Inventory Control
User Manual
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Chapter 1: General Information
I  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
General Information

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.
1 General Information

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.

Figure 1. The Inventory Control Menu Screen
Chapter 2: Transaction Processing
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:

![Figure 2. The Transaction Processing Screen](image)

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 released 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.

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:
2 Transaction Processing

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.
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.

![Material Requisitions Screen](image)

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

Data items for the preceding screen are described below:

**Requisition**

Enter up to 5 digits to identify the requisition. You may identify a previously posted requisition. 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.
2 Transaction Processing

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.
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.

---

Figure 6. The Material Requisition Line Items Screen
2 Transaction Processing

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.
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.
2  Transaction Processing

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 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:
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.

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.

![Figure 9. The Warehouse Transfers Screen](image-url)
2 **Transaction Processing**

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.

![Figure 10. The Product Transfers Control Groups Screen](image-url)
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.
2 **Transaction Processing**

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.
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.
2 Transaction Processing

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.

![Figure 12. The Product Transfers Screen](image)

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.
2 Transaction Processing

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.
2 Transaction Processing

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’. 
2 **Transaction Processing**

**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](image)

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.

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.

![Figure 15. The Adjustments Screen](image-url)
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.
2 Transaction Processing

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 updated 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.

![Figure 16. The Receipts Control Groups Screen](image)

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.
2  Transaction Processing

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.
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.
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.

**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’.
2 Transaction Processing

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:

<table>
<thead>
<tr>
<th>Source</th>
<th>Display</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MFG</td>
<td>Manufactured goods</td>
</tr>
<tr>
<td>2</td>
<td>PURCHASE</td>
<td>Purchased goods (cannot enter if the Update Cost/Quantity? option in the Parameters file is set to ‘P’)</td>
</tr>
<tr>
<td>3</td>
<td>TRANSFER</td>
<td>Warehouse transfers (cannot enter if Update On Hand with Warehouse Transfers? option in the Parameters file is set to ‘Y’)</td>
</tr>
</tbody>
</table>
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 you entered ‘1’ (warehouses 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.
2 Transaction Processing

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 inventioriable 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 redisplay 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.
Below is a Material Requisitions Journal Summary.

<table>
<thead>
<tr>
<th>Yr Mo</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrn1 ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 02</td>
<td>1080010001000MA</td>
<td>Work in Process, Corp./Mfg.</td>
<td>ICRL KAY</td>
<td>06/10/91</td>
<td>500.00</td>
<td>-</td>
</tr>
<tr>
<td>89 02</td>
<td>1100010001000ME</td>
<td>Resale Inventory, Sales Outlet</td>
<td>ICRL KAY</td>
<td>06/10/91</td>
<td>-</td>
<td>500.00</td>
</tr>
</tbody>
</table>

--- Grand Totals ---

- Debits: 500.00
- Credits: 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

Warehouse Transfers Journal

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

Control Group AAA / 0001 August Warehouse Transfers

Post Month/Year 08 89

<table>
<thead>
<tr>
<th>Trx</th>
<th>Ref</th>
<th>Date</th>
<th>Post Mo/Yr</th>
<th>Product Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0004</td>
<td>WHTRN</td>
<td>08/15/89</td>
<td>08 89</td>
<td>10 #10 3-1/2&quot; White Round</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 South End Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 Main Facility</td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td>WHTRN</td>
<td>08/01/89</td>
<td>08 89</td>
<td>20 #4 12&quot; Gold Plated Black Round</td>
<td>45.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 Main Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 South End Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 North End Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 South End Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 North End Facility</td>
<td></td>
</tr>
<tr>
<td>0006</td>
<td>WHTRN</td>
<td>08/15/89</td>
<td>08 89</td>
<td>40 #8 10&quot; Yellow Cylinder</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 South End Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 North End Facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20 North End Facility</td>
<td></td>
</tr>
</tbody>
</table>

Control Group: AAA / 0001 August Warehouse Transfers

Entered Calculated Difference
Control Totals: 110.00
Hash Totals: 70 70

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

--------------------------------------------------------------------------------------------------
```
Below is a Warehouse Transfers Journal Summary.

<table>
<thead>
<tr>
<th>Yr No</th>
<th>Account</th>
<th>Account Name</th>
<th>Jnl ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>08</td>
<td>Resale Inventory</td>
<td>ICWT</td>
<td>08/15/89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>Resale Inventory, Sales Outlet</td>
<td>ICWT</td>
<td>08/15/89</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

--- Grand Totals -->  

---

Transaction Processing
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.

<table>
<thead>
<tr>
<th>Trx</th>
<th>Date</th>
<th>From Product</th>
<th>GL Account</th>
<th>Qty Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>0003</td>
<td>08/15/89</td>
<td>#56 10” Red Cylinder</td>
<td>1100001000WH Resale Inventory</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#58 10” Yellow Cylinder</td>
<td>1100001000WH Resale Inventory</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Control Group AAA / 0001  August Prod Transfers

Post Month/Year 08 89

Control Group: AAA / 0001  August Prod Transfers

Entered  Calculated Difference

Number of Errors in This Journal: 0  Number of Warnings: 0
Below is a Product Transfers Journal Summary.

<table>
<thead>
<tr>
<th>Yr</th>
<th>Mo</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrn1 ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>08</td>
<td>1100001000WH</td>
<td>Resale Inventory</td>
<td>ICPT</td>
<td>08/15/89</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>4010000000WH</td>
<td>Cost of Goods Sold, Sales/Whls</td>
<td>ICPT</td>
<td>08/15/89</td>
<td></td>
<td>5.00</td>
</tr>
</tbody>
</table>

**-- 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.
Below is an Inventory Adjustments Journal Summary.

<table>
<thead>
<tr>
<th>Yr Mo</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrnl ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 08</td>
<td>1100001000WH</td>
<td>Resale Inventory</td>
<td>ICAJ AAA</td>
<td>08/05/91</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>89 08</td>
<td>1100001001WH</td>
<td>Resale Inventory, Sales Outlet</td>
<td>ICAJ AAA</td>
<td>08/05/91</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

--- Grand Totals --> 10.00         

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

<table>
<thead>
<tr>
<th>Trx</th>
<th>Src Ref</th>
<th>Date</th>
<th>Mo/Yr</th>
<th>Wh</th>
<th>Product</th>
<th>U/M</th>
<th>Qty Factor</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#10 3-1/2&quot; White Round</td>
<td>1.0000</td>
<td>3.000</td>
<td>10.00</td>
<td>95.00</td>
<td>950.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>110001000WH Resale Inventory</td>
<td>1.0000</td>
<td>155.00</td>
<td>15.00</td>
<td>2325.00</td>
<td>3275.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>1.0000</td>
<td>155.00</td>
<td>15.00</td>
<td>2325.00</td>
<td>3275.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1100010100WH Resale Inventory, Sales Outlet 108001000WH Work in Process, Corp./Mfg.</td>
<td>1.0000</td>
<td>155.00</td>
<td>15.00</td>
<td>2325.00</td>
<td>3275.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hash Totals: 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Number of Errors in This Journal: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Below is an Inventory Receipts Journal Summary.

<table>
<thead>
<tr>
<th>Yr Mo</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrn1 ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 08</td>
<td>1080001000MA</td>
<td>Work in Process, Corp./Mfg.</td>
<td>ICRC</td>
<td>08/15/89</td>
<td>3275.00</td>
<td></td>
</tr>
<tr>
<td>89 08</td>
<td>1100001000WH</td>
<td>Resale Inventory</td>
<td>ICRC</td>
<td>08/15/89</td>
<td>950.00</td>
<td></td>
</tr>
<tr>
<td>89 08</td>
<td>1100001001WH</td>
<td>Resale Inventory, Sales Outlet</td>
<td>ICRC</td>
<td>08/01/89</td>
<td>2325.00</td>
<td></td>
</tr>
</tbody>
</table>

-- Grand Totals --

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3275.00</td>
<td>3275.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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

---

<table>
<thead>
<tr>
<th>Op ID/Contr</th>
<th>File</th>
<th>Description</th>
<th>Print</th>
<th>Post</th>
<th>Jrn1</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA / 1</td>
<td>ADJ</td>
<td>August Adjustments</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>AAA / 1</td>
<td>PROD</td>
<td>August Prod Transfers</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>AAA / 1</td>
<td>RCPT</td>
<td>August receipts</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>AAA / 1</td>
<td>REQ</td>
<td>August RQ</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>AAA / 1</td>
<td>WHTR</td>
<td>August Warehouse Transfers</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>JDF / 3</td>
<td>PROD</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>JDF / 4</td>
<td>PROD</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>LGG / 3</td>
<td>ADJ</td>
<td>August Adjustments</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>LGG / 4</td>
<td>ADJ</td>
<td>July Adjustments</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>PHB / 1</td>
<td>REQ</td>
<td>test</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>PHB / 1</td>
<td>WHTR</td>
<td>sdffg</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>PHB / 3</td>
<td>RCPT</td>
<td>sadff</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>PHB / 3</td>
<td>PROD</td>
<td>skjlefh</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

Database: RAO  
Appl: TIC 00  
User: LGG  
Jul 26th, 1:42 pm

Keypad: DATA ENTRV  
Mode: Chg

**Figure 19. The Unposted Control Groups Screen**
2 Transaction Processing

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.

<table>
<thead>
<tr>
<th>Op/Cntrl</th>
<th>Description</th>
<th>No</th>
<th>Op</th>
<th>Print</th>
<th>Jour</th>
<th>Post</th>
<th>Post</th>
<th>Strt</th>
<th>Cntrl Total</th>
<th>Hash</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA / 0001</td>
<td>August RQ</td>
<td>2</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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:

![Figure 20. The Monthly Processing Screen](image)

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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 Screen](image)

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.
### Monthly Processing

Here is a sample General Ledger Distributions Report - Detail:

<table>
<thead>
<tr>
<th>Jrnl ID</th>
<th>Trx Date</th>
<th>Product</th>
<th>Description</th>
<th>Wh Quantity</th>
<th>Unit</th>
<th>Debit</th>
<th>Credit</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>950.00-</td>
<td>950.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/01/99 20</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>0.00</td>
<td>2325.00-</td>
<td>2325.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>08/20/99 30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>0.00</td>
<td>2000.00-</td>
<td>2000.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>08/20/99 30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>0.00</td>
<td>2000.00-</td>
<td>2000.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>08/20/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>7275.00</td>
<td>7275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>08/20/99 30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>0.00</td>
<td>2325.00-</td>
<td>2325.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>08/20/99 30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>0.00</td>
<td>2000.00-</td>
<td>2000.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>08/20/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>5563.50</td>
<td>4957.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>950.00</td>
<td>950.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>712.50-</td>
<td>712.50-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>712.50-</td>
<td>712.50-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>5.00</td>
<td>67.50-</td>
<td>67.50-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/05/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>10.00-</td>
<td>10.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/05/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>10.00-</td>
<td>10.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/05/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>10.00-</td>
<td>10.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/05/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>10.00-</td>
<td>10.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/15/99 10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>0.00</td>
<td>47.50-</td>
<td>47.50-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/25/99 40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>22.90</td>
<td>22.90</td>
<td>22.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/25/99 40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>0.00</td>
<td>22.90-</td>
<td>22.90-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA</td>
<td>08/25/99 40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>0.00</td>
<td>22.90-</td>
<td>22.90-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Here is a sample General Ledger Distributions Report - Summary:

```
05/24/91 10:56 am  
Inventory General Ledger Distributions Report - Summary

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in Process, Corp./Mfg</td>
<td>0.00</td>
<td>7275.00</td>
<td>-7275.00</td>
</tr>
<tr>
<td>Resale Inventory</td>
<td>5563.50</td>
<td>605.77</td>
<td>-4957.73</td>
</tr>
<tr>
<td>Resale Inventory, Sales Outlet</td>
<td>76211.82</td>
<td>73889.55</td>
<td>-2322.27</td>
</tr>
<tr>
<td>Cost of Goods Sold, Sales/Whls</td>
<td>0.00</td>
<td>5.00</td>
<td>-5.00</td>
</tr>
</tbody>
</table>

--- 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:

```
05/24/91 10:58 am  
Inventory Control Transaction Control Report

<table>
<thead>
<tr>
<th>Appl/File</th>
<th>Jrn1</th>
<th>Control Group</th>
<th>Description</th>
<th>Op Exc?</th>
<th>Ctrl Total</th>
<th>Hash Total</th>
<th>Trx</th>
<th>Errors</th>
<th>Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIC ADJUSTMENTS</td>
<td>BBB / 0002</td>
<td>Aug adjustments</td>
<td>N</td>
<td>0.00</td>
<td>50</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TIC INVENTORY RECEIPTS</td>
<td>BBB / 0002</td>
<td>August Receipts</td>
<td>N</td>
<td>0.00</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TIC MATERIAL REQUISITIONS</td>
<td>BBB / 0002</td>
<td>August Requisitions</td>
<td>N</td>
<td>0.00</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TIC PRODUCT TRANSFERS</td>
<td>BBB / 0002</td>
<td>August Product Transfers</td>
<td>N</td>
<td>0.00</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TIC WAREHOUSE TRANSFERS</td>
<td>BBB / 0002</td>
<td>August Warehouse Transfers</td>
<td>N</td>
<td>0.00</td>
<td>40</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
```
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Jnl</th>
<th>Date</th>
<th>Product</th>
<th>Wh Account</th>
<th>Quantity</th>
<th>Cust</th>
<th>Sales</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/89</td>
<td>15:38:38.82</td>
<td>ICAJ</td>
<td>08/05/89</td>
<td>10</td>
<td>1100001001WH</td>
<td>0.00</td>
<td>00000000</td>
<td>00000000</td>
<td>10.00</td>
<td>00000000</td>
</tr>
<tr>
<td>07/30/89</td>
<td>15:38:39.81</td>
<td>ICAJ</td>
<td>08/15/89</td>
<td>40</td>
<td>1100001001WH</td>
<td>45.00</td>
<td>00000000</td>
<td>00000000</td>
<td>19.65</td>
<td>00000000</td>
</tr>
<tr>
<td>07/30/89</td>
<td>15:38:40.55</td>
<td>ICAJ</td>
<td>08/03/89</td>
<td>20</td>
<td>1100001001WH</td>
<td>0.00</td>
<td>00000000</td>
<td>00000000</td>
<td>40.00</td>
<td>00000000</td>
</tr>
<tr>
<td>06/27/90</td>
<td>11:47:23.78</td>
<td>ICAJ</td>
<td>08/03/89</td>
<td>20</td>
<td>1100001001WH</td>
<td>0.00</td>
<td>00000000</td>
<td>00000000</td>
<td>40.00</td>
<td>00000000</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Jnl</th>
<th>Date</th>
<th>Product</th>
<th>Wh Account</th>
<th>Quantity</th>
<th>Cust</th>
<th>Sales</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/89</td>
<td>15:38:40.55</td>
<td>ICAJ</td>
<td>08/03/89</td>
<td>20</td>
<td>1100001001WH</td>
<td>0.00</td>
<td>00000000</td>
<td>00000000</td>
<td>40.00</td>
<td>00000000</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Jnl</th>
<th>Date</th>
<th>Product</th>
<th>Wh Account</th>
<th>Quantity</th>
<th>Cust</th>
<th>Sales</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/89</td>
<td>11:46:57.21</td>
<td>ICAP</td>
<td>07/31/89</td>
<td>40</td>
<td>1100001001WH</td>
<td>3.00</td>
<td>00000000</td>
<td>00000000</td>
<td>175.00</td>
<td>00000000</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Jnl</th>
<th>Date</th>
<th>Product</th>
<th>Wh Account</th>
<th>Quantity</th>
<th>Cust</th>
<th>Sales</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/89</td>
<td>11:46:57.85</td>
<td>ICAP</td>
<td>07/31/89</td>
<td>10</td>
<td>1100001001WH</td>
<td>7.00</td>
<td>00000000</td>
<td>00000000</td>
<td>332.50</td>
<td>00000000</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Jnl</th>
<th>Date</th>
<th>Product</th>
<th>Wh Account</th>
<th>Quantity</th>
<th>Cust</th>
<th>Sales</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/89</td>
<td>11:46:58.70</td>
<td>ICAP</td>
<td>07/31/89</td>
<td>20</td>
<td>1100001001WH</td>
<td>7.00</td>
<td>00000000</td>
<td>00000000</td>
<td>175.00</td>
<td>00000000</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Jnl</th>
<th>Date</th>
<th>Product</th>
<th>Wh Account</th>
<th>Quantity</th>
<th>Cust</th>
<th>Sales</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/89</td>
<td>15:37:12.22</td>
<td>ICPT</td>
<td>08/15/89</td>
<td>30</td>
<td>1100001001WH</td>
<td>5.00</td>
<td>00000000</td>
<td>00000000</td>
<td>67.50</td>
<td>00000000</td>
</tr>
<tr>
<td>07/30/89</td>
<td>15:37:13.00</td>
<td>ICPT</td>
<td>08/15/89</td>
<td>30</td>
<td>1100001001WH</td>
<td>5.00</td>
<td>00000000</td>
<td>00000000</td>
<td>67.50</td>
<td>00000000</td>
</tr>
<tr>
<td>07/30/89</td>
<td>15:37:14.52</td>
<td>ICPT</td>
<td>08/15/89</td>
<td>10</td>
<td>1100001001WH</td>
<td>1.00</td>
<td>00000000</td>
<td>00000000</td>
<td>52.50</td>
<td>00000000</td>
</tr>
</tbody>
</table>
### 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**

- Monthly Price (6)
- Current Price
- MTD Units
- MTD Purchases
- LY Purchases
- YTD Purchases
- LY Units

**Products By Warehouse**

- MTD Sales
- MTD Margin
- MTD Units
- YTD Sales
- YTD Margin
- YTD 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:

![Figure 22. The File Maintenance Menu](image)

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:

<table>
<thead>
<tr>
<th>Product</th>
<th>#10 3-1/2&quot; White Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Miscellaneous Supplier</td>
</tr>
<tr>
<td>Product Class</td>
<td>Standard</td>
</tr>
<tr>
<td>Pricing Unit</td>
<td>EACH</td>
</tr>
<tr>
<td>Unit Price</td>
<td>3.25</td>
</tr>
<tr>
<td>Vendor Product</td>
<td>1835WDX2***</td>
</tr>
<tr>
<td>Vendor Prod Desc</td>
<td>#10 3-1/2&quot; White Round+••X.2••</td>
</tr>
<tr>
<td>Price Expire</td>
<td>MM/DD/YY</td>
</tr>
<tr>
<td>Last Price</td>
<td>3.25</td>
</tr>
<tr>
<td>Price 1 Month Ago</td>
<td>3.25</td>
</tr>
<tr>
<td>Price 4 Months Ago</td>
<td>.888</td>
</tr>
<tr>
<td>MTU Units</td>
<td>.00</td>
</tr>
<tr>
<td>MTU Purchases</td>
<td>.00</td>
</tr>
<tr>
<td>Access</td>
<td>Next Record</td>
</tr>
<tr>
<td>Audit Info</td>
<td>Made: Chg</td>
</tr>
</tbody>
</table>

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’).
File Maintenance

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.)
4  File Maintenance

**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:

![Figure 24. The Products By Warehouse Screen - Part 1 of 2](image)

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.
4  File Maintenance

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:

\[
\text{Available} = \text{On Hand} + \text{On Order} - \text{Requisitioned} - \text{Committed}
\]

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](image)

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 online 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 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:

<table>
<thead>
<tr>
<th>Quantity Breaks</th>
<th>Price Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>15.000</td>
</tr>
<tr>
<td>100.00</td>
<td>13.000</td>
</tr>
<tr>
<td>10,000.00</td>
<td>11.000</td>
</tr>
</tbody>
</table>

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.
4  File Maintenance

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](image)

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:

```
<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10•</td>
<td>Product Alpha</td>
</tr>
<tr>
<td>10•3&gt;1/2&quot;</td>
<td>White<em>Round</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Class</th>
<th>10•</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure</td>
<td>Each</td>
<td>Stock Item?</td>
</tr>
<tr>
<td>Items Per UM</td>
<td>1***</td>
<td>Taxable?</td>
</tr>
<tr>
<td>UM Per Ship Carton</td>
<td>1.00***</td>
<td>Drop Shipments OK?</td>
</tr>
<tr>
<td>UM Package Size</td>
<td>3x5*****</td>
<td>Post Detail to Shp?</td>
</tr>
<tr>
<td>Shipping Weight</td>
<td>100.00**</td>
<td>Commission Amount</td>
</tr>
<tr>
<td>Freight Class</td>
<td>10•</td>
<td>Fragile</td>
</tr>
<tr>
<td>Estimated Freight %</td>
<td>0.00***</td>
<td></td>
</tr>
</tbody>
</table>

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).
4  File Maintenance

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](image)

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](image)
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:
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>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.</td>
</tr>
<tr>
<td>Description</td>
<td>The system displays the description of the requisition. You can enter a new description of up to 30 characters to override the display.</td>
</tr>
<tr>
<td>Warehouse*</td>
<td>The system displays the number of the warehouse entered on the transaction and the description of this warehouse.</td>
</tr>
</tbody>
</table>

Figure 30. The Material Requisitions Screen
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 requi-
sition on the second half of the screen.

Select the Next Record option 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.
4  File Maintenance

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](image)

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.
4 File Maintenance

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.
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.

```
Product Vendor Description Product Unit Factor Purch Quantity Lead
10   #10 3-1/2" White Round Miscellaneous Supplier MISC
     #10 3-1/2" White Round / X.2 O10 1018MRRX2 EACH 1.0000 EACH 1.0000 000

Unit Price 3.250  Price 1 Month Ago 0.000 MTD Units 0.00
Price Expire 2 Months Ago YTD Units 0.00
Price Change 3 Months Ago LY Units 0.00
Price Change 4 Months Ago MTD Purchases 0.00
Last Purchase 08/01/91 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 Pool and Associates POOL
     #10 3-1/2" White Round / X.2 O10 1018MRRX2 EACH 1.0000 EACH 1.0000 010

Unit Price 110.250  Price 1 Month Ago 110.250 MTD Units 0.00
Price Expire 2 Months Ago YTD Units 1500.00
Price Change 3 Months Ago LY Units 5000.00
Price Change 4 Months Ago MTD Purchases 0.00
Last Purchase 05/29/89 5 Months Ago YTD Purchases 120000.00
Last Price 100.250 6 Months Ago LY Purchases 250000.00

20   #4 12" Gold Plated Black Round Miscellaneous Supplier MISC
     #4 12" Gold Pl. Blk. Rnd / X.2 O20 0412GPRRX2 EACH 1.0000 EACH 1.0000 000

Unit Price 0.000  Price 1 Month Ago 0.000 MTD Units 0.00
Price Expire 2 Months Ago YTD Units 0.00
Price Change 3 Months Ago LY Units 0.00
Price Change 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 Pool and Associates POOL
     #4 12" Gold Pl. Blk. Rnd / X.2 O20 0412GPRRX2 EACH 1.0000 EACH 1.0000 021

Unit Price 155.750  Price 1 Month Ago 155.750 MTD Units 0.00
Price Expire 2 Months Ago YTD Units 125.00
Price Change 3 Months Ago LY Units 500.00
Price Change 4 Months Ago MTD Purchases 0.00
Last Purchase 05/29/89 5 Months Ago YTD Purchases 18750.00
Last Price 155.750 6 Months Ago 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.

<table>
<thead>
<tr>
<th>Product</th>
<th>Warehouse</th>
<th>Loc</th>
<th>Alpha</th>
<th>Class</th>
<th>Type</th>
<th>ABC</th>
<th>Stk?</th>
<th>Tax?</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>10 Main Facility</td>
<td>A-10</td>
<td>WHITE ROUND</td>
<td>010</td>
<td>010</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>Reorder Point</td>
<td>150</td>
<td>On Hand</td>
<td>391.00</td>
<td>Cost</td>
<td>34.913</td>
<td>Items/Unit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Reorder Quantity</td>
<td>100</td>
<td>On Order</td>
<td>61.00</td>
<td>Last Cost</td>
<td>110.000</td>
<td>Units Per Carton</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Reorder Vendor</td>
<td>00000020</td>
<td>Committed</td>
<td>0.00</td>
<td>Total Cost</td>
<td>13965.00</td>
<td>Post to A/A</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Auto POs</td>
<td>Y</td>
<td>Requis'd</td>
<td>301.00</td>
<td>Estimated Freight %</td>
<td>0.00</td>
<td>Cycle Count</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>Uncosted</td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Qty Purch</td>
<td>100.00</td>
<td>MTD Sales</td>
<td>1000.00</td>
<td>YTD Sales</td>
<td>6820.00</td>
<td>1.00</td>
<td>250.000</td>
<td></td>
</tr>
<tr>
<td>Last Purchase</td>
<td>05/29/99</td>
<td>MTD Units</td>
<td>4.00</td>
<td>YTD Units</td>
<td>31.00</td>
<td>10.00</td>
<td>245.000</td>
<td></td>
</tr>
<tr>
<td>Last Qty Sold</td>
<td>4.00</td>
<td>MTD Margin</td>
<td>440.00</td>
<td>YTD Margin</td>
<td>340.00</td>
<td>25.00</td>
<td>240.000</td>
<td></td>
</tr>
<tr>
<td>Last Sale</td>
<td>08/01/99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Breaks</td>
<td>Price Breaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Qty Purch</td>
<td>6000.00</td>
<td>MTD Sales</td>
<td>0.00</td>
<td>YTD Sales</td>
<td>0.00</td>
<td>1.00</td>
<td>320.000</td>
<td></td>
</tr>
<tr>
<td>Last Purchase</td>
<td>05/29/99</td>
<td>MTD Units</td>
<td>0.00</td>
<td>YTD Units</td>
<td>0.00</td>
<td>10.00</td>
<td>315.000</td>
<td></td>
</tr>
<tr>
<td>Last Qty Sold</td>
<td>0.00</td>
<td>MTD Margin</td>
<td>0.00</td>
<td>YTD Margin</td>
<td>0.00</td>
<td>25.00</td>
<td>310.000</td>
<td></td>
</tr>
<tr>
<td>Last Sale</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Breaks</td>
<td>Price Breaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Qty Purch</td>
<td>0.00</td>
<td>MTD Sales</td>
<td>0.00</td>
<td>YTD Sales</td>
<td>0.00</td>
<td>1.00</td>
<td>250.000</td>
<td></td>
</tr>
<tr>
<td>Last Purchase</td>
<td>0.00</td>
<td>MTD Units</td>
<td>0.00</td>
<td>YTD Units</td>
<td>0.00</td>
<td>10.00</td>
<td>245.000</td>
<td></td>
</tr>
<tr>
<td>Last Qty Sold</td>
<td>0.00</td>
<td>MTD Margin</td>
<td>0.00</td>
<td>YTD Margin</td>
<td>0.00</td>
<td>25.00</td>
<td>240.000</td>
<td></td>
</tr>
<tr>
<td>Last Sale</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Breaks</td>
<td>Price Breaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Customer</th>
<th>Override?</th>
<th>Price</th>
<th>Quantity</th>
<th>Price</th>
<th>Percent</th>
<th>Add</th>
<th>Disc %</th>
</tr>
</thead>
<tbody>
<tr>
<td>#10 3-1/2&quot; White Round</td>
<td>00000020</td>
<td>N</td>
<td>1.00</td>
<td>0.000</td>
<td>1.00</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 3-1/2&quot; White Round</td>
<td>0000030</td>
<td>N</td>
<td>0.00</td>
<td>200.000</td>
<td>0.00</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 3-1/2&quot; White Round</td>
<td>0000040</td>
<td>N</td>
<td>0.00</td>
<td>0.000</td>
<td>1.00</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 3-1/2&quot; White Round</td>
<td>0000050</td>
<td>N</td>
<td>1.00</td>
<td>0.000</td>
<td>1.00</td>
<td>0.750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>0000030</td>
<td>N</td>
<td>0.00</td>
<td>0.000</td>
<td>0.00</td>
<td>2.500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#56 10&quot; Red Cylinder</td>
<td>0000030</td>
<td>Y</td>
<td>1.00</td>
<td>300.000</td>
<td>0.00</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

![Figure 34. The Products List Screen](image)

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.
## File Maintenance

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

### Products List

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>#10</td>
<td>3-1/2&quot; White Round</td>
<td>Alpha = WHITE ROUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>010</td>
<td>1</td>
<td>1.00</td>
<td>Y</td>
<td>N</td>
<td>Each</td>
<td>N</td>
<td>3 X 5</td>
<td>010</td>
<td>0.00</td>
<td>Y</td>
<td>100.00</td>
<td>150.00</td>
<td>A</td>
<td>06 10</td>
</tr>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Alpha = BLACK ROUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>020</td>
<td>1</td>
<td>1.00</td>
<td>Y</td>
<td>Y</td>
<td>Each</td>
<td>N</td>
<td>2 X 2</td>
<td>020</td>
<td>0.00</td>
<td>Y</td>
<td>15.00</td>
<td>250.00</td>
<td>B</td>
<td>04 20</td>
</tr>
<tr>
<td>30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Alpha = RED CYLINDER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>030</td>
<td>1</td>
<td>1.00</td>
<td>Y</td>
<td>N</td>
<td>Each</td>
<td>N</td>
<td>3 X 6</td>
<td>030</td>
<td>0.00</td>
<td>N</td>
<td>25.00</td>
<td>300.00</td>
<td>40</td>
<td>C 06 10</td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Alpha = YEL CYLINDER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>030</td>
<td>1</td>
<td>1.00</td>
<td>Y</td>
<td>N</td>
<td>Each</td>
<td>N</td>
<td>3 X 6</td>
<td>030</td>
<td>0.00</td>
<td>N</td>
<td>25.00</td>
<td>7.00</td>
<td>C</td>
<td>01 10</td>
</tr>
</tbody>
</table>

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

### Products List (Short)

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Alpha</th>
<th>Item?</th>
<th>Taxable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>WHITE ROUND</td>
<td>Each</td>
<td>Y</td>
</tr>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>BLACK ROUND</td>
<td>Each</td>
<td>Y</td>
</tr>
<tr>
<td>30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>RED CYLINDER</td>
<td>Each</td>
<td>Y</td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>YEL CYLINDER</td>
<td>Each</td>
<td>Y</td>
</tr>
</tbody>
</table>
Option 13 - Warehouses List

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

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Ship to Address</th>
<th>Manager/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Main Facility</td>
<td>123 Main Street</td>
<td>A. Daniels</td>
</tr>
<tr>
<td></td>
<td>Seattle, WA</td>
<td>206-246-3118</td>
</tr>
<tr>
<td>20 South End Facility</td>
<td>114 E. Marginal Way Bldg 12</td>
<td>B. Smith</td>
</tr>
<tr>
<td></td>
<td>Seattle, WA</td>
<td>206-246-3118</td>
</tr>
<tr>
<td>30 North End Facility</td>
<td>8900 Olympic Way North</td>
<td>J. Janggaard</td>
</tr>
<tr>
<td></td>
<td>Everett, WA</td>
<td>206-282-8998</td>
</tr>
<tr>
<td>99 Drop Ship Warehouse</td>
<td>Drop Ship Warehouse</td>
<td>Corporate Office</td>
</tr>
<tr>
<td></td>
<td>123 Main Street</td>
<td>(202) 246-7022</td>
</tr>
<tr>
<td></td>
<td>Seattle, WA</td>
<td>98166</td>
</tr>
</tbody>
</table>

Option 14 - Product Classes List

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Standard</td>
<td>1010000100WH</td>
<td>Resale Inventory, Sales Outlet Over/Under 1100001000WH Resale Inventory</td>
</tr>
<tr>
<td></td>
<td>Sales</td>
<td>3010001000WH</td>
<td>Sales, Wholesale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3010001000WH</td>
<td>Sales, Wholesale</td>
</tr>
<tr>
<td></td>
<td>Estimated Freight</td>
<td>4190000000WH</td>
<td>Freight Out, Sales/Wholesale</td>
</tr>
<tr>
<td>020</td>
<td>Special Order</td>
<td>1100001000WH</td>
<td>Resale Inventory</td>
</tr>
<tr>
<td></td>
<td>Sales</td>
<td>3010001000WH</td>
<td>Sales, Wholesale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3010001000WH</td>
<td>Sales, Wholesale</td>
</tr>
<tr>
<td></td>
<td>Estimated Freight</td>
<td>4190000000WH</td>
<td>Freight Out, Sales/Wholesale</td>
</tr>
<tr>
<td>030</td>
<td>Custom</td>
<td>1100001000WH</td>
<td>Resale Inventory</td>
</tr>
<tr>
<td></td>
<td>Sales</td>
<td>3010001000WH</td>
<td>Sales, Wholesale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3010001000WH</td>
<td>Sales, Wholesale</td>
</tr>
<tr>
<td></td>
<td>Estimated Freight</td>
<td>4190000000WH</td>
<td>Freight Out, Sales/Wholesale</td>
</tr>
</tbody>
</table>
**Option 15 - Material Requisitions List**

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

<table>
<thead>
<tr>
<th>Req</th>
<th>Description</th>
<th>Date</th>
<th>Wh</th>
<th>Trx Posted</th>
<th>Cancelled?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Raw Material Requisitions</td>
<td>07/25/89</td>
<td>20</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>Raw Material Requisitions</td>
<td>07/25/89</td>
<td>30</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>Manufacturing</td>
<td>07/25/89</td>
<td>10</td>
<td>1</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>Manufacturing</td>
<td>08/01/89</td>
<td>10</td>
<td>2</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>Manufacturing</td>
<td>08/01/89</td>
<td>20</td>
<td>2</td>
<td>N</td>
</tr>
<tr>
<td>1121</td>
<td>Raw Material Requisition</td>
<td>08/15/89</td>
<td>10</td>
<td>2</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Product</th>
<th>Date Req</th>
<th>GL Account</th>
<th>Inv Account</th>
<th>Total Req</th>
<th>Last Req</th>
<th>Total Rel</th>
<th>Last Rel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>08/01/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>100.00</td>
<td>100.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>08/01/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>1000.00</td>
<td>1000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>08/01/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>40</td>
<td>08/01/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>15.00</td>
<td>15.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>12/31/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>Manufacturing</td>
<td>08/08/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>1000.00</td>
<td>1000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>08/08/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>500.00</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>08/08/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>40</td>
<td>08/08/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>20.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>15</td>
<td>09/15/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>09/15/89</td>
<td>1080001000MA</td>
<td>1100001000WH</td>
<td>32.00</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Option 16 - Parameters List

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

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value 1</th>
<th>Value 2</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fiscal Month</td>
<td>08</td>
<td></td>
<td>Current Calendar Month</td>
</tr>
<tr>
<td>Current Fiscal Year</td>
<td>89</td>
<td></td>
<td>Current Calendar Year</td>
</tr>
<tr>
<td>Start Month of Fiscal Year</td>
<td>06</td>
<td></td>
<td>Number of Accounting Periods</td>
</tr>
<tr>
<td>Ask for Operator ID?</td>
<td>Y</td>
<td>N</td>
<td>Calendar History?</td>
</tr>
<tr>
<td>Use Transaction Control?</td>
<td>Y</td>
<td></td>
<td>Months of Transaction Control</td>
</tr>
<tr>
<td>Costing Method</td>
<td>Y</td>
<td></td>
<td>First In First Out</td>
</tr>
<tr>
<td>Update Cost/Quantity</td>
<td>P</td>
<td></td>
<td>Costing &amp; Qty from PO</td>
</tr>
<tr>
<td>Estimated Freight Option?</td>
<td>Y</td>
<td></td>
<td>Update On Hand with Warehouse Transfer?</td>
</tr>
<tr>
<td>Keep Drop Ship History?</td>
<td>Y</td>
<td></td>
<td>Drop Ship Warehouse Number</td>
</tr>
<tr>
<td>Keep Detail in Transact File?</td>
<td>Y</td>
<td></td>
<td>Months to Keep Transact Detail</td>
</tr>
<tr>
<td>Keep Product/Vendor Detail?</td>
<td>Y</td>
<td></td>
<td>Months to Keep Purchases Detail</td>
</tr>
<tr>
<td>Post to Other Applications?</td>
<td>GL Y</td>
<td></td>
<td>GL Y</td>
</tr>
</tbody>
</table>

**EOM Reports**

<table>
<thead>
<tr>
<th>System Control Numbers</th>
<th>Requirement</th>
<th>Printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Distributions</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Transaction Control</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Material Requirement**

- Material Requisitions: 3
- Warehouse Transfers: 3
- Product Transfers: 3
- Adjustments: 3
- Inventory Receipts: 3
4 File Maintenance
Chapter 5: Reports and Inquiry
5 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:

![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:

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Product Class</th>
<th>Product Description</th>
<th>Unit</th>
<th>On Hand</th>
<th>Committed</th>
<th>Open Reqs</th>
<th>Available</th>
<th>Net</th>
<th>On Order</th>
<th>+ On Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>10</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10</td>
<td>10 Standard</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>291.00</td>
<td>0.00</td>
<td>301.00</td>
<td>10.00-</td>
<td>61.00</td>
<td>51.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>30 Custom</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>325.00</td>
<td>2.00</td>
<td>186.00</td>
<td>137.00</td>
<td>75.00</td>
<td>212.00</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>10 Standard</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>182.00</td>
<td>0.00</td>
<td>85.00</td>
<td>97.00</td>
<td>300.00</td>
<td>397.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>20 Special Order</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>722.00</td>
<td>0.00</td>
<td>90.00</td>
<td>632.00</td>
<td>260.00</td>
<td>892.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>30 Custom</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>592.00</td>
<td>62.00</td>
<td>165.00</td>
<td>365.00</td>
<td>30.00</td>
<td>395.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>30 Custom</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>575.00</td>
<td>2.00</td>
<td>0.00</td>
<td>573.00</td>
<td>25.00</td>
<td>598.00</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>20 Special Order</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>265.00</td>
<td>2.00</td>
<td>59.00</td>
<td>204.00</td>
<td>365.00</td>
<td>569.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>30 Custom</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>730.00</td>
<td>0.00</td>
<td>0.00</td>
<td>730.00</td>
<td>135.00</td>
<td>865.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>30 Custom</td>
<td>#56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>1030.00</td>
<td>10.00</td>
<td>0.00</td>
<td>1020.00</td>
<td>135.00</td>
<td>1135.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>20 Standard</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Unit Product Class</th>
<th>Last Sale</th>
<th>Hand</th>
<th>Order</th>
<th>Req</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each 010 Standard</td>
<td>08/01/89</td>
<td>291.00</td>
<td>61.00</td>
<td>301.00</td>
<td>660</td>
</tr>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated Black Round Each 030 Custom</td>
<td>07/15/89</td>
<td>325.00</td>
<td>75.00</td>
<td>186.00</td>
<td>677</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each 010 Standard</td>
<td>07/09/89</td>
<td>182.00</td>
<td>300.00</td>
<td>85.00</td>
<td>683</td>
</tr>
<tr>
<td>30</td>
<td>#6 12&quot; Red Cylinder</td>
<td>Each 020 Special Order</td>
<td>04/15/89</td>
<td>592.00</td>
<td>30.00</td>
<td>165.00</td>
<td>768</td>
</tr>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated Black Round Each 030 Custom</td>
<td>04/20/89</td>
<td>575.00</td>
<td>25.00</td>
<td>0.00</td>
<td>763</td>
<td></td>
</tr>
</tbody>
</table>
Option 3 - Reorder Report

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

\[ \text{On Hand + On Order - Committed - Requisitioned} \]

Here is a sample Reorder Report:

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Wh Cls U/M</th>
<th>On Hand</th>
<th>Committed</th>
<th>Reqs</th>
<th>Avail</th>
<th>On Order</th>
<th>Point Qty</th>
<th>Vendor PO?</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated</td>
<td>00 0000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Black Round</td>
<td>Each 000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>#10 3-1/2&quot; White</td>
<td>10 010</td>
<td>291.00</td>
<td>0.00</td>
<td>301.00</td>
<td>10.00</td>
<td>61.00</td>
<td>150</td>
<td>100 00000020Y</td>
</tr>
<tr>
<td></td>
<td>Round</td>
<td>Each 000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow</td>
<td>20 010</td>
<td>182.00</td>
<td>0.00</td>
<td>85.00</td>
<td>97.00</td>
<td>300.00</td>
<td>500</td>
<td>450 00000020Y</td>
</tr>
<tr>
<td></td>
<td>Cylinder</td>
<td>Each 000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
**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:

<table>
<thead>
<tr>
<th>Wh</th>
<th>Name</th>
<th>Units</th>
<th>MTD Sales</th>
<th>MTD Costs</th>
<th>Avg Sale</th>
<th>MTD Units</th>
<th>YTD Sales</th>
<th>YTD Costs</th>
<th>Avg Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Main Facility</td>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>4.00</td>
<td>1000.00</td>
<td>560.00</td>
<td>44</td>
<td>31.00</td>
<td>6820.00</td>
<td>3420.00</td>
<td>50</td>
</tr>
<tr>
<td>20 South End Facility</td>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>99 Drop Ship Warehouse</td>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>-- Product Totals --&gt;</td>
<td></td>
<td>4.00</td>
<td>1000.00</td>
<td>560.00</td>
<td>44</td>
<td>31.00</td>
<td>6820.00</td>
<td>3420.00</td>
<td>50</td>
</tr>
<tr>
<td>20 South End Facility</td>
<td>Product 20 #12 12&quot; Gold Plated Black Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30 North End Facility</td>
<td>Product 20 #12 12&quot; Gold Plated Black Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>-- Product Totals --&gt;</td>
<td></td>
<td>2.00</td>
<td>580.00</td>
<td>180.00</td>
<td>69</td>
<td>47.00</td>
<td>13650.00</td>
<td>7355.00</td>
<td>46</td>
</tr>
<tr>
<td>30 North End Facility</td>
<td>Product 30 #56 10&quot; Red Cylinder</td>
<td>1.00</td>
<td>360.00</td>
<td>180.00</td>
<td>69</td>
<td>47.00</td>
<td>13650.00</td>
<td>7355.00</td>
<td>46</td>
</tr>
<tr>
<td>30 North End Facility</td>
<td>Product 30 #56 10&quot; Red Cylinder</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>-- Product Totals --&gt;</td>
<td></td>
<td>1.00</td>
<td>360.00</td>
<td>180.00</td>
<td>69</td>
<td>47.00</td>
<td>13650.00</td>
<td>7355.00</td>
<td>46</td>
</tr>
<tr>
<td>40 North End Facility</td>
<td>Product 40 #58 10&quot; Yellow Cylinder</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30 North End Facility</td>
<td>Product 40 #58 10&quot; Yellow Cylinder</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>-- Product Totals --&gt;</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>-- Grand Totals --&gt;</td>
<td></td>
<td>14.00</td>
<td>3880.00</td>
<td>1520.50</td>
<td>61</td>
<td>900.00</td>
<td>168.00</td>
<td>45260.00</td>
<td>25940.50</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Product</th>
<th>Name</th>
<th>Units MTD</th>
<th>Sales MTD</th>
<th>Costs MTD</th>
<th>GM% MTD</th>
<th>Sale YTD</th>
<th>Units YTD</th>
<th>Sales YTD</th>
<th>Costs YTD</th>
<th>GM% YTD</th>
<th>Sale Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>**Wh Totals **-&gt;</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Warehouse 10 Main Facility</td>
<td>10 #10 3-1/2&quot; White Round</td>
<td>4.00</td>
<td>1000.00</td>
<td>560.00</td>
<td>44</td>
<td>31.00</td>
<td>6820.00</td>
<td>3420.00</td>
<td>50</td>
<td>220.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
<td>960.00</td>
<td>4150.00</td>
<td>47</td>
<td>280.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>**Wh Totals **-&gt;</td>
<td>4.00</td>
<td>1000.00</td>
<td>560.00</td>
<td>44</td>
<td>34.00</td>
<td>7780.00</td>
<td>4150.00</td>
<td>47</td>
<td>280.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Warehouse 20 South End Facility</td>
<td>10 #10 3-1/2&quot; White Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.00</td>
<td>360.00</td>
<td>13.50</td>
<td>96</td>
<td>6.00</td>
<td>2160.00</td>
<td>1463.50</td>
<td>32</td>
<td>360.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>**Wh Totals **-&gt;</td>
<td>3.00</td>
<td>940.00</td>
<td>193.50</td>
<td>96</td>
<td>6.00</td>
<td>2160.00</td>
<td>1463.50</td>
<td>32</td>
<td>360.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Warehouse 30 North End Facility</td>
<td>20 #4 12&quot; Gold Plated Black Round</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>**Wh Totals **-&gt;</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Product Class</th>
<th>Units</th>
<th>MTD</th>
<th>MTD</th>
<th>Avg</th>
<th>YTD</th>
<th>YTD</th>
<th>Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- Class Totals --&gt;</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Product Class 10 Standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-- Class Totals --&gt;</td>
<td>4.00</td>
<td>1000.00</td>
<td>560.00</td>
<td>44</td>
<td>31.00</td>
<td>6820.00</td>
<td>3420.00</td>
</tr>
<tr>
<td>Product Class 20 Special Order</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-- Class Totals --&gt;</td>
<td>1.00</td>
<td>360.00</td>
<td>13.50</td>
<td>96</td>
<td>0.00</td>
<td>2160.00</td>
<td>1463.50</td>
</tr>
<tr>
<td>Product Class 30 Custom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-- Class Totals --&gt;</td>
<td>2.00</td>
<td>580.00</td>
<td>180.00</td>
<td>68</td>
<td>0.00</td>
<td>1360.00</td>
<td>7355.00</td>
</tr>
<tr>
<td>-- Grand Totals --&gt;</td>
<td>14.00</td>
<td>3880.00</td>
<td>1507.00</td>
<td>61</td>
<td>900.00</td>
<td>45260.00</td>
<td>24477.00</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Product Class</th>
<th>Product</th>
<th>Description</th>
<th>Price</th>
<th>Date</th>
<th>Unit</th>
<th>MTD</th>
<th>MTD</th>
<th>YTD</th>
<th>YTD</th>
<th>LY</th>
<th>LY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000010 Miscellaneous Supplier</td>
<td>04/23/91</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Product Subtotals --&gt;</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Product Class Subtotals --&gt;</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product 10 Standard</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000010 Miscellaneous Supplier</td>
<td>08/01/89</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000020 Pool and Associates</td>
<td>05/29/89</td>
<td>3.250</td>
<td>08/01/89</td>
<td>EACH</td>
<td>0.00</td>
<td>0.00</td>
<td>1500.00</td>
<td>120000.00</td>
<td>5000.00</td>
<td>250000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Product Subtotals --&gt;</td>
<td>0.00</td>
<td></td>
<td>120000.00</td>
<td>250000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Product Class Subtotals --&gt;</td>
<td>0.00</td>
<td></td>
<td>120000.00</td>
<td>250000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product 20 Special Order</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000020 Pool and Associates</td>
<td>05/29/89</td>
<td>150.750</td>
<td>05/29/89</td>
<td>EACH</td>
<td>0.00</td>
<td>0.00</td>
<td>125.00</td>
<td>18750.00</td>
<td>500.00</td>
<td>50000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Product Subtotals --&gt;</td>
<td>0.00</td>
<td></td>
<td>18750.00</td>
<td>50000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Product Class Subtotals --&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:
Option 9 - Request for Supplier Quote Report

This report can be forwarded to vendors for price quotations. Printed on standard 8½ 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:

```
Request For Supplier Quote

Expert Distributing, Inc.

Pool and Associates
985 E. University Way
Suite 115
Seattle, WA
98101 USA

Our Vendor No: 0000020 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 ......
7894YCX3         40                    25.350
#58 10" Yellow Cylinder / X.3        Per EACH   .............  105 Days ......
```
5 Reports and Inquiry

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:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Price 6 Mnths Ago</th>
<th>Price 5 Mnths Ago</th>
<th>Price 4 Mnths Ago</th>
<th>Price 3 Mnths Ago</th>
<th>Price 2 Mnths Ago</th>
<th>Price 1 Mnths Ago</th>
<th>Current Price</th>
<th>Infl Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.0</td>
</tr>
<tr>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Average --&gt;</td>
<td>0.0</td>
</tr>
<tr>
<td>Product Class 10 Standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product 10 #1 3-1/2&quot; White Round</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>3.250</td>
<td>47.6</td>
</tr>
<tr>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Average --&gt;</td>
<td>23.8</td>
</tr>
<tr>
<td>Product Class 20 Special Order</td>
<td>135.000</td>
<td>138.750</td>
<td>142.750</td>
<td>145.500</td>
<td>155.750</td>
<td>155.750</td>
<td>30.7</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Average --&gt;</td>
<td>30.7</td>
</tr>
<tr>
<td>Product Class 30 Custom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product 30 #58 10&quot; Red Cylinder</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>4.100</td>
<td>6.0-</td>
</tr>
<tr>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Average --&gt;</td>
<td>3.0-</td>
</tr>
<tr>
<td>Product 40 #58 10&quot; Yellow Cylinder</td>
<td>17.500</td>
<td>18.750</td>
<td>20.350</td>
<td>21.500</td>
<td>22.750</td>
<td>25.350</td>
<td>89.7</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Average --&gt;</td>
<td>89.7</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Product Class</th>
<th>#</th>
<th>Description</th>
<th>Unit</th>
<th>Avg Cost</th>
<th>Wh</th>
<th>Description</th>
<th>On Hand</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>4</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>0.000</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>34,913</td>
<td>10</td>
<td>Main Facility</td>
<td>400.00</td>
<td>13965.00</td>
</tr>
<tr>
<td>40</td>
<td>58</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>4.651</td>
<td>30</td>
<td>North End Facility</td>
<td>306.00</td>
<td>1423.20</td>
</tr>
</tbody>
</table>

---

05/23/91 04:36 pm

Report Distributing, Inc.

Inventory Value Report

---

KAY Page: 1
### 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Unit</th>
<th>Adjusted Wh Description</th>
<th>Adj Cost</th>
<th>Price 1</th>
<th>On Hand</th>
<th>Total Cost</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>#12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
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<td>0.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>34.913</td>
<td>0.00</td>
<td>250.00</td>
<td>400.00</td>
<td>13964.00</td>
<td>100000.00</td>
</tr>
<tr>
<td>99</td>
<td>Drop Ship Warehouse</td>
<td></td>
<td>0.00</td>
<td>250.00</td>
<td>1.00</td>
<td>0.00</td>
<td>250.00</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>19.637</td>
<td>34.913</td>
<td>62.000</td>
<td>277.00</td>
<td>5460.28</td>
<td>17174.00</td>
</tr>
<tr>
<td>20</td>
<td>South End Facility</td>
<td></td>
<td>10 Main Facility</td>
<td>34.913</td>
<td>250.00</td>
<td>400.00</td>
<td>13964.00</td>
<td>100000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>99 Drop Ship Warehouse</td>
<td>0.00</td>
<td>250.00</td>
<td>1.00</td>
<td>250.00</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>4.651</td>
<td>19.637</td>
<td>79.000</td>
<td>306.00</td>
<td>1422.90</td>
<td>24174.00</td>
</tr>
<tr>
<td>30</td>
<td>North End Facility</td>
<td></td>
<td>20 South End Facility</td>
<td>19.637</td>
<td>360.00</td>
<td>634.00</td>
<td>7348.06</td>
<td>228240.00</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>Each</td>
<td>30 North End Facility</td>
<td>4.651</td>
<td>79.000</td>
<td>306.00</td>
<td>1422.90</td>
<td>24174.00</td>
</tr>
</tbody>
</table>
**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:

<table>
<thead>
<tr>
<th>Product Class 010 Standard</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Class 010 Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>06/08/87 10:56:02 am</td>
<td>2.00</td>
<td>47.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>06/30/87 11:45:14 am</td>
<td>2.00</td>
<td>47.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/25/87 04:23:08 pm</td>
<td>2.00</td>
<td>47.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>08/01/87 03:54:58 pm</td>
<td>6.00</td>
<td>12.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>09/01/87 04:57:13 pm</td>
<td>7.00</td>
<td>14.286</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>10/01/87 07:45:21 am</td>
<td>7.00</td>
<td>12.143</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/88 03:31:30 pm</td>
<td>10.00</td>
<td>95.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/88 03:37:14 pm</td>
<td>1.00</td>
<td>62.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/88 04:06:48 pm</td>
<td>414.00</td>
<td>47.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/87 04:06:52 pm</td>
<td>162.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/87 04:06:53 pm</td>
<td>230.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/87 04:48:43 pm</td>
<td>290.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>10/01/87 11:24:57 am</td>
<td>7.00</td>
<td>12.143</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/88 03:33:30 pm</td>
<td>15.00</td>
<td>155.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>07/30/88 04:06:51 pm</td>
<td>415.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>08/01/88 10:20:55 am</td>
<td>10.00</td>
<td>13.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>09/01/88 08:31:54 am</td>
<td>10.00</td>
<td>13.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>11/08/88 10:21:00 am</td>
<td>8.00</td>
<td>13.500</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>12/10/88 11:10:24 am</td>
<td>7.00</td>
<td>20.714</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>05/01/89 08:45:12 am</td>
<td>8.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>05/29/89 03:45:24 pm</td>
<td>2.00</td>
<td>95.000</td>
</tr>
</tbody>
</table>

**Product Class 020 Special Order**

<table>
<thead>
<tr>
<th>Product Class 020 Special Order</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Product Class 020 Special Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>06/08/87 02:45:28 pm</td>
<td>7.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>06/30/87 10:26:35 am</td>
<td>3.00</td>
<td>58.333</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>07/10/87 09:15:34 am</td>
<td>7.00</td>
<td>19.286</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>07/25/87 07:35:12 am</td>
<td>7.00</td>
<td>58.333</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>07/30/87 04:06:52 pm</td>
<td>162.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>07/30/87 04:06:53 pm</td>
<td>230.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>07/10/87 04:48:43 pm</td>
<td>290.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>10/01/87 11:29:14 am</td>
<td>10.00</td>
<td>13.000</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>11/08/87 10:21:00 am</td>
<td>8.00</td>
<td>13.500</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>12/10/88 11:10:24 am</td>
<td>7.00</td>
<td>20.714</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>05/01/89 08:45:12 am</td>
<td>8.00</td>
<td>25.000</td>
</tr>
<tr>
<td>Product 20 #4 12&quot; Gold Plated Black Round</td>
<td>05/29/89 03:45:24 pm</td>
<td>2.00</td>
<td>95.000</td>
</tr>
</tbody>
</table>

**-- Product Class Subtotals -->**

<p>| | | |</p>
<table>
<thead>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>621.00</td>
<td>29102.50</td>
</tr>
</tbody>
</table>
5 Reports and Inquiry

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
```

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### 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           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

<table>
<thead>
<tr>
<th>No</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>250.00</td>
</tr>
<tr>
<td>2</td>
<td>10.00</td>
<td>245.00</td>
</tr>
<tr>
<td>3</td>
<td>25.00</td>
<td>240.00</td>
</tr>
<tr>
<td>4</td>
<td>50.00</td>
<td>220.00</td>
</tr>
<tr>
<td>5</td>
<td>100.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>
```

### 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           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

<table>
<thead>
<tr>
<th>No</th>
<th>Quantity</th>
<th>Price</th>
<th>GM %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>250.00</td>
<td>86.0</td>
</tr>
<tr>
<td>2</td>
<td>10.00</td>
<td>245.00</td>
<td>85.7</td>
</tr>
<tr>
<td>3</td>
<td>25.00</td>
<td>240.00</td>
<td>85.5</td>
</tr>
<tr>
<td>4</td>
<td>50.00</td>
<td>220.00</td>
<td>84.1</td>
</tr>
<tr>
<td>5</td>
<td>100.00</td>
<td>200.00</td>
<td>82.5</td>
</tr>
</tbody>
</table>
```
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 =   10.0
Price Last Paid    =      100.250        Inflation Index =   10.0

Annual Inflation Rate =   0.0
```
**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 Additional Discount %
N
```

<table>
<thead>
<tr>
<th>No</th>
<th>Quantity</th>
<th>Price</th>
<th>Disc %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
<td>100.00</td>
<td>0.000</td>
<td>5.00</td>
</tr>
<tr>
<td>3</td>
<td>0.00</td>
<td>0.000</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>0.00</td>
<td>0.000</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>0.00</td>
<td>0.000</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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  Jrn1  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:

<table>
<thead>
<tr>
<th>Product Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
</tr>
<tr>
<td>0 #4 12&quot; Gold Plated Black Round Each</td>
</tr>
<tr>
<td>10 020 2 X 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Class 10 Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 #10 3-1/2&quot; White Round Each</td>
</tr>
<tr>
<td>10 010 3 X 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Class 20 Special Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 #10 3-1/2&quot; White Round Each</td>
</tr>
<tr>
<td>20 010 3 X 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Class 30 Custom</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 #4 12&quot; Gold Plated Black Round Each</td>
</tr>
<tr>
<td>20 020 2 X 2</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Product Class</th>
<th>Warehouse</th>
<th>Product Description</th>
<th>Unit</th>
<th>ABC</th>
<th>Qty1</th>
<th>Qty2</th>
<th>Qty3</th>
<th>Qty4</th>
<th>Qty5</th>
<th>Qty6</th>
<th>Qty7</th>
<th>Qty8</th>
<th>Qty9</th>
<th>Qty10</th>
<th>Qty11</th>
<th>Qty12</th>
<th>Qty13</th>
<th>Qty14</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 $4 12&quot; Gold Plated Black Round</td>
<td>Each</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>020 00 00001 15.00 2 X 2</td>
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</tr>
<tr>
<td>Product Class 10 Standard</td>
<td>Warehouse 10 Main Facility</td>
<td>10 $10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>A</td>
<td>1.00</td>
<td>10.00</td>
<td>29.00</td>
<td>50.00</td>
<td>100.00</td>
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</tr>
<tr>
<td>010 10 00001 100.00 3 X 5</td>
<td>250.000</td>
<td>245.000</td>
<td>240.000</td>
<td>220.000</td>
<td>200.000</td>
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</tr>
<tr>
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<td>82.5%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse 20 South End Facility</td>
<td>10 $56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>C</td>
<td>1.00</td>
<td>10.00</td>
<td>25.00</td>
<td>50.00</td>
<td>100.00</td>
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<tr>
<td>010 20 00001 25.00 3 X 6</td>
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<td>355.000</td>
<td>350.000</td>
<td>340.000</td>
<td>320.000</td>
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</tr>
<tr>
<td>11.591</td>
<td>96.6%</td>
<td>96.4%</td>
<td>96.3%</td>
<td>96.1%</td>
<td>95.9%</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Warehouse 99 Drop Ship Warehouse</td>
<td>10 $10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>A</td>
<td>1.00</td>
<td>10.00</td>
<td>25.00</td>
<td>50.00</td>
<td>100.00</td>
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<tr>
<td>010 99 00001 100.00 3 X 5</td>
<td>250.000</td>
<td>245.000</td>
<td>240.000</td>
<td>220.000</td>
<td>200.000</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Product Class 20 Special Order</td>
<td>Warehouse 20 South End Facility</td>
<td>10 $10 3-1/2&quot; White Round</td>
<td>Each</td>
<td>A</td>
<td>1.00</td>
<td>10.00</td>
<td>25.00</td>
<td>50.00</td>
<td>100.00</td>
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<tr>
<td>010 20 00001 100.00 3 X 5</td>
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<td>315.000</td>
<td>310.000</td>
<td>305.000</td>
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<td>94.7%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>30 $56 10&quot; Red Cylinder</td>
<td>Each</td>
<td>A</td>
<td>1.00</td>
<td>10.00</td>
<td>25.00</td>
<td>50.00</td>
<td>100.00</td>
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</tr>
<tr>
<td>010 20 00001 25.00 3 X 6</td>
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<td>350.000</td>
<td>340.000</td>
<td>320.000</td>
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<tr>
<td>11.591</td>
<td>96.6%</td>
<td>96.4%</td>
<td>96.3%</td>
<td>96.1%</td>
<td>95.9%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chapter 6: Physical Inventory
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:

![Physical Inventory Menu](image)

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:

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Class</th>
<th>Wh</th>
<th>ABC</th>
<th>Phys Cycle</th>
<th>U/M</th>
<th>Loc</th>
<th>Count</th>
<th>Ok</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>000</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse 00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$10 3-1/2&quot; White Round</td>
<td>010</td>
<td>10</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>B-10</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$4 12&quot; Gold Plated Black Round</td>
<td>030</td>
<td>10</td>
<td>A</td>
<td>010</td>
<td>6</td>
<td>C-11</td>
<td></td>
</tr>
<tr>
<td>Warehouse 10 Main Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$10 3-1/2&quot; White Round</td>
<td>020</td>
<td>20</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>B-02</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$4 12&quot; Gold Plated Black Round</td>
<td>030</td>
<td>20</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>B-01</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>$56 10&quot; Red Cylinder</td>
<td>020</td>
<td>20</td>
<td>A</td>
<td>010</td>
<td>6</td>
<td>D-05</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>$58 10&quot; Yellow Cylinder</td>
<td>010</td>
<td>20</td>
<td>C</td>
<td>030</td>
<td>2</td>
<td>F-43</td>
<td></td>
</tr>
<tr>
<td>Warehouse 20 South End Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$10 3-1/2&quot; White Round</td>
<td>030</td>
<td>30</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>C-11</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$4 12&quot; Gold Plated Black Round</td>
<td>030</td>
<td>30</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>D-06</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>$58 10&quot; Yellow Cylinder</td>
<td>020</td>
<td>30</td>
<td>C</td>
<td>030</td>
<td>2</td>
<td>F-34</td>
<td></td>
</tr>
<tr>
<td>Warehouse 30 North End Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$4 12&quot; Gold Plated Black Round</td>
<td>030</td>
<td>30</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>C-11</td>
<td></td>
</tr>
<tr>
<td>Warehouse 99 Drop Ship Warehouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Product 10 Drop Shipments</td>
<td>010</td>
<td>99</td>
<td>0</td>
<td></td>
<td></td>
<td>D-09</td>
<td></td>
</tr>
</tbody>
</table>
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:

![Physical Inventory Entry Screen]

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.
Physical Inventory

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 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.
6 Physical Inventory

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:

<table>
<thead>
<tr>
<th>Tag</th>
<th>Product</th>
<th>Alpha</th>
<th>Bin</th>
<th>Comment</th>
<th>Warehouse</th>
<th>Count</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>#10 3-1/2&quot; White Round</td>
<td>WHITE ROUND</td>
<td>2</td>
<td>Passed Inspection</td>
<td>20 South End Facility</td>
<td>20</td>
<td>300.00 Each</td>
</tr>
<tr>
<td>210</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>BLACK ROUND</td>
<td>3</td>
<td>Passed Inspection</td>
<td>30 North End Facility</td>
<td>30</td>
<td>250.00 Each</td>
</tr>
<tr>
<td>220</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>YEL CYLINDER</td>
<td>13</td>
<td>Failed Inspection</td>
<td>20 South End Facility</td>
<td>13</td>
<td>300.00 Each</td>
</tr>
<tr>
<td>230</td>
<td>#56 10&quot; Red Cylinder</td>
<td>RED CYLINDER</td>
<td>31</td>
<td>Damaged</td>
<td>20 South End Facility</td>
<td>20</td>
<td>250.00 Each</td>
</tr>
<tr>
<td>240</td>
<td>#56 10&quot; Red Cylinder</td>
<td>RED CYLINDER</td>
<td>12</td>
<td>Perfect Condition</td>
<td>30 North End Facility</td>
<td>30</td>
<td>240.00 Each</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Class</th>
<th>Wh</th>
<th>ABC</th>
<th>Phys Cycle</th>
<th>U/M</th>
<th>Loc</th>
<th>Count</th>
<th>OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>#10 3-1/2&quot; White Round</td>
<td>020</td>
<td>20</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>Each</td>
<td>300.00</td>
<td>......</td>
</tr>
<tr>
<td>30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>020</td>
<td>20</td>
<td>A</td>
<td>010</td>
<td>6</td>
<td>Each</td>
<td>250.00</td>
<td>......</td>
</tr>
<tr>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>10</td>
<td>20</td>
<td>C</td>
<td>030</td>
<td>2</td>
<td>Each</td>
<td>300.00</td>
<td>......</td>
</tr>
<tr>
<td></td>
<td>Warehouse 20 South End Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>030</td>
<td>30</td>
<td>A</td>
<td>010</td>
<td>4</td>
<td>Each</td>
<td>250.00</td>
<td>......</td>
</tr>
<tr>
<td>30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>030</td>
<td>30</td>
<td>0</td>
<td>D-06</td>
<td></td>
<td>Each</td>
<td>240.00</td>
<td>......</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Product Class</th>
<th>Product</th>
<th>Quantity</th>
<th>Unit</th>
<th>On Hand</th>
<th>At Physical</th>
<th>Variance Quantity</th>
<th>Variance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Standard</td>
<td>#58 10&quot; Yellow Cylinder</td>
<td>40</td>
<td>Each</td>
<td>182.00</td>
<td>300.00</td>
<td>118.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20 Special</td>
<td>#10 3-1/2&quot; White Round</td>
<td>10</td>
<td>Each</td>
<td>722.00</td>
<td>300.00</td>
<td>422.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>30</td>
<td>Each</td>
<td>592.00</td>
<td>250.00</td>
<td>342.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30 Custom</td>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>20</td>
<td>Each</td>
<td>730.00</td>
<td>250.00</td>
<td>480.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30</td>
<td>#56 10&quot; Red Cylinder</td>
<td>30</td>
<td>Each</td>
<td>1030.00</td>
<td>240.00</td>
<td>790.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

--- Product Class Totals ---

<table>
<thead>
<tr>
<th>Product Class</th>
<th>Variance Quantity</th>
<th>Variance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>118.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Special Order</td>
<td>764.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Custom</td>
<td>1270.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

--- Grand Totals ---

<table>
<thead>
<tr>
<th>Variance Quantity</th>
<th>Variance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1916.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.

```
05/24/91 11:53 am Expert Distributing, Inc. KAY Page: 1
Adjust to Physical Inventory Audit Report

<table>
<thead>
<tr>
<th>Product Class</th>
<th>Inventory Account</th>
<th>Amount</th>
<th>Over/Under Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>020 Special Order</td>
<td>1100001000WH</td>
<td>0.00</td>
<td>1100001000WH</td>
<td>0.00</td>
</tr>
<tr>
<td>030 Custom</td>
<td>1100001001WH</td>
<td>0.00</td>
<td>1100001000WH</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
```

A sample Audit Report is shown below.
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:

![Utilities and Special Edits Menu](Image)

**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:
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.
Utilities and Special Edits

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 Vender 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:

![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%.
Utilities and Special Edits

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:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Product No</th>
<th>Description</th>
<th>Unit</th>
<th>Current Price</th>
<th>Last Price</th>
<th>Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool and Associates</td>
<td>10</td>
<td>#10 3-1/2&quot; White Round / X.2</td>
<td>EACH</td>
<td>111.904</td>
<td>100.250</td>
<td>05/25/91</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>#4 12&quot; Gold Pl. Blk. End / X.2</td>
<td>EACH</td>
<td>158.086</td>
<td>150.750</td>
<td>05/25/91</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>#56 10&quot; Red Cylinder / X.3</td>
<td>EACH</td>
<td>99.470</td>
<td>98.100</td>
<td>05/25/91</td>
</tr>
<tr>
<td></td>
<td>40</td>
<td>#58 10&quot; Yellow Cylinder / X.3</td>
<td>EACH</td>
<td>25.730</td>
<td>0.000</td>
<td>05/25/91</td>
</tr>
</tbody>
</table>

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.

![Figure 43. The Change/Delete Product Numbers Screen](image)

Data items for the preceding screen are described below.
Utilities and Special Edits

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 Products 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.

<table>
<thead>
<tr>
<th>Old Prod Number</th>
<th>New Prod Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>32</td>
<td>$56 10&quot; Red Cylinder</td>
</tr>
</tbody>
</table>
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 nonrecepted 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.
Utilities and Special Edits

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:

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Wh</th>
<th>Old</th>
<th>New</th>
<th>Old</th>
<th>New</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product 10 #10 3-1/2&quot; White Round</td>
<td>10</td>
<td>0.00</td>
<td>0.00</td>
<td>61.00</td>
<td>0.00</td>
<td>251.00</td>
<td>701.00</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>0.00</td>
<td>0.00</td>
<td>240.00</td>
<td>6000.00</td>
<td>30.00</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>99</td>
<td>1.00</td>
<td>1.00</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Product 20 #4 12" Gold Plated Black Round | 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 | 100.00 | 0.00 | 0.00 | 0.00 |

| Product 40 #58 10" Yellow Cylinder | 20 | 0.00 | 0.00 | 350.00 | 0.00 | 75.00 | 45.00 |
|                                   | 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.

![Figure 45. The Generate Product ABC Classes Screen](image)

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:
Utilities and Special Edits

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:

\[ \text{Total Amount} = \text{Pricing Quantity} \times \text{Unit Price} \]

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:

<table>
<thead>
<tr>
<th>Product</th>
<th>Generate PO?</th>
<th>Reorder Qty</th>
<th>Purchase Units</th>
<th>Pricing Units</th>
<th>Added On</th>
<th>Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>#4 12&quot; Gold Plated Black Round</td>
<td>N</td>
<td>500</td>
<td>500.00</td>
<td>500.00</td>
<td>07/31/85</td>
<td>07/31/85</td>
</tr>
<tr>
<td>On Warehouse</td>
<td></td>
<td>1.0000</td>
<td>1.0000</td>
<td>155.750</td>
<td>AMP</td>
<td>AMP</td>
</tr>
<tr>
<td>By Vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert Distributing, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/24/91 11:22 am</td>
<td></td>
<td>77875.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#58 10&quot; Yellow Cylinder</td>
<td>N</td>
<td>450</td>
<td>450.00</td>
<td>450.00</td>
<td>07/31/85</td>
<td>07/31/85</td>
</tr>
<tr>
<td>On South End Facility</td>
<td></td>
<td>1.0000</td>
<td>1.0000</td>
<td>25.350</td>
<td>AMP</td>
<td>AMP</td>
</tr>
<tr>
<td>By Vendor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert Distributing, Inc.</td>
<td></td>
<td>11407.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/24/91 11:22 am</td>
<td></td>
<td>77875.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](image)

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.