**appx**®

*Inventory Control*
*System Administration Manual*

*Chapter 1:   General Information*

## Purpose

This manual provides instructions for completing the Initial Setup phase and for using the Recovery Processing phase of the APPX Inventory Control application.  Chapter 2 provides information on transferring records from your present accounting system to the APPX Inventory Control application. Use it as a guide for setting up your Inventory Control application.  If you follow each of the steps in the order described, you should have a successful installation. Chapter 3 explains the Recovery Processing phase.

All features and options described in this manual are included in the APPX turnkey Inventory Control application.  Any modification of the software or documentation is the responsibility of the licensed software consultant who makes the modification.

## Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Sample reports and lists

## Other Manuals

The APPX User Manual provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications.  Since the information contained in the APPX User Manual is not repeated in this or other APPX manuals, you should read it carefully before working with the system.

The Inventory Control User Manual, along with this System Administration manual, complete the set of user manuals that accompany each APPX product.

For questions about the computer hardware used at your installation, refer to the manuals provided by the hardware manufacturer.

## Phases

The Inventory Control application operates in three distinct phases:

- Initial Setup
- Live Operations
- Recovery Processing

Each of these phases has a specific role in processing data.

## Initial Setup

During Initial Setup, master files and system-maintained files can be set up, and transaction history may be entered.  This information provides a basis for the Live Operations phase.

## Live Operations

In Live Operations, transactions for material requisitions, product and warehouse transfers, adjustments, and inventory receipts are entered and processed.  Physical inventory counts can be entered; if desired, inventory can be adjusted to the physical count.

Inventory Control can produce a variety of reports, including:

- Stock Status Report
- Unused Items Report
- Reorder Report
- Sales Analysis By Product
- Sales Analysis By Warehouse
- Sales Analysis By Product Class
- Product Purchase History
- Vendor Purchase History
- Request for Supplier Quote
- Inflation Report
- Inventory Value Report
- Market Value Report
- LIFO/FIFO Purchases Detail

Inquiry functions are available to display Inventory Control data. These inquiries include:

- Inventory and warehouse quantities
- Product sales prices and costs
- Price and purchase history
- Alternate products and vendors
- Customer discounts

Inventory Control can also print product price catalogs, with or without the average cost percentage mark-up for products at each sales price break.

Utilities are provided to change purchase prices; to edit product numbers on all affected records; to reset open requisitions, on order quantities, and committed quantities based on open requisitions, purchase orders and sales orders, respectively; and to generate product ABC classes. Functions are also provided to generate reorder records once product quantities reach a given reorder point, and to generate purchase order entry records from the reorder records.

## Recovery Processing

There is a certain day-to-day risk of losing data due to sudden power surges or outages and other system problems. Recovery Processing is used to manually restore information to system-maintained files which are normally not accessible during the Live Operations phase.

This application is designed to interface with other APPX accounting applications. Check with your software consultant for more information about integrating applications.

## Procedures

Initial Setup procedures are designed to establish master file records and to help you transfer information from existing records to the Inventory Control application.

The first step in Initial Setup involves entering master file and historical data for the application. Here is a list of those files:

- Parameters
- Product Classes
- Warehouses
- Products
- Product Discounts By Customer

- Products By Vendor
- Products By Warehouse
- Material Requisitions
- Product Purchases

You can run a utility function to create Products By Warehouse records using data from existing Products and Warehouses records. You should print lists of all files after you enter data to ensure that the data was entered completely and correctly.

In the next step, as an alternative to entering on hand quantities through File Maintenance, you can take a physical inventory and enter this data into the system. You can use either of these methods:

- Print count sheets and use these sheets to tally the inventory. Use the Initial Physical Inventory Entry function to enter the physical inventory data and, if necessary, edit it.

- Use the Tags function to enter physical inventory based on numbered count tags and, if necessary, edit it. Print a Tags list to verify that entries are complete and correct. Then run the Tags Process function to update the physical count on Products By Warehouse records.

When you have finished entering physical inventory data, print a Physical Inventory Edit List to verify that all entries are complete and correct. The third step is to run the Process Initial Setup function to validate records in the Product Purchases file and update records in the Products By Warehouse and Products By Vendor files.

The fourth and final step in the Initial Setup procedure is End Initial Setup. After you select this menu option, the system begins the Live Operations phase.

## Special Considerations

Before beginning Initial Setup, you need to consider several options that may affect your system's operation. The Special Considerations section includes discussion of accounting design issues and some optional features, which allow you to tailor your system to your particular organization. The following pages describe these system options.

## Online Updating

Inventory quantities in the Products By Warehouse file are updated online by the following transaction entries:

- Material Requisitions
- Inventory Receipts
- Adjustments
- Warehouse Transfers
- Product Transfers

If the Purchase Orders application is part of the system, the following transaction entries in that application update the Products By Warehouse file on line:

- Purchase Orders
- Purchase Order Receipts

If the Order Entry application is part of the system, the following transaction entries in that application update the Products By Warehouse file on line:

- Sales Orders
- Shipping Confirmations

These online updates are affected by the application chosen to update costs and quantities (see the Cost/Quantity Updating section, later in this manual) and by the other applications to which Inventory Control posts.

## Audit Trail

Unlike journals in other APPX applications, journals in the Inventory Control application do not serve as the primary audit trail for transaction entries.  Inventory Control journals show quantities for transactions but do not show the associated dollar amounts.  This is because the associated costs to be applied to these quantities may change between the time a transaction is entered or journalized and the time it is posted, depending on the transactions posted in the interim and the costing method in use. In conjunction with the journals, the General Ledger Distributions report should be used as a primary audit trail for Inventory Control.  If transaction detail is kept, the Transaction Detail report can also be used.

## Cost/Quantity Updating in Inventory Control

If the Purchase Orders and Accounts Payable applications are part of your system along with Inventory Control, you must specify which application(s) will update product costs and quantities at the time that you set up Inventory Control.  These choices are available:

- Update product costs through Accounts Payable invoice postings and quantities received through Inventory Control receipt entries

- Update costs and quantities received through Purchase Orders invoice postings and receipt entries, respectively

- Update product costs and quantities received through Inventory Control receipts entries

  You should select the updating applications based on timing considerations and to avoid duplication of effort. The following restriction applies:

  If Accounts Payable is not part of the system, you must update costs and quantities through Inventory Control. This is because the Accounts Payable invoicing function is not available to update costs from either Accounts Payable or Purchase Orders.

If Accounts Payable is part of the system and Purchase Orders is not, you will probably want to update costs from Accounts Payable. This is because the invoicing function computes cost based on the values entered for purchase price, freight, tax, "other," and (optionally) discount. If you update costs from Inventory Control, you must compute the cost manually and then enter this value.

If Purchase Orders is part of the system, you will probably want to update costs and quantities through Purchase Orders. Invoicing in Purchase Orders supplies the cost figure. In addition, updating quantities (that is, entering receipts) in Purchase Orders updates the receipted values in the Purchase Orders file. If you choose to enter receipts through Inventory Control, the Purchase Orders file is not updated.

## LIFO Implementation

When you set up Inventory Control, you must specify the inventory costing method (FIFO, LIFO, average cost, last cost, or standard cost) that will be used. LIFO has been designed to facilitate a periodic implementation. If LIFO is used, the application will use "last cost" to approximate the LIFO cost of inventory movements on a daily basis. At year-end, or on a periodic basis, the LIFO costing approximation must be adjusted to reflect costing based on an actual periodic LIFO computation. The adjustment is not automatic. You must calculate the difference between the inventory value based on a periodic LIFO computation and the inventory value based on the last cost approximation. You must then enter an adjustment to your inventory and cost of goods sold accounts.

To help in this calculation, the LIFO/FIFO Purchases Detail report provides a listing of all products purchased, along with associated quantities, costs, and dates of purchase. The monthly Transaction Detail report provides data regarding the last cost approximations that the system applied to all inventory movements during the period.

## Estimated Freight

The estimated freight option is intended for users who receive vendor invoices without freight charges and then receive freight invoices at a later date. To use this option, product costs must be updated through either Accounts Payable or Purchase Orders. (See the section on Cost/Quantity Updating in Inventory Control.)

When an invoice is posted through Accounts Payable or Purchase Orders for a product with an estimated freight percentage, the system increases the cost of the product by the estimated freight percentage before it updates costs. In General Ledger, the Inventory account is debited for the cost of the invoice plus the estimated freight. The liability account is credited for the cost of the inventory, and a credit entry is made to the Estimated Freight account identified on the Product Classes record.

General Ledger and Inventory Control records reflect an estimate of freight costs, based on a percentage of the product cost. When actual freight charges are received, adjustments must be posted. When the freight invoice is received, the freight amount must be entered as a separate invoice. If the estimated freight percentage on the Products By Warehouse record is accurate, the amounts posted to Inventory Control do not require adjustment. If General Ledger is part of the system, an entry is required to back out the duplicate estimated freight. If the estimated freight percentage was not accurate, Inventory Control and General Ledger adjustments are required.

## Unit Types

The Inventory Control application maintains three unit types:

- Pricing units. These are the units in which the vendor quotes prices. Pricing units are defined in the Products By Vendor file. All quantities in the Products By Vendor file are maintained in terms of pricing units.
- Purchasing units. These are the units in which orders are placed. Purchasing units are defined in the Products By Vendor file.
- Stockkeeping units. These are the units in which inventory is maintained. All quantities in the Products By Warehouse file are maintained in stockkeeping units.

The system uses two factors, the pricing factor and the quantity factor, to convert from purchasing units to pricing units and stockkeeping units, respectively. These factors are maintained in the Products By Vendor file. The following formulas are used for conversions:

Purchasing Units x Pricing Factor = Pricing Units

Purchasing Units x Qty Factor = Stockkeeping Units

Purchase receipts are entered in purchasing units.  The following are entered in stockkeeping units:

- Physical inventory
- Material requisitions
- Product and warehouse transfers
- Adjustments
- Receipts of warehouse transfers and manufactured goods

When reorder records are created, they include a reorder quantity that is expressed in stockkeeping units.  If reorder records are converted to purchase orders, the reorder quantity is converted to purchasing units for the generated purchase orders.  The quantity ordered on the purchase order is denominated in pricing units for the extension.  All units and conversion factors are included on the reorder record.

## LIFO/FIFO Costing

The product purchases history maintained by the Inventory Control application is not segregated by warehouse.

When the application operates under a FIFO costing method, the cost of an item removed from inventory is based upon the purchase history of the product within the company, and not confined to the purchase history of the individual warehouse.

*Chapter 2:  Initial Setup File Maintenance*

During the Initial Setup phase, you can establish files by entering data from existing accounting records.  You also define parameters under which the system will run.

This is the Initial Setup menu:

```
Inventory Control                                  Expert Computing, Inc.
 Initial Setup




                          1) File Maintenance
                          2) Opening Entries




                         24) End Initial Setup

                    Press END to exit Inventory Control

       This Software is the Valuable Trade Secret Property of APPX Software, Inc.
          Copyright (c) 1985, 1991 by APPX Software, Inc.   All Rights Reserved.

Database: RAD          Appl: TIC 00          User: LGG          Aug 31st, 9:07 am

Keymap: DATA ENTRY
```
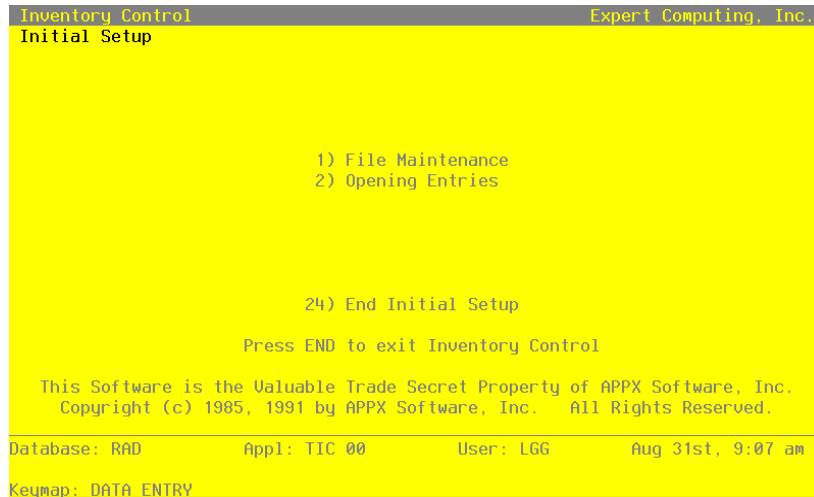
**Figure 1. The Inventory Control  Initial Setup Menu**

The File Maintenance selection allows you to enter information into your master and system-maintained files. Once you finish entering this data, select Opening Entries to enter opening transaction data.

## Option 24 - End Initial Setup

While you are still in the Initial Setup phase of Inventory Control, you can continue to access and change fields on all screens.  Once you have established all necessary master files,  and created and processed your opening entries, you may end Initial Setup.

After you select this procedure, the Live Operations phase automatically begins, and certain fields and files may become inaccessible.  When Initial setup is ended, the following changes occur:

• Certain fields in the Parameters file become display-only fields and cannot be changed.

• System-maintained fields, such as balances, posted transactions, and dates of entries cannot be changed.

• Online updates and posting to other applications are activated.

When you are ready to end the Initial Setup phase, select "End Initial Setup?" from the Initial Setup menu.  The screen below appears.
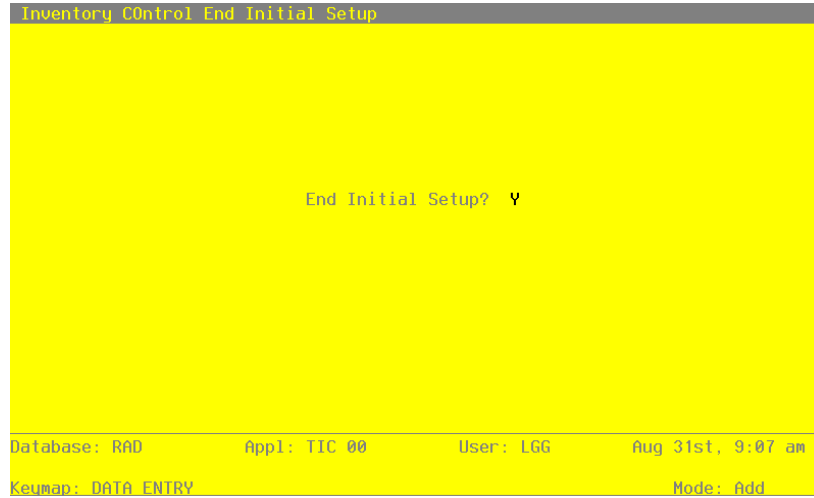


**Figure 2. The Inventory Control  End Initial Setup Menu**

Data items for the preceding screen are described below.

### End Initial Setup?

> By default, the system displays 'Y' in this field. Press RETURN to end Initial Setup and begin the Live Operations phase.  Enter 'N' to continue in Initial Setup.

## File Maintenance

```
Inventory Control File Maintenance                    Expert Computing, Inc.
 Initial Setup

           File Maintenance                      Listings

      1) Parameters                         10) Parameters
      2) Product Classes                    11) Product Classes
      3) Warehouses                         12) Warehouses
      4) Products                           13) Products
      5) Product Discounts By Customer      14) Product Discounts By Customer
      6) Products By Vendor                 15) Products By Vendor
      7) Products By Warehouse              16) Products By Warehouse
      8) Material Requisitions              17) Material Requisitions
      9) Product Purchases                  18) Product Purchases

                              Utilities

               19) Create Products By Warehouse Records

                     Press END to exit File Maintenance

Database: RAD          Appl: TIC 00          User: LGG        Aug 31st, 9:08 am

Keymap: DATA ENTRY
```

**Figure 3. The Inventory Control  File Maintenance Menu**

Each selection on the File Maintenance menu represents a master or a system-maintained file. These files are arranged in logical order on the menu, so you can enter information into each file in the order shown. If you need to change this information after you complete the Initial Setup phase, you can change most of the fields and files through File Maintenance in the Live Operations phase.

After you set up your Products and Warehouses files, you can save time in setting up your Products By Warehouse file by running the Create Products By Warehouse Records utility to create records in the Products By Warehouse file. This function creates records using default data from the Products and Warehouses files. Then use the Products By Warehouse File Maintenance function to edit the records you created. After data is entered for each File Maintenance function, use the corresponding List function to print out and verify the information. You may print these lists as often as necessary to check the status of each file.

## Option 1 - Parameters

The Parameters file contains a single record that defines how the Inventory Control application functions.  This record contains information about the fiscal and calendar year, product costing method, and required monthly reports.

It also indicates whether or not various system options are used.  These options include:

•    Keeping history information on a calendar or fiscal year basis

- Posting to other applications

- Specifying other applications to update product costs and quantities

- Maintaining detail for product purchases and transaction entries.

Select "Parameters" from the File Maintenance menu. Here is the first Parameters entry screen:

```
Inventory Control Parameters                              (1 of 2)

Current Fiscal Month        9     Current Calendar Month      2
Current Fiscal Year         89    Current Calendar Year       89
Start Month of Fiscal Year  6     Number of Accounting Periods 12
                                  Calendar History?           N

Ask for Operator ID?        Y
Use Transaction Control?    Y     Months of Transaction Control  3•

Costing Method              F     Update On Hand with Warehouse
Update Cost/Quantity        P        Transfers?               N
Estimated Freight Option?   Y

Keep Drop Ship History?     Y     Drop Ship Warehouse Number  99
Keep Detail in Transact File? Y   Months to Keep Transact Detail  13
Keep Product/Vendor Detail?  Y    Months to Keep Purchases Detail 13•

                    RETURN) 2 of 2    98) Audit Info

Database: RAD       Appl: TIC 00       User: LGG      Aug 31st, 9:09 am

Keymap: DATA ENTRY                                        Mode: Chg
```

**Figure 4. The Inventory Control Parameters Screen - Part 1 of 2**

Data items for the preceding screen are described below:

### Current Fiscal Month /Year

Enter the fiscal month and year for the first live month. The fiscal month can be a value between '1' and '13', depending on the entry you make in the Number of Fiscal Months field (see below).

### Current Calendar Month /Year*

The system displays the calendar month and year for the first live month based on the entries you make in the Current Fiscal Month and Year and Start Month of Fiscal Year fields (see below).

### Start Month of Fiscal Year

Enter the calendar month that begins your fiscal year. For example, if your fiscal year begins on July 1, the start month is '7'.

## Number of Accounting Periods

Enter '12' or '13' to specify the number of periods in the fiscal year.

## Calendar History?

Enter 'Y' or 'N' to specify whether or not the history fields in the Product By Warehouse and Product By Vendor files will be kept on a calendar year basis.

Y:  History fields will be kept on a calendar year basis.

N:  History fields will be kept on a fiscal year basis.

## Ask for Operator ID?

If this field is set to 'Y', the operator ID is requested at the beginning of transaction entry within this application.  This permits editing of another operator's transactions.  If this field is set to 'N', then the system does not request an operator ID at the beginning of transaction entry.  Transactions 'belong' to the operator who entered the transactions; therefore it is not possible to edit another operator's transactions.

## Use Transaction Control?

Enter 'Y' (Yes) or 'N' (No).  The initial default value 'Y'.  This field is required.

The system assumes you want to use the Transaction Control feature.  This includes the ability to track and report on the Transaction Control file, which is an additional audit trail, and to enter control and hash totals for your transactions.  If you do not choose to use this feature, enter 'N'.

If you want to use this feature and also want to ensure that an operator has exclusive control of his or her own transactions, enter 'Y' in this field, and change the default value of the 'Operator Exclusive?' field on each Control Group record in Transaction Processing to 'Y'.

**NOTE:**  If you enter 'Y' to this question, the system assumes that 'Ask for Operator ID?' is also 'Y'.

## Months of Transaction Control

Enter a positive number with up to 2 digits.

Enter the number of months of Transaction Control history you wish to keep.  Records older than the number of months specified in this field are deleted during Close Month processing.

## Costing Method

Enter one of the following codes to specify the costing method to be used for Inventory Control.

A: Average cost

F: FIFO (first in first out)

L: LIFO (last in first out)

S: Standard cost

T: Last cost

This entry specifies how Inventory Control interfaces with the Purchase Orders and

Accounts Payable applications. Refer to the Special Considerations section of this manual for more details about this option.

## Update On Hand with Warehouse Transfers?

Enter 'Y' or 'N' to specify whether or not entering warehouse transfers will update on hand quantities in the Products By Warehouse records for both the sending and the receiving warehouse.

Y: Warehouse transfer entries will update on hand quantities in both the sending and the receiving warehouse. That is, on hand quantities in the Products By Warehouse record for the sending warehouse will be reduced; those for the receiving warehouse will be increased.

N: Warehouse transfer entries will only update on hand quantities in the sending warehouse. That is, on hand quantities in the Products By Warehouse record for the sending warehouse will be reduced. The on order quantity in the receiving warehouse will be increased; an inventory receipt must be entered to record receipt of the transferred goods and move the on order quantity to on hand. In either case, the costing for the transaction will be recognized when the warehouse transfer is posted.

## Update Cost/Quantity

Enter one of the following codes to specify which applications will update product costs and quantities.

A: Update costs through invoice postings from Accounts Payable and quantities received through receipt entries in Inventory Control.

P:   Update costs through invoice postings from Purchase Orders and quantities received through receipt entries from Purchase Orders.

I:   Update costs through receipt postings in Inventory Control and quantities received through receipt entries in Inventory Control.

## Estimated Freight Option?

Enter 'Y' or 'N' to specify whether or not the estimated freight option will be used.

Y:   The estimated freight option will be used.  The Update Cost/Quantity field must be set to 'A' or 'P' if this option is chosen.

N:   The estimated freight option will not be used.

The estimated freight percentage is entered on the Products record.  It defaults to the Products By Warehouse record, where it may be changed.  The Estimated Freight accounts must be entered in the Product Classes file.

For more information on this option, refer to the Special Considerations section of this manual.

## Keep Drop Ship History?

Enter 'Y' or 'N' to specify whether or not historical data will be maintained for "drop shipped" products.

Y:   Keep history for drop shipped products.  History will be maintained in the Products By Warehouse records that include the drop ship warehouse (see the next field description).

N:   Do not keep history for drop shipped products.

## Drop Ship Warehouse Number

If drop ship history will be maintained, enter the number of the "dummy" warehouse that will be used to track drop shipped products.  A record must be set up in the Products By Warehouse file for each product that will be drop shipped.

This warehouse should be used for drop shipped inventory only.

## Keep Detail in Transact File?

Enter 'Y' or 'N' to specify whether or not transaction detail from Inventory Control and external applications will be kept in the Inventory Transactions file.

Enter 'Y' if you are using the LIFO costing method ('L' in the Costing Method field).  Refer to the Special Considerations section for information about how LIFO functions in Inventory

Control. The file must have been created large enough to hold transaction detail for the number of months specified in the Months To Keep Transact Detail field.

During Live Operations, the Transaction Detail report shows the data in this file.

Y:  Transaction detail will be kept in the Inventory Transactions file. When Inventory Control transactions and inventory-related transactions from Accounts Payable, Order Entry, or Purchase Orders are posted, detail from these transactions will also be posted to this file.

N:  Transaction detail will not be posted to the Inventory Transactions file.

## Months to Keep Transact Detail

Enter up to 2 digits for the number of months for which transaction detail will be kept.

In Live Operations, the Close Month function will delete all transactions older than this number of months from the file.

## Keep Product/Vendor Detail?

Enter 'Y' or 'N' to specify whether or not vendor purchase detail will be kept by vendor in the Products By Vendor file.

Y:  Keep purchase detail by vendor in the Products By Vendor file. A separate Products By Vendor record will be maintained for each product/vendor combination in the file.

N:  Do not keep purchase detail by vendor in the Products By Vendor file. A single record will be maintained for each product in the file, and all purchase detail from all vendors will be summarized in that record.

## Months to Keep Purchases Detail

Product Purchases records will be created only if the FIFO or LIFO costing method is used (see the Costing Method field). Enter up to 3 digits for the number of months for which purchase detail records will be kept in the Product Purchases file.

For FIFO, this field indicates how often the Product Purchases file will be cleared. During Live Operations, the appropriate Close Month function will clear all transactions older than the number of months specified here. However, Close Month will not delete records below the on hand quantity in the Products By Warehouse file. That is, the Product Purchases file must include at least one more record than those required to equal the on hand quantity in the Products By Warehouse file. If you are using the LIFO costing method, records will be written to the Product Purchases file. However, because of the nature of the information flow, records must be purged manually. (Refer to the Special Considerations section of this manual for more details on LIFO implementation.)

Press RETURN to go on to the next Parameters screen.

```
Inventory Control Parameters                                    (2 of 2)

Post to Other Applications?      GL  Y


    EOM Reports          Required?   Printed?         System Control Numbers

GL Distributions             Y          Y           Material Requisitions  6
Transaction Control          N          Y           Warehouse Transfers    5
                                                     Product Transfers      8
                                                     Adjustments            6
                                                     Inventory Receipts     5






                      RETURN) Save Changes     98) Audit Info

Database: RAD        Appl: TIC 00        User: LGG        Aug 31st, 9:09 am

Keymap: DATA ENTRY                                           Mode: Chg
```

**Figure 5. The Inventory Control  Parameters  Screen - Part 2 of 2**

Data items for the preceding screen are described below:

## Post to Other Applications - GL?

Enter 'Y' or 'N' to tell the system whether or not to allow information to be posted to the General Ledger application.

Enter 'N' if General Ledger is not part of the system.

## EOM Reports Required? Printed?

Enter 'Y' or 'N' for each Monthly Processing report. Use the "Required?" column to indicate whether or not the report must be printed before running the Close Month procedure.  The system uses the "Printed?" column to indicate whether the report has been printed during the current period.

## System Control Numbers

The system maintains a running control number for each transaction entry file. This number is defaulted as the next control group number when you enter transactions.

The entered data is validated. Press RETURN to save the information on these screens.

## Option 2 - Product Classes

The Product Classes file identifies product classifications and the General Ledger accounts used for posting products within each classification.

Each product class is assigned a unique number.  The record in the Products file for each product contains the product class number.  Because the product class is associated with a General Ledger account, each product is associated with the appropriate General Ledger account.

Select "Product Classes" from the File Maintenance menu.  Here is the Product Classes entry screen:

```
Inventory Control Product Classes

Product Class        010
Description          Standard·····················

                        General Ledger Accounts

Inventory            1100001001WH      Resale Inventory, Sales Outlet

Over/Under           1100001000WH      Resale Inventory

Sales                3010001001WH      Sales, Wholesale

Cost of Goods Sold   4010000001WH      Cost of Goods Sold, Sales/Whls

Estimated Freight    4190000001WH      Freight Out, Sales/Wholesale



                     RETURN) Next Record    98) Audit Info

Database: RAD        Appl: TIC 00       User: LGG        Aug 31st, 9:09 am

Keymap: DATA ENTRY                                        Mode: Chg
```

**Figure 6. The Inventory Control  Product Classes Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product Class

> Enter a unique number of up to 3 digits to identify the product class.  This is the code that is used to reference or recall the record elsewhere in the system.

**Description**

Enter up to 30 characters to describe the product class.

**Inventory**

Enter the default General Ledger account number for the inventory account to which all activity for products in this class will be posted. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. The description from the Chart of Accounts file is displayed so that you can verify your entry.

**Over/Under**

Enter the General Ledger account number for the adjustment account. You can use the Scan option to find an appropriate entry. This is the account to which all overages and underages will be posted for products in this class. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. The description from the Chart of Accounts file is displayed so that you can verify your entry.

This account defaults when adjustments to total cost and on hand quantities are entered; it can be overridden. It is also used when physical inventory variances are processed through the Adjust to Physical Inventory function; in this case, it cannot be overridden.

**Sales**

Enter the General Ledger account number for the sales account for products in this class. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. The description from the Chart of Accounts file is displayed so that you can verify your entry.

This account defaults during transaction entry in the Order Entry application.

**Cost of Goods Sold**

Enter the General Ledger account number for the cost of goods sold account for products in this class. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. The description from the Chart of Accounts file is displayed so you can verify your entry.

This account defaults during transaction entry in the Order Entry application.

**Estimated Freight**

Enter the General Ledger account number for the estimated freight account. You can use the Scan option to find an appropriate entry. This is the account to which estimated freight costs will be posted for products in this class. If the General Ledger application is part of the sys-

tem, this number must be on file in the Chart of Accounts file.  The description from the Chart of Accounts file is displayed so that you can verify your entry.

If the estimated freight option was chosen in the Parameters file, and if this product class uses that option, then you must enter this account number in order to use the option.  Otherwise, leave this field blank.

For a description of the estimated freight option, refer to the Special Considerations section of this manual.

The entered data is validated. Press RETURN to save the information on this screen.  Select Next Record to go to the next Product Classes record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Product Classes file.

## Option 3 - Warehouses

The Warehouses file describes each inventory warehouse in the system.  Each record in the file includes a unique warehouse number, an address and phone number, and a manager name.

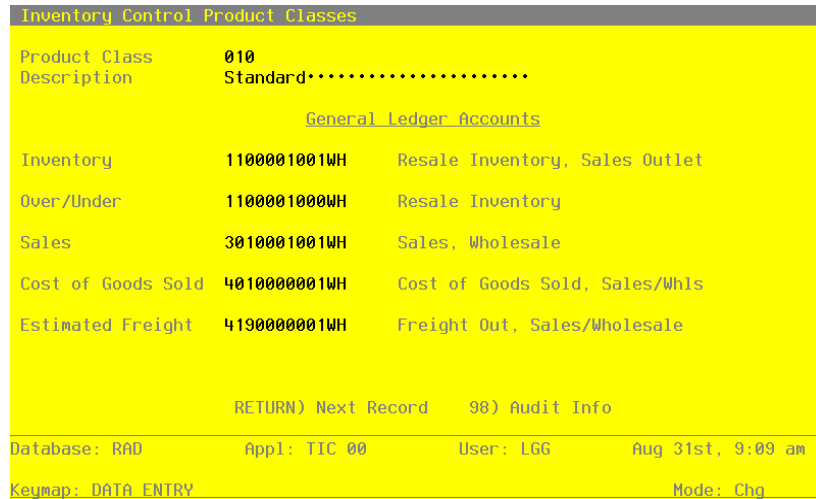Select "Warehouses" from the File Maintenance menu. Here is the Warehouses entry screen:
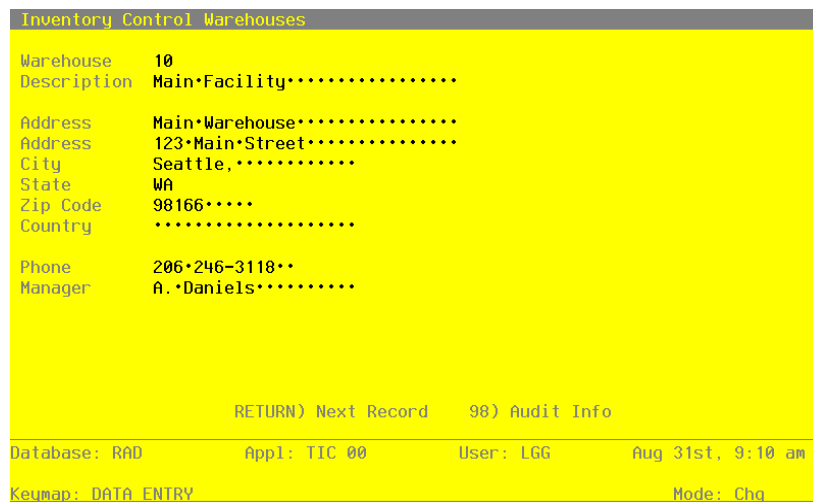


**Figure 7. The Inventory Control  Warehouses Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be al-

lowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below.

**Warehouse**

>Enter 2 digits to identify the warehouse.  This is the code that will be used to reference or recall the record elsewhere in the system.

**Description**

>Enter up to 30 characters to describe the warehouse.

**Address (Line 1)**

>Enter up to 30 characters for the name on the warehouse's mailing address.

**Address (Line 2)**

>Enter up to 30 characters for the warehouse's street address.

**City**

>Enter up to 20 characters for the city where the warehouse is located.

**State**

>Enter the standard 2-letter state abbreviation.

**Zip Code**

>Enter up to 10 characters for the zip code.

**Country**

>Enter up to 20 characters for the country where the warehouse is located.

**Phone**

>Enter up to 14 characters for the warehouse's phone number, including area code.  You can use any notation or format (for example, '(###) ###-####' or '###-###-####').

**Manager**

>Enter up to 20 characters for the warehouse manager's name.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Warehouses record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Warehouses file.

## Option 4 - Products

The Products file contains a record for each product in inventory. Products in this file can be raw materials, standard inventory products, nonstock items (including services), or manufactured goods.

Each product is identified both by a product number and by a product alpha.  You can use the product alpha to locate a product if you do not remember the product number.  For each product, a substitute product can be specified, which will be available during Order Entry if the original product is unavailable.

Records in the Products file are tied to Product Classes records, which include General Ledger account numbers. Because of this, transactions involving each product can be posted to the appropriate General Ledger accounts.

Select "Products" from the File Maintenance menu.  Here is the Products entry screen:



**Figure 8. The Inventory Control  Products Screen**

Certain fields on the screen do not apply if the Accounts Payable, Accounts Receivable, Purchase Orders, Order Entry, Commission Accounting, or Sales Analysis applications are not part of the system. Also, certain entries on this screen will be automatically displayed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Product**

>Enter up to 12 characters to identify the product. This is the code that is used to reference or recall the record elsewhere in the system.

**Product Alpha**

>Enter a unique code of up to 12 characters for this product. The code that you enter allows you to locate the product if you do not know the product number. Also, the system will use this code to sort data for reports.

**Description**

>Enter up to 30 characters to describe the product.

>If this field is changed, the system automatically changes this field on all Products By Warehouse and Products by Vendor records that include this product.

**Product Class**

>Enter a code to identify the product class to which this product belongs. You can use the Scan option to find an appropriate entry. The product class you enter must be in the Product Classes file. The system displays the description from the Product Classes file so that you can verify your entry.

>The Product Classes record identifies the General Ledger accounts that are used for this product.

>If this field is changed, the system automatically changes this field on all Products By Warehouse and Products by Vendor records that include this product. However, purchase orders (in the Purchase Orders file) are not changed.

## Unit of Measure

Enter up to 4 characters to describe the stockkeeping unit of measure for the product. For example, if shirts are stored by the package in inventory, you would enter 'Pkg' here.

This field is for your information only. It is occasionally displayed for reference on other records.

## Stock Item?

Enter 'Y' or 'N' to specify whether or not this is a regularly stocked product.

Y: This is a regularly stocked product. Sales invoices posted with this product number will reduce on hand quantities on Products By Warehouse records that include this product.

N: This is a nonstock product. You can also enter 'N' here for a service (for example, installation or repair). Sales invoices entered with this product number will not reduce on hand quantities.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Items Per UM

Enter up to 5 digits to specify the number of individual items included in the unit of measure. Using the example given for the Unit of Measure field, if each package (unit of measure) contains 3 shirts, you would enter '3' here.

This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Taxable?

Enter 'Y' or 'N' to specify whether or not this product is subject to sales tax when sold.

Y: This product is subject to sales tax.

N: This product is not subject to sales tax.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## UM Per Ship Carton

Enter up to 5 digits and 2 decimals for the number of units of measure in the shipping carton used for this product. Using the Unit of Measure example, if shirts are shipped in cartons that

contain 4 packages (units of measure), you would enter '4' here.

This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Drop Shipments OK?

Enter 'Y' or 'N' to specify whether or not this product can be drop shipped from the vendor directly to the customer's site.

Y:  This product can be drop shipped.

N:  This product cannot be drop shipped.

Drop shipped products are products in transit (from the vendor directly to the customer) that are assigned to the "dummy" warehouse specified in the Parameters file.

A drop shipment is recorded as on hand inventory on Products By Warehouse records for the drop ship warehouse until a sales invoice is posted against it.

## UM Package Size

Enter up to 12 characters to describe the size or dimensions of the package.  This field is for your information only.

## Post Detail to SA?

Enter 'Y "to transfer detailed information from this application to the Sales Analysis application, for use in sales reports.

Enter 'N' if the Sales Analysis application is not included in your system, or if the transfer of summary information from this application to the Sales Analysis application will suffice.

This entry can be specified or overridden in the Products By Warehouse file if not appropriate at the product level.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Shipping Weight

Enter up to 5 digits and 2 decimals for the weight of the product when it is packaged for shipping.  This amount should reflect a consistent, standard unit of measure (for example, ounces, pounds, or tons).

## Commission Amount

If your salespeople receive a fixed commission for this product, enter up to 5 digits and 2 decimals for the dollar amount of the commission per unit of measure.

## Freight Class

Enter up to 3 digits to identify the freight class under which this product, as packaged for shipping, is shipped.  If the Order Entry application is part of the system, this freight class must be on file in the Freight Classes file.  If the Order Entry application is part of the system, you can use the Scan option to find an appropriate entry, and the system displays the corresponding description so that you can verify your entry.

## Estimated Freight %

Enter up to 3 digits and 2 decimals to specify the percentage used to cover the estimated freight cost of the product.  The estimated freight option must be selected in the Parameters file.  (This option is described in the Special Considerations section of this manual.)

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Sub Product

Enter a code to identify a product that can be substituted for this product if this product is not available.  The product number you enter must be on file in the Products file.  The system displays the description from the Products file so that you can verify your entry.

If the Order Entry application is part of the system, it will use the substitute product number on orders if this product is unavailable.

## Sub Product Name*

The system displays the description of the substitute product.

## Product ABC

You can enter 'A', 'B', or 'C' to classify this product.  This field is optional.

The ABC classification can be used to sort products for reports or inquiry on a dollar or like-type basis.  It can also be used to select products with similar cost or turnover for partial physical inventory.

This selection serves as the default in the Products By Warehouse file.  It can be overridden in that file.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

**Cycle Count**

Enter up to 2 digits to specify the number of times per year that physical inventory should be taken for this product.

Cycle counts provide another classification for selecting products for physical inventory.

**Physical Type**

Enter up to 3 characters to provide an additional classification for this product.

The physical type can be used to group products of similar types when a partial physical inventory is taken.  It can also be used to sort products for reports and inquiry.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products file.

## Option 5 - Product Discounts By Customer

The Product Discounts By Customer file is used only if the Order Entry application is part of your system. This file specifies special prices or discounts that are given to particular customers.

Special prices for any quantity range can be specified in one of two ways:

- Using price breaks.  An option in this file specifies whether the price breaks in this file override the base sales prices in the Products By Warehouse file, or whether they are added to or subtracted from the base sales prices.
- Using percentage breaks.  The percentage is added to  or subtracted from the base sales price in the Products By Warehouse file.

Quantity breaks specify the quantity ranges for each price or percentage break in this file.  If no quantity breaks are specified, the quantity ranges in the Products By Warehouse file are used.

If desired, this file can specify an additional percentage to be subtracted from or added to the base sales

price. This percentage can be applied by itself, or it can be applied in addition to the price or percent-age breaks. An ending date can be given for special pricing for any customer.

Select "Product Discounts By Customer" from the File Maintenance menu. The Product Discounts By Customer entry screen is shown below.

```
Inventory Control Product Discounts By Customer

Product          10···········     #10 3-1/2" White Round
Customer         00000020          Master Sellers Company

Pricing Expires  MM/DD/YY
Override?        N

                 Quantity Break      Price Break        % Break
                    1.00·····          .000·······       1.00···
                  100.00···            .000·······       5.00···
                    .00······          .000·······        .00····
                    .00······          .000·······        .00····
                    .00······          .000·······        .00····

Additional Discount %  .000···

                    RETURN) Next Record    98) Audit Info

Database: RAD          Appl: TIC 00        User: LGG         Aug 31st, 9:11 am

Keymap: DATA ENTRY                                           Mode: Chg
```
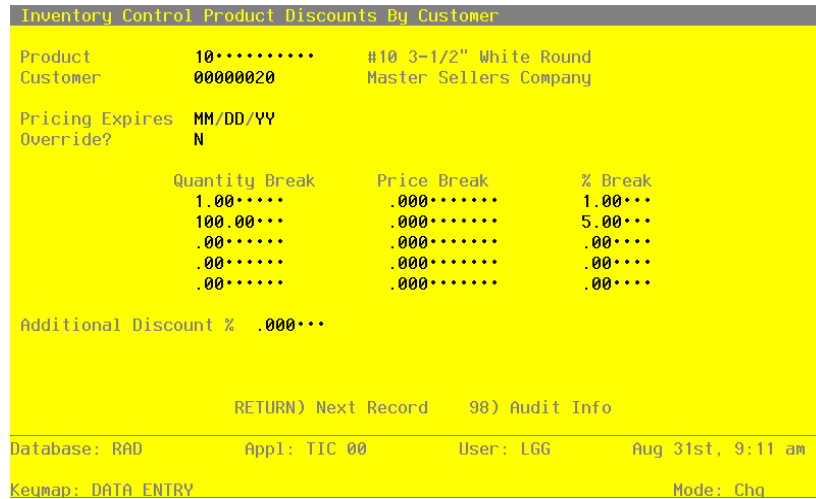
**Figure 9. The Inventory Control  Product Discounts By Customer Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be al-lowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Product

Enter a code to identify the product for which the customer will receive discounts. You can use the Scan option to find an appropriate entry. The product number must be on file in the Products file. The system displays the corresponding description so that you can verify your entry.

## Customer

Enter a code to identify the customer who will receive the discounts. You can use the Scan option to find an appropriate entry. If the Accounts Receivable application is part of the sys-tem, the customer number must be on file in the Accounts Receivable Customers file. The system displays the corresponding description so that you can verify your entry.

## Pricing Expires

Enter the date the discounts on this record expire.  If these discounts are good indefinitely, leave this field blank.

If the Order Entry application is part of the system, and if the current date is after the date in this field, any sales orders that are entered will use the pricing on the Products By Warehouse record and will not apply these discounts.

## Override?

Enter 'Y' or 'N' to specify whether or not the price breaks you enter in this file will override those in the Products By Warehouse file.

Y:  The price breaks in this file will override those in the Products By Warehouse file.  These prices will be used instead of the prices in the Products By Warehouse file for the given quantity ranges.

N:  The price breaks in this file will not override those in the Products By Warehouse file. These prices will be subtracted from or added to the prices in the Products By Warehouse file for the given quantity ranges.

## Quantity Break

If you do not want to use the quantity breaks specified in the Products By Warehouse file, enter a quantity break of up to 5 digits and 2 decimals for each price or percentage break.

If you do not enter quantity breaks, the system uses the quantity ranges stored on the Products By Warehouse record in applying the price or percentage breaks that you enter here.

## Price Break

You can specify special prices for the customer as dollar amounts for each quantity range.  In this case, enter up to 5 digits and 2 decimals for the price break associated with each quantity break.

If the Override? field (see above) is 'Y', these prices will override the base sales prices in the Products By Warehouse file for each quantity break.

If the Override? field is 'N', these prices will be used to adjust the base sales prices.  A positive Price Break is a discount amount and will reduce the base price.  A negative  Price Break will increase the base price.

If you make entries in Price Break fields, you cannot make entries in the % Break fields.

**% Break**

> You can also specify special prices for the customer as percentage decreases or increases of the base sales prices in the Products By Warehouse file for each quantity range. In this case, enter a positive or negative value of up to 3 digits and 2 decimals for the percentage to adjust the base price for each quantity break. A positive Percentage Break is a discount percentage and will reduce the base price; a negative Percentage Break will increase the base price.

> If you make entries in Percentage Break fields, you cannot make entries in the Price Break fields (see Price Break).

**Additional Discount %**

> If an additional discount percentage will be applied for this customer, enter up to 2 digits and 3 decimals for the additional discount percentage.

> The additional discount is applied to each of the sales prices and quantities stored on the Products By Warehouse record for each product/warehouse combination.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Product Discounts By Customer record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Product Discounts By Customer file.

## Option 6 - Products By Vendor

The Products By Vendor file associates each product with a vendor. Month-to-date, year-to-date, and last-year totals are maintained for all purchases processed during the month or year. These totals include the number of units purchased and the dollar amounts of those purchases from each supplying vendor. The system maintains price changes for the six months previous to the current month.

The Keep Product/Vendor Detail? option in the Parameters file specifies whether or not the Products By Vendor file can keep detail by vendor.

- If this option is chosen, a separate record is established for each product/vendor combination

- If this option is not chosen, detail is kept by product only. A single record will be created for each product in the file, and all purchase detail from all vendors will be summarized in that record.

Information in this file is kept in terms of the supplier's pricing units. You can enter conversion factors, which are used by the system to convert purchasing units to pricing units.

You have the option of maintaining records on a calendar or fiscal year basis.  This option is chosen in the Parameters file.

Select "Products By Vendor" from the File Maintenance menu.  The Products By Vendor entry screen is shown below.

```
Inventory Control Products By Vendor

Product          10··········     #10 3-1/2" White Round
Vendor           00000010     Miscellaneous Supplier
Product Class    10     Standard                        Alpha MISC

Pricing Unit     EACH                     Purchasing Unit  EACH
Unit Price       3.250·····               Pricing Factor   1.0000····
Vendor Product   1035WRX2····             Quantity Factor  1.0000····
Vendor Prod Desc #10·3-1/2"·White·Round·/·X.2··  Lead Time   0··
Price Expires    MM/DD/YY                 Last Purchase    08/01/89
Price Change     MM/DD/YY                 Last Price       3.250

Price 1 Month Ago 3.250     2 Months Ago  .000    3 Months Ago .000
Price 4 Months Ago .000     5 Months Ago  .000    6 Months Ago .000

MTD Units         .00       YTD Units     .00      LY Units    .00
MTD Purchases     .00       YTD Purchases .00      LY Purchases .00

                  RETURN) Next Record    98) Audit Info

Database: RAD         Appl: TIC 00      User: LGG        Aug 31st, 9:12 am

Keymap: DATA ENTRY                                       Mode: Chg
```

**Figure 10. The Inventory Control  Products By Vendor Screen**

Certain entries on this screen will be automatically displayed.  In most cases, the displayed entry can be changed.  If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Product**

Enter a code to identify the product to be set up on this Products By Vendor record.  You can use the Scan option to find an appropriate entry.  The product number that you enter must be on file in the Products file.  The system displays the product description from that file so that you can verify your entry.

## Vendor

If you have chosen the Keep Product/Vendor Detail? option in the Parameters file, enter a code to identify the vendor to be set up on this Products By Vendor record. If the Accounts Payable application is part of your system, the vendor number that you enter must be on file in the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the vendor name from that file so that you can verify your entry. Multiple vendors can be entered on separate Products By Vendor records.

If you do not choose to keep detail by vendor in the Products By Vendor file, leave this field blank.

## Product Class*

The system displays the number of the product class to which the product belongs, based on the entry in the Products file. The corresponding description from the Product Classes file is also displayed.

The system changes this field automatically if the Product Class No field on the Products record is changed.

## Alpha*

The system displays the Vendor Alpha from the Vendors record.

## Pricing Unit

Enter up to 4 characters to identify the pricing unit used by the vendor when quoting prices.

For example, if the vendor price for this product is quoted as $60.00 foot (for example, of wire), the pricing unit would be 'FOOT'.

This field appears on various reports and entry functions for information only.

## Purchasing Unit

Enter up to 4 characters to identify the purchasing unit of measure.

For example, if the pricing unit is a foot (for example, of wire), and it is purchased by roll, the Purchasing Unit would be 'ROLL'.

This field appears on various reports and entry functions for information only.

## Unit Price

Enter up to 6 digits and 3 decimals for the current price of the pricing unit.

## Pricing Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to the pricing unit. The default is '1.00', the pricing factor used if the pricing and purchasing units are the same. For example, if the purchasing unit is gallons and the pricing unit is pints, then the Pricing Factor entry would be '8'.  If the purchasing unit is pints and the pricing unit is gallons, then the Pricing Factor entry would be '.125'.

As another example, if the purchasing unit is tons and the pricing unit is pounds, the Pricing Factor would be '2000'.  If the purchasing unit is pounds and the pricing unit is tons, the Pricing Factor would be '.0005'.

## Vendor Product

Enter up to 12 characters to identify the vendor's product number for the product.

## Quantity Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to your stockkeeping unit.  The default is '1.00', the Quantity Factor used if the purchase unit and the stockkeeping unit are the same.

For example, if you purchase a product in gallons, but stock the product in quarts, the Quantity Factor is '4'.  On the other hand, if you purchase the product in quarts but stock the product in gallons, the Quantity Factor is '.25'.

This factor is used to determine how many products are entered into inventory from a purchase (which is denominated in purchasing units).

It will also be used by the Create Reorder Records function in Live Operations to convert the reorder quantity for automatically generated purchase orders to purchasing units.  When the reorder point (stockkeeping units) is reached, the system will use this factor to convert your reorder quantity (stockkeeping units) into purchasing units.

Here is an example of the relationship between the conversion factors:

|                    |        |
|--------------------|--------|
| Purchasing Unit    | Gallon |
| Pricing Unit:      | Quart  |
| Stockkeeping Unit: | Pint   |

Pricing Factor is 4 (each gallon is equivalent to 4 quarts)

Quantity Factor is 8 (each gallon is equivalent to 8 pints)

**Vendor Prod Desc**

>   Enter up to 30 characters for the vendor's description of the product.

>   During Live Operations, this information will be included on Requests for Supplier Quotes. If the Purchase Orders application is part of the system, it will also be included on purchase orders and request for quotes.

**Lead Time**

>   Enter up to 3 digits to identify the number of days of lead time needed when ordering the product from this vendor.

>   This field appears on Requests for Supplier Quotes in Inventory Control and on Requests for Quote in Purchase Orders.

**Price Expires**

>   Enter the date on which the Unit Price expires.  This field is for your information only.

**Last Purchase**

>   Enter the date of the last purchase for this product from this vendor.

**Price Change**

>   Enter the date of the last price change for the product from this vendor.

**Last Price**

>   Enter up to 6 digits and 3 decimals for the unit price of the last purchase.

The following items reflect the current price in effect at each month-end for the last six months.  These prices are updated during Close Month processing through Inventory Control or Purchase Orders.

**Price 1 Month Ago**

>   Enter up to 6 digits and 3 decimals for the unit price charged by the vendor one month ago.

**Price 2 Months Ago**

>   Enter up to 6 digits and 3 decimals for the unit price charged by the vendor two months ago.

**Price 3 Months Ago**

>   Enter up to 6 digits and 3 decimals for the unit price charged by the vendor three months ago.

**Price 4 Months Ago**

> Enter up to 6 digits and 3 decimals for the unit price charged by the vendor four months ago.

**Price 5 Months Ago**

> Enter up to 6 digits and 3 decimals for the unit price charged by the vendor five months ago.

**Price 6 Months Ago**

> Enter up to 6 digits and 3 decimals for the unit price charged by the vendor six months ago.

**MTD Units**

> Enter up to 7 digits and 2 decimals for the number of pricing units purchased from the vendor in the current month.

**YTD Units**

> Enter up to 7 digits and 2 decimals for the number of pricing units purchased from the vendor in the current year, including the current month.
>
> Depending on the specification in the Parameters file, the "current year" may be either the current fiscal year or the current calendar year.

**LY Units**

> Enter up to 7 digits and 2 decimals for the number of pricing units purchased from the vendor in the previous year.
>
> Depending on the specification in the Parameters file, the "previous year" may be either the previous fiscal year or the previous calendar year.

**MTD Purchases**

> Enter up to 7 digits and 2 decimals for the cost of the purchases from the vendor in the current month.

**YTD Purchases**

> Enter up to 7 digits and 2 decimals for the cost of the purchases from the vendor in the current year, including the current month.
>
> Depending on the specification in the Parameters file, the "current year" may be either the current fiscal year or the current calendar year.

**LY Purchases**

> Enter up to 7 digits and 2 decimals for the cost of the purchases from the vendor in the previous year.

> Depending on the specification in the Parameters file, the "previous year" may be either the previous fiscal year or the previous calendar year.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products by Vendor record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products by Vendor file.

## Option 7 - Products By Warehouse

The Products By Warehouse file associates each product with the warehouse(s) in which it is stored. If products are found in more than one warehouse, a record is set up in this file for each combination. Each product must be on file in the Products file, and each warehouse must be on file in the Warehouses file.

Products By Warehouse records contain the system-maintained cost, quantity, purchases, and sales data. They also include the selling price and quantity breaks and the reorder points for the product. All data is shown in terms of your stockkeeping units. Depending on the option chosen in the Parameters file, history can be maintained on a calendar or a fiscal year basis.

Select "Products By Warehouse" from the File Maintenance menu. The first Products By Warehouse entry screen is shown below:

```
Inventory Control Products By Warehouse                        (1 of 2)

Product                 10··········        #10 3-1/2" White Round
Warehouse               10                  Main Facility
Description             #10·3-1/2"·White·Round·········
Location                A-10
Product Class           10·        Standard
Product Alpha           WHITE·ROUND·
Items Per UM            1····
UM Per Ship Carton      1.00····      Stock Item?        Y
Product ABC             A             Taxable?           Y
Cycle Count             4··           Post Detail to SA? N
Physical Type           010           Auto POs?          Y
Estimated Freight %     .00····
Reorder Point           150···        Reorder Quantity   100···
Reorder Vendor          00000020      Pool and Associates



                        RETURN) 2 of 2    98) Audit Info

Database: RAD        Appl: TIC 00        User: LGG        Aug 31st, 9:13 am

Keymap: DATA ENTRY                                        Mode: Chg
```

**Figure 11. The Inventory Control Products By Warehouse Screen - Part 1 of 2**

Certain fields on the screen do not apply if the Order Entry or Sales Analysis applications are not part of the system.  In these cases, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product

Enter a code from the Products file to identify a product to be set up on the Products By Warehouse record.  You can use the Scan option to find an appropriate entry.  The system displays the corresponding description so that you can verify your entry.

### Warehouse

Enter a code from the Warehouses file that identifies a warehouse carrying the product.  You can use the Scan option to find an appropriate entry.  The system displays the corresponding description so that you can verify your entry.

### Description

The system displays the product description from the Products file.  You can enter up to 30 characters to override the display.

## Location

Enter up to 4 characters to specify the location of the product in the warehouse.

Product locations are printed on physical count sheets to aid in taking physical inventories. If the Order Entry application is part of the system, product locations also appear on picking lists.

## Product Class

The system displays the product class to which the product belongs from the Products file. You can enter a new product class to override the display. You can use the Scan option to find an appropriate entry. The system displays the corresponding description from the Product Classes file so that you can verify your entry.

## Product Alpha

The system displays the product alpha from the Products record. You can enter a new product alpha of up to 12 characters to override the display.

## Items Per UM

The system displays the Items per UM entry from the Products record. This identifies the number of individual items included in the unit of measure. You can enter up to 5 digits to override the display.

## UM Per Ship Carton

The system displays the UM Per Ship Carton entry from the Products record. This entry indicates the number of units of measure in the shipping carton used for this product. You can enter up to 5 digits and 2 decimals to override the display.

## Stock Item?

The system displays the Stock Item? field ('Y' or 'N') from the Products record. This entry indicates whether the product is a regularly stocked item or a nonstock item. It may be changed.

## Product ABC

The system displays the Product ABC type entry from the Products record. This entry is used to sort products for reports or inquiry on a dollar or like-type basis, or to select products with similar cost or turnover for partial physical inventory. It may be changed.

**Taxable?**

> The system displays the Taxable? field ('Y' or 'N') from the Products record.  This field indicates whether or not the product is subject to sales tax when sold.  It may be changed.

**Cycle Count**

> The system displays the Cycle Count entry from the Products record.  This entry indicates how many times per year physical inventory is taken for the product. You can enter a new cycle count of up to 2 digits to override the display.

**Post Detail to SA?**

> The system displays the Post Detail to SA? field ('Y' or 'N') from the Products record.  This field indicates whether or not data will be transferred to the Sales Analysis application.  It may be changed.

**Physical Type**

> The system displays the Physical Type entry from the Products record.  This entry is used to group products of similar types for partial physical inventory or for reports and inquiry.  You can enter a new physical type of up to 3 characters to override the display.

**Auto POs?**

> Enter 'Y' or 'N' to specify whether or not reorder records can be created when the product reaches the reorder point at this warehouse.  The default is 'N'.
>
> Y:  Reorder records can be created for the product when it reaches the reorder point.
>
> N:  Reorder records cannot be created.
>
> Reorder records are created using the Create Reorder Records function in Live Operations. (For more details, see the description of this function in the "User's Manual:  Live Operations.")

**Estimated Freight %**

> The system displays the Estimated Freight Percentage entry from the Products record.  You can enter a new percentage of up to 3 digits and 2 decimals to override the display. (For a description of the estimated freight option, refer to the Special Considerations section of this manual.)
>
> If the Update Cost/Quantity option in the Parameters file is 'I', this field is left blank.

**Reorder Point**

Enter up to 5 digits to identify the point at which the product should be reordered for this warehouse. The reorder point is the number of available stockkeeping units at which more product should be ordered. The number of available units is given by this formula:

Available = On Hand + On Order - Requisitioned - Committed

**Reorder Quantity**

Enter up to 5 digits for the number of stockkeeping units to be ordered when reorder records are created.

During Live Operations, the reorder quantity is included on reorder records created by the Create Reorder Records function. The system converts the stockkeeping units entered here into purchasing units using the Quantity Factor, and into pricing units using the Pricing Factor, on the Products By Vendor record. The reorder quantity on the reorder record is shown in terms of all three unit types, and all conversion factors are included.

**Reorder Vendor**

Enter a code from the Accounts Payable Vendors file for the vendor to be used when reorder records are created for this product. You can use the Scan option to find an appropriate entry. The system displays the vendor name so that you can verify your entry. A blank vendor is a valid option; you can enter the vendor name using the Edit Reorder Records function in Live Operations.

Press RETURN to continue to the next Products By Warehouse screen.

The second Products By Warehouse screen is shown below:

```
Inventory Control Products By Warehouse                        (1 of 2)

 Product            10               #10 3-1/2" White Round
 Warehouse          10               Main Facility
Inventory Control Products By Warehouse                        (2 of 2)

On Hand Qty    291.00      Requis'd   303.00      Cost       34.913
On Order       61.00       Uncosted   8.00        Last Cost  110.000
Committed      .00         Online Adj 117.00      Total Cost 13965.00

                                  Quantity Breaks          Price Breaks
Last Qty Purch  1.00                  1.00·····           250.000····
Last Purchase   03/03/94             10.00····            245.000····
Last Qty Sold   4.00                 25.00····            240.000····
Last Sale       08/01/89             50.00····            220.000····
                                    100.00···             200.000····

MTD Sales      .00         MTD Margin  .00       MTD Units   .00
YTD Sales      6820.00     YTD Margin            YTD Units


Database: RAD         Appl: TIC 00        User: LGG       Aug 31st, 9:13 am

Keymap: DATA ENTRY                                         Mode: Chg
```

**Figure 12. The Inventory Control Products By Warehouse Screen - Part 2 of 2**

Certain entries on this screen will be automatically displayed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

Data items for the preceding screen are described below.

## Product*

The system displays the Product entry and description from the previous screen.

## Warehouse No*

The system displays the Warehouse No entry from the previous screen and the corresponding description from the Warehouses file.

## On Hand Qty

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that are on hand at the warehouse. This number should include any units that you enter in the Uncosted field.

If you will use the Opening Entries functions to enter physical inventory data, you can leave this field blank.

## Requis'd

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that are requisitioned from this warehouse.

If you want to set this quantity based on open material requisitions from the Material Requisitions file, you can run the Reset Product/Warehouse Quantities function from the Opening Entries menu.

## Cost

Enter up to 6 digits and 3 decimals for the current unit cost of the product at this warehouse. The unit cost includes both the purchase price of the unit and any additional prorated costs applied to the product (for example, freight and tax).

If you are using the average cost costing method, enter the average cost.  Use this formula to compute average cost:

$$\text{Average Cost} = \text{Total Cost}/(\text{On Hand} - \text{Uncosted})$$

If you are using the standard cost costing method, enter the standard cost.

If you are using the last cost costing method, the Process Initial Setup function will set this field to the value in the Last Cost field.

If you are using the FIFO or LIFO costing method, the Process Initial Setup function will set this field to the computed average cost:

$$\text{Cost} = \text{Total Cost}/(\text{On Hand} - \text{Uncosted})$$

## On Order

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that are on order for this warehouse.

If you want to set this quantity based on open purchase orders from the Purchase Orders file in the Purchase Orders application, you can run the Reset Product/Warehouse Quantities function from the Opening Entries menu.

## Uncosted

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that have been received, but for which costs have not yet been recorded.

## Last Cost

Enter the most recent unit cost of the product at the warehouse.  This field must be entered if you are using the "last cost" method of costing as defined the Parameters record.

If you are using average cost for your costing method, you cannot make an entry in this field.

The Process Initial Setup function will set this field to the Last Price from the Products By Vendor record with the latest Last Purchase date.

If you are using last cost or standard cost for your costing method, the Process Initial Setup function will compare the Last Purchase dates for the product in this file and in the Products By Vendor files. If the Products By Vendor date is later, the Last Price on the Products By Vendor record overrides the entry you make here.

If you are using LIFO or FIFO for your costing method, the Process Initial Setup function will set this field to the price on the latest Product Purchases record.

## Committed

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

If you want to set this quantity based on open sales orders from the Open Orders file in the Order Entry application, you can run the Reset Product/Warehouse Quantities function from the Opening Entries menu.

## Online Adj

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that have been shipped but not invoiced (posted).

## Total Cost

Enter up to 7 digits and 2 decimals for the total cost of all product units on hand at this warehouse. The Uncosted quantity is not included.

If you are using average cost for your costing method, you cannot make an entry in this field. When the Process Initial Setup function is run, the system sets this field to the value given by this formula:

$$Total\ Cost = Cost \times (On\ Hand - Uncosted\ On\ Hand)$$

If you are using standard cost or last cost for your costing method, this field is optional. If you do not make an entry here, the Process Initial Setup function will set this field to the value given by the formula above.

If you are using FIFO or LIFO for your costing method, enter the total cost of all products on hand at this warehouse.

## Last Qty Purch

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that were last purchased for this warehouse.

## Last Purchase

Enter the date on which the product was last purchased for the warehouse.

## Last Qty Sold

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that were included in the last sale of the product from this warehouse.

## Last Sale

Enter the date that the product was last sold from this warehouse.

## Quantity Breaks

You can enter up to 5 quantity breaks on which to base selling prices. The quantity ranges for each price are identified here. (The prices are entered in the column to the right.) Enter up to 5 digits and 2 decimals to identify each of the quantity ranges.

## Price Breaks

The product's selling prices for each quantity range are identified here. (The quantities are entered in the column to the left.) Enter up to 6 digits and 3 decimals to identify the selling price offered for each quantity range.

Here is a sample table of quantity and price breaks:

| Quantity Breaks | Price Breaks |
|---|---|
| 1.00 | 15.000 |
| 100.00 | 13.000 |
| 10,000.00 | 11.000 |

This table indicates the following pricing:

• Sales of 1 to 99 units are priced at $15.00 per unit

• Sales of 100 to 9,999 units are priced at $13.00 per unit

• Sales of 10,000 units and up are priced at $11.00 per unit

The price breaks are used by the Order Entry application during Sales Order Entry.

## MTD Sales

Enter up to 7 digits and 2 decimals for the month-to-date sales dollars earned on the product at this warehouse. This field is updated from the Order Entry application.

**MTD Margin**

Enter up to 7 digits and 2 decimals for the month-to-date sales margin (sales dollars less cost) for the product at this warehouse. This field is updated from the Order Entry application.

**MTD Units**

Enter up to 7 digits and 2 decimals for the number of stockkeeping units of the product that have been sold from this warehouse during the current month. This field is updated from the Order Entry application.

**YTD Sales**

Enter up to 7 digits and 2 decimals for the year-to-date sales dollars earned on the product at this warehouse. Be sure to include the sales dollars for the current month. This field is updated from the Order Entry application.

**YTD Margin**

Enter up to 7 digits and 2 decimals for the year-to-date sales margin (sales dollars less cost) for the product at this warehouse. Be sure to include the margin for the current month. This field is updated from the Order Entry application.

**YTD Units**

Enter up to 7 digits and 2 decimals for the number of stockkeeping units of the product that have been sold at this warehouse during the current year. Be sure to include the units sold for the current month. This field is updated from the Order Entry application.

The entered data is validated. Press RETURN to save the information on these screens.

Select Next Record to go to the next Products By Warehouse record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products By Warehouse file.

## Option 8 - Material Requisitions

This function is used to enter and edit records in the Material Requisitions file. During Live Operations, this file holds any posted material requisitions that have not been cancelled or fully released.

Select "Material Requisitions" from the File Maintenance menu. Here is the first Material Requisitions entry screen:

```
Inventory Control Material Requisitions                          (Requisition)

Requisition  1••••       Description  Raw•Material•Requisitions•••••
Warehouse    20          South End Facility
Date         07/25/89  Trx Posted   3
Cancel?      N




                    RETURN) Requisition Detail    98) Audit Info

Database: RAD          Appl: TIC 00        User: LGG        Aug 31st, 9:14 am

Keymap: DATA ENTRY                                            Mode: Chg
```

**Figure 13. The Inventory Control Material Requisitions Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Requisition**

Enter up to 5 digits to identify the requisition.

**Description**

Enter up to 30 characters to describe the requisition.

## Warehouse

Enter up to 2 digits to identify the warehouse where the requisitioned product is located.  You can use the Scan option to find an appropriate entry; the warehouse number must be on file in the Warehouses file.  The system displays the corresponding description so that you can verify your entry.

## Date

Enter the date of this requisition.

## Trx Posted

Enter up to 4 digits for the number of line items that have been posted for this requisition.

During Live Operations, the system increments this field by the number of requisition or release line items posted every time the Material Requisitions Post function is run for this requisition.

## Cancel?

If you want to cancel this requisition, enter 'Y'.  If not, enter 'N'.  The default is 'N'.

If you cancel this requisition, it will be deleted when the Material Requisitions Post function is run during Live Operations.  The Total Quantity Requested on the Material Requisition line item and the Requis'd quantity on the Products By Warehouse record will be reduced accordingly.

Fully released requisitions are automatically cancelled.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Material Requisitions record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Material Requisitions file.

You can now enter line items for the requisition on the second half of the screen.  Here is a sample line item entry screen:

**Figure 14. The Inventory Control Material Requisition Line Items Screen**

Data items for the preceding screen are described below:

## Line No

Enter a unique number of up to 3 digits to identify this line item.

## Date Required

Enter the date on which the requisitioned product is required.

## Product No

Enter a code to identify the requisitioned product. You can use the Scan option to find an appropriate entry; the product number must be on file in the Products file. The system displays the corresponding description so that you can verify your entry.

## Inventory Account*

The system displays the inventory account to which the requisition is applied and the corresponding description from the General Ledger Chart of Accounts file.

## Total Quantity Requested

Enter up to 5 digits and 2 decimals for the total stockkeeping quantity requested for this line item.

**and Released**

> Enter up to 5 digits and 2 decimals for the total stockkeeping quantity released for this line item.

**GL Account**

> For a release, enter the General Ledger account that was debited for this line item during posting. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of your system, this account must be on file in the General Ledger Chart of Accounts file. The system displays the corresponding description of this account so that you can verify your entry.

> Because the account is required for releases but not for requisitions, this field may be blank if no releases have been posted. If an entry is made in this case, it is used for information only.

**Last Quantity Requested**

> Enter up to 5 digits and 2 decimals for the last stockkeeping quantity requested for this line item.

**and Released**

> Enter up to 5 digits and 2 decimals for the last stockkeeping quantity released for this line item.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Material Requisition Line Items record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Material Requisition Line Items file.

## Option 9 - Product Purchases

The Product Purchases file is used only if the LIFO or FIFO costing method is used. This function allows you to enter records in this file, which maintains detailed information for all purchases.

Select "Product Purchases" from the File Maintenance menu. Here is the Product Purchases entry screen:

**Figure 15. The Inventory Control Product Purchases Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Product

Enter a code to identify the purchased product. You can use the Scan option to find an appropriate entry; the product number that you enter must be on file in the Products file. The system displays the corresponding description so that you can verify your entry.

## Date

Enter the date and time at which the product was purchased. This date and time must be unique.

## Quantity

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that were purchased on this date.

## Total Cost

Enter up to 7 digits and 2 decimals for the total cost of the purchase.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Product Purchases record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Product Purchases file.

## Option 10 - Parameters List

You can print the contents of any file by selecting the corresponding list from the File Maintenance menu.  Lists include those items in each record that can be entered or changed, as well as system-maintained information.

During Initial Setup, you should print lists to check the accuracy of the data that is being entered. These lists provide you with a printed record of the information used during Initial Setup.

A sample output is shown below.

```
                                          Expert Distributing, Inc.
05/23/91 04:15 pm                                                                          KAY Page:    1
                                          Inventory Parameters List
==========================================================================================================

                Current Fiscal Month         08        Current Calendar Month       01
                Current Fiscal Year          89        Current Calendar Year        89
                Start Month of Fiscal Year   06        Number of Accounting Periods 12
                                                       Calendar History?            N
                Ask for Operator ID?         Y
                Use Transaction Control?     Y         Months of Transaction Control   3

                Costing Method               F         First In First Out
                Update Cost/Quantity         P         Costing & Qty from P/O
                Estimated Freight Option?    Y         Update On Hand with Warehouse
                                                          Transfers?                N

                Keep Drop Ship History?      Y         Drop Ship Warehouse Number   99
                Keep Detail in Transact File? Y        Months to Keep Transact Detail 13
                Keep Product/Vendor Detail?  Y         Months to Keep Purchases Detail 13

            Post to Other Applications?  GL Y


                EOM Reports          Required?  Printed?              System Control Numbers

                GL Distributions         Y        N            Material Requisitions    3
                Transaction Control      N        Y            Warehouse Transfers      3
                                                               Product Transfers        3
                                                               Adjustments              3
                                                               Inventory Receipts       3
```

## Option 11 - Product Classes List

This option prints a listing of the Product Classes file. A sample output is shown below.

```
                                          Expert Distributing, Inc.
05/23/91 04:12 pm                                                                            KAY Page:    1
                                           Product Classes List

Account                      Description                  Account                      Description
=================================================================================================================
010  Standard

Inventory        1100001001WH  Resale Inventory, Sales Outlet  Over/Under       1100001000WH  Resale Inventory
Sales            3010001001WH  Sales, Wholesale                Cost of Goods Sold 4010000001WH  Cost of Goods Sold, Sales/Whls
Estimated Freight 4190000001WH  Freight Out, Sales/Wholesale

020  Special Order

Inventory        1100001000WH  Resale Inventory                Over/Under       1100001000WH  Resale Inventory
Sales            3010001001WH  Sales, Wholesale                Cost of Goods Sold 4010000001WH  Cost of Goods Sold, Sales/Whls
Estimated Freight 4190000001WH  Freight Out, Sales/Wholesale

030  Custom

Inventory        1100001001WH  Resale Inventory, Sales Outlet  Over/Under       1100001000WH  Resale Inventory
Sales            3010001001WH  Sales, Wholesale                Cost of Goods Sold 4010000001WH  Cost of Goods Sold, Sales/Whls
Estimated Freight 4190000001WH  Freight Out, Sales/Wholesale
```

## Option 12 - Warehouses List

This option prints a listing of the Warehouses file. A sample output is shown below.

```
                                          Expert Distributing, Inc.
05/23/91 04:10 pm                                                                            KAY Page:    1
                                           Warehouses List

          Warehouse                          Ship to Address                 Manager/Phone
=================================================================================================================
          10    Main Facility               Main Warehouse                  A. Daniels
                                            123 Main Street                 206 246-3118
                                            Seattle,            WA
                                            98166

          20    South End Facility          South End Warehouse             B. Smith
                                            114 E. Marginal Way   Bldg 12   206 246-3118
                                            Seattle,            WA
                                            98166

          30    North End Facility          North End Warehouse             J. Jangaard
                                            8900 Olympic Way North          206 282-9998
                                            Everett,            WA
                                            98119

          99    Drop Ship Warehouse         Drop Ship Warehouse             Corporate Office
                                            123 Main Street                 (202) 246-7022
                                            Seattle,            WA
                                            98166
```

## Option 13 - Products List

This option prints a listing of the Products file.  The screen shown below allows you to choose to print the short Products List.

```
Inventory Control Products List




                             Print Short List? N






Database: RAD          Appl: TIC 00          User: LGG          Aug 31st, 9:15 am

Keymap: DATA ENTRY                                              Mode: Add
```
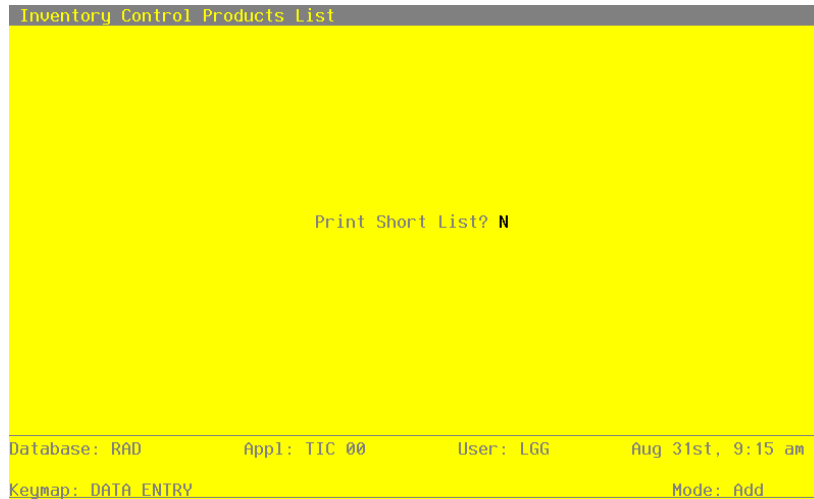
**Figure 16. The Inventory Control Product List Screen**

Data items for the preceding screen are described below:

### Print Short List?

> Enter 'Y' (yes) or 'N' (no).  The initial default value is 'N.'  This field is required.
>
> Indicate whether or not you wish to print the short Products List.

Press RETURN to save the information on this screen.

A sample Products List (long form) is shown below.

```
                                          Expert Distributing, Inc.
05/23/91 04:08 pm                                                                        KAY Page:    1
                                              Products List

   Class  I/U    U/Ctn Stk? Tax?  U/M DS?  Package      Frt Cl  Est Frt  S/A?  Ship Wt  Commiss  Sub Product  ABC  Cycle
Phys
============================================================================================================================
10             #10 3-1/2" White Round      Alpha = WHITE ROUND
   010    1     1.00   Y    N    Each  N  3 X 5         010     0.00     Y    100.00   150.00                A   06 10

20             #4 12" Gold Plated Black Round  Alpha = BLACK ROUND
   020    1     1.00   Y    Y    Each  N  2 X 2         020     0.00     Y     15.00   250.00                B   04 20

30             #56 10" Red Cylinder        Alpha = RED CYLINDER
   030    1     1.00   Y    N    Each  N  3 X 6         010     0.00     N     25.00   300.00  40            C   06 10

40             #58 10" Yellow Cylinder     Alpha = YEL CYLINDER
   030    1     1.00   Y    N    Each  N  3 X 6         010     0.00     N     25.00     7.00                C   01 10
```

A sample Products List (short form) is shown below.

```
                                          Expert Distributing, Inc.
05/23/91 04:09 pm                                                                        KAY Page:  1
                                           Products List (Short)

                                                             Product   Unit    Stock
Product        Description                    Alpha           Class   Measure  Item?   Taxable?
============================================================================================================
10             #10 3-1/2" White Round         WHITE ROUND      10      Each      Y        N
20             #4 12" Gold Plated Black Round  BLACK ROUND      20      Each      Y        Y
30             #56 10" Red Cylinder            RED CYLINDER     30      Each      Y        N
40             #58 10" Yellow Cylinder         YEL CYLINDER     30      Each      Y        N
```

## Option 14 - Product Discounts By Customer List

This option prints a listing of the Product Discounts By Customer file. A sample output is shown be-
low.

```
                                        Expert Distributing, Inc.
05/23/91 04:06 pm                                                                        KAY Page:    1
                                     Product Discounts By Customer List

                                                   Price          Quantity           Price  Percent        Add
Product     Name                    Customer  Override?  Expires    Breaks          Breaks   Breaks     Disc %
====================================================================================================================
10          #10 3-1/2" White Round  00000020  N                     1.00            0.000     1.00       0.000
                                                                   100.00            0.000     5.00
                                                                     0.00            0.000     5.00
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00

10          #10 3-1/2" White Round  00000030  N        12/31/83      0.00          200.000     0.00       0.000
                                                                     0.00          200.000     0.00
                                                                     0.00          200.000     0.00
                                                                     0.00          200.000     0.00
                                                                     0.00          200.000     0.00

10          #10 3-1/2" White Round  00000040  N                      0.00            0.000     1.00       0.000
                                                                     0.00            0.000     1.00
                                                                     0.00            0.000     1.00
                                                                     0.00            0.000     1.00
                                                                     0.00            0.000     1.00

10          #10 3-1/2" White Round  00000050  N                      1.00            0.000     1.00       0.750
                                                                    10.00            0.000     2.50
                                                                   100.00            0.000     2.50
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00

20          #4 12" Gold Plated Black Round 00000030  N   12/31/83    0.00            0.000     0.00       2.500
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00

30          #56 10" Red Cylinder    00000030  Y                      1.00          300.000     0.00       0.000
                                                                    50.00          250.000     0.00
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00
                                                                     0.00            0.000     0.00
```

## Option 15 - Products By Vendor List

This option prints a listing of the Products By Vendor file.  A sample output is shown below.

```
                                        Expert Distributing, Inc.
05/23/91 04:03 pm                                                                    KAY Page:    1
                                         Products By Vendor List

Product
Vendor          Description                Alpha     Vendor         Pricing   Pricing   Purch      Quantity   Lead
                                           Prod Class Product        Unit      Factor    Unit       Factor     Time
===================================================================================================================
10              #10 3-1/2" White Round
00000010        Miscellaneous Supplier     MISC
                #10 3-1/2" White Round / X.2   010   1035WRX2        EACH      1.0000    EACH       1.0000     000

                Unit Price        3.250    Price 1 Month  Ago    0.000                  MTD Units        0.00
                Price Expires              2 Months Ago                                 YTD Units        0.00
                Price Change               3 Months Ago                                 LY  Units        0.00
                                           4 Months Ago                                 MTD Purchases    0.00
                Last Purchase   08/01/89   5 Months Ago                                 YTD Purchases    0.00
                Last Price        3.250    6 Months Ago                                 LY  Purchases    0.00

10              #10 3-1/2" White Round
00000020        Pool and Associates        POOL
                #10 3-1/2" White Round / X.2   010   1035WRX2        EACH      1.0000    EACH       1.0000     010

                Unit Price      110.250    Price 1 Month  Ago  110.250                  MTD Units        0.00
                Price Expires              2 Months Ago         97.000                  YTD Units     1500.00
                Price Change    07/31/85   3 Months Ago         95.000                  LY  Units     5000.00
                                           4 Months Ago         96.000                  MTD Purchases    0.00
                Last Purchase   05/29/89   5 Months Ago         92.000                  YTD Purchases 120000.00
                Last Price      100.250    6 Months Ago                                 LY  Purchases 250000.00

20              #4 12" Gold Plated Black Round
00000010        Miscellaneous Supplier     MISC
                                           000                                1.0000               1.0000     000

                Unit Price        0.000    Price 1 Month  Ago    0.000                  MTD Units        0.00
                Price Expires              2 Months Ago                                 YTD Units        0.00
                Price Change               3 Months Ago                                 LY  Units        0.00
                                           4 Months Ago                                 MTD Purchases    0.00
                Last Purchase   04/25/91   5 Months Ago                                 YTD Purchases    0.00
                Last Price        0.000    6 Months Ago                                 LY  Purchases    0.00

20              #4 12" Gold Plated Black Round
00000020        Pool and Associates        POOL
                #4 12" Gold Pl. Blk. Rnd / X.2  020  0412GPBRX2      EACH      1.0000    EACH       1.0000     021

                Unit Price      155.750    Price 1 Month  Ago  155.750                  MTD Units        0.00
                Price Expires              2 Months Ago        145.500                  YTD Units      125.00
                Price Change    07/31/85   3 Months Ago        142.750                  LY  Units      500.00
                                           4 Months Ago        140.000                  MTD Purchases    0.00
                Last Purchase   05/29/89   5 Months Ago        138.750                  YTD Purchases 18750.00
                Last Price      150.750    6 Months Ago        135.000                  LY  Purchases 50000.00
```

## Option 16 - Products By Warehouse List

This option prints a listing of the Products By Warehouse file.  A sample output is shown below.

```
                                         Expert Distributing, Inc.
05/23/91 04:05 pm                                                                    KAY Page:    1
                                         Products By Warehouse List

                                                                        Phys
Product                                  Warehouse            Loc  Alpha        Class Type ABC Stk? Tax?
=======================================================================================================
10           #10 3-1/2" White Round        10  Main Facility        A-10  WHITE ROUND   010  010   A   Y    Y

             Reorder Point      150     On Hand      291.00    Cost                34.913  Items/Unit           1
             Reorder Quantity   100     On Order      61.00    Last Cost          110.000  Units Per Carton     1.00
             Reorder Vendor  00000020   Committed      0.00    Total Cost        13965.00  Post to S/A          N
             Auto POs             Y     Requis'd     301.00    Estimated Freight %    0.00  Cycle Count         04
                                        Uncosted       6.00

                                                                                   Quantity Breaks   Price Breaks
             Last Qty Purch    5.00     MTD Sales   1000.00    YTD Sales   6820.00       1.00            250.000
             Last Purchase  05/29/89    MTD Units      4.00    YTD Units     31.00      10.00            245.000
             Last Qty Sold     4.00     MTD Margin   440.00    YTD Margin  3400.00      25.00            240.000
             Last Sale      08/01/89                                                   50.00            220.000
                                                                                     100.00            200.000


10           #10 3-1/2" White Round        20  South End Facility    B-02  WHITE ROUND   020  010   A   Y    Y

             Reorder Point      100     On Hand      722.00    Cost                16.146  Items/Unit           1
             Reorder Quantity     0     On Order     260.00    Last Cost           62.500  Units Per Carton     1.00
             Reorder Vendor  00000020   Committed      0.00    Total Cost        14402.50  Post to S/A          N
             Auto POs             N     Requis'd      90.00    Estimated Freight %    0.00  Cycle Count         04
                                        Uncosted      12.00

                                                                                   Quantity Breaks   Price Breaks
             Last Qty Purch  6000.00    MTD Sales      0.00    YTD Sales      0.00       1.00            320.000
             Last Purchase  05/29/89    MTD Units      0.00    YTD Units      0.00      10.00            315.000
             Last Qty Sold     0.00     MTD Margin     0.00    YTD Margin     0.00      25.00            310.000
             Last Sale                                                                 50.00            305.000
                                                                                     100.00            295.000


10           #10 3-1/2" White Round        99  Drop Ship Warehouse   D-09                010            Y    Y

             Reorder Point        0     On Hand        1.00    Cost                 0.000  Items/Unit           1
             Reorder Quantity     0     On Order     500.00    Last Cost            0.000  Units Per Carton     0.00
             Reorder Vendor             Committed      1.00    Total Cost           0.00  Post to S/A          N
             Auto POs             N     Requis'd       0.00    Estimated Freight %    0.00  Cycle Count         00
                                        Uncosted       0.00

                                                                                   Quantity Breaks   Price Breaks
             Last Qty Purch    0.00     MTD Sales      0.00    YTD Sales      0.00       1.00            250.000
             Last Purchase             MTD Units      0.00    YTD Units      0.00      10.00            245.000
             Last Qty Sold     0.00     MTD Margin     0.00    YTD Margin     0.00      25.00            240.000
             Last Sale                                                                 50.00            220.000
                                                                                     100.00            200.000
```

# Option 17 - Material Requisitions List

This option prints a listing of the Material Requisitions file. A sample output is shown below.

```
                                          Expert Distributing, Inc.
05/23/91 04:14 pm                                                                        KAY Page:    1
                                          Material Requisitions List

Req     Description                 Date      Wh  Trx Posted   Cancelled?
----    -------                     --------  --  ----------   ----------
=========================================================================================================

1       Raw Material Requisitions   07/25/89  20   3        N

Line    Product        Date Req    GL Account     Inv Account    Total Req    Last Req    Total Rel    Last Rel
----    -------        --------    ----------     -----------    ---------    ---------   ---------    ---------
  1     10             08/01/89    1080001000MA   1100001000WH      100.00       100.00       50.00        50.00
  2     20             08/01/83    1080001000MA                    1000.00      1000.00        0.00         0.00

2       Raw Material Requisitions   07/25/89  30   2        N

Line    Product        Date Req    GL Account     Inv Account    Total Req    Last Req    Total Rel    Last Rel
----    -------        --------    ----------     -----------    ---------    ---------   ---------    ---------
  1     20             08/01/89    1080001000MA                      10.00        10.00        0.00         0.00
  2     40             08/01/89    1080001000MA                      15.00        15.00        0.00         0.00

3       Manufacturing               07/25/89  10   1        N

Line    Product        Date Req    GL Account     Inv Account    Total Req    Last Req    Total Rel    Last Rel
----    -------        --------    ----------     -----------    ---------    ---------   ---------    ---------
  1     10             12/31/89    1080001000MA                       1.00         1.00        0.00         0.00

4       Manufacturing               08/01/89  10   2        N

Line    Product        Date Req    GL Account     Inv Account    Total Req    Last Req    Total Rel    Last Rel
----    -------        --------    ----------     -----------    ---------    ---------   ---------    ---------
  1     20             08/08/89    1080001000MA                    1000.00      1000.00        0.00         0.00
  2     10             08/08/89    1080001000MA                     500.00       500.00        0.00         0.00

5       Manufacturing               08/01/89  20   2        N

Line    Product        Date Req    GL Account     Inv Account    Total Req    Last Req    Total Rel    Last Rel
----    -------        --------    ----------     -----------    ---------    ---------   ---------    ---------
  1     30             08/08/89    1080001000MA                      10.00        10.00        0.00         0.00
  2     40             08/08/89    1080001000MA                      20.00        20.00        0.00         0.00

1121    Raw Material Requisition    08/15/89  10   2        N

Line    Product        Date Req    GL Account     Inv Account    Total Req    Last Req    Total Rel    Last Rel
----    -------        --------    ----------     -----------    ---------    ---------   ---------    ---------
  1     10             09/15/89    1080001000MA                      25.00        25.00        0.00         0.00
  2     20             09/15/89    1080001000MA                      32.00        32.00        0.00         0.00
```

## Option 18 - Product Purchases List

This option prints a listing of the Product Purchases file.  A sample output is shown below.

```
                                   Expert Distributing, Inc.
05/28/91 11:39 pm                                                              JDF Page:    1
                                   Product Purchases List

   Product        Name                       Date              Quantity    Total Cost    Unit Cost
=================================================================================================
      10          #10 3-1/2" White Round     06/08/87 10:56:02 am      2.00         95.00       47.500
      10          #10 3-1/2" White Round     06/30/87 11:45:16 am      2.00         95.00       47.500
      10          #10 3-1/2" White Round     07/10/87 12:59:08 pm      4.00         90.00       22.500
      10          #10 3-1/2" White Round     07/25/87 04:23:08 pm      2.00         95.00       47.500
      10          #10 3-1/2" White Round     08/01/87 03:34:58 pm      6.00         75.00       12.500
      10          #10 3-1/2" White Round     09/01/87 04:57:12 pm      7.00        100.00       14.286
      10          #10 3-1/2" White Round     10/01/87 07:45:21 am      7.00         85.00       12.143
      10          #10 3-1/2" White Round     07/30/88 03:33:30 pm     10.00        950.00       95.000
      10          #10 3-1/2" White Round     07/30/88 03:37:14 pm      1.00         62.50       62.500
      10          #10 3-1/2" White Round     07/30/88 04:06:48 pm    414.00      19665.00       47.500
      10          #10 3-1/2" White Round     07/30/88 04:06:50 pm    149.00       7077.50       47.500
      10          #10 3-1/2" White Round     07/31/88 11:46:57 am      7.00        332.50       47.500
      10          #10 3-1/2" White Round     11/15/88 09:01:56 am      7.00        135.00       19.286
      10          #10 3-1/2" White Round     05/01/89 07:01:48 am      2.00         95.00       47.500
      10          #10 3-1/2" White Round     05/29/89 11:24:57 am      1.00        150.00      150.000
      20          #4 12" Gold Plated Black Round  06/08/87 02:45:28 pm      7.00        175.00       25.000
      20          #4 12" Gold Plated Black Round  06/30/87 10:26:35 am      3.00        175.00       58.333
      20          #4 12" Gold Plated Black Round  07/10/87 09:15:34 am      7.00        135.00       19.286
      20          #4 12" Gold Plated Black Round  07/25/87 07:35:12 am      3.00        175.00       58.333
      20          #4 12" Gold Plated Black Round  07/30/87 04:06:52 pm    162.00       4050.00       25.000
      20          #4 12" Gold Plated Black Round  07/30/87 04:06:53 pm    230.00       5750.00       25.000
      20          #4 12" Gold Plated Black Round  07/30/87 04:48:43 pm    290.00       7250.00       25.000
      20          #4 12" Gold Plated Black Round  10/01/87 11:29:15 am     10.00        130.00       13.000
      20          #4 12" Gold Plated Black Round  11/28/87 10:16:49 am      3.00        205.00       68.333
      20          #4 12" Gold Plated Black Round  07/30/88 03:33:30 pm     15.00       2325.00      155.000
      20          #4 12" Gold Plated Black Round  07/30/88 04:06:51 pm    415.00      10375.00       25.000
      20          #4 12" Gold Plated Black Round  08/01/88 10:20:58 am     10.00        130.00       13.000
      20          #4 12" Gold Plated Black Round  09/01/88 08:31:56 am     10.00        130.00       13.000
      20          #4 12" Gold Plated Black Round  11/08/88 10:21:08 am      8.00        108.00       13.500
      20          #4 12" Gold Plated Black Round  12/10/88 11:10:26 am      7.00        145.00       20.714
      20          #4 12" Gold Plated Black Round  05/01/89 08:45:12 am      8.00        200.00       25.000
      20          #4 12" Gold Plated Black Round  05/29/89 03:45:26 pm      2.00        190.00       95.000
      30          #56 10" Red Cylinder       02/15/87 11:51:06 am     13.00        175.00       13.462
      30          #56 10" Red Cylinder       02/25/87 08:01:56 am      2.00        170.00       85.000
      30          #56 10" Red Cylinder       05/30/87 04:37:12 pm      3.00        205.00       68.333
      30          #56 10" Red Cylinder       07/01/87 07:54:39 am      5.00        175.00       35.000
      30          #56 10" Red Cylinder       07/30/87 03:33:31 pm     20.00       2000.00      100.000
      30          #56 10" Red Cylinder       07/30/87 04:06:50 pm    322.00       4347.00       13.500
      30          #56 10" Red Cylinder       01/19/88 09:45:13 am     12.00        162.00       13.500
      30          #56 10" Red Cylinder       01/29/88 08:31:03 am      3.00        205.00       68.333
      30          #56 10" Red Cylinder       03/30/88 11:01:47 am      3.00        205.00       68.333
      30          #56 10" Red Cylinder       04/25/88 03:49:44 pm      3.00        205.00       68.333
```

## Option 19 - Create Products By Warehouse Records

The Create Products By Warehouse Records utility allows you to create records in the Products By Warehouse file using data from existing Products and Warehouses records.

Records are created for a specified range of warehouses. Products that will be included in these warehouses can be selected by product number, product alpha, product class, product ABC, or physical type. A sort selection screen is used to select products for the new records. (See the instructions for printing reports in the "User's Guide to APPX Applications" for a description of sort selection screens.)

The function uses default data from the Products file for the new Products By Warehouse records. You can edit the records that you create using the standard Products By Warehouse file maintenance function.

Select "Create Products By Warehouse Records" from the Utilities option on the File Maintenance menu. The Create Product/Warehouse Records entry screen is shown below:
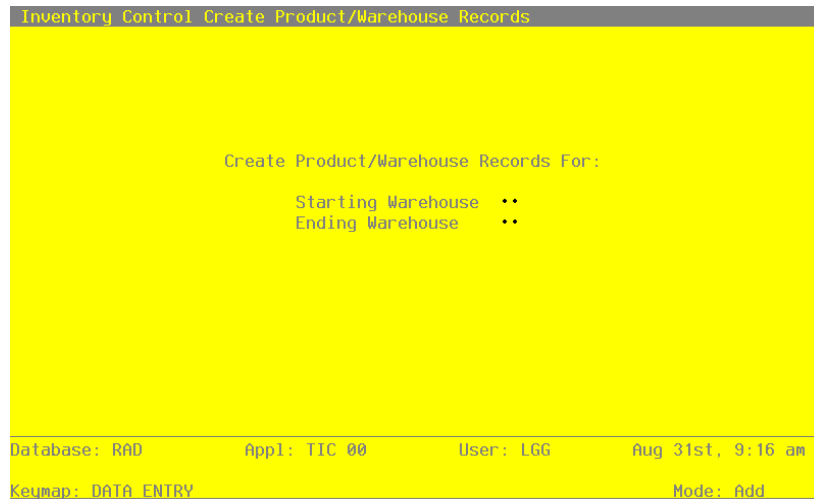


**Figure 17. The Inventory Control Create Products/Warehouse Records Screen**

Data items for the preceding screen are described below:

### Starting Warehouse

> Enter the first warehouse number in the range of warehouses to be set up on Products By Warehouse records. If you leave this field blank, the starting warehouse is assumed to be the warehouse with the lowest warehouse number.

**Ending Warehouse**

Enter the last warehouse number in the range of warehouses to be set up on Products By Warehouse records.  If you leave this field blank, the ending warehouse is assumed to be the warehouse with the highest warehouse number.

The entered data is validated. Press RETURN to save the information on this screen and create the designated Products By Warehouse records.

*Chapter 3:  Initial Setup Opening Entries*

## Initial Setup Opening Entries

Opening Entries functions are optional during Initial Setup.  They are used to enter the physical inventory count from system-printed count sheets or tags, which will be used to set up on hand quantities in the Products By Warehouse file.  However, if desired, on hand quantities can simply be entered using the Products By Warehouse file maintenance function.

A utility is available to reset committed, on order, and requisitioned quantities on Products By Warehouse records based on open Order Entry sales orders, Purchase Orders purchase orders, and Inventory Control material requisitions, respectively.  A Stock Status report can also be printed to show the status of inventory.

Select "Opening Entries" from the Initial Setup menu. Here is the Opening Entries menu:

```
Inventory Control Opening Entries                      Expert Computing, Inc.
Initial Setup

        Physical Count                          Tags Count

     1) Print Initial Count Sheets           3) Tags Entry
     2) Initial Physical Inventory Entry     4) Tags List
                                             5) Tags Process



        Reports                                 Utilities

     6) Print Physical Inventory Edit List   8) Reset Product/Whse Qty
     7) Stock Status Report



                       9) Process Initial Setup



                     Press END to exit Opening Entries

Database: RAD         Appl: TIC 00          User: LGG         Aug 31st, 9:17 am

Keymap: DATA ENTRY
```

**Figure 18. The Inventory Control  Opening Entries Menu**

## Option 1 - Print Initial Count Sheets

This function is used to print a product-by-location worksheet that is used for taking a full or partial physical inventory.  Count sheets provide space for recording the count date for each warehouse, and a count and 'OK' for each product in a warehouse.  They are then used as input forms when entering the data into the system through the Initial Physical Inventory Entry function.

Here is a sample Physical Count Sheet:

```
                                    Expert Distributing, Inc.
05/24/91 11:10 am                                                          KAY Page:    1
                                      Inventory Count Sheets

Product      Description              Class   Wh   ABC  Phys Cycle   U/M   Loc      Count                 Ok
======================================================================================================================

Warehouse 00                                                        Count Date    .................

20                                    000     0                 0    Each                  .................        ..........


Warehouse 10  Main Facility                                         Count Date    .................

10           #10 3-1/2" White Round   010    10    A    010     4    Each   A-10   .................        ..........


20           #4 12" Gold Plated Black Round  030   10   A    010   6    Each   C-11   .................        ..........


Warehouse 20  South End Facility                                    Count Date    .................

10           #10 3-1/2" White Round   020    20    A    010     4    Each   B-02   .................        ..........


20           #4 12" Gold Plated Black Round  030   20   A    010   4    Each   B-01   .................        ..........


30           #56 10" Red Cylinder     020    20    A    010     6    Each   D-05   .................        ..........


40           #58 10" Yellow Cylinder  010    20    C    030     2    Each   F-43   .................        ..........


Warehouse 30  North End Facility                                    Count Date    .................

20           #4 12" Gold Plated Black Round  030   30   A    010   4    Each   C-11   .................        ..........


30           #56 10" Red Cylinder     030    30                0    Each   D-06   .................        ..........


40           #58 10" Yellow Cylinder  020    30    C    030     2    Each   F-34   .................        ..........


Warehouse 99  Drop Ship Warehouse                                   Count Date    .................

10           Product 10 Drop Shipments 010   99                0    Each   D-09   .................        ..........
```

## Option 2 - Initial Physical Inventory Entry

This function is used to enter the initial physical count into the system from completed count sheets. Physical inventory data is entered by product and warehouse. Entries can be reviewed by printing a Physical Inventory Edit List.

Select "Initial Physical Inventory Entry" from the Physical Count option on the Opening Entries menu. Here is the Initial Physical Inventory Entry screen:

```
Inventory Control Physical Inventory

Warehouse
Product          20              #4 12" Gold Plated Black Round
Unit of Measure    Each
Location
Product Class
Product ABC
Physical Type
Cycle Count


Physical Quantity  .........




                   RETURN) Next Record    98) Audit Info

Database: RAD        Appl: TIC 00       User: LGG        Aug 31st, 9:17 am

Keymap: DATA ENTRY                                          Mode: Chg
```

**Figure 19. The Inventory Control  Initial Physical Inventory Entry**

Certain entries on this screen will be automatically displayed.  In most cases, the displayed entry can be changed.  If an asterisk (*) appears next to one of the fields listed, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Warehouse

Enter a code to identify the warehouse where the physical inventory was taken.  You can use the Scan option to find an appropriate entry; the warehouse number must be on file in the Warehouses file.  Also, the combination of the product that you specify in the next field and this warehouse must be on file in the Products By Warehouse file.

The system displays the corresponding description so that you can verify your entry.

## Product

Enter a code to identify the product for which you are entering a physical count.  You can use the Scan option to find an appropriate entry; the product number must be on file in the Products file.  Also, the combination of this product and the warehouse that you specified in the previous field must be on file in the Products By Warehouse file.

The system displays the corresponding description so that you can verify your entry.

Press RETURN to display the remaining fields on the screen, described below.

**Unit of Measure***

>    The system displays the stockkeeping unit of measure from the Products By Warehouse record.

**Location***

>    The system displays the product's location in the warehouse from the Products By Warehouse record.

**Product Class***

>    The system displays the product class to which the product belongs from the Products By Warehouse record.

**Product ABC***

>    The system displays the product's ABC classification from the Products By Warehouse record.

**Physical Type***

>    The system displays the product's physical type from the Products By Warehouse record.

**Cycle Count***

>    The system displays the product's cycle count from the Products By Warehouse record.

**Physical Quantity**

>    Enter up to 5 digits and 2 decimals for the stockkeeping quantity of the product that was counted in the warehouse.  The system can distinguish between a '0', which is a valid entry, and a blank, which represents an item not included in the count.

>    This entry updates the physical count on the Products By Warehouse record.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Initial Physical Inventory Entry record.

At this screen, use of the MODE keys — CHG or INQ — pertain to those records in the Initial Physical Inventory Entry file.

## Option 3 - Tags Entry

This function allows you to enter or edit initial physical inventory counts using numbered tags.  This procedure can simplify the count process and provide a more accurate count in a large warehouse environment.

Select "Tags Entry" from the Tags Count option on the Opening Entries menu.  Here is the Tags entry screen:



**Figure 20. The Inventory Control  Tags Screen**

Data items for the preceding screen are described below:

### Tag

Enter up to 12 digits to identify the inventory tag number for which data is being entered.

### Product

Enter a code to identify the product counted with this tag.  You can use the Scan option to find an appropriate entry; this product must be on file in the Products file.  The system displays the corresponding description so that you can verify your entry.  This field is required.

### Warehouse

Enter a code to identify the warehouse where the product counted with this tag was located.

You can use the Scan option to find an appropriate entry; this warehouse must be on file in the Warehouses file. The system displays the corresponding description so that you can verify your entry.

**Bin**

Enter up to 4 characters to identify the warehouse bin of the product counted with this tag.

**Comment**

Enter a comment of up to 30 characters which relates to this tag.

**Product Alpha\***

The system displays the product alpha from the Products By Warehouse file.

**Physical Count**

Enter up to 5 digits and 2 decimals for the number of stockkeeping units tagged for this product in this warehouse and bin.

This entry does not update the Physical field in the Products By Warehouse record until the Tags Process function is run.

**Unit Measure\***

The system displays the stockkeeping unit of measure for the product from the Products file.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Tags record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Tags file.

## Option 4 - Tags List

You can print a list of the physical inventory count entered using the Tags Entry function.  The system prints this list in numerical order; a line of asterisks (*) is included for any missing tag numbers.

Here is a sample Tags List:

```
                                        Expert Distributing, Inc.
05/24/91 11:13 am                                                                        KAY Page:    1
                                             Tags List

Tag          Product                      Alpha          Bin   Comment       Warehouse            Count  Unit
==================================================================================================================

200          10             #10 3-1/2" White Round                             20  South End Facility
                                          WHITE ROUND    2     Passed Inspection                 300.00  Each
**********
210          20             #4 12" Gold Plated Black Round                      30  North End Facility
                                          BLACK ROUND    3     Passed Inspection                 250.00  Each
**********
220          40             #58 10" Yellow Cylinder                             20  South End Facility
                                          YEL CYLINDER  13     Failed Inspection                 300.00  Each
**********
230          30             #56 10" Red Cylinder                                20  South End Facility
                                          RED CYLINDER  31     Damaged                           250.00  Each
**********
240          30             #56 10" Red Cylinder                                30  North End Facility
                                          RED CYLINDER  12     Perfect Condition                 240.00  Each
```

## Option 5 - Tags Process

This function processes the physical inventory entries made using the Tags Entry function.  It sets the physical inventory quantity in the Products By Warehouse file to the sum of the quantities by product/ warehouse that were entered using the Tags Entry function.  If the same product is in the warehouse in several bins, and each requires a tag entry, the system totals the product quantities for all bins before updating the physical inventory quantity.

To run this function select "Tags Process" from the Tags Count option on the Opening Entries menu.

## Option 6 - Print Physical Inventory Edit List

This function prints a list that shows all physical inventory quantities that have been:

• Entered through Initial Physical Inventory Entry; or

• Entered through the Tags Entry function and processed through the Tags Process
        function.

You should print a Physical Inventory Edit List and review it for completeness and accuracy before you run the Process Initial Setup function.

Here is a sample Physical Inventory Edit List:

```
                                        Expert Distributing, Inc.
05/24/91 11:42 am                                                                      KAY Page:    1
                                      Physical Inventory Edit List

Product      Description              Class   Wh   ABC  Phys Cycle   U/M    Loc            Count        OK
=====================================================================================================================

Warehouse 20 South End Facility

10           #10 3-1/2" White Round    020    20   A    010      4   Each   B-02          300.00      ..........

30           #56 10" Red Cylinder      020    20   A    010      6   Each   D-05          250.00      ..........

40           #58 10" Yellow Cylinder   010    20   C    030      2   Each   F-43          300.00      ..........

Warehouse 30 North End Facility

20           #4 12" Gold Plated Black Round  030  30  A  010     4   Each   C-11          250.00      ..........

30           #56 10" Red Cylinder      030    30                 0   Each   D-06          240.00      ..........
```

## Option 7 - Stock Status Report

You can print a Stock Status Report to show the status of your inventory in the Products By Warehouse file. This report lists products by warehouse and product class and identifies the number of stockkeeping units on hand, committed, requisitioned, on order, and available.

Here is a sample Stock Status Report:

```
                                    Expert Distributing, Inc.
05/23/91 04:17 pm                                                              KAY Page:    1
                                     Stock Status Report

                                          On                  Open        Net       On     Available
Product        Description          Unit  Hand    Committed   Reqs    Available   Order    + On Order
===============================================================================================

Warehouse
Product Class

20             #4 12" Gold Plated Black Round   Each    0.00     0.00     0.00      0.00     0.00        0.00

Warehouse 10 Main Facility
Product Class 10 Standard

10             #10 3-1/2" White Round    Each   291.00    0.00   301.00    10.00-    61.00      51.00

Product Class 30 Custom

20             #4 12" Gold Plated Black Round   Each  325.00    2.00   186.00   137.00    75.00     212.00

Warehouse 20 South End Facility
Product Class 10 Standard

40             #58 10" Yellow Cylinder   Each   182.00    0.00    85.00    97.00   300.00     397.00

Product Class 20 Special Order

10             #10 3-1/2" White Round    Each   722.00    0.00    90.00   632.00   260.00     892.00
30             #56 10" Red Cylinder      Each   592.00   62.00   165.00   365.00    30.00     395.00

Product Class 30 Custom

20             #4 12" Gold Plated Black Round   Each  575.00    2.00     0.00   573.00    25.00     598.00

Warehouse 30 North End Facility
Product Class 20 Special Order

40             #58 10" Yellow Cylinder   Each   265.00    2.00    59.00   204.00   365.00     569.00

Product Class 30 Custom

20             #4 12" Gold Plated Black Round   Each  730.00    0.00     0.00   730.00   135.00     865.00
30             #56 10" Red Cylinder      Each  1030.00   10.00     0.00  1020.00   135.00    1155.00

Warehouse 99 Drop Ship Warehouse
Product Class 10 Standard

10             #10 3-1/2" White Round    Each     1.00    1.00     0.00     0.00   500.00     500.00
```

## Option 8 - Reset Product/Warehouse Quantities

This function resets any of the following quantities in the Products By Warehouse file:

• Committed quantities, based on open sales orders in the Order Entry application

• On order quantities, based on open purchase orders in the Purchase Orders application

• Open requisitions quantities, based on posted material requisitions in the Inventory Control application

This function also prints a report that shows the entire Products By Warehouse file and the following quantities:

• Old and new on order

• Old and new committed

• Old and new open requisitions

Select "Reset Products By Warehouse Quantities" from the Utilities option on the Opening Entries menu.  The Reset Products By Warehouse Quantities entry screen is shown below.
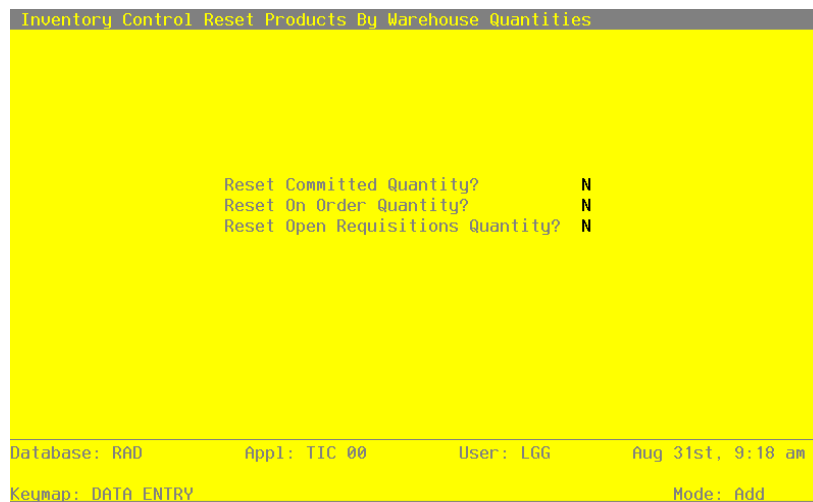


**Figure 21. The Inventory Control Reset Products By Warehouse Quantities Screen**

Data items for the preceding screen are described below:

## Reset Committed Quantity?

This field specifies whether or not to reset the Committed field on Products By Warehouse records based on open sales orders. By default, the system displays 'N' in this field. You can enter 'Y' to override the display.

This option can only be selected if the Order Entry application is part of your system.

## Reset On Order Quantity?

This field specifies whether or not to reset the On Order field on Products By Warehouse records based on open purchase orders. By default, the system displays 'N' in this field. You can enter 'Y' to override the display.

This option can only be selected if the Purchase Orders application is part of your system, and if all receipts in Purchase Orders and all warehouse transfers in Inventory Control have been posted.

## Reset Open Requisitions Quantity?

This field specifies whether or not to reset the Requis'd field on Products By Warehouse records based on open material requisitions. By default, the system displays 'N' in this field. You can enter 'Y' to override the display.

This option can only be selected if all material requisitions have been posted.

Below is a sample report from this function.

```
                                    Expert Distributing, Inc.
06/06/91 04:55 pm                                                                    KAY Page:    1
                               Reset Product/Warehouse Quantities Report

                                   Old        New            Old        New           Old        New
Product                     Wh  Committed  Committed  *    On Order   On Order  *  Open Reqs  Open Reqs  *
=============================================================================================================

Product 10 #10 3-1/2" White Round

                            10      0.00       0.00          61.00       0.00  *    251.00     701.00  *
                            20      0.00       0.00         260.00    6000.00  *     90.00      60.00  *
                            99      1.00       1.00         500.00       0.00  *      0.00       0.00

Product 20 #4 12" Gold Plated Black Round

                            00      0.00       0.00           0.00       0.00         0.00       0.00
                            10      2.00       2.00          75.00       0.00  *    324.00-    1124.00  *
                            20      2.00       2.00          25.00    6000.00  *      0.00     500.00  *
                            30      0.00       0.00         135.00       0.00  *      0.00       0.00

Product 30 #56 10" Red Cylinder

                            20     62.00       2.00  *       30.00    3001.00  *    165.00     120.00  *
                            30     10.00      10.00         135.00       0.00  *      0.00       0.00

Product 40 #58 10" Yellow Cylinder

                            20      0.00       0.00         300.00       0.00  *     70.00      40.00  *
                            30      2.00       2.00         365.00       0.00  *     59.00       0.00  *

Product 50 Special Test Product

                            40      0.00       0.00           0.00       0.00         0.00       0.00
```

## Option 9 - Process Initial Setup

This function verifies the Products By Warehouse and Products By Vendor records.  Based on the costing method you are using, various costing computations are performed in the Products By Warehouse file.

The following processing is performed:

• If you used Opening Entries functions to enter physical inventory data, the physical inventory entries are processed.  On hand quantities are set  equal to the physical count quantities.

• Record-protect fields are set in the Products, Products By Warehouse, and Material Requisitions files.

• Depending on the costing method selected in the Parameters file, and on whether or not Total Cost has been entered in the Products By Warehouse file, the system may compute Total Cost.

If the costing method is average cost, the system uses this formula:

Total Cost = Cost x (On Hand - Uncosted On Hand)

If standard cost or last cost is used, the system uses the Total Cost entered on the Products By Warehouse record.  If no Total Cost was entered, the system uses the formula given above.

If FIFO or LIFO is used, the system uses records in the Product Purchases file to compute the Total Cost.  This calculation overrides any Total Cost  entry on the Products By Warehouse record.

• Last Cost is verified or computed in the Products By Warehouse file.

If the costing method is average cost, Last Cost is set based on the latest Last Purchase date for this product in the Products By Vendor file.  For last cost or standard cost, the system uses the Last Cost entered in the Products By Warehouse file.  It then compares the Last Purchase dates for the product in the Products By Vendor and Products By Warehouse files.  If the Products By Vendor date is later, the Last Price on the Products By Vendor record overrides the Last Cost entry.

If you are using LIFO or FIFO, Last Cost is set to the unit cost on the most recent Product Purchases record.

• If the costing method is last cost, Cost is set to Last Cost in the Products By Warehouse file.

During this function, the system checks for any errors, prints these on an error log, and places the log in the print queue.

To run Process Initial Setup, select "Process Initial Setup" from the Opening Entries menu.

*Chapter 4:   Recovery Processing*

This menu contains function that allows recovery from abnormal situations. The functions on this menu are not used during normal processing. Special security should be required to access this menu.

```
Purchase Orders                                    Expert Computing, Inc.
Recovery Processing



                        1) Purchase Orders
                        2) Products
                        3) Products By Warehouse
                        4) Products By Vendor
                        5) Parameters




                        24) End Recovery Processing

                    Press END to exit Purchase Orders

        This Software is the Valuable Trade Secret Property of APPX Software, Inc.
            Copyright (c) 1995 by APPX Software, Inc.   All Rights Reserved.

Database: RAD          Appl: TPO 00          User: LGG        Jun 12th, 9:27 am

Keymap: DATA ENTRY
```

**Figure 22. The Inventory Control Recovery Processing Menu**

## Option 1 - Parameters

This function allows entry to the Inventory Control Parameters file. Only one record is required. The parameters of this file specify attributes and limitations of the Inventory Control system.

Select "Parameters" from the Recovery Processing menu. Here is the first Parameters entry screen:

```
Inventory Control Parameters                                    (1 of 2)

Current Fiscal Month         9      Current Calendar Month       2
Current Fiscal Year          89     Current Calendar Year        89
Start Month of Fiscal Year   6      Number of Accounting Periods 12
                                    Calendar History?            N


Ask for Operator ID?         Y
Use Transaction Control?     Y      Months of Transaction Control 3•

Costing Method               F      Update On Hand with Warehouse
Update Cost/Quantity         P          Transfers?               N
Estimated Freight Option?    Y

Keep Drop Ship History?      Y      Drop Ship Warehouse Number   99
Keep Detail in Transact File? Y     Months to Keep Transact Detail 13
Keep Product/Vendor Detail?  Y      Months to Keep Purchases Detail 13•


                    RETURN) 2 of 2    98) Audit Info

Database: RAD         Appl: TIC 00         User: LGG        Aug 31st, 9:09 am

Keymap: DATA ENTRY                                          Mode: Chg
```

**Figure 23. The Recovery Processing Parameters Screen - Part 1 of 2**

Data items for the preceding screen are described below:

## Current Fiscal Month /Year

Enter the fiscal month and year for the first live month.  The fiscal month can be a value between '1' and '13', depending on the entry you make in the Number of Fiscal Months field (see below).

## Current Calendar Month /Year*

The system displays the calendar month and year for the first live month based on the entries you make in the Current Fiscal Month and Year and Start Month of Fiscal Year fields (see below).

## Start Month of Fiscal Year

Enter the calendar month that begins your fiscal year. For example, if your fiscal year begins on July 1, the start month is '7'.

## Number of Accounting Periods

Enter '12' or '13' to specify the number of periods in the fiscal year.

## Calendar History?

Enter 'Y' or 'N' to specify whether or not the history fields in the Product By Warehouse and Product By Vendor files will be kept on a calendar year basis.

Y:  History fields will be kept on a calendar year basis.

N:  History fields will be kept on a fiscal year basis.

## Ask for Operator ID?

If this field is set to 'Y', the operator ID is requested at the beginning of transaction entry within this application.  This permits editing of another operator's transactions.  If this field is set to 'N', then the system does not request an operator ID at the beginning of transaction entry.  Transactions 'belong' to the operator who entered the transactions; therefore it is not possible to edit another operator's transactions.

## Use Transaction Control?

Enter 'Y' (Yes) or 'N' (No).  The initial default value 'Y'.  This field is required.

The system assumes you want to use the Transaction Control feature.  This includes the ability to track and report on the Transaction Control file, which is an additional audit trail, and to enter control and hash totals for your transactions.  If you do not choose to use this feature, enter 'N'.

If you want to use this feature and also want to ensure that an operator has exclusive control of his or her own transactions, enter 'Y' in this field, and change the default value of the 'Operator Exclusive?' field on each Control Group record in Transaction Processing to 'Y'.

**NOTE:**  If you enter 'Y' to this question, the system assumes that 'Ask for Operator ID?' is also 'Y'.

## Months of Transaction Control

Enter a positive number with up to 2 digits.

Enter the number of months of Transaction Control history you wish to keep.  Records older than the number of months specified in this field are deleted during Close Month processing.

## Costing Method

Enter one of the following codes to specify the costing method to be used for Inventory Control.

A: Average cost

F: FIFO (first in first out)

L: LIFO (last in first out)

S: Standard cost

T: Last cost

This entry specifies how Inventory Control interfaces with the Purchase Orders and

Accounts Payable applications. Refer to the Special Considerations section of this manual for more details about this option.

## Update On Hand with Warehouse Transfers?

Enter 'Y' or 'N' to specify whether or not entering warehouse transfers will update on hand quantities in the Products By Warehouse records for both the sending and the receiving warehouse.

Y: Warehouse transfer entries will update on hand quantities in both the sending and the receiving warehouse. That is, on hand quantities in the Products By Warehouse record for the sending warehouse will be reduced; those for the receiving warehouse will be increased.

N: Warehouse transfer entries will only update on hand quantities in the sending warehouse. That is, on hand quantities in the Products By Warehouse record for the sending warehouse will be reduced. The on order quantity in the receiving warehouse will be increased; an inventory receipt must be entered to record receipt of the transferred goods and move the on order quantity to on hand. In either case, the costing for the transaction will be recognized when the warehouse transfer is posted.

## Update Cost/Quantity

Enter one of the following codes to specify which applications will update product costs and quantities.

A: Update costs through invoice postings from Accounts Payable and quantities received through receipt entries in Inventory Control.

P: Update costs through invoice postings from Purchase Orders and quantities received through receipt entries from Purchase Orders.

I: Update costs through receipt postings in Inventory Control and quantities received through receipt entries in Inventory Control.

### Estimated Freight Option?

Enter 'Y' or 'N' to specify whether or not the estimated freight option will be used.

Y:  The estimated freight option will be used.  The Update Cost/Quantity field must be set to 'A' or 'P' if this option is chosen.

N:  The estimated freight option will not be used.

The estimated freight percentage is entered on the Products record.  It defaults to the Products By Warehouse record, where it may be changed.  The Estimated Freight accounts must be entered in the Product Classes file.

For more information on this option, refer to the Special Considerations section of this manual.

### Keep Drop Ship History?

Enter 'Y' or 'N' to specify whether or not historical data will be maintained for "drop shipped" products.

Y:  Keep history for drop shipped products.  History will be maintained in the Products By Warehouse records that include the drop ship warehouse (see the next field description).

N:  Do not keep history for drop shipped products.

### Drop Ship Warehouse Number

If drop ship history will be maintained, enter the number of the "dummy" warehouse that will be used to track drop shipped products.  A record must be set up in the Products By Warehouse file for each product that will be drop shipped.

This warehouse should be used for drop shipped inventory only.

### Keep Detail in Transact File?

Enter 'Y' or 'N' to specify whether or not transaction detail from Inventory Control and external applications will be kept in the Inventory Transactions file.

Enter 'Y' if you are using the LIFO costing method ('L' in the Costing Method field).  Refer to the Special Considerations section for information about how LIFO functions in Inventory Control.  The file must have been created large enough to hold transaction detail for the number of months specified in the Months To Keep Transact Detail field.

During Live Operations, the Transaction Detail report shows the data in this file.

Y: Transaction detail will be kept in the Inventory Transactions file. When Inventory Control transactions and inventory-related transactions from Accounts Payable, Order Entry, or Purchase Orders are posted, detail from these transactions will also be posted to this file.

N: Transaction detail will not be posted to the Inventory Transactions file.

## Months to Keep Transact Detail

Enter up to 2 digits for the number of months for which transaction detail will be kept.

In Live Operations, the Close Month function will delete all transactions older than this number of months from the file.

## Keep Product/Vendor Detail?

Enter 'Y' or 'N' to specify whether or not vendor purchase detail will be kept by vendor in the Products By Vendor file.

Y: Keep purchase detail by vendor in the Products By Vendor file. A separate Products By Vendor record will be maintained for each product/vendor combination in the file.

N: Do not keep purchase detail by vendor in the Products By Vendor file. A single record will be maintained for each product in the file, and all purchase detail from all vendors will be summarized in that record.

## Months to Keep Purchases Detail

Product Purchases records will be created only if the FIFO or LIFO costing method is used (see the Costing Method field). Enter up to 3 digits for the number of months for which purchase detail records will be kept in the Product Purchases file.

For FIFO, this field indicates how often the Product Purchases file will be cleared. During Live Operations, the appropriate Close Month function will clear all transactions older than the number of months specified here. However, Close Month will not delete records below the on hand quantity in the Products By Warehouse file. That is, the Product Purchases file must include at least one more record than those required to equal the on hand quantity in the Products By Warehouse file. If you are using the LIFO costing method, records will be written to the Product Purchases file. However, because of the nature of the information flow, records must be purged manually. (Refer to the Special Considerations section of this manual for more details on LIFO implementation.)

Press RETURN to go on to the next Parameters screen.

```
Inventory Control Parameters                              (2 of 2)

Post to Other Applications?     GL  Y


   EOM Reports          Required?   Printed?        System Control Numbers

GL Distributions          Y           Y          Material Requisitions  6
Transaction Control       N           Y          Warehouse Transfers    5
                                                 Product Transfers      8
                                                 Adjustments            6
                                                 Inventory Receipts     5




                  RETURN) Save Changes    98) Audit Info

Database: RAD        Appl: TIC 00      User: LGG       Aug 31st, 9:09 am

Keymap: DATA ENTRY                                       Mode: Chg
```

**Figure 24. The Recovery Processing Parameters Screen - Part 2 of 2**

Data items for the preceding screen are described below:

## Post to Other Applications - GL?

Enter 'Y' or 'N' to tell the system whether or not to allow information to be posted to the General Ledger application.

Enter 'N' if General Ledger is not part of the system.

## EOM Reports Required? Printed?

Enter 'Y' or 'N' for each Monthly Processing report. Use the "Required?" column to indicate whether or not the report must be printed before running the Close Month procedure. The system uses the "Printed?" column to indicate whether the report has been printed during the current period.

## System Control Numbers

The system maintains a running control number for each transaction entry file. This number is defaulted as the next control group number when you enter transactions.

The entered data is validated. Press RETURN to save the information on these screens.

## Option 2 - Products

This job allows maintenance of product records.  The Products file contains a record for each product in inventory. Products in this file can be raw materials, standard inventory products, nonstock items (including services), or manufactured goods.

Each product is identified both by a product number and by a product alpha.  You can use the product alpha to locate a product if you do not remember the product number.  For each product, a substitute product can be specified, which will be available during Order Entry if the original product is unavailable.

Records in the Products file are tied to Product Classes records, which include General Ledger account numbers. Because of this, transactions involving each product can be posted to the appropriate General Ledger accounts.

Select "Products" from the Recovery Processing menu.  Here is the Products entry screen:

```
Inventory Control Products

Product              10···········       Product Alpha        WHITE·ROUND·
Description          #10·3-1/2"·White·Round·········

Product Class        10·      Standard
Unit of Measure      Each                Stock Item?          Y
Items Per UM         1····               Taxable?             N
UM Per Ship Carton   1.00····            Drop Shipments OK?   N
UM Package Size      3·X·5·······        Post Detail to SA?   Y
Shipping Weight      100.00··            Commission Amount    150.00···
Freight Class        10·      Fragile
Estimated Freight %  .00····
Sub Product          ············
Sub Product Name
Product ABC          A
Cycle Count          6··
Physical Type        10·

                     RETURN) Next Product    98) Audit Info

Database: RAD        Appl: TIC 00        User: LGG        Aug 31st, 9:10 am

Keymap: DATA ENTRY                                        Mode: Chg
```

**Figure 25. The Inventory Control  Products Screen**

Certain fields on the screen do not apply if the Accounts Payable, Accounts Receivable, Purchase Orders, Order Entry, Commission Accounting, or Sales Analysis applications are not part of the system.  Also, certain entries on this screen will be automatically displayed.  If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Product

Enter up to 12 characters to identify the product.  This is the code that is used to reference or recall the record elsewhere in the system.

## Product Alpha

Enter a unique code of up to 12 characters for this product.  The code that you enter allows you to locate the product if you do not know the product number.  Also, the system will use this code to sort data for reports.

## Description

Enter up to 30 characters to describe the product.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products by Vendor records that include this product.

## Product Class

Enter a code to identify the product class to which this product belongs.  You can use the Scan option to find an appropriate entry.  The product class you enter must be in the Product Classes file.  The system displays the description from the Product Classes file so that you can verify your entry.

The Product Classes record identifies the General Ledger accounts that are used for this product.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products by Vendor records that include this product. However, purchase orders (in the Purchase Orders file) are not changed.

## Unit of Measure

Enter up to 4 characters to describe the stockkeeping unit of measure for the product.  For example, if shirts are stored by the package in inventory, you would enter 'Pkg' here.

This field is for your information only.  It is occasionally displayed for reference on other records.

## Stock Item?

Enter 'Y' or 'N' to specify whether or not this is a regularly stocked product.

Y:  This is a regularly stocked product.  Sales invoices posted with this product number will reduce on hand quantities on Products By Warehouse records that include this product.

N:  This is a nonstock product.  You can also enter 'N' here for a service (for example, installation or repair).  Sales invoices entered with this product number will not reduce on hand quantities.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Items Per UM

Enter up to 5 digits to specify the number of individual items included in the unit of measure.  Using the example given for the Unit of Measure field, if each package (unit of measure) contains 3 shirts, you would enter '3' here.

This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Taxable?

Enter 'Y' or 'N' to specify whether or not this product is subject to sales tax when sold.

Y:  This product is subject to sales tax.

N:  This product is not subject to sales tax.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## UM Per Ship Carton

Enter up to 5 digits and 2 decimals for the number of units of measure in the shipping carton used for this product.  Using the Unit of Measure example, if shirts are shipped in cartons that contain 4 packages (units of measure), you would enter '4' here.

This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Drop Shipments OK?

Enter 'Y' or 'N' to specify whether or not this product can be drop shipped from the vendor directly to the customer's site.

Y:  This product can be drop shipped.

N:  This product cannot be drop shipped.

Drop shipped products are products in transit (from the vendor directly to the customer) that are assigned to the "dummy" warehouse specified in the Parameters file.

A drop shipment is recorded as on hand inventory on Products By Warehouse records for the drop ship warehouse until a sales invoice is posted against it.

## UM Package Size

Enter up to 12 characters to describe the size or dimensions of the package.  This field is for your information only.

## Post Detail to SA?

Enter 'Y "to transfer detailed information from this application to the Sales Analysis application, for use in sales reports.

Enter 'N' if the Sales Analysis application is not included in your system, or if the transfer of summary information from this application to the Sales Analysis application will suffice.

This entry can be specified or overridden in the Products By Warehouse file if not appropriate at the product level.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

## Shipping Weight

Enter up to 5 digits and 2 decimals for the weight of the product when it is packaged for shipping.  This amount should reflect a consistent, standard unit of measure (for example, ounces, pounds, or tons).

## Commission Amount

If your salespeople receive a fixed commission for this product, enter up to 5 digits and 2 decimals for the dollar amount of the commission per unit of measure.

## Freight Class

Enter up to 3 digits to identify the freight class under which this product, as packaged for shipping, is shipped.  If the Order Entry application is part of the system, this freight class must be on file in the Freight Classes file.  If the Order Entry application is part of the system, you can use the Scan option to find an appropriate entry, and the system displays the corresponding description so that you can verify your entry.

**Estimated Freight %**

Enter up to 3 digits and 2 decimals to specify the percentage used to cover the estimated freight cost of the product. The estimated freight option must be selected in the Parameters file. (This option is described in the Special Considerations section of this manual.)

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

**Sub Product**

Enter a code to identify a product that can be substituted for this product if this product is not available. The product number you enter must be on file in the Products file. The system displays the description from the Products file so that you can verify your entry.

If the Order Entry application is part of the system, it will use the substitute product number on orders if this product is unavailable.

**Sub Product Name***

The system displays the description of the substitute product.

**Product ABC**

You can enter 'A', 'B', or 'C' to classify this product. This field is optional.

The ABC classification can be used to sort products for reports or inquiry on a dollar or like-type basis. It can also be used to select products with similar cost or turnover for partial physical inventory.

This selection serves as the default in the Products By Warehouse file. It can be overridden in that file.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

**Cycle Count**

Enter up to 2 digits to specify the number of times per year that physical inventory should be taken for this product.

Cycle counts provide another classification for selecting products for physical inventory.

**Physical Type**

Enter up to 3 characters to provide an additional classification for this product.

The physical type can be used to group products of similar types when a partial physical inventory is taken. It can also be used to sort products for reports and inquiry.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products file.

## Option 3 - Product Purchases

The Product Purchases file is used only if the LIFO or FIFO costing method is used.  This function allows you to enter records in this file, which maintains detailed information for all purchases.

Select "Product Purchases" from the Recovery Processing menu.  Here is the Product Purchases entry screen:



```
Inventory Control Product Purchases

Product       Description                Date               Quantity  Total Cost
============  =========================  =================  ========  ===========
10··········  #10 3-1/2" White Round     06/08/87 10:56 02 2.00·····  95.00······
10            #10 3-1/2" White Round     06/30/87 11:45 16 2.00       95.00
10            #10 3-1/2" White Round     07/10/87 12:59 08 4.00       90.00
10            #10 3-1/2" White Round     07/25/87 16:23 08 2.00       95.00
10            #10 3-1/2" White Round     08/01/87 15:34 58 6.00       75.00
10            #10 3-1/2" White Round     09/01/87 16:57 12 7.00       100.00
10            #10 3-1/2" White Round     10/01/87 07:45 21 7.00       85.00
10            #10 3-1/2" White Round     07/30/88 15:33 30 10.00      950.00
10            #10 3-1/2" White Round     07/30/88 15:37 14 1.00       62.50
10            #10 3-1/2" White Round     07/30/88 16:06 48 414.00     19665.00
10            #10 3-1/2" White Round     07/30/88 16:06 50 149.00     7077.50
10            #10 3-1/2" White Round     07/31/88 11:46 57 7.00       332.50
10            #10 3-1/2" White Round     11/15/88 09:01 56 7.00       135.00
10            #10 3-1/2" White Round     05/01/89 07:01 48 2.00       95.00


            RETURN) Next Record     98) Audit Info

Database: RAD        Appl: TIC 00        User: LGG        Aug 31st, 9:15 am

Keymap: DATA ENTRY                                        Mode: Chg
```

**Figure 26. The Inventory Control Product Purchases Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Product**

> Enter a code to identify the purchased product. You can use the Scan option to find an appropriate entry; the product number that you enter must be on file in the Products file. The system displays the corresponding description so that you can verify your entry.

**Date**

> Enter the date and time at which the product was purchased. This date and time must be unique.

**Quantity**

> Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that were purchased on this date.

**Total Cost**

> Enter up to 7 digits and 2 decimals for the total cost of the purchase.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Product Purchases record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Product Purchases file.


## Option 4 - Products By Vendor

The Products By Vendor file associates each product with a vendor. Month-to-date, year-to-date, and last-year totals are maintained for all purchases processed during the month or year. These totals include the number of units purchased and the dollar amounts of those purchases from each supplying vendor. The system maintains price changes for the six months previous to the current month.

The Keep Product/Vendor Detail? option in the Parameters file specifies whether or not the Products By Vendor file can keep detail by vendor.

- If this option is chosen, a separate record is established for each product/vendor combination

- If this option is not chosen, detail is kept by product only. A single record will be created for each product in the file, and all purchase detail from all vendors will be summarized in that record.

Information in this file is kept in terms of the supplier's pricing units.  You can enter conversion factors, which are used by the system to convert purchasing units to pricing units.

You have the option of maintaining records on a calendar or fiscal year basis.  This option is chosen in the Parameters file.

Select "Products By Vendor" from the Recovery Processing menu.  The Products By Vendor entry screen is shown below.



```
Inventory Control Products By Vendor

Product            10···········    #10 3-1/2" White Round
Vendor             00000010    Miscellaneous Supplier
Product Class      10     Standard                        Alpha MISC

Pricing Unit       EACH                    Purchasing Unit  EACH
Unit Price         3.250·····              Pricing Factor   1.0000····
Vendor Product     1035WRX2····            Quantity Factor  1.0000····
Vendor Prod Desc   #10·3-1/2"·White·Round·/·X.2··  Lead Time  0··
Price Expires      MM/DD/YY                Last Purchase    08/01/89
Price Change       MM/DD/YY                Last Price       3.250

Price 1 Month Ago  3.250     2 Months Ago  .000     3 Months Ago .000
Price 4 Months Ago .000      5 Months Ago  .000     6 Months Ago .000

MTD Units          .00       YTD Units    .00      LY Units    .00
MTD Purchases      .00       YTD Purchases .00      LY Purchases .00

                RETURN) Next Record    98) Audit Info

Database: RAD        Appl: TIC 00        User: LGG        Aug 31st, 9:12 am

Keymap: DATA ENTRY                                            Mode: Chg
```

**Figure 27. The Inventory Control  Products By Vendor Screen**

Certain entries on this screen will be automatically displayed.  In most cases, the displayed entry can be changed.  If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Product**

Enter a code to identify the product to be set up on this Products By Vendor record.  You can use the Scan option to find an appropriate entry.  The product number that you enter must be on file in the Products file.  The system displays the product description from that file so that you can verify your entry.

**Vendor**

If you have chosen the Keep Product/Vendor Detail? option in the Parameters file, enter a code to identify the vendor to be set up on this Products By Vendor record.  If the Accounts Payable application is part of your system, the vendor number that you enter must be on file in the Vendors file.  You can use the Scan option to find an appropriate entry.  The system displays the vendor name from that file so that you can verify your entry.  Multiple vendors can be entered on separate Products By Vendor records.

If you do not choose to keep detail by vendor in the Products By Vendor file, leave this field blank.

**Product Class\***

The system displays the number of the product class to which the product belongs, based on the entry in the Products file.  The corresponding description from the Product Classes file is also displayed.

The system changes this field automatically if the Product Class No field on the Products record is changed.

**Alpha\***

The system displays the Vendor Alpha from the Vendors record.

**Pricing Unit**

Enter up to 4 characters to identify the pricing unit used by the vendor when quoting prices.

For example, if the vendor price for this product is quoted as $60.00 foot (for example, of wire), the pricing unit would be 'FOOT'.

This field appears on various reports and entry functions for information only.

**Purchasing Unit**

Enter up to 4 characters to identify the purchasing unit of measure.

For example, if the pricing unit is a foot (for example, of wire), and it is purchased by roll, the Purchasing Unit would be 'ROLL'.

This field appears on various reports and entry functions for information only.

**Unit Price**

Enter up to 6 digits and 3 decimals for the current price of the pricing unit.

## Pricing Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to the pricing unit. The default is '1.00', the pricing factor used if the pricing and purchasing units are the same. For example, if the purchasing unit is gallons and the pricing unit is pints, then the Pricing Factor entry would be '8'.  If the purchasing unit is pints and the pricing unit is gallons, then the Pricing Factor entry would be '.125'.

As another example, if the purchasing unit is tons and the pricing unit is pounds, the Pricing Factor would be '2000'.  If the purchasing unit is pounds and the pricing unit is tons, the Pricing Factor would be '.0005'.

## Vendor Product

Enter up to 12 characters to identify the vendor's product number for the product.

## Quantity Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to your stockkeeping unit.  The default is '1.00', the Quantity Factor used if the purchase unit and the stockkeeping unit are the same.

For example, if you purchase a product in gallons, but stock the product in quarts, the Quantity Factor is '4'.  On the other hand, if you purchase the product in quarts but stock the product in gallons, the Quantity Factor is '.25'.

This factor is used to determine how many products are entered into inventory from a purchase (which is denominated in purchasing units).

It will also be used by the Create Reorder Records function in Live Operations to convert the reorder quantity for automatically generated purchase orders to purchasing units.  When the reorder point (stockkeeping units) is reached, the system will use this factor to convert your reorder quantity (stockkeeping units) into purchasing units.

Here is an example of the relationship between the conversion factors:

Purchasing Unit          Gallon

Pricing Unit:            Quart

Stockkeeping Unit:       Pint

Pricing Factor is 4 (each gallon is equivalent to 4 quarts)

Quantity Factor is 8 (each gallon is equivalent to 8 pints)

**Vendor Prod Desc**

Enter up to 30 characters for the vendor's description of the product.

During Live Operations, this information will be included on Requests for Supplier Quotes. If the Purchase Orders application is part of the system, it will also be included on purchase orders and request for quotes.

**Lead Time**

Enter up to 3 digits to identify the number of days of lead time needed when ordering the product from this vendor.

This field appears on Requests for Supplier Quotes in Inventory Control and on Requests for Quote in Purchase Orders.

**Price Expires**

Enter the date on which the Unit Price expires. This field is for your information only.

**Last Purchase**

Enter the date of the last purchase for this product from this vendor.

**Price Change**

Enter the date of the last price change for the product from this vendor.

**Last Price**

Enter up to 6 digits and 3 decimals for the unit price of the last purchase.

The following items reflect the current price in effect at each month-end for the last six months. These prices are updated during Close Month processing through Inventory Control or Purchase Orders.

**Price 1 Month Ago**

Enter up to 6 digits and 3 decimals for the unit price charged by the vendor one month ago.

**Price 2 Months Ago**

Enter up to 6 digits and 3 decimals for the unit price charged by the vendor two months ago.

**Price 3 Months Ago**

Enter up to 6 digits and 3 decimals for the unit price charged by the vendor three months ago.

## Price 4 Months Ago

Enter up to 6 digits and 3 decimals for the unit price charged by the vendor four months ago.

## Price 5 Months Ago

Enter up to 6 digits and 3 decimals for the unit price charged by the vendor five months ago.

## Price 6 Months Ago

Enter up to 6 digits and 3 decimals for the unit price charged by the vendor six months ago.

## MTD Units

Enter up to 7 digits and 2 decimals for the number of pricing units purchased from the vendor in the current month.

## YTD Units

Enter up to 7 digits and 2 decimals for the number of pricing units purchased from the vendor in the current year, including the current month.

Depending on the specification in the Parameters file, the "current year" may be either the current fiscal year or the current calendar year.

## LY Units

Enter up to 7 digits and 2 decimals for the number of pricing units purchased from the vendor in the previous year.

Depending on the specification in the Parameters file, the "previous year" may be either the previous fiscal year or the previous calendar year.

## MTD Purchases

Enter up to 7 digits and 2 decimals for the cost of the purchases from the vendor in the current month.

## YTD Purchases

Enter up to 7 digits and 2 decimals for the cost of the purchases from the vendor in the current year, including the current month.

Depending on the specification in the Parameters file, the "current year" may be either the current fiscal year or the current calendar year.

**LY Purchases**

> Enter up to 7 digits and 2 decimals for the cost of the purchases from the vendor in the previous year.
>
> Depending on the specification in the Parameters file, the "previous year" may be either the previous fiscal year or the previous calendar year.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products by Vendor record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products by Vendor file.


## Option 5 - Products By Warehouse

The Products By Warehouse file associates each product with the warehouse(s) in which it is stored.  If products are found in more than one warehouse, a record is set up in this file for each combination. Each product must be on file in the Products file, and each warehouse must be on file in the Warehouses file.

Products By Warehouse records contain the system-maintained cost, quantity, purchases, and sales data.  They also include the selling price and quantity breaks and the reorder points for the product.  All data is shown in terms of your stockkeeping units.  Depending on the option chosen in the Parameters file, history can be maintained on a calendar or a fiscal year basis.

Select "Products By Warehouse" from the Recovery Processing menu.  The first Products By Warehouse entry screen is shown below:

**Figure 28. The Inventory Control  Products By Warehouse Screen - Part 1 of 2**

Certain fields on the screen do not apply if the Order Entry or Sales Analysis applications are not part of the system.  In these cases, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product

Enter a code from the Products file to identify a product to be set up on the Products By Warehouse record.  You can use the Scan option to find an appropriate entry.  The system displays the corresponding description so that you can verify your entry.

### Warehouse

Enter a code from the Warehouses file that identifies a warehouse carrying the product.  You can use the Scan option to find an appropriate entry.  The system displays the corresponding description so that you can verify your entry.

### Description

The system displays the product description from the Products file.  You can enter up to 30 characters to override the display.

## Location

Enter up to 4 characters to specify the location of the product in the warehouse.

Product locations are printed on physical count sheets to aid in taking physical inventories. If the Order Entry application is part of the system, product locations also appear on picking lists.

## Product Class

The system displays the product class to which the product belongs from the Products file. You can enter a new product class to override the display. You can use the Scan option to find an appropriate entry. The system displays the corresponding description from the Product Classes file so that you can verify your entry.

## Product Alpha

The system displays the product alpha from the Products record. You can enter a new product alpha of up to 12 characters to override the display.

## Items Per UM

The system displays the Items per UM entry from the Products record. This identifies the number of individual items included in the unit of measure. You can enter up to 5 digits to override the display.

## UM Per Ship Carton

The system displays the UM Per Ship Carton entry from the Products record. This entry indicates the number of units of measure in the shipping carton used for this product. You can enter up to 5 digits and 2 decimals to override the display.

## Stock Item?

The system displays the Stock Item? field ('Y' or 'N') from the Products record. This entry indicates whether the product is a regularly stocked item or a nonstock item. It may be changed.

## Product ABC

The system displays the Product ABC type entry from the Products record. This entry is used to sort products for reports or inquiry on a dollar or like-type basis, or to select products with similar cost or turnover for partial physical inventory. It may be changed.

**Taxable?**

> The system displays the Taxable? field ('Y' or 'N') from the Products record.  This field indicates whether or not the product is subject to sales tax when sold.  It may be changed.

**Cycle Count**

> The system displays the Cycle Count entry from the Products record.  This entry indicates how many times per year physical inventory is taken for the product. You can enter a new cycle count of up to 2 digits to override the display.

**Post Detail to SA?**

> The system displays the Post Detail to SA? field ('Y' or 'N') from the Products record.  This field indicates whether or not data will be transferred to the Sales Analysis application.  It may be changed.

**Physical Type**

> The system displays the Physical Type entry from the Products record.  This entry is used to group products of similar types for partial physical inventory or for reports and inquiry.  You can enter a new physical type of up to 3 characters to override the display.

**Auto POs?**

> Enter 'Y' or 'N' to specify whether or not reorder records can be created when the product reaches the reorder point at this warehouse.  The default is 'N'.
>
> Y:  Reorder records can be created for the product when it reaches the reorder point.
>
> N:  Reorder records cannot be created.
>
> Reorder records are created using the Create Reorder Records function in Live Operations. (For more details, see the description of this function in the "User's Manual:  Live Operations.")

**Estimated Freight %**

> The system displays the Estimated Freight Percentage entry from the Products record.  You can enter a new percentage of up to 3 digits and 2 decimals to override the display. (For a description of the estimated freight option, refer to the Special Considerations section of this manual.)
>
> If the Update Cost/Quantity option in the Parameters file is 'I', this field is left blank.

**Reorder Point**

Enter up to 5 digits to identify the point at which the product should be reordered for this warehouse. The reorder point is the number of available stockkeeping units at which more product should be ordered. The number of available units is given by this formula:

Available = On Hand + On Order - Requisitioned - Committed

**Reorder Quantity**

Enter up to 5 digits for the number of stockkeeping units to be ordered when reorder records are created.

During Live Operations, the reorder quantity is included on reorder records created by the Create Reorder Records function. The system converts the stockkeeping units entered here into purchasing units using the Quantity Factor, and into pricing units using the Pricing Factor, on the Products By Vendor record. The reorder quantity on the reorder record is shown in terms of all three unit types, and all conversion factors are included.

**Reorder Vendor**

Enter a code from the Accounts Payable Vendors file for the vendor to be used when reorder records are created for this product. You can use the Scan option to find an appropriate entry. The system displays the vendor name so that you can verify your entry. A blank vendor is a valid option; you can enter the vendor name using the Edit Reorder Records function in Live Operations.

Press RETURN to continue to the next Products By Warehouse screen.

The second Products By Warehouse screen is shown below:

```
Inventory Control Products By Warehouse                        (1 of 2)

 Product            10              #10 3-1/2" White Round
 Warehouse          10              Main Facility
Inventory Control Products By Warehouse                        (2 of 2)

On Hand Qty    291.00      Requis'd    303.00      Cost       34.913
On Order       61.00       Uncosted    8.00        Last Cost  110.000
Committed      .00         Online Adj  117.00      Total Cost 13965.00

                              Quantity Breaks            Price Breaks
Last Qty Purch  1.00            1.00·····              250.000····
Last Purchase   03/03/94       10.00····               245.000····
Last Qty Sold   4.00           25.00····               240.000····
Last Sale       08/01/89       50.00····               220.000····
                              100.00···                200.000····

MTD Sales       .00        MTD Margin  .00         MTD Units   .00
YTD Sales       6820.00    YTD Margin              YTD Units


Database: RAD         Appl: TIC 00       User: LGG        Aug 31st, 9:13 am

Keymap: DATA ENTRY                                        Mode: Chg
```

**Figure 29. The Inventory Control  Products By Warehouse Screen - Part 2 of 2**

Certain entries on this screen will be automatically displayed.  If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

Data items for the preceding screen are described below.

## Product*

The system displays the Product entry and description from the previous screen.

## Warehouse No*

The system displays the Warehouse No entry from the previous screen and the corresponding description from the Warehouses file.

## On Hand Qty

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that are on hand at the warehouse.  This number should include any units that you enter in the Uncosted field.

If you will use the Opening Entries functions to enter physical inventory data, you can leave this field blank.

## Requis'd

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that are requisitioned from this warehouse.

If you want to set this quantity based on open material requisitions from the Material Requisitions file, you can run the Reset Product/Warehouse Quantities function from the Opening Entries menu.

## Cost

Enter up to 6 digits and 3 decimals for the current unit cost of the product at this warehouse. The unit cost includes both the purchase price of the unit and any additional prorated costs applied to the product (for example, freight and tax).

If you are using the average cost costing method, enter the average cost.  Use this formula to compute average cost:

$$\text{Average Cost} = \text{Total Cost}/(\text{On Hand - Uncosted})$$

If you are using the standard cost costing method, enter the standard cost.

If you are using the last cost costing method, the Process Initial Setup function will set this field to the value in the Last Cost field.

If you are using the FIFO or LIFO costing method, the Process Initial Setup function will set this field to the computed average cost:

$$\text{Cost} = \text{Total Cost}/(\text{On Hand - Uncosted})$$

## On Order

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that are on order for this warehouse.

If you want to set this quantity based on open purchase orders from the Purchase Orders file in the Purchase Orders application, you can run the Reset Product/Warehouse Quantities function from the Opening Entries menu.

## Uncosted

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that have been received, but for which costs have not yet been recorded.

## Last Cost

Enter the most recent unit cost of the product at the warehouse.  This field must be entered if you are using the "last cost" method of costing as defined the Parameters record.

If you are using average cost for your costing method, you cannot make an entry in this field. The Process Initial Setup function will set this field to the Last Price from the Products By Vendor record with the latest Last Purchase date.

If you are using last cost or standard cost for your costing method, the Process Initial Setup function will compare the Last Purchase dates for the product in this file and in the Products By Vendor files.  If the Products By Vendor date is later, the Last Price on the Products By Vendor record overrides the entry you make here.

If you are using LIFO or FIFO for your costing method, the Process Initial Setup function will set this field to the price on the latest Product Purchases record.

## Committed

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

If you want to set this quantity based on open sales orders from the Open Orders file in the Order Entry application, you can run the Reset Product/Warehouse Quantities function from the Opening Entries menu.

## Online Adj

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that have been shipped but not invoiced (posted).

## Total Cost

Enter up to 7 digits and 2 decimals for the total cost of all product units on hand at this warehouse.  The Uncosted quantity is not included.

If you are using average cost for your costing method, you cannot make an entry in this field. When the Process Initial Setup function is run, the system sets this field to the value given by this formula:

$$\text{Total Cost} = \text{Cost} \times (\text{On Hand} - \text{Uncosted On Hand})$$

If you are using standard cost or last cost for your costing method, this field is optional.  If you do not make an entry here, the Process Initial Setup function will set this field to the value given by the formula above.

If you are using FIFO or LIFO for your costing method, enter the total cost of all products on hand at this warehouse.

## Last Qty Purch

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that were last purchased for this warehouse.

## Last Purchase

Enter the date on which the product was last purchased for the warehouse.

## Last Qty Sold

Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the product that were included in the last sale of the product from this warehouse.

## Last Sale

Enter the date that the product was last sold from this warehouse.

## Quantity Breaks

You can enter up to 5 quantity breaks on which to base selling prices.  The quantity ranges for each price are identified here.  (The prices are entered in the column to the right.)  Enter up to 5 digits and 2 decimals to identify each of the quantity ranges.

## Price Breaks

The product's selling prices for each quantity range are identified here.  (The quantities are entered in the column to the left.)  Enter up to 6 digits and 3 decimals to identify the selling price offered for each quantity range.

Here is a sample table of quantity and price breaks:

| Quantity Breaks | Price Breaks |
|---|---|
| 1.00 | 15.000 |
| 100.00 | 13.000 |
| 10,000.00 | 11.000 |

This table indicates the following pricing:

• Sales of 1 to 99 units are priced at $15.00 per unit

• Sales of 100 to 9,999 units are priced at $13.00 per unit

• Sales of 10,000 units and up are priced at $11.00 per unit

The price breaks are used by the Order Entry application during Sales Order Entry.

**MTD Sales**

>   Enter up to 7 digits and 2 decimals for the month-to-date sales dollars earned on the product at this warehouse.  This field is updated from the Order Entry application.

**MTD Margin**

>   Enter up to 7 digits and 2 decimals for the month-to-date sales margin (sales dollars less cost) for the product at this warehouse.  This field is updated from the Order Entry application.

**MTD Units**

>   Enter up to 7 digits and 2 decimals for the number of stockkeeping units of the product that have been sold from this warehouse during the current month.  This field is updated from the Order Entry application.

**YTD Sales**

>   Enter up to 7 digits and 2 decimals for the year-to-date sales dollars earned on the product at this warehouse. Be sure to include the sales dollars for the current month.  This field is updated from the Order Entry application.

**YTD Margin**

>   Enter up to 7 digits and 2 decimals for the year-to-date sales margin (sales dollars less cost) for the product at this warehouse.  Be sure to include the margin for the current month.  This field is updated from the Order Entry application.

**YTD Units**

>   Enter up to 7 digits and 2 decimals for the number of stockkeeping units of the product that have been sold at this warehouse during the current year.  Be sure to include the units sold for the current month.  This field is updated from the Order Entry application.

The entered data is validated. Press RETURN to save the information on these screens.

Select Next Record to go to the next Products By Warehouse record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products By Warehouse file.

## Option 6 - Material Requisitions

This function is used to edit the descriptive information or to select the Cancel option on Material Requisitions records. The actual Material Requisitions may be added or edited in Initial Setup and Recovery Processing or may be changed by posting Material Requisitions entries.

Select "Material Requisitions" from the Recovery Processing menu. Here is the first Material Requisitions entry screen:



**Figure 30. The Inventory Control Material Requisitions Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Requisition

Enter up to 5 digits to identify the requisition.

### Description

Enter up to 30 characters to describe the requisition.

### Warehouse

Enter up to 2 digits to identify the warehouse where the requisitioned product is located.  You
the Warehouses file.  The system displays the corresponding description so that you can
verify your entry.

### Date

Enter the date of this requisition.

### Trx Posted

Enter up to 4 digits for the number of line items that have been posted for this requisition.

During Live Operations, the system increments this field by the number of requisition or re-
lease line items posted every time the Material Requisitions Post function is run for this req-
uisition.

### Cancel?

If you want to cancel this requisition, enter 'Y'.  If not, enter 'N'.  The default is 'N'.

If you cancel this requisition, it will be deleted when the Material Requisitions Post function
is run during Live Operations.  The Total Quantity Requested on the Material Requisition line
item and the Requis'd quantity on the Products By Warehouse record will be reduced accord-
ingly.

Fully released requisitions are automatically cancelled.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Material Requisitions record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the
Material Requisitions file.

You can now enter line items for the requisition on the second half of the screen.  Here is a sample line
item entry screen:

```
Inventory Control Material Requisitions                      (Requisition)

Requisition  1          Description  Raw Material Requisitions
Warehouse    20          South End Facility
Date         07/25/89  Trx Posted   3
Cancel?      N
Inventory Control Material Requisitions                           (Detail)
1··· Date Required              08/01/89
     Product No                 10                  #10 3-1/2" White Round
     Inventory Account          1100001000WH        Resale Inventory
     Total Quantity Requested   100.00              and Released  50.00
     GL Account                 1080001000MA        Work in Process, Corp./Mfg.
     Last Quantity Requested    100.00              and Released  50.00
--------------------------------------------------------------------------------
2    Date Required              08/01/83
     Product No                 20                  #4 12" Gold Plated Black Round
     Inventory Account          1100001001WH        Resale Inventory, Sales Outlet
     Total Quantity Requested   1000.00             and Released  .00
     GL Account                 1080001000MA        Work in Process, Corp./Mfg.
     Last Quantity Requested    1000.00             and Released  .00
--------------------------------------------------------------------------------
Database: RAD          Appl: TIC 00          User: LGG          Aug 31st, 9:14 am

Keymap: DATA ENTRY                                               Mode: Chg
```

**Figure 31. The Inventory Control Material Requisition Line Items Screen**

Data items for the preceding screen are described below:

## Line No

Enter a unique number of up to 3 digits to identify this line item.

## Date Required

Enter the date on which the requisitioned product is required.

## Product No

Enter a code to identify the requisitioned product. You can use the Scan option to find an appropriate entry; the product number must be on file in the Products file. The system displays the corresponding description so that you can verify your entry.

## Inventory Account*

The system displays the inventory account to which the requisition is applied and the corresponding description from the General Ledger Chart of Accounts file.

## Total Quantity Requested

Enter up to 5 digits and 2 decimals for the total stockkeeping quantity requested for this line item.

**and Released**

> Enter up to 5 digits and 2 decimals for the total stockkeeping quantity released for this line item.

**GL Account**

> For a release, enter the General Ledger account that was debited for this line item during posting.  You can use the Scan option to find an appropriate entry.  If the General Ledger application is part of your system, this account must be on file in the General Ledger Chart of Accounts file.  The system displays the corresponding description of this account so that you can verify your entry.

> Because the account is required for releases but not for requisitions, this field may be blank if no releases have been posted.  If an entry is made in this case, it is used for information only.

**Last Quantity Requested**

> Enter up to 5 digits and 2 decimals for the last stockkeeping quantity requested for this line item.

**and Released**

> Enter up to 5 digits and 2 decimals for the last stockkeeping quantity released for this line item.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Material Requisition Line Items record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Material Requisition Line Items file.

## Option 7 - Transaction Detail

This function is used for maintenance of the TRANACT file.  It is accessed only via Recovery Processing.

Select "Material Requisitions" from the Recovery Processing menu.  Here is the first Material Requisitions entry screen:

**Figure 32. The Recovery Processing Material Requisitions Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Date/Time**

> Enter the date and time when the Operator ID group was posted.

**Product**

> The system displays up to 12 characters to identify the product on the transaction item, along with the description from the Products file. The description cannot be changed. If you change the product number, the new product number must be on file in the Products file.

**Warehouse**

> The system displays up to two digits to identify the warehouse on the transaction item, along with the corresponding description from the Warehouses file. If you change the Warehouse number, the new Warehouse number must be on file in the Warehouse file.

**Trx Date**

> The system displays the date the transaction item was posted. The date can be changed

**Journal Code**

The system displays the code for the journal on which the transaction is shown.  The code can be changed.  Valid journal codes are

APAJ Accounts Payable Adjustments

APIV Accounts Payable Invoices

ICAJ Inventory Adjustments

ICPT Inventory Product Transfers

ICRC Inventory Receipts

ICRQ Inventory Requisitions

ICRL Inventory Requisitions Released

ICWT Inventory Warehouse

**Quantity**

If appropriate, the system displays up to 5 digits and two decimals for the quantity on the transaction item.  The display can be changed.

**Account**

Enter the General Ledger account

**Customer**

If the transaction applied to a customer, the system displays up to 8 digits to identify the customer.  The display can be changed. If you change the Customer number, the new Customer number must be on file in the Customer file.

**Price**

If this transaction involved a sales price, the system displays up to 6 digits and 3 decimals to indicate the price.  The price can be changed.

**Vendor**

If this transaction item applied to a particular vendor, the system displays up to 8 digits to identify the vendor.  The display can be changed. If you change the vendor number and if Accounts Payable is part of the system, the new Vendor number must be on file in the Vendor file.

**Cost**

> If this transaction item involved a cost, the system displays up to 7 digits and 2 decimals to indicate the cost.  The display can be changed.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Material Requisition Line Items record.

At this screen, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Material Requisition Line Items file.

## Option 8 - MTD Postings

You can use this function to edit the MTD Postings file in the unlikely event of a failure during posting.

When you use this function, a record of all entries will be printed.  For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about MTD Postings.

This file stores Inventory Control postings from journal entries and current month postings from all subsidiary applications.  These postings may be in detail format, or in some kind of summary format, depending on the value of the "Level of MTD Detail" field in the Chart of Accounts file for the account.
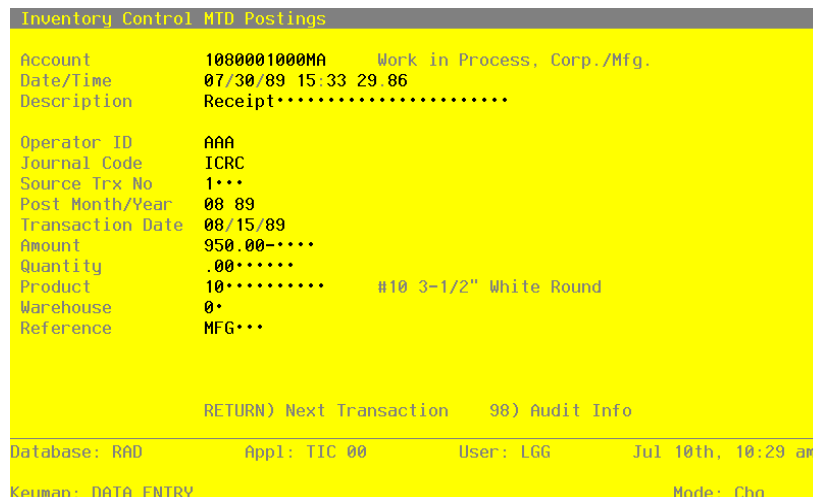


```
Inventory Control MTD Postings

Account          1080001000MA     Work in Process, Corp./Mfg.
Date/Time        07/30/89 15:33 29.86
Description      Receipt······················

Operator ID      AAA
Journal Code     ICRC
Source Trx No    1···
Post Month/Year  08 89
Transaction Date 08/15/89
Amount           950.00-····
Quantity         .00······
Product          10···········     #10 3-1/2" White Round
Warehouse        0·
Reference        MFG···




                 RETURN) Next Transaction    98) Audit Info

Database: RAD        Appl: TIC 00        User: LGG        Jul 10th, 10:29 am

Keymap: DATA ENTRY                                       Mode: Chg
```

**Figure 33. The Recovery Processing MTD Postings Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

The account number that was updated by this posting is displayed, as is its description.

## Fiscal Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required.

The fiscal month to which the posting was made is displayed.

## Fiscal Year

Enter a positive number with up to 2 digits.

The fiscal year t which the posting was made is displayed.

## Journal Code

Enter an upper case alphanumeric field, up to 4 characters in length.

The code identifying the journa reference for the transactions is shown, if detail is being kept by journal. Some examples are APIV for Accounts Payable Invoices, ARAJ for Accounts Receivable Adjustments, and ICRC for Inventory Receipts.

## Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable.

The operator ID is displayed, if detail is being kept by operator.

## Date Posted

Enter a date (YMD).

The date of the entry is shown, if detail is being kept by date. This is the date on which the originating transaction was posted into General Ledger.

**Time Posted**

Enter a time (HMSH).

The time of the posting is shown, if all detail is being kept.

**Description**

Enter an alphanumeric field, up to 30 characters in length.

The transaction description is displayed.

**Control No**

Enter a positive number with up to 4 digits.

The number of the control group which contained the original transaction is displayed, if sufficient detail is being kept.

**Source Trx No**

Enter a positive number with up to 4 digits.

The transaction number from the original entry is displayed, if complete detail is being kept.

**Transaction Date**

Enter a date (YMD).

The transaction date is displayed, if complete detail is being kept.

**Amount**

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

The transaction amount is shown.

**Reference**

Enter an upper case alphanumeric field, up to 6 characters in length.

The reference from the original transction is shown, if sufficient detail is being kept.

**Reversing?**

Enter an uppr case alphanumeric field, 1 character in length.  Only letters are acceptable.  Valid entries are Y, N, and '*'.  The initial default value is 'N'.

This field indicates whether or not this entry is to be reversed in the following month, or if it is a reversing entry.  The options are:

N: No, this is not a reversing entry

Y: Yes, a record will be generated in the fiscal month following this one, to back out this entry.

*: This record is the posting corresponding to an entry if 'Y' in the previous month

## Adjustment?

Enter 'Y' (Yes) or 'N' (No).  the initial default value is 'N'.  This field is required.

This field indicates whetehr or not this is an adjusting entry.  Adjusting transactions are entered solely for the purpose of reducing MTD sources and uses in the Account Balances file.

Y: Yes, this is an adjustment

N: No, this is not an adjustment

## S/U/N Override

Enter an upper case alphanumeric field, 1 character in length.  Valid entries are S, U and N.

This field indicates how the entry is to be accumulated for sources, uses or neither.  These are used when a Statement of Cash Flow is printed.  Your options are:

Blank: Credit entries are to be added to sources; debits to uses.

S: Add to sources.

U: Add to uses.

N: Add to neither sources nor uses.

## Intercompany

Enter an upper case alphanumeric field, up to 3 characters in length.  You can use Scan to search for an appropriate entry.

The intercompany number for the transaction is displayed, if appropriate.

## Intercompany Reference

Enter an upper case alphanumeric field, up to 4 characters in length.

The intercompany reference for the transaction is displayed, if appropriate.

## Currency Code

Enter an alphanumeric field, up to 6 characters in length.  You can use Scan to search fr an appropriate entry.

If the transaction involves a foreign currency, the appropriate code from the Exchange Rates file is shown.

**Home Amount**

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

The transaction amount is displayed in the home (domestic) currency, if this is a foreign transaction. If this is not a foreign transaction, the home amount is blank and not used.

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Next Record to go to the next MTD Postings record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Postings file.

## Option 9 - Transaction Control

Use this function to enter or edit information on the Transaction Control file, in the unlikely event of failure during a post.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Transaction Control.

This file contains one record for each control group that was posted. As many months of history as you choose can be saved in this field; the number of months is specified in the Parameters file.
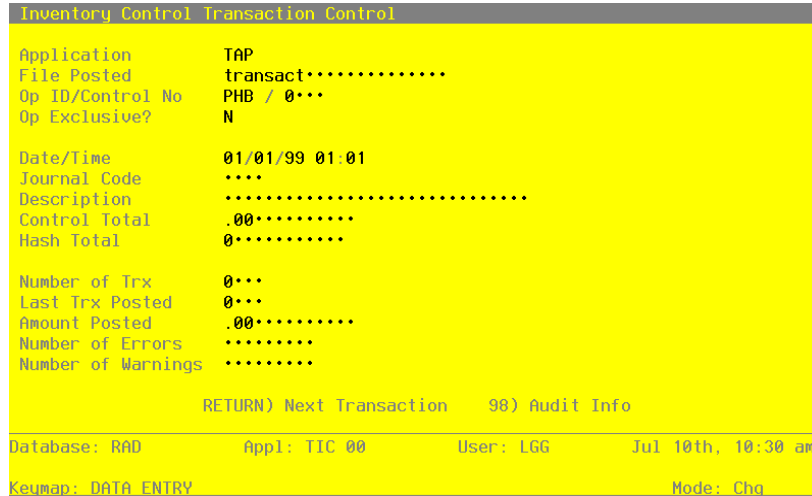
```
Inventory Control Transaction Control

Application          TAP
File Posted          transact···············
Op ID/Control No     PHB / 0···
Op Exclusive?        N

Date/Time            01/01/99 01:01
Journal Code         ····
Description           ·····························
Control Total        .00···········
Hash Total           0············

Number of Trx        0···
Last Trx Posted      0···
Amount Posted        .00···········
Number of Errors     ·········
Number of Warnings   ·········

                RETURN) Next Transaction    98) Audit Info

Database: RAD         Appl: TIC 00        User: LGG        Jul 10th, 10:30 am

Keymap: DATA ENTRY                                          Mode: Chg
```

**Figure 34. The Recovery Processing  Transaction Control Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  the records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want.  Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Application

Enter an upper case alphanumeric field, up to 3 characters in length.  Only letters are acceptable.  This field is required.

The system displays the 3-character code for the application from which the control group originated.

## File Posted

Enter an alphanumeric field, up to 22 characters in length.  Only numbers and letters are acceptable.  This field is required.

The system displays the name of the file from which the transactions originated.  (For example, INVOICES, ADJUSTMENTS or CASH RECEIPTS).

## Op ID

Enter an upper case alphanumeric field, up to 3 characters in length.  Only numbers and letters are acceptable.  This field is required.

The identification code of the operator who originated the control group is displayed.

**Control No**

Enter a positive number with up to 4 digits.

The control group number of the set of transactions is displayed.

**Op Exclusive?**

Enter 'Y' (Yes) or 'N' (No).  The initial default value is 'N'.  this field is required.

The system displays 'Y' or 'N' to indicate whether or not access to this group of transactions was limited to the original operator in Live Operations.

**Date/Time**

Enter a date and time (YMDHM).  This field is required.

The system displays the date and time when the control group was posted.

**Journal Code**

Enter an alphanumeric field, up to 4 characters in length.

The system displays a four-digit code that references the journal on which the transactions are shown.  In particular, you will see one of the following journal codes:

ARIV:  Accounts Receivable Invoices

ARCR:  Accounts Receivable Cash Receipts

ARAJ:  Accounts Receivable Adjustments

ARSC:  Accounts Receivable Service Charges

OEIV:  Order Entry Invoices

**Description**

Enter an alphanumeric field, up to 30 characters in length.

The system displays a description of the control group.  This field was originally entered on the Control Groups screen.

**Control Total**

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

The system displays the total amount entered on the control Groups screen.

### Hash Total

Enter a positive number with up to 12 digits.

The system displays the customer number hash total entered on the Control Groups screen.

### Number of Trx

Enter a positive number with up to 4 digits.

The system displays the total number of transactions posted from this group.

### Last Trx Posted

Enter a positive number with up to 4 digits.

The system displays the transaction number of the last transaction that was posted.

### Amount Posted

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

The system displays the total amount which was posted for this control group. Depending on the journal code, this could reflect total invoices, total cash receipts, total adjustments, or total service charges.

### Number of Errors

Enter a positive number with up to 9 digits.

The system displays the total number of errors that occurred during posting of this control group. These errors appear on the system-generated error log.

### Number of Warnings

Enter a positive number with up to nine digits.

The system displays the number of warnings generated during posting of this control group. These warnings appear on the system-generated error log.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Transaction Control record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Transaction Control file.

## Option 10 - Reset Post in Progress - Material Requisitions

You can use this function to change the value of the "Post in Progress" field on the Material Requisitions Control Group record. This may be necessary in the event that a post fails to complete.

The screen shown below presents information about Material Requisitions Control Groups.

When you enter invoices, you will see only one of the two possible screens for Material Requisitions Control Groups. Which screen you see will depend on how you answered two questions on your parameters file. These are the "Ask Operator ID?" question, and the "Use Transaction Control" question.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

```
Inventory Control Reset Post in Progress            (Material Requisitions)

Operator ID/Control No   AAA / 1
Description              August RQ

Post in Progress?         N









                    RETURN) Reset Posting     98) Audit Info

Database: RAD          Appl: TIC 00         User: LGG        Jul 10th, 10:41 am

Keymap: DATA ENTRY                                           Mode: Chg
```

**Figure 35. The Recovery Processing Reset Post In Progress Screen - Material Requisitions**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be al-

lowed to scan the available data until you find the record you want.  Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

The system displays an upper case alphanumeric field, up to 3 characters in length.  Only numbers and letters are acceptable.

The operator ID which you entered at log-on is displayed.  All control groups are separated by operator.

**Control No**

The system displays a positive number with up to 4 digits.

A sequential number is supplied to identify this group of Material Requisitions.

**Description**

The system displays an alphanumeric field, up to 30 characters in length.

Describe this group of Material Requisitions.  This description appears on the Transaction Control report and inquiry.

**Post in Progress?**

Enter 'Y' (Yes) or 'N' (No).  The initial default value is 'N'.  This field is required.

If a material requisitions post should fail to complete for any reason, you must enter 'N' in this field in order to restart the post.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Material Requsitions Control Groups record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Material Requsitions Control Groups file.


## Option 11 - Reset Post in Progress - Warehouse Transfers

You can use this function to change the value of the "Post in Progress" field on the Warehouse Transfers Control Group record.  this may be necessary in the event that a post fails to complete.

The screen shown below presents information about Warehouse Transfers Control Groups.

When you enter adjustments, you will see only one of the two possible screens for Warehouse Transfers Control Groups.  which screen you see will depend on how you answered two questions on your Parameters file.  These are the "Ask Operator ID?" question, and the "Use Transaction Control" question.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices.  In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "use Transaction Control?", you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

```
Inventory Control Reset Post in Progress                 (Warehouse Transfers)

Operator ID/Control No  AAA / 1
Description             August Warehouse Transfers

Post in Progress?       N

                        RETURN) Reset Posting    98) Audit Info

Database: RAD          Appl: TIC 00         User: LGG        Jul 10th, 10:43 am

Keymap: DATA ENTRY                                           Mode: Chg
```

**Figure 36. The Recovery Processing Reset Post in Progress Screen - Warehouse Transfers**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want.  Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Operator ID

The system displays an upper case alphanumeric field, up to 3 characters in length.  Only numbers and letters are acceptable.

The system displays the operator ID you entered at log-on.  All transactions are separated by operator.

### Control No

The system displays a positive number with up to 4 digits.

A sequential number is supplied to identify this group of warehouse transfers.

### Description

The system displays an alphanumeric field, up to 30 characters in length.

Describe this group of warehouse transfers  This description appears on the Transaction Control report and inquiry.

### Post in Progress?

Enter 'Y' (Yes) or 'N' (No).  the initial default value is 'N'.  This field is required.

If a warehouse transfers post should fail to complete for any reason, you must enter 'N' in this field in order to restart the post.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Warehouse Transfers Control Groups record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Warehouse Transfers Control Groups file.


## Option 14 - Reset Post in Progress - Product Transfers

You can use this function to change the value of the "Post in Progress" field on the Product Transfers Control Group record.  This may be necessary in the event that a post fails to complete.

The screen shown below presents information about Product Transfers Control Groups.

When you enter Product Transfers, you will see only one of the two possible screens for Product Transfers Control Groups.  Which screen you see will depend on how you answered two questions on your Parameters file.  these are the "Ask Operator ID?" question, and the "Use Transaction Control?"

question.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.
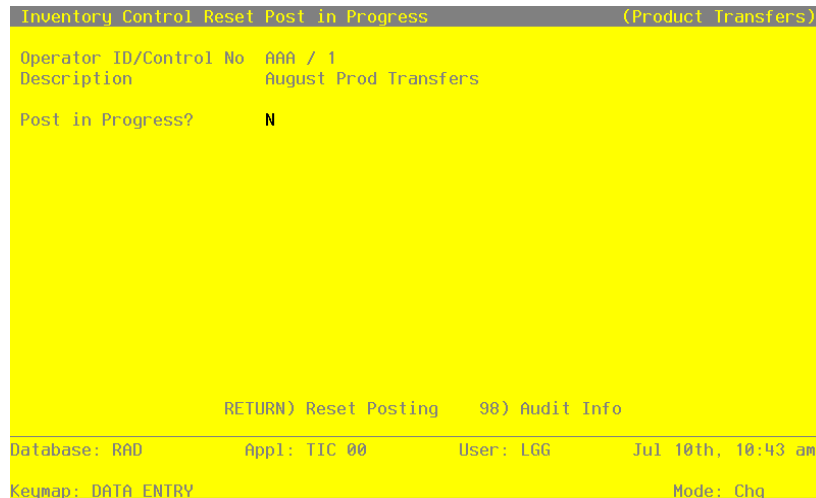
```
Inventory Control Reset Post in Progress              (Product Transfers)

Operator ID/Control No  AAA / 1
Description             August Prod Transfers

Post in Progress?       N








                        RETURN) Reset Posting    98) Audit Info

Database: RAD          Appl: TIC 00        User: LGG        Jul 10th, 10:43 am

Keymap: DATA ENTRY                                          Mode: Chg
```

**Figure 37. The Recovery Processing Reset Post in Progress Screen T Product transfers**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

> The system displays an upper case alphanumeric field, up to 3 characters in length.  Only numbers and letters are acceptable.

> The system displays the operator ID you entered at log-on.  All transactions are separated by operator.

**Control No**

> The system displays a positive number with up to 4 digits.

> A sequential number is supplied to identify this group of Product Transfers.  This number is printed on the journal, tracked on the Transaction Control file, and posted to General ledger for detail accounts.  Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

**Description**

> The system displays on alphanumeric field, up to 30 characters in length.

> Describe this group of Product Transfers.  This description appears on the Transaction Control report and inquiry.

**Post in Progress?**

> Enter 'Y' (Yes) or 'N' (No).  The initial default value is 'N'.  This field is required.

> If a Product Transfers post should fail to complete for any reason, you must enter 'N' in this field in order to restart the post.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Product Transfers Control Groups record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Product Transfers Control Groups file.

## Option 13 - Reset Post in Progress - Adjustments

You can use this function to change the value of the "Post in Progress" field on the Adjustments Control Group record.  this may be necessary in the event that a post fails to complete.

The screen shown below presents information about Adjustments Control Groups.

When you enter adjustments, you will see only one of the two possible screens for Adjustments Control Groups.  which screen you see will depend on how you answered two questions on your Parameters file.  these are the "Ask Operator ID?" question, and the "Use Transaction Control" question.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices.  In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "use Transaction Control?", you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

```
Inventory Control Reset Post in Progress                    (Adjustments)

Operator ID/Control No  AAA / 1
Description             August Adjustments

Post in Progress?       N




                        RETURN) Reset Posting    98) Audit Info

Database: RAD          Appl: TIC 00         User: LGG        Jul 10th, 10:44 am

Keymap: DATA ENTRY                                           Mode: Chg
```
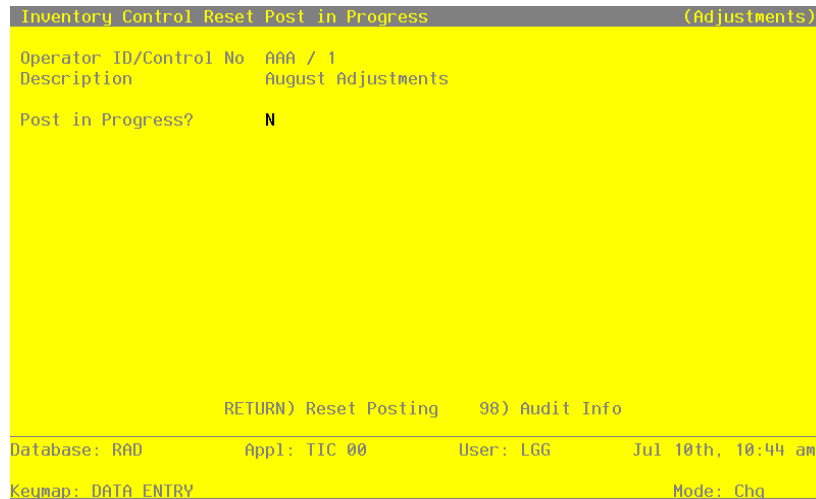
**Figure 38. The Recovery Processing Reset Post in Progress Screen - Adjustments**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option.  The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want.  Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Operator ID

The system displays an upper case alphanumeric field, up to 3 characters in length.  Only numbers and letters are acceptable.

The system displays the operator ID you entered at log-on.  All transactions are separated by operator.

## Control No

The system displays a positive number with up to 4 digits.

A sequential number is supplied to identify this group of adjustments.  This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts.  Although it is not necessary that this number be exactly sequential, the number itself is important as part of your audit trail.

## Description

The system displays an alphanumeric field, up to 30 characters in length.

Describe this group of adjustments.  This description appears on the Transaction Control report and inquiry.

## Post in Progress?

Enter 'Y' (Yes) or 'N' (No).  the initial default value is 'N'.  This field is required.

If an adjustments post should fail to complete for any reason, you must enter 'N' in this field in order to restart the post.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Adjustments Control Groups file.

## Option 14 - Reset Post in Progress - Receipts

You can use this function to change the value of the "Post in Progress" field on the Receipts control Group record.  This may be necessary in the event that a post fails to complete.

The screen shown below presents information about Receipts Control Groups.

When you enter receipts, you will see only one of the two possible screens for Receipts Control Groups.  Which screen you see will depend on how you answered two questions on your Parameters file.  these are the "Ask Operator ID?" question, and the "Use Transaction Control?" question.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.
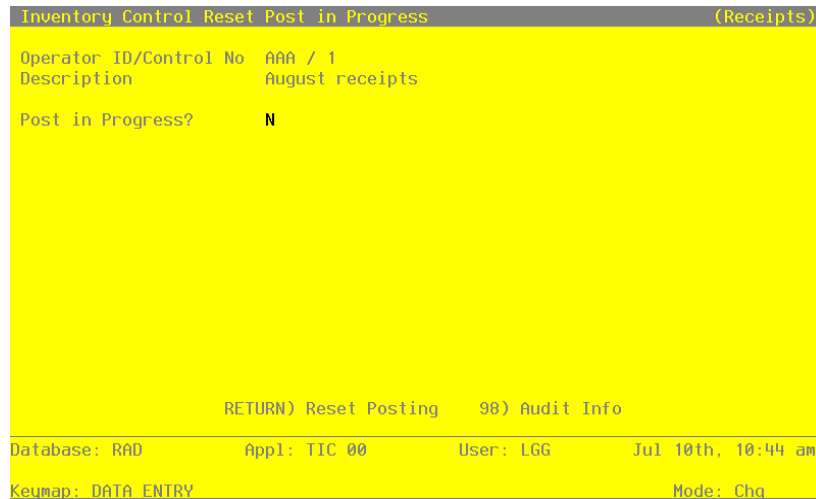
```
Inventory Control Reset Post in Progress                        (Receipts)

Operator ID/Control No  AAA / 1
Description             August receipts

Post in Progress?       N




















                RETURN) Reset Posting    98) Audit Info

Database: RAD         Appl: TIC 00        User: LGG       Jul 10th, 10:44 am

Keymap: DATA ENTRY                                           Mode: Chg
```

**Figure 39. The Recovery Processing Reset Post in Progress Screen - Receipts**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

> The system displays an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable.

The system displays the operator ID you entered at log-on.  All transactions are separated by operator.

## Control No

The system displays a positive number with up to 4 digits.

A sequential number is supplied to identify this group of receipts.  This number is printed on the journal, tracked on the Transaction Control file, and posted to General ledger for detail accounts.  Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

## Description

The system displays on alphanumeric field, up to 30 characters in length.

Describe this group of receipts.  This description appears on the transaction Control report and inquiry.

## Post in Progress?

Enter 'Y' (Yes) or 'N' (No).  The initial default value is 'N'.  This field is required.

If a receipts post should fail to complete for any reason, you must enter 'N' in this field in order to restart the post.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Receipts Control Groups record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Receipts Control Groups file.

## Initial Setup Checklist

### Step I:  Master Files

1) Enter records for the following master files:

   Required:

   - Parameters
   - Product Classes
   - Warehouses
   - Products
   - Products by Vendor
   - Products by Warehouse
   - Material Requisitions

   Optional:

   - Product Discounts by Customer
   - Product Purchases

2)  Print and review lists of each of these files.  If errors are found, correct them in Change mode.

### Step II:  Opening Entries

1)  If desired, print physical inventory count sheets, take physical inventory, and enter data from the completed count sheets.  Alternatively, enter physical inventory data based on tags and process this data.

2)  If desired, print a Physical Inventory Edit List to check your data.

3)  If desired, reset Products by Warehouse quantities based on existing Products and Warehouse records.

### Step III:  Process Initial Setup

1)  Run the Process Initial Setup procedure to prepare your files for processing during Live Operations.

2)  Correct errors, if any occurred.

3)  If desired, print a Stock Status Report.

**appx**