

# FACTS

## Inventory Control

Release 7.5



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## PREFACE

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

## SYSTEM OVERVIEW

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

## PROGRAM DESCRIPTIONS

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

## REFERENCES

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

## GLOSSARY OF TERMS

The glossary provides a definition of terms used in the manual and related terms from other modules.

## SAMPLE REPORTS

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.



## CHAPTER 1

# System Overview

The FACTS Inventory Control System allows the user to maintain items and their relevant information (costs, prices, quantities, etc.) accurately, while providing complete audit trails and optionally posting to General Ledger. General Ledger interaction is automatic and the GL posting tables allow great flexibility.

All information is traceable through the Inventory Control System because the system has been designed so that all transactions will produce a printed audit trail. Instructional prompts, default values and the capability to back-up to previous inputs promotes both operator efficiency and comfort in using the system.

Inventory Control is broken down into the following menus:

- Restocking
- Adjustments
- Warehouse Transfers
- Costing and Pricing
- Electronic Price Updates
- Physical Inventory
- Inquiries
- Reports and Prints
- End of Period
- File Maintenances

FACTS is a true asset management tool, incorporating automated restocking routines that are the result of 10 years of experience and evolution, and includes many of the concepts of the acknowledged authority of wholesale distribution: Gordon Graham. We highly recommend Gordon Graham's book

*Distribution Inventory Management* for a full understanding and appreciation of FACTS Inventory Control.

Just a few of the major features of the FACTS Inventory Control should be mentioned:

- **Multiple warehouses** - allows using branch or satellite warehouses if desired. Costing, except for manual costing, is by warehouse to allow freight to be factored into incoming costs.
- **Multiple units of measure** - each item can have different units of measure, and from these, the default stocking, pricing, costing, selling and buying units of measure are established.
- **Multiple vendors per item** - items can have both primary and secondary vendors.
- **Automated restocking** - automatic restocking based on current ordering information is central to proper inventory management.
- **Line-buying** - allows review and restocking of vendor product lines enabling quantity discounts.
- **Item interchange** - allows entering another reference number (e.g., customer or vendor item number) at any item input and interchanging it with your item number automatically.

There are numerous transactions and secondary files in the Inventory Control System, but there are three major files:

- **Item** - the Item File stores all static information pertinent to the item (description, unit of measure, primary vendor, etc.).
- **Warehouse/item** - stores information pertinent to the item in a particular warehouse (e.g. location, on-hand quantity, quantity committed, costs, etc.).
- **Warehouse/item/lot** - if using serial number or lot inventory, this file keeps track of the specific serial/lot numbers of an item in a warehouse (e.g., date received, quantity, etc.). It is useful to think of each file after the item file as a detail version of the previous file.

Many optional parameters are used in the system to tailor the application to your business. A few of these are worth noting:

- **Price level** - up to six price levels by item an unit of measure may be maintained in addition to standard price. Price levels may include quantity breaks and commission percentage.
- **Fractional inventory** - fractional inventory may be supported up to four decimal places.
- **Price/cost mask** - prices and costs may be stored at three decimal places.
- **Serial/lot inventory** - as stated above, the system supports use of both serial and lot items if they are so designated.
- **Costing method** - standard costing may be maintained by manual, last, weighted average, LIFO, or FIFO. The costing method chosen here is the cost used when posting GL transactions (Inventory Asset account, Inventory adjustment account, etc.) from the Inventory programs. This cost is known by the system as standard cost.

The basic functions related to inventory control are:

- **Item setup** - items are added to the system and warehouses through the file maintenance (F/M) programs.
- **Item maintenance** - relatively static information is also maintained through the F/M programs. Manual costs and prices have their own submenu. Nonstatic information such as on-hand quantity is maintained automatically through interface with other modules (e.g., Sales Orders, Purchase Orders) or through the Adjustments Submenu.
- **Restocking** - proper restocking, knowing **when** to order and **how much** to order, is critical to inventory control. The Restocking Submenu recommends the best restocking based on current information, and supplies this information to the Purchase Order System.
- **Transfers** - transferring items between warehouses is accomplished through programs on the Transfers Submenu.
- **Sales** - sales is performed through the Sales Order System, with item information immediately updated.
- **Information** - inquiries and reports allow access to item information as desired and in a format conducive to proper management decisions.

Another approach to understanding the inventory functions is to recap the operations of each submenu:

## File Maintenances

The commonly used file maintenances allow set up and maintenance of items (along with their relatively static information such as description, unit of measure, etc.), items in a particular warehouse (with location, reordering controls, stocking information, etc.), and serial/lot numbers for an item in a warehouse (with receiving information, quantity, etc.). The Item Interchange F/M allows setting up alternate reference numbers for an item, so that when the reference number is entered at an item input, the correct item number is displayed automatically. An item may have an unlimited number of interchanges. The Warehouse/Vendor Review F/M contains information on vendor buying requirements and how often a vendor's product line should be reviewed for reordering.

The last four programs are really user time savers. The Create Warehouse/Item Records allows creation of a new warehouse or the adding of a product line to a warehouse without the operator having to enter each record manually. The Create Warehouse/Vendor Review Records allows duplication of warehouse/vendor records from one warehouse to another. The Transfer/Change Item Codes and Item Changer Programs allow changing selected item information without having to pull up each record in the Item F/M and changing it manually.

## Infrequent File Maintenances

The infrequent file maintenances (found on the Infrequent File Maintenances Menu) are used mostly in the installation of the system. This submenu allows users to do an initial system setup by selecting the appropriate parameters for their business, establishing the item class (product lines of similar items), the available units of measure (e.g. each, pounds, dozen, case, etc.), the warehouses (along with addresses and other pertinent information), adjustment codes (used to indicate types of adjustments to inventory quantities, e.g. loss, damaged, received, etc.), and GL Posting tables (determines which general ledger accounts are posted for an item). After initial system set up, these programs are seldom used.

## Restocking

**Proper restocking controls** - ordering the right amount of an item at the right time is the essential element in both service levels and inventory turnover. The FACTS System uses Gordon Graham's methods for this crucial operation. Based on usage rates and lead times, each item's order point is calculated. The order point is the available quantity where replenishment must begin to avoid risking an out-of-stock situation. Line points, based on order point and the vendor's review cycle, determine the upper limit for ordering an item to take advantage of vendor's quantity discounts. In addition to this order point/line point method, min/max is also available for items that are replenished from control warehouses or as desired. These two restocking methods deal with **when** to order. To determine **how much** to order, there are 3 methods:

- **Manual** - This is determined by the user.
- **EOQ** - Economic Order Quantity suggests buying based on the replenishment cost, carrying cost, usage, and item cost. This calculation generally produces the highest inventory turns.
- **Movement class** - This is based on an item's dollar movement through inventory, each item is assigned to one of 13 movement classes. The class suggests the number of months supply to order. (Please see the glossary for a fuller explanation of these terms and concepts.)

All of these ordering controls are recalculated each month (during the End-of-Period update) to give the best prediction of upcoming usage.

The first program of the **Restocking** submenu is the Demand Action Report, which lists all items which have fallen to or below their order point or minimum stocking. These items demand that replenishment action begin to avoid a possible stockout. The buyer should probably run this report each morning. The Vendor Review Dates Report shows the date a vendor's product line needs to be reviewed (based on last review date and length of review cycle) for ordering. Optionally, total current needs (total of items below line point) may be displayed. This allows the buyer to meet vendor buying requirements and take advantage of vendor discounts across a product line. The Replenishment Report recommends which items to reorder (below line point for order point/line point or below minimum stock and vendor's percentage above minimum for min/max) and optionally posts this information to the Suggested Purchase Orders File. Purchase order production is accomplished quickly, easily and accurately using up-to-date ordering controls.

## Adjustments

The **Adjustments** Submenu allows adjustments to on-hand item quantities along with complete audit trails and posting to General Ledger. The Adjustment Entry program allows immediate adjustments to on-hand. Each entry includes an adjustment code explaining the general nature of the adjustment quantities (e.g. lost, damaged, etc.). Item repackaging allows producing a quantity of one item from a given quantity of another (and consequently, adjusting the on-hand quantities of both items), e.g., a gallon of item #1 may be used to produce (repackaged as) a dozen bottles of item #2. The Adjustments Register is simply a listing of all adjustments since the last register, and optionally posts to General Ledger. Adjustments due to discrepancies during physical inventory will also appear on this register.

## Warehouse Transfers

The **Warehouse Transfers** Submenu allows transferring of items between warehouses, and while in route, keeps track of in-transit inventory. The various programs allow the creation of suggested transfers, entering an actual transfer (or pulling over a suggested one), printing a transfer ticket, confirming shipment, and printing a register of all shipments. These all relate to the sending, or **from** warehouse. General Ledger is updated during the shipments register. When the items arrive at the destination, or **to** warehouse, they are confirmed through the Receipt Confirmation Program. The Receiving Register prints all confirmations since the last register, and updates GL. There is also a Transfer Status Report that can report on any shipments and their status in the transfer process. The Quick Transfer Adjustment is used where no shipping is actually involved, e.g., where two warehouses reside in the same building and stock is simply moved from one shelf to another. This might be done to separate damaged goods from regular inventory (as this is really an adjustment, the audit trail appears on the Adjustments Register.)

## Costing And Pricing

The **Costing and Pricing** Submenu allows entry and maintenance of normal costs and all prices. Suggested costs and prices may be entered, printed, and edited prior to actually correcting these suggested costs/prices to current costs/prices. This allows for nonintrusive cost and price changes and ample time for guaranteeing accuracy. Suggested costs/prices may be entered individually through the Suggested Cost/Price Entry Program, or created automatically based on a percent of cost or price through the Create Suggested Costs/Prices Program. After reviewing the suggested cost/price printout, the current costs/prices are updated through the update program. A cost/price list is then available.

Two additional programs allow handling of FIFO/LIFO costing. Be aware that pricing is company-wide, while costing is by warehouse. Also, in addition to manual cost maintained here, the last and weighted average cost of each item is maintained automatically by the system.

## Electronic Price Updates

The **Electronic Price Updates** Subsystem allows you to electronically update the FACTS System with information obtained from an electronic pricing service. You have the ability to report on, add, change or delete any data prior to updating the item, catalog and/or pricing files.

## Physical Inventory

The **Physical Inventory** Submenu allows for cycle counting or complete physical inventories. Cycle counting (counting a portion of inventory each evening) is recommended for greatest accuracy between computer records and actual stock. Count sheets may be printed in almost any order (e.g. by item, location or vendor). After printing count sheets at the close of the business day, the Capture Quantities Program is run. This 'captures' the on-hand quantity and allows business to resume the following day prior to the counts being entered or processed. This avoids having to postpone normal business operations until after counts are entered and updated. The counts from the physical are then entered and the Discrepancy Report (showing any variances between the computer balance and the count) is run. After verification of the discrepancy report, the Update Inventory Program is run to reset any discrepant items.

## Item Inquiry

The **Item Inquiry** displays information in the Inventory Control System for an item. This includes general and package information, costs, prices, warehouse information, activity, interchanges, ledgercards (all transactions which affect an item's on-hand balance by date), notes, turns (or turnover), restocking controls, usage information (cost 12 months), last five receipts, open purchase orders, open sales orders, open production orders, in transfers, vendors, serial/lot numbers, MSDS information and DOT information. The Profit Analysis Inquiry allows doing 'what if' analyses on item costs and prices and is an indispensable aid in determining how to get the most profit (not necessarily the most sales) from each item you carry.

## Reports And Prints

The **Reports and Prints** Submenu contains numerous reports with various options and parameters for selecting the report in a format most desired. For example, most reports allow printing an item, alphabetic, vendor or item class order. Additionally, the range of items, etc. maybe specified. The following are the Inventory Control reports:

1. The Stock Status Report provides a listing of the on-hand quantity of each item, the value (cost) of the item and extension giving the total valuation of each item. The report may be printed by warehouse giving the value of each warehouse. The value (cost) may be selected when printing the report. Therefore, the user may see the value of a warehouse based on the standard, average, last or manual cost.
2. The Surplus Stock Report provides a listing of all items that are at or above their maximum stocking levels.

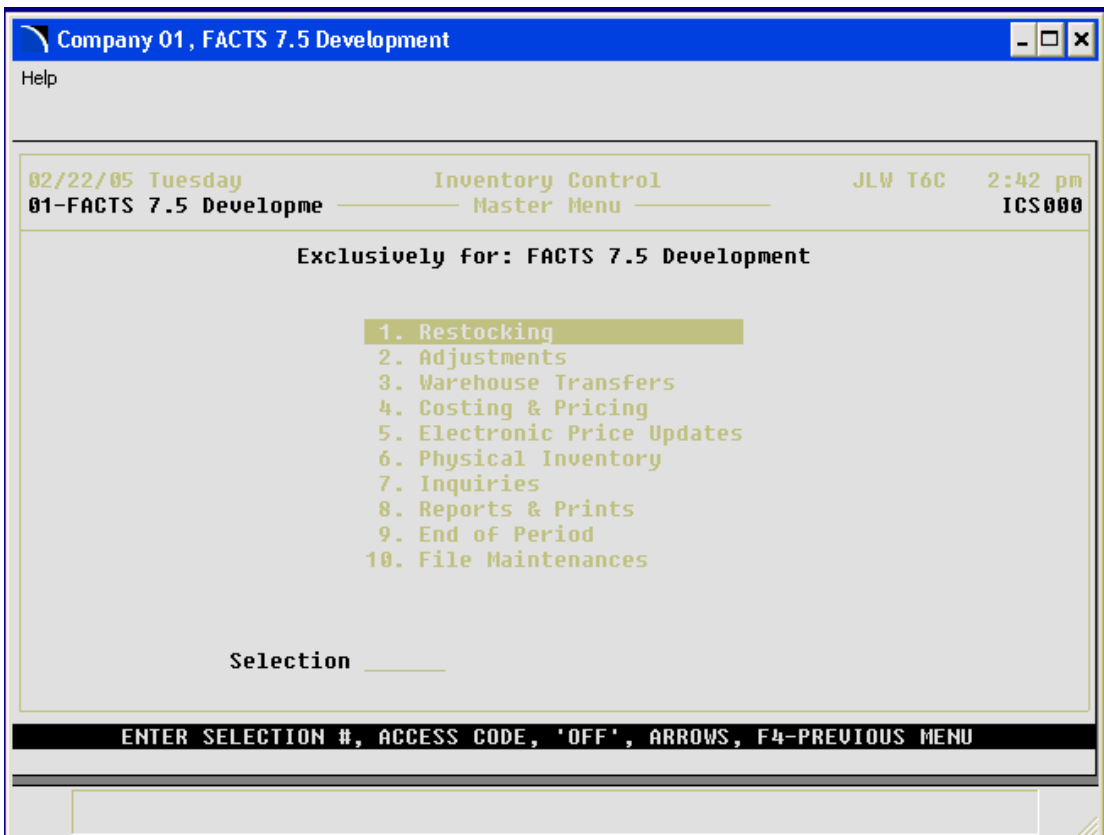
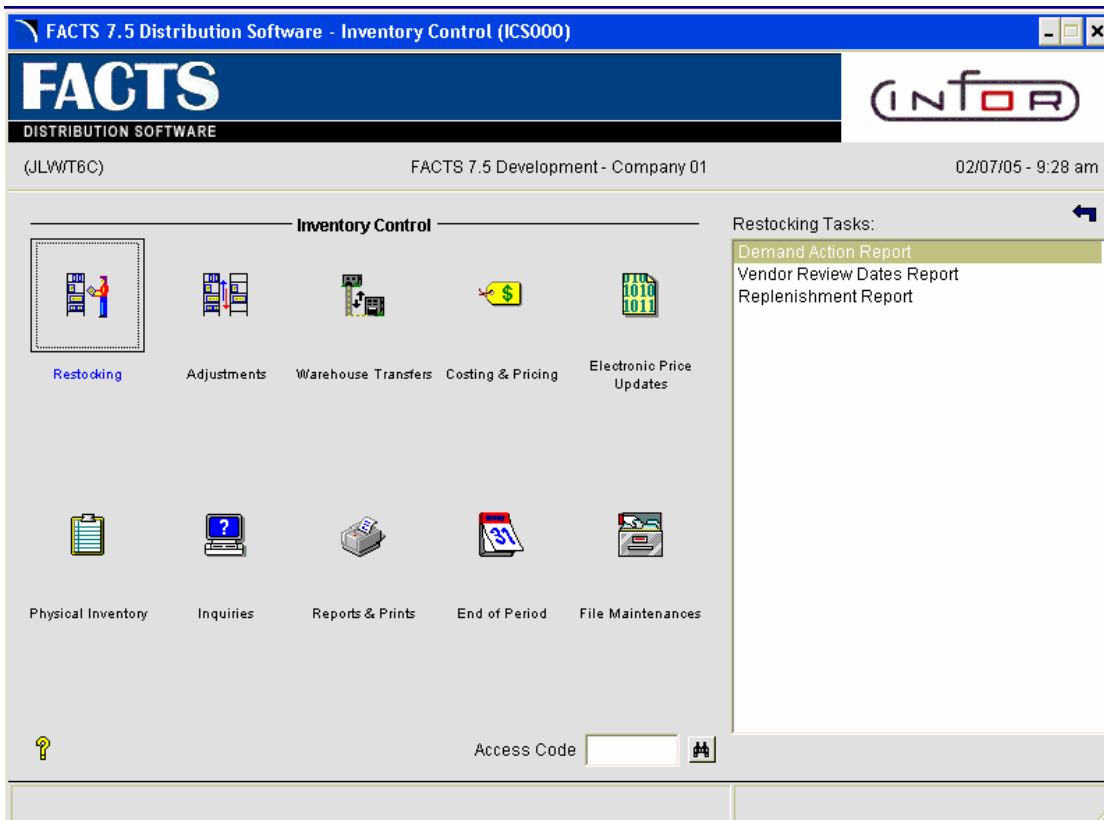


3. The Item Sales Report provides a listing of sales based on the accumulated sales history stored for each item or item by warehouse. The report includes month-to-date, year-to-date, and prior year figures in unit or dollar amounts.
4. The Inventory Turns Report provides a listing of the number of inventory turns per item and warehouse totals. Inventory turns are calculated as the unit sales divided by the average on-hand.
5. The Movement Class Report provides a listing of item by warehouse code in movement class order. The movement class is determined by the percentage of sales of the item in the last year.
6. The Seasonal Item Report provides a listing of seasonal items along with usage information. The report may also recalculate seasonality of items and optionally reset the seasonality flag in the Warehouse/Item File.
7. The Warehouse/Item Listing provides a listing of all items assigned to each warehouse. On-hand, on-order and committed quantities may be included. This listing is especially useful for verifying stocking information after the initial warehouse setup.
8. The Item Ledgercards Listing prints a listing of the transaction types chosen that have affected the item's on-hand quantity. Warehouses may be selected.
9. The Item Listing provides a listing of all items in the Inventory Control File, along with specific information regarding each item. The user may print either package (units of measure, conversion factors, etc.) or general (item class, alpha sort, etc.) information.
10. The Substitute Item Listing provides a listing of each item and its substitute items. Substitute items are maintained through the Item F/M Program and may be used in sales orders as a substitute (replacement) when the item ordered is not available.
11. Item Interchange Listing prints a listing of all item interchange numbers. The Item Interchange File is a storage place for interchangeable or superseded part numbers listed for one stock item.
12. The Item Catalog Listing prints a listing of catalog items. Catalog items are items that are provided by a vendor but are not stocked.
13. The Safety Allowance Reset may be used to recalculate and update the safety allowance. Initially, all items are assigned the standard safety allowance percent. However, after 12 periods of usage has been maintained the standard percent may be too high or too low depending on individual item usage and the amount of safety stock used.
14. The Vendor Review Cycle Reset may be used to recalculate and update the vendor's review cycles. Initially, the vendor review cycle is set by the user. However, after 12 periods of purchasing has been maintained, the review cycles may be too high or too low depending on the total purchases and buying target (\$) by the user for each vendor.

15. The Item Label Print Program allows labels to be printed from the information stored in the Item File. Each label includes the item number and description. Optional information includes the unit of measure, standard pack, item class and location.
16. Bar Code Label Print Program prints bar code labels of item numbers.
17. The Item Notes Print Program prints the notes for any items in the item file.
18. The IC Code List prints a listing of the various IC codes including item classes, general ledger posting tables, adjustment codes, unit of measure codes, and warehouses.
19. The Item Balancing Register resets quantities for on-hand, on-order, committed, backordered, and LIFO/FIFO cost layers. It needs to be run only if quantities become out of balance due to a system malfunction or user error.

## End-Of-Period

The **End-of-Period** Submenu contains programs that should be run to close the module correctly at the end of each period. The Item Activity Report provides a printout of all item activity (receipts, adjustments, sales, transfers, etc.) for the period. This information is reset after the period is closed, so it must be printed at this time. The Serial/lot Number Removal Register prints a list of all serial/lot numbers which have been sold and optionally removes them from the system. The Item Ledgercard Removal removes ledgercards for all items before a specified date - failure to run this program may result in an overly large ledgercard file. The End-of-Period Update closes the current IC period, rolls usage figures back one period, recalculates ordering controls, and resets month-to-date sales figure for all items. Items with unusual usage for the period are flagged. The Flagged Item Report produces a list of all flagged items. Items may be flagged due to unusual usage or unusual lead times. The Flagged Item Report also lists items whose reordering controls have been frozen manually. After 'qualifying' the usage or lead time for these flagged items manually through the Warehouse/Item F/M, running the item restocking amounts reset will recalculate the reordering controls for these items for the new period.

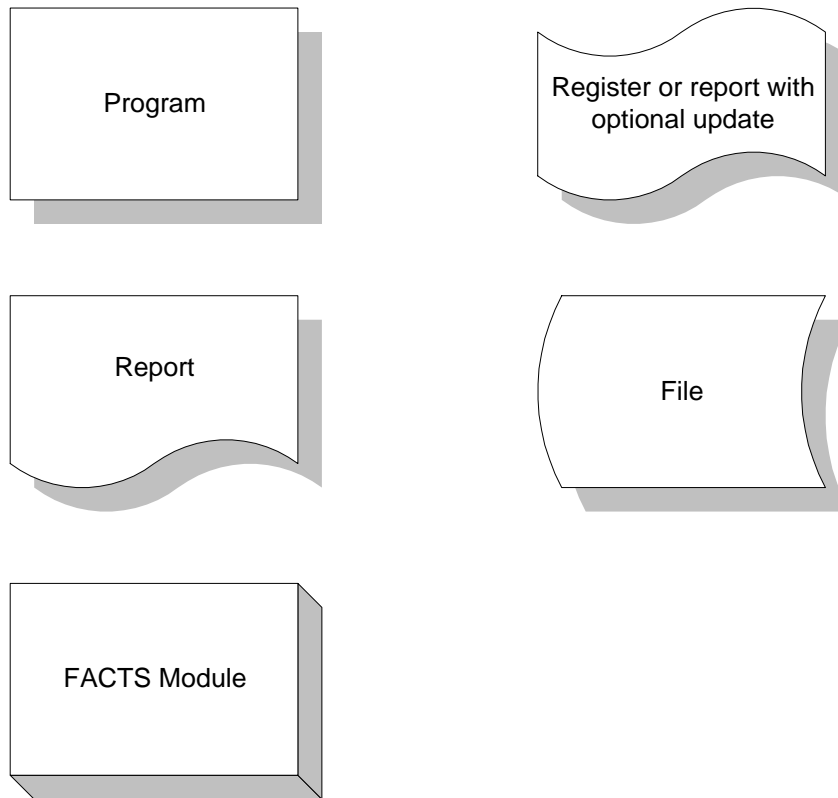


## Inventory Control Flow Charts

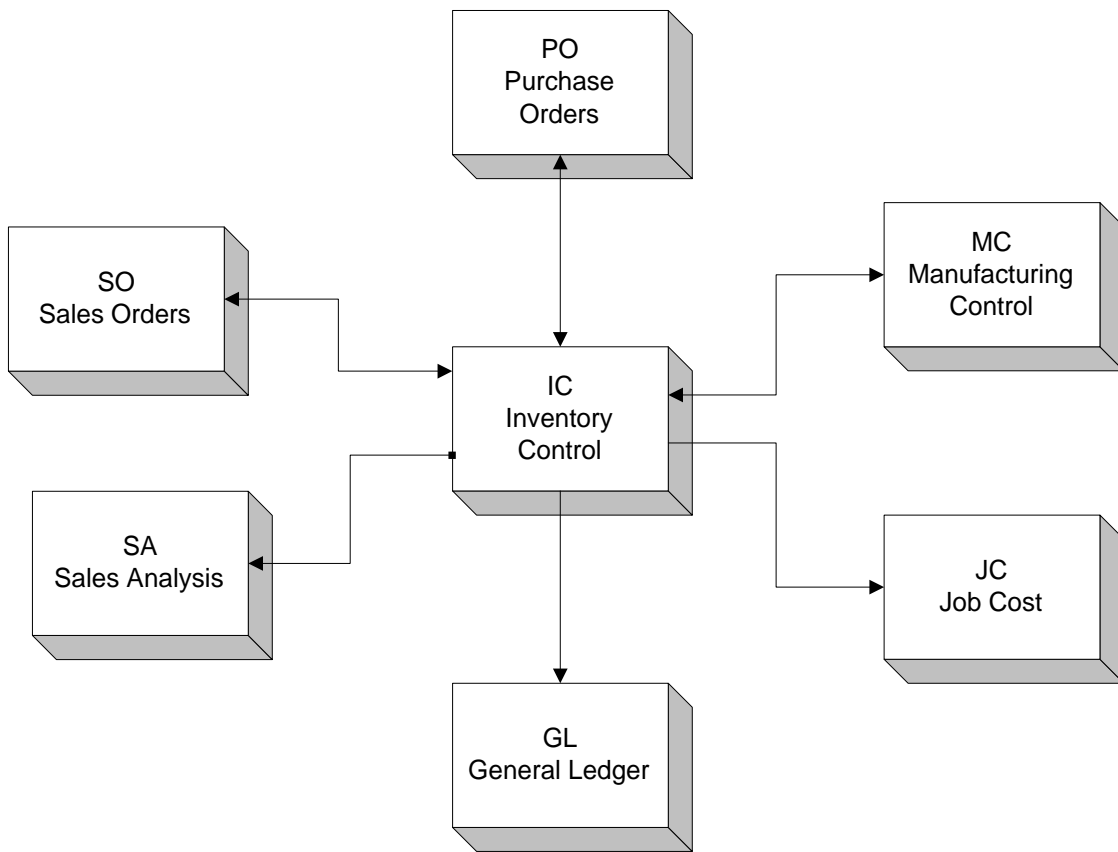
The following pages present flow charts that illustrate the flow of information from Inventory Control to the other modules in the FACTS System. They also illustrate the flow of information within Inventory Control.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

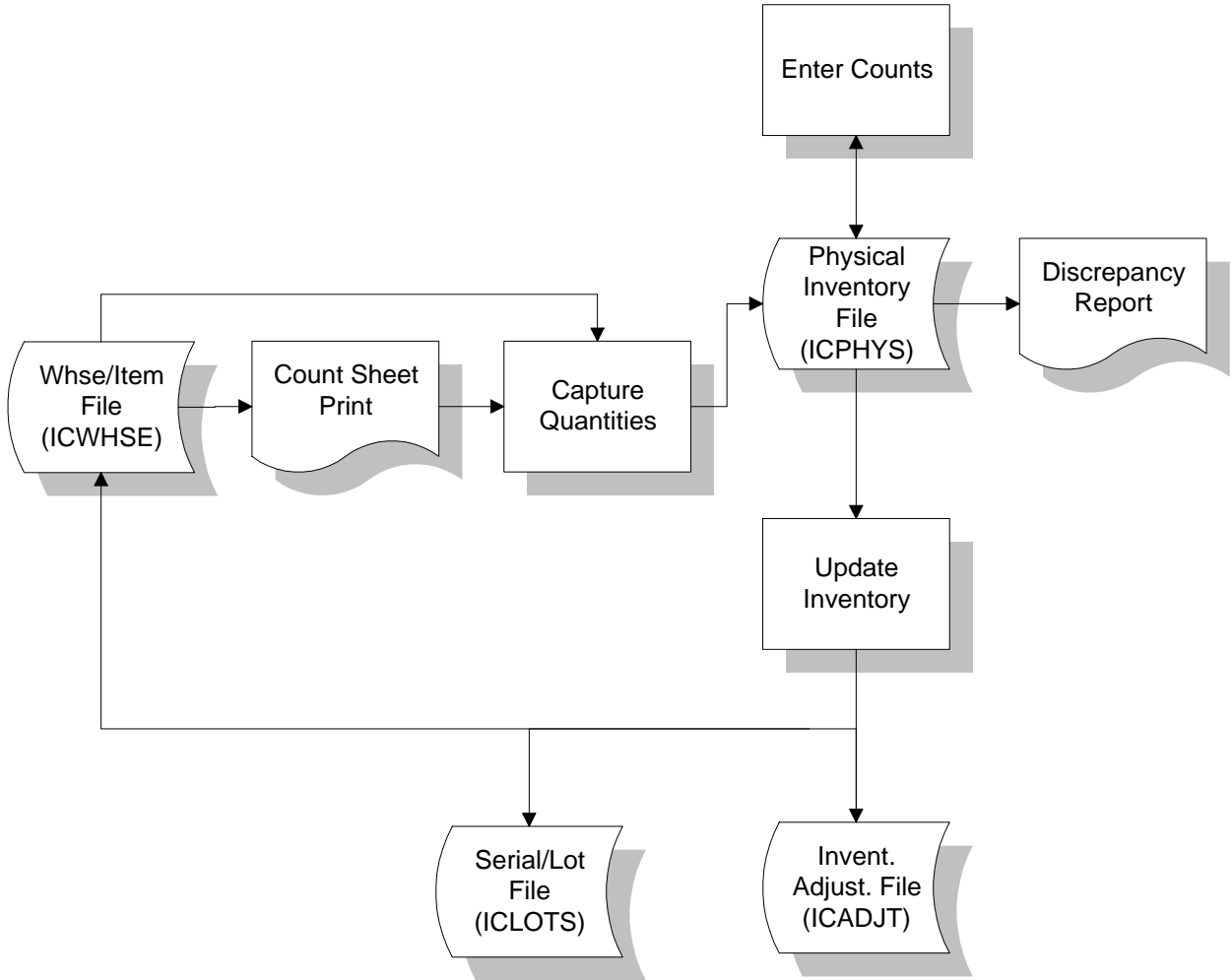
The following symbols represent the types of information shown on the flow charts.



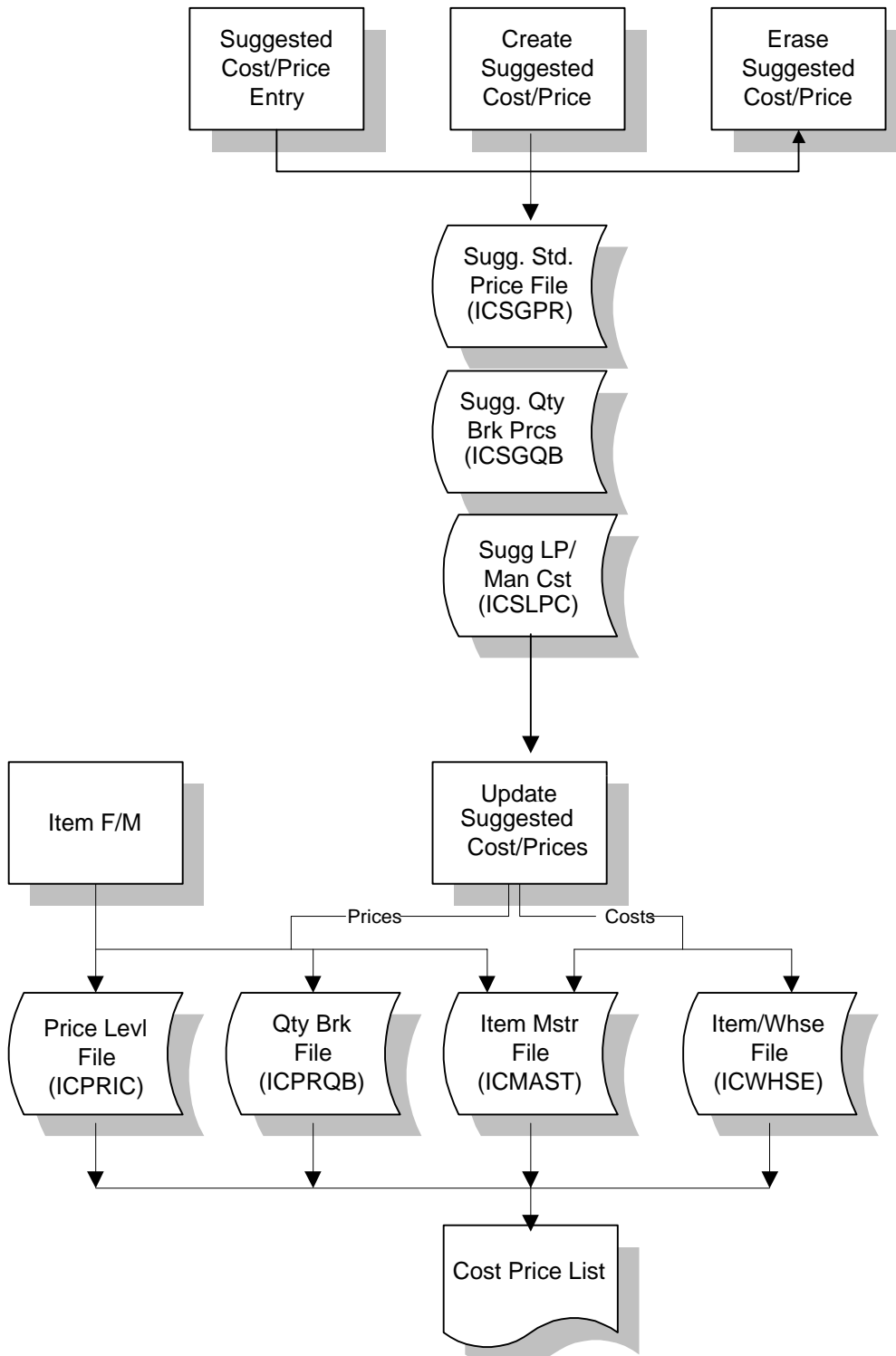
### Inventory Control Interaction with Other FACTS Modules

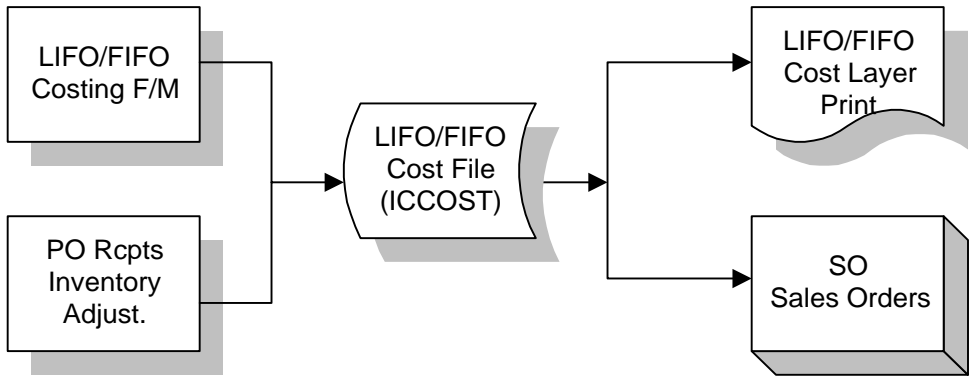


### Physical Inventory



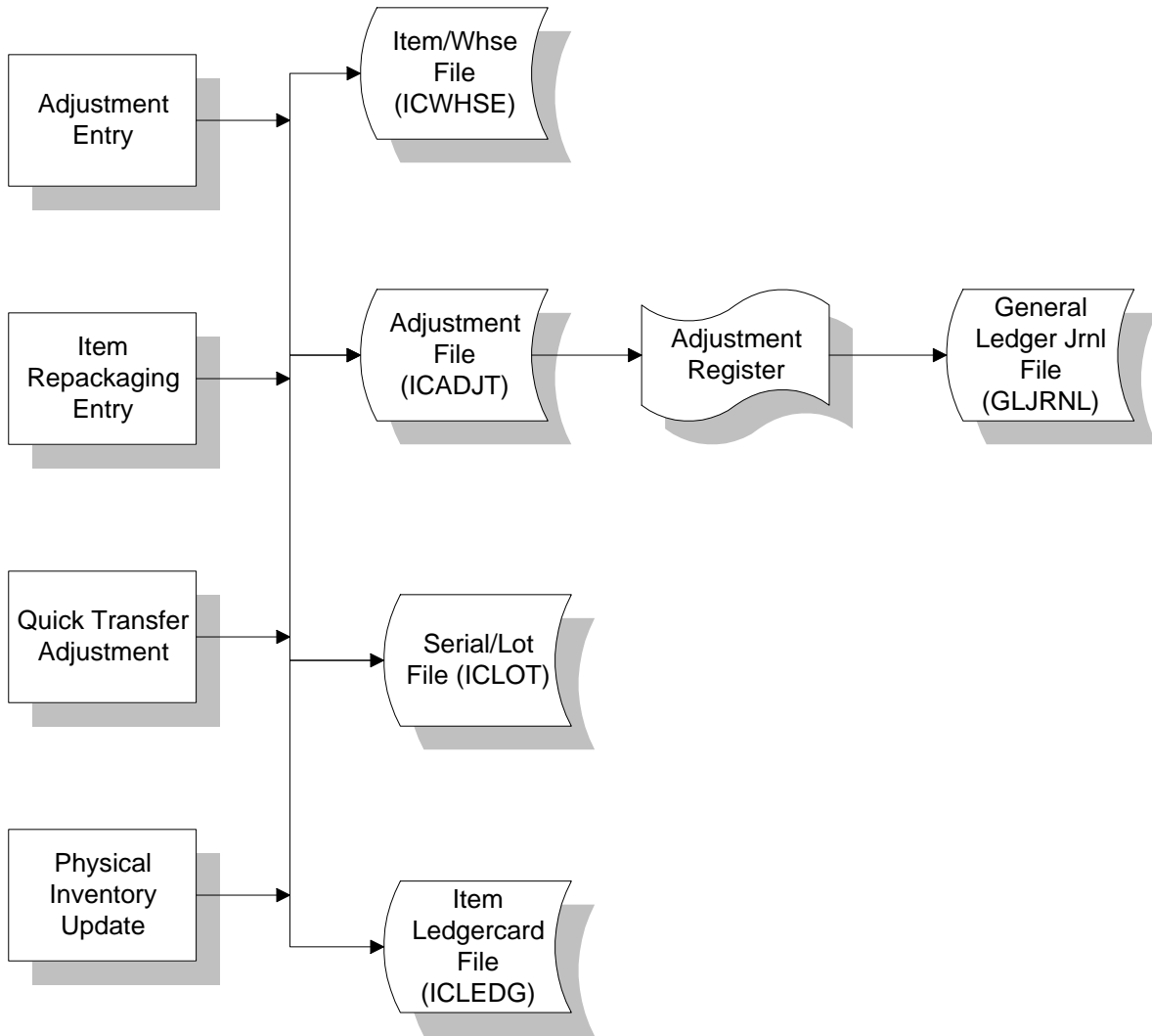
### Costing & Pricing



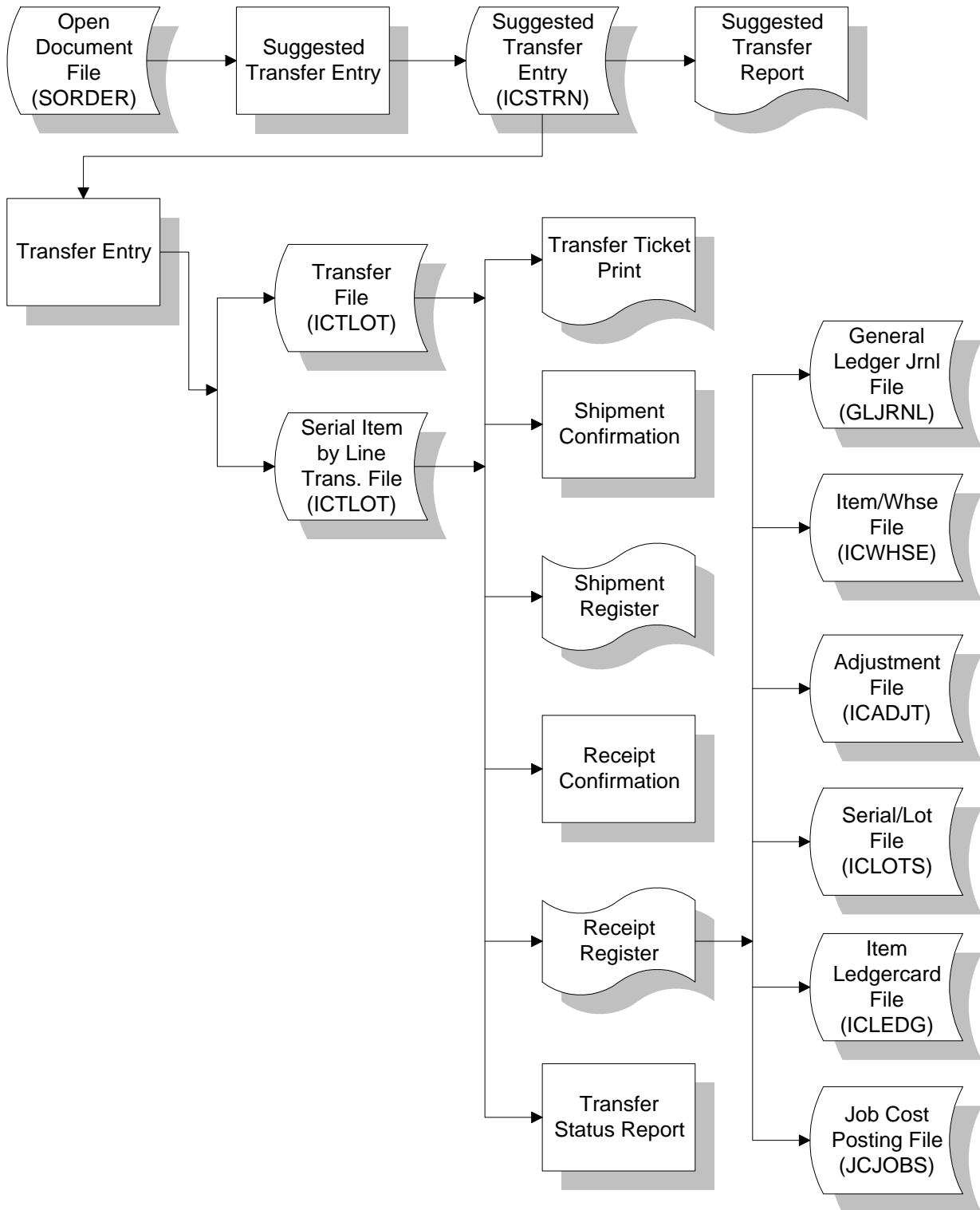




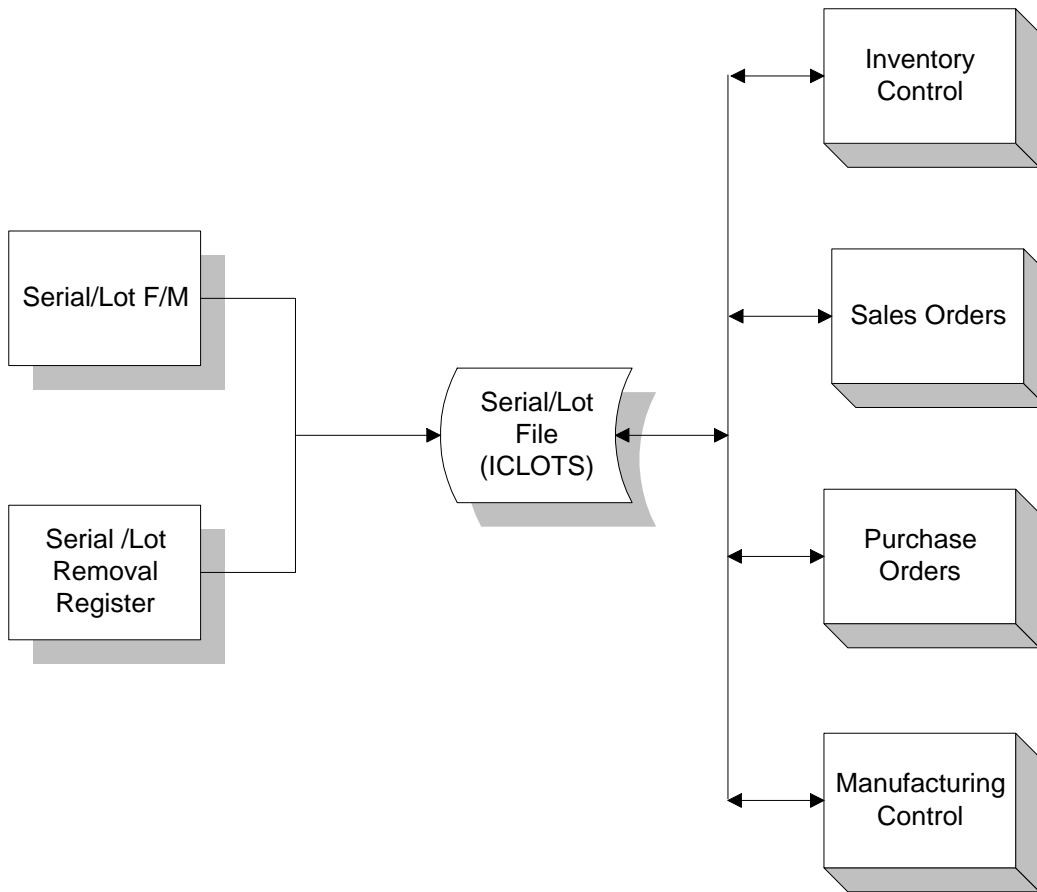
### Inventory Adjustments



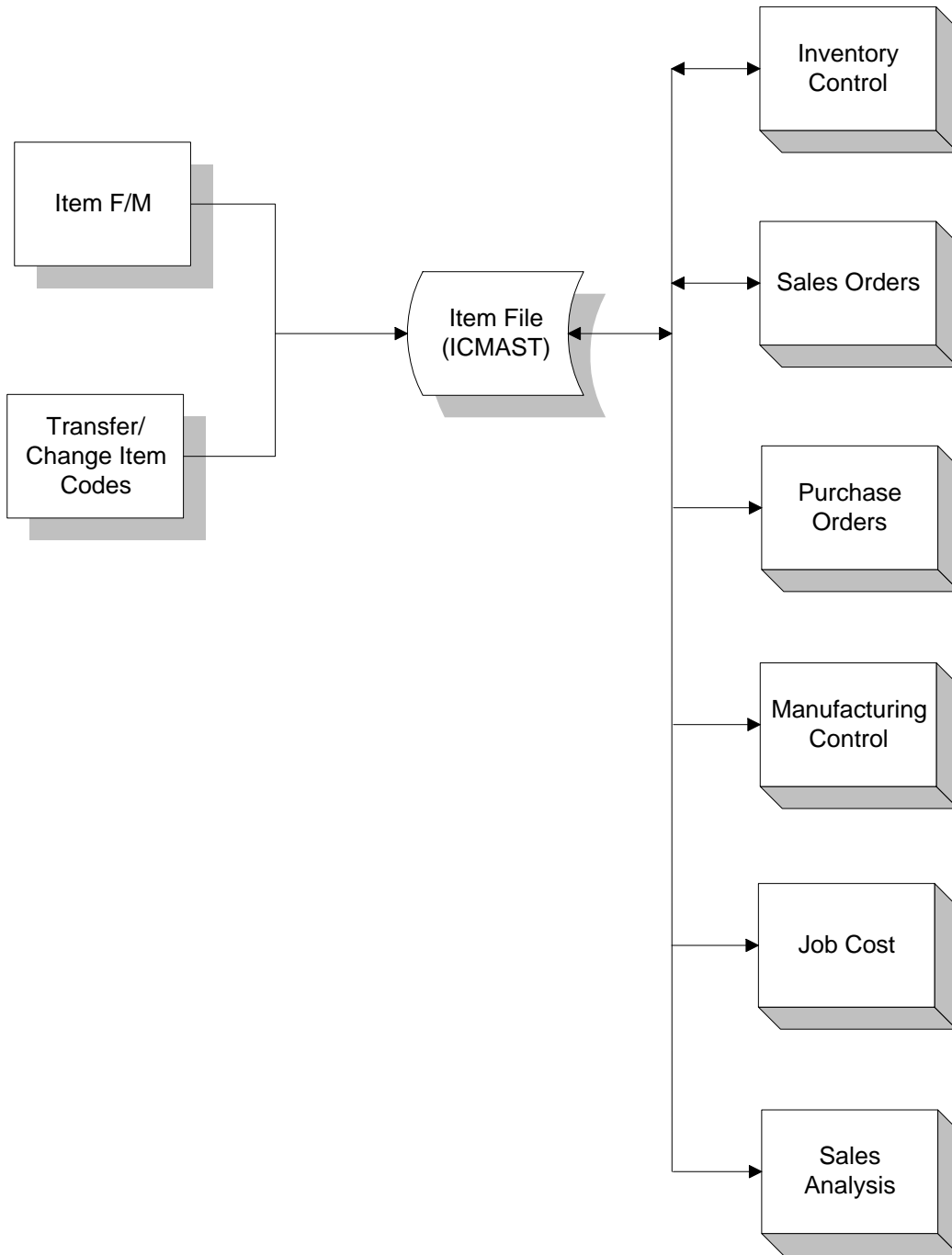
### Inventory Transfers



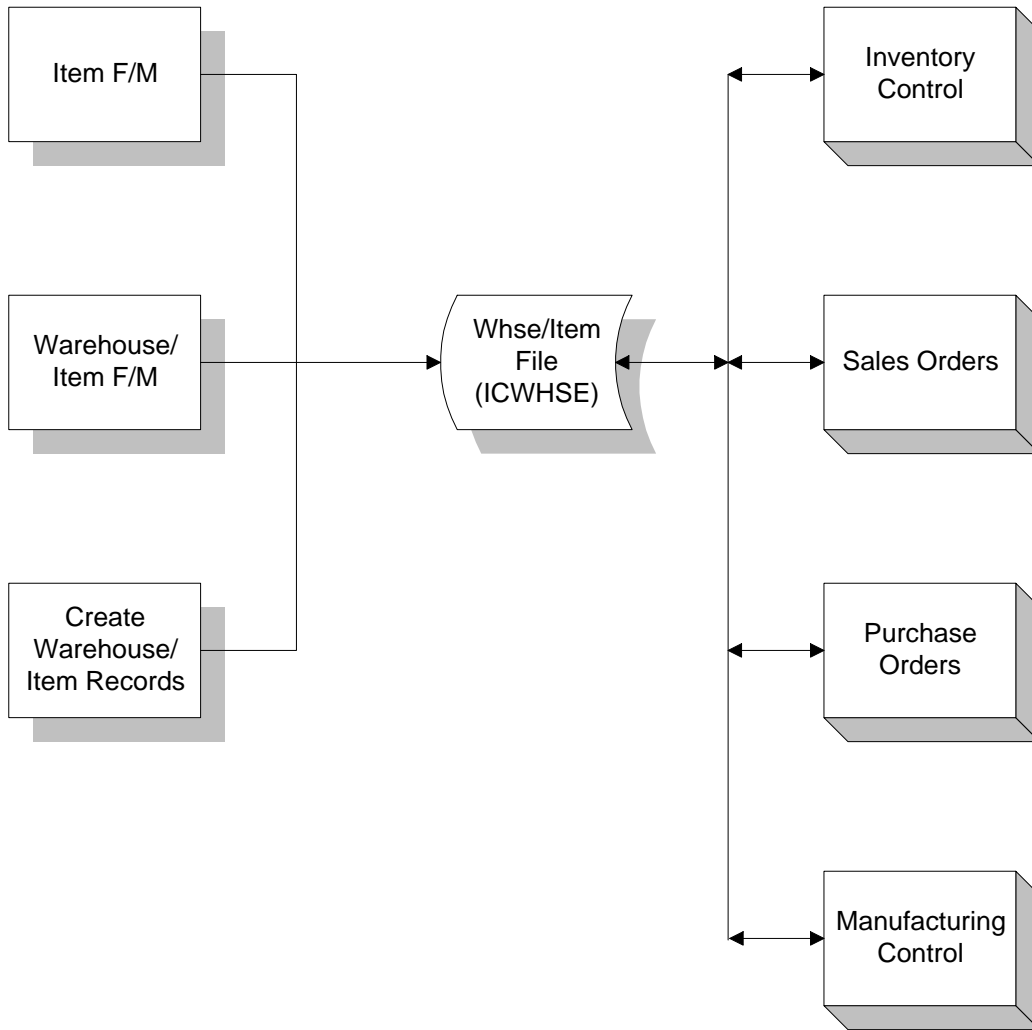
### Serial/Lot File



### Item File



### Warehouse/Item File



## Posting to General Ledger

Transactions from Inventory Control may automatically post to General Ledger. The IC to GL Posting Control F/M Program, contains flags which determine how to post to GL for all IC transactions.

Through the **GL Distribution** flag the user determines the detail of the journal entries posted. The flag may be set to one of the following: **0**-indicating no GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Through the **Adjustments Journal**, the user determines which GL journal (where in the general ledger journal file) to post transactions from the Adjustments Register. Through the **Transfers Journal** the user determines which GL journal (where in the general ledger journal file) to post transactions from the Transfers Shipment and Receiving Registers.

Through the **Post by Branch** flag the user determines whether to post inventory transactions by branch, i.e., insert the branch in the GL account number when posting. For example, if the GL number to post is 415-00-0 (where the branch is in the last position) and the branch is 3, the account number posted is 415-00-3.

Users also determine whether to post adjustment to general ledger by the **G**-account number assigned to the adjustment in the GL posting table (GL Posting Table F/M) or the **A**-account number assigned to the adjustment code. If the flag is set to **A**-adjustment, the G/L number assigned to the code is posted when entering an adjustment. If the flag is set to **G**-GL posting table, the G/L number in the GL posting table is posted. If the flag is set to **G**, the adjustment codes type determines whether to post to the A-adjustment, R-receipts or S-sales G/L number. (See Adjustment Register below.)

The Inventory Control transactions that may print a GL distribution and post to GL are the transactions from the Adjustments Register, Transfers Shipment Register and Transfers Receiving Register.

Users establish their own set of valid GL posting tables. Each item is assigned to a GL posting table which determines the correct GL account numbers to post to when posting a transaction to general ledger for that item. The posting tables determine the general ledger distribution after the printing of various registers throughout the system.

The following registers may use the GL account numbers set up in the IC GL posting table(s):

- Adjustments Register distributes to inventory G/L number, sales G/L number, receipts G/L number, adjustments G/L number and physical discrepancies G/L number.
- Transfers Shipment and Receiving Registers distribute to inventory G/L number and in-transit G/L number.

- MC Production Registers distribute to inventory G/L number, MC finished goods and MC components G/L number.
- PO Receipt Register distributes to inventory G/L number and receipts G/L number.
- SO Daily Sales Register distributes to inventory G/L number, sales G/L number, cost of goods G/L number, miscellaneous sales G/L number, nonstocked inventory G/L number, interwarehouse COGS G/L number and non inventory G/L number.

For our example, there are two types of items on the system: dock equipment and warehouse equipment. If dock equipment items and warehouse equipment items are to be posted separately to general ledger, we will set up two GL posting tables; one to assign to dock equipment items and one to assign to warehouse equipment items.

GL TABLE	DOC		
DESCRIPTION	DOCK EQUIPMENT		
		G/L #	DESCRIPTION
3. INVENTORY		170-01-01	INVENTORY-DOCK
4. SALES		410-01-01	SALES-DOCK
5. COST OF GOODS		520-01-01	COST OF GOODS-DOCK
6. RECEIPTS		390-01-01	RECEIPTS-DOCK
7. ADJUSTMENTS		530-01-01	ADJUSTMENTS-DOCK
8. IN TRANSIT		180-01-01	IN TRANSIT-DOCK
9. PHYSICAL DISCREP.		530-01-01	ADJUSTMENTS-DOCK
10. MC FINISHED GOODS		200-01-01	FINISHED-DOCK
11. COMPONENTS		210-01-01	COMPONENTS-DOCK
12. MISC. SALES		420-01-01	MISC SALES-DOCK
13. NONSTOCK INVENTORY		190-01-01	NON-INV-DOCK
14. INTER-WHS XFER IN		180-01-01	INTER-WHS XFER IN-DOCK
15. INTER-WHS XFER OUT		200-01-01	INTER-WHS XFER OUT-DOCK
16. INTERWHSE COGS		531-01-01	INTERWHSE COGS-DOCK
17. NON INVENTORY		177-01-01	NON INVENTORY-DOCK

GL TABLE	WHS		
DESCRIPTION	WAREHOUSE	EQUIPMENT	
		G/L #	DESCRIPTION
3.	INVENTORY	175-01-01	INVENTORY-WHS
4.	SALES	415-01-01	SALES-WHS
5.	COST OF GOODS	525-01-01	COST OF GOODS-WHS
6.	RECEIPTS	395-01-01	RECEIPTS-WHS
7.	ADJUSTMENTS	535-01-01	ADJUSTMENTS-WHS
8.	IN TRANSIT	185-01-01	IN TRANSIT-WHS
9.	PHYSICAL DISCREP.	535-01-01	ADJUSTMENTS-WHS
10.	MC FINISHED GOODS	205-01-01	FINISHED-WHS
11.	COMPONENTS	215-01-01	COMPONENTS-WHS
12.	MISC. SALES	425-01-01	MISC SALES-WHS
13.	NON STOCK INVENTORY	195-01-01	NON INV-WHS
14.	INTER-WHS XFER IN	185-01-01	INTER-WHS XFER IN-WHS
15.	INTER-WHS XFER OUT	205-01-01	INTER-WHS XFER OUT-WHS
16.	INTERWHSE COGS	531-01-01	INTERWHSE COGS-WHS
17.	NON INVENTORY	177-01-01	NON INVENTORY-WHS

The following examples use the GL posting tables listed previously. The examples include all registers that use the IC GL posting tables. We will use two items: hand truck which is assigned to the DOC GL posting table (cost is \$115.00) and pallet which is assigned to the WHS GL posting table (cost is \$23.00).

**Adjustment Register**

Two adjustments are entered: one to increase the on-hand quantity by one for the hand truck and one o increase the on-hand quantity by one for the pallet. Using the GL posting tables, the GL distribution prints as follows:

If the adjustment type is set to A-adjustment (in the Adjustment code F/M):

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc	115.00	
175-01-01 Inventory-Whs	23.00	
530-01-01 Adjustments-Doc		115.00
535-01-01 Adjustments-Whs		<u>23.00</u>
	<u>138.00</u>	138.00





If the adjustment type is set to **R**-receipt (in the Adjustment Code F/M):

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc	115.00	
175-01-01 Inventory-Whs	23.00	
390-01-01 Receipts-Doc		115.00
395-01-01 Receipts-Whs		<u>23.00</u>
	<u>138.00</u>	138.00

If the adjustments are negative and the adjustment type is set to **S**-sales (in the Adjustment Code F/M):

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs		23.00
520-01-01 Cost of Goods	115.00	
525-01-01 Cost of Goods	<u>23.00</u>	
	<u>138.00</u>	138.00

If a physical discrepancy occurs when performing a physical, the discrepancy posts to the adjustments file. If there is a negative one discrepancy of the hand truck and a positive one discrepancy of the pallet, using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs	23.00	
530-01-01 Adjustments-Doc	115.00	
535-01-01 Adjustments-Whs		<u>23.00</u>
	<u>138.00</u>	138.00

#### **Shipment Register** (warehouse transfers)

Two items are being transferred to a satellite warehouse: on-hand truck and one pallet. Using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs		23.00
180-01-01 In transit-Doc	115.00	
185-01-01 In transit-Whs	<u>23.00</u>	
	<u>138.00</u>	138.00

**Receiving Register** (warehouse transfers)

The two items shipped in the previous register are now received into the satellite warehouse. Using the GL posting tables, the GL distribution prints as follows:

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc	115.00	
175-01-01	Inventory-Whs	23.00	
180-01-01	In transit-Doc		115.00
185-01-01	In transit-Whs	_____	<u>23.00</u>
		138.00	138.00

**Manufacturing Bill of Materials or Formulation Production Registers**

If the hand truck and pallet are used to produce for example a bill of material item, below is an example of how BOM and formula production is posted to general ledger.

Production Register

Component cost-hand truck	115.00
Component cost-pallet	23.00
Total component cost	138.00
Overhead cost	5.00
Package cost	3.00
Labor cost	4.00
	_____
Total cost to produce finished item	150.00

Using the GL posting tables for producing a finished item in a different GL posting table the GL distribution posts as follows:

GL distribution

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc		115.00
175-01-01	Inventory-Whs		23.00
*173-01-01	Inventory General	150.00	
**250-01-01	Overhead		5.00
**260-01-01	Package		3.00
**270-01-01	Labor		4.00
*203-01-01	MC Finished Goods-General		138.00
210-01-01	MC Components-Doc	115.00	
215-01-01	MC Components-Whs	<u>23.00</u>	_____
		288.00	288.00

\* indicates GL number is pulled from a IC GL posting table not used in our example

\*\* indicates GL number is not created in the IC GL posting tables. May be created in the Manufacturing GL posting control record.

### PO Receipt Register

One hand truck and one pallet are ordered in the PO system. When the order is delivered and the receipt is entered the inventory and receipts G/L numbers are only used if they are posted to GL by the IC GL posting table as assigned in the PO to GL posting record (see the PO to GL Posting F/M). If inventory and receipts are set to post to GL by IC posting tables, the distribution prints as follows:

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc	115.00	
175-01-01	Inventory-Whs	23.00	
390-01-01	Receipts-Doc		115.00
395-01-01	Receipts-Whs		<u>23.00</u>
		138.00	138.00

### SO Daily Sales Register

One hand truck is sold for \$145.00, one pallet is sold for \$30.00, one plastic pallet (considered a miscellaneous sales warehouse equipment item) is sold for \$25.00 (cost is \$18.00) and a special order dock equipment item is sold for \$15.00 (cost is \$12.00). When sold, the inventory sales cost of goods and miscellaneous sales G/L numbers are only used if they are posted to GL by the IC GL posting table as assigned in the SO to GL posting record (see the SO to GL Posting F/M). If inventory, sales, cost of goods and miscellaneous sales are set to post to GL by IC posting tables, the distribution prints as follows:

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc		115.00
175-01-01	Inventory-Whs		41.00
180-01-01	Nonstocked Inventory-Doc		12.00
410-01-01	Sales-Doc		160.00
415-01-01	Sales-Whs		30.00
425-01-01	Misc Sales-Whs		25.00
520-01-01	Cost of Goods-Doc	127.00	
525-01-01	Cost of Goods-Whs	41.00	
120-01-01	Accounts Receivable	<u>215.00</u>	
		383.00	383.00

*If Posting To Job Cost From Inventory*

During the Adjustment Entry program the user may post the adjustment to a job number to post to Job Cost. If job cost information is entered (assuming the inventory on-hand quantity is reduced) the debit (expense) account number comes from one of two places. If the **Post work-in-Process** flag is set to Y in the JC to GL Posting F/M program, the debit account number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in-process account number is assigned to the cost type for the GL posting table assigned to the job. If the post **Work-in-Process** flag is set to N in the JC to GL Posting F/M program, the expense account number is the standard adjustment G/L number posted (same as if Job Cost is not used).

The Adjustments Register GL distribution posts to GL as follows:

Debit	Credit
Work-in-Process or Adjustment	Inventory

The work-in-process or expense GL number also posts into the Job Cost Job Posting Entry file. The Job Posting Register is then run which updates the WIP or expense GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

Debit	Credit
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	WIP or Expense

The WIP or expense GL number was originally debited in Inventory and in Job Cost is credited. This means the WIP or expense number is a wash account with the amount posting to the Cost of Sales GL account number.

## Standard Procedures

These procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

### 1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

### 2) End-Of-Period Checklist

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the inventory control module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

### 3) End-Of-Period Checklist Explanation

A detailed account is provided of the purpose of each program on the checklist.

## Recommended Operating Procedures

### *Daily Procedures (or as needed)*

1. Print Demand Action Report
2. Print Replenishment Report
3. Enter adjustments and/or repackaging; print/update Adjustments Register
4. Enter necessary suggested costs/prices; Run Update program
5. Enter (suggested) transfers; print transfer tickets; confirm shipments and/or receipts; print/update Shipment and/or Receiving Registers

### *Period Procedures (or as needed)*

1. Complete all adjustments; print/update Adjustments Register
2. Complete all warehouse transfers; print/update last Shipment and Receiving Registers
3. Print Stock Status Report
4. Print Item Ledgercard Listing
5. Print Item Activity Report
- \*6. Print/update Serial/Lot Number Removal Register
7. Run Item Ledgercard Removal
- \*8. Run End-of-Period Update
- \*9. Print Flagged Item Report
- \*10. Adjust flagged items
- \*11. Run Item Restocking Amounts Reset

### *Yearly Procedures*

- \*1. Run End-of-Period Update (already covered in period procedures - do NOT run twice)
2. Perform Physical Inventory (if not using cycle counting)
3. Run Safety Allowance Reset
4. Run Vendor Review Cycle Reset

\* indicates the procedure is required and must be performed in the time period designated.

## End-Of-Period Checklist - Inventory Control

*Period* \_\_\_\_ *Year* \_\_\_\_

User	Date	Menu	Description
_____	_____	Adjustments	1. Complete all adjustments and print/update Adjustments Register
_____	_____	Whse Trans.	2. Confirm all transfers and print/update Shipment and Receiving Registers
_____	_____	Reports	3. Print Stock Status Report
_____	_____	Reports	4. Print Item Ledgercard Listing
_____	_____	EOP	5. Print Item Activity Report
_____	_____	EOP	6. Print/update Serial/Lot Number Removal Register
_____	_____	EOP	7. Run Item Ledgercard Removal
_____	_____	EOP	8. Run End-of-Period Update
_____	_____	EOP	9. Print Flagged Item Report
_____	_____	F/M	10. Adjust flagged items
_____	_____	EOP	11. Run Item Restocking Amounts Reset



## End-Of-Period Checklist Explanation

1. **Complete all adjustments and run Adjustments Register.** All adjustments, item repackaging and quick item transfers should be entered. The user should print and update the last Adjustments Register for the period to ensure the inventory quantities and figures are accurate.
2. **Confirm all transfers and print/update Shipment and Receiving Registers.** All shipments being sent out or received into a warehouse should be confirmed. The user should print and update the last Shipment Register (shipments being sent out) and Receiving Register (shipments being received in) for the period to ensure the inventory quantities and figures are accurate.
3. **Run Stock Status Report.** This report allows the user to obtain a report of the status (quantity) and valuation (cost and extension) of items by warehouse. This report provides end-of-period inventory figures. (The report is optional.)
4. **Print Item Ledgercard Listing.** If item ledgercards are used, this program provides the user with a list of all transactions that have occurred for warehouse/item combinations. These transactions will be removed by the Item Ledgercard Removal (#7). It is recommended that a hard copy be saved for future reference.
5. **Print Item Activity Report.** This report provides the user with a list of each item's activity in a warehouse for the period. This report is not required; however, the information for the period is not available after the End-of-Period Update is run.
6. **Print Serial/Lot Number Removal Register.** This register allows the user to obtain a list of all serial/lot numbers which have an on-hand quantity of zero and an available flag. After the register prints, the user should remove the records just printed to cleanup the file. If records are not removed, they will appear on next period's register. All Serial/Lot Number Removal Registers should be kept as an audit trail.
7. **Run Item Ledgercard Removal.** If item ledgercards are used, this program is run to remove ledgercard information. The user determines the number of ledgercards to keep and the cutoff date through which to remove ledgercard information.
8. **Run End-of-Period Update.** This program should only be run after all of the above procedures are complete. This program updates period information and resets restocking information while flagging necessary items. The current IC period is closed. Before processing begins for the new (current) period steps 9-11 should be complete for accurate inventory control.
9. **Print Flagged Item Report.** This report allows the user to obtain a list of all items flagged by the End-of-Period Update. This report is to be used as a tool for step 10, adjusting flagged items.
10. **Adjust Flagged Items.** From the Flagged Item Report, users determine whether to place frozen controls on an item or enter qualified usage and average lead times. Through the Warehouse/Item F/M, users may enter frozen controls (through the restocking screen). Users may enter qualified usage for the period and average lead time quickly through the Item Flag/Restocking Reset Program. Users may also enter qualified usage and average lead time through the Warehouse/Item F/M.

## Viewing/Entering Notes from IC Warehouse Transfers Entry Programs

You can view and/or enter item, transfer ticker header or transfer ticker line notes from IC Warehouse Transfers entry programs:

Transfer Entry (ICE320)

Shipment Confirmation (ICE 330)

Receipt Confirmation (ICE340)

From the View menu of the Warehouse transfer entry programs, you can select Viewà Item Notes, Transfer Header Notes, or Transfer Line Notes. When you select to view notes, the system displays the Notes Display or Note Entry (SME710) screen depending on your user permissions about notes.

For transfer tickets or items with multiple notes, highlight the note line in the browser and press Enter to display the View Note or Note Entry screen (depending on your user permissions about notes). Refer to the Notes Security for Customer/Item/Vendor Notes for user permission details about notes.

When creating or editing documents and lines, the system automatically displays urgent notes for vendors and items in the Important Notes on File (SMI710) screen based on your settings in Transfer Entry Options F/M (ICF978).

This screen displays a listing of all urgent notes, by note type and category, for the specified vendor or item. Double click a note in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited. Depending on your security settings for notes, the system displays the Note Entry (SME710) screen which allows you to enter or modify information for notes. For detailed information on notes processing, refer to the Note Entry (SME710) topic.

You can also access notes directly from the main screen of Warehouse Transfers entry programs that use the 3-Level Entry Driver. The programs include: Transfer Entry (ICE320), Shipment Confirmation (ICE330), or Receipt Confirmation (ICE340).

On the left side of the line item browser, you can select:

**I** to access Note Entry (SME710) for the item highlighted in line item browser.

**D** to access Note Entry (SME710) for the transfer header record specified in the program.

**L** to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

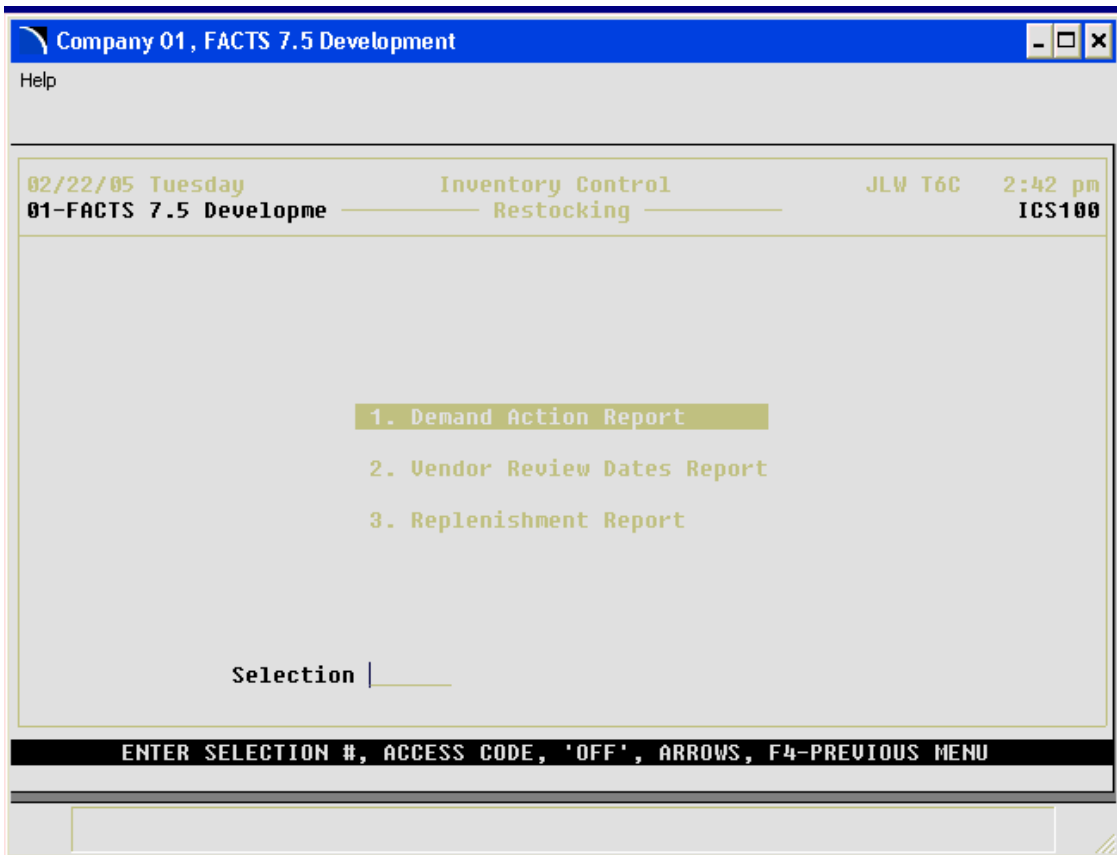
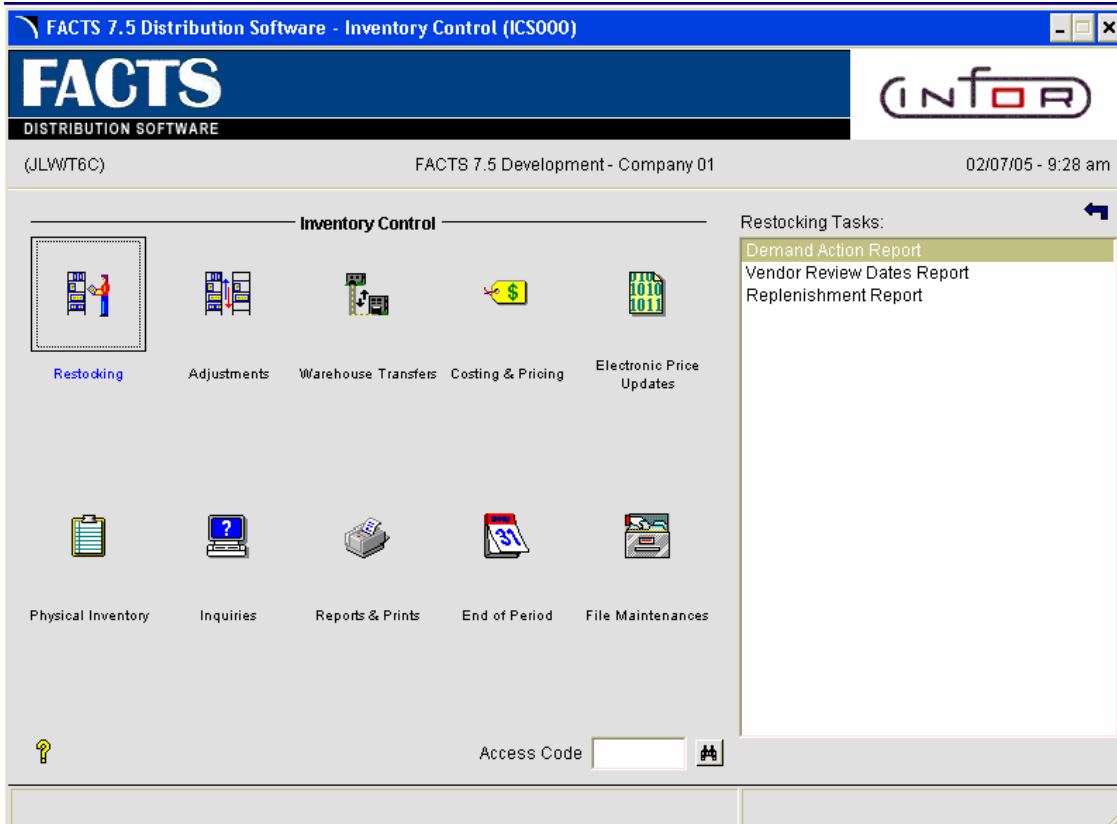
## CHAPTER 2

# Restocking (ICS100)

The programs on this menu are used to help the user determine when and how much replenishment of items is necessary.

The Vendor Review Dates Report should be run at the beginning of each month. The report lists by date the vendor to be reviewed. This report is then used each day during the month to notify users which vendors the Replenishment Report should be run for. The Replenishment Report prints, by vendor, the items, which need to be ordered. The Replenishment Report should be run for direct from-vendor shipments and also for each warehouse that items could be transferred in from. This Replenishment Report has an optional update, which may automatically create suggested purchase orders and suggested warehouse transfers.

The Demand Action Report should be printed on a daily basis. The report prints, by vendor, items, which need immediate action, i.e., on hand quantities (plus quantity on order minus quantity committed and backordered) are below the order point or minimum stock (whichever method is used).



# Demand Action Report (ICR110)

## Function

This program allows the user of the FACTS system to obtain a report of items with on-hand quantities (plus on order minus committed minus backordered) which are less than the order point or minimum stock level (whichever is used). The report should be printed on a daily basis as it lets users know which items demand immediate reordering action (based on their available quantity).

The user has the option to:

- Select beginning and ending vendor to print.
- Select item class.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Print on order quantities.
- Print inactive items.
- Print flagged items.
- Select the buyer(s) to print.

Report information includes the following: warehouse code and description, vendor, item class, item number and description, movement class, season code, order point, line point, minimum and maximum stocking quantities, order quantity method, lead time, frozen controls, restocking warehouse (blank = direct from vendor), available, on order and backordered quantities, usage rate and stocking unit of measure. The total number of items listed is also included. The basic calculations and headings are included in the report legends. For additional information, refer to the glossary.

## User Inputs

The following inputs are involved in printing the Demand Action Report:

### 1. BEGINNING VENDOR

Enter the beginning vendor to print. CR defaults to FIRST.

### 2. ENDING VENDOR

Enter the ending vendor to print. CR defaults to LAST.

### 3. CLASS

Enter the item class to print. The entry must be a valid item class. CR defaults to ALL.

### 4. ITEM DESCRIPTION

Enter whether to print item description **1**, **2** or **B**-both as set up in the Item F/M. CR defaults to 1.

### 5. WAREHOUSE

Enter up to twenty 2-character warehouse codes side by side to print. CR defaults the warehouse assigned to the terminal. F3 defaults to ALL.



**6. Include on order**

Enter **Y** or **N** to indicate whether to include on order quantities as part of the available stock. CR defaults to **Y**.

**7. SKIP**

Enter the number of lines to skip between items (0-9).

**8. INACTIVE**

Enter **Y** or **N** to indicate whether to include inactive items on this report. CR defaults to **Y**.

**9. FLAGGED**

Enter **N**, **Y**, or **M** (maybe, option by item) to indicate whether to include flagged items on this report. If you choose **Y**, calculations are performed using actual usage. If you choose **M**, a prompt is displayed when the program encounters a flagged item. Press **F2** from this prompt to skip the item and not include it on the report, or press **CR** to continue. If you press **CR**, you must reset the item at another terminal before this program will continue. Change the usage flag from qualified to actual in the IC Warehouse/Item File. The item is then included on the report using qualified usage.

**10. buyer**

Enter the buyer code to include. When the report prints, a caption will print at the top of the first page to indicate that the report is for a specific buyer. CR defaults to **ALL**.

**Technical Notes**

Printing proceeds by reading through the vendor by item sort file (ICVNDX) and then checking the warehouse/item file (ICWHSE) for records meeting criteria entered. Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICVNDX, ICMAS, APVEND, ICWHSE

**FILES UPDATED** - NONE

**Demand Action Report (ICR110)** [ ] [ ] [ X ]

Help

---

01-Demo Company                      Demand Action Report                      ICR110

Beginning Vendor First

Ending Vendor Last

Class All

Item Description 1 Description 1

Warehouse 01 Atlanta Wa

Include On Order Y

Skip 0

Inactive Y    Flagged Y Yes                      Buyer All

— Template \_\_\_\_\_                      — Printer \_\_\_\_\_  
None    Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

**01-Demo Company, Demand Action Report (ICR110)** [ ] [ ] [ X ]

Template    Print Options    Help

Beginning Vendor  [ ] [ ] [ ] **General Industrial MFG**

Ending Vendor  [ ] [ ] [ ] **Georgia Shipping Equip. Co.**

Class  [ ] [ ] [ ] **All**

Item Description  [ ]

Warehouse  [ ] [ ] [ ] **All**

Include On Order     Skip     Inactive

Flagged  [ ]    Buyer  [ ] [ ] [ ] **All**

Template \_\_\_\_\_                      Printer \_\_\_\_\_                     

None    Print to file



# Vendor Review Dates Report (ICR120)

## Function

This program allows the user of the FACTS system to obtain a report of dates when vendors need to be reviewed for placing orders. The report should be printed once a month reviewing the following 30 days. It is to be used as a guideline for the purchasing agent for placing orders. The order date is calculated by the date of the last PO number plus the number of days of the review cycle set in the warehouse/ vendor file.

The user has the option to:

- Select beginning date.
- Select number of days to review.
- Select warehouse(s) to print.
- Select buyer to print.
- Calculate and print current needs.
- Print items with frozen controls.

Report information includes the following: warehouse code and description, review date, vendor number and name, date of last PO, review cycle, buying target dollars and pounds and the requirements. Current needs include the dollars of items which are needed and the percentage of the buying target and the pounds needed and the percentage of the buying target. The total number of vendors listed is also printed.

## User Inputs

The following inputs are involved in printing the Vendor Review Dates Report:

### 1. BEGINNING DATE

Enter the beginning date (ref. 3). CR defaults to the system date.

### 2. REVIEW DAYS

Enter the number of days to review from the beginning date (0-364). The system calculates the date through which to review. CR defaults to 30.

### 3. WAREHOUSE

Enter up to twenty 2-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

### 4. BUYER

Enter the buyer to print. The entry must be a valid buyer. CR defaults to ALL.

### 5. CURRENT NEEDS

Enter N or Y to indicate whether to calculate and display the current needs. CR defaults to N.

## 6. Frozen Controls

Enter **N**, **Y**, or **M** (maybe, option by item) to indicate whether items with frozen controls are to be included on the report. If you choose **M**, a prompt is displayed when the program encounters an item with frozen controls. Press F2 from this prompt to skip the item and not include it on the report, or press CR to continue. If you press CR, you must reset the frozen controls for the item at another terminal before this program will continue.

## Technical Notes

Printing proceeds by reading through the warehouse/vendor file (ICWHVD) and checking records meeting criteria entered. The sort file (SMSRT?) builds and sorts the data prior to printing.

**FILES USED** - SMCNTL, ICWHVD, APVEND, ICVNDX, ICWHSE, ICMAS

**FILES UPDATED-** SMSRT

**01-Demo Company, Vendor Review Dates Report (ICR120)**

Template Print Options Help

Beginning Date

Review Days  THROUGH 07/10/2002

Warehouse  Atlanta Warehouse

Buyer  All

Current Needs

Frozen Controls  Active Vendors Only

Template \_\_\_\_\_ Printer \_\_\_\_\_

None Print to file

OK Cancel

**Vendor Review Dates Report (ICR120)**

Help

---

**01-Demo Company Vendor Review Dates Report ICR120**

Beginning Date 06/12/2002

Review Days 30 THROUGH 07/12/2002

Warehouse 01 Atlanta Wa

Buyer All

Current Needs N

Frozen Controls N No

Active Vendors Only Y

— Template \_\_\_\_\_ — Printer \_\_\_\_\_

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Replenishment Report (ICR130)

## Function

From this program, you can run a report of items that need to be ordered. This report bases its information on the restocking controls established in the system, usage of the items and available quantities. Once the report has run, you can determine how you want to replenish those items:

- You can create suggested purchases orders
- You can create suggested warehouse transfers

The Replenishment Report program uses the setting for the Replenish flag on the Main screen of Warehouse/Item F/M (ICF920) to determine whether items print on this report. If the Replenish flag on Warehouse/Item F/M is set to Y for an item in the specified warehouse, the item is included on the Replenishment Report.

The replenishment report includes the following information: warehouse code and description, item number and description, movement class, season code, suggested order amount, stocking unit of measure, cost, costing unit of measure, extension, and restocking controls (order point, line point, min and max stock, order quantity method, order quantity, lead time) and usage rate. Weight and warehouse surplus information is optional. Current quantity usage and stockout information may also print. Class, vendor, warehouse and report totals are included. The total number of items listed is also included. The basic calculations involved are included in the report legend.

The program determines the suggested quantities of items needed to replenish inventory by first calculating the available quantity of each item. In other words,

$$\text{Available Stock} = \text{Quantity On Hand} - \text{Committed} - \text{Backordered}$$

Surplus Stock equals the total of surplus stock from all other warehouses. Surplus from each warehouse is based upon the restocking method (OP/LP or Min/Max). So,

$$\text{Order Point/Line Point Surplus} = \text{Amount greater than line point} + \text{order quantity}$$

or

$$\text{Min/Max Surplus} = \text{Amount greater than maximum stocking point}$$

The existing Suggested Purchase Order or Transfer Quantity will print only that portion of the suggested Purchase Order or Transfer that will be replaced by the new suggested order. 'Sugg PO' will print if the item is replenished by 'Direct from Vendor.' 'Sugg TR' will print if the item is replenished by a restocking warehouse.

The existing Suggested Alternate Vendor Purchase Order Quantity will combine quantities from any existing 'Alternate Vendor' suggested purchase orders. If the item is replenished 'Direct from Vendor,' the primary vendor totals will not be included.

The existing Suggested Warehouse Transfer Quantity will combine quantities from any existing warehouses. If the item is replenished by a restocking warehouse, the actual restocking warehouse will not be included in the totals.

Extended Weight is unit weight multiplied by suggested order quantity.

Warehouse Surplus information is optional and will print after any other optional information prints. Surplus information includes warehouse code, warehouse name, surplus quantity, and stocking unit of measure.

## User Inputs

The following inputs are involved in printing the Replenishment Report:

### 1. BEGINNING VENDOR

Enter the beginning vendor to print. CR defaults to FIRST.

### 2. ENDING VENDOR

Enter the ending vendor to print. CR defaults to LAST.

### 3. CLASS

Enter the item class to print. The entry must be a valid item class. CR defaults to ALL.

### 4. ITEM DESCRIPTION

Enter whether to print item description **1**, **2**, or **B**-both as set in the Item F/M. CR defaults to 1.

### 5. WAREHOUSE

Enter up to 20 two-character warehouse codes side by side to print. These are the warehouse(s) to be replenished. CR defaults to the warehouse assigned to terminal. F3 defaults to ALL. (Ref. 14)

### 6. RESTOCKING WAREHOUSE

Enter the restocking warehouse code. The entry must be a valid warehouse. CR defaults to DIRECT (from vendor). This entry determines where the merchandise for the warehouse(s) (input #5) is to come from. Direct from vendor tells the system that the optional update is to post suggested purchase orders, and a warehouse entered tells the system that the optional update is to post suggested warehouse transfers. (Ref. 13)

### 7. INCLUDE

Enter whether to print **Usage**, **Stockout**, **Current quantity**, **Warehouse Surplus** and/or **weight** information per item. CR defaults to NONE.

### 8. BUYER

Enter the buyer to print. The entry must be a valid buyer code. CR defaults to ALL.

## 9. FLAGGED

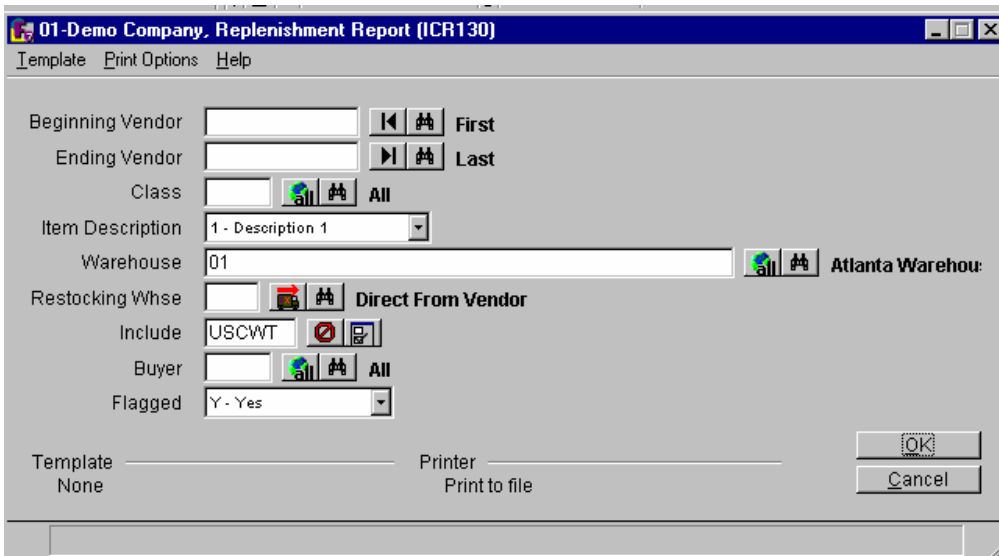
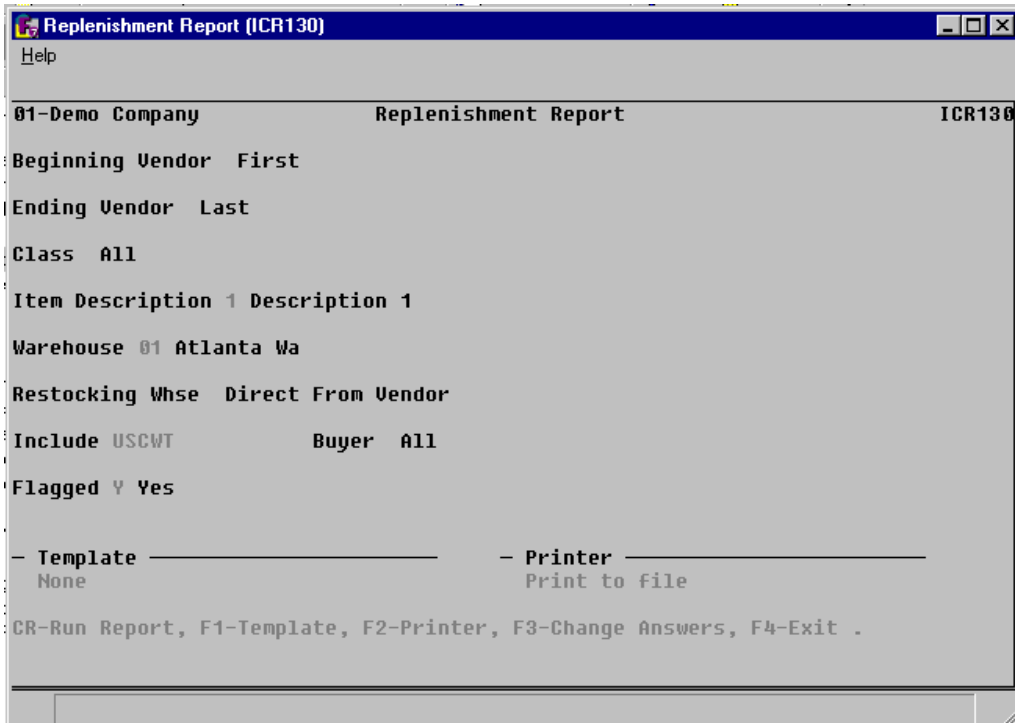
Enter **N**, **Y**, or **M** (maybe, option by item) to indicate whether to include flagged items on this report. If you choose **Y**, calculations are performed using actual usage. If you choose **M**, a prompt is displayed when the program encounters a flagged item. Press **F2** from this prompt to skip the item and not include it on the report, or press **CR** to continue. If you press **CR**, you must reset the item at another terminal before this program will continue. Change the usage flag from qualified to actual in the IC Warehouse/Item File. The item is then included on the report using qualified usage.

## Technical Notes

Printing proceeds by reading through the vendor by item sort file (ICVNDX) and checking the warehouse/item file (ICWHSE) and warehouse/vendor file (ICWHVD) for items meeting criteria entered. The optional update posts direct from vendor restocking items to the suggested purchase order file (POSUGG) or warehouse restocking items to the suggested warehouse transfer file (ICSTRN). Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICVNDX, ICMAS, APVEND, ICWHSE, ICWHVD

**FILES UPDATED** - ICSTRN, POSUGG







## CHAPTER 3

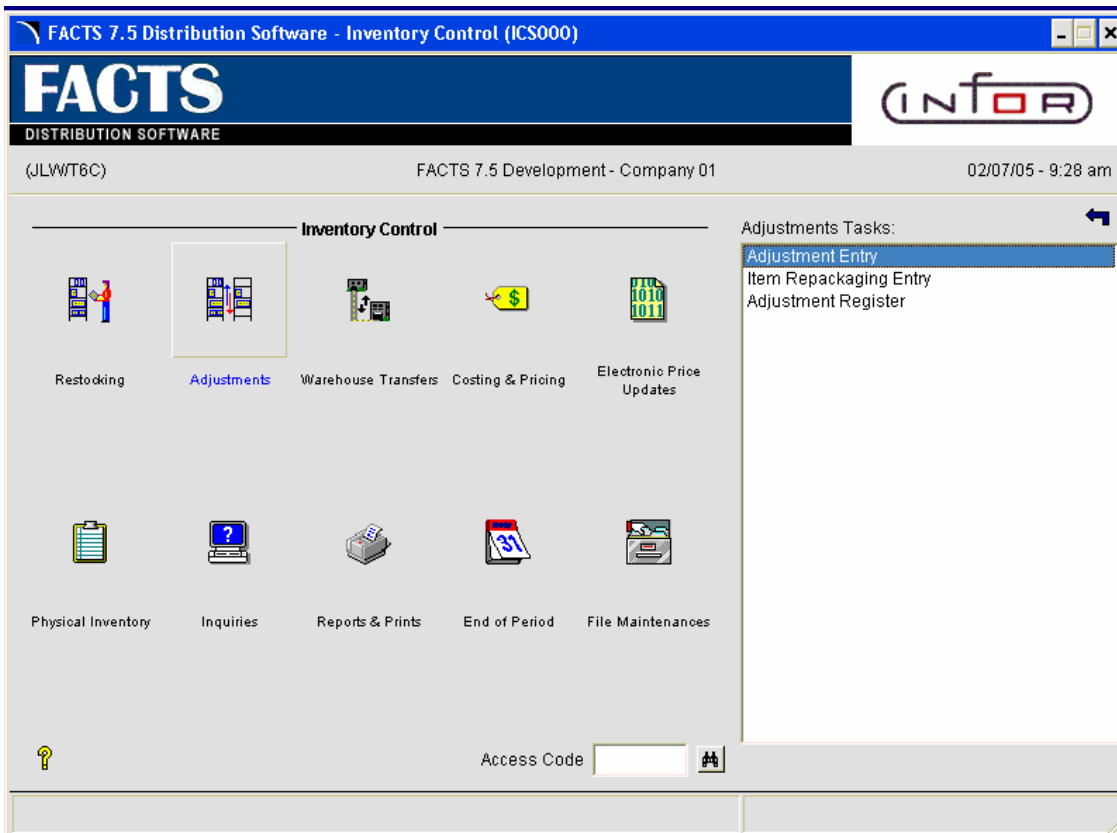
# Adjustments (ICS200)

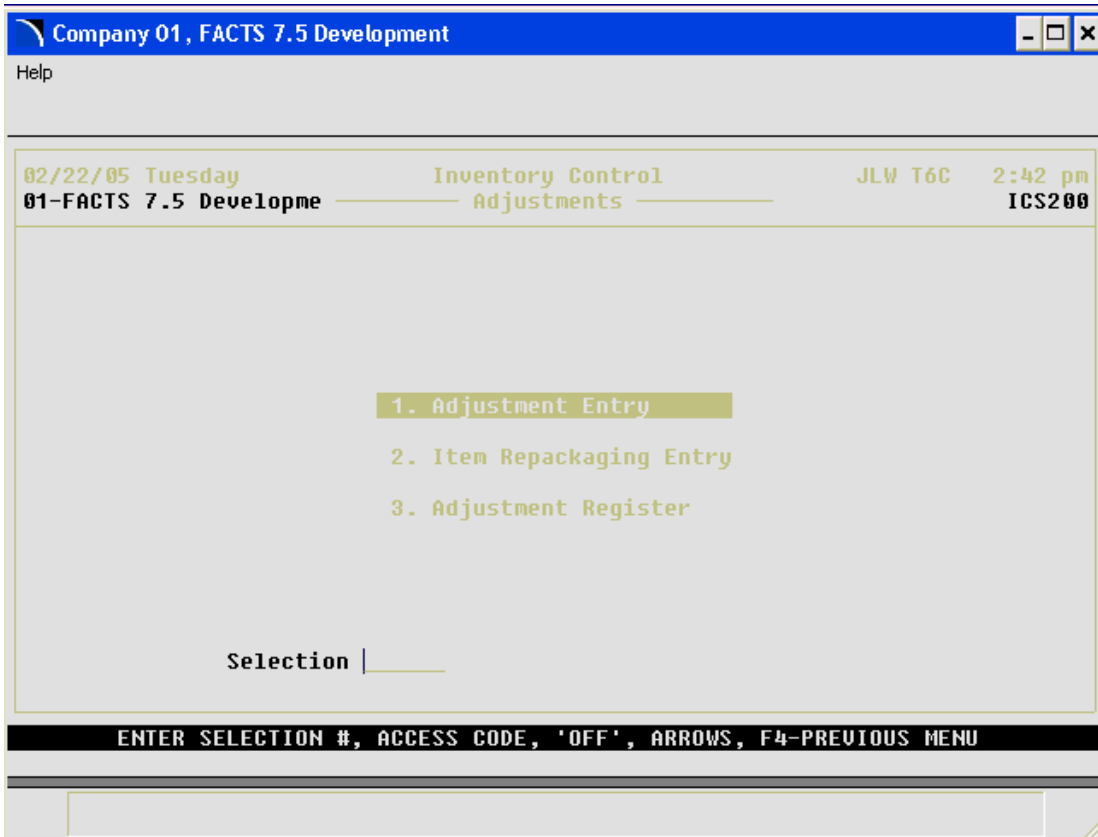
The inventory adjustments menu allows the user to enter inventory adjustments and item repackaging. Inventory on-hand quantities are updated at the time of entry. After entries have been made, the Adjustments Register is run to update the adjustments file and post to general ledger. The programs on this menu are helpful in allowing the user to make inventory adjustments for specific items without doing a physical inventory.

Through the Adjustment Entry program, the user may enter manual adjustments to inventory on-hand quantities to post receipts of goods, adjust for damaged goods and record sales. Adjustment codes are established by the user through the Adjustment Codes F/M program and must be assigned to each adjustment. If a R-(receipts) type adjustment code is entered or an A-(positive) adjustment type adjustment code, the cost must be entered. If a S-sales type adjustment code is entered, a price must be entered. All other codes do not require input of a cost/price. A memo may also be entered to explain the reason for each adjustment. As soon as the transaction is recorded, on hand quantities are updated.

The Item Repackaging program allows the repackaging of items by converting the quantity of an item of a given package size into the resulting quantity of a like item of a different package size. The requirement for repackaging is that the smallest unit of measure for both items is the same. If binders are sold by each and by case, two items are required in the item file. The smallest unit of measure for both must be each. If there are 10 binders in a case, then when repackaging a case into individual binders, the system transfers 1 case of the case item number to 10 each of the each item number.

The Adjustment Register prints an audit trail of all adjustments and repackaging since the last register. The Adjustment Register also includes any physical discrepancies from the Physical Inventory Update program (if applicable) and the warehouse transfers entered through the Quick Transfer Adjustment program. The optional update removes all records printed, and posts to General Ledger.





# Adjustment Entry (ICE210)

## Function

This program allows the user to make all necessary manual adjustments to inventory on hand quantities and, without using the purchase orders or sales orders systems, can be used to post receipts and record sales.

An adjustment code indicating the general type of adjustment (e.g., **RC**-for receipts, **DM**-for damaged in shipment, etc.) is entered for each transaction. These adjustment codes are user-defined through the Adjustment Code F/M program. A memo may be entered for further clarification of the transaction. Adjustment types (A-adjustment, R-receipt or S-sale) are also set up to indicate where to post adjustments in general ledger. (See Adjustment Code F/M program.)

Updating the on-hand quantity based upon the adjustment amount occurs immediately as the transaction is recorded. If the adjustment type is a R-receipt, the unit cost is also entered and the current cost updated according to the costing flag is the IC Static Control F/M. If the adjustment type is a S-sale, the sales dollars (dollar amount of sales) are also entered. If the adjustment type is a A-adjustment, the cost is also entered. The Adjustment Register should be run periodically to give a hard copy of all adjustment and repackaging transactions and update General Ledger.

### Note: Serial/Lot Costing

You now have the ability to cost serial and lot items by the system cost (costing method for the module). The feature provides for GAAP compliance. For the FACTS SO, IC and MC modules, you can decide if the cost for serial and lot items will be averaged actual (as it has always operated in the past) or system cost (costing method for the module). The default setting for each Static Control F/M is A-Averaged Actual (same behavior as they have before the monthly is applied). Users who want to take advantage of this change will need to change the option to S-System Cost for each of the applicable modules. The net result of selecting S-System Cost is that serial/lot items will be costed like non-serial/lot items. The results of this program are affected by this selection.

**Lead Time:** If the adjustment type is "R" for receipt and the restocking warehouse is direct from the vendor, the lead-time is set to abnormal only if the item is stocked and the replenishment flag (located on the Main view of Warehouse/Item F/M) is Y. Otherwise, the lead-time flag is blank.

A scrolling feature displays the most recent transactions recorded at the bottom portion of the screen. This provides additional safeguards against user error due to oversight or transaction duplication.

## User Inputs

The following inputs are involved in entering an adjustment:

### 1. Warehouse

Enter the warehouse code for the item(s) to be adjusted. The entry must be a valid warehouse code which displays the warehouse code and description. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 9).

### 2. Item

Enter the item number to be adjusted. The entry must be a valid item number. This displays the item number which displays the description, and current on hand quantity for this item and stocking unit of measure. CR defaults to the item previously adjusted. F2 allows a search (ref. 6).

If the item is not a serial/lot number, inputs #3-6 are skipped.

If an item does not update inventory (as set by the IC Control flag), the following message will display: **“This is an uninventoried item. Cannot Adjust. CR-Continue”**.

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **“Item not in this warehouse. CR-Continue”**.

### 3. Serial/Lot #

Enter the serial or lot number of the item(s) adjusted. F2 allows a search (ref. 9).

### 4. Number not found. Do you wish to receive?

If the serial/lot number entered does not exist in the warehouse, enter **N** or **Y** to indicate whether to receive in a new serial/lot number. CR defaults to N and returns to input #3. If the item exists, the program proceeds to input #7.

### 5. Vendor

Enter the vendor to receive goods from. The entry must be a valid vendor which displays the vendor name. CR defaults to the primary vendor assigned to the item. F2 allows a search (ref. 9).

### 6. PO Number

Enter the purchase order number being received (1-999999).

### 7. Adjustment

Enter the adjustment quantity (+/-) of the item. This displays the new on-hand quantity (current on hand plus the adjustment amount). Zero quantities are not accepted. If you set up multiple units of measure on the *Item F/M* screen for the item entered, you can press F2 to change the unit of measure (ref. 10).

### 8. Adjustment Code

Enter the adjustment code. The entry must be a valid adjustment code. F2 allows a search (ref. 9). A S-sales type is only accepted if the adjustment was a negative adjustment. A R-receipt type is only accepted if the adjustment was a positive adjustment. An A-adjustment is accepted for negative and positive adjustments.

### 9. Cost

If the adjustment type entered was not R-receipt or A positive adjustment, this input is skipped. Enter the unit cost for this item receipt. Zero costs are not accepted. CR defaults to the current cost of the item.

### 10. Sales Dollars

If the adjustment type entered in input #4, was not S-sales, this input is skipped. Enter the dollar amount of the sale. The amount entered will be updated to the warehouse/item file for month-to-date and year-to-date history.

### 11. Post To Usage

If the adjustment type entered in input #4, was not S-sales, this input is skipped. Enter Y or N to indicate whether to post the number of units to the actual usage in the warehouse/ item file. CR initially defaults to Y.

### 12. Adjustment Memo

Enter the optional memo regarding the adjustment (up to 25 characters). This memo overrides the adjustments code description which prints on the Adjustment Register. CR defaults to no memo and the adjustment code description prints on the register. F2 defaults to the memo previously used.

### 13. CR-Accept Line, J-Job #, F4-Backup

If the **Use Job Cost** flag is set to N or the type for the adjustment code entered is not an A-adjustment then this input does not appear and the program proceeds to input #21. Enter J to enter job costing information. F4 backs up to the adjustment memo. CR accepts the line, clears the user inputs for this adjustment, scrolls the transactions down to the bottom of the screen and prints the last transaction at the top of the list. The program then proceeds to the item input to await further adjustments in this warehouse.

### 14. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. CR defaults to the last job number entered (if any). F2 allows a search (ref. 9).

### 15. Price Message

If the billing type for the job entered is fixed, contract or time and material, this input is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the **Allow Billing Override** flag for the cost code is set to Y and neither the bill rate nor extension will be affected. Press CR to continue.

### 16. Cost Code

Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message displaying this information. The cost code sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing

type is not cost plus, the cost code also determines whether the user is able to override the markup method and or bill rate. F2 allows a search (ref. 9).

The item entry determines the units, unit of measure and cost rate/extension.

### 17. Markup

This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow Override Of Billing** flag is set to **Y** in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. The user has the following options:

# - Enter the markup amount (0-9999999.99%). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+%-Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M - Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input (#18).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

CR initially defaults to the markup method (amount/percentage) from the cost code record.

### 18. Bill Rate

This input is unavailable if the **Allow Billing Override** flag is set to **N** in the cost code record. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. CR initially defaults to 0.

### 19. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). CR initially defaults to blanks.

### 20. Print Memo on Job Cost Invoice?

This input is initially skipped and set to N. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous input) on the job cost invoice. The input may only be set to Y if the **Billing Detail** for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. CR initially defaults to N.

Upon accepting the adjustment the user inputs for this transaction are cleared and scrolled to the bottom portion of the screen and the program returns to the item input to await further adjustments in this warehouse.

## Technical Notes

The update consists of updating the on hand of the item in the warehouse/item file by the amount of the adjustment. Item activity is maintained. If the adjustment code type is R or A-positive adjustment, the cost field for this item is updated (ICWHSE). A user of LIFO/FIFO also has the costing levels for this warehouse item updated (ICCOST). A record of the transaction is created in the adjustments file (ICADJT) and is available for printing on the next Adjustment Register.

**FILES USED** - APVEND, ICALPX, APVALX, ICINTR, ICCLSX, ICLOTX, ARCUST, JCJOBS, JCCODE, JCJOCX

**FILES UPDATED** - SMCNTL, ICADJT, ICMAST, ICWHSE, ICCOST, ICFUCT, JCREFX, ICLOTS, ICLEDG



Adjustment Entry (ICE210)			
01-Demo Company		ADJUSTMENT ENTRY	ICE210
WAREHOUSE 01 Atlanta Warehouse			CP=09/02 SEP
ITEM	I111 Plastic Shelf Bin - blue		UM EA
ON HAND	220	ADJUSTMENT CODE DM Damaged	
ADJUSTMENT	1	COST 235.360	EA
NEW ON HAND	221	ADJUSTMENT MEMO	
WH	ITEM	ADJUSTED	UM AC MEMO
CR-ACCEPT ENTRY, J-JOB#, F4-BACKUP .			

## How to manually adjust on-hand quantities

1. Access this program by choosing Inventory Control→Adjustments→Adjustment Entry.
2. In the Warehouse input, enter the warehouse code for the item(s) to be adjusted. Press Enter (CR) to default to the warehouse assigned to the terminal. The system displays the warehouse name and description. Press F2 or the Search button to search.
3. In the Item input, enter the item number to be adjusted. The system displays the description and current on hand quantity for this item and stocking unit of measure. Press F2 or the Search button search.

If an item does not update inventory (as set by the IC Control flag), the system displays the following message: “

This is an uninventoried item. Cannot Adjust. CR-Continue”.

If the item is inventoried, but does not exist in the specified warehouse, the system displays the message: “Item not in this warehouse. CR-Continue”.

If the item number is a serial/lot item, the system displays serial/lot inputs.

4. In the Adjustment input, enter the adjustment quantity (+/-) of the item. This displays the new on-hand quantity (current on hand plus the adjustment amount). Zero quantities are not accepted. If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 or the Change UM button to change the unit of measure.
5. In the Adjustment Code input, enter the adjustment code. Press F2 to search. An S-sales type is only accepted if the adjustment was a negative adjustment. An R-receipt type is only accepted if the adjustment was a positive adjustment. An A-adjustment is accepted for negative and positive adjustments.
6. (Optional--If the adjustment type entered was not R-receipt or A positive adjustment, the Cost input is skipped.)

In the Cost input, enter the unit cost for this item receipt. Press Enter (CR) to default to the current cost of the item. Zero costs are not accepted.

7. (Optional--If the adjustment type entered in step 5, was not S-sales, this input is skipped.) In the Sales Dollars input, enter the dollar amount of the sale. The amount entered will be updated to the warehouse/item file for month-to-date and year-to-date history.
8. (Optional-- If the adjustment type entered in step 5, was not S-sales, this input is skipped.) In the Post To Usage input, enter Y or N to indicate whether to post the number of units to the actual usage in the warehouse/ item file. Press Enter (CR) to initially default to Y.
9. In the Adjustment Memo input, enter the optional memo regarding the adjustment (up to 25 characters). This memo overrides the adjustments code description that prints on the Adjustment Register. You can press Enter (CR) to default to no memo and the adjustment code description prints on the register or F2 to default to the memo previously used.

10. At the command prompt at the bottom of the screen, the system displays the following options:  
CR-Accept Line, J-Job #, F4-Backup.

11. You can:

Press F4 to back up to the adjustment memo.

You can enter J or select the Job Cost button to enter job-costing information.

-OR-

Press Enter (CR) to accept the line, clear the user inputs for this adjustment, scroll the transactions down to the bottom of the screen, and print the last transaction at the top of the list. The program then proceeds to the item input to await further adjustments in this warehouse.

12. When you have completed your adjustments, press F4 to end your entries then press F4 again to exit the program.

# Item Repackaging Entry (ICE220)

## Function

This program allows the user to repackage items by converting the quantity of an item for a given package size into the resulting quantity of a like item for a different package size, i.e., transfer on-hand quantities from one item to another.

Repackaging requires that the smallest unit of measure for each item be the same. For example, this program could be used to convert one unit of item X (stocked in 5-lb. canisters) into 5 units of item Y (same product stocked in 1-lb. cans).

Updating the on-hand quantities of the items according to the transfer amounts occurs immediately as the transfer is recorded. Two records of the transfer (one for each item) are created in the adjustments file and are available for printing on the next Adjustment Register.

A scrolling feature displays the most recent transactions recorded at the bottom portion of the screen. This provides additional safeguards against user error due to oversight or transaction duplication.

## User Inputs

The following inputs are involved in entering all item-to-item transfers:

### 1. Warehouse

Enter the warehouse for the item to be transferred. The entry must be a valid warehouse code which displays the warehouse code and description. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 9).

### 2. From Item

Enter the item number from which the quantity is to be transferred. This item must exist in the warehouse. This displays the item number, description, stocking unit of measure, prior to repackaging (before) on-hand quantity. CR defaults to the FROM item previously transferred. F2 allows a search (ref. 6).

If the item does not update inventory (as set by the IC Control flag), the following message will display: **“This is an uninventoried item. Cannot Repackage. CR-Continue”**.

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **“Item not in this warehouse. CR-Continue”**.

### 3. To Item

Enter the item number to which the quantity is to be transferred. The smallest unit of measure of the TO item must equal the smallest unit of measure of the FROM item. This displays the item number, description, inventory unit of measure, and prior to repackaging (before) on-hand quantity. CR defaults to the TO item previously transferred. F2 allows a search (ref. 6).

If the item does not update inventory (as set by the IC Control flag), the following message will display: **“This is an uninventoried item. Cannot Adjust. CR-Continue”**.

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **“Item not in this warehouse. CR-Continue”**.

#### 4. Transfer Quantity

Enter the quantity of the FROM item to be transferred. This displays the new on-hand quantities for both items. If you set up multiple units of measure on the *Item F/M* screen for the item entered, you can press F2 to change the unit of measure (ref. 10).

#### 5. Transfer Cost

Enter the cost of the TO item per costing unit of measure. CR defaults to the cost of the FROM item converting it to the stocking unit of measure to the TO item.

#### 6. Transfer Memo

Enter an optional memo regarding the transfer (up to 25 characters). This memo overrides the item transfer code description which prints on the Adjustment Register. CR defaults to no memo and the item transfer code description prints on the register. F2 defaults to the memo previously used.

#### 7. Post To Usage

Enter Y or N to indicate whether to post the number of units transferred of the FROM item to the actual usage in the warehouse/item file. Press Enter (CR) to initially default to Y.

The system checks the value of the Replenish setting on the Main screen of Warehouse/Item F/M (ICF920) to determine whether to display the Post to Usage prompt. If the item's replenishment flag is not Y, the system skips this prompt and does not update usage. If the replenishment flag is Y, the displays the Post to Usage prompt and updates usage based on your response here.

#### 8. OK To Update?

Enter Y or N to indicate whether to record the transfer and update on-hand quantities for both items in the warehouse. Upon updating the adjustment, the user inputs for this transaction are cleared and scrolled to the bottom portion of the screen and the program returns to the FROM item input to await further item transfers in the displayed warehouse.

### Technical Notes

The update consists of updating the on hand quantities of both items in the warehouse/item file (ICWHSE) based upon the transfer amount. Conversion factors stored with each item allow a ratio to be established between the respective units of measure. Item activity is maintained. A record of the transaction is created in the adjustments file for each item and is available for printing on the next Adjustment Register.

**FILES USED** - ICCOST, ICALPX, ICINTR, ICCLSX, ICFUCT

**FILES UPDATED - SMCNTL, ICADJT, ICWHSE, ICMAS, ICLEDG**

**Item Repackaging Entry (ICE220)**

Help

**01-Demo Company**                                 **ITEM REPACKAGING ENTRY**                                 **ICE220**  
CP=09/02 SEP

**WAREHOUSE 01 Atlanta Warehouse**

---

**ON HAND**

		<b>BEFORE UM</b>	<b>AFTER</b>
<b>FROM ITEM</b>	I100 Pallet Loading Hand Tr	1061 EA	1059
<b>TO ITEM</b>	I110 Steel Storage Cabinet	15 EA	17
<b>TRANSFER QUANTITY</b>	2 EA		
<b>TRANSFER COST</b>	44.000		
<b>TRANSFER MEMO</b>	.....		

---

<b>WH</b>	<b>FROM</b>	<b>TO</b>	<b>QUANTITY</b>	<b>MEMO</b>

ENTER ITEM TRANSFER MEMO, F2-PREVIOUS, F4-BACKUP

## How to enter item-to-item transfers

1. Access this program by choosing Inventory Control→Adjustments→Item Repackaging Entry.
2. In the Warehouse input, enter the warehouse code for the item to be transferred. Press Enter (CR) to default to the warehouse assigned to the terminal. The system displays the warehouse name and description. Press F2 or the Search button to search.
3. In the From Item input, enter the item number from which the quantity is to be transferred. This item must exist in the warehouse. The system displays the item number, description, stocking unit of measure, prior to repackaging (before) on-hand quantity. Press F2 or the Search button to search.

If an item does not update inventory (as set by the IC Control flag), the system displays the following message: "This is an uninventoried item. Cannot Repackage. CR-Continue".

If the item is inventoried, but does not exist in the specified warehouse, the system displays the message: "Item not in this warehouse. CR-Continue".

4. In the To Item input, enter the item number to which the quantity is to be transferred. The smallest unit of measure of the TO item must equal the smallest unit of measure of the FROM item. This displays the item number, description, inventory unit of measure, and prior to repackaging (before) on-hand quantity. Press F2 to search.

If the item does not update inventory (as set by the IC Control flag), the following message will display: "This is an uninventoried item. Cannot Adjust. CR-Continue".

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: "Item not in this warehouse. CR-Continue".

5. In the Transfer Quantity input, enter the quantity of the FROM item to be transferred. This displays the new on-hand quantities for both items. If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 or the Change UM button to change the unit of measure.
6. In the Transfer Cost input, enter the cost of the TO item per costing unit of measure. Press Enter (CR) to default to the cost of the FROM item converting it to the stocking unit of measure to the TO item.
7. In the Transfer Memo input, enter an optional memo regarding the transfer (up to 25 characters). This memo overrides the item transfer code description that prints on the Adjustment Register. Press Enter (CR) to default to no memo and the item transfer code description prints on the register. Press F2 to default to the memo previously used.
8. At the Post To Usage prompt, enter Y or N to indicate whether to post the number of units transferred of the FROM item to the actual usage in the warehouse/item file. Press Enter (CR) to initially default to Y.
9. At the OK To Update? prompt, enter Y or N to indicate whether to record the transfer and update on-hand quantities for both items in the warehouse.



10. Upon updating the adjustment, the system clears the user inputs for this transaction and scrolls to the bottom portion of the screen. The program returns to the FROM item input to await further item transfers in the displayed warehouse.
11. Enter the next item for transfer or press F4 to end your entries then press F4 again to exit the program

# Adjustment Register (ICR210)

## Function

This program allows the user to obtain a register of all adjustments and item repackaging contained in the adjustments file (since the last register was updated).

The adjustments file consists of adjustment and item repackaging transactions which have been recorded through the Adjustment Entry, the Item Repackaging Entry and Quick Transfer Adjustment programs. If GL is used, a GL distribution is printed and GL is posted to automatically.

The user has the option to:

- Select the order to print - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select the vendor (or class) to print.
- Select the warehouse(s) to print.
- Select the adjustment code(s) to print.
- Select the date.

This program will:

- Print a listing of adjustments, item repackaging, quick item transfers and physical discrepancies.
- Build and print a general ledger distribution, if needed.
- Post to general ledger if general ledger is built.
- Update inventory files optionally including removal of adjustments printed.

Register information includes the following: warehouse, item number, description, adjustment code, memo (or adjustment code description), adjustment type, date of transaction, adjustment quantity, stocking unit of measure, unit cost, costing unit of measure and extension. Warehouse and report totals are displayed. The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing and updating the Adjustment Register:

### 1. Order

Select the order the report is to print (ref. 7).

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 2). F2 allows a search on items, vendors, and item classes.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 5). F2 allows a search on items, vendors, and item classes.

#### 4. Vendor/Item Class

Enter the vendor (or item class if vendor was selected in input #1) to print. The entry must be a valid vendor (or item class). CR defaults to ALL. F2 allows a search.

#### 5. Warehouse

Enter up to 10 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. F2 allows a search.

#### 6. Adjustment Code

Enter up to 10 two-character adjustment codes side by side to print. CR defaults to ALL. F2 allows a search.

#### 7. Date

Enter the Adjustment Register date (ref. 3). CR defaults to the system date. The date entered must be within the current or next GL period.

For users printing the GL distribution, the following input is displayed:

##### 8a. Check Register. OK to Print GL Distribution?

After printing the Adjustment Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #10.

For users not printing the GL distribution, the following input is displayed:

##### 8b. Check Register. OK to Update?

After printing the Adjustment Register, **verify the printout**. If there is a correction to be made, select **CANCAL** or enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter **Y** to continue and no GL distribution will be printed, the following input (#10) is skipped and the program proceeds with the update.

##### 9. Check GL Distribution. OK to Update?

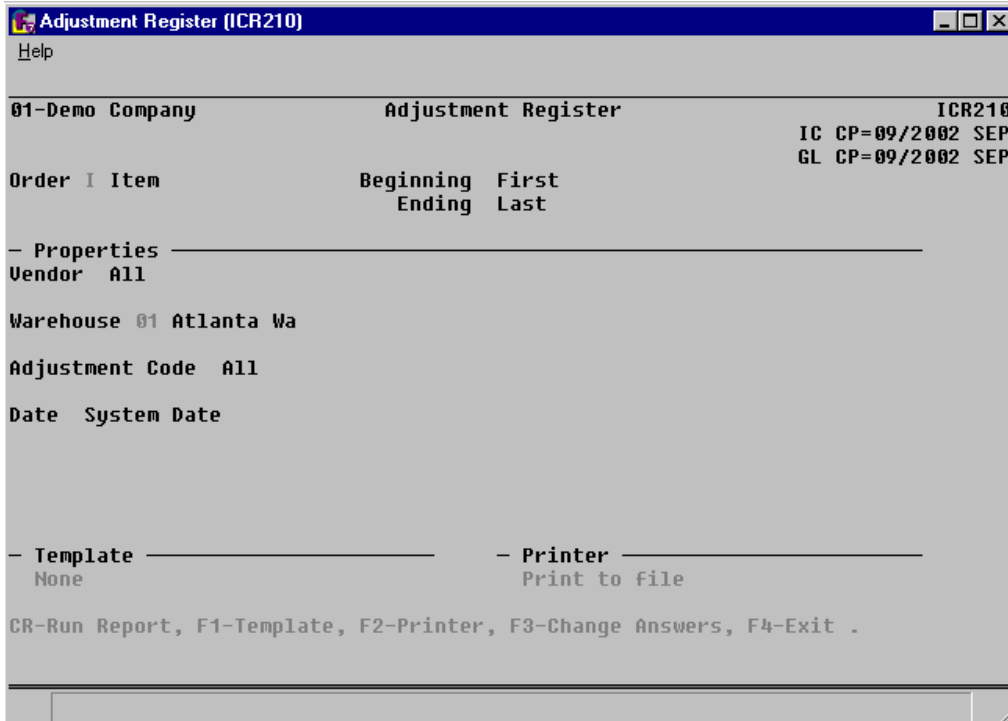
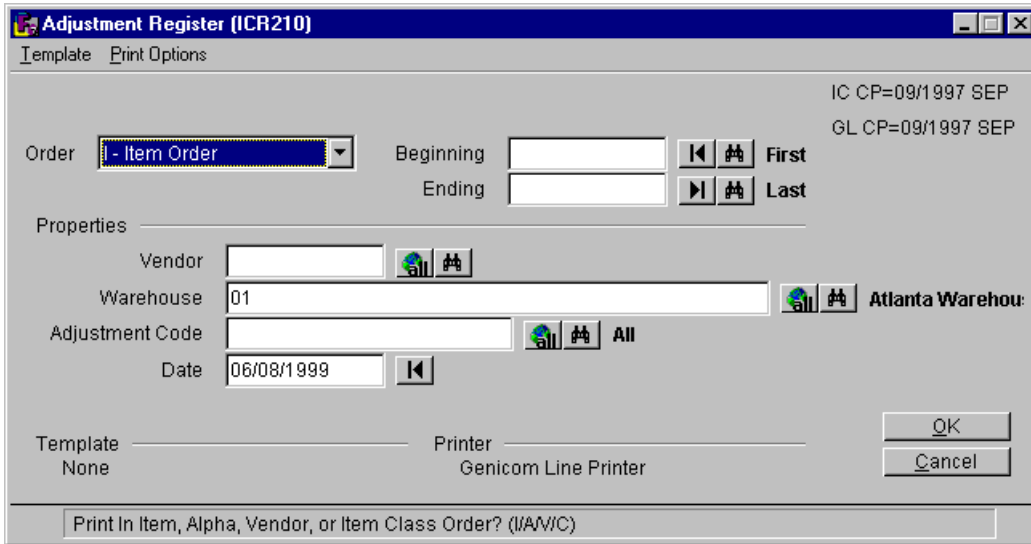
After printing the GL distribution, **verify the printout**. If everything is correct, select **OK** or enter **Y** to continue. The program proceeds with the update. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the entire register process begins again.

### Technical Notes



An optional update is available following printing of the register to remove from the adjustments file all records just printed. To avoid filling the file, the user should establish a regular procedure for running the update.


**FILES USED** - ICMAS, GLMSTR, ICALPX, APVEND, JCCODE


**FILES UPDATED** - SMCNTL, ICADJT, GLJRNL, GLJRNX, SMSRT#, ICWHSE, SMGLD#, JCPOST, JCJOBS, JCCODE




## How to print and update the Adjustment Register

1. Access this program by choosing Inventory Control→Adjustments→Adjustment Register.
2. In the Order field, select the order in which the report is to print. You can select from the following: I-Item Code Order, A-Alpha Item Order, V-Vendor Code Order, C-Item Class Order.
3. In the Beginning field, select the beginning order choice to print. Press Enter (CR) to default to First. Select F2 or  to search.
4. In the Ending field, select ending order choice to print. Press Enter (CR) to default to Last. Select F2 or  to search.
5. In the Properties section of the screen, complete the following:

In the Vendor/Item Class field, enter the vendor (or item class if vendor was selected in input #1) to print. The entry must be a valid vendor (or item class). Press Enter (CR) or  to default to ALL.

In the Warehouse field, enter up to ten 2-character warehouse codes side-by-side to print. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 or  to default to ALL.

In the Adjustment Code field, enter up to ten 2-character adjustment codes side by side to print. Press Enter (CR) or  to default to ALL.

In the Date field, enter the Adjustment Register date. Press Enter (CR) to default to the system date. The date entered must be within the current or next GL period.

6. Select the OK button to print the report. Complete step 7 or step 8.
7. (Optional) If you are printing the GL distribution, the system displays the following message: Receipt Register. OK to Print GL Distribution?

After printing the Receipt Register, verify the printout. If you need to correct the register data, select Cancel or enter N to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, select OK or enter YES to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

After printing the distribution, verify the printout. If everything is correct, select OK or enter YES to continue. The program proceeds with the update. If you need to make a correction, select Cancel or enter N to exit the program. After you correct the information the correction is made, rerun the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

--OR--

8. (Optional) If you are not printing the GL distribution, the program displays the message: Receipt Register. OK to Update?

After printing the Receipt Register, verify the printout. If you need to make a correction, select Cancel or enter N to exit the program. After you make corrections, rerun the register. If everything is correct, select OK or enter YES to continue.

## CHAPTER 4

# Warehouse Transfers (ICS300)

The programs on this menu are used to transfer items from one warehouse to another.

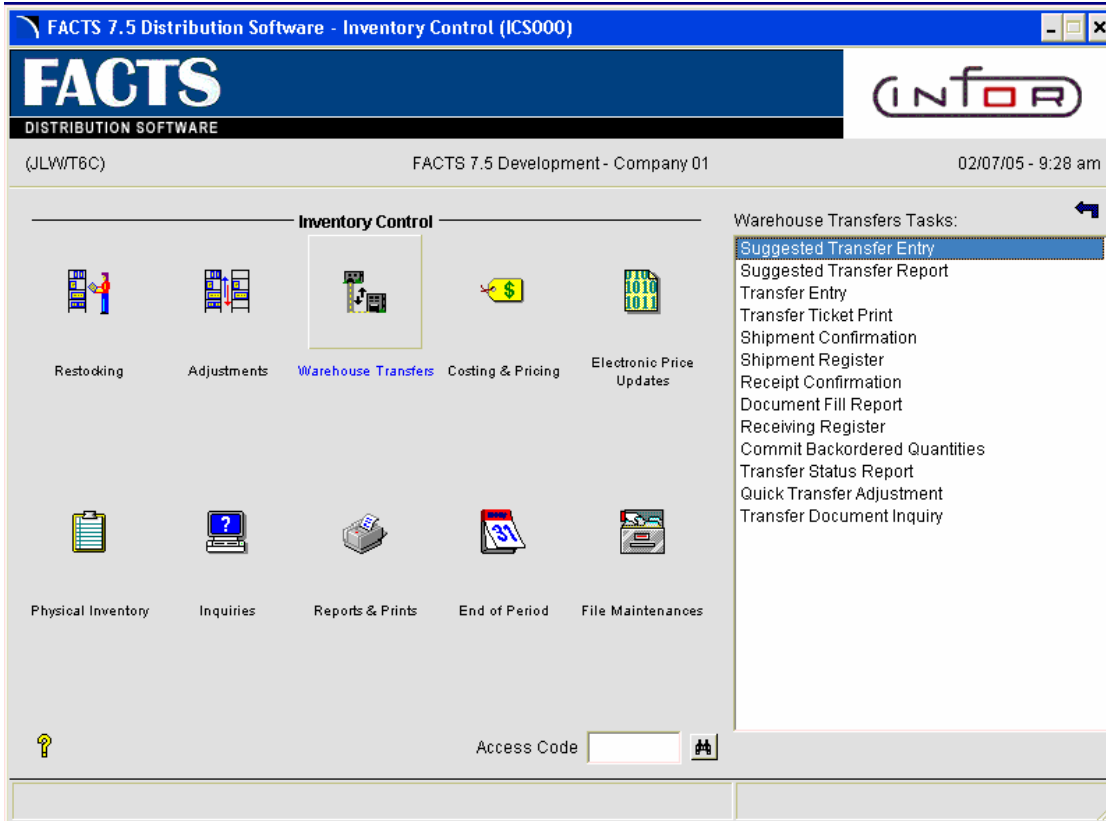
Items may be manually entered into the suggested transfer file through the Suggested Transfer Entry program or when an item is backordered in sales orders or by the optional update in the Replenishment Report (Restocking Menu). The Suggested Transfer Report prints a report by warehouse of items in the suggested transfer file. The report may be used to enter transfers into the system for the shipping warehouse through the Transfer Entry program. Transfer tickets may then be printed. The tickets may be used as packing lists for the items being transferred. Once the items have been shipped (left the warehouse), the Shipment Confirmation is used to confirm that the items are in-transit. The Shipment Register prints a list of all items confirmed as shipped since the last shipment.

When the receiving warehouse receives the items, the receiving warehouse confirms their arrival through the Receipt Confirmation program and runs the Receiving Register.

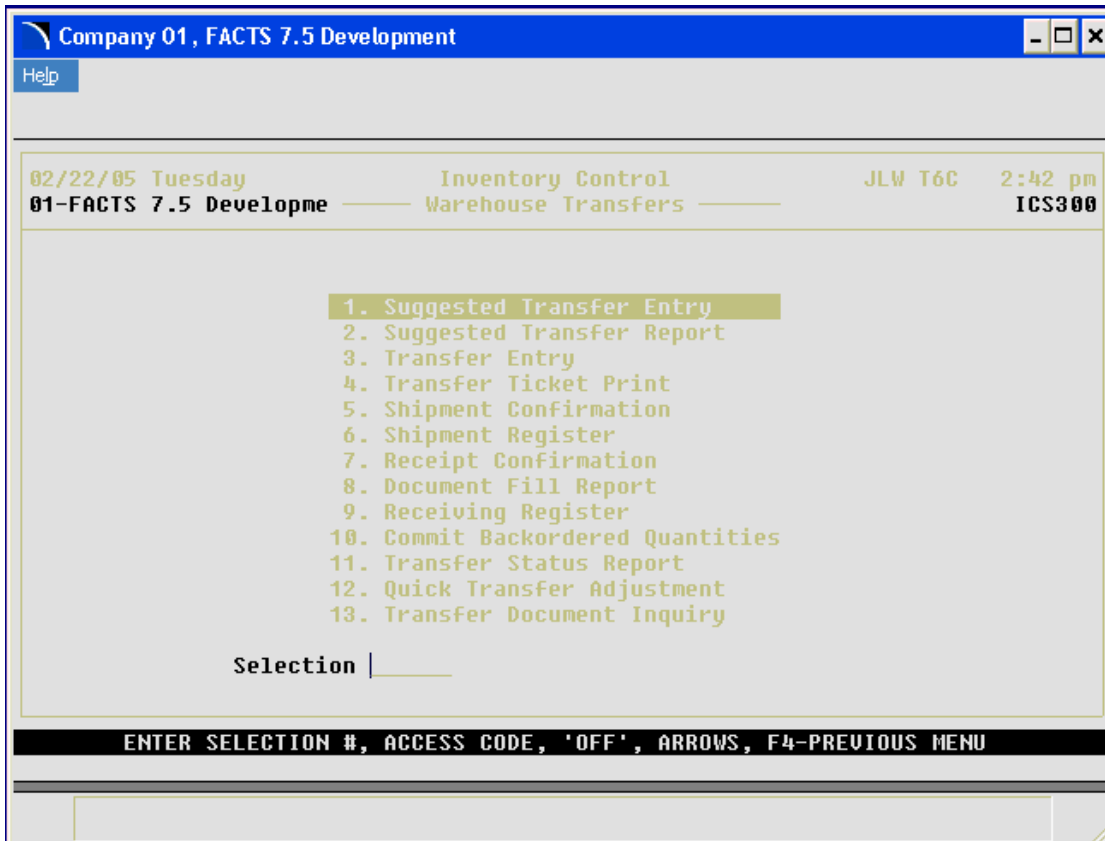
The Transfer Status Report may be printed at any time to obtain a list of all items in the warehouse transfer system. This list prints the status of the item (in-transit, etc.).

The Quick Transfer Adjustment program allows an immediate transfer of on hand quantities from one warehouse to another. The audit trail of the warehouse transfer is printed on the next Adjustment Register (Adjustments menu).

The Document Fill Report program can be used to advise warehouse personnel of what backorders can be filled with the incoming merchandise before the Transfer Receiving Register is run.







# Suggested Transfer Entry (ICE310)

## Function

This program allows the user to enter suggested transfers for inventory items from one warehouse to another. The items may then be printed and checked for accuracy on the Suggested Transfer Report before the actual transfer is entered on a transfer ticket.


Suggested transfers are automatically updated to this file by the IC Replenishment Report's optional update. Throughout the sales order entry programs, if items are on backorder, the user may automatically update items to the suggested transfer file. If a line of an order is deleted and a suggested transfer exists, the suggested transfer is automatically removed from the suggested transfer file.

When a special order suggested transfer is created, the system checks to make sure that a suggested PO does not already exist for that order and line and that the order and line do not already exist on another suggested transfer.

## User Inputs

The following inputs are involved in entering suggested transfers:


### 1. From Warehouse

Enter the warehouse from which to transfer items. The entry must be a valid warehouse code which displays the warehouse description. CR defaults to the warehouse assigned to the terminal. Press **F2** or the  icon to search.

If the item does not update inventory (as set by the IC Control flag), the following message will display: **"This is an uninventoried item. Cannot Transfer. CR-Continue."**

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **"Item must be in the 'from' warehouse. CR-Continue."**

### 2. To Warehouse

Enter the warehouse to which items will be transferred. The entry must be a valid warehouse code which displays the warehouse description. CR defaults to the next warehouse on file after the FROM warehouse. Press **F2** or the  icon to search.

### 3. Type

Select the type of transfer you are creating. You can select from: R-Restocking or S-Special Orders.


### 4. Prompt-Selection Input


The prompt selection input allows the user to perform the following functions:

You can select the **Inquiry From** button (CUI users enter **F**.) to display FROM warehouse item pricing, quantity, usage and receipt information.

You can select the **Inquiry To** button (CUI users enter **I**.) to display TO warehouse pricing, quantity, usage and receipt information.

You can select the **Del Range** (CUI user enter **DE**.) to delete a range of items from the suggested transfer. The system displays the Delete Range of Items screen.

# or  - **Changes a line-item** - Line-items may be changed or deleted by entering the line number to be changed. Enter whether to **C**-change or **D**-delete. If **C** is entered during the change routine, F1 allows the currently displayed value of the input to remain the same. If **D** is selected, the line-item is automatically deleted.

**A** or  - **Adds a line-item** - Line items may be added by entering the item information for each line. Enter the item number, **S**-for a special order or press F2 for a search (ref. 8). If an item entered has a restocking path which is direct from the vendor a message is displayed. CR to continue.

The following input is used if an item number is entered:

### 1. Item

Enter the number of units (per stocking unit of measure) to transfer.


You can press **Inquiry From** (warehouse) to display FROM warehouse item information.

You can press **Inquiry To** (warehouse) to display TO warehouse item information.

### 2. Units

Enter the number of units (per stocking unit of measure) to transfer. Press {bmct chum2.bmp} to change the unit of measure if they are set up for the item.


#### New Unit of Measure (Optional)

If you press F2 or the  (Change UM) button to change the unit of measure, the system displays the New UM prompt where you can enter the unit of measure for the transfer item. Press F2 to search units of measure. The UM must be valid for stocking - all quantities will be converted when the UM is changed

Totals for the transfer are calculated and displayed. Totals include total number of items, units, weight and cost of suggested transfer

For special order transfers the system displays the following inputs:

1. **Order**

Enter the sales order number containing the items to be transferred for this special order. The number entered must be a valid sales order number. Press **F2** or the  to perform a special item search, i.e. searching sales orders with special order items.

2. **Line**

Enter the line number of the sales order that contains the item number to transfer. The item continued on this line must be on backorder.

3. **Units**

Enter the number of units (per stocking unit of measure) to transfer.

Press **Inquiry From** to perform a FROM (warehouse) inquiry which displays item information of the item in the FROM warehouse.

Press **Inquiry To** to perform a TO (warehouse) inquiry which displays item information of the item in the TO warehouse. Press **Enter** (CR) to default to the quantity on order or backorder for the item on the line of the sales order.

Totals for the transfer are calculated and displayed. Totals include total number of items, units, weight and cost of suggested transfer.

## Technical Notes

A record is written to the Suggested Transfer File (ICSTRN) for each warehouse path, item, order and line number.

**FILES USED** - SMCNTL, SORDER, ICMAS, ICWHSE, ARCU, ICCLX,  
ICALPX, ICINTR, SOITMX

**FILES UPDATED** - ICSTRN

**01-FACTS 7.4 Development, Suggested Transfer Entry (ICE310)**

From Warehouse  Atlanta Warehouse

To Warehouse  Nashville Warehouse      Type

Item	Description	Units	UM
I100	Pallet Loading Hand Truck 1000 lb capacity	3	BX
I101	Pallet Truck 5000lb capacity/ 8" wheels	3	EA
I102	Adjustable Height Steel Stool 17"-22" ht. adj./c...	3	EA
add			

Warehouse	On Hand	On Order	Committed	Backordered
From 01	1295.000 BX	333.000	402.000	10127.000
To 03	1.000 BX	1.000	.000	.000

Totals

Items	3	Units	9	Weight	675	Cost	1351.29
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**Suggested Transfer Entry (ICE310)**

01-FACTS 7.5 Development      Suggested Transfer Entry      ICE310

From Warehouse 01 Atlanta Warehouse

To Warehouse 03 Nashville Warehouse      Type R

Item	Description	Units	UM
I100	Pallet Loading Hand Truck....+	5	EA
add			

Whse	On Hand	On Order	Committed	Backordered
From 01	2283 EA	1000	1644	10161
To 03	1 EA	6	1	36

- Totals

Items	5	Weight	3473
Units	41.63	Cost	8135.68

Inquiry From, Inquiry To, Del Range  
 CR-Edit, DEL, F3-Done  
 Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line


## How to enter suggested item transfers


1. Access this program by choosing Inventory Control→Warehouse Transfers→Suggested Transfer Entry.
2. In the From Warehouse input, enter the warehouse code from which to transfer items. Press Enter (CR) to default to the warehouse assigned to the terminal. The system displays the warehouse name and description. Press F2 to search.

If the item does not update inventory (as set by the IC Control flag), the system displays the following message: "This is an uninventoried item. Cannot Transfer. CR-Continue."

If the item is inventoried, but does not exist in the specified warehouse, the system displays the following message: "Item must be in the 'from' warehouse. CR-Continue."

3. In the To Warehouse input, enter the warehouse code to which the items will be transferred. Press Enter (CR) to default to the warehouse assigned to the terminal. The system displays the warehouse name and description. Press F2 to search.
4. At the Type input, select the type of transfer you are creating. You can select from: R-Restocking or S-Special Orders.
5. At the Prompt-Selection Input in the lower portion of the screen, you can select from the following options


Line # or  - Selects a line-item to be changed.- Line-items can be changed or deleted by entering the line number.

A or  - Adds a line-item - Line items may be added by entering the item information for each line.


Enter the item number, S-for a special order, or press F2 for a search.

If an item entered has a restocking path that is direct from the vendor, the system displays a message. Press Enter (CR) to continue.

If you enter an item, complete the following:

1. In the Units input, enter the number of units (per stocking unit of measure) to transfer. Press F1 or the **Inquiry From** button for a FROM (warehouse) inquiry to display FROM warehouse item information. Press F2 or  to change the unit of measure if they are set up for the item. Press F3 or **Inquiry To** button for a TO (warehouse) inquiry to display TO warehouse item information.

If you entered S, complete the following:

1. Enter the sales order number containing the items to be transferred for this special order. The number entered must be a valid sales order number. Press F2 or  icon to perform a special item search, i.e. searching sales orders with special order items.
2. Enter the line number of the sales order that contains the item number to transfer. The item continued on this line must be on backorder.
3. Enter the number of units (per stocking unit of measure) to transfer. Press F2 or to perform a FROM (warehouse) inquiry which displays item information of the item in the FROM warehouse.

Press F3 to perform a TO (warehouse) inquiry which displays item information of the item in the TO warehouse. Press Enter (CR) to default to the quantity on order or backorder for the item on the line of the sales order.

D - Deletes a line item or range of items -- A range of items may be deleted from the suggested transfer. Enter the beginning item number to delete. The entry must be a valid item number. Press Enter (CR) to default to FIRST. Enter the ending item number to delete. The entry must be a valid item number and must numerically come after the beginning item to delete. Press Enter (CR) again to default to LAST. Enter N or YES to indicate whether to delete the item(s). Press Enter (CR) again to default to N.

L - Lists on the suggested transfer. Enter the beginning item number to list.

T - Total -Totals for the transfer are calculated and displayed. Totals include total number of items, units, weight and cost of suggested transfer.

F4- Backs up - Backs up to the TO warehouse, input #2.

F3- End Entries - Ends the Suggested Transfer Entry program and then press F3 again or the End button to exit.

6. You can also:

- Select the **Inquiry From** button to display FROM warehouse item pricing, quantity, usage and receipt information.
- Select the **Inquiry To** button to display TO warehouse pricing, quantity, usage and receipt information.
- Select the **Del Range** to delete a range of items from the suggested transfer. The system displays the Delete Range of Items screen.

7. Press F4 or the **Done** button to end the program

# Suggested Transfer Report (ICR310)

## Function

This program allows the user to obtain a report of all suggested transfers entered in the Suggested Transfer Entry program, any suggested transfers updated by the Replenishment Report and any suggested transfers from the sales order system.

Report information includes the following: from and to warehouse, item number and description, units, stocking unit of measure, cost, costing unit of measure, extension, sales order number, line number and customer.

## User Inputs

The following inputs are involved in printing the Suggested Transfer Report:

### 1. From Warehouse

Enter the warehouse from which items are to be transferred. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search.

### 2. To Warehouse

Enter the warehouse to which items are to be transferred. The entry must be a valid warehouse code. CR defaults to ALL. F2 allows a search.

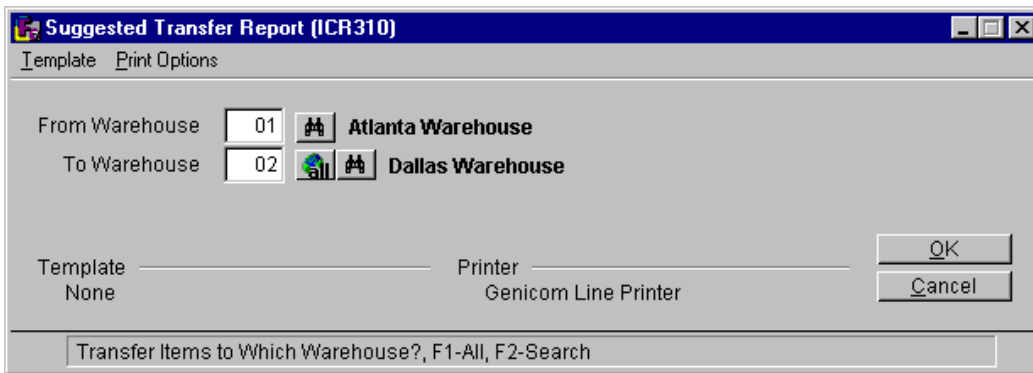
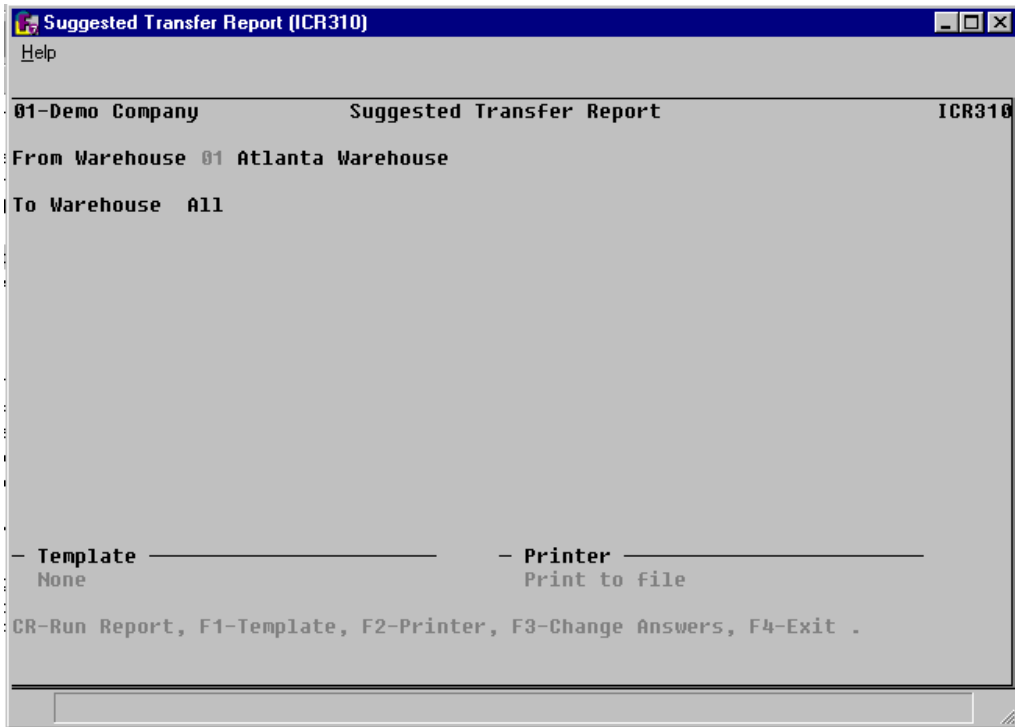
## Technical Notes

Printing proceeds by reading through the suggested transfer file (ICSTRN) and checking for records which meet the criteria entered.

**FILES USED** - SMCNTL, ICSTRN, SORDER, ICMAS, ICWHSE

**FILES UPDATED** - NONE





# Transfer Entry (ICE320)

## Function

This program allows the user to enter and correct transfer tickets which contain items to be transferred from one warehouse to another.

The Transfer Entry screen consists of two sections. The upper portion of the screen is called the header portion where the FROM and TO warehouses, request date, etc. are entered. The lower portion of the screen is called the line-item portion where items, quantity information, etc. are entered.

You have the option of changing, adding or removing line-items, or deleting the transfer ticket at any time. Deleted tickets are not simply removed from the file. This program provides a complete audit trail of all transfer ticket numbers used. When you add a new transfer, the program checks to ensure that the transfer ticket number being assigned does not already exist in the transfer history header file. A deleted ticket's line-item records are removed and the header record status is changed to **deleted**. The transfer ticket appears on the next Receiving Register as a deleted transfer ticket and is removed in the register update.

A number of additional features are available in the Transfer Entry program:

- Warehouse searches may be performed.
- Item searches may be performed.

Transfer tickets are available for printing using the Transfer Ticket Print program. Shipments from the FROM warehouse are confirmed through the Shipment Confirmation. Shipments are then updated by the Shipment Register to then appear on the Transfer Status Report until receipts are confirmed by the TO warehouse in the Receipt Confirmation.


During processing, the system automatically displays urgent notes for transfer ticket headers, lines and items based on your settings on the Notes tab of Transfer Entry Options F/M. Refer to the Viewing/Entering Notes from IC Transfer Entry Programs topic for additional details.

## User Inputs

The following inputs are involved in entering a transfer ticket:

### 1. Whse/Ticket


Enter the transfer ticket number (up to 5 characters). A T is assigned before the ticket number entered. Press Enter (CR) to assign the next number on file. The system displays NEXT as the ticket number until the header portion of the ticket is complete and then the actual ticket number is displayed.

Press F3 or the  icon to perform a ticket search. Enter whether to search by T-ticket or W-warehouse.

You can also assign a new specific ticker number to a transfer by selecting the

menu option File→New Document Number, then enter the ticket number. The entered ticket number cannot already exist in the transfer file (ICTRNH).

**OR**

2. Enter the warehouse from which items are to be transferred. The entry must be a valid warehouse code. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F2 or the  icon to perform a search for warehouses.

If the item does not update inventory (as set by the IC Control flag), the following message will display: "This is an uninventoried item. Cannot Transfer. CR-Continue".

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: "Item must be in the 'from' warehouse. CR-Continue".


### 3. To Warehouse

Enter the warehouse to which items will be transferred. The entry must be a valid warehouse code. F2 allows a search (ref. 8).

### 4. Entered

Enter the date the transfer is entered (ref. 3). CR defaults to the system date.

### 5. Request

Enter the date the items are requested to be delivered (ref. 3). CR defaults to the system date. Press the  icon to request the transfer as soon as possible.

### 6. Ship Via

Enter the Ship Via code that represents the method of shipment. Press F2 to search.

The ship via defaults to the new warehouse level ship via matrix as follows:

- The from warehouse and to warehouse record
- The from warehouse and blank to warehouse (all)
- If no record is found, the ship via field will be blank

The Default will only get set when initially adding a transfer entry header. Press F1-Reset to Default to set the ship via back to the new warehouse level ship via matrix. If the default is blank, then this button will be disabled. Press F2-Search to search using from warehouse

### 7. Reference

Enter the reference number (up to 15 characters).

### 8. Suggested transfers on file. Do you want to import?

If there are no suggested transfers on file, this system skips this input. Enter Y or N to indicate whether the suggested orders on file should post to the transfer ticket being entered. If you enter Y, the system displays the Import Suggested Transfers dialog box. Refer to the Import Suggested Transfers topic for details. You can press CR-import the line-item and add to the ticket, F1-skip the line-item, F2-import all suggested line-items and add to the ticket, or F3-end imports. Through the **prompt-selection input**, you can edit the line-items.

This concludes the header portion of the Transfer Ticket Entry program. At this time the ticket number is automatically assigned (if NEXT was entered in input #1) and displayed. After the header record is created, all the header inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and reentering the ticket.

The line-item portion of the program allows entry of up to 999 line-items and memo lines to complete the ticket.

**Line numbers** are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single ticket, the program advances to the **prompt-selection input** and refuses further entries.

## 9. Item Number

Enter the item number to be transferred. The system displays Descriptions 1 and 2. If the From warehouse is not the To warehouse's normal restocking path, the system displays an indicator message. If this item has a normal stocking path direct from the vendor, the system displays an indicator message --press Enter (CR) to continue.

You can create a memo line by entering M as the item number or click the Memo button. The program assumes a memo line is to be entered and advances to the description input.

You can also create a special order by entering S as the item number, pressing F1, or click the Special button. For special orders, complete the following:

1. Enter the sales order number containing the items to be transferred for this special order. The number entered must be a valid sales order number. Press F2 or the Special Item Search button to perform a special item search, i.e., searching sales orders with special order items.
2. Enter the line number of the sales order that contains the item number to transfer. The number of units (per stocking unit of measure) is automatically entered under units from the number of units on order or backorder from the sales order and line number entered.

### Sales Order Line Number Processing Details:


- If the available quantity in the "from" warehouse is less than the sales order backordered quantity, then the system displays a message with the option to continue or cancel.
- The sales order backorder quantity will default into the requested quantity of the line. The available quantity will default into the committed quantity and the remainder will be backordered.
- The requested quantity plus shipped quantity from open receipts cannot be greater than the backordered quantity on the sales order.
- The quantities will be in the selling UM from the sales order line.

Press F3 to advance to the prompt-selection input.  
Press F4 to remove the line and backs up to the previous line number.

### 10. Requested

Enter the number of units (per stocking unit of measure) to transfer. If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 or the Change UM button to change the unit of measure. If available is less than requested, then the system displays a message with the option to continue or cancel.

### 11. New Unit of Measure (Optional)

If you press F2 or the  (Change UM) button to change the unit of measure, the system displays the New UM prompt where you can enter the unit of measure for the transfer item. Press F2 to search units of measure. The UM must be valid for stocking - all quantities will be converted when the UM is changed

The system displays the optional Warehouse Quantities Window, which displays the "from" and "to" warehouse on hand, on order, committed, available, backordered quantities based on settings in IC Transfer Entry Options F/M (ICF978). When adding a line, the committed and backordered will be calculated based on the available quantity.

### 12. Committed Quantity

Enter the amount of inventory to commit. If the "Allow Over Commitment" flag in the IC Static Control file is set to "N", the committed plus shipped quantity cannot be greater than the available. When a line is being added or changed, the user will enter the requested quantity and then how much of that is committed and how much is backordered. When adding a line, the requested quantity must be greater than zero. When editing the line, the requested quantity can be changed to zero to indicate that no more shipments of this line will be taking place. The requested, committed and backordered quantities cannot be negative. The committed plus backordered quantities must add up to the requested quantity for the line to be saved.

### 13. Backordered Quantity






Enter the amount of inventory to backorder. If the item is inactive, it cannot be backordered and it cannot commit more than is available.

This concludes an entry in the line-item portion of the Transfer Ticket Entry program. The running total of the number of units and weight is updated and displays in the header. The line number is incremented by one and the program returns to the item input for the next line-item entry. Press F3 or the End button to end line-item entry

**TIP:** Changing the requested or committed quantity will refigure the backordered quantity. Changing the backordered quantity will not automatically change any other quantities.

GUI Users:

You can select from the following to perform the listed functions:

-  Changes a line-item
-  Adds line-items
-  Inserts line-items
-  Deletes line-items
-  Saves and stops line-item entry

Header (button)      Changes header

Done                  End the transfer entry

On the left side of the line item browser, you can select:

**I** to access Note Entry (SME710) for the item highlighted in line item browser.

**D** to access Note Entry (SME710) for the transfer header record specified in the program.

**L** to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

CUI Users:

The **prompt-selection input** allows the user to perform the following functions:

- # - Changes a line-item
- L - Lists line-items
- A - Adds line-items
- D - Deletes line-items
- F2 - Changes header
- F3 - Accesses the last input

In the Notes: area of the screen, just above the line item section, the system displays TRNH, TRNL, or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes, Transfer Header Notes, or Transfer Line Notes.

#### 14. Print transfer ticket now?

Enter N or Y to indicate whether to print the ticket now. If N is entered the ticket is saved for batch printing and may be printed through the Transfer Ticket Print.

This concludes the ending routine of the Transfer Ticket Entry program. Upon completion, the screen is cleared of input information and the program returns to the ticket number input to await further entries.

Press F4 to end the program.

This concludes an entry in the line-item portion of the Transfer Ticket Entry program. The running total of the number of units and weight is updated and

displays in the header. The line number is incremented by one and the program returns to the item input for the next line-item entry.

## Technical Notes

Upon completion of the header, a record is written to the warehouse transfer file (ICTRAN). Upon completion of each line-item, a record is written to the warehouse transfer file and its associated sort file, ticket by item (ICTRAX). Items are committed in the FROM warehouse in the warehouse/item file (ICWHSE). Special line-items update the sales order file (SORDER) flagging the item is on a transfer ticket.

This program writes a record to the ready-for-register file (ICREGX) only if a ticket is deleted through this program. If the Shipment Register is in process, the record is written to the temporary ready-for-register file (ICTMPX) instead of ICREGX.

**FILES USED** - ICMAS, ICINTR, ICCLSX, ICALPX

**FILES UPDATED** - SMCNTL, ICTRAN, ICTRAX, ICWHSE, SORDER, ICSTRN, ICTMPX, ICREGX

**01-7.4 Development, Transfer Entry (ICE320)**

File Edit View Options Go To Help

From Whse  To Whse  Ticket# **T00525**  
 Atlanta Warehouse Dallas WarehouseXXXXXXXXXXXXXZ  
 685 Fulton Industrial 3095 LBJ Freeway Entered 12/11/2003  
 Atlanta, GA 33025 Suite 1107 Request 12/11/2003  
 Dallas, TX 75234

Ship Via  Ref#  Priority

Item  Steel Storage Cabinet 36 x 24 x 78"/20 guage steel  
 Requested  EA Committed  Backordered

LN#	Item	Flags	Requested	UM	Committed	Backorder	Order#	Ln#	Description 1
001	I110		1	EA	1	0			Steel Storage Cabinet

Units:  Weight:

Header Done

**Transfer Entry (ICE320)**

Help

01-FACTS 7.5 Development      Transfer Entry      Ticket# **T00620**      ICE320  
 From Whse **01**      To Whse **02**      Entered **02/14/2005**  
 Atlanta Warehouse      Dallas Warehouse      Request **02/14/2005**  
 685 Fulton Industrial      3095 LBJ Freeway  
 Atlanta, GA 33025      Suite 1107  
 Dallas, TX 75234

Ship Via **UPS**      Ref# **3457789**      Priority **N Norma**

Item      Requested UM      Committed      Backordered  
**I100**      |..... EA  
 Pallet Loading Hand Truck....+ 1000 lb capacity

-Warehouse Quantities-

Wh	On Hand	On Order	Committed	Available	Backordered	UM
From <b>01</b>	2283	1000	1644	639	10161	EA
To <b>02</b>	52	10292	7	45	62	EA

- Receipts Info -  
 Total Shipped **0**      Total Received **0 EA**

Units:       Weight:


Enter quantity to transfer, F2-Change UM, F10-Menu, F4-Backup



## How to enter transfer ticket header information


1. Access this program by choosing Inventory Control→Warehouse Transfers→Transfer Entry.
2. In the Whse/Ticket input, enter the warehouse code from which to transfer items. Press Enter (CR) to default to the warehouse assigned to the terminal. The system displays the warehouse name and description. Press F2 to search.

Enter the transfer ticket number (up to 5 characters). A T is assigned before the ticket number entered. Press Enter (CR) to assign the next number on file. The system displays NEXT as the ticket number until the header portion of the ticket is complete and then the actual ticket number is displayed.

Press F3 or the  icon to perform a ticket search. Enter whether to search by T-ticket or W-warehouse.

You can also assign a new specific ticker number to a transfer by selecting the menu option File→New Document Number, then enter the ticket number. The entered ticket number cannot already exist in the transfer file (ICTRNH).

OR

Enter the warehouse from which items are to be transferred. The entry must be a valid warehouse code. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F2 or the  icon to perform a search for warehouses.

3. In the To Warehouse input, enter the warehouse code to which the items will be transferred. Press Enter (CR) to default to the warehouse assigned to the terminal. The system displays the warehouse name and description. Press F2 to search.
4. In the Entered input, enter the date the transfer is entered. Press Enter (CR) to default to the system date.
5. In the Request input, enter the date the items are requested for delivery. Press Enter (CR) to default to the system date.
6. In the Ship Via input, enter the method of shipment (up to 15 characters).
7. (Optional) In the Reference input, enter the reference number (up to 15 characters).
8. (Optional) If there are suggested transfers on file, the system displays the message Suggested transfers on file. Do you want to import? (If there are no suggested transfers on file, this system skips this input.)

Enter Y or N to indicate whether the suggested orders on file should post

to the transfer ticket being entered. If you enter Y, the system displays the Import Suggested Transfers dialog box. Refer to the Import Suggested Transfers topic for details.



9. This concludes the header portion of the Transfer Ticket Entry program. At this time the ticket number is automatically assigned (if NEXT was entered in input #1) and displayed. After the header record is created, all the header inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and reentering the ticket. Refer to the How to enter or modify transfer entry line items procedures for information about adding line items to transfer tickets.

## Header Detail Screen

Use the Header Detail screen to modify transfer document header information for transfers.

The Header Detail window can be accessed once you complete the document header. Any information entered on the main Transfer Entry screen carries over to the detail window. Choose the Header button or select Options→Header Detail from the menu.

### Main tab inputs

Input	Entry
From Whse	The From warehouse information appears at the top of the screen.
To Whse	The To warehouse information appears at the top of the screen.
Entered	The date the transfer is entered.
Requested	The date the items are requested for delivery. Press the  icon to request the transfer as soon as possible.
Ship Via	<p>The method of shipment (up to 15 characters).</p> <p>The ship via defaults to the new warehouse level ship via matrix as follows:            The from warehouse and to warehouse record.            The from warehouse and blank to warehouse (all)If no record is found, the ship via field will be blank.            The Default will only get set when initially adding a transfer entry header.            Press F1 or Reset to Default to set the ship via back to the new warehouse level ship via matrix. If the default is blank, then this button will be disabled. Press F2 or the  icon to search using from warehouse.</p>
Ref#	The reference number (up to 15 characters).
Priority	The status for the transfer. Transfers default to "N" for normal. You can select from "N" (normal), "R" (rush) and "H" (service hold).

**Header Detail**

Main

From Whse  To Whse   
 Atlanta Warehouse Dallas Warehouse  
 685 Fulton Industrial 3095 LBJ Freeway  
 Atlanta, GA 33025 Suite 1107  
 Dallas, TX 75234

Entered  Ship Via    
 Requested  Ref#   
 Priority

Enter date of transfer entry

**Transfer Entry (ICE320)**

Help

01-FACTS 7.4 Development      Transfer Entry      Ticket# T00559      ICE320

From Whse 01      To Whse 02  
 Atlanta Warehouse      Dallas Warehouse      Entered 01/08/2004  
 685 Fulton Industrial      3095 LBJ Freeway      Request 01/08/2004  
 Atlanta, GA 33025      Suite 1107  
                                  Dallas, TX 75234

Ship Via UPS      Ref#      Priority N Norma

Item-Header Detail

From Whse 01	To Whse 02
Atlanta Warehouse	Dallas Warehouse
685 Fulton Industrial	3095 LBJ Freeway
Atlanta, GA 33025	Suite 1107
	Dallas, TX 75234
Entered 01/08/2004	Ship Via UPS
Requested 01/08/2004	Ref#
	Priority N Normal

Main  
 F2-Edit, F3-Save .

## Import Suggested Transfers (ICC234)

The system displays the Import Suggested Transfers program at the conclusion of Transfer Entry header creation. The program checks to determine if there are any suggested transfers for the current warehouses. If so, the system displays the Import Suggested Transfers dialog box to import the suggested transfers into the new transfer. You can also access Import Suggested Transfers from the menu option for importing suggested transfers. You can also import suggested transfer onto an already existing transfer.

The system displays all of the valid suggested transfers on file for the From/To warehouse of the transfer. In the browser the import flag is set to "Yes" when the window is first loaded and displayed. If the available quantity in the "from" warehouse is less than the suggested transfer quantity, then a "!" will display in the second column.

The "from" warehouse quantities display for the highlighted line in the unit of measure of that line (what is showing in the browser). If the suggested transfer is a special order, the Inquiry button is enabled and you can access the SO Document Inquiry program with that document loaded.

You can toggle between Yes and No, select to set all to "Yes" or select to set all to "No" by using the buttons or function keys.

When you select the "Done" button, the program reads the suggested transfers that are flagged "Yes" to import into the transfer document. The suggested transfer quantity defaults into the requested quantity of the line. If the suggested transfer is from a sales order, the UM will now be the selling unit of measure instead of being forced to the default stocking UM. The available quantity defaults into the committed quantity and the remainder will be backordered. If the suggested transfer happens to no longer be on file because another user imported it already, the system displays the message "Suggested transfer no longer on file" and the program will proceed.

The screenshot shows a software window titled "01-FACTS 7.4 Development, Import Suggested Transfers (ICC324)". The window contains the following information:

From Warehouse **01** Atlanta Warehouse      To Warehouse **03** Nashville Warehouse

On Hand	Committed	Available	Backordered	On Order
37 EA	63	-26	33	10

Import	Item	Quantity	UM	Order#	Line#	Description
Y	I101	3	EA			Pallet Truck 5000lb capacity/ 8" wheels
Y	I102	3	EA			Adjustable Height Steel Stool 17"-22" ht. adj./oolc

At the bottom of the window, there are five buttons: **Toggle**, **None**, **All**, **Inquiry**, and **Done**.

**Transfer Entry (ICE320)** [Help]

01-FACTS 7.4 Development      Transfer Entry      ICE320

From Whse 01      To Whse 03

Atlanta Warehouse      Nashville Warehouse      Entered 01/08/2004

685 Fulton Industrial      124 Main Street      Request 01/08/2004

Import Suggested Transfers (ICC324)

From Warehouse 01 Atlanta Warehouse      To Warehouse 03 Nashville Warehouse

On Hand	Committed	Available	Backordered	On Order
37 EA	63	-26	33	10

Import	Item	Quantity	UM	Order#	Line#	Description
Y	? I101	3	EA			Pallet Truck 5000lb c
Y	I102	3	EA			Adjustable Height Ste

Toggle, None, All

F3-Done

Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line



## How to enter or modify transfer entry line items

You can also modify header information via this procedure. To modify header information, press F2 at the selection prompt.


1. Access this program by choosing Inventory Control→Warehouse Transfers→Transfer Entry.
2. For new transfer tickets, enter the header information. Refer to the How to enter transfer ticket header information. For existing transfer tickets, enter the number of transfer ticket you are modifying.

TIP: Once the header is complete, the program automatically goes into Add mode, which means the cursor jumps to the Item Number prompt in the line entry section where you can begin entering line-item information. Use the line entry section to enter the item numbers, the quantities requested, committed and/or backordered.

3. At the Item input in the lower portion of the screen, you can select from the following options

Enter the item number, or select the  icon for a special order, or press F2 or  for a search.

If an item entered has a restocking path that is direct from the vendor, the system displays a message. Press Enter (CR) to continue.

If you enter an item, complete the following: In the Requested input, enter the number of units (per stocking unit of measure) to transfer. Press F2 or the  icon to change the unit of measure if multiple UMs are set up for the item.


If you entered a special order, complete the following: Enter the sales order number containing the items to be transferred for this special order. The number entered must be a valid sales order number. Press F2 to perform a special item search, i.e. searching sales orders with special order items.


Enter the line number of the sales order that contains the item number to transfer. The item continued on this line must be on backorder.

Enter the number of units (per stocking unit of measure) to transfer


Press Enter (CR) to default to the quantity on order or backorder for the item on the line of the sales order.


The system displays the optional Warehouse Quantities Window, which displays the "from" and "to" warehouse on hand, on order, committed, available, backordered quantities based on settings in IC Transfer Entry Options F/M (ICF978). When adding a line, the committed and backordered will be calculated based on the available quantity.


4. In the Requested input, enter the number of units (per stocking unit of measure) to transfer. If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 or the Change UM button to change the unit of measure. If available is less than requested, then the system displays a message with the option to continue or cancel.
5. In the Committed Quantity input, enter the amount of inventory to commit. If the "Allow Over Commitment" flag in the IC Static Control file is set to "N", the committed plus shipped quantity cannot be greater than the available. When a line is being added or changed, the user will enter the requested quantity and then how much of that is committed and how much is backordered. When adding a line, the requested quantity must be greater than zero. When editing the line, the requested quantity can be changed to zero to indicate that no more shipments of this line will be taking place. The requested, committed and backordered quantities cannot be negative. The committed plus backordered quantities must add up to the requested quantity for the line to be saved.
6. In the Backordered Quantity input, enter the amount of inventory to backorder. If the item is inactive, it cannot be backordered and it cannot commit more than is available.
7. The system automatically returns you to the item field to add another transfer. When you are satisfied with your line item entry press the  icon to complete the line item entry.
8. You have the following options:


Select the  or F2 to access the Header Detail for Documents screen, which is used to view (inquiry-mode) and/or modify warehouse, shipping information, request and entered dates, and ship via, reference and priority.


Select the  icon or D to delete a highlighted transfer line


Select # (the line number) or  icon to make changes for the highlighted line item.

Select the  icon or A to add another line item.

Select the  icon to insert a line item above the highlighted line.

Select  to access Note Entry (SME710) for the item highlighted in line item browser.

Select  to access Note Entry (SME710) for the transfer header record specified in the program.

Select  to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

CUI USERS: In the Notes: area of the screen, just above the line item section, the system displays TRNH, TRNL, or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes, Transfer Header Notes, or Transfer Line Notes.



9. When you have completed the line item or header information changes, press F3 or the **Done** to end the entry process and the system displays the message: Print transfer ticket now?

Enter N or Y to indicate whether to print the ticket now. If N is entered the ticket is saved for batch printing and may be printed through the Transfer Ticket Print.

This concludes the ending routine of the Transfer Ticket Entry program. Upon completion, the screen is cleared of input information and the program returns to the ticket number input to await further entries.

10. Press F4 or the **Done** button to end the program.

# Transfer Ticket Print (ICP310)

## Function

This program allows the user to print and if necessary, reprint transfer tickets entered through the Transfer Ticket Entry program.

The user has the option to:

- Print all transfer tickets not yet printed.
- Reprint selected transfer tickets.
- Select warehouse(s) to print.
- Print by request date.

The user may print transfer tickets through this program or through the Transfer Ticket Entry program.

The printed transfer tickets include all header and line-item information. The form depth (number of lines), whether printing on a preprinted form, item description(s) to print and whether to sort by location is determined in the IC static control record.

You can select to print open transfers only, backorders only or all transfers or rush tickets only, normal priority tickets only or both. Transfer Tickets on service hold will not print. Only document type "S" can be printed. Lines print in sequence number order. The program calculates and prints the next ticket shipment number in the header portion of the transfer ticket. This will not update until the shipment register is run. The header and line notes also print on the transfer.

Templates that store "system date" resolve to the "current system date at the time the report is run" rather than what the "current system date" was at the time the template was created. For example: If you save a template for the Transfer Ticket Print and select "Current Date" for the Cutoff Date input, when that template is selected to run again (either manually or via Job Stream) the cutoff date is determined using the current date in the Company Periods & Ending Dates F/M (GLF970) when the report is run not the current date when the template was created.

### *Multiple Bin Locations on Transfer Tickets*

If the Print Alternate Locations on Transfer Ticket setting in the IC Static Control F/M program is set to yes, the Transfer Ticket Print program prints a new line after the main item line that shows all alternate locations set up for the "from" warehouse/item. If the Print Alternate Locations on Transfer Ticket setting in the IC Static Control F/M program is set to no or there are no alternate locations set up, no additional line prints.

**NOTE:** If a bill of lading is to be printed for a warehouse transfer ticket, it needs to be done from the SO Bill of Lading Print Program.

➡ To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

## User Inputs

The following inputs are involved in printing transfer tickets:

### 1. Print/Reprint

Enter whether to **P**-print or **R**-reprint tickets. CR defaults to P.

### 2. Warehouse

Enter up to 20 two-character FROM warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. F2 allows a search.

### 3. Cutoff Date

Enter the cutoff date (ref. 3). This date is compared to the request date on the tickets to be printed. If a ticket's request date falls after this cutoff date, a message to this effect displays at the next input and the ticket is not printed.




### 4. Doc Type

Indicate whether you want to print O-open transfers, B-backorders or A-all transfers or press F4 to backup

### 5. Priority

Indicate whether you want to print N-normal priority, R-rush tickets or B-both press F4 to backup

### 6. Ticket

Enter the transfer ticket number(s) to (re)print. Press Enter (CR) or the  icon to default to ALL. Press F2 or the  icon to search. Press the  icon to backup and delete your last ticket number entry.

## Technical Notes

Printing proceeds by reading through the transfer file (ICTRAN) and checking for a (re)printed ticket status. For tickets printed for the first time, the transfer status is updated from **E**-entered to **P**-printed.

**FILES USED** - SMCNTL, ICTRAX, ICTLOT

**FILES UPDATED** - ICTRAN

**01-FACTS 7.4 Development, Transfer Ticket Print (ICP310)**

Template Print Options Help

Print/Reprint **P - Print**

Warehouse  All

Cutoff Date  System Date **01/08/2004**

Doc Type **A - All Transfers**

Priority **B - Both**

Ticket

Template  Printer  WindX Laser

OK Cancel

Print or reprint documents? (P/R)

**Transfer Ticket Print (ICP310)**

Help

---

**01-FACTS 7.5 Development      Transfer Ticket Print      ICP310**

**Print/Reprint P Print**

**Warehouse All**

**Cutoff Date System Date 02/14/2005**

**Doc Type A All Transfers**

**Priority B Both**

**Ticket All**

**- Template \_\_\_\_\_ - Printer \_\_\_\_\_**  
**None WindX Laser**

**Alignment**  
**CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .**

# Shipment Confirmation (ICE330)

## Function

This program allows the user to enter confirmation of transfers out of the FROM warehouse. The confirmation process involves confirming that a transfer ticket (or a portion of it) was shipped. Once a transfer ticket is confirmed, it is ready to print on the next Shipment Register.

The user may access the ticket by ticket number or warehouse. If accessing by warehouse the user enters the warehouse to display tickets for. Transfer tickets are displayed in summary so the user may select the ticket to confirm.


The summary screen displays the line number, ticket number, status of ticket (E-entered, P-printed or S-shipped), entry date, requested date, FROM warehouse, TO warehouse and reference.

The transfer ticket to be confirmed is displayed in a format similar to that used in the Transfer Ticket Entry program. The user has the option of changing, adding to or removing line-items at any time.

## User Inputs

The following inputs are involved in entering shipment confirmations:

### 1. Whse/Ticket

You can access the ticket by ticket number or warehouse. If accessing by warehouse enter the warehouse to display tickets for. You can these select the  icon to search for transfer tickets in the specified warehouse. Transfer tickets are displayed in summary so you can select the ticket to confirm. The summary screen displays the line number, ticket number, status of ticket (E-entered, P-printed or S-shipped), entry date, requested date, FROM warehouse, TO warehouse and reference.

The transfer ticket to be confirmed is displayed in a format similar to that used in the Transfer Ticket Entry program.

This concludes the header portion of the Shipment Confirmation program. The ticket number displays next to the "To Whse" prompt. If the document is rush or service hold, this also displays. If the document status is "E-entered", the system displays the message: "Ticket not yet printed. Confirm anyway?" and be allowed to continue with the confirmation process or cancel and return to the ticket number field. If the document status is "E-entered" or "P-printed", the system displays the following prompts:

### 2. Shipped

Enter the shipped date for the transfer or press F4 to backup.

### 3. Assume Shipment Prompt

Assume shipment of committed. You can select from:

- Y Assume shipment of all committed quantities
- N Do not assume shipment, backorder all committed quantities
- C Do not assume shipment, leave all lines committed
- B Confirm shipment of committed line by line

The program automatically displays the line-items. If you select Options:

Y Assume shipment of all committed quantities, N Do not assume shipment, backorder all committed quantities, or C Do not assume shipment, leave all lines committed, the system completed the requested activity.

If you select B--Confirm shipment of committed line by line, the system displays a dialog box for the line where you can select the confirmation method. At the Confirmation method input select from


- Y – Ship the committed quantity.
- N – Do not ship, backorder the committed quantity.
- C – Do not ship, leave the committed quantity.
- S – Ship this line and remaining lines.
- B – Backorder this line and remaining lines.
- L – Leave this line and remaining lines committed.

**To add a line item, select the  icon and complete the following:**

#### 4. Item Number

Enter the item number to be transferred. The system displays Descriptions 1 and 2. If the From warehouse is not the To warehouse's normal restocking path, the system displays an indicator message. If this item has a normal stocking path direct from the vendor, the system displays an indicator message --press Enter (CR) to continue.

You can create a memo line by entering M as the item number or click the Memo button. The program assumes a memo line is to be entered and advances to the description input.

You can also create a special order by entering S as the item number, pressing F1, or click the  icon.

For special orders, complete the following:

1. Enter the sales order number containing the items to be transferred for this special order. The number entered must be a valid sales order number. Press F2 or the Special Item Search button to perform a special item search, i.e., searching sales orders with special order items.
2. Enter the line number of the sales order that contains the item number to transfer. The number of units (per stocking unit of measure) is automatically entered under units from the number of units on order or backorder from the sales order and line number entered.

#### **Sales Order Line Number Processing Details:**

- If the available quantity in the "from" warehouse is less than the sales order backordered quantity, then the system displays a message with the option to continue or cancel.

- The sales order backorder quantity will default into the requested quantity of the line. The available quantity will default into the committed quantity and the remainder will be backordered.
- The requested quantity plus shipped quantity from open receipts cannot be greater than the backordered quantity on the sales order.
- The quantities will be in the selling UM from the sales order line.

Press F3 to advance to the prompt-selection input.

Press F4 to remove the line and backs up to the previous line number.

### **5. Requested Quantity**

Enter the number of units (per stocking unit of measure) to transfer. If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 or the Change UM button to change the unit of measure. If available is less than requested, then the system displays a message with the option to continue or cancel.

### **6. Unit of Measure**

Enter the unit of measure for the transfer item. Press F2 to change the UM. The UM must be valid for stocking - all quantities will be converted when the UM is changed

The system displays the optional Warehouse Quantities Window, which displays the "from" and "to" warehouse on hand, on order, committed, available, backordered quantities based on settings in IC Transfer Entry Options F/M (ICF978). When adding a line, the committed and backordered will be calculated based on the available quantity.

### **7 Shipped Quantity**

Enter the shipped quantity for the item. If the "Allow Over Commitment" flag in the IC Static Control file is set to "N", the shipped plus committed quantity cannot be greater than the available. If the "Allow Negative On Hand" flag in the IC Static Control file is set to "N", the shipped quantity cannot be greater than the on hand.

### **8. Committed Quantity**

Enter the amount of inventory to commit. If the "Allow Over Commitment" flag in the IC Static Control file is set to "N", the committed plus shipped quantity cannot be greater than the available. When a line is being added or changed, the user will enter the requested quantity and then how much of that is committed and how much is backordered. When adding a line, the requested quantity must be greater than zero. When editing the line, the requested quantity can be changed to zero to indicate that no more shipments of this line will be taking place. The requested, committed and backordered quantities cannot be negative. The committed plus backordered quantities must add up to the requested quantity for the line to be saved.

### **9. Backordered Quantity**

Enter the amount of inventory to backorder. If the item is inactive, it cannot be backordered and it cannot commit more than is available.

This concludes the header portion of the Shipment Confirmation program. The program automatically displays the line-items. During the process of displaying line-items, if an item is a serial/lot item, proceed to input #5. If items are not serial/lot items, input #5 is skipped.

### 10. Serial/Lot Number Entry

If no items shipped are serial/lot items, this input is skipped. Enter the serial/lot number of the items to be shipped. The entry must be a valid serial/lot number. F2 allows a search (ref. 8). Enter the quantity (if a serial number, 1 is entered automatically). The undistributed amount must equal zero in order to ship all units. The undistributed is displayed. F3 to end entries. If the undistributed is not equal to 0, the amount left undistributed is set to 0 and reduces the units by the undistributed amount.

#### Note: Serial/Lot Costing


You now have the ability to cost serial and lot items by the system cost (costing method for the module). The feature provides for GAAP compliance. For the FACTS SO, IC and MC modules, you can decide if the cost for serial and lot items will be averaged actual (as it has always operated in the past) or system cost (costing method for the module). The default setting for each Static Control F/M is A-Averaged Actual (same behavior as they have before the monthly is applied). Users who want to take advantage of this change will need to change the option to S-System Cost for each of the applicable modules. The net result of selecting S-System Cost is that serial/lot items will be costed like non-serial/lot items. The results of this program are affected by this selection.

Upon completion of the display of line-items, the **prompt selection input** allows the user to perform the following functions:

GUI Users:


You can select from the following to perform the listed functions:


 Changes a line-item


 Adds line-items


 Inserts line-items

 Deletes line-items

 Saves and stops line-item entry

 to access Note Entry (SME710) for the item highlighted in line item browser.

 to access Note Entry (SME710) for the transfer header record specified in the program.

 to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

CUI USERS



- # - Changes or deletes a line-item. Enter the shipped units to confirm. Press F2-Change Qty to display stocking unit of measure information.
- L - Lists line-items
- A - Adds line-items. Enter the item number and quantity to confirm. Within Add mode, the user may enter a **Memo**, import a line from a **Special** (sales order), or perform a **F2-Special** item search. The user may also perform a **F2-Search** or press **F3-End** to end. If the item does not update inventory (as set by the IC Control flag), the following message will display: **“This is an uninventoried item. Cannot Transfer. CR-Continue”**. If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **“Item must be in the ‘from’ warehouse. CR-Continue”**.
- D - Deletes the entire entry.
- F2 - Changes the header.
- F3 - Accesses the ending routine.
- S - **Stops confirmation.** Confirmation may be stopped prior to completion. Changes to the transfer ticket are not recorded.

CUI USERS: In the Notes: area of the screen, just above the line item section, the system displays TRNH, TRNL, or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes, Transfer Header Notes, or Transfer Line Notes.

The ending routine allows the user to **CR-continue**, concluding the confirmation of the transfer ticket. The screen is cleared of input information and the program returns to input #1. F4 backs up to the **prompt-selection input**.

## Technical Notes

Shipped quantities are updated in the transfer ticket file (ICTRAN) and on hand quantities are updated in the FROM warehouse in the warehouse/item file (ICWHSE). Special order information is updated in the sales order file (SORDER). Serial/lot information is updated in the transfer lots file (ICTLOT), the item lots file (ICLOTS) and the pending serial number file (ICLOTX). Any items added or deleted are updated in the ticket by item file (ICTRAX).

Upon completion of the confirmation, the record is written to the transfer ready-for-register file (ICREGX) with a type of **shipment**. If the Shipment Register is in process, the record is written to the temporary ready-for-register file (ICTMPX) instead of ICREGX.

**FILES USED** - SMCNTL, ICMAS, ICCOST, ICFUCT, ICINTR, ICALPX, ICCLSX, SOITMX

**FILES UPDATED** - ICTRAN, ICTRAX, ICWHSE, SORDER, ICLOTS, ICTLOT, ICLOTX, ICTMPX, ICREGX

**01-7.4 Development, Shipment Confirmation (ICE320)**

File Edit View Options Go To Help

From Whse 01 Atlanta Warehouse  
685 Fulton Industrial  
Atlanta, GA 33025

To Whse 02 Dallas WarehouseXXXXXXXXXXXXZ  
3095 LBJ Freeway  
Suite 1107  
Dallas, TX 75234

Ticket# T00327  
Entered 08/26/2004  
Request 08/26/2004  
Shipped 12/11/2003

Ship Via UPS Ref# Priority N - Normal

Item 116 Aluminum Dock Plate 36 x 24/2 3/4"/4000lb cap.  
Requested 3 EA Shipped 0 Committed 0 Backordered 3

LN#	Item	Flags	Requested	UM	Shipped	Committed	Backorder	Order#	Ln#	Description 1
001	1116	B	3	EA	0	0	3			Aluminum Dock
002	1146		2	GL	2	0				Floor Paint - ed

Units: 2

Stop Conf Header Done

**Shipment Confirmation (ICE330)**

Help

01-FACTS 7.4 Development Shipment Confirmation Ticket# T00319 ICE320

From Whse 02 Dallas Warehouse  
3095 LBJ Freeway  
Suite 1107  
Dallas, TX 75234

To Whse 01 Atlanta Warehouse  
685 Fulton Industrial  
Atlanta, GA 33025

Entered 02/22/2003  
Request 02/22/2003  
Shipped 01/08/2004

Ship Via UPS Ref# Priority N Norma

Item Requested UM Shipped Committed Backordered  
I119 3000 EA 3000 0 0  
Steel Shelving/Shelf 24"D, 320LB cap., 85" Height

Notes: TRNH TRNL ITEM

LN#	Item	Flags	Requested	UM	Shipped	Committed	Backord
001	I119		3000	EA	3000	0	
002	oFiwn						







Units: 3000.000  
Header Detail, Stop Conf  
CR-Edit, INS, DEL, F3-Done, F10-Menu .  
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

## How to confirm shipments

1. Access this program by choosing Inventory Control → Warehouse Transfers → Shipment Confirmation.
2. In the Whse/Ticket input, enter the transfer ticket number. You can access the ticket by ticket number or warehouse. If accessing by warehouse enter the warehouse to display tickets for. You can then select the icon to search for transfer tickets in the specified warehouse. Transfer tickets are displayed in summary so you can select the ticket to confirm. The summary screen displays the line number, ticket number, status of ticket (E-entered, P-printed or S-shipped), entry date, requested date, FROM warehouse, TO warehouse and reference.
3. (Optional) If the transfer ticket entered has not been printed, the system displays the message: Ticket not yet printed. Confirm anyway? If the ticket has not been printed, enter N or YES to indicate whether to confirm the ticket. The header portion of the transfer ticket is displayed.
4. In the Shipped Date input, enter the date the ticket was shipped. Press Enter (CR) to default to the system date.
5. At the Assume Shipment prompt, Assume shipment of committed. You can select from:
  - Y Assume shipment of all committed quantities
  - N Do not assume shipment, backorder all committed quantities
  - C Do not assume shipment, leave all lines committed
  - B Confirm shipment of committed line by line

The program automatically displays the line-items. If you select Options:

  - Y Assume shipment of all committed quantities, N Do not assume shipment, backorder all committed quantities, or C Do not assume shipment, leave all lines committed, the system completed the requested activity.
  - If you select B--Confirm shipment of committed line by line, the system displays a dialog box for the line where you can select the confirmation method. At the Confirmation method input select from
    - Y—Ship the committed quantity.
    - N—Do not ship, backorder the committed quantity.
    - C—Do not ship, leave the committed quantity.
    - S—Ship this line and remaining lines.
    - B—Backorder this line and remaining lines.
    - L—Leave this line and remaining lines committed.
6. The program automatically displays the line-items associated with the transfer ticket. If an item is a serial/lot item, the system displays the serial/lot item entry inputs.
7. GUI Users: After the system displays the line-items, you can select from the following options:

-  Inserts a line-item above the highlighted line item.
-  Edit the highlighted line-item.
-  Deletes the highlighted entry.
-  Accesses Note Entry (SME710) for the item highlighted in line item browser.
-  Accesses Note Entry (SME710) for the transfer header record specified in the program.
-  Accesses Note Entry (SME710) for the transfer line record highlighted in the line item browser.

**Header** button-Accesses the Header Detail screen where you modify the header information.

**Done** button or F3-Accesses the ending routine.

**Stop Conf** button-Stops confirmation. Confirmation may be stopped prior to completion. If you stop confirmation, the system does not record changes to the transfer ticket.

CUI Users: After the system displays the line-items, you can select from the following options:

A -Adds line-items. Enter the item number and quantity to confirm. You can press F2 to perform an item search or press F3 to end line item entry. If the item does not update inventory (as set by the IC Control flag), the following message will display: "This is an uninventoried item. Cannot Transfer. CR-Continue". If the item is inventoried, but does not exist in the specified warehouse, the following message will display: "Item must be in the 'from' warehouse. CR-Continue".

From Add mode, you can enter M to enter a memo, S to import a line from a sales order, or press F2 to perform a special item search.

D or the Delete button Deletes the entire entry.

F2 or the Change Header button Changes the header.

F3 or the End button Accesses the ending routine.

S or the Stop button Stops confirmation. Confirmation may be stopped prior to completion. If you stop confirmation, the system does not record changes to the transfer ticket.

If the item does not update inventory (as set by the IC Control flag), the following message will display: "This is an uninventoried item. Cannot Transfer. CR-Continue".

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: "Item must be in the 'from' warehouse. CR-Continue".

You can press F2 to perform an item search or press F3 to end line item entry.

CUI USERS: In the Notes: area of the screen, just above the line item section, the system displays TRNH, TRNL, or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes, Transfer Header Notes, or Transfer Line Notes.

8. When you press Done, the ending routine concludes the confirmation of the transfer ticket. The system clears input information on the screen and the program returns to input #1.
9. You can enter additional shipment confirmations or press F4 or Done to exit.

# Shipment Register (ICR320)

## Function

This program allows the user to print a register of all transfer tickets confirmed through the Shipment Confirmation program.

As the shipment register prints, deleted and voided documents are printed, including the date the document was deleted and the user who deleted it print. These are not counted in the number of tickets processed, and the lines will not print for a deleted document. Any lines that were deleted from a ticket that is running through the register also print after all the open lines for the ticket have printed. This information comes from the deleted lines file (ICTRND) and includes the item, description, quantity requested or shipped, cost, date the line was deleted and the user who deleted it. The deleted lines do not include the cost extension and do not add into the ticket total.

This program will:

- Print a listing of transfer tickets confirmed as shipped, items transferred and costing information.
- Build and print a general ledger distribution, if needed.
- Post to general ledger, if general ledger is built.
- Update inventory and general ledger files.

Register information includes the following: ticket number, request date, shipped date, from and to warehouse, ship via and reference number. For each item transferred, the item number and description, serial/lot numbers (if applicable), units, stocking unit of measure, cost per unit, costing unit of measure, extension and sales order tickets. Ticket and register totals are printed. The total number of tickets listed is also included.

Usage: If the "To" warehouse's restocking warehouse is the "From" warehouse, then the "From" warehouse gets the usage updated if the "From" warehouse also has the Replenish flag set to Y on the Main screen of Warehouse/Item F/M (ICF920).

### Transfer History Processing

When the Shipment Register update is run, the system writes the processed transfer tickets to the Transfer History files. For each ticket, the program writes a record to the ICPTRH Transfer History Header file. For each line on the ticket, the program creates a record in the Transfer History Line file, ICPTRL. For is for a serial or lot line-items, records are written to the Transfer History Serial/Lot file, ICPTRS.


For duplicate ticket numbers, the program uses a sequence number field. Before writing a new header record, the program determines if the ticket number already exists and increments the sequence number for the new header being added and writes all line and serial/lot records with the new sequence number.

Access this program by choosing Inventory Control → Warehouse Transfers  
→ Shipment Register.


## User Inputs

The following inputs are involved in printing the Shipment Register:


### 1. Beginning Ticket

Enter the beginning transfer ticket number to print. Press Enter (CR) or the  icon to default to FIRST.


### 2. Ending Ticket

Enter the ending transfer ticket number to print. Press Enter (CR) or the  icon to default to LAST.



### 3. Beginning Date

Enter the beginning transfer date to print (ref. 3). Press Enter (CR) or the  icon to default to FIRST.



### 4. Ending Date

Enter the ending transfer date to print (ref. 3). Press Enter (CR) or the  icon to default to LAST.


### 5. From Warehouse

Enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F3 or  defaults to ALL. F2 or  allows a search.

### 6. To Warehouse

Enter the warehouse to print TO which shipments were transferred. The entry must be a valid warehouse code. CR or  defaults to ALL. F2 or  allows a search.

### 7. Date

Enter the transfer register date (ref. 3). The date must be in the current or next general ledger period and not prior to the current inventory period. The current period for inventory (IC) and general ledger (GL) is displayed in the upper right corner of the screen. CR or  defaults to the system date.

For users printing the GL distribution, the following input is displayed:

#### 8a. Check register. Ok to print GL distribution?

After printing the Shipment Register, verify the printout. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter **Y** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #9.

For users not printing the GL distribution, the following input is displayed:

**8b. Check register. Ok to update?**

After printing the Shipment Register, verify the printout. If there is a correction to be made, select **CANCEL** or enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter **Y** to continue and no GL distribution will be printed, the following input (#9) is skipped and the program proceeds with the update.

**9. Check GL distribution. Ok to update?**

After printing the GL distribution, verify the printout. If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again.

**Technical Notes**

To allow processing of transfers while this register is running, the register first sets the terminal running **Shipment Register** flag in the Nonstatic Control Record to the user's terminal code. All other users are then locked out of the transfer ready-for-register file (ICREGX) while the register is running. However, the programs that update ICREGX can still continue processing by writing to the temporary ready-for-register file (ICTMPX).

Printing of the Shipment Register proceeds by reading through the transfer ticket file (ICTRAN) and referencing tickets with a status of S-shipped.

The general ledger distribution is built during the printing of the register using the distribution file (SMGLD) after it is initialized.

During the update, the status of the ticket is changed to T-in transition in the transfer ticket file. History is updated for the from in the warehouse/item file (ICWHSE). If ledgercard information is stored for the from warehouse/item, a transaction is updated to the item ledgercards file (ICLEDG). Serial/lot information is updated in the serial/lot file (ICLOTS). The LIFO/FIFO costing layers are removed in the LIFO/FIFO costing layer file (ICCOST). The last register number used is updated in the control file (SMCNTL).

If the general ledger distribution is printed and is to be updated, the GL journal update posts a journal entry automatically to the journal file (GLJRNL) and its associated sort file (GLJRNX).

When the register has completed processing, it moves any records in ICTMPX to ICREGX in preparation for the next run of the register. The terminal running Shipment Register flag is then set back to blanks.

**FILES USED** - GLMSTR, ICTLOT, ICFUCT, ICCOST

**FILES UPDATED** - SMCNTL, ICTRAN, ICMAS, ICWHSE, ICLOTS, ICLOTX, ICREGX, ICTMPX, SORDER, SMGLD, ICLEDG, GLJRNL, GLJRNX



**Shipment Register (ICR320)** [ ] [ ] [ X ]

Template Print Options

Beginning Ticket  [ ] [ ]

Ending Ticket  [ ] [ ]

Beginning Date

Ending Date

From Warehouse  [ ] **Atlanta Warehouse**

To Warehouse  [ ] [ ]

Date  [ ] [ ]

IC CP=09/1997 SEP  
GL CP=09/1997 SEP

Template \_\_\_\_\_ Printer \_\_\_\_\_

None Genicom Line Printer

[ OK ]  
[ Cancel ]

Enter Beginning Transfer Ticket to Print, F1-First

**Shipment Register (ICR320)** [ ] [ ] [ X ]

Help

---

01-Demo Company                      Shipment Register                      ICR320

Beginning Ticket First                      IC CP=09/2002 SEP

Ending Ticket Last                      GL CP=09/2002 SEP

Beginning Date First

Ending Date Last

From Warehouse 01 Atlanta Warehouse

To Warehouse All

Date System Date




---

— Template \_\_\_\_\_                      — Printer \_\_\_\_\_

None                      Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

## How to print and update the Shipment Register

1. Access this program by choosing Inventory Control→Warehouse Transfers→Shipment Register.
2. In the Beginning Ticket field, enter the beginning transfer ticket number to print. Press Enter (CR) to default to FIRST.
3. In the Ending Ticket field, enter the ending transfer ticket number to print. Press Enter (CR) to default to LAST.
4. In the Beginning Date field, enter the beginning transfer date to print.
5. In the Ending Date field, enter the ending transfer date to print.
6. In the From Warehouse field, enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F2 or  to search.
7. In the To Warehouse field, enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 or  to default to ALL. Press F2 or  to search.
8. In the Date field, enter the Shipment Register date. Press Enter (CR) to default to the system date. The date entered must be within the current or next GL period.
9. Select the OK button to print the report. Complete step 7 or step 8.
10. (Optional) If you are printing the GL distribution, the system displays the following message: Receipt Register. OK to Print GL Distribution?

After printing the Receipt Register, verify the printout. If you need to correct the register data, select Cancel or enter N to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, select OK or enter YES to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

After printing the distribution, verify the printout. If everything is correct, select OK or enter YES to continue. The program proceeds with the update. If you need to make a correction, select Cancel or enter N to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

--OR--

11. (Optional) If you are not printing the GL distribution, the program displays the message: Receipt Register. OK to Update?

After printing the Shipment Register, verify the printout. If you need to make a correction, select Cancel or enter N to exit the program. After you make corrections, rerun the register. If everything is correct, select OK or enter YES to continue.

# Receipt Confirmation (ICE340)

## Function

This program allows the user to enter confirmation of transfers received into the TO warehouse. The confirmation process involves confirming that a transfer ticket (or a portion of it) was received. Once a transfer receipt is confirmed, it is ready to print on the next Receiving Register.

The user may access the ticket by ticket number or warehouse. If accessing by warehouse the user enters the warehouse to display tickets for. Transfer tickets are displayed in summary so the user may select the ticket to confirm.

The summary screen displays the line number, ticket number, status of ticket (Transferred or Received), entry date, requested date, FROM warehouse, TO warehouse and reference.

The transfer ticket to confirm receipt is displayed in a format similar to that used in the Shipment Confirmation program. The user has the option of changing, adding to or removing line-items at any time.

**Note:** When you modify transfer ticket header information in the Receipt Confirmation program, you cannot modify the shipped or requested dates in the header date.

## User Inputs

The following inputs are involved in entering receipt confirmation.

### 1. Ticket

Enter the transfer ticket number. Press F2 or the  icon to search. Enter whether to search by T-ticket or W-warehouse.

The system displays the following information from the transfer ticket: To Warehouse, ticket number, shipping number, transfer ticket date, transfer ticket request date, and the date the ticket was shipped.

For transfer tickets with status of received, the system displays the From warehouse and enables the Ship Via and Received prompts so you can modify these inputs.

For transfer tickets with status of transferred, the system displays receiving prompts below:

### 2. Receive Date

Enter the received date, or press F4 to backup.

### 3. Assume Receipt

Enter Y or N to indicate whether to assume receipt. Entering Y sets number of units received for each item to the shipped amount. Entering N sets the number of units received to zero. Press Enter (CR) to default to Y.

**The optional prompts are then available:**

#### 4. Ship Via

Enter the method of shipment (up to 15 characters).

#### 5. Reference #

Enter the method of shipment (up to 15 characters).

This concludes the header portion of the Receipt Confirmation program. When you enter a ticket number, the program reads to see if there is more than one open receipt for this ticket. If there is only one shipment number with a document status of "T-Transferred", "R-Received" or "U-Updated", then the document displays in the program.

If there is more than one, all the open receipts display and you can select which one to edit. If the receipt is already updated, the system displays the screen in view-only mode and no data is modifiable on the receipt.

If you selected Assume Receipt, the system displays the Serial # Entry screen. Refer to the Serial/Lot Item Entry in Receipt Confirmation topic for input details.

If you did not select Assume Receipt, select the transfer line to confirm or modify, if there is more than one.

If there is more than one, all the open receipts display and you can select which one to edit. If the receipt is already updated, the system displays the screen in view-only mode and no data is modifiable on the receipt.

If you selected Assume Receipt, the system displays the Serial # Entry screen. Refer to the Serial/Lot Item Entry in Receipt Confirmation topic for input details.

#### 7. (Optional) Serial/Lot Number


The serial/lot information for each line is displayed as it was entered in the Shipment Confirmation program. The user may enter one of the following:

- # - Changes a line number. Serial/lot numbers may be changed.
- L - Lists serial/lot numbers. Serial/lot numbers may be listed.
- A - Adds a line-item. Serial/lot numbers may be added as needed.
- F3 - Ends entry of the serial/lot number(s) for a line-item.

If you did not select Assume Receipt, select the transfer line to confirm or modify, if there is more than one.

#### 8. Prompt Selection Input Options

After you complete the header entry of the ticket to confirm receipt, you can select the options below to perform the following functions:

Line number or  - Changes a line-item. If the number received is not equal to the number shipped, the user must enter a discrepancy G/L# to post

the discrepancy to. Press Enter (CR) to default to the discrepancy number in the GL posting table assigned to the item.

**+** -Adds line-items. Enter the item number and quantity to confirm.

On the left side of the line item browser, you can select:

**I** to access Note Entry (SME710) for the item highlighted in line item browser.

**D** to access Note Entry (SME710) for the transfer header record specified in the program.

**L** to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

**CUI USERS:** In the Notes: area of the screen, just above the line item section, the system displays TRNH, TRNL, or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes, Transfer Header Notes, or Transfer Line Notes.

F2 or the Change Header button--Accesses the Header detail for changes.

F3 or the Done button- Accesses the ending routine

S or the Stop Conf button-Stops confirmation. Confirmation may be stopped prior to completion. Changes to the transfer ticket are not recorded. If the original status of the document was "T" the "Stop Confirmation" button will be available. If you select Stop Confirmation, the options will be to "Yes" stop confirmation or "No" do not stop confirmation. If you select Yes, the system resets the received quantities to zero.

If the original status of the transfer ticket was "R", then the "Stop Confirmation" button will not be available.

**Update** Updates the inventory quantities. The receipt will not longer be editable. If you select to update, the system prompts for the password if necessary and then given an "attention" message stating that proceeding will update the inventory quantities and the receipt will not longer be editable. You can select to continue with the update or cancel.

#### Receipt Confirmation Entry Update Option Details


The system evaluates the IC Static Control fields Update in Receipt Confirmation, Update Security Code and Password Override to determine whether or not to displays the update option.

The update option will be available based on the following:

- If Update in Receipt Confirmation is "No" - the update option will not appear.
- If Update in Receipt Confirmation is "Yes", a security code exists but no password was entered - the update option will only appear if the current user has the update security code.

- If Update in Receipt Confirmation is "Yes", an override password exists but no security code – the update option will always appear but will always prompt user for the password.
- If Update in Receipt Confirmation is "Yes", a security code exists and a password exists – the update option will always appear. If the current user does not have the security code, the user will be prompted for a password when the update option is selected.

## 9. Item Number

Select the item number to be confirmed by doubly clicking or highlighting the line item and selecting the  icon.

The system displays Descriptions 1 and 2, the amount of inventory to backorder, the number of units (per stocking unit of measure) received, the in-transit quantity, and the shipped quantity for the item.

Refer to the inputs below for definitions:

If the item does not update inventory (as set by the IC Control flag), the following message will display: "This is an uninventoried item. Cannot Transfer. CR-Continue". If the item is inventoried, but does not exist in the specified warehouse, the following message will display: "Item must be in the 'to' warehouse. CR-Continue".

## 10. Backordered Quantity (display only)

This is the amount still remaining to be shipped to the "To" warehouse. It is the current requested quantity on the open shipment request, if it still exists, converted to the UM of the receipt.

## 11. Total Received Quantity (display only)

This is the amount that has been received so far by the "To" warehouse. It is the total received from the line totals file plus the received quantity of all receipts (document type = "R") with a status of "R" (not including the document currently being edited). The totals will be accumulated in the smallest UM then converted to the UM of the receipt.

## 12. In Transit Quantity (display only)

This is the amount that has been shipped by the "From" warehouse but not yet received by the "To" warehouse. It is the shipped quantity of all receipts (document type = "R") with a status of "T" (not including the document currently being edited). The totals will be accumulated in the smallest UM then converted to the UM of the receipt.

## 13. Shipped Quantity (display only)

The system displays. If the "Allow Over Commitment" flag in the IC Static Control file is set to "N", the shipped plus committed quantity cannot be greater than the available. If the "Allow Negative On Hand" flag in the IC Static

Control file is set to "N", the shipped quantity cannot be greater than the on hand.

The system displays the optional Warehouse Quantities Window, which displays the "from" and "to" warehouse on hand, on order, committed, available, backordered quantities based on settings in IC Transfer Entry Options F/M (ICF978).

#### 14. Received Quantity

Enter the received quantity for the item.

#### 15. Unit of Measure (display only)

The system displays the unit of measure for the transfer item.

The system displays the optional Warehouse Quantities Window, which displays the "from" and "to" warehouse on hand, on order, committed, available, backordered quantities based on settings in IC Transfer Entry Options F/M (ICF978). When adding a line, the committed and backordered will be calculated based on the available quantity.

#### 16. Discrepancy G/L#

If the number received is not equal to the number shipped, the user must enter a discrepancy G/L# to post the discrepancy to. Press Enter (CR) to default to the discrepancy number in the GL posting table assigned to the item.

This concludes an entry in the line-item portion of the Receipt Confirmation program.

#### CUI Options

Upon entry of the ticket to confirm receipt, the prompt-selection input allows the user to perform the following functions:

- # - Changes or deletes a line-item. If the number received is not equal to the number shipped, the user must enter a discrepancy G/L# to post the discrepancy to. CR defaults to the discrepancy number in the GL posting table assigned to the item.
- L - Lists line-items
- A - Adds line-items. Enter the item number and quantity to confirm. Within Add mode, the user may enter a **Memo**, import a line from a **Special** (sales order), or perform a **F2-Special** item search. The user may also perform a **F2-Search** or press **F3-End** to end. If the item does not update inventory (as set by the IC Control flag), the following message will display: **"This is an uninventoried item. Cannot Transfer. CR-Continue"**. If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **"Item must be in the 'to' warehouse. CR-Continue"**.
- F2** - Changes the header
- F3** - Accesses the ending routine
- S** - **Stops confirmation.** Confirmation may be stopped prior to completion. Changes to the transfer ticket are not recorded.

The ending routine allows the user to CR-continue, concluding the confirmation of the transfer receipt. The screen is cleared of input information and the program returns to input #1. F4 backs up to the prompt-selection input.



## Technical Notes

Received quantities are updated in the transfer ticket file (ICTRAN) and on order quantities are updated in the TO warehouse in the warehouse/item file. Serial/lot information is updated in the transfer lots file (ICTLOT), the item lots file (ICLOTS), and the pending serial number file (ICLOTX). Any items added or deleted are updated in the ticket by item file (ICTRAX).

Upon completion of receipt, the record is written to the transfer ready-for-register file (ICREGX) with a type of receipt. If the Receiving Register is in process, the record is written to the temporary ready-for-register file (ICTMPX) instead of ICREGX.

**FILES USED** - SMCNTL, ICMAS, ICCLSX, GLMSTR, ICALPX, ICINTR, GLALPX

**FILES UPDATED** - ICTRAN, ICTRAX, ICWHSE, ICLOTX, ICTLOT, ICLOTS, SORDER, ICTMPX, ICREGX

**01-7.4 Development, Receipt Confirmation (ICE340)**

File Edit View Options Go To Help

From Whse  To Whse  Ticket# **T00344** Ship# **00001**

Dallas WarehouseXXXXXXXXXXXXXZ Atlanta Warehouse  
 3095 LBJ Freeway 685 Fulton Industrial Entered **09/10/2004**  
 Suite 1107 Atlanta, GA 33025 Request **09/10/2004**  
 Dallas, TX 75234 Shipped **09/10/2004**  
 Received

Ship Via  Ref#

Item  Portable Floor Crane 1500lb capacity

Backorder	Tot Recvd	InTransit	Shipped	Received
0	0	0	0	<input type="text" value="0"/> EA

LN#	Item	Flags	Shipped	Received	UM	Discrepancy G/L	Order#	Ln#	Description 1
001	I106		1	1	EA				Telescopic Lift Boom
002	I107		0	0	EA				Portable Floor Crane
003	I113	D	0	1	EA	535-01-1			Rolling Stock Picking
	add								

Units:  Weight: **817.000**

Stop Conf Update Header Done

**Receipt Confirmation (ICE340)**

Help

01-FACTS 7.5 Development Receipt Confirmation Ticket# **T00322** ICE340  
 From Whse **01** To Whse **02** Ship# **00001**  
 Atlanta Warehouse Dallas Warehouse Entered **08/22/2004**  
 685 Fulton Industrial 3095 LBJ Freeway Request **08/22/2004**  
 Atlanta, GA 33025 Suite 1107 Shipped **09/29/2003**  
 Dallas, TX 75234 Received **03/31/2004**

Ship Via **UPS** Ref#

Item	Backorder	Tot Recvd	InTransit	Shipped	Received	UM
I100	1	0	0	0	0	EA
Pallet Loading Hand Truck		1000 lb capacity				

Notes: **TRNH TRNL ITEM**

LN#	Item	Flags	Shipped	Received	UM	Discrepancy G/L	Order
001	I100		0	0	EA		
002	I106	D	0	1	EA	535-01-1	
	add						

Units: **1.00** Weight: **602.000**

Header Detail, Update  
 CR-Edit, INS, F3-Done, F10-Menu  
 Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

## How to confirm transfer receipts

1. Access this program by choosing Inventory Control → Warehouse Transfers → Receipt Confirmation.
2. In the Ticket input, enter the transfer ticket number. Press F2 to search for tickets. When you search, indicate whether to search by T-ticket or W-warehouse.
3. In the Received Date input, enter the date the ticket was received. Press Enter (CR) to default to the system date.
4. At the Assume Shipment prompt, enter Y or N to indicate whether to assume shipment. Entering Y sets number of units received for each item to the shipped amount entered on the transfer ticket. Entering N sets the number of units received for each item to zero. Press Enter (CR) to default to Y.
5. The program automatically displays the line-items associated with the transfer ticket. If an item is a serial/lot item, the system displays the serial/lot item entry options for Receipt confirmation.
6. After you complete the header entry of the ticket to confirm receipt, you can select from the following options at the prompt selection input:

line # Changes or deletes a line-item. Enter whether to C-change or D-delete. If you enter C to change a line item, enter the number of units to receive. If the number received is not equal to the number shipped, the user must enter a discrepancy G/L# to post the discrepancy to. Press Enter (CR) to default to the discrepancy number in the GL posting table assigned to the item.

L Lists line-items

A Adds line-items; enter the item number in the Item input and quantity to receive in the Received input.

If the item does not update inventory (as set by the IC Control flag), the following message will display: "This is an uninventoried item. Cannot Transfer. CR-Continue".

If the item is inventoried, but does not exist in the specified warehouse, the following message will display: "Item must be in the 'to' warehouse. CR-Continue"

From within Add mode, you can enter:

M to enter memo,

S to import a line from a sales order,

F2 to search or

F3 to end.

F2 -Changes the header

- F3 -Accesses the ending routine
- S -Stops confirmation. Confirmation may be stopped prior to completion. If you stop confirmation, the system does not record changes to the transfer ticket.
7. When you press F3, the ending routine allows you to press Enter (CR) to continue, concluding the confirmation of the transfer ticket. The system clears input information on the screen and the program returns to input #1. Press F4 to back up to the prompt-selection input.
  8. You can enter additional receipt confirmations or press F4 to exit.

# Receiving Register (ICR330)

## Function

This program allows the user to print a register of all transfer tickets confirmed through the Receipt Confirmation program.

This program will:

- Print a listing of transfer tickets confirmed as received, items transferred and costing information.
- Build and print a general ledger distribution, if needed.
- Post to general ledger, if general ledger is built.
- Update inventory and general ledger files.

Register information includes the following: ticket number, shipped date, receipt date, from and to warehouse and either the ship via and reference number of the status of deleted (prior to printing ticket) or voided (after printing ticket) ticket. For each item received, the item number and description, serial/lot numbers if applicable, units, stocking unit of measure, cost per unit, costing unit of measure, extension and order number. Ticket and register totals are printed. The total number of tickets listed is also included. When a line on a transfer is tied to a sales order, the Receiving Register prints the sales order line number next to the sales order number.

**Lead Time:** If the “To” warehouse’s restocking warehouse is the “From” warehouse, the Receiving Register may flag abnormal (A) lead time in the “To” warehouse if the “To” warehouse item is stocked and the Replenish flag on the Main screen of Warehouse/Item F/M (ICF920) set to Y, before checking all other conditions that would flag the item with an abnormal lead time.

### *Transfer History Processing*

The Receiving Register Update updates the records previously added in the transfer history files. The Receiving Register updates the receiving-side information in the records. The program updates the records for the last sequence number in the file. For each ticket, the program updates the ICPTRH Transfer History Header file, the Transfer History Line file, ICPTRL and the Transfer History Serial/Lot file, ICPTRS for for a serial or lot line-items.

## User Inputs

The following inputs are involved in printing the Receiving Register:

### **1. Beginning Ticket**

Enter the beginning transfer ticket number to print. CR defaults to FIRST.

### **2. Ending Ticket**

Enter the ending transfer ticket number to print. CR defaults to LAST.

### **3. Beginning Date**

Enter the beginning receipt date for to print (ref. 3). CR defaults to FIRST.

#### 4. Ending Date

Enter the ending receipt date to print (ref. 3). CR defaults to LAST.

#### 5. From Warehouse

Enter the warehouse to print FROM which shipments were transferred. CR defaults to ALL.

#### 6. To Warehouse

Enter the warehouse to print TO which shipments were transferred. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

#### 7. Date

Enter the transfer register date (ref. 3). The date must be in the current or next general ledger period and not prior to the current inventory period. The current period for inventory (IC) and general ledger(GL) is displayed in the upper right corner of the screen. CR defaults to the system date.

For users printing the GL distribution, the following input is displayed:

##### 8a. Check register. OK to print GL distribution?

After printing the Receiving Register, verify the printout. If there is a correction to be made, select **CANCEL** or enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter Y to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #10.

For users not printing the GL distribution, the following input is displayed:

##### 8b. Check register. Ok to update?

After printing the Receiving Register, verify the printout. If there is a correction to be made, select **CANCEL** or enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter Y to continue and no GL distribution will be printed, the following input (#9) is skipped and the program proceeds with the update.

##### 9. Check GL distribution. Ok to update?

After printing the GL distribution, verify the printout. If everything is correct, select **OK** or enter Y to continue. The program proceeds with the update. If there is a correction to be made, select **CANCEL** or enter N to exit the program. After the correction is made, the entire register process begins again.

## Technical Notes

To allow processing of transfers while this register is running, the register first sets the terminal running Receipt Register flag in the Nonstatic control record to the user's terminal code. All other users are then locked out of the transfer ready-for-register file (ICREGX) while the register is running. However, the programs that update ICREGX can still continue processing by writing to the temporary ready-for-register file (ICTMPX).

Printing of the Receiving Register proceeds by reading through the transfer ticket file (ICTRAN) and referencing tickets with a status of R-received.

The general ledger distribution is built during the printing of the register using the distribution file (SMGLD?) after it is initialized.

During the update, records are removed from the transfer ticket file and its associated sort file (ICTRAX), on order and on hand quantities are updated in the TO warehouse in the warehouse/item file (ICWHSE). History is updated for the to warehouse in the warehouse/item file. If ledgercard information is stored for the to warehouse/item, a transaction is updated to the item ledgercards file (ICLEDG). Serial/lot information is updated in the serial/lot file (ICLOTS), the item transfer serial/lot file (ICTLOT), and the pending serial number file (ICLOTX). The last register number used is updated in the control file (SMCNTL).

If the general ledger distribution is printed and is to be updated, the GL journal update posts a journal entry automatically to the journal file (GLJRNL) and its associated sort file (GLJRNX).

When the register has completed processing, it moves any records in ICTMPX to ICREGX in preparation for the next run of the register. The terminal running Receipt Register flag is then set back to blanks.

**FILES USED** - ICMAS, GLMSTR, ICCOST, ICFUCT

**FILES UPDATED** - SMCNTL, ICTRAN, ICWHSE, ICTLOT, ICLOTS, SMGLD?, ICTRAX, ICLEDG, ICLOTX, GLJRNL, GLJRNX, SORDER, ICREGX, ICTMPX

**Receiving Register (ICR330)**

Template    Print Options

Beginning Ticket   First IC CP=09/1997  
 Ending Ticket   Last GL CP=09/1997  
 Beginning Date   
 Ending Date   
 From Warehouse   Atlanta Warehouse  
 To Warehouse   Atlanta Warehouse  
 Date   System Date

Template \_\_\_\_\_ Printer \_\_\_\_\_   
 None Genicom Line Printer

Enter Beginning Transfer Ticket to Print, F1-First

**Receiving Register (ICR330)**

Help

---

01-Demo Company                      Receiving Register                      ICR330  
 Beginning Ticket 000000 First                      IC CP=09/2002  
 Ending Ticket 999999 Last                      GL CP=09/2002

Beginning Date First  
 Ending Date Last




From Warehouse All  
 To Warehouse 01 Atlanta Warehouse  
 Date System Date

— Template \_\_\_\_\_ — Printer \_\_\_\_\_  
 None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



## How to print and update the Receiving Register

1. Access this program by choosing Inventory Control→Warehouse Transfers→Receiving Register.
2. In the Beginning Ticket field, enter the beginning transfer ticket number to print. Press Enter (CR) to default to FIRST.
3. In the Ending Ticket field, enter the ending transfer ticket number to print. Press Enter (CR) to default to LAST.
4. In the Beginning Date field, enter the beginning receipt date to print.
5. In the Ending Date field, enter the ending receipt date to print.
6. In the From Warehouse field, enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F2 or  to search.
7. In the To Warehouse field, enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 or  to default to ALL. Press F2 or  to search.
8. In the Date field, enter the Receiving Register date. Press Enter (CR) to default to the system date. The date entered must be within the current or next GL period.
9. Select the OK button to print the report. Complete step 7 or step 8.
10. (Optional) If you are printing the GL distribution, the system displays the following message: Receiving Register. OK to Print GL Distribution?

After printing the Receiving Register, verify the printout. If you need to correct the register data, select Cancel or enter N to exit the program. After you make the correction, you can rerun the Receiving Register. If everything is correct, select OK or enter YES to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

After printing the distribution, verify the printout. If everything is correct, select OK or enter YES to continue. The program proceeds with the update. If you need to make a correction, select Cancel or enter N to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

--OR--

11. (Optional) If you are not printing the GL distribution, the program displays the message: Receiving Register. OK to Update?

After printing the Receiving Register, verify the printout. If you need to make a correction, select Cancel or enter N to exit the program. After you make corrections, rerun the register. If everything is correct, select OK or enter YES to continue.



# Transfer Status Report (ICR340)

## Function

This program allows the user to print a report of all tickets and items in the process of being transferred from one warehouse to another.

The user has the option to:

- Print in ticket or item order.
- Select beginning and ending ticket or item.
- Select beginning and ending dates.
- Select FROM and TO warehouse(s).
- Select item description(s) to print.
- Print entered, printed, shipped, in transit and/or received tickets.

Report information includes the following: ticket number, item number and description, status (E-entered, P-printed, S-shipped, T-in transit, R-received, D-deleted and V-voided), request date, from and to warehouse, number of units requested, shipped and received, stocking unit of measure, cost per unit and costing unit of measure. The total number of tickets listed is also included.


## User Inputs

The following inputs are involved in printing the Transfer Status Report:


### 1. Order

Select whether to print the report in T-ticket or I-item order. Press Enter (CR) to default to T.


### 2. Beginning Order Choice

Select the beginning order choice to print. Press  to default to FIRST (the first record on file).


### 3. Ending

Select the ending order choice to print. Press Enter (CR) to default to LAST. Press  to default to LAST (the last record on file).



### 4. Beginning Date

Enter the beginning requested date to print. Press  to default to FIRST (the first record on file).



### 5. Ending Date

Enter the ending requested date to print. Press  to default to LAST (the last record on file).

### 6. From Warehouse

Enter the warehouse code to print FROM which shipments were transferred. Press F3 or the  icon to default to ALL. Press F2 or the  icon to search.

### 7. To Warehouse

Enter the warehouse code to print TO which shipments were transferred. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F3 or the  icon to default to ALL. Press F2 or the  icon to search.

### 8. Item Description

Enter whether to print item description 1, 2, or B-both as set up in the Item F/M. Press Enter (CR) to default to 1.

### 9. Priority

Indicate whether you want to print N-normal, R-rush and/or H-service hold tickets or you can press F3-All or F4-Backup.

Note that if you select R-rush, that report prints “\* RUSH TICKET \*” as the first line in the body of each page of the report.

### 10. Status

Enter whether to print tickets with a status of E-entered, P-printed, S-shipped, T-in transit and/or R-received. Press Enter (CR) to default to ALL.

## Technical Notes

Printing proceeds by reading through the transfer ticket sort file (ICTRAX). The transfer ticket file (ICTRAN) is then checked for tickets that meet criteria entered.

**FILES USED** - SMCNTL, ICTRAN, ICTRAX, ICMAS, ICWHSE

**FILES UPDATED** - NONE

**Transfer Status Report (ICR340)**

Template Print Options

Order **T - Ticket Order** Beginning    First  
 Ending    Last

Properties

Beginning Date   
 Ending Date   
 From Warehouse    Atlanta Warehouse  
 To Warehouse    Atlanta Warehouse  
 Item Description   
 Status

Template \_\_\_\_\_ Printer \_\_\_\_\_   
 None Genicom Line Printer

**Transfer Status Report (ICR340)**

Help

**01-FACTS 7.4 Development      Transfer Status Report      ICR340**

Order T                      Beginning First  
    Ending Last

— Properties —

Beginning Date First  
 Ending Date Last  
 From Warehouse All  
 To Warehouse 01 Atlanta Warehouse  
 Item Description 1  
 Priority NRH All              Status EPSTRU All

— Template \_\_\_\_\_      — Printer \_\_\_\_\_  
 None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Quick Transfer Adjustment (ICE350)

## Function

This program allows the user to transfer a quantity of an item from one warehouse to another.

Updating the on hand quantities of the items according to the transfer amounts occurs immediately as the transfer is updated. Two records of the transfer (one for each warehouse) are created in the adjustments file and are available for printing on the next Adjustment Register.

The Quick Transfer Adjustment (ICE350) program uses the Costing Method designated the Static Control F/M (ICF980) program instead of Standard Cost.

A scrolling feature displays the most recent transactions recorded at the bottom portion of the screen. This provides additional safeguards against user error due to oversight or transaction duplication.

Usage: If the "To" warehouse's restocking warehouse is the "From" warehouse, then the "From" warehouse gets the usage updated if the "From" warehouse has the Replenish flag on the Main screen of Warehouse/Item F/M (ICF920) set to Y.

Lead Time: If the "To" warehouse's restocking warehouse is the "From" warehouse, then the "To" warehouse lead time type is set to "A" for abnormal only if the item is stocked and the Replenish flag on the Main screen of Warehouse/Item F/M (ICF920) set to Y. Otherwise, the lead time flag will be blank.

## User Inputs

The following inputs are involved in entering a quick transfer adjustment:

### 1. From Warehouse

Enter the warehouse FROM which the item was transferred. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 8).

### 2. To Warehouse

Enter the warehouse TO which the item was transferred. The entry must be a valid warehouse code. F2 allows a search (ref. 8).

### 3. Item

Enter the item number to transfer. The entry must be a valid item number. F2 allows a search (ref. 6). If the item does not update inventory (as set by the IC Control flag), the following message will display: **"This is an uninventoried item. Cannot Transfer. CR-Continue"**. If the item is inventoried, but does not exist in the specified warehouse, the following message will display: **"Item must be in the 'from' warehouse. CR-Continue"**.

#### 4. Serial/Lot Number

If this item is not a serial/lot item this input is skipped. Enter the serial/lot number. F2 allows a search (ref. 8).

##### Note: Serial/Lot Costing

You now have the ability to cost serial and lot items by the system cost (costing method for the module). The feature provides for GAAP compliance. For the FACTS SO, IC and MC modules, you can decide if the cost for serial and lot items will be averaged actual (as it has always operated in the past) or system cost (costing method for the module). The default setting for each Static Control F/M is A-Averaged Actual (same behavior as they have before the monthly is applied). Users who want to take advantage of this change will need to change the option to S-System Cost for each of the applicable modules. The net result of selecting S-System Cost is that serial/lot items will be costed like non-serial/lot items. The results of this program are affected by this selection.

#### 5. Transfer Quantity

Enter the quantity to transfer (per stocking unit of measure). If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 to change the unit of measure (ref. 9).

#### 6. Transfer Memo

Enter the optional memo regarding the adjustment (up to 25 characters). This memo overrides the warehouse transfer code description which prints on the Adjustment Register. CR defaults to no memo and the warehouse transfer code prints on the register. F2 defaults to the memo previously used.

#### 7. OK to Update?

Enter Y or N or select OK or CANCEL, to indicate whether to record the transfer and update the on hand quantities. CR defaults to Y.

Upon updating the transfer, the user inputs for this transaction are cleared and scrolled to the bottom portion of the screen and the program returns to the item input to await further transfers for the displayed warehouses.

### Technical Notes

The update consists of updating the on hand quantity of the item in the warehouse/item file (ICWHSE) for both the from and to warehouse. The serial/lot file (ICLOTS) and the pending serial number file (ICLOTX) are updated if the item is a serial/lot item. A record of the transaction is created in the adjustments file (ICADJT) and is available for printing on the next Adjustment Register.

**FILES USED** - ICMAS, ICINTR, ICCLSX, ICALPX

**FILES UPDATED** - SMCNTL, ICWHSE, ICADJT, ICCOST, ICLOTS, ICFUCT, ICLEDG, ICLOTX

Quick Transfer Adjustment (ICE350)

Help

01-Demo Company                      QUICK TRANSFER ADJUSTMENT                      ICE350  
CP=09/02

FROM WAREHOUSE 01 Atlanta Warehouse  
TO WAREHOUSE 02 Dallas Warehouse

ITEM	I110 Steel Storage Cabinet	UM EA	WHSE 01	WHSE 02
TRANSFER QUANTITY	1			
		ON HAND	15	8
TRANSFER MEMO		TRANSFER	-1	1
		NEW ON HAND	14	9

ITEM UM TRANSFERRED FROM TO MEMO

OK TO UPDATE? (Y/N), F4-BACKUP |<



## How to enter a quick transfer adjustment

1. Access this program by choosing Inventory Control → Warehouse Transfers → Quick Transfer Adjustment.
2. In the From Warehouse input, enter the warehouse FROM which the item was transferred. Press Enter (CR) to default to the warehouse assigned to the terminal. Press F2 to search.
3. In the To Warehouse input, enter the warehouse TO which the item was transferred. Press F2 to search.
4. In the Item input, enter the item number to transfer. Press F2 to search.

If the item does not update inventory (as set by the IC Control flag), the system displays the following message: "This is an uninventoried item. Cannot Transfer. CR-Continue".

If the item is inventoried, but does not exist in the specified warehouse, the system displays the following message: "Item must be in the 'from' warehouse. CR-Continue".

5. (Optional) For serial/lot items, enter the serial/lot number in the Serial/Lot Number input.

If this item is not a serial/lot item this input is skipped. Enter the. Press F2 to search.

You now have the ability to cost serial and lot items by the system cost (costing method for the module). The feature provides for GAAP compliance. For the FACTS SO, IC and MC modules, you can decide if the cost for serial and lot items will be averaged actual (as it has always operated in the past) or system cost (costing method for the module). The default setting for each Static Control F/M is A-Averaged Actual (same behavior as they have before the monthly is applied). Users who want to take advantage of this change will need to change the option to S-System Cost for each of the applicable modules. The net result of selecting S-System Cost is that serial/lot items will be costed like non-serial/lot items. The results of this program are affected by this selection.

6. In the Transfer Quantity input, enter the quantity to transfer (per stocking unit of measure). If you set up multiple units of measure on the Item F/M screen for the item entered, you can press F2 to change the unit of measure.
7. In the Transfer Memo input, enter the optional memo regarding the adjustment (up to 25 characters). This memo overrides the warehouse transfer code description which prints on the Adjustment Register. Press Enter (CR) to default to no memo and the warehouse transfer code prints on the register. Press F2 to default to the memo previously used.
8. At the Ok to update? prompt, enter Y or N whether to record the transfer and update the on hand quantities. Press Enter (CR) to default to Y.

9. After the system updates the transfer, it clears the user inputs for this transaction and scrolls to the bottom portion of the screen. The program returns to the item input #3 to await further transfers for the displayed warehouses.
10. You can enter more items, or press F4 to exit item entry and access the To warehouse input. You can change to warehouses and continue entering items or press F4 again to exit.

## Document Fill Report (ICR351)

Use this program to advise warehouse personnel of what backorders can be filled with the incoming merchandise (received purchase orders and transfers) before the Transfer Receiving Register is run. The report can be run for special order lines (those tied to an SO) and/or restocking (those not specifically tied to an SO).

### Program Overview

Received Purchase Orders print first and then the received Transfers. The program prints a page break between the two types of documents.

In addition, because transfers entry now has the capability to backorder quantity, the document lines that could be filled by incoming stock will also include transfers. The backordered sales order lines will print first and then the backordered transfer lines.

The alternate bin locations are print on the report based on the IC Static Control F/M setting, **Print Alt Locations on Transfer Fill**.

### Processing Details

If you select to print POs only or both document types, this program prints the received purchase order that match the selection criteria and the backordered document lines that could be filled by these receipts. If you did not include POs in the document type selection, then this program does not print and runs for transfers. After the sales order line are printed that could be filled by a PO line, then any transfer lines for the item that have a backordered quantity also print. The “to” warehouse description prints in the column where the customer name printed for the sales orders.

If you select to print transfers only or both document types, this program prints the received transfers that match the selection criteria and the backordered document lines that could be filled by these receipts. If you did not include transfers in the document type selection, then this program does not print and instead returns to the menu. The program reads the transfer line file for all open receipt lines that have a received quantity. Since there can be multiple open receipts for one ticket, the report prints the transfer ticket number and total received once and then each receipt for that ticket prints on a separate line. If you included updated receipts, those also print. Then, the report prints the lines that could be filled by that received quantity. After the sales order line are printed that could be filled by a transfer line, then any transfer lines for the item that have a backordered quantity will also print. The “to” warehouse description will print in the column where the customer name printed for the sales orders.

Access this program by choosing *Inventory Control* → *Warehouse Transfers* → *Document Fill Report*.

### Use the following inputs to print a Document Fill Report:

#### 1. Warehouse

Enter the two-character code to indicate the ‘To’ warehouse to print. The entry must be a valid warehouse. The program defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

**2. Document Type**

Enter whether to run the report for POs only (P), transfers only (T) or both (B). The program defaults to Both.

**Purchase Orders****3. Type**

Enter whether to print R-restocking (warehouse) or S-special order types. The program defaults to ALL.

**4. Include Updated**

Indicate whether you want to include purchase orders that were updated in PO Receipt Entry or Non-Po Receipt Entry via the optional update process. Refer to the PO Receiving Feature: Multiple Receipts on a PO topic for details.

**5. PO #**

Enter up to 100 received purchase order numbers to print that will be used to fill open sales orders. F1 defaults to ALL. F2 allows a search. F3 backs up and deletes the previous document.

**Transfers****6. Type**

Enter whether to print R-restocking (warehouse) or S-special order types. The program defaults to ALL.

**7. Include Updated**

Include receipts that were updated in Receipt Confirmation (N/Y), Press F4 to backup. Press F1 to default to ALL.

**8. Ticket #**

Enter the ticket number to fill the sales order from. Press F1 to default to ALL, F2 to search or F4 to backup. Each matching ticket number will display only once, not each receipt for the same ticket.

**01-Specialty Distributors, Inc., Transfer Fill Report (ICR350)**

Template Print Options Help

Warehouse  Atlanta Warehouse Document Type

Purchase Orders Type  Restocking Only Transfers Type

Incl Updated  Incl Updated  Ticket#

PO#  All

Template None Printer .fileprt

OK Cancel

**Document Fill Report (ICR350)**

Help

---

01-FACTS 7.5 Development Document Fill Report ICR350

Warehouse 01 Atlanta Warehouse Document Type B Both POs and Transfers

- Purchase Orders \_\_\_\_\_ - Transfers \_\_\_\_\_  
 Type All Type All  
 Include Updated N Include Updated N  
 PO# All Ticket# All

- Template \_\_\_\_\_ - Printer \_\_\_\_\_  
 None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



## CHAPTER 5

# Costing & Pricing

The Costing & Pricing subsystem provides you with the ability to enter and update all costs and prices for all items by unit of measure, including pricing levels and quantity breaks. This subsystem also allows you to set up commission percentages by pricing and quantity break levels.

When entering or changing costs and prices, the system provides 'suggested' programs where these are entered. Suggested programs allow you to enter cost or price changes into a file that does not affect your transactions or audit trails. The purpose of these suggested files is to enter cost and price changes before they are to take effect. This gives you the opportunity to manipulate and review the suggested costs and prices prior to running the update. The update program allows you to enter a cutoff date to update through. Any suggested cost/price changes with an effective date up through that 'user entered' cutoff date are updated. When updated, 'suggested' costs and prices will become the actual costs and prices used in transactions and audit trails.

### Costing

The Inventory Control system contains a 'costing flag' which determines which cost the system should use for calculating gross margin. This cost is called the standard cost. The possible costs which may be used as the standard cost are as follows:

Manual - the user always maintains the cost

Average - the standard cost is the average cost (maintained by the system)

Last - the standard cost is the last cost (maintained by the system)

LIFO - last item cost is first cost out

FIFO - first item cost is first cost out

Costs are initially entered through the quick item entry in the Item F/M when initially setting up items. Once the costs are entered, the average, last, LIFO and FIFO costs are maintained by the system. The only cost which may be maintained by the user is the manual cost. The manual cost is maintained through these Suggested Cost/Price programs. When entering a suggested manual cost, you may enter a new amount for suggested manual cost, a percentage (%) change from the current manual cost or enter a basis (list price only) and multiplier for the suggested manual cost.

When setting up manual cost, there is only one allowable costing unit of measure and therefore only one manual cost per item.

## Pricing

The possible prices that may be set up through the costing/pricing subsystem are as follows:

**List Price** - this is usually the manufacturer's suggested retail or list price. List price may be used when selling an item but is generally used as the basis for setting up other prices for an item. For example, when setting up price levels, each level price may be set up as List Price times a number (multiplier). If the list price is \$10.00 and the level prices are 1-\$9.75, 2-\$9.50, 3-\$9.25, and 4-\$9.00 the basis is \$10.00 (list price) and the multipliers are 1-.975, 2-.950, 3-.925, and 4-.900. When entering a suggested list price it may be entered as a dollar amount or as a percent (%) change of the current list price.

**Standard Price** - this is a standard price as determined by you the user. Suggested standard price may be entered as a dollar amount, a percent (%) change of the current standard price or may be entered using a basis (list price or manual cost) and multiplier.

**Level Price** - there may be up to 6 (six) level prices per item. The level price used when the item is sold is based on the price level assigned to the customer. For example, if a customer is assigned price level 4, the level 4 price will be used when selling an item to that customer. Suggested level prices may be entered as a dollar amount, a percent (%) change of the current level price or may be entered using a basis (list price, manual cost, standard price, or previous price level) and multiplier.

When setting up level prices, the prices must be set up in a descending order if the require descending level prices flag is set to Y in the IC Static Control F/M. A descending order indicates that the price calculated for price level 1 must be greater than level 2 and the price calculated for price level 2 must be greater than price level 3, etc.

**Quantity Break Price** - there may be up to 6 (six) quantity break prices per item. The quantity break price allows you to enter a minimum quantity of the item to sell along with the price per UM for that item. For example, if three quantity break levels are set up as follows: 1) 10 ea. for \$2.75 ea.; 2) 15 ea. for \$2.50 ea.; 3) 20 ea. for \$2.25 ea.) and the quantity sold is 12, the default price would be \$2.75. Suggested quantity break prices may be entered as a dollar amount, a percent (%) change of the current quantity break price or may be entered using a basis (list price, manual cost, standard price or previous quantity break) and multiplier.

When setting up quantity break prices, the prices must be set up in a descending order if the require descending level prices flag is set to Y in the IC Static Control F/M. A descending order indicates that the price calculated for quantity break 1 must be greater than quantity break 2 and the price calculated for quantity break 2 must be greater than quantity break 3, etc.

### Using Basis and Multiplier in Setting up Pricing

When entering suggested prices, there may be a current list price and a suggested list price. If list is then used as the basis the system must determine whether the current list or suggested list is used. The rules are as follows:

If there is a suggested price entered for the basis selected, that suggested price is used.

If no suggested price exists for the basis selected, the current price is used.

For example, when setting up prices for item I100 and entering the level 1 price, if basis selected is list price but no suggested list price exists, the current list price is used as the basis as follows:

*Current list price: \$10.00*

*Level 1: basis is current list price, multiplier is .9500;  $10.00 \times .9500 = \$9.50$*



In another example, when setting up prices for item I100 and entering the level 1 price, if basis selected is list price and a suggested list price exists, the suggested list price is used as the basis as follows:

*Current list price: \$10.00*

*Suggested list price: \$11.00*

*Level 1: basis is suggested list price, multiplier is .9500;  $11.00 \times .9500 = \$10.45$*

An example of how these levels could be used is for trade discounts. The levels could be set up as follows:

*Level 1: 5% discount off list price (basis: list; multiplier: .9500)*

*Level 2: 5% discount off the level 1 price (basis: level 1; multiplier: .9500)*

*Level 3: 10% discount off the level 2 price (basis: level 2; multiplier: .9000)*

## Units of Measure

Since each item can have more than one valid unit of measure (UM) for pricing, each item can have each of the prices listed above set up for each pricing UM. Therefore the unit of measure is part of each pricing record. When entering or updating suggested prices, the user has the choice of entering or updating all pricing UM records, default pricing UM records, or non-defaulting pricing UM records for an item.

### 'Use Default Prices' Flag

You may not want to duplicate pricing records for each unit of measure if all prices for all units of measure calculate to the same price per the default price unit of measure. For example, if there are 10 each per box and the price per each is \$1.00 and the price per box is \$10.00 then you can simply set up the each price allow the system to always calculate the box price for when the item is sold per box.

In the Item F/M, the **Use Default Prices** flag, that allows the user to determine for each item whether to use calculated prices from default pricing and quantity break UMs for other pricing and quantity break UMs that do not have prices set up. Using the preceding example, the use default prices flag is set to Y:

Item I100 - default price UM is each; price/each is \$1.00. Box and case are valid pricing UMs however no pricing has been entered for box or case. There are 10 each in a box and 100 each in a case.

5 boxes of I100 are sold and the system is looking for the default price. The system will calculate the box price based on the each price. In this example, the box price would be calculated at \$10.00/box ( $1.00 \times 10$  each/per box).

## Contract Pricing

In addition to setting up prices for specific items, the user may set up contract prices. Contract prices are prices that are set up by customer, customer class or all customers by item, item class, vendor or all items and then by specific or all units of measure. Because there may be multiple contract prices for the same for example, customer/item combination, a hierarchy is used to determine which contract price to use. This hierarchy is user defined and is set up through a Hierarchy F/M found on the Contract Pricing Menu.

Contract prices may be set for standard price and up to 6 (six) price levels and 6 (six) quantity break levels. Contract pricing is set up through the Contract Pricing Subsystem found in Sales Orders. Please refer to the *FACTS Sales Orders Manual* for more information on contract pricing.

### How the system determines the correct price to use - The *price search*

Once all of the applicable prices listed above are set up by the user, the user then sets a Default Pricing Control flag that determines the hierarchy of which prices to use when selling an item through the sales order entry programs. The choices for the hierarchy are as follows:

- Standard Price
- Level Price
- Quantity Break Price
- Contract Price (see “Contract Prices” in this section)
- Lowest

During Sales Order entry programs, when at the price input, the system runs a *price search* program to generate the default price. This default price is based on the price hierarchy set by the user. For example, the user could set the hierarchy to “standard, level, contract, quantity break, lowest”. This tells the system that if there is a standard price available for the item, the standard price should be the default for that item. If there is no standard price available, the system should then check for a level price. If no level price exists for the item the system should then check for a contract price. If no contract price exists for the item the system should then check for a quantity break price. If no quantity break price exists the system should look for the lowest price.

The price search program looks for prices in the order of the hierarchy until it finds a valid price. If lowest is reached in the hierarchy during the price find, the system looks at all prices and determines the lowest and presents that lowest price as the default.

While performing the price search, the system also checks the use default prices flag set in the Item F/M. This flag determines whether the default pricing UM should be used to calculate a price for another UM if no prices for that other UM exist. (See section above - ‘Use Default Prices’ flag). If the hierarchy is set to “standard, level, contract, quantity break, lowest”, when looking for each price, the system will first look for a price in the pricing unit of measure in which the item is being sold. If there is no price for the pricing UM for that item, the system then check the use default prices flag to determine if the price should be calculated for the pricing UM (being sold in) based on the default pricing UM.

FACTS 7.5 Distribution Software - Inventory Control (ICS000)

**FACTS**  
DISTRIBUTION SOFTWARE

(JLWT6C)      FACTS 7.5 Development - Company 01      02/07/05 - 9:30 am

**Inventory Control**

Restocking    Adjustments    Warehouse Transfers    Costing & Pricing    Electronic Price Updates

Physical Inventory    Inquiries    Reports & Prints    **End of Period**    File Maintenances

End of Period Tasks:

- Item Activity Report
- Serial/Lot# Removal Register
- Item Ledgercard Removal
- End-of-Period Update
- Flagged Item Report
- Item Flag/Restocking Reset

Access Code

Company 01, FACTS 7.5 Development

Help

02/22/05 Tuesday      Inventory Control      JLW T6C    2:43 pm  
01-FACTS 7.5 Developme      Costing & Pricing      ICS400

1. Suggested Cost/Price Entry
2. Create Suggested Costs/Prices
3. Erase Suggested Costs/Prices
4. Print Suggested Costs/Prices
5. Update Suggested Costs/Prices
6. Cost/Price List (vertical)
7. Cost/Price List (horizontal)
8. LIFO/FIFO F/M
9. LIFO/FIFO Cost Layer Print

Selection | \_\_\_\_\_

ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

## Costing/Pricing Process

To create Suggested Costs/Prices for individual items, use Suggest Cost/Price Entry. To create suggested costs/prices for a range of items, use the Create Suggested Costs/Prices. For example, you may wish to update the current selling price of all items supplied by a given vendor by 5%. This program calculates and creates the suggested price record for every item supplied by that vendor.

### Enter or Edit a Suggested Cost/Price

1. From the IC Costing & Pricing main menu, select Suggested Cost/Price Entry.
2. Enter a valid item number you wish to add or edit.
3. Set the scope of fields available for input by pressing **F3-Scope** (optional). When adding a new suggested cost/price record, the program will step the user through entry of all the cost/price fields as determined by the 'New Entry' flag set in the scope until complete.
4. To add an entry, use the **Add** option from the Suggested Cost/Price Entry screen. To edit an entry, select the cost/price information you wish to edit (effective date, list price, manual cost, standard price, price levels and/or quantity breaks).
5. Enter the suggested cost/price information for list price, manual cost, standard prices (by unit of measure-UM), price levels (by UM) and/or quantity breaks (by UM). Make all required changes to cost/price information selected.

### Print Suggested Costs/Prices

1. To print a report listing selected/all costs/prices in the suggested file to verify the changes prior to actually updating the current costs/prices, run the Print Suggested Costs/Prices report.
2. To print a report listing current costs/prices for all items in the item file, run the Cost/Price List.

### Erase Suggested Costs/Prices

1. Run the Erase Suggested Costs/Prices update to remove the suggested cost/price records that are unneeded, or incorrect. For example, if you decide to postpone an increase to the cost/price of items supplied by a given vendor, use this program to remove the suggested increase.

### Update Suggested Costs/Prices

1. After you have verified that selected/all suggested costs/prices are correct, run the Update Suggested Costs/Prices program to update the current costs/prices of an item, or range of items through a cutoff (effective) date.

# Suggested Cost/Price Entry (ICE410)

## Function

This entry program allows you to enter and/or maintain suggested cost and/or prices by unit of measure for individual inventory items. The entry screen consists of five sections:

- header, where you enter the item number, effective date, list price, and manual cost
- standard pricing, where you enter suggested standard pricing and commission information for each valid pricing unit of measure
- price level pricing information, where you enter suggested price level and commission information for the item and unit of measure selected
- quantity break pricing information, where you enter suggested quantity breaks, prices and commission information for the item and unit of measure selected
- suggested cost/price scope, where you set the scope of fields available for input

## Overview

The Enter Suggested Costs/Prices program allows users to set up manual cost, list price, standard price, level prices and quantity break level prices for an item or range of items. The three methods to create suggested costs/prices are:

### 1. Using a basis and multiplier

Costs/prices may be entered by setting a basis and multiplier. This means that to set up a cost/price, another existing cost or price is the basis of the new cost/price and a multiplier is applied against it. If for example, the basis price was \$100.00 and the multiplier was .9400, the new calculated price would be \$94.00 ( $\$100.00 \times .9400$ ). Taking this example further, in setting up level prices, the user may determine that each one is based on some % (percentage) of the list price. If the list price is \$100.00 and the levels are 1) \$95.00, 2) \$94.00, 3) \$93.00, 4) \$92.00, 5) \$91.00 and 6) \$90.00 the level prices may be set up using a basis, *list price*, and multipliers: 1) .9500, 2) .9400, 3) .9300, 4) .9200, 5) .9100, 6) .9000.

When entering costs/prices using a basis and multiplier, the actual price is not calculated and stored in the pricing files. Rather, the basis and multiplier are stored in the pricing files and the price is calculated at the time the item is sold in the sales order entry programs. The purpose of entering costs/prices using a basis and multiplier is that if the basis amount changes, no new costs/prices will then be required to be entered. For example, if the standard price is always a multiplier of manual cost, then the standard price will automatically be changed if the manual cost is changed.

### 2. Using a dollar amount

Costs/prices may be entered by entering the actual dollar (\$) amount. No calculations are then necessary. The price entered is the price that is stored in the pricing files and is what is used when the item is sold in the sales order entry programs.

### 3. Using a change % (percent)

Costs/prices may be entered by entering a change % (percent) from the existing cost/price. For example, if a standard price of \$100.00 is increasing by 3% then a change % may be entered of 3.000. The system will then calculate and display the new calculated price of \$103.00. When entering a change %, the actual dollar amount is calculated and stored in the pricing files. In this example, \$103.00 is stored in the files and is what is used during the sales order entry programs.

## Commissions

In addition to these three options for setting up the standard price, price levels and quantity breaks, users may also enter a commission %. A Sales Order Static Control F/M flag determines whether this commission flag is used throughout the costing/pricing subsystem. If the flag is turned off, the option to enter the commission % is never available. If the flag is turned on, each cost/price that is set up will require the input of a commission %. When entering the commission %, the user may set the commission % to “no priority” (blank) indicating that commission is not generated based on the price being set up. (If the item is set to “no priority”, any commission % entered in the pricing system will be ignored). For more information on commissions, refer to the commission basis flag set in the Company Control F/M program in the *System Administration* manual.

The following general options are available during entry of suggested cost/price records:

- F1- Skip.** Use this option while entering cost/pricing information to skip to the next setup option. The system allows for three setup options: basis /multiplier, dollar amount and change %. The F1-Skip feature allows the user to skip from the basis to the dollar amount and from the dollar amount to the change %.
- F2- Search.** Use this option to activate the search feature for the current field. For example, the system prompts for Item; F2 is pressed and the Item search is then activated.
- F3- End.** Use this option to end the costing/pricing process for the selected inventory item. When initially adding a suggested cost/price record, the program steps the user through all the pricing screens as selected by the scope window. Upon selection of the F3-End, the program will ask if the program should continue with the next pricing unit of measure (Y/N). No ends the step-through process. Yes starts the process at the next pricing unit of measure.
- F4- Backup.** Choose this option to go back to the previous input, or screen.

## User Inputs

### 1. Item

Enter the inventory item for which the suggested cost/price is to be entered. F2 allows a search (ref. 6). To enter suggested cost/price information on the inventory item for the first time, select **Add** and your cursor will forward to the Effective Date position. To set/reset the scope of field entries select F3 to display the Scope box. (See the scope section for further details.) To edit existing suggested records for the inventory item, select one of the options across the bottom of your screen, or use your arrow keys to select an item record.

## Set Scope

This option is selected after entering the first item to add/edit and used to set the input fields you wish access first during Suggested Cost/Price Entry. For example, when entering suggested records for an inventory item the first time, the New Entry column tells the system what suggested records will be entered (list price, manual cost, standard price, price levels, quantity breaks). This allows you fast non-stop entry of suggested records.

Suggested Cost/Price Entry						
1110 Steel Storage Cabinet					VENDOR	
36 x 24 x 78"/ 20 guage steel					ITEM CLA	
11/19/02					ITEM PRI	
SET SCOPE						
SUGGESTED	NEW ENTRY	—FIRST STOP AT—	BASIS	AMOUNT	CHG%	ENTER COMM%
LIST PRICE	Y		N	N		
MANUAL COST	Y		N	N	N	
STANDARD PRICE	Y		N	N	N	Y
PRICE LEVELS	Y		N	N	N	Y
QUANTITY BREAKS	Y		N	N	N	Y
CR-TOGGLE VALUE (Y/N), F4-EXIT						
ARROW: UP, DOWN, LEFT, RIGHT						

The First Stop At columns tell the system where to place the cursor when a suggested record is selected for adding or editing. If a particular First Stop At flag is set to Y, then all other first stop at flags for that price type are set to N. (Only one First Stop At flag per price type may be set to Y). If all First Stop At flags are set to N, then your cursor will go to the first system accessible input. For example, the above pictured scope is set to first stop at the Amount input for Manual Cost and Standard Price, the Change % input for Price Levels, and the Basis input for Quantity Breaks. The Commission % column tells the system whether commission percent will be entered for a suggested record. The settings are user definable, and when you exit the Suggested Cost/Price Entry program the scope returns to the default settings.

- Select the input you wish to set using your arrow keys
- Press CR to change the setting from Y to N, and vice versa
- Press F4-Exit to return to the previous screen

The purpose of this scope screen is to make entry of cost/price records easier for the user. For example, one FACTS user may set all their prices by using multipliers and bases. In their case the First Stop At flag would be set to Y under Basis. In all cases, the program would always stop at the basis First. Another FACTS user may set all their prices by dollar amount and never use the multiple and basis. In this case, the First Stop At flag should be set to Y under Amount. In all cases for this second user, the system would automatically skip basis and go directly to the amount field. A third FACTS user may enter their manual cost as a dollar amount, their standard prices using a basis/multiplier and their level prices using a change %. In this case their First Stop At flag for manual cost would be set to Y under Amount, their First Stop At flag for standard prices would be set to Y under Basis, and their First Stop At flag for level prices would be set to Y under Change %.

When the scope is set by the user, the scope is set until the Enter Suggested Costs/Prices program is exited and at this point the scope will be re-set to the defaults as follows:

SUGGESTED	NEW ENTRY	==FIRST STOP AT== BASIS	AMOUNT	CHG%	ENTER COMM%
LIST PRICE	Y		N	N	
MANUAL COST	Y	N	N	N	
STANDARD PRICE	Y	N	N	N	Y
PRICE LEVELS	Y	N	N	N	Y
QUANTITY BREAKS	Y	N	N	N	Y

CR-TOGGLE VALUE (Y/N), F4-EXIT  
ARROW: UP, DOWN, LEFT, RIGHT

### Suggested Cost/Price Header

The screenshot shows the 'Suggested Cost/Price Entry (ICE410)' window. At the top, it displays '01-Demo Company' and 'Suggested Cost/Price Entry ICE410'. The item details include 'ITEM 1110 Steel Storage Cabinet', '36 x 24 x 78"/ 20 guage steel', 'VENDOR U105', 'ITEM CLASS WHS', 'ITEM PRICE CLASS WHS', and 'ITEM COMM% NO PRIORITY'. The effective date is '11/19/02'. Below this, there are two tables: one for 'CURRENT' and 'SUGGESTED' prices, and another for 'STANDARD PRICE'.

CURRENT				SUGGESTED			
UM	BS	MULTIPLIER	AMOUNT	BS	MULTIPLIER	AMOUNT	CHANGE%
EA			271.70			271.70	.000%
EA			159.82	LP	.0000	.000	-100.000%

CURRENT				SUGGESTED							
#	UM	DF	BS	MULTPLR	PRICE	COMM%	BS	MULTPLR	PRICE	CHANGE%	COMM%
1	EA	PS			271.70		LP	.0000	.00	-100.000%	

EFF DATE, LIST PRICE, MANUAL COST, STANDARD PRICE, PRICE LEVELS, QUANTITY BREAKS  
SELECT LN# TO EDIT, D-DELETE, F1-NEXT ITEM, F3-SCOPE, F4-BACKUP .  
ARROW: UP=PREV UM, DOWN=NEXT UM, LEFT=PREV SUGG, RIGHT=NEXT SUGG END OF UM'S

The following information is entered in the header of a Suggested Cost/Price record once an item is entered to be added:

#### 2. Effective Date

Enter the effective date of this suggested cost/price change. CR defaults to the system date. When running the Update Suggested Costs/Prices program, a cutoff date is entered and effective dates up to that cutoff date are updated.

#### 3. Suggested List Price

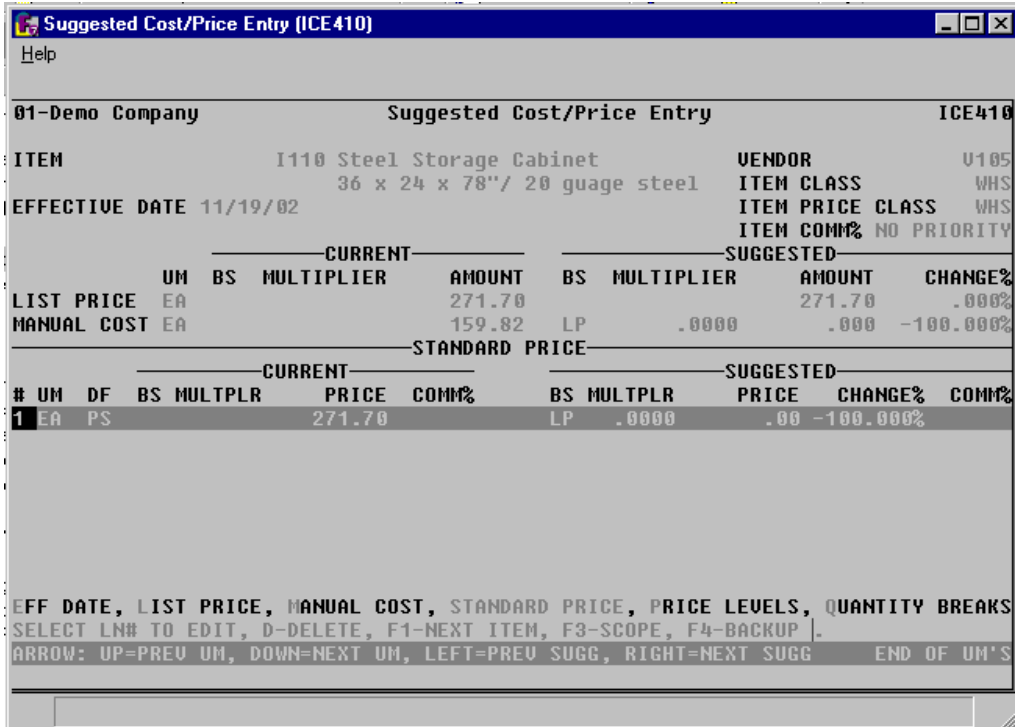
The list price may be entered as a dollar amount or the user may press F1-skip to enter a change %. Using a basis and multiplier is not available for list price.



#### 4. Suggested Manual Cost

The manual cost may be entered as dollar amount or a change %. The only available basis for manual cost is list price.

### Standard Price



The following information may be entered in the standard price screen of a Suggested Cost/Price record per pricing unit of measure:

#### 5. Suggested Standard Price

The standard price may be entered as a basis and multiplier, a set price or a change %. The valid options for basis for standard price are as follows: List Price or Manual Cost

All of the item's valid pricing unit of measures are displayed in the order of the smallest to largest, and up to seven lines of standard prices can be displayed at one time.

## Price Levels

Suggested Cost/Price Entry (ICE410)									
Help									
01-Demo Company			Suggested Cost/Price Entry				ICE410		
ITEM		I110 Steel Storage Cabinet				VENDOR		U105	
		36 x 24 x 78"/ 20 guage steel				ITEM CLASS		WHS	
EFFECTIVE DATE		11/19/02				ITEM PRICE CLASS		WHS	
						ITEM COMM%		NO PRIORITY	
CURRENT					SUGGESTED				
LIST PRICE	UM	BS	MULTIPLIER	AMOUNT	BS	MULTIPLIER	AMOUNT	CHANGE%	
EA				271.70			271.70	.000%	
MANUAL COST	EA			159.82	LP	.0000	.000	-100.000%	
PRICE LEVELS									
PRICING	UM	EA	DEFAULT	Y	SUGGESTED	STANDARD	PRICE	CHANGE%	COMM%
									.00
CURRENT					SUGGESTED				
LVL	BS	MULTIPLIER	PRICE	COMM%	BS	MULTIPLIER	PRICE	CHANGE%	COMM%
1			258.10	.00%	LP	.0000	.00	-100.000%	.00%
2			244.50	.00%	LP	.0000	.00	-100.000%	.00%
3			230.95	.00%	LP	.0000	.00	-100.000%	.00%
4			217.35	.00%	LP	.0000	.00	-100.000%	.00%
5			203.75	.00%	LP	.0000	.00	-100.000%	.00%
6			190.20	.00%	LP	.0000	.00	-100.000%	.00%

EFF DATE, LIST PRICE, MANUAL COST, STANDARD PRICE, PRICE LEVELS, QUANTITY BREAKS  
 SELECT LEVEL (F2-CONTINUED), D-DELETE, F1-NEXT ITEM, F3-SCOPE, F4-BACKUP |  
 ARROW: UP=PREV UM, DOWN=NEXT UM, LEFT=PREV SUGG, RIGHT=NEXT SUGG END OF UM'S

The following information may be entered in the price levels screen of a Suggested Cost/Price record per the pricing unit of measure displayed:

### 6. Suggested Level Price

The level price may be entered as a basis and multiplier, a set price or a change %. The valid options for basis for level price are as follows: List Price, Manual Cost, Standard Price, or any prior Price Level

If the require descending prices flag (in the IC Static record) is set to Y, all price levels must be the same type (basis/multipliers or fixed amounts). Furthermore, if basis/multiplier is used, all levels must either use the same basis or they must be based on another price level. For example, if manual cost is the basis for level 1, the bases for levels 2 through 6 must be either manual cost or one of the previous price levels. The basis for levels 2 - 6 may not be set to list price or standard price.

If the require descending prices flag is set to Y, the prices for levels 1 through 6 must be entered in a descending order. For example, if price level 1's price is \$5.00 then the price for price level 2 must be less than or equal to \$5.00.

## Quantity Breaks

Suggested Cost/Price Entry (ICE410)											
Help											
01-Demo Company		Suggested Cost/Price Entry						ICE410			
ITEM		I110 Steel Storage Cabinet 36 x 24 x 78"/ 20 guage steel				VENDOR		U105			
EFFECTIVE DATE		11/19/02		ITEM CLASS		WHS					
				ITEM PRICE CLASS		WHS					
				ITEM COMM%		NO PRIORITY					
CURRENT					SUGGESTED						
LIST PRICE	UM	BS	MULTIPLIER	AMOUNT	BS	MULTIPLIER	AMOUNT	CHANGE%			
EA				271.70			271.70	.000%			
MANUAL COST	EA			159.82	LP	.0000	.000	-100.000%			
QUANTITY BREAKS											
QTY	BRK	UM	EA	DEFAULT	Y	SUGGESTED	STANDARD PRICE		.00		
CURRENT					SUGGESTED						
L	QTY	BS	MULTPLR	PRICE	COMM%	QTY	BS	MULTPLR	PRICE	CHANGE%	COMM%
1	50			259.95							
2	100			249.95							
3	500			224.95							
4											
5											
6											
EFF DATE, LIST PRICE, MANUAL COST, STANDARD PRICE, PRICE LEVELS, QUANTITY BREAKS SELECT LEVEL (F2-CONTINUED), D-DELETE, F1-NEXT ITEM, F3-SCOPE, F4-BACKUP . ARROW: UP=PREV UM, DOWN=NEXT UM, LEFT=PREV SUGG, RIGHT=NEXT SUGG END OF UM'S											

The following information may be entered in the quantity break prices screen of a Suggested Cost/Price record per the selling unit of measure:

### 7. Quantity

Enter the minimum quantity that must be sold on a sales order document in order to utilize the price from the level. For example, the standard price of I100 is \$10.00 ea., the break 1 price is \$9.75 and the break 2 price is \$9.50. In order to receive a price of \$9.75 the customer must purchase a minimum of 50. In order to receive a price of \$9.50 the customer must purchase a minimum of 100. Therefore break 1's quantity is 50 and break 2's quantity is 100.

Quantity break is always defined in the selling unit of measure.

### 8. Suggested Quantity Break Price

The quantity break price may be entered as a basis and multiplier, a set price or a change. The valid options for basis for quantity break prices are as follows: list price, manual cost, standard price, or any previous quantity break price.

If the require descending prices flag (in the IC Static record) is set to Y, all price breaks must be the same type (basis/multipliers or fixed amounts). Furthermore, if basis/multiplier is used, all price breaks must either use the same basis or they must be based on another price break. For example, if manual cost is the basis for break 1, the bases for breaks 2 through 6 must be either manual cost or one of the previous price breaks. The basis for levels 2 - 6 may not be set to list price or standard price.

If the require descending prices flag is set to Y, the prices for breaks 1 through 6 must be entered in a descending order. For example, if price break 1's price is \$5.00 then the price for price break 2 must be less than or equal to \$5.00.

## Add Mode

Choose this option to add suggest pricing information for items that do not have suggested cost/price record on file. The system will advance from one UM to the next in the order it is displayed until all UMs have been entered for each option (Standard Prices, Price Levels and Quantity Breaks) or until the process is ended by pressing the F3-End option. Upon completion of the above, the options across the bottom of your screen change to those available in the Edit mode (see next table).

## Delete Mode

Choose this option from any screen to delete a current pricing record. When no suggested records exist for an item, the current prices may be selected to be deleted. When a current price is selected to be deleted, a message is displayed under suggested indicating this deletion will take place. Current pricing records are not deleted until the Update Suggested Costs/prices program is run.

When deleting current prices, a box displays showing the records that may be deleted. Use the arrow keys to make selection and press CR. For example, if a current price exists for standard price on an item, then the option to delete the current standard price is displayed. If a current price has been selected to be deleted and this deletion should not take place and you want to erase this deletion, select D-delete and select the suggested price which displays that current will be deleted.

Current List Price and Manual Cost may not be deleted, (only suggested records may be deleted for List Price and Manual Cost).

**F1 - Next Item.** Choose this option from any screen to go to the next sequential item record.

**F3 -Scope.** Choose this option from any screen to set which information is entered. See section on Suggested Cost/Price Scope.

**Standard Price -** Choose this option to display the standard price screen.

**Price Levels -** Choose this option to display the price level screen.

**Quantity Breaks -** Choose this option to display the quantity breaks screen.

## Edit Mode

Choose this option to edit an existing cost/price record for the entered item:

**Standard Price** Choose this option to display the standard price screen.

**Effective Date** Choose this option to change the effective date of the suggested cost/price entry for an item.

**List Price** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested List Price. List Price is recorded only in the default pricing UM, as set up in Item F/M.

**Manual Cost** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested Manual Cost records. Manual Cost is recorded in the default costing UM, as set up in Item F/M.

**Price Levels** Choose this option to display the price level screen.

**Quantity Breaks** Choose this option to display the quantity breaks screen.

Select **Line #** to Edit Select the line number of the UM to edit. This will allow you to enter/edit a suggested standard price.

**D-Delete.** Choose this option from any screen to delete a suggested or current pricing record. A box displays showing the records that may be deleted. For example, if a suggested price exists for standard price on an item, the option to delete the suggested price is displayed. If a current price (but no suggested price) exists for standard price on an item, the option to delete the current price displays.

Suggested prices are deleted immediately. When deleting current prices a message is displayed indicating that the current price will be deleted. Current prices are not deleted until the Update Suggested Cost/Prices program is run. The current List Price and Manual Cost may not be deleted (only suggested records may be deleted for List Price and Manual Cost). Use the arrow keys to make selection and press CR.

**F1-Next. Item** Choose this option from any screen to go to the next sequential item.

**F3-Scope.** Choose this option from any screen to set which information is entered. See section on Suggested Cost/Price Scope.

The up/down arrow keys may be used to highlight previous or next UM; the left/right arrow keys may be used to highlight previous or next suggested pricing record.

## Price Levels

Price Levels Choose this option to display the price levels screen. Once selected the user has the:

**Effective Date** - Choose this option to change the effective date of the suggested cost/price entry for an item following options

**List Price** - Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested List Price.

List Price is recorded only in the default pricing UM, as set up in Item F/M.

**Manual Cost** - Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested Manual Cost records. Manual Cost is recorded in the default costing UM, as set up in Item F/M.

**Standard Price** -Choose this option to display the standard price screen.

**Quantity Breaks** -Choose this option to display the quantity breaks screen.

**Select Level (F2-Continued)** - Select the level number to enter or edit. This will allow you to enter/edit level price information. F2 allows for continuous input from the level selected to the end of the levels.

**D-Delete** - Choose this option from any screen to delete a suggested or current pricing record. A box displays showing the records that may be deleted. For example, if a suggested price exists for standard price on an item, the option to delete the suggested price is displayed. If a current price (but no suggested price) exists for standard price on an item, the option to delete the current price displays.

Suggested prices are deleted immediately. When deleting current prices a message is displayed indicating that the current price will be deleted. Current prices are not deleted until the Update Suggested Cost/Prices program is run. The current List Price and Manual Cost may not be deleted (only suggested records may be deleted for List Price and Manual Cost). Use the arrow keys to make selection and press CR.

**F1-Next Item** - Choose this option from any screen to go to the next sequential item.

**F3-Scope** - Choose this option from any screen to set which information is entered. See section on Suggested Cost/Price Scope.

The up/down arrow keys may be used to highlight previous or next UM; the left/right arrow keys may be used to highlight previous or next suggested pricing record.

## Quantity Breaks

Choose this option to display the quantity breaks screen. Once selected the user has the following options:

**Effective Date** - Choose this option to change the effective date of the suggested cost/price entry for an item.

**List Price** - Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested List Price. List Price is recorded only in the default pricing UM, as set up in Item F/M.

**Manual Cost** - Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested Manual Cost records. Manual Cost is recorded in the default costing UM, as set up in Item F/M.

**Standard Price** - Choose this option to display the standard price screen.

## Price Levels

Choose this option to display the price level screen.

**Select Level (F2-Continued)** -Select the quantity break number to enter or edit. This will allow you to enter/edit quantity break information. F2 allows for continuous input from the price break selected to the end of the quantity breaks.

**D-Delete** - Choose this option from any screen to delete a suggested or current pricing record. A box displays showing the records that may be deleted. For example, if a suggested price exists for standard price on an item, the option to delete the suggested price is displayed. If a current price (but no suggested price) exists for standard price on an item, the option to delete the current price displays.

Suggested prices are deleted immediately. When deleting current prices a message is displayed indicating that the current price will be deleted. Current prices are not deleted until the Update Suggested Cost/Prices program is run. The current List Price and Manual Cost may not be deleted (only suggested records may be deleted for List Price and Manual Cost). Use the arrow keys to make selection and press CR.

**F1-Next Item** - Choose this option to display the quantity breaks screen. Choose this option from any screen to go to the next sequential item.

**F3-Scope** - Choose this option from any screen to set which information is entered. See section on Suggested Cost/Price Scope.

The up/down arrow keys may be used to highlight previous or next UM; the left/right arrow keys may be used to highlight previous or next suggested pricing record.

## Technical Notes

Recording the suggested cost and list price consists of writing a record to the suggested list price/manual cost file (ICSLPC). The list price/manual cost file (ICSLPC) also contains the effective date for all suggested prices, therefore a record will be written to this file for any price type.


Recording the suggested price levels consists of writing a record to the suggested standard price (levels) file (ICSGPR). Recording the suggested quantity break prices consists of writing a record to the suggested quantity break prices file (ICSGQB). If a record already exists in any of these files the appropriate record is overwritten.

The type of item will be displayed for nonstocked and uninventoried items in the heading of the screen. The tag “\*NONSTOCKED\*” or “\*UNINVENTORIED\*” will appear under “ITEM” if it is not stocked. For stocked items, no tag will display.

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICCLSX, ICPRIC, ICPRQB, ICINTR, ICIUOM, ICIUOM2

**FILES UPDATED** - ICSLPC, ICSGPR, ICSGQB

## How to add suggested cost/pricing information for an item

1. Access this program by choosing Inventory Control-->Costing & Pricing-->Suggested Cost/Price Entry.
  2. In the Item input, enter the inventory item code for which you want to create suggested cost/price information. Press **F2** to search.
  3. Select **Add**, and the system forwards your cursor to the Effective Date input.
-  For faster entry set or reset the Scope of field entries by selecting **F3**.
4. Enter the following information in the header of a Suggested Cost/Price record when adding an item:
  5. In the Effective Date input, enter the effective date of this suggested cost/price change. Press **Enter** (CR) defaults to the system date. When running the Update Suggested Costs/Prices program, a cutoff date is entered and effective dates up to that cutoff date are updated.
  6. In the Suggested List Price input, enter the list price.  
The list price can be entered as a dollar amount or you can press **F1-skip** to enter a change %. The Basis and multiplier options are not available for list price.
  7. In the Suggested Manual Cost input, enter the manual cost. The manual cost may be entered as dollar amount or a change %. The only available basis for manual cost is list price.
  8. This completes the header information for the Suggested Cost/Price record for the item. You now have several screens to choose from. Select:

Standard Price., to enter suggested standard prices.

Price Level, to enter price levels for suggested standard prices.

Quantity Breaks, to enter quantity breaks for suggested standard prices.

In each screen, the system advances from one UM to the next in the order it is displayed until all units of measure (Ums) have been entered for each option (Standard Prices, Price Levels and Quantity Breaks) or until you end the process pressing **F3-End**.

9. Once you have added information for an item, the program advances to edit mode and additional options appear at the bottom of the screen. At the command prompt in the lower portion of the screen, you can select from:

**Effective Date** Choose this option to change the effective date of the suggested cost/price entry for an item.

**List Price** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested List Price. List Price is recorded only in the default pricing UM, as set up in Item F/M.



**Manual Cost** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested Manual Cost records. Manual Cost is recorded in the default costing UM, as set up in Item F/M.

**Standard Price** Choose this option to display the standard price screen.

**Price Levels** Choose this option to display the price level screen.

**Quantity Breaks** Choose this option to display the quantity breaks screen.

Select **Line #** to edit. Select the line number of the UM to edit. This will allow you to enter/edit a suggested standard price.

**D Delete.** Choose this option from any screen to delete a suggested or current pricing record. Use the arrow keys to make a selection and press **Enter** (CR).

After you select an item and delete it, a box appears showing the records that may be deleted. For example, if a suggested price exists for standard price on an item, the option to delete the suggested price is displayed. If a current price (but no suggested price) exists for standard price on an item, the option to delete the current price displays.

Suggested prices are deleted immediately. When deleting current prices a message displays indicating that the current price will be deleted. However, they are not removed from the system until the Update Suggested Cost/Prices program is run.

Ü The current List Price and Manual Cost may not be deleted (only suggested records may be deleted for List Price and Manual Cost).

**F1 Next Item.** Choose this option from any screen to go to the next sequential item.

**F3 Scope.** Choose this option from any screen to set which information is entered. See section on Suggested Cost/Price Scope.

**Navigating units of measure.** Use the up/down arrow keys to select different units of measure available for the item.

**Navigating different pricing information.** Use the left/right arrow keys used to highlight the previous or next suggested pricing record.

10. To exit press, **F4** and the system backs up to the Item input. Press **F4** again to exit the program.

# How to change existing cost/price information for an item

1. Access this program by choosing Inventory Control-->Costing & Pricing-->Suggested Cost/Price Entry.
2. In the Item input, enter the inventory item code for which you want to modify suggested cost/price information. Press F2 to search.
3. If you've already set up costing/pricing information for an item, the program automatically goes into edit mode. At the command prompt in the lower portion of the screen, you can select from:

**Effective Date** Choose this option to change the effective date of the suggested cost/price entry for an item.

**List Price** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested List Price. List Price is recorded only in the default pricing UM, as set up in Item F/M.

**Manual Cost** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested Manual Cost records. Manual Cost is recorded in the default costing UM, as set up in Item F/M.

**Standard Price** Choose this option to display the standard price screen.

**Price Levels** Choose this option to display the price level screen.

**Quantity Breaks** Choose this option to display the quantity breaks screen.

Select **Line #** to edit. Select the line number of the UM to edit. This will allow you to enter/edit a suggested standard price.

**D Delete.** Choose this option from any screen to delete a suggested or current pricing record. Use the arrow keys to make a selection and press **Enter** (CR).

After you select an item and delete it, a box appears showing the records that may be deleted. For example, if a suggested price exists for standard price on an item, the option to delete the suggested price is displayed. If a current price (but no suggested price) exists for standard price on an item, the option to delete the current price displays.

Suggested prices are deleted immediately. When deleting current prices a message displays indicating that the current price will be deleted. However, they are not removed from the system until the Update Suggested Cost/Prices program is run.

The current List Price and Manual Cost may not be deleted (only suggested records may be deleted for List Price and Manual Cost).

**F1 Next Item.** Choose this option from any screen to go to the next sequential item.

**F3 Scope.** Choose this option from any screen to set which information is entered. See section on Suggested Cost/Price Scope.

**Navigating units of measure.** Use the up/down arrow keys to select different units of measure available for the item.

**Navigating different pricing information.** Use the left/right arrow keys used to highlight the previous or next suggested pricing record.

4. To exit press, F4 and the system backs up to the Item input. Press F4 again to exit the program.

# How to delete cost/pricing information

1. Access this program by choosing Inventory Control-->Costing & Pricing-->Suggested Cost/Price Entry.
2. In the Item input, enter the inventory item code for which you want to delete suggested cost/price information. Press **F2** to search.



If no suggested records exist for an item, you can flag the current prices so the system knows to delete them. When a current price is selected to be deleted, a message is displayed under suggested indicating this deletion will take place. Current pricing records are not deleted until the Update Suggested Costs/prices program is run.

3. At the command prompt, enter **D** to delete a suggested or current pricing record. Use the arrow keys to make a selection and press **Enter** (CR). For example, if a current price exists for standard price on an item, then the option to delete the current standard price is displayed. If you have indicated that you want to delete a current price and change your mind, select D-delete and select the suggested price that displays that current will be deleted.

Ü Current List Price and Manual Cost may not be deleted, (only suggested records may be deleted for List Price and Manual Cost).

4. When deleting current prices, a warning box appears to let you confirm that you want to delete this information. You can select from the following: **L--Suggested list price, M– Suggested manual cost, S– Suggested manual price for the selected unit of measure.**
5. At the command prompt in the lower portion of the screen, you can select from:

**Effective Date** Choose this option to change the effective date of the suggested cost/price entry for an item.

**List Price** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested List Price. List Price is recorded only in the default pricing UM, as set up in Item F/M.

**Manual Cost** Choose this option to return to the header portion of the Costing and Pricing screen to enter/edit the suggested Manual Cost records. Manual Cost is recorded in the default costing UM, as set up in Item F/M.

**Standard Price** Choose this option to display the standard price screen.

**Price Levels** Choose this option to display the price level screen.

**Quantity Breaks** Choose this option to display the quantity breaks screen.

Select **Line #** to edit. Select the line number of the UM to edit. This will allow you to enter/edit a suggested standard price.

**D Delete.** Choose this option from any screen to delete a suggested or current pricing record. Use the arrow keys to make a selection and press **Enter** (CR).

**F1 Next Item.** Choose this option from any screen to go to the next sequential item.

**F3 Scope.** Choose this option from any screen to set which information is entered. See the section on Suggested Cost/Price Scope for more information.

**Navigating units of measure.** Use the up/down arrow keys to select different units of measure available for the item.

**Navigating different pricing information.** Use the left/right arrow keys used to highlight the previous or next suggested pricing record.

6. To exit press, **F4** and the system backs up to the Item input. Press **F4** again to exit the program.

# Create Suggested Costs/Prices (ICU410)

## Function

This update program allows the FACTS user to create suggested costs and prices based on user specified parameters for a range of items selected by the user.

As an example, you may choose to update the current selling price of all items supplied by a given vendor by 5%. Based on this information, this program calculates and creates the suggested price record for every item provided by that vendor.

The user has the option to:

- Select the order to create suggested cost/price records.
- Select the beginning and ending order choice.
- Select the vendor or item price class for which suggested costs/prices are to be created.
- Select the pricing unit of measure scope.
- Select the effective date for the suggested cost/price records.
- Select type of cost/price records to create.
- Create new price levels if none exist.
- Select the rounding method.
- Select the basis for cost/price change.
- Select the cost/price multiplier for change.
- Choose to replace existing suggested prices.

## User Inputs

### 1. Order

Enter the order to create suggested costs/prices: Item, Alpha, Vendor, Item Class, Item Price Class. CR defaults to Item order.

### 2. Beginning Order Choice

Enter the beginning order choice (ref. 2). CR defaults to FIRST.

### 3. Ending Order Choice

Enter the ending order choice (ref. 5). CR defaults to FIRST.

### 4. Item Type

Enter the type of item to create: Stocked, Nonstocked, or Uninventoried. CR defaults to SNU.

### 5. Vendor/Item Price Class

Enter the vendor number or item price class to create. CR defaults to ALL.

### 6. Effective Date

Enter the effective date of the suggested cost/price change (ref. 3). CR defaults to the system date. Effective dates for any suggested records already on file will be overwritten. CR defaults to the system date.

### 7. Create Suggested For

Enter the suggested record types to create: List Price, Manual Cost, Standard Price, Level 1, Level 2, Level 3, Level 4, Level 5, Level 6. The number of price levels available corresponds to the number of

price levels that are set up in the # Price Levels field in the IC Static Control program.) CR defaults to LMS123456 (or all of the record types that are available).

#### 8. Create Levels

This input is skipped if no suggested price levels were selected to be created in the previous input. Enter **N** or **Y** to indicate whether to create price levels for items if no current prices exist for the level. The price levels created here will be based on the standard price. CR defaults to N.

#### 9. Pricing Um Scope

Enter whether to create suggested price records for **All** pricing UM records, **Non-default** pricing UM records or **Default** pricing UM records. This UM scope does not effect the list price or manual cost. CR defaults to All.

#### 10. Round

This input is skipped if **NONE** is entered at Price levels. Suggested records will be created only for current records with dollar amounts. Enter whether to round prices to the nearest **Five Cents**, **Ten Cents** or **No Rounding**. CR defaults to N.

#### 11. List Price

Basis is not a valid option for list price; this input is skipped.

Multiplier is not a valid option for list price; this input is skipped.

Enter the Change % of the suggested list price over current list price for the item(s) selected. CR defaults to 0% (zero).

Commission % is not a valid option for list price; this input is skipped.

Enter whether to replace the existing suggested list price if one already exists for the item(s) selected. CR defaults to Y.

#### 12. Manual Cost

Basis is not a valid options for list price and this input is skipped.

Enter the Multiplier to be applied to the basis to calculate List Price or press F1-Skip. CR defaults to 0 (zero).

Enter the Change % for the list price for the item(s) selected. CR defaults to 0% (zero). (Basis and multiplier are not valid options for list price and these inputs were skipped).

The Commission % entry is skipped since commission % may not be set for list price.

Enter whether to replace the existing suggested list price if one already exists for the item(s) selected. CR defaults to Y.

#### 13. Standard Price

Enter the basis to apply the multiplier against to calculate the suggested standard price or press F1-Skip to enter a Change % to calculate the standard price. Options for basis are **List Price** and **Manual Cost**.

Enter the Multiplier to be applied to the basis to calculate standard price or press F1-Skip.

Enter the Change % to calculate the standard price. If a basis and multiplier were entered in the previous inputs, this Change % is skipped.

Enter the Commission % for the suggested standard price. CR sets the Commission % to the current Commission %. F1 defaults to No Priority.

Enter whether to replace the existing suggested standard price if one already exists for the item(s) selected. CR defaults to Y.

The following selection prompts (Level 1 Price through Level 6 Price) only appear according to what is set in the # Price Levels flag in the IC Static Control Record.

Note: The following restrictions apply to level prices to insure descending level prices if the Require Descending Level Prices flag in the IC Static Control Record is set to Y:

- All price levels must be selected in the Create Suggested For selection prompt.
- If price level 1 is using basis, all other levels must use basis and change % is not allowed. The multipliers used must not cause any level to have a higher price than the previous level. The following table will illustrate this more clearly:

Level	Basis	Multiplier	Factor
1	MC	1.5000	1.5000
2	MC	1.4000	1.4000
3	L1	.9333	1.5000 x .9333 = 1.4000

Level 3 multiplier cannot be greater than .9333 because the factor will be greater than the level 2 factor.

- If price level 1 is using a change percentage, all other levels must use a change percentage and the percentage must be equal to or less than the previous level.
- The value entered in level 1 for the Replace field must be entered in the other levels also.

**14. Level Prices 1-6**

Enter the basis to apply the multiplier against to calculate the suggested level price or press F1-Skip to enter a change % to calculate the level price. Options for basis are List Price, Manual Cost and Standard Price. Once this is set for level 1, the only options for basis on levels 2 - 6 are either what is set for level 1 or a previous level.

Enter the multiplier to be applied to the basis to calculate level price or press F1-Skip.

Enter the Change % to calculate the level price. If a basis and multiplier were entered in the previous inputs, this Change % is skipped.

Enter the Commission % for the suggested level price. CR sets the Commission % to the current Commission %. F1 defaults to No Priority.

Enter whether to replace the existing suggested level price if one already exists for the item(s) selected. CR defaults to Y.

Note: You cannot access this input for levels 2 - 6 if the Require Descending Level Prices flag in the IC Static Control Record is set to Y because this input will default to whatever you entered in Replace for Level 1 Price for all other price levels.

**Technical Notes**

This program creates suggested cost/price records by running through the chosen file; item (ICMAST), alpha (ICALPX), vendor (ICVNDX), item class or item price class (ICCLSX). the item file is then checked for items meeting criteria entered. Suggested cost/price changes are updated to the suggested list price/manual cost file (ICSLPC) and the suggested standard price file (ICSGPR).

**FILES USED** - SMCNTL, ICMAS T, ICALPX, ICVNDX, ICCLSX, APVEND, ICPRIC

**FILES UPDATED** - ICSLPC, ICSGPR



**Create Suggested Costs/Prices (ICU410)** [Help] [ ] [X]

---

01-Demo Company                      Create Suggested Costs/Prices                      ICU410

ORDER I  
BEGINNING ITEM FIRST  
ENDING ITEM LAST  
ITEM TYPE SNU                      VENDOR ALL  
EFFECTIVE DATE 06/12/02  
CREATE SUGGESTED FOR LP MC SP 1 2 3 4 5 6    CREATE LEVELS .  
PRICING UM SCOPE  
ROUND

BS    MULTIPLIER    CHANGE%    COMMISSION%    REPLACE

LIST PRICE  
MANUAL COST  
STANDARD PRICE  
LEVEL 1 PRICE  
LEVEL 2 PRICE  
LEVEL 3 PRICE  
LEVEL 4 PRICE  
LEVEL 5 PRICE  
LEVEL 6 PRICE

CREATE PRICE LEVELS FOR ITEM IF NONE EXIST? (N/Y), F4-BACKUP

---

## How to create suggested costs/prices for a range of items

1. Access this program by choosing *Inventory Control -->Costing & Pricing -->Create Suggested Costs/Prices*.
2. In the Order input, enter the order to create suggested costs/prices: **Item, Alpha, Vendor, Item Class, Item Price Class**. Press **Enter** (CR) to default to Item order.
3. In the Beginning Order Choice input, enter the beginning order choice. Press **Enter** (CR) to default to FIRST.
4. In the Ending Order Choice input, enter the ending order choice. Press **Enter** (CR) to default to FIRST.
5. In the Item Type input, enter the type of item to create: **Stocked, Nonstocked, or Uninventoried**. Press **Enter** (CR) to default to SNU.
6. In the Vendor/Item Price Class input, enter the vendor number or item price class to create. Press **Enter** (CR) to default to ALL.
7. In the Effective Date input, enter the effective date of the suggested cost/price change. Press **Enter** (CR) to default to the system date. Effective dates for any suggested records already on file will be overwritten.
8. At the Create Suggested For input, select the suggested record types to create: **List Price, Manual Cost, Standard Price, Level 1, Level 2, Level 3, Level 4, Level 5, Level 6**. The number of price levels available corresponds to the number of price levels that are set up in the # Price Levels field in the IC Static Control program.) Press **Enter** (CR) to default LMS123456 (or all of the record types that are available).
9. At Create Levels input, enter **N** or **Y** to indicate whether to create price levels for items if no current prices exist for the level. The price levels created here will be based on the standard price. Press **Enter** (CR) to default to N. This input is skipped if no suggested price levels were selected to be created in the previous input.
10. At Pricing Um Scope input, indicate whether to create suggested price records for **All pricing UM records, Non-default pricing UM records or Default pricing UM records**. This UM scope does not effect the list price or manual cost. Press **Enter** (CR) to default to All.
11. In the Round input, indicate whether to round prices to the nearest **Five Cents, Ten Cents or No Rounding**. Press **Enter** (CR) to default to N. This input is skipped if **NONE** is entered at Price levels. Suggested records will be created only for current records with dollar amounts. Enter
12. In the List Price inputs, complete the following:  
  
**Change %**—Enter the Change % of the suggested list price over current list price for the item(s) selected. Press **Enter** (CR) to default to 0% (zero).

**Replace**—Enter whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to Y.

13. In the Manual Cost inputs, complete the following:

**Multiplier**—Enter the Multiplier to be applied to the basis to calculate List Price or press **F1-Skip**. Press **Enter** (CR) to default to 0 (zero).

**Change %**—Enter the Change % for the list price for the item(s) selected. Press **Enter** (CR) to default to 0% (zero). (Basis and multiplier are not valid options for list price and these inputs were skipped).

**Replace**—Enter whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to Y.

14. In the Standard Price inputs, , complete the following:

**Basis**—Enter the basis to apply the multiplier against to calculate the suggested standard price or press **F1-Skip** to enter a Change % to calculate the standard price. Options for basis are **L**—List Price and **M**—Manual Cost.

**Multiplier**—Enter the Multiplier to be applied to the basis to calculate standard price or press **F1-Skip**.

**Change %**—Enter the Change % to calculate the standard price. If a basis and multiplier were entered in the previous inputs, this Change % is skipped.

**Commission %**—Enter the Commission % for the suggested standard price. Press **Enter** (CR) to set the Commission % to the current Commission %. Press **F1** to default to No Priority.

**Replace**—Enter whether to replace the existing suggested standard price if one already exists for the item(s) selected. Press **Enter** (CR) to default to Y.

15. (Optional) For the Level Prices 1-6 inputs, complete the following:

**Basis**—Enter the basis to apply the multiplier against to calculate the suggested level price or press **F1-Skip** to enter a change % to calculate the level price. Options for basis are **L**—List Price, **M**—Manual Cost and **S**—Standard Price. Once this is set for level 1, the only options for basis on levels 2-6 are either what is set for level 1 or a previous level.

**Multiplier**—Enter the multiplier to be applied to the basis to calculate level price or press **F1-Skip**.

**Change %**—Enter the Change % to calculate the level price. If a basis and multiplier were entered in the previous inputs, this Change % is skipped.

**Commission %**—Enter the Commission % for the suggested level price. Press **Enter** (CR) to set the Commission % to the current Commission %. Press **F1** to default to No Priority.

**Replace**—Enter whether to replace the existing suggested level price if one already exists for the item(s) selected. Press **Enter** (CR) to default to Y.

Note: You cannot access this input for levels 2 - 6 if the Require Descending Level Prices flag in

the IC Static Control Record is set to Y because this input will default to whatever you entered in Replace for Level 1 Price for all other price levels.

16. When you have completed all of the inputs for the item range, the displays the following message at the command prompt: *End of Inputs. Enter Yes to continue, F4 to Backup.* Type **YES** to complete the update.
17. After you complete the update the system displays a message telling how many records were updated. Press **OK** in the message box to exit the program.

# Erase Suggested Costs/Prices (ICU420)

## Function

This program allows the user to erase suggested costs and prices based on user specified parameters for a range of items selected by the user.

The user has the option to:

- Select the order to erase suggested records.
- Select the beginning and ending order choice.
- Select the vendor or item price class for which suggested costs/prices are to be erased.
- Select the pricing unit of measure scope.
- Select the cutoff date for the suggested cost/price records.
- Select type of cost/price records to erase.

## User Inputs

### 1. Order

Select the order to erase costs/prices: **Item, Alpha, Vendor, Item Class, Item Price Class**. CR defaults to **Item** order.

### 2. Beginning

Enter the beginning **Item, Alpha, Vendor, Item Class** or **Item Price Class** to erase, depending on the Order selected. CR defaults to **FIRST**.

### 3. Ending

Enter the ending **Item, Alpha, Vendor, Item Class** or **Item Price Class** to erase, depending on the Order selected. CR defaults to **FIRST**.

### 4. Item Type

Enter the type of item to erase: **Stocked, Nonstocked, or Uninventoried**. CR defaults to **SNU**.

### 5. Vendor/ Item Price Class

Enter the vendor or item price class for which to erase costs/prices. CR defaults to **ALL**.

### 6. Erase

Select which types of suggested records to erase: **List Price, Manual Cost, Standard Price, Price Levels** and **Quantity Breaks**. CR defaults to **all**.

### 7. Pricing Um Scope

Enter whether to erase suggested price records for **All pricing UM records, Non-default pricing UM records** or **Default pricing UM records**. This UM scope does not effect the list price or manual cost.

### 8. Cutoff Date

Enter the ending effective date through which to erase (ref. 3). Suggested cost/price changes with an effective date prior to and including date entered are removed. CR defaults to **NO CUTOFF**.

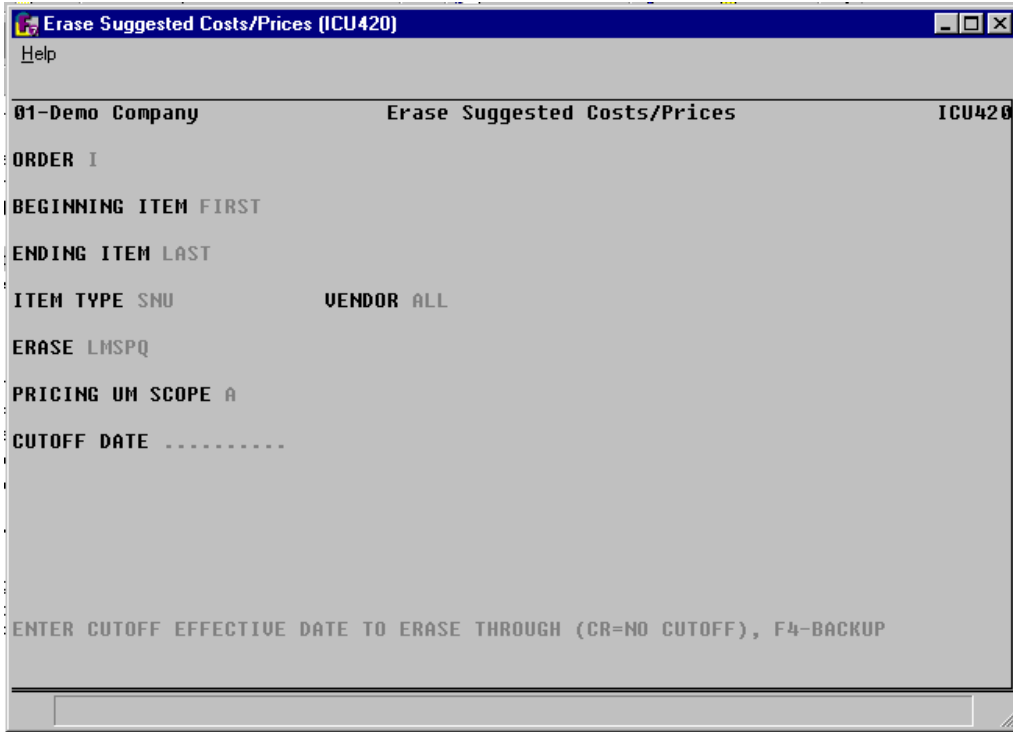
## Technical Notes

Erasing records of suggested costs/prices proceeds by reading through the appropriate sort file based upon the items meeting criteria entered. If records are to be removed only for a particular vendor, an attempt is made to reference the appropriate suggested cost/price record. If the vendor is not the

same as the vendor entered above, the record is skipped, otherwise the record is removed. If no vendor was entered, an attempt is made to simply remove the appropriate suggested cost/price record from the appropriate suggested cost/price file: suggested list price/manual cost file (ICSLPC), suggested standard price file (ICSGPR), and suggested quantity break price file (ICSGQB).

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX, APVEND

**FILES UPDATED** - ICSLPC, ICSGPR, ICSGQB



## How to erase suggested costs/prices for a range of items

1. Access this program by choosing *Inventory Control* → *Costing & Pricing* → *Erase Suggested Costs/Prices*.
2. In the Order input, enter the order to create suggested costs/prices: **Item**, **Alpha**, **Vendor**, **Item Class**, **Item Price Class**. Press **Enter** (CR) to default to Item order.
3. In the Beginning Order Choice input, enter the beginning order choice. Press **Enter** (CR) to default to FIRST.
4. In the Ending Order Choice input, enter the ending order choice. Press **Enter** (CR) to default to FIRST.
5. In the Item Type input, enter the type of item to create: **Stocked**, **Nonstocked**, or **Uninventoried**. Press **Enter** (CR) to default to SNU.
6. In the Vendor/Item Price Class input, enter the vendor number or item price class to create. Press **Enter** (CR) to default to ALL.
7. In the Erase input, select which types of suggested records to erase: **List Price**, **Manual Cost**, **Standard Price**, **Price Levels** and **Quantity Breaks**. Press **Enter** (CR) to default to all.
8. In the Pricing Um Scope input, enter whether to erase suggested price records for **All** pricing UM records, **Non-default pricing UM** records or **Default pricing UM** records. This UM scope does not effect the list price or manual cost.
9. In the Cutoff Date input, enter the ending effective date through which to erase. Suggested cost/price changes with an effective date prior to and including date entered are removed. Press **Enter** (CR) to default to NO CUTOFF.
10. When you have completed all of the inputs for the item range, the displays the following message at the command prompt: *End of Inputs. Enter Yes to continue, F4 to Backup.* Type **YES** to complete the erase process.
11. After you complete the erase process the system displays a message telling how many records were updated. Press **OK** in the message box to exit the program.

# Print Suggested Costs/Prices (ICR410)

## Function

This program allows the FACTS user to print suggested costs and prices based on user specified parameters for a range of items selected by the user.

The user has the option to:

- Select the order to print suggested records.
- Select the beginning and ending order choice.
- Select the vendor or item price class for which suggested costs/prices are to be printed.
- Select the pricing unit of measure scope.
- Select the cutoff date for the suggested cost/price records.
- Select type of cost/price records to print.
- Print item description 1, item description 2 or both.

## User Inputs

### 1. Order

Select the order to print costs/prices: **Item**, **Alpha**, **Vendor**, **Item Class**, **Item Price Class**. CR defaults to **Item** order.

### 2. Beginning

Enter the beginning **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **FIRST**. F2 allows a search of items, vendors, and classes.

### 3. Ending

Enter the ending **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **LAST**. F2 allows a search of items, vendors, and classes.

### 4. Item Type

Enter the type of item to print: **Stocked**, **Nonstocked**, or **Uninventoried**. CR defaults to **SNU**.

### 5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. CR defaults to **ALL**. F2 allows a search.

### 6. Print

Select which types of suggested records to print: **List Price**, **Manual Cost**, **Standard Price**, **Price Levels** and **Quantity Breaks**. CR defaults to **ALL**.

### 7. Pricing UM Scope

Enter whether to print suggested price records for **All** pricing UM records, **Non-default** pricing UM records or **Default** pricing UM records. This UM scope does not effect the list price or manual cost.

### 8. Item Description

Enter whether to print item description **1**, item description **2** or **Both**. CR defaults to **1**.

### 9. Cutoff Date

Enter the ending effective date through which to print (ref. 3). Suggested cost/price changes with an effective date prior to and including date entered are printed. CR defaults to **NO CUTOFF**.



## Technical Notes

Printing records of suggested costs/prices proceeds by reading through the appropriate sort file based upon the items meeting criteria entered. If records are to be printed only for a particular vendor, an attempt is made to reference the appropriate suggested cost/price record. If the vendor is not the same as the vendor entered above, the record is skipped, otherwise the record is printed. If no vendor was entered, an attempt is made to simply print the appropriate suggested cost/price record from the appropriate suggested cost/price file: suggested list price/manual cost file (ICSLPC), suggested standard price file (ICSGPR), and suggested quantity break price file (ICSGQB).

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX, APVEND, ICSLPC, ICSGPR, ICSGQB

**FILES UPDATED** - NONE

**Print Suggested Costs/Prices (ICR410)**

Template Print Options

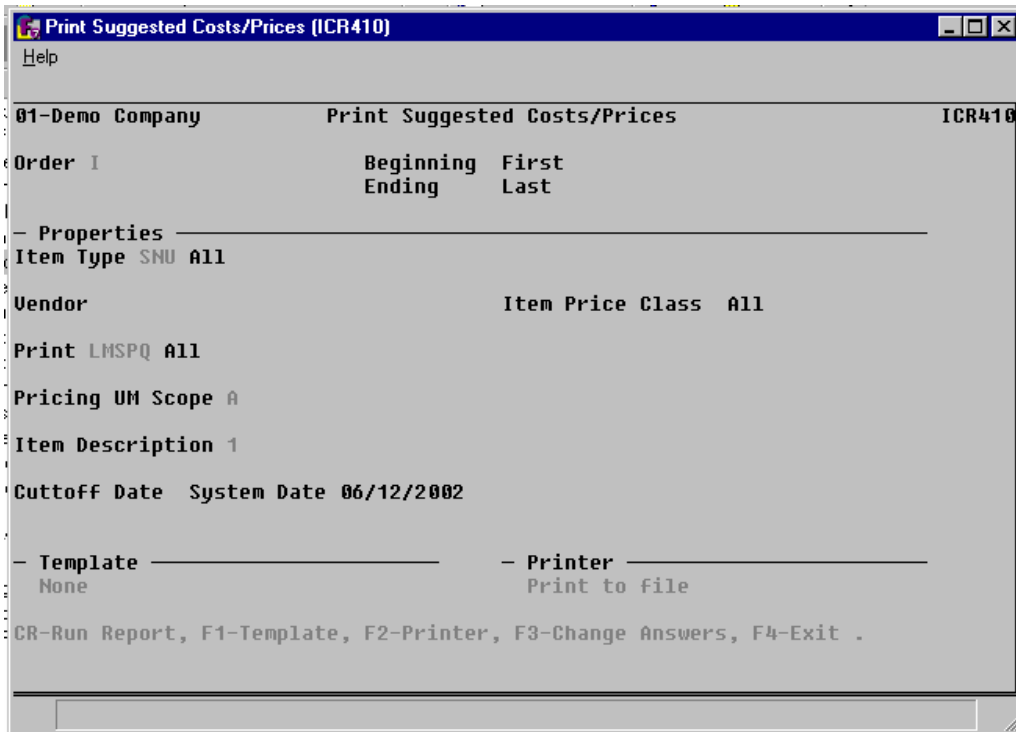
Order: - Item Beginning: [ ] First Ending: [ ] Last

Properties

Item Type: SNU Vendor: [ ] All Print: LMSPQ Pricing UM Scope: A - All Pricing UM Records Print Item Description: 1 - Print Line 1 of Item Description Cutoff Date: 06/08/1999 System Date

Template: None Printer: Genicom Line Printer OK Cancel

Print Suggested Records In Item, Alpha, Vendor, Item Class, or Item Price Class Order? (I/A/V/C/P)



# Update Suggested Costs/Prices (ICU430)

## Function

This update program allows the FACTS user to update suggested costs and prices based on user specified parameters for a range of items selected by the user.

Costs and prices that are updated are written to the current costing/pricing files and are then removed from the suggested cost/pricing files.

The user has the option to:

- Select the order to update suggested records.
- Select the beginning and ending order choice.
- Select the vendor or item price class for which suggested costs/prices are to be updated.
- Select the pricing unit of measure scope.
- Select the cutoff date for the suggested cost/price records to update.
- Select type of cost/price records to update.

## User Inputs

### 1. Order

Select the order to update costs/prices: Item, Alpha, Vendor, Item Class, Item Price Class. CR defaults to Item order

### 2. Beginning

Enter the beginning Item, Alpha, Vendor, Item Class or Item Price Class to update, depending on the Order selected. CR defaults to FIRST.

### 3. Ending

Enter the ending Item, Alpha, Vendor, Item Class or Item Price Class to update, depending on the Order selected. CR defaults to FIRST.

### 4. Item Type

Enter the type of item to update: Stocked, Nonstocked, or Uninventoried. CR defaults to SNU.

### 5. Vendor/ Item Price Class

Enter the vendor or item price class for which to update costs/prices. CR defaults to ALL.

### 6. Update

Select which types of suggested records to update: List Price, Manual Cost, Standard Price, Price Levels and Quantity Breaks. CR defaults to ALL.

### 7. Pricing Um Scope

Enter whether to update suggested price records for All pricing UM records, Non-default pricing UM records or Default pricing UM records. This UM scope does not effect the list price or manual cost.

### 8. Cutoff Date

Enter the ending effective date through which to update (ref. 3). Suggested cost/price changes with an effective date prior to and including date entered are updated. CR defaults to the system date.

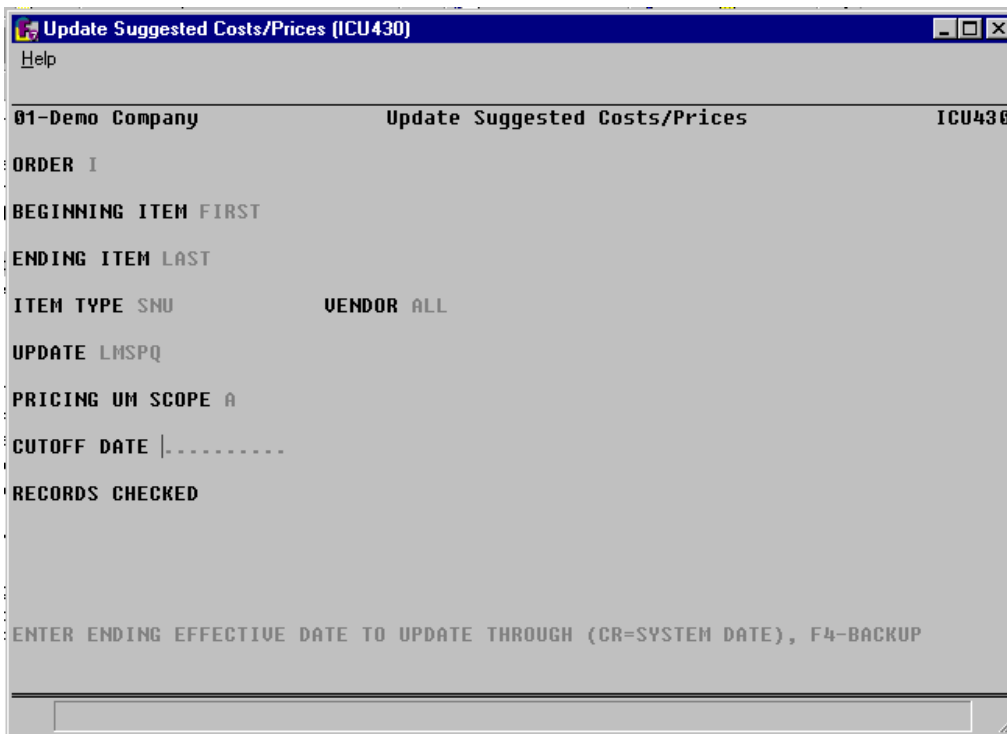
### 9. Records Checked

Enter Y or N to indicate whether the suggested costing and pricing records have been checked prior to running this update.

### Technical Notes

The program proceeds by reading through the appropriate sort file based upon the items meeting criteria entered. If records are to be updated by vendor, the program attempts to reference the appropriate suggested cost/price record. If the selected vendor is not the same as the vendor in the price record, the record is skipped. If records are not updated by vendor (i.e., no vendor was entered) the program attempts to update the appropriate suggested cost/price record from one of the following files: suggested list price/manual cost file (ICSLPC), suggested standard price file (ICSGPR), and suggested quantity break price file (ICSGQB) to the current pricing files: standard price file (ICPRIC) and quantity break price level file (ICPRQB). Once the suggested record information is update to the current pricing file(s) the records are removed from the suggested price files. If the system is using manual cost and X5\$ (update prompt) has C as one of its values, then the program runs through the IC Warehouse/Item File and sets the standard cost to the manual cost.

**FILES USED** - SMCNTL, ICMAST, ICALPX, ICVNDX, ICCLSX, APVEND, ICWHSX **FILES UPDATED** - ICSLPC, ICSGPR, ICSGQB, ICPRIC, ICPRQB, ICWHSE



## How to update suggested costs/prices for a range of items

1. Access this program by choosing *Inventory Control* → *Costing & Pricing* → *Update Suggested Costs/Prices*.
2. In the Order input, enter the order to create suggested costs/prices: **Item**, **Alpha**, **Vendor**, **Item Class**, **Item Price Class**. Press **Enter** (CR) to default to Item order.
3. In the Beginning Order Choice input, enter the beginning order choice. Press **Enter** (CR) to default to FIRST.
4. In the Ending Order Choice input, enter the ending order choice. Press **Enter** (CR) to default to FIRST.
5. In the Item Type input, enter the type of item to create: **Stocked**, **Nonstocked**, or **Uninventoried**. Press **Enter** (CR) to default to SNU.
6. In the Vendor/Item Price Class input, enter the vendor number or item price class to create. Press **Enter** (CR) to default to ALL.
7. In the Update input, select which types of suggested records to update: **List Price**, **Manual Cost**, **Standard Price**, **Price Levels** and **Quantity Breaks**. Press **Enter** (CR) to default to ALL.
8. In the Pricing Um Scope input, enter whether to update suggested price records for **All** pricing UM records, **Non-default pricing UM** records or **Default pricing UM** records. This UM scope does not effect the list price or manual cost.
9. In the Cutoff Date input, enter the ending effective date through which to update. Suggested cost/price changes with an effective date prior to and including date entered are updated. Press **Enter** (CR) to default to NO CUTOFF.
10. In the Records Checked input, enter **Y** or **N** to indicate whether the suggested costing and pricing records have been checked prior to running this update. If you enter N the system displays a message telling you to check the costing and pricing records before running the update. Press **OK** to continue.
11. When you have completed all of the inputs for the item range, the displays the following message at the command prompt: *End of Inputs. Enter Yes to continue, F4 to Backup.* Type **YES** to complete the erase process.
12. After you complete the erase process the system displays a message telling how many records were updated. Press **OK** in the message box to exit the program.

# Cost/Price List - Vertical (ICR420)

## Function

This program allows the FACTS user to print, in a vertical format, current costs and prices based on user specified parameters for a range of items selected by the user.

The user has the option to:

- Select the order to print cost/price records.
- Select the beginning and ending order choice
- Select the vendor or item price class for which costs/prices are to be printed
- Print item description 1, item description 2, both, or neither
- Select type of cost/price records to print - manual cost, list price, standard price, price levels or quantity break price levels
- Select which price levels to include (1-6)
- Select optional information to print, including gross margin %, commissions, multipliers, and/or basis
- Select whether to convert quantity break prices to the default pricing unit of measure
- Select the pricing unit of measure scope (all pricing UM records, non-default pricing UM records or default pricing UM records).

## User Inputs

### 1. Order

Select the order to print costs/prices: **Item**, **Alpha**, **Vendor**, **Item Class**, **Item Price Class**. CR defaults to **Item** order.

### 2. Beginning Order Choice

Enter the beginning **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **FIRST**. F2 allows a search of items, vendors, or classes.

### 3. Ending Order Choice

Enter the ending **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **LAST**. F2 allows a search of items, vendors, or classes.

### 4. Item Type

Enter the type of item to print: **Stocked**, **Nonstocked**, or **Uninventoried**. CR defaults to **SNU**.

### 5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. CR defaults to **ALL**. F2 allows a search.

### 6. Print

Select which types of current records to print: **Manual Cost**, **List Price**, **Standard Price**, **Price Levels** and **Quantity Breaks**. CR defaults to **ALL**.

### 7. Pricing UM Scope

Enter whether to print current price records for **All**, **Non-default** or **Default** pricing UM records. This UM scope does not effect the list price or manual cost. CR defaults to **All**.

### 8. Item Description

Enter whether to print item description **1**, item description **2** or **Both**. CR defaults to **1**.

**9. Gross Margin %**

Indicate whether to include Gross Margin % information. CR defaults to N.

**10. Commission %**

Indicate whether to include Commission % information. CR defaults to N.

**11. Price Levels**

Enter whether to print price level **1, 2, 3, 4, 5,** and/or **6**. CR defaults to 123456.

**Technical Notes**

Printing proceeds by reading through the chosen file: Item Master (ICMAST), Alpha (ICALPX), Vendor (ICVNDX), or Item or Item Price Class (ICCLSX) and referencing the corresponding record in the item file (ICMAST) and the price level file (ICPRIC) and quantity break price file (ICPRQB).

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX, ICPRIC, ICPRQB **FILES UPDATED** - NONE

**Cost/Price List (vertical) (ICR420)**

Template Print Options

Order: **- Item** Beginning:  Ending:  First Last

Properties

Item Type: **SNU** Vendor:  All

Print: **LMSPQ**

Pricing UM Scope: **A - All Pricing UM Records Print**

Item Description: **1 - Print Line 1 of Item Description**

GM%:  Commission%:

Price Levels: **123456**

Template: **None** Printer: **Genicom Line Printer**

OK Cancel

Print Suggested Records In Item, Alpha, Vendor, Item Class, or Item Price Class Order? (I/A/V/C/P)

**Cost/Price List - Vertical (ICR420)**

Help

01-FACTS 7.5 Development Cost/Price List - Vertical ICR420

Order **I** Beginning Ending First Last

— Properties —

Item Type **SNU All**

Vendor **All** Item Price Class

Print **LMSPQ All**

Pricing UM Scope **A**

Item Description **1** GM% **N**

Commission% **N** Price Levels **123456 All**

— Template — — Printer —

**None** **WindX Laser**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



# Cost/Price List - Horizontal (ICR425)

## Function

This program allows the FACTS user to print, in a horizontal format, current costs and prices based on user specified parameters for a range of items selected by the user.

The user has the option to:

- Select the order to print cost/price records.
- Select the beginning and ending order choice
- Select the vendor or item price class for which costs/prices are to be printed
- Print item description 1, item description 2, both, or neither
- Select type of cost/price records to print - manual cost, list price, standard price, price levels or quantity break price levels
- Select which price levels to include (1-6)
- Select optional information to print, including gross margin %, commissions, multipliers, and/or basis
- Select whether to convert quantity break prices to the default pricing unit of measure
- Select the pricing unit of measure scope (all pricing UM records, non-default pricing UM records or default pricing UM records).

## User Inputs

### 1. Order

Select the order to print costs/prices: **Item**, **Alpha**, **Vendor**, **Item Class**, **Item Price Class**. CR defaults to **Item** order.

### 2. Beginning

Enter the beginning **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **FIRST**.

### 3. Ending

Enter the ending **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **FIRST**.

### 4. Item Type

Enter the type of item to print: **Stocked**, **Nonstocked**, or **Uninventoried**. CR defaults to **SNU**.

### 5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. CR defaults to **ALL**.

### 6. Item Description

Enter whether to print item description **1**, item description **2** or **Both**. CR defaults to **1**.

### 7. Print

Select which types of current records to print: **Manual Cost**, **List Price**, **Standard Price**, **Price Levels** and **Quantity Breaks**. CR defaults to **ALL**.

### 8. Price Levels

Enter whether to print price level **1**, **2**, **3**, **4**, **5**, and/or **6**. CR defaults to **ALL**.

**9. Include**

Select optional information to include: **Gross Margin %**, **Commission**, **Multiplier**, and/or **Basis**.

**10. Qty Break Price**

Indicate whether to convert quantity break prices to the default pricing unit of measure. CR defaults to No.

**11. Pricing UM Scope**

Enter whether to print current price records for **All**, **Non-default** or **Default** pricing UM records. This UM scope does not effect the list price or manual cost. CR defaults to All.

**Technical Notes**

Printing proceeds by reading through the chosen file; Item Master (ICMAST), Alpha (ICALPX), Vendor (ICVNDX), or Item or Item Price Class (ICCLSX) and referencing the corresponding record in the item file (ICMAST) and the price level file (ICPRIC) and quantity break price file (ICPRQB).

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX, ICPRIC, ICPRQB **FILES UPDATED** - NONE

**Cost/Price List (horizontal) (ICR425)**

Template Print Options

Order **- Item** Beginning     
 Ending

Properties

Item Type **SNU**     
 Vendor     **All**  
 Item Description **1 - Print Line 1 of Item Description**  
 Print **LMSPQ**     
 Price Levels **123456**    
 Include **GCMB**     
 Quantity Break Price   
 Pricing UM Scope **A - All Pricing UM Records Print**

Template  Printer   
 None Genicom Line Printer

Print Suggested Records In Item, Alpha, Vendor, Item Class, or Item Price Class Order? (I/A/V/C/P)

**Cost/Price List (horizontal) (ICR425)**

Help

**01-FACTS 7.5 Development Cost/Price List (horizontal) ICR425**

Order **I** Beginning Ending First Last

— Properties —

Item Type **SNU All**

Vendor **All** Item Price Class

Item Description **1**

Print **LMSPQ All** Price Levels **123456 All**

Include **GCMB All** Quantity Break Price **N**

Pricing UM Scope **A**

— Template — — Printer —  
 None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# LIFO/FIFO F/M (ICF410)

## Function

This file maintenance program allows the FACTS user to create and maintain last in first out (LIFO) or first in first out (FIFO) costing layers. It is only available for use when the LIFO/FIFO Layers flag in the IC Static Control F/M is set to O-LIFO or F-FIFO.

Information is entered for each item by warehouse. It includes for each level (up to 10 levels allowed) the sequence number of the layer, date received, received cost and quantity received. This file is updated by purchase order receipts and through the Adjustment Entry Program when the adjustment code is RC (receipts) is used.

## User Inputs

The following inputs are involved in printing current costs and prices:

### 1. Warehouse

Enter the warehouse. The entry must be valid warehouse. F2 allows a search (ref. 8).

### 2. Item

Enter the item number. F2 allows a search (ref. 6).

For each costing layer stored, enter the following inputs:

### 3. Sequence Number

Enter the sequence number for this layer (1-99).

### 4. Date

Enter the date received (ref. 3).

### 5. Cost

Enter the cost at which each item was received. CR defaults to 0.

### 6. Received

Enter the quantity received for the layer. A quantity of 0 is not accepted.

## Technical Notes

Records are stored in the LIFO/FIFO cost layers file (ICCOST).

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICCLSX, ICINTR

**FILES UPDATED** - ICCOST

**FIFO F/M (ICF410)**

Whse: 01 Atlanta Warehouse  
 Item: 1100 Pallet Loading Hand Truck

Cost UM: EA      Stock UM: EA

Level	Seq	Date	Cost	Received	On Hand	Allotted
New 1	18	11/03/1998	69.99	4	3	3
2	17	07/28/1998	118.38	5	4	4
3	16	07/21/1998	111.59	4	3	3
4	15	05/31/1998	118.38	17	2	2
5	14	11/07/1997	111.39	3	0	0
6	13	11/07/1997	118.38	10	0	0
7	10	09/23/1997	129.56	2	2	2
8	9	09/15/1997	111.39	1071	1012	125
9	8	09/08/1997	25.00	1	1	0
Old 10	2	08/08/1997	111.49	15	4	4

Enter Sequence # of Layer

**LIFO/FIFO F/M (ICF410)**

Help

01-Demo Company      LIFO F/M      ICF410

\*. Whse 01 Atlanta Warehouse  
 \*. Item M Not on File

Cost UM:      Stock UM:

Level	Seq	Date	Cost	Received	On Hand	Allotted
New 1	1	09/30/2002		0	0	0
2						
3						
4						
5						
6						
7						
8						
9						
Old 10						

Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# LIFO/FIFO COST LAYER PRINT (ICR430)

## Function

This program allows the FACTS user to print a list of all LIFO/FIFO costing layers and available quantities for each item. An average weighted cost is also included for each item.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order.
- Select the vendor (or class) to print.
- Select item description(s) to print.
- Select warehouse(s) to print.
- Print cost layers with a on hand quantity of zero.

Report information includes the following: (1) warehouse code and description, (2) item number and description and (3) for each costing layer the costing layer number, sequence number, receipt date, received cost, costing unit of measure, units received, current on hand, committed and available quantities and stocking unit of measure. An average-weighted cost is provided along with the total on hand, committed and available quantities for each item. The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing the LIFO/FIFO Cost Layer Print:

### 1. Order

Select the order to print LIFO/FIFO cost layers: **Item**, **Alpha**, **Vendor**, **Item Class**, **Item Price Class**. CR defaults to **Item** order.

### 2. Beginning

Enter the beginning **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **FIRST**. F2 allows a search of items, vendors, and classes.

### 3. Ending

Enter the ending **Item**, **Alpha**, **Vendor**, **Item Class** or **Item Price Class** to print, depending on the Order selected. CR defaults to **LAST**. F2 allows a search of items, vendors, and classes.

### 4. Item Type

Enter the type of item to print: **Stocked**, **Nonstocked**, or **Uninventoried**. CR defaults to **SNU**.

### 5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. CR defaults to **ALL**. F2 allows a search.

### 6. Item Description

Enter whether to print item description **1**, item description **2** or **Both**. CR defaults to **1**.

### 7. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to **ALL**. F2 allows a search.

**8. Include**

Enter **Y** or **N** to indicate whether to include cost layers with an on hand quantity of 0. CR defaults to **N**.

**Technical Notes**

Printing proceeds through the appropriate sort file, item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX) and then checking the LIFO/FIFO cost file (ICCOST) for items meeting criteria entered.

**FILES USED** - SMCNTL, ICMAST, ICALPX, ICVNDX, ICCLSX, APVEND, ICWHSE, ICCOST

**FILES UPDATED** - NONE

**LIFO/FIFO Cost Layer Print (ICR430)**

Template Print Options

Order: **- Item** Beginning:  Ending:  **First** **Last**

Properties

Item Type: **SN**

Vendor:  **All**

Item Description: **1 - Print Line 1 of Item Description**

Warehouse: **01 Atlanta Wareh**

Include Zero Qty:

Template: **None** Printer: **Genicom Line Printer**

**OK** **Cancel**

Print Suggested Records In Item, Alpha, Vendor, Item Class, or Item Price Class Order? (I/A/V/C/P)

**LIFO/FIFO Cost Layer Print (ICR430)**

Help

**01-FACTS 7.5 Development LIFO/FIFO Cost Layer Print ICR430**

**Order I** Beginning Ending First Last

**Properties**

**Item Type SN ALL**

**Vendor** Item Price Class **All**

**Item Description 1**

**Warehouse 01 Atlanta**

**Include Zero Qty N**

**Template** **None** **Printer** **WindX Laser**

**CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .**



## CHAPTER 6

# Electronic Price Updates

The Electronic Pricing Update system provides the FACTS user with an automated means of maintaining item information via electronic media. The EPU system can be used to significantly reduce the amount of time it takes to initially populate the FACTS inventory system with inventory records or to periodically maintain price and cost change. The electronic media is provided on a periodic basis (monthly, quarterly, etc.) by companies specializing in this service or by larger vendors and manufacturers. The media may be a tape, diskette, CD-ROM or a file from an on-line service. Regardless of how it is delivered, the EPU system provides the means of transferring the information from an ASCII file (or flat file) into the inventory system.

To do this, the EPU system requires “maps” that tell the system what information to pull from the flat file and where to store it in the FACTS system. Since each service provider may send different types of information, the mapping option accommodates flat files from a variety of sources. Action codes determine what to do with the information sent in these flat files. New items, price changes, cost changes, part number changes, and discontinued items are several types of changes that are handled through EPU.

### Pricing Service

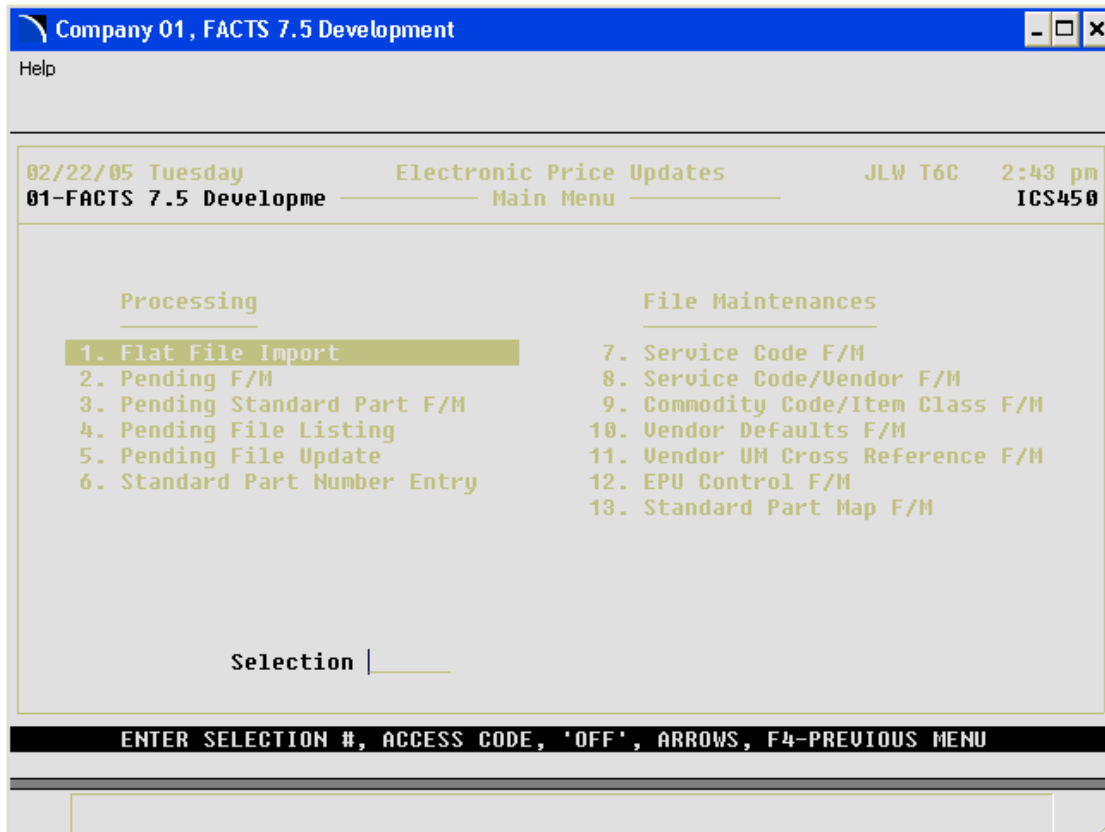
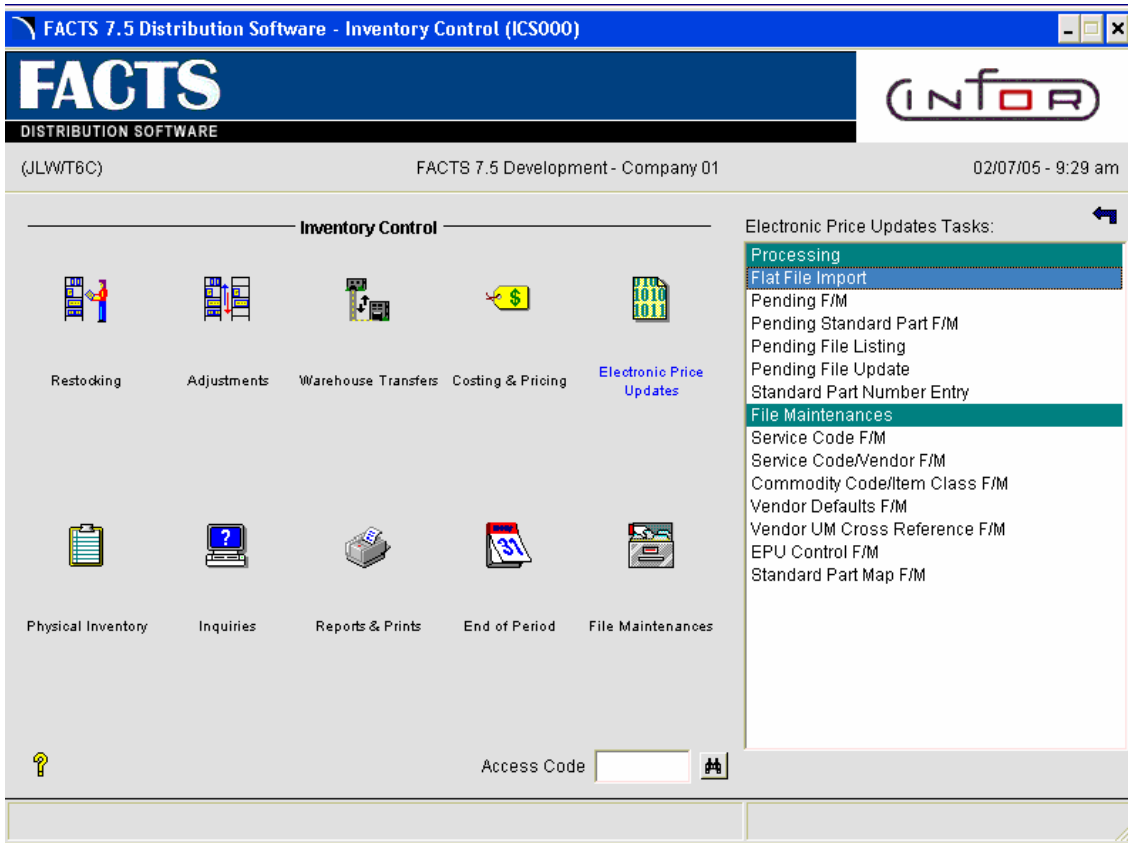
Various companies offer subscriptions to pricing services. These subscriptions provide you with periodic updates of compiled current product information from a wide range of vendors. The information, which normally consists of new product offerings, price information, and cost information, may be generic or industry specific, such as products available to heating and electrical distributors. The format of the ASCII file is normally provided as part of the pricing service.

## Vendor Direct Data

Vendor direct data is product information that a specific vendor offers, usually at low or no cost. Generally, the item number, price information, and cost information is the only data provided. The format of the ASCII file varies greatly from vendor to vendor. It is up to the individual vendor to provide the file format information.

## File Import Overview

The flat file, provided by the pricing service or vendor, is manually or automatically copied to the system. The data within the flat file can be manipulated using a pre-processor prior to import. Once imported, the system uses all the default information created for the pricing service or vendor to translate the records from the flat file to a pending file. If the EPU system does not know how to handle the data provided, the records are flagged with exception codes in the pending file. These errors can be corrected within the pending file by changing or deleting the records as necessary. When the update is run, all records not flagged with exception codes are updated into the FACTS system.



## EPU & Related File Maintenances

### 1. AP Vendor F/M

Pricing Service	Creates a vendor record for each pricing service that will be used.
Vendor Direct	Makes sure there is an existing vendor record on file for each vendor that is providing data.

### 2. Service Code F/M

Pricing Service	Creates a record for each pricing service that will be used. The flat file format is needed to complete this file maintenance.
Vendor Direct	Creates a record for each vendor that is providing data; Use the vendor number as the Service Code. The flat file format is needed to complete this file maintenance.

### 3. Service Code/Vendor F/M

Pricing Service	Creates a unique record for each vendor that is included as part of the pricing service.
Vendor Direct	Uses the vendor number as the Service Code and as the UPC Manufacturer Number.

### 4. Vendor Defaults F/M

Pricing Service	Creates the default data to be used for each pricing service. These defaults will be used in FACTS to modify the information sent by the pricing service.
Vendor Direct	Creates the default data to be used for each vendor.

### 5. Commodity Code/Item Class F/M

Pricing Service & Vendor Direct	Creates the necessary cross-reference records for commodity class codes and FACTS item class codes.
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### 6. Vendor UM Cross Reference F/M

Pricing Service & Vendor Direct	Sets up any necessary cross-reference records for units of measure.
------------------------------------	---

### 7. EPU Control F/M

Pricing Service & Vendor Direct	Creates consistent rules for creating and reading FACTS item numbers on items being imported into the system. Also determines
------------------------------------	---

whether or not FACTS data should be preserved or overwritten.

**8. Catalog Item F/M**

Pricing Service & Vendor Direct      Maintains information on catalog items and exports items into Item File.

**9. Item F/M**

Pricing Service & Vendor Direct      Creates and maintains information on all items in FACTS.

**10. Pending F/M**

Pricing Service & Vendor Direct      Allows items to be changed or removed after they have been imported from a flat file.

**11. CD Catalog Control F/M**

Pricing Service & Vendor Direct      Creates records of CD-ROM Catalog databases with basic formatting information.

**Daily / Weekly Process:**

**1. Flat File Import or Manual load of the file**

Use the Flat File Import program to download the flat file to the system or manually copy the file on to the system. The flat file is translated and written to the pending file.

**2. Pending File Listing**

Run the Pending File Listing to identify if any errors were flagged as exceptions.

**3. Pending File Maintenance**

Review the records in Pending F/M to make any desired changes and/or resolve the exceptions to the data. The records that are not flagged with exception codes are updated to the FACTS inventory system.

**4. Pending File Update**

The Pending File Update program updates the FACTS data files and the corresponding pending records are removed.

## Process Flow: Importing Standard Part Numbers using the EPU System

Use the following steps to set up and import standard part numbers using the FACTS Electronic Pricing Update system.

➤ The items for which you want to create standard part numbers must already exist in Item F/M and Catalog Item F/M.

1. Create source codes, such as UPC, EAN, IDW, for standard part numbers in Standard Part Source F/M. *Inventory Control →File Maintenances →Infrequent File Maintenances →Standard Part Source F/M.*
2. Use Standard Part Map F/M to define positions, field lengths etc. for each pricing service and vendor that provides flat files. *Inventory Control →Electronic Price Updates →Standard Part Map F/M.*
3. Run Flat File Import. The information imported through this program is not considered “in the system” until you run Pending File Update. *Inventory Control →Electronic Price Update →Flat File Import.*
4. Use Pending Standard Part Number to correct or delete standard part numbers and descriptions before you updated them to the system. This step is optional. *Inventory Control →Electronic Price Update →Pending Standard Part F/M.*
5. Run Pending File Update to add the standard part numbers into the system. *Inventory Control →Electronic Price Update →Pending File Update.*
6. Use Standard Part Number Entry to add any additional standard part numbers and descriptions into the system. Any information created in this program is immediately added to the system. *Inventory Control →Electronic Price Update →Standard Part Number Entry.*

## Process Flow: Creating Standard Part Numbers Manually

This set up process only covers manual standard part number entry. A future enhancement will enable users to import standard part numbers through the FACTS EPU system.

➤ Before you set up a standard part number, make sure the item to which it is related is set up in Item F/M or Catalog F/M.

1. Create source codes, such as UPC, EAN, IDW, for standard part numbers in Standard Part Source F/M. *Inventory Control →File Maintenances →Infrequent File Maintenances →Standard Part Source F/M.*
2. Use Standard Part Number Entry to create the numbers and their descriptions. Standard part numbers entered in this program are automatically added to the system. You do not have to run an update.

# Flat File Import (ICU450)

## Function

This program imports the flat file and updates the EPU pending file based on the criteria specified during the import and file maintenances. The import function provides the ability to remove a previously used flat file before processing the current file. Any record that contains an error during the import will be flagged in the pending file with an exception code. During the initial setup, it may be necessary to run the import program a number of times, reviewing the pending file each time and adjusting the file maintenances as needed until the import program can successfully translate the data in the flat file.

## User Inputs

### 1. Service Code

Enter the pricing service code from Service Code F/M. For vendor direct data, enter the AP Vendor number. F2 allows a search.

### 2. Load Command

CR defaults to the load command entered for this service provider in Service Code F/M.

### 3. File Name

CR defaults to the flat file name entered for this provider in Service Code F/M. If the file already exists on the system, a message will display “File already exists. Download a new flat file?” Answer **No** to update the existing file on the system. Answer **Yes** to overwrite the existing file on the system.

### 4. Beginning Vendor

Enter the beginning vendor number to process.

- A file from a *pricing service* normally contains data for several vendors. To load a specific vendor's information from that file, enter the vendor number to process. All data that does not match this vendor will be skipped. To process all data in the file, regardless of vendor, press CR for FIRST.
- A file from a *specific vendor* normally contains that vendor's data. Enter the vendor's number or press CR for FIRST.
- If you are importing data from a *CD catalog* (and this service code uses *ICU452* as its update program), CR defaults to ALL. (The system cannot select a range of vendors when it is importing data from CD-ROM catalogs.) You can also enter a specific vendor number.

### 5. Ending Vendor

Enter the ending vendor number to process. CR defaults to LAST, unless you are importing data from CD catalog. In that case, this field defaults ALL if ALL

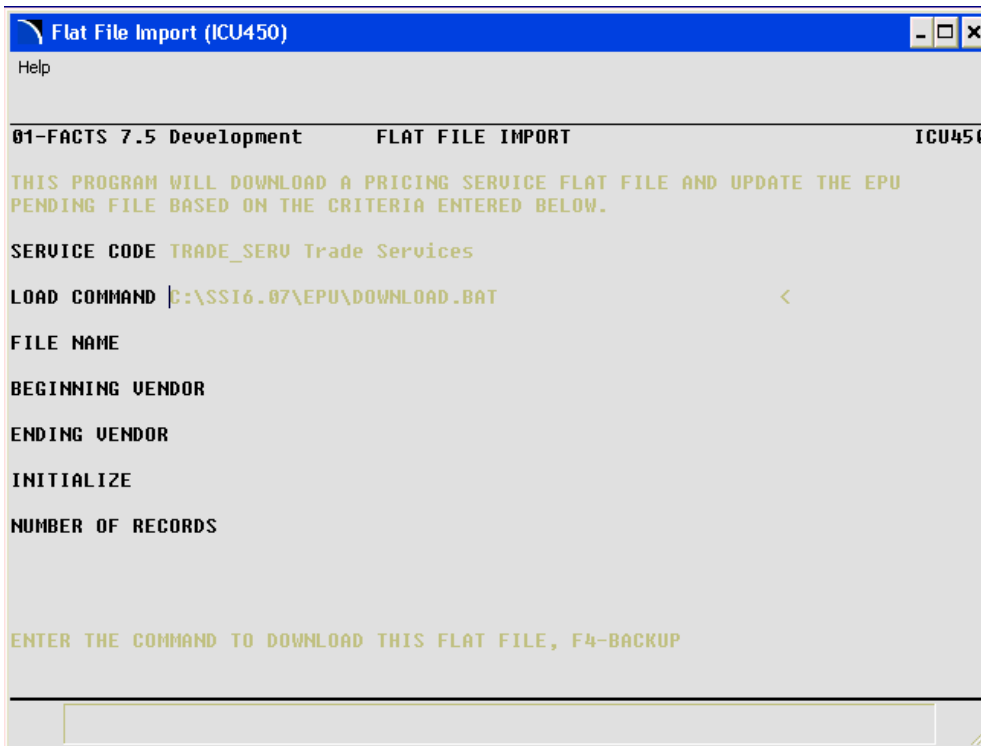
was selected in the previous prompt. If you selected a specific vendor, CR defaults to that vendor number.

## 6. Initialize

Initialize the Pending file before updating? Enter **Yes** to clear the pending file before processing the new data from this flat file. Enter **No** to leave any unprocessed records in the pending file before processing the new data from this flat file. **Note:** Records remain in the pending file until they are manually removed through Pending File Maintenance or updated through Pending File Update.

## 7. Number Of Records

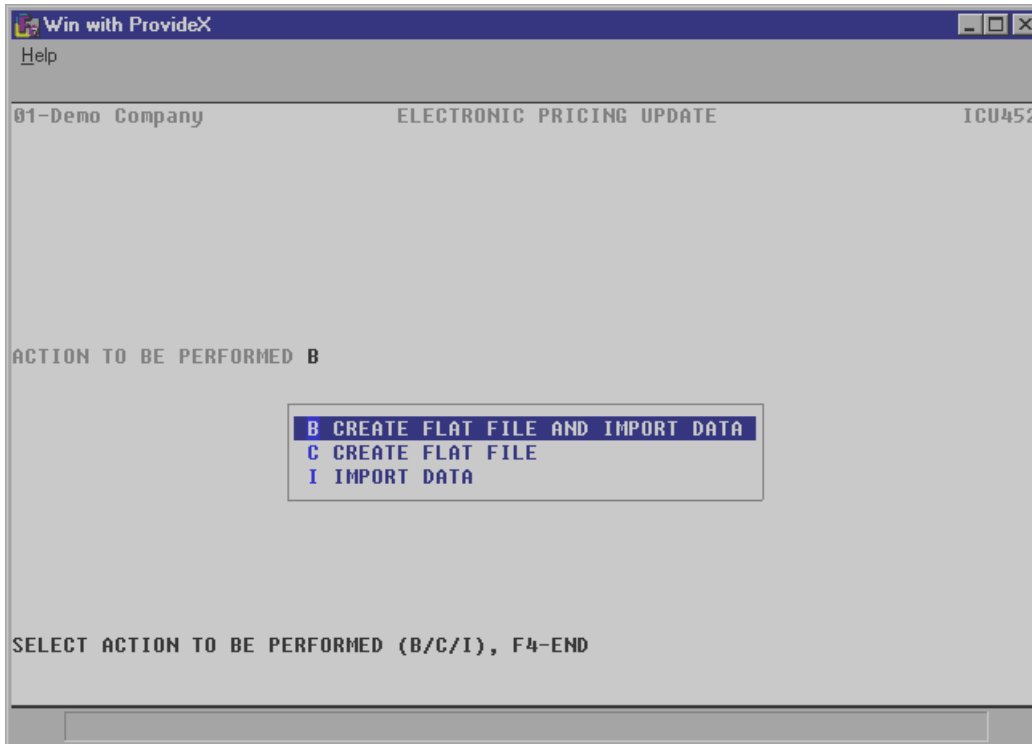
Specify the number of records to import from the flat file. In the testing and setup phases of EPU, this function could be used to check the EPU Service Code record against the layout of the flat file record sent by the provider without having to import the entire flat file. **CR** defaults to **ALL**.



If you wish to continue and import the file, type **YES** in the selection prompt in the bottom right-hand corner of the screen.

If you are importing information from a CD Catalog, and you entered ICU452 as the update program in Service Code F/M, FACTS opens the Flat File Preprocessor Program.





This program tells FACTS what to do with the CD Catalog information. If you need to create and import a file, select **B** from the pick list. If you just want to create a flat file and import it later, select **C**. If a flat file already exists, select **I** to import it.

## Technical Notes

If quotations are used around text, FACTS ignores embedded field terminators (e.g., commas, semicolons, hyphens, etc.) within the text.

**FILES USED** - SMCNTL, ICUPDT, ICUPDX, ICICAT, ICSRVC, ICPRCL, ICSVND, APVEND, APVALX, ICMAS, ICALPX, ICCLSX, ICINTR

**FILES UPDATED** - ICUPDX, ICUPDT

## How to import a flat file

1. To access this program, choose *Inventory Control* → *Electronic Price Update* → *Flat File Import*.
2. In the Service Code input, enter the pricing service code from Service Code F/M. For vendor direct data, enter the AP Vendor number. Press **F2** to search.
3. In the Load Command input, press **Enter** (CR) to default to the load command entered for this service provider in Service Code F/M.
4. In the File Name input, press **Enter** (CR) to default to the flat file name entered for this provider in Service Code F/M. If the file already exists on the system, a message will display “File already exists. Download a new flat file? Answer **No** to update the existing file on the system. Answer **Yes** to overwrite the existing file on the system.
5. In the Beginning Vendor input, enter the beginning vendor number to process.



A file from a *pricing service* normally contains data for several vendors. To load a specific vendor's information from that file, enter the vendor number to process. All data that does not match this vendor will be skipped. To process all data in the file, regardless of vendor, press **Enter** (CR) for **FIRST**.

A file from a *specific vendor* normally contains that vendor's data. Enter the vendor's number or press **Enter** (CR) for **FIRST**.

If you are importing data from a *CD catalog* (and this service code uses *ICU452* as its update program), press **Enter** (CR) to default to **ALL**. (The system cannot select a range of vendors when its importing data from CD-ROM catalogs.) You can also enter a specific vendor number.

6. In the Ending Vendor input, enter the ending vendor number to process. Press **Enter** (CR) to default to **LAST**, unless you are importing data from CD catalog. In that case, this field defaults **ALL** if **ALL** was selected in the previous prompt. If you selected a specific vendor, press **Enter** (CR) to default to that vendor number.
7. When the system displays: *Initialize the Pending file before updating?* Enter **Yes** to clear the pending file before processing the new data from this flat file. Enter **No** to leave any unprocessed records in the pending file before processing the new data from this flat file. **Note:** Records remain in the pending file until they are manually removed through Pending File Maintenance or updated through Pending File Update.
8. In the Number Of Records input, specify the number of records to import from the flat file. In the testing and setup phases of EPU, this function could be used to check the EPU Service Code record against the layout of the flat file record sent by the provider without having to import the entire flat file. Press **Enter** (CR) to default to **ALL**.
9. **(Optional)** If you want to continue and import the file, type **YES** in the selection prompt in the bottom right-hand corner of the screen.

10. **(Optional)** If you are importing information from a CD Catalog, and you entered ICU452 as the update program in Service Code F/M, FACTS opens the Flat File Preprocessor Program.
11. The Flat File Preprocessor program tells FACTS what to do with the CD Catalog information. If you need to create and import a file, select **B** from the pick list. If you just want to create a flat file and import it later, select **C**. If a flat file already exists, select **I** to import it.

## Pending F/M (ICF450)

### Function

This program allows records in the pending file to be changed or removed prior to running the Pending File Update program. Records can be manually added to this file if necessary. Records with errors or exceptions will not be updated and will remain in the pending file after the Pending File update is run. Currently, the exceptions codes are defined as follows:

01 - Vendor not on file	09 - Prices not descending
02 - Commodity code not on file	10 - Zero price or other price error
03 - Not primary vendor	11 - Quantity breaks not ascending
04 - Different item class on file	12 - Different vendor-item number on file
05 - Pricing UM not on file	13 - No standard pack
06 - Duplicate interchange number	14 - Different item price class on file
07 - Item not in inventory or catalog	PR -Prices on file will NOT be updated
08 - Numeric field error	

Data records that are not recognizable and flagged with many exceptions may indicate that further setup under File Maintenances is required or a problem exists with the data file.

### User Inputs

#### \*1. Service Code

When adding a new record, enter the service provider code. When editing an existing record, the \* indicates this field may not be changed. If this is an unnecessary record, delete the record. If this is a necessary record, use the checklist provided for the initial setup to verify this service provider has been added to all necessary file maintenances. Run Flat File Import again making sure to INITIALIZE the pending file.

#### \*2. Vendor

When adding a new record, enter the vendor. When editing an existing record, the \* indicates this field may not be changed; however, the Change Vendor Number option allows this field to be edited. Enter the primary vendor for this item. "!!!! ... **Not on File**" in the Vendor field indicates that an associated record in Service Code/Vendor F/M is missing. Refer back to the Initial Setup Procedures.

**\*3. Item**

When adding a new record, enter the FACTS item number. When editing an existing record, the \* indicates this field may not be changed.

**\*4. Action**

When adding a new record, enter the action code. When editing an existing record, the \* indicates this field may not be changed.

<b>NEW</b> - New item from manufacturer	<b>PRC</b> - Price change (+/-)
<b>REQ</b> - New request by user	<b>DIS</b> - Item discontinued by manufacturer
<b>MSC</b> - Miscellaneous change	<b>ITM</b> - New service item number
<b>INC</b> - Price increase	<b>DEL</b> - Item deleted by manufacturer
<b>DEC</b> - Price decrease	<b>SKP</b> - Item skipped by manufacturer

**5. Desc1**

Enter the description 1 for this item (up to 30 characters).

**6. Desc2**

Enter the description 2 for this item (up to 30 characters).

**7. Alpha**

Enter the alphabetic sort definition to be used to sort this item alphabetically for print-outs and searches. CR defaults to the first 10 characters of what is set up to be the alpha sort definition key in the EPU Control F/M.

**8. Item Class**

Enter the item class from IC Item Class F/M for this item. When editing an existing record, **“Not on File”** in the class field indicates that an associated record in Commodity Code/Item F/M is missing. Refer back to the Initial Setup Procedures.

**9. Item Price Class**

Enter the item price class from IC Item Price Class F/M for this item. When editing an existing record, **“Not on File”** in the price class field indicates that an associated record in Commodity Code/Item F/M is missing. Refer back to the Initial Setup Procedures.

**10. Commodity Code**

Enter the product (commodity) code from Commodity Code/Item Class F/M for this item.

**11. Weight**

Enter the per unit weight of the item (0-9999.999). CR defaults to 0.

**12. UPC #**

Enter the Universal Product Code (UPC) for this item. CR leaves this prompt blank.

**13. Model #**

Enter the model number for this item. CR leaves this prompt blank.

**14. Interchange**

Enter the interchange number. CR leaves this prompt blank.

**15. Standard Pack**

Enter the standard pack of multiple buying unit of measure. CR defaults to 1.

**16. New Item**

Enter the new item number for updating the Item File. CR defaults to blanks.

**17. Vendor-Item**

Enter the primary vendor-item number. F1 defaults to the same number as the item number. CR defaults to blanks.

**18. Pricing UM**

Enter the unit of measure. Press F2 to search the available UM codes.

**19. List Price**

Enter the list price. CR defaults to .00.

**20. Manual Cost**

Enter the manual cost. CR defaults to .00.

**21. Standard Price**

Enter the standard price. CR defaults to .00.

**22. Create Levels**

Enter which types of price levels to create: **P** Price Levels, **Q** Quantity Breaks, **B** Both Price Levels and Quantity Breaks, or **N** Neither Price Levels or Quantity Break Prices. The options available for this input are set in the IC Static Control Record based on whether level pricing and quantity break pricing are used. CR may default to **B**oth.

**23-28. Price Level 1-6**

Enter the level 1-6 price for this item. Enter F1 for no price. CR defaults to .00.

**29-34. Qty Level 1-6**

Enter the quantity break for the level 1-6 price. Enter F1 for no quantity break. CR defaults to 0.

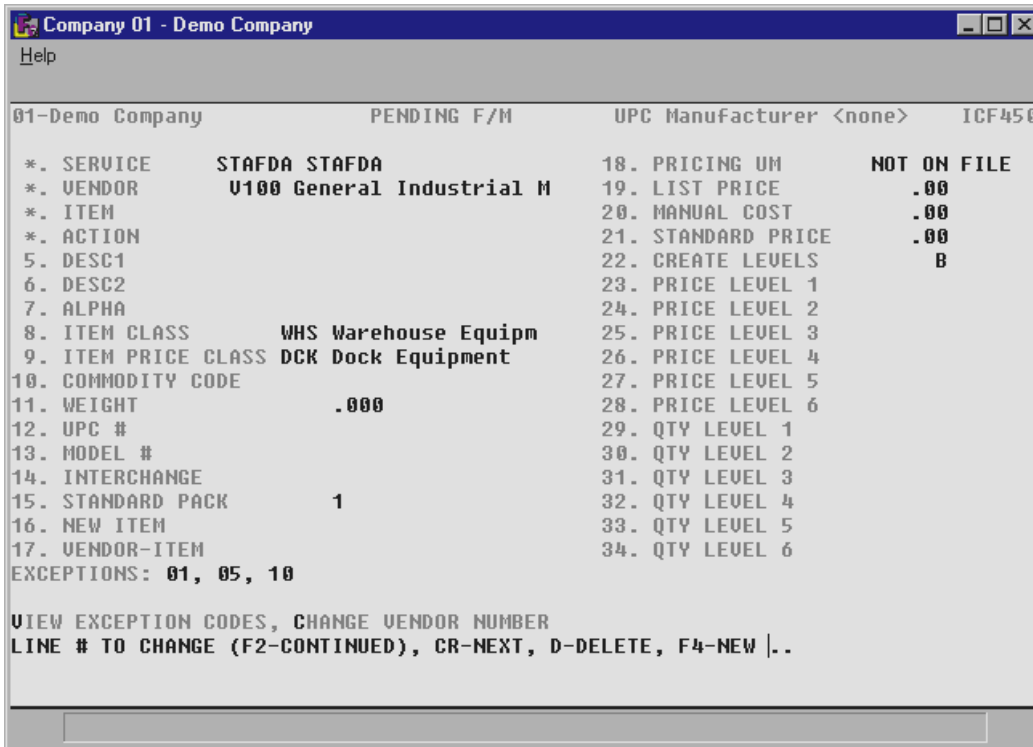
**Exceptions found in this record. OK to continue?**

This prompt appears if exceptions were found in the record. Exceptions may occur as a result of the data in the flat file or by lack of information in the file maintenances. The exception codes will display in the lower left-hand part of the screen. All exceptions must be resolved before the record can be updated. Enter **N** to edit the record now or **Y** to save the record for editing later. Press **V** to view exception codes or **C** to change vendor number.

### Technical Notes

**FILES USED** - SMCNTL, ICUPDT, ICUPDX, ICICAT, ICSRVC, ICPRCL, ICSVND, APVEND, APVALX, ICMAS, ICALPX, ICCLSX, ICINTR

**FILES UPDATED** - ICUPDX, ICUPDT



## Pending Standard Part F/M (ICF995)

### Function

Access this program by choosing *Inventory Control* → *EPU* → *Pending Standard Part Number F/M*.

After you import a flat file in Flat File Import and resolve exceptions in Pending F/M, use this program to modify standard part numbers and their descriptions. Afterwards, run Pending File Update to add them into the system.

*To modify standard part numbers before updating them into the system:*

1. Press **F3** to view the first record. You can also use the VCR buttons on the upper right side of the screen to navigate pending standard part number records.

2. Change the **standard part number**, if necessary.

*Character users:* Enter **6** at the selection prompt to access the **Std Part Number** field.

3. Change the **description**, if necessary.

*Character users:* Enter **7** at the selection prompt to access the **Description** field.

4. Choose **Save**.

5. Choose Next Record to modify additional part numbers.

*Character users:* Use the **Up**, **Down**, **Pgup** and **Pgdn** buttons on the keyboard to navigate through the records.



**Pending Standard Part F/M (ICF995)**

Help

Service Code  Trade Services

Vendor  Georgia Shipping Equip. Co.

Item

Action Code

Std Source Code  Kenny Cresswell's source

---

Std Part Number

Description

Save Delete New Exit

**Pending Standard Part F/M (ICF995)**

Help

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\*. Service Code TRADE\_SERV Trade Services

\*. Vendor !!!!!032076

\*. Item XXX00500

\*. Action Code INC Price increase

\*. Std Source Code UPC Universal Product Code

6. Std Part Number 0

7. Description

Enter Line #, D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Pending File Listing (ICR450)

## Function

This program provides a listing of the data currently in the pending file. The listing can be printed by service code, vendor, and exception code with the option to include base or level pricing information.

## User Inputs

### 1. Beginning Service Code

Enter the beginning service code to process. CR defaults to FIRST.

### 2. Ending Service Code

Enter the ending service code to process. CR defaults to LAST.

### 3. Beginning Vendor

Enter the beginning vendor number to process. CR defaults to FIRST.

### 4. Ending Vendor

Enter the ending vendor number to process. CR defaults to LAST.

### 5. Exception Codes

Enter the exception codes side by side to print. Press F1 to print all without exception codes. Press F2 to print all records with exception codes. Press F3 to print all records.

### 6. Base Info Only

Enter **Yes** to print base information only or **No** to print all information. Base information includes level pricing information. CR defaults to Y.

## Technical Notes

**FILES USED** - SMCNTL, ICUPDT, ICSRVC, APVEND, ICSVND, ICPRQB, ICVICD, ICPRCL, ICVUOM, ICICAT, ICMAST, ICINTR, ICPRIC, ICSGQB, ICSGPR, ICUPDX

**FILES UPDATED** - ICUPDT

**Pending File Listing (ICR450)**

Template Print Options

Beginning Service Code TRADE\_SERV

Ending Service Code TRADE\_SERV

Beginning Vendor V110

Ending Vendor V120

Exception Codes 01020304050607080910111213

Base Info Only

Template None Printer Genicom Line Printer

OK Cancel

Exception Codes, F1-No Exceptions, F2-All Exceptions, F3-All Records

**Pending File Listing (ICR450)**

Help

01-FACTS 7.5 Development Pending File Listing ICR450

Beginning Service Code First

Ending Service Code Last

Beginning Vendor First

Ending Vendor Last

Exception Codes NO EXCEPTIONS

Base Info Only Y

Template None Printer WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Pending File Update (ICU460)

## Function

This program updates the FACTS system with the data from the pending file based on the run time selection criteria. Information that is not present in the flat file, but is required in the IC master files, will be pulled from the Vendor Defaults F/M. Records that successfully update to the FACTS IC files are removed from the pending file. Any record that contains an exception code will remain in the pending file until the record is corrected and updated or manually removed. Actual or suggested cost/price data can be updated.

### Notes:

- The Pending File Update program does not allow you to include alternate bin locations for items.
- As the program creates warehouse/item records, the replenishment flag is populated with the default value. If the item is stocked, the replenishment flag is set to Yes. If the item is non-stocked, the flag is set to No.
- The program determines and sets the cost class based on the default value in the Vendor file.

Access this program by choosing Inventory Control→Electronic Price Updates→Pending File Update.

## User Inputs

### 1. Service Code

Enter the pricing service code from Service Code F/M.

### 2. Initial Item Load

Enter **No** or **Yes** to indicate whether this is the first time this item has been loaded into the inventory files. CR defaults to N.

**Caution:** Entering **Yes** overrides the action code and vendor default settings and treat each record in the pending file as if it were a new stocked item. Existing FACTS data will be overwritten.

### 3. Cost/Price Update

Enter whether to update **Suggested** FACTS costs/prices or **Actual** FACTS costs/prices. CR defaults to S.

### 4. Effective Date

This input is accessible only if Suggested Cost/Price data is to be updated. Enter the date the suggested changes are to take effect (ref. 3). CR defaults to the system date.

### 5. Beginning Vendor

Enter the beginning vendor to process. CR defaults to FIRST.

### 6. Ending Vendor

Enter the ending vendor number to process. CR defaults to LAST.

## Technical Notes

**FILES USED** - SMCNTL, ICSRVC, APVEND, APVALX, ICSGPR, ICUPDT, ICSGQB, ICUPDX, ICVICD, ICINTR, ICINTX, ICICAT, ICPRCL, ICPRIC, ICVUOM, ICMAST, ICALPX, ICCLSX, ICVNDX, ICIUOM, ICWHSE, ICWHSX, POVNIT, POVITX, POVNIX, ICLOCKX, ICMVCX, ICPRQB, ICSLPC

**FILES UPDATED** - ICPRIC, ICSRVC, ICWHSE, POVNIT, POVITX, ICICAT, ICSLPC, ICSGPR, ICSGQB, POVNIX, ICPRQB, ICINTR, ICLOCKX, ICIUOM, ICMAST, ICALPX, ICVNDX, ICCLSX

Pending File Update (ICU460)

Help

01-FACTS 7.5 Development PENDING FILE UPDATE ICU460

THIS PROGRAM WILL UPDATE THE EPU PENDING FILE INTO THE MASTER FILES BASED ON THE CRITERIA ENTERED BELOW

SERVICE CODE TRADE\_SERV Trade Services

INITIAL ITEM LOAD N

COST/PRICE UPDATE SUGGESTED

EFFECTIVE DATE .....

BEGINNING VENDOR

ENDING VENDOR

ENTER THE DATE FOR SUGGESTED CHANGES TO TAKE EFFECT (CR=SYSTEM DATE), F4-BACKUP

## How to update imported pricing information and standard part numbers

1. Access this program by choosing *Inventory Control* → *Electronic Price Updates* → *Pending File Update*.
2. In the Service Code input, enter the pricing service code from Service Code F/M.
3. At the Initial Item Load input, enter **No** or **Yes** to indicate whether this is the first time this item has been loaded into the inventory files. Press **Enter** (CR) to default to N.

**Caution:** Entering **Yes** overrides the action code and vendor default settings and treat each record in the pending file as if it were a new stocked item. Existing FACTS data will be overwritten.

4. In the Cost/Price Update input, enter whether to update Suggested FACTS costs/prices or Actual FACTS costs/prices. Press Enter (CR) to default to S.
5. In the Effective Date input, enter the date the suggested changes are to take effect (ref. 3). Press **Enter** (CR) to default to the system date. Note: This input is accessible only if Suggested Cost/Price data is to be updated.
6. In the Beginning Vendor input, enter the beginning vendor to process. Press **Enter** (CR) to default to FIRST.
7. In the Ending Vendor input, enter the ending vendor to process. Press **Enter** (CR) to default to LAST.
8. At the command prompt the system displays the message: End of Inputs Enter Yes to continue, F4-Backup. Enter **YES** to update the EPU Pending file into the master files based on the entered criteria.

# Standard Part Number Entry (ICE460)

## Function

Use this program to create and maintain industry standard part numbers, cross-reference them with FACTS item numbers and optionally assign units of measure.


☞ Source codes must be set up in Standard Source F/M before you can create standard part numbers in this program.


Access this program from either the *Inventory Control* → *EPU* menu or *Inventory Control* → *File Maintenance* menu

### *To create a standard part number:*

1. Access this program from either the *Inventory Control* → *EPU* menu or *Inventory Control* → *File Maintenance* menu.
2. In the Standard Source Code input, enter or choose a **source code**. Press F2 or choose the **Search** button.
3. In the Std Part # input, enter the standard part number.
4. In the FACTS Item # input, enter the FACTS item number. Press F2 to find an item number.
5. Enter a unit of measure (**UM**) for the standard part number. To find an existing unit of measure, press F2. New units of measure must be created in Item F/M.
6. The **description** defaults to Description 1 and 2 for the FACTS item selected.
7. Press **Enter** to continue adding standard part numbers for the same source code. Press **F4** to exit the line item entry section.
8. You can now select from the following options:

Select the  icon to add more standard part number for the same source.

Highlight a standard part number line, then select the  to delete it. Refer to the How to delete a standard part number topic for more information.

Highlight a standard part number line, then select the  to edit it. Refer to the How to edit a standard part number (change description or UM) topic for more information.

9. Select the **Done** button when you have completed you changes to the standard part number lines for the specified source. To create a new standard part number for a different source code, refer to the How to create a new standard part number for a different source code topic for more information.

10. The system returns you to the Standard Source Code input, when you can press **F4** or the **Done** button to exit the program or enter more standard part numbers.

*To create a new standard part number for a different source code:*

1. After you exit the line item section, choose **Done**.
  - If **Done** is not available, press F4 or choose the **Cancel** button on the right side of the screen to make sure you are completely out of the line item entry section.
2. Choose a new code in the **Source Code** field and press Enter to continue.
3. Enter the **standard part number**, **FACTS item number**, **UM** (optional), and **Description**, if the description is something different than the default.

*To delete a standard part number:*

1. Highlight the number in the item browser.
2. Press **Delete** on the keyboard or choose the **Delete** button on the right side of the screen.

*To edit a standard part number (change description or UM):*

1. Double-click a standard part number in the item browser or highlight the number in the browser and choose the **Edit** button.
2. Use the line-item entry section to modify the standard part number information.
  - If you need to change the source code for a standard part number, delete the standard part number, choose **Done**, choose a new source code and re-enter the standard part number information.

*To exit the Standard Part Number Entry program:*

1. Make sure you are completely out of the line item entry section by pressing F4 or choosing the **Cancel** button on the right side of the screen.
2. Choose *File* → *Exit* from the menu bar.



**Standard Part Number Entry (ICE460)**

File Edit Help

Standard Source Code  UPC  **Universal Product Code**

Std Part # 9998-123456890123

FACTS Item # I105 Nesting Conveyor Box UM EA

Description Nesting Conveyor Box 18"w x 12.5"d x 6"h

Standard Part #	Description
9998-123456890123	Nesting Conveyor Box 18"w x 12.5"d x 6"h
add	

Done

**Company 01 - Demo Company**

Help

01- Demo Company Standard Part Number Entry ICE460

Standard Source Code UPC Universal Product Code

Std Part # 9998-123456890123

FACTS Item # I105 Nesting Conveyor Box UM EA

Description Nesting Conveyor Box 18"w x 12.5"d x 6"h

Standard Part #	Description
9998-123456890123	Nesting Conveyor Box 18"w x 12.5"d x 6"h
add	

CR-Edit, DEL, F3-Done, F10-Menu |

Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

# Service Code F/M (ICF460)

## Function

This program lets FACTS know which pricing services or vendors will be providing information for processing. Each pricing service or vendor is assigned a unique record providing the download instructions (used to download the flat file from the media), the processing program (used to transfer the information from the flat file to a processing file), and the flat file format (which provides the details of the record layout.)

## User Inputs

### *Main Screen*

#### **\*1. Service Code**

Enter the pricing service code or vendor number that was previously set up in AP Vendor F/M. CR defaults to the next service code on file. To perform a search, press F2-Search and select **S**ervice code file or the **V**endor file.

#### **2. Download Command**

Enter the full path to the download script/batch file for this service code. The download command is used to move the flat file from the media to the hard-drive. The command entered here will be the default command displayed during Flat File Import.

#### **3. Filename**

Enter the full path including the filename that will be used to store the data prior to being processed. This filename will be the default filename displayed during the Flat File Import.

#### **4. Update Program**

Enter the program name FACTS should use to translate the data from this provider's flat file to the pending file. CR defaults to the Pending File Update program (ICU451).

If you are importing your data from a CD Catalog and a flat file needs to be created, specify program ICU452 to use the Flat File Preprocessor Program.

If a flat file already exists but the data requires manipulation prior to being translated to the pending file, specify the pre-processor ICU455. For example, if the file format is tab delimited, the pre-processor can be used to correct the format of these fields so that the data can correctly translate. If you have attempted to translate a flat file, and the data in the pending file is unrecognizable, import the flat file again but specify ICU455 as the update program.

### Database Id

This prompt appears if ICU452 is entered in the Update Program prompt. Enter a Database ID that has been created in the CD Catalog Control F/M. F2 allows a search of IDs that exist in the system.

## 5. Record Parm (Parameters)

Record parameters tell the system the structure of the data that is contained within the flat file. The pricing service or vendor should provide the file format.

1. **# Records to Skip**  
Enter the number of records to skip at start of file (number of header records to ignore). CR defaults to 0.
2. **Use Record Type ID**  
Enter **Y** or **N** to indicate whether to use a record type identifier. Records with this record type will be selected from the flat file. When using Vendor Direct Data, this option is normally set to No. CR defaults to Y.
3. **Record ID Position**  
This parameter is accessible only if a record type id will be used. Enter the position of the record identifier.
4. **Record Type ID**  
This parameter is accessible only if a record type id will be used. Enter the record identifier value. CR defaults to blanks.
5. **Media Records/Item**  
Enter the number of records each item occupies within the flat file. CR defaults to 1.
6. **Record Format**  
Enter the record format: **Fixed length** or **Variable length**. CR defaults to F.
7. **Record Length**  
This parameter is accessible only if the record format is Fixed length. Enter the record length in bytes.
8. **Record Terminator**  
This parameter is accessible only if the record format is Variable. Enter the record terminator value(s) in hex: **Carriage Return**, **Line Feed**, or Press **F1** to display a window to add an ASCII character.
9. **Field Format**  
Enter the field format: **Fixed length** or **Variable length**. CR defaults to F.
10. **Field Delimiter**  
This parameter is accessible only if the field format is Variable. Enter the field delimiter value(s) in hex. Press **F1** to display a window to add an ASCII character.

## 6. Action Field

Enter the action field parameters. Vendor Direct Data, typically, does not contain an action field.

## 7. Action Codes

Action codes tell the system the type of change contained in each flat file record. For example, the record could contain the action code **N** to indicate it is a new item, or a **+/-** to indicate a price increase or decrease. The documentation provided by the pricing service or vendor will indicate the specific codes to expect in the flat file. The codes that the service provider uses are mapped to the following categories of changes. When setting up these action codes, each category that is not used may be left blank indicating "not applicable". For each category that is used, enter the specific code from the service provider or enter "ALL" to indicate all records will be of that particular category.

Vendor Direct Data will not contain an action code. This field is CRITICAL for proper updating when writing to the FACTS IC files from the pending file. "ALL" must be placed in the value field corresponding to the desired action parameter. All records imported from the flat file will have the action parameter chosen in the pending file record.

1. **New Item from Mfg - N**  
Enter the action code for the new item from the manufacturer.
2. **New Request by User - R**  
Enter the action code for a new request.
3. **Miscellaneous Change - X**  
Enter the action code for a miscellaneous change.
4. **Price Increase - +**  
Enter the action code for a price increase.
5. **Price Decrease - -**  
Enter the action code for a price decrease.
6. **Price Change (+/-) - P**  
Enter the action code for a price change.
7. **Discontinued by Mfg - D**  
Enter the action code for an item discontinued by the manufacturer..
8. **New Service Item # - C**  
Enter the action code for a new service item number.
9. **Item Deleted by Mfg - Q**  
Enter the action code for an item deleted by the manufacturer.
10. **Item Skipped by Mfg - U**  
Enter the action code for an item skipped by the manufacturer.
11. **MSDS Information - M**  
Enter the action code for an item skipped by the manufacturer.
12. **To Be Discontinued - T**  
Enter the action code for an item skipped by the manufacturer.

**13. Factor Info Changed - F**

Enter the action code for an item skipped by the manufacturer.

**Field Parameters**

The following prompts require field parameters. Field parameters tell the system the structure of the data that is coming from the pricing service.

**Record Number** - Enter the record number for this field. If the field is not in the flat file, enter 0 to skip.

**Start POS/Field#** - Enter the starting position for each field or enter the field number.

**Field Length** - Enter the length of this field.

**Assumed Decimal** - Enter the assumed decimal position. This parameter is not applied to most fields.

**Number of Skips** - Enter the number of characters to skip from the last field to this field. For example, if a field contains three pieces of data separated by spaces, the first two spaces must be skipped to find the third piece of data.

**Skip Character** - Enter the character to signify a skip. If defining the first piece of data in the field, choose F1-No first skip. For example, if a field contains three pieces of data separated by spaces, the skip character is the space.

**Skip Stop Character** - Enter the character that marks the end of the field. For example, if a field contains three pieces of data separated by spaces, and the last piece of data is being defined, the skip stop character is the space for the first two pieces of data; Choose F1-Skip to end for the third piece of data.

**8. Vendor Field**

Enter the vendor field parameters. This field is skipped since Vendor Direct Data, typically, does not contain a vendor number. If skipped, the Flat File Import program will expect to find the vendor number from the UPC Manufacturing number from the Service Code F/M record.

**9. Primary Item**

Enter the item field parameters from the flat file layout.

**10. Secondary Item**

Enter the item field parameters from the flat file layout.

**11. 2nd Item Handling**

When the primary item is present, handle the secondary item by: Ignore secondary item, Use secondary item as primary, or Create item interchange.

**12. Model Number**

Enter the field parameters from the flat file layout.

### **13. New Item #**

Enter the new item number field parameters. Vendor Direct Data, typically, does not contain this field.

### **14. Interchange #**

Enter the interchange item parameters. Vendor Direct Data, typically, does not contain this field.

### **15. Catalog**

Enter the catalog field parameters. Vendor Direct Data, typically, does not contain this field.

### **16. Standard Pack**

Enter the standard pack field parameters from the file layout or skip this prompt.

### **17. Commodity Code**

Enter the commodity code (or class) field parameters. Vendor Direct Data, typically, does not contain a commodity code. Be sure that "ALL" has been defined in the Commodity Code/Item Class F/M.

### **18. Description**

Enter the field parameters from the flat file layout.

### *Pricing*

#### **\*. Service Code**

Access to this field may be limited.

#### **2. Weight Field**

Enter the weight field parameters from the file layout or skip this prompt.

#### **3. UM Field**

Enter the unit of measure field parameters from the file layout or skip this prompt.

#### **4. Zero Price**

Indicate how the system is to handle zero prices. Select **Repeat first valid price** or **Skip change for zero price**. When using Vendor Direct Data, set this option to **Skip**. CR defaults to **S**.

#### **5. Zero Quantity**

Indicate how the system is to handle zero prices. Select **Repeat first valid quantity**, **treat as Zero**, **price Level only**, **no quantity breaks**, or **Skip change for zero quantity**. When using Vendor Direct Data, set this option to **Skip**. CR defaults to **S**.

#### **6. List Price**

Enter the list price field parameters from the file layout or skip this prompt.

### 7. Manual Cost

Enter the manual cost field parameters from the file layout or skip this prompt.

### 8. Standard Price

Enter the standard price field parameters from the file layout or skip this prompt.

### 9-14. Price Levels and Qty Breaks

Price levels may be created by mapping each level to the basis (List Price, Std. Price or Manual Cost) field provided by the vendor. The Flat File Import program use the multipliers in the Vendor Defaults F/M and write the calculated price levels to the pending file.

## Technical Notes

FILES USED - SMCNTL, ICSVND, APVEND, APVALX

FILES UPDATED - ICSVND

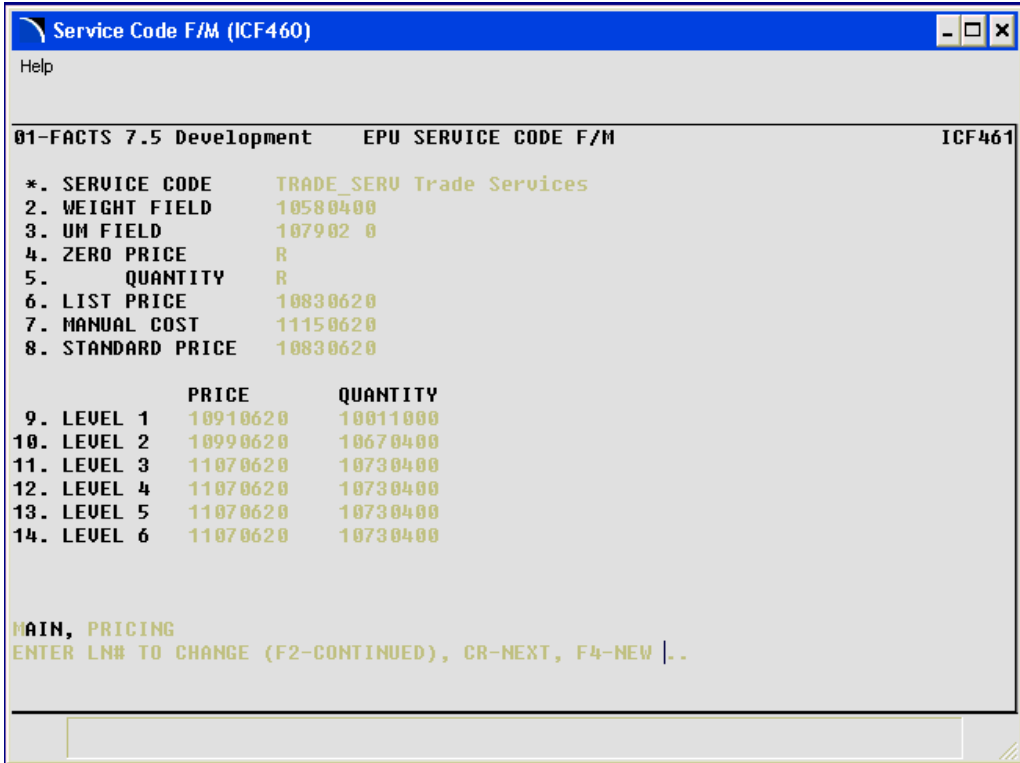
```

Service Code F/M (ICF460)
Help
01-FACTS 7.5 Development    EPU SERVICE CODE F/M    ICF460
*. SERVICE CODE            TRADE_SERV Trade Services
2. DOWNLOAD COMMAND        C:\SSI6.07\EPU\DOWNLOAD.BAT
3. FILENAME                 C:\SSI6.07\EPU\FILE.TXT
4. UPDATE PROGRAM          ICU451          DATABASE ID
5. RECORD PARMS            1Y 222 1F128    F
6. ACTION FIELD            102101 0
7. ACTION CODES            N R X + - P D C Q U M T F
8. VENDOR FIELD            100106 0
9. PRIMARY ITEM            100705 0
10. SECONDARY ITEM          100705 0
11. 2ND ITH HANDLING       I
12. MODEL NUMBER           100101 0
13. NEW ITEM #              104611 0
14. INTERCHANGE #          100111 0
15. CATALOG                 102235 1
16. STANDARD PACK          10730400
17. COMMODITY CODE         101204 0
18. DESCRIPTION             102235 2

MAIN, PRICING
ENTER LN# TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW |..

```

EPU Service Code: Main Screen



EPU Service Code: Pricing Screen



# Service Code/Vendor F/M (ICF465)

## Function

This program is used to define each individual vendor using a common pricing service or to create a record for use with vendor direct data. An item number prefix code can also be defined for each vendor.

## User Inputs

### *General Screen*

#### **\*1. Service Code**

Enter the pricing service code from Service Code F/M. F3 defaults to the next service code on file.

#### **\*2. UPC Manufacturer #**

Enter the vendor's UPC manufacturer number. When using Vendor Direct Data, this field must contain the FACTS Vendor number to be updated if the map information for the Vendor Field in EPU Service Code F/M is 0 (skipped).

#### **3. Vendor**

Enter the Vendor number from AP Vendor F/M that will be updated.

#### **4. Vendor Prefix Code**

Enter the vendor prefix code that will be used as part of the item number.

#### **5. Alpha Definition**

The alpha sort definition may be vendor specific. Select Catalog number, Item Description, Item number, Item class + item number (**K**), Vendor's item prefix code + catalog number if the alpha sort definition is vendor specific, otherwise the alpha sort definition from the EPU Control record may be used.

#### **6. Interchange Update**

Indicate how an interchange number should be handled by the system. Select Always update the item interchange file, update on Initial item creation only, or Never update item interchange file. \*Note: The interchange number will not be updated if the action code for a record is "price change", "price increase", or "price decrease.

### *Field Parameters Screen*

From this screen, the user can set field parameters for item descriptions, catalog numbers, and interchange numbers. These inputs are disabled if you are using Vendor Direct Data.

The parameters are:

**Record Number** - Enter the record number for this field. If the field is not in the flat file, enter 0 to skip.

**Start POS/Field#** - Enter the starting position for each field or enter the field number.

**Field Length** - Enter the length of this field.

**Assumed Decimal** - Enter the assumed decimal position. This parameter is not applied to most fields.

**Number of Skips** - Enter the number of characters to skip from the last field to this field. For example, if a field contains three pieces of data separated by spaces, the first two spaces must be skipped to find the third piece of data.

**Skip Character** - Enter the character to signify a skip. If defining the first piece of data in the field, choose F1-No first skip. For example, if a field contains three pieces of data separated by spaces, the skip character is the space.

**Skip Stop Character** - Enter the character that marks the end of the field. For example, if a field contains three pieces of data separated by spaces, and the last piece of data is being defined, the skip stop character is the space for the first two pieces of data; Choose F1-Skip to end for the third piece of data.

### Technical Notes

**FILES USED** - SMCNTL, ICSVND, APVEND, APVALX

**FILES UPDATED** - ICSVND

**Service Code/Vendor F/M (ICF465)**

Service Code:   NAED

UPC Manufacturer #:

---

**General** | **Field Parameters**

Vendor:   S.E. Industrial Prod. & Equip.

Vendor Prefix Code:

Alpha Definition:

Interchange Update:

Update Item Interchange File Always, Initially or Never? (A/I/N)

**Service Code/Vendor F/M (ICF465)**

Help

---

01-FACTS 7.5 Development      Service Code/Vendor F/M      ICF465

\*. Service Code      TRADE\_SERV Trade Services

\*. UPC Manufacturer # 781623

3. Vendor              U110 Georgia Shipping Equip. Co.

4. Vendor Prefix Code GSE

5. Alpha Definition   D Item Description

6. Interchange Update I Update On Initial Item Creation Only

General, Field Parameters

Enter Line #, D-Delete, F10-Menu, F4-Backup .

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Service Code/Vendor F/M (ICF465) [ ] [X]

Help

---

01-FACTS 7.5 Development      Service Code/Vendor F/M      ICF465

\*. Service Code      TRADE\_SERV Trade Services  
\*. UPC Manufacturer # 781623  
3. Vendor      U110 Georgia Shipping Equip. Co.  
4. Vendor Prefix Code GSE  
5. Alpha Definition    D Item Description  
6. Interchange Update I Update On Initial Item Creation Only

General, Field Parameters  
Enter Line #, D-Delete, F10-Menu, F4-Backup |  
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Commodity Code/Item Class F/M (ICF470)

## Function

This file maintenance provides a cross-reference between a pricing service's commodity codes and FACTS item classes and item price classes.

## User Inputs

### \*1. Service Code

Enter the pricing service from Service Code F/M. F3 defaults to the next service code on file.

### \*2. Commodity Code

Enter the commodity code. When the commodity code or item class is undefined in the Service Code F/M record, press F1-ALL to map all commodity codes to one item class. Using "ALL" will result in all records written to the pending file having the item class defined in this file maintenance. Leave this field blank indicating a blank or missing commodity code from the import file. If the commodity code is blank, "BLANK OR MISSING" will display.

### 3. Description

Enter the commodity code description. This field is optional.

### 4. Item Class

Enter the item class for this item. F2 allows a search.

### 5. Item Price Class

Enter the item price class for this item. F2 allows a search.

## Technical Notes

**FILES USED** - SMCNTL, ICSVND, APVEND, APVALX

**FILES UPDATED** - ICSVND

**Commodity Code/Item Class F/M (ICF470)**

Service Code:   **NAED**

Commodity Code:    **Blank or Missing**

---

Description:

Item Class:   **Dock Equipment**

Item Price Class:   **General Supplies**

Enter Commodity Code Description

**Commodity Code/Item Class F/M (ICF470)**

Help

---

01-FACTS 7.5 Development      Commodity Code/Item Class F/M      ICF470

\*. Service Code    **TRADE\_SERV** Trade Services

\*. Commodity Code **Blank or Missing**

3. Description

4. Item Class      **WHS** Warehouse Equipment

5. Item Price Class **DCK** Dock Equipment

Enter Line #, D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Vendor Defaults F/M (ICF475)

## Function

This file maintenance provides default values for information not present in the pricing service/vendor flat file. The default values may be vendor specific, where different values apply to different vendors. The information contained within this file maintenance provides the update program with the details of how to process the records from the flat file (i.e., create a new item record, create new catalog records, or skip new items) and how to handle multiple quantities/prices.

## User Inputs

### \* Service Code

Enter the pricing service code from Service Code F/M. F3 defaults to the first record.

### \* Vendor

Enter the vendor from AP Vendor F/M or press F1-ALL if all Vendors are treated the same when updating the FACTS IC files.

### \* Item Price Class

Enter the item price class from IC Item Price Class F/M or press F1-ALL if all Item Classes and Price Classes for this Vendor are treated the same when updating the FACTS IC files.

### \* Item Number

Enter the item number from IC Item F/M or press F1-ALL. If a specific item needs to be handled differently than the others for this Vendor/Item Class, enter the Item number.

## *Main Screen*

### 1. New Item Handling

The item handling code indicates how the records in the flat file will be processed: create a new **Stocked** item, create a new **Nonstocked** item, create a new **Uninventoried** item, create a new **Catalog** item, or **Skip** new items (**X**). CR defaults to S.

### 2. Create Vend/Item

This input is accessible only if new item handling is set to create a stocked or cataloged item. Indicate **Yes/No** to create a new vendor/item record in the PO Vendor/Item F/M. CR defaults to Y.

### 3. BOM/Formula

Enter whether this is a **Bill of materials** item, **Finished** item or **Neither**. CR defaults to N.

**4. Taxable**

Enter **Y** or **N** to indicate whether this item is taxable. CR defaults to **Y**.

**5. Misc Sales**

Enter **No** or **Yes** to indicate whether this item is to post to miscellaneous sales in Sales Orders. CR defaults to **N**.

**6. Commission %**

Enter the commission percentage. Press **F1** for no priority. CR defaults to **0**.

**7. Freight Class**

Enter the freight class. CR defaults to blanks.

**8. Create Levels**

Enter which types of levels to create: **Price Levels**, **Quantity Breaks**, **Both Price Levels and Quantity Breaks**, or **Neither Price Levels or Quantity Break Prices**. The options available for this input are based upon the level/quantity break pricing flags in the IC Static Control Record. CR may default to **Both**.

**9. Stocking Whses**

Enter the stocking warehouse codes, side by side. **F1** defaults to **ALL**.

**10. Seasonal Item**

Enter the whether this item is a **Non-seasonal** **Low** seasonal, or **High** seasonal item. CR defaults to **N**.

**11. Use Ledgercards**

Enter **No** or **Yes** to indicate whether to use ledger cards. CR defaults to **N**.

**12. Restocking Method**

Enter whether the restocking method is **Order point/line point** or **Min/Max**. CR defaults to **O**.

**13. Order Qty Method**

Enter whether the order quantity method is **Economic Order Quantity**, **Movement Class**, or **Manual**. CR defaults to **E**.

**14. Safety Allowance**

Enter the safety allowance percentage. CR defaults to **0%**.

**15. Restocking Whse**

Enter the restocking warehouse. CR defaults to direct from vendor.



***Pricing/UM Information Screen*****1. Price Multiplier List**

Enter the multiplier for the list price. The List Price mapped in the EPU Service Code F/M will be multiplied by this factor and written to the pending file. CR defaults to 1.

**2. Price Multiplier Standard**

Enter the multiplier for the standard price. The Standard Price mapped in the EPU Service Code F/M will be multiplied by this factor and written to the pending file. CR defaults to 1.

**3-8. Price Multiplier Level 1-6**

Enter the multiplier for price level 1-6. The Level 1-6 Price mapped in the EPU Service Code F/M will be multiplied by this factor and written to the pending file. CR defaults to 1.

**9. Manual Cost Multiplier**

Enter the multiplier for the manual cost. The Manual Cost mapped in the EPU Service Code F/M will be multiplied by this factor and written to the pending file. CR defaults to 1.

**10. UM Relation**

Enter the default small, middle, and large units of measure. Use F2-Search to search existing unit of measure codes. CR defaults to EA, however EA must be on file in IC Unit of Measure F/M.

**11. UM Defaults**

Enter the default stocking, pricing, selling, costing, and buying unit of measure. CR defaults to EA, however EA must be on file in IC Unit of Measure F/M.

**12. Conversion Factor Mask**

Enter the mask for units of measure conversion factors. Nine characters are used (including an optional decimal). Options: #####0, #####.0, #####.00, #####.000, #####.0000, ###.00000, ##.000000, #.0000000. CR defaults to #####0.

**13. Conv Fact SM/2**

Enter the number of smallest UMs found in one middle UM. For example, if each is the smallest unit of measure and a dozen is the middle UM, enter 12 here. CR defaults to 1.

**14. Conv Fact SM/3**

Enter the number of smallest UMs found in one large UM. For example, if each is the smallest unit of measure, a carton is the largest unit of measure, and there are 48 eaches in a carton, enter 48 here. CR defaults to 1.

### Technical Notes

FILES USED - SMCNTL, ICVICD, APVEND, APVALX, ICSRVC, ICSVND, ICMAS, ICIUOM, ICALPX, ICCLSX, ICINTR

FILES UPDATED - ICVICD

The screenshot shows a window titled "Vendor Defaults F/M (ICF475)" with a "Help" button in the top left. The main content area displays a list of settings for "01-Demo Company". The settings are organized into two columns. The first column contains items 1 through 18, and the second column contains items 19 through 35. At the bottom of the window, there are buttons for "Delete", "New", and "OK", and a line of text: "SET AS DEFAULT RECORD ENTER LN# TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ..".

01-Demo Company		Vendor Defaults F/M		ICF475
*. SERVICE CODE	TRADE_SERV	19. CONU FACT	SM/2	1
*. VENDOR	U100	20.	SM/3	1
*. ITEM PRICE CLASS	ALL	21. ACTIVE	Y	
*. ITEM NUMBER	ALL	22. SERIAL/LOT	N	
5. NEW ITEM HANDLING	S	23. BOM/FORMULA	N	
6. CREATE VEND/ITEM	Y	24. TAXABLE	Y	
7. PRICE MULTIPLIER	LIST 1.0000	25. MISC SALES	N	
8.	STANDARD 1.0000	26. COMMISSION %	.00%	
9.	LEVEL 1 1.0000	27. FREIGHT CLASS		
10.	LEVEL 2 1.0000	28. STOCKING WHTSES	01	
11.	LEVEL 3 1.0000	29. SEASONAL ITEM	N	
12.	LEVEL 4 1.0000	30. USE LEDGERCARDS	N	
13.	LEVEL 5 1.0000	31. RESTOCKING METHOD	0	
14.	LEVEL 6 1.0000	32. ORDER QTY METHOD	E	
15. MANUAL COST MULTIPLIER	1.0000	33. SAFETY ALLOWANCE	0	
16. UM RELATION	EA EA EA	34. RESTOCKING WHTSE	FROM VENDOR	
17. DEFAULTS	EA EA EA EA EA	35. CREATE LEVELS	B	
18. CONVERSION FACTOR MASK	#####0			

## Vendor UM Cross Reference F/M (ICF480)

### Function

This file maintenance allows the vendor's unit of measure code to be cross-referenced with a FACTS unit of measure code.

### User Inputs

#### \*1. Service Code

Enter a pricing service code from Service Code F/M. F3 defaults to the next service code on file.

#### \*2. Vendor

Enter the vendor number. F1 defaults to ALL. F3 defaults to the first record.

#### \*3. Vendor's UM

Enter the vendor's pricing unit of measure code. F3 defaults to the first record.

#### 4. FACTS UM

Enter the corresponding FACTS unit of measure code.

### Technical Notes

**FILES USED** - SMCNTL, ICVUOM, ICSRVC, ICSVND, APVEND, APVALX

**FILES UPDATED** - ICVUOM

**Vendor UM Cross Reference F/M (ICF480)**

Service Code   **NAED**

Vendor

Vendor's UM

---

FACTS UM   **Carton**

Enter FACTS Pricing Unit of Measure, F2-Search

**Vendor UM Cross Reference F/M (ICF480)**

Help

---

**01-FACTS 7.5 Development**      **Vendor UM Cross Reference F/M**      **ICF480**

\*. Service Code **TRADE\_SERV** Trade Services  
\*. Vendor                    **U100** General Industrial MFG  
\*. Vendor's UM    **PE**  
4. FACTS UM        **EA** Each

Enter Line #, D-Delete, F10-Menu, F4-Backup .  
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pqdn-Last

# EPU Control F/M (ICF490)

## Function

The EPU Control File Maintenance program defines consistent rules for creating and reading FACTS item numbers from the data sent by the pricing service(s) or vendor and other global EPU parameters. EPU Control F/M may also handle preserving existing FACTS data that may otherwise be changed by the updates. These controls are neither Pricing Service or Vendor specific. The control record determines item number definition, an item number separator, an alpha sort definition, and whether to allow changes to the alpha sort key, class, item description, vendor-item and price class fields. It also determines which pricing UM fields to update and whether to keep or delete imported suggested cost/price information.

## User Inputs

### 1. Item Number Definition

Enter up to 3 elements (in sequence) to build the item number by: **Item number**, **Vendor Prefix**, **Catalog number**, **Item class (K)**, **Vendor number**, **Model number**, or **UPC number**. When using Vendor Direct Data, using the **Item number** option indicates that the vendor item number and your FACTS item number are an exact match. Vendor prefix or vendor number, when applicable, is pulled from Service Code/Vendor F/M. Item class, when applicable, is pulled from Commodity Code/Item Class F/M. CR defaults to V.

### 2. Item Number Separator

Enter the non-alphanumeric character to insert between item definition fields. For example, item number is defined as the Vendor Prefix + Item Number. If the vendor prefix is "3GM", the item number is "47850", and the separator is defined as "/", the new item created would be "3GM/47850". Press F1-NONE or F2-SPACE.

### 3. Alpha Sort Definition

The alpha sort is used to sort items for reporting and inquiry purposes. Enter whether to use the **Catalog number**, **Item Description**, **Item number**, **Item class + item number (K)**, or **Vendor prefix + catalog number sort**. The alpha sort may vary from vendor to vendor. If so, the Alpha Sort Definition may be defined in Service Code/Vendor F/M for the specific vendor. CR defaults to V.

### 4. Item Component Modification

When building item numbers through EPU, indicate how the item number components should be modified. Enter **0** for no modification, **3** for strip leading/trailing spaces from components, **4** for convert components to upper case, or **7** strip leading/trailing spaces from components and convert components to upper case.

**5. Allow Change to Alpha Sort**

Enter **No** or **Yes** to indicate whether to allow the update to change the item's alpha sort

**6. Allow Change to Item Class**

Enter **No** or **Yes** to indicate whether to allow the update to change the item class field.

**7. Allow Change to Item Desc**

Enter **No** or **Yes** to indicate whether to allow the update to change the item description field.

**8. Allow Change to Vendor-Item**

Enter **No** or **Yes** to indicate whether to allow the update to change the vendor-item field.

**9. Allow Change to Price Class**

Enter **No** or **Yes** to indicate whether to allow the update to change the price class field.

**10. Price/UM Update**

A pick list appears as you enter this prompt. Select **I** to update the INCOMING pricing UM, **D** to update only the DEFAULT pricing UM or **A** to update ALL pricing UMs.

**11. Delete Suggested**

This prompt enables you to keep or delete suggested cost/price information that exists in FACTS. From the pick list that appears, select either **Y** to delete corresponding cost/price records in FACTS and replace with those from the imported file or **N** to keep the FACTS records.

**12. SSI\_Flat.exe Path**

This entry is only necessary for CD Catalog files. Enter the drive, directory and subdirectories where this FACTS flat file program is stored.

**Technical Notes**

**FILES USED** - SMCNTL

**FILES UPDATED** - SMCNTL

**EPU Control F/M (ICF490)**

Main | CD Catalog Information

Item Number Definition:

Item Number Separator:

Alpha Sort Definition: V - Vendor Prefix + Catalog Number

Item Component Modification: 3 - Remove Leading/Trailing Spaces

Allow Change To Alpha Sort:

Item Class:

Item Desc:

Vendor-Item:

Price Class:

Price/UM Update: I - Update Only the Incoming Pricing UM

Delete Suggested:

Enter Up to Three Elements (In Sequence) To Build Item Number (I+P+C+K+V+M+U)

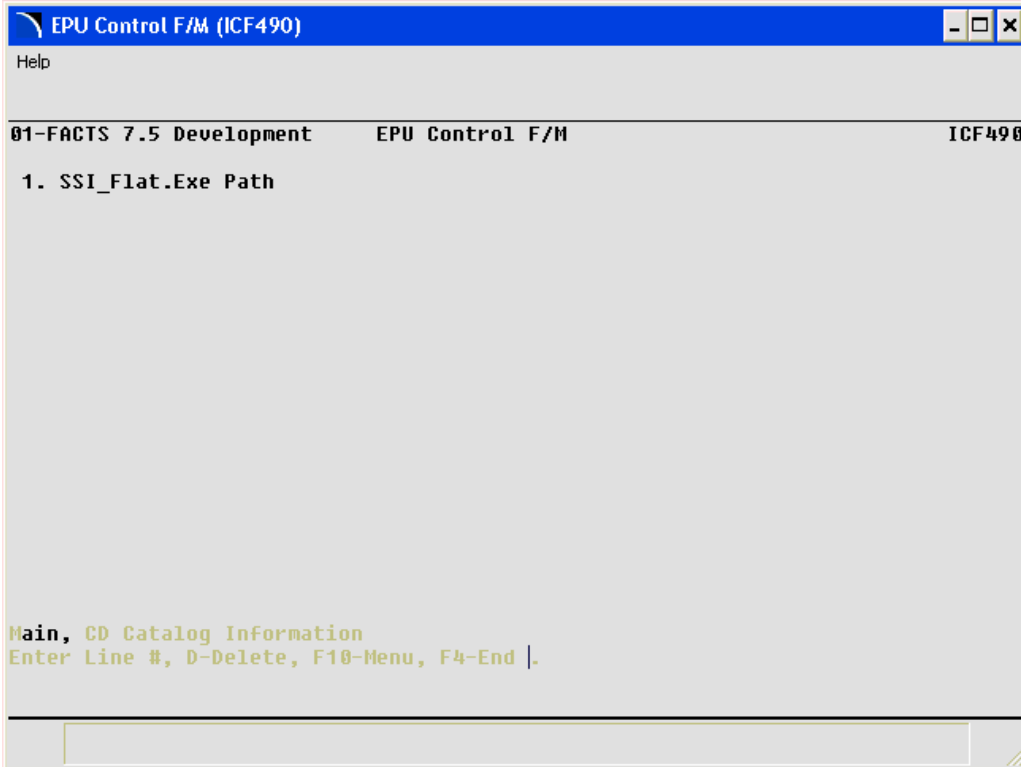
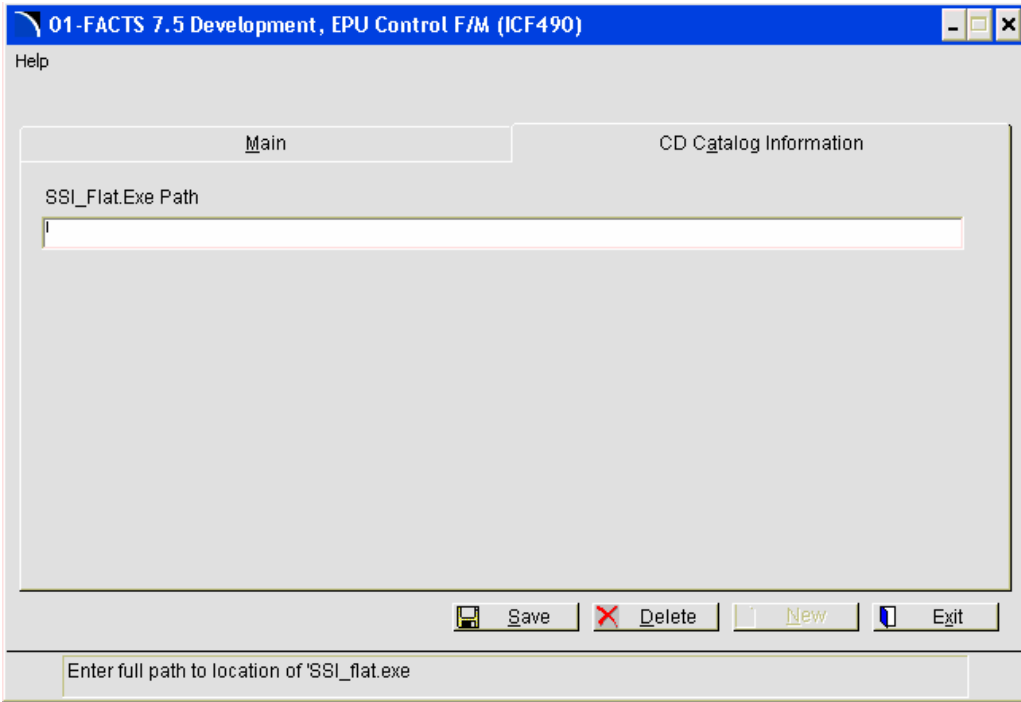
**EPU Control F/M (ICF490)**

Help

01-FACTS 7.5 Development      EPU Control F/M      ICF490

1. Item Number Definition	PI
2. Item Number Separator	None
3. Alpha Sort Definition	U
4. Item Component Modification	0
5. Allow Change To Alpha Sort	N
6. Item Class	N
7. Item Desc	Y
8. Vendor-Item	N
9. Price Class	N
10. Price/UM Update	I
11. Delete Suggested	N

Main, CD Catalog Information  
Enter Line #, D-Delete, F10-Menu, F4-End |..





# EPU CD Catalog Control F/M (ICF491)

## Function

This program enables you to create records for each CD-ROM catalog database imported into FACTS and supply basic information about its format.

## User inputs

### \*1. Database ID

This entry creates a unique identifier for each CD-ROM catalog database. The ID is user-defined up to six characters. The Database ID appears in the Service Code F/M if ICU452 is entered as the Update Program.

### 2. Database Format

Specify whether the fields in the database are fixed length (**F**) or if they are separated by commas (**C**). You should be able to determine this information from your catalog's export feature, or you can call the service provider or vendor. (**Note:** If a database uses separators other than commas, such as tabs or semicolons, you will need to run it through FACTS' preprocessor program ICU455. (See the section on "EPU Service Code F/M" earlier in this chapter.)

### 3. Header Rows

For data to import correctly, FACTS needs to be told to ignore any header rows in the CD catalog database. This information should be available from the pricing service or vendor.

## Technical notes

**FILES USED** - SMCNTL

**FILES UPDATED** - SMCNTL

The screenshot shows a dialog box titled "EPU CD Catalog F/M (ICF491)". It contains the following fields and controls:

- Database ID: A text box containing "NAED" and a small icon to its right.
- Database Format: A dropdown menu currently showing "F - Fixed".
- Header Rows: A text box containing the number "1".
- Navigation buttons: Four arrow buttons (left, right, first, last) located to the right of the Database ID field.
- Action buttons: "Save" (with a floppy disk icon), "Delete" (with a red X icon), "New" (with a document icon), and "Exit" (with a blue square icon).
- Footer: A text box containing the prompt "Enter Database Format (F/C)".

The screenshot shows the main window titled "Win with ProvideX". It features a menu bar with "Help" and a main display area with the following text:

01-Demo Company                      EPU CD Catalog F/M                      ICF491

\*. Database ID            STAFDA  
2. Database Format    C  
3. Header Rows            2

Line to Change (F2-Cont), D-Delete, F4-Backup .  
Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

# Standard Part Map F/M (ICF455)

## Function

Use this program to map out where standard part number information can be found in flat files during the import procedure. Standard part number maps can be created for each pricing service or vendor from which you receive electronic pricing updates.

To access this program, choose Inventory Control→Electronic Price Updates→Standard Part Map F/M.

☛ Make sure the service code and source code you need to create the maps are set up in Service Code F/M and Standard Part Source F/M.

*To create a map for standard part numbers:*

### 1. Enter the Service Code.

Service codes are unique identifiers for the pricing services or vendors that provide you with electronic updates. You can create and maintain service codes in Service Code F/M (Inventory Control→EPU→Service Code F/M).

Press F2 to search for an existing service code.

Press F3 to bring up the first map on file.

### 2. Enter the source code.

Source codes are used in the system to indicate which industry standard various part numbers are associated with. Examples of source codes are UPC, IDW and EAN. Standard part numbers are "filed" under their source codes.

Press F2 to search for an existing source code.

Press F3 to bring up the first map on file.

**Use the following inputs to map standard part numbers and their descriptions.** The tab order first takes you through the part number fields and then lets you set up the map characteristics for the part number description.

### 3. Enter the record number.

Use this field to tell the program which record the standard part number (or description) falls on.

When you get a file in from the pricing service or vendor, the standard part number or description may occur at every other record or every fourth record. If the vendor does not include descriptions with the standard part number, the number may be every record.

*Examples:*

If the part number appears in every record of the flat file, enter 1.

If it appears in every other record, enter 2

If it appears in every fourth record, enter 4.

**4. Enter the start position.**

Enter a whole number to indicate the position of the field at which the part number (or description) starts.

**5. Enter the field length.**

Enter the length of the part number or description up to 99. FACTS supports 50-character standard part numbers and 75-character descriptions. If the vendor or pricing service's field lengths are longer, some truncation may occur in FACTS.

Use the Pending Standard Part Number F/M to cleanup the truncated fields prior to updating them into FACTS.

***Skipping unwanted characters during import***

Most pricing service files contain information on multiple vendors, so vendor ID codes are often incorporated into the standard part numbers.

For instance, the Trade Services pricing service may provide a file in which the standard part numbers appear as

PI-123456, where PI stands for the vendor code and the actual standard part number is 123456.

You can use the skip fields to tell the import procedure to skip the vendor ID characters.

**1. Enter the number of skips.**

Indicate how many characters you want the import procedure to skip in the pricing service's standard part number field. The default is zero, which disables the Skip character and Stop Skip Character fields.

In our example, you would enter 3 to tell the system to skip the vendor id in addition to the dash.

☞ If you simply told the program that the field length was 6 the import procedure would not find the standard part number field since the field is 9 characters long in the file. In other words, the map would misidentify the standard part number field.

**2. Enter the skip character.**

Type the first character with which the skip function should start. In our example, you would type P. Press F1 if you do not want to indicate a skip character. The import procedure assumes you want to start skipping at the beginning of the field.

F1 may be useful if you want to skip a certain number of characters in the field, but the characters are different in each field. This feature also can be used if the

characters you want to skip fall in the middle or end of the standard part number field.

### 3. Enter the stop skip character.

Type the character on which you want the skip to end. In our example, you would type -. Press F1 if you do not want to indicate a skip character. The import procedure assumes you want to start skipping at the beginning of the field.



F1 may be useful if you want to skip a certain number of characters in the field, but the characters are different in each field. This feature also can be used if the characters you want to skip fall in the middle or end of the standard part number field.


### *Saving and exiting*

After you save a map, choose **New** to create another map. Choose **Exit** to leave the program and return to the Electronic Price Update Menu.







**Standard Part Map F/M (ICF455)**





Help

Service Code   

Source Code  

---

	Part Number	Description
Record Number	<input type="text"/> 	<input type="text"/> 
Start Position	<input type="text"/>	<input type="text"/>
Field Length	<input type="text"/>	<input type="text"/>
Number of Skips	<input type="text"/>	<input type="text"/>
Skip Character	<input type="text"/> 	<input type="text"/> 
Skip Stop Character	<input type="text"/> 	<input type="text"/> 

 Save  Delete  New  Exit

Enter EPU service code, F2-Search, F3-First Record

**Company 01 - Demo Company**

Help

01- Demo Company      Standard Part Map F/M      ICF455

\*. Service Code      TRADE\_SERV Trade Services

\*. Source Code      UPC

	3. Part Number	4. Description
Record Number	1	1
Start Position	004	030
Field Length	25	65
Number of Skips	4	0
Skip Character	-	
Skip Stop Char	-	

Line to Change (F2-Cont), D-Delete, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

## CHAPTER 7

# Physical Inventory

The Physical Inventory menu allows the user of the FACTS system to perform and complete a physical inventory. Most users find that performing a physical inventory is not only an easy way to update inventory quantities but also a good way to check that the inventory, purchase orders, sales orders and manufacturing systems are being run properly.

The order in which it is performed is determined by the flag set in the Inventory Static Control F/M. It may be performed in item, alpha, item class, vendor or location (bin) order. Once a user has captured counts in a certain order, the flag may not be changed until the Update Inventory program has been run. The user may, however, change the flag between physical inventories without repercussion to the system.

A physical may be performed for on hand quantities or available (available = on hand minus committed) quantities (set in the IC Static Control F/M).

To perform a physical inventory, the user should proceed through the menu running the programs in order.

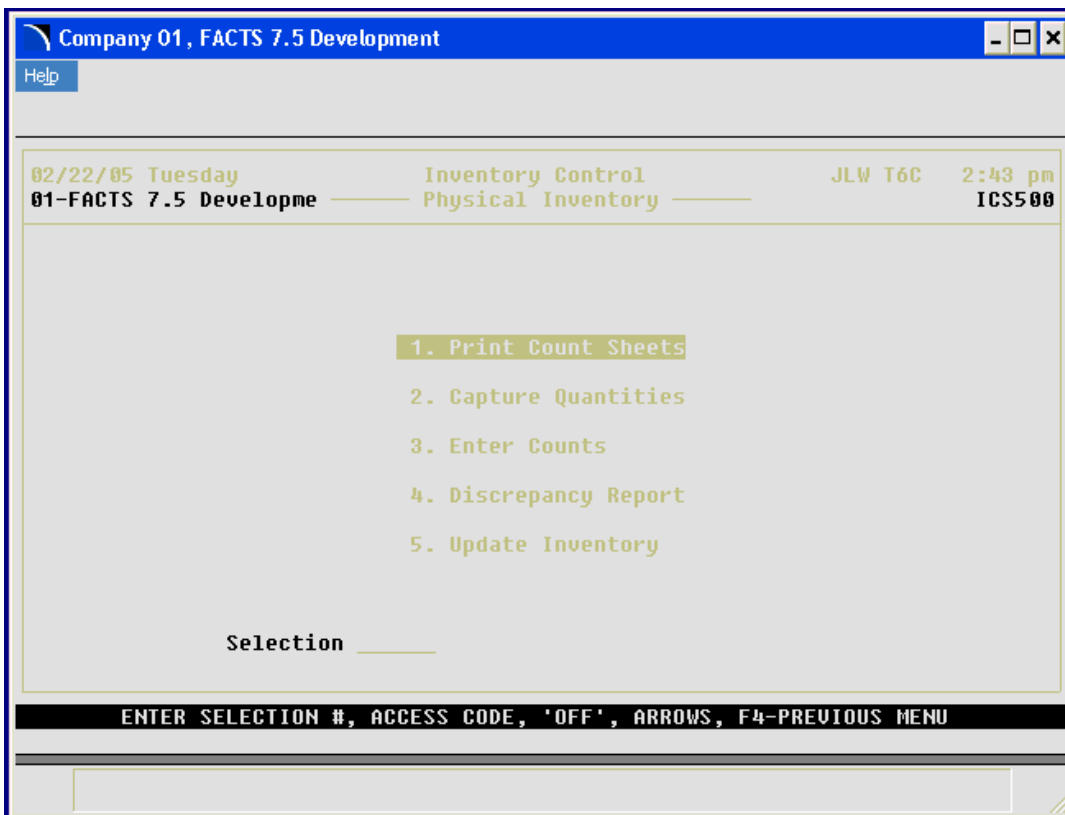
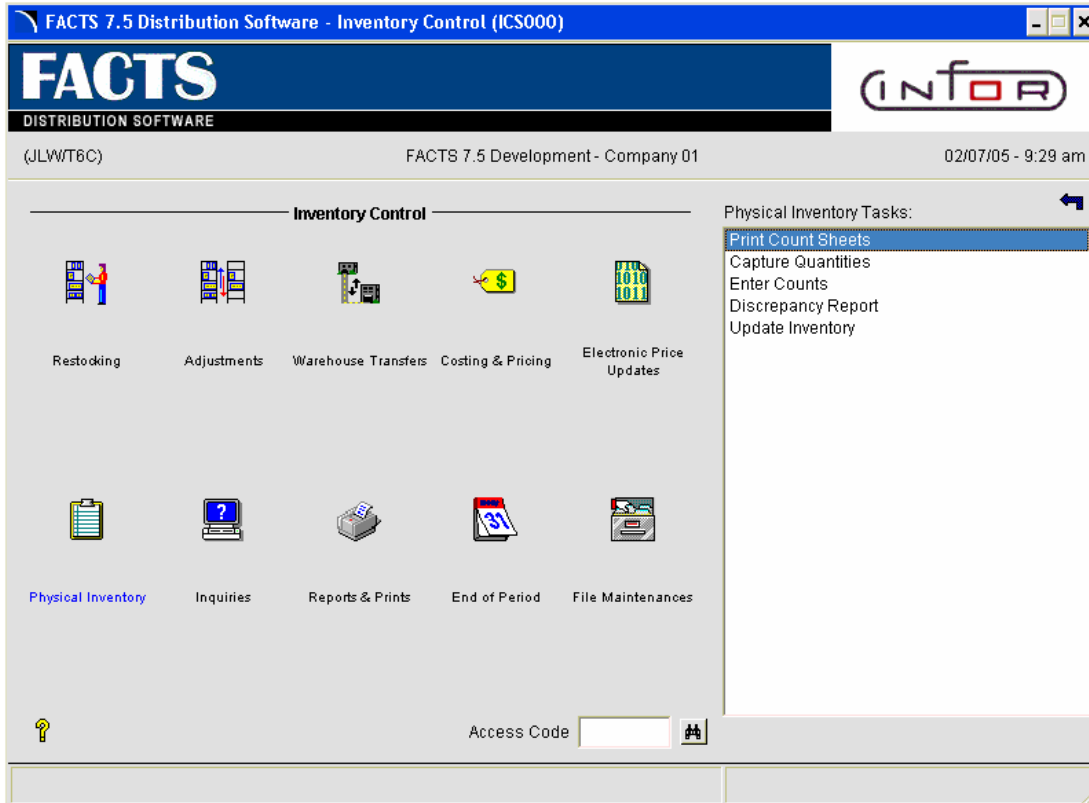
The count sheets should be printed first and are used to record what is counted for each item. The item number, description, package size, stocking unit of measure and a space to record the count are printed on the count sheets. The user may also include the current quantities on the sheets. At the end of the count sheet print, there is an option to capture on hand quantities which means the system will record, at that time, the on hand quantity of each item on the count sheet. There is also a separate Capture Quantities program which means the user may want to print count sheets anytime before a physical inventory and wait to capture the quantities when they are ready to perform the physical inventory. Therefore, the counts may be captured when printing count sheets or separately, as long as it is at the time of the physical inventory.

Once the quantities are captured, the count must be taken. Counts are then entered into the system. When entering counts, the items are displayed automatically (without the user typing in each item number) in the order of the count sheets. This makes entering counts a quick, easy process. A flag set in the

IC static control record (physical exception only) determines whether all counts must be entered (N) or just exceptions where there is a discrepancy (Y).

Once the counts are entered, the Discrepancy Report is run to show discrepancies between what the system says is the quantity and what was actually counted. If there are problems on the report, the user may enter counts again (replacing the old values) for items needed. The Enter Counts/Run Discrepancy Report process may be repeated as often as needed until the physical inventory is balanced. When all the numbers are satisfactory, the user should run the Update Inventory program. This program updates quantities with the new counts and removes the old quantities. Discrepancies are updated to the adjustments and transfers file so they may then be posted to general ledger through the next Adjustment Register (Adjustments menu).





# Print Count Sheets (ICR510)

## Function

This program allows the user to print count sheets that can be used when taking a physical inventory. The **Physical Inventory Order** control on the Physical Inventory & Printing tab of the IC Static Control F/M determines the order in which the count sheets print.

If quantities are to be captured immediately, the system automatically runs the Capture Quantities program.

Count sheet information includes the following: item number and description, location, a blank line to enter the count and the stocking unit of measure. The current available or on hand quantity may be printed (depending if available or on hand quantities are counted). There is a specified line where the count takers are to sign their names. The total number of items listed is also included.

### Multiple Bin Locations on Count Sheets

IC Static Control Physical Count Order Other Than Location:

When the count sheets are printed and the Physical Inventory Order setting on the IC Static Control F/M is not location, the system prints the items in the selected sort order with the item's primary location on the main line. If the item is not a serial or lot item and has alternate locations set up, the system prints additional lines immediately after for each, with the alternate location, a count line and the stocking unit of measure. The additional location lines maintain their ordinal value, so alternate location 1 will be on the 2nd print line and alternate location 2 on the 3rd print line and so forth. If the item is a serial or lot item and has alternate locations, the system prints one line showing all the alternate locations immediately after the main item line and no count lines print for the alternate locations. Then, the system prints the serial/lot lines.

IC Static Control Physical Count Order Is Location:

When you select Location as the Physical Inventory Order and the Items Included is set to Primary, items are included in physical inventory processing based on the location range you enter in the Print Count Sheets program. This setting determines whether the location range searches for items in primary locations only (including alternate bin locations set up in the warehouse/item record) or all locations present for a warehouse/item record.

When an item is contained in any bin location in the range of the locations selected, the system includes all locations for the item (whether it is in the range or not) to ensure that the physical count sheet is accurate.

When the count sheets are printed and the Physical Inventory Order setting on the IC Static Control F/M is location, the items are selected based the Locations Included setting in the IC Static Control F/M. If "Primary Location in Range Chosen" is selected and the item's primary location is within the range entered, the item is selected. If the flag is set to "Any Location in Range Chosen", the system compares all of an item's locations to the range entered. If any location, primary or alternate, is within the range, the item is selected. The system prints

a line for the selected item's primary and alternate locations, each in the proper location sort order. Only the primary location prints the on hand or committed quantity if selected. If the item is a serial or lot item, all serial/lot numbers will print under the primary location and only "available" serial/lot numbers will print under the alternate locations.

## User Inputs

The following inputs are involved in printing count sheets:

### 1. Order

The order choice defaults to the option selected in the **Physical Inventory Order** control in the IC Static Control F/M (see the Physical Inventory & Printing tab). To change the order in which count sheets print, you must change the Physical Inventory Order in IC Static Control. The order options are Item number, Alpha sort, Vendor, item Class, Location or Movement class.

➤ Before you make any changes to the IC Static Control F/M, consult with your local FACTS Affiliate. Changes to static control programs can adversely affect the way the system processes company data.

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 3).

### 3. Ending Order Choice

Select the ending order choice to print (ref. 5).

### 4. Item Type

Enter the type of item to print: Stocked items and/or Nonstocked items. CR defaults to SN.

### 5. Warehouse

Enter the warehouse to print. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal.

### 6. Item description

Enter whether to print item description 1, 2, or Both from Item F/M. CR defaults to 1.

### 7. Cutoff Date

Enter the next physical inventory cutoff date (ref. 3). Items with the next physical inventory date (as set through the Warehouse/Item F/M) on or before the date entered are printed. CR defaults to the system date.

### 8. Available Or On Hand

Enter N or Y to indicate whether to print current available or on hand quantities (determined in the Inventory Static Control F/M) on the count sheets. CR defaults to N.

### 9. Skip

Enter the number of lines to skip between items (0-9). CR defaults to 0.

**10. Check count sheet. Ok to capture counts now?**

Verify count sheets. Enter **Y** or **N** or select **OK** or **CANCEL** to indicate whether to capture counts at this time. If **N** is entered, counts may be captured through the Capture Quantities program at a later time.

**Technical Notes**

Printing proceeds by reading through the appropriate sort file and then checking the warehouse/ item file (ICWHSE) for records meeting criteria entered.

**FILES USED** - SMCNTL, ICWHSE, ICCLSX, ICALPX, ICLOCX, ICVNDX, ICMAS, APVEND, ICLOTS, ICMVCX

**FILES UPDATED** - ICPHYS, ICPHYX (if counts captured)

**Print Count Sheets (ICR510)**

Template Print Options

Order  Beginning     
 Ending

Properties

Item Type   
 Warehouse    
 Item Description   
 Cutoff Date    
 Available   
 Skip

Template  Printer

Enter Beginning Item to Print, F1-First, F2-Search

**Print Count Sheets (ICR510)**

Help

01-Demo Company Print Count Sheets ICR510

Order L Beginning First  
Ending Last

— Properties —

Item Type SN

Warehouse 01 Atlanta Warehou

Item Description 1

Cutoff Date System Date 06/12/2002

On Hand N

Skip 0

— Template — — Printer —

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Capture Quantities (ICU510)

## Function

This program allows the user to capture and store the on hand or available quantities (as set in the IC Static Control F/M) of the items selected for physical inventory.

This program should be run after the last activity which would affect the warehouse/item file prior to the physical count and before any activity which would affect this file after the physical count, (e.g., if a physical inventory is to be taken on a weekend, this program would be run anytime between close of business Friday and opening of business Monday). Depending on the status of the flag set by the user through the IC Static Control F/M, on hand or available quantities may be captured in item, alpha, vendor, item class, location or movement class order.

This program is run either directly from the Print Count Sheets program or on the date selected after the count sheets are printed. After the on hand or available quantities are captured, the physical inventory is taken and the counts have been entered, normal activity may resume even if the counts have not been updated by the system.

If a record for the selected item and warehouse is already on file, the user has the option of:

- Overwriting the existing physical inventory record
- Overwriting this and any other physical inventory records already on file for items to be updated
- Aborting the update

### *Capturing Quantities Multiple Bin Locations*

IC Static Control Physical Count Order Other Than Location:

When you capture quantities and the Physical Inventory Order setting on the IC Static Control F/M is not location, the Capture Quantities program captures the primary location only for serial or lot items and the primary location and all alternate locations set up for non-serial or lot items.

The system captures quantities for Serial or lot items that are not flagged available for the primary location only. The primary location record contains the captured quantity for the item. For alternate bin location records the system captures a blank quantity.

IC Static Control Physical Count Order Is Location:

When you select Location as the Physical Inventory Order and the Items Included is set to Primary, items are included in physical inventory processing based on the location range you enter in the Capture Quantities program. This setting determines whether the location range searches for items in primary locations only (including alternate bin locations set up in the warehouse/item record) or all locations present for a warehouse/item record.

When an item is contained in any bin location in the range of the locations selected, the system includes all locations for the item (whether it is in the range or not) to ensure that the capture quantities are accurate.

When you capture quantities and the Physical Inventory Order setting on the IC Static Control F/M is location, the Capture Quantities program captures for the primary and all alternate locations for non-serial or lot items and for serial or lot items that are flagged as available.

## User Inputs

The following inputs are involved in capturing the on hand or available quantities:

### 1. Order

The order choice automatically appears on the screen as set in the inventory static control record. Preset options include **Item number**, **Alpha sort**, **Vendor number**, **item Class**, **Location** or **Movement class order**.

### 2. Beginning Order Choice

Select the beginning order choice to capture (ref. 2).

### 3. Ending Order Choice

Select the ending order choice to capture (ref. 5).

### 4. Item Type

Enter the type of item to capture: **Stocked items** and/or **Nonstocked items**. CR defaults to SN.

### 5. Warehouse

Enter the warehouse to capture. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal.

### 6. Cutoff Date

Enter the next physical inventory cutoff date (ref. 3). Items with the next physical inventory date (as set through the Warehouse/Item F/M) on or before the date entered are captured. CR defaults to the system date.

### 7. On Hand

Indicate whether to display on hand quantities in remote warehouses. CR defaults to Yes.

### 8. Items

Indicate whether to capture all **Active**, **Inactive** or all items. CR defaults to ALL.

## Technical Notes

For each warehouse/item record referenced, a record storing the current on hand or available quantity of the item is created in the physical inventory file (ICPHYS).

**FILES USED** - SMCNTL, ICWHSE, ICMAS, ICLOTS, ICCLSX, ICLOCX, ICALPX, ICVNDX, APVEND, ICMVCX

**FILES UPDATED** - ICPHYS, ICPHYX

01-Demo Company, Capture Quantities (ICU510)

Template Help

Order L - Location Beginning Ending First Last

Properties

Item Type SN

Warehouse 01 Atlanta Warehouse

Cutoff Date System Date 06/10/2002

Template None

OK Cancel

01-Demo Company Capture Quantities ICU510

Help

Order L Beginning Ending First Last

Properties

Item Type SN

Warehouse 01 Atlanta Warehouse

Cutoff Date System Date 06/12/2002

Template None

CR-Run Update, F1-Template, F3-Change Answers, F4-Exit .



## How to capture the on hand or available quantities

1. To access this program, choose *Inventory Control* → *Physical Inventory* → *Capture Quantities*.
2. In the Order input, select from the preset options **I**tem number, **A**lpha sort, **V**endor number, **i**tem **C**lass, **L**ocation or **M**ovement class order. (The order choice automatically appears on the screen as set in the inventory static control record.)
3. In the Beginning Order Choice input, select the beginning order choice to capture.
4. In the Ending Order Choice input, select the ending order choice to capture.
5. In the Item Type input, enter the type of item to capture: **S**tocked items and/or **N**onstocked items. Press **Enter** (CR) to default to **SN**.
6. In the Warehouse input, enter the warehouse to capture. The entry must be a valid warehouse code. Press **Enter** (CR) to default to the warehouse assigned to the terminal.
7. In the Cutoff Date input, enter the next physical inventory cutoff date. Items with the next physical inventory date (as set through the Warehouse/Item F/M) on or before the date entered are captured. Press **Enter** (CR) to default to the system date.
8. At the command prompt the system displays the message: End of Inputs Enter Yes to continue, F4-Backup. Enter **YES** to capture the item quantities.

# Enter Counts (ICE510)

## Function

This program allows the user to enter the physical count of each item taken during physical inventory. Prior to entering counts, the count sheets must be printed and on hand or available (set in the IC Static Control F/M) quantities captured. The program allows the user to enter counts in the same order in which the count sheets were printed based on the item type prompt. After entering counts, the Discrepancy Report is run and inventory is updated. Items may be displayed and counts entered either individually or sequentially in the order they printed on the count sheet. If a count has already been entered for a particular item, the user has the option of changing it or displaying the next record. This allows the user to page through the file, checking for missed or incorrect entries.

A scrolling feature displays the most recent transactions recorded at the bottom portion of the screen. This provides additional safeguards against user error due to oversight or transaction duplication.

Counts for all items should be entered before printing a Discrepancy Report or running the Update Inventory program.

## User Inputs

The following inputs are involved in entering physical counts:

### 1. Warehouse

Enter the warehouse for which the physical inventory is being taken. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 8).

### 2. Item Type

Enter the item type to enter counts for: **Stocked items and/or Nonstocked items**. CR defaults to SN.

### 3. Item

Enter the item number for which the count is to be entered. The entry must be a valid item number. This displays the item, description, stocking unit of measure, serial/lot number (if applicable), capture date, location and captured quantity. If the count has already been entered at least once, the recorded count is also displayed. CR defaults to the next item captured (same order as count sheets). F2 allows a search (ref. 6).

**NOTE:** The item entered may be an item that was not captured since it may be an item that was found on the shelf but was not captured. An example would be an item assigned to the incorrect bin location. If an uncaptured item is entered, enter **N** or **YES** to indicate whether the item should be added. If **N** is entered the program returns to the item number input. If **YES** is entered the message **Caution! Inventory quantities will be affected!** is displayed. The

amount as of the capture date, i.e. captured amount, must be entered. The program then proceeds to the next prompt.

#### **4. Location**

Enter or modify bin location for the item.

As records are displayed on the screen, the location label displays as either "PRI LOC" or "ALT LOC". If the location is not the primary location of the item, the capture quantity field displays blanks. You can press F2 to search for bin locations.

For a serial or lot item when the inventory order is not location, you can only enter the item's primary location. If the item is not a serial or lot item or the item is a serial or lot item and the order is location, then the location you enter is checked against the primary and all alternate locations set up.

If the location is valid, the system prompts you to add the item to the file.

Inventory Order of Location Only - Since serial items can only have a quantity of zero or one, when you enter a serial number and a count of 1, the Enter Counts program looks for any other location records for that serial number. If it finds one that already has a count of 1, it displays a message indicating the location that already has the count and the quantity will be changed back to zero. If there is an adjustment that needs to be made, you have to zero the count on the first location record before he is able to enter it onto the new location.

#### **5. Count**

Enter the physical count for this item. Press Enter (CR) to replace the displayed quantity with the number of items counted. Press F1 to add the number to the displayed quantity. Press F2 to change the unit of measure. Press F3 to display the next item captured (on the count sheet).

#### **6. OK To Record**

Enter Y or N to indicate whether to record the count entered. If N is entered, the program returns to the count prompt. CR defaults to Y.

After recording the count, the next item number (or serial/lot number) is displayed and the program returns to the count input. The item just recorded is displayed in the bottom portion of the screen.

### **Technical Notes**

The program allows the user to enter counts in the same order in which the count sheets were printed based on the item type prompt. Only the appropriate items will be brought to the screen to have the counts entered. As the program goes through the ICPHYS file, records of the incorrect type will be skipped until another of the correct type is encountered.

While the system is scanning for the next item of the correct type, if it has to skip more than 10 items, the message "Scanning for next stocked item..." or "Scanning for next Nonstocked item" will display at the bottom of the screen.

Recording the count consists of updating the physical inventory record for the item by writing the count entered to the physical count field and the system

date to the count entry data field in the physical inventory file (ICPHYS). If a count is already recorded, these fields are overridden.

**FILES USED** - SMCNTL, ICMAS, ICWHSE, ICLOTS, ICALPX, ICINTR, ICPHYX, ICCLSX, ICFUCT, ICCOST

**FILES UPDATED** - ICPHYS

The screenshot shows a window titled "Enter Counts (ICE510)" with a "Help" button. The window content is as follows:

```

01-Demo Company          ENTER COUNTS          ICE510
WAREHOUSE 01 Atlanta Warehouse          ITEM TYPE SN
ITEM          I100 Pallet Loading Hand Truck          UM          COUNT
PRI LOC      G25
CAPTURED 02/16/04          LOCATION  G25          RECORDED COUNT          22 02/16/04
WH          ITEM          COUNT UM SERIAL/LOT#          LOCATION
01          I101          23 EA          A85
    
```

At the bottom of the window, there are instructions: "F2-CHANGE UM, F3-NEXT ENTRY" and "ENTER COUNT (CR-REPLACE RECORDED COUNT, F1-ADD TO RECORDED COUNT), F4-BACKUP". There are also "Backup" and "OK" buttons.

## How to enter physical counts

1. To access this program, choose Inventory Control→Physical Inventory →Enter Counts.
2. In the Warehouse input, enter the warehouse for which the physical inventory is being taken. The entry must be a valid warehouse code. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** to search.
3. In the Item Type input, enter the item type to enter counts for: **Stocked items and/or Nonstocked items**. Press **Enter** (CR) to default to **SN**.
4. In the Item input, enter the item number for which the count is to be entered. The entry must be a valid item number. This displays the item, description, stocking unit of measure, serial/lot number (if applicable), capture date, location and captured quantity. If the count has already been entered at least once, the recorded count is also displayed. Press **Enter** (CR) to default to the next item captured (same order as count sheets). Press **F2** to search.
5. In the Location input, enter or modify bin location for the item.

As records are displayed on the screen, the location label displays as either “PRI LOC or “ALT LOC. If the location is not the primary location of the item, the capture quantity field displays blanks. For a serial or lot item when the inventory order is not location, you can only enter the item’s primary location.

Inventory Order of Location Only – Since serial items can only have a quantity of zero or one, when you enter a serial number and a count of 1, the Enter Counts program looks for any other location records for that serial number. If it finds one that already has a count of 1, it displays a message indicating the location that already has the count and the quantity will be changed back to zero. If there is an adjustment that needs to be made, you have to zero the count on the first location record before he is able to enter it onto the new location.

6. If you enter an ‘uncaptured item\*’, the system displays the message: Enter **N** or **YES** to indicate whether the item should be added. If N is entered the program returns to the item number input. If you enter Yes, the system displays the message **Caution! Inventory quantities will be affected!**. Press OK to accept the message and enter the amount as of the capture date, i.e. captured amount. The program then proceeds to the next prompt.



\*It is possible to enter an item in this program that was not captured since it may be an item that was found on the shelf but was not captured. An example would be an item assigned to the incorrect bin location.

7. In the Count input, enter the physical count for this item. Press **Enter** (CR) to replace the displayed quantity with the number of items counted. Press **F1** to add the number to the displayed quantity. Press **F2** to change the unit of measure. Press **F3** to display the next item captured (on the count sheet).
8. At the OK To Record prompt at the bottom of the screen, enter **Y** or **N** to indicate whether to record the count entered. If you enter **N**, the program returns to the Count prompt. Press **Enter** (CR) to default to Y.

9. After recording the count, the program returns to the Item Type input. The item just recorded is displayed in the bottom portion of the screen.
10. You can continue entering counts or press **F4** to return to the warehouse input then press F4 again to exit.

# Discrepancy Report (ICR520)

## Function

This program allows the user to obtain a report of all items which show a discrepancy between the on hand or available quantity at the time of capture and the physical count recorded.

Discrepant items print in the same order (item, alpha, vendor, item class or location) as they appeared on the count sheets. Report information includes the following: item number and description, serial lot number (if applicable), physical count, captured count, discrepancy between physical and captured counts, stocking unit of measure, cost, costing unit of measure and cost discrepancy and physical extension. The total number of items listed is also included.

### *Multiple Bin Location Information*

For items with multiple bin locations, the following applies:

- When the Physical Inventory Order is not location, the items print by their selected sort order with the primary location on the main print line.
- If the Physical Inventory Order is location, the items print by the primary location sort. Location information is included between the item description and physical count. If an item does not have alternate locations, no location information is included. If the item does have alternate locations and it is a serial or lot item, a second line prints immediately after showing all the alternate locations. When the serial/lot numbers print, they print in serial/lot number and location order.
- If Physical Inventory Order is location and a lot item has alternate locations, it can have multiple records for the same lot number. In this case, the lot number, location and count quantity print each on a separate line. When there are no more records for the lot number, a total line prints with the accumulation of each location physical count, the lot's capture information and the discrepancy information.
- If the item is not a serial or lot item and it has alternate locations, only the item, description, primary location and physical count print on the main line. The alternate locations print on the next lines, maintaining their ordinal value, and will print the same information. When there are no more records for the item, a total line prints with the accumulation of each location physical count, the item's capture information and the discrepancy information.

## User Inputs

The following inputs are involved in printing the Discrepancy Report:

### 1. Order

The order choice automatically appears on the screen as set in the inventory static control record. Preset options include **I**tem number, **A**lpha sort, **V**endor number, item **C**lass, **L**ocation or **M**ovement class.

### 2. Beginning Order Choice

Enter the beginning order choice to print (ref. 2). F1 defaults to FIRST. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

Enter the ending order choice to print (ref. 5). F1 defaults to LAST. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the type of item to print: **S**tocked and/or **N**onstocked. CR defaults to SN.

### 5. Warehouse

Enter the warehouse to print. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal.

### 6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. CR defaults to 1.

### 7. Discrepancies Only

Enter **Y** or **N** to indicate whether to print only those items whose captured quantity and physical quantity show a discrepancy. CR defaults to Y.

## Technical Notes

Printing proceeds by reading through the physical inventory sort file (ICPHYX) and checks the physical inventory file (ICPHYS) based on the items meeting criteria entered. If the physical count equals the captured available or on hand quantity, there is no discrepancy.

**FILES USED** - SMCNTL, ICMAS, ICPHYS, ICALPX, ICCOST, APVEND, ICPHYX, ICLOTS

**FILES UPDATED** - NONE



**Discrepancy Report (ICR520)**

Template Print Options

Order I- Item Beginning Ending First Last

Properties

Item Type SN Warehouse 01 Atlanta Warehouse Item Description 1 - Print Line 1 of Item Description Discrepancies Only

Template None Printer Genicom Line Printer

OK Cancel

Enter Beginning Item to Print, F1-First, F2-Search

**Discrepancy Report (ICR520)**

Help

01-FACTS 7.5 Development Discrepancy Report ICR520

Order I Beginning Ending First Last

Properties

Item Type SN All Warehouse 01 Atlanta Warehou Item Description 1 Discrepancies Only Y

Template None Printer WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

# Physical Inventory Update (ICU520)

## Function

This program allows the user to update the available or on hand quantities of items in the physical inventory file with discrepancies between the quantity captured and the physical count recorded.

Upon completion of the update, the available or on hand quantities in the warehouse/item file reflect the true quantities (the physical count) of the warehouse, allowing for adjustments made (sales, etc.) since the time that the quantities were captured. Discrepant items are updated in the same order (item, alpha sort, vendor class or location) as they appeared on the count sheets.

Discrepancies are posted to the adjustment file to print on the next Adjustment Register and update to general ledger.

### *Multiple Bin Location Information*

For items in multiple-bin warehouses, the Physical Inventory Update reads all location records and the physical count quantity is accumulated before any file updating occurs. The program creates only one adjustment record or ledger card record per item or item/serlot#.

Upon completion of the update, the available or on hand quantities in the warehouse/item file reflect the true quantities (the physical count) of the warehouse, allowing for adjustments made (sales, etc.) since the time that the quantities were captured.

Items with discrepancies are updated in the same order (item, alpha sort, vendor class or location) as they appeared on the count sheets.

Discrepancies post to the adjustment file so they can print on the next Adjustment Register and update the General Ledger.

## User Inputs

The following inputs are involved in updating the physical inventory:

### **1. Order**

The order choice automatically appears on the screen as set in the inventory static control record. Preset options include **I**tem number, **A**lpha sort, **V**endor number, **i**tem **C**lass, **L**ocation or **M**ovement class.

### **2. Beginning Order Choice**

Enter the beginning order choice to update (ref. 2).

### **3. Ending Order Choice**

Enter the ending order choice to update (ref. 5).

#### 4. Item Type

Enter the type of item to update: Stocked and/or Nonstocked. CR defaults to SN.

#### 5. Warehouse

Enter the warehouse to update. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal.

#### 6. Days to Next Inventory

Enter the number of days until the next physical inventory (0-999). The system calculates and displays the date based on the number of days entered. CR defaults to 90.

#### 7. Discrepancy Report

Enter Y or N to indicate whether the Discrepancy Report has been printed for the items to be updated. If N is selected, a message is displayed and the program exits. If Y is selected, the program proceeds to the next input.

### Technical Notes

Updating proceeds by reading through the physical inventory file (ICPHYS) and its associated sort file (ICPHYX) and updating items that meet the criteria entered in the warehouse/item file (ICWHSE). If the captured quantity of the item is equal to the physical count, there is no discrepancy and no adjustment is necessary. If there is a discrepancy, the quantity in the warehouse/item file is adjusted by the amount of the discrepancy and a record of the adjustment is created in the adjustments file (ICADJT). The adjustment code is automatically set to PD for physical inventory discrepancy. This adjustment record is available for printing on the next Adjustment Register. In either case, the physical inventory record is then removed from the physical inventory file and its associated sort file.

**FILES USED** - ICMAS, ICALPX, ICCOST, APVEND, ICFUCT

**FILES UPDATED** - ICPHYS, ICWHSE, ICADJT, SMCNTL, ICPHYX, ICLEDG, ICLOTS

**01-Demo Company, Update Inventory (ICU520)**

Template Help

Order  Beginning   First  
 Ending   Last

**Be sure to run the discrepancy report before updating**

Properties

Item Type   All  
 Warehouse   Atlanta Warehouse  
 Days to Next Inventory  **09/08/2002**

Template \_\_\_\_\_  
 None

**Update Inventory (ICU520)**

Help

---

**01-Demo Company** Update Inventory ICU520

Order L Beginning First  
 Ending Last

— Properties —

Item Type SN All

Warehouse 01 Atlanta Warehou

Days to Next Inventory 90 09/10/2002

**Be sure to run the discrepancy report before updating**

— Template —

None

CR-Run Update, F1-Template, F3-Change Answers, F4-Exit |.

## How to update physical inventory

1. To access this program, choose *Inventory Control* → *Physical Inventory* → *Physical Inventory Update*.
2. In the Order input, select from the preset options include **Item number**, **Alpha sort**, **Vendor number**, **item Class**, **Location** or **Movement class**. The order choice automatically appears on the screen as set in the inventory static control record.
3. In the Beginning Order Choice input, enter the beginning order choice to update.
4. In the Ending Order Choice input, enter the ending order choice to update.
5. In the Item Type input, enter the type of item to update: **Stocked** and/or **Nonstocked**. Press **Enter** (CR) to default to SN.
6. In the Warehouse input, enter the warehouse to update. The entry must be a valid warehouse code. Press **Enter** (CR) to default to the warehouse assigned to the terminal.
7. In the Days To Next Inventory input, enter the number of days until the next physical inventory (0-999). The system calculates and displays the date based on the number of days entered. Press **Enter** (CR) to default to 90.
8. In the Discrepancy Report input, enter **Y** or **N** to indicate whether the Discrepancy Report has been printed for the items to be updated. If **N** is selected, a message is displayed and the program exits. If **Y** is selected, the program proceeds to the next input.
9. At the command prompt the system displays the message: End of Inputs Enter Yes to continue, F4-Backup. Enter **YES** to capture the item quantities.
10. The system displays a message telling how many records were updated. Press **OK** on the message to exit the program



## CHAPTER 8

# Inquiries

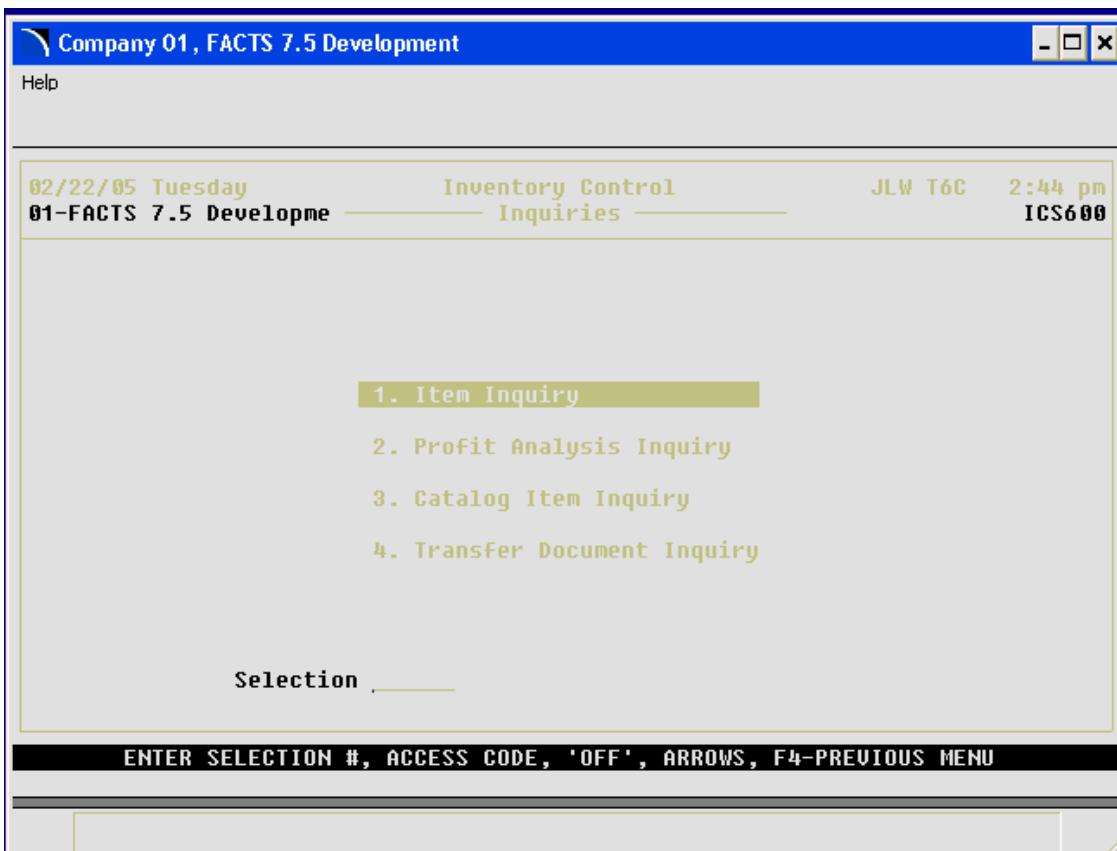
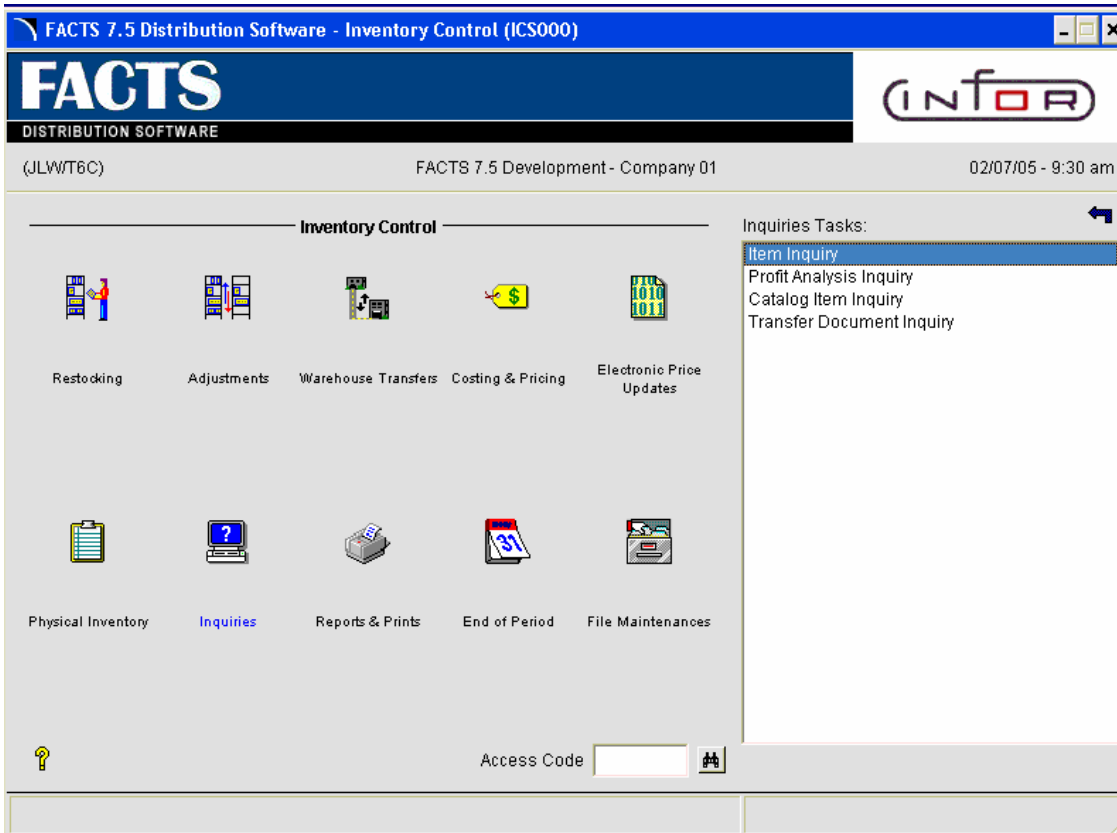
The inquiry menu allows users to display specific item information by item number or perform a search. General or detail information may be displayed for each item. Information is also displayed for a specific warehouse or all warehouses.

The Item Inquiry program provides the following: general information (item class, vendor, etc.), packaging and weight information (units of measure, etc.), warehouse and stocking information (on hand, committed quantities, etc.), costing information (standard, LIFO/FIFO, etc.), pricing information (level pricing, etc.), activity (current period sales, etc.), interchange items, cards, turns (by period), notes (created through this program), restocking (order and line points, lead time, etc.), usage (actual, stockout days, etc.), receipts (last 5), open purchase orders (PO number, quantity, etc.), open sales orders (order/invoice number, quantity, etc.), blanket sales orders (document #, quantity, etc.), production information (manufacturing ticket number, units, etc.), warehouse transfers (transfer ticket number, units, etc.), serial/lot information, vendor-item information, MSDS information (ID, description, etc.), and DOT information (DOT code, freight class, etc.).

The Profit Analysis Inquiry allows users to analyze profits based on an item cost, price and sales history. The program for example displays sales required to maintain profits if a price is lowered.

The Catalog Item Inquiry allows users to review information for catalog items within inventory.

The Transfer Document Inquiry allows you to view the various record types that make up a transfer document.





# Item Inquiry (ICI610)

## Function


This program allows the user to display item information by warehouse in inventory.

## Program Details

When you first access Item Inquiry, the upper portion of the screen contains a **Go to** field, which is used locate specific items. The Go to field is case sensitive. This means that if you enter *i100* to lookup a item number when someone entered it as *I100*, the item record you are looking for will not appear in the browser. You can also enter an item interchange number in the **Go To** field, and the system will automatically switch to the correct item number.



The Starts With option uses only the first column of the Layout list for the search. To use Starts With, enter one or more characters to match the beginning of the records for the search. Then, choose the **Go** button or press **Enter** to begin the search.

For example, if you enter D as the Starts With in the Item Lookup and press ENTER, the Lookup list will redisplay records showing the first item that begins with a D. If there are no matches for your selection, a message displays and the Lookup list does not change.

You can select the  (filters) icon if you want to limit the number of records that appear in the inquiry browser. In GUI, can also choose *Options* → *Filter Values*. In character mode, press **F1**.

### Sync Feature

Sync is a method of connecting the entry programs with information displayed in customer, item and vendor inquiries. It is a helpful feature because it enables you to get real-time information such as customer balances, vendor balances and warehouse quantities, while you are working in entry programs.

You can select the  icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to . Use this display to note whether your inquiry is in Sync mode.

Inquiries are synchronized on a per user basis. In other words, if you are signed on to FACTS in one window with one name and signed on in another window with another name, it will appear as if the Sync function is not working.

The Activities view displays by default. From the Windows menu, you can select other windows of information to open.

The GUI version of the Item Inquiry program you can access 23 views of information in the center section of the screen.

Inquiry information for each item includes:

- General
- Packaging and weight
- Stocking
- Receipts
- Open purchase orders
- Open orders

- Costing
- Pricing
- Activity
- Interchange
- Ledgercards
- Turns
- Item notes (entered through this program)
- Restocking
- Usage
- Warehouse
- Blanket sales orders
- Production
- Transfers
- Serial/Lot
- Vendors
- MSDS information
- DOT information
- Standard Part Numbers
- Companions information
- User-Defined

➤ For more information about inquiry features, such as Sync, filters and preferences, see **Using FACTS**.

**To view item information:**

1. Access this program by choosing **Inventory Control → Inquiries → Item Inquiry**.
2. **In the browser in the upper portion of the screen, the system displays the available items in the system.** You can select an item by double clicking it in the browser. You can enter a specific item number in the Go To field to locate a specific item to display detail information in the browser. The Go to field is case sensitive. This means that if you enter i100 to lookup an item number when someone entered it as I100, the item record you are looking for will not appear in the browser.
3. **In the center section of a screen, select the view that contains the type of information you want to see for this specified item.**

*In graphical:* Choose a view from the *View* menu or select a view from the center view bar.

*In character:* Use the right and left arrow keys to select a view from the view bar.

You can select from:

<b>View</b>	<b>Description</b>
<b>Activity</b>	<p>Displays item activity from the warehouse/item file for the current period. The following information appears in the view: warehouse, beginning on hand quantity, out of balance quantity, lowest on hand quantity for the periods, 12 periods average, month-to-date, year-to-date, and prior year sales in units and dollars and last sale date.</p> <p>➤ The out-of-balance quantity is the difference between the actual on hand and the calculated on hand. The out-of-balance is caused by the fact that many transactions update the actual on hand and provide an after-the-fact audit trail that later updates the sales or the adjustments figures listed on this screen. During normal processing in a period, many items are out of balance. All items should be in balance however just prior to the end of the period after all registers have been run and updated.</p>

**Getting more information on item activity line items:**

**View****Description**

*Graphical users:* In the view area, select the line and choose the Line Detail button or double click on the icon at the beginning of that line.

*Character users:* Press F3, highlight the line and press CR.

The line detail window lists beginning on hand quantities, receipts, quantities in production (for BOM items), adjustments, sales and transfers in/out.

**Blanket Sales Orders**

Displays information on blanket sales orders including document number, the line-item number on which the item appears, the item's hold status, initiating warehouse, order quantity, selling UM, distributed quantity, released quantity, expiration date and customer number.

**Getting more information on Blanket Sales Order lines:**

*Graphical users:* In the view area, select the line and choose the Line Detail button or double click on the icon at the beginning of that line.

*Character users:* Press F3, highlight the line and press CR.

When a blanket sales order is first displayed in detail, the following header information appears: customer number and name, ship-to information, release basis, fixed days (if applicable), add days for order (if applicable), initiating warehouse, entry date and expiration date.

The following line-item information appears: line numbers, item numbers and partial descriptions, shipping warehouse, total quantities ordered, selling UMs, prices, pricing Ums and extension.

At the bottom of the screen, the following line-item information appears: descriptions 1 and 2, lead time, add days for item, item class, vendor, whether usage is updated for this line-item, whether a suggested PO may be created for this line-item, BOM update flag, GL table and discount percentage or amount.

**The selection prompt allows you to perform the following functions:**

**R - Request dates.** Highlight a line number and press R to display request dates. If you want to start listing request dates by a certain date, enter the month and year to start listing.

**CR - Show cost plus data.** (only available if pricing for the line is set to cost +) Displays the percentage added to cost, the current cost and costing UM, and the new calculated cost and costing UM.




**#- Line number to list.** This option is only operative if there are more than nine line-items. Select the line number to list from. The program lists the line-items from that line number.







**N - Displays the next document.** Displays the next blanket sales order document on file for this item. If there are no more blanket orders for this item, the previous screen is displayed.

**F2 - Displays the full header.** Displays the full header as well as the

<b>View</b>	<b>Description</b>
	customer name and number, address, ship-to number and address, hold status, entry date, expiration date, completion date (if applicable), initiating warehouse, freight code, ship via, salesperson, department name and number, terms, reference number (if applicable), release basis, fixed days (if applicable) and add days (if applicable).
	<b>F3 - Displays the ending routine information.</b> Displays the document memo and other footer information (if applicable).
	<b>F4 - Exit.</b> Closes the line detail window and returns you back to the main inquiry.
<b>Cost</b>	Displays costing information including standard, average, last, manual and suggested cost; markup percent and date of last cost change.
<b>General</b>	Displays the following information from the item's master file: item class; item price class; vendor; vendor item; substitute items (up to 3); the freight class, sequence number, commission percent and GL table associated with this item; whether the selected item is taxable, manufactured or a serial/lot item; whether the item posted to Misc. Sales; and the date the item was established (entered) in the system.
<b>Interchange</b>	Display all interchange items and memos for the selected item.
<b>Ledgercards</b>	Displays all ledgercard information for this item: warehouse, warehouse, date, transaction type, units affecting inventory, new on-hand quantity, document number, register number and the adjustment code of the adjustment that created the ledgercard.  You can view ledgercard listings from newest to oldest (default) or oldest to newest.  <b>To change the order:</b>  <i>Graphical users:</i> Select the order from the Start from dropdown list.  <i>Character users:</i> Press F3 to switch focus to the bottom view area and type O at the selection prompt.  In either order, you can go to a specific date by entering it in the prompt. Use the MM/DD/YY format. (In graphical, the date appears in YY/MM/DD format for sorting purposes.)  Select the <b>View Doc</b> button (GUI Users) at the bottom of the screen to display additional document detail information. CUI Users: Press Enter to display additional document detail information for currently highlighted ledgercard line. The system checks to see if detail info exists for currently highlighted ledgercard line for its transaction type. For IC ledgercards there are 7 transaction types: A - Adjustment, D - Daily Sales Register, R -

<b>View</b>	<b>Description</b>
	<p>Receipts, F - Formulation, I - Item Balance Register, P - Production, W - Warehouse Transfer. Two of these types display additional document detail information. When you select View Doc, type D- Daily Sales Register displays SO Doc Inquiry in view-only Past Invoice mode and type R - Receipts displays PO Doc Inquiry in view-only Past Document mode. If no information exists the system displays a message indicating no information exists instead of the transaction detail screen. If a record for PO Doc Inquiry exists in Password &amp; Security F/M, the user must have the security code and password on file in order to access this screen.</p>
<b>LIFO/FIFO Cost</b>	<p>Displays the last 10 levels stored of LIFO/FIFO costing along with a weighted average of the costing layers for the selected item.</p> <p>The following information appears in the view: warehouse, date received, unit cost, quantity received, unit of measure, quantity on hand and quantity allotted.</p> <p>☞ <i>The allotted quantity refers to the quantity of a particular cost layer that has been confirmed for shipment, but not yet relieved by the DSR.</i></p>
<b>Open Orders</b>	<p>Displays all open orders on which the selected item appears. The following information appears in the view area: document number, warehouse, document type (O-open work orders, B-backorders, I-invoices, C-credit memos and S-counter sales), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order and V-voided invoice), entry date, units ordered, units backordered, selling unit of measure, price, pricing unit of measure and customer number.</p> <p>Go directly to a document number by entering the number in the prompt.</p>
<b>Open Purchase Orders</b>	<p>Displays all open purchase orders on which the selected item appears.</p> <p>The following information appears in the view area: purchase order number, type (P-purchase order, B-backorder, R-noninvoiced receipt), status (E-entered but not printed, P-printed, R-received, D-deleted, V-voided after received), vendor, warehouse, requested date, promised date, received date, units, buying unit of measure, cost and costing unit of measure. An * by the purchase order number indicates a direct shipment.</p>
<b>Package</b>	<p>Displays packaging information including units of measure, conversion factors, standard pack (buying unit of measure) and weight.</p>


<b>View</b>	<b>Description</b>
	<p><b>Viewing Default UMs for the selected item:</b></p> <p><i>Graphical users:</i> In the view area, select the line and choose the Default UM button or double click on the icon at the beginning of that line.</p> <p><i>Character users:</i> Press F3, highlight the line and press CR.</p>
<b>Production</b>	Displays production information including ticket number, warehouse, type (B-bill of material and F-formulation), status (E-entered, P-printed and C-confirmed) units, stocking unit of measure, scheduled date, production date, and memo (component or finished item) and number produced or finished item.
<b>Pricing</b>	Displays pricing information including current and suggested list price and manual cost, the pricing unit of measure, the current and suggested standard price, current and suggested pricing for levels used by the system (1-6 as set in the IC Static Control F/M), date of last price change, and effective date of suggested prices (if applicable).
<b>Receipts</b>	<p>Displays receipt information for the last 5 receipts: PO number, received date, units received, stocking unit of measure, received cost, costing unit of measure, lead time, lead time status (abnormal, normal, or ignored) and the vendor. You can use the Start From feature select the warehouse to use to start the display in the browser. Select the  icon to search for warehouses, the  icon to start at the beginning of the warehouse list or the  icon to start the display with the next warehouse on file.</p> <p>Note: The Start From Feature has the following limitations.</p> <p>If the system gets interrupted when loading information based on the start from you enter and you select Next, the system will redisplay the warehouse information from the beginning – not at the exact line where the load process was interrupted.</p>
<b>Restocking</b>	<p>Displays restocking information including warehouse, movement class, seasonality (N-nonseasonal, H-high seasonal, or L-low seasonal), usage rate, restocking type-order point, replenishment setting, line point or minimum stock, maximum stock, order quantity method, order quantity, flag indicating whether your system allows non-stock purchase of this item without a sales order, restocking warehouse, average lead time, frozen date, periods frozen and controls frozen (restocking amounts, order quantity, lead time and/or safety allowance).</p> <p>You can select the Next Whse button to display restocking information for this item in the next warehouse where it is stored.</p>
<b>Serial/Lot</b>	<p>Displays the following serial/lot information: warehouse, serial/lot number, DOC number, date received, vendor, received cost and on hand quantity.</p> <p><b>Getting more additional Serial/Lot information:</b></p>

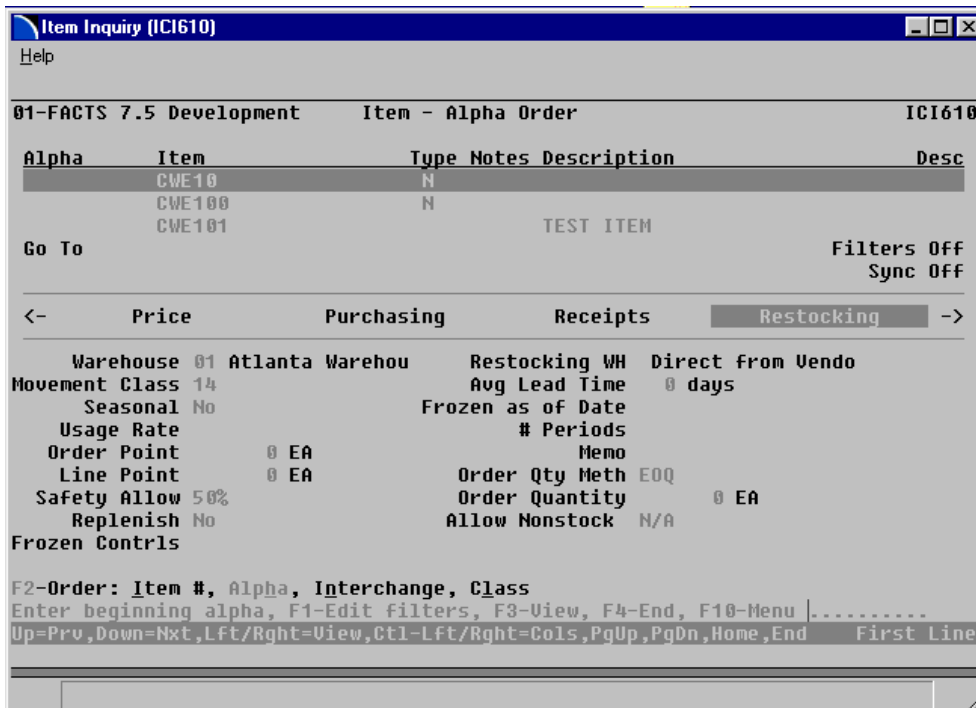
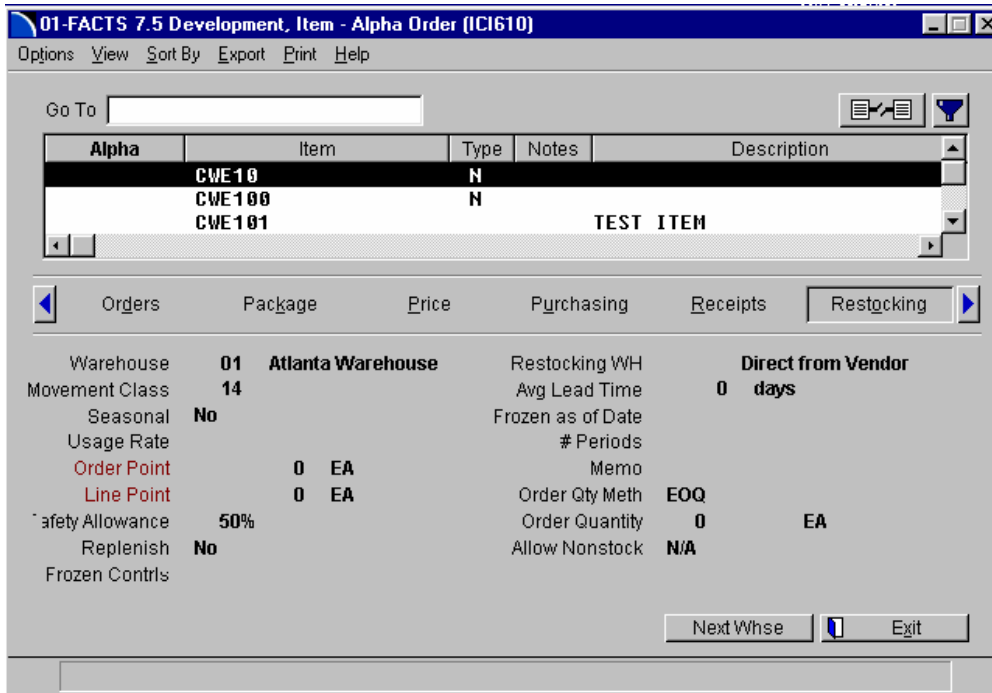
<b>View</b>	<p><b>Description</b></p> <p><i>Graphical users:</i> In the view area, select the line and choose the Line Detail button or double click on the icon at the beginning of that line.</p> <p><i>Character users:</i> Press F3, highlight the line and press CR.</p> <p>Detailed serial/lot information includes availability (YES, NO or in EQUIPMENT RENTAL inventory), expiration, memo and last usage.</p>
<b>Transfers</b>	<p>Displays the following transfer information: ticket number, status (E-entered, P-printed, S-shipped, T-transferred and R-received), FROM warehouse, TO warehouse, entry date, units shipped, units received, stocking unit of measure, and memo.</p>
<b>Turns</b>	<p>Displays the following turn information, by warehouse, for each of the past 12 periods, the usage and end-of-period on hand quantity. Summary information (at the bottom of the list) displays the 12 period usage and the 12 period average on hand and calculates the number of turns.</p> <p>You can use the Start From feature select the warehouse to use to start the display in the browser. Select the  to search for warehouses, the  icon to start at the beginning of the warehouse list or the  icon to start the display with the next warehouse on file.</p> <p>Note: The Start From Feature has the following limitations.</p> <p>If the system gets interrupted when loading information based on the start from you enter and you select Next, the system will redisplay the warehouse information from the beginning—not at the exact line where the load process was interrupted.</p>
<b>Usage</b>	<p>Displays the following usage information by warehouse: qualified and actual usage, stocking unit of measure, number of stockout days, the percentage dip below the safety stock for the current period and the last 12 periods and the stockout date.</p> <p>You can use the Start From feature select the warehouse to use to start the display in the browser. Select the  icon to search for warehouses, the  icon to start at the beginning of the warehouse list or the  icon to start the display with the next warehouse on file.</p> <p>Note: The Start From Feature has the following limitations.</p> <p>If the system gets interrupted when loading information based on the start from you enter and you select Next, the system will redisplay the warehouse information from the beginning—not at the exact line where the load process was interrupted.</p>
<b>Vendors</b>	<p>Displays the following vendor information: warehouse, vendor number and name, vendor-item number and manual cost.</p> <p><b>Getting more information on vendors:</b></p> <p><i>Graphical users:</i> In the view area, select the line and choose the Line</p>

<b>View</b>	<b>Description</b>
	<p>Detail button or double click on the icon at the beginning of that line.</p> <p><i>Character users:</i> Press F3, highlight the line and press CR.</p> <p>The line detail information for vendors provides last receipt and history information, including month-to-date, year-to-date and prior year units and dollars.</p>
<b>Companions</b>	Displays the companion items and memos defined for the item being inquired upon.
<b>Warehouse</b>	<p>The Warehouse view displays warehouse information for all warehouses from the warehouse/item file including warehouse, on hand quantity, quantity committed, quantity available, quantity backordered, quantity on order, stocking unit of measure, date of last physical, primary (bin) location, movement class and seasonality (N-nonseasonal, L-low seasonal or H-high seasonal).</p> <p>Select the UM Prices button to display the available UMs, standard prices and price levels for the item. To select a different Um, highlight it in the browser and click the Select UM button.</p> <p>Select the Alt Locations button to display the alternate locations set up for the item in the selected warehouse. Select the Next Whse button to loop through the alternate bin locations for each warehouse that is set up for the selected item.</p>
<b>MSDS</b>	Displays the following Material Safety Data Sheet (MSDS) information: the MSDS ID, description, literature location, MSDS on-line print file path and name, MSDS print code, MSDS revision date and whether an MSDS is required for this item. If the item is not an MSDS item, the message "ITEM DOES NOT NEED MSDS" will appear.
<b>DOT</b>	Displays Department of Transportation (DOT) Code information including DOT Code, shipping name, freight class, whether the DOT Code is for a hazardous material item, hazardous material entry, hazard class, UN/NA identification number, packing group, Emergency Response Guide (ERG) number, technical/chemical names 1 and 2, and additional descriptions 1 through 4.
<b>Standard Part Numbers</b>	<p>Displays alternate standard part numbers on file for the selected item, the part number source (for instance, UPC, IDW or EAN) and the part number description.</p> <p>This view enhances the UPC view available in releases prior to 7.1. Standard part numbers – entered in the Standard Part Number Entry program – enables you keep multiple industry standard part numbers on file for each FACTS item number.</p>
<b>Notes</b>	Displays all notes for this item. Notes are stored by item, not by warehouse/ item. For information on entering, deleting and changing notes, see <i>Using FACTS</i> .



View	Description
User-Defined	The data that appears on the User-Defined view of Item Inquiry comes from the User-Defined view of Item F/M (ICF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Item F/M (ICF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

4. When you are finished reviewing information for vendors, select the  icon to close the Item Inquiry program



### Technical Notes

Information displayed is accessed from the following files:

General (ICMAST)  
 Package (ICMAST)

Restocking (ICWHSE)  
 Usage (ICWHSE)

Warehouse (ICWHSE)	Receipts (POPAST)
Cost (ICWHSE, ICCOST, ICCPCH)	Purchases (PORDER)
Price (ICMAST, ICPRIC, ICPRQB)	Orders (SORDER)
Activity (ICWHSE)	Production (MCBPRD, MCFPRD)
Interchange (ICINTR)	Transfers (ICTRAN)
Ledgercard (ICLEDG)	Serial (ICLOTS)
Notes (ICNOTE)	MSDS (SOMSID)
- Vendors (POVNIT)	- DOT (SODTCD)
- Blankets (SOBSOL, SOBSON, SOBSOR, SOBSOM)	

**FILES USED** - SMCNTL, ICMAS, ICWHSE, SOITMX, ICWHSX, ICPRIC, ICPRQB, APVEND, ICCOST, POITMX, ICALPX, ICLOTS, ICNOTE, ICCLSX, ICINTR, ICINTX, ICLEDG, POPAST, PORDER, SORDER, MCBPRD, MCFPRD, MCITMX, ICTRAN, ICTRAX, POVNIT, POVNIX, SOMSID, SOBSON, SOBSOL, SOBSOR, SOBSOM

# Profit Analysis Inquiry (ICI630)

## Function

This program allows the user to analyze profits based on an item's sales/price/cost curve. By highlighting the interrelationship between price, cost and gross margin, and indicating how sales must be affected to maintain the same total gross margin, the user is better able to determine the optimum selling price.

Changing almost any of the two inputs below affects the information and other rows and columns. Entering unit sales projections displays the total gross margin in dollars and margin.

For example, an item costing \$4 and selling for \$5 has a gross margin of \$1 or 25% (depending on the GM % basis flag in the company control record - set to C-cost for this example). To determine the effect of lowering the price just \$.25 to \$4.75, simply change the new price to \$4.75, or enter the new GM as \$.75. The resulting display shows the new GM % to be 18.8%, the change in price to be 5%, yet sales must increase 33.3% to retain the same total dollar profit! (This may not be a wise reduction.)

This inquiry does not maintain or retain any data in any files. The old and new costs are set to be the same for each item as it is displayed. The user enters the fields to be changed for analytical purposes.

## User Inputs

The following inputs are involved in changing fields in the Profit Analysis Inquiry:

### 1. Warehouse

Enter the warehouse. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 8).

### 2. Item

Enter the item. The entry must be a valid item number. CR defaults to the first item on file in the warehouse. F2 allows a search (ref. 6).

The following line numbers may be changed to enter the appropriate fields:

#### 1. Old Cost of Item

Enter the old cost of the item. CR defaults to the current cost of the item.

#### 2. Old Price of Item

Enter the old price of the item. CR defaults to the current price of the item.

#### 3. Old Gross Margin

Enter the old gross margin of the item. CR defaults to the current gross margin of the item.

**4. Old Profit Margin**

Enter the old profit margin of the item. CR defaults to the current profit margin of the item.

**5. Old Units Sold**

Enter the units sold of the item.

**6. New Cost of Item**

Enter the new cost of the item. CR defaults to the current cost of the item.

**7. New Price of Item**

Enter the new price of the item. CR defaults to the current price of the item.

**8. New Gross Margin**

Enter the new gross margin of the item.

**9. New Profit Margin**

Enter the new profit margin of the item. CR defaults to the current profit margin of the item.

**10. New Units Sold**

Enter the units sold of the item.

**11. Cost Change**

Enter the cost change of the item.

**12. Price Change**

Enter the price change of the item.

**13. Gross Margin Change**

Enter the gross margin change of the item.

**14. Units Sold Change**

Enter the change of the units sold.

**15. Cost % Change**

Enter the cost % change of the item.

**16. Price % Change**

Enter the price % change of the item.

**17. Gross Margin % Change**

Enter the gross margin % change of the item.

**18. Units Sold % Change**

Enter the % change of the units sold.

### Technical Notes

Files are used to display information, however, changes entered are not saved.

**FILES USED** - SMCNTL, ICMAS, ICINTR, ICALPX, ICWHSE, ICCLSX

**FILES UPDATED** - NONE

Profit Analysis Inquiry (ICI630)

01-Demo Company      PROFIT ANALYSIS INQUIRY      ICI630

WAREHOUSE 01<

ITEM

ITEM	OLD	UM	NEW	CHANGE	% CHANGE
COST OF ITEM 1.	6.		11.		15.
PRICE OF ITEM 2.	7.		12.		16.
GROSS MARGIN 3.	8.		13.		17.
GROSS MARGIN % 4.	9.				
UNITS SOLD 5.	10.		14.		18.
PROFIT					

ENTER WAREHOUSE CODE (CR=01), F2-SEARCH, F4-END

01 Search End OK


## Catalog Item Inquiry (ICI290)

Use Catalog Item Inquiry to review information for catalog items within inventory.

When you first access Catalog Item Inquiry, the upper portion of the screen contains a Go to field, which is used locate specific items. The Go to field is case sensitive. This means that if you enter i100 to lookup a item number when someone entered it as I100, the item record you are looking for will not appear in the browser.

The Starts With option uses only the first column of the Layout list for the search. To use Starts With, enter one or more characters to match the beginning of the records for the search. Then, choose the Go button or press Enter to begin the search.

For example, if you enter D as the Starts With in the Item Lookup and press Enter, the Lookup list will redisplay records showing the first item that begins with a D. If there are no matches for your selection, a message displays and the Lookup list does not change.

You can select the  (filters) icon if you want to limit the number of records that appear in the inquiry browser. You can also choose Options→Filter Values.



There are two views available in the lower portion of the screen:

**General** Displays the following information from the item's master file: item class; item price class; vendor; vendor item; interchange item number, weight, model number and standard package size associated with this catalog item and the date the item was established (entered) in the system.

**Pricing** Displays pricing information including current and suggested list price and manual cost, the pricing unit of measure, the current and suggested standard price, current and suggested pricing for levels used by the system (1-6 as set in the IC Static Control F/M), and quantity break prices in both the default Pricing and Quantity Break UM (if available).

### Sync Feature

Sync is a method of connecting the entry programs with information displayed in customer, item and vendor inquiries. It is a helpful feature because it enables you to get real-time information such as customer balances, vendor balances and warehouse quantities, while you are working in entry programs.

You can select the  icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to . Use this display to note whether your inquiry is in Sync mode.

Inquiries are synchronized on a per user basis. In other words, if you are signed on to FACTS in one window with one name and signed on in another window with another name, it will appear as if the Sync function is not working.

The Activities view displays by default. From the Windows menu, you can select other windows of information to open.

01-FACTS 7.2 Development, Catalog Item - Alpha Order (ICI290)

Options View Sort By Export Print Help

Go To

Alpha	Item	Description	UM	Price
	ROXTEST		EA	
STK CAT IT	STKCAT STK CAT ITEM		EA	120
Tim's 1st	CAT-TAP1	Tim's 1st catalog item	BX	105

General Price

Item Class GEN General Supplies Date Added 08/22/2001

Price Class GEN General Supplies Weight 2.000

Vendor V100 General Industrial Mfg.....+ Model #

Vendor-Item Std Pack 1

Interchange

Exit

Enter beginning alpha to go to

Catalog Item Inquiry (ICI290)

Help

01-FACTS 7.5 Development Catalog Item - Alpha Order ICI29

Alpha	Item	Description	UM	Price	Use
240U	LO UNIT HTR	240U	EA	1410.00	
240U	LO UNIT HTR	240U	EA	1875.00	
TEST	TIM	TEST	BX	100.00	

Go To  Filters Off

General Price

Item Class GEN General Supplies Date Added 04/08/2005

Price Class GEN General Supplies Weight .000

Vendor U110 Georgia Shipping Equip. C Model #

Vendor-Item 62101 Std Pack 1

Interchange 78162362101

F2-Order: Alpha, Vendor, Item Class, Item  
 Enter beginning alpha, F1-Edit Filters, F4-End, F10-Menu .....  
 Up=Prv, Down=Nxt, Lft/Rght=View, Ctl-Lft/Rght=Cols, PgUp, PgDn, Home, End First Lin



01-FACTS 7.2 Development, Catalog Item - Alpha Order (ICI290)

Options View Sort By Export Print Help

Go To

Alpha	Item	Description	UM	Price
	ROXTEST		EA	
STK CAT IT	STKCAT STR CAT ITEM		EA	120
Tim's 1st	CAT-TAP1 Tim's 1st catalog item		BX	105

General Price

Pricing UM	EA	List Price	100.000
Manual Cost	20.000	Std Price	120.000
Price Level 1	50.000	Qty Break Level 1	2
Price Level 2	45.000	Qty Break Level 2	4
Price Level 3	40.000	Qty Break Level 3	6
Price Level 4	35.000	Qty Break Level 4	8
Price Level 5	33.000	Qty Break Level 5	10
Price Level 6	30.000	Qty Break Level 6	12

Exit

Enter beginning alpha to go to

Catalog Item Inquiry (ICI290)

Help

01-FACTS 7.5 Development Catalog Item - Alpha Order ICI290

Alpha	Item	Description	UM	Price	Ue
2400	LO UNIT HTR	2400	EA	1410.00	
2400	LO UNIT HTR	2400	EA	1875.00	
TEST	TIM	TEST	BX	100.00	

Go To  Filters Off

General Price

Pricing UM	EA	List Price	1410.00
Manual Cost	1551.000	Std Price	1410.00
Price Level 1	1410.00	Qty Break Level 1	2
Price Level 2	1400.00	Qty Break Level 2	4
Price Level 3	1385.00	Qty Break Level 3	6
Price Level 4	1345.00	Qty Break Level 4	8
Price Level 5	1320.00	Qty Break Level 5	10
Price Level 6	1299.00	Qty Break Level 6	13

F2-Order: Alpha, Vendor, Item Class, Item  
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu |.....  
 Up=Prv,Down=Nxt,Lft/Rght=View,Ct1-Lft/Rght=Cols,PgUp,PgDn,Home,End First Line

## Transfer Document Inquiry (ICI640)

The Transfer Document Inquiry allows you to view the various record types that make up a transfer document.

**Use the following inputs to display transfer document inquiry information:**

### 1. From Warehouse

Enter the warehouse from which items are to be transferred.

### 2. To Warehouse

Enter the warehouse to which items will be transferred.

### 3. Ticket Number

Enter a valid transfer ticket number. Press F2 to search - Search orders will be descending ticket number, reference number and item number.

GUI Users: You can highlight a line in the browser and press the:

**Line Detail** button to access transfer document line details.

**Shipments** button to access receipt line details.

{bmct noteitemon.shg} to access Note ENtry (SME710) for the item highlighted in line item browser.

{bmct noteheaderon.shg} to access Note Entry (SME710) for the transfer header record specified in the program.

{bmct notelineon.shg} to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

**Note: When in Overview mode, you cannot access the Notes feature.**

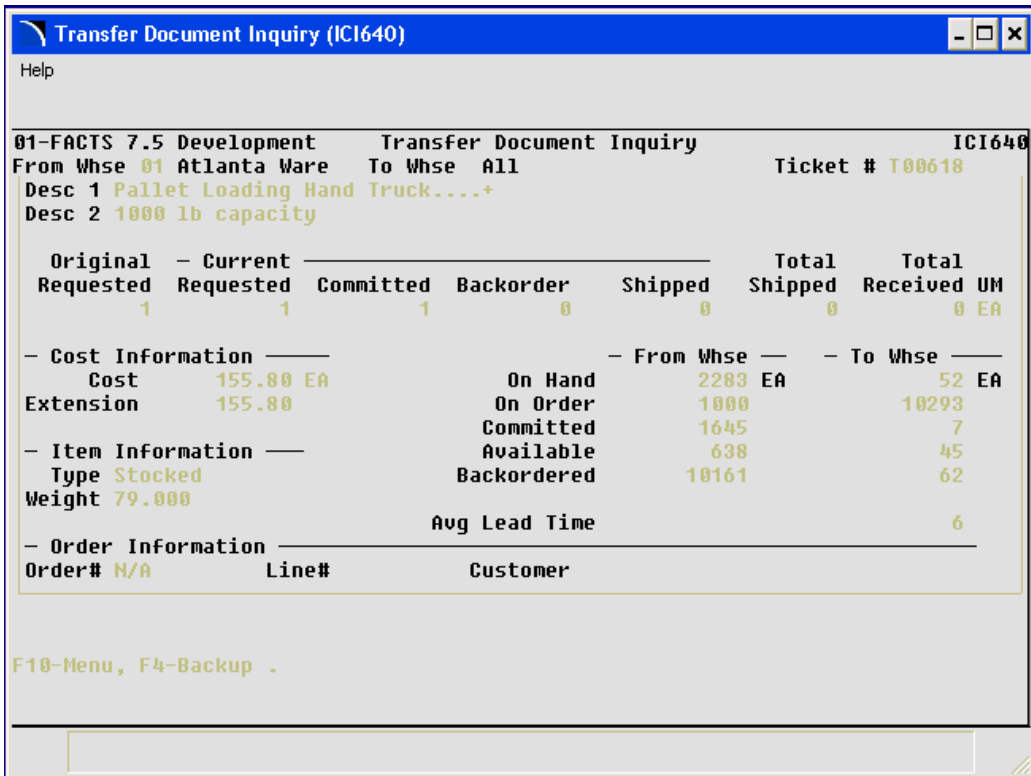
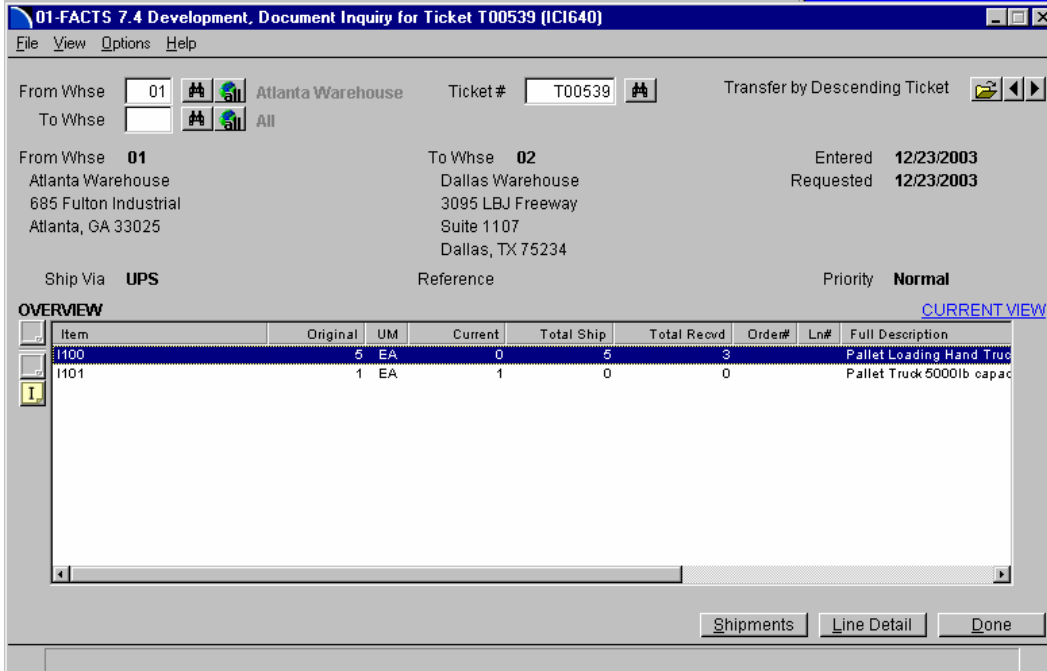
CUI Users: You can highlight a line in the browser and press :

**L** to access transfer document line details.

**S** button to access receipt line details.

In the Notes: area of the screen, just above the line item section, the system displays TRNH, TRNL, or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F-10 Menu and the View Item Notes, Transfer Header Notes, or Transfer Line Notes options, and the system displays the Notes Display or Note Entry (SME710) screen depending on your user permissions about notes. Refer to the Viewing/Entering Notes from IC Warehouse Transfer Programs topic for details in the IC Overview section.

**Note: When in Overview mode, you cannot access the Notes feature.**



If there is an open shipment request for the ticket (in Current mode), that system displays:

**Shipment Request Header Information:**

“From” warehouse, name and 3 address lines

“To” warehouse, name and 3 address lines

Date entered

Date requested

Date shipped

Ship via

Reference number

Priority

Status of the document being displayed

**Shipment Request Line information:**

**Ticket T00543 Line 001 - Item I101 Pallet Truck**

File View Options Help

Item **I101**

Description 1 **Pallet Truck**

Description 2 **5000lb capacity/ 8" wheels**

Original Requested	Current Requested	Committed	Backorder	Shipped	Total Shipped	Total Received UM
1	1	0	1	0	0	0 EA

Cost Information

Cost	From Whse	To Whse
288.150 EA	On Hand 37 EA	1 EA
Extension 288.150	On Order 10	21
	Committed 63	0
	Available -26	1
	Backordered 33	1
	Avg Lead Time	2

Item Information

Type **Stocked**

Weight **196.000**

Order Information

Order#	Line#	Customer
N/A		

Buttons: Backup, Serial/Lot, Recpt Hist

Transfer Document Inquiry (ICI640)							
01-FACTS 7.5 Development      Transfer Document Inquiry							ICI640
From Whse 01 Atlanta Ware      To Whse All					Ticket # T00618		
Desc 1 Pallet Loading Hand Truck....+							
Desc 2 1000 lb capacity							
Original Requested	Current Requested	Committed	Backorder	Shipped	Total Shipped	Total Received	UM
1	1	1	0	0	0	0	EA
- Cost Information -				- From Whse -		- To Whse -	
Cost	155.80 EA	On Hand	2283 EA	On Order	1000	10293	EA
Extension	155.80	Committed	1645	Available	638	45	
- Item Information -				Backordered	10161	62	
Type	Stocked	Avg Lead Time		6			
Weight	79.000						
- Order Information -							
Order#	N/A	Line#	Customer				
F10-Menu, F4-Backup .							

Line number (display sequence number)

Item number

Description 1

Requested

UM of the shipment request

Committed

Backordered

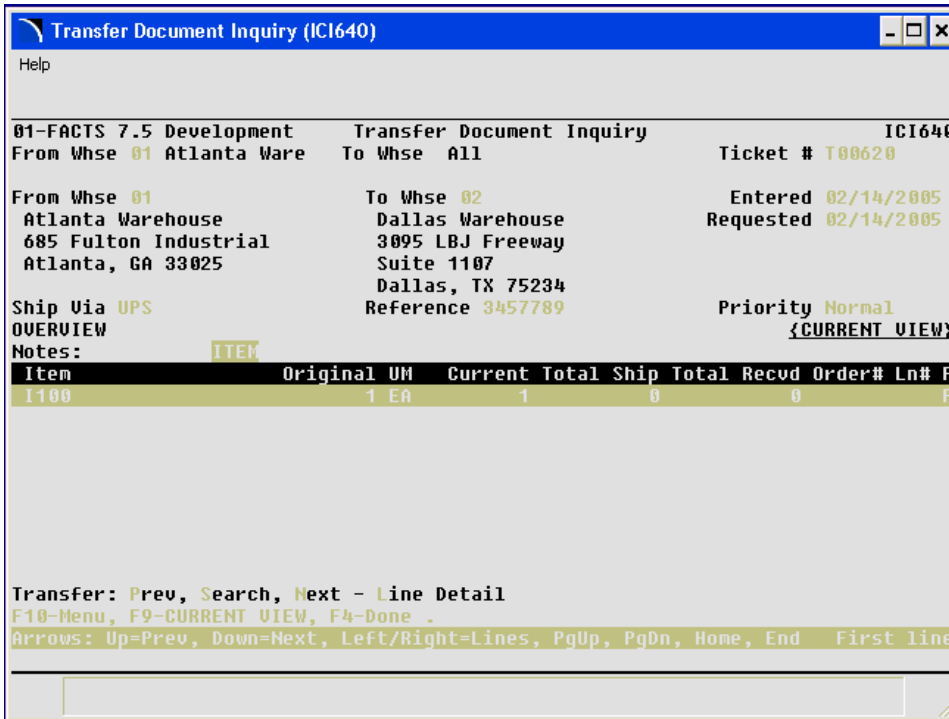
Shipped

Sales Order number

Sales Order line

Full Description

Press the **Line Detail** (disabled if there are no receipts for the ticket on file) button to scroll through receipts. You can press the Overview hyperlink to switch to Overview mode.



If there is **no** open shipment request remaining for the selected ticket number, then the system displays the ticket receipts in Overview mode.

**Receipts header information includes:**

“From” warehouse, name and 3 address lines, “To” warehouse, name and 3 address lines, and from the first receipt: Date entered, Date requested, Ship via, Reference number, and Priority

**Receipt Request Line information:**

**01-FACTS 7.4 Development, Receipts for Ticket T00539 (ICI640)**

File View Options Help

Ticket # **T00539**      Receipts by Receipt

Ship # **00001**

From Whse **01**      To Whse **02**      Status **Received**

Atlanta Warehouse      Dallas Warehouse      Entered **12/23/2003**

685 Fulton Industrial      3095 LBJ Freeway      Requested **12/23/2003**

Atlanta, GA 33025      Suite 1107      Shipped **12/23/2003**

                                 Dallas, TX 75234      Received **12/23/2003**

Ship Via **UPS**      Reference      Priority **Normal**

**CURRENT VIEW**

LN#	Item	Requested	UM	Shipped	Received	Order#	Ln#	Full Description
001	I100	5	EA	2	2			Pallet Loading Hand Truck 4000 lb cap

Units **2.000**      Weight **158.000**

Line Detail      Done

**Transfer Document Inquiry (ICI640)**

Help

01-FACTS 7.4 Development      Receipts for Ticket **T00539**      ICI640

                                 Ship # **00001**

From Whse **01**      To Whse **02**      Status **Received**

Atlanta Warehouse      Dallas Warehouse      Entered **12/23/2003**

685 Fulton Industrial      3095 LBJ Freeway      Requested **12/23/2003**

Atlanta, GA 33025      Suite 1107      Shipped **12/23/2003**

                                 Dallas, TX 75234      Received **12/23/2003**

Ship Via **UPS**      Reference      Priority **Normal**

**CURRENT VIEW**

Notes: TRNH TRNL ITEM

LN#	Item	Requested	UM	Shipped	Received	Order#	Ln#	Full Description
001	I100	5	EA	2	2			Pallet Load

Units **2.000**      Weight **158.000**

Receipts: Search, Next - Line Detail

F10-Menu, F4-Done

Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

The line browser information includes:

Item number,

Description 1,

Original Requested quantity,

UM,

Total Shipped ( total shipped from the line totals file using the UM from the first receipt found),

Total Received (total received from the line totals file plus any un-updated receipts for this line (accumulated in smallest UM) displayed using the UM from the first receipt found),

Sales Order number,

Sales Order line

Full Description

The quantities display in the unit of measure of the receipt being viewed. The lines will display in sequence number order. The system also displays the totals for units and weight.



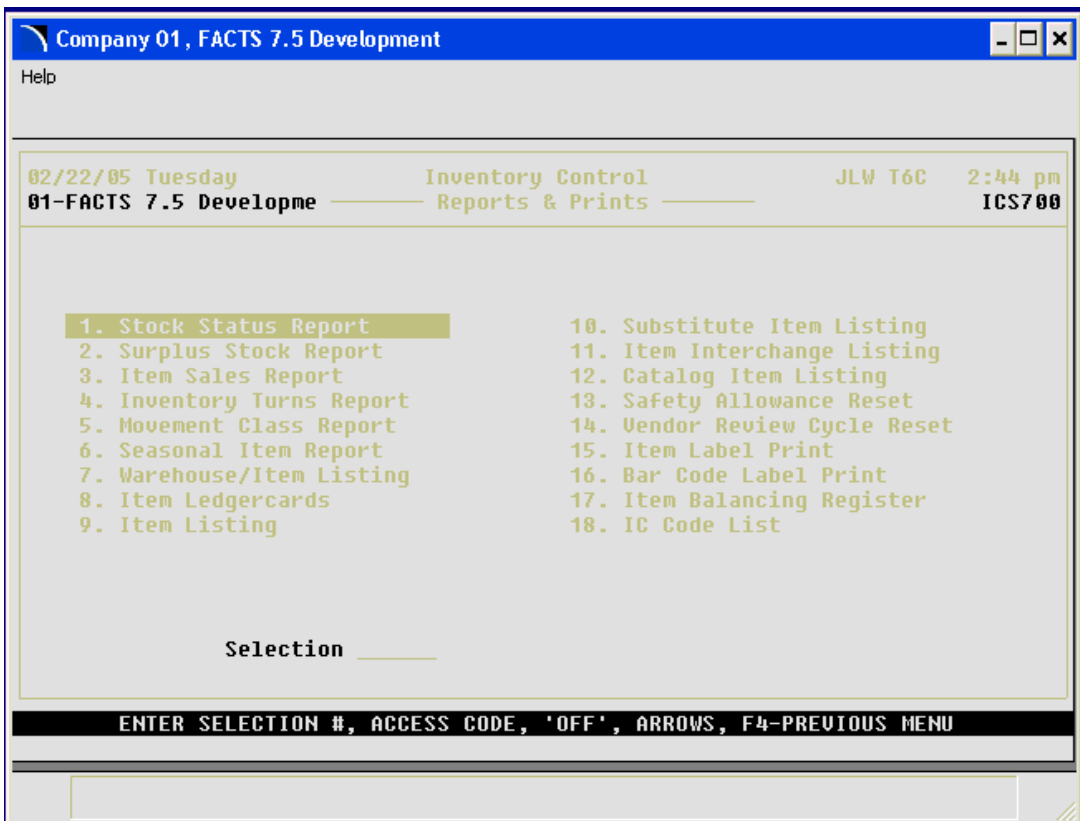
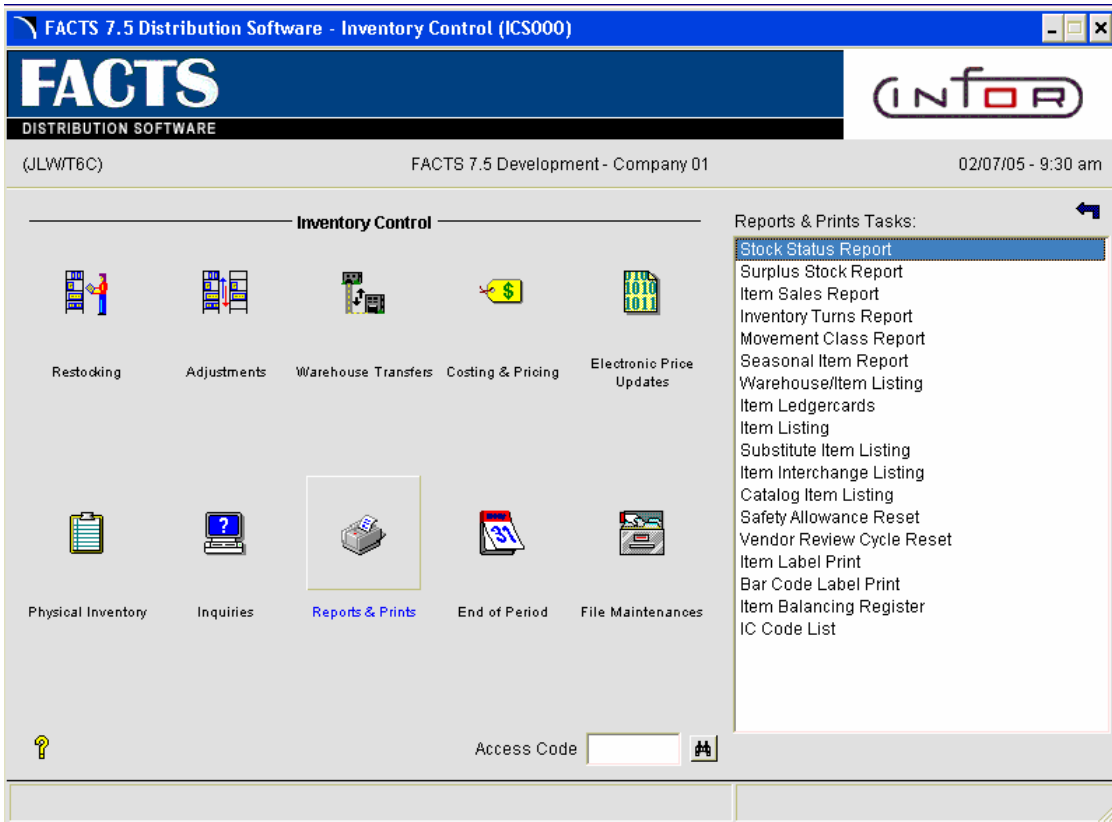
## CHAPTER 9

# Reports & Prints

Most inventory reports have the option of printing in item, alpha, item class or vendor order. In addition to the order, the user may choose the range to be printed. For example, if the order selected is item number, input of the beginning and ending item number is required.

1. The Stock Status Report provides a report listing the on hand quantity of each item, the value (cost) of the item and extension giving the total valuation of each item. The report may be printed by warehouse giving the value of each warehouse. The value (cost) may be selected when printing the report. Therefore, the user may see the value of a warehouse based on the standard, average, last or manual cost.
2. The Surplus Stock Report provides a report listing all items at or above their maximum stocking levels.
3. The Item Sales Report provides a report listing sales based on the accumulated sales history stored for each item or item by warehouse. The report includes month-to-date, year-to-date, and prior year figures in unit or dollar amounts.
4. The Inventory Turns Report provides a report listing the number of inventory turns per item and provides warehouse totals. Inventory turns are calculated as the unit sales divided by the average on hand.
5. The Movement Class Report provides a report listing item by warehouse code in movement class order. The movement class is determined by the percentage of sales of the item in the last year.
6. The Seasonal Item Report provides a report listing seasonal items along with usage information. The report may also recalculate seasonality of items and optionally reset the seasonality flag in the warehouse/item file.
7. The Warehouse/Item Listing provides a report listing all items assigned to each warehouse. On hand, on order and committed quantities may be included. This listing is especially useful for verifying stocking information after the initial warehouse setup.

8. The Item Ledgercards Listing prints a list of the transaction types chosen that have affected the item's on hand quantity. Warehouses may be selected.
9. The Item Listing provides a report listing all items in the inventory file, along with specific information regarding each item. The user may print either package (units of measure, conversion factors, etc.) or general (item class, alpha sort, etc.) information.
10. The Substitute Item Listing provides a report listing each item and its substitute items. Substitute items are maintained through the Item F/M program and may be used in sales orders as a substitute (replacement) when the item ordered is not available.
11. Item Interchange Listing prints a list of all item interchange numbers. The item interchange file is a storage place for interchangeable or superseded part numbers listed for one stock item.
12. The Catalog Item Listing allows listing of catalog items to be printed. Catalog items are items that are provided by a vendor but are not stocked.
13. The Safety Allowance Reset may be used to recalculate and update the safety allowance. Initially, all items are assigned the standard safety allowance percent. However, after 12 periods of usage has been maintained the standard percent may be too high or too low depending on individual item usage and the amount of safety stock used.
14. The Vendor Review Cycle Reset may be used to recalculate and update the vendor's review cycles. Initially, the vendor review cycle is set by the user. However, after 12 periods of purchasing has been maintained, the review cycles may be too high or too low depending on the total purchases and buying target (\$) by the user for each vendor.
15. The Item Label Print program allows labels to be printed from the information stored in the item file. Each label includes the item number and description. Optional information includes the unit of measure, standard pack, item class and location.
16. Bar Code Label Print program prints bar code labels of item numbers.
17. The Item Notes Print program prints the notes for any items in the item file.
18. The IC Code List prints a listing of the various IC codes including item classes, item price classes, general ledger posting tables, adjustment codes, unit of measure codes, and warehouses.
19. The Item Balancing Register resets quantities for on-hand, on-order, committed, backordered, and LIFO/FIFO cost layers. It needs to be run only if quantities become out of balance due to a system malfunction or user error.



# Stock Status Report (ICR710)

## Function

This program allows the user to obtain a report of the status and valuation of all items in inventory. The user selects the cost (standard, average, last or manual) used to determine valuation.

The user has the option to:

- Select the print order - item, alpha, vendor, movement class or item class.
- Select the beginning and ending order choice.
- Select item type to print.
- Select the vendor (or item class) to print.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Print active, inactive, or all items.
- Select the cost used to determine valuation.
- Print next period activity.
- Print totals only.
- Print serial/lot items in detail.
- Print with or without Zero Balance items.

Report information includes the following: item number, description, movement class code, seasonality code (Nonseasonal, High seasonal or Low seasonal), quantity on hand, on order, committed, and backordered, stocking unit of measure, selected cost, costing unit of measure, and extended cost. Item class or vendor, warehouse and report totals are also printed. The total number of items listed is also included. An asterisk (\*) indicates the on hand and committed quantities are insufficient to meet the committed and backordered requirements.

In the three formats, item and report totals and the total number of items listed are printed. If the print order selected is vendor, the report prints item class totals within vendor and vendor totals. If the print order selected is item class, the report prints vendor totals within item class and item class totals.

### **Note: Serial/Lot Item Costing**

You now have the ability to cost serial and lot items by the system cost (costing method for the module). The feature provides for GAAP compliance. For the FACTS SO, IC and MC modules, you can decide if the cost for serial and lot items will be averaged actual (as it has always operated in the past) or system cost (costing method for the module). The default setting for each Static Control F/M is A-Averaged Actual (same behavior as they have before the monthly is applied). Users who want to take advantage of this change will need to change the option to S-System Cost for each of the applicable modules. The net result of selecting S-System Cost is that serial/lot items will be costed like non-serial/lot items. The results of this program are affected by this selection.

### FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). For the Stock Status Report, you can select **Template→Select** from the menu bar to associate a system template with a custom layout to include bin location and weight. To access the FACTS Report Formatter, select Custom Report Layout→Customize Report from the menu bar.

**GUI/CUI Users:** The FACTS Report Formatter is only available in Graphical mode. However, Character system users can access the Multiple Output option and custom templates and outputs that have been created by graphical users. However, if the template specifies an output that a character user cannot access, like Excel, the report will not run properly.

## User Inputs

The following inputs are involved in printing the Stock Status Report:

### 1. Order

Enter whether to print in **Item, Alpha, Vendor, Movement** or **Item Class** order. CR defaults to **Item**.

### 2. Beginning Order Choice

CR defaults to the **FIRST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the **LAST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print:: **Stocked items** or **Nonstocked items**. CR defaults to **SN**, or both.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to **ALL**. F2 allows a search.

### 6. Item Description

Enter whether to print item description **1, 2**, or **Both** from Item F/M. CR defaults to **1**.

**7. Smallest/Stocking**

Enter whether you want to print items in the smallest unit of measure or in the default stocking. Due to precision, the count won't include rounding when you print in the smallest unit of measure.

**8. Warehouse**

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

**9. Include Zero Balance**

Enter whether to include items with a zero balance. A caption will print at the top of the first page to indicate if zero balance items are not included. CR defaults to Y.

**10. Activity**

Enter whether to print **A**-active or **I**-inactive items based on the last activity (last purchase or sale) date. CR defaults to ALL and skips to the input Valuation.

**11. (In)Active As Of**

This prompt only appears if either **A**-Active or **I**-inactive were selected in the previous prompt. Enter the cutoff date for activity (ref. 3). The date entered is the last date of activity (or inactivity). Items that have been active (or inactive) since this date are not included on the report.

**12. Valuation Cost**

Enter whether the cost to be used in calculating the item valuation is **Standard**, **Average**, **Last**, **Manual** or **None**. CR defaults to S.

**13. Include Next Period**

Enter **Y** or **N** to indicate if next period activity should be included. CR defaults to Y.

**14. Totals Only**

Enter **N** or **Y** to indicate if only totals should print for each item number on the report. CR defaults to N.

**15. Serial/Lots**

Enter **Y** or **N** to indicate whether to include zero balance serial/lot. CR defaults to N.

**16. Include Zero Balance (For Serial/Lot Items)**

Enter **N** or **Y** to indicate whether to print serial/lot items with on-hand balances of zero. CR defaults to N.

### Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The warehouse/item file (ICWHSE) is then checked for the items meeting criteria entered.

**FILES USED** - SMCNTL, ICCLSX, ICWHSE, ICCOST, ICALPX, ICVNDX, ICMAS, APVEND, ICLOTS, ICIUOM

**FILES UPDATED** - NONE

01-FACTS 7.4 Maintenance, Stock Status Report (ICR710)

Template Print Options Custom Report Layout Help

Order **I - Item** Beginning Ending First Last

Properties

Item Type **B - Both**

Vendor **All**

Item Description **1 - Print Line 1 of Item Description**

Smallest/Stocking **S - Smallest**

Warehouse **01 Atlanta V**

Activity **- Both**

Active Date **N/A**

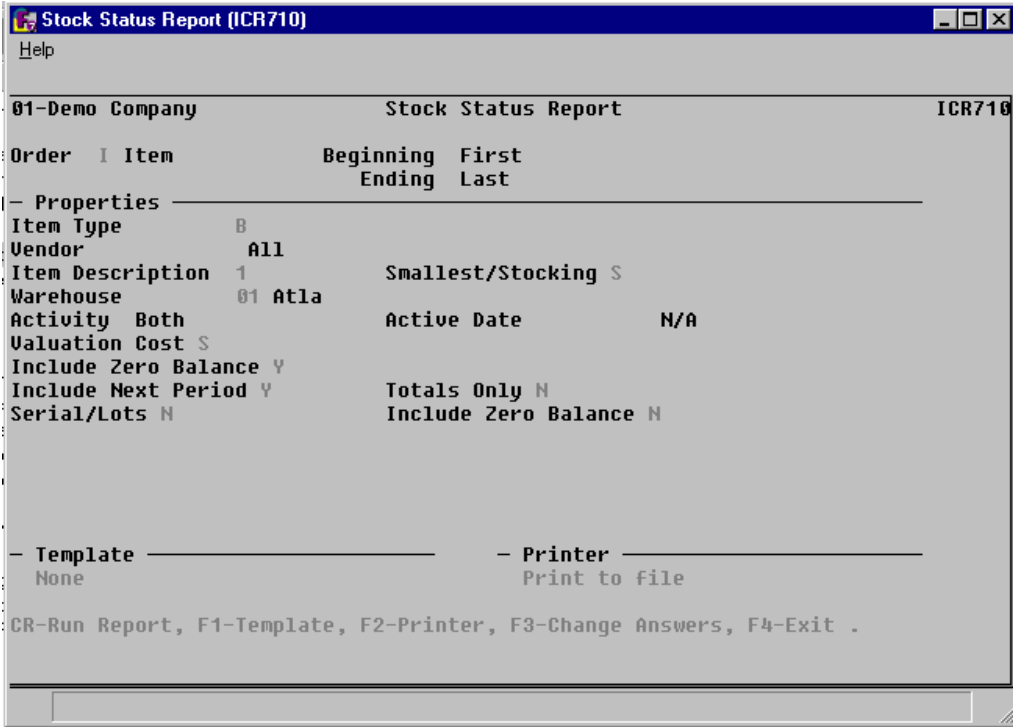
Valuation Cost **S - Standard**

Include Zero Balance  Include Next Period  Totals Only

Serial/Lots  Include Zero Balance

Template **None** Printer **WindX Laser** Layout **Standard** **OK** **Cancel**

Print in item, alpha, vendor, movement, or item class order? (IAV/M/C)





# Surplus Stock Report (ICR715)

## Function

This program allows the user to obtain a report of all items whose available quantities are at or above their maximum stocking levels. The available quantity is defined as the on hand minus committed quantity. The surplus for order point/line point is defined as the available less order quantity plus line point. The surplus for min/max is defined as the available minus maximum stock. The Months of Surplus is the surplus stock divided by the average monthly usage. It represents the number of months you should expect to go before you sold all surplus stock.

You have the option to:

- Select the print order - item, alpha, vendor, movement class or item class.
- Select the beginning and ending order choice.
- Select the vendor (or item class) to print.
- Select the item description(s) to print.
- Select the warehouse(s) to print.
- Select the restocking type.
- Print cost information.

Report information includes the following: warehouse, item number and description, movement class code, seasonality code (Nonseasonal, High seasonal and Low seasonal), order quantity plus line point, maximum stock, available, surplus, stocking unit of measure code, cost, costing unit of measure and extended cost. Warehouse and report totals are also printed. The total number of items listed is also included.

## FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout → Customize Report from the menu bar.

**GUI/CUI Users:** The FACTS Report Formatter is only available in Graphical mode. However, Character system users can access the Multiple Output option and custom templates and outputs that have been created by graphical users. However, if the template specifies an output that a character user cannot access, like Excel, the report will not run properly.

## User Inputs

The following inputs are involved in printing the Surplus Stock Report:

### 1. Order

Enter whether to print in **Item**, **Alpha**, **Vendor**, **Movement** or **Item Class** order. CR defaults to **Item**.

### 2. Beginning Order Choice

CR defaults to the **FIRST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the **LAST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to **ALL**. F2 allows a search.

### 5. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to **1**.

### 6. Smallest/Stocking

Enter whether you want to print items in the smallest unit of measure or in the default stocking. Due to precision, the count won't include rounding when you print in the smallest unit of measure.

### 7. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to **ALL**. F2 allows a search.

### 8. Restocking Type

Enter whether to print restocking type **Order**/line point and/or **Min**/Max. CR defaults to **ALL**.

### 9. Include Cost

Enter **Y** or **N** to indicate whether to include cost information in the report. CR defaults to **Y**.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The warehouse/item file (ICWHSE) is then checked for the records meeting criteria entered. Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICMAS, ICCLSX, ICWHSE, ICCOST, ICALPX, ICVNDX, APVEND

**FILES UPDATED** - NONE

**01-FACTS 7.4 Maintenance, Stock Status Report (ICR710)**

Template Print Options Custom Report Layout Help

Order **I - Item** Beginning     
 Ending

Properties

Item Type **B - Both**  
 Vendor    
 Item Description **1 - Print Line 1 of Item Description**  
 Smallest/Stocking **S - Smallest**  
 Warehouse **01**   
 Activity **- Both**  
 Active Date    
 Valuation Cost **S - Standard**

Include Zero Balance  Include Next Period  Totals Only   
 Serial/Lots  Include Zero Balance

Template **None** Printer **WindX Laser** Layout **Standard**

Print in item, alpha, vendor, movement, or item class order? (I/A/V/M/C)

**Surplus Stock Report (ICR715)**

Help

**01-FACTS 7.5 Development Surplus Stock Report ICR715**

Order **I** Item Beginning Ending First Last

— Properties —

Vendor **All**

Item Description **1** Smallest/Stocking **S**

Warehouse **01** Atlanta Wa

Restocking Type **B**

Include Cost **Y**

— Template — — Printer —  
**None** **WindX Laser**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Item Sales Report (ICR720)

## Function

This program allows the user to obtain an Item Sales Report based on the accumulated sales history stored for each item in the item file.

The user has the option to:

- Select the print order - item, alpha, vendor, or item class.
- Select the beginning and ending order choice.
- Select vendor (or item class) to print.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Print item or warehouse/item sales.
- Select the time period.
- Print sales, units, cost, gross margin, and/or gross margin percent figures.
- Print items above or below a user-defined cutoff.

Report information includes the following: warehouse, item number and description, date of last sale, number of units, stocking unit of measure, sales dollars, cost, gross margin dollars and gross margin percentage for month-to-date, year-to-date and prior year. Report totals are printed. The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing the Item Sales Report:

### 1. Order

Enter whether to print in **Item**, **Alpha**, **Vendor**, or **Item Class** order. CR defaults to **Item**.

### 2. Beginning Order Choice

CR defaults to the **FIRST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows searches of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the **LAST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows searches of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: **Stocked items** or **Nonstocked items**. CR defaults to **SN**.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to **ALL**. F2 allows a search.

## 6. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

## 7. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

## 8. Print By

Enter whether to print by **Warehouse** or **Item**. CR defaults to W.

## 9. Total Only

If W was entered in the warehouse input this input is skipped. Indicate whether to print totals of items only.

## 10. Time Period

Enter **Month-to-date**, **Year-to-date** and/or **Prior year** as figures to print. F1 defaults to all.

## 11. Figures

Enter **Sale**, **Units**, **Cost**, **Gross margin**, and/or **Gross margin percent (%)** as figures to print. F1 defaults to all.

## 12. Cutoff

Enter whether there is **No cutoff** or items **Above** or **Below** a cutoff should be excluded. The cutoff is based on the first letter selected in the **Figures** input #11. For example, if SCP were the figures entered then the cutoff could be based on an amount above or below a Sales figure. It is important that the user is aware that if no cutoff is selected, the report will include all sales figures for the selection being printed. For example, if items are being printed and no cutoff is set, all zero sales items (i.e., those never sold) print on the report. Press Enter (CR) to default to N and skips to input #13.

## 13. Amount

If N was entered in the **Figures** input, this input is skipped. The basis of the cutoff is the first figure entered above and the type of cutoff that has been determined. The user now enters the cutoff amount. For example, if the figures chosen were SCP and the cutoff was set to **Below** and the amount was \$500, then items with sales figures below \$500 (for the time period chosen) do not print.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item or warehouse/item file (ICWHSE) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICWHSE, ICCLSX, ICALPX, ICVNDX, APVEND

**FILES UPDATED** - NONE

**Item Sales Report (ICR720)**

Template Print Options

Order **I - Item** Beginning    First  
Ending    Last

Properties

Item Type **SN**

Vendor/Item Class    All

Item Description **1 - Print Line 1 of Item Description**

Warehouse **01**   Atlanta V

Print By **W - Print by Warehouse** Total Only

Time Period **MYP**  Figures **SUCGP**   
Cutoff **N - No Cutoff** Amount

Template **None** Printer **Genicom Line Printer**

Print In Item, Alpha, Vendor or Item Class Order? (I/A/V/M/C)

**Item Sales Report (ICR720)**

Help

**01-FACTS 7.5 Development** Item Sales Report ICR720

Order **I** Item Beginning First  
Ending Last

— Properties —

Item Type **B**

Vendor **All**

Item Description **1**

Warehouse **01 Atla**

Print By **W** Total Only **N**

Time Period **MYP** Figures **SUCGP** Cutoff **N** Amount **0**

— Template **None** — Printer **WindX Laser**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Inventory Turns Report (ICR725)

## Function

This program allows the user to obtain an Inventory Turns Report based on the last 12 periods usage and the average beginning on hand quantities.

Turns equals total cost (usage times (x) average cost) for 12 periods divided (./.) by average value (average beginning on hand value) for 12 periods.

The user has the option to:

- Select the print order - item, alpha, vendor, movement class or item class.
- Select the beginning and ending order choice.
- Select the item type.
- Select the vendor (or item class) to print.
- Select the item description(s) to print.
- Select the warehouse(s) to print.

Report information includes the following: warehouse, item number and description, movement class code, seasonality code (Nonseasonal, High seasonal and Low seasonal), total usage, stocking unit of measure, average cost, costing unit of measure, total cost, average on hand, average value, and inventory turns. Warehouse and report totals are printed. The total number of items listed is also included. An asterisk (\*) indicates that there is insufficient data to calculate turns and those items are not included in the totals.

## User Inputs

The following inputs are involved in printing an Inventory Turns Report:

### 1. Order

Enter whether to print in Item, Alpha, Vendor, Movement or Item Class order. CR defaults to Item.

### 2. Beginning Order Choice

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to ALL. F2 allows a search.

### 5. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

### 6. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) and item class (ICCLSX). The warehouse/item file (ICWHSE) is then checked for records meeting criteria entered. Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICMAS, ICCLSX, ICWHSE, ICALPX, ICVNDX, APVEND

**FILES UPDATED** - NONE



**Inventory Turns Report (ICR725)**

Template Print Options

Order: **- Item** Beginning:  Ending:  **First Last**

Properties

Vendor/Item Class:  **All**

Item Description: **1 - Print Line 1 of Item Description**

Warehouse: **01** **Atlanta V**

Template: **None** Printer: **Genicom Line Printer**

OK Cancel

Print In Item, Alpha, Vendor, Movement, or Item Class Order? (I/A/V/M/C)

**Inventory Turns Report (ICR725)**

Help

**01-FACTS 7.5 Development Inventory Turns Report ICR725**

Order	I	Item	Beginning	First
			Ending	Last
<b>Properties</b>				
Vendor		<b>All</b>		
Item Description		<b>1</b>		
Warehouse		<b>01 Atla</b>		
<b>Template: None Printer: WindX Laser</b>				

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Movement Class Report (ICR730)

## Function

This program allows the user to obtain a Movement Class Report listing by movement class, items assigned to that class by warehouse. Movement classes may also be recalculated and reset.

The user has the option to:

- Select the beginning and ending movement class to print.
- Select the vendor to print.
- Select the item class to print.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Recalculate movement classes
- Reset movement classes (if all movement classes are selected to print).

To reset movement classes, the system takes each item (per warehouse) and multiplies the last 12 periods of usage by the unit cost. The totals for each item are then sequenced in order with the best items (most dollars moving through inventory) at the top of the list. Each item is then assigned to a class based on the following:

Top	7 ½% of the items	- Class 1
Next	7 ½%	- Class 2
Next	10%	- Class 3
Next	10%	- Class 4
Next	8%	- Class 5
	8%	- Class 6
	8%	- Class 7
	8%	- Class 8
	8%	- Class 9
	8%	- Class 10
	8%	- Class 11
Last	9%	- Class 12
	0%	- Class 13 (Dead Stock)
	<u>0%</u>	- Class 14 (Unassigned)
	100%	

Movement Class is calculated for an item based upon six months of history for the item and warehouse. Items which do not have six months of history may be included or excluded from this report. If these items are included, then the known usage of these items is averaged and extrapolated over twelve previous months (based on the current date).

### Movement Class Recalculate

When the Movement Class Report is selected with the option to recalculate, the user has the option to specify the number of months of usage to exclude. Any item which does not meet the specified number of months of usage is excluded from the recalculation.

For item with usage greater than or equal to the specified months but less than 12 months, an average for the known usage is taken and extrapolated across the months not known (up to 12 months). The known and extrapolated monthly usage will be added for the annual usage needed to recalculate the movement class.

Items in Class 13 (Dead Stock) remain in Class 13.

Items in Classes 1-13 which do not have the specified number of months of usage in 'Exclude New Items' are moved to Class 14 (Unassigned) and print on this report.

Nonstocked and uninventoried items are moved to Class 14 and print on this report.

Blank usage for a month is considered as a month with NO usage history. Zero usage for a month is considered as a month with usage history of zero.

## User Inputs

### 1. Beginning Movement Class

Enter the beginning movement class code to print (1-14). F1 defaults to 1.

### 2. Ending Movement Class

Enter the ending movement class code to print (1-14). F1 defaults to 14.

### 3. Vendor

Enter the vendor to print. The entry must be a valid vendor. F1 defaults to ALL. F2 allows a search.

### 4. Class

Enter the item class to print. The entry must be a valid item class. F1 defaults to ALL. F2 allows a search.

### 5. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

### 6. Warehouse Code

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

### 7. Recalculate

If Class 1 was not entered in input #1 and class 14 was not entered in input #2 (i.e., the entire range of movement classes were not selected), this input is skipped. Enter **N** or **Y** to indicate whether to recalculate movement classes by using the 12-month usage figures.

**8. Dead Item Cutoff**

This input only displays if Y was entered in the previous input. Enter the total cost of the last 12 periods of qualified usage for dead item cutoff. CR defaults to \$10.00.

**9. Flagged**

This input displays only if Y was entered in input #7. If any flagged items are encountered when this report is run, enter **A** to use the actual usage or **R** to reset to class 14.

**10. Exclude New Items**

Exclude items with less than how many months of usage history: 1-12, CR=6, F1=NONE. If '1' is selected, then all of the items will be included, except those new items with no usage (or blank usage). For all items included with less than 12 months of usage history, the extrapolated average calculation for annual usage is used.

**11. Dead Items**

Indicate whether to print only newly calculated dead items or not. CR defaults to Y.

**Check the Report. Do you wish to reset?** Enter **YES** or **N** to indicate whether to reset the item's movement classes as indicated on the report just printed.

**Technical Notes**

Printing proceeds by reading the movement class sort file (ICMVCX) and checking for items in the warehouse/item file (ICWHSE) that meet criteria entered. Movement classes are reset in the movement class sort file and the warehouse/item file. Only stocked items will appear on this report.

**FILES USED** - ICMAS, ICCOST, APVEND

**FILES UPDATED** - SMCNTL, ICWHSE, ICMVCX

**Movement Class Report (ICR730)**

Template   Print Options

Beg Movement Class

End Movement Class

Vendor  Atlanta Crane & Hoists

Class  Dock Equipment

Item Description

Warehouse  Atlanta

Recalculate \_\_\_\_\_

Recalculate?

Dead Item Cutoff

Flagged

Exclude New Items

Dead Items

Template  Printer

**Movement Class Report (ICR730)**

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Beginning Movement Class   1

Ending Movement Class   14

Vendor   All

Class   All

Item Description   1

Warehouse   01 At1

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- Recalculate \_\_\_\_\_

Recalculate   N

    Dead Item Cutoff   10.00    Flagged   A    Exclude New Items   6

    Dead Items      Y

---

- Template   \_\_\_\_\_      - Printer   \_\_\_\_\_

    None                                  WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Seasonal Item Report (ICR735)

## Function

This program allows the user to obtain a listing of seasonal items. There are two types of seasonal items: low seasonal is an item which has 80% of its annual sales within six consecutive periods; high seasonal is an item which has 80% of its annual sales within three consecutive periods. The report prints seasonal items along with seasonal information. The report may also recalculate seasonality of items and optionally reset the seasonality flag in the warehouse/item file.

The user has the option to:

- Select the beginning and ending vendor to print.
- Select the item class to print.
- Select item description(s) to print.
- Select warehouse(s) to print.
- Print usage information.
- Recalculate seasonality.
- Reset seasonality.

Report information includes the following: warehouse, vendor, item class and for each item listed, item number and description, movement class, seasonality flag, period when season begins, seasonal usage and percentage of annual sales, 12 period usage, stocking unit of measure and current seasonality flag. Usage information may also be printed. The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing the Seasonal Item Report:

### 1. Beginning Vendor

Enter the beginning vendor to print. The entry must be a valid vendor number. CR defaults to FIRST.

### 2. Ending Vendor

Enter the ending vendor to print. The entry must be a valid vendor number. CR defaults to LAST.

### 3. Class

Enter the item class to print. The entry must be a valid class. CR defaults to ALL.

### 4. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

### 5. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

### 6. Include usage

Enter Y or N to indicate whether to include usage information on the report. CR defaults to Y.

### 7. Recalculate

Enter N or Y to indicate whether to recalculate seasonality. If Y is entered, the program recalculates the item's seasonality flag (Nonseasonal, Low seasonal or High seasonal) based on usage for the warehouse. CR defaults to N and items are not recalculated.

### 8. Changes Only

If N was selected in the Recalculate input, this prompt is skipped. Enter Y or N to indicate whether to print seasonality changes only (after recalculation). If N is entered, all seasonal items print (including new seasonal after recalculation). If Y is entered, only items with new seasonality flag are printed. CR defaults to Y.

### 9. Flagged

Enter N, Y, or M (maybe, option by item) to indicate whether to include flagged items on this report. If you choose Y, calculations are performed using actual usage. If you choose M, a prompt is displayed when the program encounters a flagged item. Press CR from this prompt to retry (after having unflagged the item through the Item Flag/Restocking Reset program - qualified usage will then be used), Press F1 to skip the item and not include it on the report, or press F2 to include the item on the report using actual usage in the calculations.

### 10. Check the report. Do you wish to reset?

If N was entered in input #7 this input is skipped. Enter YES or N to indicate whether to reset seasonality to the new calculations. If YES is entered, the seasonality flag is set to new type (N, L, H) in the warehouse/item file. If N is entered, no updating occurs.

## Technical Notes

Printing proceeds by reading through the item by vendor sort file (ICVNDX). The warehouse /item file (ICWHSE) is then checked for items meeting criteria entered. Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICVNDX, ICMAS, APVEND

**FILES UPDATED** - ICWHSE

**Seasonal Item Report (ICR735)**

Template Print Options

Beginning Vendor  Atlanta Crane & Hoists

Ending Vendor  Not on File

Class  Service Equipment

Item Description

Warehouse  Atlanta War

Include Usage

Recalculate  Print Changes Only

Flagged

Template  Printer

OK Cancel

Recalculate Seasonality?

**Win with ProvideX**

Help

01-Demo Company Seasonal Item Report ICR735

Beginning Vendor First

Ending Vendor Last

Class All

Item Description 1

Warehouse 01 Atlant

Include Usage Y

Recalculate N Print Changes Only Y

Flagged Y

— Template  — Printer

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.



# Warehouse/Item Listing (ICR740)

## Function

This program allows the user to obtain a listing of warehouse/item records along with specific information contained in these records. This listing is especially useful for verifying stocking information after initial warehouse setup.

Items entered into the warehouse/item file through the Warehouse Item F/M or the Create Warehouse/Item Records programs are available for printing.

The user has the option to:

- Select the print order - item, alpha, vendor, movement class or item class.
- Select the beginning and ending order choice.
- Select the item type to print.
- Select vendor (or item class) to print.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Print general or receipt information.

Report information includes the following:

General: item number and description(s), stocking unit of measure, movement class (1-12, 13=dead stock, 14=not set), seasonal item flag (Nonseasonal, Low, High), warehouse location, date created in warehouse, last and next physical dates, and whether ledgercards are stored.

Receipt: item number and description(s), movement class (1-12, 13=dead stock, 14=not set) and seasonal item flag (Nonseasonal, Low, High). For each receipt, the received quantity, stocking unit of measure, received cost, costing unit of measure, date received, lead time and lead time status (Abnormal=causing a greater than 50% change in average lead time, Ignored=disqualified by user in average lead time calculations, blank-normal).

The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing the Warehouse /Item Listing:

### 1. Order

Enter whether to print in Item, Alpha, Vendor, Movement or Item Class order. CR defaults to Item.

### 2. Beginning Order Choice

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. CR defaults to **SN**.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to **ALL**. F2 allows a search.

### 6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. CR defaults to **1**.

### 7. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to **ALL**. F2 allows a search.

### 8. Information

Enter whether to print **G**-general or **R**-receipt information. CR defaults to **G**.

### 9. Print Alternate Locations

Indicate whether to print alternate bin locations on the listing. This field is enabled for the General Information only. If the report is run to print Receipt Information, the field is disabled.

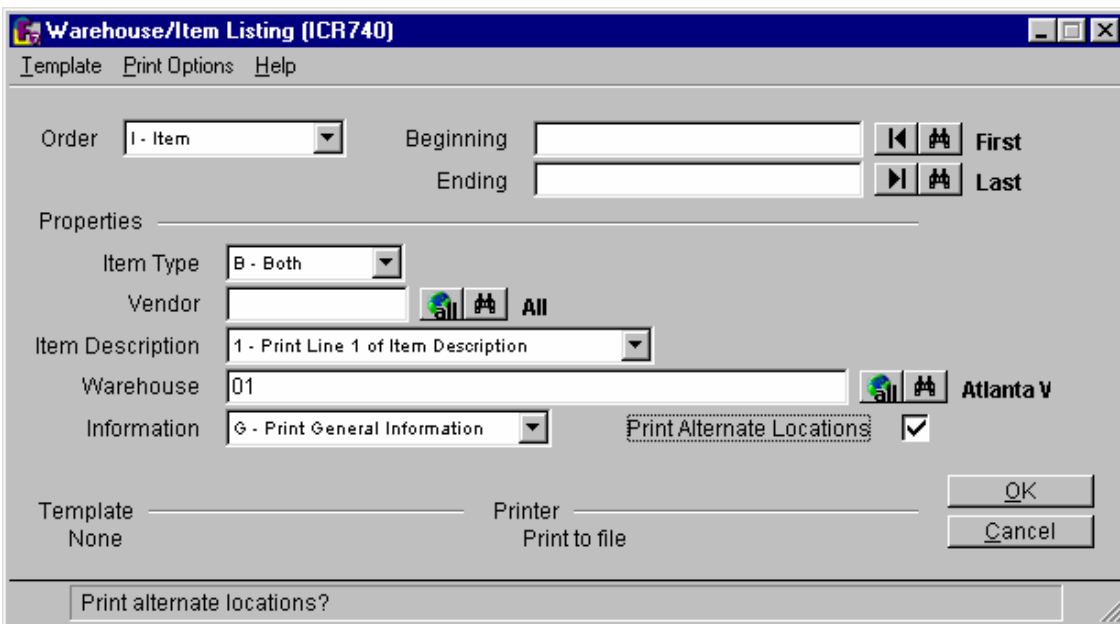
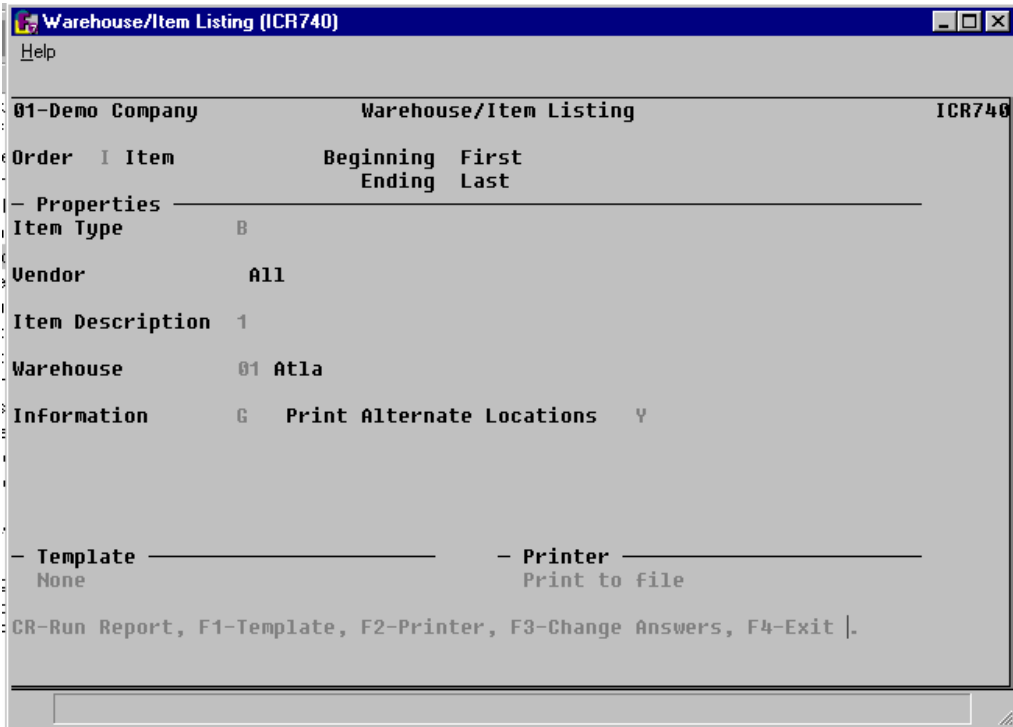
When you select to print alternate bin locations, the system adds the column heading "PRIMARY" on the first header line. If the Print Alternate Locations setting is selected, an additional line prints listing all of the alternate locations.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNOX) or item class (ICCLSX). The warehouse/item file (ICWSHE) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICWHSE, ICCLSX, ICALPX, ICVNDX, APVEND, ICLOTS

**FILES UPDATED** - NONE



# Item Ledgercard Listing (ICR745)

## Function

This program allows the user to obtain an Item Ledgercard Listing.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select the item type to print.
- Select vendor (or item class) to print.
- Select item description(s) to print.
- Select the warehouse(s, ) to print.
- Select the date order.
- Select the beginning and ending transaction date to print.
- Select the transaction type(s) to print.

Report information includes the following: warehouse, item number and description, transaction date, transaction type, transaction quantity, new on hand, stocking unit of measure, document number, register number and user code. The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing an Item Ledgercard Listing:

### 1. Order

Select the order the report is to print.

### 2. Beginning Order Choice

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: Stocked items or Nonstocked items. CR defaults to SN.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to ALL. F2 allows a search.

### 6. Item Description

Enter whether to print item description 1, 2, or Both from Item F/M. CR defaults to 1.

**7. Warehouse**

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

**8. Date Order**

Enter date order in which to print: Newest date to oldest date or Oldest date to newest date. CR defaults to N.

**9. Beginning Date**

Enter the beginning transaction date to print (ref. 3). CR defaults to FIRST.

**10. Ending Date**

Enter the ending transaction date to print (ref. 3). CR defaults to LAST.

**11. Type**

Enter the types to print: **Adjustment, Daily sales, Receipt, Formulation, Item Balancing Register, Production, an/or Warehouse Transfer register** transaction types. CR defaults to ALL.

**Technical Notes**

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item ledgercards file (ICLEDG) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICALPX, APVEND, ICWHSE, ICCLSX, ICVNDX, ICLEDG

**FILES UPDATED** - NONE

**Item Ledgercards (ICR745)**

Template    Print Options

Order:     Beginning:     First:     Last

Ending:     Last:

Properties

Item Type:     Vendor/Item Class:    All

Item Description:     Warehouse:    Atlanta V

Date Order:     Beginning Date:   Newest

Ending Date:   Oldest    Type:

Template:     Printer:    

Print In Item, Alpha, Vendor or Item Class Order? (I/A/V/M/C)

**Item Ledgercards (ICR745)**

Help

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Order	I Item	Beginning	First
		Ending	Last
- Properties			
Item Type	B		
Vendor	All		
Item Description	1		
Warehouse	01 Atla		
Date Order	N		
Beginning Date	Newest		
Ending Date	Oldest		
Type	ADRFIPW All		
- Template		- Printer	
None		WindX Laser	
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .			

# Item Listing (ICR750)

## Function

This program allows the user to obtain a listing of items in the item file along with specific information regarding these items.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select item types to print.
- Select vendor (or item class) to print.
- Select item description(s) to print.
- Print general or package information.

Report information includes the following:

- **General:** general information about each item including item number and description, stocking unit of measure, standard pack, alpha, vendor, item class, sequence number, vendor-item number, general ledger posting table, freight class, commission percent, date created, taxable flag, update inventory flag, serial/lot flag, manufactured flag (**Bill of materials, Formulation and Neither**) and miscellaneous sales flag.
- **Package:** packaging information about each item including item number and description, units of measure, conversion factors, standard pack and weight per the smallest, 2 and 3 units of measure.

## FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output option. The Multiple Output option also allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the **Multiple** option from the Print Options screen. The FACTS Report Formatter allows you to expand your reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select **Custom Report Layout** → **Customize Report** from the menu bar.

## User Inputs

The following inputs are involved in printing the Item Listing:

### 1. Order

Enter the order in which to print: Item order, Alpha order, Vendor order, and Item Class order. CR defaults to Item.

## 2. Beginning Order Choice

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

## 3. Ending Order Choice

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

## 4. Item Type

Enter the item type to print: Stocked items, Nonstocked items, and/or Uninventoried items. CR defaults to SNU.

## 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to ALL. F2 allows a search.

## 6. Item description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

## 7. Information

Enter whether to print **General** or **Package** information. CR defaults to G.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item file (ICMAST) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICCLSX, ICVNDX, ICALPX, APVEND

**FILES UPDATED** - NONE



**Item Listing (ICR750)** [Window Title Bar]

Template | Print Options

Order:  Beginning:  Ending:  [First] [Last]

Properties

Item Type:  Vendor/Item Class:  [All]

Item Description:  Information:  Active/Inactive:

Template:  Printer:  [OK] [Cancel]

**Item Listing (ICR750)** [Window Title Bar]

Help

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Order	I	Item	Beginning	First
			Ending	Last
- Properties -				
Item Type		SNU	All	
Vendor		All		
Item Description		1		
Information		G		
Active / Inactive		A		
- Template -      - Printer -      - Layout -				
		None	WinX Laser	Standard
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit				

# Substitute Item Listing (ICR755)

## Function

This program allows the user to obtain a listing of all items with associated substitute items. Substitute items are maintained through the Item F/M program and may be used in sales orders as a substitute (replacement) when the item ordered is not available.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select item type to print.
- Select the vendor (or item class) to print.
- Select the item description(s) to print.

Report information includes the following: for each item, the item and description, substitute item(s) and description(s). The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing the Substitute Item Listing:

### 1. Order

Enter the order in which to print: Item order, Alpha order, Vendor order, and Item Class order. CR defaults to Item.

### 2. Beginning Order Choice

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: Stocked items, Nonstocked items, and/or Uninventoried items. CR defaults to SNU.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to ALL. F2 allows a search.

### 6. Item Description

Enter whether to print item description 1, 2, or Both from Item F/M. CR defaults to 1.

### Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item file (ICMAST) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICCLSX, ICMAS, ICALPX, ICVNDX, APVEND

**FILES UPDATED** - NONE

# Item Interchange Listing (ICR760)

## Function

This program allows the user to obtain the Item Interchange Listing. The item interchange file is a storage place for interchangeable or superseded part numbers listed for one stock item. It might be used to store customers' own part numbers to access your numbers when sales orders are entered. It might also be used to identify your own numbers using user-defined codes.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select the item type to print.
- Select the vendor (or item class) to print.
- Select the item description(s) to print.

Reports information includes the following: for each item, the item number and description and its interchange item(s) and memo(s). The total number of items listed is also included.

## User Inputs

The following inputs are involved in printing the Item Interchange Listing:

### 1. Order

Enter the order in which to print: Item order, Alpha order, Vendor order, and Item Class order. CR defaults to Item.

### 2. Beginning Order Choice

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: Stocked items, Nonstocked items, and/or Uninventoried items. CR defaults to SNU.

### 5. Vendor/Item Class

Enter the vendor (or item class if vendor was entered in **Order**) to print. The entry must be a valid vendor (or item class). CR defaults to ALL. F2 allows a search.

### 6. Item Description

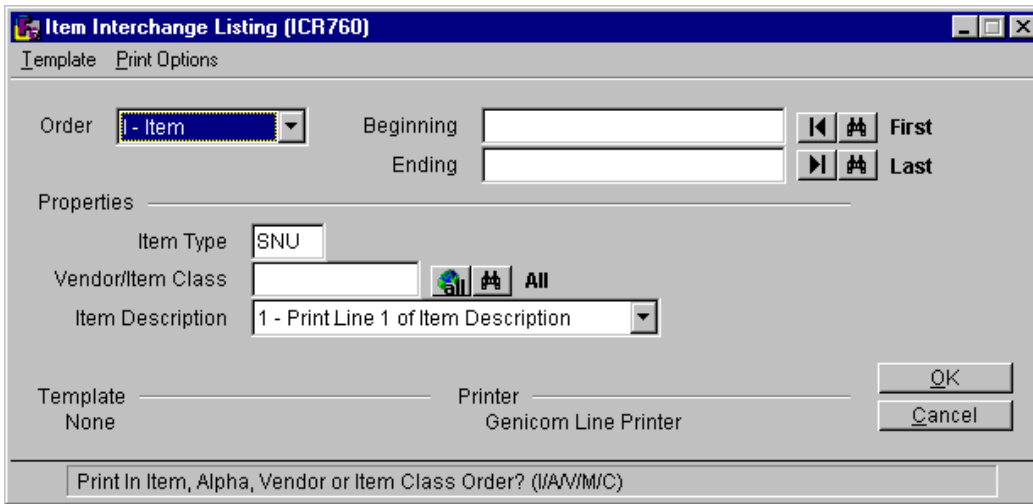
Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

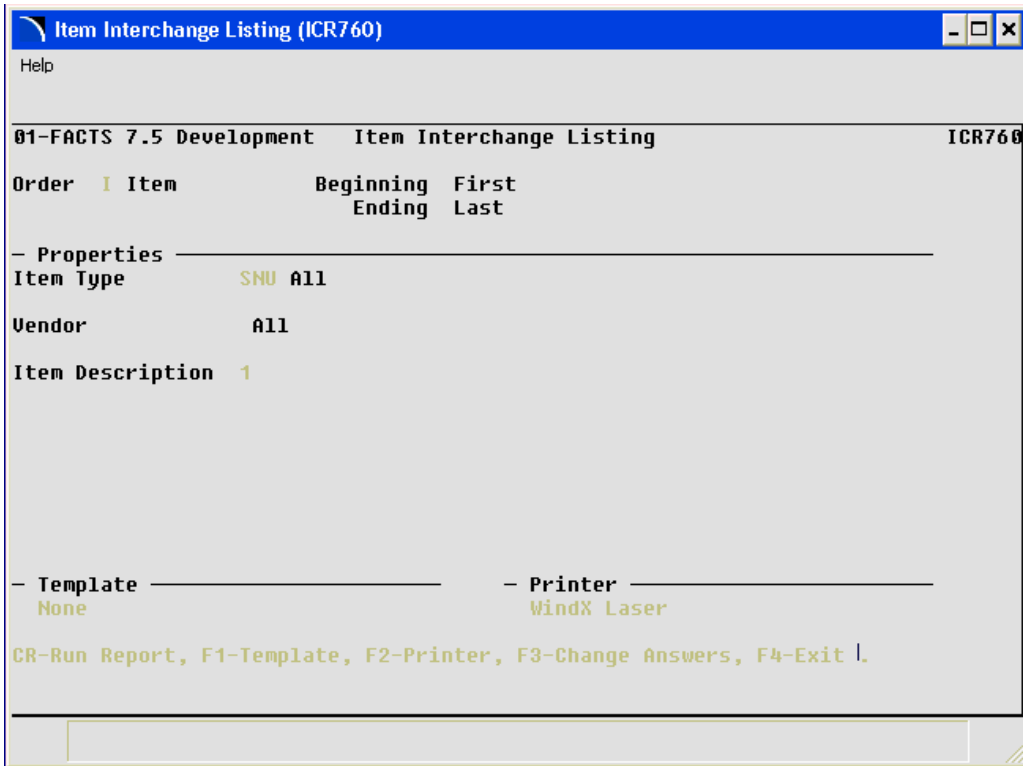
### Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item interchange file (ICINTR) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX, APVEND, ICINTR, ICINTX

**FILES UPDATED** -NONE





# Catalog Item Listing (ICR785)

## Function

This program allows you to print a listing of catalog items. Catalog items are provided by a vendor and are not stocked.

## User Inputs

The following inputs are involved:

### 1. Order

Enter the order in which to print: **Item order**, **Alpha order**, **Vendor order**, and **Item Class order**. CR defaults to **Item**.

### 2. Beginning Order Choice

CR defaults to the **FIRST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the **LAST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Vendor/Item Class

Enter the vendor (or item class if vendor was selected in input #1) to print. The entry must be a valid vendor (or item class). CR defaults to **ALL**. F2 allows a search.

### 5. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M, or **Neither**. CR defaults to **1**.

### 6. Cost

Enter **N** or **Y** to indicate whether to print the manual cost. CR defaults to **N**.

### 7. Price Level

Indicate which types of prices to print: print **Price Levels**, print **Quantity Breaks**, print **Both Price Levels and Quantity Breaks** or **Do Not print Price Levels or Quantity Breaks**. Cr defaults to **L**.

### 8. Levels

Enter price levels to print: **0** print **Standard**, print **Level 1**, print **Level 2**, print **Level 3**, print **Level 4**, print **Level 5**, print **Level 6**. F2 defaults to **None**. (If **None** is selected, the **Cost** prompt must be set to **Yes**.) CR defaults to **ALL**.

**9. G.M.%**

If no price levels were entered in the Levels prompt, this input is skipped. Enter **N** or **Y** to indicate whether to print the gross margin percentage. CR defaults to N.

**10. Quantity Break**

If no price levels were entered in the Levels prompt, this input is skipped. Enter **N** or **Y** to indicate whether to print quantity breaks. CR defaults to N.

**Technical Notes**

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item catalog file (ICICAT) is then checked for records meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX, APVEND, ICICAT

**FILES UPDATED** -NONE



**Catalog Item Listing (ICR785)**

Template Print Options

Order:  Beginning:  Ending:  First Last

Properties

Vndr/Item Class:  All

Item Description:

Cost:

Price Level:

Levels:

Gross Margin %:

Template:  Printer:  OK Cancel

Print In Item, Alpha, Vendor, or Item Class Order? (I/AN/C)

**Catalog Item Listing (ICR785)**

Help

01-FACTS 7.5 Development Catalog Item Listing ICR785

Order I Item Beginning First Ending Last

— Properties —

Vendor All

Item Description 1

Cost N

Price Level L Levels 0123456 Gross Margin % N

— Template — — Printer —

None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Safety Allowance Reset (ICR765)

## Function

This program allows the user to obtain a report of the current and recommended safety allowance per item. The optional update allows the user to reset the current with the recommended quantities as displayed on the report.

The system contains a default safety allowance percentage (%) set in the IC static control record. Initially, it is set to 50%. That safety allowance percent calculates the safety stock. The safety stock is inventory that ideally is never sold but rather is stored as a precaution against running out of stock due to a variance in anticipated lead time or usage when replenishing the item. Each item's safety stock amount is calculated from the safety allowance %. Many items may dip into (use) the safety stock due to variances in lead times, etc. However, if safety stock is never used, it has a turn ratio of zero. The cost of stocking a 50% safety allowance may not be necessary on all items. Some items may rarely dip into the safety stock. Therefore, it may be cost effective to lower the safety allowance % on these items. Some other items may dip into the safety stock more often, so that there are stockouts (items when there is no stock on hand). It may be cost effective to raise the safety allowance on these items.

The Safety Allowance Reset program allows the user to recalculate the safety allowance % based on 12-month usage rates. If the item in the warehouse does not have usage rates for the last 12 periods, the item is skipped.

The user has the option to:

- Select the beginning and ending vendor or movement class.
- Subsort by vendor or movement class.
- Select the item class.
- Select item description(s) to print.
- Select warehouse(s).
- Enter a maximum dip % to print.
- Enter a maximum dip % allowable.
- Enter a minimum and a maximum safety allowance % to set.
- Print usage and safety allowance dip information.

Report information includes the following: warehouse code, item class or vendor (whichever used), item number item description, movement class, season code, current safety allowance, reset safety allowance, current order point, reset order point, current safety stock, reset safety stock, maximum safety allowance dip and restocking warehouse. The total number of items listed is also included. The basic calculations involved are included in the report legend. For additional information refer to the glossary.

## User Inputs

The following inputs are involved in printing the Safety Allowance Reset Report:

### 1. Order

Enter whether to print in **Vendor** or **Movement Class** order. CR defaults to **Vendor**.

### 2. Beginning Order Choice

Enter the first vendor (or movement class) you want to see on your report. CR defaults to the **FIRST** vendor record on file or **Movement Class 1**. F2 allows a search on vendors.

### 3. Ending Order Choice

Enter the last vendor (or movement class) you want to see on your report. CR defaults to **LAST** vendor record on file or **Movement Class 14**. F2 allows a search on vendors.

### 4. Movement Class/Vendor

Enter the movement class or class to print. If movement class is the report order, enter the vendor to print. If vendor is the report order, enter the movement class to print. CR defaults to **ALL**. F2 allows a search.

### 5. Subsort By Movement Class/Vendor

If movement class is the report order, subsort by vendor? If vendor is the report order, subsort by movement class? CR defaults to **Yes**.

### 6. Item Class

Enter the item class to print. The entry must be a valid class. CR defaults to **ALL**. F2 allows a search.

### 7. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to **1**.

### 8. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to **ALL**. F2 allows a search.

### 9. Dip Into Safety Stock Cutoff

Enter the maximum dip percentage into safety stock to print (0-99), i.e., if the dip % went above this % any time in the past 12 months, the item is not to print on the report; therefore, not eligible for a safety stock reset. CR defaults to **99**.

### 10. Maximum Dip Allowance

Enter maximum dip % into safety stock allowable (0-99), i.e., if the system allows a dip of this % in a worst case scenario.

**11. Safety Allowance - Minimum**

Enter minimum safety allowance %, i.e., the lowest % of the item could be reset to (0-99). CR defaults to 50%.

**12. Safety Allowance - Maximum**

Enter maximum safety allowance %, i.e., the highest % the item could be reset to (0-99).

**13. Include**

Enter whether to print Usage and/or safety allowance Dip information. CR defaults to NONE.

**14. Check the report. Do you wish to reset?**

Upon completion of printing, the user has the option to replace current safety allowance % with reset safety allowance. Select **OK** or **CANCEL** or Enter **Y** or **N** to indicate whether to update and reset.

**Technical Notes**

Printing proceeds by reading through the vendor by item sort file (ICVNDX) and then checking the warehouse/item file (ICWHSE) for records meeting criteria entered. The sort file (SMSRT?) builds and prints the information. The safety allowance % is updated in the warehouse/item file. Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICVNDX, ICMAS, APVEND

**FILES UPDATED** - ICWHSE, SMSRT?

**Safety Allowance Reset (ICR765)**

Template Print Options

Order  Beginning     
 Ending

Properties

Mvmt Class/Vendor    Sub-Sort

Item Class   All

Item Description

Warehouse   Atlanta

Dip Into Safety Stock Cutoff  % Maximum Dip Allowable  %

Include   None

Safety Allowance

Minimum  % Maximum  %

Template  Printer

Enter Movement Class, F1-All, F2-Search

**Safety Allowance Reset (ICR765)**

Help

---

01-FACTS 7.5 Development Safety Allowance Reset ICR765

Order U Vendor Beginning First  
Ending Last

---

— Properties —

Mvmt Class/Vendor Sub-Sort Y

Item Class All Item Description 1

Warehouse 01 Atl

Dip Into Safety Stock Cutoff 99 % Maximum Dip Allowable %

Include UD

---

— Safety Allowance —

Minimum 50 % Maximum %

---

— Template — — Printer —

None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Vendor Review Cycle Reset (ICR770)

## Function

This program allows the user to obtain a report of the current and recommended vendor review cycles. The optional update allows the user to reset the current with the recommended cycles as displayed on the report.

The vendor review cycle is the amount of time between dates that a vendor is reviewed for replenishment in order to meet buying targets. For example, if in order to receive a discount there is a minimum purchase amount, that minimum should be met each time the user orders from the vendor. The review cycle determines when orders should be placed in order to take advantage of the discount.

The review cycle formula is as follows:

Review cycle = 360 days/number of reviews per year

(reviews per year = total annual cost/buying target \$)

This reset determines the buying target in dollars only. Buying target pounds are not used.

The vendor review cycle is used to print the Vendor Review Dates Report.

The user has the option to:

- Select the beginning and ending vendor.
- Select warehouse(s).
- Print only changes to the review cycle.
- Print purchase information.
- Print vendors with no buying target.

Report information includes the following: vendor, item number, item description, current, reset and min/max review cycle, total cost for last 12 periods, buying target, dollars and pounds, date of last purchase order, and buying requirements. The cost for each period may be printed. The total number of vendors listed is also included. The basic calculations involved are included in the report legend. For additional information refer to the glossary.

## User Inputs

The following inputs are involved in Vendor Review Cycle Reset Report:

### 1. Beginning Vendor

Enter the first vendor you want to see on your report. CR defaults to FIRST vendor record on file. F2 allows a search.

### 2. Ending Vendor

Enter the last vendor that should appear on your report. CR defaults to LAST vendor record on file. F2 allows a search.

### 3. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

### 4. Changes Only

Enter Y or N to indicate whether to print changes only to the review cycle. If N is entered, vendors with no change to the review cycle are printed. CR defaults to Y.

### 5. Include Purchases

Enter N or Y to indicate whether to include last 12 periods' purchase information on the report. CR defaults N.

### 6. Include No Buy Target

Enter N or Y to indicate whether to include vendors with no buying target. If Y is entered, vendors with no buying target are printed, however, the review cycle reset is not calculated. CR defaults to N.

### 7. Check the report. Do you wish to reset?

Upon completion of printing, the user has the option to replace current review cycle quantities. Select OK or CANCEL or enter YES or N to indicate whether to update and reset.

## Technical Notes

Printing proceeds by reading through the vendor by item sort file (ICVNDX) and then checking the warehouse/vendor review cycle file (ICWHVD) for records meeting criteria entered. The sort file (SMSRT?) builds and prints the information. The vendor review cycle is updated in the warehouse/vendor review file.

**FILES USED** - SMCNTL, ICVNDX, ICMAS, APVEND, ICWHSE

**FILES UPDATED** - ICWHVD, SMSRT?

**Vendor Review Cycle Reset (ICR770)**

Template    Print Options

Beginning Vendor     << & >> First

Ending Vendor     >> & << Last

Warehouse     Atlanta Warehouse

Changes Only

Include Purchases

Include No Buy Target

Template \_\_\_\_\_    Printer \_\_\_\_\_   

None    Genicom Line Printer   

Enter Beginning Vendor to Print, F1-First, F2-Search

**Vendor Review Cycle Reset (ICR770)**

Help

---

01-FACTS 7.5 Development    Vendor Review Cycle Reset    ICR770

Beginning Vendor    First

Ending Vendor    Last

Warehouse    01 Atlanta Wa

Changes Only    Y

Include Purchases    N

Include No Buy Target    N

— Template \_\_\_\_\_    — Printer \_\_\_\_\_

None    WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



# Item Label Print (ICP710)

## Function

This program allows the user to print labels from the information stored in the item and warehouse files.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select the vendor (or item class) to print.
- Select the item type to print.
- Select the item description(s) to print.
- Select the warehouse(s) to print.
- Print unit of measure, package size, item class and/or location.
- Print up to 99 labels per item.

Label information includes the following: item number and item description. Optional information includes unit of measure, standard pack, item class and location. The program prints on 4-up 3.3 x 15/16 labels. For more information see the forms section in the Installation Manual.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

## User Inputs

The following inputs are involved in printing item labels:

### 1. Order

Enter the order in which to print: Item order, Alpha order, Vendor order, and Item Class order. CR defaults to Item.

### 2. Beginning [Order Choice]

CR defaults to the FIRST record on file, or you can enter specific information to narrow the focus of your report.

### 3. Ending [Order Choice]

CR defaults to the LAST record on file, or you can enter specific information to narrow the focus of your report.

### 4. Item Type

Enter the item type to print: Stocked items or Nonstocked items. CR defaults to SN.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to ALL.

## 6. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

## 7. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

## 8. Include

Enter whether to print **Unit of measure**, standard **Pack**, item **Class** and/or **Location** on each label. CR defaults to NONE.

## 9. Labels for Alternate Locations

Indicate whether you want to print labels using alternate location data. If L (location) is one of the Include Options, this field is enabled. If not, the field is disabled.

The number of labels selected for the item in the prompt below first prints for the primary location. Then, if you select to print labels for alternate locations, the number of labels selected prints again using that alternate location data. This continues for the number of alternate locations set up for this warehouse/item.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item file (ICMAST) is then checked for the items meeting criteria entered.

**FILES USED** - SMCNTL, ICALPX, ICVNDX, ICCLSX, ICMAS, APVEND, ICWHSE

**FILES UPDATED** - NONE

**Item Label Print (ICP710)**

Template Print Options Help

Order  Beginning     
 Ending

Properties

Item Type   Vendor

Item Description

Warehouse

Include     Labels for Alternate Locations

# Labels

Template  Printer

Print labels for alternate locations?

**Item Label Print (ICP710)**

Help

01-FACTS 7.5 Development      Item Label Print      ICP710

Order I Item                      Beginning    First  
 Ending      Last

— Properties —

Item Type SN All                      Vendor All

Item Description 1

Warehouse 01 Atlanta Wa

Include UPCL                      Labels for Alternate Locations Y

# Labels 1

— Template —                      — Printer —

None                                      WindX Laser

Alignment

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Bar Code Label Print (ICP720)

## Function

This program allows the user to print bar code labels. The printer used must be a printer with bar code capabilities. There are different types of bar codes. Be sure the printer uses the bar code standard needed. The hex code for bar code **on** and **off** must be set up for the printer in the Printer F/M program. The program prints on a 1-up 5 x 1 label.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select vendor (or item class) to print.
- Select the item type to print.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Print up to 99 labels per item.

The program prints the item number, description, stocking unit of measure and the bar code for the item number.

➤ To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

## User Inputs

The following inputs are involved in printing Bar Code labels:

### 1. Order

Enter the order in which to print: **Item order**, **Alpha order**, **Vendor order**, and **Item Class order**. CR defaults to **I**.

### 2. Beginning Order Choice

CR defaults to the **FIRST** record on file, or you can enter specific information to narrow the focus of your report. **F2** allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the **LAST** record on file, or you can enter specific information to narrow the focus of your report. **F2** allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: **Stocked items** or **Nonstocked items**. CR defaults to **SN**.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to **ALL**. **F2** allows a search.

## 6. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to 1.

## 7. Warehouse

Enter the warehouse code to print. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F2 allows a search.

## 8. Number Of Labels

Enter the number of labels to print per item (1-99). CR defaults to 1.

## Technical Notes

Printing proceeds by reading through the selected file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item file (ICMAST) is then checked for the items meeting criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, APVEND, ICWHSE, ICCLSX

**FILES UPDATED** - NONE

**Bar Code Label Print (ICP720)**

Template Print Options

Order: **- Item Order** Beginning:  Ending:  First Last

Properties

Item Type: **SN** Vendor:

Item Description: **1 - PrintDescription 1**

Warehouse: **01 Atlanta Warehouse**

# Labels: **1**

Template: **None** Printer: **Genicom Line Printer**

OK Cancel

Print In Item, Alpha, Vendor, or Item Class Order? (I/AV/C)

**Bar Code Label Print (ICP720)**

Help

---

**01-FACTS 7.5 Development Bar Code Label Print ICP720**

Order I Item Beginning Ending First Last

---

**- Properties**

Item Type **SN** Vendor

Item Description **1**

Warehouse **01 Atlanta Warehouse**

# Labels **1**

---

**- Template** **None** **- Printer** **WindX Laser**

**Alignment**  
 CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |

# Item Notes Print (ICR780)

## Function

This program allows the user to print the notes recorded for each item. Item notes are created and maintained through the Item Inquiry program.

The user has the option to:

- Select the print order - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select the item type to print.
- Print a new page for each item.
- Select descriptions to print.

Report information includes the following: item number and description and all notes recorded for an item. Each item printed may begin on a new page. The total number of items printed is also included.

## User Inputs

The following inputs are involved in printing item notes:

### 1. Order

Enter the order in which to print: **Item order**, **Alpha order**, **Vendor order**, and **Item Class order**. CR defaults to **Item**.

### 2. Beginning Order Choice

CR defaults to the **FIRST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

CR defaults to the **LAST** record on file, or you can enter specific information to narrow the focus of your report. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: **Stocked items**, **Nonstocked items**, and/or **Uninventoried items**. CR defaults to **SNU**.

### 5. New Page

Enter **N** or **Y** to indicate whether to print a new page (start on new page) for each item with notes. CR defaults to **N**.

### 6. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M. CR defaults to **1**.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item notes file (ICNOTE) is then checked for items meeting the criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX

**FILES UPDATED** - NONE



**Item Notes Print (ICR780)**

Template Print Options

Order:  Beginning:  First:   Ending:  Last:

Properties

Item Type:  New Page:  Item Description:

Template:  Printer:

**Win with ProvideX**

Help

01-Demo Company                      Item Notes Print                      ICR780

Order I Item                      Beginning First  
Ending Last

---

Properties

Item Type                      SNU

New Page                      N

Item Description 1

---

Template                      None                      Printer                      Genicom Line Printer

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Item Balancing Register (ICR795)

## Function

This program allows the user to reset quantities for on-hand, on-order, committed, backordered, and LIFO/FIFO cost layers. The register first prints all out-of-balance items, then offers an optional update to reset the quantities to match the printout.

The user has the option to:

- Select warehouse to balance.
- Select beginning and ending items to balance.
- Choose the type of quantity to balance: on-hand, on-order, committed, serial/lot committed, backordered, or LIFO/FIFO cost layers.

This program only needs to be run if any quantities in sales orders, purchase orders, or inventory are out of balance as a result of system malfunction or user error.

## User Inputs

The following inputs are involved in the balancing of inventory quantities:

### 1. Warehouse

Enter the warehouse to balance. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search.

### 2. Beginning Item

Enter the beginning item to balance in the warehouse. CR defaults to FIRST. F2 allows a search.

### 3. Ending Item

Enter the ending item to balance in the warehouse. CR defaults to LAST. F2 allows a search.

### 4. Balance On Hand

Enter Y or N to indicate whether to balance the warehouse/item on-hand quantities. CR defaults to N. Balancing sets the on-hand quantities stored in the warehouse/item file equal to the on-hand quantities stored in the serial/lot number file.

### 5. (Balance) On Order

Enter Y or N to indicate whether to balance the warehouse/item on-order quantities. CR defaults to N. Balancing sets all on-order quantities in the warehouse/item file equal to quantities for IC warehouse transfers, manufacturing production, and orders in the purchase order system.

### 6. (Balance) Committed

Enter **Y** or **N** to indicate whether to balance the warehouse/item committed quantities. CR defaults to **N**. Balancing sets all committed quantities in the warehouse/item file equal to what is committed for the sales order system, IC warehouse transfers, and manufacturing production.

### 7. (Balance) Serial/Lot Committed

If you entered **Y** in the **Committed** input, you can also enter **Y** or **N** to indicate whether to balance the serial/lot committed quantities; otherwise, this input is skipped. CR defaults to **N**. Balancing sets the serial/lot committed quantities in the serial/lot file equal to what is in the sales order system, IC warehouse transfers, and manufacturing production.

### 8. (Balance) Backordered

Enter **Y** or **N** to indicate whether to balance the backordered quantities. CR defaults to **N**. Balancing sets all backordered quantities in the warehouse/item file equal to what is on backorder in the sales order system.

### 9. (Balance) LIFO/FIFO

Enter **Y** or **N** to indicate whether to balance the quantities for LIFO/FIFO cost layers. CR defaults to **N**. Balancing sets on-hand quantities for each layer in the LIFO/FIFO cost layers file equal to the quantities for the item in the warehouse/item file, reflecting sales orders, and IC warehouse transfers.

### 10. Check the register. OK to update?

After the register is printed, verify the printout. If everything is correct, select **OK** or enter **Y** to continue. The program proceeds with the update. Otherwise, select **CANCEL** or enter **N**. The update is not performed, and the system returns to the menu.

## Technical Notes

### On-Hand Quantities

If you choose to update on-hand quantities, the program reads the Serial/Lot File (ICLOTS) for on-hand quantities. When you run the update, the quantities in the Warehouse/Item File (ICWHSE) are updated to match this file and a record is written to the Item Ledgercard File (ICLEDG) to indicate a change in on-hand quantities.

### On-Order Quantities

If you choose to update on-order quantities, the program reads the following files:

- **PORDER** - for on-order quantities in purchase orders
- **ICTRAN** - for on-order quantities for IC warehouse transfers
- **MCBPRD**, **MCFPRD** - for on-order quantities in manufacturing production.

When you run the update, the quantities in the warehouse/item file (ICWHSE) are updated to match the quantities in these files.

### Committed Quantities

If you choose to update committed quantities, the program reads the following files:

- SORDER, SOBOMS - for committed quantities in sales orders
- ICTRAN - for committed quantities for IC warehouse transfers
- MCBPRD, MCFPRD - for committed quantities in manufacturing production.

When you run the update, the quantities in the warehouse/item file (ICWHSE) are updated to match the quantities in these files.

### Serial/Lot Quantities

For serial/lot committed quantities, the program reads the following files for serial/lot items:

- SOBLOT - for BOM component items assembled in SO
- SOLOTS - for sales orders
- ICTLOT - for IC warehouse transfers
- MCBLOT - for BOM component items assembled in MC
- MCFLOT - for MC formula production

When you run the update, the quantities in the serial/lot number file (ICLOTS) are updated to the sum of the quantities in these files.

### Backordered Quantities

If you choose to update backordered quantities, the program reads the SORDER and SOBOMS files for backordered quantities in sales orders. When you run the update, the backordered quantities in the warehouse/item file (ICWHSE) are updated to match the quantities in these files.

### LIFO/FIFO Quantities

For LIFO/FIFO cost layers, the program reads the following files for on-hand and allotted quantities:

- ICWHSE - for on-hand and allotted quantities in this warehouse
- SORDER - for sales orders
- ICTRAN - for IC warehouse transfers

When you run the update, the on-hand and allotted quantities in the LIFO/FIFO cost layers file (ICCOST) are updated to match the quantities in these files.

### Updating

After the program reads the appropriate files for the type of quantities you choose to balance, it writes the information to a temporary file, SMDIR#, and prints the report from this file. If you perform the update, SMDIR# is also used to reset the indicated quantities in ICWHSE and ICLOTS. The last balancing register number is updated in SMCNTL.

**FILES USED** - ICMAS, ICTLOT, POITMX, PORDER, MCBLOT, MCFLOT, MCITMX, MCBPRD, MCFPRD, SOBIX, SOBLOT, SOITMX, ICTRAX, SOLOTS

**FILES UPDATED** - SMCNTL, ICWHSE, ICLOTS, SORDER, ICTRAN, ICCOST, ICFUCT, SMDIR#, SOBOMS, ICLEDG

**Item Balancing Register (ICR795)**

Template Print Options

This Program Will Print a Register of All Out-of-Balance Items For the Selected Quantities. The Optional Update Will Reset the Quantities to Match the Register.

Warehouse  Atlanta Warehouse

Beginning Item  First

Ending Item  Last

Balance \_\_\_\_\_

On Hand

On Order

Committed  Serial/Lot

Backordered

Lifo/Fifo

Template \_\_\_\_\_ Printer \_\_\_\_\_

None Genicom Line Printer

OK Cancel

Balance Committed Quantity In Serial/Lot File to Quantities In Sales Orders, Transfers, Production, a

**Item Balancing Register (ICR795)**

Help

01-FACTS 7.5 Development Item Balancing Register ICR795

This Program Will Print a Register of All Out-of-Balance Items For the Selected Quantities. The Optional Update Will Reset the Quantities to Match the Register.

Warehouse 01 Atlanta Warehouse

Beginning Item First

Ending Item Last

— Balance \_\_\_\_\_

On Hand N

On Order N

Committed N Serial/Lot N

Backordered N

Lifo/Fifo N

— Template \_\_\_\_\_ — Printer \_\_\_\_\_

None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# IC Code List (ICR790)

## Function

This program allows the user to print a listing of each of the following inventory codes:

- Item class
- General ledger posting table
- Adjustment code
- Unit of measure code
- Warehouse
- Item price class

Each type of code is entered into its own file maintenance program and most are used in the item file. The adjustment code is used for making inventory adjustments.

Report information is comprised of each code, the information stored with each of those codes and the total number of codes listed.

## User Inputs

When the IC Code List program first appears on your screen, you'll see the six categories of IC codes listed.

### 1. Select Number

Select the type of code to print

### 2. Beginning Order Choice

If you selected Item Class from the previous prompt, enter the first item class code that you want to see listed. In all cases, CR defaults the FIRST record on file. F2 allows a search.

### 3. Ending Order Choice

If you selected Item Class in the first prompt, enter the item class code that should appear last on your report. In all cases, CR defaults to the LAST record on file. F2 allows a search.

## Technical Notes

Processing proceeds by reading through the control file for codes that meet criteria entered.

**FILES USED** - SMCNTL

**FILES UPDATED** - NONE







## CHAPTER 10

# End of Period

The end-of-period menu contains programs, which should be run at the end of each inventory period to close it correctly. (Please refer to the Normal Procedures section.)

The Item Activity Report is an optional report that prints each item's activity for the period. The report shows the on hand quantity at the beginning of the period, receipts, production, adjustments, transfers and sales for the period and the calculated on hand quantity for the end of the period. The activity is removed during the End-of-Period Update and, therefore, the Item Activity Report must be run before the End-of-Period Update otherwise the report is not available for the period.

The Serial/Lot Number Removal Register allows the user to print a register of all serial/lot numbers with a sold status that meets entered criteria. An update may be run to remove these sold records (items) from the system. If ledgercards are stored for warehouse/item combinations, ledgercards may be removed.

The End-of-Period Update updates period information and resets restocking information. During this process, items are flagged. After the update is run, users run the Flagged Item Report to obtain a list of items flagged. Any item flagged indicates there has been a variance from normal processing (usage rates, lead times, frozen controls). This report is a tool for the user to determine what is to be done with an item, i.e., whether fields (lead times, etc.) are to be adjusted.

The Item Flag/Restocking Reset Program is used to make these adjustments and automatically reset the item restocking amounts for items that appeared on the Flagged Item Report.

FACTS 7.5 Distribution Software - Inventory Control (ICS000)

# FACTS

DISTRIBUTION SOFTWARE

(JLWT6C)      FACTS 7.5 Development - Company 01      02/07/05 - 9:30 am

### Inventory Control

- Restocking
- Adjustments
- Warehouse Transfers
- Costing & Pricing
- Electronic Price Updates
- Physical Inventory
- Inquiries
- Reports & Prints
- End of Period**
- File Maintenances

End of Period Tasks:

- Item Activity Report**
- Serial/Lot# Removal Register
- Item Ledgercard Removal
- End-of-Period Update
- Flagged Item Report
- Item Flag/Restocking Reset

Access Code

Company 01, FACTS 7.5 Development

Help

02/22/05 Tuesday      Inventory Control      JLW T6C      2:44 pm  
01-FACTS 7.5 Developme      End of Period      ICS800

- 1. Item Activity Report**
2. Serial/Lot# Removal Register
3. Item Ledgercard Removal
4. End-of-Period Update
5. Flagged Item Report
6. Item Flag/Restocking Reset

Selection | \_\_\_\_\_

ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

# Item Activity Report (ICR810)

## Function

This program allows the user to print a report listing activity for each item for the current inventory period. This report is printed prior to running the End-of-Period Update or as needed. Item activity is grouped according to receipts, production (manufacturing), transfers, adjustments and sales.

The user has the option to:

- Select the print order - item, alpha, vendor, movement class or item class
- Select the beginning and ending order choice.
- Select the item type to print.
- Select the vendor (or item class) to print.
- Select the item descriptions(s) to print.
- Select warehouse(s) to print.
- Select whether to include item(s) with zero net activity.

Report information includes the following: warehouse, item number, item description, movement class, season code, period beginning quantity, quantity received, quantity produced, quantity transferred, quantity adjusted, quantity sold, and actual on hand quantity.

The calculated ending balance equals the period beginning quantity plus receipts plus produced plus adjustments plus transfers in minus transfers out minus sales.

Throughout the period, the calculated ending balance may not equal the actual on hand due to the fact that actual on hand quantities in most cases are updated immediately where the calculated quantities (i.e., sales) are not updated until the register (i.e., Daily Sales Register) is updated. At the end of the period after all registers have been updated, the two quantities should be the same.

## User Inputs

The following inputs are involved in printing the Item Activity Report:

### 1. Order

Enter whether to print in **Item**, **Alpha**, **Vendor**, **Movement** or **Item Class** order. CR defaults to **Item**.

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 2). F1 defaults to **FIRST**. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 5). F2 defaults to **LAST**. F2 allows a search of items, vendors, and item classes.

**4. Item Type**

Enter the item type to print: Stocked items or Nonstocked items. CR defaults to SN.

**5. Vendor/Item Class**

Enter the vendor (or item class if vendor selected in input #1) for which to print. The entry must be a valid vendor (or item class). CR defaults to ALL. F2 allows a search.

**6. Item Description**

Enter whether to print item description **1**, **2**, or **Both** from Item F/M, or **Neither**. CR defaults to 1.

**7. Warehouse**

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

**8. Include Zero Activity**

Enter **Y** or **N** to indicate whether to include items with zero net activity on the report. If **N** is entered here, only items that had activity are listed. If **Y** is entered, items that had zero net activity at End-of-Period are also listed. For example, five of item I101 were shipped, but five were also received into the warehouse - the net activity would then be zero even though there was activity on the item. CR defaults to **Y**.

**Technical Notes**

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The warehouse/item file (ICWHSE) is then checked for the items meeting criteria entered.

**FILES USED** - SMCNTL, ICWHSE, ICMAS, ICCLSX, ICALPX, ICVNDX, APVEND, ICIUOM

**FILES UPDATED** - NONE

**Item Activity Report (ICR810)** [ - ] [ □ ] [ × ]

Template Print Options

Order: **- Item** Beginning: [ ] Ending: [ ] [ First ] [ Last ]

Properties

Item Type: SN

Vendor/Item Class: [ ] All

Item Description: 1 - Print Line 1 of Item Description

Warehouse: 01 Atlanta V

Include Zero Activity:

Template: None Printer: Genicom Line Printer

[ OK ] [ Cancel ]

Print In Item, Alpha, Vendor, Movement, or Item Class Order? (I/A/V/M/C)

**Item Activity Report (ICR810)** [ - ] [ □ ] [ × ]

Help

01-FACTS 7.5 Development Item Activity Report ICR810

Order	I Item	Beginning	First
		Ending	Last
- Properties			
Item Type	B		
Vendor	All		
Item Description	1		
Warehouse	01 Atla		
Include Zero Activity	Y		
- Template: None		- Printer: WindX Laser	
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .			

# Serial/Lot Number Removal Register (ICR820)

## Function

This program allows the user to print a register of all serial/lot numbers that are unavailable and that have an on hand quantity of zero. The optional update removes the printed records from the inventory system. Serial/Lot information may be available in sales analysis.

The user has the option to:

- Select the order to print - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select item type to print.
- Select the vendor (or item class) to print.
- Select item description(s) to print.
- Select the warehouse(s) to print.
- Print as of a user-defined cutoff date.

Report information includes the following: warehouse, item number and description, serial/lot flag, serial/lot number, purchase order number, date received, vendor number, units received, buying unit of measure, cost, costing unit of measure, last sale date, invoice number, customer number, units sold, selling unit of measure, price sold at, and pricing unit of measure.

**Note:** The Serial/Lot Number Removal Register program also includes items setup in alternate bin locations.

## User Inputs

The following inputs are involved in running the Serial/Lot Number Removal Register:

### 1. Order

Enter the order the report is to print.

### 2. Beginning Order Choice

Select the beginning order choice to print (ref. 2). F1 defaults to FIRST. F2 allows a search of items, vendors, and item classes.

### 3. Ending Order Choice

Select the ending order choice to print (ref. 5). F1 defaults to LAST. F2 allows a search of items, vendors, and item classes.

### 4. Item Type

Enter the item type to print: Stocked items or Nonstocked items. CR defaults to SN.

### 5. Vendor/Item Class

Enter the vendor or item class to print. CR defaults to ALL. F2 allows a search.

## 6. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M, or **Neither**. CR defaults to 1.

## 7. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to ALL. F2 allows a search.

## 8. Cutoff Date

Enter the last sale date to remove through (ref. 3). Serial/lot items sold before and on this date are printed. Items sold after entered date are not printed (i.e., not removable). CR defaults to NO CUTOFF.

## 9. Check the register. OK to remove records just printed?

Verify the register. Select **OK** or **CANCEL** or enter **Y** or **N** to indicate whether to remove the records just printed.

## Technical Notes

Printing proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The serial/lot file (ICLOTS) and warehouse/item file (ICWHSE) are then checked for records meeting criteria entered. Printed records are removed in the serial/lot file.

**FILES USED** - ICALPX, ICVNDX, ICCLSX, ICMAS, APVEND, ICWHSE

**FILES UPDATED** - SMCNTL, ICLOTS

**Serial/Lot# Removal Register (ICR820)**

Template Print Options

Order:  Beginning:  First:    
 Ending:  Last:

Properties

Item Type:   
 Vndr/Item Class:  All   
 Item Description:   
 Warehouse:  Atlanta W:   
 Cutoff Date:  System Date

Template:  Printer:

**Serial/Lot# Removal Register (ICR820)**

Help

01-FACTS 7.5 Development Serial/Lot# Removal Register ICR820

Order I Item Beginning First  
Ending Last

— Properties —

Item Type B

Vendor All

Item Description 1

Warehouse 01 Atlan

Cutoff Date System Date

— Template — — Printer —

None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



# Item Ledgercard Removal (ICU810)

## Function

Use this program to remove ledgercards from the system. Infor™ recommends that you print the Item Ledgercards first and review them before you run this program.

The *Item Ledgercard Removal* program also checks to make sure there are no updated PO receipts that have not been run through the register to prevent problems with writing the ledgercard from the PO register once the ledgercards have been resequenced. If there are outstanding updated receipts, the system displays a message indicating there are outstanding updated receipts.

Ledgercards can be sorted by item, alpha, vendor or item class order based on a transaction cutoff date. This program is a recommended part of the end-of-period procedures.

To access this program, choose *Inventory Control* → *End of Period* → *Item Ledgercard Removal*.

## User Inputs

The following inputs are involved in Item Ledgercard Removal:

### 1. Order

Enter the order the program is to remove ledgercards.

### 2. Beginning Order Choice

Select the beginning order choice to remove (ref. 2).

### 3. Ending Order Choice

Select the ending order choice to remove (ref. 5).

### 4. Item Type

Enter the item type to print: Stocked items or Nonstocked items. CR defaults to SN.

### 5. Vendor/Item Class

Enter the vendor (or item class if vendor was selected in input #1). The entry must be a valid vendor (or item class). CR defaults to ALL.

### 6. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the terminal assigned to the terminal. F3 defaults to ALL.

### 7. Cutoff Date

Enter the last transaction cutoff date. Records are removed through this date. CR defaults to the ending date of the last general ledger period closed (ref. 3).

### 8. Keep

Enter the minimum number of ledgercards to keep (not remove) per warehouse/item regardless of cutoff date (1-99). CR defaults to NO MINIMUM.

## Technical Notes

Updating proceeds by reading through the chosen file - item (ICMAST), alpha (ICALPX), vendor (ICVNDX) or item class (ICCLSX). The item Ledgercard file (ICLEDG) is then checked for records meeting all criteria entered.

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICVNDX, ICCLSX

**FILES UPDATED** - ICLEDG

```

Item Ledgercard Removal (ICU810)
Help
01-Demo Company          ITEM LEDGERCARD REMOVAL          ICU810
THIS PROGRAM WILL REMOVE ITEM LEDGERCARDS BASED ON THE CRITERIA ENTERED BELOW.
ORDER I
BEGINNING ITEM FIRST
ENDING ITEM LAST
ITEM TYPE SN            VENDOR ALL
WAREHOUSE 01 Atlanta Warehouse
CUTOFF DATE LAST GL PERIOD ENDING DATE 08/31/02
KEEP |.
ENTER MINIMUM # OF LEDGERCARDS
TO KEEP PER ITEM REGARDLESS OF CUTOFF DATE (CR=NO MINIMUM), F4-BACKUP
  
```

## End-Of-Period Update (ICU890)

### Function

This program allows the user to close the current inventory period.

The program rolls usage rates back one period and sets qualified usage for the most recent period. The program also resets order points, line points, minimum and maximum stocking levels and order quantities. The safety stock dip % and the number of days stockout (number of days item is out of stock) are updated. Month-to-date figures are set to zero and year-to-date figures are rolled to prior year, if it is year end. Items are also flagged if usage is unusual. (Items are not flagged, however, if they have not yet accumulated six months of usage.) Items that have frozen controls have the number of periods to freeze reduced by one period. Item that ignore low sales have the number of periods to ignore low sales reduced by one period. All period activity (sales, adjustments, etc.) is cleared.

This program flags usage for high sales, low sales and/or stock outs for stocked items with the warehouse level Replenish flag (on the Main view of Warehouse/Item F/M) set to "Y". If the item is not a stocked item with the warehouse level replenishment flag set to "Y", then the item's usage will not be flagged. Also, the restocking controls will not be reset if the replenishment flag is not set to "Y".

#### *Resetting usage rate*

Usage is the amount of movement (sales, transfers out, manufacturing components) for a stocked item in a month (i.e., amount used in a month).

The usage for the period must be qualified, (i.e., usage is set). The item is flagged (usage is disqualified) in the following cases:

- The item (nonseasonal) has high sales for a period – the usage for a period is greater than the last five period's sales combined
- The item (seasonal) has high sales for a period – the usage for a period is greater than the past two period's usage, plus the current and next period's usage from the previous year
- The item has low sales for a period – the usage for one of the last 6 periods is less than 1/2 unit (except for those items that are being ignored for low sales).
- The item (seasonal) has low sales for a period – the usage for one of the following periods is less than 1/2 unit (except for those items that are being ignored for low sales): the last two periods and the current and next period from the previous year.
- The item has a lengthy stockout – when the item is out of stock for a time period of greater than 13 days.

Finally the usage rate is calculated. For highly seasonal items the usage rate is calculated as the average usage of the upcoming 3 periods based on those 3 periods as of a year ago. For seasonal items the usage rate is calculated as the

average usage of the upcoming 6 periods based on those 6 periods a year ago. For non-seasonal items the usage rate is calculated as the average usage of the last six periods.

### *Lead times*

The last five lead times and average lead time (average of last two lead times) are updated and maintained by the system any time inventory is received into the warehouse. The lead time is flagged at the time inventory is received if it is abnormal. An abnormal lead time is one in which the new average is 50% shorter or longer than the previous average.

If the adjustment type is "R" for receipt and the restocking warehouse is direct from the vendor, the lead-time is set to abnormal only if the item is stocked and the replenishment flag (located on the Main view of Warehouse/Item F/M) is Y. Otherwise, the lead-time flag is blank.

### *Resetting order quantities*

If usage is qualified the program resets the order quantity.

If the order quantity method is set to movement class the movement class calculation is used to set the order quantity. The movement class (set in the warehouse/item record) is the number of months for which to supply stock. If the movement class is 7, then 7 months supply is the order quantity. The order quantity is calculated as the usage rate X movement class. If the usage rate of the item is 10, then the order quantity is set to 70 (i.e., 10 X 7).

If the order quantity method is set to EOQ the order quantity is set to the following:

$$EOQ = \sqrt{\frac{24 \times \text{cost of replenishment (R cost)} \times \text{usage rate}}{\text{cost of carrying inventory (K cost)} \times \text{unit cost}}}$$

If "R" cost (set in the warehouse record) is \$5.00, usage rate (set previously in this program) is 20, "K" cost (set in warehouse record) is .30 (30%) and unit cost is \$7.00 then the EOQ calculation is as follows:

$$EOQ = \sqrt{\frac{24 \times 5.00 \times 20}{.30 \times 7.00}} = 34 \text{ (Rounded off to even units)}$$

The EOQ answer may be rounded off to the nearest standard package, up to a minimum two week supply or a maximum one year's supply, or adjusted according to the product line's review cycle.

If the order quantity method is set to manual, the order quantity calculation is skipped.

### *Order point/line point, Minimum/maximum stocking*

After the order quantity is set, the program sets the order point and line point if the restocking method is set to order point/line point or the minimum stock and maximum stock if the restocking method is set to min/max.

The **order point** is calculated as follows:

$$\text{Order point} = (\text{usage rate} \times \text{lead time}) + \text{safety stock}$$

(Lead time is in months; safety stock = (usage rate X lead time) X safety allowance). If the usage rate is 20 and the lead time is 30 days and the safety allowance is 50% the order point is set to 30.

The **line point** is calculated as follows:

$$\text{Line point} = \text{order point} + \text{usage rate during review cycle}$$

If the order point is 30, the usage rate is 20 and the review cycle is 1-1/2 months the line point is set to 60.

The **minimum stock** is calculated as follows:

$$\text{Minimum stock} = (\text{usage rate} \times \text{lead time}) + \text{safety stock (same as order point)}$$

If the usage rate is 20, the lead time is 30 days and the safety allowance is 50% the minimum stock is set to 30.

The **maximum stock** is calculated as follows:

$$\text{Maximum stock} = \text{minimum stock} + \text{order quantity}$$

If the minimum stock is set to 30 and the order quantity is 20 the maximum stock is set to 50.

### *Resetting safety stock dip %*

The safety stock dip % is the percentage of use of the safety stock.

The safety stock = the safety allowance X usage X lead time. The system has the lowest on hand quantity stored per item for the period. If the safety stock equals 100 and the lowest on hand quantity for the period is 80, the safety stock dip percent is 20% (i.e., 20% of the safety stock was used).

### *Reducing number of periods to freeze controls and ignore low sales*

Finally the number of periods to freeze controls and number of periods to ignore low sales is reduced by one period (if not a permanent freeze).

## User Inputs

The following inputs are involved in running the End-of-Period Update:

### **1. Close-Out Period**

Enter **Y** or **N** to indicate whether to close out the current inventory period. CR defaults to **Y**.

### **2. Activity Report**

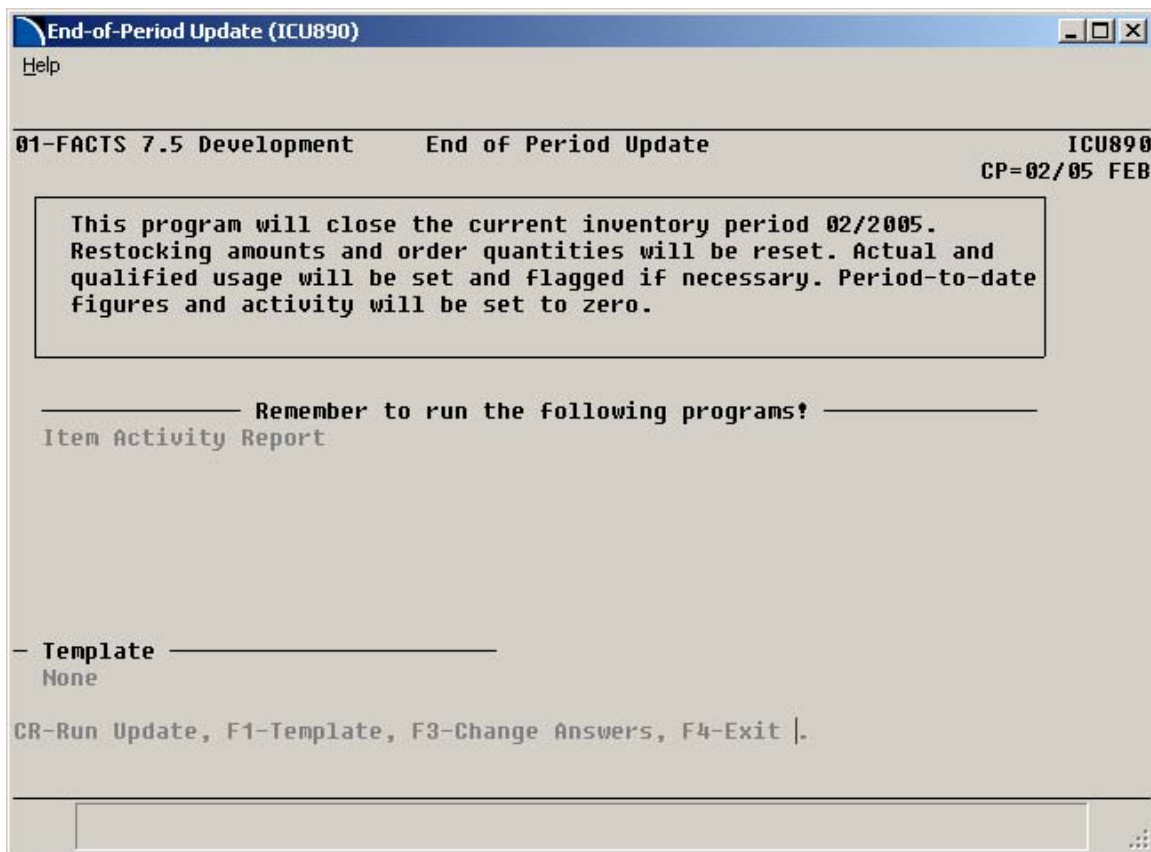
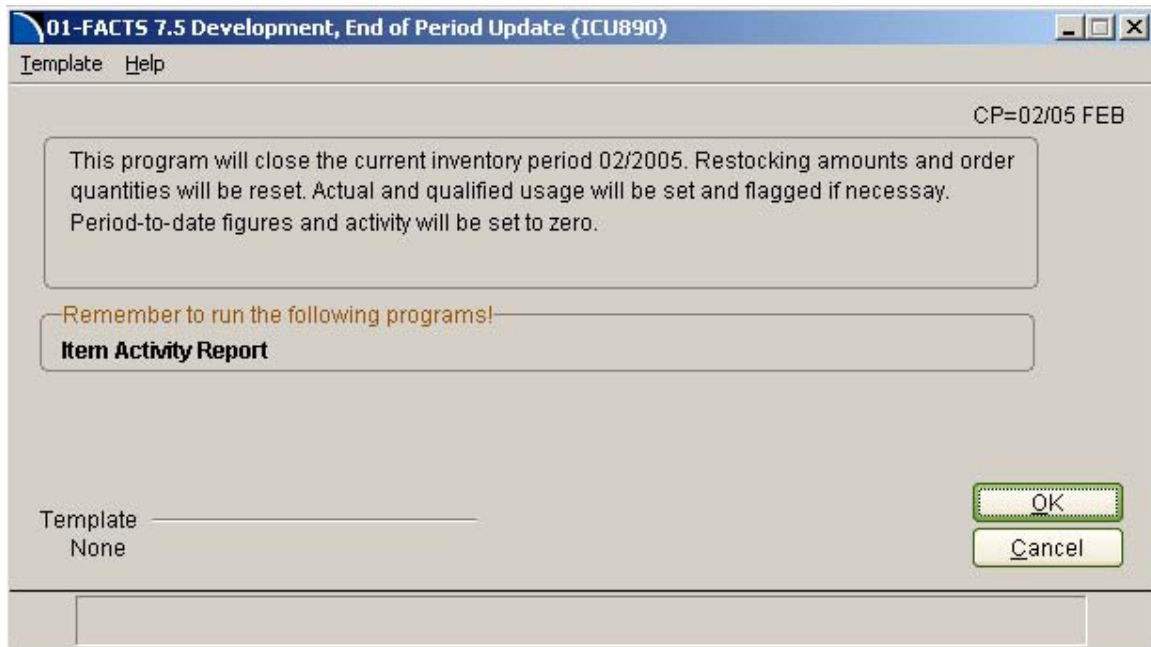
Enter **Y** or **N** to indicate whether the activity report has been run.

## Technical Notes

All updating takes place in the warehouse/item file (ICWHSE). Finally, the current IC period is updated by one.

**FILES USED** - ICADJT, ICMAS, ICWHVD, ICCOST, ICIUOM

**FILES UPDATED** - SMCNTL, ICWHSE



# Flagged Item Report (ICR830)

## Function

This program allows the user to obtain a report of all items flagged by the End-of-Period Update. Usage, lead time, frozen controls and ignore low sales each print a new page on the report. Anything flagged indicates there has been a variance from normal processing. The usage page(s) indicates if usage is unusual due to high sales (period usage is greater than the previous 5 periods usage), low sales (usage is less than 1/2 unit), or a stockout (over 13 days in period where item was out of stock). The lead time page(s) indicates if lead time is abnormal (a lead time causing a greater than 50% change in average lead time). The frozen controls page(s) indicates which items were frozen (items are only frozen by the user). The ignore low sales page(s) indicates which item are set to ignore low sales and the number of periods left to ignore.

This report is a tool for the user to determine what is to be done with the item, i.e., whether usage, the safety allowance, lead time, frozen controls or ignore low sales are to be adjusted. Users should make adjustments through the Warehouse/Item F/M Program or the Item Flag/Restocking Program. Once adjustments are made, the Item Flag/Restocking Program is used to automatically reset the item restocking amounts.

The has the option to:

- Select the beginning and ending vendor or movement class to print.
- Select item class to print.
- Select item description(s) to print.
- Select warehouse(s) to print.
- Print flagged usage, lead times, frozen controls and/or ignore low sales.

Report information includes the following:

- Usage: warehouse, vendor, item class, item, stocking unit of measure, movement class, season code, qualified usage, actual usage and stockout days for the 12 previous periods. The total items listed with flagged usage is also included.
- Lead time: warehouse, vendor, item class, item and description, movement class, season code. The date and lead time for the last 5 receipts and average lead time for each item is also printed. The total number of items listed with invalid lead time is also included.
- Frozen controls: warehouse, vendor, item class, item and description, movement class, season code, and the following frozen controls: controls, number of periods, date and memo. The total number of items listed with frozen controls is also included.



- Ignore low sales: warehouse, vendor, item class, item and description, movement class, season code, number of periods remaining to ignore low sales. The total number of items listed to ignore low sales is also included.

The basic calculations involved are included in the report legend. For additional information, refer to the glossary.

## User Inputs

The following inputs are involved in printing the Flagged Item Report:

### 1. Order

Enter whether to print in **Vendor** or **Movement Class** order. CR defaults to **Vendor**.

### 2. Beginning Order Choice

Enter the beginning vendor or movement class to print. CR defaults to **FIRST** vendor or **Movement Class 1**. F2 allows a search.

### 3. Ending Order Choice

Enter the ending vendor or movement class to print. CR defaults to **LAST** vendor or **Movement Class 14**. F2 allows a search.

### 4. Movement Class/Vendor

Enter the movement class or class to print. If movement class is the report order, enter the vendor to print. If vendor is the report order, enter the movement class to print. F1 defaults to **ALL**. F2 allows a search.

### 5. Subsort By Movement Class/Vendor

If movement class is the report order, subsort by vendor? If vendor is the report order, subsort by movement class? CR defaults to **Yes**.

### 6. Item Class

Enter the item class to print. The entry must be a valid class. CR defaults to **ALL**. F2 allows a search.

### 7. Item Description

Enter whether to print item description **1**, **2**, or **Both** from Item F/M, or **Neither**. CR defaults to **1**.

### 8. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F1 defaults to **ALL**. F2 allows a search.

### 9. Criteria

Enter whether to print items with flagged **Usage**, abnormal **Lead times**, **Frozen** controls and/or **Ignore low sales**. CR defaults to **ULF**.

**10A. Include Permanent Freezes**

If F was **not** entered in **Criteria**, this input is skipped. Enter **Y** or **N** to indicate whether to include items whose controls are frozen permanently. CR defaults to Y.

**10B. Include Permanently Ignored Low Sales**

If I was **not** entered in **Criteria**, this input is skipped. Enter **Y** or **N** to indicate whether to include items whose low sales are permanently ignored. CR defaults to Y.

**Technical Notes**

Printing proceeds by reading through the vendor by item sort file (ICVNDX) and then checking the warehouse/item file (ICWHSE) for records meeting criteria entered. Only stocked items will appear on this report.

**FILES USED** - SMCNTL, ICVNDX, ICMAS, APVEND, ICWHSE

**FILES UPDATED** - NONE

**Flagged Item Report (ICR830)**

Template Print Options

Order:  Beginning:     
 Ending:

Properties

Mvmt Class/Vendor:    
 Sub-Sort

Item Class:

Item Description:

Warehouse:

Criteria:    
 Include Permanent Freezes  
 Include Permanently Ignored Low Sales

Template:  Printer:

**Flagged Item Report (ICR830)**

Help

01-FACTS 7.5 Development      Flagged Item Report      ICR830

Order: U Vendor      Beginning    First  
 Ending      Last

---

— Properties —

Movement Class    All  
 Sub-Sort          Y  
 Item Class        All  
 Item Description    1  
 Warehouse        01 Atl  
 Criteria          ULF  
 Include Permanent Freezes Y  
 Include Permanently Ignored Low Sales Y

---

— Template —      — Printer —  
 None                      WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Item Flag/Restocking Reset (ICE810)

## Function

This program allows the user to pull up a flagged item, adjust the data that caused the flag, and then reset the item restocking amounts. Items may be pulled up by vendor/item order.

The program resets the order point/line point or minimum/maximum stocking levels, and the order quantity. The amounts are reset based on the following standard formulas (which may be displayed):

- Order point
- Line point
- Minimum stock
- Maximum stock
- Order quantity by EOQ (economic order quantity)
- Order quantity by movement class
- Average lead time

## User Inputs

The following inputs are involved in resolving the flag and resetting the item restocking amounts:

### 1. Warehouse

Enter the warehouse code. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 8).

### 2. Vendor

Enter the vendor number. The entry must be a valid vendor number. CR defaults to ALL. F2 allows a search (ref. 8).

### 3. Class

Enter the item class. The entry must be a valid item class. CR defaults to ALL. F2 allows a search (ref. 8).

### 4. Item

Enter the item. The entry must be a valid item in the warehouse. Press F1 to pull up the next flagged item for this warehouse/vendor/item class. F2 allows an item search (ref. 6). Press F3 to pull up the next item for this warehouse.

## Display Codes

Once an item has been entered, restocking information for that item is displayed. You have the following options:

- R** - Allows the user to change the restocking method to order point/line point or to minimum/maximum

- O** - Allows the user to change the Order Quantity to EOQ, movement class or manual.
- L** - Allows the user to enter or change the average lead time, and optionally set lead times to normal or ignore status. Allows the automatic recalculation of average lead time based on new status.
- U** - Allows the user to enter or change the qualified usage for the last one to 12 periods. Allows the calculation of average qualified usage.
- F** - Allows the user to display formulas.
- N** - Allows the user to pull up the next item in the IC Vendor File.
- CR** - Allows the user to reset the current restocking amounts to what is displayed in the new column. CR saves the entered restocking amounts.
- F1** - Allows the user to pull up the next item flagged for usage or lead time for this warehouse/vendor/item class.
- F2** - Allows the user to pull up the next item flagged for usage for this warehouse/vendor/item class
- F3** - Allows the user to pull up the next item flagged for lead item for this warehouse/vendor/item class

## Technical Notes

Item restocking amounts are reset and updated in the warehouse/item file (ICWHSE). Only stocked items will be accessible through this program. The program also resets restocking information for items in alternate bin locations.

**FILES USED** - SMCNTL, ICMAS, ICINTR, ICCOST, ICWHVD, APVEND, ICALPX, ICCLSX, SMNAME, ICIUOM, ICWHSX, ICWHS, ICMVCX, ICVNDX

**FILES UPDATED** - ICWHSE

Information displayed is accessed from the following files:

ICWHSE	APVEND
ICMAST	ICWHVD



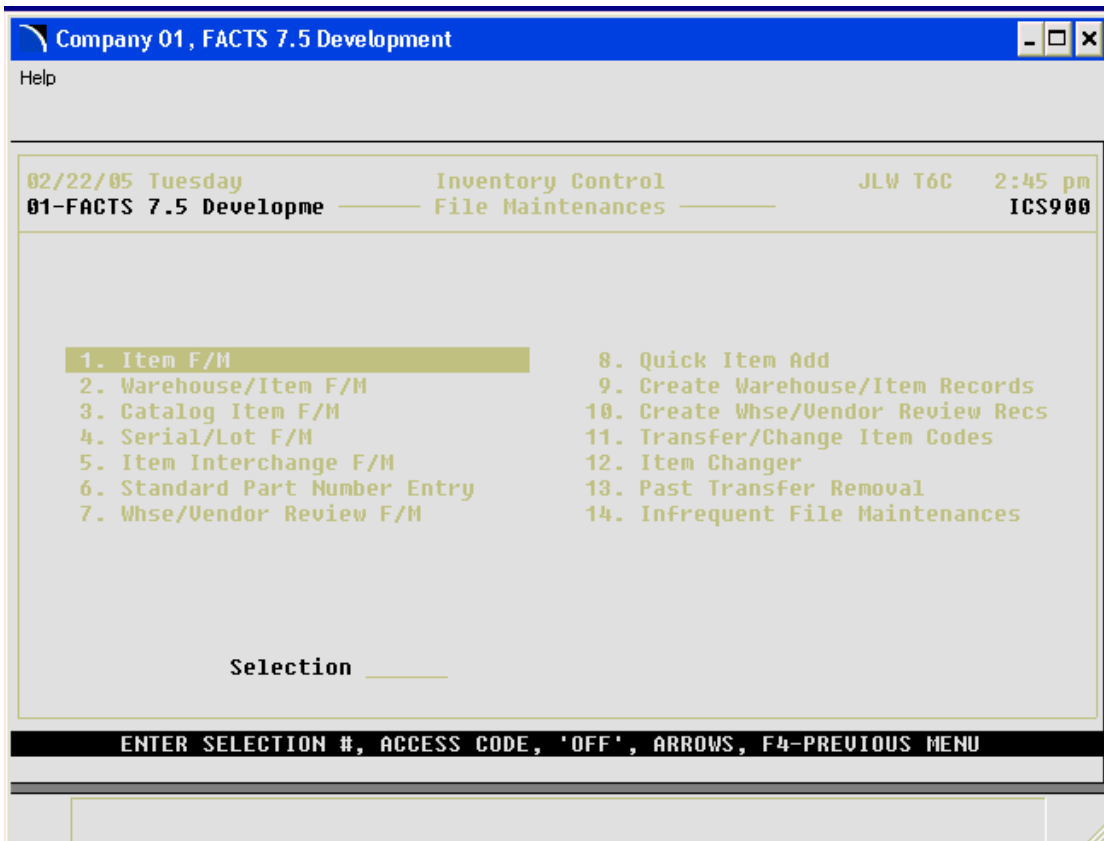
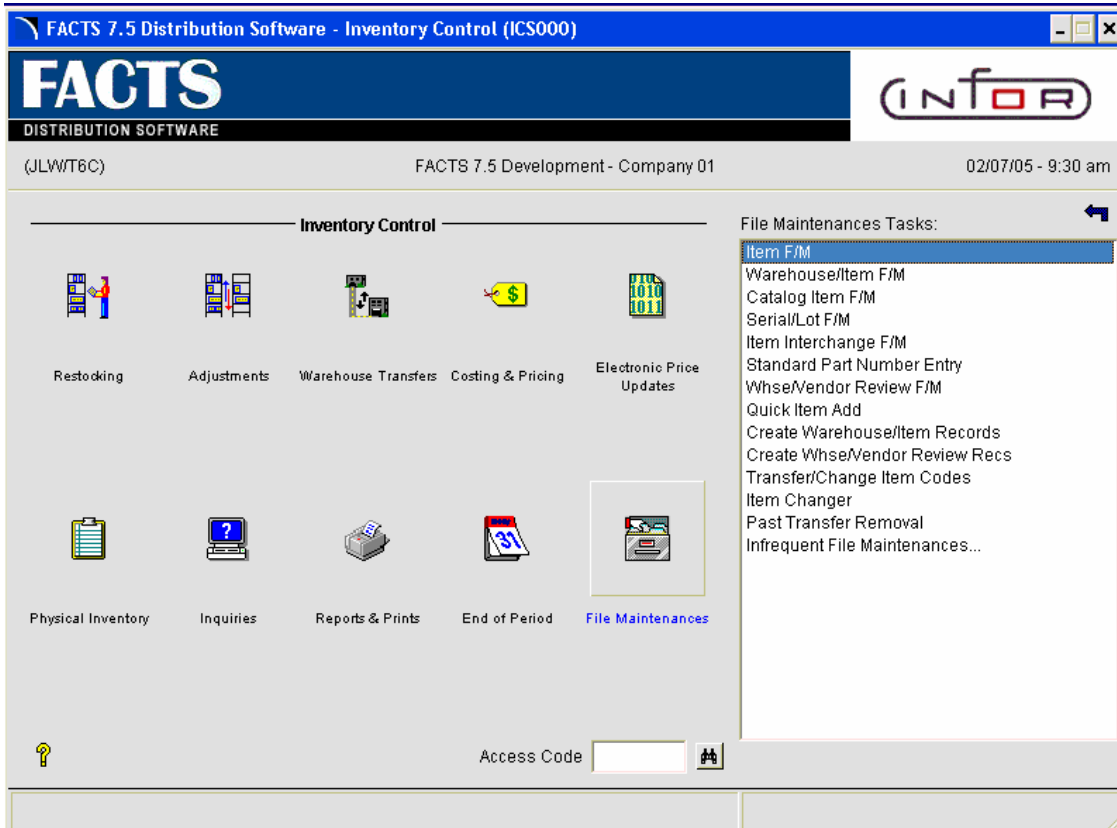
## CHAPTER 11

# File Maintenances

File maintenance programs allow the user to enter and maintain file information. For example, customers, items and vendors are all entered and corrections are made through file maintenance programs. On these programs, fields that are entered and can be changed are numbered. Any field marked with an asterisk (\*) usually cannot be changed because it is the key of the record – the part of the file that makes the record unique.

Initially, all file maintenance programs are standard. The prompt of the first input in nearly every file maintenance provides the optional use of F3 (next record) which displays the next record of the file. For inputs where a valid field is required (customer class in the Customer F/M, for example), the program defaults to the first record on file. For any records entered after the first record, the program defaults to the same record as the one just entered.

Infrequent file maintenance programs are available from the File Maintenance Menu. These programs are used less frequently than other file maintenances. An example would be the IC Nonstatic Control F/M that keeps track of the inventory period and all inventory register numbers. Many infrequent file maintenances are used once during the initial set up of the FACTS System. However, the information in the infrequent F/Ms may be updated by the system.





## Item F/M (ICF910)

### Function

This program allows the user to create and maintain records in the item file. Each record contains an item number and general and packaging information relevant to the item.

The Item File is the backbone of the Inventory System and is referenced and/or updated by programs in the Inventory, Sales Orders, Purchase Orders, Sales Analysis and Manufacturing Control Systems.

Before entering items, the user must set up at least one item class, item price class, unit of measure, vendor and GL posting table.

When an item becomes dead stock or is discontinued, and there are no quantities in the warehouse, the item may be deleted. However, the sales history for the deleted item needs to be maintained in Sales Analysis to insure accurate sales figures. Users should set up at least one replacement item to which to transfer sales history when deleting an item from the item file. The system automatically prompts the user for the item number to which to transfer and transfers sales history to the replacement item number in Sales Analysis.

### *Unit of Measure F/M*

You can access this program from within Item F/M when you have an item record selected. Choose the **Add U/M** button. If you are setting up a new item record, the Unit of Measure F/M automatically opens when you do your final save. In character, type **U** at the selection prompt and press CR.

### *Default Items*

A default item can be set up to hasten entry of new items. The new item should have many of the same characteristics as the default item. Entering new items using a default item saves time because it minimizes inputs - default values are automatically entered into many fields.

### **To enter a default item:**

When initially accessing the screen, enter **S** in the item input, the system displays the Default Item window. Enter an existing item number to be set as the default number or press F2 to search items.

If you enter an item number the system returns to the item# field and displays the Default Item number. If you enter an item number that is not on file, the system prompts you with "Set defaults from item 'Default Item' for new item 'New Item'?"

If you answer **Yes**, the system displays the default item's information and you can continue adding the item. If you select **No** to the default item, the system displays the message: "Record Not Found. Create New Record" and all data fields are empty and ready for entry. The default item can be changed to another item at any time by again selecting "S" and changing the item #.

The default item will remain set until the user either exits Item F/M or select "C" at the Item # prompt to "clear the default item". Even when a default item number is set, you can edit or delete existing items.

**Note:** When setting up a new item with a default item, the new item takes on all of the default item's units of measure that have been set up as a default UM for stocking, pricing, selling, costing or buying.

### *Importing Catalog Items*

Importing catalog items works much like setting up default items. When you first access the screen, press I at the selection prompt. Enter the catalog item number that you want to import or press F2 to search catalog items. After you enter a catalog item number, information for that item will display. You can then change any information or CR through the inputs to keep them. Information for the catalog item includes the cost class based on the setting in the vendor file.

As warehouse/item records are created, the program populates the replenishment flag with the default value. For stocked items, the replenishment flag is set to Yes. For non-stocked items, the flag is set to No.

**Note:** When you import catalog items, the system does not allow you to import alternate bin locations for items. If you want to clear the imported catalog item information before you add the new item number, press C.

### *User Inputs*

The following inputs are involved in creating and maintaining items:

#### **\*. Item**

Enter the item number (up to 20 characters). F2 allows a search (ref. 6). F3 defaults to the next record. Press S to enter a default item. Press I to import a catalog item.

### *Main Screen*

#### **1. Description 1**

Enter the first line of the item description (up to 30 characters). In all inventory reports, the user selects whether to print item description 1, 2 or both.

**Note:** Due to space limitations, the length of the description displayed on various reports, forms and screens is abbreviated.

#### **2. Description 2**

Enter the second line of the item description (up to 30 characters). In all inventory reports, the user selects whether to print item description 1, 2 or both.

**Note:** Due to space limitations, the length of the description displayed on various reports, forms and screens is abbreviated.

#### **3. Alpha**

Enter the alphabetic sort key for this item to be used to sort items alphabetically for printouts and searches (up to 10 characters). Users determine the alpha. However, CR defaults to the first 10 characters of Description 1.

#### 4. Vendor

Enter the primary vendor number. The entry must be a valid vendor number. CR initially defaults to the vendor of the item just entered (otherwise the first vendor on file). This vendor entered is used to sort items by vendor for reporting purposes. All inventory reports may be printed in vendor order. The vendor entered is the primary vendor. Secondary vendors may be assigned for purchasing purposes in the purchase orders module. F2 allows a search (ref. 8).

#### 5. Item Class

Enter the item class for this item. The entry must be a valid class. CR initially defaults to the item class of the item just entered (otherwise the first item class on file). F2 allows a search (ref. 8). The item class entered is used to sort items by item class for reporting purposes. All inventory reports may be printed in item class order.

#### 6. Item Type

Enter whether this is a **Stocked**, **Nonstocked**, or **Uninventoried** item. CR defaults to **S**. This flag may be changed only if the item is not in process of an inventory update and there are no existing quantities for the item.

NOTE: If you change the item type from stocked to non-stocked or uninventoried, the system reads all ICWHSE records and changes the Replenish setting (located on the Main tab if Warehouse/Item F/M) to No.

If item type is changed from non-stocked or uninventoried to stocked, the system makes no change in ICWHSE table and displays a message advising you to review the Replenish setting on the Main tab if Warehouse/Item F/M and ensure the setting allows for proper replenishment of the item.

When changing an item from non-stocked to any other type, set all item/warehouse records for this item's "purchase non-stock" flag to "N".

#### 7. Conversion Factor Mask

Enter the conversion factor mask. This input allows you to format conversion factors throughout the system. Nine characters are used (including an optional decimal). Options: #####0, #####.0, #####.00, #####.000, #####.0000, ###.00000, ##.000000, #.0000000. CR initially defaults to #####0.

#### 8. Serial/Lot

Enter whether this is an **Serialized** item, item stored in **Lots** or **Not** applicable (neither). CR initially defaults to the item last entered (otherwise N). If serial/lot items are not used (as set in the IC static control record), this input is skipped.

#### 9. BOM/Formula

Enter whether this is a **Bill** of material finished item, **Formulation** finished item or **Neither**. CR initially defaults to the last item entered (otherwise N). BOM and formulation items are used in the manufacturing module.

#### 10. Active

Enter **Y** or **N** to indicate whether an item is active. If an item is inactive, the item may not be purchased. The item may be sold through sales orders and may be transferred between warehouses. CR initially defaults to the active flag of the item just entered (otherwise **Y**). If the item is stocked, the system will prompt **“Is the item active for purchasing and replenishment?”**. If the item is nonstocked or uninventoried, the system will prompt **“If the item active for purchasing?”**

### **11. Sequence Number**

If sequence numbers are used, enter the sequence number for this item (up to 5 characters). Sequence numbers are used as a way of determining the order items are to print within the same item class. For example, items 100, 300, 400 and 200 are all assigned the same item class. Without the use of sequence numbers, the items print in the following order: 100, 200, 300, 400. If the same items are assigned sequence numbers 100-**#10**, 300-**#5**, 400-**#20** and 200-**#15**, the items print in the following order: 300, 100, 200, 400.

### **12. Standard Pack**

Enter the standard pack size (1-99999). The entry should be a multiple of the buying unit of measure.

### **13. Freight Class**

Enter the freight classification of this item (up to three characters). CR defaults to the freight class of the item just entered. (This does not print anywhere.)

## *Sales Screen*

### **1. Taxable**

Enter **Y** or **N** to indicate whether this item is taxable. This flag is used in the sales orders and purchase orders systems. In SO and PO the flag may be overridden for individual sales orders and purchase orders respectively. CR initially defaults to the item last entered (otherwise **Y**).

### **2. Miscellaneous Sales**

Enter **N** or **Y** to indicate whether this item is to post to the miscellaneous sales GL account number in the SO to GL Posting F/M rather than the merchandise sales GL account number. CR initially defaults to the item last entered (otherwise **N**).

### **3. Use default prices?**

Enter **N** or **Y** to indicate whether to use calculated prices from default pricing, and quantity break units of measure for other pricing and quantity break UMs that do not have prices. You may not want to duplicate pricing records for each unit of measure if all prices for all units of measure calculate to the same price per the default price unit of measure. For example, if there are 10 each per box and the price per each is \$1.00 and the price per box is \$10.00 then you can simply set up the ‘each’ price allow the system to always calculate the box price for when the item is sold per box. If this flag is set to **Y**, the system will calculate the price of an item being sold based on the default pricing unit of measure. CR defaults to **N**.

#### 4. Item Price Class

Enter the item price class for this item. This item price class is used to group items by different price types for use in contract pricing, costs and prices updates, and reporting purposes. Some inventory reports may be printed in item price class order. F2 allows a search (ref. 8).

#### 5. GL Table

Enter the General Ledger posting table to which this item is assigned. The entry must be a valid General Ledger posting table. This GL table determines how the item is to post to the General Ledger module. CR initially defaults to the General Ledger posting table of the item just entered (otherwise the first GL table on file). F2 allows a search (ref. 8).

#### 6. Commission Percent

Enter the commission percentage for this item (0-99.99). This percentage is used if the commissions calculated by item are a priority. CR defaults to the commission percentage of the item just entered (otherwise 0). F1 defaults to no priority.

#### *Alternate ID's*

##### 1-3. Substitute

Enter up to three substitute item numbers (one for each input). The entry must be a valid item number. Substitute items are displayed while in the sales orders entry programs. Substitutes may be used if the item being ordered is out of stock and a substitute is offered. A blank entry assumes no substitute item is available. F2 allows a search (ref. 8).

##### 4. UPC #

Enter the UPC for the item. CR leaves this entry blank. The item search allows you to sort by UPC number.

##### 5. Model #

Enter the model number for the item. CR leaves this entry blank.

##### 6. MSDS ID

If this item requires a Material Safety Data Sheet (MSDS), enter a valid MSDS ID. If this item does not require an MSDS sheet, leave this input blank. F2 allows a search (ref. 8). F3 defaults to the item number. Any MSDS ID entered here must first be defined in the MSDS ID F/M (SOF987).

##### 7. DOT Code

If this item is a hazardous material item, enter a valid DOT Code (up to six characters). F2 allows a search (ref. 11). For more information on hazardous materials and regulations, please refer to the DOT's *Hazardous Materials Guide*.

##### 8. Vendor-Item

Enter the manufacturer's vendor-item number (up to 20 characters) for this item. This number is used in purchase orders to order an item using the

vendor's item number. F1 assigns the same number as the item number entered in the **Item** input.

### *Service Entry*

#### **1. Item**

Enter the sales item number if the item is to be associated with a single inventory item.

#### **2. Service Type**

Indicate whether the item is a: **Service item**, **Labor item**, **Not a service item** or create **Equipment records** at the time of the Daily Sales Register.

#### **3. Model**

Enter the model code for this item (up to 15 characters). The model code must be valid but may be generic or specific in nature (i.e., one model for all service items or one model for each item).

#### **4. Service Sell Item #**

Enter the sales item number if the item is to be associated with a single inventory item.

#### **5. Pricing**

Indicate the pricing method to use: **Standard FACTS Pricing** or **Actual Parts and Labor Pricing**. CR defaults to A.

#### **6. Warranty For Parts**

Enter the number of default days for parts warranty. The days entered here will be used as the default to calculate the parts warranty expiration date. For example, if the installation date is 3/21/97 and the default number of days is 20, the parts warranty expiration date in the equipment record will be calculated by the system as 4/10/97.

#### **7. Warranty For Labor**

Enter the number of default days for labor warranty. The days entered here will be used as the default to calculate the labor warranty expiration date. For example, if the installation date is 3/21/97 and the default number of days is 20, the labor warranty expiration date in the equipment record will be calculated by the system as 4/10/97.

#### **8. Metered**

Indicate whether this item will have an associated meter record used for tracking purposes.

#### **9. Meter UM**

Enter the default unit of measure to track this meter. This input will be skipped if the item is not metered.

#### **10. Meter Track**

Indicate whether the meter tracking will be an incremented (Up) or decremented (Down).

After all inputs have been entered, select **SAVE** or **CR** to add this record to the Item File. If **CANCEL** or **F4** is entered, the user may change or delete necessary information.

### *User-Defined Screen*

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Item F/M.

You will be able to configure these fields within the following constraints: If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful and unique label other than "User Defined 1" and so on.

#### **To configure user-defined fields:**

1. After you select the administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).above, exit FACTS and log back in to allow this change to take effect.
2. Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).
3. Access the User-Defined screen of the selected file maintenance.
4. Select the Configure icon or press **F1**, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter up to five user-defined fields and the characteristics associated with the field.

### *Features Available When Entering New Items*

After creating a new record, the following programs automatically open in succession:

- Units of Measure
- Quick Enter
- Cost Price
- Quantity Price Breaks
- Warehouse Entry

### *Units of Measure Entry in Item F/M*

If Y is entered to add the record, the system proceeds to the Item/Unit of Measure F/M (ICF915) program so that units of measure can be entered for this item. (See “Item/Unit of Measure F/M” later in this section for more information.) You can access Units of Measure in existing item records by choosing the **Add UM** button.

### *Quick Entry - Cost, Price and Warehouse Information*

After units of measure have been added for this item, the remaining inputs will be used if the **Quick Entry** flag in the Inventory Static Control Record is set to Y. These inputs are only available when creating an item. Once an item is entered, these fields are maintained using the costing and pricing programs and the Warehouse/Item F/M Program in the Inventory Control System.

### *Cost and Price Entry*

Prior to entering costing and pricing information, please refer to the Costing & Pricing subsection (section 5) in this manual.

#### **1. List Price**

Enter the list price per the unit of measure displayed for the item. CR defaults to 0. F3 skips adding the cost/price record and proceeds to **Warehouse**.

#### **2. Manual Cost Multiplier**

Enter the manual cost multiplier per default costing unit of measure for the item. (The basis is automatically set to list price) F1 skips this entry and proceeds to the manual cost amount input (next). CR defaults to 0. F3 skips adding the cost/price record and proceeds to **Warehouse**.

#### **3. Manual Cost Amount**

If a multiplier is entered in the previous input, this input is skipped. Enter the manual cost amount if multiplier was skipped. CR defaults to 0. F3 skips adding the cost/price record and proceeds to **Warehouse**.

For a default item, after the list price and manual cost has been entered, standard price information is displayed.

### *Standard Price*

A standard price can be added for each unit of measure that is a default unit of measure for any type (pricing, costing, selling, etc.) **and** is valid for pricing.

#### **4. Standard Price Basis**

Enter the basis for calculating the standard price per unit of measure displayed: List Price, or Manual Cost. F1 allows the user to skip the entry of basis and multiplier and go to the price input.

#### **5. Standard Price Multiplier**

If basis was not entered in the previous input, this input is skipped. Enter the standard price multiplier for calculating the standard price per unit of measure displayed. F1 allows the user to skip the entry of basis and multiplier and go to the price input.



## 6. Standard Price

If basis and multiplier were entered in the previous 2 inputs, this input is skipped. Enter the standard price per unit of measure displayed. F3 ends item inputs. CR defaults to 0.

## 7. Comm%

Enter the commission percentage for this standard price UM. F1 defaults to NO PRIORITY.

### *Price Levels*

Level prices can be added for each unit of measure that is a default unit of measure for any type (pricing, costing, selling, etc.) **and** is valid for pricing.

For each price level used by the system, the user may enter the following:

## 8. Price Level Basis

Enter the basis for calculating the standard price per unit of measure displayed: **List Price, Manual Cost, Standard Price or Previous Level #**. F1 allows the user to skip the entry of basis and multiplier and go to the price input.

## 9. Price Level Multiplier

If basis was not entered in the previous input, this input is skipped. Enter the price level multiplier for calculating the level price per unit of measure displayed. F1 allows the user to skip the entry of basis and multiplier and go to the price input.

## 10. Level Price

If basis and multiplier were entered in the previous 2 inputs, this input is skipped. Enter the level price per unit of measure displayed. F3 ends item inputs. CR defaults to 0.

## 11. Comm%

Enter the commission percentage for this level price UM. F1 defaults to NO PRIORITY.

### *Quantity Break Prices*

Quantity break prices can be added for each unit of measure that is a default unit of measure for any type (pricing, costing, selling, etc.) **and** is valid for pricing and selling.

For each quantity break used by the system, the user may enter the following:

## 12. Quantity Break

Enter the quantity break per unit of measure displayed.

## 13. Quantity Break Basis

Enter the basis for calculating the quantity break price per unit of measure displayed: **List Price, Manual Cost, Standard Price or Previous Level #**. F1 allows the user to skip the entry of basis and multiplier and go to the price input.

**14. Quantity Break Multiplier**

If basis was not entered in the previous input, this input is skipped. Enter the quantity break multiplier for calculating the quantity break price per unit of measure displayed. F1 allows the user to skip the entry of basis and multiplier and go to the price input.

**15. Quantity Break Price**

If basis and multiplier were entered in the previous 2 inputs, this input is skipped. Enter the quantity break price per unit of measure displayed. F3 ends item inputs. CR defaults to 0.

**16. Comm%**

Enter the commission percentage for this quantity break. F1 defaults to NO PRIORITY.

Once all prices have been entered for an item, or if at any time the user selects to end costing/pricing entries, prior to moving on to the warehouse entry, the user has the option to edit costing/pricing information entered or change the scope of what costing/pricing information is entered. The user has the following options:

**L** - List Price

**M** - Manual Cost

**S** - Standard Price

**P** - Price Levels

**Q** - Quantity Breaks

**#** - Select Line # to Edit

**D** - Delete

**F3** - Scope (see Scope section in "Enter Suggested Cost Prices" program documentation for more information)

**F4** - End

*Warehouse Entry*
**1. Warehouse**

Enter the warehouse where the item is stocked. CR defaults to the warehouse assigned to the terminal. F2 allows multiple warehouses to be entered. F4 ends warehouse inputs.

**If entering multiple warehouses:** Use arrow keys to navigate through the warehouse list. Press CR to select the warehouse as each one is highlighted. Each selected warehouse will have an asterisk to the right of the line number. When all warehouses have been selected, press F3 to end entries. All selected warehouse numbers will display at the **Warehouse** input.

**2. Primary Location**

Enter the primary (bin) location of the item in the warehouse, e.g., where the item is stored in this warehouse (up to 6 characters).

**3. Next Physical**

Enter the date of the next physical inventory for this item in this warehouse (ref. 3). CR defaults to 01/01/00.

**4. Movement Class**

Enter the movement class (1-14). Entering 13 indicates the item is dead stock. Entering 14 indicates the item is not set. CR defaults to 14.

### 5. Seasonal

Enter whether the item is **Nonseasonal**, **Low seasonal** (80% of annual sales sold in a six-month period) or **High seasonal** (80% of annual sales sold in a three-month period). CR initially defaults to N.

### 6. Use Ledgerscards

If ledgerscards are not used (set in the IC Static Control Record), this input is skipped. Enter **N** or **Y** to indicate whether to store ledgerscards for this item in the warehouse. CR defaults to the value from IC Static Control, Use Ledgerscards flag.

### 7. Restocking Method

Enter whether the restocking method is **Order point/line point** or **Minimum/maximum**. CR defaults to the default restocking method (set in the IC static control record).

### 8. Order Quantity Method

Enter whether the order quantity method is **EOQ** (economic order quantity), **movement Class** or **Manual**. CR defaults to the default order quantity method (set in the IC Static Control Record).

### 9. Safety Allowance

Enter the safety allowance percentage (0-99). CR defaults to the default safety allowance (set in the IC static control record).

### 10. Restocking Warehouse

Enter the warehouse from which the item is normally restocked. The entry must be a valid warehouse. Pressing CR defaults to blanks indicating the restocking path is normally direct from the vendor and not from a warehouse from within the company. This input is checked when this item is being ordered for this warehouse. If the normal restocking path is not being used, a message is displayed to warn the user; however, the program will continue.

### 11. Allow Commit

Enter whether to **Y** - allow other warehouses to commit this item, **N** - not to allow other warehouses to commit this item or **A** - allow other warehouses to commit this item only with approval. CR defaults to N.

### 12. Enter usage information for this item?

When all line entry information has been entered and the warehouse records have been added, the system displays the message "Add Usage Information". .

Enter N or Y to indicate whether to enter usage information for this item. If you select Yes, the system displays the Qualified Usage Entry window where you can enter the usage for that item. If you are adding multiple warehouses, the first warehouse in the list displays first. Once the usage is entered and saved, the system automatically displays the next warehouse for entry. Enter by warehouse, qualified usage and average lead time information for each warehouse entered. Usage information can be entered for as many warehouses as necessary.

Press Enter (CR) to default to N. When complete, press F4 to end entries of usage information.

#### **OK to add?**

Enter whether to Y - save warehouse information, N - not to save warehouse information or E - to edit warehouse information. If E is entered, the F4 - backup key can be used to back up to the input to be changed. Press Enter (CR) to default to Y.

After entering warehouse information, a Warehouse Item Record will be created for each warehouse selected.

After you save the warehouse information you can highlight a warehouse in the browser and select the Edit icon to enter usage or alternate bin locations for the item in the warehouse.

To enter usage information for the highlighted warehouse line, select the Usage button. The system displays the Qualified Usage Entry dialog box to add or edit the qualified usage and lead time for this item/whse combination.

To enter alternate bin locations for the highlighted warehouse line select the Alt Locations button. The system displays the Alternate Location Entry dialog box to add or edit the up to five alternate bin locations for this item/whse combination.

**Replenishment note:** As warehouse/item records are created, the program populates the replenishment flag with the default value. For stocked items, the replenishment flag is set to Yes. For non-stocked items, the flag is set to No.

**Allowing the purchase of non-stocked items without a sales order:** As warehouse/item records are created, the program populates the Allow purchase of non-stocked items w/o SO flag, indicating whether your system allows non-stock purchase of this item without a sales order, with No as the default.

### *Deleting Items*

The following input is involved in deleting item records:

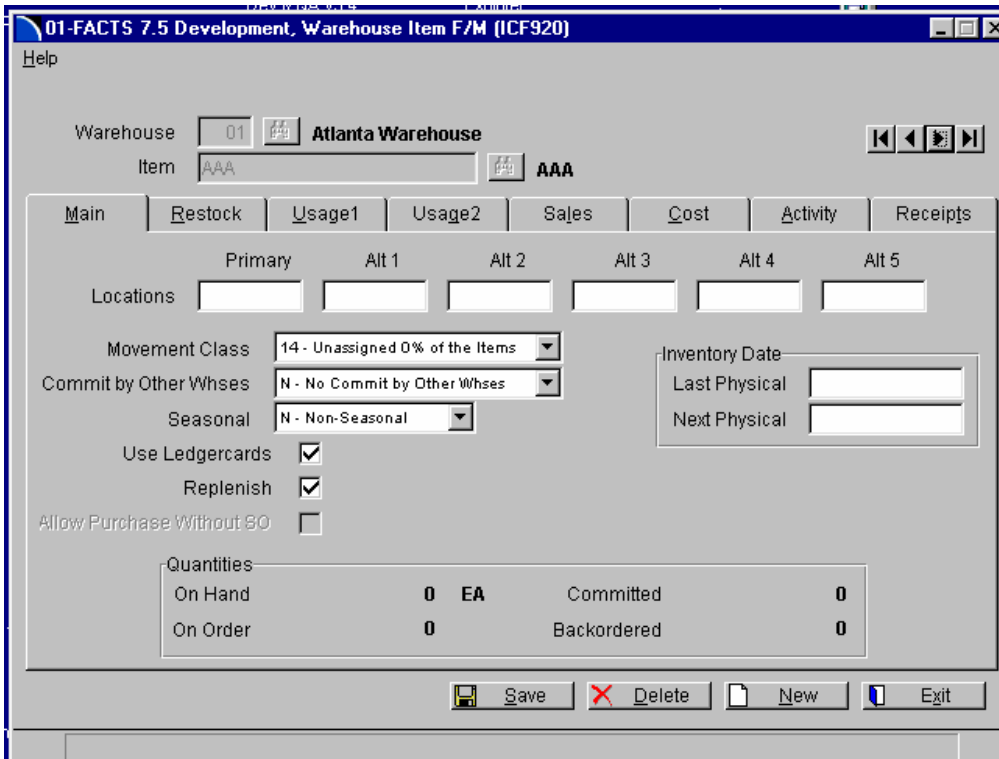
#### **1. SA history exists for this item. Enter new item to store sales history under.**

Enter the replacement item number to which to transfer sales history. The entry must be a valid item number.

If an item exists in any of the following files, it cannot be deleted:

- Warehouse/Item Sort File
- Item Interchange Sort File
- Purchase Order by Item File
- Vendor by Item Sort File
- Sales Order by Item File
- Bill of Materials File
- Formula File
- Formula Finished Item File
- Remote Customer Item File

If you try to delete an item that is in one of the above files, a message to that effect will display and you will not be able to delete the item.



**01-7.4 Development, Item F/M (ICF910)**

Notes Help

Item I100 Pallet Loading Hand Truck 1000 lb capacity

Main Sales Alternate IDs Service User-Defined

Taxable

Misc Sales

Use Default Prices

Item Price Class DCK Dock Equipment

GL Table 001 Inventory

Commission  No Priority

[Companion Items](#)

UM F/M Save Delete New Exit

Is item taxable?

**Item F/M (ICF910)**

Help

01-7.4 Development Item F/M ICF910

\*. Item I100 Pallet Loading Hand Truck 1000

2. Taxable Y

3. Misc Sales N

4. Use Deflt Prices N

5. Item Price Class DCK Dock Equipment

6. GL Table 001 Inventory

7. Commission No Priority

{Companion Items}

Main, Sales, Alternate IDs, Service, User-Defined

Enter Line #, D-Delete, U-UM F/M, F10-Menu, F9-Companion Items, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-7.4 Development. Item F/M (ICF910)**

Notes Help

Item   **Pallet Loading Hand Truck 1000 lb capacity**

Main	Sales	Alternate IDs	Service	User-Defined
Substitute 1	<input type="text" value="I118"/>	<input type="button" value="F4"/>	Lightweight Hand Truck	500lb cap., 48" h. :
2	<input type="text" value="I128"/>	<input type="button" value="F4"/>	Self Standing Hand Truck	
3	<input type="text"/>	<input type="button" value="F4"/>		
Model #	<input type="text" value="model"/>			
MSDS ID	<input type="text"/>	<input type="button" value="F4"/> <input type="button" value="F9"/>		
DOT Code	<input type="text"/>	<input type="button" value="F4"/>		
Vendor-Item	<input type="text" value="VI100"/>	<input type="button" value="F9"/>		

[Companion Items](#)

Enter MSDS ID, F2-Search, F3-Set to Item

**Item F/M (ICF910)**

Help

**01-7.4 Development**                      **Item F/M**                      **ICF910**

\*. Item **I100** **Pallet Loading Hand Truck 1000**

2. Substitute 1 **I118** **Lightweight Hand Truck**

3.                      2 **I128** **Self Standing Hand Truck**

4.                      3

5. Model #                      model

6. MSDS ID

7. DOT Code

8. Vendor-Item                      **VI100**

**{Companion Items}**

**Main, Sales, Alternate IDs, Service, User-Defined**

Enter Line #, D-Delete, U-UM F/M, F10-Menu, F9-Companion Items, F4-Backup .

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last



**01-7.4 Development, Item F/M (ICF910)**

Notes Help

Item  **Pallet Loading Hand Truck 1000 lb capacity**

Main	Sales	Alternate IDs	Service	User-Defined
Service Type	<input type="text" value="N - Not a Service Item"/>			
Model Code	<input type="text"/>			
Service/Sell Item #	<input type="text"/>			
Pricing	<input type="text" value="S - Standard FACTS Pricing"/>			
Warr for Parts	<input type="text" value="0"/>			
Warr for Labor	<input type="text" value="0"/>			
Metered	<input type="checkbox"/>			
Meter UM	<input type="text"/>			
Meter Track	<input type="text" value="U - Track Meter Up"/>			

[Companion Items](#)

Save Delete New Exit

**Item F/M (ICF910)**

Help

**01-7.4 Development**                      **Item F/M**                      **ICF910**

\*. Item **1100 Pallet Loading Hand Truck 1000**

2. Service Type                      **N Not a Service Item**

3. Model Code

4. Service/Sell Item #

5. Pricing                              **S Standard FACTS Pricing**

6. Warr for Parts                      **0**

7. Warr for Labor                      **0**

8. Metered                              **N**

9. Meter UM

10. Meter Track                        **U Up**

**{Companion Items}**

**Main, Sales, Alternate IDs, Service, User-Defined**

Enter Line #, D-Delete, U-UM F/M, F10-Menu, F9-Companion Items, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Item F/M (ICF910)

Notes Help

Item: I100 Pallet Loading Hand Truck 1000 lb capacity

Main Sales Alternate IDs Service User-Defined

Field for User data

UM F/M Save Delete New Exit

Field for User data, F1-Configure

Item F/M (ICF910)

Help

01-7.4 Development      Item F/M      ICF910

\*. Item I100 Pallet Loading Hand Truck 1000

2. Field for User data

Field 2 Not Configured

Field 3 Not Configured

Field 4 Not Configured

Field 5 Not Configured

Main, Sales, Alternate IDs, Service, User-Defined

Enter Line #, D-Delete, U-UM F/M, F10-Menu, F4-Backup .

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

## Technical Notes

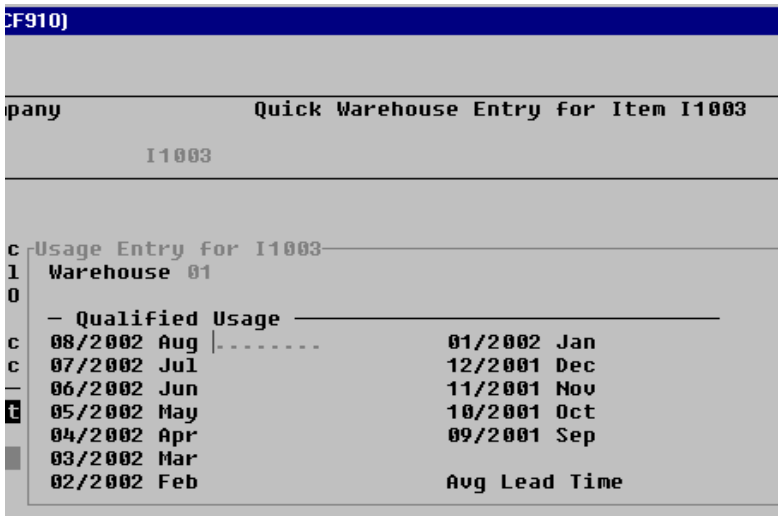
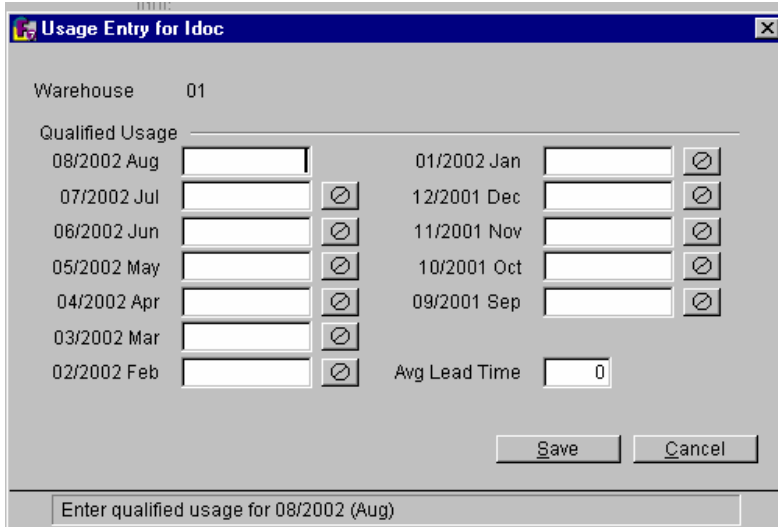
When adding a record to the item file, the following files are written to: Item File (ICMAST), item by Alpha Sort File (ICALPX), Item by Vendor Sort File (ICVNDX) and item by Item Class/Item Price Class Sort File (ICCLSX). When a record is deleted, the program does not allow the record to be deleted if there are any related records in the following files: Warehouse/Item Sort File (ICWHSX), Item Interchange Sort File (ICINTX), Purchase Order By Item File (POITMX), Vendor By Item Sort File (POVNIX), Sales Order By Item File (SOITMX), Bill Of Materials File (MCBOMS), Formula File (MCFORM), or Formula Finished Item File (MCFPCK). When an item is removed, all original files have a record removed plus the following files have records removed for the item being deleted: Item Notes (ICNOTE), Item Standard and Price Level File (ICPRIC), Item Quantity Break Price File (ICPRQB), and Suggested Manual Cost/List Price File (ICSLPC), Suggested Standard Price and Price Level File (ICSGPR) and Suggested Quantity Breaks Price File (ICSGQB). All sales analysis information is moved from the item being deleted to the item being transferred to in the following SA files: SAITEM, SACIMX, SACUIX, SACIMY and SACUIT.


**FILES USED** - SMCNTL, APVEND, APVALX, POITMX, ICINTX, MCBOMS, MCFORM, MCFPCK, POVNIX, SOITMX, SOMSID, SORCIT, SODTCD

**FILES UPDATED** - ICMASST, ICALPX, ICVNDX, ICCLSX, ICNOTE, ICPRIC, ICPRQB, ICSLPC, ICSGPR, ICSGQB, SAITEM, SACIMX, SACUIX, SACIMY, SACUIT, ICIUOM, ICINTR, ICWHSE, ICWHSX, ICLOCKX, ICMVCX, SOMSID, ICMSIX, ICIUOM, ICDTIX, ICICAT

### Qualified Usage Entry Dialog Box

The system displays the Qualified Usage Entry dialog box when you add or edit a warehouse line in Quick Warehouse Entry.



Enter or edit the qualified usage for the current period for the item in the specified warehouse. In the remaining prior period Qualified Usage fields, you can enter or modify the qualified usage for any period. Select the  icon to enter a blank for usage. Once the usage is entered and saved, the next warehouse will automatically be displayed for entry. Select the Save button to save the current usage information, or press the Cancel button to cancel the entry.

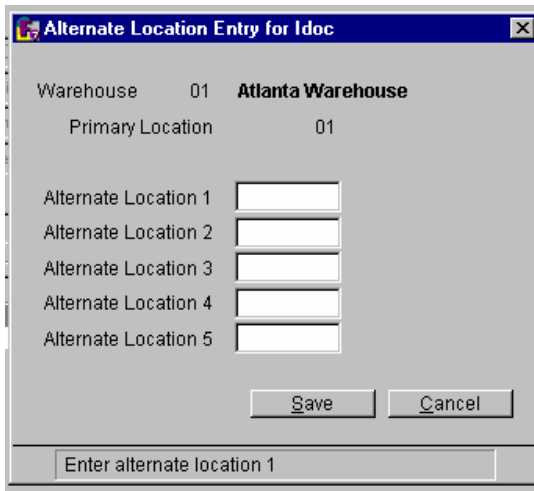
**Zero Usage Values:** In FACTS, entering a usage of zero (0) means a usage of zero and indicates a history. A blank usage value indicates no usage. For usage, you can enter a 0 or nothing (a blank space). Once you enter a 0 in a usage field, you cannot change it to a blank.

If multiple warehouses are being added, the system displays the first warehouse in the list will be presented first. If you select Cancel and you are adding multiple warehouses, the systems displays

the messages: "Continue with next warehouse" or "Cancel Usage Entry", so that you have the option to continue with the next warehouse or cancel usage entry all together.

## Alternate Location Entry Dialog Box

The system displays the Alternate Location Entry dialog box when you add or edit a warehouse line in Quick Warehouse Entry. The system displays the warehouse and item information as well as the primary bin location for the item in the warehouse.



The screenshot shows a dialog box titled "Alternate Location Entry for Idoc". The dialog contains the following information:

- Warehouse: 01 Atlanta Warehouse
- Primary Location: 01
- Alternate Location 1: [Empty text box]
- Alternate Location 2: [Empty text box]
- Alternate Location 3: [Empty text box]
- Alternate Location 4: [Empty text box]
- Alternate Location 5: [Empty text box]

At the bottom of the dialog, there are two buttons: "Save" and "Cancel". Below the buttons is a text entry field with the label "Enter alternate location 1".

Enter or edit up to five alternate bin locations for the item in the specified warehouse. Enter the average lead-time for the item in the specified warehouse. Select the Save button to save the alternate bin location information, or press the Cancel button to cancel the entry.

# Item/Unit Of Measure F/M (ICF915)

## Function

This program allows the user to enter units of measure information for an item, including conversion factor and weight per unit, and whether it can be used for selling, stocking, or pricing. It is also used to define the unit of measure defaults for stocking, pricing, selling, costing and buying.

This program automatically displays after adding a new item so all units of measure can be entered. It can also be displayed from the Item F/M for an existing item by choosing the Add U/M Button.

This program can be added to any menu through the SM Program F/M and Menu F/M on the SM Menu Setup Menu.

## User Inputs

The following inputs are involved in creating and maintaining a unit of measure record:

### 1. Item

Enter the item number for which to add units of measure. F2 allows a search (ref. 6). F3 ends entries.

If this program was accessed from the Item F/M, the item number from the Item F/M is automatically displayed and cannot be accessed or changed.

### 2. Unit of Measure

Enter the unit of measure (UM) to define for this item. At least one unit of measure must be entered for any item. The first UM entered must be the smallest with a conversion factor of 1. F2 allows a search (ref. 8).

### 3. Valid Stock

Enter Y or N to indicate whether this unit of measure may be used for stocking in physical inventory. CR defaults to N.

### 4. Valid Price

Enter Y or N to indicate whether this unit of measure may be used for pricing. CR defaults to N.

### 5. Valid Sell

Enter Y or N to indicate whether this unit of measure may be used for selling. CR defaults to N.

### 6. Conversion Factor

Enter the conversion factor for this unit of measure (the number of smallest units of measure that are in this unit of measure). For example, if you are adding DZ (dozen) with the smallest unit of measure for this item being each, enter 12. If you are entering the smallest unit of measure here, enter 1.

**Note:** If the **Allow Fractional Conversions** flag in the IC Static Control Record is set to N, you will not be allowed to enter a fraction (e.g., .75) here.

**CAUTION:** Changing the Conversion Factor for existing items will cause existing sales orders documents and history containing this item to be corrupted. Contact your system administrator before changing a conversion factor.

### 7. Quantity Mask

Enter the mask for this unit of measure. CR defaults to a calculated quantity mask that is based on the conversion factor and the maximum number of decimal points allowed. The maximum number of decimal points allowed is based on the quantity mask in the IC Static Control Record.

### 8. Weight

Enter the weight per unit of measure.

### 9. Default UM's

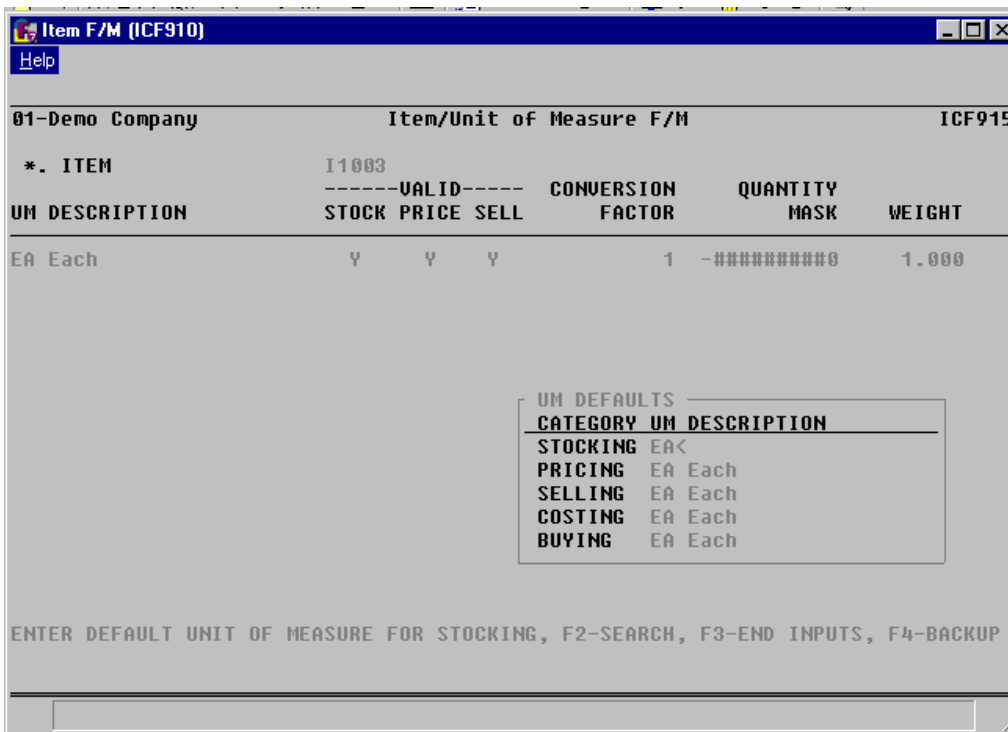
Enter the default unit of measure for the stocking, pricing, selling, costing, and buying for this item.

## Technical Notes

Each unit of measure entered in this program is a separate record.

**FILES USED** - ICIUOM, ICMAST, ICINTR, ICINTX, ICALPX, ICCLSX, SOCTRT, SMNAME

**FILES UPDATED** - ICIUOM



# Warehouse/Item F/M (ICF920)

## Function

This program allows the user to create and maintain records in the warehouse/item file. Each record contains general, restocking, usage, sales, cost, activity and receipt information relevant to a particular item in a given warehouse.

The program may be used as needed to create records as new products are stocked by a warehouse, edit a record, to confirm new information, or delete an existing record if the item is no longer carried in the warehouse. The program may also be used as an inquiry for displaying certain warehouse/item file information.

## User Inputs

The following inputs are involved in creating and maintaining a warehouse/item record:

### \* Warehouse

Enter the warehouse where the item exists. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 8).

### \* Item

Enter the item existing in the warehouse. The entry must be a valid item number that displays the item, description and stocking unit of measure. F2 allows a search (ref. 6). F3 displays the first item in the warehouse. Items flagged as 'N' to "Update Inventory" in the item master file may not be added to this file maintenance. If the item selected does not update inventory, the user will receive the following message: "Cannot setup uninventoried items in the warehouse." If the item entered is a nonstock item, "NONSTOCKED" or "UNIVENTORIED" will display on screen.

## F3-Defaults Option

When you are adding a new warehouse/item record, you can select F3-Defaults. Use this option to accept the system defaults on file for the remaining inputs, validate each tab screen and place the cursor at the bottom prompt where you can select another Warehouse/Item F/M tab screen or save the record. If the program stops at an input field, this means that the system could not find a valid default for the required field and a valid value must be entered before continuing.

### *Main Screen*

#### 1. Locations

If locations are not used, press CR to skip this input. If locations are used, enter the primary and alternate locations below.



**Primary**

Enter the primary location of the item in the warehouse (up to 6 characters) (e.g., where the item is stored within the warehouse). All locations entered should be the same length. If the user is assigning locations to items for A, 1 - 25, the locations should be set up as follows: A01 (versus A1), A02 (versus A2) ... A10, A11 ... A25.

**Alt 1-5**

Enter up to five additional locations where product may be found. The system checks to ensure that the new entry does not already exist in any of the other alternate location fields or the primary location field. If it does, the system displays the message "Location is already designated for this Whse/Item record" and returns you to the field for re-input.

**2. Movement Class**

Enter the movement class code (1-14). Entering 13 indicates the item is dead stock; 14 indicates the movement class has not been set. CR initially defaults to 14. Refer to glossary for more information.

**3. Allow Commit by Other Whses?**

Enter **Y** or **N** to indicate whether or not to allow another warehouse other than this one to commit this item or **A** to allow another warehouse to commit this item with approval.

**4. Seasonal**

Enter whether the seasonal type is **N**-nonseasonal, **L**-low seasonal (80% of annual sales in a six-month period) or **H**-high seasonal (80% of annual sales in a three-month period). CR initially defaults to N.

**5. Use Ledgercards**

Enter **N** or **Y** to indicate whether to use ledgercards. CR initially defaults to N. If ledgercards are not used, as set in the IC static control record, this input is skipped.

**6. Date Last Physical**

Enter the date of the last physical inventory (ref. 3). CR initially defaults to 01/01/00.

**7. Date Next Physical**

Enter the date of the next physical inventory (ref. 3). CR initially defaults to 01/01/00.

**8. Replenish**

Enter **N** or **Y** to indicate whether the item is replenished in this warehouse. Press Enter (CR) to initially default to Y. If the item is stocked at the item master level, the Replenishment field is available. If the item is non-stocked at the item master level, the system disables this field.

### 9. Allow Purchase Without SO

Indicate whether a purchase of non-stock items can be made without a Sales Order Tie. Press Enter (CR) to initially default to N. Note that this input is only enabled when the item is a non-stock item.

### 10. Date Last Physical

Enter the date of the last physical inventory. Press Enter (CR) to initially default to 01/01/00.

### 11. Date Next Physical

Enter the date of the next physical inventory. Press Enter (CR) to initially default to 01/01/00.

### \*12.-15. Quantities

Entry is not required in these fields. After live processing begins, the system tracks on-hand, on order, backordered and committed quantities. An item may not be deleted from a warehouse if a number other than zero exists in any of these inputs.

When all inputs have been entered, enter **Y** or **N** to indicate whether to add the record and assign restocking information defaults. CR defaults to Y. Once a record is displayed on the main screen, the user may access other information by pressing the highlighted letter of the display code needed. The entire display code is highlighted when the information relating to that code is displayed on the screen. The following display codes may be used:

- M - Main
- R - Restocking
- U - Usage
- S - Sales
- C - Cost
- A - Activity
- RE- Receipts

Please use the instructions on the following pages to enter information on the remaining display codes.

### *Restocking Screen*

To access the restocking screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Press **R** to display the restocking information.

#### 1. Order Qty Method

Enter whether the order quantity method of the item in the warehouse is **E**-EOQ (economic order quantity), **C**-movement class or **M**-manual. CR initially defaults to the default order quantity method (set in the IC static control record). Refer to glossary for more information.

#### 2. Order Quantity

Enter the order quantity of the item in the warehouse. This number is updated automatically by the End-of-Period Update program if E or C was entered in input the **Order Quantity Method** input. If M was entered in the **Order Quantity Method** input, the number must be set by the user. Order quantities may be frozen (**Frozen Controls** input), e.g., not automatically reset by the system, at any time.

### 3. Restocking Method

Enter whether the restocking method is **O**-order point/line point or **M**-min/max. CR initially defaults to the default restocking method (set in the IC static control record). Refer to glossary for more information.

### 4. Order Point

If M was entered in the **Restocking Method** input this input is skipped. Enter the order point of the item in the warehouse. CR initially defaults to 0.

### 5. Line Point

If M was entered in the **Restocking Method** input, this input is skipped. Enter the line point of the item in the warehouse. CR initially defaults to 0.

### 6. Minimum Stocking

If O was entered in the **Restocking Method** input, this input is skipped. Enter the minimum stocking level of the item in the warehouse. CR initially defaults to 0.

### 7. Maximum Stocking

If O was entered in the **Restocking Method** input, this input is skipped. Enter the maximum stocking level of the item in the warehouse. CR initially defaults to 0.

### 8. Avg (Average) Lead Time

Enter the average lead time in days of this item in this warehouse (0-999). The lead time is the number of days from the purchase order entry date to the purchase order receipt date.

### 9. Number Pds to Ignore Low Sales

Enter the number of periods to ignore low sales. If a value is entered, the IC End-of-Period Update will not flag the item for low sales for the number of periods entered. If 99 is entered, this item will **never** be flagged for low sales.

### 10. Restocking Whse (Warehouse)

Enter the warehouse that restocks this item in this warehouse. The entry must be a valid warehouse. Entering two blanks (press space bar two times) indicates the item is supplied directly from the vendor.

### 11. Safety Allowance Percentage

Enter the safety allowance %(0-99). CR initially defaults to the default safety allowance (set in the IC Static Control Record).

### 12. Last Changed

Enter the date when the safety allowance was last changed (ref. 3). CR initially defaults to 01/01/00.

### 13. Frozen Controls

Enter whether to freeze controls of the **R**-restocking amounts, **Q**-order quantity, **L**-lead time and/or **S**-safety allowance. Refer to glossary for more information.

### 14. Number Periods

If no controls are frozen in the **Frozen Controls** input, this input is skipped. Enter the number of periods to freeze the controls (as set in the **Frozen Controls** input). If 99 is entered, the controls are frozen permanently.

### 15. Date

If no controls are frozen in the **Frozen Controls** input, this input is skipped. Enter the date the freeze was placed on the controls (ref. 3) (as set in the **Frozen Controls** input).

### 16. Memo

If no controls are frozen in the **Frozen Controls** input, this input is skipped. Enter the memo indicating why the freeze was entered (up to 30 characters).

### *Usage 1 and Usage 2 Screens*

To access the usage screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Select the Usage tabs 1 and 2 in graphical mode.

**Zero Usage Values:** In FACTS, entering a usage of zero (0) means a usage of zero and indicates a history. A blank usage value indicates no usage. For usage, you can enter a 0 or nothing (a blank space). Once you enter a 0 in a usage field, you cannot change it to a blank.

#### \*. Warehouse

The warehouse where the item exists.

#### \*. Item

The item existing in the warehouse.

### 3. Usage---Actual

This is the actual usage for current period (Usage 1 only). Enter the actual usage amount for the current period on Usage 1 – that is, the number of units used (sold, adjusted or transferred out) of the item in the warehouse. Press F1 or choose Actual only icon to toggle the Qualified fields on or off.

### 4. Stock Out Days

Enter the number of days during the period the item was out of stock (e.g., available quantity in the warehouse was zero).

For the last period through to the oldest period enter the following inputs for each period:

### 5. Qualified

Enter the qualified usage for the period (actual minus disqualified usage). Usage is disqualified when: (1) a stockout exists for more than two weeks of a month, (2) when sales is less than 1/2 unit per month or (3) is large sales (period usage is greater than previous 5 period's usage).

#### **6. Actual**

Enter the actual usage for the period, e.g., the number of units used (sold, adjusted or transferred out) of the item in the warehouse. The Actual only button F1 toggles the Qualified fields on and off. This may be help you speed up data entry. Press F2 to set the remaining Actual Usage fields to an average of what you have already entered. Pres the icon to enter for usage.

Say, for example, you entered 10 for actual usage for the current period, 60 for actual usage for the last prior period and 30 for the next prior period. Press F2 in the next usage field to set the remaining actual usage fields on all usage screens to 33.

#### **7. Stock Out Days**

Enter the number of days during the period the item was out of stock (e.g., available quantity in the warehouse was zero).

#### **8. SS DIP %**

Enter the percentage dip in the safety stock for the period.

#### **9. EOP (End of Period)**

Enter the end-of-period on hand quantity for the period (e.g., on hand quantity when the inventory period was closed).

To access the usage screens, enter a valid warehouse and a valid item, then select one of the three usage tabs. Usage 1 includes usage information for the current period and several prior periods. Usage 2 contains usage information for additional prior periods.

**Zero Usage Values:** In FACTS, entering a usage of zero (0) means a usage of zero and indicates a history . A blank usage value indicates no usage. For usage, you can enter a 0 or nothing (a blank space). Once you enter a 0 in a usage field, you cannot change it to a blank.

#### **1. Qualified**

Enter the qualified usage for the period (actual minus disqualified usage). Usage is disqualified when: (1) a stockout exists for more than two weeks of a month, (2) when sales is less than 1/2 unit per month or (3) is large sales (period usage is greater than previous 5 period's usage). Refer to glossary for more information.

#### **2. Actual**

Enter the actual usage for the period, e.g., the number of units used (sold, adjusted or transferred out) of the item in the warehouse.

#### **3. Stock Out Days**

Enter the number of days during the period the item was out of stock (e.g., available quantity in the warehouse was zero).

#### **4. SS DIP %**

Enter the percentage dip in the safety stock for the period. Refer to glossary for more information.

### **5. EOP (End of Period)**

Enter the end-of-period on hand quantity for the period (e.g., on hand quantity when the inventory period was closed).

The following options are available:

Enter the display code to access other information.

# - Enter the line number to change. Arrow keys may be used to navigate between periods and columns.

F1 - Allows entry of actual usage quantities only. This option is mainly used when entering information for the first time.

### ***Sales Screen***

To access the sales screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Press **S** to display the sales history or select the sales tab.

The following fields should be used as a file maintenance only once to enter original information. These fields are updated by the system and any changes will compromise data. Entering initial information is optional.

#### **1. Month-To-Date**

Enter the month-to-date unit sales. CR initially defaults to 0.

Enter the month-to-date dollar sales. CR initially defaults to 0.

Enter the month-to-date dollar cost. CR initially defaults to 0.

#### **2. Year-To-Date**

Enter the year-to-date unit sales. CR initially defaults to 0.

Enter the year-to-date dollar sales. CR initially defaults to 0.

Enter the year-to-date dollar cost. CR initially defaults to 0.

#### **3. Prior Year**

Enter the prior year unit sales. CR initially defaults to 0.

Enter the prior year dollar sales. CR initially defaults to 0.

Enter the prior year dollar cost. CR initially defaults to 0.

### ***Cost Screen***

To access the costing screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Press **C** to display the costing information or select the cost tab.

The following fields should be used as a file maintenance only once to enter original information. These fields are updated by the system and any changes will compromise data. Entering initial information is optional.

**1. Warehouse**

Enter the warehouse where the item exists. CR defaults to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. F2 allows a search (ref. 8).

**2. Item**

Enter the item existing in the warehouse. The entry must be a valid item number that displays the item, description and costing unit of measure. F2 allows a search (ref. 6). F3 displays the first item in the warehouse.

**1. Standard Cost**

Enter the standard cost of the item in the warehouse per the costing unit of measure. CR initially defaults to 0.

**2. Average Cost**

Enter the average cost of the item in the warehouse per the costing unit of measure. CR initially defaults to 0.

**3. Last Cost**

Enter the last cost of the item in the warehouse per the costing unit of measure. CR initially defaults to 0.

For the current period through to the oldest period, enter the following inputs for each period:

**4-12. End-Of-Period Cost**

Enter the end-of-period cost of the item in the warehouse per costing unit of measure. CR initially defaults to 0.

***Activity Screen***

To access the activity screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Press **A** to display the activity information or select the activity tab.

The following fields should be used as a file maintenance only once to enter original information. These fields are updated by the system and any changes will compromise data. Entering initial information is optional.

**1. Beginning Qty (Quantity)**

Enter the beginning on hand quantity of the item in the warehouse for the current period. CR initially defaults to 0.

**2. Receipts**

Enter the number of units received of the item in the warehouse for the current period. CR initially defaults to 0.

**3. Produced**

Enter the number of units produced of the item in the warehouse for the current period through the manufacturing system. CR initially defaults to 0.

**4. Adjustments**

Enter the number of units adjusted of the item in the warehouse for the current period through the Adjustment Entry program. CR initially defaults to 0.

#### **5. Sales**

Enter the number of units sold of the item in the warehouse for the current period through the sales orders system. CR initially defaults to 0.

#### **6. Transfers In**

Enter the number of units transferred of the item into this warehouse for the current period. CR initially defaults to 0.

#### **7. Transfers Out**

Enter the number of units transferred of the item out of this warehouse for the current period. CR initially defaults to 0.

#### **8. Next Pd (Period) Adjust (Adjustments)**

Enter the number of units adjusted of the item in the warehouse for the next period. CR initially defaults to 0.

#### **9. Lowest On Hand**

Enter the lowest on hand quantity of the item in the warehouse for the current period. CR initially defaults to 0.

### *Receipts Screen*

To access the receipts screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Press **RE** to display the receipts information or select the receipts tab. The following fields should be used as a file maintenance only once to enter original information. These fields are updated by the system and any changes will compromise data. Entering initial information is optional.

#### **1. Doc Number**

Enter the PO number, transfer ticket number or adjustment number of the receipt (up to 6 characters).

#### **2. Date**

Enter the date the goods were received (receipt date) (ref. 3).

#### **3. Units**

Enter the number of units received. CR initially defaults to 0.

#### **4. Cost**

Enter the cost at which the goods were received per the costing unit of measure. CR initially defaults to 0.

#### **5. Lead Time**

Enter the lead time in number of days for the receipt (0-999). Lead time is the number of days from the purchase order entry date to the purchase order receipt date. CR initially defaults to 0.



## 6. Lead Time Type

Enter whether the **Lead Time** entered is Normal, A-abnormal or I-ignored. CR initially defaults to Normal indicating the lead time for the receipt is normal. Refer to glossary for more about lead times. In character mode, the Lead Time Type will appear to be missing from the screen if the lead times are set to Normal.

## Technical Notes

When adding a record to the item file, the following files are written to: warehouse/item file (ICWHSE), warehouse/item sort file (ICWHSX), warehouse/item by location sort file (ICLOCX) and the movement class sort file (ICMVCX). The program does not allow the record to be deleted if there are on hand, on order, committed or backorder quantities for the item in the warehouse, or if there is any information in the following files:

- ER Warehouse By Item File (ERITMX)
- Inventory Adjustment File (ICADJT)
- Serial/Lot File (ICLOTS)
- Physical Inventory File (ICPHYS)
- Transfer Ticket By Item File (ICTRAX)
- Bill Of Materials File (MCBOMS)
- Formula File (MCFORM)
- Formula Packaging File (MCFPCK)
- Production Ticket By Item File (MCITMX)
- PO by Item Sort File (POITMX)
- Suggested PO File (POSUGG)
- Vendor by Item Sort File (POVNIX)
- BOM Component Items Cross-Reference File (SOBITX)
- Document By Warehouse By Item Sort File (SOITMX)
- BOM Component Items in SO Quotes File (SOQBOM)
- BOM Component Items in SO Recurring Invoices (SORBOM)
- Quote By Item File (SOQUIX).

Furthermore, the program will issue a warning with the option to back out of the removal if there is any information in the Lost Sales File (SOLOST). When an item is removed, all original files written to have a record removed plus the following files have records removed for items being deleted: Item Ledgercards File (ICLEDG), LIFO/FIFO Cost Layers File (ICCOST) and FIFO/LIFO Update Costs File (ICFUCT). Sales analysis information is moved from the item being deleted to the item being transferred to in the SA Item By Warehouse File (SAITWH).

**FILES USED** - ERITMX, ICADJT, ICALPX, ICCLSX, ICINTR, ICLOTS, ICMAS, ICPHYS, ICWHVD, ICTRAX, MCBOMS, MCFORM, MCFPCK, MCITMX, POITMX, POVNIX, POSUGG, SMCNTL, SOBITX, SOITMX, SOLOST, SORBOM, SOQBOM, SOQUIX

**FILES UPDATED** - ICCOST, ICFUCT, ICLEDG, ICLOCX, ICMVCX, ICWHSE, ICWHSX, SAITWH

**01-FACTS 7.5 Development, Quick Item F/M (ICF020)**

Notes Help

Main	UM/Pricing	Inventory
Item Number	I11000	
Description 1	Steel Storage Cabinet	
Description 2	36 x 24 x 78" 20 guage steel	
Alpha		
Vendor	V105	
Item Class	WHS	Item Type: S - Stocked
GL Table	001	Serial/Lot: N - Neither
Price Class	WHS	BOM: N - Neither
Freight Class		
Commission %	No priority	
	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Taxable
	<input type="checkbox"/> Misc Sales	<input checked="" type="checkbox"/> Use Ledgercds

Save Delete New Exit

**Warehouse/Item F/M (ICF920)**

Help

01-FACTS 7.5 Development Warehouse Item F/M ICF920

```

*. Warehouse 01 Atlanta Warehouse
*. Item      12345 Donna's test item for um and
              Primary Alt 1 Alt 2 Alt 3 Alt 4 Alt 5
3. Locations
4. Movement Class 14
5. Commit by Other Whses N
6. Seasonal N
7. Use Ledgercards Y
8. Replenish Y
9. Allow Purchase Without SO N
   Inventory Date
10. Date Last Physical
11. Next Physical

- Quantities -
*. On Hand 3.000 CT
*. On Order 2.000
*. Committed 3.000
*. Backordered 4.667

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts
Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last
    
```

**01-Demo Company, Warehouse Item F/M (ICF920)**

Help

Warehouse  Atlanta Warehouse

Item  Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

Order Qty Method  Order Quantity

Restocking Method

Order Pt  EA Line Pt  Min  Max

Avg Lead Time  # Pds to Ignore Low Sales

Restocking Whse  Direct from Vendor

Safety Allowance Percentage  Frozen Controls

Date Last Changed  # Periods  Date

Memo

Save Delete New Exit

**Warehouse/Item F/M (ICF920)**

Help

01-Demo Company Warehouse Item F/M ICF920

\*. Warehouse 01 Atlanta Warehouse

\*. Item 1100 Pallet Loading Hand Truck

3. Order Qty Method C Safety Allowance \_\_\_\_\_

4. Order Quantity 25 13. Percentage 50

5. Restocking Method 0 14. Date Last Changed \_\_\_\_\_

6. Order Point 12 EA 15. Frozen \_\_\_\_\_

7. Line Point 23 16. Frozen Controls \_\_\_\_\_

8. Minimum Stocking 0 17. # Periods \_\_\_\_\_

9. Maximum Stocking 0 18. Date \_\_\_\_\_

10. Avg Lead Time 5 18. Memo \_\_\_\_\_

11. # Pds to Ignore Low Sales 99

12. Restocking Whse Direct from Vendor

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts

Line to Change (F2-Cont), D-Delete, F4-Backup |.

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-Demo Company, Warehouse Item F/M (ICF920)

Warehouse 01 Atlanta Warehouse

Item I100 Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

Stocking UM EA

	Usage		Stock Out Days	Safety Dip%	EOP On Hand
	Qualified	Actual			
CP 09/2002 Sep			0		
LP 08/2002 Aug	*LS	3	3	99	54
PP 07/2002 Jul	51	51	0	0	59
PP 06/2002 Jun	51	51	0	0	67
PP 05/2002 May	46	46	0	0	74
PP 04/2002 Apr	46	46	0	0	75
PP 03/2002 Mar	48	48	0	0	77

Save Delete New Exit

Warehouse/Item F/M (ICF920)

01-Demo Company Warehouse Item F/M ICF920

\*. Warehouse 01 Atlanta Warehouse  
 \*. Item I100 Pallet Loading Hand Truck

Stocking UM EA

	Usage		Stock Out Days	Safety Dip%	EOP On Hand
	Qualified	Actual			
3. CP 09/2002 Sep		3	0		
4. LP 08/2002 Aug	*LS	3	3	99	54
5. PP 07/2002 Jul	51	51	0	0	59
6. PP 06/2002 Jun	51	51	0	0	67
7. PP 05/2002 May	46	46	0	0	74
8. PP 04/2002 Apr	46	46	0	0	75
9. PP 03/2002 Mar	48	48	0	0	77

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts  
 Line to Change (F2-Cont), D-Delete, F4-Backup |  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-Demo Company, Warehouse Item F/M (ICF920)

Warehouse 01 Atlanta Warehouse

Item 1100 Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

Stocking UM EA

	Usage			Stock Out Days	Safety Dip%	EOP On Hand
	Qualified	Actual				
PP 02/2002 Feb	47	47		0	0	80
PP 01/2002 Jan	42	42		0	0	83
PP 12/2001 Dec	45	45		0	0	80
PP 11/2001 Nov	33	33		0	0	81
PP 10/2001 Oct	51	51		0	0	69
OP 09/2001 Sep	46	46		0	0	76

Save Delete New Exit

Enter qualified usage for Prior Period 02/2002 (Feb)

Warehouse/Item F/M (ICF920)

01-Demo Company Warehouse Item F/M ICF920

\*. Warehouse 01 Atlanta Warehouse  
 \*. Item 1100 Pallet Loading Hand Truck

Stocking UM EA

	Usage		Stock Out Days	Safety Dip%	EOP On Hand
	Qualified	Actual			
3. PP 02/2002 Feb	47	47	0	0	80
4. PP 01/2002 Jan	42	42	0	0	83
5. PP 12/2001 Dec	45	45	0	0	80
6. PP 11/2001 Nov	33	33	0	0	81
7. PP 10/2001 Oct	51	51	0	0	69
8. OP 09/2001 Sep	46	46	0	0	76

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts  
 Line to Change (F2-Cont), D-Delete, F4-Backup  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-Demo Company. Warehouse Item F/M (ICF920)**

Help

Warehouse  Atlanta Warehouse

Item  Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

	Units	UM	\$ Sales	\$ Cost
Month-to-Date	<input type="text" value="1"/>	EA	<input type="text" value="95.00"/>	<input type="text" value="111.59"/>
Year-to-Date	<input type="text" value="-630"/>		<input type="text" value="-247983.15"/>	<input type="text" value="-71251.55"/>
Prior Year	<input type="text" value="553"/>		<input type="text" value="85112.00"/>	<input type="text" value="56762.00"/>

Save Delete New Exit

Enter month-to-date unit sales

**Warehouse/Item F/M (ICF920)**

Help

01-Demo Company Warehouse Item F/M ICF920

```

*. Warehouse 01 Atlanta Warehouse
*. Item      1100 Pallet Loading Hand Truck
3. Month-to-Date      Units UM      $ Sales      $ Cost
4. Year-to-Date      -630      -247983.15   -71251.55
5. Prior Year        553      85112.00    56762.00
    
```

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts  
 Line to Change (F2-Cont), D-Delete, F4-Backup |  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-Demo Company, Warehouse Item F/M (ICF920)**

Help

Warehouse  Atlanta Warehouse

Item  Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

Standard  EA Average  Last

LP 08/2002 Aug	<input type="text" value="111.590"/>	PP 04/2002 Apr	<input type="text" value="109.710"/>	PP 12/2001 Dec	<input type="text" value="106.280"/>
PP 07/2002 Jul	<input type="text" value="111.390"/>	PP 03/2002 Mar	<input type="text" value="108.490"/>	PP 11/2001 Nov	<input type="text" value="106.430"/>
PP 06/2002 Jun	<input type="text" value="110.160"/>	PP 02/2002 Feb	<input type="text" value="107.040"/>	PP 10/2001 Oct	<input type="text" value="105.400"/>
PP 05/2002 May	<input type="text" value="109.290"/>	PP 01/2002 Jan	<input type="text" value="107.540"/>	OP 09/2001 Sep	<input type="text" value="105.270"/>

Save Delete New Exit

Enter average cost

**Warehouse/Item F/M (ICF920)**

Help

01-Demo Company Warehouse Item F/M ICF920

\*. Warehouse 01 Atlanta Warehouse  
 \*. Item 1100 Pallet Loading Hand Truck

3. Standard Cost 120.000 EA  
 4. Average Cost 111.590  
 5. Last Cost 118.380  
 6. LP 08/2002 Aug 111.590  
 7. PP 07/2002 Jul 111.390  
 8. PP 06/2002 Jun 110.160  
 9. PP 05/2002 May 109.290  
 10. PP 04/2002 Apr 109.710  
 11. PP 03/2002 Mar 108.490  
 12. PP 02/2002 Feb 107.040  
 13. PP 01/2002 Jan 107.540  
 14. PP 12/2001 Dec 106.280  
 15. PP 11/2001 Nov 106.430  
 16. PP 10/2001 Oct 105.400  
 17. OP 09/2001 Sep 105.270

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts  
 Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-Demo Company, Warehouse Item F/M (ICF920)**

Help

Warehouse  Atlanta Warehouse

Item  Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

Beginning Qty	<input type="text" value="1054"/>	EA	Transfers
Receipts	<input type="text" value="0"/>		In <input type="text" value="0"/>
Produced	<input type="text" value="0"/>		Out <input type="text" value="1"/>
Adjustments	<input type="text" value="6"/>		
Sales	<input type="text" value="1"/>		
			Next PD Adjust <input type="text" value="0"/>
			Lowest On Hand <input type="text" value="1046"/>

Save Delete New Exit

Enter period sales quantity

**Warehouse/Item F/M (ICF920)**

Help

01-Demo Company Warehouse Item F/M ICF920

```

*. Warehouse 01 Atlanta Warehouse
*. Item      1100 Pallet Loading Hand Truck
3. Beginning Qty      1054 EA
4. Receipts           0
5. Produced           0
6. Adjustments       6
7. Sales              1
----- Transfers -----
8. In                 0
9. Out                1
10. Next PD Adjust    0
11. Lowest On Hand   1046
    
```

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts  
 Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last



**01-Demo Company, Warehouse Item F/M (ICF920)**

Help

Warehouse  Atlanta Warehouse

Item  Pallet Loading Hand Truck 1000 lb capacity

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

	DOC#	Date	Units/EA	Cost/EA	Lead	Time
Last	001084	10/15/2002	2	168.380	51	A - Abnormal
Prior1	001238	10/15/2002	-10	114.180	1	A - Abnormal
Prior2	001176	09/23/2002	2	129.560	20	A - Abnormal
Prior3	001072	09/26/2002	25	111.390	5	- Normal
Oldest	001035	09/06/2002	9	111.390	6	- Normal

Data in fields includes only receipts direct from vendor

Save Delete New Exit

Enter received date

**Warehouse/Item F/M (ICF920)**

Help

01-Demo Company Warehouse Item F/M ICF920

\*. Warehouse 01 Atlanta Warehouse  
 \*. Item 1100 Pallet Loading Hand Truck

	DOC#	Date	Units/EA	Cost/EA	Lead	Time
3. Last	001084	10/15/2002	2	168.380	51	A
4. Prior1	001238	10/15/2002	-10	114.180	1	A
5. Prior2	001176	09/23/2002	2	129.560	20	A
6. Prior3	001072	09/26/2002	25	111.390	5	
7. Oldest	001035	09/06/2002	9	111.390	6	

Data in fields includes only receipts direct from vendor

Main, Restock, Usage1, Usage2, Sales, Cost, Activity, Receipts  
 Line to Change (F2-Cont), D-Delete, F4-Backup  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Catalog Item F/M (ICF905)

## Function

This file maintenance allows you to maintain information on catalog items and export catalog items into the FACTS Item File. Catalog items are items that are provided by a vendor but are not stocked.

## User Inputs

The following inputs are involved:

### \*. **Item**

Enter the item number to display. F2 allows a search (ref. 6). F3 displays the next item record on file.

### *General Screen*

#### 2. **Desc1**

Enter description 1 for this item (up to 30 characters).

#### 3. **Desc2**

Enter description 2 for this item (up to 30 characters).

#### 4. **Alpha**

Enter the alphabetic sort key for this item to be used to sort items alphabetically for printouts and searches (up to 10 characters). CR defaults to the first 10 characters of description 1.

#### 5. **Weight**

Enter the per unit weight of this item (0-9999.999). CR defaults to 0.

#### 6. **Interchange**

Enter the interchange item number for this item (up to 20 characters). CR defaults to blanks.

#### 7. **UPC #**

Enter the UPC for this item. CR leaves this prompt blank.

#### 8. **Model #**

Enter the model number for this item. CR leaves this prompt blank.

#### 9. **Standard Pack**

Enter the standard pack (how many items make up a unit) for this item (up to five digits).

#### 10. **Vendor**

Enter the primary vendor for this item. F2 allows a search (ref. 9).

**11. Vendor-Item**

Enter the primary vendor-item number for this item (up to 20 characters). Press F1 to select the item number. CR leaves this prompt blank.

**12. Item Class**

Enter the item class for this item (up to 3 characters). F2 allows a search (ref. 9).

**13. Item Price Class**

Enter the item price class for this item (up to 3 characters). F2 allows a search (ref. 9).

*Levels Screen***2. Use Levels**

Enter which types of prices to be used for this catalog item: **L**evel Prices, **Q**uantity Break Prices, **B**oth Level and Quantity Break Prices, or **N**either Level Prices or Quantity Break Prices. **CR** defaults to **B**.

**3-8. Price Level 1-6**

Enter the level price for this item. Press F1 for no price. CR defaults to 0.

**9-14. Qty Break Level 1-6**

Enter the quantity break for the level price for this item (up to seven digits). Press F1 for no break. CR defaults to 0.

*Pricing Screen***2. Pricing UM**

Enter the pricing unit of measure for this item (up to two characters). Must be a valid unit of measure set up in the IC Unit of Measure F/M. F2 allows a search (ref. 9).

**3. List Price**

Enter the list price of this item. CR defaults to 0.

**4. Manual Cost**

Enter the manual cost of this item. CR defaults to 0.

**5. Std Price**

Enter the standard price of this item. CR defaults to 0.

After the information has been saved, you have the following options:

- E** -Export this catalog to the master item file
- #** -Change a line number (F2 to continue)
- CR** -Display the next record
- D** -Delete the record
- F4** -Make a new entry

**Catalog Item F/M (ICF905)**

Item

General      Levels      Pricing

Desc1       Interchange

Desc2

Alpha       UPC #

Weight       Model #

Standard Pack

Vendor Information

Vendor   Industrial Supply Distributors

Vendor-Item

Item Class   General Supplies

Item Price Class   Dock Equipment

Enter Model #

**Catalog Item F/M (ICF905)**

Help

---

01-Demo Company      Catalog Item F/M      ICF905

\*. Item      TIM TEST

2. Desc1 TEST

3. Desc2 TWO

4. Alpha TEST

5. Weight      100.000

6. Interchange      WEABC

7. Model #      QOWIEFN

8. Standard Pack      1

----- Vendor Information -----

9. Vendor      V113 Atlanta Crane & Hois

10. Vendor-Item      TIM

11. Item Class      DCK Dock Equipment

12. Item Price Class DCK Dock Equipment

General, Levels, Pricing

Line to Change (F2-Cont), D-Delete, E-Export, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**Catalog Item F/M (ICF905)**

Item: V7700

General      **Levels**      Pricing

Use Levels: Q - Use Quantity Breaks

Price Level 1	.00	Qty Break Level 1	100
Price Level 2	.00	Qty Break Level 2	200
Price Level 3	.00	Qty Break Level 3	500
Price Level 4	.00	Qty Break Level 4	1000
Price Level 5	.00	Qty Break Level 5	1500
Price Level 6	.00	Qty Break Level 6	2000

Save    Delete    New    Exit

**Catalog Item F/M (ICF905)**

Help

01-Demo Company      Catalog Item F/M      ICF905

```

*. Item                    TIM TEST
2. Use Levels            L
3. Price Level 1        100.00
4. Price Level 2        95.00
5. Price Level 3        90.00
6. Price Level 4        85.00
7. Price Level 5        80.00
8. Price Level 6        75.00
9. Qty Break Level 1
10. Qty Break Level 2
11. Qty Break Level 3
12. Qty Break Level 4
13. Qty Break Level 5
14. Qty Break Level 6

General, Levels, Pricing
Line to Change (F2-Cont), D-Delete, E-Export, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last
    
```

**Catalog Item F/M (ICF905)**

Item   **Work Gloves**

General      Levels      Pricing

Pricing UM   **Each**

List Price

Manual Cost

Std Price

**Catalog Item F/M (ICF905)**

Help

---

01-Demo Company      Catalog Item F/M      ICF905

\*. Item      TIM TEST

2. Pricing UM      BX Box

3. List Price      100.00

4. Manual Cost      50.00

5. Std Price      100.00

General, Levels, Pricing

Line to Change (F2-Cont), D-Delete, E-Export, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

## Serial/Lot F/M (ICF930)

### Function

This program allows the user to maintain item serial/lot numbers. Each record contains the warehouse, item, serial/lot number and serial/lot purchase and usage/sales information stored for the record. Initially no data needs to be entered here and the records are maintained by the system.

### User Inputs

The following inputs are involved in entering serial/lot number information:

**\*. Warehouse**

Enter the warehouse. The entry must be a valid warehouse code. F2 allows a search (ref. 9).

**\*. Item Number**

Enter the item number. The entry must be a valid item number and must be a serial or lot item (set in the Item F/M). F3 displays the first serial/lot item record on file for the warehouse. F2 allows a search (ref. 6).

**\*. Serial Number**

Enter the serial or lot number (up to 20 characters). F3 defaults to the first serial/lot number on file for this warehouse and item. F2 allows a search (ref. 9).

#### *General Screen*

**4. Location**

Enter the location of the item in the warehouse (6 characters).

**5. Expiration**

Enter the expiration date (ref. 2). CR defaults to 123199.

**6. Last Physical Inventory**

Enter the date of the last physical inventory (ref. 3). CR defaults to 010100.

**7. Receipt Purchase Order Number**

Enter the purchase order number on which the goods were received (up to 6 characters).

**8. Receipt Date**

Enter the receipt date (ref. 3). CR defaults to the system date.

**9. Receipt Cost**

Enter the cost at which the item was received per the costing unit of measure. CR defaults to 0.

**10. Receipt Vendor**

Enter the vendor number from whom the item was purchased. The entry must be a valid vendor. F2 allows a search (ref. 9).

**11. Receipt Memo**

Enter the memo (up to 25 characters)

*Inventory Status Screen***4. Total Received**

Enter the total quantity received.

The following three fields are updated by the system:

**\*5. On Hand**

The current on hand quantity of the serial/lot number in the warehouse.

**\*6. Committed**

The current committed quantity through sales orders of the serial/lot number in the warehouse.

**\*7. Available**

The available flag is **Y** (available for sale), **N** (has been sold), or **E** (not available because it is in the rental warehouse).

**8. Last Use Document Number**

Enter the last sale invoice number or usage ticket number (6 characters).

**9. Last Use Date**

Enter the date of the last sale/usage of the item (ref. 3). CR defaults to 010100.

**10. Last Use Quantity**

Enter the quantity last sold/used. CR defaults to 0.

**11. Last Use Price**

Enter the last price per each sold/used per pricing unit of measure. CR defaults to 0.

**12. Cust/Memo**

Enter customer sold to/usage memo (up to 10 characters). If the item was sold on a sales order, the field contains a customer number. If the item was transferred or manufactured, the field contains the memo from the ticket.

**Technical Notes**

**FILES USED** - SMCNTL, ICMAS, APVEND, ICALPX, ICCLSX, ARCUST, ICWHSE, APVALX, ICINTR, ARCALX, ARPHOX, ICLOTX

**FILES UPDATED** - ICLOTS





**Serial/Lot F/M (ICF930)**

Warehouse: 01 Atlanta Warehouse

Item: I106 Telescopic Lift Boom

Serial#: ABC124

General | Inventory Status

Total Received: 1 EA

On Hand: 1 EA

Committed: 0

Available: Y - Yes

Last Use Doc#:

Date:

Qty: 0

Price: .00 EA

Cust/Memo: CASH

Save, Delete, New, Exit

**Serial/Lot F/M (ICF930)**

Help

01-Demo Company                      Serial/Lot F/M                      ICF930

\*. Warehouse                      01 Atlanta Warehouse

\*. Item    I106 Telescopic Lift Boom

\*. Serial#                                      RE-1102-AM-2200

4. Total Received                      1 EA

\*. On Hand                                      1 EA

\*. Committed                                      1 EA

\*. Available                                      Y Yes

8. Last Use Doc#                      001844

9.                      Date                      09/08/2002

10.                      Qty                      1 EA

11.                      Price                      1017.05 EA

12.                      Cust/Memo                      C101

General, Inventory Status

Line to Change (F2-Cont), D-Delete, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Item Interchange F/M (ICF935)

## Function

This program allows the user to create and maintain the item interchange file. The item interchange number is used to access or identify item numbers in the inventory using different codes. For example, if item number 100 is 1/2 inch metal tape, there might be an interchange number called tape. When tape is entered into the system, item 100 is displayed. Interchange numbers must be greater than one character. Duplicate interchange numbers may not be used for different item numbers. Interchange numbers also may not be existing item numbers in the inventory. The file may be used to store your customers' part numbers as an aid when they are creating a sales order.

Interchange numbers are used throughout the system where items are entered except in the sales analysis module.

## User Inputs

The following inputs are involved in creating an item interchange record:

### \*. Interchange

Enter the item interchange number (up to 20 characters). The entry must be greater than one character and may not be an existing item number. Press F2 to search.

### 2. Item Number

Enter the item number to access in an interchange. This entry must be a valid item number. Press F2 to search.

### 3. Memo

Enter the descriptive memo (up to 30 characters).

## Technical Notes

When an interchange item is created, a record is written to the item Interchange File (ICINTR) and its associated sort file (ICINTX).

**FILES USED** - SMCNTL, ICMAS, ICALPX, ICCLSX

**FILES UPDATED** - ICINTR, ICINTX



# Standard Part Number Entry (ICE460)

## Function

Use this program to create and maintain industry standard part numbers, cross-reference them with FACTS item numbers and optionally assign units of measure.

☞ Source codes must be set up in Standard Source F/M before you can create standard part numbers in this program.

Access this program from either the *Inventory Control* → *EPU* menu or *Inventory Control* → *File Maintenance* menu

### *To create a standard part number:*

1. Enter or choose a **source code**. Press F2 or choose the **Search** button.  
Part numbers must be created by source code since it is possible for part numbers to be identical from different industry sources.
2. Enter the standard part number.  
Standard part numbers can be up to 50 alphanumeric characters long.
3. Enter the **FACTS Item #**.  
This creates the cross-reference between the industry standard part number and the FACTS item number, stored either in Item F/M or Catalog Item F/M.  
Press F2 to find an item number.
4. Enter a unit of measure (**UM**) for the standard part number.  
Units of measure are optional. In some cases, manufacturers or suppliers create separate industry standard part numbers for each product and each unit of measure it is sold in.  
To find an existing unit of measure, press F2. New units of measure must be created in Item F/M.
5. The **description** defaults to Description 1 and 2 for the FACTS item selected.  
Modify the description, if necessary, to describe the industry standard part number. Descriptions can be up to 75 alphanumeric characters long.
6. Press Enter to continue adding standard part numbers for the same source code. Press F4 to exit the line item entry section.

### *To create a new standard part number for a different source code:*

1. After you exit the line item section, choose **Done**.  
☞ If **Done** is not available, press F4 or choose the **Cancel** button on the right side of the screen to make sure you are completely out of the line item entry section.

2. Choose a new code in the **Source Code** field and press Enter to continue.
3. Enter the **standard part number**, **FACTS item number**, **UM** (optional), and **Description**, if the description is something different than the default.

*To delete a standard part number:*

1. Highlight the number in the item browser.
2. Press **Delete** on the keyboard or choose the **Delete** button on the right side of the screen.

*To edit a standard part number (change description or UM):*

1. Double-click a standard part number in the item browser or highlight the number in the browser and choose the **Edit** button.
2. Use the line-item entry section to modify the standard part number information.
  - If you need to change the source code for a standard part number, delete the standard part number, choose **Done**, choose a new source code and re-enter the standard part number information.

*To exit the Standard Part Number Entry program:*

1. Make sure you are completely out of the line item entry section by pressing F4 or choosing the **Cancel** button on the right side of the screen.
2. Choose *File* → *Exit* from the menu bar.

**Standard Part Number Entry (ICE460)**

File Edit Help

Standard Source Code  UPC  **Universal Product Code**

Std Part # 9998-123456890123

FACTS Item # I105 Nesting Conveyor Box UM EA

Description Nesting Conveyor Box 18"w x 12.5"d x 6"h

Standard Part #	Description
9998-123456890123	Nesting Conveyor Box 18"w x 12.5"d x 6"h
add	

Done

**Company 01 - Demo Company**

Help

01- Demo Company Standard Part Number Entry ICE460

Standard Source Code UPC Universal Product Code

Std Part # 9998-123456890123

FACTS Item # I105 Nesting Conveyor Box UM EA

Description Nesting Conveyor Box 18"w x 12.5"d x 6"h

Standard Part #	Description
9998-123456890123	Nesting Conveyor Box 18"w x 12.5"d x 6"h
add	

CR-Edit, DEL, F3-Done, F10-Menu |

Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

## Quick Item Add (ICF020)

This is a pared-down version of Item F/M, so it only includes the fields necessary to set up an item record in the system.

To speed up entry, it asks you to choose an existing item to serve as a template for the new item.

You can edit any records created with this program in Item F/M.

The Quick Item Add program does not allow you to enter or create alternate bin locations for items.

**Access this program** by choosing **F3** in the **Item** input in any of the SO Order Management Suite programs.

Also access Quick Item Add from *Inventory Control* → *File Maintenances* → *Quick Item Add*.

### *Using Quick Item Add vs. entering a Temporary Item*

Use Quick Item Add when the item is or is going to be part of inventory.

If the item is a special order or that will not be kept in inventory, enter it as a temporary item in one of the SO Order Management programs. (Enter the temporary item number and enter the vendor and item information as the system prompts for it).

### **To create an item in Quick Item Add:**

#### **1. Choose an existing item to use as your default (or template) in the Default Item Entry box.**

You must choose an existing item. The default item you choose should serve as template for the new item you are creating. Pick an item with similar properties and settings to help reduce data entry.

The system makes a copy of this record so you can rename it to something else. The original record is not overwritten or changed in any way.

#### **2. Enter a name for the item you are creating.**

The new item name can be any alphanumeric combination. The system warns you if you enter a number that already exists and requires you to enter a new number. This prevents you from overwriting an existing item number.

Select **OK** (CR) to continue to the main Quick Item Add screen. Select **Cancel** (F4) to return to exit out of Quick Item Add without creating a record.

#### **3. Use the Quick Item Add main screen to define the item.**

The Quick Item Add main screen is similar to the Item F/M program.

Use the **Main** tab to enter general item information, such as vendors, descriptions, price class, GL table, etc.

Use the **UM/Pricing** tab to enter units of measure, conversion factors (if necessary) and weights. Also enter pricing information on this tab.



**Note:** When you enter a default item through this program, the system does not automatically create all of the Units of Measure (UMs) for the new item that existed for the default item. The Quick Item Add program is designed to carry over the smallest UM from a default item. If the default you are using to create another item has UM as defaults for Stocking, Costing, Pricing, and Selling, then the system also creates those UM's for the new item. Since the Buying UM does not exist in the Quick Item Add program, the system uses the default item's stocking UM for the new item's buying UM. To check the UM information for items created via the Quick Item Add program, access the Item F/M and review the UM setup information.

Use the **Inventory** tab to determine which warehouses stock this item, the restocking warehouse, safety allowance, restocking method, warehouse location and the item's seasonal status, if any.

Refer to Item F/M for field descriptions.

➤ *Character users:* Select **F3** to accept defaults and skip fields that do not require edits.

➤ To enter service items on the fly, you can start by creating the item record in Quick Item Add and set up the Service Item controls in Item F/M later. Set the **Item Type** field to Uninventoried.

**4. Select Save (CR) to save changes and add the record into the system.**

If you decide you do not want to enter this item, choose **Exit** (F4) at any time and choose **No** (N) when the system asks if you want to save the record.

## Whse/Vendor Review Cycle F/M (ICF945)

### Function

This program allows the user to create and maintain the warehouse/vendor review cycles.

When initially setting up the system, users should set up each warehouse/vendor review cycle.

On a quarterly basis, the Vendor Review Cycle Reset should be run to keep the cycles up to date. This record keeps track of the frequency with which a product line is purchased which helps when the supplier offers a total-order discount. The information in this record is used to print the Vendor Review Dates Report that prints the dollar value of what you need and what you need to buy to meet the requirements of the vendor (target \$ or lb.).

Warehouse/vendor review cycle records can also be created in the Quick Vendor F/M Program (ICF940).

When you save new vendor records in AP Vendor F/M, the system allows you to create a Faxlink record and warehouse/vendor review cycle record directly from the Vendor F/M program.

To create warehouse/vendor review cycle record directly from the Vendor F/M program, select OK when the system asks if you want to create a warehouse/vendor review cycle record. The system automatically displays the Warehouse/Review Cycle F/M program with the new vendor information. The first warehouse on file displays as the default. You can complete the warehouse/vendor review cycle record information and save the record and return to the Vendor F/M (APF910) program, or you can change other vendors' records and create new records for other vendors.

### User Inputs

The following inputs are involved in creating and maintaining the warehouse/vendor review cycles:

**\*. Warehouse**

Enter a warehouse code. Warehouse codes are created and maintained in the Warehouse F/M. F2 allows a search (ref. 9).

**\*. Vendor**

Enter a vendor number. Vendor numbers are created in the AP Vendor F/M program. F2 allows a search (ref. 9).

**1. Review Cycle Current**

Enter the current review cycle in number of days (0-999). For example, if the current review cycle is 30 days, the frequency with which you order from the supplier is every 30 days.

**2. Review Cycle Minimum**

Enter the minimum review cycle in number of days (0-999). CR defaults to 1. This is the least the current days could be set to by the Vendor Review Cycle Reset program.

**3. Review Cycle Maximum**

Enter the maximum review cycle in number of days (1-999). This is the most the current days could be set to by the Vendor Review Cycle Reset program.

**4. % Above Minimum**

Enter the percentage above the minimum stock the available quantity should be to trigger ordering for these vendor min/max items on the Replenishment Report (0-99.9). For example, if this is set to 25% and the minimum stocking level for an item is set to 100, when the available quantity reaches 125 (25% over minimum), the item is triggered for ordering on the Replenishment Report.

**5. Buying Target Dollars**

Enter the buying target dollar amount (0-9999999); i.e., what dollar figure you need to order from the supplier to receive a discount, take a rebate, etc., if applicable. CR defaults to 0.

**6. Buying Target Pounds**

Enter the buying target in pounds(lb.) (0-99999); i.e., how many pounds you need to order from the supplier to receive a discount, take a rebate, etc., if applicable. CR defaults to 0.

**7. Requirements Memo**

Enter a descriptive requirements memo (up to 30 characters).

**8. Date Last PO (Purchase Order) Entry**

Enter the date the last purchase order was entered (ref. 3). CR defaults to 010100.

**9. Last PO Number (Purchase Order Number) Entered**

Enter the purchase order number of the last order placed with the vendor.

**10. Buyer Code**

Enter the buyer code for purchasing from the vendor. Buyer codes are created and maintained in the PO Buyers Code F/M. If several people are responsible for purchasing in your company, the Buyer Code helps you keep track of who is responsible for which product. F2 allows a search.

**Technical Notes**

When a record is added, a record is written to the warehouse/vendor review cycle file (ICWHVD).

**FILES USED** - SMCNTL, APVEND, APVALX

**FILES UPDATED** - ICWHVD

**Whse/Vendor Review Cycle F/M (ICF945)**

Warehouse: 01 Atlanta Warehouse

Vendor: V100 General Industrial MFG

Review Cycle Curr: 10

Review Cycle Min: 10

Review Cycle Max: 12

% Above Minimum: 13.0

Buying Target \$: 2000

Buying Target Lbs: 300

Requirements Memo: 50% off Freight for buy target

Date Last PO Entry: 12/18/1998

Last PO# Entered: 001406

Buyer Code: 100 Ronald Patton

Buttons: Save, Delete, New, Exit

Enter Current Review Cycle in Days

**Whse/Vendor Review F/M (ICF945)**

Help

01-Demo Company      Whse/Vendor Review Cycle F/M      ICF945

\*. Warehouse      01 Atlanta Warehouse

\*. Vendor      V100 General Industrial MFG

3. Review Cycle Curr      10

4.      Min      5

5.      Max      15

6. % Above Minimum      10.0

7. Buying Target \$      2000

8.      Lbs      300

9. Requirements Memo      50% off Freight for buy target

10. Date Last PO Entry      09/20/2002

11. Last PO# Entered      001352

12. Buyer Code      100 Ronald Patton

Line to Change (F2-Cont), D-Delete, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Create Warehouse/Item Records (ICU910)

## Function

This program allows the user to create warehouse/item records automatically for a range of items in the item file.

Warehouse/item records may be created for one warehouse each time the program is run. This program is especially useful during initial inventory setup or when adding a new warehouse, as it saves the user the time required to create each warehouse/item record individually through the Warehouse/Item F/M Program.

Note: The Create Warehouse/Item Records program does not allow you to enter or create alternate bin locations for items.

The user has the option to:

- Select the order to create- item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select the warehouses in which to create items.
- Check a warehouse(s).
- Enter the next physical inventory date.
- Set the order method- order point/line point or min/max.
- Set the safety allowance percentage.
- Set the order quantity method - EOQ, movement class or manual.

Records created through this program are available individually for display and/or modification through the Warehouse/Item F/M program.

## User Inputs

The following inputs are involved in creating warehouse/item records:

### 1. Order

Select the order to create (ref. 7).

### 2. Beginning Order Choice

Select the beginning order choice to create (ref. 2).

### 3. Ending Order Choice

Select the ending order choice to create (ref. 5).

### 4. Warehouse

Enter the warehouse code in which to create items. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal.

### 5. Warehouse To Check

Enter the existing warehouse code to check if creating items that are already in the warehouse being checked (e.g., when duplicating a warehouse) (2-character code). CR defaults to NOT APPLICABLE.



### 6. Next Physical Inventory

Enter the date of the next physical inventory (ref. 3).

### 7. Restocking Method

Enter whether the restocking method is **Order point/line point** or **Min/Max**. CR defaults to the default restocking type (set in the IC static control record).

### 8. Safety Allowance Percent

Enter the safety allowance percentage (0-99). CR defaults to 0.

### 9. Order Quantity Method

Enter whether order quantity method is **EOQ** (economic order quantity), **movement Class** or **Manual**. CR defaults to the default order quantity method (set in the IC static control record).

### 10. Item Type

Enter whether the item type to create is **Stocked items** or **Nonstocked items**. CR defaults to SN. This field is required.

### 11. Replenish

For stocked items, indicate whether the item is replenished in the warehouse. You can enter **Yes**, **No** or **Same** as the checking warehouse (Y/N/S). The system displays this prompt only for items that have an item type of stocked. If the item type is non-stocked, the system sets the Replenish prompt to "N".

### 12. Allow purchase of non-stocked items w/o SO

Indicate whether a purchase of non-stock items can be made without a Sales Order Tie. You can enter **Yes**, **No** or **Same** as the checking warehouse (Y/N/S). Press Enter (CR) to default to "No".

## Technical Notes

The program proceeds by reading through the chosen file - Item (ICMAST), Alpha (ICALPX), Vendor (ICVNDX) or Item Class (ICCLSX). The Item File (ICMAST) is then checked for items that meet criteria entered and items are created in the Warehouse/Item File (ICWHSE) and its associated sort file (ICWHSX, ICLOCX) where applicable.

**FILES USED** - SMCNTL, ICMAS, ICCLSX, ICALPX, ICVNDX, APVEND

**FILES UPDATED** - ICWHSE, ICWHSX, ICLOCX, ICMVCX

01-Demo Company                      CREATE WAREHOUSE/ITEM RECORDS                      ICU910

ORDER I

BEGINNING ITEM FIRST

ENDING ITEM LAST

WAREHOUSE 01 Atlanta Warehouse

WAREHOUSE TO CHECK NOT APPLICABLE

NEXT PHYSICAL INVENTORY MM/DD/YY

RESTOCKING METHOD      SAFETY ALLOWANCE              ORDER QUANTITY METHOD

ITEM TYPE

ENTER DATE OF NEXT PHYSICAL INVENTORY, F4-BACKUP



# Create Warehouse/Vendor Review Records (ICU930)

## Function

This program allows the user to duplicate Warehouse/Vendor Review Records from one warehouse to another.

The user has the option to:

- Select the order to create - vendor, alpha or vendor class.
- Select the beginning and ending order choice.
- Select a warehouse from which to duplicate review records.
- Select a warehouse to which to duplicate review records.

## User Inputs

The following inputs are involved in creating warehouse/vendor review records:

### 1. Order

Select the order to create (ref. 7).

### 2. Beginning

Select the beginning order choice to create (ref. 2).

### 3. Ending

Select the ending order choice to create (ref. 5).

### 4. Warehouse To Duplicate

Enter the warehouse code from which to duplicate records. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal.

### 5. Warehouse To Create

Enter the warehouse code in which to create records. The entry must be a valid warehouse.

### 6. Buyer

Enter the buyer code for purchase orders for all new records. F2 defaults to SAME; the same buyer code records that were in the warehouse that records were duplicated from remain in the warehouse in which records were created.

## Technical Notes

**FILES USED** - SMCNTL, SMNAME, APVALX, APCLSX

**FILES UPDATED** - ICWHVD

01-Demo Company                      Create Whse/Vendor Review Recs                      ICU930

ORDER U

BEGINNING VENDOR FIRST

ENDING VENDOR LAST

WAREHOUSE TO DUPLICATE 01 Atlanta Warehouse

WAREHOUSE TO CREATE |.-

BUYER

ENTER WAREHOUSE TO CREATE, F4-BACKUP

# Transfer/Change Item Codes (ICU920)

## Function

This program allows the user to change specific information in the Item and Warehouse/Item files for a range of items. The user has the option to change the following:

- Vendor
- Item class
- Sequence number
- GL posting table
- Commission percentage
- Item Type
- Taxable flag
- Ledgercard flag
- Restocking method
- Order quantity method
- Restocking warehouse
- Frozen controls
- Frozen number of periods
- Number of periods ignore low sales
- Allow commitment
- Serial/lot flag
- Item price class
- Use default prices
- Replenish flag
- Allow Non-Stock Purchase w/o SO

The user has the option to:

- Select the change order - item, alpha, item class, vendor
- Select the beginning and ending order to change
- Select the **Change From** field
- Select the **Change To** field
- Select the warehouse to change for warehouse/item information

The fields above are all part of the information stored on each item in the item file. This program is especially useful to make changes to many items without having to manually change each item individually through the Item F/M or Warehouse/Item F/M.

Two examples of the use of this program are:

1. If the user decided to start charging tax for a range of items that previously were not taxable.
2. If the user decided to change the GL posting table for a range of items.

All fields being changed must be valid fields. For example, if changing item classes, all classes being changed to must be valid item classes.

Changes made in this program do not affect transaction files or other modules.

☛ Before you run this program, consult your affiliate.

## User Inputs

The following inputs are involved in changing item information:

### 1. Select Number

Enter the number of the field to change (1-16).

### 2. Order

Enter the order the field is to update (ref. 7).

### 3. Beginning Order Choice

Select the beginning order choice (ref. 2).

### 4. Ending Order Choice.

Select the ending order choice (ref. 5).

### 5. Change From

The input in **Select Number** is the field being changed, e.g., if item class was selected, enter the item class that is being changed. F3 defaults to ALL.

### 6. Change To

The input in **Select Number** is the field being changed, i.e., if item class was selected, enter the item class which to change. F3 defaults to user selection. If F3 is selected, the program stops at every item whose item class is to be changed and requires input of the new item class.

### 7. Item Type

This input will display for all options other than Item Type. Valid entries for this prompt are **Stocked**, **Nonstocked**, or **Uninventoried**. The next prompt is skipped, if the **Select Number** (1-8 or 17-19) entered references data stored in the item master record. CR defaults to SNU. Only items with no quantities may be changed.

### 8. Warehouse

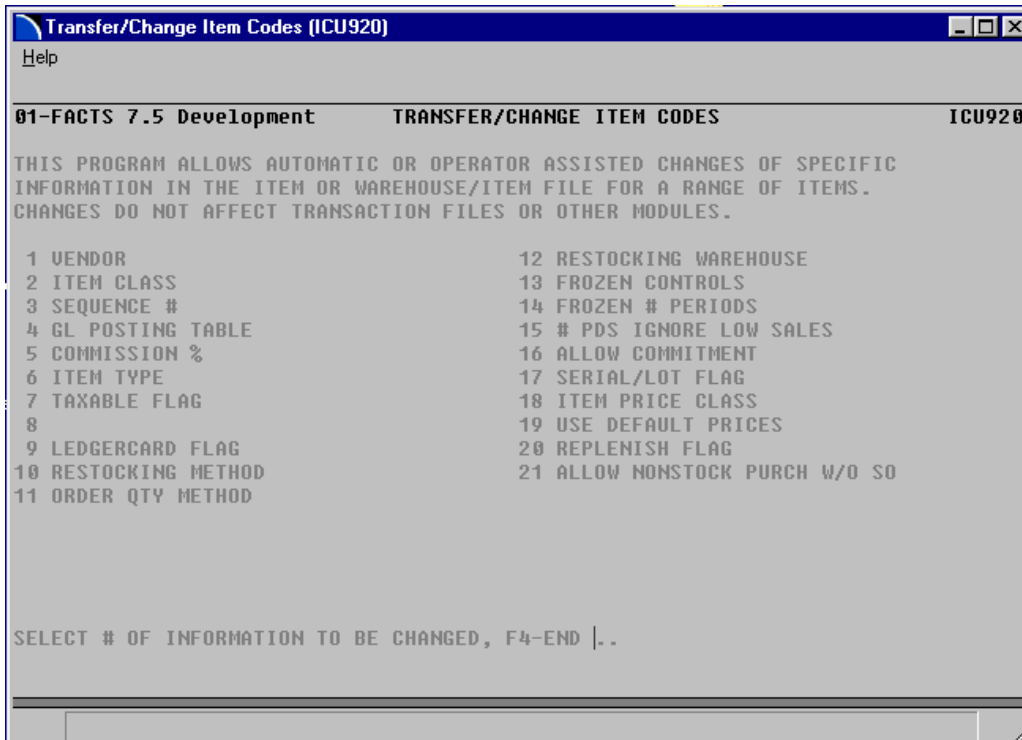
This input displays only if the **Select Number** (9-16) entered references data stored in the warehouse record for the item. Enter the warehouse code to change. CR defaults to the warehouse assigned to this terminal.

## Technical Notes

Processing proceeds by reading through the selected file - item (ICMAST) alpha sort (ICALPX), item class (ICCLSX) or vendor (ICVNDX). The item file and warehouse/item file are then checked for information that meets all criteria entered. If the Item Type gets changed from **Stocked** or **Nonstocked** to **Uninventoried**, all ICWHSE records (and all other warehouse-based files) will be deleted.

**FILES USED** - SMCNTL, ICALPX, ICVNDX, ICCLSX, APVEND

## FILES UPDATED - ICMAS, ICWHSE



# Item Changer (ICU940)

**WARNING! DO NOT ABORT THIS PROGRAM WHILE IT IS RUNNING.** Data will be left in an indeterminable state and may take several weeks to repair.

## Function

This program allows you to change specific information about an item to be reflected throughout the FACTS System. You can change the following information:

- Item number
- Item descriptions 1 and 2
- Alpha lookup

### *Screen Details*

You can enter Current and New Item numbers while others are on the system and save the list of entered items into a data file for later use.

When you access the Item Changer again any items previously entered are displayed in the item list. If any of the items had been deleted since they were initially entered in a previous session, an asterisk appears in the Deleted column.

This allows you to load items to be changed during the day (during business hours), exit the program without running it, and run the update at night while users are off the system.

As you make changes to items, the items are added to the list in the bottom half of the screen. These changes do not actually take place in the system until you press F3 to update at the end of line-item entry. This gives you a chance to verify your changes and make any necessary corrections or deletions.

When you run the actual update portion of this program, you must require everyone off the system. When you select Run Update, the system display a caution message indicating that the process requires the reading and updating of all files containing item information and may take a number of hours to complete; users cannot log in to the FACTS system until this program ends; items deleted from the system after entry into the item changer are skipped and the program must be allowed to run to completion.

Item Changer modifies item information for *all records in all files for current and historical data*, as well as the associated *sort files* in the following FACTS modules (in sequence):

- Electronic Data Interchange
- Inventory Control
- Job Cost
- Manufacturing Control
- Purchase Orders
- Sales Analysis
- Sales Orders
- Telefacts
- Service & Repair

**Limit each run to no more than 10 items** at any one time. This program can change an unlimited number of items in the master file at one time; however, this may take several hours.

It is strongly advised that you run this program **after normal business hours** since users will not be able to log into FACTS while Item Changer is running.

## User Inputs

The following inputs are involved in changing item codes:

### 1. Current Item

Enter a valid current item number of the item that you want to change. F2 allows a search. F3 allows you to end entries.

Once a current item number is entered, the descriptions 1 and 2 and alpha name of that item display. You may now enter new information for that item. For the change to be valid, you must change at least one field.

### 2. New Item

Enter the new item number (if any) to which you want to change the item number.

### 3. New Description 1

Enter the new description 1 (if any) to which you want to change the item description.

### 4. New Description 2

Enter the new description 2 (if any) to which you want to change the item description.


### 5. New Alpha

Enter the new alpha lookup (if any) to which you want to change the item alpha lookup. Press F1 to enter the current alpha lookup.

### 6. Click or press Enter to save new item information.

Once new information has been added, that item and description 1 display in the lower half of the screen.

You can select the  to add another item number to change or select the  icon to end entries.

To edit a line in the Item Changer, highlight the line in the browser and select the  icon to make changes for the highlighted line item.

To delete a line in the Item Changer, highlight the line in the browser and select the .

Once you select the Done button, you have the following options:

Item # --Enter a beginning current item number to list.

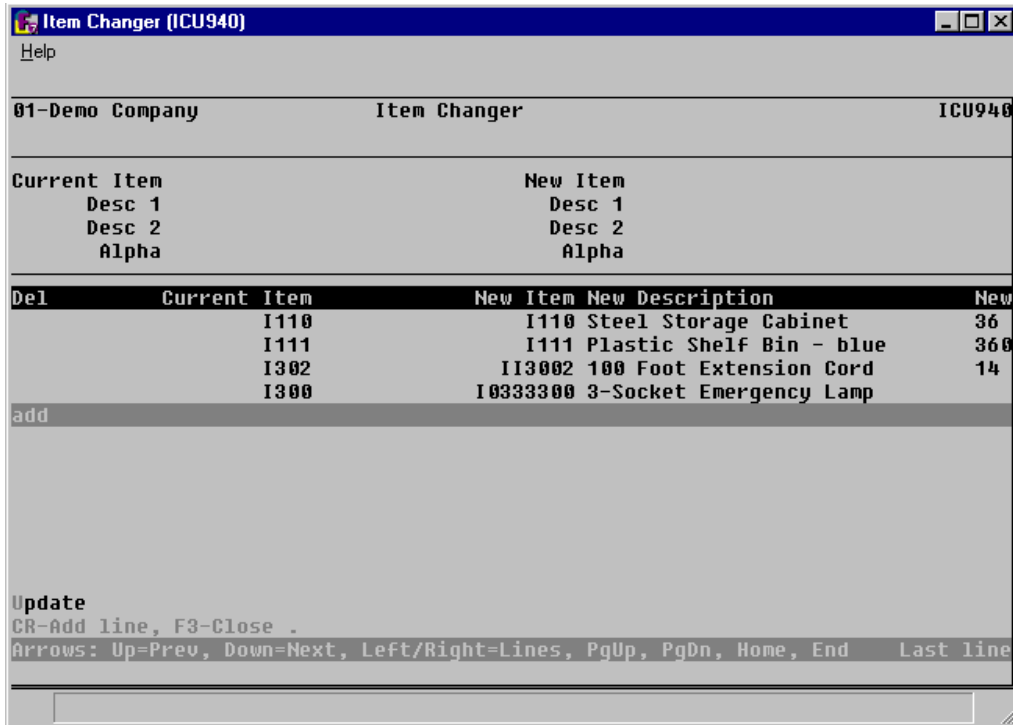
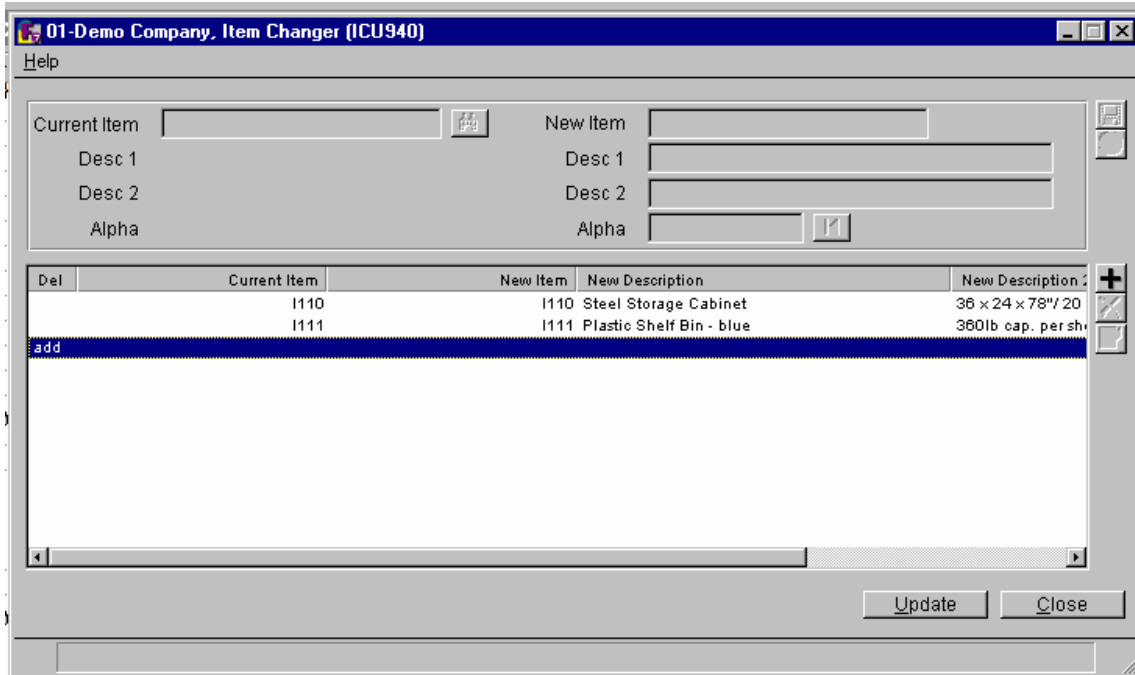
Select a line number to change or delete.

Once a line number is selected, you will have a choice to C - change the line or D - delete the line. If you press C to change a line, you have the option of adding another item to change or F3 end entries.

Run Update--Once you select press the Run Update button to update, all files and records for the item(s) are updated to include the new changes, and messages to that effect will display. The changes are automatically updated to the SM F/M Audit Report. You can run this report to view the changes.

When you are through entering, modifying, or deleting line items, select the Done button to exit.





# Past Transfer Removal (ICU950)

## Processing Details



This program reads through the Past Transfer Header file based on the criteria entered on the screen. The program deletes all lines for selected transfer records. For serial/lot items, the program deletes serial/lot records. After the program deletes lines, the header record is deleted.

To access this program, choose Inventory Control → File Maintenances → Past Transfer Removal.



## User Inputs

Use the following inputs to run the Past Transfer Removal program:



### 1. Shipping Warehouse

Enter shipping warehouse codes side by side. Press F1 or the  icon to use all shipping warehouse codes. Press F2 or the  icon to search for shipping warehouses.

### 2. Receiving Warehouse

Enter receiving warehouse codes side by side. Press F1 or the  icon to use all shipping warehouse codes. Press F2 or the  icon to search for receiving warehouses.

### 3. Receiving Cutoff Date

Enter receiving date to remove the transfer records through. Press F1 or the  icon to enter 'No Cutoff' date. Press F2 or the  to enter the Last GL Period Ending Date. The receiving date must not be blank in order to be considered for removal.

**01-Demo Company, Past Transfer Removal (ICU950)**

Template Help

**This program will remove past transfers based on the following criteria**

Shipping Warehouse  Atlanta Wareho

Receiving Warehouse  All

Receiving Cutoff Date  Last GL Period ending date 08/31/2002

Template  OK Cancel

**Past Transfer Removal (ICU950)**

Help

**01-Demo Company** Past Transfer Removal ICU950

This program will remove past transfers based on the following criteria

Shipping Warehouse 01 Atlanta Wareho

Receiving Warehouse All

Receiving Cutoff Date Last GL Period ending date 08/31/2002

— Template

CR-Run Update, F1-Template, F3-Change Answers, F4-Exit .



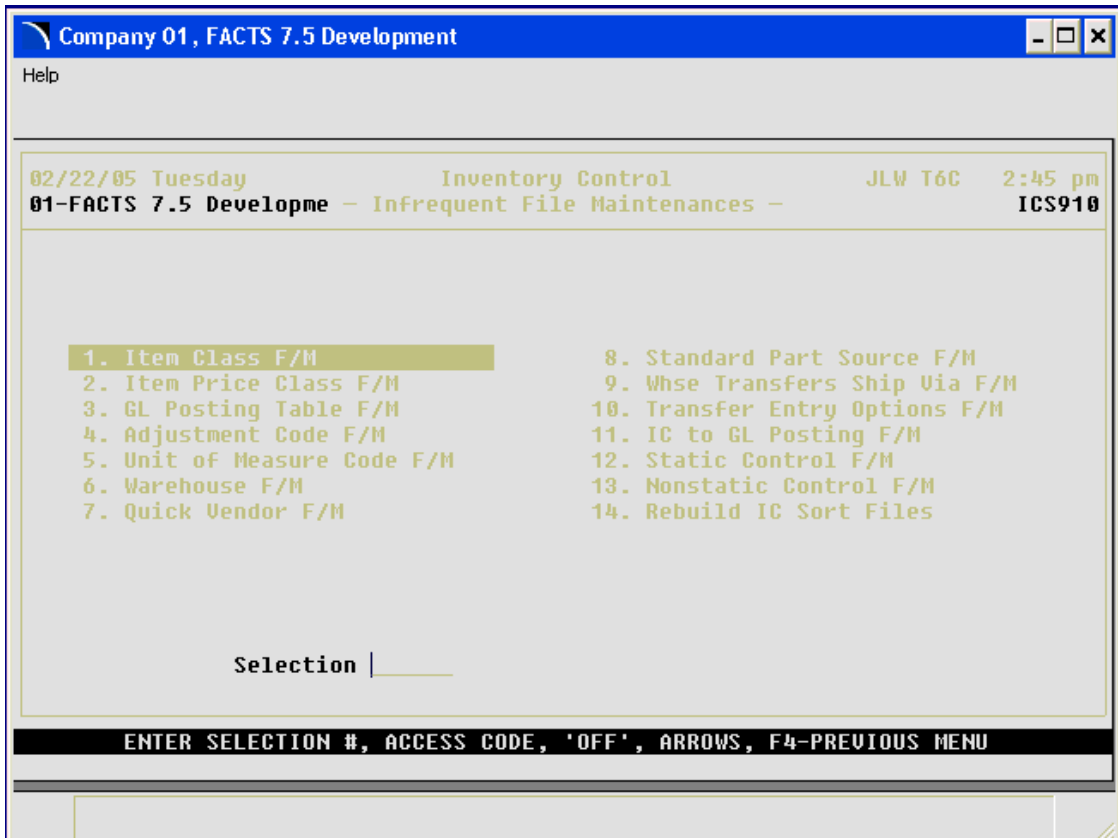
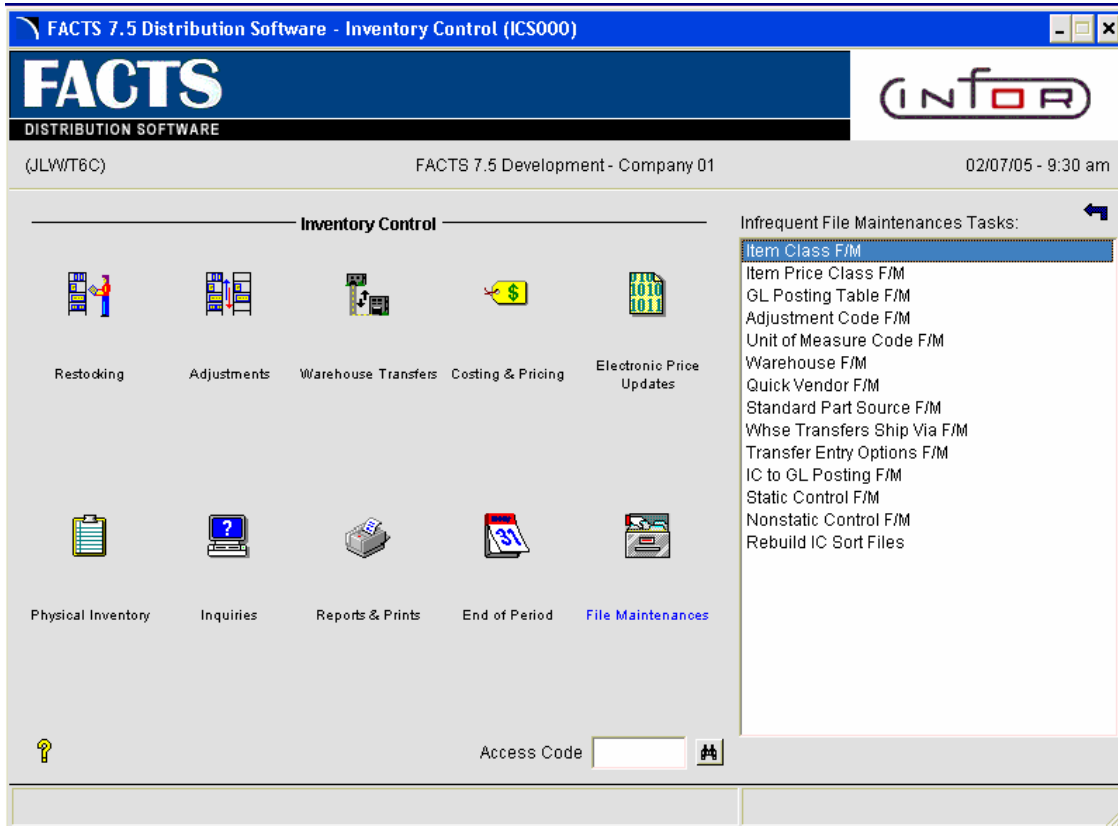
## CHAPTER 12

# Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

The user can add, change and delete the records in a file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the inventory period and all the register trace numbers.

Once set up, many of these programs are maintained and updated by the system. Most file maintenances in the inventory control system do not need to be maintained by the user and it is unlikely that they will be used.



## Item Class F/M (ICF950)

### Function

This program allows the user to create and maintain the item class records. Each item is assigned an item class (i.e., lawn mower parts, bike parts, etc.). These classes are determined by the user and are used in most IC reports to group items. If the user chooses not to use item classes, then one class must be entered and all items must be assigned to that class.

Users should set up at least one false item class to be used to transfer sales history to when deleting an item class. The system automatically prompts the user for the item class to transfer to and transfers sales history to that false item number in sales analysis.

### User Inputs

The following inputs are involved in creating an item class record:

#### \*1. Item Class

Enter the item class (up to 3 characters). F2 allows a search (ref. 8).

#### 2. Description

Enter the item class description (up to 30 characters).

#### 3. GL Table

Enter the default GL posting table in the Item F/M program for items assigned to this item class. Inventory Control GL Posting tables are created and maintained in the GL Posting Table located on the menu (IC Infrequent F/M). CR defaults to the first GL posting table on file. F2 allows a search (ref. 8).

#### 4. Temporary Item

Enter the item number for Sales Analysis posting of temporary items of this class. The entry must be a valid item number. This number is posted to sales analysis whenever a temporary item in this class item is sold. F1 defaults to NO POSTING. F2 allows a search (ref. 6).

The following input is involved in deleting item class records:

#### 1. SA history exists for this item class. Enter new item class to store sales history under.

Enter the SA item class set up to automatically transfer sales history information to. The entry must be a valid item class.

### Technical Notes

Item class records are stored in the control file (SMCNTL). When an item class is to be deleted, the program does not allow the record to be deleted, if there is any information in the item by item class sort file (ICCLSX). Sales analysis information is moved from the item class being deleted to the item class being transferred to in the following SA files: (SAITCL), (SACSIX), (SACSIC), (SASTIC) and (SASTIX).

**FILES USED** - ICMAS, ICCLSX, ICALPX

FILES UPDATED - SMCNTL, SAITCL, SACSIX, SACSIC, SASTIC, SASTIX

Item Class F/M (ICF950)

Item Class: DCK

Description: Dock Equipment

GL Table: 002 TEST GL TABLE

Temporary Item: I152 Ammonia

Buttons: Save, Delete, New, Exit

Enter Item Class Description

Item Class F/M (ICF950)

Help

01-FACTS 7.5 Development      Item Class F/M      ICF950

- \*. Item Class    ...
- 2. Description
- 3. GL Table    001 Inventory
- 4. Temporary Item No Posting

Enter Line #, D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last



# Item Price Class F/M (ICF952)

## Function

This program allows you to create and maintain item price class records. Each new item must be assigned an item price class in the IC Item F/M. These classes are user-defined. Item price classes are used for setting up Contract Pricing in Sales Orders and in the IC Costing & Pricing Subsystem.

If you choose not to use item price classes, then one class must be entered and all items are assigned to that class.

## User Inputs

### \*1. Item Price Class

Enter the item price class up to two alphanumeric characters. F2 allows a search of existing codes. If you enter a code that already exists its description will appear next to this prompt and in the description input. If the code you enter does not exist, the program will ask if you want to create a new code. Select **OK** to create the code. (ref. 8).

### 2. Description

Enter the item price class description (up to 30 characters). Descriptions appear throughout the program and on various reports.

## Technical Notes

**FILES UPDATED - SMCNTL**

Item Price Class

Description

Enter Item Price Class Description

Item Price Class F/M (ICF952)

Help

01-FACTS 7.5 Development Item Price Class F/M ICF952

\*. Item Price Class CME TEST

2. Description TEST

Enter Line #, D-Delete, F10-Menu, F4-Backup .  
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

## GL Posting Table F/M (ICF955)

### Function

This program allows the user to create and maintain the GL posting tables. Users establish their own set of valid GL posting tables. Each item is assigned to a GL posting table, which determines the correct GL account numbers to post to when posting a transaction to General Ledger for that item. The posting tables determine the General Ledger distribution when users run various registers throughout the system.

The following chart lists each GL account number used in the GL posting tables and the registers throughout the system that use the account numbers:

#### Inventory

- IC Shipment Register
- IC Receiving Register
- IC Adjustments Register
- SO Daily Sales Register (if inventory flag is set to item in SO to GL posting record)
- MC Production Registers (BOM and Formulation)
- PO Receipts Register (if inventory flag is set to item in PO to GL posting record)

#### Sales

- IC Adjustments Register (if adjustment type is set to S in Adjustment Code F/M)
- SO Daily Sales Register (if sales flag is set to item in SO to GL posting record)

#### Cost of Goods

- SO Daily Sales Register (if COGS flag is set to item in SO to GL posting record)

#### Receipts

- PO Receipts Register (if receipts flag is set to item in PO to GL posting record)
- IC Adjustments Register (if adjustment type is set to R in Adjustment Code F/M)

#### Adjustments

- IC Adjustments Register (if adjustment type is set to A in Adjustment Code F/M)

#### In-Transit

- IC Shipment Register (in warehouse transfers menu)
- IC Receiving Register (in warehouse transfers menu)

#### Physical Discrepancy

- IC Adjustments Register (posting from Update Inventory program in physical inventory menu)

#### MC Finished Goods

- MC Production Registers (BOM and Formulation)

#### MC Components

- MC Production Registers (BOM and Formulation)

#### Miscellaneous Sales

- SO Daily Sales Register (if misc. sales flag is set to item in SO to GL posting record)

**Temporary Inventory**

- SO Daily Sales Register (if temporary/direct ship flag is set to item in SO to GL posting record)

**Interwarehouse Cost of Goods Sold**

- SO Daily Sales Register (if inter-warehouse cost of goods sold flag is set to item in SO to GL posting record)

**Inter-warehouse Transfers**

- Shipment Register (Inter-warehouse transfers out)
- Receiving Register (Inter-warehouse transfers in)

**Non Inventory**

- SO Daily Sales Register (if inventory flag is set to item in SO to GL posting record)
- PO Receipts Register (if inventory flag is set to item in PO to GL posting record)

For our example, there are two types of items on the system: dock equipment and warehouse equipment. If dock equipment items and warehouse equipment items are to be posted separately to general ledger, we will set up two GL posting tables; one to assign to dock equipment items and one to assign to warehouse equipment items.

*. GL TABLE	DOC	
2. DESCRIPTION	DOCK EQUIPMENT	
	G/L #	DESCRIPTION
3. INVENTORY	170-01-01	INVENTORY-DOCK
4. SALES	410-01-01	SALES-DOCK
5. COST OF GOODS	520-01-01	COST OF GOODS-DOCK
6. RECEIPTS	390-01-01	RECEIPTS-DOCK
7. ADJUSTMENTS	530-01-01	ADJUSTMENTS-DOCK
8. IN TRANSIT	180-01-01	IN TRANSIT-DOCK
9. PHYSICAL DISCREP.	530-01-01	ADJUSTMENTS-DOCK
10. MC FINISHED GOODS	200-01-01	FINISHED-DOCK
11. COMPONENTS	210-01-01	COMPONENTS-DOCK
12. MISC. SALES	420-01-01	MISC SALES-DOCK
13. NONSTOCK INVENTORY	190-01-01	NON-INV-DOCK
14. INTERWHSE COS	171-01-01	INVENTORY-DOCK
15. INTERWHSE XFER IN	180-01-01	INTER-WHS XFER IN-DOCK
16. INTERWHSE XFER OUT	200-01-01	INTER-WHS XFER OUT-DOCK
17. NON INVENTORY	177-01-01	NON INVENTORY-DOCK

*. GL TABLE	WHS		
2. DESCRIPTION	WAREHOUSE EQUIPMENT		
		G/L #	DESCRIPTION
3. INVENTORY		175-01-01	INVENTORY-WHS
4. SALES		415-01-01	SALES-WHS
5. COST OF GOODS		525-01-01	COST OF GOODS-WHS
6. RECEIPTS		395-01-01	RECEIPTS-WHS
7. ADJUSTMENTS		535-01-01	ADJUSTMENTS-WHS
8. IN TRANSIT		185-01-01	IN TRANSIT-WHS
9. PHYSICAL DISCREP.		535-01-01	ADJUSTMENTS-WHS
10. MC FINISHED GOODS		205-01-01	FINISHED-WHS
11. COMPONENTS		215-01-01	COMPONENTS-WHS
12. MISC. SALES		425-01-01	MISC SALES-WHS
13. NON STOCK INVENTORY		195-01-01	NON INV-WHS
14. INTERWHS COS		176-01-01	INVENTORY-WHS
15. INTERWHS XFER IN		185-01-01	INTER-WSH XFER IN-WHS
16. INTERWHS XFER OUT		205-01-01	INTER-WSH XFER OUT-WHS
17. NON INVENTORY		177-01-01	NON INVENTORY-DOCK

The following examples use the GL posting tables listed previously. The examples include all registers that use the IC GL posting tables. We will use two items: hand truck which is assigned to the DOC GL posting table (cost is \$115.00) and pallet which is assigned to the WHS GL posting table (cost is \$23.00).

#### Adjustment Register

Two adjustments are entered: one to increase the on hand quantity by one for the hand truck and one to increase the on hand quantity by one for the pallet. Using the GL posting tables, the GL distribution prints as follows:

If the adjustment type is set to A-adjustment (in the Adjustment code F/M):

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc	115.00	
175-01-01 Inventory-Whs	23.00	
530-01-01 Adjustments-Doc		115.00
535-01-01 Adjustments-Whs	_____	<u>23.00</u>
	138.00	138.00

If the adjustment type is set to **R**-receipt (in the Adjustment Code F/M):

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc	115.00	
175-01-01 Inventory-Whs	23.00	
390-01-01 Receipts-Doc		115.00
395-01-01 Receipts-Whs	_____	<u>23.00</u>
	138.00	138.00

If the adjustments are negative and the adjustment type is set to **S**-sales (in the Adjustment Code F/M):

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs		23.00
520-01-01 Cost of Goods	115.00	
525-01-01 Cost of Goods	<u>23.00</u>	_____
	138.00	138.00

If a physical discrepancy occurs when performing a physical, the discrepancy posts to the adjustments file. If there is a negative one discrepancy of the hand truck and a positive one discrepancy of the pallet, using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs	23.00	
530-01-01 Adjustments-Doc	115.00	
535-01-01 Adjustments-Whs	_____	<u>23.00</u>
	138.00	138.00

**Shipment Register** (warehouse transfers)

Two items are being transferred to a satellite warehouse: on hand truck and one pallet. Using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs		23.00
180-01-01 In transit-Doc	115.00	
185-01-01 In transit-Whs	<u>23.00</u>	_____
	138.00	138.00

**Receiving Register** (warehouse transfers)

The two items shipped in the previous register are now received into the satellite warehouse. Using the GL posting tables, the GL distribution prints as follows:

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc	115.00	
175-01-01	Inventory-Whs	23.00	
180-01-01	In transit-Doc		115.00
185-01-01	In transit-Whs	_____	<u>23.00</u>
		138.00	138.00

### Manufacturing Bill of Materials or Formulation Production Registers

If the hand truck and pallet are used to produce for example a bill of material item, below is an example of how BOM and formula production is posted to general ledger.

#### Production Register

Component cost-hand truck	115.00
Component cost-pallet	23.00
Total component cost	138.00
Overhead cost	5.00
Package cost	3.00
Labor cost	<u>4.00</u>
Total cost to produce finished item	150.00

Using the GL posting tables for producing a finished item in a different GL posting table the GL distribution posts as follows:

#### GL distribution

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc		115.00
175-01-01	Inventory-Whs		23.00
*173-01-01	Inventory General	150.00	
**250-01-01	Overhead		5.00
**260-01-01	Package		3.00
**270-01-01	Labor		4.00
*203-01-01	MC Finished Goods-General		138.00
210-01-01	MC Components-Doc	115.00	
215-01-01	MC Components-Whs	<u>23.00</u>	_____
		288.00	288.00

\* indicates GL number is pulled from a IC GL posting table not used in our example

\*\* indicates GL number is not created in the IC GL posting tables. May be created in the Manufacturing GL posting control record.

**PO Receipt Register**

One hand truck and one pallet are ordered in the PO system. When the order is delivered and the receipt is entered the inventory and receipts G/L numbers are only used if they are posted to GL by the IC GL posting table as assigned in the PO to GL posting record (see the PO to GL Posting F/M). If inventory and receipts are set to post to GL by IC posting tables, the distribution prints as follows:

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc	115.00	
175-01-01	Inventory-Whs	23.00	
390-01-01	Receipts-Doc		115.00
395-01-01	Receipts-Whs	_____	<u>23.00</u>
		138.00	138.00

**SO Daily Sales Register**

One hand truck is sold for \$145.00, one pallet is sold for \$30.00, one plastic pallet (considered a miscellaneous sales warehouse equipment item) is sold for \$25.00 (cost is \$18.00) and a special order dock equipment item is sold for \$15.00 (cost is \$12.00). All items are shipped from the initiating warehouse (warehouse 01) except the plastic pallet, which is shipped from another warehouse (warehouse 02). The percentage to post to the initiating warehouse for multi-warehouse line item orders is 100%. When sold, the inventory sales cost of goods and miscellaneous sales G/L number's are only used if they are posted to GL by the IC GL posting table as assigned in the SO to GL posting record (see the SO to GL Posting F/M). If inventory, sales, cost of goods and miscellaneous sales are set to post to GL by IC posting tables, the distribution prints as follows:

		<u>Debit</u>	<u>Credit</u>
170-01-10	Inventory-Doc		115.00
175-01-01	Inventory-Whs		23.00
175-02-01	Inventory-Whs		18.00
176-01-01	Inter-warehouse COGS	18.00	
176-02-01	Inter-warehouse COGS		18.00
180-01-01	Nonstocked Inventory-Doc		12.00
410-01-01	Sales-Doc		160.00
415-01-01	Sales-Whs		30.00
425-01-01	Misc Sales-Whs		25.00
520-01-01	Cost of Goods-Doc	127.00	
525-01-01	Cost of Goods-Whs	41.00	
120-01-01	Accounts Receivable	<u>215.00</u>	_____
		401.00	401.00



In the previous example, if everything is the same except that the percentage to post to the initiating warehouse is 0% (100% to the shipping warehouse), the distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs		23.00
175-02-01 Inventory - Whs		18.00
180-01-01 Nonstocked Inventory-Doc		12.00
410-01-01 Sales-Doc		160.00
410-02-01 Sales-Doc		25.00
415-01-01 Sales-Whs		30.00
520-01-01 Cost of Goods-Doc	127.00	
525-01-01 Cost of Goods-Whs	23.00	
525-02-01 Cost of Goods-Doc	18.00	
120-01-01 Accounts Receivable	215.00	
121-01-01 Inter-warehouse AR		25.00
121-02-01 Inter-warehouse AR	<u>25.00</u>	_____
	408.00	408.00

## User Inputs

The following inputs are involved in creating an inventory GL posting table:

### *Inventory Screen*

#### 1. GL posting table

Enter the GL posting table (up to 3 characters). F2 allows a search (ref. 8).

#### 2. Description

Enter the description of the GL posting table (up to 30 characters).

#### 3. Inventory G/L Number

Enter the GL account number for inventory. The entry must be a valid GL number. Account numbers are created and maintained in the GL Account F/M. F2 allows a search (ref. 8).

#### 4. Sales G/L Number

Enter the GL account number for sales. The entry must be a valid GL number. F2 allows a search (ref. 8).

#### 5. Cost of goods G/L Number

Enter the GL account number for cost of goods sold. The entry must be a valid GL number. F2 allows a search (ref. 8).

**6. Receipts G/L Number**

Enter the GL account number for receipts. The entry must be a valid GL number. F2 allows a search (ref. 8).

**7. Adjustments G/L Number**

Enter the GL account number for adjustments. The entry must be a valid GL number. F2 allows a search (ref. 8).

**8. In transit G/L Number**

Enter the GL account number for in transit. The entry must be a valid GL number. F2 allows a search (ref. 8).

**9. Physical discrepancy G/L Number**

Enter the GL account number for physical discrepancies. The entry must be a valid GL number. F2 allows a search (ref. 8).

**10. Nonstocked Inventory**

Enter the GL account number for nonstocked inventory. The entry must be a valid GL number. F2 allows a search (ref. 8).

**11. Non Inventory**

Enter the GL account number for non-inventory items (items that are set up in the item file but are not set up in the Warehouse/item file, e.g., labor). The entry must be a valid GL number. F2 allows a search (ref. 8).

***Miscellaneous Screen*****\*. GL posting table**

Enter the GL posting table (up to 3 characters) if you have not already entered one. F2 allows a search (ref. 8).

**2. MC (manufacturing) finished goods G/L Number**

Enter the GL account number for manufacturing finished goods. The entry must be a valid GL number. F2 allows a search (ref. 8).

**3. MC (manufacturing) components G/L Number**

Enter the GL account number for manufacturing component items. The entry must be a valid GL number. F2 allows a search (ref. 8).

**4 Misc (miscellaneous) sales G/L Number**

Enter the GL account number for miscellaneous sales. The entry must be a valid GL number. F2 allows a search (ref. 8).

**5. Interwarehouse Cost of Goods Sold**

Enter the GL account number for inter-warehouse cost of goods sold. The entry must be a valid GL number. F2 allows a search (ref. 8).

**6. Interwarehouse Transfer In**

Enter the GL account number for inter-warehouse transfers in. The entry must be a valid GL number. F2 allows a search (ref. 8).

**7. Interwarehouse Transfer Out**

Enter the GL account number for inter-warehouse transfers out. The entry must be a valid GL number. F2 allows a search (ref. 8).

***Service Screen***

The following inputs are involved in creating a Service and Repair GL posting table:

**1. GL posting table**

Enter the GL posting table (up to 3 characters). F2 allows a search (ref. 8).

**2. Repair part sales**

Enter the GL account number for repair part sales. The entry must be a valid GL number. F2 allows a search (ref. 8).

**3. Repair Miscellaneous Sales**

Enter the GL account number for repair miscellaneous sales. The entry must be a valid GL number. F2 allows a search (ref. 8).

**4. Labor Sales**

Enter the GL account number for labor sales. The entry must be a valid GL number. F2 allows a search (ref. 8).

**5. Labor Miscellaneous Sales**

Enter the GL account number for labor miscellaneous sales. The entry must be a valid GL number. F2 allows a search (ref. 8).

**6. Labor Expense**

Enter the GL account number for labor expense. The entry must be a valid GL number. F2 allows a search (ref. 8).

**7. Labor Expense Contra**

Enter the GL account number for labor expense contra. The entry must be a valid GL number. F2 allows a search (ref. 8).

**Technical Notes**

**FILES USED** - GLMSTR, GLALPX

**FILES UPDATED** - SMCNTL

GL Posting Table F/M (ICF955)

GL Table 001 Inventory

Inventory	Miscellaneous	Service
Description	Inventory	
Inventory	175010	Inventory
Sales	410011	Sales
Cost of Goods	530011	Cost of Goods Sold
Receipts	390010	Purchases-Inventory
Adjustments	535011	Inventory Adjustments
In Transit	178010	In-Transit Inventory
Physical Discrep.	535011	Inventory Adjustments
Nonstock Inventory	177010	Non Inventory
Non Inventory	565012	401(k) Employer Expense

Enter GL Posting Table Description

GL Posting Table F/M (ICF955)

Help

01-FACTS 7.5 Development      GL Posting Table F/M      ICF955

```

*. GL Table            001 Inventory
2. Description        Inventory
3. Inventory          175-01-0 Inventory
4. Sales              410-01-1 Sales
5. Cost of Goods     530-01-1 Cost of Goods Sold
6. Receipts          390-01-0 Purchases-Inventory
7. Adjustments       535-01-1 Inventory Adjustments
8. In Transit         178-01-0 In-Transit Inventory
9. Physical Discrep. 535-01-1 Inventory Adjustments
10. Temporary Inven. 176-01-0 Nonstocked Inventory
11. Non Inventory    177-01-0 Non Inventory
    
```

Inventory, Miscellaneous, Service

Enter Line #, D-Delete, F10-Menu, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

GL Posting Table F/M (ICF955)

GL Table  **Inventory**

Inventory | Miscellaneous | Service

MC

Finished Goods  **Inventory Adjustments**

Components  **Inventory Adjustments**

Misc. Sales  **Miscellaneous Income**

Interwhse

COGs  **Interwarehouse COGS**

Xfer In  **Not Used**

Xfer Out  **Not Used**

Save Delete New Exit

GL Posting Table F/M (ICF955)

Help

---

01-FACTS 7.5 Development      GL Posting Table F/M      ICF955

\*. GL Table                    001 Inventory  
                                   Manufacturing Control

2. MC Finished Goods    535-01-1 Inventory Adjustment

3.     Components        535-01-1 Inventory Adjustment

4. Misc. Sales                420-01-1 Miscellaneous Income  
                                   Interwarehouse

5. Interwhse COGS        531-01-1 Interwarehouse COGS

6.                    Xfer In    Not Used

7.                    Xfer Out   Not Used

Inventory, Miscellaneous, Service  
 Enter Line #, D-Delete, F10-Menu, F4-Backup |  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

GL Posting Table F/M (ICF955)

GL Table  **Inventory**

Inventory      Miscellaneous      Service

Repair

Part Sales	<input type="text" value="565021"/>	<input type="checkbox"/>	401(k) Employer Expense
Misc Sales	<input type="text" value="667010"/>	<input type="checkbox"/>	REPAIR PARTS MISC SALES

Labor

Sales	<input type="text" value="668010"/>	<input type="checkbox"/>	LABOR SALES
Misc Sales	<input type="text" value="669010"/>	<input type="checkbox"/>	LABOR MISC SALES
Expense	<input type="text" value="670010"/>	<input type="checkbox"/>	LABOR EXPENSE
Contra	<input type="text" value="710012"/>	<input type="checkbox"/>	Advertising

Save    Delete    New    Exit

GL Posting Table F/M (ICF955)

Help

01-FACTS 7.5 Development      GL Posting Table F/M      ICF955

\*. GL Table      001 Inventory  
                                  Manufacturing Control

2. Repair Part Sales

3.      Misc Sales    000-00 0

                                 Labor

4. Labor Sales      000-00 0

5.      Misc Sales    000-00 0

6.      Expense        000-00 0

7.      Contra          000-00 0

Inventory, Miscellaneous, Service  
 Enter Line #, D-Delete, F10-Menu, F4-Backup |  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Adjustment Code F/M (ICF960)

## Function

This program allows the user to create and maintain adjustment codes for use in making adjustments to print on the Adjustment Register.

Four standard adjustment codes are required:

- IT = item transfer (from the Item Repackaging Program)
- WT = warehouse transfer (from the Adjustment Entry Program)
- PD = physical discrepancy (from the Update Inventory program)
- QT = quick warehouse transfer (from the Quick Transfer Adjustment Program)

Valid adjustment codes must be set up here prior to entering adjustments in the Adjustment Entry program. Each adjustment code has an assigned general ledger account number. In the GL posting control record, the **Adjustments Posting** flag determines whether adjustments post to GL based on the item type (pulled from the IC GL Posting Table) or based on the adjustment code (pulled from the adjustment code). If the flag is set to **A**-adjustment, the G/L number assigned to the code is posted when entering an adjustment. If the flag is set to **G**-GL posting table, the G/L number in the GL posting table is posted. If the flag is set to **G**, the adjustment code type determines whether to post to the **A**-adjustments, **R**-receipts or **S**-sales G/L number.

## User Inputs

The following inputs are involved in creating an adjustment code record:

### \*1. Adjustment code

Enter the adjustment code (2 characters). F2 allows a search (ref. 8).

### 2. Description

Enter the adjustment code description (up to 30 characters).

### 3. Type

Enter whether the adjustment type is **Adjustment**, **Receipt** or **Sale**. If posting adjustment to GL by GL posting table (set in GL Posting Table F/M), the adjustment posts to the adjustments, receipts or sales GL numbers set in the GL posting tables instead of the GL number set in the following input. CR defaults to A.

### 4. G/L Number

Enter the GL account number to post to for the adjustment code. The entry must be a valid GL account number. When adjustments using this code are made, they post to this GL account number. F2 allows a search (ref. 8). This input is not applicable for the adjustment code QT since there is no holding account for quick transfers.

### Technical Notes

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL



## Unit Of Measure Code F/M (ICF965)

### Function

This program allows the user to create and maintain unit of measure codes. Users establish their own set of valid unit of measure codes and their descriptions for use in setting inventory item units of measure. Each item is assigned a stocking, pricing, selling, costing and buying unit of measure.

### User Inputs

The following inputs are involved in creating a unit of measure code:

**\*1. Unit of measure code**

Enter the unit of measure code (two characters).

**2. Description**

Enter the unit of measure code description (up to 20 characters).

### Technical Notes

FILES UPDATED - SMCNTL

Unit of Measure Code F/M (ICF965)

Unit of Measure Code BX

Description Box

Save Delete New Exit

Enter Unit of Measure Description

Unit of Measure Code F/M (ICF965)

Help

01-FACTS 7.5 Development Unit of Measure Code F/M ICF965

\*. Unit of Measure Code |..

2. Description

Enter Line #, D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Warehouse F/M (ICF970)

## Function

This program creates and maintains warehouse information, which is referenced by programs in the inventory, sales orders, manufacturing, purchase orders, and equipment rental systems. A warehouse cannot be deleted if it is used in the equipment rental system.

Items are entered in warehouses in order to maintain on hand, committed, backorder and on order quantities.

This program also includes several flags that are necessary for integrating Clippership, a third-party shipping package, with FACTS.

## User Inputs

The following inputs are involved in creating a warehouse record:

### *Main Tab*

#### **1. Warehouse**

Enter the warehouse code (2 characters). If the code already exists, the description and other information appears on the screen. If not, the programs ask you if you want to add a record. F2 allows a search (ref. 8).

#### **2. Description**

Enter the full name of the warehouse (up to 30 characters).

#### **3. Address-1**

Enter the first line of the warehouse address (up to 30 characters).

#### **4. Address-2**

Enter the second line of the warehouse address (up to 30 characters).

#### **5. Address-3**

Enter the third line of the warehouse address (up to 30 characters). If only two lines are needed, you can skip this field.

#### **6. K (Carrying) Cost %**

Enter the inventory carrying cost percentage for this warehouse (0-99). K cost is always expressed as a percent and is used in several calculations to help determine how much of an item to buy. The K cost represents the cost of carrying (storing, tax, insurance, etc.) items. CR defaults to 30%.

#### **7. R (Replenishment Cycle) Cost (\$)**

Enter the replenishment cycle cost for this warehouse (.01-99.99). R cost is always expressed as a dollar figure and is used in the cost of ordering items. The R cost represents the cost of buying or replenishing (computer time, purchasing, receiving, paying the invoice) items. CR defaults to 5.00

**8. MC (Movement Class) Last Set**

Enter the date the movement class was last set (ref. 3). CR defaults to 010100. This field is maintained by the optional update of the Movement Class Report.

**9. UPS Shipper Number**

Enter the UPS shipper number for this warehouse (up to 10 characters). This number prints on all shipping label print programs in sales orders and on the Manifest Print.

**10. Branch**

Enter the branch for this warehouse. F2 allows a search (ref. 8). This is the default branch in any programs where warehouse is entered. For example, in sales orders, if warehouse 01 has 05 assigned for the branch number, then when warehouse 01 is entered for an order, the system defaults to branch 05 in the **Branch** input. CR defaults to the branch assigned to the terminal. Branch codes are created and maintained in System Management F/M.

### *Options Screen*

#### **1. Valid for PO (purchase orders)**

Enter Y or N to indicate whether purchase orders can be created from the warehouse? In GUI, select or deselect the box.

An example of a warehouse where the flag is set to N is a branch warehouse (store) that only receives goods from the central stocking warehouse. Press Enter (CR) to default to Y.

#### **2. Valid for SO (sales orders)**

Enter Y or N to indicate whether sales orders can be created from the warehouse? In GUI, select or deselect the box.

An example of a warehouse where the flag is set to N is a central stocking warehouse that does not sell directly to customers but only stocks branch warehouses (stores). Press Enter (CR) to default to Y.

#### **3. Combine Warehouse/Direct Shipments**

Enter N or Y to indicate whether you want to allow a combination of multiple warehouses and direct shipments on the same order. Press Enter (CR) to default to N.

#### **4. Orders From Other Warehouses**

Enter N or Y to indicate whether you want to allow other warehouses to ship from this warehouse. Enter N (or deselect the box) if you want to prevent other warehouses from creating or change line items in this warehouse or committing quantities from it. Enter Y (or select the box) if you want to allow users from other warehouses to create or change line items in this warehouse. If you select Y, you must also set Commit By Other Warehouses flag in the Warehouse/Item F/M to Y-Allow Commit by other Warehouses or A-Allow Commit with Approval. If Y is entered here, the Multi-Warehouse Sets pop-up box (see below) appears and you can add multiple warehouse information.

#### **5. Allow Manual Freight**

If this flag is set to Yes, FACTS allows you to override Clippership freight calculations. If No is selected in this prompt, FACTS only allows Clippership freight calculations on documents where a Clippership carrier was entered in the Ship Via field. This flag affects all prompts where freight charges are entered. Press Enter (CR) to default to Y.

#### **6. Print Direct Ship on Pick**

Enter N or Y to indicate whether you want to print direct ship lines on the initiating warehouse pick ticket.

Select the User button to display Warehouse Code F/M, which is to manage whether users have authorization to initiate orders from a warehouse and ship orders from warehouses.

Select the **Ship Via** button to display Warehouse Transfers Ship Via F/M (ICE972) which is used to set up "from" and "to" warehouse default ship via

combinations that will be used in the Transfer Entry programs. When a new transfer is created, the ship via will be set according to this matrix.

## 7. Commission Priority

Indicate the priority to give sales orders or transfers during the Commit Back Order Quantities. You can select from: T—transfers, S—sales orders.

### *Multiple Warehouse Tab*

The options available on this tab control various multiple warehouse features for the selected warehouse. If this tab is grayed out, it means the **Orders from other Warehouses** flag is turned off on the main tab.

#### 1. Pick Ticket Print

For orders created or initiated from this warehouse, select the format in which the pick ticket should print. Select

- S** to print separate pick tickets for each shipping warehouse. Each warehouse only sees items that they need to ship on their tickets.
- C** to print consolidated pick tickets. All items are consolidated on to one pick ticket, but they are sorted by shipping warehouse.
- B** to print both. A consolidated pick ticket prints at the initiating warehouse, and separate pick tickets print at each of the shipping warehouses.

#### 2. Approval User Code

**Note:** This field and the approval process for releasing an item so that it can be shipped from this warehouse is enabled for all users, unless the option to allow items shipped from other warehouses is set to No or the SO Static F/M flag Use Multiple Warehouses in SO is set to No.

Designate the user who is responsible for releasing an item so that it can be shipped from this warehouse. Enter one user code per warehouse. User codes are three characters long.

The user code for this individual should already exist in the system. (See *System Management*→*Security System*→*User Code F/M*)

This user has the authority to:

change the approval password.

give line approval in SO line-item entry and SO item shipped approval (the system requires approval if the **Allow Commit by Other Warehouses** flag is set to Allow with Approval. This flag resides in the Inventory Control Warehouse/Item F/M (*Inventory Control*→*File Maintenances*→*Warehouse/Item F/M*).

access all features in the Warehouse Code F/M.

#### 3. Approval Password

**Note:** : This field and the approval process for releasing an item so that it can be shipped from this warehouse is enabled for all users and all passwords, unless the option to allow items shipped from other warehouses is set to No or the SO Static F/M flag Use Multiple Warehouses in SO is set to No. .

Create a password for the warehouse that users must enter to approve items for shipping and to access warehouse security programs. The password can be up to six characters long.

Note that this password is not tied to password assigned in User Code F/M.

#### **4. Allow Suggested POS**

Indicate whether other warehouses can create suggested purchase orders for this warehouse.

#### **5. Ship Warehouse Percentage**

Enter what percentage of the sale to credit to this warehouse if it ships an item on an order initiated in another warehouse. If you enter 0, FACTS credits 100% of the sale to the initiating warehouse when it posts to GL and Sales Analysis.

### *Third-party Tab*

This tab contains controls related to Codelight and Clippership.

#### **2. Codelight Sales Orders**

Indicate whether or not the warehouse selected will use CodeLight Sales Orders.

#### **3. Codelight Purchase Orders**

Indicate whether or not the warehouse selected will use CodeLight Purchase Orders.

#### **4. Codelight Cycle Counts**

Indicate whether or not the warehouse selected will use CodeLight Cycle Counts.

#### **5. Codelight Warehouse Transfers**

Indicate whether or not the warehouse selected will use CodeLight Warehouse Transfers.

#### **6. Codelight Data Transfers**

Enter the link file ID for CodeLight data transmissions. Refer to the Installation manual for instructions on how to create a CodeLight link file.

#### **7. Use Clippership**

This flag tells FACTS if the warehouse selected is using Clippership to get freight calculations or if it is using the default FACTS shipping system. Select **Yes** to use Clippership or **No** to use the FACTS shipping system. (**Note:** The default shipping system in FACTS is no longer approved by UPS.)

#### **8. Transmit to Clippership**

This flag enables you to temporarily suspend communications between FACTS and the Clippership polling station, which may be useful if the Clippership polling station goes offline for some reason. If such a situation occurs, you can select **No** to stop transmitting data to the shipping package and continue working in FACTS. To begin transmitting information again, set this flag to

Yes. **Note:** Once you turn off transmission, real-time freight calculations, change request processing and rate shop display options are not available.

### 9. Clippership timeout

This prompt tells FACTS how long it should wait for Clippership's response on freight calculations. You can enter up to 999 seconds; however three to eight seconds is usually sufficient. (Clippership response time will vary depending on your hardware and network connections.)

### 10. Clippership Polling Directory

The path name entered in this prompt tells FACTS where to look for Clippership information (delivered in flat files). Enter a full path name, such as M:\Clipship\Poll. **Note:** If the polling directory is set up on someone's workstation, performance may suffer. We recommend that you put the Clippership polling directory a standalone computer. See the Clippership section in the Installation manual.

## Technical Notes

**FILES USED** - ICWHSE, SMCNTL, SMZART, SMNAME, SMTRCT

**FILES UPDATED** - SMCNTL, SOWSEC



**01-FACTS 7.4 Maintenance, Warehouse F/M (ICF970)**

Help

Warehouse  Atlanta Warehouse

Main Options Multiple Warehouses Third Party

Description Atlanta Warehouse

Address 1 685 Fulton Industrial

Address 2 Atlanta, GA 33025

Address 3

K Cost % 30

R Cost \$ 5.00

MC Last Set 04/24/2001

UPS Shipper# GA 293-104

Branch  Atlanta Branch

Users Ship Via Save Delete New Exit

Enter warehouse description

**Warehouse F/M (ICF970)**

Help

01-FACTS 7.4 Maintenance Warehouse F/M ICF970

\*. Warehouse 01 Atlanta Warehouse

2. Description Atlanta Warehouse

3. Address 1 685 Fulton Industrial

4. Address 2 Atlanta, GA 33025

5. Address 3

6. K Cost % 30

7. R Cost \$ 5.00

8. MC Last Set 04/24/2001

9. UPS Shipper# GA 293-104

10. Branch 01 Atlanta Branch

Main, Options, Multiple Warehouses, Third Party

Enter Line #, D-Delete, R-Users, P-Ship Via, F10-Menu, F4-Backup |..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-FACTS 7.4 Maintenance, Warehouse F/M (ICF970)**

Warehouse  Atlanta Warehouse

Valid for PO   
 Valid for SO   
 Combine WH/Direct Ships   
 Orders From Other Whses   
 Allow Manual Freight   
 Print Direct Ship on Pick   
 Commit Priority

Users Shig Via Save Delete New Exit

Allow purchase order creation from this warehouse?

**Warehouse F/M (ICF970)**

01-FACTS 7.4 Maintenance Warehouse F/M ICF970

\*. Warehouse 01 Atlanta Warehouse  
 2. Valid for PO Y  
 3. Valid for SO Y  
 4. Combine WH/Direct Ships Y  
 5. Orders From Other Whses Y  
 6. Allow Manual Freight Y  
 7. Print Direct Ship on Pick Y  
 8. Commit Priority S

Main, Options, Multiple Warehouses, Third Party  
 Enter Line #, D-Delete, R-Users, P-Ship Via, F10-Menu, F4-Backup .  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

**01-FACTS 7.4 Maintenance, Warehouse F/M (ICF970)**

Warehouse  **Atlanta Warehouse**

Print Pick Ticket: **C - Consolidated single pick ticket**

Approval User Code:  **Stephen S. Invincent**

Approval Password:

Allow Suggested PO's:

Commit Priority

Users | Ship Via | Save | Delete | New | Exit

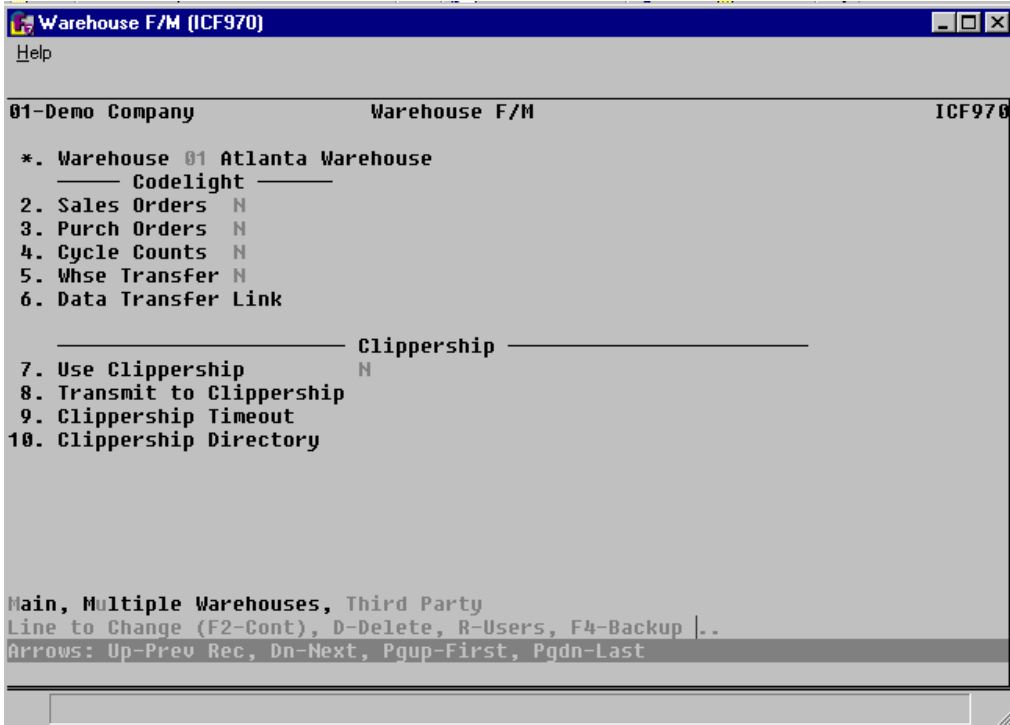
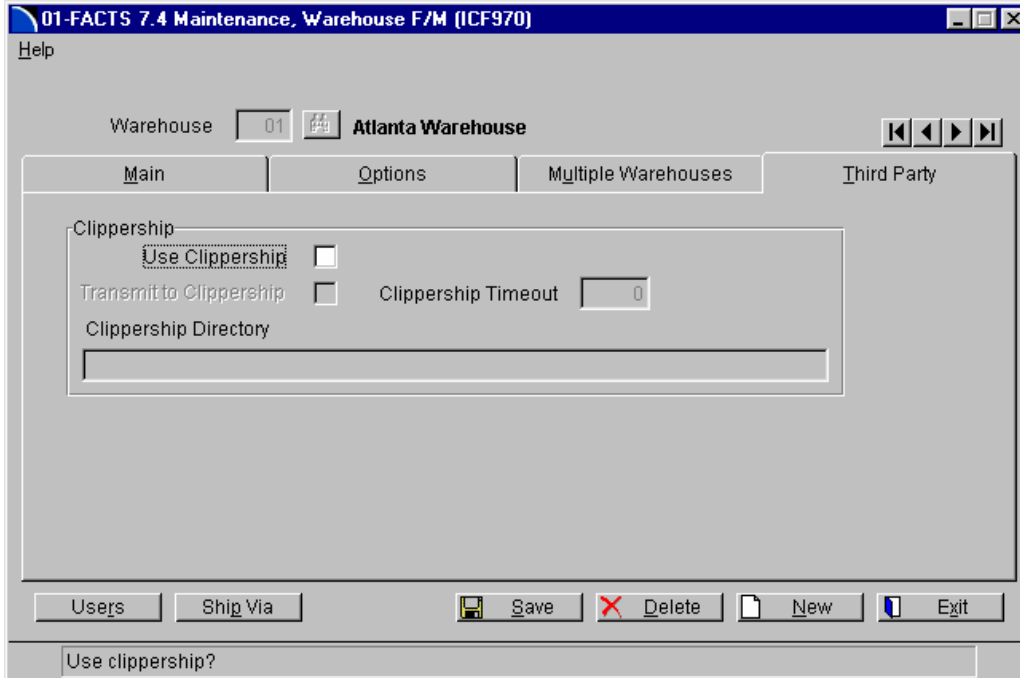
For orders initiated from this warehouse, print pick tickets consolidated, separate, or both (C/S/B)

**Warehouse F/M (ICF970)**

01-Demo Company                      Warehouse F/M                      ICF970

\*. Warehouse 01 Atlanta Warehouse  
 2. Print Pick Ticket                      B  
 3. Approval User Code                      SSI Stephen S. Invincent  
 4. Approval Password                      SSI  
 5. Allow Suggested PO's                      Y  
 6. Ship Whse Sale %                      0

Main, Multiple Warehouses, Third Party  
 Line to Change (F2-Cont), D-Delete, R-Users, F4-Backup .  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last



# Quick Vendor F/M (ICF940)

## Function

This program is only available to users who did not purchase the AP module, but want to add vendors through FACTS.

If the AP usage flag is set to Y (selected in GUI) in System Control F/M, you will not be able to access Quick Vendor F/M.

Each record contains a vendor number, which serves as the record's unique ID, and general information relevant to the vendor, including cost class, cost hierarchy, and Use lowest cost setting.

Most AP programs and the majority of the programs in the Inventory Control module reference this program. Vendor numbers may be automatically assigned by the system.

☞ You cannot delete vendors with open documents or open purchase orders.

## User Inputs

The following inputs are involved in Quick Vendor Entry:

### 1. Vendor Number

Enter the vendor number (up to 10 characters). F1 assigns the next available vendor number from the AP Nonstatic Control Record. The word NEXT is displayed until all inputs have been entered and the actual number is displayed before the record is added to the file. F2 allows a search (ref. 8).

### 2. Vendor Name

Enter the vendor's name (up to 30 characters).

### 3. Address 1

Enter line 1 of the vendor's address (up to 30 characters). If only one line is needed, use the first.

### 4. Address 2

Enter line 2 of the vendor's address (up to 30 characters).

### 5. City

Enter the city name (up to 15 characters).

### 6. State

Enter the state name using the two-character designation provided by the post office.

### 7. Zip Code

Enter the zip code (up to 10 characters).

### 8. Address 3

Enter line 3 of the vendor's address (up to 30 characters). CR defaults to the city, state, and zip entered in the previous inputs 5-7. Address 3 may be used for international addresses. Address 3 will be used for all printouts instead of city, state and zip.

### 9. Phone Number 1

Enter the vendor's phone number including area code, dashes and extension, if needed (up to 17 characters). If only one phone number is needed, use the first.

### 10. Phone Number 2

Enter the vendor's second phone number including area code, dashes and extension, if needed (up to 17 characters).

### 11. Contact 1

Enter the name of the person you work with at the vendor's office (up to 25 characters). If only one contact is needed, use the first.

### 12. Contact 2

Enter the name of another person you work with at the vendor's office (up to 25 characters).

### 13. Alpha (Alphabetic Sort Key)

Enter the alphabetic sort key to be used to sort vendors alphabetically for printouts, displays and alpha searches (up to 10 characters). In most cases, the first ten characters of the vendor's name are sufficient to achieve alphabetical lookup. CR defaults to the first ten characters of the vendor's name as entered in input #2.

Enter Y or N to indicate whether to create a Warehouse/Vendor Review Cycle Record. CR defaults to Y. If Y is entered here, the Warehouse/Vendor Review Cycle F/M (ICF945) program will appear.

☛ Once you've completed these fields, indicate whether or not you want to create a Warehouse/Vendor Review Cycle Record. CR defaults to Y. If you enter **Y**, the Warehouse/Vendor Review Cycle F/M (ICF945) program appears.

**GUI users:** After you've completed all the fields in this program and click **Save**, the system asks you if you want to create a Warehouse/Vendor Review Cycle record. Click **OK** to create the record or **Cancel** to skip the option.

## Technical Notes

**FILES USED** - APVEND, APVALX

**FILES UPDATED** - APVEND, APVALX

## Standard Part Source F/M (ICF485)

Use this program to create source codes. This is the first step in both EPU and manual standard part number setup.

Source codes define the source of the standard part number, for instance UPC, IDW or EAN (the European equivalent to UPC). They refer to the industry standard by which the part numbers were created.

To access this program, choose *Inventory Control* → *File Maintenances* → *Infrequent File Maintenances* → *Standard Part Source F/M*.

### *To create a source code:*

1. Enter up to three characters to create a source code. If the code already exists, its description appears on screen.
2. Enter up to 30 characters to create a description for the source code.
3. Choose **New** to create another source code or choose **Save** and then **Exit** if you are done.

☞ Source codes must be set up before you can enter part numbers in Standard Part Number Entry.

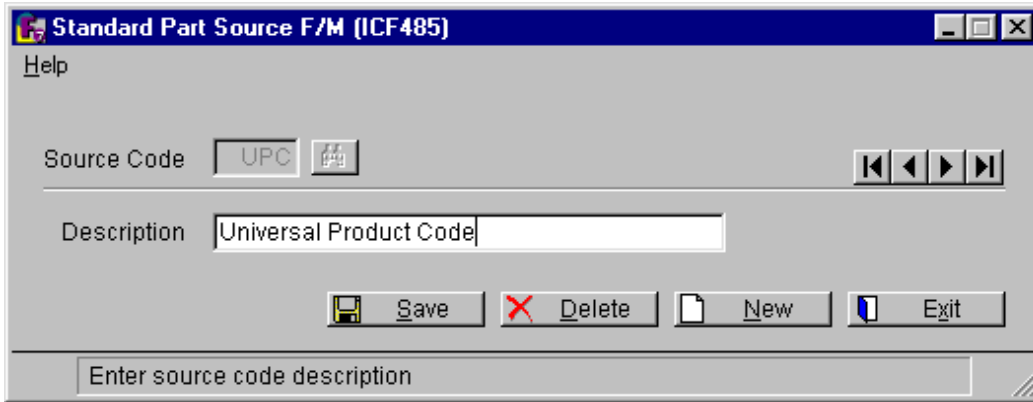
### *To edit a source code or description:*

1. Enter the source code you want to edit in the source code field.
2. Make changes as necessary.
3. **Save** and **Exit**.

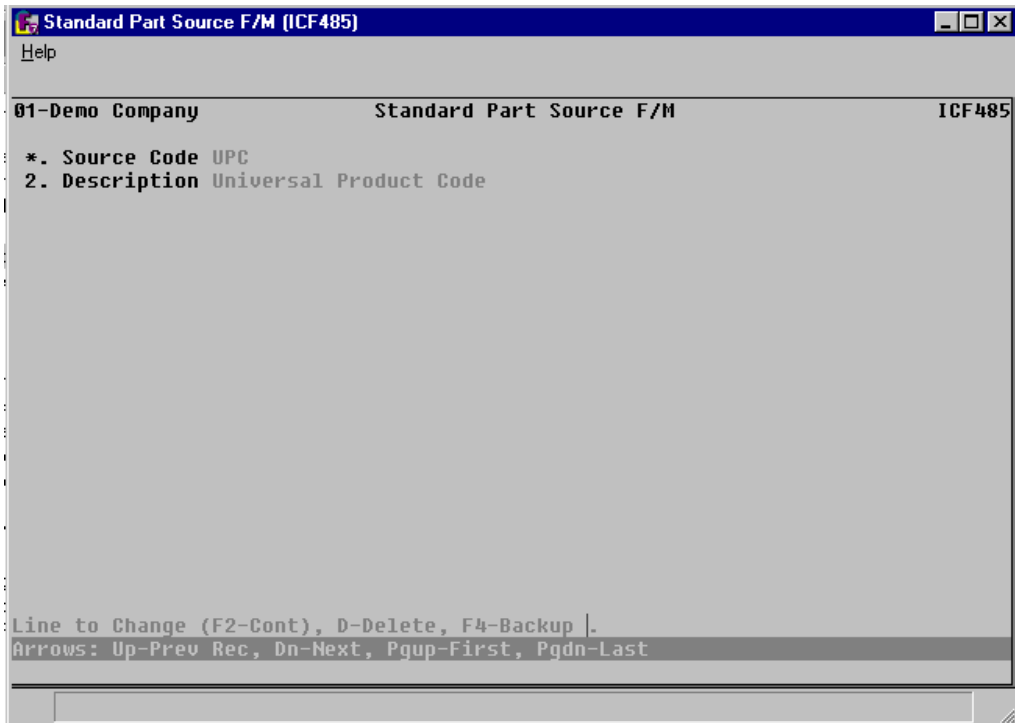
### *To delete a source code:*

Select the code in the source code field. Press **F2** to find a code. Choose **Delete**.

☞ If you delete a source code that has standard part numbers associated with it, you will not be able to access those numbers in Standard Part Number Entry.



A graphical user interface window titled "Standard Part Source F/M (ICF485)". It features a "Help" button in the top left. Below it, there is a "Source Code" field containing "UPC" and a small icon button. To the right of this field are four arrow buttons (left, left, right, right). Below the "Source Code" field is a "Description" field containing "Universal Product Code". At the bottom of the form area are four buttons: "Save" (with a floppy disk icon), "Delete" (with a red X icon), "New" (with a document icon), and "Exit" (with a blue document icon). A status bar at the very bottom contains the text "Enter source code description".



A table view window titled "Standard Part Source F/M (ICF485)". It displays a single record with the following data:

01-Demo Company	Standard Part Source F/M	ICF485
*. Source Code	UPC	
2. Description	Universal Product Code	

At the bottom of the window, there is a legend for keyboard shortcuts: "Line to Change (F2-Cont), D-Delete, F4-Backup |" and "Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last".



# IC to GL Posting Control F/M (ICF975)

## Function

This program allows the user to create and maintain an inventory GL posting control record for each company using the inventory system.

The posting control record determines the following:

- Whether posting to GL occurs and if so, in summary or detail.
- Where to post to in GL (i.e., GL journal number to post to for adjustments and transfers).
- Whether to post to GL by branch.
- Whether adjustments post to general ledger by adjustment code or IC general ledger posting table.

## User Inputs

The following inputs are involved in creating an inventory GL posting control record:

### 1. GL Distribution

The inventory adjustments and transfers systems may post to general ledger automatically. The Adjustment Register, Transfers Shipment Register and Transfers Receiving Register may print a general ledger distribution and make a journal posting to GL during the update. Enter **0**, **1**, **2** or **3** to indicate how IC sales are tied in with general ledger. CR defaults to 0.

- 0** - no GL distribution is printed or posted.
- 1** - the GL distribution is printed (printing is in detail format) but not posted to GL.
- 2** - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).
- 3** - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

### 2. Adjustments Journal (GL Journal to Post To)

If 0 or 1 was entered in input #1, this input is skipped. Enter the General Ledger journal number to post to for the adjustments posting of the Adjustments Register. The entry must be a valid journal number. F2 allows a search (ref. 8).

### 3. Transfers Journal (GL Journal to Post To)

If 0 or 1 was entered in the Adjustments Journal input, this input is skipped. Enter the general ledger journal number to post to for the Transfers Shipment and Receiving Registers. The entry must be a valid journal number. F2 allows a search (ref. 8).

#### 4. Post By Branch

Indicate whether to post inventory transactions by branch; i.e., insert the branch in the GL account number when posting. CR defaults to N.

#### 5. Adjustments Posting

Enter whether to post adjustments (Adjustment Register GL distribution) to General Ledger by the account number assigned to the adjustment in the **GL** posting table (GL Posting Table F/M) or the **Account** number assigned to the adjustment code (Adjustment Code F/M). CR defaults to **G**. If the flag is set to **Adjustment**, the G/L number assigned to the adjustment code is posted. If the flag is set to **GL** posting table, the G/L number associated with the adjustment in the GL posting table is posted. If the flag is set to **G**, the adjustment codes type (see Adjustment Code F/M program) determines whether to post to the A-adjustment, R-receipts or S-sales G/L number.

### Technical Notes

**FILES USED** - GLMSTR, GLALPX

**FILES UPDATED** - SMCNTL

**IC to GL Posting F/M (ICF975)**

GL Distribution: 3 - Print & Post Detail

Adjustments Journal: 5000 Inventory

Transfers Journal: 5000 Inventory

Post By Branch:

Adjustments Posting: G - Post Adjustments by GL Posting Table

Save Delete New Exit

IC Distribution To GL (0=Not Used, 1=Print Only, 2=Print Post Summary, 3=Print\_Po

**IC to GL Posting F/M (ICF975)**

Help

01-FACTS 7.5 Development	IC to GL Posting F/M	ICF975
1. GL Distribution	2 Print & Post Summary	
2. Adjustments Journal	5000 Inventory	
3. Transfers Journal	5000 Inventory	
4. Post By Branch	Y	
5. Adjustments Posting	G	

Enter Line #, D-Delete, F10-Menu, F4-End .

# Static Control F/M (ICF980)

## Function

Use this program to create and maintain the company inventory static control record. The IC static control record is critical to the proper functioning of the IC system. The record contains information that the IC system references in performing various functions.

**CAUTION!** We strongly recommend that you password-protect this program. Changes should only be made extreme caution and under the supervision of your Affiliate.

## User Inputs

The following inputs are involved in creating the company inventory static control record:

### *General tab*

#### 1. Use Serial/Lots

Indicate whether or not serial/lot inventory is used. CR defaults to N. If you enter N, all serial/lot inputs are disabled throughout the system.

#### 2. Use Ledgerscards

Indicate whether to use item ledgerscards (i.e., store ledgerscards for items selected in the item file). CR defaults to N.

#### 3. Use Quick Entry

Indicate whether to allow quick entry of cost, price and warehouse information in the Item F/M. The quick entry information is only used when creating a new item. The quick item entry feature allows you to maintain the quick item information from other inventory programs. CR defaults to Y.

#### 4. Use Job Cost

Indicate whether to use job cost (i.e., post to the job cost module). CR defaults to N.

#### 5. Allow Over-Commitment

Indicate whether the system to allow over-commitment. Over commitment allows the committed quantity of an item to be greater than the available (available = on hand - committed). CR defaults to N.

#### 6. Allow Negative On-Hand

Indicate whether you want the system to allow negative on-hand amounts for warehouse quantities. CR defaults to Y.

#### 7. Allow Fractional Conversion

Indicate whether to allow fractional conversion. CR defaults to N. **CAUTION: Using fractional conversion factors will result in a gradual creep in your warehouse quantities. To minimize inventory creep, set the quantity masks**

**for each unit of measure to the level of precision you require for each item using fractional conversion factors. If you do not use fractional conversion factors, set this flag to N.**

### 8. Default Safety Allowance

Enter the default safety allowance percentage to be used (0-99). CR defaults to 50.

### 9. Default Restock Method

Enter whether the default restocking method to be used throughout inventory is **O**-order point/line point or **M**-minimum/maximum. CR defaults to O.

### 10. Default Order Quantity Method

Enter whether the default order quantity method to be used throughout inventory is **EOQ** (economic order quantity), movement **Class** or **Manual** order quantity. CR defaults to E.

### 11. Item Length for All Forms

Enter the length of the item to print on all forms (4-20). Enter the length of the maximum item number set up in inventory. If the maximum length of any item in inventory is 20, enter 20. The item description length on forms is 40 less this number. CR defaults to 20.

### 12. Movement Class Cutoff

Enter the maximum movement class cutoff for flagging high sales at the end of month process (6-14). CR defaults to 14.

### 13. Quantity Mask

This input allows the user to format quantities throughout the system. Eleven characters are used and a minus must precede the mask. Options include: #####0, -#####.0, -#####.00, -#####.000 and -#####.0000. CR defaults to -#####0.

## *Costing and Pricing tab*

### 1. Costing Method

Enter whether **Manual**, **Last**, **Average**, **FIFO**, or **LIFO** costing is to be used. The flag entered becomes the standard cost of the system and is used to calculate gross margin. Regardless of how the flag is set, the system automatically maintains last and average cost by warehouse and may store LIFO/FIFO layers by warehouse (see next input).

**NOTE:** Manual cost is stored by item, not by warehouse. CR defaults to M.

### 2. LIFO/FIFO Layers

Regardless of the Costing Method selected, enter whether to store **LIFO**, **FIFO** or **No** cost layers. These layers are maintained by the system and are available for display through the LIFO/FIFO F/M and the Cost Layer Print.

### 3. Costing Security Code

Enter the security code required for a user in order to display costs on selected programs (0-9). See SM Password & Security Code F/M for more information on security codes.

#### **4. Ser/Lot Cost**

You now have the ability to cost serial and lot items by the system cost (costing method for the module). The feature provides for GAAP compliance. Select from A-Averaged Actual or S-System Cost. The default setting for each Static Control F/M is A-Averaged Actual. The net result of selecting S-System Cost is that serial/lot items will be costed like non-serial/lot items.

#### **5. Cost Mask**

This input allows the user to format costs throughout the system. Nine characters are used including a decimal. Options include #####.00/#####.000 and #####.0000. CR defaults to #####.00.

#### **6. Number Of Price Levels**

Enter the number of price levels to use (1-6) in addition to the standard price. Entering zero indicates you are using standard pricing only (no levels). CR defaults to 0.

#### **7. Req. Descend Level Prices**

Indicate whether to require descending level prices in level pricing (not required for contract level pricing). N allows ascending or descending level prices in standard pricing. CR defaults to Y.

#### **8. Number Of Quantity Breaks Levels**

Enter the number of quantity break levels to use (1-6). Entering zero indicates no levels. CR defaults to 0.

#### **9. Use Commission % Levels**

If price levels are not used, this input must be set to N. If price level are used, enter N or Y to indicate whether commission is based on each price level. Y indicates that the system will store commission percentages based on price or quantity break levels. Commission levels allow a commission % to be assigned by level. For example, if an item is sold at a level one price, the salesperson receives 5% (of gross sales or margin). If the same item is sold at a level two price, the salesperson receives 4.5%, etc. CR defaults to N.

#### **10. Price Mask**

This input allows the user to format prices throughout the system. Nine characters are used including a decimal. Options include #####.00/#####.000 and #####.0000. CR defaults to #####.00.

#### **11. Price Descriptions**

Enter the standard price description string (9 characters) and the price level description string (9 characters each) for up to the number of price levels used side by side. These descriptions are displayed in inquiries and print on reports. An example of price descriptions is list, wholesale, dealer, etc. The default descriptions are Standard, Level 1, Level 2, Level 3, Level 4, Level 5 and Level 6.

### *Physical Inventory and Printing tab*

#### **1. Physical Inventory Order**

Enter whether to perform a physical inventory in **Item, Alpha, Vendor, Class, Location** or **Movement** class order. CR defaults to I. Physical inventory flags may be changed between physicals, however, not during a physical (i.e., the ICPHYS file must be empty when changing flag).

#### **2. Items Included**

Indicate whether to include items in the primary location only or all locations present for a warehouse/item record. The system uses this parameter in the beginning and ending range for the physical inventory order in printing count sheets and physical inventory programs.

When you select **Location** as the Physical Inventory Order and the **Items Included** is set to **Primary**, items are included in physical inventory processing based on the location range you enter in the **Print Count Sheets** program. This setting determines whether the location range searches for items in primary locations only (including alternate bin locations set up in the warehouse/item record) or all locations present for a warehouse/item record.

In the **Print Count Sheets (ICR510)** program, when an item is contained in any bin location in the range of the locations selected, the system includes all locations for the item (whether it is in the range or not) to ensure that the physical count sheet is accurate.

#### **3. Physical Count Quantity**

Enter whether to count and enter **Available** or **On hand** quantities during a physical (available = on hand - committed). CR defaults to A.

#### **4. Count Physical Exceptions Only**

Enter **N** or **Y** to indicate whether to enter items with exceptions only in the **Enter Counts** program. For example, if 5 is captured and 5 is counted, if **Y** is entered, the 5 does not need to be entered and the system leaves 5 as the on hand/available quantity. If **N** is entered for the same example, the 5 must be entered or the system sets the on hand/available to 0.

### **Transfers screen**

#### **1. Transfer Form Depth**

Enter the depth (number of lines) of the warehouse transfer ticket form at 6 lines per inch (29-66), usually 42 (7-inch form and prints 16 line-items per ticket, 51 (8 1/2-inch form and prints 26 line-items per ticket), or 66 (11-inch form and prints 40 line-items per ticket). Press **Enter (CR)** to default to 66. If printing both descriptions, the number of line-items above is cut in half.

#### **2. Use Preprinted Form**

Enter **N** or **Y** to indicate whether to use a preprinted transfer ticket form. Press **Enter (CR)** to default to **N**.

#### **3. Print Item Description**

Enter whether to print item description **1, 2** or **Both** (set in the **Item F/M**) for each item on the transfer ticket. Press **Enter (CR)** to default to **1**.

**4. Quantity**

Indicate whether you want to print the requested or committed quantity on transfer ticket. Press F4-Backup, R--Requested Quantity or --C Committed Quantity

**5. Notes Length**

Indicate whether you want to print header and line notes in 30 characters or to end of line (A/B), Press F4-Backup, A 30--Long, or B--End of Line

**6. Sort by Location**

Enter N or Y to indicate whether to sort and print line-items on transfer tickets by location. Press Enter (CR) to default to N.

**7. Print Alt Locations**

Indicate if alternate locations are to print on the transfer tickets.

**8. Lead Time Basis**

Enter one of the following values to indicate how lead time for receipts is to be calculated for warehouse transfers: based on the Entry of the transfer in the IC Transfer Entry program or based on the date that the transfer was Shipped. Press Enter (CR) to default to E.

**9. Alt Locs on Fill Report**

Print alternate locations on Transfer Fill Report Press F4-Backup , Y--yes or N--No.

**Receipt Confirmation Update Section****10. Update in Receipt Confirmation**

Indicate whether you want to allow receipt update in Receipt Confirmation? Press F4-Backup, Y=yes or N=no.

**11. Update Security Code**

Enter the security code to access the update feature in receipt confirmation. Press to F4-Backup or enter values: 0-9, A-Z, or a-z. This prompt will be disabled if Update in Receipt Confirmation is "N"

**12. Password Override**

Enter password for override of update security, Press F3-None or F4-Backup or enter any alphanumeric password. This prompt will be disabled if Update in Receipt Confirmation is "N".

**Technical Notes**

**FILES UPDATED - SMCNTL**



**Static Control F/M (ICF980)**

General	Costing and Pricing	Physical Inventory and Printing
Use Serial/Lot Numbers <input checked="" type="checkbox"/>	Default Safety Allowance 50 %	
Use Ledgerscards <input checked="" type="checkbox"/>	Default Restocking Method O - Order Point-Line Point	
Use Quick Entry <input checked="" type="checkbox"/>	Default Order Qty Method E - Economic Order Quantity	
Use Job Cost <input checked="" type="checkbox"/>		
Allow Over Commitment <input checked="" type="checkbox"/>	Item Length for All Forms 20	
Allow Negative On Hand <input checked="" type="checkbox"/>	Movement Class Cutoff 14	
Allow Fractional Conv. <input checked="" type="checkbox"/>	Quantity Mask -#####0	

Use Serial or Lot Number Inventory?

**Static Control F/M (ICF980)**

Help

01-Demo Company                      Static Control F/M                      ICF980

1. Use Serial/Lot Numbers	Y	8. Default Safety Allowance	50 %
2. Ledgerscards	Y	9. Restocking Method	0
3. Quick Entry	Y	10. Order Qty Method	E
4. Job Cost	Y		
5. Allow Over Commitment	Y	11. Item Length for All Forms	20
6. Negative On Hand	Y	12. Movement Class Cutoff	14
7. Fractional Conv.	Y	13. Quantity Mask	-#####0

General, Costing and Pricing, Physical Inventory and Printing  
Line to Change (F2-Cont), D-Delete, F4-End |..

01-Demo Company, Static Control F/M (ICF980)

Help

General Costing and Pricing Physical Inventory and Printing

Costing Method: D - LIFO Number of Price Levels: 6  
LIFO/FIFO Layers: D - LIFO Req. Descend Level Prices:   
Costing Security Code: 0 Number of Qty Break Lvl's: 6  
Serial/Lot Cost: A - Averaged Actual Use Commission % Levels:   
Cost Mask: #####.000 Price Mask: #####.00

Price Descriptions

St	Standard	Level 1	Level 1	Level 3	Level 3	Level 5	Level 5
		Level 2	Level 2	Level 4	Level 4	Level 6	Level 6

Save Delete New Exit

Use manual, last, average, FIFO, or LIFO costing? (M/L/A/F/O)

Static Control F/M (ICF980)

Help

01-Demo Company                      Static Control F/M                      ICF980

1. Costing Method	0	6. Number of Price Levels	6
2. LIFO/FIFO Layers	0	7. Req. Descend Level Prices	Y
3. Costing Security Code	0	8. Number of Qty Break Lvl's	6
4. Serial/Lot Cost	A	9. Use Commission % Levels	Y
5. Cost Mask	#####.000	10. Price Mask	#####.00

Price Descriptions

11. St	Standard	Level 1	Level 1	Level 3	Level 3	Level 5	Level 5
		Level 2	Level 2	Level 4	Level 4	Level 6	Level 6

General, Costing and Pricing, Physical Inventory and Printing  
Line to Change (F2-Cont), D-Delete, F4-End |..

01-Demo Company, Static Control F/M (ICF980)

Help

General Costing and Pricing Physical Inventory and Printing

Physical Inventory Order L - Location

Items Included P - Primary Location Only in Range Chosen

Physical Count Quantity 0 - On Hand

Count Physical Exceptions Only

Transfer Form Depth 66

Use Preprinted Form

Print Item Description 1 - Description 1

Sort by Location

Print Alt Locations

Lead Time Basis S - Shipped Date

Save Delete New Exit

Enter physical inventory order (I/A/W/C/L/M)

Static Control F/M (ICF980)

Help

01-Demo Company      Static Control F/M      ICF980

1.	Physical Inventory Order	L
2.	Items Included	P
3.	Count Quantity	0
4.	Exceptions Only	N
5.	Transfer Form Depth	66
6.	Preprinted Form	N
7.	Item Description	1
8.	Sort by Location	N
9.	Print Alt Locations	Y
10.	Lead Time Basis	S

General, Costing and Pricing, Physical Inventory and Printing  
Line to Change (F2-Cont), D-Delete, F4-End ..

# Nonstatic Control F/M (ICF985)

## Function

This program contains a number of settings that the system updates and references during live processing. The IC Nonstatic Control F/M is critical to maintaining normal system operations.

**CAUTION!** We strongly recommend that your System Administrator password-protect this program. Changes should only be made with extreme caution and under the supervision of your Affiliate.

## User Inputs

The following inputs are involved in creating the IC company nonstatic control record.

\* indicates that changing the field after initial installation may have serious repercussions.

### 1. Current IC Period

Enter the current inventory period or period when actual IC processing will begin (MMYY). CR defaults to the current GL fiscal period.

### 2. Date Of Last EOP Update

Enter the date of the last End-of-Period Update in inventory (ref. 3). CR defaults to 010100.

### \*3-9. Register and Ticket Numbers

These numbers keep track of the last register and ticket numbers used. As a ticket number is used or a register is updated, the last number used is incremented by one. Upon installation, these fields should be set to 0. These fields are automatically updated through normal processing. CR defaults to 0.

### \*10-11. Terminals Running Registers

Enter the 3-character ID of the terminal that is currently running the IC Shipment Register or the IC Receiving Register. Enter blanks to indicate that the register is not running. The register usually sets this field automatically. You can override it if, for instance, a user has aborted out of a register and you need to set this field back to blanks. F2 allows a search of terminal IDs (ref. 8).

**NOTE:** You must enter the predefined password to access either one of these fields.

### Technical Notes

#### FILES UPDATED - SMCNTL

**Nonstatic Control F/M (ICF985)**

Current IC Period  SEP

Last

Date of EOP Update	<input type="text" value="08/31/1997"/>	Shipment Reg#	<input type="text" value="0300"/>
Adjustment Line	<input type="text" value="0112"/>	Receiving Reg#	<input type="text" value="0400"/>
Adjustment Reg#	<input type="text" value="0666"/>	Lot Removal Reg#	<input type="text" value="0500"/>
Transfer Ticket	<input type="text" value="03001"/>	Balancing Reg#	<input type="text" value="0600"/>

Terminal Running

Shipment Reg	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Running
Receipt Reg	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Running

Enter Current Inventory Period

**Nonstatic Control F/M (ICF985)**

Help

01-Demo Company                      Nonstatic Control F/M                      ICF985

1. Current IC Period                      09/2002 SEP

— Last —

2. Date of Last EOP Update              08/31/2002

3. Last Adjustment Line                  1352

4. Adjustment Reg#                      0137

5. Transfer Ticket                        00357

6. Shipment Reg#                        0214

7. Receiving Reg#                        0210

8. Lot Removal Reg#                      0036

9. Balancing Reg#                        0039

— Terminal Running —

10. Terminal Running Shipment Reg      Not Running

11.                      Receipt Reg              Not Running

Line to Change (F2-Cont), D-Delete, F4-End |..

# Rebuild Inventory Sort Files (ICU990)

## Function

This program allows the administrators to rebuild sort files that may not be up to date with the rest of the system.

Sort files are used throughout the system to enable the user to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the item file are stored in item number order. To access this file in alphabetical order requires a sort file which is stored by an alpha lookup by item number. The corresponding record in the main file may then be accessed for the needed information.

➤ The Rebuild IC Sort Files program should only be run by of your Affiliate.

## User Inputs

The following inputs are involved in rebuilding IC sort files:

### 1. ICALPX

Enter **N** or **Y** to indicate whether to rebuild **ICALPX**. This file is the item alphabetical sort file to the item file (ICMAST). This sort file is used in the printing of the various inventory reports which may be printed alphabetically. CR defaults to N.

### 2. ICVNDX

Enter **N** or **Y** to indicate whether to rebuild **ICVNDX**. This file is the item by vendor sort file to the item file (ICMAST). This sort file is used in the printing of the various inventory reports which may be printed in vendor order. CR defaults to N.

### 3. ICCLSX

Enter **N** or **Y** to indicate whether to rebuild **ICCLSX**. This file is the item by item class by vendor sort file to the item file (ICMAST). This sort file is used in the printing of the various inventory reports which may be printed by item class. CR defaults to N.

### 4. ICWHSX

Enter **N** or **Y** to indicate whether to rebuild **ICWHSX**. This file is the item by warehouse sort file to the warehouse/item file (ICWHSE). This sort file is used in the printing of the various inventory reports where warehouse(s) is(are) selected. CR defaults to N.

### 5. ICLOCX

Enter **N** or **Y** to indicate whether to rebuild **ICLOCX**. This file is the warehouse/item by location by warehouse sort file to the warehouse/item file (ICWHSE). This sort file is used in the Print Count Sheets and the Capture Quantities programs when printing and updating in location order. CR defaults to N.

**6. ICTRAX**

Enter **N** or **Y** to indicate whether to rebuild **ICTRAX**. This file is the transfer ticket by item sort file to the warehouse transfer file (ICTRAN). This file is used in printing reports and inquiry displays for ticket information by item. CR defaults to N.

**7. ICINTX**

Enter **N** or **Y** to indicate whether to rebuild **ICINTX**. This file is the item interchange by item file to the item interchange file (ICINTR). This file is used throughout the system when an interchange item is entered and the system displays the inventory item. CR defaults to N.

**8. ICPHYX**

Enter **N** or **Y** to indicate whether to rebuild **ICPHYX**. This file is the physical inventory sort file to the physical inventory file (ICPHYS). This file is used to print the Discrepancy Report and to Enter Counts in the sort code order. CR defaults to N.

**9. ICMVCX**

Enter **N** or **Y** to indicate whether to rebuild **ICMVCX**. This file is the movement class sort file to the warehouse/item file (ICWHSE). This file is used in the Print Count Sheets and Capture Quantities program when printing and updating in movement class order. CR defaults to N.

**10. ICLOTX**

Enter **N** or **Y** to indicate whether to rebuild **ICLOTX**. This file is the pending serial number sort file to run through a register to the serial/lot number files in inventory (ICTLOT) manufacturing control (MCBLOT, MCFLOT) and purchase orders (POLOTS). This file is used to hold serial numbers of items that have been received but not run through a register. CR defaults to N.

**11. ICREGX**

Enter **N** or **Y** to indicate whether to rebuild **ICREGX**. This is the transfer ready-for-register cross-reference sort file to the warehouse transfer file (ICTRAN). It is used by the Shipment Register and Receiving Register to determine which transfers are to appear on the registers and are to be updated. CR defaults to N.

**12. ICMSIX**

Enter **N** or **Y** to indicate whether to rebuild **ICMSDX**. This is the item by MSDS ID sort file. It sorts the Item File by MSDS ID order. CR defaults to N.

**13. ICDTIX**

Enter **N** or **Y** to indicate whether to rebuild **ICDTIX**. This is the DOT Code to item cross reference file. It sorts the Item File by DOT Code order. CR defaults to N.

**14. ICUPDX**

Enter **N** or **Y** to indicate whether to rebuild **ICUPDX**. This is the EPU pending file by exception code sort file to the pending file (ICUPDT). It sorts the pending

file by exception code. It can contain exception code records from more than one pending file. CR defaults to N.

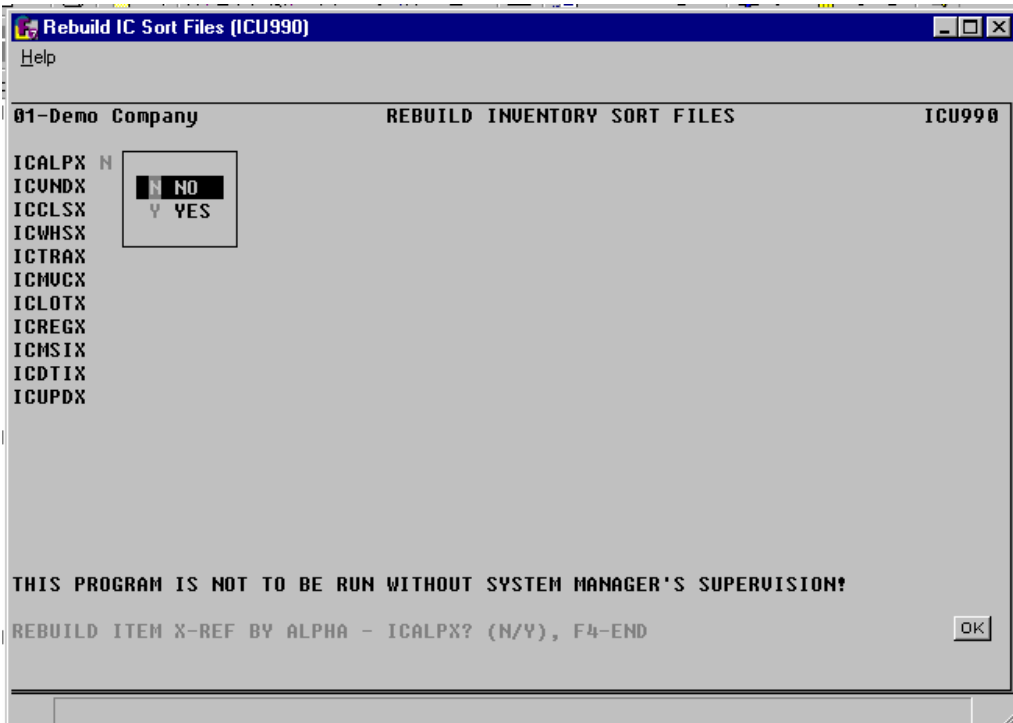
Files will be rebuilt for all companies.

### Technical Notes

The program proceeds by initializing (or clearing) the selected sort files. It then reads through the appropriate direct files and writes records to the sort files.

**FILES USED** - SMCNTL, ICMAS, ICWHSE, ICTRAN, ICINTR, INPHYS, APVEND, ICMSDX

**FILES UPDATED** - ICALPX, ICVNDX, ICCLSX, ICWHSX, ICTRAX, ICINTX, ICMVCX, ICLOTX, ICREGX, ICMSDX





## Transfer Entry Options F/M (ICF978)

Use Transfer Entry Options F/M to customize the Transfer Entry and Confirmation programs to meet your company's specific needs.

The following inputs are located in the Transfer Entry Options F/M:

### *Header Tab*

#### 1. Document Type

Enter type of document entry: T--Transfer Entry, S--Shipment Confirmation, R--Receipt Confirmation. You can also press F3-First Record or F4-Backup

For each of the prompts listed below:

2. Entered Date - (disabled for document type "Receipt Confirmation")
3. Requested Date - (disabled for document type "Receipt Confirmation")
4. Shipped Date - (disabled for document types "Transfer Entry" and "Receipt Confirmation")
5. Received Date - (disabled for document types "Transfer Entry" and "Shipment Confirmation")
6. Priority - (disabled for document type "Receipt Confirmation")

Complete the following:

#### 7. Edit entered date during Transfer Entry? (Y/N/B/D)

Indicate whether you want to allow users to edit the entered date during Transfer Entry? Select from F4-Backup, Y Edit, N Skip, B Back Into, and D Disable.

#### 8. Require ship via during Transfer Entry? (Y/N/S)

Indicate whether you want to require the ship via warehouse during Transfer Entry? Select from F4-Backup, Y Edit, N Skip, B Back Into, and D Disable.

### *Line Tab*

For each of the prompts listed below:

1. Request Quantity - disabled for document type "Receipt Confirmation"
2. Commit Quantity - disabled for document type "Receipt Confirmation"
3. Backord Quantity - disabled for document type "Receipt Confirmation"
4. Ship Quantity - disabled for document types "Transfer Entry" and "Receipt Confirmation"
5. Receive Quantity - disabled for document types "Transfer Entry" and "Shipment Confirmation"

Complete the following:

**6. Edit request quantity during Transfer Entry? (Y/N/B/D)**

Indicate whether you want to allow users to edit request quantity during Transfer Entry? Select from F4-Backup, Y Edit, N Skip, B Back Into, and D Disable.

**7. Require (custom field) during Transfer Entry? (1/2/3/N/M)**

Indicate whether you want to require (custom fields) during Transfer Entry? Select from F4-Backup, 1 Set 1, 2 Set 2, 3 Set 3, N Not Required, or M Menu.

*Totals Tab*

For each of the prompts listed below:

**1. Display Total Units**

**2. Display Total Weight**

**3. Total Units UM**

Complete the following:

**4. Display total units during Transfer Entry? (Y/N), F4-Backup**

Indicate whether you want to display total units during Transfer Entry

**5. Total Units UM**

Indicate whether you want to display total units in smallest or stocking UM. Press F4-Backup, S—Smallest, or T—Stocking.

*Flags Tab*

For each of the prompts listed below:

**1. Flag Special Order (S)**

**2. Flag Past Request Date (D)**

**3. Flag Backorders (B)**

**4. Flag Less than BO on SO(L)**

**Complete the following:**

Indicate whether you want to allow users to flag lines that are: Special Orders, Past Request Date, Backorders, or Less than BO on SO during Transfer Entry? Press F4-Backup, Y=yes, or N=no.

*Notes Tab*

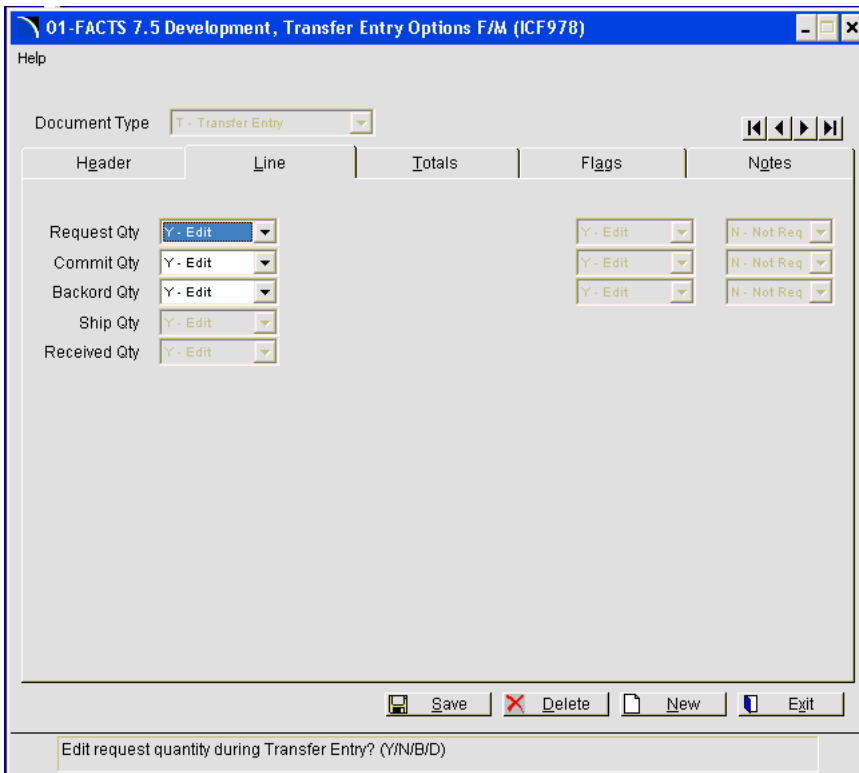
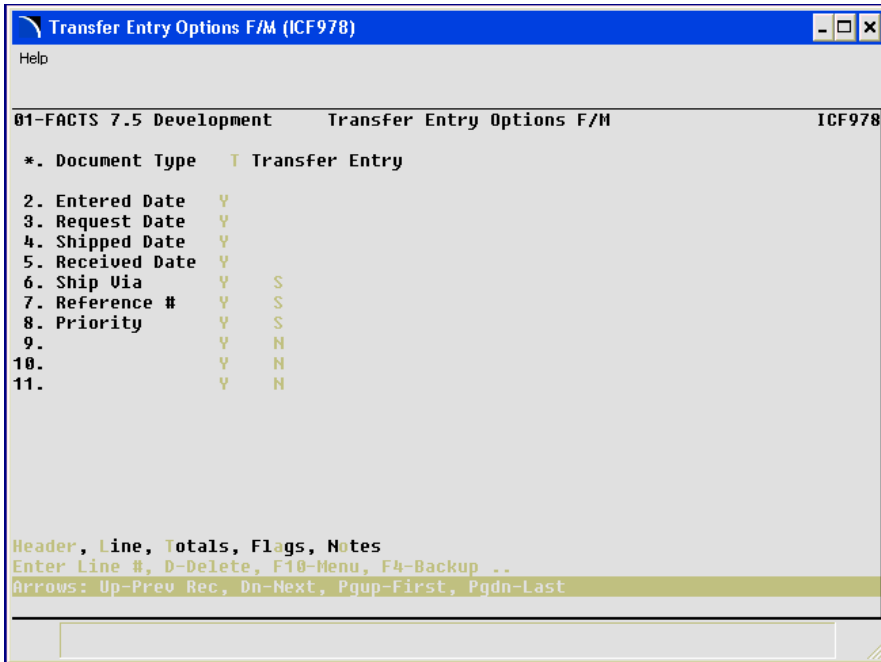
For each of the prompts listed below:

1. **Item Notes**
2. **Header Notes**
3. **Line Notes**

**Complete the following:**

1. In the Item Notes and Header Notes and Line Notes inputs, indicate whether item and transfer ticket header and line notes should display from Transfer Entry programs when you access a transfer ticker header, line or item that has notes associated with it.

You can select to display U-urgent notes only or A-all notes to display in the pop-up window; select N-no notes to not use the pop-up window at al



Transfer Entry Options F/M (ICF978)

Help

01-FACTS 7.5 Development      Transfer Entry Options F/M      ICF978

\*. Document Type    T Transfer Entry

2. Request Qty	Y	7.	Y	N
3. Commit Qty	Y	8.	Y	N
4. Backord Qty	Y	9.	Y	N
5. Ship Qty	Y			
6. Received Qty	Y			

Header, Line, Totals, Flags, Notes  
 Enter Line #, D-Delete, F10-Menu, F4-Backup .  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-FACTS 7.5 Development, Transfer Entry Options F/M (ICF978)

Help

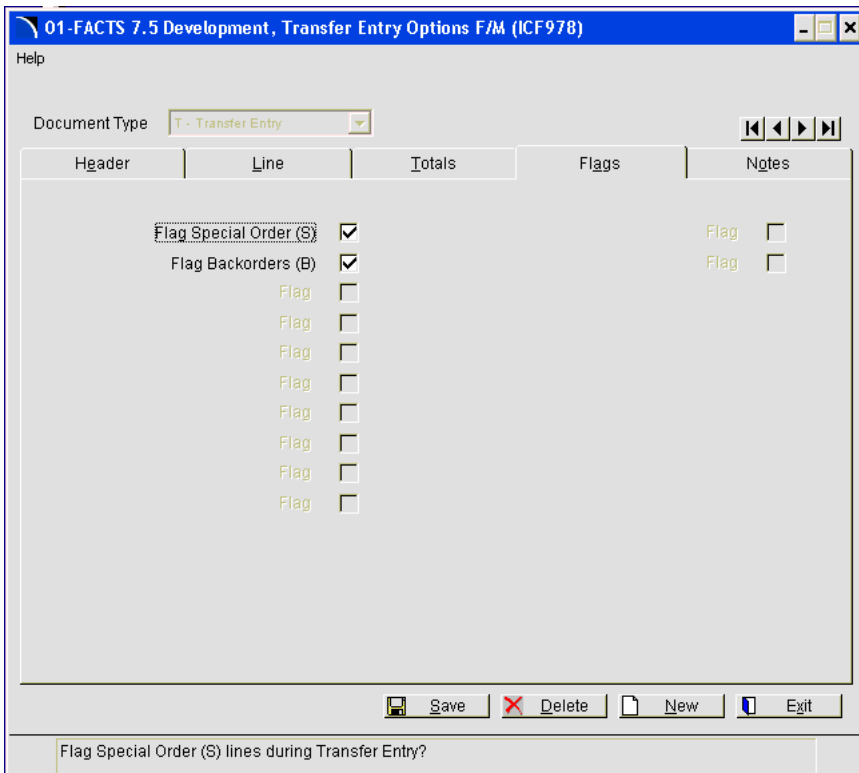
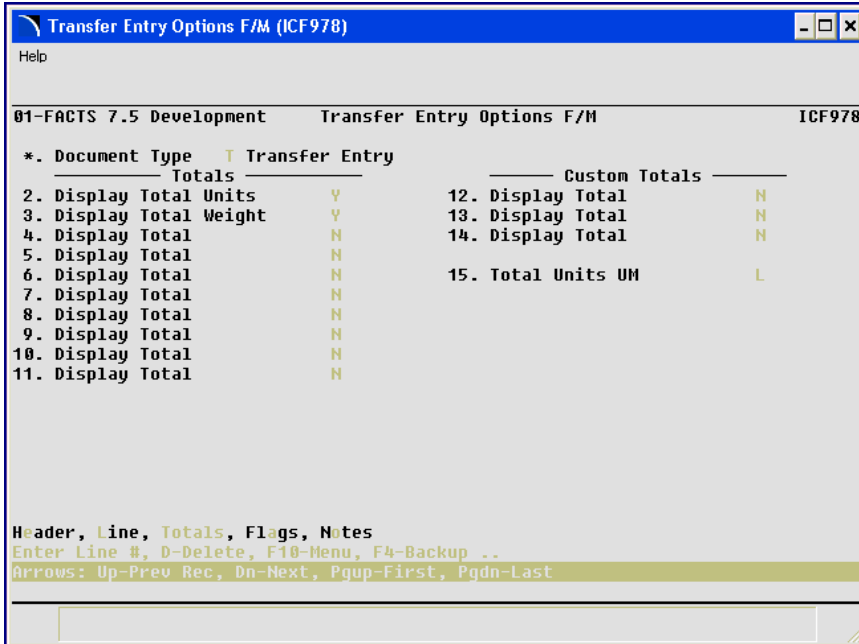
Document Type    T - Transfer Entry

Header    Line    Totals    Flags    Notes

Totals Display Total Units <input checked="" type="checkbox"/> Display Total Weight <input checked="" type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/>		Custom Totals Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Display Total <input type="checkbox"/> Total Units UM    L - Transfer Line	
---	--	--	--

Save    Delete    New    Exit

Display total Units during Transfer Entry?



Transfer Entry Options F/M (ICF978)

Help

---

01-FACTS 7.5 Development      Transfer Entry Options F/M      ICF978

\*. Document Type    T Transfer Entry

2. Flag Special Order (S)	Y	12. Flag	N
3. Flag Backorders (B)	Y	13. Flag	N
4. Flag	N		
5. Flag	N		
6. Flag	N		
7. Flag	N		
8. Flag	N		
9. Flag	N		
10. Flag	N		
11. Flag	N		

Header, Line, Totals, Flags, Notes  
 Enter Line #, D-Delete, F10-Menu, F4-Backup |.  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-FACTS 7.5 Development, Transfer Entry Options F/M (ICF978)

Help

Document Type    T - Transfer Entry

Header    Line    Totals    Flags    Notes

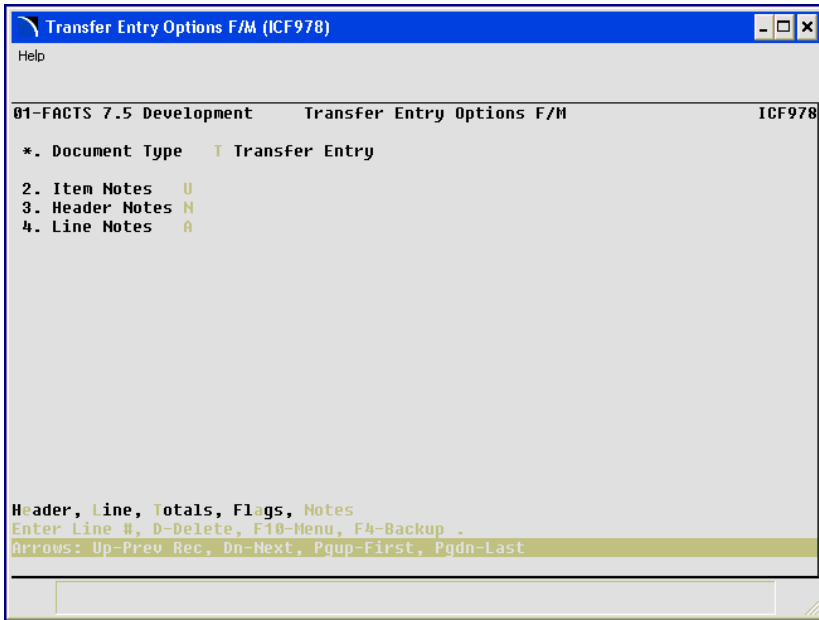
Item Notes    U - Urgent Only

Header Notes    N - No

Line Notes    A - All Notes

Save    Delete    New    Exit

Auto-display item notes in Transfer Entry? (U/A/N)





## Warehouse Transfers Ship Via F/M (ICE972)

Use Warehouse Transfers Ship Via F/M to set up “from” and “to” warehouse default ship via combinations that will be used in the Transfer Entry programs. When a new transfer is created, the ship via will be set according to this matrix.

You can enter a “from” warehouse and then be able to set up a different ship via for other warehouses that get transferred to. The “to” warehouse can be left blank for “all” to indicate that any other warehouse not set specifically here will use that ship via code. This way, a user who only uses one ship via when transferring from warehouse 01 will only have to set up the one “to” warehouse record.

You can access this new program via the Warehouse F/M and from the IC Infrequent F/M menu and the System Installation menu.

The following settings are located in Warehouse Transfers Ship Via F/M:

### 1. From Warehouse Prompt

Enter the from warehouse, or press F2-Search or F4-End

### 2. To Warehouse Prompt

Enter the to warehouse, or press F1-All, F2-Search or F4-End.

### 3. Ship Via Prompt

Enter the from warehouse ship via, or press F2-Search or F4-End

01-FACTS 7.5 Development, Whse Transfers Ship Via F/M (ICE972)

Help

From Warehouse    Dallas Warehouse

To Warehouse     Atlanta Warehouse Ship Via

To Whse	Ship Via	Description
01	UPS	
03	FED EX P1	
04	CUST PICK UP	
add		

Done

Whse Transfers Ship Via F/M (ICE972)

Help

---

01-FACTS 7.5 Development      Whse Transfers Ship Via F/M      ICE972

---

From Warehouse    01 Atlanta Warehouse

---

To Warehouse    02 Dallas Warehouse      Ship Via    UPS

---

To Whse	Ship Via	Description
02	UPS	United Parcel
03	CUST PICK UP	
04	FED EX P1	

add

---

CR-Edit, DEL, F3-Done .  
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

# APPENDIX A: References

1. **ALIGNMENT** An alignment check can be performed to ensure that forms paper is correctly aligned in the printer. If Y is entered, the alignment check prints immediately and the program returns to this input.
2. **BEGINNING ORDER CHOICE** Enter the beginning order choice to be processed; e.g., if item was chosen above, enter the first item to print. CR defaults to FIRST.
3. **DATE** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of 'generic' dates. These tag names will also be accepted as the valid input dates in some data entry prompts. If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates previously stored in your system are converted for you behind the scenes. Dates that display as \*\*/\*\*/\*\* indicate that data is present for the field but the system does not know how to interpret the date. Contact your Affiliate for support.

**The Rule of 50:** FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 will not be valid.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

<b>8-Character Date Field</b>	<b>10-Character Date Field</b>
-------------------------------	--------------------------------

When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	<b>ORDERED</b> 01/02/96<	<b>ORDERED</b> 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	<b>ORDERED</b> /02/1996<	<b>ORDERED</b> 01/02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	<b>ORDERED</b> 01/02/96+	<b>ORDERED</b> 01/02/2096<

4. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered for accuracy. If something needs to be changed, press F4 to back up and change. Once everything is correct, press **CR** or type **YES** and the program will continue.
  
5. **ENDING ORDER CHOICE** Enter the ending order choice to be processed. For example, if item number order was selected above, enter the last item to be included. CR defaults to LAST (in this case, the last item number on file).
  
6. **ITEM SEARCH** General item information can be searched alphabetically, as well as by interchange number, item number, item class or UPC number. To switch between search orders, press F2 at the selection prompt in the bottom right-hand corner of the screen and select one of the options from the popup window that appears. Press F1 to restrict a search by Class, Keyword (or "Item # starts with" when searching by item number), Type or Warehouse. Search restrictions appear in the header of the item search window (*see following graphic*).
  
7. **PROMPT-SELECTION INPUT**
  - # - **Changes a line-item.** Line-items may be changed or deleted by entering the line number. During this change routine, F1 allows the currently displayed value to remain the same.
  
  - L - **Lists line-items.** A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.
  
  - A - **Adds a line-item.** Line-items may be added as needed.

**D - Deletes the entire entry.** The entire entry may be deleted at any time. All line-item records are removed.

**F2 - Changes header.** Certain header information in the upper portion of the screen can be changed as necessary.

**F3 - Accesses the ending routine.** F3 proceeds to the ending routine.

8. **SEARCH** The search feature allows the user to search for various fields (example: item class) when little or no information is known about them. The search displays at the bottom of the screen, a number of fields at a time. Enter a search key, continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

9. **UM - CHANGE (STOCKING UM SELECTION POP-UP BOX)** If multiple units of measure exist for this item and more than one um is valid for stocking, press **F2** to enter a different or multiple units of measure for this item. There are two ways to enter units of measure: single quantity and multiple quantity. A pop-up box displays for each, press **F2** to toggle between the two modes.

In the following examples, the default unit of measure is EACH. There are 12 EACH in a DOZEN and 3 DOZEN in a CASE.

*Single Quantity* Enter the quantity in any UM that is set up for this item and FACTS calculates what that quantity is for other units of measure. This allows you to enter the quantity in one UM and select it in another UM.

*Example:* 3 CASES of paint arrived on your loading dock. Paint is stocked by the EACH. In PO Receiving, you want to receive 3 CASES of paint.

STOCKING UM SELECTION						
ITEM: E-154 E-PT		CLASS: PNT		VENDOR: V101		
DESC: IVORY LATEX		LOC: 01				
LN	QUANTITY	UM	DESCRIPTION	AVAILABLE	ON HAND	ON ORDER
1	0	EA	EACH	144	144	0
2	0	DZ	DOZEN	12	12	0
3	0	CS	CASES	4	4	0
ENTER ADJUSTMENT QUANTITY, F2-SEARCH, F3-END, F4-BACKUP						

When you press **F2-CHANGE UM**, the Stocking UM Selection pop-up box displays. Notice that the item, item description, class, location, and vendor number display at the top of the box. The UM lines display the valid units of measure for this item, and the available, on hand, and on order quantities for this item. The highlight bar is on the EACH line (because it is your default stocking unit of measure).

Use the down arrow key to move the highlight bar to the CASES line.

Enter **3** and press **Enter**. FACTS converts 3 CASES to 9 DOZEN and 108 EACH.

Use the up arrow key to move the highlight bar to the EACH line. Press **F3** to accept 108 EACH.

**Multiple Quantities** In Multiple Quantities mode, you can use more than one unit of measure to enter the quantity of an item.

**Example:** 5 CASES and 3 EACHES of paint just arrived. FACTS allows you to enter both CASE and EACH for the same item.

STOCKING UM SELECTION						
ITEM: E-154 E-PT			CLASS: PNT		VENDOR: V101	
DESC: IVORY LATEX			LOC: 01	TOTAL:	0 EA	
LN	MULTIPLE QUANTIT Y	UM	DESCRIPTION	AVAILABLE	ON HAND	ON ORDER
1	0	EA	EACH	144	144	0
2	0	DZ	DOZEN	0	0	0
3	0	CS	CASES	0	0	0
	0	EA		144	144	0
ENTER UM, SELECT LN #, F1-UM INFO, F2-ENTER SINGLE QTY, F4-BACKUP						

When you first see the pop-up box, it is in Single Quantity mode. Notice that the item, item description, class, location, vendor number, and total display at the top of the box. The UM lines display the valid units of measure for this item, and the available, on hand, and on order quantities for this item. Press **F2-SEARCH** and then **F2-ENTER MULTI QTYS** to toggle to Multiple Quantity mode.

- Enter **1** and press **Enter** or use the arrow keys to move the cursor to the EACH line. Enter **3** and press **Enter**.
- Use the down arrow key to move the highlight bar to CASES on the third line. Enter **5** for 5 cases and press **Enter**.

- The total line at the bottom of the box and *TOTAL* in the heading display the total quantity in EACH, your default unit of measure for this item.

#### *Other Options*

**F1 - UM INFO** - to view additional information including UM Description, Conversion Factor for the smallest UM, Weight, Mask, and whether the item is valid for stocking, pricing, selling, costing, or buying

**F2** - to toggle between Enter Single Quantity and Enter Multiple Quantities.

**Arrow Keys** - to move the highlight bar up or down a line, or up or down a page.

10. **SYNC** Sync is a method of connecting information entered in Sales Orders with information displayed in customer, item and vendor inquiries. It is a very useful tool if you are using any form of windowing because you can quickly switch from Sales Orders to the inquiries that have been connected.

**NOTE:** Sync is used in inquiries to Sales Order Entry on a per user basis. This means that if you logged into FACTS in one window under one name and signed into another window under another name, it will appear as if the Sync function is not working.

Sync can be initiated or disabled by pressing F1 from the following screens:

- SO Customer Inquiry SOI610
- AP Vendor Inquiry API610
- AR Customer Inquiry ARI610
- IC Item Inquiry ICI610

While in Sync mode, the inquiry program will examine a file called SMUSED approximately every three seconds. This file contains the last customer number, item number and vendor number input in Sales Order Entry. If this number is different than the one currently being displayed in the inquiry, the inquiry will change its display to show information on this new customer, item or vendor.

11. **DOT CODE SEARCH** This displays at the bottom of the screen, a number of DOT Codes at a time. The following information displays for each DOT Code: the DOT Code, shipping name, the UN/NA identification number, hazard class, packing group, Emergency Response Guide number, and whether the DOT Code is for a hazardous material. From the selection prompt, you can perform one of the following tasks:



- Enter the DOT Code to search
- Use the arrow keys to highlight and CR to select the highlighted code

Enter the line number of the DOT Code that you want to select.

**12. MULTIPLE WAREHOUSES AND CENTRALIZED PURCHASING** In a multi-warehouse environment where centralized purchasing is used, the Replenishment Report needs to be run twice.

On the report selection screen for the first report, use the following options:

Warehouse                    020304    (all “satellite” warehouses entered side-by-side)

Restocking Whse            01            (the “central” warehouse)

Result: All suggested transfers will be created.

On the report selection screen for the second report, use the following options:

Warehouse                    01            (the “central” warehouse)

Restocking Whse            <CR>    (press return for Direct from Vendor)

Result: All suggested purchase orders will be created.



## APPENDIX B: Glossary of Terms

**Available Quantity** An item's available quantity is the On Hand quantity - Committed quantity.

**Average cost** The costing method that values items at an average cost. The average unit cost computed is affected by the number of units purchased at various costs. The total of the number of units purchased plus the units on hand prior to the purchase is divided into total cost of goods available for sale. Cost of goods sold is stated at an amount less than obtained under LIFO but more than obtained under FIFO. The middle-of-the-road approach to costing.

	FIFO	LIFO	AVERAGE
SALES	500,000	500,000	500,000
COST OF GOODS SOLD	285,000	310,000	295,000
GROSS MARGIN	215,000	190,000	205,000
EXPENSES	115,000	115,000	115,000
NET OPERATING	100,000	75,000	90,000
FEDERAL INCOME TAX	50,000	37,500	45,000
NET EARNINGS	50,000	37,500	45,000

**Average Usage** The average usage is calculated for an item as the sum of all usage for a given number of months divided by the number of months.

**Backorder** A purchase order document which contains open items that were not received on the original shipment. The items on the document are backordered.

**Basis and Multiplier** Contract price basis and multiplier are used to create a pricing structure for a customer, customer price class, or all customers by an item, item price class, vendor or all items by pricing unit of measure.

**Bill of Material Item (BOM)** Bill of Materials, the combining of component items, labor, packaging, and overhead to create a new finished item.

**Branch** Branches are created/maintained through System Management Branch F/M. Branches may be referred to as stores or profit centers. The length of the branch is two-digits (01-99).

**Buyer Code** Buyer codes are created/maintained through Purchase Order Buyer Code F/M. The buyer code is used to track an authorized purchase of goods on a purchase order.

**Catalog Item** Catalog items are goods that are provided by a vendor but are not carried in inventory. A record tracking price information exists in a catalog file.

**Cost Of Carrying Inventory ("K" Cost Percentage)** The cost of carrying or storing inventory in a warehouse, including storage, overhead, insurance, taxes, obsolescence and loss, handling and the cost of money. The "K" cost is expressed as a percentage and is used in the EOQ calculation. The "K" cost is generally 20% plus the prime rate for borrowing money.

**Cost Of Replenishment Cycle ("R" Cost)** The cost of going through the replenishment cycle per item ordered. This cost may include the purchasing department making buying decisions, entering purchase orders or transfers, the warehouse personnel placing the items on the shelves when merchandise is delivered, the accounts payable department processing the bills to pay for the merchandise, and overhead associated with these departments (i.e., office space, telephones, etc.) The "R" cost is usually between \$4-\$6. The "R" cost is used in the EOQ calculation.

**Cycle Counting** A partial physical inventory where a portion of the warehouse is counted daily (after all paperwork has stopped and quantities are still). Counting is performed from warehouse shelf to count sheet. It is recommended that the number of items counted each day result in all items being counted four times a year (once each quarter). For example, if a warehouse contains 5000 items and there are approximately 22 working days a month, i.e., 66 working days a quarter, 5000 divided by 66 is 75 indicating that 75 items are counted a day. By performing cycle counting, no item is ever greater than 3 months from its last physical and usually obviates an annual physical inventory.

**Dead Stock** Items whose percentage of sales are so small that an investment in inventory cannot be justified. Dead stock items are discontinued for replenishment.

**Department** GL departments are used to track revenues and expenses by division. The GL department is imbedded in the G/L number for posting purposes. General ledger financial reports may be printed by department.

**Direct Shipment** A direct shipment is the shipment of goods from the vendor to the customer, as opposed to, a warehouse shipment where the goods are shipped by the distributor to the customer. This is also referred to as a drop shipment.

**Economic Order Quantity (Eoq)** A formula used for determining the quantity of an item to order which best balances the cost of replenishment and the cost of carrying inventory to create the lowest possible outgoing cost with the greatest number of inventory turns. The formula for EOQ is as follows:

$$EOQ = \sqrt{\frac{24 \times \text{cost of replenishment ("Rcost")} \times \text{usage rate}}{\text{cost of carrying inventory ("K" cost)} \times \text{unit cost}}}$$

24 is a constant used in the formula.

"K" cost = The cost of carrying inventory - calculated as the amount the average unit accumulated cost during the time you had it on the shelf (prime plus 20%).

"R" cost = The cost of going through the replenishment cycle.

*Example of the EOQ formula using a higher costing item:*

Usage rate = 20 per month

Unit cost = \$20.00

“R” cost = \$5.00

“K” cost = .30 (30%)

$$EOQ = \sqrt{\frac{24 \times 5.00 \times 20}{.30 \times 20.00}} = 20$$

In this example, based on the item’s cost and usage rate, the most profitable quantity to buy is 20 units, approximately 1 months supply. This indicates approximately 12 inventory turns.

*Example of the EOQ formula using a lower costing item:*

Usage rate = 20 per month

Unit cost = \$.20

“R” cost = \$5.00

“K” cost = .30 (30%)

$$EOQ = \sqrt{\frac{24 \times 5.00 \times 20}{.30 \times 20}} = 200$$

In this example, based on the item’s cost and usage rate, the most profitable quantity to buy is 200 units, approximately 10 months supply. This indicates just over one turn per year. Because the item has such a low unit cost, when balancing the cost of replenishing the item and the cost of carrying the item, it is cheaper to buy in larger quantities.

**FIFO** The “First-in/First-out” accounting and costing method. Each receipt of an item is stored as a layer of stock with the received cost and number of units. The unit cost (incoming) of the oldest material on hand is used to value all sales of a stocked item until that layer of stock is exhausted. The next oldest stock’s layer cost is then used, etc. The costs of the first goods purchased are the first costs charged to cost of goods sold. Inventory consists of the newest units and their related costs since the older units are the first units removed from inventory. The balance sheet amounts for inventory are likely to approximate current market values. A smaller cost of goods sold is recorded because the oldest costs that are charged out of inventory are also the lowest costs. FIFO produces a heavier tax burden: the smaller cost of goods sold, the larger the net income, resulting in higher income taxes. The assumed flow of costs corresponds with the physical flow of goods. FIFO produces a more precise matching of historical cost of goods sold with sales revenue. FIFO offers an automatic increase in inventory value during periods when prices are rising (inflation). FIFO appreciates the value since the cost of replacing an item is greater than its actual cost.

**Flagged Item** An item is flagged during the End-of-Period Update if there is abnormal usage or during the PO Receipt Register update if there were abnormal lead times. Flagged items are displayed through the Flagged Item Report.

**Freight** The cost associated with the transportation of goods by means of a carrier.

**Frozen Controls** Frozen controls are used to prevent the system from automatically recalculating restocking amounts and order quantities of an item. Items are frozen manually by the user through the Warehouse/Item F/M. The following controls may be frozen :

- Restocking amounts (order point/line point or min/max stocking)
- Order quantity
- Lead Time
- Safety allowance

Items may be flagged as frozen for a variable number of periods or permanently. The Flagged Item Report lists frozen items.

**FOB** Freight on board indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.

**Initiating Warehouse** The warehouse that originate the order is the initiating warehouse.

**Interchange Item** The interchange number is a means of identifying an item by other references other than the item number. The interchange number is used in inquiries and entry programs throughout the Inventory Control, Purchase Order, and Sales Order modules.

**Item Class** Item classes are created/maintained through Inventory Control Item Class F/M. Item classes are used to group items.

**Item Price Class** Item price classes are created/maintained through Inventory Control Item Price Class F/M Program. Item price classes are used as a way of categorizing items for pricing purposes.

**Journal number** Journal numbers are used for separating journal entries in general ledger by type of entry (example: sales, payroll, receivables, etc.). Each module determines the journal number to post the transactions of that module to in general ledger.

**Last cost** The costing method normally used in a manufacturing environment that is considered the replacement method. Last cost reflects the cost of replacing inventory at current market prices. Last cost is used when jointly produced output proportions are changed from a previously established mix of components. Joint cost allocation is based on the change in costs arising from a change in the mix of these components. Since inventory is valued at replacement cost versus actual cost, reconciliation of Inventory to the GL is often impossible with this method.

**Lead Time** Lead time is the number of days from the date a purchase order is placed for an item until the date the item is received. Average lead time is the sum of the lead times of the two most recent non-flagged receipts divided by two, where non-flagged means not ignored and not abnormal. An item will be flagged for lead time if the new average is 50% less or greater than the previous average lead time.

**Ledgercards** Item ledgercards provide a detailed history by date of every transaction of an item which affects the on hand quantity in a warehouse (i.e., any adjustments, sales, receipts, production or

warehouse transfers). Each warehouse/item combination may store ledgercards. Ledgercards include information for each transaction such as date, transaction type and debit or credit amount. Ledgercard information is available for display through the Item Inquiry and may be printed through the Item Ledgercard Listing. Ledgercards may be removed through the Item Ledgercard Removal program.

**Level Price** There may be up to 6 (six) contract price levels per item. The level price used when the item is sold is based on the price level assigned to the customer. Level price may be entered as a basis and multiplier, a set price or a change % from the previously entered price. Level price may be based on list price, manual cost, sales order entry cost, standard price or any price level.

**LIFO** The “Last-in/First-out” accounting and costing method. Each receipt of an item is stored as a layer of stock with the received cost and number of units. The incoming unit cost of the newest material on hand is used to value all sales of a stocked item until that layer of stock is exhausted. The next newest stock’s layer cost is then used, etc. The costs of the last goods purchased are the first costs sold. The latest costs are the first costs removed from inventory and charged to the cost of goods sold. Item costs are normally closer to replacement costs, and selling prices are frequently based on replacement costs. Inventory consists of the older units and their related costs since the newer units are the first units removed from inventory. Reported profits are considered more “real”. LIFO shows the largest cost of goods sold because the newest costs that are charged out of inventory are also the highest costs. LIFO produces a lighter tax burden: the larger the cost of goods sold, the smaller net income, resulting in lower taxes. LIFO results in a more precise matching of current cost of goods sold with sales revenue. LIFO depreciates the value of inventory when prices are rising.

**Line Buying** The practice of purchasing an assortment of items from a supplier’s product line so as to meet buying requirements which qualify for a discount.

**Line Point** The replenishment-timing control set higher than the order point on all stock items in a product line where line buying is required. The line point establishes the upper limit for an item for an item to be included in the purchase order: on hand + on order must be below the line point.

**Lot Item** A lot item is an item whose quantity is maintained through batches. An item which is flagged as a lot item through the Item F/M is one which when received or sold must be assigned a lot number. Examples of lots are reels of wire and batches of mixed paint or rug dye.

**Location** The location, or bin, is the physical place in the warehouse where the item is stored.

**Manual cost** The costing method normally used in a manufacturing environment that is considered the standard method. Manual cost reflects an anticipated cost of producing and/or selling a unit. All manufacturing costs are charged to cost objects at standard cost. Every time a unit is produced, its standard (manual) cost is entered. Standards are pre-established per cost object, predetermined (standard) hourly rates are established for each job. Manual cost is used often by companies that use mass-production methods. Standard costs are used to reflect the transfer of units between work in process inventory to finished goods inventory and from finished goods inventory to cost of goods sold. Detailed (actual) costs are not kept per unit and not normally used for managerial purposes. Since detailed costs are not kept per unit, reconciliation of Inventory to the GL is often impossible with this method.

**Manual Order Quantity** An order quantity method which indicates the order quantity is not automatically recalculated during the End-of-Period Update. The user manually sets the order quantity.

**Markup %** The markup is the amount over the cost which determines the price. The % of markup is the percentage of this amount. For example, if the cost of an item is \$100.00 and the markup % is 30%, the price is calculated at \$130.00.

**Maximum Stock** An ordering control often used for stock in a branch when it is re-supplied from one of the distributor's master warehouses. When available stock reaches the "Minimum," an amount is ordered to bring the balance up to the "Maximum."

**Minimum/maximum** The Minimum/Maximum restocking method is used to protect against unpredictable vendor lead times and erratic usage rates. This method uses the minimum stocking to determine when to reorder along with the % above minimum set for the vendor/warehouse. If a manual min/max system is desired, the user may freeze the restocking amounts in the Warehouse/Item F/M. For each item the minimum stocking is the quantity below which the available quantity should never reach. When an item reaches it's minimum on hand quantity (plus the percentage above minimum set for the warehouse/vendor) the item needs to be replenished.

$$\text{Minimum stocking} = (\text{usage rate} \times \text{lead time}) + \text{safety stock}$$

For each item the maximum stocking is the quantity above which the available quantity should never reach. When available stock reaches the **minimum** an amount is ordered to bring the balance up to the **maximum**.

$$\text{Maximum stocking} =$$

$$\text{minimum stock} + \text{the percent above minimum} + \text{the order quantity}$$

**Minimum Stock** The order-timing control under a Min/Max system. Used in place of an order point, since the branch has a short lead time in which to get an item from a master warehouse within the company.

**Movement Class** A movement class is a categorization of stocked items based on how many dollars move through the inventory in a year. This is (re)set by the optional update in the Movement Class Report. A movement class may be used (as an option) in the calculation of order quantity for stock replenishment. The following table is the default table programmed into the inventory system.

Top	7½%	of the items.....Class1
Next	7½%	of the items.....Class 2
Next	10%	of the items.....Class 3



Next	10%	of the items.....	Class 4
Next	8%	of the items.....	Class 5
Next	8%	of the items.....	Class 6
Next	8%	of the items.....	Class 7
Next	8%	of the items.....	Class 8
Next	8%	of the items.....	Class 9
Next	8%	of the items.....	Class 10
Next	8%	of the items.....	Class 11
Last	9%	of the items.....	Class 12
Dead Stock	0%	of the items.....	Class 13
Unassigned	<u>0%</u>	of the items.....	Class 14
	100%		

The first step to be able to purchase by movement class is to classify the inventory stock in a similar way. The above percentages are of the total number of items. Example: if the total number of items is 5000 Class 1 would have 7½% of 5000 or 375 items. Class 2 would also have 375 and Class 3 would have 500 items, etc. Items are assigned to class 1-12, class 13 (dead stock) or class 14 (not assigned yet).

The class number determines the number of month's supply to purchase for. When purchasing items belonging to class 1, one month's supply is purchased, class 2, two month's supply, class 13, no purchases due to dead stock.

**Nonstocked Item** Nonstocked items are those items that are not replenished but exist in the warehouse and in the item file.

**Non Inventory Item** A non inventoried item is an item that exists in the item file but is not kept in inventory, (i.e., not in the Warehouse/Item file such as labor).

**Order Point** When restocking, order point tells the system **how much** of an item to order. The order quantity method is assigned to each warehouse/item. Order quantity methods include EOQ (economic order quantity), Movement class, or Manual.

**Order Point/Line Point** The Order Point/Line Point restocking method is used to protect against unpredictable vendor lead times and erratic usage rates. This restocking method strictly adheres to Gordon Graham's principles. When an item's on hand plus on order quantity reaches the order point, the replenishment cycle for the item begins. It is the lowest amount the user would risk of stock on hand plus on order when starting the replenishment cycle (reordering).

$$\text{Order Point} = (\text{usage rate} \times \text{lead time}) + \text{safety allowance}$$

The line point is the point at which the item is ordered when line buying is practiced. If the on hand plus on order is below line point, the item is eligible for replenishment. For example, if the line point of an item is set to 50 and the item's on hand is 45 and the on order is 0, the item may be replenished.

**Line Point = order point + usage rate during the review cycle**

**Physical Inventory** An actual count of items and quantities per warehouse location. A full-warehouse or full-company physical inventory is often required by auditors at fiscal year end unless cycle counting is used.

**Qualified Usage** Qualified usage is a term which refers to usage of an item for a period used to calculate the usage rate. Usage may be disqualified (not used to calculate usage rate) when a period has high sales (the usage for a period is greater than the last five period's sales combined), low sales (the usage for the period is less than 1/2 unit), or a stockout (when the item is out of stock for a time period of greater than 13 days).

**Replenishment Cycle** The replenishment cycle includes determining to buy the item, placing the order, expediting if needed, receiving, putting material away, paying the invoice and posting all records. The "R" cost (cost to replenish an item) used in the EOQ calculation is developed to consider the cost of going through the replenishment cycle.

**Restocking Method** The method used to calculate **when** it is time to start replenishment of an item. The two restocking methods are Order Point/Line Point and Minimum/Maximum.

**Review Cycle** The review cycle determines **how often** a product line is purchased when the supplier offers a minimum order discount. The review cycle is determined by taking the total years purchases (\$) for a vendor and divides by the buying target (\$) for one purchase order in order to take advantage of any applicable discounts; the review cycle becomes a planned frequency for the system to scan all items in the product line in order to find the proper items for replenishment. The review cycle is used to calculate an item's line point.

For example, a vendor gives a discount when more than \$5,000 is purchased; items purchased annually total \$60,000. Review Cycle =  $60,000 / 5,000 = 12$  times a year or approximately every 30 days.

**Safety Allowance** A measured amount of "pad" incorporated into the order point calculation to protect for a reasonable variance in anticipated usage or lead time when next replenishing a stock item. The safety allowance is used to calculate the amount of safety stock. It is generally recommended as 50% of usage rate X lead time.

**Safety Stock** The stocking amount to store for a reasonable variance in anticipated usage or lead time when next replenishing a stock item. Safety stock = safety allowance x usage rate x lead time.

**Safety Stock Dip %** The percentage of the safety stock of an item used. Each item has a safety stock to guard against vendors' variance in lead times and unusually high usage rates. The percentage used of this safety stock is the safety stock dip %.

**Seasonal Item** Products that sell more during one time of the year than another. A high seasonal item is one in which 80% of annual sales occur within a consecutive three month period. A low seasonal item is one which 80% of annual sales occur within a consecutive six month period.

**Sequence Number** Sequence numbers are used to assign the order in which items print when printing by item class or by vendor. This allows items to print in an order other than alphanumerically within item class. Each item may be assigned a sequence number through the Item F/M. For example, the following item numbers fall within the same item class:

<u>Listing without sequence numbers</u>	<u>Listing with sequence numbers</u>
1" blade	1/4" blade
1/2" blade	1/2" blade
1/4" blade	3/4" blade
3/4" blade	1" blade

**Serial Item** An item which is flagged as a serial item through the Item F/M is one which when received or sold must be assigned a serial number per unit.

**Ship-From** Ship-From records are set up through Purchase Order Ship-From F/M. Purchase orders can be sent to the vendor's address stored in the AP Vendor File or to a different billing and shipping (warehouse) address.

**Standard Price** The standard price may be entered as a basis and multiplier, a set price or a change % from the previously entered price. Standard price may be based on list price, manual cost, sales order entry cost, a set price (standard price), or any price level.

**Stockout** An inventory stockout exists when an item's available quantity reaches zero for a time period of greater than 13 days.

**Substitute Item** A substitute item is one which may be sold as a replacement or alternate if the requested item is not available. Each item may be assigned up to three substitute items.

**Surplus Stock** Surplus stock is an excess amount of inventory. The calculation of surplus depends on the replenishment method for the item. Surplus stock exists when the available quantity is greater than (line point + order point) or the maximum stock point.

**Order Point/Line Point Surplus = (On Hand - Committed) - (Line Point + Order Point)**

**Min/Max Surplus = (On Hand - Committed) - Maximum stock level**

**Temporary Items** Goods offered to your customer as a value added service but are not carried in inventory. Temporary items do not exist in the item file.

**Usage Rate** The rate of usage (sales, transfers out, manufacturing components) for a stocked item in a given period. Usage rates form the basis for replenishment control calculations. For highly seasonal items the usage rate is the anticipated average usage of the upcoming 3 periods based on those 3 periods as of a year ago. For low seasonal items the usage rate is the anticipated average usage of the upcoming 6 periods based on those 6 periods a year ago. For non-seasonal items the usage rate is calculated as the average usage of the last six periods. In a multi-warehouse environment where centralized purchasing is used, sales by the “satellite” warehouses (02, 03, 04, etc...) posts to usage for the “central” warehouse (01).

**Vendor-item number** The vendor-item number is the code number that the manufacturer uses to identify this item. This number may print on the purchase order in addition to the user’s item number.

**Warehouse** The space allocated for the storage of merchandise.

**Warehouse Shipment** A warehouse shipment is the shipment of goods from a warehouse to the receiving customer.

## APPENDIX C: SAMPLE REPORTS

<b>PROGRAM</b>	<b>NAME</b>	<b>PAGE</b>
ICR110	DEMAND ACTION REPORT	C-3
ICR120	VENDOR REVIEW DATES	C-4
ICR130	REPLENISHMENT REPORT	C-5
ICR210	ADJUSTMENT REGISTER	C-6
ICR212	ADJUSTMENT REGISTER GL DISTRIBUTION	C-7
ICR310	SUGGESTED TRANSFER REPORT	C-8
ICP310	SAMPLE TRANSFER TICKET	C-9
ICR320	IC SHIPMENT REGISTER	C-10
ICR322	IC SHIPMENT REGISTER GL DISTRIBUTION	C-11
ICR330	RECEIVING REGISTER	C-12
ICR332	RECEIVING REGISTER GL DISTRIBUTION	C-13
ICR340	TRANSFER STATUS REPORT	C-14
ICR410	PRINT SUGGESTED COSTS/PRICES	C-15
ICR420	COST/PRICE LIST	C-16
ICR430	LIFO COST LAYER PRINT	C-17
ICR450	PENDING FILE LISTING	C-18
ICR510	COUNT SHEET	C-19
ICR520	DISCREPANCY REPORT	C-20
ICR710	STOCK STATUS REPORT	C-21
ICR715	SURPLUS STOCK REPORT	C-22
ICR720	ITEM SALES REPORT	C-23
ICR725	INVENTORY TURNS REPORT	C-24
ICR730	MOVEMENT CLASS REPORT	C-25
ICR735	SEASONAL ITEM REPORT	C-26
ICR740	WAREHOUSE/ITEM LISTING	C-27
ICR745	ITEM LEDGERCARDS	C-28
ICR750	ITEM LISTING	C-29
ICR755	SUBSTITUTE ITEM LISTING	C-30
ICR760	ITEM INTERCHANGE LISTING	C-31
ICR765	SAFETY ALLOWANCE RESET	C-32
ICR770	VENDOR REVIEW CYCLE RESET	C-33
ICP710	ITEM LABEL PRINT	C-34
ICP720	BAR CODE LABEL PRINT	C-35
ICR780	ITEM NOTES PRINT	C-36
ICR785	CATALOG ITEM LISTING	C-37
ICR790	IC CODE LIST - ITEM CLASS	C-38
ICR795	ITEM BALANCING REGISTER	C-39
ICR810	ITEM ACTIVITY REPORT	C-40
ICR820	SERIAL/LOT # REMOVAL REGISTER	C-41
<b>PROGRAM</b>	<b>NAME</b>	<b>PAGE</b>

ICR830	FLAGGED ITEM REPORT - USAGE	C-42
ICR830	FLAGGED ITEM REPORT - LEAD TIME	C-44
ICR830	FLAGGED ITEM REPORT - FROZEN CONTROLS	C-45
ICR351	DOCUMENT FILL REPORT	C-46

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 DEMAND ACTION REPORT

ICR110 PAGE: 1  
 TIME: 9:49 AM

VENDOR FIRST TO LAST  
 ITEM CLASS ALL  
 WAREHOUSE ALL

-----RESTOCKING CONTROLS-----

ITEM	MV S CL N	ORDER POINT	LINE POINT	MIN STOCK	MAX STOCK Q	ORDER QTY	LEAD TIME	FRZN CNTL	RS WH	AVAILABLE	ON ORDER	BACKORDERED	AVERAGE USAGE	ST UM
------	--------------	----------------	---------------	--------------	----------------	--------------	--------------	--------------	----------	-----------	----------	-------------	------------------	----------

Warehouse 01 ATLANTA WAREHOUSE  
 Vendor V102 S.E. INDUSTRIAL PROD. & EQUIP.  
 Class WHS WAREHOUSE EQUIPMENT

I142	12 N	1	4		E	12	2			-34	0	36	8	EA
	SWIVEL CASTER WITH SWIVEL & BRAKE													
I143	10 N	0	1		E	3	2			-1	0	0	2	EA
	SAFETY RAIL ASSEMBLY													

Vendor V105 WAREHOUSE EQUIPMENT UNLIMITED  
 Class WHS WAREHOUSE EQUIPMENT

I125	10 L	3	7		E	5	7			1	0	0	6	EA
	WAREHOUSE SPACE HEATER - ELEC. 15,000 BTU, 40'CORD, 2000WATTS													

Vendor V119 INDUSTRIAL CHEMICALS INC.  
 Class WHS WAREHOUSE EQUIPMENT

I139	9 N	8	15		E	15	10			-2	0	0	16	EA
	SCAFFOLD LADDER 6FT HIGH, 2'5" W													

ITEMS DEMAND ACTION WHERE AVAILABLE (ON HAND + ON ORDER - COMMITTED - BACKORDERED) IS LESS THAN ORDER POINT OR MINIMUM STOCK  
 MV CL=MOVEMENT CLASS (1-14, 13=DEAD STOCK, 14=NOT SET), SN=SEASONAL (N=NONSEASONAL, L=LOW, H=HIGH)  
 Q=ORDER QUANTITY METHOD (E=EOQ, C=MOVEMENT CLASS, M=MANUAL), FROZEN CONTROLS (R=RESTOCKING AMOUNTS, Q=ORDER QUANTITY,  
 L=LEAD TIME, S=SAFETY ALLOWANCE), RS WH=RESTOCKING WAREHOUSE, AVERAGE USAGE: NONSEASONAL=AVG OF LAST SIX PERIODS USAGE,  
 LOW=AVG OF OLDEST SIX PERIODS, HIGH=AVG OF OLDEST THREE PERIODS, \*=QUALIFIED USAGE IS FLAGGED AND BOTH RESTOCKING  
 AMOUNTS AND ORDER QUANTITY ARE FROZEN (USAGE IS CALCULATED FROM ACTUAL USAGES INSTEAD OF QUALIFIED USAGES)

ITEMS: 4

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 VENDOR REVIEW DATES

ICR120 PAGE: 1  
 TIME: 9:50 AM

DATE 09/28/02 TO 10/28/02  
 WAREHOUSE 01

REVIEW DATE	VENDOR NAME	DATE LAST PO	REVIEW CYCLE	BUYING TARGET		REQUIREMENTS	-----CURRENT NEEDS-----			
				DOLLARS	LBS		DOLLARS	PCT	POUNDS	PCT
Warehouse 01 ATLANTA WAREHOUSE										
09/28/02	V100 GENERAL INDUSTRIAL MFG	01/05/01	10	2000	300	50% OFF FREIGHT FOR BUY TARGET	1264	63%	468	156%
	V101 INDUSTRIAL SUPPLY DISTRIB	02/22/01	9	0	0	USE VENDOR-ITEM NUMBERS ON PO	801	999%	2888	999%
	V105 WAREHOUSE EQUIPMENT UNLIM	09/03/02	14	0	0		4962	999%	3794	999%
	V115 NATIONAL CONVEYORS, INC.	09/06/02	14	0	0		666	999%	720	999%
	V116 WORLD MATERIALS HANDLING	09/18/02	7	1000	500		541	54%	360	72%
	V119 INDUSTRIAL CHEMICALS INC.	09/12/02	14	500	0		779	156%	2000	999%
10/03/02	V113 ATLANTA CRANE & HOISTS	09/18/02	15	0	0		0	0%	0	0%
10/05/02	V110 GEORGIA SHIPPING EQUIP. C	09/28/02	7	0	0		0	0%	0	0%
	V116 WORLD MATERIALS HANDLING	09/18/02	7	1000	500		541	54%	360	72%
10/06/02	V102 S.E. INDUSTRIAL PROD. & E	09/24/02	12	400	350	INCLUDE TAX EXEMPT # ON PO	1213	303%	505	144%
	V120 WAREHOUSE INTERIORS, INC.	09/21/02	15	0	0		1475	999%	1971	999%
10/07/02	V101 INDUSTRIAL SUPPLY DISTRIB	02/22/01	9	0	0	USE VENDOR-ITEM NUMBERS ON PO	801	999%	2888	999%
10/08/02	V100 GENERAL INDUSTRIAL MFG	01/05/01	10	2000	300	50% OFF FREIGHT FOR BUY TARGET	1264	63%	468	156%
10/12/02	V105 WAREHOUSE EQUIPMENT UNLIM	09/03/02	14	0	0		4962	999%	3794	999%
	V110 GEORGIA SHIPPING EQUIP. C	09/28/02	7	0	0		0	0%	0	0%
	V115 NATIONAL CONVEYORS, INC.	09/06/02	14	0	0		666	999%	720	999%
	V116 WORLD MATERIALS HANDLING	09/18/02	7	1000	500		541	54%	360	72%
	V119 INDUSTRIAL CHEMICALS INC.	09/12/02	14	500	0		779	156%	2000	999%
10/16/02	V101 INDUSTRIAL SUPPLY DISTRIB	02/22/01	9	0	0	USE VENDOR-ITEM NUMBERS ON PO	801	999%	2888	999%
10/18/02	V100 GENERAL INDUSTRIAL MFG	01/05/01	10	2000	300	50% OFF FREIGHT FOR BUY TARGET	1264	63%	468	156%
	V102 S.E. INDUSTRIAL PROD. & E	09/24/02	12	400	350	INCLUDE TAX EXEMPT # ON PO	1213	303%	505	144%
	V113 ATLANTA CRANE & HOISTS	09/18/02	15	0	0		0	0%	0	0%
10/19/02	V110 GEORGIA SHIPPING EQUIP. C	09/28/02	7	0	0		0	0%	0	0%
	V116 WORLD MATERIALS HANDLING	09/18/02	7	1000	500		541	54%	360	72%
10/26/02	V105 WAREHOUSE EQUIPMENT UNLIM	09/03/02	14	0	0		4962	999%	3794	999%
	V110 GEORGIA SHIPPING EQUIP. C	09/28/02	7	0	0		0	0%	0	0%
	V115 NATIONAL CONVEYORS, INC.	09/06/02	14	0	0		666	999%	720	999%
	V116 WORLD MATERIALS HANDLING	09/18/02	7	1000	500		541	54%	360	72%
	V119 INDUSTRIAL CHEMICALS INC.	09/12/02	14	500	0		779	156%	2000	999%
10/28/02	V100 GENERAL INDUSTRIAL MFG	01/05/01	10	2000	300	50% OFF FREIGHT FOR BUY TARGET	1264	63%	468	156%

REVIEW CYCLE=NUMBER OF DAYS BETWEEN PURCHASING REVIEWS  
 CURRENT NEEDS PERCENT=PERCENT OF BUYING TARGET AMOUNT

REVIEWS: 30  
 DATE: 09/28/02

DEMO COMPANY

END OF REPORT  
 ICR130 PAGE: 1



Inventory Control—7.50

Sample Reports

USER: SSI TOW

REPLENISHMENT REPORT

TIME: 9:51 AM

VENDOR FIRST TO LAST

-----RESTOCKING CONTROLS-----  
 ORDER LINE MIN MAX ORDER LEAD USAGE  
 POINT POINT STOCK STOCK Q QTY TIME RATE  
 Warehouse 01 ATLANTA WAREHOUSE  
 Vendor V100 GENERAL INDUSTRIAL MFG Review Cycle: 10 Last PO: 01/05/01 Requirements: 50% OFF FREIGHT FOR BUY TARGET  
 Class WHS WAREHOUSE EQUIPMENT

ITEM	MV S CL N	SUGG ST ORDER UM	COST UM	EXTENSION	WEIGHT	ORDER POINT	LINE POINT	MIN STOCK	MAX STOCK Q	ORDER LEAD QTY TIME	USAGE RATE	
I103	2 N	13 EA	97.22 EA	1263.86	468.0	5	13		E	13 4	26	
ROTARY DRUM PUMP												
						ON HAND	COMMITTED	AVAILABLE	ON ORDER	BCKORDERED	UM	
						16	10	6	0		0 EA	
							MAR	APR	MAY	JUN	JUL	AUG
						Usage	15	28	29	36	18	28
						Stkout	0	0	0	0	0	0

CLASS TOTAL 1263.86 468.0  
 VENDOR TOTAL 1263.86 468.0 Buying Target: 63% OF 2000\$, 156% OF 300 lbs

Vendor V102 S.E. INDUSTRIAL PROD. & EQUIP. Review Cycle: 12 Last PO: 09/24/02 Requirements: INCLUDE TAX EXEMPT # ON PO  
 Class WHS WAREHOUSE EQUIPMENT

ITEM	MV S CL N	SUGG ST ORDER UM	COST UM	EXTENSION	WEIGHT	ORDER POINT	LINE POINT	MIN STOCK	MAX STOCK Q	ORDER LEAD QTY TIME	USAGE RATE	
I140	7 N	9 EA	64.63 EA	581.67	270.0	1	6		E	9 2	11	
SCAFFOLD PLATFORM												
						ON HAND	COMMITTED	AVAILABLE	ON ORDER	BCKORDERED	UM	
						22	19	3	0		0 EA	
							MAR	APR	MAY	JUN	JUL	AUG
						Usage	12	12	14	12	12	6
						Stkout	0	0	0	0	0	0

I142	12 N	12 EA	23.57 DZ	23.57	60.0	1	4		E	12 2	8
CLASS TOTAL				756.70	.0						
VENDOR TOTAL				756.70	.0	Buying Target: 151% OF 500\$, 0% OF 250 lbs					
WAREHOUSE TOTAL				1375.36	294.0						
REPORT TOTAL				12206.35	9937.0						

SUGGESTED ORDER=ORDER QUANTITY+AMOUNT BELOW MIN STOCK OR ORDER POINT (CONVERTED TO STANDARD PACK FOR SUGGESTED PO), \*=ITEM IS BELOW MINIMUM ORDER POINT, NEEDS ORDERING NOW, MV CL=MOVEMENT CLASS (1-12, 13=DEAD STOCK, 14=NOT SET), SN=SEASONAL (N=NONSEASONAL, L=LOW, H=HIGH), Q=ORDER QUANTITY METHOD (E=ECONOMIC ORDER QUANTITY, C=MOVEMENT CLASS, M=MANUAL) USAGE RATE: NONSEASONAL=AVERAGE OF LAST SIX PERIODS USAGE, LOW=AVG OF PREVIOUS SIX PERIODS, HIGH=AVG OF PREVIOUS THREE PERIODS, \*=QUALIFIED USAGE IS FLAGGED AND BOTH RESTOCKING AMOUNTS AND ORDER QUANTITY ARE FROZEN (USAGE IS CALCULATED FROM ACTUAL USAGES INSTEAD OF QUALIFIED USAGES)  
 \*\*=VENDOR IS ON HOLD,  
 \*\*\*=VENDOR IS INACTIVE - SUGGESTED PO'S WILL NOT BE CREATED  
 \*BOM=BOM ITEM ON REPORT FOR INFORMATION ONLY; SUGGESTED PO'S WILL NOT BE CREATED

Inventory Control—7.50

Sample Reports

ITEMS: 13

END OF REPORT

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 ADJUSTMENT REGISTER #0124

ICR210 PAGE: 1  
 TIME: 9:52 AM

REGISTER DATE 09/28/02  
 ITEM FIRST TO LAST  
 VENDOR ALL  
 ADJ CODES ALL  
 WAREHOUSE ALL

ITEM DESCRIPTION	ADJ CODE MEMO	ADJ TYPE DATE	ADJUSTED ST QUANTITY UM	CT COST UM	EXTENSION
=====					
Warehouse 01 ATLANTA WAREHOUSE					
I113 ROLLING STOCK PIC	DM DEFECTIVE - RETURNED	A 01/17/02	-4 EA	330.65 EA	-1322.60
I119 STEEL SHELVING/SH	RC RECEIPT OF INVENTORY	R 02/22/01	2000 EA	110.03 DZ	18338.33
I132 STEEL SWIVEL CAST	PD SHRINKAGE	A 01/17/02	-1000 EA	23.40 CT	-234.00
					-----
				WAREHOUSE TOTAL	16781.73
Warehouse 02 DALLAS WAREHOUSE					
I119 STEEL SHELVING/SH	RC RECEIPT OF INVENTORY	R 02/22/01	10000 EA	110.03 DZ	91691.67
I123 20 GAL WASTE CONT	PD SHRINKAGE	A 01/17/02	-20 EA	13.25 EA	-265.00
					-----
				WAREHOUSE TOTAL	91426.67
					-----
				REPORT TOTAL	108208.40

ITEMS: 5

END OF REGISTER

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 ADJUSTMENT REGISTER GL DISTRIBUTION #0124

ICR210 PAGE: 1  
 TIME: 9:53 AM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	WH	ITEM DESCRIPTION	AC	DEBIT	CREDIT	NET
175-01-0	INVENTORY	01	I113 ROLLING STOCK PICKIN DM			1322.60	
		01	I119 STEEL SHELVING/SHELF RC		18338.33		
		01	I132 STEEL SWIVEL CASTER PD			234.00	
			ACCOUNT TOTAL		18338.33	1556.60	16781.73
175-02-0	INVENTORY	02	I119 STEEL SHELVING/SHELF RC		91691.67		
		02	I123 20 GAL WASTE CONTAIN PD			265.00	
			ACCOUNT TOTAL		91691.67	265.00	91426.67
390-01-0	PURCHASES-INVENTORY	01	I119 STEEL SHELVING/SHELF RC			18338.33	
			ACCOUNT TOTAL		.00	18338.33	(18338.33)
390-02-0	PURCHASES-INVENTORY	02	I119 STEEL SHELVING/SHELF RC			91691.67	
			ACCOUNT TOTAL		.00	91691.67	(91691.67)
535-01-1	INVENTORY ADJUSTMENTS	01	I113 ROLLING STOCK PICKIN DM		1322.60		
		01	I132 STEEL SWIVEL CASTER PD		234.00		
			ACCOUNT TOTAL		1556.60	.00	1556.60
535-02-1	INVENTORY ADJUSTMENTS	02	I123 20 GAL WASTE CONTAIN PD		265.00		
			ACCOUNT TOTAL		265.00	.00	265.00
			REPORT TOTAL		111851.60	111851.60	.00

ACCOUNTS: 6

END OF GL DISTRIBUTION

Inventory Control—7.50

DATE: 09/28/02  
USER: SSI ToW

DEMO COMPANY  
SUGGESTED TRANSFER REPORT

Sample Reports  
ICR310 PAGE: 1  
TIME: 10:19 AM

FROM WAREHOUSE 01

ITEM DESCRIPTION	UNITS UM	COST UM	EXTENSION	ORDER LN#	CUSTOMER
=====					
To Warehouse 02 DALLAS WAREHOUSE					
I116 ALUMINUM DOCK PLATE	3 EA	88.38 EA	265.14		
I146 FLOOR PAINT - EXTRA HEAVY DUTY	2 GL	6.01 GL	12.02		
I147 NONSKID FLOOR PAINT	2 GL	7.83 GL	15.66		
			-----		
		WAREHOUSE TOTAL	292.82		
			-----		
		REPORT TOTAL	292.82		

ITEMS: 3

END OF REPORT

SAMPLE TRANSFER TICKET PRINT

```

=====
!                                     TRANSFER TICKET PRINT                                     !
!                                     DEMO COMPANY                                     NO. T00319 !
!                                     69 SOUTH PEACHTREE STREET                             !
!                                     ATLANTA, GA 30030                                 Page 1    !
!                                     (404) 962-9900                                     !
!                                                                                       09/28/02 !
!
! To Whse: 01                               From Whse: 02                               !
! ATLANTA WAREHOUSE                         DALLAS WAREHOUSE                         !
! 685 FULTON INDUSTRIAL                     3095 LBJ FREEWAY                         !
! ATLANTA, GA 33025                         SUITE 1107                               !
!                                                                                       DALLAS, TX 75234 !
!
=====
! REFERENCE #      ! ORDERED ! REQUESTED!                               ! SHIP VIA      !
!-----
!                ! 02/22/01! 02/22/01 !                               !                !
!-----
! ITEM!DESCRIPTION                               ! ORDERED!  SHIP! BACK!UM!  WEIGHT!  LOC!
!-----
! I119!STEEL SHELIVING/SHELF                     !   3000!    !    !EA!  1500.0!  F26!
!           !                               !           !    !    !    !    !
!           !                               !           !    !    !    !    !
!           !                               !           !    !    !    !    !
!-----
!                                     TOTAL WEIGHT:      1500.0      !
!-----
=====

```

SAMPLE TRANSFER TICKET PRINT WITH ALTERNATE BIN LOCATIONS

```

=====
!                                     TRANSFER TICKET PRINT                                     !
!                                     Demo Company                                     NO. T00357 !
!                                     69 South Peachtree Street                             !
!                                     Atlanta, GA 30030                                 Page 1    !
!                                     (770) 418-2000                                     !
!                                                                                       06/06/02 !
!
! To Whse: 02                               From Whse: 01                               !
! Dallas Warehouse                         Atlanta Warehouse                         !
! 3095 LBJ Freeway                         685 Fulton Industrial                     !
! Suite 1107                               Atlanta, GA 33025                         !
! Dallas, TX 75234                         !
!
=====
! REFERENCE #      ! ORDERED ! REQUESTED!                               ! SHIP VIA      !
!-----
!                ! 06/06/02! 06/06/02 !                               ! OWN TRUCK     !
!-----
! ITEM!DESCRIPTION                               ! ORDERED!  SHIP! BACK!UM!  WEIGHT!  LOC!
!-----
! I100!Pallet Loading Hand Truck                 !    10!    !    !EA!   790.0!  G25!
!           !Alt Loc: R35; OVRSTK                       !           !    !    !    !    !
! I101!Pallet Truck                              !     5!    !    !EA!   980.0!  A85!
!           !Alt Loc: A99                               !           !    !    !    !    !
! I102!Adjustable Height Steel Stool             !     6!    !    !EA!   174.0!  B73!
!           !                               !           !    !    !    !    !
!-----
!                                     TOTAL WEIGHT:      1944.0      !
!-----
=====

```

! ===== !

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 IC SHIPMENT REGISTER #0211

ICR320 PAGE: 1  
 TIME: 10:20 AM

TICKET FIRST TO LAST  
 SHIPMENT DATE FIRST TO LAST  
 FROM WHSE ALL TO WHSE ALL, REGISTER DATE 09/28/02

LN#	ITEM DESCRIPTION	UNITS UM	COST UM	EXTENSION	ORDER#
=====					
Ticket: T00296 Request: 10/04/02 Shipped: 09/28/02 From: 01 To: 02 Ship Via: OWN TRUCK Ref#: 3209AA2983-14					
001	I100 PALLET LOADING HAND TRUCK	4 EA	111.490 EA	445.96	
002	I103 ROTARY DRUM PUMP	7 EA	97.22 EA	680.54	
003	I117 CORRUGATED BIN BOXES	50 EA	.48 EA	24.00	
				-----	
				TICKET TOTAL	1150.50
Ticket: T00297 Request: 10/10/02 Shipped: 09/28/02 From: 01 To: 02 Ship Via: OWN TRUCK Ref#: 76890N238-112					
001	I101 PALLET TRUCK	6 EA	288.15 EA	1728.90	
002	I110 STEEL STORAGE CABINETS	3 EA	159.82 EA	479.46	
003	I127 PLASTIC PALLETS	10 EA	22.86 EA	228.60	
				-----	
				TICKET TOTAL	2436.96
				-----	
				REGISTER TOTAL	3587.46

TICKETS: 2

END OF REGISTER

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 IC SHIPMENT REGISTER GL DISTRIBUTION #0211

ICR320 PAGE: 1  
 TIME: 10:20 AM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	TICKET WH	ITEM	DEBIT	CREDIT	NET
175-01-0	INVENTORY	T00296 01	I100		445.96	
		T00296 01	I103		680.54	
		T00296 01	I117		24.00	
		T00297 01	I101		1728.90	
		T00297 01	I110		479.46	
		T00297 01	I127		228.60	
			ACCOUNT TOTAL	.00	3587.46	(3587.46)
178-01-0	IN TRANSIT INVENTORY	T00296 01	I100	445.96		
		T00296 01	I103	680.54		
		T00296 01	I117	24.00		
		T00297 01	I101	1728.90		
		T00297 01	I110	479.46		
		T00297 01	I127	228.60		
			ACCOUNT TOTAL	3587.46	.00	3587.46
			REPORT TOTAL	3587.46	3587.46	.00

ACCOUNTS: 2

END OF GL DISTRIBUTION



Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 RECEIVING REGISTER #0208

ICR330 PAGE: 1  
 TIME: 10:21 AM

TICKET FIRST TO LAST  
 RECEIPT DATE FIRST TO LAST  
 FROM WHSE ALL TO WHSE ALL, REGISTER DATE 09/28/02

LN#	ITEM DESCRIPTION	SHIPPED	RECEIVED	UM	COST	UM	EXTENSION	ORDER#	UNITS	EXTENSION
=====DISCREPANCY=====										
Ticket: T00291 Shipped: 09/12/02 Receipt: 09/27/02 From: 02 To: 01 Ship Via: OUR TRUCK Ref#: 3209-2894A2										
001	I123 20 GAL WASTE CONTAINER	45	45	EA	13.25	EA	596.25		0	.00
002	I147 NONSKID FLOOR PAINT	16	16	GL	7.83	GL	125.28		0	.00
	LOT# WMH-852	16								
							TICKET TOTAL	721.53	0	.00
Ticket: T00292 Shipped: 09/24/02 Receipt: 09/27/02 From: 01 To: 02 Ship Via: OWN TRUCK Ref#: 3218A38-100										
001	I127 PLASTIC PALLETS	1	1	EA	22.86	EA	22.86		0	.00
002	I145 PORTABLE SCAFFOLD SYSTEM DE	2	2	EA	428.23	EA	856.46		0	.00
							TICKET TOTAL	879.32	0	.00
							REGISTER TOTAL	1600.85	0	.00

TICKETS: 2

END OF REGISTER

Inventory Control—7.50

Sample Reports

DATE: 08/08/02  
 USER: STK T57

DEMO COMPANY  
 RECEIVING REGISTER #0233

ICR330 PAGE: 1  
 TIME: 4:43 PM

TICKET T00375 TO T00375  
 RECEIPT DATE FIRST TO LAST  
 FROM WHSE ALL TO WHSE ALL, REGISTER DATE 11/01/00

LN#	ITEM DESCRIPTION	SHIPPED	RECEIVED	UM	COST	UM	EXTENSION	ORDER/LN#	UNITS	EXTENSION
=====DISCREPANCY=====										
Ticket#: T00375 Shipped: 06/06/02 Receipt: 06/06/02 From: 01 To: 02 Ship Via: UPS Ref#:										
001	I101 Pallet Truck	1	1	EA	636.255	EA	636.26		0	.00
003	I102 Adjustable Height Steel Sto	1	1	EA	42.556	EA	42.56		0	.00
004	I100 Pallet Loading Hand Truck	1	1	EA	120.733	EA	120.73		0	.00
005	I101 Pallet Truck	1	1	EA	636.255	EA	636.26	002315/006	0	.00
006	DPN2 BLACK RUBBER TIRE MAT	4	3	EA	3.880	CC	.97	002391/001	-1	-.32
007	I100 Pallet Loading Hand Truck		1	EA	120.733	EA	120.73		1	120.73
							TICKET TOTAL		1557.51	
							REGISTER TOTAL		1557.51	
									.000	120.41
									.000	120.41

TICKETS: 1

END OF REGISTER

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 TRANSFER STATUS REPORT

ICR340 PAGE: 1  
 TIME: 10:22 AM

TICKET FIRST TO LAST  
 REQUESTED DATE FIRST TO LAST

TICKET	S	REQUEST DATE	FROM WHSE	TO WHSE	ITEM DESCRIPTION	REQUESTED	SHIPPED	RECEIVED	UM	COST	UM
T00291	R	09/11/02	02	01	I123 20 GAL WASTE CONTAINER	45	45	45	EA	13.25	EA
					I147 NONSKID FLOOR PAINT	16	16	16	GL	7.83	GL
T00292	R	09/24/02	01	02	I127 PLASTIC PALLET	1	1	1	EA	22.86	EA
					I145 PORTABLE SCAFFOLD SYSTEM DELUX	2	2	2	EA	428.23	EA
T00294	T	09/24/02	02	01	I106 TELESCOPIC LIFT BOOM	1	1		EA	660.86	EA
					I123 20 GAL WASTE CONTAINER	20	20		EA	13.25	EA
					I129 SEALER TOOL	3	3		EA	19.00	EA
T00295	T	09/25/02	02	01	I100 PALLET LOADING HAND TRUCK	13	13		EA	111.39	EA
					I101 PALLET TRUCK	10	10		EA	288.15	EA
T00296	S	10/04/02	01	02	I100 PALLET LOADING HAND TRUCK	4	4		EA	111.490	EA
					I103 ROTARY DRUM PUMP	7	7		EA	97.22	EA
					I117 CORRUGATED BIN BOX	50	50		EA	.48	EA
					M HAVE PRESOLD THESE PRODUCTS						
T00297	S	10/10/02	01	02	I101 PALLET TRUCK	6	6		EA	288.15	EA
					I110 STEEL STORAGE CABINET	3	3		EA	159.82	EA
					I127 PLASTIC PALLET	10	10		EA	22.86	EA
T00298	P	09/28/02	01	02	I102 ADJUSTABLE HEIGHT STEEL STOOL	9			EA	42.28	EA
					I118 LIGHTWEIGHT HAND TRUCK	5			EA	64.88	EA
					I128 SELF STANDING HAND TRUCK	3			EA	114.45	EA
T00299	E	10/03/02	02	01	I115 PLASTIC DOLLY	10			EA	25.56	EA
					I105 NESTING CONVEYOR BOX	15			EA	6.58	EA
					I158 FLOOR PAINT - HEAVY DUTY DRUM	2			DM	30.06	DM
T00319	P	02/22/01	02	01	I119 STEEL SHELVING/SHELF	3000			EA	110.03	DZ
T00320	P	02/22/01	02	01	I119 STEEL SHELVING/SHELF	2000			EA	110.03	DZ

S=STATUS (E=ENTERED, P=PRINTED, S=SHIPPED, T=IN TRANSIT, R=RECEIVED)

TICKETS: 10

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 04/13/02  
 USER: SSI T4C

DEMO COMPANY  
 PRINT SUGGESTED COSTS/PRICES

ICR410 PAGE: 1  
 TIME: 4:12 PM

ITEM I101 TO I101  
 VENDOR ALL  
 ALL PRICING UM RECORDS

UM TYPE	-----CURRENT-----				-----SUGGESTED-----						
	QUANTITY	BS	MULTIPLIER	AMOUNT	COMMISSION%	QUANTITY	BS	MULTIPLIER	AMOUNT	CHANGE%	COMMISSION%
Item:	I101 Pallet Truck				5000lb capacity/ 8" wheels			Eff Date	09/28/02	Use Def	Prices Y
EA Price Level 1				465.35	.00%	LP	.9800	480.05	3.159%	.00%	
2				440.85	.00%	LP	.9500	465.36	5.560%	.00%	
3				416.35	.00%	LP	.9000	440.87	5.889%	.00%	
4				391.90	.00%	LP	.8500	416.37	6.244%	.00%	
5				367.40	.00%	LP	.8000	391.88	6.663%	.00%	
6				342.90	.00%	LP	.6000	293.91	-14.287%	.00%	
EA Quantity Break 1						10 MC	1.5000	432.23	999.999%	6.00%	
2						20 MC	1.4500	417.82	999.999%	6.00%	
3						30 MC	1.4000	403.41	999.999%	6.00%	
4						40 MC	1.3500	389.00	999.999%	6.00%	
5						50 MC	1.3000	374.60	999.999%	6.00%	
6						60 MC	1.2500	360.19	999.999%	6.00%	

\*=NON-DEFAULT PRICING UNIT OF MEASURE

ITEMS: 1

END OF REPORT

Inventory Control—7.50

DATE: 04/13/02  
 USER: SSI T4C

DEMO COMPANY  
 COST/PRICE LIST

ICR420 PAGE: 1  
 TIME: 4:19 PM

ITEM I101 TO I103  
 VENDOR ALL  
 ALL PRICING UM RECORDS

UM TYPE	QUANTITY	BASIS	MULTIPLIER	AMOUNT	G.M. %	COMM %
=====						
Item:	I101 Pallet Truck					
EA List Price				489.85		
EA Manual Cost				288.15		
EA Standard Price				489.85		
EA Price Level 1				465.35		
2				440.85		
3				416.35		
4				391.90		
5				367.40		
6				342.90		
Item:	I102 Adjustable Height Steel Stool					
EA List Price				67.65		
EA Manual Cost				42.28		
EA Standard Price				67.65		
EA Price Level 1				64.30		
2				60.90		
3				57.50		
4				54.15		
5				50.75		
6				47.35		
Item:	I103 Rotary Drum Pump					
EA List Price				155.55		
EA Manual Cost				97.22		
EA Standard Price				155.55		
EA Price Level 1				147.75		
2				140.00		
3				132.20		
4				124.45		
5				116.65		
6				108.90		

ITEMS: 3

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 LIFO COST LAYER PRINT

ICR430 PAGE: 1  
 TIME: 2:35 PM

ITEM I100 TO I103  
 VENDOR ALL  
 WAREHOUSE 01

ITEM DESCRIPTION	LAYER SEQ	DATE	-----RECEIVED-----		-----CURRENT-----			
			COST UM	UNITS	ON HAND	ALLOTTED	AVAILABLE UM	
=====								
Warehouse 01 ATLANTA WAREHOUSE								
I100 PALLET LOADING HAND TRUCK	1	7 09/20/02	111.39 EA	25	0	0	0	EA
	2	6 09/06/02	111.39	9	0	0	0	
	3	5 08/29/02	111.39	10	0	0	0	
	4	4 08/22/02	111.44	9	0	0	0	
	5	3 08/10/02	111.49	10	3	3	0	
	6	2 08/08/02	111.49	15	15	10	5	
	7	1 08/01/02	111.39	10	10	0	10	
			-----		-----	-----	-----	
		WEIGHTED AVG COST	111.42		28	13	15	
I101 PALLET TRUCK	1	3 09/10/02	288.15 EA	7	0	0	0	EA
	2	2 08/27/02	288.19	11	4	4	0	
	3	1 08/13/02	288.15	12	12	2	10	
			-----		-----	-----	-----	
		WEIGHTED AVG COST	288.15		16	6	10	
I102 ADJUSTABLE HEIGHT STEEL STOOL	1	3 08/30/02	42.29 EA	17	0	0	0	EA
	2	2 08/20/02	42.28	17	0	0	0	
	3	1 08/09/02	41.99	41	30	0	30	
			-----		-----	-----	-----	
		WEIGHTED AVG COST	41.99		30	0	30	
I103 ROTARY DRUM PUMP	1	6 09/28/02	97.22 EA	4	2	2	0	EA
	2	5 09/25/02	98.18	2	0	0	0	
	3	4 09/20/02	97.22	8	0	0	0	
	4	3 08/30/02	97.24	7	0	0	0	
	5	2 08/20/02	97.22	7	2	2	0	
	6	1 08/09/02	96.99	19	19	3	16	
			-----		-----	-----	-----	
		WEIGHTED AVG COST	96.99		23	7	16	

ITEMS: 4

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/10/02  
 USER: GUI TC

DEMO COMPANY  
 PENDING FILE LISTING

ICR450 PAGE: 1  
 TIME: 10:46 AM

SERVICE CODE FIRST TO LAST  
 VENDOR FIRST TO LAST  
 EXCEPTION CODES ALL EXCEPTIONS

ITEM DESCRIPTION	ACTION CODE ALPHA	ITEM PRC CLS CLS	LIST PRICE	MANUAL COST	LEVEL	PRICE UM	CREATE QTY LEVELS
=====							
Service Code:	STAFDA STAFDA						
Vendor: !!!!	NOT ON FILE						
Exceptions: 01, 05		WHS DCK	.00	.00	Standard	.00	B
					Level 1		
					Level 2		
					Level 3		
					Level 4		
					Level 5		
					Level 6		
Service Code:	TRADE_SERV Trade Services						
Vendor:	V110 Georgia Shipping Equip. Co.						
GSE-11232	376/500W	INC 376/500W	GEN GEN	53.00	58.30	Standard	53.00 EA B
	Item UPC#: 64770					Level 1	53.00 1
	Model # : 520-4300					Level 2	53.00 1
	New Item :	CONVEC HTR				Level 3	29.15 1
	Exceptions: 12					Level 4	29.15 1
						Level 5	29.15 1
						Level 6	29.15 1

Records: 2

END OF REPORT

Inventory Control—7.50

DATE: 09/28/02  
USER: SSI TOW

DEMO COMPANY  
COUNT SHEET

ICR510 PAGE: 1  
TIME: 10:25 AM

LOCATION FIRST TO LAST  
WAREHOUSE 01 ATLANTA WAREHOUSE  
CUTOFF 09/28/02

ITEM DESCRIPTION	LOCATION	COUNT	UM	ON HAND
I119 STEEL SHELVING/SHELF 24"D, 320LB CAP., 85"H	E34	_____	EA	2000

COUNT TAKER \_\_\_\_\_

ITEMS: 1

END OF PRINT





Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 STOCK STATUS REPORT

ICR710 PAGE: 1  
 TIME: 2:43 PM

ITEM I100 TO I106  
 VENDOR ALL

ITEM DESCRIPTION	MV S CL N	ON HAND	ON ORDER	COMMITTED	BCKORDERED	ST UM	STANDARD COST	CT UM	EXTENSION
=====									
Warehouse 01 ATLANTA WAREHOUSE									
I100 PALLET LOADING HAND TRUCK	1 N	15	36	3	0	EA	111.39	EA	1670.85
I101 PALLET TRUCK	1 N	10	10	3	0	EA	288.15	EA	2881.50
I102 ADJUSTABLE HEIGHT STEEL STOOL	2 N	30	28	19	0	EA	42.28	EA	1268.40
I103 ROTARY DRUM PUMP	2 N	16	0	10	0	EA	97.22	EA	1555.52
I104 RUBBER TIRE MAT	6 N	175	0	44	5	EA	3.88	EA	679.00
I105 NESTING CONVEYOR BOX	9 N	56	15	0	0	EA	6.58	EA	368.48
I106 TELESCOPIC LIFT BOOM	2 N	5	1	0	0	EA		EA	
SER# RE-1102-AM-2200		0					660.86		
SER# RE-1102-AM-2201		0					660.86		
SER# RE-1102-AM-2202		0					660.86		
SER# WI-1952		0					651.00		
SER# WI-1994		0					651.00		
SER# WI-2295		0					651.00		
SER# WI-3042		0					651.00		
SER# WI-4936		1					651.00		
SER# WI-5703		1					651.00		
SER# WI-6128		1					660.00		
SER# WI-6151		1					660.00		
SER# WI-6238		1					660.86		
						AVG	656.57		3282.86
						WAREHOUSE TOTAL			11706.61
						REPORT TOTAL			11706.61

MV CL=MOVEMENT CLASS, SN=SEASONAL  
 SERIAL/LOT ITEM EXTENSION USES SPECIFIC IDENTIFICATION COST RATHER THAN STANDARD COST

ITEMS: 7

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 SURPLUS STOCK REPORT

ICR715 PAGE: 2  
 TIME: 10:28 AM

ITEM DESCRIPTION	MV S CL N	ORDR QTY +LINE PT	MAXIMUM STOCK	AVAILABLE	SURPLUS UM	COST UM	EXTENSION
=====							
Warehouse 02 DALLAS WAREHOUSE							
Class GEN GENERAL SUPPLIES							
Vendor V101 INDUSTRIAL SUPPLY DISTRIBUTORS							
I119 STEEL SHELVING/SHELF	14 N	0	0	5000	5000 EA	110.03 DZ	45845.83
							-----
						VENDOR TOTAL	45845.83
							-----
						CLASS TOTAL	45845.83
Class WHS WAREHOUSE EQUIPMENT							
Vendor V101 INDUSTRIAL SUPPLY DISTRIBUTORS							
I123 20 GAL WASTE CONTAINER	6 N	88	0	162	74 EA	13.25 EA	980.50
							-----
						VENDOR TOTAL	980.50
Vendor V120 WAREHOUSE INTERIORS, INC.							
I106 TELESCOPIC LIFT BOOM	6 N	2	0	4	2 EA	660.86 EA	1321.72
I107 PORTABLE FLOOR CRANE	1 N	0	10	13	3 EA	283.06 EA	849.18
							-----
						VENDOR TOTAL	2170.90
							-----
						CLASS TOTAL	3151.40
							-----
						WAREHOUSE TOTAL	48997.23
							-----
						REPORT TOTAL	62690.71

MV CL=MOVEMENT CLASS, SN=SEASONAL, AVAILABLE=ON HAND-COMMITTED  
 FOR ORDER POINT/LINE POINT, SURPLUS=AVAILABLE-(ORDER QUANTITY+LINE POINT)  
 FOR MIN/MAX, SURPLUS=AVAILABLE-MAXIMUM STOCK

ITEMS: 14

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 04/10/02  
 USER: SSI TGx

DEMO COMPANY  
 ITEM SALES REPORT

ICR720 PAGE: 1  
 TIME: 4:42 PM

ITEM I100 TO I102  
 VENDOR ALL

ITEM DESCRIPTION	LAST SALE	UNITS UM	SALES	COST	GROSS MARGIN	G.M.%
=====						
Warehouse 01 ATLANTA WAREHOUSE						
I100 PALLET LOADING HAND TRUCK	09/28/02	44 EA	7297.70	4901.16	2396.54	32.8% MTD
		420 EA	68191.30	45707.05	22484.25	33.0% YTD
		553 EA	85112.00	56762.00	28350.00	33.3% PYR
I101 PALLET TRUCK	09/28/02	27 EA	11927.65	7780.05	4147.60	34.8% MTD
		249 EA	107842.15	70110.25	37731.90	35.0% YTD
		315 EA	128858.00	83755.00	45103.00	35.0% PYR
I102 ADJUSTABLE HEIGHT STEEL STOOL	09/28/02	71 EA	4418.50	3001.88	1416.62	32.1% MTD
		488 EA	29543.60	20184.32	9359.28	31.7% YTD
		663 EA	37907.00	25856.00	12051.00	31.8% PYR
-----						
WAREHOUSE TOTAL		142	23643.85	15683.09	7960.76	33.7% MTD
		1157	205577.05	136001.62	69575.43	33.8% YTD
		1531	251877.00	166373.00	85504.00	34.0% PYR
-----						
REPORT TOTAL		142	23643.85	15683.09	7960.76	33.7% MTD
		1157	205577.05	136001.62	69575.43	33.8% YTD
		1531	251877.00	166373.00	85504.00	34.0% PYR

ITEMS: 3

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 INVENTORY TURNS REPORT

ICR725 PAGE: 1  
 TIME: 1:38 PM

ITEM I100 TO I110  
 VENDOR ALL

ITEM DESCRIPTION	MV S CL N	TOTAL USAGE UM	AVERAGE COST UM	-----LAST 12 PERIODS-----			AVERAGE VALUE	TURNS
				TOTAL COST	AVERAGE ON HAND			
=====								
Warehouse 01 ATLANTA WAREHOUSE								
I100 PALLET LOADING HAND TRUCK	1 N	552 EA	107.63 EA	59411.76	75	8053.95	7.4	
I101 PALLET TRUCK	1 N	332 EA	277.91 EA	92266.12	45	12414.24	7.4	
I102 ADJUSTABLE HEIGHT STEEL STOOL	2 N	664 EA	41.16 EA	27330.24	87	3587.92	7.6	
I103 ROTARY DRUM PUMP	2 N	282 EA	94.04 EA	26519.28	37	3463.49	7.7	
I104 RUBBER TIRE MAT	6 N	2642 EA	4.48 EA	11836.16	447	2001.80	5.9	
I105 NESTING CONVEYOR BOX	9 N	848 EA	6.64 EA	5630.72	93	616.39	9.1	
I106 TELESCOPIC LIFT BOOM	2 N	46 EA	637.45 EA	29322.70	7	4411.15	6.6	
I107 PORTABLE FLOOR CRANE	1 N	121 EA	273.01 EA	33034.21	17	4663.01	7.1	
I108 STEEL TOP WORK BENCH	5 N	216 EA	88.70 EA	19159.20	17	1545.15	12.4	
I109 FOREMEN SHOP CABINET DESK	3 N	138 EA	134.53 EA	18565.14	16	2163.24	8.6	
I110 STEEL STORAGE CABINET	4 N	86 EA	154.43 EA	13280.98	12	1802.20	7.4	
				-----		-----	-----	
			WAREHOUSE TOTAL	336356.51		44722.54	7.5	
				-----		-----	-----	
			REPORT TOTAL	336356.51		44722.54	7.5	

URNS=TOTAL COST DIVIDED BY AVERAGE VALUE, \*=INSUFFICIENT DATA (NOT INCLUDED IN TOTAL)  
 MV CL=MOVEMENT CLASS (1-12, 13=DEAD STOCK, 14=NOT SET), SN=SEASONAL (N=NONSEASONAL, L=LOW, H=HIGH)

ITEMS: 11

END OF REPORT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 MOVEMENT CLASS REPORT

ICR730 PAGE: 1  
 TIME: 10:31 AM

MOVEMENT CLASS 1 TO 3  
 VENDOR ALL  
 CLASS ALL

ITEM DESCRIPTION	12 MO ST USAGE UM	CT COST UM	EXTENSION	VENDOR CLASS	ITEM
=====					
Warehouse 01 ATLANTA WAREHOUSE					
Movement Class 1 - Top 7.5%					
I100 PALLET LOADING HAND TRUCK	552 EA	111.39 EA	61487.28	V110	DCK
I101 PALLET TRUCK	353 EA	288.15 EA	101716.95	V105	WHS
I107 PORTABLE FLOOR CRANE	121 EA	283.06 EA	34250.26	V120	WHS
I133 STEEL SWIVEL CASTER 2 1/2"DIA	67810 EA	48.40 CT	32820.04	V101	GEN
Movement Class 2 - Next 7.5%					
I102 ADJUSTABLE HEIGHT STEEL STOOL	664 EA	42.28 EA	28073.92	V100	WHS
I103 ROTARY DRUM PUMP	288 EA	97.22 EA	27999.36	V100	WHS
I106 TELESCOPIC LIFT BOOM	46 EA	660.86 EA	30399.56	V120	WHS
I113 ROLLING STOCK PICKING LADDER	87 EA	330.65 EA	28766.55	V116	WHS
Movement Class 3 - Next 10%					
I109 FOREMEN SHOP CABINET DESK	138 EA	139.04 EA	19187.52	V120	WHS
I111 PLASTIC SHELF BIN/ BLUE	79 EA	240.37 EA	18989.23	V102	GEN
I112 PORTABLE WASTE CONTAINER W/LID	295 EA	66.13 EA	19508.35	V116	GEN
I114 DIGITAL UPS/PARCEL POST SCALE	168 EA	144.77 EA	24321.36	V102	GEN
I132 STEEL SWIVEL CASTER 2" DIA.	99940 EA	23.40 CT	23385.96	V101	GEN
I136 REINFORCED STRAPPING TAPE	9257 EA	2.47 EA	22864.79	V116	WHS

ITEMS: 14

END OF REPORT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 SEASONAL ITEM REPORT

ICR735 PAGE: 1  
 TIME: 10:31 AM

VENDOR FIRST TO LAST  
 WAREHOUSE ALL  
 CLASS ALL

```

MV -----SEASONAL----- 12 PD
CL TYPE BEGINS  USAGE PCNT  USAGE UM
=====
Warehouse 01 ATLANTA WAREHOUSE
Vendor      V105 WAREHOUSE EQUIPMENT UNLIMITED
Class WHS WAREHOUSE EQUIPMENT
  
```

I125 WAREHOUSE SPACE HEATER - ELEC. 10 LOW												
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	UM
13	12	0	0	11	0	0	0	0	0	0	0	0 EA

Vendor V110 GEORGIA SHIPPING EQUIP. CO.  
 Class WHS WAREHOUSE EQUIPMENT

I124 WAREHOUSE SPACE HEATER -DELUXE 8 LOW												
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	UM
0	3	0	0	7	0	3	0	0	0	0	0	0 EA

Warehouse 02 DALLAS WAREHOUSE  
 Vendor V105 WAREHOUSE EQUIPMENT UNLIMITED  
 Class WHS WAREHOUSE EQUIPMENT

I125 WAREHOUSE SPACE HEATER - ELEC. 12 LOW												
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	UM
0	0	6	7	9	6	0	0	0	0	0	0	0 EA

Vendor V110 GEORGIA SHIPPING EQUIP. CO.  
 Class WHS WAREHOUSE EQUIPMENT

I124 WAREHOUSE SPACE HEATER -DELUXE 12 HIGH												
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	UM
0	0	1	0	2	0	0	0	0	0	0	0	0 EA

MV CL=MOVEMENT CLASS, SEASONAL: BEGINS=MONTH SEASON BEGINS, USAGE=TOTAL USAGE DURING THE SEASON  
 PCNT=PERCENT OF ANNUAL SALES IN THE SEASON  
 TYPE: NO=NOT SEASONAL  
 LOW=80 PERCENT OF ANNUAL SALES WITHIN SIX CONSECUTIVE PERIODS  
 HIGH=80 PERCENT OF ANNUAL SALES WITHIN THREE CONSECUTIVE PERIODS

ITEMS: 4

END OF REPORT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 WAREHOUSE/ITEM LISTING

ICR740 PAGE: 1  
 TIME: 1:43 PM

ITEM I100 TO I110  
 VENDOR ALL

ITEM DESCRIPTION	ST	MV	S	LOCATION	CREATED	----PHYSICAL----			LDGR
	UM	CL	N			LAST	NEXT	CARD	
=====									
Warehouse 01 ATLANTA WAREHOUSE									
I100 PALLET LOADING HAND TRUCK	EA	1	N	G25	12/03/02	07/31/02	01/31/02	Y	
I101 PALLET TRUCK	EA	1	N	A85	12/03/02	07/31/02	01/31/02	N	
I102 ADJUSTABLE HEIGHT STEEL STOOL	EA	2	N	B73	12/03/02	07/31/02	01/31/02	N	
I103 ROTARY DRUM PUMP	EA	2	N	B02	12/03/02	07/31/02	01/31/02	N	
I104 RUBBER TIRE MAT	EA	6	N	C93	12/03/02	07/31/02	01/31/02	N	
I105 NESTING CONVEYOR BOX	EA	9	N	G90	12/03/02	07/31/02	01/31/02	N	
I106 TELESCOPIC LIFT BOOM	EA	2	N	F27	12/03/02	07/31/02	01/31/02	N	
I107 PORTABLE FLOOR CRANE	EA	1	N	D43	12/03/02	07/31/02	01/31/02	N	
I108 STEEL TOP WORK BENCH	EA	5	N	C54	12/03/02	07/31/02	01/31/02	N	
I109 FOREMEN SHOP CABINET DESK	EA	3	N	A49	12/03/02	07/31/02	01/31/02	N	
I110 STEEL STORAGE CABINET	EA	4	N	G29	12/03/02	07/31/02	01/31/02	N	

MV CL=MOVEMENT CLASS (1-12,13=DEAD STOCK,14=NOT SET), SN=SEASONAL ITEM (N=NONSEASONAL, L=LOW, H=HIGH)

ITEMS: 11

END OF PRINT



Inventory Control—7.50

DATE: 10/24/02  
 USER: SSI T0n

6.5 Development  
 ITEM LEDGERCARDS

ICR745 PAGE: 1  
 TIME: 4:52 PM

ITEM I141 TO I158  
 VENDOR ALL  
 DATES FIRST TO LAST

ITEM DESCRIPTION	DATE	TRANSACTION	UNITS	NEW ST ON HAND UM	DOCUMENT REG#
=====					
Warehouse 01 ATLANTA WAREHOUSE					
I146 FLOOR PAINT - EXTRA HEAVY DUTY	01/01/02	WH TRANSFER REG	-10.00	155.80 GL	T00360 0224
	06/28/02	RECEIPTS REG	211.00	366.80	001314 0461
	06/28/02	RECEIPTS REG	.20	367.00	001315 0462
	06/28/02	RECEIPTS REG	2.00	369.00	001315 0462
	06/28/02	RECEIPTS REG	10.00	379.00	001315 0462
	09/06/02	RECEIPTS REG	858.493	26668.493	001434 0504
	10/23/02	ITEM BALANC REG	-25294	1374.693	0058
I148 MIRACLE CLEANER	09/12/02	FORMULATION REG	1	208 EA	000125 0035
	09/12/02	FORMULATION REG	1	209	000126 0035
	09/12/02	DAILY SALES REG	-1	207	002159 0652
	09/12/02	DAILY SALES REG	-1	207	002160 0652

ITEMS: 2

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 06/28/02  
 USER: SSI Tft

DEMO COMPANY  
 ITEM LISTING

ICR750 PAGE: 1  
 TIME: 7:02 PM

ITEM I100 TO I105  
 VENDOR ALL

ITEM	UM	ST STANDARD	PACK	ALPHA	VENDOR CLASS	SEQ#	VENDOR-ITEM#	GL FRT	TBL	CLS	COMM%	CREATED	X	T	T	F	C	S
													U	S	M	M	M	
													T	P	R	A	I	S
													A	D	L	N	S	D
I100	EA	1 PALLET LOA			V110	DKK	VI100	001	A	NP		12/03/02	Y	Y	N	N	N	N
		PALLET LOADING HAND TRUCK																
I101	EA	1 PALLET TRU			V105	WHS	VI101	001	A	6.00%		12/03/02	Y	Y	N	N	N	N
		PALLET TRUCK																
I102	EA	1 STEEL STOO			V100	WHS	VI102	001	A	NP		12/03/02	Y	Y	N	N	N	N
		ADJUSTABLE HEIGHT STEEL STOOL																
I103	EA	1 ROTARY DRU			V100	WHS	20278M	001	A	NP		12/03/02	Y	Y	N	N	N	N
		ROTARY DRUM PUMP																
I104	EA	1 RUBBER TIR			V100	WHS	M180SB	001	C	NP		12/03/02	Y	Y	N	N	N	N
		RUBBER TIRE MAT																
I105	EA	1 CONVEYOR B			V116	WHS	CB18	001		NP		12/03/02	Y	Y	N	N	N	N
		NESTING CONVEYOR BOX																

SEQ#=SEQUENCE #, GL TBL=GL POSTING TABLE, FRT CLS=FREIGHT CLASS, TAX=TAXABLE ITEM, UPDT=UPDATE INVENTORY,  
 SRLT=SERIAL OR LOT, MANF=MANUFACTURED ITEM (B=BILL OF MATERIALS, F=FORMULATION, N=NO), MISC=MISCELLANEOUS SALE  
 COMM%=STANDARD COMMISSION PERCENTAGE (NP=NO PRIORITY), MSDS=MSDS ITEM

ITEMS: 6

END OF PRINT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 SUBSTITUTE ITEM LISTING

ICR755 PAGE: 1  
 TIME: 10:33 AM

ITEM FIRST TO LAST  
 VENDOR ALL

ITEM DESCRIPTION	SUBSTITUTE DESCRIPTION
I100 PALLET LOADING HAND TRUCK 1000 LB CAPACITY	I118 LIGHTWEIGHT HAND TRUCK 500LB CAP., 48"H, 8"WHEELS I128 SELF STANDING HAND TRUCK
I108 STEEL TOP WORK BENCH 250LB CAP,12 GAUGE, 34" HIGH	I109 FOREMEN SHOP CABINET DESK 36 X 29 X 52
I109 FOREMEN SHOP CABINET DESK 36 X 29 X 52	I108 STEEL TOP WORK BENCH 250LB CAP,12 GAUGE, 34" HIGH
I113 ROLLING STOCK PICKING LADDER 11 STEPS. 500LB CAPACITY	I136 REINFORCED STRAPPING TAPE 180FT, 1"W
I114 DIGITAL UPS/PARCEL POST SCALE 100LB CAPACITY	I121 HEAVY DUTY SHIPPING SCALE 250LB CAPACITY
I118 LIGHTWEIGHT HAND TRUCK 500LB CAP., 48"H, 8"WHEELS	I100 PALLET LOADING HAND TRUCK 1000 LB CAPACITY I128 SELF STANDING HAND TRUCK
I121 HEAVY DUTY SHIPPING SCALE 250LB CAPACITY	I114 DIGITAL UPS/PARCEL POST SCALE 100LB CAPACITY
I122 ELECTRIC HOIST/2000 LB CAP. 16" HEADROOM/ 16 LIFTSPEED	I123 20 GAL WASTE CONTAINER 19.5 X 23; 7LBS
I128 SELF STANDING HAND TRUCK	I100 PALLET LOADING HAND TRUCK 1000 LB CAPACITY I118 LIGHTWEIGHT HAND TRUCK 500LB CAP., 48"H, 8"WHEELS
I133 STEEL SWIVEL CASTER 2 1/2"DIA 1"W, 200LB CAP EACH	I132 STEEL SWIVEL CASTER 2" DIA. 125 LB CAP. EACH
I146 FLOOR PAINT - EXTRA HEAVY DUTY GREY	I147 NONSKID FLOOR PAINT GREY - WITH RUBBER PARTICLES
I158 FLOOR PAINT - HEAVY DUTY DRUM GREY - IN 20 GALLON DRUM	I146 FLOOR PAINT - EXTRA HEAVY DUTY GREY

ITEMS: 12

END OF PRINT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 ITEM INTERCHANGE LISTING

ICR760 PAGE: 1  
 TIME: 10:33 AM

ALPHA FIRST TO LAST  
 VENDOR ALL

ITEM DESCRIPTION	INTERCHANGE MEMO
I105 NESTING CONVEYOR BOX 18"W X 12.5"D X 6"H	BOX QUICK REFERENCE NUMBER
I107 PORTABLE FLOOR CRANE 1500LB CAPACITY	PC1500-P MODEL NUMBER
I100 PALLET LOADING HAND TRUCK 1000 LB CAPACITY	HT QUICK REFERENCE NUMBER 100 SHORTENED ITEM NUMBER VI100 VENDOR'S ITEM # HT1000 MODEL NUMBER HTRUCK QUICK REFERENCE NUMBER
I101 PALLET TRUCK 5000LB CAPACITY/8" WHEELS	PT QUICK REFERENCE NUMBER PTRUCK QUICK REFERENCE NUMBER PT5000A OBSOLETE MODEL NUMBER PT5000B MODEL NUMBER
I111 PLASTIC SHELF BIN/ BLUE 360LB CAP. PER SHELF. 60 BINS	SB60-B MANUFACTURER'S REFERENCE #
I103 ROTARY DRUM PUMP 12 GAL. PER MINUTE/PADLOCKABLE	RP200 MODEL NUMBER
I104 RUBBER TIRE MAT 14" X22"; 4.6LBS	MATS QUICK REFERENCE NUMBER
I102 ADJUSTABLE HEIGHT STEEL STOOL 17"-22" HT ADJ./COLOR: GREY	102 SHORTENED ITEM NUMBER ST500 MODEL NUMBER
I120 HAND HELD STRETCH WRAP 1500' PER ROLL, 8LBS PER ROLL	WRAP QUICK REFERENCE NUMBER
I136 REINFORCED STRAPPING TAPE 180FT, 1"W	TAPE QUICK REFERENCE NUMBER
I106 TELESCOPIC LIFT BOOM 6000LB CAP./7.5 X 3.5	TB6000A MODEL NUMBER

ITEMS: 11

END OF REPORT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 SAFETY ALLOWANCE RESET

ICR765 PAGE: 1  
 TIME: 1:59 PM

VENDOR V100 TO V102  
 ALL CLASSES  
 MAX DIP BELOW SAFETY STOCK 50%; SAFETY ALLOWANCE: MIN=30% MAX=70%

ITEM DESCRIPTION	MV CL	S N	SAFETY ALLOWANCE CURRENT	RESET	--ORDER POINT-- CURRENT	POINT-- CALC'D	--SAFETY STOCK-- CURRENT	STOCK-- CALC'D	--MAX- SA DIP	RS WH
Warehouse 01 ATLANTA WAREHOUSE										
Vendor V100 GENERAL INDUSTRIAL MFG										
Class WHS WAREHOUSE EQUIPMENT										
I102 ADJUSTABLE HEIGHT STEEL STOOL	2	N	50%	30%	11	10	4	2	11%	
I103 ROTARY DRUM PUMP	2	N	50%	30%	5	4	2	1	13%	
I104 RUBBER TIRE MAT	6	N	50%	30%	45	39	15	9	19%	02
Vendor V101 INDUSTRIAL SUPPLY DISTRIBUTORS										
Class GEN GENERAL SUPPLIES										
I120 HAND HELD STRETCH WRAP	4	N	50%	30%	72	62	24	14	0%	02
I121 HEAVY DUTY SHIPPING SCALE	4	N	50%	30%	2	2	1	0	0%	
I131 PANORAMIC HALF DOME 180	7	N	50%	30%	2	2	1	0	5%	
I132 STEEL SWIVEL CASTER 2" DIA.	3	N	50%	30%	1146	993	382	229	16%	
I133 STEEL SWIVEL CASTER 2 1/2"DIA	1	N	50%	33%	860	763	287	189	33%	
Class WHS WAREHOUSE EQUIPMENT										
I123 20 GAL WASTE CONTAINER	6	N	50%	30%	10	9	3	2	0%	
Vendor V102 S.E. INDUSTRIAL PROD. & EQUIP.										
Class GEN GENERAL SUPPLIES										
I111 PLASTIC SHELF BIN/ BLUE	3	N	50%	30%	2	2	1	0	15%	
Class WHS WAREHOUSE EQUIPMENT										
I140 SCAFFOLD PLATFORM	7	N	50%	30%	1	1	0	0	0%	
I141 SCAFFOLD SUPPORTS FOR PLATFORM	11	N	50%	30%	1	1	0	0	0%	
I142 SWIVEL CASTER	12	N	50%	30%	1	1	0	0	0%	
I143 SAFETY RAIL ASSEMBLY	10	N	50%	30%	0	0	0	0	0%	
I144 PORTABLE SCAFFOLD SYSTEM	7	N	50%	30%	0	0	0	0	25%	
I145 PORTABLE SCAFFOLD SYSTEM DELUX	6	N	50%	30%	0	0	0	0	75%	

MV CL=MOVEMENT CLASS, SN=SEASONAL, MAX SA DIP=MAXIMUM DIP INTO SAFETY STOCK DURING LAST 12 PERIODS, RS WH=RESTOCKING WAREHOUSE,  
 RESET SAFETY ALLOWANCE%=CURRENT SAFETY ALLOWANCE%\*MAX DIP%/ALLOWABLE DIP%  
 ORDER POINTS AND LINE POINTS WILL BE RESET DURING NEXT EOP UPDATE

ITEMS: 16

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 VENDOR REVIEW CYCLE RESET

ICR770 PAGE: 1  
 TIME: 2:20 PM

VENDOR V100 TO V105  
 WAREHOUSE ALL

VENDOR NAME	--REVIEW CYCLE DAYS--				TOTAL COST LAST 12 PDS	-BUYING TARGET- DOLLARS	LBS	DATE LAST PO	REQUIREMENTS			
	CURRENT	RESET	MIN	MAX								
Warehouse 01 ATLANTA WAREHOUSE												
V100 GENERAL INDUSTRIAL MFG	10	9	5	15	77725.26	2000	300	01/05/01	50% OFF FREIGHT FOR BUY TARGET			
Cost \$	SEP 6283.52	OCT 8139.34	NOV 6259.80	DEC 6482.34	JAN 5063.60	FEB 6519.18	MAR 5129.28	APR 6318.40	MAY 7621.82	JUN 8955.56	JUL 4687.60	AUG 6264.82
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	9	6	6	12	104888.81	0	0	02/22/01	USE VENDOR-ITEM NUMBERS ON PO			
Cost \$	SEP 9519.38	OCT 7560.84	NOV 10983.18	DEC 8595.69	JAN 6922.08	FEB 8385.19	MAR 7152.85	APR 11132.75	MAY 7378.99	JUN 8160.11	JUL 8238.82	AUG 10858.93
V102 S.E. INDUSTRIAL PROD. & EQUIP.	12	7	7	16	83136.38	400	350	09/24/02	INCLUDE TAX EXEMPT # ON PO			
Cost \$	SEP 4553.73	OCT 9071.72	NOV 6166.42	DEC 9744.84	JAN 6500.70	FEB 5867.90	MAR 5468.53	APR 5876.94	MAY 8626.75	JUN 8704.19	JUL 6924.06	AUG 5630.56
V105 WAREHOUSE EQUIPMENT UNLIMITED	14	10	10	21	149923.79	0	0	09/03/02				
Cost \$	SEP 12413.26	OCT 14212.54	NOV 12526.25	DEC 11224.89	JAN 13378.88	FEB 12753.11	MAR 10095.23	APR 13690.18	MAY 13049.27	JUN 12624.76	JUL 13690.92	AUG 10264.50
Warehouse 02 DALLAS WAREHOUSE												
V100 GENERAL INDUSTRIAL MFG	13	19	7	20	37404.30	2000	300	09/19/02	HIT BUY TARGET TO REDUCE FRT			
Cost \$	SEP 3272.72	OCT 2440.26	NOV 2820.70	DEC 3071.48	JAN 2855.22	FEB 3103.60	MAR 3222.26	APR 3354.70	MAY 3105.38	JUN 3190.90	JUL 3273.74	AUG 3693.34
V101 INDUSTRIAL SUPPLY DISTRIBUTORS	8	4	4	12	10547.00	0	0	08/28/02	USE VENDOR-ITEM NUMBERS ON PO			
Cost \$	SEP 530.00	OCT 622.75	NOV 874.50	DEC 967.25	JAN 808.25	FEB 1033.50	MAR 781.75	APR 834.75	MAY 1060.00	JUN 993.75	JUL 1007.00	AUG 1033.50
V105 WAREHOUSE EQUIPMENT UNLIMITED	10	6	6	14	86994.20	400	350	09/26/02	INCLUDE TAX EXEMPT # ON PO			
Cost \$	SEP 7116.11	OCT 5339.95	NOV 6718.24	DEC 7719.20	JAN 7588.41	FEB 8265.24	MAR 7173.07	APR 7031.62	MAY 7783.42	JUN 7971.59	JUL 7240.35	AUG 7047.00

REVIEW CYCLE=360 DAYS/NUMBER OF REVIEWS PER YEAR (REVIEWS PER YEAR=TOTAL ANNUAL COST / BUYING TARGET \$)  
 TOTAL COST=SUM OF LAST 12 PERIOD COSTS FOR ALL ITEMS WHERE VENDOR IS PRIMARY VENDOR  
 PERIOD COST=QUALIFIED SALES FOR PERIOD X CURRENT STANDARD COST  
 VENDORS: 7

END OF REPORT

## SAMPLE ITEM LABEL PRINT

I115 PLASTIC DOLLY 800 LB CAPACITY. 18 X 30 um: EA      std pk:      1 EA class: DCK    location:      E51	I129 SEALER TOOL 5LBS; METAL SEALS TO STRAPPING um: EA      std pk:      1 EA class: DCK    location:      F57	I130 HEAVY DUTY DOCK BUMPER VERTICAL UNIT, 6" 20 X 13 um: EA      std pk:      1 EA class: DCK    location:      G19	I100 PALLET LOADING HAND TRUCK 1000 LB CAPACITY um: EA      std pk:      1 EA class: DCK    location:      G25
I118 LIGHTWEIGHT HAND TRUCK 500LB CAP., 48"H, 8"WHEELS um: EA      std pk:      1 EA class: DCK    location:      C24	I128 SELF STANDING HAND TRUCK um: EA      std pk:      1 EA class: DCK    location:      F59	I122 ELECTRIC HOIST/2000 LB CAP. 16" HEADROOM/ 16 LIFTSPEED um: EA      std pk:      1 EA class: DCK    location:      F73	I119 STEEL SHELVING/SHELF 24"D, 320LB CAP., 85"H um: EA      std pk:      1 DZ class: GEN    location:      E34
I120 HAND HELD STRETCH WRAP 1500' PER ROLL, 8LBS PER ROLL um: EA      std pk:      1 EA class: GEN    location:      F34	I121 HEAVY DUTY SHIPPING SCALE 250LB CAPACITY um: EA      std pk:      1 EA class: GEN    location:      H53	I131 PANORAMIC HALF DOME 180 UP TO 300FT um: EA      std pk:      1 EA class: GEN    location:      G49	I132 STEEL SWIVEL CASTER 2" DIA. 125 LB CAP. EACH um: EA      std pk:      1 CT class: GEN    location:      A47
I133 STEEL SWIVEL CASTER 2 1/2"DIA 1"W, 200LB CAP EACH um: EA      std pk:      1 CT class: GEN    location:      I41	I111 PLASTIC SHELF BIN/ BLUE 360LB CAP. PER SHELF. 60 BINS um: EA      std pk:      1 EA class: GEN    location:      B67	I114 DIGITAL UPS/PARCEL POST SCALE 100LB CAPACITY um: EA      std pk:      1 EA class: GEN    location:      D97	I156 PLASTIC SPRAY BOTTLE 8OZ um: EA      std pk:      1 CT class: GEN    location:      E56
I112 PORTABLE WASTE CONTAINER W/LID 44 GALLON CAPACITY um: EA      std pk:      1 EA class: GEN    location:      E05	I134 DRUM WRENCH/STEEL OPENS 3/4" AND 2" DRUM PLUGS um: EA      std pk:      1 EA class: GEN    location:      H24	I135 DRUM DOLLY 1500 LB CAPACITY. 4"DIA WHEELS um: EA      std pk:      1 EA class: GEN    location:      D86	I137 NYLON SLING - TRIANGLE CHOKER 2"W, 4400LB CAP, 1 PLY, 3'L um: EA      std pk:      1 EA class: GEN    location:      G63
I138 BALL BEARING TROLLEY (FOR HOISTS) 4" I BEAM HEIGHT um: EA      std pk:      1 EA class: GEN    location:      B60	I148 MIRACLE CLEANER um: EA      std pk:      1 EA class: GEN    location:      C29	I149 INDUSTRIAL STRENGTH DEGREASER um: EA      std pk:      1 EA class: GEN    location:      D13	I150 BLEACH - MAXIMUM CONCENTRATION FOR FORMULA um: GL      std pk:      1 GL class: GEN    location:      C39
I151 BICARBONATE OF SODA FOR FORMULA um: LB      std pk:      1 LB class: GEN    location:      A30	I152 AMMONIA FOR FORMULA um: GL      std pk:      1 DM class: GEN    location:      D80	I153 HYDROFLORIC ACID SOLUTION FOR FORMULA um: GL      std pk:      1 GL class: GEN    location:      B70	I154 CHLORINE CATALYST FOR FORMULA um: LB      std pk:      1 LB class: GEN    location:      A27
I155 BENZENE COMPOUND FOR FORMULA um: GL      std pk:      1 GL class: GEN    location:      B96	I102 ADJUSTABLE HEIGHT STEEL STOOL 17"-22" HT ADJ./COLOR: GREY um: EA      std pk:      1 EA class: WHS    location:      B73	I103 ROTARY DRUM PUMP 12 GAL. PER MINUTE/PADLOCKABLE um: EA      std pk:      1 EA class: WHS    location:      B02	I104 RUBBER TIRE MAT 14" X22"; 4.6LBS um: EA      std pk:      1 EA class: WHS    location:      C93

## SAMPLE BAR CODE LABEL PRINT

\*I100\*  
I100 EA  
PALLET LOADING HAND TRUCK  
1000 LB CAPACITY

\*I101\*  
I101 EA  
PALLET TRUCK  
5000LB CAPACITY/8" WHEELS

\*I102\*  
I102 EA  
ADJUSTABLE HEIGHT STEEL STOOL  
17"-22" HT ADJ./COLOR: GREY

\*I103\*  
I103 EA  
ROTARY DRUM PUMP  
12 GAL. PER MINUTE/PADLOCKABLE

\*I104\*  
I104 EA  
RUBBER TIRE MAT  
14" X22"; 4.6LBS

\*I105\*  
I105 EA  
NESTING CONVEYOR BOX  
18"W X 12.5"D X 6"H

\*I106\*  
I106 EA  
TELESCOPIC LIFT BOOM  
6000LB CAP./7.5 X 3.5

\*I107\*  
I107 EA  
PORTABLE FLOOR CRANE  
1500LB CAPACITY

\*I108\*  
I108 EA  
STEEL TOP WORK BENCH  
250LB CAP,12 GAUGE, 34" HIGH



Inventory Control—7.50

DATE: 09/28/02  
USER: SSI ToW

DEMO COMPANY  
ITEM NOTES PRINT

ICR780 PAGE: 1  
TIME: 10:36 AM

ITEM FIRST TO LAST

NOTES

=====  
Item I100 PALLET LOADING HAND TRUCK

STEEL ALLOY FRAME OF RUGGED CONSTRUCTION. RUBBER NONSKID, NONSCUFF  
6 INCH WHEELS. 1000 LB CAPACITY. 52" TALL, 17 POUNDS. 2 TIE DOWN  
STRAPS STANDARD.

08/17/02 - ADDITIONAL TIE DOWN STRAPS ARE AVAILABLE AS A NONSTOCK  
OPTION. SEE VENDOR CATALOG.

09/03/02 - RECEIVED NOTICE FROM VENDOR THAT THIS MODEL WILL BE  
DISCONTINUED FIRST OF YEAR. NEW MODEL WILL HAVE 1200 LB  
CAPACITY AND WILL WEIGH LESS (MAGNESIUM ALLOY CONSTRUCTION)  
EXPECT A 10% PRICE INCREASE.

Item I101 PALLET TRUCK

HARDWOOD BASE WITH STAINLESS STEEL HANDLES. HANDLE EMPLOYS PATENTED  
NEW "RIGHT-FLEX" TECHNOLOGY TO INSURE OPERATOR COMFORT. WHEELS USE  
TREATED IRON BEARINGS FOR SMOOTH OPERATION. BASE COVERED WITH NON-  
SKID, WEATHER-RESISTANT, SILICON PAD.

DIMENSIONS: HEIGHT 48" (@ handle top)  
BASE 58" X 62" X 8" (14" from floor to base top)  
WEIGHT 215 LB

08/14/02 - A NEW, LIGHTER VERSION OF THIS PRODUCT WILL BE AVAILABLE  
ON 11/01/02. THIS PALLET TRUCK WILL BE THE SAME DIMEN-  
SIONS, BUT WITH A 3500 LB CAPACITY AND 6" WHEELS. THE  
HARDWOOD BASE WILL BE REPLACED WITH PINE, AND THE SILICON  
COVER WILL BE REPLACED WITH HARD RUBBER. EXPECT A 30% RED-  
UCTION IN THE PRICE.

ITEMS: 2

END OF REPORT

Inventory Control—7.50

DATE: 07/22/02  
 USER: SSI T8C

DEMO COMPANY  
 Item Catalog Listing

ICR785 PAGE: 1  
 TIME: 12:08 PM

ITEM V110-47010 TO V110-58918  
 VENDOR ALL

ITEM DESCRIPTION	MANUAL CT COST	UM	LEVEL	PRICE UM	CREATE LEVELS
V110-47010 Floor Crane 6'boom 1000lb	589.00	EA	Standard	677.35 EA	B
V110-47012 Floor Crane 8'boom 1000lb	624.00	EA	Standard	717.95 EA	B
V110-47020 Floor Crane 6'boom 2000lb	699.00	EA	Standard	803.85 EA	B
V110-47022 Floor Crane 8'boom 2000lb	829.00	EA	Standard	953.35 EA	B
V110-47024 Floor Crane 10'boom 2000lb	879.00	EA	Standard	1010.85 EA	B
V110-47044 Floor Crane 6'boom 1000lb	645.00	EA	Standard	741.75 EA	B
V110-47046 Floor Crane 8'boom 1000lb	680.00	EA	Standard	782.00 EA	B
V110-58892 Pwr Belt Conveyor 12"x10'	1299.95	EA	Standard	1495.00 EA	B
V110-58894 Pwr Belt Conveyor 12"x20'	1564.95	EA	Standard	1799.95 EA	B
V110-58896 Pwr Belt Conveyor 12"x30'	1829.95	EA	Standard	2105.00 EA	B
V110-58898 Pwr Belt Conveyor 12"x40'	2093.95	EA	Standard	2408.00 EA	B
V110-58902 Pwr Belt Conveyor 20"x10'	1447.95	EA	Standard	1665.15 EA	B
V110-58904 Pwr Belt Conveyor 20"x20'	1829.95	EA	Standard	2104.45 EA	B
V110-58906 Pwr Belt Conveyor 20"x30'	2211.95	EA	Standard	2543.75 EA	B
V110-58908 Pwr Belt Conveyor 20"x40'	2592.95	EA	Standard	2982.50 EA	B
V110-58912 Pwr Belt Conveyor 24"x10'	1521.95	EA	Standard	1750.25 EA	B
V110-58914 Pwr Belt Conveyor 24"x20'	1961.95	EA	Standard	2256.25 EA	B
V110-58916 Pwr Belt Conveyor 24"x30'	2401.95	EA	Standard	2762.25 EA	B
V110-58918 Pwr Belt Conveyor 24"x40'	2840.95	EA	Standard	3267.10 EA	B

ITEMS: 19

END OF PRINT

Inventory Control—7.50

DATE: 09/28/02                    DEMO COMPANY                    ICR790 PAGE: 1  
USER: SSI TOW                    ITEM CLASS LIST                    TIME: 10:38 AM

FIRST TO LAST

ITEM CLASS DESCRIPTION	GL TABLE	NONSTOCKED ITEM # TO POST TO SA
=====		
DCK DOCK EQUIPMENT	001	NOT POSTED
GEN GENERAL SUPPLIES	001	NOT POSTED
WHS WAREHOUSE EQUIPMENT	001	NOT POSTED

ITEM CLASSES: 3

END OF REPORT

Inventory Control—7.50

DATE: 07/22/02  
 USER: SSI T8C

DEMO COMPANY  
 ITEM BALANCING REGISTER #0033

ICR795 PAGE: 1  
 TIME: 12:10 PM

WAREHOUSE 01 Atlanta Warehouse  
 ITEM FIRST TO LAST

ITEM DESC	---ON HAND QUANTITY---		---ON ORDER QUANTITY---		---COMMITTED QUANTITY---		---BACKORDER QUANTITY---	
	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
I100 Pallet Loading	20	20	22	22	3	3	0	0

LIFO/FIFO: ---ON HAND QUANTITY--- ---ALLOTTED QUANTITY---

SEQ	OLD	NEW	OLD	NEW
7	3	3		3
6	0	0		0
5	0	0		0
4	0	0		0
3	3	3	3	3
2	15	15	8	5
1	10	10		

I148 Miracle Cleaner	37	37	4	4	15	0	0	0
I149 Industrial Stre	39	39	10	10	20	10	0	0

ITEMS: 3

END OF REGISTER

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 ITEM ACTIVITY REPORT

ICR810 PAGE: 1  
 TIME: 2:30 PM

ITEM I100 TO I110  
 IC PERIOD 09/02  
 VENDOR ALL

ITEM	CL	N	MV S BEGINNING ON HAND	RECEIPTS	PRODUCTION	-----TRANSFERS-----		ADJUSTED	SALES	CURRENT ON HAND	UM
						IN	OUT				
=====											
Warehouse 01 ATLANTA WAREHOUSE											
I100	1	N	59	34	0	0	21	0	44	15*EA	
			PALLET LOADING HAND TRUCK								
I101	1	N	30	7	0	0	0	0	27	10 EA	
			PALLET TRUCK								
I102	2	N	108	0	0	0	7	0	71	30 EA	
			ADJUSTABLE HEIGHT STEEL STOOL								
I103	2	N	35	8	0	0	2	0	25	16 EA	
			ROTARY DRUM PUMP								
I104	6	N	416	63	0	0	70	0	234	175 EA	
			RUBBER TIRE MAT								
I105	9	N	161	20	0	0	15	0	110	56 EA	
			NESTING CONVEYOR BOX								
I106	2	N	10	0	0	0	0	0	4	5*EA	
			TELESCOPIC LIFT BOOM								
I107	1	N	24	0	0	0	0	0	8	16 EA	
			PORTABLE FLOOR CRANE								
I108	5	N	16	9	0	0	0	0	18	7 EA	
			STEEL TOP WORK BENCH								
I109	3	N	17	6	0	0	0	0	17	6 EA	
			FOREMEN SHOP CABINET DESK								
I110	4	N	12	3	0	0	0	0	10	5 EA	
			STEEL STORAGE CABINET								

MV CL=MOVEMENT CLASS, SN=SEASONAL (H=HIGH, L=LOW, N=NONSEASONAL)  
 \*=COMPUTED ON HAND IS NOT EQUAL TO ACTUAL ON HAND

ITEMS: 11

END OF REPORT

Inventory Control—7.50

Sample Reports

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 SERIAL/LOT# REMOVAL REGISTER #0035

ICR820 PAGE: 1  
 TIME: 10:40 AM

CLASS FIRST TO LAST  
 VENDOR ALL  
 NO CUTOFF

SERIAL/LOT	DATE	PO#	-----RECEIPT-----			-----LAST SALE-----								
			VENDOR	UNITS	UM	COST	UM	DATE	INVOICE	CUSTOMER	UNITS	UM	PRICE	UM
Warehouse 01 ATLANTA WAREHOUSE														
Class WHS WAREHOUSE EQUIPMENT														
Vendor V116 WORLD MATERIALS HANDLING CO.														
	I157	DRUM, 20 GALLON			LOT									
WMH-126	07/26/02	000961	V116	20	EA	28.00	EA	09/14/02	001705	C119	20	EA	48.50	EA
WMH-145	08/02/02	000979	V116	3	EA	35.99	EA	09/21/02	001729	C129	6	EA	57.55	EA
WMH-153	08/09/02	000994	V116	5	EA	36.04	EA	09/14/02	000090	FORMULATN	5	EA	36.07	EA
WMH-169	08/17/02	001004	V116	5	EA	36.07	EA	09/21/02	001729	C129	6	EA	57.55	EA

Vendor V120 WAREHOUSE INTERIORS, INC.

	I106	TELESCOPIC LIFT BOOM			SERIAL									
WI-1952	07/31/02	000959	V120	1	EA	651.00	EA	09/07/02	001650	C122	1	EA	856.50	EA
WI-1994	07/31/02	000959	V120	1	EA	651.00	EA	09/07/02	001650	C122	2	EA	856.50	EA
WI-2295	07/31/02	000959	V120	1	EA	651.00	EA	09/14/02	001699	C120	2	EA	1070.60	EA
WI-3042	07/31/02	000959	V120	1	EA	651.00	EA	09/14/02	001699	C120	2	EA	1070.60	EA
	I107	PORTABLE FLOOR CRANE			SERIAL									
WI-3809	07/31/02	000959	V120	1	EA	279.00	EA	09/07/02	001665	C100	4	EA	389.75	EA
WI-4109	07/31/02	000959	V120	1	EA	279.00	EA	09/07/02	001665	C100	4	EA	389.75	EA
WI-4211	07/31/02	000959	V120	1	EA	279.00	EA	09/07/02	001665	C100	4	EA	389.75	EA
WI-4244	07/31/02	000959	V120	1	EA	279.00	EA	09/07/02	001665	C100	4	EA	389.75	EA
WI-4588	07/31/02	000959	V120	1	EA	279.00	EA	09/07/02	001670	C101	2	EA	435.60	EA
WI-4655	07/31/02	000959	V120	1	EA	279.00	EA	09/07/02	001670	C101	2	EA	435.60	EA
WI-4948	07/31/02	000959	V120	1	EA	279.00	EA	09/27/02	001763	C122	2	EA	366.85	EA
WI-5020	07/31/02	000959	V120	1	EA	279.00	EA	09/27/02	001763	C122	2	EA	366.85	EA

ITEMS: 16

END OF REGISTER

DATE: 08/19/02  
 USER: SSI TKP

DEMO COMPANY  
 FLAGGED ITEM REPORT

ICR830 PAGE: 1  
 TIME: 8:58 AM

-----USAGE-----

VENDOR FIRST TO LAST  
 CLASS ALL

ITEM UM	MV S	CL N	-----QUALIFIED USAGE, ACTUAL USAGE, STOCKOUT DAYS-----											
			SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG

Warehouse 01 ATLANTA WAREHOUSE

Vendor V102  
 Class GEN GENERAL SUPPLIES

I156 EA 10 N	Qual														*SO
PLASTIC SPRAY BOTTLE	Act1	440	1030	1080	540	480	530	1010	420	420	160	202	1104		
	Sout	0	0	0	0	0	0	0	0	0	0	4	31		

Class WHS WAREHOUSE EQUIPMENT

I141 EA 11 N	Qual													*SO
SCAFFOLD SUPPORTS FOR PLATFORM	Act1	7	6	6	7	6	6	6	7	6	6	12	12	
	Sout	0	0	0	0	0	0	0	0	0	0	0	31	

I142 EA 12 N	Qual													*SO
SWIVEL CASTER	Act1	8	8	8	8	8	8	8	8	8	8	8	8	
	Sout	0	0	0	0	0	0	0	0	0	0	0	31	

I143 EA 10 N	Qual													*SO
SAFETY RAIL ASSEMBLY	Act1	2	2	2	2	2	2	2	2	2	2	2	2	
	Sout	0	0	0	0	0	0	0	0	0	0	0	31	

Vendor V110 GEORGIA SHIPPING EQUIP. CO.  
 Class WHS WAREHOUSE EQUIPMENT

I101 EA 1 N	Qual				30			40	31	32	30	28	*LS	
PALLET TRUCK	Act1	30	33	19	19	29	23	0	0	0	0	0	0	
	Sout	0	0	0	0	0	0	0	0	0	0	0	0	

Inventory Control—7.50

Sample Reports

Vendor V119 INDUSTRIAL CHEMICALS INC.  
 Class WHS WAREHOUSE EQUIPMENT

	I139	EA	9	N	Qual											*SO	
SCAFFOLD LADDER					Act1	18	17	12	17	12	17	12	23	19	12	12	16
					Sout	0	0	0	0	0	0	0	0	0	0	0	31

MV CL=MOVEMENT CLASS, SN=SEASONALITY (N=NONSEASONAL, L=LOW, H=HIGH)

QUALIFIED USAGE FLAGS: \*HS=HIGH SALES (PERIOD USAGE GREATER THAN PREVIOUS 5 PERIODS USAGE)  
 \*LS=LOW SALES (USAGE LESS THAN 1/2 UNIT PER PERIOD FOR LAST 6 PERIODS)  
 \*SO=STOCKOUT (OVER 13 DAYS STOCKED OUT IN PERIOD)

PLEASE CORRECT THROUGH WAREHOUSE/ITEM FILE MAINTENANCE

ITEMS WITH FLAGGED USAGE: 6

END OF FLAGGED USAGE REPORT



Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 FLAGGED ITEM REPORT

Sample Reports

ICR830 PAGE: 1  
 TIME: 10:40 AM

-----LEAD TIME-----

VENDOR FIRST TO LAST  
 CLASS ALL

ITEM DESCRIPTION	MV S	-----LAST 5 RECEIPTS-----										AVG LEAD TIME
		CL N	1-DATE	1-LT	2-DATE	2-LT	3-DATE	3-LT	4-DATE	4-LT	5-DATE	
=====												
Warehouse 01 ATLANTA WAREHOUSE												
Vendor V101 INDUSTRIAL SUPPLY DISTRIBUTORS												
Class GEN GENERAL SUPPLIES												
I119 STEEL SHELVING/SHELF 24"D, 320LB CAP., 85"H	14 N	02/22/01	0A	/	/	/	/	/	/	/	/	
I131 PANORAMIC HALF DOME 180 UP TO 300FT	7 N	01/29/02	40A	09/19/02	2	09/12/02	2	09/03/02	4	08/23/02	2	2
Warehouse 02 DALLAS WAREHOUSE												
Vendor V101 INDUSTRIAL SUPPLY DISTRIBUTORS												
Class GEN GENERAL SUPPLIES												
I119 STEEL SHELVING/SHELF 24"D, 320LB CAP., 85"H	14 N	02/22/01	0A	/	/	/	/	/	/	/	/	

MV CL=MOVEMENT CLASS, SN=SEASONAL (N=NONSEASONAL, L=LOW, H=HIGH), LT=LEAD TIME (DAYS, A=ABNORMAL LEAD TIME CAUSING A GREATER THAN 50% CHANGE IN AVERAGE LEAD TIME, I=IGNORED PER OPERATOR IN AVG LEAD TIME CALCULATION)  
 PLEASE CORRECT THROUGH WAREHOUSE/ITEM FILE MAINTENANCE.

ITEMS WITH INVALID LEAD TIME: 3

END OF FLAGGED LEAD TIME REPORT

Inventory Control—7.50

DATE: 09/28/02  
 USER: SSI ToW

DEMO COMPANY  
 FLAGGED ITEM REPORT

ICR830 PAGE: 1  
 TIME: 10:41 AM

--FROZEN CONTROLS--

VENDOR FIRST TO LAST  
 CLASS ALL

ITEM DESCRIPTION	MV	S	CL	N	CONTROLS	#PDS	DATE	MEMO
=====								
Warehouse 01 ATLANTA WAREHOUSE								
Vendor V100 GENERAL INDUSTRIAL MFG								
Class WHS WAREHOUSE EQUIPMENT								
I103 ROTARY DRUM PUMP 12 GAL. PER MINUTE/PADLOCKABLE	2	N			RQ	6	09/01/02	EXPECTING NEW PRODUCT ANNOUNCE
Vendor V102 S.E. INDUSTRIAL PROD. & EQUIP.								
Class GEN GENERAL SUPPLIES								
I114 DIGITAL UPS/PARCEL POST SCALE 100LB CAPACITY	3	N			RQLS	3	08/13/02	EXPECT TREND TOWARD ANALOG
Vendor V120 WAREHOUSE INTERIORS, INC.								
Class WHS WAREHOUSE EQUIPMENT								
I106 TELESCOPIC LIFT BOOM 6000LB CAP./7.5 X 3.5	2	N			RQ	99	01/05/02	INSUFFICIENT WAREHOUSE SPACE

MV CL=MOVEMENT CLASS, SN=SEASONAL (N=NONSEASONAL, L=LOW, H=HIGH)  
 FROZEN CONTROLS (R=RESTOCKING AMOUNTS, Q=ORDER QUANTITY, L=LEAD TIME, S=SAFETY ALLOWANCE)  
 #PDS=NUMBER OF PERIODS REMAINING FOR FREEZE  
 PLEASE CORRECT THROUGH WAREHOUSE/ITEM FILE MAINTENANCE.

ITEMS WITH FROZEN CONTROLS: 3

END OF FROZEN CONTROLS REPORT

Inventory Control—7.50

Sample Reports

DATE: 05/26/03  
 USER: STK T0S

Specialty Distributors, Inc.  
 DOCUMENT FILL REPORT

ICR350 PAGE: 1  
 TIME: 9:38 PM

WAREHOUSE 01  
 RESTOCKING ONLY  
 INCLUDE UPDATED TRANSFER RECEIPTS

ITEM DESCRIPTION	RECEIVED UM	ORDER /TKT#	LN#	P	PRI LOC	REQUEST DATE	CUSTOMER/TO WHSE	BACKORDERED + COMMITTED UM
Ticket#: T00384 Whse: 01 Atlanta Warehouse		From Whse: 02						
I141 Scaffold Supports for Platform	6 EA							
SHIP #: 00001	1 EA	UPDATED						
00002	4 EA							
00003	1 EA							
		002404	002		I33	ASAP	Southeastern Industrial	6 EA
		002661	001	R	C33	ASAP	Southeastern Industrial	2 EA
		002662	011		I33	ASAP	Deluxe Equipment Wareho	2 EA
		002662	004		C33	ASAP	Southeastern Industrial	4 EA
		002662	006c		C33	ASAP	Southeastern Industrial	4 EA
		002662	007c		C33	ASAP	Deluxe Equipment Wareho	4 EA
		T00678	001		C33	ASAP	Dallas Warehouse	4 EA
		T00680	002		C33	ASAP	Nashville Warehouse	6 EA

\*=SPECIAL ORDER, c=COMPONENT, P=ORDER PRIORITY (R=RUSH, H=SERVICE HOLD)

ITEMS: 1

End of Report

