



# Infor Distribution FACTS 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.

## Organization

This table shows the chapters of the guide:

Section	Description
About this guide	Lists the intended audience as all users. Describe the purpose and the related documentation.
Overview	The overview section described the purpose of the application in terms of the business solutions that it provides, program listings, and menu trees, as applicable to the application.
Work Flows & Program Concepts	This section includes process flows for each module, program descriptions and concepts that are key to using this FACTS module.
Transaction Procedures	This section contains daily, weekly and end of year procedures as well as step-by-step processing information for entry, inquiry and transaction programs.

## Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 9.

Refer to the contents of the FACTS Version 9.0 & Incrementals folder located at [www.inforxtreme.com](http://www.inforxtreme.com). Click Search>Browse Documentation>FACTS>Version 9.0 & Incrementals to view a document tree similar to this.

- *FACTS Version 9.0 & Incrementals*
  - *Installation and Administration Guides*
    - *Installation Guide*
    - *Product Compatibility Matrix*
    - *Hardware Guide*
  - *Release Notes*
    - *9.0.0 Release Overview*
    - *Incremental Release Notes*
  - *Integrations*
    - *Infor Solutions*
      - *Infor Distribution Storefront*
      - *eCommerce*
    - *Credit Card*
      - *CenPOS, VERISIGN, PayPal PayPro Flow*
    - *WMS*
      - *Accellos*
    - *Document Management*
      - *Uniform*
  - *Users Guides*
    - *Implementation Guides*
    - *Standard modules User Guides*

## Contacting Infor

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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.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).

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.

The Inventory Control master menu consists of these 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** – provides 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 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. Serial/lot processing allocates cost layers only for shipped quantities

**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.

These are examples of cost discrepancies.

- 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 item's 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 item's 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 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.

### Costing

The Inventory Control system contains a 'costing flag' which determines which cost the system should use for calculating gross margin. This cost is called the standard cost. These are the possible costs that may be used as the standard cost.

Manual – you always maintain the cost

Average – the standard cost is the average cost (maintained by the system)

Last – the standard cost is the last cost (maintained by the system)

LIFO – last item cost is first cost out

FIFO – first item cost is first cost out

Costs are initially entered through the quick item entry in the Item F/M when initially setting up items. Once the costs are entered, the average, last, LIFO and FIFO costs are maintained by the system. The only cost which may be maintained by the user is the manual cost. The manual cost is maintained through these Suggested Cost/Price programs. When entering a suggested manual cost, you may enter a new amount for suggested manual cost, a percentage (%) change from the current manual cost or enter a basis (list price only) and multiplier for the suggested manual cost.

When setting up manual cost, there is only one allowable costing unit of measure and therefore only one manual cost per item.

### Pricing

The possible prices that may be set up through the costing/pricing subsystem are as follows:

List Price - this is usually the manufacturer's suggested retail or list price. List price may be used when selling an item but is generally used as the basis for setting up other prices for an item. For example, when setting up price levels, each level price may be set up as List Price times a number (multiplier). If the list price is \$10.00 and the level prices are 1-\$9.75, 2-\$9.50, 3-\$9.25, and 4-\$9.00 the basis is \$10.00 (list price) and the multipliers are 1-.975, 2-.950, 3-.925, and 4-.900. When entering a suggested list price it may be entered as a dollar amount or as a percent (%) change of the current list price.

**Standard Price** - this is a standard price as determined by you the user. Suggested standard price may be entered as a dollar amount, a percent (%) change of the current standard price or may be entered using a basis (list price or manual cost) and multiplier.

**Level Price** - there may be up to 6 (six) level prices per item. The level price used when the item is sold is based on the price level assigned to the customer. For example, if a customer is assigned price level 4, the level 4 price will be used when selling an item to that customer. Suggested level prices may be entered as a dollar amount, a percent (%) change of the current level price or may be entered using a basis (list price, manual cost, standard price, or previous price level) and multiplier.

When setting up level prices, the prices must be set up in a descending order if the require descending level prices flag is set to Y in the IC Static Control Record. A descending order indicates that the price calculated for price level 1 must be greater than level 2 and the price calculated for price level 2 must be greater than price level 3, etc.

**Quantity Break Price** - there may be up to 6 (six) quantity break prices per item. The quantity break price allows you to enter a minimum quantity of the item to sell along with the price per UM for that item. For example, if three quantity break levels are set up as follows: 1) 10 ea. for \$2.75 ea.; 2) 15 ea. for \$2.50 ea.; 3) 20 ea. for \$2.25 ea.) and the quantity sold is 12, the default price would be \$2.75. Suggested quantity break prices may be entered as a dollar amount, a percent (%) change of the current quantity break price or may be entered using a basis (list price, manual cost, standard price or previous quantity break) and multiplier.

When setting up quantity break prices, the prices must be set up in a descending order if the require descending level prices flag is set to Y in the IC Static Control Record. A descending order indicates that the price calculated for quantity break 1 must be greater than quantity break 2 and the price calculated for quantity break 2 must be greater than quantity break 3, etc.

### **Using basis and multiplier**

When entering suggested prices, there may be a current list price and a suggested list price. If list is then used as the basis the system must determine whether the current list or suggested list is used. The rules are as follows:

If there is a suggested price entered for the basis selected, that suggested price is used.

If no suggested price exists for the basis selected, the current price is used.

For example, when setting up prices for item I100 and entering the level 1 price, if basis selected is list price but no suggested list price exists, the current list price is used as the basis as follows:

Current list price: \$10.00

Level 1: basis is current list price, multiplier is .9500;  $10.00 \times .9500 = \$9.50$

In another example, when setting up prices for item I100 and entering the level 1 price, if basis selected is list price and a suggested list price exists, the suggested list price is used as the basis as follows:

Current list price: \$10.00

Suggested list price: \$11.00



Level 1: basis is suggested list price, multiplier is .9500;  $11.00 \times .9500 = \$10.45$

An example of how these levels could be used is for trade discounts. The levels could be set up as follows:

Level 1: 5% discount off list price (basis: list; multiplier: .9500)

Level 2: 5% discount off the level 1 price (basis: level 1; multiplier: .9500)

Level 3: 10% discount off the level 2 price (basis: level 2; multiplier: .9000)

### **Units of measure**

Since each item can have more than one valid unit of measure (UM) for pricing, each item can have each of the prices listed above set up for each pricing UM. Therefore the unit of measure is part of each pricing record. When entering or updating suggested prices, the user has the choice of entering or updating all pricing UM records, default pricing UM records, or non-defaulting pricing UM records for an item.

#### **'Use Default Prices' setting**

You may not want to duplicate pricing records for each unit of measure if all prices for all units of measure calculate to the same price per the default price unit of measure. For example, if there are 10 each per box and the price per each is \$1.00 and the price per box is \$10.00 then you can simply set up the each price allow the system to always calculate the box price for when the item is sold per box.

In the Item File there is a flag, Use Default Prices, that allows you to determine for each item whether to use calculated prices from default pricing and quantity break UMs for other pricing and quantity break UMs that do not have prices set up. Using the preceding example, the use default prices flag is set to Y:

Item I100 - default price UM is each; price/each is \$1.00. Box and case are valid pricing UMs however no pricing has been entered for box or case. There are 10 each in a box and 100 each in a case.

Five boxes of I100 are sold and the system is looking for the default price. The system will calculate the box price based on the each price. In this example, the box price would be calculated at \$10.00/box ( $1.00 \times 10$  each/per box).

In addition to setting up prices for specific items, the user may set up contract prices. Contract prices are prices that are set up by customer, customer class or all customers by item, item class, vendor or all items and then by specific or all units of measure. Because there may be multiple contract prices for the same for example, customer/item combination, a hierarchy is used to determine which contract price to use. This hierarchy is user defined and is set up through a hierarchy F/M found on the Contract Pricing Menu

Contract prices may be set for standard price and up to 6 (six) price levels and 6 (six) quantity break levels. Contract pricing is set up through the Contract Pricing Subsystem found in Sales Orders. Please refer to the FACTS Sales Orders Manual for more information on contract pricing.

How the system determines the correct price to use - The 'price search'

Once all of the applicable prices listed above are set up by the user, the user then sets a Sales Order control flag that determines the hierarchy of which prices to use when selling an item through the sales order entry programs.

These are the choices for the hierarchy.

**1 Standard Price**

**2 Level Price**

**3 Quantity Break Price**

**4 Contract Price (see "Contract Prices" in this section)**

**5 Lowest**

During Sales Order entry programs, when at the price field, the system runs a 'price search' program to generate the default price. This default price is based on the price hierarchy set by the user. For example, the user could set the hierarchy to "standard, level, contract, quantity break, lowest". This tells the system that if there is a standard price available for the item, the standard price should be the default for that item. If there is no standard price available, the system should then check for a level price. If no level price exists for the item the system should then check for a contract price. If no contract price exists for the item the system should then check for a quantity break price. If no quantity break price exists the system should look for the lowest price.

The price search program looks for prices in the order of the hierarchy until it finds a valid price. If lowest is reached in the hierarchy during the price find, the system looks at all prices and determines the lowest and presents that lowest price as the default.

While performing the price search, the system also checks the use default prices flag set in the Item F/M. This flag determines whether the default pricing UM should be used to calculate a price for another UM if no prices for that other UM exist. (See section above - 'Use Default Prices' flag). If the hierarchy is set to "standard, level, contract, quantity break, lowest", when looking for each price, the system will first look for a price in the pricing unit of measure in which the item is being sold. If there is no price for the pricing UM for that item, the system then check the use default prices flag to determine if the price should be calculated for the pricing UM (being sold in) based on the default pricing UM.

### **Cost discrepancy processing**

If a cost is recorded on a Purchase Order and the register has been processed, it is necessary to have the ability to redistribute the cost to ensure proper GL balance. When entering the invoice via PO Invoice Receipts Entry (POE310), if the cost of the line item differs from the cost in ICRCPT, the cost will need to be updated in ICRCPT and all disbursements in ICRDST.

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.

These are some examples of cost discrepancies.

- Receipt of inventory at wrong cost
- Unexpected freight on a purchase order

- Invoice from vendor differs from cost on PO

## 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.

## Inquiries

The Inquiry menu allows you to display specific item information by item number or perform a search. General or detail information may be displayed for each item. You can also display information for a specific warehouse or all warehouses.

The Item Inquiry provides a wealth of information about items entered in the system.

The Profit Analysis Inquiry enables you to analyze profits based on an item cost, price and sales history. For example, the program displays sales required to maintain profits if a price is lowered.

The Catalog Item Inquiry provides information for catalog items within inventory.

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

## 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.

## 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.

## 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 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.

These 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.

## 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 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.



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

## Adjustments

The Inventory Control Adjustments menu allows you to enter inventory adjustments and item repackaging.

## Work flow

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.

## Program concepts

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

### Work flow

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. 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 and any suggested transfers updated by 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 Accellos. If it is has you will not be able to modify it, if it has not, the system sends a 'nuke' record to Accellos causing this transfer to be removed. The transfers then need to be reprinted in order to get it sent back down to Accellos.

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 Accellos. 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 an Accellos 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 an Accellos 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.

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 Accellos 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 on a customer order there is 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 concepts

### Adjustment Entry (ICE210)

#### **Updating the on-hand quantities**

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 an Accellos controlled warehouse if the adjusted quantity does not sum to

zero. All quantity adjustments should be done in Accellos. 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 hierarchy

The Replenishment hierarchy encompasses 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 here from least to most specific.

Company

Warehouse

Vendor

Purchasing Line

Item

Warehouse / Item

The parameters are stored in the ICREPL–Inventory Control Replenishment Parameters table. 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.

## 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

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 item's 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.

(Movement Class for an item by warehouse was replaced with 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 item's 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

The system alert and background processing routines facilitate any actions needed to populate 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.

## Replenishment parameters

*Note: Replenishment information is presented in this guide as an overview. Refer to the Infor Distribution FACTS 9.0 Advanced Inventory Management (AIM) Guide for detailed information*

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.

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

Review Cycle Out of Outside Limits Alert

## Seasonality Analysis Alert

## Replenishment System Alert Details

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.

## 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.

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

## 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)**

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

High field                      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.

These are order point adjusters.

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

## 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:

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

Economic Order Quantity

Average Usage is by Month

Multiply by 24 (2 \* average 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.

These are Order Quantity Replenishment Parameters.

OQM for Trend Items ARP Vendor

OQM for non- Trend Items ARP Vendor

OQM for Trend Items ARP Transfer

OQM for non-Trend Items ARP Transfer

Apply Rounding to Order Quantity

Rounding Value for ARP Vendor

Rounding Value for ARP Transfer

Minimum Order Quantity for ARP Vendors and Transfers

## 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

## 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 this 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)

Use Target The target (Cost, Weight, Cubes or none) to use to automatically calculate the review cycle.

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.

These are safety stock parameters.

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

## 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.

These are usage parameters.

Threshold Minimum Usage

Trending Parameters and Adjusters

Usage Months for Seasonal and Non Seasonal

Seasonal Lead time Advance for Transfer and Vendor ARPs

## Costing and pricing

### Work flow

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 selected items.

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 selected items.

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.

Use Cost Discrepancy Entry (ICE610) to identify and correct documents that have been updated with the wrong cost. The receipt record (ICRCPT) will be updated immediately so that any further disbursements of that receipt will be at the correct cost. You can optionally specify the Offset GL account to use an alternate GL Offset account (offset to Inventory) for factored cost. The General Ledger is updated when the Cost Discrepancy Register is run. A cost discrepancy will not update any ICWHSE cost fields – i.e. the last, average or manual costs at the time of the receipt or disbursement cannot be modified.

If the costing method is anything other than LIFO or FIFO, no cost changes will be made to the past documents that make up the disbursements. The cost of inventory going into the Inventory GL account (based on receipt cost) is updated regardless of costing method. Inventory receipts in the ICRCPT table, the source documents and the GL impact are updated for cost discrepancies. For Disbursements that are incomplete in the ICRDST table (with a costing method of F/O for the source document) the cost on the source document line

is updated. If the disbursement is complete in ICRDST the cost in ICRDST and the GL impact are updated, and the cost on the source document line is also updated, for source documents that are still available. Disbursements are updated on a LIFO/FIFO basis even if costing method is something other than LIFO/FIFO.

For serial/lot lines, the cost discrepancy update will be extended to each serial/lot number, but you cannot change cost separately for each serial number. If any cost discrepancies have been entered, but not posted, you must run Cost Discrepancy Register before you can close the GL or IC period.

**CAUTION:** Any time you run the Cost Discrepancy Register (ICR610), you must continue to re-run this program until there no records available. Processing in the Cost Discrepancy Register may automatically generate additional cost discrepancies. These automatically generated cost discrepancies are not completed until the next time the Cost Discrepancy Register run. Always run this register repeatedly until no additional records are generated.

Use the Cost Discrepancy Register (ICR610) program to print a register of cost discrepancies entered in the Cost Discrepancy Entry (ICE610) program. If any cost discrepancies have been entered, but not posted, you must run the Cost Discrepancy Register before you can close the GL or IC period. All records will post to the current GL period. The GL account numbers will come from the receipt record (ICRCPT) so they will post to the same accounts as the original receipt. The GL Update writes journal entries for the cost discrepancy from the receipt as well as any disbursements from that receipt. Serial / Lot items are processed by adjusting the line level cost of the usage documents (if used) and the receipt layer cost(s). The cost update will be performed at the lowest level first, and then applied back up the document lines, based on the setting for Sales Order Static Control F/M-> Serial / Lot Cost method. If Averaged Actual is used, the lot costs will be averaged and applied to the serial / lot item layer cost.

The output of the register will indicate the GL transactions performed, and indicate any Sales Order document and lines to allow for commission corrections to be applied. Additionally, the Sales Analysis cost for the item will also be updated by this routine, to ensure proper cost discrepancy update throughout the system. The Cost Discrepancy Register (ICR610) program will only update the receipt and disbursement costs since the GL accounts are not known.

The Cost Discrepancy Register GL Summary includes the following line level information: document type, document number, Receipt/Invoice/Shipment number, Line Number, Component Line, Item and a flag indicating if the item is a Serial/Lot item. This information will be posted through to the GL Journal and allow drill back from the GL Journal Inquiry.

## Program concepts

### 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 in 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.

### **Cost Discrepancy Entry (ICE610)**

In the header portion of the Cost Discrepancy Entry program, specify the warehouse and the document type: PO – PO Receipt, TR – Transfer Receipt, AD – Adjustment, MC – Bill of Materials, MF – Formulation, WH--Warehouse document, or SO – Sales Order/Credit Memo. For document types except adjustments and warehouse, specify the Doc ID #, and for PO receipts, transfer receipts or sales orders/credit memos specify the Receipt/Ship#/Invoice#. For adjustments and warehouse documents, specify the item number and date of the adjustment.

In the Cost Factoring section, the total cost amount to factor for the document and memo are displayed. Specify the factor type—by weight, cost or units. You can optionally specify the Offset GL account to use an alternate GL Offset account (offset to Inventory) for factored cost. For certain document types, the GL Inventory and Offset accounts will not be available. These entries are allowed, but the register will only update the receipt and disbursement costs since the GL accounts are not known.

In the browser, all of inventory lines for the selected document are displayed. For Adjustments and Warehouse documents, a single line is displayed in the browser; you cannot enter cost factoring information.

Note that factored costs do not show as individual lines in the browser, but are distributed and visible after register processing.

You can edit an inventory line for the new unit cost and enter a memo to explain the change. The browser display includes the Item number and description as well as quantity and unit of measure, Current Unit Cost, New Unit Cost, Unit Cost Difference, the Total Cost Difference, and memo.

If the filling of an over-shipment (OS) has a different cost than what was used on the usage document, a cost discrepancy record will be automatically created during the receipt process and flagged as User Entered = "N". Cost discrepancy records for over-shipments are display-only and cannot be edited or deleted in this program. You must run the Cost Discrepancy Register (ICR610) to process cost discrepancy records for over-shipments to finalize the changes and allow additional edits to be performed.

# Physical Inventory

The Physical Inventory menu is where you perform and complete a physical inventory. 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.

## Work flow

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 any time 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 Accellos 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 an Accellos 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 concepts

### 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 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.

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.

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

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.

## Program concepts

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. Surplus stock is any available stock quantity over the economic order quantity (EOQ) point, i.e. (available – line point – EOQ).

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 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 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.

## End of period

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

## Program concepts

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 ledgers 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 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.

## File maintenances

Use the file maintenance programs in the Inventory Control module to set up and maintain information on items and warehouses.

The programs on the File Maintenance menu enable you to set up and maintain items records in a particular warehouse (with location, reordering controls, stocking information, etc.), and serial/lot numbers for an item in a warehouse (with receiving information, quantity, etc.).

The Item Interchange F/M allows setting up alternate reference numbers for an item, so that when the reference number is entered at an item field, the correct item number is displayed automatically. An item may have an unlimited number of interchanges. The Warehouse/Vendor Review F/M contains information on vendor buying requirements and how often a vendor's product line should be reviewed for reordering.

The last four programs are really user time savers. The Create Warehouse/Item Records allows creation of a new warehouse or the adding of a product line to a warehouse without

the operator having to enter each record manually. The Create Warehouse/Vendor Review Records allows duplication of warehouse/vendor records from one warehouse to another. The Transfer/Change Item Codes and Item Changer Programs allow changing selected item information without having to pull up each record in the Item F/M and changing it manually.

## Program concepts

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.

Use Review Cycle Setup (ICE560) to create and maintain the warehouse/warehouse and warehouse/vendor review cycles and update the minimum and maximum review cycle values. You can also modify current and recommended vendor review cycles. It is used to establish review cycles and buying targets for all ARPs, both vendor and transfer. This program will analyze all of the replenished items in the selected warehouse, and display all of the ARPs (both vendor and warehouse) represented. The ARP for each item is established in Warehouse/Item F/M. For each ARP, we display the # of items in the warehouse that are replenished by that ARP, and the review cycle and buying targets established. If no review cycle is setup, an asterisk will appear on that line, indicating that the review cycle should be setup. To view the items in the replenishment path you can select the Show Items button on the Setup Review Cycle screen or select View>Items in the ARP from the menu. When you have finished modifying review cycle information, you can select File>Create Missing Review Cycle Records to generate additional review cycles, or you can select File>Update Min/Max Review Cycle to update the review cycle minimum and maximum values based on your changes.

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) 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 Accellos 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, click Inventory Control>File Maintenances >Item Changer.

## **Infrequent file maintenances**

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.

## **Program concepts**

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 Infor Distribution Storefront. 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.

Multiple Item Deletion Entry (ICE110), which is used to pre-enter items you want to delete and to specify the appropriate Sales Analysis item to transfer historic information to.

Multiple Item Deletion (ICU110), which is used to check the items entered in Multiple Item Deletion Entry (ICE110) and/or delete them.

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 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

### Daily procedures (or as needed)

- 1 Print Stock Status Report
- 2 Print Surplus Stock 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 SM System Clean Up F/M
- \*8 Run End of Period Update

### 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 Review Cycle Setup

## Adjustments procedures

### Manually adjusting on-hand quantities

- 1 Click **Inventory Control>Adjustments>Adjustment Entry**.
- 2 In the **Warehouse** field, specify the warehouse code for the item(s) to be adjusted.
- 3 In the **Item** field, specify the item number to be adjusted. The system displays the description and current on hand quantity for this item and stocking unit of measure.

(Optional) 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".

(Optional) 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".

(Optional) If the item number is a serial/lot item, the system displays serial/lot fields.

- 4 In the **Adjustment** field, specify the adjustment quantity (+/-) of the item. This displays the new on-hand quantity (current on hand plus the adjustment amount).
- 5 In the **Adjustment Code** field, specify 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, specify the unit cost for this item receipt.
- 7 (Optional--If the adjustment type entered in step 5, was not S-sales, this field is skipped.) In the **Sales Dollars** field, specify 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 check box 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, specify 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 to default to no memo and the adjustment code description prints on the register or F2to default to the memo previously used.

- 10 (Optional) At the command prompt at the bottom of the screen, the system displays the following options: Enter-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 or access Note Entry (SME710) for the item highlighted in line item browser.
- 13 Click **Exit** to return to the main IC menu.

## Creating item-to-item transfers

- 1 Click **Inventory Control>Adjustments>Item Repackaging Entry**.
- 2 In the **Warehouse** field, specify the warehouse code for the item to be transferred. Press **Enter** to default to the warehouse assigned to the terminal. The system displays the warehouse name and description.
- 3 In the **From Item** field, specify the item number from which the quantity is to be transferred. This item must exist in the warehouse. The system displays the item number, description, stocking unit of measure, prior to repackaging (before) on-hand quantity.

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, specify 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, specify 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, specify the cost of the TO item per costing unit of measure. Press **Enter** 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, specify 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** 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** check box, 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 click:
  - 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, click Add.
  - Exit** to return to the Inventory Control Menu screen.

## Printing and updating the Adjustment Register

- 1 Click **Inventory Control>Adjustments>Adjustment Register**.
- 2 In the **Order** field, select the order to print: I-Item Code Order, A-Alpha Item Order, V-Vendor Code Order, C-Item Class Order.
- 3 In the **Beginning** and **Ending** fields, select the beginning order choice to print.
- 4 In the Properties section of the screen, complete this information.
  - The **Vendor** or **Item Class** to print.
  - Up to ten 2-character Warehouse codes side-by-side to print.
- 5 Up to ten 2-character **Adjustment Codes** side by side to print.
- 6 In the **Date** field, specify the Adjustment Register date. The date entered must be within the current or next GL period.
- 7 Click **OK**.
- 8 (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, click **Cancel** to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, click **OK** 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, click **OK**. The program proceeds with the update. If you need to make a correction, select **Cancel** 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--

(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, click **Cancel** to exit the program. After you make corrections, rerun the register. If everything is correct, click **OK** to continue.

## Warehouse transfers procedures

### Managing suggested item transfers

- 1 Click **Inventory Control>Warehouse Transfers>Suggested Transfer Entry**.
- 2 In the **From Warehouse** field, enter the warehouse code from which to transfer items.
- 3 In the **To Warehouse** field, enter the warehouse code to which the items will be transferred.
- 4 At the **Type** field, select the type of transfer you are creating: R-Restocking or S-Special Orders.
- 5 You have these options.
  - Edit**-to modify the units for the item.
  - Delete**-to remove the item.
  - Inquiry From**-to display FROM warehouse item pricing, quantity, usage and receipt information.
  - Inquiry To**-to display TO warehouse pricing, quantity, usage and receipt information.
  - Del Range**-to delete a range of items from the suggested transfer. The system displays the Delete Range of Items screen. Specify the **Beginning Item** and **Ending Item** numbers to delete. Click **OK**.
- 6 (Optional) For *special order transfers only* Add-adds a special order item. If an item entered has a restocking path that is direct from the vendor a message is displayed. For special order transfers, complete this information.

Specify the sales order number containing the items to be transferred for this special order.

Specify the line number of the sales order that contains the item number to transfer. The item entered on this line must be on back order.

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

Click **OK**.

- 7 Totals for the transfer are calculated and displayed. Totals include total number of items, units, weight and cost of suggested transfer.
- 8 Click **Done** to exit.

## Creating transfer ticket headers

- 1 Click **Inventory Control>Warehouse Transfers>Transfer Entry**.
- 2 In the **Whse/Ticket** field, specify the warehouse code from which to transfer items. You can also assign a new specific ticker number to a transfer by clicking the menu option **File>New Document Number**, then specify the ticket number. The entered ticket number cannot already exist in the transfer file (ICTRNH).
- 3 In the **To Warehouse** field, specify the warehouse code to which the items will be transferred.
- 4 In the **Entered** field, specify the date the transfer is entered.
- 5 In the **Request** field, specify the date the items are requested for delivery.
- 6 In the **Ship Via** field, specify the method of shipment (up to 15 characters).
- 7 (Optional) In the **Reference** field, specify the reference number (up to 30 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.)

Specify **Y** or **N** to indicate whether the suggested orders on file should post to the transfer ticket being entered. If you specify **Y**, the first suggested line-item displays. If you specify **Y**, the system displays the Import Suggested Transfers dialog box. Refer to the Import Suggested Transfers topic for details.

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

## Adding transfer entry line items

- 1 Click **Inventory Control>Warehouse Transfers>Transfer Entry**.

- 2 For new transfer tickets, enter the header information. Refer to the Creating transfer ticket headers. 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** field 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 back ordered
- 3 At the **Item** field, you have these options.  
Specify 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** 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: Specify the sales order number containing the items to be transferred for this special order. Specify the line number of the sales order that contains the item number to transfer. The item continued on this line must be on back order.  
Specify the number of units (per stocking unit of measure) to transfer. Press **Enter** to default to the quantity on order or back order for the item on the line of the sales order.
- 4 The system displays the optional Warehouse Quantities Window, which displays the "from" and "to" warehouse on hand, on order, committed, available, back-ordered quantities based on settings in IC Transfer Entry Options F/M (ICF978). When adding a line, the committed and back ordered will be calculated based on the available quantity.
- 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 back ordered. 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 back-ordered quantities cannot be negative. The committed plus back-ordered 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 back order. If the item is inactive, it cannot be back ordered 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 click **Stop** to complete the line item entry.
- 8 You have these options.  
**Header**-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.  
**I** to access Note Entry (SME710) for the item highlighted in line item browser.

- D** to access Note Entry (SME710) for the transfer header record specified in the program.
- L** to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.
- 9** When you have completed the line item or header information changes, click **Done**.
- 10** The system displays the Print transfer ticket check box.
- 11** Indicate whether to print the ticket now. If you do not check the **Print transfer ticket** check box, the ticket is saved for batch printing and may be printed through the Transfer Ticket Print.
- 12** Click **Done**.

## Confirming shipments

- 1** Click **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** to default to the system date.
- 5** At the Assume Shipment prompt, *Assume shipment of committed?*. You have these options.
  - Y** Assume shipment of all committed quantities
  - N** Do not assume shipment, back order 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, back order 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, have these 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.

**Delete** the highlighted entry.

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

**Done** -Accesses the ending routine.

**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.

**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 To exit, click **Done**.

## Printing and updating the Shipment Register

1 Click **Inventory Control>Warehouse Transfers>Shipment Register**.

2 In the **Beginning** and **Ending Ticket** fields, enter the beginning and ending transfer ticket numbers to print.

3 In the **Beginning** and **Ending Date** fields, enter the beginning and ending transfer dates to print.

4 In the **From** and **To Warehouse** fields, enter the warehouse to print FROM which shipments were transferred and the warehouse TO which shipments were sent.

5 In the **Date** field, enter the Shipment Register date.

6 Click **OK**.

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, click **Cancel** to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, click **OK**. 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, click **OK**. The program proceeds with the update. If you need to make a correction, click **Cancel**. 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--

(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, click **Cancel** to exit the program. After you make corrections, rerun the register. If everything is correct, click **OK**.

## Confirming transfer receipts

- 1 Click **Inventory Control >Warehouse Transfers >Receipt Confirmation**.
- 2 In the **Ticket** field, specify the transfer ticket number. Press **F2** to search for tickets.
- 3 (Optional) Specify the **shipment number** if needed. If there is only one shipment number available to be received, then the shipment number is automatically displayed. If the **Require User Entry of Ship#** is selected on the Transfers tab of IC Static Control F/M (ICF980), you must specify the shipment number.
- 4 In the **Received Date** field, specify the date the ticket was received. Press **Enter** to default to the system date.
- 5 At the **Assume Shipment** check box, indicate whether to assume shipment. Checking the box sets number of units received for each item to the shipped amount entered on the transfer ticket. Not checking the box sets the number of units received for each item to zero.
- 6 The program automatically displays the line-items associated with the transfer ticket. If an item is a serial/lot item, the system displays the serial/lot item entry options for Receipt confirmation.
- 7 You have these options.

**Edit**-edit a line item; specify the number of units to receive.

If the number received is not equal to the number shipped, you must specify a discrepancy G/L# to post the discrepancy to. Press **Enter** to default to the discrepancy number in the GL posting table assigned to the item.

**Add**-Add line-items. In the Item field; specify the item number in the Item field and quantity to receive in the Received field.

**Insert**-Add a line-item above the highlighted line item.

**Delete** the highlighted entry.

**Cancel**-Complete line item entry.

**Save**-Saves your line item changes.

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

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

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

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

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

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

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

- 8 When you can finished confirming the receipt, click **Done** to exit to the transfer ticket and return to the **Ticket #** field .
- 9 You can specify additional receipt confirmations or click **Done**.

## Printing and updating the Receiving Register

- 1 Click **Inventory Control>Warehouse Transfers>Receiving Register**.
- 2 In the **Beginning** and **Ending Ticket** fields, enter the beginning and ending transfer ticket numbers to print.
- 3 In the **Beginning** and **Ending Date** fields, enter the beginning and ending receipt dates to print.
- 4 In the **From** and **To Warehouse** fields, enter the warehouse to print FROM which shipments were transferred and the warehouse TO where the shipments were received.
- 5 In the **Date** field, enter the Receiving Register date.
- 6 Click **OK**.
- 7 (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, click **Cancel**. After you make the correction, you can rerun the Receiving Register. If everything is correct, click **OK**. 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, click **OK**. The program proceeds with the update. If you need to make a correction, click **Cancel**. 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: Receiving Register. OK to Update?

After printing the Receiving Register, verify the printout. If you need to make a correction, click **Cancel**. After you make corrections, rerun the register. If everything is correct, click **OK**.

## Entering a quick transfer adjustment

- 1 Click **Inventory Control>Warehouse Transfers>Quick Transfer Adjustment**.
- 2 In the **From Warehouse** field, enter the warehouse FROM which the item was transferred.
- 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.
- 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.
- 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.
- 8 Click **Save**.
- 9 Click **Exit**.

## Costing & pricing procedures

### Adding suggested cost/pricing information for an item

- 1 Click **Inventory Control>Costing & Pricing>Suggested Cost/Price Entry**.
- 2 In the **Item** field, specify the inventory item code for which you want to create suggested cost/price information.

**3** Enter this information in the header of a Suggested Cost/Price record.

In the **Effective Date** field, specify the effective date of this suggested cost/price change. When running the Update Suggested Costs/Prices program, a cutoff date is entered and effective dates up to that cutoff date are updated.

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

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

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

**4** 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.

**5** 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 click **Done**.

**6** For new records the system creates blank suggested cost/pricing lines for the highlighted item. Click **Edit**. You can update this information.

**Qty**

For quantity breaks, specify 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, specify 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, specify 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, specify 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 specify 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 specify 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 specify 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 specify 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 specify 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.

- 7 Click **Save**. 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.

- 8 (Optional) You can highlight a suggested costing/pricing line in the browser and click **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.
- 9 (Optional) 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.
- 10 Click **Done** to end the program and then again to exit the screen.

## Creating suggested costs/prices for a range of items

- 1 Click **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, Item Price Class. Press Enter to default to Item order.
- 3 In the **Beginning** and **Ending** Order Choice field, specify the beginning and ending order choices.
- 4 In the **Item Type** field, specify the type of item to create: Stocked, Nonstocked, or Uninventoried. Press **Enter** to default to SNU.
- 5 In the **Vendor/Item Price Class** field, specify the vendor number or item price class to create.
- 6 In the **Effective Date** field, specify the effective date of the suggested cost/price change. Press Enter to default to the system date. Effective dates for any suggested records already on file will be overwritten.
- 7 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** to default LMS123456 (or all of the record types that are available).
- 8 In the **List Price** fields, complete this information.  
Change %—Enter the Change % of the suggested list price over current list price for the item(s) selected. Press Enter 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 to default to selected.

- 9 In the **Manual Cost** fields, complete this information.  
Multiplier—Enter the Multiplier to be applied to the basis to calculate List Price or press F1-Skip. Press **Enter** to default to 0 (zero).  
**Change %**—Enter the Change % for the list price for the item(s) selected. Press **Enter** 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** to default to selected.

- 10** In the **Standard Price** fields, complete this information.
- Basis**—Enter the basis to apply the multiplier against to calculate the suggested standard price or press F1-Skip to specify 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 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 to default to selected.
- 11** (Optional) For the Level Prices 1-6 fields, complete this information.
- Basis**—Enter the basis to apply the multiplier against to calculate the suggested level price or press F1-Skip to specify 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** 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 to default to selected.
- Note: You cannot access this field for levels 2 - 6 if the Require Descending Level Prices flag in the IC Static Control Record is set to Y because this field will default to whatever you entered in Replace for Level 1 Price for all other price levels.
- 12** Click **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 to default to unselected.
- 13** 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** to default to All. This field is skipped if the Suggested Types selected do not include price levels, list price or standard price.
- 14** Select a **Rounding** option to round prices to the nearest Five Cents, Ten Cents or No Rounding. Press **Enter** to default to N. Suggested records will be created only for current records with dollar amounts.
- 15** Select **Skip Inactive Items** to skip inactive items when creating suggested costs and prices.

- 16 Click **OK**, and after the system displays a message telling how many records were updated, click **OK** on the message box to exit the program.

## Updating suggested costs/prices for a range of items

- 1 Click **Inventory Control >Costing & Pricing >Update Suggested Costs/Prices**.
- 2 In the **Order** field, specify the order to create suggested costs/prices: Item, Alpha, Vendor, Item Class, Item Price Class. Press **Enter** to default to Item order.
- 3 In the **Beginning** and **Ending Order Choice** fields, specify the beginning and ending order choices.
- 4 In the **Item Type** field, specify the type of item to create: Stocked, Nonstocked, or Uninventoried.
- 5 In the **Vendor/Item Price Class** field, specify the vendor number or item price class to create.
- 6 In the **Update** field, select which types of suggested records to update: List Price, Manual Cost, Standard Price, Price Levels and Quantity Breaks.
- 7 In the **Pricing UM Scope** field, specify 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.
- 8 In the **Cutoff Date** field, specify the ending effective date through which to update. Suggested cost/price changes with an effective date prior to and including date entered are updated.
- 9 Click **OK**.
- 10 After the program runs, click in the message box to exit the program.

## Erasing suggested costs/prices for a range of items

- 1 Click **Inventory Control>Costing & Pricing >Erase Suggested Costs/Prices**.
- 2 In the **Order** field, specify the order to create suggested costs/prices: Item, Alpha, Vendor, Item Class, Item Price Class. Press **Enter** to default to Item order.
- 3 In the **Beginning** and **Ending Order Choice** fields, specify the beginning and ending order choices.
- 4 In the **Item Type** field, specify the type of item to create: Stocked, Nonstocked, or Uninventoried. Press **Enter** to default to SNU.
- 5 In the **Vendor/Item Price Class** field, specify the vendor number or item price class to create.
- 6 In the **Erase** field, select which types of suggested records to erase: List Price, Manual Cost, Standard Price, Price Levels and Quantity Breaks.

- 7 In the **Pricing Um Scope** field, specify 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.
- 8 In the **Cutoff Date** field, specify 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 to default to the system date.
- 9 Click **OK**.
- 10 After you complete the erase process the system displays a message telling how many records were updated. Click in the message box to exit the program.

## Changing existing cost/price information for an item

- 1 Click **Inventory Control>Costing & Pricing>Suggested Cost/Price Entry**.
- 2 In the Item field, specify 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 this information.

### Qty

For quantity breaks, specify 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, specify 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, specify 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, specify 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 specify 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 specify 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 specify 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 specify 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 specify 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 Click **Save**. 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 (Optional) You can highlight a suggested costing/pricing line in the browser and click **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 (Optional) 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 Click **Done** to end the program and then again to exit the screen.

## Deleting cost/pricing information

- 1 Click **Inventory Control>Costing & Pricing>Suggested Cost/Price Entry**.
- 2 In the **Item** field, specify 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 click **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. Click **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 (Optional) 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 Click **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 %.

## Setting flags in the Scope box

- 1 Use your arrow keys to select the field you want to set.
- 2 Press **Enter** 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.

## Electronic price updates procedures

### 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. Click **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. Click **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. Click **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. Click **Inventory Control>Electronic Price Update>Pending Standard Part F/M**.
- 5 Run Pending File Update to add the standard part numbers into the system. Click **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. Click **Inventory Control>Electronic Price Update>Standard Part Number Entry**.

## Process Flow: Creating Standard Part Numbers Manually

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.

- 1 Create source codes, such as UPC, EAN, IDW, for standard part numbers in Standard Part Source F/M. Click **Inventory Control-->File Maintenances-->Infrequent File Maintenances-->Standard Part Source F/M**.
- 2 Use Standard Part Number Entry to create the numbers and their descriptions. Standard part numbers entered in this program are automatically added to the system. You do not have to run an update.

## Creating standard part numbers

- 1 Click **Inventory Control>EPU>Standard Part Number Entry (ECU460)**.
- 2 In the **Standard Source Code** field, specify a source code.
- 3 In the **Std Part #** field, enter the standard part number.
- 4 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.
- 5 The description defaults to **Description 1** and **2** for the FACTS item selected.
- 6 Press **Enter** to continue adding standard part numbers for the same source code. Click **Cancel** to exit the line item entry section.
- 7 You have these options.
  - Add more standard part number for the same source.
  - Highlight a standard part number line, then click **Delete**.
  - Highlight a standard part number line, then click **Edit**. When you are finished editing the part number information, click **Save**.
- 8 The system returns you to the **Standard Source Code** field, click **Done** to exit.

## Deleting a standard part number

- 1 Click **Inventory Control>EPU>Standard Part Number Entry (ECU460)**.
- 2 In the **Standard Source Code** field, specify a source code.
- 3 Highlight the standard part number in the item browser and click **Delete**.
- 4 Click **Done**.

## Editing a standard part number (change description or UM)

- 1 Click **Inventory Control>EPU>Standard Part Number Entry (ECU460)**.
- 2 In the **Standard Source Code** field, specify a source code.
- 3 Highlight the standard part number in the item browser and click **Edit**.
- 4 Use the line-item entry section to modify the standard part number information.
- 5 Click **Save**.
- 6 Click **Done**.

## Updating imported pricing information and standard part numbers

- 1 Click **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.

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** to default to S.
- 5 In the **Effective Date** field, enter the date the suggested changes are to take effect (ref. 3). Note: This field is accessible only if Suggested Cost/Price data is to be updated.
- 6 In the **Beginning** and **Ending Vendor** fields, enter the beginning and ending vendors to process.
- 7 Click **OK**.
- 8 Click the update message to exit.

## Importing a flat file

- 1 Click **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.
- 3 In the **Load Command** field, press **Enter** to default to the load command entered for this service provider in Service Code F/M.
- 4 In the **File Name** field, press Enter 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** and **Ending Vendor** fields, enter the beginning and ending vendor numbers to process.  
Note: 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.

A file from a specific vendor normally contains that vendor's data. Enter the vendor's number or press **Enter** for FIRST.

If you are importing data from a CD catalog (and this service code uses ICU452 as its update program), press **Enter** to default to ALL. (The system cannot select a range of vendors when its importing data from CD-ROM catalogs.) You can also enter a specific vendor number.

- 6 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.
- 7 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** to default to ALL.
- 8 (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.
- 9 (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.
- 10 The Flat File Preprocessor program indicates to 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.
- 11 Click **Exit**.

## Capturing on-hand or available quantities

- 1 Click **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** and **Ending Order Choice** fields, select the beginning and ending order choices to capture.
- 4 In the **Item Type** field, specify the type of item to capture: Stocked items and/or Nonstocked items. Press **Enter** to default to SN.
- 5 In the **Warehouse** field, specify the warehouse to capture. The entry must be a valid warehouse code.
- 6 In the **Cutoff Date** field, specify 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** to default to the system date.
- 7 Click **OK**.
- 8 (Optional) If existing quantities are already captured a message is displayed asking to clear the current information.
- 9 (Optional) Check the **Clear Records** check box. Click **Continue**.

## Entering physical counts

- 1 Click **Inventory Control>Physical Inventory >Enter Counts**.
- 2 In the **Warehouse** field, enter the warehouse for which the physical inventory is being taken.
- 3 In the **Item Type** field, enter the item type to enter counts for: Stocked items and/or Nonstocked items.
- 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 to default to the next item captured (same order as count sheets).
- 5 In the **Location** field, specify 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 'un-captured item\*', the system displays the message: Specify **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!. Click **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  
Note: \*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** 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 have these options.  
**Save** your inventory count when you have finished entering records.  
**Cancel** item count entry.  
**Add** additional item counts after stopping line entry.
- 10 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.
- 11 Click **Done**.

## Updating physical inventory

- 1 Click **Inventory Control>Physical Inventory>Update Inventory**.
- 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** and **Ending Order Choice** fields, enter the beginning and ending order choices to update.
- 4 In the **Item Type** field, enter the type of item to update: Stocked and/or Nonstocked. Press **Enter** to default to SN.
- 5 In the **Warehouse** field, enter the warehouse to update.
- 6 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** to default to 90.
- 7 Click **Yes** at the message: Are you sure you want to update inventory?
- 8 The system displays a message telling how many records were updated. Click **OK** on the message to exit the program

## Inquires procedures

### Viewing item information

- 1 Click **Inventory>Inquiries >Item Inquiry**.
- 2 In the browser in the upper portion of the screen, the system displays the available items in the system. Double-click an item to display it in the browser. You can specify 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 specify 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 these views.

General	Usage
Packaging and weight	Receipts
Warehouse and stocking	Open purchase orders
Costing	Open orders
Price	Blanket sales orders
Activity	Production
Interchange	Transfers
Ledgercards	Serial/Lot
Turns	Vendors
DOT information	MSDS information
Restocking	Companions information
Notes	User-Defined



Lost Sales	LIFO/FIFO
Quotes	Standard Part Numbers
Usage	

- 4 When you are finished reviewing information for vendors, click **Exit**.

## Using Transfer Document Inquiry

- 1 Click **Inventory Control>Inquiries>Transfer Document Inquiry**.
- 2 Use the following fields to display transfer document inquiry information:

### **From Warehouse**

Specify the warehouse from which items are to be transferred. You can press F2 or the icon to search. Press F3 to default to ALL.

### **To Warehouse**

Specify the warehouse to which items will be transferred. Press F3 to default to ALL.

### **Ticket Number**

Specify a valid transfer ticket number. Search orders will be descending ticket number, reference number and item number.

### **Transfer by Descending Ticket**

You can search for transfer tickets and open the selected one navigate to the next or previous ticket

- 3 You have these options.

**Line Detail** to access transfer document line details.

**Shipments** to access receipt line details.

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

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

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

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

If there is an open shipment request for the ticket (in Current mode), that system displays:

Shipment Request Header Information:

"From" warehouse, name and 3 address lines

"To" warehouse, name and 3 address lines

Date entered

Date requested

Date shipped

Ship via

Reference number

Priority

Status of the document being displayed

Shipment Request Line information:

Line number (display sequence number)

Item number

Description 1

Requested

UM of the shipment request

Committed

Backordered

Shipped

Sales Order number

Sales Order line

Full Description

Click **Shipments** (disabled if there are no receipts for the ticket on file) to scroll through receipts.

Click **Overview** to switch to Overview mode.

If there is no open shipment request remaining for the selected ticket number, then the system displays the ticket receipts in Overview mode.

#### Shipments View Details

In the Shipments view of Transfer Document Inquiry, Ship GL Posting and Rect GL Posting are enabled when the transaction highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created by the register. Ship GL Posting displays GL posting records from the Shipment register. Rect GL Posting displays GL posting records from the Receiving register. Click Line Detail to display the line details and cost layers information for the shipment line.

When viewing shipments that have been received, click Options>Cost Discrepancy Entry to make cost corrections to the highlighted receipt. When processing an over-shipments (OS), the source document line cost is not updated if the receiving cost differs from the OS cost. A cost discrepancy entry is automatically created and the Cost Discrepancy Register (ICR610) must be run to finalize the changes.

Receipts header information includes:

"From" warehouse, name and 3 address lines, "To" warehouse, name and 3 address lines, and from the first receipt: Date entered, Date requested, Ship via, Reference number, and Priority, and whether the receipt is a normal replenishment document (Y) or an Emergency (N).

Receipts Line information:

The line browser information includes:

Item number,

Description 1,

Original Requested quantity,

UM,

Total Shipped ( total shipped from the line totals file using the UM from the first receipt found),

Total Received (total received from the line totals file plus any un-updated receipts for this line (accumulated in smallest UM) displayed using the UM from the first receipt found),

Sales Order number,

Sales Order line

Full Description

The quantities display in the unit of measure of the receipt being viewed. The lines will display in sequence number order. The system also displays the totals for units and weight.

Click **Line Detail** (disabled if there are no receipts for the ticket on file) to scroll through receipts. Click Overview to switch to Overview mode.

If there is no open shipment request remaining for the selected ticket number, then the system displays the ticket receipts in Overview mode.

#### 4 Click **Exit**.

## Using Profit Analysis Inquiry

1 Click **Inventory Control>Inquiries> Profit Analysis Inquiry**.

2 Use the following fields to display profit analysis inquiry information:

### 1 **Warehouse**

Specify the warehouse. The entry must be a valid warehouse code. Press Enter to default to the warehouse assigned to the terminal.

### 2 **Item**

Specify the item. The entry must be a valid item number. Press Enter 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.

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:

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

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

- 3 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.
- 4 When you have completed profit analysis, click **Done**.

## End-of-Period procedures

### End-Of-Period Checklist for Inventory Control

#### EOP Explanation

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

User	Date	Menu		Description
_____	_____	Adjustments	<b>1</b>	Complete all adjustments and print/update Adjustments Register
_____	_____	Whse Trans.	<b>2</b>	Confirm all transfers and print/update Shipment and Receiving Registers
_____	_____	Reports	<b>3</b>	Print Stock Status Report

_____	_____	Reports	<b>4</b>	Print Item Ledgercard Listing
_____	_____	EOP	<b>5</b>	Print Item Activity Report
_____	_____	EOP	<b>6</b>	Print/update Serial/Lot Number Removal Register
_____	_____	EOP	<b>7</b>	Run System Clean Up F/M (SMF993)
_____	_____	EOP	<b>8</b>	Run End-of-Period Update

## 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 System Clean Up F/M (SMF993). It is recommended that a hard copy be saved for future reference.
- 5** Print Item Activity Report. This report provides the user with a list of each item's activity in a warehouse for the period. This report is not required; however, the information for the period is not available after the End-of-Period Update is run.
- 6** Print Serial/Lot Number Removal Register. This register allows the user to obtain a list of all serial/lot numbers which have an on-hand quantity of zero and an available flag. After

the register prints, the user should remove the records just printed to cleanup the file. If records are not removed, they will appear on next period's register. All Serial/Lot Number Removal Registers should be kept as an audit trail.

- 7 Run System Clean Up F/M (SMF993). 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.

## New 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.

- 1 Click **Inventory Control>File Maintenances>Item F/M**.
- 2 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 #.

- 3 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.

## Units of Measure entry in Item F/M

When you save the new item record, the system proceeds to the Item/Unit of Measure F/M (ICF915) program so units of measure can be entered for this item. You can access Units of Measure in existing item records by clicking Add UM.

## Cost, Price and Warehouse Information

After units of measure have been added for this item, the system displays Quick Item Entry (ICF911) if the Quick Entry flag in the Inventory Static Control Record is set to Y. These fields are only available when creating an item. Once an item is entered, these fields are maintained using the costing and pricing programs and the Warehouse/Item F/M Program in the Inventory Control System.

## Cost and price Entry

Prior to entering costing and pricing information, please refer to the Costing & Pricing section in the online help Complete the following in the Quick Item Entry (ICF911) program.

### 1 List Price

Enter the list price per the unit of measure displayed for the item. Press Enter to default to 0. Press F3 to skip adding the cost/price record and proceeds to Warehouse.

### 2 Manual Cost Multiplier

Enter the manual cost multiplier per default costing unit of measure for the item. (The basis is automatically set to list price) F1 skips this entry and proceeds to the manual cost amount field (next). Press Enter to default to 0. Press F3 to skip adding the cost/price record and proceeds to Warehouse.

### 3 Manual Cost Amount

If a multiplier is entered in the previous field, this field is skipped. Enter the manual cost amount if multiplier was skipped. Press **Enter** to default to 0. F3 skips adding the cost/price record and proceeds to Warehouse.

For a default item, after the list price and manual cost has been entered, standard price information is displayed.

## Standard pricing

A standard price can be added for each unit of measure that is a default unit of measure for any type (pricing, costing, selling, etc.) and is valid for pricing. Complete the following in the Quick Item Entry (ICF911) program.

### 4 Standard Price Basis

Enter the basis for calculating the standard price per unit of measure displayed: List Price, or Manual Cost. Press F1 to skip the entry of basis and multiplier and go to the price field.

### 5 Standard Price Multiplier

If basis was not entered in the previous field, this field is skipped. Enter the standard price multiplier for calculating the standard price per unit of measure displayed. Press F1 to skip the entry of basis and multiplier and go to the price field.

### 6 Standard Price

If basis and multiplier were entered in the previous 2 fields, this field is skipped. Enter the standard price per unit of measure displayed. F3 ends item fields. Press Enter to default to 0.

### 7 Comm%

Enter the commission percentage for this standard price UM. Press F1 to default to NO PRIORITY.

## Pricing levels

Level prices can be added for each unit of measure that is a default unit of measure for any type (pricing, costing, selling, etc.) and is valid for pricing. Complete the following in the Quick Item Entry (ICF911) program.

For each price level used by the system, enter the following:

### 8 Price Level Basis

Enter the basis for calculating the standard price per unit of measure displayed: List Price, Manual Cost, Standard Price or Previous Level #. Press F1 to skip the entry of basis and multiplier and go to the price field.

### 9 Price Level Multiplier

If basis was not entered in the previous field, this field is skipped. Enter the price level multiplier for calculating the level price per unit of measure displayed. Press F1 to skip the entry of basis and multiplier and go to the price field.

### 10 Level Price

If basis and multiplier were entered in the previous 2 fields, this field is skipped. Enter the level price per unit of measure displayed. F3 ends item fields. Press **Enter** to default to 0.

### 11 Comm%

Enter the commission percentage for this level price UM. Press F1 to default to NO PRIORITY.

## Quantity break pricing

Quantity break prices can be added for each unit of measure that is a default unit of measure for any type (pricing, costing, selling, etc.) and is valid for pricing and selling. Complete the following in the Quick Item Entry (ICF911) program.

For each quantity break used by the system, enter the following:

### 12 Quantity Break



Enter the quantity break per unit of measure displayed.

### **13 Quantity Break Basis**

Enter the basis for calculating the quantity break price per unit of measure displayed: List Price, Manual Cost, Standard Price or Previous Level #. Press F1 to skip the entry of basis and multiplier and go to the price field.

### **14 Quantity Break Multiplier**

If basis was not entered in the previous field, this field is skipped. Enter the quantity break multiplier for calculating the quantity break price per unit of measure displayed. Press F1 to skip the entry of basis and multiplier and go to the price field.

### **15 Quantity Break Price**

If basis and multiplier were entered in the previous 2 fields, this field is skipped. Enter the quantity break price per unit of measure displayed. Press F3 to end item fields. Press Enter to default to 0.

### **16 Comm%**

Enter the commission percentage for this quantity break. Press F1 to default to NO PRIORITY.

Once all prices have been entered for an item, or if at any time the user selects to end costing/pricing entries, prior to moving on to the warehouse entry, the user has the option to edit costing/pricing information entered or change the scope of what costing/pricing information is entered.

## **Quick Warehouse/Item Entry**

After you enter pricing information for the new item, the system displays the Quick Warehouse/Item Entry (ICE912) program so you can enter the new item in the warehouse.

## **Using Quick Item Add vs. entering temporary items**

If the item is a special order or that will not be kept in inventory, enter it as a temporary item in one of the SO Order Management programs. (Enter the temporary item number and enter the vendor and item information as the system prompts for it).

### **To create an item in Quick Item Add:**

**1** Enter an existing item to use as your default (or template) in the Default Item Entry box.

This is a required field.

Choosing an existing item that is similar to the one you are creating helps you save time since you can use many of the same properties and settings.

The system makes a copy of this record so you can rename it to something else. The original record is not overwritten or changed in any way.

**2** Enter a name for the item you are creating.

The new item name can be any alphanumeric combination. The system warns you if you enter a number that already exists and requires you to enter a new number. This prevents you from overwriting an existing item number.

Click **OK** to continue to the main Quick Item Add screen. Select Cancel (F4) to return to exit out of Quick Item Add without creating a record.

**3** Use the Quick Item Add main screen to define the item.

The Quick Item Add main screen is similar to the Item F/M program.

Use the Main tab to enter general item information, such as vendors, descriptions, price class, GL table, etc.

Use the UM/Pricing tab to enter units of measure, conversion factors (if necessary) and weights. Also enter pricing information on this tab.

When you enter a default item through this program, the system does not automatically create all of the Units of Measure (UMs) for the new item that existed for the default item. The Quick Item Add program is designed to carry over the smallest UM from a default item. If the default you are using to create another item has UM as defaults for Stocking, Costing, Pricing, and Selling, then the system also creates those UM's for the new item. Since the Buying UM does not exist in the Quick Item Add program, the system uses the default item's stocking UM for the new item's buying UM. To check the UM information for items created via the Quick Item Add program, access the Item F/M and review the UM setup information.

Use the Inventory tab to determine which warehouses stock this item, the restocking warehouse, safety allowance, restocking method, warehouse location and the item's seasonal status, if any.

Note: To enter service items on the fly, you can start by creating the item record in Quick Item Add and set up the Service Item controls in Item F/M later. Set the Item Type field to Uninventoried.

**4** Click **Save**.

If you decide you do not want to enter this item, choose Exit (F4) at any time and choose No (N) when the system asks if you want to save the record.

## Adding purchase lines

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

## Updating the vendor for an item on a purchase line

- 1 Click **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 Click **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 Click **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 Click **Delete**.
- 5 **Save** your changes.
- 6 **Exit** the program.

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

- 1 Click **Inventory Control>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 click **Edit**.
- 7 (Optional) You can select the Ignore check box to prevent this lead time from be included in average lead time calculations.
- 8 (Optional) You can select the **Abnormal** check box 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 Specify 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 You have these options.
  - **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, click **Done** to enter a another warehouse and item to use for the receipt document display or click **Done** again to exit the program.

## Entering qualified usage

- 1 Click **Inventory Control>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.  
Tip: Press F1 to enter the current date. Click **IC Period End** to automatically enter the 'end of current IC period' or you can enter the date to be the end of the current IC period (even if that date is in the "future"). This allows you to view all the dates of the current period.
- 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 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 click **Edit** to modify information
- 10 Select the **Update Usage** check box 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, click **Done** to return to Usage Review (ICE555).
- 14 Click **Recalculate Usage** on Usage Review (ICE555) and specify the **Recalculate From** date.
- 15 Click **OK** to recalculate qualified usage for specified warehouse/item.
- 16 Click **Done** to enter additional qualified usage.
- 17 Click **Done** again to exit the program

## 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 Click **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 Click **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 Click **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 Click **Delete**.
- 6 Click **yes**, when the message asking if you want to delete the line is displayed.
- 7 Click **Exit**.

## Managing multiple item delete lists

- 1 Click **Inventory Control>File Maintenances>Infrequent File Maintenances>Multiple Item Deletion Entry (ICE110)**.
- 2 You have these options.

Add-Click **Add** and specify the item number to delete and SA item number to transfer history to.

Edit-Highlight a browser line, click **Edit** and modify the item number to delete and SA item number to transfer history to, as needed.

Delete-Highlight a browser line, click **Delete**.

Selection-To manage a range of items, click **Selection**. Specify the **Beginning** and **Ending Item** for the range.
- 3 Complete this information to further specify your range selection.

**Cutoff Date**-The date since the items had sales activity.

**Creation Date**-The date after which the items were created.

**Item Type**-the type of items, B-Both, S-Stocked, or N-Nonstocked, for the range.

**Item Class**-The item class for the range.
- 4 Select the type of **Update** to perform for the range of items: A-Add Entries only, U-Add/Update entries, D-Delete Entries.
- 5 Click **OK**.

## Checking/updating multiple item deletions

- 1 Click **Inventory Control>File Maintenances>Infrequent File Maintenances> Multiple Item Deletion (ICU110)**.
- 2 Select the **Update Type** to perform for the pre-entered items you want to delete (specified in Multiple Item Deletion Entry): C-Check Only or U-Check/Update.
- 3 Click **OK**.