INVENTORY

Introduction

This section of the manual will take the user through a conceptual overview of this module, the configuration process required to define the codes used in this module, and training on the mechanics of the software. The steps are as follows:

A. **Review your current process** – We review your current process from the time an item enters inventory until it is shipped and invoiced. This information will be used for configuration and training, and will include a review of your responses to the Survey Section in the manual.

B. **Conceptual Overview of the code structure for this Module –** This step involves review of the basic configuration required and provides a base understanding of system processing. This assists in preparing the information needed for Basic File Maintenance training.

C. **Basic File Maintenance Training –** Training required for the user to enter the basic information forming the foundation of the system.

D. **Core Process Training –** Training required for inventory management, making purchase decisions, maintaining quantity levels, inventory analysis, and several reports required on a regular basis.

E. **Month End Processing –** This post-launch training covers additional reporting features and processing recommended for month-end and/or year-end.

F. **Advanced File Maintenance Training –** Training required to cover additional file maintenance features not covered elsewhere.

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A.   CURRENT PROCESS REVIEW

This critical step is vital in preparing the configuration and training plan for the successful integration of the Master System. This will generally cover several modules at the same time, relating the overall goals, requested and projected launch dates, requirements, and expectations for integration. This is an excellent time to share potential obstacles, such as vacation schedules, planned shutdowns, or other critical project oriented information.

Please plan to share process information from start to finish, including report samples (every report used in managing inventory), and specific requirements for inventory, such as inventory cost flow, quantity-on-hand management, inventory commitment, cost management, and pricing, how this information is currently generated and communicated, and in what time frame is the paperwork processed.

B.   CONCEPTUAL OVERVIEW OF THE CODE STRUCTURE

This section reviews the configuration requirements for this module. This is important for your team to establish an understanding of how to enter the configuration data, how the data will be used, and how the data will change the results in other aspects of the system.

Product Type Code – Each inventory item entered requires one product type code. The product type is a method to categorize the inventory for reporting and analysis.

The product type also provides:

Sales Analysis Reporting. The sales analysis information from the invoice is summarized by product type. Enter P for reporting at the product type level, I for reporting at the product type level and the item level, and enter N for no sales analysis reporting. We recommend I for the most amount of information to be stored for sales analysis reporting.

Reporting. All inventory reports use this code as a criteria or an identifier.

Inquiry. Many inventory inquiries use this code as a criteria or an identifier.

Replenishment Processing. When managing inventory and making purchase decisions, the product type provides additional criteria based reporting, analysis, and review.

The Product type code is alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 001, ACC, A01, or 10A as a code to represent a product type.

There is a list of typical codes in the Appendix. You may install some or all of these codes by using the "New Installation" menu. You may also add to or modify these codes once installed.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

The following is required before we begin configuration training for these codes:

1. Three Character product type code for each product type;
2. Product type Description for each product type;
3. And, Default sales analysis for reporting (allows user control over amount of information stored; ACS recommends all settings for sales analysis set to the item level for the maximum amount of information to be stored and retained).

Transaction Code – The transaction codes will be used as part of the inventory processing steps for adjustments or special receipts/issues. The system comes with at least three transaction codes configured, more when a new customer's survey warrants additional transaction codes for processing steps.

Please review the transaction codes configured in the system and direct any questions toward the ACS project manager.

Buyer Code – The Buyer Code is used in conjunction with purchase replenishment and AP vendor parameters to define and analyze inventory quantities, make purchase decisions, and control inventory review. The buyer codes establish buying accountability and direction in replenishment review. Buyer code can default to blank if not used.

The Buyer Code also provides:

Inventory accountability, assignment, and review cycle.

Inventory replenishment control.

Vendor replenishment parameters for target purchase levels.

Replenishment report criteria.

The Buyer Code is alphanumeric, allowing a letter, number, or any letter number combination up to three digits.

For example, you may use 100, ACS, A01, or 10A as a code to represent a specific portion of your inventory of purchasing.

NOTE: We recommend not using initials for this code, as may be an inclination for some customers. By assigning the user initials as the buyer code, changes in employees or in assignments require additional system maintenance; while assigning buyer codes based on inventory purchasing strategies allow system users to have multiple buyer codes for their specific activities. Generally, the buyer code assignment is based on how the purchasing activities will be grouped, as in as regular bearing order will be placed on the 2nd day of the week or the 15th day of the month, a specific motor line will be purchased on the 3rd day of the week, and another on the 5th day of the week. Each of these groups would have their own buyer code, and may be used by the same person.

Another way to look at the buyer code assignment is to realize you cannot look at your entire inventory at the same time, as this would be too much information. A Buyer Code allows you to look at your inventory in smaller groupings to make purchase decisions, each group defining when

and how often you would complete a group review, and what priorities each group may have in purchasing targets.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

The following is required before we begin configuration training for these codes:

Determine if your company will be completing replenishment processing (if not, you will only need one buyer code as a default);

Up to a Two Character code for each buyer code;

A buyer code description;

The number of review cycle days for the inventory assigned the buyer code (If you are analyzing your inventory once a week, the review cycle days would be 7 days, if reviewing Tuesdays and Thursdays of each week, review cycle would be 2 days; etc.).

And, communication with the person responsible for the vendor maintenance in regards to buyer codes listed in each vendor's replenishment parameter maintenance.

Warehouse Codes – The warehouse codes are used to define all physical locations where inventory is stored or maintained. Warehouse codes may represent building locations, or other physical locations such as trucks, departments, stores, etc. You must determine at least one warehouse code to set up as the standard default, even if you have only one location where inventory is kept.

The warehouse code also provides:

Warehouse address information. The purchase order process will use this address for printing the ship to address on purchase orders.

Sales orders, purchase orders, service repair, and inventory transaction/transfer designations. Each sub-system will use the warehouse designation as part of the inventory selection during order or transaction processing.

Inventory reporting. The warehouse designation is one of the criteria on most inventory reports. Physical Inventory Processing. The warehouse designation is one of the criteria used in selecting inventory items for physical counting, count sheet printing, count entry, and physical inventory register printing/updating.

The warehouse code is alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 01, WS, W1, or 1W as a code to represent Warehouse 01.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

The following is required before we begin configuration training for these codes:

Two Character code for each warehouse;

Warehouse code description;

And, the specific address and telephone number for each warehouse code.

Item Class Codes – Each inventory item may be assigned one item class code as a method of interfacing with the price table configuration for inventory pricing. At least one item class code must be defined, although multiple item class codes may be defined to structure a multi-tier pricing table.

The item class code is a three-digit alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 100, BRG, B10, or 1BR as a code to represent an item class for bearings.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

The following is required before we begin configuration training for these codes:

Three character code for each item class;

And, a code description.

Item Type Codes – Each inventory item may be assigned one item type code as a method of interfacing with inventory reporting. At least one item type code must be defined, although multiple item types codes may be defined for multiple inventory reporting. When using an inventory item type as criteria for a report, only one item type may be used when running the report.

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The item class code is a three-digit alphanumeric, allowing a letter, number, or any letter number combination.

For example, you may use 100, HZD, H10, or 1HZ as a code to represent an item type for hazardous materials. (Useful when verifying MSDS sheets or for other hazard reporting). When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.

The following is required before we begin configuration training for these codes:

Three character code for each item type;

And, a code description.

Inventory Item Maintenance – Each inventory item may be assigned one item number.

Item Number
Please note the inventory item number entered here is a permanent number by design, giving historical data and transaction audit trails. All other inventory maintenance fields will interface with the inventory item maintenance.

The item number is a twenty-digit alphanumeric, allowing a letter, number, or any letter number combination. ACS recommends against using a vendor specific item number due to variances in vendor inventory management and problems when vendors change their item numbering. When an industry general number is available, such as bearing numbers, these make excellent inventory item numbers, as the vendors will generally follow the industry standard. For other items, developing company standards with a "smart" inventory item number provides for easier user inquiry and item recognition by users.

A smart part number includes segments or numbers specific to item characteristics, such as the first three numbers of the item number correspond to the horsepower, the next character to the poles, next six characters to the frame, next four characters to the enclosure, and the model ending it off. This example would provide an item number such as 3504N449TSTEFC123456 for a 350 HP, 4 pole, N449TS frame, Totally Enclosed Fan Cooled, Toshiba motor (model number generic). In the cases where the segments are two large for the number of characters provided, alternate charts may be developed and easily remembered, such as BA = 445TS, BC = 445T, CA = 447TS, and so forth, thus reducing the frame segment to two characters (frequent system users will have the popular frame size codes memorized within the first two weeks of system use).

The inventory item maintenance also provides fields for the following values:

Inventory Master Information

Inventory Item Description. A quick reference, inquiry, and description value for the item shown in inquiries, purchase orders, quotes, estimates, pick tickets, delivery tickets, and invoices.

Product Type. Using above referenced code for designation.

Item Class. Using above referenced code for designation.

Item Type. Using above referenced code for designation.

MSR Price. Used for inquiry purposes only. This is not used in pricing or any other system process. The user may see this value in inquiry only.

UPC Code. This value is not used anywhere in the standard system, although may be available for system modifications or future development.

Sale Unit of Measure. This value is used to define the unit of measure in which the item is inventories and sold, as in each, boxes, cases, etc. This is a two character value and is a freeform entry (not configured elsewhere in the system).

Purchase Unit of Measure. This value is used to define the unit of measure in which the item is purchased, as in each, boxes, cases, etc. This is a two character value and is a freeform entry (not configured elsewhere in the system).

Weight. This value is used when interfacing with the replenishment processing and the target value with the purchase vendor is calculated in weight.

Conversion. This value is the calculation between purchase unit of measure and sold unit of measure. Example: Item purchased by the case with 32 items in it, but sold by the each, the conversion factor is 32. When the item is purchased in 1 case and received, the system will show 32 items added to quantity on hand at 1/32 the cost of the case. CAUTION: Only use this feature if your purchase users are accurate in their transactions and fully understand the inventory and purchasing steps. Otherwise, set purchase U/M equal to sale U/M and the conversion value to one.

Bar Code. This value is not used anywhere in the standard system, although may be available for system modifications or future development. When using bar codes for inventory, the system will not use the value of this field, but rather the value of the item number.

Sales Analysis. This value sets the summary level for the sales analysis information per item, overriding the product type setting. Enter P for reporting at the product type level, I for reporting at the product type level and the item level, and enter N for no sales analysis reporting. We recommend I for the most amount of information to be stored for sales analysis reporting.

Lotted/Serialized. This value sets whether the item will be part of a lot or serial numbering strategy for inventory, costing, and management.

Inventoried. If the item is part of a lotted or serialized strategy, is it part of the strategy while in inventory or just as part of the sale. Some customers will want an inventory item to be serialized to manage their warranty claims, although this is only required at time of sale so this value would not be checked. Some customers will want an inventory item to be serialized to manage their physical rotation of stock, selling the oldest items before the newer items, which requires a serial or lot strategy and it would be inventoried, so this value would be checked.

Taxable: In most cases, this value is checked and the system uses the customer taxable code to determine which sales or taxed and which are exempt.
Inactive: When this field is checked, the system will allow item transactions and warehouse transfers, but no purchases or sales are permitted.

Alternate/Superceded/Not Used: The value in this field is used to determine if an inventory item has an alternate or is superceded by another inventory item. This field also allows for the designation of the alternate or superceded item.

Transaction Dates: These values are automatically maintained by the system, although the user may enter these dates during the initial entry steps (ONLY DURING THE INITIAL ENTRY).

Warehouse Information
Warehouse Code: Using above referenced code for designation.

Location: This value reflects the actual physical location of the inventory in the warehouse, and prints on the pick ticket. This value also sorts the inventory items on the count sheets for physical inventory counts.

Distribution Code: ACS or your accounting maintenance team provides this code.

Special Order: This value is not used anywhere in the standard system, although may be available for system modifications or future development.

Cycle Code: This value is a non-verified, freeform code to be used to group your inventory items for physical counting purposes. These cycle codes may be by a physical location or by a category grouping. The concept is counting your entire inventory in portions over the course of the year instead of once a year.

Physical count strategies:

Five cycle codes, counting four times a year. Your inventory is separated into five groups. One of the groups is counted once each quarter, and one group is counted every quarter. The one group

counted every quarter contains high turn items, high dollar items, or items showing shortages in previous counts.

Thirteen cycle codes, counting twelve times a year. Your inventory is separated into thirteen groups. One of the groups is counted once each month, and one group is counted every month. The one group counted every month contains high turn items, high dollar items, or items showing shortages in previous counts.

Fifty-three cycle codes, counting fifty-two times a year. Your inventory is separated into fifty-three groups. One of the groups is counted once each week, and one group is counted every week. The one group counted every week contains high turn items, high dollar items, or items showing shortages in previous counts.

Cycle codes may be alphanumeric, with reference to some form of what the cycle means. Such as, in a thirteen cycle strategy where inventory is counted a portion each month, cycle code 00 would be counted every month, and in January 01 would also be counted. 02 would be counted in February, and so forth.

Current List and Prior List price values and price codes. The current list and prior list values provide for the warehouse price for the inventory items. The current list is what will be applied to the sale transaction of the item if no other pricing strategy exists. In sales order processing, referring to the price code (shown in the warehouse field) may allow the prior list price to be used.

Six cost fields. The following cost field values are maintained in the warehouse detail for each inventory item:

UNIT COST: This is determined by the COSTING METHOD selected in Parameter Maintenance, and will be equal to the Average Cost (A), Standard Cost (S) or Replacement Cost (R), depending on the method chosen. This cost is used by the Sales Register process to calculate Cost of Goods Sold, unless you are using FIFO or LIFO costing.

LANDED COST: Landed Cost is a costing method that values your inventory based on the cost of a good when it is received (when it "lands" on your dock). Specific factors must be known for landed cost, such as the costs not directly associated with the goods (freight). The other costs are a percentage of the good's quantity over the entire quantity, or extension over the total extension. This is controlled by a flag in Purchase Order System Parameter Maintenance and is called Landed Cost Method. There is also a flag in Purchase Order Line Code Maintenance which determines which PO line items are used to calculate landed cost. When the PO Invoices are updated, this fraction of the other costs is added to the good's extended cost based on the flags above. This cost is posted to the items landed cost factor. The landed cost factor is used to value your inventory and is used in the Inventory Valuation Report. The landed cost is not used by the

purchase order, sales order/invoice, or service repair functions. These additional cost are updated during PO Invoice Entry.

LAST PO COST: This is updated by purchase order receipts.

AVERAGE COST: Continuously calculated by system using costs of incoming items. This figure changes only when subsequent receipts of items are at a different cost.

STANDARD COST: This is a manually entered number. There are no system calculations in this field.

REPLACEMENT COST: This field is populated using the Last PO Cost i.e. the cost of replacing the item.

Stocking Information
The values in these fields will be used as part of the replenishment processing interface with the purchasing cycle. The stocking level is the first field to determine your method of replenishment calculations. The stocking level may be by item or warehouse. **NOTE:** Warehouse is the recommended stocking level variable, which allows companies to maintain separate stocking information per warehouse location. If warehouse is used as the stocking level, the system will prompt for the Warehouse ID.

ABC code. The value in this field determines the amount of turns in transactions for this item. The stocking information is most effective when items can be grouped with a similar activity level, that is, establish ABC categories. "A" items are your top 20% sellers for example, "B" items the next 30%, and "C" items the last 50%. The system will automatically update inventory ABC category codes by using the ABC Analysis Report at every period end and can be maintained manually.

Buyer Code. Using above referenced code for designation.

Stocking Vendor. The stocking vendor field provides the system with the information required to complete lead-time calculations, replenishment groupings, and purchase order requisitions per vendor. The vendor must already be configured in the system prior to the entry in this field.

Lead Time. The value in this field reflects the amount of time in days for the inventory item on a purchase order to be received. The calculation begins from the date the item is placed on a PO to the date it is received.

Maximum Quantity. The maximum quantity field is for the absolute maximum quantity to be carried in inventory. This is the ceiling on recommended purchases by the system. When creating reorder reports or replenishment reports, and when calculating an EOQ (Economic Order

Quantity), the system will use this figure to keep the inventory levels from growing beyond the threshold established as the maximum level.

Order Point. The order point is the level that will trigger the system to place the inventory item on a reorder or replenishment report. There are three options to reflect how this value is calculated. D is a derived value, allowing the system to enter a value to start based on history trends and inventory factors and also allows the system to update this value at month-end. E is a user-entered value and also allows the system to update this value at month-end. N is a user-entered value and does not allow the system to update at month-end.

EOQ (Economic Order Point). The system uses the EOQ to recommend the number of items to purchase on reorder/replenishment reports, and for requisitions. There are three options to reflect how this value is calculated. D is a derived value, allowing the system to enter a value to start based on history trends and inventory factors and also allows the system to update this value at month-end. E is a user-entered value and also allows the system to update this value at month-end. N is a user-entered value and does not allow the system to update at month-end. The economic order quantity is a theoretical number that would be ordered each time your stock level fell at or below the order point. It is based on optimizing the two major costs of inventory that are inversely proportional, carrying costs and ordering costs. The number considered theoretical because ordering costs include many obscure factors that make the determination of an accurate figure impossible. These include freight costs, quantity breaks with your vendor, freight charge breaks with your carriers, clerical costs, computer costs, overhead, and burden. Additionally, carrying a higher quantity of inventory means fewer out-of-stock situations, but carrying costs become excessive. Higher inventory levels tying up dollars in inventory, warehouse space, and overhead. Yet, carrying a lower quantity of inventory means lower customer service. Customer service is minimal since they have to wait to get their products. Also, consider the number of purchase orders that would be placed, the clerical efforts, the warehouse traffic, the additional freight charges, and the opportunity costs of lost sales.

Safety Stock. The safety stock quantity field is for the absolute minimum quantity to be carried in inventory. This is the lowest level required to meet the monthly demands for this inventory item. There are three options to reflect how this item is calculated. D is a derived value, allowing the system to enter a value to start based on history trends and inventory factors and also allows the system to update this value at month-end. E is a user-entered value and also allows the system to update this value at month-end. N is a user-entered value and does not allow the system to update at month-end.

NOTE FOR MANUAL CALCULATIONS ON ABOVE VALUES: When making the initial calculations manually, or for verification of the derived figures, the Inventory Activity Report for one year will provide adequate information to calculate the derived levels and provide a good measure for determining the Maximum Quantity.

First, calculate the average monthly usage based on the Inventory Activity Report for the past year (**NOTE:** This is not a calendar year, but the last twelve months from the date you are preparing the calculations). Review the activity report and determine if the peak usage months are valid and/or if the slow months are valid. If there is any number in the activity report that is questionable, eliminate that month and re-average based on the remaining months. The average monthly usage is close to your safety stock requirements. A judgment is required with consideration for your peak month usage: if this month is valid, the safety stock may need to be set equal to this peak month usage.

Second, consider your lead-time for the specified vendor. Determine if the lead-time is accurate for this specific inventory item.

Third, determine the Order Point by adding the amount of product that will be consumed during the lead-time and to the safety stock. For example, using the above figures, the Safety Stock for this inventory item has been calculated to ten units per month. With a lead-time of two weeks for this vendor to provide this item, the number of units consumed in two weeks would be exactly one half of the monthly usage, or five units. The safety stock of ten plus the lead-time consumption of five equals an order point of fifteen.

Fourth, calculate the EOQ by determining how many times each month the item will be purchased or reviewed for purchase. The EOQ becomes the number of units required to keep the levels above the Order Point based on average monthly usage vs the number of times the item will be purchased. For example, using the figures above, the EOQ is set to purchase this item once each month. The system will trigger a buyer to purchase ten units of this item when the quantity levels reach the Order Point of fifteen; if the vendor keeps the average lead time of two weeks, the monthly usage will consume five units by the time the order is received. The monthly usage brings the level down to the safety stock level of ten, but the new receipt of ten provides a new level of twenty. Another two weeks will pass before the monthly usage brings the level back down to the order point of fifteen theoretically, this is four weeks from the last purchase (two weeks during the lead-time and two weeks after receipt).

NOTE: The maximum quantity shown in the example might be too tight to allow the system to adjust to growing monthly usages. Again, judgment is required to determine a good maximum figure for each item. Inventory with lower cost may have a higher maximum quantity, while inventory with higher cost may keep tighter standards for this value.

Comment Maintenance
Comments may also be entered for an inventory item, however the standard system does not print comments on any forms. Comments are optional.

Vendor Maintenance
The value in this field allows the user to establish multiple vendor references to the inventory item to establish reference vendor item numbering, lead time, and purchase option tracking.

Vendor's Item Number. The value in this field allows for a cross-reference to the vendor item number, which will also print on the purchase order.

Lead time. The value in the field will track the lead time for the last purchase and receipt of the inventory item with this specific vendor.

Quantity costs. These six fields allow the entry of values for quantity costs as negotiated with the vendor, whether for a quantity of one or multiple quantities.

Last purchase information. These three fields allow for a manual entry or system entry of values pertaining to the last purchase of the item from this specific vendor.

Synonym Maintenance
The values entered into this table for the inventory item assist in the inquiry and search for the item based on the characteristics entered as a synonym. Such as, 350HP, 1800, and TEFC may be entered separately into the table and the item may be found by completing a synonym search on any of the values.

When determining the codes for your system, your team should prepare a list and review each of the items above to verify your requirements. Additional codes may be added at any time.
The following is required before we begin configuration training for these codes:

Twenty character code for each inventory item;

And, a code description.

C.   FILE MAINTENANCE TRAINING

In this section we will train the user on how to add and maintain the codes for the Inventory Module.

What will be covered in this section:

Product Type
Buyer Code
Warehouse Code
Item Class
Item Type
Inventory Item Maintenance

Prerequisites:

Individuals to be trained must have taken the System Navigation training.

Information to be entered into each of the above has been determined and is available.

Product type Maintenance

The information to be entered and maintained during this training session is the Product Type Code, the Product Type description, and Default Sales Analysis factor.
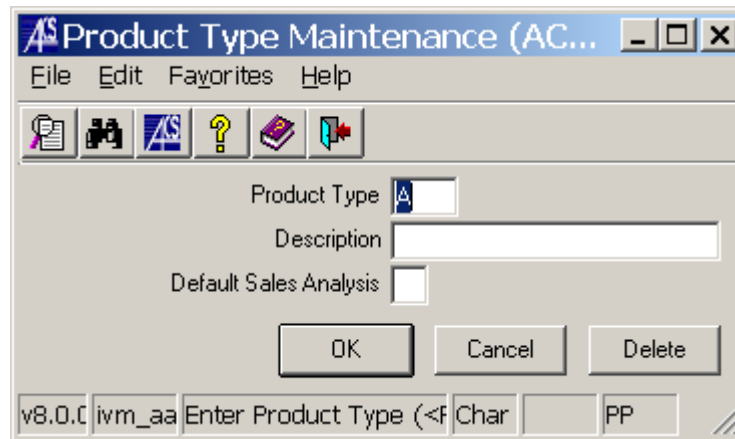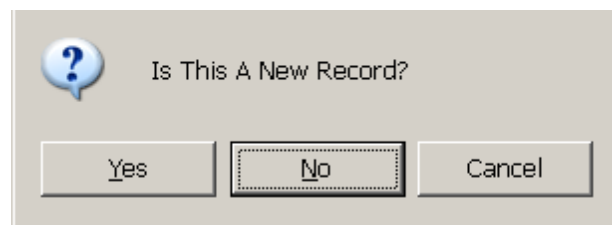

Product type Field Options:

Enter a three character alphanumeric Product type and click the "OK" button or hit the "Enter" key to either enter a new product type or view an existing product type. All codes are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing product types

Click on the Cancel Button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a NEW product type you will see the following:

Click "YES" to proceed with entering a new product type or click "NO" or "Cancel" to return to the product type field.

If you are entering an existing product type the product type information will be displayed.
**Description:** Enter up to a 20 character description.

Default Sales Analysis: Enter the default sales analysis factor, determining the amount of information to be stored for sales analysis reporting on each sale transaction. Enter P for reporting at the product type level, I for reporting at the product type level and the item level, and enter N for no sales analysis reporting. We recommend I for the most amount of information to be stored for sales analysis reporting.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the Product type field.

Cancel – Do not accept what has been entered, clear screen, and return to the product type field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
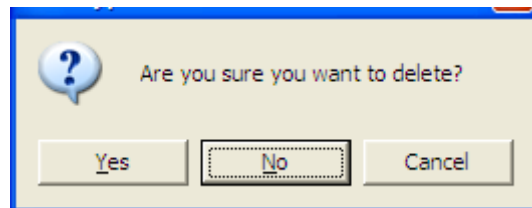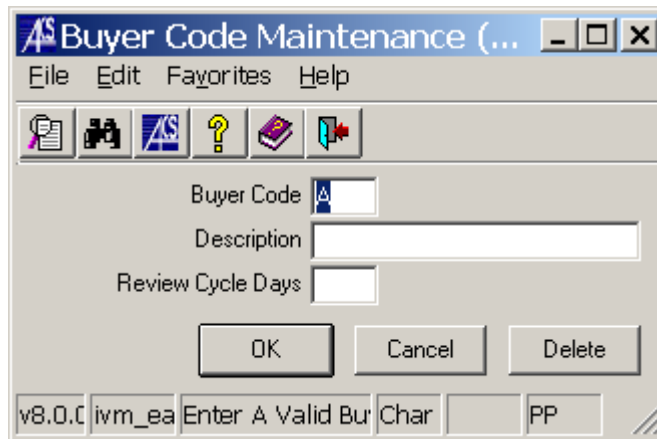

To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Buyer Code Maintenance:

The information to be entered and maintained during this training session is the Buyer Code, the Buyer Code description, and Review Cycle Days.

Buyer Code Options:

Enter a three character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a new code or view an existing code. All codes are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing codes.

Click on the Cancel Button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a NEW code you will see the following:

Click "YES" to proceed with entering a new code or click "NO" or "Cancel" to return to the code entry field.

If you are entering an existing code the information will be displayed.

Description: Enter up to a 20 character description.

Review Cycle Days: Enter the number of days in the buying cycle.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
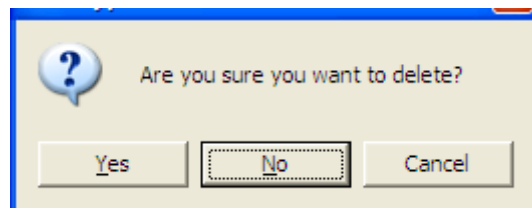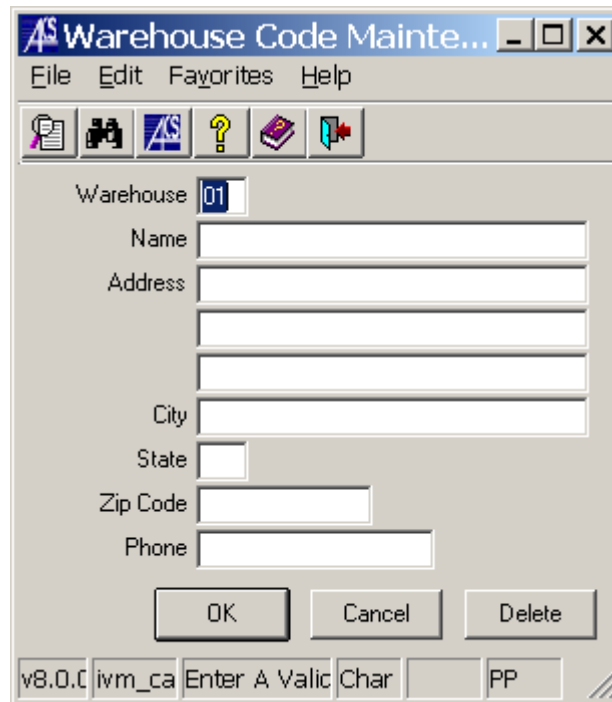

To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Warehouse Code Maintenance:

The information to be entered and maintained during this training session is the Warehouse Code, Warehouse Name, Warehouse Address, and Warehouse telephone number.

Warehouse Code Options:

Enter a two character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a new code or view an existing code. All codes are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing codes.

Click on the Cancel Button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a NEW code you will see the following:

Click "YES" to proceed with entering a new code or click "NO" or "Cancel" to return to the code entry field.

If you are entering an existing code the information will be displayed.

Name: Enter up to a 25 character value.

Address Lines: Enter up to 24 character values.

City: Enter up to a 22 character value.

State: Enter up to a 2 character value.

Zip: Enter up to a 9 character value, without spaces or hyphens.

Phone: Enter up to a 10 character value, without spaces or symbols.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
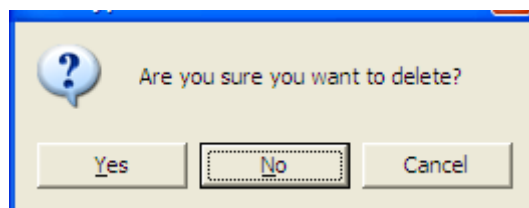
To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Item Class Maintenance:

The information to be entered and maintained during this training session is the Item Class Code and description.

Item Class	Description
	Default Item Class
01A	Item Class 01 A
1	Item Class 1
2	Item Class 2
A	Item Calss A
ABC	Item Class ABC

OK   Cancel   Delete   Insert

v8.0.0 | syc_kw | Enter The Descr | Char | | PP

Item Class Options:

Enter a three character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a new code or view an existing code. All codes are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing codes.

Click on the Cancel Button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a NEW code you will see the following:

Is This A New Record?

Yes   No   Cancel

Click "YES" to proceed with entering a new code or click "NO" or "Cancel" to return to the code entry field.

If you are entering an existing code the information will be displayed.

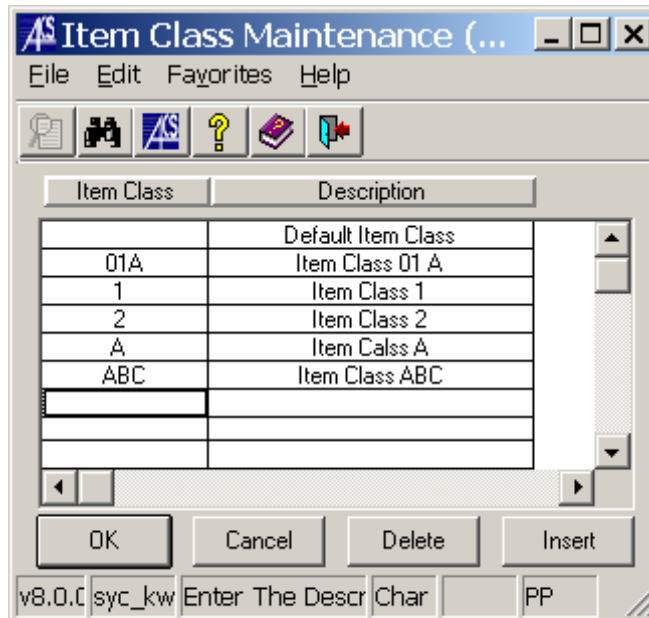**Description:** Enter up to a 20 character value.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:

To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Item Type Maintenance:

The information to be entered and maintained during this training session is the Item Type Code and description.

```
Item Type Maintenance (A...)   _ □ X
File   Edit   Favorites   Help

 Item Type          Description
    HAZ         Hazard Materials          ▲
    PRO         Production Item
    PUR         Purchased Item



                                          ▼
 ◄                                     ►

   OK      Cancel      Delete      Insert

v8.0.0 syc_kw Enter The Descr Char        PP
```

Item Type Options:

Enter a three character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a new code or view an existing code. All codes are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing codes.

Click on the Cancel Button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a NEW code you will see the following:

```
   ?    Is This A New Record?

    Yes         No        Cancel
```

Click "YES" to proceed with entering a new code or click "NO" or "Cancel" to return to the code entry field.

If you are entering an existing code the information will be displayed.
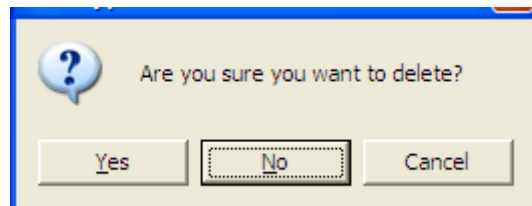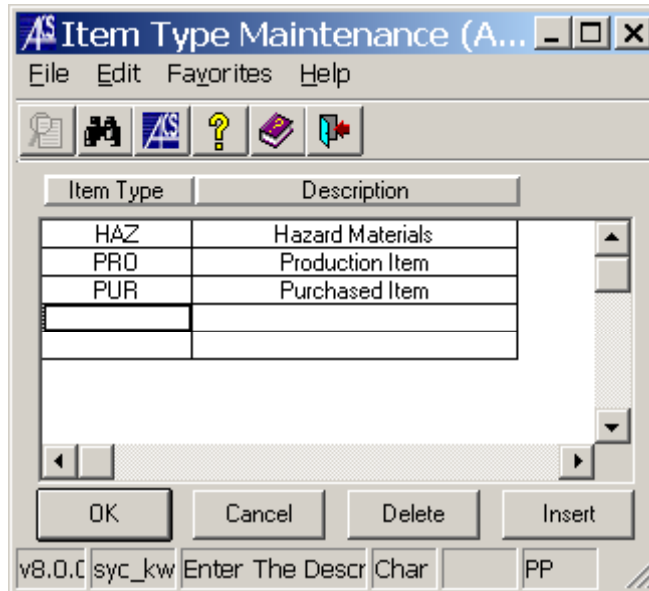
Description: Enter up to a 20 character value.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:

To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Inventory Item Maintenance:

The information to be entered and maintained during this training session is the Inventory Item maintenance and related information.

```
Inventory Item Maintenance (ACS 8.0.0 STD System)        _ | □ | X |
 File  Edit  Favorites  Help

  Item Number 01
  Description

                                              OK      Cancel
 v8.0.0 ivm_ma Enter A Valid Item Number (<F3>=Lookup)    Char      PP
```

Inventory Item Numbering:

Enter a twenty character alphanumeric code and click the "OK" button or hit the "Enter" key to either enter a new code or view an existing code. All codes are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing codes.

Click on the Cancel Button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application

If you are entering a NEW code you will see the following:

```
  ?   Is This A New Record?

     Yes      No      Cancel
```

Click "YES" to proceed with entering a new code or click "NO" or "Cancel" to return to the code entry field.

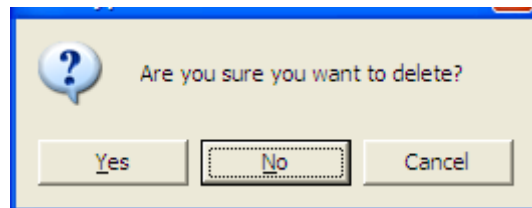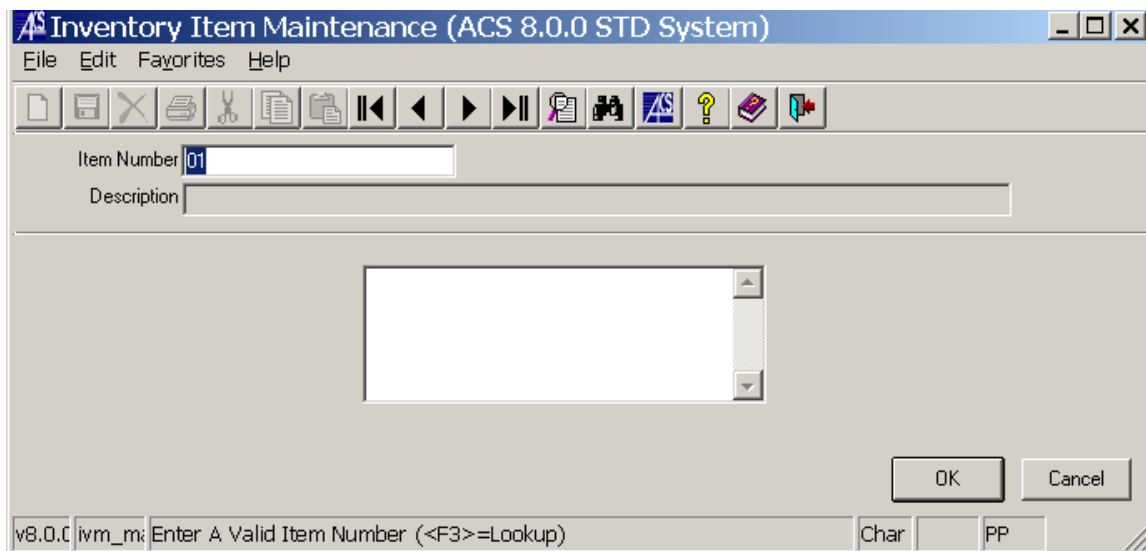If you are entering an existing code the information will be displayed.

Description: Enter up to a 20 character value.

OK/Cancel

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Product Type: Enter appropriate code.

Item Class: Enter appropriate code.

Item Type: Enter appropriate code.

```
┌─ Item Master Information ───────────────────────────────────────────────────┐
│                                                                             │
│   Product Type [A]  [Accessories         ]      Sale UM [EA]   Sales Analysis [I]   │
│     Item Class [  ]  [Default Item Class  ]   Purchase UM [EA]  Lotted/Serialized [ ]│
│      Item Type [PUR] [Purchased Item      ]        Weight [0.00]    Inventoried [ ]  │
│      MSR Price    [0.00]            Conversion Factor [1]          Taxable [ ]  │
│      UPC Code [                 ]           Bar Code [TRAINING]    Inactive [ ] │
└─────────────────────────────────────────────────────────────────────────────┘
```

MSR Price: Used for inquiry purposes only. This is not used in pricing or any other system process. The user may see this value in inquiry only.

UPC Code: This value is not used anywhere in the standard system, although may be available for system modifications or future development.

Sale Unit of Measure: This value is used to define the unit of measure in which the item is inventories and sold, as in each, boxes, cases, etc. This is a two character value and is a freeform entry (not configured elsewhere in the system).

Purchase Unit of Measure: This value is used to define the unit of measure in which the item is purchased, as in each, boxes, cases, etc. This is a two character value and is a freeform entry (not configured elsewhere in the system).

Weight: This value is used when interfacing with the replenishment processing and the target value with the purchase vendor is calculated in weight.

Conversion: This value is the calculation between purchase unit of measure and sold unit of measure.

Bar Code: This value is not used anywhere in the standard system, although may be available for system modifications or future development.

Sales Analysis: This value sets the summary level for the sales analysis information per item, overriding the product type setting. Enter P for reporting at the product type level, I for reporting at the product type level and the item level, and enter N for no sales analysis reporting. We recommend I for the most amount of information to be stored for sales analysis reporting.

Lotted/Serialized: This value sets whether the item will be part of a lot or serial numbering strategy for inventory, costing, and management.

Inventoried: If the item is part of a lotted or serialized strategy, is it part of the strategy while in inventory or just as part of the sale.

Taxable: In most cases, this value is checked and the system uses the customer taxable code to determine which sales or taxed and which are exempt.

Inactive: When this field is checked, the system will allow item transactions and warehouse transfers, but no purchases or sales are permitted.

Alternate/Superceded/Not Used: The value in this field is used to determine if an inventory item has an alternate or is superceded by another inventory item. This field also allows for the designation of the alternate or superceded item.

Transaction Dates: These values are automatically maintained by the system, although the user may enter these dates during the initial entry steps (ONLY DURING THE INITIAL ENTRY).

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
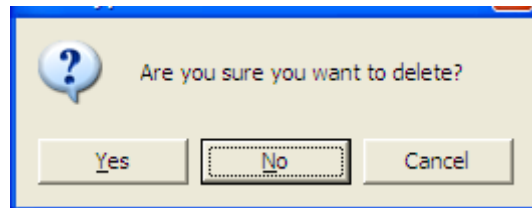
To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

Warehouse Information

Warehouse Code: Enter appropriate code.

Location: This value reflects the actual physical location of the inventory in the warehouse, and prints on the pick ticket. This value also sorts the inventory items on the count sheets for physical inventory counts.

Distribution Code: ACS or your accounting maintenance team provides this code.

Special Order: This value is not used anywhere in the standard system, although may be available for system modifications or future development.

Cycle Code: This value is a non-verified, freeform code to be used to group your inventory items for physical counting purposes.

Last Physical: This value is a system-populated date.

Current List and Prior List price values and price codes: The current list and prior list values provide for the warehouse price for the inventory items.

**Six cost fields:** The cost field values are maintained in the warehouse detail for each inventory item.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
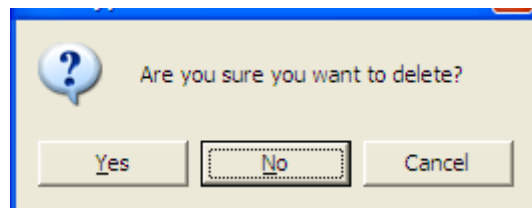
To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

Stocking Information:

Stocking information: The stocking level may be by item or warehouse. **NOTE:** Warehouse is the recommended stocking level variable, which allows companies to maintain separate stocking information per warehouse location. If warehouse is used as the stocking level, the system will prompt for the Warehouse ID.

ABC code: The value in this field determines the amount of turns in transactions for this item.

Buyer Code: Enter appropriate code.

Stocking Vendor: Enter appropriate code.

Lead Time: Enter appropriate value.

Maximum Quantity: Enter appropriate value.

Order Point: Enter appropriate value. **Method:** D, E, or N.

EOQ (Economic Order Point): Enter appropriate value. **Method:** D, E, or N.

Safety Stock: Enter appropriate value. **Method:** D, E, or N.

NOTE: Method is used to indicate whether the value is (E) entered by a user, (D) derived by the system, or (N) no system update allowed on the values.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
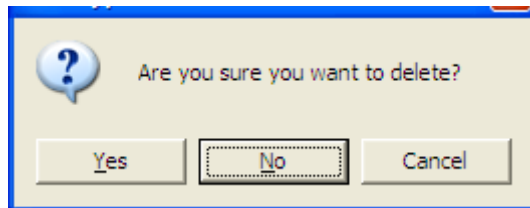
To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

Vendor Maintenance

Vendor Maintenance: Enter appropriate code.

Primary/Secondary: Reference if vendor is primary purchasing source or secondary.

Vendor's Item Number: The value in this field allows for a cross-reference to the vendor item number, which will also print on the purchase order.

Lead time: The value in the field will track the lead time for the last purchase and receipt of the inventory item with this specific vendor.

Quantity costs: These six fields allow the entry of values for quantity costs as negotiated with the vendor, whether for a quantity of one or multiple quantities.

Last purchase information: These three fields allow for a manual entry or system entry of values pertaining to the last purchase of the item from this specific vendor.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
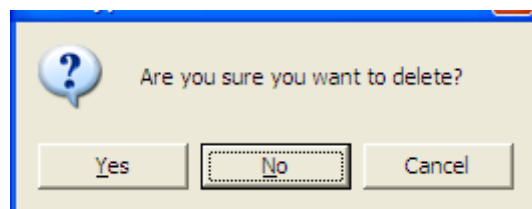
To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.
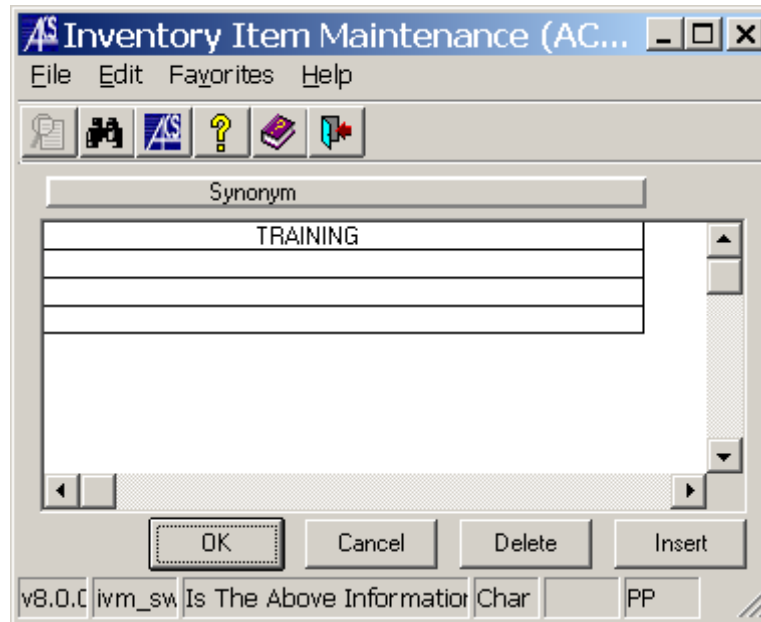
Synonym

Synonym: The values entered into this table for the inventory item assist in the inquiry and search for the item based on the characteristics entered as a synonym. Such as, 350HP, 1800, and TEFC may be entered separately into the table and the item may be found by completing a synonym search on any of the values.

OK/Cancel/Delete

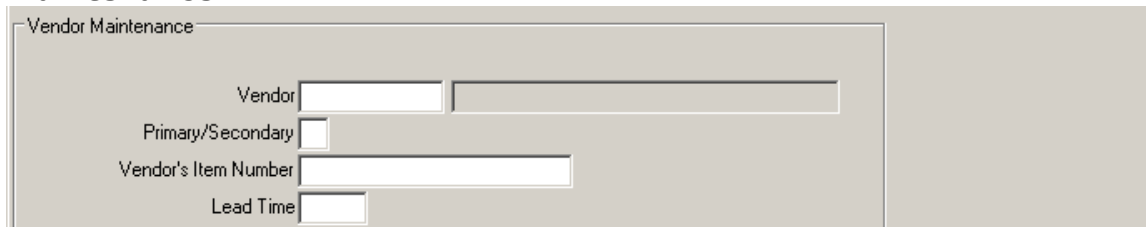**OK –** Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:
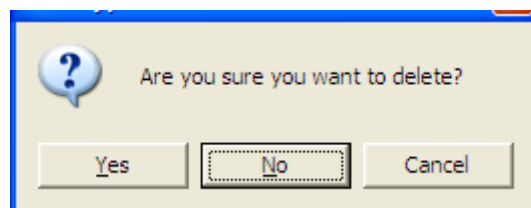
To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

Comments:

Inventory Item Maintenance (ACS 8.0.0 STD System)

File Edit Favorites Help

Item Number TRAINING
Description TRAINING MANUAL ITEM

Item Number
Item Master Information
Warehouse Information
Stocking Information
Description Maintenance
Synonyms Maintenance
Comment Maintenance
Copy Inventory Item
Hard Copy Listing
Vendor Maintenance
Status Inquiry Options
History Inquiry Options

OK   Cancel

v8.0.0 syc_oa   Char   PP

Comments: Comments may also be entered for an inventory item, however the standard system does not print comments on any forms. Comments are optional.

OK/Cancel

OK – Accepts data, clears screen, and return to the code entry field.

Cancel – Do not accept what has been entered, clear screen, and return to the code entry field.

D.   CORE PROCESS TRAINING

INVENTORY MENU – PROCESSING

The inventory processing menu provides the programs necessary to complete manual inventory transactions when required outside of standard system processing. Generally, these programs are for transactions falling outside of the daily processing routine and are the exception, not the rule or normal processing steps.
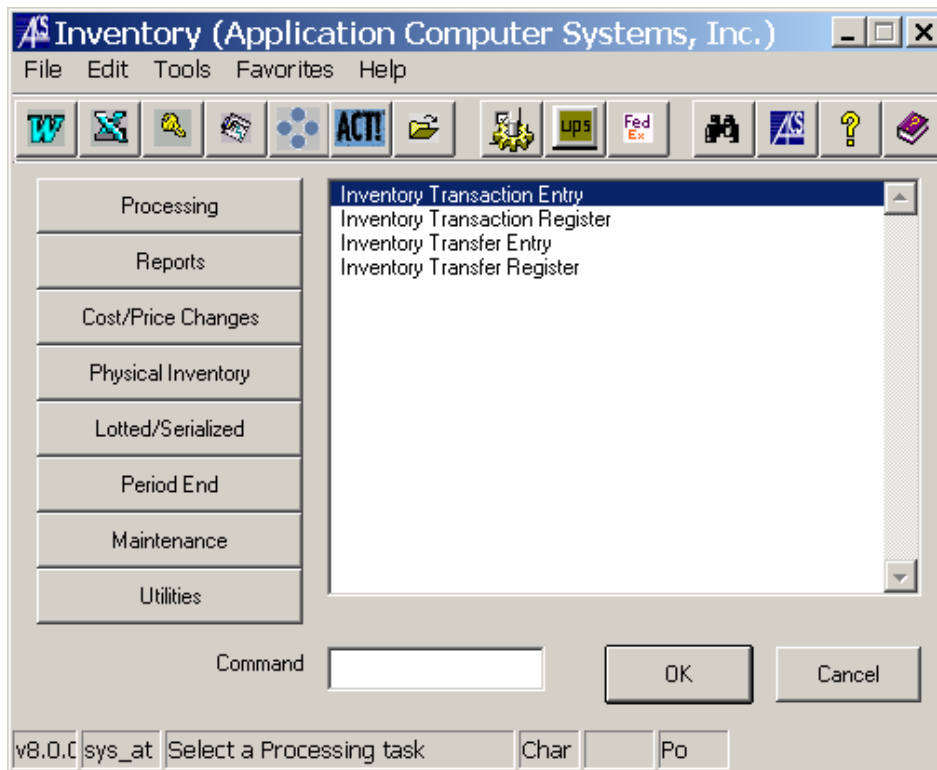
Daily processing refers to the procedures performed each day while using the Inventory Control module, such as recording transactions, transfers between warehouses, and price changes to inventory items.

Inventory transactions are divided into two major categories: manual and automatic. Manual transactions are those you enter and update using the Inventory Control module. Automatic transactions are those generated automatically from tasks in other modules, such as Purchase Order Receipts or Sales Register Update.

Sales analysis information for inventory transactions (recorded in the Sales Analysis module) is updated automatically during the Sales Register update in the Order/Invoice Processing module. Sales history is kept at various levels of detail, depending on how the parameters are set in the Sales Analysis and Accounts Receivable modules.

NOTE: No sales analysis information is updated from manual inventory transaction processing.

To gain the most benefit from your Inventory Control module you must accurately and consistently track your inventory. For every physical movement of an item in the inventory, there must be a computer transaction reflecting what happened. Without this, you cannot keep the inventory up to date on the computer.

The two types of manual programs refer to inventory transactions and inventory transfers between warehouses.

INVENTORY TRANSACTIONS

FUNCTION: The inventory transaction program is used to manual enter adjustments for adjustments, receipts, issues, and commitments. This task is the first step in manual inventory transaction processing, which also includes the printing of the Inventory Transaction Register and the Inventory Transaction Update process.

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Enter transactions directly from the source documents on which the actuall transactions are recorded. Immediately following this, print registers for each batch of transactions before updating. This provides the capability to make corrections easily, and produces a printed audit trail of all manual transactions. Any adjustments to previously updated transactions are made using the same process.

Gather transaction forms or documents on a daily basis, making sure information is recorded for each of the following types of transactions: Issues of stock from inventory (other than what is updated through Order/Invoice Processing, Material Charges).

Adjustments to inventory quantities.
Adjustments to committed quantities.
Receipt of inventory items (when the Purchase Order module is not used).

View the transaction information and determine what to include in the entry. Pertinent information for transaction entry includes:

·   Determining the warehouse identification code where the transaction took place.
·   Verifying the date of the transaction.
·   Determining the inventory item number of each transaction.
·   Determining the transaction type (adjustment, commitment, receipt, issue).
·   Checking the reference control number (voucher, ticket, order number) for each transaction.

Enter the transactions using the Inventory Transaction Entry task. Mark each transaction form or document posted to computer immediately after you enter it.

REFERENCE NUMER: The reference number is a user specified number to identify the transaction being entered from other transaction entered simultaneously by other users. A date specific number or numeric user id code are often used, while some start with the number 1 and work upwards until finding an unused reference number for entry.

The system will prompt the user if this is a new transaction. Answer accordingly.

DATE: The system will prompt with the current date as the default date, although this date may be changed. Enter the date of the transactions.

TRANSACTION CODE: The transaction code identifies how the transaction is recorded within the system inventory, and to which general ledger account(s) the transaction is posted during the update process. General ledger account posting is optional depending on how a transaction code is defined.

Every transaction code is defined to be one of the following types, and has a different effect on how the inventory is updated.

A: Adjustment

C: Commitment

I: Issue

R: Receipt

Types of Manual Inventory Transactions:

In maintaining the Inventory Control module, the most common types of manual transactions are adjustments (both positive and negative), issues, receipts, and commitments.

Adjustments record any general purpose change in inventory quantities. Adjustments either increase or decrease the inventory quantities depending on the situation.

Issues record the movement of items out of inventory, though negative issue transactions may be made. Some common examples of issue transactions are moving items from finished goods to production or to a job, sending parts outside for special processing, or transferring items for internal use. They may also be used to record the sale of items, or their return. When the Order/Invoice Processing module is installed, inventory quantities are automatically reduced during the invoice update process.

Receipts record the receiving of items into inventory, generally from the vendor or supplier. This type of manual transaction is used when the Purchase Order Processing module is not installed, though it may be used in conjunction with it.

Commitments refer to the "reserving" of inventory items, so that they may be deducted from the quantity on-hand amounts. An inventory item is committed automatically when it is entered as a line item on a sales order. This ensures that the same quantities cannot be ordered by more than one customer. You can make manual commitment transactions at any time, thus reserving or "committing" items when setting up a sales order is not appropriate.

COMMENT: Enter any appropriate comment, including the person authorizing the transactions as a method of establishing an audit trail and recording the authority/approval chain.

Click the OK button to continue to the LINE DETAIL.

Inventory Transaction Register

Print the Inventory Transaction Register after you enter all transactions. This register shows all transactions entered since the last register was updated.

Verify the data on the Inventory Transaction Register. If anything was omitted or entered incorrectly, use the Inventory Transaction Entry task to make adjustments. Reprint the register and check it again. If you print more than one register for a batch, keep only the latest copy.

When the Inventory Transaction Register is correct, enter Yes to the update prompt. This process updates inventory quantities, and optionally posts to the General Ledger Daily Detail file, depending on how you defined the inventory transaction codes.

After the update is complete, file the transaction forms and the Inventory Transaction Register.

INVENTORY ITEM TRANSFERS

FUNCTION: When there are multiple warehouses for storing inventory, transfers between warehouses may, at time, be necessary. Use the Inventory Transfer Entry task to record any transfer of inventory items from one warehouse (location, store, etc.) to another.

Collect inventory transfer information on a daily basis and keep in a file marked inventory transfers to be posted.

When you have collected a batch of transfers, prepare them for entry. Pertinent information for transfer entry includes the following:

· 	Determine the warehouse codes of the from and to warehouses.
· 	Verify the inventory transfer date.
· 	Determine the quantity of the transfers and note the cost per unit.
· 	Determine the reference or control number of the transfer.
· 	Calculate the transfer totals (quantity times price) before posting the transfers.

Enter the transfers using the Inventory Transfer Entry task. Mark each transfer form or document posted to computer immediately after you enter it.

Inventory Transfer Register

Print the Inventory Transfer Register after you enter all transfers. This register shows all transfers entered since the last register was updated.

Verify the data on the Inventory Transfer Register. If anything was omitted or entered incorrectly, use the Inventory Transfer Entry task to make adjustments. Reprint the register and check it again. If you print more than one register for a batch, keep only the latest copy.

When the Inventory Transfer Register is correct, enter Yes to the update prompt. The warehouse quantity information in the Inventory Masterfile is updated.

Option: When the warehouses involved in the transaction are in different locations, some customers find it advantageous to create the transfer information at one location, generate the register for the transfer and use the register for transportation, then allow the receiving location to verify and update the register.

After the update is complete, file the transaction forms and the Inventory Transfer Register.

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INVENTORY REPORT MENU

FUNCTION: Use this menu to access a number of inventory analysis reports. All reports come standard with the module, and have various selection options. Your menu may contain additional reports, or have some reports removed, if your system was customized during installation.
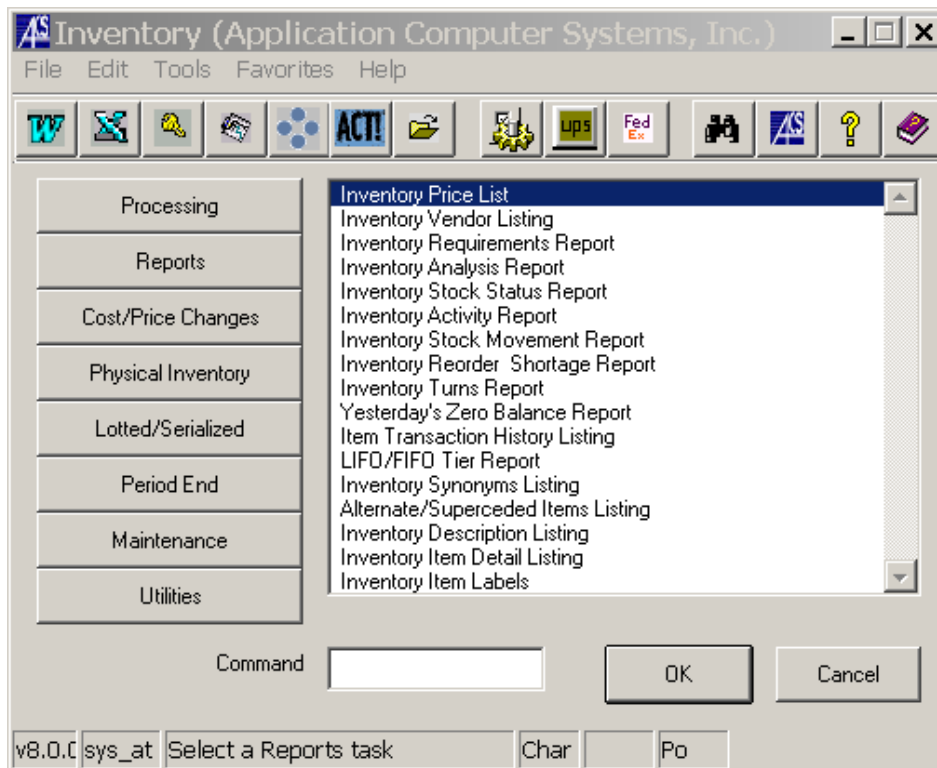
INVENTORY PRICE LIST

FUNCTION: Use this task to print a list of inventory items indicating prior and current list prices, along with profit margin information.

Check the Print Costs checkbox to print unit costs and margins for each item.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

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Enter the item type, press F1 to select all item types, or ![icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                          Application Computer Systems, Inc.                        Page   1
02:35 PM                                Inventory Price List
From Item: First                       Warehouse 01 Greenville                        From Product: First
  To Item: Last                            All Item Types                                To Product: Last
                                          ----- Prior -----  ---- Current ----    Unit
Item                 Description        UMList Price / Code  List Price / Code     Cost    Margin
Product Type A    Accessories
100                  3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH EA   200.00   C5      350.00   C6     191.82   45.19%
10378                CLEANERS BRULEN                       GL     0.00               0.00             14.69    0.00%
1200                 Motor Switch Mounting Box NEMA 48 Frame EA   495.00   A5        4.95   A6       0.98   80.20%
1400                 PISTON RING                           EA    17.00   A5         18.00   A6       9.34   48.11%
1401                 Drinking Water Bottle                 EA     4.50   A5          6.50   A6       1.80   72.31%
1402                 Attachable Tire Repair Kit            EA    10.00   A5         12.00   A6       6.08   49.33%
15 GP200             Mag Wire TR80 Bucket                  LB     0.00               9.40             2.35   75.00%
230P                 Epoxylite #230 Pint                   EA     0.00              24.30            12.15   50.00%
230Q                 Epoxylite #230 Quart                  EA     0.00              44.00            22.80   48.18%
24663                PHASE CLOTH MFG-1                     SF     0.00               0.00             2.79    0.00%
25001                CEQUIN 1/16"                          SF     0.00               0.00             1.60    0.00%
30412                NOMEX SHEETS 5-3-5, 36 X 36           SF     0.00               0.00             1.08    0.00%
30413                NOMEX SHEETS 5-5-5, 36 X 36           SF     0.00               0.00             1.18    0.00%
32334                CUTTING TOOLS AR-8                    EA     0.00               0.00             4.44    0.00%
345                  STATOR CLIPS 3/8"                     EA     0.00               0.00             0.06    0.00%
4000                 Paint - Silver                        PT     9.67   A5         25.00   A6       9.00   64.00%
4010                 Paint - Red                           PT    40.00   A5         52.00   A6      22.50   56.73%
4020                 Paint - Blue                          PT    10.02   A5         16.00   A6       9.00   43.75%
40225                ACRYLIC SLEEVING 3/8" GRADE C-1       FT     0.00               0.00             0.36    0.00%
40230                ACRYLIC SLEEVING #8 GRADE C-1         FT     0.00               0.00             0.11    0.00%
4030                 Paint - White                         PT    10.00   A5         16.00   A6       9.00   43.75%
410                  CAD. PLATED FLAT WASHERS 1/4"         EA     0.00               0.00             0.02    0.00%
44230                DISP. COVERALLS                       EA     0.00               0.00             3.25    0.00%
```

INVENTORY VENDOR LIST

FUNCTION: This task prints a list of items purchased from a specific vendor, or from all vendors. When selecting all vendors, the listing prints in vendor number sequence with item count totals for each vendor.

Enter the first vendor, press F1 to select the first one on record, or to select from a list.

Enter the last vendor, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                                Application Computer Systems, Inc.                                      Page   1
02:41 PM                                    Inventory Vendor Listing
From Item: First                          Vendor: 000100 E.I.S.                                      From Product: First
  To Item: Last                            Item Type: All                                              To Product: Last
                  Prod     Stk P Vendor                    -----Last Purchase-----         Annual ---Price Breaks---
Item              Type UM Lev S Item Number                 Date  Lead Unit Cost     EOQ    Usage Quantity Unit Cost
1200               A   CS  W  S 000100-1200               02/01/03  27      0.98  132.00  D    0.00    1.00      1.09
   Motor Switch Mounting Box NEMA 48 Frame                                                            5.00      1.04
                                                                                                     10.00      0.98
1300               C   PR  W  S                           06/09/00 154      6.46   28.00  D    0.00
   Bicycle Fenders
1400               A   EA  W  S 000100-1400               03/01/03 170      9.34   76.00  D    0.00    1.00     10.38
   PISTON RING                                                                                        5.00      9.86
                                                                                                     10.00      9.34
1401               A   EA  W  S 000100-1401               03/01/03 998      1.80   75.00  D    0.00    1.00      2.00
   Drinking Water Bottle                                                                              5.00      1.90
                                                                                                     10.00      1.80
1402               A   EA  W  S 000100-1402               03/01/03 998      6.08   76.00  D    0.00    1.00      6.75
   Attachable Tire Repair Kit                                                                         5.00      6.41
                                                                                                     10.00      6.08
200                C   EA  W  S 000100-200                06/21/01 195    371.00   16.00  D    9.00    1.00    412.22
   Chromoly Bicycle Frame Assmbly                                                                     5.00    391.61
                                                                                                     10.00    371.00
330                D   EA  W  S 000100-330                12/05/02   3     25.99   37.00  D    0.00    1.00     25.99
   Handle Bar                                                                                         5.00     24.69
                                                                                                     10.00     23.39
340                C   EA  W  P 000100-340                12/05/02   3     25.99   24.00  D    0.00    1.00     25.99
   Chromoly Fork Rakes                                                                                5.00     24.69
                                                                                                     10.00     23.39
400                C   PR  W  S 000100-400                01/25/03  21      1.30   83.00  D    4.00    1.00      1.44
   Handle Bar Grips                                                                                   5.00      1.37
                                                                                                     10.00      1.30
500                C   EA  W  S                           06/09/00 154     10.00   48.00  D    0.00
   Bicycle Seat
```


INVENTORY REQUIREMENTS REPORT

FUNCTION: Use this task to print a list of all items purchased from a specific vendor (primary items only) or from all vendors. You can use this report to assist you in making purchasing decisions. When all vendors are selected, the report prints in vendor number sequence.

Enter sequence sorting by buyer code or by vendor number.

Enter the first buyer code, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last buyer code, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first vendor, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last vendor, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                               Application Computer Systems, Inc.                                        Page    1
02:58 PM                    Inventory Requirements Report By Buyer Code For All Item Types
Buyer:      (Not On File)                                                                            Vendor: None
From Item: First                   From Warehouse: First       From Buyer: First       From Vendor: First      From Product: First
  To Item: Last                      To Warehouse: Last           To Buyer: Last         To Vendor: Last          To Product: Last
                                  Quantity Committed Quantity   Quantity   Order                   Annual -- Last Purchase --
Item                    Wh Location   On Hand  Quantity  Available  On Order  Point       EOQ      Usage    Date       Cost
Product Type A    Accessories
30412                   NOMEX SHEETS 5-3-5, 36 X 36
                        01              3.00-    0.00      3.00-    0.00                            0.00
Product Type C    Components
100BLU                  Chromoly Bicycle Frame
                        01              0.00     0.00      0.00     0.00                            0.00
                        02              0.00     0.00      0.00     0.00                            0.00
                        Total For Item  0.00     0.00      0.00     0.00     0.00      0.00         0.00


10/06/10                               Application Computer Systems, Inc.                                        Page    2
02:58 PM                    Inventory Requirements Report By Buyer Code For All Item Types
Buyer:      (Not On File)                                                               Vendor: 000800 Grainger
From Item: First                   From Warehouse: First       From Buyer: First       From Vendor: First      From Product: First
  To Item: Last                      To Warehouse: Last           To Buyer: Last         To Vendor: Last          To Product: Last
                                  Quantity Committed Quantity   Quantity   Order                   Annual -- Last Purchase --
Item                    Wh Location   On Hand  Quantity  Available  On Order  Point       EOQ      Usage    Date       Cost
Product Type C    Components
100BLU                  Chromoly Bicycle Frame                                                     00/00/00    0.00
                        01              0.00     0.00      0.00     0.00                            0.00
                        02              0.00     0.00      0.00     0.00                            0.00
                        Total For Item  0.00     0.00      0.00     0.00     0.00      0.00         0.00
```

INVENTORY ANALYSIS REPORT

FUNCTION: Use this task to print a report showing the sales ranking of your inventory. You can print a report analyzing total sales or usage, and show items in all warehouses or for a single location.

Enter analysis by Sales or Usage.

Enter beginning period and year.

Enter ending period and year.

Enter detail level by item or warehouse.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                          Application Computer Systems, Inc.                               Page   1
03:02 PM                          Inventory Analysis Report By Warehouse
                            Based On Total Sales For Period 03 04 Through Period 02 05
From Item: First                        Warehouse 01 Greenville                           From Product: First
  To Item: Last                            All Item Types                                   To Product: Last
                              Prod                                  Cumulative  Quantity                Cumulative
Item/Description              Type  UM  Units Sold Unit Cost Total Sales % Of Sales On Hand Total Value % Of Value
9151E                        GEM   EA      3.00    694.85   2,084.55   21.3600%    7.00    4,863.95    1.0100%
   3PH 15HP 1800RPM 254T XSD HE General El
9154E                        GEM   EA      2.00    865.74   1,731.48   39.1000%    6.00    5,194.44    2.0800%
   3PH 20HP 1800RPM 256T XSD HE General El
E932                         GEM   EA      3.00    470.88   1,412.64   53.5700%    0.00        0.00    2.0800%
   3PH 15HP 1800RPM General El
E931                         GEM   EA      3.00    333.26     999.78   63.8200%    1.00      333.26    2.1500%
   3PH 10HP 1800RPM 215T OPEN HE General El
M2394T                       BAM   EA      2.00    433.25     866.50   72.7000%    1.00-     433.25-   2.0600%
   3PH 15HP 3525RPM 254T TEFC Baldor Mot
M3713T                       BAM   EA      2.00    418.58     837.16   81.2700%    2.00-     837.16-   1.8900%
   3PH 15HP 3450RPM 215T TEFC Baldor Mot
E933                         GEM   EA      1.00    574.98     574.98   87.1600%    1.00      574.98    2.0100%
   3PH 20HP 1800RPM 256T OPEN HE General El
M2334T                       BAM   EA      1.00    521.27     521.27   92.5100%    5.00    2,606.35    2.5500%
   3PH 20HP 1800RPM 256T TEFC Baldor Mot
M2333T                       BAM   EA      1.00    422.00     422.00   96.8300%    1.00      422.00    2.6300%
```


INVENTORY STOCK STATUS REPORT

FUNCTION: This task prints a report of all or selected on-stock inventory items in warehouse and item number sequence, showing current status, value, and most recent activity dates. You can select items for the report from within a specific warehouse or product category. The report provides subtotals by product type and warehouse. **NOTE:** For Inventory Valuation you should use the Inventory Valuation Report on the Period End menu.

```
Inventory Stock Status Report (Application Computer Systems, Inc.)        _ □ ×
 File   Edit   Favorites   Help

            Detail Level  W    (By Warehouse)
     Beginning Warehouse        First
        Ending Warehouse        Last
       Beginning Product        First
          Ending Product        Last
          Beginning Item                    First
             Ending Item                    Last
               Item Type        All

                                                    OK          Cancel

v8.0.0 ivr_ba  Is The Above Information Correct?            Char      Po
```

Enter detail level by warehouse or item.

Enter the first warehouse, press F1 to select the first one on record, or 🖳 to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or 🖳 to select from a list.

Enter the first product type, press F1 to select the first one on record, or 🖳 to select from a list.

Enter the last product type, press F1 to select the last one on record, or 🖳 to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                          Application Computer Systems, Inc.                                  Page    1
03:17 PM                         Inventory Stock Status Report By Warehouse
From Item: First                       Warehouse 01 Greenville                              From Product: First
  To Item: Last                            All Item Types                                     To Product: Last
Item            Description          Location    UM   On Hand Committed Available  On Order Unit Cost Total Value
Product Type A   Accessories
 100                                 AREA C10    EA    61.00    33.00     28.00      7.00    191.82   11,701.02
   3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
 10378                                           GL     0.00     1.00-     1.00      0.00     14.69        0.00
   CLEANERS BRULEN
 1200                                BIN 140    EA    87.00     1.00     86.00     60.00      0.98       85.26
   Motor Switch Mounting Box NEMA 48 Frame
 1400                                BIN 105    EA    70.00     5.00     65.00      0.00      9.34      653.80
   PISTON RING
 1401                                BIN 110    EA   116.00     1.00    115.00      5.00      1.80      208.80
   Drinking Water Bottle
 1402                                BIN 110    EA   102.00     5.00     97.00      0.00      6.08      620.16
   Attachable Tire Repair Kit
 15 GP200                                        LB    50.00     1.00     49.00      0.00      2.35      117.50
   Mag Wire TR80 Bucket
 230P                                            EA    20.00     0.00     20.00      0.00     12.15      243.00
   Epoxylite #230 Pint
 230Q                                            EA    20.00     0.00     20.00      0.00     22.80      456.00
   Epoxylite #230 Quart
```

Application Computer Systems, Inc.
Inventory

INVENTORY ACTIVITY REPORT

FUNCTION: Use this task to print a report showing the activity of all inventory items, or for items at selected locations. You can select items for the report from within a specific warehouse or product category and for a specific period.

```
Inventory Activity Report (Application Computer Systems, Inc.)          _ □ ×
File   Edit   Favorites   Help

        Beginning Period  02    February
        Beginning Year    05
           Ending Period  02    February
           Ending Year    05
            Detail Level  W     (By Warehouse)
     Beginning Warehouse        First
        Ending Warehouse        Last
       Beginning Product        First
          Ending Product        Last
          Beginning Item        First
             Ending Item        Last
               Item Type        All

                                                        OK        Cancel

v8.0.0  ivr_ea  Is The Above Information Correct?               Char      Po
```

Enter beginning period and year.

Enter ending period and year.

Enter detail level by item or warehouse.

Enter the first warehouse, press F1 to select the first one on record, or 🔖 to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or 🔖 to select from a list.

Enter the first product type, press F1 to select the first one on record, or 🔖 to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                          Application Computer Systems, Inc.                              Page   1
03:20 PM                        Inventory Activity Report By Warehouse
                                From Period 02 05 Through Period 02 05
From Item: First                     Warehouse 01 Greenville                             From Product: First
  To Item: Last                         All Item Types                                    To Product: Last
                                             Beginning    Received      Sold &  Adjustments  Transfers    Ending
Item/Description                        UM   Balance      & Built      Issued  & Returns    In & Out     Balance
Product Type A   Accessories
100                                     EA      1.00-       0.00         0.00      0.00        0.00         1.00-
   3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH                 0.00         0.00      0.00        0.00
10378                                   GL      0.00        0.00         0.00      0.00        0.00         0.00
   CLEANERS BRULEN                                          0.00         0.00      0.00        0.00
1200                                    EA     88.00        0.00         0.00      0.00        0.00        88.00
   Motor Switch Mounting Box NEMA 48 Frame                  0.00         0.00      0.00        0.00
1400                                    EA     91.00        0.00         0.00      0.00        0.00        91.00
   PISTON RING                                              0.00         0.00      0.00        0.00
1401                                    EA    111.00        0.00         0.00      0.00        0.00       111.00
   Drinking Water Bottle                                    0.00         0.00      0.00        0.00
1402                                    EA    102.00        0.00         0.00      0.00        0.00       102.00
   Attachable Tire Repair Kit                               0.00         0.00      0.00        0.00
15 GP200                                LB     50.00        0.00         0.00      0.00        0.00        50.00
   Mag Wire TR80 Bucket                                     0.00         0.00      0.00        0.00
230P                                    EA     20.00        0.00         0.00      0.00        0.00        20.00
   Epoxylite #230 Pint                                      0.00         0.00      0.00        0.00
230Q                                    EA     20.00        0.00         0.00      0.00        0.00        20.00
   Epoxylite #230 Quart                                     0.00         0.00      0.00        0.00
24663                                   SF      0.00        0.00         0.00      0.00        0.00         0.00
   PHASE CLOTH MFG-1                                        0.00         0.00      0.00        0.00
```

INVENTORY STOCK MOVEMENT REPORT

FUNCTION: Use this task to print a report showing the movement of your inventory during selected periods. You can select items for the report within a specific warehouse or product category. The report displays subtotals by product type and warehouse.

Enter period and year for this report.

Enter detail level by item or warehouse.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

Check the subtotal box if subtotals should be included in the report.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                              Application Computer Systems, Inc.                              Page    7
03:24 PM                    Inventory Stock Movement Report By Warehouse For Period 02 05 February
From Item: First                              Warehouse 01 Greenville                        From Product: First
  To Item: Last                               All Item Types                                   To Product: Last
                                          Date of Avg Period    Annual      Period      Prior     Period    Period
Item                 Description          UM Last Issue Usage     Usage       Usage      Usage   Receipts    Adjust
Product Type WED WEDGE
WD10-19-15                                FT  03/06/04   2.75     33.00        0.00      33.00       0.00      0.00
   NOMEX WEDGES 10-19-15
WD24-15-11                                FT  03/06/04   2.75     33.00        0.00      33.00       0.00      0.00
   NOMEX WEDGES 24-15-11
WD72X280                                  FT  00/00/00   0.00      0.00 *      0.00       0.00       0.00      0.00
   WEDGE G-9 MELAMINE 72X280
WD72X290                                  FT  00/00/00   0.00      0.00 *      0.00       0.00       0.00      0.00
   WEDGE G-9 MELAMINE 72X290
WD72X300                                  EA  00/00/00   0.00      0.00 *      0.00       0.00       0.00      0.00
   WEDGE G-9 MELAMINE 72X300
                                          ------------------------------------------------------------------------
                          Total For Product WED    5.50     66.00        0.00      66.00       0.00      0.00
Product Type WIR Wire
14 GP200                                  LB  05/10/06   0.00      0.00        0.00       0.00       0.00      0.00
   Mag Wire TR80 Bucket
16-CMW                                    LB  10/06/09   3.75     45.00        0.00      45.00       0.00      0.00
   COPPER MAGNET WIRE - 16 ROUND
17-CMW                                    LB  03/06/04   3.75     45.00        0.00      45.00       0.00      0.00
   COPPER MAGNET WIRE - 17 ROUND
6001                                      FT  03/06/04   0.75      9.00        0.00       9.00       0.00      0.00
   EPOM LEAD WIRE 600V NO.6
                                          ------------------------------------------------------------------------
                          Total For Product WIR    8.25     99.00        0.00      99.00       0.00      0.00
                                          ------------------------------------------------------------------------
                          Total For Warehouse 01   20.49    246.00        0.00     246.00       0.00      0.00
```

INVENTORY REORDER SHORTAGE REPORT

FUNCTION: Use this task to print a report showing the items with available quantity that has fallen below the reorder point or the safety stock level. You can select items to print within a specific warehouse or product category.


Enter whether the report is a Reorder report or a Shortage report.

Enter detail level by item or warehouse.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                            Application Computer Systems, Inc.                         Page   1
03:29 PM                            Inventory Reorder Report By Warehouse
From Item: First                         Warehouse 01 Greenville                        From Product: First
  To Item: Last                              All Item Types                                To Product: Last
                          ABC Quantity Committed  Quantity  Quantity    Order                 Safety  Avg Usage
Item/Description          Code On Hand  Quantity Available On Order      Point        EOQ      Stock Per Period
Product Type A   Accessories
1200          BIN 140      E    87.00     1.00     86.00     60.00     171.00 D     82.00 D    57.00 D    0.00
  Motor Switch Mounting Box NEMA 48 Frame
1402          BIN 110      E   102.00     5.00     97.00      0.00     121.00 D     49.00 D    40.00 D    0.00
  Attachable Tire Repair Kit
24663                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  PHASE CLOTH MFG-1
25001                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  CEQUIN 1/16"
32334                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  CUTTING TOOLS AR-8
40225                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  ACRYLIC SLEEVING 3/8" GRADE C-1
60821                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  OIL ZEP-45 20 OZ. SPRAY CAN
9165                       E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  3PH XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXYYYY
EC120                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  EMORY CLOTH 120 GRIT
EC320                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  EMORY CLOTH 320 GRIT
EC60                       E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  EMORY CLOTH 60 GRIT
EC606                      E     0.00     0.00      0.00      0.00       0.00 D      0.00 D     0.00 D    0.00 *
  EMERY CLOTH 606
```

INVENTORY TURNS REPORT

FUNCTION: Use this task to print a report showing the total usage, total cost, average on hand, average value, and turns of your inventory for the last 12 periods. You can print the report for a single warehouse and list items within a specific warehouse or product category.

Enter period and year for this report.

Enter Ascending or Descending sequence for the report.

Enter Above or Below to indicate above a certain number of turns or below a certain number of turns, or ALL.

Enter the number of turns to be used in conjunction with the previous field (if not ALL).

Enter detail level by item or warehouse.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                          Application Computer Systems, Inc.                              Page    1
03:35 PM                     Inventory Turns Report By Warehouse For Period 02 05
From Item: First                      Warehouse 01 Greenville                           From Product: First
   To Item: Last                          All Item Types                                  To Product: Last
                                                        -------------------- Last 12 Periods --------------------
                                              Total        Unit        Total Average      Average
Item              Description          UM    Usage        Cost         Cost  On Hand       Value      Turns
Product Type A    Accessories
10378             CLEANERS BRULEN      GL    0.00        14.69         0.00   0.00          0.00       0.00
1200              Motor Switch Mounting Box NEMA 48 Frame  EA  0.00   0.98   0.00   7.33    7.18       0.00
1400              PISTON RING          EA    0.00         9.34         0.00   7.58         70.80       0.00
1401              Drinking Water Bottle EA   0.00         1.80         0.00   9.25         16.65       0.00
1402              Attachable Tire Repair Kit  EA  0.00    6.08         0.00   8.50         51.68       0.00
15 GP200          Mag Wire TR80 Bucket LB    0.00         2.35         0.00   4.17          9.80       0.00
230P              Epoxylite #230 Pint  EA    0.00        12.15         0.00   1.67         20.29       0.00
230Q              Epoxylite #230 Quart EA    0.00        22.80         0.00   1.67         38.08       0.00
24663             PHASE CLOTH MFG-1    SF    0.00         2.79         0.00   0.00          0.00       0.00
25001             CEQUIN 1/16"         SF    0.00         1.60         0.00   0.00          0.00       0.00
30412             NOMEX SHEETS 5-3-5, 36 X 36  SF  0.00   1.08         0.00   0.00          0.00       0.00
32334             CUTTING TOOLS AR-8   EA    0.00         4.44         0.00   0.00          0.00       0.00
4000              Paint - Silver       PT    0.00         9.00         0.00  21.26        191.34       0.00
4010              Paint - Red          PT    0.00        22.50         0.00  25.05        563.63       0.00
4020              Paint - Blue         PT    0.00         9.00         0.00  25.25        227.25       0.00
40225             ACRYLIC SLEEVING 3/8" GRADE C-1  FT  0.00  0.36      0.00   0.00          0.00       0.00
4030              Paint - White        PT    0.00         9.00         0.00  24.50        220.50       0.00
44230             DISP. COVERALLS      EA    0.00         3.25         0.00   9.42         30.62       0.00
5446              TIE CORD DHS-1CL      FT    0.00         0.04        0.00 985.42         39.42       0.00
```

INVENTORY YESTERDAY'S ZERO BALANCE REPORT

FUNCTION: Use this task to print a report showing all out-of-stock inventory items or those of zero balance. The information can help avert potential inventory shortages or computer errors. You can use the physical verification of the out-of-stock items that appear on this report to complement inventory cycle counting.

The date of the last report run is shown for information purposes.

Enter the date for calculating this report or press OK to accept the current date as the default.

Enter Item, Product, or Cycle for the report sequence.

Report sample:

```
10/06/10                              Application Computer Systems, Inc.                              Page   1
03:39 PM                                Yesterday's Zero Balance Report
                                      All Zero Balance Items Since 10/06/10
    Item                                           Prod Cycle          Buyer                          Date        On
 Whs Code               Description                Code Code  Location  Code Vendor                   Flagged     Hand
 01 100BLU              Chromoly Bicycle Frame      C    C              B    009999 Your Manufacturing C  10/06/10    0.00
 01 101                3PH 15HP 1755RPM CB326Y TENV RELI  AS        AISLE 2   A    000000             10/06/10    2.00-
 01 10378              CLEANERS BRULEN              A                    A    000000                  10/06/10    0.00
 01 1108               BEARING - SPECIAL            BRG       ISL2-BIN5  M    001000 Essex Brownell    10/06/10    1.00-
 01 24663              PHASE CLOTH MFG-1            A                    A    000000                  10/06/10    0.00
 01 25001              CEQUIN 1/16"                 A                    A    000000                  10/06/10    0.00
 01 30412              NOMEX SHEETS 5-3-5, 36 X 36  A                         000000                  10/06/10    3.00-
 01 319ZZ              BALL BEARING - SHEILDED      BRG                  A    000000                  10/06/10    2.00-
 01 32334              CUTTING TOOLS AR-8           A                    A    000000                  10/06/10    0.00
 01 40225              ACRYLIC SLEEVING 3/8" GRADE C-1  A                A    000000                  10/06/10    0.00
 01 5000               motor 50                     AC   aa             A    000000                  10/06/10    0.00
 01 60821              OIL ZEP-45 20 OZ. SPRAY CAN  A                    A    000000                  10/06/10    0.00
 01 6212ZZ             Bearing                      A    c              A    000100 E.I.S.            10/06/10    1.00-
 01 6224ZZ             BALL BEARING -SHIELDED       BRG                  A    000000                  10/06/10    0.00
 01 9165               3PH XXXXXXXXXXXXXXXXXXXXXXXXXX  A                 A    000000                  10/06/10    0.00
 01 BR344              BRUSHES 800HP-USN            BSH                  A    000000                  10/06/10    2.00-
 01 E932               3PH 15HP 1800RPM General El  GEM  c             MOT   003000 Genral Electric Comp  10/06/10    0.00
 01 E965               3PH 50HP 1775RPM 326T TEFC G.E.  AS               A    000000                  10/06/10    0.00
 01 EC120              EMORY CLOTH 120 GRIT         A                    A    000000                  10/06/10    0.00
 01 EC320              EMORY CLOTH 320 GRIT         A                    A    000000                  10/06/10    0.00
 01 EC60               EMORY CLOTH 60 GRIT          A                    A    000000                  10/06/10    0.00
 01 EC606              EMERY CLOTH 606              A                    A    000000                  10/06/10    0.00
```

Application Computer Systems, Inc.
Inventory


INVENTORY ITEM TRANSACTION HISTORY LISTING

FUNCTION: Use this task to print a listing showing the transaction history of your inventory items. This can assist you with in-depth tracking and auditing of inventory movement for all or selected items. A date range, warehouse code, and transaction code may be specified. If you select a specific transaction code, this listing can be a monthly history report for that transaction.

Enter the beginning and ending dates for the report.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the first item, press F1 to select the first one on record, or ![icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or ![icon] to select from a list.

Enter the item type, press F1 to select all item types, or ![icon] to select from a list.

Enter the transaction type from the list or press F1 to select all item types.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                              Application Computer Systems, Inc.                                    Page  10
03:44 PM                                Item Transaction History Listing
                                        From First Date Through Last Date
                                          For All Transaction Types
From Item: First                          Warehouse 01 Greenville                              From Product: First
  To Item: Last                              All Item Types                                      To Product: Last
Item                    Date   Type Reference Information                     Quantity Unit Cost  Extension  Balance
                       01/08/03 W.O. WO 0001015-002  Type 02                   20.00-   66.64   1,332.80-   10.00
                                Item 100 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
                       01/08/03 W.O. WO 0001010  Type 02                       20.00    76.44   1,528.80    30.00
                       03/18/03 W.O. WO 0001026-002  Type 10                   19.00-   81.50   1,548.50-   11.00
                                Item 100 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
                       03/18/03 W.O. WO 0001028-002  Type 10                   20.00-   79.33   1,586.60-    9.00-
                                Item 100 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
                       03/20/03 W.O. WO 0001033  Type 10                       10.00   101.93   1,019.30     1.00
                       03/28/03 W.O. WO 0001034  Type 10                       20.00    85.83   1,716.60    21.00
                       05/17/06 Tran Code 1  Adjustment - Whse 01               1.00-  101.93     101.93-   20.00
                                Ref 0002821-010
                                                           W.O. Total  21.00            1,796.00
                                                           Tran Total   1.00-             101.93-
                                                           Net Change  20.00            1,694.07
100BLU                  Chromoly Bicycle Frame  - Product: C
                       10/20/00 Phys Physical Inventory Adjustment            10.00   204.70   2,046.96    10.00
                                Cycle C    Loc
                       05/16/09 Phys Physical Inventory Adjustment            10.00-  204.87   2,048.70-    0.00
                                Cycle C    Loc
                                                           Phys Total   0.00                1.74-
                                                           Net Change   0.00                1.74-
101                     3PH 15HP 1755RPM CB326Y TENV RELIANCE  - Product: AS
                       09/12/08 Sale Customer 000100 Everest Industries         2.00-   20.00     40.00-    2.00-
                                Invoice 0005224-010 Order 0002135 Line S
                                                           Sale Total   2.00-              40.00-
                                                           Net Change   2.00-              40.00-
```


INVENTORY LIFO/FIFO TIER REPORT

FUNCTION: If you maintain a LIFO/FIFO inventory, use this task to print a report showing the LIFO/FIFO tiers with on hand quantities and costs of your inventory. LIFO systems display tiers in descending order; FIFO systems display tiers in ascending order. Subtotals by item, product, and warehouse are included on the report.

Enter beginning and ending dates for the report.

Enter the first warehouse, press F1 to select the first one on record, or ⌨ to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or ⌨ to select from a list.

Enter the first product type, press F1 to select the first one on record, or ⌨ to select from a list.

Enter the last product type, press F1 to select the last one on record, or ⌨ to select from a list.

Enter the first item, press F1 to select the first one on record, or ⌨ to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                              Application Computer Systems, Inc.                          Page    1
03:49 PM                                 LIFO/FIFO Tier Report
From Item: First                       Warehouse 01 Greenville                          From Product: First
   To Item: Last                          All Item Types                                  To Product: Last
Item                 Description                      UM Tier   Date    Type  Reference  Seq Quantity Unit Cost   Extension
Product Type A    Accessories
100                  3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH   EA   1 09/29/10 Tier  Adjust    001    61.00    191.82   11,701.02
1200                 Motor Switch Mounting Box NEMA 48 Frame    EA   1 09/29/10 Tier  Adjust    001    87.00      0.98       85.26
1400                 PISTON RING                      EA   1 09/29/10 Tier  Adjust    001    70.00      9.34      653.80
1401                 Drinking Water Bottle            EA   1 09/29/10 Tier  Adjust    001   116.00      1.80      208.80
1402                 Attachable Tire Repair Kit       EA   1 09/29/10 Tier  Adjust    001   102.00      6.08      620.16
15 GP200             Mag Wire TR80 Bucket             LB   1 09/29/10 Tier  Adjust    001    50.00      2.35      117.50
230P                 Epoxylite #230 Pint              EA   1 09/29/10 Tier  Adjust    001    20.00     12.15      243.00
230Q                 Epoxylite #230 Quart             EA   1 09/29/10 Tier  Adjust    001    20.00     22.80      456.00
30413                NOMEX SHEETS 5-5-5, 36 X 36      SF   1 09/29/10 Tier  Adjust    001  9951.00      1.18   11,742.18
345                  STATOR CLIPS 3/8"                EA   1 09/29/10 Tier  Adjust    001   876.00      0.06       52.56
4000                 Paint - Silver                   PT   1 09/29/10 Tier  Adjust    001   255.06      9.00    2,295.54
4010                 Paint - Red                      PT   1 09/29/10 Tier  Adjust    001   300.61     22.50    6,763.73
4020                 Paint - Blue                     PT   1 09/29/10 Tier  Adjust    001   302.98      9.00    2,726.82
40230                ACRYLIC SLEEVING #8 GRADE C-1    FT   1 09/29/10 Tier  Adjust    001 11745.00      0.11    1,291.95
4030                 Paint - White                    PT   1 09/29/10 Tier  Adjust    001   294.00      9.00    2,646.00
410                  CAD. PLATED FLAT WASHERS 1/4"    EA   1 09/29/10 Tier  Adjust    001   568.00      0.02       11.36
44230                DISP. COVERALLS                  EA   1 09/29/10 Tier  Adjust    001   113.00      3.25      367.25
5446                 TIE CORD DHS-1CL                 FT   1 09/29/10 Tier  Adjust    001 11825.00      0.04      473.00
550                  Racer Bicycle Seat               EA   1 09/29/10 Tier  Adjust    001   110.00     13.73    1,510.30
6313ZZ               Bearing                          EA   1 09/29/10 Tier  Adjust    001   100.00     73.63    7,363.00
6319ZZ               Bearing                          EA   1 09/29/10 Tier  Adjust    001   100.00    142.22   14,222.00
65221                MOLD RELEASE # 311 16OZ SPRAY CAN EA  1 09/29/10 Tier  Adjust    001   793.00      7.45    5,907.85
70428                WELDING .050 X 1/8" SILFON 15%   EA   1 09/29/10 Tier  Adjust    001   886.00      1.14    1,010.04
SC1200               Wheel Reflectors                 PR   1 09/29/10 Tier  Adjust    001    93.00      1.00       93.00
TP-100               TAPES-1" VPI MICA                EA   1 09/29/10 Tier  Adjust    001    50.00      5.28      264.00
```

INVENTORY SYNONYMS LISTING

FUNCTION: Use this task to print a listing of all synonyms referencing inventory items. You can print the listing to show the synonyms and the items referenced by the synonym or to show items and the synonyms used for the item.

Enter Synonym or Item for report sequence.

Enter the first synonym, press F1 to select the first one on record, or to select from a list.

Enter the last synonym, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or 🖼 to select from a list.

Enter the item type, press F1 to select all item types, or 🖼 to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                  Application Computer Systems, Inc.                  Page    2
03:53 PM     Inventory Synonyms Listing By Synonym For All Item Types
From Item: First                                              From Product: First
  To Item: Last                                                 To Product: Last
Synonym              Item                 Description                          Prd
1800RPM              9157E                3PH 25HP 1800RPM 284T XSD HE GenerGEM
1800RPM              9160E                3PH 30HP 1800RPM XSD HE General E1GEM
1800RPM              E930                 3PH 7.5HP 1800RPM 213T OPEN HEGeneGEM
1800RPM              E931                 3PH 10HP 1800RPM 215T OPEN HE GeneGEM
1800RPM              E932                 3PH 15HP 1800RPM General E1        GEM
1800RPM              E933                 3PH 20HP 1800RPM 256T OPEN HE GeneGEM
1800RPM              E960                 3PH 7.5HP 1800RPM 213T TEFC GeneraGEM
1800RPM              M2333T               3PH 15HP 1800 RPM 254T TEFC BaldorBAM
1800RPM              M2334T               3PH 20HP 1800RPM 256T TEFC Baldor BAM
1800RPM              M2515T               3PH 20HP 1800RPM 256T OPEN Baldor BAM
1800RPM              M2535T               3PH 30HP 1800RPM 286T OPEN Baldor BAM
1800RPM              M3770T               3PH 7.5HP 1800RPM 213T TEFC BaldorBAM
1800RPM              M3774T               3PH 10HP 1800RPM 215T TEFC Baldor A
1800RPM              M4103T               3PH 25HP 1800RPM 284T TEFC Baldor BAM
1HP                  100                  3PH 1HP 1755RPM 56H TEFC RBASE A.0A
2"                   TAPE-2"MASK          TAPE 2" MASKING                   TAP
20 OZ.               60821                OIL ZEP-45 20 OZ. SPRAY CAN       A
20HP                 9154E                3PH 20HP 1800RPM 256T XSD HE GenerGEM
20HP                 E933                 3PH 20HP 1800RPM 256T OPEN HE GeneGEM
20HP                 M2334T               3PH 20HP 1800RPM 256T TEFC Baldor BAM
20HP                 M2515T               3PH 20HP 1800RPM 256T OPEN Baldor BAM
210ZZ                210ZZ                BALL BEARING - SHEILDED 210ZZ     BRG
213T                 175115               NEMA D FLANGE KIT 213T-215T FRAMESFLG
213T                 E930                 3PH 7.5HP 1800RPM 213T OPEN HEGeneGEM
213T                 E960                 3PH 7.5HP 1800RPM 213T TEFC GeneraGEM
213T                 M3770T               3PH 7.5HP 1800RPM 213T TEFC BaldorBAM
215T                 175115               NEMA D FLANGE KIT 213T-215T FRAMESFLG
```

INVENTORY ALTERNATE/SUPERCEDED LISTING

FUNCTION: Use this task to print a listing showing alternate inventory items or to determine what items have replaced others. A description of the items and their product types are displayed.

Enter Alternate or Superceded as the report sequence.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                          Application Computer Systems, Inc.                              Page   1
03:55 PM                        Superceded Item Listing For All Item Types
From Item: First                                                                         From Product: First
  To Item: Last                                                                            To Product: Last
Item              Description                      Prd     Superceded By     Description                 Prd
1200              Motor Switch Mounting Box NEMA 48 Fr A     SC1200          Wheel Reflectors            A
   1 Item(s) Listed
```

INVENTORY DESCRIPTION LISTING

FUNCTION: Use this task to print a listing of inventory items with their descriptions.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last item, press F1 to select the last one on record, or [icon] to select from a list.

Enter the item type, press F1 to select all item types, or [icon] to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/06/10                Application Computer Systems, Inc.              Page   1
03:58 PM                   Inventory Description Listing
From Item: First                                              From Product: First
  To Item: Last                   All Item Types                To Product: Last
Item                    Desc 1
100                     3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
1000                    Motor Length Adapter Drayton
1001                    Chromoly Main Tube
1002                    Chromoly Chain Stay
```

INVENTORY ITEM DETAIL LISTING

FUNCTION: Use this task to print a listing of item maintenance information for a single item, for a range of items, or for all items. The location of the item and the amount stored in each warehouse is included on the listing. You can print the listing with or without comments.

Check the box to include item comments in the report listing.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first item, press F1 to select the first one on record, or [icon] to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

Application Computer Systems, Inc.
Inventory

```
10/06/10              Application Computer Systems, Inc.           Page    1
04:01 PM                  Inventory Item Detail Listing
 Item Number: 100
 Description: 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
-------- Item Information -------------------------------------------------
Product Type: A   Accessories           Sale UM: EA      Sales Analysis: I
  Item Class: A   Item Class A       Purchase UM: EA      Lotted/Serialized: Y
   Item Type: PUR Purchased Item         Weight:   25.00      Inventoried: Y
   MSR Price:      367.00          Conversion Factor:   1        Taxable: Y
    UPC Code:                       Bar Code: 100             Inactive: N
-------- Alternate/Superceded/Not Used -----------------------------------
Code: N Item:
-------- Last Transaction Dates ------------------------------------------
Receipt: 06/01/08   Sold: 11/04/05 Adjustment: 05/16/09  Transfer In: 12/21/02
  Built: 03/26/03 Issued: 04/07/09   Returned: 00/00/00 Transfer Out: 12/21/02
-------- Item Synonyms ---------------------------------------------------
100                     1755RPM                 1HP
3PH                     56H                     A.O. SMITH
MOTOR                   RBASE                   TEFC
-------- Comments --------------------------------------------------------
01 Recommend the following accessories when
02 ordered:
03 C Flange
04




10/06/10              Application Computer Systems, Inc.           Page    2
04:01 PM                  Inventory Item Detail Listing
 Item Number: 100
 Description: 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
-------- Warehouse 01 Greenville -----------------------------------------
                                          Cycle Code: C
          Location: AREA C10                Selected: N
Distribution Code: C1 Product C/Location 1    Last Physical: 05/16/09
-------- Stocking Information ---------------------------------------------
     Buyer Code: A   Buyer/Accessories    Maximum Quantity:   50.00
 Stocking Vendor: 000100 E.I.S.              Order Point:   10.00  D
       Lead Time:   7                              EOQ:   10.00  D
        ABC Code: E                         Safety Stock:    5.00  D
-------- Prices ----------------------------------------------------------
    Current List:      350.00  C6            Prior List:      200.00  C5
-------- Costs -----------------------------------------------------------
       Unit Cost:    191.82              Average Cost:     202.35
     Landed Cost:    285.89             Standard Cost:     285.89
    Last PO Cost:    191.82          Replacement Cost:     191.82
-------- Item Status -----------------------------------------------------
         On Hand:     61.00                  On Order:      7.00
       Committed:     33.00          Last Physical Count:     60.00
       Available:     28.00
--------------------------------------------------------------------------
```

	Last	Mar 05	Feb 05	Jan 05	Dec 04
Beginning		0.00	1.00-	0.00	0.00
Received	06/01/08	0.00	0.00	0.00	0.00
Built	03/26/03	0.00	0.00	0.00	0.00
Sold	11/04/05	0.00	0.00	0.00	0.00
Issued	04/07/09	0.00	0.00	0.00	0.00
Transfer In	00/00/00	0.00	0.00	0.00	0.00
Transfer Out	12/21/02	0.00	0.00	0.00	0.00
Adjustments	05/16/09	0.00	0.00	0.00	0.00
Returns	00/00/00	0.00	0.00	0.00	0.00
Ending		0.00	1.00-	0.00	0.00

INVENTORY ITEM LABELS

FUNCTION: Use this task to print inventory item information on adhesive labels, using the label format specified within the inventory parameters. You can use the warehouse labels for shelf or bin labeling, box labeling, or actual product labeling.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or ⎙ to select from a list.

Enter number of labels to print per item.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
Application Computer Systems, Inc.   Application Computer Systems, Inc.   Application Computer Systems, Inc.
100              Whse 01              10378            Whse 01              1200             Whse 01
3PH 1HP 1755RPM 56H TEFC RBASE A.O   SCLEANERS BRULEN                     Motor Switch Mounting Box NEMA 48 Fr
MITH Prod A                          Prod A                               ame Prod A
Cycle Code C  Location AREA C10      Cycle Code    Location               Cycle Code A  Location BIN 140
Application Computer Systems, Inc.   Application Computer Systems, Inc.   Application Computer Systems, Inc.
1400             Whse 01              1401             Whse 01              1402             Whse 01
PISTON RING                          Drinking Water Bottle                Attachable Tire Repair Kit
Prod A                               Prod A                               Prod A
Cycle Code A  Location BIN 105       Cycle Code A  Location BIN 110       Cycle Code A  Location BIN 110
Application Computer Systems, Inc.   Application Computer Systems, Inc.   Application Computer Systems, Inc.
15 GP200         Whse 01              230P             Whse 01              230Q             Whse 01
Mag Wire TR80 Bucket                 Epoxylite #230 Pint                  Epoxylite #230 Quart
Prod A                               Prod A                               Prod A
Cycle Code c  Location               Cycle Code    Location               Cycle Code    Location
Application Computer Systems, Inc.   Application Computer Systems, Inc.   Application Computer Systems, Inc.
24663            Whse 01              25001            Whse 01              30412            Whse 01
PHASE CLOTH MFG-1                    CEQUIN 1/16"                         NOMEX SHEETS 5-3-5, 36 X 36
Prod A                               Prod A                               Prod A
Cycle Code    Location               Cycle Code    Location               Cycle Code    Location
Application Computer Systems, Inc.   Application Computer Systems, Inc.   Application Computer Systems, Inc.
30413            Whse 01              32334            Whse 01              345              Whse 01
NOMEX SHEETS 5-5-5, 36 X 36          CUTTING TOOLS AR-8                   STATOR CLIPS 3/8"
Prod A                               Prod A                               Prod A
Cycle Code    Location               Cycle Code    Location               Cycle Code    Location
```

INVENTORY COST/PRICE CHANGE MENU

FUNCTION: The Inventory Control Cost/Price Change menu provides access to all tasks used to perform controlled cost and price changes.

NOTE: The COST portion of the menu should only be used if the costing method is set to STANDARD. DO NOT CHANGE THE COSTING METHOD JUST OT USE THIS FEATURE.

INVENTORY COST CHANGE ENTRY

FUNCTION: Use this task to change the cost of inventory items. You can enter individual or mass cost changes without affecting the current unit costs. Changes you make reside in a data file and do not take effect until you run the Cost Change Register.

Enter the effective date for the cost change.

Enter the warehouse and item number; the system will populate the current item description and unit cost.

Enter the new unit cost.

The OK button accepts the entry, the Cancel button returns to the menu.

NOTE: CHANGES DO NOT TAKE EFFECT UNTIL THE COST CHANGE REGISTER IS UPDATED.

INVENTORY COST CHANGE BY PERCENTAGE ENTRY

FUNCTION: Use this task to make a percentage cost change for all items purchased from a single vendor, or for an entire group of products. Changes you make reside in a data file and do not take effect until you run the Cost Change Register.

Enter the effective date for the cost change.

Enter the first vendor, press F1 to select the first one on record, or to select from a list.

Enter the last vendor, press F1 to select the last one on record, or to select from a list.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

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Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or to select from a list.

Enter the percentage of change.

The OK button generates the work file calculations, the Cancel button returns to the menu.

NOTE: CHANGES DO NOT TAKE EFFECT UNTIL THE COST CHANGE REGISTER IS UPDATED.

INVENTORY COST CHANGE VALUATION REPORT

FUNCTION: You can use this task to generate a report showing what the results of your cost changes will be when you run the Cost Change Register update. The report shows the current item costs and values versus new costs and values. You can determine what general ledger postings are needed by using the general ledger summary of the report.
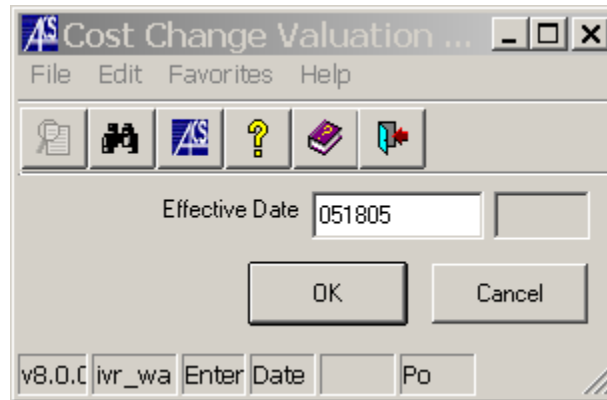
Enter the effective date of the report.

Report sample:

```
10/06/10                              Application Computer Systems, Inc.                                    Page   1
04:34 PM                      Cost Change Valuation Report For Changes Effective 05/18/05
                                           Warehouse 01 Greenville
                                                               Current      Current       New         New       Change
Item              Description                   UM On Hand      Cost         Value        Cost       Value      In Value
Product A    Accessories
100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH   EA    61.00     191.82     11,701.02    191.82   11,701.02       0.00
KMJ06-06          JIC Male Rigid Coupling       EA    1.00-      0.00         0.00       15.00     15.00-      15.00-
KR 115-04         SAE 100 SS TEFLON HOSE        FT    0.00       0.00         0.00       10.00      0.00        0.00
                  Totals For Product A    Accessories                     11,701.02             11,686.02      15.00-
                  Totals For Warehouse 01 Greenville                      11,701.02             11,686.02      15.00-
                  Totals For 05/18/05                                     11,701.02             11,686.02      15.00-
                  Totals For Report                                       11,701.02             11,686.02      15.00-


10/06/10                              Application Computer Systems, Inc.                                    Page   2
04:34 PM                      Cost Change Valuation Report For Changes Effective 05/18/05
                                         General Ledger Account Totals
Account  Description                         Debit         Credit
1200-01  Inventory - Warehouse 1                           15.00
                                        ---------------------------
         Total For Report                    0.00         15.00-
                                        ---------------------------
         Balance                                           15.00
```

INVENTORY COST CHANGE REGISTER

FUNCTION: Use this register to verify cost changes and to update the permanent file. It shows all cost changes through the entered effective date.
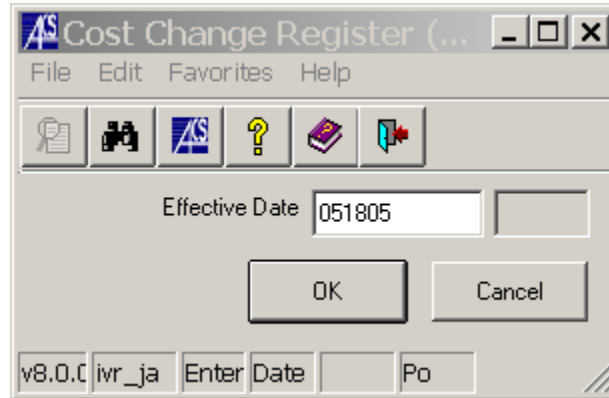
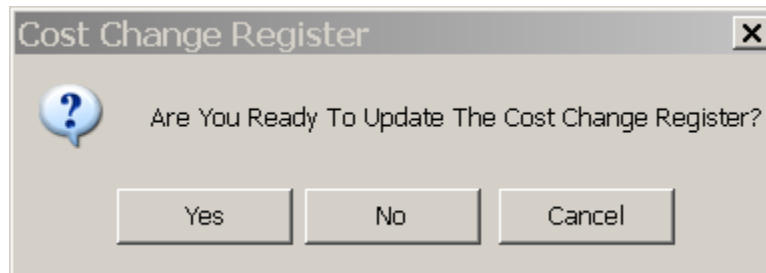Enter the effective date of the register.

Report sample:

```
10/06/10                              Application Computer Systems, Inc.                              Page    1
04:36 PM                        Cost Change Register For Changes Effective 05/18/05
                                            Warehouse 01 Greenville
                                                         Current      New      Cost     Percent    Gross
Item            Description                        UM    Cost        Cost     Change    Change     Margin
Product A    Accessories
100             3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH    EA   191.82     191.82     0.00      0.00%    158.18
KMJ06-06        JIC Male Rigid Coupling                     EA     0.00      15.00    15.00    100.00%     11.00
KR 115-04       SAE 100 SS TEFLON HOSE                      FT     0.00      10.00    10.00    100.00%     25.00
```

The system will prompt for an update:

The YES button updates the register, the NO and Cancel button returns to the menu.

INVENTORY PRICE CHANGE ENTRY

FUNCTION: Use this task for processing inventory price changes on a controlled basis. You can enter individual or mass price changes without affecting the current list prices. Changes you make reside in a data file and do not take effect until you run the Price Change Register.

Enter the List Price Code (shown in warehouse maintenance).

Enter the warehouse and item number; the system will populate the current item description and unit price.

Enter the new unit price.

The OK button accepts the entry, the Cancel button returns to the menu.

NOTE: CHANGES DO NOT TAKE EFFECT UNTIL THE PRICE CHANGE REGISTER IS UPDATED.

INVENTORY PRICE CHANGE BY PERCENTAGE ENTRY

FUNCTION: You can use this task to make a percentage price change for an entire group of products. Changes you make reside in a data file and do not take effect until you run the Price Change Register.

Enter the List Price Code (shown in warehouse maintenance).

Enter the first vendor, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last vendor, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

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Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or to select from a list.

Enter the percentage of change.

The OK button generates the work file calculations, the Cancel button returns to the menu.

NOTE: CHANGES DO NOT TAKE EFFECT UNTIL THE PRICE CHANGE REGISTER IS UPDATED.

INVENTORY PRICE CHANGE REGISTER

FUNCTION: Use this register to verify price changes and to update the permanent file. It shows all price changes made since the last update and serves as a hard-copy audit report.
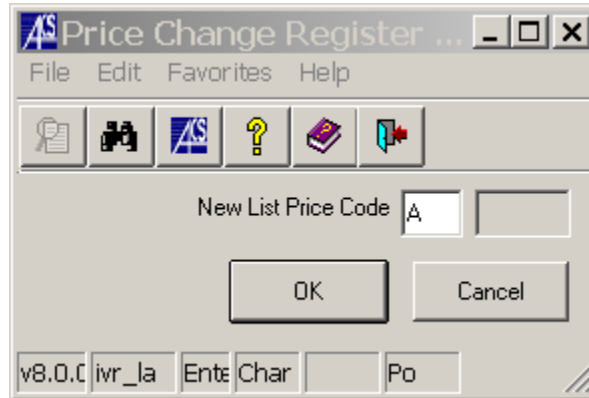
Enter the list price to update.

Click OK to update or Cancel to return to the menu.

Register sample:

```
10/06/10                              Application Computer Systems, Inc.                                    Page   1
04:49 PM                          Price Change Register For New List Price Code A
                                           Warehouse 01 Greenville
                                                        Prior        Price    Current       Price    New
Item                    Description                  UM  List Price   Code     List Price    Code     List Price
Product A    Accessories
100                     3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH   EA   200.00   C5        350.00   C6       385.00
10378                   CLEANERS BRULEN              GL      0.00               0.00                   0.00
1200                    Motor Switch Mounting Box NEMA 48 Frame    EA   495.00   A5          4.95   A6         5.45
1400                    PISTON RING                  EA     17.00   A5         18.00   A6        19.80
1401                    Drinking Water Bottle        EA      4.50   A5          6.50   A6         7.15
1402                    Attachable Tire Repair Kit   EA     10.00   A5         12.00   A6        13.20
15 GP200                Mag Wire TR80 Bucket         LB      0.00               9.40                  10.34
230P                    Epoxylite #230 Pint          EA      0.00              24.30                  26.73
230Q                    Epoxylite #230 Quart         EA      0.00              44.00                  48.40
24663                   PHASE CLOTH MFG-1            SF      0.00               0.00                   0.00
25001                   CEQUIN 1/16"                 SF      0.00               0.00                   0.00
30412                   NOMEX SHEETS 5-3-5, 36 X 36  SF      0.00               0.00                   0.00
30413                   NOMEX SHEETS 5-5-5, 36 X 36  SF      0.00               0.00                   0.00
32334                   CUTTING TOOLS AR-8           EA      0.00               0.00                   0.00
345                     STATOR CLIPS 3/8"            EA      0.00               0.00                   0.00
4000                    Paint - Silver               PT      9.67   A5         25.00   A6        27.50
4010                    Paint - Red                  PT     40.00   A5         52.00   A6        57.20
4020                    Paint - Blue                 PT     10.02   A5         16.00   A6        17.60
40225                   ACRYLIC SLEEVING 3/8" GRADE C-1   FT   0.00            0.00                   0.00
40230                   ACRYLIC SLEEVING #8 GRADE C-1     FT   0.00            0.00                   0.00
4030                    Paint - White                PT     10.00   A5         16.00   A6        17.60
410                     CAD. PLATED FLAT WASHERS 1/4"     EA   0.00            0.00                   0.00
44230                   DISP. COVERALLS              EA      0.00               0.00                   0.00
5446                    TIE CORD DHS-1CL             FT      0.00               0.00                   0.00
550                     Racer Bicycle Seat           EA     19.00   A5         21.00   A6        23.10
60821                   OIL ZEP-45 20 OZ. SPRAY CAN  EA      0.00               0.00                   0.00
```

The system will prompt for an update:
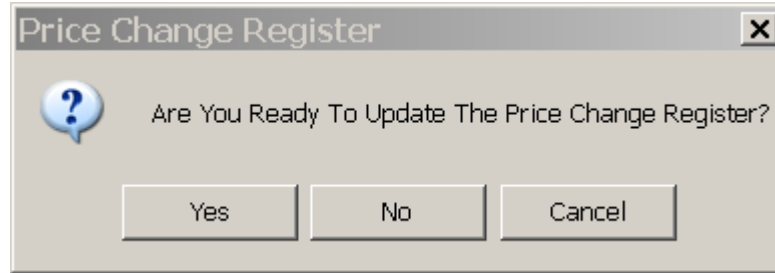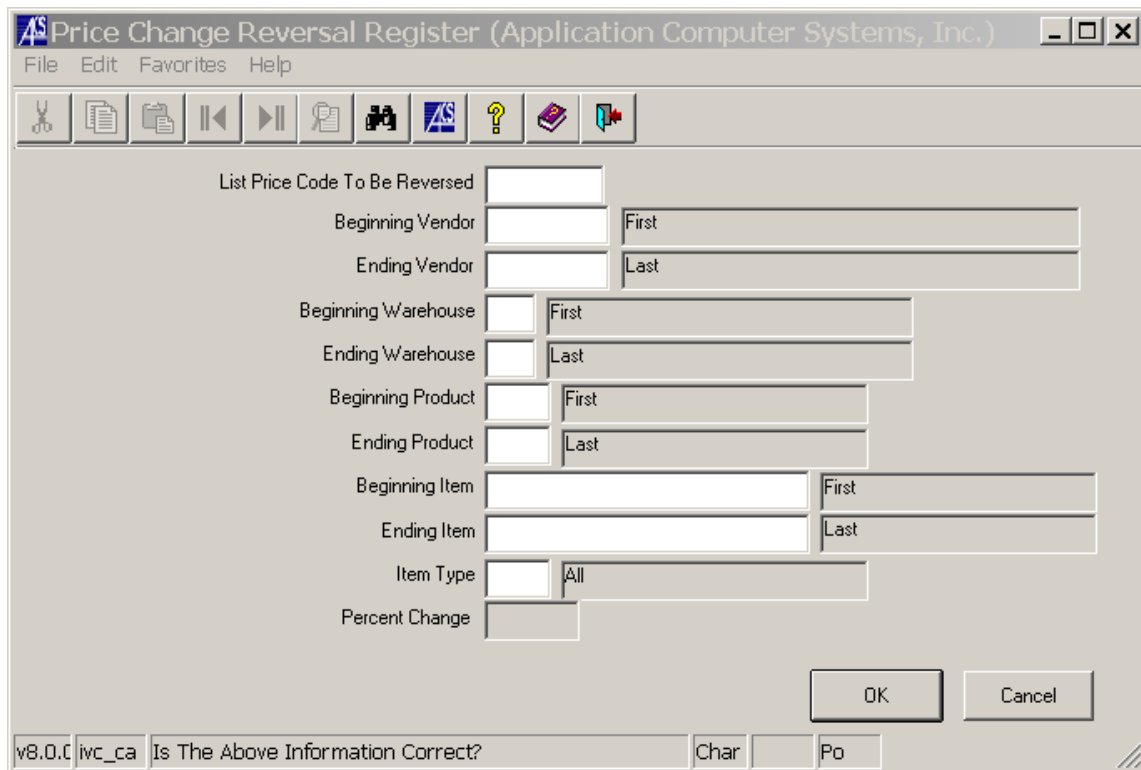
The YES button updates the register, the NO and Cancel button returns to the menu.

INVENTORY PRICE CHANGE REVERSAL

FUNCTION: Use this task to reverse price changes for an item coming off a sale or for price changes you made by mistake. You can also use this register to verify price changes before your next update.


Enter the List Price Code (shown in warehouse maintenance) to reverse.

Enter the first vendor, press F1 to select the first one on record, or to select from a list.

Enter the last vendor, press F1 to select the last one on record, or to select from a list.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type, press F1 to select all item types, or to select from a list.

Enter the percentage of change.

The OK button generates the reversal, the Cancel button returns to the menu.

The system will prompt for an update:
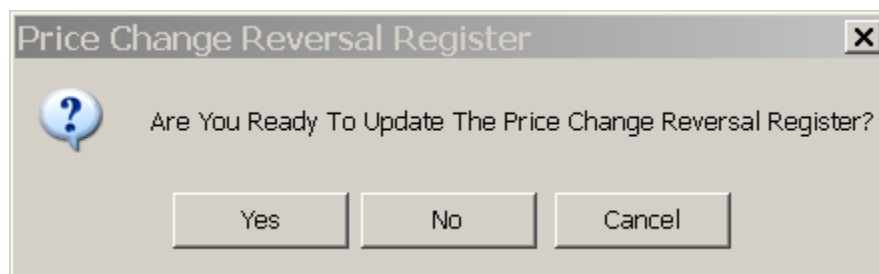
The YES button updates the register, the NO and Cancel button returns to the menu.

INVENTORY PHYSICAL INVENTORY MENU

FUNCTION: Use this menu to gain access to the tasks dealing with physical inventory processing. With those tasks you can determine the actual on-hand quantity for each inventory item as well as verify the value of your inventory.
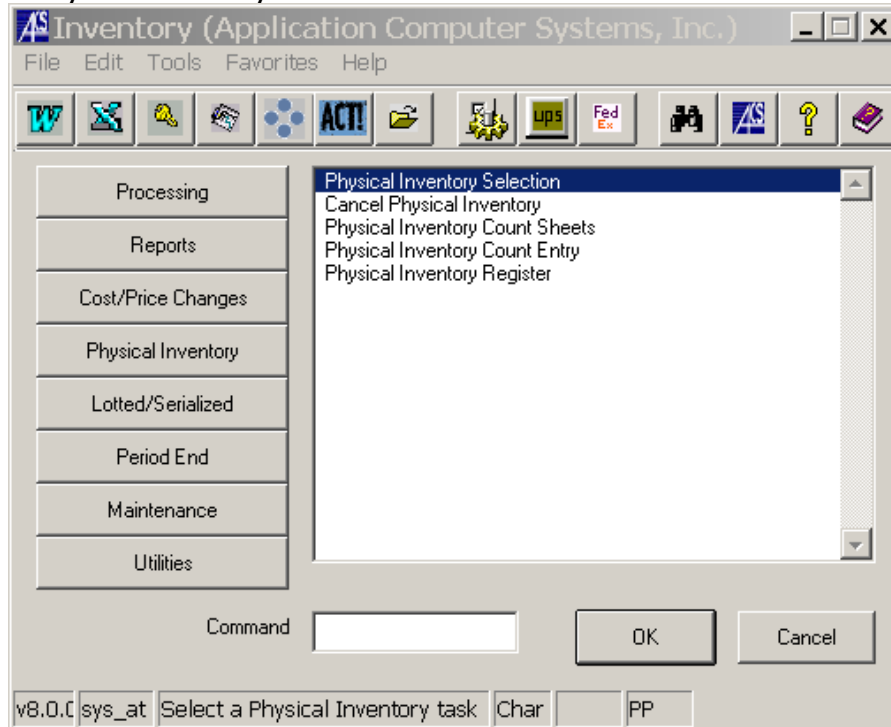
About the Physical Inventory Tasks:

Physical inventory processing is used when first establishing the on-hand counts for each inventory item, and periodically thereafter, depending on the accounting requirements of your business. At a minimum, a physical inventory should be taken once a year to verify the value of the inventory as reported on the company's balance sheet.

In the simplest case, the entire inventory is counted and verified in a single session, and any adjustments are updated to the Inventory Masterfile after the Physical Inventory Register is printed.

If you are dealing with a very large or complex inventory, you may wish to separate it into groups, as indicated by a cycle code associated with each item. If you do this, physical inventory processing may be performed independently and/or concurrently for each cycle code. This provides you with a great deal of flexibility when performing physical count processing for a very large inventory.

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A valuable feature of physical inventory processing is the ability to continue operation of the Order/Invoice Processing, Purchase Order, Inventory Control, and other modules during the actual physical counting process. How this is accomplished is explained below. Of course, during the actual counting process, no items should be physically added or removed from the actual inventory.

Physical Inventory Selection:

The first step in physical inventory processing involves "freezing" the inventory as of a specific date based on warehouse codes and cycle codes. The current on-hand information in the Inventory Masterfile is the information used. All transactions that physically occurred before the count should be posted to the computer. It is important that your system be completely current before the "freeze" takes place.

Cancel Physical Inventory:

If incorrect information is selected in the Physical Inventory Selection task, you may cancel this information before proceeding with printing the count sheets. This process will "unfreeze" the inventory if necessary.

Physical Inventory Count Sheets:

The count sheets are printed after the inventory items are selected for physical inventory processing. They are used as an aid in the actual counting of the inventory.

Physical Inventory Count Entry:

After the physical inventory is taken and recorded on the inventory count sheets, the actual physical counts are entered using the Physical Inventory Count task.

Physical Inventory Register:

This register prints all physical inventory counts as entered through the Physical Inventory Count Entry task. It also calculates the count variance between the actual physical quantities on-hand and the inventory quantities recorded as of the "freeze" date. The variance amount is updated to the Warehouse/Item file after the register is printed.

The update affects the inventory on-hand quantities only when a variance exists between the system's record of the on-hand quantity and the actual quantity determined by the physical count. This variance is posted as an adjustment to the Inventory Masterfile. The update does not make postings to the General Ledger. Any general ledger adjustments must be made using a separate journal entry.


INVENTORY PHYSICAL INVENTORY SELECTION

FUNCTION: This task enables you to select portions of inventory to count, based on inventory cycle codes. If your inventory is organized into separate groups for physical counting, you may select one cycle code or all cycle codes for processing. The quantities on-hand for the selected items are recorded at the time of the selection, and are used as the basis for comparison when you actually enter the counts.

When beginning the selection process, the system will remind the user with the following system prompt:
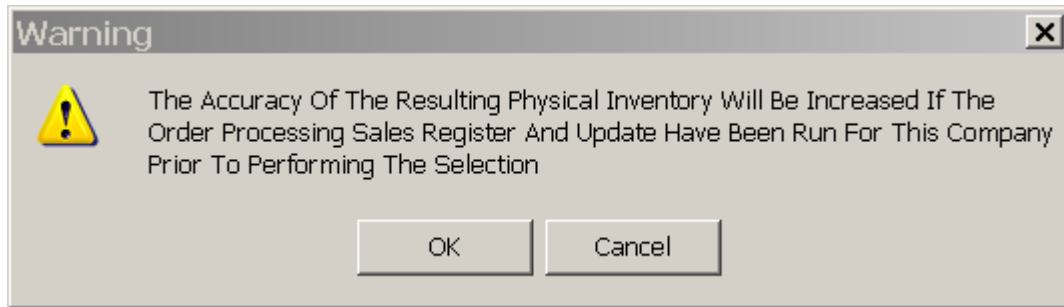
Clicking OK will continue with the process, Cancel will return to a menu.
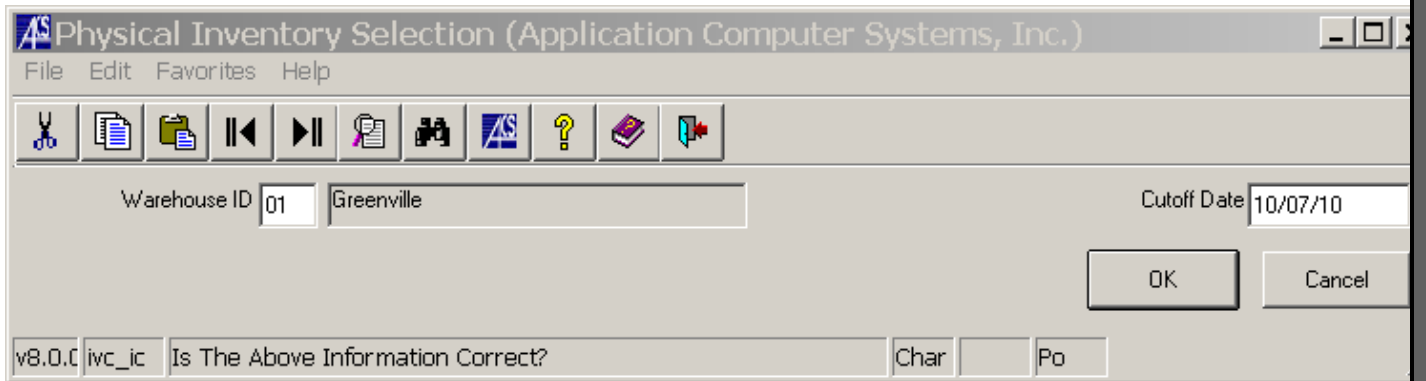
Enter the warehouse or to select from a list.

Enter the Cutoff Date or click OK to accept the default date, Cancel will return to a menu.

The system will display the selection detail screen next.

Enter the individual cycle codes for the selection process or press F1 for all cycle codes.

Clicking OK will continue with the process, Cancel will return to a menu, Delete will remove a cycle code from the selection, and Insert will allow entry of another cycle code in the next available row.

PROCESSING NOTE: A unique feature of the physical inventory count process is that it may take place without having to suspend normal order/invoice or purchase order processing on the system. This is especially important when dealing with a large inventory that might take several days to count, enter, verify, and update.

When the inventory is selected for counting, a freeze file is created that records the inventory on-hand information as of that date and time. This "inventory freeze file" creates a separate record of the on-hand quantities. The remaining steps of the physical inventory process are then performed as usual, but with these "frozen" counts as a reference point.

Transaction processing with the computer can proceed as normal, without altering the on-hand quantities used by the physical count process. The only limitation to this process is no product should be removed or added to the warehouse until the physical counting is completed and verified.

Any variances that are reported on the physical count register are based on the freeze file. Any adjustments that are made during the physical count update are calculated using the quantities

from the freeze file, but are updated to the inventory file. This allows other transactions, both manual and automatic, to be posted to the Inventory Control module as the physical inventory is being taken, and during the data entry stage, without affecting the record of on-hand quantities that existed when the count sheets were printed.

As an overview of processing steps on the system and with the actual count:

Select Inventory
Print Count Sheets for selected items (or all)
Perform Inventory Counting
Enter Physical Counts
Print Inventory Count Register
Update Physical Counts

INVENTORY CANCEL PHYSICAL SELECTION

FUNCTION: This task allows you to cancel any of the items previously selected in the Physical Inventory Selection task by entering the warehouse code and cycle code of the item(s).
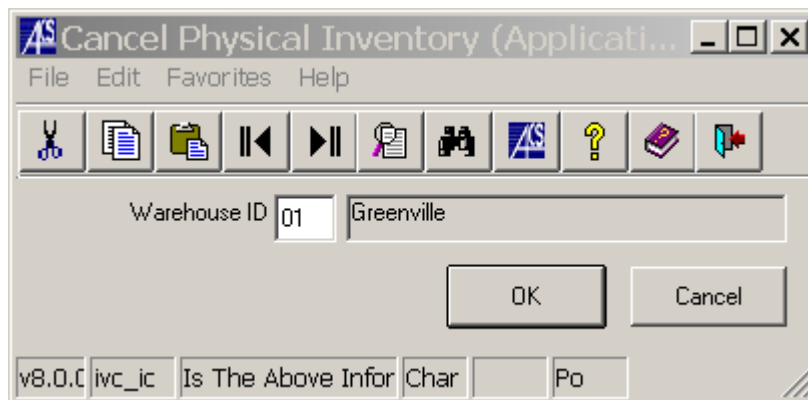
Enter the warehouse or to select from a list.

Click OK to continue, Cancel will return to a menu.
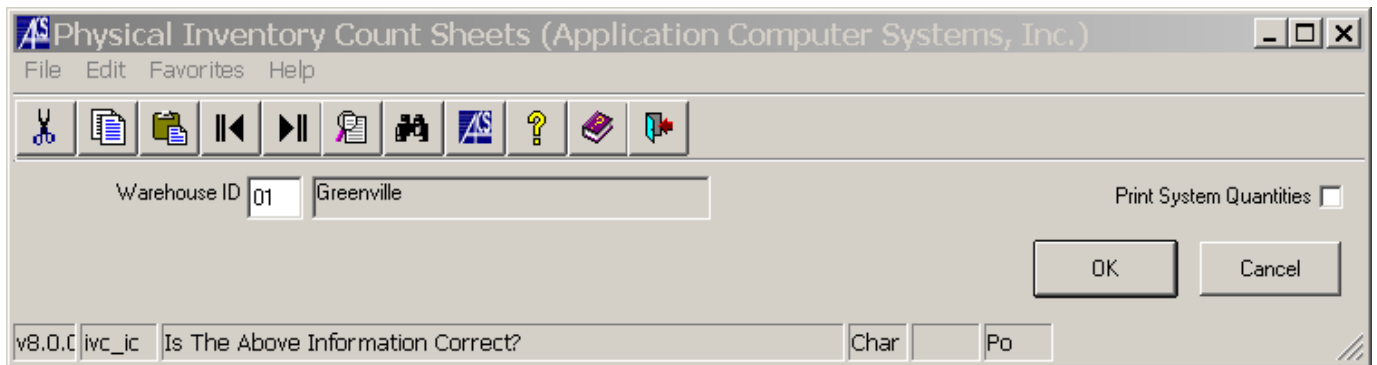
The system will display the cancel selection detail screen next.

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Inventory

Enter the individual cycle codes for the selection process or press F1 for all cycle codes.

Clicking OK will continue with the process, Cancel will return to a menu, Delete will remove a cycle code from the cancel, and Insert will allow entry of another cycle code in the next available row.

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Inventory

INVENTORY PHYSICAL INVENTORY COUNT SHEETS

FUNCTION: You should print count sheets after inventory items are selected for physical count processing. Count sheets serve as an aid in the actual counting of inventory. The printed sheets show all items selected for processing.

Enter the warehouse or [icon] to select from a list.

Check the Print System Quantities checkbox if system quantities should be printed on the count sheets.

Click OK to continue, Cancel will return to a menu.

Enter the individual cycle codes for the selection process or press F1 for all cycle codes.

Clicking OK will continue with the process, Cancel will return to a menu, Delete will remove a cycle code from the print, and Insert will allow entry of another cycle code in the next available row.

NOTE: Print the physical count sheets. Physical count sheets contain a list of the items to be counted, and provide a worksheet for the actual counting of the inventory. After the counting is complete, they serve as data input sheets for the data entry process. They may be printed for the entire inventory (by warehouse), or only for items with selected inventory cycle codes. Count sheets are printed in cycle and bin location sequence to help speed the counting process.

Take a physical inventory count of the items shown on the count sheets. Record the quantity on-hand on the blank lines provided on the count sheets.

During the counting of inventory, there should be no physical movement of items either in or out of the building. After the count is completed and verified, the inventory may be used as usual. During this time, you may continue to post both manual and automatic transactions to the Inventory Control module because of the freeze file created when count sheets are printed. If items must be moved, "RED TAG" the item to note the movement (sale, receipt, etc) and the amount of the items moved so the movement may be accounted for in the count (red tags may be removed when the count is complete).

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Count Sheet Sample:

```
Item                Description                        UM  Location   Physical Count

10378               CLEANERS BRULEN                    GL             _____

16-CMW              COPPER MAGNET WIRE - 16 ROUND      LB             _____

17-CMW              COPPER MAGNET WIRE - 17 ROUND      LB             _____

210ZZ               BALL BEARING - SHEILDED 210ZZ      EA             _____

230P                Epoxylite #230 Pint                EA             _____

230Q                Epoxylite #230 Quart               EA             _____

24663               PHASE CLOTH MFG-1                  SF             _____

25001               CEQUIN 1/16"                       SF             _____

30412               NOMEX SHEETS 5-3-5, 36 X 36        SF             _____

30413               NOMEX SHEETS 5-5-5, 36 X 36        SF             _____

312ZZ               BALL BEARING - SHEILDED 312ZZ      EA             _____

319ZZ               BALL BEARING - SHEILDED            EA             _____

32334               CUTTING TOOLS AR-8                 EA             _____

345                 STATOR CLIPS 3/8"                  EA             _____

40225               ACRYLIC SLEEVING 3/8" GRADE C-1    FT             _____

40230               ACRYLIC SLEEVING #8 GRADE C-1      FT             _____

410                 CAD. PLATED FLAT WASHERS 1/4"      EA             _____

44230               DISP. COVERALLS                    EA             _____

5446                TIE CORD DHS-1CL                   FT             _____

6001                EPOM LEAD WIRE 600V NO.6           FT             _____

60821               OIL ZEP-45 20 OZ. SPRAY CAN        EA             _____

6224ZZ              BALL BEARING -SHIELDED             EA             _____

65221               MOLD RELEASE # 311 16OZ SPRAY CAN  EA             _____

70428               WELDING .050 X 1/8" SILFON 15%     EA             _____

9165                3PH XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXYYY EA      _____
```

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INVENTORY PHYSICAL INVENTORY COUNT ENTRY

FUNCTION: Use this task to enter actual inventory as recorded on the count sheets. Entries do not affect the on-hand quantities in the Inventory Masterfile until after they are verified, accepted, and the Physical Inventory Register is updated.

Enter the warehouse from the count sheet or to select from a list.

Enter the cycle code from the count sheet.

Enter the item from the count sheet.

If the item's inventory lot/serial parameter is set to Y, the system will prompt for lot/serial information. When prompted, enter the lot/serial number.

Enter the physical count from the count sheet.

Clicking OK will continue to the next item, Cancel will return to a menu, or Delete will remove the item from the entire physical count process.

If edits are required after the entry process, entering the warehouse, cycle code, and item number will bring up the same entry so the count entered may be adjusted.

NOTE: Enter the new physical counts using the Physical Inventory Entry task. Check off each quantity on-hand figure on the physical count sheets as it is entered. If the computer quantity appears on the count sheet, only counts that are different from the computer need to be entered.

INVENTORY PHYSICAL INVENTORY REGISTER

FUNCTION: This task prints all physical inventory counts as entered through the Physical Inventory Count Entry task, and activates the physical count update process. It also shows the computer on-hand quantity and calculates the count variance, allowing verification of physical inventory counts.

Enter the warehouse from the count sheet or to select from a list.

Enter the individual cycle codes for the selection process or press F1 for all cycle codes.

Clicking OK will continue with the process, Cancel will return to a menu, Delete will remove a cycle code from the register, and Insert will allow entry of another cycle code in the next available row.

NOTE: Print the Physical Inventory Register when all physical counts included within the cycle are entered. The Physical Inventory Register shows the actual on-hand figure, the computer on-hand figure (from the freeze file), and the calculated variance between the two.

Verify the data on the Physical Inventory Register. If anything was omitted or entered incorrectly, use the Physical Inventory Entry task to make adjustments. Reprint the register and discard the previous one.

Every variance should be recorded with a known and acceptable reason for the variance. Some user companies will record the known and acceptable reasons on the count sheets or registers as part of the audit file.

When the Physical Inventory Register is correct, enter Yes to the update prompt. The inventory file is updated to show the new physical count, with an automatic posting of an adjustment to each item where the computer's on-hand quantity was different than the physical on-hand quantity.

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After the update is complete, provide the count sheets and register to the designated accounting person to process the journal adjustments for any variances. The count sheets and register should be filed as an audit copy.

As the physical inventory update proceeds, item numbers display on the screen to show progress. This process can take some time for a large inventory. Any quantity variances as a result of the physical count process are updated directly to the Inventory and an inventory transaction is written. In a lotted/serialized inventory, the Physical Inventory Register update affects the Lot/Serial Number file, Lot/Serial Number Sort File, and the Lot/Serial Number Transaction File.

There are no general ledger postings made as part of the update. Any adjustments to the general ledger must be made using the Journal Entry task within the General Ledger module. At the conclusion of the update process, the physical inventory processing queue is cleared of all updated selections.

Small count errors may be corrected with the Inventory Transaction Entry task after the register update. Remember the physical count update posts the calculated adjustment amount to the Inventory file. That is the difference between the system's on-hand amount when the cycle was "frozen" and the physical count amount. The inventory transaction update makes an adjustment by the actual amount entered in the Inventory Transaction Entry task.

Register Sample:

```
10/07/10                          Application Computer Systems, Inc.                                    Page    1
11:45 AM                     Physical Inventory Register For Warehouse 01 Greenville
                              Cycle Code   - Cutoff Date 10/07/10
                                              ---- Physical ------- ----- System -------- ---- Variance -------
Item                                UM Location   Quantity Total Value  Quantity Total Value  Quantity Total Value
10378            *                  GL              1.00       14.69      1.00       14.69      0.00       0.00
   CLEANERS BRULEN
16-CMW           *                  LB          11475.00   21,458.25  11475.00   21,458.25      0.00       0.00
   COPPER MAGNET WIRE - 16 ROUND
17-CMW           *                  LB          11740.00   22,306.00  11740.00   22,306.00      0.00       0.00
   COPPER MAGNET WIRE - 17 ROUND
210ZZ            *                  EA            214.00    4,844.96    214.00    4,844.96      0.00       0.00
   BALL BEARING - SHEILDED 210ZZ
230P             *                  EA             20.00      243.00     20.00      243.00      0.00       0.00
   Epoxylite #230 Pint
230Q             *                  EA             20.00      456.00     20.00      456.00      0.00       0.00
   Epoxylite #230 Quart
24663            *                  SF              0.00        0.00      0.00        0.00      0.00       0.00
   PHASE CLOTH MFG-1
25001            *                  SF              0.00        0.00      0.00        0.00      0.00       0.00
   CEQUIN 1/16"
30412            *                  SF              3.00-       3.24-     3.00-       3.24-     0.00       0.00
   NOMEX SHEETS 5-3-5, 36 X 36
30413            *                  SF           9951.00   11,742.18   9951.00   11,742.18      0.00       0.00
   NOMEX SHEETS 5-5-5, 36 X 36
312ZZ            *                  EA            141.00    9,902.43    141.00    9,902.43      0.00       0.00
   BALL BEARING - SHEILDED 312ZZ
319ZZ            *                  EA              2.00-     379.50-     2.00-     379.50-      0.00       0.00
   BALL BEARING - SHEILDED
32334            *                  EA              0.00        0.00      0.00        0.00      0.00       0.00
   CUTTING TOOLS AR-8
345              *                  EA            876.00       52.56    876.00       52.56      0.00       0.00
   STATOR CLIPS 3/8"
40225            *                  FT              0.00        0.00      0.00        0.00      0.00       0.00
   ACRYLIC SLEEVING 3/8" GRADE C-1
40230            *                  FT          11745.00    1,291.95  11745.00    1,291.95      0.00       0.00
   ACRYLIC SLEEVING #8 GRADE C-1
```

Application Computer Systems, Inc.
Inventory

INVENTORY LOTTED/SERIALIZED REPORTS MENU

FUNCTION: Use this menu to access the inquiries and reports required for managing a lotted or serialized inventory.

INVENTORY LOTTED/SERIALIZED HISTORY ITEM INQUIRY

FUNCTION: Use this task to display the inventory transaction history for a given item. You can determine which products use the item and whether a customer requests a particular item over and over again

The Lot/Serial History Item Inquiry screen is divided into two sections. In the upper section (header) fields you enter the item number, warehouse, and lot/serial number. In the lower section the inquiry information is displayed. The inquiry information is generated by the Order/Invoice Processing module's Sales Register Update.
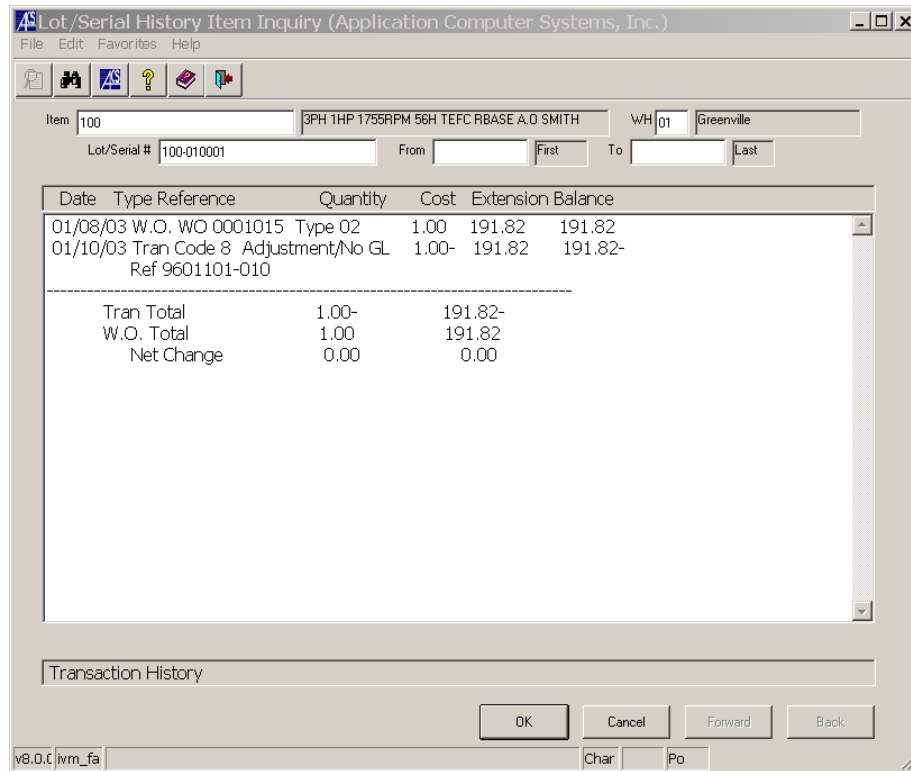
Enter the item number or [icon] to select from a list.

Enter the warehouse or [icon] to select from a list.

Enter the lot/serial number or [icon] to select from a list.

Enter the beginning and ending date for the transactions to list, or press F1 to select the first and last dates.

Each transaction matching the criteria entered will be shown as part of the inquiry.

INVENTORY LOTTED/SERIALIZED HISTORY CUSTOMER INQUIRY

FUNCTION: Use this task to display the inventory transaction history for a given customer. Transactions may be selected by product type, item number, or lot/serial number. You can use this task to verify whether a customer has purchased a specific lot or serial number item from you.

The Lot/Serial History Customer Inquiry screen is divided into two sections. In the upper section (header) fields you enter the customer number, product, lot/serial number, and the item number. In the lower section the inquiry information is displayed. The inquiry information is generated by the Order/Invoice Processing module's Sales Register Update.

Enter the customer number or to select from a list.

Enter the product type or to select from a list.

Enter the lot/serial number or to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the item number or [icon] to select from a list.

Enter the beginning and ending date for the transactions to list, or press F1 to select the first and last dates.

Each transaction matching the criteria entered will be shown as part of the inquiry.

Application Computer Systems, Inc.
Inventory

INVENTORY LOTTED/SERIALIZED HISTORY VENDOR INQUIRY

FUNCTION: Use this task to display the receipt transaction history for a given vendor. Receipts may be selected by product type, item number, or serial/lot number. You can also use this task to verify receipts of serial numbers or lot numbers.

The Lot/Serial History Vendor Inquiry screen is divided into two sections. In the upper section (header) fields you enter the vendor number, product, lot/serial number, and the item number. In the lower section the inquiry information is displayed. The inquiry information is generated by the Purchase Order Processing module's Receipt Register Update, and in a serialized inventory, by the Sales Register Update.

Enter the customer number or to select from a list.

Enter the product type or to select from a list.

Enter the lot/serial number or to select from a list.

Enter the item number or [icon] to select from a list.

Enter the beginning and ending date for the transactions to list, or press F1 to select the first and last dates.

Each transaction matching the criteria entered will be shown as part of the inquiry.

INVENTORY LOTTED/SERIALIZED HISTORY ITEM REPORT

FUNCTION: Use this task to print the transaction history for any or all selected lot/serial items. You can make selections by product type, item number, transaction date, status (open versus sold), transaction type, and warehouse.

The information requested for the report is generated by the Purchase Order Processing module's Receipt Register Update, the Order/Invoice Processing module's Sales Register Update, Inventory Transaction Register Update, Inventory Transfer Register Update, and Physical Inventory Register Update.

Enter the beginning and ending dates for the report.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or ⬚ to select from a list.

Enter the last product type, press F1 to select the last one on record, or ⬚ to select from a list.

Enter the first item, press F1 to select the first one on record, or ⬚ to select from a list.

Enter the last item, press F1 to select the last one on record, or ⬚ to select from a list.

Enter the item type, press F1 to select all item types, or ⬚ to select from a list.

Enter the transaction type from the list or press F1 to select all item types.

Enter Open, closed, or Both for the lot/serial file.

Check the Totals by Item checkbox if item totals should be shown on the report.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/07/10                              Application Computer Systems, Inc.                                      Page   1
12:15 PM                                Lot/Serial History Item Report
                              All Lot/Serial Numbers From First Date Through Last Date
                                         For All Transaction Types
From Item: First                           Warehouse 01 Greenville                            From Product: First
  To Item: Last                               All Item Types                                    To Product: Last
Item Lot/Serial # Date    Type Reference Information                       Quantity Unit Cost  Extension  Balance
100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH  Product: A
                  01/09/03 BOM  Ref BTS-01                                  20.00-   191.82    3,836.40-   20.00-
                           Item B200 24 Speed Mountain Racer
                  01/09/03 BOM  Ref BTS-01                                  20.00-   191.82    3,836.40-   40.00-
                           Item B300 Chromoly Endurance Trail
                                                             BOM   Total    40.00-             7,672.80-
                                                             Net Change     40.00-             7,672.80-
      100-010001 01/08/03 W.O. WO 0001015  Type 02                          1.00    191.82      191.82    1.00
                  01/10/03 Tran Code 8  Adjustment/No GL    Issued via BOM Entry  1.00-  191.82  191.82-   0.00
                           Ref 9601101-010
                                                             W.O. Total     1.00                191.82
                                                             Tran Total     1.00-               191.82-
                                                             Net Change     0.00                  0.00
      100-010002 01/08/03 W.O. WO 0001015  Type 02                          1.00    191.82      191.82    1.00
                  01/10/03 Tran Code 8  Adjustment/No GL    Issued via BOM Entry  1.00-  191.82  191.82-   0.00
                           Ref 9601101-020
                                                             W.O. Total     1.00                191.82
                                                             Tran Total     1.00-               191.82-
                                                             Net Change     0.00                  0.00
      100-010003 01/08/03 W.O. WO 0001015  Type 02                          1.00    191.82      191.82    1.00
                  01/10/03 Tran Code 8  Adjustment/No GL    Issued via BOM Entry  1.00-  191.82  191.82-   0.00
                           Ref 9601101-030
                                                             W.O. Total     1.00                191.82
                                                             Tran Total     1.00-               191.82-
                                                             Net Change     0.00                  0.00
```

INVENTORY LOTTED/SERIALIZED HISTORY CUSTOMER REPORT

FUNCTION: Use this task to print the shipment transaction history of all or selected customers for lotted or serialized items. You can select shipments by customer, product type, item number, transaction date, status (open versus sold), transaction type, and warehouse.


The information requested for the report is generated by the Order/Invoice Processing module Sales Register Update.

Enter the first customer, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last customer, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first date or press F1 to select the first one on record.

Enter the last date or press F1 to select the last one on record.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type or to select from a list.

Enter Open, closed, or Both for the lot/serial file.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/07/10                          Application Computer Systems, Inc.                                      Page   1
12:21 PM                       Lot/Serial History Customer Report For Item Type All
                                      From First Date Through Last Date
From Item: First                     From Warehouse: First          From Customer: First              From Product: First
  To Item: Last                        To Warehouse: Last             To Customer: Last                 To Product: Last
        Prod          Transaction
Cust   Type Serial # Date    Type Whse Item/Reference Information                  Quantity Unit Cost   Extension      Price
000200 Industrial Products
       C    A0100-1011        02   100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
              12/23/02 Sale Invoice 0005017-000 Order 0001016 Line S                 1.00-    244.09      244.09-     350.00
       C    A0100-1012        02   100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
              12/23/02 Sale Invoice 0005017-000 Order 0001016 Line S                 1.00-    244.09      244.09-     350.00
000500 Ron Anderson And Company
       C    A0100-1017        01   100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
              12/27/02 Sale Invoice 0005028-000 Order 0001028 Line S                 1.00-    244.09      244.09-     350.00
       D    A0300-1007        01   300               Titanium Body Frame
              12/27/02 Sale Invoice 0005028-000 Order 0001028 Line S                 1.00-    276.43      276.43-     349.00
       D    A0300-1008        01   300               Titanium Body Frame
              12/27/02 Sale Invoice 0005028-000 Order 0001028 Line S                 1.00-    276.43      276.43-     349.00
       D    A0300-1009        01   300               Titanium Body Frame
              12/27/02 Sale Invoice 0005028-000 Order 0001028 Line S                 1.00-    276.43      276.43-     349.00
000600 Valley Irrigation Systems
       C    100-012011        01   100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
              02/15/03 Sale Invoice 0005081-000 Order 0001083 Line S                 1.00-    191.82      191.82-     350.00
       C    100-012012        01   100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
              02/15/03 Sale Invoice 0005081-000 Order 0001083 Line S                 1.00-    191.82      191.82-     350.00
       C    100-012013        01   100               3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
              02/15/03 Sale Invoice 0005081-000 Order 0001083 Line S                 1.00-    191.82      191.82-     350.00
       D    300-012001        01   300               Titanium Body Frame
              01/15/03 Sale Invoice 0005040-000 Order 0001040 Line S                 1.00-    276.43      276.43-     349.00
       D    300-012002        01   300               Titanium Body Frame
              01/15/03 Sale Invoice 0005040-000 Order 0001040 Line S                 1.00-    276.43      276.43-     349.00
       D    300-012003        01   300               Titanium Body Frame
              01/15/03 Sale Invoice 0005040-000 Order 0001040 Line S                 1.00-    276.43      276.43-     349.00
       D    300-012004        01   300               Titanium Body Frame
              01/15/03 Sale Invoice 0005040-000 Order 0001040 Line S                 1.00-    276.43      276.43-     349.00
```

Application Computer Systems, Inc.
Inventory

INVENTORY LOTTED/SERIALIZED HISTORY VENDOR REPORT

FUNCTION: Use this task to print the transaction history for all or selected vendors. Selections may be made by vendor, product type, item number, transaction date, and warehouse.


The information requested for the report is generated by the Purchase Order Processing module's Receipt Register Update, and in a serialized inventory, the Sales Register Update. Only those items with the Inventoried parameter set to Y are shown.

Enter the first vendor, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last vendor, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first date or press F1 to select the first one on record.

Enter the last date or press F1 to select the last one on record.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type or to select from a list.

Enter Open, closed, or Both for the lot/serial file.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/07/10                              Application Computer Systems, Inc.                                    Page    1
12:24 PM                          Lot/Serial History Vendor Report For Item Type All
                                       From First Date Through Last Date
From Item: First                        From Warehouse: First          From Vendor: First              From Product: First
  To Item: Last                           To Warehouse: Last              To Vendor: Last                 To Product: Last
       Prod          Transaction
Vendor Type Serial # Date    Type Whse Item/Reference Information                    Quantity Unit Cost   Extension     Price
000400 Atlas Metalworks
     D    300-030701        01   300            Titanium Body Frame
              03/07/03 P.O. PO 0005047-010 Line S                                      1.00     262.61      262.61     262.61
     D    300-030702        01   300            Titanium Body Frame
              03/07/03 P.O. PO 0005047-010 Line S                                      1.00     262.61      262.61     262.61
     D    300-030703        01   300            Titanium Body Frame
              03/07/03 P.O. PO 0005047-010 Line S                                      1.00     262.61      262.61     262.61
     D    300-030704        01   300            Titanium Body Frame
              03/07/03 P.O. PO 0005047-010 Line S                                      1.00     262.61      262.61     262.61
     D    300-030705        01   300            Titanium Body Frame
              03/07/03 P.O. PO 0005047-010 Line S                                      1.00     262.61      262.61     262.61
     D    300-031501        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031502        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031503        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031504        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031505        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031506        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031507        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031508        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
     D    300-031509        01   300            Titanium Body Frame
              03/18/03 P.O. PO 0005063-010 Line S                                      1.00     248.79      248.79     248.79
```

INVENTORY LOTTED/SERIALIZED NUMBER STATUS REPORT

FUNCTION: Use this task to print a report showing the current status of all or selected serialized/lotted units in a single warehouse or in all your warehouses. You can make selection by item number, status (open, closed, or both), and product. The report can be printed in item number or serial/lot number sequence.

The information requested for the report is generated by the Purchase Order Processing module's Receipt Register Update, and the Order/Invoice Processing module's Sales Register Update, Inventory Transaction Register Update, and Physical Inventory Register Update.

Enter sequence by item or lot/serial number.

Enter Open, closed, or Both for the lot/serial file.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type or to select from a list.

Enter the first lot/serial number, press F1 to select the first one on record, or to select from a list.

Enter the last lot/serial number, press F1 to select the last one on record, or to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

Application Computer Systems, Inc.
Inventory

Item Lot/Serial #	Sold Or Received Issued Vendor	Prod	Quantity On Hand	Committed Quantity	Quantity Available	Unit Cost	Total Value
100	3PH 1HP 1755RPM 56H TEFC RBASE A.0 SMITH	A					
100-012040	01/10/03 00/00/00		1.00	0.00	1.00	191.82	191.82
	PO Number 0005029 - Line 010						
102-1130	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1131	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1132	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1133	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1134	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1135	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1136	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1137	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1138	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1139	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1140	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1141	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1142	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						
102-1143	03/19/03 00/00/00		1.00	0.00	1.00	204.87	204.87
	Completed Work Order						

INVENTORY LOTTED/SERIALIZED NUMBER ACTIVITY REPORT

FUNCTION: Use this task to print a report showing the activity of all or selected lotted/serialized units in a single warehouse or in all your warehouses. You can select certain periods by item number, status (open, closed, or both), and product. The report can be printed in item number or lot/serial number sequence.

Enter sequence by item or lot/serial number.

Enter Open, closed, or Both for the lot/serial file.

Enter beginning and ending period and year.

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

Application Computer Systems, Inc.
Inventory

Enter the first product type, press F1 to select the first one on record, or to select from a list.

Enter the last product type, press F1 to select the last one on record, or to select from a list.

Enter the first item, press F1 to select the first one on record, or to select from a list.

Enter the last item, press F1 to select the last one on record, or to select from a list.

Enter the item type or to select from a list.

Enter the first lot/serial number, press F1 to select the first one on record, or to select from a list.

Enter the last lot/serial number, press F1 to select the last one on record, or to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

Application Computer Systems, Inc.
Inventory

10/07/10   Application Computer Systems, Inc.   Page   1
12:32 PM   Lot/Serial Number Activity Report By Item From Period 10 10 Through Period 10 10
                  Warehouse 01 Greenville For All Item Types

Item	Lot/Serial #	Received Or Built	Sold Or Issued	Vendor	Prod	Beginning Balance	Received & Built	Sold & Issued	Adjustments & Returns	Transfers In & Out	Ending Balance
From Item: First								From Lot/Serial Number: First		From Product: First	
To Item: Last								To Lot/Serial Number: Last		To Product: Last	
100		3PH 1HP 1755RPM 56H TEFC RBASE A.0 SMIT A									
	100-010001	01/08/03	04/07/09			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010002	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010003	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010004	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010005	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010006	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010007	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010008	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010009	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010010	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010011	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010012	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010013	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	
	100-010014	01/08/03	00/00/00			0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00	

E.   MONTH END PROCESSING

Each month end, specific programs must be run to update values, advance monthly period settings, and create accurate historical transaction entries. The inventory module is completely separate in month end processing and is not dependant on any other module. The inventory month end process should be run at the end of the last day of the month after all other operation type registers have been updated and prior to any future month activity.

INVENTORY PERIOD END MENU

FUNCTION: Use this menu to access the tasks and reports generally run as part of period end processing. The reports shown here are standard with the module. Your installation may contain additional reports, or may have some reports removed from the menu if they are not used.
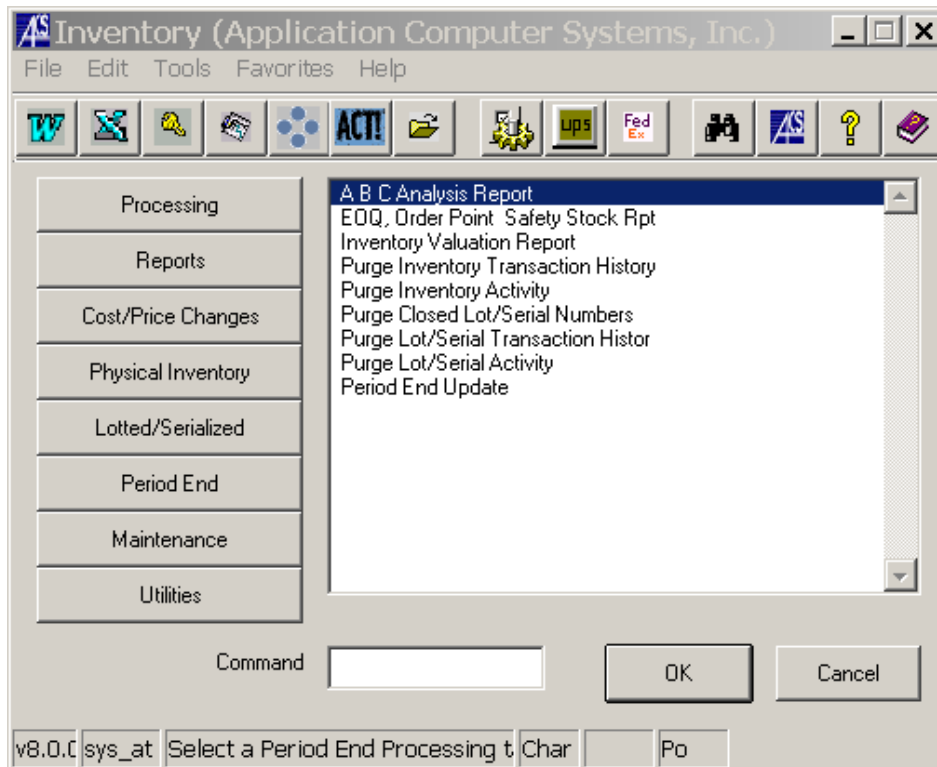
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INVENTORY PERIOD END ABC ANALYSIS REPORT

FUNCTION: Use this task to print a report categorizing your inventory into percentage groups designated A to Z. You can base the categories on either estimated annual usage amounts in dollars, or current inventory valuation in dollars. The ABC percentage values used to calculate the report are defined within the Parameter Maintenance Inventory Factors option.

PURPOSE: The purpose of the ABC Analysis Report is to provide information about the number of items that constitute a certain percentage of inventory dollars (if selected by on-hand value), or the number of items that constitute a certain percentage of inventory usage. These two different methods analyze your inventory from both an inventory valuation point of view, and an inventory movement (or usage) point of view.

With the ABC Analysis Report, an inventory manager can determine which items (and the number of different items) are responsible for a certain percentage of inventory value. A production or sales manager can determine which items are used most in production or are the best "sellers."

CALCULATIONS: The first step in generating the report is to read through the entire inventory file and sort the items by either estimated annual usage or actual on-hand value, depending on which option is selected. If the estimated annual usage option is selected, the value for each item is the sum of the preceding year's usage figures for all warehouses times the unit cost for the item. Actual annual usage is used if available, otherwise estimated annual usage is used. If the on-hand value option is selected, the value for each item is the on-hand quantity for all warehouses times the unit cost for the item. The formula is: On-Hand Value = (On-Hand Quantity) x (Unit Cost)

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After the values have been calculated and the items have been sorted, the report is printed with the highest value first and the lowest value last. As the report prints, the items are grouped into categories A through Z, depending on the percentages designated in the Parameter Maintenance Inventory Factors option and the total value (either usage or on-hand value) of the report. Both the new ABC code assignment and the previous code assignment are shown on the report. At the end of the report are two sets of totals, one titled "dollars" and the other titled "items." The "dollars" figure represents the total value of the A through Z categories (respectively from top to bottom) and indicate the cumulative value of the A through Z items. The dollar total for these categories is the same as the total value of the report. The percentage figures associated with these dollar totals are also defined within the Parameter Maintenance Inventory Factors option.

The "items" figure indicates how many different items (i.e., different stock keeping units) make up the respective A through Z categories as determined by the "dollars" figure. The "% of Total" for the figure is derived as part of the report calculation. The total number of items is the same as the number of different items that appear on the report.

To run the ABC Analysis Report, check the checkbox. Leaving this box unchecked will print the existing report calculations without any recalculation.

Enter whether the report should be calculated based on quantity on hand, estimating annual usage, or current period ending balance.

Enter detail level by item, warehouse, or both.

Enter the first warehouse, press F1 to select the first one on record, or ▓ to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or ▓ to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/07/10                          Application Computer Systems, Inc.                                    Page
02:04 PM                            A B C Analysis Report By Item
                                Valued By Estimated Annual Usage As Of Period 10 10
                                              Prod    Estimated Annual         Total            Old New
    Seq  Item           Description            Type   Usage                    Value   Percent  ABC ABC
      1  200            Chromoly Bicycle Frame Assmbly       C          26.16  9,705.36  65.63%  A   A
      2  100            3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH  A     26.16  5,018.01  33.93%  E   B
      3  1000           Motor Length Adapter Drayton         C          26.16     64.88   0.44%  E   C
      4  1001           Chromoly Main Tube                   D           0.00      0.00   0.00%  E   D
      5  1002           Chromoly Chain Stay                  D           0.00      0.00   0.00%  E   E
      6  100BLU         Chromoly Bicycle Frame               C           0.00      0.00   0.00%  E   E
      7  101            3PH 15HP 1755RPM CB326Y TENV RELIANCE  AS        0.00      0.00   0.00%  E   E
      8  10378          CLEANERS BRULEN                      A           0.00      0.00   0.00%  E   E
      9  1100           Pedals                               C           0.00      0.00   0.00%  E   E
     10  1108           BEARING - SPECIAL                    BRG         0.00      0.00   0.00%  E   E
     11  1200           Motor Switch Mounting Box NEMA 48 Frame  A       0.00      0.00   0.00%  E   E
     12  1300           Bicycle Fenders                      C           0.00      0.00   0.00%  E   E
     13  14 GP200       Mag Wire TR80 Bucket                 WIR         0.00      0.00   0.00%  E   E
     14  1400           PISTON RING                          A           0.00      0.00   0.00%  E   E
     15  1401           Drinking Water Bottle                A           0.00      0.00   0.00%  E   E
     16  1402           Attachable Tire Repair Kit           A           0.00      0.00   0.00%  E   E
     17  15 GP200       Mag Wire TR80 Bucket                 A           0.00      0.00   0.00%  E   E
```

The system will prompt for the update following the printing of the report.

A B C Analysis Report

❓ Are You Ready To Update The A B C Analysis Report?

[Yes] [No] [Cancel]
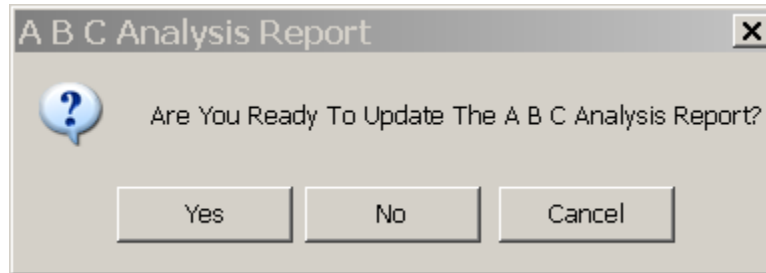
Click YES to update; No or Cancel to return to a menu.

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INVENTORY PERIOD END EOQ, ORDER POINT, SAFETY STOCK REPORT

FUNCTION: Use this task to print a list of all inventory items showing the old EOQ, order point and safety stock amounts. As the report prints, the new EOQ, order point and safety stock quantities are calculated and updated to the Inventory Masterfile.

NOTE: The EOQ is the optimum quantity to be ordered each time you place an order. It is determined based on the fixed costs of setting up or placing and receiving an order, annual sales in units, carrying costs, and per unit purchase price.

This update calculates the level of inventory at which a new order should be placed based upon average sales and lead time. Order point is defined as the demand during lead time plus safety stock.

This update calculates the amount of additional inventory that should be carried to hedge against variations in demand during lead time. Safety stock is determined as 50% of order point.

Enter detail level as item, warehouse, or both.

Enter the first warehouse, press F1 to select the first one on record, or to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or to select from a list.

Enter the first product type, press F1 to select the first one on record, or ⬚ to select from a list.

Enter the last product type, press F1 to select the last one on record, or ⬚ to select from a list.

Enter the first item, press F1 to select the first one on record, or ⬚ to select from a list.

Enter the last item, press F1 to select the last one on record, or ⬚ to select from a list.

Enter the item type, press F1 to select all item types, or ⬚ to select from a list.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
10/07/10                              Application Computer Systems, Inc.                                    Page   1
02:14 PM                  EOQ, Order Point  Safety Stock Rpt By Item For All Item Types
From Item: First                                   Setup Cost       5.00                         From Product: First
  To Item: Last                                  Carrying Cost     33.00%                          To Product: Last
                                                                                       Safety     Order
Item/Description                                  ----- Actual & Estimated Usage--------  Stock    Point         EOQ
Product A   Accessories
30412              NOMEX SHEETS 5-3-5, 36 X 36
                                     ABC Code E     Avg Period   0.00 Wgt Period   0.00 Old   0.00 D   0.00 D   0.00 D
                                     Lead Time 0    Act Annual   0.00 Est Annual   0.00 New   0.00     0.00     0.00
Product C   Components
100BLU            Chromoly Bicycle Frame
                                     ABC Code E     Avg Period   0.00 Wgt Period   0.00 Old   0.00 D   0.00 D   0.00 D
                                     Lead Time 14   Act Annual   0.00 Est Annual   0.00 New   0.00     0.00     0.00


10/07/10                              Application Computer Systems, Inc.                                    Page   2
02:14 PM            EOQ, Order Point  Safety Stock Rpt For Warehouse 01 Greenville For All Item Types
From Item: First                                   Setup Cost       5.00                         From Product: First
  To Item: Last                                  Carrying Cost     33.00%                          To Product: Last
                                                                                       Safety     Order
Item/Description                                  ----- Actual & Estimated Usage--------  Stock    Point         EOQ
Product A   Accessories
100              3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
                                     ABC Code E     Avg Period   0.08 Wgt Period   2.18 Old   5.00 D  10.00 D  10.00 D
                            Cost    191.82 Lead Time 7    Act Annual   1.00 Est Annual  26.16 New   0.00     0.00     2.00
10378            CLEANERS BRULEN
                                     ABC Code E     Avg Period   0.00 Wgt Period   0.00 Old   0.00 D   0.00 D   0.00 D
                            Cost     14.69 Lead Time 0    Act Annual   0.00 Est Annual   0.00 New   0.00     0.00     0.00
1200             Motor Switch Mounting Box NEMA 48 Frame
                                     ABC Code E     Avg Period   0.00 Wgt Period   0.00 Old  57.00 D 171.00 D  82.00 D
                            Cost      0.98 Lead Time 7    Act Annual   0.00 Est Annual   0.00 New   0.00     0.00     0.00
1400             PISTON RING
                                     ABC Code E     Avg Period   0.00 Wgt Period   0.00 Old  18.00 D  54.00 D  46.00 D
                            Cost      9.34 Lead Time 7    Act Annual   0.00 Est Annual   0.00 New   0.00     0.00     0.00
```

The system will prompt to update each of the values with the following prompt.
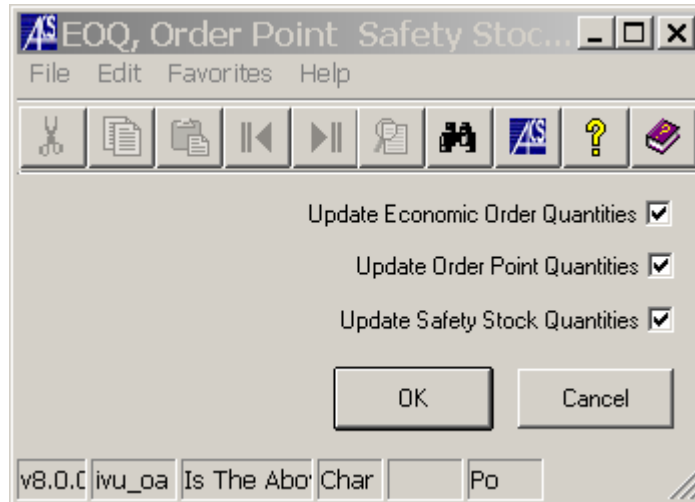
Check the checkboxes for the values to update, then click OK to update or Cancel to return to a menu.

INVENTORY PERIOD END INVENTORY VALUATION REPORT

FUNCTION: Use this task to print a report showing the value of on-hand inventory in your warehouse(s). You can base the value on average, standard, replacement, or landed cost methods; the default is the method selected in the system parameters. If using LIFO/FIFO costing or using Lot/Serial # you must run the report in detail for a correct inventory value.

Enter costing method as replacement, average, or standard (system defaults to current costing method set in inventory parameters.

Enter detail or summary level (if running LIFO/FIFO, the detail level will provide LIFO/FIFO values, while the summary will ignore LIFO/FIFO values and report based on costing method).

Enter the first warehouse, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last warehouse, press F1 to select the last one on record, or [icon] to select from a list.

Enter the first product type, press F1 to select the first one on record, or [icon] to select from a list.

Enter the last product type, press F1 to select the last one on record, or ▣ to select from a list.

Enter the first item, press F1 to select the first one on record, or ▣ to select from a list.

Enter the last item, press F1 to select the last one on record, or ▣ to select from a list.

Enter the item type, press F1 to select all item types, or ▣ to select from a list.

Check the checkbox to include zero balance items if they are required for the report.

Check the checkbox to insert a page break between product types.

Enter whether the report should be run based on ending balances or quantity on hand.

The OK button prints the report, the Cancel button returns to the reports menu.

Report sample:

```
                                      No Zero Balances Using Quantity On Hand
    From Item: First                       Warehouse 01 Greenville                            From Product: First
      To Item: Last                          All Item Types                                     To Product: Last
                                          Replacmnt     Lot/Serial Number or  Quantity            Ending     Total
    Item/Description    UM Location       Cost       Tier  Date   Type Ref # On Hand  Unit Cost  Balance     Value
                                                      225-1005                   1.00    205.00    1.00      205.00
                                                      225-1006                   1.00    205.00    1.00      205.00
                                                      225-1007                   1.00    205.00    1.00      205.00
                                                      225-1008                   1.00    205.00    1.00      205.00
                                                      225-1009                   1.00    205.00    1.00      205.00
                                                      225-1010                   1.00    205.00    1.00      205.00
                                                      225-1011                   1.00    205.00    1.00      205.00
                                                      225-1012                   1.00    205.00    1.00      205.00
                                                      225-1013                   1.00    205.00    1.00      205.00
                                                      225-1014                   1.00    205.00    1.00      205.00
                                                      225-1015                   1.00    205.00    1.00      205.00
                                                      225-1016                   1.00    205.00    1.00      205.00
                                                      225-1017                   1.00    205.00    1.00      205.00
                                                      225-1018                   1.00    205.00    1.00      205.00
                                                        Total For Item 100      61.00            61.00    12,473.44
    10378            GL                  14.69      1 06/01/08 Sale 000524       1.00     14.69              14.69
    CLEANERS BRULEN
    1200             EA BIN 140           0.98      1 09/29/10 Tier Adjust      87.00      0.98              85.26
    Motor Switch Mounting Box NEMA 48 Frame
    1400             EA BIN 105           9.34      1 05/26/09 Phys             5.00       9.34              46.70
    PISTON RING                                     2 09/29/10 Tier Adjust     70.00       9.34             653.80
                                                        Total For Item 1400    75.00                        700.50
    1401             EA BIN 110           1.80      1 09/29/10 Tier Adjust     116.00      1.80             208.80
    Drinking Water Bottle
    1402             EA BIN 110           6.08      1 09/29/10 Tier Adjust     102.00      6.08             620.16
    Attachable Tire Repair Kit
    15 GP200         LB                   2.35      1 09/29/10 Tier Adjust      50.00      2.35             117.50
    Mag Wire TR80 Bucket
    230P             EA                  12.15      1 09/29/10 Tier Adjust      20.00     12.15             243.00
    Epoxylite #230 Pint
    230Q             EA                  22.80      1 09/29/10 Tier Adjust      20.00     22.80             456.00
    Epoxylite #230 Quart
```

INVENTORY PERIOD END PURGE OPTIONS

WARNING: ACS does not recommend the purging of any data without first consulting with ACS Customer Representatives to review options and alternatives. This will also allow ACS to create back-up files for the data.

PURGE OPTIONS:

Purge Inventory Transaction History: Use this task to delete all transaction history up to a specified date.

Purge Inventory Activity: Use this task to delete all inventory activity up to a specified date.

Purge Closed Lot/Serial Numbers: Use this task to delete all closed lot/serial numbers that have zero quantity on-hand and no transaction dates after the purge date. It is advisable to print the Lot/Serial Number Status Report, which shows the numbers to be deleted, before performing this purge.

Purge Lot/Serial Transaction History: Use this task to delete all lot/serial transaction history up to a specified date.

Purge Lot/Serial Activity: Use this task to delete all lot/serial activity up to a specified date.

INVENTORY PERIOD END – PERIOD END UPDATE

FUNCTION: Use this task to close the accounting period. Inventory usage history is updated for each item. Any inventory movement figures accumulated for the next period are moved to the new current period. The current period parameter within the inventory parameters is incremented automatically as part of the update process.
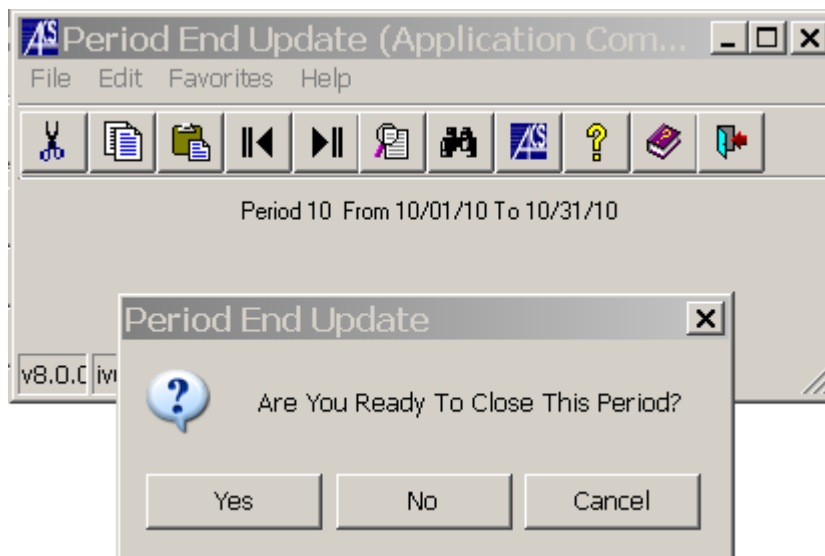
NOTE: Be sure all inventory transactions have been updated for the period and all necessary inventory reports have been printed before running the update. Also, check carefully the dates displayed on the screen for the selected accounting period before proceeding.

Click Yes to update the period; No or Cancel to return to a menu.

There is no report or register produced with this update.

F.   ADVANCED FILE MAINTENANCE TRAINING

The advanced file training is to cover additional file maintenance not covered anywhere else and related to inventory processing.

INVENTORY MAINTENANCE MENU – ADDITIONAL ITEMS

INVENTORY MAINTENANCE – CATALOG SETUP

FUNCTION: This feature is used to set up catalogs for reference, inquiry, and optional processing. The setup allows for naming the catalog and defining field labels for catalog values. Some customers may set up one catalog per vendor, others may have multiple catalogs for the same vendor, or many vendors combined in one catalog.

Enter a catalog (category) name.

Enter a description for the catalog.

Click the Ok button to continue or Cancel to return to a menu.

First column: Enter the field description for the first value to be entered for a catalog item.

RECOMMENDATION: Make the first two rows PRICE and COST. The system will be able to use these two values to pull the catalog price and cost into sales orders, purchase orders, quotes, and estimates. By making these consistently the first two fields, these fields will be less likely overlooked when setting up future catalogs.

Second column: Enter whether the value will be Alphanumeric or Numeric only.

Third column: field length in characters.

Fourth column: When the field in numeric, enter number of places to the right of the decimal.

Repeat up to 45 fields.

INVENTORY MAINTENANCE – CATALOG MAINTENANCE

FUNCTION: This option allows for the individual entry of each catalog item and their associated values. For bulk entry, use the Excel Load sheets.

Enter the catalog (category) to add the item.

Enter the item number and description in the next two fields.

Skip the graphics field – this is not used in the system.

Click Ok to continue or Cancel to return to a menu.

The system will display the grid and field labels associated with the catalog (category). Enter the values in the grid spaces for each label.

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INVENTORY MAINTENANCE – CUSTOMER ITEM MAINTENANCE

FUNCTION: This feature allows for the entry of a customer item cross-reference to items within your inventory. These items may be used for inquiry or order processing.

Enter the customer number or to select from a list.

Enter the customer item number.

Enter an inventory item number or to select from a list.

INVENTORY MAINTENANCE – BILL OF MATERIALS MAINTENANCE

FUNCTION: Create a one-tier bill of materials for simple assemblies for stocking or for building at time of sale.

In the Header portion of the entry, enter a parent item number for the BOM.

Enter whether this will be a stock item (assembled and added to inventory) or a non-stock item (assembled at time of sale).

In the detail portion of the entry, enter the warehouse, inventory component item, and quantity. The system will populate the description.

Click Ok when finished, cancel to return to a menu, delete to remove a sequence line from the detail entry, or insert to add the next item to the detail entry.

INVENTORY MAINTENANCE – BILL OF MATERIALS PRINT

FUNCTION: Print the bill of materials entered through Bill Of Material Maintenance, providing a list of components necessary to build or assemble a parent item.

Enter beginning and ending parent items.

This will produce a list of items for assembly. When the parent item is added to inventory through item transaction or sold on a sales order (and part of a sales register update) the quantities on hand for the component items will be adjusted by the quantities used per assembly.

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INVENTORY MAINTENANCE – PARAMETERS

FUNCTION: Use this task to access options which add, change, view, and/or delete Inventory Control parameter information. The parameters are divided among five different options: System Parameters, Inventory Factors, Default Display Columns, Item Default Values, and Sequence Numbers. ACS sets these parameters initially based on interviews, survey questions, and basic understandings of your company requirements – ACS should be consulted before making any changes to the parameters unless you have a full and complete understanding of the values and the impact of your changes.
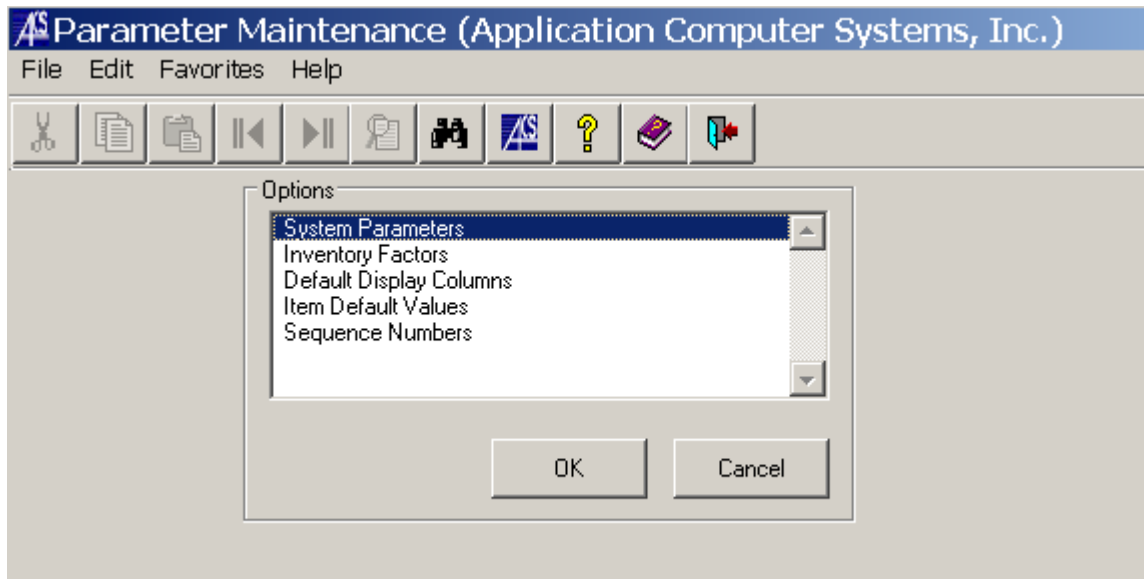
INVENTORY MAINTENANCE – SYSTEM PARAMETERS

FUNCTION: Use this option to set the parameters that determine how the Inventory Control module performs for your system after establishing masks, costing structure, and so forth.

NOTE: You must set up the parameters as part of the Inventory Control installation, and generally do not change them afterwards. If you want to select different parameter settings after the software is installed, carefully study the information here and in the Installation section before making any changes.

Item Number Size: Enter a number from 1 to 20 as the maximum length of your item numbers. With this parameter you determine the maximum number of characters in the Inventory Item Code for use throughout the Inventory Control and related modules. Make sure you allow for the largest item number you have in your inventory. **NOTE:** You should not change the Item Number Size after the Inventory Control module is in use as it may cause problems with the module's operation.

MFG Number: Enter a number from 1 to 20 to define the maximum length of your manufacturers' item numbers. Make sure you allow for the largest item numbers from all of your manufacturers. You may increase this parameter after the manufacturers' item numbers have been set, but you should not decrease it.

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Auto Number: Enter Y to activate the automatic numbering feature which assigns item numbers sequentially, C to activate the automatic numbering feature which assigns item numbers sequentially with a check digit, or N to disable this feature. This parameter allows you to assign inventory item numbers automatically as new items are set up within the Inventory Masterfile. Even if this parameter is set to Y or C, you can still assign your own item numbers.

Precision: Enter a number from 2 to 4 which indicates the point beyond the decimal that accuracy is calculated. You can change this parameter at any time after the Inventory Control module is installed, though it will result in a change of precision for making inventory calculations. **NOTE:** The standard software allows for a precision of up to 4 digits beyond the decimal point, and automatically formats inventory reports according to the numeric masks for extensions, quantities, costs and prices. If greater precision is required, a modification is necessary to allow the entry of a greater number, and possibly to correct the layout of all related inventory reports.

Lotted/Serialized/None: Enter L to establish lotted inventory tracking, S to establish serialized inventory tracking, or N so if neither lotted nor serialized inventory tracking is necessary.

Lot/Serial Number Size: Enter a number from 1 to 20 as the maximum number of characters available for lot/serial numbers. **NOTE:** Changing the lot/serial number size once the module is in operation is not recommended.

LIFO/FIFO/None: Enter L to maintain LIFO (Last In First Out) cost tiers for each inventory item, F to maintain FIFO (First In First Out) cost tiers for each item, or N if neither LIFO nor FIFO costing is required. **NOTE:** If you do not use LIFO or FIFO costing, the standard cost method is used to determine how extensions are calculated on the Inventory Valuation Report. Also, if you use LIFO/FIFO costing, the system does not create cost tiers at receiving warehouses when you transfer inventory. See Inventory Transfer Entry.

Method For Costing: Enter A if the item unit cost (see Item Maintenance) is updated using the average calculation method, R if the unit cost is updated using the replacement (last purchase) cost method, or S if standard costing is used. The unit cost for an item is updated, if applicable, during each "receipt" or "adjustment" type of inventory transaction. Caution: You can change the Method for Costing parameter any time after the module is installed, with a corresponding effect on the way your inventory costs are recorded and reported. But, indiscriminately changing parameters may result in a significant change to the total value of your inventory and the cost of goods sold calculations. Consult with your accounting department before making any changes. If you change the Method for Costing parameter to another method, it is important that you run the Rebuild Unit Costs task on the Inventory Utilities menu to reset unit costs. Costs are updated in all warehouses.

Current Period: Enter the current inventory accounting period. This number is incremented automatically during the period end process. When you update an inventory transaction, the

transaction date is compared with the current period (and year) to determine if the quantities should be updated to the current or next inventory period (see Inventory Item Maintenance).

Current Year: Enter the current inventory accounting year. This number is incremented automatically for the last period of the year during the period end process. **NOTE:** The current year is usually the same as the General Ledger's Current Year parameter except when the inventory period is closed before closing the general ledger.

Extension Mask: Enter a mask to establish the size and format of all numeric extension calculations within the Inventory module. Commas are optional and may be omitted if the inventory extensions are very large and begin to look crowded on the screen and/or reports. See Guidelines for Defining Numeric Masks in the Installation section.

Quantity Mask: Enter a numeric mask encompassing the largest and smallest quantity requirements of the inventory. If fractional quantities are required, you must enter a mask that contains a decimal point and zeroes to the right. Also, be sure to allow for negative quantities in the inventory. If fractions of quantities beyond hundredths are used (i.e., ###,###.0000-), set the precision parameter to 3 or 4 so that calculations are performed properly. See Guidelines for Defining Numeric Masks in the Installation section.

Cost Mask: Enter a numeric mask to use for inventory costs. Be sure to allow for pennies, or fractions of pennies if required. If a cost can be a fraction of a penny (i.e., ###,###.0000-), be sure the precision parameter is set to 3 or 4 so that calculations are performed properly. See Guidelines for Defining Numeric Masks in the Installation section. **NOTE:** While you would never have an inventory cost (or price) that was a negative number, provide for this possibility in the mask definition in case a negative number is accidentally entered. If this occurs, the error becomes apparent when the number is displayed or printed. Otherwise, a negative number prints without a minus sign and appears as a positive number, yet acts as a negative number during all calculations.

Price Mask: Enter a numeric mask to use for inventory prices. See note for Cost Mask field above.

Conversion Factor Mask: Enter a numeric mask to use for conversion factors.

Labels Up: Enter the number of adhesive labels that are to print across the page in the Inventory Item Labels task. A maximum of three labels may be printed across the page without overlapping printing. The labels up number times the label width number cannot exceed 130.

Label Length: Enter the number of horizontal print lines from the top of one label to the top of the next label on the page, including the number of lines on the label itself.
Label Width: Enter the width of the label, in character spaces, from the beginning of one label to the beginning of the label to the right, including the width of the label itself.

Multiple Warehouse: Enter Y if you use more than one warehouse for your inventory or N if you only use one warehouse.

Default Warehouse: Enter a warehouse code to use as a default.

Item Description Fields: Leave the description fields alone. Do not change them.

INVENTORY MAINTENANCE – INVENTORY FACTORS

FUNCTION: Factors are used by several of the reports in the Inventory Control module. You can use this option to change the factors involved with your system for calculating EOQs, Reorder Points, and percentage points used for ABC Analysis reports. Refer to the manual for more information regarding factors used for calculating inventory.

Setup Cost: Enter the amount representing the fixed costs of setting up, expediting, receiving, and paying an order from your suppliers. This figure is used in the computation of the Economic Order Quantity (EOQ).

Carrying Cost: Enter the estimated annual carrying cost per unit percentage. This cost amount is determined by management through analysis of several factors such as interest on inventory investment, obsolescence write-offs, and space costs. The carrying cost is used in the computation of the EOQ. Carrying Cost Example: An industry standard for carrying cost is the cost of money plus 20%. If current interest paid is 13%, the carrying cost is entered as 33%. Refer to the manual for a detailed description of EOQ computation.

Level: Display only. Shows the letter assigned to the level.

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Percent: Enter a number which represents the level's percentage of items on the ABC Analysis Report. **NOTE:** The percentages for all factors must equal 100. Refer to the manual for more information. If the percentages you entered for the factors do not total 100, the system issues the prompt: ABC Analysis Percentages Must Total To 100%

Factor: Enter the factor used in computing the reorder point for this level's items. Factors are used in the calculation of the reorder point for an item, and to provide a way to "weight" the current month versus the prior 3 months' average. A higher factor (0 to 100 is possible) will more heavily weight the current month (extrapolated), while a lower factor will more heavily weight the average from the prior 3 months. A factor of zero will consider only the prior 3 months' average, and a factor of 100 will consider only the current month's usage.

INVENTORY MAINTENANCE – DEFAULT DISPLAY COLUMNS

FUNCTION: You can use this option to create, add, change, or delete the column display on two inquiry screens: Inventory Activity Inquiry and Lot/Serial Activity Inquiry. These inquiries are part of Inventory Item Maintenance History Inquiry.

Enter the column type or [icon] to select from a list.

Click Ok to accept the values and continue or Cancel/Delete to return to a menu.

INVENTORY MAINTENANCE – ITEM DEFAULT VALUES

FUNCTION: Use this option to create a default item and its values for use when entering inventory information. You can also set defaults for the item regarding a buyer code, distribution code, stocking level, and so forth, which are commonly used in your inventory. Default codes can be overridden.

Enter the product type or [icon] to select from a list.

Enter the item class or [icon] to select from a list.

Enter the buyer code or [icon] to select from a list.

Enter the distribution code or [icon] to select from a list.

Enter sale unit of measure.

Enter purchase unit of measure.

Enter lotted/serialized (L, S, or N).

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Enter inventoried (in relation to lotted/serialized – Y or N).

Enter stocking level (I or W).

Enter Taxable (Y or N).

Enter the item type or to select from a list.

Enter ABC code.

Enter EOQ code (E, D, or N).

Enter Order Point code (E, D, or N).

Enter Safety Stock code (E, D, or N).

Click Ok to accept the values and continue or Cancel/Delete to return to a menu.

INVENTORY MAINTENANCE – SEQUENCE NUMBERS

FUNCTION: Use this option to set the first number for the automatic sequencing feature of the module.
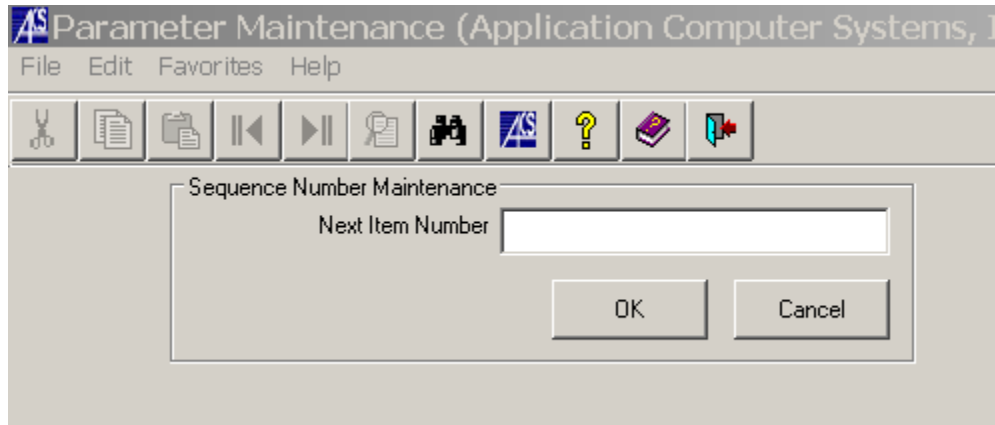
NOTE: This option is only available if you entered Y or C in the System Parameters option Auto Number field.

G. ADVANCED PROCESSING

Advanced processing covers additional utilities and processing steps sometimes required to rebuild files or correct references in the system.

WARNING: ACS does not recommend running any utility programs without first consulting with ACS Customer Representatives to review options and alternatives. This will also allow ACS to create back-up files for the data.

INVENTORY UTILITIES MENU

FUNCTION: Use this menu to gain access to the different utility tasks for the Inventory Control module. The tasks on this menu are seldom, if ever, used. They are there for recovery after a system crash.
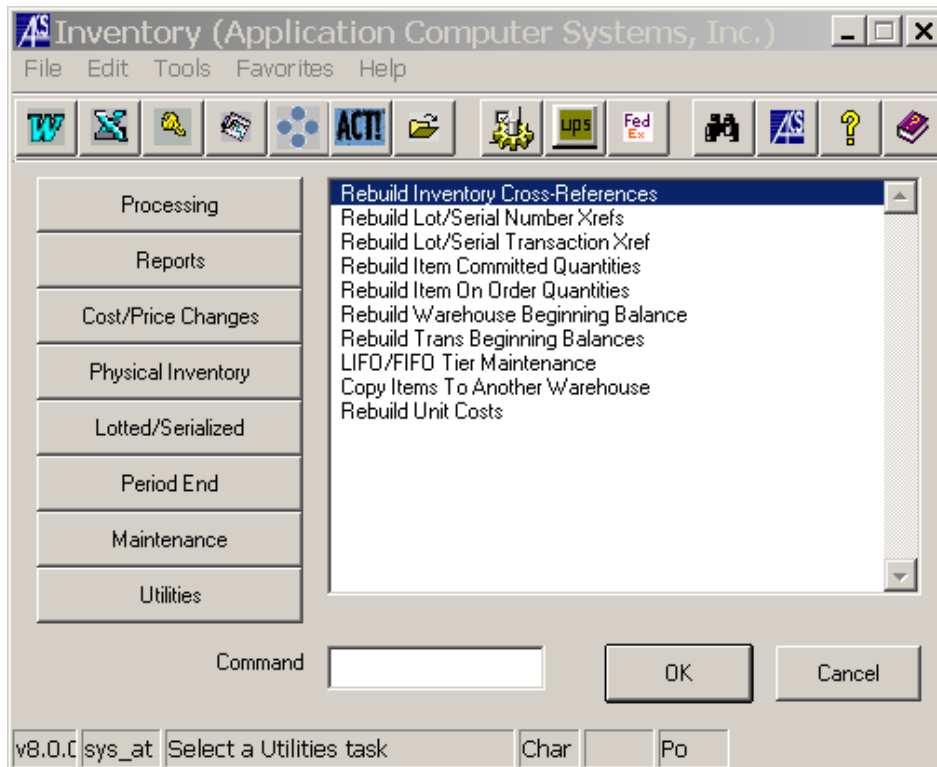
NOTE: Use the tasks on this menu to rebuild inventory cross-references, lot/serial numbers and transactions, item quantities, beginning balances, clear and reset LIFO/FIFO tiers, and to copy items to another warehouse.

Utilities and their functions:

Rebuild Inventory Cross-References: Use this task to rebuild the cross-reference file which accesses inventory items. This task may be run if it appears that cross references are not correct.

Rebuild Lot/Serial Number Xrefs: Use this task to rebuild the cross-reference file which accesses inventory items by serial number. This task may be run if it appears that cross references are not correct.

Rebuild Lot/Serial Transaction Xref: Use this task to rebuild the cross-reference file which accesses lot/serial inventory items by transaction number. This task may be run if it appears that cross references are not correct.

Rebuild Item Committed Quantities: Use this task to rebuild committed item quantities which are required for open orders. Orders from the Order/Invoice Processing, Service Repair, and Inventory modules are accessed. You must stop all data processing for these modules while the task is running. The rebuild can take considerable time to complete and may be best run during off hours. You should update the Inventory Transaction Register, the Inventory Transfer Register, and Service Repair Material Charges Register before the rebuild.

Rebuild Item On Order Quantities: Use this task to rebuild item on order quantities. Orders from the Order/Invoice Processing, Service Repair, and Inventory Control modules are accessed. You must stop all data processing for these modules while the task is running. The rebuild can take considerable time to complete and may best be run during off hours. You should update the Inventory Transaction Register, the Inventory Transfer Register, and and Service Repair Material Charges Register before the rebuild.

Rebuild Trans Beginning Balances: Use this task to build beginning balances in the Inventory Transaction History file at the time of installation of your system. You can also use this task in the future if you ever need to rebuild beginning balances.

LIFO/FIFO Tier Maintenance: You can use this task to print a comparison of FIFO/LIFO tier totals to on-hand totals; adjust the FIFO/LIFO tiers to match the on-hand totals; and/or initialize the FIFO/LIFO tiers by placing the entire on-hand balances in tier one and clearing the remaining tiers. All comparisons are done by warehouse.

    LIFO/FIFO TIER MAINTENANCE INCLUDES:

    Print Tier Diagnosis Report: Use this option to print a report which shows the on-hand balance and the total balance in LIFO/FIFO tiers for each inventory item in a selected warehouse.

Adjust LIFO/FIFO Tiers: Use this option to adjust the values of the out-of-balance tiers (as shown in the Tier Diagnosis Report) to correspond to the on-hand totals. If the quantity on hand is less than the total of the tiers, the tier balances are reduced until their total matches the on-hand balance. If the quantity on-hand is greater than the total of the tiers, a new tier (consisting of the difference in the totals) is created.

Clear and Rebuild Tiers: Use this option when the inventory valuation is being converted to LIFO or FIFO for the first time, or when tier data is corrupted past the point where useful information is provided. After tiers are cleared, a single tier containing the entire on-hand balance is created.

NOTE: If you are converting to a LIFO/FIFO inventory from one of another method, it is imperative that you run this option before entering any new transactions. Otherwise, those transactions are lumped together with existing item quantities and do not process correctly. Typically, a complete physical inventory is done just prior to the conversion date. You should run this option immediately after changing the LIFO/FIFO/None parameter on the conversion date.

Copy Items To Another Warehouse: Use this task to copy warehouse item records to another warehouse. The item records retain the distribution code, cycle code, buyer code, price code, restocking vendor, ABC, EOQ, order point, and safety stock information from the original warehouse. All other information is ignored.

Rebuild Unit Costs: Use this task if you change costing methods in the Parameter Maintenance System Parameters option. You must stop all data processing for these modules while the task is running. The rebuild can take considerable time to complete and may be best run during off hours.

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Appendix A

Product Type Codes

Product Type	Description	Update
AC	AC MOTOR	☑
ACC	Accessories	☑
ACM	AC MOTORS	☑
BRG	Bearings	☑
BSH	BRUSH	☑
CA	COIL ARMATURE	☑
COM	Components	☑
CON	Controls	☑
DB	DYNAMIC BALANCING	☑
DC	DC MOTOR	☑
DCM	DC MOTORS	☑
ELP	ELECTRONIC PARTS	☑
ER	ELECTRONIC REPAIR	☑
FAN	Fans	☑
FS	FIELD SERVICE	☑
GB	GEAR BOX	☑
GEN	General	☑
INS	Instruments	☑
IT	INTERNAL WORK	☑
MIS	Miscellanous	☑
MOT	Motors	☑
MW	MACHINE WORK, GENERA	☑
PR	PUMP REPAIR	☑
RAW	Raw Materials	☑
TAP	TAPE	☑
TR	TRANSFORMER REPAIR	☑
VOR	Voltage Regulators	☑
WED	WEDGE	☑
WIR	Wire	☑