



Infor Distribution FACTS 7.8.0 Inventory Control Users Guide

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About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Inventory Control Module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "*For information about other Infor Distribution FACTS modules or basic usage information, see these other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.*

Contacting Infor" on page 11.

For information about other Infor Distribution FACTS modules or basic usage information, see these other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Inventory Control Overview

The Infor Distribution FACTS Inventory Control System allows you 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 in how you post to GL.

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 fields promotes both operator efficiency and comfort in using the system.

Review major features in Inventory Control

The Inventory Control master menu consists of the following submenus.

Adjustments

Warehouse Transfers

Costing and Pricing

Electronic Price Updates

Physical Inventory

Inquiries

Reports and Prints

End of Period

File Maintenances

Major Features in Inventory Control

FACTS is a true asset management tool, incorporating automated restocking routines that are the result of more than decade of experience and evolution, and includes many of the concepts of the acknowledged authority on Advanced Inventory Management (AIM) replenishment processing--Grant Howard. Refer to the Advance Inventory Management (AIM) Replenishment Overview for details.

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 field and interchanging it with your item number automatically.

Multiple Bin Locations - gives users the ability to have alternate bin location recommendations for pickers, receivers and inventory counters to look for stock per warehouse/item record. These additional locations do not track quantities. Alternate bin locations for an item are maintained via the Warehouse/Item F/M. The Quick Warehouse Entry feature available from Item F/M also allows the alternate locations to be set up. You can view alternate bin locations from the Warehouse view of Item inquiry.

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 and 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.

Serial/Lot Costing Options: 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.

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.

Advance Inventory Management (AIM) Replenishment

Infor Distribution FACTS uses Advanced Inventory Management (AIM) replenishment processing as defined by Grant Howard. The major areas of Inventory Control replenishment include:

Replenishment Parameters--group the settings into the following areas: Ranking, Usage, Rounding, Priority, Exceptions, Adjusters and Lead Time.

Cost Discrepancy Processing--provides a way to identify an inventory receipt document with an incorrect cost, enter the correct cost, and then have that corrected cost update down to the disbursements and past documents that were filled by that receipt.

Some examples of cost discrepancies are:

- Receipt of inventory at wrong cost

- Unexpected freight on a purchase order
- Invoice from vendor differs from cost on PO

Multiply Buying UM Options—In Item UM Entry you can alternate buying unit of measures for the Buyers Control Center (BCC) in the Purchase Orders module. The quantities entered in the BCC will be converted to the appropriate default buying UM on the Purchase Order line.

Item setup via Item File Maintenance—You can specify an option for “Use ROQ”—round up order quantity. This option rounds up the recommended order quantity for the item in the Buyers Control Center. The unit of measure to use is based on an available buying unit of measure for the item. If a quantity needs to be applied to the specified UM it can be indicated. The default quantity is 1 and must be an integer value for rounding. Additionally, the ROQ can be applied for warehouse transfers or ignored.

Implementation of Rank--An item’s Rank is determined by the number of ‘hits’ the item incurs during a number of periods at the document level. An item’s ranking will be updated during the Daily Sales Register (DSR). Therefore, the parameters determining an items’ Order Point / Line Point will be updated to reflect current system requirements. An item’s Rank also determines the number of periods to apply a slope percentage when calculating Average Daily Usage.

Ranking for an item is performed for stocked items that are flagged as Replenish for a warehouse. If a non-replenished item is changed to a replenished item, the system utilizes the usage information captured for the item to calculate the appropriate rank.

Trending of Usage Data--The usage data is collected daily for all stocked items in the system. This allows for accurate calculation of ADU for Order Point and Line Point. The extrapolated data points for seasonal usage will employ a T-Backward usage calculation. The usage for an item will be examined for 12 periods in arrears, backing up a number of periods based on an items Rank. The number of periods utilized for trending will be based on an item’s Rank. The higher the activity Hits for an item, the higher the Rank and thus a smaller the window to be utilized for trending. An “A” ranked item will have a 3 month backward and forward trend and require 15 months of history. A “B” ranked item will have a 4 month trend window and require 16 months of history, and so on.

Trending for a non-seasonal item employs either a Backward or Forward ADU calculation. For Backward trending, an “A” ranked item will look at the prior 3 periods of usage to calculate the ADU. A Forward “A” ranked item will go back 12 periods and use the 3 Forward periods for the ADU calculation. The trending type for an item can be configured at the Warehouse / Item level.

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_SMG000_000 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:

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.

The Surplus Stock Report provides a listing of all items that are at or above their maximum stocking levels.

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.

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.

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.

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.

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.

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.

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.

The Item Catalog Listing prints a listing of catalog items. Catalog items are items that are provided by a vendor but are not stocked.

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.

The Bar Code Label Print Program prints bar code labels of item numbers.

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.

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.

IC 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 that 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.

Posting to General Ledger

Setting up automatic postings from the Inventory Control Module to the General Ledger module primarily involves two programs: IC to GL Posting F/M and IC GL Posting Table F/M.

First, use IC GL Posting Table F/M to create and maintain GL posting tables for Inventory accounts.

Next, use the IC to GL Posting F/M to determine how the Inventory accounts should post.

IC to GL Posting F/M

You can determine the detail of the journal entries posted through the **GL Distribution** flag. 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**, you can determine 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, you can indicate 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.

You can also establish 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 GL number assigned to the code is posted when entering an adjustment. If the flag is set to **G**-GL posting table, the GL 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 GL number.

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.

IC GL Posting Table F/M

Establish a set of valid GL posting tables in this program. Once the posting tables are in place, you can assign each item is assigned to a table, which in turn 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 GL number, sales GL number, receipts GL number, adjustments GL number and physical discrepancies GL number.

Transfers Shipment and Receiving Registers distribute to inventory GL number, in-transit GL number and inter-warehouse transfers GL number.

MC Production Registers distribute to inventory GL number, MC finished goods and MC components GL number.

PO Receipt Register distributes to inventory GL number, receipts GL number and the non inventory GL number.

If the accounts are set to Item in the SO to GL Posting F/M, SO Daily Sales Register distributes to inventory GL number, sales GL number, cost of goods GL number,

miscellaneous sales GL number, temporary inventory GL number, inter-warehouse COGS GL number and non inventory GL number.

Examples of GL posting tables and register distribution

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**

	GL #	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**

2. DESCRIPTION **WAREHOUSE EQUIPMENT**

	GL #	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 to increase the on-hand quantity by one for the pallet. Using the GL posting tables, the GL distribution prints as follows:

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

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

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

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc	115.00	

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

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

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

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

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

Shipment Register (warehouse transfers)

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

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

Receiving Register (warehouse transfers)

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

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

Manufacturing Bill of Materials or Formulation Production Registers

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

Production Register

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

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

GL distribution

		<u>Debit</u>	<u>Credit</u>
170-01-01	Inventory-Doc		115.00
175-01-01	Inventory-Whs		23.00
*173-01-01	Inventory General	150.00	
**250-01-01	Overhead		5.00
**260-01-01	Package		3.00
**270-01-01	Labor		4.00

*203-01-01	MC Finished Goods-General		138.00
210-01-01	MC Components-Doc	115.00	
215-01-01	MC Components-Whs	<u>23.00</u>	_____
		288.00	288.00

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

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

PO Receipt Register

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

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

SO Daily Sales Register

One hand truck is sold for \$145.00 (cost is \$115.00), one pallet is sold for \$30.00 (cost is \$23.00), 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 GL

numbers are only used if they are posted to GL by the IC GL posting table as assigned in the SO to GL posting record (see the SO to GL Posting F/M). If inventory, sales, cost of goods and miscellaneous sales are set to post to GL by IC posting tables, the distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
170-01-01 Inventory-Doc		115.00
175-01-01 Inventory-Whs		23.00
175-02-01 Inventory-Whs		18.00
176-01-01 Inter-whs-COGS	18.00	
176-02-01 Inter-whs-COGS		18.00
180-01-01 Nonstocked Inventory-Doc		12.00
410-01-01 Sales-Doc		160.00
415-01-01 Sales-Whs		30.00
425-01-01 Misc. Sales-Whs		25.00
520-01-01 Cost of Goods-Doc	127.00	
525-01-01 Cost of Goods-Whs	41.00	
120-01-01 Accounts Receivable		<u>215.00</u> _____
	401.00	401.00

Posting to Job Cost From Inventory

In the Adjustment Entry program, you can 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 GL 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.

IC Work Flow & Program Concepts

This chapter covers the work flow for sub modules in Inventory Control and address work flow concepts vital to using inventory programs and reports.

Adjustments Workflow Concepts

The Inventory Control Adjustments menu allows you 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 Adjustments Register lists all adjustments since the last register and optionally posts to General Ledger. Adjustments created by discrepancies during physical inventory will also appear on this register.

The Adjustment Entry program allows immediate adjustments to on-hand inventory. Each entry includes an adjustment code explaining the general nature of the adjustment quantities (e.g. lost, damaged, etc.). Through the Adjustment Entry program, you can enter manual adjustments to inventory on-hand quantities to post receipts of goods, adjust for damaged goods and record sales. You must establish adjustment codes in the Adjustment Codes F/M program and assign one 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 an S-sales type adjustment code is entered, a price must be entered. All other codes do not require field 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. 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.

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. 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.

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 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. Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Adjustment Register and select "System Date" for the Date field, when that template is selected to run again (either manually or via Job Stream) the current date is determined using the FACTS system date when the register is run not the date when the template was created. 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 and update inventory files optionally including removal of adjustments printed. The optional update removes all records printed, and posts to General Ledger.

Warehouse Transfers Workflow Concepts

Use the programs on this menu to transfer items from one warehouse to another.

Use Suggested Transfer Entry (ICE310) program 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.

Then, use the Suggested Transfer Report (ICR310) program 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: 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.

Use the Transfer Entry program to enter and correct transfer tickets and/or import suggested transfer, 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. You also have the ability to backorder warehouse transfer line items. 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. For EMS processing the Transfer Entry program checks to determine if the transfer you are going to change has been flagged by Radio Beacon. If it 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 transfers then need to be reprinted in order to get it sent back down to Radio Beacon.

Transfer tickets are available for printing using the Transfer Ticket Print program. You can print transfer tickets through this program or through the Transfer 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. For WMS processing, the Transfer Ticket (ICP310) program creates 2 flat files that will be sent to Radio Beacon. Select the checkbox to control whether or not a flat file needs to be created.

Shipments from the FROM warehouse are confirmed through the Shipment Confirmation (ICE330). 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. For WMS processing, 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.

Shipments are then updated by the Shipment Register (ICR320) and 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.

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: 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, ICPTL. 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.

When the receiving warehouse receives the items, the receiving warehouse confirms their arrival through the Receipt Confirmation program. Use this program 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.

During processing in the Suggested Transfer Entry (ICE310), Transfer Entry, Shipment Confirmation (ICE330), and Receipt Confirmation programs, 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 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.

You can use the Document Fill Report (ICR350) 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).

Received Purchase Orders print first and then the received Transfers. The program prints a page break between the two types of documents. In addition, since Transfer Entry has the capability to backorder quantity, the document lines that could be filled by incoming stock, the report output also includes backordered 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. 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.

After receipt confirmation, the receiving warehouse runs the Receiving Register. This program: prints a listing of transfer tickets confirmed as received, items transferred and costing information; builds and prints a general ledger distribution, if needed; post to general ledger, if general ledger is built, and updates inventory and general ledger files. Register information includes: 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 and 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, ICPTL and the Transfer History Serial/Lot file, ICPTRS for a serial or lot line-items.

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.). 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, backordered (if the document status is Entered, Printed, or Shipped), shipped and received quantities (if the document status is In-transit, Received, Updated), stocking unit of measure, cost per unit and costing unit of measure. The total number of tickets listed is also included. The report prints a separate line for an open transfer shipment and all open transfer receipts within the ranges selected. Each will be evaluated based on its own status and priority.

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 located on the Adjustments menu. Use this program 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. The Quick Transfer Adjustment (ICE350) program is disabled for any Radio Beacon controlled warehouses.

Run Commit Backordered Quantities (SOR210) to update the backordered quantities on sales orders, warehouse transfers and backorders to committed quantities and to provide a report of what is updated. The report prints as the update occurs. You can select whether to include sales orders only, transfers only or both when the report is run. You also have the option to print the transfer tickets for the transfers that had backordered quantities committed. As orders and invoices are entered, some line-items have backordered amounts, usually because a customer order an amount greater than the quantity available. In time, another shipment of the backordered item arrives at the user's company. Some of this new stock may be partially committed from special orders that were imported to create purchase orders; however, the rest of the quantity is available. Since the quantity is available, it can once again be committed by new orders and invoices, leaving none left over to fill backorders. To avoid leaving backordered quantities on permanent backorder, the system allows the user to run this program. This program checks orders and backorders for backordered amounts. The program does not check invoices, printed or confirmed orders, quotes, counter sales, etc. Sales orders and backorders for customers on hold are not checked for backordered amounts. If the program finds backordered amounts, it then looks to see if the item has any quantity that is available. If there is enough of the item available to fill the entire backorder quantity and leave at least one in stock, the system automatically commits the quantity and sets the backordered amount to zero. For serial or lot number

items, the system does not commit the backordered amounts if the OE Serial/Lot Number Entry flag in the Sales Orders Static Control Record is set to Y. Infor™ recommends that you run this program after running the purchase order Receipt Register, after entering adjustments in inventory control, or after a large amount of line-items have been deleted or voided. If there are a large number of orders and invoices in the system, this program may take some time to run. Report information includes order number, order type and status, requested date, warehouse code, customer number and name, item number and description, and the amount committed and its corresponding unit of measure.

The Transfer Document Inquiry allows you to view the various record types that make up a transfer document

Program Concept Details

Adjustment Entry (ICE210)

Updating the On-Hand Quantity: Updating the on-hand quantity based upon the adjustment amount occurs immediately as the transaction is recorded. If the adjustment type is an R-receipt, the unit cost is also entered and the current cost updated according to the costing flag is the IC static control record. If the adjustment type is an S-sale, the sales dollars (dollar amount of sales) are also entered. If the adjustment type is an 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.

You 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.

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.

Replenishment Parameters Work Flow Concepts

The Replenishment Parameters encompass the parameter settings necessary to utilize many of the features in Advanced Inventory Management (AIM) replenishment. The Advanced Inventory Management (AIM) process utilizes a parameter setup, which defines the inventory and replenishment settings at the company, warehouse, vendor, and purchasing line levels and requires additional parameters to be established based on a hierarchy for applying the parameter settings. The hierarchy utilized by FACTS is, listed from least to most specific:

Company

Warehouse

Vendor

Purchasing Line

Item

Warehouse / Item

The parameters are stored in the ICREPL table—Inventory Control Replenishment Parameters. The table ICREPL fields control parameters affecting the replenishment algorithm for an item or items. The functions that the parameters serve are explained in further detail [here](#), and can be summarized as implementing the Grant Howard Best Practices for Inventory Management approach. At the minimum, the Company level parameters must be established / reviewed, with their default values dictated by the AIM process.

You may decide to set up only the company level record for the majority of the parameters, and set only select parameters at other levels. Most parameters have a flag that turns them “on” or “off.” If you choose not to have any parameters at the vendor or purchasing line level, for example, do not create those Inventory Control Replenishment Parameter records. Some parameters are available at the company, or company and warehouse levels only.

This function will also track usage and cost matrix settings used to adjust ordering controls when a product experiences low or exceptional usage. The Replenishment Parameter Maintenance program presents the options in a logical, easily understood format where settings can be made at the company, warehouse, vendor and/or purchasing line level.

Replenishment Variables Calculations

The replenishment variables for an item will be updated when an item transaction is recorded. An item transaction is defined as receiving or disbursing an item from a warehouse by any system document. When a register operation or update routine is performed, the Order Point and Line Point values for an item will be recalculated and stored in ICWHSE for reference to replenishment.

The following topics detail how replenishment variables are calculated:

Usage Calculation

Item by Warehouse Replenishment Variables

Calculation of Order Point

Line Point by Item

Order Quantity

Item Ranking

Trending of Usage Data

Usage Calculation

Usage by Item will be summarized by the Daily Sales Register (DSR) from the item's transactions recorded in the ICRDST table. The summary table ICUSED will provide usage information for replenishment calculations. Qualified usage adjustments recorded in ICRDST will be reflected in ICUSED upon the next DSR. Therefore, the daily usage for an item will not be stored in the system until the daily sales register has been performed but can be calculated at any time from the disbursements of the item.

Item by Warehouse Replenishment Variables

The calculation of an appropriate Order Point / Line Point values per Item by Warehouse is instrumental to the AIM process. The factors of Lead Time, Vendor Review Cycle, Economic Order Quantity (EOQ), ASQ, Five-Hi and usage trending are factors in determining an accurate Order Point and Line Point set of values. The addition of daily transactional usage by warehouse and item combination allows these values to be updated to meet the current system state.

Calculation of Order Point

The Order Point is calculated using the Lead Time from the ARP and Safety Stock value for the item by warehouse. The Lead Time is the average number of days prior to the product being received to the replenishing warehouse. The number of Lead Time days, the period in which the Lead Times must occur, and the minimum and maximum days for Lead Times are all configurable at each level of the AIM Hierarchy. Once the average Lead Time has been established, the Average Daily Usage (ADU) is calculated and a Safety Stock Percentage or Days is applied for the calculated Order Point. Since the Order Point may not have sufficient history to be calculated according to the buyer's metrics, a T-Minimum Order Point (T-Min) can be established to serve as a "floor", which Order Point cannot fall below in the AIM Hierarchy.

The calculated Order Point will then be compared to the ASQ and Five Hi calculations for the item. The maximum of Calculated Order Point, T-Min, ASQ and Five Hi are utilized to ensure proper quantities can be made available based on Sales Order Demand for the warehouse. Therefore, if ASQ, Five Hi, or T-Min exceeds the Calculated Order Point, the highest value will become the Order Point for the item. A threshold may be configured for ASQ and Five Hi to keep the Order Point from increasing more than a specified dollar amount. This threshold will also be applied to the final Order Point calculation where applicable.

Line Point by Item

The Line Point for an item is the stocking level to achieve based on the Review Cycle for the item by warehouse. The calculated usage based on the Review Cycle is added to the Order Point to determine the Line Point for the item. When an item's PNA falls below the Line Point, it will appear for replenishment in the system. During the replenishment process, a temporary Line Point can be calculated by adjusting the review cycle in order to meet the buying target, or synch a product line to a Stocking Level.

Order Quantity

The Order Quantity is a comparison of the adjusted usage during the review cycle and the EOQ for the item. The greater of the two values is used for the order quantity, and the quantity is rounded to the next standard pack based on the ROQ setting for the item.

Item Ranking

Movement Class for an item by warehouse will now be replaced with Rank. An item's Rank is determined by the number of Hits the item incurs during a number of periods at the document level. An item's ranking will be updated during the Daily Sales Register (DSR). Therefore, the parameters determining an items' Order Point / Line Point will be updated to reflect current system requirements. An item's Rank will also determine the number of periods to apply a slope percentage when calculating ADU.

Ranking for an item will be performed for stocking items that are flagged as Replenish for a warehouse. If a non-replenished item is changed to a replenished item, the system will utilize the usage information captured for the item to calculate the appropriate rank.

Trending of Usage Data

The usage data will be collected daily for all stocked items in the system. This will allow for accurate calculation of ADU for Order Point and Line Point. The extrapolated data points for seasonal usage will employ a T-Backward usage calculation. The usage for an item will be examined for 12 periods in arrears, backing up a number of periods based on an items Rank. The number of periods utilized for trending will be based on an item's Rank. The higher the activity Hits for an item, the higher the Rank and thus a smaller the window to be utilized for trending. An "A" ranked item will have a 3 month backward and forward trend and require 15 months of history. A "B" ranked item will have a 4 month trend window and require 16 months of history, and so on.

Trending for a non-seasonal item will employ either a B-Backward or F-Forward ADU calculation. For B-Backward, an "A" ranked item will look at the prior 3 periods of usage to calculate the ADU. An F-Forward "A" ranked item will go back 12 periods and use the 3 Forward periods for the ADU calculation. The trending type for an item can be configured at the Warehouse / Item level.

System Alerts and Background Processes for Replenishment

The system alert and background processing routines facilitate any actions needed to feed into the Buyers Control Center and Exception Control Center. The system has a defined set of routines and the update interval required to perform the exception and replenishment calculations. In addition, order point and line point adjustment routines receive updates during system register processes. Receipt of items will adjust the order point based on lead time changes for example, and occur automatically at preset intervals. The background processing agent is responsible for handling these updates and providing the data to the system.

The System Alerts Dashboard is used to review the alerts that a user is subscribed to and manage alert subscriptions. In the browser in the lower portion of the screen, the system displays the alert code and description and number of subscriptions for each.

You can highlight an alert line in the browser and select Manage Subscriptions to access the Manage Alert Subscriptions (ALE105) screen where you can add a subscription for an alert type.

You can select Alert Details to view the Details for System Alert screen, which displays the Alert code and name, an explanation of the alert and the condition that generated it, where the alert is delivered—to the user, the Exception Control Center program or both, and the available subscription values. Once you have reviewed the alert detail information, select the Ok button to exit the screen and return to the System Alerts Dashboard.

Inventory Control Replenishment Parameters

The Inventory Control Replenishment Parameters are divided nine categories: The parameters are entered in the Replenishment Parameter Maintenance program, and the fields are contained in the ICREPL – Inventory Control Replenishment Parameters table. Use the links below to review details for each category:

[Alerts](#)

[Order Point](#)

[Order Quantity](#)

[Frozen Controls](#)

[Lead Time](#)

[Rank](#)

[Review Cycle](#)

[Usage](#)

[Safety Stock](#)

Alerts Replenishment Parameters

For the following defined scenarios, the system will generate an alert for handling in the Exception Control Center (ECC) program, according to the hierarchy defined in Replenishment Parameter Maintenance.

Alert on Expiring Parameters

Alert on Non-Replenishment Items with Hits

Usage Alert Settings

Alert on Product Arriving Too Early/Too Late for Demand

Alert on Calculated VS. Frozen Order Point / Line Point / Order Quantity Variance

Alert on Unconfirmed Purchase Orders

Alert for Purchase Orders Past Promise Date

Seasonality Analysis Alert

Alert on Expiring Parameters

The term “frozen” is defined as any parameter that will not be updated by a system process and is either unchanging or under manual control. For an item with parameters expiring, the number of months for Unfreezing will be used to generate the alert in the appropriate time period. A parameter is expiring if it has an expiration date and is not able to be set as frozen. Freezes on controls always have an associated expiration date, after which, the system begins or resumes automatic updates to the control.

Alert on Expiring Parameters	Indicates whether an alert should be raised prior to a freeze on a control expiring
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Months Before Expiration The number of months prior to the expiration to raise the alert.

This alert can be set at any of the levels in the replenishment parameter hierarchy.

Alert on Non-Replenishment Items with Hits

The term “hits” refers to an item appearing on a sales order, transfer or other document that would record usage for the item.

If an item is set to not be replenished, it may be important to know that an increased level of activity is occurring with this item so it can be reevaluated. Special order or discontinued items are just a few of the examples of items that can be flagged in the system and a buyer alerted to this activity allowing the item to be addressed accordingly. The values defined in this section indicate under what circumstances alerts will be generated for this scenario.

This alert can be set at any of the levels in the replenishment parameter hierarchy.

Alert on Non-Replenishment Items with Hits	Indicates whether an alert should be generated
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Number of Hits	The # of document hits needed for an alert to be raised
Number of Months	The # months back to look for hits

If an item has frozen controls and that item has the indicated # of document hits in the # months specified (going back from today), an alert will be raised.

Tech note: For this alert, references will be made to the warehouse / item combination and the event trigger will be recorded as the date of the last hit. This method will allow future alerts to be generated as needed by the alert system and prevent repetitious alerts in the Exception Control Center.

Alert on Usage Alert Settings

When determining abnormal usage for a warehouse/item, you can specify whether to be notified when a value falls outside a high and low usage amount. Then an alert can be generated to review the usage.

Usage Months The number of month usage to average when checking for abnormal usage

High Usage Multiplier The value for the multiplier when calculating high usage. If the current month's usage is higher than the calculated average multiplied by this multiplier, it is considered high.

Low Usage Multiplier The value for the multiplier when calculating low usage. If the current month's usage is higher than the calculated average multiplied by this multiplier, it is considered low.

Expiration Date The expiration date for the usage settings to expire.

Memo Usually a brief explanation for why the multiplier is in place

Alert on Product Arriving Too Early/Too Late for Demand

A warehouse/item can arrive too early or too late to fulfill demand for that item. If an item is going to arrive out of synch with demand, it may be important to know that an alternate fulfillment process may be needed with this item so it can be reevaluated. You can specify the days too or early or late to send an alert on a product's arrival. The values defined in this section indicate under what circumstances alerts will be generated for this scenario.

Alert on Product to Arriving Too Early/Too Late for Demand	Indicates whether an alert should be raised when a product arrives too or early or late for demand
Too Early Days	The value for the number of days too early that the product arrives.

or order quantity values set here. The values defined in this section indicate under what circumstances alerts will be generated for this scenario.

Alert on Variances Exceeding These Limits Indicates whether an alert should be raised when a product exceeds the specified limits.

Variance Exceeding Value can be in
Units/ Cost / Percent

Once the variance between the Calculated versus Frozen parameter below exceeds the limit value an alert will be raised.

Order Point	The variance value for the order point
Line Point	The variance value for the line point
Order Quantity	The variance value for the order quantity
Expiration Date	The date the variances expire
Memo	Usually a brief explanation for why the alert is in place

Alert on Unconfirmed Purchase Orders

When a purchase order goes unconfirmed, it can lead to replenishment issues. If an item is not replenished in a timely manner, it may be important to know that it may be late so it can be reevaluated. The values defined in this section indicate under what circumstances alerts will be generated for this scenario.

Alert on Unconfirmed Purchase Orders	Indicates whether an alert should be raised for purchase orders that have not been confirmed in a specified number of days.
Number of Days	The number of days a purchase order can go unconfirmed after printing and generate an alert.
Expiration Date	The date the variances expire
Memo	Usually a brief explanation for why the alert is in place

Alert for Purchase Orders Past Promise Date

When a purchase order goes past its promise date, it can lead to replenishment issues. If an item is not replenished in a timely manner, it may be important to know that it may be late so it can be reevaluated. The values defined in this section indicate under what circumstances alerts will be generated for this scenario.

Alert on Purchase Orders Indicates whether an alert should be raised for purchase

Past Promise Date	orders that have exceeded their promise date.
Number of Days	The number of days past the promise date for a purchase order to generate an alert.
Memo	Usually a brief explanation for why the alert is in place

Seasonality Analysis Alert

The term “hits” refers to an item appearing on a sales order, transfer or other document that would record usage for the item. You can indicate whether FACTS should evaluate usage method settings and recommend changes based on usage. If an item is set to not be replenished, it may be important to know that an increased level of activity is occurring with this item so it can be reevaluated. Seasonal items are items that can be flagged in the system and a buyer alerted to this activity allowing the item to be addressed accordingly. The values defined in this section indicate under what circumstances alerts will be generated for this scenario.

Percentage of Hits	The percentage of hits that must occur in the specified number of months for the item’s usage method to be ‘trend’.
Number of Months	The value for the number of months to use for the item’s usage method to be ‘trend’.
Prior Year H	The value for the hits the item must have had last year to be for its usage method to be evaluated.
Current Year H	The value for the hits the item must have this year to be for its usage method to be evaluated.
Memo	Usually a brief explanation for why the alert is in place

Replenishment System Alert Details

The Replenishment system alerts are listed below. To add a subscription for an alert using the Manage Alert Subscriptions (ALE105) screen, specify the Available Subscription values listed for the specific alert you are subscribing to.

IC-5HI 5Hi Max Dollar Increase Exceeded

The cost associated with increasing the calculated order point to the average of the 5 highest shipment quantities exceeded the limits of the increase as established in Replenishment Parameter Maintenance.

Available Subscription values: Warehouse, Item

IC-ABLTPO Abnormal Lead Time on a PO

A new receipt of a PO had a lead time that is abnormally high or low based on the settings in Replenishment Parameter Maintenance

Available Subscription values: Warehouse, Vendor

IC-ABLTTTR Abnormal Lead Time on a Transfer

A new receipt of a warehouse transfer had a lead time that is abnormally high or low based on the settings in Replenishment Parameter Maintenance

Available Subscription values: To Warehouse, From Warehouse

IC-ABUSAGE Abnormal Usage

Usage for the last 30 days is abnormally high or low based on the settings in Replenishment Parameter Maintenance

Available Subscription values: Warehouse, Item

IC-ASQ ASQ Max Dollar Increase Exceeded

The cost associated with increasing the calculated order point to the average shipment quantity exceeded the limits of the increase as established in Replenishment Parameter Maintenance.

Available Subscription values: Warehouse, Item

IC-AVGLTV Average Lead Time Limits Applied to Vendor

A new PO was received, and when the new average lead time was calculated, it was outside the limits established in Replenishment Parameters Maintenance

Available Subscription values: Vendor, Warehouse, Item

IC-AVGLTW Average Lead Time Limits Applied to Warehouse

A new transfer was received, and when the new average lead time was calculated, it was outside the limits established in Replenishment Parameters Maintenance

Available Subscription values: From Warehouse, To Warehouse, Item

IC-CALCVAR Calculated Value Deviates from Frozen Value

Available Subscription values: Warehouse, Item

IC-EXPIRE Replenishment Parameters Expiring or Unfreezing

A parameter in Replenishment Parameter Maintenance is soon to expire or unfreeze and should be evaluated prior to the expiration date

Available Subscription values: To Warehouse, Purchasing Line, From Warehouse, Item

IC-MAXRCV Max Review Cycle for a Vendor has Been Exceeded

Max Review Cycle Exceeded, Vendor Based on the last purchase order date, it is past time to reorder from this vendor. The maximum review cycle, set in Replenish Parameters F/M, has been exceeded.

Based on the last purchase order date, it is past time to reorder from this vendor. The maximum review cycle, set in Replenish Parameters F/M, has been exceeded.

Available Subscription values: To Warehouse, Vendor, Purchasing Line

IC-MAXRCW Max Review Cycle for a Restocking Warehouse Has Been Exceeded

The last time a transfer was made exceeded the Maximum Review Cycle

Available Subscription values: To Warehouse, From Warehouse

IC-NRWHITS Non-Replenished Item with Hits

An item that is not being replenished has been receiving hits.

Available Subscription values: Warehouse, Item

IC-PASTPD PO Past Promise Date

An existing purchase order is past the established promised date and has not been received yet

Available Subscription values: Warehouse, Vendor, Ship From

IC-POCONF Unconfirmed PO

A purchase order remains unconfirmed after the time limit established in Replenishment Parameter Maintenance.

Available Subscription values: Warehouse, Vendor

IC-POEARLY PO to Arrive Too Early

When this PO arrives, there will already be enough available stock to exceed the # days supply specified in Replenishment Parameter Maintenance.

Available Subscription values: Warehouse, Item

IC-POLATE PO to Arrive too Late for Demand

By the time the PO arrives, this item will have been stocked out for more than the number of days specified in Replenishment Parameter Maintenance.

Available Subscription values: Warehouse, Item

IC-RCTR Missing Warehouse Transfer Review Cycle Record

There are replenished items in the warehouse setup to be transferred from another warehouse, but there is no review cycle record for that restocking warehouse setup in Replenishment Parameter Maintenance.

Available Subscription values: To Warehouse, From Warehouse

IC-SEAS Seasonality/Trend Flag Questionable

Available Subscription values: Warehouse, Item

IC-STKOUT Item Stock Has Been Exhausted in this Warehouse

A new transaction for this item has caused the available stock in this warehouse to fall to or below zero.

Available Subscription values: Warehouse, Item

IC-STLSPO Special Order Suggested PO is Stale

A special order suggested PO remains unaddressed (not pulled onto a document) past the allowable number of days.

Available Subscription values: Warehouse, Vendor, Item

IC-STLSTR Special Order Suggested Transfer is Stale

A special order suggested transfer remains unaddressed (not pulled onto a document) past the allowable number of days.

Available Subscription values: To Warehouse, From Warehouse, Item

IC-TREARLY Transfer to Arrive Too Early

When this transfer arrives, there will already be enough available stock to exceed the # days supply specified in Replenishment Parameter Maintenance

Available Subscription values: Warehouse, Item

IC-TRLATE Transfer to Arrive too Late for Demand

By the time the transfer arrives, this item will have been stocked out for more than the number of days specified in Replenishment Parameter Maintenance

Available Subscription values: Warehouse, Item

IC-TRNDLIM Seasonal Trending Limits Applied

The seasonal trend percentage for this item and warehouse was higher than the maximum allowed percentage or lower than the minimum allowed percentage entered in Replenishment Parameters File Maintenance.

Available Subscription values: Warehouse, Item

Frozen Controls

The Advanced Inventory Management process contains controls that allow automatic replenishment of exceptional products under certain conditions.

FACTS month end processing functionality employs a number of qualifiers that “freeze” products from being automatically replenished. Examples of frozen products include those with less than six months usage history (new products), products with low demand, and products that experience exceptional, or high usage in a particular month. The intention is to force the buyer to review the frozen products and manually adjust ordering controls when necessary. This manual process ensures adequate stock levels are maintained for these “exceptional” products and customer service is not adversely affected. ‘Freezing’ products that qualify under these controls, an exception record is created. The Exception Control Center (ECC), specifically, provides a method for reporting exception notifications to the buyer instead of freezing those products.

You can view products in Flagged Item Report (ICR830) that have been previously frozen. This exception will show frozen products that are due to be unfrozen within the next month. This exception is generated only one time, when IC End of Month Processing is run at month end, and is dependent upon the Frozen Controls fields in Warehouse Item F/M (ICF920).

Freeze Order Point / Line Point / Order Quantity

Freeze Rank

Freeze Lead Time

Freeze Safety Stock

Freeze Order Point / Line Point / Order Quantity

A warehouse/item can have its Order Point, Line Point and/or Order Quantity set and frozen with an expiration date for the freeze.

Order Point Indicates whether the order point is frozen

Line Point Indicates whether the line point is frozen

Order Quantity Indicates whether the order quantity is frozen

Expiration Date The date the freezes expire

Memo Usually a brief explanation for why the freeze is in place

Freeze Rank

A specific item's rank in the warehouse can be set and frozen for a time period. This will prevent the system from automatically recalculating the item's rank until the expiration date is reached.

Freeze Rank Indicates whether the rank is frozen

Expiration Date The date the frozen rank expires and normal warehouse ranking resumes

Memo A memo explaining the purpose of the freeze

Freeze Lead Time

The lead time to use for an ARP can be set to a specific value and frozen to prevent the system from recalculating it. This can be useful for new vendors where there is little history from which to calculate an accurate lead time.

Freeze Lead Indicates whether the lead time is frozen
Time

Expiration Date Date the freeze expires

Memo A note indicating why the freeze is in place and how the # days was established.

Freeze Safety Stock

The safety stock for an item can be frozen to prevent the system from recalculating the safety stock value. At the time of establishing the safety stock freeze, an optional expiration date and/or safety stock memo can be supplied. Once the expiration date is reached, an item's safety stock will be recalculated by the system. However, if an expiration date is not supplied, an item's safety stock will remain frozen indefinitely.

Freeze Safety Stock Indicates an item's safety stock is frozen

Expiration Date The expiration date to remove the freeze if supplied

Memo Optional memo for display and reporting purposes

The settings for this section can be defined at any level in the replenishment parameter hierarchy.

Lead Time

Lead time is the amount of time required to replenish a product in your warehouse, from the moment a purchase order is generated in the system, to the moment it is on the shelf and ready to sell. The average lead time is stored for each product in Warehouse/Item F/M. It is updated each time new product is received in PO Receipt Entry. Lead time, expressed as a number of days, is used to calculate a product's order point, an indicator of "when to buy."

Order Point = [Usage Rate * (Average Lead Time Days / 28)] + Safety Allowance

Lead time days are also used to calculate safety quantity when safety is defined in Warehouse/Item F/M as a percentage.

There are times when lead time on a particular receipt should be ignored and not factored into the average lead time. Generally, this occurs when a product's lead time varies significantly from the average, and, if factored into the average, could result in an order point that is too high or too low. Other examples of receipts where you might ignore the lead time include:

When a product was shipped using a faster shipping method to expedite delivery on a specific order

When stock is purchased as a "pre-buy" to take advantage of early purchase discounts, but shipment is delayed

When stock is received in the system long after it actually showed up in the warehouse (delay in data entry)

When a purchase order was not created until the date of receipt

The Lead Time options provide parameters that can be set to monitor exceptional lead times and automatically override lead time. You can set to ignore the lead time on product replenishment transactions in several FACTS functions.

Lead time is calculated by adding the last lead time and the most current lead time and dividing by two. If the next-to-last recorded lead time is over six months old, the last lead time is used (no averaging is performed) or by calculating lead time based on a user-defined number of receipts, over a user-defined number of months.

[Vendor Approved Replenishment Path \(ARP\)](#)

[Transfer Approved Replenishment Path \(ARP\)](#)

[Receipts Used to Calculate Lead Time](#)

[Abnormal Lead Time Parameters for ARP Vendors](#)

Abnormal Lead Time Parameters for ARP Transfers

Vendor Approved Replenishment Path (ARP)

Lead Time is part of the calculation for Order Point, and in cases where very long lead times occur, they can cause the order point to grow to unrealistically high levels. Similarly, if average lead time ends up being a very small number, it can lead to meaninglessly small order points.

To prevent either of these situations from occurring, you can establish a minimum and maximum lead time to use in the order point calculations.

Use a Minimum / Maximum Days for ARP Vendor Lead Time	Indicates whether to apply a minimum and maximum lead time
Lead Time Minimum Days	Smallest # of days to use for lead time from a vendor
Lead Time Maximum Days	Largest # of days to use for lead time from a vendor

Transfer Approved Replenishment Path (ARP)

Same as above except for warehouse transfer ARPs.

Use a Minimum / Maximum Days for ARP Warehouse Lead Time	Indicates whether to apply a minimum and maximum lead time
Lead Time Minimum Days	Smallest # of days to use for lead time from a warehouse
Lead Time Maximum Days	Largest # of days to use for lead time from a warehouse

Receipts Used to Calculate Lead Time

For calculated lead times to be accurate, you need to have a reasonable number of recent receipts. These parameters establish the limits on how and when to calculate average lead time.

The first two indicate how many receipts you must have within a given number of months in order to be able to calculate the average lead time.

Assuming those minimums are reached, the next set of values indicate how many receipts you can use over the given number of months for the calculation.

Receipts Required Must have at least this # of receipts

Number of Months The # of required receipts must be within this number of months preceding

Number of receipts to use This is the maximum number of receipts to use for the calculation

Number of Months This is the maximum number of months back a receipt can be to be used in the calculation

Abnormal Lead Time Parameters for ARP Vendors

For calculated lead times to be accurate, you also need to set parameters to determine if a new lead time is normal or abnormal. These parameters establish what lead time information is used to calculate average lead time.

% of Average Too Low field the percent difference below the existing average lead time for a new lead time to be considered abnormal.

% of Average Too High field the percent difference above the existing average lead time for a new lead time to be considered abnormal.

Abnormal Lead Time Parameters for ARP Transfers

Same as above except for warehouse transfer ARPs.

% of Average Too Low field the percent difference below the existing average lead time for a new lead time to be considered abnormal.

% of Average Too High field the percent difference above the existing average lead time for a new lead time to be considered abnormal.

Order Point Adjusters General Settings

Order Point adjusters are parameters that allow the calculated Order Point to reflect replenishment needs based on usage at the customer level. The parameters are applied during the scheduled Replenishment Parameter update. Threshold Minimum, ASQ and Five Hi quantities are all considered when calculating the Order Point based on the Safety Stock and Lead Time for a warehouse / item. The highest of the values obtained from Threshold Minimum, ASQ and Five Hi is used to calculate the Order Point for the warehouse / item. The net result of the order point adjuster is to allow the system to compensate for how a customer's buying habits are reflected in the purchasing and stocking of an item. This will help prevent stock out situations for normal usage patterns.

The order point helps you determine when the right time to buy is. A reliable order point is critical; however, it's calculated based on average product usage. As most distributors know, averages don't always represent customers' buying habits. The goal of the order point adjusters is to provide a tool for calculating accurate order quantities for those products that experience demand that is infrequent or where order quantities vary considerably from one order to another. This tool will help improve customer service by preventing stock-out

situations for products that experience unusual usage patterns. There are three order point adjusters that can be set up: Average shipping Quantity (ASQ), Five-high, and Threshold Minimum.

ASQ/Five Hi Months (Usage Periods for ASQ and Five HI calculations)

Five-High ASQ Adjuster Parameters

Average Shipment Quantity (ASQ) Adjuster Parameters

Threshold Minimum Order Point

ASQ/Five Hi Months (Usage Periods for ASQ and Five HI calculations)

If ASQ or Five Hi is in effect for calculating the order point for an item, the number of periods in the ASQ and Five Hi can be entered here. If omitted, the Rank Usage period that corresponds to the item ranking will be utilized for ASQ and Five Hi calculation. By default, 12 periods of usage will be utilized for ASQ and Five Hi calculation.

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Months used to calculate ASQ The number of months to analyze when calculating ASQ.

Months used to calculate 5-Hi The number of months to analyze when calculating 5-Hi.

Five-high ASQ Adjuster Parameters

Five Hi is used to adjust order point to account for some usage/sales patterns which normal usage math fails to address. If you have many customers buying an item in relatively low quantities, and very few customers buying that item in very large quantities, average usage may calculate an order point that will never put enough stock on the shelf to service one of the large orders.

Five Hi increases the order point to the average of the largest single shipments to ensure you order enough to fully service your large orders.

Use Five Hi Indicates whether to use the 5-Hi adjuster

Include Transfers in 5-Hi Indicates whether transfer shipment quantities should be included in the calculation – when using a central distribution center, this should be set to Yes.

Number of Hits # of document hits required before the 5-Hi calculation can be performed

Five Hi increase If entered, the increase to order point as a result of the 5-Hi adjuster will be maximum dollar limited to this total cost. If this limit is imposed, and the order point is increased less than 5-Hi would have dictated, an alert will be raised to the appropriate buyers.

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Average Shipment Quantity (ASQ) Adjuster Parameters

ASQ is used to adjust order point to account for some usage/sales patterns which normal usage math fails to address. If you have many customers buying an item in widely varying quantities, average usage may calculate an order point that will never put enough stock on the shelf to service your larger orders.

ASQ increases the order point to the average of all your shipments to ensure you order enough to fully service your large orders.

5-Hi is a more specific/targeted version of ASQ. When working through challenging sales patterns, try ASQ first, then implement 5-Hi if you are still not getting the order quantities you need to service your larger customers.

ASQ and 5-Hi should typically be implemented at lower levels on the hierarchy to account for usage patterns for specific items or groups of items. These settings are not typically intended to be implemented for an entire warehouse, for example.

Use ASQ Indicates whether to use the ASQ adjuster

Include Transfers in ASQ Indicates whether warehouse transfer shipment quantities should be included in the ASQ calculations. For central distribution centers, this should be set to Yes.

Number of Hits # of document hits required before ASQ can be calculated

ASQ maximum dollar increase If entered, the increase to order point as a result of the ASQ adjuster will be limited to this total cost. If this limit is imposed, and the order point is increased less than ASQ would have dictated, an alert will be raised to the appropriate buyers.

Threshold Minimum Order Point

There are some circumstances in which you want to guarantee a specific quantity of an item will be on the shelf, even though usage numbers alone may not justify it.

For example, you may have made an agreement with an important customer to keep a minimum quantity on the shelf. The T-Min Order Point establishes the minimum order point for the item.

If the calculated order point is lower than the T-Min, it will be increased to the T-min. If the calculated order point is higher than the T-Min, the calculated value will be used.

Apply a threshold minimum Indicates whether to apply a T-Min order point

T-Min Order Point The minimum order point

Expiration date All T-Min values require entry of an expiration date. There is an alert which will tell the user when this parameter is set to expire

Memo Optional memo to explain the purpose of the T-Min.

Order Quantity Replenishment Settings

The Order Quantity is a comparison of the adjusted usage during the review cycle and the Economic Order Quantity (EOQ) for the item. The greater of the two values is used for the order quantity, and the quantity is rounded to the next standard pack based on the Round up Order Quantity (ROQ) setting for the item.

The MIN / MAX replenishment model is achieved by setting the Order Point and Line Point values as desired and then setting Frozen Controls to all values with a Freeze Periods of 99.

The EOQ is calculated as:

Economic Order Quantity

Average Usage is by Month

$$\sqrt{\frac{24 * R - Cost * AvgUsage}{K - Cost\% * UnitCost}}$$

e usage per year is the EOQ formula)

The calculation of an appropriate Order Point / Line Point values per Item by Warehouse is instrumental to the AIM process. The factors of Lead Time, Vendor Review Cycle, Economic Order Quantity (EOQ), Average Sales Quantity (ASQ), Five-Hi and usage trending are factors in determining an accurate Order Point and Line Point set of values. The addition of daily transactional usage by warehouse and item combination allows these values to be updated to meet the current system state.

QOM for Trend Items ARP Vendor

QOM for non- Trend Items ARP Vendor

QOM for Trend Items ARP Transfer

QOM for non-Trend Items ARP Transfer

Apply Rounding to Order Quantity

Rounding Value for ARP Vendor

Rounding Value for ARP Transfer

Order Quantity Minimum (OQM) for Trend Items ARP Vendor

The Order quantity minimum for trend items for the approved replenishment path vendor is used in calculating order point.

R Cost field specify the replenishment cycle cost The cost to process an order for an item.

K Cost field specify the cost to carry percent The annual cost to carry inventory divided by the average inventory value.

Minimum Days Supply field The number of days supply that the order quantity should always be.

Maximum Days Supply field	The number of days supply that the order quantity should never exceed.
Use EOQ checkbox	Indicates you want to apply the economic order quantity calculation.
Expiration Date	The expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
Memo	The optional memo for display and reporting purposes.

OQM for Non- Trend Items ARP Vendor

The Order quantity minimum for non-trend items for the approved replenishment path vendor is used in calculating order point.

R Cost field specify the replenishment cycle cost	The cost to process an order for an item.
K Cost field specify the cost to carry percent	The annual cost to carry inventory divided by the average inventory value.
Minimum Days Supply field	The number of days supply that the order quantity should always be.
Maximum Days Supply field	The number of days supply that the order quantity should never exceed.
Use EOQ checkbox	Indicates you want to apply the economic order quantity calculation.
Expiration Date	The expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
Memo	The optional memo for display and reporting purposes.

OQM for Trend Items ARP Transfer

The Order quantity minimum for trend items for the approved replenishment path transfer is used in calculating order point.

R Cost field specify the replenishment cycle cost	The cost to process an order for an item.
K Cost field specify the	The annual cost to carry inventory divided by the average

cost to carry percent	inventory value.
Minimum Days Supply field	The number of days supply that the order quantity should always be.
Maximum Days Supply field	The number of days supply that the order quantity should never exceed.
Use EOQ checkbox	Indicates you want to apply the economic order quantity calculation.
Expiration Date	The expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
Memo	The optional memo for display and reporting purposes.

OQM for non-Trend Items ARP Transfer

The Order quantity minimum for trend items for the approved replenishment path transfer is used in calculating order point.

R Cost field specify the replenishment cycle cost	The cost to process an order for an item.
K Cost field specify the cost to carry percent	The annual cost to carry inventory divided by the average inventory value.
Minimum Days Supply field	The number of days supply that the order quantity should always be.
Maximum Days Supply field	The number of days supply that the order quantity should never exceed.
Use EOQ checkbox	Indicates you want to apply the economic order quantity calculation.
Expiration Date	The expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
Memo	The optional memo for display and reporting purposes.

Apply Rounding to Order Quantity

The Round up Order Quantity is the UM and quantity that the recommended purchase amount should be rounded up to, usually due to vendor policies.

Item F/M includes an option for “Use ROQ”. This option will round up the recommended order quantity for the item in the Buyer’s Control Center. The unit of measure to utilize is based on an available buying unit of measure for the item. If a quantity needs to be applied to the specified UM it can be indicated. The default quantity is 1 and must be an integer value for rounding. Additionally, the ROQ can be applied for warehouse transfers or ignored.

When indicated in the Item F/M, the ROQ for an item will be applied to the Recommended Quantity. Items that have been flagged as “Required” will remain in the BCC for processing unless remove by the buyer directly or a full Refresh is performed for the Vendor / Warehouse.

You can implement Round up Order Quantity parameters for the order quantity, ARP Vendors and ARP Transfers.

Apply Rounding on Purchase Order Indicates you want to round up to the recommended purchase amount.

Apply Rounding on Transfers Indicates you want to round up to the recommended transfer amount.

Rounding Value for ARP Vendor

Round to the next The amount to use to round the recommended order quantity to the next multiple of this quantity that the recommended purchase amount should be rounded up to, usually due to vendor policies

UM The unit of measure that the recommended purchase amount should be rounded up to, usually due to vendor policies

Rounding Value for ARP Transfer

Round to the next The amount to use to round the recommended order quantity to the next multiple of this quantity that the recommended purchase amount should be rounded up to, usually due to warehouse/item policies

UM The unit of measure that the recommended purchase amount should be rounded up to, usually due to warehouse policies

Rank

Ranking is a method of classifying products based on their relationship to other products in your inventory. It is used by your buyer to ensure that products that experience a higher volume of sales are ranked higher, and that replenishment controls are in place to make sure there are always adequate stock levels for the higher ranked products. When products are ranked, they are placed into three or more groups for the purpose of stock control and planning. Called ABC ranking, these groups represent products ranked based on their sales “hits.” Hits are the number of times a product appears on a sales order, warehouse transfer,

or lost business transaction, regardless of quantity. These are called line hits. By tracking a product's line hits, you can rank a product by the volume of transactions it appears on.

The products with the most hits are ranked as A items. A items generally represent a smaller group (15-20%) of products that result in around 75-80% of the annual demand. For the purpose of inventory control and replenishment, the greatest attention should be paid to these A-ranked products.

Products with fewer hits are ranked as B, C, D, and so on (up to 26), based on how your ranking levels are defined. Least attention is paid to the lowest ranks.

Threshold Minimum Rank for New Items

Rank Parameters

Threshold Minimum Rank for New Items

An item's rank in the warehouse is used for multiple calculations and is an indication of how it compares to other items in the warehouse in terms of hits.

This setting applies to all new items setup in a warehouse. The new product's rank will be set and remain fixed for the specified number of months from the date the item was established in the warehouse. Its rank will not be recalculated by the system. This setting is separate and distinct from the freeze rank setting. If an item's rank is frozen, that frozen rank will always be used, even if it's a new item.

Rank The rank that will be used for all new items in the warehouse

Number of months The number of months the new item rank will be used.

Rank Parameters

Rank refers to the activity level of an item in a particular warehouse. The rank values are from A thru E, with the A items being the faster moving items and E the slowest moving items.

Hits can be either document hits (i.e. the number of times an item appears on a document) or customer hits (i.e. the number of customers that purchased the item).

The Rank can be based on the hits for an item compared to the total hits in a warehouse. This Ranking method is a percentage based Rank. Alternatively, the Ranking method can be defined as a range of Hits. An item's Rank will be derived from the number defined hits per Rank. An example of the setup for Rank by warehouse for each method can be view below.

Rank	% of Hits
A	80%
B	15%
C	4%
D	1%

E	0%
Rank	Hits
A	50
B	25
C	15
D	5
E	0

The number of periods used in the calculation of Rank for items can be configured at the company or warehouse level. The default value is 12 periods of usage history for calculating an item's Rank. This value can be adjusted depending on the preference required for the warehouse.

Rank Type	Indicates the warehouse ranking type (P)ercentage or (H)its
Months Used to Calculate Rank	Number of periods to utilize usage information for Rank calculation.
Rank A	The number of hits or the percentage of hits for an item to be an A ranked item
Rank B	The number of hits or the percentage of hits for an item to be an B ranked item
Rank C	The number of hits or the percentage of hits for an item to be an C ranked item
Rank D	The number of hits or the percentage of hits for an item to be an D ranked item
Rank E	The number of hits or the percentage of hits for an item to be an E ranked item

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Review Cycle

The review cycle and buyer can be designated for transfers. The buyer can be designated for each Approved Replenishment Path (ARP) based on the following matrix.

Source	Purchasing Line
--------	-----------------

Vendor <not specified>

Vendor Purchasing Line

From Warehouse <not specified>

From Warehouse Purchasing Line

An example is buyer 100 for warehouse 01 can be established for items to be transferred from warehouse 02 for purchasing line "Warehouse Items". Buyer 200 for warehouse 01 can be established for items to be procured from vendor V100 with no purchasing line set.

Buyer Code Buyer code for the ARP

Review Cycle The number of days to use for calculating Line Point

Review Cycle Min Minimum number of days between replenishment activity (optional, display only)

Review Cycle Max Maximum number of days between replenishment activity (optional, display only)

Buying Target \$ The target currency value for meeting replenishment requirements for this ARP

Buying Target Lbs The target weight for meeting replenishment requirements for this ARP

Buying Target Cubes The target volume for meeting replenishment requirements for this ARP

Memo Optional memo for review cycle entries

For Review Cycle an additional From Warehouse parameter is available in Replenishment Parameter Maintenance. Therefore, it doesn't fit in the "normal" hierarchy, but rather has its own unique settings for Review Cycle. The hierarchy that the system uses for Review Cycle is as follows:

Warehouse + From Warehouse

Warehouse + Vendor

Warehouse + Purchasing Line

Purchasing line is the most unique, and Vendor and From Warehouse are at the same "level". From Warehouse is used for Transfers and Vendor is used for Purchase Orders. Purchasing Line is only used for Purchase Orders at this time, too.

Safety Stock

Safety stock, also referred to as safety allowance, is the additional stock you carry in inventory to protect against a stock out. It forms a pad to take care of reasonable variations

in usage or lead time from the averages anticipated. Safety allowance is an amount that you define for each product in IC Warehouse/Item F/M (ICF920). It can be entered as days, a percentage, or a quantity. FACTS will convert a days or percentage value to a quantity and use that value to determine the product's order point.

Safety Stock for Approved Replenishment Path (ARP) Vendor Parameters

Safety Stock for ARP Vendor Adjusters

Safety Stock for ARP Warehouse Parameters

Safety Stock for ARP Warehouse Adjusters

Safety Stock for Approved Replenishment Path (ARP) Vendor parameters

An item's replenishment order point will be adjusted by the safety stock level when the Approved Replenishment Path is set to Vendor. This level can be configured to utilize Days or Percentage of Average Daily Usage (ADU). The order point will then be adjusted by the value supplied and the appropriate calculation method.

If supplied, the Rank for an item will indicate the Safety Stock value to apply for the Order Point calculation. When an item's Rank is recalculated, the corresponding Safety Stock and Order Point will be recalculated to reflect the new calculated results. If the values are not defined for an item's Rank, the next hierarchy level's Rank value is used. If a higher level Rank is not available, the corresponding value at the hierarchy level will be utilized for Safety Stock.

Safety Stock Type Indicates either Days or Percentage of Safety Stock

Days or Percentage The number of days or percentage safety stock

Rank A Value for A ranked items, dependent on safety stock type

Rank B Value for B ranked items, dependent on safety stock type

Rank C Value for C ranked items, dependent on safety stock type

Rank D Value for D ranked items, dependent on safety stock type

Rank E Value for E ranked items, dependent on safety stock type

Expiration Date Expiration date for override

Memo Optional memo for override

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Safety Stock for ARP Vendor adjusters

For an item that has a Safety Stock type of Percentage, minimum and maximum calculated days can be supplied at each Rank. This will allow a buyer to control the calculated Order Point's Safety Stock and ensure an acceptable range for Safety Stock days.

Minimum Days	Rank A minimum Safety Stock days for ARP Vendor
Maximum Days	Rank A maximum Safety Stock days for ARP Vendor
Minimum Days	Rank B minimum Safety Stock days for ARP Vendor
Maximum Days	Rank B maximum Safety Stock days for ARP Vendor
Minimum Days	Rank C minimum Safety Stock days for ARP Vendor
Maximum Days	Rank C maximum Safety Stock days for ARP Vendor
Minimum Days	Rank D minimum Safety Stock days for ARP Vendor
Maximum Days	Rank D maximum Safety Stock days for ARP Vendor
Minimum Days	Rank E minimum Safety Stock days for ARP Vendor
Maximum Days	Rank E maximum Safety Stock days for ARP Vendor
Expiration Date	Safety Stock by ARP Vendor minimum and maximum days for Rank expiration date
Memo	Optional memo for Safety Stock by ARP Vendor minimum and maximum days for Rank adjuster

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Safety Stock for ARP Warehouse Parameters

An item's replenishment order point will be adjusted by the safety stock level when the Approved Replenishment Path is set to Warehouse. This level can be configured to utilize Days or Percentage of Average Daily Usage (ADU). The order point will then be adjusted by the value supplied and the appropriate calculation method.

If supplied, the Rank for an item will indicate the Safety Stock value to apply for the Order Point calculation. When an item's Rank is recalculated, the corresponding Safety Stock and Order Point will be recalculated to reflect the new calculated results. If the values are not

defined for an item's Rank, the next hierarchy level's Rank value is used. If a higher level Rank is not available, the corresponding value at the hierarchy level will be utilized for Safety Stock.

Safety Stock Type Indicates either Days or Percentage of Safety Stock

Days or Percentage The number of days or percentage safety stock

Rank A Value for A ranked items, dependent on safety stock type

Rank B Value for B ranked items, dependent on safety stock type

Rank C Value for C ranked items, dependent on safety stock type

Rank D Value for D ranked items, dependent on safety stock type

Rank E Value for E ranked items, dependent on safety stock type

Expiration Date Expiration date for override

Memo Optional memo for override

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Safety Stock for ARP Warehouse Adjusters

For an item that has a Safety Stock type of Percentage, minimum and maximum calculated days can be supplied at each Rank. This will allow a buyer to control the calculated Order Point's Safety Stock and ensure an acceptable range for Safety Stock days.

Minimum Days Rank A minimum Safety Stock days for ARP Warehouse

Maximum Days Rank A maximum Safety Stock days for ARP Warehouse

Minimum Days Rank B minimum Safety Stock days for ARP Warehouse

Maximum Days Rank B maximum Safety Stock days for ARP Warehouse

Minimum Days Rank C minimum Safety Stock days for ARP Warehouse

Maximum Days Rank C maximum Safety Stock days for ARP Warehouse

Minimum Days	Rank D minimum Safety Stock days for ARP Warehouse
Maximum Days	Rank D maximum Safety Stock days for ARP Warehouse
Minimum Days	Rank E minimum Safety Stock days for ARP Warehouse
Maximum Days	Rank E maximum Safety Stock days for ARP Warehouse
Expiration Date	Safety Stock by ARP Warehouse minimum and maximum days for Rank expiration date
Memo	Optional memo for Safety Stock by ARP Warehouse minimum and maximum days for Rank adjuster

The settings for this section can be defined at the company, warehouse, or whse/item levels only.

Usage

When determining the usage for an item in the Order Point and Line Point calculations, the number of periods for analysis is indicated by the item's rank. The higher an item's rank, the fewer the number of periods should be specified. The usage periods by Rank are used in the Backward, Forward and Trending usage analysis for an item.

Threshold Minimum Usage

Trending Parameters and Adjusters

Usage Months for Seasonal and Non Seasonal

Threshold Minimum Usage

When new items are setup to be stocked in a warehouse, there is usually an expected or projected sales/usage amounts. Instead of creating fictitious usage amount for historic dates, you can establish a T-Min usage amount with an expiration date.

When calculating usage for the item, actual usage data will be evaluated, and if it is below the T-Min usage, the T-Min value will be used.

T-Min Usage Quantity The quantity to use as the minimum monthly usage.

Expiration Date The date the T-Min Usage quantity expires and is no longer used. An alert will be generated prior to the expiration per the above settings.

Memo Memo explaining the purpose for the T-Min and why it is this value.

Trending Parameters and Adjusters

T-Min Usage is typically associated with a new item that should be generating expected sales levels. If the expected sales results are not being met, the T-Min usage should be reviewed.

To help with this, an alert can be generated when the expected # hits is not achieved in the given timeframe.

If a threshold minimum is applied to an item, the minimum and maximum usage can be enforced to eliminate excessive spike / trough values. This will result in a specific range for trending in order to “smooth” the trend curve. A required number of usage hits in the prior and current year can be entered and required in order for the minimum and maximum to be applied. If the current or prior year hits are not achieved when supplied, the minimum and maximum values will not be enforced.

Apply seasonal trend minimum and maximum Yes or No to indicate to apply a minimum and maximum trend percentage.

Minimum Trend % the value for Minimum Trend percentage to apply when forecasting usage.

Maximum Trend % the value for Maximum Trend percentage to apply when forecasting usage.

Prior Year Hit

the value for the hits the item must have had last year before allowing a trend to be applied.

In the Current Year H

the value for the hits the item must have this year before allowing a trend to be applied.

Usage Months for Seasonal and Non Seasonal

Rank refers to the activity level of an item in a particular warehouse. The rank values are from A thru E, with the A items being the faster moving items and E the slowest moving items.

Hits can be either document hits (i.e. the number of times an item appears on a document) or customer hits (i.e. the number of customers that purchased the item).

The Rank can be based on the hits for an item compared to the total hits in a warehouse. This Ranking method is a percentage based Rank. Alternatively, the Ranking method can be defined as a range of Hits. An item’s Rank will be derived from the number defined hits per Rank. An example of the setup for Rank by warehouse for each method can be view below.

A minimum number of usage hits can be assigned to delay the calculation of an item’s rank by usage. This hit count must occur within a specified number of periods, or the item’s ranking will not be calculated.

Rank A The number of months to analyze when calculating average usage for an A ranked item.

Rank B The number of months to analyze when calculating average usage for a B ranked item.

Rank C The number of months to analyze when calculating average usage for a C ranked item.

Rank D The number of months to analyze when calculating average usage for a D ranked item.

Rank E The number of months to analyze when calculating average usage for an E ranked item.

Costing & Pricing Work Flow Concepts

The Suggested Cost/Price Entry (ICE410) program allows you to enter and/or maintain suggested cost and/or prices by unit of measure for individual inventory items.

Use the Create Suggested Costs/Prices (ICU410) update program to create suggested costs and prices, based on user specified parameters, for a range of items. For 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. Update Suggested Costs/Prices (ICU430) updates 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.

eCatalog Note: When a list price is changed, the system adds a record to the eCatalog log file for the next update to the eCatalog database. Use Erase Suggested Costs/Prices (ICU420) to erase suggested costs and prices based on user specified parameters for a range of items selected by the user. The Print Suggested Costs/Prices (ICR410) program allows you to print suggested costs and prices based on user specified parameters for a range of items selected by the user.

The Cost/Price List - Vertical (ICR420) program prints, in a vertical format, current costs and prices based on user specified parameters for a range of items selected by the user.

The Cost/Price List - Horizontal (ICR425) program prints, in a horizontal format, current costs and prices based on user specified parameters for a range of items selected by the user.

Use LIFO/FIFO F/M (ICF410) 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 Record 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 IC Adjustment Entry program when the adjustment code is RC (receipts) is used.

LIFO/FIFO Cost Layer Print (ICR430) prints a list of all LIFO/FIFO costing layers and available quantities for each item. An average weighted cost is also included for each item. 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.

Program Concept Details

Suggested Cost/Price Entry (ICE410)

The entry screen of Suggested Cost/Price Entry 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, and to the next line after adding a new price.
- 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 the manual cost or a price is based on another price, changing the price that they are based on will automatically cause the cost or prices that are based on it to change. In that case, there is no need to step through all of the costs and prices for them to be updated.

For example, if your manual cost and all prices are based on list price, entering the new list price in Suggested Cost/Price Entry is all that is needed for the manual cost and all the other prices to be updated. There is no need to go through the manual cost fields or any of the other price fields in Suggested Cost/Price Entry to make them get the new values. When Update Suggested Costs/Prices is run, all of the values that are based on List Price will automatically be calculated using the new list price.

For further clarification, when, for example, manual cost is based on list price, no actual value for manual cost is stored anywhere in FACTS; instead, the manual cost is calculated whenever it is needed by getting the current list price and applying the multiplier.

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 ($\$100.00 \times .9400$). 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.

Physical Inventory Work Flow Concepts

The Physical Inventory menu is where you 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 it also a good way to check that the inventory, purchase orders, sales orders and manufacturing systems are being run properly.

You can control the order in which physical inventory is performed in FACTS through the Physical Inventory Order control in the IC Static Control F/M. FACTS allows you to perform physical inventory in item, alpha, vendor, item class, location (bin) or movement class order. Between physical inventories, you can select any physical inventory order. However, once you capture counts in the order selected, do not change it until after you run Update Inventory program.

A physical inventory may be performed for on hand quantities or available quantities (available = on hand minus committed). You determine which by setting the Physical Count Quantity flag in the IC Static Control F/M to either Available or On hand.

Performing Physical Inventory in FACTS

The programs included on the Physical Inventory menu appear in the order they should be used.

First, Print Count Sheets so staff members can record their counts for each item. Count sheets print the item number, description, package size, stocking unit of measure and a space to record the count for you so inventory takers only need to enter their counts on the sheets. Depending on how the Physical Inventory Order prompt is set in IC Static Control F/M, count sheets can be printed in item, alpha, vendor class, item class, (bin) location or movement class order. Count sheets print out item numbers and descriptions, locations and a blank line to enter the count followed by the stocking unit of measure. The current available or on hand quantity may be printed (if available or on hand quantities are counted). The program also prints a line where the inventory takers can sign their names. The count sheet also provides the total number of items listed. The Print Count Sheet program gives you the option of including current quantities on count sheets for comparison purposes. The program also gives you the option of capturing on hand quantities from here, rather than the Capture Quantities program. It's a matter of preference.

The Capture Quantities program, enables you to print count sheets anytime before a physical inventory and wait to capture the quantities when you 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. Use this program to capture and store the on-hand or available (available = on hand minus committed) quantities and costs of the items selected for physical inventory. The Physical Count Quantity prompt in the IC Static Control F/M determines whether the program captures on hand quantities or available. The data is written to the physical count file, ICPHYS. Run this program after the last activity that would affect the warehouse/item file prior to the physical count and before any activity that would affect the warehouse/item file after the physical count. For example, if you are conducting a physical inventory over a weekend, you could run this program anytime between close of business Friday and opening of business Monday. You can opt to run this program 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 can resume even if the counts have not been updated by the system. The order in which this program captures items depends on how the Physical Inventory Order prompt is set in the IC Static Control F/M. The available options are item, alpha, vendor, item class, bin (primary and alternate) location or movement class order. If a record for the selected item and warehouse is already on file, you have 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, or aborting the update. The cutoff date function is removed from the Capture Quantities program for Radio Beacon controlled warehouses.

Use the Enter Counts (ICE510) program 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 quantities captured (which type, available or on hand, is determined in the IC Static Control F/M). The program allows you to enter counts in the same order in which the count sheets were printed based on the item type prompt. After you enter the counts, run the Discrepancy Report and update inventory. 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, you can either change it or display the next record. This allows you 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. Enter counts for all items before you print a Discrepancy Report or run the

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

Once the quantities are captured, you physically counted the items in your inventory, enter them into the system. When entering counts, the items display automatically in the order of the count sheets. Depending on how the Physical Exceptions Only flag is set in the IC Static Control F/M you may need to enter all counts (if the flag is set to N) or just exceptions where there is a discrepancy (if the flag is set to Y).

Once the counts have been entered, run the Discrepancy Report to show discrepancies between what the system shows for quantities and what was actually counted. If there are problems on the report, you can enter counts again (replacing the old values) for the necessary items. Items with discrepancies print in the same order (item, alpha, vendor, item class, or location) as they appeared on the count sheets. Report information includes: item number and description, primary and alternate bin locations, 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.

You may need to repeat the Enter Counts/Run Discrepancy Report process several times or until the physical inventory is balanced.

When all the numbers are satisfactory, run the Physical Inventory Update program. This updates quantities with the new counts and removes the old quantities.

Discrepancies are updated to the adjustments and transfers file so they can be posted to General Ledger through the next Adjustment Register (Inventory Control-->Adjustments-->Adjustments Register).

Program Concept Details

Multiple Bin Locations in Physical Inventory

IC Static Control Physical Count Order Other Than Location:

When the count sheets are printed using Print Count Sheets (ICR510) 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.

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 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.

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.

The system prints a line on the count sheet 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.

Multiple Bin Location Information

For items with multiple bin locations, the following applies for the Discrepancy Report (ICR520):

- 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.

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/serial lot number.

- 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.

Printing Discrepancies-Only on the Discrepancy Report or Physical Inventory Update

If the IC Static Control F/M setting for Count Exceptions Only is set to No, then the any null count quantity for any location is considered zero. If the Count Exceptions Only flag is set to Yes, a null count quantity in the primary location record is considered equal to the capture quantity. A null quantity in any other location records is considered zero. This comes into effect when you select to print discrepancies only. Using the above rules, all location count quantities are summed and compared to the capture quantity. If they are equal, this is also not considered a discrepancy.

Reports Work Flow Concepts

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, field of the beginning and ending item number is required.

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. You 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. 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.

The Surplus Stock Report provides a report listing all items 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.

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.

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. 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 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.

The Seasonal Item Report provides a report listing seasonal items along with usage information. There are two types of seasonal items: low seasonal is an item that has 80% of its annual sales within six consecutive periods; high seasonal is an item that 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 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. Items entered into the warehouse/item file through the Warehouse Item F/M or the Create Warehouse/Item Records programs are available for printing. Report information includes: General--item number and description(s), stocking unit of measure, movement class (1-12, 13=dead stock, 14=not set), seasonal item flag (Nonseasonal, Low, High), warehouse location, date created in warehouse, last and next physical dates, and whether ledgers are stored and Receipt--item number and description(s), movement class (1-12, 13=dead stock, 14=not set) and seasonal item flag (Nonseasonal, Low, High). For each receipt, the received quantity, stocking unit of measure, received cost, costing unit of measure, date received, lead time and lead time status (Abnormal=causing a greater than 50% change in average lead time, Ignored=disqualified by user in average lead time calculations, blank-normal).

The report also includes the total number of items listed.

The Item Ledgers Listing prints a list of the transaction types chosen that have affected the item's on hand quantity. Warehouses may be selected.

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. Report information includes: general information about each item including item number and description, stocking unit of measure, standard pack, alpha, vendor, item class, sequence number, vendor-item number, general ledger posting table, freight class, commission percent, date created, taxable flag, update inventory flag, serial/lot flag, manufactured flag (Bill of materials, Formulation and Neither) and miscellaneous sales flag and 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.

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. 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. For each item, the report provides item number and description, substitute item(s) and description(s) and total number of items listed.

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. 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. For each item, the report provides item number and description; corresponding interchange item(s) and memo(s); and total number of items listed.

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.

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. The system contains a default safety allowance percentage (%), which is set in the IC Static Control F/M. Initially, it defaults 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 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 never dip into the safety stock. Therefore, it may be cost effective to lower the safety allowance % on these items. Other items may dip into the safety stock more often, resulting in stock-outs (no stock on hand). For these items, it may be cost effective to raise the safety allowance on these items.

The Safety Allowance Reset program enables you 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 program skips this item.

The Vendor Review Cycle Reset may be used to recalculate and update the vendor's review cycles. Initially, you establish the vendor review cycle. However, after the system maintains 12 periods of purchasing, the review cycles may be too high or too low depending on the total purchases and buying target (\$) you set for each vendor. The optional update allows you 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 you order 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 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. Label information includes: item number and item description and 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 PIA Manual.

The Bar Code Label Print program prints bar code labels of item numbers. Since there are different types of bar codes, make sure the printer uses the bar code standard needed. The hex code for bar code on and off must be set up in the Printer F/M program. The program prints on a 1-up 5 x 1 label. The program prints item number, description, stocking unit of measure and the bar code for the item number.

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. The register first prints all out-of-balance items, then offers an optional update to reset the quantities to match the printout. Only run this program only if any quantities in Sales Orders, Purchase Orders, Or Inventory are out of balance.

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. Each type of code is created and maintained in its own file maintenance program. Most are used in the item file. The adjustment code is used for making inventory adjustments. Report information includes each code, the information stored with each of those codes and the total number of codes listed.

Resetting Movement Classes

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 that 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 that 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 un-inventoried 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.

End of Period Work Flow

The end-of-period menu contains programs that should be run at the end of each inventory period.

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. Since the activity is removed during the End-of-Period Update, make sure you run the Item Activity Report before the End-of-Period Update. Otherwise the report is not available for the period. Item activity is grouped according to receipts, production (manufacturing), transfers, adjustments and sales. 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 because in most cases the actual on-hand quantities are updated immediately, whereas 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.

The Serial/Lot number Removal Register enables you 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. Report information includes: 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.

If you use ledgercards for warehouse/item combinations, you can remove them during the end-of-period process with the Item Ledgercard Removal 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 re-sequenced. 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.

The End-of-Period Update program updates period information and resets restocking information. During this process, items are flagged. 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 and 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 "selected". If the item is not a stocked item with the warehouse level replenishment flag set to "selected", 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 "selected". The safety stock dip % and the number of days stock-out (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. Items 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.

After the update runs, you should run the Flagged Item Report to obtain a list of flagged items. Any item flagged indicates there has been a variance from normal processing (usage rates, lead times, frozen controls). This report is a tool you can use to determine what is to be done with an item—that is, whether fields (lead times, etc.) should be adjusted. 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 stock-out (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 items are set to ignore low sales and the number of periods left to ignore. This report is designed 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_SMG000_000 Program. Once adjustments are made, the Item Flag/Restocking_SMG000_000 Program is used to automatically reset the item restocking amounts.

Use the Item Flag/Restocking to make these adjustments and automatically reset the item restocking amounts for items that appeared on the Flagged Item Report. Use this program 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 and Average lead time

Program Concept Details

End-Of-Period Update (ICU890)

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 (non-seasonal) 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 the average of the last five periods, plus the current period divided by 6 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 stock-out — 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 selected. 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:

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:

(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 point 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).

File Maintenances Work Flows

You can access the following programs from the IC File Maintenances menu:

Item F/M (ICF910), which is used 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, make sure you have set up at least one item class, item price class, unit of measure, vendor and GL posting table.

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.

Item/Unit Of Measure F/M (ICF915), which is used 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 entering U at the main user prompt. This program can be added to any menu through the SM Program F/M and Menu F/M on the SM Menu Setup Menu.

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, and Default Pricing UM

Warehouse/Item F/M (ICF920), which is used 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.

Purchase Line Entry (ICE920), which is used to group together items you usually buy together. The path to the program is Inventory Control>File Maintenances>Purchase Line Entry (ICE920). A Purchase Line is for a range of items from a particular vendor and its parameters can be defined either at the Purchase Line or Warehouse / PLine level. In Replenishment Parameter Maintenance, an item's parameters can be entered and the appropriate scope level is chosen during entry. Depending on the scope selected, a set of parameters can apply to a range of items. For example, an item can be selected by entering its part number, and then the scope can be set to the Purchase Line for the item. All items that are members of the Purchasing Line would then have the settings applied according to the hierarchy. Purchase Line Entry ties into fields in Item F/M (ICF910). Purchase Line Entry sets purchase line information for an item for a vendor. This information overrides the vendor defined in Item F/M & over writes it in the Item file. If you modify the primary vendor on a purchase line, the vendor is updated for all of the items on that purchasing line.

Catalog Item F/M (ICF905), which is used to maintain information on catalog items and export catalog items into the FACTS Item F/M. Catalog items are items that are provided by a vendor but are not stocked. This file maintenance allows you to maintain information on catalog items and export catalog items into the FACTS Item F/M.

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, and Primary Vendor

Serial/Lot F/M (ICF930), which is used to maintain serial numbers and lot numbers for items. 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.

Item Interchange F/M (ICF935), which 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.

Whse/Vendor Review Cycle F/M (ICF945), which is used to create and maintain the warehouse/vendor review cycles. During installation, 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 (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.

Quick Item Add, which is used to create and maintain records in the item file quickly by using an existing item to serve as a template for the new item. 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. Note: The Quick Item Add program does not allow you to enter or create alternate bin locations for items.

Process Warehouse/Item Records (ICU960), which is used to process warehouse/item records automatically for a range of items in the item file. You can import and export of data to Excel for review and updates. This can replace utilization of existing warehouse item records for an alternate warehouse to serve as the basis and allow initial replenishment parameter settings and expiration dates in an offline mode. Warehouse/item records can be imported, exported or pending records removed for one warehouse each time the program is run. This program may save you time during initial inventory setup or in the event that you are opening a new warehouse.

Create Warehouse/Vendor Review Records (ICU930), which is used to duplicate Warehouse/Vendor Review Records from one warehouse to another. You can specify: the order to create - vendor, alpha or vendor class, beginning and ending order choice, warehouse from which to duplicate review records, and warehouse to which to duplicate review records.

Transfer/Change Item Codes (ICU920), which is used to change information in the Item and Warehouse/item Files for a range of items. All of this information is stored on each item in the item file. You may find this program useful when you need to make global changes to a number of item records without having to manually change each individual record in Item F/M or Warehouse/Item F/M. For example, sales tax or zip code changes may affect a number of item records. You can use this program to make the change once. When running this program, you can specify: the change order - item, alpha, item class, vendor, beginning and ending order to change and the warehouse to change for warehouse/item information. Changes made in this program do not affect transaction files or other modules.

Item Changer (ICU940), which is used to change specific information about an item to be reflected throughout the FACTS System. **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.

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, and Alpha lookup.

Use the Past Transfer Removal program to delete old records from the past transfer history files based on selection criteria. This program can be run through job stream. Transfer history is being used for the Service Fill Report, which is accessible via ODBC and the Report Writer.

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. Past Transfer Removal works against an entire transfer ticket and not just individual transfer receipts. If there are no open documents remaining on a transfer ticket and its highest receipt date is prior to the receiving cutoff date, then the entire ticket (all receipt documents) is removed from the transfer data files and records are removed from the line totals file (ICTRNT). For serial/lot items, the program deletes serial/lot records. After the program deletes lines, the header record is deleted.

Program Concepts

Deleting a warehouse/item record

Select a record and choose Delete. The program prompts you with the following:

SA history exists for this warehouse/item. Enter new item to store sales history under.

Enter the alternate SA item number to which you want to transfer sales history information. The entry must be a valid item number.

Item Changer (ICU940) 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
- Service & Repair
- Equipment Rental

EWMS Processing Note

The Item Changer (ICU940) program is disabled for any Radio Beacon controlled warehouses.

Tips and recommendations

The Item Changer program also functions for items setup in alternate bin locations.

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 a time, but it may take several hours to do so.

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.

To access this program, choose Inventory Control-->File Maintenances -->Item Changer.

Inventory Control Infrequent File Maintenances Overview

In most cases, your System Administrator or local FACTS Affiliate will use these programs during initial installation or during live processing if you determine that a modification needs to be made.

Always check with your Affiliate before you make changes to these programs.

You can access the following programs from the IC File Maintenances menu:

Item Class F/M (ICF950), which is used to create and maintain the item class records to help you review categories of items. Each item can be assigned to an item class (i.e., lawn mower parts, bike parts, etc.) Item classes are completely user-definable and can be used in IC reports to sort items according to their classes.

Even if you don't intend to use item classes, you must create at least one class and assign all items to it.

Item Price Class F/M (ICF952), which is used 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-definable. Item price classes are used to set up contract pricing in Sales Orders and in the IC Costing & Pricing subsystem. eCatalog 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), which is used to establish and maintain a set of GL posting tables for the Inventory Control module. Once GL Posting Tables are created, you can assign a posting table to each item so that the system knows which GL account numbers to post to when it posts a transaction for that item. You can set up one GL posting table and post all items to it, or you can set up multiple posting tables to produce a more detailed accounting system.

The posting tables define how transactions should be distributed in the General Ledger distribution after various FACTS registers have been run.

Adjustment Code F/M (ICF960), which is used to create and maintain adjustment codes needed to make adjustments that should 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)

Adjustment codes must be set up in this file maintenance before you can enter 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.

Unit Of Measure Code F/M (ICF965), which is used to create and maintain a valid set of unit of measure codes. These codes are user-definable, and they are referenced throughout the system.

Each item is assigned a unit of measure for stocking, pricing, selling, costing and buying.

Warehouse F/M (ICF970), which is used to create and maintain warehouse information that is referenced by programs in Inventory Control, Sales Orders, Manufacturing Control, Purchase Orders and Equipment Rental modules. 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, and eStorefront.

A warehouse cannot be deleted if it is used in the Equipment Rental System.

Note for WMS warehouses, if the WMS control record has not yet been created the system displays a message indicating that you must first create the WMS control record and returns you to the menu.

IC to GL Posting Control F/M (ICF975), which is used to create and maintain an inventory GL posting control record for each company that uses the IC module. This program works in conjunction with IC GL Posting Table F/M and various FACTS registers.

Quick Vendor F/M (ICF940), which is used to add vendors through FACTS for users whose systems do not have the Accounts Payable module. If the AP usage flag is set to Y in System Control F/M, you will not be able to access this program.

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.

Vendor numbers may be automatically assigned by the system.

You cannot delete vendors with open documents or open purchase orders.

Standard Part Source F/M, which is used to create source codes. 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.

Rebuild Inventory Sort Files (ICU990), which is used to rebuild sort files, which may not be current with the rest of the system.

Transfer Entry Options F/M (ICF978), which is used to customize the Transfer Entry and Confirmation programs to meet your company's specific needs.

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. 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.

Infor strongly recommends that you password-protect the Nonstatic Control F/M (ICF985) and Static Control F/M (ICF980) programs. Changes should only be made extreme caution and under the supervision of your Affiliate.

Static Control F/M (ICF980), which is used to maintain settings that affect how the IC module operates.

Nonstatic Control F/M (ICF985), which is used to maintain settings that the system updates and references during live processing.

Deleting an item class from the system:

When you delete an item class, the system prompts you to enter an alternate item class that it can transfer sales history to so that it's still available in Sales Analysis.

Make sure you set up at least one false item class to which you can transfer sales history when you delete a class. A false class needs to be created even if you use one class for all your items.

Inventory Control Transaction Procedures

Inventory Control Transaction Procedures cover the step-by-step instructions used to maintain items in the IC module

Standard Procedures for Inventory Control

This section covers standard procedures to be followed for inventory control. 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 for IC

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 cost/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 Register and Receiving Register
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

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

- *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

Adjustments Procedures

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.
- 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.

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** to change the unit of measure.
- 5 In the Adjustment Code field, enter the adjustment code. 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** 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, save your entries. You can stop entering adjustment lines. You can Add additional items for adjustment. On the left side of the line item browser, you can access Note Entry (SME710) for the item highlighted in line item browser.
- 13 Press **Exit** button to return to the main IC menu.

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, and C-Item Class Order.
- 3 In the Beginning field, select the beginning order choice to print.
- 4 In the Ending field, select ending order choice to print.

- 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 to default to ALL.

In the Warehouse field, enter up to ten 2-character warehouse codes side-by-side to print. Press F1 to default to ALL.

In the Adjustment Code field, enter up to ten 2-character adjustment codes side by side to print. Press F1 to default to ALL.

In the Date field, enter the Adjustment Register 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.

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.
- 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, and stocking unit of measure, prior to repackaging (before) on-hand quantity.

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.

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 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 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:
Save 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.

Stop to end item transfers. To add additional item repackaging transfers, select Add.

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

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.

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.
- 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:

-Changes a line-item -

You can modify a suggested transfer line by highlighting it in the browser and Edit.

A - 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.

- 6 For restocking transfers the system displays the following fields:

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.

Units

Enter the number of units (per stocking unit of measure) to transfer. Press **F2** 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

- 7 For special order transfers the system displays the following fields:

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** to perform a special item search, i.e. searching sales orders with special order items.

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.

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 - Deletes the highlighted suggested transfer line.

8 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.

Press **F4** or the **Done** button 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** 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** 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 **N**, 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.

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 add a special order, or press **F2** for a search.

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

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

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

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

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

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

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

- 4 In the Requested 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 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 is inactive, it cannot be backordered and it cannot commit more than is available.
- 7 The system automatically returns you to the item field to add another transfer. When you are satisfied with your line item entry press Stop to complete the line item entry.
- 8 You can select:

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.

Edit to make changes for the highlighted line item.

Add or Insert to add another line item.

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

- 9 When you have completed the line item or header information changes, press **F3** to end the entry process and the system displays the message: Print transfer ticket now?
- 10 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.
- 11 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.
- 12 Press **F4** or the Done button to end the program.

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 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
- 6 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.

7 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.

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

Add or Insert a line-item above the highlighted line item. Enter the item number and quantity to confirm.

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.

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**".
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.

9 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.
- 10 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.
 - 11 You can enter additional shipment confirmations or press **F4** or **Done** to exit.

How to print and update the Shipment Register

- 1 Access this program by choosing Inventory Control-->Warehouse Transfers-->Shipment Register.
- 2 In the Beginning Ticket field, enter the beginning transfer ticket number to print. Press **Enter** (CR) to default to FIRST.
- 3 In the Ending Ticket field, enter the ending transfer ticket number to print. Press **Enter** (CR) to default to LAST.
- 4 In the Beginning Date field, enter the beginning transfer date to print.
- 5 In the Ending Date field, enter the ending transfer date to print.
- 6 In the From Warehouse field, enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. Press **Enter** (CR) to default to the warehouse assigned to the terminal.
- 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** to default to **ALL**.
- 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.
- 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.

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** 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**:
- 7 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 number to post the discrepancy to. Press **Enter** (CR) to default to the discrepancy number in the GL posting table assigned to the item.

- 8 Add 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**".

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.

From within Add mode, you can select:

Add or Inserts line-item above the highlighted line item.

Delete the highlighted entry.

Complete line item entry.

Saves you line item changes.

- 9 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 no 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 no longer be editable. You can select to continue with the update or cancel.

- 10 When you have 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.

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.
- 3 In the Ending Ticket field, enter the ending transfer ticket number to print. .
- 4 In the Beginning Date field, enter the beginning receipt date to print.
- 5 In the Ending Date field, enter the ending receipt date to print.
- 6 In the From Warehouse field, enter the warehouse to print FROM which shipments were transferred. The entry must be a valid warehouse code. Press **Enter** (CR) to default to the warehouse assigned to the terminal. Press **F3** 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** to default to **ALL**.
- 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.



How to enter a quick transfer adjustment

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

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** 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** 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 Stop to exit item entry and access the To warehouse field.
 - restart line item entry, by pressing Add.
 - change to warehouses and continue entering items or press **F4** again or the **Exit** button to exit.

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.
- 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** 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**.
- 8 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**.
- 9 For new records the system creates blank suggested cost/pricing lines for the item. 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** 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** 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** 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** 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*.

- 10 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.
- 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.**

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

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: **Item**, **Alpha**, **Vendor**, **Item Class**, or **Item Price Class**. Press **Enter** (CR) to default to Item order.
- 3 In the Beginning Order Choice field, enter the beginning order choice.
- 4 In the Ending Order Choice field, enter the ending order choice.
- 5 In the Item Type field, enter the type of item to create: **Stocked**, **Nonstocked**, or **Uninventoried**. Press **Enter** (CR) to default to SNU.
- 6 In the Vendor/Item Price Class field, enter the vendor number or item price class to create. Press Enter (CR) to default to ALL.
- 7 In the Effective Date field, enter the effective date of the suggested cost/price change. Press Enter (CR) to default to the system date. Effective dates for any suggested records already on file will be overwritten.
- 8 At the Suggested Level Types field, select the suggested record types to create: **List Price**, **Manual Cost**, **Standard Price**, **Level 1**, **Level 2**, **Level 3**, **Level 4**, **Level 5**, **Level 6**. The number of price levels available corresponds to the number of price levels that are set up in the # Price Levels field in the IC Static Control program.) Press **Enter** (CR) to default LMS123456 (or all of the record types that are available).
- 9 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) to set the Commission % to the current Commission %. Press F1 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) to set the Commission % to the current Commission %. Press F1 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 Select **Create Levels** to create price levels for items if no current prices exist for the level. This field is skipped if no suggested price levels were selected to be created in the previous field. The price levels created here will be based on the standard price. Press **Enter** (CR) to default to unselected.
- 14 Select a **Pricing Um Scope** option to indicate whether to create suggested price records for **All** pricing UM records, **Non-default** pricing UM records or **Default** pricing UM records. This UM scope does not affect the list price or manual cost. Press **Enter** (CR) to default to All. This field is skipped if the Suggested Types selected do not include price levels, list price or standard price.
- 15 Select a Rounding option to round prices to the nearest **Five Cents**, **Ten Cents** or **No** Rounding. Press **Enter** (CR) to default to N. Suggested records will be created only for current records with dollar amounts.
- 16 Select **Skip Inactive Items** to skip inactive items when creating suggested costs and prices.
- 17 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 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: **Item**, **Alpha**, **Vendor**, **Item Class**, or **Item Price Class**. Press **Enter** (CR) to default to Item order.
- 3 In the Beginning Order Choice field, enter the beginning order choice.
- 4 In the Ending Order Choice field, enter the ending order choice.
- 5 In the Item Type field, enter the type of item to create: **Stocked**, **Nonstocked**, or **Uninventoried**. Press **Enter** (CR) to default to SNU.
- 6 In the Vendor/Item Price Class field, enter the vendor number or item price class to create. Press F1to default to ALL.
- 7 In the Update field, select which types of suggested records to update: **List Price**, **Manual Cost**, **Standard Price**, **Price Levels** and **Quantity Breaks**. Press F1to default to ALL.
- 8 In the Pricing Um Scope field, enter whether to update suggested price records for **All** pricing UM records, **Non-default pricing UM records** or **Default pricing UM records**. This UM scope does not affect 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) 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.

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: **Item**, **Alpha**, **Vendor**, **Item Class**, or **Item Price Class**. Press **Enter** (CR) to default to Item order.
- 3 In the Beginning Order Choice field, enter the beginning order choice.
- 4 In the Ending Order Choice field, enter the ending order choice.
- 5 In the Item Type field, enter the type of item to create: **Stocked**, **Nonstocked**, or **Uninventoried**. Press **Enter** (CR) to default to SNU. Press F1to default to ALL.

- 6 In the Vendor/Item Price Class field, enter the vendor number or item price class to create. Press **F1** to default to ALL.
- 7 In the Erase field, select which types of suggested records to erase: **List Price**, **Manual Cost**, **Standard Price**, **Price Levels** and **Quantity Breaks**. Press **Enter (CR)**, **F1** to default to ALL.
- 8 In the Pricing Um Scope field, enter whether to erase suggested price records for **All** pricing UM records, **Non-default pricing UM records** or **Default pricing UM records**. This UM scope does not affect 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)** 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.

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.
- 3 If you've already set up costing/pricing information for an item, the program automatically goes into edit mode. 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 1100 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** 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** 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** 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** 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 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.
 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.

Setting Scope

This option is available after entering the first item to add/edit. Use it to set the field fields you want to access first during Suggested Cost/Price Entry. The purpose of this scope screen is to make cost/price entries faster and easier.

When entering suggested records for an inventory item the first time, the *New Entry* column tells the system what suggested records will be entered (list price, manual cost, standard price, price levels, quantity breaks).

The *First Stop At* columns indicate to the system where to place the cursor when a suggested record is being edited. If a particular First Stop At flag is set to Y, then all other first stop at flags for that price type are set to N. (Only one First Stop At flag per price type may be set to Y).

For example, you may want to set all prices using multipliers and bases. If so, the First Stop At flag should be set to Y under **Basis**. Then each time you set up an item, the program will always stop at the Basis fields first.

In another example, you may want to set all your prices using the dollar amount method, and never use the multiple and basis. In this case, the First Stop At flag should be set to Y under **Amount**. Then each time you set up an item, the system will automatically skip basis and go directly to the amount field.

However, say you decide that you want to set manual cost using the dollar amount method, standard prices using the basis/multiplier method and level prices using the change % method. To make this possible, you would set the First Stop At flag for manual cost to Y under **Amount**, the First Stop At flag for standard prices to Y under **Basis** and the First Stop At flag for level prices to Y under Change %.

How to set flags in the Scope box

- 1 Use your arrow keys to select the field you want to set.
- 2 Press **Enter** (CR) to change the setting from **Y** to **N** or vice versa.
- 3 Press **F4-Exit** to return to the previous screen.
- 4 Scope settings are user definable. When you exit the Suggested Cost/Price Entry program, the scope returns to the system's default settings.

Process Flow: Importing Standard Part Numbers in EPU

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 or 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 F/M 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 Item F/M.

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.*

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.

How 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:

Add more standard part number for the same source.

Highlight a standard part number line, then delete it. Refer to the How to delete a standard part number topic for more information.

Highlight a standard part number line, then 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.

How to create a new standard part number for a different source code

- 1 After you exit the line item section, choose **Done**.
- 2 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.
- 3 Choose a new code in the **Source Code** field and press Enter to continue.
- 4 Enter the **standard part number**, **FACTS item number**, **UM** (optional), and **Description**, if the description is something different than the default.

How to delete 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 Highlight the number in the item browser.
- 4 Press **Delete** on the keyboard or choose the **Delete** button on the right side of the screen.

How to edit a standard part number (change description or UM)

- 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 Double-click a standard part number in the item browser or highlight the number in the browser and choose the **Edit** button.
- 4 Use the line-item entry section to modify the standard part number information.
- 5 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.


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 **Suggested** FACTS costs/prices or **Actual** 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.

How 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.

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 **No** to update the existing file on the system. Answer **Yes** 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 it's 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 **Yes** to clear the pending file before processing the new data from this flat file. Enter **No** to leave any unprocessed records in the pending file before processing the new data from this flat file.
Note: Records remain in the pending file until they are manually removed through Pending File Maintenance or updated through Pending File Update.
- 8 In the Number Of Records 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.

Physical Inventory Procedures

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 **Item number**, **Alpha sort**, **Vendor number**, **item Class**, **Location** or **Movement 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.
- 4 In the Ending Order Choice field, select the ending order choice to capture.
- 5 In the Item Type field, enter the type of item to capture: **Stocked items** and/or **Nonstocked 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) to default to the system date.

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. .
- 3 In the Item Type field, enter the item type to enter counts for: **Stocked items** and/or **Nonstocked items**. Press **Enter** (CR) to default to **SN**.
- 4 In the Item 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).
- 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.
- 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** to *add* the number to the displayed quantity. Press **F2** to change the unit of measure. Press **F3** to display the next item captured (on the count sheet).
- 9 You can select:
 - Save your inventory count when you have finished entering records.
 - Cancel item count entry.
 - Add additional item counts after stopping line entry.
- 10 Press **Done** when you are ready to exit the program.
- 11 After recording the count, the program returns to the Item Type field. The item just recorded is displayed in the bottom portion of the screen.
- 12 You can continue entering counts or press **F4** to return to the warehouse field then press **F4** again to exit.

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 **Item number**, **Alpha sort**, **Vendor number**, item **Class**, **Location** or **Movement class**. The order choice automatically appears on the screen as set in the inventory static control record.
- 3 In the Beginning Order Choice field, enter the beginning order choice to update.
- 4 In the Ending Order Choice field, enter the ending order choice to update.

- 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

Inquiries Procedures

How to view item information

- 1 Access this program by choosing *Purchase Orders -->Inquiries -->Item Inquiry*.
- 2 In the browser in the upper portion of the screen, the system displays the available items in the system. You can select an item by double clicking it in the browser. You can enter a specific item number in the Go To field to locate a specific item to display detail information in the browser. The **Go to** field is case sensitive. This means that if you enter *i100* to lookup an item number when someone entered it as *I100*, the item record you are looking for will not appear in the browser.
- 3 In the center section of a screen, select the view that contains the type of information you want to see for this specified item. You can select from:
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.

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**-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.

The Cost view displays costing information including standard, average, last, manual, markup percent, suggested (if on file), and date of last cost change.

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).

The Interchange view displays all interchange items and memos for the item.

The Ledgercards view displays ledgercard information including warehouse, sequence number, date, transaction type, units affecting inventory, new on hand quantity, document number and register number.

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.

If Material Safety Data Sheets (MSDS) information is maintained, the MSDS view displays the MSDS ID and description, the hardcopy literature location, electronic (online) file location and print code, the revision date, and the requirements for distributing the MSDS.

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.

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

The Price view displays pricing information including standard current and suggested (if on file) price, pricing unit of measure, standard and suggested (if on file), pricing for levels used by the system (1-6 as set in the IC static control record), the last date that the

pricing algorithms changed is displayed in the **Last Price Change** field. If the last effective price change is different than that date, the **Last Effective Change** date is displayed as well. These two dates are the same unless there was a change to manual cost only, and there are prices based on manual cost. In that case, the **Last Effective Change** date will be more recent than the **Last Price Change** date. The Price View also displays the prices (if any) for each UM, both level prices, and quantity break prices. Each of these groups of prices is separated by a blank line for readability. At the end of each of these groups, the date that group of prices last changed is displayed as the "**Last Change this UM**" or the "**Last Change this Break**". These dates reflect the last time that any of the pricing algorithms for that UM changed.

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.

The Receipts view displays receipt information for the last 5 receipts including the 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.

The Restocking view displays restocking information including warehouse, movement class, seasonality (N-nonseasonal, H-high seasonal, or L-low seasonal), usage rate, restocking type-order point, line point or minimum stock, maximum stock, order quantity method, order quantity, restocking warehouse, average lead time, frozen date, periods frozen and controls frozen (restocking amounts, order quantity, lead time and/or safety allowance).

The Serial/Lot view displays the serial information including the warehouse, serial/lot number, DOC number, received date, vendor purchased from, received cost, and 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. Detailed serial/lot information includes availability (YES, NO or in EQUIPMENT RENTAL inventory), expiration, memo and last usage

The Warehouse view displays warehouse information for all warehouses from the warehouse/item file including warehouse, on hand quantity, quantity committed, quantity available, quantity backordered, quantity on order, stocking unit of measure, date of last physical, (bin) location, movement class and seasonality (N-nonseasonal, L-low seasonal or H-high seasonal).

The Transfer view displays transfer information including 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.

The Turns view displays turn information including for each of the last 12 periods, the usage and end-of-period on hand quantity. Summary information displays the 12 period

usage and the 12 period average on hand and calculates the number of turns.

The Usage view displays usage information including qualified and actual usage, stocking unit of measure, number of stock-out days, the percentage dip below the safety stock for the current period and the last 12 periods and the stock-out 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 an inquiry line doesn't show the qualified usage, that indicates it is the same as the actual usage.

The DOT view displays the DOT code, freight class, ERG#, technical or chemical name.

The STD Part Number View displays the source code, standard part number and code.

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.

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.

The Companions view displays the companion items and memos defined for the item being inquired upon.

The Notes view displays notes information for the specified item. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited. You can access the Notes Entry (SME710) program from the Options-->1 Item Note Entry to enter or modify notes for the specified item.

The Lost Sales view displays information about item lost sales including the invoice or credit memo date, warehouse, lost sale reason code, item quantity and unit of measure, price and cost with units of measure, customer code, name and ship to, salesperson information, the date the sales order was entered/edited and user who entered/edited it.

The User-Defined view displays data from the User-Defined view of Item F/M (ICF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Item F/M (ICF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

- 4 When you are finished reviewing information for vendors, press Exit to close the Item Inquiry program

Use the following fields 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.
- 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.
- 3 **Item by Item**--Open the Item file or scroll through items to analyze profits.
- 4 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.
- 5 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.
- 6 When you have completed profit analysis, press the **Done** button to exit the program.

End-Of-Period Procedures

EOP Checklist

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 clean up 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.

File Maintenances Procedures

Item entry shortcuts

Creating Default Items

To speed up new item entries, you can create a default item, which serves as a template. If many of your items share common information, this information can be entered in the default item. Then when you create new items from the default, the system automatically enters all the default information for you.

To enter a default item:

- 1 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 #.

- 2 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.

Related programs

After creating a new record, the following programs automatically open in succession:

Units of Measure

Quick Enter

- Cost Price

Quantity Price Breaks

Warehouse Entry

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.

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.

Make changes as necessary.

Save and Exit.

To delete a source code:

Select the code in the source code field. Press F2 to find a code. Choose Delete.

Ü NOTE: If you delete a source code that has SPNs associated with it, no one can access the SPNs in SPN entry.

Adding purchase lines

- 1 Access Inventory Control> File Maintenances>Purchase Line Entry (ICE920).
- 2 Select the Next icon to add a new purchasing Line.
- 3 Enter the purchasing line description and the vendor for the line.
- 4 Select Add and enter the item number.
- 5 (Optional) To enter additional items, select Add again and enter item number to include in the purchasing line for the specified vendor.

Updating the vendor for an item on a purchase line

- 1 Access Inventory Control> File Maintenances>Purchase Line Entry (ICE920).
- 2 Specify the purchasing line you want to modify, or enter the purchasing line description and the vendor for a new purchasing line.
- 3 Select Add and enter the item number.
- 4 Reply Yes when the message "Do you want to change vendor XX to vendor XX for the item?"
The item will be modified in the system to the new purchasing line and vendor you specify.
- 5 Save your changes.
- 6 Exit the program.

Deleting items from purchase lines

- 1 Access Inventory Control> File Maintenances>Purchase Line Entry (ICE920).
- 2 Specify the purchasing line you want to modify.
- 3 In the browser, highlight the item line that you want to remove.
- 4 Select Delete.
- 5 Save your changes.
- 6 Exit the program.

Modifying lead time for a receipt (Entering Qualified Lead Time)

- 1 Access the Lead Time Review (ICF550). The Complete path is IC>File Maintenances>Lead Time Review.
- 2 Specify the warehouse and item to use for the receipt document display.
- 3 Indicate the type of documents you want to view—transfers, purchase orders or both.

- 4 (Optional) Specify the PO number and receipt or Transfer number and shipment line if you know the exact information.
- 5 The transfers shipment lines and purchase order receipt lines are displayed in the browser so you can modify the lead time information as needed.
- 6 Highlight the line you want to modify and select the Edit icon.
- 7 (Optional) You can select the Ignore checkbox to prevent this lead time from be included in average lead time calculations.
- 8 (Optional) You can select the Abnormal checkbox to flag a Lead Time as abnormal if it is more than 50% different from the average or if the ARP Lead Time minimum or maximum threshold has been reached.
- 9 Enter the qualified lead time that represents the correct lead time value that is to be used in calculations in the system.
- 10 Save your changes.
- 11 Now you have the option to select:
 - Restocking--Opens the Restocking View (POC417) screen for the selected warehouse/item; if the header warehouse/item is not used it will use the warehouse/item of the line in the browser.
 - Usage--Opens the Usage View (POC416) View for the selected warehouse/item; if the header warehouse/item is not used it will use the warehouse/item of the line in the browser.
 - View Doc--Views the doc selected in the browser.
 - Replen F/M--Accesses Replenishment Parameter Maintenance for the selected warehouse/item or for the warehouse/item of the highlighted line in the browser.-Or-
 - Highlight the next receipt to enter qualified usage and repeat steps 7-10.
- 12 When you are finished entering qualified usage, select Done to enter another warehouse and item to use for the receipt document display or select Done again to exit the program.

Entering Qualified Usage

- 1 Access the Usage Review (ICF555). The Complete path is IC>File Maintenances>Usage Review.
- 2 Specify the warehouse and item to use for the receipt document display.
- 3 In the Beginning Date field, specify the beginning date for the browser display, and in the Days to Display field specify the number of days (30, 60, 90, or 120) to display.
- 4 (Optional) Check the Abnormal check box to only display those usage lines that are Abnormal (both High and Low).
- 5 In the browser, double click the usage line in the browser to display the Usage Review Detail (ICE556) program. You can to change qualified usage for any document that has recorded usage for the selected warehouse and item combination you specified.

- 6 (Optional) You can apply a set of filters to define the usage lines displayed in the browser. In the Beginning Date field, you can filter for the beginning date for the display.
- 7 (Optional) In the Days to Display field specify the number of days (30, 60, 90, or 120) to display.
- 8 (Optional) You can also select the For Usage Warehouse from list box with the user entered warehouse, along with all the warehouses that are replenished from the specified warehouse/item and the type of usage to display-- Exceptional Usage, Not Exceptional Usage, or All, and the document types for the display: AD – adjustment, SO – Sales Order/Invoice, MC – BOM Ticket, MF – Formulation Ticket, MP – Formulation Packaging, MI – Formulation Ingredients, PO – Purchase Order, CR – Credit of usage for Customer/Vendor Returns, and LS – Lost Sale.
- 9 Highlight a disbursement line in the browser and elect Edit to modify information
- 10 Select the Update Usage checkbox to update usage.
- 11 In the Usage Date field specify the date for the usage change.
- 12 In the Qualified Usage field, specify the new usage value for the warehouse/item on the document line.
- 13 Once you have modified the qualified usage and save your changes, select the Done button to return to Usage Review (ICE555).
- 14 Select the Recalculate Usage button on Usage Review (ICE555) to recalculate qualified usage for specified warehouse/item.
- 15 Press Done to enter additional qualified usage.
- 16 Press Done again to exit the program

Replenishment Parameter Maintenance Procedures

The Replenishment Parameter Maintenance program allows the buyer to configure the procurement calculations. The following procedures categories of parameters are available.

[Alerts Parameter Procedures](#)

[Usage Parameter Procedures](#)

[Safety Stock Parameter Procedures](#)

[Order Point Parameter Procedures](#)

[Order Quantity Parameter Procedures](#)

[Lead Time Parameter Procedures](#)

[Review Cycle Parameter Procedures](#)

[Frozen Controls Parameter Procedures](#)

Correcting errors in Replenishment Parameter Maintenance

If you enter incorrect information for the default company parameters, you cannot proceed in this program until the error is corrected.

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 In the Parameter Options Line browser, select the Replenishment Parameter that is highlighted in red.
- 3 Make the necessary changes in the Replenishment Parameter information.
- 4 Select Exit when you are done.

Editing replenishment parameters

Note that you cannot delete the company default settings. You can delete only the overrides entered for the parameters set in the system.

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, From Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter that you want to delete.
- 5 Select Delete.
- 6 Select yes, when the message asking if you want to delete the line is displayed.
- 7 Select Exit when you are done.

Entering replenishment parameters: Abnormal Lead Time for ARP Transfers

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set

- according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
 - 4 In the Parameter Options Line browser, select the Replenishment Parameter "Warehouse/Transfer ARP".
 - 5 Select Edit.
 - 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply.
 - 7 Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
 - 8 When the system asks if you want to change to a more specific scope, click Yes.
 - 9 In the Parameter Options Line browser, select the Replenishment Parameter "Abnormal Lead Time for ARP Transfers".
 - 10 Select Edit.
 - 11 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
 - 12 Select the % of Average Too Low field specify the percent difference below the existing average lead time for a new lead time to be considered abnormal.
 - 13 In the % of Average Too High field specify the percent difference above the existing average lead time for a new lead time to be considered abnormal.
 - 14 (Optional) You can specify additional replenishment parameters as needed.
 - 15 Select Exit when you are done.

Entering replenishment parameters: Abnormal Lead Time for ARP Vendors

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.

- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Abnormal Lead Time for ARP Vendors”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the % of Average Too Low field specify the percent difference below the existing average lead time for a new lead time to be considered abnormal.
- 8 In the % of Average Too High field specify the percent difference above the existing average lead time for a new lead time to be considered abnormal.
- 9 (Optional) You can specify additional replenishment parameters as needed.
- 10 Select Exit when you are done.

Entering replenishment parameters: Alert Calculated vs. Frozen OP/LP/OQ (order point, line point or order quantity) Variance

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Alert Calculated vs. Frozen OP/LP/OQ Variance”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.

- 8 Select the Alert Calculated vs. Frozen OP/LP/OQ Variance checkbox to indicate whether an alert should be raised when order point, line point or order quantity significantly deviate from their frozen values.
- 9 For Order Point, in the Units, Percent and Cost fields specify the value for the amount, percent and/or total cost values that should generate an alert, when the calculated order point deviates from the frozen order point.
- 10 For Line Point, in the Units, Percent and Cost fields specify the value for the amount, percent and/or total cost values that should generate an alert, when the calculated line point deviates from the frozen line point.
- 11 For Order Quantity, in the Units, Percent and Cost fields specify the value for the amount, percent and/or total cost values that should generate an alert, when the calculated order quantity deviates from the frozen order quantity.
- 12 (Optional) In the Expiration Date field you can specify the expiration date if you have modified the scope of the parameter to narrow it from the company defaults.
- 13 (Optional) In the Memo field specify the optional memo for the alert setting.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Alert for Non-Replenishment Items with Hits

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 (Optional) Specify the options from Category and Parameter drop downs to narrow the browser display to a specific category and/or parameter.
- 5 In the Parameter Options Line browser, select the Replenishment Parameter “Alert on Non-Replenishment Items with Hits”.
- 6 Select Edit.
- 7 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Vendor as appropriate and select Apply.
- 8 When the system asks if you want to change to a more specific scope, click Yes.

- 9 Select the Alert on Non-Replenishment Items with Hits checkbox to indicate an alert will be generated when the criteria are met.
- 10 In the Number of Hits field specify the number of document hits required within the number of months indicated in the field below.
- 11 In the Number of Months field, specify the number of months in which the hits must occur.
- 12 If an item has frozen controls and that item has the indicated # of document hits in the # months specified (going back from today), an alert will be raised.
- 13 Select Save.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Alert on Unconfirmed Purchase Orders

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Alert on Unconfirmed Purchase Orders".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply.
- 7 Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 8 When the system asks if you want to change to a more specific scope, click Yes.
- 9 Select the Alert on Unconfirmed Purchase Orders checkbox to indicate whether an alert should be raised for purchase orders that have not been confirmed in a specified number of days.
- 10 In the Number of Days field specify the value for the number of days a purchase order can go unconfirmed after printing and generate an alert.

- 11 (Optional) In the Expiration Date field you can specify the expiration date if you have modified the scope of the parameter to narrow it from the company defaults.
- 12 (Optional) In the Memo field specify the optional memo for the alert setting.
- 13 (Optional) You can specify additional replenishment parameters as needed.
- 14 Select Exit when you are done.

Entering replenishment parameters: Alert on Expiring Parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Alert on Expiring Parameters”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameters, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Alert on Frozen Controls about to expire checkbox to indicate an alert should be raised prior to a freeze on a control expiring.
- 9 In the Days Before Expiration field specify the number of days prior to the freeze expiration date that the buyer(s) should begin receiving alerts.
- 10 (Optional) You can specify additional replenishment parameter as needed.
- 11 Select Exit when you are done.

Entering replenishment parameters: Alert on Product to Arriving Too Early/Late

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item

ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.

- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Alert on Product Arriving Too Early/Too Late".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Alert on Product to Arriving Too Early/Too Late for Demand checkbox to indicate whether an alert should be raised when on-order products are expected to arrive out of synch with demand.
- 9 In the Too Early Days field specify the value for the number of days worth of supply that is too much and should generate an alert, when an order is expected to create excessive supply.
- 10 In the Too Late Days field specify the value for the number of days late the product must be to generate an alert when an order will not arrive before a stock-out is expected to occur.
- 11 (Optional) In the Memo field specify the optional memo for the alert setting.
- 12 (Optional) You can specify additional replenishment parameters as needed.
- 13 Select Exit when you are done.

Entering replenishment parameters: Alert on Usage Alert Settings

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.

- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Usage Alert Settings”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 In the Usage Months field specify the number of month usage to average when checking for abnormal usage.
- 9 In the High Usage Multiplier field specify the value for the multiplier when calculating high usage. If the current month’s usage is higher than the calculated average multiplied by this multiplier, it is considered high.
- 10 In the Low Usage Multiplier field specify the value for the multiplier when calculating low usage. If the current month’s usage is lower than the calculated average multiplied by this multiplier, it is considered low.
- 11 (Optional) In the Expiration Date field you can specify the expiration date if you have modified the scope of the parameter to narrow it from the company defaults.
- 12 (Optional) In the Memo field specify the optional memo for the usage alert setting.
- 13 (Optional) You can specify additional replenishment parameters as needed.
- 14 Select Exit when you are done.
- 15 Note: This minimum setting will not impact a higher calculated order point from becoming effective for an item.

Entering replenishment parameters: Apply Rounding to Order Quantity

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Apply Rounding to Purchase Order”.
- 5 Select Edit.

- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Apply Rounding on Purchase Order checkbox to indicate you want to round up to the recommended purchase amount.
- 8 (Optional) You can specify additional replenishment parameters as needed.
- 9 Select Exit when you are done.

Entering replenishment parameters: ASQ/Five HI Months

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the browser, select the Replenishment Parameter "ASQ/Five HI Months".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameters, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company (default), warehouse, or whse/item levels only.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 In the Months Used for ASQ/Five Hi fields specify the number of usage months for ASQ and Five HI calculations.
- 9 (Optional) You can specify additional replenishment parameters as needed.
- 10 Select Exit when you are done.

Entering replenishment parameters: ASQ (average shipping quantity) adjuster parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.

- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Average shipping Quantity (ASQ)".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company (default), warehouse, or whse/item levels only.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Use ASQ checkbox to indicate Average shipping Quantity will be a factor used in Order Point calculation.
- 9 Select the Include Transfer in ASQ checkbox to indicate warehouse transfers should be included in the Average shipping Quantity.
- 10 In the ASQ maximum dollar increase field specify the total cost value of an ASQ average shipping quantity increase to order point, above which the ASQ will be ignored.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: Five Hi adjuster parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Five HI".
- 5 Select Edit.

- 6 (Optional) To modify the scope of the item parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company (default), warehouse, or whse/item levels only.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Use Five HI checkbox to indicate Five Hi will be a factor used in Order Point calculation.
- 9 Select the Include Transfer in 5Hi checkbox to indicate warehouse transfers should be included in the Order Point calculation.
- 10 In the 5-Hi maximum dollar increase field specify the total cost value of a 5-Hi average shipping quantity increase to order point, above which the 5-Hi ASQ will be ignored.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: Freeze Lead Time

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Freeze Lead Time".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Freeze Lead Time checkbox to indicate an item's lead time is frozen.
- 8 In the Expiration Date field specify the calendar date that Lead Time will become unfrozen.
- 9 (Optional) In the Memo field specify the optional short description about frozen lead time for display and reporting purposes.
- 10 (Optional) You can specify additional replenishment parameters as needed.

- 11 Select Exit when you are done.

Entering replenishment parameters: Freeze Order Point/Line Point/Order Quantity

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Freeze Order Point/Line Point/Order Quantity".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Order Point checkbox to indicate you want to freeze the order point for the specified item in the specified warehouse.
- 8 Select the Line Point checkbox to indicate you want to freeze the line point for the specified item in the specified warehouse.
- 9 Select the Order Quantity checkbox to indicate you want to freeze the order quantity for the specified item in the specified warehouse.
- 10 In the Expiration Date field specify the expiration date for the frozen rank if you have modified the scope of the parameter to narrow it from the company defaults..
- 11 (Optional) In the Memo field specify the optional memo for the frozen rank.
- 12 (Optional) You can specify additional replenishment parameters as needed.
- 13 Select Exit when you are done.

Entering replenishment parameters: Freeze Rank

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.

- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Freeze Rank".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Freeze Rank checkbox to indicate an item's rank is frozen.
- 9 In the Expiration Date field specify the expiration date for the frozen rank if you have modified the scope of the parameter to narrow it from the company defaults if you have modified the scope of the parameter to narrow it from the company defaults.
- 10 (Optional) In the Memo field specify the optional memo for the frozen rank.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: Freeze Safety Stock

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Freeze Safety Stock".
- 5 Select Edit.

- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply.
- 7 Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Freeze Safety Stock checkbox to indicate an item's safety stock is frozen.
- 9 In the Expiration Date field specify the expiration date for the expiration date to remove the freeze if supplied.
- 10 (Optional) In the Memo field specify the optional memo for display and reporting purposes.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: High Usage Adjuster

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the parameters for the item: You can enter a warehouse, vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company , Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Select drop down, specify Current to view all the company defaults and any overrides entered for the parameters set in the system or Available to view only those parameter options that can be defined for the warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "High Usage Adjusters Parameters".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the High Usage Periods field specify the number of periods' usage total to compare to current period..
- 8 In the High Maximum Multiplier field specify the value that is to be multiplied by the prior periods' average usage total to yield a new calculated high value.
- 9 In the Expiration Date field specify the expiration date for the high usage adjuster.

- 10 (Optional) In the Memo field specify the optional short description about the high usage adjuster.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: Lead Time for ARP Vendors

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Vendor ARP".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Use a Minimum/Maximum Days for ARP Vendor Lead Time checkbox to indicate minimum and/or maximum Lead Times will be used for the ARP for a specified vendor.
- 8 In the Lead Time Minimum Days field specify the minimum number of days specified for a vendor's Lead Time.
- 9 In the Lead Time Maximum Days field specify the maximum number of days specified for a vendor's Lead Time.
- 10 (Optional) You can specify additional replenishment parameters as needed.
- 11 Select Exit when you are done.

Entering replenishment parameters: Lead Time for ARP Warehouses/Transfers

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.

- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Warehouse/Transfer ARP".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Use a Minimum/Maximum Days for ARP Warehouse Lead Time checkbox to indicate minimum and/or maximum lead times will be used for a warehouse transfer.
- 8 In the Lead Time Minimum Days field specify the minimum number of days specified for a warehouse transfer's lead time.
- 9 In the Lead Time Maximum Days field specify the maximum number of days specified for a warehouse transfer's lead time.
- 10 (Optional) You can specify additional replenishment parameters as needed.
- 11 Select Exit when you are done.

Entering replenishment parameters: Low Usage Adjuster

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Low Usage Adjusters Parameters".

- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the Low Usage Periods field specify the number of periods' usage total to compare to current period.
- 8 In the Low Maximum Multiplier field specify the value that is to be multiplied by the prior periods' average usage total to yield a new calculated low value.
- 9 In the Expiration Date field specify the expiration date for the low usage adjuster.
- 10 (Optional) In the Memo field specify the optional short description about the low usage adjuster.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: OQM for non-Trend Items ARP Transfer

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "OQM for non-Trend Items ARP Transfer".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the R Cost \$ field specify the replenishment cycle cost—the cost to process an order for an item.

- 8 In the K Cost % field specify the cost to carry percent—the annual cost to carry inventory divided by the average inventory value.
- 9 In the Minimum Days Supply field, specify the number of days supply that the order quantity should always be.
- 10 In the Maximum Days Supply field, specify the number of days supply that the order quantity should never exceed.
- 11 Select the Use EOQ checkbox to indicate you want to apply the economic order quantity calculation.
- 12 In the Expiration Date field specify the expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
- 13 (Optional) In the Memo field specify the optional memo for display and reporting purposes.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: OQM for non-Trend Items ARP Vendor

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “OQM for non-Trend Items ARP Vendor”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the R Cost \$ field specify the replenishment cycle cost—the cost to process an order for an item.

- 8 In the K Cost % field specify the cost to carry percent—the annual cost to carry inventory divided by the average inventory value.
- 9 In the Minimum Days Supply field, specify the number of days supply that the order quantity should always be.
- 10 In the Maximum Days Supply field, specify the number of days supply that the order quantity should never exceed.
- 11 Select the Use EOQ checkbox to indicate you want to apply the economic order quantity calculation.
- 12 In the Expiration Date field specify the expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
- 13 (Optional) In the Memo field specify the optional memo for display and reporting purposes.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: OQM for Trend Items ARP Transfer

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “OQM for Trend Items ARP Transfer”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the R Cost \$ field specify the replenishment cycle cost—the cost to process an order for an item.

- 8 In the K Cost % field specify the cost to carry percent—the annual cost to carry inventory divided by the average inventory value.
- 9 In the Minimum Days Supply field, specify the number of days supply that the order quantity should always be.
- 10 In the Maximum Days Supply field, specify the number of days supply that the order quantity should never exceed.
- 11 Select the Use EOQ checkbox to indicate you want to apply the economic order quantity calculation.
- 12 In the Expiration Date field specify the expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
- 13 (Optional) In the Memo field specify the optional memo for display and reporting purposes.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: OQM for Trend Items ARP Vendor

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “OQM for Trend Items ARP Vendor”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the R Cost \$ field specify the replenishment cycle cost—the cost to process an order for an item.

- 8 In the K Cost % field specify the cost to carry percent—the annual cost to carry inventory divided by the average inventory value.
- 9 In the Minimum Days Supply field, specify the number of days supply that the order quantity should always be.
- 10 In the Maximum Days Supply field, specify the number of days supply that the order quantity should never exceed.
- 11 Select the Use EOQ checkbox to indicate you want to apply the economic order quantity calculation.
- 12 In the Expiration Date field specify the expiration date for the using the economic order quantity calculation if you have modified the scope of the parameter to narrow it from the company defaults.
- 13 (Optional) In the Memo field specify the optional memo for display and reporting purposes.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Parameters”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 In the Rank Type field specify the warehouse ranking type (P)ercentage or (H)its.
- 8 In the Periods to calculate Rank field specify the number of periods to utilize usage information for Rank calculation.
- 9 In the Rank A field specify the number of hits or the percentage of hits for an item to be an A ranked item.

- 10 In the Rank B field specify the number of hits or the percentage of hits for an item to be a B ranked item.
- 11 In the Rank C field specify the number of hits or the percentage of hits for an item to be a C ranked item.
- 12 In the Rank D field specify the number of hits or the percentage of hits for an item to be a D ranked item.
- 13 In the Rank E field specify the number of hits or the percentage of hits for an item to be an E ranked item.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Receipts Used to Calculate Lead Time Minimum

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Receipts Used to Calculate Lead Time".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Vendor as appropriate and select Apply. Note: The settings for this section can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the Number of Receipts field specify a minimum number of receipts required for lead time to become a factor.
- 8 In the Number of Months field, specify the number of months in which the number of receipts must occur.
- 9 Select Save.
- 10 (Optional) You can specify additional replenishment parameters as needed.
- 11 Select Exit when you are done.

Entering replenishment parameters: Review Cycle

For Review Cycle an additional From Warehouse parameter is available in Replenishment Parameter Maintenance. Therefore, it doesn't fit in the "normal" hierarchy, but rather has its own unique settings for Review Cycle. The hierarchy that the system uses for Review Cycle is as follows:

Warehouse + From Warehouse

Warehouse + Vendor

Warehouse + Purchasing Line

Purchasing line is the most unique, and Vendor and From Warehouse are at the same "level". The From Warehouse is used for Transfers and Vendor is used for Purchase Orders. Purchasing Line is only used for Purchase Orders as well.

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, From Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Review Cycle".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, From Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The scope can be defined as follows: Warehouse/Vendor, Warehouse/Purchasing Line, Warehouse/From Warehouse/Purchasing Line. The settings for this parameter cannot be defined at the company level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Specify the buyer code to 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>Buyer Code F/M).
- 8 Specify 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.
- 9 Specify the minimum review cycle in number of days (0-999). This is the least the current days could be set to by the Vendor Review Cycle Reset program.

- 10 Specify 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.
- 11 Specify 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 to default to 0.
- 12 Specify 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 to default to 0.
- 13 (Optional) Specify a descriptive requirements memo (up to 30 characters).
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Rounding Value for ARP Transfer

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Rounding Value for ARP Transfer".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the Round to the next field specify the amount to use to round the recommended order quantity to the next multiple of this quantity that the recommended purchase amount should be rounded up to, usually due to warehouse/item policies.
- 8 In the drop down field specify the unit of measure that the recommended purchase amount should be rounded up to, usually due to warehouse/item policies
- 9 (Optional) You can specify additional replenishment parameters as needed.
- 10 Select Exit when you are done.

Entering replenishment parameters: Rounding Value for ARP Vendor

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Rounding Value for ARP Vendor".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the Round to the next field specify the amount to use to round the recommended order quantity to the next multiple of this quantity that the recommended purchase amount should be rounded up to, usually due to vendor policies
- 8 In the drop down field specify the unit of measure that the recommended purchase amount should be rounded up to, usually due to vendor policies
- 9 (Optional) You can specify additional replenishment parameters as needed.
- 10 Select Exit when you are done.

Entering replenishment parameters: Safety Stock for Transfers ARP Parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.

- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Transfer ARP Parameters”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 In the Safety Stock Type field specify the safety stock type (P)ercentage or (D)ays.
- 8 In the Percentage or Days field specify the number of days or percentage safety stock.
- 9 In the Rank A field specify the value for A ranked items, dependent on safety stock type.
- 10 In the Rank B field specify the value for B ranked items, dependent on safety stock type.
- 11 In the Rank C field specify the value for C ranked items, dependent on safety stock type.
- 12 In the Rank D field specify the value for D ranked items, dependent on safety stock type.
- 13 In the Rank E field specify the value for E ranked items, dependent on safety stock type.
- 14 In the Expiration Date field specify the expiration date for the Safety Stock by ARP Vendor minimum and maximum days if you have modified the scope of the parameter to narrow it from the company defaults.
- 15 (Optional) In the Memo field specify the optional memo for the override.
- 16 (Optional) You can specify additional replenishment parameters as needed.
- 17 Select Exit when you are done.

Entering replenishment parameters: Safety Stock for Transfer ARP Adjusters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Transfer ARP Adjusters”.
- 5 Select Edit.

- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply.
- 7 Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 8 For Rank A: in the Minimum and Maximum Days fields specify Rank A minimum and maximum Safety Stock days for ARP Vendor.
- 9 For Rank B: in the Minimum and Maximum Days fields specify Rank B minimum and maximum Safety Stock days for ARP Vendor.
- 10 For Rank C: in the Minimum and Maximum Days fields specify Rank C minimum and maximum Safety Stock days for ARP Vendor.
- 11 For Rank D: in the Minimum and Maximum Days fields specify Rank D minimum and maximum Safety Stock days for ARP Vendor.
- 12 For Rank E: in the Minimum and Maximum Days fields specify Rank E minimum and maximum Safety Stock days for ARP Vendor.
- 13 In the Expiration Date field specify the expiration date for the Safety Stock by ARP Vendor minimum and maximum days if you have modified the scope of the parameter to narrow it from the company defaults.
- 14 (Optional) In the Memo field specify the optional memo for Safety Stock by ARP Vendor minimum and maximum days for Rank adjuster.
- 15 (Optional) You can specify additional replenishment parameters as needed.
- 16 Select Exit when you are done.

Entering replenishment parameters: Safety Stock for Vendor ARP Adjusters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Vendor ARP Adjusters".
- 5 Select Edit.

- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 For Rank A: in the Minimum and Maximum Days fields specify Rank A minimum and maximum Safety Stock days for ARP Vendor.
- 8 For Rank B: in the Minimum and Maximum Days fields specify Rank B minimum and maximum Safety Stock days for ARP Vendor.
- 9 For Rank C: in the Minimum and Maximum Days fields specify Rank C minimum and maximum Safety Stock days for ARP Vendor.
- 10 For Rank D: in the Minimum and Maximum Days fields specify Rank D minimum and maximum Safety Stock days for ARP Vendor.
- 11 For Rank E: in the Minimum and Maximum Days fields specify Rank E minimum and maximum Safety Stock days for ARP Vendor.
- 12 In the Expiration Date field specify the expiration date for the Safety Stock by ARP Vendor minimum and maximum days if you have modified the scope of the parameter to narrow it from the company defaults.
- 13 (Optional) In the Memo field specify the optional memo for Safety Stock by ARP Vendor minimum and maximum days for Rank adjuster.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Safety Stock for Vendor ARP Parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Vendor ARP Parameters".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and

- select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 In the Safety Stock Type field specify the safety stock type (P)ercentage or (D)ays.
 - 8 In the Percentage or Days field specify the number of days or percentage safety stock.
 - 9 In the Rank A field specify the value for A ranked items, dependent on safety stock type.
 - 10 In the Rank B field specify the value for B ranked items, dependent on safety stock type.
 - 11 In the Rank C field specify the value for C ranked items, dependent on safety stock type.
 - 12 In the Rank D field specify the value for D ranked items, dependent on safety stock type.
 - 13 In the Rank E field specify the value for E ranked items, dependent on safety stock type.
 - 14 (Optional) In the Expiration Date field you can specify the expiration date if you have modified the scope of the parameter to narrow it from the company defaults.
 - 15 (Optional) In the Memo field specify the optional memo for the override.
 - 16 (Optional) You can specify additional replenishment parameters as needed.
 - 17 Select Exit when you are done.

Entering replenishment parameters: Safety Stock Minimum Receipts

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Minimum Receipts Required".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Vendor as appropriate and select Apply. Note: The settings for this section can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 In the Number of Receipts field specify the minimum receipt count required for calculation of a new safety stock value.

- 8 In the Number of Periods field, specify the number of periods in which the number of receipts must occur.
- 9 Select Save.
- 10 (Optional) You can specify additional replenishment parameters as needed.
- 11 Select Exit when you are done.

Entering replenishment parameters: Seasonality Analysis Alerts

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Seasonality Analysis Alerts".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Perform Seasonality Analysis checkbox to indicate whether FACTS should evaluate usage method settings and recommend changes based on usage.
- 9 In the Percentage of Hits field specify the value for the percentage of hits that must occur in the specified number of months for the item's usage method to be "trend".
- 10 In the Months of Hits field specify the value for the number of months to use for the item's usage method to be "trend".
- 11 In the Months Established field specify the value for the months established for its usage method to be evaluated.
- 12 In the Minimum Hits field specify the value for the minimum hits the item must have in the months establish to be for its usage method to be evaluated.
- 13 (Optional) In the Memo field specify the optional memo for the alert setting.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.

Entering replenishment parameters: Seasonal Trending

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Trending Parameters and Adjusters”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Apply seasonal trend minimum and maximum checkbox to indicate a seasonal trend item will have a minimum / maximum usage applied.
- 8 In the Minimum Usage field specify the minimum usage “floor” to apply when calculating seasonal usage.
- 9 In the Maximum Usage field specify the maximum usage “ceiling” to apply when calculating seasonal usage.
- 10 In the Expiration Date field specify the expiration date for the min/max of seasonal trending to be applied.
- 11 (Optional) In the Prior Year Hits field specify the number of hits required in the prior year of trend for min/max to be applicable. (This is an optional value.)
- 12 (Optional) In the Current Year Hits field specify the number of hits required in the current year of trend for min/max to be applicable. (This is an optional value.)
- 13 (Optional) In the Memo field specify the optional short description about frozen lead time for display and reporting purposes.
- 14 (Optional) You can specify additional replenishment parameters as needed.
- 15 Select Exit when you are done.
- 16 Note: If seasonal trending is applied to an item, the minimum and maximum usage can be enforced to eliminate excessive spike / trough values. This will result in a specific range for trending in order to “smooth” the trend curve. A required number of usage hits in the prior and current year can be entered and required in order for the minimum and

maximum to be applied. If the current or prior year hits are not achieved when supplied, the minimum and maximum values will not be enforced.

Entering replenishment parameters: Threshold Minimum Order Point

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the parameters for the item: You can enter a warehouse, vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Select drop down, specify Current to view all the company defaults and any overrides entered for the parameters set in the system or Available to view only those parameter options that can be defined for the warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Threshold Minimum Order Point".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy. When the system asks if you want to change to a more specific scope, click Yes.
- 7 Select the Apply a Threshold Minimum checkbox to indicate a threshold order point minimum is applied and the order point will not be allowed to fall below the minimum.
- 8 In the T-min Order Point field specify the value of the threshold order point minimum.
- 9 In the Expiration Date field specify the expiration date for the threshold minimum.
- 10 (Optional) In the Memo field specify the optional memo for the threshold order point minimum.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: Threshold Minimum Rank for New Items

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set

- according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
 - 4 In the Parameter Options Line browser, select the Replenishment Parameter “Threshold Minimum Rank for New Items”.
 - 5 Select Edit.
 - 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Vendor as appropriate and select Apply. When the system asks if you want to change to a more specific scope, click Yes.
 - 7 The settings for this section can be defined at the company, warehouse, or whse/item levels only.
 - 8 In the Minimum Rank drop down specify the Rank assigned when new items are created under applied scope, (based on the number of months it has been established). The default recommended value is ‘C’.
 - 9 In the Number of Months field, specify the number of months required before a new product ranking is calculated by the system
 - 10 Select Save.
 - 11 (Optional) You can specify additional replenishment parameters as needed.
 - 12 Select Exit when you are done.

Entering replenishment parameters: Threshold Minimum Usage Adjuster

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Threshold Minimum Usage Adjuster”.
- 5 Select Edit.

- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 In the T-Min usage minimum field specify the value for Threshold Minimum Monthly Usage to be applied.
- 9 In the Expiration Date field specify the expiration date for the threshold minimum usage.
- 10 (Optional) In the Memo field specify the optional memo for the threshold minimum usage.
- 11 (Optional) You can specify additional replenishment parameters as needed.
- 12 Select Exit when you are done.

Entering replenishment parameters: Threshold Minimum Usage Parameters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Threshold Minimum Usage Parameters".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 In the Hits Required to adjust T-min for order point field specify the value that indicates that an alert will be generated in the Exception Control Center if the number of hits in the specified number of periods is not reached.
- 9 In the Number of Periods for Hits field specify the number of periods for the hits to occur.
- 10 In the Expiration Date field specify the expiration date for the threshold order minimum required hits.

- 11 (Optional) In the Memo field specify the optional memo for the threshold order point minimum.
- 12 (Optional) You can specify additional replenishment parameters as needed.
- 13 Select Exit when you are done.

Entering replenishment parameters: Trending Parameters and Adjusters

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Trending Parameters and Adjusters".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at any level in the replenishment parameter hierarchy.
- 7 When the system asks if you want to change to a more specific scope, click Yes.
- 8 Select the Apply seasonal trend minimum and maximum checkbox to indicate to apply a minimum and maximum trend percentage.
- 9 In the Minimum Trend % field specify the value for Minimum Trend percentage to apply when forecasting usage.
- 10 In the Maximum Trend % field specify the value for Maximum Trend percentage to apply when forecasting usage.
- 11 In the Prior Year Hits field specify the value for the hits the item must have had last year before allowing a trend to be applied.
- 12 In the Current Year Hits field specify the value for the hits the item must have this year before allowing a trend to be applied.
- 13 (Optional) In the Expiration Date field you can specify the expiration date if you have modified the scope of the parameter to narrow it from the company defaults.
- 14 (Optional) In the Memo field specify the optional memo for the seasonal trend maximum and minimum.

- 15 (Optional) You can specify additional replenishment parameters as needed.
- 16 Select Exit when you are done.

Entering replenishment parameters: Usage Months for non-Seasonal

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter “Usage for Months non-Seasonal”.
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 In the Rank A field specify the number of months to analyze when calculating average usage for an A ranked item.
- 8 In the Rank B field specify the number of months to analyze when calculating average usage for a B ranked item.
- 9 In the Rank C field specify the number of months to analyze when calculating average usage for a C ranked item.
- 10 In the Rank D field specify the number of months to analyze when calculating average usage for a D ranked item.
- 11 In the Rank E field specify the number of months to analyze when calculating average usage for an E ranked item.
- 12 (Optional) You can specify additional replenishment parameters as needed.
- 13 Select Exit when you are done.

Entering replenishment parameters: Usage Months for Seasonal

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.

- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Usage for Months Seasonal".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 In the Rank A field specify the number of months to analyze when calculating average usage for an A ranked item.
- 8 In the Rank B field specify the number of months to analyze when calculating average usage for a B ranked item.
- 9 In the Rank C field specify the number of months to analyze when calculating average usage for a C ranked item.
- 10 In the Rank D field specify the number of months to analyze when calculating average usage for a D ranked item.
- 11 In the Rank E field specify the number of months to analyze when calculating average usage for an E ranked item.
- 12 (Optional) You can specify additional replenishment parameters as needed.
- 13 Select Exit when you are done.

Entering replenishment parameters: Usage Periods for Rank by ARP Vendor

Note: When determining the usage for an item in the Order Point and Line Point calculations, the number of periods for analysis is indicated by the item's rank. The higher an item's rank, the fewer the number of periods should be specified. The usage periods by Rank are used in the Backward, Forward and Trending usage analysis for an item. The default number of periods is indicated below.

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set

- according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.
- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
 - 4 In the Parameter Options Line browser, select the Replenishment Parameter “Periods for ARP Vendor”.
 - 5 Select Edit.
 - 6 (Optional) To modify the scope of the item’s parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
 - 7 In the Rank A field specify the number of periods to analyze when calculating usage for an A ranked item. (Default is 3 periods)
 - 8 In the Rank B field specify the number of periods to analyze when calculating usage for a B ranked item. (Default is 4 periods).
 - 9 In the Rank C field specify the number of periods to analyze when calculating usage for a C ranked item. (Default is 5 periods)
 - 10 In the Rank D field specify the number of The number of periods to analyze when calculating usage for a D ranked item. (Default is 6 periods)
 - 11 In the Rank E field specify the number of The number of periods to analyze when calculating usage for an E ranked item. (Default is 7 periods)
 - 12 (Optional) You can specify additional replenishment parameters as needed.
 - 13 Select Exit when you are done.

Entering replenishment parameters: Usage Periods for Rank by ARP Warehouse

Note: When determining the usage for an item in the Order Point and Line Point calculations, the number of periods for analysis is indicated by the item’s rank. The higher an item’s rank, the fewer the number of periods should be specified. The usage periods by Rank are used in the Backward, Forward and Trending usage analysis for an item. The default number of periods is indicated below.

- 1 Access Replenishment Parameter Maintenance. The complete path is Inventory Control>File Maintenances>Replenishment Parameter Maintenance.
- 2 Specify the defining parameters for the item: You can enter a warehouse, from warehouse vendor, purchasing line and/or item combination. Note: The scope for an item ideally should be least to most specific. When possible, parameters should be set according to the hierarchy: Company, Warehouse, Vendor, Purchasing Line, Item, Warehouse / Item and avoid specific items settings.

- 3 In the Show drop down, specify Summary to view all of the effective parameters entered for the parameters set in the system and Detail to display overrides for only those parameter options that can be defined for the warehouse, from warehouse, vendor, purchasing line and/or item combination entered in step 2.
- 4 In the Parameter Options Line browser, select the Replenishment Parameter "Periods for ARP Warehouse".
- 5 Select Edit.
- 6 (Optional) To modify the scope of the item's parameter, select Change Scope and specify Warehouse, Vendor, Purchasing Line, Item or Whse/Item as appropriate and select Apply. Note: The settings for this parameter can be defined at the company, warehouse, or whse/item levels only.
- 7 In the Rank A field specify the number of periods to analyze when calculating usage for an A ranked item. (Default is 3 periods)
- 8 In the Rank B field specify the number of periods to analyze when calculating usage for a B ranked item. (Default is 4 periods.)
- 9 In the Rank C field specify the number of periods to analyze when calculating usage for a C ranked item. (Default is 5 periods)
- 10 In the Rank D field specify the number of The number of periods to analyze when calculating usage for a D ranked item. (Default; is 6 periods)
- 11 In the Rank E field specify the number of The number of periods to analyze when calculating usage for an E ranked item. (Default is 7 periods)
- 12 (Optional) You can specify additional replenishment parameters as needed.
- 13 Select Exit when you are done.