Infor ERP FACTS

Inventory Control
Release 7.7

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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.

The Inventory Control master menu consists of the following submenus.

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.
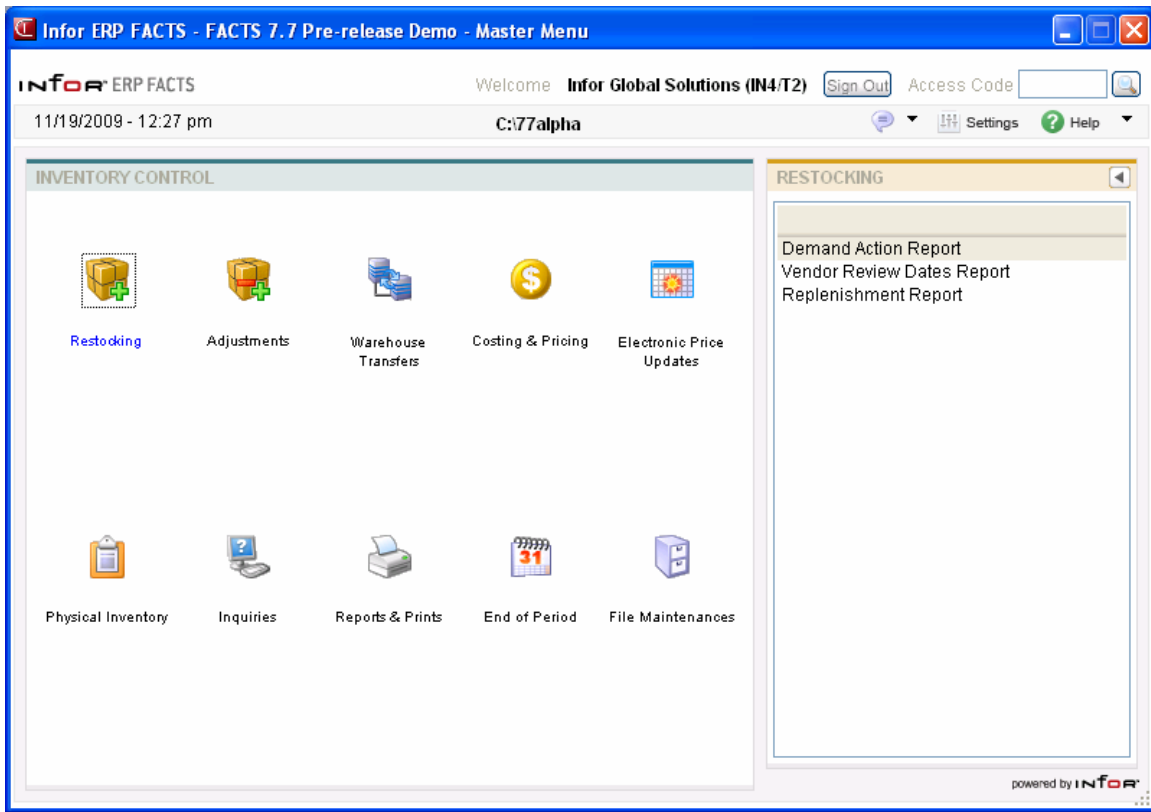
Inventory Control Flow Charts

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.

Program

Register or report with optional update

Report

File

FACTS Module

Inventory Control Interaction with
Other FACTS Modules

```
                          ┌──────────────┐
                          │ PO           │
                          │ Purchase     │
                          │ Orders       │
                          └──────────────┘
                                 ↕

┌──────────────┐          ┌──────────────┐          ┌──────────────┐
│ SO           │          │ IC           │          │ MC           │
│ Sales Orders │ ───────→ │ Inventory    │ ←─────── │ Manufacturing│
│              │ ←─────── │ Control      │ ───────→ │ Control      │
└──────────────┘          └──────────────┘          └──────────────┘

┌──────────────┐                 ↕                  ┌──────────────┐
│ SA           │ ←───────                            │ JC           │
│ Sales Analysis│                                    │ Job Cost     │
└──────────────┘          ┌──────────────┐          └──────────────┘
                          │ GL           │
                          │ General Ledger│
                          └──────────────┘
```

Physical Inventory

Enter Counts

Physical Inventory File (ICPHYS)

Discrepancy Report

Whse/Item File (ICWHSE)

Count Sheet Print

Capture Quantities

Update Inventory

Serial/Lot File (ICLOTS)

Invent. Adjust. File (ICADJT)

Costing & Pricing

```
┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│  Suggested   │   │   Create     │   │    Erase     │
│  Cost/Price  │   │  Suggested   │   │  Suggested   │
│    Entry     │   │  Cost/Price  │   │  Cost/Price  │
└──────────────┘   └──────────────┘   └──────────────┘
```

Sugg. Std.
Price File
(ICSGPR)

Sugg. Qty
Brk Prcs
(ICSGQB

Sugg LP/
Man Cst
(ICSLPC)

```
┌──────────────┐   ┌──────────────┐
│   Item F/M   │   │    Update    │
│              │   │  Suggested   │
│              │   │ Cost/Prices  │
└──────────────┘   └──────────────┘
```

Prices   Costs

Price Levl
File
(ICPRIC)

Qty Brk
File
(ICPRQB)

Item Mstr
File
(ICMAST)

Item/Whse
File
(ICWHSE)

Cost Price List

```
┌──────────────┐
│  LIFO/FIFO   │
│  Costing F/M │───────┐
└──────────────┘       │
                       │        ╭──────────────╮              ┌──────────────┐
                       ├──────▶ │  LIFO/FIFO   │      ┌─────▶ │  LIFO/FIFO   │
                       │        │  Cost File   │      │       │  Cost Layer  │
┌──────────────┐       │        │  (ICCOST)    │──────┤       │  Print       │
│  PO Rcpts    │       │        ╰──────────────╯      │       └──────────────┘
│  Inventory   │───────┘                              │
│  Adjust.     │                                      │       ┌──────────────┐
└──────────────┘                                      └─────▶ │  SO          │
                                                              │  Sales Orders│
                                                              └──────────────┘
```

Inventory Adjustments

```
Adjustment          Item/Whse
Entry         ───►  File
                    (ICWHSE)


Item                Adjustment        Adjustment        General
Repackaging   ───►  File         ───► Register     ───► Ledger Jrnl
Entry               (ICADJT)                             File
                                                         (GLJRNL)


Quick Transfer      Serial/Lot
Adjustment    ───►  File (ICLOT)


Physical            Item
Inventory     ───►  Ledgercard
Update              File
                    (ICLEDG)
```

Inventory Transfers

Open Document File (SORDER) → Suggested Transfer Entry → Suggested Transfer Entry (ICSTRN) → Suggested Transfer Report

Transfer Entry →

Transfer File (ICTLOT)

Serial Item by Line Trans. File (ICTLOT)

Transfer Ticket Print

Shipment Confirmation

Shipment Register

Receipt Confirmation

Receipt Register

Transfer Status Report

General Ledger Jrnl File (GLJRNL)

Item/Whse File (ICWHSE)

Adjustment File (ICADJT)

Serial/Lot File (ICLOTS)

Item Ledgercard File (ICLEDG)

Job Cost Posting File (JCJOBS)

Serial/Lot File

Serial/Lot F/M

Serial /Lot Removal Register

Serial/Lot File (ICLOTS)

Inventory Control

Sales Orders

Purchase Orders

Manufacturing Control

Item File

```
Item F/M
```

```
Transfer/
Change Item
Codes
```

```
Item File
(ICMAST)
```

```
Inventory
Control
```

```
Sales Orders
```

```
Purchase
Orders
```

```
Manufacturing
Control
```

```
Job Cost
```

```
Sales
Analysis
```

Warehouse/Item File

```
┌──────────────┐                                    ┌──────────────┐
│              │                                    │  Inventory   │
│   Item F/M   │──┐                              ┌──▶│   Control    │
│              │  │                              │   │              │
└──────────────┘  │                              │   └──────────────┘
                  │                              │
                  │                              │
┌──────────────┐  │        ╭──────────╮         │   ┌──────────────┐
│              │  │        │ Whse/Item │         │   │              │
│  Warehouse/  │──┼───────▶│   File    │◀──────┼──▶│ Sales Orders │
│   Item F/M   │  │        │ (ICWHSE)  │         │   │              │
│              │  │        ╰──────────╯         │   └──────────────┘
└──────────────┘  │                              │
                  │                              │
                  │                              │   ┌──────────────┐
┌──────────────┐  │                              │   │  Purchase    │
│   Create     │  │                              ├──▶│   Orders     │
│  Warehouse/  │──┘                              │   │              │
│ Item Records │                                 │   └──────────────┘
│              │                                 │
└──────────────┘                                 │   ┌──────────────┐
                                                 │   │ Manufacturing│
                                                 └──▶│   Control    │
                                                     │              │
                                                     └──────────────┘
```

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):

		Debit	Credit
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		23.00
		138.00	138.00

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

		Debit	Credit
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		23.00
		138.00	138.00

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

		Debit	Credit
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	23.00	
		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:

		Debit	Credit
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		23.00
		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:

		Debit	Credit
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	23.00	
		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:

		Debit	Credit
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		23.00
		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

		Debit	Credit
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	23.00	
		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:

		Debit	Credit
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		23.00
		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:

		Debit	Credit
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	215.00	
		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	Inventory
or	
Adjustment	

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).
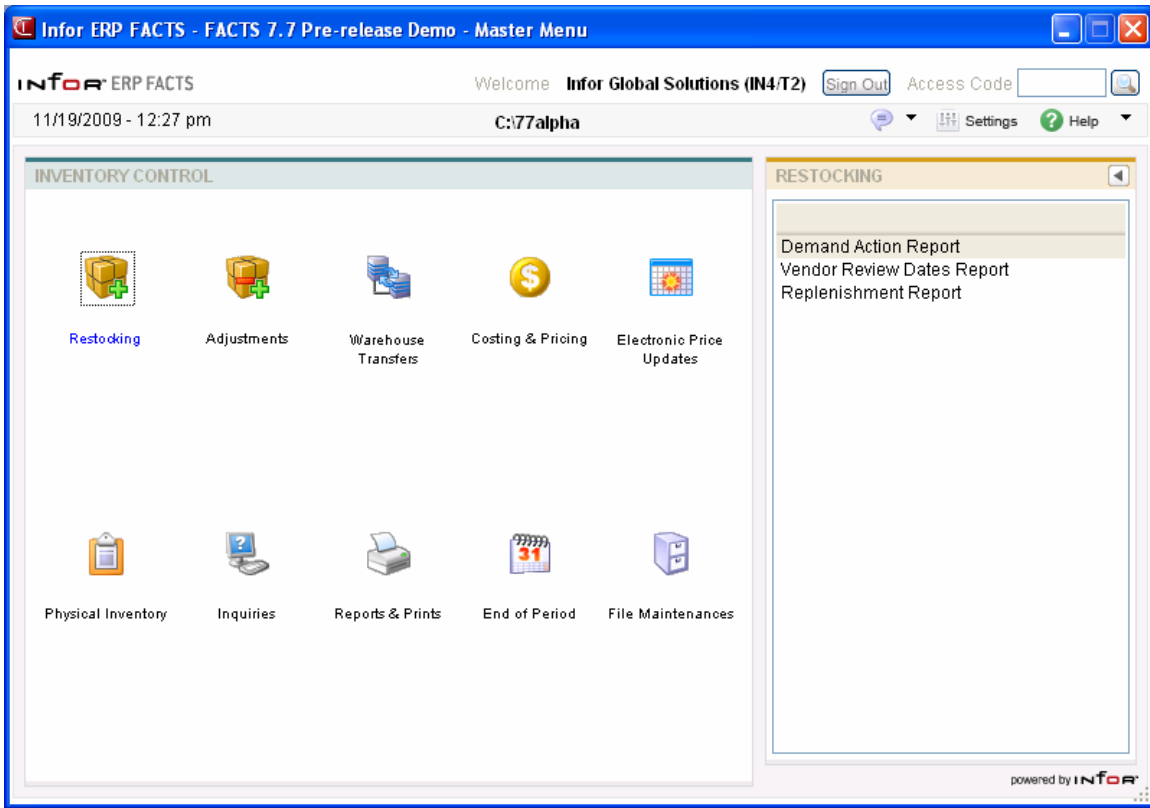
Demand Action Report (ICR110)

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 Fields

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

1. Beginning vendor

Enter the beginning vendor to print. Press ◄ to default to **First**. Press **F2** or 🔍 to search.

2. Ending vendor

Enter the ending vendor to print. Press ▶ to default to **Last**. Press **F2** or 🔍 to search.

3. Class

Enter the item class to print. The entry must be a valid item class. Press **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

4. Item description

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

5. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults the warehouse assigned to the terminal. Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. Include on order

Indicate whether to include on order quantities as part of the available stock. The program defaults to selected.

7. Skip

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

8. Inactive

Indicate whether to include inactive items on this report. The program defaults to selected.

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**, the program presents a prompt each time it finds 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 F/M. 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. Buyer codes are created in the PO Buyer Code F/M. The program leaves this field blank by default. Press **F1** or ![all] to default to ALL. Press **F2** or ![search] to search.

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 Fields

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

1. Beginning date

Enter the beginning date. The program 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. The program defaults to 30.

3. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. The program defaults to the warehouse assigned to the terminal. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

4. Buyer

Enter the buyer or buyers to print. Buyer codes are created and maintained in the PO Buyer Code F/M (*PO→File Maintenance→Infrequent File Maintenance→Buyer Code*). The program leaves this field blank by default. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

5. Current needs

Indicate whether to calculate and display the current needs. The program defaults to unselected.

6. Frozen controls

Select **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**, the program presents a prompt each time it 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.

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,

Available Stock = Quantity On Hand − Committed − 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,

Order Point/Line Point Surplus = Amount greater than line point + order quantity

or

Min/Max Surplus = 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 Fields

The following fields are involved in printing the Replenishment Report:

1. Beginning vendor

Enter the beginning vendor to print. Press ◄ to default to First. Press **F2** or 🔍 to search.

2. Ending vendor

Enter the ending vendor to print. Press ►| to default to Last. Press **F2** or 🔍 to search.

3. Class

Enter the item class to print. The entry must be a valid item class. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

4. Item description

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

5. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. These are the warehouse(s) to be replenished. The program defaults to the warehouse assigned to terminal. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

6. Restocking warehouse

Enter the restocking warehouse code. The entry must be a valid warehouse. Press **F1** or 🔄 to indicate DIRECT (from vendor). This entry determines which warehouse or warehouses (indicated in the previous field) is supplying the merchandise. *Direct from vendor* or *DIRECT* 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.

7. Include

Enter whether to print **U**sage, **S**tockout, **C**urrent quantity, **W**arehouse Surplus and/or weigh**T** information per item. The program defaults to USCW. Press **F1** or 🚫 to set this field to NONE.

Press **F2** or ☑ for options.

8. Buyer

Enter the buyer to print. Buyer codes are created and maintained in the PO Buyer Code F/M (*Purchase Orders→File Maintenances→Infrequent File Maintenances→Buyer Code F/M*). The program leaves the field blank by default. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

9. Flagged

Indicate whether to include flagged items on this report. The options are **N**, **Y**, or **M** (maybe, option by item). If you choose **Y**, calculations are performed using actual usage.

If you choose **M**, the program presents a prompt each time it 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 report can resume. Change the usage flag from qualified to actual in the IC Warehouse/Item F/M. The item is then included on the report using qualified usage.

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.
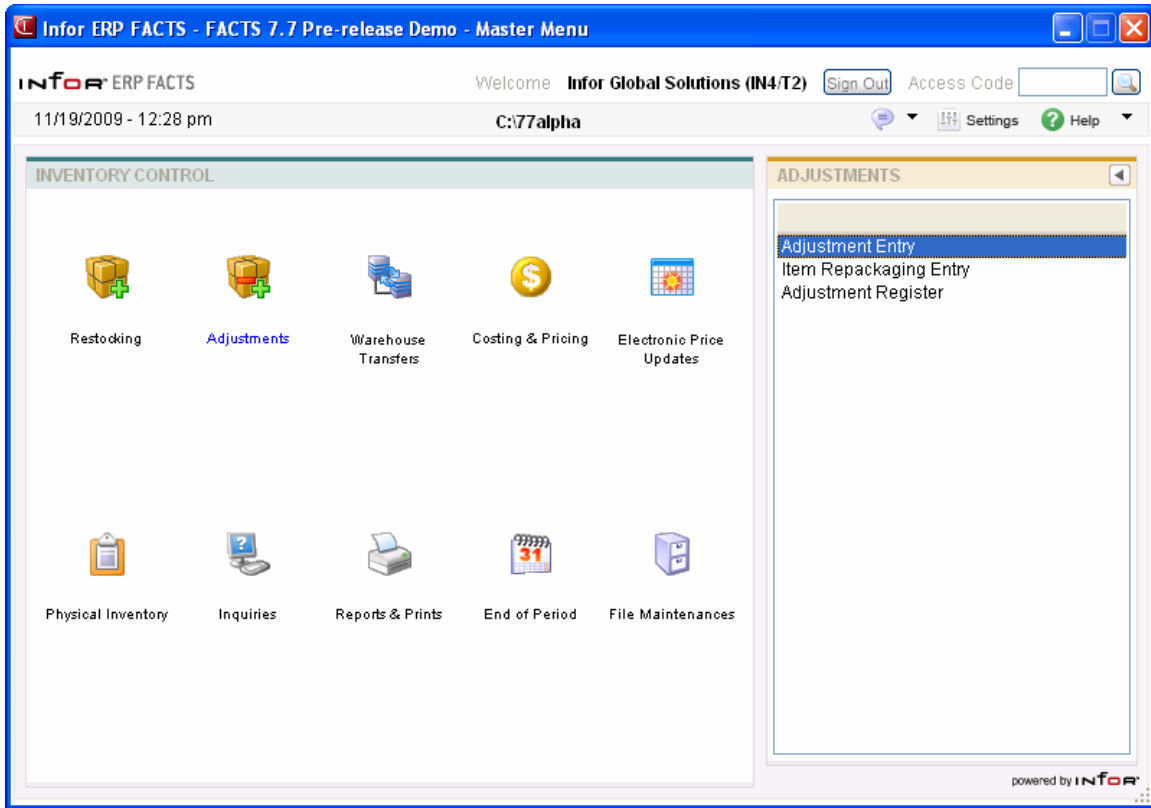
Adjustment Entry (ICE210)

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.

EWMS Processing Note

The Adjustment Entry (ICE210) program does not allow exiting an item that is in a Radio Beacon controlled warehouse if the adjusted quantity does not sum to zero. All quantity adjustments should be done in Radio Beacon. The only

reason this program should be used is to adjust costs. So you can adjust one out at one cost and back in another. The net effect on inventory quantity is zero.

User Fields

The following fields 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. The system displays the warehouse name and description. Press Enter (CR) to default to the warehouse assigned to the terminal. Press **F2** or 🔍 to search.

2. Item

Enter the item number to be adjusted. The entry must be a valid item number. The system displays the description and current on hand quantity for this item and stocking unit of measure. Press Enter (CR) to default to the item previously adjusted. Press **F2** or 🔍 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 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**".

Serial/Lots Items

If the item number is a serial/lot item, the system displays fields #3-6.

3. Serial/Lot #

Enter the serial or lot number of the item(s) adjusted. Press **F2** or 🔍 to search.

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

If the serial/lot number entered does not exist in the warehouse, indicate whether to receive in a new serial/lot number. Press **Enter** (CR) to default to N and returns to field #3. If the item exists, the program proceeds to field #7.

5. Vendor

Enter the vendor to receive goods from. The entry must be a valid vendor. The system displays the vendor name. Press **Enter** (CR) to default to the primary vendor assigned to the item. Press **F2** or 🔍 to search.

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** or 🔍 to change the unit of measure.

8. Adjustment Code

Enter the adjustment code. The entry must be a valid adjustment code. Press **F2** or 🔍 to search. An 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 field is skipped. Enter the unit cost for this item receipt. Zero costs are not accepted. Press **Enter** (CR) to default to the current cost of the item.

10. Sales Dollars

If the adjustment type entered in field #4, was not **S**-sales, this field 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 code type is "S" for sale, you can select the checkbox to post the number of units to the actual usage in the warehouse/ item file. If the adjustment type entered in field #4, was not **S**-sales, this field is skipped.

Based on this setting, usage is given to the warehouse that is being adjusted. 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 system updates usage based on your response here.

12. Adjustment Memo

Enter the optional memo regarding the adjustment (up to 25 characters). This memo overrides the adjustments code description that prints on the Adjustment Register. Press **Enter** (CR) to default to no memo and the adjustment code description prints on the register. Press to **F2** or 🔙 default to the memo previously used.

The system displays the message: Job Number message box and asks: "Enter job number?" Yes/ No

If you select **Yes**, the system displays the Job Posting Entry dialog box, which contains fields 13-20. If you select **No**, the system accepts the line and displays it in the browser in the lower portion of the screen.

13. J-Job #, F4-Backup

You can: Press **F4** to back up to the adjustment memo. Press **Enter** (CR) to accept the line, clear the user fields 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 field to await further adjustments in this warehouse. You can enter **J** to enter job-costing information.

Job Costing Information

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 field does not appear and the program proceeds to field #21. Enter **J** to enter job costing information.

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. Press **Enter** (CR) to default to the last job number entered (if any). Press **F2** to search.

15. Price Message

If the billing type for the job entered is fixed, contract or time and material, this field 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 **selected** and neither the bill rate nor extension will be affected. Press **Enter** 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. Press **F2** to search.

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

17. **Markup**

    This field 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 field (#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.

    Press **Enter** (CR) to initially default to the markup method (amount/percentage) from the cost code record.

18. **Bill Rate**

    This field is unavailable if the **Allow Billing Override** flag is set to unselected in the cost code record. This field 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. Press **Enter** (CR) to initially default 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 field). Press **Enter** (CR) to initially default to blanks.

20. **Print Memo on Job Cost Invoice?**
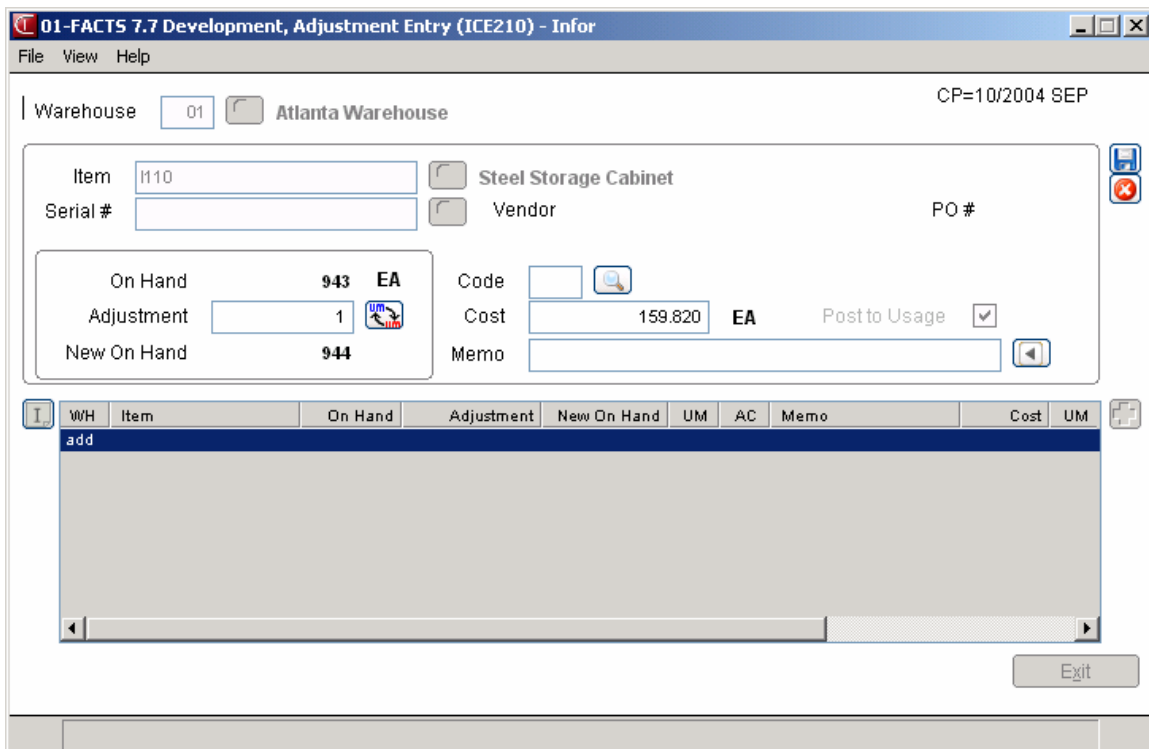
This field is initially skipped and set to unselected. Indicate whether to print the memo (entered in the previous field) on the job cost invoice. The field may only be set to Y if the **Billing Detail** for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** (CR) to initially default to unselected.

When you have added all the adjustment line, select the 🖫 icon to save your entries.

You can select the ❌ icon to stop entering adjustment lines. You can select the ➕ icon to add additional items for adjustment.

On the left side of the line item browser, you can select ⬛ to access Note Entry (SME710) for the item highlighted in line item browser.

Press **Exit** button to return to the main IC menu.

How to manually adjust on-hand quantities

1. Access this program by choosing Inventory Control→Adjustments→Adjustment Entry.

2. In the Warehouse field, 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 to search.

3. In the Item field, 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** to or 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 fields.

4. In the Adjustment field, 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 to change the unit of measure.

5. In the Adjustment Code field, enter the adjustment code. Press **F2** or 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 field is skipped.) In the Cost field, 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 field is skipped.) In the Sales Dollars field, 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 field is skipped.) If the adjustment code type is "S" for sale, you can select the checkbox to post the number of units to the actual usage in the warehouse/ item file. If the adjustment type entered in field #4, was not **S**-sales, this field is skipped.

   Based on this setting, usage is given to the warehouse that is being adjusted. 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 system updates usage based on your response here.

9.   In the Adjustment Memo field, 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 or to back up to the adjustment memo.

        The system displays the message: Job Number message box and asks: "Enter job number?" Yes/ No If you select Yes, the system displays the job-posting dialog box.

        -OR-

        If you select No, the system accepts the line, and displays it in the browser in the lower portion of the screen. The program then proceeds to the item field to await further adjustments in this warehouse.

12   When you have added all the adjustment line, select the icon to save your entries. You can select the icon to stop entering adjustment lines. You can select the icon to add additional items for adjustment. On the left side of the line item browser, you can select to access Note Entry (SME710) for the item highlighted in line item browser.

13.   Press **Exit** button to return to the main IC menu.

    See Also

    Adjustment Entry

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.

EWMS Processing Note

The Item Repackaging Entry (ICE220) program is disabled for any Radio Beacon controlled warehouses.

User Fields

The following fields 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. The system displays the warehouse name and description. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** or the 🔍 icon to search.

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. 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 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. 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 Adjust.**".

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

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** or the icon to change the unit of measure.

5. Transfer Cost

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.

6. Transfer Memo

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** or the icon to default to the memo previously used.

7. Post To Usage

Select the checkbox 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 selected.

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 **selected**, the system skips this prompt and does not update usage. If the replenishment flag is **selected**, the displays the **Post to Usage** checkbox and updates usage based on your response here.

You can:

Press the icon to record the transfer and update on-hand quantities for both items in the warehouse. Upon updating the adjustment, the user fields for this transaction are cleared and scrolled to the bottom portion of the screen and the program returns to the FROM item field to await further item transfers in the displayed warehouse.

Select the icon to end item transfers. To add additional item repackaging transfers, select the icon.

Press the **Exit** button to return to the Inventory Control Menu screen.

How to enter item-to-item transfers

1.   Access this program by choosing Inventory Control→Adjustments→Item Repackaging Entry.

2.   In the Warehouse field, 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 🔍 icon to search.

3.   In the From Item field, 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 🔍 icon 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.**".

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

4.   In the To Item field, 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** 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 Adjust.**".

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

5.   In the Transfer Quantity field, 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 🔁 icon to change the unit of measure.

6.   In the Transfer Cost field, 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 field, 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** or the ◀ icon to default to the memo previously used.

8.   At the Post To Usage checkbox, indicate whether to post the number of units transferred of the FROM item to the actual usage in the warehouse/item file.

9.   You can:

     Press the 💾 icon to record the transfer and update on-hand quantities for both items in the warehouse. Upon updating the adjustment, the user fields for this transaction are cleared and

scrolled to the bottom portion of the screen and the program returns to the FROM item field to await further item transfers in the displayed warehouse.

Select the icon to end item transfers. To add additional item repackaging transfers, select the icon.

Press the **Exit** button to return to the Inventory Control Menu screen.

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 Fields

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

1. Order

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

2. Beginning Order Choice

Select the beginning order choice to print. Press ◀ to default to **First**. Press **F2** or 🔍 to search.

3. Ending Order Choice

Select the ending order choice to print. Press ▌▌ to default to **Last**. Press **F2** or 🔍 to search.

4. Vendor/Item Class

Enter the vendor (or item class if vendor was selected in field #1) to print. The entry must be a valid vendor (or item class). Press **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

5. Warehouse

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 **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

6. Adjustment Code

Enter up to ten 2-character adjustment codes side by side to print. Press **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

7. Date

Enter the Adjustment Register date. Press **Enter** (CR) or 📅 to default to the system date. The date entered must be within the current or next GL period.

Select the **OK** button to print the report.
For users printing the GL distribution, the following field 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, select **Cancel** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to field #10.

For users not printing the GL distribution, the following field 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 **Cancel** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** to continue and no GL distribution will be printed, the following field (#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** to continue. The program proceeds with the update. If there is a correction to be made, select **Cancel** to exit the program. After the correction is made, the entire register process begins again.

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 ◀| to default to **First**. Press **F2** or 🔍 to search.

4.   In the Ending field, select ending order choice to print. Press |▶ to default to **Last**. Press **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 field #1) to print. The entry must be a valid vendor (or item class). Press **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

      In the Warehouse field, enter up to ten 2-character warehouse codes side-by-side to print. Press **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

      In the Adjustment Code field, enter p to ten 2-character adjustment codes side by side to print. Press **F1** or 🌐 to default to **ALL**. Press **F2** or 🔍 to search.

      In the Date field, enter the Adjustment Register date. Press **Enter** (CR) or 📅 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, re-run 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.
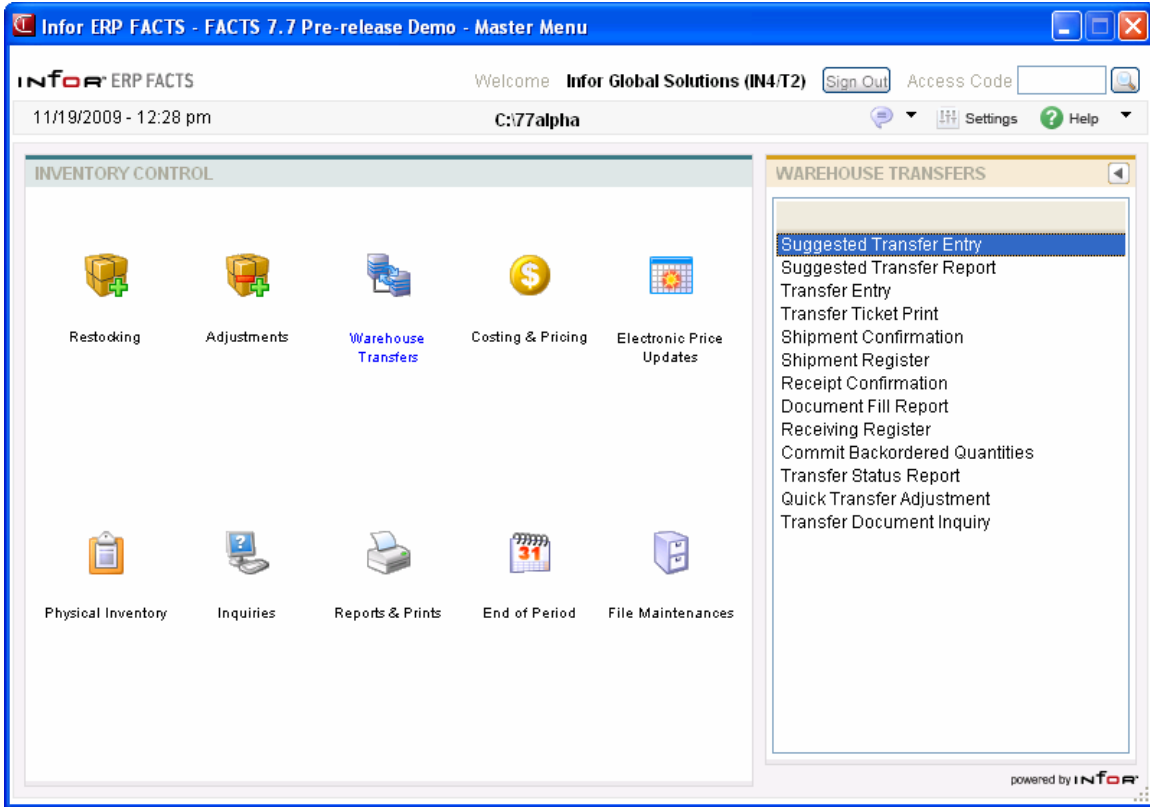
Suggested Transfer Entry (ICE310)

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 Fields

Use the following fields to enter suggested transfers:

1. From Warehouse

Enter the warehouse from which to transfer items. The entry must be a valid warehouse code. The system displays the warehouse description. Press **Enter** (CR) to default 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 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.**"

2. To Warehouse

Enter the warehouse to which items will be transferred. The entry must be a valid warehouse code. The system displays the warehouse description. Press **Enter** (CR) to default to the next warehouse on file after the FROM warehouse.

Press **F2** or the icon to perform a search.

Press **F3** or the icon to default to the next warehouse on file after the FROM warehouse.

3. Type

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

4. Prompt-Selection Field

You can select the **Inquiry From** button to display FROM warehouse item pricing, quantity, usage and receipt information.

You can select the **Inquiry To** button to display TO warehouse pricing, quantity, usage and receipt information.

You can select the **Del Range** to delete a range of items from the suggested transfer. The system displays the Delete Range of Items screen.

At the **Beginning Item** prompt, enter the beginning item number to delete. The entry must be a valid item number. Press ◀◀ to default to FIRST. . Press **F2** or the 🔍 icon to search.

At the **Ending Item** prompt, 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 **F2** or the 🔍 icon to search. Press ▶▶ to default to LAST.

Press **OK** to delete the item(s).

You can also perform the following functions for transfer lines:

 # -or the 📝 icon Changes a line-item -
 You can modify a suggested transfer line by highlighting it in the browser and pressing the 📝 icon.

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

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

 For restocking transfers the system displays the following fields:

 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 ![um] 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 ![um] (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 fields:

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 ![icon] icon 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.

D or the ![X] icon-
        Deletes the highlighted suggested transfer 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 field, 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** or the 🔍 icon 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 field, 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** or the 🔍 icon to search.

4. At the **Type** field, select the type of transfer you are creating. You can select from: R-Restocking or S-Special Orders.

5. You can perform the following functions for transfer lines:

    # -or the 📝 icon Changes a line-item -
    You can modify a suggested transfer line by highlighting it in the browser and pressing the 📝 icon.

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

    If an item entered has a restocking path that is direct from the vendor a message is displayed. Press **Enter** (CR) to continue.
    For restocking transfers the system displays the following fields:

    > 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 🔄 to change the unit of measure if they are set up for the item.

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 fields:

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 🔍 icon 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.

D or the ❌ icon**- Deletes the highlighted suggested transfer line.**

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.

Delete Range of Items Screen

Use the Delete Range of Items screen to delete a range of items from a suggested transfer.

Access this program by choosing *Inventory Control* →*Warehouse Transfers* →*Suggested Transfer Entry.*

Use the following fields to delete a range of items from a suggested transfer:

Enter the beginning item number to delete. The entry must be a valid item number. Press ◀| to default to FIRST. . Press **F2** or the 🔍 icon to search.

2. Ending Item

At the **Ending Item** prompt, 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 **F2** or the 🔍 icon to search. Press |▶ to default to LAST.

Press **OK** to delete the item(s).

Press **Cancel** to return to the *Suggested Transfer Entry* screen without deleting items.

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 Fields

Use the following fields to print 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. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** or the 🔍 icon to search. Press **F3** or the 🔵 icon to default to ALL.

2. To Warehouse

Enter the warehouse to which items are to be transferred. The entry must be a valid warehouse code. Press **Enter** (CR) to default to ALL. Press **F2** or the 🔍 icon to search. Press **F3** or the 🔵 icon to default to ALL.

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, ICMAST, 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.

EWMS Processing Note

The Transfer Entry program checks to determine if the transfer you are going to change has been waved by Radio Beacon. If is has you will not be able to modify it, if it has not, the system sends a 'nuke' record to Radio Beacon causing this transfer to be removed. The transfer then needs to be reprinted in order to get it sent back down to Radio Beacon.

User Fields

Use the following fields enter 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 FileàNew 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. Press **F2** or to search.

4. Entered

Enter the date the transfer is entered. Press **Enter** (CR) to default to the system date.

5. Request

Enter the date the items are requested for delivery. Press **Enter** (CR) to default to the system date.

Press the icon to request the transfer as soon as possible.

6. Ship Via

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

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 field. 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.

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 field #1) and displayed. After the header record is created, all the header fields except #1-3 are accessible through the change header routine. Fields #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 field** 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 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 field**.

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 in inactive, it cannot be backordered and it cannot commit more than is available.

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

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 field for the next line-item entry. Press **F3** or the End button to end line-item entry

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

- Changes a line-item

- Adds line-items

- Inserts line-items

- Deletes line-items

Stops line-item 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) - Changes header

Done   End the transfer entry

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 field information and the program returns to the ticket number field to await further entries.

Press **F4** to end the program.

How to enter transfer ticket header information

1.   Access this program by choosing Inventory Control-→Warehouse Transfers→ Transfer Entry.

2.   In the Whse/Ticket field, 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 field, 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 field, enter the date the transfer is entered. Press **Enter** (CR) to default to the system date.

5.   In the Request field, enter the date the items are requested for delivery. Press **Enter** (CR) to default to the system date.

6.   In the Ship Via field, enter the method of shipment (up to 15 characters).

7.   (Optional) In the Reference field, 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 field.)

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 first suggested line-item displays. 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 field #1) and displayed. After the header record is created, all the header fields except #1-3 are accessible through the change header routine. Fields #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 fields

Field	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	The method of shipment (up to 15 characters). 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.
Ref#	The reference number (up to 15 characters).
Priority	The status for the transfer. Transfers default to "N" for normal. You can s elect from "N" (normal), "R" (rush) and "H" (service hold).

Header Detail - Infor

Main

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

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

Entered   12/28/2007
Requested   12/28/2007

Ship Via   UPS
Ref#
Priority   N - Normal

Save

Enter date of transfer entry

Import Suggested Transfers (ICC324)

The system displays the Import Suggested Transfers program at the conclusion 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 form 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 press **Toggle** to change between Yes and No for the Import setting in the browser, to the highlighted line to "Yes" or "No".

You can toggle between Yes and No for the Import setting in the browser to set all to "Yes" or select to set all to "No" by using the **All** button.

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.
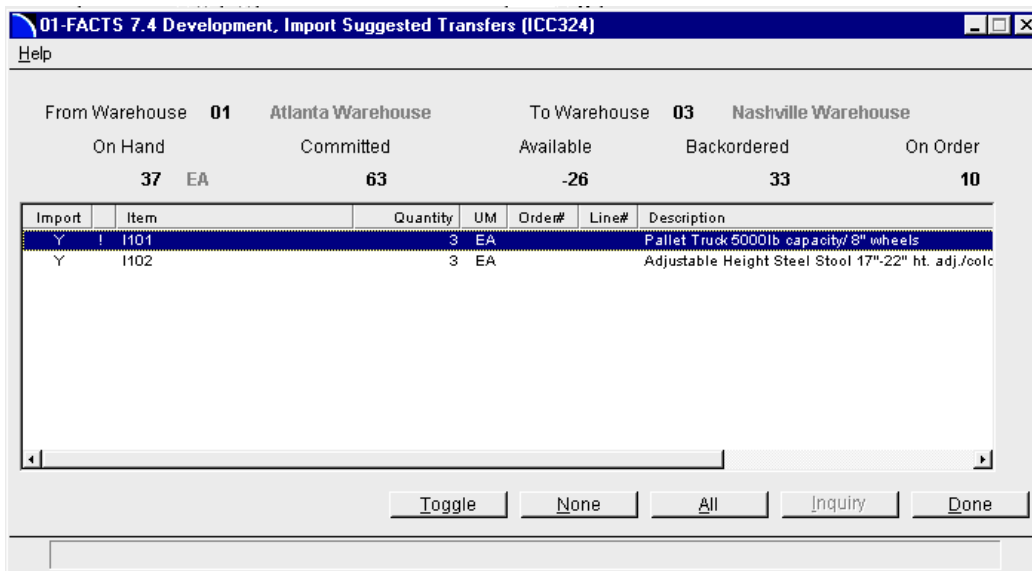
How to enter or modify transfer entry line items

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 field 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 field, 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** ❌ or 🔍 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 field, 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 🔁 icon 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 field, 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 field, enter the amount of inventory to backorder. If the item in 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 Header button 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 to make changes for the highlighted line item.

Select the icon to add another line item.

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

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

9.   When you have completed the line item or header information changes, press **F3** or the icon 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 field information and the program returns to the ticket number field 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 field, 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.

EWMS Processing Note

The Transfer Ticket (ICP310) program creates 2 flat files that will be sent to Radio Beacon. Select the EWMS checkbox to control weather or not a flat file needs to be created.

User Fields

Use the following fields to print transfer tickets:

1. Print/Reprint

Enter whether to **P**-print or **R**-reprint tickets. Press **Enter** (CR) to default to **P**.

2. Warehouse

Enter up to 20 two-character FROM warehouse codes side by side to print. 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.

3. Cutoff Date

Enter the cutoff date. 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 field and the ticket is not printed. Press the icon to enter the system date.

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. EWMS

Indicate whether to send these order to via EWMS to a Radio Beacon controlled warehouses.

7. 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.

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.

EWMS Processing Note

The Shipment Confirmation (ICE330) program does not allow confirmation of shipped orders that belong to a Radio Beacon controlled warehouse. That process is done by the upload stock picks program.

User Fields

Use the following fields to enter 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**

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 field 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 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 field**.

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 in 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 field for the next line-item entry. Press **F3** or the End button to end line-item entry

Serial/Lot Items

During the process of displaying line-items, if an item is a serial/lot item, proceed to field #5. If items are not serial/lot items, field #5 is skipped.

10. Serial/Lot Number Entry

If no items shipped are serial/lot items, this field is skipped. Enter the serial/lot number of the items to be shipped. The entry must be a valid serial/lot number. Press **F2** to search. 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. Press **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.

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.

11. Upon completion of the display of line-items, you can perform the following functions:

-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.

-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.

12. The ending routine allows the user to press **Enter** (CR) to continue, concluding the confirmation of the transfer ticket. The screen is cleared of field information and the program returns to field #1. Press **F4** to back up to the **prompt-selection field**.

How to confirm shipments

1.   Access this program by choosing *Inventory Control* →*Warehouse Transfers* →*Shipment Confirmation.*

2.   In the Whse/Ticket field, 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 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.

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 field, 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 field 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 fields.

7.   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.

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.

-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**".

 - 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.

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.

8.   When you press **Done**, the ending routine concludes the confirmation of the transfer ticket. The system clears field information on the screen and the program returns to field #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 Fields

Use the following fields to print the Shipment Register:

1. Beginning Ticket

Enter the beginning transfer ticket number to print. Press ◀ to default to FIRST (the first record on file).

2. Ending Ticket

Enter the ending transfer ticket number to print. Press ▶ to default to Last (the last record on file).

3. Beginning Date

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

4. Ending Date

Enter the ending transfer date to print. Press ▶ to default to Last (the last record on file).

5. From Warehouse

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 the 🔍 icon to search. Press **F3** or the 🌐 icon to default to ALL.

6. To Warehouse

Enter the warehouse to print TO which shipments were transferred. The entry must be a valid warehouse code. Press **F3** or the 🌐 icon to default to ALL. Press **F2** or the 🔍 icon to search.

7. Date

Enter the transfer register date. 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. Press the 📅 icon to enter the system date.

For users printing the GL distribution, the following field 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, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **Y** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to field #10.

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

8b. Check register. Ok to update?

After printing the Shipment 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 **Y** to continue and no GL distribution will be printed, the following field (#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, enter **Y** 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.

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 (**T**ransferred or **R**eceived), 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.

EWMS Processing Note

The Receipt Confirmation (ICE340) program does not allow confirmation of received orders that belong to a Radio Beacon controlled warehouse. That process is done by the upload stock receipts program.

User Fields

The following fields are involved in entering receipt confirmation.

1. Ticket

Enter the transfer ticket number. Press **F2** or the 🔍 icon to search for tickets.

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 fields.

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 field details.

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

6. Item Number

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

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**".

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 fields below for definitions:

7. 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.

8. 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.

9. 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.

10. 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).

11. Received Quantity

Enter the received quantity for the item.

12. 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.

13. 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.

You can

Serial/Lot Item Entry in Receipt Confirmation

During the process of displaying line-items, if an item is a serial/lot item, proceed to field #4. If items are not serial/lot items, field #4 is skipped.

Serial/Lot Number

Enter the serial/lot number for the line item.

The serial/lot information for each line is displayed as it was entered in the Shipment Confirmation (ICE330) program.

14. Prompt Selection Field Options

After you complete the header entry of the ticket to confirm receipt, you can select the options below 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. 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.

From within Add mode, you can select:

- Inserts a line-item above the highlighted line item.

- Deletes the highlighted entry.

Completes line item entry.

Saves you line item changes.

I - Accesses Note Entry (SME710) for the item highlighted in line item browser.

D - Accesses Note Entry (SME710) for the transfer header record specified in the program.

L - Accesses Note Entry (SME710) for the transfer line record highlighted in the line item browser.

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.

How to confirm transfer receipts

1.   Access this program by choosing *Inventory Control*→*Warehouse Transfers*→*Receipt Confirmation.*

2.   In the Ticket field, enter the transfer ticket number. Press **F2** or the 🔍 icon to search for tickets.

3.   In the Received Date field, 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 field**:

      📝 If you edit a line item, enter the number of units to receive.

          If the number received is not equal to the number shipped, you 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;

          In the **Item** field; enter the item number in the Item field and quantity to receive in the **Received** field.

          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**".

      🅸 - 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.

      From within Add mode, you can select:

- Inserts a line-item above the highlighted line item.

- Deletes the highlighted entry.

Completes line item entry.

Saves you line item changes.

7.   You can select from the follow options at the bottom of the screen:

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

Done -Exits the transfer ticket and returns you to the **Ticket #** prompt.

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

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.

8.   When you can finished confirming the receipt, press Done exit to the transfer ticket and return to the **Ticket #** prompt. You can enter additional receipt confirmations or press **Done** 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 Fields

Use the following fields to print the Receiving Register:

1. **Beginning Ticket**

   Enter the beginning transfer ticket number to print. Press to default to FIRST (the first record on file).

2. **Ending Ticket**

   Enter the ending transfer ticket number to print. Press to default to FIRST (the first record on file). Press to default to Last (the last record on file).

3.   Beginning Date

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

4.   Ending Date

Enter the ending receipt date to print. Press to default to FIRST (the first record on file). Press to default to Last (the last record on file).

5.   From Warehouse

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

6.   To Warehouse

Enter the warehouse 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.

7.   Date

Enter the transfer register date. 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. Press the icon to enter the system date.

For users printing the GL distribution, the following field 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, 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 field #10.

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

8b.   Check register. Ok to update?

After printing the Receiving 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 and no GL distribution will be printed, the following field (#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, 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.

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 ◄ to default to FIRST (the first record on file).

3.   In the Ending Ticket field, enter the ending transfer ticket number to print. Press ▶ to default to Last (the last record on file).

4.   In the Beginning Date field, enter the beginning receipt date to print. Press ◄ to default to FIRST (the first record on file).

5.   In the Ending Date field, enter the ending receipt date to print. Press ▶ to default to LAST (the last record on file).

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. Press **F3** or the 🌐 icon to default to ALL.

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 Fields

Use the following fields to print a 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.

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.

EWMS Processing Note

The Quick Transfer Adjustment (ICE350) program is disabled for any Radio Beacon controlled warehouses.

User Fields

Use the following fields to enter a quick transfer adjustment:

1. From Warehouse

Enter the warehouse FROM which the item was 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.

2. To Warehouse

Enter the warehouse TO which the item was transferred. The entry must be a valid warehouse code. Press **F2** or to search.

3. Item

Enter the item number to transfer. The entry must be a valid item number. Press **F2** or 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**".

4. (Optional) Serial/Lot Number

If this item is not a serial/lot item this field is skipped. Enter the serial/lot number. Press **F2** or 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.

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** or to change the unit of measure.

6. Transfer Memo

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

7. Ok to update?

Enter **Y** or **N** whether to record the transfer and update the on hand quantities. Press **Enter** (CR) to default to Y.

Upon updating the transfer, the user fields for this transaction are cleared and scrolled to the bottom portion of the screen and the program returns to the item field #3 to await further transfers for the displayed warehouses.

You can enter more items, or press to exit item entry and access the To warehouse field. To restart line item entry, press the icon. You can change to warehouses and continue entering items or press **F4** again or the **Exit** button to exit.

How to enter a quick transfer adjustment

1. Access this program by choosing Inventory Control →Warehouse Transfers àQuick Transfer Adjustment.

2. In the From Warehouse field, enter the warehouse FROM which the item was transferred. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** or 🔍 to search.

3. In the To Warehouse field, enter the warehouse TO which the item was transferred. Press **F2** or 🔍 to search.

4. In the Item field, enter the item number to transfer. Press **F2** or 🔍 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 field.

   If this item is not a serial/lot item this field is skipped. Enter the. Press **F2** or 🔍 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 field, 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** or 🔁 to change the unit of measure.

7. In the Transfer Memo field, 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** or ◀ 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 fields for this transaction and scrolls to the bottom portion of the screen. The program returns to the item field #3 to await further transfers for the displayed warehouses.

10.   You can:

enter more items, or press to exit item entry and access the To warehouse field.

restart line item entry, by pressing the icon.

change to warehouses and continue entering items or press **F4** again or the **Exit** button 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 fields 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** or defaults to ALL. **F2** or 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. Press for 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** or defaults to ALL. **F2** or allows a search. **F3** or 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. Press for all.

8. Ticket #

Enter the ticket number to fill the sales order from. Press **F1** or to default to ALL, **F2** or to search or **F4** o r to backup. Each matching ticket number will display only once, not each receipt for the same ticket.

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 X .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 X .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 X 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 field, 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.
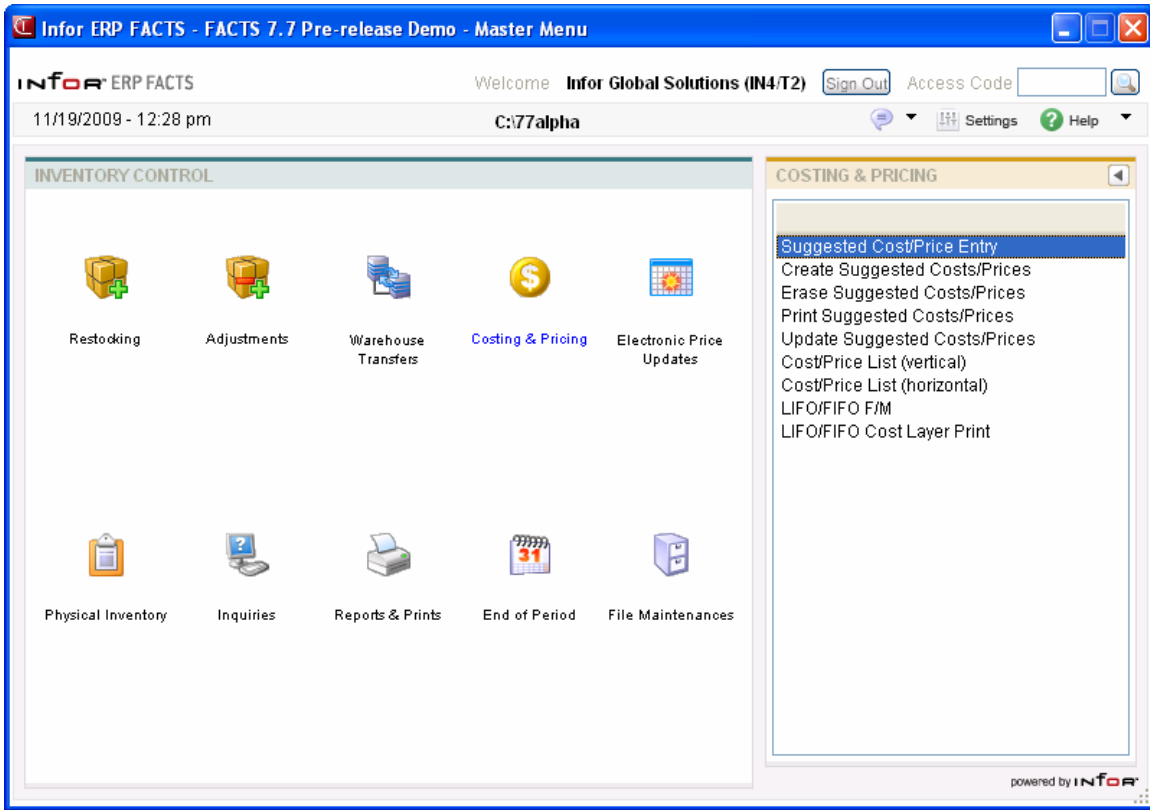
Costing/Pricing Process

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. To add an entry, enter the new information in 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).
4. 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

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

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 four sections:

- Header, where you enter the item number, effective date, list price, and manual cost

- A browser that displays suggested cost and/or price lines by unit of measure for:

  - Standard pricing, where you enter suggested standard pricing and commission information for each valid pricing unit of measure. Standard pricing information is based on the item's unit of measure. 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 List Price or Manual Cost. All of the item's valid pricing unit of measures are displayed, from smallest to largest. Up to seven lines of standard prices can be displayed at one time.

  - Price Level pricing information, where you enter suggested price level and commission information for the item and unit of measure selected. 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 List Price, Manual Cost, Standard Price, or any prior Price Level. Price levels can be set up for each pricing unit of measure available for an item.

  - Quantity Break pricing information, where you enter suggested quantity breaks, prices and commission information for the item and unit of measure selected if your company offers quantity breaks. Suggested Cost/Price information is based on *selling* unit of measure. 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.

IC Static Control record Require Descending Prices Flag
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.

  - An edit feature that allows you to modify suggested cost and/or price information for the selected line. Note that when a standard price, a list price and quantity break prices are being entered, the highlighted line returns to the same line after editing, to the next line after adding a new price instead, or always back to the first line in the browser.

  - A delete feature that allows you to delete the selected suggested cost and/or price line:
    Access this program by choosing *Inventory Control→Costing & Pricing -→Suggested Cost/Price Entry.*

Methods for Creating Suggested Costs and Prices

The Suggested Cost/Price Entry program allows you to set up manual cost, list price, standard price, level prices and quantity break level prices for an item or range of items.

Suggested Cost Price Entry allows the manual cost basis to default to the current manual cost basis when entering a new item. This way if the manual cost is based on list price and the multiplier is to be

changed, you only have to enter the new multiplier and not also change the basis from fixed price to list price.

Basing Manual Cost and All Prices Off of List Price
Note that if manual cost and all prices are based off list price, then there is no need to advance through all the fields in this program to modify prices. When manual cost is based on list price, no actual manual cost is stored in FACTS; it is calculated whenever needed.

There are three methods for creating suggested costs and prices:

1. Using a basis and multiplier
This method uses another existing cost or price as the basis of the new cost/price and a multiplier is applied against the existing one.

If for example, the basis price was $100.00 and the multiplier was .9400, the new calculated price would be $94.00 ($100.00 x .9400). Taking this example further, in terms of setting up level prices, you can 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 the basis and multiplier method, 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 advantage of using the basis and multiplier method is that when the basis price changes, that is the only price you have to change; the multipliers fix the rest of the price levels for you.

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
Using this method, you only enter the actual dollar amount of the costs and prices. No calculations are necessary. The price entered is the price that is stored in the pricing files and is what the system presents 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 you enter a change percent of 3.000. The system then calculates and displays the new calculated price of $103.00. When entering a change percent, the system calculates and stores the actual dollar amount in the pricing files. In this example, the system would store $103.00 the pricing files and this is the amount that would appear in Sales Order Entry programs.

4. Commissions
In addition to these three options for setting up the standard price, price levels and quantity breaks, you may also enter a commission percent. A Sales Order Static F/M flag determines whether this flag is available throughout the costing/pricing subsystem.

If the flag is turned off, the system does not give you the option to enter the commission %. If the flag is turned on, each cost/price you create will require you to enter a commission %.

When entering the commission %, you also have the option to set it to "no priority" (which leaves the field 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 *System Management→File Maintenances→Company Control F/M*.

Suggested Cost/Price Entry Menu Options

The following menu options are available during entry of suggested cost/price records:

File Allows you to **Exit** the screen.

Browser View   Allows you to select the display in the browser in the lower portion of the screen. You can select from:

P-Price Levels

S-Standard Price

Q-Quantity Breaks

Navigate   Allows you select from the Item Navigation links to display the Previous Item, Previous Suggested Costing/Pricing Line Next Suggested Costing/Pricing Line or Next Item suggested costing/pricing information.

Help   Displays online help for the program.

Suggested Cost/Price Entry General Options

The following general options are available during entry of suggested cost/price records:

F1 ▶ . Use this option while entering cost/pricing information to access the next setup option. The system allows for three setup options: basis /multiplier, dollar amount and change %. The **F1**-Enter feature allows the user to skip from the basis to the dollar amount and from the dollar amount to the change %.

F2 or 🔍 **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 or Done 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 field, or screen. Note that the **F4** key function changes to End or Exit when you have backed up to the item prompt.

User Fields

1. Item

Enter the inventory item for which the suggested cost/price is to be entered. Press **F2** or 🔍 to search.

To enter suggested cost/price information on the inventory item for the first time, select ➕ , and the system forwards you to the Effective Date field.

Fields 2-4 contain Suggested Cost/Price Header record information

2. Effective Date

Enter the effective date of this suggested cost/price change. Press **Enter** (CR) to default 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. List Price—(Suggested) Amount

The list price may be entered as a dollar amount or you can press **F1** or ▶ to enter a change %. Using a basis and multiplier is not available for list price.

4. Manual Cost—(Suggested)

The manual cost may be entered as dollar amount or a change %. You can press **F1** or ▶ to enter a value. The only available basis for manual cost is list price.

To edit existing suggested records for the inventory item, highlight it in the browser or select one of the options across the bottom of your screen, and the press ▣ to edit the highlighted record.

Adding a Suggested Standard Price During Line Entry

 When you access line entry to add a suggested standard price, the pricing information defaults to the basis, multiplier and price of the current price.

Use the **Filter** list box to select the display settings for the suggested cost and/or price lines in the browser. You can select from: **P-Price Levels**, **S-Standard Price**, or **Q-Quantity Breaks.**

5. **Qty**

For quantity breaks, 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.

6. **Basis**

For quantity breaks, the system displays the basis options. Initially, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis. After you set the basis/multiplier all price breaks must either use the same basis or they must be based on another price break.

The basis options for additional quantity breaks are: **L**—Use List Price as Basis , or **1-6**—Use Prior Quantity Break 1-6 as Basis. 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.

For level pricing, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis, or **1-6**—Use Prior Price Level 1-6 as Basis.

For standard pricing, you can select from **L**—Use List Price as Basis or **M**—Use Manual Cost as Basis.

7. **Mult**

For quantity breaks, if you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

If you are entering the suggested price level as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

If you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price. The system automatically calculated and displays the new suggested standard price.

8. **Price**

The suggested 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. You can press **F1** or ▶ to enter a change percentage (**Chg %**) value.

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. You can press **F1** or to enter a change percentage (**Chg** %) value.

Note: If the require descending prices flag (in the IC Static record) is set to Y, all price breaks must be the same Note: 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.

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. You can press **F1** or to enter a change percentage (**Chg** %) value. 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.

9. Chg % (percent)

Costs/prices may be entered by pressing **F1** or selecting to enter a change % (percent) from the existing cost/price. The system automatically calculate and displays the new suggested standard price for the level or the item. For example, if a standard price of $100.00 is increasing by 3% then you enter a change percent of 3.000. The system then calculates and displays the new calculated price of $103.00. When entering a change percent, the system calculates and stores the actual dollar amount in the pricing files. In this example, the system would store $103.00 the pricing files and this is the amount that would appear in Sales Order Entry programs.

10. Comm %

In addition to these three options for setting up the standard price, price levels and quantity breaks, you may also enter a commission percent. A Sales Order Static F/M flag determines whether this flag is available throughout the costing/pricing subsystem.

If the flag is turned off, the system does not give you the option to enter the commission %. If the flag is turned on, each cost/price you create will require you to enter a commission %.

Enter a commission percent for the price level, standard price or quantity break price level. When entering the commission %, you also have the option to set it to "no priority" (which leaves the field 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 *System Management→File Maintenances→Company Control F/M*.

11. Press to save your changes when you have completed the information entry. You can then update the following header fields: effective date, list price, manual cost, standard prices, and quantity breaks.

12. You can highlight a suggested costing/pricing line in the browser and press Delete to display the Delete Record Type dialog box, where you can select to delete from the following: **L--Suggested list price, M—Suggested manual cost, S— Suggested manual price for the selected unit of measure.**

13. In the lower left portion of the screen you can use the Item Navigation links to display the Previous Item, Previous Suggested Costing/Pricing Line Next Suggested Costing/Pricing Line or Next Item suggested costing/pricing information.

14. Press **Done** to end the program and then again to exit the screen.

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 field, enter the inventory item code for which you want to create suggested cost/price information. Press **F2** or 🔍 to search.

3.   Enter the following information in the header of a Suggested Cost/Price record when adding an item:

4.   In the Effective Date field, 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.

5.   In the **Amount** (Suggested List Price) field, enter the list price.

        The list price can be entered as a dollar amount or you can press **F1** or ▶ to enter a change %. The Basis and multiplier options are not available for list price.

6.   In the **Amount (**Suggested Manual Cost) field, 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.

7.   This completes the header information for the Suggested Cost/Price record for the item. Use the Filter list box to select the display settings for the suggested cost and/or price lines in the browser. You can select from: **P-Price Levels**, **S-Standard Price**, or **Q-Quantity Breaks.**

        In each browser view, 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** or **Done**.

8.   For new records the system creates blank suggested cost/pricing lines for the item. Select 📝 to edit the highlighted line. You can update the following fields:

        Qty

        For quantity breaks, 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.

        Basis

        For quantity breaks, the system displays the basis options. Initially, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis. After you set the basis/multiplier all price breaks must either use the same basis or they must be based on another price break.

        The basis options for additional quantity breaks are: **L**—Use List Price as Basis , or **1-6**—Use Prior Quantity Break 1-6 as Basis. 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.

        For level pricing, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis, or **1-6**—Use Prior Price Level 1-6 as Basis.

For standard pricing, you can select from **L**—Use List Price as Basis or **M**—Use Manual Cost as Basis.

Mult

For quantity breaks, if you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

If you are entering the suggested price level as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

If you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price. The system automatically calculated and displays the new suggested standard price.

Price

The suggested 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. You can press **F1** or to enter a change percentage (**Chg %**) value.

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. You can press **F1** or to enter a change percentage (**Chg %**) value.

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. You can press **F1** or to enter a change percentage (**Chg %**) value. 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.

Chg % (percent)

Costs/prices may be entered by pressing **F1** or selecting to enter a change % (percent) from the existing cost/price. The system automatically calculate and displays the new suggested standard price for the level or the item. For example, if a standard price of $100.00 is increasing by 3% then you enter a change percent of 3.000. The system then calculates and displays the new calculated price of $103.00. When entering a change percent, the system calculates and stores the actual dollar amount in the pricing files. In this example, the system would store $103.00 the pricing files and this is the amount that would appear in Sales Order Entry programs.

Comm %

Enter a commission percent for the price level, standard price or quantity break price level.

When entering the commission %, you also have the option to set it to "no priority" (which leaves the field 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 *System ManagementàFile MaintenancesàCompany Control F/M*.

9.   Press to save your changes. When you have completed the information entry, you can update the following header fields: effective date, list price, manual cost, standard prices, and quantity breaks.

10.   You can highlight a suggested costing/pricing line in the browser and press **Delete** to display the Delete Record Type dialog box, where you can select to delete from the following: **L--**

Suggested list price, M—Suggested manual cost, S— Suggested manual price for the selected unit of measure.

11.   In the Lower left portion of the screen you can use the Item Navigation links to display the Previous Item, Previous Suggested Costing/Pricing Line Next Suggested Costing/Pricing Line or Next Item suggested costing/pricing information.

12.   Press **Done** to end the program and then again to exit the screen.

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 field, enter the inventory item code for which you want to create suggested cost/price information. Press **F2** or   to search.

3.   If you've already set up costing/pricing information for an item, the program automatically goes into edit mode. Select   to edit the highlighted line. You can update the following fields:

        Qty

        For quantity breaks, 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.

        Basis

        For quantity breaks, the system displays the basis options. Initially, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis. After you set the basis/multiplier all price breaks must either use the same basis or they must be based on another price break.

        The basis options for additional quantity breaks are: **L**—Use List Price as Basis , or **1-6**—Use Prior Quantity Break 1-6 as Basis. 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.

        For level pricing, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis, or **1-6**—Use Prior Price Level 1-6 as Basis.

        For standard pricing, you can select from **L**—Use List Price as Basis or **M**—Use Manual Cost as Basis.

        Mult

        For quantity breaks, if you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

        If you are entering the suggested price level as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

        If you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price. The system automatically calculated and displays the new suggested standard price.

        Price

        The suggested 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. You can press **F1** or   to enter a change percentage (**Chg** %) value.

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. You can press **F1** or to enter a change percentage (**Chg** %) value.

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. You can press **F1** or to enter a change percentage (**Chg** %) value. 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.

Chg % (percent)

Costs/prices may be entered by pressing **F1** or selecting to enter a change % (percent) from the existing cost/price. The system automatically calculate and displays the new suggested standard price for the level or the item. For example, if a standard price of $100.00 is increasing by 3% then you enter a change percent of 3.000. The system then calculates and displays the new calculated price of $103.00. When entering a change percent, the system calculates and stores the actual dollar amount in the pricing files. In this example, the system would store $103.00 the pricing files and this is the amount that would appear in Sales Order Entry programs.

Comm %

Enter a commission percent for the price level, standard price or quantity break price level.

When entering the commission %, you also have the option to set it to "no priority" (which leaves the field 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 *System Management→File Maintenances→Company Control F/M.*

4.   Press to save your changes. When you have completed the information entry, you can update the following header fields: effective date, list price, manual cost, standard prices, and quantity breaks.

5.   You can highlight a suggested costing/pricing line in the browser and press **Delete** to display the Delete Record Type dialog box, where you can select to delete from the following: **L-- Suggested list price, M—Suggested manual cost, S— Suggested manual price for the selected unit of measure.**

6.   In the Lower left portion of the screen you can use the Item Navigation links to display the Previous Item, Previous Suggested Costing/Pricing Line Next Suggested Costing/Pricing Line or Next Item suggested costing/pricing information.

7.   Press **Done** to end the program and then again to exit the screen.

How to delete cost/pricing information

1.   Access this program by choosing Inventory Control→Costing & Pricing→Suggested Cost/Price Entry.

2.   In the **Item** field, enter the inventory item code for which you want to create suggested cost/price information. Press **F2** or 🔍 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.   You can highlight a suggested costing/pricing line in the browser and press **Delete** to display the Delete Record Type dialog box, where you can select to delete from the following: **L--Suggested list price, M—Suggested manual cost, S— Suggested manual price for the selected unit of measure.** Press **OK** to delete the selected record type or **Cancel** to exit the dialog box without deleting anything.

   Current List Price and Manual Cost may not be deleted, (only suggested records may be deleted for List Price and Manual Cost).

4.   In the lower left portion of the screen you can use the Item Navigation links to display the Previous Item, Previous Suggested Costing/Pricing Line Next Suggested Costing/Pricing Line or Next Item suggested costing/pricing information.

5.   Press **Done** to end the program and then again to exit the screen.

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

Select the order to create suggested costs/prices: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter** (CR) to default to Item order.

2. Beginning Order Choice

Enter the beginning order choice. Press **Enter** (CR) or ◀| to default to FIRST.

3. Ending Order Choice

Enter the ending order choice. Press **Enter** (CR) or |▶ to default to FIRST.

4. Item Type

Enter the type of item to create: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter** (CR) or 🌐 to default to SNU.

5. Vendor/Item Price Class

Enter the vendor number or item price class to create. Press **Enter** (CR) or 🌐 to default to ALL.

Press **F2** or 🔍 to search.

6. Effective Date

Enter the effective date of the suggested cost/price change. Press **Enter** (CR) or 📅 to default to the system date. Effective dates for any suggested records already on file will be overwritten.

7. Suggested Level Types

Indicate the suggested record types to create: **L**ist Price, **M**anual Cost, **S**tandard 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.)

8. List Price Fields

Basis is not a valid option for list price; this field is skipped.

Multiplier is not a valid option for list price; this field is skipped.

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).

Commission % is not a valid option for list price; this field is skipped.

Replace—Indicate whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

9. Manual Cost Fields

Basis is not a valid options for list price and this field is skipped.

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 fields were skipped).

The **Commission %** entry is skipped since commission % may not be set for list price.

Replace—Indicate whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

10. Standard Price Fields

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 fields, this Change % is skipped.

Commission % —Enter the Commission % for the suggested standard price. Press **Enter** (CR) or ◄ to set the Commission % to the current Commission %. Press **F1** or 🚫 to default to No Priority.

Replace—Indicate whether to replace the existing suggested standard price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

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 illustrates 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.

à 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.

à The value entered in level 1 for the Replace field must be entered in the other levels also.

11. **Level Prices 1-6**

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 fields, this Change % is skipped.

Commission % — Enter the Commission % for the suggested level price. Press Enter (CR) or to set the Commission % to the current Commission %. Press **F1** or to default to No Priority.

Replace—Indicate whether to replace the existing suggested level price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

Note: You cannot access this field for levels 2 - 6 if the Require Descending Level Prices flag in the IC Static Control Record is set to Y because this field will default to whatever you entered in Replace for Level 1 Price for all other price levels.

12. **Create Levels**

This field is skipped if no suggested price levels were selected to be created in the previous field. 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 unselected.

13. **Pricing Um Scope**

Enter whether to create suggested price records for **A**ll pricing UM records, **N**on-default pricing UM records or **D**efault pricing UM records. This UM scope does not effect the list price or manual cost. Press **Enter** (CR) to default to All.

14. **Rounding**

This field 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 **F**ive Cents, **T**en Cents or **N**o Rounding. Press **Enter** (CR) to default to N.

15. Press **OK** and after the system displays a message telling how many records were updated. Press **OK** on the message box to exit the program. Press **Cancel** to discard your changes.

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 field, select the order to create suggested costs/prices: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter** (CR) to default to Item order.

3. In the Beginning Order Choice field, enter the beginning order choice. Press **Enter** (CR) or ◀| to default to FIRST.

4. In the Ending Order Choice field, enter the ending order choice. Press **Enter** (CR) or |▶ to default to FIRST.

5. In the Item Type field, enter the type of item to create: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter** (CR) to default to SNU.

6. In the Vendor/Item Price Class field, enter the vendor number or item price class to create. Press **Enter** (CR) or ALL to default to ALL.

7. In the Effective Date field, enter the effective date of the suggested cost/price change. Press **Enter** (CR) or 🗓 to default to the system date. Effective dates for any suggested records already on file will be overwritten.

8. At the Suggested Level Types field, select the suggested record types to create: **L**ist Price, **M**anual Cost, **S**tandard 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. In the List Price fields, 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—Indicate whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

10. In the Manual Cost fields, 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 fields were skipped).

    Replace— Indicate whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

11. In the Standard Price fields, , 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 fields, this Change % is skipped.

Commission % —Enter the Commission % for the suggested standard price. Press **Enter** (CR) or ◀ to set the Commission % to the current Commission %. Press **F1** or 🚫 to default to No Priority.

Replace— Indicate whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

12.   (Optional) For the Level Prices 1-6 fields, 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 fields, this Change % is skipped.

Commission % — Enter the Commission % for the suggested level price. Press **Enter** (CR) or ◀ to set the Commission % to the current Commission %. Press **F1** or 🚫 to default to No Priority.

Replace— Indicate whether to replace the existing suggested list price if one already exists for the item(s) selected. Press **Enter** (CR) to default to **selected**.

Note: You cannot access this field for levels 2 - 6 if the Require Descending Level Prices flag in the IC Static Control Record is set to Y because this field will default to whatever you entered in Replace for Level 1 Price for all other price levels.

13.   When you have completed all of the fields for the item range, the displays the following message at the command prompt: *End of Fields. Enter Yes to continue, F4 to Backup*. Type **YES** to complete the update.

14.   Press **OK** and after the system displays a message telling how many records were updated. Press **OK** on the message box to exit the program. Press **Cancel** to discard your changes.

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: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter** (CR) to default to Item order.

2. Beginning

Enter the beginning Item, Alpha, Vendor, Item Class or Item Price Class to erase, depending on the Order selected. Press **F2** or 🔍 to search. Press **Enter** (CR) or ◀ to default to FIRST.

3. Ending

Enter the ending Item, Alpha, Vendor, Item Class or Item Price Class to erase, depending on the Order selected. Press **F2** or 🔍 to search. Press **Enter** (CR) or ▶ to default to LAST.

4. Item Type

Enter the type of item to erase: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter** (CR) to default to SNU. Press **F1** or 🔵 to default to ALL.

5. Vendor/ Item Price Class

Enter the vendor or item price class for which to erase costs/prices. Press **F2** or 🔍 to search. Press **F1** or 🔵 to default to ALL.

6. Erase

Select which types of suggested records to erase: **L**ist Price, **M**anual Cost, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **Enter** (CR), **F1** or 🔵 to default to ALL.

7. Pricing Um Scope

Enter whether to erase suggested price records for **A**ll pricing UM records, **N**on-default pricing UM records or **D**efault 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. Suggested cost/price changes with an effective date prior to and including date entered are removed. Press **Enter** (CR) or 📅 to default to the system date.

9. When you have completed all of the fields for the item range, the displays the following message: *End of Fields. Enter Yes to continue, F4 to Backup*. Enter **YES** to complete the update.

10. 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.

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 field, enter the order to create suggested costs/prices: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter** (CR) to default to Item order.

3.   In the Beginning Order Choice field, enter the beginning order choice. Press **F2** or to search. Press **Enter** (CR) or to default to FIRST.

4.   In the Ending Order Choice field, enter the ending order choice. Press **F2** or to search. Press **Enter** (CR) or to default to LAST.

5.   In the Item Type field, enter the type of item to create: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter** (CR) to default to SNU. Press **F1** or to default to ALL.

6.   In the Vendor/Item Price Class field, enter the vendor number or item price class to create. Press **F2** or to search. Press **F1** or to default to ALL.

7.   In the Erase field, select which types of suggested records to erase: **L**ist Price, **M**anual Cost, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **Enter** (CR), **F1** or to default to ALL.

8.   In the Pricing Um Scope field, enter whether to erase suggested price records for **A**ll pricing UM records, **N**on-default pricing UM records or **D**efault pricing UM records. This UM scope does not effect the list price or manual cost.

9.   In the Cutoff Date field, 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) or to default to the system date.

10. When you have completed all of the fields for the item range, the displays the following message at the command prompt: *End of Fields. 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: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press Enter (CR) to default to **I**tem order.

2. Beginning

Enter the beginning Item, Alpha, Vendor, Item Class or Item Price Class to print, depending on the Order selected. Press **F2** or 🔍 to search. Press **Enter** (CR) or ◀ to default to FIRST.

3. Ending

Enter the ending Item, Alpha, Vendor, Item Class or Item Price Class to print, depending on the Order selected. Press **F2** or 🔍 to search. Press **Enter** (CR) or ▶ to default to LAST.

4. Item Type

Enter the type of item to print: **S**tocked, **N**onstocked, or **U**ninventoried. Press Enter (CR) to default to SNU. Press **F1** or 🌐 to default to ALL.

5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. Press **F2** or 🔍 to search. Press **F1** or 🌐 to default to ALL.

6. Print

Select which types of suggested records to print: **L**ist Price, **M**anual Cost, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **F1** or 🌐 to default to ALL.

7. Pricing Um Scope

Enter whether to print suggested price records for **A**ll pricing UM records, **N**on-default pricing UM records or **D**efault 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 **B**oth. Press Enter (CR) to default to 1.

9. Cutoff Date

Enter the ending effective date through which to print. Suggested cost/price changes with an effective date prior to and including date entered are printed. Press **Enter** (CR) or 📅 to default to the system date.

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

To update suggested costs and prices:

1. **Order**

   Select the order to update costs/prices: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press Enter (CR) to default to Item order

2. **Beginning**

   Enter the beginning Item, Alpha, Vendor, Item Class or Item Price Class to update, depending on the Order selected. Press **F2** or 🔍 to search. Press Enter (CR) or ◀ to default to **FIRST**.

3. **Ending**

   Enter the ending Item, Alpha, Vendor, Item Class or Item Price Class to update, depending on the Order selected. Press **F2** or 🔍 to search. Press **Enter** (CR) or ▶ to default to **LAST**.

4. **Item Type**

   Enter the type of item to update: **S**tocked, **N**onstocked, or **U**ninventoried. Press Enter (CR) to default to SNU.

5. **Vendor/ Item Price Class**

   Enter the vendor or item price class for which to update costs/prices. Press **F2** or 🔍 to search. Press **F1** or 🔵 to default to ALL.

6. **Update**

   Select which types of suggested records to update: **L**ist Price, **M**anual Cost, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **F1** or 🔵 to default to ALL.

7. **Pricing Um Scope**

   Enter whether to update suggested price records for **A**ll pricing UM records, **N**on-default pricing UM records or **D**efault 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. Suggested cost/price changes with an effective date prior to and including date entered are updated. Press **Enter** (CR) or 📅 to default 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. 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.

10. When you have completed all of the fields for the item range, the displays the following message at the command prompt: *End of Fields. 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.

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 field, enter the order to create suggested costs/prices: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter** (CR) to default to Item order.

3. In the Beginning Order Choice field, enter the beginning order choice. Press **F2** or 🔍 to search. Press **Enter** (CR) or ◀ to default to FIRST.

4. In the Ending Order Choice field, enter the ending order choice. Press **F2** or 🔍 to search. Press **Enter** (CR) or ▶ to default to LAST.

5. In the Item Type field, enter the type of item to create: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter** (CR) to default to SNU.

6. In the Vendor/Item Price Class field, enter the vendor number or item price class to create. Press **F2** or 🔍 to search. Press **F1** or 🌐 to default to ALL.

7. In the Update field, select which types of suggested records to update: **L**ist Price, **M**anual Cost, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **F1** or 🌐 to default to ALL.

8. In the Pricing Um Scope field, enter whether to update suggested price records for **A**ll pricing UM records, **N**on-default pricing UM records or **D**efault pricing UM records. This UM scope does not effect the list price or manual cost.

9. In the Cutoff Date field, 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) or 📅 to default to the system date.

10. In the Records Checked field, 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 fields for the item range, the displays the following message at the command prompt: *End of Fields. 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: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter (CR)** to default 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. Press **Enter (CR)** or to default to FIRST.

3. Ending Order Choice

Enter the ending Item, Alpha, Vendor, Item Class or Item Price Class to print, depending on the Order selected. Press **Enter (CR)** or to \ LAST.

4. Item Type

Enter the type of item to print: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter (CR)** or to default to SNU.

5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. Press **Enter (CR)** or to default to ALL. Press **F2** or to search.

6. Print

Select which types of current records to print: **M**anual Cost, **L**ist Price, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **Enter (CR)** or to default to ALL.

7. Pricing Um Scope

Enter whether to print current price records for **A**ll, **N**on-default or **D**efault pricing UM records. This UM scope does not effect the list price or manual cost. Press **Enter (CR)** or to default to ALL

8. Item Description

Enter whether to print item description **1**, item description **2** or **B**oth. Press **Enter (CR)** to default to 1.

9. Gross Margin %

Indicate whether to include Gross Margin % information. Press **Enter (CR)** to default to N.

10. Commission %

Indicate whether to include Commission % information. Press **Enter (CR)** to default to N.

11. Price Levels

Enter whether to print price level **1**, **2**, **3**, **4**, **5**, and/or **6**. Press **Enter (CR)** or to default to 123456.

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: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice Class. Press **Enter (CR)** to default to Item order.

2. Beginning

Enter the beginning Item, Alpha, Vendor, Item Class or Item Price Class to print, depending on the Order selected. Press **Enter (CR)** or ◀ to default to FIRST.

3. Ending

Enter the ending Item, Alpha, Vendor, Item Class or Item Price Class to print, depending on the Order selected. Press **Enter (CR)** or ▶ to to LAST.

4. Item Type

Enter the type of item to print: **S**tocked, **N**onstocked, or **U**ninventoried. Press **Enter (CR)** or 🔘 to default to SNU.

5. Vendor/ Item Price Class

Enter the vendor or item price class for which to print costs/prices. Press **Enter (CR)** or 🔘 to default to ALL. Press **F2** or 🔍 to search.

6. Item Description

Enter whether to print item description **1**, item description **2** or **B**oth. Press **Enter (CR)** to default to 1.

7. Print

Select which types of current records to print: **M**anual Cost, **L**ist Price, **S**tandard Price, **P**rice Levels and **Q**uantity Breaks. Press **Enter (CR)** to default to ALL.

8. Price Levels

Enter whether to print price level **1**, **2**, **3**, **4**, **5**, and/or **6**. Press **Enter (CR)** or to default to ALL.

9. Include

Select optional information to include: **G**ross Margin %, **C**ommission, **M**ultiplier, and/or **B**asis.

10. Qty Break Price

Indicate whether to convert quantity break prices to the default pricing unit of measure. Press **Enter (CR)** to default to No.

11. Pricing Um Scope

Enter whether to print current price records for **A**ll, **N**on-default or **D**efault pricing UM records.

This UM scope does not effect the list price or manual cost. Press **Enter (CR)** or to default to ALL.

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 fields 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 fields:

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.

Whse		01	**Atlanta Warehouse**			
Item		01-2001	**test**			

Cost UM: EA   Stock UM: EA

Level	Seq	Date	Cost	Received	On Hand	Allotted
New 1	1	10/03/2005	61.426	12324	12324	0
2	0		.000	0	0	0
3	0		.000	0	0	0
4	0		.000	0	0	0
5	0		.000	0	0	0
6	0		.000	0	0	0
7	0		.000	0	0	0
8	0		.000	0	0	0
9	0		.000	0	0	0
Old 10	0		.000	0	0	0

Enter date received

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 fields are involved in printing the LIFO/FIFO Cost Layer Print:

1. Order
Select the order to print LIFO/FIFO cost layers: **I**tem, **A**lpha, **V**endor, Item **C**lass, Item **P**rice 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: **S**tocked, **N**onstocked, or **U**ninventoried. 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 **B**oth. 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.

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.
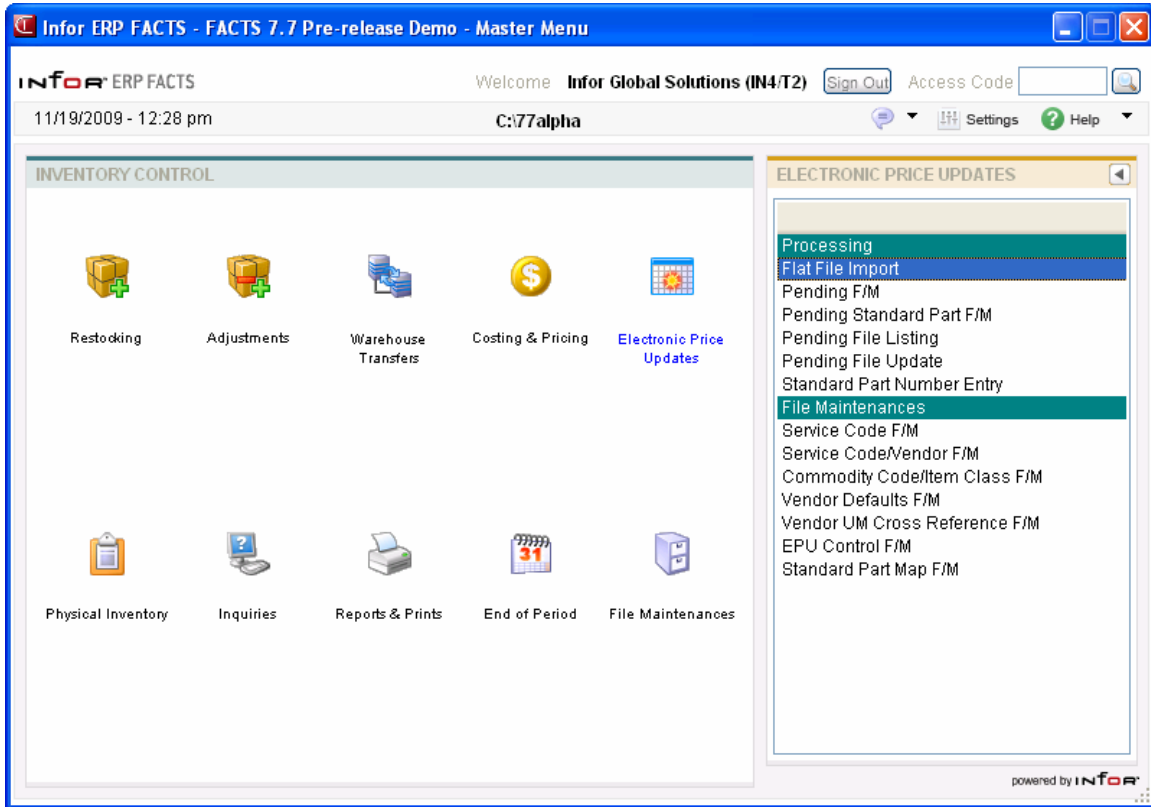
EPU & Related File Maintenances

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 &   Creates the necessary cross-reference records for commodity class
    Vendor Direct   codes and FACTS item class codes.

6. **Vendor UM Cross Reference F/M**

    Pricing Service &   Sets up any necessary cross-reference records for units of measure.
    Vendor Direct

7. **EPU Control F/M**

    Pricing Service &   Creates consistent rules for creating and reading FACTS item
    Vendor Direct   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 &   Maintains information on catalog items and exports items into Item
Vendor Direct   File.

9. **Item F/M**

Pricing Service &   Creates and maintains information on all items in FACTS.
Vendor Direct

10. **Pending F/M**

Pricing Service &   Allows items to be changed or removed after they have been
Vendor Direct   imported from a flat file.

11. **CD Catalog Control F/M**

Pricing Service &   Creates records of CD-ROM Catalog databases with basic formatting
Vendor Direct   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 Fields

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

Press Enter (CR) to default 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 **N**o to update the existing file on the system. Answer **Y**es 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 **Y**es to clear the pending file before processing the new data from this flat file. Enter **N**o 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**.
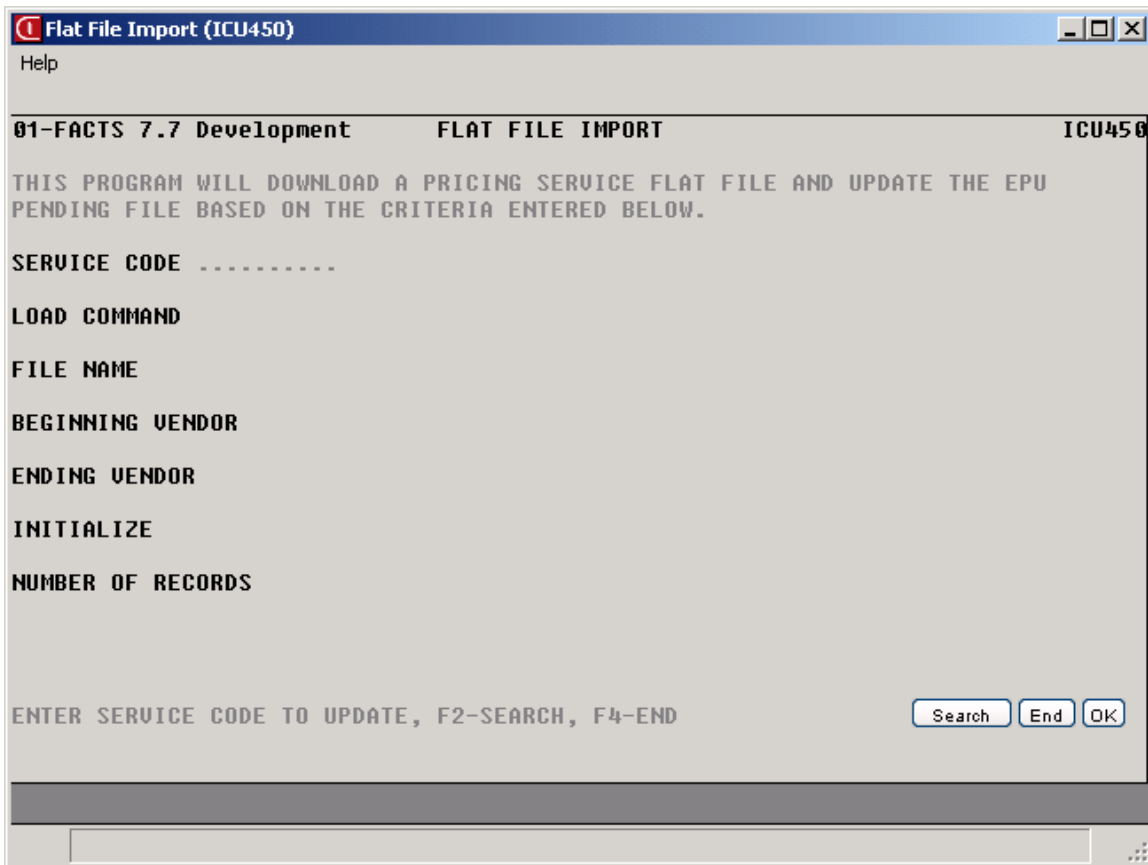
If you wish to continue and import the file, type YES in the selection prompt in the bottom right-hand corner of the screen.

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.

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 field, 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 field, press **Enter** (CR) to default to the load command entered for this service provider in Service Code F/M.

4.   In the File Name field, 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 **N**o to update the existing file on the system. Answer **Y**es to overwrite the existing file on the system.

5.   In the Beginning Vendor field, 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 field, 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 **Y**es to clear the pending file before processing the new data from this flat file. Enter **N**o 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 field, 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 Fields

*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.

NEW - New item from manufacturer	**PRC** - Price change (+/-)
REQ - New request by user	**DIS** - Item discontinued by manufacturer
MSC - Miscellaneous change	**ITM** - New service item number
INC - Price increase	**DEL** - Item deleted by manufacturer
DEC - Price decrease	**SKP** - 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. Press Enter (CR) to leave this prompt blank.

13. Model #

Enter the model number for this item. Press Enter (CR) to leave this prompt blank.

14. Interchange

Enter the interchange number. Press Enter (CR) to leave this prompt blank.

15. Standard Pack

Enter the standard pack of multiple buying unit of measure. Press Enter (CR) to default to 1.

16. New Item

Enter the new item number for updating the Item File. Press Enter (CR) to default to blanks.

17. Vendor-Item

Enter the primary vendor-item number. F1 defaults to the same number as the item number. Press Enter (CR) to default 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. Press Enter (CR) to default to .00.

20. Manual Cost

Enter the manual cost. Press Enter (CR) to default to .00.

21. Standard Price

Enter the standard price. Press Enter (CR) to default to .00.

22. Create Levels

Enter which types of price levels to create: Price **L**evels, **Q**uantity Breaks, **B**oth Price Levels and Quantity Breaks, or **N**either Price Levels or Quantity Break Prices. The options available for this field 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. Press Enter (CR) to default to .00.

29-34. Qty Level 1-6

Enter the quantity break for the level 1-6 price. Enter F1 for no quantity break. Press Enter (CR) to default 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.

```
 Pending F/M (ICF450)                                           _ □ ×
Help

01-FACTS 7.7 Development     PENDING F/M        UPC Manufacturer       ICF450

 *. SERVICE |..........              17. PRICING UM
 *. VENDOR                           18. LIST PRICE
 *. ITEM                             19. MANUAL COST
 *. ACTION                           20. STANDARD PRICE
 5. DESC1                            21. CREATE LEVELS
 6. DESC2                            22. PRICE LEVEL 1
 7. ALPHA                            23. PRICE LEVEL 2
 8. ITEM CLASS                       24. PRICE LEVEL 3
 9. ITEM PRICE CLASS                 25. PRICE LEVEL 4
10. COMMODITY CODE                   26. PRICE LEVEL 5
11. WEIGHT                           27. PRICE LEVEL 6
12. MODEL #                          28. QTY LEVEL 1
13. INTERCHANGE                      29. QTY LEVEL 2
14. STANDARD PACK                    30. QTY LEVEL 3
15. NEW ITEM                         31. QTY LEVEL 4
16. VENDOR-ITEM                      32. QTY LEVEL 5
                                     33. QTY LEVEL 6

EXCEPTIONS:


ENTER EPU SERVICE CODE, F2-SEARCH, F3-NEXT, F4-END    [ Search ] [ Next ] [ End ] [ OK ]
```

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.

3. Change the **description**, if necessary.

4. Choose **Save.**

5. Choose **Next Record** to modify additional part numbers.

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 Fields

1. Beginning Service Code

Enter the beginning service code to process. Press Enter (CR) to default to FIRST.

2. Ending Service Code

Enter the ending service code to process. Press Enter (CR) to default to LAST.

3. Beginning Vendor

Enter the beginning vendor number to process. Press Enter (CR) to default to FIRST.

4. Ending Vendor

Enter the ending vendor number to process. Press Enter (CR) to default 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. Press Enter (CR) to default to Y.

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.

eCatalog Note: When a new item record is added to ICMAST or ICICAT or certain fields are changed, a record will be added to the eCatalog log file for the next update to the catalog database. Field changes that will trigger an update are:

- Description 1
- Description 2
- Item Class
- Vendor-Item
- List Price

Access this program by choosing Inventory Control→Electronic Price Updates→Pending File Update.

User Fields

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. 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.

3. Cost/Price Update

Enter whether to update **S**uggested FACTS costs/prices or **A**ctual FACTS costs/prices. Press Enter (CR) to default to S.

4. Effective Date

This field is accessible only if Suggested Cost/Price data is to be updated. Enter the date the suggested changes are to take effect (ref. 3). Press Enter (CR) to default to the system date.

5. Beginning Vendor

Enter the beginning vendor to process. Press Enter (CR) to default to FIRST.

6. Ending Vendor

Enter the ending vendor number to process. Press Enter (CR) to default to LAST.

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 field, enter the pricing service code from Service Code F/M.

3. At the Initial Item Load field, 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 field, enter whether to update **S**uggested FACTS costs/prices or **A**ctual FACTS costs/prices. Press Enter (CR) to default to S.

5. In the Effective Date field, enter the date the suggested changes are to take effect (ref. 3). Press **Enter** (CR) to default to the system date. Note: This field is accessible only if Suggested Cost/Price data is to be updated.

6. In the Beginning Vendor field, enter the beginning vendor to process. Press **Enter** (CR) to default to FIRST.

7. In the Ending Vendor field, 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 Fields 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 field, enter or choose a **source code**. Press F2 or choose the **Search** button.

3   In the Std Part # field, enter the standard part number.

4.   In the FACTS Item # field, 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 field, 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.

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 Fields

Main Screen

*1. Service Code

Enter the pricing service code or vendor number that was previously set up in AP Vendor F/M. Press Enter (CR) to default 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. Press Enter (CR) to default 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 Parms (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). Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default to blanks.

5. **Media Records/Item**
   Enter the number of records each item occupies within the flat file. Press Enter (CR) to default to 1.

6. **Record Format**
   Enter the record format: **F**ixed length or **V**ariable length. Press Enter (CR) to default 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: **C**arriage **R**eturn, **L**ine **F**eed, or Press **F1** to display a window to add an ASCII character.

9. **Field Format**
   Enter the field format: **F**ixed length or **V**ariable length. Press Enter (CR) to default 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 a 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: **I**gnore secondary item, **U**se secondary item as primary, or **C**reate 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 **R**epeat first valid price or **S**kip change for zero price. When using Vendor Direct Data, set this option to Skip. Press Enter (CR) to default to S.

5. Zero Quantity

Indicate how the system is to handle zero prices. Select **R**epeat first valid quantity, treat as **Z**ero, price **L**evel only, no quantity breaks, or **S**kip change for zero quantity. When using Vendor Direct Data, set this option to Skip. Press Enter (CR) to default to S.

6. List Price

Enter the list price field parameters from the file layout or skip this prompt.

7. Manual Cost
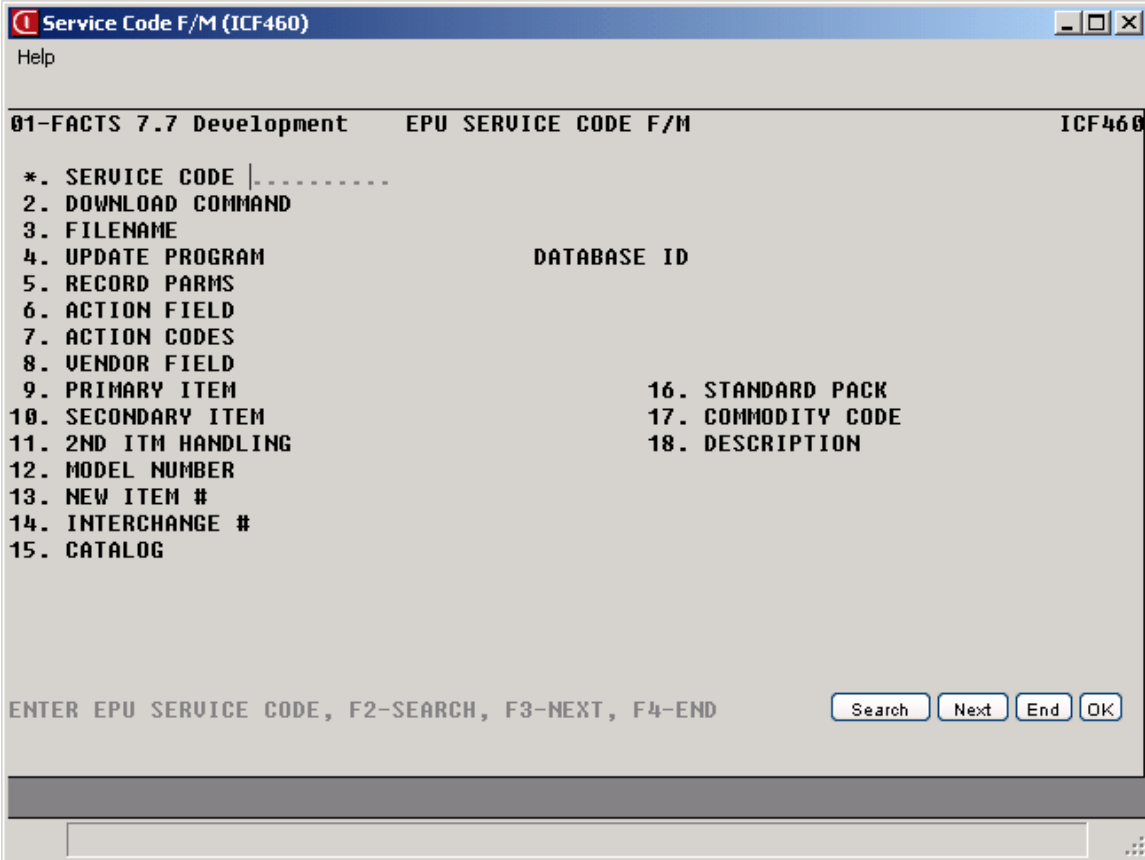
Enter the manual cost field parameters from the file layout or skip this prompt.

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.

EPU Service Code: Main Screen

```
Service Code F/M (ICF460)                                        _ □ ✕

Help


01-FACTS 7.5 Development    EPU SERVICE CODE F/M                 ICF461

  *. SERVICE CODE      TRADE_SERV Trade Services
  2. WEIGHT FIELD      1058 0400
  3. UM FIELD          107902 0
  4. ZERO PRICE        R
  5.     QUANTITY      R
  6. LIST PRICE        1083 0620
  7. MANUAL COST       1115 0620
  8. STANDARD PRICE    1083 0620

               PRICE       QUANTITY
  9. LEVEL 1   1091 0620    1001 1000
 10. LEVEL 2   1099 0620    1067 0400
 11. LEVEL 3   1107 0620    1073 0400
 12. LEVEL 4   1107 0620    1073 0400
 13. LEVEL 5   1107 0620    1073 0400
 14. LEVEL 6   1107 0620    1073 0400




MAIN, PRICING
ENTER LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW |..
```

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 Fields

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 **C**atalog number, Item **D**escription, **I**tem number, Item class + item number **(K)**, **V**endor'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 **A**lways update the item interchange file, update on **I**nitial item creation only, or **N**ever 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 fields 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.

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 Fields

*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.

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 Fields

* 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 **S**tocked item, create a new **N**onstocked item, create a new **U**ninventoried item, create a new **C**atalog item, or Skip new items **(X)**. Press Enter (CR) to default to S.

2. **Create Vend/Item**

This field 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. Press Enter (CR) to default to Y.

3. **BOM/Formula**

Enter whether this is a **B**ill of materials item, **F**inished item or **N**either. Press Enter (CR) to default to N.

4.   **Taxable**

Enter **Y** or **N** to indicate whether this item is taxable. Press Enter (CR) to default to Y.

5.   **Misc Sales**

Enter **No** or **Yes** to indicate whether this item is to post to miscellaneous sales in Sales Orders. Press Enter (CR) to default to N.

6.   **Commission %**

Enter the commission percentage. Press F1 for no priority. Press Enter (CR) to default to 0.

7.   **Freight Class**

Enter the freight class. Press Enter (CR) to default to blanks.

8.   **Create Levels**

Enter which types of levels to create: Price **L**evels, **Q**uantity Breaks, **B**oth Price Levels and Quantity Breaks, or **N**either Price Levels or Quantity Break Prices. The options available for this field 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 **N**on-seasonal **L**ow seasonal, or **H**igh seasonal item. Press Enter (CR) to default to N.

11.   **Use Ledgercards**

Enter **No** or **Yes** to indicate whether to use ledger cards. Press Enter (CR) to default to N.

12.   **Restocking Method**

Enter whether the restocking method is **O**rder point/line point or **M**in/Max . Press Enter (CR) to default to O.

13.   **Order Qty Method**

Enter whether the order quantity method is **E**conomic Order Quantity, Movement **C**lass, or **M**anual. Press Enter (CR) to default to E.

14.   **Safety Allowance**

Enter the safety allowance percentage. Press Enter (CR) to default to 0%.

15.   **Restocking Whse**

Enter the restocking warehouse. Press Enter (CR) to default 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 Code F/M will be multiplied by this factor and written to the pending file. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default to 1.

```
Vendor Defaults F/M (ICF475)                                              _ □ X
Help

01-FACTS 7.7 Development      Vendor Defaults F/M                      ICF475

 *. SERVICE CODE ..........        19. CONV FACT SM/2
 *. VENDOR                         20.          SM/3
 *. ITEM PRICE CLASS               21. ACTIVE
 *. ITEM NUMBER                    22. SERIAL/LOT
 5. NEW ITEM HANDLING              23. BOM/FORMULA
 6. CREATE VEND/ITEM               24. TAXABLE
 7. PRICE MULTIPLIER LIST          25. MISC SALES
 8.              STANDARD          26. COMMISSION %
 9.              LEVEL 1           27. FREIGHT CLASS
10.              LEVEL 2           28. STOCKING WHSES
11.              LEVEL 3           29. SEASONAL ITEM
12.              LEVEL 4           30. USE LEDGERCARDS
13.              LEVEL 5           31. RESTOCKING METHOD
14.              LEVEL 6           32. ORDER QTY METHOD
15. MANUAL COST MULTIPLIER         33. SAFETY ALLOWANCE
16. UM RELATION                    34. RESTOCKING WHSE
17.    DEFAULTS                    35. CREATE LEVELS
18. CONVERSION FACTOR MASK


ENTER EPU SERVICE CODE, F2-SEARCH, F3-NEXT, F4-END       [ Search ] [ Next ] [ End ] [ OK ]
```

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 Fields

*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.

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 Fields

1.   Item Number Definition

Enter up to 3 elements (in sequence) to build the item number by: **I**tem number, Vendor **P**refix, **C**atalog number, Item class (**K**), **V**endor number, **M**odel number, or **U**PC number. When using Vendor Direct Data, using the **I**tem 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. Press Enter (CR) to default 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 **C**atalog number, Item **D**escription, **I**tem number, Item class + item number (**K**), or **V**endor 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. Press Enter (CR) to default 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.

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 fields 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 may 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.

Ⴢ   If you simply told the program that the field length was 6the 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.

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).
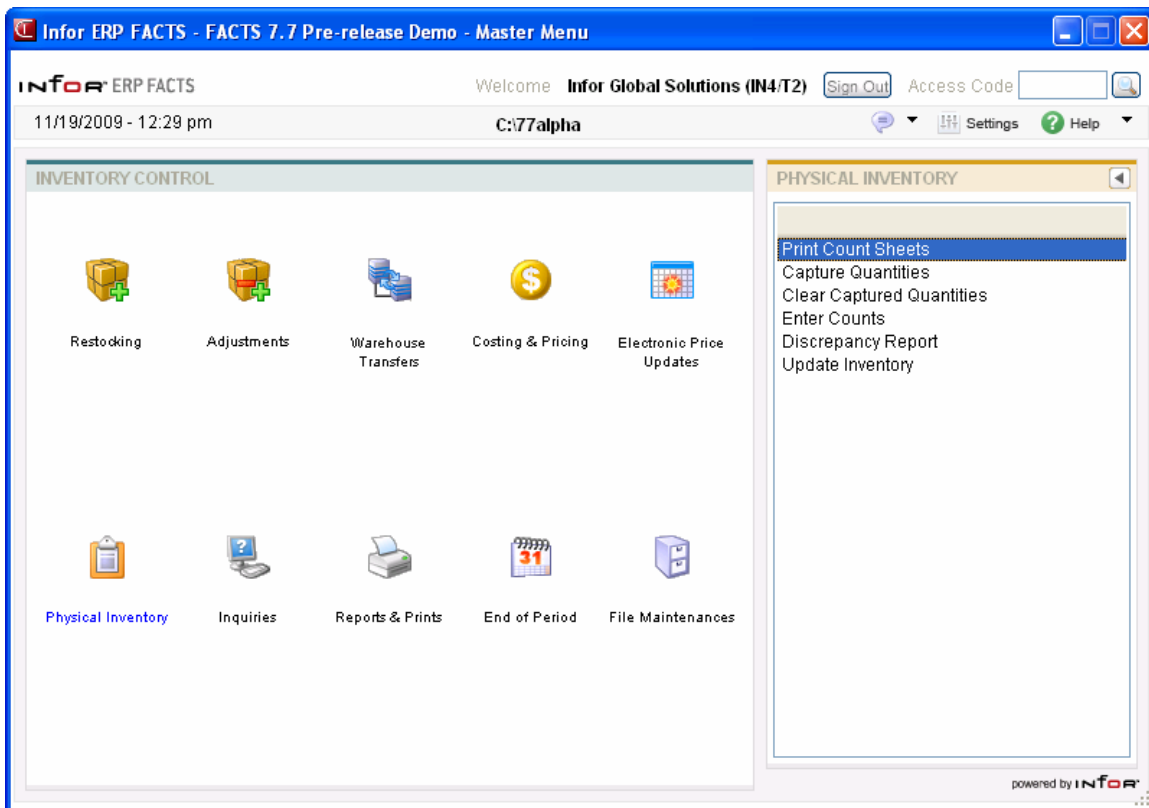
Print Count Sheets (ICR510)

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 Fields

The following fields 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 **I**tem number, **A**lpha sort, **V**endor, item **C**lass, **L**ocation or **M**ovement class.

Ü 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. Press ◀ to default to **First**. Press **F2** or 🔍 to search.

3. Ending Order Choice

Select the ending order choice to print. Press ▶ to default to **Last**. Press **F2** or 🔍 to search.

4. Item Type

Enter the type of item to print: **S**tocked items and/or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Warehouse

Enter the warehouse to print. 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.

6. Item description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to **1**.

7. Cutoff Date

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 printed. Press **Enter** (CR) or 📅 to default to the system date.

8. Available Or On Hand

Indicate whether to print current available or on hand quantities (determined in the inventory static control record) on the count sheets. Press **Enter** (CR) to default to **unselected**.

9. Skip

Enter the number of lines to skip between items (0-9). Press **Enter** (CR) to default to **0**.

10. Check count sheet. Ok to capture counts now?

Verify count sheets. Enter **YES** or **N** 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.

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.

EWMS Processing Note

The cutoff date function is removed from this program for Radio Beacon controlled warehouses.

User Fields

The following fields are involved in capturing the on hand or available quantities:

1. Order

The order choice automatically appears on the screen as set in the IC Static Control F/M. Preset options include **I**tem number, **A**lpha sort, Vendor number, item **C**lass, **L**ocation or **M**ovement class order.

2. Beginning (Order Choice)

Select the beginning order choice to capture. Press **F1** or the ◀ to default to First. Press **F2** or 🔍 to search when the order is item, vendor or class.

3. Ending (Order Choice)

Select the ending order choice to capture. Press **F1** or the ▶ to default to Last. Press **F2** or 🔍 to search when the order is item, vendor or class.

4. Item Type

Enter the type of item to capture: **S**tocked items and/or **N**onstocked items. Press **Enter** (CR) to default to **SN**.

5. Warehouse

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. Press **F2** or 🔍 to search for warehouses.

6. Cutoff Date

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) or select the 🗓 icon to default to the system date.
Note: For Radio Beacon controlled warehouses this field is not available.

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 field, select from the preset options **I**tem number, **A**lpha sort, Vendor number, item **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 field, select the beginning order choice to capture. Press [icon] to default to **First**. Press **F2** or [icon] to search.

4. In the Ending Order Choice field, select the ending order choice to capture. Press [icon] to default to **Last**. Press **F2** or [icon] to search.

5. In the Item Type field, 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 field, 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 field, 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) or [icon] to default to the system date.

Clear Capture Quantities (ICU510)

Use this program to clear the quantities captured and stored for the on hand or available (available = on hand minus committed) quantities and costs of the items selected for physical inventory in the Capture Quantities program. movement class order.

Use the following fields to clear captured on hand or available quantities:

1. Whse

The warehouse to clear the quantities captured and stored for the on hand or available quantities. The system defaults to the user's defined warehouse.

Enter **Yes** to clear the captured information or **Cancel** to enter another warehouse. Press **Cancel** again to exit the program.

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.

EWMS Processing Note

The Enter Counts (ICE510) program does not allow entry of counts to a Radio Beacon controlled warehouse.

User Fields

The following fields 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. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** or to search.

2. Item Type

From the drop-down list, select the item type to enter counts for: **S**tocked items and/or **N**onstocked items. Press **Enter** (CR) to default 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. Press **Enter** (CR) to default to the next item captured (same order as count sheets). Press **F2** or to search.

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, indicate whether the item should be added. If you do not select this checkbox, the program returns to the item number field. If you do not select this

checkbox, 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. Press **F2** or 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 in 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. S/L

For serial and lot items enter the serial or lot number. Press **F2** or to search.

6. Count

Enter the physical count for this item. Press **Enter** (CR) to *replace* the displayed quantity with the number of items counted. Press **F1** or to *add* the number to the displayed quantity. Press **F2** or to change the unit of measure. Press **F3** or to display the next item captured (on the count sheet).

You can select:

 to save your inventory count when you have finished entering records.

 to cancel item count entry.

 to add additional item counts after stopping line entry.

Press **Done** when you are ready to exit the program.

How to enter physical counts

1. To access this program, choose Inventory Control→Physical Inventory →Enter Counts.

2. In the Warehouse field, 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** or 🔍 to search..

3. In the Item Type field, enter the item type to enter counts for: **S**tocked items and/or **N**onstocked items. Press **Enter** (CR) to default to **SN**.

4. In the Item field, 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** or 🔍 to search.

5. In the Location field, 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 field. 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. For serial and lot items enter the serial or lot number in the S/L field. Press **F2** or 🔍 to search.

8. In the Count field, enter the physical count for this item. Press **Enter** (CR) to replace the displayed quantity with the number of items counted. Press **F1** or ➕ to *add* the number to the displayed quantity. Press **F2** or 🔄 to change the unit of measure. Press **F3** or ▶ to display the next item captured (on the count sheet).

9. You can select:

to save your inventory count when you have finished entering records.

to cancel item count entry.

to add additional item counts after stopping line entry.
Press **Done** when you are ready to exit the program.

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 Fields

The following fields 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. Press ◀ to default to **First**. Press **F2** or 🔍 to search.

3. Ending Order Choice

Enter the ending order choice to print. Press ▶ to default to **Last**. Press **F2** or 🔍 to search.

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

Indicate whether to print only those items whose captured quantity and physical quantity show a discrepancy. Press Enter (CR) to default to selected..

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 Fields

The following fields 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, item **C**lass, **L**ocation or **M**ovement class.

2. Beginning Order Choice

Enter the beginning order choice to update. Press **F1** or the ◄| to default to First. Press **F2** or 🔍 to search when the order is item, vendor or class.

3. Ending Order Choice

Enter the ending order choice to update. Press **F1** or the |► to default to Last. Press **F2** or 🔍 to search when the order is item, vendor or class.

4. Item Type

Enter the type of item to update: **S**tocked and/or **N**onstocked. Press **Enter** (CR) to default to SN.

5. Warehouse

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.

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. Press **Enter** (CR) to default to 90.

7. Discrepancy Report

Indicate whether the Discrepancy Report has been printed for the items to be updated. If you select this do not checkbox, a message is displayed and the program exits. IF you select this checkbox, the program proceeds to the next field.

How to update physical inventory

1.   To access this program, choose *Inventory Control*→*Physical Inventory*→*Physical Inventory Update.*

2.   In the Order field, select from the preset options include **I**tem number, **A**lpha sort, **V**endor number, item **C**lass, **L**ocation or **M**ovement class. The order choice automatically appears on the screen as set in the inventory static control record.

3.   In the Beginning Order Choice field, enter the beginning order choice to update. Press to default to **First**. Press **F2** or to search.

4.   In the Ending Order Choice field, enter the ending order choice to update. Press to default to **Last**. Press **F2** or to search.

5.   In the Item Type field, enter the type of item to update: **S**tocked and/or **N**onstocked. Press **Enter** (CR) to default to SN.

6.   In the Warehouse field, 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 field, 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 field, indicate whether the Discrepancy Report has been printed for the items to be updated. If you do not select this checkbox, a message is displayed and the program exits. If you select this checkbox selected, the program proceeds to the next field

9.   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.
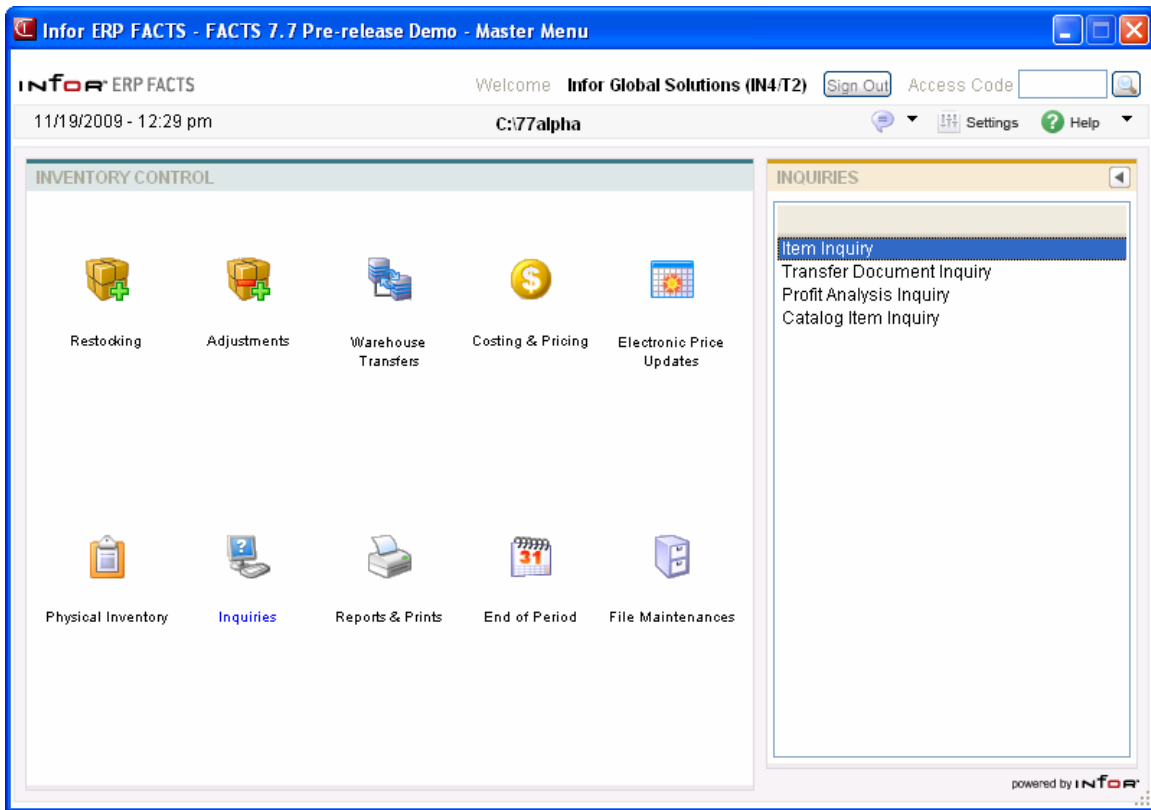
Item Inquiry (ICI610)

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. You can also choose Options→Filter Values.

In 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	Usage
Packaging and weight	Receipts
Warehouse and stocking	Open purchase orders
Costing	Open orders
Pricing	Blanket sales orders
Activity	Production
Interchange	Transfers
Ledgercards	Serial/Lot

Turns   Vendors

DOT information   MSDS information

Restocking   Companions information

Notes   User-Defined

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] icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to ![icon]. 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.

To view item information:

1. Enter the item for which you want to view information.

Enter the item number of the item to be displayed. Entering a valid item number displays the description(s), alpha, vendor, and item class for the selected item. If the item is inactive, **INACTIVE** is displayed in the upper left of the header portion of the screen. Press **Enter** (CR) to default to the next item. Select the ![icon] icon or **F2** to search for items, item interchange numbers, item classes, alphas, or vendors.

2. Information

Enter the following information type to display for this item. When a type is selected, the entire information display is highlighted. . Press **Enter** (CR) to display the next item on file and information based on the information type previously selected. **F3** allows the selection of a new warehouse.

3. Warehouse

By selecting a specific warehouse, the user only sees the information for the specified item in the specified warehouse. The current warehouse is displayed at the top right of the screen (CW). The initial warehouse displayed is the warehouse assigned to the terminal. Once the user has opted to

select a warehouse, the current warehouse and its description are displayed at the bottom of the screen. The user may enter a valid warehouse or select any of the following: **F1** to default to the next warehouse on file; **F2** or 🔍 to search; or **F3** or 🌐 to default to all warehouses and display information on file for the item. Press **Enter** (CR) to default to the current warehouse unless **ALL** was previously selected, then press **Enter** (CR) to default to the warehouse assigned to the terminal.

4. Sync

Press **F2** or ➕ to initiate Sync, that is a method of connecting information entered in Sales Orders with information displayed in customer, item and vendor inquiries.

After displaying information, the program returns to the information display code field to await further entries. Press **F4** to back up to the customer field.

You can select from:

View	Description
Activity	The Activity view displays current period item activity from the warehouse/item file including the warehouse, beginning on hand, receipts, production, adjustments, sales, transfer in/out, current on-hand, month-to-date, year-to-date, and prior year sales units and dollars, last sale date, lowest on-hand for the period and the 12 period average. 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 which 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.
	Items Detail Window
	In the view area, highlight the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The *Item Detail window* provides information on quantity information for Receipts, Production, Adjustments, Sales, Transfers in and out, as well as Beginning and current on-hand, and out of balance details.
Blanket Sales Orders	For sales orders, the Blanket SO view displays order information including document number, warehouse, type (**O**-open work orders, **B**-backorders, **I**-invoices, **C**-credit memos and **S**-counter sales), status (**E**-workorder entered, not printed, **W**-workorder 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. For equipment rentals, the system displays information for sales from equipment rental including the contract number, warehouse, document type (**C**-rental contract, **D**-invoice/credit memo), status code (**E**-entered, **P**-printed, **R**-returned, **I**-invoiced, **D**-deleted, **V**-voided),

View	Description
	line number on which the item appears, entry date, number of units, stocking unit of measure, price, and customer name.

Items Detail Window

In the view area, highlight the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The *Item Detail window* provides information blanket order detail info, including quantity, price and extension information as well as lead time, additional days, customer-item number, item class, vendor code, discount percentage/amount, GL table, and flag settings for update usage, suggested purchase order and BOM Update for the item.

View	Description
Cost	The Cost view displays costing information including standard, average, last, manual, markup percent, suggested (if on file), and date of last cost change. You can select the **Next Whse** button to display costing information for this item in the next warehouse where it is stored.
General	The General view displays general file information including vendor, item class, sequence number, vendor-item number, GL table, freight class, date established, substitute items, taxability, status codes (update inventory, misc. sale, manufactured, serial/lot) and commission percent (no priority indicates commission percent for item is not used).
Interchange	Display all interchange items and memos for the selected item.
Ledgercards	The Ledgercards view displays ledgercard information including warehouse, sequence number, date, transaction type, units affecting inventory, new on hand quantity, document number, register number and adjustment code and user code for the adjustment that created the ledgercard. Select the View Doc button at the bottom of the screen to display additional document detail information. 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 – 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

View	Description
	system displays a message indicating no information exists instead of the transaction detail screen. If a record for PO Doc Inquiry exists in Password & Security F/M, the user must have the security code and password on file in order to access this screen.
LIFO/FIFO Cost	If LIFO or FIFO costing information is maintained, the LIFO/FIFO view displays up to the last 10 levels stored of LIFO/FIFO costing is displayed along with a weighted average of the costing layers.

➥ *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.*

Open Orders

For sales orders, the Orders view displays order information including document number, warehouse, 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. For equipment rentals, the system displays information for sales from equipment rental including the contract number, warehouse, document type (**C**-rental contract, **D**-invoice/credit memo), status code (**E**-entered, **P**-printed, **R**-returned, **I**-invoiced, **D**-deleted, **V**-voided), line number on which the item appears, entry date, number of units, stocking unit of measure, price, and customer name.

Select the **Line Detail** button to access SO Document Inquiry for the highlighted line in the browser.

Due to using two sort files (SORSOL alternate key and SOBITX) to generate the browser contents for the Orders view, the navigation of Next ▶ and Previous ▶ buttons in the upper right corner of the SO Doc Inquiry screen once inside the drill-down must be explained:

- If you select to drill-down to an order that contains the item as a normal line item and not as a component, the SO Document Inquiry will be invoked with Open SO by Document displayed beside the Document Search in the upper right hand corner of the screen. Scrolling Next/Previous will scroll only through those documents where the item being inquired upon is a normal line item (found in SORSOL).

- If you select to drill-down to an order that contains the item as a component, the SO Document Inquiry will be invoked with Open SO by BOM Document displayed beside the Document Search in the upper right hand corner. Scrolling

View	Description
	Next/Previous will scroll only through those documents where the item being inquired upon is a component.

- Opening the document search while inside of SO Document Inquiry will display two sort options: BOM Document and Document. Previous and Next will follow the sort selected.

The Component column in the Orders view of Item Inquiry has been moved forward in the browser view and has been re-labeled as C. A "Y" setting in this column indicates that the item is a component on the order as represented by the browser row. An "S" setting in this column indicates that the item is a Service Order Repair part. No drill-down is currently available for Service Order Repair parts.

Open Purchase Orders

The Purchasing view displays purchase order information including 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.

Package

The Package view displays packaging information including units of measure, conversion factors, standard pack (buying unit of measure) and weight.

Select the **Default Ums** button to display the select the default unit of measure for the item information.

Production

The Production view 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.

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), date of last price change, and effective date of suggested prices (if applicable).

Receipts

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

View	Description
	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.
	Note: The Start From Feature has the following limitations.
	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.
Restocking	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).
	You can select the Next Whse button to display restocking information for this item in the next warehouse where it is stored.
Serial/Lot	The Serial/Lot view displays the serial information including the warehouse, serial/lot number, DOC number, received date, vendor purchased from, received cost, on-hand quantity and location in warehouse. In the Start From field, enter beginning serial/lot number to list or enter the line number to display in detail. Select the **Detail** button to display serial/lot item details, including availability (YES, NO or in EQUIPMENT RENTAL inventory), expiration, memo and last usage.
Transfers	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.
Turns	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.
	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.

View	Description
	Note: The Start From Feature has the following limitations.
	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.
Usage	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. The Usage view only displays qualified usage when it differs from actual usage or when a flag exists. This allows for better readability so it is easy to pick out the anomalies. If a an inquiry line doesn't show the qualified usage, that means it is the same as the actual usage.
	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.
	Note: The Start From Feature has the following limitations.
	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.
Vendors	The Vendor view displays vendor information including warehouse, vendor number and name, vendor-item number, manual cost, last receipt information, and history information including month-to-date, year-to-date and prior year units and dollars.
	Items Detail Window
	In the view area, highlight the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The *Item Detail window* provides information vendor details for the item in the selected warehouse, including manual cost, last receipt information, and history information including month-to-date, year-to-date and prior year units and dollars details.
Companions	Displays the companion items and memos defined for the item being inquired upon.
Warehouse	The Warehouse view displays warehouse information for all warehouses from the warehouse/item file including warehouse, on hand quantity, quantity committed, quantity available, quantity

View	Description
	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).
	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.
	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.
MSDS	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.
DOT	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.
Standard Part Numbers	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.
	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.
Notes	Displays all notes for this item. Notes are stored by item, not by warehouse/ item. For information on entering, deleting and changing notes, see *Using FACTS*.
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).

View   **Description**

4. **When you are finished reviewing information for vendors, select the icon to close the Item Inquiry program**

Profit Analysis Inquiry (ICI630)

Function

Use this program 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 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.

To access this program, choose *Inventory Control*→*Inquiries* →*Profit Analysis Inquiry.*

Use the following inputs to view a Profit Analysis Inquiry:

1. Warehouse

Enter the warehouse. 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.

2. Item

Enter the item. The entry must be a valid item number. Press Enter (CR) to default to the first item on file in the warehouse. Press **F2** or 🔍 to search.

3. Item by Item

You can click 🗂 to open the Item file or select ⏮◀▶⏭ to scroll through items to analyze profits.

In the browser in the portion of the screen, the system displays the cost and price of the item, the gross margin and percent gross margin, the selling unit for the item and the item profit. To change the Cost of Item, Price of Item, Gross Margin, Gross Margin %, Units Sold, or Profit values, highlight the line in the browser and click one of the following buttons:

Old—to change the *Old* Cost of Item, Price of Item, Gross Margin, Gross Margin %, Units Sold, or Profit values.

New—to change the *New* Cost of Item, Price of Item, Gross Margin, Gross Margin %, Units Sold, or Profit values.

Change—to enter the *dollar change for value* for the Cost of Item, Price of Item, Gross Margin, Gross Margin %, Units Sold, or Profit values.

% Change—to enter the *dollar change for value* for the Cost of Item, Price of Item, Gross Margin, Gross Margin %, Units Sold, or Profit values.

In the lower portion of the screen, the program indicates the percent increase in sales needed to maintain the current gross margin based on the information you entered.

When you have completed profit analysis, press the **Done** button to exit the program.

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.
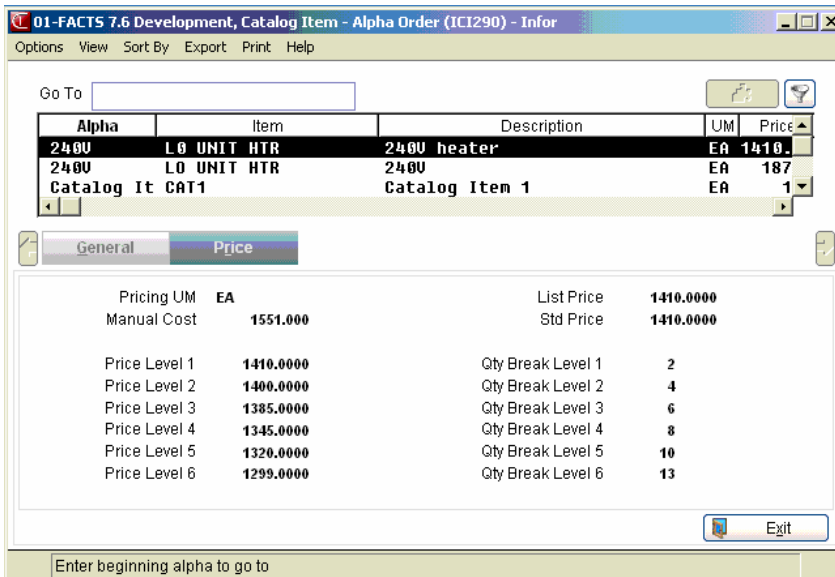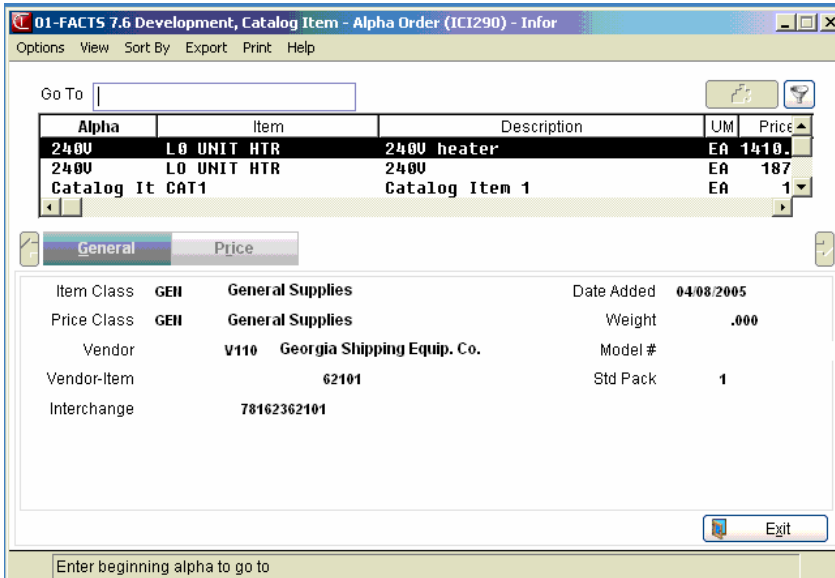
Transfer Document Inquiry (ICI640)

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. You can press **F2** or the icon to search. Press **F3** or the icon to default to ALL.

2. To Warehouse

Enter the warehouse to which items will be transferred. Press **F3** or the icon to default to ALL.

3. Ticket Number

Enter a valid transfer ticket number. Press **F2** or the icon to search. Search orders will be descending ticket number, reference number and item number.

4. Transfer by Descending Ticket

Select the icon to search for transfer tickets and open the selected one or the icons to navigate to the next or previous ticket

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.

 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.
Note: When in Overview mode, you cannot access the Notes feature.

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:
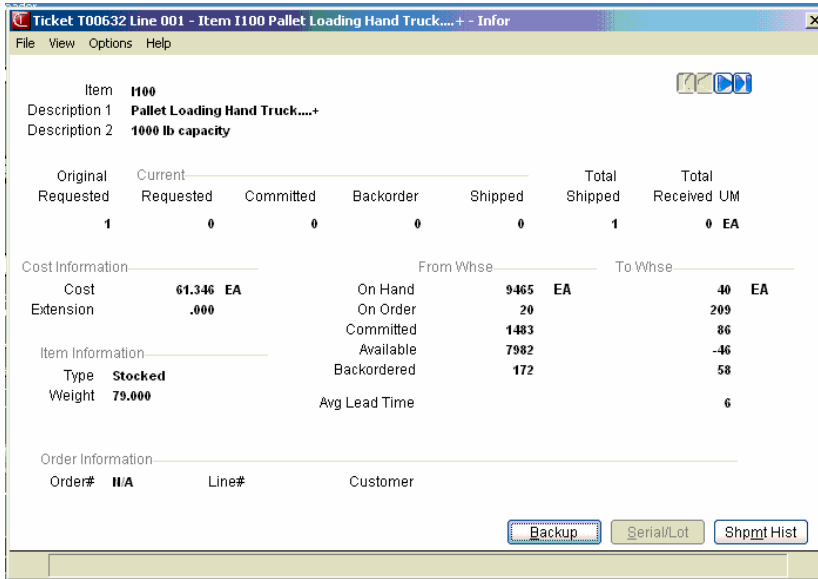
Line number (display sequence number)

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.

Shipments View Details

In the Shipments view of Transfer Document Inquiry, there are 2 buttons available above the line item browser. The **Ship GL Posting** and **Rect GL Posting** buttons are enabled when the transaction

highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created by the register. The **Ship GL Posting** button displays GL posting records from the Shipment register. The **Rect GL Posting** button displays GL posting records from the Receiving register.

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:

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.
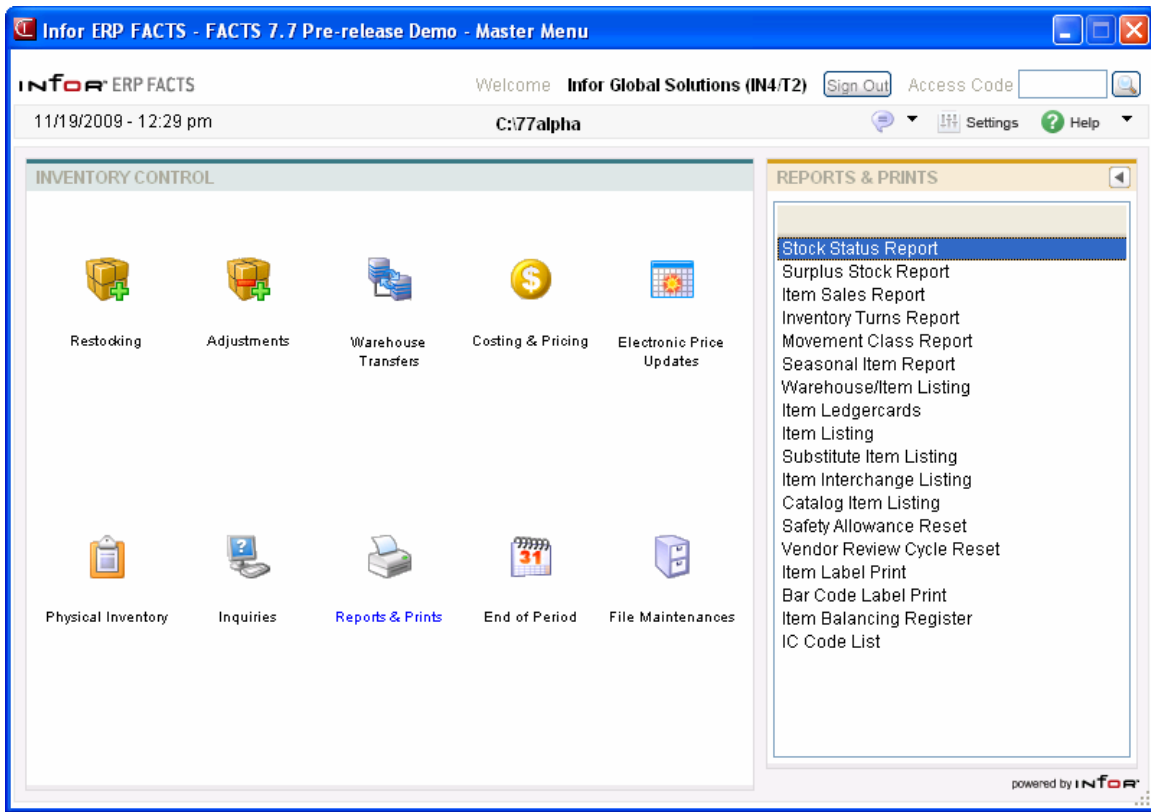
Stock Status Report (ICR710)

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 (**N**onseasonal, **H**igh seasonal or **L**ow 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.

User Inputs

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

1. Order

Enter whether to print in **I**tem, **A**lpha, **V**endor, **M**ovement or Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press **Enter** (CR) or ◀ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press **Enter** (CR) or ▶ to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN, or both.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or 🌐 to default to **ALL**.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default 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. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F3** or 🌐 to default to ALL.

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. Press Enter (CR) to default to selected.

10. **Activity**

Enter whether to print **A**-active or **I**-inactive items based on the last activity (last purchase or sale) date. Press **F1** or 🔵 to default to ALL. and skip to field #12.

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 **S**tandard, **A**verage, **L**ast, **M**anual or **N**one. Press **Enter** (CR) to default to S.

13. **Include Next Period**

Indicate if next period activity should be included. Press Enter (CR) to default to selected.

14. **Totals Only**

Indicate if only totals should print for each item number on the report. Press **Enter** (CR) to default to N.

15. **Serial/Lots**

Indicate whether to include zero balance serial/lot. Press **Enter** (CR) to default to N.

16. **Include Zero Balance (For Serial/Lot Items)**

Indicate whether to print serial/lot items with on-hand balances of zero. Press **Enter** (CR) to default to N.

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 (**N**onseasonal, **H**igh seasonal and **L**ow 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 **I**tem, **A**lpha, **V**endor, **M**ovement or Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press **Enter** (CR) or to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or to search.

3. Ending [Order Choice]

Press to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or to search.

4. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or to default to ALL. Press **F2** or to search.

5. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default 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. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F3** or to default to **ALL**.

8. Restocking Type

Enter whether to print restocking type **O**rder/line point and/or **M**in/Max. Press **F1** or to default to ALL.

9. Include Cost

Indicate whether to include cost information in the report. Press Enter (CR) to default to selected.

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 **I**tem, **A**lpha, **V**endor, or Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report.

3. Ending [Order Choice]

Press to default 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: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or to default to ALL.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter up to 20 two-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.

8. Print By

Enter whether to print by **W**arehouse or **I**tem. Press **Enter** (CR) to default to W.

9. Total Only

If W was entered in field #7 this field is skipped. Indicate whether to print totals of items only.

10. Time Period

Enter **M**onth-to-date, **Y**ear-to-date and/or **P**rior year as figures to print. Press **F1** or to default to ALL.

11. Figures

Enter **S**ale, **U**nits, **C**ost, **G**ross margin, and/or **G**ross margin percent(%) as figures to print. Press **F1** or to default to ALL.

12. Cutoff

Enter whether there is **N**o cutoff or items **A**bove or **B**elow a cutoff should be excluded. The cutoff is based on the first letter selected in the Figures field #11. For example, if SCP were the figures entered then the cutoff could be based on an amount above or below a **S**ales 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 field #13.

13. Amount

If N was entered in field #12 this field 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 **B**elow and the amount was $500, then items with sales figures below $500 (for the time period chosen) do not print.

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 (**N**onseasonal, **H**igh seasonal and **L**ow 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 **I**tem, **A**lpha, **V**endor, **M**ovement or Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or ◀ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press ▶ to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or 🌐 to default to ALL.

5. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

6. Warehouse

Enter up to 20 two-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.

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)
	0%	-	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). Press **Enter** (CR) to default to 1.

2. Ending Movement Class

Enter the ending movement class code to print (1-14). Press **Enter** (CR) to default to 14.

3. Vendor

Enter the vendor to print. The entry must be a valid vendor. Press **F1** or to default to ALL. Press **F2** or to search.

4. Class

Enter the item class to print. The entry must be a valid item class. Press **F1** or to default to ALL. Press **F2** or to search.

5. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

6. Warehouse Code

Enter up to 20 two-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. Press **F2** or to search.

7. Recalculate

If Class 1 was not entered in field #1 and class 14 was not entered in field #2 (i.e., the entire range of movement classes were not selected), this field is skipped. Indicate whether to recalculate movement classes by using the 12-month usage figures.

8. Dead Item Cutoff

This field only displays if Y was entered in the previous field. Enter the total cost of the last 12 periods of qualified usage for dead item cutoff. Press **Enter** (CR) to default to $10.00.

9. Flagged

This field displays only if Y was entered in field #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. Press Enter (CR) to default to selected.

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.

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. Press **Enter** (CR) to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Vendor

Enter the ending vendor to print. The entry must be a valid vendor number. Press **Enter** (CR) to default to LAST. Press **Enter** (CR) to default to the FIRST

3. Class

Enter the item class to print. The entry must be a valid class. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

4. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

5. Warehouse

Enter up to 20 two-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. Press **F2** or 🔍 to search.

6. Include usage

Indicate whether to include usage information on the report. Press Enter (CR) to default to selected.

7. Recalculate

Indicate whether to recalculate seasonality. If Y is entered, the program recalculates the item's seasonality flag (**N**onseasonal, **L**ow seasonal or **H**igh seasonal) based on usage for the warehouse. Press **Enter** (CR) to default to N and items are not recalculated.

8. Changes Only

If you selected in the Recalculate checkbox, this prompt is skipped. Indicate whether to print seasonality changes only (after recalculation). If N is entered, all seasonal items print (including new seasonal after recalculation). f you selected in thischeckbox, only items with new seasonality flag are printed. Press Enter (CR) to default to selected.

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/Restockiong 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 field #7 this field 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.

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 (**N**onseasonal, **L**ow, **H**igh), 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 (**N**onseasonal, **L**ow, **H**igh). For each receipt, the received quantity, stocking unit of measure, received cost, costing unit of measure, date received, lead time and lead time status (**A**bnormal=causing a greater than 50% change in average lead time, **I**gnored=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 **I**tem, **A**lpha, **V**endor, **M**ovement or Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or ◀ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press [icon] to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or [icon] to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or [icon] to default to ALL. Press **F2** or [icon] to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F3** or [icon] to default to ALL. Press **F2** or [icon] to search.

8. Information

Enter whether to print **G**-general or **R**-receipt information. Press **Enter** (CR) to default 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.

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]

Press Enter (CR) or ◀ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press ▶ to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or 🌐 to default to ALL.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter up to 20 two-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**.

8. Date Order

Enter date order in which to print: **N**ewest date to oldest date or **O**ldest date to newest date. Press **Enter** (CR) to default to N.

9. Beginning Date

Enter the beginning transaction date to print (ref. 3). Press **Enter** (CR) or ◀ to default to the FIRST.

10. Ending Date

Enter the ending transaction date to print (ref. 3). Press **Enter** (CR) or ▶ to default to LAST.

11. Type

Enter the types to print: **A**djustment, **D**aily sales, **R**eceipt, **F**ormulation, **I**tem Balancing Register, **P**roduction, and/or Warehouse **T**ransfer register transaction types. Press **F1** or 🔵 to default to ALL.

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 (**B**ill of materials, **F**ormulation and **N**either) 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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or ◀| to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press |▶ to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items, **N**onstocked items, and/or **U**ninventoried items. Press **Enter** (CR) to default to SNU.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. Item description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

7. Information

Enter whether to print **G**eneral or **P**ackage information. Press **Enter** (CR) to default to G.

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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or to search.

3. Ending [Order Choice]

Press to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or to search.

4. Item Type

Enter the item type to print: **S**tocked items, **N**onstocked items, and/or **U**ninventoried items. Press **Enter** (CR) to default to SNU.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or to default to ALL. Press **F2** or to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or ◀ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press ▶ to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items, **N**onstocked items, and/or **U**ninventoried items. Press **Enter** (CR) to default to SNU.

5. Vendor/Item Class

Enter the vendor (or item class if vendor was entered in field #1) to print. The entry must be a valid vendor (or item class). Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or to search.

3. Ending [Order Choice]

Press to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or to search.

4. Vendor/Item Class

Enter the vendor (or item class if vendor was selected in field #1) to print. The entry must be a valid vendor (or item class). Press **F1** or to default to ALL. Press **F2** or to search.

5. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M, or **N**either. Press **Enter** (CR) to default to 1.

6. Cost

Indicate whether to print the manual cost. Press **Enter** (CR) to default to N.

7. Price Level

Indicate which types of prices to print: print Price **L**evels, print **Q**uantity Breaks, print **B**oth Price Levels and Quantity Breaks or Do **N**ot print Price Levels or Quantity Breaks. Press **Enter** (CR) to default 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 **Y**es.) Press **F1** or to default to ALL.

9. G.M.%

If no price levels were entered in the Levels prompt, this field is skipped. Indicate whether to print the gross margin percentage. Press **Enter** (CR) to default to N.

10. Quantity Break

If no price levels were entered in the Levels prompt, this field is skipped. Indicate whether to print quantity breaks. Press **Enter** (CR) to default to N.

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 **V**endor or **M**ovement **C**lass order. Press **Enter** (CR) to default to **V**endor.

2. Beginning [Order Choice]

Enter the first vendor (or movement class) you want to see on your report. Press Enter (CR) or to default to the FIRST vendor record on file or Movement Class 1. Press **F2** or to search.

3. Ending [Order Choice]

Enter the last vendor (or movement class) you want to see on your report. Press **Enter** (CR) to default to LAST vendor record on file or Movement Class 14. Press **F2** or to 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. Press **F1** or to default to ALL.

5. Subsort By Movement Class/Vendor

If movement class is the report order, indicate whether to subsort by vendor? If vendor is the report order, indicate whether to subsort by movement class? Press **Enter** (CR) to default to selected.

6. Item Class

Enter the item class to print. The entry must be a valid class. Press **F1** or to default to ALL. Press **F2** or to search.

7. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

8. Warehouse

Enter up to twenty 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. Press **F2** or to 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. Press **Enter** (CR) to default to 99.

10. Target Maximum Dip

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). Press **Enter** (CR) to default 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 **U**sage and/or safety allowance **D**ip information. Press **Enter** (CR) to default 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. Enter **YES** or **N** to indicate whether to update and reset.

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. Press **Enter** (CR) to default to FIRST vendor record on file. Press **F2** or 🔍 to search.

2.   Ending Vendor

Enter the last vendor that should appear on your report. Press **Enter** (CR) to default to LAST vendor record on file. Press **F2** or 🔍 to search.

3. **Warehouse**

Enter up to 20 two-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. Press **F2** or 🔍 to search.

4. **Changes Only**

Indicate whether to print changes only to the review cycle. If N is entered, vendors with no change to the review cycle are printed. Press Enter (CR) to default to selected.

5. **Include Purchases**

Indicate whether to include last 12 periods' purchase information on the report. Press **Enter** (CR) to default N.

6. **Include No Buy Target**

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. Press **Enter** (CR) to default 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. Enter **YES** or **N** to indicate whether to update and reset.

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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or ◄ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press ►| to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter up to twenty 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. Press **F2** or 🔍 to search.

8. Include

Enter whether to print **U**nit of measure, standard **P**ack, item **C**lass and/or **L**ocation on each label. Press **Enter** (CR) to default 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.

10. Number Of Labels

Enter the number of labels to print per item (1-99). Press **Enter** (CR) to default to 1.

11. Alignment

Indicate whether to print an alignment (ref. 1).

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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to I.

2. Beginning [Order Choice]

Press Enter (CR) or ◄ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search. 3. Ending [Order Choice]

Press ►I to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter the warehouse code to print. The entry must be a valid warehouse. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** or 🔍 to search.

8. Number Of Labels

Enter the number of labels to print per item (1-99). Press **Enter** (CR) to default to 1.

9. Alignment

Indicate whether to print an alignment (ref. 1).

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: **I**tem order, **A**lpha order, **V**endor order, and Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning [Order Choice]

Press Enter (CR) or ◀ to default to the FIRST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

3. Ending [Order Choice]

Press ▶ to default to the LAST record on file, or you can enter specific information to narrow the focus of your report. Press **F2** or 🔍 to search.

4. Item Type

Enter the item type to print: **S**tocked items, **N**onstocked items, and/or **U**ninventoried items. Press **Enter** (CR) to default to SNU.

5. New Page

Indicate whether to print a new page (start on new page) for each item with notes. Press **Enter** (CR) to default to N.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M. Press **Enter** (CR) to default to 1.

Item Notes Print (ICR780)

Template Print Options

Order [I - Item ▾]

Beginning [_____] |◄ 🔍 First
Ending [_____] ►| 🔍 Last

Properties
Item Type [SNU]
New Page [ ]
Item Description [1 - Print Line 1 of Item Description ▾]

Template ————————— Printer —————————
None Genicom Line Printer

OK
Cancel

Print In Item, Alpha, Vendor or Item Class Order? (I/A/V/C)

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. Press **Enter** (CR) to default to the warehouse assigned to the terminal.

2. Beginning Item

Enter the beginning item to balance in the warehouse. Press **Enter** (CR) to default to FIRST. Press **F2** or 🔍 to search.

3. Ending Item

Enter the ending item to balance in the warehouse. Press **Enter** (CR) to default to LAST. Press **F2** or 🔍 to search.

4. Balance On Hand

Indicate whether to balance the warehouse/item on-hand quantities. Press **Enter** (CR) to default 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

Indicate whether to balance the warehouse/item on-order quantities. Press **Enter** (CR) to default 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

Indicate whether to balance the warehouse/item committed quantities. Press **Enter** (CR) to default 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** field, you can also Indicate whether to balance the serial/lot committed quantities; otherwise, this field is skipped. Press Enter (CR) to default 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

Indicate whether to balance the backordered quantities. Press **Enter** (CR) to default 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

Indicate whether to balance the quantities for LIFO/FIFO cost layers. Press **Enter** (CR) to default 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, enter **YES** to continue. The program proceeds with the update. Otherwise, enter **N**. The update is not performed, and the system returns to the menu.

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 a code

From the drop down list, select one of the categories of codes.

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, Press **Enter** (CR) to default the FIRST record on file. Press **F2** or 🔍 to 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, press ▶▌ to default to the LAST record on file. Press **F2** or 🔍 to search. Press **F2** or 🔍 to search.

01-FACTS 7.7 Development, IC Code List (ICR790) – Infor

Template   Print Options   Help

Order   I - Item Class

Beginning   First
Ending   Last

Template ——— None
Printer ——— WindX Laser

OK
Cancel

Print in item class, GL posting table, adj code, UOM code, whse, or item price class order?

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.
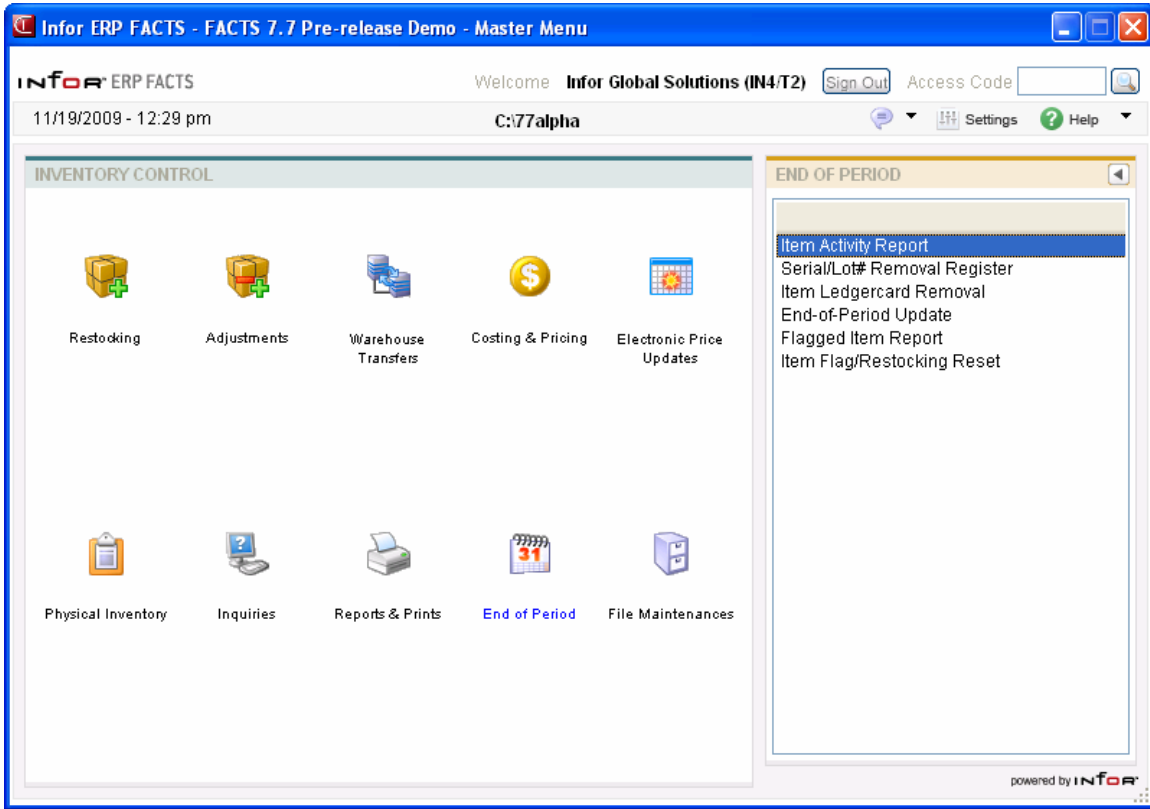
Item Activity Report (ICR810)

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 Fields

The following fields are involved in printing the Item Activity Report:

1. Order

Enter whether to print in **I**tem, **A**lpha, **V**endor, **M**ovement or Item **C**lass order. Press **Enter** (CR) to default to **I**tem.

2. Beginning Order Choice

Select the beginning order choice to print. Press **Enter** (CR) or to default to the FIRST. Press **F2** or to search.

3. Ending Order Choice

Select the ending order choice to print. Press **Enter** (CR) or to default to the LAST. Press **F2** or to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor (or item class if vendor selected in field #1) for which to print. The entry must be a valid vendor (or item class). Press **F3** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M, or **N**either. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter up to 20 two-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. Press **F2** or 🔍 to search.

8. Include Zero Activity

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 you select this checkbox, 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. Press **Enter** (CR) to default to selected.

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 Fields

The following fields 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. Press **Enter** (CR) or to default to the FIRST Press **F2** or to search.

3. Ending Order Choice

Select the ending order choice to print. Press **Enter** (CR) or to default to the LAST. Press **F2** or to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor or item class to print. Press **F3** or to default to ALL. Press **F2** or to search.

6. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M, or **N**either. Press **Enter** (CR) to default to 1.

7. Warehouse

Enter up to twenty 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. Press **F2** or 🔍 to search.

8. Cutoff Date

Enter the last sale date to remove through. Serial/lot items sold before and on this date are printed. Items sold after entered date are not printed (i.e., not removable). Press **Enter** (CR) or ◄ to default to NO CUTOFF.

9. Check the register. OK to remove records just printed?

Verify the register. Enter **YES** or **N** to indicate whether to remove the records just printed.

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 Fields

The following fields 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. Press **Enter** (CR) or to default to the FIRST Press **F2** or to search.

3. Ending Order Choice

Select the ending order choice to remove. Press **Enter** (CR) or to default to the LAST. Press **F2** or to search.

4. Item Type

Enter the item type to print: **S**tocked items or **N**onstocked items. Press **Enter** (CR) to default to SN.

5. Vendor/Item Class

Enter the vendor (or item class if vendor was selected in field #1). The entry must be a valid vendor (or item class). Press **F3** or to default to ALL. Press **F2** or to search.

6. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. Press **Enter** (CR) to default to the terminal assigned to the terminal. Press **F3** or to default to ALL. Press **F2** or to search.

7. Cutoff Date

Enter the last transaction cutoff date. Records are removed through this date. Press **Enter** (CR) to default to the ending date of the last general ledger period closed.

8. Keep

Enter the minimum number of ledgercards to keep (not remove) per warehouse/item regardless of cutoff date (1-99). Press **Enter** (CR) to default to NO MINIMUM.

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ ⓘ Item Ledgercard Removal (ICU810)                                  _ □ ×         │
│ Help                                                                               │
├──────────────────────────────────────────────────────────────────────────────────┤
│ 01-FACTS 7.7 Development         ITEM LEDGERCARD REMOVAL                   ICU810   │
│                                                                                    │
│ THIS PROGRAM WILL REMOVE ITEM LEDGERCARDS BASED ON THE CRITERIA ENTERED BELOW.     │
│                                                                                    │
│ ORDER  .                                                                           │
│                                                                                    │
│ BEGINNING                                                                          │
│                                                                                    │
│ ENDING                                                                             │
│                                                                                    │
│ ITEM TYPE               VENDOR                                                     │
│                                                                                    │
│ WAREHOUSE                                                                          │
│                                                                                    │
│ CUTOFF DATE                                                                        │
│                                                                                    │
│ KEEP                                                                               │
│                                                                                    │
│                                                                                    │
│ REMOVE IN ITEM, ALPHA, VENDOR, OR ITEM CLASS ORDER? (I/A/V/C), F4-END  [End][OK]   │
│                                                                                    │
└──────────────────────────────────────────────────────────────────────────────────┘
```
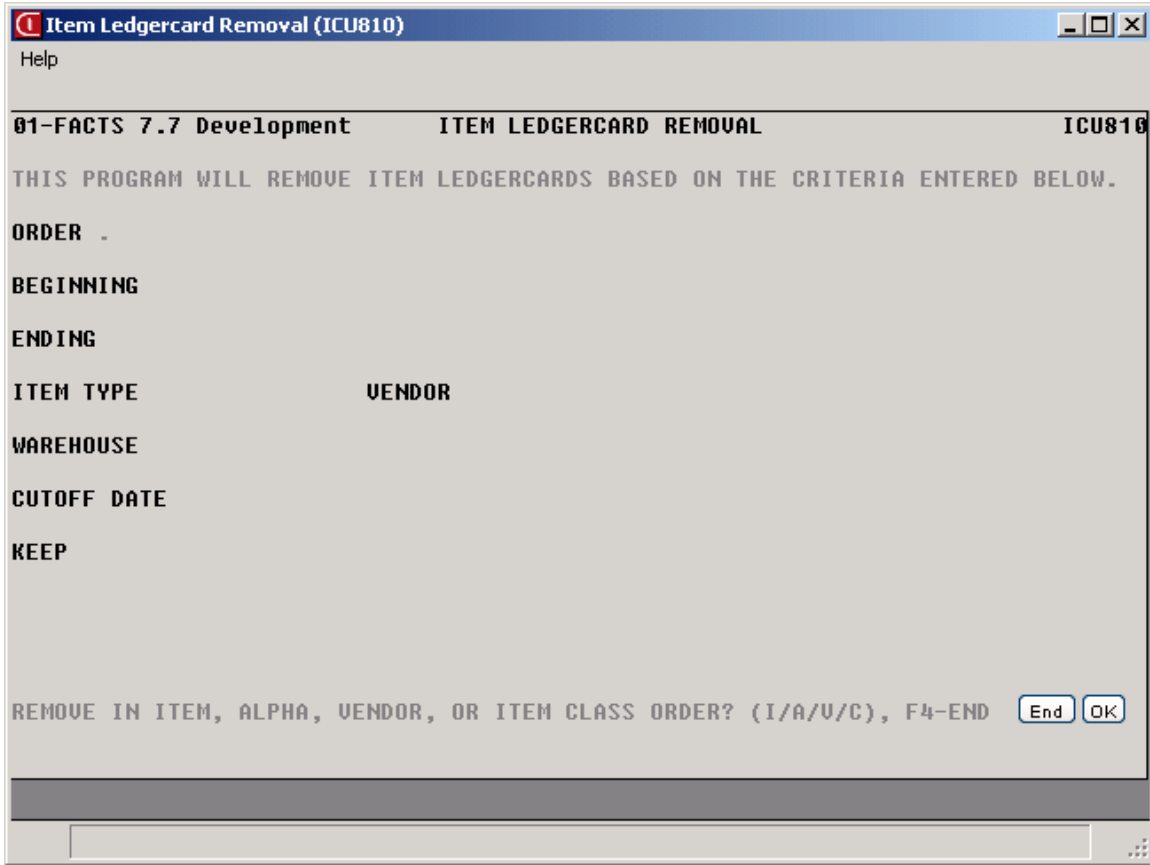
End-Of-Period Update (ICU890)

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:

$$EOQ = \sqrt{\frac{24 \times 5.00 \times 20}{.30 \times 7.00}} \quad = 34 \quad \text{(Rounded off to even units)}$$

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:

Order point = (usage rate X lead time) + 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 poin**t is calculated as follows:

Line point = order point + 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:

Minimum stock = (usage rate X lead time) + 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:

Maximum stock = minimum stock + 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 Fields

The following fields are involved in running the End-of-Period Update:

1. Close-Out Period

Indicate whether to close out the current inventory period. Press Enter (CR) to default to selected.

2. Activity Report

Indicate whether the activity report has been run.

```
01-FACTS 7.5 Development, End of Period Update (ICU890)          _ □ ×
Template  Help

                                                         CP=02/05 FEB

  ┌──────────────────────────────────────────────────────────────┐
  │  This program will close the current inventory period 02/2005. Restocking amounts and order │
  │  quantities will be reset. Actual and qualified usage will be set and flagged if necessay.   │
  │  Period-to-date figures and activity will be set to zero.     │
  └──────────────────────────────────────────────────────────────┘

  ┌─Remember to run the following programs!──────────────────────┐
  │  Item Activity Report                                         │
  └──────────────────────────────────────────────────────────────┘



  Template ────────────────────────               ┌──────────────┐
     None                                          │      OK      │
                                                   └──────────────┘
                                                   ┌──────────────┐
                                                   │    Cancel    │
                                                   └──────────────┘

  ┌────────────────────────────────────────────────────────────┐
  │                                                            │
  └────────────────────────────────────────────────────────────┘
```

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 Fields

The following fields are involved in printing the Flagged Item Report:

1. Order

Enter whether to print in **V**endor or **M**ovement **C**lass order. Press **Enter** (CR) to default to **V**endor.

2. Beginning Order Choice

Enter the beginning vendor or movement class to print. Press **Enter** (CR) to default to FIRST vendor or Movement Class 1. Press **Enter** (CR) or ◀ to default to the FIRST Press **F2** or 🔍 to search.

3. Ending Order Choice

Enter the ending vendor or movement class to print. Press **Enter** (CR) to default to LAST vendor or Movement Class 14. Press **Enter** (CR) or ▶ to default to the LAST. Press **F2** or 🔍 to 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. Press **F3** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

5. Subsort By Movement Class/Vendor

If movement class is the report order, indicate whether to subsort by vendor? If vendor is the report order, indicate whether to subsort by movement class? Press Enter (CR) to default to selected.

6. Item Class

Enter the item class to print. The entry must be a valid class. Press **F3** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

7. Item Description

Enter whether to print item description **1**, **2**, or **B**oth from Item F/M, or **N**either. Press **Enter** (CR) to default to 1.

8. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. Press **Enter** (CR) to default to the warehouse assigned to the terminal. **F2** defaults to ALL. Press **F2** or 🔍 to search.

9. Criteria

Enter whether to print items with flagged **U**sage, abnormal **L**ead times, **F**rozen controls and/or **I**gnore low sales. Press **Enter** (CR) or 🌐 to default to ULF.

10A. Include Permanent Freezes

If F was **not** entered in **Criteria**, this field is skipped. Indicate whether to include items whose controls are frozen permanently. Press **Enter** (CR) to default to selected.

10B. Include Permanently Ignored Low Sales

If I was **not** entered in **Criteria**, this field is skipped. Indicate whether to include items whose low sales are permanently ignored. Press **Enter** (CR) to default to selected.

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 Fields

The following fields 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. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F2** or to search.

2. Vendor

Enter the vendor number. The entry must be a valid vendor number. Press **F3** or to default to ALL. Press **F2** or to search.

3. Class

Enter the item class. The entry must be a valid item class. Press **F3** or to default to ALL. Press **F2** or to search.

You can further narrow and specify your item in the browser using the following fields:

4. Filter

You can further narrow your item display by selecting an item filter type. You can select from: A- All Items, F- All Flagged Items, U- Flagged Usage, or L- Flagged Lead Time

5. Sort Order

For the All Items filter type option, you can select to display item information by **V-Vendor/Class Order** or **I-Item Order**.

6. List From Item

Enter the item number to start the listing form in the browser in the lower portion of the screen. Press **F2** or to search.

7. Number of Records

Enter the number of item lines to appear on the screen at a time. You can select F1 or to display the first 999 records, or press F2 or to display the next 999 records.

8. Item

Select the item in the browser for which you want to resolve item flags and reset item restocking Reset Item Flags amounts.

Once an item has been entered, restocking information for that item is displayed.
Press **Reset** to display Reset Item Flags Screen:

Done to return to the Warehouse field and enter another warehouse vendor, item class combination. Press **Done** again to exit the screen.

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

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 field in nearly every file maintenance provides the optional use of F3 (next record) which displays the next record of the file. For fields 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.
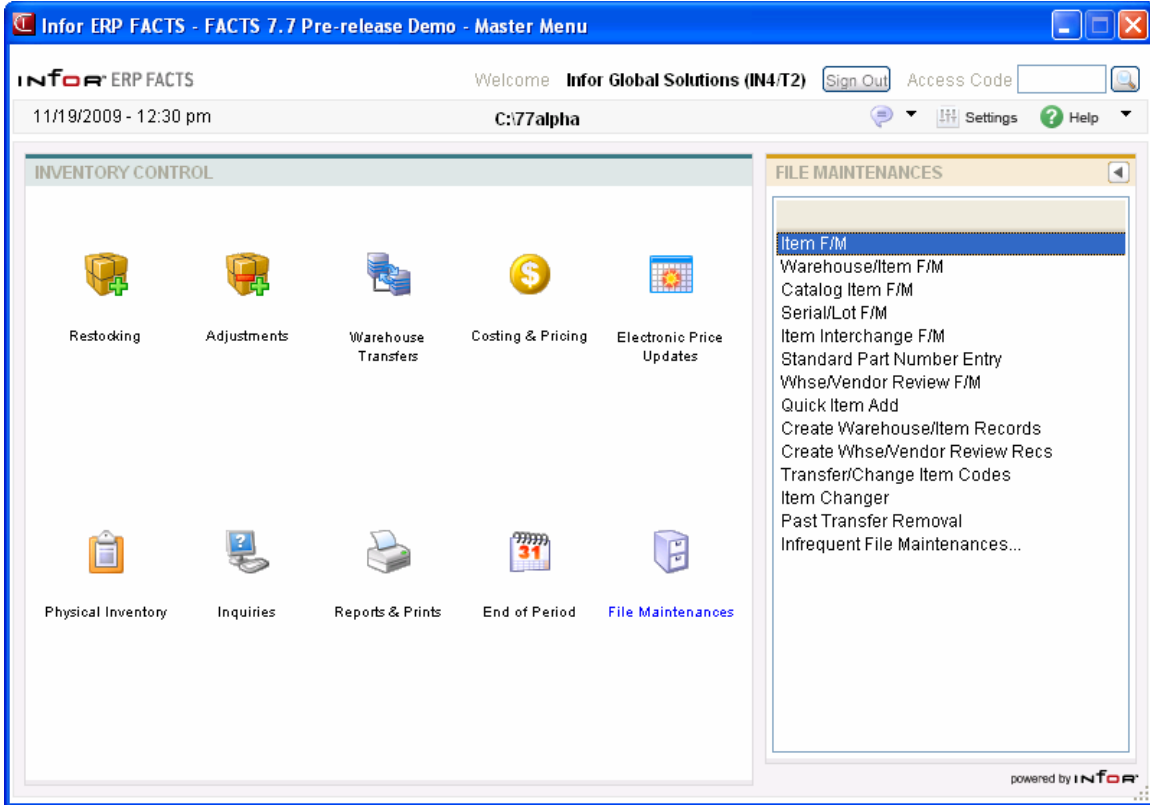
Item F/M (ICF910)

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.

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 key strokes as default values are automatically entered into many fields.

To enter a default item:

When initially accessing the screen, enter **S** in the item field, 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.

Item UM FM (ICF912)

After you save a new item record, the system automatically displays the UM F/M (ICF912), so that you can enter unit of measure details for the item.

You can also access this program from within Item F/M when you have an item record selected. Choose the **Add U/M** button.

Quick Item Entry (ICF911)

After you complete the UM F/M (ICF912) program for the new item , the system displays the Quick Item Entry (ICF911) program so you can enter pricing information for the new item.

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 fields 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.

eCatalog Note: When a catalog item is imported into Item F/M, the system adds a record to the eCatalog log file for the new item master record. Because catalog items also upload, a record must be written to remove the catalog item from the eCatalog database if the item number is changed in the import. Import of a catalog item requires the item number to be changed. Once imported, it is removed from the catalog file.

User Fields

The following fields are involved in creating and maintaining items:

*. Item

Enter the item number (up to 20 characters). Press F2 or 🔍 to search. Press F3 ▶ to default 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 description may appear abbreviated on various reports, forms and screens.

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 description may appear abbreviated on various reports, forms and screens.

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, pressing Enter (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. Press Enter (CR) to initially default 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. Press F2 or to search.

5.   **Item Class**

Enter the item class for this item. The entry must be a valid class. Press Enter (CR) to initially default to the item class of the item just entered (otherwise the first item class on file). Press F2 or to search. 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 **S**tocked, **N**onstocked, or **U**ninventoried item. Press Enter (CR) to default to S. This flag may be changed only if the item is not in process of an inventory update. Additionally, to change an item type to **U**-univentoried, there must be no existing quantities for the item.

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 **N**on-stocked to any other type, the system sets all item/warehouse records for this item's "Allow purchase of non-stocked items w/o SO" flag to "No".

7.   **Conversion Factor Mask**

Enter the conversion factor mask. This field 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. Press Enter (CR) to initially default to ########0.

8.   Serial/Lot

Enter whether this is a **S**erialized item, item stored in **L**ots or **N**ot applicable (neither). Press Enter (CR) to initially default to the item last entered (otherwise N). If serial/lot items are not used (as set in the IC static control record), this field is skipped.

9.   BOM/Formula

Enter whether this is a **B**ill of material finished item, **F**ormulation finished item or **N**either. Press Enter (CR) to initially default to the last item entered (otherwise N). BOM and formulation items are used in the manufacturing module.

10.   Active

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. Press Enter (CR) to initially default 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). Press Enter (CR) to default to the freight class of the item just entered. (This prints on the Item Listing (ICR750.)

14. Default Item

The system displays the designated default item to use for item creation.

Sales Screen

1.   Taxable

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. Press Enter (CR) to initially default to the item last entered (otherwise Y).

2.   Miscellaneous Sales

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. Press Enter (CR) to initially default to the item last entered (otherwise N).

3.   Use default prices?

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. Press Enter (CR) to default 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. Press F2 or 🔍 to search.

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. Press Enter (CR) to initially default to the General Ledger posting table of the item just entered (otherwise the first GL table on file). Press F2 or 🔍 to search.

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. Press Enter (CR) to default to the commission percentage of the item just entered (otherwise 0). Press F1 or 🚫 to default to NO PRIORITY.

7.   Allow Web Purchase

Indicate whether or not an item will be available for sale from the web. An example of products that are not available for sale from the web might be

products that are not allowed to be purchased over the web or products that you have in your inventory that you do not sell like boxes or bubble-wrap. The system sends these item records to eCatalog but they will not be presented for purchase to a customer in Storefront. When first adding a new item, the field will default based on the Item Type field. It is set to "selected" for stocked items and "unselected" for non-stocked and uninventoried items (Item F/M sets the item type in code to "S" so this field will be set to "selected"). Once the initial value is set, the system will no longer change this field. The user is free to set it as desired.

When a new item is added or certain fields are changed, the system adds a record to the eCatalog log file for the next update to the eCatalog database. A record is also added to the eCatalog log file whenever an item is deleted.

When a new item is added with substitute items or the substitute items are changed and the Company Control flag "substitutes to catalog" is "selected", a record is added to the eCatalog log file for the next update to the eCatalog database.

There is currently no way to remove substitute item records from eCatalog. When a substitute item is removed, any unprocessed records for this transaction will be deleted from the log file.

Field changes that trigger an eCatalog update are:

Description 1

Description 2

GL Table

Item Class

Active Flag

Vendor-Item

Allow Web Purchase **new field

Price Class

Primary Vendor

Substitute Items **note: this is special case

Alternate IDs

Ü   The UPC field no longer exists in this program. Create UPC numbers using the standard part number instructions. Standard part numbers can be created manually or electronically through the EPU system.

1-3. Substitute

Enter up to three substitute item numbers (one for each field). 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. Press F2 or ⚎ to search.

4. Model #

Enter the model number for the item. Press Enter (CR) to leave this entry blank.

5. 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 field blank. Press F2 or ⚎ to search. Press F3 to default to the item number. Any MSDS ID entered here must first be defined in the MSDS ID F/M (SOF987).

6. DOT Code

If this item is a hazardous material item, enter a valid DOT Code (up to six characters). Press F2 or ⚎ to search. For more information on hazardous materials and regulations, please refer to the DOT's *Hazardous Materials Guide*.

7. 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** field.

Service Entry screen

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: **S**ervice item, **L**abor item, **N**ot a service item or create **E**quipment 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: **S**tandard FACTS Pricing or **A**ctual Parts and Labor Pricing. Press Enter (CR) to default 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 field 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 fields 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 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.

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 or 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 fields 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-Defined Screen

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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
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meaningful and unique label other than "User Defined 1" and so on.

 To configure user-defined fields:

5. 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.

6. Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).

7. Access the User-Defined screen of the selected file maintenance.

8. 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 units of measure can be entered for this item. You can access Units of Measure in existing item records by choosing the **Add UM** button.

Cost, Price and Warehouse Information

After units of measure have been added for this item, the system displays Quick Item Entry (ICF911) if the **Quick Entry** flag in the Inventory Static Control Record is set to Y. These fields 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 section in the online help Complete the following in the Quick Item Entry (ICF911) program.

1.   List Price

Enter the list price per the unit of measure displayed for the item. Press **Enter (CR)** to default to 0. Press **F3** to skip 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 field (next). Press **Enter (CR)** to default to 0. Press **F3** to skip adding the cost/price record and proceeds to **Warehouse**.

3.   Manual Cost Amount

If a multiplier is entered in the previous field, this field is skipped. Enter the manual cost amount if multiplier was skipped. Press **Enter (CR)** to default 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. Complete the following in the Quick Item Entry (ICF911) program.

4.   Standard Price Basis

Enter the basis for calculating the standard price per unit of measure displayed: **L**ist Price, or **M**anual Cost. Press **F1** to skip the entry of basis and multiplier and go to the price field.

5.   Standard Price Multiplier

If basis was not entered in the previous field, this field is skipped. Enter the standard price multiplier for calculating the standard price per unit of measure displayed. Press **F1** to skip the entry of basis and multiplier and go to the price field.

6.   Standard Price

If basis and multiplier were entered in the previous 2 fields, this field is skipped. Enter the standard price per unit of measure displayed. **F3** ends item fields. Press **Enter (CR)** to default to 0.

7.   Comm%

Enter the commission percentage for this standard price UM. Press **F1** or to default 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. Complete the following in the Quick Item Entry (ICF911) program.

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: **L**ist Price, **M**anual Cost, **S**tandard Price or Previous Level **#**. Press **F1** to skip the entry of basis and multiplier and go to the price field.

9.   Price Level Multiplier

If basis was not entered in the previous field, this field is skipped. Enter the price level multiplier for calculating the level price per unit of measure displayed. Press **F1** to skip the entry of basis and multiplier and go to the price field.

10. Level Price

If basis and multiplier were entered in the previous 2 fields, this field is skipped. Enter the level price per unit of measure displayed. **F3** ends item fields. Press **Enter (CR)** to default to 0.

11. Comm%

Enter the commission percentage for this level price UM. Press **F1** or to default 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. Complete the following in the Quick Item Entry (ICF911) program.

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: **L**ist Price, **M**anual Cost, **S**tandard Price or Previous Level **#**. Press **F1** to skip the entry of basis and multiplier and go to the price field.

14. Quantity Break Multiplier

If basis was not entered in the previous field, this field is skipped. Enter the quantity break multiplier for calculating the quantity break price per unit of measure displayed. Press **F1** to skip the entry of basis and multiplier and go to the price field.

15. Quantity Break Price

If basis and multiplier were entered in the previous 2 fields, this field is skipped. Enter the quantity break price per unit of measure displayed. Press **F3** to end item fields. Press **Enter (CR)** to default to 0.

16. Comm%

Enter the commission percentage for this quantity break. Press **F1** or to default 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.

Quick Warehouse/Item Entry

After you enter pricing information for the new item, the system displays the Quick Warehouse/Item Entry (ICE912) program so you can enter the new item in the warehouse.

Quick Item Entry (ICF911)

After units of measure have been added for this item, the remaining fields will be used if the **Quick Entry** flag in the Inventory Static Control Record is set to Y. These fields 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.

1. List Price — (Amount

The list price may be entered as a dollar amount.

2. Manual Cost — (Basis)

Enter the basis for calculating the standard price per unit of measure displayed: **L**ist Price, or **M**anual Cost.

3.   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 field (next). Press **Enter (CR)** to default to 0. Press **F3** to skip adding the cost/price record and proceeds to **Warehouse**.

4.   Manual Cost (Amount)

If a multiplier is entered in the previous field, this field is skipped. Enter the manual cost amount if multiplier was skipped. Press **Enter (CR)** to default 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.

To edit existing suggested records for the inventory item, highlight it in the browser or select one of the options across the bottom of your screen, and the press [image] to edit the highlighted record.

Use the **Filter** list box to select the display settings for the cost and/or price lines in the browser. You can select from: **P-Price Levels**, **S-Standard Price**, or **Q-Quantity Breaks.**

From the **UM** drop down list select the UM for which you wan t to display cost and/or price lines

5. **Qty**

For quantity breaks, 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.

6. Basis

For quantity breaks, the system displays the basis options. Initially, you can select from **L** — Use List Price as Basis, **M** — Use Manual Cost as Basis, **S** — Use

Standard Price as Basis. After you set the basis/multiplier all price breaks must either use the same basis or they must be based on another price break. The basis options for additional quantity breaks are: **L**—Use List Price as Basis , or **1-6**—Use Prior Quantity Break 1-6 as Basis. 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.

For level pricing, you can select from **L**—Use List Price as Basis, **M**—Use Manual Cost as Basis, **S**—Use Standard Price as Basis, or **1-6**—Use Prior Price Level 1-6 as Basis.

For standard pricing, you can select from **L**—Use List Price as Basis or **M**—Use Manual Cost as Basis.

7. Mult

For quantity breaks, if you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

If you are entering the suggested price level as a basis and multiplier, enter the multiplier for the suggested standard price for the level. The system automatically calculated and displays the new suggested standard price for the level.

If you are entering the suggested standard price as a basis and multiplier, enter the multiplier for the suggested standard price. The system automatically calculated and displays the new suggested standard price.

8. 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.

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.

Note: If the require descending prices flag (in the IC Static record) is set to Y, all price breaks must be the same Note: 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.

The standard price may be entered as a basis and multiplier, or a set price. The valid options for basis for standard price are as follows: List Price or Manual Cost.

9. Comm %

In addition to these three options for setting up the standard price, price levels and quantity breaks, you may also enter a commission percent. A Sales Order Static F/M flag determines whether this flag is available throughout the costing/pricing subsystem.

If the flag is turned off, the system does not give you the option to enter the commission %. If the flag is turned on, each cost/price you create will require you to enter a commission %.

Enter a commission percent for the price level, standard price or quantity break price level. When entering the commission %, you also have the option to set it to "no priority" 🚫 (which leaves the field 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 *System Management→File Maintenances→Company Control F/M.*

10. Press 💾 to save your changes when you have completed the information entry. You can then update the following header fields: effective date, list price, manual cost, standard prices, and quantity breaks.

11. You can highlight a suggested costing/pricing line in the browser and press Delete to display the Delete Record Type dialog box, where you can select to delete from the following: **L--Suggested list price, M—Suggested manual cost, S— Suggested manual price for the selected unit of measure.**
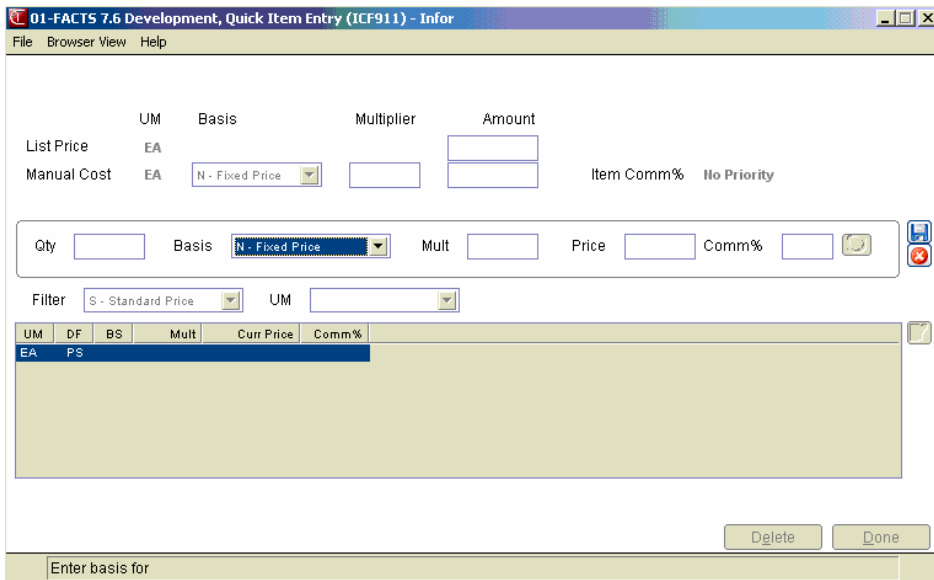
Quick Warehouse/Item Entry (ICE912)

1. Warehouse

Enter the warehouse where the item is stocked. Press **Enter (CR)** to default to the warehouse assigned to the terminal. Press **F2** or ⛏ to search. Press F1 or 🏢 to allow multiple warehouses to be entered. Press **F4** to end warehouse fields.

If entering multiple warehouses: Use arrow keys to navigate through the warehouse list. Press **Enter (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** field.

In the General section of the screen, enter information about the item in the specified warehouse or warehouses.

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. Press **Enter (CR)** to default 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. Press **Enter (CR)** to default to 14.

5. Seasonal

Enter whether the item is **N**onseasonal, **L**ow seasonal (80% of annual sales sold in a six-month period) or **H**igh seasonal (80% of annual sales sold in a three-month period). Press **Enter (CR)** to initially default to N.

6. Use Ledgercards

If ledgercards are not used (set in the IC Static Control Record), this field is skipped. Indicate whether to store ledgercards for this item in the warehouse. Press **Enter (CR)** to default to the value from IC Static Control, Use Ledgercards flag.

In the Restocking section of the screen, enter restocking information about the item in the specified warehouse or warehouses.

7. Restocking Method

Enter whether the restocking method is **O**rder point/line point or **M**inimum/maximum. Press **Enter (CR)** to default to the default restocking method (set in the IC static control record).

8.   Order Quantity Method

Enter whether the order quantity method is **E**OQ (economic order quantity), movement **C**lass or **M**anual. Press **Enter (CR)** to default to the default order quantity method (set in the IC Static Control Record).

11.   Commit by Other Whses

Indicate 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. Press **Enter (CR)** to default to N.

9.   Safety Allowance

Enter the safety allowance percentage (0-99). Press **Enter (CR)** to default to the default safety allowance (set in the IC static control record).

When you save the record the system displays the remaining fields:

10.   Whs eRestocking Warehouse

Enter the warehouse from which the item is normally restocked. The entry must be a valid warehouse. Pressing Press **Enter (CR)** or 🪙 to default to blanks indicating the restocking path is normally direct from the vendor and not from a warehouse from within the company. This field 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.

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". .

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.

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 **N**o as the default.

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.

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.

eCatalog Note: When certain default units of measure are changed a record will be added to the eCatalog log file for the next update to the catalog database.

Field changes that will trigger an update are:

- Smallest UM
- Default Selling UM
- Default Pricing UM

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 Fields

The following fields are involved in creating and maintaining a unit of measure record:

1. **Item**

Enter the item number for which to add units of measure. Press F2 or 🔍 to search. 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. Press F2 or 🔍 to search.

3. **Valid Stock**

Indicate whether this unit of measure may be used for stocking in physical inventory. Press Enter (CR) to default to N.

4. **Valid Price**

Indicate whether this unit of measure may be used for pricing. Press Enter (CR) to default to N.

5.   **Valid Sell**

Indicate whether this unit of measure may be used for selling. Press Enter (CR) to default 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. Press Enter (CR) to default 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 UMs**

Enter the default unit of measure for the stocking, pricing, selling, costing, and buying for this item.

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 Fields

The following fields are involved in creating and maintaining a warehouse/item record:

1.   Warehouse

Enter the warehouse where the item exists. 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.

2.   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. Press F2 or 🔍 to search. Press F3 to display 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.

3.   Locations

If locations are not used, press **Tab** to skip this field. 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-field.

4.   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. Press Enter (CR) to initially default to 14.

5.   Commit by Other Whses?

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.

6.   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). Press Enter (CR) to initially default to N.

7.   Use ledgercards

Indicate whether to use ledgercards. Press Enter (CR) to initially default to N. If ledgercards are not used, as set in the IC static control record, this field is skipped.

8.   Replenish

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 field is only enabled when the item is a non-stock item.

10. Allow Web Purchase

Indicate whether or not an item is for sale from this warehouse from the web. The system sends these warehouse items to eCatalog but they will not be presented as a warehouse for purchase from a customer in Storefront.

If the Allow Web Purchase at the item level is "selected" then this field is set to "unselected" and disabled. Also, if this warehouse is not valid for SO in Warehouse F/M then the Allow Web Purchase checkbox is set to "unselected" and disabled. If the item is set to allow web purchase and the warehouse is valid for SO, then when adding a new record, the system sets the field to the value from the Allow Web Purchase setting at the item level. Once the initial value is set, the system will no longer change this field. The user is free to set it as desired.

When a new warehouse item is added or the Allow Web Purchase field is changed the system adds a record to the eCatalog log file for the next update to the eCatalog database. This program also writes a record to the eCatalog log file whenever a warehouse item record is deleted.

11.   Date Last Physical

Enter the date of the last physical inventory. Press Enter (CR) to initially default to 01/01/00.

12.   Date Next Physical

Enter the date of the next physical inventory. Press Enter (CR) to initially default to 01/01/00.

*13.-16. 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 fields.

Restock screen

To access the restocking screen enter a valid warehouse and a valid item (the item must exist in the warehouse). Select the Restocking tab.

*.   Warehouse

If you have not done so already, enter the warehouse where the item exists. Press Enter (CR) to default to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. Press F2 or 🔍 to search.

*.   Item

If you have not done so already, 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. Press F2 or 🔍 to search. Press F3 to display the first item in the warehouse.

3.   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. Press Enter (CR) to initially default to the default order quantity method (set in the IC static control record).

4.   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 field the **Order Quantity Method** field. If M was entered in the **Order Quantity Method** field, the number must be set by the user. Order quantities may be frozen (**Frozen Controls** field), e.g., not automatically reset by the system, at any time.

5.   Restocking Method

Enter whether the restocking method is **O**-order point/line point or **M**-min/max. Press Enter (CR) to initially default to the default restocking method (set in the IC Static Control F/M).

6.   Order Point

If M was entered in the **Restocking Method** field this field is skipped. Enter the order point of the item in the warehouse. Press Enter (CR) to initially default to 0.

7.   Line Point

If M was entered in the **Restocking Method** field, this field is skipped. Enter the line point of the item in the warehouse. Press Enter (CR) to initially default to 0.

8.   Minimum Stocking

If O was entered in the **Restocking Method** field, this field is skipped. Enter the minimum stocking level of the item in the warehouse. Press Enter (CR) to initially default to 0.

9.   Maximum Stocking

If O was entered in the **Restocking Method** field, this field is skipped. Enter the maximum stocking level of the item in the warehouse. Press Enter (CR) to initially default to 0.

10.   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.

11.   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.

12. 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) or selecting indicates the item is supplied directly from the vendor.

13.   Safety Allowance

Enter the safety allowance %(0-99). Press Enter (CR) to initially default to the default safety allowance (set in the IC Static Control Record).

14.   Last Changed

Enter the date when the safety allowance was last changed. Press Enter (CR) to initially default to 01/01/00.

15. Frozen Controls

Enter whether to freeze controls of the **R**-restocking amounts, **Q**-order quantity, **L**-lead time and/or **S**-safety allowance. Press F1 or to default to NONE.

16. Number Periods

If no controls are frozen in the **Frozen Controls** field, this field is skipped. Enter the number of periods to freeze the controls (as set in the **Frozen Controls** field). If 99 is entered, the controls are frozen permanently.

17. Date

If no controls are frozen in the **Frozen Controls** field, this field is skipped. Enter the date the freeze was placed on the controls (ref. 3) (as set in the **Frozen Controls** field).

18. Memo

If no controls are frozen in the **Frozen Controls** field, this field is skipped. Enter the memo indicating why the freeze was entered (up to 30 characters).

Usage screens (1-2)

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.

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

Enter the warehouse where the item exists. Press Enter (CR) to default to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. Press F2 or 🔍 to search.

*.   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. Press F2 or 🔍 to search. Press F3 to display the first item 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** 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 fields 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 ![icon] button or F1 toggles the **Qualified** fields on and off. This may be help you speed up data entry. Press F2 or ![icon] to set the remaining **Actual Usage** fields to an average of what you have already entered.

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).

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 in character mode. In graphical, select the Sales tab.

The following fields are optional and should be used once — during initial installation to get data in the system. After live processing begins, the system updates these fields. Any changes will compromise data.

*.   Warehouse

Enter the warehouse where the item exists. Press Enter (CR) to default to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. Press F2 or ![icon] to search.

*.   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. Press F2 or ![icon] to search. Press F3 to display the first item in the warehouse.

For the current period through to the oldest period, enter the following fields for each period:

3.   Month-To-Date

Enter the month-to-date unit sales. Press Enter (CR) to initially default to 0.

Enter the month-to-date dollar sales. Press Enter (CR) to initially default to 0.

Enter the month-to-date dollar cost. Press Enter (CR) to initially default to 0.

4.   Year-To-Date

Enter the year-to-date unit sales. Press Enter (CR) to initially default to 0.

Enter the year-to-date dollar sales. Press Enter (CR) to initially default to 0.

Enter the year-to-date dollar cost. Press Enter (CR) to initially default to 0.

5.   Prior Year

Enter the prior year unit sales. Press Enter (CR) to initially default to 0.

Enter the prior year dollar sales. Press Enter (CR) to initially default to 0.

Enter the prior year dollar cost. Press Enter (CR) to initially default to 0.

Cost

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 in character mode. Select the Cost tab in graphical.

The following fields are optional and should be used once — during initial installation to get data in the system. After live processing begins, the system updates these fields. Any changes will compromise data.

*.   Warehouse

Enter the warehouse where the item exists. Press Enter (CR) to default to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. Press F2 or ⚔ to search.

*.   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. Press F2 or ⚔ to search. Press F3 to display the first item in the warehouse.

3.   Standard Cost

Enter the standard cost of the item in the warehouse per the costing unit of measure. Press Enter (CR) to initially default to 0.

4.   Average Cost

Enter the average cost of the item in the warehouse per the costing unit of measure. Press Enter (CR) to initially default to 0.

5.   Last Cost

Enter the last cost of the item in the warehouse per the costing unit of measure. Press Enter (CR) to initially default to 0.

6.   End-Of-Period Cost

For the last prior period to the oldest period, enter the end-of-period cost of the item in the warehouse per costing unit of measure. Press Enter (CR) to initially default to 0.

Activity

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 in character mode. Select the Activity tab in graphical mode.

The following fields are optional and should be used once — during initial installation to get data in the system. After live processing begins, the system updates these fields. Any changes will compromise data.

*.   Warehouse

Enter the warehouse where the item exists. Press Enter (CR) to default to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. Press F2 or ⛏ to search.

*.   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. Press F2 or ⛏ to search. Press F3 to display the first item in the warehouse.

3.   Beginning Qty (Quantity)

Enter the beginning on hand quantity of the item in the warehouse for the current period. Press Enter (CR) to initially default to 0.

4.   Receipts

Enter the number of units received of the item in the warehouse for the current period. Press Enter (CR) to initially default to 0.

5.   Produced

Enter the number of units produced of the item in the warehouse for the current period through the manufacturing system. Press Enter (CR) to initially default to 0.

6.   Adjustments

Enter the number of units adjusted of the item in the warehouse for the current period through the Adjustment Entry program. Press Enter (CR) to initially default to 0.

7.   Sales

Enter the number of units sold of the item in the warehouse for the current period through the sales orders system. Press Enter (CR) to initially default to 0.

8.   Transfers In

Enter the number of units transferred of the item into this warehouse for the current period. Press Enter (CR) to initially default to 0.

9.   Transfers Out

Enter the number of units transferred of the item out of this warehouse for the current period. Press Enter (CR) to initially default to 0.

10.   Next Pd (Period) Adjust (Adjustments)

Enter the number of units adjusted of the item in the warehouse for the next period. Press Enter (CR) to initially default to 0.

11.   Lowest On Hand

Enter the lowest on hand quantity of the item in the warehouse for the current period. Press Enter (CR) to initially default to 0.

Receipts

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 in character.

The following fields are optional and should be used once — during initial installation to get data in the system. After live processing begins, the system updates these fields. Any changes will compromise data.

*.   Warehouse

Enter the warehouse where the item exists. Press Enter (CR) to default to the warehouse of the warehouse/item just entered. The entry must be a valid warehouse. Press F2 or to search.

*.   Item

Enter the item existing in the warehouse. The entry must be a valid item number that displays the item and description. Press F2 or to search. Press F3 to display the first item in the warehouse.

For each of the last five item receipts enter the following fields:

3.   Doc Number

Enter the PO number, transfer ticket number or adjustment number of the receipt (up to 6 characters).

4.   Date

Enter the date the goods were received (receipt date).

5.   Units

Enter the number of units received. Press Enter (CR) to initially default to 0.

6.   Cost

Enter the cost at which the goods were received per the costing unit of measure. Press Enter (CR) to initially default to 0.

7.   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. Press Enter (CR) to initially default to 0.

8.   **Lead Time Type**

Enter whether the lead time entered in the **Lead Time** field is **blank**-a normal lead time, **A**-abnormal lead time or **I**-ignored lead time. Press Enter (CR) to initially default to blank (in other words, the field is left blank) indicating the lead time for the receipt is normal.

01-FACTS 7.7 Development, Warehouse Item F/M (ICF920) - Infor

Help

Warehouse   01   Atlanta Warehouse

Item   01-2001   test

Main Restock Usage1 Usage2 Sales Cost Activity Receipts

	Units	UM	$ Sales	$ Cost
Month-to-Date	0	EA	.00	.00
Year-to-Date	0		.00	.00
Prior Year	0		.00	.00

Save   Delete   New   Exit

Enter month-to-date unit sales

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.

eCatalog Note: When a catalog item is added or certain fields are changed a record will be added to the eCatalog log file for the next update to the catalog database. An "Allow Web Purchase" field will not be added to the catalog file. When uploaded, the Allow Web Purchase field will always be set to "unselected", any conversion factors will be sent as 1 and the Active checkbox will be selected. All UM's will be set to the pricing UM.

Field changes that trigger an update are:

- Description 1
- Description 2
- Item Class
- Vendor-Item
- Price Class
- Default Pricing UM
- Primary Vendor

User Fields

The following fields are involved:

1.   Item

Enter the item number to display. Press F2 or to search. Press F3 or to display the next item record on file.

General Screen

2.   Description 1

Enter the primary description for this item (up to 30 characters).

3.   Description 2

Enter a secondary description 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). Press Enter (CR) to default to the first 10 characters of Description 1.

5.   Weight

Enter the per unit weight of this item (0-9999.999). Press Enter (CR) to default to 0.

6.   Interchange

Enter the interchange item number for this item (up to 20 characters). Press Enter (CR) to default to blanks.

7.   Model #

Enter the model number for this item. Press Enter (CR) to leave this prompt blank.

8.   Standard Pack

Standard pack refers to how many items make up a unit. Enter the standard pack for this item (up to five digits).

9. Vendor

Enter the primary vendor for this item. Press F2 or 🔍 to search.

10. Vendor-Item

A vendor item number is a piece of cross-reference information that tells FACTS users what item number the primary vendor uses to refer to this item. Enter up to 20 characters. Press F1 to select the FACTS item number. Press Enter (CR) to leave this prompt blank.

11. Item Class

Enter the item class for this item (up to 3 characters). Press F2 or 🔍 to search.

12. Item Price Class

Enter the item price class for this item (up to 3 characters). Press F2 or 🔍 to search.

Levels Screen

2.   Use Levels

Enter which types of prices are going 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. **Press Enter (CR) to default** to **B**.

3-8. Price Level 1-6

Use these prompts to set up price levels for this item. Press F1 for no price. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press F2 or 🔍 to search.

3.   List Price

Enter the list price of this item. Press Enter (CR) to default to 0.

4.   Manual Cost

Enter the manual cost of this item. Press Enter (CR) to default to 0.

5.   Std Price

Enter the standard price of this item. Press Enter (CR) to default 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

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 Fields

The following fields are involved in entering serial/lot number information:

*.   Warehouse

Enter the warehouse. The entry must be a valid warehouse code. Press F2 or to search.

*.   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). Press F3 or to display the first serial/lot item record on file for the warehouse. Press F2 or to search.

*.   Serial/Lot Number

Enter the serial or lot number (up to 20 characters). Press F3 or to display the first serial/lot number on file for this warehouse and item. Press F2 or to search.

General Screen

4.   Location

Enter the location of the item in the warehouse (6 characters).

5.   Expiration

Enter the expiration date. Press Enter (CR) to default to 123199.

6.   Last Physical Inventory

Enter the date of the last physical inventory. Press Enter (CR) to default 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. Press Enter (CR) to default to the system date.

9. **Receipt Cost**

Enter the cost at which the item was received per the costing unit of measure. Press Enter (CR) to default to 0.

10. **Receipt Vendor**

Enter the vendor number from whom the item was purchased. The entry must be a valid vendor. Press F2 or ⏶ to search.

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. Press Enter (CR) to default to 010100.

10. **Last Use Quantity**

Enter the quantity last sold/used. Press Enter (CR) to default to 0.

11. **Last Use Price**

Enter the last price per each sold/used per pricing unit of measure. Press Enter (CR) to default 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.

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 Fields

The following fields are involved in creating an item interchange record:

*.   **Interchange**
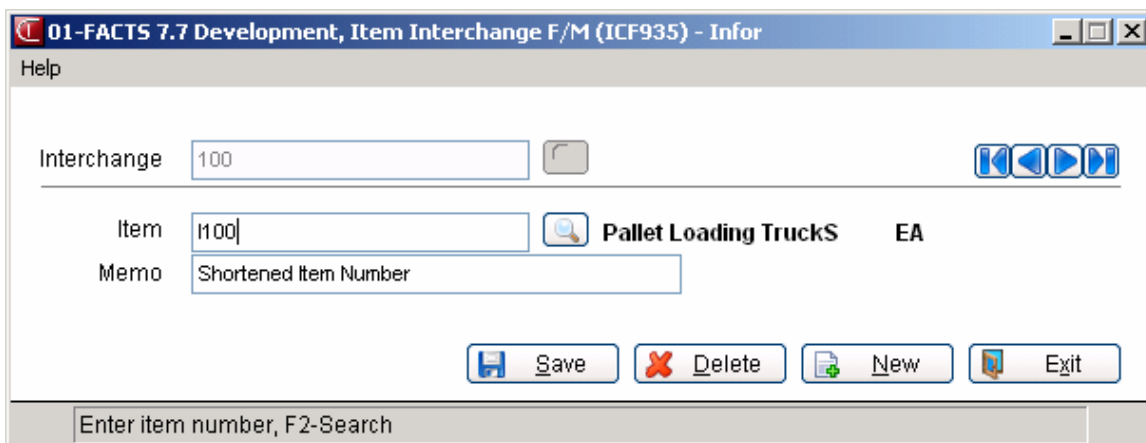
Enter the item interchange number (up to 20 characters). The entry must be greater than one character and may not be an existing item number. Press F2 or
to search.

2.   **Item Number**

Enter the item number to access in an interchange. This entry must be a valid item number. Press F2 or to search.

3.   **Memo**

Enter the descriptive memo (up to 30 characters).

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 🔍 to search.

    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 or 🔍 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 or 🔍. 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 Done 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.

01-FACTS 7.7 Development, Standard Part Number Entry (ICE460) - Infor

File   Edit   Help

Standard Source Code   UPC   Universal Product Code

Std Part #   005171242010

FACTS Item #   I120   Hand Held Stretch Wrap   UM

Description   Hand Held Stretch Wrap 1500' per roll, 8lbs per roll

Standard Part #	Description
005171242010	Hand Held Stretch Wrap 1500' per roll, 8lbs per roll
005400749702	Pallet Loading Hand Truck 1000 lb capacity
CWE1	CWETEST
ER32HG13QE2R1G	Gravity Roller Conveyor 10ft lngth, 24"w/12"rlr caster
ER;JKNGL;KQEG21	Steel Top Work Bench 250lb cap,12 gauge, 34" high
EWOIFH	TEST TWO
I346-0	Pallet Loading Hand Truck....+ 1000 lb capacity

Done

Enter item number, F2-Search

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** field 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 exits 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 **M**ain tab to enter general item information, such as vendors, descriptions, price class, GL table, etc.

Use the **U**M/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 **I**nventory 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.

 Â 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 Fields

The following fields are involved in creating and maintaining the warehouse/vendor review cycles:

1. **Warehouse**

Enter the warehouse. The entry must be a valid warehouse code. Press F2 or 🔍 to search.

2. **Vendor**

Enter the vendor number. The entry must be a valid vendor number. Press F2 or 🔍 to search.

You can use the ⏮ ◀ ▶ ⏭ icons scroll through warehouse/vendor combinations.

3. **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.

4.   Review Cycle Minimum

Enter the minimum review cycle in number of days (0-999). Press Enter (CR) to default to 1. This is the least the current days could be set to by the Vendor Review Cycle Reset program.

5.   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.

6.   % 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.

7.   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. Press Enter (CR) to default to 0.

8.   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. Press Enter (CR) to default to 0.

9.   Requirements Memo

Enter a descriptive requirements memo (up to 30 characters).

10.   Date Last PO (Purchase Order) Entry

Enter the date the last purchase order was entered. Press Enter (CR) to default to 010100.

11.   Last PO Number (Purchase Order Number) Entered

Enter the purchase order number of the last order placed with the vendor.

12.   Buyer Code

Buyer codes indicate which person in your company is responsible for purchasing from a vendor or group of vendors. These codes are optional, and they can be created and maintained in the PO Buyer Code F/M (*Purchase Orders →File Maintenances→Infrequent File Maintenances→Buyer Code F/M*). Enter the buyer code to indicate who is the point-person for this vendor. Press F2 or 🔍 to search.

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 Fields

The following fields are involved in creating warehouse/item records:

1.   Order

Select the order in which to create the records: item, alpha, vendor or item class.

2.   Beginning Order Choice

Select the beginning order choice to create. Press **Enter** (CR) or ◀ to default to the FIRST. Press **F2** or 🔍 to search.

3.   Ending Order Choice

Select the ending order choice to create. Press **Enter** (CR) or ▶ to default to the LAST. Press **F2** or 🔍 to search.

4.   Warehouse

Enter the warehouse code in which to create items. The entry must be a valid warehouse. If you are setting up a new warehouse and have not yet created

that code, do so before running this program. Press Enter (CR) to default to the warehouse assigned to the terminal. Press **F2** or ⌕ to search.

5.   Warehouse To Check

Enter the existing warehouse code to check creating items that are already in the warehouse being checked (e.g., when duplicating a warehouse). Press Enter (CR) to default to NOT APPLICABLE.

6.   Next Physical Inventory

Enter the date of the next physical inventory.

7.   Restocking Method

Enter whether the restocking method is **O**rder point/line point or **M**in/Max. Press Enter (CR) to default to the default restocking type (set in the IC Static Control F/M).

8.   Safety Allowance Percent

Enter the safety allowance percentage (0-99). Press Enter (CR) to default to 0.

9.   Order Quantity Method

Enter whether order quantity method is **E**OQ (economic order quantity), movement **C**lass or **M**anual. Press Enter (CR) to default to the default order quantity method (set in the IC Static Control F/M).

10. Item Type

Indicate the type of items you are creating: **S**tocked items or **N**onstocked items. Press Enter (CR) to default 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**".

\

01-FACTS 7.7 Development, Create Warehouse/Item Records (ICU910) – Infor

Template   Help

Order   [I - Item   ▼]   Beginning   [   ]   [◄] [🔍] First
                                            Ending   [   ]   [▶] [🔍] Last

Properties

                    Warehouse to create   [01]   [🔍] **Atlanta Warehouse**
                     Warehouse to check   [   ]   [🚫] [🔍] **Not Applicable**
                Next Physical Inventory   [   ]
                     Restocking Method   [O - Order Point-Line Point   ▼]
                       Safety Allowance   [50]   [↻] %
                  Order Quantity Method   [E - Economic Order Quantity   ▼]
                            Item Type   [B - Both   ▼]
                         Replenish Flag   [Y - Yes   ▼]
              Allow nonstock purchase flag [N - No   ▼]

                                                                          [OK]

Template ───────────────────────   [Cancel]
   None

Create in item, alpha, vendor, or item class order?

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 Fields

The following fields are involved in creating warehouse/vendor review records:

1.   Order

Select the order to create.

2.   Beginning

Select the beginning order choice to create. Press **Enter** (CR) or ◄ to default to the FIRST. Press **F2** or 🔍 to search.

3.   Ending

Select the ending order choice to create. Press **Enter** (CR) or ►◄ to default to the LAST. Press **F2** or 🔍 to search.

4.   Warehouse To Duplicate

Enter the warehouse code from which to duplicate records. The entry must be a valid warehouse. Press Enter (CR) to default to the warehouse assigned to the terminal. Press **F2** or 🔍 to search.

5.   Warehouse To Create

Enter the warehouse code in which to create records. The entry must be a valid warehouse. Press **F2** or 🔍 to search.

6.   Buyer

Enter the buyer code for purchase orders for all new records. Press 🔄 or **F2** to default to SAME, which means you want to pull over the same buyer code records that were in the warehouse you are duplicating. Buyer codes are created in PO Buyer Code F/M. Press **F2** or 🔍to search.

01-FACTS 7.7 Development, Create Whse/Vendor Review Recs (ICU930) - Infor

Template   Help

Order   [V - Vendor Order ▼]   Beginning   [_____] 🔲🔍 **First**

                                    Ending   [_____] 🔲🔍 **Last**

Properties

        Warehouse to duplicate   [01] 🔍 **Atlanta Warehouse**

        Warehouse to create   [____] 🔍

        Buyer   [____] 🔄🔍

                                                                    [<u>O</u>K]

Template ────────────────────────   [<u>C</u>ancel]
    None

Create records in vendor, alpha or vendor class order?

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 Fields

The following fields 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. The available options are item, alpha, item class and vendor.

3. **Beginning Order Choice**

Set the beginning of the range. Press **Enter** (CR) to default to the FIRST. Press **F2** to search.

4. **Ending Order Choice.**

Set the end of the range. Press **Enter** (CR) to default to the LAST. Press **F2** to search.

5. **Change From**

The field in **Select Number** is the field being changed, e.g., if item class was selected, enter the item class that is being changed. Press F3 to default to ALL.

6. **Change To**

The field in **Select Number** is the field being changed, i.e., if item class was selected, enter the item class which to change. Press F3 to default to user selection. If F3 is selected, the program stops at every item whose item class is to be changed and requires field of the new item class.

7. **Item Type**

This field will display for all options other than Item Type. Valid entries for this prompt are **S**tocked, **N**onstocked or **U**ninventoried. The next prompt is skipped, if the **Select Number** (1-8 or 17-19) entered references data stored in the item master record. Press Enter (CR) to default to SNU. Only items with no quantities may be changed.

8. **Warehouse**

This field enables you to tell the system which items in which warehouse you want to change. This may be helpful if changes that you are making only affect items warehoused in a certain location, such as a local sales tax change. This field displays only if the **Select Number** (9-16 or 20) entered references data stored in the warehouse record for the item. Press Enter (CR) to default to the warehouse assigned to this terminal.

```
01-FACTS 7.7 Development        TRANSFER/CHANGE ITEM CODES              ICU920

THIS PROGRAM ALLOWS AUTOMATIC OR OPERATOR ASSISTED CHANGES OF SPECIFIC
INFORMATION IN THE ITEM OR WAREHOUSE/ITEM FILE FOR A RANGE OF ITEMS.
CHANGES DO NOT AFFECT TRANSACTION FILES OR OTHER MODULES.

 1 VENDOR                           12 RESTOCKING WAREHOUSE
 2 ITEM CLASS                       13 FROZEN CONTROLS
 3 SEQUENCE #                       14 FROZEN # PERIODS
 4 GL POSTING TABLE                 15 # PDS IGNORE LOW SALES
 5 COMMISSION %                     16 ALLOW COMMITMENT
 6 ITEM TYPE                        17 SERIAL/LOT FLAG
 7 TAXABLE FLAG                     18 ITEM PRICE CLASS
 8 ALLOW WEB PURCHASE (ITEM LEVEL)  19 USE DEFAULT PRICES
 9 LEDGERCARD FLAG                  20 REPLENISH FLAG
10 RESTOCKING METHOD                21 ALLOW NONSTOCK PURCH W/O SO
11 ORDER QTY METHOD                 22 ALLOW WEB PURCHASE (WHSE LEVEL)




SELECT # OF INFORMATION TO BE CHANGED, F4-END ..            [End] [OK]
```

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.

EWMS Processing Note

The Item Changer (ICU940) program is disabled for any Radio Beacon controlled warehouses.

User Fields

The following fields are involved in changing item codes:

1.   Current Item

Enter a valid current item number of the item that you want to change. Press F2 or to 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 the 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.

7. 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 Fields

Use the following fields to run the Past Transfer Removal program:

1. **Shipping Warehouse**

Enter shipping warehouse codes side by side. Press F1 or the ![icon] icon to use all shipping warehouse codes. Press F2 or the ![icon] icon to search for shipping warehouses.

2. **Receiving Warehouse**

Enter receiving warehouse codes side by side. Press F1 or the ![icon] icon to use all shipping warehouse codes. Press F2 or the ![icon] icon to search for receiving warehouses.

3. **Receiving Cutoff Date**

Enter receiving date to remove the transfer records through. Press F1 or the ![icon] icon to enter 'No Cutoff' date. Press F2 or ![icon] to enter the Last GL Period Ending Date. The receiving date must not be blank in order to be considered for removal.

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.
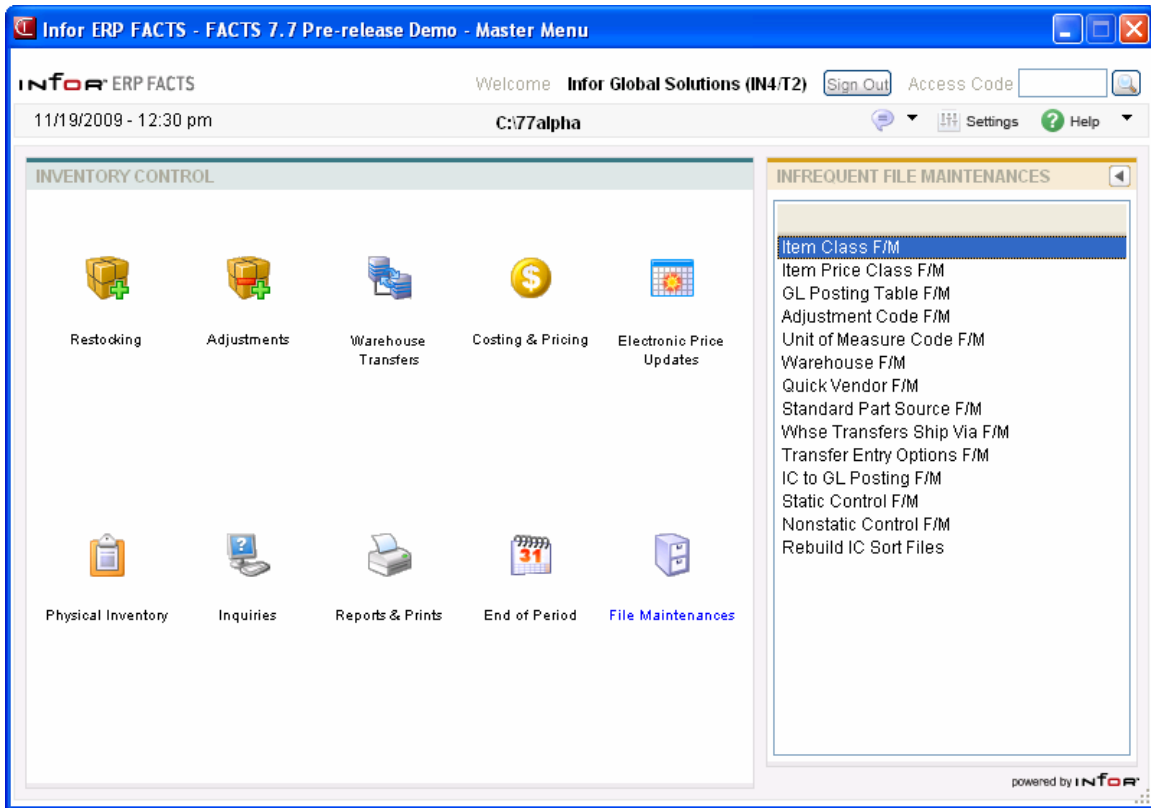
Item Class F/M (ICF950)

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 Fields

The following fields are involved in creating an item class record:

1. Item Class

Enter the item class (up to 3 characters). Press F2 or 🔍 to search.

2. Description

Enter the item class description (up to 30 characters).

eCatelog Note: When an item class is added or the description is changed, the system adds a record to the eCatalog log file for the next update to the eCatalog database. There is currently no way to remove a item class description record from eCatalog. However, when a code is deleted, any unprocessed records for this transaction will be removed from the log file.

3. GL Table

Enter the default GL posting table in the Item F/M program for items assigned to this item class. The entry must be a valid General Ledger posting table. Press Enter (CR) to default to the first GL posting table on file. Press F2 or 🔍 to search.

4. Temporary Item

Enter the item number to which Sales Analysis information for temporary items in this class should post. 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. Press F1 or 🚫 to default to NO POSTING. Press F2 or 🔍 to search.

The following field 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.

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 Fields

1.   Item Price Class
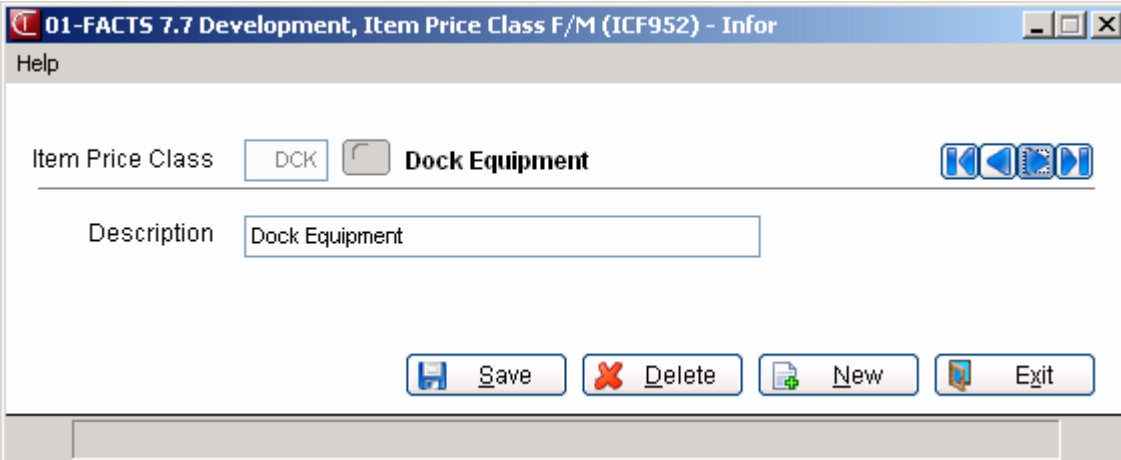
Enter the item price class. Press F2 or 🔍 to search.

2.   Description

Enter the item price class description (up to 30 characters).

eCatelog Note: When a new item price class is added or the description is changed a record will be added to the eCatalog log file for the next update to the eCatalog database.

There is currently no way to remove an item price class record from eCatalog. However, when a record is deleted, any unprocessed records for this transaction will be removed from the log file.

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**

		G/L #	DESCRIPTION
*.	GL TABLE **WHS**		
2.	DESCRIPTION **WAREHOUSE EQUIPMENT**		
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.	INTERWHSE COS	**176-01-01**	**INVENTORY-WHS**
15.	INTERWHSE XFER IN	**185-01-01**	**INTER-WSH XFER IN-WHS**
16.	INTERWHSE 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):

	Debit	Credit
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		23.00
	138.00	138.00

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

		Debit	Credit
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		23.00
		138.00	138.00

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

		Debit	Credit
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	23.00	
		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:

		Debit	Credit
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		23.00
		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:

		Debit	Credit
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	23.00	
		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:

		Debit	Credit
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	_____	23.00
		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

		Debit	Credit
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	23.00	_____
		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:

		Debit	Credit
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	_____	23.00
		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:

		Debit	Credit
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	215.00	_____
		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:

		Debit	Credit
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	25.00	
		408.00	408.00

User Fields

The following fields are involved in creating an inventory GL posting table:

Inventory Screen

*.   GL posting table

Enter the GL posting table (up to 3 characters). Press F2 or 🔍 to search.

Inventory Screen

2.   Description

Enter the description of the GL posting table (up to 30 characters).

eCatelog Note: When a GL posting table is added or the description is changed, the system adds a record to the eCatalog log file for the next update to the eCatalog database. There is currently no way to remove a GL Code description record from eCatalog. However, when a code is deleted, any unprocessed records for this transaction will be removed from the log file.

3.   Inventory G/L Number

Enter the GL account number for inventory. The entry must be a valid GL account number that displays the description. Press F2 or 🔍 to search.

4.   Sales G/L Number

Enter the GL account number for sales. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

5.   Cost of Goods G/L Number

Enter the GL account number for cost of goods sold. The entry must be a valid General Ledger number that

displays the description. Press F2 or 🔍 to search.

6.   Receipts G/L Number

Enter the GL account number for receipts. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

7.   Adjustments G/L Number

Enter the GL account number for adjustments. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

8.   In Transit G/L Number

Enter the GL account number for in transit. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

9.   Physical Discrepancy G/L Number

Enter the GL account number for physical discrepancies. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

10.   Nonstocked Inventory

Enter the GL account number for nonstocked inventory. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

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 General Ledger number that displays the description. Press F2 or 🔍 to search.

Miscellaneous screen

1.   Manufacturing Control Finished Goods G/L Number

Enter the GL account number for manufacturing finished goods. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

2.   Manufacturing Control Components G/L Number

Enter the GL account number for manufacturing component items. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

3.   Misc (miscellaneous) sales G/L Number

Enter the GL account number for miscellaneous sales. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

4.   Interwarehouse Cost of Goods Sold

Enter the GL account number for inter-warehouse cost of goods sold. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

5.   Interwarehouse Transfer In

Enter the GL account number for inter-warehouse transfers in. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

6.   Interwarehouse Transfer Out

Enter the GL account number for inter-warehouse transfers out. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

Service screen

2.   Repair Part Sales

Enter the GL account number for repair part sales. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

3.   Repair Miscellaneous Sales

Enter the GL account number for repair miscellaneous sales. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

4.   Labor Sales

Enter the GL account number for labor sales. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

5.   Labor Miscellaneous Sales

Enter the GL account number for labor miscellaneous sales. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

6.   Labor Expense

Enter the GL account number for labor expense. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

7.   Labor Expense Contra

Enter the GL account number for labor expense contra. The entry must be a valid General Ledger number that displays the description. Press F2 or 🔍 to search.

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 Fields

The following fields are involved in creating an adjustment code record:

1. **Adjustment code**

Enter the adjustment code (2 characters). Press F2 or to search.

2. **Description**

Enter the adjustment code description (up to 30 characters).

3. **Type**

Enter whether the adjustment type is **A**djustment, **R**eceipt or **S**ale. If posting adjustment to GL by GL posting table (set in GL posting control record), 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 field. Press Enter (CR) to default 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. Press F2 or to search. This field is not applicable for the adjustment code QT since there is no holding account for quick transfers.

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 Fields

The following fields 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).

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 Fields

The following fields are involved in creating a warehouse record:

1.   Warehouse

Enter a two-character code to represent the warehouse you are setting. Press F2 or 🔍 to search of existing codes. The warehouse code is always in view regardless of which tab you have selected.

Main screen

Use the fields on the main screen to set up general information for each warehouse code.

2.   Description

Enter the full name of the warehouse (up to 30 characters). Throughout the FACTS system, the warehouse code description, or an abbreviated version of it, displays next to all warehouse code fields after you enter a warehouse code. The description also prints on many of the system reports and prints.

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. Press Enter (CR) to default 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. Press Enter (CR) to default to 5.00

8.   MC (Movement Class) Last Set

Enter the date the movement class was last set. Press Enter (CR) to default to 010100, which is the first date the system has on record. 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. Press F2 to search of existing branches. This establishes the default branch in any programs that require a warehouse code. For example: In Sales Orders, you assign Branch number 05 to warehouse 01. When you enter warehouse 01 on an order, the system automatically enters 05 in the **Branch** field. Press Enter (CR) to default to the branch assigned to the terminal.

Options Screen

1.   Valid for PO (purchase orders)

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)

Indicate whether sales orders can be created from the warehouse, eCatalog and eStorefront   Select or deselect the box.

An example of a warehouse where the flag is set to unselected is a central stocking warehouse that does not sell directly to customers but only stocks branch warehouses (stores). Press Enter (CR) to default to selected.

eCatalog Processing Note: When an item warehouse record is suspended, the product can no longer be ordered from that warehouse and the item will not be displayed in eStorefront if this is the only warehouse that the customer can order from.

If the AT module is used, you cannot change this checkbox from selected to unselected for an existing warehouse. The reason for this is that all items would have to have the "allow web purchase" set to "unselected" in the ICWHSE records for this warehouse.

If the AT module is used and this field is changed from "unselected" to "selected", then the "Allow Web Purchase" field in Warehouse/Item F/M will be available for the user to change as needed. When the allow Allow Web Purchase is changed either in Warehouse/Item F/M or Transfer/Change Item Codes, the system writes a record to the log file for uploading to eCatalog.

3.   Combine Warehouse/Direct Shipments

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

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 **Y**es, FACTS allows you to override Clippership freight calculations. If **N**o 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

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. Pick Ticket Item Spacing

Select 0-None, 1-One, 2-Two, or 3-Three to specify a number of blank lines to print, between items (acting as a separator), on a pick ticket. This field setting only applies to pick ticket prints initiated from the selected warehouse and selected to print as 'Separate pick ticket', or 'Both', on the Multiple Warehouses tab field for Print Pick Ticket; if 'Consolidated' is the selected option, then the Pick Ticket Item Spacing field on the 'Options' tab is disabled (retaining any value previously set). Note that blank lines also do not separate items that are BOM component items, nor serial lots.).

8. 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.

In the eStorefront Pickup Location section of the screen, complete the pickup ship via and pickup tax code for the warehouse if it has a pickup location in eStoreFront:

9. Ship Via

Enter the eStorefront pickup location ship via code. Press **F2** or 🔍 to search.

10. Tax Code

Enter the tax code to use for the eStorefront pickup location. Press **F2** or 🔍 to search.

Processing Note for Orders Imported from eStorefront

When the order comes into FACTS with the ship-to name starting as "PICK UP" and the ship via that is sent from eStorefront is replaced with the pickup location ship via from the initiating warehouse of the order (eStorefront currently only allows for a single shipping warehouse). The system creates a temporary ship-to using the ship-to information from eStorefront and uses the tax code from the warehouse record on the order.

If either the ship via or the tax code are invalid, the order is rejected and the system does not attempt to determine some other values for these fields.

When a pickup location is selected, the warehouse's name and address are put into the ship-to name and address fields on the order. The name is preceded by "PICK UP" and the ship-to name and address fields are then not able to be changed by the user. The ship via field is removed from the checkout screen.

For pickup locations to function properly within FACTS, both the pickup ship via and the pickup tax code must be filled with valid values in Warehouse F/M. It is up to the FACTS user to set up the ship via so that the proper freight and handling charges are calculated for the pickup. FACTS processing does not automatically zero the freight amount on a pickup location.

Once the order is created through the storefront interface, there will not be any restrictions on changing the ship via, ship-to or tax code. The default settings for "pickup location" only apply as an order is created through eStorefront.

Multiple Warehouse screen

The options available on this tab control various multiple warehouse features for the selected warehouse. If the fields on this tab appear 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: The Approval User Code field and the approval process for releasing an item so that it can be shipped from

this warehouse has been 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 users 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.

User codes should already exist in the system. (See *System Management*➔*Security System*➔*User Code F/M*)

Users have 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: The Approval User Password field and the approval process for releasing an item so that it can be shipped from this warehouse is available for all users and all passwords, unless the option to allow items shipped from other warehouses is set to No or the Sales Orders Static F/M flag Use Multiple Warehouses is set to No.

Create a password that users must enter to approve items for shipping from this warehouse and to access warehouse security programs. The password can be up to six characters long.

Note that this password is and should be different from the 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 screen

This tab contains controls related to Clippership.

1.   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 **Y**es to use Clippership or **N**o to use the FACTS shipping system. (**Note:** The default shipping system in FACTS is no longer approved by UPS.)

2.   Transmit to Clippership

This flag enables you to temporarily suspend communications between FACTS and the Clippership station, which may be useful if the Clippership station goes offline for some reason.

If such a situation occurs, select **N**o to stop transmitting data to the shipping package and continue working in FACTS. To begin transmitting information again, set this flag to **Y**es.

Note: Once you turn off transmission, real-time freight calculations in Quote Entry, change request processing and rate shop display options are not available.

3.   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.)

4.   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\. Make sure the path ends in a trailing slash.

Note: If the polling directory is set up on someone's workstation, performance may suffer. Aperum recommends that you put the Clippership polling directory a standalone computer. See the Clippership section in the Installation manual.

EWMS screen

This tab contains controls related to Radio Beacon's EMWS software.

1.   Use in IC
Indicate whether to use EWMS in the Inventory Control module.

2.   Use in PO
Indicate whether to use EWMS in the Purchase Orders module.

3.   Use in SO
Indicate whether to use EWMS in the Sales Order module.

4.   Use in MC
Indicate whether to use EWMS in the Manufacturing Control module.

5.   Print Paper Ticket
Indicate whether to print a paper ticket for EWMS-generated orders.

6.   Download Directory
Enter a directory path to store download files. If the directory does not exist it will be created.

7.   Upload Directory
Enter a directory path to store upload files. If the directory does not exist it will be created.

8.   Archive Directory
Enter a directory path to store archive files. If the directory does not exist it will be created.

9.   Include Zones
Enter a string of Radio Beacon zones that belong to this warehouse.

10. Exclude Zones
Enter a string of Radio Beacon zones that should be excluded from this warehouse.

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 Fields

The following fields are involved in Quick Vendor Entry:

1. Vendor Number

Enter the vendor number (up to 10 characters). F1 assigns the next available vendor number form the AP Nonstatic Control Record. The word NEXT is displayed until all fields have been entered and the actual number is

displayed before the record is added to the file. Press F2 or 🔍 to search.

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 2-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). Press Enter (CR) to default to the city, state, and zip entered in the previous fields 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. Press Enter (CR) to default to the first ten characters of the vendor's name as entered in field #2.

➲   Once you've completed these fields, indicate whether or not you want to create a Warehouse/Vendor Review Cycle Record. Press Enter (CR) to default to Y. If you enter **Y**, the Warehouse/Vendor Review Cycle F/M (ICF945) program appears.

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.

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.

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Help

Source Code   UPC

Description   Universal Product Code

Save   Delete   New   Exit

Enter source code description
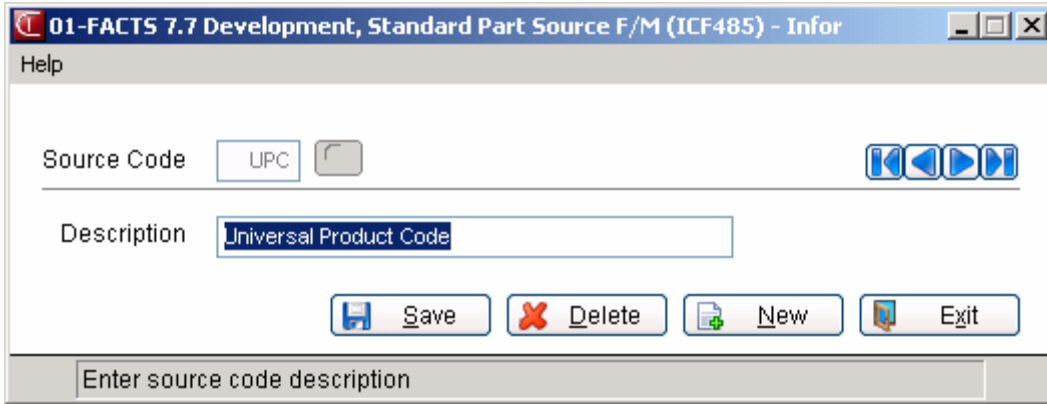
IC to GL Posting Control F/M (ICF975)

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 Fields

The following fields are involved in creating an inventory GL posting control record:

1.   GL Distribution

The Inventory Control Adjustments and Transfers systems can be set to post to General Ledger automatically. The Adjustment Register, Transfers Shipment Register and Transfers Receiving Register can 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. Press Enter (CR) to default 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 detail (posting includes each item contributing to the amount for each account number).

2.   Adjustments Journal (GL Journal To Post To)

If you entered 0 or 1 the first field, skip this field.

If you entered 2, enter the General Ledger journal number that adjustments should post to after the Adjustments Register is run. You cannot create a new journal number in this field. Press F2 to search the existing journal numbers.

3.   Transfers Journal (GL Journal To Post To)

If you entered 0 or 1in the first field, skip this field.

If you entered 2, enter the General Ledger journal number to which transactions from the Transfers Shipment and

Receiving Registers should post. The entry must be a valid journal number. Press F2 or 🔍 to search.

4.   Post By Branch

Indicate whether to post inventory transactions by branch; i.e., insert the branch in the GL account number when posting. Press Enter (CR) to default to N. In GUI, check the box to indicate **Y**.

5.   Adjustments Posting

Enter whether you want to post adjustments (Adjustment Register GL distribution) to General Ledger by the account number assigned to the adjustment in the **G**L posting table (GL Posting Table F/M) or the **A**ccount number assigned to the adjustment code (Adjustment Code F/M). Press Enter (CR) to default to G.

If the flag is set to **A**djustment, the G/L number assigned to the adjustment code is posted. If the flag is set to **G**L 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.

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 Fields

The following fields are involved in creating the company inventory static control record:

Main screen

1.   Use Serial/Lots

Indicate whether or not serial/lot inventory is used. Press Enter (CR) to default to N. If you enter **N**, all serial/lot fields are disabled throughout the system.

2.   Use Ledgercards

Indicate whether to use item ledgercards (i.e., store ledgercards for items selected in the item file). Press Enter (CR) to default 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. Press Enter (CR) to default to Y.

4.   Use Job Cost

Indicate whether to use job cost (i.e., post to the job cost module). Press Enter (CR) to default to N.

5.   Allow Over-Commitment

Indicate whether the system allows over-commitment, i.e., whether system allows the committed quantity of an item to be greater than the available (available = on hand - committed). Press Enter (CR) to default to N.

6.   Allow Negative On-Hand

Indicate whether the system allows negative on-hand amounts for warehouse quantities. Press Enter (CR) to default to **Y**.

7.   Allow Fractional Conversion

Indicate whether to allow fractional conversion. Press Enter (CR) to default 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 % to be used (0-99). Press Enter (CR) to default 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. Press Enter (CR) to default to O.

10.   Default Order Quantity Method

Enter whether the default order quantity method to be used throughout inventory is **E**OQ (economic order quantity), movement **C**lass or **M**anual order quantity. Press Enter (CR) to default 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 10, enter 10. The item description length on forms is forty less this number. Press Enter (CR) to default to 20.

12.   Movement Class Cutoff

Enter the maximum movement class cutoff for flagging high sales at the end of month process (6-14). Press Enter (CR) to default to 14.

13. Quantity Mask

This field 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. Press Enter (CR) to default to -#########0.

Costing and Pricing screen

1.   Costing Method

Enter whether **M**anual, **L**ast, **A**verage, **F**IFO, or LIF**O** 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 field).

NOTE: Manual cost is stored by item, not by warehouse. Press Enter (CR) to default to M.

2.   LIFO/FIFO Layers

Regardless of the costing method set in the **Costing Method** field, enter whether to store LIF**O**, **F**IFO or **N**o 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 field allows the user to format costs throughout the system. Nine characters are used including a decimal. Options include ######.00/#####.000 and ####.0000. Press Enter (CR) to default 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). Press Enter (CR) to default 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. Press Enter (CR) to default to Y.

8.   Number Of Quantity Breaks Levels

Enter the number of quantity break levels to use (1-6). Entering zero indicates no levels. Press Enter (CR) to default to 0.

9.   Use Commission % Levels

If price levels are not used, this field must be set to N. If price levels 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. Press Enter (CR) to default to N.

10.   Price Mask

This field allows the user to format prices throughout the system. Nine characters are used including a decimal. Options include ######.00/#####.000 and ####.0000. Press Enter (CR) to default 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 screen

1.   Physical Inventory Order

Enter whether to perform a physical inventory in **I**tem, **A**lpha, **V**endor, **C**lass, **L**ocation or **M**ovement class order. Press Enter (CR) to default to I. Physical inventory flags may be changed between physicals, however, not during a physical. When you select Location as the Physical Inventory Order, the system enables the Items Included prompt (below).

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 **A**vailable or **O**n hand quantities during a physical (available = on hand - committed). Press Enter (CR) to default to A.

4.   Count Physical Exceptions Only

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

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 **B**oth (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

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 **E**ntry 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".
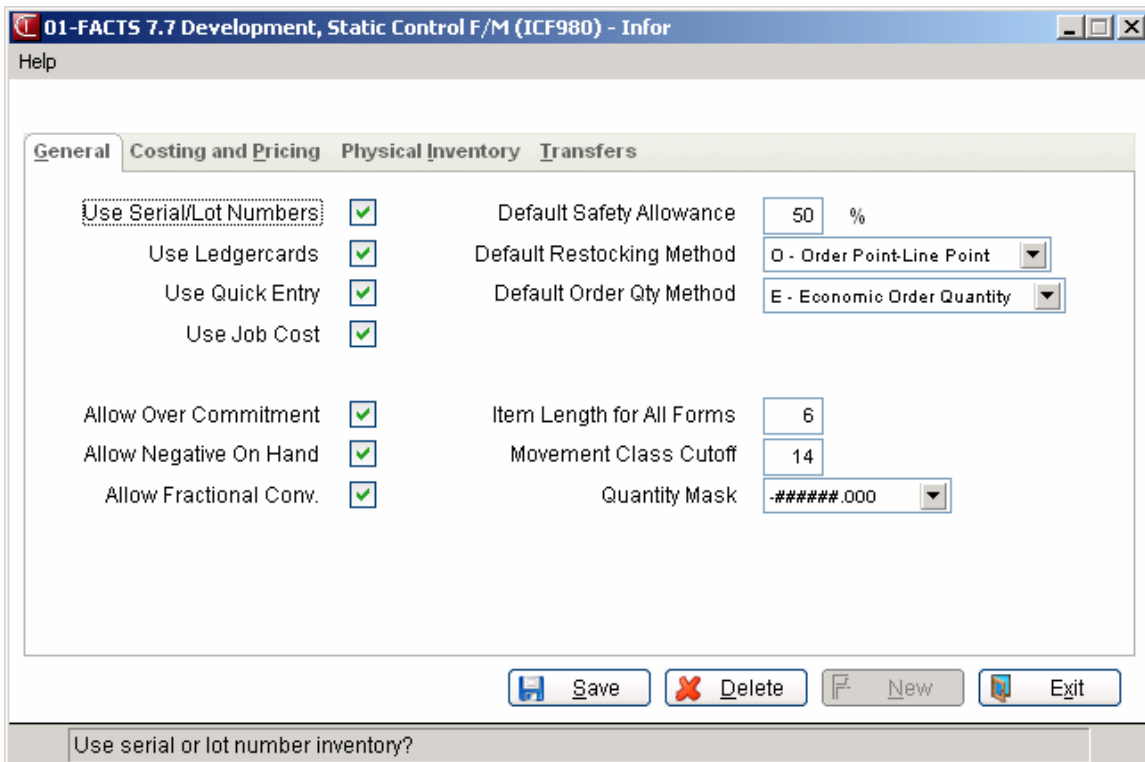
01-FACTS 7.7 Development, Static Control F/M (ICF980) - Infor

Help

General | **Costing and Pricing** | Physical Inventory | Transfers

Costing Method   F - FIFO

LIFO/FIFO Layers   F - FIFO

Costing Security Code   z

Serial/Lot Cost   A - Averaged Actual

Cost Mask   #####.000

Number of Price Levels   5

Req. Descend Level Prices   ✔

Number of Qty Break Lvls   5

Use Commission % Levels   ☐

Price Mask   #####.000

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?

01-FACTS 7.7 Development, Static Control F/M (ICF980) - Infor

Help

General | Costing and Pricing | **Physical Inventory** | Transfers

Physical Inventory Order   L - Location

Items Included   A - All Locations in Range Chosen

Physical Count Quantity   A - Available

Count Physical Exceptions Only ✔

💾 Save   ✖ Delete   ⊨ New   🚪 Exit

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 Fields

The following fields 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.

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 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 Fields

The following fields are involved in rebuilding IC sort files:

1. ICALPX

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. Press Enter (CR) to default to N.

2. ICVNDX

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. Press Enter (CR) to default to N.

3. ICCLSX

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. Press Enter (CR) to default to N.

4. ICWHSX

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. Press Enter (CR) to default to N.

5. ICTRAX

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. Press Enter (CR) to default to N.

6. ICINTX

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. Press Enter (CR) to default to N.

7. ICMVCX

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. Press Enter (CR) to default to N.

8. ICLOTX

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. Press Enter (CR) to default to N.

9. ICREGX

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. Press Enter (CR) to default to N.

10. ICMSIX

Indicate whether to rebuild **ICMSDX**. This is the item by MSDS ID sort file. It sorts the Item File by MSDS ID order. Press Enter (CR) to default to N.

11. ICDTIX

Indicate whether to rebuild **ICDTIX**. This is the DOT Code to item cross-reference file. It sorts the Item File by DOT Code order. Press Enter (CR) to default to N.

12. ICUPDX

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. Press Enter (CR) to default to N.

Files will be rebuilt for all companies.

```
 Rebuild IC Sort Files (ICU990)                                 _ □ X
 Help

 01-FACTS 7.7 Development          REBUILD INVENTORY SORT FILES        ICU990

 ICALPX  N
 ICVNDX      N  NO
 ICCLSX      Y  YES
 ICWHSX
 ICMVCX
 ICLOTX
 ICREGX
 ICMSIX
 ICDTIX
 ICUPDX




 THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION!

 REBUILD ITEM X-REF BY ALPHA - ICALPX? (N/Y), F4-END            [OK]
```
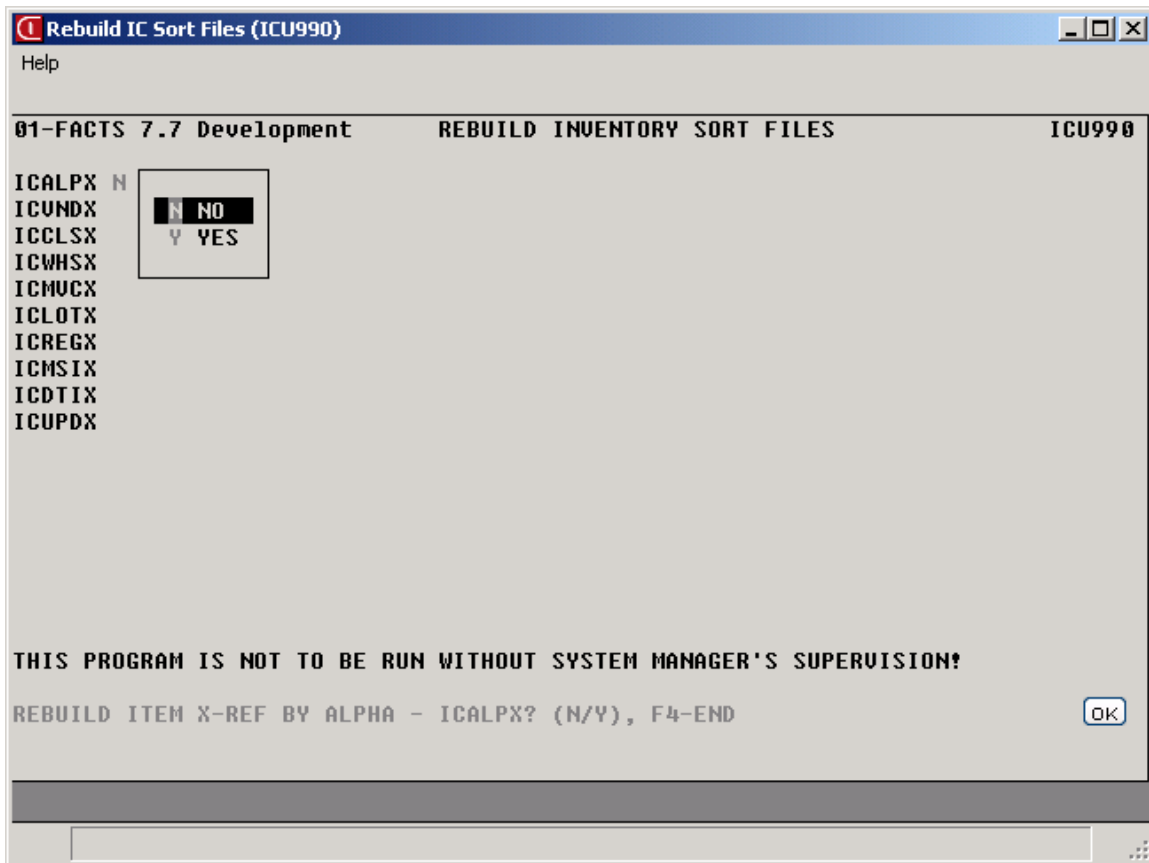
Transfer Entry Options F/M (ICF978)

Use Transfer Entry Options F/M to customize the Transfer Entry and Confirmation programs to meet your company's specific needs.

The following fields 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 fields, 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

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. Press   or F2 to search.

2.   To Warehouse Prompt

Enter the to warehouse. Press or F2 to search. Press F1 or for all; F2 or
to search.

3.   Ship Via Prompt

Enter the from warehouse ship via. Press   or F2 to search.

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.

8-Character Date Field	10-Character Date Field

When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	**ORDERED** <u>0</u>1/02/96<	**ORDERED** <u>0</u>1/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	**ORDERED** /02/199<u>6</u><	**ORDERED** <u>0</u>1/02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	**ORDERED** <u>0</u>1/02/96+	**ORDERED** <u>0</u>1/02/2096<

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 QUANTITY	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:

$$\text{EOQ} = \sqrt{\frac{24 \times \text{cost of replenishment}\,(\text{"Rcost"}) \times \text{usage rate}}{\text{cost of carrying inventory}\,(\text{"K"cost}) \times \text{unit cost}}}$$

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%)

$$EOQ = \sqrt{\frac{24 \times 5.00 \times 20}{.30 \times 20}} = 20\,0$$

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 greated 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 form 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.

Minimum stocking = (usage rate x lead time) + 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.**

Maximum stocking =

minimum stock + the percent above minimum + 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).

Order Point = (usage rate x lead time) + 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:

Listing without sequence numbers	Listing with sequence numbers
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

PROGRAM	NAME	PAGE

```
DATE: 09/28/09                              DEMO COMPANY                              ICR110 PAGE: 1
USER: SSI ToW                           DEMAND ACTION REPORT                          TIME:  9:49 AM


VENDOR FIRST TO LAST
ITEM CLASS ALL
WAREHOUSE ALL

                 -------------RESTOCKING CONTROLS-------------
              MV S  ORDER   LINE   MIN    MAX   ORDER LEAD FRZN RS                                    AVERAGE ST
      ITEM    CL N  POINT   POINT STOCK  STOCK Q  QTY  TIME CNTL WH  AVAILABLE   ON ORDER BACKORDERED   USAGE 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, *=QUALIIED 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
```

```
DATE: 09/28/09                              DEMO COMPANY                            ICR120 PAGE: 1
USER: SSI ToW                           VENDOR REVIEW DATES                         TIME:  9:50 AM


DATE 09/28/09 TO 10/28/09
WAREHOUSE 01


                                                    BUYING TARGET
                                     DATE   REVIEW -------------            ------CURRENT NEEDS------
   REVIEW                                                                   
    DATE      VENDOR NAME           LAST PO CYCLE DOLLARS  LBS REQUIREMENTS    DOLLARS PCT   POUNDS PCT
======================================================================================================
Warehouse 01 ATLANTA WAREHOUSE


09/28/09      V100 GENERAL INDUSTRIAL MFG    01/05/09  10  2000  300 50% OFF FREIGHT FOR BUY TARGET  1264  63%   468 156%
              V101 INDUSTRIAL SUPPLY DISTRIB 02/22/09   9     0    0 USE VENDOR-ITEM NUMBERS ON PO    801 999%  2888 999%
              V105 WAREHOUSE EQUIPMENT UNLIM 09/03/09  14     0    0                                 4962 999%  3794 999%
              V115 NATIONAL CONVEYORS, INC.  09/06/09  14     0    0                                  666 999%   720 999%
              V116 WORLD MATERIALS HANDLING  09/18/09   7  1000  500                                  541  54%   360  72%
              V119 INDUSTRIAL CHEMICALS INC. 09/12/09  14   500    0                                  779 156%  2000 999%


10/03/09      V113 ATLANTA CRANE & HOISTS    09/18/09  15     0    0                                    0   0%     0   0%


10/05/09      V110 GEORGIA SHIPPING EQUIP. C 09/28/09   7     0    0                                    0   0%     0   0%
              V116 WORLD MATERIALS HANDLING  09/18/09   7  1000  500                                  541  54%   360  72%


10/06/09      V102 S.E. INDUSTRIAL PROD. & E 09/24/09  12   400  350 INCLUDE TAX EXEMPT # ON PO      1213 303%   505 144%
              V120 WAREHOUSE INTERIORS, INC. 09/21/09  15     0    0                                 1475 999%  1971 999%


10/07/09      V101 INDUSTRIAL SUPPLY DISTRIB 02/22/09   9     0    0 USE VENDOR-ITEM NUMBERS ON PO    801 999%  2888 999%


10/08/09      V100 GENERAL INDUSTRIAL MFG    01/05/09  10  2000  300 50% OFF FREIGHT FOR BUY TARGET  1264  63%   468 156%


10/12/09      V105 WAREHOUSE EQUIPMENT UNLIM 09/03/09  14     0    0                                 4962 999%  3794 999%
              V110 GEORGIA SHIPPING EQUIP. C 09/28/09   7     0    0                                    0   0%     0   0%
              V115 NATIONAL CONVEYORS, INC.  09/06/09  14     0    0                                  666 999%   720 999%
              V116 WORLD MATERIALS HANDLING  09/18/09   7  1000  500                                  541  54%   360  72%
              V119 INDUSTRIAL CHEMICALS INC. 09/12/09  14   500    0                                  779 156%  2000 999%


10/16/09      V101 INDUSTRIAL SUPPLY DISTRIB 02/22/09   9     0    0 USE VENDOR-ITEM NUMBERS ON PO    801 999%  2888 999%


10/18/09      V100 GENERAL INDUSTRIAL MFG    01/05/09  10  2000  300 50% OFF FREIGHT FOR BUY TARGET  1264  63%   468 156%
              V102 S.E. INDUSTRIAL PROD. & E 09/24/09  12   400  350 INCLUDE TAX EXEMPT # ON PO      1213 303%   505 144%
              V113 ATLANTA CRANE & HOISTS    09/18/09  15     0    0                                    0   0%     0   0%


10/19/09      V110 GEORGIA SHIPPING EQUIP. C 09/28/09   7     0    0                                    0   0%     0   0%
              V116 WORLD MATERIALS HANDLING  09/18/09   7  1000  500                                  541  54%   360  72%


10/26/09      V105 WAREHOUSE EQUIPMENT UNLIM 09/03/09  14     0    0                                 4962 999%  3794 999%
              V110 GEORGIA SHIPPING EQUIP. C 09/28/09   7     0    0                                    0   0%     0   0%
              V115 NATIONAL CONVEYORS, INC.  09/06/09  14     0    0                                  666 999%   720 999%
              V116 WORLD MATERIALS HANDLING  09/18/09   7  1000  500                                  541  54%   360  72%
              V119 INDUSTRIAL CHEMICALS INC. 09/12/09  14   500    0                                  779 156%  2000 999%


10/28/09      V100 GENERAL INDUSTRIAL MFG    01/05/09  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                                                                         END OF REPORT
DATE: 09/28/09                              DEMO COMPANY                            ICR130 PAGE: 1
```

FACTS IC   C-4

```
USER: SSI ToW                                 REPLENISHMENT REPORT                                    TIME:  9:51 AM

VENDOR FIRST TO LAST
                                                                    -------------RESTOCKING CONTROLS-------------
            MV S    SUGG ST                              ORDER   LINE    MIN    MAX    ORDER LEAD   USAGE
      ITEM  CL N   ORDER UM   COST UM  EXTENSION  WEIGHT  POINT  POINT  STOCK  STOCK Q  QTY  TIME   RATE
=====================================================================================================================
Warehouse 01 ATLANTA WAREHOUSE
Vendor     V100 GENERAL INDUSTRIAL MFG        Review Cycle:  10  Last PO: 01/05/09  Requirements: 50% OFF FREIGHT FOR BUY TARGET
Class WHS WAREHOUSE EQUIPMENT

      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: 09/24/09  Requirements: INCLUDE TAX EXEMPT # ON PO
Class WHS WAREHOUSE EQUIPMENT

      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

ITEMS: 13   END OF REPORT

```
DATE: 09/28/09                              DEMO COMPANY                           ICR210 PAGE: 1
USER: SSI ToW                         ADJUSTMENT REGISTER #0124                    TIME:  9:52 AM

REGISTER DATE 09/28/09
ITEM FIRST TO LAST
VENDOR ALL
ADJ CODES ALL
WAREHOUSE ALL


                              ADJ                        ADJ          ADJUSTED ST          CT
               ITEM DESCRIPTION    CODE MEMO             TYPE  DATE   QUANTITY UM      COST UM    EXTENSION
==========================================================================================================
Warehouse 01 ATLANTA WAREHOUSE

         I113 ROLLING STOCK PIC    DM DEFECTIVE - RETURNED   A 01/17/09       -4 EA   330.65 EA   -1322.60
         I119 STEEL SHELVING/SH    RC RECEIPT OF INVENTORY   R 02/22/09     2000 EA   110.03 DZ   18338.33
         I132 STEEL SWIVEL CAST    PD SHRINKAGE              A 01/17/09    -1000 EA    23.40 CT    -234.00
                                                                                                ------------
                                                                          WAREHOUSE TOTAL       16781.73

Warehouse 02 DALLAS WAREHOUSE

         I119 STEEL SHELVING/SH    RC RECEIPT OF INVENTORY   R 02/22/09    10000 EA   110.03 DZ   91691.67
         I123 20 GAL WASTE CONT    PD SHRINKAGE              A 01/17/09      -20 EA    13.25 EA    -265.00
                                                                                                ------------
                                                                          WAREHOUSE TOTAL       91426.67
                                                                                                ------------
                                                                          REPORT TOTAL        108208.40

ITEMS: 5                                                                                         END OF REGISTER
```

```
DATE: 09/28/09                              DEMO COMPANY                              ICR210 PAGE: 1
USER: SSI ToW                  ADJUSTMENT REGISTER GL DISTRIBUTION #0124             TIME:  9:53 AM

GL PERIOD 09/09 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
```

```
DATE: 09/28/09                              DEMO COMPANY                              ICR310 PAGE: 1
USER: SSI ToW                       SUGGESTED TRANSFER REPORT                         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                                         !
!                                                                     09/28/09 !
!                                                                                   !
!    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         !
!-----------------------------------------------------------------------------------!
!               !02/22/09!02/22/09 !                        !                 !
!===================================================================================!
!    ITEM!DESCRIPTION                 !  ORDERED!  SHIP! BACK!UM!  WEIGHT!   LOC!
!===================================================================================!
!    I119!STEEL SHELVING/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                                         !
!                                                                     06/06/09 !
!    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         !
!-----------------------------------------------------------------------------------!
!               !06/06/09!06/06/09 !                        !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          !
```

!==!

```
DATE: 09/28/09                               DEMO COMPANY                          ICR320 PAGE: 1
USER: SSI ToW                          IC SHIPMENT REGISTER #0211                   TIME: 10:20 AM


TICKET FIRST TO LAST
SHIPMENT DATE FIRST TO LAST
FROM WHSE ALL TO WHSE ALL, REGISTER DATE 09/28/09


LN#               ITEM DESCRIPTION              UNITS UM     COST UM    EXTENSION ORDER#
==================================================================================================================
Ticket: T00296  Request: 10/04/09  Shipped: 09/28/09  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: 10/10/09  Shipped: 09/28/09  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
```

```
DATE: 09/28/09                        DEMO COMPANY                      ICR320 PAGE: 1
USER: SSI ToW              IC SHIPMENT REGISTER GL DISTRIBUTION #0211    TIME: 10:20 AM

GL PERIOD 09/09 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
```

```
DATE: 09/28/09                           DEMO COMPANY                          ICR330 PAGE: 1
USER: SSI ToW                      RECEIVING REGISTER #0208                     TIME: 10:21 AM


TICKET FIRST TO LAST
RECEIPT DATE FIRST TO LAST
FROM WHSE ALL TO WHSE ALL, REGISTER DATE 09/28/09

                                                                          -----DISCREPANCY-----
LN#                ITEM DESCRIPTION        SHIPPED  RECEIVED UM    COST UM  EXTENSION ORDER#    UNITS    EXTENSION
=================================================================================================================
Ticket: T00291  Shipped: 09/12/09  Receipt: 09/27/09  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: 09/24/09  Receipt: 09/27/09  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
```

FACTS IC   **C-13**

TICKET T00375 TO T00375
RECEIPT DATE FIRST TO LAST
FROM WHSE ALL TO WHSE ALL, REGISTER DATE 11/09/00

```
                                                                               -----DISCREPANCY-----
LN#                 ITEM DESCRIPTION        SHIPPED  RECEIVED UM    COST UM   EXTENSION  ORDER/LN#     UNITS    EXTENSION
=================================================================================================================================
Ticket#: T00375  Shipped: 06/06/09  Receipt: 06/06/09  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                .000      120.41
                                                                              ------------         ----------  ----------
                                                           REGISTER TOTAL         1557.51                .000      120.41

TICKETS: 1                                                                                          END OF REGISTER
```

```
DATE: 09/28/09                              DEMO COMPANY                              ICR340 PAGE: 1
USER: SSI ToW                          TRANSFER STATUS REPORT                         TIME: 10:22 AM


TICKET FIRST TO LAST
REQUESTED DATE FIRST TO LAST


         REQUEST  FROM  TO
TICKET S  DATE   WHSE  WHSE            ITEM DESCRIPTION              REQUESTED  SHIPPED RECEIVED UM     COST UM
===================================================================================================
T00291 R 09/11/09  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 09/24/09  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 09/24/09  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 09/25/09  02    01            I100 PALLET LOADING HAND TRUCK    13       13         EA   111.39 EA
                                       I101 PALLET TRUCK                 10       10         EA   288.15 EA


T00296 S 10/04/09  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 10/10/09  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 09/28/09  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 10/03/09  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 02/22/09  02    01            I119 STEEL SHELVING/SHELF       3000                 EA   110.03 DZ


T00320 P 02/22/09  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
```

```
DATE: 04/13/09                              DEMO COMPANY                         ICR410 PAGE: 1
USER: SSI T4C                         PRINT SUGGESTED COSTS/PRICES               TIME:  4:12 PM


ITEM                 I101 TO                I101
VENDOR ALL
ALL PRICING UM RECORDS


                   ------------------CURRENT------------------  ---------------------SUGGESTED----------------------
    UM TYPE        QUANTITY BS MULTIPLIER   AMOUNT COMMISSION%  QUANTITY BS MULTIPLIER   AMOUNT  CHANGE% COMMISSION%
==================================================================================================================
Item:             I101 Pallet Truck              5000lb capacity/ 8" wheels     Eff Date 09/28/09 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
```

```
DATE: 04/13/09              DEMO COMPANY                 ICR420 PAGE: 1
USER: SSI T4C              COST/PRICE LIST               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
```

```
DATE: 09/28/09                                      DEMO COMPANY                                      ICR430 PAGE: 1
USER: SSI ToW                                  LIFO COST LAYER PRINT                                  TIME:  2:35 PM


ITEM                 I100 TO              I103
VENDOR ALL
WAREHOUSE 01
                                   ------------RECEIVED------------ --------------CURRENT--------------
            ITEM DESCRIPTION            LAYER SEQ   DATE       COST UM   UNITS    ON HAND   ALLOTTED   AVAILABLE UM
=================================================================================================================
Warehouse 01 ATLANTA WAREHOUSE

            I100 PALLET LOADING HAND TRUCK    1    7 09/20/09   111.39 EA     25        0          0          0 EA
                                              2    6 09/06/09   111.39        9         0          0          0
                                              3    5 08/29/09   111.39       10         0          0          0
                                              4    4 08/22/09   111.44        9         0          0          0
                                              5    3 08/10/09   111.49       10         3          3          0
                                              6    2 08/08/09   111.49       15        15         10          5
                                              7    1 08/09/09   111.39       10        10          0         10
                                                             ---------            ---------- ---------- ----------
                                    WEIGHTED AVG COST  111.42                       28         13         15

            I101 PALLET TRUCK                  1    3 09/10/09   288.15 EA      7        0          0          0 EA
                                              2    2 08/27/09   288.19       11         4          4          0
                                              3    1 08/13/09   288.15       12        12          2         10
                                                             ---------            ---------- ---------- ----------
                                    WEIGHTED AVG COST  288.15                       16          6         10

            I102 ADJUSTABLE HEIGHT STEEL STOOL 1    3 08/30/09    42.29 EA     17        0          0          0 EA
                                              2    2 08/20/09    42.28       17         0          0          0
                                              3    1 08/09/09    41.99       41        30          0         30
                                                             ---------            ---------- ---------- ----------
                                    WEIGHTED AVG COST   41.99                       30          0         30

            I103 ROTARY DRUM PUMP             1    6 09/28/09    97.22 EA      4         2          2          0 EA
                                              2    5 09/25/09    98.18        2         0          0          0
                                              3    4 09/20/09    97.22        8         0          0          0
                                              4    3 08/30/09    97.24        7         0          0          0
                                              5    2 08/20/09    97.22        7         2          2          0
                                              6    1 08/09/09    96.99       19        19          3         16
                                                             ---------            ---------- ---------- ----------
                                    WEIGHTED AVG COST   96.99                       23          7         16

   ITEMS: 4                                                                                      END OF REPORT
```

SERVICE CODE FIRST TO LAST
VENDOR FIRST TO LAST
EXCEPTION CODES ALL EXCEPTIONS

```
                                        ACTION      ITEM PRC    LIST    MANUAL                              CREATE
             ITEM DESCRIPTION           CODE ALPHA  CLS CLS     PRICE    COST    LEVEL      PRICE UM    QTY LEVELS
=====================================================================================================================

Service Code:    STAFDA STAFDA

Vendor: !!!!        NOT ON FILE

                                        WHS DCK       .00      .00    Standard      .00               B
                  Exceptions: 01, 05                                  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
```

```
DATE: 09/28/09              DEMO COMPANY                 ICR510 PAGE: 1
USER: SSI ToW               COUNT SHEET                  TIME: 10:25 AM


LOCATION FIRST TO LAST
WAREHOUSE 01 ATLANTA WAREHOUSE
CUTOFF 09/28/09


             ITEM DESCRIPTION               LOCATION   COUNT UM   ON HAND
================================================================================
        I119 STEEL SHELVING/SHELF              E34 _____  EA        2000
             24"D, 320LB CAP., 85"H



                           COUNT TAKER _____

ITEMS: 1                                              END OF PRINT
```

```
LOCATION FIRST TO LAST
WAREHOUSE 01 ATLANTA WAREHOUSE


                              --------------COUNT---------------- ST          CT     COST     PHYSICAL
              ITEM DESCRIPTION   PHYSICAL   CAPTURED DISCREPANCY UM     COST   UM  DISCREPANCY EXTENSION
===================================================================================================
              I154 CHLORINE CATALYST          49        50        -1 LB  12.47 LB    -12.47    611.03
              I132 STEEL SWIVEL CASTER 2" DIA. 16856   16841       15 EA  23.40 CT      3.51  3944.30
              I103 ROTARY DRUM PUMP            15        16        -1 EA  97.22 EA    -97.22  1458.30
              I153 HYDROFLORIC ACID SOLUTION   29        30        -1 GL  15.59 GL    -15.59    452.11
              I118 LIGHTWEIGHT HAND TRUCK      23        24        -1 EA  64.88 EA    -64.88  1492.24
              I123 20 GAL WASTE CONTAINER      54        55        -1 EA  13.25 EA    -13.25    715.50
              I157 DRUM, 20 GALLON
                   LOT# WMH-219                18        19        -1 EA  36.07 EA    -36.07    649.26
              I115 PLASTIC DOLLY               44        46        -2 EA  25.56 EA    -51.12  1124.64
              I156 PLASTIC SPRAY BOTTLE        214     -214       428 EA  67.00 CT    286.76    143.38
              I117 CORRUGATED BIN BOX          847      853        -6 EA    .48 EA     -2.88    406.56
              I120 HAND HELD STRETCH WRAP      248      241         7 EA   2.22 EA     15.54    550.56
              I100 PALLET LOADING HAND TRUCK   28        29        -1 EA 111.39 EA   -111.39  3118.92
              I131 PANORAMIC HALF DOME 180     18        19        -1 EA  30.31 EA    -30.31    545.58
              I133 STEEL SWIVEL CASTER 2 1/2"DIA 8659  8712       -53 EA  48.40 CT    -25.65  4190.96
                                                      ----------                   ---------- ----------
                                  REPORT TOTAL         519                           -155.02  19403.34
ITEMS: 14                                                                          END OF REPORT
```

```
DATE: 09/28/09                           DEMO COMPANY                              ICR710 PAGE: 1
USER: SSI ToW                        STOCK STATUS REPORT                           TIME:  2:43 PM


ITEM              I100 TO              I106
VENDOR ALL


                                        MV S                                  ST  STANDARD CT
                 ITEM DESCRIPTION       CL N    ON HAND   ON ORDER   COMMITTED BCKORDERED UM      COST 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
```

```
 DATE: 09/28/09                              DEMO COMPANY                         ICR715 PAGE: 2
 USER: SSI ToW                          SURPLUS STOCK REPORT                      TIME: 10:28 AM


                                 MV S   ORDR QTY   MAXIMUM
                 ITEM DESCRIPTION     CL N  +LINE PT    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
```

```
DATE: 04/10/09                          DEMO COMPANY                      ICR720 PAGE: 1
USER: SSI TGx                         ITEM SALES REPORT                   TIME:  4:42 PM


ITEM            I100 TO             I102
VENDOR ALL
                                        LAST                                GROSS
                ITEM DESCRIPTION        SALE      UNITS UM    SALES      COST    MARGIN    G.M.%
=================================================================================================
Warehouse 01 ATLANTA WAREHOUSE

       I100 PALLET LOADING HAND TRUCK   09/28/09    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                09/28/09    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 09/28/09  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
```

```
DATE: 09/28/09                              DEMO COMPANY                              ICR725 PAGE: 1
USER: SSI ToW                          INVENTORY TURNS REPORT                         TIME:  1:38 PM


ITEM              I100 TO              I110
VENDOR ALL
                                 --------------------------LAST 12 PERIODS--------------------------
                              MV S    TOTAL      AVERAGE        TOTAL    AVERAGE     AVERAGE
              ITEM DESCRIPTION    CL N   USAGE UM    COST UM       COST    ON HAND       VALUE    TURNS
=================================================================================================================
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


TURNS=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
```

```
DATE: 09/28/09                        DEMO COMPANY                        ICR730 PAGE: 1
USER: SSI ToW                     MOVEMENT CLASS REPORT                    TIME: 10:31 AM


MOVEMENT CLASS  1 TO  3
VENDOR ALL
CLASS ALL


                                    12 MO ST          CT                        ITEM
            ITEM DESCRIPTION        USAGE UM      COST UM     EXTENSION     VENDOR CLASS
==================================================================================================
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
```

```
DATE: 09/28/09                           DEMO COMPANY                            ICR735 PAGE: 1
USER: SSI ToW                        SEASONAL ITEM REPORT                        TIME: 10:31 AM


VENDOR FIRST TO LAST
WAREHOUSE ALL
CLASS ALL

                                          MV --------SEASONAL--------    12 PD
             ITEM DESCRIPTION             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    36 100%       36 EA

        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 EA


Vendor       V110 GEORGIA SHIPPING EQUIP. CO.
Class WHS WAREHOUSE EQUIPMENT

        I124 WAREHOUSE SPACE HEATER -DELUXE  8 LOW    OCT    13 100%       13 EA

        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 EA


Warehouse 02 DALLAS WAREHOUSE
Vendor       V105 WAREHOUSE EQUIPMENT UNLIMITED
Class WHS WAREHOUSE EQUIPMENT

        I125 WAREHOUSE SPACE HEATER - ELEC. 12 LOW    SEP    28 100%       28 EA

        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 EA

Vendor       V110 GEORGIA SHIPPING EQUIP. CO.
Class WHS WAREHOUSE EQUIPMENT

        I124 WAREHOUSE SPACE HEATER -DELUXE 12 HIGH    NOV     3 100%        3 EA

        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 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
```

```
DATE: 09/28/09                        DEMO COMPANY                     ICR740 PAGE: 1
USER: SSI ToW                    WAREHOUSE/ITEM LISTING                TIME:  1:43 PM


ITEM             I100 TO            I110
VENDOR ALL


                                         ST  MV S              ----PHYSICAL----- LDGR
                ITEM DESCRIPTION         UM  CL N LOCATION  CREATED   LAST    NEXT   CARD
==================================================================================================
Warehouse 01 ATLANTA WAREHOUSE

                I100 PALLET LOADING HAND TRUCK   EA   1 N   G25 12/03/09 07/31/09 01/31/09   Y
                I101 PALLET TRUCK                EA   1 N   A85 12/03/09 07/31/09 01/31/09   N
                I102 ADJUSTABLE HEIGHT STEEL STOOL EA 2 N   B73 12/03/09 07/31/09 01/31/09   N
                I103 ROTARY DRUM PUMP            EA   2 N   B02 12/03/09 07/31/09 01/31/09   N
                I104 RUBBER TIRE MAT             EA   6 N   C93 12/03/09 07/31/09 01/31/09   N
                I105 NESTING CONVEYOR BOX        EA   9 N   G90 12/03/09 07/31/09 01/31/09   N
                I106 TELESCOPIC LIFT BOOM        EA   2 N   F27 12/03/09 07/31/09 01/31/09   N
                I107 PORTABLE FLOOR CRANE        EA   1 N   D43 12/03/09 07/31/09 01/31/09   N
                I108 STEEL TOP WORK BENCH        EA   5 N   C54 12/03/09 07/31/09 01/31/09   N
                I109 FOREMEN SHOP CABINET DESK   EA   3 N   A49 12/03/09 07/31/09 01/31/09   N
                I110 STEEL STORAGE CABINET       EA   4 N   G29 12/03/09 07/31/09 01/31/09   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
```

```
DATE: 10/24/09                          6.5 Development                          ICR745 PAGE: 1
USER: SSI T0n                          ITEM LEDGERCARDS                          TIME:  4:52 PM


ITEM              I141 TO                I158
VENDOR ALL
DATES FIRST TO LAST
                                                                       NEW ST
                 ITEM DESCRIPTION                DATE   TRANSACTION    UNITS   ON HAND UM DOCUMENT REG#
=======================================================================================================
Warehouse 01 ATLANTA WAREHOUSE

       I146 FLOOR PAINT - EXTRA HEAVY DUTY 01/09/09 WH TRANSFER REG   -10.00    155.80 GL  T00360 0224
                                           06/28/09 RECEIPTS REG      211.00    366.80     001314 0461
                                           06/28/09 RECEIPTS REG         .20    367.00     001315 0462
                                           06/28/09 RECEIPTS REG        2.00    369.00     001315 0462
                                           06/28/09 RECEIPTS REG       10.00    379.00     001315 0462
                                           09/06/09 RECEIPTS REG     858.493 26668.493     001434 0504
                                           10/23/09 ITEM BALANC REG   -25294 1374.693             0058

       I148 MIRACLE CLEANER                09/12/09 FORMULATION REG        1       208 EA   000125 0035
                                           09/12/09 FORMULATION REG        1       209     000126 0035
                                           09/12/09 DAILY SALES REG       -1       207     002159 0652
                                           09/12/09 DAILY SALES REG       -1       207     002160 0652

ITEMS: 2                                                                        END OF REPORT
```

```
DATE: 06/28/09                              DEMO COMPANY                              ICR750 PAGE: 1
USER: SSI TFt                               ITEM LISTING                             TIME:  7:02 PM


ITEM               I100 TO              I105
VENDOR ALL
                                                                               U S M M M
                                                                               T P R A I S
                    ST STANDARD                             GL  FRT            A D L N S D
              ITEM  UM    PACK ALPHA        VENDOR CLASS  SEQ#    VENDOR-ITEM# TBL CLS  COMM%  CREATED X T T F C S
==========================================================================================================
              I100 EA       1 PALLET LOA    V110   DCK              VI100 001   A    NP  12/03/09 Y Y N N N N
                    PALLET LOADING HAND TRUCK
              I101 EA       1 PALLET TRU    V105   WHS              VI101 001   A  6.00% 12/03/09 Y Y N N N N
                    PALLET TRUCK
              I102 EA       1 STEEL STOO    V100   WHS              VI102 001   A    NP  12/03/09 Y Y N N N N
                    ADJUSTABLE HEIGHT STEEL STOOL
              I103 EA       1 ROTARY DRU    V100   WHS             20278M 001   A    NP  12/03/09 Y Y N N N N
                    ROTARY DRUM PUMP
              I104 EA       1 RUBBER TIR    V100   WHS             M180SB 001   C    NP  12/03/09 Y Y N N N N
                    RUBBER TIRE MAT
              I105 EA       1 CONVEYOR B    V116   WHS               CB18 001        NP  12/03/09 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
```

```
DATE: 09/28/09                          DEMO COMPANY                        ICR755 PAGE: 1
USER: SSI ToW                      SUBSTITUTE ITEM LISTING                   TIME: 10:33 AM


ITEM FIRST TO LAST
VENDOR ALL


          ITEM DESCRIPTION                      SUBSTITUTE DESCRIPTION
===============================================================================================
          I100 PALLET LOADING HAND TRUCK        I118 LIGHTWEIGHT HAND TRUCK
               1000 LB CAPACITY                      500LB CAP., 48"H, 8"WHEELS
                                                 I128 SELF STANDING HAND TRUCK



          I108 STEEL TOP WORK BENCH             I109 FOREMEN SHOP CABINET DESK
               250LB CAP,12 GAUGE, 34" HIGH          36 X 29 X 52


          I109 FOREMEN SHOP CABINET DESK        I108 STEEL TOP WORK BENCH
               36 X 29 X 52                           250LB CAP,12 GAUGE, 34" HIGH


          I113 ROLLING STOCK PICKING LADDER     I136 REINFORCED STRAPPING TAPE
               11 STEPS. 500LB CAPACITY              180FT, 1"W


          I114 DIGITAL UPS/PARCEL POST SCALE    I121 HEAVY DUTY SHIPPING SCALE
               100LB CAPACITY                        250LB CAPACITY


          I118 LIGHTWEIGHT HAND TRUCK           I100 PALLET LOADING HAND TRUCK
               500LB CAP., 48"H, 8"WHEELS            1000 LB CAPACITY
                                                 I128 SELF STANDING HAND TRUCK



          I121 HEAVY DUTY SHIPPING SCALE        I114 DIGITAL UPS/PARCEL POST SCALE
               250LB CAPACITY                        100LB CAPACITY


          I122 ELECTRIC HOIST/2000 LB CAP.      I123 20 GAL WASTE CONTAINER
               16" HEADROOM/ 16 LIFTSPEED            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    I132 STEEL SWIVEL CASTER 2" DIA.
               1"W, 200LB CAP EACH                    125 LB CAP. EACH


          I146 FLOOR PAINT - EXTRA HEAVY DUTY   I147 NONSKID FLOOR PAINT
               GREY                                   GREY - WITH RUBBER PARTICLES


          I158 FLOOR PAINT - HEAVY DUTY DRUM    I146 FLOOR PAINT - EXTRA HEAVY DUTY
               GREY - IN 20 GALLON DRUM              GREY


     ITEMS: 12                                                              END OF PRINT
```

```
DATE: 09/28/09                        DEMO COMPANY                       ICR760 PAGE: 1
USER: SSI ToW                   ITEM INTERCHANGE LISTING                  TIME: 10:33 AM


ALPHA FIRST TO LAST
VENDOR ALL


            ITEM DESCRIPTION                       INTERCHANGE MEMO
==================================================================================================
           I105 NESTING CONVEYOR BOX                    BOX QUICK REFERENCE NUMBER
                18"W X 12.5"D X 6"H


           I107 PORTABLE FLOOR CRANE               PC1500-P MODEL NUMBER
                1500LB CAPACITY


           I100 PALLET LOADING HAND TRUCK                HT QUICK REFERENCE NUMBER
                1000 LB CAPACITY                        100 SHORTENED ITEM NUMBER
                                                      VI100 VENDOR'S ITEM #
                                                     HT1000 MODEL NUMBER
                                                     HTRUCK QUICK REFERENCE NUMBER


           I101 PALLET TRUCK                             PT QUICK REFERENCE NUMBER
                5000LB CAPACITY/8" WHEELS            PTRUCK QUICK REFERENCE NUMBER
                                                    PT5000A OBSOLETE MODEL NUMBER
                                                    PT5000B MODEL NUMBER


           I111 PLASTIC SHELF BIN/ BLUE             SB60-B MANUFACTURER'S REFERENCE #
                360LB CAP. PER SHELF. 60 BINS


           I103 ROTARY DRUM PUMP                     RP200 MODEL NUMBER
                12 GAL. PER MINUTE/PADLOCKABLE


           I104 RUBBER TIRE MAT                       MATS QUICK REFERENCE NUMBER
                14" X22"; 4.6LBS


           I102 ADJUSTABLE HEIGHT STEEL STOOL          102 SHORTENED ITEM NUMBER
                17"-22" HT ADJ./COLOR: GREY          ST500 MODEL NUMBER


           I120 HAND HELD STRETCH WRAP                WRAP QUICK REFERENCE NUMBER
                1500' PER ROLL, 8LBS PER ROLL


           I136 REINFORCED STRAPPING TAPE            TAPE QUICK REFERENCE NUMBER
                180FT, 1"W


           I106 TELESCOPIC LIFT BOOM               TB6000A MODEL NUMBER
                6000LB CAP./7.5 X 3.5


ITEMS: 11                                                                    END OF REPORT
```

```
DATE: 09/28/09                             DEMO COMPANY                              ICR765 PAGE: 1
USER: SSI ToW                          SAFETY ALLOWANCE RESET                        TIME:  1:59 PM


VENDOR       V100 TO      V102
ALL CLASSES
MAX DIP BELOW SAFETY STOCK 50%; SAFETY ALLOWANCE: MIN=30%  MAX=70%


                                     MV S   SAFETY ALLOWANCE   --ORDER POINT-- --SAFETY STOCK--   --MAX- RS
             ITEM DESCRIPTION        CL N   CURRENT    RESET   CURRENT  CALC'D CURRENT   CALC'D    SA DIP 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
```

```
DATE: 09/28/09                              DEMO COMPANY                          ICR770 PAGE: 1
USER: SSI ToW                         VENDOR REVIEW CYCLE RESET                   TIME:  2:20 PM

VENDOR      V100 TO      V105
WAREHOUSE ALL

                           --REVIEW CYCLE DAYS--   TOTAL COST -BUYING TARGET-   DATE
        VENDOR NAME        CURRENT RESET MIN MAX   LAST 12 PDS  DOLLARS  LBS LAST PO REQUIREMENTS
==============================================================================================================
Warehouse 01 ATLANTA WAREHOUSE

    V100 GENERAL INDUSTRIAL MFG        10    9   5  15    77725.26     2000    300 01/05/09 50% OFF FREIGHT FOR BUY TARGET

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $  6283.52  8139.34  6259.80  6482.34  5063.60  6519.18  5129.28  6318.40  7621.82  8955.56  4687.60  6264.82

    V101 INDUSTRIAL SUPPLY DISTRIBUTORS  9    6   6  12   104888.81        0      0 02/22/09 USE VENDOR-ITEM NUMBERS ON PO

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $  9519.38  7560.84 10983.18  8595.69  6922.08  8385.19  7152.85 11132.75  7378.99  8160.11  8238.82 10858.93

    V102 S.E. INDUSTRIAL PROD. & EQUIP.  12    7   7  16    83136.38      400    350 09/24/09 INCLUDE TAX EXEMPT # ON PO

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $  4553.73  9071.72  6166.42  9744.84  6500.70  5867.90  5468.53  5876.94  8626.75  8704.19  6924.06  5630.56

    V105 WAREHOUSE EQUIPMENT UNLIMITED   14   10  10  21   149923.79        0      0 09/03/09

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $ 12413.26 14212.54 12526.25 11224.89 13378.88 12753.11 10095.23 13690.18 13049.27 12624.76 13690.92 10264.50

Warehouse 02 DALLAS WAREHOUSE

    V100 GENERAL INDUSTRIAL MFG        13   19   7  20    37404.30     2000    300 09/19/09 HIT BUY TARGET TO REDUCE FRT

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $  3272.72  2440.26  2820.70  3071.48  2855.22  3103.60  3222.26  3354.70  3105.38  3190.90  3273.74  3693.34

    V101 INDUSTRIAL SUPPLY DISTRIBUTORS  8    4   4  12    10547.00        0      0 08/28/09 USE VENDOR-ITEM NUMBERS ON PO

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $   530.00   622.75   874.50   967.25   808.25  1033.50   781.75   834.75  1060.00   993.75  1007.00  1033.50

    V105 WAREHOUSE EQUIPMENT UNLIMITED   10    6   6  14    86994.20      400    350 09/26/09 INCLUDE TAX EXEMPT # ON PO

            SEP       OCT       NOV       DEC       JAN      FEB       MAR       APR       MAY       JUN       JUL       AUG
    Cost $  7116.11  5339.95  6718.24  7719.20  7588.41  8265.24  7173.07  7031.62  7783.42  7971.59  7240.35  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	I129	I130	I100
PLASTIC DOLLY	SEALER TOOL	HEAVY DUTY DOCK BUMPER	PALLET LOADING HAND TRUCK
800 LB CAPACITY. 18 X 30	5LBS; METAL SEALS TO STRAPPING	VERTICAL UNIT, 6" 20 X 13	1000 LB CAPACITY
um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA
class: DCK location: E51	class: DCK location: F57	class: DCK location: G19	class: DCK location: G25

I118	I128	I122	I119
LIGHTWEIGHT HAND TRUCK	SELF STANDING HAND TRUCK	ELECTRIC HOIST/2000 LB CAP.	STEEL SHELVING/SHELF
500LB CAP., 48"H, 8"WHEELS		16" HEADROOM/ 16 LIFTSPEED	24"D, 320LB CAP., 85"H
um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 DZ
class: DCK location: C24	class: DCK location: F59	class: DCK location: F73	class: GEN location: E34

I120	I121	I131	I132
HAND HELD STRETCH WRAP	HEAVY DUTY SHIPPING SCALE	PANORAMIC HALF DOME 180	STEEL SWIVEL CASTER 2" DIA.
1500' PER ROLL, 8LBS PER ROLL	250LB CAPACITY	UP TO 300FT	125 LB CAP. EACH
um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 CT
class: GEN location: F34	class: GEN location: H53	class: GEN location: G49	class: GEN location: A47

I133	I111	I114	I156
STEEL SWIVEL CASTER 2 1/2"DIA	PLASTIC SHELF BIN/ BLUE	DIGITAL UPS/PARCEL POST SCALE	PLASTIC SPRAY BOTTLE
1"W, 200LB CAP EACH	360LB CAP. PER SHELF. 60 BINS	100LB CAPACITY	8OZ
um: EA std pk: 1 CT	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 CT
class: GEN location: I41	class: GEN location: B67	class: GEN location: D97	class: GEN location: E56

I112	I134	I135	I137
PORTABLE WASTE CONTAINER W/LID	DRUM WRENCH/STEEL	DRUM DOLLY	NYLON SLING – TRIANGLE CHOKER
44 GALLON CAPACITY	OPENS 3/4" AND 2" DRUM PLUGS	1500 LB CAPACITY. 4"DIA WHEELS	2"W, 4400LB CAP, 1 PLY, 3'L
um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA
class: GEN location: E05	class: GEN location: H24	class: GEN location: D86	class: GEN location: G63

I138	I148	I149	I150
BALL BEARING TROLLEY (FOR	MIRACLE CLEANER	INDUSTRIAL STRENGTH DEGREASER	BLEACH – MAXIMUM CONCENTRATION
HOISTS) 4" I BEAM HEIGHT			FOR FORMULA
um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: GL std pk: 1 GL
class: GEN location: B60	class: GEN location: C29	class: GEN location: D13	class: GEN location: C39

I151	I152	I153	I154
BICARBONATE OF SODA	AMMONIA	HYDROFLORIC ACID SOLUTION	CHLORINE CATALYST
FOR FORMULA	FOR FORMULA	FOR FORMULA	FOR FORMULA
um: LB std pk: 1 LB	um: GL std pk: 1 DM	um: GL std pk: 1 GL	um: LB std pk: 1 LB
class: GEN location: A30	class: GEN location: D80	class: GEN location: B70	class: GEN location: A27

I155	I102	I103	I104
BENZENE COMPOUND	ADJUSTABLE HEIGHT STEEL STOOL	ROTARY DRUM PUMP	RUBBER TIRE MAT
FOR FORMULA	17"-22" HT ADJ./COLOR: GREY	12 GAL. PER MINUTE/PADLOCKABLE	14" X22"; 4.6LBS
um: GL std pk: 1 GL	um: EA std pk: 1 EA	um: EA std pk: 1 EA	um: EA std pk: 1 EA
class: GEN location: B96	class: WHS location: B73	class: WHS location: B02	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
```

```
DATE: 09/28/09                   DEMO COMPANY                   ICR780 PAGE: 1
USER: SSI ToW                 ITEM NOTES PRINT                  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.

08/17/09 - ADDITIONAL TIE DOWN STRAPS ARE AVAILABLE AS A NONSTOCK
           OPTION. SEE VENDOR CATALOG.

09/03/09 - 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

08/14/09 - A NEW, LIGHTER VERSION OF THIS PRODUCT WILL BE AVAILABLE
           ON 11/09/09.  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
```

ITEM V110-47010   TO V110-58918
VENDOR ALL

ITEM DESCRIPTION	MANUAL COST	CT 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

```
 DATE: 09/28/09           DEMO COMPANY            ICR790 PAGE: 1
USER: SSI ToW           ITEM CLASS LIST           TIME: 10:38 AM


FIRST TO LAST


 ITEM                            GL     NONSTOCKED ITEM
CLASS DESCRIPTION                TABLE  # TO POST TO SA
===============================================================
  DCK DOCK EQUIPMENT             001    NOT POSTED
  GEN GENERAL SUPPLIES           001    NOT POSTED
  WHS WAREHOUSE EQUIPMENT        001    NOT POSTED

ITEM CLASSS: 3                                 END OF REPORT
```

WAREHOUSE 01 Atlanta Warehouse
ITEM FIRST TO LAST

	---ON HAND QUANTITY----		---ON ORDER QUANTITY---		---COMMITTED QUANTITY--		---BACKORDER QUANTITY--	
ITEM DESC	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

```
DATE: 09/28/09                          DEMO COMPANY                           ICR810 PAGE: 1
USER: SSI ToW                       ITEM ACTIVITY REPORT                       TIME:  2:30 PM


ITEM              I100 TO               I110
IC PERIOD 09/09
VENDOR ALL


          MV S  BEGINNING              ------TRANSFERS------                        CURRENT
     ITEM CL N    ON HAND   RECEIPTS PRODUCTION      IN      OUT   ADJUSTED    SALES ON HAND UM
==================================================================================================
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
```

```
DATE: 09/28/09                              DEMO COMPANY                          ICR820 PAGE: 1
USER: SSI ToW                      SERIAL/LOT# REMOVAL REGISTER #0035             TIME: 10:40 AM

CLASS FIRST TO LAST
VENDOR ALL
NO CUTOFF
                    -------------------RECEIPT-------------------------- ---------------------LAST SALE--------------------
SERIAL/LOT          DATE     PO#    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           07/26/09 000961    V116      20 EA    28.00 EA 09/14/09 001705   C119          20 EA      48.50 EA
WMH-145           08/09/09 000979    V116       3 EA    35.99 EA 09/21/09 001729   C129           6 EA      57.55 EA
WMH-153           08/09/09 000994    V116       5 EA    36.04 EA 09/14/09 000090   FORMULATN      5 EA      36.07 EA
WMH-169           08/17/09 001004    V116       5 EA    36.07 EA 09/21/09 001729   C129           6 EA      57.55 EA


Vendor        V120 WAREHOUSE INTERIORS, INC.

              I106 TELESCOPIC LIFT BOOM       SERIAL
WI-1952           07/31/09 000959    V120       1 EA   651.00 EA 09/07/09 001650   C122           1 EA     856.50 EA
WI-1994           07/31/09 000959    V120       1 EA   651.00 EA 09/07/09 001650   C122           2 EA     856.50 EA
WI-2295           07/31/09 000959    V120       1 EA   651.00 EA 09/14/09 001699   C120           2 EA    1070.60 EA
WI-3042           07/31/09 000959    V120       1 EA   651.00 EA 09/14/09 001699   C120           2 EA    1070.60 EA

              I107 PORTABLE FLOOR CRANE       SERIAL
WI-3809           07/31/09 000959    V120       1 EA   279.00 EA 09/07/09 001665   C100           4 EA     389.75 EA
WI-4109           07/31/09 000959    V120       1 EA   279.00 EA 09/07/09 001665   C100           4 EA     389.75 EA
WI-4211           07/31/09 000959    V120       1 EA   279.00 EA 09/07/09 001665   C100           4 EA     389.75 EA
WI-4244           07/31/09 000959    V120       1 EA   279.00 EA 09/07/09 001665   C100           4 EA     389.75 EA
WI-4588           07/31/09 000959    V120       1 EA   279.00 EA 09/07/09 001670   C101           2 EA     435.60 EA
WI-4655           07/31/09 000959    V120       1 EA   279.00 EA 09/07/09 001670   C101           2 EA     435.60 EA
WI-4948           07/31/09 000959    V120       1 EA   279.00 EA 09/27/09 001763   C122           2 EA     366.85 EA
WI-5020           07/31/09 000959    V120       1 EA   279.00 EA 09/27/09 001763   C122           2 EA     366.85 EA


ITEMS: 16                                                                         END OF REGISTER
```

```
DATE: 08/19/09                              DEMO COMPANY                           ICR830 PAGE: 1
USER: SSI TKP                           FLAGGED ITEM REPORT                        TIME:  8:58 AM


                                       -------USAGE-------

VENDOR FIRST TO LAST
CLASS ALL
                 MV S    ------------------------QUALIFIED USAGE, ACTUAL USAGE, STOCKOUT DAYS------------------------
            ITEM UM  CL N     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       Actl     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 Actl   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              Actl       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       Actl       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              Actl      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
```

```
Vendor       V119 INDUSTRIAL CHEMICALS INC.
Class WHS WAREHOUSE EQUIPMENT


          I139 EA   9 N  Qual                                                                    *SO
SCAFFOLD LADDER             Actl    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
```

```
DATE: 09/28/09                              DEMO COMPANY                              ICR830 PAGE: 1
USER: SSI ToW                          FLAGGED ITEM REPORT                            TIME: 10:40 AM


                                      -----LEAD TIME-----


VENDOR FIRST TO LAST
CLASS ALL


                          ---------------------------LAST 5 RECEIPTS--------------------------- AVG
                     MV S ------1------ ------2------ ------3------ ------4------ ------5------ LEAD
           ITEM DESCRIPTION      CL N   DATE    LT   DATE    LT   DATE    LT   DATE    LT   DATE    LT  TIME
==========================================================================================================
Warehouse 01 ATLANTA WAREHOUSE
Vendor      V101 INDUSTRIAL SUPPLY DISTRIBUTORS
Class GEN GENERAL SUPPLIES

           I119 STEEL SHELVING/SHELF        14 N 02/22/09  0A   / /          / /          / /          / /
                24"D, 320LB CAP., 85"H
           I131 PANORAMIC HALF DOME 180      7 N 01/29/09 40A 09/19/09  2 09/12/09  2 09/03/09  4 08/23/09  2     2
                UP TO 300FT

Warehouse 02 DALLAS WAREHOUSE
Vendor      V101 INDUSTRIAL SUPPLY DISTRIBUTORS
Class GEN GENERAL SUPPLIES

           I119 STEEL SHELVING/SHELF        14 N 02/22/09  0A   / /          / /          / /          / /
                24"D, 320LB CAP., 85"H

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
```

```
DATE: 09/28/09                          DEMO COMPANY                            ICR830 PAGE: 1
USER: SSI ToW                       FLAGGED ITEM REPORT                         TIME: 10:41 AM

                                     --FROZEN CONTROLS--

VENDOR FIRST TO LAST
CLASS ALL


                                       MV S ----------FROZEN-----------
                  ITEM DESCRIPTION     CL N CONTROLS #PDS   DATE   MEMO
=================================================================================================
Warehouse 01 ATLANTA WAREHOUSE
Vendor      V100 GENERAL INDUSTRIAL MFG
Class WHS WAREHOUSE EQUIPMENT

           I103 ROTARY DRUM PUMP          2 N    RQ     6 09/09/09 EXPECTING NEW PRODUCT ANNOUNCE
                12 GAL. PER MINUTE/PADLOCKABLE

Vendor      V102 S.E. INDUSTRIAL PROD. & EQUIP.
Class GEN GENERAL SUPPLIES

           I114 DIGITAL UPS/PARCEL POST SCALE  3 N   RQLS   3 08/13/09 EXPECT TREND TOWARD ANALOG
                100LB CAPACITY

Vendor      V120 WAREHOUSE INTERIORS, INC.
Class WHS WAREHOUSE EQUIPMENT

           I106 TELESCOPIC LIFT BOOM       2 N    RQ    99 01/05/09 INSUFFICIENT WAREHOUSE SPACE
                6000LB CAP./7.5 X 3.5

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
```

```
DATE: 05/26/03                              Specialty Distributors, Inc.                        ICR350 PAGE: 1
USER: STK T0S                                DOCUMENT FILL REPORT                              TIME:  9:38 PM

WAREHOUSE 01
RESTOCKING ONLY
INCLUDE UPDATED TRANSFER RECEIPTS
                                                     ORDER            PRI  REQUEST                        BACKORDERED
              ITEM DESCRIPTION            RECEIVED UM /TKT# LN#  P     LOC  DATE    CUSTOMER/TO WHSE       + 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
```