class code entered is the same as a segment one code, the description will default from the segment one description.*

4. Type:

Type **L+** the **Enter** key if you want to use level pricing (A-L) for discount percentages. Proceed to Step 6.

Type **P+** the **Enter** key if you want to establish percentage quantity break discounts.

Type **N+** the **Enter** key if you want to establish net quantity break discounts.

> *Note: Level pricing allows twelve (12) different discount percentages from list price for each discount class (i.e. A=40% Wholesale, B=30% Government, etc.). Percentage quantity break allows six (6) quantity break fields and a percentage from list price for each quantity (i.e. quantity 1-6=20%, quantity 6-12=15%, etc.). Net quantity break allows you to enter six (6) quantity break fields with a net price for each quantity (i.e. quantity 1-9 4.55, quantity 10-19 4.25, etc.).*

5. Best Price:

Type **Y+** the **Enter** key if you want this product category to use the best price.

Type **N+** the **Enter** key if you do not want to activate best price.

Proceed to Step 7.

6. Level Pricing:

Type the **percentage+** the **Enter** key for each of the levels you want to use (A-L) in the ##.00 format (up to 99.99 percent). Proceed to Step 9.

7. Percentage Quantity Pricing:

Type the beginning quantity break and **Enter** for each quantity break (1 - 6) you want to use and the quantity break percent of discount for each quantity field in ##.00 format (up to 99.99 percent). Proceed to Step 8.

8. Net Quantity Pricing:

Type the beginning quantity break and **Enter** for each quantity break (1 - 6) you want to use and the net price for each quantity you entered.

9. Is The Data Correct? (Y)es, (N)o, (C)opy or (D)elete:

Type **Y** to accept the data entered and return to Step 2.

Type **N** to edit the data and return to Step 3.

Type **C** to copy the discount table to another discount class code and return to Step 2.

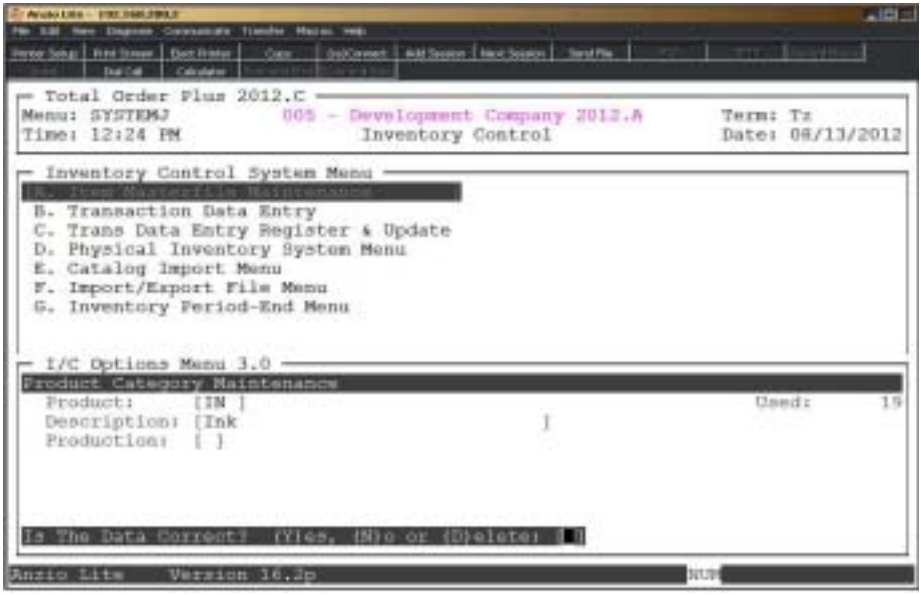
Type **D** to remove the discount class from the system and return to Step 2.

Product Category Maintenance

Overview

Product category codes are basically used to generate sales figures by units and sales dollars for each product category by month. The sales information can be displayed by customer from the customer masterfile maintenance program in Accounts Receivable.

The information is also used for two sales reports in Accounts Receivable, 'Customer Sales by Product Category' and 'Customer Sales by Customer Type'.



Procedure

1. Choose Product Category Maintenance from the Inventory Control Options Menu.

Press the **Enter** key to continue to display product categories or enter a category code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the category codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Inventory Control Options Menu.

2. Product:

Type a valid product code and **Enter** or type **?** to display the Product Code Selection window.

Press **F4** to return to the Inventory Control Options Menu.

> *Note: If the inventory code has been set up with a two (2) character segment one code, the product category is normally set up using the same two (2) character code (i.e. EN for engraving). The third character can be used for a more detailed product break down (i.e. EN1, EN2, etc.).*

3. Description:

Type up to a thirty (30) character product category description and **Enter**.

> *Note: If the product code entered is the same as a segment one code, the description will default from the segment one description.*

4. Production:

Type a production type code and **Enter** or type **?** to display the Production Code Selection window.

> *Note: This is used as the default production code when a new inventory item is entered.*

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data entered and return to Step 2.

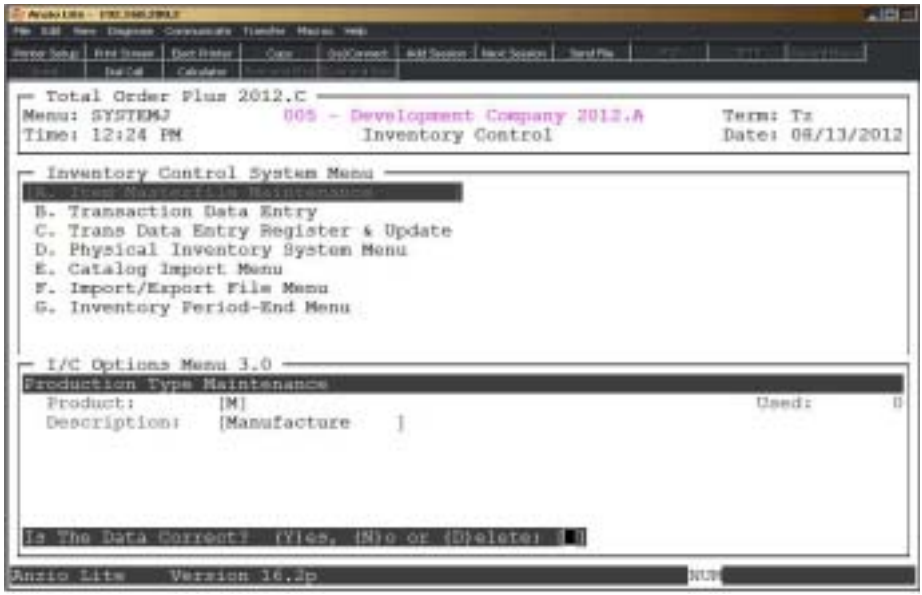
Type **N** to edit the description and return to Step 3.

Type **D** to remove the product category from the system and return to Step 2.

Production Type Maintenance

Overview

Production Types are used to split orders for production. Codes can be set up for different departments within your company so orders can be distributed accordingly.



Procedure

1. Choose Production Type Maintenance from the Inventory Control Options Menu.

Press the **Enter** key to continue to display product categories or enter a product code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the product codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Inventory Control Options Menu.

2. Product:

Type a production type code and **Enter** or type **?** to display the Production Type Code Selection window.

Press **F1** to display the next production type code in the file.

Press **F2** to return to production type code display.

Press **F4** to return to the Inventory Control Options Menu.

3. Description:

Type up to a fifteen (15) character production type code description and **Enter**.

4. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data entered and return to Step 2.

Type **N** to edit the description and return to Step 3.

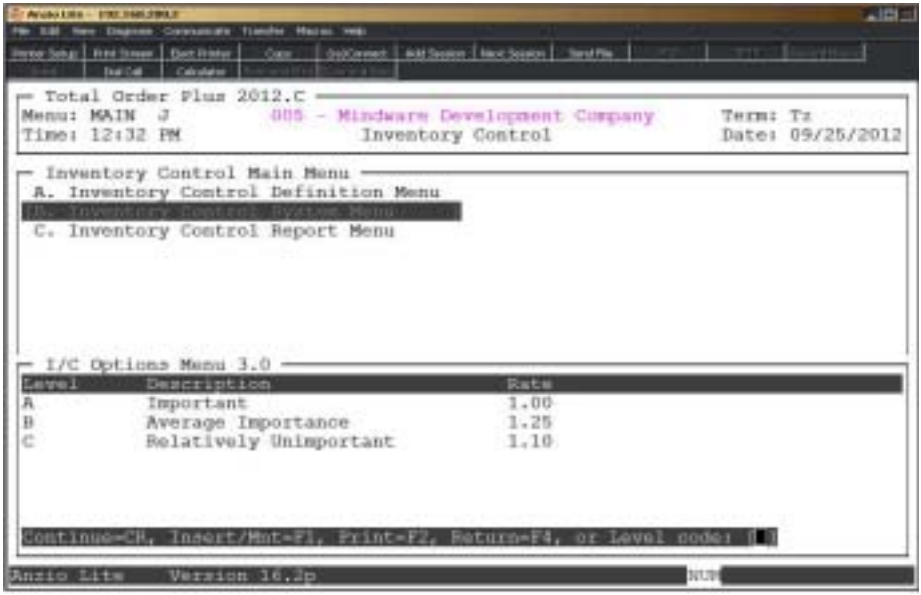
Type **D** to remove the production code from the system and return to Step 2.

Level Code Maintenance

Overview

Level Code Maintenance allows you to adjust the forecast level that is created by the 'Update Item Forecast' on the Inventory Control Definition Menu. The table lets you establish different levels and percentages, allowing you to compensate for sales that are higher at one point during a year and declining at other times of the year.

For example, during the summer sales regularly decline, so you would setup a level of .75 to reduce the forecast value by 25%. For a new product, you would expect the sales to be higher so your would set up a level of 1.3 to increase the forecast value by 30%.



Procedure

1. Select Level Code Maintenance on the Inventory Control Options Menu.

Press the **Enter** key to continue to display product categories or enter a product code to advance the display forward or backward.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the level codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Inventory Control Options Menu.

2. Level Code:

Type a new level code and **Enter**.

Press **F2** to display levels code.

Press **F4** to return to the Inventory Control Options Menu.

3. Description:

Type up to a thirty (30) character level code description and **Enter**.

4. Level Rate:

Type a level rate in #.00 format and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data entered and return to Step 2.

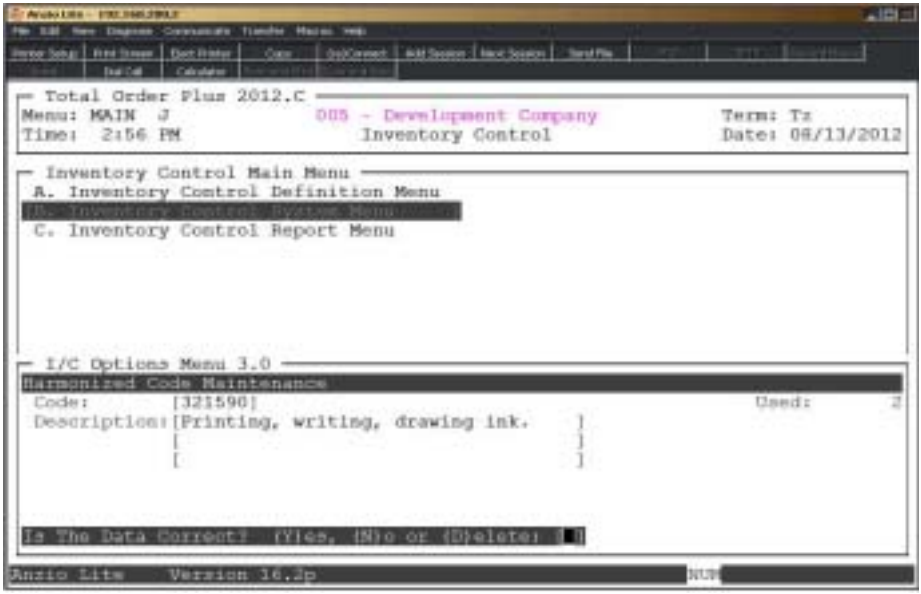
Type **N** to edit the description and return to Step 3.

Type **D** to remove the level code from the system and return to Step 2.

Harmonized Code Maintenance

Overview

Harmonized tariff codes are the universal customs standard that you must use to conduct trade efficiently on a global scale. Proper use of tariff codes enhances your company's ability to get shipments processed through customs with minimal delays and accurate duty assessments.



Procedure

1. Select HS Code Maintenance on the Inventory Control Options Menu.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the harmonized codes to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Inventory Control Options Menu.

2. Code:

Type a six (6) digit harmonized code and **Enter**.

> *Note: The HS is based on a six-digit nomenclature. First four digits are referred to as the heading. The next 6-digits are known as the subheading. Countries utilizing the Harmonized System are strictly not permitted to alter in any way the descriptions associated to a*

heading or a subheading nor can the numerical codes at the four or six digit level be altered. This rule ensures the integrity of the Harmonized System harmonized.

3. Description:

Type up to three lines of thirty-five (35) characters each and **Enter**.

4. Is The Data Correct? (Y)es, (N)o or (D)elete

Type **Y** to accept the data entered and return to Step 2.

Type **N** to edit the description and return to Step 3.

Type **D** to remove the level code from the system and return to Step 2.

Harmonized Code Extension Maintenance

Overview

The HS assigns six-digit codes that represent general categories of goods. All participating countries utilizing the HS use the same six-digit code for each product. A country can assign its own additional four numbers, making the entire code 10 digits. If you ship or receive goods internationally, your company can benefit from easier access to these harmonized tariff codes. You can find the HS code for your product online using Statistics Canada website or the United States International Trade Commission website (for US imports). Remember the first 6 digits of the HS code are recognized by all countries under the WCO (World Customs Organization).

Procedure

1. Select the Harmonized Code Extension Maintenance on the Inventory Control Options Menu.

Press **F1** to enter maintenance mode. Proceed to Step 2.

Press **F2** to list the harmonized codes and tariffs to a printer. Select the appropriate printer for this report.

Press **F4** to return to the Inventory Control Options Menu.

2. HS Code:

Type a six (6) digit code and **Enter**.

3. Country Code:

Type the country code associated with the harmonized code and **Enter**.

4. Ext Code:

Type a four (4) digit extension code and **Enter**.

5. Tariff Rate:

Type the rate amount for this code and **Enter**.

Is The Data Correct? (Y)es, (N)o or (D)elete

Type **Y** to accept the data entered and return to Step 2.

Type **N** to edit the entry and return to Step 3.

Type **D** to remove the level code from the system and return to Step 2.