appx

*Inventory Control
User Manual*

Chapter 1: General Information

Purpose

This manual provides instructions for using the Live Operations phase of the Inventory Control application. Use this manual as a guide for performing day-to-day and monthly inventory control procedures.

All features and options described in this manual are included in the APPX Inventory Control application. Any modification of the software or documentation is the responsibility of the person 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, lists, and inquiries

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.

This manual along with both the Inventory Control System Administrator manual, which provides information about the Initial Setup phase and the Recovery Processing phase, and the APPX User manual complete the set of manuals that accompany each APPX application.

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. Each has a specific role in processing data.

- Initial Setup

- Live Operations

- Recovery Processing

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 and warehouse quantities, product sales prices and costs, price and purchase history, alternate products and vendors, and 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

As you use the Inventory Control application, 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 fields and files that are normally not accessible during the Live Operations phase. Recovery Processing is provided as an aid to your software consultant and should only be accessed by your consultant or under his or her direction.

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

Accounting Audit Trails

During Live Operations, the Transaction Processing, File Maintenance, and Reports and Inquiry menus provide functions used during day-to-day operation of the system.

To process transactions, a three-step procedure is followed: (1) transaction entry; (2) journal printing; and (3) transaction posting, where records are integrated with permanent master files.

Transaction Entry

Entry of data occurs in groups, or batches, called "Control Groups," that you should review before posting them to your master files. These groups are identified by user ID and "control number," which allows each operator to process transactions separately from other operators. The system performs validation checks on all transactions entered. Inventory Control may also receive sales information from Order Entry and purchasing information from Accounts Payable and Purchase Orders.

Journal Printing

After initial transaction entry, each control group must be printed on a journal before it can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

Inventory Control

This is the primary Inventory Control application menu. It allows you to access specific Inventory Control submenus.

```
Inventory Control                                      Expert Computing, Inc.


                       1) Transaction Processing
                       2) Monthly Processing
                       3) File Maintenance
                       4) Reports & Inquiry

                       6) Physical Inventory
                       7) Utilities & Special Edits



                      24) Select New Company

                 Press END to exit Inventory Control

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   Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

Database: RAD          Appl: TIC 00          User: LGG          Aug 4th, 1:38 pm

Keymap: DATA ENTRY
```

Figure 1. The Inventory Control Menu Screen

Chapter 2:   Transaction Processing

Transaction Processing

The Transaction Processing menu lists many of the functions used during the routine operation of the Inventory Control application.

Data entry functions are used to enter material requisitions, warehouse transfers, product transfers, adjustments, and inventory receipts. Journals must be printed for these same items before posting. These journals provide an audit trail and verification of the entries. Transactions are only posted to files after journals have been printed without error.

The Transaction Processing menu is shown below:

```
Inventory Control                                    Expert Computing, Inc.

                             Transaction Processing

      Data Entry                 Journals                   Post

  1) Material Requisitions   6) Material Requisitions  11) Material Requisitions
  2) Warehouse Transfers     7) Warehouse Transfers    12) Warehouse Transfers
  3) Product Transfers       8) Product Transfers      13) Product Transfers
  4) Adjustments             9) Adjustments            14) Adjustments
  5) Inventory Receipts     10) Inventory Receipts     15) Inventory Receipts

                           Print/Post All Transactions

                       20) Edit Unposted Control Groups
                       21) Print Unposted Control Groups
                       22) Print All Journals
                       23) Post All Transactions
                       24) Print/Post All Transactions


Database: RAD         Appl: TIC 00         User: LGG         Aug 4th, 1:38 pm

Keymap: MENU ENTRY
```

Figure 2. The Transaction Processing Screen

Option 1 - Material Requisitions

This function lets you enter and release material requisitions, which move products out of inventory. Posted material requisitions remain in a system-maintained file until released. Once they are fully re-leased or if the Cancel? option is set to 'Y' in the Material Requisition file in File Maintenance, they are deleted from the system-maintained file during posting.

On hand quantities in the Products By Warehouse file are updated by releases, and requisitioned quantities are updated by requisitions and releases.

Since the system identifies a requisition or release by requisition number and product number, it is not necessary to recall line item numbers in order to release a product. Items are released on a line by line basis in descending order. Therefore, you should not enter more than one line item for the same product on any one requisition.

When you enter material requisitions, you see only one of the two possible screens for Material Requisitions Control Groups. Which screen you see depends 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 see the first screen and can enter control and hash totals for your requisitions. In addition, a record is written to the Transaction Control file for each group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

This screen presents information about Material Requisition Control Groups.

```
Inventory Control Material Requisitions                    (Control Group)

Operator ID/Control No  LGG / 0···
Operator Exclusive?     N

Description

Quantity Control Total
Product Hash Total

Print Journal?          Y
Journal OK?             N
Post Now?               Y




Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:38 pm

Keymap: DATA ENTRY                                          Mode: Chg/Key
```

Figure 3. The Material Requisitions Control Groups 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:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of material requisitions. This number is printed on the journal, tracked on the Transaction control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

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

Indicate whether or not you are reserving exclusive rights to this group of material requisitions.

Y: Yes, access is restricted to the original operator.

N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of material requisitions. This description will appear on the Transaction Control report and inquiry.

Quantity 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.

Enter the adding machine total of all material requisitions quantities to be entered. This entry is balanced against the running total kept by the system as material requisitions entries are made. The system displays the running total of quantities entered in the

"Current" field, and the balance remaining is shown in the "Remaining" field.

This field is optional.

Product Hash Total

Enter a positive number with up to 12 digits.

Enter the total of all product numbers to be entered in this control group. The system will keep a running total of product numbers and balance it against this entry.

This field is optional.

Print Journal?

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

'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

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

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

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

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

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

This screen may optionally be used to display information about Materials Requisitions Control Groups.
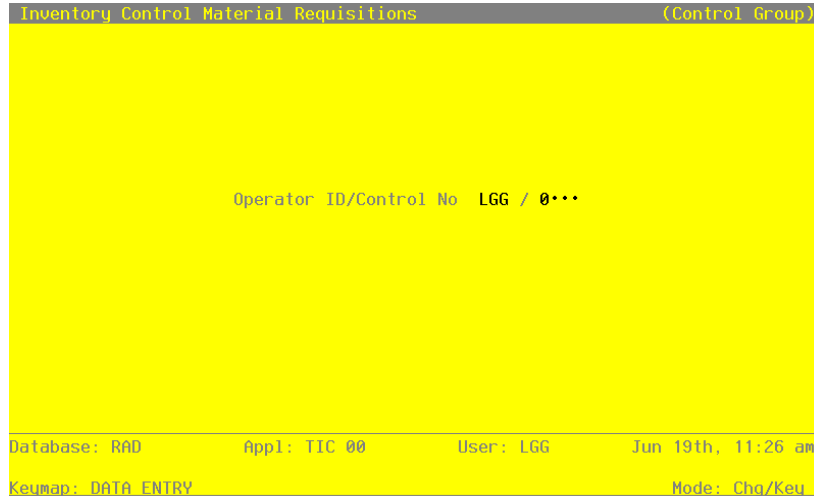
Figure 4. The Material Requisitions Operator ID Screen

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:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of material requisitions. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Press RETURN to save the information on this screen.

Select the Next Record option to go to the next Materials Requisitions Control Groups record.

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

The screen shown below presents information about Material Requisitions.

```
Inventory Control Material Requisitions                     (Requisition)

Requisition  1••••     Description ••••••••••••••••••••••••••••
Warehouse    10        Main Facility
Date         03/02/94  Post Mo/Yr   02 89




Control Totals:                Current: 2.00           Remaining:
Hash Totals:                          20

                  RETURN) Requisition Detail    98) Audit Info
Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:39 pm

Keymap: DATA ENTRY                                          Mode: Chg
```

Figure 5. The 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 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:

Requisition

Enter up to 5 digits to identify the requisition. You may identify a previously posted requisi-tion. You can use the Scan option to find an appropriate entry.

Description

Enter up to 30 characters to describe this requisition.

Warehouse

Enter the warehouse number for the warehouse from which products have been requisitioned.

You can use the Scan option to find an appropriate entry. The warehouse number must be on file in the Warehouses file; the combination(s) of this number and each product entered on the line item screen(s) must be on file in the Products By Warehouse file.

The system displays the corresponding warehouse description from the Warehouses file so that you may verify your entry.

Date

Enter the date for the requisition.

Post Mo/Yr

Enter up to 2 characters each to identify the calendar month and year to which this transaction is to be posted. Valid entries are:

1—13: Calendar period
EY: End-of-year

After you complete this screen, press RETURN to save the information on this screen and enter line items, which identify products and quantities for the requisition.

Select the Previous Image to go back to the Material Requisitions Control Groups screen. Select the Next Record option to go to the next Material Requisition. Select the END option to go to the next Material Requisitions Control Groups screen.

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

The screen shown below presents information about Material Requisition Line Items.

Figure 6. The Material Requisition Line Items 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:

Line Item

The system provides a line number, beginning with '1', for each line item on the requisition. You can enter up to 3 digits to change this number, but each line item must be identified by a unique line number.

Product

Enter the number of the product that has been requisitioned. You can use the Scan option to find an appropriate entry. This product must be on file in the Products file; the combination of this product and the previously entered warehouse must be on file in the Products By Warehouse file.

The system displays the product description so that you may verify your entry.

Date Required

Enter the date the requisitioned product is required.

Quantity Requisitioned

If you are requisitioning products from this warehouse, enter up to 5 digits and 2 decimals for the number of stockkeeping units requisitioned. Once a requisition has been posted, this field cannot be changed. However, you may cancel a requisition using the Material Requisitions file maintenance function. If you make an entry in this field, product releases must be entered as separate transactions.

or Released

If you are releasing products from this warehouse, enter up to 5 digits and 2 decimals for the number of stockkeeping units to be released. For any requisitioned quantity, you may make multiple, partial releases.

If you make an entry in this field, product requisitions must be entered as separate

transactions.

GL Account

Enter the number of the General Ledger account to be debited when the release is posted. If the General Ledger application is part of your system, this account number must be on file in the Chart of Accounts file. The corresponding description is displayed so that you may verify your entry.

Inventory Account*

The system only displays the inventory account for release transactions. The account defaults from the product's Product Classes record.

If the General Ledger application is part of your system, the corresponding description is displayed from the Chart of Accounts file.

Current Balance*

The system displays, in stockkeeping units, the total posted requisitioned quantity less the total posted released quantity for this product only on this requisition.

This entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Material Requisitions screen. Select the Next Record option to go to the next Line Items screen. Select the END option to go to the next Material Requisitions screen.

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 2 - Warehouse Transfers

This function records transfers of inventory products from one warehouse to another warehouse that stocks the same products.

The cost "in" at the receiving warehouse is equal to the cost "out" of the sending warehouse. You must use the Product Transfers function for any cost differential between the two warehouses.

The Update On Hand with Warehouse Transfers? option in the Parameters file specifies whether warehouse transfers update on hand or on order quantities in the destination warehouse. If this option is chosen, warehouse transfers update on hand quantities in the sending and receiving warehouses. If this option is not chosen, warehouse transfers update on hand quantities in the sending warehouse and on order quantities in the receiving warehouse. An inventory receipt must be entered to move the on order quantity to the on hand quantity when the inventory arrives at the warehouse.

When you enter warehouse transfers, you see only one of the two possible screens for Warehouse Transfers Control Groups. Which screen you see depends 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 see the first screen and can enter control and hash totals for your warehouse transfers. In addition, a record is written to the Transaction Control file for each group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

The screen below presents information about Warehouse Transfers Control Groups.

Figure 7. The Warehouse Transfers Control Groups Screen
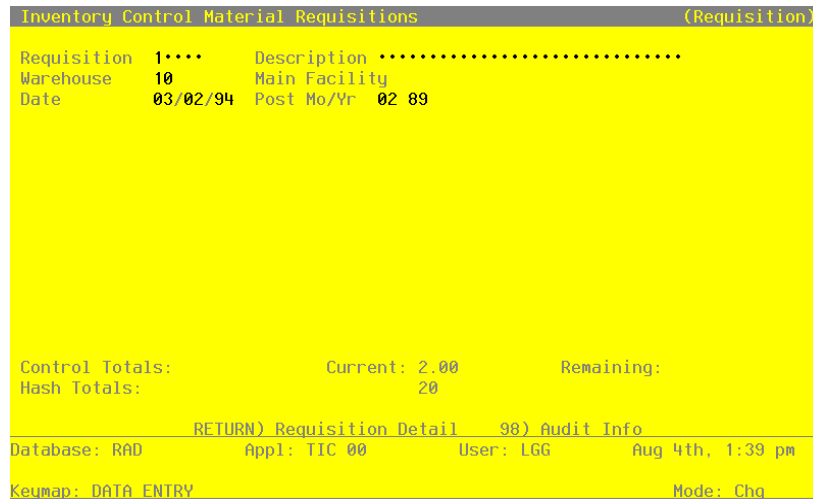
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of warehouse transfers. This number is printed on the journal, tracked on the Transaction control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

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

Indicate whether or not you are reserving exclusive rights to this group of warehouse transfers.

Y: Yes, access is restricted to the original operator.
N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of warehouse transfers. This description will appear on the Transaction Control report and inquiry.

Quantity 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.

Enter the adding machine total of all warehouse transfer quantities to be entered. This entry is balanced against the running total kept by the system as warehouse transfer entries are made. The system displays the running total of quantities entered in the "Current" field, and the balance remaining is shown in the "Remaining" field.

This field is optional.

Product Hash Total

Enter a positive number with up to 12 digits.

Enter the total of all product numbers to be entered in this control group. The system will keep a running total of product numbers and balance it against this entry.

This field is optional.

Print Journal?

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

'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

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

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. Press RETURN 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—ADD, DEL, CHG, or INQ—pertain to those records in the Warehouse Transfers Control Groups file.

This screen may optionally be used to display information about Warehouse Transfers Control Groups.

Figure 8. The Warehouse Transfers Operator ID 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:

Operator ID

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of warehouse transfers. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Press RETURN 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, use of MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Warehouse Transfers Control Groups file.

The screen shown below presents information about Warehouse Transfers.


```
Inventory Control Warehouse Transfers                        (Transfers)

1      Product        10···········    #10 3-1/2" White Round
       Quantity       1.00·····
       From Warehouse 10               Main Facility
       Inventory Acct 1100001001WH     Resale Inventory, Sales Outlet
       To Warehouse   20               South End Facility
       Inventory Acct 1100001000WH     Resale Inventory
       Date           03/03/94         Post Mo/Yr  02 89  Reference  ······
-------------------------------------------------------------------------------
2      Product        20               #4 12" Gold Plated Black Round
       Quantity       1.00
       From Warehouse 20               South End Facility
       Inventory Acct 1100001001WH     Resale Inventory, Sales Outlet
       To Warehouse   10               Main Facility
       Inventory Acct 1100001001WH     Resale Inventory, Sales Outlet
       Date           03/03/94         Post Mo/Yr  02 89  Reference
-------------------------------------------------------------------------------
Control Totals:              Current: 3.00          Remaining:
Hash Totals:                          50
                RETURN) Next Transaction    98) Audit Info
Database: RAD         Appl: TIC 00       User: LGG        Aug 4th, 1:42 pm

Keymap: DATA ENTRY                                          Mode: Chg
```

Figure 9. The Warehouse Transfers 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:

Transaction No

> The system automatically assigns a transaction number, beginning with '1'.

Product

> Enter the number of the product to be transferred between warehouses. You can use the Scan option to find an appropriate entry. This product must be on file in the Products file. The combinations of this product with the "from" and "to" warehouses (see below) must be on file in the Products By Warehouse file.

> The system displays the corresponding description from the Products file so that you may verify your entry.

Quantity

> Enter up to 5 digits and 2 decimals for the number of stockkeeping units to be transferred between warehouses.

From Warehouse

> Enter the number of the warehouse from which products are being transferred. You can use the Scan option to find an appropriate entry. This number must be on file in the Warehouses file; the combination of this number and the product number must be on file in the Products By Warehouse file.

> The system displays the corresponding description from the Warehouses file so that you may verify your entry.

Inventory Acct*

> The inventory account for the sending warehouse defaults from the warehouse's Product Classes record.

> If General Ledger is part of your system, the corresponding description is displayed from the Chart of Accounts file.

To Warehouse

Enter the number of the warehouse to which products are being transferred. You can use the Scan option to find an appropriate entry. This number must be on file in the Warehouses file; the combination of this number and the product number must be on file in the Products By Warehouse file. The system displays the corresponding description from the Warehouses file so that you may verify your entry.

Inventory Acct*

The inventory account for the receiving warehouse defaults from the warehouse's Product Classes record.

If General Ledger is part of your system, the corresponding description is displayed from the Chart of Accounts file.

Date

The system displays today's date. You may override the display.

Post Mo/Yr

Enter up to 2 characters each for the month and year to identify the calendar month and year to which this transaction is to be posted. Valid entries are:

1—13: Calendar period
EY: End-of-year

Reference

Enter up to 6 characters to further describe and reference the warehouse transfer.

This entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Warehouse Transfers Control Groups screen. Select the Next Record option to go to the next Warehouse Transfers record.

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

Option 3 - Product Transfers

This function allows you to transfer a product from one product number, warehouse number, or unit of measure to another.

If a product is transferred, on hand quantities in Products By Warehouse records for both the new and the old warehouses are updated. Any difference in cost is entered in the Additional Unit Cost field and posted to the General Ledger account entered on the transaction.

When you enter product transfers, you see only one of the two possible screens for Product Transfers Control Groups. Which screen you see depends 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 see the first screen and can enter control and hash totals for your product transfers. In addition, a record is written to the Transaction Control file for each group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

On the following pages, the screens displayed by this function are shown.

The following screen presents information on Product Transfers Control Groups.


```
Inventory Control Product Transfers                      (Control Group)

Operator ID/Control No  LGG / 0•••
Operator Exclusive?     N

Description

Quantity Control Total
Product Hash Total

Print Journal?          Y
Journal OK?             N
Post Now?               Y




Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:42 pm

Keymap: DATA ENTRY                                          Mode: Chg/Key
```

Figure 10. The Product Transfers Control Groups 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:

Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter 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 if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

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

Indicate whether or not you are reserving exclusive rights to this group of product transfers.

Y: Yes, access is restricted to the original operator.
N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of product transfers. This description will appear on the Transaction Control report and inquiry.

Quantity 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.

Enter the adding machine total of all product transfer quantities to be entered. This entry is balanced against the running total kept by the system as product transfer entries are made.

The system displays the running total of quantities entered in the "Current" field, and the balance remaining is shown in the "Remaining" field.

This field is optional.

Product Hash Total

Enter a positive number with up to 12 digits.

Enter the total of all product numbers to be entered in this control group. The system will keep a running total of product numbers and balance it against this entry.

This field is optional.

Print Journal?

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

'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

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

'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. Press RETURN 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—ADD, DEL, CHG, or INQ—pertain to those records in the Product Transfers Control Groups file.

This screen may optionally be used to display information about Product Transfers Control Groups.

```
Inventory Control Product Transfers                      (Control Group)




                     Operator ID/Control No  LGG / 0···








                RETURN) Product Transafers    98) Audit Info

Database: RAD          Appl: TIC 00         User: LGG       Jun 19th, 11:29 am

Keymap: DATA ENTRY                                          Mode: Chg/Key
```

Figure 11. The Product Transfers Operator ID 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:

Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter 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 if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Press RETURN 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, use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Product Transfers Control Groups file.

The screen shown below presents information about Product Transfers.

```
Inventory Control Product Transfers                              (Transfers)

Transaction No     1                 Reference   ••••••
Date               03/03/94          Post Mo/Yr   02 89

Product Out        10•••••••••       #10 3-1/2" White Round
Inventory Acct Out 1100001001WH      Resale Inventory, Sales Outlet
Warehouse Out      10                Main Facility
Quantity           1.00•••••         U/M  Each

Product In         10•••••••••       #10 3-1/2" White Round
Inventory Acct In  1100001001WH      Resale Inventory, Sales Outlet
Warehouse In       10                Main Facility
Quantity           1.00•••••         U/M  Each

Addl Unit Cost     .000••••••
GL Account         ••••••••••••

Control Totals:             Current: 1.00        Remaining:
Hash Totals:                          10
                   RETURN) Next Record    98) Audit Info
Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:43 pm

Keymap: DATA ENTRY                                          Mode: Chg
```

Figure 12. The Product Transfers 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:

Transaction No

The system automatically assigns a transaction number, beginning with '1'.

Reference

Enter up to 6 characters to further describe and reference the product transfer.

Date

> The system displays today's date. You may override the display.

Post Mo/Yr

> Enter up to 2 characters each for the month and year to identify the calendar month and year to which this transaction is to be posted. Valid entries are:
>
> 1 - 13: Calendar period
> EY: End-of-year

Product Out

> Enter the number of the product being transferred from inventory. You can use the Scan option to find an appropriate entry. This product number must be on file in the Products file.
>
> The system displays the corresponding description from the Products file so that you may verify your entry.

Inventory Acct Out*

> The system displays the inventory account identified on the product's Product Classes record.
>
> If General Ledger is part of your system, the system displays the corresponding description from the Chart of Accounts file.

Warehouse Out

> Enter the number of the warehouse from which the product is being transferred. You can use the Scan option to find an appropriate entry. This number must be on file in the Warehouses file; the combination of this number and the "Product Out" number must be on file in the Products By Warehouse file.
>
> The system displays the corresponding description from the Warehouses file so that you may verify your entry.

Quantity

> Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the Product Out being transferred from the inventory at the "out" warehouse.

U/M*

> The system displays the unit of measure for the Product Out from the Products file.

Product In

> Enter the number of the product being transferred to inventory. This product number must be on file in the Products file.
>
> The system displays the corresponding description from the Products file so that you may verify your entry.

Inventory Acct In*

> The system displays the inventory account identified on the new product's Product Classes record.
>
> If General Ledger is part of your system, the system displays the corresponding description from the Chart of Accounts file.

Warehouse In

> Enter the number of the warehouse to which the new product is being transferred. You can use the Scan option to find an appropriate entry. This number must be on file in the Warehouses file; the combination of this number and the "Product In" number must be on file in the Products By Warehouse record.
>
> The system displays the corresponding description from the Warehouses file so that you may verify your entry.

Quantity

> Enter up to 5 digits and 2 decimals for the number of stockkeeping units of the Product In being transferred to inventory at the "in" warehouse.

U/M*

> The system displays the stockkeeping unit of measure identified for the Product In from the Products file.

Addl Unit Cost

> Enter up to 6 digits and 3 decimals for the cost per unit that you wish to add to the cost of Product Out in calculating the cost of Product In. This figure is used in the following formula:
>
> Cost Inventory In = Cost Inventory Out + (Quantity In x Addl Unit Cost)

GL Account

> Enter the General Ledger account number to which additional unit cost is posted. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of

your system, this account number must be on file in the Chart of Accounts file. The corresponding description is displayed so that you may verify your entry.

This entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Product Transfers Control Groups screen. Select the Next Record option to go to the next Product Transfers record. Select the END option to go to the next Product Transfers screen.

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

Option 4 - Adjustments

This function allows you to enter adjustments to the total cost, on hand, on order and committed quantities in the Products By Warehouse file.

When you enter adjustments, you see only one of the two possible screens for Adjustments Control Groups. Which screen you see depends 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 see the first screen and can enter control and hash totals for your adjustments. In addition, a record is written to the Transaction Control file for each group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

On the following pages, the screens displayed by this function are shown.

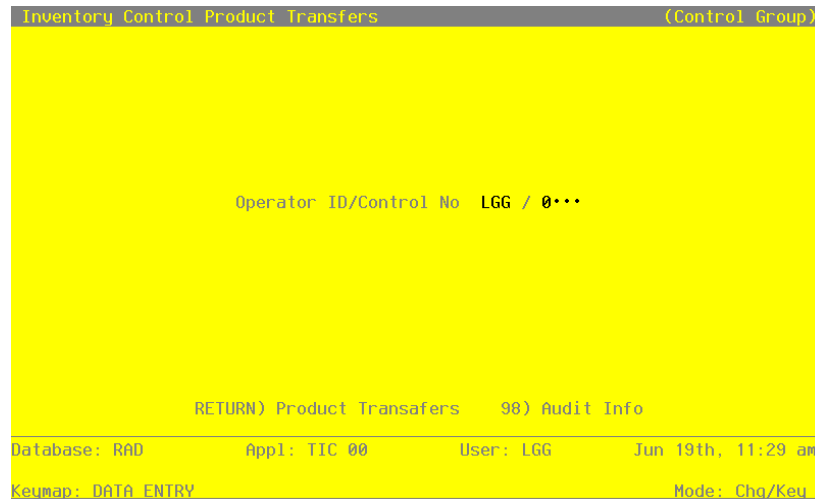The following screen presents information about Adjustments Control Groups.

Figure 13. The Adjustments Control Groups 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:

Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter 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 if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

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

Indicate whether or not you are reserving exclusive rights to this group of adjustments.

Y: Yes, access is restricted to the original operator.
N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of adjustments. This description will appear on the Transaction Control report and inquiry.

Quantity 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.

Enter the adding machine total of all adjustment quantities to be entered. This entry is balanced against the running total kept by the system as adjustments entries are made. The system displays the running total of quantities entered in the "Current" field, and the balance remaining is shown in the "Remaining" field.

This field is optional.

Product Hash Total

Enter a positive number with up to 12 digits.

Enter the total of all product numbers to be entered in this control group. The system will keep a running total of product numbers and balance it against this entry.

This field is optional.

Adjustment Affects GL?

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

Indicate whether or not this group of adjustments will affect the balances in General Ledger.

Print Journal?

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

'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

> The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.
>
> The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

> Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.
>
> 'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

The entered data is validated. Press RETURN 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—ADD, DEL, CHG, or INQ—pertain to those records in the Adjustments Control Groups file.

This screen may optionally be used to display information about Adjustments Control Groups.

Figure 14. The Adjustments Operator ID 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:

Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter 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 if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Press RETURN to continue 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—ADD, DEL, CHG, or INQ—pertain to those records in the Adjustments Control Groups file.

The screen shown below presents information about Inventory Adjustments.


```
Inventory Control Adjustments Entry                          (Adjustments)

1     Product              ·············
      Warehouse            0·
      Inventory Account
      Over/Under Account
      Date                 08/04/94      Post Mo/Yr         Reference  ······
      Total Cost           .00······     On Hand     .00······
      On Order             .00······     Committed   .00······
----------------------------------------------------------------------------




      Control Totals:              Current:            Remaining:
      Hash Totals:

Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:44 pm

Keymap: DATA ENTRY                                           Mode: Add
```

Figure 15. The Adjustments 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:

Transaction No

> The system automatically assigns a transaction number, beginning with '1'.

Product

> Enter the number of the inventory product to be adjusted. You can use the Scan option to find an appropriate entry. This number must be on file in the Products file; the combination of this number and the warehouse number (see next field) must be on file in the Products By Warehouse file.

> The system displays the corresponding product name from the Products file so that you may verify your entry.

Warehouse

> Enter the number of the warehouse in which the product to be adjusted is located. You can use the Scan option to find an appropriate entry. This number must be on file in the Warehouses file; the combination of this number and the product number must be on file in the Products By Warehouse file.

> The system displays the corresponding warehouse description from the Warehouses file so that you may verify your entry.

Inventory Account*

> The system displays the inventory account identified on the product's Product Classes record.

> If the General Ledger application is part of your system, the corresponding description is displayed from the Chart of Accounts file.

Over/Under Account

> The over/under General Ledger account number is defaulted from the product's Product Classes record. You may override the display. You can use the Scan option to find an appropriate entry.

If the General Ledger application is part of your system, the account number must be on file in the Chart of Accounts file, and the corresponding description is displayed so that you can verify your entry.

Date

The system displays today's date. You may override the display.

Post Mo/Yr

Enter up to 2 characters each for the month and year to identify the calendar month and year to which this transaction is to be posted. Valid entries are:

1—13: Calendar period
EY: End-of-year

Reference

Enter up to 6 characters to further describe and reference this adjustment.

Total Cost

Enter up to 5 digits and 2 decimals, positive or negative, for the amount of the adjustment. A positive figure increases the balance of the General Ledger inventory account and the total cost in the Products By Warehouse record. A negative figure decreases the balance of the General Ledger inventory account and the total cost in the Products By Warehouse record. If LIFO or FIFO costing is used, the Product Purchases file is also adjusted.

If you enter an adjustment amount in this field, on hand adjustments must be entered as separate transactions.

On Hand

Enter up to 5 digits and 2 decimals, positive or negative, for the number of stockkeeping units in the adjustment. A positive figure increases the on hand quantity and the resulting total cost in the Products By Warehouse file. A negative figure decreases the on hand quantity and the resulting total cost.

The costing method selected in the Parameters file determines which cost figure is used to adjust the General Ledger accounts.

If you enter an adjustment amount in this field, total cost adjustments must be entered as separate transactions.

On Order

Enter up to 5 digits and 2 decimals, positive or negative, to adjust the on order quantity in the Products By Warehouse file.

Only one of the On Hand, On Order, and Committed fields may be non-zero. Additional adjustments may be entered as separate transactions.

Committed

Enter up to 5 digits and 2 decimals, positive or negative, to adjust the committed quantity in the Products By Warehouse file.

Only one of the On Hand, On Order, and Committed fields may be non-zero. Additional adjustments may be entered as separate transactions.

The entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Adjustments Control Group screen. Select the Next Record option to go to the next Adjustments record. Select the END option to go to the next Adjustments Control Groups screen.

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

Option 5 - Inventory Receipts

This function is used to enter receipts for warehouse transfers, purchases, and manufactured goods.

The Update Cost/Quantity? option in the Parameters file specifies which applications update product costs and quantities. This, in turn, specifies the types of receipts that can be entered through Inventory Control:

• If Update Cost/Quantity? is set to 'A', all inventory receipts can be entered here. Costs are up-dated through invoice postings from Accounts Payable and quantities through receipt entries in Inventory Control.

• If Update Cost/Quantity? is set to 'P', purchase receipts cannot be entered here. Costs are updated through invoice postings, and quantities through receipt entries, in Purchase Orders.

• If Update Cost/Quantity? is set to 'I', all inventory receipts can be entered here. Costs are updated through receipt postings, and quantities are updated through receipt entries, in Inventory Control.

If the Update On Hand with Warehouse Transfers? option in the Parameters file is set to 'N', and if a warehouse transfer receipt is entered, the on order quantity in the receiving warehouse is reduced, and the on hand quantity increased, by the amount received.

When you enter receipts, you see only one of the two possible screens for Inventory Receipts Control Groups. Which screen you see depends 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 see the first screen and can enter control and hash totals for your receipts. In addition, a record is written to the Transaction Control file for each group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

On the following pages, the screens displayed by this function are shown.

The screen shown below presents information about Receipts Control Groups.


```
Inventory Control Receipts Entry                        (Control Group)

Operator ID/Control No  LGG / 0···
Operator Exclusive?     N

Description

Quantity Control Total
Product Hash Total

Print Journal?          Y
Journal OK?             N
Post Now?               Y




Database: RAD           Appl: TIC 00        User: LGG        Aug 4th, 1:44 pm

Keymap: DATA ENTRY                                           Mode: Chg/Key
```

Figure 16. The Receipts Control Groups Screen
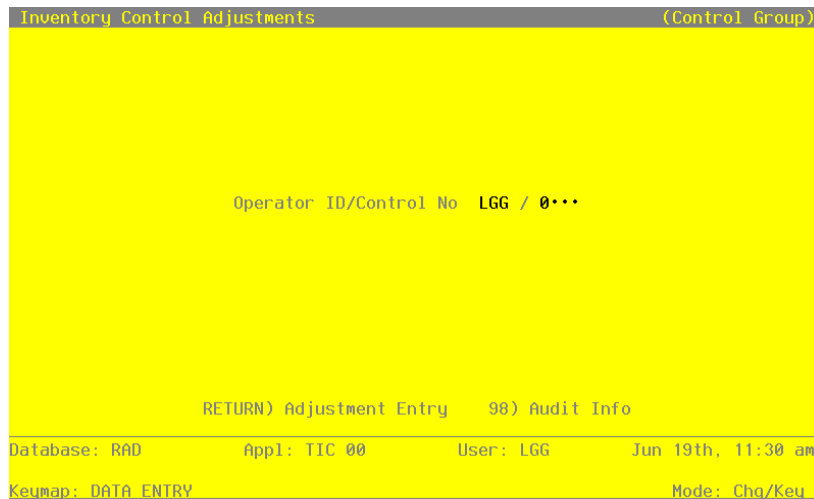
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter 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 if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

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

Indicate whether or not you are reserving exclusive rights to this group of adjustments.

Y: Yes, access is restricted to the original operator.
N: No, access is not restricted.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of adjustments. This description will appear on the Transaction Control report and inquiry.

Quantity 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.

Enter the adding machine total of all receipt quantities to be entered. This entry is balanced against the running total kept by the system as inventory receipt entries are made. The system displays the running total of quantities entered in the "Current" field, and the balance remaining is shown in the "Remaining" field.

This field is optional.

Product Hash Total

> Enter a positive number with up to 12 digits.
>
> Enter the total of all product numbers to be entered in this control group. The system will keep a running total of product numbers and balance it against this entry.
>
> This field is optional.

Print Journal?

> Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.
>
> 'Y' is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter 'N'.

Journal OK?

> The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.
>
> The system displays 'Y' or 'N' to indicate whether or not this group has been verified (the journal printed and no errors are present) and is correct.

Post Now?

> Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.
>
> 'Y' is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter 'N'.

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

Select the Next Record option to go to the next Receipts Control Groups record.

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

This screen may optionally be used to display information about Receipts Control Groups.

Figure 17. The Receipts Operator ID 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:

Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed in order to edit transactions for another operator. All control groups are separated by operator.

Control No

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of inventory receipts. This number is printed on the journal, tracked on the Transaction Control file, and if General Ledger is part of your system it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

Transaction Processing 2

Press RETURN to save the information on this screen.

Select the Next Record option to go to the next Receipts Control Groups record.

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

The screen shown below presents information about Receipts.

```
Inventory Control Receipts Entry                              (Receipts)

Transaction No  1
Reference        ······
Date             03/03/94        Post Mo/Yr  02 89

Product          10···········   #10 3-1/2" White Round
Source           1   MFG
Vendor           ········
Warehouse        10              Main Facility
Inventory Acct   1100001001WH    Resale Inventory, Sales Outlet
GL Account       1030001000··    Accts Receiv, Intercompany

Quantity         1.00·····       Purchasing U/M
Unit Cost        .000·······     Quantity Factor
Total Cost       ············    Stockkeeping Qty  1.00


Control Totals:              Current: 1.00          Remaining:
Hash Totals:                        10
                    RETURN) Next Record    98) Audit Info
Database: RAD         Appl: TIC 00        User: LGG      Aug 4th, 1:45 pm

Keymap: DATA ENTRY                                      Mode: Chg
```

Figure 18. The Receipts 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:

Transaction No

　　　The system automatically assigns a transaction number, beginning with '1'.

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Reference

Enter up to 6 characters to further describe and reference this receipt.

Date

The system displays today's date for the receipt of this product. You may change this display.

Post Mo/Yr

Enter up to 2 characters each for the month and year to identify the calendar month and year to which this transaction is to be posted. Valid entries are:

1 - 13: Calendar period
EY: End-of-year

Product

Enter the number of the product to be receipted. You can use the Scan option to find an appropriate entry. The product number must be on file in the Products file; the combination of this product number and the warehouse number must be on file in the Products By Warehouse file.

The system displays the corresponding description from the Products file so that you may verify your entry.

Source

Enter the 1-digit code that identifies the source of this product. The remaining information to be entered for this receipt varies depending upon which source is identified here:

Source	Display	Explanation
1	MFG	Manufactured goods
2	PURCHASE	Purchased goods (cannot enter if the Update Cost/Quantity? option in the Parameters file is set to 'P')
3	TRANSFER	Warehouse transfers (cannot enter if Update On Hand with Warehouse Transfers? option in the Parameters file is set to 'Y')

Vendor

If you entered '2' (purchased goods) for Source, you must enter up to 8 digits to identify the vendor from whom the product was purchased. You can use the Scan option to find an appropriate entry.

If the Accounts Payable application is part of your system, the vendor must be on file in the Vendors file, and the corresponding description is displayed so that you may verify your entry.

If you entered '1' or '3' (manufactured goods or warehouse transfers) for Source, this field is not required.

Warehouse

Enter the number of the warehouse that received the product. You can use the Scan option to find an appropriate entry. The warehouse number must be on file in the Warehouses file; the combination of this number and the product number must be on file in the Products By Warehouse file. The system displays the corresponding description from the Warehouses file so that you may verify your entry.

Inventory Acct*

The inventory account is defaulted from the product's Product Classes record.

If General Ledger is part of your system, the corresponding description is displayed from the Chart of Accounts file.

GL Account

If you entered '1' (manufactured goods) for Source, enter the General Ledger account that offsets the Inventory Account display (see previous field).

If you entered '2' (purchased goods) for Source, this field is not required if the Update Cost/Quantity? option in the Parameters file is set to 'A'. However, you may enter an account number for your information only.

If the Update Cost/Quantity? option in the Parameters file is set to 'P', leave this field blank.

If the Update Cost/Quantity? option in the Parameters file is set to 'I', enter the General Ledger account that offsets the Inventory Account display (see previous field).

If you entered '3' (warehouse transfers) for Source, leave this field blank.

If you need to enter a GL Account, you can use the Scan option to find an appropriate entry. Your entry must be on file in the General Ledger Chart of Accounts file; the system displays the corresponding description so that you can verify your entry.

Quantity

Enter up to 5 digits and 2 decimals to indicate the number of units received for this product:

• If you entered '1' or '3' (manufactured goods or warehouse transfers) for Source, enter the number of stockkeeping units included in the receipt.

• If you entered '2' (purchased goods) for Source, enter the number of purchasing units included in the receipt. (The system converts the purchasing units to stockkeeping units using the quantity factor on the Products By Vendor record.)

Purchasing UM*

• If you entered '2' (purchased goods) for Source, the system displays the purchasing unit of measure from the Products By Vendor record.

• If you entered '1' or '3' (manufactured goods or warehouse transfers) for Source, this field is blank.

Unit Cost

Enter up to 6 digits and 3 decimals to indicate the cost per Source unit (that is, price plus any inventoriable costs) for this product:

• If you entered '1' (manufactured goods) for Source, enter the cost per stockkeeping unit.

• If you entered '2' (purchased goods) for Source, enter the cost per purchasing unit. However, if the Update Cost/Quantity? option in the Parameters file is set to 'A', you may leave this field blank.

• If you entered '3' (warehouse transfers) for Source, you may leave this field blank since costs are updated during the Warehouse Transfer posting function.

Quantity Factor*

• If you entered '2' (purchased goods) for Source, the system displays the quantity factor from the Products By Vendor record. This factor converts the purchasing units (entered above in the Quantity field) into stockkeeping units.

• If you entered '1' or '3' for your source product, this field is blank.

Total Cost

The system displays the total cost extension, which is computed as follows:

Total Cost = Unit Cost x Quantity

You may enter up to 7 digits and 2 decimals to override the display, in which case the system automatically recomputes and redisplays the Unit Cost.

Stockkeeping Qty*

If you entered '2' (purchased goods) for Source, the system displays the stockkeeping quantity, which is computed as follows:

Stockkeeping Quantity = Quantity x Quantity Factor

If you entered '1' or '3' (manufactured goods or warehouse transfers) for Source, the system displays the stockkeeping quantity entered above in the Quantity field.

The entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Receipts Control Groups screen. Select the Next Record option to go to the next Receipts record. Select the END option to go to the next Receipts Control Groups screen.

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

Option 6 - Material Requisitions Journal

Before material requisition entries can be posted, you must print the Material Requisitions Journal. The Material Requisitions Journal option prints a journal of material requisitions entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Material Requisitions transactions.

A sample output is shown below.

```
                                           Expert Distributing, Inc.
05/23/91 03:28 pm                                                                              KAY Page:  1
                                         Material Requisitions Journal

Req No   Date       Post Mo/Yr   Wh                                  Description
===============================================================================================================

Control Group AAA / 0001  August RQ


Post Month/Year 08 89


01121    08/15/89    08 89        10  Main Facility                     Raw Material Requisition

   Line  Date Req  GL Account                       Product No                          Qty Req'd  Qty Rel'd
                   Inv Account
   ----  --------  -----------                      ----------                          ---------  ---------

   001  09/15/89                                    10  #10 3-1/2" White Round              25.00
                   1100001001WH  Resale Inventory, Sales Outlet

   002  09/15/89                                    20  #4 12" Gold Plated Black Round      32.00
                   1100001001WH  Resale Inventory, Sales Outlet

01122    08/01/89    08 89        20  South End Facility                 Raw Material Requisition

   Line  Date Req  GL Account                       Product No                          Qty Req'd  Qty Rel'd
                   Inv Account
   ----  --------  -----------                      ----------                          ---------  ---------

   001  09/30/89                                    10  #10 3-1/2" White Round              30.00
                   1100001000WH  Resale Inventory

   002  09/30/89                                    30  #56 10" Red Cylinder                55.00
                   1100001000WH  Resale Inventory

   003  09/30/89                                    40  #58 10" Yellow Cylinder             10.00
                   1100001001WH  Resale Inventory, Sales Outlet


Control Group: AAA / 0001  August RQ                                 Entered    Calculated      Difference
Exclusive?     N                                        Control Totals:          152.00
Post Now?      N                                        Hash Totals:                110
===============================================================================================================

Number of Errors in This Journal:         0    Number of Warnings:         0
===============================================================================================================
===============================================================================================================
```

Below is a Material Requisitions Journal Summary.

```
                                      Expert Distributing, Inc.
06/10/91 12:50 pm                                                                    KAY Page:
Inventory Control Journal Summary

Yr Mo  Account        Account Name              Jrnl  ID   Trx Date      Debits       Credits
=============================================================================================
89 02  1080001000MA   Work in Process, Corp./Mfg.   ICRL  KAY  06/10/91       500.00
89 02  1100001001WH   Resale Inventory, Sales Outlet ICRL  KAY  06/10/91                    500.00-
                                                                         ------------  ------------
                                                  -- Grand Totals -->        500.00       500.00
                                                                         ============  ============
```

Option 7 - Warehouse Transfers Journal

Before warehouse transfer entries can be posted, you must print the Warehouse Transfers Journal. The Warehouse Transfers Journal option prints a journal of warehouse transfers entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Warehouse Transfers transactions.

A sample output is shown below.

```
                                                   Expert Distributing, Inc.
 05/23/91 03:45 pm                                                                             KAY Page:  1
                                                 Warehouse Transfers Journal

 Trx      Ref        Date        Post Mo/Yr    Product                                              Quantity
                     From Warehouse                       From Inv Account
                     To Warehouse                         To Inv Account
 ==============================================================================================================

 Control Group AAA / 0001  August Warehouse Transfers


 Post Month/Year 08 89

 0004     WHTRN      08/15/89      08 89      10  #10 3-1/2" White Round                                15.00
                     20  South End Facility           1100001000WH  Resale Inventory
                     10  Main Facility                1100001001WH  Resale Inventory, Sales Outlet

 0005     WHTRN      08/01/89      08 89      20  #4 12" Gold Plated Black Round                        45.00
                     10  Main Facility                1100001001WH  Resale Inventory, Sales Outlet
                     30  North End Facility           1100001001WH  Resale Inventory, Sales Outlet

 0006     WHTRN      08/15/89      08 89      40  #58 10" Yellow Cylinder                               50.00
                     20  South End Facility           1100001001WH  Resale Inventory, Sales Outlet
                     30  North End Facility           1100001000WH  Resale Inventory


 Control Group: AAA / 0001  August Warehouse Transfers                 Entered      Calculated     Difference
 Exclusive?    N                                         Control Totals:              110.00
 Post Now?     N                                         Hash Totals:        70           70
 ==============================================================================================================
 Number of Errors in This Journal:        0    Number of Warnings:         0
 ==============================================================================================================
 ==============================================================================================================
```

Below is a Warehouse Transfers Journal Summary.

```
                                        Expert Distributing, Inc.
05/23/91 03:46 pm                                                                                      KAY Page:  1
                                     Inventory Control Journal Summary

Yr Mo  Account       Account Name                Jrnl  ID   Trx Date       Debits        Credits
=======================================================================================================================
89 08  1100001000WH  Resale Inventory            ICWT        08/15/89
89 08  1100001001WH  Resale Inventory, Sales Outlet  ICWT    08/15/89
                                                                       ------------  ------------
                                          -- Grand Totals -->
                                                                       ============  ============
```

Option 8 - Product Transfers Journal

Before product transfer entries can be posted, you must print the Product Transfers Journal. The Product Transfers Journal option prints a journal of product transfers entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Product Transfers transactions.

A sample output is shown below.

```
                                         Expert Distributing, Inc.
05/23/91 03:48 pm                                                                      KAY Page:  1
                                         Product Transfers Journal

Trx     Ref          Date      Post Mo/Yr  Addl Unit Cost   GL Account
        From Product                                  Wh    From Inv Account                  Qty Out
        To Product                                    Wh    To Inv Account                             Qty In
=========================================================================================================

Control Group AAA / 0001  August Prod Transfers


Post Month/Year 08 89

0003    PRODTR       08/15/89   08 89           0.000
        30           #56 10" Red Cylinder         20    1100001000WH  Resale Inventory         5.00
        40           #58 10" Yellow Cylinder      30    1100001000WH  Resale Inventory                  5.00

0004    PRODTR       08/15/89   08 89           5.000   4010000001WH  Cost of Goods Sold, Sales/Whls
        10           #10 3-1/2" White Round       20    1100001000WH  Resale Inventory         1.00
        10           #10 3-1/2" White Round       20    1100001000WH  Resale Inventory                  1.00


Control Group: AAA / 0001  August Prod Transfers                          Entered    Calculated    Difference
Exclusive?    N                                         Control Totals:               6.00
Post Now?     N                                         Hash Totals:                  40
=========================================================================================================

Number of Errors in This Journal:       0    Number of Warnings:       0
=========================================================================================================
=========================================================================================================
```

Below is a Product Transfers Journal Summary.

```
                                    Expert Distributing, Inc.
 05/23/91 03:49 pm                                                                KAY Page:  1
                                  Inventory Control Journal Summary

 Yr Mo  Account      Account Name              Jrnl  ID   Trx Date    Debits       Credits
 ====================================================================================================
 89 08  1100001000WH  Resale Inventory          ICPT       08/15/89      5.00
 89 08  4010000001WH  Cost of Goods Sold, Sales/Whls  ICPT  08/15/89                  5.00-
                                                                     ------------  ------------
                                          -- Grand Totals -->        5.00          5.00
                                                                     ============  ============
```

Option 9 - Adjustments Journal

Before adjustment entries can be posted, you must print the Inventory Adjustments Journal. The Adjustments Journal option prints a journal of adjustments entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Adjustments transactions.

A sample output is shown below.

```
                                            Expert Distributing, Inc.
 05/23/91 03:51 pm                                                                          KAY Page:  1
                                          Inventory Adjustments Journal

 Trx    Date      Post Mo/Yr  Ref     Product                              Total Cost    On Hand    On Order   Committed
        Inv Account                   Over/Under Account                                 Warehouse
========================================================================================================================

 Control Group AAA / 0001  August Adjustments


 Post Month/Year 08 89

 0004   08/05/89   08 89    ADJ    10            #10 3-1/2" White Round             10.00       0.00       0.00       0.00
        1100001000WH Resale Inventory           1100001001WH Resale Inventory, Sales Outlet  20 South End Facility

 0005   08/30/89   08 89    ADJ    20            #4 12" Gold Plated Black Round      0.00       0.00      15.00       0.00
        1100001001WH Resale Inventory, Sales Outlet 1100001001WH Resale Inventory, Sales Outlet 10 Main Facility

 0006   08/14/89   08 89    ADJ    40            #58 10" Yellow Cylinder             0.00      45.00       0.00       0.00
        1100001001WH Resale Inventory, Sales Outlet 1100001001WH Resale Inventory, Sales Outlet 20 South End Facility
                                                                           --------   --------   --------   --------
                                      -- Post Month/Year 08 89 Totals -->      10.00      45.00      15.00       0.00
========================================================================================================================

                                                                           --------   --------   --------   --------
                                          -- Control Group Totals -->          10.00      45.00      15.00       0.00
 Control Group: AAA / 0001  August Adjustments                    Entered         Calculated       Difference
 Exclusive?     N                                   Control Totals:      60.00           45.00            15.00
 Post Now?      N          Adjustment Affects GL? Y  Hash Totals:           70              70

 Error - The Entered and Calculated Control Totals are Not Equal
 Warning - This Control Group Contains Errors and Cannot be Posted
========================================================================================================================
                                                                           --------   --------   --------   --------
                                            -- Grand Totals -->                10.00      45.00      15.00       0.00
                                                                           ========   ========   ========   ========
 Number of Errors in This Journal:      1    Number of Warnings:        1
========================================================================================================================
========================================================================================================================
```

Below is an Inventory Adjustments Journal Summary.

```
                                        Expert Distributing, Inc.
05/23/91 03:52 pm                                                                             KAY Page:  1
                                    Inventory Control Journal Summary

       !!!  ONE OR MORE OF THE CONTROL GROUPS ON THE DETAIL JOURNAL CONTAINED ERRORS; GROUPS WITH ERRORS WILL NOT POST  !!!


Yr Mo  Account      Account Name               Jrnl  ID   Trx Date      Debits       Credits
=====================================================================================================================
89 08  1100001000WH  Resale Inventory           ICAJ  AAA  08/05/89       10.00
89 08  1100001001WH  Resale Inventory, Sales Outlet  ICAJ  AAA  08/05/89
                                                                        ------------  ------------
                                             -- Grand Totals -->          10.00
                                                                        ============  ============
```

Option 10 - Inventory Receipts Journal

Before inventory receipt entries can be posted, you must print the Inventory Receipts Journal. The Inventory Receipts Journal option prints a journal of inventory receipts entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Inventory Receipts transactions.

A sample output is shown below.

```
                                             Expert Distributing, Inc.
05/23/91 03:54 pm                                                                          KAY Page:  1
                                             Inventory Receipts Journal

Trx   Src Ref    Date     Mo/Yr  Wh  Product                             U/M  Qty Factor  Unit Cost  Quantity  Total Cost
      Inv Account                            GL Account                             Vendor
===========================================================================================================================

Control Group AAA / 0001  August receipts

Post Month/Year 08 89

0003  MFG MFG     08/15/89 08 89  20  10  #10 3-1/2" White Round                  1.0000     95.000     10.00      950.00
      1100001000WH Resale Inventory             1080001000MA Work in Process, Corp./Mfg.   00000020  Pool and Associates

0004  MFG MFG     08/01/89 08 89  10  20  #4 12" Gold Plated Black Round          1.0000    155.000     15.00     2325.00
      1100001001WH Resale Inventory, Sales Outlet 1080001000MA Work in Process, Corp./Mfg.   00000020  Pool and Associates
                                                                                                     ------------
                                                                -- Post Month/Year 08 89 Total -->        3275.00
===========================================================================================================================

                                                                                                     ------------
                                                                -- Control Group Totals -->             3275.00
Control Group: AAA / 0001  August receipts                                    Entered     Calculated     Difference
Exclusive?      N                                         Control Totals:                    25.00
Post Now?       N                                         Hash Totals:                          30
===========================================================================================================================
                                                                                                     ------------
                                                                -- Grand Total -->                      3275.00
                                                                                                     ============
Number of Errors in This Journal:          0
===========================================================================================================================
===========================================================================================================================
```

Below is an Inventory Receipts Journal Summary.

```
                                      Expert Distributing, Inc.
05/23/91 03:56 pm                                                                  KAY Page:  1
                                   Inventory Control Journal Summary

Yr Mo  Account      Account Name              Jrnl  ID   Trx Date     Debits       Credits
===============================================================================================
89 08  1080001000MA  Work in Process, Corp./Mfg.   ICRC      08/15/89                 3275.00-
89 08  1100001000WH  Resale Inventory              ICRC      08/15/89     950.00
89 08  1100001001WH  Resale Inventory, Sales Outlet ICRC     08/01/89    2325.00
                                                                      ------------  ------------
                                             -- Grand Totals -->         3275.00      3275.00
                                                                      ============  ============
```

Option 11 - Material Requisitions Post

During the material requisitions post procedure, the Material Requisitions and MTD Postings system-maintained files are updated. If you have selected the Parameter option to keep transaction detail, the Inventory Transaction file is updated. Costing and quantity information is also updated if appropriate.

Option 12 - Warehouse Transfers Post

During the warehouse transfers post procedure, the MTD Postings system-maintained file is updated. If you have selected the Parameter option to keep transaction detail, the Inventory Transaction file is updated. Cost and quantity information is also updated for both the warehouse quantity in and the warehouse quantity out.

Option 13 - Product Transfers Post

During the product transfers post procedures, the MTD Postings system-maintained file is updated. If you have selected the Parameter option to keep transaction detail, the Inventory Transaction file is updated. Cost and quantity information is also updated for both the product in and the product out.

Option 14 - Adjustments Post

During the adjustments post procedure, the MTD Postings system-maintained file is updated. If you have selected the Parameter option to keep transaction detail, the Inventory Transaction file is updated. Costing information is also updated if the adjustment affects General Ledger.

Option 15 - Inventory Receipts Post

If the receipt is not a warehouse transfer receipt and purchase receipts are normally processed through Inventory Control, the MTD Postings system-maintained file and Product by Vendor history file are updated. If you have selected the Parameter option to keep transaction detail, the Inventory Transaction file is updated. Costing and quantity information is also updated.

Option 20 - Edit Unposted Control Groups

You can use this function to edit the "Print Journal?" and "Post Now?" questions on all control group records of outstanding transactions.

The screen shown below presents information about Unposted Control Groups.

Figure 19. The Unposted Control Groups Screen

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 of the operator who entered the control group is displayed.

Control No

The system displays a positive number with up to 4 digits.

Supply the control number of the record you want to edit.

File

The system displays an upper case alphanumeric field, up to 4 characters in length.

The originating file is identified. The valid values and their meanings are:

REQ — Material Requisitions

WHTR — Warehouse Transfers

PROD — Product Transfers

ADJ — Adjustments

RCPT — Receipts

Description

The system displays an alphanumeric field, up to 30 characters in length.

The description of this group is displayed.

Print Journal?

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

Enter 'N' if you want to delay printing the journal for any reason.

Post Now?

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

Enter 'N' if you want to delay posting for any reason.

Journal OK?

The system displays 'Y' (Yes) or 'N' (No). The initial default value is 'N'.

The system displays 'Y' if the journal has been printed and has no errors; otherwise, 'N' is displayed.

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

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

Option 21 - Print Unposted Control Groups

This option lists any unposted control groups for the Material Requisitions, Warehouse Transfers, Product Transfers, Adjustments, and Receipts files. A separate report is printed for each file that contains unposted control groups.

A sample Unposted Transactions report for Material Requisitions is shown below.

```
                                    Expert Distributing, Inc.
05/23/91 03:57 pm                                                                        KAY Page:  1
                           Unposted Transactions - Material Requisitions

                                             No    Op   Prnt Jour Post Post
Op/Cntrl      Description                     Trx   Ex   Jour OK   Now  Strt   Cntrl Total       Hash
Total
=====================================================================================================

AAA / 0001    August RQ                       2    N    Y    Y    N    N
```

Option 22 - Print All Journals

You are required to print journals for all material requisitions, warehouse transfers, product transfers, adjustments, and inventory receipts before you post. The Print All Journals selection allows you to print all these journals consecutively. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journals for accuracy. If the system finds no errors, you can post the transactions.

Samples of the Material Requisitions, Warehouse Transfers, Product Transfers, Adjustments and Inventory Receipts Journals can be found in the sections on the Material Requisitions Journal, Warehouse Transfers Journal, Product Transfers Journal, Adjustments Journal, and Inventory Receipts Journal.

Option 23 - Post All Transactions

When you are ready to post material requisitions, warehouse transfers, product transfers, adjustments, and inventory receipts, select this option from the Transaction Processing menu. The system verifies that journals have been printed before it posts the transactions.

Refer to the sections on Material Requisitions Post, Warehouse Transfers Post, Product Transfers Post, Adjustments Post, and Inventory Receipts Post for details about posting.

Option 24 - Print/Post All Transactions

If you choose this option, the system prints journals for all of your transactions. It then immediately posts all transactions. During journal printing, the system verifies that the records are accurate. Control Groups found to have errors are not posted. The system verifies that all journals have been printed before it posts the transactions.

Refer to the Journals and Post sections on Material Requisitions, Warehouse Transfers, Product Transfers, Adjustments, and Inventory Receipts for details and samples.

Chapter 3:   Monthly Processing

Monthly Processing

The Monthly Processing menu has month- and year-end closing functions that complete the inventory control cycle. Here is the Monthly Processing menu:

```
Inventory Control                                    Expert Computing, Inc.


                            Monthly Processing

            Monthly Reports                    Inquiry/Closing

         1) General Ledger Distributions    5) Monthly Status
         2) Transaction Control             6) Close Month
         3) Transaction Detail
         4) Print All Reports



                        24) Select New Company

                     Press END to exit Inventory Control

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       Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

   Database: RAD         Appl: TIC 00         User: LGG         Aug 4th, 1:55 pm

   Keymap: MENU ENTRY
```

Figure 20. The Monthly Processing Screen

Option 1 - General Ledger Distributions

This report shows the month-to-date distributions from Inventory Control postings. You can print a detailed and a summary report, or only a summary report. For each account, the summary report includes the debit and credit amounts and the net change.

When you select this option, the following screen appears.

```
Inventory Control GL Distributions Report




                            Print Summary Report Only?  N








Database: RAD          Appl: TIC 00          User: LGG          Aug 4th, 1:55 pm

Keymap: DATA ENTRY                                                Mode: Add
```
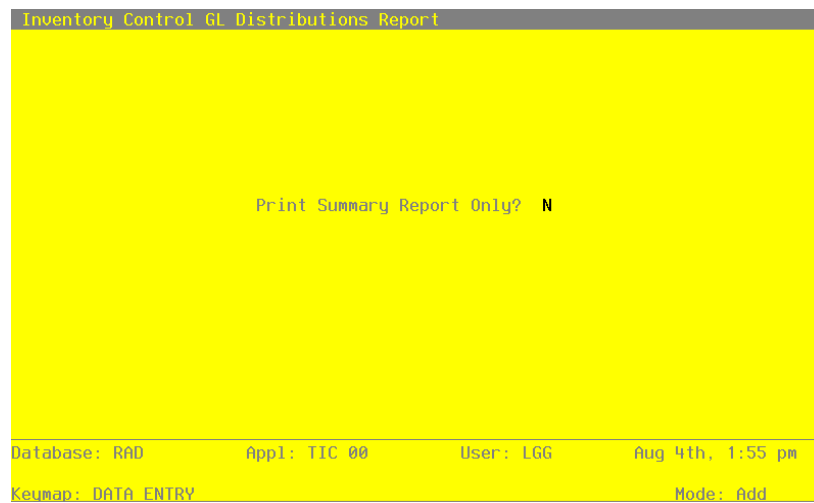
Figure 21. The General Ledger Distributions Report Screen

Data items for the preceding screen are described below:

Print Summary Report Only?

The system displays an 'N' for this input screen. You may enter 'Y' to override the display.

Press RETURN to save the information on this screen and print the General Ledger Distributions Report.

Here is a sample General Ledger Distributions Report - Detail:

```
                                   Expert Distributing, Inc.
05/24/91 10:55 am                                                              KAY Page:    1
                          Inventory General Ledger Distributions Report - Detail

Jrnl  ID    Trx  Date     Product    Description              Wh  Quantity  Unit    Debit      Credit   Net Change
=================================================================================================================

Post Month/Year 08 89


Account 1080001000MA  Work in Process, Corp./Mfg.

ICRC  AAA   1  08/15/89  10         #10 3-1/2" White Round              Each    0.00     950.00-     950.00-
ICRC  AAA   2  08/01/89  20         #4 12" Gold Plated Black Round      Each    0.00    2325.00-    2325.00-
ICRC  BBB   1  08/20/89  30         #56 10" Red Cylinder                Each    0.00    2000.00-    2000.00-
ICRC  BBB   2  08/20/89  30         #56 10" Red Cylinder                Each    0.00    2000.00-    2000.00-
                                                                              ----------- ----------- -----------
                                                 -- Account Subtotals -->        0.00    7275.00     7275.00
                                                                              =========== =========== ===========


Account 1100001000WH  Resale Inventory

ICRC  BBB   2  08/20/89  30         #56 10" Red Cylinder      20   20.00  Each   2000.00     0.00     2000.00
ICPT  BBB   2  08/01/89  30         #56 10" Red Cylinder      20   10.00  Each      1.00     0.00        1.00
ICWT  BBB   3  08/01/89  30         #56 10" Red Cylinder      20   45.00- Each      0.00   605.77-     605.77-
ICWT  BBB   4  08/15/89  10         #10 3-1/2" White Round    20   75.00  Each   3562.50     0.00     3562.50
                                                                              ----------- ----------- -----------
                                                 -- Account Subtotals -->      5563.50   605.77     4957.73
                                                                              =========== =========== ===========


Account 1100001001WH  Resale Inventory, Sales Outlet

ICRC  AAA   1  08/15/89  10         #10 3-1/2" White Round    20   10.00  Each    950.00     0.00      950.00
ICWT  AAA   1  08/15/89  10         #10 3-1/2" White Round    10   15.00  Each    712.50     0.00      712.50
ICWT  AAA   1  08/15/89  10         #10 3-1/2" White Round    20   15.00- Each      0.00   712.50-     712.50-
ICPT  AAA   1  08/15/89  40         #58 10" Yellow Cylinder   30    5.00  Each     67.50     0.00       67.50
ICPT  AAA   1  08/15/89  30         #56 10" Red Cylinder      20    5.00- Each      0.00    67.50-      67.50-
ICAJ  AAA   1  08/05/89  10         #10 3-1/2" White Round    20          Each     10.00     0.00       10.00
ICAJ  AAA   1  08/05/89  10         #10 3-1/2" White Round         Each      0.00    10.00-      10.00-
ICRC  AAA   2  08/01/89  20         #4 12" Gold Plated Black Round 10  15.00  Each   2325.00     0.00     2325.00
ICWT  AAA   2  08/01/89  20         #4 12" Gold Plated Black Round 30  45.00  Each   1125.00     0.00     1125.00
ICWT  AAA   2  08/01/89  20         #4 12" Gold Plated Black Round 10  45.00- Each      0.00  1125.00-    1125.00-
ICPT  AAA   2  08/15/89  10         #10 3-1/2" White Round    10    1.00  Each     52.50     0.00       52.50
ICPT  AAA   2  08/15/89  10         #10 3-1/2" White Round    20    1.00- Each      0.00    47.50-      47.50-
ICWT  AAA   3  08/25/89  40         #58 10" Yellow Cylinder   30   50.00  Each     22.90     0.00       22.90
ICWT  AAA   3  08/25/89  40         #58 10" Yellow Cylinder   20   50.00- Each      0.00    22.90-      22.90-
```

Here is a sample General Ledger Distributions Report - Summary:

```
                                    Expert Distributing, Inc.
05/24/91 10:56 am                                                                          KAY Page:  1
                          Inventory General Ledger Distributions Report - Summary

         Account                                            Debit          Credit       Net Change
=========================================================================================================

Post Month/Year 08 89

         1080001000MA  Work in Process, Corp./Mfg.            0.00         7275.00-       7275.00-
         1100001000WH  Resale Inventory                    5563.50          605.77-       4957.73
         1100001001WH  Resale Inventory, Sales Outlet     76211.82        73889.55-       2322.27
         4010000001WH  Cost of Goods Sold, Sales/Whls        0.00            5.00-           5.00-
                                                       ------------     ------------     ------------
                        -- Post Month/Year 08 89 Totals -->   81775.32        81775.32-          0.00
                                                       ============     ============     ============


                                                       -----------      -----------      -----------
                                 -- Grand Totals -->      81775.32         81775.32-          0.00
                                                       ===========      ===========      ===========
```

Option 2 - Transaction Control

If the Use Trx Control? option in the Parameters file is 'Y', this report lists the information from the Transaction Control file. The file posted, along with the operator ID, control number, and description from the posted transactions are shown. Also shown are the control and hash totals, number of transactions, number of errors and warnings, last transaction posted, and amount posted from the transaction control group.

A sample Transaction Control report is shown below.

```
                                    Expert Distributing, Inc.
05/24/91 10:58 am                                                                          KAY Page:    1
                             Inventory Control Transaction Control Report

Appl/File                        Control Group            Amt Posted              Last Trx
Date/Time         Jrnl           Description         Op Exc? Ctrl Total    Hash Total  Trx    Errors  Warnings
===============================================================================================================
TIC ADJUSTMENTS                  BBB / 0002                    70.00                    4
06/27/90 11:47 am  ICAJ          Aug adjustments         N      0.00          50        2        0        0

TIC INVENTORY RECEIPTS           BBB / 0002                  2000.00                    2
06/27/90 11:45 am  ICRC          August Receipts         N      0.00           0        1        0        0

TIC MATERIAL REQUISITIONS        BBB / 0002                     0.00                    0
06/27/90 11:47 am  ICRQ          August Requisitions     N      0.00           0        2        0        0

TIC PRODUCT TRANSFERS            BBB / 0002                    10.00                    2
06/27/90 11:46 am  ICPT          August Product Transfers N      0.00           0        1        0        0

TIC WAREHOUSE TRANSFERS          BBB / 0002                   120.00                    4
06/27/90 11:46 am  ICWT          August Warehouse Transfers N    0.00          40        2        0        0
```

Option 3 - Transaction Detail

If the Keep Detail in Transact File? option in the Parameters file is set to 'Y', this report shows detail from the Inventory Transaction file for the number of months specified in the Parameters file. It includes all posted transactions in Inventory Control.

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.

The following transactions from external applications are posted to the Inventory Control Transaction file:

• From Accounts Payable: invoices and adjustments

• From Purchase Orders: invoices

• From Order Entry: invoices

A sample Transaction Detail report is shown below.

```
                                              Expert Distributing, Inc.
05/24/91 11:01 am                                                                        KAY Page:    1
                                              Transaction Detail Report

Date
Time                    Jrnl  Date    Product    Wh  Account      Quantity      Cust     Sales   Vendor      Cost
=============================================================================================================

Journal Code ICAJ

07/30/89 15:38:38.92    ICAJ  08/05/89   10      20  1100001001WH     0.00    00000000           00000000     10.00
07/30/89 15:38:39.81    ICAJ  08/15/89   40      20  1100001001WH    45.00    00000000           00000000     19.65
07/30/89 15:38:40.55    ICAJ  08/03/89   20      10  1100001001WH     0.00    00000000           00000000     40.00
06/27/90 11:47:23.78    ICAJ  08/03/89   20      10  1100001001WH     0.00                                    40.00
                                                                                           ----------      ----------
                                                            -- Journal Code Subtotals -->                    109.65
                                                                                           ==========      ==========


Journal Code ICAP

07/30/89 16:06:49.05    ICAP  07/30/89   10      10                 414.00    00000000           00000000   19665.00
07/30/89 16:06:49.64    ICAP  07/30/89   40      20                 173.00-   00000000           00000000      71.30-
07/30/89 16:06:50.12    ICAP  07/30/89   10      20                 149.00    00000000           00000000    7077.50
07/30/89 16:06:50.63    ICAP  07/30/89   30      20                 322.00    00000000           00000000    4347.00
07/30/89 16:06:51.02    ICAP  07/30/89   40      30                  18.00-   00000000           00000000       7.20-
07/30/89 16:06:51.52    ICAP  07/30/89   20      10                 415.00    00000000           00000000   10375.00
07/30/89 16:06:52.16    ICAP  07/30/89   20      20                 162.00    00000000           00000000    4050.00
07/30/89 16:06:53.06    ICAP  07/30/89   20      30                 230.00    00000000           00000000    5750.00
07/30/89 16:06:53.37    ICAP  07/30/89   30      30                 430.00    00000000           00000000    5805.00
07/30/89 16:48:37.20    ICAP  07/30/89   40      20                   3.00    00000000           00000000       1.20
07/30/89 16:48:39.92    ICAP  07/30/89   10      20                   7.00-   00000000           00000000     332.50-
07/30/89 16:48:42.22    ICAP  07/30/89   30      20                  12.00-   00000000           00000000     162.00-
07/30/89 16:48:43.28    ICAP  07/30/89   20      20                 290.00    00000000           00000000    7250.00
07/31/89 11:46:57.21    ICAP  07/31/89   40      20                   3.00-   00000000           00000000       1.20-
07/31/89 11:46:57.85    ICAP  07/31/89   10      20                   7.00    00000000           00000000     332.50
07/31/89 11:46:58.36    ICAP  07/31/89   30      20                  12.00    00000000           00000000     162.00
07/31/89 11:46:58.70    ICAP  07/31/89   20      20                   7.00-   00000000           00000000     175.00-
                                                                                           ----------      ----------
                                                            -- Journal Code Subtotals -->                  64066.00
                                                                                           ==========      ==========


Journal Code ICPT

07/30/89 15:37:12.22    ICPT  08/15/89   40      30  1100001001WH     5.00    00000000           00000000     67.50
07/30/89 15:37:13.00    ICPT  08/15/89   30      20  1100001001WH     5.00-   00000000           00000000     67.50-
07/30/89 15:37:14.52    ICPT  08/15/89   10      10  1100001001WH     1.00    00000000           00000000     52.50
```

Option 4 - Print All Reports

This function prints all required reports that have not yet been printed, so that the Close Month procedure can be performed. These reports include General Ledger Distributions, Transaction Control, and Transaction Detail. Samples of these reports are included in the sections on General Ledger Distributions Report, Transaction Control Report, and Transaction Detail Report.

Option 5 - Monthly Status

Use this inquiry function to verify the current status of the Inventory Control application. Monthly Status provides an on-screen display that shows the current calendar month and year. To accomplish this job, select "Monthly Status" from the Monthly Processing menu.

A sample inquiry is shown below.

```
***************************** Monthly Status ******************************


        Fiscal Period  08                    Calendar Month  01
        Fiscal Year    89                    Calendar Year   89

                      Start Month of Fiscal Year   6


              EOM Reports                Required      Printed
              -----------                --------      -------
        General Ledger Distributions Report     Y            Y
```

Option 6 - Close Month

During the Close Month procedure, Inventory Control files are prepared for the next accounting month. The Close Month procedure deletes Month-To-Date Postings records and selectively purges the Transaction Detail and Product Purchases holding files.

Depending on how you set up your Parameters file and the current month you are in, Close Month updates the following master files and fields:

Products By Vendor   **Products By Warehouse**

Monthly Price (6)   MTD Sales
Current Price   MTD Margin
MTD Units   MTD Units
MTD Purchases   YTD Sales
LY Purchases   YTD Margin
YTD Purchases   YTD Units
LY Units

Chapter 4: File Maintenance

File Maintenance

Inventory Control master files contain data for products, warehouses, vendors, material requisitions, and system parameters. The File Maintenance menu allows you to create and update master file records. You can also print a listing of these files at any time.

Here is the File Maintenance menu:

```
Inventory Control                                    Expert Computing, Inc.


                            File Maintenance

              File Maintenance               Listings

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



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Database: RAD         Appl: TIC 00        User: LGG        Aug 4th, 1:46 pm

Keymap: MENU ENTRY
```
Figure 22. The File Maintenance Menu

The following pages provide sample screens and field definitions for each File Maintenance function.

Option 1 - Products By Vendor

The Products By Vendor file associates each product with a vendor. If more than one vendor supplies the product, and if the Keep Product/Vendor Detail? option is selected in the Parameters file, then a separate record must be established for each product/vendor combination. If this option is not selected, you must set up records with a product number and a blank vendor number. In this case, all activity is summarized by product.

Month-to-date, year-to-date, and last year totals are kept for the number of units purchased and the dollar amounts of those purchases from each supplying vendor. Depending on the option chosen in the Parameters file, history can be maintained on a calendar or a fiscal year basis. The system maintains price changes for the six months previous to the current month. All data is shown in terms of the vendor's pricing units.

When you use this option, 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.

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

```
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 4th, 1:48 pm

Keymap: DATA ENTRY                                         Mode: Chg
```

Figure 23. The 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 the number of 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 the number of the vendor to be set up on this Products By Vendor record. You can use the Scan option to find an appropriate entry. If the Accounts Payable application is part of your system, the vendor number must be on file in the Vendors file. 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 have not chosen the Keep Product/Vendor Detail? option, 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 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 $6.00 per foot (for example, of wire), the pricing unit would be 'FOOT'.

This field is available on various reports and entry functions for informational purpose 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 rolls, the Purchasing Unit would be 'ROLL'.

This field is available on various reports and entry functions for informational purpose only.

Unit Price

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

The unit price is printed on requests for quotes generated through the Request for Supplier Quote function or through the Purchase Orders application.

Pricing Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to the pricing units. 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.

If the Purchase Orders application is part of the system, this information is included on purchase orders to the vendor. It is also included on requests for quotes generated through the Request for Supplier Quote function or through the Purchase Orders application.

Quantity Factor

The system displays '1.00' as the factor used to convert the purchasing units to stockkeeping units. Enter up to 5 digits and 2 decimals to override the display.

For example, if you purchase a product in gallons, but stock the product in pints, the Quantity Factor is '8'. On the other hand, if you purchase the product in pints but stock the product in gallons, the Quantity Factor is '.125'.

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

It is also used by the Create Reorder Records function to convert the reorder quantity for automatically generated purchase orders to purchasing units. When the reorder point (stockkeeping units) is reached, the system uses 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	Gallons (stock purchased in 'gallons')
Pricing Factor	8
Pricing Unit	Pints (stock priced in 'pints')
Quantity Factor	8
Stockkeeping Unit	Pints (stock quantity maintained in 'pints')

Vendor Prod Desc

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

This information is included on Requests for Supplier Quotes. If the Purchase Orders application is part of the system, it is also included on purchase orders and requests 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. Lead time is printed on requests for quotes generated through the Request for Supplier Quote function or through the Purchase Orders application.

Price Expires

Enter the date on which the Unit Price expires.

This field is for your information only.

Last Purchase*

The system displays the date of the last purchase for this product from this vendor.

This field is updated when inventory receipts are posted.

If the Purchase Orders application is part of the system, this field is updated on line during purchase order entry. If invoices are entered through Purchase Orders, it is also updated when invoices are posted.

If the Accounts Payable application is part of the system, this field is updated when invoices are posted.   It is also updated when Inventory Control adjustments are posted.

Price Change*

The system displays the date of the last price change for the product from this vendor.

This date is updated when the Unit Price field is changed, or when entries are made using the Purchase Price By Product or Purchase Price By Percentage utility.

Last Price*

The system displays the unit price of the last purchase.

This field is updated when invoices are posted through the Accounts Payable or Purchase Orders application. If costing is performed through Inventory Control, it is also updated when receipts are posted.

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*

The system displays the unit price charged by the vendor one month ago.

During Close Month processing, the unit price in the Unit Price field rolls back into this field.

Price 2 Months Ago*

The system displays the unit price charged by the vendor two months ago.

During Close Month processing, the unit price in the Price 1 Month Ago field rolls back into this field.

Price 3 Months Ago*

The system displays the unit price charged by the vendor three months ago.

During Close Month processing, the unit price in the Price 2 Months Ago field rolls back into this field.

Price 4 Months Ago*

The system displays the unit price charged by the vendor four months ago.

During Close Month processing, the unit price in the Price 3 Months Ago field rolls back into this field.

Price 5 Months Ago*

The system displays the unit price charged by the vendor five months ago.

During Close Month processing, the unit price in the Price 4 Months Ago field rolls back into this field.

Price 6 Months Ago*

The system displays the unit price charged by the vendor six months ago.

During Close Month processing, the unit price in the Price 5 Months Ago field rolls back into this field.

MTD Units*

The system displays the number of pricing units purchased from the vendor in the current month.

This field is updated when transactions are posted through Inventory Control, Accounts Payable, and Purchase Orders. (See the updating description for the Last Purchase field.)

YTD Units*

> The system displays 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.

> This field is updated when transactions are posted through Inventory Control, Accounts Payable, and Purchase Orders. (See the updating description for the Last Purchase field.)

LY Units*

> The system displays 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*

> The system displays the cost of purchases from the vendor in the current month.

> This field is updated when transactions are posted through Inventory Control, Accounts Payable, and Purchase Orders. (See the updating description for the Last Purchase field.)

YTD Purchases*

> The system displays the cost of 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. This field is updated when transactions are posted through Inventory Control, Accounts Payable, and Purchase Orders. (See the updating description for the Last Purchase field.)

LY Purchases*

> The system displays the cost of 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 the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products By Vendor file.

Option 2 - 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.

When you use this option, 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.

Select "Products By Warehouse" from the File Maintenance menu. This file has two entry screens. Here is the first Products By Warehouse screen:

```
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 4th, 1:49 pm

Keymap: DATA ENTRY                                       Mode: Chg
```
Figure 24. The 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 this case, 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 the number of the product to be set up on this Products By Warehouse 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.

Warehouse

> Enter the number of a warehouse carrying the product. The warehouse number you enter must be on file in the Warehouses file. 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 location also appears on the picking list.

Product Class

> The system displays the product class number that was entered for this product in 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 description from the Product Classes file is displayed 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 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? entry ('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 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.

> This field is updated automatically when the Generate Product ABC Classes function is run from the Utilities and Special Edits menu. (See the description of this function later in this manual.)

Taxable?

> The system displays the Taxable? entry ('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?

> 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 product to the Sales Analysis application will suffice.

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. In ADD mode, this field is 'N' by default; it can be changed.

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. (For more details, see the description of this function in the Utilities and Special Edits section of this manual.)

Estimated Freight %

The system displays the Estimated Freight Percent entry (if any) from the Products record. You can enter a new percentage of up to 3 digits and 2 decimals to override the display.

If the Update Cost/Quantity option in the Parameters file is 'I', this field is ignored.

Reorder Point

Enter up to 6 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. Available stockkeeping units are calculated using the following formula:

Available = On Hand + On Order - Requisitioned - Committed

If you entered 'Y' for Auto POs?, reorder records can be created at the reorder point by running the Create Reorder Records function. (For more details, see the description of this function in the Utilities and Special Edits section of this manual.)

Reorder Quantity

Enter up to 6 digits for the number of stockkeeping units to be ordered when reorder records are created.

The reorder quantity is included on the reorder record.

Reorder Vendor

Enter the 8-digit number from the Accounts Payable Vendors file for the vendor to be used on reorders of this product. You can use the Scan option to find an appropriate entry. The system displays the vendor's name on the screen so that you can verify your entry. You can leave this field blank if you do not know who the reorder vendor will be.

The reorder vendor is included on the reorder record. The vendor may be changed. If you leave this field blank, the vendor name on the reorder record is blank; it can be entered after the record is created.

The entered data is validated; press RETURN to supply system-maintained information and press RE-TURN again to go on to the next screen.

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.

The screen below presents additional information about Products By Warehouse.

Figure 25. The 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.

In addition, certain fields on the screen do not apply if the Order Entry application is not part of the system. In these cases, you do not need to make entries in these fields.

Data items for the preceding screen are described below:

Product*

> The system displays the Product entry from the previous screen and the corresponding description from the Products file.

Warehouse*

> The system displays the Warehouse entry from the previous screen and the corresponding description from the Warehouses file.

On Hand Qty*

The system displays the number of stockkeeping units of the product that are on hand at the warehouse.

This field is updated online when the following transactions are entered through Inventory Control:

- Material Requisitions
- Inventory Receipts
- Warehouse Transfers
- Product Transfers
- Adjustments (of on hand quantity)

If the Purchase Orders application is part of the system, this field is updated on line when receipts are entered.

Requis'd*

The system displays the number of stockkeeping units of the product that are requisitioned from this warehouse.

This field is updated online during Material Requisitions entry.

Cost*

The system displays 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 cost of the product (for example, freight and tax).

If you are using standard cost (Costing Method = 'S'), this field contains the standard cost and you may access this field.

Using any of the other costing methods, this field is inaccessible. If you are using the average cost, LIFO, or FIFO costing method, this field contains the average cost. If you are using last cost, it contains the last cost.

This field is updated when material requisitions, inventory receipts, adjustments, warehouse transfers, and product transfers are posted.

If the Accounts Payable application is part of the system, this field is updated when invoices or adjustments are posted. If the Purchase Orders application is part of the system, this field is updated when invoices are posted. If the Order Entry application is part of the system, this field is updated when invoices are posted.

On Order*

    The system displays the number of stockkeeping units of the product that are on order for this warehouse.

    This field is updated online when adjustments to on order quantities are entered.

    During warehouse transfer entry, if the Update On Hand with Warehouse Transfers? option in the Parameters file is set to 'N', the transferred quantity updates this field in the receiving warehouse. An inventory receipt must be entered to move the transferred quantity from this field to the On Hand Qty field. If the Purchase Orders application is part of the system, this field is updated on line when purchase orders are entered. It is also updated when receipts are entered through either Inventory Control or Purchase Orders.

Uncosted*

    The system displays the number of stockkeeping units of the product that have been received but not yet costed.

    This field is updated online when material requisitions and inventory receipts are entered. It may also be updated on line by adjustments and warehouse transfers.

    This field is updated when material requisitions, adjustments, and product transfers are posted.

    If invoices are entered through Accounts Payable, invoice posting updates this field. If the Accounts Payable application is part of the system, this field is also updated when adjustments are posted.

    If invoices are entered through Purchase Orders, invoice posting updates this field. If the Purchase Orders application is part of the system, this field is also updated on line when receipts (if entered through Purchase Orders) are entered. (See the Cost field for further information.)

Last Cost*

    The system displays the most recent unit cost of the product at the warehouse.

    This field is updated when transactions are posted through Inventory Control, Accounts Payable, Purchase Orders, and Order Entry. (See the updating description for the Cost field.)

Committed*

    The system displays the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

    This field is updated online when adjustments are entered to committed quantities.

    If the Order Entry application is part of the system, this field is updated when sales orders and shipping confirmations are entered.

Online Adj

> The system displays the number of stockkeeping units of the product that have been shipped from this warehouse, but not yet invoiced (posted).

Total Cost*

> The system displays the total cost of all product units on hand at this warehouse. The Uncosted quantity is not included.

> Due to fluctuations in the Cost field, the Total Cost field should not be expected to contain a value equal to the quantity of the product multiplied by its current cost.

Last Qty Purch*

> The system displays the number of stockkeeping units of the product that were last purchased for this warehouse.

> This field is updated online when inventory receipts are entered. This field is is also updated when inventory receipts are posted.

> If the Purchase Orders application is part of the system, this field is updated online during invoice entry. If invoices are entered through Purchase Orders, it is also updated when invoices are posted.

> If the Accounts Payable application is part of the system, this field is updated when invoices and adjustments are posted.

Last Purchase*

> The system displays the date on which the product was last purchased for the warehouse.

> This field is updated by transaction entries and postings through the Inventory Control, Purchase Orders, and Accounts Payable applications. (See the description of updates for the Last Qty Purch field.)

Last Qty Sold*

> The system displays the number of units of the product that were included in the last sale of the product from this warehouse.

> This field is updated when Order Entry invoices are posted.

Last Sale*

> The system displays the date that the product was last sold from this warehouse.

> This field is updated when Order Entry invoices are posted.

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 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 quantity and price breaks are used by the Order Entry application.

MTD Sales*

The system displays the month-to-date sales dollars earned on the product at this warehouse. This field is updated when Order Entry invoices are posted.

MTD Margin*

The system displays the month-to-date sales margin (sales dollars less cost) for the product at this warehouse. This field is updated when Order Entry invoices are posted.

MTD Units*

The system displays the number of units of the product that have been sold from this warehouse during the current month. This field is updated when Order Entry invoices are posted.

YTD Sales*

> The system displays the year-to-date sales dollars earned on the product at this warehouse. This figure includes the sales dollars for the current month. This field is updated when Order Entry invoices are posted.

YTD Margin*

> The system displays the year-to-date sales margin (sales dollars less cost) for the product at this warehouse. This figure includes the sales margin for the current month. This field is updated when Order Entry invoices are posted.

YTD Units*

> The system displays the number of units of the product that have been sold at this warehouse during the current year. This figure includes the units for the current month. This field is updated when Order Entry invoices are posted.

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 3 - 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 price breaks that are given to particular customers.

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

• Using price breaks. The price breaks in this file can be used instead of the base sales prices in the Products By Warehouse file, or they can be 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 percentage breaks. An ending date can be given for special pricing for any customer.

When you use this option, 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.

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

This screen presents information about Product Discounts By Customer.

Figure 26. The 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 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 the number of 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 the number of the customer who will receive the discounts. If the Accounts Receivable application is part of the system, the customer number must be on file in the Accounts Receivable Customers file; you can use the Scan option to find an appropriate entry. 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 6 digits and 3 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 Percent Break is a discount percentage and will reduce the base price; a negative Percent Break will increase the base price.

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

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 the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Product Discounts by Customer 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 identify the product (for example, for data entry or report selection) if you do not remember the product number. For each product, a substitute product can be specified, which may 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.

When you use this option, 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.

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

Figure 27. The Products Screen

Certain fields on the screen do not apply if the Accounts Payable, Order Entry, Commission Accounting, or Sales Analysis application is not part of the system. In these cases, you do not need to make entries in these fields. A pound sign (#) appears next to these fields. 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 recall or reference the product elsewhere in the system.

After you add a new Products record, the product number can only be changed by using the Change/Delete Product Numbers utility. (See the Utilities and Special Edits section of this manual for information about this utility.)

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 can use this code to sort data for reports.

Description

Enter up to 30 characters to identify the product.

If this field is changed, the system automatically changes the corresponding field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open in the Purchase Orders application or if you also plan to modify all related records through the appropriate File Maintenance functions.

Product Class

Enter 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 the corresponding field on all Products By Warehouse and Products By Vendor records that include this product. Purchase orders are not changed in the Purchase Orders file.

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 could 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 in inventory.

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

If this field is changed, the system automatically changes the corresponding field on all Products By Warehouse records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to fix all related records through the appropriate File Maintenance functions.

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 the corresponding 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 the corresponding field on all Products By Warehouse records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

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 the corresponding 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 a "dummy" warehouse known as a "drop ship" warehouse. The drop ship warehouse is specified in the Parameters file. A drop shipment is recorded as on hand inventory in 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' or 'N' to specify whether or not sales data detail for the product (units, dollars, and margin) will be posted to the Sales Analysis application. This selection may be overridden by warehouse in the Products By Warehouse file.

Y: Sales data will be posted to Sales Analysis.

N: Sales data will not be posted to Sales Analysis, or Sales Analysis is not part of the system.

If this field is changed, the system automatically changes the corresponding 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; you can use the Scan option to find an

appropriate entry. 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. To use the estimated freight option, it must be specified in the Parameters file.

The estimated freight percentage is used during invoice entry in Accounts Payable or Purchase Orders. The percentage is applied to each invoice line item that contains this product before cost records are updated. The added cost is posted to the estimated freight account identified on the product's Product Classes record. Inventory costs also reflect the estimated freight amount.

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

Sub Product

Enter up to 12 digits 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.

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

Sub Product Name*

The system displays the description from the Products file of the substitute product entered in the preceding field.

Product ABC

Enter 'A', 'B', or 'C' to provide another way 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. If this field is changed, the system automatically changes the corresponding 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. This entry provides another classification to use when 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 the corresponding 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 the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products file.

Option 5 - 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's name.

When you use this option, 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.

Select "Warehouses" from the File Maintenance menu. Here is the Warehouses entry screen:
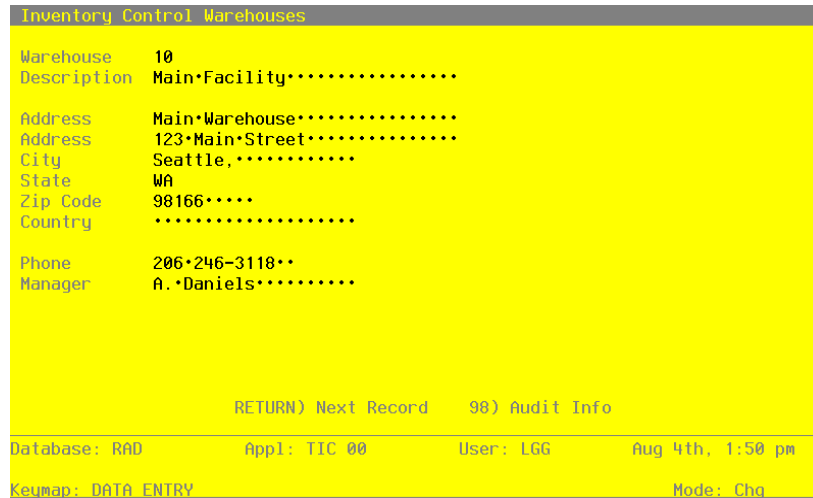
Figure 28. The Warehouses Screen

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 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 2 digits to identify the warehouse. This is the number that is used to recall or reference this 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 warehouse's address.

During purchase order entry, the system displays the address you enter here as the default "ship to" address.

Address (Line 2)

If needed, enter up to 30 additional characters to complete the warehouse's address.

City

Enter up to 20 characters for the warehouse's city.

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.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Warehouses record.

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

Option 6 - Product Classes

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

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

When you use this option, 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.

Select "Product Classes" from the File Maintenance menu. The Product Classes entry screen is shown below:

Figure 29. The 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 number that is used to recall or reference this 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 to which all overages and underages 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.

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 that 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 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.
>
> If the estimated freight option was chosen in the Parameters file, and if this product class uses that option, this account number must be entered. Otherwise, leave this field blank.
>
> For a description of the estimated freight option, refer to the Special Considerations section of the "User's Manual: Initial Setup."

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

Option 7 - Material Requisitions

Material requisitions are entered and posted as part of normal Transaction Processing. For posted requisitions, you can use the Material Requisitions File Maintenance function to edit or view the description or cancellation status on header records, and the line number or date required on line item records. You cannot use this function to add or delete records.

When you use this option, a record of all entries are printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

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

Figure 30. The Material Requisitions Screen

Certain entries on this screen will be automatically displayed. 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:

Requisition

Enter up to 5 digits to specify the requisition you want to change or cancel. You can use the Scan option to find an appropriate entry.

Description

The system displays the description of the requisition. You can enter a new description of up to 30 characters to override the display.

Warehouse*

The system displays the number of the warehouse entered on the transaction and the description of this warehouse.

Date*

> The system displays the date entered on the transaction.

Trx Posted*

> The system displays the number of line items that have been posted for this requisition.
>
> The system increments this field by the number of line items posted every time the Material Requisitions Post function is run for this requisition.

Cancel?

> By default, the system displays 'N' in this field. If you want to cancel this requisition, change this field to 'Y'.
>
> If you cancel this requisition, it will be deleted the next time the Material Requisitions Post function is run. The Total Quantity Requested on the Material Requisition line item and the Requisitioned quantity on the Products By Warehouse record will be reduced accordingly.
>
> Fully released requisitions are automatically cancelled.

When you have completed this screen, press RETURN. You can now recall line items for the requisition on the second half of the screen.

Select the Next Record option to go to go to the next Material Requisitions screen.

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

The screen below presents information about Material Requisition Line Items.

Figure 31. The Material Requisition Line Items Screen

Certain entries on this screen will be automatically displayed. 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:

Line No

The system displays the number of the first line item on the requisition. To change or view a different line item, enter up to 3 digits to identify it.

Date Required

The system displays the date on which the requisitioned product is required. This date can be changed.

Product No*

The system displays the number of the requisitioned product and the corresponding description from the Products file.

Inventory Account*

The system displays the inventory account to which the requisition applies. The corresponding description from the Chart of Accounts file is also displayed.

Total Quantity Requested*

The system displays the total number of stockkeeping units requested to date for this line item.

and Released*

The system displays the total number of stockkeeping units released to date for this line item.

GL Account*

The system displays the General Ledger account that was debited for this line item during release posting and the corresponding description of this account from the Chart of

Accounts file.

Because the account is required for releases but not for requisitions, this field may be blank if no releases have been posted.

Last Quantity Requested*

The system displays the last number of stockkeeping units requested for this line item.

and Released*

The system displays the last number of stockkeeping units released for this line item.

Press RETURN to save the information on this screen.

Select the Previous Image option to go back to the Material Requisitions screen. Select the Next Record option to go to the next Line Items record. Select the END option to go to the next Material Requisitions screen.

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

Option 8 - Parameters

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

When you use this option, 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.

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

Figure 32. The Parameters Screen - Part 1 of 2

The fields on this screen are automatically displayed. In a few 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.

Data items for the preceding screen are described below:

Current Fiscal Month / Year*

> The system displays the current fiscal month and year. The fiscal month can be a value between '1' and '13'.

Current Calendar Month / Year*

> The system displays the current calendar month and year.

Start Month of Fiscal Year*

The system displays 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*

The system displays '12' or '13' to specify the number of periods in the fiscal year.

Calendar History?*

The system displays 'Y' or 'N' to indicate whether or not history in the Products By Warehouse and Products By Vendor files is kept on a calendar 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 will '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 is '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 you want to keep. During close month processing, records older than the number of months specified in this field are deleted.

Costing Method*

The system displays one of the following codes to specify the costing method 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

Update Cost / Quantity*

The system displays one of the following codes to specify which applications update product costs and quantities:

A: Costs are updated by invoice postings from Accounts Payable. Quantities are updated by receipt entries in Inventory Control.

P: Costs are updated by invoice postings from Purchase Orders. Quantities are updated by receipt entries from Purchase Orders.

I: Costs are updated by receipt postings in Inventory Control. Quantities are updated by receipt entries in Inventory Control.

This field specifies how Inventory Control interfaces with the Purchase Orders and Accounts Payable applications. (This concept is discussed in the Special Considerations section of the "User's Manual: Initial Setup.")

Update On Hand with Warehouse Transfers?*

The system displays 'Y' or 'N' to indicate whether or not warehouse transfers update on hand quantities in both the sending and the receiving warehouse.

Y: Warehouse transfer entries update on hand quantities in both the sending and the receiving warehouse.

N: Warehouse transfer entries update on hand quantities in the sending warehouse and on order quantities in the receiving warehouse. An inventory receipt must be entered at the receiving warehouse to record receipt of the transferred goods and move the on order quantity to on hand.

In either case, the costing of the transaction is recognized when the warehouse transfer is posted.

Estimated Freight Option?

The system displays 'Y' or 'N' to indicate whether or not the estimated freight option is to be used. This display can be changed.

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

N: The estimated freight option is not used. For more information on this option, refer to the Special Considerations section of the "User's Manual: Initial Setup."

Keep Drop Ship History?*

The system displays 'Y' or 'N' to specify whether or not historical values are maintained for "drop shipped" products.

Y: History for drop shipped products is maintained in the Products By Warehouse records for the drop ship warehouse (see the next field description).

N: History is not kept for drop shipped products.

Drop Ship Warehouse No

If drop ship history is maintained, the system displays the number of the "dummy" warehouse that is used to track drop shipped products. This display can be changed. The warehouse identified here should be used for drop shipped inventory only.

A record must be set up in the Products By Warehouse file for each product that is drop shipped.

Keep Detail in Transact File?*

The system displays 'Y' or 'N' to indicate whether or not transaction detail from Inventory Control and external applications is kept in the Inventory Transactions file.

Y: Transaction detail is 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 is also posted to this file.

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

If this field is set to 'Y', the following transactions from external applications are posted to the Inventory Transactions file:

• From Accounts Payable: invoices and adjustments

• From Purchase Orders: invoices and receipts

• From Order Entry: invoices

Months to Keep Transact Detail

The system displays the number of months (or periods) for which transaction detail is kept. You can enter up to 3 digits to override the display. The Close Month function deletes all transactions older than this number of months from the file.

Keep Product/Vendor Detail?*

The system displays 'Y' or 'N' to indicate whether or not vendor purchase detail is kept by vendor in the Products By Vendor file. The display can be changed.

Y: Purchase detail is kept by vendor in the Products By Vendor file. A separate Products By Vendor record is maintained for each product/vendor combination in the file.

N: Purchase detail is not kept by vendor in the Products By Vendor file. A record is maintained for each product in the file, and all purchase detail from all vendors is summarized in that record.

Months to Keep Purchases Detail

The system displays the number of months (or periods) for which purchase detail records are kept in the Product Purchases file. Product Purchases records are created only if the FIFO or LIFO costing method is used (see the Costing Method field). For FIFO, this field indicates how often the Product Purchases file is cleared. The appropriate Close Month function clears all transactions older than the number of months specified here. However, Close Month does 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 are written to Product Purchases. However, because of the nature of the flow assumption, records must be purged manually. (Refer to the Special Considerations section of the "User's Manual: Initial Setup" for more details on LIFO implementation.)

Press RETURN to continue to the next screen.

This screen presents additional information about Parameters.

```
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 4th, 1:52 pm

Keymap: DATA ENTRY                                            Mode: Chg
```

Figure 33. The Parameters Screen - Part 2 of 2

The fields on this screen are automatically displayed. In a few 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.

Data items for the preceding screen are described below:

Post to Other Applications - GL?

The system displays 'Y' or 'N' to indicate whether or not information can be posted to the General Ledger application.

EOM Reports Required? Printed?*

The system displays 'Y' or 'N' for each Monthly Processing report available in the Inventory Control application.

The "Required?" column indicates whether or not the report must be printed before running the Close Month procedure. Displays in this column can be changed.

The system uses the "Printed?" column to indicate whether or not the report has been printed during the current period. Displays in this column cannot be changed.

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.

Press RETURN to save the information on these screens.

Option 9 - Products By Vendor 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 Live Operations, 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 Live Operations.

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 10 - 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 11 - Product Discounts By Customer List

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

```
                                       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 12 - 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 4th, 1:53 pm

Keymap: DATA ENTRY                                              Mode: Add
```
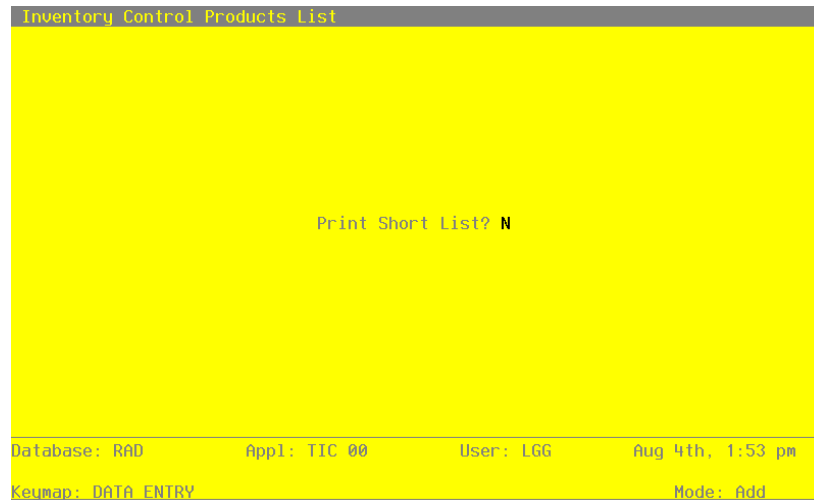
Figure 34. The Products List Screen

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 13 - 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 14 - 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 15 - 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 16 - Parameters List

This option prints a listing of the Parameters file. 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
```

Chapter 5: Reports and Inquiry

Reports and Inquiry

The Inventory Control Reports and Inquiry functions print a number of reports. Included among these are reports on inventory status, product purchase sales and history, and inventory value. Functions are also provided to print product price and price/cost catalogs. In setting up your reports, you can both sort the information included on each report according to your needs, and you can select the level of detail that you want to appear.

Several inquiry functions are also available to provide on-screen displays of Inventory Control data. These inquiries allow you to view inventory and warehouse quantities; product sales prices and costs; price and purchase history; alternate products and vendors; and customer pricing.

The Reports and Inquiry menu is shown below:

```
Inventory Control                              Expert Computing, Inc.

                        Reports & Inquiry

         Reports                         Inquiry

       1) Stock Status Report           14) Inventory Quantity
       2) Unused Items Report           15) Warehouse Quantity
       3) Reorder Report                16) Product Sales Price
       4) Sales Analysis By Product     17) Product Sales/Cost
       5) Sales Analysis By Warehouse   18) Price & Purchase History
       6) Sales Analysis By Product Class 19) Alternate Products
       7) Product Purchase History      20) Alternate Vendors
       8) Vendor Purchase History       21) Customer Discounts
       9) Request for Supplier Quote    22) Transaction Control
      10) Inflation Report
      11) Inventory Value Report             Catalogs
      12) Market Value Report           23) Product Price Catalog
   T  13) LIFO/FIFO Purchases Detail    24) Product Price/Cost Catalog  .
   Co                                                                   .

Database: RAD          Appl: TIC 00      User: LGG        Aug 4th, 1:53 pm

Keymap: MENU ENTRY
```

Figure 35. The Reports and Inquiry Screen

Option 1 - Stock Status Report

The Stock Status 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 2 - Unused Items Report

This option prints an Unused Items Report that shows the stock status of products that have not been sold or requisitioned for a user-specified number of days. The screen shown below allows you to specify the number of days to check for unused items.

Figure 36. The Unused Items Report Screen

Data items for the preceding screen are described below:

Enter Number of Days to Check

Enter a number up to 4 digits to specify the number of days to be checked for unused items.

Press RETURN to save the information on this screen and run the report.

Here is a sample Unused Items Report.

Option 3 - Reorder Report

This report lists the products for which the net available quantity is at or below the reorder point speci-fied in the Products By Warehouse file. The net available quantity is shown in the following formula:

On Hand + On Order - Committed - Requisitioned

Here is a sample Reorder Report:

```
                                       Expert Distributing, Inc.
05/23/91 04:21 pm                                                                           KAY Page:    1
                                         Reorder Report
                                                          Open      Net            Reord  Reord  Reord
Gen
Product     Description            Wh Cls U/M   On Hand Committed   Reqs    Avail  On Order  Point   Qty   Vendor
PO?
=====================================================================================================================

Warehouse

20          #4 12" Gold Plated Black Round 00 000 Each    0.00     0.00    0.00    0.00    0.00      0      0             N

Warehouse 10 Main Facility

10          #10 3-1/2" White Round      10 010 Each   291.00    0.00   301.00   10.00-   61.00    150    100   00000020Y
20          #4 12" Gold Plated Black Round 10 030 Each   325.00    2.00   186.00  137.00   75.00    400    500   00000020Y

Warehouse 20 South End Facility

40          #58 10" Yellow Cylinder     20 010 Each   182.00    0.00    85.00   97.00   300.00    500    450   00000020Y
```

Option 4 - Sales Analysis By Product Report

This report shows the month-to-date and year-to-date units sold, sales dollars, cost of sales, gross margin percentage, and average sales dollars for each product by warehouse.

Here is a sample Sales Analysis By Product Report:

```
                                         Expert Distributing, Inc.
05/23/91 04:22 pm                                                                          KAY Page:   1
                                       Sales Analysis By Product Report

                          MTD         MTD           Avg                   YTD        YTD           Avg
Wh      Name     Units   Sales       Costs  GM%     Sale     Units       Sales      Costs  GM%     Sale
=========================================================================================================

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

10  Main Facility          4.00    1000.00     560.00   44     250.00    31.00    6820.00    3420.00   50     220.00
20  South End Facility     0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
99  Drop Ship Warehouse    0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
                    ---------- ---------- ----------  --- ---------- ---------- ---------- ----------  --- ----------
  -- Product Totals -->     4.00    1000.00     560.00   44       0.00    31.00    6820.00    3420.00   50       0.00
                    ========== ========== ==========  === ========== ========== ========== ==========  === ==========

Product 20 #4 12" Gold Plated Black Round

00  ????????????????????????  0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
10  Main Facility          0.00       0.00       0.00    0       0.00     3.00     960.00     730.00   24     320.00
20  South End Facility     2.00     580.00     180.00   69     290.00    44.00   12690.00    6625.00   48     288.41
30  North End Facility     0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
                    ---------- ---------- ----------  --- ---------- ---------- ---------- ----------  --- ----------
  -- Product Totals -->     2.00     580.00     180.00   69       0.00    47.00   13650.00    7355.00   46       0.00
                    ========== ========== ==========  === ========== ========== ========== ==========  === ==========

Product 30 #56 10" Red Cylinder

20  South End Facility     1.00     360.00      13.50   96     360.00     6.00    2160.00    1463.50   32     360.00
30  North End Facility     0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
                    ---------- ---------- ----------  --- ---------- ---------- ---------- ----------  --- ----------
  -- Product Totals -->     1.00     360.00      13.50   96       0.00     6.00    2160.00    1463.50   32       0.00
                    ========== ========== ==========  === ========== ========== ========== ==========  === ==========

Product 40 #58 10" Yellow Cylinder

20  South End Facility     0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
30  North End Facility     0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
                    ---------- ---------- ----------  --- ---------- ---------- ---------- ----------  --- ----------
  -- Product Totals -->     0.00       0.00       0.00    0       0.00     0.00       0.00       0.00    0       0.00
                    ========== ========== ==========  === ========== ========== ========== ==========  === ==========
                    ---------- ---------- ----------  --- ---------- ---------- ---------- ----------  --- ----------
  -- Grand Totals -->      14.00    3880.00    1520.50   61     900.00   168.00   45260.00   25940.50   43     870.43
                    ========== ========== ==========  === ========== ========== ========== ==========  === ==========
```

Option 5 - Sales Analysis By Warehouse Report

This report shows the month-to-date and year-to-date units sold, sales dollars, cost of sales, gross margin percentage, and average sales dollars for each warehouse by product.

Here is a sample Sales Analysis By Warehouse Report:

```
                                        Expert Distributing, Inc.
05/23/91 04:24 pm                                                                         KAY Page:    1
                                     Sales Analysis By Warehouse Report

                              MTD         MTD           Avg                  YTD          YTD           Avg
Product      Name      Units  Sales       Costs  GM%    Sale     Units       Sales        Costs  GM%    Sale
===============================================================================================================

Warehouse

20           #4 12" Gold Plated Black Round
                       0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
                       ----------  ----------  ----------  --- ----------  ----------  ----------  ----------  --- ----------
       -- Wh Totals -->  0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
                       ==========  ==========  ==========  === ==========  ==========  ==========  ==========  === ==========

Warehouse 10 Main Facility

10           #10 3-1/2" White Round
                       4.00   1000.00     560.00 44   250.00     31.00       6820.00      3420.00 50     220.00
20           #4 12" Gold Plated Black Round
                       0.00   0.00        0.00   0    0.00       3.00        960.00       730.00  24     320.00
                       ----------  ----------  ----------  --- ----------  ----------  ----------  ----------  --- ----------
       -- Wh Totals -->  4.00   1000.00     560.00 44   0.00       34.00       7780.00      4150.00 47     0.00
                       ==========  ==========  ==========  === ==========  ==========  ==========  ==========  === ==========

Warehouse 20 South End Facility

10           #10 3-1/2" White Round
                       0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
20           #4 12" Gold Plated Black Round
                       2.00   580.00      180.00 69   290.00     44.00       12690.00     6625.00 48     288.41
30           #56 10" Red Cylinder
                       1.00   360.00      13.50  96   360.00     6.00        2160.00      1463.50 32     360.00
40           #58 10" Yellow Cylinder
                       0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
                       ----------  ----------  ----------  --- ----------  ----------  ----------  ----------  --- ----------
       -- Wh Totals -->  3.00   940.00      193.50 79   0.00       50.00       14850.00     8088.50 46     0.00
                       ==========  ==========  ==========  === ==========  ==========  ==========  ==========  === ==========

Warehouse 30 North End Facility

20           #4 12" Gold Plated Black Round
                       0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
30           #56 10" Red Cylinder
                       0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
40           #58 10" Yellow Cylinder
                       0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
                       ----------  ----------  ----------  --- ----------  ----------  ----------  ----------  --- ----------
       -- Wh Totals -->  0.00   0.00        0.00   0    0.00       0.00        0.00         0.00   0      0.00
                       ==========  ==========  ==========  === ==========  ==========  ==========  ==========  === ==========
```

Option 6 - Sales Analysis By Product Class Report

This report shows the month-to-date and year-to-date units sold, sales dollars, cost of sales, gross margin percentage, and average sales dollars for each product class.

Here is a sample Sales Analysis By Product Class Report.

```
                                      Expert Distributing, Inc.
05/23/91 04:26 pm                                                                   KAY Page:    1
                                 Sales Analysis By Product Class Report

                             MTD         MTD                Avg                 YTD         YTD                Avg
               Units        Sales       Costs  GM%          Sale    Units      Sales       Costs  GM%          Sale
==================================================================================================================

Product Class

              ----------   ----------  ----------  ---  ----------  ----------  ----------  ----------  ---  ----------
   -- Class Totals -->        0.00        0.00        0.00   0       0.00       0.00        0.00        0.00   0       0.00
              ==========   ==========  ==========  ===  ==========  ==========  ==========  ==========  ===  ==========

Product Class 10 Standard

              ----------   ----------  ----------  ---  ----------  ----------  ----------  ----------  ---  ----------
   -- Class Totals -->        4.00     1000.00      560.00  44       0.00      31.00     6820.00     3420.00  50       0.00
              ==========   ==========  ==========  ===  ==========  ==========  ==========  ==========  ===  ==========

Product Class 20 Special Order

              ----------   ----------  ----------  ---  ----------  ----------  ----------  ----------  ---  ----------
   -- Class Totals -->        1.00      360.00       13.50  96       0.00       6.00     2160.00     1463.50  32       0.00
              ==========   ==========  ==========  ===  ==========  ==========  ==========  ==========  ===  ==========

Product Class 30 Custom

              ----------   ----------  ----------  ---  ----------  ----------  ----------  ----------  ---  ----------
   -- Class Totals -->        2.00      580.00      180.00  69       0.00      47.00    13650.00     7355.00  46       0.00
              ==========   ==========  ==========  ===  ==========  ==========  ==========  ==========  ===  ==========

              ----------   ----------  ----------  ---  ----------  ----------  ----------  ----------  ---  ----------
   -- Grand Totals -->       14.00     3880.00     1507.00  61     900.00     168.00    45260.00    24477.00  46     870.43
              ==========   ==========  ==========  ===  ==========  ==========  ==========  ==========  ===  ==========
```

Option 7 - Product Purchase History Report

This report shows the last price; last purchase date; pricing unit; and month-to-date, year-to-date, and last-year purchases in purchasing units and dollars for each product for each supplying vendor.

Here is a sample Product Purchase History Report:

```
                                     Expert Distributing, Inc.
05/23/91 04:28 pm                                                              KAY Page:  1
                                   Product Purchase History Report

                         Last  Last    Pricing    MTD       MTD       YTD       YTD       LY        LY
Vendor                   Price Pur Date Unit      Units   Purchases  Units   Purchases  Units   Purchases
=========================================================================================================

Product Class
Product 20 #4 12" Gold Plated Black Round

00000010  Miscellaneous Supplier       04/25/91       0.00      0.00     0.00      0.00     0.00      0.00
                                                            ----------           ----------         ----------
                              -- Product Subtotals -->           0.00                 0.00                 0.00
                                                            ==========           ==========         ==========

                                                            ----------           ----------         ----------
                          -- Product Class Subtotals -->        0.00                 0.00                 0.00
                                                            ==========           ==========         ==========


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

00000010  Miscellaneous Supplier  3.250  08/01/89  EACH   0.00      0.00     0.00      0.00     0.00      0.00
00000020  Pool and Associates   100.250  05/29/89  EACH   0.00      0.00  1500.00 120000.00  5000.00 250000.00
                                                            ----------           ----------         ----------
                              -- Product Subtotals -->           0.00             120000.00            250000.00
                                                            ==========           ==========         ==========

                                                            ----------           ----------         ----------
                          -- Product Class Subtotals -->        0.00             120000.00            250000.00
                                                            ==========           ==========         ==========


Product Class 20 Special Order
Product 20 #4 12" Gold Plated Black Round

00000020  Pool and Associates   150.750  05/29/89  EACH   0.00      0.00   125.00  18750.00   500.00  50000.00
                                                            ----------           ----------         ----------
                              -- Product Subtotals -->           0.00              18750.00             50000.00
                                                            ==========           ==========         ==========

                                                            ----------           ----------         ----------
                          -- Product Class Subtotals -->        0.00              18750.00             50000.00
                                                            ==========           ==========         ==========
```

Option 8 - Vendor Purchase History Report

This report shows the pricing unit and the month-to-date, year-to-date, and last-year purchases in purchasing units and dollars of each product supplied from each supplying vendor.

Here is a sample Vendor Purchase History Report:

```
                                   Expert Distributing, Inc.
05/23/91 04:30 pm                                                        KAY Page:      1
                               Vendor Purchase History Report

                               Pricing      MTD       MTD       YTD       YTD       LY        LY
Product      Description          Unit      Units   Purchases   Units   Purchases   Units   Purchases
=====================================================================================================

Vendor 00000010 Miscellaneous Supplier

20           #4 12" Gold Plated Black Round        0.00      0.00      0.00      0.00      0.00      0.00
10           #10 3-1/2" White Round    EACH        0.00      0.00      0.00      0.00      0.00      0.00
30           #56 10" Red Cylinder      EACH        0.00      0.00      0.00      0.00      0.00      0.00
                                                ----------          ----------          ----------
                           -- Vendor Subtotals -->   0.00               0.00                0.00
                                                ==========          ==========          ==========


Vendor 00000020 Pool and Associates

10           #10 3-1/2" White Round    EACH        0.00      0.00   1500.00  120000.00   5000.00  250000.00
20           #4 12" Gold Plated Black Round EACH   0.00      0.00    125.00   18750.00    500.00   50000.00
30           #56 10" Red Cylinder      EACH        0.00      0.00     25.00    2375.00    135.00   14200.00
40           #58 10" Yellow Cylinder   EACH        0.00      0.00    400.00   12500.00      0.00       0.00
                                                ----------          ----------          ----------
                           -- Vendor Subtotals -->   0.00          153625.00          314200.00
                                                ==========          ==========          ==========

                                                ----------          ----------          ----------
                              -- Grand Totals -->    0.00          153625.00          314200.00
                                                ==========          ==========          ==========
```

Option 9 - Request for Supplier Quote Report

This report can be forwarded to vendors for price quotations. Printed on standard $8\frac{1}{2}$ by 11-inch paper, the report lists each product supplied by a vendor along with the product's current price and lead time (in days). For each product, space is provided for the vendor to enter a new quoted price and lead time. Both your product number and the vendor's product number and description are listed for each product.

Here is a sample Request For Supplier Quote Report:

```
                          Expert Distributing, Inc.



                          REQUEST FOR SUPPLIER QUOTE

                     Pool and Associates
                     985 E. University Way
                     Suite 115
                     Seattle,                 WA
                     98521        USA

        Our Vendor No:  00000020                    Date:  05/23/91

     Vendor Product   Our Product   Current Price              --- Lead Time ---
     Description                                   New Quote   Current      New
     ==============================================================================
     1035WRX2          10              110.250
     #10 3-1/2" White Round / X.2        Per EACH  ............  70 Days ......
     0412GPBRX2        20              155.750
     #4 12" Gold Pl. Blk. Rnd / X.2      Per EACH  ............ 147 Days ......
     4510RCX3          30               98.000
     #56 10" Red Cylinder / X.3          Per EACH  ............  70 Days ......
     7839YCX3          40               25.350
     #58 10" Yellow Cylinder / X.3       Per EACH  ............ 105 Days ......
```

Option 10 - Inflation Report

This report lists each product; its cost per purchasing unit for each supplying vendor for the past six months; its current price; and the annualized inflation rate. The average inflation rate by product is also shown.

Here is a sample Inflation Report:

```
                                     Expert Distributing, Inc.
 05/23/91 04:35 pm                                                        KAY Page:     1
                                        Inflation Report

                       Price 6      Price 5      Price 4      Price 3      Price 2      Price 1      Current   Infl
 Vendor               Mnths Ago    Mnths Ago    Mnths Ago    Mnths Ago    Mnths Ago     Mnth Ago      Price   Rate
 ================================================================================================================

 Product Class
 Product 20 #4 12" Gold Plated Black Round

 00000010  Miscellaneous Supplier    0.000        0.000        0.000        0.000        0.000        0.000      0.000    0.0
                                                                                                               -----
                                                                                       -- Average -->    0.0

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

 00000010  Miscellaneous Supplier    0.000        0.000        0.000        0.000        0.000        0.000      3.250    0.0
 00000020  Pool and Associates       0.000       92.000       96.000       95.000       97.000      110.250    110.250   47.6
                                                                                                               -----
                                                                                       -- Average -->   23.8

 Product Class 20 Special Order
 Product 20 #4 12" Gold Plated Black Round

 00000020  Pool and Associates     135.000      138.750      140.000      142.750      145.500      155.750    155.750   30.7
                                                                                                               -----
                                                                                       -- Average -->   30.7

 Product Class 30 Custom
 Product 30 #56 10" Red Cylinder

 00000010  Miscellaneous Supplier    0.000        0.000        0.000        0.000        0.000        0.000      4.100    0.0
 00000020  Pool and Associates       0.000        0.000      100.000      102.000      105.000       98.000     98.000    6.0-
                                                                                                               -----
                                                                                       -- Average -->    3.0-

 Product 40 #58 10" Yellow Cylinder

 00000020  Pool and Associates      17.500       18.750       20.350       21.500       22.750       25.350     25.350   89.7
                                                                                                               -----
                                                                                       -- Average -->   89.7
```

Option 11 - Inventory Value Report

This report shows the total inventory value, computed by multiplying the average cost of each product and the quantity on hand in each warehouse.

Here is a sample Inventory Value Report:

```
                                       Expert Distributing, Inc.
05/23/91 04:36 pm                                                                    KAY Page:    1
                                       Inventory Value Report

                                                                        Adjusted
Product      Description            Unit   Avg Cost   Wh  Description    On Hand      Total Cost
===================================================================================================

Product Class
20           #4 12" Gold Plated Black Round   Each   0.000   00                          0.00          0.00
                                                                                    ----------   -----------
                                                       -- Product Subtotals -->         0.00          0.00
                                                                                    =========   ===========

                                                                                    ----------   -----------
                                                    -- Product Class Subtotals -->       0.00          0.00
                                                                                    =========   ===========


Product Class 10 Standard
10           #10 3-1/2" White Round   Each   34.913   10  Main Facility           400.00      13965.00
                                             0.000    99  Drop Ship Warehouse        1.00          0.00
                                                                                    ----------   -----------
                                                       -- Product Subtotals -->       401.00      13965.00
                                                                                    =========   ===========

40           #58 10" Yellow Cylinder   Each   19.637   20  South End Facility       277.00       5439.45
                                                                                    ----------   -----------
                                                       -- Product Subtotals -->       277.00       5439.45
                                                                                    =========   ===========

                                                                                    ----------   -----------
                                                    -- Product Class Subtotals -->     678.00      19404.45
                                                                                    =========   ===========


Product Class 20 Special Order
10           #10 3-1/2" White Round   Each   16.146   20  South End Facility       892.00      14402.50
                                                                                    ----------   -----------
                                                       -- Product Subtotals -->       892.00      14402.50
                                                                                    =========   ===========

30           #56 10" Red Cylinder      Each   11.591   20  South End Facility       634.00       7348.73
                                                                                    ----------   -----------
                                                       -- Product Subtotals -->       634.00       7348.73
                                                                                    =========   ===========

40           #58 10" Yellow Cylinder   Each    4.651   30  North End Facility       306.00       1423.20
                                                                                    ----------   -----------
                                                       -- Product Subtotals -->       306.00       1423.20
                                                                                    =========   ===========

                                                                                    ----------   -----------
                                                    -- Product Class Subtotals -->    1832.00      23174.43
                                                                                    =========   ===========
```

Option 12 - Market Value Report

This report shows the total inventory cost (average cost x adjusted on hand quantity) and total inventory market value (price x adjusted on hand quantity).

Here is a sample Market Value Report:

```
                                      Expert Distributing, Inc.
05/23/91 04:38 pm                                                                    KAY Page:    1
                                        Market Value Report

Product      Description            Unit                    Adjusted
                  Wh  Description                 Avg Cost      Price 1    On Hand    Total Cost  Market Value
================================================================================================================

Product Class
20           #4 12" Gold Plated Black Round   Each
                  00                              0.000        0.000      0.00         0.00         0.00
                                                                        ----------   -----------  -----------
                                       -- Product Subtotals -->         0.00         0.00         0.00
                                                                        ==========   ===========  ===========

                                                                        ----------   -----------  -----------
                                    -- Product Class Subtotals -->      0.00         0.00         0.00
                                                                        ==========   ===========  ===========


Product Class 10 Standard
10           #10 3-1/2" White Round         Each
                  10  Main Facility             34.913       250.000    400.00       13964.00     100000.00
                  99  Drop Ship Warehouse        0.000       250.000      1.00           0.00        250.00
                                                                        ----------   -----------  -----------
                                       -- Product Subtotals -->         401.00       13964.00     100250.00
                                                                        ==========   ===========  ===========

40           #58 10" Yellow Cylinder        Each
                  20  South End Facility        19.637        62.000    277.00        5440.28      17174.00
                                                                        ----------   -----------  -----------
                                       -- Product Subtotals -->         277.00        5440.28      17174.00
                                                                        ==========   ===========  ===========

                                                                        ----------   -----------  -----------
                                    -- Product Class Subtotals -->      678.00       19404.28     117424.00
                                                                        ==========   ===========  ===========


Product Class 20 Special Order
10           #10 3-1/2" White Round         Each
                  20  South End Facility        16.146       320.000    892.00       14405.80     285440.00
                                                                        ----------   -----------  -----------
                                       -- Product Subtotals -->         892.00       14405.80     285440.00
                                                                        ==========   ===========  ===========

30           #56 10" Red Cylinder           Each
                  20  South End Facility        11.591       360.000    634.00        7348.06     228240.00
                                                                        ----------   -----------  -----------
                                       -- Product Subtotals -->         634.00        7348.06     228240.00
                                                                        ==========   ===========  ===========

40           #58 10" Yellow Cylinder        Each
                  30  North End Facility         4.651        79.000    306.00        1422.90      24174.00
                                                                        ----------   -----------  -----------
                                       -- Product Subtotals -->         306.00        1422.90      24174.00
                                                                        ==========   ===========  ===========

                                                                        ----------   -----------  -----------
                                    -- Product Class Subtotals -->     1832.00       23176.76     537854.00
                                                                        ==========   ===========  ===========
```

Option 13 - LIFO/FIFO Purchases Detail Report

This report lists purchase detail for each product if the LIFO or FIFO costing method is used. For each product, the unit of measure, purchase date and quantity, unit cost, and total cost are shown.

Here is a sample LIFO/FIFO Purchases Detail Report:

```
                                          Expert Distributing, Inc.
05/23/91 04:39 pm                                                                   KAY Page:    1
                                       LIFO/FIFO Purchases Detail Report

              Product       U/M    Date               Quantity     Unit Cost     Total Cost
================================================================================================

Product Class 010  Standard

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

              10           Each    06/08/87 10:56:02 am      2.00      47.500         95.00
              10           Each    06/30/87 11:45:16 am      2.00      47.500         95.00
              10           Each    07/10/87 12:59:08 pm      4.00      22.500         90.00
              10           Each    07/25/87 04:23:08 pm      2.00      47.500         95.00
              10           Each    08/01/87 03:34:58 pm      6.00      12.500         75.00
              10           Each    09/01/87 04:57:12 pm      7.00      14.286        100.00
              10           Each    10/01/87 07:45:21 am      7.00      12.143         85.00
              10           Each    07/30/88 03:33:30 pm     10.00      95.000        950.00
              10           Each    07/30/88 03:37:14 pm      1.00      62.500         62.50
              10           Each    07/30/88 04:06:48 pm    414.00      47.500      19665.00
              10           Each    07/30/88 04:06:50 pm    149.00      47.500       7077.50
              10           Each    07/31/88 11:46:57 am      7.00      47.500        332.50
              10           Each    11/15/88 09:01:56 am      7.00      19.286        135.00
              10           Each    05/01/89 07:01:48 am      2.00      47.500         95.00
              10           Each    05/29/89 11:24:57 am      1.00     150.000        150.00
                                                         --------                ----------
                               -- Product Subtotals -->    621.00                  29102.50
                                                         ========                ==========

                                                         --------                ----------
                           -- Product Class Subtotals -->  621.00                  29102.50
                                                         ========                ==========


Product Class 020  Special Order

Product 20 #4 12" Gold Plated Black Round

              20           Each    06/08/87 02:45:28 pm      7.00      25.000        175.00
              20           Each    06/30/87 10:26:35 am      3.00      58.333        175.00
              20           Each    07/10/87 09:15:34 am      7.00      19.286        135.00
              20           Each    07/25/87 07:35:12 am      3.00      58.333        175.00
              20           Each    07/30/87 04:06:52 pm    162.00      25.000       4050.00
              20           Each    07/30/87 04:06:53 pm    230.00      25.000       5750.00
              20           Each    07/30/87 04:48:43 pm    290.00      25.000       7250.00
              20           Each    10/01/87 11:29:15 am     10.00      13.000        130.00
              20           Each    11/28/87 10:16:49 am      3.00      68.333        205.00
              20           Each    07/30/88 03:33:30 pm     15.00     155.000       2325.00
              20           Each    07/30/88 04:06:51 pm    415.00      25.000      10375.00
              20           Each    08/01/88 10:20:58 am     10.00      13.000        130.00
              20           Each    09/01/88 08:31:56 am     10.00      13.000        130.00
              20           Each    11/08/88 10:21:08 am      8.00      13.500        108.00
              20           Each    12/10/88 11:10:26 am      7.00      20.714        145.00
              20           Each    05/01/89 08:45:12 am      8.00      25.000        200.00
              20           Each    05/29/89 03:45:26 pm      2.00      95.000        190.00
                                                         --------                ----------
                               -- Product Subtotals -->   1190.00                  31648.00
                                                         ========                ==========
```

Option 14 - Inventory Quantity Inquiry

This inquiry function shows on hand, on order, and requisitioned/committed quantities for a specified product in each warehouse. This information is displayed from the Products by Warehouse file.

Here is a sample Inventory Quantity Inquiry.

```
************************  Inventory Quantity Inquiry  *************************

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

Wh  Description                     On Hand     On Order     Req/Commit
--  -----------                     -------     --------     ----------
10  Main Facility                    291.00       61.00         301.00
20  South End Facility               722.00      260.00          90.00
99  Drop Ship Warehouse                1.00      500.00           1.00
                                    --------     --------     --------
                    -- Totals -->   1014.00      821.00         392.00
                                    ========     ========     ========
```

Option 15 - Warehouse Quantity Inquiry

This inquiry function shows on hand, on order, and requisitioned/committed quantities for a specified product and warehouse. It also shows the product's reorder point and quantity in stockkeeping units, along with the last sales date, last purchase date, and last quantity purchased.

Here is a sample Warehouse Quantity Inquiry:

```
************************  Warehouse Quantity Inquiry  *************************

Product    10          #10 3-1/2" White Round
Warehouse  10          Main Facility

      On       On      Req/     Reord    Reord    Last      Last       Last
     Hand    Order    Commit    Point     Qty     Sale    Purchase    Qty Pur
     ----    -----    ------    -----    -----    ----    --------    -------
    291.00   61.00    301.00      150      100  08/01/89  05/29/89      5.00
```

Option 16 - Product Sales Price Inquiry

This inquiry function shows the product class, freight class, stockkeeping unit of measure, items per unit, package size, on hand quantity, shipping weight, and pricing information for a specified product and warehouse.

Here is a sample Product Sales Price Inquiry:

```
************************  Product Sales Price Inquiry  ************************

Product         10              #10 3-1/2" White Round
Warehouse       10              Main Facility
Product Class   010             Standard
Freight Class   010
Unit of Measure Each  Items Per Unit       1   On Hand    291.00
Package Size    3 X 5                           Ship Wt    100.00

                No       Quantity            Price
                --       --------            -----
                1           1.00            250.000
                2          10.00            245.000
                3          25.00            240.000
                4          50.00            220.000
                5         100.00            200.000
```

Option 17 - Product Sales/Cost Inquiry

This inquiry function displays sales and cost information from the Products and Products By Warehouse files for a specified product and warehouse.

Here is a sample Product Sales/Cost Inquiry:

```
************************  Product Sales/Cost Inquiry  ************************

Product         10              #10 3-1/2" White Round
Warehouse       10              Main Facility
Product Class   010             Standard
Freight Class   010
Unit of Measure Each  Items Per Unit       1   On Hand    291.00
Package Size    3 X 5                           Ship Wt    100.00
Product Cost        34.913                      Comm Amt   150.00

          No       Quantity           Price        GM %
          --       --------           -----        -----
          1           1.00           250.000       86.0
          2          10.00           245.000       85.7
          3          25.00           240.000       85.5
          4          50.00           220.000       84.1
          5         100.00           200.000       82.5
```

Option 18 - Price and Purchase History Inquiry

For a given product and vendor, this inquiry function shows the quoted purchase price; lead time; unit of measure; date price was updated; last purchase price and date; month-to-date, year-to-date, and last-year totals for units, purchases, and average purchase price; prices and inflation rates for 1 to 6 months ago and last price paid; annual inflation rate; and current quoted price.

Here is a sample Price and Purchase History Inquiry:

```
********************  Price & Purchase History Inquiry  *********************

Product  10          #10 3-1/2" White Round
Vendor   00000020    Pool and Associates

Quoted Pur Price   Lead Time    U/M   Price Updated  Last Pur Price     Last Pur
        110.250           10   EACH   07/31/85               100.250    05/29/89

                    Pricing Units          Purchases     Avg Pur Price
          Month-To-Date          0.00           0.00             0.000
          Year-To-Date        1500.00      120000.00            80.000
          Last Year           5000.00      250000.00            50.000

          Price 6 Months Ago =      0.000    Inflation Index =    0.0
          Price 5 Months Ago =     92.000    Inflation Index =   19.8
          Price 4 Months Ago =     96.000    Inflation Index =   14.8
          Price 3 Months Ago =     95.000    Inflation Index =   16.1
          Price 2 Months Ago =     97.000    Inflation Index =   13.7
          Price 1 Month Ago  =    110.250    Inflation Index =    0.0
          Price Last Paid    =    100.250    Inflation Index =   10.0

                     Annual Inflation Rate =   0.0
```

Option 19 - Alternate Products Inquiry

This inquiry function shows a product that can be substituted for the specified product. For the original and alternate products, the name, size, shipping weight, warehouse, total quantity on hand, and next alternate product for the alternate product are shown. It finds and displays the first Products By Warehouse record to provide quantity and price breaks.

Here is a sample Alternate Products Inquiry:

```
*************************  Alternate Products Inquiry  *************************

                Original Product                  Alternate Product
           -----------------------------     -----------------------------
Product  20
Name     #4 12" Gold Plated Black Round
Size     2 X 2
Ship Wt    15.00
Wh       10  Main Facility
           -----------------------------     -----------------------------
No     Quantity              Price       Quantity              Price
1           1.00           320.000
2          10.00           315.000
3          25.00           310.000
4          50.00           305.000
5         100.00           295.000
           -----------------------------     -----------------------------
           Total On Hand       325.00    Total On Hand

           Next Alt Product
```

Option 20 - Alternate Vendors Inquiry

This inquiry function displays all vendors that supply the specified product. The vendor's unit, lead time, current and last price, and last purchase date are displayed for each alternate vendor.

Here is a sample Alternate Vendors Inquiry:

```
************************  Alternate Vendors Inquiry  ************************

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

Vendor   Name                         Unit Lead Cur Price Last Price Last Pur
------   ----                         ---- ---- --------- ---------- --------
00000010 Miscellaneous Supplier       EACH  0      3.250      3.250 08/01/89
00000020 Pool and Associates          EACH 10    110.250    100.250 05/29/89
```

Option 21 - Customer Discounts Inquiry

This inquiry function shows up to five discount percentages and their associated quantity and price breaks for a specified customer and product. It also displays the expiration date of the price breaks, the additional discount percentage (if any), and whether or not the price breaks override those in the Products By Warehouse file.

Here is a sample Customer Discounts Inquiry:

```
************************  Customer Discounts Inquiry  ************************
Product               10            #10 3-1/2" White Round
Customer              00000020      Master Sellers Company
Price Expires
Override?             N
Additional Discount %   0.000

        No      Quantity        Price      Disc %
        --      --------        -----      ------
        1           1.00        0.000        1.00
        2         100.00        0.000        5.00
        3           0.00        0.000        0.00
        4           0.00        0.000        0.00
        5           0.00        0.000        0.00
```

Option 22 - Transaction Control Inquiry

If you have chosen the option to use Transaction Control, this inquiry allows you to view Transaction Control information. The file posted along with the operator ID, control number, and description from the posted transactions are shown. Also shown are the control total, hash total, number of transactions, number of errors, number of warnings, last transaction posted, and amount posted from the control group.

Here is a sample Transaction Control Inquiry:

```
****************************  Transaction Control  ****************************

Appl/File                       Control Group
Date/Time            Jrnl       Description                        Op Ex?
---------            ----       -------------                      ------
TIC  ADJUSTMENTS                BBB / 0002
06/27/90 11:47 am    ICAJ       Aug adjustments                      N


                     Control Total              0.00
                     Hash Total                   50
                     Number of Transactions        2
                     Number of Errors              0
                     Number of Warnings            0
                     Last Transaction Posted       4
                     Total Amount Posted       70.00
```

Option 23 - Product Price Catalog

This price catalog lists all products by product class and shows the quantities and prices by quantity break and price break, respectively. It also lists the freight class, stockkeeping unit of measure, items per unit of measure, package size, shipping weight, and ABC class.

Here is a sample Product Price Catalog:

```
                                        Expert Distributing, Inc.
05/24/91 10:45 am                                                                      KAY Page:    1
                                          Product Price Catalog

Product      Description            U/M    ABC   I/U      Qty1      Qty2      Qty3      Qty4      Qty5
             Wh             Frt Cl  Package Size  Ship Wt  Price1    Price2    Price3    Price4    Price5
=====================================================================================================

Product Class

20           #4 12" Gold Plated Black Round  Each          00001     0.00      0.00      0.00      0.00      0.00
             0              020     2 X 2          15.00     0.000     0.000     0.000     0.000     0.000


Product Class 10 Standard

10           #10 3-1/2" White Round  Each    A     00001     1.00     10.00     25.00     50.00    100.00
             10             010     3 X 5         100.00   250.000   245.000   240.000   220.000   200.000

10           #10 3-1/2" White Round  Each          00001     1.00     10.00     25.00     50.00    100.00
             99             010     3 X 5         100.00   250.000   245.000   240.000   220.000   200.000

40           #58 10" Yellow Cylinder  Each   C     00001     1.00    100.00      0.00      0.00      0.00
             20             010     3 X 6          25.00    62.000    57.500     0.000     0.000     0.000


Product Class 20 Special Order

10           #10 3-1/2" White Round  Each    A     00001     1.00     10.00     25.00     50.00    100.00
             20             010     3 X 5         100.00   320.000   315.000   310.000   305.000   295.000

30           #56 10" Red Cylinder    Each    A     00001     1.00     10.00     25.00     50.00    100.00
             20             010     3 X 6          25.00   360.000   355.000   350.000   340.000   320.000

40           #58 10" Yellow Cylinder  Each   C     00001     1.00     10.00      0.00      0.00      0.00
             30             010     3 X 6          25.00    79.000    63.000     0.000     0.000     0.000


Product Class 30 Custom

20           #4 12" Gold Plated Black Round  Each  A     00001     1.00     10.00     25.00     50.00    100.00
             10             020     2 X 2          15.00   320.000   315.000   310.000   305.000   295.000

20           #4 12" Gold Plated Black Round  Each  A     00001     1.00     10.00     25.00     50.00    100.00
             20             020     2 X 2          15.00   290.000   280.000   280.000   270.000   260.000

20           #4 12" Gold Plated Black Round  Each  A     00001     1.00     10.00     25.00     50.00    100.00
             30             020     2 X 2          15.00   360.000   355.000   350.000   340.000   320.000

30           #56 10" Red Cylinder    Each          00001     1.00     10.00     25.00   5000.00    100.00
             30             010     3 X 6          25.00   290.000   285.000   280.000   270.000   265.000
```

Option 24 - Product Price/Cost Catalog

This catalog lists each product by warehouse and product class and shows the quantities and prices by quantity break and price break, respectively. The average cost of the product and the percentage mark-up at each price break are included. The catalog also lists the product's freight class, stockkeeping unit of measure, items per unit of measure, package size, shipping weight, and ABC class.

Here is a sample Product Price/Cost Catalog:

```
                                      Expert Distributing, Inc.
05/24/91 10:49 am                                                                     KAY Page:    1
                                      Product Price/Cost Catalog

Product                           Unit    ABC         Qty1        Qty2        Qty3        Qty4        Qty5
Frt Cls  Wh     Items   Ship Wt   Package Size        Price1      Price2      Price3      Price4      Price5
                                  Ave Cost            Markup1     Markup2     Markup3     Markup4     Markup5
=========================================================================================================

Product Class
Warehouse

20  #4 12" Gold Plated Black Round Each               0.00        0.00        0.00        0.00        0.00
020     00    00001     15.00     2 X 2               0.000       0.000       0.000       0.000       0.000
                                  0.000                           %           %           %           %           %


Product Class 10 Standard
Warehouse 10 Main Facility

10  #10 3-1/2" White Round         Each     A         1.00        10.00       25.00       50.00       100.00
010     10    00001     100.00    3 X 5               250.000     245.000     240.000     220.000     200.000
                                  34.913              86.0   %    85.7   %    85.5   %    84.1   %    82.5   %


Warehouse 20 South End Facility

40  #58 10" Yellow Cylinder        Each     C         1.00        100.00      0.00        0.00        0.00
010     20    00001     25.00     3 X 6               62.000      57.500      0.000       0.000       0.000
                                  19.637              68.3   %    65.8   %    0.0    %    0.0    %    0.0  %


Warehouse 99 Drop Ship Warehouse

10  #10 3-1/2" White Round         Each               1.00        10.00       25.00       50.00       100.00
010     99    00001     100.00    3 X 5               250.000     245.000     240.000     220.000     200.000
                                  0.000                           %           %           %           %           %


Product Class 20 Special Order
Warehouse 20 South End Facility

10  #10 3-1/2" White Round         Each     A         1.00        10.00       25.00       50.00       100.00
010     20    00001     100.00    3 X 5               320.000     315.000     310.000     305.000     295.000
                                  16.146              95.0   %    94.9   %    94.8   %    94.7   %    94.5   %

30  #56 10" Red Cylinder           Each     A         1.00        10.00       25.00       50.00       100.00
010     20    00001     25.00     3 X 6               360.000     355.000     350.000     340.000     320.000
                                  11.591              96.8   %    96.7   %    96.7   %    96.6   %    96.4   %
```

Chapter 6: Physical Inventory

Physical Inventory

The Physical Inventory functions provide two methods for counting and entering physical inventory: using count sheets, which are printed by the system, and using tags.

Once a physical count from count sheets or tags has been entered and processed, the system provides an edit list and a variance report. The system adjusts the on hand value in the Products By Warehouse records according to the physical inventory data. Additionally, the system produces General Ledger Distributions postings for these adjustments and an audit report reflecting these adjustments.

Physical Inventory procedures can be performed without interrupting normal system operations. In addition, a partial physical inventory can be processed. The Physical Inventory menu is shown below:

```
Inventory Control                                    Expert Computing, Inc.

                          Physical Inventory

            Physical Count                    Tags Count

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

            Physical Edit and Adjustment

         6) Physical Inventory Edit List
         7) Physical Inventory Variance Report
         8) Adjust to Physical Inventory
                                and Print Audit Report


     This Software is the Valuable Trade Secret Property of APPX Software, Inc.
    Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:56 pm

Keymap: MENU ENTRY
```
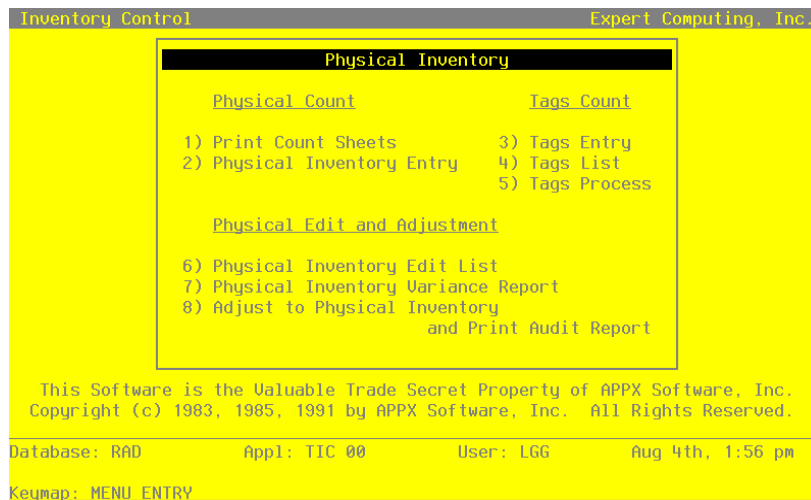**Figure 37. The Physical Inventory Screen**

Option 1 - Print Count Sheets

This function is used to print product-by-location worksheets that are used for taking a full or partial physical inventory. They 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.

Here is a sample 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 - Physical Inventory Entry

This function is used to enter the physical count into the system. Physical inventory data from the completed count sheets is entered by product and warehouse. Entries can be verified by printing a Physical Inventory Edit List. While using Physical Inventory Entry, daily operations can continue as normal.

Select "Physical Inventory Entry" from the Physical Inventory menu. Here is the Physical Inventory Entry screen:
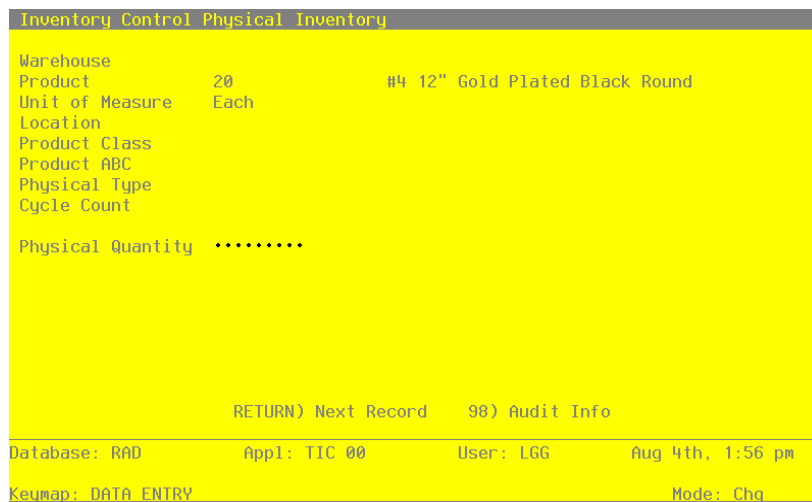
```
Inventory Control Physical Inventory

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 4th, 1:56 pm

Keymap: DATA ENTRY                                         Mode: Chg
```

Figure 38. The Physical Inventory Entry 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, 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 the number of the warehouse where the physical inventory was taken. You can use the Scan option to find an appropriate entry. This 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 the number of 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.

Once you have made entries in both the warehouse and product fields, press RETURN to display the record. At this point, the Warehouse and Product fields become display-only, and you can make an entry in the Physical Quantity field. The system will automatically call up the next record. To access and change the physical quantity for a different product and warehouse, press CHG (change).

Unit of Measure*

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

Location*

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

Product Class*

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

Product ABC*

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

Physical Type*

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

Cycle Count*

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

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 distinguishes between a '0', which is a valid entry, and a blank, which may represent an item not to be included in the count. This entry updates the physical count in the Physical field on the Products By Warehouse record.

> You should be careful when making entries in this field, since the on hand quantity in the Products By Warehouse record will be set to this quantity when the Adjust to Physical Inventory and Print Audit Report function is run.

Press RETURN to save the information on this screen and update the Products By Warehouse file. Select Next Record to go to the next Physical Inventory Entry record.

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

Option 3 - Tags Entry

Tags count functions provide an alternative to the Physical Count functions for entering physical inventory. They allow you to enter, edit, list, and process physical inventory data using numbered tags. The use of tags can simplify the physical inventory process and provide a more accurate count in a large warehouse environment.

This function is used to enter the physical inventory count for specific tags in specific product/warehouse/bin locations. Comments about the tag can be entered.

Select "Tags Entry" from the Physical Inventory menu. Here is the Tags Entry screen:

Figure 39. The Tags 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, 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.

Tag

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

Product

Enter the number of the product counted with this tag. You can use the Scan option to find an appropriate entry. This product number must be on file in the Products file.

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

Warehouse

Enter the number of the warehouse where the product counted with this tag is located. You can use the Scan option to find an appropriate entry. This warehouse number 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 where the product counted with this tag is located.

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 quantity that was 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 quantity for all bins in the warehouse before updating the physical inventory quantity.

Select "Tags Process" from the Physical Inventory menu to run this function.

Option 6 - Physical Inventory Edit List

This function lists the physical inventory counts entered from either count sheets or tags and provides space for verification and approval. These lists are used to review entries for completeness and accuracy before the system computes variances and performs inventory adjustments.

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 - Physical Inventory Variance Report

This report calculates quantity and amount variances between the on hand inventory quantities and the physical count entered from count sheets or tags. You can use this report to review discrepancies before the actual adjustments are posted.

Here is a sample Physical Inventory Variance Report:

```
                                        Expert Distributing, Inc.
05/24/91 11:48 am                                                                        KAY Page:    1
                                    Physical Inventory Variance Report

                                                    On Hand      Physical      Variance        Variance
Product                                  Wh    Unit  At Physical      Count      Quantity          Amount
=======================================================================================================

Product Class 10 Standard

40          #58 10" Yellow Cylinder      20    Each       182.00       300.00        118.00            0.00
                                                    -----------  -----------    --------     -----------
                    -- Product Class Subtotals -->       182.00       300.00        118.00            0.00
                                                    ===========  ===========    ========     ===========


Product Class 20 Special Order

10          #10 3-1/2" White Round       20    Each       722.00       300.00        422.00-           0.00
30          #56 10" Red Cylinder         20    Each       592.00       250.00        342.00-           0.00
                                                    -----------  -----------    --------     -----------
                    -- Product Class Subtotals -->      1314.00       550.00        764.00            0.00
                                                    ===========  ===========    ========     ===========


Product Class 30 Custom

20          #4 12" Gold Plated Black Round 30   Each       730.00       250.00        480.00-           0.00
30          #56 10" Red Cylinder         30    Each      1030.00       240.00        790.00-           0.00
                                                    -----------  -----------    --------     -----------
                    -- Product Class Subtotals -->      1760.00       490.00       1270.00            0.00
                                                    ===========  ===========    ========     ===========


                                                    -----------  -----------    --------     -----------
                          -- Grand Totals -->           3256.00      1340.00       1916.00            0.00
                                                    ===========  ===========    ========     ===========
```

Option 8 - Adjust to Physical Inventory and Print Audit Report

This function adjusts the inventory records to the physical count quantities entered from count sheets or tags and prints an Audit Report of the Inventory Control and General Ledger adjustments made.

On hand inventory quantities are set to the actual physical inventory count according to the following formula:

Old On Hand +/- Variance Quantity = New On Hand

Adjustments are made in the Inventory Control files and the General Ledger accounts to reflect the changes. The inventory account and the over/under account (from each product's Product Classes record) are adjusted by the amount indicated on the Physical Inventory Variance Report and the Audit Report.

The Audit Report indicates, by product class, the inventory and over/under accounts to which adjustments were posted and the amounts of the adjusting entries.

A sample Audit Report is shown below.

```
                                  Expert Distributing, Inc.
05/24/91 11:53 am                                                          KAY Page:    1
                           Adjust to Physical Inventory Audit Report

    Product Class              Inventory Account      Amount      Over/Under Account      Amount
================================================================================================

   020  Special Order          1100001000WH             0.00     1100001000WH               0.00

   030  Custom                 1100001001WH             0.00     1100001000WH               0.00
                                                   -----------                         -----------
                               -- Grand Totals -->      0.00                                0.00
```

Chapter 7: Utilities and Special Edits

Utilities and Special Edits

The Utilities and Special Edits functions are used to make application-wide changes for specific price, quantity, and product number fields. They are also used to generate product ABC classes, reorder records, and purchase order records.

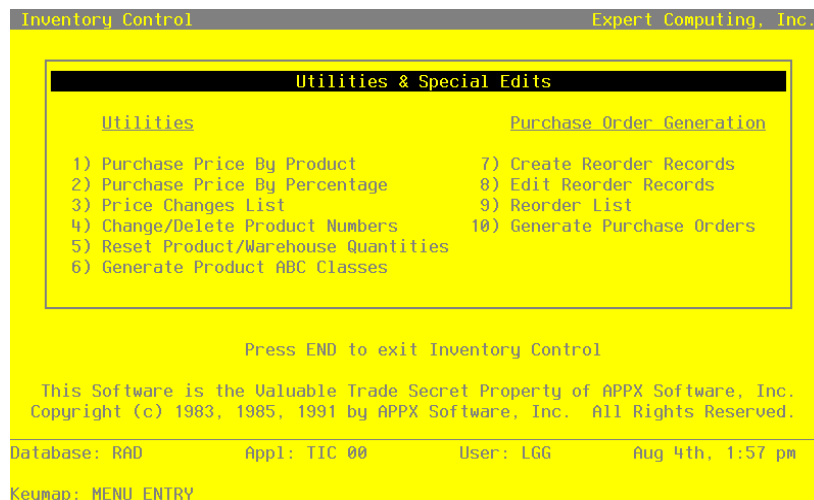The Utilities and Special Edits menu is shown below:

```
Inventory Control                                  Expert Computing, Inc.


                         Utilities & Special Edits

         Utilities                          Purchase Order Generation

      1) Purchase Price By Product        7) Create Reorder Records
      2) Purchase Price By Percentage     8) Edit Reorder Records
      3) Price Changes List              9) Reorder List
      4) Change/Delete Product Numbers  10) Generate Purchase Orders
      5) Reset Product/Warehouse Quantities
      6) Generate Product ABC Classes



                    Press END to exit Inventory Control

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      Copyright (c) 1983, 1985, 1991 by APPX Software, Inc.  All Rights Reserved.

Database: RAD         Appl: TIC 00        User: LGG          Aug 4th, 1:57 pm

Keymap: MENU ENTRY
```

Figure 40. The Utilities and Special Edits Screen

Option 1 - Purchase Price By Product

This function is used to change purchase prices for a product from a specific vendor. The system displays the following information from the Products By Vendor record:

• Product description
• Stockkeeping unit of measure
• Current price and last purchase price
• Date the product was last purchased
• Date the price was last changed

The system changes the current price and last price online when the user presses RETURN to go on to the next price change entry. It also updates any reorder records for this product/vendor.

Select "Purchase Price By Product" from the Utilities and Special Edits menu. Here is a sample Price Changes By Product screen:

```
Invnetory Control Purchase Price By Product

Product              10

Vendor               00000010    Miscellaneous Supplier
New Price            ..........

Product Description  #10 3-1/2" White Round
Unit of Measure      Each

Current Price        3.250
Last Purchase Price  3.250
Last Purchased       08/01/89
Last Price Change    MM/DD/YY




                     RETURN) Next Record    98) Audit Info

Database: RAD        Appl: TIC 00       User: LGG       Aug 4th, 1:57 pm

Keymap: DATA ENTRY                                      Mode: Chg
```

Figure 41. The Purchase Price By Product 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 the number of the product for which the price is being changed. You can use the Scan option to find an appropriate entry. This product must be on file in the Products file.

Vendor

Enter the number of the vendor supplying the product. You can use the Scan option to find an appropriate entry. The combination of this number and the product number must be on file in the Products By Vendor file. Also, if the Accounts Payable application is part of the system, this number must be on file in the Vendors file. The system displays the vendor name so that you can verify your entry.

Press RETURN to enter the New Price.

New Price

Once the product and vendor numbers have been entered, the system displays the current price. You may enter up to 6 digits and 3 decimals for the new unit price of the product. Press RETURN and the new price you enter automatically updates the Current Price field below.

Product Description*

The system displays the product description from the Products record.

Unit of Measure*

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

Current Price*

The system displays the vendor's current unit price for the product from the Products By Vendor file.

Last Price*

The system displays the unit price used on the last order placed with the vendor from the Products By Vendor file.

Last Purchased*

The system displays the date of the last order for this product placed with this vendor from the Products By Vendor file.

Last Price Change*

The system displays the date of the last price change for the product. This date reflects the last time either the Purchase Price By Product or the Purchase Price By Percentage utility was run; or the price was changed in Products By Vendor File Maintenance.

Press RETURN to save the information on this screen and update the Products By Vendor file.

Select Next Record to go to the next Purchase Price By Product record.

At this screen, use of the MODE keys — CHG, or INQ — pertain to those records in the Purchase Price By Product file.

Option 2 - Purchase Price By Percentage

This function enters an across-the-board percentage price change for selected products supplied by a particular vendor or for selected product classes.

Select "Purchase Price By Percentage" from the Utilities and Special Edits menu. Here is a sample Price Changes By Percentage entry screen:


```
 Inventory Control Purchase Price By Percentage




                    Vendor          ········
                    Price Change %  .0····








Database: RAD          Appl: TIC 00        User: LGG        Aug 4th, 1:58 pm

Keymap: DATA ENTRY                                          Mode: Add
```

Figure 42. The Purchase Price By Percentage Screen

Data items for the preceding screen are described below:

Vendor

> Enter the number of the vendor supplying the product. If the Accounts Payable application is part of your system, this number must be on file in the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the corresponding vendor name so you can verify your entry.

Price Change %

> Enter the percentage by which the vendor's prices are to be changed. If the change is a percentage decrease, enter a minus sign before the percentage.

> For example, if you enter '5', then all products for that vendor in the Products By Vendor file will increase in price by 5%. On the other hand, if you enter '-5', then all products for that vendor in the Products By Vendor file will decrease in price by 5%.

Once you have selected the vendor and price change percentage, press RETURN. The entered data is validated; press RETURN again to select products for price changes based on product class and product number.

After your selections are completed, press RETURN to update the Products By Vendor file.

Option 3 - Price Changes List

You can print a list of price changes that were made using the Purchase Price by Product and Purchase Price by Percentage functions. The list shows each product by vendor and its associated pricing unit of measure, current price, last price, and price change date. By default, only price changes for the current date are shown; however, this default can be overridden.

Here is a sample Price Changes List:

```
                                         Expert Distributing, Inc.
05/25/91 04:27 pm                                                                    KAY Page:    1
                                           Price Changes List

                     Vendor                                    Pricing      Current        Last      Price
          Product No  Product No   Description                 Unit           Price    Pur Price     Change
=====================================================================================================
Vendor 00000020 Pool and Associates

            10        1035WRX2     #10 3-1/2" White Round / X.2    EACH       111.904      100.250    05/25/91
            20        0412GPBRX2   #4 12" Gold Pl. Blk. Rnd / X.2  EACH       158.086      150.750    05/25/91
            30        4510RCX3     #56 10" Red Cylinder / X.3      EACH        99.470       98.100    05/25/91
            40        7839YCX3     #58 10" Yellow Cylinder / X.3   EACH        25.730        0.000    05/25/91
```

Option 4 - Change/Delete Product Numbers

This function is used to change product numbers on all records that include a product number. Because a product number is a part of records in most Inventory Control files, this function enables you to change product numbers on all the records automatically. Specifically, this function changes the product number in the following files:

- Products
- Product Purchases
- Products By Warehouse
- Products By Vendor
- Product Discounts By Customer

This function can also delete all records that contain a specified product number.

A product number cannot be changed or deleted if:

*   Any Products By Warehouse record has nonzero values for on order, committed, or open requisition quantities for the product.
*   There are open purchase orders (in Purchase Orders); sales orders (in Order Entry); or material requisitions or reorder records (in Inventory Control) for the product.

A product number can be changed, but not deleted, if:

*   Any sales history for the product exists in the Products By Warehouse file.
*   Any purchase history for the product exists in the Products By Vendor file.

At any time you can select the Direct Process 1 option to momentarily suspend this function to exit to the "installation-wide" direct menu, or the Direct Process 2 option to exit to the "application" direct menu. In addition, you can review on-line documentation for any field at any time by positioning the cursor at that field and selecting the Help option.
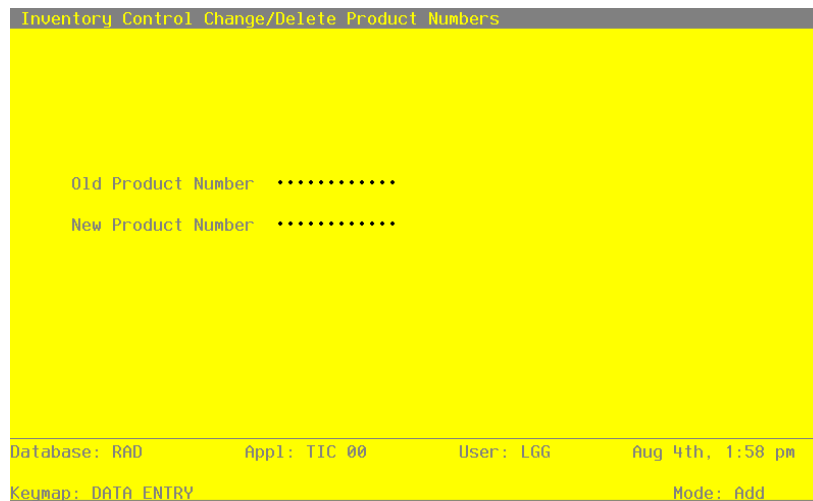
Below is the Change/Delete Product Numbers screen.


```
 Inventory Control Change/Delete Product Numbers




         Old Product Number  ············
         New Product Number  ············







Database: RAD        Appl: TIC 00       User: LGG       Aug 4th, 1:58 pm
Keymap: DATA ENTRY                                       Mode: Add
```

Figure 43. The Change/Delete Product Numbers Screen

Data items for the preceding screen are described below.

Old Product Number

>   Enter the number of the current product number that is to be changed or deleted. You can use
>   the Scan option to find an appropriate entry. This product number must be on file in the Prod-
>   ucts file; the system displays the corresponding description so that you can verify your entry.

New Product Number

>   If the product number is being changed, enter the number of the new product. If the product
>   number is to be deleted, leave this field blank.

The entered data is validated. Press RETURN to save the information on this screen and update the
affected Inventory Control files.

Below is a sample Change/Delete Product Numbers report from this function.

```
                                        Expert Distributing, Inc.
06/06/91 05:16 pm                                                                        KAY Page:    1
                                        Product Number Changes List

                    Old Prod                    New Prod
                    Number                       Number      Name
==========================================================================================================

                      30                           32        #56 10" Red Cylinder
```

Option 5 - 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 Order Control application

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

If the Update On Hand with Warehouse Transfers? option in the Parameters file is set to 'N', do not run this function. If you have any warehouse transfer for which you have not yet posted receipts, the system has no way of knowing that these items are on order at the receiving warehouse. If this function is run, it will reset on order quantities based on open purchase orders, and the reset quantity will be understated by the quantity of the nonreceipted warehouse transfers.

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

*   Old committed and old on order

*   New committed and new on order

*   Old open requisitions and new open requisitions

Asterisks are printed next to the products that have been changed.

Select "Reset Product/Warehouse Quantities" from the Utilities and Special Edits menu. The entry screen is shown below.
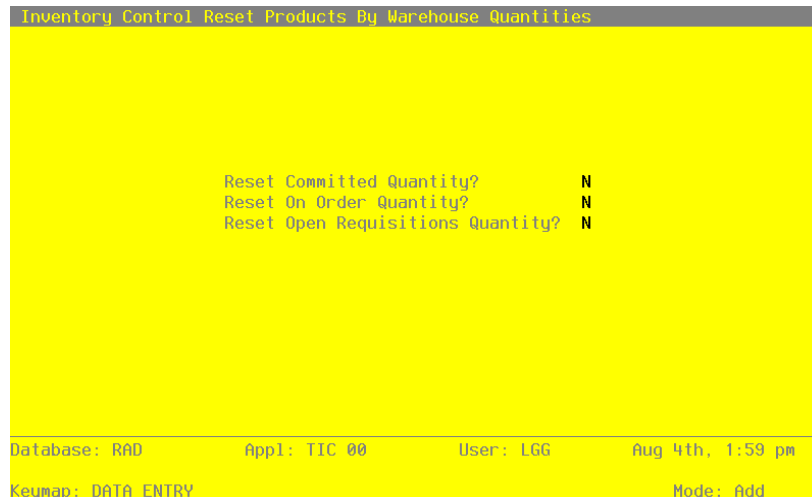
```
Inventory Control Reset Products By Warehouse Quantities




                        Reset Committed Quantity?         N
                        Reset On Order Quantity?          N
                        Reset Open Requisitions Quantity?  N







Database: RAD         Appl: TIC 00        User: LGG        Aug 4th, 1:59 pm

Keymap: DATA ENTRY                                         Mode: Add
```

Figure 44. The Reset Products By Warehouse Quantities Screen

Data items for the preceding screen are described below:

Reset Committed Quantity?

The system displays 'N' for this field. Enter 'Y' or 'N' to indicate whether or not you wish to recalculate and reset the Products By Warehouse committed quantity according to the current open sales orders in the Order Entry application.

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

Reset On Order Quantity?

The system displays 'N' for this field. Enter 'Y' or 'N' to indicate whether or not you wish to recalculate and reset the Products By Warehouse on order quantity according to the open purchase orders in the Purchase Orders application.

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

Reset Open Requisitions Quantity?

The system displays 'N' for this field. Enter 'Y' or 'N' to indicate whether or not you wish to recalculate and reset the Products By Warehouse Requis'd (requisitioned) field according to the current open material requisitions.

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

The entered data is validated. Press RETURN to save the information on this screen and update the Products By Warehouse file.

Here is a sample Products By Warehouse Quantities Change 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 6 - Generate Product ABC Classes

This function is used to generate product ABC classes for the Products By Warehouse file. The ABC classes can be based either on year-to-date dollar sales or on the inventory value (Total Cost) in the Products By Warehouse records.

Product ABC classes can be changed for specific warehouses, product classes, or physical types, or even throughout the entire system.

This function does not change product ABC classes in the Products file.

Here is an example of how you might use the Product ABC classification:

Class	Percentage
A	10%
B	40%
C	50%

Assume that the total YTD Sales for all Products By Warehouse records equalled $1,000,000. Starting with the highest YTD Sales figures, all records that make up the top 10% (or $100,000) of that overall figure would be classified as Class "A" products.

Those records which make up the next highest 40% (or $400,000) of the YTD Sales figures would be classified as Class "B" products.

Finally, the records that make up the remaining 50% (or $500,000) of the YTD Sales figure would be classified as Class "C" products.

The following screen allows you to generate Product ABC classes.


```
 Inventory Control Generate Product ABC Classes



                    Please select one of these two options

                       1)  Percent of Dollar Sales     N
                       2)  Percent of Inventory Value  N

                   Enter Percentages (Total must add up to 100%)

                             A  =  .0••  %
                             B  =  .0••  %
                             C  =  .0••  %




 Database: RAD          Appl: TIC 00         User: LGG         Aug 4th, 1:59 pm

 Keymap: DATA ENTRY                                            Mode: Add
```

Figure 45. The Generate Product ABC Classes Screen

Data items for the preceding screen are described below:

Percent of Dollar Sales

The system displays 'N' for this field. Enter 'Y' or 'N' to indicate whether or not the ABC class is based on the total year-to-date sales dollars generated by the product.

Percent of Inventory Value

> The system displays 'N' for this field. Enter 'Y' or 'N' to indicate whether or not the ABC class is based on the total inventory value (total cost) of the product.

Enter Percentages

> Enter up to 2 digits and 1 decimal for each percentage breakdown for the three classifications. That is, enter the percentage of sales or inventory value that qualifies a product for classes A, B and C. The total of the three percentages must equal 100%.

Press RETURN to complete the function.

Option 7 - Create Reorder Records

This function is used to create reorder records for specific products that have reached reorder points in their warehouses and have the Auto POs? option set to 'Y' in the Products By Warehouse file. The reorder point has been reached when the following expression is true:

> On Hand + On Order - Committed - Requisitioned LE Reorder Point

The reorder vendor and reorder quantity on the reorder record are obtained from the Products By Warehouse record. The purchase price is obtained from the Products By Vendor record; if detail in this file is not kept by vendor, the purchase price is set to 0, and you must edit the reorder record to provide this information. If a reorder record already exists, a new reorder record replaces the existing record. An option can be set on the reorder record to allow a purchase order to be generated from the record.

Select "Create Reorder Records" from the Utilities and Special Edits menu to run this function.

Option 8 - Edit Reorder Records

This function is used to edit reorder records created using the Create Reorder Records function. The product number, warehouse number, vendor, quantity, price, and amount on the reorder record can be changed. The system displays the operator ID under which the record was created and the date on which it was created.

Select "Edit Reorder Records" from the Utilities and Special Edits menu. Here is the Edit Reorder Records screen:
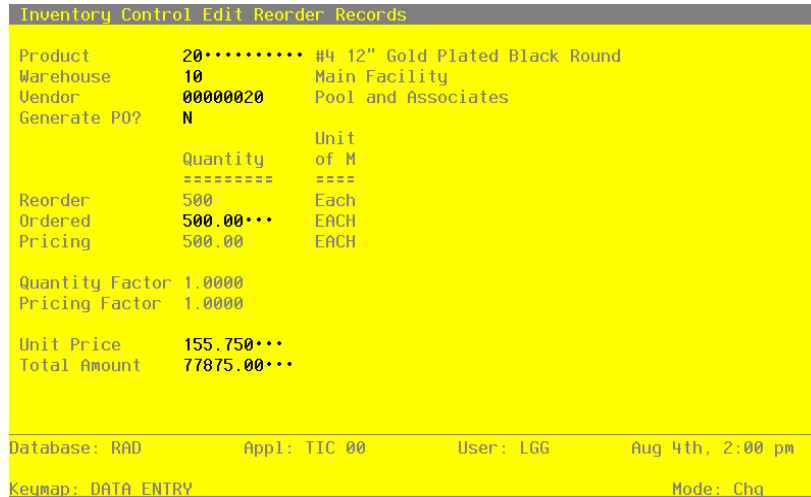
Figure 46. The Edit Reorder Records Screen

Certain entries on the 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 the number of the product for which a reorder record has been created. You can use the Scan option to find an appropriate entry. The system displays the corresponding product description so that you may verify your entry.

Warehouse

Enter the number of the warehouse from which a reorder record has been generated. You can use the Scan option to find an appropriate entry. The system displays the corresponding warehouse description so that you may verify your entry.

Vendor

The system displays the reorder vendor, if any, from the Products By Warehouse record.

You may override the display. You can use the Scan option to find an appropriate entry. The system displays the corresponding vendor name so that you may verify your entry.

Generate PO?

When you have finished editing this record, you may enter 'Y' to indicate that the reorder record is to be used to create a purchase order. If you do not wish to create a purchase order, leave this field set to 'N'.

Y: A purchase order entry is to be created for this reorder record.

N: No purchase order entry is to be created.

Reorder Quantity*

The system displays the Reorder Quantity from the Products By Warehouse record. This quantity is in terms of stockkeeping units.

Quantity Ordered

The system displays the number of purchasing units to be reordered. You may enter up to 5 digits and 2 decimals to override the display.

Pricing Qty*

The system displays the number of pricing units to be reordered.

Quantity Factor*

The system displays the Quantity Factor from the Products By Vendor record.

Pricing Factor*

The system displays the Pricing Factor from the Products By Vendor record.

Unit Price

The system displays the current unit price from the Product By Vendor record. You may enter up to 6 digits and 3 decimals to override the display.

Total Amount

The system displays the extended cost of the product, which is computed as follows:

Pricing Quantity x Unit Price

You may enter up to 7 digits and 2 decimals to override the display.

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

Select Next Record to go to the next Reorder record.

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

Option 9 - Reorder List

You can print a list of all reorder records that have been created using the Create Reorder Records function.

A sample Reorder List is shown below:

```
                                      Expert Distributing, Inc.
05/24/91 11:22 am                                                                         KAY Page:    1
                                          Reorder List

Product                              Generate PO?    Reorder Qty  Purchase Units  Pricing Units    Added On    Changed
On
Warehouse                                            Qty Factor   Pricing Factor    Unit Price     Added By    Changed
By
Vendor                                                                            Total Amount
====================================================================================================================
20          #4 12" Gold Plated Black Round    N           500         500.00         500.00       07/31/85    07/31/85
10          Main Facility                                1.0000        1.0000         155.750      AMP         AMP
00000020    Pool and Associates                                                     77875.00

40          #58 10" Yellow Cylinder           N           450         450.00         450.00       07/31/85    07/31/85
20          South End Facility                           1.0000        1.0000          25.350      AMP         AMP
00000020    Pool and Associates                                                     11407.50
```

Option 10 - Generate Purchase Orders

This function is used to create purchase order entry records in the Purchase Orders application from designated reorder records. The Auto POs? option in the Products By Warehouse record must be set to 'Y' to allow purchase orders to be generated. The purchase order records can be edited in the Purchase Orders application.

The selected reorder records are grouped by vendor. Only one purchase order record per vendor is created.

This function updates the on order quantity in the Products By Warehouse file as would normally be done during purchase order entry in the Purchase Orders application.

Select "Generate Purchase Orders" from the Utilities and Special Edits menu. Here is the Generate Purchase Order entry screen:
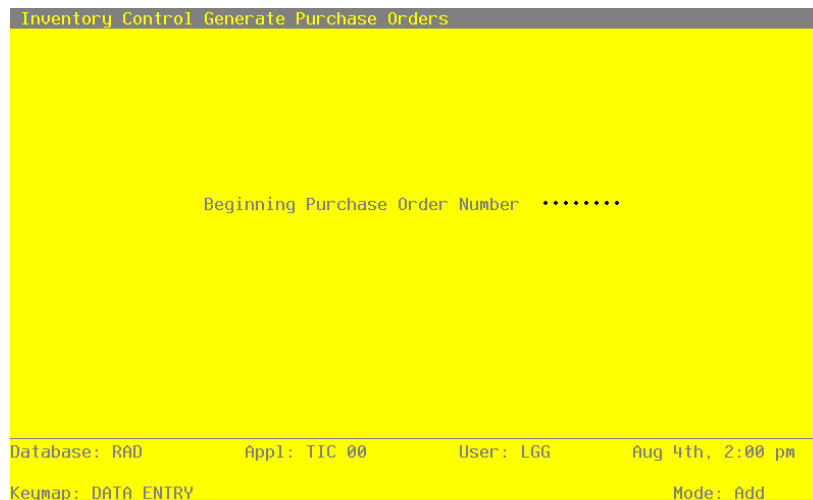

Figure 47. The Generate Purchase Orders Screen

Data items for the preceding screen are described below.

Beginning Purchase Order Number

> Enter up to 8 characters for the number of the first purchase order to be generated. The following purchase orders will be sequentially numbered beginning with this number.

The entered data is validated. Press RETURN to save the information on the screen and generate Purchase Orders.

APPX Software, Inc.

Inventory Control User Manual

Published 5/95