Overview

Package Overview

How To Use This Manual

When most people receive a new product, they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **Inventory Management** package.

The first few sections of this manual are intended to introduce the user to the **Inventory Management (I/M)** system and help get started. The latter sections are for reference when the user has specific questions about each of the **Inventory Management** applications. These applications are described later in this section under **I/M Menu Bar Selections and Definitions**.

It is suggested that the user first read the **System Manager** manual. The **Package Overview** section of this manual gives an overview of the **Inventory Management** package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **I/M** sections to understand how each of the **I/M** applications work. A very basic description of each of these applications is also contained under the heading **I/M Menu Bar Selections and Definitions** which is part of this **Package Overview**.

Data Load Sheets are included in this manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They may be helpful in easing data entry.

Global Setup

There are many **"Pick & Choose"** features in the Util-Setup and Global Setup section of this manual that can improve functionality and productivity. The user should review these and choose accordingly.

A General Explanation Of Inventory Management

It can be very beneficial to you to have some understanding of the basic terms and concepts that will be used throughout the rest of this manual. Even if you have already had a great deal of experience with **Inventory Management** packages, it will be helpful to read through this general discussion of **I/M** to get an idea of how this package has put the basic principles to use.

Inventory Management

The **Inventory Management** package centers around one file, the Inventory Item File. This file contains a record for each different inventory item, which exists in inventory. A large amount of information is stored

in this file for each item. Some examples of the type of information stored are listed below:

A description of the item
The quantity of the item currently on hand
The quantity of the item currently on order
The last price you paid for the item (last cost)
The average price you have been paying for the item (average cost)
The quantity used this year and this period
The quantity sold this year and this period
The weight of the item
The forecasted usage of the item for the next period
The warehouse location of the item

If a particular inventory item is stored at more than one warehouse, the package will store information on the quantity on hand and available at all of the different warehouses as well.

Receivings, Issues, Transfers, And Adjustments

Events which can affect the quantity on hand figures and their appropriate distributions in the package include transfers of items from one warehouse to another, issues of inventory items to the shipping department or to the shop for assembly and receivings into stock of inventory items. These events are recorded as inventory **transactions**, which update the Inventory Item File and other related files.

Physical Counts

In almost all **Inventory Management** packages, the actual quantities of each inventory item will drift away from the **theoretical** quantities, which are stored on file over a period of time. This can be the result of theft, breakage, miscounting, data entry errors, etc. Therefore, it is necessary to periodically count the inventory items and correct the data, which is on file. An application called **Physical Count Processing** in the **Inventory Management** package provides a few tools to make this an easier task.

Kitting

The **I/M** package allows the use of kits. Kits consist of a group of items (components), which are assembled to make an item that can be sold (a kit parent item). This type of structure is essentially a flat bill of material. The kitting feature provides the benefits of a simple bill of material system without the expense of purchasing an entire bill of material software package. Companies with multi-level bills of material will need to use the **Elliott BOMP** package. **Customer Order Processing** supports kits in its **Order Entry** application.

Inventory Value

Elliott Software allows you to choose one of five different methods to measure the value of your inventory.

Average Cost Method

Throughout the system, Average cost is referred to as **FOB Cost and Landed Cost**. With this method, the value of your inventory is calculated by multiplying the quantity of the item received by the item's average cost. The average cost is updated when the quantity is received into inventory (quantity added times item cost). The following is an example of the average cost method.

	Date	Units	Cost	Total
Beginning Inv.	8/31/89	100	$ 5.0000	$ 500.00
Purchase	9/10/89	100	$ 7.5000	$ 750.00
		200		$ 1,250.00

New Average Cost = 6.2500 (1,250 divided by 200)

NOTE: If you are using the LIFO or FIFO cost method, average cost will also be updated when an item is sold or when an item is issued from inventory. Otherwise average cost will only be updated when the item is received.

Last Cost Method

With this method, the value of your inventory is calculated by multiplying the quantity of the item relieved by the item's last cost. The last cost is updated when the quantity is received into inventory. This is the cost of the item when it was received last or its current cost. The following is an example of the last cost method.

Transaction	Date	Qty	Cost	Total
Beginning Inv.	8/31/89	100	$ 5.0000	$ 500.00
Purchase	9/10/89	100	$ 7.5000	$ 750.00
		200		$ 1,250.00

New Last Cost = 7.500

Standard Cost Method

With this method, the value of your inventory is calculated by multiplying the quantity of the item relieved by the item's standard cost. The standard cost is not updated when the quantity is received into inventory. To change the standard cost, you must manually change it through **Item File Maintenance**.

FIFO Cost Method (First-In, First-Out)

With this method, the value of your inventory is calculated by multiplying the quantity of the item relieved by the item's FIFO cost. The FIFO cost method assumes that the cost of the first items received should be assigned the first items sold. Each time an item is received a layer record is written to the LIFO/FIFO layer file and each time an item is sold a layer is removed. If the quantity needed is greater than the first layer then the cost of the next layer will be used for the balance of the quantity. The following is an example of the FIFO cost method.

Transaction	Date	Qty	Cost	Total
*Purchase	9/01/89	100	$ 5.0000	$ 500.00
Purchase	9/05/89	100	$ 7.5000	$ 750.00
Purchase	9/10/89	100	$ 6.0000	$ 600.00
Purchase	9/15/89	100	$ 6.5000	$ 650.00
		---		---------
Total Inv. Value (Before)		400		$ 2,500.00

* This transaction could actually be a receipt transaction from the Inventory Transaction Processing application in **I/M**, a receipt transaction from the Receivings Processing application in **P/O,** or a posted credit memo from **COP**.

Let's assume by 9/25/89 we sold 250 of this item. The following FIFO costs would be used. The date of the sale or issue transaction has no impact on the FIFO costs used.

Transaction	Date	Qty	Cost	Total
*Sold	9/01/89	100	$ 5.0000	$ 500.00
Sold	9/05/89	100	$ 7.5000	$ 750.00
Sold	9/10/89	50	$ 6.0000	$ 300.00
		---		--------
Total Cost of Goods Sold		250		$ 1,550.00

* This transaction could actually be an issue transaction from the Inventory Transaction Processing application in **I/M** or a posted invoice sale from **COP**.

After the item is sold the following would be the new value of inventory and the remaining FIFO layers.

Transaction	Date	Qty	Cost	Total
Purchase	9/10/89	50	$ 6.0000	$ 300.00
Purchase	9/15/89	100	$ 6.5000	$ 650.00
		---		------
Total Inv. Value (After)		150		$ 950.00

A further explanation on the implementation of FIFO is contained under **Inventory Transaction Processing**.

LIFO Cost Method (Last-In, First-Out)

With this method, the value of your inventory is calculated by multiplying the quantity of the item relieved by the item's LIFO cost. The LIFO cost method assumes that the cost of the last items received should be assigned the first items sold. Each time an item is received a layer record is written to the LIFO/FIFO layer file and each time an item is sold a layer is removed. If the quantity needed is greater than the first layer then the cost of the next layer will be used for the balance of the quantity. The following is an example of the LIFO cost method.

Transaction	Date	Qty	Cost	Total
Purchase	9/01/89	100	$ 5.0000	$ 500.00
Purchase	9/05/89	100	$ 7.5000	$ 750.00
Purchase	9/10/89	100	$ 6.0000	$ 600.00
Purchase	9/15/89	100	$ 6.5000	$ 650.00
		---		--------
Total Inv. Value (Before)		400		$ 2,500.00

The actual applications that can create this type of transaction are explained under FIFO Cost Method.

Let's again assume by 9/25/89 we sold 250 of this item. The following LIFO costs would be used. The date of the sale or issue transaction has no impact on the LIFO costs used.

Transaction	Date	Units	Cost	Total
Sold	9/05/89	50	$ 7.5000	$ 375.00
Sold	9/10/89	100	$ 6.0000	$ 600.00
Sold	9/15/89	100	$ 6.5000	$ 650.00
		---		--------
Total Cost of Goods Sold		250		$ 1,625.00

The actual applications that can create this type of transaction are explained under FIFO Cost Method.

After the item is sold the following would be the new value of inventory.

Transaction	Date	Qty	Cost	Total
Purchase	9/01/97	100	$ 5.0000	$ 500.00
Purchase	9/05/97	50	$ 7.5000	$ 375.00
		---		-------
Total Inv. Value (After)		150		$ 875.00

A further explanation on the implementation of LIFO is contained under **Inventory Transaction Processing**.

Changing Inventory Cost Methods

If you wish to change the method by which you value your inventory you must use one the following procedures depending on what method you are using now and which method you want to change to.

Use the following procedure if you want to change from average, last or standard cost to either average, last, standard or LIFO/FIFO cost:

1. Make a backup of all **I/M** data files.
2. If you are using batch processing in **I/M**, post all transactions.
3. Make a backup of all **COP** and **P/O** data files if you are using either of the packages.
4. If you are using **COP** or **P/O**, post all orders in **COP** and fully receive and post purchase orders in **P/O**.
5. Change the inventory costing method using **I/M Setup**.
6. If you are changing to LIFO or FIFO costing, you must create initial LIFO/FIFO layers using the **Initialize LIFO/FIFO File** application from the **I/M Processing** window.

Use the following procedure if you want to change from LIFO to FIFO; LIFO to average, last or standard; FIFO to LIFO; FIFO to average, last or standard:

1. Make a backup of all **I/M** data files.
2. If you are using batch processing in **I/M**, post all transactions.
3. Make a backup of all **COP** and **P/O** data files if you are using either of the packages.
4. If you are using **COP** or **P/O**, post all orders in **COP** and fully receive and post purchase orders in **P/O**.
5. Print a stock status report for all items including all LIFO/FIFO layer detail.
6. Print **I/M Setup** using your PC's "Print Screen" keystrokes.
7. Using **I/M File Initialization** the following files must be initialized:

- I/M Control File
- LIFO/FIFO Layer File

8. Re-enter **I/M Setup**.

   If you are changing from LIFO to FIFO or from FIFO to LIFO then continue with steps 9, 10, and 11.

9. All layer information must be re-entered from the stock status report using **Inventory Transaction Processing** and then posted. The layers on the report will be in the reverse order in which they need to be after the costing method is changed.

10. After all layer records have been re-entered, you must adjust the Item File to match the Layer File using **Adjust Item File To LIFO/FIFO** application from the **I/M Processing** window.

11. Print a stock status report for all items including all LIFO/FIFO layer detail to make sure all layers were entered correctly.

Serialized Items

Serial numbers may be tracked for selected items both as they are stocked and/or issued. The quantity on hand for each serial number stocked must be **one**. A length of warranty in days may be defined for each serial item. The system will automatically calculate a warranty expiration date when the serial number is issued or sold.

Serial issue history information is maintained by the system. The **Serial/Lot Stock Status Report** and **Serial/Lot Issue History Report** application may be used to print both stock and issue history.

Serial numbers are supported by the **Inventory Management**, **Customer Order Processing**, **Purchase Order and Receiving**, **Bill Of Material Processor**, and **Shop Floor Control** packages. The user has the flexibility of tracking serial numbers stocked and issued or only assigning serial numbers when the item is sold. The exception to this is **Shop Floor Control**. A serial number must exist for a serialized item before a quantity can be issued.

LIFO/FIFO costing is not supported when using Serial/Lot items.

A further explanation on implementation of serialized inventory is contained under **Inventory Transaction Processing** and **Serial/Lot Processing**.

Lot Number Items

Inventory may be received or produced as individual lots. Each lot maintains quantity on hand, quantity allocated and expiration date by month and year. Selected items may be tracked by lot. For these items, a lot **must exist** before a quantity can be issued.

Lot issue history information is maintained by the system. The **Serial/Lot Stock Status Report and Serial/Lot Issue History Report** may be used to print both stock and issue history.

Lots are supported by the **Inventory Management**, **Customer Order Processing**, **Purchase Order and Receiving** and **Shop Floor Control** packages. Unlimited lots may be maintained for each item with both

integer and decimal quantity fields. Negative quantity lots are not allowed.

LIFO/FIFO costing is not supported when using Serial/Lot items.

A further explanation on implementation of Lot Tracking is contained under **Inventory Transaction Processing** and **Serial/Lot Processing**.

Reports

There are various reports, which can be printed on request that give valuable information for setting up and maintaining the Inventory Item File.

Interfacing

The Inventory Item File is referenced and/or updated by nearly all of the Manufacturing Packages as well as the **Customer Order Processing, Purchase Order and Receiving**, and **Bill Of Material** packages produced by **Elliott**, Incorporated.

I/M Menu Bar Selections And Definitions

There are many **Inventory Management** functions, which can be performed by this **I/M** package.

Maintenance

Item File

Allows you to define all the items in your Inventory File.

Location Control File

Allows you to keep track of inventory which is stocked at more than one location, including the quantity of the item on-hand, allocated, and on-order at each location.

I/M Account File

Allows you to designate which **G/L File Maintenance** accounts may be used with the **I/M** package.

Location File

Allows you to maintain a table of inventory locations.

Product Category File

Allows you to maintain a file of valid inventory item product categories.

Material Cost Type File

Allows you to maintain a file of valid inventory item material cost type codes.

Material Cost Type/Loc File

Allows you to maintain a file of valid inventory item material cost type within particular location accounts.

Buyer/Analyst Code File

Allows you to maintain a file of valid inventory item buyer/analyst codes.

Kit File

Allows you to design and maintain kit structures.

Job Code File

Allows you to create and maintain job codes for tracking costs associated with specific jobs.

User Defined Code File

Vessel File

Bin Master File

Substitute Item Class File

I/M Serial/Lot History File

Bin Inventory File

Hold Transactions File

Inquiry

Item File Inquiry

Allows you to view on the screen the inventory item file without being able to change the information. You may also view the notes associated with each inventory item.

Stock Status Inquiry

By single location or all locations combined you can quickly and easily find the quantity of any inventory item, which is on-hand, allocated, or on-order.

Available To Promise Inquiry

Serial/Lot Stock Status Inquiry

Allows you to inquire on available serial/lot items in stock or that have been issued or sold from inventory. If serial or lot items are being used in **I/M Setup**, then you will be able to utilize this application.

Kit File Inquiry

Allows you to view kit items and their components.

Processing

Inventory Transaction Processing

Allows you to record all inventory transactions that have occurred. This includes receivings, transfers, issues, and adjustments of inventory. You may select to perform inventory transactions on-line or using batch entry.

Physical Count Processing

Allows you to physically count inventory items periodically to ensure figures being used in the package are accurate.

Post Inventory Transactions

Allows you to update asset and other **G/L** accounts affected by inventory transactions and adjust inventory levels. Posting is required for transactions entered using the batch entry option of **Inventory Transaction Processing**.

Post Physical Count Tags

Allows you to update item on-hand quantities and **G/L** accounts affected by those changes. Accounts are only updated if **I/M Setup** flag #25 is set to **Y**.

Recalculate Reorder Fields

Allows you to recalculate vendor level, amounts of safety stock, and what the recommended minimum order amount should be for the item, based on the actual usage for the period.

Clear Item Accumulators

Allows you to clear inventory item file accumulators. Accumulators may be cleared period-to-date or year-to-date.

Print Cycle Count Worksheet

Produces a worksheet for tighter cycle counted inventory based on user defined cycle count codes in the **Item File**.

Initialize LIFO/FIFO File

Allows you to initialize your LIFO/FIFO layer file. If LIFO or FIFO inventory valuation method is being used in **I/M Setup**, then you will be able to utilize this application.

Adjust Item File To LIFO/FIFO

Allows you to balance your inventory item file to the layers in the LIFO/FIFO layer file. If LIFO or FIFO

inventory valuation method is being used in **I/M Setup**, then you will be able to utilize this application.

Serial/Lot Processing

Allows you to change your serial/lot inventory items that you have received into inventory or sold to a customer. If serial or lot items are being used in **I/M Setup**, then you will be able to utilize this application.

Reset Allocated Quantities

Updates the allocated quantities in the Inventory Item File from transactions in **Inventory Transaction Processing, Bill Of Material, Customer Order Processing** and **Shop Floor Control**.

Set Trx Audit File Beginning Balances

Allows you to set the beginning balance records for stocked items.

Freeze Inventory

Allows you to take a "snapshot" of inventory so that accurate period ending reports may be generated.

Bar Code Options

Contains a submenu of Bar Code Options related to inventory control. These applications are further detailed in the **Elliott** Bar Code manual.

Create Unreleased PO's By Vendor

If **Purchase Order And Receiving** is in use, this application will create unreleased purchase orders for a range of items and vendors.

Reports

Usage Exceptions Report

Allows you to choose a particular inventory class (A, B, or C), which is defined and entered in **Item File Maintenance**, and to have a report printed for that class showing all items which have varied from the forecast usage by a user-defined percentage.

Stock Status Report

Allows you to print out stock status information about a selected item or range of items by location and product category.

Available To Promise Reports

ABC Analysis Reports

Allows you to print a report which shows the inventory in descending order by usage, sales, cost, and margin for the year-to-date.

Reordering Advice Reports

Helps you to minimize inventory costs by providing information about what purchase orders and/or manufacturing orders need to be originated.

Item History Report

Allows you to produce a report that analyzes your inventory by period for quantity sold, sales amount, usage and cost.

Item Audit Trail Report

The report displays all changes made to the Inventory Item File during **Inventory File Maintenance**.

Inv Location Audit Trail Report

The report shows changes made to the Inventory Location File during **Location Control File Maintenance**.

Inv Transaction Audit Trail Report

A centralized report, which details all changes, made against the inventory levels in the Inventory Item File.

I/M Distribution To G/L Report

Allows the user to print a report showing the distribution to **G/L** accounts. The report has four sections that originate in **I/M Inventory Transaction Processing, COP Post Invoices, P/O Receivings Processing,** and **BOMP's Production Transaction Processing** applications. They include:

1. Cost of Goods Sold
2. Inventory
3. Purchases/Adjustments
4. Work In Process

Serial/Lot Stock Status Report

Print reports of serial/lot items that have been received into inventory. If serial or lot items are being used in **I/M Setup**, then you will be able to utilize this application.

Serial/Lot Issue History Report

Prints reports of serial/lot items that have been issued or sold from inventory. If serial or lot items are being used in **I/M Setup**, then you will be able to utilize this application.

Frozen Stock Status Report

This report generates a value of your inventory as of a predetermined (frozen) date.

Kit Where Used Report

Prints all kit parent items for a defined range of components.

Kit Gross Requirements Report

This report shows how many of each component will be required for the specified number of kits and compares this to the quantity available of each component.

Job Analysis Report

This report prints **I/M**, **A/P**, and **PR** expenses charged to specific job codes and compares that data to budget figures.

Util Setup

I/M Setup

Allows you to **tailor** the **Inventory Management** package to your company's operation.

Print Spooled Reports

Allows you to print a spooled report as many times as needed or to print several copies of the report.

Selection Limitations

Certain options such as LIFO/FIFO and Serial/Lot Inventory may limit or eliminate the use of some of the system's standard features. The following tables list those limitations.

Serial/Lot Limitations

Package	Application	Limitation
I/M	All Applications	Serial/Lot Items are not allowed when using LIFO or FIFO.
I/M & COP	All Applications	Stocking and selling UOM must be same when item is Serial/Lot.
I/M & P/O	All Applications	Purchasing UOM may be different than stocking UOM for Lot items.
COP	Order Entry	Serial/Lot Items can not be back-ordered on invoice type orders. Back-orders of Serial/Lot items are allowed on order type orders.

LIFO/FIFO Limitations

Package	Application	Limitation
I/M	All Applications	Serial/Lot Items are not allowed when using LIFO or FIFO.
I/M	All Applications	Percent of margin commission not

Package	Application	Limitation
		allowed when using LIFO or FIFO.
BOMP	Costed Bill Of Material	Item cost update is not allowed when using LIFO or FIFO.
J/C, SFC, LP, SPR, SPC	All applications	LIFO or FIFO costing methods are not allowed.
MRP, MS, & CRP	All applications	These packages may be used if LIFO or FIFO costing methods are defined.
If All Manufacturing Packages Are Installed	All applications	LIFO/FIFO costing are not supported.

Startup

Setup Procedure

In order to begin using the **Inventory Management** system, the following steps must be completed after **Company Setup** and the Inventory Files have been initialized through the **File Utilities** application. For extensive descriptions for each of the following applications, please refer to the specific chapters in the rest of this manual.

The applications section in this manual may be used to obtain specific information on each application. The file load sheets contained in each of these sections may assist in accumulating and loading data.

1. The **I/M** control data must be entered through the **I/M Setup** application in the **Util_setup** pull down window.

2. Enter valid inventory locations using **Location File Maintenance** application.

3. Enter valid product categories using **Product Category File Maintenance** application.

4. Enter valid material cost types using **Material Cost Type File Maintenance** application.

5. Enter valid material cost type/location accounts using **Material Cost Type/Loc File Maintenance** application.

6. Enter valid buyer/analyst codes using **Buyer/Analyst Code File Maintenance** application.

7. Enter the valid accounts using **I/M Account File Maintenance** application.

8. Enter the valid **I/M** items using **Item File Maintenance** application.

9. If you have inventory at more than one location you will need to enter this inventory via the **Location Control File**.

10. Enter the valid Kit Items with their designated components in **Kit File Maintenance** application.

11. Run the **Freeze Inventory** application to take a snapshot of beginning inventory quantities, costs and value of inventory.

12. Run **Frozen Stock Status Report** to generate totals to be posted to **G/L** for the value of beginning inventory.

13. If you are using LIFO or FIFO cost method, initialize the layer file using **Initialize LIFO/FIFO File** application or enter zero quantity on hand when loading inventory items and enter actual layers through receipts in the **Inventory Transaction Processing** application.

The above steps will load the system with the necessary information to process the past open item and future open item transactions.

ALLOCATING QUANTITIES

Item quantity amounts are stored in four (4) fields on the Inventory Management Item File and Inventory Location File: quantity on-hand, quantity allocated, quantity on-order, and quantity back-ordered. The term "quantity allocated" refers to the portion of that item that is promised to (or "allocated" to) customer or shop orders.

Multiple programs throughout the Elliott system update the quantity allocated field. Those programs will function differently depending on which Elliott modules are installed, and various flag settings in those packages. The following pages provide examples of how allocations occur under certain settings.

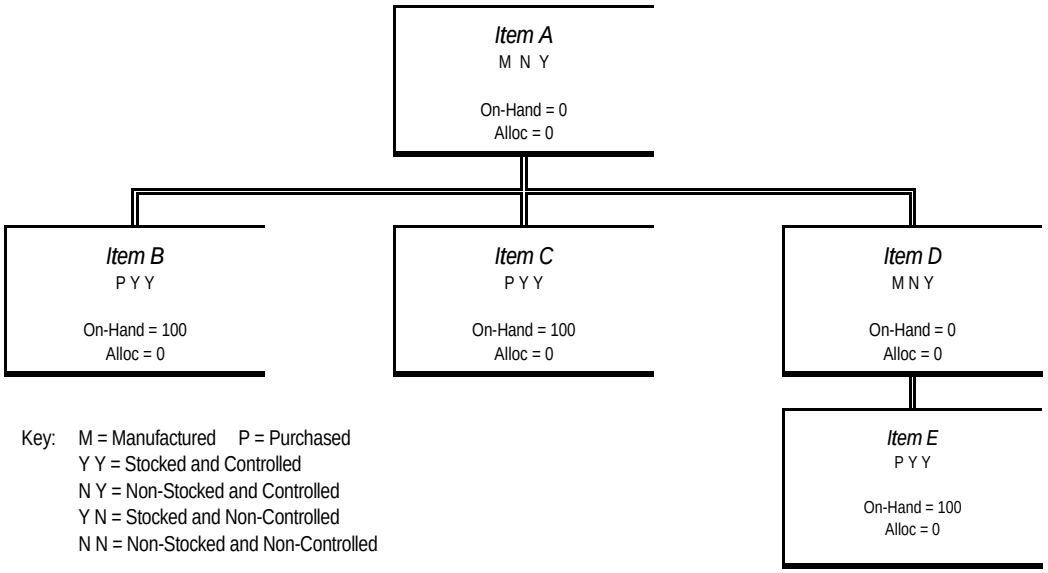
ALLOCATION EXAMPLES

The table and examples shown below illustrate various combinations of Elliott modules and flag settings, which affect quantity allocations and on-hand amounts. Use the table to find your corresponding flag settings, and then refer to that numbered example for a detailed description of the process.

Ex #	Is COP in use	Is BOMP in use	Inc WIP*	Is SFC in use	Is MRP in use	Process Non-Stocked Parents in BOMP?	Auto-Issue at Count Point? (SFC)	Flags in Item File for Pur/Mfg, Stocked, and Controlled fields. Item numbers (A,B,C,D,E) correspond to items in example numbers shown at left.				
								A	B	C	D	E
1	Y	Y	N	N	N	N	N/A	MNY	PYY	PYY	MNY	PYY
2	Y	Y	Y	N	N	N	N/A	MYY	PYY	PYY	MNY	PYY
3	Y	Y	Y	N	N	N	N/A	MYY	PYY	PYY	MYY	PYY
4	Y	Y	N	N	N	N	N/A	MYY	PYY	PYY	MYY	PYY
5	Y	Y	N	N	N	N	N/A	MYY	PYY	PYY	MNY	PYY
6	Y	Y	N	N	N	Y	N/A	MYY	PYY	PYY	MNY	PYY
7	Y	Y	N	N	N	Y	N/A	MYY	PYY	PYY	MYY	PYY
8	Y	Y	Y	N	N	Y	N/A	MNY	PYY	PYY	MYY	PYY
9	Y	Y	Y	N	N	Y	N/A	MYY	PYY	PYY	MYY	PYY
10	Y	Y	N	N	N	Y	N/A	MNY	PYY	PYY	MYY	PYY
11	Y	Y	Y	N	N	Y	N/A	MYY	PYY	PYY	MNY	PYY
12	Y	Y	Y	N	N	Y	N/A	MNY	PYY	PYY	MNY	PYY
13	Y	Y	N	N	N	Y	N/A	MNY	PYY	PYY	MNY	PYY
14	Y	Y	N	Y	N	N	N	MNY	PYY	PYY	MYY	PYY
15	Y	Y	N	Y	N	N	Y	MNY	PYY	PYY	MYY	PYY
16	Y	Y	N	N	Y	Y	N/A	MYY	PYY	PYY	MYY	PYY

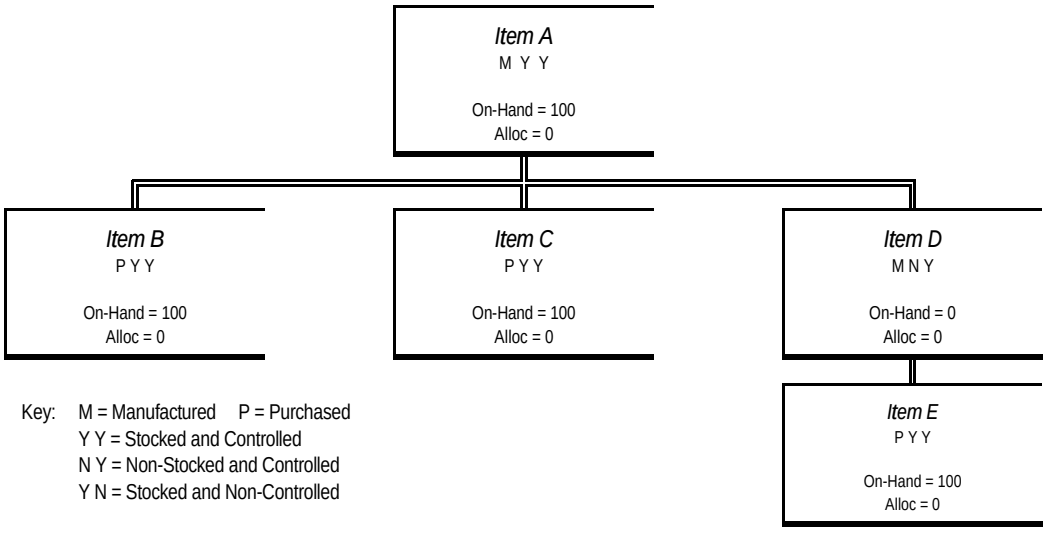
* "Increase WIP" flag in the BOMP "Print Production Orders" application

EXAMPLE 1: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**N**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***. The tables shown below indicate quantities after **entering** and **posting** the order.



		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	0	100	100	0	100
	Allocated	10	10	10	10	10
After order is **posted** in COP	On-Hand	0	90	90	0	90
	Allocated	0	0	0	0	0

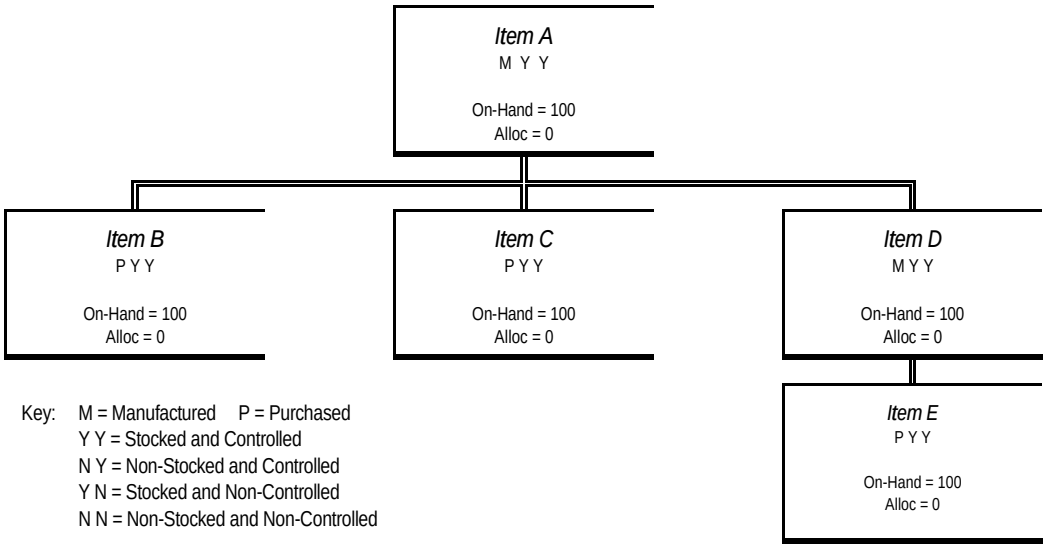
EXAMPLE 2: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**N**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



N N = Non-Stocked and Non-Controlled

		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	0	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
Print Production Work Order and answer Y to WIP	On-Hand	100	90	90	0	90
	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand	100	90	90	0	90
	Allocated	10	0	0	0	0
After production order is **posted**	On-Hand	110	90	90	0	90
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	100	90	90	0	90
	Allocated	0	0	0	0	0

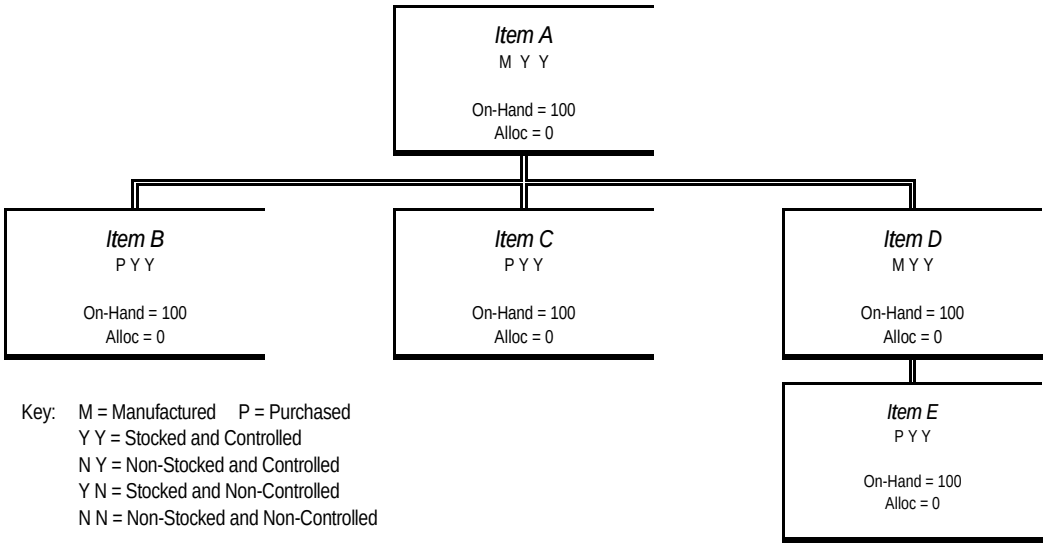
EXAMPLE 3: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**N**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	100	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	100	100
	Allocated	10	10	10	10	0
Print Production Work Order and	On-Hand	100	90	90	90	100

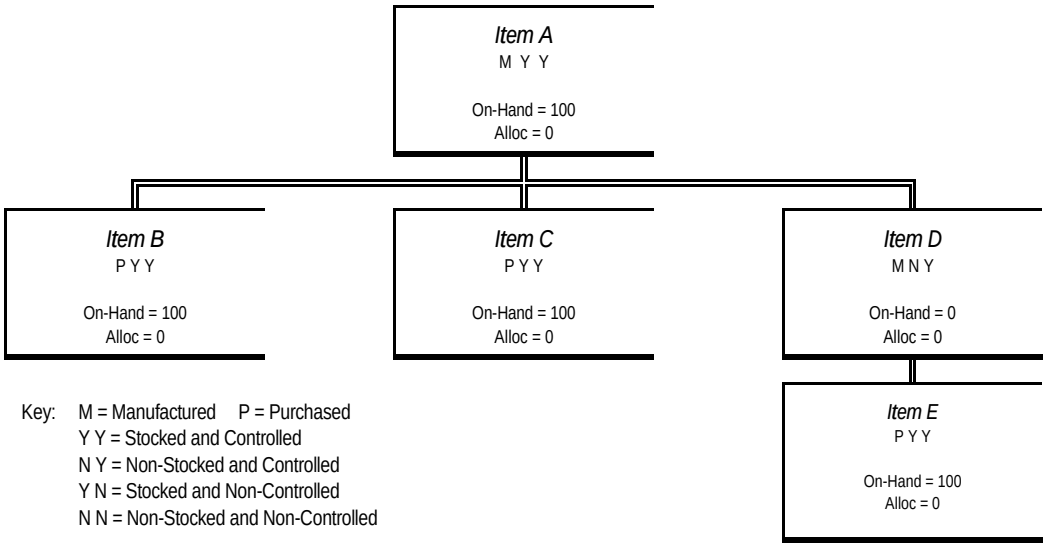
answer Y to WIP	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand Allocated	100 10	90 0	90 0	90 0	100 0
After production order is posted	On-Hand Allocated	110 10	90 0	90 0	90 0	100 0
After order is posted in COP	On-Hand Allocated	100 0	90 0	90 0	90 0	100 0

EXAMPLE 4: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**N**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



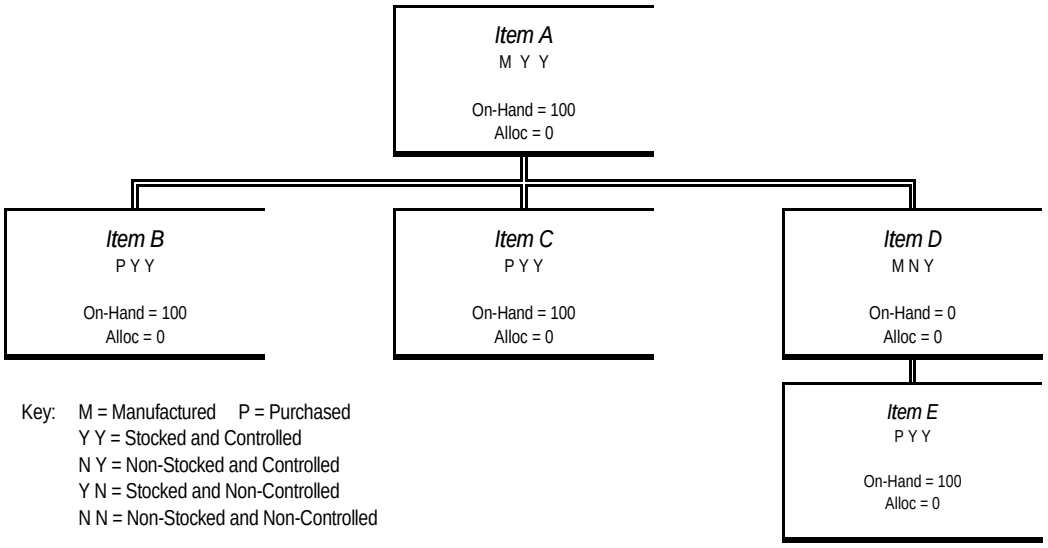
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is entered in COP	On-Hand Allocated	100 10	100 0	100 0	100 0	100 0
After order is copied into BOMP	On-Hand Allocated	100 10	100 10	100 10	100 10	100 0
Print Production Work Order and answer N to WIP	On-Hand Allocated	100 10	100 10	100 10	100 10	100 0
Report production for qty completed	On-Hand Allocated	100 10	100 10	100 10	100 10	100 0
After production order is posted	On-Hand Allocated	110 10	90 0	90 0	90 0	100 0
After order is posted in COP	On-Hand Allocated	100 0	90 0	90 0	90 0	100 0

EXAMPLE 5: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**N**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



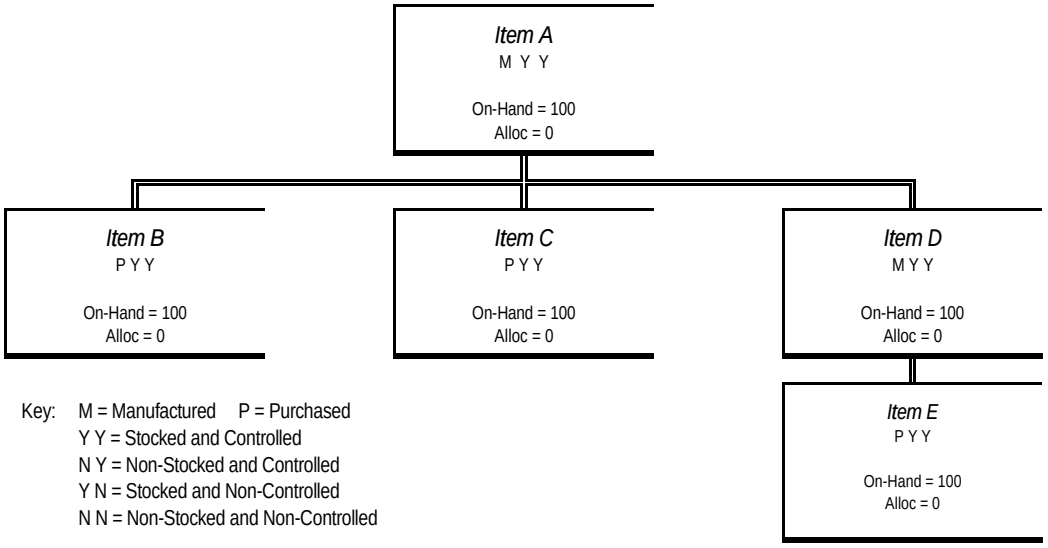
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	0	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
Print Production Work Order and answer N to WIP	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
Report production for qty completed	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
After production order is **posted**	On-Hand	110	90	90	0	90
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	100	90	90	0	90
	Allocated	0	0	0	0	0

EXAMPLE 6: In this example, both COP and BOMP are set to "Y" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "Y" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



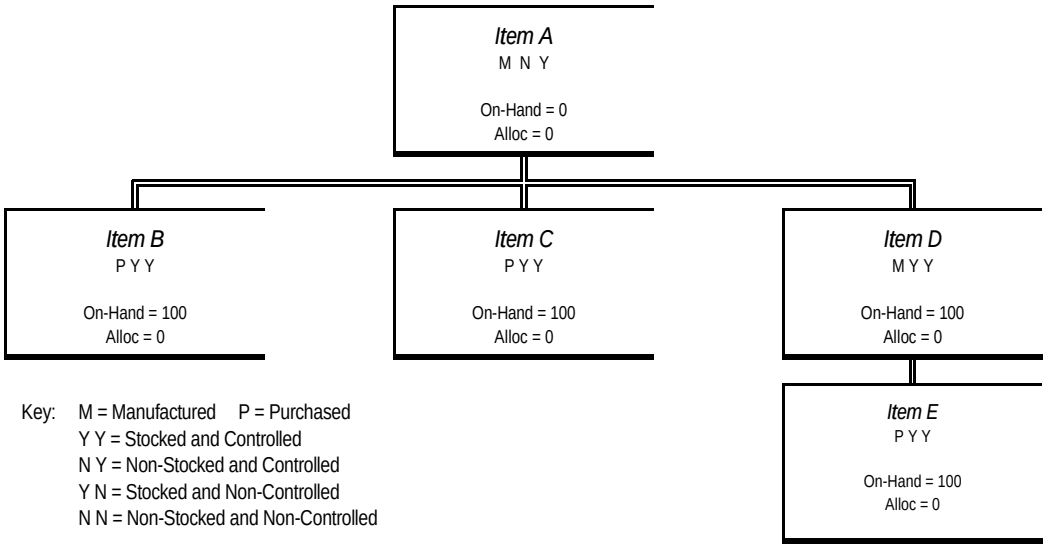
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	0	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
Print Production Work Order and answer N to WIP	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
Report production for qty completed	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
After production order is **posted**	On-Hand	110	90	90	0	90
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	100	90	90	0	90
	Allocated	0	0	0	0	0

EXAMPLE 7: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



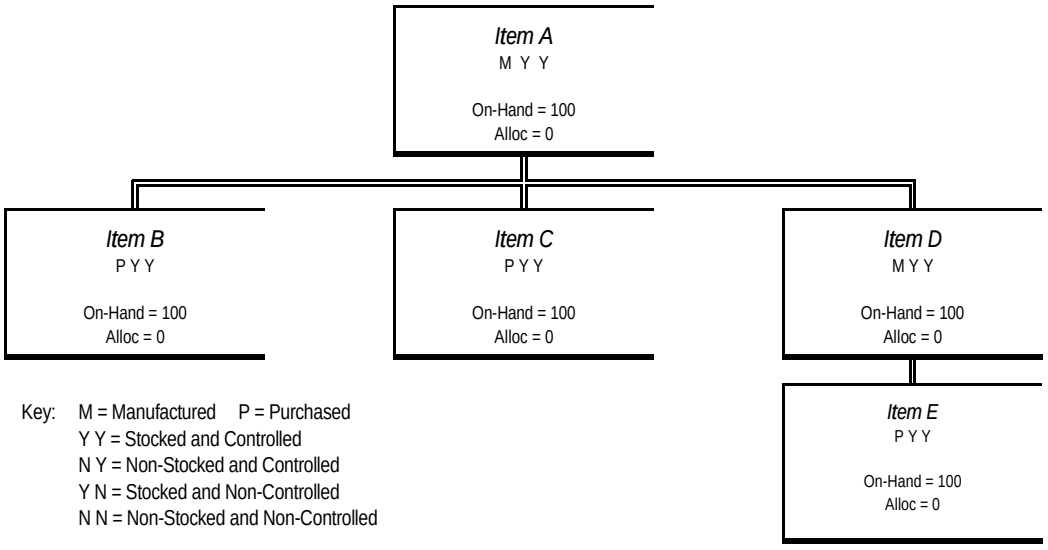
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	100	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	100	100
	Allocated	10	10	10	10	0
Print Production Work Order and answer N to WIP	On-Hand	100	100	100	100	100
	Allocated	10	10	10	10	0
Report production for qty completed	On-Hand	100	100	100	100	100
	Allocated	10	10	10	10	0
After production order is **posted**	On-Hand	110	90	90	90	100
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	100	90	90	90	100
	Allocated	0	0	0	0	0

EXAMPLE 8: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



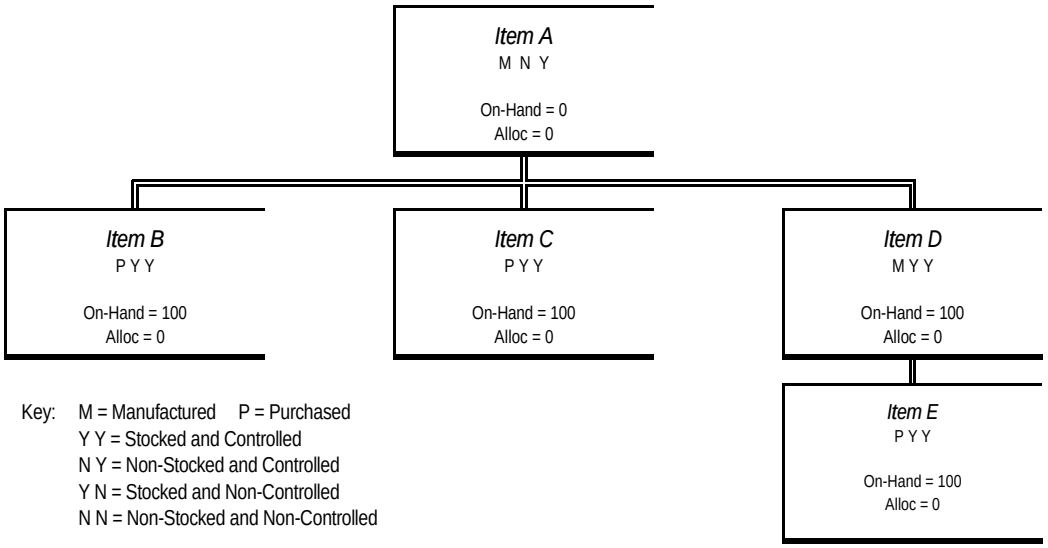
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	0	100	100	100	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
Print Production Work Order and answer Y to WIP	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
After production order is **posted**	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	0	90	90	90	100
	Allocated	0	0	0	0	0

EXAMPLE 9: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



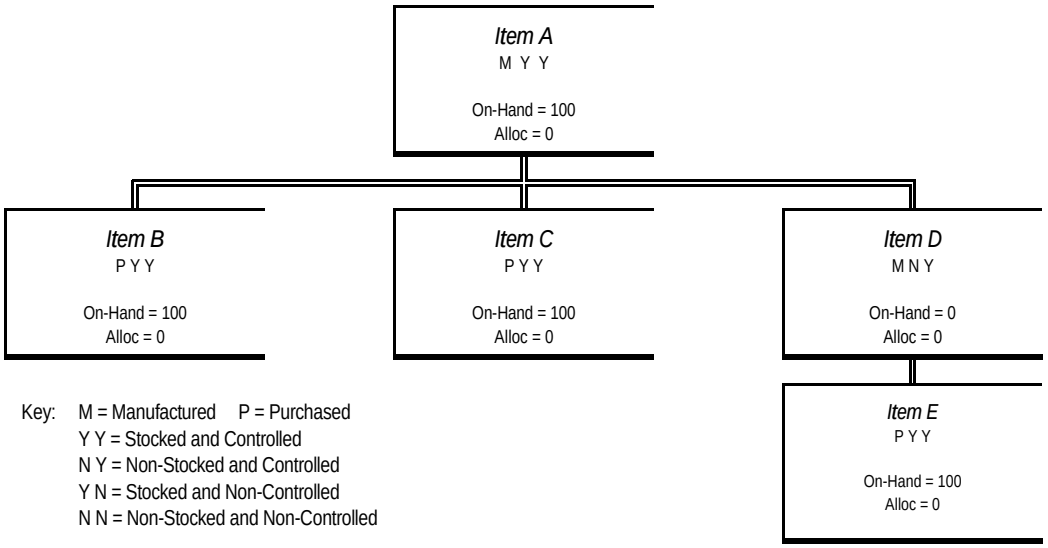
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	100	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	100	100
	Allocated	10	10	10	10	0
Print Production Work Order and answer Y to WIP	On-Hand	100	90	90	90	100
	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand	100	90	90	90	100
	Allocated	10	0	0	0	0
After production order is **posted**	On-Hand	110	90	90	90	100
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	100	90	90	90	100
	Allocated	0	0	0	0	0

EXAMPLE 10: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



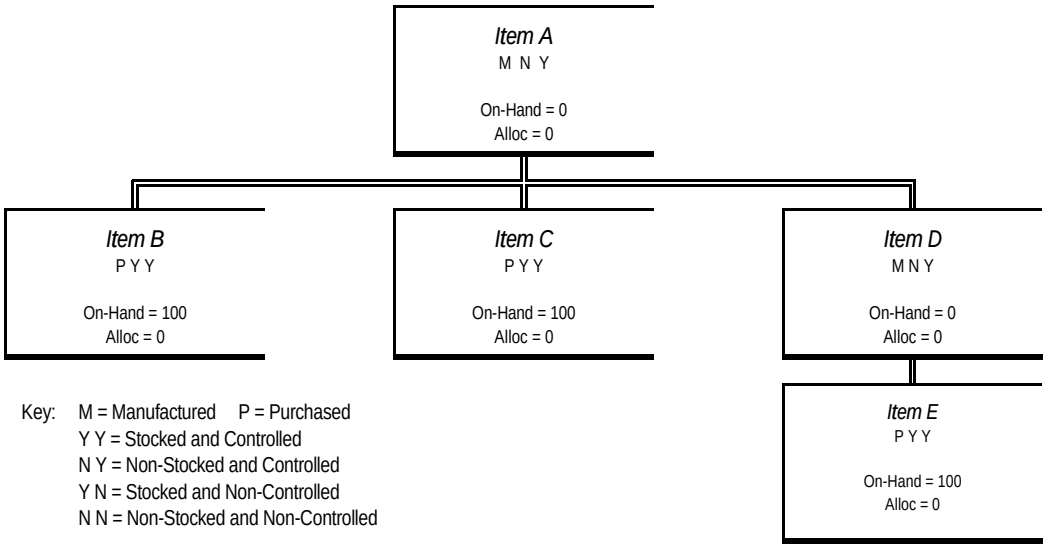
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	0	100	100	100	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
Print Production Work Order and answer N to WIP	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
Report production for qty completed	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
After production order is **posted**	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	0	90	90	90	100
	Allocated	0	0	0	0	0

EXAMPLE 11: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



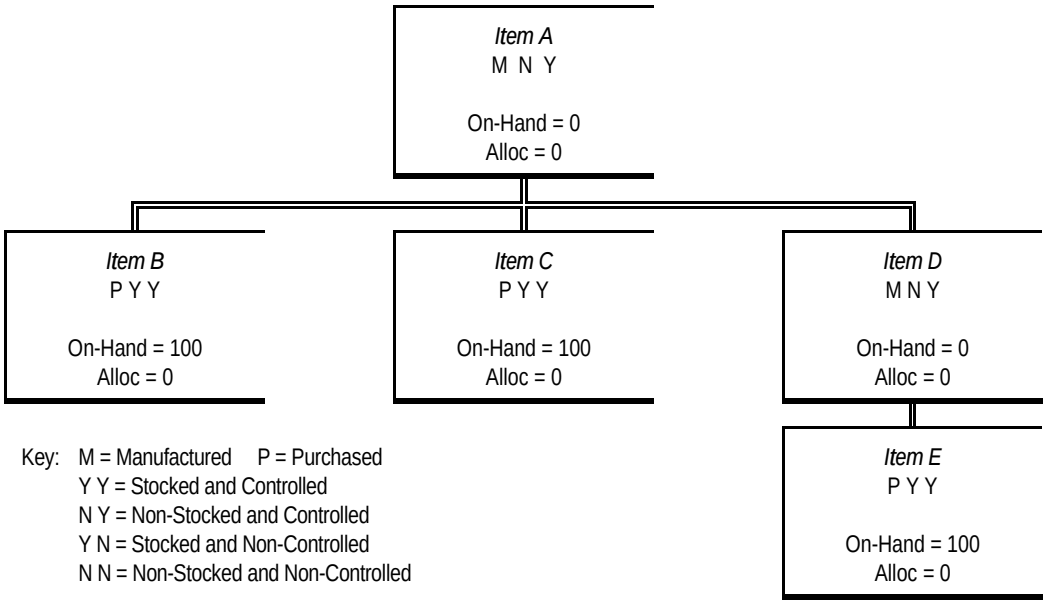
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	100	100	100	0	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	100	100	100	0	100
	Allocated	10	10	10	10	10
Print Production Work Order and answer Y to WIP	On-Hand	100	90	90	0	90
	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand	100	90	90	0	90
	Allocated	10	0	0	0	0
After production order is **posted**	On-Hand	110	90	90	0	90
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	100	90	90	0	90
	Allocated	0	0	0	0	0

EXAMPLE 12: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



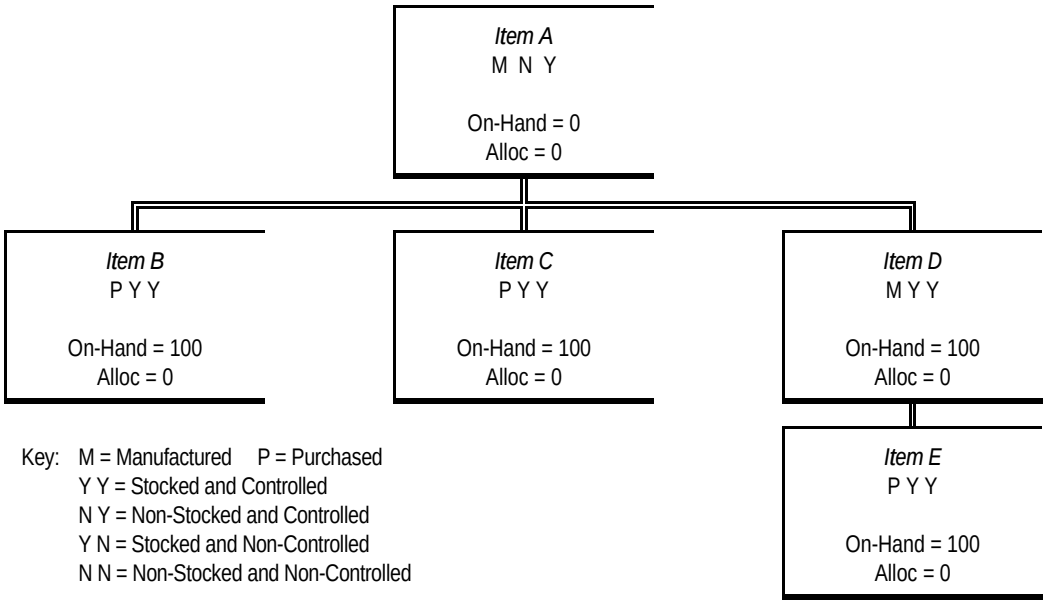
		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	0	100	100	0	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	0	100	100	0	100
	Allocated	10	10	10	10	10
Print Production Work Order and answer Y to WIP	On-Hand	0	90	90	0	90
	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand	0	90	90	0	90
	Allocated	10	0	0	0	0
After production order is **posted**	On-Hand	0	90	90	0	90
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	0	90	90	0	90
	Allocated	0	0	0	0	0

EXAMPLE 13: In this example, both COP and BOMP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	0	100	100	0	100
	Allocated	10	0	0	0	0
After order is copied into BOMP	On-Hand	0	100	100	0	100
	Allocated	10	10	10	10	10
Print Production Work Order and answer N to WIP	On-Hand	0	100	100	0	100
	Allocated	10	10	10	10	10
Report production for qty completed	On-Hand	0	100	100	0	100
	Allocated	10	10	10	10	10
After production order is **posted**	On-Hand	0	90	90	0	90
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	0	90	90	0	90
	Allocated	0	0	0	0	0

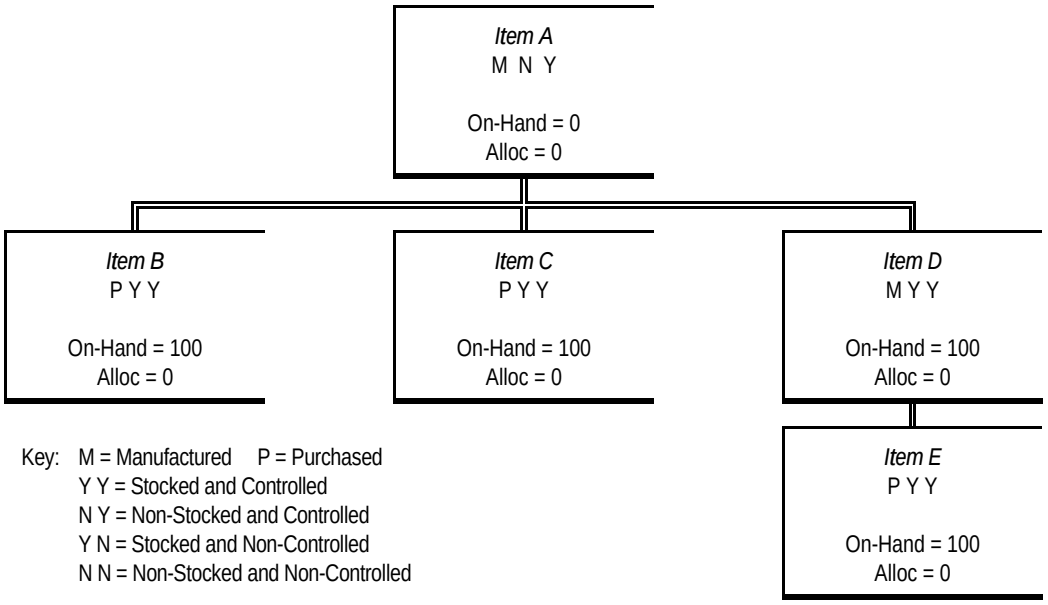
EXAMPLE 14: In this example, COP, BOMP and SFC are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**N**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



NOTE: If SFC is in use, ALL allocations occur in SFC		*Item A*	*Item B*	*Item C*	*Item D*	*Item E*
After order is entered in COP and SFC	On-Hand	0	100	100	100	100
	Allocated	10	0	0	0	0
After order is allocated in SFC	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
After Production Order is entered	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
After Production Order is posted	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
Issue/Material/Return application	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
After order is posted in COP	On-Hand	0	90	90	90	100
	Allocated	0	0	0	0	0

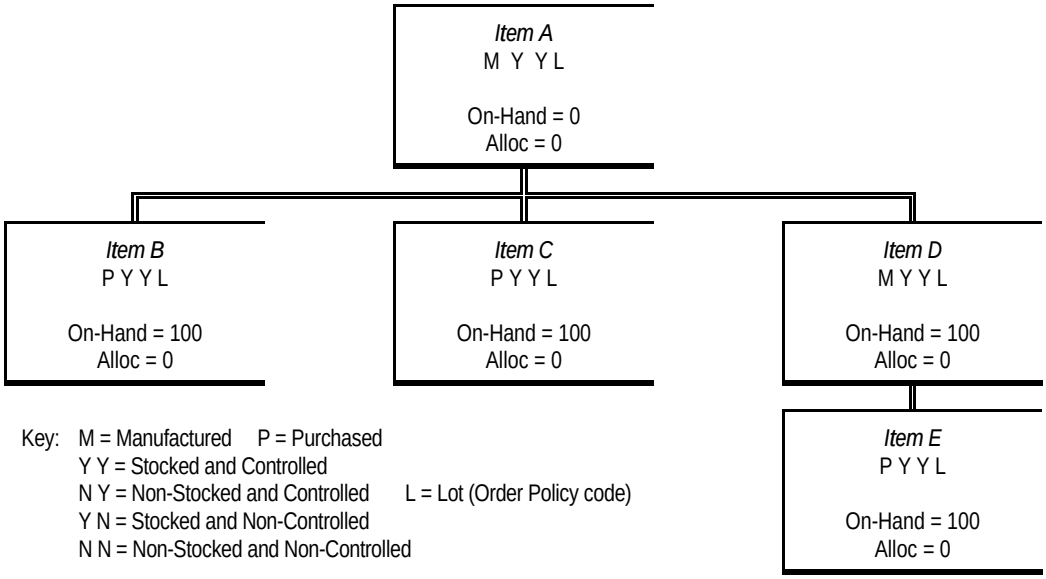
Note: Updating of *Item E* will only occur if product structure for *Item D* is copied (F4) into SFC!

EXAMPLE 15: In this example, COP, BOMP and SFC are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***.



		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP and SFC	On-Hand	0	100	100	100	100
	Allocated	10	0	0	0	0
After order is allocated in SFC	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
After Production Order is entered for operation at "M" or "Y" count-point	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
After production order is **posted**	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	0	90	90	90	100
	Allocated	0	0	0	0	0

EXAMPLE 16: In this example, COP, BOMP and MRP are set to "**Y**" in the Company File. The "Process Non-Stk Parents in BOMP" flag is set to "**Y**" in the I/M Setup File. The product structure below shows quantities prior to entering a COP order for 10 units of ***Item A***. The following steps are also assumed to have occurred: regenerate material plan, merge COP order into MRP (formula A), change CP to FP for item A, and copy FP orders into BOMP.



		Item A	*Item B*	*Item C*	*Item D*	*Item E*
After order is **entered** in COP	On-Hand	0	100	100	100	100
	Allocated	10	0	0	0	0
After Firm Planned order is copied into BOMP from MRP	On-Hand	0	100	100	100	100
	Allocated	10	10	10	10	0
Print Production Work Order and answer Y to WIP	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
Report production for qty completed	On-Hand	0	90	90	90	100
	Allocated	10	0	0	0	0
After production order is **posted**	On-Hand	10	90	90	90	100
	Allocated	10	0	0	0	0
After order is **posted** in COP	On-Hand	0	90	90	0	100
	Allocated	0	0	0	0	0

Global Setup

Application Overview

The Inventory Management module has many features and options that not all companies may need. Rather than set these up by default, we give you the option of **"Pick & Choose"** that which can increase your functionality and meet your extended software needs.

Run Instructions

The following is a summary of the features and options to be found in the Global Setup section of this document:

- Allow Mass Purging of Items In a Range
- Default Physical Count To auto entry Mode
- How Many Days to keep Newly received Items
- Item Generic Search Quantity available
- Item Generic Search with 2 Description Lines
- Must Material Cost type/Location exist for Transfer
- I/M User Defined Code
- Auto create Inventory Location Control Record
- Show Bin number On Stock status Inquiry
- I/M Trx Default receiving account
- I/M Trx Default Issuing Account
- Display Item History Information
- Substitute Items By Class

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Processing Procedures

Daily Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

Batch Processing

- ☐ *Step 1* Enter issues, transfers or adjustments assigning proper distributions to the transactions
  - Select **Inventory Transaction Processing - Add** application

  Note: Receivings may be entered here if **P/O** is not installed

- ☐ *Step 2* Verify the inventory transactions entered are correct
  - Select **Inventory Transaction Processing - List** application

- ☐ *Step 3* Post the transactions to the inventory file
  - Select **Post Inventory Transactions - Post** application

- ☐ *Step 4* *(optional)* Inquiry on stock levels for one or all locations to validate the update
  - Select **Stock Status Inquiry - Inquiry** application

- ☐ *Step 5* *(optional)* Inquiry on serial/lot numbers to validate the serial/lot update
  - Select **Serial/Lot Stock Status Inquiry - Inquiry** application

On-line Processing

On-line Processing will not permit account distributions to be entered. These account distributions will need to be entered in the **General Ledger** package.

- ☐ *Step 1* Enter issues, transfers or receipt transactions
  - Select **Inventory Transaction Processing - Add** application

  Note: Receivings may be entered here if **P/O** is not installed

- ☐ *Step 2* Verify the inventory transactions entered were correct
  - Select **Inventory Transaction Processing Audit Report - Print** application

- ☐ *Step 3* *(optional)* Inquiry on stock levels for one or all locations to validate the update
  - Select **Stock Status Inquiry - Inquiry** application

- ☐ *Step 4* *(optional)* Inquiry on serial/lot numbers to validate the serial/lot update
  - Select **Serial/Lot Stock Status Inquiry - Inquiry** application

Weekly Processing Checklist (Batch & On-Line)

- ☐ *Step 1* Determine which items should be reordered
  - Select and print the **Reordering Advice Report - Print By Vendor** application

- *Step 2* *(optional)* Create unreleased purchase orders for those items that need to be ordered to maintain proper inventory levels
  - Select **Create Unreleased PO's By Vendor - Print** application

Period End Processing

In performing this checklist, complete each step before moving on to the next step.

- *Step 1* Perform Daily Processing Checklist (Detailed in its entirety on the preceding page)
  - Verify all issues, transfers, and adjustments when entered and posted as listed in the Daily Processing Checklist
  - All reports should be spooled to disk to allow for backup retention

- *Step 2* If you are using **COP**, make sure all customer orders are entered and the invoices are posted for the period you are closing
  - Refer to **COP Period Processing Checklist** for proper sequence of steps

- *Step 3* Make sure all receivings have been entered and posted
  - Select **Receivings Processing - Add** application in the **Purchase Order And Receiving** package or select **Inventory Transaction Processing** if **P/O** is not installed
- *Step 4* If performing a Physical Inventory, refer to the Physical Inventory Checklist

- *Step 5* Recalculate the reorder fields to help in the purchasing of inventory items
  - Select **Recalculate Reorder Fields - Recalculate** application

- *Step 6* To allow for a frozen stock status report, take a snap-shot of the inventory
  - Select **Freeze Inventory - Freeze** application

- *Step 7* To aid in determining the value of your inventory, print a stock status report
  - Select **Stock Status Report - Print** application

- *Step 8* In case changes are entered after the close of the period, run a frozen stock status report
- Select **Frozen Stock Status Report - Print** application

- *Step 9* Run the various managerial reports to help in maintaining/analyzing your inventory levels
  - Print Usage Exceptions Report
  - Print ABC Analysis Reports
  - Print Reordering Advice Reports
  - Print an I/M Transaction Audit Trail Report
  - Print an I/M Distribution To G/L Report
  - Print a Job Analysis Report

- *Step 10* Perform a backup
  - Make a period end backup of your ENTIRE Macola system to keep for auditing purposes. Label and date this backup "***Period*** ___/___/___ ***End Backup***"

- *Step 11* Clear the accumulators for this period (make sure all reports have been printed before clearing the accumulators

- Select **Clear Accumulators - Clear** application (If you are using the **COP** package, please clear BOTH **I/M** and **A/R** accumulators at the same time from the **COP** package)

☐ *Step 12* If you are using batch processing, set the beginning balances with the first day of the NEW period
- Select **Set Trx Audit File Beg. Balances - Set** application

☐ *Step 13* Show the history for the period that you just closed
- Select **Item History Report - Print** application

☐ *Step 14* Perform a backup for the beginning of the period
- Make a backup of the data files. Label and date this backup "***Beginning Of Period ___/___/___ Backup***"

☐ *Step 15* **Note:** Changes may be entered for the previous period via the **Inventory Transaction Processing** application by dating the transactions with the previous period ending date. These changes will affect both the Inventory and Frozen Inventory quantities and a new value of the inventory may then be printed by using the **Frozen Stock Status report**.

PHYSICAL INVENTORY CHECKLIST

☐ *Step 1* Print the Cycle Count Worksheets to aid in the reporting of the quantities that are available for each item counted
- Select **Cycle Count Worksheet - Print** application

☐ *Step 2* Perform Physical Count Processing
- Enter the Inventory Count Tags
- Print an edit list to check for correct unit of measure, and if two tags have been entered for the same inventory item
- Print a Missing Tag List to show which inventory items did not have a tag entered for them

☐ *Step 3* Post the tags to update the inventory quantities
- If field #25 in **I/M Setup** is set to **Y**, the distributions will automatically be generated for the adjustments in quantities

☐ *Step 4* If you are using serial or lot items, verify the quantity on hand versus the serial/lot file by printing the **Serial/Lot Stock Status Report**. (A warning will be generated if there is a discrepancy). Use the **Inventory Transaction Processing** application to make the adjustments to the files

Year End Processing

In performing this checklist, complete each step before moving on to the next step.

☐ *Step 1* Perform Period End Processing Checklist (Detailed in its entirety on the preceding page - *Step 1 through Step 14*)
- Save the backup labeled "***Period End Backup***" with your other period end backups
- Backup labeled "***Beginning Of Period Backup***" from Step 14 is *optional* for Year End Checklist

Step 2 Perform a final year end backup

- Make a final year-end backup and keep for auditing purposes. Label this backup "***Final Year 20___ End Backup***"

Step 3 Clear the year to date accumulators

- Select **Clear I/M Accumulators** application and enter **Y** to clear year to date fields (If you are using the **COP** package, remember to clear **I/M** and **A/R** accumulators at the same time from the **COP** package)

Step 4 Perform a backup

- Make a beginning of the year backup and label it "***Beginning Of The Year 20___ Backup***"

I/M Main Menu

This application presents the menu of **Inventory Management** applications that are available to the user. The menu consists of six pull down windows

The user should move the cursor or press the capital letter of the application he or she wishes to run.

The **Maintenance** window contains applications to maintain the **I/M** package.

The **Inquiry** window allows you to view item file, stock status and serial/lot file information without the ability to change any record.

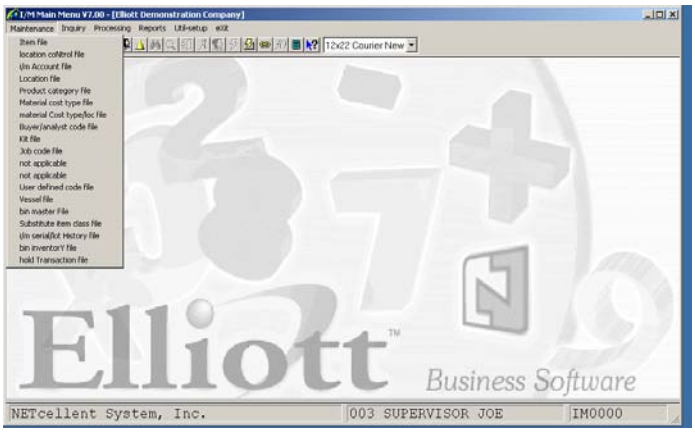
The **Processing** window is where most all of your activity will take place. Entering transactions and posting/updating this information to other files.

The **Reports** window presents a wide selection of management and analysis reports that will assist you in making company decisions.

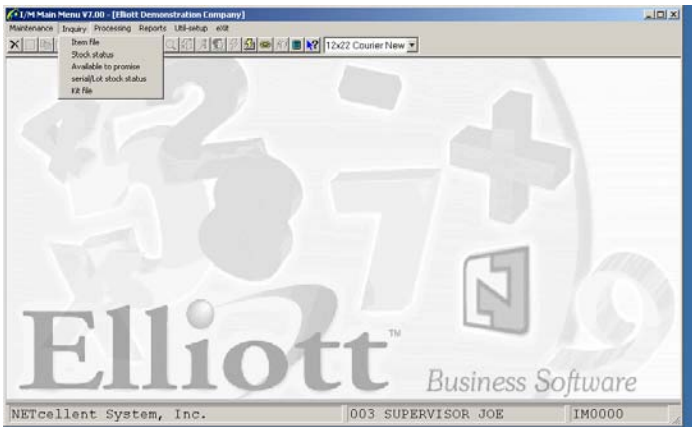
The **Util_setup** window accesses files that need to be set up in order to tailor the software to meet your company's needs.

After the application has been run to completion, the **I/M** menu bar will display once again and allow entry of another application.

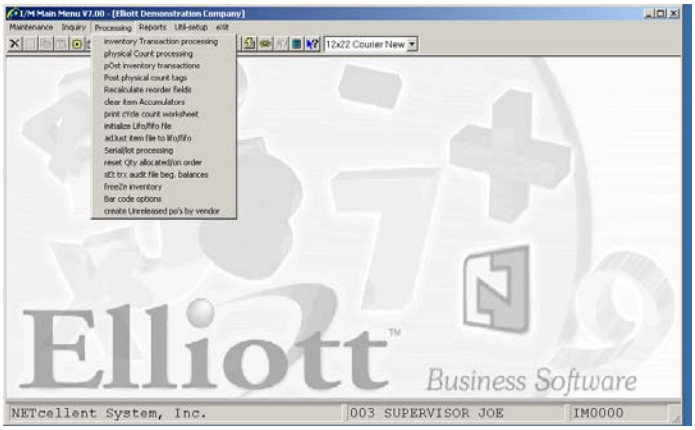
NOTE: The accessibility of some selections of the **Inventory Management Menu** will be limited by how certain flags in the **I/M Setup** application are set. For example, some applications may only be used if Serial/Lot items, LIFO/FIFO inventory valuation methods, or batch type processing are being used.



I/M Maintenance Pull Down Menu

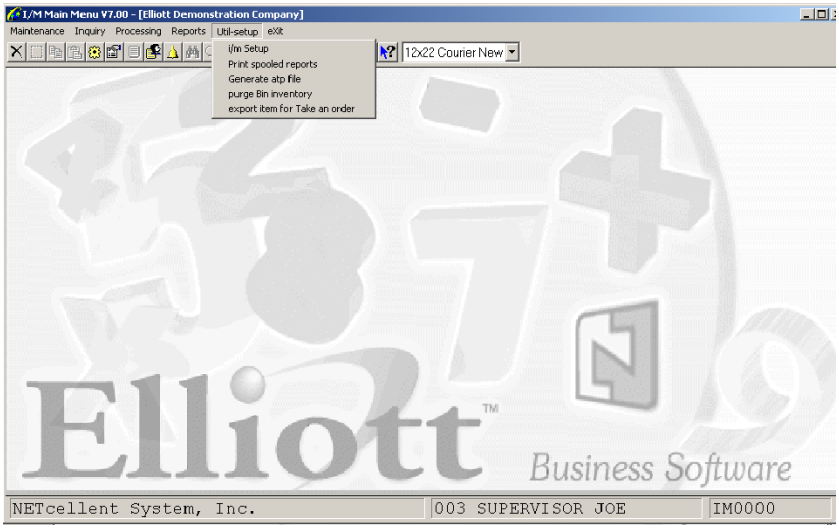


I/M Inquiry Pull Down Window



I/M Processing Pull Down Window

I/M Reports Pull Down Menu



I/M Util-Setup Pull Down Window

Multi-Bin Concept

One Step vs. Two Step Processing

Before Elliott 7.3, the system only supported One Step processing for Multi-Bin.

In Elliott 7.3, we support either one step or two step processing.

Two Step means we will utilize Receiving, Shipping and Production Bins as defined in the location file setup. The warehouse will move inventory between these three bins and the stocking bins through the "Inventory Transfer" Process.

Processes in Elliott Interface with Multi-Bin

Module	Process	1 or 2 Step	Comment
PO	PO Receiving	1 or 2 by Setup	
PO	PO Warehouse Receiving	2	
IM	Physical Count	1	
IM	IM Inventory Trx – Receiving	1 or 2 by Setup	
IM	IM Inventory Trx – Other	1	
COP	Regular Order	1 or 2 by Setup	Interface at Picking Ticket or Invoice Printing, as well as COP posting.
COP	Credit Memo	1 or 2 by Setup	Interface at Credit Memo Printing, as well as COP posting
BOMP	Print WO	2	
BOMP	Production Reporting	1 or 2 by Setup	1 – Production goes directly to Shipping; 2 – Production goes to the Inventory Shelf
SFC	Shop Packet Printing	1	Allocate to Default Bin for components
SFC	Shop Activities Report	1	a. Relieve components from Default Bin; b. Prompt for the Parent item bin for Receiving.

Multi-Bin Setup

1. Use Multi-Bin Control? Y

2. Allow Negative Qty On Hand For Bin Inventory? Y

3. Create Inventory Transfer for PO Receiving Post? Y
   This flag decides whether to use one step or two step processing for PO Receiving for Multi-Bin. When it is two steps, it creates an inventory transfer batch automatically.
4. Default to Use Receiving Bin in PO Receiving? Y
   If you intend to use two steps for PO Receiving, general speaking, you would default to the Receiving Bin. You may choose to override the Receiving Bin if you already know which stock bin to move the inventory to (determined by the receiving person, instead of the picker). The system will still create the Inventory Transfer batch. If you receive to the Receiving Bin, then the To Bin is blank (determined by warehouse picker). If you receive to a bin other than the Receiving Bin, then the To Bin will be that bin and the From Bin will be the Receiving Bin.

5. Print Immed. Transfer Ticket After PO Rec Post? N
   This flag determines who will print the transfer ticket, the receiving person or the warehouse (picker)?
6. Print Immed. Transfer Ticket After Whse Rec Post? N
   PO Warehouse Receiving is always two steps. This flag determines who will print the transfer ticket, the receiving person or the warehouse.
7. Create Inventory Trasnfer for IM Receiving Post? Y
8. Default to Use Receiving Bin in IM Receiving? Y
9. Print Immed. Transfer Ticket After IM Rec Post? N
10. Create Inventory Transfer for Pick Ticket Prt? Y
11. Print Immed. Transfer Ticket After Pick Ticket? N
12. Create Inventory Transfer for Invoice Printing? Y
13. Create Inventory Transfer for Credit Memo Prt? Y
14. Print Immed. Transfer Ticket After Invoice Prt? N
15. Print Immed. Transfer Ticket After Print WO? N
16. Create Transfer Rec Upon Production Trx Post Y
    If you wish to directly transfer to the Shipping Bin, answer “N.” If you wish to transfer to a stock bin, answer “Y.”
17. Print Immed. Transfer Ticket After Prod WO Post? N
18. Min No of Bins to Suggest on Trans/Pick Ticket 5
19. Show Stock Bins on Transfer Ticket for Recv ? Y
    This flag will allow the Transfer Ticket to show the existing stock bin’s location for the item, so users can consider moving the received inventory to the same bins.
20. Default to Unselect Bin when Unselect Order? Y
    By default, this flag should be set to “Y,” unless you have a practice of using Bin Selection, which means the bin number is assigned before the Billing Selection.
21. Transit Bin (Inventory Transfer between 2 Locs) TRANSIT
    This is used for “Logical” warehouse transfers.
22. Default Bin Number STOCK
    It is only used when the Receiving Bin, Shipping Bin and Production Bin are not defined in the Location File.

Inventory Transfer Setup

1. Use Inventory Transfer Control? Y
2. Use 'Transit Loc' in Inventory Transfer N
3. Sorting Sequence For Transfer Item E
4. Print Transfer Ticket On Form Y

5. Note Type For Consolidate Batch

6. Print Immed. Transfer Ticket After Consolidate Y

7. Immed. Post After Complete Trx in Dispatch Y

8. Default No of Days for Transfer Among Location 5

9. Default No of Hours for PO Receiving 1

10. Default No of Hours for IM Receiving 1

11. Default No of Hours for Production Transfer 1

12. Default No of Hours for Shipping Transfer 1

Maintenance

Item File Maintenance

Application Overview

Any inventory system, whether it is manual or computerized, must have some way of recording what parts are in inventory, and in what quantity. In fact, this record of what is in inventory is the most fundamental and necessary portion of the **Elliott's** manufacturing system as well.

Because of this, several of the basic concepts of **Inventory Management** will be covered here.

Some of these concepts are not fully implemented within the **Inventory Management** package, but extend to the other packages. For example, allocation of material is not done by any automatic process within **I/M**. Instead, this allocation will be done from the **Customer Order Processing**, **Bill Of Material Processor** or **Shop Floor Control** package. Many of the data fields entered by way of **Item File Maintenance** are not used at all in the **Inventory Management** package, but are present so that the data will be available for one or more of the other packages, which use the Inventory Item File.

This discussion of the Item File will be broken down into sections dealing with these subjects:

1. Part Numbering
2. Allocation and Deallocation of Stock
3. Inventory Location Control
4. Forecasting
5. Safety Stock
6. ABC Analysis
7. Stocked vs Non-Stocked, Controlled vs Non-Controlled Items
8. Physical Inventory and Cycle Counting
9. Default Item (For quick entry of new inventory items)
10. Item Notes
11. Interaction with other Packages

Part Numbering

The classical definition of a **part** is, **anything which is unique in form, fit, or function.** And if something is different in either form, fit, or function, it should have a unique part number. However, it is beneficial to a company to keep the number of its part numbers as low as possible. It is estimated that it costs a company between $2,000 and $3,000 for every part number it has on file. This includes the cost of any engineering drawings for the part, and for someone to manage the part on an on-going basis. So it can be beneficial to give some thought to how you assign part numbers.

There are many different part-numbering schemes possible. In fact, there are probably as many different ways to define part numbers, as there are companies. The two main types of schemes that are in use involve either significant or non-significant part numbers.

A significant part number is one which describes (at least partially) what the part is, such as a part number made up of the Product code, a couple of digits given to describing the size of the part, a couple more characters which describe the material the part is made of, etc. Significant part numbers have been widely used in manual systems wherein the data entry operator and the warehouse did not have a description of the part handy with every order or packing slip and could recognize what part was being addressed just by

looking at the part number. Because they serve this purpose so well, significant part numbers can be quite helpful.

The major disadvantage to the use of significant part numbers is that after a period of time, so many variations of a part may come into use, or so many new parts may be added to existing product categories, that the system gets too complicated and cannot possibly cope with all the possible variations. In this case, it may be better to use non-significant part numbers.

In a non-significant part numbering scheme, part numbers may be assigned fairly arbitrarily, and without reference to product class, size, etc. This may be the best scheme on a computer system, since the description of the part is available to the operator for verification as soon as the part number is entered. And non-significant part numbers certainly afford a good deal more flexibility than significant part numbers.

One compromise that is often used between these systems is to use a partially significant system, where only the first few characters of the part number are significant. Large distributors may find it desirable to simply assign parts which they market the same part numbers as their manufacturers have assigned to the part. But they cannot be sure that the different manufacturers will assign unique part numbers. So the first few characters of the part number may refer to the manufacturer, and the remainder of the characters can be the manufacturer's part number.

Allocation And Deallocation Of Stock

The **Inventory Management** package allows you to keep track not only of the quantity on-hand of each inventory item, but also of the quantity of the item which has been allocated to already existing customer or shop orders. There is a **quantity allocated** field in the Inventory Item record, as well as a **quantity on-hand** field.

This allows you a great deal more ability to control your inventory, since you will be able to accurately determine what quantity of the item is actually **available** for use. Your prediction of requirements for the item will be more accurate than if you were basing it solely on the quantity on-hand.

When a customer order is received for an item in the **Customer Order Processing** package, the material required to fill the order is **allocated.** This shows that the portion of the quantity on-hand is spoken for, and should not be used for future orders. This allocation of the material does not affect in any way the actual quantity of the items that is on-hand.

When a feature/option is entered in **Customer Order Processing**, the parent and all components are allocated. In **Bill Of Materials Processor**, the feature is put on order. When it is produced, the quantity on hand increases and all components quantity on hand and quantities allocated are decreased. In **Customer Order Processing**, when the order is posted, the parent quantity on hand and quantity allocated are decreased.

When a stocked and controlled parent item is entered as a work order in **Bill Of Material Processor**, the components are allocated. When it is produced, the quantity on hand of the parent is increased, and the quantity on hand and quantity allocated is decreased for the components.

Then when the material is issued to fill the order, the quantity on-hand is reduced, and the quantity **allocated** is also reduced to reflect the fact that the material is no longer spoken for.

Inventory Location Control

Elliott's Inventory Management package allows you to maintain multiple stocking locations for each inventory item, along with quantity on-hand and quantity allocated figures for each location. Thus you can obtain reports, which allow you to predict usage at each location.

The maintenance of the on-hand and allocation figures for other than the main stocking location is done by way of the **Inventory Location File Maintenance** application.

When a customer order is received and entered into the computer, you specify which location is to fill the order. The on-hand and allocation figures for that location are then updated to reflect the activity.

In the **Item File Maintenance** application, you will specify what the manufacturing or default location for the item is; the quantity on-hand and allocated figures, which you will enter, refer to this manufacturing or default location.

Forecasting

Forecasting accurately how much of an item you are going to need at some point in the future can be very important to a company's profits. If the forecast for an item is too high, too much of it may be produced and then have to be kept in inventory until it is consumed. This ties up capital in the inventory investment, and costs you further money in carrying costs. But if the forecast turns out to be too low, and customer demand exceeds the amount of the item you have produced, you can again lose money.

No one, so far, has come up with a sure-fire technique for forecasting inventory usage. Some of the techniques which have been developed are almost beyond the grasp of most college graduates (unless they majored in math), and these very sophisticated systems of prediction usually require more accuracy in the data input to them than can be easily obtained.

Elliott's Inventory Management package uses an easy to understand method of forecasting the next period's usage of an item based on the item's selling history. The technique has the rather scientific sounding name of **exponential smoothing**, but is basically pretty simple. It uses a weighted moving average to calculate next period's expected usage level for an item. Let us take a few examples to illustrate how this calculation works. We will assume that the forecasting period is a month. This first example will use six month's worth of sales history.

Figure 1

65 50 55 70 50 40 Average Usage = $\frac{333}{6} = 55$

Figure 2

50 55 70 50 40 155 Average Usage = $\frac{420}{6} = 70$

In Figure 1, we have a diagram showing the usage of an item for six prior months. The average usage for these six months is 55. Then in Figure 2, we have dropped the usage for month number 1, and added the usage for the current month, month number 7, to the end, and recalculated a new average usage for the item. This new average usage is our forecast for next month. As you can see, the suddenly higher usage in month 7 caused the average usage to increase quite a bit over the previous average usage.

Here is another example of this technique using a longer period of sales history, 12 months.

Figure 3

65 50 55 70 50 40 35 60 70 50 65 50

Average Usage = $\frac{660}{12}$ = 55

Figure 4

50 55 70 50 40 35 60 70 50 65 50 155

Average Usage = $\frac{750}{12}$ = 63

In Figure 3, we have 12 months of sales history, again with an average usage of 55. In Figure 4, the usage for month 1 has been dropped, and the usage for the month just ended has been added. Even though the usage for the most recent month jumped to 155, as in the previous example, the new average usage is only 63. As you use a longer period of sales history, a sudden increase or decrease in any one month will be dampened more than it is dampened when you only use a few months of history. In other words, the new forecast is more responsive to sudden increases and decreases in usage when only a few months of history are used, whereas, a more stable forecast which does not fluctuate as much is obtained by using a longer period of sales history.

As it turns out, you do not actually have to have this sales history available to the program in order to do this calculation of the new forecast. All you have to do is specify how much **weight** to place on the usage figures for the prior period. This can be done using this table.

Periods of Sales History	Usage Weighing Factor
3	.50
6	.29
9	.20
12	.15
18	.11

As you can see from this table, as you use a larger number of periods in sales history, the importance placed on this period's usage decreases.

You specify the usage-weighing **factor** for each inventory item as part of Item File.

For high volume items whose sales can be very volatile, you may want to use a short period of sales history, so that new forecasts are very responsive to the current demand for the product. For other items, you may want to use a long sales history period, so that forecasts do not fluctuate as much as sales fluctuate.
This new forecast is calculated whenever you run the **Recalculate Reorder Fields** application. Further detail on the actual calculations can be found in the **Recalculate Reorder Fields** section of this manual.

Safety Stock

Safety Stock is the quantity of an item to be kept on-hand in case of sudden demand. It serves to cushion your inventory against increases beyond your ability to meet an unanticipated demand for the item. Initially, you should decide how much safety stock you should keep on hand for each item. Later on, each time you run the **Recalculate Reorder Fields** application, the optimum value of the Safety Stock field will be recalculated.

This calculation is based on how far the forecast is deviating from the actual usage. If the forecast is consistently running lower than the actual usage (i.e., usage is exceeding the forecast) the amount of safety stock to keep on-hand will increase.

ABC Analysis

An ABC Analysis can be a useful tool for categorizing your inventory items. It is based on the general principle that a small percentage (about 15-20%) of your inventory items will be found to produce a large percentage (about 70-80%) of your income (Category A items), a larger portion of your inventory items (about 30-40%) will be found to produce about 15-20% of your income, and that the remaining 40-60% of your inventory items will account for only the remaining 5-10% of income.

Usage in Dollars	Inventory Items	Class
70-80%	15-20%	A
15-20%	30-40%	B
5-10%	40-60%	C

You may find it of great benefit to tightly control the inventory levels of the relatively few Class A items, since these account for a higher percentage of activity and bring in a higher proportion of your income. On the other hand, those items which are relatively low-activity items can be managed by a looser **Inventory Management** package on a more casual basis.

When you first set up the Inventory Item File, you may not have a breakdown of these categories available. If not, you can leave the ABC Analysis code (called the Inventory Class code on screen 3 of the Item File) blank. Then later, after some sales history has accumulated for your inventory items, run the **Print ABC Analysis Report** application. After the report has been run, and you are satisfied with the results obtained, you may have the program go through the inventory items, setting their inventory class.

Stocked vs. Non-Stocked, Controlled vs. Non-Controlled

There are two fields in the Inventory Item record, which will be discussed here, the Stocked Flag and the Controlled Flag.

The stocked flag can have one of two values, either **Y** = Stocked, or **N** = Non-Stocked.

A stocked item is one, which you plan to keep on the shelf either for sales to customers or for use in your manufacturing plan. A non-stocked item is one which is never kept on the shelf as a finished end item, ready for sale or use in the plant, even though its components may be kept on stock at all times. A non-stocked item may be manufactured or assembled to customer order, and so is not kept on the shelf itself.

The controlled flag can have one of two values, either **Y** = Controlled or **N** = Non-Controlled.

A controlled item has its quantity in inventory allocated when a customer order or shop order is issued which requires a quantity of the item, and this quantity of the item is de-allocated when the customer order is shipped or the materials are issued to the shop. This allocation and de-allocation does not occur for a non-controlled item.

Before covering how these fields are used by the other Manufacturing packages, let us take a few examples of items, which illustrate the possible combinations, which can occur using these two fields. We will use a company, which manufactures bicycles for the example:

1. A stocked and controlled item. This would be an item, which is kept in stock and which is allocated when ordered, and de-allocated when used. An example of this would be the handlebars for the bicycle. It may be the company's policy to always keep these handlebars in stock, ready for issue when needed for assembly. But it is also important to know how much of the quantity on-hand has

already been allocated to orders, which currently exist. Thus the handlebars are a controlled item as well.

2. A stocked but non-controlled item. This would be an item which is always kept in inventory, but which is not allocated or de-allocated by the processing of orders. An example of this might be the nuts used for holding parts of the bicycle together. These nuts are usually made available in boxes in appropriate areas of the shop, and they are used as needed. They are replenished when a visual review or a two-bin system shows that there is a need.

3. A non-stocked but controlled item. This item is not kept in stock for regular orders but instead is purchased or manufactured for a particular customer order. But once it is made, it is definitely controlled. An example of this might be a particular seat assembly that is made for one particular customer. Once it is made, you definitely want to have its use controlled.

4. A non-stocked and non-controlled item. This might be an item, which only exists as a temporary sub-assembly at some point in the assembly procedure, such as a particular gear assembly. This gear assembly might have engineering drawings associated with it, and the company may want to be able to determine how many of them have been made, even though the item never goes into stock and is not allocated or de-allocated. This type of item is often referred to as a **phantom subassembly.**

An understanding of these terms can be important if you plan to use the **Customer Order Processing** package, or any of the other **Elliott** packages which use **Bill of Material Processor**. For example, when a customer orders a part which is non-stocked but controlled, and for which a Bill of Material exists, the item itself is allocated. The program then explodes through the Bill of Material and allocates those components, which **are** stocked, if the components are also controlled.

Physical Inventory And Cycle Counting

A **physical inventory** is the process of getting an actual count of how many of every inventory item is currently in stock. For some companies, the process of taking a physical inventory entails closing down the entire company for a period of weeks, in order to obtain accurate on-hand figures.

A good way to keep these figures accurate without doing many physical inventories is to institute a cycle counting program. In cycle counting, the inventory is being counted on a constant, cyclical basis. For example, a certain number of inventory items might be counted today, and their on-hand values updated in the Inventory Item File. The other set of items would be counted tomorrow, etc. You might decide to count items which have been classed as Category A items on a more frequent basis than Category B or C items, and thus to keep their on-hand values as current as possible.

Many accountants, in preparation for producing a company's financial statements, insist that a full physical inventory be done. But it is quite possible that if you can demonstrate a high degree of accuracy in a selected sample of items kept current by way of an on-going cycle counting system, the accountant might waive the physical inventory requirements, and accept the computer's record of inventory value on-hand.

Default Item

To expedite entry of initial inventory a default item may be loaded to determine default field values. A function key will prompt you after the basic information on the item has been entered to accept the remaining fields as defined in the default item. To utilize this option an item must be entered with an item number of **Default-Item**.

The **Default-Item** is treated by the system as a regular inventory item. It should therefore be deleted after the initial inventory has been loaded. It is created the same as any other item using the **Add** function of this application.

Use of the **Default-Item** allows the user to completely bypass the entry of the second and third screens of the Item File. If the system finds this item on file, it will prompt the user with a function key option to default remaining fields during entry of the new item. The function key prompt appears during two field entries on the first screen of item entry. These field entries include the Product Category entry and the Backorderable question.

NOTE: This applies to an item that has any stock on hand, allocated, on order, backordered or PTD or YTD accumulators, at any location other than the **Default** or manufacturing location.

Item Notes

By selecting **Notes** from the **Item File Maintenance** menu bar, you can define any additional requirements for each item record on file. The benefit of this feature is apparent when you need special information that isn't present in any other file maintenance application. The **Notes** function displays a window that enables entry of the item's number. You can enter up to 5 lines 30 characters each of additional comments plus one date and one amount field. This option must be setup in the **I/M Setup** application from the **Util_setup** pull down window.

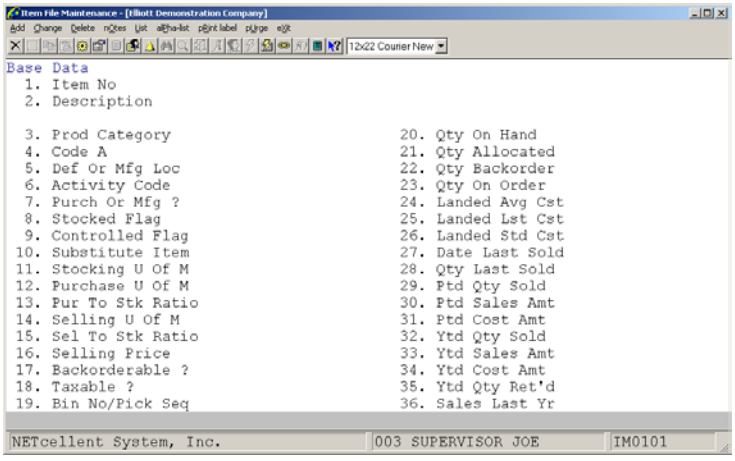
The Interaction With Other Packages

In fact, **most** of the fields in the Inventory Item record are not used directly by the **Inventory Management** package. They are present so that the **I/M** package can interact with the other manufacturing packages. Those packages which draw heavily on the Inventory Item File will be **Customer Order Processing, Bill of Material Processor, Purchase Order and Receiving, Material Requirements Planning and Master Scheduling**.

If you do not plan to implement all of these packages at once, you will not be forced to enter data for every field in the Inventory Item File. As you put into use each subsequent package, you could then go back and fill in the data that is needed.

Run Instructions

Select **Item File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the **Item File** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Base Data - First Screen

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number, which will be used to identify the item. This item number can contain alphanumeric characters, and/or numeric digits, depending on how you wish to utilize it. Enter an item number of Default-Item that can be used as a temporary default loading item. If this item is a valid item on file, the system will prompt you to press a function key to default the rest of the fields of the new item being entered to those of the default item. Using this feature will substantially reduce initial item loading time for new items. After the Item File has been loaded, the default item should be deleted. In change or delete mode, pressing the F7 key here will allow you to search by item number or pressing the F8 key here will allow you to search by item description.
2. Description	Two lines of 30 alphanumeric characters each. Enter the description of the item. In many applications, the programs allow you to look up an item by way of entering some portion of its description, instead of the item number. For this reason, you should enter the description with the most meaningful portion of the description first. For example, it would be better to enter 50 gallons of white paint as paint, white, 50 gallons so that the operator could enter paint, white and have the program find every item whose description begins with those characters. This will also cause similar items to print together in the Alphabetical Inventory Item List.
3. Prod Category	3 alphanumeric characters. Enter the item's product category. It is up to you to define the Product Category codes in Product Category File Maintenance application. If the default item has been entered, press the F1 key to default the rest of the non-entered fields of the item to those of the default item.
Prod Category (continued)	If an entry is made here it will be validated against the Product Category File. Press the F7 key to search for product category.
4. User Def Code	2 alphanumeric characters.

Name	Type and Description
	You can utilize this code for any purpose you choose. It is not used currently in any of the programs either in Inventory Management or in the other manufacturing packages.
5. Def Or Mfg Loc	2 alphanumeric characters. Enter the two-character code, which designates the location where the item is manufactured, or the default stocking location. In change mode, you will not be allowed to change this to a location, which is already on file for this item in the Inventory Location File. Press the F7 key to search for location. Defaults to location defined in I/M Setup.
6. Activity Code	1 alphanumeric character. This field can have one of these values: A = Active F = Forecasted O = Obsolete P = Planning An active item is one currently in use, or being sold to customers. A forecasted item is one, which is forecasted to be active in the near future. An obsolete item is one, which is no longer a standard part, though there may still be a supply of the item on-hand, which can be sold or used in manufacturing processes. A planning item allows you to enter forecasted product lines for analysis purposes. In the Inventory Management package, this is mainly an informational field, although it is used in other of the manufacturing packages. The field defaults to A, or Active.
7. Purch Or Mfg ?	1 alphanumeric character. This field designates whether the item is purchased or manufactured. P = Purchased M = Manufactured I = Spare Parts An I entered here will only be used by Elliott's Operator 10 Maintenance Management software package. The default is P, or Purchased.
8. Stocked Flag	Y or N. If an item is stocked, the user plans to keep it on the shelf, in ready-to-use form, either for sales to customers or for use in the manufacturing facility. If an item is not stocked, it is never kept on the shelf, although its components may be stocked. The item is manufactured or assembled to customer order, or when needed during the manufacturing process, and so is not kept on the shelf itself. The default is Y.

Name	Type and Description
9. Controlled Flag	Y or N. If an item is controlled, it is allocated when customer or shop orders are issued for it and deallocated when the order is shipped or the materials are issued to the shop. This allocation and deallocation does not occur for a non-controlled item. The default is Y.
10. Substitute Item	15 alphanumeric characters. Enter the substitute item for the item. In Customer Order Processing, if substitute items are allowed then a function key can be pressed to use the substitute item. If the substitute item is out of stock or not acceptable then the function key may be pressed again to use this item's substitute item. Using this linked method, multiple substitute items may be looked up. Press the F7 key to search by item number, or the F8 key to search by item description.
11. Stocking U Of M	2 alphanumeric characters. This is the unit of measure when stocking the item. Some examples of this might be each, gallon, case, etc. Default is EA, or each.
12. Purchased U Of M	2 alphanumeric characters. This is the unit of measure in which the item is purchased from its vendor. This may be different from the unit of measure in which you sell the item to your customers. This field defaults to the stocking unit of measure.
13. Pur To Stk Ratio	7 numeric digits with 3 decimal places (9,999.999). This is the ratio between the purchase unit of measure and the unit of measure you use for stocking the item. For example, you may purchase the item by the case, and each case may contain 50 of the item. But you may want to keep a record of how many units of the item are on-hand, rather than how many cases are on-hand. In this case, the purchase to inventory ratio would be 50. This field defaults to 1.000.
14. Selling U Of M	2 alphanumeric characters. This is the unit of measure when selling the item. Some examples of this might be each, gallon, case, etc. This field defaults to the stocking unit of measure.
15. Sel To Stk Ratio	7 numeric digits with 3 decimal places (9,999.999). This is the ratio between the stocking unit of measure and the selling unit of measure. An example of this might be if the stocking UOM is each and the selling UOM is case then the sell to stock ratio would be 24 (assuming a case contains 24). This field defaults to 1.000.
16. Selling Price	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). This is the price charged for the item. In the Customer Order Processing package, this price may be modified by price breaks, but this is the basic price of the item.
17. Backorderable ?	Y or N.

Name	Type and Description
	This field designates whether or not the item can be backordered. When a customer orders the item and there is none in inventory to fill the order, one of two conditions may be true. Either 1) the item has been ordered and can be shipped to the customer when it arrives, or 2) no further supplies of the item on hold until the receipt of an additional supply is called backordering the item. If more of the item can be ordered to meet an out of stock situation, the item is backorderable. If no more can be obtained, the item is not backorderable. If the default item has been entered, press the F1 key to default the rest of the non-entered fields of the item to those of the default item. The default answer to this question is Y.
18. Taxable ?	Y or N. Is the item taxable or not? The default answer to this question is Y.
19. Bin No/Pick Seq	8 alphanumeric characters. This is the number of the warehouse bin where the item is stored. When a list is prepared for the warehouse people to use in pulling items from stock, the list is printed in order by this picking sequence or Bin Location code.
20. Qty On Hand	A standard quantity format with an optional minus sign. This is the actual quantity of the item, which is currently in stock. This quantity is increased by the recording of receivings transactions, and decreased by the filling of customer orders for the item or by issuing a quantity of the item to the company's manufacturing facility.
21. Qty Allocated	A standard quantity format with an optional minus sign. This is the quantity of the item, which has already been allocated to meet customer orders or to meet the projected needs of the manufacturing plant. When the customer orders are actually shipped, or the plant requirements are satisfied by removing stock from inventory, this quantity decreases by the amount removed or shipped.
22. Qty Backorder	A standard quantity format with an optional minus sign. This is the quantity of the item, which has already been backordered to meet customer orders or to meet the projected needs of the manufacturing plant. When the customer's backorder is actually filled, this quantity decreases by the amount filled.
23. Qty On Order	A standard quantity format with optional minus sign. This is the quantity of the item, which is currently on order. This quantity is increased when purchase orders for the item are processed, and decreased when orders for the item are received into stock.
24. Average Cost	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). This is the average cost per unit of this item, which is currently in stock. This is a moving average, which is recalculated whenever a new supply of the item is received.

Name	Type and Description
25. Last Cost	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). This is the cost of the item the last time it was purchased. This field is updated every time a new supply of the item is received into stock.
26. Standard Cost	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). This is the standard cost of the item. This field is not updated every time a new supply of the item is received into stock. This field must be updated manually by the user.
27. Date Last Sold	A standard date format. Defaults to the system date. This is the last date that any of this item has been sold.
28. Qty Last Sold	A standard quantity accumulator format with an optional minus sign. This is the quantity of this item sold on the last order.
29. Ptd Qty Sold	A standard quantity accumulator format with an optional minus sign. This is the quantity of the item, which has been sold so far this period. This field is updated after the invoicing of orders in the Customer Order Processing package.
30. Ptd Sales Amt	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the dollar amount of sales of this item so far this period. This field is updated after the invoicing of orders in the Customer Order Processing package.
31. Ptd Cost Amt	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the dollar amount of the cost of the quantity of this item, which has been sold so far this period. This field is updated after the invoicing of orders in the Customer Order Processing package.
32. Ytd Qty Sold	A standard quantity accumulator format with an optional minus sign. This is the quantity of the item, which has been sold so far this period. Refer to the above field, Qty Sold PTD.
33. Ytd Sales Amt	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the dollar amount of sales of this item so far this year.
34. Ytd Cost Amt	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the dollar amount of the cost of the quantity of this item, which has been sold so far this year.
35. Ytd Qty Ret'd	A standard quantity accumulator format with an optional minus sign. This is the quantity of the item, which has been returned to stock this year. This field is updated after the invoicing of orders in the Customer Order Processing package. Several of the above fields cannot ordinarily be changed in change mode on Item

Name	Type and Description
	File. These fields are updated by the posting of transactions to the Inventory Item File either from the Inventory Management package or from one of the other manufacturing packages. These fields are: Qty On-Hand — Qty Allocated Qty Backordered — Average Cost Price — Usage PTD Usage YTD — Usage Last Year Qty Sold PTD — Qty Sold YTD Sales PTD — Sales YTD Sales Last Year — Cost PTD Cost YTD — Qty Ret'd YTD If there is really a need to change any of these fields due to some sort of posting error, press F6 when the Field Number ? question is displayed in change mode. You will then be allowed to change these fields. This option is only valid if the Change Protected Fields question in I/M Setup is set to Y.
36. Sales Last Yr	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the dollar amount of sales of this item last year.

Management Data - Second Screen

Name	Type and Description
37. Commsn Method	1 alphabetic character. If calculate commission type is by item in Customer Order Processing then this field determines how the commission is calculated for each item. The commission method must be one of the following: A = Amount C = % of Cost M = % of Margin P = % of Price This field defaults to P.
38. Commsn Pct/Amt	7 digit numeric file with 2 decimal places (99,999.99). This is the commission percent or amount for this item. If the commission method is C, M, or P, enter the commission percent given for this item. The commission percent can not be greater than 100%. If the commission method is A, enter the commission amount given for this item.
39. Target Margin	3 numeric digits (999). This is the targeted profit margin for the item, calculated by comparing the profit made by selling the item to the item's cost. For example, if the cost of an item is $5.00 and its selling price is $8.00, the percent of profit would be: (8 - 5) / 5 = 60%. You should enter the profit margin you wish to obtain for the item.

Name	Type and Description
	This field is printed on the Sales Comparison Reports in the Customer Order Processing package.
40. Matl Cost Type	1 alphanumeric character. Enter the item's material cost type. It is up to you to define valid material cost types using Material Cost Type File Maintenance. This field will be used to define this item's inventory asset account. This field defaults to the default material cost type in I/M Setup. Press the F7 key to search for Material Cost Type.
41. Reorder Level	A standard quantity format. When the quantity of the item on-hand falls below the reorder level, an order should be placed for the item. This could be performed via the Create Unreleased Purchase Order's By Vendor application, if you wish. The reorder level is calculated by adding the amount of stock you want to keep on hand for sudden emergency demands (safety stock) to the amount of stock you expect to use during the time it takes to receive a new supply from the vendor or from the manufacturing facility. This reorder level is recalculated by the package whenever the Recalculate Reorder Fields application is run. If this field is left at zero, it will be calculated on the first run of the Recalculate Reorder Fields application.
42. Order Up To	A standard quantity format. This is the maximum quantity of the item that it is desirable to have in stock. This quantity would be equal to the reorder point plus the order quantity. The order up to level is usually used in a periodic review system in which the quantity on-hand is inspected visually, and if it is low, enough is ordered to bring the on-hand back to the order up to level.
43. Recom Min Order	A standard quantity format. This is the absolute minimum, which should be ordered at one time. It is equal to the amount of stock that will be consumed during the time it takes to obtain new supplies from the vendor or from the manufacturing facility. If only this amount were ordered, you would usually find yourself having to place a new order for the item as soon as the new supply arrived. Thus, you would normally order more than this recommended minimum order. The amount of the recommended minimum order is recalculated every time the Recalculate Reorder Fields application is run. If this field is left at zero, it will be calculated on the first run of the Recalculate Reorder Fields application.
44. Lead Time	3 numeric digits (999). This is the number of calendar days, which pass between the ordering of a new supply of the item and the actual receipt of the item into stock. If this field is left at zero, the Recommended Minimum Order field will always be set

Name	Type and Description
	to zero by the Recalculate Reorder Fields application.
45. Def Vendor No	6 alphanumeric characters. The default or main vendor from which the item is purchased. It is important to enter a vendor number here if the I/M Create Unreleased PO's By Vendor application will be used to automatically generate purchase orders. Press the F7 key to search by vendor number or the F8 key to search by vendor name.
46. Order Minimum	A standard quantity format. In many cases, there is a minimum quantity of the item, which can be purchased from the vendor. For example, if the item only comes in cases, at least one case must be purchased. If a case consisted of 50 of the items, then this field would have the value of 50.
47. Order Multiple	4 numeric digits (9999). The item should be ordered in multiples of this quantity. For example, this order multiple might be the quantity per case. This field defaults to 1.
48. Commodity Code	4 alphanumeric characters. This is a user-defined code, which identifies a category of items, which you purchase from some vendor. For example, you might assign the code ST to steel products. The Purchase Order and Receiving package allows you to specify which vendors supply which Commodity Codes, and provides various reports based on this Commodity Code.
49. Weight	8 numeric digits with 3 decimal places (99,999.999). Enter the unit weight of the item. This helps to determine the best method of shipping the item.
50. Inventory Class	1 alphanumeric character. A, B, or C may be entered here for the ABC Analysis code A more detailed explanation of the ABC Analysis concept is contained in the for Item File Maintenance.
51. Cycle Count Code	1 alphanumeric character. The purpose of the cycle count code is to allow you to print a Cycle Count Worksheet for those items with selected cycle count codes. Only these items will be cycle counted. You may define the cycle count codes to be used in your inventory system in any way you choose.
52. Date Last Cntd	A standard date format. This is the date a cycle count was last done for the item.

Name	Type and Description
53. Buyer Or Analyst	2 alphanumeric characters. This is a user-defined field designating who the main buyer or analyst for the item is. Buyers or analyst codes may be defined using the Buyer/Analyst Code File Maintenance application. Press the F7 key to search for Buyer/Analyst.
54. Usage Ptd	A standard quantity accumulator format with an optional minus sign. The quantity of the item, which has been used so far this period. This usage would have come about either as the result of shipping a quantity of the item to a customer, or by consuming the item as a component of some manufacturing process. The field is updated either after the invoicing of orders in the Customer Order Processing package, by Inventory Transaction Processing, or by producing work orders in Bill Of Material Processor.
55. Usage Ytd	A standard quantity accumulator format with an optional minus sign. The quantity of the item, which has been used so far this year. Refer also to the above field, Usage PTD.
56. Usage Last Yr	A standard quantity accumulator format with an optional minus sign. The quantity of the item, which was used last year. Refer also to the above field, Usage PTD.
57. Average Usage	This is your projected average usage of the item in one period. The length of the period is defined in I/M Setup. The value of this field is recalculated every time the Recalculate Reorder Fields application is run, based on a comparison between the actual usage for the previous period and the previous value of this field. It is important that a reasonable estimate of the average usage be entered in this field. If this is not done, it may take several periods of recalculation before it corrects itself. Exactly how long the self-correction will take is determined by the usage weight factor. For example, if the usage weight factor is .29, it will take six periods before this figure is accurate.
58. Usage Wght Fctr	3 numeric digits with 2 decimal places (9.99). This is the alpha factor used in forecasting the next period's usage of the item, based on the actual usage for the previous period, and the forecast for that period. It determines the number of periods of sales history to use in forecasting next period's usage. Based on experience in the manufacturing industry, a table of alpha factors for periods of different lengths has been drawn up for your use. Periods of Sales History — Usage Weighing Factor 3 — .50 6 — .29 9 — .20 12 — .15 18 — .11
Usage Wght Fctr (continued)	In the calculation of a new forecast, as you use more periods of sales history, the

Name	Type and Description
	importance placed on the previous period's actual usage decreases. Thus a sudden change upward or downward will not produce a widely out of line forecast for next period. If this field is left at zero, the forecast for the next period will never change, regardless of how high or low the actual usage goes.
59. Safety Stock	A standard quantity format. The demand for an item may vary over a period of time. A frequently used way of ensuring that there is enough stock on hand to meet this variable demand is to always keep a supply of extra stock. This extra stock is called safety stock. You may enter the initial value of the safety stock field. It will then be recalculated to reflect changes in actual usage each time the Recalculate Reorder Fields application is run. If this field is left at zero, it will be calculated on the first run of the Recalculate Reorder Fields application.
60. Safety Factor	2 numeric digits with 1 decimal place (9.9). This safety factor is used in recalculating the safety stock when the Recalculate Reorder Fields application is run. In general, the higher the safety factor is set, the higher the safety stock will be. Thus the number of out-of-stock situations will decrease. The following table of safety factors has been drawn up from experience in the manufacturing industry. It is based on the customer service level you want to maintain. For example, if you want to provide a customer service level of 85%, meaning that 85 out of 100 times a customer orders the item it will be in stock, you would specify the safety factor at 1.3. Customer Service Level — Safety Factor 50% — 0.0 75% — 0.8 80% — 1.1 85% — 1.3 90% — 1.6
Safety Factor (continued)	Customer Service Level — Safety Factor 95% — 2.1 97% — 2.4 99% — 2.9 99.5% — 3.2 99.8% — 3.6 99.9% — 3.9 99.99% — 5.0 If this field is left at zero, there will not be any safety stock, so about half the time you will be out of stock.
61. Usage Filter	2 numeric digits with 1 decimal place (9.9). The usage filter is used during the calculation of a new forecast for the item.

Name	Type and Description
	If a period's actual usage is suddenly very high in comparison with the forecast, it can cause the new forecast to appear higher than it should be. For this reason, you may want to dampen the effect of these sudden usage increases. When calculating the new forecast, the usage figure used for the calculation is never allowed to be greater than the usage filter times the earlier forecast. For example, if the prior forecast for an item were 1,000, this month's actual usage was 8,000 and the usage filter was 5, the usage figure used in the calculation of the new forecast would not be allowed to exceed 5,000 (5 x 1,000). In this example, 5,000 would be the figure used for actual usage period to date in the calculation. If this field is left at zero, no dampening will occur. If it is less than one it will force the forecasted average usage to decrease regardless of actual usage. When initially setting up your package, if you are not certain that the Average Usage field is accurate, use a fairly high usage filter.
62. Start Sale Date	A standard date format. When the item is on sale, enter here the starting date of the sale, and in the next field the ending date of the sale. If the date of the order is between these dates, the sale price will be used for the item, instead of the regular item price. The Price Code File Maintenance application in the Customer Order Processing package allows you to enter additional pricing data for inventory items.
63. End Sale Date	A standard date format. Refer to the above field, the Start Sale Date.
64. Sale Price	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). This sale price will be used instead of the regular item price during the dates defined above.
65. Economic Ord Qty	A standard quantity format. It may be beneficial to purchase this item in large enough quantities that the cost of repeatedly ordering is minimized. At the same time, you will want to keep the dollar value of inventory as low as possible in order to minimize carrying costs. The quantity of the item to order which best balances these factors is called the Economic Order Quantity. This value is not calculated by the package. You should determine, based on your experience, what this quantity should be and enter it here. The equation is : Where Q is the quantity to be ordered, A is the annual sales, S is the setup or ordering cost r is the carrying cost rate, and v is the item's unit cost.
66. Serialized Item	Y or N. If using serialized items in I/M Setup. Enter yes here if this item will have serial numbers.

Name	Type and Description
	The default answer is N. This field cannot be changed if the quantity on order is greater than zero. A more detailed explanation of serialized processing is contained in the for this application.
66. Lot Numbers ?	Y or N. If using lot items in I/M Setup. Enter yes here if this item will have either serial numbers or lot numbers. The default answer is N. This field cannot be changed if the quantity on order is greater than zero. A more detailed explanation of serialized or lot processing is contained in the for this application.
67. Length Of Wrnty	3 numeric digits (999). This field is used for serialized inventory only. Enter the number of days the item will be under warranty after it has been sold.
68. Do Price Breaks Apply ?	Y or N. If this flag is set to Y, and the pricing basis (see COP Price Code File Maintenance) is D or M, the percentage set in the price code file will be applied against the specified Item sale price. If this flag is set to Y, and the pricing basis is P, the straight Item sale price will be used. If this flag is set to N, no price breaks will be calculated. The default answer to this question is N.
69. Do Discounts Apply ?	Y or N. During the sale, do other discounts apply? The default answer to this questions is N.

Manufacturing Data - Third Screen

This information will only be displayed if the **I/M Setup** manufacturing flag is set to **Y**.

Name	Type and Description
70. Average Error	A standard quantity format. This is the average deviation between the forecasted usage of the item and its actual usage. This figure is recalculated when the Recalculate Reorder Fields application is run, and is then used to recalculate the new safety stock level.

Name	Type and Description
	Unless you have been keeping enough forecast data to enter this figure accurately, it is best to leave the field at zero.
71. Sum Of Errors	A standard quantity format with an optional minus sign. This field is also used during the recalculation of reorder fields. It is equal to the sum of the deviations between the forecasted usage for the item and its actual usage. It is probably best not to make an entry for this figure and allow the computer to update the field when appropriate.
72. Master Sch Item ?	Y or N. If you are using the Master Scheduling package, this field designates whether this item should be maintained in the master production schedule. The default is to N.
73. End Item Code	1 alphanumeric character. The value of this code is user-defined with two exceptions. F = Feature Item K = Kit Item Feature items may only be used if the BOMP package is installed. For more information on feature items, see the Feature/Option Configuration File Maintenance section of the BOMP manual.
End Item Code (continued)	If the item is a kit item, a K may be entered here. For more information on kit items, see the Kit File Maintenance section of this manual. Except for F and K, any character entered here will not be used by the package and may have any meaning the user desires. The following are examples of possible uses: E = End Item only C = Component only R = Replacement part (also used as a component). B = Both end item or component.
Rollup Price?	Y or N. This field will only be displayed if field #73 above contains a K for Kit Item. Enter Y to rollup a kit item's price from the prices of its components. Enter N to take the price of a kit item from the Price Code File Maintenance from field #16 Selling Price in Item File Maintenance. Defaults to Y.
74. P And Ic Code	3 alphanumeric characters. This code is used to group items for production and inventory control for management purposes.
75. Order Policy Code	1 alphanumeric character. This field is used solely by the Material Requirements Planning [MRP] package to specify how you want to generate planned orders for the inventory item. The code designates the planning method to be used by Material Requirements Planning. It

Name	Type and Description
	can have one of the following values: L = Lot P = Period Requirements R = Reorder Point Blank = Not Planned Lot means that every time there is a requirement for the item, a planned order will be generated. For example, every time a customer order generates a requirement for the item, an MRP package will generate an order for that quantity of the item.
Order Policy Code (continued)	In the Period Requirements planning method, one planned order is created to cover all requirements within a period. In the Reorder Point method, planned orders are created when the item's projected quantity on-hand falls below its reorder point. If this field is blank, MRP will not read this item during a regeneration.
76. MRP Time Fence Days	3 numeric digits (999). This allows the planner to firmly set a short-term schedule for an item and prevent MRP from making recommendations for changes within the specified number of days from the date of the material plan regeneration. For more information, see the time fence section of the MRP manual.
77. Drawing Release No	6 alphanumeric characters. This is the number which engineering assigned to the engineering drawing for the item.
78. Drawing Revision No	2 alphanumeric characters. Each time a revision is made to the engineering drawing for the item, this field would be updated. A drawing is usually designated by a Drawing Number and a Drawing Revision Number.
79. Routing Release No	6 alphanumeric characters. This is the routing number assigned by engineering to identify the routing for the item. This engineer routing might be very detailed, giving exact specifications for the tooling of every part, which goes to make up the item.
80. Routing Revision No	2 alphanumeric characters. Each time the above routing is updated, this revision number would be updated.
81. Routing Number	5 alphanumeric characters. This is the number of the routing for a Standard Product Routing File, which designates the primary routing of the item through the shop. This routing is not as detailed a routing as the engineering routing. It may show only which machines to which the item travels, with a brief description of the operation done at each machine.
82. Planning Period	3 numeric digits (999). Refer to the above description of the Order Policy code. If the period requirements method of planning is used, this field designates the length (in days) of the planning periods.

Name	Type and Description
83. Planning Lead Time	3 numeric digits (999). This is the duration, in calendar days, between the ordering of the part, either from an outside vendor, or from the manufacturing facility and the actual receipt of the item into inventory. This field is used during any MRP requirements generation.
84. Planning Order Mult	4 numeric digits (9999). Plan orders of the item in multiples of this. For example, there may only be a requirement for 25 gallons of liquid item, but you may order it in 50 gallon containers, so the item is ordered in multiples of 50 gallons.

Display Only Fields

Name	Type and Description
Stock Status Code	1 alphanumeric character. This is not an entered field. It is updated when the Reordering Advice Report is printed to show that the item hit reorder level or out-of-stock status when the report was last printed. The item will not then be printed on a subsequent Reordering Advice Report, until a receipts transaction for the item is processed. The field will have one of three values, either 1) blank, meaning
Stock Status Code (continued)	that it has not appeared on a Reordering Advice Report since a quantity of the item was last received into stock, 2) R, meaning that the item had hit its reorder point when the report was last printed, or 3) O, meaning that the item was out-of-stock when the report was last printed.
Low Level Code	2 numeric digits (99). This is not an entered field. It is updated by the Bill of Material Processor applications if that package is in use. This field indicates the lowest level where this item appears in any Bill of Material. For example, the item may appear at level 3 in one bill, and at level 4 in another. In this case, the Low-Level code would be 4.
Active Orders	5 numeric digits (99999). This is not an entered field. It is updated by the Customer Order Processing applications if that package is in use. This is the number of outstanding orders on which this item appears. If this number is greater than zero, the item cannot be deleted.
MRP Multi-Loc Qty Oh	A standard quantity accumulator format with an optional minus sign. This is not an entered field. It is used by MRP to sum the quantity on-hand at those locations indicated by the MRP Setup as netting locations.

Numeric List

Name	Type and Description
Starting Item No	15 alphanumeric characters. Enter the starting item number for the range to print. Press the F7 key to search by item number. Press the F8 key to search by item description. Defaults to **All** items.
Ending Item No	15 alphanumeric characters. Enter the ending item number for the range to print. Press the F7 key to search by item number. Press the F8 key to search by item description. Defaults to the starting item number.
Starting Product Category	3 alphanumeric characters. Enter the starting product category for the range to print. Defaults to **All** product categories.
Ending Product Category	3 alphanumeric characters. Enter the ending product category for the range to print. Defaults to the starting product category.
Print Base Item File Data ?	Y or N. Enter Y to print the base item data from the first screen of the Item File. Defaults to N.
Print Item Management Data ?	Y or N. Enter Y to print the item management data from the second screen of the Item File. Defaults to N.
Print Item Manufacturing Data?	Y or N. Enter Y to print the item manufacturing data from the second screen of the Item File. Defaults to N.

Alpha List

Name	Type and Description
Starting Desc	30 alphanumeric characters. Enter the description of the starting item for the range to print. Defaults to **All** items.
Ending Desc	30 alphanumeric characters. Enter the description of the ending item for the range to print. Defaults to the starting item.

```
Date filled out ________by ________    ADD   CHANGE   DELETE
Page 1 of 5

             ITEM FILE MAINTENANCE LOAD SHEET - BASE DATA

1)   Item Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

2)   Description_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

               _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

3)   Product Category         _ _ _

4)   User Defined Code        _ _

5)   Def Or Mfg Loc           _ _

6)   Activity Code            _

7)   Purch Or Mfg?            _

8)   Stocked Flag             Y  N

9)   Controlled Flag          Y  N

10)  Substitute Item          _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

11)  Stocking U Of M          _ _

12)  Purchase U Of M          _ _

13)  Pur To Stk Ratio         _ , _ _ _ . _ _ _

14)  Selling U Of M           _ _

15)  Sel To Stk Ratio         _ , _ _ _ . _ _ _

16)  Selling Price            _ _ _ , _ _ _ . _ _ _ _

17)  Backorderable ?          Y N

18)  Taxable ?                Y N

19)  Bin No/Pick Seq          _ _ _ _ _ _ _ _
```

```
Date filled out _________by _________    ADD   CHANGE   DELETE
Page 2 of 5

             ITEM FILE MAINTENANCE LOAD SHEET - BASE DATA

20)  Qty On Hand       _ _ _ , _ _ _ , _ _ _ . _ _ _
21)  Qty Allocated     _ _ _ , _ _ _ , _ _ _ . _ _ _
22)  Qty Backorder     _ _ _ , _ _ _ , _ _ _ . _ _ _
23)  Qty On Order      _ _ _ , _ _ _ , _ _ _ . _ _ _
24)  Average Cost      _ _ _ , _ _ _ . _ _ _ _
25)  Last Cost         _ _ _,_ _ _,_ _ _._ _ _
26)  Standard Cost     _ _ _,_ _ _,_ _ _._ _ _
27)  Date Last Sold    _ _/_ _/_ _
28)  Qty Last Sold     _ _ _,_ _ _,_ _ _._ _ _
29)  Ptd Qty Sold      _ _ _,_ _ _,_ _ _._ _ _
30)  Ptd Qty Sold      _ _ _,_ _ _,_ _ _._ _
31)  Ptd Cost Amt      _ _ _,_ _ _,_ _ _._ _
32)  Ytd Qty Sold      _ _ _,_ _ _,_ _ _ _ . _ _ _
33)  Ytd Sales Amt     _ _ _ , _ _ _ , _ _ _ . _ _
34)  Ytd Cost Amt      _ _ _ , _ _ _ , _ _ _ . _ _
35)  Ytd Qty Ret'd     _ _ _ , _ _ _ , _ _ _ . _ _ _
36)  Sales Last Yr     _ _ _ , _ _ _ , _ _ _ . _ _
```

```
Date filled out ________by ________    ADD   CHANGE   DELETE
Page 3 of 5

             ITEM FILE MAINTENANCE LOAD SHEET - MANAGEMENT DATA

37)  Commsn Method     _
38)  Commsn Pct/Amt    _ _ , _ _ _ . _ _
39)  Target Margin     _ _ _
40)  Matl Cost Type    _
41)  Reorder Level     _ _ _,_ _ _,_ _ _._ _ _
42)  Order Up To       _ _ _,_ _ _,_ _ _._ _ _
43)  Recom Min Order   _ _ _,_ _ _,_ _ _._ _ _
44)  Lead Time         _ _ _
45)  Def Vendor No     _ _ _ _ _ _
46)  Order Minimum     _ _ _,_ _ _,_ _ _._ _ _
47)  Order Multiple    _ _ _ _
48)  Commodity Code    _ _ _ _
49)  Weight            _ _,_ _ _._ _ _
50)  Inventory Class   _
51)  Cycle Count Code  _
52)  Date Last Cntd    _ _/_ _/_ _
53)  Buyer Or Analyst  _ _
```

Date filled out _____by _____ ADD CHANGE DELETE
Page 4 of 5

ITEM FILE MAINTENANCE LOAD SHEET - MANAGEMENT DATA

54) Usage Ptd _ _ _,_ _ _,_ _ _._ _ _

55) Usage Ytd _ _ _,_ _ _,_ _ _._ _ _

56) Usage Last Yr _ _ _,_ _ _,_ _ _._ _ _

57) Average Usage _ _ _,_ _ _,_ _ _._ _ _

58) Usage Wght Fctr _._ _

59) Safety Stock _ _ _,_ _ _,_ _ _._ _ _

60) Safety Factor _._

61) Usage Filter _._

62) Start Sale Date _ _/_ _/_ _

63) End Sale Date _ _/_ _/_ _

64) Sale Price _ _ _,_ _ _,_ _ _ _

65) Economic Ord Qty _ _ _,_ _ _,_ _ _._ _ _ _

66) Serialized Item Y N

67) Length Of Wrnty _ _,_ _ _._ _ _

68) Do Price Breaks Apply?

69) Do Discounts Apply? _ _ _ _ _ _ _

Date filled out _____by _____ ADD CHANGE DELETE
Page 5 of 5

ITEM FILE MAINTENANCE LOAD SHEET - MANUFACTURING DATA

70) Average Error ___,___,___.___
71) Sum Of Errors ___,___

72) Master Sched Item? Y N

73) End Item Code _

74) P And Ic Code ___

75) Order Policy Code _

76) MRP Time Fence Days ___

77) Drawing Release No ______

78) Drawing Revision No __

79) Routing Release No ______

80) Routing Revision No __

81) Routing Number _____

82) Planning Period ___

83) Planning Lead Time ___

84) Planning Order Mult ____

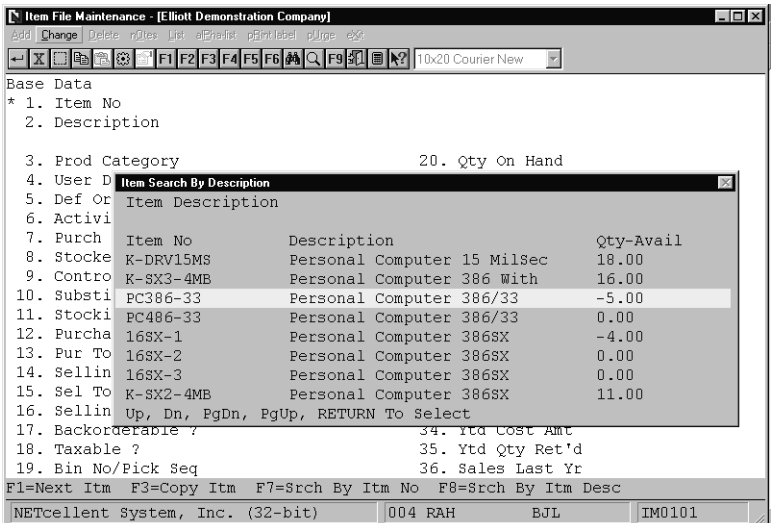
****Display Only****

Stock Status Code _

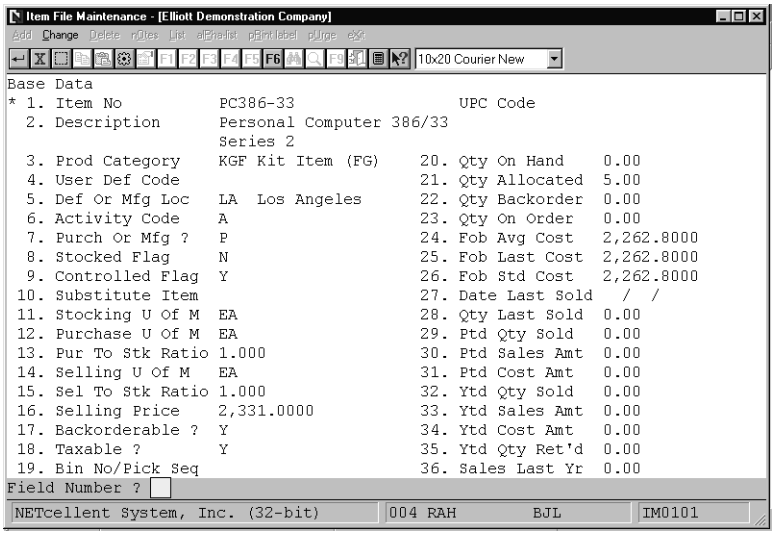
Low Level Code __

Active Orders _____

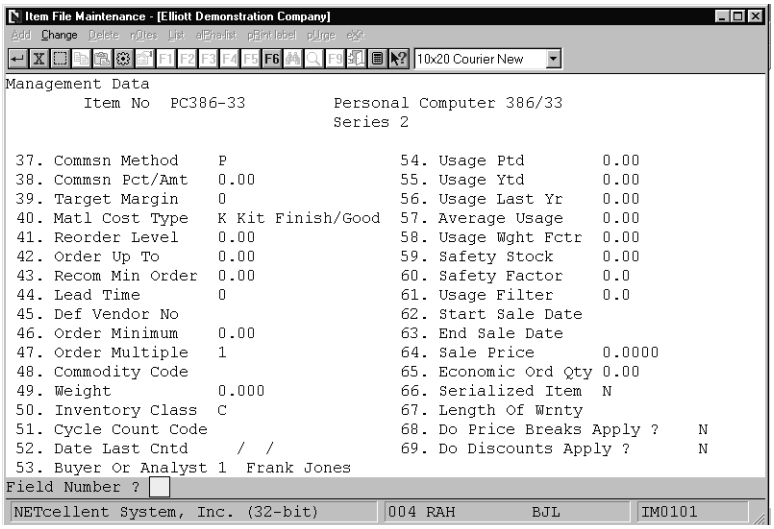
MRP Multi-Loc Qty Oh ___,___,___.___



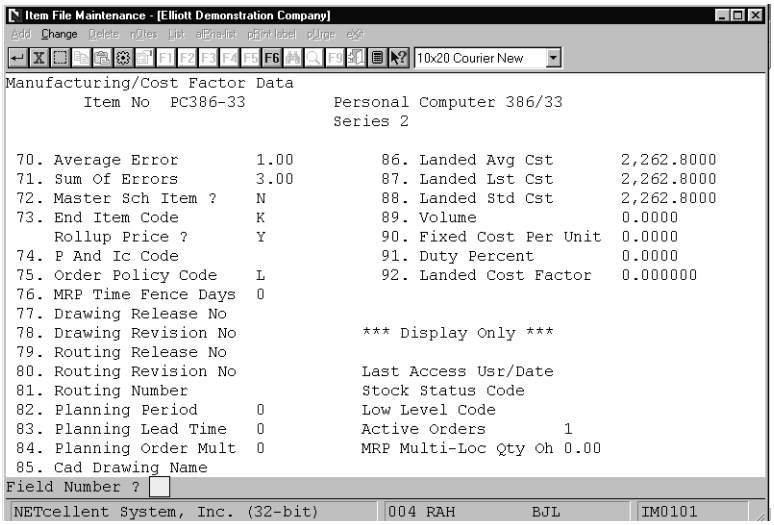
Item File Maintenance (Item Search By Description)



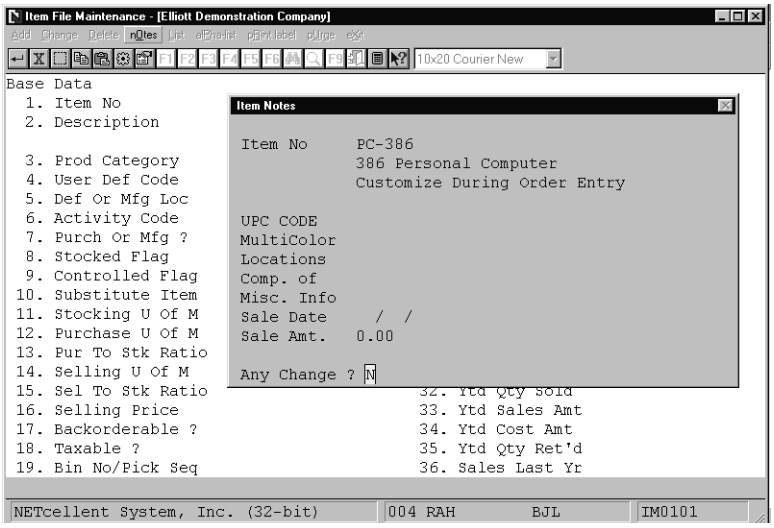
Item Base Data (Screen #1)



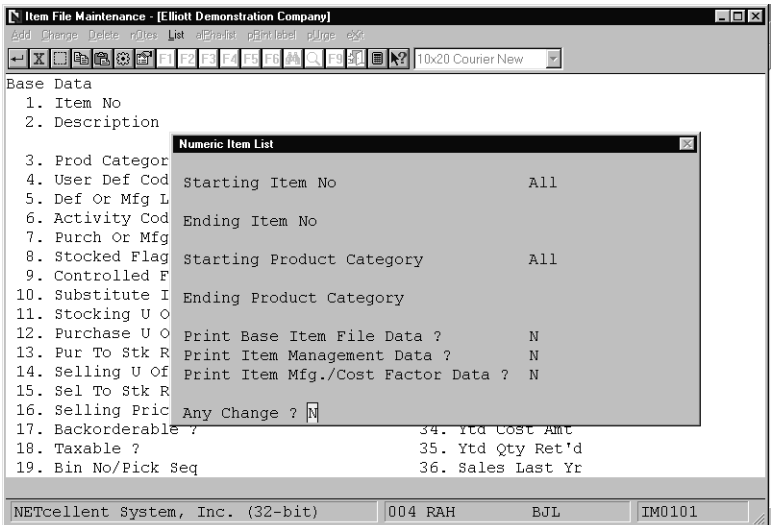
Item Management Data (Screen #2)



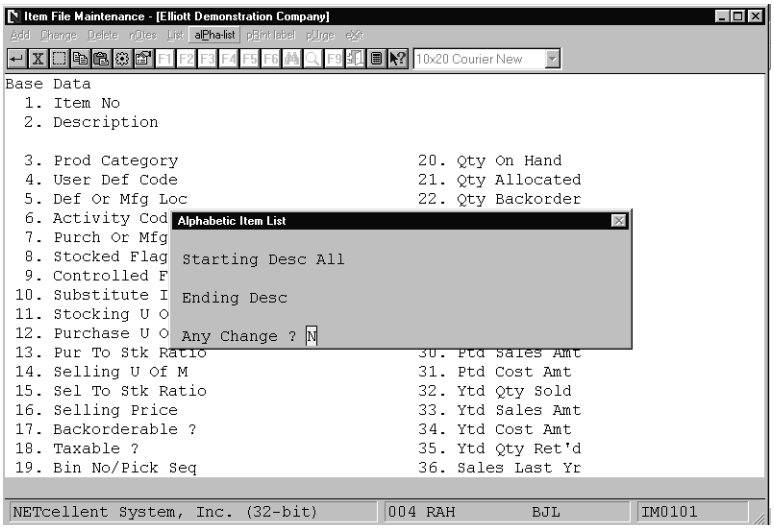
Item Manufacturing Data (Screen #3)



Item Notes



Numeric Item List



Alphabetic Item List

N U M E R I C I T E M L I S T

Range: All Items
All Product Categories
Summary Report

1. Item No	16SX-1	2. Description	Personal Computer 386SX Kit No1	3. Prod Category Price	KGF 1,656.0000	Qty On-Hand Qty On-Order	.000 .000
1. Item No	16SX-2	2. Description	Personal Computer 386SX Kit No2	3. Prod Category Price	KGF 1,672.0000	Qty On-Hand Qty On-Order	.000 .000
1. Item No	16SX-3	2. Description	Personal Computer 386SX	3. Prod Category Price	KCM 1,472.0000	Qty On-Hand Qty On-Order	.000 .000
1. Item No	BOX-386-1	2. Description	Basic SM Box w/7 Exp 6-16 1-8	3. Prod Category Price	 399.0000	Qty On-Hand Qty On-Order	731.000 .000
1. Item No	BOX-386-2	2. Description	Adv Box HDps 8 Exp 32 5-16 2-8	3. Prod Category Price	 499.0000	Qty On-Hand Qty On-Order	421.000 .000
1. Item No	CHAR-GEN	2. Description	Character Generator At 25 Meg Character - Gen - 25	3. Prod Category Price	CVD 9.6000	Qty On-Hand Qty On-Order	10.000 40.000

A L P H A B E T I C I T E M L I S T

Range: All Items

Item-No	Description	Prod Cat	U-Of Meas	Average Cost	Price	Qty On-Hand	Qty Alloc	Reorder Level	B/O Ok?	Tax ?	Pick Seq
K-SX2-1.2	1.2 Drive For Personal Computer	KCM	EA	180.0000	210.0000	17.000	.000	.000	Y	Y	
K-1.2DRIVE	1.2 Drive For Personal Computer	KCM	EA	252.0000	260.0000	16.000	5.000	.000	Y	Y	
K-SX2-1.44	1.44 Drive For Persoanl Computer	KCM	EA	190.0000	210.0000	16.000	.000	.000	Y	Y	
K-SX3-1.44	1.44 Drive For Personal Computer 386	KCM	EA	168.0000	180.0000	9.000	.000	.000	Y	Y	
K-1.44DRIVE	1.44 Drive For Personal Computer	KCM	EA	163.0000	170.0000	14.000	5.000	.000	Y	Y	
K-SX1-1.44	1.44 Drive For Personal Computer	KCM	EA	189.0000	195.0000	18.000	2.000	.000	Y	Y	
K-SX3-101KB	101 Keyboard For PC	KCM	EA	119.0000	128.0000	19.000	.000	.000	Y	Y	

Location Control File Maintenance

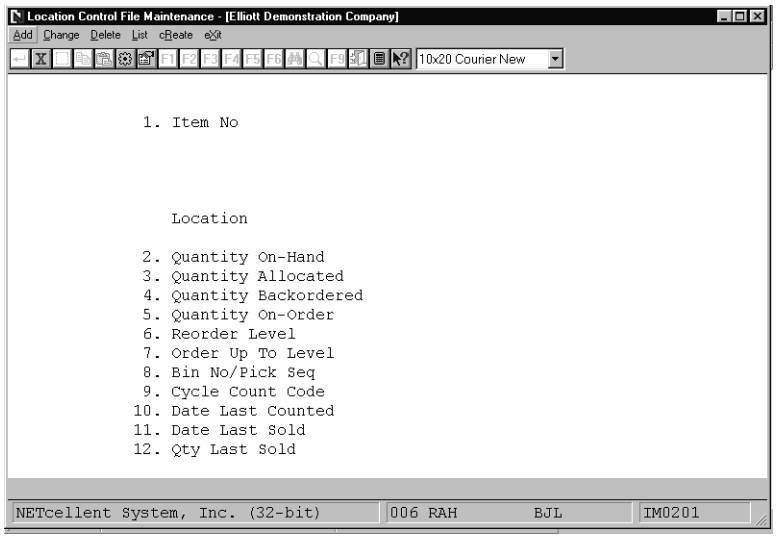
Application Overview

Elliotts's Inventory Management package allows you to keep track of inventory, which is stocked at more than one location, including the quantity of the item on-hand, allocated and on-order at each location.

When you first enter a new inventory item, part of the data entered is the quantity on-hand, quantity allocated, quantity on-order and other such data for the item's main stocking location. The Location Control File allows you to define additional stocking locations for the inventory item. There are two ways to enter this information. The first is via the add mode and the second is to create a range of inventory items at a location via the create mode. Please note that the locations must be entered in the Location File Maintenance application on the I/M Maintenance window. The create mode will take the beginning and ending items specified and create records at the new location. The new location's items will have quantities of zero and blank picking sequence and cycle count code fields. You will need to access them via change mode and edit these fields to match the availability at that location.

Run Instructions

Select Location Control File from the pull down I/M Maintenance window. The following screen will then be displayed:



Location Control File Entry Screen

The following options are available:

* Select the desired mode from the Location Control File menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the number you want to have represent the item. This number can contain alphanumeric characters as well as purely numeric digits. You may also press F7 or F8 to use the Search option.
Location	2 alphanumeric characters. Enter the Location code for the item entered. Press the F7 key to search for location.
2. Quantity On-Hand	A standard quantity format with optional minus sign. Enter the current quantity on-hand of the item at the above location.
3. Quantity Allocated	A standard quantity format with optional minus sign. Enter the quantity of the item, which has been allocated.
4. Quantity Backordered	A standard quantity format with optional minus sign. Enter the quantity of the item, which has been backordered.
5. Quantity On-Order	A standard quantity format with optional minus sign. Enter the quantity of the item that is on order.
6. Reorder Level	A standard quantity format. Enter the quantity on-hand of this item, which will determine when to order more of it.
7. Order Up To Level	A standard quantity format. Enter the amount of this item (the level) up to which your order amount should take you when added to the quantity on-hand. For instance, if your order-up-to-level is 100 and you have 20 on hand, you would need to order 80 to meet this order-up-to level.
8. Bin No/Pick Seq	8 alphanumeric characters. Enter the bin number where this item can be found.
9. Cycle Count Code	1 alphanumeric character.

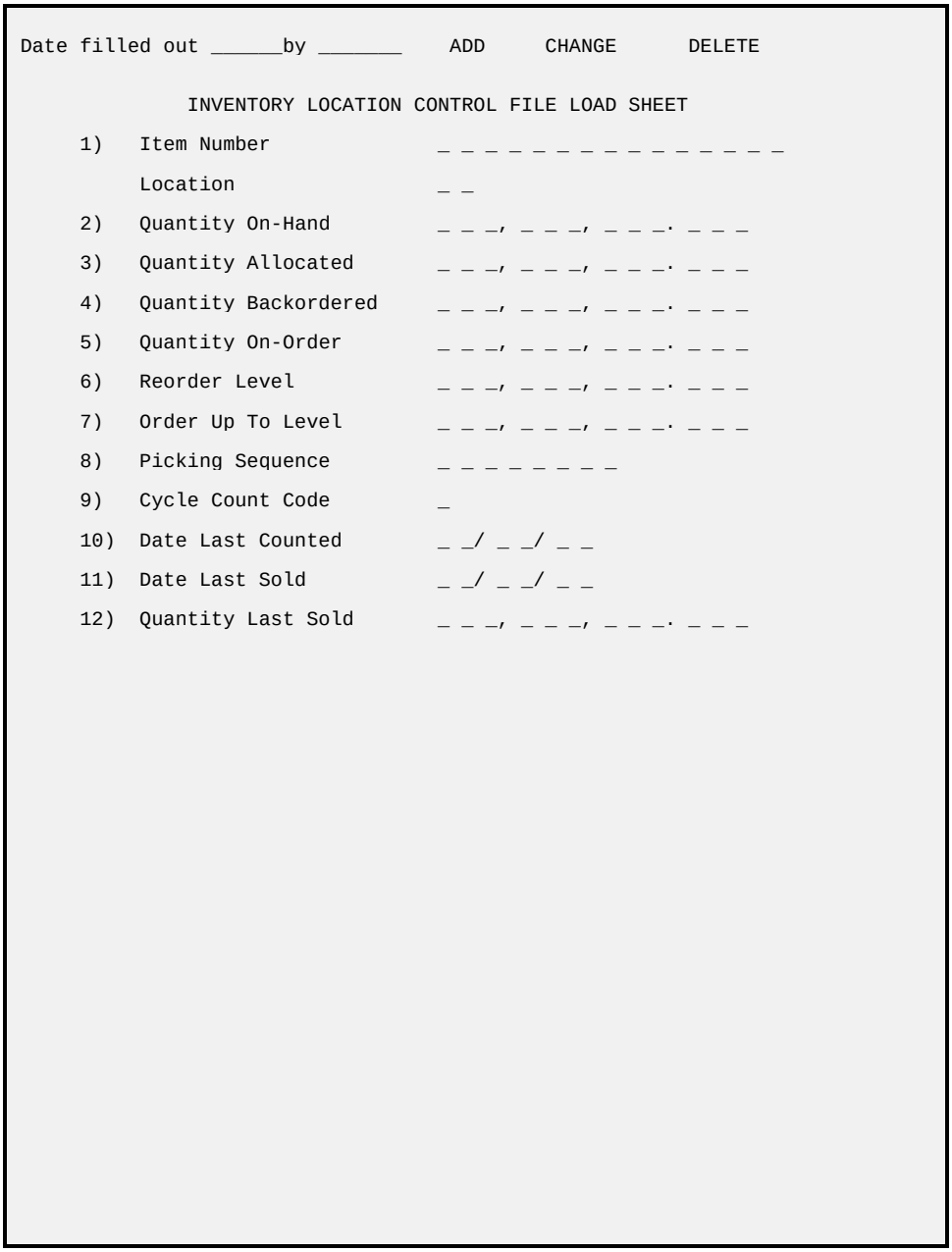
Name	Type and Description
	Enter the Cycle Count code for the item. For a full explanation of this entry, refer to the for Item File Maintenance.
10. Date Last Counted	A standard date format. Enter the date when the item was last counted.
11. Date Last Sold	A standard date format. Enter the date when the item was last sold. Defaults to system date.
12. Qty Last Sold	A standard quantity accumulator format with an optional minus sign. Enter the quantity of the item sold in last sale.

Location Control List

Name	Type and Description
Starting Item	15 alphanumeric characters. Enter the starting item number for the range of items to be printed. Press the F7 key for item search by number or the F8 key for item search by description. Defaults to All.
Ending Item	15 alphanumeric characters. Enter the ending item number for the above range. Press the F7 key for item search by number or the F8 key for item search by description. Defaults to the starting number.
Starting Location	2 alphanumeric characters. Enter the starting location for the range of locations within the above item range to be printed. Press the F7 key to search for location codes. Defaults to All.
Ending Location	2 alphanumeric characters. Enter the ending location for the above range. Press the F7 key to search for location codes. Defaults to the starting location.

Create/Delete Inventory Locations

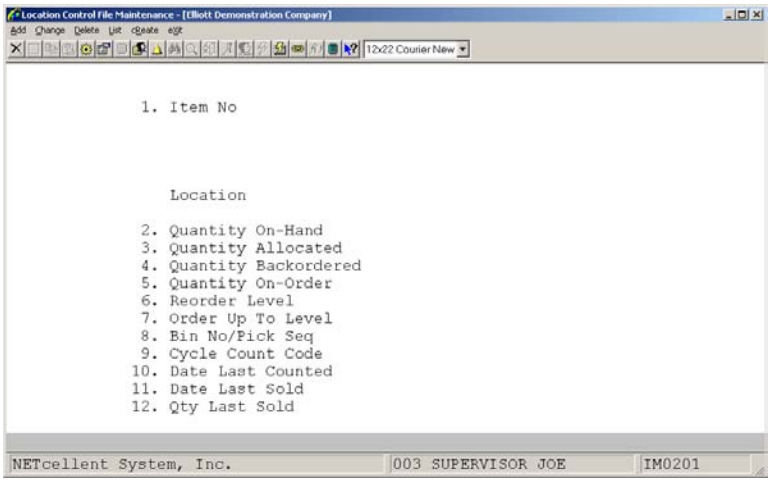
Name	Type and Description
Create Or Delete Locations	1 alphanumeric character. Enter C for Create new items at a location or D for deleting these items at a location.
Starting Item	15 alphanumeric characters. Enter the starting item number for the range of items to have locations created or deleted. Press the F7 key to search by item number. Press the F8 key to search by item description.
Ending Item	15 alphanumeric characters. Enter the ending item number for the above range. Press the F7 key to search by item number. Press the F8 key to search by item description.
Location	2 alphanumeric characters. Enter the location for the above item range. Press the F7 key to search for location codes.



```
Date filled out ______by _______    ADD     CHANGE      DELETE

              INVENTORY LOCATION CONTROL FILE LOAD SHEET

     1)   Item Number              _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
          Location                 _ _
     2)   Quantity On-Hand         _ _ _, _ _ _, _ _ _. _ _ _
     3)   Quantity Allocated       _ _ _, _ _ _, _ _ _. _ _ _
     4)   Quantity Backordered     _ _ _, _ _ _, _ _ _. _ _ _
     5)   Quantity On-Order        _ _ _, _ _ _, _ _ _. _ _ _
     6)   Reorder Level            _ _ _, _ _ _, _ _ _. _ _ _
     7)   Order Up To Level        _ _ _, _ _ _, _ _ _. _ _ _
     8)   Picking Sequence         _ _ _ _ _ _ _ _
     9)   Cycle Count Code         _
     10)  Date Last Counted        _ _/ _ _/ _ _
     11)  Date Last Sold           _ _/ _ _/ _ _
     12)  Quantity Last Sold       _ _ _, _ _ _, _ _ _. _ _ _
```



I N V E N T O R Y L O C A T I O N L I S T

Ranges: All Items
All Locations

Item-No	Description	Loc	Qty On Hand / Qty Alloc	Qty On Order / Order Up To	Reorder / Backordered	Pick-Seq / Cycle-Count	Last Counted	------Last-Sale----- Date	Qty
16SX-1	Personal Computer 386SX	LA	.000	.000	.000		00/00/00	11/14/92	4.000
	Kit No1		2.000	.000	.000				
16SX-2	Personal Computer 386SX	LA	.000	.000	.000		00/00/00	03/03/92	8.000
	Kit No2		.000	.000	.000				
16SX-3	Personal Computer 386SX	LA	.000	.000	.000		00/00/00	04/01/92	6.000
			.000	.000	.000				
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8	LA	731.000	.000	.000		00/00/00	00/00/00	.000
			20.000	.000	.000				
BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8	LA	421.000	.000	.000		00/00/00	00/00/00	.000
			3.000	.000	.000				

I/M Account File Maintenance

Application Overview

There are many places throughout the **Inventory Management** package where you will need to enter a **General Ledger** account number to designate where some transaction amount is to be recorded. In order to ensure that a minimum number of mistakes are made, whenever an account number is entered, it is looked up in the **I/M** Account File or the **G/L** Account File to be sure that it really is a valid account. If the account is not on file, you will be informed of this, and then allowed to enter another account number. The field in **I/M** Setup, Validate Accounts from **I/M** or **G/L**, will determine which package will validate the accounts.

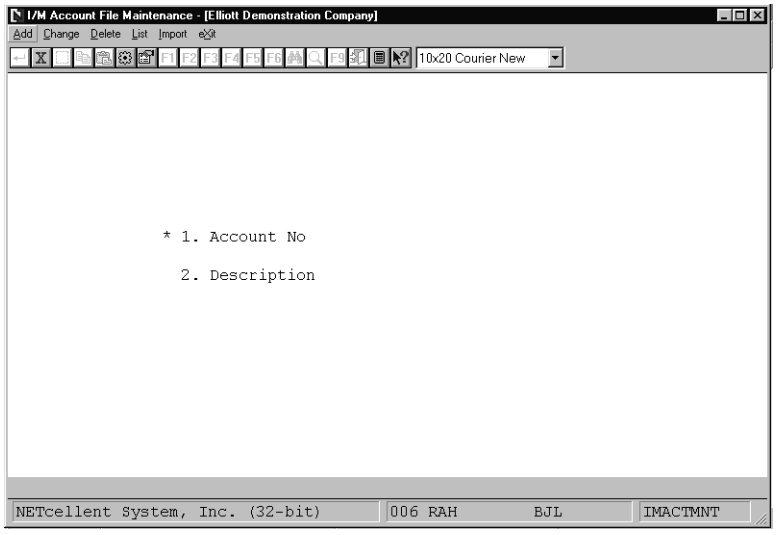
In all of the examples that are given here, an account number with 5 characters in the main account number, 5 characters in the profit center account number and 5 characters in the department account number is assumed. However, you may have defined your **G/L** account number to be of some different format. There is no need to worry about this. The programs will all modify the format of the account number entry when the screens are displayed so that they will match what you expect to see.

This is basically a very simple application. All you have to enter is the numbers of all of the accounts you expect to use during **I/M** processing along with their descriptions.

The **Import I/M Accounts From G/L** application will allow a range of accounts from the **General Ledger** Account File to be imported into the **Inventory Management** Account File. This selection appears only if the **Elliott General Ledger** package is installed.

Run Instructions

Select **I/M Account File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



I/M Account File Maintenance Entry Screen

The following options are available:

* Add new General Ledger I/M accounts
* Change I/M accounts
* Delete I/M accounts
* Print or display a listing of account numbers and descriptions
* Import Accounts from G/L

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Account No	An account number in the standard account number format. Enter the number of the account. The account number format is specified here as XXXXX-XXXXX-XXXXX, that is, an account number with 5 characters in the main account number, 5 characters in the profit center account number, and 5 characters in the department number. If in Company File you specified that the format of your G/L account number was different from this, the program will know to reformat the entry field accordingly. Enter the characters of the main account number and press RETURN. The hyphen (-) will be displayed automatically between the main account number and the entry field for the sub account numbers. Then enter the characters of the sub account numbers, and press RETURN again. In the change or delete mode, press the F7 key to search for account number or press the F8 key to search for account by description.
2. Description	30 alphanumeric characters. Enter the description of the General Ledger account, exactly as you want it to appear on data entry screens and on Inventory Management reports.

Import I/M Accounts From G/L

Name	Type and Description
1. Starting Account No	An account number in the standard account number format. This question and the next one (Ending Account No) allow you to specify a range of accounts to be imported from the G/L Account File. Press the F7 key to search by account number. Press the F8 key to search by account description. Defaults to All accounts.
2. Ending Account No	An account number in the standard account number format. Enter the ending account number for the above range. Press the F7 key to search by account number. Press the F8 key to search by account description. Defaults to the starting account number.

Date filled out __________ by __________ ADD CHANGE DELETE

I/M ACCOUNT FILE MAINTENANCE LOAD SHEET

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

_ _

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

_ _

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

_ _

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

_ _

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

_ _

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

_ _

1. Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2. Description

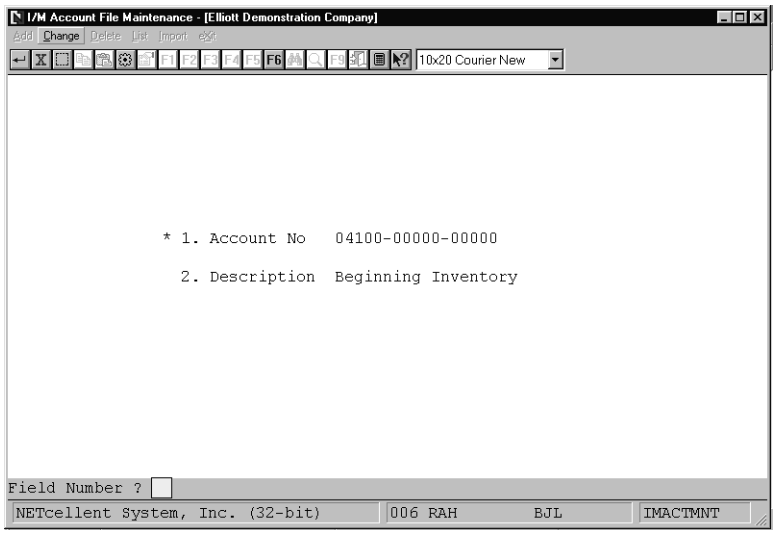
_ _

1. Account # ________-________-________

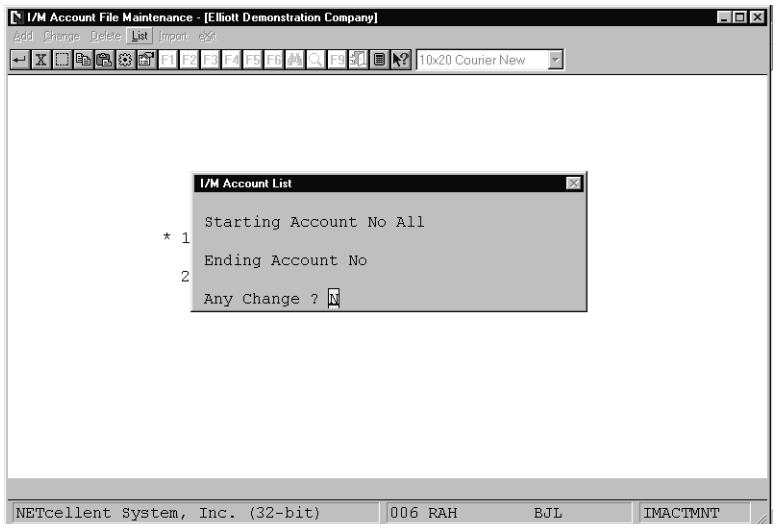
2. Description

____

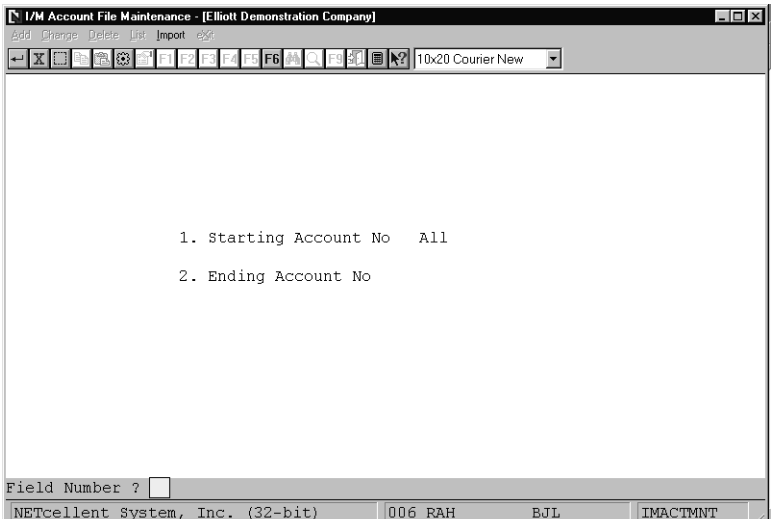
Date Entered __________ by _______ Date Verified __________ by ______



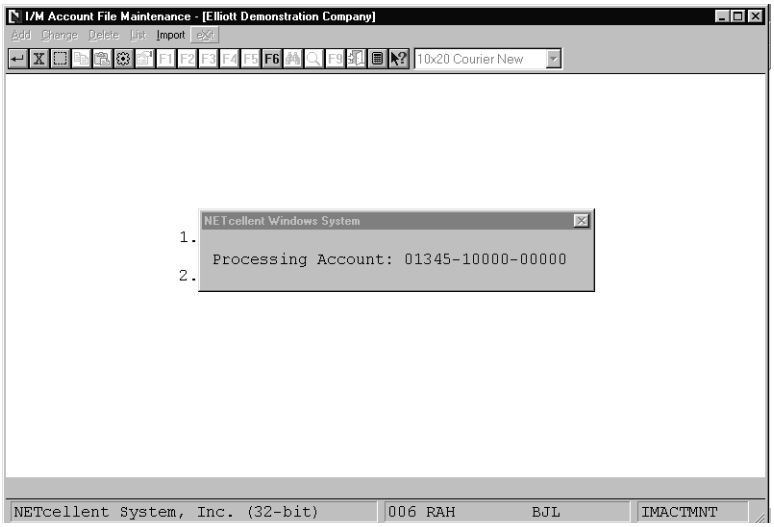
I/M Account File Maintenance



I/M Account List



Import G/L Accounts To I/M



Processing Account

I / M A C C O U N T L I S T

Account-No	Description
01100-00000-00000	Inventory - Raw Materials
01105-00000-00000	Inventory - Components/Assem.
01110-00000-00000	Inventory - WIP - CPU
01120-00000-00000	Inventory - WIP - VIDEO
01125-00000-00000	Inventory - WIP I/O
01130-00000-00000	Inventory - WIP - Components
01130-10000-00000	Inventory - WIP - Components
01135-00000-00000	Inventory - WIP - Out. Proces.
01136-10000-00000	Inventory - WIP
01137-10000-00000	Inventory - WIP Variance
01140-00000-00000	Inventory - Finished Goods
01140-10000-00000	Inventory - Feature Item Goods
01140-20000-00000	Feature Option Item Goods
01150-00000-00000	Inventory - CPU
01160-00000-00000	Inventory - Video
01170-00000-00000	Inventory - I/O
01180-00000-00000	Inventory - Chemical
01190-00000-00000	Kit Finished Goods
01190-10000-00000	Kit Component
01700-00000-00000	Start up Costs
04000-00000-00000	Costs of Goods Sold
04040-00000-00000	Cost Of Goods Sold - Chemical

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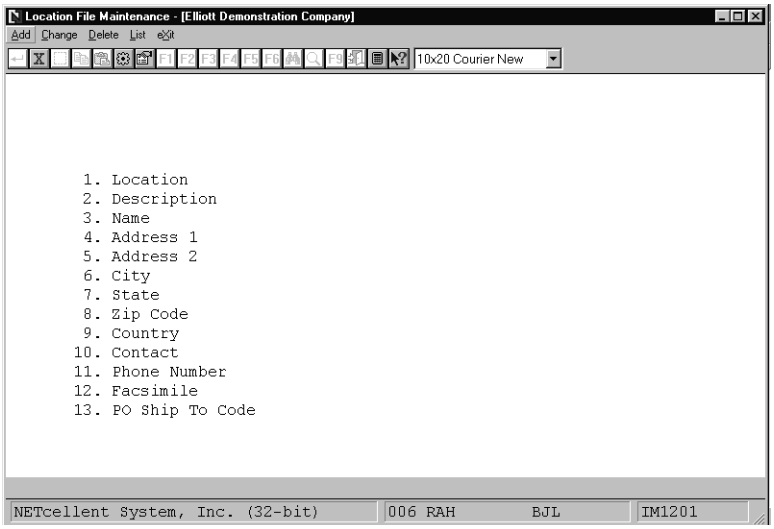
Location File Maintenance

Application Overview

The **Location File Maintenance** application maintains a convenient table of inventory locations, i.e., places where inventory is stored, such as warehouses or stockrooms. All receivings, issues, and transfers of inventory are made using the two-character location number. The description is used on reports, or on entry screens, where verification of a location is required. All inventory locations used by your company must be entered into this file. The package will not allow receivings, transfers, or issues from locations where the item is not kept in stock.

Run Instructions

Select **Location File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



Location File Maintenance Entry Screen

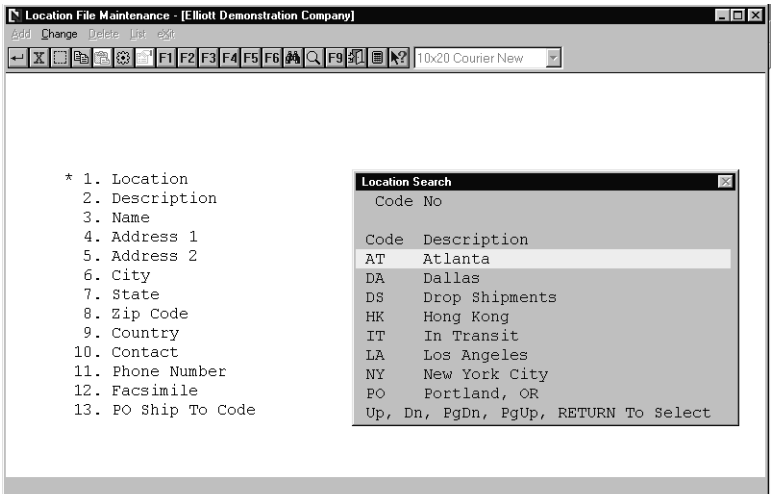
The following options are available:

* Select the desired mode from the **Location File** menu bar
* Enter the data requested on the screen

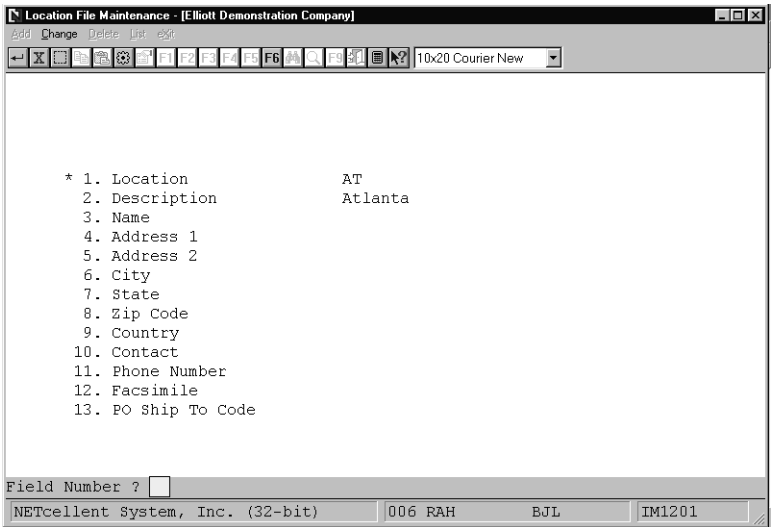
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Location	2 alphanumeric characters. Enter the two-character number or code which will be used to identify the location. In the change or delete mode, press the F7 key to search for location.
2. Description	15 alphanumeric characters. Enter a meaningful description of the location. Lower case characters are permitted. This description will appear on various reports and screens in the package, such as the Item File Maintenance screen.



Location File Maintenance (Location Search)



Location File Maintenance

L O C A T I O N L I S T

Location	Description
AT	Atlanta
DA	Dallas
DS	Drop Shipments
HK	Hong Kong
IT	In Transit
LA	Los Angeles
NY	New York City
PO	Portland, OR

8 Locations On File

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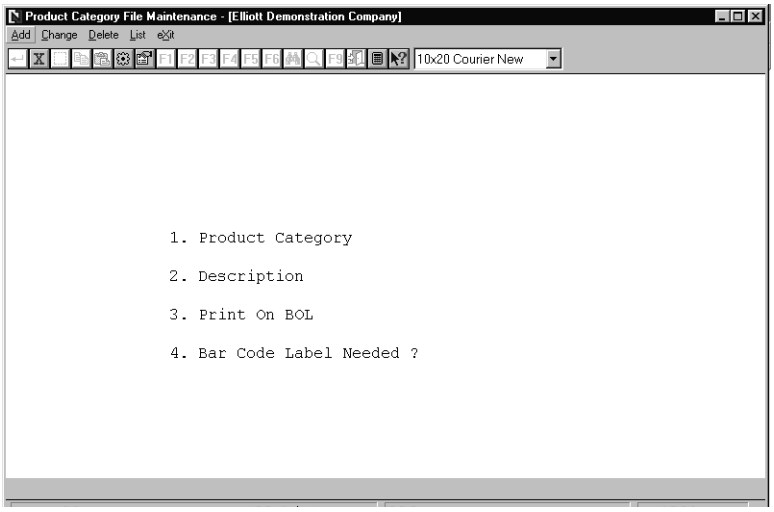
Product Category File Maintenance

Application Overview

The **Product Category File Maintenance** application maintains a convenient table of inventory item product categories, i.e. grouping similar items together. The category is used on reports, or on entry screens, where verification of a category is required. This file is used in **Customer Order Processing** to identify, by location, additional sales and Cost Of Goods Sold account numbers. All inventory item product categories used by your enterprise may be entered into this file.

Run Instructions

Select **Product Category File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



Product Category File Maintenance Entry Screen

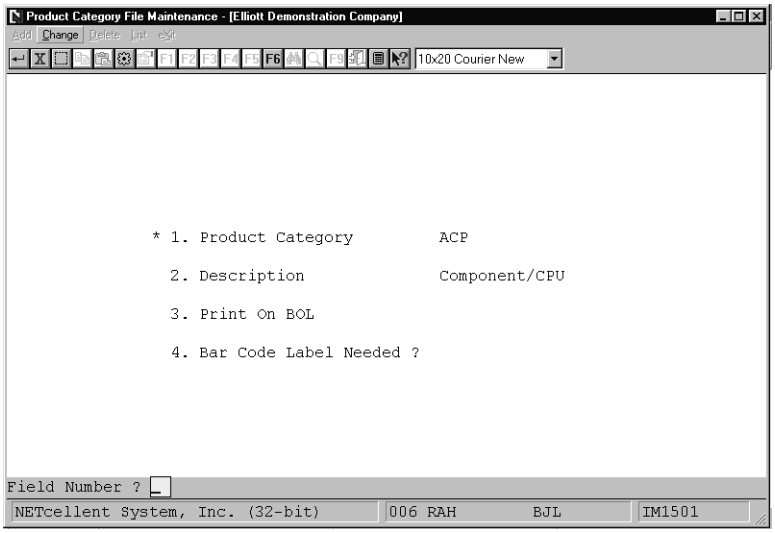
The following options are available:

* Select the desired mode from the **Product Category** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Product Category	3 alphanumeric characters. Enter the three-character number or code which will be used to identify the product category. In the change or delete mode, press the F7 key to search for product category.
2. Description	15 alphanumeric characters. Enter a meaningful description of the product category. Lower case characters are permitted. This description will appear on various reports and screens in the package.



Product Category File Maintenance

P R O D U C T C A T E G O R Y L I S T

Product Category	Description
1	Accessory
A	Raw Material
ACP	Component/CPU
C	Components
CH	Chemical
CVD	Component/Vid
DEF	Default Categ
FG	Finished GPC
IOS	Component-I/O
KCM	Kit Component
KGF	Kit Item (FG)
MTC	Metal Component
MTF	Metal Fin-Goods

13 Product Categories On File

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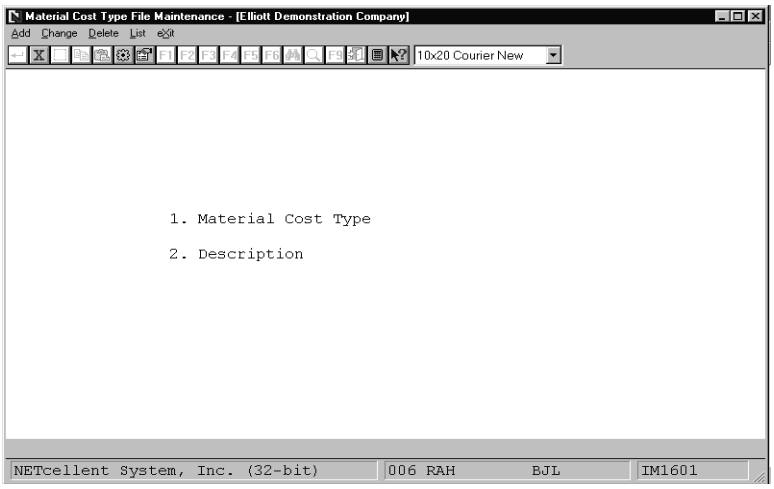
Material Cost Type File Maintenance

Application Overview

The **Material Cost Type File Maintenance** application maintains a convenient table of inventory item material cost classifications, i.e. raw materials or finished goods. The material cost type is used on reports, or on entry screens, where verification of a material cost type is required. All inventory item material cost types used by your company may be entered into this file.

Run Instructions

Select **Material Cost Type File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



Material Cost Type File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Material Cost Type File** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Material Cost Type	1 alphanumeric character. Enter the one-character number or code, which will be used to identify the material cost type. In the change or delete mode, press the F7 key to search for material cost type.
2. Description	15 alphanumeric characters. Enter a meaningful description of the material cost type. Lower case characters are permitted. This description will appear on various reports and screens in the package.

```
                    M A T E R I A L   C O S T   T Y P E   L I S T

Material   Description
Cost Type

   1       Raw Materials
   2       Chemical
   3       Components/Assm
   A       Other Fin Goods
   F       Feature Items
   K       Kit Finish/Good
   O       Feature Options
   X       Kit Component

8 Material Cost Types On File
```

Material Cost Type/Loc File Maintenance

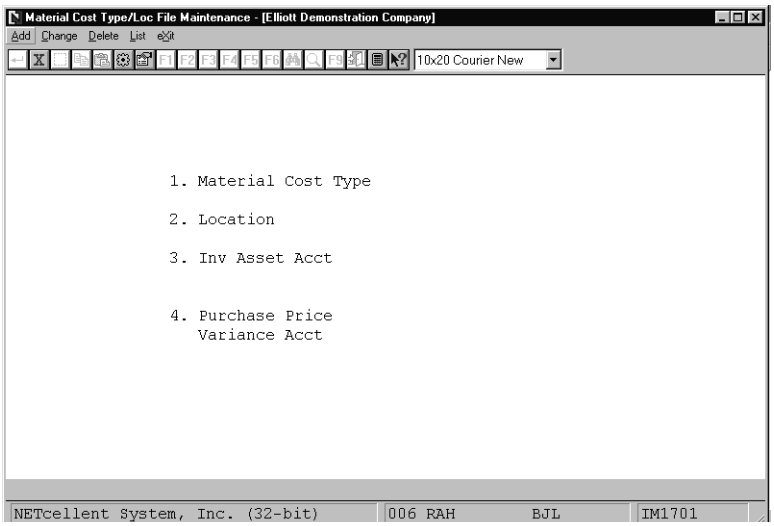
Application Overview

Material Cost Type/Loc File Maintenance allows you to keep track of inventory cost by material cost type within a particular location. If you are using multiple warehouses and you wish to track costs within warehouses, simply enter a material cost type account for each warehouse. The **Customer Order Processing** package will post the cost of each item sold to the correct inventory asset account. The **Purchase Order** package will utilize the asset account when purchase orders are entered. **Inventory Transaction Processing** will also use the asset accounts to distribute transactions.

The purchase price variance account will be used by the **Accounts Payable** package to accumulate differences between an item's invoiced amount and its received cost in the **Purchase Order and Receiving** package. It will also be used if **I/M Setup** is set to create automatic distributions during the posting of physical count tags.

Run Instructions

Select **Material Cost Type/Loc File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



Material Cost Type/Loc File Maintenance Entry Screen

The following options are available:

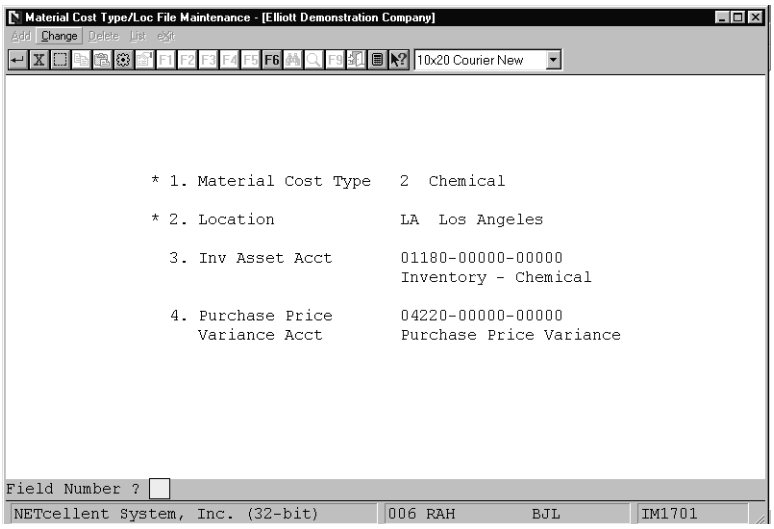
* Select the desired mode from the **Material Cost Type/Loc Acct File** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when

positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Material Cost Type	1 alphanumeric character. Enter a valid material cost type number or code. The material cost type description will display automatically. Press the F7 key to search for material cost type.
2. Location	2 alphanumeric characters. Enter the location for the material cost type. The location description will display automatically. Press the F7 key to search for location.
3. Inv Asset Acct	A standard account format. Enter the inventory asset account for this material cost type at the above location. The entered account must be a valid I/M account. Press the F7 key to search for the account-by-account number or press the F8 key to search for the account by description.
4. Purchase Price Variance Acct	A standard account format. Enter the purchase price variance account for this material cost type at the above location. The entered account must be a valid I/M account. Press the F7 key to search for the account-by-account number or press the F8 key to search for the account by description. This account is used in Accounts Payable to accumulate variances from the received cost of the item in the Purchase Order and Receiving package and the actual invoiced amount in Accounts Payable. It is also used to create distributions during posting of physical count tags if flag #24 in I/M Setup is set to Y.



Material Cost Type/Loc File Maintenance

M A T E R I A L C O S T T Y P E / L O C A C C O U N T L I S T

Material Cost Type	Description	Location		Inventory Asset Acct	Purch Price Variance Acct
1	Raw Materials	LA	Los Angeles	01100-00000-00000	04230-00000-00000
2	Chemical	LA	Los Angeles	01180-00000-00000	04220-00000-00000
3	Components/Assm	LA	Los Angeles	01105-00000-00000	04230-00000-00000
A	Other Fin Goods	LA	Los Angeles	01140-00000-00000	00000-00000-00000
F	Feature Items	LA	Los Angeles	01140-10000-00000	07030-10000-00000
K	Kit Finish/Good	LA	Los Angeles	01190-00000-00000	00000-00000-00000
O	Feature Options	LA	Los Angeles	01140-20000-00000	07030-10000-00000
X	Kit Component	LA	Los Angeles	01190-10000-00000	00000-00000-00000

8 Material Cost Type/Loc Accts On File

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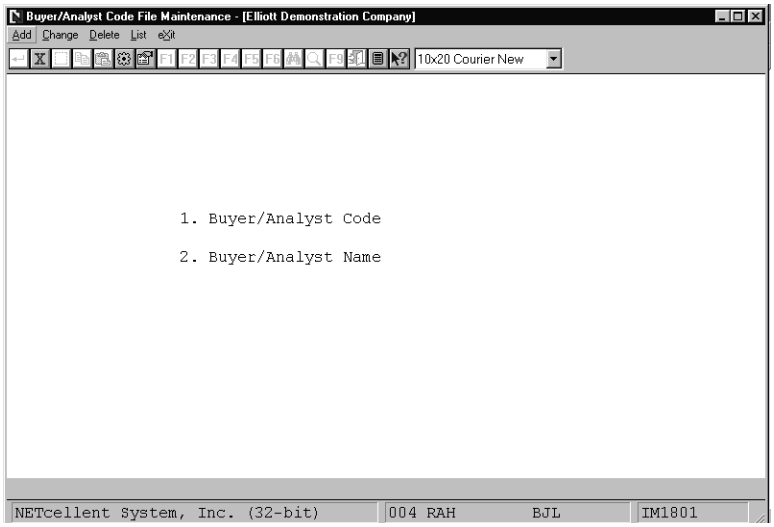
Buyer/Analyst Code File Maintenance

Application Overview

The Buyer/Analyst Code File Maintenance application maintains a convenient table of buyers/analysts for each inventory item on file. All receivings of inventory (via Purchase Order And Receiving package) are made using the two-character buyer/analyst code. The buyer/analyst name is used on reports, or on entry screens, where verification of a buyer/analyst is required. All buyer/analyst codes used by your company must be entered into this file.

Run Instructions

Select Buyer/Analyst Code File from the pull down I/M Maintenance window. The following screen will then be displayed:



Buyer/Analyst Code File Entry Screen

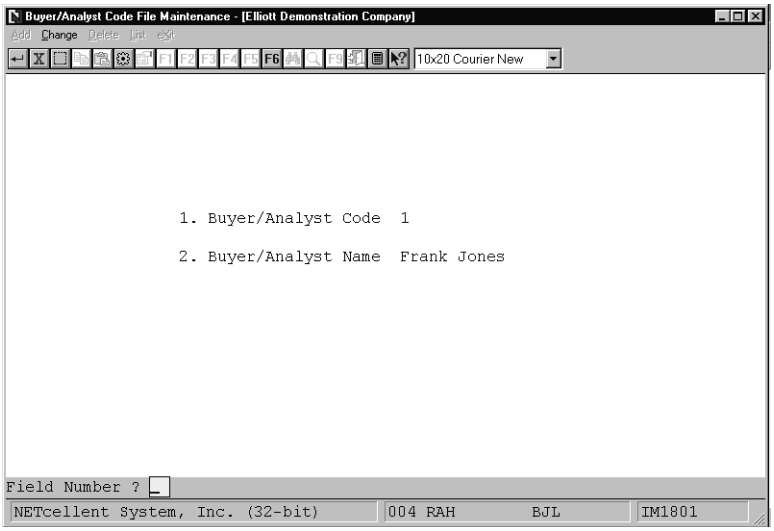
The following options are available:

* Select the desired mode from the Buyer/Analyst Code File menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Buyer/Analyst Code	2 alphanumeric characters. Enter the two-character code, which will be used to identify the buyer/analyst name below. In the change or delete mode, press the F7 key to search for buyer/analyst.
2. Buyer/Analyst Name	15 alphanumeric characters. Enter the buyer/analyst's name. This name will appear on various reports and screens in the package.



Buyer/Analyst Code File

Kit File Maintenance

Application Overview

The **Kit File Maintenance** application allows the user to design and maintain kit structures. A kit is essentially a flat bill of material that maintains single level relationships between a parent item and a group of components.

This application can be useful to businesses that assemble end items from purchased components. It gives them some of the advantages of a bill of material package without the expense or complexity.

Kits may be ordered through the **Order Entry** application in the **Customer Order Processing** package. The user is allowed to adjust kit pricing and may print components on Order Acknowledgements, Quotes and Invoices. If the Rollup Price field in **Item File Maintenance** is set to **Y** for the kit item, the kit's price will be calculated as the total of the components' prices. If the Rollup Price field is set to **N**, the kit's price will be taken from the **Customer Order Processing Price Code File**, if there is an appropriate price code on file. If not, the price will be taken from the Selling Price field in the Item File.

Making changes to kit component quantities and adding or deleting components is not allowed during **Order Entry** in **Customer Order Processing**.

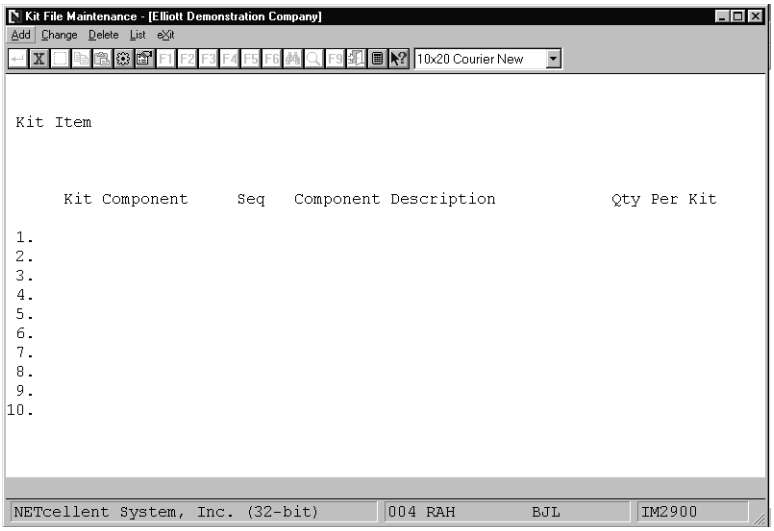
Kits may be made available at locations other than the default location contained in the Item File by adding locations in the **Location Control File Maintenance** application. When setting up alternate locations, be sure that all components of the kit are also available in those locations.

Kit Item Structure Import

This is an add-on feature. This utility can be used to either import a new kit structure or modify an existing kit structure. Modifying an existing kit structure may cause a quantity allocation integrity issue, if the parent item has activity. Since this problem can be easily resolved through the Reset Qty Allocation utility, import utility will only give a warning message when this happens. Contact Netcellent or your Elliott Reseller for more information about this utility.

Run Instructions

Select **Kit File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



Kit File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Kit File** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

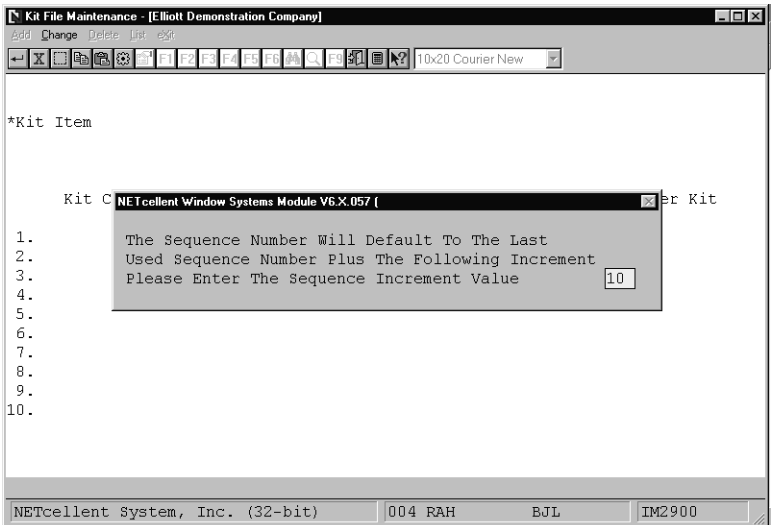
Entry Field Descriptions

Name	Type and Description
The Sequence Number Will Default To The Last Used Sequence Number Plus The Following Increment Please Enter The Sequence Increment Value	3 numeric digits. Enter the increment, which will be used to determine the next default sequence number when entering new kit component records. The increment is added to the last sequence number used by the parent to determine the default sequence number. The default is 10.
Kit Item	15 alphanumeric characters. Enter the item number to be used as a kit item. This item must be designated as a kit item in the Item File (field #73 End Item Code) and must be set to K. Kit items may not be components of other kits, of feature items, or of product structures. In the add and change modes, press the F7 key to search by item number or the F8 key to search by item description. In change mode, press the F1 key to search for existing kit items.
Rollup Price =	Entry not allowed. This field displays what was entered in the Rollup Price field for this kit item in the Item File Maintenance application. If this field is Y, the kit's price will be rolled up from the prices of its components. If this field is N, the kit's price will be taken from the Price Code File in Customer Order Processing, or, if there is not an appropriate price code on file, it will be taken from the Selling Price field in the Item File.
Kit Component	15 alphanumeric characters. Enter the item number to be used as a component of the kit parent item. Kit components may not be kit parent items, BOMP feature items, or parent items in BOMP product structures. To change a component in the kit, set the Qty Per Kit field to zero. This will delete the component. You may then enter a different component with the deleted sequence number or re-enter the deleted component with a different sequence number.

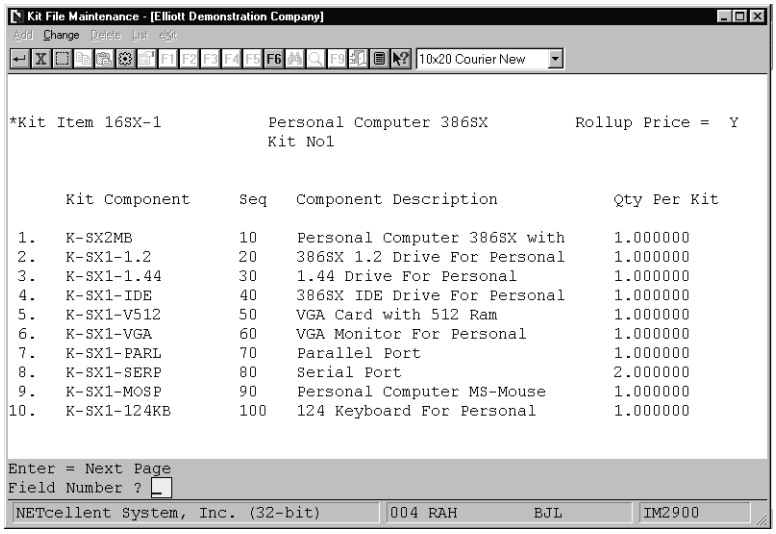
Kit Component (continued)	To insert a component, enter the new component on the last screen of components. The sequence number you assign it will determine where it is placed in the component list. For example, if your existing components are incremented by ten's (10, 20, 30, etc.), you could assign a new component a sequence number of 15 for it to appear between the first and second components. When you press Return after entering a component, it will automatically appear in the correct place. Press the F7 key to search by item number, the F8 key to search by item description, or the F10 key to end component entry.
Seq	3 numeric digits. Enter the sequence number that will be used to link this component with the kit parent item. The sequence number may not be zero and a kit parent item may not have multiple components with the same sequence number. The default is the last used sequence number plus the increment. In change mode, this field may not be changed.
Component Description	30 alphanumeric characters. The description of the component is automatically displayed.
Qty Per Kit	10 numeric digits with 6 decimal places and an optional minus sign. Enter the quantity of the component required to make one kit parent item. To make changes to kit component structures after components are entered, change this field to zero to delete the component and then re-enter it with any changes. The default is 1.

Kit Edit List

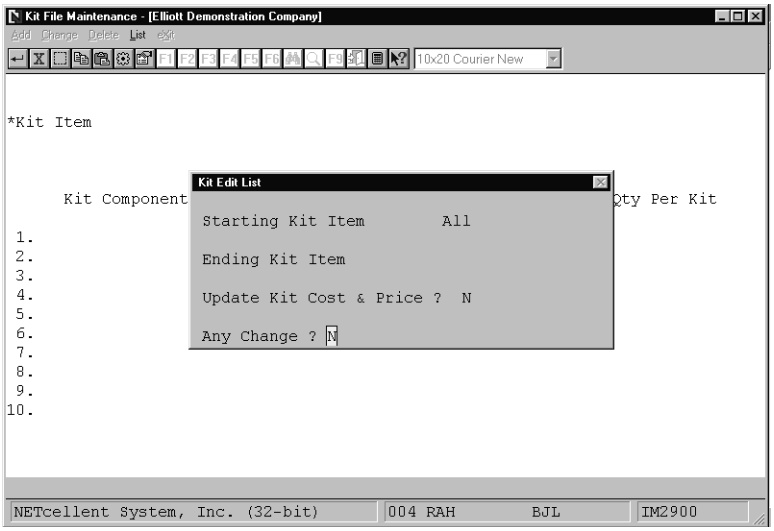
Name	Type and Description
Starting Kit Item	15 alphanumeric characters. Enter the starting kit item number for the range to be printed. Press the F1 key to search for existing kit items. Press the F1 key to search for kit items. The default is All kit items.
Ending Kit Item	15 alphanumeric characters. Enter the ending kit item number for the range to be printed. Press the F1 key to search for kit items. The default is the starting kit item number.
Update Kit Cost & Price ?	Y or N. Enter Y to update the kit item's cost and price. If you answer Y, you will be asked if you wish to override the Item File Maintenance Rollup Price flag or to only update those kit items that are flagged for price rollup. To rollup a kit's price, the program will add the prices of its components and update field #16 (Selling Price) in the Item File. To rollup a kit's cost, the program will add its components costs and update the kit's average, last and standard costs (field #'s 24, 25 and 26) in the Item File.



Kit File Sequence Number, Pop-Up Window



Kit File Maintenance



Kit Edit List

K I T F I L E L I S T

All Items Selected

Kit-Item / Component-Item	Seq	Component-Description	Rollup-Price	Qty-Per-Kit	Extended-Cost
16SX-1	Personal Computer 386SX	Kit No1	Y		
K-SX2MB	10	Personal Computer 386SX with	2 Meg of Memory	1.000000	188.0000
K-SX1-1.2	20	386SX 1.2 Drive For Personal	Computer	1.000000	168.0000
K-SX1-1.44	30	1.44 Drive For Personal	Computer	1.000000	189.0000
K-SX1-IDE	40	386SX IDE Drive For Personal	Computer	1.000000	255.0000
K-SX1-V512	50	VGA Card with 512 Ram	Chip Manual	1.000000	80.0000
K-SX1-VGA	60	VGA Monitor For Personal	Computer	1.000000	510.0000
K-SX1-PARL	70	Parallel Port		1.000000	7.5000
K-SX1-SERP	80	Serial Port		2.000000	15.0000
K-SX1-MOSP	90	Personal Computer MS-Mouse	Mouse Two Button	1.000000	38.0000
K-SX1-124KB	100	124 Keyboard For Personal	Computer	1.000000	106.0000
K-SX1-MSDOS	110	MS-DOS 5.0		1.000000	23.0000
K-SX1-MSWIND	120	MS Windows For Personal	Computer	1.000000	68.0000

Components-In-Kit: 12 Total-Kit-Cost: 1,647.5000

B U Y E R / A N A L Y S T C O D E L I S T

Buyer Code	Buyer-Name
1	Frank Jones
2	Anna Bellton
9	Chem Thompson
BC	Janice Johnson

4 Codes On File

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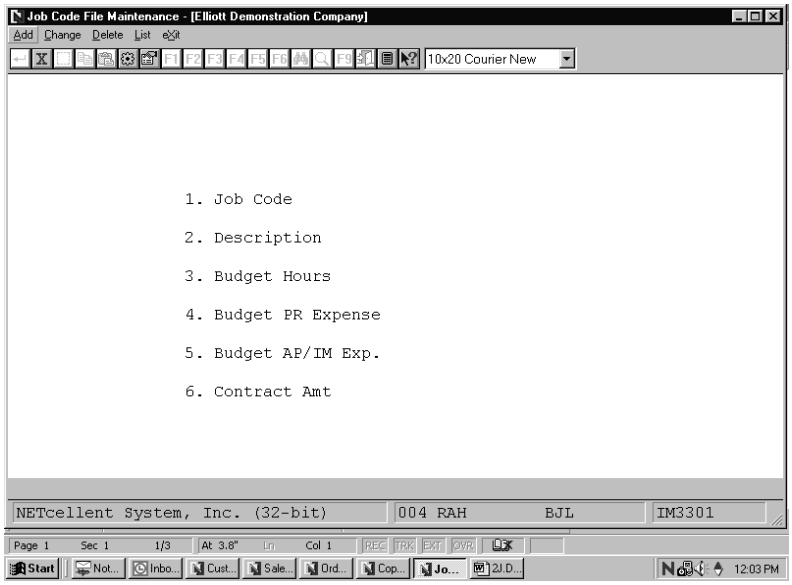
Job Code File Maintenance

Application Overview

A job is a particular project or activity for which you are tracking expenses and billings. This file is used to keep track of all of the valid job numbers being used and their associated budgets. When new **I/M** transactions are entered into the system, the amounts can be distributed among any of the jobs, which have been entered into the **Job Code File**.

Run Instructions

Select **Job Code File** from the pull down **I/M Maintenance** window. The following screen will then be displayed:



Job Code File Maintenance Entry Screen

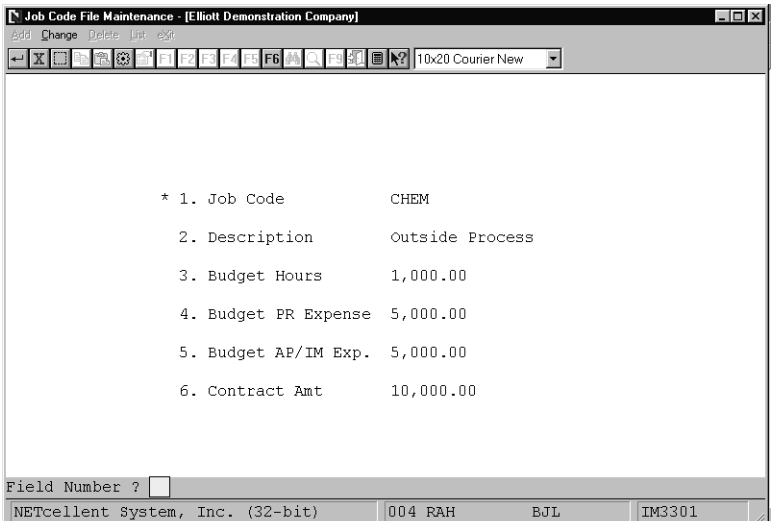
The following options are available:

* Add job codes
* Change existing job codes
* Delete existing job codes
* Print a Listing of job codes, their descriptions and budgeted expenses

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Job Code	6 alphanumeric characters. Enter the code that you would like to assign to the job being entered. In the change or delete mode, press the F7 key to search for codes.
2. Description	30 alphanumeric characters. Enter a description of the job, which will make it clear to the operator at a glance whether or not he or she has entered the correct code.
3. Budget Hours	8 numeric digits with 2 decimal place and optional minus sign (999,999.99-). Enter the number of hours that are budgeted for this job.
4. Budget PR Exp.	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-). Enter the amount of Payroll expenses that are budgeted for this job.
5. Budget AP/IM Expense	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-). Enter the amount of Accounts Payable and/or Inventory Management expenses that are budgeted for this job.
6. Contract Amt	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-). Enter the total contract amount for this job.



Job Code File Maintenance Screen

J O B C O D E L I S T

Job #	Description	Budgeted Hours	Budgeted PR Expenses	Budgeted AP/IM Expenses	Contract Amount
CHEM	Outside Process	1,000.00	5,000.00	5,000.00	10,000.00
CPU-SX	Personal Computer 386/SX	50.00	1,300.00	1,200.00	2,200.00
METL-A	Metal Parts and Finishes	40.00	40.00	40.00	40.00
PC-10A	Production Order (PC-10A)	.00	.00	.00	.00
PC-386	PC-386 Personnel Computer	.00	.00	.00	.00
PC100	Personal Computer (PC100)	.00	.00	.00	.00
6 Job Codes On File		1,090.00	6,340.00	6,240.00	12,240.00

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User Defined Code File Maintenance

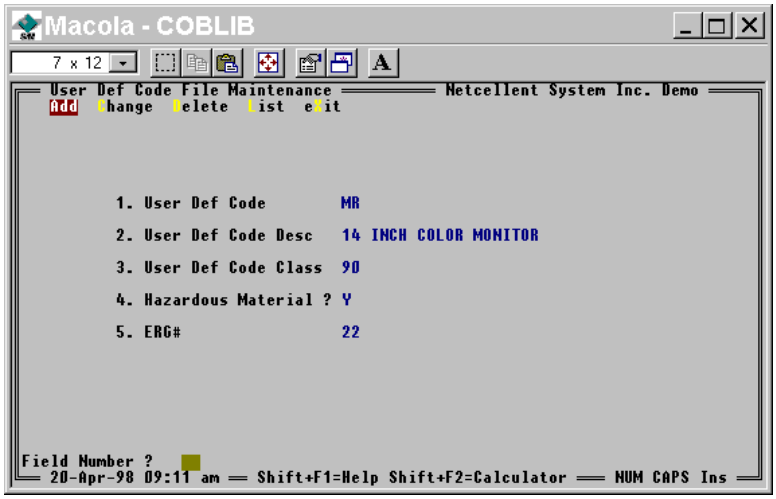
Application Overview

The User Defined File controls the information printed on the bill of lading forms. The records created in this file will be used in the Item File so that each individual item has clear information for the bill of lading.

Before doing file maintenance; a User Defined Code Literal should be defined in Global Setup for better referencing, otherwise the description defaults to the system of literal of “User Def. Code” .

Run Instructions

From **Inventory Menu** select → **Maintenance** → **User defined code file**



Field 1. User Def Code-- A code uniquely identifying each User Defined record. It will be used in the Item File identifying which shipping category of the trucking companies that a particular item belongs to.

Field 2. User Def Code Desc-- A detailed description of a shipping category of the trucking companies. This piece of information will be printed in the column of “KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS” on the form.

Field 3. User Def Code Class-- This field specifies which class of rate that the trucking companies charge for the item’s corresponding shipping category code (equivalent to User Def Code in our example). It will be printed in the column of “CLASS OR RATE” on the form.

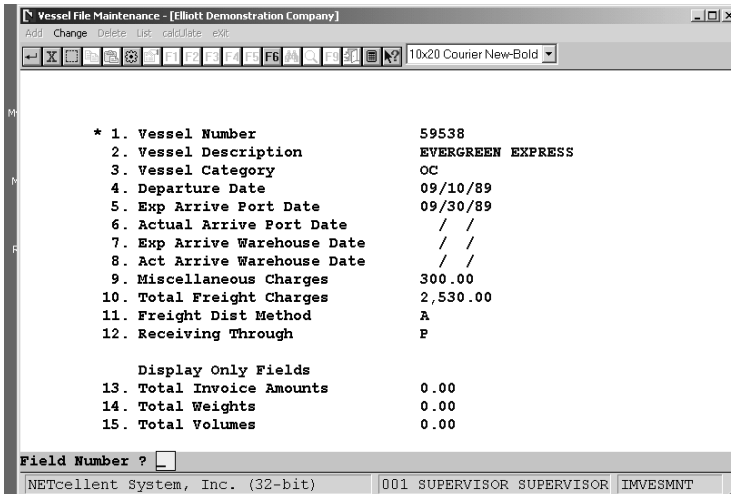
Field 4. Hazardous Material-- This field will be printed in the column of “HM”, which indicates whether the item’s corresponding shipping category code contains hazardous material or not. The user answers either “Y” or “N” to this question. **If the shipment contains hazardous materials, the long form must be used.**

Field 5. ERG#-- This field has been regulated recently by the government. It requires the user to enter two-digit Emergency Response Group Code for emergency response people to provide proper services when there is a hazardous material spill.

Vessel File Maintenance

Application Overview

The Vessel File is part of the Landed Cost process and contains the vessels, (boats, ships, transportation modes, etc.), which are used to transport your goods. Each record in the vessel file will hold exclusive information pertaining to a vessel such as departure date, arrival date, freight charges, and miscellaneous charges.



Vessel File Entry Screen

Entry Field Descriptions

1. Vessel Number	This alphanumeric field is user-definable. In purchase order receiving, you are asked to enter the Vessel Number after you enter "YES" to field #12 which asks: "Hold Posting?". The reason for the vessel # being entered at this point is, because if you put a hold on posting, then it is assumed that you need to calculate the Landed cost of the item and does not wish to post yet..
2. Vessel Description	Enter the description of the vessel. Lower-case lettering is allowed. This field is user-definable. It can be used to print Edit-Lists for "user-defined" groups of vessels. For example, let's say the company Evergreen carries 3 vessels, then for each vessel entry, you could enter "EVG" as the category. Now, when printing an edit-list, you can specify to print all vessels with a category of "EVG".
3. Vessel Category	This field is user-definable. It can be used to print Edit-Lists for "user-defined" groups of vessels. For example, let's say the company Evergreen carries 3 vessels, then for each vessel entry, you could enter "EVG" as the category. Now, when printing an edit-list, you can specify to print all vessels with a category of "EVG".
4. Departure Date	Enter the date in which the vessel departs. This field allows you to print reports showing your total

	inventory value on sea at any given time.
5. Expect Arrive Port Date	This field holds the EXPECTED Arrival Date at Port for the vessel. This is a reference field.
6. Actual Arrive Port Date	Here you can enter the ACTUAL arrival date at port. When this field is used in conjunction with the "expected arrival port date" you can analyze ocean carrier performance. This field's usage is optional and does not affect the Landed Cost calculations.
7. Exp Arrive Warehouse Date	This field holds the EXPECTED Arrival Date of inventory at the warehouse. This is a reference field.
8. Act Arrive Warehouse Date	Here you can enter the ACTUAL arrival date at the warehouse. When this field in used in conjunction with the "expected warehouse arrival date" you can analyze land carriers on custom checkout performance. This field's usage is optional and does not affect the Landed Cost calculations.
9. Miscellaneous Charge	Here you can enter any other charges such as brokerage or insurance fees for the vessel. This field is always distributed by the value of the inventory. If your merchandise has the same kind of duty rate, you can also put a duty fee into this field, and do not set up duty % in the item file. The amount held in this field will be added to the total purchase price for each purchase order being shipped on this vessel.
10. Total Freight charges	You manually enter the freight charges for this vessel here. The amount held in this field will be added to the total purchase price for each purchase order being shipped on this vessel.
11. Freight Dist Method	11. Your choices here are the following: W: Distribution by weight. Airlines are good examples of companies that use weight as their distribution method. If you use this method, be sure to enter the weight for each item in item file maintenance. V: Distribution by volume. Ocean shipments are usually based on the volume of an item sincethey charge you by the container regardless the weight. If you use this method, be sure to enter the volume for each item in item file maintenance. The VOLUME field in Item File Maintenance is found in conjunction with field 49: Weight. After you enter the weight, a window pops up asking for the Volume information. Figure 42.2, shown above, shows you this pop-up window with the Volume field. A: Distribution by Amount. In certain shipments, volume and weight are closely tied to the value of an item. In these cases, using the amount to distribute freight will be very close to reality. This method can be handy in a situation that item weight or volume is not properly setup.
12. Receiving Through	12. You choices here are: I: Receiving through I/M. This means that freight distribution is based upon Inventory Transaction Receiving records in Inventory Management. P: Receiving through P/O. This means that freight distribution is based upon Purchase Order Receiving records.
Display Fields Only	
13. Total Invoice Amounts	This field displays a running total of all "received" purchases. Upon receiving a purchase order, the FOB cost (Unit cost * qty), is added to this field. When the receiving is posted, the FOB cost is then deducted from this field. In short, this field displays the total amount of unposted purchase orders not including Landed Cost.
14. Total Weights	If this vessel's freight distribution method is "W", then this field displays the total weight of all items currently being shipped on this vessel.
15. Total Volumes	If this vessel's freight distribution method is "V", then this field", then this field displays the total volume of all items currently being shipped on the vessel.

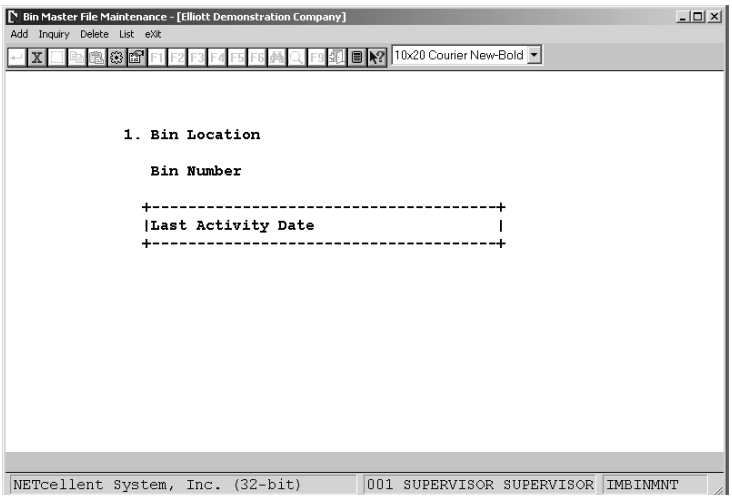
Bin File Maintenance

Application Overview

This maintenance program defines warehouse bin numbers used by the Multi-Bin Vertical package. All possible bin numbers, including location default bin numbers, that exist at all warehouses must be defined in this file.

Run Instructions

From the Inventory Main Menu go to → **Maintenance → Bin Master File**



Field 1. This is the warehouse location, i.e., LA for Los Angeles, DA for Dallas

Field 2. User defined, (assigned), bin number

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Substitute Item Class File Maintenance

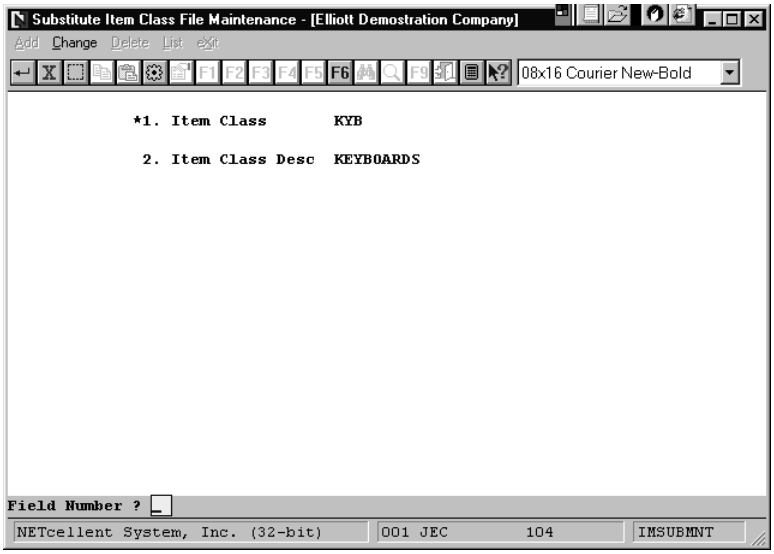
Application Overview

This feature allows you to define multiple substitute items in a class instead of one substitute item only. During order entry, if there is insufficient quantity for an item, the system will prompt if you would like to use substitute item. If you answer "Yes", a window showing multiple substitute items will display and let you choose which substitute item to use. This function exists in COP Order entry and in the Stock Status Inquiry Plus screen.

Before you can use this feature, there is a detailed setup process. Please see the Global Setup - Substitute Item Class documentation.

Run Instructions

From the Inventory Main Menu go to → **Maintenance → Substitute Item Control**

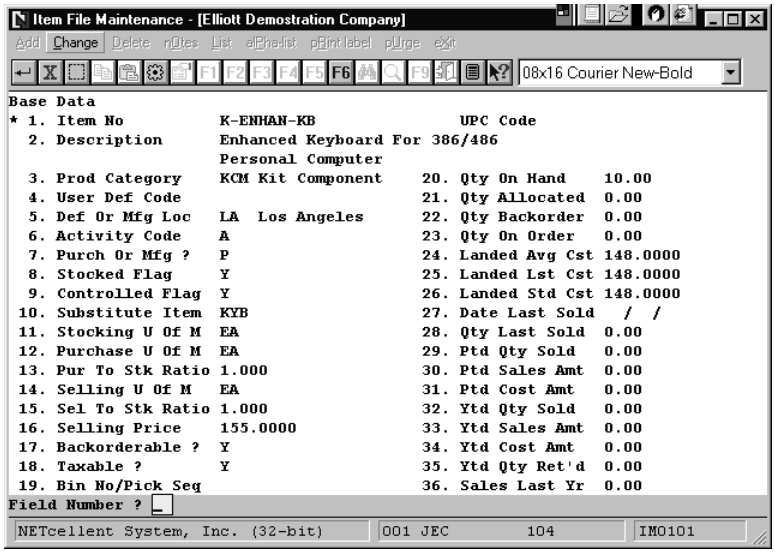


Field 1. Setup Item Class, 15 digit alphanumeric field

Field 2. Enter Item class Description

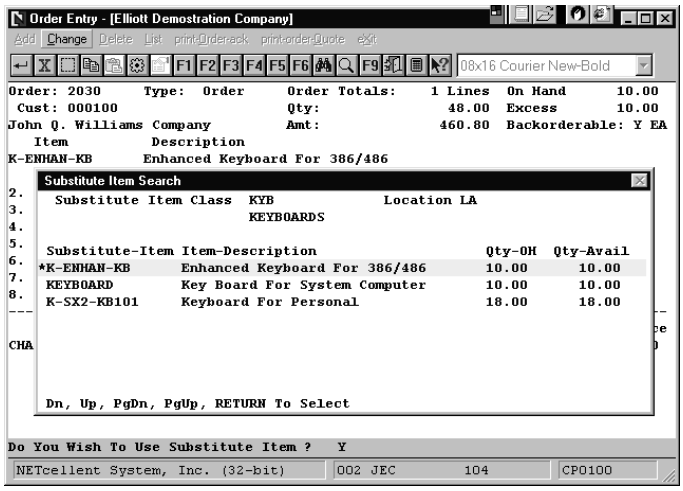
After all Item classes have been defined, the next step is to update the class items in the Inventory Master Item File.

Inventory Master Item File



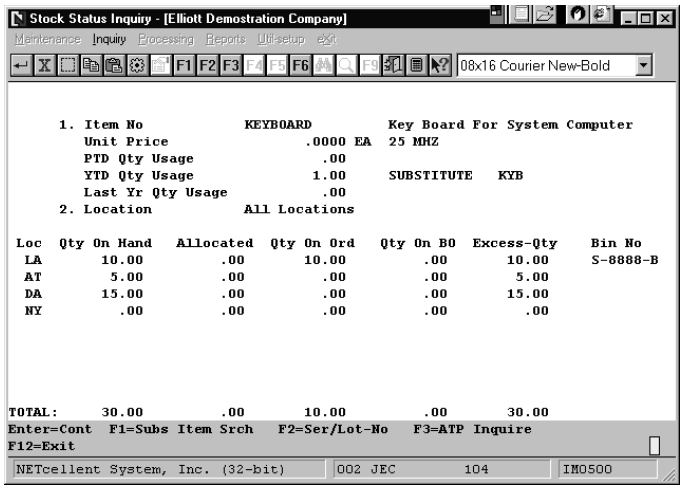
After you have classified the necessary item files by Item Class (Field 10), whenever you do a Substitute Item search in COP Order Entry or Stock Status Inquiry for an item, all items meeting the Item Class in Field 10 will display.

COP Order Entry Substitute Search Example



Stock Status Inquiry Example

Press the **[F1] Subs Item Srch key** to display all substitutes item defined for this particular item.



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I/M Serial/Lot History File Maintenance

Application Overview

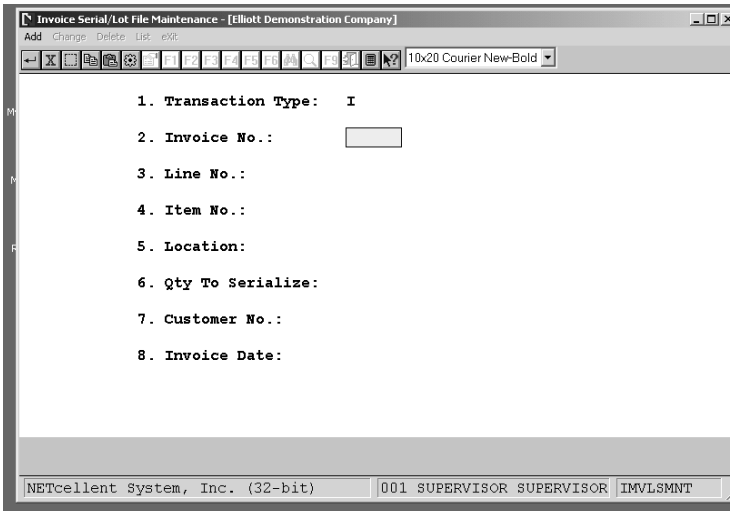
This is a utility function that lets you correct erroneously posted serial numbers from any of the following Transaction Types:

1. Customer Order Invoice
2. Inventory Trx Issue
3. Inventory Trx receiving
4. Purchase Order receiving
5. Bill of Materials Receiving
6. Shop Floor Control Receiving
7. Shop Floor Control Issue

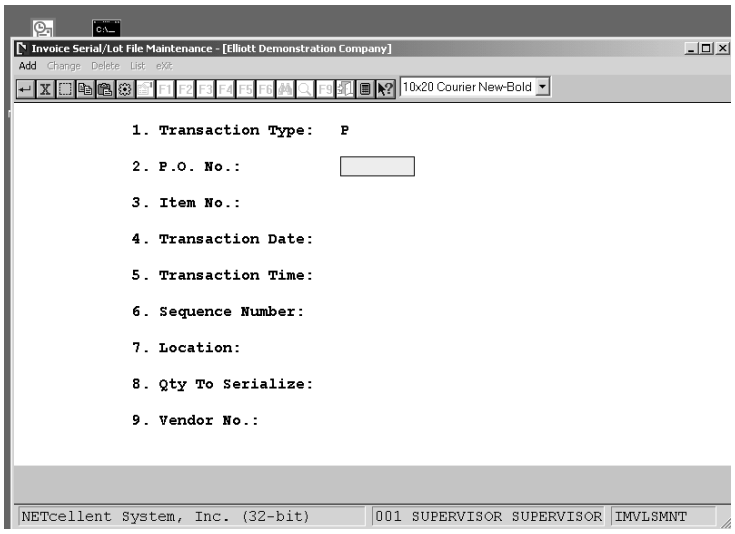
Additionally, it can be used to update the Elliott Serial/Lot History file from manually kept records.

Run Instructions

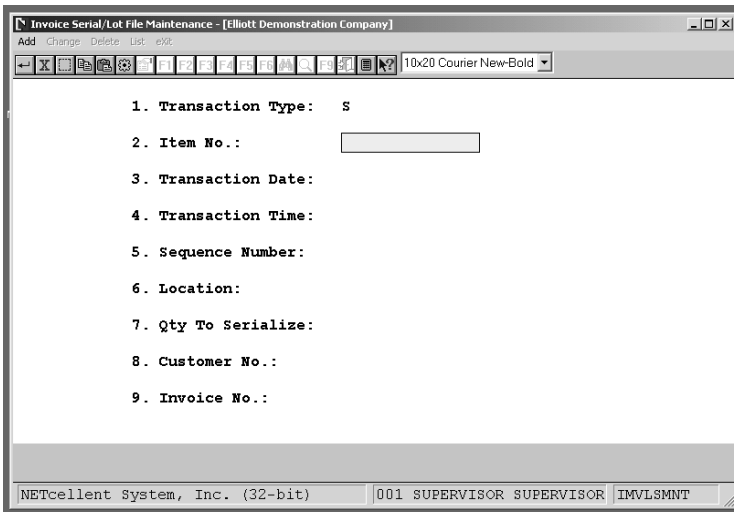
From the Inventory Main Menu go to → **Maintenance → i/m serial/lot History file**



Screen Fields To Adjust Serial Numbers From A Posted Invoice



Screen Fields To Adjust Serial Numbers From A Purchase Order Receiving



Screen Fields To Adjust Serial Numbers From An Inventory Issue

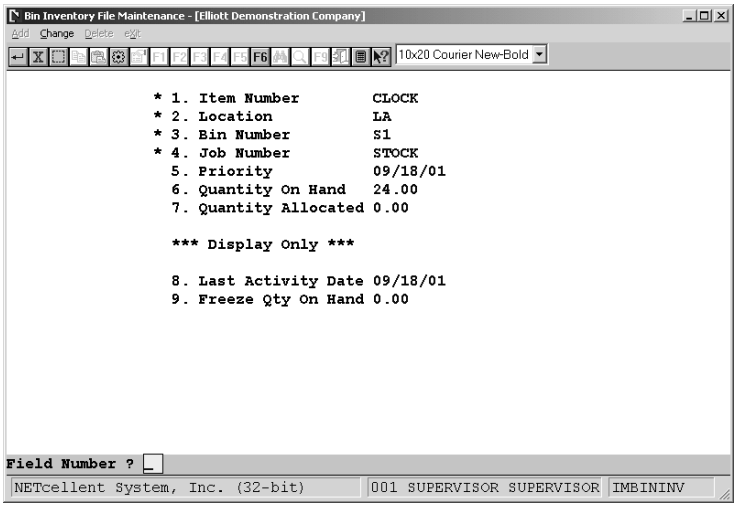
Bin Inventory File Maintenance

Application Overview

This file is updated by the Multi Bin Vertical package. It stores stock and transaction information for each item and bin. If you are not using the vertical package, you disregard this file.

Run Instructions

From the **Inventory Menu** go to → **Maintenance** → **Bin Inventory File**



In the course of transactions when the item Quantity-On-Hand becomes zero, that record will be automatically deleted from this file.

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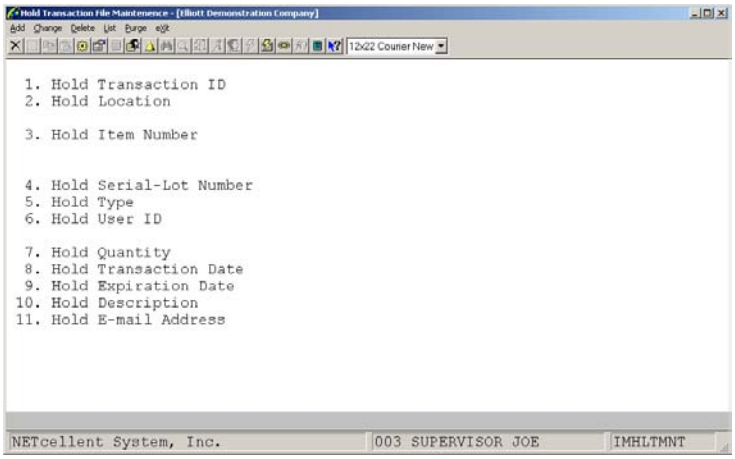
Hold Transaction File Maintenance

Application Overview

This feature allows a user or salesman to reserve, (allocate), items without having to enter an order. Before this feature can be used, it must be defined (setup) in Global Setup System first.

Run Instructions

I/M Main Menu → Maintenance → Hold Transaction File



Hold Transaction Entry Screen

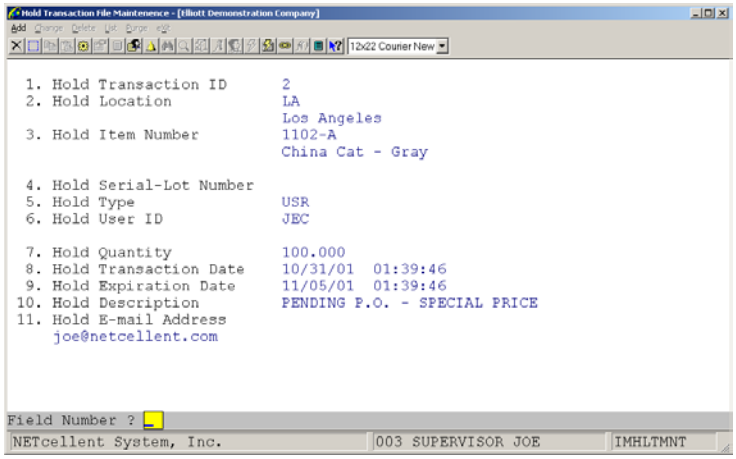
Standard Options Available

- Add
- Change
- Delete
- List
- Purge

When an item is put on hold, the system will allocate the quantity put on hold. This hold quantity will appear as allocated when doing stock status inquiries, reports, entering orders, etc. The expiration date serves as a flag for purging and does not automatically de-allocated the quantity. **It is crucial that the purge process** be run daily to reflect accurate Qty. Available information. This purge function should be set up as a daily-deferred process to eliminate the purge maintenance requirement.

Entry Field Descriptions

Name	Description
1. Hold Transaction ID	F1 to default to next ID. This is the identifier for Change, Delete, Purge, and reporting purposes.
2. Hold Location	Enter the stocking location for item to be put on hold.
3. Hold Item Number	Enter item number
4. Hold Serial-Lot Number	Enter Serial-Lot number if applicable
5. Hold Type	USR = User Allocation SLM = Salesman Allocation
6. Hold User ID	ID for person putting item on hold
7. Hold Transaction Quantity	Quantity to be held
8. Hold Transaction Date	Basically the start Date
9. Hold Expiration Date	Defaults to the value in setup, but can be overridden
10. Hold Description	30 character field describing why item is being held
11. Hold E-Mail Address	Defaults to User ID e-mail address and this user will be notified via e-mail when the expiration date occurs.



Inquiry

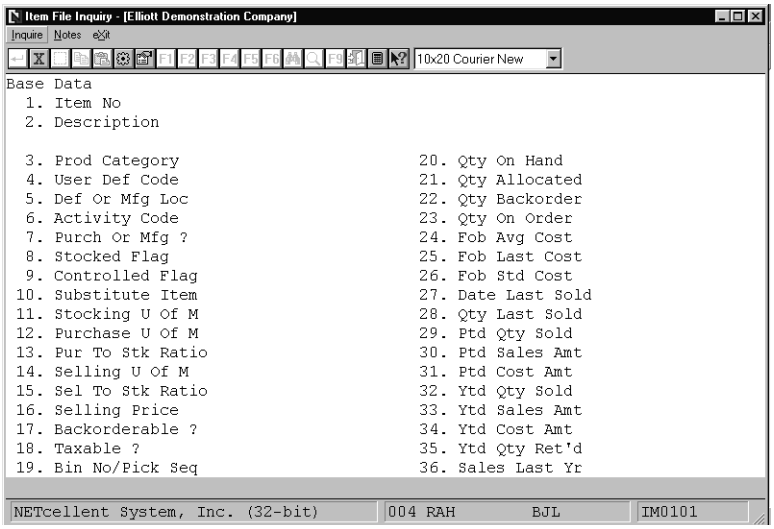
Item File Inquiry

Application Overview

Many occasions may arise where you will want to quickly inquire into the Inventory Item File. Item File Inquiry gives you a rapid procedure to display on the screen all or a portion of an Inventory Item. This application allows you to view the item without the ability to change any of the information displayed. The Notes Inquiry allows you to view the pertinent information that was defined in Item File Maintenance, Notes application. All of the information and field descriptions that are displayed to the screen may be found in the Item File Maintenance section under Maintenance in this manual.

Run Instructions

Select Item File from the pull down I/M Inquiry window. The following screen will then be displayed:

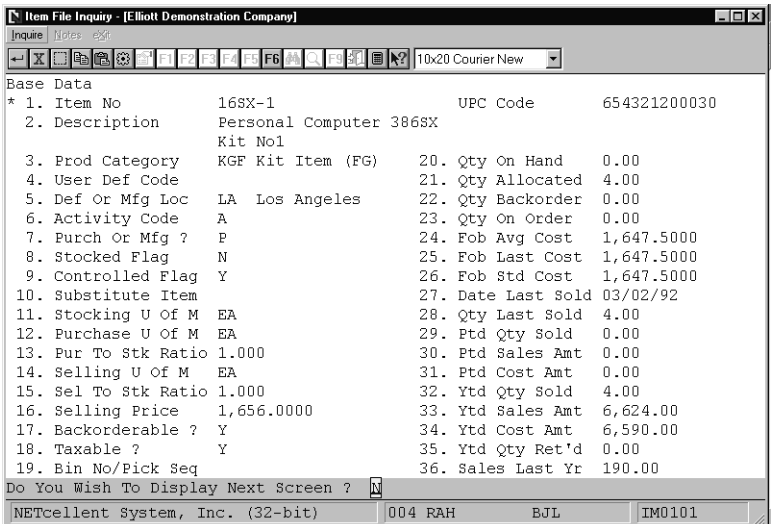


Item File Inquiry Entry Screen

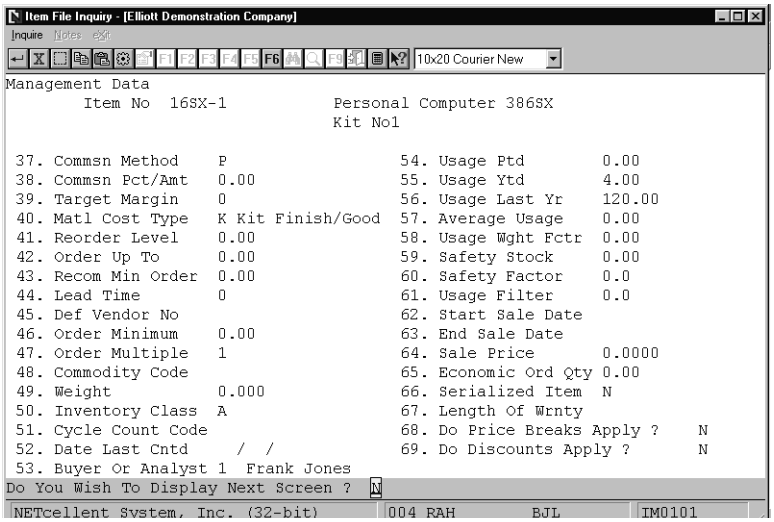
The following options are available:

* Select the desired mode from the Item File menu bar
* Enter the data requested on the screen

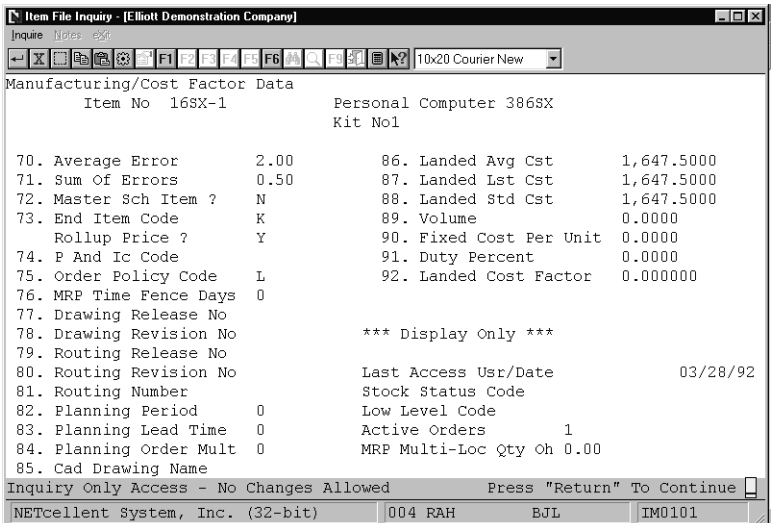
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.



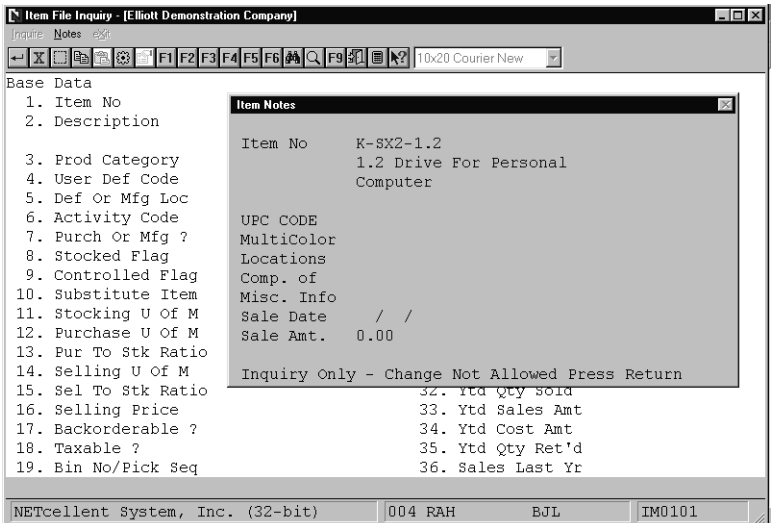
Item File Inquiry (Screen #1)



Item File Inquiry (Screen #2)



Item File Inquiry (Screen #3)



Item Notes

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Stock Status Inquiry

Application Overview

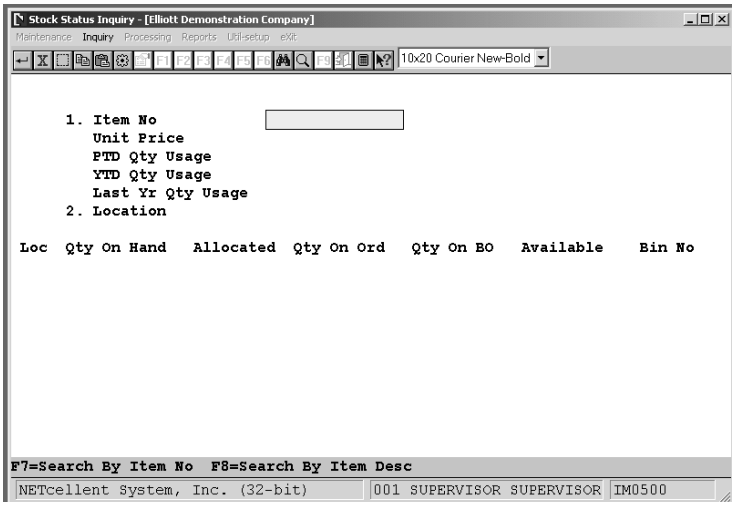
The Stock Status Inquiry application is used to quickly and easily find the quantity of any inventory item which is on hand, allocated, or on order. . All information can be obtained for any particular stocking location, or as a summary for all stocking locations.

Additional Information is available via the use of the following functions keys

F1 = Subs Item Search	Allows you to search for substitute item numbers or by Substitute Item Class if setup.
F2 = Comp Avail	Allows drill down to view component items and displays maximum quantity available on component availability.
F3 = ATP Inquire	Available To Promise Inquiry
F8 = Multi-Bin Info	Only functional if you have the Multi-Bin Vertical package installed.

Run Instructions

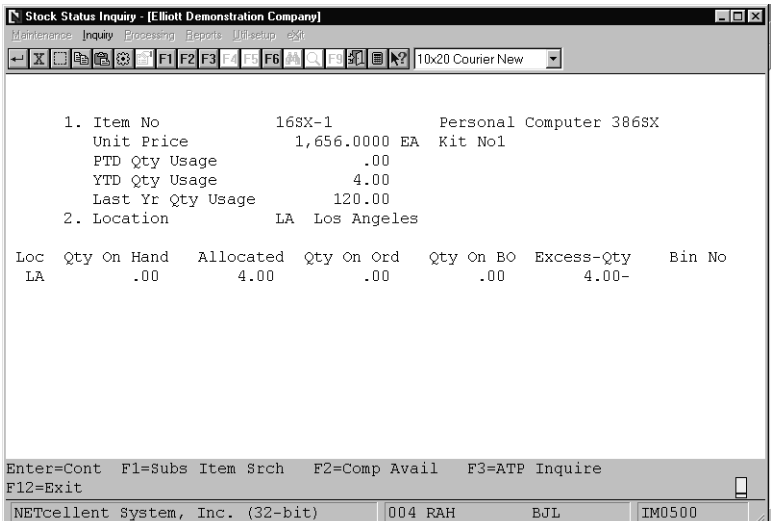
From the **Inventory Menu → Inquiry → Stock Status**



Stock Status Inquiry Entry Screen

Entry Field Descriptions

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the item into which you are inquiring. Pressing the F7 key will allow you to search for the item-by-item number. Pressing the F8 key will allow you to search for the item by description.
2. Location	2 alphanumeric characters. There are three options for entry of this field. 1. (BLANK): Leaving the Location field blank and pressing the RETURN key will cause a summary to be made for all stocking locations for the item. The Quantity On-Hand, Quantity Allocated, Quantity Backordered and Quantity On-Order fields are totaled from all locations. The Reorder Level is for the default location, as it is assumed that the other locations order from this location when they hit their own reorder levels. The default location places all external orders for the item. 2. (*) Wildcard Example A* brings up the Atlanta warehouse. 3. Enter Location Code
On Hand	This is the quantity of the item, which is actually on-hand at the location.
Allocated	This is the quantity of the item, which has already been allocated, either internally (to be used as a part or sub-assembly) or by customer orders, which have not yet been filled.
Available	This is the quantity on-hand minus the quantity allocated.
Excess – Qty	This is an alternative field to viewing “Available.” This is set in COP Stock status Inquiry Setup
Backordered	This is the quantity of the item, which has been backordered.
On Order	This is the quantity of the item which is on order, but which has not yet arrived or produced. For locations other than the default or manufacturing location, it is assumed that the item is on order from the default or manufacturing location.
Reorder Level	This is the level at which a new order for the item should be placed, in order to avoid running out of the item before the new shipment arrives.
Bin No.	This is an alternative field to viewing Reorder Level. This is set in I/M global Setup.



Stock Status Inquiry Screen

Bottom Menu Function Keys:

F1 = Subs Item Search	Allows you to search for substitute item numbers or by Substitute Item Class if setup.
F2 = Comp Avail	Allows drill down to view component items and displays maximum quantity available on component availability.
F3 = ATP Inquire	Available To Promise Inquiry
F8 = Multi-Bin Info	Only functional if you have the Multi-Bin Vertical package installed.

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Available To Promise Inquiry

Application Overview

This is a powerful tool that is fast and easy to use. Order entry and sales people can use this inquiry to determine future item deliveries, the purchasing manager can use it to plan purchase orders, and light manufactures can use it for production planning. Information for this inquiry comes from the ATP Open Item file, which merges order information from COP, IM, PO, and BOMP.

This inquiry is available from both the I/M and COP Inquiry Menus. It is also available via the F3 Function Key when doing Stock Status Inquires and in report format from the Inventory Reports Menu.

To use this feature, the Available to Promise enhancement must be enabled. See Generate ATP File in the Utilities Section of this document.

In Elliott V7.4, the ATP Inquiry screen will display four zones separated by the following three lines:

(A) Today Line
(B) Lead Time Line
(C) Lead Time + Planning Period Line

Any ATP data before Line (A) is internal data maintenance issues. For example, if there is an outstanding PO Line Item Request/Promise Date showing 10/01/07 and today's date is already 10/15/07, it is obvious you cannot count on this 10/01/07 date since that date has come and gone and you have not received the goods yet. In most situations, this is because your organization lacks an internal mechanism to follow up with the vendor to get a revised estimated date of arrival. In order for ATP to work and provide valuable information, we must make sure the date is accurate. Therefore, any ATP records displayed before Line (A) – Today Line is an indication that those records should be revised. This Line (A) provides better visibility for management to spot problems and effectively direct the staff to follow up with their work in a timely manner.

Line (B) is the Lead Time Line. Every item can have a different lead time based on the Planning Lead Time (not the Lead Time field) set up in the Item Master file. For example, if you place a purchase order with the default vendor for Item A and that vendor is overseas and it takes 60 days for the goods to arrive at your warehouse, counting their preparation, production time, plus the shipping, then the Planning Lead Time will be 60 days. If you have a negative quantity balance before this 60 days line, it means there is a serious situation for you to look into. You won't be able to solve the problem by simply making an additional purchase because it will arrive too late, based on the Lead Time principle. There may be other ways to solve the problem, like shipping via Air Cargo (which will increase your freight cost) or calling your customers to get their permission for late shipments. If the problem still cannot be resolved, they should cancel the order. If there is any negative quantity between Line (B) and Line (A), then it is considered "Past Due." So we call this area the "Past Due Zone."

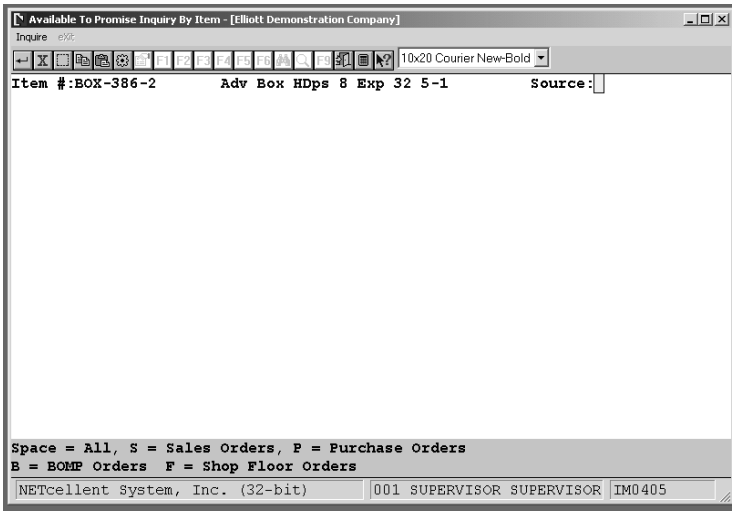
Line (C) is the Lead Time + Planning Period. Planning Period refers to how often the buyers or planners will review an item to make a purchase decision. If the buyer will review it on a weekly basis, then the Planning Period is 7 days. If the buyer will review it on a bi-weekly basis, then the Planning Period is 14 days. This is a flag to be set up in ATP Global Setup. If you have a planning period of 14 days, with the previous example of 60 days lead time, Line (C) will be 60 days + 14 days. Any negative quantity between Line (C) and Line (B) are called "current affairs," because the buyer and planner should take care of it now. If the buyer and planner do not take care of it now and wait for the next review (14 days later), then it will be late. For this reason, we call this zone the "Current Zone."

ATP records after Line (C) are called Future ATP Records. If there is any negative quantity balance in this future zone, the planner can either take care of it or ignore it for now since we have enough time to respond when we review it again next time (14 days later, in the previous example). You may not want to adjust future zone items because things can change and the customer might cancel the order. While your customer may be able to cancel your order, you may not be able to cancel your PO with your vendor once their production is in motion and you eventually end up with the extra inventory. In many situations, you want to wait until the last moment to issue a purchase order with your vendor.

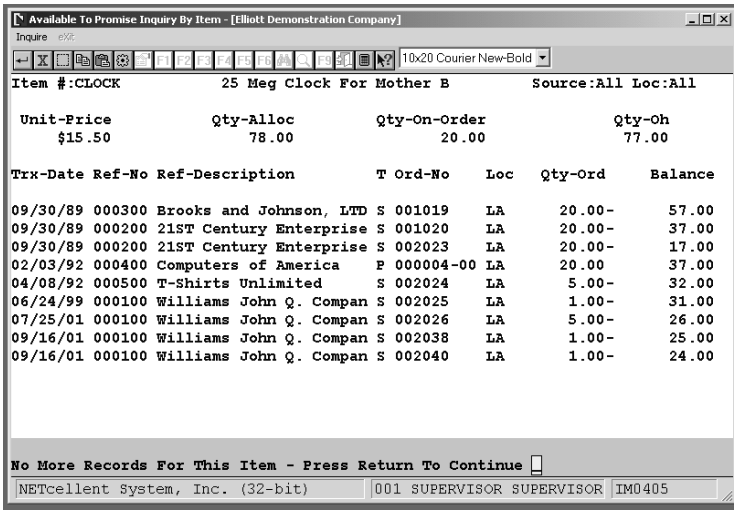
These three lines will always be displayed on the ATP Inquiry and Process screen. They are optional to print on the ATP Report based on the Global Setup. If you do not setup Planning Lead Time and Planning Period, then Line (B) and (C) will not be meaningful. Therefore, we suggest you set them up as part of the first step of configuring ATP.

Run Instructions

From **Inventory Main → Inquiry → Available To Promise → Inquire**



ATP Inquiry is by Item and you are given five choices of what information to see: **1.** All, **2.** Sales Orders, **3.** Purchase Orders, and **4.** BOMP Production Orders. Once selected, this information is then **available by location or for all locations**.


Available To Promise Inquiry By Item - [Elliott Demonstration Company]
Inquire
10x20 Courier New-Bold
Item #:CLOCK 25 Meg Clock For Mother B Source:All Loc:All
Unit-Price Qty-Alloc Qty-On-Order Qty-Oh
$15.50 78.00 20.00 77.00
Trx-Date Ref-No Ref-Description T Ord-No Loc Qty-Ord Balance
09/30/89 000300 Brooks and Johnson, LTD S 001019 LA 20.00- 57.00
09/30/89 000200 21ST Century Enterprise S 001020 LA 20.00- 37.00
09/30/89 000200 21ST Century Enterprise S 002023 LA 20.00- 17.00
02/03/92 000400 Computers of America P 000004-00 LA 20.00 37.00
04/08/92 000500 T-Shirts Unlimited S 002024 LA 5.00- 32.00
06/24/99 000100 Williams John Q. Compan S 002025 LA 1.00- 31.00
07/25/01 000100 Williams John Q. Compan S 002026 LA 5.00- 26.00
09/16/01 000100 Williams John Q. Compan S 002038 LA 1.00- 25.00
09/16/01 000100 Williams John Q. Compan S 002040 LA 1.00- 24.00
No More Records For This Item - Press Return To Continue
NETcellent System, Inc. (32-bit)
001 SUPERVISOR SUPERVISOR
IM0405

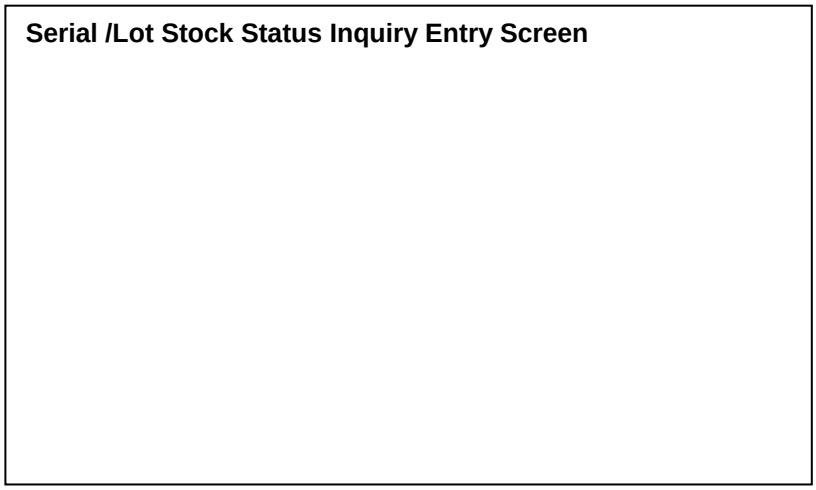
Serial/Lot Stock Status Inquiry

Application Overview

Serial/Lot Stock Status Inquiry is an application that will be used to inquire on available serial/lot items in stock that has been received or allocated into inventory. You may also inquire into issued serial/lot items by setting the question "Show Issue Or Receipts?" to I.

Run Instructions

Select Serial/Lot Stock Status Inquiry from the pull down I/M Inquiry window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the Serial/Lot Stock Status menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

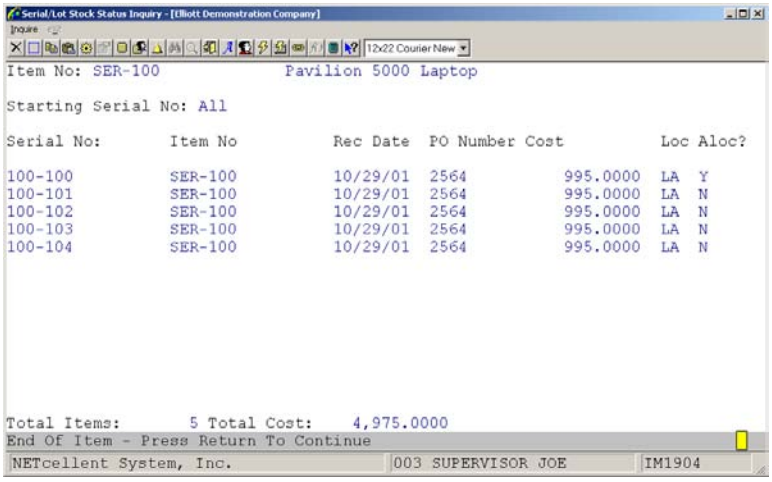
Serial/Lot Stock Status Inquiry (Serial Numbers)

Name	Type and Description
Item No:	15 alphanumeric characters. Enter the item number of the item into which you are inquiring. Pressing the F7 key will allow you to search for the item by item number. Pressing the F8 key will search for the item by description.
Show Issue Or Receipts ?	1 alphabetic character. Enter I or R for the desired inquiry. I = Issue records. R = Receipt records.
Starting Serial No:	15 alphanumeric characters. Enter the serial number you wish the inquiry to start with. RETURN defaults to All serial numbers.
Location:	2 alphanumeric characters. Enter the inventory location you wish to inquire about. Press the F7 key to search for location. RETURN defaults to All locations.

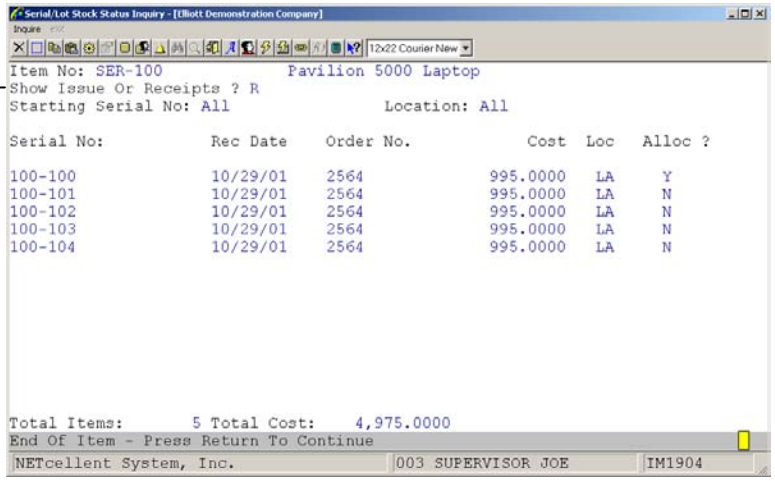
Serial/Lot Stock Status Inquiry (Lot Numbers)

Name	Type and Description
Item No:	15 alphanumeric characters. Enter the item number of the item into which you are inquiring. Pressing the F7 key will allow you to search for the item by item number. Pressing the F8 key will search for the item by description.
Show Issue Or Receipts ?	1 alphabetic character. Enter I or R for the desired inquiry. I = Issue Records. R = Receipt Records.
Starting Lot No:	15 alphanumeric characters. Enter the lot number you wish the inquiry to start with. RETURN defaults to All lot

Name	Type and Description
	numbers.
Location:	2 alphanumeric characters. Enter the inventory location you wish to inquire about. Press the F7 key to search for location. RETURN defaults to All locations.
Show Zero Qty Lots ?	Y or N. Enter N here if you wish only to display lots that have a quantity on hand greater than zero. If you wish to display all lots enter Y here. The default here is N.



Serial/Lot Stock Status Inquiry



Serial/Lot Stock Status Inquiry By Issue or Receipts
Receipts View

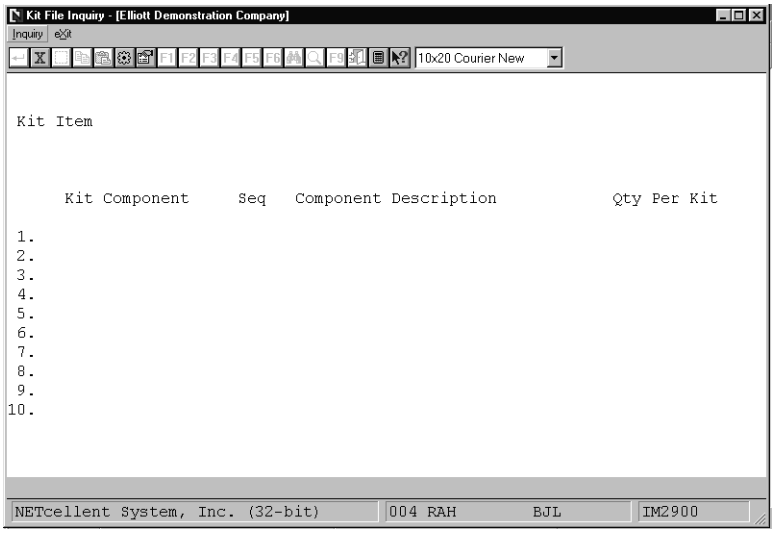
Kit File Inquiry

Application Overview

The **Kit File Inquiry** application allows the user to quickly display the components of any kit parent item. The kits may be viewed but not changed. Further information and field descriptions for the data displayed in this application may be found in the **Kit File Maintenance** section of this manual.

Run Instructions

Select **Kit File** from the pull down **I/M Inquiry** window. The following screen will then be displayed:



Kit File Inquiry Entry Screen

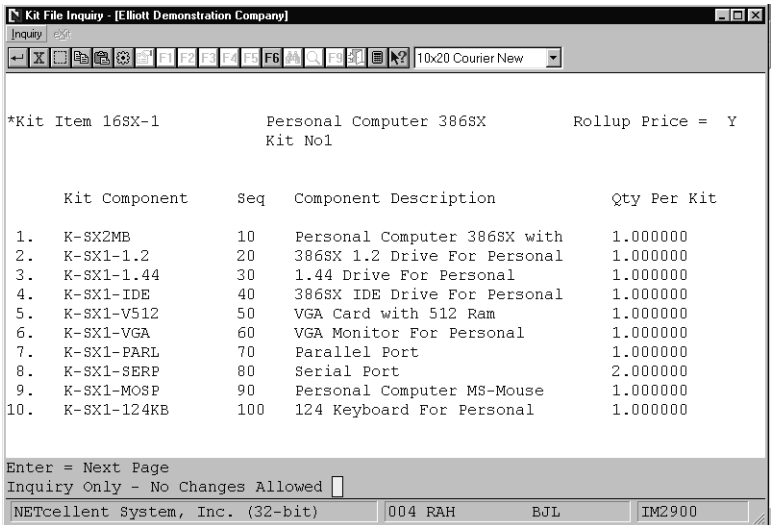
The following options are available:

* Select the desired mode from the **Kit File** menu bar.
* Enter the data requested on the screen.

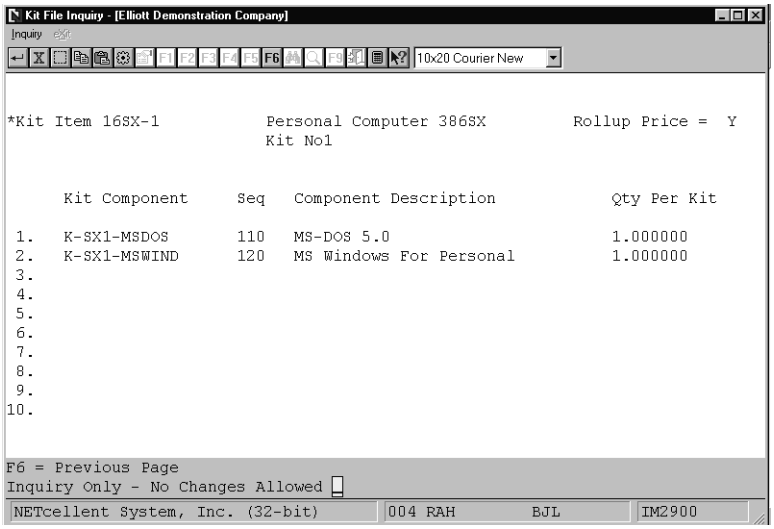
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Kit Item	15 alphanumeric characters. Enter the kit item number whose components are to be displayed. Press the F1 key to search existing kit parent items. Press the F7 key to search by item number or press the F8 key to search by item description.



Kit File Inquiry (First Page of Components)



Kit File Inquiry (Second Page of Components)

Processing

Inventory Transaction Processing

Application Overview

The **Inventory Transaction Processing** application records several types of transactions that effect inventory. The **I/M** package offers the flexibility of two ways of recording those transactions and updating the appropriate inventory files.

The user may choose to record transactions **on-line**. This means that inventory quantity levels will be immediately adjusted when a transaction is entered; providing the most up to the minute picture of the actual status of inventory. To select this option, set the **Online Update Inventory Trx** flag (#24) in **I/M Setup** to **Y**.

The second option is to place entered transactions in a transaction file; to be posted later via the **Post Inventory Transactions** application. This offers the flexibility of verifying the accuracy of transactions before they effect inventory levels. For issue, adjustment, and receiving transactions, it also allows the user to distribute the value of the inventory to one or more **G/L** accounts. To select this option, set the **Online Update Inventory Trx** flag (#24) in **I/M Setup** to **N**.

Note: Switching back and forth between on-line and batch processing can corrupt inventory data files. It is recommended to choose one of the above methods and stay with it.

If it is necessary to change from on-line to batch processing, first re-initialize the Inventory Transaction Process File, Inventory Transaction Distribution File, and Inventory Transaction Serial File using the **File Utilities** application under the **Util_setup** window of the **Elliott** main menu.

Warning: Initializing these files will erase any transactions recorded in them. Changing from batch processing to on-line is **not** recommended.

For more information on the two types of inventory transaction processing, see the On-line Processing and Batch Processing chapters that follow.

On-Line Processing

If on-line processing is selected, the application will record receivings, transfers, issues of inventory. As entry of a transaction is completed, the application immediately updates the appropriate item's quantity fields in the Item File. It also creates a record in the Inventory Transaction Audit File.

If a transaction is changed or deleted, the program actually creates a change transaction, which makes the necessary adjustments to the original transaction. This change transaction is also recorded in the Audit File. When searching for transactions in change or delete mode, the transaction which appears on the screen is actually the **latest change** to the transaction.

If a transaction has been deleted, it will not be displayed in change or delete mode. It will however, along with all changes, be printed on the **Inventory Transaction Audit Trail Report**.

Adjusting Average Cost

Very commonly, the situation will arise that receivings are entered from the packing slip before the actual invoice arrives. Since the packing slip does not usually provide the unit cost, some method must be used to make sure the unit cost does ultimately get entered correctly, since this will affect the average cost for the item.

If the new unit cost is unknown at the time of receiving, simply press **RETURN** for that field, which will cause the item's last cost to be accepted. If an on-line receipt was used when the invoice arrives with the unit cost, you may bring up that transaction in change mode and re-enter the correct unit cost.

If your company uses the **Elliott Purchase Order and Receiving** package, it is strongly recommended that you use that package wherever possible to enter receivings transactions. This is because certain quantities pertaining to an item, which have importance to the **Purchase Order and Receiving** package, are not processed using the **Inventory Management** package. Receivings processed by the **Inventory Management** package will not tell the whole story for the **Purchase Order and Receiving** package.

NOTE: Depending on your I/M Setup, Average Cost will display as FOB Cost or Landed cost.

LIFO And FIFO Cost Method

A layer is a single record in the LIFO/FIFO File that records for each item each receipt or purchase and associated cost and quantity. Receivings from both the **Inventory Management** or **Purchase Order and Receiving** packages will create LIFO/FIFO layers. Posted credit memos from the **Customer Order Processing** package will also create a layer. Layers are removed in the appropriate order as inventory is relieved. Issues from the **Inventory Management** or posted invoices from the **Customer Order Processing** package will either remove layers or reduce layer quantities based on needed quantities.

Each receipt relates directly to a record or layer in the LIFO/FIFO File. Deleting an on-line receipt transaction will remove the associated layer record. Also, changing an on-line receipt transaction's quantity will adjust the quantity remaining in the layer record. Since the layer may be partially issued, the layer quantity may not match the receipt transaction quantity.

The system will not allow an on-line receipt with a partially issued layer to be deleted. In addition, the quantity received of a receipt with a partially issued layer may not be reduced to a point that would create a negative layer quantity.

The LIFO/FIFO cost method does **not** allow stocked items to have a negative quantity on hand or allow layers with negative quantities.

Transactions cannot be purged from the Transaction Audit Trail File until their associated layers have been deleted from the LIFO/FIFO layer file. Only transactions, whose layers have been completely issued and deleted, will be purged.

Detailed layer information by item may be obtained through a report option on the **Stock Status Report** application.

Serial Transactions

If the Serialized/Lot Items flag is **S** in **I/M Setup**, then serialized items and transactions are allowed. All items are not automatically assumed to be serialized. The second screen of **Item File Maintenance** has both a serialized item question and length of warranty question. These fields are used to selectively create serialized inventory.

Each on-line receipt or issue of a serial item creates a record in the Serial/Lot File. These records may be inquired or printed through the **Serial/Lot Stock Status Inquiry, Serial/Lot Stock Status Report**, and **Issue History Report**.

Serial stock records are created by receivings from the **Inventory Management**, **Purchase Order And Receiving**, and **Manufacturing** packages. Production reporting may be performed in **Bill Of Material Processor** to produce serialized stock. Posted credit memos from the **Customer Order Processing** package may be used to return serialized items to stock. Serial stock records are relieved and serial issue records are subsequently created by issue transactions from the **Inventory Management** package and posted invoices from the **Customer Order Processing** package. Unposted invoice type orders and selected orders from **Customer Order Processing** will allocate serialized inventory.

Each inventory receipt, issue and adjusting transaction relates directly to a record in the Serial/Lot File. Transaction quantities may be larger than one but the system will prompt for an equal number of unique serial numbers. A separate transaction will be created for each serial number. Deleting an on-line receipt will remove the associated serial stock record. If an on-line issue is deleted, the system will return the serialized item to stock. An on-line receipt that has had its associated serial number issued may not be deleted.

On-line transactions for serialized items may **not** be changed. Changes to issued warranty dates may be

accomplished through the **Serial/Lot Processing** application.

Entry of serial numbers on receipts is not mandated. Also, serial numbers issued or sold do not have to be in stock. This flexibility allows serial items and warranty dates to be tracked after the sale only. Serial numbers may be entered on the picking ticket generated by the **Customer Order Processing** package.

Lot Transactions

If the Serialized/Lot Items flag is **L** in **I/M Setup**, then lot items and transactions are allowed. All items are not automatically assumed to be tracked by lot. The second screen of **Item File Maintenance** has a lot number question to allow selective creation of inventory items requiring lot tracking.

Each on-line receipt or issue of a lot item creates a record in the Serial/Lot File. These history records may be inquired or printed through the **Serial/Lot Issue History Report** and **Serial/Lot Processing** application.

Lot records are created by receivings from both the **Inventory Management** or **Purchase Order And Receiving** packages. The Production **Transaction Processing** application may also be used in **Bill Of Material Processor** to produce lots. Posted credit memos from the **Customer Order Processing** package may be used to return stock to its original lot. Lot quantities are reduced and lot issue records are subsequently created by issue transactions from the **Inventory Management** package and posted invoices from the **Customer Order Processing** package. Unposted invoice type orders and selected orders from **Customer Order Processing** will allocate lot quantities.

Each receipt relates directly to a stocked lot record in the Serial/Lot File. Deleting a receipt transaction will delete the associated lot and remove the transaction from the **I/M** Transaction File. Deleting an issue transaction will remove the transaction from the **I/M** Transaction File and update the inventory and lot quantity fields.

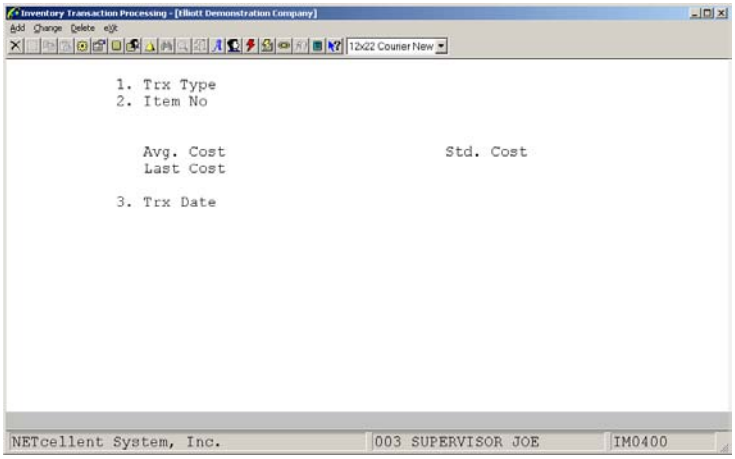
The system will not allow an on-line receipt with a partially issued lot to be deleted. In addition, the quantity received of an on-line receipt with partially issued lot may not be reduced to a point that would create a negative lot quantity.
Items with lot tracking are **not** allowed to have a negative quantity on hand or allow lots with negative quantities.

The total quantity on hand from the Serial/Lot File must match the item quantity on hand. However, allocated quantities may not match since **Customer Order Processing** only allocates lots after line items are selected. This allows orders to be placed for out of stock items with no lots available.

After a lot is completely issued or sold, it remains in stock with a quantity of zero. The lot must remain in stock if returns are anticipated so that original expiration dates may be tracked. These zero lots may be purged from the Purge Zero Quantity Lots in the **Serial/Lot Processing** application through a selected cut off date.

Run Instructions - On-Line Processing

Select **Inventory Transaction Processing** from the pull down **I/M Processing** window. The following screen will then be displayed:



Inventory Transaction Processing Entry Screen

The following options are available:

* Select the desired mode from the **Inventory Transaction Processing** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Top Screen Entries

The first three fields entered determine what further data will appear on the screen.

Name	Type and Description
1. Trx Type	1 alphabetic character. Only the letters R, T, or I are allowed. R stands for Receivings. Enter R if the transaction is a receiving of items into inventory. T stands for Transfer. Enter T if you are transferring items from one location (such as a warehouse) to another. I stands for Issue. Enter I if you are issuing items out of inventory. NOTE: If your company uses the Purchase Order and Receiving package, it is strongly recommended that you use that package for receiving.
2. Item No	15 alphanumeric characters. This is the number of the item, as listed in the Inventory file, which you are receiving, transferring, issuing, allocating or producing. Press the F7 key to search for items by number or press the F8 key to search for items by description. NOTE: The item must be a stocked item in order to use Inventory Transaction Processing.
Avg. Cost	This is the current average cost of this item, prior to the transaction. This is display only.
Last Cost	This is the current last cost of this item, prior to the transaction. This is display only.
Std. Cost	This is the current standard cost of this item, prior to the transaction. This is display only.
Lifo or Fifo Cost	If Lifo or Fifo costing method is being used, this is the current Lifo or Fifo cost of this item, prior to the transaction.
3. Trx Date	A standard date format. If you are adding transactions, this field will default to today's date. You may enter a different date, if you wish.

Name	Type and Description
	If you have selected the change or delete functions, leaving the date blank will cause a search of all previously entered transactions of the same type and item number. The latest changes to each original transaction will appear and changes will be allowed. You may also enter a date, which will cause the search to begin at that date and go forward.

Receiving Screen

If you have entered **R** for Transaction Type, the following fields will now appear on the screen.

Name	Type and Description
4. Location	2 alphanumeric characters. This is the location, as listed in the Location file, into which the items will be received. Press the F7 key to search for location.
5. Qty Received	A standard quantity format with an optional minus sign. This is the number of items of the above item number that are being received.
6. New Unit Cost	10 numeric digits, including four digit places and an optional minus sign (999,999.9999-). This is the unit cost of the item at receiving time. If unknown, see the for further instructions.
7. Order Complete ?	Y or N. Answer yes if it is a full, not partial, order. Otherwise, answer no.
8. Order Number	8 alphanumeric characters. This is the document number of the shop or purchase order from which this transaction derives.
9. Comment	30 alphanumeric characters. This is a comment field for this transaction.

The following entry will be requested if the item has serial numbers:

Name	Type and Description
Serial No	15 alphanumeric characters. This is serial number of the item being received. Press the F3 key to enter a range of numeric serial numbers.

The following entries will be requested if the item has lot numbers:

Name	Type and Description
Lot No	15 alphanumeric characters. This is the lot number of the item being received.
Exp Month	2 numeric digits. This is the expiration month of the item lot.
Exp Year	2 numeric digits. This is the expiration year of the item lot.

Additional data appears on the right side of the receivings screen, as described below:

Name	Type and Description
Old Qty On Hand	This is the quantity on-hand for this item at this location prior to the transaction. In change mode this is the current quantity on-hand prior to the transactions being changed.
New Qty On-Hand	This is the quantity on-hand for this item at this location after the transaction.
Old Avg Cost	This is the average cost for this item, at all locations, prior to the transaction. In change mode this is the current average cost prior to the transactions being changed.
New Avg Cost	This is the average cost for this item, at all locations, after the transaction.

Transfer Screen

If you have entered **T** for Transaction Type, the following fields will appear below the top screen.

Name	Type and Description
4. Location From	2 alphanumeric characters. This is the location, as listed in the Location file, from which items are being transferred. Press the F7 key to search for location.
5. Location To	2 alphanumeric characters. This is the location, as listed in the Location file, to which items are being transferred. Press the F7 key to search for location.
6. Qty Transferred	A standard quantity format with an optional minus sign. This is the quantity of items being transferred.
7. Comment	30 alphanumeric characters.

Name	Type and Description
	This is a comment field for this transaction.

The following entry will be requested if the item has serial numbers:

Name	Type and Description
8. Serial No	15 alphanumeric characters. This is serial number of the item being transferred. Press the F3 key to enter a numeric range of serial numbers. Press the F7 key to search for serial numbers.

The following entries will be requested if the item has lot numbers:

Name	Type and Description
6. Lot No	15 alphanumeric characters. This is the lot number of the item being transferred. Press the F7 key to search for lot numbers.
7. Qty Transferred	Same as above.
8. Comment	Same as above.

Additional data appears on the right side of the screen, as described below:

Name	Type and Description
Old Qty Available	This is the quantity of this item available at the from-location before the transaction.
New Qty Available	This is the quantity of this item available at the from-location after the transaction.
Old Qty On Hand	This is the quantity on hand (on-hand minus allocated) at the to-location before the transaction.
New Qty On Hand	This is the quantity on hand at the to-location after the transaction.

Issue Screen

If you have entered **I** for Transaction Type, the following fields will appear below the top screen:

Name	Type and Description
4. Location	2 alphanumeric characters. This is the location, as listed in the Location file, from which items are being issued. Press the F7 key to search for location.

Name	Type and Description
5. Qty Issued	A standard quantity format with an optional minus sign. Enter the amount you wish to remove from stock.
6. Order Number	8 alphanumeric characters. This is the document number of the order authorizing the issue.
7. Comment	30 alphanumeric characters. This is a comment field for this transaction.

The following entries will be requested if the item has serial numbers:

Name	Type and Description
Effect Date	A standard date format. This is beginning warranty date for the serial number being issued. If transactions are being added, this field defaults to the system date.
Expire Date	A standard date format. This is the ending warranty date for the serial number being issued. If transactions are being added, this field defaults to the system date plus the number of warranty days this item is under warranty.
Customer No	6 alphanumeric characters. This is the customer number the serial number is being issued to. The customer number entered here is not validated against the A/R Customer File.
Serial No	15 alphanumeric characters. This is serial number of the item being issued. Press the F3 key to enter a range of numeric serial numbers. Press the F7 key to search for serial numbers.

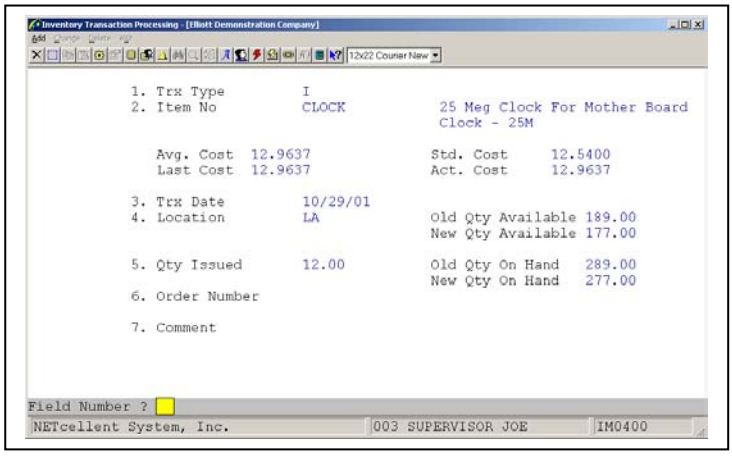
The following entries will be requested if the item has lot numbers:

Name	Type and Description
5. Lot No	15 alphanumeric characters. This is lot number of the item being issued. Press the F7 key to search for lot numbers.
6. Qty Issued	A standard quantity format with an optional minus sign. The quantity issued can not be greater than quantity available for selected lot number.

Name	Type and Description
7. Order Number	8 alphanumeric characters. This is the document number of the order authorizing the issue.
8. Comment	30 alphanumeric characters. This is a comment field for this transaction.
9. Customer No	6 alphanumeric characters. This is the customer number the lot number is being issued to. The customer number entered here is not validated against the A/R Customer File.

Inventory Transaction Processing (Transfer)

Inventory Transaction Processing (Receipts)



Inventory Transaction Processing (Issue)

Batch Processing

If batch processing is selected, the application will record receivings, transfers, issues, and adjustments of inventory. When transactions are entered, they are stored in the Inventory Transaction File. Distributions to **G/L** are required for issues, receivings, transfers, adjustments to item quantities and adjustments to item costs. The Serial/Lot or LIFO/FIFO Layer adjustment does not record **G/L** distributions since this transaction is used to reconcile the Layer File and Item File quantities. In layer adjustment transactions, it is assumed that the Item File is already reconciled with the **General Ledger**.

The value of inventory being affected may be distributed to more than one account for all transactions except transfers.

After verifying the transactions via the edit list and making any corrections, they may be posted by the **Post Inventory Transactions** application. During posting, the transactions are removed from the Transaction File, inventory adjustments are completed and new transactions are recorded to the Inventory Transaction Audit File and **I/M** Distributions to **G/L** File.

This type of transaction processing provides the user with several other benefits, including the capability to record the period beginning balance for every stocked item in the Item File as of an entered date. For more information, see the **Set Trx Audit File Beg. Balances** section of this manual.

Another advantage of using batch processing is the option to create distributions to multiple **G/L** accounts during **Physical Count Processing**. For more information, refer to the in the **Physical Count Processing** section of this manual.

Adjusting Average Cost

Very commonly, the situation will arise that receivings are entered from the packing slip before the actual invoice arrives. Since the packing slip does not usually provide the unit cost, some method must be used to make sure the unit cost does ultimately get entered correctly, since this will affect the average cost for the item.

If the new unit cost is unknown at the time of receiving, simply press **RETURN** for that field, which will cause the item's last cost to be accepted. Unposted batch receipts may be changed and then posted. If a receipt has been posted, a cost adjustment (**C** type) transaction must be used to adjust the cost.

If your company uses the **Elliott Purchase Order and Receiving** package, it is strongly recommended that you use that package wherever possible to enter receivings transactions. This is because certain quantities pertaining to an item, which have importance to the **Purchase Order and Receiving** package, are not processed using the **Inventory Management** package. Receivings processed by the **Inventory Management** package will not tell the whole story for the **Purchase Order and Receiving** package.

LIFO And FIFO Cost Method

A layer is a single record in the LIFO/FIFO File that records for each item each receipt or purchase and associated cost and quantity. Receivings from both the **Inventory Management** or **Purchase Order and Receiving** packages will create LIFO/FIFO layers. Posted credit memos from the **Customer Order Processing** package will also create a layer. Layers are removed in the appropriate order as inventory is relieved. Issues from the **Inventory Management** or posted invoices from the **Customer Order**

Processing package will either remove layers or reduce layer quantities based on needed quantities.

Each receipt relates directly to a record or layer in the LIFO/FIFO File. Batch receipts do not create layer records until they are posted. Changes may be made to these transactions until they are posted. If a receipt has been posted, a layer adjustment (**L** type) transaction must be used to adjust the layer file.

The LIFO/FIFO cost method does **not** allow stocked items to have a negative quantity on hand or allow layers with negative quantities.

Transactions cannot be purged from the Transaction Audit Trail File until their associated layers have been deleted from the LIFO/FIFO layer file. Only transactions, whose layers have been completely issued and deleted, will be purged.

Detailed layer information by item may be obtained through a report option on the **Stock Status Report** application.

Serial Transactions

If the Serialized/Lot Items flag is **S** in **I/M Setup**, then serialized items and transactions are allowed. All items are not automatically assumed to be serialized. The second screen of **Item File Maintenance** has both a serialized item question and length of warranty question. These fields are used to selectively create serialized inventory.

Each posted receipt or issue of a serial item creates a record in the Serial/Lot File. These records may be inquired or printed through the **Serial/Lot Stock Status Inquiry, Serial/Lot Stock Status Report**, and **Issue History Report**.

Serial stock records are created by receivings from the **Inventory Management**, **Purchase Order And Receiving**, and **Manufacturing** packages. Production reporting may be performed in **Bill Of Material Processor** to produce serialized stock. Posted credit memos from the **Customer Order Processing** package may be used to return serialized items to stock. Serial stock records are relieved and serial issue records are subsequently created by issue transactions from the **Inventory Management** package and posted invoices from the **Customer Order Processing** package. Unposted invoice type orders and selected orders from **Customer Order Processing** will allocate serial inventory. Also, unposted **Inventory Management** issues and transfers will allocate serialized inventory.

Each inventory receipt, issue and adjusting transaction relates directly to a record in the Serial/Lot File. Transaction quantities may be larger than one but the system will prompt for an equal number of unique serial numbers. If a transaction for a serial item has been posted, a layer (**L** type) transaction may be used to add or delete serial receipts from the Serial/Lot File.

Entry of serial numbers on receipts is not mandated. Also, serial numbers issued or sold do not have to be in stock. This flexibility allows serial items and warranty dates to be tracked after the sale only. Serial numbers may be entered on the picking ticket generated by the **Customer Order Processing** package.

Lot Transactions

If the Serialized/Lot Items flag is **L** in **I/M Setup**, then lot items and transactions are allowed. All items are not automatically assumed to be tracked by lot. The second screen of **Item File Maintenance** has a lot number question to allow selective creation of inventory items requiring lot tracking.

Each posted receipt or issue of a lot item creates a record in the Serial/Lot File. These history records

may be inquired or printed through the **Serial/Lot Issue History Report** and **Serial/Lot Processing** application.

Lot records are created by receivings from both the **Inventory Management** or **Purchase Order And Receiving** packages. The Production **Transaction Processing** application may also be used in **Bill Of Material Processor** to produce lots. Posted credit memos from the **Customer Order Processing** package may be used to return stock to its original lot. Lot quantities are reduced and lot issue records are subsequently created by posted issue transactions from the **Inventory Management** package and posted invoices from the **Customer Order Processing** package. Unposted invoice type orders and selected orders from **Customer Order Processing** will allocate lot quantities. Also, unposted **Inventory Management** issues and transfers will allocate lot quantities.

Each receipt relates directly to a stocked lot record in the Serial/Lot File. Deleting a receipt transaction before it is posted will not affect the associated lot. It will only remove the transaction from the **I/M** Transaction File. Deleting an issue transaction will only effect that transaction and the quantity allocated field for that item. If a transaction for a lot item has been posted, a layer (**L** type) transaction must be used to adjust the Serial/Lot File.

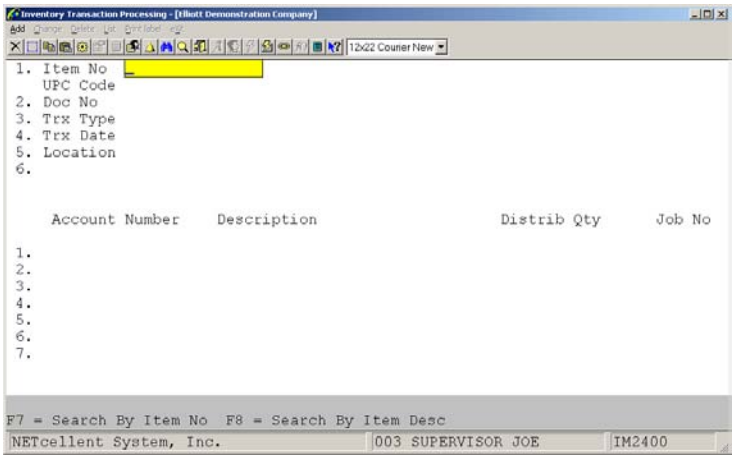
Items with lot tracking are **not** allowed to have a negative quantity on hand nor will the system allow lots with negative quantities.

The total quantity on hand from the Serial/Lot File must match the item quantity on hand. However, allocated quantities may not match since **Customer Order Processing** only allocates lots after line items are selected. This allows orders to be placed for out of stock items with no lots available.

After a lot is completely issued or sold, it remains in stock with a quantity of zero. The lot must remain in stock if returns are anticipated so that original expiration dates may be tracked. These zero lots may be purged from the Purge Zero Quantity Lots in the **Serial/Lot Processing** application through a selected cut off date.

Run Instructions - Batch Processing

Select **Inventory Transaction Processing** from the pull down **I/M Processing** window. The following screen will then be displayed:



Inventory Transaction Processing Entry Screen

The following options are available:

* Select the desired mode from the **Inventory Transaction Processing** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Top Screen Entries

The first three fields entered determine what further data will appear on the screen.

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the item to be effected by the transaction. Items must be stocked to have inventory transactions performed on them. In add or change mode, press the F7 key to search by item number or the F8 key to search by description.
2. Doc No	6 numeric digits. Enter the document number to be associated with this particular transaction. This number will differentiate between transactions involving the same item. In add mode press the F1 key to display the next sequential document number from the I/M Setup application. In change and delete modes, press RETURN to display the next transaction on file for this item.
3. Trx Type	1 alphabetic character. Only the letters L, T, I, C, A, or R are allowed. L represents Layer Adjustment. Enter L if you are making an adjustment to the layer file for LIFO/FIFO valuation or for a serial/lot item. T represents Transfer. Enter T if you are transferring items from one location (such as a warehouse) to another.
Trx Type (continued)	I represents Issue. Enter I if you are issuing items out of inventory. A represents Adj. Item. Enter A if you are making an adjustment to the quantity on hand level of the item. C represents Cost Adjustment. Enter C if you are adjusting the cost of the item in the Item File. R represents Receivings. Enter R if you are recording the receiving of items into inventory. If the Purchase Order and Receiving package is being used, it is recommended that you record receivings in that package instead of here.

Name	Type and Description
4. Trx Date	A standard date format. If you are adding transactions, this field will default to today's date. You may enter a different date, if you wish. In change mode, this field may not be changed.

Transfer Screen

If you have entered **T** for Transfer, the following fields will now appear on the screen.

Name	Type and Description
5. Loc From	2 alphanumeric characters. This is the location, as listed in the Location File, from which the item(s) will be transferred. Press the F7 key to search for location codes.
6.	An account number in the standard format. This field displays the asset account number that the inventory will be transferred to. It is read from the Material Cost Type/Location File or the Default Asst Account field in I/M Setup. If the Multiple I/M Accounts flag in I/M Setup is set to Y, the user may change this account number during transaction entry. Press the F7 key to search by main account number or the F8 key to search by account description.
7. Loc To	2 alphanumeric characters. Enter the location to which the inventory is being transferred. The item must be stocked at this location. Press the F7 key to search for location codes.
8. Qty Trn	A quantity in the standard format. Enter the quantity to be transferred. This quantity may not be zero.
9. Comment	30 alphanumeric characters. This is a comment field for this transaction.
10.	An account number in the standard format. Enter the account number that the inventory will be transferred from. This field will display the default asset account number entered in I/M Setup or one from the appropriate code in the Material Cost Type/Location File if one exists for the item. The user may change the account number if a different one is to be used. Press the F7 key to search by main account number or the F8 key to search by account description.

Transferring Serialized Items

If the item has serial numbers, the user will have the option to enter the serial numbers of the items being transferred. If the user answers **Y** to the Enter Serial Numbers ? question, the following field will appear:

Name	Type and Description
Serial No	15 alphanumeric characters. This is serial number of the item being transferred. Entered serial numbers must already be on file for the item at the location being transferred from. Press the F3 key to enter a range of numeric serial numbers. Press the F7 key to search for serial numbers on file at the "from" location.

Transferring Lot Items

The following entries will be requested if the item has lot numbers:

Name	Type and Description
8. Lot From	15 alphanumeric characters. This is the lot from which the item is being transferred. Press the F7 key to search for lot numbers.
9. Qty Trnsf	8 numeric digits with two decimal places (999999.99). Enter the quantity to be transferred. This quantity may not be zero and may not be greater than the quantity available in the lot. Defaults to the quantity remaining in the lot.
10. Lot To	15 alphanumeric characters. This is the lot to which the item is being transferred. It may be an existing lot or a new lot may be created. Press the F7 key to search for lot numbers.
11. Comment	30 alphanumeric characters. This is a comment field for this transaction.
12.	An account number in the standard format. Enter the account number that the inventory will be transferred to. This field will display the default asset account number entered in I/M Setup or one from the appropriate code in the Material Cost Type/Location File if one exists for the item. The user may change the account number if a different one is to be used. Press the F7 key to search by main account number or the F8 key to search by account description.

Additional data appears on the right side of the screen, as described below:

Name	Type and Description
Qty O/H	A quantity in the standard format. The quantity on hand for this item at the transferred from location is automatically displayed.
Qty O/O	A quantity in the standard format. The quantity on order for this item at the transferred from location is automatically displayed.
Qty Alloc	A quantity in the standard format. The quantity allocated for this item at the transferred from location is automatically displayed.
Qty Avail	A quantity in the standard format. The quantity available is calculated by subtracting the quantity allocated from the quantity on hand and automatically displayed.

Issue Screen

If you have entered **I** for Issue Type, the following fields will appear.

Name	Type and Description
5. Location	2 alphanumeric characters. This is the location, as listed in the Location File, from which items are being issued. Press the F7 key to search for location.
6.	An account number in the standard format. This field displays the asset account number that the inventory will be issued from. It is read from the Material Cost Type/Location File or the Default Asst Account field in I/M Setup. If the Multiple I/M Accounts flag in I/M Setup is set to Y, the user may change this account number during transaction entry. Press the F7 key to search by account number or the F8 key to search by account description.
7. Qty Iss	A quantity in the standard format. Enter the quantity to be issued. This quantity may not be zero but may be a negative amount. Note: Serial/Lot items may not have negative quantities issued.
8. Order No	8 alphanumeric characters. Enter the document number of the shop or purchase order from which this transaction derives.
9. Comment	30 alphanumeric characters. This is a comment field for this transaction.

Issuing Serial Items

The following entries will be requested if the item has serial numbers:

Name	Type and Description
Effect Dte	A standard date format. This is beginning warranty date for the serial number being issued. If transactions are being added, this field defaults to the system date.
Expire Dte	A standard date format. This is the ending warranty date for the serial number being issued. If transactions are being added, this field defaults to the system date plus the number of warranty days this item is under warranty.
Cust No	6 alphanumeric characters. This is the customer number the serial number is being issued to. The customer number entered here is not validated against the A/R Customer File.
Serial No	15 alphanumeric characters. This is serial number of the item being issued. Press the F3 key to enter a range of numeric serial numbers. Press the F7 key to search for serial numbers on file at this location.

Issuing Lot Items

The following entries will be requested if the item has lot numbers:

Name	Type and Description
7. Lot No	15 alphanumeric characters. Enter the lot number of the item being issued. Press the F7 key to search for lot numbers.
8. Qty Iss	A quantity in the standard format. Enter the quantity to be issued. This quantity may not be zero and may not be greater than the quantity available displayed at the right side of the screen.
9. Order No	8 alphanumeric characters. Enter the document number of the shop or purchase order from which this transaction derives.
10. Cust #	6 alphanumeric characters. This is the customer number the lot number is being issued to. The customer number entered here is not validated against the A/R Customer File.
11. Comment	30 alphanumeric characters. This is a comment field for this transaction.

Additional data appears on the right side of the screen, as described below:

Name	Type and Description
Cost	This is the current cost of this item, prior to the transaction. The type of cost displayed will depend on the cost method specified in I/M Setup. This is display only.
Tot Cost	This is the total cost of this transaction based on the per unit cost multiplied by the quantity issued.

Adjust Item Screen

If you have entered **A** for Adjust Item, the following fields will appear.

Name	Type and Description
5. Location	2 alphanumeric characters. Enter the location where the adjustment needs to be made. The item must be stocked at this location. Defaults to the default location for the item.

Name	Type and Description
6.	An account number in the standard format. This field displays the asset account number that is used for this item. It is read from the Material Cost Type/Location File or the Default Asst Account field in I/M Setup. If the Multiple I/M Accounts flag in I/M Setup is set to Y, the user may change this account number during transaction entry. Press the F7 key to search by main account number or the F8 key to search by account description.
7. Qty +-Adj	A quantity in the standard format. Enter the amount of the adjustment to be made to the quantity on hand for this item. Enter a minus sign before the quantity if the adjustment is a reduction of quantity on hand.
8. Comment	30 alphanumeric characters. This is a comment field for this transaction.

Cost Adjustment Screen

If you have entered **C** for Cost Adjustment, the following fields will appear.

Name	Type and Description
Location	Automatically displayed. This is the primary stocking location for this item in the Item File.
5.	An account number in the standard format. This is the asset account for this item. It is read from the Material Cost Type/Location File or the Default Asst Account field in I/M Setup. If the Multiple I/M Accounts flag in I/M Setup is set to Y, the user may change this number during transaction entry. Press the F7 key to search by account number or the F8 key to search by account description.
6. New Cost	10 numeric digits with 4 decimal places and an optional minus sign (-999,999.9999). Enter the new cost to be recorded in the Item File for this item. The average, last, and standard costs currently on file for this item are displayed in a window in the upper right corner of the screen. The costing method currently selected in I/M Setup is displayed just below this field.
7. Comment	30 alphanumeric characters. This is a comment field for this transaction.

Layer Adjustment Screen For LIFO/FIFO Items

If you have entered **L** for Adjust Layer File, the following fields will appear.

Name	Type and Description
6. Qty +-Adj	A quantity in the standard format. Enter the amount of the adjustment to be made to the layer file for this item.
7. Order No	15 alphanumeric characters. Enter the document number of the shop or purchase order from which this transaction derives.
8. Comment	30 alphanumeric characters. This is a comment field for this transaction.

If the item has serial numbers, the following additional field will appear:

Name	Type and Description
Serial No	15 alphanumeric characters. If the adjustment quantity is positive, enter the serial number(s) of the item(s) to be added. If the adjustment quantity is negative, enter the serial numbers already on file to be deleted or press the F7 key to search for serial numbers on file. In either case, press the F3 key to enter a serial number range. Although serial numbers can be alphanumeric, this range may contain only numeric values so that the serial numbers will be properly incremented. If you end the transaction before the amount of serial numbers entered equals the quantity of items being adjusted. the quantity entered in field #7 will be automatically changed to match the number of serial numbers entered.

Layer Adjustments For Lot Items

If the item has lot numbers, the following fields will appear:

Name	Type and Description
6. Lot No	15 alphanumeric characters. Enter the lot number of the item being adjusted. Press the F7 key to search for lot numbers on file at this location.
7. Qty +-Adj	A quantity in the standard format. Enter the amount of the adjustment to be made to the quantity on hand for this item.
8. Order No	15 alphanumeric characters.

Name	Type and Description
	Enter the document number from which this transaction derives.
Comment	30 alphanumeric characters. This is a comment field for this transaction.

Receiving Screen

If you have entered **R** for Receiving, the following fields will appear.

Name	Type and Description
5. Location	2 alphanumeric characters. This is the location, from the Location File, where the items are being received. The item must be stocked at this location to be received there. Press the F7 key to search for locations. Defaults to the primary stocking location that is defined for this item in the Item File.
6.	An account number in the standard format. This is the asset account for this item. It is read from the Material Cost Type/Location File or the Default Asst Account field in I/M Setup. If the Multiple I/M Accounts flag in I/M Setup is set to Y, the user may change this number during transaction entry. Press the F7 key to search by account number or the F8 key to search by account description.
7. Qty Recvd	8 numeric digits with 3 decimal places and an optional minus sign (-99,999.999). Enter the quantity being received. The received unit of measure for this item is displayed at the bottom of the screen. For serial/lot items this quantity must be greater than zero.
8. Unit Cost	10 numeric digits with 4 decimal places and an optional minus sign (-999,999.9999). Enter the item's unit cost for this receiving. The average, last, and standard costs currently on file for this item are displayed in a window in the upper right corner of the screen. Defaults to the last cost for this item.
9. Order No	8 alphanumeric characters. Enter the purchase order number for the items being received.
10. Comment	30 alphanumeric characters. This is a comment field for this transaction.

Receiving Serial Items

If the item has serial numbers you will be asked if you wish to enter serial numbers. If you answer **Y**, the following field will appear.

Name	Type and Description
Serial No	15 alphanumeric characters. Enter the serial number(s) of the item(s) being received. If you end the transaction before the amount of serial numbers entered equals the quantity of items being received, the quantity entered in field #7 will be automatically changed to match the number of serial numbers entered. Press the F3 key to enter a serial number range. Although serial numbers can be alphanumeric, this range may contain only numeric values so that the serial numbers will be properly incremented.

Receiving Lot Items

If the item has lot numbers, the following fields will appear.

Name	Type and Description
11. Lot No	15 alphanumeric characters. Enter the lot number of the items being received.
12. Exp Mn	2 numeric digits. Enter the expiration month for the received items. This value must be between 1 and 12 inclusive.
Exp Yr	2 numeric digits. Enter the expiration year for the received items.

Distribution Window

For issue, receiving, quantity adjustment, and cost adjustment type transactions, the user will be required to distribute the value of the inventory being affected to one or more **G/L** accounts.

Name	Type and Description
Account Number	An account number in the standard format. Enter the account number that part or all of the value of the transaction will be distributed to. Each account number may have an amount distributed to it only once per transaction.

Name	Type and Description
	Press the F7 key to search by main account number or press the F8 key to search by account description.
Description	30 alphanumeric characters. The description of the account number entered will automatically be displayed.
The next field will display Distribution Amount or Distribution Qty depending on how I/M Setup field #27 (Distribute By Amt Or Qty) is set.	
Distribution Amount	11 numeric digits with two decimal places and an optional minus sign (-999,999,999.99). If distributions are being made by a dollar amount enter the amount to be distributed to this account. You may enter negative amounts or amounts greater than the transaction amount. The only requirement is that the amount remaining to distribute displayed at the bottom of the screen must be zero before you may exit the screen. To remove a distribution to an account, enter zero in this field. If you alter the transaction quantity in change mode, you will be required to adjust the distribution amounts.
Distribution Qty	A quantity in the standard format. If distributions are being made by item quantity, enter the quantity to be distributed to this account. You may enter a negative quantity or quantities greater than the total transaction quantity. The only requirement is that the quantity remaining to distribute displayed at the bottom of the screen must be zero before you may exit the screen.
Job No	6 alphanumeric characters. Enter the job number for this transaction. Press the F7 key to search for job numbers.
Amount Remaining To Distribute or Qty Remaining To Distribute	11 numeric digits with 2 decimal places and an optional minus sign (-999,999,999.99), or a quantity in the standard format. The net amount/quantity left to be distributed is automatically displayed. This field must equal zero before the user can leave the screen.

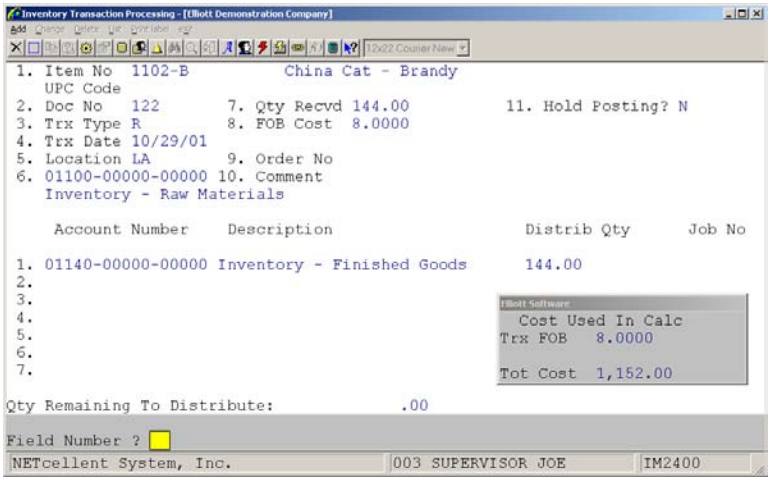
Inventory Trx Processing Edit List

Name	Type and Description
Starting Item	15 alphanumeric characters. Enter the starting item number for the range to be printed. Press the F7 key to search by item number or the F8 key to search by description. Defaults to All items.
Ending Item	15 alphanumeric characters. Enter the ending item number for the range to be printed. Press the F7 key to search by item number or the F8 key to search by description. Defaults to the starting item number.

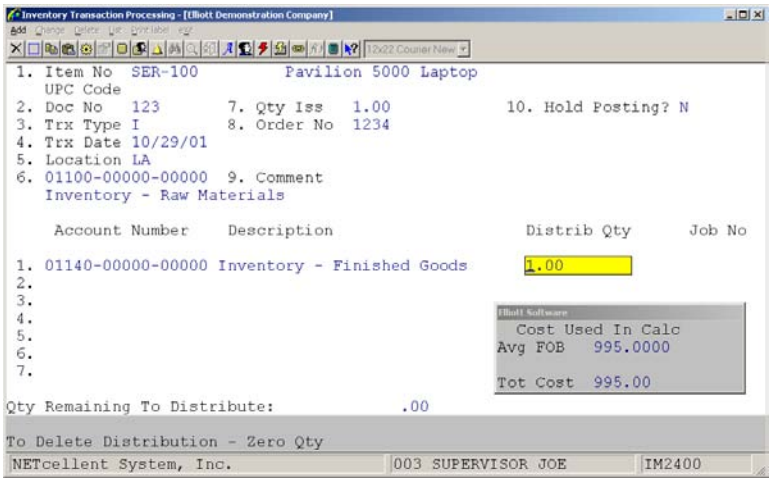
Operation Notes

1. When changing previously entered transactions, changes to location are disallowed by the program. To affect a change to the Location field, it is necessary to delete the transaction and then re-enter it with the correct location.

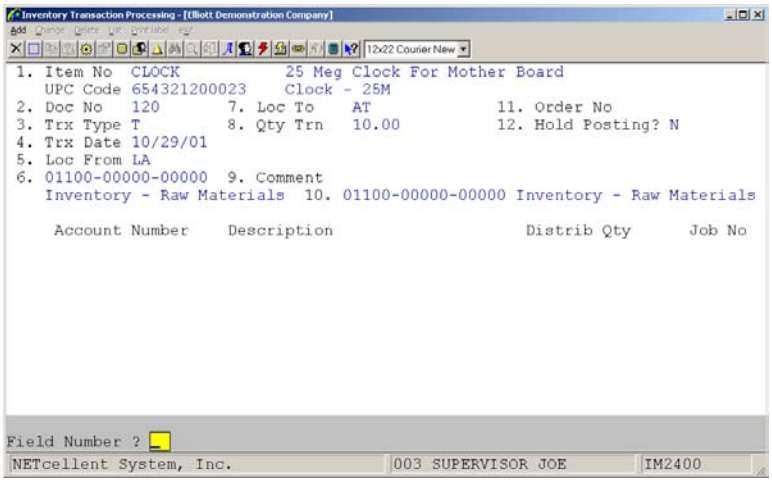
2. When changing previously entered transactions, changes to serial/lot number are disallowed by the program. To affect a change to the serial/lot number field, it is necessary to delete the transaction and then re-enter it with the correct serial/lot number.



Inventory Transaction Screen - Receipts



Inventory Transaction Screen - Issue



Inventory Transaction Screen - Transfer

I N V E N T O R Y T R A N S A C T I O N P R O C E S S I N G E D I T L I S T

Range: All Items

Item-Number	Item-Description	Doc# / Doc-Date	Doc Typ	Loc To	Po# / Serial/Lot	Cust# / Eff-Dte	Quantity / Expr-Dte	New Cost / Old Cost / Comment/Serial Cust#	Total-Amount
K-5INPLIERS	5" Pliers (Tool Kit)	105 04/28/92	R	LA			5.000	2.5500	12.75
Asset Acct:	01190-10000-00000	Kit Component					12.75		
Distributions:	01190-10000-00000	Kit Component					12.75CR	Job No:	
K-6INLNG-NOSE	6" Long Nose Pliers (Tool Kit)	104 04/28/92	R	LA			7.000	2.3300	16.31
Asset Acct:	01190-10000-00000	Kit Component					16.31		
Distributions:	01190-10000-00000	Kit Component					16.31CR	Job No:	
K-6INWRNCH	6" Wrench (Tool Kit)	106 04/28/92	R	LA			8.000	2.7200	21.76
Asset Acct:	01190-10000-00000	Kit Component					21.76		
Distributions:	01190-10000-00000	Kit Component					21.76CR	Job No:	
K-8INREAMER	8" Reamer	109 04/28/92	R	LA			7.000	2.1200	14.84
Asset Acct:	01190-10000-00000	Kit Component					14.84		
Distributions:	01190-10000-00000	Kit Component					14.84CR	Job No:	
K-COAX-STP	Coax Striper For Ethernet Kit	102 04/28/92	R	LA			10.000	7.2000	72.00

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Physical Count Processing

Application Overview

In just about any **Inventory Management** package, it is necessary to physically count inventory items periodically to ensure that the theoretical quantity on-hand figures being used in the package are fairly accurate. This can be done for all inventory items at the same time, or each item can be counted periodically with some kind of rotating schedule (cycle counting).

The **Physical Count Processing** application is set up so it can be used for either method. A system based on **tags** is used. A tag is a two-part form, which is filled out by the person counting inventory. Tags are numbered sequentially to help keep track of them during the inventory process.

Each inventory item in stock is assigned a tag. On each half, the inventory taker writes the quantity of the item counted and the unit of measure (EA, DZ, CS, etc.). Half of the tag is left with the items; the other half is entered into the computer. Any items removed or added to stock after counting are noted on the remaining half of the tag. These updates can be entered into the computer after the counting is over.

After all tags have been entered, you may print the **Missing Tag List**. This prints a list of all items in the Inventory Item File, which did not have tags, entered for them. This is to help verify that all items, which were assigned tags, actually had them entered. The list may be printed for a range of items and locations.

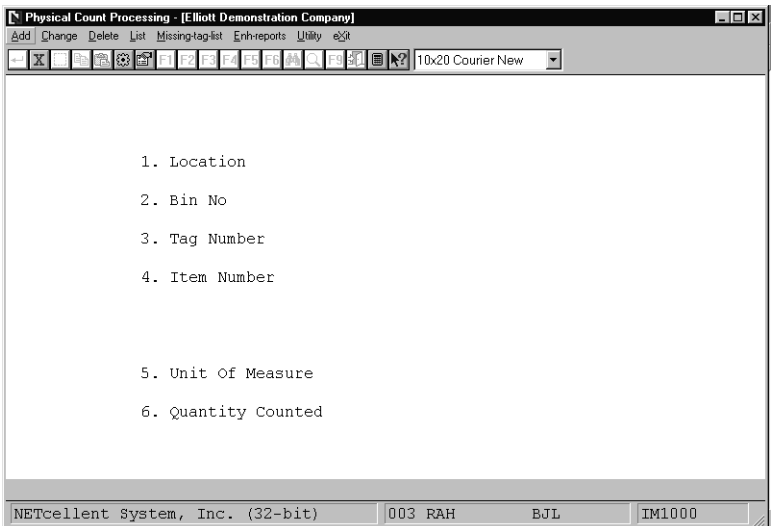
When you have confirmed that all counted items have tags entered for them, you are ready to proceed to the **Post Physical Count Tags** application. That application will update the necessary files and accounts with the counted quantities. If serial/lot items have tags entered or if the LIFO or FIFO costing methods are in use, the posting application will print a report indicating items that are out of balance. For more information on this, refer to the **Post Physical Count Tags** documentation.

If **I/M Setup** field #27 is configured for batch processing, you may set **I/M Setup** field #28 to allow distributions to **G/L** accounts during posting of tags entered in **Physical Count Processing**. These adjustments to quantities on hand will be made to the appropriate asset accounts, as well as the Inventory Transaction Audit File.

Note: The use of tags is optional. If there will be little activity in the warehouse or if absolute accuracy of the count is not critical, it may not be necessary to use tags. In this case, the quantities counted can be written on the cycle count worksheet (see the **Print Cycle Count Worksheet** application for details) and entered into the computer from that report.

Run Instructions

Select **Physical Count Processing** from the pull down **I/M Processing** window. The following screen will then be displayed:



Physical Count Processing Entry Screen

The following options are available:

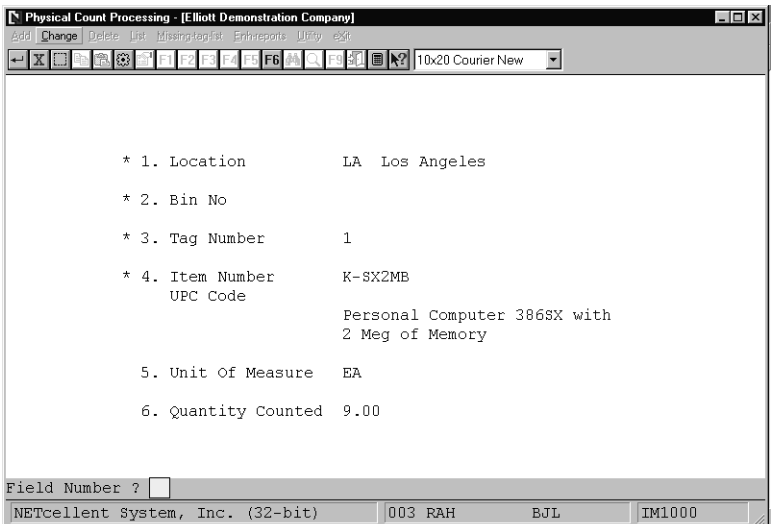
* Select the desired mode from the **Physical Count Processing** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

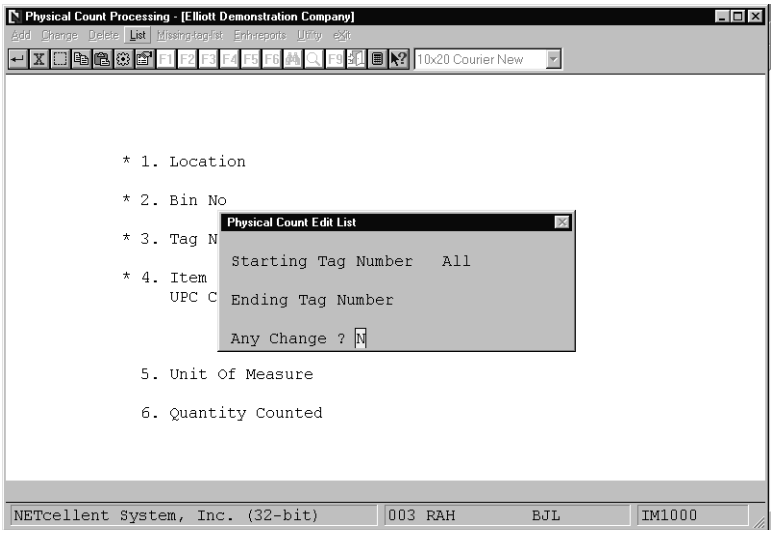
Entry Field Descriptions

Name	Type and Description
1. Tag Number	6 numeric characters. Enter the sequence number from the tag. If printed tags are not used, enter an arbitrary number. In add mode, press the F1 key to display the next available tag number. This field defaults to the last entry plus one.
2. Item Number	15 alphanumeric characters. Enter the item number of the item, which has been counted. Pressing the F7 key will allow a search for the item-by-item number. Pressing the F8 key will allow a search for the item by entry of a partial description.
3. Location	2 alphanumeric characters. Enter the Location code of the stocking location where the item was counted.

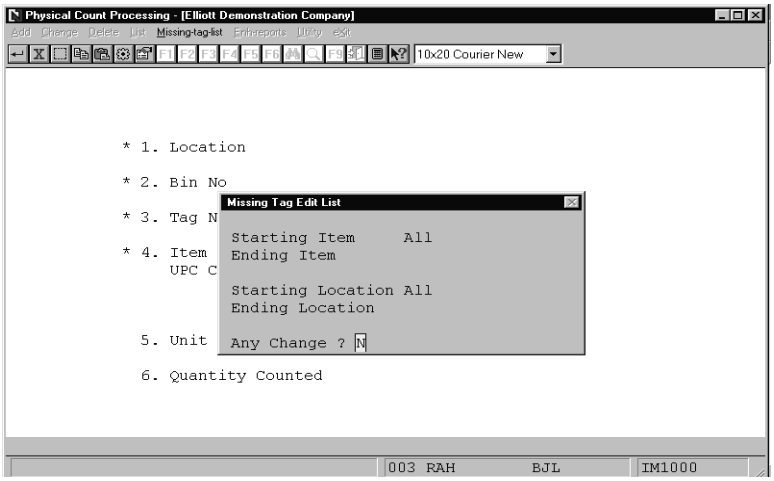
Name	Type and Description
4. Unit of Measure	2 alphanumeric characters. Enter the code for the unit of measure, which has been used for counting the item. This may be CS for case, DZ for dozen, or something similar to these.
5. Quantity Counted	Standard quantity format. Enter the quantity, which was found in counting the item. If there are five cases of the item in stock, then five would be entered here if the unit of measure is cases.



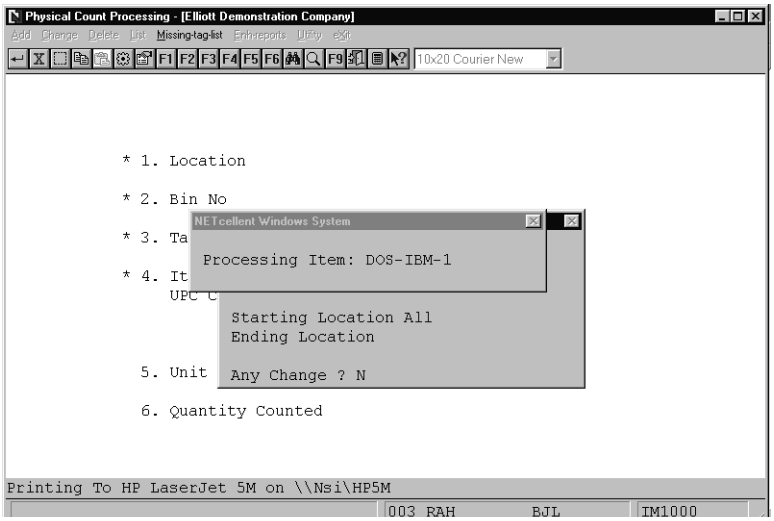
Physical Count Processing



Physical Count Edit List



Missing Tag Edit List



Processing Item Missing Tag Edit List

PHYSICAL COUNT EDIT LIST

Range: All Tags

Tag Number	Item No	Description	Location	Unit-Of-Measure	Quantity Counted
1	K-SX2MB	Personal Computer 386SX with 2 Meg of Memory	LA	EA	9.000
2	K-SX1-1.2	386SX 1.2 Drive For Personal Computer	LA	EA	14.000
3	K-SX1-1.44	1.44 Drive For Personal Computer	LA	EA	19.000
4	K-SX1-IDE	386SX IDE Drive For Personal Computer	LA	EA	9.000
5	K-SX1-V512	VGA Card with 512 Ram Chip Manual	LA	EA	15.000
6	K-SX1-VGA	VGA Monitor For Personal Computer	LA	EA	11.000
7	K-SX1-PARL	Parallel Port	LA	EA	16.000

MISSING TAG EDIT LIST

Range: All Items
Range: All Locations

Item No	Description		Pick Seq	Location	Quantity On Hand
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8			LA	731.000
BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8			LA	421.000
CHAR-GEN	Character Generator At 25 Meg	Character - Gen - 25	A-4444-1	LA	10.000
CLOCK	25 Meg Clock For Mother Board	Clock - 25M	A-5555-A	LA	15.000
CLOCK-ADJ	Adjustment Clock For CPU	Replace For CLock.	A-100-A1	LA	10.000
CPU	Mother Board For Parent	Central Processing		LA	4.000
CPU-30MEG	Z80 Micro Processor 30 Meg	CPU - Z80	A-5555-A	LA	5.000
DATA-BUS	Data Bus/Buffer 25 Meg	Data - Buffer	C-4444-A	LA	15.000
DATA-CONTRL	Data Control Module	Data - Control	S-8888-A	LA	10.000
DEFAULT-ITEM	Default-Item			LA PE	10.000 0.000

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Post Inventory Transactions

Application Overview

The **Post Inventory Transactions** application updates asset and distribution accounts, Item File quantity fields, and creates lot records with information entered in the **Inventory Transaction Processing** application if using batch transaction entry.

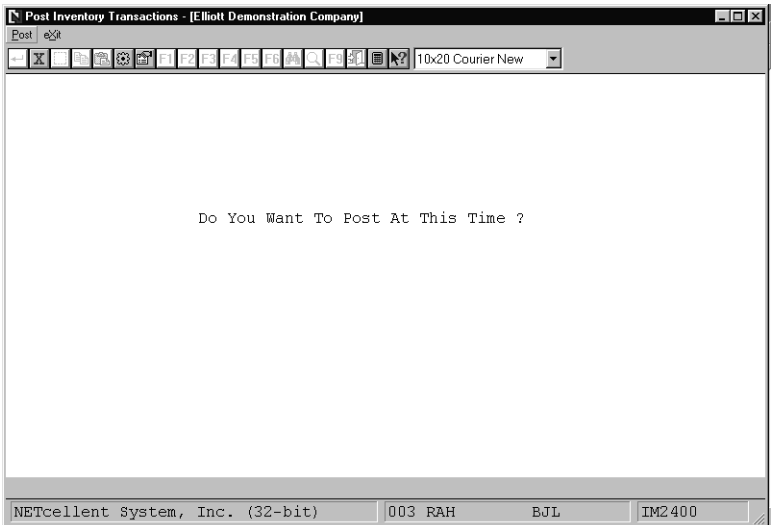
For **T** (transfer) type transactions, it will credit the "from" asset account and debit the "to" or transfer account. For **I** (issue) type transactions, it will credit the asset account and debit any distribution accounts specified in the transaction. For **A** (adjustment) type transactions, it will debit the asset account and credit any distribution accounts (for a positive adjustment). For **R** (receiving) type transactions, it will debit the asset account and credit user defined purchase account distributions. For **L** (adjust layer) type transactions, it will adjust the appropriate records in the layer file, but no **G/L** distributions will be made. For **C** (cost adjust) type transactions it will debit the asset accounts, credit the distribution accounts (for a positive adjustment), and adjust the appropriate cost field in the Item File.

When this application is run, it will automatically generate an Inventory Transaction Processing Journal which details all updates to accounts and files.

Note: This application will only be used if **I/M** is set up for batch type inventory transaction processing. If the Online Update Inventory Trx ? flag in **I/M Setup** is set to **Y**, the system will not allow access to this application.

Run Instructions

Select **Post Inventory Transactions** from the pull down **I/M Processing** window. The following screen will then be displayed:



Post Inventory Transactions Entry Screen

The following options are available:

* Select post from the **Post Inventory Transactions** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N. Enter Y to post or N to decline. Defaults to N.

Post Inventory Transactions

Post Physical Counts Tags

Application Overview

The **Post Physical Count Tags** application allows posting of physical count tags after they are entered in **Physical Count Processing**. Posting tags updates quantities on hand in the Inventory Item File. If **I/M Setup** is configured for batch processing and for physical count distributions, the appropriate **G/L** asset accounts are also updated. For more information on entering tags, refer to the documentation for the **Physical Count Processing** application.

Before posting, run the Update Edit List. This prints all counted items by tag number and verifies that for each item the units of measure are the same in the Item File and on the tags. It also prints a warning if an item's counted quantity is zero or if two tags have been entered for the same tag at the same location. You will be given the option of zeroing out the quantity on hand amounts (on the list) for any items, which did not have a tag, entered.

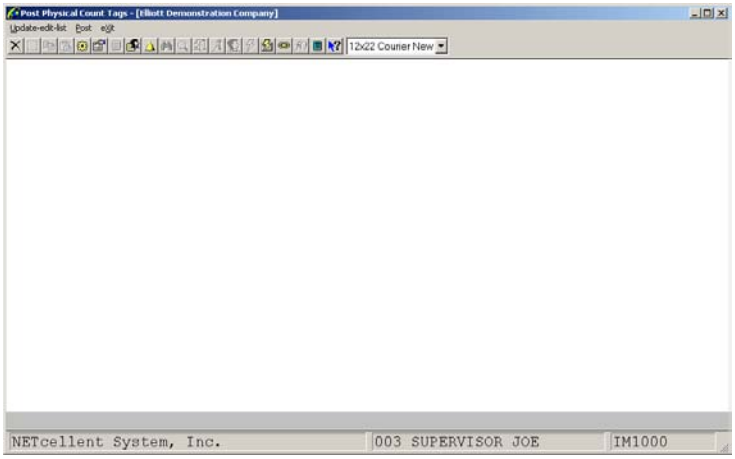
When the Update Edit List is printed, the application will check to see if LIFO/FIFO costing methods are being used and if any of the tags are for serial/lot items. If either of those conditions are met, it will print a Quantity On Hand Error Report. This compares quantity on hand levels in the Item File and the Serial/Lot Layer File or LIFO/FIFO Layer File.

After all tags are properly entered and verified using the edit lists, they may be posted. You will again be given the option zeroing out the quantity on hand amounts for items without tags entered. This time, however, the Item File fields will be effected, not just the edit list. As the posting is performed, a Posting Register is printed. The register is basically the same as the Update Edit List, but also indicates any tags that could not be posted. Also, if LIFO/FIFO costing is in use, or if any of the posted tags were for serial/lot items, another Quantity On Hand Error Report is printed.

If the **Freeze Inventory** application has been run, tags with a posting date on or before the last freeze date will update frozen quantity on hand levels. Refer to the documentation for the **Freeze Inventory** application for more information on freezing inventory levels.

Run Instructions

Select **Post Physical Count Tags** from the pull down **I/M Processing** window. The following screen will then be displayed:



Post Physical Count Tags Entry Screen

The following options are available:

* Select the desired mode from the **Post Physical Count Tags** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

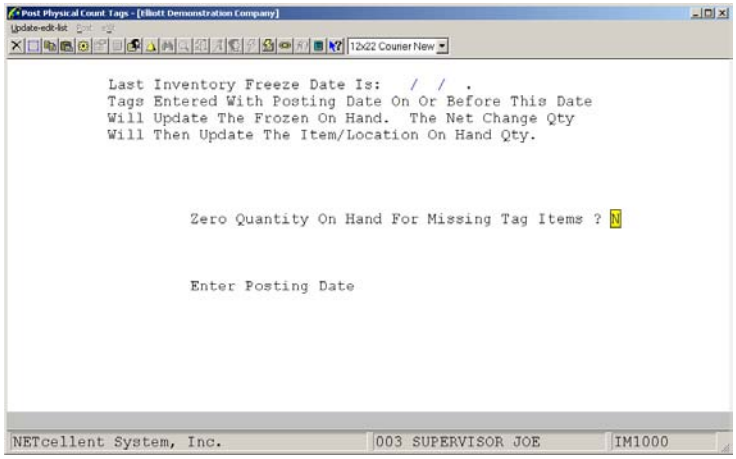
Update Edit List

Name	Type and Description
Zero Quantity On Hand For Missing Tag Items ?	Y or N. Enter Y to set the quantity on hand on the edit list to zero for all items with missing tags. Enter N to decline. Defaults to N.
Enter Location To Zero Quantity On Hand	2 alphanumeric characters. If the previous flag is set to Y, enter the location that this will effect. Defaults to All.

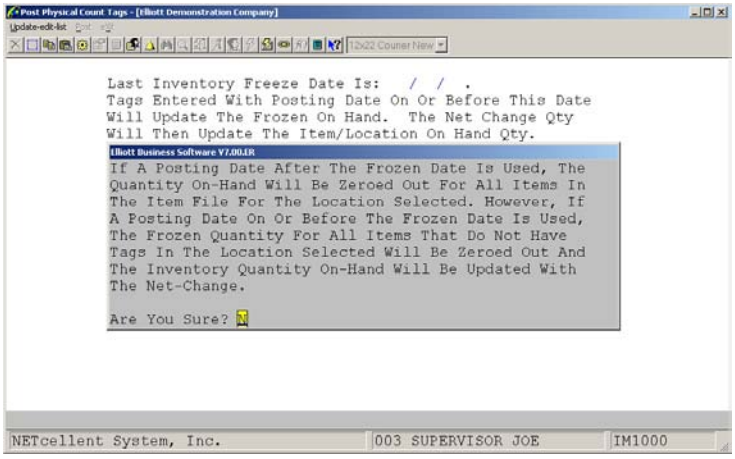
Name	Type and Description
Enter Posting Date	A date in the standard format. Enter the posting date to be used when updating the appropriate files and accounts during posting of tags. Tags posted with a date on or before the last frozen inventory date will update frozen inventory levels. Defaults to the system date.
Enter Variance Account #	An account number in the standard format. This field will only appear if I/M Setup is configured for batch processing and for physical count distributions (ie. field #27 must be set to N, and field #28 must be set to Y). Enter the account number to record the variance between the Item File's quantity on hand and the actual amount counted during inventory.

Post

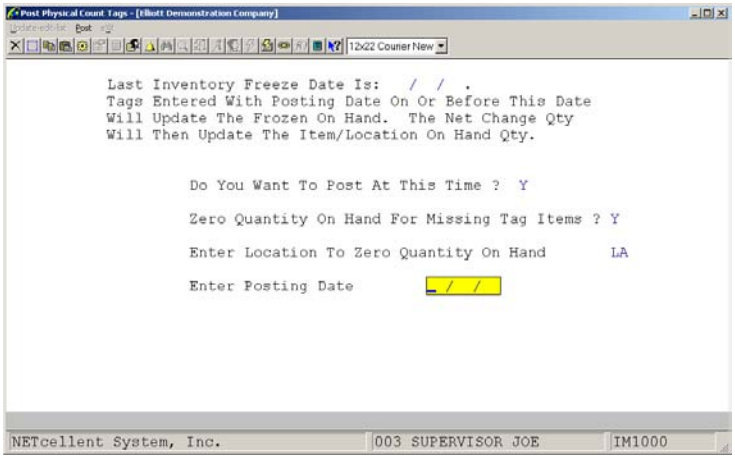
Name	Type and Description
Do You Want To Post At This Time ?	Y or N. Enter Y to post adjustments to the Inventory Item File. Enter N to decline. Defaults to N.
Zero Quantity On Hand For Missing Tag Items ?	Y or N. Enter Y to set quantity on hand in the Item File to zero for all items with missing tags. Enter N to only adjust quantity on hand levels for items with tags. Defaults to N.
Enter Location To Zero Quantity On Hand	2 alphanumeric characters. If the previous flag is set to Y, enter the location that this will effect. Defaults to All.
Enter Posting Date	A date in the standard format. Enter the posting date to be used when updating the appropriate files and accounts during posting of tags. Tags posted with a date on or before the last frozen inventory date will update frozen inventory levels. Defaults to the system date.
Enter Variance Account #	An account number in the standard format. This field will only appear if I/M Setup is configured for batch processing and for physical count distributions (ie. field #27 must be set to N, and field #28 must be set to Y). Enter the account number to record the variance between the Item File's quantity on hand and the actual amount counted during inventory.



Update Edit List



Zero Quantity On Hand “Y”



Post Physical Count Tags

P H Y S I C A L C O U N T U P D A T E E D I T L I S T

Post Date: 03/15/93 Date Inv Frozen: * None *
Variance Acct: 01100-00000-00000
Zero O/H Location: All

Item No	Description	Tag Number	Lc Um	Current On-Hand	Counted On-Hand	Dollar Change	Posting Comments
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8		LA EA	735.000	.000	228,585.00-	Zero Loc OH For Missing Tag
Asset Acct:	01140-20000-00000	Feature Option Item Goods				228,585.00CR	
Variance Acct:	07030-10000-00000	Purchase Price Variance				228,585.00	
		Item Total:		735.000	.000	228,585.00-	
BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8		LA EA	421.000	.000	168,821.00-	Zero Loc OH For Missing Tag
Asset Acct:	01140-20000-00000	Feature Option Item Goods				168,821.00CR	
Variance Acct:	07030-10000-00000	Purchase Price Variance				168,821.00	
		Item Total:		421.000	.000	168,821.00-	
CHAR-GEN	Character Generator At 25 Meg Character - Gen - 25		LA EA	15.000	.000	117.00-	Zero Loc OH For Missing Tag
Asset Acct:	01100-00000-00000	Inventory - Raw Materials				117.00CR	
Variance Acct:	04230-00000-00000	Purchase Price Variance - R/M				117.00	
		Item Total:		15.000	.000	117.00-	

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Recalculate Reorder Fields

Application Overview

The Recalculate Reorder Fields application should be run once every forecasting period. Each time it is run it recalculates the average periodic usage for each item. It also recalculates what the reorder level, amount of safety stock, and the recommended minimum order amount should be for the item, based on the actual usage for the period.

Many of the fields in the Item File are used when the recalculation is performed. Below is a list of those fields and their names.

Field Number	Name
41	Reorder Level
42	Last Reorder Lvl
43	Order Up To
44	Recommended Minimum Order
45	Lead Time
54	Usage Period-To-Date
57	Average Usage (also Forecasted Usage)
58	Usage Weight Factor
59	Safety Stock
60	Safety Factor
61	Usage Filter
71	Average Error
72	Sum Of Errors
*4	Average Number of Days in Period

* Field #4 is in the I/M Setup application.

Below is a step-by-step explanation of how the application recalculates the Reorder Level for each item. Some of the equations use values calculated in earlier steps so be sure to understand each one before proceeding to the next step. The numbers in parentheses represent field numbers in the Item File.

Calculations

Step 1

Smoothed Period Usage

Used in calculating the Sum of Errors (#72), Average Error (#71), and Average Usage (#57).

Calculated as follows:

If Usage Filter (#61) = 0 or Average Usage (#57) = 0 then Smoothed Period Usage = Usage Period-To-Date (#54)

Else if Usage Filter (#61) * Average Usage (#57) < Usage Period-To-Date (#54)
then Smoothed Period Usage = Usage Filter (#61) * Average Usage (#57)
else Smoothed Period Usage = Usage Period-To-Date (#54)

The Smoothed Period Usage is mainly controlled by the Usage Filter (#61). It is a usage value calculated to reduce the impact of large one-period surges in item demand. See the explanation of Usage Filter (#62) below for more information.

Step 2

Sum Of Errors (#72)

This field should be left blank before the initial running of this application.

Calculated as follows:

Sum Of Errors (new #72) = Average Usage (#57) - Smoothed Period Usage (from above) + Sum of Errors (old #72)

This is a summation of all forecast errors made by the package for the item. It is used as an index of whether the forecasts have been too high or too low, on the average. For example, if the forecasted usage was 3 high one month, 6 low the next, 10 low the next, 18 high the next, and 9 low the next, the Sum of Errors for this item would be:

3 + (-6) + (-10) + 18 + (-9) = -4

In this example the forecasts for this item have been a little low over this time period.

Step 3

Average Forecast Error (#71)

This field should be left at 0 before the initial running of this application.

Used in calculating Safety Stock (#59).

Calculated as follows:

Abs-Value-Of-Average-Error = Average Usage (#57) - Smoothed Period Usage (from above)
If Abs-Value-Of-Average-Error < 0 then change sign of Abs-Value-Of-Average-Error
Average Error (new #71) = [Abs-Value-Of-Average-Error * Usage Weight Factor (#58)] + [Average Error (old #71) * [1 - Usage Weight Factor (#58)]]

This is the average amount that the computer's forecasted usage was off from the actual usage. If the forecast was off by 8 one period and off by 4 the next period, the average forecast error would be 6, regardless of whether the forecasts were too low or too high. This field gives you an index of predictability for the usage of this item. It is used by the package in calculating the amount of safety stock that will be required for this item. If the usage for a particular item is very predictable (i.e., is constant, steadily rising, or steadily falling - no big dips or bumps) the average usage error will be low and not much safety stock will

be necessary. If the usage for an item is bumpy and unpredictable, it will cause the average forecast error to be much higher and more safety stock will be required to ensure that there is extra stock to handle any sudden demands.

Step 4

Average Usage (#57)

Also referred to as Forecasted Usage.

Used in calculating Smoothed Period Usage, Sum of Errors (#72), and Recommended Minimum Order (#44).
Calculated as follows:

Average Usage (new #57) = Smoothed Period Usage * Usage Weight Factor (#58) + [Average Usage (old #57) * [1 - Usage Weight Factor (#58)]]

This is a weighted moving average usage for the item. When this is recalculated at the end of a period, it becomes the forecast for the next period. It is a weighted average, because the usage of the item in recent periods is given more weight (importance) than usages for periods long past.

It is a moving average because it is always an average of the last few periods, so it moves along in time, rather than being an average of every period from the beginning of time up to now.

Step 5

Safety Stock (#59)

This field should be left at 0 before the initial running of this application.

Used in calculating Reorder Level (#41).

Calculated as follows:

Safety Stock (#59) = Safety Factor (#60) * Average Forecast Error (#71)

This is the amount of extra stock that is kept in addition to what is predicted will be needed. This gives you a cushion in case the prediction was wrong. When an item's usage is predictable, less safety stock is required. When the item's usage is unpredictable, more safety stock is required.

Step 6

Recommended Minimum Order (#44)

This field should be left at 0 before the initial running of this application.

Used in calculating Reorder Level (#41).

Calculated as follows:

Rec. Minimum Order (#44) = Average Usage (#57) * [Lead Time (#45) / Number of Days in Forecast Period (#4 in I/M Setup)]

This is the smallest order that should normally be placed for any item. It is based on the idea that if you normally use 10 of these items per period and it normally takes 3 periods to get the item into stock once ordered, it would be inefficient to order less than 30 of this item, because by the time the order had arrived, you would have used up 30 more, and you would need to reorder again.

Step 7

Reorder Level (#41)

This field should be left at 0 before the initial running of this application.

Calculated as follows:

Reorder Level (#41) = Safety Stock (#59) + Rec. Minimum Order (#44)

The reorder level is calculated by adding the amount of stock you want to keep on hand for sudden emergency demands (safety stock) to the amount of stock you expect to use during the time it takes to receive a new supply from the vendor or from the manufacturing facility.

When the quantity on hand of the item falls below the reorder level, an order should be placed for the item. This could be performed via the Create Unreleased Purchase Order's By Vendor application, if you wish.

The following fields are not calculated by this application but are important to it functioning correctly. They are either entered in the Item File manually or updated by another application.

Usage Period-To-Date (#54)

Used in calculating Smoothed Period Usage.

This field represents the quantity of the item, which has been used so far this period. This usage would have come about either as the result of shipping a quantity of the item to a customer, or by consuming the item as a component of some manufacturing process. The field is updated either after the invoicing of orders in the Customer Order Processing package, by Inventory Transaction Processing, or by producing work orders in Bill Of Material Processor.

You must clear the Period-to-Date fields at the end of your accounting period using the Clear Item Accumulators application in order to run the Item History Report. If you are using Customer Order Processing, the COP Sales Analysis reports must be printed BEFORE you clear the Period-to-Date fields.

Usage Filter (#61)

This field is manually entered in Item File Maintenance.

Used in calculating the Sum of Errors (#72), Average Error (#71), and Average Usage (#57).

This is a value used to control the effect of large one-period increases in demand. If there was a sudden

surge in demand, it could cause the forecasted usage to be raised too high, resulting in over-ordering. When calculating the new Average Usage, the Usage Filter is multiplied by the old Average Usage. The new Average Usage is not allowed to be higher than the product of these two. For example, if the old Average Usage was 1000, the Usage Filter was 5, and the Actual usage for the period was 8000; the new forecast (Smoothed Period Usage) would not be allowed to exceed 5000, even though the actual amount used for the period was higher.

Usage Weight Factor (#58)

This field is manually entered in Item File Maintenance.

Used in calculating Average Forecast Error (#71), and Average Usage (#57).

This is the alpha factor used in forecasting the next period's usage of the item, based on the actual usage for the previous period, and the forecast for that period. It determines the number of periods of sales history to use in forecasting next period's usage. Based on experience in the manufacturing industry, a table of alpha factors for periods of different lengths has been drawn up for your use.

Periods of Sales History	Usage Weighing Factor
3	.50
6	.29
9	.20
12	.15
18	.11

In the calculation of a new forecast, as you use more periods of sales history, the importance placed on the previous period's actual usage decreases. Thus a sudden change upward or downward will not produce a widely out of line forecast for next period.

If this field is left at zero, the forecast for the next period will never change, regardless of how high or low the actual usage goes.

Safety Factor (#60)

This field is manually entered in Item File Maintenance.

Used in calculating Safety Stock (#59).

In general, the higher the safety factor is set, the higher the safety stock will be. Thus the number of out-of-stock situations will decrease.

The following table of safety factors has been drawn up from experience in the manufacturing industry. It is based on the customer service level you want to maintain. For example, if you want to provide a customer service level of 85%, meaning that 85 out of 100 times a customer orders the item it will be in stock, you would specify the safety factor at 1.3.

Customer Service Safety Level	Factor
50%	0.0
75%	0.8
80%	1.1
85%	1.3
90%	1.6
95%	2.1
97%	2.4
99%	2.9
99.5%	3.2
99.8%	3.6
99.9%	3.9
99.99%	5.0

If this field is left at zero, there will not be any safety stock, so about half the time you will be out of stock.

Lead Time (#45)

This field is manually entered in Item File Maintenance.

Used in calculating Recommended Minimum Order (#44).

This is the number of calendar days, which pass between the ordering of a new supply of the item and the actual receipt of the item into stock.

If this field is left at zero, the Recommended Minimum Order field will always be calculated as zero by this application.

Average Number Of Days In Forecast Period (#4 in I/M Setup)

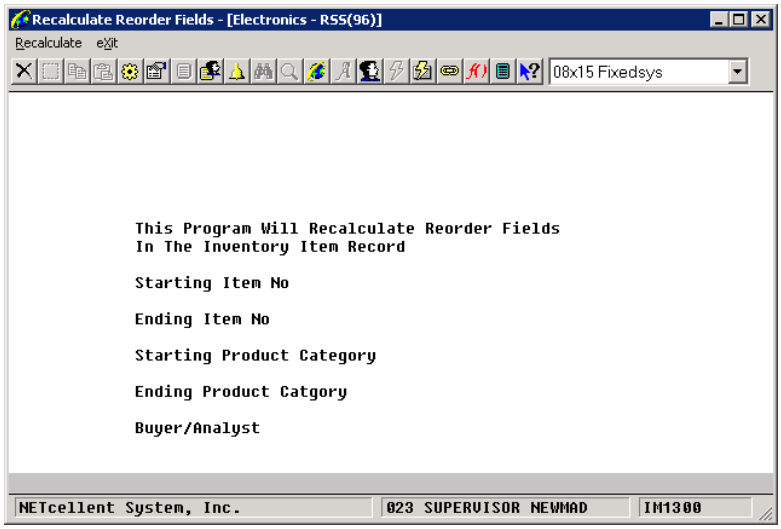
This field is manually entered in the I/M Setup application.

Used in calculating Recommended Minimum Order (#44).

This is the average number of days in your forecast period. For companies with a 12 period calendar, this will be 30.44 days.

Run Instructions

Select Recalculate Reorder Fields from the pull down I/M Processing window. The following screen will then be displayed:

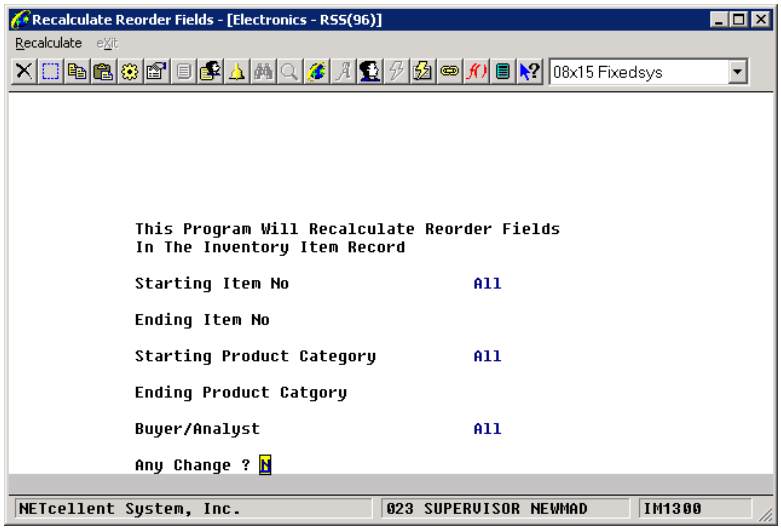


Recalculate Reorder Fields Entry Screen

The following options are available:

* Select the desired mode from the Recalculate Reorder Fields menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.



Recalculate Reorder Fields

Clear Item Accumulators

Application Overview

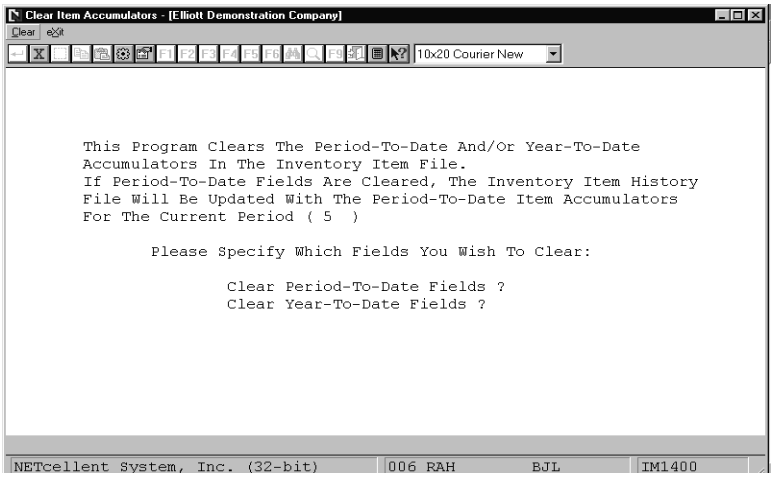
The Inventory Item File contains eight running totals (accumulators), which need to be cleared, from time to time, such as at the start of a new period or a new year, and this application performs that function. This procedure also updates the current period field in I/M Setup.

If you use Clear Item Accumulators application to clear period-to-date accumulators then you may not use the Recalculate Reorder Fields application to do forecasting.

When you clear the period-to-date fields, it will move the current period amounts in the Inventory Item File to the Inventory History File, and update the current period. By clearing these period-to-date fields during your period ending procedures, a history report and a history graph may be created which depicts PTD quantity sold, PTD Sales Amount, PTD usage and PTD cost amount.

Run Instructions

Select Clear Item Accumulators from the pull down I/M Processing window. The following screen will then be displayed:



Clear Item Accumulators Entry Screen

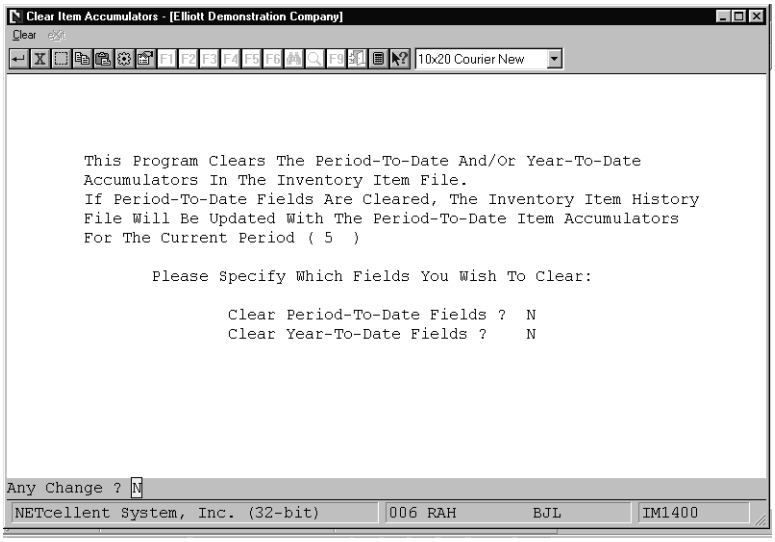
The following options are available:

* Select the desired mode from the Clear Item Accumulators menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Clear Period-to-Date Fields ?	Y or N. Enter Y to clear period to date fields or N to decline. This field defaults to N.
Clear Year-to-Date Fields ?	Y or N. Enter Y to clear year to date fields or N to decline. This field defaults to N.



Clear Item Accumulators

Print Cycle Count Worksheet

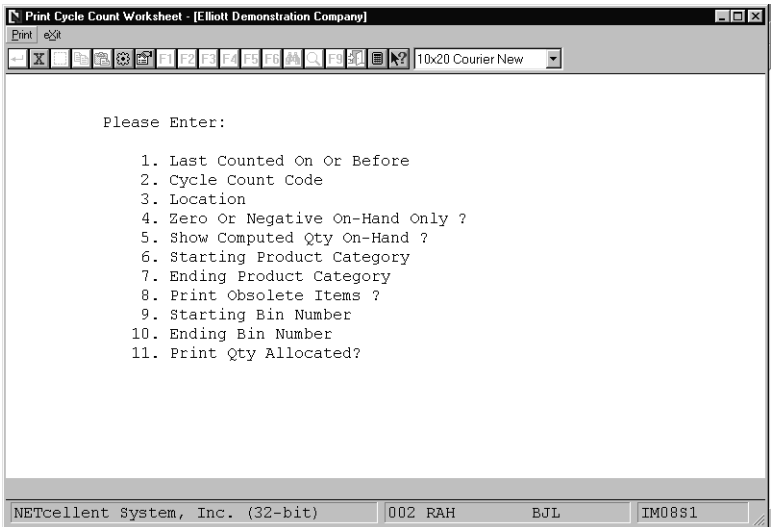
Application Overview

To obtain an accurate picture of the actual inventory in a warehouse or manufacturing facility, it is often necessary to close the entire plant down for a period of time to take physical inventory. There is another method of keeping the actual physical count of inventory very up-to-date, which is called cycle counting. In this method, a number of inventory items are counted every day, and their quantity on hand is then updated. This type of counting is done constantly. The items, which you want to control tightly, can be counted more frequently than those, which are of lesser importance. The **Print Cycle Count Worksheet** can be printed for items with selected Cycle Count codes.

A worksheet can be printed which contains a list of items to be counted at your specific location with these items listed in **Bin Number** sequence. This worksheet is used to do a cycle count or a full inventory count. In either case, when the worksheet has been filled out, the data is entered into the package through the **Physical Count Processing** application.

Run Instructions

Select **Print Cycle Count Worksheet** from the pull down **I/M Processing** window. The following screen will then be displayed:



Print Cycle Count Worksheet

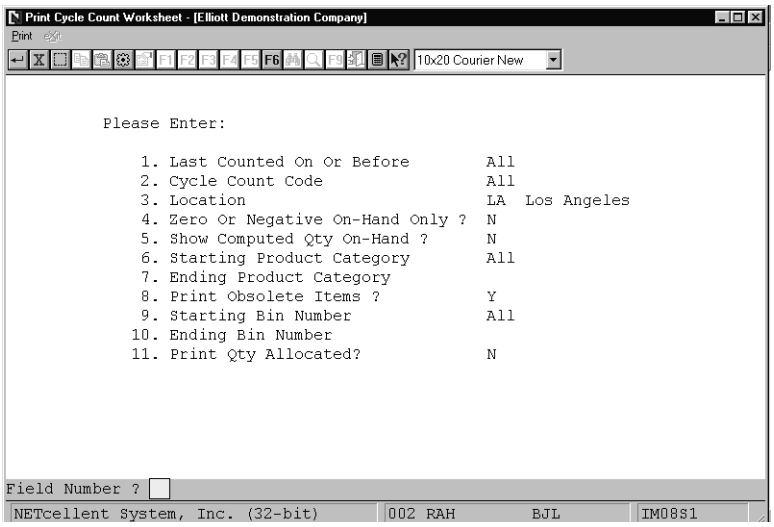
The following options are available:

* Select the desired mode from the **Print Cycle Count Worksheet** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Last Counted On Or Before	A standard date format. Enter a date here; your worksheet will then contain items, which have not been counted since or before this date. Defaults to All.
2. Cycle Count Code	1 alphanumeric character. Enter the Cycle Count code applicable to this worksheet. Defaults to All.
3. Location	2 alphanumeric characters. Press the F7 key to search for location. Enter the location of where the cycle count is being done. Defaults to the default manufacturing location in I/M Setup. The location description is automatically displayed.
4. Zero Or Negative On-Hand Only ?	Y or N. Defaults to N.
5. Show Computed Qty On-Hand ?	Y or N. Defaults to N.



Print Cycle Count Worksheet

C Y C L E C O U N T W O R K S H E E T

Ranges: All Items With These Restrictions: All Cycle Count Codes
Location LA Los Angeles

Bin Number	Item No	Description	U/M	Tag Number	Actual Count	Checked By	Cycle Code	Last Counted
	BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8	EA	----------	----------	----------		00/00/00
	BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8	EA	----------	----------	----------		00/00/00
	CPU	Mother Board For Parent Central Processing	EA	----------	----------	----------		00/00/00
	DEFAULT-ITEM	Default-Item	EA	----------	----------	----------		00/00/00
	DOS-IBM-1	IBM Version 3.2 DOS Package	EA	----------	----------	----------		00/00/00
	DOS-IBM-2	IBM Version 4.01 DOS Package	EA	----------	----------	----------		00/00/00
	DOS-MSF-1	MS Version 3.1 DOS Package	EA					00/00/00

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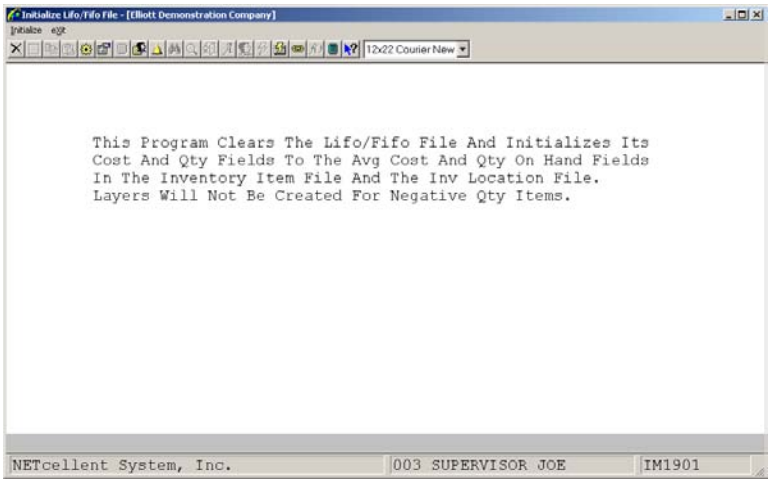
Initialize Lifo/Fifo File

Application Overview

If you are using LIFO or FIFO inventory valuation method, the Initialize LIFO/FIFO File application allows you to balance your Inventory Item File with your LIFO/FIFO layer file. The procedure will initialize the layer file with the current quantities and costs in the Inventory Item File. The procedure is usually run as a start up step for the LIFO/FIFO valuation method if quantities and costs were entered in the Inventory Item File as the item was loaded. The second procedure that is available, Adjust Item File To LIFO/FIFO is used if the layer file and the inventory item would become out of balance. Because the layer file contains the detailed receivings for the item it can be used to balance the Inventory Item File.

Run Instructions

Select Initialize Lifo/Fifo File from the pull down I/M Processing window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the Initialize Lifo/Fifo File menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

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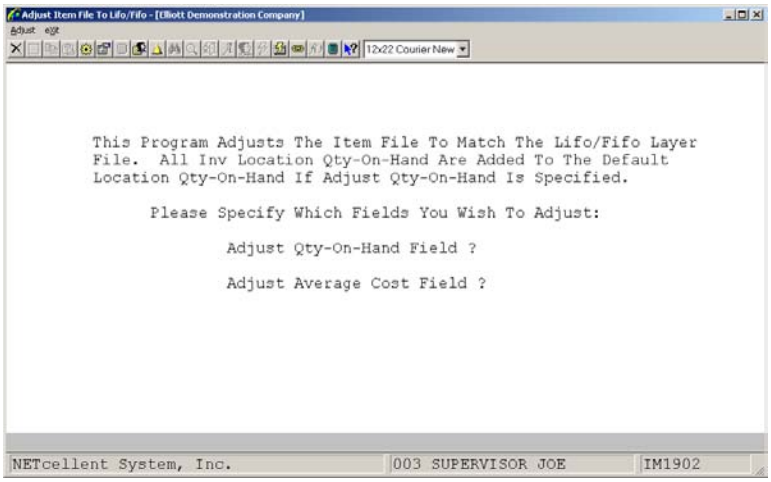
Adjust Item File To Lifo/Fifo

Application Overview

If you are using LIFO or FIFO inventory valuation method, the Adjust Item File To LIFO/FIFO application allows you to balance your Inventory Item File with your LIFO/FIFO layer file. There are two procedures you can run to balance the Item File with the LIFO/FIFO layer file. The first procedure, Initialize LIFO/FIFO File, will create the layer file with the current quantities and costs in the Inventory Item File and is normally run as a start up step for the LIFO/FIFO inventory valuation. This procedure, Adjust Item File To LIFO/FIFO, allows you to balance the Inventory Item File to the layers in the LIFO/FIFO layer file. This procedure is used if the layer file and the inventory item would become out of balance. Because the layer file contains the detailed receivings for the item it can be used to balance the Inventory Item File.

Run Instructions

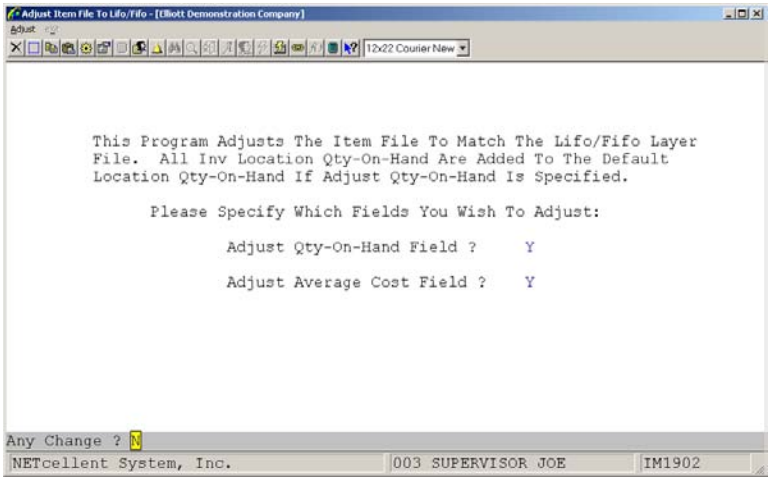
Select Adjust Item File To Lifo/Fifo from the pull down I/M Processing window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the Adjust Item File To Lifo/Fifo menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.


Adjust Item File To Lifo/Fifo - [Elliott Demonstration Company]
Adjust
12x22 Courier New
This Program Adjusts The Item File To Match The Lifo/Fifo Layer
File. All Inv Location Qty-On-Hand Are Added To The Default
Location Qty-On-Hand If Adjust Qty-On-Hand Is Specified.
Please Specify Which Fields You Wish To Adjust:
Adjust Qty-On-Hand Field ? Y
Adjust Average Cost Field ? Y
Any Change ? N
NETcellent System, Inc.
003 SUPERVISOR JOE
IM1902

Serial/Lot Processing/Multi-bin Utilities

Serial/Lot vs. Multi-bin

If you are using serial numbers or lot numbers, then you will have access to the Serial/Lot Processing menu item. Even if you are not using either one of these, the menu option will still appear, unless you are using Multi-bin. Since we do not allow serial or lot numbers to be used with Multi-bin, then we will offer one option or the other, depending on how you have your system set up.

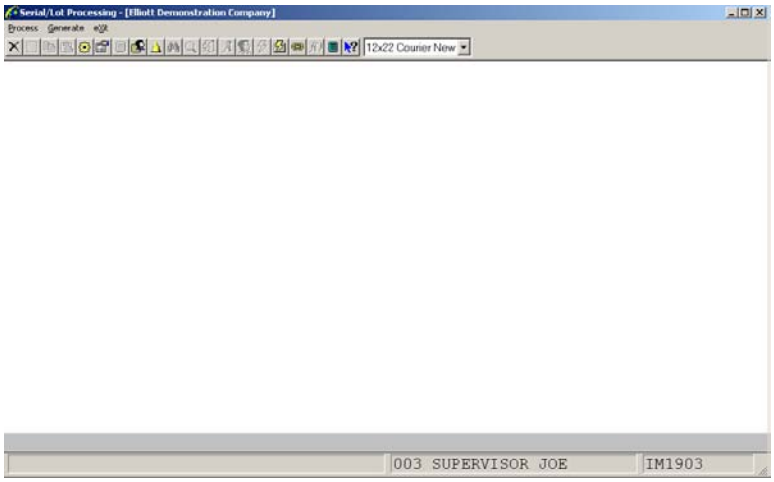
Serial/Lot Processing Overview

Serial/Lot Processing is an application that will be used to inquire on available serial/lot items in stock or to change serial/lot items that have been issued or sold from inventory.

Finally, this application allows you to change the effective or expiration date for serialized/lot items that have already been issued or sold from inventory or to purge zero quantity on hand lot records from the Serial/Lot Transaction File. Before using, the user should be familiar with Serial Number Tracking Control in the Systems Manager manual.

Run Instructions

Select Serial/Lot Processing from the pull down I/M Processing window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the Serial/Lot Processing menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Change Serial/Lot Issues (Serial Numbers)

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the issued or sold serial number. Press the F7 key to search for the item by partial item number or press the F8 key to search for the item by partial description. Once an item is entered, change is not allowed to this field.
2. Location	2 alphanumeric characters. Enter the location the serial number was issued or sold from. Press the F7 key to search for additional locations. Once a location is entered, change is not permitted in this field.
3. Serial Number	15 alphanumeric characters. Enter the serial number that was issued or sold. Press the F1 key to bring up the next serial number on file. Once a serial number is entered, change is not allowed to this field.
4. Customer No	6 alphanumeric characters. Enter the customer number the serial number was issued or sold to. Once a customer number is entered, change is not allowed to this field.
5. Date Sold	A standard date format. Enter the date the serial number was issued or sold. Once a date is entered, change is not allowed to this field.
6. Unit Cost	10 numeric digits, including 4 decimals places and an optional minus sign (999,999.9999-). Enter the unit cost of the serial number. Once a cost is entered, change is not allowed to this field.
7. Effective Date	A standard date format. Enter the effective warranty date of the issued serial number.
8. Expiration Date	A standard date format. Enter the expiration warranty date of the issued serial number.
9. Batch No	6 numeric characters. Enter the batch number.

Change Serial/Lot Issues (Lot Numbers)

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the issued or sold lot number. Press the F7 key to search for the item by item number or press the F8 key to search for the item by description. Once an item is entered, change is not allowed to this field.
2. Location	2 alphanumeric characters. Enter the location the lot number was issued or sold from. Press the F7 key to search for additional locations. Once a location is entered, change is not permitted in this field.
3. Lot Number	15 alphanumeric characters. Enter the lot number that was issued or sold. Once a lot number is entered, change is not allowed to this field.
4. Customer No	6 alphanumeric characters. Enter the customer number the lot number was issued or sold to. Once a customer number is entered, change is not allowed to this field.
5. Date Sold	A standard date format. Enter the date the lot number was issued or sold. Once a date is entered, change is not allowed to this field.
6. Unit Cost	10 numeric digits, including 4 decimals places and an optional minus sign (999,999.9999-). Enter the unit cost of the lot number. Once a cost is entered, change is not allowed to this field.
7. Batch No	4 numeric characters. Enter the batch number.

Change Serial/Lot File (Serial Numbers)

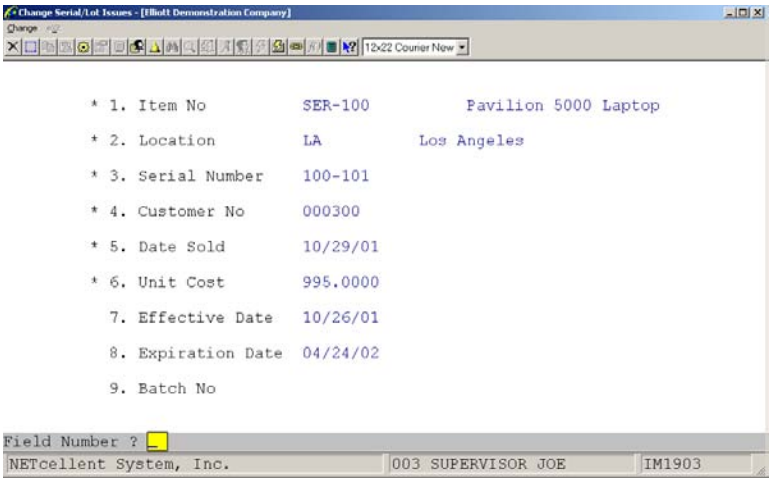
Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the received or allocated serial number. Press the F7 key to search for the item by item number or press the F8 key to search for the item by description. Change is not allowed to this field.

Name	Type and Description
2. Location	2 alphanumeric characters. Enter the location the serial number was received into or allocated from. Press the F7 key to search for code. Change is not allowed to this field.
3. Serial Number	15 alphanumeric characters. Enter the serial number that was received or allocated. Change is not allowed to this field.
4. Qty On Hand	A standard quantity format. Enter the quantity on hand for this serial number.
5. Qty Allocated	A standard quantity format. Enter the date the serial number was received or allocated. Change is not allowed to this field.
6. Cost	10 numeric digits, including 4 decimals places and an optional minus sign (999,999.9999-). Enter the unit cost of the serial number. Change is not allowed to this field.
7. Batch No	4 numeric characters. Enter the batch number.
8. Expiration Month	2 numeric digits. Enter the expiration warranty month of the received or allocated serial number.
9. Expiration Year	2 numeric digits. Enter expiration warranty year of the received or allocated serial number.

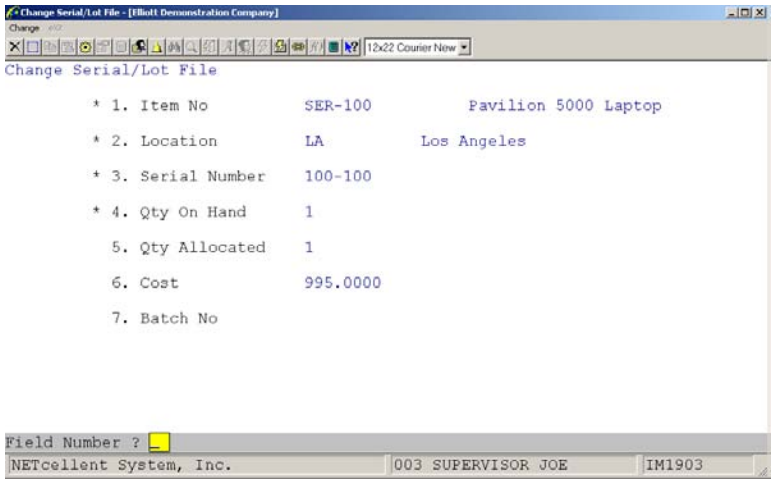
Change Serial/Lot File (Lot Numbers)

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the received or allocated lot number. Press the F7 key to search for the item-by-item number or press the F8 key to search for the item by description. Change is not allowed to this field.
2. Location	2 alphanumeric characters. Enter the location the lot number was received or allocated from. Change is not allowed to this field.

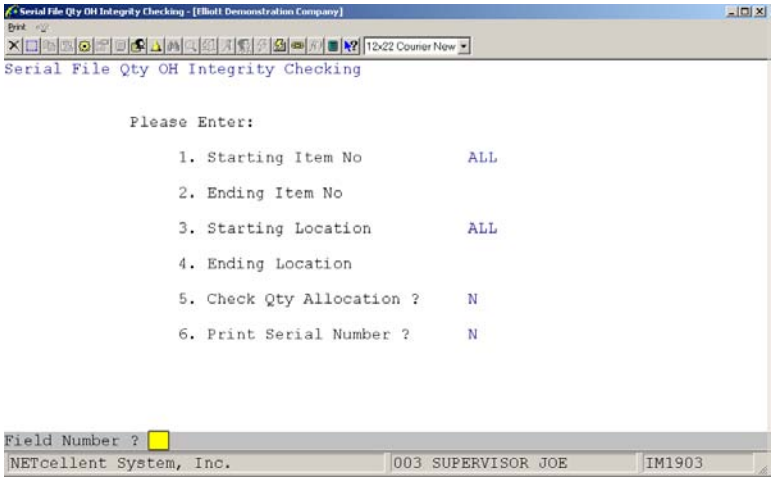
3. Lot Number	15 alphanumeric characters. Enter the lot number that was received or allocated. Change is not allowed to this field.
4. Qty On Hand	A standard quantity format. Enter the quantity on hand for this lot number.
5. Qty Allocated	A standard quantity format. Enter the date the lot number was received or allocated. Change is not allowed to this field.
6. Cost	10 numeric digits, including 4 decimals places and an optional minus sign (999,999.9999-). Enter the unit cost of the lot number. Change is not allowed to this field.
7. Batch No	4 numeric characters. Enter the batch number.
8. Expiration Date	2 numeric digits. Enter the expiration warranty month of the received or allocated lot number.
9. Expiration Year	2 numeric digits. Enter the expiration warranty year of the received or allocated lot number.



Change Serial/Lot Issues



Change Serial/Lot File



Serial File Qty On Hand Integrity Checking

Multi-bin Overview

Multi-bin is an enhancement that allows the user to store a particular item into multiple bins and each bin can contain multiple different items.

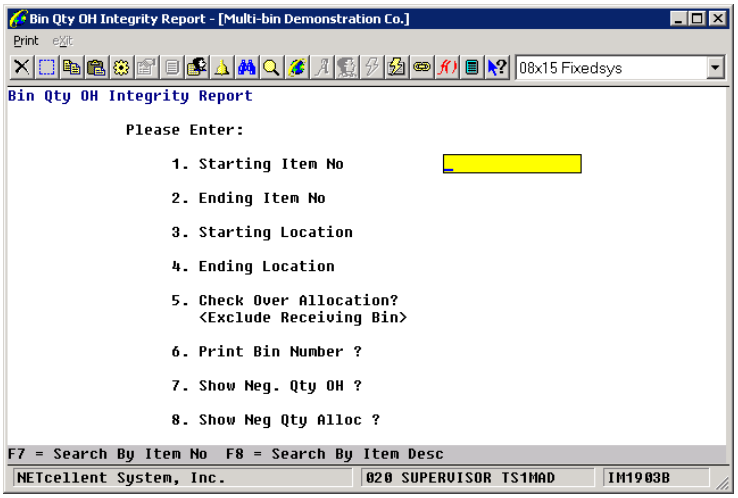
Bin Integrity Report

This report only applies if you are using the Multi Bin Vertical Package. It will compare the bin's quantity on hand and allocated against actual transactions. Any discrepancies are reported.

Run Instructions

From the **Inventory Menu → Processing → Multi-bin Utilities → Utilities → Bin Integrity Report → Print**

This is a standard report that will prompt for starting and ending item numbers, starting and ending locations, ask to check over allocation, ask to print bin number, ask to show negative quantity on hand and ask to show negative quantity allocated.



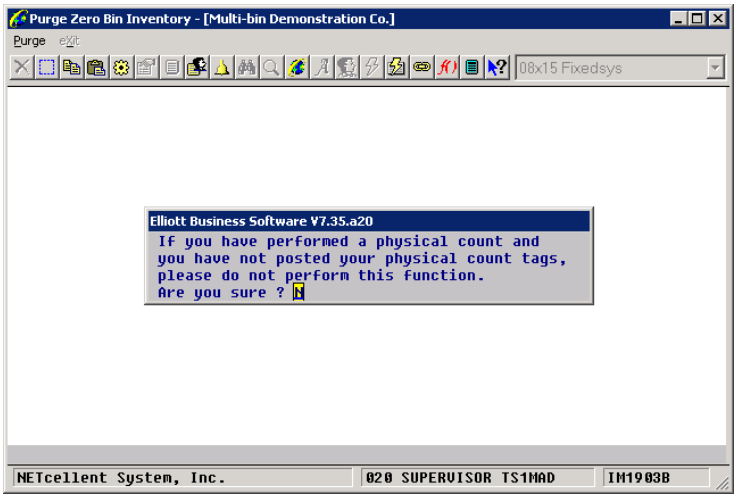
Purge Zero Bin Inventory Overview

This function only applies if you are using the Multi Bin Vertical Package. On occasion, a Bin Inventory file record is not always deleted when the item Quantity-On-hand reaches zero or when you freeze inventory for that item in that bin. For those reasons, we have provided this function to purge unnecessary data.

Run Instructions

From the **Inventory Menu → Processing → Multi-bin Utilities → Utilities → Purge Zero Bin Inventory → Purge**

This is an automatic process. The only prompt you will receive, prior to printing purge report, is a message regarding Physical Count and Posting tags. If you have run a Physical Count and not yet posted the Count tags, **Do Not Post Count Tags.**



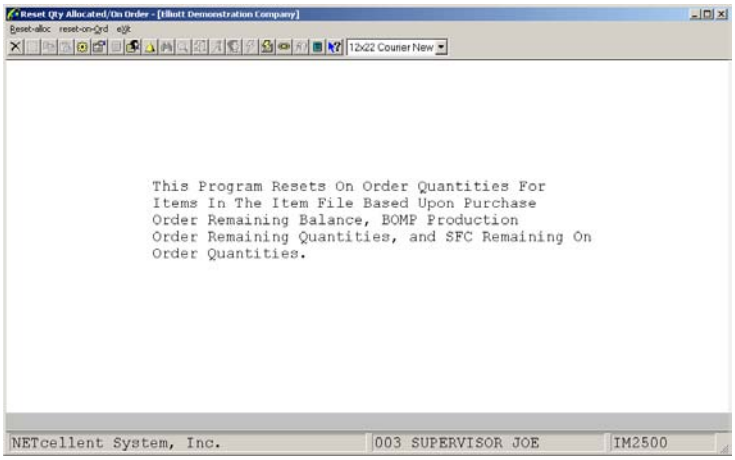
Reset Allocated Quantities

Application Overview

The Reset Allocated Quantities application exists so that if there is ever any doubt about the correctness of the allocated quantities in the Inventory Item File, the Inventory Location File, or the Serial/Lot File there will be a means to quickly go through all Order Line Item File entries, resetting the allocations. The application automatically checks the quantities allocated in the Inventory Transaction Processing application, on customer orders, on BOMP production orders, and on SFC orders. It also checks and resets backordered quantities.

Run Instructions

Select Reset Allocated Quantities from the pull down I/M Processing window. The following screen will then be displayed:

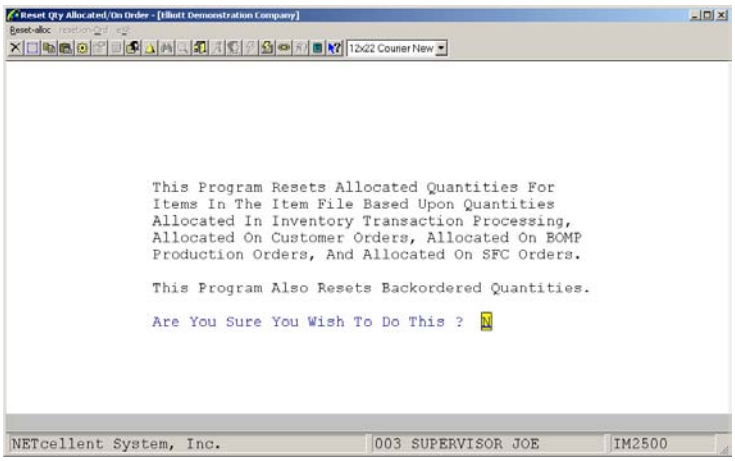


Reset Allocated Quantities Entry Screen

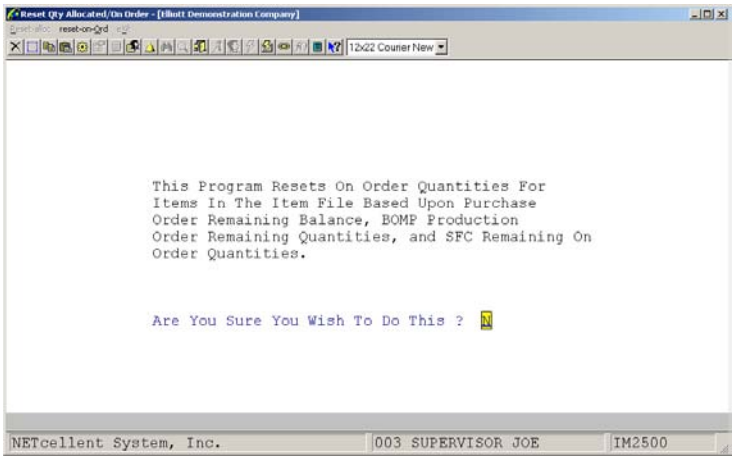
The following options are available:

* Select the desired mode from the Reset Allocated Quantities menu bar
* The program verification message will be displayed. You will be asked if you are sure that you wish to run the application. If you answer Y, the processing begins. If you answer N, the program will return to the menu bar.
* If you choose to run the application, a wait message will display until the processing has completed, at which time you will be told that all allocations have been reset. Press RETURN in response to the completion message to return to the Reset Allocated Quantities menu bar.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.



Reset Allocated Quantities



Reset Qty. allocated/On Oder

Set Trx Audit File Beginning Balances

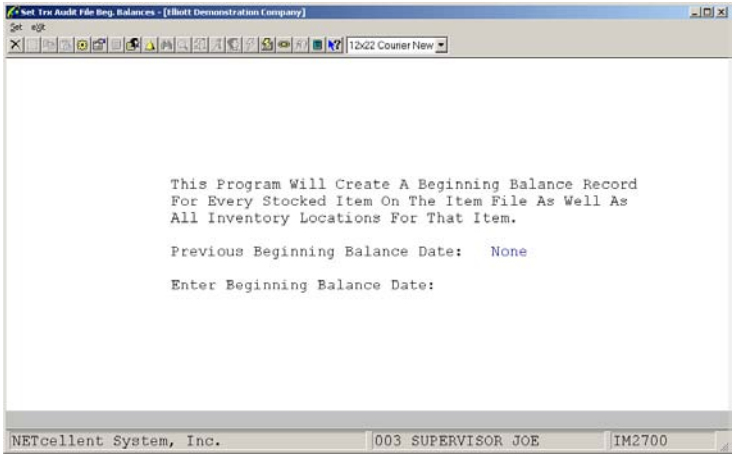
Application Overview

The **Set Trx Audit File Beg. Balances** application should be run at the very end of every period to set a beginning balance for all stocked items for the next period. This balance will be printed when the **Inventory Trx Audit Trail Report** is run and will provide a starting point from which to measure all transactions for that period. The beginning balance will be set to the current quantity on-hand for all locations where the item is stocked.

Note: This application will only be used if **I/M** is set up for batch type inventory transaction processing. For the system to allow access to this application, the Online Update Inventory Trx? flag must be set to **N** and the Audit Trail On Inv Transaction ? flag must be set to **Y** in **I/M Setup**.

Run Instructions

Select **Set Trx Audit File Beg. Balances** from the pull down **I/M Processing** window. The following screen will then be displayed:



Set Trx Audit File Beg. Balances Entry Screen

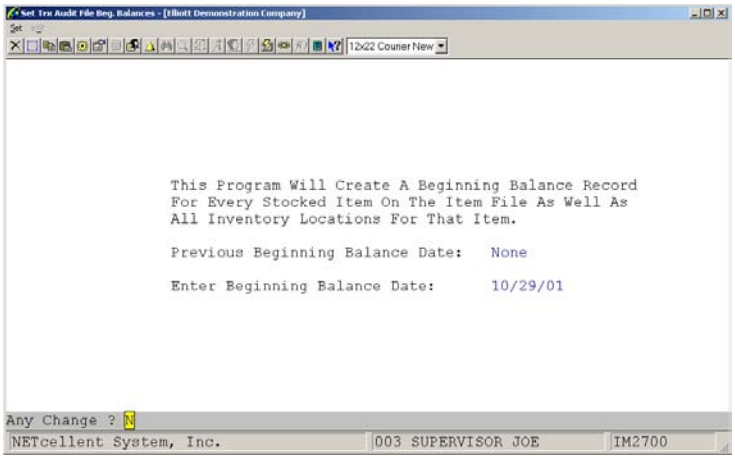
The following options are available:

* Select the desired mode from the **Set Trx Audit File Beg. Balances** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Previous Beginning Balance Date	A date in the standard date format. Display only.
Enter Beginning Balance Date	A date in the standard date format. Enter the date on which the beginning balance should be set. Normally it should be the first day of the new period.



Set Trx Audit File Beg. Balances

Freeze Inventory

Application Overview

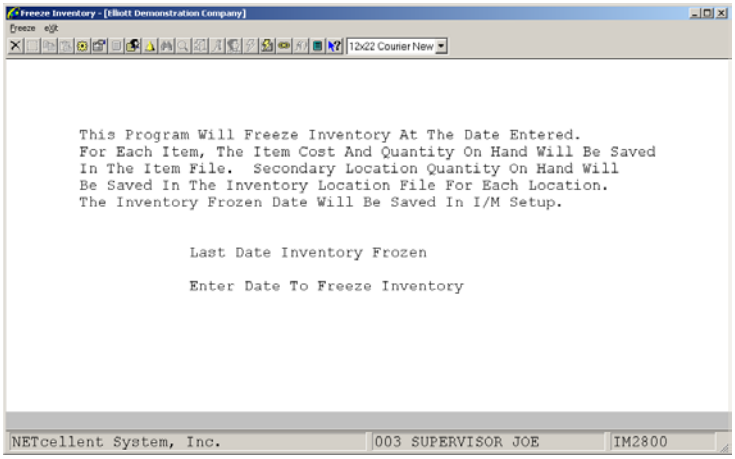
The **Freeze Inventory** application allows the user to freeze inventory levels as of a certain date usually the end of the period. This allows the company to continue doing business while still being able to go back and analyze inventory levels and values as of the freeze date.

If on-line transaction processing is being used, frozen inventory levels will **not** be updated when new transactions are entered.

The **Frozen Stock Status Report** allows the user to print out information about inventory as of the freeze date.

Run Instructions

Select **Freeze Inventory** from the pull down **I/M Processing** window. The following screen will then be displayed:



Freeze Inventory Entry Screen

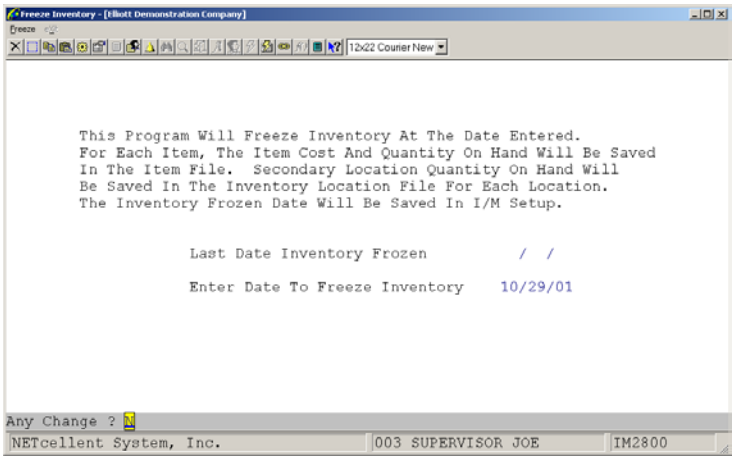
The following options are available:

* Select the desired mode from the **Freeze Inventory** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
This Program Will Freeze Inventory At The Date Entered. For Each Item, The Item Cost And Quantity On Hand Will Be Saved In The Item File. Secondary Location Quantity On Hand Will Be Saved In The Inventory Location File For Each Location. The Inventory Frozen Date Will Be Saved In I/M Setup.	
Last Date Inventory Frozen	A date in the standard format. The last date at which inventory levels were frozen is automatically displayed. If the application has not been run before, this field will display as 00/00/00.
Enter Date To Freeze Inventory	A date in the standard format. Enter the date at which inventory is to be frozen.



Freeze Inventory

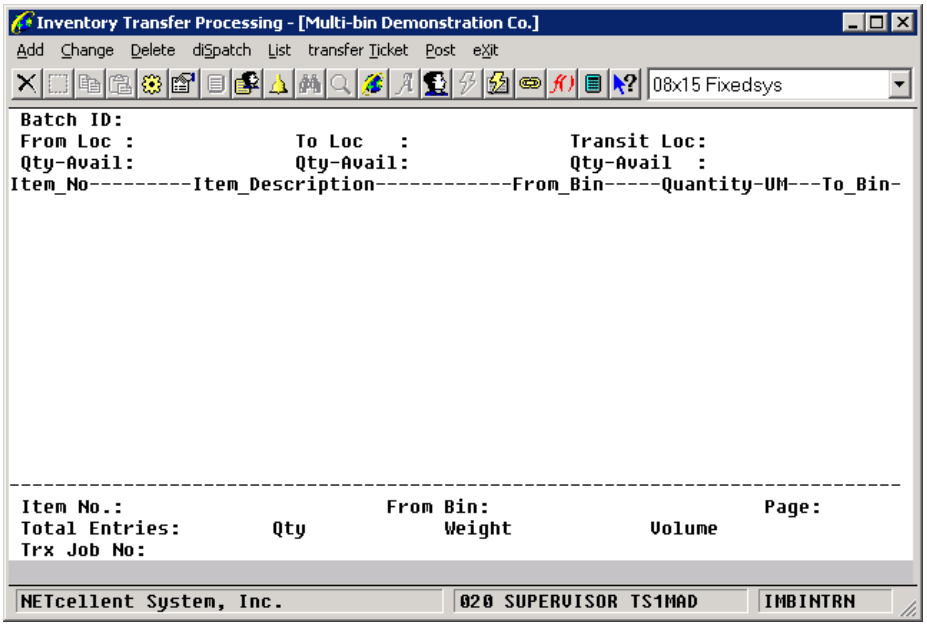
Inventory Transfer Processing

Application Overview

The Inventory Transfer Processing is used to transfer product from one location to another, but can also be used with Multi-bin to transfer product from one bin to another. This is an integral part of the Multi-bin two-step processing. Items are received into a receiving bin and the transfer process is used to assign a stocking bin for the item and complete the transaction. This eliminates the accounting office from assigning bins since they are usually unaware of the bin status in the warehouse.

Run Instructions

You can add, change, delete, dispatch, list or post a transfer batch. A transfer ticket can also be printed from here.



Job Number support in Inventory Transfer for Multi-Bin

- Job Number in Multi-Bin Inventory is optional. Currently if the user is using Job Number, it will be written to the Bin Inventory file. However, not everyone wishes to do so. They may want to use Job Number for a different purpose, without linking to Bin Inventory. Therefore, in Multi-Bin Global Setup, we introduced a flag “Write Job Number to Bin Inventory File?”; Y/N. The default is “Y.” If ”N,” then “STOCK” is always written to Bin Inventory.
- Job Number is added to the Transfer Batch File and the Transfer Trx File. The Job Number in the batch header serves as a default and will be displayed in the Batch Detail Window and in the Inventory Transfer Add, Change & Delete screens on the top line beside the Batch ID.
- The Job Number in the line item is the actual Job that will be used. By default, it will use the header Job Number, unless inventory does not exist for that Job in that bin.

- During the entry of transfer transactions, if the user enters a bin number, the system will first attempt to locate inventory for the same job number in that bin. If we can find it, great! Use it. The Job Number will be written to the Transfer Trx file (this only applies to From Bin) and displayed on the bottom line of the screen when the current line is highlighted. If it can't locate the same Job Number, it will use "STOCK". If it can't even locate "STOCK", then it will give a warning indicating the Bin Inventory Record was not found. Are you sure? The default is "N."
- If there is not enough quantity for the "Job" or "Stock," then by default we offer to create a new transaction for the remaining quantity.
- An "*" will be displayed beside the "From Bin" if the "From Bin" Job Number is not the same as the Batch Header Job Number. To see the Trx Job Number, highlight the line and it will be displayed at the bottom of the screen.
- When using F7 to search for Bin Number, it will display both Bin# and Job#. The returned Job# will then be used. Again, if there is an insufficient quantity for the Bin/Job combination, then we offer to create a transaction for the remaining quantity.
- Once the Job Number is entered in the Batch Detail Window in Add Mode, the user is not allowed to change it.
- The system will allow batches with different Job Numbers to consolidate since it only matters at the transaction level.
- When posting through PO, the batch header job number will be "STOCK." The transaction's Job Number will be the actual Job Number (either entered through the Bin window – regular receiving, or PO line item job number – warehouse receiving).
- When posting through IM receiving, the batch header job number will be "STOCK." The transaction's Job Number will be the Bin window Job Number.
- COP will have the same Batch Header Job Number in the Order Header. The Line Item Job Number will be blank since the From Bin is blank.
- The BOMP Job Number is from the WO for both the component and parent.
- The Job Number will be "STOCK" if the previous flag is set to "N." When the previous flag is set to "Y," then it still defaults to "STOCK," unless the user manually enters it or if there is a Job Number in the PO Line Item, the Sales Order Header or the BOMP WO. Then the Job Number will be written to Batch Header.

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Create Unreleased PO's By Vendor

Application Overview

The **Create Unreleased PO's By Vendor** application allows the user to automatically create unreleased purchase orders from a selected range of items and vendors for a specific location.

The user may enter a percentage or amount above the reorder level. If an item's quantity available (qty on hand - qty allocated) falls below this level, a purchase order will be generated. A purchase order date and shipment request date are also entered at this time.

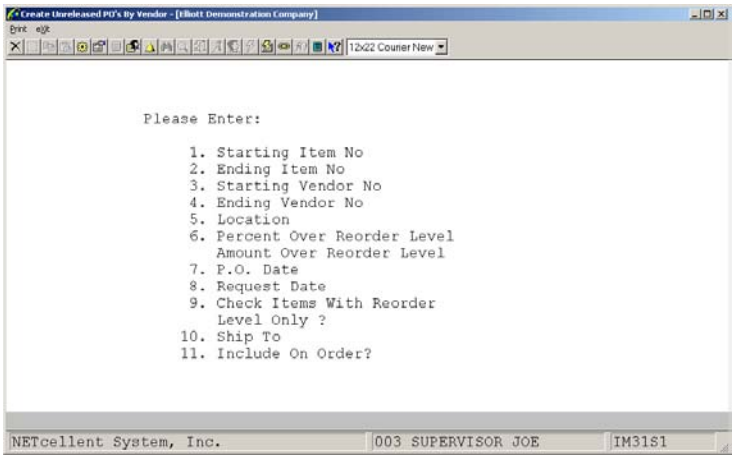
For those items that require purchase orders, the quantity ordered will either be the reorder level minus the quantity available, or the minimum recommended order amount, whichever is greater.

The **Purchase Order And Receiving** package must be installed before this application can be run. All purchase orders generated in this application may be viewed, changed, or deleted in **P/O's Purchase Order Processing** application. Purchase orders created in this application will contain the user entered purchase order date and request date. Various other information will be taken from the items' records in the Item File.

Note: In order for items to be considered for automatic purchase order creation, they must have a valid vendor number entered in the default vendor number field in the Item File.

Run Instructions

Select **Create Unreleased PO's By Vendor** from the pull down **I/M Processing** window. The following screen will then be displayed:



Create Unreleased PO's By Vendor Entry Screen

The following options are available:

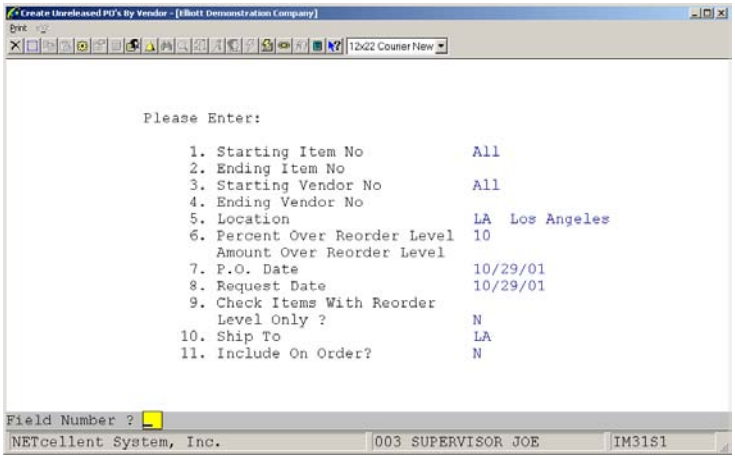
* Select the desired mode from the **Create Unreleased PO's By Vendor** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number for the range of items to be ordered. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to **All** items.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number for the range of items to be ordered. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to the starting item number.
3. Starting Vendor No	6 alphanumeric characters. Enter the starting vendor number for the range of vendors to be ordered from. In order for an item to have a purchase order created, its default vendor number in the Item File must be included in this range. Press the F7 key to search by vendor number or press the F8 key to search by vendor name. Defaults to **All** vendors.
4. Ending Vendor No	6 alphanumeric characters. Enter the ending vendor number for the range of vendors to be ordered from. Press the F7 key to search by vendor number or press the F8 key to search by vendor name. Defaults to the starting vendor number.
5. Location	2 alphanumeric characters. Enter the location that purchase orders will be generated. Entry is required.
6. Percent Over Reorder Level	2 numeric digits with an optional minus sign (-99). Percent over reorder means you can select items with availability not yet to their reorder level, but within whatever percent you enter. For example, if an item's reorder level is 100 and a percent of 50 is entered here, the inventory level would have to be 150 or less in order for the application to create a purchase order.

Name	Type and Description
	If you prefer to specify more precisely how close to the reorder level each item's availability must be to be selected, bypass this field by pressing the RETURN key and enter the exact amount over the reorder level in the next field. These values may be negative if you wish to exclude items with availability below their reorder levels. Defaults to zero.
Amount Over Reorder Level	3 numeric digits with an optional minus sign (-999). See Percent Over Reorder Level for description.
7. P.O. Date	A date in the standard date format. Enter the purchase order date. This is a reference date for determining how long the purchase order has been on file. It is not accurate for determining how long the vendor has had the order because purchase orders may remain on file indefinitely before being released to a vendor. Defaults to the system date.
8. Request Date	A date in the standard date format. Enter the desired date for the shipment to arrive. Defaults to the current date.
9. Check Items With Reorder Level Only ?	Y or N. Enter Y to only consider items that have a reorder level entered in the Item File. Enter N to consider all items. Defaults to N.



Create Unreleased PO's By Vendor

U N R E L E A S E D P O ' S B Y V E N D O R

PO-No	PO-Date	Vendor-No	Vendor-Name	Item-No / Location	Item-Description	Exp-Unit-Cost / Order-Qty	Ext-Cost
000014-00	03/15/93	000100	Computer Electronics Center	CLOCK LA Los Angeles	25 Meg Clock For Mother Board Clock - 25M	12.5400 10.000	125.40
					P.O. Totals:	10.000	125.40

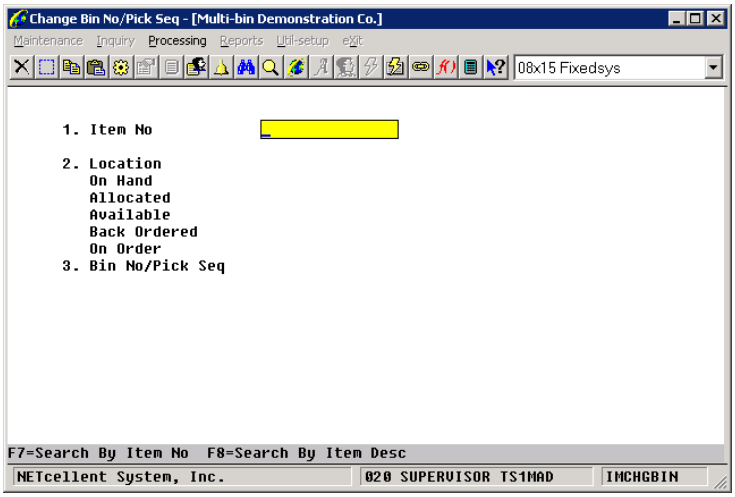
Change Bin No/Pick Seq

Application Overview

The **Change Bin No/Pick Seq** application allows the user to quickly and easily change the Bin Number/Picking Sequence field in the Item File. This corresponds to field 19 in Item Maintenance.

Run Instructions

Select **Change Bin No/Pick Seq** from the pull down **I/M Processing** window. The following screen will then be displayed:



Change Bin No/Pick Seq Entry Screen

The following fields are prompted:

* **Item No** – Enter the item number you wish to change.
* **Location** – Enter a valid location for this item.
* **Bin No/Pick Seq** - Enter the bin number or picking sequence you wish to assign to this at this location. An alphanumeric up to 8 characters can be entered.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Reports

Usage Exception Reports

Application Overview

It is often valuable to know which items in an inventory are experieSncing exceptional usage, either much greater, or much less than the forecast usage.

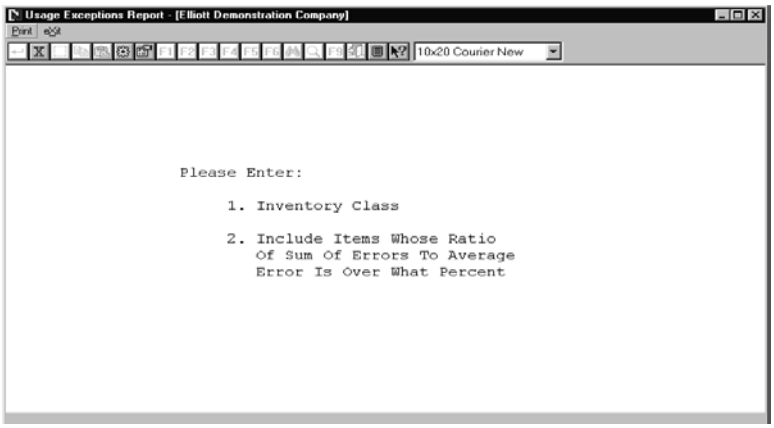
The **Usage Exceptions Report** application allows you to choose a particular inventory class **(A, B, or C)** and to have a report printed for that class showing all items which have varied from the forecast usage by whatever percent you choose.

For additional information on **ABC Analysis**, please see the in the **Item File Maintenance** section.

The items are selected for the report by calculating the ratio of the sum of errors to the average error for that item and comparing that figure to the one you enter.

Run Instructions

Select **Usage Exceptions Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



Usage Exceptions Report Entry Screen

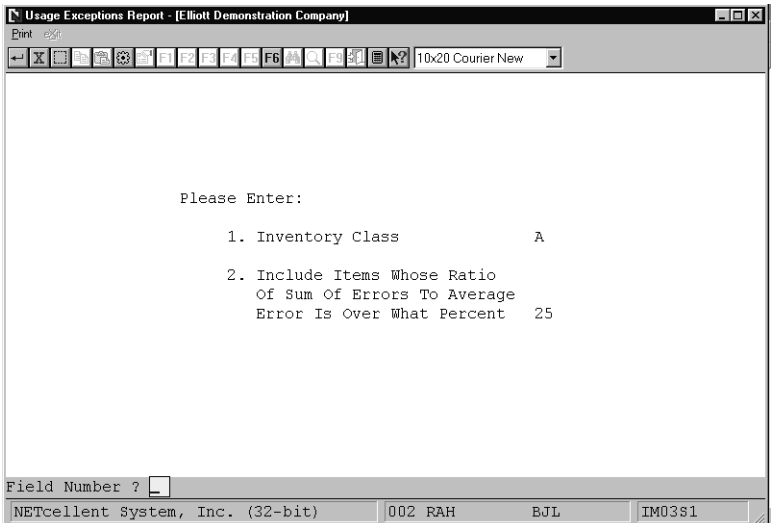
The following options are available:

* Select the desired mode from the **Usage Exceptions** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Inventory Class	1 alphabetic character. Enter A, B, or C to indicate which inventory class is to be included on the report.
2. Include Items Whose Ratio Of Sum Of Errors To Average Error Is Over What Percent	3 numeric digits. All items greater than this percent will be printed on the report. For example, if 200% is entered, any items which have a sum of errors twice as large as the average error would appear on the report. The items that appear would be items, which have been consistently over or under the forecasted.



Usage Exceptions Report

I N V E N T O R Y U S A G E E X C E P T I O N S R E P O R T

Ranges: Inventory Class A
Sum Of Errors Exceeding 25% Of Average Error

Item No	Description	Prd Cat	Avg Error Sum Error	Avg Usage	Usage Wght Fct	Safety Stock Safety Factor	Reord Level	Lead Time	----Usage Qty---- Ptd/Ytd
16SX-1	Personal Computer 386SX	KGF	2.000	.000	.00	.000	.000	0	4.000
	Kit No1		3.500-			.0			8.000
16SX-2	Personal Computer 386SX	KGF	1.400	.000	.00	.000	.000	0	.000
	Kit No2		1.000			.0			8.000
16SX-3	Personal Computer 386SX	KCM	1.200	.000	.00	.000	.000	0	.000
			.751			.0			8.000
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8		1.000	.000	.00	.000	.000	0	4.000
			3.330-			.0			12.000
CPU	Mother Board For Parent	C	1.500	.000	.00	.000	.000	0	.000
	Central Processing		1.200			.0			1.000
CPU-30MEG	Z80 Micro Processor 30 Meg	ACP	1.500	.000	.00	.000	.000	0	.000
	CPU - Z80		1.200			.0			10.000

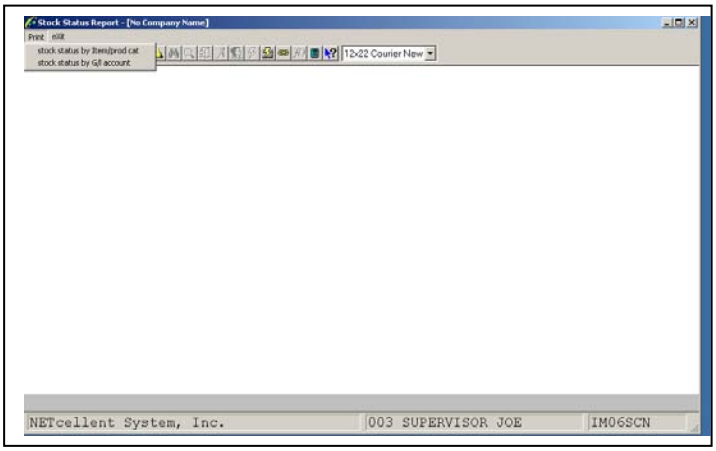
Stock Status Report

Application Overview

The **Stock Status Report** is used to print out stock status information about a selected item or range of items by location and product category. The report can be printed for **All** locations or for a range of locations. If **All** is selected, totals are printed for each item which is stocked at more than one location following a full itemization of the quantities on hand, on order and allocated at the various locations. When an item's quantity on hand is below the reorder level for that item at that location the literal **REO** (reorder) appears to the right of the item on the report. This report does not take into consideration the quantities on order for the different items. If your company does ordering from individual locations as opposed to central ordering where all orders for a specific item are placed by a single location, this report may be more helpful than the **Reordering Advice Report**, which assumes centralized ordering when an item's quantity on hand reaches zero, the literal **O/S** appears to the right of the item on the report. If you are using **LIFO** or **FIFO** costing method, this report may also be used to print detailed layer information for each item (out of stock).

Run Instructions

Select **Stock Status Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



Stock Status Report Entry Screen

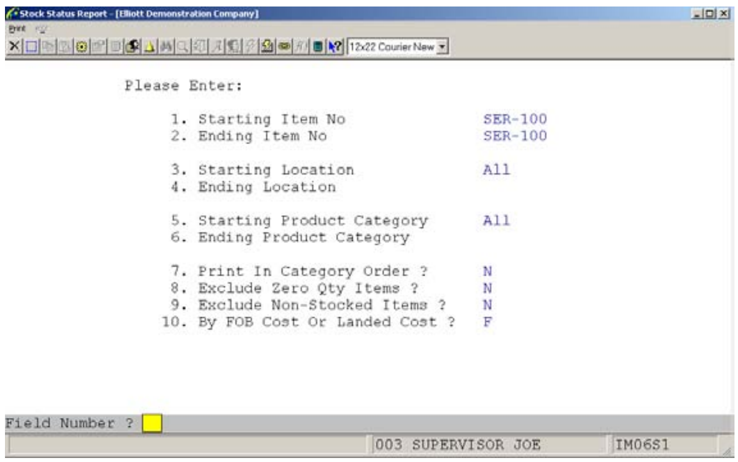
The following options are available:

* Select the desired mode from the **Stock Status Report** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

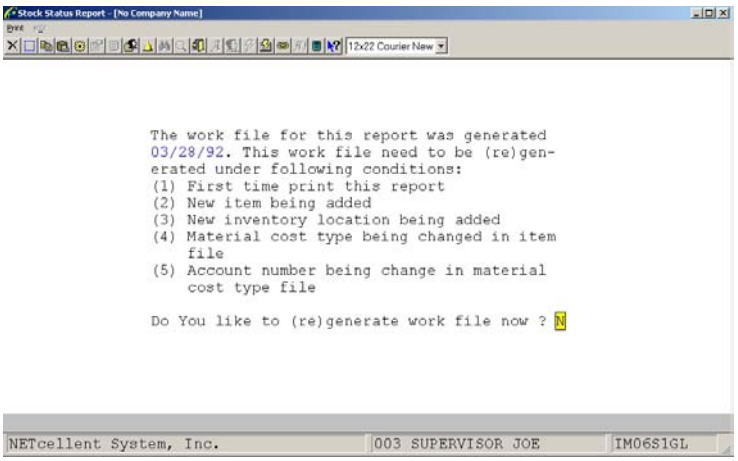
The following entry field only appears if LIFO or FIFO costing method is being used and all locations have been selected to print:

Name	Type and Description
9. Print LIFO/FIFO Valuation Detail ?	Y or N. Enter Y if you want to print LIFO or FIFO layer detail for the selected items. Defaults to N.

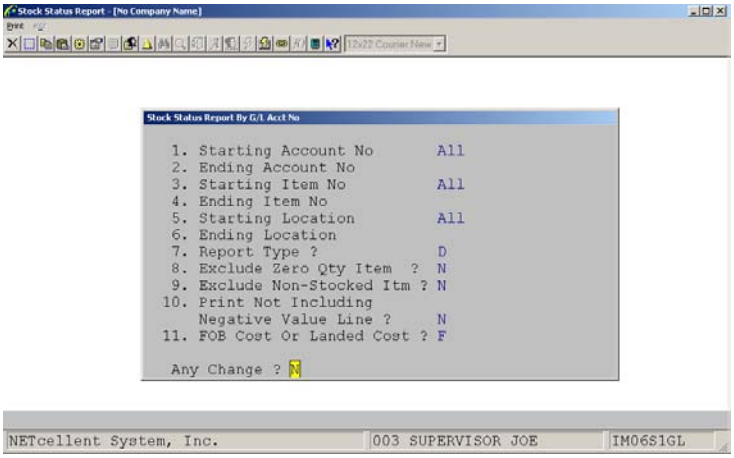


Stock Status report By Item/Category

```
Run    Date:    Oct    30,    2001    -       1:53am                        Elliott    Demonstration    Company
 Page    1

                                      S   T   O   C   K       S   T   A   T   U   S       R   E   P   O   R   T

Ranges:                                                  All                                           Locations
        Items        SER-100                                                                 Thru        SER-100
        All                                              Product                                      Categories
Back   Order   Code:   No   =   May   Not   Be   Back   Ordered          (Blank   Means   Item   May   Be   Back   Ordered)
Stock     Status:    Reo     =     At     Or     Below     Reorder     Level          O/S     =     Out     Of     Stock
Printed                                        By                                     FOB                          Cost

 Item No                  Qty          Qty          Qty          Qty         Reorder       Average        Value Of
 Bkord Stk
Uom          Price  Cat  Loc   On-Hand    Allocated   Backordered   On-Order      Level         Cost          Inventory
  Code Sts

SER-100                                                                     Pavilion        5000          Laptop
EA   1,095.0000      LA        9.00         2.00          .00          .00         .00    995.0000        8,955.00
  Yes
                     AT         .00          .00          .00          .00         .00                         .00
       O/S
                     DA         .00          .00          .00          .00         .00                         .00
       O/S
                     DS         .00          .00          .00          .00         .00                         .00
       O/S
                     HK         .00          .00          .00          .00         .00                         .00
       O/S
                     IT         .00          .00          .00          .00         .00                         .00
       O/S
                     NY         .00          .00          .00          .00         .00                         .00
       O/S
                     PO         .00          .00          .00          .00         .00                         .00
       O/S
                     QC         .00          .00          .00          .00         .00                         .00
       O/S
```



Stock Status Report By G/L Number



Run Date: Oct 30, 2001 - 2:08am Elliott Demonstration Company Page 1

S T O C K S T A T U S R E P O R T B Y G / L A C C O U N T

Ranges: All Accounts Selected
All Items
All Locations
Detail Report
Printed By FOB Cost

Item-No	Item-Description	Lc	Cat	Um	Qty-Oh	Qty-Alc	Qty-Bo	Qty-Od	Avg-Cost	Inv-Value
Account Number: 01100-00000-00000										
1102-B	China Cat - Brandy	AT		EA	.00	.00	.00	.00	12.4456	.00
		DA		EA	.00	.00	.00	.00	12.4456	.00
		DS		EA	.00	.00	.00	.00	12.4456	.00
		HK		EA	.00	.00	.00	.00	12.4456	.00
		IT		EA	.00	.00	.00	.00	12.4456	.00
		LA		EA	298.00	.00	.00	556.00	12.4456	3,708.79
		NY		EA	.00	.00	.00	.00	12.4456	.00
		PO		EA	.00	.00	.00	.00	12.4456	.00
		QC		EA	.00	.00	.00	.00	12.4456	.00
		Item Total:			298.00	.00	.00	556.00		3,708.79
CAS-1917 LEICA	Leica M-5 Camera	LA		EA	24.00	10.00	.00	.00	900.0000	21,600.00
CHAR-GEN	Character Generator At 25 Meg	LA	CVD	EA	20.00	5.00	.00	40.00	7.8000	156.00
CHINA CAT 0711	PERS Model ABQ	LA		EA	.00	25.00	25.00	.00	.0000	.00
CLOCK	25 Meg Clock For Mother Board	AT	A	EA	.00	.00	.00	.00	12.9637	.00
		LA	A	EA	277.00	100.00	.00	20.00	12.9637	3,590.94
		Item Total:			277.00	100.00	.00	20.00		3,590.94
CLOCK-ADJ	Adjustment Clock For CPU	LA	A	EA	9.00	.00	.00	.00	18.5000	166.50
CPU-30MEG	Z80 Micro Processor 30 Meg	LA	ACP	EA	5.00	5.00	.00	.00	1,700.0000	8,500.00
DATA-BUS	Data Bus/Buffer 25 Meg	LA	ACP	EA	19.00	8.00	.00	50.00	15.4500	293.55
DATA-CONTRL	Data Control Module	LA	CVD	EA	48.00	.00	.00	40.00	14.7500	708.00
		QC	CVD	EA	.00	.00	.00	.00	14.7500	.00
		Item Total:			48.00	.00	.00	40.00		708.00
DEFAULT-ITEM	Default-Item	LA		EA	10.00	.00	.00	.00	.0000	.00
		PE		EA	.00	.00	.00	.00	.0000	.00
		Item Total:			10.00	.00	.00	.00		.00
DISPLAY	Display Blanker For 25 MVideo	LA	CVD	EA	62.00	15.00	.00	10.00	12.4300	770.66
FLOPPY-CNT	Floppy Disk Controller	LA	IOS	EA	10.00	.00	.00	.00	80.0000	800.00
KEYBOARD	Key Board For System Computer	LA	IOS	EA	10.00	.00	.00	10.00	75.9800	759.80
MEMMGR	Memory Manager For CPU Board	LA	ACP	EA	140.00	80.00	.00	40.00	44.0000	6,160.00
PAR-PORT	Parallel Port For I/O	LA	A	EA	10.00	.00	.00	30.00	10.0000	100.00

Partial Listing Page 1 – Stock Status Report By GL number

Available To Promise Report

Application Overview

Information for this report comes from the ATP Open Item file, which merges order information from COP, IM, PO, BOMP, and SFC. Order entry and sales people can use this report to determine future item deliveries, the purchasing manager can use it to plan purchase orders, and light manufactures can use it for production planning.

To use this reporting tool, the Available To Promise enhancement must be enabled. See Generate ATP File in the Utilities Setup section of this document.

In Elliott V7.4, the ATP Inquiry screen will display four zones separated by the following three lines:

(A) Today Line
(B) Lead Time Line
(C) Lead Time + Planning Period Line

Any ATP data before Line (A) is internal data maintenance issues. For example, if there is an outstanding PO Line Item Request/Promise Date showing 10/01/07 and today's date is already 10/15/07, it is obvious you cannot count on this 10/01/07 date since that date has come and gone and you have not received the goods yet. In most situations, this is because your organization lacks an internal mechanism to follow up with the vendor to get a revised estimated date of arrival. In order for ATP to work and provide valuable information, we must make sure the date is accurate. Therefore, any ATP records displayed before Line (A) – Today Line is an indication that those records should be revised. This Line (A) provides better visibility for management to spot problems and effectively direct the staff to follow up with their work in a timely manner.

Line (B) is the Lead Time Line. Every item can have a different lead time based on the Planning Lead Time (not the Lead Time field) set up in the Item Master file. For example, if you place a purchase order with the default vendor for Item A and that vendor is overseas and it takes 60 days for the goods to arrive at your warehouse, counting their preparation, production time, plus the shipping, then the Planning Lead Time will be 60 days. If you have a negative quantity balance before this 60 days line, it means there is a serious situation for you to look into. You won't be able to solve the problem by simply making an additional purchase because it will arrive too late, based on the Lead Time principle. There may be other ways to solve the problem, like shipping via Air Cargo (which will increase your freight cost) or calling your customers to get their permission for late shipments. If the problem still cannot be resolved, they should cancel the order. If there is any negative quantity between Line (B) and Line (A), then it is considered "Past Due." So we call this area the "Past Due Zone."

Line (C) is the Lead Time + Planning Period. Planning Period refers to how often the buyers or planners will review an item to make a purchase decision. If the buyer will review it on a weekly basis, then the Planning Period is 7 days. If the buyer will review it on a bi-weekly basis, then the Planning Period is 14 days. This is a flag to be set up in ATP Global Setup. If you have a planning period of 14 days, with the previous example of 60 days lead time, Line (C) will be 60 days + 14 days. Any negative quantity between Line (C) and Line (B) are called "current affairs," because the buyer and planner should take care of it now. If the buyer and planner do not take care of it now and wait for the next review (14 days later), then it will be late. For this reason, we call this zone the "Current Zone."

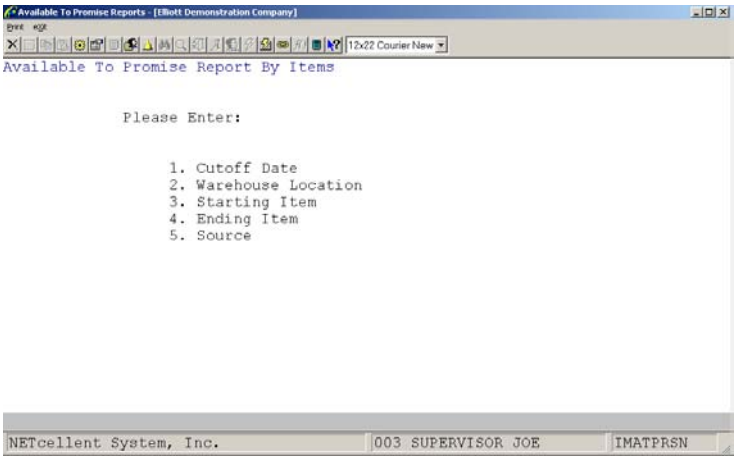
ATP records after Line (C) are called Future ATP Records. If there is any negative quantity balance in this future zone, the planner can either take care of it or ignore it for now since we have enough time to

respond when we review it again next time (14 days later, in the previous example). You may not want to adjust future zone items because things can change and the customer might cancel the order. While your customer may be able to cancel your order, you may not be able to cancel your PO with your vendor once their production is in motion and you eventually end up with the extra inventory. In many situations, you want to wait until the last moment to issue a purchase order with your vendor.

These three lines will always be displayed on the ATP Inquiry and Process screen. They are optional to print on the ATP Report based on the Global Setup. If you do not setup Planning Lead Time and Planning Period, then Line (B) and (C) will not be meaningful. Therefore, we suggest you set them up as part of the first step of configuring ATP.

Run Instructions

From **Inventory Menu → Reports → Available To Promise Reports → Print**



Date: Mar 25, 1998 - 1:09pm Netcellent System Inc. - Demo Page 1

A V A I L A B L E T O P R O M I S E B Y I T E M

Ranges: For All Locations
For Item 1006-3042-3640 Thru 1006-3042-3640
For Item Before 12/31/96
Order Type: S = Sales P = Purchase B = BOMP Work Order F = Shop Order

Item-Number / Trx-Date	T	Ref-No	Item-Description / Ref-Description	Price / Order-No	Cost / Ord-Date	UOM / PO/Job-No	Qty-To-Ship	Qty-BO	Qty-Alloc / Unit-Prc	Excess-Qty / Ext-Prc	Qty-On-PO / Qty-Ord	Qty-OH / Balance
1006-3042-3640			386DX-40 WORKSTATION, 4MB RAM	995.00	843.08	EA	20.00	6.00	26.00	1.00-	25.00	.00
01/29/96	S	SBS138	A & M Data	031094	01/29/96				995.00	4975.00	5.00-	5.00-
02/16/96	S	543740	ABANAKI CORP.	031137	02/16/96				995.00	995.00	1.00-	6.00-
02/28/96	P	005485	SIC RESOURCE, INC.	001585-00	02/28/96				800.95	4004.76	5.00	1.00-
03/25/96	S	875060	Abacus Computer Applications	031208	03/25/96				957.19	14357.85	15.00-	16.00-
03/25/96	B	875060	Abacus Computer Applications	000103	03/25/96	CP031208			957.19	14357.85	15.00	1.00-
05/14/96	S	594208	3G Technology Inc.	031300	05/14/96				995.00	995.00	1.00-	2.00-
05/14/96	S	594208	3G Technology Inc.	031301	05/14/96				995.00	995.00	1.00-	3.00-
05/14/96	B			000071	05/14/96				995.00	5970.00	6.00	3.00
05/14/96	B	594208	3G Technology Inc.	000107	05/14/96	CP031300			995.00	995.00	1.00	4.00
05/14/96	B	594208	3G Technology Inc.	000108	05/14/96	CP031301			995.00	995.00	1.00	5.00
06/19/96	S	594208	3G Technology Inc.	031349	06/19/96				995.00	995.00	1.00-	4.00
06/19/96	B	594208	3G Technology Inc.	000115	06/19/96	CP031349			995.00	995.00	1.00	5.00
09/25/96	S	594208	3G Technology Inc.	031449	09/25/96				995.00	995.00	1.00-	4.00
09/25/96	B	594208	3G Technology Inc.	000122	09/25/96	CP031449			995.00	995.00	1.00	5.00

ABC Analysis Reports

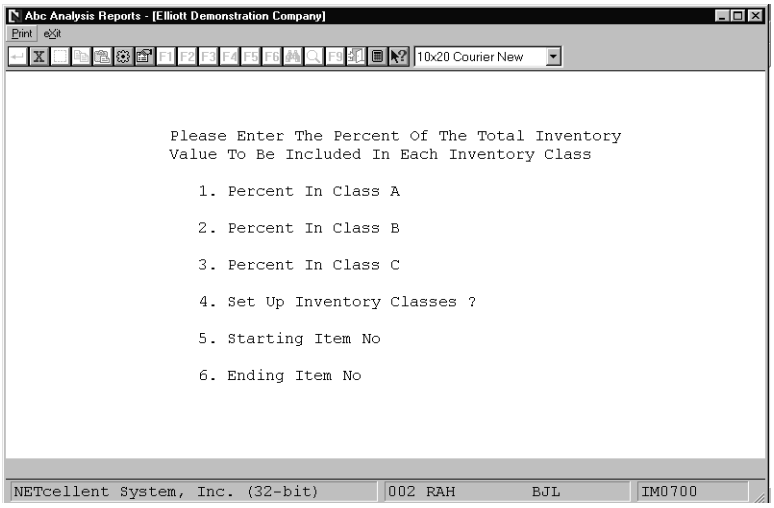
Application Overview

The **ABC Analysis Reports** application allows you to print a report that shows the inventory in descending order by year-to-date usage dollar cost, year-to-date sales dollars, usage dollar cost year-to-date, or year-to-date dollar margin (dollar sales - dollar cost). The report also categorizes the items according to percentage figures you enter for inventory classes **A**, **B** and **C**. As an option, you may have the inventory classes in your Inventory Item File set according to the results of this report.

At the end of the report, a summary is printed according to the suggested inventory classes calculated based on your entered percentages.

Run Instructions

Select **ABC Analysis Reports** from the pull down **I/M Reports** window. The following screen will then be displayed:



ABC Analysis Report Entry Screen

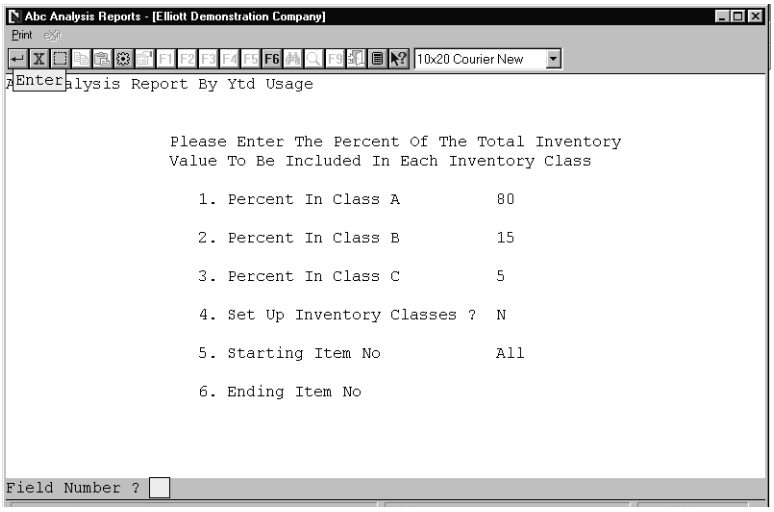
The following options are available:

* Select the desired mode from the **Abc Analysis Reports** menu bar
* Enter the data requested on the screen

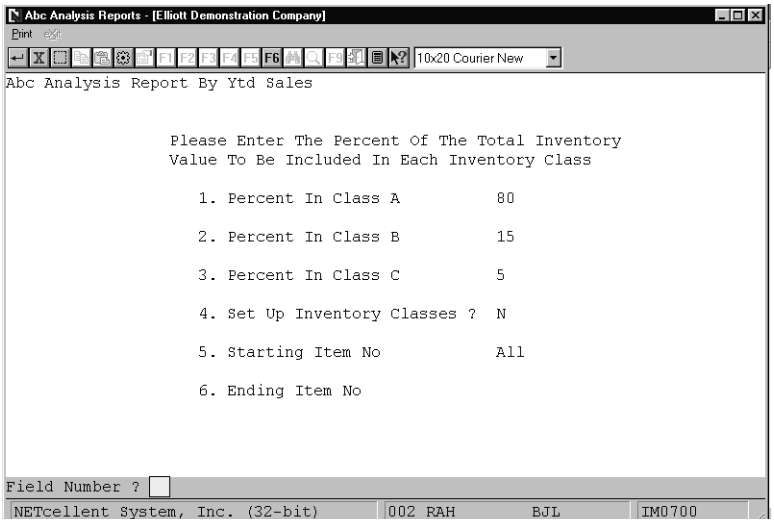
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

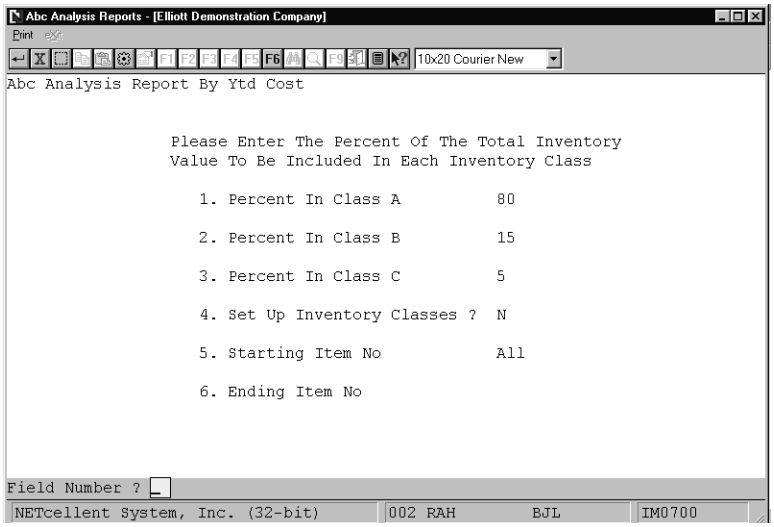
Name	Type and Description
1. Percent in Class A	3 numeric digits. Enter the percentage of the total inventory value that is to be included in each inventory class. These three fields must total 100. The default value is A=80.
2. Percent in Class B	3 numeric digits. Enter the percentage of the total inventory value that is to be included in each inventory class. These three fields must total 100. The default value is B=15.
3. Percent in Class C	3 numeric digits. Enter the percentage of the total inventory value that is to be included in each inventory class. These three fields must total 100. The default value is C=5.
4. Set Up Inventory Classes ?	Y or N. If Y is entered, the Inventory Class field in the Inventory Item File will be set to the class determined by the above-entered percentages.
5. Starting Item No	15 alphanumeric characters. Enter the starting item number for the range of items to be printed. Defaults to All.
6. Ending Item No	15 alphanumeric characters. Enter the ending item number for the above range. Defaults to starting item number.



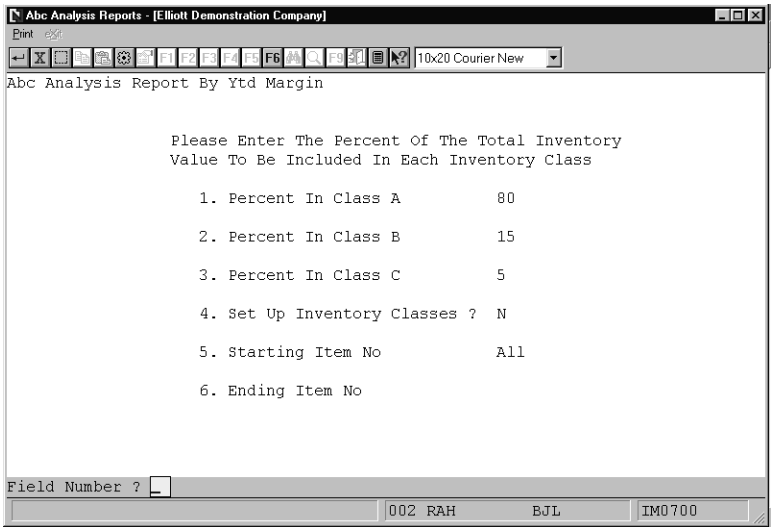
ABC Analysis Report By YTD Usage



ABC Analysis Report By YTD Sales



ABC Analysis Report By YTD Cost



ABC Analysis Report By YTD Margin

A B C A N A L Y S I S R E P O R T

Analysis By Ytd Cost
Class A: Top 80% Class B: Next 15% Class C: Bottom 5% Of Total Inventory Cost

Item No	Description	Units Sold Ytd	Cost Ytd	--Inv Class-- Pres	Sugg	Cost Ytd Sub-Total
PC-386	386 Personal Computer Customize During Order Entry	765.00	1,502,031.87	C	A	1,502,031.87
PC	Parent Item (Mother Board) Personal Computer	.00	57,936.75	C	B	1,559,968.62
16SX-3	Personal Computer 386SX	20.00	25,900.00	A	C	1,585,868.62
16SX-1	Personal Computer 386SX Kit No1	8.00	13,180.00	A	C	1,599,048.62
16SX-2	Personal Computer 386SX Kit No2	22.00	11,644.80	A	C	1,610,693.42
ETHERNET	Ethernet Kit Kit #16	104.00	2,662.40	A	C	1,613,355.82
CPU	Mother Board For Parent Central Processing	1.00	2,103.49	A	C	1,615,459.31

A B C A N A L Y S I S R E P O R T

Analysis By Ytd Margin
Class A: Top 80% Class B: Next 15% Class C: Bottom 5% Of Total Inventory Margin

Item No	Description	Units Sold Ytd	Cost Ytd Sales Ytd	Dollarized Margin	-Inv Class- Pres	Sugg	Dollarized Margin Sub-Total
PC-386	386 Personal Computer Customize During Order Entry	765.00	1,502,031.87 2,019,967.90	517,936.03	C	A	517,936.03
16SX-3	Personal Computer 386SX	20.00	25,900.00 29,440.00	3,540.00	A	C	521,476.03
16SX-2	Personal Computer 386SX Kit No2	22.00	11,644.80 13,376.00	1,731.20	A	C	523,207.23
ETHERNET	Ethernet Kit Kit #16	104.00	2,662.40 2,938.26	275.86	A	C	523,483.09
INPUT/OUT	Subassembly Component I/O Board For Computer	2.00	427.96 445.20	17.24	C	C	523,500.33
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8	.00	.00 .00	.00	A	C	523,500.33
BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8	.00	.00 .00	.00	C	C	523,500.33

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Reordering Advice Reports

Application Overview

There are three types of **Reordering Advice Reports** that can be printed. They are the Reordering Advice Report by Item, the Reordering Advice Report by Location, and the Reordering Advice Report by Vendor. These reports show you which items need to be reordered and aid you in deciding what purchase orders and/or manufacturing orders need to be originated.

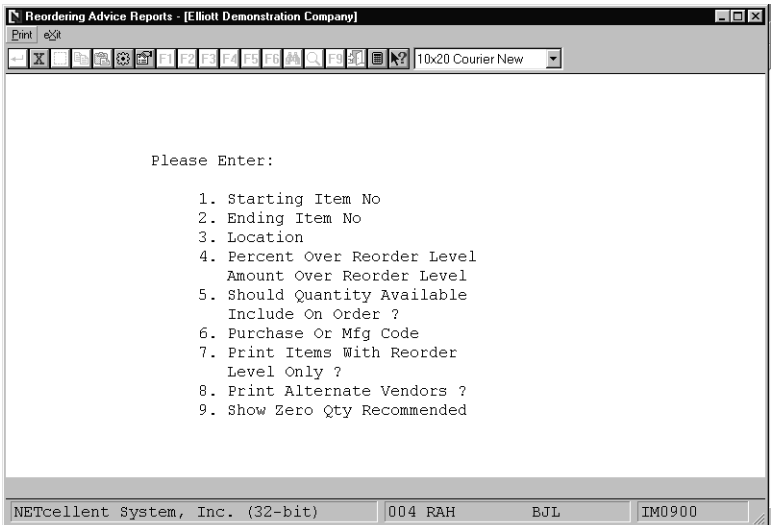
Each of these reports may be printed for one or all locations.

Normally the **Purchase Order And Receiving** package would update the Quantity On Order field as items are ordered and received, but if you do not have this package it will need to be done manually through **Inventory Item File Maintenance**. When an item is ordered, increase the Quantity on Order field by the quantity ordered. When an item is received, decrease the Quantity on Order field by the quantity received.

If your company does ordering from a central location as opposed to individual ordering from each location, this report will be more useful than the Stock Status Report because the default or manufacturing location always shows the totals for all locations instead of just including its own figures.

Run Instructions

Select **Reordering Advice Reports** from the pull down **I/M Reports** window. The following screen will then be displayed:



Print Reordering Advice Report Entry Screen

The following options are available:

* Select the desired mode from the **Reordering Advice Reports** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Print Reordering Advice Report By Item

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number in the range that you want to print. Defaults to All.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number in the range that you want to print. Defaults to the starting item number.
3. Location	2 alphanumeric characters. Enter the code for the location that you wish to print. The location must exist on the Location File. Defaults to All locations.
4. Percent Over Reorder Level	2 numeric digits with an optional minus sign (99-). Percent over Reorder Level means you can select items with availability not yet to their reorder level, but within whatever percent you enter. If you prefer to specify more precisely how close to the re-order level each item's availability may be selected, by-pass the Percent by pressing the RETURN key, and enter the exact Amount Over the Reorder Level that you desire. These amounts may be negative. The report will print items with availability at or below their reorder level, as modified by these fields.
Amount Over Reorder Level	3 numeric digits with an optional minus sign (999-). See Percent Over Reorder Level for description.
5. Should Quantity Available Include On Order ?	Y or N. For the purposes of reordering, Quantity Available is usually considered to be: Qty Available = On-hand + On-order - Allocated
Should Quantity Available Include On Order ? (continued)	However, you may use this option to omit the On-order quantity from this calculation so that you are only considering what is available right now.

Name	Type and Description
	Defaults to N.
6. Purchase Or Mfg Code	1 alphanumeric character. P = only purchased items will appear on the report, M = only manufactured items will appear on the report, B = all items will be considered for the report. Defaults to P.
7. Print Items With Reorder Level Only ?	Y or N. Enter Y to only print items with reorder levels defined. Defaults to N.
8. Print Alternate Vendors ?	Y or N. If Purchase Order And Receiving is being used, the user has the option of including alternate vendors for each item on the report. If Purchase Order And Receiving is not installed, this field will not appear.
9. Show Zero Qty Recommended	Y or N. Entry required. If using a percent/amount over/under reorder level and the calculated quantity recommended would be zero, this item will appear on the report if set to Y. Enter N if these items should not appear on the report. Defaults to Y.

Print Reordering Advice Report By Location

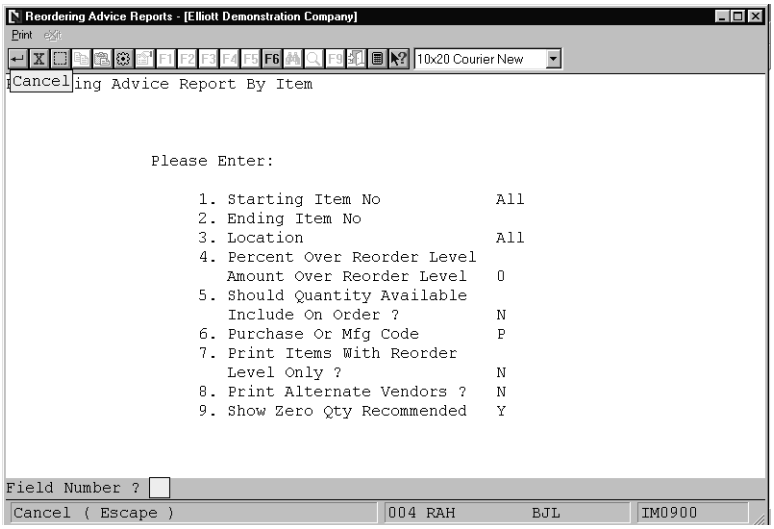
All fields same as above except:

Name	Type and Description
8. Print in Priority Order ?	Y or N. Defaults to N. For each location, items are usually printed in order by item number. However, if you answer Y to this question, items will be printed according to what percent the quantity available differs from the reorder level, with those that differ the most printing first.

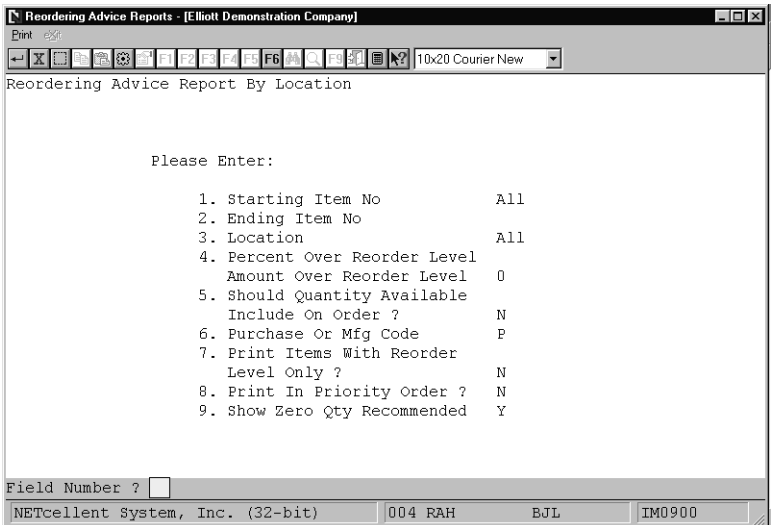
Print Reordering Advice Report By Vendor

All fields are the same as Reordering Advice by Item, except for one additional field:

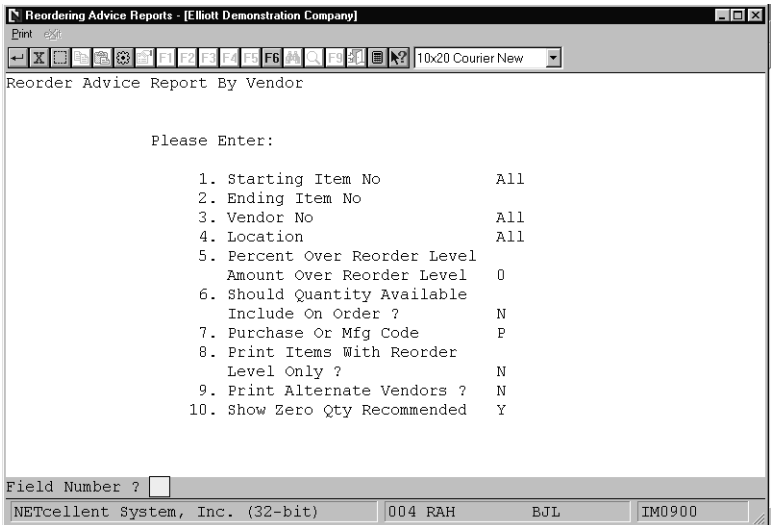
Name	Type and Description
3. Vendor No	6 alphanumeric characters. Defaults to **All** vendors, if left blank. The report will be printed for the vendor selected, by item number within that vendor; or if all vendors are selected a section for each vendor will be printed.



Reordering Advice Report By Item



Reordering Advice Report By Location



Reordering Advice Report By Vendor

R E O R D E R I N G A D V I C E R E P O R T B Y I T E M

Ranges: All Items Selected
All Locations
At Reorder Level
Only Purchased Items Included
Quantity Available Doesn't Include On Order
Items With Or Without Reorder Levels Printed

Unit Of Measure Is Purchase Unit Of Measure
R = Reorder O = Stockout

Item-No / Cat Loc	Qty On-Hand	Qty Alloc	Qty Backordered	Qty On-Order	Reord Level	Rec-Order	Sfty-Stk / Ld-Tm / Vendor	Eoq / Avg-Use / Min-Order	Uge-Ptd / Usg-Ytd / P-Mult	Last-Cost / Avg-Cost / Weight	Reo O/S Uom
BOX-386-1 Basic SM Box w/7 Exp 6-16 1-8											
LA	735.000	24.000	.000	.000	.000	.000	.000	.000	.00	311.0000	
							0	.000	8.00	311.0000	
								.000	1	.000	EA
BOX-386-2 Adv Box HDps 8 Exp 32 5-16 2-8											
LA	421.000	3.000	.000	.000	.000	.000	.000	.000	.00	401.0000	
							0	.000	.00	401.0000	
								.000	1	.000	EA
CHAR-GEN Character Generator At 25 Meg Character - Gen - 25											
CVD LA	15.000	5.000-	.000	40.000	.000	.000	.000	.000	.00	7.8000	
							0	.000	.00	7.8000	
							000300	.000	1	.000	EA
CLOCK 25 Meg Clock For Mother Board Clock - 25M											
A LA	8.000	7.000-	.000	20.000	.000	.000	.000	.000	7.00	12.5400	
							0	.000	17.00	12.5400	
							000100	.000	1	.000	EA

REORDERING ADVICE REPORT BY LOCATION

Report Printed In Item Order
Ranges: All Items Selected
Location LA Los Angeles
At Reorder Level
Only Purchased Items Included
Quantity Available Doesn't Include On Order
Items With Or Without Reorder Levels Printed

R = Reorder O = Stockout

Item No		Prd Cat	Qty On-Hand / Qty Alloc	Qty On-Ord / Qty B/O	Rec-Order / Reord Level	Ord-Up-To / Min-Order	Weight / Total Weight	Pur Reo U-M O/S
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8		735.000 24.000	.000 .000	0 .000	.000 .000	.000	EA
BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8		421.000 3.000	.000 .000	0 .000	.000 .000	.000	EA
CHAR-GEN	Character Generator At 25 Meg Character - Gen - 25	CVD	15.000 5.000-	40.000 .000	0 .000	.000 .000	.000	EA
CLOCK	25 Meg Clock For Mother Board Clock - 25M	A	8.000 7.000-	20.000 .000	0 .000	.000 .000	.000	EA
CLOCK-ADJ	Adjustment Clock For CPU Replace For CLock.	A	10.000 .000	.000 .000	0 .000	.000 .000	.000	EA
CPU-30MEG	Z80 Micro Processor 30 Meg CPU - Z80	ACP	2.000- 7.000-	.000 .000	0 .000	.000 .000	.000	EA
DATA-BUS	Data Bus/Buffer 25 Meg Data - Buffer	ACP	8.000 7.000-	50.000 .000	0 .000	.000 .000	.000	EA

REORDERING ADVICE REPORT BY VENDOR

Ranges: All Items Selected
All Locations
At Reorder Level
Only Purchased Items Included
Quantity Available Doesn't Include On Order
Items With Or Without Reorder Levels Printed

Unit Of Measure Is Purchase Unit Of Measure
R = Reorder O = Stockout

Vendor Cat	Item-No / Description	Loc	Qty-On-Hand	Qty-Alloc	Qty-B/O	Qty On-Ord	Reord-Level	Rec-Order	Sfty-Stk / Ld-Tm / Vendor	Eoq / Avg-Use / Min-Order	Usg-Ptd / Usg-Ytd / P-Mult	Last-Cost / Avg-Cost / Weight	Reo O/S Uom
	BOX-386-1 Basic SM Box w/7 Exp 6-16 1-8												
		LA	735.000	24.000	.000	.000	.000	.000	.000 0	.000 .00 .000	.00 8.00 1	311.0000 311.0000 .000	EA
	BOX-386-2 Adv Box HDps 8 Exp 32 5-16 2-8												
		LA	421.000	3.000	.000	.000	.000	.000	.000 0	.000 .00 .000	.00 .00 1	401.0000 401.0000 .000	EA
	CLOCK-ADJ Adjustment Clock For CPU Replace For CLock.												
A		LA	10.000	.000	.000	.000	.000	.000	.000 0	.000 .00 .000	.00 .00 1	18.5000 18.5000 .000	EA
	DEFAULT-ITEM Default-Item												
		LA	10.000	.000	.000	.000	.000	.000	.000	.000	.00	.0000	
		PE	.000	.000	.000	.000	.000	.000	0	.00 .000	.00 1	.0000 .000	EA

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Item History Report

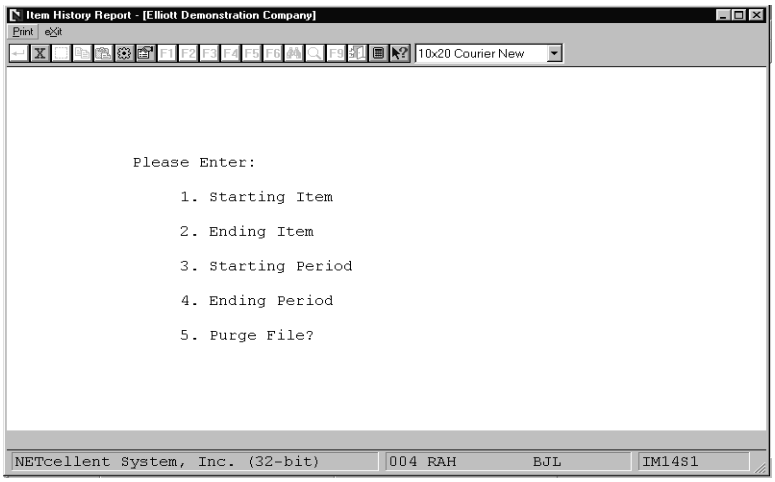
Application Overview

The **Item History Report** generates a report to help in analyzing your sales, usage, and quantity sold of your inventory by period. It provides up to 24 periods of historical data for analysis. This report is commonly used to isolate usage resulting from non-sales transactions, and periods of high sales and/or usage.

It enables you to track important business variables such as the periodic usage of an item, the variances in quantity sold, the total sale and cost amount of an item.

Run Instructions

Select **Item History Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



Item History Report Entry Screen

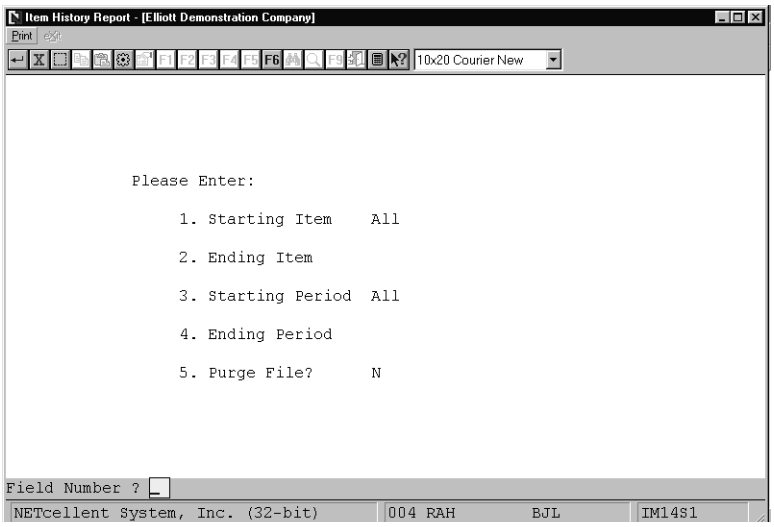
The following options are available:

* Select the desired mode from the **Item History Report** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number of the range you wish to print. Defaults to **All**.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number of the above range. Defaults to starting item number.
3. Starting Period	2 alphanumeric characters. Enter the starting inventory period of the range. Defaults to **All**.
4. Ending Period	2 alphanumeric characters. Enter the ending inventory period of the range. Defaults to starting period.



Item History Report

INVENTORY ITEM HISTORY REPORT

Item Range: All Items Selected
Period Range: All Periods Selected

Item Number	Description	Period	Ptd Qty Sold	Ptd Sales Amt	Ptd Usage	Ptd Cost Amt
16SX-1	Personal Computer 386SX Kit No1	1	.000	.00	.000	.00
		2	.000	.00	.000	.00
		3	.000	.00	.000	.00
		4	4.000	6,624.00	4.000	6,590.00
		5	.000	.00	.000	.00
		6	.000	.00	.000	.00
		7	.000	.00	.000	.00
		8	.000	.00	.000	.00
		9	.000	.00	.000	.00
		10	.000	.00	.000	.00
		11	.000	.00	.000	.00
		12	.000	.00	.000	.00
	Totals For: 16SX-1		4.000	6,624.00	4.000	6,590.00
16SX-2	Personal Computer 386SX Kit No2	1	.000	.00	.000	.00
		2	.000	.00	.000	.00
		3	.000	.00	.000	.00
		4	8.000	13,376.00	8.000	11,644.80
		5	.000	.00	.000	.00
		6	.000	.00	.000	.00

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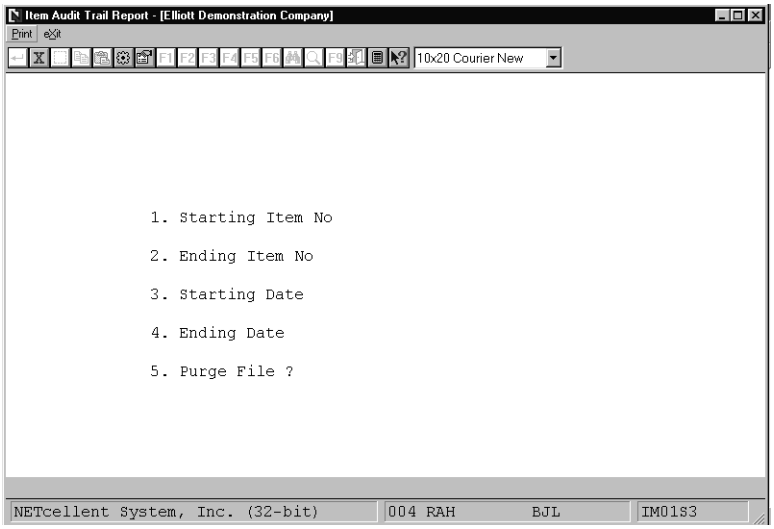
Item Audit Trail Report

Application Overview

The Item Audit Trail Report will show the information about all transactions that have taken place against an inventory item during Inventory Item File Maintenance. This report displays information such as the item, the location, and what type of transaction that has taken place against that item. This transaction could include addition of an item, decrease/increase in stock quantities, variance in the cost, the price, and deletion of that item at the default/manufacturing location. This report will display the quantity on hand, and the quantity allocated for each item. This report will help in documenting all transactions that have affected the Inventory Item File.

Run Instructions

Select Item Audit Trail Report from the pull down I/M Reports window. The following screen will then be displayed:



Item Audit Trail Entry Screen

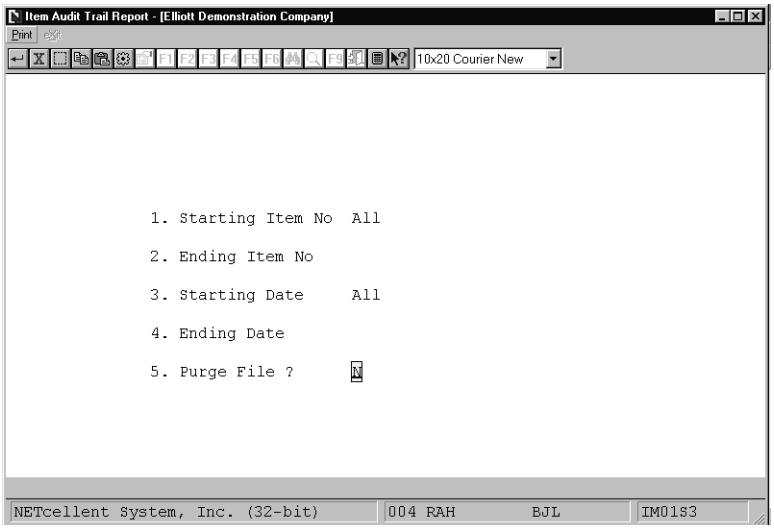
The following options are available:

* Select the desired mode from the Item Audit Trail Report menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number for the range of items to be printed. Defaults to All.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number for the above range. Defaults to the starting item number.
3. Starting Date	6 numeric digits. Enter the starting date for the range of dates to be included in the report. Defaults to All.
4. Ending Date	6 numeric digits. Enter the ending date for the range of dates to be included. Defaults to the starting date.
5. Purge File ?	Y or N. Enter Y to delete the records from the Audit Trail File. Enter N to retain the records for future reference. Defaults to N.



Item Audit Trail Report

I T E M F I L E A U D I T T R A I L R E P O R T

Ranges: All Items
All Dates
Actions: A = Addition B = Before Change C = Change D = Deletion

Item No / Subst Item No	Description / Action Date Time Loc	Qty On Hand / Qty Allocated	Average Cost / Last Cost / Standard Cost	Comm Type / Comm Perc / Amt	Sale Price / Start Sale Date / End Sale Date	Item Price	Act / Stk / Ctrl
BODY	PHANTOM ITEM	.000 .000	.0000 .0000 .0000	P .00	.0000	.0000	A N N
	A 06/20/91 11:21:28 LA						
BODY	PHANTOM ITEM	.000 .000	.0000 .0000 .0000	P .00	.0000	.0000	A N N
	B 06/24/91 17:56:42 LA						
BODY	RAW MATERIAL						Y
	C 06/24/91 17:56:42						Y
BODY	RAW MATERIAL	.000 .000	.0000 .0000 .0000	P .00	.0000	.0000	A Y Y
	D 07/02/91 05:10:43 LA						

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Inventory Location Audit Trail Report

Application Overview

The Inventory Location Audit Trail Report shows transactions that have taken place against an inventory item in any location entered during the Inventory Location File Maintenance application. This report displays information such as the item number, location, and what type of action has been taken on that item. It also displays the item's quantity on hand, on order, and allocated for the location. Each item's last sale date and quantity sold are also displayed. The report is designed to help track all transactions that have taken place against inventory items stocked at multiple locations.

The report codes representing the types of action (transactions) taken against the items are as follows:

A = Addition
B = Before Change
C = Change
D = Deletion

Run Instructions

Select Inv Location Audit Trail Report from the pull down I/M Reports window. The following screen will then be displayed:

NEED SCREEN CAPTURE

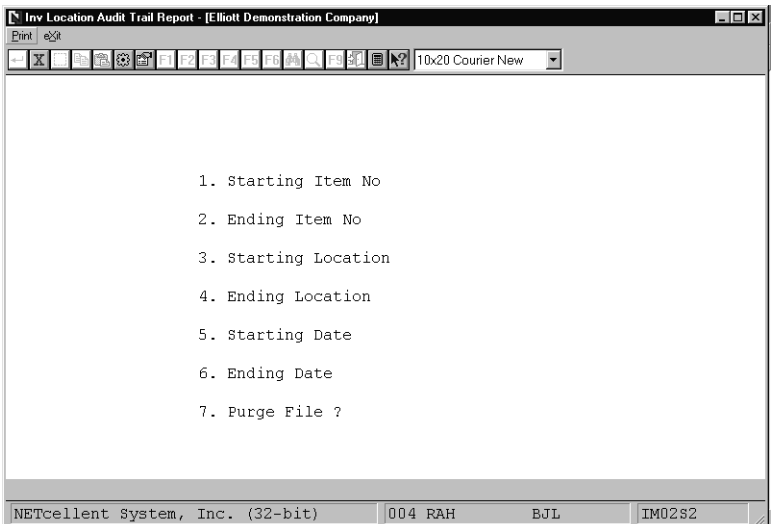
The following options are available:

* Select the desired mode from the Inv Location Audit Trail Report menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Starting Item No	15 alphanumeric characters. Enter the starting item number for the range of items to be printed. Defaults to All.
Ending Item No	15 alphanumeric characters. Enter the ending item number for the above range. Defaults to the starting item number.
Starting Location	2 alphanumeric characters. Enter the starting location for the range of locations within the above item range to be printed.
Ending Location	2 alphanumeric characters. Enter the ending location for the above range. Defaults to the starting location.
Starting Date	A date in the standard date format. Enter the starting date in the range you want to print. Defaults to All dates.
Ending Date	A date in the standard date format. Enter the ending date for the range you want to print. Defaults to the starting date.
Purge File ?	Y or N. Enter Y to purge all records in the Audit Trail File, or N to retain the records for future reference. Defaults to N.



Inventory Location Audit Trail Entry Screen

I N V E N T O R Y L O C A T I O N F I L E A U D I T T R A I L R E P O R T

Ranges: All Dates
All Items
All Locations
Actions: A = Addition B = Before Change C = Change D = Deletion

Item-No	Location / Action	Date	Time	Term No	Qty On Hand / Qty Alloc	Qty On Order / Qty Backorder	Reord Level / Order Up To	Pick-Seq / Cycle-Count	Last Counted	-----Last-Sale----- Date	Qty
16SX-1	AT	A 03/15/93	15:30:50	5	.000 / 4.000	.000 / .000	15.000 / 75.000	A7-WEST	00/00/00	00/00/00	.000

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Inventory Transaction Audit Trail Report

Application Overview

The **Inventory Transaction Audit Trail Report** provides a complete history of transactions affecting on-hand levels of an item or range of items. The report is generated two different ways depending on whether on-line or batch transaction processing is selected in **I/M Setup**.

On-line Processing

If on-line processing is being used, the report prints all add, change, or delete actions taken against an item by location. It allows the user to define which types of transactions (issue, receipt, and transfer) will appear on the report. The user may also choose whether to print the report and purge the Transaction Audit File or to only do one or the other.

Batch Processing

If batch processing is being used, the report will always be printed, but the user may still decide whether or not the Transaction Audit File will be purged. The user may also set two additional limits on the batch report. Transactions for the report can originate in the **I/M, COP, P/O, BOMP, SFC, LP,** and **JC** packages. The user may choose to include transactions from any one or all of the packages. The report may also be run for a specific location or for all locations on file.

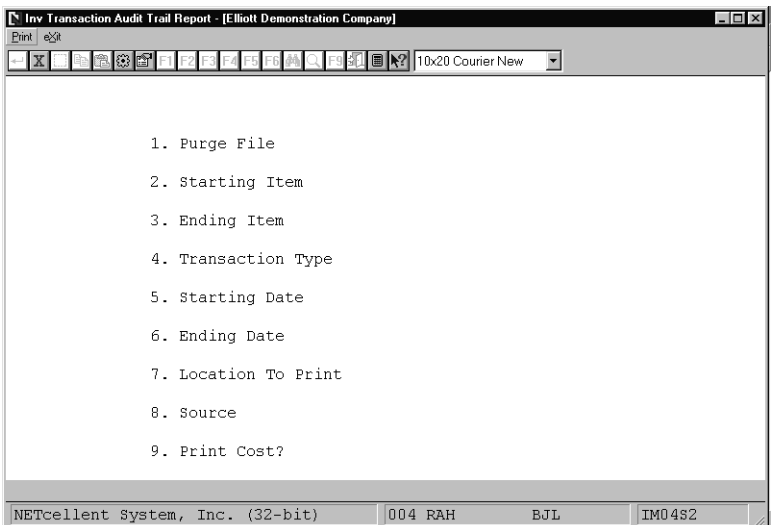
The batch report prints the transactions by item number and location, and lists the type of transaction, date, quantity involved, new quantity on-hand, and other information for each.

If batch processing is being used, beginning balance records can be created in the audit file using the **Set Trx Audit File Beg. Balances** application. The beginning balance record captures each item's quantity on hand at each stocked location as of a specified date. New items added through **Item File Maintenance** and new stocking locations for items added through **Location Control File Maintenance** after beginning balances have been set will create new records using the system date.

Note: Regardless of which type of processing is being used, this application may only be accessed if the Audit Trail On Inv. Transactions ? flag #19 in **I/M Setup** is set to **Y**.

Run Instructions - On-Line Processing

Select **Inv Transaction Audit Trail Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



On-Line Inventory Transaction Audit Trail Report Entry Screen

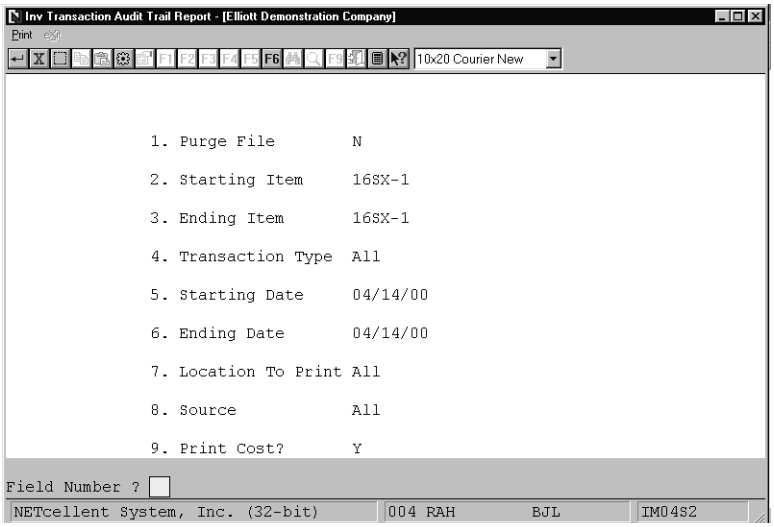
The following options are available:

* Select the desired mode from the **Inv Transaction Audit Trail Report** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions - On-line Processing

Name	Type and Description
1. Print Report	Y or N. Enter Y to print the report or N to decline. Fields 1 and 2 may not both be set to N. Defaults to Y.
2. Purge File	Y or N. Enter Y to purge the transactions or N to decline. Defaults to N.
3. Starting Item	15 alphanumeric characters. Enter the starting item for the range you want to print. Defaults to **All** items.
4. Ending Item	15 alphanumeric characters. Enter the ending item for the range you want to print. Defaults to the starting item.
5. Transaction Type	1 alphanumeric character. Enter one of the valid types or press RETURN to default to **All** types. The valid transaction types are: I = Issues R = Receipts T = Transfers
6. Starting Date	A standard date format. Enter the starting date range for the transactions you want to print. Defaults to **All** dates.
7. Ending Date	A standard date format. Enter the ending date of the range of transactions you want to print. Defaults to the starting date.



On-Line Inventory Transaction Audit Trail Report

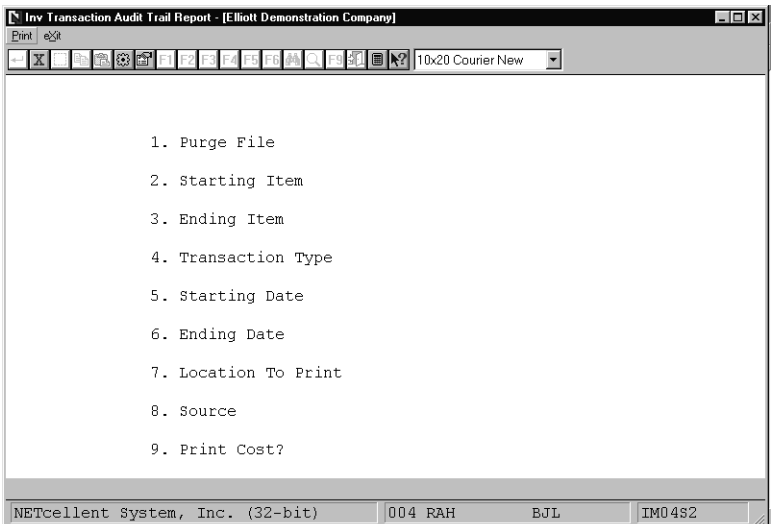
I N V E N T O R Y T R A N S A C T I O N A U D I T T R A I L R E P O R T

Range: All Items
All Dates
Actions: A = Addition C = Change D = Deletion
Trx Types: I = Issue R = Receipt T = Transfer P = Production

Item No	Description / Act	Type	Pkg	Trx-Date / Org-Date	Trx-Time / Org-Time	Loc Fr	Loc To	Trx-Qty / Trx-Cost	Old-Qty-Oh / Old-Avg-Cost	New-Qty-Oh / New-Avg-Cost	Order/PO No / Comments / Serial/Lot No	Ord Cmp?
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8											
	A	I	BM	02/14/92	20:54:47	LA		1.000	742.000	741.000	000101	N
				02/14/92	20:54:47			311.0000	311.0000	311.0000	In-House Work Stations	
	A	I	BM	02/17/92	20:54:48	LA		1.000	741.000	740.000	000101	N
				02/17/92	20:54:48			311.0000	311.0000	311.0000	In-House Work Stations	
	A	I	BM	02/18/92	20:54:49	LA		2.000	740.000	738.000	000101	N
				02/18/92	20:54:49			311.0000	311.0000	311.0000	In-House Work Stations	
	A	I	BM	04/06/92	12:56:27	LA		3.000	738.000	735.000	000110	Y
				04/06/92	12:56:27			311.0000	311.0000	311.0000	Personal Computer Job PC-386	
CLOCK	25 Meg Clock For Mother Board Clock - 25M											
	A	I	SF	11/30/92	12:33:06	LA		1.000	9.000	8.000	CPU-PC	
				11/30/92	12:33:06			12.5400	12.5400	12.5400		

Run Instructions - Batch Processing

Select **Inv Transaction Audit Trail Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



Batch Inventory Transaction Audit Trail Report Entry Screen

The following options are available:

* Select the desired mode from the **Inv Transaction Audit Trail Report** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions - Batch Processing

Name	Type and Description
1. Purge File	Y or N. Enter Y to purge the transactions or N to decline. Defaults to N.
2. Starting Item	15 alphanumeric characters. Enter the starting item for the range you want to print. Defaults to All items.
3. Ending Item	15 alphanumeric characters. Enter the ending item for the range you want to print. Defaults to the starting item.
4. Transaction Type	1 alphanumeric character. Enter one of the valid types or press RETURN to default to All types. The valid transaction types are: I = Issues A = Adjustments R = Receipts T = Transfers C = Cost Adjustment L = Layer Adjustment B = Beginning Balance
5. Starting Date	A standard date format. Enter the starting date range for the transactions you want to print. Entry is required unless the Set Transaction Audit File Beg. Balances application has been run. In that case the date defaults to the date defined in that application.
6. Ending Date	A standard date format. Enter the ending date of the range of transactions you want to print. Defaults to the starting date.
7. Location To Print	2 alphanumeric characters. Enter the location for which the report will be printed. Defaults to All locations.
8. Source	2 alphanumeric characters. Valid entries are: IM = Inventory Management CP = Customer Order Processing

Name	Type and Description
	PO = Purchase Order & Receivings BM = Bill of Material Processor SF = Shop Floor Control LP = Labor Performance JC = Job Costing Enter the source package for the transactions to print on the report. If a source is entered, only transactions originating in that package will appear on the report. Press RETURN to default to ALL packages.

```
                    I N V E N T O R Y   T R A N S A C T I O N   A U D I T   T R A I L   R E P O R T

Range: All Items
       Dates 03/01/93 Thru 03/16/93
       All Locations
       All Transaction Types
       All Sources
Trx Types: I=Issue  R=Receipt  T=Transfer  A=Item Adj.  C=Cost Adj.  L=Layer Adj.  B=Begin Balance    ** = Not in Total

Item/Desc  Loc Typ  Doc#   Doc-Date  Doc-Time  Src      Trx-Qty       Trx-Cost    New-Qty-O/H  Cust/Vend  Order#   Serial/Lot

CLOCK            25 Meg Clock For Mother Board  Clock - 25M

          LA   I  000000  03/08/93  14:54:35  SF         1.000-       12.5400          14.000           CPU-PC    000010002530501
          LA   I  000000  03/08/93  14:54:40  SF         1.000-       12.5400          13.000           CPU-PC    000010002530502
          LA   I  000000  03/08/93  14:54:45  SF         1.000-       12.5400          12.000           CPU-PC    000010002530503
          LA   I  000000  03/08/93  14:54:50  SF         1.000-       12.5400          11.000           CPU-PC    000010002530504
          LA   I  000000  03/08/93  14:54:56  SF         1.000-       12.5400          10.000           CPU-PC    000010002530505
          LA   I  000000  03/12/93  10:52:08  SF         1.000-       12.5400           9.000           CPU-PC    000000103820003

Totals:  Beg-Bal:        .000   Rec:        .000  Adj:        .000  Iss:       6.000   End-Bal:       6.000- Itm-O/H:       8.000 **

CPU              Mother Board For Parent        Central Processing

          LA   R  000000  03/08/93  14:54:39  SF         1.000     2,103.4900           5.000           CPU-PC    000010002530501
          LA   R  000000  03/08/93  14:54:44  SF         1.000     2,103.4900           6.000           CPU-PC    000010002530502
          LA   R  000000  03/08/93  14:54:49  SF         1.000     2,103.4900           7.000           CPU-PC    000010002530503
          LA   R  000000  03/08/93  14:54:54  SF         1.000     2,103.4900           8.000           CPU-PC    000010002530504
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I/M Distribution TO G/L Report

Application Overview

Records are created in the I/M Distribution To G/L File whenever transactions are posted by the following applications: **I/M's Post Inventory Transactions, P/O's Post Receivings Transactions, COP's Post Invoices To A/R,** and **BOMP's Post Production Transactions**. The **I/M Distribution To G/L Report** prints the information from this file to verify exactly which accounts were updated and the amounts that were posted to them.

Sections Of The Report

The Cost Of Goods Sold section of the report shows every change to the company's cost of goods sold account. This section will only print if the Post Cost Of Goods Sold ? flag in **COP Setup** is set to **Y**.

The Inventory section of the report shows every change to the company's inventory asset account(s).

The Work In Process section of the report shows changes made to the company's work in process account. This account number is defined in **I/M Setup**.

The Purchases Adjustments section of the report shows changes made to the company's receivings account(s).

Detail Or Summary Formats

You can print the **I/M Distribution To G/L Report** in either a detailed or a summary format. If you print the report in detailed format, all distributions, which have occurred during the period you select, will be printed, with detail concerning the source of the transaction, such as the item number, document number and type of transaction which generated the posting.

If you select the summary format, all postings to **G/L** for the same date for an account will be summarized and printed on one line of the report.

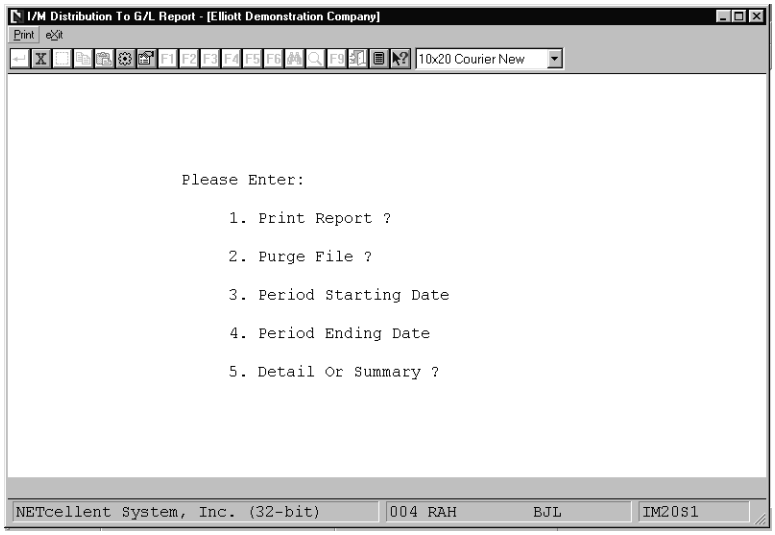
Purging The File

Once you have printed the **I/M Distribution To G/L Report** and you are satisfied that it is accurate, you can then purge the **I/M** Distribution File of the transactions, which appeared on the report. Purging the file periodically will prevent it from growing extremely large.

If you are using **Elliott's General Ledger** package, however, and if you plan to transfer these **I/M** postings to **G/L**, **do not** purge the **I/M** Distribution File. If you do, you will not be able to transfer the postings to **G/L**.

Run Instructions

Select **I/M Distribution To G/L Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



I/M Distribution to G/L Report Entry Screen

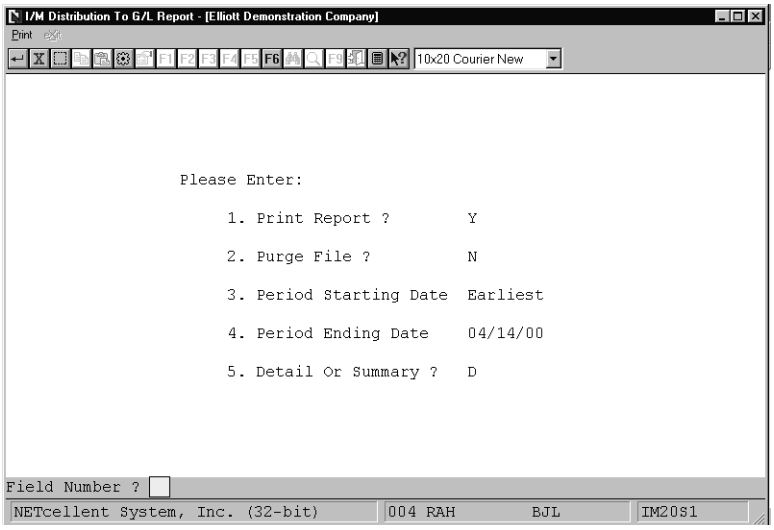
The following options are available:

* Print or display to screen, the general ledger distributions for a given date range in detail or summary
* Purge the distribution file only after interfacing to **G/L**

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Print Report ?	Y or N. If you answer Y the report will be generated, otherwise it will not. Default is Y.
2. Purge File ?	Y or N. Do not purge if you wish to interface with the General Ledger package. Default is N.
3. Period Starting Date	A date in the standard date format. Enter the beginning date of the period for which you want to print the report. Default to EARLIEST.
4. Period Ending Date	A date in the standard date format. Enter the ending date of the period for which you want to print the report. Defaults to the starting date. If starting date is EARLIEST, defaults to today's date.
5. Detail Or Summary ?	1 alphabetic character. Enter D if you want the report to show the full detail of every transaction which generated a posting to G/L. If you answer S, every transaction which occurred on a single date for an account will be summarized and will print on one line. Defaults to D.



I/M Distribution To G/L Report In Detail

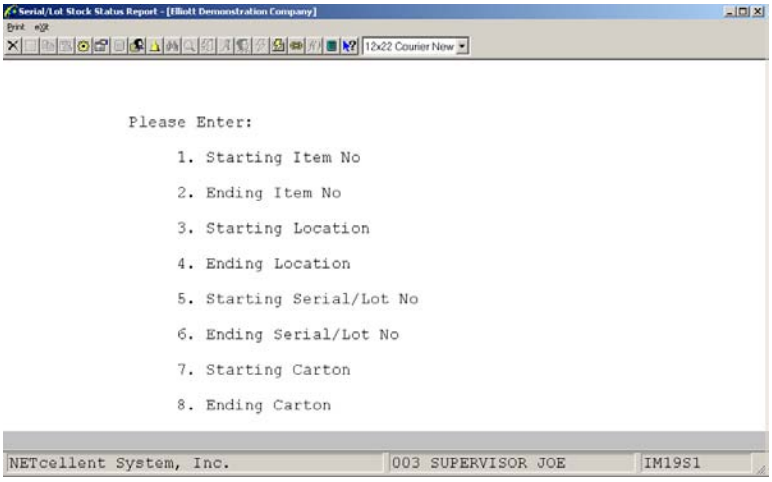
Serial/Lot Stock Status Report

Application Overview

The **Serial/Lot Stock Status Report** tracks serial/lot items received into inventory. It lists each item's location, received date, batch numbers, purchase order number, and allocation status. It will also print a warning if an item's quantity on hand does not equal it's serialized/lot quantity.

Run Instructions

Select **Serial/Lot Stock Status Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



(Fields 7-8 from Serial No. Tracking Control Feature)

The following options are available:

* Select the desired mode from the **Serial/Lot Stock Status Report** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Print Serial/Lot Stock Status Report (Serial Numbers)

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number of the range you wish to print. Defaults to **All**.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number of the above range. Defaults to starting item number.
3. Starting Location	2 alphanumeric characters. Enter the starting inventory location of the range. Defaults to **All**.
4. Ending Location	2 alphanumeric characters. Enter the ending inventory location of the range. Defaults to starting location.
5. Starting Serial/Lot No	15 alphanumeric characters. Enter the starting serial/lot number of the range. Defaults to **All**.
6. Ending Serial/Lot No	15 alphanumeric characters. Enter the ending serial/lot number of the range. Defaults to starting serial/lot number.

Print Serial/Lot Stock Status Report (Lot Numbers)

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number of the range you wish to print. Defaults to **All**.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number of the above range. Defaults to starting item number.
3. Starting Location	2 alphanumeric characters. Enter the starting inventory location of the range. Defaults to **All**.
4. Ending Location	2 alphanumeric characters. Enter the ending inventory location of the range. Defaults to starting location.
5. Starting Serial/Lot No	15 alphanumeric characters. Enter the starting serial/lot number of the range. Defaults to **All**.
6. Ending Serial/Lot No	15 alphanumeric characters. Enter the ending serial/lot number of the range. Defaults to starting serial/lot number.
7. Print Zero Qty Lots ?	Y or N. Enter N here if you wish only to print lots that have a quantity on hand greater than zero. If you wish to print all lots in range enter Y here. Default is N.

Run Date: Oct 30, 2001 - 2:33am Elliott Demonstration Company
Page 1

S E R I A L / L O T S T O C K S T A T U S R E P O R T

Ranges: All Locations
Items SER-100 Thru SER-100
All Serial/Lot Numbers

Item No / Location	Description / Serial/Lot-No	Rec-Date	Order-No.	Avg-Cost / Alloc ?
SER-100	Pavilion 5000 Laptop			995.0000
LA	100-100	10/29/01	N	995.0000
	100-102	10/29/01	N	995.0000
	100-103	10/29/01	N	995.0000
	100-104	10/29/01	N	995.0000
	100-120	10/29/01	Y	995.0000
	100-121	10/29/01	N	995.0000
	100-122	10/29/01	N	995.0000
	100-123	10/29/01	N	995.0000
	100-124	10/29/01	N	995.0000

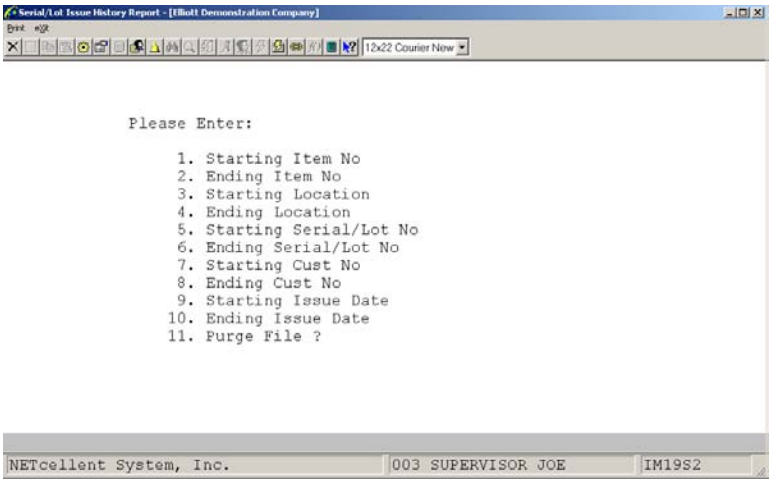
	Trx Cost	Act Cost
9 Serial/Lots Printed	Item Value: 8,955.0000	8,955.0000
1 Items Printed	Total Value: 8,955.0000	8,955.0000

Serial/Lot Issue History Report

Serial/Lot Issue History Report is an application to print reports of serial/lot items that have been issued or sold from inventory. It displays the item, location, serial or lot number, issue date, the customer number that received the item, warranty dates, value, batch number and reference number.

Run Instructions

Select **Serial/Lot Issue History Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the **Serial/Lot Issue History Report** menu bar
* Enter the data requested on the screen

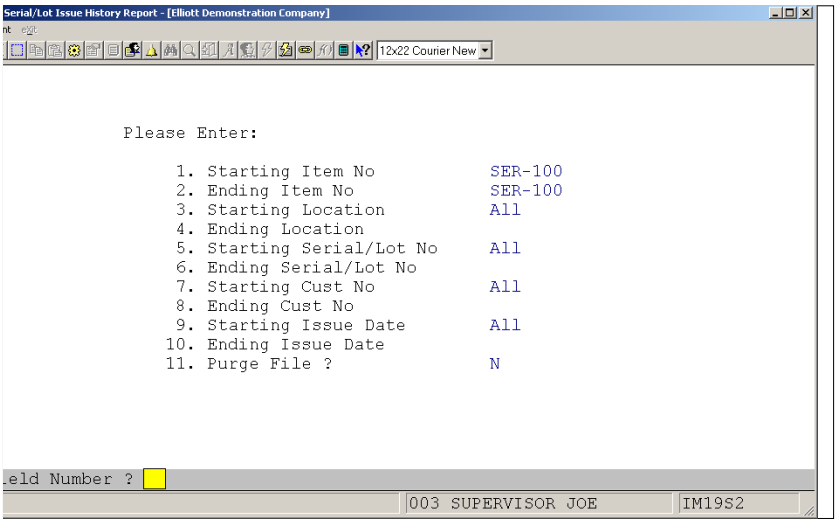
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

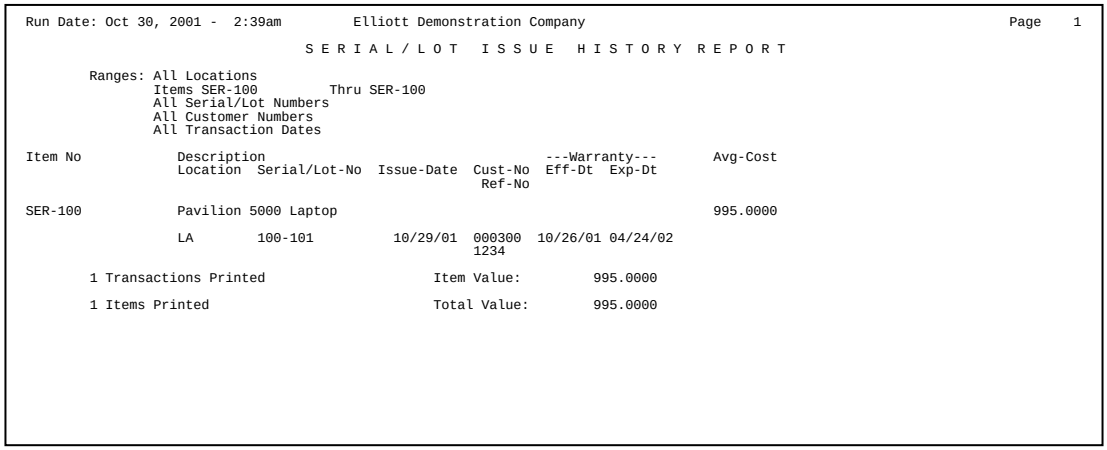
Entry Field Descriptions

Print Serial/Lot Issue History Report (Serial And Lot Numbers)

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number of the range you wish to print. Defaults to **All**.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number of the above range. Defaults to starting item number.
3. Starting Location	2 alphanumeric characters. Enter the starting inventory location of the range. Defaults to **All**.
4. Ending Location	2 alphanumeric characters. Enter the ending inventory location of the range. Defaults to starting location.
5. Starting Serial/Lot No	15 alphanumeric characters. Enter the starting serial/lot number of the range. Defaults to **All**.
6. Ending Serial/Lot No	15 alphanumeric characters. Enter the ending serial/lot number of the range. Defaults to starting serial/lot number.
7. Starting Cust No	6 alphanumeric characters. Enter the starting customer number of the range. Defaults to **All**.
8. Ending Cust No	6 alphanumeric characters. Enter the ending customer number of the range. Defaults to starting customer number.
9. Starting Issue Date	A standard date format. Enter the starting issue date of the range. Defaults to **All**.

Name	Type and Description
10. Ending Issue Date	A standard date format. Enter the ending issue date of the range. Defaults to starting issue date.
11. Purge File ?	Y or N. Enter Y here if you wish to purge the selected range of records from the Issue History File. Defaults to N.





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Run Date: Oct 30, 2001 -  2:39am         Elliott Demonstration Company                                  Page    1

                                S E R I A L / L O T   I S S U E   H I S T O R Y   R E P O R T

        Ranges: All Locations
                Items SER-100          Thru SER-100
                All Serial/Lot Numbers
                All Customer Numbers
                All Transaction Dates

Item No            Description                                  ---Warranty---       Avg-Cost
                   Location  Serial/Lot-No  Issue-Date  Cust-No  Eff-Dt  Exp-Dt
                                                          Ref-No

SER-100            Pavilion 5000 Laptop                                              995.0000

                   LA        100-101          10/29/01  000300  10/26/01 04/24/02
                                                        1234

        1 Transactions Printed                    Item Value:         995.0000

        1 Items Printed                           Total Value:        995.0000
```

Frozen Stock Status Report

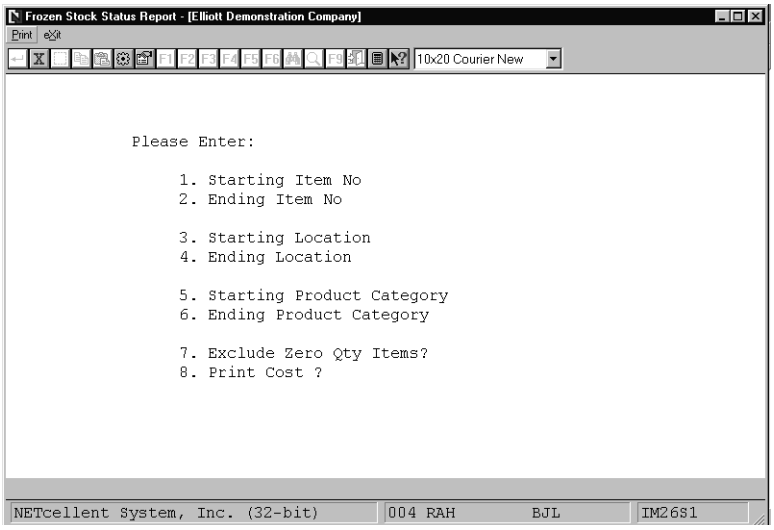
Application Overview

The **Frozen Stock Status Report** provides information on inventory levels "frozen" in the **Freeze Inventory** application. This report allows the user to go back and analyze inventory levels and values as of the freeze date.

The user may select items to print by item number, product category and/or location. For each item and location selected, the report prints quantity on hand, cost per item (determined by the costing method selected in **I/M Setup**), and value of inventory. It also provides the total number of items, included in the report and the total value of the inventory printed in the report.

Run Instructions

Select **Frozen Stock Status** from the pull down **I/M Reports** window. The following screen will then be displayed:



Frozen Stock Status Report Entry Screen

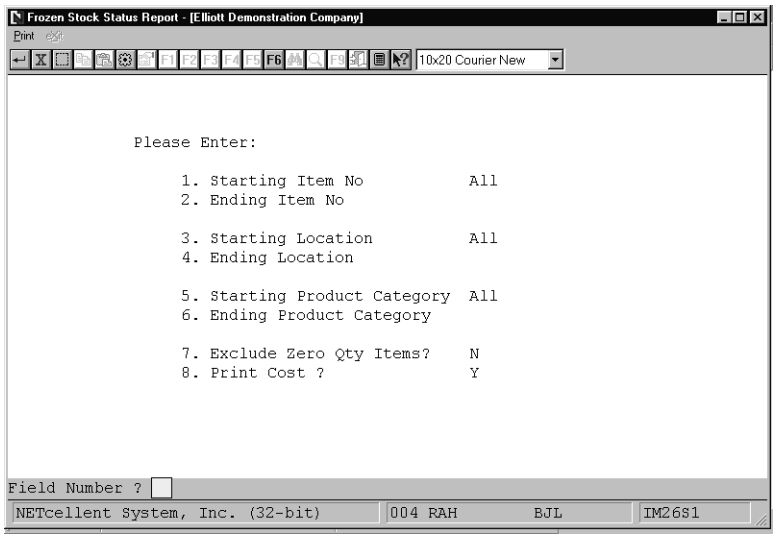
The following options are available:

* Select the desired mode from the **Frozen Stock Status** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number for the range to be printed. Defaults to **All** items.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number for the range to be printed. Defaults to the starting item number.
3. Starting Location	2 alphanumeric characters. Enter the starting location for the range to be printed. Defaults to **All** locations.
4. Ending Location	2 alphanumeric characters. Enter the ending location for the range to be printed. Defaults to the starting location.
5. Starting Product Category	3 alphanumeric characters. Enter the starting product category for the range to be printed. Defaults to **All**.
6. Ending Product Category	3 alphanumeric characters. Enter the ending product category for the range to be printed. Defaults to the starting product category.



Frozen Stock Status Report

F R O Z E N S T O C K S T A T U S R E P O R T

Ranges: All Locations
All Items
All Product Categories
Date Frozen: 00/00/00

Item No		Cat	Loc	Frozen Qty On-Hand	Frozen Std Cost	Value Of Inventory
16SX-1	Personal Computer 386SX	KGF	LA	.000	.0000	.00
	Kit No1					
16SX-2	Personal Computer 386SX	KGF	LA	.000	.0000	.00
	Kit No2					
16SX-3	Personal Computer 386SX	KCM	LA	.000	.0000	.00
BOX-386-1	Basic SM Box w/7 Exp 6-16 1-8		LA	.000	.0000	.00
BOX-386-2	Adv Box HDps 8 Exp 32 5-16 2-8		LA	.000	.0000	.00
CHAR-GEN	Character Generator At 25 Meg	CVD	LA	.000	.0000	.00
	Character - Gen - 25					

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Kit Where Used Report

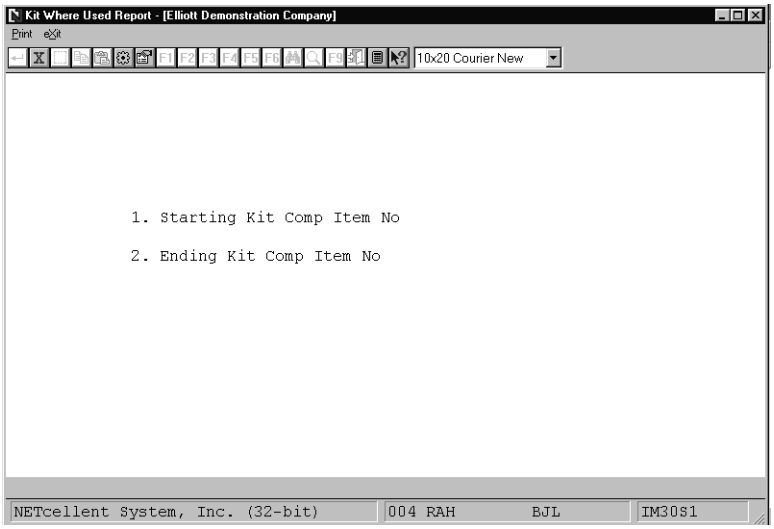
Application Overview

The **Kit Where Used Report** prints the parent kit items for a selected range of kit components. It allows the user to easily see which kit(s) a component is in.

The user may select a range of kit components. The report prints all kits to which that component belongs along with a kit description. It will also print how many of the components are required for each kit assembly.

Run Instructions

Select **Kit Where Used Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



Kit Where Used Report Entry Screen

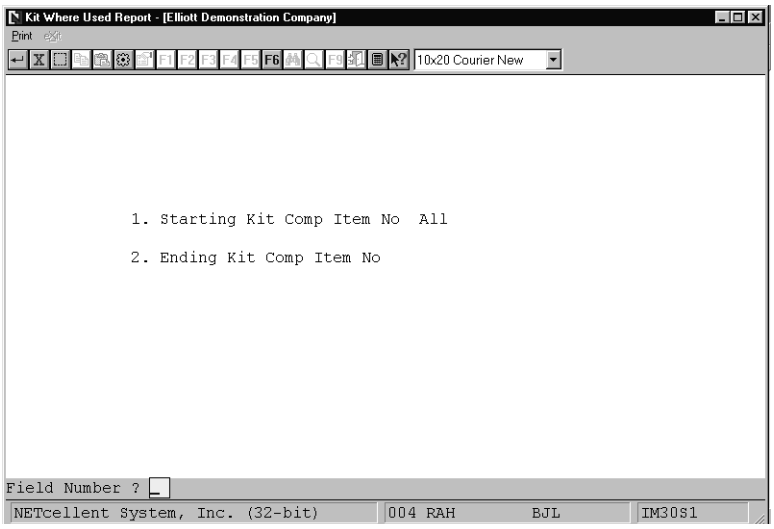
The following options are available:

* Select the desired mode from the **Kit Where Used Report** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Starting Kit Item Component No	15 alphanumeric characters. Enter the starting kit component number for the range to be printed. Defaults to All kit components.
Ending Kit Item Component No	15 alphanumeric characters. Enter the ending kit component number for the range to be printed. Defaults to the starting kit component item.



Kit Where Used Report

K I T W H E R E - U S E D R E P O R T

All Items Selected

Component Item / Parent Kit Item	Component Description / Kit Description		Kit Qty
K-1.2DRIVE	1.2 Drive For Personal	Computer	
PC386-33	Personal Computer 386/33	Series 2	1.000000
K-1.2FDRV	Personal Computer With 1.2	Drive	
PC486-33	Personal Computer 386/33	Series 1	1.000000
K-1.44DRIVE	1.44 Drive For Personal	Computer	
PC386-33	Personal Computer 386/33	Series 2	1.000000
K-124KB	124 Keyboard For Personal	Computer	
PC386-33	Personal Computer 386/33	Series 2	1.000000
K-14IN-VGAMON	14 In" Monitor		
PC386-33	Personal Computer 386/33	Series 2	1.000000
K-16B-VGA	16 Bit VGA Card For Personal	Computer	

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Kit Gross Requirements Report

Application Overview

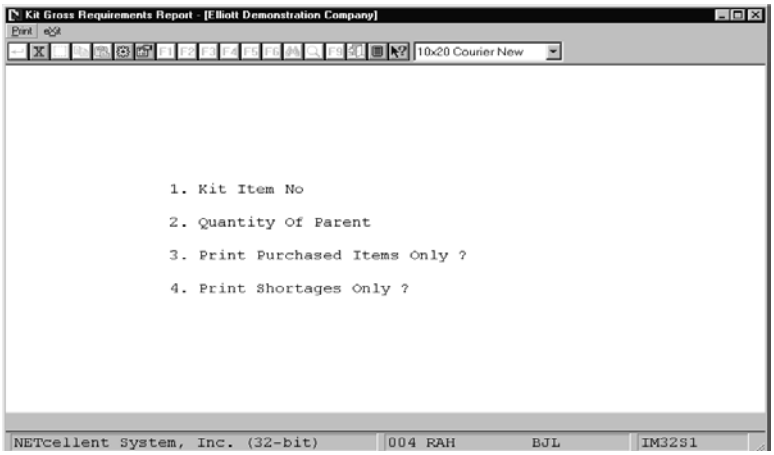
The **Kit Gross Requirements Report** application prints the requirements for each component for a selected quantity of a kit item or items. The report allows the user to see how many of each component will be required and compares this to the available quantity for each.

The report also provides the quantity on order, quantity backordered, and stocking status of each component printed. If more of a component is required than are available, the report flags the component and indicates the number of additional components needed to meet the requirements. The user has the option of only printing items for which shortages exist.

The user may choose to print only those components, which are purchased from an outside vendor, or to include components manufactured within the company.

Run Instructions

Select **Kit Gross Requirements Report** from the pull down **I/M Reports** window. The following screen will then be displayed:



Kit Gross Requirements Report Entry Screen

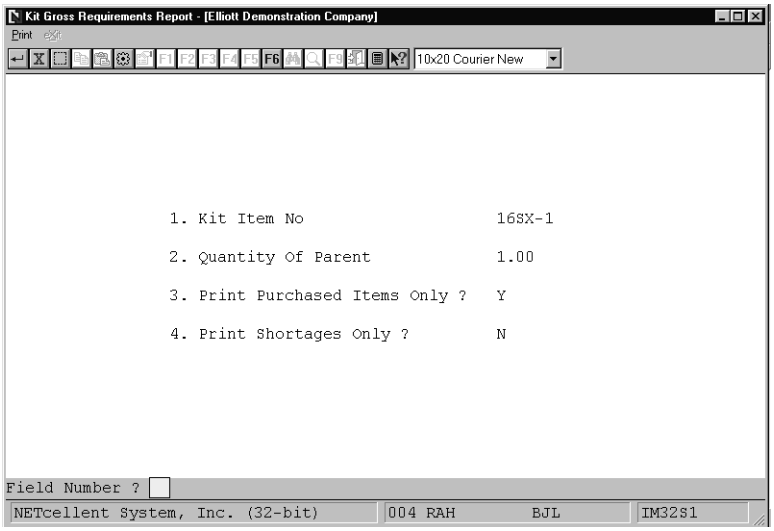
The following options are available:

* Select the desired mode from the **Kit Gross Requirements Report** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Kit Item No	15 alphanumeric characters. Enter the number of the first kit item for which the report is to be printed. The application will allow you to enter any 15 character string in this field, but will only print kit items on the report. Press the F1 key to search for kit items. After all of the data is entered for the first kit item to be printed, you may enter as many more as you wish. For any additional kit items, only the item number and quantity will be entered. After the first kit item is entered, press the ESC key to delete the items already entered and begin again. Press the F10 key to end item selection and print the report.
2. Quantity Of Parent	8 numeric digits with 2 decimal places. Enter the quantity of this kit item that the report will print the requirements for. Defaults to 1.
3. Print Purchased Items Only ?	Y or N. Enter Y to have the report print requirements for purchased component items only. Enter N to have the report print requirements for purchased and manufactured components. This field will only be prompted for the first kit item entered. The flag will be the same for all items printed on the report. Defaults to Y.
4. Print Shortages Only ?	Y or N. Enter Y to only print items for which a shortage exists. Enter N to print all items. This allows you to easily see the items that require additional inventory to meet the specified requirements. This field will only be prompted for the first kit item entered. The flag will be the same for all items printed on the report. Defaults to N.



Kit Gross Requirement Report

K I T G R O S S R E Q U I R E M E N T S R E P O R T

Ranges: Purchased Items Only
'***' = Qty Required Exceeds Qty Available For Item

For Kit Item 16SX-1 Personal Computer 386SX
Kit No1

Qty Requested 1.000

Item-No	Qty Required	Qty On-Hand	Qty Allocated	Qty Backordered	Qty On-Order	Bkord Code	Stk Sts	Stked?	Qty Short
K-SX2MB	Personal Computer 386SX with 2 Meg of Memory								
	1.000000	8.000	2.000	.000	5.000			Y	
K-SX1-1.2	386SX 1.2 Drive For Personal Computer								
	1.000000	15.000	2.000	.000	5.000			Y	
K-SX1-1.44	1.44 Drive For Personal Computer								
	1.000000	18.000	2.000	.000	5.000			Y	
K-SX1-IDE	386SX IDE Drive For Personal Computer								
	1.000000	9.000	2.000	.000	3.000			Y	
K-SX1-V512	VGA Card with 512 Ram Chip Manual								
	1.000000	14.000	2.000	.000	2.000			Y	
K-SX1-VGA	VGA Monitor For Personal Computer								
	1.000000	11.000	2.000	.000	3.000			Y	
K-SX1-PARL	Parallel Port								
	1.000000	15.000	2.000	.000	3.000			Y	
K-SX1-SERP	Serial Port								
	2.000000	16.000	4.000	.000	.000			Y	

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Job Analysis Report

Application Overview

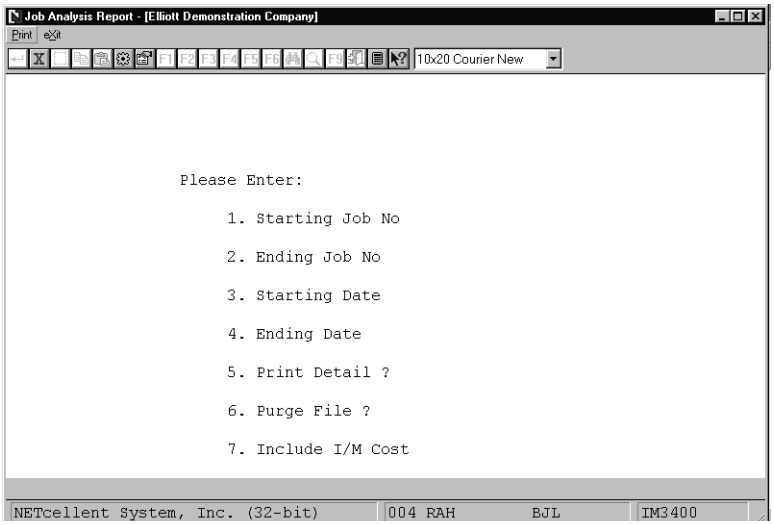
A Job Analysis Report can give you the capability to trade expenses that are being billed. When transactions are entered in Inventory Transaction Processing, the amounts can be distributed among the appropriate jobs. These distributions are posted to the Job History File and are printed out on this report.

The report shows the total Accounts Payable, Payroll, and Inventory expenses incurred by each different job, the total Accounts Receivable billed to each different job, and if the report is printed in detail format, it will further break down the expenses and sales by accounts, showing detail of the expense and sales distributions.

Actual billings from A/R and expenses from A/P, PR, and I/M are accumulated on this report and compared against the budgets in the job code file.

Run Instructions

Select Job Analysis Report from the pull down I/M Reports window. The following screen will then be displayed:



Job Analysis Report Entry Screen

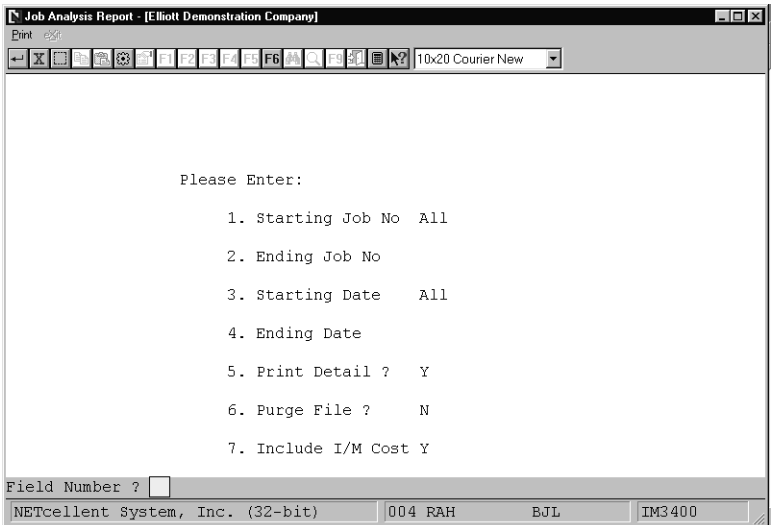
The following options are available:

* Enter the data requested on the screen
* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Job No	6 alphanumeric characters. Enter the first job to appear on the report. This field defaults to All.
2. Ending Job No	6 alphanumeric characters. Enter the last job to appear on the report. This field defaults to the starting job number to make it easy to print the report for a single job.
3. Starting Date	A date in the standard date format. Enter the beginning date of the period for which the report is to be printed. This field defaults to the system date.
4. Ending Date	A date in the standard date format. Enter the ending date of the period for which the report is to be printed. This field defaults to the starting date to make it easy to print the report for a single date.
5. Print Detail ?	Y or N. Enter whether you want the report to print in detail format or not. If you answer N the report will print in summary format, and will not show detailed distributions. This field defaults to Y.
6. Purge File ?	Y or N. Enter Y to purge the Job History File when the report is run. Enter N to run the report without purging the file. If you purge the file, job history records will not be available for future reporting. Defaults to N.



Job Analysis Report

J O B A N A L Y S I S R E P O R T

Job-No / Account-No / Item No / Customer No	Description	For All Dates Hours	For All Dates PR Expense	For All Dates AP/IM Expense	For All Dates Billed	Job Totals Hours	Job Totals PR Expense	Job Totals AP/IM Expense	Job Totals Billed
CPU-SX	Personal Computer 386/SX								
01100-00000-00000	Inventory - Raw Materials								
CLOCK				188.10				188.10	
CPU-30MEG				25,500.00				25,500.00	
DATA-BUS				231.75				231.75	
MEMMGR				660.00				660.00	
RAM-2MEG				750.00				750.00	
RAM-ADDRES				255.00				255.00	
RESET-CPU				517.50				517.50	
VGA				3,450.00				3,450.00	
04230-00000-00000	Purchase Price Variance - R/M								
CLOCK				175.56-				175.56-	
CPU-30MEG				23,706.49-				23,706.49-	
DATA-BUS				216.30-				216.30-	
MEMMGR				616.00-				616.00-	
RAM-2MEG				500.00-				500.00-	
RAM-ADDRES				1,445.00				1,445.00	
RESET-CPU				483.00-				483.00-	
VGA				2,300.00-				2,300.00-	
Job Totals:		.00	.00	5,000.00	.00	.00	.00	5,000.00	.00
Budget/Contract Amt:		50.00	1,300.00	1,200.00	2,200.00	50.00	1,300.00	1,200.00	2,200.00
% Of Budget/Contract:		.00	.00	416.67	.00	.00	.00	416.67	.00

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Inventory Aging Report

Application Overview

The inventory aging report can provide the current inventory data breakdown into multiple aging buckets, like 30, 60, 90, or over 90 days. The period is user definable in Global Setup and can be overridden at each printing instance. What makes this report so powerful is it can backtrack to provide past inventory aging data as of a certain date. Since the current inventory stock status report is not able to print the inventory value as of a certain date, this report can be a lifesaver to supplement the Inventory Stock Status/Valuation report, if you miss the month-end or year-end procedure.

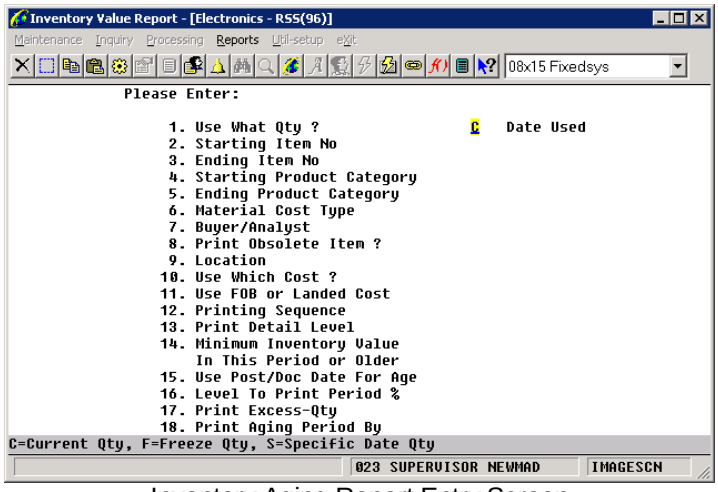
The report can be printed in detail, item summary or summary level: (1) **Detail** means for each item, the detail receiving that makes up the current inventory quantity balance will be printed. Since this can make the report quite large, you would normally not print in this format. You may choose this format to provide proof of the aging calculation. Since there was no easy way to obtain the Elliott inventory aging data in the past, many buyers may be in shock from disbelief when they see this report for the first time. (2) **Item Summary** means for each item, the system will print one line. This makes the report size similar to the Inventory Stock Status report. This may be the common format used by most buyers or auditors. (3) **Summary** means you can print at summary level to get an overall view for managers to identify problem areas quickly. For example, if you print by Product Category sequence, the summary format means one product category per line.

This report can be sorted and summarized in many different ways including:

- By Item
- By Product Category
- By Material Cost Type
- By Buyer
- By Location

Run Instructions

Select Inventory Aging Report from the pull down I/M Reports window. The following screen will then be displayed:



Inventory Aging Report Entry Screen

The following options are available:

* Enter the data requested on the screen
* To exit press the ESC or F10 key when the cursor is positioned for entry of the first field on the screen

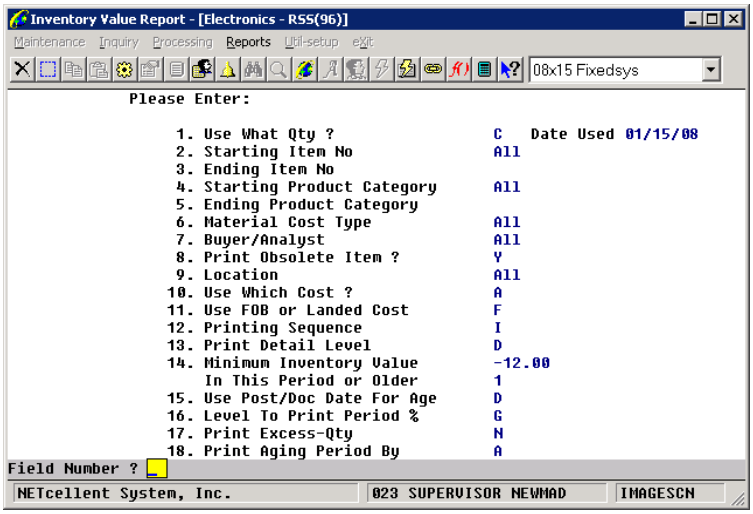
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Use What Qty ?	1 alphanumeric character; C = Current Qty, F = Freeze Qty, S = Specific Date Qty. Specify the date you want to use to obtain the quantity figures for the items. If S is selected, you will be prompted for a specific date. This field defaults to C.
2. Starting Item No	15 alphanumeric characters. Enter the starting item number for the range to be printed. Defaults to All items.
3. Ending Item No	15 alphanumeric characters. Enter the ending item number for the range to be printed. Defaults to the starting item number.
4. Starting Product Category	3 alphanumeric characters. Enter the starting product category for the range to print. Defaults to All product categories.
5. Ending Product Category	3 alphanumeric characters. Enter the ending product category for the range to print. Defaults to the starting product category.
6. Material Cost Type	1 alphanumeric character. Enter a material cost type if you want only those items with that material cost type to print on the report. This field defaults to blank. Press the F7 key to search for Material Cost Types.
7. Buyer/Analyst	2 alphanumeric characters. Enter a buyer code if you want only those items with that buyer code to print on the report. This field defaults to blank.

Name	Type and Description
	Press the F7 key to search for Buyer Codes.
8. Print Obsolete Item ?	Y or N. Enter Y to have the report print obsolete items. Enter N to have the report exclude obsolete items. Defaults to Y.
9. Location	2 alphanumeric characters. Enter an inventory location you only want information about that particular location to print. This field defaults to All. Press the F7 key to search for location.
10. Use Which Cost ?	1 alphanumeric character; A = Average Cost, S = Standard Cost, L = Last Cost. Specify the cost you want to use for the items. This field defaults to the Inventory Cost Method selected in the IM Setup.
11. Use FOB or Landed Cost	1 alphanumeric character; F = FOB Cost, L = Landed Cost. Specify the cost you want to use for the items. This field defaults to the Primary Cost Method selected in the Landed Cost Control in Global Setup.
12. Printing Sequence	1 alphanumeric character; I = Item, C = Category, M = Material Type, B = Buyer, L = Location. Specify the print sequence you want for the report. This field defaults I.
13. Print Detail Level	1 alphanumeric character; D = Detail, I = Item Summary. Specify the level of detail you want for the report. This field defaults D.
14. Minimum Inventory Value	10 numeric digits, including 2 decimals places and an optional minus sign (99,999,999.99-). Enter the minimum inventory value of the item before it will print on the report. Leave this blank to print All items. This field defaults to All.
In This Period or Older	1 numeric character; 1 = Period 1, 2 = Period 2, 3 = Period 3, 4 = Period 4. Specify the period you want to print the inventory value for. You will only be prompted for this field if the previous filed (Minimum Inventory Value) is not zero. This field defaults 1.

Name	Type and Description
15. Use Post/Doc Date For Age	1 alphanumeric character; P = Posted Date, D = Doc Date. Specify the date you want to use for the aging of the report. This field defaults D.
16. Level To Print Period %	1 alphanumeric character; I = Item, S = Summary, G = Grand Total, N = No. Specify the level you want the period percentage to print on the report. This field defaults G.
17. Print Excess-Qty	Y or N. Enter Y to have the report print the excess quantity of the items. Enter N to have the report exclude the excess quantity. Defaults to N.
18. Print Aging Period By	1 alphanumeric character; A = Amount, Q = Quantity. Specify how you want the aging period to print on the report. This field defaults A.



Inventory Aging Report

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I / M I N V E N T O R Y A G I N G D E T A I L R E P O R T

Inventory Qty As of 01/15/08
Calculate Age By Use Document Date
From Item 1001 Thru 202
For All Categories
Material Cost Type: All
Buyer Code : All
Location : All
Include Obsolete Items
Minimum Inventory Value All in Aging Period or Older: All

Item-No/Desc / WH T Doc-No Trx-Date Doc-Date Order-No	Cat	M	By	FOB	Avg-Cost	Um	Age	Quantity	Invt-Value	Ages Item Balance: Under 30	30 - 90	91-180	over 180
1001 Test-Parent item	FG		A		.0000	EA	0	100.00	.00	.00	.00	.00	.00
LA B					Balance		60	100.00	.00	.00	.00	.00	.00
101 Testing		1		1	11.4371	EA	60	963.00	11,013.93	.00	11,013.92	.00	.00
LA B					Balance		60	963.00	11,013.92	.00	11,013.92	.00	.00
123 rachel test	FG			1	.0000	DZ	0	42.00	.00	.00	.00	.00	.00
LA B					Balance		60	42.00	.00	.00	.00	.00	.00
202 Box 1 TTTTTTTTTTTTTTTTTTTTTTTN	C			1	9.9263	EA	61	2064.00	20,487.88	.00	20,348.91	.00	138.96
LA R 500059 07/13/07 07/13/07 BM500059							186	4.00	39.70	.00	.00	.00	39.70
LA R 500060 07/13/07 07/13/07 BM500060							186	10.00	99.26	.00	.00	.00	99.26
LA B					Balance		60	2050.00	20,348.91	.00	20,348.91	.00	.00
Grand Total							61	3169.00	31,501.81	.00	31,362.84	.00	138.96
										0.00%	99.56%	0.00%	0.44%
Total No. Of Item							4						

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Utilities Setup

I/M Setup

Application Overview

I/M Setup, like Company Setup is not an application that you will need to run frequently. Through this application you will answer some questions, the answers to which will be placed in the I/M Control File and will have a bearing on the way other applications in the package will run.

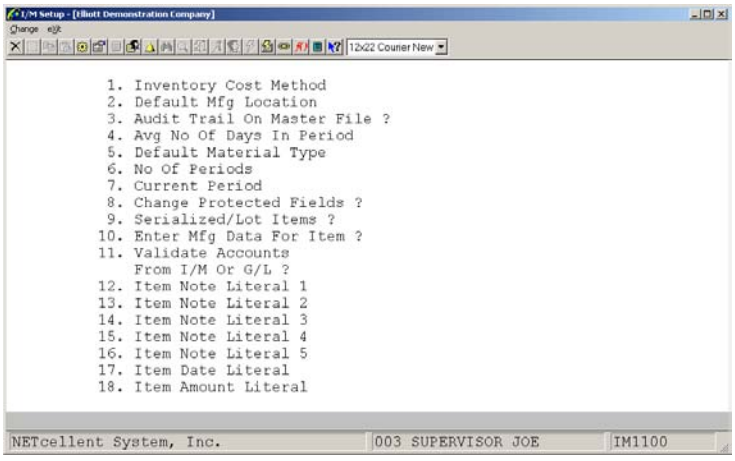
For example, companies can calculate the value of their inventory in one of five ways, as allowed by this package. As the cost of one item in stock can vary from one point to another, it needs to be decided whether to take the average cost, last cost, standard cost, LIFO cost or the FIFO cost for the inventory calculations, so in I/M Setup, the user is asked which of these costs is to be used.

One of the I/M Setup fields is especially important in determining how inventory transactions are handled. Flag #24, (Online Update Inventory Trx) controls whether the Inventory Transaction Processing application records transactions on-line or using batch processing. Batch processing requires the extra step of posting the transactions, but provides greater flexibility in terms of allowing distributions to multiple G/L accounts. It also gives you greater control by allowing you to print an edit list to verify and make corrections to transactions before they are posted. For more information on online and batch processing, refer to the section of the Inventory Transaction Processing documentation.

I/M Setup is a very simple application, which allows you to add, change, and/or delete some key information in the I/M Control File. However, the answers you give will affect the way in which other applications will run, so be sure to answer the questions in accordance with your real needs.

Run Instructions

Select I/M Setup from the pull down Util-Setup window. The following screen will then be displayed:



I/M Setup Entry Screen 1 of 2

The following options are available:

* Select the desired mode from the I/M Setup menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

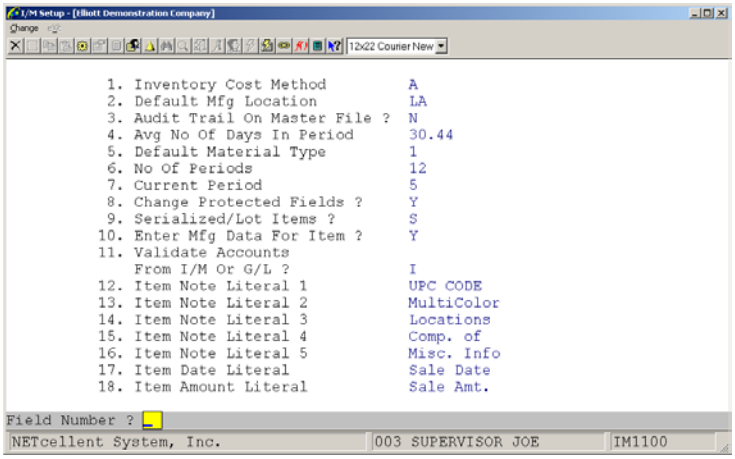
Entry Field Descriptions

Name	Type and Description
1. Inventory Cost Method	1 alphanumeric character. A = Avg Cost F = FIFO L = LIFO R = Last Cost S = Std Cost The method entered here will determine how the value of inventory will be calculated. Average Cost is the default inventory costing method.
2. Default Mfg Location	2 alphanumeric characters. The two-character code entered here determines what is the main manufacturing and/or stocking location for the company.
3. Audit Trail On Master File?	Y or N. Your answer determines whether or not changes to your inventory will be recorded for later audit. Default to N.
4. Avg No Of Days In Period	5 numeric digits with 2 decimal places (999.99). Enter the average number of days in a forecasting period. If you are using a calendar month as a forecasting period, this will be 30.44, which is the default value.
5. Default Material Type	1 alphanumeric character. Enter the default item material type.
6. No Of Periods	2 numeric digits (99). Enter the number of valid inventory periods you will be using. Valid periods are 1-24.
7. Current Period	2 numeric digits (99). Enter the current inventory period. Valid periods are 1-24.
8. Change Protected Fields?	Y or N. Enter Y here if you want the ability to change F6 protected fields in the Inventory Item File.

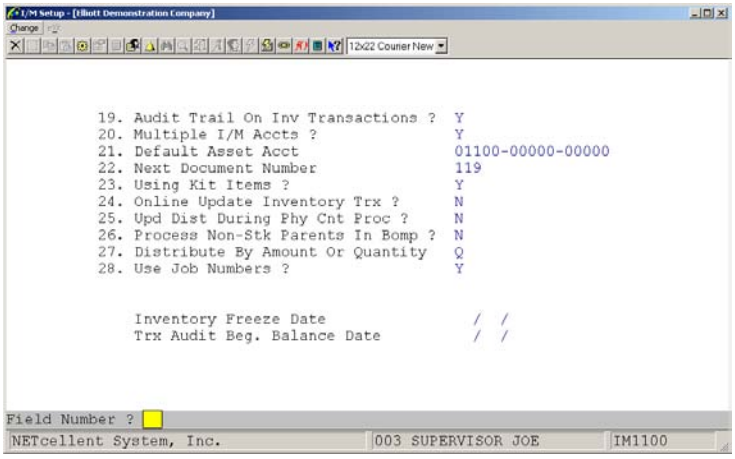
	The default here is N.
9. Serialized/Lot Items?	1 alphanumeric character. L = Lot N = None S = Serialized Enter whether Serialized or Lot Processing will be used in Inventory Management. Serialized or Lot Processing is not allowed when using LIFO or FIFO costing method. The default here is N.
10. Enter Mfg Data For Item?	Y or N. If you enter Y then the manufacturing screen will appear in the Inventory File Maintenance application. Default is N.
11. Validate Accounts From I/M Or G/L ?	1 alphanumeric character. I = I/M Account File G = G/L Account File Default is I.
12. Item Note Literal 1	10 alphanumeric characters. This field serves to define the first literal description line of the Notes field information. You may enter any expression that suits your needs.
13. Item Note Literal 2	10 alphanumeric characters. This field serves to define the second literal description line of the Notes field information. You may enter any expression that suits your needs.
14. Item Note Literal 3	10 alphanumeric characters. This field serves to define the third literal description line of the Notes field information. You may enter any expression that suits your needs.
15. Item Note Literal 4	10 alphanumeric characters. This field serves to define the fourth literal description line of the Notes field information. You may enter any expression that suits your needs.
16. Item Note Literal 5	10 alphanumeric characters. This field serves to define the fifth literal description line of the Notes field information. You may enter any expression that suits your needs.
17. Item Date Literal	10 alphanumeric characters. This field serves to define the literal description line of the Date field information.

	You may enter any expression that suits your needs.
18. Item Amount Literal	10 alphanumeric characters. This field serves to define the literal description line of the Amount field information. You may enter any expression that suits your needs.
19. Audit Trail On Inv Transactions?	Y or N. Enter Y to maintain a record of all inventory transactions in the Inventory Transaction File. This information may be printed out on the Inventory Transaction Audit Trail Report. Enter N to disable this function. The default is N.
20. Multiple I/M Accts ?	Y or N. Enter Y to allow distributions to multiple asset accounts in the Inventory Transaction Processing application. Enter N to allow distributions to the default asset account only. The default is N.
21. Default Asset Acct	An account number in the standard account number format. Enter the default asset account number. This will be the default account number for distributions in the Inventory Transaction Processing application.
22. Next Document Number	6 numeric digits. Enter the next document number to be used in the Inventory Transaction Processing application. If the user presses the F1 key in field #2 of that application, the number entered here will be displayed. The default is one. Note: This field will only be used if field #24 is set to N for batch processing.
23. Using Kit Items?	Y or N. If Y is entered here, field #10 (Enter Mfg Data For Item ?) will automatically be set to Y. Also, the user may not change field #10 to N. This ensures that the user will have the opportunity to set the End Item Code field to K in Item File Maintenance.
24. Online Update Inventory Trx?	Y or N. Enter Y to update inventory levels as soon as transactions are entered in the Inventory Transaction Processing application. Enter N to use batch transaction processing. This option allows distributions to G/L accounts. For more information, see the of the Inventory Transaction Processing section of this manual. If the P/O package is in use, this field should be set the same as field #15 (Online Update Receivings Trx ?) in P/O Setup to avoid errors in distributions.
25. Upd Dist During Phy Cnt Proc?	Y or N. If field #24 is set to N for batch processing, this field may be set to Y to create distribution records during Physical Count Processing. If field #24 is set to Y for on-line processing, this field must be set to N.

26. Process Non-Stk Parents In Bomp?	Y or N. Enter Y to allow BOMP's Production Order Entry application to process parent items flagged as non-stocked and manufactured in the Inventory Item File. Items flagged as non-stocked and purchased will not be allowed in BOMP regardless of this flag setting. If this flag is set to Y, components of non-stocked purchased items will still be allocated and have quantities on hand reduced in the COP Order Entry application. However, components of non-stocked manufactured parents of product structures will not be allocated or have quantities on hand reduced until the order is entered into BOMP and produced. See the description for field #2 Item No. in BOMP's Production Order Entry application for more information. Enter N to disallow all processing of non-stocked parent items in BOMP.
27. Distribute By Amount Or Quantity?	1 alphabetic character. Only A or Q are allowed. Enter A to enter distributions in Inventory Transaction Processing by dollar amount. Enter Q to enter distributions by item quantity. Note: This field will only be used if field #24 is set to N for batch processing.
28. Use Job Numbers?	Y or N. Enter Y to allow distributions to be made to specific job numbers when entering transactions in I/M. Job numbers allow you to track costs associated with specific jobs. Enter N to not use job numbers in the I/M package. If this field is set to N, you will not be able to access the Job Analysis Report application.
Inventory Freeze Date	Automatically displayed. If the Freeze Inventory application has been run, this field will display the freeze date entered there.
Trx Audit Beg. Balance Date	Automatically displayed. If the Set Transaction Audit File Beginning Balances application has been run, this field will display the beginning balance date entered there. These beginning balances may be printed on the Inventory Transaction Audit Trail Report. This field will only appear if field #23 is set to N.



I/M Setup (Screen #1)



I/M Setup (Screen #2)

Print Spooled Reports

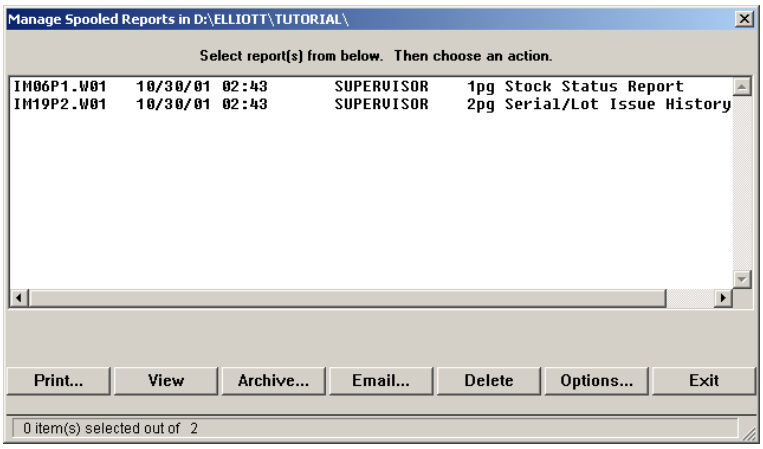
Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The **Print Spooled Reports** application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

When you are sure that a spooled report has been printed correctly, you should then use this application to delete it from the disk. If you neglected to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

Run Instructions

Select Print Spooled Reports from the pull down **I/M Util-Setup** menu. The following screen will display all reports you have spooled, (printed to disk).



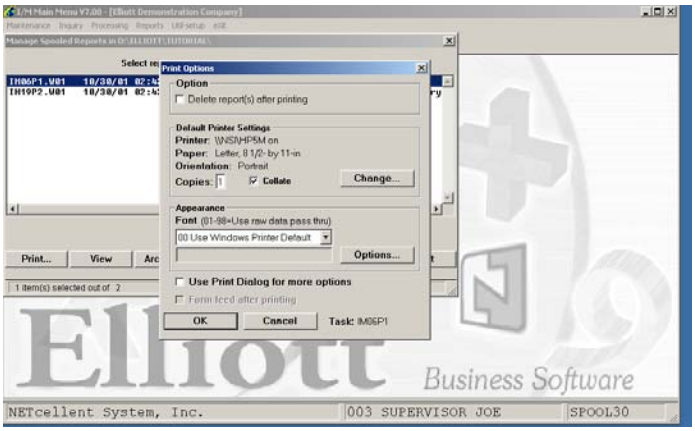
The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the I/M menu then only reports spooled to disk from I/M will be displayed.

- Select the desired mode from the lower **Print Spooled Reports** menu bar

Note: You can only select one report for viewing from this window
E-mail will take you to your default e-mail program

- **Select Print takes you to the window shown below:**



Option: Delete Reports after printing

Change: Change default printer
Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles

Generate ATP File

Application Overview

This process is a feature of the Available To Promise (**ATP**) enhancement. Generating the ATP file can combine the COP Order Line Item File, PO Order Line Item File, and BOMP Production Order file to generate the ATP Open Item File. From this Open Item File you can produce an Inventory ATP report and screen inquiries in I/M and COP of projected inventory balances, (availability), based on the date sequence from the transactions processed of the other modules.

Before using this feature, it must be enabled as per the System Manager Global Setup documentation. Only after you have completed the setup, can you generate the ATP File.

This "Generate ATP File" process **must be run after you setup** the Available To Promise feature. Additionally, it should be run periodically to ensure that the ATP Open Item File is synchronized with the COP, PO, and BOMP files.

Forecast Orders

In the past, planners could predict future quantity balance of an item based on the actual orders in the system. "Actual orders" refer to Sales Orders, Purchase Orders, Production Work Orders and Shop Orders. If you are in a purchase/production to order environment (i.e. you only purchase or produce if there is a confirmed sales order), this will work fine. However, many users work on a purchase/production to stock basis or on a mixed to-order and to-stock basis. In that case, users will need to have a forecast model to predict future sales. Based on the forecasting, the system can determine the proper future replenishment (i.e. Purchase Order for Production Orders).

Elliott V7.4 now provides a forecast database where users can enter the future sales forecast data and it becomes a part of the ATP system. This will help the ATP system to create future plan orders. Since many companies use a spreadsheet to build their forecast model, your customers may provide their forecast data to you in a spreadsheet format and this can be imported into the Elliott forecast database.

Planning Orders

In the past, buyers looked at the ATP data to spot negative quantity balances in the future and placed the necessary PO or Work Order to fill the hole. In Elliott V7.4, the system can now create planning orders to fill the hole automatically. Planning Orders are replenishment orders created in Elliott V7.4 to save buyers and planners time. If buyers or planners agree with the system created Planning Orders, they can simply confirm them through ATP Processing and the actual orders (PO or Work Orders) will be created.

Various factors can be setup in Elliott to help the system to determine the planning order quantity and date. This includes planning lead time (field 84 in Item Master), safety stock, planning period, buffer days and forecast. Users on a manual MRP system must realize that to switch to an autopilot ATP system will take some time to fine tune these factors to fully automate it correctly. The ATP system will only create Planning Orders for those items that have field 73 (Master Sch Item) set to "Y."

Since Planning Orders are created by the system automatically, the planner (or buyer) may not agree with all of the values and can override them. This can happen especially in the beginning stages of implementing ATP as MRP. In Elliott V7.4, we introduced a utility called "ATP Processing" and one of its many functions is to allow adjustments to Planning Orders. Once a planner is satisfied with the planning

order, they can turn it into an actual order, like a PO or Work Order. Sometimes the planning order may not be ready to become an actual order and the planner may simply adjust it and leave it at the planning stage. However, each time the system performs the ATP Re-Gen (like MRP Re-Gen), the previous planning orders will be wiped out and re-calculated. If planners want to keep the adjusted planning orders from being overridden by the re-calculation (Re-Gen Process), they need to change it into a firm plan order.

The Four Planning Types of ATP

Depending on the level of the firmness of an order, the ATP records can be divided into four different categories:

"A" - Actual – ATP records prior to Elliott V7.4
"F" - Firm – New Feature
"X" - Firm Plan – New Feature
"P" - Plan – New Feature

Actual: All the ATP records supported prior to Elliott V7.4 are actual ATP records. Actual ATP records refer to printed Purchase Orders, Sales Orders and Work Orders. They will correspond and match with the Item Qty Allocated or Qty on Order.

Firm: Firm ATP records refer to a PO Requisition, a PO that has not been printed, a Blanket PO/Sales Order, or a Work Order that has not been allocated. Firm ATP means these records will become the actual ATP in the near future. These ATP records did not exist prior to V7.4.

Plan and Firm Plan: The Plan ATP records are created by the system automatically as a suggestion for a buyer or planner. Each time ATP is regenerated, the Plan ATP records are deleted and recalculated again. If a planner wants to keep certain Plan ATP records from being recalculated, the planner can make the plan record firm, and thus it is called "Firm Plan."

All ATP Related Features, like ATP Inquiry, ATP Report, Edit List and ATP Processing, will now prompt for the "Planning Type" to view or print. You can only select one Planning Type at a time. However, that does not means you can only view or print one Planning Type at a time. When you choose "A" – Actual Orders, then only the Actual ATP Orders will be displayed or printed. When you choose "A", the display and report will basically show you the same kind of ATP information as you knew prior to Elliott V7.4.

When you choose "F" – Firm Orders, both Actual Orders and Firm Orders will be displayed or printed. Since you can not predict future quantity without the Actual Orders, it only makes sense to only display or print the Actual Orders with the Firm Orders. By the same principle, if you choose "X" – Firm Plan Orders, then Actual Orders and Firm Orders will be selected too. When you choose "P" – Plan Orders, then all Plan Types will be included.

ATP Processing

ATP Processing is designed for the planner or buyer of an organization to allow them to make adjustments to the Plan Orders or elevate a Plan Order to a higher level, like a Firm Order or Actual Order.

Adjustments to Plan Orders may mean: Change Quantity; Change Date; or Consolidate Multiple Plan Orders into One.

If planners agree with the Plan Orders created by the system, planners have two choices: create PO Requisitions or create BOMP Work Orders, depending on the type of items on the Plan Order. For purchased items, the choice is to create a PO Requisition. For manufactured items, the choice is to create a BOMP Work Order.

Create PO Requisition: PO Requisition is the pre-processing for Purchase Order. Creating purchase orders directly from ATP Processing would produce many small purchase orders with only one line item and may not select the best vendor. So, PO Requisition provides a middle step to shop for different vendors and adjust the price, quantity and date. Once everything is confirmed, the PO Requisition can create the purchase orders by vendor with the combined items and quantity. The planner can directly update the Requisition transaction or delete it. They can also change the Requisition transactions back to Plan Orders. However, once the Requisition becomes a Purchase Order, the planner can only change the Purchase Order through Purchase Order change processing.

Create BOMP Work Order: The planner can change the Plan Orders directly into Work Orders. When a Work Order is created, the planner still has a lot of flexibility to change it directly in ATP Processing. The planner can determine if the Work Order should be Allocated (Actual Order) or not Allocated (Firm Order).

Reschedule or Adjust Work Orders: One shortcoming prior to Elliott V7.3 was Work Orders could not be easily adjusted once they were created. With Elliott V7.4, the created Work Orders can be deleted, changed or converted back to Plan Orders easily in ATP Processing. Once a Work Order is printed it is protected from changes in ATP Processing, however the planner can cancel the printed Work Order. "Cancel" does not mean "delete the work order," it simply means to flag the Work Order as if it were not printed, allowing the planner make any changes as needed.

ATP Netable Location

A new flag, "ATP Netable Loc" has been added to I/M Location File Maintenance. By default, this flag will have a "Y" value. The purpose of this flag is to exclude the inventory quantity of miscellaneous warehouse locations like "Defect" or "Service," which can not be considered as general inventory.

Some reports (like the Stock Status Reports) now offer the option to print "ATP Netable Location Only?" For Stock Status Inquiry, based on the Global Setup flag "Only Show ATP Netable Loc in Stock Status Inq," the system could exclude the Non-Netable Location's inventory quantity when a user chooses "All" locations. ATP Inquiry and Report, by default, will skip locations that the "ATP Netable Loc" flag is set to "N," unless the user specifically requests that single location.

Job Number Support

A Job Number selection criterion is introduced in the V7.4 ATP Inquiry and Reporting functions. If you utilize the Job Number function to control your purchasing, sales and production, you can zoom in on the ATP data by a particular Job. A Job Number can be a customer, a contract, or even a PO. The COP Job Number literal is user definable in Elliott V7.4

Run Instructions

From **Inventory Menu → Util-Setup → Generate ATP File → Generate**

This is an automatic process with no data entry prompts other than how you want to print the reports; Printer, Disk, Screen, defer, or e-mail.

Summary Report – Generate ATP File

```
Run Date: Sep 18, 2001 - 10:08pm         Elliott Demonstration Company                                    Page    1
                                                O P E N   I T E M   S U M M A R Y
Total Open Order Sales Value          72,079.35
Total Open Order Cost Amount          89,199.03
Total Open PO Cost Amount              6,249.60
Total Open BOMP Cost Amount            3,696.00
Total Open SFC Cost Amount                  .00
```

NOTE: For accuracy, there are no starting or cut-off dates as the information to be generated is based on that which is open and still pending. If you have an open COP order that is 3 months old, a Purchase Order for delivery in 2 months, or a BOMP Production Order due in six months, they will all be reflected in the ATP Inquiry or Inventory ATP report.

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Generate Location History

Application Overview

This process will generate history records for all items for each location.

Run Instructions

From **Inventory Menu → Util-Setup → Generate Location History → Generate**

This will prompt you for a starting year, an ending year and whether you want to update the usage or not. It will generate a report and the standard Print Options window will appear with the following destinations: Printer, Disk, Screen, Defer or Email.

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Export Item For Take An Order

Application Overview

This process will create or append an ASCII file with item information to be used with Elliott's Take An Order function. The Take An Order function must be turned on before this feature can be run.

Run Instructions

From **Inventory Menu → Util-Setup → Export An Item For Take An Order → Export**

This will prompt you for starting and ending item numbers, starting and ending product categories, starting and ending material cost types, the file name and path, and whether you want to create or append the ASCII file. No report will be generated and the ASCII file will be created (or appended) if none of the input fields need to be changed.

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Item Label Form Setup

Application Overview

This allows maintenance to the label form file, which is similar to the invoice form file. You can specify up to 99 forms and set the parameters for each form to your liking.

Run Instructions

From **Inventory Menu → Util-Setup → Item Label Form Setup**

You have the option to change, copy, delete, list, print a sample and reset label forms.

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Item Import Utility

Application Overview

The purpose of this utility is to provide an easy way for a third party application to add items into Elliott. It can also be used for transferring the item master records added in a different company or location. It is very similar to the Elliott Sales Order Import utility.

This utility will import from a fixed length ASCII file and append items in the ASCII file into the Elliott item master file. An import journal will provide the details of the import result. The utility will validate the data in the ASCII file before it adds to item master table. A pre-interface report can be used to check for errors before importing.

This utility makes it easy for a third party developer by requiring only the ITEM_NO & ITEM_DESC1 fields. The other fields can be left blank. When a field is left blank, it means "let the import utility determine the value." For example, if ITEM_STOCK_FLAG is left blank, then the default value should be "Y." However, the system will also check for DEFAULT-ITEM. If it exists, then the value in this record will be used.

This utility also makes it easy because the third party developer does not need to know all the associated tables that get updated when an item is created. This includes the IMINVLOC and SYUSRIDX tables.

As a result, a third party developer does not need to know how Elliott creates an item master record. They simply create an ASCII file by supplying the values that are meaningful to them and leave all the other fields blank. This import utility will assign the default values automatically.

The utility is intended for adding items to Elliott and not intended for changing item data.

Import Item File

By default, the import item file name is IMITMFIL.TXT. However, you can change this to be any name you want, as long as you don't use long file names. The path can be any pre-defined path. The default path and file name can be entered in the setup under Global Setup, Add-ons and Item Import Utility. The system will use the default path and file name as defined in global setup, but the user can override it.

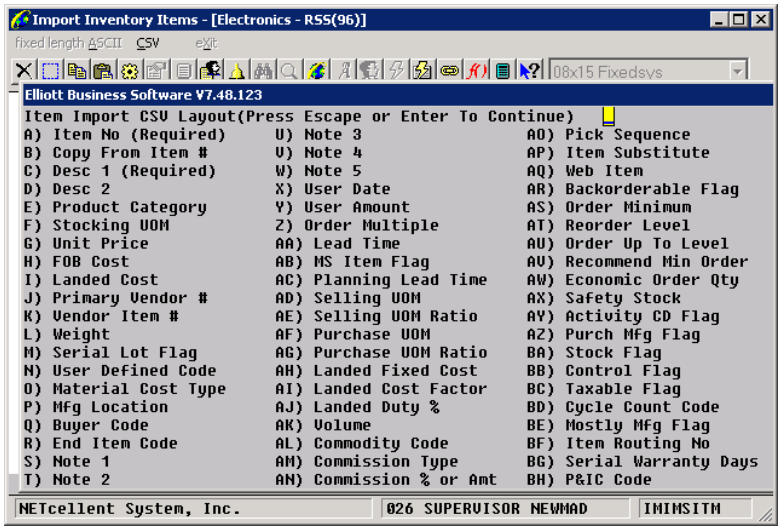
The ASCII file to import does not have to provide all the fields in the item file. When fields are not provided, default values are assumed. Only Item Number and Item Description 1 are required. Everything else can be left blank.

The Item Import Utility is similar to Sales Order Import (used to import EDI sales orders). It has two options; pre-interface and interface. The pre-interface will print out a report showing the import data and will report if any of the data provided is invalid. At the end of the pre-interface report, it will show the total number of errors it encountered so users can easily tell whether if there are any errors.

The "Interface" produces a report identical to "Pre-Interface." However, it will actually add new items to the Elliott item master file based on the data in the interface file. Once the interface is successful, it will delete the interface file. If there are any errors in the interface, it will not interface the entire batch until the error is corrected and re-interfaced. During the interface, you have the option to create other inventory location records.

CSV Import File

In addition to the fixed length file, you can now import the items from a CSV file. There is a separate menu for the CSV with the Pre-interface, Interface and Layout options. The layout for the CSV import file is as follows:

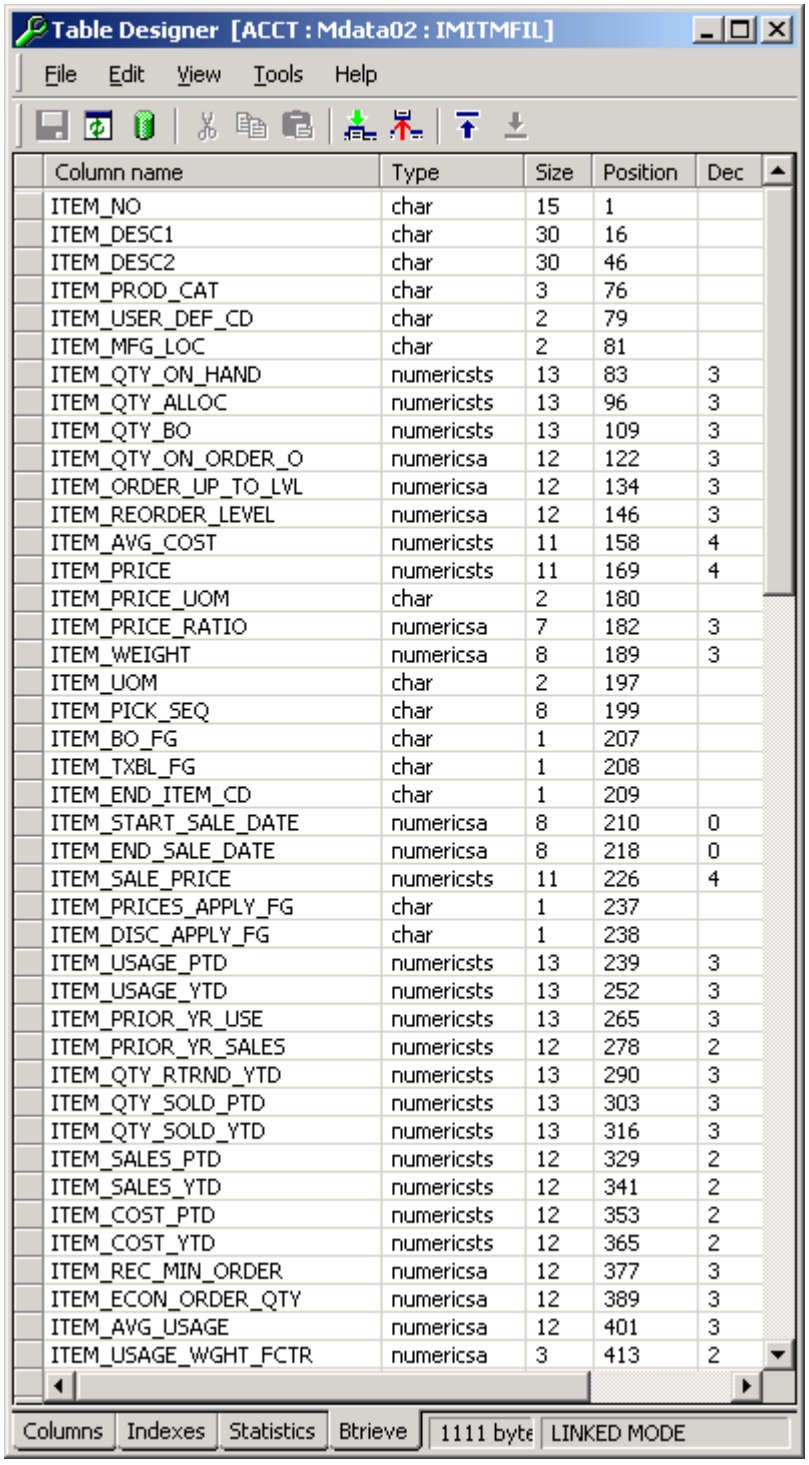


Only Item Number and Item Description fields are required. All other fields are optional and, if not provided, will assume a default value. The default value can either be the Elliott's default value when adding a new item or the value in DEFAULT-ITEM, if it exists.

The CSV Import option also supports copying a default value from another item. If the item you are copying from is a Kit, Feature or BOMP parent item, then its components structure can be optionally copied as well. A special feature will also make the copy from item as the only kit component if the copy from item is a regular item (not a kit or feature/option) and the copy to is a Kit item.

The CSV Import option can also automatically assign UPC codes upon importing new items.

File Layout for IMITMFIL.TXT (Page 1/3)



Column name	Type	Size	Position	Dec
ITEM_NO	char	15	1	
ITEM_DESC1	char	30	16	
ITEM_DESC2	char	30	46	
ITEM_PROD_CAT	char	3	76	
ITEM_USER_DEF_CD	char	2	79	
ITEM_MFG_LOC	char	2	81	
ITEM_QTY_ON_HAND	numericsts	13	83	3
ITEM_QTY_ALLOC	numericsts	13	96	3
ITEM_QTY_BO	numericsts	13	109	3
ITEM_QTY_ON_ORDER_O	numericsa	12	122	3
ITEM_ORDER_UP_TO_LVL	numericsa	12	134	3
ITEM_REORDER_LEVEL	numericsa	12	146	3
ITEM_AVG_COST	numericsts	11	158	4
ITEM_PRICE	numericsts	11	169	4
ITEM_PRICE_UOM	char	2	180	
ITEM_PRICE_RATIO	numericsa	7	182	3
ITEM_WEIGHT	numericsa	8	189	3
ITEM_UOM	char	2	197	
ITEM_PICK_SEQ	char	8	199	
ITEM_BO_FG	char	1	207	
ITEM_TXBL_FG	char	1	208	
ITEM_END_ITEM_CD	char	1	209	
ITEM_START_SALE_DATE	numericsa	8	210	0
ITEM_END_SALE_DATE	numericsa	8	218	0
ITEM_SALE_PRICE	numericsts	11	226	4
ITEM_PRICES_APPLY_FG	char	1	237	
ITEM_DISC_APPLY_FG	char	1	238	
ITEM_USAGE_PTD	numericsts	13	239	3
ITEM_USAGE_YTD	numericsts	13	252	3
ITEM_PRIOR_YR_USE	numericsts	13	265	3
ITEM_PRIOR_YR_SALES	numericsts	12	278	2
ITEM_QTY_RTRND_YTD	numericsts	13	290	3
ITEM_QTY_SOLD_PTD	numericsts	13	303	3
ITEM_QTY_SOLD_YTD	numericsts	13	316	3
ITEM_SALES_PTD	numericsts	12	329	2
ITEM_SALES_YTD	numericsts	12	341	2
ITEM_COST_PTD	numericsts	12	353	2
ITEM_COST_YTD	numericsts	12	365	2
ITEM_REC_MIN_ORDER	numericsa	12	377	3
ITEM_ECON_ORDER_QTY	numericsa	12	389	3
ITEM_AVG_USAGE	numericsa	12	401	3
ITEM_USAGE_WGHT_FCTR	numericsa	3	413	2

File Layout for IMITMFIL.TXT (Page 2/3)

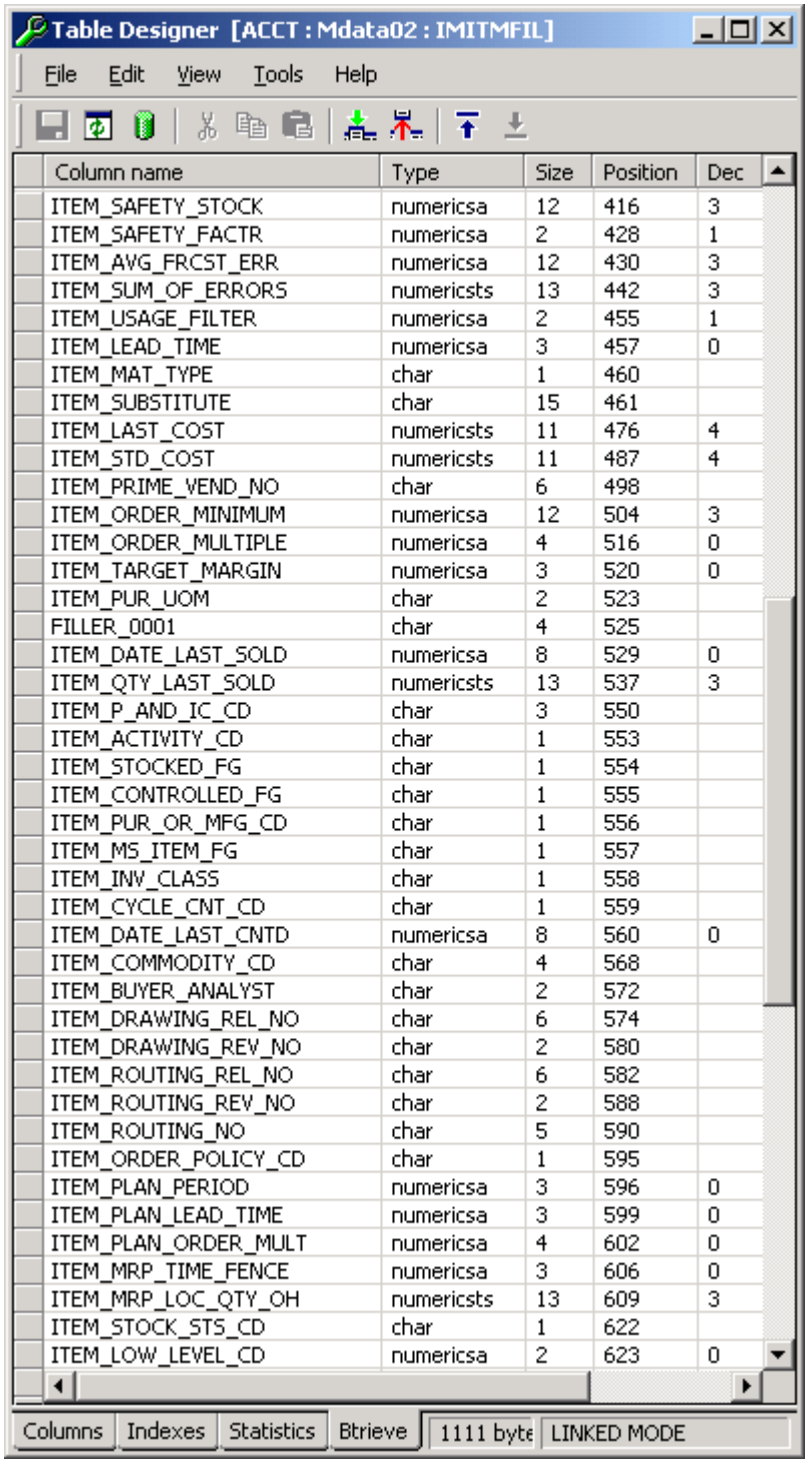


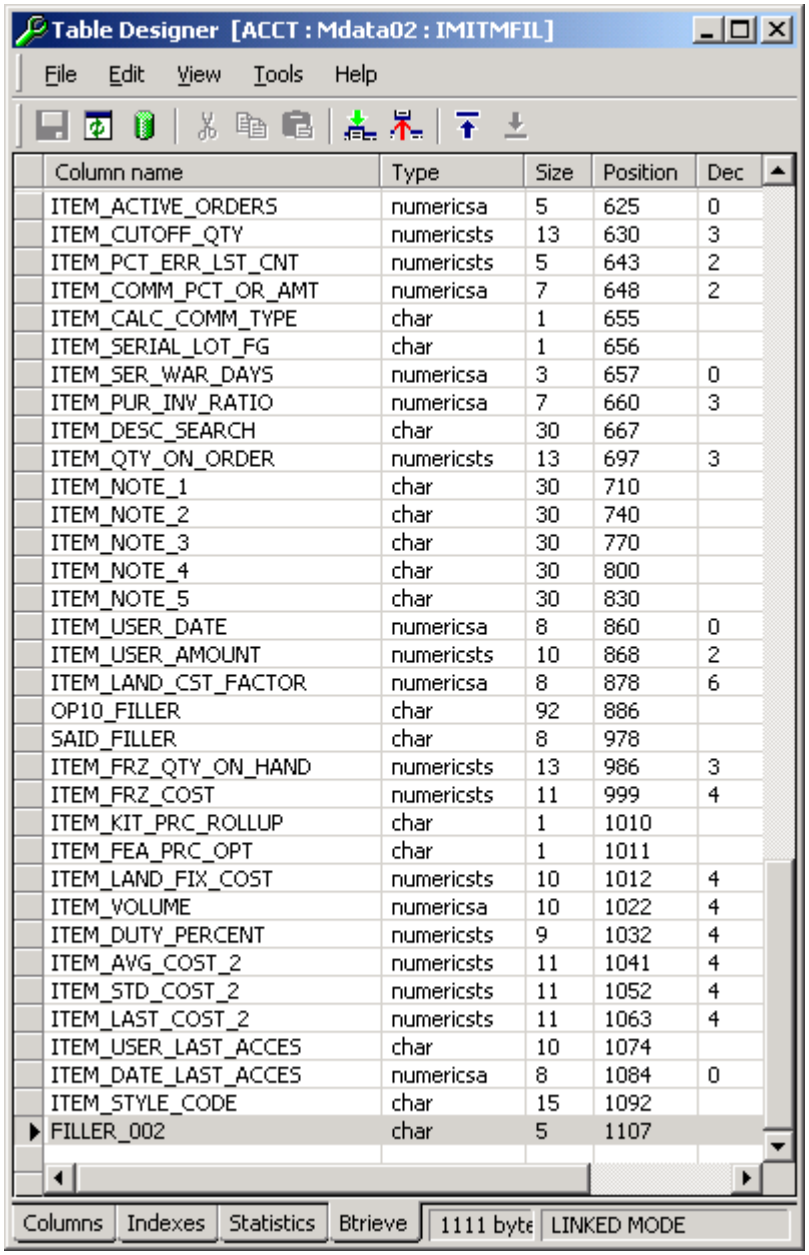
Table Designer [ACCT : Mdata02 : IMITMFIL]

File Edit View Tools Help

Column name	Type	Size	Position	Dec
ITEM_SAFETY_STOCK	numericsa	12	416	3
ITEM_SAFETY_FACTR	numericsa	2	428	1
ITEM_AVG_FRCST_ERR	numericsa	12	430	3
ITEM_SUM_OF_ERRORS	numericsts	13	442	3
ITEM_USAGE_FILTER	numericsa	2	455	1
ITEM_LEAD_TIME	numericsa	3	457	0
ITEM_MAT_TYPE	char	1	460	
ITEM_SUBSTITUTE	char	15	461	
ITEM_LAST_COST	numericsts	11	476	4
ITEM_STD_COST	numericsts	11	487	4
ITEM_PRIME_VEND_NO	char	6	498	
ITEM_ORDER_MINIMUM	numericsa	12	504	3
ITEM_ORDER_MULTIPLE	numericsa	4	516	0
ITEM_TARGET_MARGIN	numericsa	3	520	0
ITEM_PUR_UOM	char	2	523	
FILLER_0001	char	4	525	
ITEM_DATE_LAST_SOLD	numericsa	8	529	0
ITEM_QTY_LAST_SOLD	numericsts	13	537	3
ITEM_P_AND_IC_CD	char	3	550	
ITEM_ACTIVITY_CD	char	1	553	
ITEM_STOCKED_FG	char	1	554	
ITEM_CONTROLLED_FG	char	1	555	
ITEM_PUR_OR_MFG_CD	char	1	556	
ITEM_MS_ITEM_FG	char	1	557	
ITEM_INV_CLASS	char	1	558	
ITEM_CYCLE_CNT_CD	char	1	559	
ITEM_DATE_LAST_CNTD	numericsa	8	560	0
ITEM_COMMODITY_CD	char	4	568	
ITEM_BUYER_ANALYST	char	2	572	
ITEM_DRAWING_REL_NO	char	6	574	
ITEM_DRAWING_REV_NO	char	2	580	
ITEM_ROUTING_REL_NO	char	6	582	
ITEM_ROUTING_REV_NO	char	2	588	
ITEM_ROUTING_NO	char	5	590	
ITEM_ORDER_POLICY_CD	char	1	595	
ITEM_PLAN_PERIOD	numericsa	3	596	0
ITEM_PLAN_LEAD_TIME	numericsa	3	599	0
ITEM_PLAN_ORDER_MULT	numericsa	4	602	0
ITEM_MRP_TIME_FENCE	numericsa	3	606	0
ITEM_MRP_LOC_QTY_OH	numericsts	13	609	3
ITEM_STOCK_STS_CD	char	1	622	
ITEM_LOW_LEVEL_CD	numericsa	2	623	0

Columns Indexes Statistics Btrieve 1111 byte LINKED MODE

File Layout for IMITMFIL.TXT (Page 3/3)



Column name	Type	Size	Position	Dec
ITEM_ACTIVE_ORDERS	numericsa	5	625	0
ITEM_CUTOFF_QTY	numericsts	13	630	3
ITEM_PCT_ERR_LST_CNT	numericsts	5	643	2
ITEM_COMM_PCT_OR_AMT	numericsa	7	648	2
ITEM_CALC_COMM_TYPE	char	1	655	
ITEM_SERIAL_LOT_FG	char	1	656	
ITEM_SER_WAR_DAYS	numericsa	3	657	0
ITEM_PUR_INV_RATIO	numericsa	7	660	3
ITEM_DESC_SEARCH	char	30	667	
ITEM_QTY_ON_ORDER	numericsts	13	697	3
ITEM_NOTE_1	char	30	710	
ITEM_NOTE_2	char	30	740	
ITEM_NOTE_3	char	30	770	
ITEM_NOTE_4	char	30	800	
ITEM_NOTE_5	char	30	830	
ITEM_USER_DATE	numericsa	8	860	0
ITEM_USER_AMOUNT	numericsts	10	868	2
ITEM_LAND_CST_FACTOR	numericsa	8	878	6
OP10_FILLER	char	92	886	
SAID_FILLER	char	8	978	
ITEM_FRZ_QTY_ON_HAND	numericsts	13	986	3
ITEM_FRZ_COST	numericsts	11	999	4
ITEM_KIT_PRC_ROLLUP	char	1	1010	
ITEM_FEA_PRC_OPT	char	1	1011	
ITEM_LAND_FIX_COST	numericsts	10	1012	4
ITEM_VOLUME	numericsa	10	1022	4
ITEM_DUTY_PERCENT	numericsts	9	1032	4
ITEM_AVG_COST_2	numericsts	11	1041	4
ITEM_STD_COST_2	numericsts	11	1052	4
ITEM_LAST_COST_2	numericsts	11	1063	4
ITEM_USER_LAST_ACCES	char	10	1074	
ITEM_DATE_LAST_ACCES	numericsa	8	1084	0
ITEM_STYLE_CODE	char	15	1092	
FILLER_002	char	5	1107	

- File layout is a fixed length ASCII file with CR/LF at the end of each record.
- The data type “char” should be left justified.
- The Numeric Field is free form text and can be placed anywhere in the space reserved. The following are examples of valid numeric fields; “1.25”, “-1.25”, “+1.25”, “1.25-“, “1.25+”, “1.2”, “1”, “01.25”. Make sure to verify the size and decimal precision capability of each numeric field. Typically, NumericSA fields do not allow the value to be signed and NumericSTS allows signs.
- The date field will be in NumericSA format. However, you must provide the date data in YYYYMMDD format.
- The following are required fields:
    - ITEM_NO

    - ITEM_DESC1
- For the non-required fields, you can either leave them blank or you can provide a value. When you leave the field blank, the system will default its value to data in item number “DEFAULT-ITEM”. If “DEFAULT-ITEM” is not defined in the item file, the system will use the default value when you add a new item.
- During import, the system will make sure ITEM_NO does not currently exist in the item file.
- If the user provides a value for the following fields, then they will be validated against the corresponding master table. We recommend you leave these fields blank and let system handle them with a default value if you don’t know what they are.
    - ITEM_PROD_CAT: Validate Product Category file
    - ITEM_USER_DEF_CD: Validate User Defined Code file
    - ITEM_MFG_LOC: Validate Location file
    - ITEM_MAT_TYPE: Validate Material Cost Type file
    - ITEM_SUBSTITUTE: Validate Substitute Class file
    - ITEM_PRIME_VEND_NO: Validate Vendor file
- Typically, a flag may contain “Y” or “N”. However, confirm the possible values of each flag in item file maintenance to make sure the value you provide is a valid choice.
- Please leave ITEM_STYLE_CODE blank.
- If you do not know the meaning of a field, leave it blank and the system can handle it with a default value.
- If your UPC code is stored in ITEM_NOTE_1 – ITEM_NOTE_5, the system will make sure the UPC code is unique and passes the checksum validation.
- The system will update the SYUSRIDX file for any item fields that are defined as a user search key.

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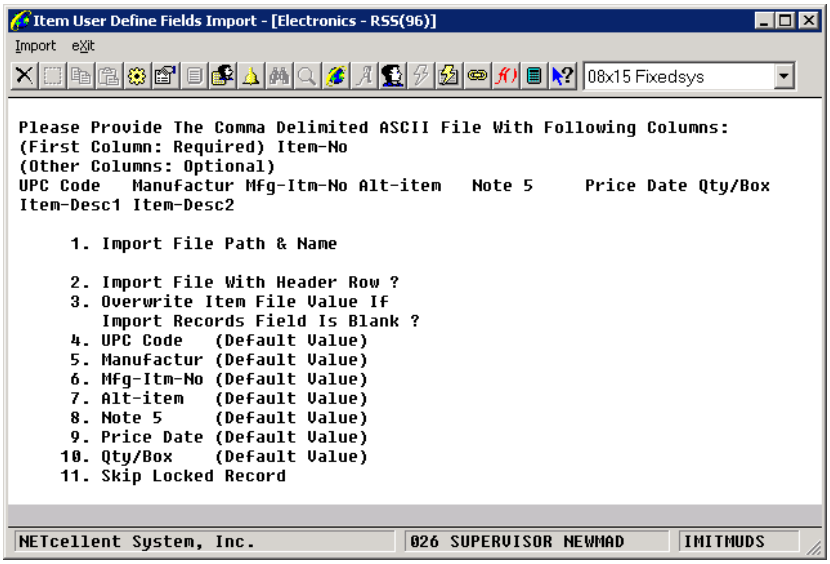
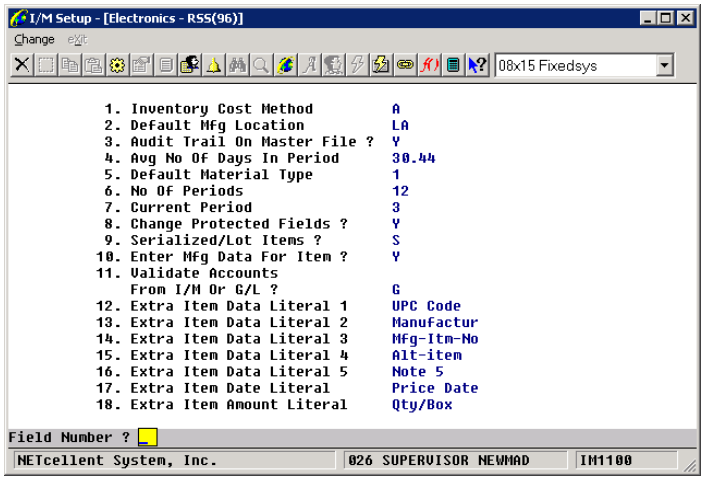
Item User Defined Fields Import Utility

Application Overview

This utility is used to update the Item User Defined fields and descriptions. This includes Item Note 1 – 5, User Amount, User Date and Item Description 1 and 2. The utility can also be used to add or update UPC codes. If any of the Item Notes 1 – 5 are used for the UPC code, the system will validate the import value and assign a checkdigit, if necessary.



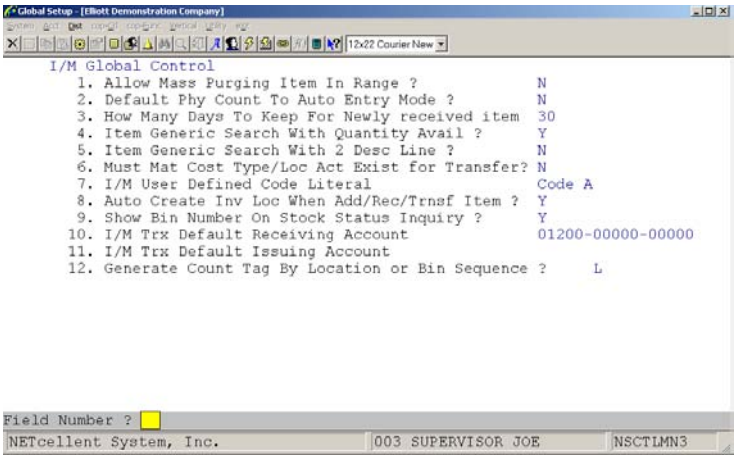
Fields 4 through 10 are defined in the IM Control File:



Global Setup

I/M Global Control

From Elliott Main Menu go to → **Util-setup → Global setup → Dist → I/m global control**



Global Control Setup Screen

This screen controls which features and options you want to use to enhance the functionality of your Inventory Management module. Rather than default install these items, we let you "Pick and Choose."

Allow Mass Purging of Items In Range

Field 1: This enhancement will allow you to purge a range of item records rather than having to delete them one at a time. This mass item purge utility will delete item master record(s), inventory location records(s), and multi-bin record(s) based on the cutoff date. The item record will be deleted if the following conditions exist: item has no qty on hand, no qty on order, no qty allocated, no back orders, there are no sales or any other activities for this item for the past and current year, and the item's last access or last sold date was before the cut-off date.

1. Allow Mass Purging Item In Range?
   Answer "Y" if you wish to use this function.

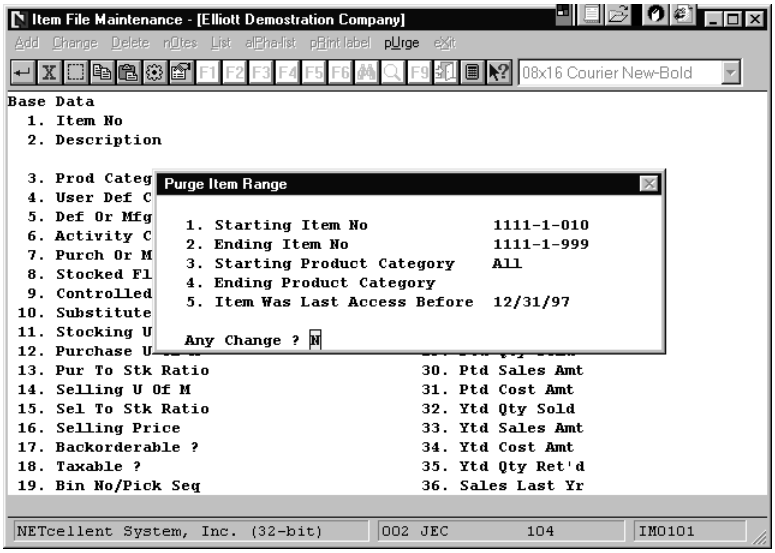


Figure 3C.2 shows how to Purge in Inventory File Maint.

In the above example the pop up window displays the conditions for purging items. Any items that were accessed on 12/31/97 or earlier will be deleted. If the item's last access date was 01/01/98, then this item will not be deleted.

Default Physical Count To Auto Entry Mode

Field 2.

How Many Days To Keep Newly Received Items

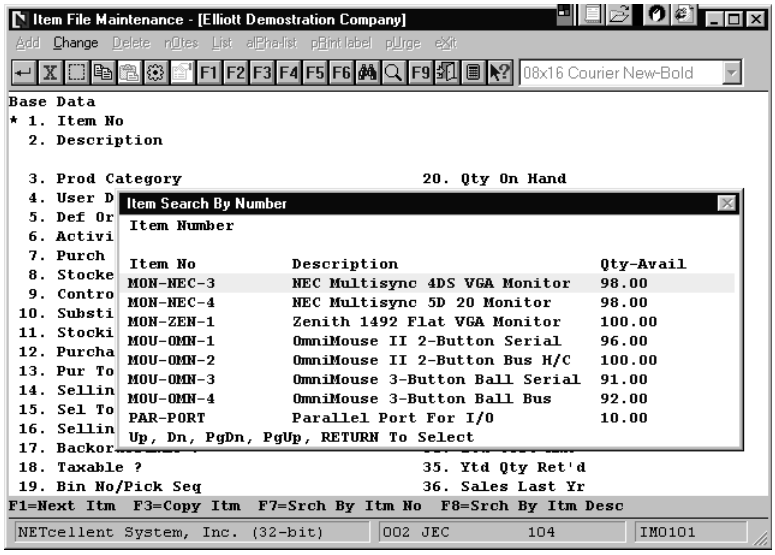
Field 3. Determines how long an item's receiving is reflected in the Available To Promise (ATP) Inquiry and Report.

Item Generic Search With Quantity Available

Field 4. With this enhancement the user has the capability of when searching for an item the quantity-available is displayed. This quantity available is taken from the item file. It does not take into consideration the quantity on order from a vendor or customer, and quantity in production. This enhancement can be accessed wherever generic item search can be accessed.

Please note: Qty-Avail = Item-Qty-OH - Item-Qty-Alloc.

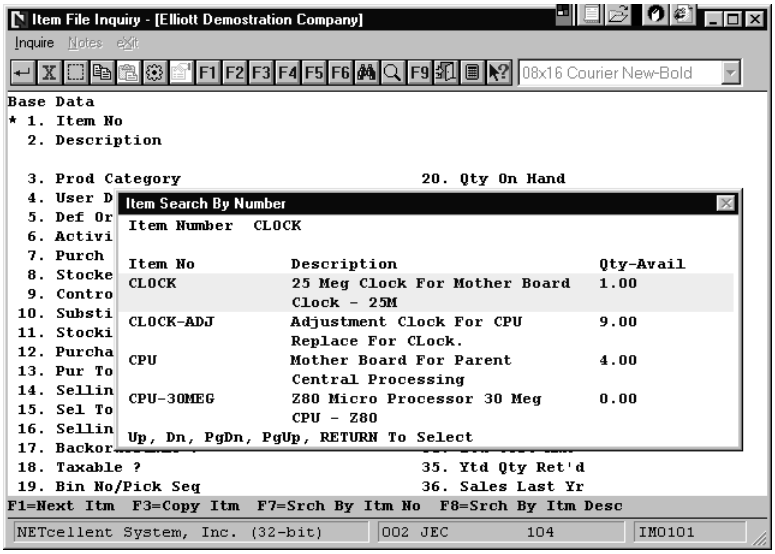
The Item file is the **only place** from which **quantity-available** is **obtained**; as a result, if you are using multiple warehouses, the quantity in other locations will not show up. If you find this misleading, you may want to turn off this feature. For single warehouse users, you should not have any problems and find this enhancement very useful.



Item Generic Search With 2 Description Line

Field 5. This function allows you to see 2 description lines in the Item Search Window.

Answer “Y” if you wish to use this function.

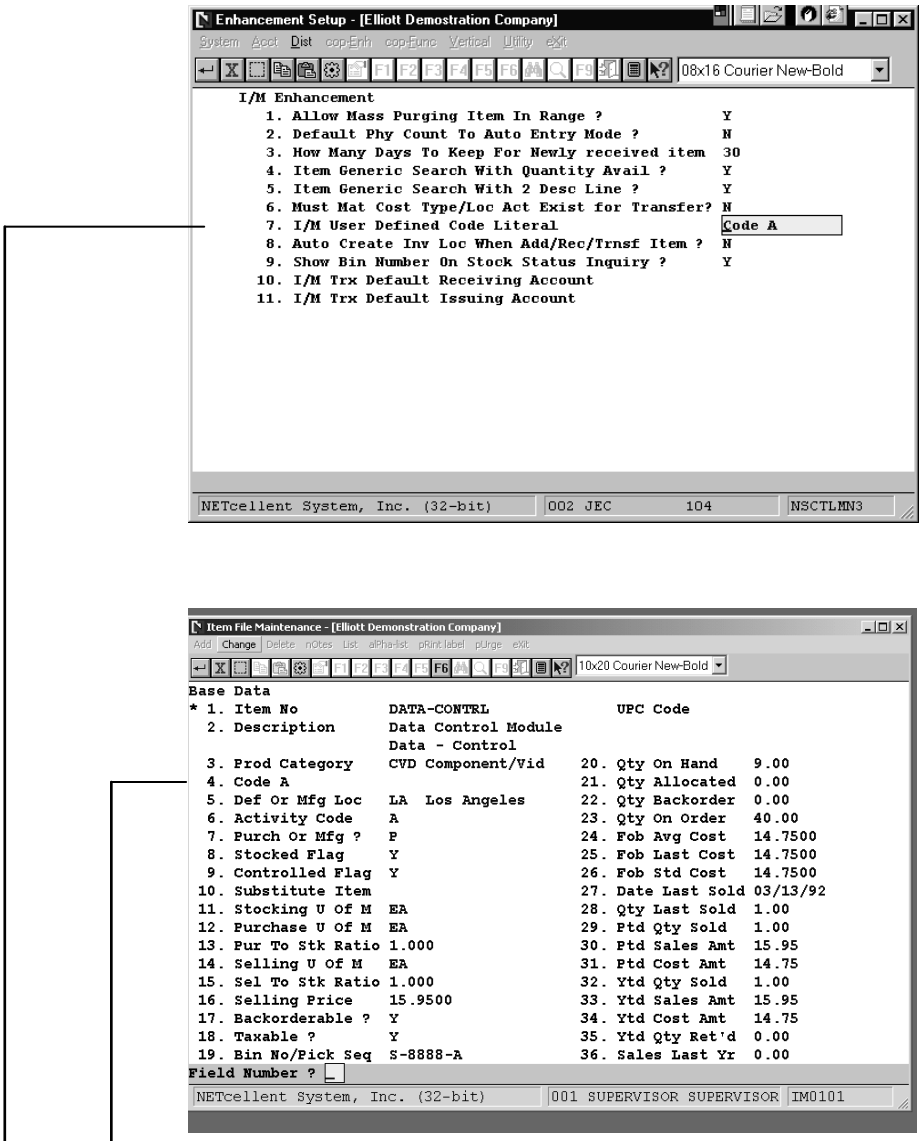


Must Mat Cost Type/Loc Acct Exist For Transfer

Field 6: This is a control feature that ensures proper Inventory Asset Account Balances when transferring inventory from location to location. If this flag is set “N” the posting will be to the default Asset Account setup in I/M Setup.

I/M User Defined Code Literal

The I/M User defined Code is used in conjunction with the Bill of Lading program. Please refer to the Bill of Lading documentation in the COP manual. The literal you enter here replaces the default description of "**User Def Code"** in field 4 of the Inventory Master Item file, (Base Data screen 1).



Field 4 literal Inventory Item File

If you wish to define a literal enter it here, otherwise leave field blank to accept default **"User Def Code."**

Auto Create Inventory Location Control Record

Field 8. For every item you want to stock at another location, it must be defined in the Location control file. Depending on the processing step, this function allows you to it automatically by:

1. When adding a new item, it gives you the option via a screen prompt to **automatically create Inventory Location Records**, (Location Control File), for all locations, (Location File).

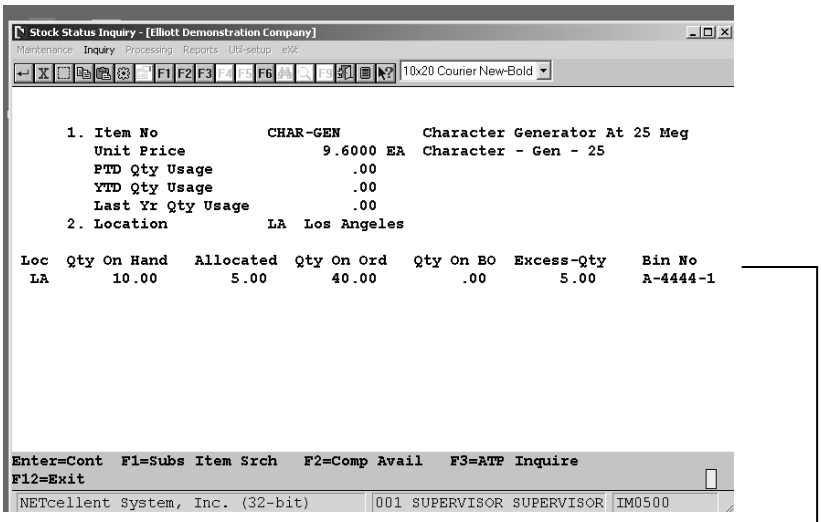
2. When **adding, receiving, or transferring item(s)** not defined in the Location Control file, the will system will prompt you with "Item Not stocked At This Location. Do You Wish To Add?" This is gives the user the ability to create a new location control record on the fly.

Answer "Y" if you wish to use this function.

Show Bin Number On Stock Status Inquiry

Field 9. This function allows you to view bin number in Stock Status Inquiry.

Answer "Y" if you wish to use this function.



Stock Status Inquiry w/Bin No. Displayed

I/M Trx Default Receiving Account

The distribution account in Inventory Receiving defaults to the account number you enter here. This prevents the user from having to do a look up or from entering an incorrect posting account number. At time of data entry or if in "I/M Processing Change Mode," users can override the default value.

I/M Trx Default Issuing Account

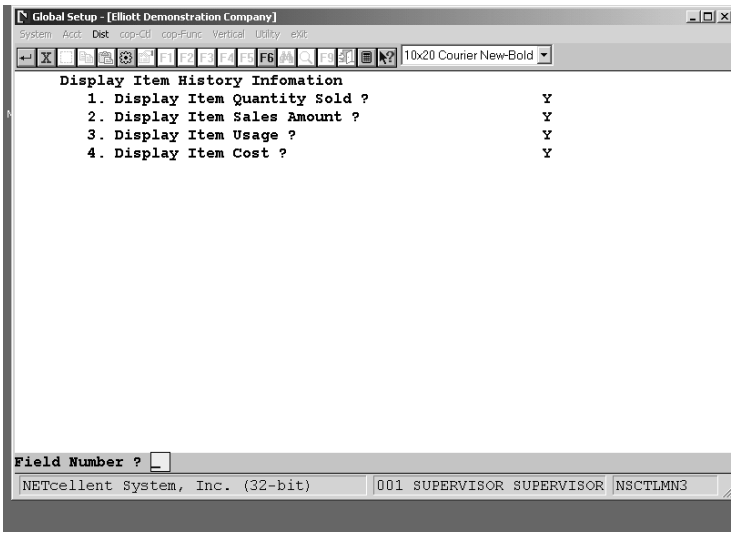
The distribution account in Inventory Issuing defaults to the account number you enter here. This prevents the user from having to do a look up or from entering an incorrect posting account number. At time of data entry or if in "I/M Processing Change Mode," users can override the default value.

Display Item History Information

This function will allow you to view additional history information from the Item Master File and during Item File Inquiry. The inquiry windows are similar to Standard Elliott Item History Report.

Run Instructions

From Elliott Main Menu go to → **Util-setup → Global setup → Dist → Display item history info**

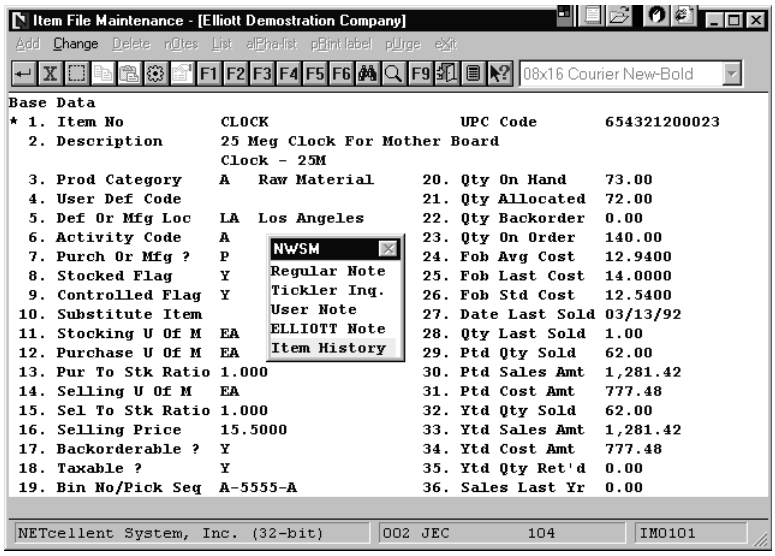


Field 1: Display Item Quantity Sold?
Answer "Y" if you wish to display the item quantity sold when inquiring item history information.

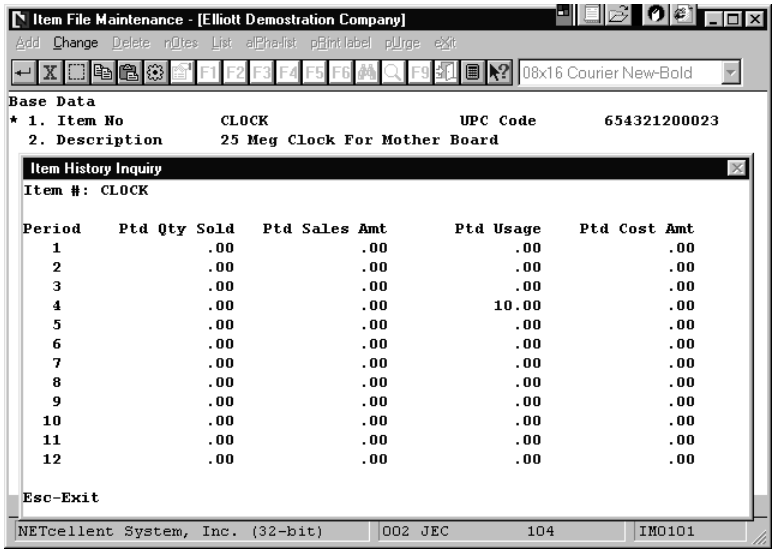
Field 2: Display Item Sales Amount?
Answer "Y" if you wish to display the item sales amount when inquiring item history information.

Field 3: Display Item Usage?
Answer "Y" if you wish to display the item usage when inquiring item history information.

Field 4. Display Item Cost?
Answer "Y" if you wish to display item cost when inquiring item history information.



When you press the F6 function key, a popup window will display the following options: 1. Regular note, 2. Tickler Note, 3. User Note, 4. Elliott Note, and 5. Item History**.** After selecting Item History, the system will display the window below showing historical information for: Ptd. Qty. sold, Ptd. Sales Amt., Ptd. Usage, and Ptd. Cost Amt. as shown below.


Item File Maintenance - [Elliott Demostration Company]
Add Change Delete nOtes List alPha-list pRint label pUrge eXit
08x16 Courier New-Bold
Base Data
* 1. Item No CLOCK UPC Code 654321200023
2. Description 25 Meg Clock For Mother Board
Item History Inquiry
Item #: CLOCK
Period Ptd Qty Sold Ptd Sales Amt Ptd Usage Ptd Cost Amt
1 .00 .00 .00 .00
2 .00 .00 .00 .00
3 .00 .00 .00 .00
4 .00 .00 10.00 .00
5 .00 .00 .00 .00
6 .00 .00 .00 .00
7 .00 .00 .00 .00
8 .00 .00 .00 .00
9 .00 .00 .00 .00
10 .00 .00 .00 .00
11 .00 .00 .00 .00
12 .00 .00 .00 .00
Esc-Exit
NETcellent System, Inc. (32-bit)
002 JEC 104
IMO101

Substitute Item Class File

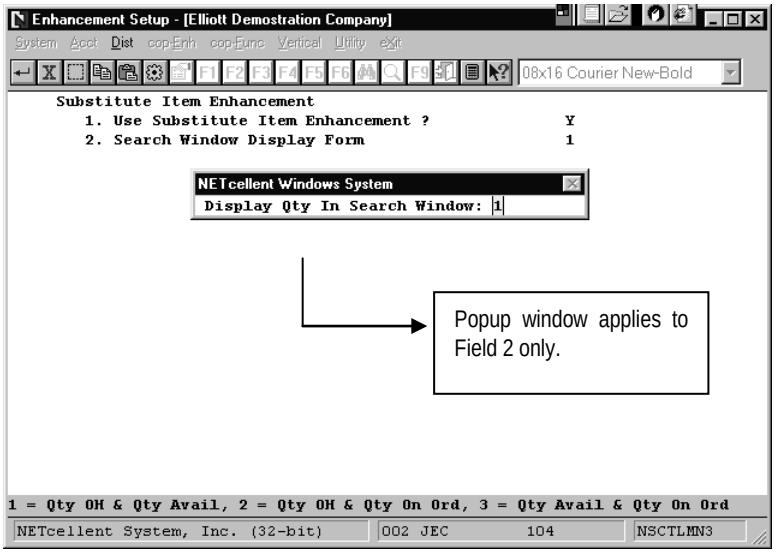
Application Overview

You can now define multiple substitute items in a class instead of one substitute item only. During order entry, if there is insufficient quantity for an item, the system will prompt if you would like to use substitute item. If you answer "Yes", a window showing multiple substitute items will display. You can choose which substitute item to use. A similar function also exists in The Stock Status Inquiry Plus screen.

Before you can begin using this function you will need to setup the **Five Additional Item Search Keys Enhancement** and **generate an Item index key,** see Systems Manager Manual Global Setup for System and Utility.

Run Instructions

From Elliott Main Menu go to → **Util-setup → Global setup → Dist → Substitute item control**



Field 1. Use Substitute Item Enhancement?
Answer "Y" to enable this enhancement. Otherwise, answer "N" to disable function.

Field 2. Search Window Display Form
There are two options for this field: 1 = One Line Info. or 2 = Two Line Info.

If you answer "1" in this field, the system will display a one line item description for the substitute items. After you type 1 and press <Enter>, a popup window will display prompting the message "Display Qty In Search Window:". This message is asking you what information (bottom menu) you would like to display in the Substitute Item Search Window. You have three options: 1= Qty. On Hand & Qty. Available, 2= Qty. On Hand & Qty. On Order, and 3= Qty. Avail & Qty. On Order.

If you answer "2", the system will display a two-line description. Additionally, it will also display the Qty. On Hand, Qty. On Order, Qty. Avail and Qty Allocated.

Using Substitute Item Enhancement

After setting up the Search and Index keys, the next step, (Inventory Maintenance – Substitute Item Class File Maintenance), is to define the item class under the Substitute Item Class File Maintenance as shown in Figures 3F.5. This Item Class can be assigned to as many Item Master record(s) as needed for a substitute reference, (Figure 3F.6, Field 10).

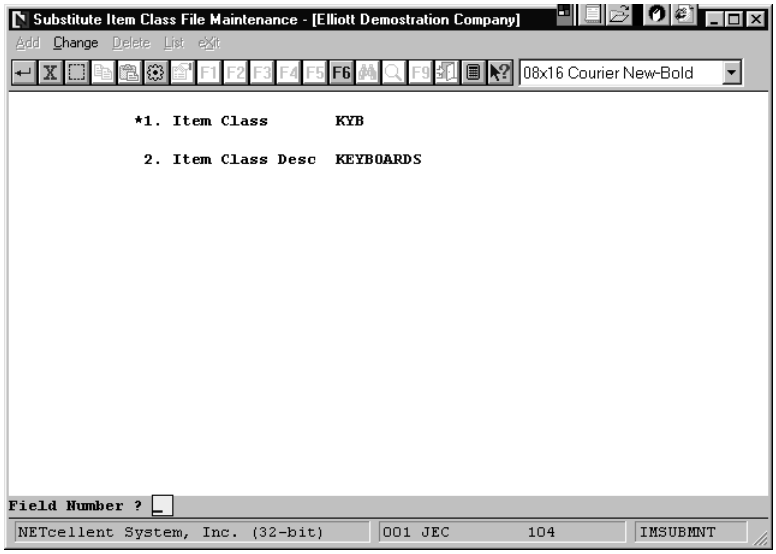


Figure 3F.5

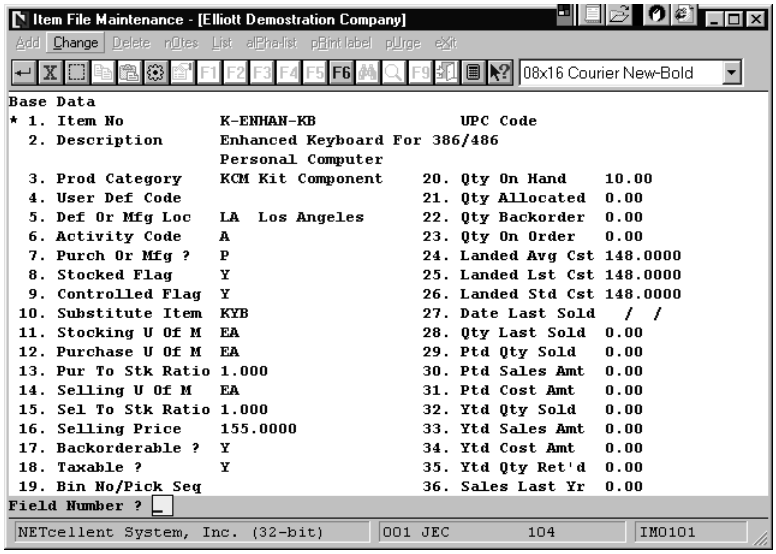


Figure 3F.6

COP Order Entry

Figure 3F.7 shows an example of the display screen for the Multiple Substitute Item Enhancement.

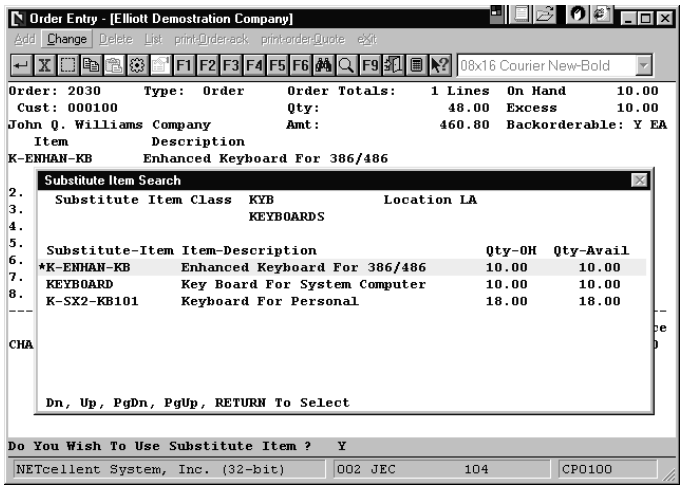


Figure 3F.7 *shows how this enhancement works during COP Order Entry.*

Stock Status Inquiry

When you inquire on Stock Status, you can press the **[F1] Subs Item Srch key** to display all the substitute item defined for this particular item (Figure 3F.8).

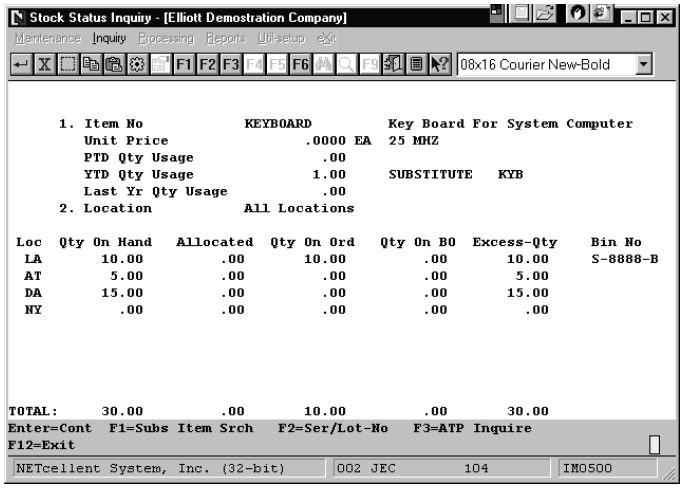


Figure 3F.8